



# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Martin J. Weigel, Vice-Chair*

*Alderspersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt*

Tuesday, September 18, 2018

7:21 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

#### RECESS MEETING

#### A. CALL TO ORDER

*Chairperson Haass called the meeting to order at 7:21 p.m.*

#### B. ROLL CALL

**Present** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

#### Others Present:

*Rebecca Grill, City Administrator; Sally Nusslock, Health Commissioner; Mike Rushmer, Forestry Superintendent; Peggy Steeno, Finance Director; Nick Cerwin, Assistant City Attorney; Patrick Mitchell, Police Chief; Mason Pooler, Fire Chief; Pete Daniels, City Engineer; Dave Wepking, Director of Public Works; Other Staff; Guests and Media.*

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

- 7. [R-2018-0510](#) Resolution authorizing the Superintendent of Forestry to apply for a cost-share grant of \$11,493.00 to fund Emerald Ash Borer mitigation projects and reduce runoff in urban communities. If received, the City's expenses related to this grant would be \$25,521.00.

**Sponsors:** Administration & Finance Committee and Public Works Committee

**A motion was made by Ald. Weigel, seconded by Ald. May, that this matter was Recommended For Adoption As Amended. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

- 8. [R-2018-0592](#) Resolution approving the transfer of \$1,500 from the salary account to the equipment account in the West Allis Senior Center's budget to pay for two exterior cameras for the Senior Center parking lot.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Weigel, seconded by Ald. May, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

9. [R-2018-0602](#) Resolution accepting the single source proposal from Novatime Technology, Inc. for a Software as a Service (SaaS) Contract for hosting Novatime Time and Attendance Tracking Software and the related maintenance for an annual sum of \$19,440 (\$1,620 per month), plus a one-time fee of \$1,100 for implementation services, for an amount not to exceed \$20,540.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. May, seconded by Ald. Roadt, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

10. [R-2018-0603](#) Resolution authorizing the purchase of the property located at 6749-6751 W. National Ave., (Perfect Screw Products Corporation) in the amount of \$587,105; a capital budget adjustment to facilitate the purchase; and the accompanying borrowing required to complete the purchase.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Czaplewski, seconded by Ald. May, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

11. [R-2018-0606](#) Resolution relative to the transfer of \$75,000.00 from the West Allis Fire Department's salary account #100-2201-522.11-01, into its vehicle account #100-2201-522.70-02, and the subsequent purchasing of a used aerial fire apparatus for a sum not to exceed \$75,000.00.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. May, seconded by Ald. Czaplewski, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

12. [2018-0747](#) Communication from City Administrator requesting approval to fill the vacant position of Water Maintainer in the Department of Public Works, Water Division.

**A motion was made by Ald. Weigel, seconded by Ald. May, that this matter was Recommended For Approval. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

13. [2018-0744](#) Finance Director/Comptroller submitting report for August 2018 indicating City of West Allis checks issued in the amount of \$2,534,162.30.

**A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

### City Attorney Claim Report

14. [2018-0734](#) Cities and Villages Mutual Insurance Company communication, on behalf of the City of Brookfield, relative to vehicle damages allegedly sustained in the City of Brookfield on December 18, 2017. Claim #APD061350

*Assistant City Attorney Cerwin and Police Chief Mitchell were present to discuss this matter.*

**A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

### Held Items

1. [2018-0496](#) Recommendations regarding Total Benefit Package from Employee Benefit Committee.

*City Administrator Grill provided update on this matter. She responded to questions and comments from Committee members. A special Administration & Finance Committee meeting is scheduled for Tuesday, October 2, at 6 p.m.*

**This matter was Discussed.**

### D. ADJOURNMENT

*A motion was made to adjourn the meeting at 7:34 p.m. The motion carried.*



All meetings of the {bdName} are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

**NON-DISCRIMINATION STATEMENT**

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

**AMERICANS WITH DISABILITIES ACT NOTICE**

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

**LIMITED ENGLISH PROFICIENCY STATEMENT**

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.