



# City of West Allis

## Meeting Minutes - Draft

7525 W. Greenfield Ave.  
West Allis, WI 53214

### Capital Improvement Committee

*Dan Devine, Mayor*

*Gary T. Barczak and Kevin Haass, Alderpersons*

*Yuriy Ksenidi, Citizen Member; Ronald Rieboldt, Plan Commission Member*

*Rebecca Grill, City Administrator; Kris Moen, Interim Finance Director/Comptroller/Treasurer;*

*Mike Lewis, Director of Public Works/City Engineer; John Stibal, Director of Development*

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Wednesday, September 21, 2016

6:00 PM

City Hall Room 128

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#### REGULAR MEETING

#### A. CALL TO ORDER

*The meeting was called to order by Mayor Devine at 6:02 p.m.*

#### B. ROLL CALL

**Present** 8 - Mayor Dan Devine, Ald. Kevin Haass, Mr. Yuriy Ksenidi, Mr. Ronald Rieboldt, Ms. Rebecca Grill, Ms. Kris Moen, Mr. Michael Lewis, and Mr. John Stibal

**Excused** 1 - Ald. Gary T. Barczak

*Others Attending: Peter Daniels, Principal Engineer; Joseph Burtch, Assistant City Engineer; Bart Griepentrog, Planner II; Shaun Mueller, Senior Planner; Jennifer Strand, Secretary*

#### C. APPROVAL OF MINUTES

1. [17-00001](#) January 28, 2016 Draft Minutes

Attachments: [Minutes](#)

A motion was made by Mr. Stibal, seconded by Ald. Haass, that this matter be Approved.  
The motion carried unanimously.

#### D. NEW AND PREVIOUS MATTERS

2. [17-00002](#) Review of the Capital Improvement Committee's history, duties, responsibilities, and authority

Attachments: [CIP history, duties, responsibilities, and authority](#)

*Rebecca Grill stated the role of the committee is to recommend, review, and update a Capital Improvement Program (CIP) for infrastructure, equipment, and facilities. Ms. Grill listed the duties and improvements. The duties include: 5 year capital improvement plan; annual plan; establish priority criteria; monitor progress; review conditions, replacement cycles, preservation levels; and provide a biannual status report of approved capital projects. The improvements include: 1. Repair, maintenance, and construction of public works improvements; 2. Purchase of city vehicles and equipment, technology, and other initiatives outside of department operating budgets; and, 3. New public buildings.*

3. [17-00003](#) Progress of approved 2016 Capital Improvement Program

Attachments: [Program Progress](#)

*Rebecca Grill stated the 2016 approved Capital Improvement Plan included construction of streets, alleys, and other items; and infrastructure - buildings and open space (facilities maintenance, repair, replacement).*

4. [17-00004](#) Review of 2016-2025 Ten Year Capital Improvement Program

Attachments: [2016-2025 CIP Review](#)

*Rebecca Grill stated the 2016-2025 Ten Year Program is a long term view of needs and guidelines including equipment, city buildings, and open space.*

5. [17-00005](#) 2017 Budget Calendar

Attachments: [2017 Budget Calendar](#)

*Rebecca Grill displayed the outline of the 2017 Budget Calendar. She stated on October 4, 2016, the budget will be introduced to the Common Council and will go through to the adoption of the city budget. Ms. Grill stated we are on a very compressed schedule this year with the Capital Improvement Committee, and the committee should normally start in January/February of the calendar year.*

6. [17-00006](#) Review of Debt Management Policy (Finance 1210) and Charter Ordinance No. 19 (A Charter Ordinance to repeal Charter Ordinance No. 18 and provide a referendum on the issuance of General Obligation Bonds for specified municipal purposes)

Attachments: [Debt Management Policy and Charter Ord. No. 19](#)

*Rebecca Grill stated the current limit for bonding for street improvements is \$2,750,000, set in 2007, which supplies us with 2.47 miles of road per year, and puts us on a 70 year paving cycle.*

*Kris Moen stated the following: The focus of the Debt Management Policy has been the tax levy impact of debt. There are certainly other capital improvements for the water, sewer, storm water utility and other projects that have come up in the past. The goal with this is to tie all of those projects into a financing strategy that can be budgeted or included in the annual budget that is adopted in November of each year. So historically, we have focused on the street projects, and that limit for bonding has been set at \$2,750,000. We actually do more construction than that. The other portion of that is funded by special assessments, and sometimes there is grant funding. Basically, what they have done is put together a list of all the projects and the costs, any other funding sources that are available, special assessments, and the net of \$2,750,000 that is set in the ordinance for streets. We are just reaching the point where that dollar amount does not buy as many streets as it used to, so if we are considering increasing that amount, it will have a tax levy impact in terms of how much debt we issue going forward.*

7. [17-00007](#) Establish criteria for prioritization of projects

*Rebecca Grill stated in the ordinance there is a prioritization of criteria for the committee to use to review projects. Ms. Grill listed four items: 1. The effect of a program or project on the achievement of any goal in the city's strategic plan. 2. The interrelationship of each capital program with other capital programs. 3. Each project's relationship to the city's comprehensive plan or other plans that the Common Council has approved. 4. The capacity of a program's or project's funding level to fit within funding and debt service targets as determined by the city's fiscal policies.*

*Rebecca Grill listed cost savings, time savings, citizens impacted, safety issues - required by law to do something, increase efficiency, and generate revenue as other criteria to consider. Ms. Grill asked for the committee to bring back suggested criteria to next meeting.*

*Kris Moen suggested looking at categories of projects (how to compare a street project to a software project, for example) and how to weigh those things against each other. Ronald Rieboldt suggested health and safety issues to start with, John Stibal suggested quality of life issues, and Yuriy Ksenidi suggested level of risk as other criteria to consider.*

## E. MATTERS FOR DISCUSSION/ACTION

8. [17-00008](#) The Five Year Capital Improvement Program

Attachments: [Five Year CIP](#)

*Rebecca Grill stated the Five Year Capital Improvement Program was approved by the Capital Improvement Committee last January which includes the streets and alleys and other major projects. A ten year list with amounts was handed out by Ms. Grill. Discussion ensued between Peter Daniels, Joseph Burtch, and the committee regarding this list. Ms. Grill asked if we should be staying at the current level or if we should be recommending to council the amount to go up. More discussion ensued.*

**A motion was made by Ald. Haass, seconded by Mr. Stibal, to approve the amount of \$3,043,000. The motion carried by the following vote:**

**Aye:** 8 - Mayor Devine, Ald. Haass, Mr. Ksenidi, Mr. Rieboldt, Ms. Grill, Ms. Moen, Mr. Lewis, and Mr. Stibal

**No:** 0

9. [17-00009](#) 2017 Capital Improvement Budget Requests

*Rebecca Grill sent out a list of over 140 projects and requests that were made for capital and non-operating expense requests. Ms. Grill stated those requests totaled over \$13 million or 23% of our general fund budget. She also stated this does not include the construction requests and is broken down by type of request. Ms. Grill stated the majority of them are building and facilities requests, followed by vehicles, software, and open space requests.*

*Rebecca Grill compiled a few recommendations for consideration. Ms. Grill stated the two things we were considering when evaluating the items we are recommending for approval are: 1. There is an assumption that there will be a facilities study recommended for approval by this committee which would look at the immediate needs of the facilities, repairs, and maintenance at all of our city buildings. 2. Requests for remodeling common areas of City Hall, a possible expansion to create a citizen and business centric area with shared administrative services.*

*Rebecca Grill introduced the projects recommended for approval list and the breakdown of the funding suggestions. This list has an estimated cost totaling \$3,095,000. Much discussion ensued over this list regarding items, prices, and details of projects between the committee members.*

**A motion was made by Ald. Haass, seconded by Mr. Lewis, to approve the amount of \$3,095,000. The motion carried by the following vote:**

**Aye:** 8 - Mayor Devine, Ald. Haass, Mr. Ksenidi, Mr. Rieboldt, Ms. Grill, Ms. Moen, Mr. Lewis, and Mr. Stibal

**No:** 0

*The committee continued on to discuss the buildings facilities list, which is a list of priority projects with an estimated cost totaling \$991,000. Mike Lewis went into detail over the listed items. Kris Moen stated the historic funding for programs were funded through a reserve account. Ms. Moen stated there is an available \$600,000 left in a reserve account. Mike Lewis recommended the committee look at supplemental borrowing for 2017. The committee discussed the priority/dire need of these projects. An imminent needs list will be forwarded to the committee from Mike Lewis.*

**A motion was made by Mr. Stibal, seconded by Ald. Haass, to not exceed the amount of \$600,000.00. The motion carried by the following vote:**

**Aye:** 8 - Mayor Devine, Ald. Haass, Mr. Ksenidi, Mr. Rieboldt, Ms. Grill, Ms. Moen, Mr. Lewis, and Mr. Stibal

**No:** 0

*The committee continued on to discuss the parks and open space list with an estimated cost totaling \$632,225. There may be grant funding available for the dog parks. There is \$250,000 reserve funding available. Discussion ensued regarding prioritization of projects. John Stibal went into further detail with the listed items, and stated there may be an additional \$100,000 available from Johnson Control. Eligibility of parks for additional funding sources, block grant funds or CDBG eligibility was also discussed.*

**A motion was made by Mr. Lewis, seconded by Mr. Ksenidi, to not exceed \$250,000, use the balance remaining in the Johnson Control fund, and use the amount privately raised. The motion carried by the following vote:**

**Aye:** 8 - Mayor Devine, Ald. Haass, Mr. Ksenidi, Mr. Rieboldt, Ms. Grill, Ms. Moen, Mr. Lewis, and Mr. Stibal

**No:** 0

*Rebecca Grill read the miscellaneous and software list. Ms. Grill stated it's basically the replacement of systems. Discussion between committee members ensued on the types of programs on the list. There are some reserve accounts available totaling \$200,000. This list is to make the committee aware of the need of the software.*

**A motion was made by Mr. Lewis, seconded by Mr. Stibal, to continue to explore the items on this list. The motion carried by the following vote:**

**Aye:** 8 - Mayor Devine, Ald. Haass, Mr. Ksenidi, Mr. Rieboldt, Ms. Grill, Ms. Moen, Mr. Lewis, and Mr. Stibal

**No:** 0

## **F. ADJOURNMENT**

**A motion was made by Ald. Haass, seconded by Mr. Lewis, to adjourn the meeting at 7:44 p.m. The motion carried unanimously.**