



# City of West Allis

## Master Report

**File Number: 2021-0241**

**File ID:** 2021-0241

**Type:** Minutes (draft)

**Status:** Introduced

**Version:** 1

**Reference:**

**In Control:** Administration and  
Finance Committee

**File Created:** 04/07/2021

**Name:**

**Final Action:**

**Title:** Minutes (draft) of the Administration & Finance meetings from October 6, 2020 - February 17, 2021

**Internal Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** AF 110420.draft, AF 110420.draft, AF 110920.draft,  
AF 121721.draft, AF 111720.draft, AF 111720.draft,  
AF 102720.draft, AF 100620.draft, AF 101920.draft,  
AF102020.draft, AF 120120.draft, AF 120720.draft, AF  
121520.draft, AF 121720.draft

**Enactment Number:**

**Recommendation:**

**Hearing Date:**

**Drafter:**

**Effective Date:**

**Related Files:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Wednesday, November 4, 2020

8:07 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### RECESS MEETING (draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 8:07 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator, and Ed Lisinski, Director of Building Inspections & Neighborhood Services Department.*

#### C. NEW AND PREVIOUS MATTERS

#### ADMINISTRATION & FINANCE and PUBLIC WORKS COMMITTEES

#### New Matters for Introduction

9. [R-2020-0650](#) Resolution to authorize the Director of Public Works to sign an Agreement for Professional Services with Short Elliott Hendrickson Inc. (SEH) for Engineering Consulting Services related to updating cellular equipment on various projects associated with both the 116 and 84 St. water towers

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

**Attachments:** [Res R-2020-0650 \(1\)](#)  
[SEH cell equipment on water towers](#)  
[Res R-2020-0650 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

10. [R-2020-0651](#) Resolution to adopt the Public Service Commission of Wisconsin Water Utility Rate and Rule Order 6360-WR-110

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

**Attachments:** [Res R-2020-0651](#)  
[Rate Case-WA](#)  
[Water Utility Rate Increase Details](#)  
[Res R-2020-0651 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

## ADMINISTRATION & FINANCE COMMITTEE

### New Matters for Introduction

11. [O-2020-0050](#) Ordinance to authorize discretion in imposing certain fees

**Sponsors:** Administration & Finance Committee

**Attachments:** [Ord O-2020-0050](#)  
[Ord O-2020-0050 signed](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended for Passage. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

12. [R-2020-0649](#) Resolution to authorize a transfer of \$10,000 from the Sanitation Salary and Wages account to the Sanitation Operational Supplies/Refuse Carts account to facilitate the unbudgeted purchase of additional refuse carts

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0649](#)  
[Res R-2020-0649 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

13. [R-2020-0656](#) Resolution to consider an obligation of repayment to Health and Urban Development (HUD) regarding the Community Development Block Grant Program (CDBG)

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0656](#)  
[Distressed Partially Fallen Tree-Photo](#)  
[Res R-2020-0656 signed](#)

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

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

14. [R-2020-0657](#) Resolution to approve a Storefront Improvement Program Grant Contract by and between the City of West Allis and Two/Par LLC, property owner for the property located at 8924 W. National Ave. in an amount not to exceed \$6,874

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0657](#)  
[Storefront Improvement Grant Contract \(10-29-20\)](#)  
[Res R-2020-0657 signed](#)

A motion was made by Kuehn, seconded by Tenorio, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

15. [2020-0758](#) Communication from the City Administrator recommending the appointment of Jason Kaczmarek for the position of Finance Director/Comptroller

**Attachments:** [jk fd recommendation letter](#)

A motion was made by Lajsic, seconded by Weigel, that this matter was Recommended For Approval and To be Placed on File. The motion carried by the following vote:

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

16. [R-2020-0660](#) Resolution relative to approval of the Employment Contract for the position of Finance Director/Comptroller for Jason Kaczmarek

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0660](#)  
[Finance Director Comptroller Employment Contract](#)  
[Res R-2020-0660 signed](#)  
[Finance Director Comptroller Employment Contract signed](#)

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

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

17. [2020-0740](#) 2017-2021 Strategic Plan Update (2020)

**Attachments:** [Strat Plan Progress Report 10-20-20](#)

A motion was made by Lajsic, seconded by Weigel, that this matter was Recommended For Approval and to be Placed on File. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

### Previous Matters for Consideration

19. [R-2020-0566](#) Resolution to set the 2021 Schedule of Fees for the City of West Allis

**Sponsors:** Administration & Finance Committee

**Attachments:** [R-2020-0566\(2\)](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

### Public Hearing Items (Administration & Finance Committee)

20. [2020-0727](#) 2021 City of West Allis Mayor's Recommended Budget

**Attachments:** [Link to Budget](#)

[AFFIDAVIT OF PUBLICATION - 2021 Budget PH](#)

[Budget Amendments for the 2021 Mayor1](#)

This matter was Held.

A motion was made by Lajsic, seconded by Weigel, that the Administration & Finance Committee recess until completion of the Standing Committee meetings. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

### CALL TO ORDER

*The meeting was called back to order by Chair Haass at 8:22 p.m.*

### ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

18. [2020-0325](#) Notice of Injury submitted on behalf of Sherillia Jefferson regarding injuries and damages at S. 116 St. and W. Rogers St. on April 27, 2020

**Attachments:** [2020-0325 Claim -Sherillia Jefferson 05-07-2020](#)

[S Jefferson](#)

This matter was Recommended for Settlement.

A motion was made by Lajsic, seconded by Tenorio, to convene into closed session at 8:29 p.m. pursuant to Wis. Stats. 19.85(1)(g) for the purpose of conferring with the City Attorney who will render oral or written advice concerning strategy to be adopted with respect to litigation in which the city is or is likely to become involved.

Closed session item approved.

On a motion made by Lajsic, seconded by Weigel, the meeting reconvened into open session at 8:29 p.m.

## D. ADJOURNMENT

*A motion was made to adjourn the meeting at 8:29 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.



# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Wednesday, November 4, 2020

6:00 PM

City Hall, Art Gallery  
7525 W. Greenfield Ave.

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(draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:00 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator; Kris Moen, Acting Finance Manager;  
Richard Pfaff, Assistant City Administrator; Ald. Dan Roadt; and Jason Kaczmarek.*

#### C. APPROVAL OF MINUTES

1. [2020-0761](#) Minutes (draft) of the Administration & Finance October 27, 2020 meeting

**Attachments:** [AF Meeting.Budget 10-27-2020](#)

**A motion was made by Lajsic, seconded by Tenorio, that this matter be  
Approved. The motion carried unanimously.**

#### D. NEW AND PREVIOUS MATTERS

2. [2020-0759](#) Interview of Finalist #1 as an applicant for the position of Finance  
Director/Comptroller  
*Mason Kaczmarek present.*
3. [2020-0023](#) Discussion regarding contract negotiations with West Allis Fire Fighters  
IAFF, Local No. 342 (Previously 1004)  
**This matter was Heard in Closed Session and Consensus Given.**

For agenda items 2, Chairperson Haass stated it was the intention of the Committee to convene in closed session pursuant to the provisions of Section 19.85(1)(c) of the State Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This Committee may reconvene in open session after completion of the closed session to consider the balance of the agenda.

For agenda item 3, Chairperson Haass stated it was the intention of the Committee to convene in closed session pursuant to the provisions of Section 19.85(1)(e) to deliberate or negotiate the investment of public funds or conduct other specified public business whenever competitive or bargaining reasons require a closed session. The Committee may convene in open session after completion of the closed session to consider the balance of agenda.

A motion was made by Weigel, seconded by Lasic, to convene in closed session at 6:01 p.m. The motion carried by the following vote.

On a motion made by Lajsic, seconded by Ald. Tenorio, the meeting reconvened into open session at 7:01 p.m.

## E. ADJOURNMENT

*A motion was made to adjourn the meeting at 7:02 p.m. The motion carried.*



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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Monday, November 9, 2020

6:00 PM

City Hall, Art Gallery  
7525 W. Greenfield Ave.

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#### REGULAR MEETING (draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:00 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator; Kris Moen, Interim Finance Director; Tony Warkoczewski, Director of Information Technology; Ed Lisinski, Director of Building Inspections & Neighborhood Services; Patrick Schloss, Community Development Manager; Peter Daniels, City Engineer; Bob Leischow, Health Commissioner; Other Staff; Guests and Media.*

#### C. NEW AND PREVIOUS MATTERS

##### Previous Matters for Consideration

1. [2020-0727](#) 2021 City of West Allis Mayor's Recommended Budget

**Attachments:** [Link to Budget](#)

[AFFIDAVIT OF PUBLICATION - 2021 Budget PH](#)

[Budget Amendments for the 2021 Mayor1](#)

[Budget Amendments.Final](#)

##### **Recommended Amendments:**

**Amendment #1 - A motion was made by Lajsic, seconded by Weigel, that amendment #1 was Recommended for Approval. (see attachment)**

**Amendment #2 - A motion was made by Haass, seconded by Kuehn, that amendment #2 was Recommended for Approval. (see attachment)**

**Amendment #3 - A motion was made by Lajsic, seconded by Tenorio, to change the title of Zoning Inspector and City Process Liaison to Zoning Administrator & City Process Liaison.**

**A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended for Approval as Amended. The motion carried by the following vote:**

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

## D. ADJOURNMENT

A motion was made to adjourn the meeting at 6:08 p.m. The motion carried.



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# City of West Allis

## Meeting Minutes

### Administration and Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Wednesday, February 17, 2021

6:00 PM

City of West Allis YouTube Channel

7525 W. Greenfield Ave.

---

Draft

#### VIRTUAL REGULAR MEETING

City of West Allis YouTube Channel

<https://www.youtube.com/user/westalliscitychannel/live>

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:00 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Mayor Devine; Ald. Reinke; Ald. Roadt; Ald. Stefanski; Ald. Grisham; Patrick Schloss, Executive Director Economic Development; Mason Pooler, Fire Chief; Tony Warkoczewski, Director of Information Technology; Kail Decker, City Attorney; and Richard Pfaff, Assistant City Administrator/Talent and Strategy Director*

#### C. NEW AND PREVIOUS MATTERS

1. [R-2021-0047](#) Resolution to amend the 2021 fee schedule to include a structure fire fee and amend the Candidate Physical Agility Test (CPAT) Fee

**Sponsors:** Aldersperson Haass

**Attachments:** [Res\\_R-2021-0047](#)

*Chief Pooler present to discuss.*

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

2. [O-2021-0005](#) Ordinance to amend City of West Allis Municipal Code 5.03(8) to add a Structure Fire Fee

**Sponsors:** Aldersperson Haass

**Attachments:** [Ord\\_O-2021-0005](#)

**A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended for Passage. The motion carried by the following vote:**

**Aye:** 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 1 - Weigel

#### D. MATTERS FOR DISCUSSION/ACTION

Patrick Schloss present to discuss items 3-5.

3. [R-2021-0080](#) Resolution authorizing the Executive Director of the Economic Development Program to amend a landscape design/architectural services contract with Parkitecture + Planning, LLC, for "Burnham Pointe Park" (existing gravel lot located at 60\*\* W. Burnham), Tax Key No. 475-0020-001, in an amount not to exceed an additional \$10,000

**Sponsors:** Administration and Finance Committee

**Attachments:** [Res. R-2021-0080](#)

[Scope of Services - Parkitecture](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

4. [R-2021-0095](#) Resolution approving the terms & conditions for an Economic Development Loan to GG 003 LLC for establishment of a dental office at 7020 W. National Avenue, under the Department of Housing and Urban Development Community Development Block Grant Program in the amount of up to \$200,000

**Sponsors:** Administration and Finance Committee

**Attachments:** [Res. R-2021-0095](#)

[Commitment Letter - GG 003 LLC](#)

[Attachment A - Beneficiary Profile Report \(2-17-21\)](#)

[Attachment B - General Conditions 2.17.21](#)

[Attachment C - Federal Requirements \(2-17-21\)](#)

[Res. R-2021-0095 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

5. [R-2021-0096](#) Resolution approving the terms & conditions for an Economic Development Loan to BT Enterprises, LLC WA for the acquisition of the property at 7335 W. Greenfield Avenue, under the Department of Housing and Urban Development Community Development Block Grant Program in the amount of up to \$40,000

**Sponsors:** Administration and Finance Committee

**Attachments:** [Res R-2021-0096](#)  
[Commitment Letter - BT Enterprises LLC WA](#)  
[Attachment A - Beneficiary Profile Report](#)  
[Attachment B - Fed Conditions \(2.17.21\)](#)  
[Attachment C - General Conditions 2.17.21](#)  
[Res R-2021-0096 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

6. [2021-0129](#) Discussion regarding contracts for furnishing and delivering managed print services for the City of West Allis.

**Attachments:** [MPS Presentation AF 2172021](#)

*Tony Warkoczewski present to discuss.*

**This matter was Discussed and Consensus Given.**

## E. ADJOURNMENT

*A motion was made to adjourn the meeting at 6:27 p.m. The motion carried.*



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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Tuesday, November 17, 2020

7:28 PM

City Hall, Common Council Chambers  
7525 W. Greenfield Ave.

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#### RECESS MEETING (draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 7:28 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others present: Rebecca Grill, City Administrator; Kris Moen, Interim Finance Manager; and Dawn Gunderson Schiel, Representative for Ehlers Public Finance Advisors.*

#### C. NEW AND PREVIOUS MATTERS

##### ADMINISTRATION & FINANCE AND PUBLIC WORKS COMMITTEES

##### New Matters for Introduction

10. [R-2020-0681](#) Resolution to authorize the Director of Public Works to amend an existing Professional Services Contract with Baxter & Woodman Consulting Engineers to provide Engineering and Legal Services for the City of West Allis Department of Public Works for an amount not to exceed \$35,000

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

**Attachments:** [Res R-2020-0681](#)

[Amendment No 1 Intervention Assistance](#)

[BW Invoice-Final](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

11. [R-2020-0684](#) Resolution to accept the proposal of Compass Minerals for furnishing and delivering 4,500 tons of deicing road salt for a total sum of \$329,940

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

**Attachments:** [Res R-2020-0684](#)

[salt fiscal note 2020](#)

A motion was made by Kuehn, seconded by Tenorio, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

## ADMINISTRATION & FINANCE COMMITTEE

### New Matters for Introduction

12. [O-2020-0053](#) Ordinance appropriating the necessary funds for the operation and administration of the City of West Allis for Calendar Year 2021

**Sponsors:** Administration & Finance Committee

**Attachments:** [Ord O-2020-0053 \(1\)](#)  
[2021 Budget Ordinance Attachments](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended for Passage. The motion carried by the following vote:

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

13. [R-2020-0679](#) Resolution approving the 2021 Capital Improvement Program

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0679](#)  
[2021 Capital Improvement](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

14. [R-2020-0683](#) Resolution awarding the sale of \$9,665,000 General Obligation Corporate Purpose Bonds, Series 2020A

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0683 \(1\)](#)

*Amending the sale of \$9,725,000 to \$9,665,000.*

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Adoption As Amended. The motion carried by the following vote:

Aye: 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

15. [R-2020-0672](#) Resolution to authorize a transfer of \$15,250 from the Information Technology Salary and Wages account to the Information Technology - Professional Services account to conduct a GIS Architecture and Application assessment by GISinc

**Sponsors:** Alderperson Lajsic

**Attachments:** [Res R-2020-0672](#)  
[GISinc Contract](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

16. [R-2020-0675](#) Resolution to authorize a transfer of \$7,500 from the Information Technology Salary and Wages account to the Information Technology - Professional Services account to engage Symbiont Technology Inc. to deliver ESRI based solutions that will enable DPW to edit GIS information

**Sponsors:** Alderperson Lajsic

**Attachments:** [Res R-2020-0675](#)  
[Symbiont change order](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

17. [2020-0781](#) Communication from Director of Public Works to approve an exception to the hiring freeze and grant permission to fill an upcoming vacancy for Equipment Operator Specialist in the Water Division

**Attachments:** [a&f approval to fill position 2020-11-17 mtg \(equipment operator specialist\)](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

18. [2020-0782](#) Communication from the Health Commissioner regarding request to fill the WIC Support position

**Attachments:** [JDQ WIC Support Staff \(WIC Clerk\)](#)  
[MEMORANDUM - WIC Support](#)  
[Request to fill-WIC Support](#)

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



**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

19. [2020-0768](#) Finance Director/Comptroller submitting report for October 2020 indicating City of West Allis checks issued in the amount of \$4,682,024.08

**Attachments:** [October 2020 Monthly Claims Report to CC](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

### Public Hearing Items

20. [R-2020-0680](#) Resolution to approve amending certain activities of the FY2019 Annual Plan of the Community Development Block Grant (CDBG) Program to add CDBG-CV third round of funding in the amount of \$303,902

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0680](#)  
[HUD Allocation Letter](#)  
[Grant Overview](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

### D. ADJOURNMENT

*A motion was made to adjourn the meeting at 7:38 p.m. The motion carried.*



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#### **NON-DISCRIMINATION STATEMENT**

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#### **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**

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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*  
*Aldersperson Danna Kuehn, Vice-Chair*  
*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Tuesday, November 17, 2020

6:00 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

---

(draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:00 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator; Richard Pfaff, Assistant City Administrator, Kail Decker, City Attorney; Mason Pooler, Fire Chief; Sheryl Kuhary, Deputy City Attorney; and Kris Moen, Interim Finance Director.*

#### C. APPROVAL OF MINUTES

[2020-0777](#)

Minutes (draft) of the Administration & Finance November 4, 2020 Recess meeting, November 4, 2020 and November 9, 2020 Regular meetings

**Attachments:** [AF Recess 110420.draft](#)  
[AF Regular 110420.draft](#)  
[AF Regular 110920.draft](#)

A motion was made by Kuehn, seconded by Weigel, that this matter be Approved. The motion carried unanimously.

#### D. NEW AND PREVIOUS MATTERS

[2020-0023](#)

Discussion regarding contract negotiations with West Allis Fire Fighters IAFF, Local No. 342 (Previously 1004)

**This matter was Discussed and Consensus Given.**

Chairperson Haass stated it was the intention of the Committee to convene in closed session pursuant to the provisions of Section 19.85(1)(e) to deliberate or negotiate the investment of public funds or conduct other specified public business whenever competitive or bargaining reasons require a closed session. This Committee may reconvene in open session after completion of the closed session to consider the balance of the agenda.

A motion was made by Lajsic, seconded by Weigel, to convene in closed session at 6:01 p.m. The motion carried by the following vote.

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

On a motion made by Weigel, seconded by Ald. Tenorio, the meeting reconvened into open session at 6:27 p.m.

## E. ADJOURNMENT

*A motion was made to adjourn the meeting at 6:27 p.m. The motion carried.*



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### AMERICANS WITH DISABILITIES ACT NOTICE

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### LIMITED ENGLISH PROFICIENCY STATEMENT

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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Tuesday, October 27, 2020

6:00 PM

City Hall, Art Gallery  
7525 W. Greenfield Ave.

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#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:00 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Ald. Vincent Vitale; Ald. Daniel Roadt; Ald. Rosalie Reinke; Ald. Tracy Stefanski; Rebecca Grill, City Administrator; Richard Pfaff, Assistant City Administrator; Bob Leischow, Health Commissioner/City Sealer; Jason Williams, City Assessor; Peter Daniels, City Engineer; Patrick Schloss, Community Development Manager; Dave Wepking, Director of Public Works; Jonathan Matte, Communications Director; Mason Pooler, Fire Chief; Patrick Mitchell, Chief of Police; Tony Warkoczewski, Director of Information Technology; Ed Lisinski, Director of Building Inspections & Neighborhood Services; Other Staff; Guests and Media.*

#### C. APPROVAL OF MINUTES

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

1. [2020-0736](#) Minutes (draft) October 6, 2020 and October 19, 2020 Regular Meetings; and October 6, 2020 and October 20, 2020 Recess Meetings

**Attachments:** [AF Recess 100620.draft](#)  
[AF Regular 101920.draft](#)  
[AF Recess 102020.draft](#)  
[AF Regular 100620.draft](#)

A motion was made by Lajsic, seconded by Kuehn, that this matter be Approved.  
The motion carried unanimously.

#### D. NEW AND PREVIOUS MATTERS

2. [2020-0727](#) 2021 City of West Allis Mayor's Recommended Budget

**Attachments:** [Link to Budget](#)  
[AFFIDAVIT OF PUBLICATION - 2021 Budget PH](#)

This matter was Held.

#### E. ADJOURNMENT

A motion was made to adjourn the meeting at 6:47 p.m. The motion carried.



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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*  
*Aldersperson Danna Kuehn, Vice-Chair*  
*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Tuesday, October 6, 2020

7:00 PM

City Hall, Common Council Chambers  
7525 W. Greenfield Ave.

---

#### RECESS MEETING (draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 7:27 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

- 15a. [R-2020-0610](#) Resolution authorizing the transfer to fund a Premium Only Health Reimbursement Account for a participant in the program

**Sponsors:** Administration & Finance Committee

**Attachments:** [Ord R-2020-0610](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

16. [R-2020-0476](#) Resolution authorizing the continuation of the Humana Medicare Advantage Plan for Medicare eligible retirees, from January 1, 2021 to December 31, 2021

**Sponsors:** Administration & Finance Committee

**Attachments:** [R-2020-0476 correction](#)

[Res R-2020-0476](#)

[Res R-2020-0476 signed](#)

[2021 Renewal signature form - City of West Allis](#)

[2021 Rx for City of West Allis Rx 274 - PDE](#)

[2021 LPPO for City of West Allis 079-406 - PDE](#)

[2021 COWA Custom MAPD Rate Sheets](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

17. [R-2020-0539](#) Resolution to approve the Year 2021 Operating Plan for the Downtown West Allis Business Improvement District and to adopt the Special Assessment Method as stated therein (Preliminary)

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0539](#)  
[2021 BID Operating Plan](#)  
[2021 Assessment Roll](#)  
[Res R-2020-0539 \(1\)](#)

*Patrick Schloss present to discuss.*

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Adoption. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

18. [R-2020-0587](#) Resolution approving the terms & conditions of an Instore Forgivable Economic Development Loan to Timber Holdings, LLC, d/b/a Double B's BBQ and/or assigns, for the property located at 7412 W. Greenfield Ave., under the Department of Housing and Urban Development Community Development Block Grant Program in an amount not to exceed \$50,000

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0587 \(1\)](#)  
[Commitment Letter - Timber Holdings](#)  
[Res R-2020-0587 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

19. [R-2020-0540](#) Resolution approving Subgrantee Agreements and Interdepartmental Agreements by and between the City of West Allis and various Community Development Block Grant recipients and City Departments for support of administrative, public service, housing rehabilitation, economic development, and public facilities activities and projects funded by 2020 Community Development Block Grant funds

**Sponsors:** Administration & Finance Committee



**Attachments:** [Res R-2020-0540](#)  
[Exhibit A-2020 Annual Action Plan Summary](#)  
[Exhibit B-Sample Subgrantee Agreement](#)  
[Res R-2020-0540 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

20. [R-2020-0544](#) Resolution authorizing the City Administrator to enter into an agreement with Authorize.net

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0544](#)  
[Res R-2020-0544 signed](#)

Rebecca Grill present to discuss.

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

21. [R-2020-0553](#) Resolution relative to continuing the contract with Cities & Villages Mutual Insurance Company (CVMIC) for furnishing Worker's Compensation Third Party Administrative Services for an annual minimum charge of \$15,000

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0553](#)  
[TPA 2021 Contract - West Allis](#)  
[Res R-2020-0553 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

22. [R-2020-0556](#) Resolution amending the authorization given to the City Administrator to enter into a contract/professional service agreement with Robert Half to provide temporary finance staffing to modify the total sum authorized not to exceed \$55,000

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0556](#)  
[Res R-2020-0556 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

23. [R-2020-0566](#) Resolution to set the 2021 Schedule of Fees for the City of West Allis

**Sponsors:** Administration & Finance Committee

**Attachments:** [R-2020-0566](#)

[Res R-2020-0566 signed](#)

*Rebecca Grill present to discuss.*

*Held in Administration & Finance Committee during recess.*

24. [R-2020-0572](#) Initial Resolution Authorizing \$2,865,000 General Obligation Bonds of the City of West Allis for Sanitary Sewer Improvements

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0572](#)

[Res R-2020-0572 signed](#)

**This matter was Recommended For Adoption on a Block Vote.**

25. [R-2020-0575](#) Initial Resolution Authorizing \$1,745,000 General Obligation Bonds of the City of West Allis for Water System Projects

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0575](#)

[Res R-2020-0575 signed](#)

26. [R-2020-0578](#) Initial Resolution Authorizing \$3,700,000 General Obligation Bonds of the City of West Allis for Street Improvement Projects

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0578](#)

[Res R-2020-0578 signed](#)

**This matter was Recommended For Adoption on a Block Vote.**

27. [R-2020-0581](#) Initial Resolution Authorizing \$1,415,000 General Obligation Bonds of the City of West Allis for Street Lighting Projects

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0581 \(1\)](#)

[Res R-2020-0581 signed](#)

**This matter was Recommended For Adoption on a Block Vote.**

28. [R-2020-0586](#) Resolution Providing for the Sale of \$9,725,000 General Obligation Corporate Purpose Bonds of the City of West Allis.

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0586](#)  
[Res R-2020-0586 signed](#)

**This matter was Recommended For Adoption on a Block Vote.**

**Passed The Block Vote**

*Kris Moen was present to discuss.*

**A motion was made by Lajsic, seconded by Tenorio, to approve all the actions on item nos. 24-28 on a Block Vote. The motion carried by the following vote:**

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

29. [R-2020-0583](#) Resolution Directing Publication of Notice to Electors

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0583 \(1\)](#)  
[Res R-2020-0583 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

30. [R-2020-0594](#) Resolution to approve refund of property taxes

**Sponsors:** Administration & Finance Committee

**Attachments:** [R-2020-0594](#)  
[PPT 26232 TIAA Commercial Financing 2018](#)  
[PPT 26232](#)  
[Res R-2020-0594 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

31. [R-2020-0601](#) Resolution relative to renewal of the agreement with Wisconsin Community Services, Inc. for West Allis Mediation Center for 2020-2021

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0601](#)  
[Mediation Agreement 2020- 2021](#)  
[Res R-2020-0601 signed](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Adoption. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

32. [2020-0660](#) Finance Director/Comptroller submitting the City of West Allis 2019 Comprehensive Annual Financial Report (CAFR)

**Attachments:** [CAFR 2019 Final](#)  
[City of West Allis Wisconsin - Audit Presentation](#)  
[Signed YB](#)  
[Signed Management Letter - Audit](#)  
[Signed Governance Communication \(2\)](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

33. [2020-0662](#) Communication from City Administrator/Clerk requesting approval to accept a COVID-19 Response Grant from the Center for Tech and Civic Life Team

**Attachments:** [Request to cc to accept grant](#)  
[West Allis City Wisconsin agmt unsigned](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Approval. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

34. [R-2020-0597](#) Resolution to approve purchase of Express Vote machines from Election Systems & Software

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0597](#)  
[ExpressVote-Marker-Security-Bulletin](#)  
[ExpressVote-Marker One-Sheet](#)  
[Res R-2020-0597 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

35. [2020-0684](#) Communication from the Director of Public Works to approve an exception to the hiring freeze and grant permission to fill the vacant Fleet Superintendent position

**Attachments:** [a&f approval to fill position 2020-09-15 mtg \(fleet supt\)](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

36. [2020-0685](#) Communication from the Director of Public Works to approve an exception to the hiring freeze and grant permission to fill the vacant Electrical Superintendent position

**Attachments:** [a&f approval to fill position 2020-09-15 mtg \(elec supt\)](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

37. [2020-0686](#) Communication from the Director of Public Works to approve an exception to the hiring freeze and grant permission to fill the upcoming vacant Equipment Operator Specialist position

**Attachments:** [a&f approval to fill position 2020-09-15 mtg \(equipment operator specialist\)](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

38. [2020-0657](#) Proposed settlement of the Patrick Bandur Worker's Compensation claim

*Approved in the Administration & Finance Special Meeting on October 6, 2020 at 6:00 p.m.*

#### **D. ADJOURNMENT**

*A motion was made to adjourn the meeting at 7:39 p.m. The motion carried.*



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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Monday, October 19, 2020

6:31 PM

City Hall, Council Chambers  
7525 W. Greenfield Ave.

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(draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:31 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Mayor Dan Devine; Ald. Rosalie Reinke; Ald. Vicent Vitale; Ald. Dan Roadt; Dave Wepking, Director of Public Works; Rebecca Grill, City Administrator; Richard Pfaff, Assistant City Administrator; Bob Leischow, Health Commissioner; Patrick Mitchell, Chief of Police; Peter Daniels, City Engineer; Tony Warkoczewski, Director of Information Technology; Ed Lisinski, Director of Building Inspections & Neighborhood Services; Other Staff; Guests and Media.*

#### C. NEW AND PREVIOUS MATTERS

[2020-0727](#)

2021 City of West Allis Mayor's Recommended Budget

**Attachments:** [Link to Budget](#)

[AFFIDAVIT OF PUBLICATION - 2021 Budget PH](#)

This matter was Held.

#### D. ADJOURNMENT

A motion was made by Lajsic, seconded by Tenorio, to adjourn the meeting at 7:08p.m. The motion carried unanimously.



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# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*  
*Aldersperson Danna Kuehn, Vice-Chair*  
*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

---

Tuesday, October 20, 2020

7:00 PM

City Hall, Common Council Chambers  
7525 W. Greenfield Ave.

---

#### RECESS MEETING (draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 7:26 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator; Kail Decker, City Attorney*

#### C. NEW AND PREVIOUS MATTERS

12. [2020-0722](#) Communication from Director of Public Works regarding promotion of Don Molleson to Electrical Superintendent

**Attachments:** [molleson promotion](#)

A motion was made by Lajsic, seconded by Weigel, that this matter was Recommended For Approval and to be Placed on File. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

13. [2020-0723](#) Communication from Director of Public Works regarding promotion of Brett Wollenzien to Fleet Services Superintendent

**Attachments:** [wollenzien promotion](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Approval and to be Placed on File. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

14. [O-2020-0048](#) Ordinance to amend the City of West Allis Salary Schedule due to the 2020 Adopted Budget.

**Attachments:** [Ord O-2020-0048](#)  
[Ord O-2020-0048 signed](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended for Passage. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

15. [R-2020-0624](#) Resolution to approve the implementation of a pay increase for non-represented employees pursuant to the 2020 adopted budget

**Sponsors:** Administration & Finance Committee

**Attachments:** [R-2020-0624](#)

[Res R-2020-0624 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

16. [R-2020-0626](#) Resolution to consider the purchase of one additional kiosk and service agreement to support the operations of the West Allis City Hall Customer Service Center from DynaTouch Interactive Technologies in an amount not to exceed \$42,553

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res\\_R-2020-0626](#)

[Exhibit A - Quote - Extra Kiosk](#)

[Res R-2020-0626 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

17. [2020-0718](#) Communication from the Health Commissioner regarding request to fill the Public Health Nurse position

**Attachments:** [Request to fill position form PHN](#)

[Request to hire memo PHN](#)

[JDQ-Health- PHN](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

18. [2020-0724](#) Communication from Director of Public Works to approve an exception to the hiring freeze and grant permission to fill six vacancies (two Equipment Operator, one Maintenance Repairer, two Truck Driver, one Electrical Mechanic)

**Attachments:** [a&f approval to fill positions 2020-10-20](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Approval and to be Placed on File. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

19. [2020-0696](#) Finance Director/Comptroller submitting report for September 2020 indicating City of West Allis checks issued in the amount of \$2,530,348.80

**Attachments:** [September 2020 Monthly Claims Report to CC](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended to be Placed on File. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

20. [2020-0727](#) 2021 City of West Allis Mayor's Recommended Budget

**Attachments:** [Link to Budget](#)

[AFFIDAVIT OF PUBLICATION - 2021 Budget PH](#)

This matter was Held.

21. [2019-0824](#) Notice of Claim by Joshua Miranda regarding injuries and property damages at the intersection of W. Greenfield Ave. and S. 68 St. on or about October 16, 2019

**Attachments:** [Claim - Joshua Miranda](#)

[Miranda Claims Report](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

22. [2019-0708](#) Summons and Complaint in the matter of Highland Commons, LLC vs. City of West Allis, Case No. 2019CV007517

**Attachments:** [Claim - S&C Highland Commons 2019CV007517 10-1-19](#)

[Claims Report-October 20, 2020](#)

[highland dismissal](#)

*Kail Decker present to discuss.*

This matter was Recommended to be Placed on File on a Block Vote.

23. [2019-0753](#) Lawsuit by Hillside Properties LLC alleging excessive real estate taxes for the year 2019 at 10211 W. Greenfield Ave., parcel number 449-9996-005

**Attachments:** [Claim - Hillside Properties 2019CV007109 10-15-19](#)  
[Claims Report-October 20, 2020](#)  
[Hillside dismissal](#)

*Kail Decker present to discuss.*

**This matter was Recommended to be Placed on File on a Block Vote.**

24. [2019-0756](#) Felker Family LP summons regarding alleged excessive real estate taxes imposed for the year 2019 at 333 S. 108 St., parcel number 414-9990-001, Case no. 2019CV00708

**Attachments:** [Claim - Felker Family 10-9-19](#)  
[Claims Report-October 20, 2020](#)  
[Felker dismissal](#)

*Kail Decker present to discuss.*

**This matter was Recommended to be Placed on File on a Block Vote.**

25. [2020-0440](#) Claim by Harlan Stephens regarding damage to vehicle at 8750 W. National Ave. on May 13, 2020

**Attachments:** [2020-0440 Halan Stephens](#)  
[Claims Report-October 20, 2020](#)

**This matter was Recommended to be Placed on File on a Block Vote.**

26. [2020-0445](#) Claim by Lauren Kojis regarding damage to vehicle at 1617 S. 77 St. on June 10, 2020

**Attachments:** [2020-0445 Claim - Kojis, Lauren 06-25-2020 Redacted](#)  
[Claims Report-October 20, 2020](#)

**This matter was Recommended for Denial on a Block Vote.**

27. [2020-0448](#) Notice of Circumstances of Claim by James M. Franken regarding personal injury at N. 84 St. and W. O'Connor St. on May 17, 2020

**Attachments:** [2020-0448 Claim - James Franken](#)  
[Claims Report-October 20, 2020](#)

**This matter was Recommended for Denial on a Block Vote.**

28. [2020-0479](#) Claim by Christine Jolitz regarding damage to property at 1535 S. 77 St. on January 20, 2020

**Attachments:** [2020-0479 Claim - Christine Jolitz](#)  
[Claims Report-October 20, 2020](#)

**This matter was Recommended for Denial on a Block Vote.**

29. [2020-0605](#) Claim by Adrian Williams regarding damage to vehicle at 6700 W. Beloit Rd. on June 12, 2020

**Attachments:** [2020-0605 Claim - Adrian Williams redacted](#)  
[Claims Report-October 20, 2020](#)

This matter was Recommended for Denial on a Block Vote.

30. [2020-0610](#) Claim by Melinda Collier regarding damage to property at 2046 S. 75 St. on January 11, 2020

**Attachments:** [2020-0610 Claim - Melinda Collier](#)  
[Claims Report-October 20, 2020](#)

This matter was Recommended for Denial on a Block Vote.

#### Passed The Block Vote

A motion was made by Kuehn, seconded by Lajsic, to approve all the actions on item nos. 22-30 on a Block Vote. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

31. [R-2020-0625](#) Resolution to approve the Year 2021 Operating Plan for the Downtown West Allis Business Improvement District and to adopt the Special Assessment Method as stated therein (Final)

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0625](#)  
[BID 2021 Operating Plan \(Signed\)](#)  
[AFFIDAVIT OF PUBLICATION - R-2020-0625 11923341](#)  
[Res R-2020-0625 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

#### D. ADJOURNMENT

*A motion was made to adjourn the meeting at 7:37 p.m. The motion carried.*



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# City of West Allis

## Meeting Minutes

### Administration and Finance Committee

*Alderperson Kevin Haass, Chair*

*Alderperson Danna Kuehn, Vice-Chair*

*Alderpersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Tuesday, December 1, 2020

6:18 PM

City of West Allis YouTube Channel

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#### AMENDED (draft)

#### VIRTUAL STANDING COMMITTEE MEETING

City of West Allis YouTube Channel

<https://www.youtube.com/user/westalliscitychannel>

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:18 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator; Kail Decker, City Attorney; Tony Warkoczewski, Director of Information Technology; Ed Lisinski, Director of Building Inspections & Neighborhood Services; Jonathan Matte, Director of Communications; Marian Bretl, Business Process Analyst; Peter Daniels, City Engineer; Dave Wepking, Director of Public Works; Jason Kaczmarek, Finance Director/Comptroller; Other Staff; Guests and Media.*

#### C. DISCUSSION REGARDING

11. [2020-0799](#) Communication regarding the My Government Online (MGO) Software Implementation for Parking Permits and Pet Licenses and other upcoming implementations

**Attachments:** [MGO Council update 12-1-2020 PDF version](#)

*Ed Lisinski and Tony Warkoczewski present to discuss.*

**This matter was Discussed.**

24. [R-2020-0718](#) Resolution authorizing the City Engineer to amend an existing agreement with Barrientos Design & Consulting, Inc. for additional Architectural Consulting Services related to the Public Works facility in an amount not to exceed \$18,256 and authorizing and directing the appropriate City officials to execute a budget amendment to transfer the necessary funds for this work.

**Sponsors:** Public Works Committee

**Attachments:** [R-2020-0718](#)  
[Res. R-2020-0718 signed](#)  
[R-2020-0718 Barrientos Design & Consulting Agreement](#)

A motion was made by Kuehn, seconded by Ald. Tenorio, to convene into closed session at 6:30 p.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties or the investing public funds. The council or committee may reconvene in open session after completion of the closed session to consider the balance of the agenda.

Aye: 5 - Kuehn, Haass, Lajsic, Tenorio, and Weigel

Closed session items discussed and consensus given.

On a motion made by Weigel, seconded by Tenorio, the meeting reconvened into open session at 6:51 p.m.

## D. ADJOURNMENT

*A motion was made to adjourn the meeting at 6:51 p.m. The motion carried.*



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# City of West Allis

## Meeting Minutes

### Administration and Finance Committee

*Aldersperson Kevin Haass, Chair*  
*Aldersperson Danna Kuehn, Vice-Chair*  
*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Monday, December 7, 2020

6:00 PM

West Allis YouTube Channel  
(see below for link)

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**VIRTUAL STANDING COMMITTEE MEETING**  
**City of West Allis YouTube Channel**  
<https://www.youtube.com/user/westalliscitychannel/live>

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:01 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

1. [O-2020-0057](#) Ordinance codifying code changes related to the 2021 Approved Budget

**Attachments:** [Ord O-2020-0057.](#)  
[Ord O-2020-0057 amended](#)  
[Ord O-2020-0057 signed](#)  
[AFFIDAVIT OF PUBLICATION - O-2020-0057 11944950](#)

A motion was made by Tenorio, seconded by Kuehn, that this matter Recommended for Approval and be Referred. to the Common Council. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

2. [2020-0838](#) Discussion regarding updating the City of West Allis Salary Schedule related to the 2021 Approved Budget Adopted

**This matter was Discussed.**

3. [R-2020-0686](#) Resolution relative to approving a contract with Anthem for Stop Loss Coverage for the March 1, 2021 to February 28, 2022

**Attachments:** [Res R-2020-0686.](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter Recommended for Approval and be Referred. to the Common Council. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

No: 0

4. [R-2020-0687](#) Resolution establishing the health insurance plan with Anthem as the Third Party Administrator, funding levels, employee premiums, premium share, Health Savings Contributions, and participation in the Retiree Active Rate Option for the plan year of March 1, 2021 to February 29, 2022

**Attachments:** [Res\\_R-2020-0687](#)

[2021 2022 Rates](#)

[2021 2022 Benefit Information](#)

[Res\\_R-2020-0687 signed](#)

**A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended for Adoption and be Referred to the Common Council. The motion carried by the following vote:**

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

5. [2020-0840](#) Discussion regarding Go 365 Engagement

**Attachments:** [Go365 Engagement Calculations](#)

**A motion was made by Kuehn, seconded by Tenorio, that this matter was Placed on File. The motion carried by the following vote:**

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

6. [R-2020-0719](#) Resolution related to the creation of Policy #1446a, Disclosure of Sensitive Information

**Attachments:** [Res\\_R-2020-0719](#)

[Res\\_R-2020-0719 signed](#)

**A motion was made by Kuehn, seconded by Tenorio, that this matter was Recommended For Adoption and be Referred to the Common Council. The motion carried by the following vote:**

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

7. [R-2020-0720](#) Resolution amending the fees for ambulance services provided by the West Allis Fire Department, effective January 1, 2021

**Attachments:** [Res\\_R-2020-0720 \(3\)](#)

**A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Adoption and be Referred to the Common Council. The motion carried by the following vote:**

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

8. [2020-0813](#) Communication from the City Administrator regarding the Family Savings Plan.

**Attachments:** [Family Savings Plan Savings Summary](#)

**A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended to be Placed on File and be Referred to the Common Council. The motion carried by the following vote:**

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

9. [2020-0829](#) Considering compensation and performance evaluation data of city officials and deputy/assistant service employees

**This matter was Discussed.**

## D. ADJOURNMENT



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# City of West Allis

## Meeting Minutes

### Administration and Finance Committee

*Alderperson Kevin Haass, Chair*

*Alderperson Danna Kuehn, Vice-Chair*

*Alderpersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Tuesday, December 15, 2020

6:40 PM

City of West Allis YouTube Channel

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(Draft)

#### VIRTUAL STANDING COMMITTEE MEETING

City of West Allis YouTube Channel

<https://www.youtube.com/user/westalliscitychannel/live>

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 6:40 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator; Ald. Tracy Stefanski; and Kail Decker, City Attorney.*

#### C. NEW AND PREVIOUS MATTERS

1. [O-2020-0058](#) Ordinance to Amend the City of West Allis Salary Schedule due to 2021 Adopted Budget Action - Position Creation and Reclassifications

**Attachments:** [Ord O-2020-0058](#)

[2020 PAYROLL SCHEDULE - NON-RESIDENT and RESIDENT  
December 15 2020 - 2021 Budget Changes  
Ord O-2020-0058 \(8\)](#)

[2020 PAYROLL SCHEDULE - NON-RESIDENT and RESIDENT  
updated as of 12.15.2020 Amended for Deputy Fire Chief  
Ord O-2020-0058 signed](#)

[AFFIDAVIT OF PUBLICATION - O-2020-0058 11944950](#)

A motion was made by Tenorio, seconded by Lajsic, that this matter was Recommended For Passage As Amended. Amended to move Deputy Chief to (N). The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

- 1a. [2020-0867](#) Appointment by Rebecca Grill of Gina Gresch for the position of Deputy City Clerk

**Attachments:** [Gina Gresch - appointment letter](#)

No Action Taken.

2. [2020-0013](#) Summons and Complaint by Charles Cleveland vs City of West Allis, et al, regarding injuries and damages sustained at eastbound on W. Lincoln Ave. on November 20, 2018 (Case No. 2019CV009679)

**Attachments:** [S&C Charles Cleveland \(Case No. 2019CV009679\)](#)  
[Updated S&C Charles Cleveland \(Case No. 2019CV009679\)](#)

**This matter was Discussed.**

3. [2019-0137](#) Martin Law Office, S.C. communication submitted on behalf of Charles Cleveland regarding property damage allegedly sustained at S. 89 St. and W. Lincoln Ave. on November 20, 2018.

**Attachments:** [Claim Cleveland Redacted](#)  
[Claim - Charles Cleveland 10-3-2019](#)

**This matter was Discussed.**

#### **Passed The Block Vote**

**This matter was Adopted.**

A motion was made by Lajsic, seconded by Tenorio, to convene into closed session at 6:43 p.m. pursuant to Wis. Stats. 19.85(1)(g) for the purpose of conferring with the City Attorney who will render oral or written advice concerning strategy to be adopted with respect to litigation in which the city is or is likely to become involved specifically concerning items 2 and 3.

**Aye: 5 -**

**Kuehn, Lajsic, Tenorio, Weigel, Haass**

**Others Present: Kail Decker**

**Closed session items discussed and consensus given.**

**On a motion made by Tenorio, seconded by Ald. Weigel, the meeting reconvened into open session at 6:47 p.m.**

#### **D. ADJOURNMENT**

*A motion was made to adjourn the meeting at 6:48 p.m. The motion carried.*



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# City of West Allis

## Meeting Minutes

### Administration and Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Danna Kuehn, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel*

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Thursday, December 17, 2020

4:03 PM

City of West Allis YouTube Channel  
(see link below)

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#### VIRTUAL REGULAR MEETING

City of West Allis YouTube Channel

<https://www.youtube.com/user/westalliscitychannel/live>

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 4:03 p.m.*

#### B. ROLL CALL

**Present** 3 - Haass, Kuehn, and Lajsic

**Excused** 2 - Tenorio, and Weigel

*Others Present: Rebecca Grill*

#### C. NEW AND PREVIOUS MATTERS

[2020-0867](#)

Appointment by Rebecca Grill of Gina Gresch for the position of Deputy City Clerk

**Attachments:** [Gina Gresch - appointment letter](#)

*Rebecca Grill present to discuss.*

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

**Aye:** 3 - Haass, Kuehn, and Lajsic

**No:** 0

#### D. ADJOURNMENT

*A motion was made to adjourn the meeting at 4:05 p.m. The motion carried.*



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