



# 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*

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Tuesday, January 15, 2019

7:38 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### RECESS MEETING

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 7:38 p.m.*

#### B. ROLL CALL

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

#### Others Present

*Mayor Devine; Peggy Steeno, Finance Director; Fire Chief Mason Pooler; Police Chief Patrick Mitchell; Patrick Schloss, Community Development Manager; Kail Decker, City Attorney; Nick Cerwin, Assistant City Attorney; Jon Matte, Communications Director; Tony Warkoczewski, IT Director; Other Staff; Guests and Media.*

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

- 7a. [R-2019-0061](#) Resolution to approve a Storefront Improvement Program Grant Contract by and between the City of West Allis and Budiac Properties, LLC, property owner for the property located at 8025-8031 W. Greenfield Ave., & 1408 S. 81 St., in an amount not to exceed \$30,000.

**Sponsors:** Administration & Finance Committee

*Patrick Schloss was present to discuss.*

**A motion was made by Ald. Weigel, 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

8. [R-2019-0042](#) Resolution authorizing the City Administrator to enter into a professional service agreement with HR Pro Consulting, LLC to provide consulting services for an Interim HR Director for a total sum not to exceed \$26,450.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. May, seconded by Ald. Weigel, 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-2019-0043](#) Resolution relative to renewal of the agreement with Wisconsin Community Services, Inc. for West Allis Mediation Center for 2019-2020.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Czaplewski, 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-2019-0045](#) Resolution relative to accepting the proposal of Quad/Graphics for producing and distributing four (4) quarterly City Newsletters in 2019 for a total sum not to exceed \$54,596.68.

**Sponsors:** Administration & Finance Committee

*Ald. Czaplewski asked who has been printing the newsletter until now. Mr. Matte responded the Marek Company. Through the RFP process, Quad/Graphics was the low bid.*

**A motion was made by Ald. May, seconded by Ald. Weigel, 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. [2019-0024](#) Communication from City Administrator regarding notification of retirement of Sally Nusslock, Health Commissioner/City Sealer, effective May 3, 2019.

*Appreciation and thanks were offered for Health Commissioner Sally Nusslock.*

**A motion was made by Ald. Czaplewski, 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

12. [2019-0025](#) Communication from City Administrator requesting approval to fill the vacant position of Principal Assistant City Attorney in the City Attorney's Office.

**A motion was made by Ald. Czaplewski, seconded by Ald. Weigel, 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. [2019-0023](#) Finance Director/Comptroller submitting report for December 2018 indicating City of West Allis checks issued in the amount of \$2,372,239.77.

**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

### Previous Matters for Consideration

14. [O-2018-0045](#) Ordinance to repeal and recreate Subsection 5.03(8) of the City of West Allis Revised Municipal Code pertaining to the charging and administration of crash billing fees.

**Sponsors:** Administration & Finance Committee

*Ald. Weigel noted this item was held at the last meeting, and staff was asked to work on updated ordinance language. The Committee unanimously agreed with the new, suggested text for nonresident crash billing fee dated 1-15-19 as contained in the legislative file.*

**A motion was made by Ald. Czaplewski, seconded by Ald. Roadt, that this matter was Recommended For Passage As Amended. The motion carried by the following vote:**

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

**No:** 0

15. [2018-0883](#) 2019-2023 Capital Improvement Program - Draft No. 2.

*Ms. Steeno reported that the 2019-2023 Capital Improvement Program was previously approved. Several drafts of the program had been introduced, and this item can just be placed on file.*

**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

### Public Hearing Items

16. [R-2019-0055](#) Resolution to approve amending the FY2015-2018 Community Development Block Grant Annual Action Plans.

**Sponsors:** Administration & Finance Committee

*Patrick Schloss was present to discuss.*

**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

**D. CLOSED SESSION**

*At 7:46 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to confer with the City Attorney on a potential resolution for the claim filed by William Staffaroni related to an alleged incident that occurred on August 3, 2017, to discuss collective bargaining matters with the Police Union, and to take such further action as may be necessary and appropriate with respect to such matters.*

*A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), (e), and (g), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to deliberate or negotiate the purchase of public properties and the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session; and to confer with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*

**A motion was made by Ald. May, seconded by Ald. Czaplewski, to convene in closed session at 7:46 p.m. The motion carried by the following vote:**

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

**No:** 0

*Upon conclusion of the closed session, the Administration & Finance Committee had no further business to attend to.*

**E. ADJOURNMENT**

*A motion was made by Ald. Weigel, seconded by Ald. Haass, to adjourn the meeting at 8:06 p.m. The motion carried unanimously.*



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.