



# 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.

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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 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](#)  
[AFFIDAVIT OF PUBLICATION - O-2021-0010, 0011, 0012, 0013, 0008, 0005 11969308](#)

**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 - Fully Executed](#)  
[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](#)  
[BT Enterprises LLC - Complete Loan packet \(signed\)](#)

**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.*



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.