



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Capital Improvement Committee

*Dan Devine, Mayor*

*Gary T. Barczak and Kevin Haass, Alderpersons*

*Yuriy Ksenidi and Sagar Tolani, Citizen Members; Ronald Rieboldt, Plan Commission Member;*

*Rebecca Grill, City Administrator; Peggy Steeno, Finance Director/Comptroller/Treasurer;*

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

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Thursday, February 16, 2017

6:00 PM

City Hall Art Gallery

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#### REGULAR MEETING

#### A. CALL TO ORDER

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

#### B. ROLL CALL

**Present** 7 - Ald. Kevin Haass, Mr. Yuriy Ksenidi, Mr. Sagar Tolani, Mr. Ronald Rieboldt, Ms. Rebecca Grill, Ms. Peggy Steeno, and Mr. Michael Lewis

**Excused** 3 - Mayor Dan Devine, Ald. Gary T. Barczak, and Mr. John Stibal

#### C. APPROVAL OF MINUTES

1. [17-00026](#) September 21, 2016 Draft Minutes

Attachments: [2016 0921 Minutes](#)

**A motion was made by Mr. Tolani, seconded by Ms. Grill, to approve the minutes of the regular meeting of September 21, 2016. The motion carried by the following vote:**

**Aye:** 7 - Ald. Haass, Mr. Ksenidi, Mr. Tolani, Mr. Rieboldt, Ms. Grill, Ms. Steeno, and Mr. Lewis

**No:** 0

#### D. NEW AND PREVIOUS MATTERS

2. [17-00027](#) Recap of the 2016 Capital Improvement Plan - Comparison of Budget to Actual

*Peggy Steeno gave an overview. She stated the first thing we should do each year is to take a look back at the year before, refresh ourselves on the process, and be able to move forward to the current and future years. Kris Moen distributed two spreadsheets: 1) 2016 City of West Allis Engineering Department Capital Improvement Program; and 2) 2016 Underground Capital Improvement Program. Ms. Moen reviewed what was budgeted in 2016 and what actually transpired from the spreadsheets. Discussion ensued within the committee.*

A second roll call was taken to reflect Mayor Devine present at this time.

**Present** 8 - Mayor Dan Devine, Ald. Kevin Haass, Mr. Yuriy Ksenidi, Mr. Sagar Tolani, Mr. Ronald Rieboldt, Ms. Rebecca Grill, Ms. Peggy Steeno, and Mr. Michael Lewis

**Excused** 2 - Ald. Gary T. Barczak, and Mr. John Stibal

3. [17-00029](#) Review of 2017-2026 Ten Year Capital Improvement Program

Attachments: [10 year Capital Improvement Plan 2017-2026](#)

*Peggy Steeno reviewed this plan with the committee. Ms. Steeno stated this is an overview; this is the way it was; and you will likely not see this format anymore, as it will be converted to a five year plan.*

**4. [17-00028](#) Progress on Approved/Funded 2017 Capital Improvement Program**

Attachments: [17-00028](#)  
[17-00028 B](#)

*Peggy Steeno reviewed the attachments with the committee. Ms. Steeno stated they have been working closely with Engineering over the last few weeks to get things in line with this. Ms. Steeno would like the committee to meet every 30 to 45 days between now and when a plan is set for 2018-2022. Ms. Steeno stated she can provide the information and work, if the committee can provide the direction on an extended plan.*

**A. Timing of Funds Needed - Fire Apparatus**

*Peggy Steeno stated she is working with the Fire Department to determine when the funds are needed, in 2017 or 2018. She stated it is a very long-term process. She is working on sorting out the details to what's best for the City in the end.*

**B. Execution/Purpose of 2017 Borrowing**

*Peggy Steeno reviewed the streets borrowing spreadsheet. She stated it will be okay this year in regards to borrowing. Ms. Steeno stated the timing of the borrowing right now looks like May - Presale, June - Final Sale Day; while continuously watching the interest rates. She stated it is a 60 day period from start to finish. Ms. Steeno stated being close to knowing what we need to borrow.*

**C. Specifics of Other Approved Projects - Borrowing Not Required**

*Peggy Steeno stated everything else is either carryover or funded through reserves. She stated these have to go through the normal approval processes. Ms. Steeno stated the still pending (not specifically approved) list are items that have no funding attached at this point and these projects are not going forward. She stated they have asked departments to look at these items and to reply with which items are to go into the 2018-2022 plan.*

*Peggy Steeno stated everything under Item No. 4 has already been approved as part of the 2017 plan.*

*Mike Lewis brought up a change of plan for the HVAC system for the Library, stating the Art Gallery and IT rooms at City Hall are more critical and the cost projection is about the same. He suggested switching the priority; to trade City Hall for the Library for 2017. He asked the committee to approve the switch.*

**A motion was made by Ald. Haass, seconded by Mr. Ksenidi, to change Library to City Hall on the 2017 Capital Improvement Program. The motion carried by the following vote:**

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

**No:** 0

5. [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 Policy](#)  
[Charter Ordinance - Bonding](#)

*Peggy Steeno reviewed the Debt Management Policy and Charter Ordinance No. 19 with the committee. Ms. Steeno stated we need to update this very soon. Discussion ensued within the committee.*

- A. Current Allowable Threshold Streets Purpose - \$2,750,000

*Peggy Steeno advised this was raised to \$2,750,000 in 2007.*

*Ald. Michael May does not want an increase to the Charter Ordinance. He stated every year we borrow 2.75 million and pay over 4 million dollars for it. Ald. May stated increasing the bond level is not a sustainable way of keeping up with our roadways. He stated Alderpersons in the Administration and Finance Committee suggested other means of funding: increase special assessments; strategically hold off on certain projects; or force different roadway designs. Ald. May stated Ald. Weigel and he will work with Finance and get a resolution before Common Council. Ald. May stated before there is a decision to increase the bonding; he recommends these other alternative ways to be considered as opposed to raising the debt limit. More discussion ensued within the committee.*

## E. MATTERS FOR DISCUSSION/ACTION

6. [17-00030](#) Additional Borrowing to be considered for 2017 and Beyond

- A. Streets & Related Purpose  
B. Ordinance Change Needed  
1. Process

*Peggy Steeno stated to pass over this item as it was discussed above in Agenda Item No. 5.*

7. [17-00031](#) Expanded 2018-2022 Capital Improvement Program

Attachments: [17-00031](#)

*Peggy Steeno reviewed the five year CIP with the committee. She stated we need to look at the City collectively; we need to look at all of our needs. Ms. Steeno stated our CIP needs to be more comprehensive, have more sections in it, and include all of the City facilities. She proposed to take the streets plan and add all the City needs to it, pulling together a more comprehensive plan. Discussion ensued within the committee.*

- A. Program to be Established by Purpose Per Policy

*Peggy Steeno asked if it's the committee's desire to go forward with a more expanded program to have everything documented.*

## B. Planning Document

*Peggy Steeno suggested creating a planning document; to document our needs, so that we can start to prioritize them.*

8. [17-00032](#) 2018 Capital Improvement Program Requests by Purpose

Attachments: [2018 CIP Project List](#)

*Peggy Steeno discussed the updated 2017 Capital Improvement Request Form with the committee. Ms. Steeno presented the 2018 CIP - Requests as of 2/15/17 document. She stated she emailed this document to all department heads also. Ms. Steeno stated it is evident we will not be able to fund all of these items in 2018. Ms. Steeno suggested putting a plan together to get to the Mayor by August 1, 2017. Discussion ensued within the committee. The committee agreed to move forward with this.*

9. [17-00033](#) Establishment of Criteria to prioritize the projects for the 2018-2022 Capital Improvement Program

Attachments: [17-00033](#)

*Peggy Steeno discussed this item with the committee. She stated 2018 is what we need to focus on and this committee's task is to make a recommendation to Common Council on the projects that should be included in the next year. Ms. Steeno suggested at the next meeting to talk about what the plan looks like, what the needs are, ask some questions, filter needs, and then invite some department heads to discuss their needs. Discussion ensued within the committee with the conclusion to talk about criteria, bring back the full plan, and discuss funding at the next meeting.*

- A. Proposed Criteria - Level of Need / Ability to Fund / Link to the Strategic Plan / Link to the Comprehensive Plan / Link to Other Council Initiatives / Link to Other Capital Projects / Ability to Complete Timely / Others

*Peggy Steeno discussed the proposed criteria. She stated there are a number of ways to prioritize the projects.*

- B. Weight Criteria / Score Criteria

*Peggy Steeno stated she can create scoring criteria if needed.*

**F. ADJOURNMENT**

**A motion was made by Ald. Haass, seconded by Mr. Tolani, to adjourn the meeting at 6:56 p.m. The motion carried unanimously.**