

# CITY OF WAUWATOSA

MEMORIAL CIVIC CENTER  
7725 WEST NORTH AVENUE  
Telephone: (414) 479-8917  
Fax: (414) 479-8989

## BUDGET & FINANCE COMMITTEE MEETING

Tuesday, January 27, 2004

Committee Room #2

PRESENT: Aids. Bruderle-Baran, Casey, Grimm, Jenkins, Stepaniak, Subotich – 6

EXCUSED: Aids. Matthews, McCarthy

ALSO PRESENT: T. Wontorek, City Admin.; A. Kesner, City Atty.; R. Braier, Finance Dir.; Chief D. Redman, Fire; W. Kappel, Pub. Works Dir.;

Ald. Stepaniak as Chair called the meeting to order at 8:07 p.m.

### Change of Purpose for vehicle purchase

Mr. Kappel said the 2004 vehicle purchase budget contains the purchase of a replacement van used for cart repairs. The fleet maintenance staff has found that they already have a van that will suit this purpose. The proposed van purchase could be replaced with the purchase of a less expensive 4X2 pickup truck. The pickup would be more useful to fleet operations. He said that \$26,000 was budgeted to replace the van with a replacement cost of \$14,300 to \$16,000. The bid for the pickup is \$11,536 which would bring a net savings of \$2,764 on the purchase price. He recommended a Change of Purpose for the purchase of a 4X2 pickup truck instead of a van.

Moved by Ald. Bruderle-Baran, seconded by Ald. Jenkins to recommend approval of the vehicle purchase Change of Purpose – 6

### Environmental assessment of reported contamination at 6826 W. North Avenue

Mr. Kappel said the city has been notified of its responsibilities under Section 292.11 (3) Wisconsin Statutes regarding an open contaminated site at 6826 W. North Avenue which is currently the 69<sup>th</sup> Street parking lot. The original notification was sent by the Wisconsin Department of Natural Resources (DNR) in 1991. The initial response from the DNR was that the city should take immediate action to determine the contamination and cleanup of the site or they would begin enforcement actions against the city. The City Engineer was able to obtain a deadline extension from the DNR if the process of determining the extent of the contamination is performed in 2004. The city would then have until 2005 to take any cleanup measures that may be required. The delay was necessary because the city has already passed the 2004 budget and there are no funds available for the cleanup this year. He recommended a request for proposals (RFP) for the environmental assessment and to engage a consulting firm to perform the initial investigation.

Mr. Kappel said the parking lot is located on a former filling station site and there may be underground fuel storage tanks involved. The cost of the cleanup is unknown at this time, but they would like to get started on the process by hiring a consulting firm to perform the initial investigation. For the most part, the parking lot will remain open unless there is extensive excavation needed. Mr. Kesner said this investigation is in its early stages. Mr. Kappel added that part of the difficulty is that the records are incomplete for this property.

Moved by Ald. Bruderle-Baran, seconded by Ald. Casey to recommend approval of the Request for Proposals for the environmental assessment of contamination at 6826 W. North Avenue – 6

**Award of bid to refurbish a pumper truck and hold over of funds**

Chief Redman said funding to refurbish the pumper truck is currently budgeted at \$40,000. There were three good bids for the project. The lowest bidder was American LaFrance North Central. They originally specified a delivery time of 120-180 days; however, after further discussion, they agreed to change the delivery time to approximately 60 days. He would like to hold the uncommitted balance of \$13,900 until the completion of the work to cover any unforeseen repair costs. He stressed that a repair costing more than the \$13,900 is very unlikely. He recommended awarding the bid to American LaFrance North Central for \$26,100 and holding over the uncommitted balance of \$13,900 to cover any unforeseen repair costs.

Moved by Ald. Jenkins, seconded by Ald. Casey to recommend approval of the award of bid to American LaFrance North Central in the amount of \$26,100 and to hold over \$13,900 to cover any added repair costs – 6

**Award of contract for debt collection services**

Mr. Kesner said they received a very good response to their Request for Proposals (RFP) to perform debt collection for the city. The city has used a collection agency in the past with poor results. He explained that unpaid debt stems from delinquent personal property taxes, property damages and other items not covered by collection agreements. The current unpaid debt total is approximately \$72,260 with individual debts ranging from \$419 to \$22,748. The law firms submitting proposals were very similar in small claims debt collection. He recommended awarding the contract to the Kohn Law Firm, S.C. due to their extensive experience in collecting debts for many area municipalities. The firm has a system that handles all phases of debt collection with an aggressive approach. They are known in the Milwaukee area for good service.

Ald. Jenkins asked how many of the debts are in the \$400 to \$600 range. Mr. Kesner responded that the vast majority of unpaid debts are in that range. The city has everything to gain if those debts are collected and there is no cost to the city if they are not collected.

Moved by Ald. Jenkins, seconded by Ald. Casey to recommend approval of the award of contract to the Kohn Law Firm, S.C. for debt collection --

Ald. Grimm asked about the effectiveness of the collection agencies the city has hired in the past. Mr. Kesner responded that the collection agencies did some initial calling, but they were not very good with follow through. The City Attorney’s office also had a staff person try to do some debt collection, but it was not very effective. He said they do not have the staff available to attend numerous and lengthy small claims hearings. Law firms that center on debt collection have the staff and the time to focus on the small claims system. Two of the bidders listed a 25% across-the-board collection fee; however, the Kohn Law Firm will drop its collection fee from 25% for cases under \$5,000 to 18% for cases over \$5,000. The contract will cost approximately \$5,000 to \$10,000 per year. He said the Kohn Law Firm does a greater volume of these cases than many of the other law firms.

Vote on the motion was Ayes: 5, Noes: 0, Present: 1 (Grimm)

**Vouchers**

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
B. Williams	\$64.25	City Clerk – 1/23/04 – Lake Mills WI Municipal Clerks Assn. Dist. V Meeting

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
C. Ledesma	\$62.00	City Clerk – 1/23/04 – Lake Mills WI Municipal Clerks Assn. Dist. V Meeting
N. Kreuser	\$1,966.98	Health – 11/13-11/20/03 – San Francisco, CA Amer. Pub. Health Assn. 131 <sup>st</sup> Annual Mtg. & Expo.
S. Schoofs	\$25.78	Police – 1/12-1/14/04 – MATC Patrol In-service Training
J. Wojcehowicz	\$134.19	Water – 1/14-1/16/04 – Wisconsin Dells WWA – Vulnerability Assessment Training
C. Hill	\$857.00	Engineering – 1/20-1/23/04 – Stevens Point Land Surveyor Institute
W. Kappel	\$150.00	Engineering – 1/22/04 – Wauwatosa APWA Workshop

Moved by Ald. Casey, seconded by Ald. Bruderle-Baran that the vouchers be allowed and paid --

Ald. Grimm said he would like to see department heads give a report of their activities and what took place at any of the high cost conferences and meetings.

Vote on the motion was Ayes: 5, Noes: 1 (Grimm)

The meeting adjourned at 8:33 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

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