



CITY OF WAWATOSA
BUDGET AND FINANCE COMMITTEE
MINUTES • OCTOBER 14, 2014

Regular Meeting

Committee Room #2

7:00 PM

7725 West North Avenue, Wauwatosa, WI 53213

Attendee Name	Title	Status	Arrived
James Moldenhauer	Alderman	Present	
Jeffrey Roznowski	Alderman	Present	
John Dubinski	Alderman	Present	
Gregory Walz-Chojnacki	Alderman	Present	
Dennis McBride	Alderman	Present	
Joel Tilleson	Alderman	Present	
Jason Wilke	Alderman	Present	9:34 PM
Jason Kofroth	Alderman	Present	
Alan Kesner	City Attorney	Present	
Beth Aldana	HR Director/Asst. City Atty.	Present	
Robert Ugaste	Fire Chief	Present	
William Wehrley	City Engineer	Present	
Scott Erke	Asst. Chief	Present	
Paulette Enders	Development Director	Present	
Anthony Brown	Asst. to Administrator	Present	
Amy Crawford	Senior Accountant	Present	

BUDGET AND FINANCE COMMITTEE ITEMS

Reserve for Contingencies

1. Village of Wauwatosa Business Improvement District 2015 Operating Plan and Budget

Mr. James Plaisted, Executive Director of the Wauwatosa Village Business Improvement District, presented an overview of the Business Improvement Districts plans for 2015 including an increased marketing plan that includes an updated website and brand identity. Focus will be on the State Street improvements with marketing and communications. Mr. Plaisted stated that the District appreciates the ongoing support of the City staff and the Common Council and with this support the vision of the Village plan is moving forward.

Moved by Ald. Tilleson, seconded by Ald. Dubinski to recommend approval of the Village of Wauwatosa Business Improvement District 2015 Operating Plan and Budget -5-0-1 (Roznowski)

RESULT:	RECOMMENDED FOR APPROVAL [5 TO 0]	Next: 10/21/2014 7:30 PM
TO:	Common Council	
MOVER:	Joel Tilleson, Alderman	
SECONDER:	John Dubinski, Alderman	
AYES:	Moldenhauer, Dubinski, Walz-Chojnacki, McBride, Tilleson	
ABSTAIN:	Roznowski	
AWAY:	Wilke, Kofroth	

2. Memo from the Parks and Forestry Superintendent regarding application for a 2015 Urban Forestry Grant from the Department of Natural Resources to help fund Emerald Ash Borer treatments

Moved by Ald. McBride, seconded by Ald. Walz-Chojnacki
to recommend a resolution authorizing application for a 2015 DNR Urban Forestry Grant-
Ayes: 7

RESULT:	RECOMMENDED FOR APPROVAL [7 TO 0]	Next: 10/21/2014 7:30 PM
TO:	Common Council	
MOVER:	Dennis McBride, Alderman	
SECONDER:	Gregory Walz-Chojnacki, Alderman	
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Kofroth	
AWAY:	Wilke	

3. Memo from the Asst. Planner recommending reallocation of Community Development Block Grant (CDBG) funds

Ms. Enders explained that reallocation of \$292,409.37 from existing CDBG funds will be used for the purpose of providing additional money for the 2014/2015 Community Development Authority Forgivable Loan Program.

Mr. Ruggini added that reallocating these funds would have no direct impact on the City budget and were appropriate use of the unspent funds.

Moved by Ald. Tilleson, seconded by Ald. Moldenhauer
to recommend approval of the reallocation of CDBG funds.-Ayes: 7

RESULT:	RECOMMENDED FOR APPROVAL [7 TO 0]	Next: 10/21/2014 7:30 PM
TO:	Common Council	
MOVER:	Joel Tilleson, Alderman	
SECONDER:	James Moldenhauer, Alderman	
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Kofroth	
AWAY:	Wilke	

4. Presentation by Brown and Caldwell Engineers regarding effectiveness of private property infiltration and inflow reduction efforts in East Tosa

Mr. Wehrley explained that the City had two sanitary sewer issues that needed to be addressed. One was too much clear water going into the sanitary sewer causing back-ups during larger rain events. He then introduced Julie McMullin of Brown and Caldwell who presented a PowerPoint presentation on the effectiveness of private property infiltration and inflow reduction efforts in East Tosa. She explained flow meters and what was being

done in the City to alleviate backups and bring the City into flow compliance with MMSD. She noted that the lateral grouting has not only been very cost effective; it has also shown improvements in the reduction of flow effectiveness.

Ald. Moldenhauer asked if the focus continues to be on private laterals to address the issue of backups and clarified that funds from MMSD are to be used only for private property issues. Wauwatosa is able to allocate these funds to lateral repairs because Wauwatosa residents own their laterals. He believes the lateral grouting gives the City the “biggest bang for their buck” and allows for the City to come into compliance as quickly as possible.

Mr. Wehrley agrees and stated that foundation drain disconnect is costly. He added that once the City is in compliance with MMSD it will have to determine the level of service to give residents; this is a policy issue that will need to be considered at a later time.

Mr. Ruggini added that in the future the City may consider implementing a Clear Water Compliance requirement upon the sale of homes in Wauwatosa, requiring the homeowner to make any necessary repairs to the laterals.

A discussion ensued regarding the effectiveness of lateral grouting, what other communities are doing to meet compliance and the plans for the future from MMSD and how the City will work with them to make determination on the infrastructure. The Committee agreed that staff and Brown and Caldwell are doing a good job with the project and hope to see more reports on this ongoing improvement to the City.

No action taken.

RESULT: INFORMATION ONLY
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5. Recommendation by the Lean Team for revision of the travel policy

Mr. Brown started his presentation with an overview of how the Lean Team incorporates the Six Sigma to look at the current travel expense reports and see where this process can become more efficient and effective. The purpose of the change is to establish consistent means of reimbursing City employees for authorized and reasonable travel expenses incurred while transacting City business including attendance at meetings or training. The current policies have been in place for over 20 years and some processes are unclear or duplicative.

Ms. Crawford then spoke of the specific changes being made to the Travel Expense Report, (TER) paperwork, including eliminating the estimation portion which was often confusing and recommending the elimination of review of receipts twice. There is also now a procedure manual that employees can follow.

Ald. Tilleson agrees that streamlining is a good idea and feels that the department directors are cognizant of the needs of the department and the employees but he is reluctant to discontinue seeing the vouchers. He stated that he enjoys looking at each and every voucher to see what the employee is doing. He recommended adding a friendly amendment to the motion to review the change in 6 months after implantation.

Moved by Ald. Moldenhauer, seconded by Ald. McBride
to recommend approval of the revised travel policy, with review in 6 months after
implementation..-Ayes: 7.

Ald. McBride asked if the new policy would still require more than one supervisor approval. Ms. Crawford stated that there are several approvals needed including the supervisor, the Finance Department and the Common Council via check approval.

Mr. Ruggini explained that he hopes to implement random audits for TER's with this new policy.

A discussion ensued regarding the need to evaluate the overnight policy on travel within 60 miles. Ald. Tilleson suggested that there is no need to stay the night when traveling to locations in Wisconsin such as Madison and Green Bay. Ald. Dubinski noted that due to weather and time of conference or meeting sometimes make it a bigger hindrance to drive back and forth in one day.

Ald. Walz-Chojnacki asked if there were pre-eliminated purchases on the employee P-cards.

Mr. Ruggini assured the committee that there are a number of restrictions and limitations to the company P-cards.

RESULT:	RECOMMENDED FOR APPROVAL [7 TO 0]	Next: 10/21/2014 7:30 PM
TO:	Common Council	
MOVER:	James Moldenhauer, Alderman	
SECONDER:	Dennis McBride, Alderman	
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Kofroth	
AWAY:	Wilke	

6. Presentation by the Aldermantic Subcommittee relative to the Burleigh Street MOU with the WI DOT

Ald. Wilson briefed the committee on his meeting with the DOT, discussing the parameters of the project, as the concern of the committee was the possible widening of Burleigh Street. Ald. Wilson stated that the DOT has no intention of going beyond the “edges” of the work that is already in progress, with the possible exception of right-turn stacking lane on eastbound Burleigh at 112th Street and another right turn lane on eastbound Burleigh at Mayfair Road. He added that the discussion included information on the Highway 45 on-and-off ramps, explanation that Meijer’s will be responsible for the utility work in that area. Ald. Wilson concluded that the City should further investigate immediate, interim and long-term improvements for pedestrian access.

Ald. McBride stated working with the DOT has been a challenging lesson and that in the future clear guidelines need to be in place, as there was very little implementation of City policy related to bike/pedestrian paths in the current MOU. He added there needs to be an established process in dealing with the DOT and he is hopeful that there is still something that can be done to protect the bike/pedestrian path in this area. He stated that he does not want to vote on anything until it is in writing.

Ald. Moldenhauer agreed with Ald. McBride that the final vote should be done only when everything is in writing; however there is a time element that has to be considered.

Attorney Kesner agreed that time is of the essence and that things should be firmed up in the next meeting or two.

Moved by Ald. Roznowski, seconded by Ald. Tilleson to direct staff to come back to the committee with a MOU that incorporates recommendations as outlined in Ald. Wilson’s memo.-Ayes: 8.

RESULT:	HELD
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7. Vouchers

Moved by Ald. Walz-Chojnacki, seconded by Ald. Roznowski to recommend approval of all vouchers.-Ayes: 8

Moved by Ald. McBride, seconded by Ald. Walz-Chojnacki to move into closed session at 9:58pm per Wisconsin Statutes 19.85 (1)(e), Deliberating or

negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and may reconvene into open session. And per Wisconsin Statutes 19.85 (1)(g), conferring with legal counsel for the governmental 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, and may reconvene into open session - Ayes: 8

8. Discussion and update on on-going litigation involving claims by the Fire union and Fire personnel against the City

Ms. Aldana stated that this item did not need to be discussed in closed session as the determination of the Police and Fire commission came down with a ruling on this item. It was determined that there was a breach in security and that discipline was necessary but termination was not. Therefore the commission has suspended Gary Webb without pay and has demoted him from Captain to Lieutenant. The City is upholding this ruling but is disappointed in the outcome.

Fire Chief Ugaste agreed with Ms. Aldana this individual showed no ethical integrity in his actions or his subsequent untruthful nature during litigation.

Committee members asked if the server has been upgraded and better safe guards put in place to element this type of breach in the future.

Ms. Aldana assured the committee that everything possible is being done to assure the ongoing security of the system.

Mr. Archambo stated that he wanted to reiterate that he wholeheartedly stands behind the Chief in his decision to pursue this issue.

No action taken

1. *Discussion and update on ongoing disciplinary proceedings against a Fire captain

***Council may convene into closed session per Wisconsin Statutes 19.85 (1)(b), considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, and the taking of formal action on any such matter, and may reconvene into open session.**

9. *Memo from the Assessor recommending acceptance of a settlement in the matter of Sears Holdings Corporation v. City of Wauwatosa (Milwaukee County Case No. 12-CV-8471)

***Council may convene into closed session per Wisconsin Statutes 19.85 (1)(g), conferring with legal counsel for the governmental 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, may reconvene into open session.**

Moved by Ald. Moldenhauer, seconded by Ald. Walz-Chojnacki to recommend approval of the proposed settlement as presented by counsel .-Ayes: 8

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]
MOVER:	James Moldenhauer, Alderman
SECONDER:	Gregory Walz-Chojnacki, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

10. *Update on collective bargaining with the police and fire unions

***Committee may convene into closed session per Wisconsin Statutes 19.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and may reconvene into open session.**

The meeting adjourned in closed session at 10:28 p.m.

Future Budget and Finance Items

- **Utility rate approvals**
- **2014 debt issuance**
- **3rd Quarter General Fund forecast**
- **Approval of a contract extension with Clifton Larson Allen (Auditor)**

Carla A. Ledesma, CMC, City Clerk