



CITY OF WAUWATOSA
BUDGET AND FINANCE COMMITTEE
MINUTES • MARCH 10, 2015

Regular Meeting

Committee Room #2

7:00 PM

7725 West North Avenue, Wauwatosa, WI 53213

BUDGET AND FINANCE COMMITTEE ITEMS

Attendee Name	Title	Status	Arrived
James Moldenhauer	Alderman	Present	
Jeffrey Roznowski	Alderman	Late	7:28 PM
John Dubinski	Alderman	Present	
Gregory Walz-Chojnacki	Alderman	Present	
Dennis McBride	Alderman	Present	
Joel Tilleson	Alderman	Present	
Jason Wilke	Alderman	Present	
Jason Kofroth	Alderman	Present	

Reserve for Contingencies

2. Memo from the Director of Public Works regarding Streetscape Selection Committee (SSC) recommendation regarding the hiring of a consultant to guide the planning and design process in the Village and a recommendation of how to pay for their services

Mr. Porter presented the committee with a PowerPoint presentation of the Streetscape Selection Committee, (SSC) goals, and timelines and how the committee selected the firm of GAI as the consultant to guide the planning and design process in the Village and a recommendation of how to pay for their services. Mr. Porter gave the reasons the SSC selected GAI including:

- Committee felt the GAI team did an excellent job on landscaping and public input components of the Menomonee River Parkway project for the County
- Having visual continuity on State Street in conjunction with the Parkway Project was a plus.
- Team demonstrated the most project excitement to the Committee
- GAI team was committed to “complete streets” solution
- Landscaping component of proposal was the strongest of the three firms interviewed
- Team statements that resonated with the Committee:
 - “Public input before professional output”
 - “Process first, design second”
 - “Solution is derivative of the place”
 - “Transparency is key to public support”
 - “Consensus, Context, Constructability, Cost”

The recommended option for paying for these services were outlined.

- Approve a level 3 fund transfer to move \$30,000 into the proper professional services account of the Engineering budget
- Fund balance of project from CIP #9002 (note: \$500,000 for streetscape is already in State Street CIP)
 - This action will leave \$1.4 million set aside for Village Strategic Plan Improvements in the 2015-2019 CIP timeframe
- Consultant willing to work with staff and SSC to proactively manage scope and approach to reduce costs

Ald. Roznowski thanked Mr. Porter for the excellent work getting this project moving under the time restraints placed on him. He asked if there were any comments from any of the SSC members in the audience.

Chris Leffler, 644 Honeycreek Parkway, stated the need to get this process moving and that the members of the committee need to consider that when making their decision. He is very excited about the GAI team and believes their work will benefit the Village of Wauwatosa for years to come.

Bill Robinson, 6857 Milwaukee Avenue, stated that although the request for funds may be more than the committee anticipated he believes the GAI team is ambitious and can't really cut back anymore without the quality suffering.

Jim Plaisted, 7436 Kenwood, stated that GAI has one of the strongest public input programs, they really listen to the public and are willing to modify plans, based on public input. He also thanked Mr. Porter for a job well done.

Chris Leffler added that it has been over 30 years since the last update to this area and at that time the materials used were not the best quality. He is certain that GAI will recommend quality, long lasting materials and do the job right.

Ald. McBride thanked Mr. Porter for doing such a good job. He added that as a member of the SSC, he tried to be the financial conscience, and agrees that the project could not be done with quality if the cost were cut any more.

Ald. Tilleson said that although he will support the recommendation of the SSC, he questions why this project will receive the additional funds requested when other projects are not considered for additional funding.

Ald. Wilke stated that the SSC did a good job streamlining what is needed now and still allow the best value for the cost. He was impressed with the vision of the GAI team for the future of the project and specifically their "complete street" solutions.

Ald. Kofroth questioned why staff initially stated the project was estimated at \$100,000, but to now be told that the requested \$250,248 is as low as the project cost can go without sacrificing quality.

Mr. Ruuggini stated that he was the person who estimated the initial cost of this project and that the RFP was much bigger than he knew. It would never be his intention to "low ball" the committee.

Ald. Dubinski stated that you get what you pay for and he is in support of this project adding that the GAI team had great views for the Village and will be able to involve and engage the public.

Ald. Walz-Chojnacki and McBride both commented that they are unhappy that monies for the North Avenue parking study is being diverted to this project.

Mr. Ruggini stated that due to the changes in the scope of the North Avenue parking project, this may not be the time for this study to be done.

Moved by Ald. Wilke, seconded by Ald. Dubinski, to recommend approving the recommendation of the SSC to award a contract in the amount of \$250,248 to GAI for the planning and design process in the Village as outlined in the Village Strategic Plan. -Ayes: 8

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

3. Memo from the Water Superintendent recommending the City enter into a municipal agreement with the DOT for the Center Street Bridge project

Mr. Wojcehowicz explained that the water utility has been working with the Wisconsin DOT to coordinate utility conflicts with the planned construction activity along the Zoo Freeway Project paving corridor and Center Street Bridge. The preliminary construction estimate is \$356,110. As part of the cost sharing agreement the DOT is responsible for 90% of the construction expense and the Wauwatosa Water Utility is responsible for the remaining 10% of the expenses. The Common Council approved a \$50,000 capital expenditure in the 2015 Water Utility Budget for the water portion of the costs associated with this project. Mr. Wojcehowicz asked the committee for their continued support of the Center Street Bridge project and to approve the Municipal Agreement with the Wisconsin DOT.

Moved by Ald. Tilleson, seconded by Ald. Walz-Chojnacki, to recommend approving the Municipal Agreement between the City of Wauwatosa and the Wisconsin DOT for the future water main relocation for the Center Street Bridge project. - Ayes: 7

RESULT:	RECOMMENDED FOR APPROVAL [7 TO 0]
MOVER:	Joel Tilleson, Alderman
SECONDER:	Gregory Walz-Chojnacki, Alderman
AYES:	Moldenhauer, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth
AWAY:	Roznowski

4. Memo from the Water Superintendent forwarding a contract proposal with the DOT for a project at Wisconsin Avenue and US Hwy. 45

RESULT:	TABLED
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5. Memo from the Water Superintendent recommending a contract addendum for the DOT Wisconsin Avenue Bridge project

Mr. Wojcehowicz handed out an updated "Change Order Number 1" in the amount of \$*****. This addendum applies to the cost sharing Municipal Agreement with the Wisconsin DOT for future water main relocation due to changes associated with the Wisconsin Avenue Bridge project. He explained that as a result of the planned work being done along the Zoo Freeway Project, two specific items needed to be upgraded; a plumbing interconnection at the Potter Road Pumping Station, and a new valve and fire hydrant installed at the transmission main to act as a safe water sampling point. These changes are needed to protect the best interests of the water utility and our customers. Mr. Wojcehowicz asked that the committee approve the contract addendum for the Wisconsin DOT Wisconsin Avenue Bridge project.

Moved by Ald. McBride, seconded by Ald. Dubinski, to recommend approving the contract addendum for the Municipal Agreement with the Wisconsin DOT for the water main relation associated with the Wisconsin Avenue

Bridge project. - Ayes: 7

RESULT:	RECOMMENDED FOR APPROVAL [7 TO 0]
MOVER:	Dennis McBride, Alderman
SECONDER:	John Dubinski, Alderman
AYES:	Moldenhauer, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth
AWAY:	Roznowski

6. Memo from the Director of Public Works requesting consideration of a Pilot Program of having a Contractor Perform Locating Services for the City's Street Light and Traffic Signal Cables

Mr. Porter presented the committee with a PowerPoint on the proposed pilot program for locating city utilities. He explained that locating is a requirement of Digger's Hotline and that the City gets about 9,000 locates a year. Currently, it takes 3-4 people and 3 vehicle trips to respond to each locating ticket request. Due to staff challenges in Traffic and Electric Division and subsequently falling behind on important preventive maintenance activities, Mr. Porter asked the committee to approve a 6 month pilot program for locates. He believes that in the long term this will allow for more efficiency, increase in productivity of staff and reduce costs. Staff contacted firms providing the type of locate service needed and one firm agreed to submit a proposal for the pilot program. USIC Locating Services LLC proposed the following:

- Per one call ticket: \$5.75
- Project (after 1 hour): \$12.00 per ¼ hour
- After-hours emergency: \$25.00 flat fee

Mr. Porter also asked the committee to approve a Level Three fund transfer of \$30,000 and authorize the City to enter into an agreement with USIC Locating Services LLC to perform locating services as outlined in their proposal for City owned street lighting and traffic signal facilities for approximately six months in 2015.

Ald. Kofroth asked if there could be a "tech" or intern that would be available to do some of the maintenance work that has fallen behind.

Mr. Porter stated that since the work requires using equipment such as large trucks and a "cherry picker", this work needs to be done by a skilled worker.

Moved by Ald. Walz-Chojnacki, seconded by Ald. Moldenhauer, to recommend approving the Level Three fund transfer of \$30,000 and authorize the City to enter into a pilot program with USIC Locating Services LLC for approximately 6 months. -Ayes: 7

RESULT:	RECOMMENDED FOR APPROVAL [7 TO 0]
MOVER:	Gregory Walz-Chojnacki, Alderman
SECONDER:	James Moldenhauer, Alderman
AYES:	Moldenhauer, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth
AWAY:	Roznowski

7. Memo from the Finance Director recommending additional 2014 General Fund carryover for Economic Development Grants

Mr. Ruggini explained that there had been one carryover inadvertently left out of the 2014 Operating and Capital Carryovers that the Common Council approved on February 3, 2015. It was later discovered that \$60,000 of the unused economic development grants were left out of the carryover recommendations. Approving the carryover will reduce the year-end surplus by \$60,000 and increase the 2015 budget for Economic Development grants to \$80,000.

Moved by Ald. McBride, seconded by Ald. Tilleson,
to recommend approving the additional 2014 General
Fund carryover in the amount of \$60,000 for economic
development grants. - Ayes: 8

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

8. Memo from the Assistant City Engineer regarding Innovation Campus – design and construction services for roadway, utilities, and lighting for the east development area

Mr. Ruggini explained that Mr. Steiner, Assistant City Engineer, was out ill and that he would review the memo with the committee. He stated that the City needs to begin the process for public infrastructure at the east development area of UWM Innovation Campus in anticipation of the proposed hotel. Although the hotel has not yet closed the land sale with UWM Real Estate Foundation, they are proceeding with engineering as if they plan to construct. Meeting their timeline will require the City to begin design of the necessary public infrastructure immediately. In light of these facts, staff is requesting that the committee approve a professional services contract to GRAEF in the amount of \$35,800 for the continued design and construction activities associated with the UWM Innovation Campus infrastructure in the east development area.

Ald. Tilleson asked if the hotel does not complete the sale would the need for this contract still be immediate.

Mr. Ruggini stated that this contract is for the design of the infrastructure so that the City is prepared to move ahead and should be started as soon as possible.

Ald. Kofroth asked if any other firm was considered for this project.

Mr. Porter explained that GRAEF is so familiar with this ongoing project and because of the time restraint, they did not seek out other firms.

Mr. Ruggini stated that there was sufficient reason to believe that it would be a disservice to the City to put out an RFP for this project due to the unique expertise of this contractor.

Moved by Ald. Tilleson, seconded by Ald. Moldenhauer,
to recommend approving the professional services contract
to GRAEF for the design of infrastructure not to exceed \$35,800
in the east development area of UWM Innovation Campus. -Ayes: 8

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

9. An Ordinance amending Sections of Title 6, Business License and Regulations, of the Wauwatosa Municipal Code, regarding late filing fees for certain license applications

Moved by Ald. McBride, seconded by Ald. Moldenhauer,
to recommend adoption of the Ordinance amending Sections

of Title 6, Business License and Regulations, of the Wauwatosa Municipal Code regarding late filing fees for certain license applications. -Ayes: 8

AN ORDINANCE AMENDING VARIOUS SUBSECTIONS OF TITLE 6, BUSINESS LICENSE AND REGULATIONS, OF THE WAUWATOSA CITY ORDINANCE, REGARDING LATE FILING FEES FOR CERTAIN LICENSE APPLICATIONS

Part I. The common council does hereby amend subsection 6.08.280 of the City of Wauwatosa Ordinances to read as follows:

6.08.280 (Alcoholic Beverages) Late Filing Fee for Certain License Applications.

Except in the case of a "Class B" liquor license, any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application. Any "Class B" liquor license for which an application for renewal has not been filed prior to its expiration date shall be deemed surrendered.

Part II. The common council does hereby amend subsection 6.12.070 of the City of Wauwatosa Ordinances to read as follows:

6.12.070 (Amusement Devices) Term and Late Filing Fee.

Licenses issued under this chapter shall expire on June thirtieth of each year. Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part III. The common council does hereby amend subsection 6.24.260 of the City of Wauwatosa Ordinances to read as follows:

6.24.060 (Bowling Alleys) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part IV. The common council does hereby amend subsection 6.28.080 of the City of Wauwatosa Ordinances to read as follows:

6.28.080 (Dancehalls) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part V. The common council does hereby amend subsection 6.32.130 of the City of Wauwatosa Ordinances to read as follows:

6.32.130 (Drycleaning Establishments) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

6.36.120 (Food Licenses) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part VI. The common council does hereby amend subsection 6.40.100 of the City of Wauwatosa Ordinances to read as follows:

6.40.100 (Hotels and Motels) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part VII. The common council does hereby amend subsection 6.42.100 of the City of Wauwatosa Ordinances to read as follows:

6.42.100 (Bed and Breakfast Establishments) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part VIII. The common council does hereby amend subsection 6.44.260 of the City of Wauwatosa Ordinances to read as follows:

6.44.060 (Jukeboxes) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part IX. The common council does hereby amend subsection 6.56.290 of the City of Wauwatosa Ordinances to read as follows:

6.56.290 (Restaurants) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part X. The common council does hereby amend subsection 6.60.070 of the City of Wauwatosa

Ordinances to read as follows:

6.60.070 (Soft Drinks) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part XI. The common council does hereby amend subsection 6.68.140 of the City of Wauwatosa Ordinances to read as follows:

6.68.140 (Theaters, Circuses and Exhibitions) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part XII. The common council does hereby amend subsection 6.72.160 of the City of Wauwatosa Ordinances to read as follows:

6.72.160 (Used Car Dealers) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part XIII. The common council does hereby amend subsection 6.80.090 of the City of Wauwatosa Ordinances to read as follows:

6.80.090 (Vending Machines) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part XIV. The common council does hereby amend subsection 6.84.090 of the City of Wauwatosa Ordinances to read as follows:

6.84.090 (Weapons) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part XV. The common council does hereby amend subsection 6.92.080 of the City of Wauwatosa Ordinances to read as follows:

6.92.080 (Service Stations) Late Filing Fee for License Applications.

Any application for renewal of a license under this chapter after the termination date shall be subject to a late filing fee as reflected in the consolidated fee schedule per late license application.

Part XVI. This ordinance shall take effect on and after its date of publication.

RESULT:	RECOMMENDED FOR ADOPTION [UNANIMOUS]	Next: 3/17/2015 7:30 PM
TO:	Common Council	
MOVER:	Dennis McBride, Alderman	
SECONDER:	James Moldenhauer, Alderman	
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth	

10. Vouchers

Moved by Ald. McBride, seconded by Ald. Dubinski,
to approve the voucher presented. -Ayes: 8

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dennis McBride, Alderman
SECONDER:	John Dubinski, Alderman
AYES:	Moldenhauer, Roznowski, Dubinski, Walz-Chojnacki, McBride, Tilleson, Wilke, Kofroth

11. *Memo from the Finance Director on behalf of the Development Team regarding TIF 7 Burleigh Triangle financial projections

***Committee may convene into closed session 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.**

Moved by Ald. McBride, seconded by Ald. Roznowski,
to move into closed session at 8:45 PM pursuant to 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. -Ayes: 8

Future Budget & Finance Committee items

- Five-year forecast update
- Sale of TIF 6 community development bonds
- Staff recommendation on building condition assessment
- 2014 year-end results

Carla A. Ledesma, CMC, City Clerk