

CITY OF WAUWATOSA

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

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, October 14, 2003
Committee Room #2

PRESENT: Aids. Bruderle -Baran, Casey, Grimm, Jenkins, Matthews, McCarthy, Stepaniak – 7

EXCUSED: Ald. Subotich

ALSO PRESENT: T. Wontorek, City Admin.; B. Aldana, Asst. City Atty.; R. Braier, Finance Dir.; N. Welch, Comm. Devel. Dir.; W. Kappel, Public Works Dir.

Ald. Stepaniak as Chair called the meeting to order at 8:00 p.m.

Vacancy in two arborist I positions in the parks and forestry department

Mr. Kappel said there are currently two arborist I vacancies in the forestry section due to the transfer of one person to the water department and the retirement of another person on September 30th. He said the department needs to be at full strength for the winter season. This is when they accomplish most of the sectional tree pruning. Both of these positions will be filled in January in order to have enough staff to keep on schedule. He recommended filling the vacancies and cautioned that leaving these positions vacant would mean falling further behind on tree trimming.

Moved by Ald. McCarthy, seconded by Ald. Casey to recommend approval to fill two arborist I vacancies in the parks and forestry department --

Ald. Grimm asked if the positions will be seasonal. Mr. Kappel responded that the positions are not seasonal. The people in those two positions will be doing other jobs during the summer months.

Vote on the motion was Ayes: 7

Change of Purpose to perform testing on all existing electrical units that may contain PCBs

Mr. Kappel said the department needs to ascertain whether the oil in transformers in the field and currently being stored at the public works building contain PCBs. There are two major ways of doing this: 1) check with the manufacturer and 2) test the contents. He said checking with the manufacturer has been unsuccessful. He said that the Environmental Protection Agency (EPA) regulates the use, storage and disposal of PCB transformers. Once the department has identified what each transformer contains they will have a record. This will enable them to determine which transformers need special handling. There are currently 163 units; 123 in the field and 40 at the public works building that need testing in order to determine proper disposal. They have contacted the City of West Allis to get information on the testing done on their transformers.

Mr. Kappel said the estimated cost for the testing is just under \$16,000. He requested authorization to use unspent money in the Electrical Services Sundry Contractual Services Account to cover the cost. This money was originally budgeted to hire outside contractual help to assist them with the street lighting program. The outside help has not been needed. He recommended using up to \$16,000 of unspent sundry contractual service account funds to perform testing on all existing electrical units that may contain PCBs.

Ald. Casey asked if they would be using the company that did the testing for West Allis. Mr. Kappel responded that the purchasing department will be sending out a request for proposals (RFP) for this project. He estimated that there are four more companies that do this kind of testing in the area.

Moved by Ald. Casey, seconded by Ald. McCarthy to recommend approval of the Change of Purpose --

Ald. Grimm asked if the transformers will be tested to see if they are dirty. Mr. Kappel answered that the PCB testing and checking the condition of the transformers will both be done at the same time.

Vote on the motion was Ayes: 7

Award of bid and transfer of funds for Contract 03-27

Mr. Kappel said the original account in the Capital Improvement budget had \$180,000 because they thought they were replacing the lighting at Hart Park. The department was concerned about the structural integrity of the existing light poles. At mid-year, they re-estimated and reduced the project account based on the consultant's recommendations. There is currently \$35,350 in the account. A report from the consultant showed that there was no need to replace the light poles, but they suggested a number of needed maintenance items. He said the consultant also indicated that there was at least another 10 years of life in the current poles. Bids were then accepted for the work. The low bid by Mill Coatings, Inc. was \$54,600. The department is requesting to transfer \$25,000 into this account in order to award the work. He said there is no direct fiscal impact because these are budgeted capital dollars being shifted to accomplish the project. He recommended the transfer of funds and award of the contract to Mill Coatings, Inc.

Moved by Ald. Bruderle-Baran, seconded by Ald. Grimm to recommend approval of the transfer of funds and the award of bid to Mill Coatings, Inc. – 7

Vacancy in property maintenance position

Ms. Welch said the department had proposed eliminating the property maintenance inspector position from the 2004 Budget. The person in that position has left the city's employ. She said they have had a number of calls from people concerned about how the property maintenance issue will be handled in the future. The 2003 budget includes funds for a full time position. She said in an effort to continue the property maintenance inspection function, the city would like to fill the vacancy. They propose hiring a new property maintenance inspector at 25 hours per week. This may work out to be 20 hours during the winter months due to the lower volume of calls during that time of year.

Moved by Ald. Bruderle-Baran, seconded by Ald. Jenkins to recommend approval to fill the vacancy in the property maintenance inspector position --

Ald. Grimm felt that filling the position part time was a mistake. He thought property maintenance should be a full time job.

Ald. McCarthy said it was his impression that there was enough activity generated by complaints to fill the position full time. He felt it was important to have someone available to act promptly once complaints are received. One of the duties of the property maintenance inspector was to attend court hearings. He was concerned that if the position hours are cut, the person would not have time to attend those hearings. Ms. Welch said they would like to have a flexible schedule of hours so the new inspector would have shorter hours during the day if they are attending court at night. They will also try to schedule property maintenance citation hearings for just one of the weekly court sessions. Ald. McCarthy was concerned that it would be difficult to find someone willing to work part time. Ms. Welch said her office has been contacted by the police department with regard to some retired police officers who would be interested in the position. She said there are no fringe benefits associated with the position because it is part time. Mr. Braier said that after six months, the city will have to pay retirement benefits.

Ald. McCarthy expressed concern that this part time position will not provide the level of service the city has had in the past.

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

Mr. Wontorek clarified that even though the remainder of the year is short, the city will have to pay some level of retirement benefits.

2004 Comprehensive Planning Grant

Ms. Welch said the planning staff has been in the process of working with the Joint Committee on the Comprehensive City Plan to update the city’s Comprehensive Plan under the requirements of s.66.1001, Wis. Stats. She said staff has investigated potential grants to support the process and have identified funding available for comprehensive planning projects through the State of Wisconsin, Department of Administration. The application states that the applicant is eligible for not less than 50% of the base funding level, which is established according to a printed schedule based on population. According to this calculation, 50% of the base funding for Wauwatosa is \$50,000. She said staff will be required to provide estimates for eligible activities including printing costs, educational materials, and additional Geographical Information Systems (GIS) software. She said the city is in the process of revising the Comprehensive City Plan using its own planning staff in conjunction with the Comprehensive Plan Committee. Since staff is providing professional level planning services for this project, staff time is a legitimate component of the total costs for the project and will count as the local contribution.

Ms. Welch said the deadline for the application is October 31, 2003. Once the grant is awarded, the applicant must complete and adopt the comprehensive plan within 36 months. She recommended approval to proceed with the preparation and submission of the grant application.

Moved by Ald. McCarthy, seconded by Ald. Bruderle-Baran to recommend approval to apply for the 2004 Comprehensive Planning Grant --

Ald. Casey observed that the state’s smart growth initiative is probably less onerous on Wauwatosa because it is a land locked community. Ms. Welch pointed out that one of the things the smart growth law stipulates that each city must adopt the state’s requirements. Ald. Casey added that he hoped the city would keep the option to selectively use consultants when and where they are needed.

Vote on the motion was Ayes: 7

Vouchers

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
J. Wojcehowicz	\$477.67	Water – 9/23-9/26/03 – Middleton AWWA – WI Section Annual Conf.
T. Wontorek	\$1,457.50	Admin. – 9/20-9/24/03 – Charlotte, NC ICMA National Conference
M. Schultz	\$39.00	Police – 9/30-10/1/03 – Green Bay Asset Forfeiture Trng – US Attorney’s Office
T. Brenzel	\$62.00	Police – 9/30-10/1/03 – Green Bay Asset Forfeiture Trng – US Attorney’s Office
L. Nielsen	\$37.38	Health – 9/17/03 – Waukesha Basic Civil Rights Training for Equal Opportunity Coordinators

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
J. Wojcehowicz	\$45.00	Water – 9/29/03 – Waukesha Seminar
M. Swanson	\$212.09	Health – 8/25-8/27/03 – Stevens Point 6 th Annual Public Health Nursing Conference
C. Anderson	\$302.52	Health – 8/20-8/22/03 – Appleton 29 th Annual Gov. Conf. on Highway Safety
S. Kirby	\$38.76	Police – 9/22-9/26/03 – MATC EVOC Instructor Course
P. Leist, L. Laurishke	\$762.00	Police – 9/23-9/25/03 – Appleton Crime Prevention Conference
L. Laurishke	\$31.92	Police – 9/23-9/26/03 – Appleton WI Crime Prevention Prac. Assoc. Conf.
P. Leist	\$35.52	Police – 9/23-9/26/03 – Appleton WI Crime Prevention Prac. Assoc. Conf.
D. Leone	\$172.00	Police – 9/29-10/1/03 – Stevens Point 911 Emergency Phone Admin. Training
J. Reit	\$152.00	Police – 9/29-10/1/03 – Stevens Point 911 Emergency Phone Admin. Training
K. Isleb	\$594.62	Assessor – 9/8-9/13/03 – Wisconsin Rapids Annual League Conference
Mayor Estness	\$198.96	Mayor – 9/18-9/19/03 – Green Bay Wisconsin Alliance of Cities
T. Brenzel	\$39.00	Police – 9/30-10/1/03 – Green Bay Asset Forfeiture Training
D. Davidson	\$1,050.00	Police – 9/03 – Milwaukee Police In-Service Training (50 patrol officers)
D. Davidson	\$45.95	Police – 10/6/03 – Milwaukee Police Training – computer based
C. Anderson	\$248.95	Health – 9/15/03 – Milwaukee Census 2000 Workshop – Focus on Wisconsin
B. Weber	\$93.21	Police – 10/2/03 – Milwaukee Management Training Seminar
J. McGuire	\$373.27	Health – 9/15-9/17/03 – Wisconsin Dells 2003 Elder Abuse & Adult Protec. Serv. Conf.

<u>NAME</u>	<u>AMOUNT</u>	<u>FOR</u>
E. Krueger	\$113.35	Health – 9/5/03 – Madison Wisconsin Viral Hepatitis Conf.
G. Witkowski	\$100.00	Police – 9/30-10/1/03 – Green Bay Asset Forfeiture Training
P. Warner, J. Nash, B. Denzin, L. Wozny	\$260.00	Water – 10/8-10/9/03 – Oshkosh and Madison WWA – Meter Conference
J. Wojcehowicz	\$95.00	Water – 10/15/03 – Kenosha WWA – Seminar

Moved by Ald. Casey, seconded by Ald. McCarthy that the vouchers be allowed and paid – 7

Claim of Barbara Marks, 6726 W. Blue Mound Road

Ms. Aldana said the claimant has asked for reimbursement for a plumbing bill that resulted from a sewer backup. Upon investigation, it has been determined that the city had no notice of any defect in the sewer that would expose the city to possible liability.

Moved by Ald. Jenkins, seconded by Ald. Casey to recommend denial of the claim --

A discussion followed regarding the conditions for liability in these cases. Ms. Aldana commented on liability factors. She said in the case of Ms. Marks, the claim was referred to the department involved. They did an investigation and made their determination from the findings. Ald. Matthews asked if that area of the sewer had been inspected with a camera prior to the sewer backup. Mr. Wontorek said that the results of the investigation were not immediately available; however, they could get that information for the committee.

Moved by Ald. Casey, seconded by Ald. McCarthy to recommend that the item be held for the next meeting – 7

Toni Seydel vs the City of Wauwatosa

Moved by Ald. Casey seconded by Ald. Bruderle-Baran to convene into closed session per Wis. Stat. 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 – 7

The committee convened into closed session at 8:34 p.m.

The meeting adjourned at 8:40 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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