

Tourism Commission Meeting
Monday, October 26, 2020
8:30 a.m.

Attendees: Alderman Ken Gehl, Commissioner Kim Jankowski, Commissioner Clint Wills,
Commissioner Jim Ruetz

Also in Attendance: Dan Bukiewicz, Mayor, City of Oak Creek; Andrew Vickers, City Administrator, City of Oak
Creek; Doug Seymour, Director of Community Development, City of Oak Creek; Leslie
Flynn, Communications Coordinator, City of Oak Creek; Ted Johnson, Director of Public
Works, City of Oak Creek; Cory Savage, Savage Solutions; Matt Gordy, Savage Solutions;
Sarah Anderson, South Suburban Chamber Director

1. Welcome/Call to order – Commissioner Clint Wills called the meeting to order at 8:31 a.m.
2. Approval of minutes of September 14th meeting – Commissioner Clint Wills made a motion to
approve the minutes of the September 14, 2020 meeting. All were in favor. Alderman Ken Gehl
abstained.
3. Finalize Position Description for the Tourism and Business Relations Manager position -
 - o Andrew Vickers, City Administrator, explained that he had forwarded the redlined document of the
reworked job description for the new position to all present. A new job title of Tourism and Business
Relations Manager was decided upon.
 - o The Commissioners, Mayor Dan Bukiewicz, and Cory Savage of Savage Solutions all agreed that the
reworked job description is satisfactory and meets the needs of the City.
 - o Commissioner Kim Jankowski expressed her gratitude for the work done in gathering information
from other communities regarding salaries for similar positions. She suggested posting as a range to
draw in applicants from various backgrounds. Commissioner Jim Ruetz suggested a range of 60-75k
per year. All agreed that would be a good range to attract the right candidates.
 - o Andrew informed all that the position would be posted as soon as possible for around 3 weeks to
allow for a wide range of applicants.

Adjournment: Commissioner Clint Wills made a motion to adjourn the meeting. Commissioner Jim Ruetz
seconded the motion. All voted in favor and the meeting was adjourned at 8:43 am.

ATTEST:

Date