

**Personnel and Finance Committee Meeting Minutes**  
**June 23, 2021**  
**12:00 P.M.**

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 12:04 P.M.

Item 2. Roll Call

Committee members present Ald. Gehl and Ald. Duchniak

Also Present: City Administrator Andrew Vickers; Assistant City Administrator/Comptroller Max Gagin, City Clerk Catherine Roeske, City Treasurer Barb Guckenberger, and Human Resources Manager Judy Rogers

Item 3. Approval of minutes from 05/26/2021

*Ald. Duchniak made a motion to approve the minutes of 05/26/2021; seconded by Ald. Gehl. All aye; motion carries.*

Item 4. Discuss and approve the Temporary Conversion of Public Health Position to Full-time

Public Health Officer DuBois discussed why a 0.60 FTE Public Health position needs to be increased to 1.00 FTE to support post-pandemic operations and re-introduce programs and services put on hold during the pandemic. The position is grant fund through 2022 and possibly 2023. An MOU was developed for the employee that states once the grant funding is exhausted, the position will revert to a 0.60 FTE; the employee will lose all full-time benefits, and only Regular Part-time benefits will be available.

*Ald. Duchniak made a motion to approve a 1.00 FTE Public Health position and that 0.40 FTE be funded by federal and State grants, and full-time benefits will cease when grant funds are exhausted and that this benefit information is conveyed to the employee in writing; seconded by Ald. Gehl. All aye; motion carries.*

Item 5. Discuss and approve Joint Zone E Health Department Preparedness Coordinator position.

Public Health Officer DuBois discussed that Zone E, which includes Cudahy, Oak Creek, South Milwaukee, and St. Francis, is required by the State to collaborate on emergency preparedness plans. This is a new position; however, the employee who will be in the position is currently an employee of the City of Oak Creek hired during the pandemic. Previously, each municipality provided an employee each year to work on a plan. However, this was inefficient and resulted in lost time and information as each new lead tried to catch-up, maintain, and update the required databases. Having a person who is continuously in the role will provide more stability to the program. This position is grant-funded with federal and State dollars through 2023. Ald. Gehl expressed concern about what would happen in the event of a catastrophic health claim for this individual. ACA Gagin stated he would explore alternatives with Darcy to mitigate the City's risk. The City could cover this one employee with *specific coverage*, and the premium would be spread with other municipalities. Or the City could add wages and benefits and split among the four (4) municipalities evenly. ACA Gagin will determine the best strategy and notify P & F Committee members of the resolution.

*Ald. Gehl motioned to approve a 1.00 FTE Joint Zone E Health Department Preparedness Coordinator position funded by federal and State grants upon successful completion of an MOU between the Joint Zone E communities; full-time benefits will cease when grant funds are exhausted and that this benefit information is conveyed to the employee in writing; seconded by Ald. Duchniak. All aye; motion carries.*

Item 6. Discuss and approve Retiree's Spouse's Health Insurance Coverage.

Human Resource Manager Rogers stated that the current Police labor agreement is silent on what happens to dependents and spouse coverage if a Retiree passes away while covered on another employer's health insurance. The Staff's recommendation is to allow the dependents and spouse back on the City's health insurance plan at the prevailing premium and contribution rates.

*Ald. Duchniak made a motion approving the Staff's recommendation that if a Police or Fire represented Retiree passes away while covered on another employer's health insurance, the City will allow the dependents and spouse back on the City's health plan current rate and contribution; seconded by Ald. Gehl. All aye; motion carries.*

Item 7. Discuss the Tax Incremental District (TID) No. 12 cashflow analysis.

ACA Gagin has prepared cash flow analyses for each of the City's TIDs. TID No. 12 – IKEA/Drexel Avenue will have a fund balance of \$675k and outstanding debt balance of \$8.06 million as of December 31, 2021. TID No. 12 is projected to breakeven in 2030, but will need to be kept open for its maximum life of 2036 in order to fulfil MRO obligations.

Item 8. Discuss the draft Tax Incremental District (TID) Closure and Donation Strategy document.

City Administrator Vickers discussed that TIF modeling is helpful for several reasons: 1) determining if the City has the capacity to buy and land in Oak View Business Park; 2) determining a funding source should the Council elect to buy the remnant portion of the Peter Cooper property; 3) determining when the City can/should close TIDs; and 4) formalizing a TID donation strategy to help capitalize future lakefront projects.

*Ald. Gehl moves to adjourn at 1:22 P.M., seconded by Ald. Duchniak. All aye; motion carries.*

Dated this 23rd day of June 2021

Posted

Public Notice

Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 766-7000, by fax at 766-7976, or by writing to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6<sup>th</sup> Street, Oak Creek, Wisconsin 53154.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.