

**Personnel and Finance Committee Meeting Minutes**  
**May 11, 2022**  
**12:00 P.M.**

**Item 1. Call Meeting to Order**

*Meeting called to order at 12:02 p.m. by Alderman Gehl.*

**Item 2. Roll Call**

Committee members present: Alderman Duchniak, Alderman Gehl, and Alderman Kurkowski.

Also Present: City Administrator (CA) Andrew Vickers, Assistant City Administrator/Comptroller (ACA) Max Gagin, Police Chief Dave Stecker, Dispatch Manager Jason Bauknecht, Interim Director of Public Works Matt Trebatoski, Management Assistant Carly Persson.

**Item 3. Approval of minutes from 04/13/2022**

*Ald. Duchniak made a motion to approve minutes of April 13, 2022, seconded by Ald. Gehl. All aye; motion carried.*

**Item 4. Consolidated Dispatch – Compensation Analysis**

CA Vickers explained that a goal of the Strategic Action Plan is to perform a classification and compensation study for all non-represented positions, however, the Personnel and Finance Committee had requested to put this on pause. There is no longer time to wait for a comprehensive analysis. Positions most disruptive to public safety, continuity of business, and out of touch with the market include Dispatch, Administrative Support Assistants (ASAs), and the Staff Accountant position. Additional compensation analyses will be brought to the Committee soon.

We are experiencing a “wage war” in the public sector and need to bolster benefits outside of wages. PTO and parental leave are items to discuss in future meetings. The Consolidated Dispatch wage adjustment will address 20 non-represented positions and the Committee will be analyzing all other positions in the future. Middle- and technical staff positions need to be addressed before management. ACA Gagin explained the net new construction percentage for the 2023 budget is projected to be around 3%, which would allow for a levy increase of about \$700,000. Additionally, the City has another \$300,000 in existing budget and levy capacity for a total of about \$1 million dollars for 2023. Staff did this to the budget deliberately and found ways to mitigate the impact of previous decisions.

Next, ACA Gagin summarized the Consolidated Dispatch – Compensation Analysis staff report. Key takeaways are that the entry-level dispatcher is 11% below the average minimum wage for similar positions in comparable municipalities and counties. Advanced-level dispatchers are 7% below the average midpoint wage rate for similar positions in comparable municipalities and counties. Further, our lead-level dispatcher is 11% below the average maximum wage rate for similar positions in comparable municipalities. The recommended adjustment will ensure Consolidated Dispatch personnel’s wages remain competitive in the public marketplace and is outlined in the staff report.

*Ald. Gehl made a motion to adjust the Consolidated Dispatch personnel’s salary schedule, effective on the next full pay period following Common Council ratification, seconded by Ald. Duchniak. All aye; motion carried.*

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**Item 5. Administrative Support Assistant (ASA) – Compensation Analysis**

Furthermore, ACA Gagin presented the Administrative Support Assistant (ASA) – Compensation Analysis staff report. Key takeaways are that Oak Creek’s ASA minimum wage is 18% below the average minimum wage rate for similar positions in comparable municipalities. Further, the ASA maximum wage rate is 26% below the average maximum wage rate for similar positions in comparable municipalities. The recommended wage adjustment would bring all employees up to a minimum wage of \$21.22 now and to \$21.75 on January 1, 2023. The proposed adjustment will ensure Administrative Support Assistant (ASA) personnel’s wages remain competitive in the public marketplace.

*Ald. Duchniak made a motion to adjust the Administrative Support Assistant (ASA) personnel’s salary schedule, effective on the next full pay period following Common Council ratification, seconded by Ald. Kurkowski. All aye; motion carried.*

**Item 6. Staff Accountant – Compensation Analysis**

Lastly, ACA Gagin reviewed the Staff Accountant – Compensation Analysis staff report. Key takeaways are that our Staff Accountant position is below the minimum, midpoint, and maximum wage of all comparable municipalities. The Staff Accountant’s minimum wage is 24% less than the average minimum wage, 26% less than the average midpoint wage, and 27% less than the average maximum wage. The proposed adjustment will ensure the Staff’s Accountant position’s wages remain competitive in the public marketplace. The recommended salary range adjustment will increase the salary range from \$21.59 - \$27.52 per hour to \$28.00 - \$36.40 per hour.

*Ald. Kurkowski made a motion to adjust the Staff Accountant position’s salary schedule, effective on the next full pay period following Common Council ratification, seconded by Ald. Duchniak. All Aye; motion carried.*

**Item 7. Adjournment.**

*Ald. Kurkowski made a motion to adjourn at 1:10 p.m.; seconded by Ald. Gehl. All aye; motion carried.*

**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, fax at 766-7976, or write to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6th 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.