

Personnel and Finance Committee Meeting Minutes
January 25, 2023
12:00 P.M.

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 12.01 P.M.

Item 2. Roll Call

Committee members present: All Committee members present.

Also Present: Assistant City Administrator (ACA) Max Gagin, City Clerk Catherine Roeske, City Treasurer Sara Kawczynski, City Engineer Matt Sullivan, Human Resources Manager Toni Vanderboom, and Management Assistant Carly Persson.

Item 3. Approval of minutes from 12/21/2022

Ald. Duchniak made a motion to approve the minutes of 12/21/2022, seconded by Ald. Kurkowski. All aye; motion carried.

Item 4. Consider a motion to authorize the creation of a limited part-time Building Inspector position to complete State plan reviews and building inspections for Oak Creek.

City Engineer Matt Sullivan informed the Committee that current Building Inspector, Anthony Csavoj, has unique skills and certifications that allow him to complete State plan review. Unfortunately, Mr. Csavoj has given his resignation and we are recruiting for a new Building Inspector now.

Staff considered multiple options to address the gap in State plan review capabilities created by this resignation, including:

1. Revert State plan review responsibilities back to the State of Wisconsin;
2. Hire an outside contractor to perform State plan reviews on Oak Creek's behalf; and
3. Create a limited part-time Building Inspector position to assist with the performance of Building Inspector responsibilities, including State plan reviews and inspections as needed.

City Engineer Sullivan discussed the merits of each option, and informed the Committee that we have identified an individual who would be willing to conduct State plan reviews on Oak Creek's behalf should the Committee authorize the creation of a limited part-time Building Inspector position. The Committee ultimately decided it is in Oak Creek's best interest to continue performing State plan reviews in-house so we can maintain control of the State plan review process; provide the best turnaround times and customer service to developers; and continue to receive all revenues associated with conducting State plan reviews.

Ald. Kurkowski made a motion to authorize the creation of a limited part-time Building Inspector position to complete State plan reviews and building inspections for Oak Creek, seconded by Ald. Duchniak. All aye; motion carried.

Item 5. Review City worker's compensation fully-insured v. self-insured analysis.

Assistant City Administrator (ACA) Max Gagin provided the Committee with an overview of the City's worker's compensation program as well as an analysis of remaining fully-insured versus switching to self-insured for worker's compensation coverage. ACA Gagin discussed the merits of the two options, and noted that self-insured coverage carries significant risk but also leads to greater autonomy in decision-making on claims and could yield savings should the City see favorable claims experience. Discussion ensued among the group and the Committee asked staff to follow-up on a few items before any decision is made. Staff agreed to research those items and bring this analysis back to the Committee in a few months.

Item 6. Adjournment.

Ald. Kurkowski made a motion to adjourn at 12:51 P.M., seconded by Ald. Duchniak. 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.