

**Personnel and Finance Committee Meeting Minutes**  
**May 10, 2023**  
**12:00 P.M.**

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 12.00 P.M.

Item 2. Roll Call

Committee members present: Ald. Gehl and Ald. Kurkowski. Ald. Ruetz excused.

Also Present: Assistant City Administrator (ACA) Max Gagin, Human Resources Manager Toni Vanderboom, Management Assistant Carly Persson, Police Chief Dave Stecker, Police Captain Andrew Thorne, Detective Zachary Case of the Oak Creek Police Officer's Association (OCPA), Assistant Fire Chief Mike Havey, City Treasurer Sara Kawczynski, and City Clerk Catherine Roeske.

Item 3. Approval of minutes from 2/22/2023

*Ald. Kurkowski made a motion to approve the minutes of 2/22/2023, seconded by Ald. Gehl. All aye; motion carried.*

Item 4. Consider a *motion* to recommend the Common Council approve a Memorandum of Understanding (MOU) between the City of Oak Creek and Oak Creek Professional Police Officer's Association (OCPA) regarding Article 29 of the Labor Agreement.

Police Chief Dave Stecker provided a recap of a memo outlining information relating to residency requirements and the OCPA collective bargaining agreement. This was presented to the Personnel & Finance Committee on December 21, 2022. Ultimately, the Police Department is asking Common Council to approve a change in the residency requirement for employees from "Within an area encompassed by a radius of twenty (20) miles distance from the City limits" to "Employees must reside within an area encompassed by a radius of thirty-five (35) miles distance from the jurisdictional boundaries of the City. Such boundary shall include any property within the corporate limits of any city, village, or town that the thirty-five (35) mile radius intersects." Chief Stecker and his team believe this change will bolster recruitment and retention initiatives.

*Ald. Kurkowski made a motion to recommend the Common Council approve a Memorandum of Understanding (MOU) between the City of Oak Creek and the Oak Creek Professional Police Officer's Association (OCPA) regarding Articles 29 of the Labor Agreement, seconded by Ald. Gehl. All aye; motion carried.*

Item 5. Consider a *motion* to recommend the Common Council approve a Memorandum of Understanding (MOU) between the City of Oak Creek and Oak Creek Professional Police Officer's Association (OCPA) regarding Article 29 of the Labor Agreement.

This residency requirement change would also need to be updated for non-represented public safety employees in the Personnel Policy Manual. A discussion was had about Oak Creek's definition of public safety as non-represented employees are considered.

*Ald. Gehl made a motion to recommend the Common Council approve a change to the Personnel Policy Manual granting non-represented public safety employees the same residency requirements as the proposed OCPA MOU., seconded by Ald. Kurkowski. All aye; motion carried.*

Item 6. Review of the city's financial performance as of December 31, 2022.

ACA Gagin presented a slide deck on the City's financial performance as of December 31, 2022. Overall, we had a great year financially and kudos went to out the Finance and Treasurer teams.

ACA Gagin noted the General Fund's surplus is approximately \$2.5 million for 2022, largely due to proceeds received from an environmental liability claim for property owned on the lakefront (\$1.1 million). Additionally, the General Fund balance analysis shows that unassigned fund balance as a percentage of revenues is 37.7% (above the policy limit of 25%) and we have approximately \$4.1 million in surplus funds that can be allocated to other uses such as capital projects while remaining in compliance with the General Fund Balance policy.

Further, the Solid Waste Fund and EMS Fund ended the fiscal year with net income and are in a great financial position. However, the Consolidated Dispatch Fund realized about a \$97,000 loss for the fiscal year primarily due to mid-year compensation adjustments for dispatch personnel. The Consolidated Dispatch Fund's loss was anticipated when the mid-year compensation adjustments were approved. On the other hand, the Tourism Commission Fund received record room tax revenues resulting in a surplus of about \$123,000 for 2022.

ACA Gagin also provided an update on impact fee balances, which are relatively high given strong development activity (i.e., new construction and service additions). The Debt Service Fund will end the fiscal year with a positive fund balance close to \$0, which is the goal of the multi-year GO debt and levy strategy. Lastly, the Insurance Fund is the City's most volatile fund and employee/retiree medical and prescription claim costs trended slightly higher than the 2022 budget, leading to about a \$125,000 loss for the fiscal year. If the City's poor claims experience persists, we will need to determine how best to right-size the Insurance Fund either through increased revenues or changes to benefit offering to reduce expenditures.

Item 6. Adjournment.

*Ald. Gehl made a motion to adjourn at 12:48 P.M., seconded by Ald. Kurkowski. 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. 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.