

**Personnel and Finance Committee Meeting Minutes**  
**August 9, 2023**  
**10:30 A.M.**

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 10:33 A.M.

Item 2. Roll Call

Committee members present: All Committee members present.

Also Present:

- Ald. Lisa Marshall
- City Administrator (CA) Andrew Vickers
- Assistant City Administrator (ACA) Max Gaglin
- City Clerk Catherine Roeske
- Human Resources (HR) Manager Toni Vanderboom
- Director of Community Development Doug Seymour
- City Engineer Matthew Sullivan
- General Manager Mike Sullivan
- Fire Chief Mike Kressuk
- Deputy Clerk Christa Miller
- Communications Coordinator Leslie Flynn
- Distribution Manager Darrin Allard
- Utility Engineer Brian Johnston
- Senior Planner Kari Papelbon
- Zoning Administrator / Planner Sylvia Brueckert
- Accounts Payable Clerk / Confidential Secretary Nicole Butler
- Administrative Support Manager Sherry Grant

Item 3. Approval of minutes from 7/26/2023

*Ald. Kurkowski made a motion to approve the minutes of 7/26/2023, seconded by Ald. Gehl. All aye; motion carried.*

Item 4. Review the “Building Capacity and Resilience in our City Organization” Plan

City Administrator Vickers provided the Committee with an overview of Common Council directives found in the 2017-2019, 2020-2022, and 2023-2027 Strategic Action Plans (SAPs) to evaluate, right-size, and better align the City organization. Further, CA Vickers outlined the scope of recommendations in the “Building Capacity and Resilience in our City Organization” Plan (Plan) and presented how the City organization chart would change if the Plan’s recommendations were implemented. Lastly, CA Vickers informed the Committee of immediate Plan implementation priorities beginning in the fall of 2023 before asking for the Committee’s input and questions.

Overall, the Committee was complimentary of the amount of thought and effort that went into developing the Plan. Committee members then provided specific input and asked questions of CA Vickers on a variety of items within the Plan. CA Vickers and the Committee had a mutual understanding the Plan is a “living, breathing” document and recommendations may change as staff begins evaluating and/or implementing certain parts of the Plan. At the end of discussion, the Committee agreed via consensus to the new organizational structure as outlined in the Plan.

Item 5. Consider a motion to recommend the Common Council approve revisions to “Chapter 2. Government and Administration” of the Code of Ordinances of the City of Oak Creek.

CA Vickers provided the Committee with an overview of proposed revisions to “Chapter 2. Government and Administration” of the Code of Ordinances of the City of Oak Creek. Additionally, CA Vickers emphasized that Mayor Dan Bukiewicz was involved in crafting the proposed Chapter 2 revisions and supports the end product.

Committee members provided specific input and asked questions of CA Vickers on a variety of proposed revisions to Chapter 2. Many items were addressed at that time, however, Ald. Ruetz indicated he had questions and items that needed to be addressed by the City Attorney and/or the City’s outside labor attorney who were not present at the meeting. The Committee agreed via consensus to revisit the proposed Chapter 2 revisions at their next meeting so Committee members could discuss the proposed revisions with the City Attorney and/or the City’s outside labor attorney.

*Ald. Kurkowski made a motion to hold this item to the August 23, 2023 meeting, seconded by Ald. Ruetz. All aye; motion carried.*

Item 6. Adjournment.

*Ald. Ruetz made a motion to adjourn at 11:46 A.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.