

**Personnel and Finance Committee Meeting Minutes**  
**August 23, 2023**  
**10:30 A.M.**

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 10:35 A.M.

Item 2. Roll Call

Committee members present: All Committee members present.

Also Present:

- City Administrator (CA) Andrew Vickers
- City Attorney Melissa Karls
- Assistant City Administrator (ACA) Max Gagin
- Human Resources (HR) Manager Toni Vanderboom
- Fire Chief Mike Kressuk
- Police Chief Dave Stecker
- Deputy Clerk Christa Miller
- Senior Planner Kari Papelbon

Item 3. Approval of minutes from 8/9/2023

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

Item 4. Fire Inspector Position

Chief Kressuk requested approval to move forward in discussion with Local 1848 regarding the conversion of the existing Fire Inspector position to an Administrative Lieutenant. Chief Kressuk provided background on the Fire Inspector position, how the role has changed over the last five to seven years, and why it makes sense for this role to be filled by an Administrative Lieutenant in the future.

Committee members provided input and asked questions, and ultimately via consensus directed Chief Kressuk to pursue an MOU with Local 1848 regarding the conversion of the existing Fire Inspector position to an Administrative Lieutenant. A draft MOU will be brought back to the Committee for their review and recommendation to the Common Council at a later date.

Item 5. 2023 Mid-Year Budget Monitoring Report

ACA Gagin shared the City's summary financial report for the General Fund and other Major Funds through the end of the second quarter of 2023. Gagin conducted a presentation on revenues and expenditures through the second quarter compared to the budget in the General Fund, Solid Waste, WE Energies, Health Insurance, EMS, and Dispatch Funds. Most revenues are trending at or above their budgeted amounts, with interest earnings far exceeding their budgeted amounts this year. Further, the City is realizing lower-than-anticipated expenditures primarily due to vacancies, however, expenditures through the second quarter compared to the 2023 Budget and trending higher than we experienced with the 2022 Budget. Lastly, Gagin noted that the formal presentation will be made to Common Council on September 5<sup>th</sup>.

Item 6. 2024 Budget Outlook and Priorities

ACA Gagin shared the Wisconsin Department of Revenue (DOR) recently released the City equalized assessed value as of 1/1/2023 and provided commentary on Oak Creek's change in equalized assessed

value between 2022 and 2023 as well as the net new construction percentage for determining the allowable increase in the operating tax levy for the 2024 Budget.

Gagin then walked the Committee through the “macro analysis” of the General Fund / Levy-Support Funds to provide them with an outlook for the 2024 Budget. Staff expects there be a number of revenue increases, specifically interest earnings, that will help the City meet its personnel and operating budget obligations for 2024. Lastly, Gagin shared a list of priorities that will be taken into account when compiling the *2024 Executive Draft Budget* document for the Common Council’s consideration.

Item 7. 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. Lastly, CA Vickers recapped all of the changes to the proposed Chapter 2 revisions since the Committee’s 8/9/2023 meeting.

Committee members provided specific input and asked questions of CA Vickers on a variety of matters addressed in the proposed Chapter 2 revisions.

*Ald. Ruetz made 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, seconded by Ald. Kurkowski. All aye; motion carried.*

Item 8. Adjournment.

*Ald. Kurkowski made a motion to adjourn at 12:02 A.M., seconded by Ald. Ruetz. 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.