

Personnel and Finance Committee Meeting Minutes
October 25, 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: Ald. Gehl and Ruetz present. Ald. Kurkowski excused.

Also Present:

- City Administrator (CA) Andrew Vickers
- Assistant City Administrator (ACA) Max Gagin
- City Treasurer Sara Kawczynski
- Human Resources (HR) Manager Toni Vanderboom
- City Engineer Matt Sullivan
- Administrative Support Manager Sherry Grant
- Community Development Director Doug Seymour
- Communications Coordinator Leslie Flynn

Item 3. Approval of minutes from 10/11/2023

Ald. Ruetz made a motion to approve the minutes of 10/11/2023, seconded by Ald. Gehl. All aye; motion carried.

Item 4. Continued discussion and possible action on paid leave for non-represented employees.

Ald. Ruetz made a motion to recommend the Common Council amend Personnel Policy 5.13.3 (Holiday Pay), Personnel Policy 7.10 Paid Time Off (PTO Full-Time and Regular Part-Time), and Personnel Policy 7.11 (Holidays) for non-represented employees. Seconded by Ald. Gehl. All aye; motion carried.

Item 5. Discussion on the Infrastructure, Land Use, and Community Building portfolio's staffing plan.

City Engineer Matthew Sullivan presented a plan to modernize the Infrastructure, Land Use, and Community Building portfolio. The plan for each department is as follows:

1. Building & Facilities
 - a. Working on succession plan for potential retirements.
2. Inspection Services
 - a. Part-Time State Plan Reviewer – This position was established in January 2023 and continues to be a valuable addition to the department.
 - b. Permit Technician/Coordinator – Future position anticipated in 2024/2025.
3. Engineering
 - a. Senior Engineering Technicians – Positions have been open since June 2023.
 - i. Reclassify into Engineering Technician I & II and advertise in late 2023. This will create an advancement ladder and create flexibility to hire and train individuals with less education and/or experience.
 - b. Environmental Engineer Stormwater – Position has been vacant since January 2023.
 - i. Difficulty in filling this vacancy has highlighted a need to modernize the department. Staff propose reclassifying the position to a general Civil Engineer and continuing to utilize external contractual services. Staff anticipate advertising for Civil Engineer in late 2023.
4. Community Development
 - a. Zoning Administrator/Planner – Position vacant since September 2023.
 - i. Remove zoning enforcement responsibilities and reclassify position to Planner. Plan to advertise in November 2023.

- ii. Neighborhood Preservation Officer to assume zoning enforcement responsibilities for both commercial and residential properties.
- b. Development Service Specialist – Future position anticipated in late 2023.

Item 6. Consider a motion to waive the hiring policy for the Community Development Director recruitment; approve a simultaneous internal and external recruitment for the position; and approve engaging an executive recruitment firm to conduct recruitment.

Ald. Gehl made a motion to waive the hiring policy for the Community Development Director recruitment, approve a simultaneous internal and external recruitment for the position; and approve an executive recruitment firm to conduct recruitment. Seconded by Ald. Ruetz. All aye; motion carried.

Item 7. Discussion on issues, strategies, and funding options for the Marketing & Public Relations Department.

City Administrator Andrew Vickers presented options on room tax spending, to be presented to the Oak Creek Tourism Commission at the upcoming November 11, 2023 meeting. Those options were:

1. Status quo. Provide for more proscriptive annual operating budget and financial reporting;
2. Seek contract with *Visit Milwaukee*;
3. Seek contract with *Engage Franklin*;
4. Formalize relationship and establish a contract for City resources via a Marketing and Public Relations Department;
5. Abolish Oak Creek Tourism Commission and establish a “Zone” Commission with adjacent municipality(s), contract with a Tourism Entity within the established Zone;
6. Some combination of the above options.

Item 8. Adjournment

Ald. Ruetz made a motion to adjourn at 11:57 A.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.