

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., Monday, February 18, 2013**

**MINUTES**

- I. The February 18, 2013 Personnel Committee Meeting was called to order at 6:00 p.m. by Vice-Chairman Wikel in the Hearing Room at City Hall. Members present were Wikel, Green, Barber, Sakwinski, Alderman Solomon, Alderman Schmidt, and Alderman Olson. Members Brunner and Sheehan were excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn. Library Director Roark was in attendance for item IV.
  
- II. Citizen comment period  
  
Teamster Union Steward Debbie Zobel made comments on behalf of the Teamster group.
  
- III. Approval of Minutes of 12/17/2012.  
  
Motion by Member Barber and seconded by Alderman Schmidt to approve the Minutes from 12/17/12 as written. Motion Carried: Ayes – All.
  
- IV. Approval of the Job Description Revisions for positions in the Library, Engineering, and Municipal Court and for the Reclassification of the Court Clerk Position  
  
Motion by Alderman Olson and seconded by Member Barber to approve the revisions to the Library job descriptions with the couple changes as mentioned. Motion Carried: Ayes – All.  
  
Motion by Alderman Schmidt and seconded by Member Green to recommend to Common Council the revisions to the Engineering Tech 1 and Engineering Tech II job descriptions as amended. Motion Carried: Ayes – All.  
  
Motion by Member Green and seconded by Alderman Schmidt to recommend to Common Council to approve changes to the job descriptions for Court positions and the revised compensation for the Court Clerk with 1 change as discussed. Motion Carried: Ayes – All.
  
- V. Resolution to Amend the Civil Service System Personnel Administration Program Which Addresses the Promotional Career Path Exception for Engineering Technician I to Engineering Technician II  
  
Motion by Alderman Solomon and seconded by Member Green recommend approval of the Resolution. Motion Carried: Ayes – All.
  
- VI. Amending the Civil Service System Personnel Administration Program and the Employee Handbook to Incorporate Benefits Language Relative to Employees in the Teamsters Bargaining Unit Following the Expiration of their Labor Agreement on 1/1/2013 and Relative to Sick Leave Accruals for Non-Represented Employees  
  
Motion by Alderman Schmidt and seconded by Member Green to recommend approval of the Resolution. Motion Carried: Ayes – All.

- VII. Resolution to Amend the Civil Service System Personnel Administration Program and the Employee Handbook to Incorporate the Position of “Intern”, to Clarify Position Categorizations as set forth in the Definitions, and to Clarify the Allowable Term for an “Emergency Appointment”

Motion by Alderman Solomon and seconded by Member Green to recommend to Common Council approval of the Resolution. Motion Carried: Ayes - All.

- VIII. Eligibility for Promotional Examinations for Classified Service Positions within the Civil Service System

Motion by Alderman Olson and seconded by Alderman Schmidt to approve the listing as written. Motion Carried: Ayes – All.

- IX. Pension Plan Revisions and Clarifications

Motion by Alderman Olson and seconded by Member Sakwinski to table the defined benefit section of this proposal and further to recommend that Common Council authorizes the Director of Administration to proceed with money from his budget to pursue an actuarial study on closing the plan to new employees. Motion Carried: Ayes – All with the exception of Member Green who voted No.

Motion by Member Green and seconded by Alderman Schmidt to recommend developing the eligibility and contribution language as indicated. Motion Carried: Ayes – All.

- X. Administrators Report

- a. Emergency Employee Appointment

Informational item only. No Action Needed.

- XI. Staffing Report

No Action Needed.

- XII. Next Meeting Date

The next regularly scheduled meeting would be 3/18/2013.

- XIII. Adjournment

Motion by Alderman Olson and seconded by Alderman Schmidt to adjourn the Personnel Committee meeting at 7:48 p.m. Motion carried: Ayes-All.