

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., Monday, July 16, 2012**

MINUTES

- I. The July 16, 2012 Personnel Committee Meeting was called to order at 6:00 p.m. by Chairman Brunner in the Hearing Room at City Hall. Members present were Brunner, Wikel, Green, Barber, Sheehan, Alderman Schmidt, and Alderman Olson. Alderman Solomon and Member Sakwinski were excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.
- II. Citizen comment period

Comments on item VI were given by Paramedic Manke and by Paramedic Lieutenant Visauer.
- III. Election of Officers

Motion by Member Green and seconded by Member Barber to nominate Member Brunner as Chairperson. Motion Carried: Ayes – All.

Motion by Alderman Olson and seconded by Member Sheehan to nominate Member Wikel as Vice-Chair. Motion Carried: Ayes – All.
- IV. Approval of Minutes of 6/18/2012.

Motion by Alderman Schmidt and seconded by Member Green to approve the Minutes from 6/18/12 as written. Motion Carried: Ayes – All.
- V. Elimination of a Light Equipment Operator position and the addition of a Heavy Equipment Operator position.

Public Works Superintendent Schaefer explained why he has requested moving one employee from a light equipment operator position to that of a heavy equipment operator position.

Motion by Alderman Schmidt and seconded by Member Barber to recommend to Common Council to approve Superintendent Schaefer's request. Motion Carried: Ayes – All.
- VI. Revisions to the Job Description for Battalion Chief

Police & Fire Commission President Donohoo gave the Personnel Committee the consensus from the Police & Fire Commission. The PFC does not want to hire from the outside and they do not want to promote someone that doesn't have fire command experience.

Motion by Alderman Olson to refer the item to Police & Fire Commission for their recommendation. Motion died for lack of a second.

Motion by Member Sheehan and seconded by Alderman Schmidt to recommend a change to the job description to allow additional time for completion of the mandatory educational requirements. Motion Carried: 4 Ayes (Schmidt, Green, Barber, and Sheehan), 2 Noes (Olson and Wikel).

VII. Public Policy Forum's Report on Shared/Consolidated Services

Motion to recommend to Common Council the recommendations as outlined in the 7/16/2012 memo from Luberda & Martins to the Personnel Committee. Motion Carried: Ayes – All.

VIII. Library Personnel Policy Approval Requirements – No action required

IX. Recommendation from Library Board: A Resolution to Reconfirm Salary Ranges, Wage Rates, and Salary and Wage Adjustments for 2012 for Library Employees

See Item X below for applicable motion.

X. Recommendation from Library Board: A Resolution to Reconfirm and Stipulate Fringe Benefits for Library Employees

Motion by Alderman Olson and seconded by Member Wikel to recommend that the Common Council approve the actions recommended by the Library Board as set forth in "A Resolution to Reconfirm and Stipulate Fringe Benefits for Library Employees." Motion Carried: Ayes – All.

XI. Consideration of the need for retaining a consultant for a Classification and Compensation Study for Non-represented Employees: Referral from the Common Council.

Motion by Alderman Schmidt and seconded by Member Sheehan that the Personnel Committee conceptually supports moving forward with the class and compensation study and that they recommend that staff be directed to gather info on other class and compensation studies, scope of services, and the costs so the City can evaluate. Motion Carried: Ayes – All.

XII. Staffing Report

Human Resources Coordinator Zahn added to the staffing report that resignations were received today for a part-time Custodian and Firefighter who will be retiring.

XIII. Next Meeting Date

The next regularly scheduled meeting would be August 20, 2012.

XIV. Adjournment

Motion by Alderman Olson and seconded by Member Green to adjourn the Personnel Committee meeting at 8:13 p.m. Motion carried: Ayes-All.