

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL HEARING ROOM  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., Monday, July 21, 2014**

**MINUTES**

- I. The July 21, 2014 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Hearing Room at City Hall. Members present were Brunner, Wikel, Barber, Green, Sakwinski, Sheehan, Alderman Schmidt, and Alderman Dandrea. Alderman Mayer was excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.

- II. Citizen comment period

There were no citizen comments.

- III. Approval of Minutes of 6/16/2014.

Motion by Alderman Schmidt and seconded by Member Green to approve the minutes from 6/16/2014 as written. Motion Carried: Ayes – All.

- IV. Election of Officers

Motion by Member Green and seconded by Alderman Schmidt to nominate Carol Brunner as Chair. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Member Barber to nominate Dale Wikel as Vice-Chair. Motion Carried: Ayes – All.

- V. Revisions of Job Descriptions for Building Maintenance Supervisor, Administrative/Project Assistant, Building Inspector, Deputy Treasurer, Lead Cashier, Cashier/Clerk, Accounting Supervisor, Clinic Staff Nurse, Chief of Police, Inspector of Police, Police Captain, Confidential Police Administrative Assistant, Emergency Services Communications/Clerical Supervisor, Police School Liaison Officer, Fire Chief, Assistant Fire Chief, Battalion Chief, Assistant City Engineer, Sewer and Water Superintendent, and Department of Public Works Superintendent

Motion by Member Green and seconded by Member Sakwinski to recommend approval of the job descriptions with the changes as discussed. Motion Carried: Ayes – All.

- VI. 457(b) Plan Changes and Recommendations

Motion by Member Green and seconded by Alderman Schmidt that the Personnel Committee supports the clarification of the 457(b) plans by the creation of a single ‘umbrella’ or ‘wrap’ plan document with the intent that the process provide for the additional providers as per the Memorandum of Understanding and the inclusion of access to Roth IRAs, subject to further review of steps and requirements as to be provided at a future meeting.

- VII. Extension of Emergency Employee Appointment: Assistant Building Inspector

Motion by Member Wikel and seconded by Member Barber to approve extension of the emergency employee appointment by up to 90 working days, subject to available appropriations. Motion Carried: Ayes – All.

VIII. Staffing Report

No Action Needed.

IX. Next Meeting Date

The next regularly scheduled meeting would be 8/18/2014.

X. Adjournment

Motion by Alderman Schmidt and seconded by Member Wikel to adjourn the Personnel Committee meeting at 7:10 p.m. Motion carried: Ayes-All.