

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL HEARING ROOM  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., July 18, 2016**

**MINUTES**

- I. The July 18th, 2016 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, Heidingsfeld, Traynor, Pesch, Alderman Mayer, Alderman Barber and Alderman Dandrea. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.
  
- II. Citizen comment period  
  
No citizen comments
  
- III. Election of Officers  
  
Motion by Alderman Mayer and seconded by Member Wikel to nominate Carol Brunner as Chairperson. Motion Carried: Ayes – All.  
  
Motion by Alderman Mayer and seconded by Member Traynor to nominate Dale Wikel as Vice-Chairperson. Motion Carried: Ayes – All.
  
- IV. Approval of the Minutes from June 20, 2016  
  
Motion by Alderman Barber and seconded by Member Wikel to approve the June 20, 2016 minutes as written. Motion Carried: Ayes – All.  
  
Later during the meeting there was a motion by Alderman Barber to reconsider the earlier motion. Motion Carried: Ayes – All. Motion by Alderman Barber and seconded by Member Traynor to approve the minutes as amended (change of a name in the list of attendees). Motion Carried: Ayes – All.
  
- V. Authorization for the Fire Chief and Director of Administration to finalize and execute a Memorandum of Understanding with the International Association of Fire Fighters, Local 2760, for the creation of a duty assignment of Fire Inspector and Authorization to reduce the “Fire Marshal” staffing authorization by one and to increase the “Paramedic/Firefighter” staffing authorization by one  
  
Motion by Alderman Barber and seconded by Member Heidingsfeld to recommend to Common Council the approval of the 2 motions as presented. Motion Carried: Ayes – All.
  
- VI. Amending the Position Classification Plan for Non-Represented Employees for the positions of Information Services Director and Economic Development Director resulting in a change for both positions from Grade 10 to Grade 11

Motion by Member Barber and seconded by Member Wikel to recommend approval that the job factor analysis score in the Position Classification Plan for Non-Represented Employees for the position of Information Services Director and the position of Economic Development Director be amended to 680 points and 675 points, respectively, resulting in a change for both positions from Grade 10 to Grade 11; and that the Director of Administration is directed to amend the Employee Handbook as appropriate. Motion Carried: Ayes - All

VII. Staffing Report

No Action Needed

VIII. Next Meeting Date

The next regularly scheduled meeting would be 8/15/2016.

IX. Adjournment

Motion by Alderman Barber and seconded by Alderman Mayer to adjourn the Personnel Committee meeting at 6:32 p.m. Motion carried: Ayes-All.