

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., June 20, 2016**

MINUTES

- I. The June 20, 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, Traynor, Pesch, Alderman Mayer, Alderman Barber and Alderman Dandrea. Member Heidingsfeld was excused. Also in attendance were Director of Administration Luberta and Human Resources Coordinator Zahn.
- II. Welcome to New Members Joel Pesch

No Action Needed
- III. Citizen comment period

No citizen comments
- IV. Approval of the Minutes from March 21, 2016

Motion by Alderman Barber and seconded by Alderman Dandrea to approve the March 21, 2016 minutes as written. Motion Carried: Ayes – All.
- V. Approval of a Job Description for a Library Clerk

Motion by Alderman Mayer and seconded by Member Traynor to recommend to Common Council to approve the job description with changes made (change 1st sentence under Hours of Position to read “Scheduled hours may vary from week to week.”; Remove “Some knowledge of library policies and procedures”; under Physical Demands change sentence to read “Ability to push and pull objects weighting 300-400 pounds on wheels (book truck) is required.”; and under Work Environment change sentence to read “Flexible work hours include evenings and weekends.”) . Motion Carried: Ayes – All.
- VI. Consideration of the 2016 Non-Represented Wage Increases

Motion by Member Wikel and seconded by Member Pesch to recommend an Annual Market Adjustment and Market Adjustment to Wage and Salary Rates for non-represented employees of 2% effective with the start of the pay period with a pay date of July 22, 2016 and to authorize application of the Progress-to-market-Rate Adjustments, as per the adopted Compensation Plan, effective simultaneously but not compounding, and to recommend that the Mayor use his authority per Resolution 2015-7153 to award a “Non-Scheduled Wage Adjustment” of an approximately \$130 adjustment to the annual base wage for senior Dispatchers currently with a placement in the range of approximately 30.1% and to recommend supporting a “Non-Scheduled Wage Adjustment” for the Economic Development Director and moving the 6 individuals that remained below the minimum of their range up to the minimum of their range concurrent with the start of the pay period with a pay date of July 22, 2016. Motion Carried: Ayes - All

- VII. Recommendation on the Tentative Agreement between the City of Franklin and the Franklin Police Officers Association, W.P.P.A., Local #280

Motion by Alderman Mayer and seconded by Alderman Barber to recommend approval of the Tentative Agreement to the Common Council. Motion Carried: Ayes – 5, Noes – 1 (Wikel).

- VIII. Director of Administration Report – Approval of a Leave of Absence for an Employee

Director of Administration Luberda informed the Committee that he has approved a Leave of Absence for an employee thru 7/31/2016. No Action Needed.

- IX. Staffing Report

No Action Needed

- X. Next Meeting Date

The next regularly scheduled meeting would be 7/18/2016.

- XI. Adjournment

Motion by Alderman Mayer and seconded by Alderman Dandrea to adjourn the Personnel Committee meeting at 7:08 p.m. Motion carried: Ayes-All.