

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m, October 15, 2018**

MINUTES

I. The October 15, 2018 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, Budny, Alderman Mayer, Alderman Barber and Alderman Dandrea. Also in attendance were Director of Administration Luberda, Human Resources Coordinator Zahn, and Police Chief Oliva.

II. Citizen comment period

There were no citizen comments.

III. Approval of the Minutes from 8/20/2018.

Motion by Member Traynor and seconded by Alderman Barber to approve the minutes from 8/20/2018. Motion Carried: Ayes – All except Member Wikel who abstained.

IV. Approval of a Job Description for Assistant Police Chief

Motion by Alderman Barber and seconded by Alderman Mayer to recommend to Common Council to rename/amend the position of Inspector of Police to Assistant Police Chief . Motion Carried: Ayes – All.

V. Approval of a Revised Job Description for Emergency Services Dispatcher/Clerk

Motion by Member Wikel and seconded by Alderman Mayer to recommend to Common Council approval of the revised job description for Emergency Services Dispatcher/Clerk. Motion Carried: Ayes – All.

VI. Approval of a Job Description for Police Recruit Officer

Motion by Alderman Barber and seconded by Alderman Mayer to recommend to Common Council the creation of the Job Description for the position of Recruit Officer. Motion Carried: Ayes – All.

VII. Approval of a Letter of Understanding between City of Franklin and the Franklin Police Officers Association Regarding Pay and Working Conditions for Officers Attending a Training Academy Incorporated as an Attachment to the 2018-20 Contract Settlement

Motion by Member Traynor and seconded by Alderman Barber to recommend to Common Council to approve the Letter of Understanding between the City of Franklin and the Franklin Police Officers Association regarding pay and working conditions for officers attending a training academy and to authorize the Director of Administration, as an administrative human resources step, to prepare and execute the individual contracts provided for therein. Motion Carried: Ayes – All.

VIII. Approval of the Job Description for Permit Technician

Motion by Member Budny and seconded by Member Wikel to recommend to Common Council to approve the newly created job description for Permit Technician in the Building Inspection Department. Motion Carried: Ayes – All.

IX. Authorization for Contracts with Associated Bank for Maintaining Employee Health Savings Accounts and with Employee Benefits Corporation (EBC) to Add the EBC Limited-FSA Plan to the City’s Plan Agreement

Motion by Alderman Barber and seconded by Member Wikel to recommend to Common Council to authorize the Director of Administration to execute the necessary contract documents with Associated Bank for maintaining employee Health Savings Accounts and with Employee Benefits Corporation (EBC) to add the EBC limited-FSA plan to the City’s Plan Agreement. Motion Carried: Ayes – All.

X. Consideration of Transition Steps for Migration to Wisconsin Retirement System (WRS) for Eligible Employees

Motion by Alderman Barber and seconded by Member Pesch to recommend to Common Council to direct the Director of Administration to work with labor counsel to prepare the necessary actions and plan amendments to incorporate the strategies set forth in the document titles “Transition Steps for Migration to WRS for Eligible, Non-Protective Service Employees: Impact on Employees and Existing Pension Plans” into the City of Franklin Defined Contribution Retirement Plan, the City of Franklin Defined Benefit Retirement Plan, the Employee Handbook, and the Civil Service Personnel Administration Manual. Motion Carried: Ayes (7), Noes (1 – Wikel).

XI. Next Meeting Date

The next regularly scheduled meeting is planned for November 19, 2018.

XII. Adjournment

Motion by Alderman Barber and seconded by Member Traynor to adjourn the Personnel Committee meeting at 7:46 p.m. Motion carried: Ayes-All.