

**CITY OF FRANKLIN  
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES  
September 27, 2021**

- I. The September 27, 2021 Civil Service Sub-Committee Meeting was called to order at 5:45 p.m. in the Alderman's Room at City Hall. Members present were Chair Brunner, Alderman Barber, and Human Resources Coordinator Zahn.
- II. Approval of a Hiring List for the position of Administrative Clerk – City Clerk's Department.  
  
Motion by Member Brunner and seconded by Alderman Barber to certify the internal applicant that applied for the promotion to Administrative Clerk. Motion Carried: Ayes – All.
- III. Approval of an External Hiring List for the position of Secretary  
  
Motion by Chair Brunner and seconded by Alderman Barber to certify the top 28 applicants interested in the part-time Secretary position provided they pass the typing exam prior to job offer. Motion Carried: Ayes – All.
- IV. Upcoming Meeting Dates
- V. Adjournment  
  
Motion by Alderman Barber and seconded by Chair Brunner to adjourn the meeting at 5:49 p.m. Motion Carried: Ayes – All.