

**CITY OF FRANKLIN
CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES
January 22, 2024**

I. The January 22, 2024 Civil Service Sub-Committee Meeting was called to order at 10:00 a.m. in the Alderman's Conference Room at City Hall. Members present were Chair Wikel, Member Traynor, Alderman Barber, and Human Resources Manager Zahn. Mayor Nelson, Director of Administration Hersh, and Director of Clerk Services Roberts were also in attendance.

II. Approval of the Minutes from 12/18/2023

Motion by Alderman Barber and seconded by Member Traynor to approve the minutes from 12/18/2023 as written. Motion Carried: Ayes – All.

III. Approval of an External Hiring list for the position of Chief Plumbing Inspector

Motion by Alderman Barber and seconded by Member Traynor to certify the one applicant for Chief Plumbing Inspector Motion Carried: Ayes – All.

IV. Approval of an External Hiring list for the position of Deputy City Clerk.

Motion by Alderman Barber and seconded by Member Traynor certify the 5 applicants that properly completed the on-line application and meet the minimum requirements for the position. Motion Carried: Ayes – All.

V. Approval of an External Hiring List for the position of Administrative Assistant – Clerk's Office

Motion by Alderman Barber and seconded by Member Traynor to waive the nepotism clause and add the person to the approved list, and to bring the item forward to the Personnel Committee. Motion Carried: Ayes 2 (Barber and Traynor), Noes 1 (Wikel).

VI. Approval of an External Hiring List for the position of Sewer & Water Technician

Motion by Alderman Barber and seconded by Member Traynor to certify the 1 applicant that meets the minimum requirements for the position. Motion Carried: Ayes – All.

VII. Upcoming Meeting Dates

VIII. Adjournment

Motion by Alderman Barber and seconded by Member Traynor to adjourn the meeting at 10:18 a.m. Motion Carried: Ayes – All.