

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL COMMON COUNCIL CHAMBERS  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., April 21, 2025**

**MINUTES**

- I. The April 21, 2025 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Budny in the Common Council Chambers at City Hall. Members present were Chair Budny, Alderman Hasan, Alderwoman Eichmann, Members Prusko, Richard, Ferguson, Ireland, and Heidingsfeld. (Member Heidingsfeld participated and voted during the meeting. It was later found that she has not yet been sworn in as a member and as such her votes are not included below.) Also in attendance was Mayor Nelson, Director of Administration Hersh, and Human Resources Manager Zahn. Sewer & Water employee Ryan Silkey was present as the rotating employee representative.

- II. Citizen comment period

There were no citizen comments.

- III. Welcome to New Member – Alderwoman Michelle Eichmann

No Action Needed

- IV. Approval of the Minutes from 3/17/2025

Motion by Alderman Hasan and seconded by Member Ferguson to approve the minutes from 3/17/2025 as submitted. Motion Carried: Ayes- All.

- V. Election of a Vice-Chair due to the departure of Alderman Barber from the Committee

Motion by Member Richard and seconded by Member Prusko to nominate Member Ireland as Vice-Chair. Motion by Alderwoman Eichmann and seconded by Member Ferguson to nominate Alderman Hasan as Vice-Chair. Upon vote, there was 1 vote cast for Member Ireland and 4 votes cast for Alderman Hasan. Alderman Hasan is elected Vice-Chair.

- VI. Revised Job Descriptions for the Administrative Clerk position (including changing title to Administrative Assistant) in the Health Department

Motion by Alderwoman Eichmann and seconded by Alderman Hasan to recommend the requested changes to the job description. Motion Carried: Ayes – All.

- VII. Approval of a New Job Description for a Registered Sanitarian I in the Health Department

Staff explained that we are requesting the new title to be Registered Sanitarian II to be consistent with titles in other departments. Motion by Member Richard and seconded by Member Ferguson to recommend approval of the new job description. Motion Carried: Ayes – All.

- VIII. Rotating Employee Non-Voting Member – Topics requested for discussion:

- Step pay program
- Clothing Allowance

Discussion held on the above topics, but no action could be taken at this meeting.

IX. Continued Discussion Regarding Potential Changes to the Non-Represented Classification and Compensation Study

Motion by Alderman Eichmann and seconded by Member Ferguson to recommend the pay adjustment for three department heads to the 40<sup>th</sup> percentile of the salary ranges as requested. Motion Carried: Ayes – All (Member Heidingsfeld voted no but her vote cannot be counted per explanation above.)

X. Staffing Report

Info provided. No action needed.

XI. Future Agenda Items

Clothing Allowance – discussion and possible action

XII. Next Meeting Date

The next regularly scheduled meeting is planned for May 19, 2025.

XIII. Adjournment

Motion by Member Prusko and seconded by Member Richard to adjourn the Personnel Committee meeting at 7:02 p.m. Motion carried: Ayes-All.