

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL COMMON COUNCIL CHAMBERS  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., December 15, 2025**

**MINUTES**

- I. The December 15, 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, Kenney, and Ireland. Member Zuberi was absent. Also, in attendance was Director of Administration Hersh. Human Resources Manager Zahn retired early December 2025.

- II. Citizen comment period

There were no citizen comments.

- III. Approval of the Minutes from 10/20/2025

Motion by Alderman Hasan and seconded by Member Prusko to approve the minutes from 10/20/2025 as submitted. Motion Carried: Ayes- All.

- IV. Election of Officers

This item was removed/tabled to a future meeting.

- V. Approval of an Updated Job Description and JAQ Rating (Health Department)

Motion by Alderwoman Eichmann and seconded by Member Kenney to table this item to a future meeting for staff to research the budget impact of the proposed new pay increase due to the grade level increase and if this increase was accounted for in the 2026 annual budget.

- VI. City Attorney Position Update

No update given. Informational item only - no action taken.

- VII. Future Agenda Items

- Handbook wording for sick leave recommended changes discussed at 9/15/2025 meeting.
- Director of Health Updated Job Description & JAQ Rating
- QPS Status
- Filling of Human Resources Administrator Position
- Organizational Structure

- VIII. Next Meeting Date

The next regularly scheduled meeting date will be January 19, 2026 or February 16, 2026.

- IX. Adjournment

Motion by Alderwoman Eichmann and seconded by Member Richard to adjourn the December 15, 2025 Personnel Committee meeting at approximately 6:55 p.m. Motion carried: Ayes-All.