

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., December 16, 2024**

MINUTES

- I. The December 16, 2024 Personnel Committee Meeting was called to order at 6:01 p.m. by Vice-Chair Barber in the Council Chambers at City Hall. Members present were Alderman Barber, Alderman Hasan, Members Budny and Prusko. Also in attendance was Mayor Nelson, Director of Administration Hersh, and Human Resources Manager Zahn.

- II. Citizen comment period

There were no citizen comments.

- III. Change in Membership of the Personnel Committee – resignation of Alderwoman Eichmann and elimination of 1 alder position on the Committee

This item was for informational purposes only and no action was needed from the Personnel Committee.

- IV. Approval of the Minutes from 10/14/2024

Motion by Member Budny and seconded by Alderman Hasan to approve the minutes from 10/14/24 with one correction as mentioned. Motion Carried: Ayes- All.

- V. Approval of a Job Description for a Public Health Strategist

Motion by Member Prusko and seconded by Alderman Hasan to recommend approval of the job description to Council with the technical correction as discussed. Motion Carried: Ayes – All.

- VI. Approval of a new Job Description for a Fire Captain and Revisions to the Job Descriptions for Battalion Chief and Fire Lieutenant

Motion by Alderman Hasan and seconded by Member Budny to recommend approval of the Job Description for Fire Captain. Motion Carried: Ayes – All.

Motion by Alderman Hasan and seconded by Member Prusko to recommend the revisions to the job descriptions for Battalion Chief and Fire Lieutenant. Motion Carried: Ayes – All.

- VII. Consideration of a Benefit change for Fire Battalion Chiefs

Motion by Alderman Hasan and seconded by Member Prusko to recommend to Common Council the implementation of the above benefit changes for the Fire Battalion chiefs effective 1/1/2025 and authorization to insert the above recommended language changes into the Employee Handbook. Motion Carried: Ayes – All.

VIII. 2025 Non-Represented Pay Increases

Motion by Member Prusko and seconded by Alderman Hasan to approve a 2025 Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates, both by 2%, along with a Progress to Market Wage Adjustment, for non-represented employees effective with the start of the pay period with a pay date of January 10, 2025, and authorize Human Resources to incorporate the new Salary Ranges into the Employee Handbook. Motion Carried: Ayes – All.

IX. Election of Officers (due to resignation of the Committee Chair)

Motion by Alderman Hasan and seconded by Member Prusko to nominate Alderman Barber as Chairperson. Alderman Barber declined the nomination.

Motion by Alderman Hasan and seconded by Member Prusko to nominate Member Budny as Chairman. Motion Carried: Ayes – All.

Motion by Alderman Hasan and seconded by Member Prusko to nominate Alderman Barber as Vice-Chairman. Motion Carried: Ayes – All.

X. Staffing Report

Info provided. No action needed.

XI. Future Agenda Items

It was agreed that perceived issues with the Classification & Compensation Plan would be brought to the committee for discussion.

XII. Next Meeting Date

The next regularly scheduled meeting is planned for January 20, 2025.

XIII. Adjournment

Motion by Member Prusko and seconded by Alderman Hasan to adjourn the Personnel Committee meeting at 6:59 p.m. Motion carried: Ayes-All.