

**CITY OF FRANKLIN**  
**CIVIL SERVICE SUB-COMMITTEE MEETING MINUTES**  
**May 20, 2024**

I. The May 20, 2024 Civil Service Sub-Committee Meeting was called to order at 7:40 p.m. in the Hearing Room at City Hall. Members present were Chair Wikel, Alderman Barber, Member Traynor, and Human Resources Manager Zahn.

II. Approval of the Minutes from 4/25/2024.

Motion by Alderman Barber and seconded by Member Traynor to approve the minutes from 4/25/2024 as written. Motion Carried: Ayes – All.

III. Approval of an External Hiring list for the position of Community Service Officer

Motion by Member Traynor and seconded by Alderman Barber to approve the 5 applicants for the position. Motion Carried: Ayes – All.

IV. Approval of an External Hiring List for the position of Administrative Assistant (Clerk's Dept)

Motion by Alderman Barber and seconded by Member Traynor to certify the 64 applicants that properly submitted their application and meet the minimum qualifications of the job. Motion Carried: Ayes – All.

V. Upcoming Agenda Items & Meeting Dates

VI. Adjournment

Motion by Alderman Barber and seconded by Member Traynor to adjourn the meeting at 7:45 p.m. Motion Carried: Ayes – All.