

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL HEARING ROOM  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., May 17, 2021**

**MINUTES**

- I. The May 17, 2021 Personnel Committee Meeting was called to order at 6:05 p.m. by Chair Brunner in the Hearing Room at City Hall. Members present were Brunner, Traynor\*, Budny, Alderman Barber\*, and Alderman Dandrea. Members Wikel, Prusko and Pesch, and Alderman Mayer were absent. Also in attendance were Director of Administration Steeno and Human Resources Coordinator Zahn. (\* - participated via ZOOM)

- II. Citizen comment period

There were no citizens present.

- III. Approval of the Minutes from 3/15/21.

Motion by Member Traynor and seconded by Alderman Dandrea to approve the minutes from 3/15/2021 as written. Motion Carried: Ayes – All.

- IV. Update on Benefit Consulting RFP Process with Request for Special Meeting

The group was given information on how the Consulting Process was going. References have not yet been contacted and staff is not yet ready to present a recommendation. Staff requested a special meeting to consider the recommendation for a consultant. A special meeting was set for Monday, 5/24 at 6:00 p.m.

- V. Consideration of Wage Increase for Non-Represented Employees

Motion by Alderman Dandrea and seconded by Member Traynor to recommend to Common Council the approval of a 2021 Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates, both by 2.5%, 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 June 4, 2021. Motion Carried: Ayes – All.

- VI. Consideration of Recruitment and Retention Policies

The Committee gave feedback on some draft proposals and asked the Director of Administration to redesign a few things and bring back for consideration.

- VII. Staffing Report

The Human Resources Coordinator gave an update on current openings. No action taken.

VIII. Next Meeting Date

The next regularly scheduled meeting is planned for June 21, 2021.  
There will be a special meeting held on Monday, May 24, 2021 as discussed above.

IX. Adjournment

Motion by Alderman Dandrea and seconded by Member Traynor to adjourn the Personnel Committee meeting at 7:10 p.m. Motion carried: Ayes-All.