

CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, January 23, 2024 – MINUTES - Revised
Regular Meeting City Hall Council Chambers 6:00 p.m.

Members Present: Chair Russell (remote), Alderperson Caylor. Alderperson Fermanich was excused.

Others Present: Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl (remote), Finance Director Ley, City Administrator Akey, Fire Chief Klug, Library Director Ollhoff, Street Superintendent Bonack, Alderperson Lupton, Alderperson Weix, Andrew Caylor and Merrill Community Media.

- I. **Call to Order** – Alderperson Caylor acted as Chair and called the meeting to order at 6:00 PM.
- II. **Minutes from previous meeting** – Alderperson Russell made a motion to approve the minutes from the October 24th meeting. Alderperson Caylor seconded and the motion carried.
- III. **Vouchers** – Alderperson Russell made a motion to approve the October, November and December vouchers. Alderperson Caylor seconded and the motion carried.
- IV. **Agenda Items for Consideration -**
 1. **Discuss and consider the request from the Street Dept. to sell an item on the WI Surplus Auction site** – Street Superintendent Bonack discussed the item to be sold and answered questions. Alderperson Caylor made a motion to approve to sell the snow blower attachment on the WI surplus auction site. Alderperson Russell seconded and the motion carried.
 2. **Discuss and consider new hire residency requirements exemption (Fire Department)** – Fire Chief Klug explained the reason for this consideration. Following further discussion, Alderperson Caylor made a motion to modify the residency requirements for the next candidate interviews to live up to 40 miles from the station. Alderperson Russell seconded and the motion carried.
 3. **Discuss and consider new hire FMLA consideration within the first year of employment** – City Administrator Akey discussed this consideration. Following discussion and input from City Attorney Hayden, it was decided to recommend guidance to allow new hires un-paid leave prior to their first year of employment. No motion was required.
 4. **Discuss and consider writing off personal property tax bills for the following businesses no longer in business: The 710 and Anderson & Associates** – Alderperson Russell made a motion to write off the personal property tax bills for The 710 of \$48.66 and Anderson & Associates for \$104.13. Alderperson Caylor seconded and the motion carried.

5. WPS Charges for City Facilities – January through December 2023 – Finance Director Unertl updated the committee with the information provided in the packet. No action was required.

- V. Monthly Reports** – The committee asked the Mayor to continue to provide a monthly report to the committee. There were no other questions regarding the reports provided in the packet. Alderperson Russell made a motion to place the monthly reports on file. Alderperson Caylor seconded and the motion carried.
- VI. Public Comment** – There was no public comment
- VII. Date and time of next meeting** – Tuesday, February 27 at 6:00 PM
- IV. Adjournment** – Alderperson Caylor made a motion to adjourn. Alderperson Russell seconded and the motion carried. The meeting was adjourned at 6:28 PM.

Minutes submitted by City Clerk Anderson-Malm