

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, MARCH 26, 2024 MINUTES
REGULAR MEETING - REVISED CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. **Call to Order** Alderperson Caylor called the meeting to order at 6:00 pm
Present: Alderperson Caylor, Alderperson Fermanich, Alderperson Russell (remote)
Others in attendance: Mayor Hass, City Clerk Anderson-Malm, City Attorney Hayden, City Administrator Akey, Finance Director Ley, Building Inspector/Zoning Administrator Pagel, Library Director Ollhoff, Alderperson Weix, Fire Chief Klug, Jim Yates and Merrill Community Media
- II. **Approval of Vouchers**
 1. **Discuss and consider approving the vouchers** - Alderperson Fermanich motioned to approve the February vouchers. Alderperson Caylor seconded and the motion passed.
- III. **Consider approving minutes from the previous meeting**
 1. **Minutes from the February 27th meeting** - Alderperson Fermanich motioned to approve minutes from February 27th. Alderperson Caylor seconded and the motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Discuss and consider the hiring freeze motion from the 2022 Committee of the Whole meeting** - Alderperson Caylor motioned to approve implementing a hiring freeze except for Police and Fire line positions; have vacant positions evaluated by the Personnel & Finance Committee and forwarded to the Common Council with the Mayor having the ability to bring a position directly to the Common Council. Alderperson Fermanich seconded and the motion passed on a 2/1 voice vote. Alderperson Russell voted no.
 2. **Discuss and consider the following vacant or, soon-to-be vacant, budgeted positions: -**
 - a. **Facility Maintenance Manager** - Following discussion, Alderperson Caylor motioned to approve to replace the Facility Maintenance Manager position. Alderperson Fermanich seconded and the motion passed.
 - b. **Community Development Program Director** - City Administrator Akey gave an overview of the position. The committee discussed the possibilities of modifying the position and delegating various duties. Following discussion, Alderperson Caylor motioned to approve the elimination of the Community Development Program Director position upon the retirement of the current employee effective May 1, 2024. Alderperson Fermanich seconded and the motion passed.

V. Monthly Reports

1. **Monthly Report - Mayor Hass -**
2. **Monthly Report - City Administrator Akey -**
3. **Monthly Report - Finance Director Ley -**
4. **Monthly Report - City Attorney Hayden -**
5. **Monthly Report - City Clerk Anderson-Malm -**
6. **Monthly Report - Municipal Court -**
7. **Consider placing monthly reports on file -** All reports were included in the packet. Alderpersons Caylor and Fermanich thanked Finance Director Ley for her report and the information provided. Alderperson Fermanich motioned to place the reports on file. Alderperson Caylor seconded and the motion passed.

VI. Public Comment There was no public comment.

VII. Date and Time of Next Meeting - April 30th at 6:00 PM (adjust time of meeting if desired)

VIII. Adjournment Alderperson Fermanich motioned to adjourn. Alderperson Caylor seconded and the motion passed. The meeting was adjourned at 6:39 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm