

**CITY OF MERRILL
COMMON COUNCIL
FRIDAY, MAY 3, 2024 MINUTES
ORIENTATION CITY HALL COUNCIL CHAMBERS 9:00 AM**

- I. **Call to Order** Mayor Hass called the meeting to order at 9:00 am
Present: Alderperson Caylor, Alderperson Caylor, Alderperson Meyer, Alderperson Fermanich, Alderperson Lass, Alderperson Rick (remote joined at 9:17am), Alderperson Weix Jr., Alderperson Rutkowski
Others present: Mayor Hass, City Clerk Anderson-Malm, City Administrator Akey, Finance Director Ley, Parks & Recreation Director Wendorf, Fire Chief Klug, Library Director Ollhoff, Outside Counsel Burns
- II. **Pledge of Allegiance**
- III. **Presentation from Outside Counsel - Bob Burns**
 1. **Expectations and meeting etiquette** - Outside Counsel Burns provided additional information at the meeting. All additional handouts will be scanned into the permanent record. The topics below were discussed, and he answered questions from the Council. No action was taken.
 2. **Role as an Alderperson** -
 3. **Workplace harassment** -
 4. **Open meetings laws and walking quorums** -
 5. **Cell phone use during meetings** -
- IV. **Presentation from Finance Director - Emily Ley**
 1. **Overview of budget** - Finance Director Ley provided additional handouts. She gave a presentation on the budget, voucher sheets, and a TIF/TID overview. Discussion occurred, and all questions were answered. Following the discussion, a Committee of the Whole was suggested to explain the revaluation that will happen in the City.
 2. **Overview of voucher sheets** -
 3. **TIF/TID overview** -
- V. **General Agenda Items**
 1. **Meeting and Agenda Guidelines - City Clerk - Lori Anderson-Malm**
- Meeting and agenda guidelines were discussed, and all questions were answered.
 2. **Difference between committees and commissions** - Outside Counsel Burns explained the difference between a committee and a commission.

3. **Chain of Command (organizational chart)** - An organizational chart was included in the agenda packet. City Administrator Akey and Mayor Hass answered questions from the Council.
 4. **Projects in the works** - City Administrator Akey updated the Council on current and future projects and answered questions.
 5. **Interest in City Facilities tours** - Mayor Hass and City Administrator Akey will work with Transit regarding a day and time for Council members to tour city facilities.
 6. **Any additional questions or follow-up** - Mayor Hass and City Administrator Akey answered all additional questions from the Council.
- VI. Adjournment** Alderperson Meyer motioned to adjourn. Alderperson Fermanich seconded and the motion passed. The meeting was adjourned at 12:00 pm.

Minutes respectfully submitted by Lori L Anderson-Malm - City Clerk