

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, JULY 23, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. Call to Order** Chairperson M. Caylor called the meeting to order at 5:15 pm.
Present - Committee: Alderperson M. Caylor, Alderperson Fermanich, Alderperson Meyer
Present: Mayor Hass, City Clerk Anderson-Malm, City Attorney Hayden, City Administrator Akey, Finance Director Ley, Library Director Ollhoff, Fire Chief Klug, Alderperson Weix, Alderperson Lass, Merrill Community Media.
- II. Consider approving minutes from the previous meeting**
 - 1. Minutes from the June 25th meeting** - Alderperson Fermanich motioned to place minutes on file. Alderperson Meyer seconded and the motion passed.
- III. Approval of Vouchers**
 - 1. Discuss and consider approving the vouchers** - Alderperson Meyer motioned to approve. Alderperson Fermanich seconded and the motion passed.
- IV. General Agenda Items for Consideration**
 - 1. City of Merrill Flexible Facilities Program Application - TB Scott Library - information** - Library Director Ollhoff updated the committee regarding the grant application for outdoor programming.
 - 2. Consider and discuss the 2025 Budget Timeline** - Finance Director Ley updated the committee with the 2025 Budget Timeline and answered questions.
 - 3. Consider the 2025 budgets for submission to Lincoln County** - The budgets have been sent to the County committees. All questions were answered.
 - a. Ambulance - EMS** -
 - b. TB Scott Public Library** -
 - 4. Consider writing off the 2023 personal property tax bills for Grecian Delight for \$48.66 and Inked Horizons for \$24.33. Total amount \$72.99.**
- Finance Director Ley updated the committee. Following discussion, Alderperson Meyer motioned to write off the personal property tax bill for Inked Horizons of \$24.33. Alderperson Fermanich seconded and the motion passed. Finance Director Ley will reach out to Grecian Delight and will bring this item to the August meeting.

5. **2023 Tax collection update** - Finance Director Ley updated the committee. 91.3% of the taxes have been collected in the City of Merrill. The remaining will be paid at the Lincoln County Service Center building.
 6. **Review and discuss the 2024 YTD City of Merrill WPS charges**
 - Additional information was provided at the meeting. Finance Director Ley updated the committee and answered questions.
 7. **Discuss and consider the adoption of a City of Merrill Investment Policy**
 - Finance Director Ley provided an example of an investment policy. Following discussion, Alderperson Meyer motioned to forward to the August Common Council with the recommendation to adopt the investment policy for the City of Merrill. Alderperson Fermanich seconded and the motion passed.
- V. **Monthly Reports** All monthly reports were provided in the packet. All questions were answered.
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** - Alderperson Meyer motioned to place monthly reports on file. Alderperson Fermanich seconded and the motion passed.
- VI. **Public Comment** There was no public comment.
- VII. **Date and Time of Next Meeting - Tuesday, August 27 at 6:00 pm**
- VIII. **Adjournment** Alderperson Meyer motioned to adjourn. Alderperson Fermanich seconded and the motion passed. The meeting was adjourned at 6:25 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm