

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, OCTOBER 29, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. Call to Order** Chair M. Caylor called the meeting to order at 6:00 pm.
Present: Alderperson M. Caylor, Alderperson Fermanich, Alderperson Meyer
Others present: Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm,
City Administrator Akey, Finance Director Ley, Building Inspector/Zoning
Administrator Pagel, Alderperson Weix, Merrill Community Media.
- II. Approval of Vouchers**
 - 1. Discuss and consider approving the vouchers** - Alderperson Meyer motioned to approve the vouchers. Alderperson Fermanich seconded; the motion passed.
- III. Consider approving minutes from the previous meeting**
 - 1. Minutes from the August 27th meeting** - Alderperson Meyer motioned to approve. Alderperson Fermanich seconded and the motion passed.
- IV. General Agenda Items for Consideration**
 - 1. Discuss vacancy review protocol during a hiring freeze** - Chair M. Caylor requested this item on the agenda. There was discussion regarding meeting within 24 hours if an emergency occurs regarding hiring and meeting before posting a position, if possible.
 - 2. Discuss and consider lifting the hiring freeze for a mechanic position.**
- Alderperson Meyer motioned to lift the hiring freeze for a mechanic position. Alderperson Fermanich seconded and the motion passed.
 - 3. Discuss and consider the Fairgrounds Manager position.** - Additional information was provided at the meeting. City Administrator Akey recommended re-naming the position. Chair M. Caylor suggested having this person use a City of Merrill email address. Alderperson Meyer motioned to combine the Social Media Specialist and Fairgrounds Manager positions and rename the position, recommending Hallie Savall for the position and forwarding to the Council. This change would take place January 1, 2025. 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 - Alderperson Meyer motioned to place the 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, November 26th at 6:00 pm The November meeting will be on Tuesday, November 19th.

VIII. Adjournment Alderperson Meyer motioned to adjourn. Alderperson Fermanich seconded and the motion passed. The meeting was adjourned at 6:27 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm

Minutes are in draft form until approved at the next scheduled meeting.