

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, MARCH 25, 2025 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: D2 Alderperson M. Caylor, D4 Alderperson Fermanich, D3 Alderperson Meyer
Present Not Voting: Mayor Hass, City Administrator Akey, Finance Director Ley, City Clerk Anderson-Malm, Merrill Community Media
Excused: City Attorney Hayden
- II. **Consider approving minutes from the previous meeting**
 1. **Minutes from the February 25th meeting** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve the minutes. The motion passed.
- III. **Approval of the Check Summary Report**
 1. **Discuss and consider approving the check summary report.** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve the check summary report. The motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Consider a 2025 Budget Amendment.** - Finance Director Ley addressed the committee regarding a 2025 budget amendment. Discussion occurred regarding the wording of the City Ordinance versus State Statutes and publishing budget amendments. Any change to an Ordinance requires the approval of the Common Council. Following continued discussion, (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second recommended changing the wording of the Ordinance to match the State Statute regarding publishing budget amendments and sending it to the Common Council for approval and the motion passed. The second part of the discussion regarded budget amendments. Finance Director Ley stated the City of Merrill, as past practice, borrows after completing capital projects, while other municipalities borrow before projects using estimates. Any extra money would be applied to a specific capital project or used to pay down the debt. FD Ley and City Administrator Akey will provide more information regarding this issue at a future meeting. The packet included ten items carried over from 2024. (D2 Alderperson M. Caylor/D3 Alderperson Meyer) motion/second to approve the ten budget amendment requests and send them to the Common Council and the motion passed.
- V. **Monthly Reports**
 1. **Monthly Report - Mayor Hass** - In the packet. There were no questions.

2. **Monthly Report - City Administrator Akey** - In the packet. There were no additional questions.
3. **Monthly Report - Finance Director Ley** - In the packet. Questions were asked and answered.
4. **Monthly Report - City Attorney Hayden** - In the packet. No additional questions.
5. **Monthly Report - City Clerk Anderson-Malm** - In the packet. There were no additional questions.
6. **Monthly Report - Municipal Court** - In the packet. There were no questions.
7. **Consider placing monthly reports on file** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) Motion/second to place the monthly reports on file. The motion passed.

VI. Public Comment There was no public comment.

VII. Date and Time of Next Meeting - Tuesday, April 29th at 6:00 pm

VIII. Closed Session Chair M. Caylor read the closed session language (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to enter into a closed session and the motion passed on a 3/0 roll call vote. The committee entered into a closed session at 6:24 pm with the following present in addition to the committee: Mayor Hass, City Administrator Akey, Finance Director Ley, City Clerk Anderson-Malm. City Clerk Anderson-Malm recorded the minutes without objection. It was decided the third item would be moved to the second spot without objection.

1. **Consider approving the minutes from the previous closed sessions - January 28th and February 25th** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve the previous closed session minutes. The motion passed.
2. **The Committee may convene in closed session pursuant to Section 19.85 (1)(c) of the Wisconsin State Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to conduct the annual performance evaluation for the City Administrator.** - This closed session item was discussed last. Finance Director Ley was not included in this closed session item. The committee reviewed evaluation forms and conducted the annual performance evaluation for City Administrator Akey.
3. **The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to review the proposals received for outside counsel.**

- The committee discussed this item as the second item in closed session. The committee reviewed the proposals received for outside counsel services. Information was provided at the meeting.

IX. Reconvene in Open Session

1. The Committee may reconvene in open session for potential action on the closed session item. - (D2 Alderperson M. Caylor/D4 Alderperson Fermanich) motion/second to reconvene in open session and the motion passed. The committee reconvened in open session at 6:54 pm. D2 Alderperson M. Caylor stated that City Administrator Akey received a positive evaluation.

X. Adjournment (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to adjourn. The motion passed. The meeting was adjourned at 6:55 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm
Minutes are in draft form until approved at the next scheduled meeting.