

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, APRIL 29, 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 Caylor, D4 Alderperson Fermanich, D3 Alderperson Meyer
Present Not Voting: Mayor Hass, City Administrator Akey, City Attorney Hayden, Finance Director Ley, IT Manager Brown, Merrill Community Media
Excused: City Clerk Anderson-Malm
- II. **Approval of the Check Summary Report**
 1. **Discuss and consider approving the check summary report for March.**
- (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second approve.
The motion passed.
- III. **Consider approving minutes from the previous meeting**
 1. **Minutes from the March 25th meeting** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second place minutes on file with the revision regarding the budget carryovers. The minutes should read "5 carryovers from 2024 and 5 new additions". The motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Discuss the proposed 2026 Budget Timeline.** - Finance Director Ley addressed the committee regarding the current budget ordinance. Recommended revisions were included in the packet. She also discussed adopting the budget as a Resolution instead of an Ordinance. Following discussion (D2 Alderperson M. Caylor/D3 Alderperson Meyer) motion/second to forward the revisions to the Common Council regarding amendments to the City Ordinance regarding the budget timeline. The motion passed.
 2. **Discuss the 2024 Compensation Information Payroll Report** - Finance Director Ley discussed the compensation information published on the City website. Her concerns include the mention of information regarding who is funding the position and other information that goes into compensation. Accurate information is what should be published and provided to eliminate confusion. The committee discussed the pros and cons of publishing this type of report. City Administrator Akey conducted a search and was not able to find another community that published this type of report. Following further discussion, additional information will be provided at the May meeting before any action is taken.
- 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 -** (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second place monthly reports on file. The motion passed.

VI. Public Comment There was no public comment.

VII. Date and Time of Next Meeting - May 27th at 6:00 pm

VIII. Adjournment (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second adjourn. The motion passed. The meeting adjourned at 6:23 pm.

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