

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, AUGUST 26, 2025 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. **Call to Order** D2 Alderperson 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, Finance Director Ley, Library Director Ollhoff, City Clerk Anderson-Malm(remote)
- II. **Approval of Vouchers**
 1. **Discuss and consider approving the vouchers** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second approve. The motion passed.
- III. **Consider approving minutes from the previous meeting**
 1. **Minutes from the July 22nd meeting** - (D4 Alderperson Fermanich/D3 Alderperson Meyer) motion/second place minutes on file. The motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Employee Handbook Update Section 12-3-9 Sick Leave Accumulation Upon Retirement** - City Administrator Akey started the discussion. At the previous meeting, it was discussed to have an 800-hour max/cap accumulation and payout and to look into a PEP (Post Employment Plan) for employees. Employees can accumulate more sick hours but the cap/max is 800 for a payout. Finance Director Ley stated she will research a PEP plan and will bring this back to the committee. No further action was taken.
 2. **Discuss and consider the policy for disposal of vehicles.** - City Administrator Akey - The city has an Ordinance that covers vehicles. It was questioned to keep an Ordinance or adjust accordingly or get rid of the Ordinance and create a policy. The Ordinance will be looked at, and a policy will be written and brought back to the committee with \$1000 as a base amount.
- V. **Monthly Reports**
 1. **Monthly Report - Mayor Hass** -
 2. **Monthly Report - City Administrator Akey** -
 3. **Monthly Report - Finance Director Ley** -
 4. **Monthly Report - City Clerk Anderson-Malm** -
 5. **Monthly Report - City Attorney** -
 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

VII. Date and Time of Next Meeting - Tuesday, September 23rd 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.