

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, JANUARY 27, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. **Call to Order** Roll Call: 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

- II. **Consider approving minutes from the previous meeting**
 1. **Minutes from the December 2nd meeting** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to place minutes on file. The motion passed.

- III. **Approval of Vouchers**
 1. **Discuss and consider approving the vouchers** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve. There were a few questions which were answered by FD Ley and CA Akey. A report will be provided at the next meeting regarding the pay rate for citizen members on commissions and committees. The motion passed following discussion.

- IV. **General Agenda Items for Consideration**
 1. **2026 Employee Handbook Updates** - Finance Director Ley explained to the committee the updates are clean-up items, numbering and indention issues. Various sections were clarified and duplicates have been removed. Following discussion, (D4 Alderperson Fermanich/D3 Alderperson Meyer) motion/second to approve the changes to the employee handbook as presented. The motion passed.
 2. **Bierman Foundation approval of \$27,000 for Fire Department training purposes.** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to accept the donation. The motion passed.

- V. **Monthly Reports**
 1. **Monthly Report - Mayor Hass** - The report was in the packet. There were no questions.
 2. **Monthly Report - City Administrator Akey** - CA Akey answered questions regarding the Boys & Girls Club update, the Airport hangar and development. There was also discussion about notifying citizens on various issues when they happen in the city.
 3. **Monthly Report - Finance Director Ley** - The report was included in the packet. There were no questions.

4. **Monthly Report - City Attorney** - The report was included in the packet.
5. **Monthly Report - City Clerk Anderson-Malm** - The report was included in the packet. Questions were asked and answered.
6. **Monthly Report - Municipal Court** - The report was included in the packet.
7. **Consider placing monthly reports on file** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to place monthly reports on file. The motion passed.

VI. Public Comment No public comment.

VII. Date and Time of Next Meeting - Tuesday, February 24 at 6:00 pm

VIII. Adjournment (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to adjourn. The motion passed. The meeting adjourned at 6:21 pm.

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