

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, MARCH 24, 2026 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
Present Not Voting: Mayor Hass, City Administrator Akey, Finance Director Ley,
City Clerk Anderson-Malm, Fire Chief Klug, Library Director Ollhoff, Maintenance
Superintendent Brunnett
Excused: D3 Alderperson Nathan Meyer
- II. **Approval of Vouchers**
 1. **Discuss and consider approving the vouchers** - (D4 Alderperson Fermanich/D2 Alderperson M. Caylor) motion/second to approve. The motion passed.
- III. **Consider approving minutes from the previous meeting**
 1. **Minutes from the March 2nd meeting.** - (D4 Alderperson Fermanich/D2 Alderperson M. Caylor) motion/second to approve. The motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Consider purchases exceeding the 2026 budget:**
 - a. **Rooftop heating unit at the Fire Station**
 - b. **Water heater at the Fire Station (already installed)** - CA Akey explained the two budget adjustments. The heat exchange unit needs to be replaced. This is on the north side of the building. The water heater went out and needed to be replaced. This item couldn't wait until the meeting before replacing it. These adjustments will be brought to the Common Council in May. Following discussion, (D2 Alderperson M. Caylor/D4 Alderperson Fermanich) motion/second to approve. The motion passed.
- V. **Monthly Reports**
 1. **Monthly Report - Mayor Hass** - No additional questions.
 2. **Monthly Report - City Administrator Akey** - CA Akey answered questions from the committee.
 3. **Monthly Report - Finance Director Ley** - No additional questions.
 4. **Monthly Report - City Attorney** - The report was in the packet.
 5. **Monthly Report - City Clerk Anderson-Malm** - No additional questions.
 6. **Monthly Report - Municipal Court** - The report did not make the packet. The February report will be included in the April packet.

7. **Consider placing monthly reports on file** - (D4 Alderperson Fermanich/D2 Alderperson M. Caylor) motion/second to place monthly reports on file. The motion passed.

VI. Public Comment There was no public comment.

VII. Date and Time of Next Meeting - Tuesday, April 28th at 6:00 pm

VIII. Closed Session

1. **The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific personnel problems, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to consider a request for unpaid leave of absence for a City employee.**
- Chair M. Caylor read the closed session language. (D4 Alderperson Fermanich/D2 Alderperson M. Caylor) motion/second to enter into closed session. Roll call was taken with a 2/0 result. The committee entered into closed session at 6:11 pm. The following were included in closed session along with the committee members, Mayor Hass, City Administrator Akey, Finance Director Ley, Library Director Ollhoff, City Clerk Anderson-Malm recorded the minutes without objection.

The committee discussed a request for unpaid leave of absence for a City employee.

IX. Reconvene in Open Session

1. **The Committee may reconvene in open session for possible action related to the closed session item.** - The committee did not reconvene in open session.

X. Adjournment (D4 Alderperson Fermanich/D2 Alderperson M. Caylor) motion/second to adjourn. The motion passed. The meeting adjourned at 6:17 pm.

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