

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, JULY 28, 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, Library Director Ollhoff, Fire Chief Klug, various Fire Department staff

II. Approval of Vouchers

1. **Discuss and consider approving the vouchers** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve. D2 Alderperson M. Caylor had a question regarding the cost of cleanup at the Airport. CA Akey said this will be looked into. The motion passed.

III. Consider approving minutes from the previous meeting

1. **Minutes from the June 23rd meeting.** - (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to place minutes on file. The motion passed.

IV. General Agenda Items for Consideration

1. **Consider the 2027 budgets for submission to Lincoln County:**
Ambulance/EMS
T.B. Scott Free Public Library - Finance Director Ley included information regarding the Ambulance/EMS budget in the packet. She placed a 10% increase in health insurance placeholder in the budget. The presented budget, Page 47, has 4 additional personnel included. Following discussion, (D2 Alderperson M. Caylor/D4 Alderperson Fermanich) motion/second to forward the Ambulance/EMS 2027 budget submission as presented to Lincoln County. The motion passed.

Finance Director Ley included information regarding the T.B. Scott Library budget in the packet and also included a 10% increase in health insurance placeholder in the budget. D2 Alderperson M. Caylor questioned a \$10,000 contingency amount and stated this was removed in last year's budgets from other departments. FD Ley indicated if this amount is not used at the end of the year, it goes into a fund for the Library to use and does not go back to the General Fund. Library Director Ollhoff said this is sometimes used for equipment, items that have been needed in past years or furnishings. Some funds can be carried over and some cannot; depends on the budget line in the fund. The Endowment Fund is utilized for special projects or catastrophic costs. D3 Alderperson Meyer and D4 Alderperson Fermanich agreed with a contingency fund but would like oversight. In further discussion, the proportion of the County was brought up. The county

portion is 45% and the city portion is 55%; this is based on a formula determined by address/township/city. Following discussion, D2 Alderperson M. Caylor motioned to remove the \$10,000 for a computer contingency. There was no second, so the motion died. (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to cut the computer contingency fund to \$5,000 and forward it to the county. The motion passed. There was a contingency that was not included in the motion to have the Library Director come back to the committee with what the \$15,000 was used for.

2. Consider 2027 Preliminary Personnel/Payroll Budget Information

- Finance Director included information in the packet. A 2.5% cost of living adjustment (COLA) was included in the budget. Following discussion, (D4 Alderperson Fermanich/D3 Alderperson Meyer) motion/second to submit the personnel/payroll budget as presented to the budget Committee of the Whole. The motion passed.

3. Discuss the City's Grant Policy

- City Administrator Akey said the policy states, upon approval, it comes to Personnel & Finance and asked as to how to change the policy? D2 Alderperson M. Caylor indicated recurring grants do not come to Personnel & Finance as previously discussed and decided. He also stated that at the county, unless approved by a committee, the grant doesn't move forward. Following further discussion, a copy of the grant policy from the County will be obtained. This will be included in the August meeting for further discussion.

4. Discuss and consider the grant request submitted to the State for four additional staff members at the Merrill Fire Department.

- Fire Chief Klug discussed the grants and a link was sent to the committee members to review the grants. D2 Alderperson M. Caylor had concerns regarding adding four employees on a four-year grant and who would cover the remaining costs after the four years are finished. Per FC Klug, these are new grants that have not been administered before. One grant is through the Department of Workforce Development and the other is through the Department of Homeland Security (Community Health Worker grant). Following discussion, (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve to continue the application process for the grants through DHS and DWD. The motion passed.

V. Monthly Reports

- 1. Monthly Report - Mayor Hass** - Report in packet; no questions.
- 2. Monthly Report - City Administrator Akey** - Report in packet; provided an update on sever development projects.
- 3. Monthly Report - Finance Director Ley** - Report in packet; no questions.
- 4. Monthly Report - City Clerk Anderson-Malm** - Report in packet; answered questions regarding mailing time for ballot.

5. **Monthly Report - City Attorney** - Report in packet.
6. **Monthly Report - Municipal Court** - Report in 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 None.

VII. Date and Time of Next Meeting - Tuesday, August 25th at 6:00 pm.

VIII. Closed Session

1. **The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to discuss and receive an update of contract negotiations regarding the EMS contract.** - D2 Alderperson M. Caylor read the closed session language. (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to go into a closed session. The motion passed on a 3/0 roll call vote. The committee entered into closed session at 7:14 pm with the following including the committee; Mayor Hass, City Administrator Akey, Finance Director, City Clerk Anderson-Malm recorded minutes without objection. The committee received an update regarding the negotiations for the EMS contract.

IX. Reconvene in Open Session

1. **The Committee may reconvene in open session for possible action related to the closed session item.** - There was no action from the closed session.
- X. Adjournment** (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to adjourn. The motion passed. The meeting was adjourned at 7:31 pm.

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