

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, AUGUST 25, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:30 PM**

- I. Call to Order** D2 Alderperson M. Caylor called the meeting to order at 6:30 pm
Present: D2 Alderperson M. Caylor, D3 Alderperson Meyer
Present Not Voting: Mayor Hass, City Administrator Akey, Finance Director Ley,
City Clerk Anderson-Malm, Fire Chief Klug, Library Director Ollhoff, D6
Alderperson Sukow, D7 Alderperson Weix, D8 Alderperson Rutkowski, Austin
Mogard, Corey Nowak - Fire Department
Excused: D4 Alderperson LaDonna Fermanich

II. Consider approving minutes from the previous meeting

1. **Minutes from the July 28th meeting.** - (D3 Alderperson Meyer/D2 Alderperson M. Caylor) motion/second to place minutes on file. The motion passed.

III. General Agenda Items for Consideration

1. **Discuss and consider approving the July check report.** - (D3 Alderperson Meyer/D2 Alderperson M. Caylor) motion/second to approve. The motion passed.
2. **Discuss the City's Grant Policy - carried over from the July meeting**
- Additional information was provided from Lincoln County regarding their grant policy and was given to the committee members prior to the meeting. City Administrator Akey asked the committee how they would like to change the current policy. Currently, when someone applies for a grant, they discuss it with the City Administrator, then with Personnel & Finance. Following discussion, (D2 Alderperson M. Caylor/D3 Alderperson Meyer) motion/second to amend the policy for future grants exceeding \$100,000, require approval from the Personnel & Finance Committee prior to applying. Accepting grants over \$100,000 will be reviewed by the Personnel & Finance Committee and sent with a recommendation to the Common Council. The motion passed. Current grants under \$100,000 will be discussed with the City Administrator and then sent to the Personnel & Finance Committee. In addition to the above motion, (D3 Alderperson Meyer/D2 Alderperson M. Caylor) motion/second for the Common Council to recognize all grants received. This would be done on a quarterly basis. The motion passed.
3. **Discuss 2026 Tax Increment District balance transfers - TIF transfers**
- Finance Director Ley updated the committee regarding a balloon payment from TID 3 to TID 7 and TID 10. No action was required.
4. **Discuss and consider approving writing off uncollectible balances - Write off SDC returns** - Finance Director Ley explained the items to write

off. Following discussion, (D2 Alderperson M. Caylor/D3 Alderperson Meyer) motion/second to forward to the Common Council the two write off's totaling \$4,176.04 with a recommendation for approval. The motion passed.

5. **Discuss the Bierman donation to the Merrill Fire Department.** - The funds from this grant will be received in January, if approved. Discussion occurred between committee members and Fire Chief Klug. (D2 Alderperson M. Caylor/D3 Alderperson Meyer) motion/second to forward this item to the September 8th Committee of the Whole. The motion passed.

IV. Monthly Reports

1. **Monthly Report - Mayor Hass** - There were no questions.
2. **Monthly Report - City Administrator Akey** - There were no questions.
3. **Monthly Report - Finance Director Ley** - The report was included in the packet. Good news on equalized values and TID's.
4. **Monthly Report - City Clerk Anderson-Malm** - The report was included in the packet. A few of the items were highlighted.
5. **Monthly Report - City Attorney** - No questions.
6. **Monthly Report - Municipal Court** - The report was included in the packet.
7. **Consider placing monthly reports on file** - (D3 Alderperson Meyer/D2 Alderperson M. Caylor) motion/second to place monthly reports on file. The motion passed.

V. Public Comment None.

VI. Date and Time of Next Meeting - Tuesday, September 29th at 6:00 pm

VII. Closed Session

1. **The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85 (1)(c) and (e) to consider employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; for purposes of discussing a fire union grievance.**
- D2 Alderperson M. Caylor read the closed session language. (D3 Meyer/D2 M. Caylor) motion/second to enter into closed session. The motion passed on a 2/0 roll call vote. The committee entered into closed session at 6:55 pm with the following, in addition to the committee, in attendance: Mayor Hass, City Administrator Akey, Finance Director Ley, Fire Chief Klug, D6 Sukow, D7 Weix, D8 Rutkowski, Austin Mogard, City Clerk Anderson-Malm who recorded minutes without objection. The

committee received an update regarding a fire union grievance. Fire Department rep Nowak entered closed at 7:07 pm.

VIII. Reconvene in Open Session

1. **The committee may reconvene in open session regarding action from the closed session item.** - The committee did not reconvene in open session.

IX. Adjournment (D3 Alderperson Meyer/D2 Alderperson M. Caylor) motion/second to adjourn. The motion passed. The meeting adjourned at 7:13 pm.

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