

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, FEBRUARY 27, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

I. Call to Order: Roll Call:

Present: Alderperson Caylor, Alderperson Fermanich

Excused: Alderperson Paul Russell

Acting Chair Caylor called the meeting to order at 6:00 PM

Others present: Mayor Hass, City Clerk Anderson-Malm, City Attorney Hayden, City Administrator Akey, Finance Director Ley, Finance Director Unertl (remote), Andrew Caylor, Alderperson Weix

II. Approval of Vouchers:

1. **Discuss and consider approving the January vouchers** - Alderperson Fermanich made a motion to approve the January vouchers. Alderperson Caylor seconded and the motion passed.

III. Consider approving minutes from the previous meeting::

1. **Minutes from the January 23rd meeting** - Alderperson Fermanich made a motion to approve the minutes from the January 23rd meeting. Alderperson Caylor seconded. Alderperson Caylor asked City Clerk Anderson-Malm to revise the January 23rd minutes regarding his comment on residency requirements for the Fire Department. City Clerk Anderson-Malm said she would revise the minutes. The motion to approve the minutes with the revision passed.

IV. General Agenda Items for Consideration::

1. **Consider writing off the personal property tax bills for Ascent Medical Group due to their terminated lease.**
2022 - \$14,844.72 (including penalty and interest through 02/29/24)
2023 - \$13,023.03 (including penalty and interest through 02/29/24)
Total amount \$27,867.75 - Finance Director Ley explained the reason for writing off the personal property bills for Ascent Medical Group. She answered questions from the committee. Following discussion, Alderperson Caylor made a motion to write off the personal property bills for a total of \$27,867.75 for Ascent Medical Group. Alderperson Fermanich seconded and the motion carried.

V. Monthly Reports:

1. **Monthly Report - Mayor Hass -**
2. **Monthly Report - City Administrator Akey -**
3. **Monthly Report - Finance Director Ley -**

4. **Monthly Report - Finance Director Unertl -**
5. **Monthly Report - City Attorney Hayden -**
6. **Monthly Report - City Clerk Anderson-Malm -**
7. **Monthly Report - Municipal Court -**
8. **Consider placing monthly reports on file -** All monthly reports were included in the packet. Alderperson Fermanich made a motion to place the monthly reports on file. Alderperson Caylor seconded and the motion carried.

VI. Public Comment: There was no public comment

VII. Date and Time of Next Meeting: Tuesday, March 26 at 6:00 PM:

VIII. Closed Session:: Alderperson Caylor read the first and second closed-session statements. Alderperson Fermanich motioned it to go into closed session. Alderperson Caylor seconded, and the motion carried on a 2/0 roll call vote. The following were present in closed-session in addition to the committee members: Mayor Hass, City Administrator Akey, City Attorney Hayden, Finance Director Ley, Alderperson Weix, Alderperson Meyer. City Clerk Anderson-Malm recorded minutes without objection. The committee entered into closed-session at 6:15 PM.

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 person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies 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, (1) to consider employment and medical history of a City employee to consider request for unpaid leave of absence.** - The committee discussed the employment and medical history of a city employee to consider a request for unpaid leave of absence.
2. **The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** - The committee discussed employment, promotion, compensation, or performance evaluation data of a public employee.

IX. Reconvene in Open Session::

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

- X. Adjournment:** The committee adjourned in closed session. Alderperson Caylor made a motion to adjourn. Alderperson Fermanich seconded and the motion carried. The meeting was adjourned at 6:27 PM.

Minutes respectfully submitted by City Clerk Anderson-Malm