

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, April 12, 2016
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:04 p.m. by Mayor, Tim Saunders.

ROLL CALL:

Roll Call was taken with the following members of Council and others being present:
Councilor Lesh, Councilor Taylor, Councilor Carleton, Mayor Tim Saunders, City Recorder - Oma Rowley
Absent: Councilor Smith

The flag salute immediately followed.

NEW BUSINESS:

- FY 14/15 State Audit extension approval to 6/30/16. The City Recorder reported that the State of Oregon had granted audit extension through June 30, 2016. It was noted that our Auditor-Romig has entered an incorrect PO Box# on the extension request. The City Recorder will advise Romig of the error.
- The City Recorder asked Council if they would be interested in a quote from Great Basin Insurance for Property and General Liability and Worker Compensation premiums. The Council agreed to obtaining a quote from Great Basin Insurance.
- Marshal Bicknell discussed the Intergovernmental Countywide Community System and the Klamath Inoperability Radio Group (KIRG). The Council was provided a copy of the following in their pre-meeting packets distributed to each Council member on April 8, 2016: 1) The KIRG ordinance to ratify the creation of an Intergovernmental entity for the operation, maintenance and use of a county-wide inoperable communications system and would authorize participation; 2) the Bylaws and 3) the formation agreement. Marshal Bicknell reviewed the distributed materials and explained that the fund is currently handled by Klamath County and that currently a 20% administrative fee is being charged by the County. These fees would no longer be required with KIRG. The formation of KIRG would create a non-profit group with a Board of Directors. Marshal Bicknell recommended that the funding participants need to pass an ordinance to join the group, to take this out of the County's hands and to assume the ability of the Executive Board to be able to make and act upon decisions without going through the County for approval. The non-profit group would write the checks. Councilor Carleton stated that he does not like the lack of rural representation on the Board of Directors. Marshal Bicknell replied that is the Vice Chair of the Advisory Board that directs the group. The KIRG ordinance and agreement will be put on the Council meeting agenda for May 10, 2106.

- National Volunteer Week Proclamation April 12-18, 2016. Mayor Saunders read the proclamation aloud. The Mayor recognized volunteers which included citizens, Planning Commission and Council. A thank you to the following list of volunteers recognized on behalf of Merrill community follow:
 1. Bill and Dee Lee: support of the Police Department and putting on the annual car show.
 2. Bonnie Scholar: support of the Police Department and City offices with photography and graphic art.
 3. Martin & Regina Picke': support of the Police Department Community Service Project.
 4. The Budget Committee: Council & Citizen members.
 5. Planning Commission members.
 6. Code Enforcement Officer: supports Code Enforcement and acts as advisor to all in conjunction with the Police Department.
- The City Recorder shared emails included in Council pre-meeting packets. Emails included: 1) 4/1/16 received from Charles Deister, Contract Public Relations Consultant to Jordan Cove LNG and Veresen (50% owner in Pacific Connector Pipeline) and 2) received on 4/4/16 from Steve Vincent, Oregon Regional Business Manager-Avista. Both emails indicate the potential for natural gas service to Merrill. The gist of the email messages and the Letter of Understanding dated 3/31/2016, signed by Elizabeth Spomer (Jordan Cove President), Todd Andres (Chamber of Commerce President) and Lauren Jespersen (Klamath County Economic Development Association President) is that Jordan Cove or its affiliates will cover the reasonable costs of installing an access point and related equipment necessary to allow a local distribution company (LDC) to connect to Pacific Connector Gas Pipeline at or near mile post 215 for the purpose of providing natural gas service to the City of Merrill. The City Recorder shared that per her conversation with Steve Vincent, it is formally premature to meet with Council unless a permit is issued by FERC in the event that their denial be reversed by their appeal.
- The City Recorder gave a brief recap of the Fiber Optic Consortium meeting held on 3/29/16. Meeting attendees were the City Recorder, Councilor Carleton and Attorney-Melvin Ferguson. There is a \$20 - \$25K grant available for Merrill to use for fiber optic connections for Front Street businesses, Merrill Clinic, City Hall and possibly the Fire Department. A quote will be forthcoming from Hunter Communication on what the grant would cover. There is an old agreement between the City of Merrill and the Consortium that, over the years, totals approximately \$100K in benefit to the Consortium that was forfeited by the City of Merrill. A new Consortium agreement will be up for the City of Merrill to consider again in 3 to 4 years.
- The City Recorder shared that Randy Shaw-Chairman Strategic Relations Group, Klamath County Economic Development Association (KCEDA) has expressed an interest in a presentation to Council about how Merrill can partner with Klamath Falls on economic health and growth opportunities. Council expressed interest in the presentation. The City Recorder will schedule a presentation for an upcoming Council meeting.

OLD BUSINESS:

- **SEI Electronic filing deadline reminder.**
The City Recorder reminded Council and asked the Planning Commissioner to share that SEI filings are required to be filed electronically this year by **April 15, 2016**. Council should have received an email from SEI with the survey link attachment and they are required to complete surveys by April 15, 2016.
- **Map of town address discrepancy as per 911 location inquiry.** An existing map of town was distributed to Council in their pre-meeting packets. The City Recorder explained that some addresses are not matching the 911 locator map system and that there are duplicate or incorrect numbers reported on the office map. Code Enforcement officer, Stan Hinton, will work on one street at a time and report back to Council.

CONSENT AGENDA:

1. Minutes Approval for March 8, 2016

A motion was made by Councilor Carleton to accept the March 8, 2016 minutes. There was a 2nd by Councilor Taylor. All other members present voted Aye and the Motion carried.

2. Business Rental License/renewals:

The March 2016 list of Business License fees were approved in a motion by Councilor Carleton and a 2nd by Councilor Taylor. All other members present voted Aye and the Motion carried.

3. Ratify Phone polls:

AP approval: Accounts Payable

- ❖ 3/22-3/23/16 \$13,661.22 Approved 3/23/2016 by Councilors: Lesh, Smith & Taylor, mailed 3/23/16
- ❖ 3/16/16 the owners of the barn on Main Street behind Martin's requested an extension on abatement to 6/30/16 to comply with fixing three potholes.
- ❖ 3/10/16 Driveline Service & Radiator King \$654.67 (for PW) approved 3/16/16: approved: Lesh, Taylor & Carleton
- ❖ 3/29/16 (for PW) Ferguson Waterworks \$927.29 for (8) meter boxes and lids approved 3/24/16: Councilors: approved Lesh, Taylor, Smith.

Councilor Taylor made a motion to approve the ratification of the 3/22-3/23/16 Accounts Payable; ratification the code enforcement extension to 6/30/16; the payment to Driveline Service & Radiator King for \$654.67 and the Ferguson Water Works quote for \$927.29. There was a 2nd by Councilor Carleton. All members voted and the Motion carried.

- **Bills for approval: Accounts Payable 4/12/16 check run approval \$19,255.21.**
Councilor Carleton made a motion to approve the 4/12/16 bills to pay. There was a 2nd by Councilor Taylor. All members voted Aye and the Motion carried.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

- **183A §90.22 Nuisances affecting Public Health – add §90.22 (10) Odors and Perceptible Effects of Presence of Marijuana.** Ordinance 183A was read by title, open for discussion (none) and re-read by title. Councilor Taylor made a motion approving Ordinance 183A adding §90.22 (10) Odors and Perceptible Effects of Presence of Marijuana. There was a 2nd by Councilor Carleton. All members voted Aye and the Motion carried.

RESOLUTIONS

- None

RECORDER'S REPORT:

The Recorder's report presented by the City Recorder included:

Accounts Receivable

Bank Balances

ACH detail

Payroll

City Attorney 3/25/16 invoice was reviewed

Councilor Carleton made a motion to approve the Recorder's report. There was a 2nd by Councilor Lesh. All members voted Aye and the Motion carried.

PUBLIC WORKS: absent but provided written Department report

- See PW Director's report for April 2016 - attached to minutes.
- The PW Director's report listed for discussion sharing/donating sick leave time. The City Recorder explained that the City does not have a policy for donating time that it will researched and be put on the May Council meeting agenda.

POLICE:

- Marshal Bicknell reported that it was a good month. It has been peaceful in Merrill.
 - **Code enforcement**
 - Marshal Bicknell discussed that the older house, owned by the Park Board, by the Bookkeeping business, is a liability and an attractive nuisance.
 - Start a dangerous building abatement with the new owner at 304 E. Second Street.

LAWYER:

Not requested to attend.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON

- The March 2016 Code Enforcement Councilor Report was distributed with pre-meeting Council packets and reviewed by Stan Hinton in the meeting (see attached).
- The barn on Main Street behind Martin's abated for three open pits has closed two of the pits on April 12, 2016 that are in compliance but there is one remaining pit to be closed on April 13, 2016. Stan asked the Council for permission to call the Arizona owner to notify once completed. Council gave their approval.
- Stan asked Council permission for the City Recorder to contact Amerititle for a title search of parcel R-4110-011AB-00200-000. Cost is thought to be \$200. This piece of land is the drive strip between Wildgoose and Merrill Motel. In 1996, the KC Tax Collector, Rafael Hernandez, took possession. Council approved the City Recorder to contact Amerititle for a title search.
- There have been many signed complaints from neighbors regarding the noise of (6) pit bull dogs residing at the residence of 535 W. Third (at Grant). At meeting date, there are two dogs remaining and are now in compliance.
- Stan discussed wanting to modify a Klamath County "Stop Work Form" to be used by Merrill Code Enforcement.
- 131 Court fence is 6'-8' out of compliance. Letter sent to owner. Owner also needs a 2016 business rental license.

PLANNING – Commissioner Carleton

- **Solar Farm Update (Carleton)**
The record was closed prior to the start of the City Council meeting on April 12, 2016 at 6:00 pm. On April 13, 2016 the Planning Commission will direct Mel Ferguson to do the staff report. Once the staff report has been revised there will be another meeting of the Planning Commission to approve. Since this is a zone change, Type III review, another public hearing will be published in the paper and adjoining land owners contacted for a Council hearing. The record will be opened at the Council hearing for a period of time.
- The building permit for 530 E. Front Street with Maria Garcia as the applicant and Jamie Cobian as the signer was presented by Planning Commissioner-Carleton. Councilor Carleton made a motion to approve the building permit for 530 E. Front Street. There was a 2nd by Councilor Lesh. All members voted Aye and the Motion carried.

PUBLIC COMMENT: None

OTHER:

- Mayor Saunders expressed a thank you to all supervisors for completing performance evaluations on time.
- Mayor Saunders stated that he will not be in attendance at the May 10, 2016 meeting and that Councilor/President Smith will preside over that meeting.

ADJOURN:

The meeting was adjourned at 7:34 p.m. in a Motion by Councilor Carleton and a 2nd by Councilor Taylor. All members present voted Aye and the Motion carried.

Respectfully Submitted,

Tim Saunders
Mayor, Tim Saunders

5-10-16
Date

Oma Rowley
Oma Rowley – City Recorder

5/10/16
Date