

CITY OF MERRILL
REGULAR BUSINESS MEETING

Tuesday, May 9, 2017

6:00 P.M.

dk
June 13, 2017

MEETING CALLED TO ORDER:

The meeting was called to order by Mayor Tim Saunders at 6:50 p.m. following the FY 17/18 Budget Hearing.

ROLL CALL:

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

Absent: None

The **flag salute** immediately followed.

NEW BUSINESS:

- **Mayor Tim Saunders submitted his resignation** as Mayor of the City of Merrill to be effective June 30, 2017 due to a relocation. Mayor Saunders has served in different roles for the City of Merrill since 2006.
- **The Oregon Community Fund \$125K**
An evening Work Session orientation meeting was held on Monday, June 12, 2017 with Heidi Binder, Donor Relations Officer for the Oregon Community Fund (OCF). Councilor Smith stated that the OCF agreement did not correctly reflect the City's intentions. OCF is working on a revised agreement that would include a review/sign off process by the City of Council. The revision should be completed in a couple of months.
Rod Green, R&J Auto Owner, had attended the Work Session as an observer. Mr. Green also had notes from an informal Origis meeting held on April 7, 2016 where an OCF presentation was given by Cristina Sanz. It was noted that Councilor Smith was the only Council representative present at that meeting per the notes. The notes indicated the funds to be permanent with the option of using a certain percentage each year which would leave a balance of funds available to invest to keep up with inflation. Another option would be to spend the funds right away. The notes indicated that a Committee of 3-5 people could be selected to administer the funds to function as a steering committee and to recommend the use of funds as they see fit. A community citizen committee is the best. A main person would be appointed by City Council. City Council would need to write the instructions.
Rod Green expressed that the Community should pick the projects. Currently there are about 15 people on the Merrill Project Team. Project Merrill Members as the "Committee" could present the valid recommendations to Council and Council could review/select/approve. The process will need to be defined by Council and worked out.

- **Grants Received:**

The City Recorder talked about two grants recently awarded

- **\$16K Klamath County Tourism** (30% cash match -\$4800) awarded for the Wildlife Viewing Area/Carl Barks. The City Recorder attended a 3 hour mandatory marketing training given by Jason Link. The Recorder stated that the grant requires a completion date of March 15, 2018. Also required, in the final grant report, will need to reflect out-of-County only marketing costs.
- **\$2.5K Jordan Cove-Pacific Connector Grant** (no match) awarded for in support of establishing the Carl Bars Wildlife Viewing Area.

OLD BUSINESS:

- **Phone and internet quotes** (Marshall & City Recorder)

In a previous Council meeting a Verizon phone quote was distributed by Mayor Saunders to Council indicating a quote for no system cost with a total cost of \$435 for phones. The Marshall stated that he is researching a voice over internet phone "VoIP" service provided by FireServe and was told that FireServe is interested in quoting and would like to use Merrill as a pilot program. FireServe would provide free phone and internet for City offices.

Marshal Bicknell shared a likeness in proposal between Hunter and Fire Serve, to outfit Merrill using the tower and cable plant.

The City Recorder reported that Hunter Communication is also interested and will be added to the July 2017 agenda.

CONSENT AGENDA:

1) Minutes Approval for May 9, 2017 Council meeting

A motion was made by Councilor Smith to accept the May 9, 2017 meeting minutes. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

2) Business Rental License/renewals:

A 2017 Business License application for a one-day event on July 14, 2017 for Great Basin Insurance was reviewed by Council. The City Recorder reported that there will be alcohol served at the event and that it was thought that an OLCC form would follow. Rod Green commented that he was not aware that alcohol would be involved as he oversees the Park and Civic Center. A motion was made by Councilor Smith to accept the one-day license by Great Basin. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

3) Ratify Phone polls:

1. **AP approval:** 6/2/17 \$5,846.20 were approved 6/2-6/5/17 by Councilors Smith, Lesh, Taylor mailed 6/5/17
2. **AP approval:** 5/22/17 \$12,048.95 approved 5/22/17 by Councilors Smith, Lesh, Taylor mailed 5/22/17

A motion was made by Councilor Smith to ratify the phone polls for 6/2/17 & 5/22/17 Accounts Payables. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

4) **Bills to Pay for approval: N/A**

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

- None

RESOLUTIONS

- **2017-762 Semi-monthly payroll & processing dates for FY 17/18**
Mayor Saunders read Resolution 2017-762, no discussion followed, and it was reread by title. A motion was made by Councilor Smith to approve Resolution# 2017-762 for the semi-monthly payroll & processing dates for FY 17/18. There was a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.
- **2017-763 Volunteer Resolution**
The City Recorder explained the additions of class numbers to the non-public volunteer category:
8810-Clerical
7520-Water
Class number 7520 was added in anticipation of assistance to the water department when there is assistance needed for meter reads, addition of meters, water line repair, etc .
Class number 8810 was added due to a vacancy in the City Recorder's office that might cause a need for volunteer assistance in the upcoming year.
Mayor Saunders read Resolution 2017-763 by Title, the City Recorder discussed the revisions, and the Resolution was reread by title. A motion was made by Councilor Smith to approve Resolution# 2017-763 for Volunteers. There was a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.
- **2017-764 Bank Signature Authorizations**
Due to the Mayor resignation, the Umpqua Merrill bank signature authorization is in need of change to remove Mayor Saunders from the authorized signatures on all bank accounts. Mayor Saunders read Resolution 2017-764 by Title, open for discussion, and reread by title. A motion was made by Councilor Smith to approve Resolution# 2017-764 to remove Mayor Saunders signature authorization on all bank accounts. There was a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.

RECORDER'S FINANCIAL REPORT:

The City Recorder presented the May report:

Accounts Receivable

Bank Balances

ACH detail

Payroll

A motion was made by Councilor Smith to accept the Recorder's May 2017 report. There was a 2nd by Councilor Carleton. All other members present voted Aye and the Motion carried.

The City Recorder also discussed the following:

- Property & Liability estimate insurance rate schedules for 2017/2018 were distributed to Council for review in a previous Council meeting. There was no feedback received by the 5/24/17 deadline for schedules distributed: Mobile Equipment, Property, GL Property Only, and Automobiles. The City Recorder stated that the schedules were finalized with Great Basin Insurance and CIS by the July 15, 2017 deadline without comment from Council.
- The City Recorder stated that she has been summoned to jury duty for the period July 3, 2017 – August 4, 2017. A letter dated 5/30/17 was mailed to the KC Circuit Court in an attempt by the City Recorder to be excused from duty. A letter received by the City Recorder dated 6/1/17 was denied by the KC Circuit Court. The City Recorder was granted a One Time Service agreement to help with the hardship of servicing. At the time of this Council meeting it was unknown what days the City Hall would be closed as with the City Clerk vacancy, the Recorder is the sole worker in the business office.
- The resignation submitted by City Clerk, Iliana deLeon, was distributed to Council. The City Clerk's last day of full-time benefited employment will be June 21, 2017. The City Recorder stated that she is planning a "good-bye" party at 2:00 pm on the 21st in the City Hall Chambers as a send-off for the City Clerk.
The City Recorder shared that the City Clerk vacancy has been posted on "Indeed" and that the Clerk and Recorder have screened applicants and have conducted initial interviews, selecting 3 candidates for second round interviews. Council agreed that the City Clerk would initially be hired as a temporary assignment with no benefits as a trial for match to position.

PUBLIC WORKS:

- The Public Works (PW) Director, Greg Matthews, reviewed his June 2017 report (included at the end of these minutes).
- The PW Director asked Councilor Lesh if the street light sensor by the Waterhole had been cleaned. Councilor Lesh responded that she had not been out at night to check on it. The PW Director did not know either.
- An edited version of existing Resolution #2016-744 was presented to Council by the City Recorder (previously approved by the PW Director) for discussion. Resident Bill Carlson addressed Council that he has experience with tier changes. A meeting will be set up.

The City Recorder will make the noted changes and present a new Resolution for water rate and tier changes at the July Council meeting.

- No update to the reduced scope SCA bids was available for this Council meeting. The PW Director reported that the SCA sidewalk bid period has ended. Bids received have been over \$50K. Due to the prevailing wage factor and the amount of bid awarded, the City will have to readjust the scope of work by contract for a second round of bids to those who have responded. Tear out and gravel would be something that the City Public Works staff could do. The PW Director and City Engineer will pursue reduced scope of work contract bids.

POLICE:

- Marshal Bicknell reported that he has been involved with assault, a marijuana theft, and a laundromat break-in.
- The Marshal expressed thanks to outside agencies for their assistance in the absence of Officer Srch.
- The Marshal requested that Council waive the cap on his overtime (OT) to allow the use of Officer Srch's unused OT if needed. Also, since the Marshal is covering for Officer Srch, he has been unable to take time off and would like to request that any Comp Time that exceeds the cap be used after Officer Srch returns, in future pay periods. The Council approved the Marshall using Officer Srch's unused OT the Comp Time benefit to be exceeded so as not to lose the hours.

LAWYER:

Not requested to attend.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON was absent.

- The Code Enforcement Officer will be out approximately 6 weeks.
- **Abatement for the mobile home located at 222/224 Washington Street**
Linda Robustelli, daughter of property owner Betty C. Van Ransler, addressed Council on behalf of her mother's dangerous building abatement with an extended expiration date of July 27, 2017. In a previous meeting, Marshal Bicknell recommended to Council that an additional 60 days be extended (7/27/17) due to the state permit requirement and if has not been completed at that point that Council should revisit.
Ms. Robustelli updated Council that her permit/reply to the state application for demolition filed as "County Manufactured Home Notification and Tax Certification Form for Used Homes" should be received in a couple of days. Upon receiving State approval for demolition, Klamath County requires the City of Merrill to issue a letter of approval for demolition and removal. The letter will be prepared by the City Recorder and will be for approval of both the manufactured home and the garage that is not on a foundation.
- Marshal Bicknell reiterated that West Court Drive was allowed to build fences 12' into the roadway so there is no parking area but autos are being parked anyway. It is becoming an issue. The road is becoming choked off with two residences (Heim and Leon) encroaching into the roadway right-of-way. Marshal Bicknell recommended

reinstating the street by posting "No Parking" signs on one side of the street. He also suggested a loop into Water Street.

- The City Recorder provided duplicate copies of materials previously provided to Council related to Garbage and Burning Chapter 92: Burning Regulations proposed and proposed changes. Council needs to decide if any changes will be made to the burning regulations.

PLANNING – Commissioner Carleton

Commissioner Carleton stated that Les Schwab is moving ahead. Les Schwab will need to incorporate temporary water storage in order to meet their water pressure requirement for a sprinkler system for fire codes.

PUBLIC COMMENT:

- Resident Teresa Perry addressed Council in asking if anything was done to retain the City Clerk as a long term qualified employee. Councilor Smith commented that there was a discussion amongst Council but that the City Clerk was offered a better job.
- With the Mayor resigning, Council President-Melody Smith will fill in on a short term basis as a pro tem but stated that he has more to learn in her position of Councilor and is not interested in being Mayor pro tem long term.
- Residents interested in serving as Mayor should submit a letter of interest. Council will prepare and circulate a notice of Mayor vacancy. The next General Election in November 2018 will provide an opportunity to elect a Mayor.

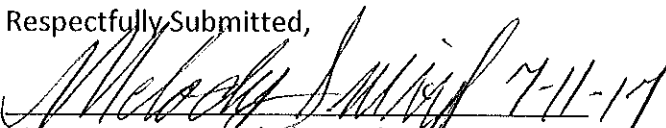
OTHER:

- A Work Session is to be scheduled to discuss salary schedules and the Mayor vacancy.

ADJOURN:

The meeting was adjourned at 8:36 p.m. in a Motion by Councilor Smith and a 2nd by Councilor Taylor. All members present voted Aye and the Motion carried.

Respectfully Submitted,



Mayor pro tem, Melody Smith Date 7-11-17



Oma Rowley – City Recorder Date 7/11/17

Audio file# No recording