

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, June 14, 2016
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:05 p.m. by Council President, Melody Smith.

ROLL CALL:

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

The flag salute immediately followed.

BUDGET HEARING:

Moved out of Regular Meeting to the Budget Hearing at 6:05 p.m. (See separate budget hearing agenda and minutes). Moved back into Regular Meeting session at 6:23 p.m.

NEW BUSINESS:

- Robin King addressed Council with information that she distributed at the meeting about the Oregon Main Street approach. Robin asked for the Council's support to build relations and to move forward with the downtown application with the goal of improving Merrill's downtown appearance with cleanup by absentee business owners and by creating an environment to stop and shop. Sheri Stuart resides in Salem and is the Main Street Coordinator. Councilor Carleton asked Robin what Council could do to help. Robin replied that funding would be from business owners but that she would like to know that Council is supportive of the idea and of her completing an application to get into the circle of grants. A motion was made by Councilor Taylor in support the idea of the Oregon Main Street approach to improve the downtown appearance. There was a 2nd by Councilor Carleton. All other members present voted Aye and the Motion carried.
- A presentation was given to Council by Karen Buell, one of the owner/agents for Great Basin Insurance. Karen discussed how Great Basin Insurance proposes to actively support the City of Merrill on Property, Casualty and Worker Compensation policies. Karen distributed materials to Council that covered Policy maintenance and renewal services, loss prevention and control, claims and additional services. Highlighted were such items as risk management ways to achieve goals that would reduce costs, cost savings from changing deductibles or removing unnecessary items, guidance when leasing a building, Worker Compensation (WC) options in addition to CIS WC, safety meeting attendance and insurance changes/renewals being administered by agent. There is no difference in cost as the agent fee is based on a 10% commission which is no different than the current agent fee. Councilor Carleton initiated a motion to appoint

Great Basin Insurance Agency as the City of Merrill's agent of record to act as representative with regard to Property, Casualty and Worker Compensation insurance. There was a 2nd by Councilor Lesh. Councilor Taylor abstained and Councilor Smith voted Aye. The Motion carried. A change of agent form, dated June 14, 2016, was provided to Karen Buell before she left the meeting.

- A flyer for the upcoming dog vaccination clinic on Saturday, July 16, 2016 at the Malin park from 9:00 – noon was discussed. South 6th Veterinary Clinic, Michael Glogowski, D.V.M. will be the veterinarian and the Klamath County Dog Control will be at the park to issue dog licenses. The City Recorder will be volunteering.

OLD BUSINESS:

- Sick Leave Donation Policy (Resolution 2016-748) was revisited during this meeting. Section III - Qualifications and donation rate of pay were not agreed upon. Council President Smith stated that she would the policy to reflect only catastrophic events. Councilor Carleton does not want the policy to include vacation hours and the donated time will be at the recipient's rate of pay. The Sick Leave Donation Policy will be revised by the City Recorder and put back on the July agenda for discussion.

CONSENT AGENDA:

1. Minutes Approval for May 10, 2016

A motion was made by Councilor Taylor to accept the May 10, 2016 minutes. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

2. Business Rental License/renewals:

The 2016 Business License fee for Antojitos Mexicanos restaurant located at 131 Front Street was approved in a motion by Councilor Taylor and a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

3. Ratify Phone polls:

AP approval: Accounts Payable

- ❖ 5/27/16 \$12,346.71 *Approved 5/27/2016 by Councilors: Lesh, Smith & Carleton, mailed 5/31/16.*

Councilor Taylor made a motion to approve the ratification of the 5/27/16 Accounts Payable. There was a 2nd by Councilor Lesh. All members voted and the Motion carried.

4. Bills for approval: Accounts Payable 6/13/16 check run approval \$5,263.77.

Councilor Carleton made a motion to approve the 6/13/16 bills to pay. There was a 2nd by Councilor Taylor. All members voted Aye and the Motion carried.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

- None

RESOLUTIONS

- **2016-751 Special City Allotment (SCA) 2017**

The City Recorder presented a cover letter to be read and signed by all Council members to accompany the SCA grant application package. The Application letter submitted is for a pedestrian sidewalk project to be used by school children and pedestrians alike to create a safe path to the school complex. Resolution 2016-751 was read by title, open for discussion (none) and re-read by title. Councilor Carleton made a motion approving Resolution 2016-751. There was a 2nd by Councilor Taylor. All members voted Aye and the Motion carried.

- **2016-752 Pay period and Pay date Schedule**

Resolution 2016-752 was read by title. There was a discussion to clarify Paragraph #8 and #9 by the City Recorder. Paragraph #8 - advanced approval of absence request forms (before time off is taken) has not been compliant. The Recorder reiterated that the approval form will need to indicate approval given prior to time taken. If approval is given by text message or phone conversation in advance, this should be indicated on the approval form along with the date of communication. Paragraph # 9 - timeoff requests and timecards not submitted timely, but after payroll deadlines, may be delayed in processing to the next payperiod.

RECORDER'S REPORT:

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

Accounts Receivable

Bank Balances

ACH detail

Payroll

City Attorney 5/25/16 invoice \$0

Secretary of State Division of Audits Extension Request denied beyond 6/30/16. The City Recorder stated that it might be feasible for a Council member to contact Philip Hopkins, CPA with the Secretary of State Division of Audits to explain our extraordinary circumstances (recovering from embezzlement, account structure set-up, difficulty finding an auditor, etc) that might justify a longer extension. Councilor Smith stated that she would call Thursday.

LOC Top 4 priorities for legislative agenda packets were distributed for Council to review and submit one form that reflects the consensus opinion of Merrill City Council. Council will discuss their selections at the July 12, 2016 meeting. The form is to be returned to LOC by July 22, 2016.

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

PUBLIC WORKS:

- Absent. See PW Director's report for June 2016 - attached to minutes.

POLICE:

- Absent
- City Recorder provided Council a copy of the Dollar General liquor license application granted on 5/12/16 by Marshal Bicknell. Councilor Carleton pointed out that #10 was in error. The City of Merrill should be the local governing body where Dollar General is located and not Klamath County as written. The City Recorder was instructed to contact OLCC about the governing body correction from Klamath County to City of Merrill. Councilor Carleton made a motion to approve the liquor license application contingent upon correction of the governing body. There was a 2nd by Councilor Lesh. All members voted Aye and the Motion carried.

LAWYER:

Not requested to attend.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON

- **Resident Michael Lampkins, 203 Monroe Street, addressed Council requesting a variance on the tree pruning ordinance.** Michael stated that he stated that he acted upon his abatement to trim his tree but not to the 14' ordinance requirement. At the 14' height. Michael shared that he felt it would look shaved off and it would look terrible. The property is currently on the market for sale. There is a picture taken by Stan Hinton with Marshal Bicknell standing beneath it and the limbs are almost hitting the Marshal on the head. Councilor Carleton stated that he would like Michael's request tabled until he could take a look at it. Stan Hinton stated that he needs to follow the 14' ordinance requirement. Council made a unanimous decision to recess for 10 minutes from the Council chambers to go to the site to see the tree and determine if further trimming would be required or if a variance would be applicable. Once on-site, Council made the decision that 4 elbows of the tree and the large limb still need to be trimmed. No variance was granted.
- **No May 2016 Code Enforcement Councilor Report** was available due to Clerk's absence.
- **Map of town address discrepancy as per 911 location inquiry.** Stan obtained a list of addresses from the Assessor's office that he will use to redo the street map currently located in the Recorder's office. It will take some time to correct the map.

PLANNING – Commissioner Carleton

- **Origis Solar Energy Update (Carleton)**
Both the City Attorney and Origis Energy attorney are rehashing the staff report to be agreeable. City Attorney, Mel Ferguson, has contacted a Land Use Attorney for guidance. The definition of basic utilities language is being worked out and will need Council's approval to change our Land Development Code. The City still needs to receive from Origis Energy: a site plan, power line and buffer zones located, a street survey for the 40' easement along the southern portion of the property for the potential extension of 4th street and the existing Commercial strip that Origis has agreed to gift to the City of Merrill will need to be deeded to the City directly (and not partition) and be recorded through a title company.

PUBLIC COMMENT:

None

OTHER:

- The City Recorder shared that American Transparency has been in contact with her (and many other Cities) and is requesting an electronic copy listing employees for 2015 with each employee record containing employer name, zip code, year of compensation, first name, middle initial, last name, hire date, gross annual wages, position, etc. The principal purpose of this request is to make this information more accessible to the public and they state that they are exercising the general rights of the public and for that reason are requesting a waiver of public records fees. The Recorder shared that LOC has published guidance to Cities for this request that includes notifying the City lawyer prior to responding. The City Recorder will check with the many Cities through the Oregon Association of Municipal Recorders (OMAR) that have received the same requests to see how they are handling this request for free.
- The Recorder shared with Council that the Shell station will be changing to a Mobile station and an inquiry has come into her office asking about sign permitting for such a change. The Mobile sign will be changed out with the Shell station with no dimension changes or other changes indicated. There is no permit required for a change-out sign.
- Councilor Taylor commented that the Public Works Director gave her a tour of the future museum that she enjoyed.

ADJOURN:

The meeting was adjourned at 8:20 p.m. in a Motion by Councilor Lesh and a 2nd by Councilor Carleton. All members present voted Aye and the Motion carried.

Respectfully Submitted,

 7-12-16

Council President, Melody Smith Date

 7/12/16

Oma Rowley – City Recorder Date