

CITY OF MERRILL
REGULAR BUSINESS MEETING

Tuesday, April, 2017
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:00 p.m. by Mayor Tim Saunders.

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: N/A

The flag salute immediately followed.

NEW BUSINESS:

- **Water System Improvement Plan & Costs** - City Engineer, Darryl Anderson, gave a 45 minute informative presentation to Council and the Public on the history and need for a water improvement plan. The plan and costs for the City of Merrill Water Improvements are the result of the comprehensive Water Master Plan that was completed by the City Engineer on behalf of the City of Merrill in 2016. Project cost estimates and two financial options through Infrastructure Finance Authority were discussed and are summarized below.

1. Full project:
a. \$2,874,856
b. \$1Mil Principal forgiveness (grant)
c. \$1,874,856 loan at 1% interest/30 year loan
d. annual debt payment \$72,647
e. increase \$11.34 (rounded to \$11.50) per EDU
f. new monthly user rate of \$45.50 inside City limits and \$48 outside City limits
2. Reduced project:
a. \$2,000,000
b. \$450K principal forgiveness (grant)
c. \$1,550,000 loan at 1% interest for 30 years
d. Annual debt payment \$60,060
e. Increase \$9.37 (rounded to \$9.50) per EDU
f. new monthly user rate of \$43.50 inside City limits and \$46 outside City limits

The City Engineer provided copies of Merrill Water System Improvements, a 9 page handout, to Council and the Public in the audience. A copy of this document is included at the end of these minutes. This presentation was informational only and no decision of the Council was expected at this time.

The City Engineer stated several water system needs and deficiencies such as: Well#1 has no water rights, Well# 2 has an existing water right of 229 gpm, the City has no water storage backup as was experienced in 2010 and the existing distribution system does not allow for adequate fire flows. The project scope would be to construct a new well to replace Well#1, to construct a ground level storage tank with pumping station system, remove existing elevated tank and construct distribution system improvements.

The Public Works Director, Greg Matthews, addressed Council stating that his research of other options was with Norm Sevey Well Drilling, the Water Master and Water Resources. No other options were discovered.

The audience was provided a Q&A opportunity with the City Engineer after Mayor Saunders called for public comments.

FY 17/18 BUDGET COMMITTEE CITIZEN MEMBERS with BUDGET CALENDAR:

1. Lee Harris – 1 year term (renewed from FY 16/17)
2. Teresa Perry – 1 year term (renewed from FY 16/17)
3. Bill Howard – 3 year term (2 years remain)
4. Joanne Johnson – 3 year term (2 years remain)
5. Bill Carlson – 1 year term for Sharon Lowrie – 3 year term (sabbatical 2nd year)

A motion was made by Councilor Smith to approve the FY 17/18 Budget Committee members. There was a 2nd by Councilor Carleton. All other members present voted Aye and the Motion carried.

Personnel Complaint Form

Council was provided a copy of the revised Personnel Complaint form that was reworded by Councilor Smith and reformatted by Recorder staff into a form. Council agreed that the date across from the address line was a duplicate and that it should be changed to phone number. Council questioned the spelling of complainant (Recorder later research found word to be spelled correctly). The City Recorder stated that the form would be corrected. A motion was made by Councilor Lesh to approve the personnel complaint form with the deletion of the second date, addition of phone number and spell check for complainant. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried.

Temporary Use Permits Page 4-58 to 4-60 of the Development Code:

Councilor Carleton described a temporary use permit and explained this type of permit is for less than 30 days; example would be for parking lot sales (like Nellie's when located at the corner of Main and Front Streets, Taco Truck, etc.), farmer's market sellers, etc. This type of permit is separate from a business license and would need to be on file with the required form to be signed by the property owner giving permission to use the property, providing proper insurance certificate, parking requirement conformity, water/sewer usage, etc. This process would protect the City also. As per Council's request, the City Recorder provided copies of the Development Code for Temporary Permits (Pages 4-58 through 4-60) as well as a "City of

Merrill Temporary Use Permit” form prepared by the City Clerk. Council reviewed the form and were was split on their opinions of the \$50 fee amount as well as the “fee waived” box. The City Recorder stated that there was a current business license application request where an additional food truck would be parked on leased land and asked Council if a Temporary Use Permit would be required. Council concluded that since the business applicant was leasing the property that this permit would not be required as long as there was an existing current lease in place.

Councilor Smith made a motion to approve the form with a fee reduction from \$50 to a \$20 and elimination of the “fee waived” box. Councilor Lesh voted Aye. Councilors Taylor and Carleton voted against a reduction from the \$50 fee but were in favor of the elimination of the “fee waived” box. Since there was a tie vote, Mayor Saunders voted in favor of a \$20 fee with the elimination of the “fee waived” box. Passed with a quorum vote, the motion carried to approve the amended Temporary Use Permit with a \$20 fee and elimination of the “fee waived” box. The form will be revised by the City Clerk and put in use.

5.9 Commercial Acres (Councilor Carleton)

This item was not discussed at the discretion of Councilor Carleton.

OLD BUSINESS:

- **SEI letter with deadline April 15, 2017**

The City Recorder reminded Council that the window for the electronic filing of SEI statements begins on March 15, 2017 with a deadline of April 15, 2017 without penalty and reminded to print the confirmation for proof of filing is required.

- **The Oregon Community Fund \$125K**

The third revenue source from the Solar Project is identified as the \$125K Community Fund. Council asked the City Recorder to set-up an evening Work Session orientation meeting with Heidi Binder, Donor Relations Officer for the Oregon Community Foundation.

- **Phone and internet quotes**

Due to the absence of the Marshal, this item was skipped and will be addressed in the May Council meeting. In a previous Council meeting a Verizon phone quote was distributed to Council indicating 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.

CONSENT AGENDA:

1) Minutes Approval for March 14, 2017 Council meeting

A motion was made by Councilor Smith to accept the March 14, 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:

Business Licenses report for March 2017 fees of \$325 and (3) April business license applications: K-Designers (non-Merrill siding contractor), Antojitos Mexicanos (food truck) and Grandma's Country Cares (herbs, vitamins, gifts) were reviewed by Council. The City Recorder explained that the license requestor for Antojitos Mexicanos food truck is asking Council if the 2017 business license paid for the location on Front Street, a walk-in restaurant that closed in March 2017, could be applied to the food truck planned to be parked on their leased land? Council was in agreement to allow the transfer of license to the new location. A motion was made by Councilor Smith to accept the March and April 2017 license requests. There was a 2nd by Councilor Taylor. All other members present voted Aye and the Motion carried.

3) Ratify Phone polls:

1. **AP approval:** 3/23/17 \$20,500.15 were approved 3/23/17 by Councilors Smith, Lesh, Taylor mailed 3/23/17

A motion was made by Councilor Smith to ratify the phone poll for 3/23/17 Accounts Payables. There was a 2nd by Councilor Taylor. All other members present voted Aye and the Motion carried.

4) Bills to Pay for approval: Accounts Payable 4/10/17 \$7,974.39 check run approval.

Councilor Smith made a motion to approve the 4/10/17 bills to pay. There was a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

- **332A CenturyLink Franchise Agreement 2nd reading** was read by title, open for discussion (no discussion) and reread by title. A motion was made by Councilor Smith to approve Ordinance 332A CenturyLink Franchise Agreement. There was a 2nd by Councilor Carleton. All other members present voted Aye and the Motion carried.
- **2017-627A Comprehensive Plan**
There was a full Council present and in approval of the reading of this Ordinance 2017-627A. Ordinance 2017-627A was read by title by Mayor Saunders, opened for discussion (no discussion) and reread by title. A 2nd reading followed, opened for discussion (no discussion) and reread by title. A motion was made by Councilor Smith to approve Ordinance 2017-267A Comprehensive Plan. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.
- **2017-628A Code of Ordinances, Charter and Code of Rules**
There was a full Council present and in approval of the reading of this Ordinance 2017-628A. Ordinance 2017-628A was read by title by Mayor Saunders, open for discussion (no discussion) and reread by title. A 2nd reading followed, opened for discussion (no

discussion) and reread by title. A motion was made by Councilor Smith to approve Ordinance 2017-268A Code of Ordinances, Charter and Code of Rules. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

RESOLUTIONS

- **2017-758 Authorization to transfer funds per budget law FY 16/17**
Mayor Saunders read Resolution 2017-758 by title and asked for discussion. The City Recorder briefly explained the funds transfer as related to the FY 16/17 budget document for \$800 to Police Reserves and \$26,160 to the Water/Sewer Fund for reimbursement of a portion of the annual lagoon debt service payment. Resolution 2017-758 was re-read, opened for discussion (no discussion) and reread by title. A motion was made by Councilor Smith to approve Resolution# 2017-758 Authorization to transfer funds per budget law FY 16/17. There was a 2nd by Councilor Taylor. All members present voted Aye and the Motion carried.

RECORDER'S FINANCIAL REPORT:

The City Recorder presented March reports:

Accounts Receivable

Bank Balances

ACH detail

Payroll

The City Attorney March invoice was submitted to Council

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

The City Recorder listed Future Meetings/Dates to Remember:

- April 14, 2017 Friday, City Hall Merrill Team Project meeting @ 8:30
- April 20, 2017 Thursday, City Hall ERM, Safety and Staff meetings @ 1:00
- April 28, 2017 Saturday 10-2 Hometown Hot Spot Project Workshop flyer

PUBLIC WORKS:

The Public Works Director, Greg Matthews, distributed a Merrill Public Works report dated April 2017 (attached to end of minutes).

Greg provided (4) quotes for a 20' trailer; the best being a quote from Redmond at \$3,499.

The street light sensor cleaning requested by Councilor Lesh was reported by the Public Works Director to Pacific Power for maintenance.

Status of the street light maintenance list submitted by Officer Srch to the PW Director for Pacific Power.

POLICE:

In the absence of Marshal Bicknell, Officer Srch stated that he did not have anything of significance to report.

LAWYER:

Not requested to attend.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON was absent

- The March 2017 Code Enforcement Councilor Report was distributed and reviewed by the City Recorder with Council.

PLANNING – Commissioner Carleton

Commissioner Carleton shared with Council that Cross Development is working with Les Schwab on plans to locate next door north of Dollar General up to the power poles on 4th Street. The entrance would be approximately where 3rd would be. They would use existing partial utilities. Cross Development should complete their due diligence within a couple of months.

PUBLIC COMMENT: None

OTHER:

- Mayor Saunders stated that he will be out of town from Sunday, May 7 – Saturday, May 13, 2017. The Mayor stated that the Council President, Melody Smith, will preside over the May 9, 2017 Council meeting.
- Councilor Smith stated that she would like the Business Office to be open to the public on Wednesdays. The City Recorder replied that she was not in approval due to anticipated future business needs such as continuing audit deadlines, working on the personnel manual update, organizing/archival & purging of backroom materials. The City Recorder further stated that other main businesses in Merrill like Umpqua Bank and the Post Office are open to the public 36 hours and 35 hours/week respectively during the 5 workday period. The City Business Office provides 34 hrs/week being open 4 days. The City Recorder asked why the City Hall should be expected of offer 42.5 hrs/week for customer support with just two employees having no other staff to share the workload. Councilor Smith replied that the new bank hours were based on a business decision. Councilor Lesh suggested that a little time be given before making a change. Council concluded that the Business Office could continue to be closed through the end of June 2017. Councilor Smith made a motion to open the Business Office on Wednesdays after July 1, 2017. There was a 2nd by Councilor Carleton. All members present voted Aye and the Motion carried.

ADJOURN:

The meeting was adjourned at 8:09 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,



Council President, Melody Smith Date

 5/9/17

Oma Rowley – City Recorder Date

Audio file# WS500043.