

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, April 14, 2015
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:06 p.m. by Mayor Tim Saunders.

ROLL CALL:

Roll Call was taken with the following members of Council being present:

Mayor Tim Saunders, Councilor Smith, Councilor Lesh, Councilor Carleton, Councilor Taylor and City Recorder - Oma Rowley

Absent: N/A

The flag salute immediately followed.

NEW BUSINESS:

- The City Recorder shared that the **Support KBREC Success endorsement** was signed in support of **Measure 18-101** on behalf of the City Council (see Resolution 2014-713).
- **Water/Sewer rates** – discussed compliance with 50.62 Charges for Service Outside City at the rate of 150% of the charges for connections and service within the corporate limits of the city. Discussed the following: draft a letter for Council approval to the applicable utility customers explaining the reason for the rate increase and asking to attend the Council meeting in May 2015. The increase would be \$12.50 for water service for those outside the City limit. It was suggested that the increase be spread over a two year period.
- **City parcel future?** Property Appraisal will be deferred until July 2015 agenda.
- **Agricultural land lease expires July 1, 2015.** The lease was distributed with comments from the City Attorney. The City Recorder will type a revised lease incorporating the City Attorney's amendments and present for approval at the May 2015 meeting. The lease payment will remain at \$2500 annually and will remain a 5 year term beginning July 1, 2015 and ending June 30, 2020.
- **Dogs in City Vehicles:** Mayor Saunders explained to Councilors that he has noticed dogs riding in City vehicles during working hours. Mayor Saunders expressed safety, liability and insurance concerns in the last staff meeting. The staff was in agreement to not transport dogs in City vehicles. Further Council discussion is deferred until the May 2015 meeting where policy will be decided.

OLD BUSINESS:

- **Solar Energy Development update** – No update.

CONSENT AGENDA:

1. Minutes Approval for March 10, 2015

A motion was made by Councilor Taylor to accept the March 10, 2015 minutes. There

was a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.

2. Business Rental License/renewals:

2015 – Business Rental License as per report:

The City Recorder provided the March 2015 Business License list.

A motion was made by Councilor Smith and a 2nd by Councilor Carleton to approve the Business licenses list for March 2015. All members present voted Aye and the Motion carried.

3. Ratify Phone polls:

- AP approval: Accounts Payable – 3/26/15 check run approval
- Absolute Tree Care Service – \$700 quote for emergency tree removal by water tower
- Emergency pump for lagoon quote for \$4350.58

Councilor Carleton made a motion to approve the 3/26/15 Payables, Absolute Tree Care Service \$700 quote and the \$4350.58 quote for the purchase of the emergency pump for the lagoon. There was a 2nd by Councilor Taylor. All members voted Aye and the Motion carried.

4. Bills for approval: Accounts Payable 4/13/15 check run approval

Councilor Taylor made a motion to approve the 4/13/15 bills. There was a 2nd by Councilor Smith. All members voted Aye and the Motion carried.

5. Appoint Budget Committee Members for FY 2015/2016 and discuss Budget calendar

Appointed budget committee citizen members: Lee Harris, Jesse Delaney, Michael Lampkins and Vanessa Thompson. It was mentioned that Julieta Ochoa is unable to participate in the FY 15/16 budget process. Appointed Budget Council members: Councilors Lesh, Smith, Taylor, Carleton and Mayor Saunders. The Budget calendar was reviewed and meeting dates discussed. A motion was made by Councilor Smith and a 2nd by Councilor Taylor to accept the Budget Committee members. All members voted Aye and the Motion carried.

6. Absent Request Form

Mayor Saunders discussed an Absence Request form as recently discussed in the monthly staff meeting. The Absence Request form will be revised as per the City Attorney's feedback. A Resolution will be presented at the May 2015 Council meeting. The effective date will be July 1, 2015.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES: None

RESOLUTIONS: None

RECORDER'S REPORT:

The Recorder's report was presented by the City Recorder.

Accounts Receivable

Bank Balances

ACH detail/POS detail

Payroll

SEI Reminder deadline is NOW!

FY 13/14 Oster Audit is pushed to the week of June 22, 2015 due to Budget Officer duties.

The Recorder's report was approved with a Motion by Councilor Smith and a 2nd by Councilor Carleton. All members present voted Aye and the Motion carried.

PUBLIC WORKS:

Report given (see attached). Reviewed (3) quotes for jetter purchase. The Pressure-Pro Professional 3000 PSI jetter (the highest PSI) is the preferred equipment quote but comes in over budget at \$11,160 (budget \$10K). If the dollars are not available, the purchase can wait until next FY?

POLICE:

One recent car theft. Marshal Bicknell discussed participating in "operational crime night" at Mazama High School where a drinking and driving emergency room is reenacted. There continues to be numerous unlicensed, uninsured and driving on a suspended license citations.

LAWYER:

Legal Advisor, Mel Ferguson was not requested to attend this meeting.

CODE ENFORCEMENT:

- Review of Code Enforcement spreadsheet distributed 4/10/2015 with pending items:
 1. **James Jeffs**, 131 West Court Drive, temporary storage unit/dry van to be removed by the June Council meeting on June 9, 2015.
 2. **Merrill Feed & Grain ownership** – March 12, 2015 is due date for advising City of plan (with May 12, 2015 completion abatement due date). If no response by March 12, 2015 send next notice. An emergency letter was mailed 4/10/15 due to steel from roof falling apart and coming lose posing a dangerous situation. A nearby resident is concerned that it will fall and injure something/someone.
 3. **Mary White** – 304 Second Street dangerous building. \$1000 citation was sent 2/13/15. Court date is March 10, 2015. Hearing in June 2015, date TBA.
 4. **Shelly Matson** – 134 Second Street dangerous building
 - Council agreed to a 90 day timeline for house removal by June 9, 2015. Stan Hinton, Code Enforcement Officer, reminded that a permit is required to remove the house and that the proper Klamath County Departments (Assessor, Building Dept, etc.) will need to be contacted.
 - City Recorder mailed a letter to Ms. Matson on April 6, 2015 approving the tear down of the house and shed. Ms. Matson will provide to the Klamath County Building Department.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON

- Consider landlords requiring renters to have garbage service. Marshal Bicknell is to research the ordinance requirements for covered garbage containers and will discuss next meeting.
- (15) code violations have been recorded and (9) have been taken care of verbally
- It was stated that there cannot be parking violations on private property
- Councilor Carleton and Stan Hinton will check with the County to verify the owner of the property between Aschoff and Bement. If privately owned, it cannot be called Water Street.

PLANNING

- Planning Commissioner Dick Carleton reported communication about interest in developing Merrill property and that a plot plan will need to be submitted to the City.

PUBLIC COMMENT:

- None

OTHER:

- Mayor Saunders announced the Art of Survival bicycle ride on May 23, 2015. The Cyclists loved it here last year. There will be a stopping point at the flag pole this year. The Mayor will assist with water and snacks. The City Recorder offered up to \$100 in General Fund donation funds for fruit & beverages to be purchased at Martin's. Counselor Carleton made a motion to use General Fund donation line item to fund the purchases for the cyclists and there was a 2nd by Councilor Smith.
- Councilor Carleton stated that it would be advantageous to the City to annex properties within UGB and stated that he would look into the process.

ADJOURN:

The meeting was adjourned at 7:40 p.m. in a Motion by Councilor Taylor and a 2nd by Councilor Smith. All members present voted Aye and the Motion carried.

Respectfully Submitted,

Mayor Tim Saunders

Date

Oma Rowley – City Recorder

Date