

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, August 9, 2016
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:00 p.m. by Mayor, Tim Saunders. This meeting was held at the Merrill Fire Department at 400 Main Street, Merrill, OR.

ROLL CALL:

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

Councilor Taylor, Councilor Carleton, Councilor Smith, Mayor Saunders and

City Recorder - Oma Rowley

Absent: Councilor Lesh

The flag salute immediately followed.

NEW BUSINESS:

- Written notification materials for the upcoming LOC Legislative priorities City Hall meeting in Klamath Falls set for September 15, 2016 @ 6:00 pm provided by the City Recorder to Council members in their pre-meeting packets was discussed.
- The City Recorder stated that the Regence Request for Coverage (RFC) was processed prior to the 7/27/16 deadline set by CIS for the health, vision and dental insurances that will renew on 1/1/2017. Health coverage is due to increase 1% and dental 3%. A schedule of premiums was distributed in the pre-meeting Council packets. The City Recorder reviewed with Council the Health Insurance Regence Copay A Rx4 and Vision VSP-1 rates for Employee only and for the Employee+ Spouse rates to be effective 1/1/2017. Regence Copay A Rx4 with Vision-VSP-1 rates for Employee only will be \$611.95 and Employee + Spouse will be \$1296.35. Delta Dental III will be \$67.71 for Employee only and \$118.13 for Employee + Spouse. A motion was made by Councilor Smith to approve the Regence health insurance and dental renewal rates to be effective 1/1/2017. There was a 2nd by Councilor Taylor. All other members present voted Aye and the Motion carried.
- An Optional Supplemental Life Insurance plan provided through CIS insurance pooling paid by employees and deducted from paychecks with payment made by City was discussed. The City Recorder explained the materials that were distributed to Council in pre-meeting packets. Rates determined by age categories were reviewed. For less than \$10/month an employee can purchase \$100K employee life insurance and \$20K spouse coverage. The City Recorder asked, on behalf of City employees, if the Council would consider this optional supplemental life insurance plan. This is not a mandatory plan. Employees are not required to have premiums deducted or participate in the supplemental life insurance plans. Councilor Taylor made a motion to approve City employees' payroll deductions for optional supplemental life insurance where the City

of Merrill pays CIS from previously withheld payroll deductions. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried.

- The City Recorder discussed scheduling an upcoming mandatory Workers' Compensation (WC) Payroll Field Audit for FY 15/16. This type of audit is required by CIS every 3-4 years. The payroll audit is conducted by an Audit Contractor – Audit Source Corporation- Dave Lange at no cost to the City of Merrill. The auditor will review the volunteer job description, basic operations and activity details, payroll records, State unemployment and federal for 941 reports and the volunteer resolution and rosters for verification of volunteer hours/assumed payroll. The City Recorder will be contacted in the next several weeks to set an audit date.
- The City Recorder discussed the CIS Liability and WC Insurance renewal amounts for the FY 16/17 fiscal year. The premium payments are due to CIS by 8/28/18. Invoice renewal materials and department cost spreadsheets were provided for Council review in their pre-meeting packet documents. Councilor Carleton had some questions on insuring some of the autos. Councilor Smith suggested discussing some upcoming work sessions to review insurance details for the next FY by department. This item will be put on the September agenda.

OLD BUSINESS:

- a. None

CONSENT AGENDA:

1. Minutes Approval for July 12, 2016 Council Meeting

A motion was made by Councilor Taylor to accept the July 12, 2016 Council minutes. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried.

2. Business Rental License/renewals:

- a. July 2016 report: business rental & duplex licenses for deLeon
- a. Mia & Pia one-day weekend 8/14/16 event for Connor Hartman fundraiser
- b. 2016 business license for V&R sheet metal contractors for re-roof of Century Link building

Councilor Carleton made a motion to approve the ratification of the July 2016 business license report, Mia & Pia 8/14/16 with OLCC permit application and 2016 business license for V&R sheet metal contractor. There was a 2nd by Councilor Smith. All members voted and the Motion carried.

3. Ratify Phone polls:

AP approval: Accounts Payable (*The coversheet date was corrected from May 10 to July 12*)

- ❖ 7/26/16 \$17,547.72 Approved 7/26/2016 by all Councilors, mailed 7/28/16.
 - ❖ 7/28/16 \$665.71 Approved 7/28/16 by Councilors: Lesh, Smith & Carleton, mailed 7/28/16.
 - ❖ Life Insurance vendor change from Life Map to CIS effective 1/1/17: Approved 7/22/16 by all Councilors; estimated cost savings \$1,874/annually; CIS Monthly premium \$41.20
- Councilor Smith made a motion to approve the ratification of the 7/26/16 & 7/28/16

Accounts Payable and the vendor change from Life Map to CIS for employee life insurance coverage. There was a 2nd by Councilor Carleton. All members voted and the Motion carried.

4. **Bills for approval:** Accounts Payable 8/5/16 check run approval \$7,471.12. Councilor Smith made a motion to approve the 8/5/16 bills to pay. There was a 2nd by Councilor Taylor. All members voted Aye and the Motion carried.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

- Land code text amendment to Basic Utilities Definition to include renewable energy sources (see Planning Commission section).

RESOLUTIONS

None

RECORDER'S REPORT:

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

Accounts Receivable

Bank Balances

ACH detail

Payroll

- City Attorney 7/25/16 invoice \$0
- Preparation for USTI (accounting software) V14 System Migration set for August 24, 2016 on the day that the office will be closed to customers. System work will begin by the City Recorder from August 18-24, 2016.
- On 8/4/16 the City Recorder shared that she submitted the \$5K reimbursement request for the IFA Water Master Plan for 25%-final payment. Once the \$5K reimbursement has been paid by IFA, the project Completion Report can be finalized.
- The City Recorder reminded all that the City Candidate last day to file will be Tuesday, August 30. City Hall will remain open until 5:00 pm to accommodate candidate filings. Candidate Filing forms, SEL 101, were available at the meeting and will be available thereafter in the Recorder's office. To date Tim Saunders has filed for Mayor.

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

PUBLIC WORKS:

See PW Director's report for August 2016 - attached to minutes. In addition, the PW Director stated that Potato Festival interest has begun and addressed Council on permission to work on the Potato Festival during normal working business hours. Councilor Taylor made a motion to approve the PW Director's involvement in the Potato Festival during normal working hours. There was a 2nd by Councilor Smith. All members voted Aye and the Motion carried.

POLICE:

- Marshall Bicknell reported involvement in:
 - Infant death investigation resulting in natural causes
 - Detective work investigation
 - Involvement in a 21 year old homicide case
 - Working on word-by-word Lexipol edit (personnel manual)

LAWYER:

Not requested to attend.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON

- **July 2016 Code Enforcement Councilor Report** was reviewed.
 - Tree trimming is needed as follows: 436 First Street & 439 Garfield Street.
 - Trees at 309 Third Street will be trimmed by Public Works staff.
 - Per information from William Moore, 304 E. Second Street, Danny Hickey has been paid in advance to demolish the house as soon as he can fit it into his schedule.
 - Stan and Marshall Bicknell stated that they would like to raise some funds through the Merrill Police Society to pay for yard cleaning for those who are unable.
- Garbage and Burning §52.01, §92.01 and §92.02. §92.99 would be amended to refer to §10.99 for all penalties as a universal code. Stan requested that this be pushed to the September meeting. John Heim, Merrill Fire Department Chief, stated that outside city limit burns filter smoke into Merrill and there is nothing that the City can do about that. John also stated that ODF sets the state guidelines on restrictions. Marshal Bicknell mentioned that the City of Merrill can be more restrictive, as in a ban, but could not be less restrictive than the state guidelines. A Fire Marshal meeting will be set. Stan shared a further thought on the aforementioned. He asked Council to think about the option of eliminating burning all together within the City limits.
- Stan will meet with the railroad staff on Friday to try to set an annual program for weed abatement.
- A hearing is being requested for the citation at 425 Front Street, Rita Rayas, for stacking garbage in the bed of a pick-up. This is a matter of non-compliance of proper garbage disposal container and is an on-going health issue.
- Pictures were provided to Council to consider issuing weed abatement and junk/general abatements (truck) at Phillip Bragg's residence. Council approved sending the abatements.
- Councilor Carleton stated that he mentioned to Dollar General Developer, Robert Vann, that a weed abatement might be upcoming for the surrounding property. Robert inquired about who might be able to take care of this. Rod Green was suggested. Rod was contacted and the weeds were taken care of immediately.

PLANNING – Commissioner Carleton

- **Origis Solar Energy Update (Carleton)**
The plans have changed since the July Council meeting. The 9/13/16 meet will include:

1. The next regular Council meeting date, 9/13/16 will be a Planning/Council joint meeting to consider amendment to the definition of Basic Utilities in Section 1.3.300 of the City of Merrill's Land Development Code.
 2. Notices will be sent to adjacent land owners.
 3. Notice will be published in the Herald and News for the joint Planning and Council meetings.
 4. The staff report will be available 7 days prior to the 9/13/16 meet.
 5. Both the Merrill Planning Commission and the City Council will take testimony from the public.
 6. Following public testimony:
 - Council will recess
 - The Merrill Planning Commission will meet to consider that amendment
 - Planning will recess
 - Merrill City Council will then meet and consider the amendment
- If amendment to the definition of Basic Utilities is approved:
- Next scheduled meeting of the Merrill Planning Commission will be 9/20/16 to consider the zone change approval.
 - Merrill City Council meets on 10/4/16 to consider the zone change.

PUBLIC COMMENT:

- Thank you to Gary Fields from Pacific Power for adjusting the Dollar General light.
- Julie Bensie, 656 W. Second Street, commented that there is yet another Dollar General outside light still shining brightly in her windows and suggests adjusting the light downward. Councilor Carleton stated that he will contact Robert again to have the second light turned downward.
- A thank you was expressed by the Marshall for assistance with recent vehicle accidents.

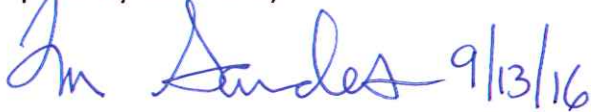
OTHER:

- Councilor Carleton would like to discuss the utility rates for Churches and Church owned houses next month. A copy of the recent utility rate Resolution and minutes from 2016 meetings will be provided for the meeting in September.
- Mayor Saunders stated that he would be unavailable August 16 –23, 2016. He will be assisting in his mother's relocation.

ADJOURN:

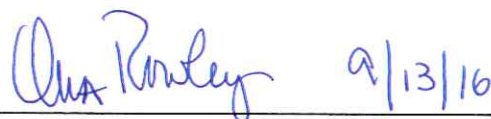
The meeting was adjourned at 7:49 p.m. in a Motion by Councilor Smith and a 2nd by Councilor Taylor. All members present voted Aye and the Motion carried.

Respectfully Submitted,

 9/13/16

Mayor, Tim Saunders

Date

 9/13/16

Oma Rowley – City Recorder

Date