

City of Merrill  
**CITY OF MERRILL**  
**REGULAR BUSINESS MEETING**  
Tuesday February 13, 2018

**MEETING CALLED TO ORDER:**

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

**ROLL CALL:**

Roll call was taking with the following members of Council being present: Mayor Carlson, Councilor Lesh, Councilor Smith, Councilor Carleton, and Inter City Recorder Jensen

The Flag Salute immediately followed with Mayor Carlson asking Councilor Carleton to lead it.

**MAYOR STATEMENT:**

Mayor Carlson asked that everyone please turn cell phones on silence. That all meeting is recorded and that when addressing the council to please speak clearly and state your name.

**PUBLIC COMMIT:**

Mayor Carlson stated that the public is invited to provide their comment and opinion to the City Council at this time on issues of their concern. Non-emergency issues brought up in this form will not be considered tonight other than in this preliminary discussion, but if found to be warranted, may be considered at a future meeting of the city council. Public Comment is limited to five minutes per person.

**CONSENT AGENDA:**

- **Meeting Minutes:**
  1. Councilor Smith made a motion to approve the meeting minutes for January 16<sup>th</sup> and January 29<sup>th</sup> City Council Minutes, Councilor Lesh 2<sup>nd</sup> the motion, the motion passed with a 3 in favor.
- **Business License:**
  2. Councilor Smith Made a motion to approve the January Business license list to include Mia and Pia's weekend license, Councilor Lesh 2<sup>nd</sup> the motion, the motion passed with 3 in favor.
- **Accounts Payable:**
  3. Councilor Smith made a motion to approve the January Accounts Payable, Cindy Lesh 2<sup>nd</sup> the motion, the motion passed with 3 in favor.

**STAFF REPORTS:**

- **Police:**
  - City Marshall Bicknell reported that it be a very busy month and there has been a couple arrest on the drug cases unfolding and that the investigation is ongoing. They have had multi call out and odds and ends call and over all that it had been a productive month.
- **Public Works:**
  - Public Works Director reported that they have did multiple items this month and included a list of duties they have accomplished. John from fish and wildlife has match the Klamath County Grant for the Good Duck pond. Tom Has started to remodel the City in the City Hall Building. Matthews reported that on the Water project there going to drill the well and the bid will be going out at end of month and that it will be going in behind the current well and there will be no more drive way entrance through the back.
- **City Recorder:**
  - Recorder Jensen reported that the office is going well, and the water bills went out well this month with the increase. Recorder Jensen asked the council to review new hardware for the office along with a shared data source, so info could be shared between the two office computers. It would be around 1,200.00 to 1,300.00 to replace it all. Councilor Smith made a motion to approve the purchase for the computer system and data device upon approval of budget. Councilor Lesh 2<sup>nd</sup> the motion and the motion passed with 3 in favor.
- **Code Enforcement:**

Brandi Shilling reported that she had revised the report and that their lien is going to be put on holds. Severely notice were issued and that everyone is replying with them and there still one in affect. Other than that, everything is going well.
- **Planning:**
  - Councilor Carleton reported that he has nothing new to report.
- **Project Merrill:**
  - Greg Matthews report that he had been talking to Joyce Furlong about putting on a blue grass festival for the weekend of July 20<sup>th</sup> through July 22<sup>nd</sup>. Joyce Presented council with a presentation for the blue grass festival and asked for a support donation from the City of Merrill. Joyce reported that she had been in contact with Project Merrill and has their support. Joyce also requested to be piggy backing on to the City insurance for this festival. Mayor Carlson stated that by the next City Council meeting in March 2018 they should have a proposed budget number for this festival to bring back and proposal to the City Council in the March Meeting. Mayor Carlson is going to contact the Oregon fund community and report back next month for this project.

- Lee Harris from Project Merrill present Merrill City Council with a proposal for a grant fund money in the amount of \$2000.00 for a match with the Ford scholarship for a \$200,000 grant. This would be a support from the city. This money would extend multiple people on the team and build the community. The Head Department Head came up with the decision that they would sponsor this grant for the \$2,000. Project Merrill would also like to send a letter of donation out with the water bills for donations for the hanging baskets for Project Merrill

#### NEW BUSINESS:

- Arlene Morris (Willow St. Building Application): Mrs. Morris present the council with a letter in which stated what had happened and why she was done. She also stated she would like a written decision on this by the 16<sup>th</sup> of march for the stop work order. Mrs. Morris also stated the Martin Hicks had admitted it was his fault and had offered an uncle agreement with her which did not work. Mrs. Morris also asked council to discuss it among them self-bout compensating them for their loss at of \$5000.00 and or a solution to continuing building their project. Councilor Carleton asked for an itemed listing of everything she wants refunded. Mrs. Morris stated that Martin has two copies of all the paperwork in which has this and all the cost. Mayor Carlson asked Councilor Carleton if there is any were to issue a special usage permit and Councilor Carleton stated there is no way to do this. Mayor Carlson asked about the written notice in which she wanted issued and MRS. Morris said that Martin had showed her this on a form from the City, Mayor Carlson stated this item would be agenzized until March.
- Three River Mosquito and Vector Control: Danta Smith presented Merrill City Council with a proposal of mosquito control for the City for a 4mth treatment. The Pesticides in which they use are all organic and they have work with all different kinds business and places for mosquito control. With in these for months it would cost a total of \$3200.00 breaking down to \$800.00 per treatment. Danta also stated that he has a proposal for the residents outside the City Limits. Mayor Carlson asked if there was a different plan for this payment plan and Danta said that they could make any kind of proposal that will fit the city needs and budget. Mayor Carlson would like this agenzized until next meeting in March.
- Consider Department Assignment for City Council: Mayor Carlson Stated that Councilor Smith will be taking over roads and since the office has been under staffed they have decided to set up an intermit management team which consist of mayor Carlson Councilor Leshia and Councilor Taylor, and they will still oversee the police department and Councilor Carleton is over seeing the water Department and water project.
- Confirm Hiring Process for City Recorder: Mayor Carlson Stated hat he would like to propose a hiring process. In which 5 application have been chose for interviews and then the top three will go in front of City Councilor for a final decision. This inter management team will be for 6 months.
- Discuss Cable Plant Condemnation effort: Mayor Carlson stated he has drafted up a RPF and a legal notice to be posted in the newspaper at an up coming fate but not sure when.
- Review and Discuss GASB 75 actuarial services agreement through CIS: Jensen reported that this had been brought to us by CIS for the City. Council agreed to research more information and agenzized for March 16<sup>th</sup>, 2018 City Council Meeting
- Host Southern Oregon Economic in Merrill, OR: Mayor Carlson stated that he had represented the city for this and it was a positive meeting. They wanted to have the August Meeting here and the City Council Agreed upon this.
- City Hall Renovation: Coding of Payables and charge break down- The Merrill City Council agreed to pay this out of the general fund since this is being all the income goes from the Hall Rentals and different events. Councilor Smith made a motion to pay the City Hall Renovation charges out of the General Fund Councilor Carleton 2<sup>nd</sup> the Motion and the motion passed with a 3-0.

#### OLD BUSINESS:

- Attorney Mel Ferguson Bill: Mayor Carlson presented to council that he thinks it is fair to offer Old City attorney Mel Ferguson a 100.00 to cover the bill of receiving our employee personal records back from since the copies he took and the time it took him to make them was not up to City it was his doing. The original bill was for \$452.68. The City Council agreed upon this.

#### ORDIANCES:

- Downtown Beautification, 2<sup>nd</sup> reading: This ordinance was presented and read for the 2<sup>nd</sup> time in front of City Council. City Council Had Agreed upon on removing the section D of 152.40. Upon this revised copy Councilor Carleton made a motion to approve this ordinance and Council Smith 2<sup>nd</sup> the Motion with all in favor the motion passed with a 3-0.
- Manufactured Housing Code, 1<sup>st</sup> reading: This was the first reading of the revised Manufactured Housing Code which consolidates three regulations into one and eliminates contradictions. The revised city code also incorporates rules for recreational vehicles and formally address temporary lodging in the city. This was present and read by Mayor Carlson.
- Aspects of Residential Zoning Chapter 155, 1<sup>st</sup> reading: This was the 1<sup>st</sup> reading of the Aspects of residential zoning meaning that all lots must be infilled dividing lands into two sections. This means the infilled lots must be filled first before multi housing lots can be built, and that duplex can be built without certain permits.

(Sign ordinances numbers)

**RESOLUTIONS:**

- **Easement for Solar Company:** Mayor Carlson stated that he had been approach by Matt Christian from the Solar Company about an easement agreement. Mayor Carlson read the easement agreement from the Solar Company. Council Stated that the A Solar Company needs to fill an application for an easement, have an easement agreement made up and engineer legal map and a legal description of the easement along with an application fee. They final paragraph stated that the City of Merrill has the option to remove their agreement at any giving time due to the City being able to sell their property.

**OTHER – ADDRESS FOR FUTURE AGAENDAS:**

- Development code Agenda
- Orgis Payment Plan in leu of taxes. Councilor Smith said that Payment should be due at any time for this and she needs to review this and figure out when they are due, and she would like Councilor to review this and keep up on it.

**ADJOURN:**

- Councilor Smith made a motion to adjourn this meeting, Councilor Lesh 2<sup>nd</sup> the motion and with all in favor the meeting adjourned at 7:48 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Mayor, Bill Carlson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jessica Jensen

\_\_\_\_\_  
Date