

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, January 10, 2017
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:02 p.m. by Mayor Tim Saunders.

SWEARING IN CEREMONY

Incumbent Tim Saunders was sworn in by Notary Melody Smith. Richmond "Dick" Carleton was not present to be sworn in and will be sworn in at a later date by Melody Smith. Melody Smith will be sworn in by a Notary at Umpqua Bank tomorrow.

ROLL CALL:

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

The flag salute immediately followed.

APPOINTMENTS

Council President – Melody Smith
Business Commissioner/Recorder's Office – Melody Smith
Police Commissioner – Cindy Lesh
Street Commissioner – Cindy Taylor
Water/Sewer Commissioner – Dick Carleton

A motion was made by Councilor Taylor to approve the aforementioned appointments made by Mayor Saunders. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried.

Planning Commissioner Chair - Martin Hicks (one year term)

- Planning Advisor – Mayor Tim Saunders (no-vote)

Mayor Saunders appointed Martin Hicks as the Planning Commissioner (during the Planning Section of the agenda) and stated that he would act as an Advisor for the Commission. A motion was made by Councilor Taylor to approve the Planning Commission appointment made by Mayor Saunders. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

Budget Officer – Oma Rowley

Mayor Saunders appointed Oma Rowley as the Budget Officer for FY 17/18 (during the Other Section of the agenda). A motion was made by Councilor Smith to approve the Budget Officer appointment made by Mayor Saunders. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

NEW BUSINESS:

- The City Recorder reviewed comments received from the City Attorney on the FY 14/15 Romig Audit Engagement letter. The City Recorder stated that she would request a corrected Engagement letter from Romig.

OLD BUSINESS:

- Verizon phone quote – no update at this point.

CONSENT AGENDA:

1) Minutes Approval for December 13, 2016 Council meeting

A motion was made by Councilor Smith to accept the December 13, 2016 meeting minutes. There was a 2nd by Councilor Taylor. All other members present voted Aye and the Motion carried.

2) Business Rental License/renewals:

Business Licenses for December 2016 totaling \$3,935 were reviewed by Council. A motion was made by Councilor Taylor to accept the December 2016 licenses. There was a 2nd by Councilor Lesh. All other members present voted Aye and the Motion carried.

3) Ratify Phone polls:

- **AP approval:** Accounts Payable 12/27/16 \$13,367.43 was approved 12/27/2016 by Councilors Smith, Taylor & Lesh. A motion was made by Councilor Taylor to accept the 12/27/16 AP. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried.

4) Bills for approval: Accounts Payable 1/10/17 check run approval \$5,809.67.

Councilor Smith made a motion to approve the 1/10/17 bills to pay. There was a 2nd by Councilor Taylor. All members present voted Aye and the Motion carried.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

- The City Recorder reported that red-lined changes made to the CenturyLink Franchise agreement were submitted by CenturyLink attorneys and have been reviewed by the City Attorney, Mel Ferguson, and our attorney is asking Council for approval to contact CenturyLink attorneys directly with regards to the wording on Section 3 - Term and Section 20 – Attorney Fees. The City Recorder shared that Mel Ferguson suggests that Section 3 be changed to: completion of 5 years for auto-renewal unless there is a 120 day notice given after the (5) years by September 1. The City Recorder also shared that Mel Ferguson is not comfortable with the language as proposed by CenturyLink on Section 20 – Attorney fees and would like to work directly with the CenturyLink attorneys. The City Recorder will provide the City Attorney with Section 9 – Limit Insurance Requirements as received from Great Basin. Mel Ferguson is not satisfied

with the CenturyLink \$1,000,000 as proposed by CenturyLink. The agreement will be reviewed again at the March Council meeting.

- Binder of Charter, Code of Ordinance and Code of Rules as well as the Comprehensive Plan were discussed. Mayor Saunders shared that only unsigned minutes and ordinances from June 2007 were found. The City Attorney suggested that that an Ordinance be initiated to approve both existing ordinances nunc pro tunc to June 2007. The City Attorney and City Recorder will work on the Ordinance wording. The City Attorney has shared with the City Recorder that he suggests there should be a full Council present for the first reading and second readings. Originally January and February were to be the first and second readings. This date has been pushed due to Council attendance at the January meeting and no quorum anticipated for February Council meetings.

RESOLUTIONS

- 2017-756 Authorization to transfer \$10,320 (1/2 fiscal year revenue from July 1 – December 31, 2016) from the Water Sewer checking to the Water Sewer Reserve account per the FY 16/17 budget for revenue received from increased water and sewer rate increases. Resolution 2017-756 was read by title and open for discussion. No discussion followed. Resolution 2017-756 was re-read and a motion was made by Councilor Smith with a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.

RECORDER'S FINANCIAL REPORT:

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

Accounts Receivable

Bank Balances

ACH detail

Payroll

Councilor Smith 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:

The Public Works Director, Greg Matthews, was present but did not distribute a PW Director's report and stated that he would provide a report to the City Recorder at a later time. The snowfall has been keeping the Public Works Department very busy.

Greg shared that the \$50K SCA agreement has been received and that the City Engineer, Darryl Anderson will review it.

Greg expressed thanks to the citizens that helped with the tractor work and snow plowing.

Greg reported that Daniel Woodhead has donated \$1K to the museum.

Councilor Lesh requested that the light by the Waterhole be addressed. As per Greg, apparently there is a sensor that needs to be cleaned and Pacific Power will need to be notified for that maintenance.

Councilor Smith asked that the FY 17/18 budget incorporate a line item in the Street Fund for snow plowing contracting expense.

POLICE:

Marshall Bicknell was absent. Officer Srch attended in the Marshal's absence and stated that there have been numerous traffic and vehicle accidents due to the weather conditions. Councilor Taylor requested that the Police Department do extra patrol at the Post Office at closing time, around 5:00 pm, due to increased activity around that time of day making the Postal workers uncomfortable. Officer Srch said he would talk to the Marshal. Councilor Taylor thanked Officer Srch for assistance with assistance with an RV.

LAWYER:

Not requested to attend.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON - Absent

- The December 2016 Code Enforcement Councilor Report was not distributed.
- Garbage & Burning was not discussed.
- The letter to KC Commissioner Mallams was distributed to Council in pre-packet materials. KC held a Work Session on 12/21/16 to discuss the deeding of a strip of property currently owned by Klamath County (R800743) to the City of Merrill for an alleyway.

PLANNING – Commissioner Carleton

(See section on Appointments)

PUBLIC COMMENT:

The City Recorder listed Future Meetings/Dates to Remember:

- January 12, 2017 Thursday, City Hall closed 9:45 – 11:15 CIS Webinar (Cancelled)
- January 16, 2017 Monday, City Hall closed for Martin Luther King Day
- January 18, 2017 Wednesday, City Hall closed 12:45-3:30 Rural Klamath Connects webinar

OTHER:

(See section on Appointments)

Mayor Saunders stated that he will be out of town for the February meeting as will Councilor Taylor and Carleton so there will be no February Council meeting due to no quorum.

ADJOURN:

The meeting was adjourned at 6:51 p.m. in a Motion by Councilor Smith and a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.

Respectfully Submitted,

Tim Saunders 3/14/17
Mayor, Tim Saunders Date

Oma Rowley 3/14/17
Oma Rowley – City Recorder Date

Audio file# WS500041