

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

**MEETING CALLED TO ORDER:**

The meeting was called to order at 6:03 p.m. by Mayor, Tim Saunders.

**ROLL CALL:**

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

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

Absent: None

The flag salute immediately followed.

**PUBLIC HEARING:**

One-way on Washington Street between E. Front and E. First Streets. There was a discussion to post "NO U TURN" signs and issue warnings/tickets in lieu of a one-way street designation. Council agreed to think about it and discuss in the September Council Meeting.

**NEW BUSINESS:**

- Oster audit Exit interview. Shared audit letter and auditor recommendations to eliminate bank debit cards and to eliminate the City Recorder as a check signer.
  - Discussed elimination of debit cards. There was a motion made by Councilor Smith and a 2<sup>nd</sup> by Councilor Carleton to prepare a Resolution to remove the City Recorder as a check signer.
  - Debit cards are to be cancelled on July 15, 2015. The possibility of one cash card being kept in the safe to be utilized by all staff was discussed.
  - The auditors recommended continuing to close on Wednesday for the City Recorder to work on data integrity and account reconciliations. Council agreed to revisit Wednesday closures in three months. The Recorder shared the City Attorney's comments that Council should take seriously the Auditor's recommendations and that he agrees with their comments and encourages to continue to make progress and continue to do what we are doing.
- Revise Job Descriptions for Recorder and PW Director.  
Job descriptions will be revisited in the next council meeting.

**OLD BUSINESS:**

- **Water/Sewer rates**  
Councilor Carleton provided a written sheet indicating fee information. The recommendation is the following:

- **Title IV: Public Works – Water §50.62 Charges for Service Outside City**
  - Reinststate the connection fees and service charges for all connections outside of the city to be at the rate of 150% of the charges for connections and service within the corporate limits of the City.
  
- **Title IV: Public Works – Water §50.64 Water Hookup Charge**
  - Increase the water hookup charge with the city water system from \$750 to \$1,000 for connections inside the city limits and add the charge \$1500 for water connection outside the city limits.
  - It will continue to be the owner’s responsibility to pay any additional cost for connecting to the system either inside or outside City limits.
- Repeal other Resolutions/Ordinances, or parts of Resolution or Ordinances in conflict with aforementioned.

A motion was made by Councilor Carleton and a 2<sup>nd</sup> by Councilor Smith to increase the water rates for customers outside the City limits to be 150% of the City limit rate and to establish water hookup fees of \$1000 for in-City limits and \$1500 for outside-City limits. All other members present voted Aye and the Motion carried. A Resolution will be prepared to amend the aforementioned Water/Sewer charges and present in the next Council meeting.

- **Amend Land Usage Fee Schedule for Subdivision and Variance Considerations**
  - **Title XV: Land Use §154.102 Fees**
    - Increase Subdivision fee to \$500.00
    - Increase Variance Considerations to \$250.00

A motion was made by Councilor Carleton and a 2<sup>nd</sup> by Councilor Taylor to increase the land usage fee for subdivision to \$500 and the increase the fee for Variance Considerations to \$250. All other members present voted Aye and the Motion carried. An Ordinance will be prepared to amend the aforementioned Land Usage Fees and present in the next Council meeting.

**CONSENT AGENDA:**

**1. Minutes Approval for June 9, 2015**

A motion was made by Councilor Taylor to accept the June 9, 2015 minutes. There was a 2<sup>nd</sup> by Councilor Lesh. All other members present voted Aye and the Motion carried.

**2. FY 15-16 Budget Hearing Minutes Approval for June 9, 2015**

A motion was made by Councilor Carleton to accept the June 9, 2015 Budget Hearing minutes. There was a 2<sup>nd</sup> by Councilor Lesh. All other members present voted Aye and the Motion carried.

**3. Business Rental License/renewals:**

2015 – Business Rental License as per report:

The City Recorder provided the June 2015 Business License list.

A motion was made by Councilor Smith and a 2<sup>nd</sup> by Councilor Taylor to approve the

Business licenses list for June 2015. All members present voted Aye and the Motion carried.

**4. Ratify Phone polls:**

- AP approval: Accounts Payable –6/30/15 polled and approved 7/1/15 Councilors: Taylor, Lesh & Smith (mailed 7/2/15)
- Fund bank transfer General Reserves to General Fund checking FY 14/15
  - Resolution #2015-729 below
  - Approved 6/26/15, Councilors: Smith, Carleton, & Lesh
- One-day business license Antojitos Mexicanos-food cart approved 7/17/15 Councilors: Carleton, Lesh & Smith. \*7/31/15 submitted Bus license to change from one-day status to 2x/week.

Councilor Smith made a motion to approve the 6/30/15 Payables, the Fund Transfer from General Reserves to General Checking and both the one-day and 2015 business licenses for Antojitos Mexicanos. There was a 2<sup>nd</sup> by Councilor Carleton. All members voted Aye and the Motion carried.

**5. Bills for approval: Accounts Payable 7/14/15 check run approval**

Councilor Carleton made a motion to approve the 7/14/15 bills. There was a 2<sup>nd</sup> by Councilor Smith. All members voted Aye and the Motion carried.

**ACTION ITEMS/GENERAL BUSINESS:**

**ORDINANCES: None**

**RESOLUTIONS: None**

- **2015-729 Fund Transfer from General Reserves to General Fund checking FY 14/15 for Hamilton Construction partial sidewalk replacement (as per above phone poll approved 6/26/15, bank transfer completed 6/30/15). Resolution was read through Section 1), open for discussion, and reread through Section 1). There was a motion by Councilor Smith for Resolution 2015-729 approving the Transfer of \$3783 from the General Reserve to General Fund Checking. There was a 2<sup>nd</sup> by Councilor Carleton. All members voted Aye and the Motion carried.**
- **2015-730 Authorization for Small Cities Allotment (SCA) Funds for 2016**  
Resolution 2015-730 was read in title as well as #1-#5. There was discussion that in the event that Merrill be selected for the SCA 2016 Grant (Polk Street), that the Street Commissioner, Councilor Taylor, would like to be involved. The Resolution was reread in title. There was a motion by Councilor Smith to accept Resolution 2015-730 approving the 2016 SCA Funds. There was a 2<sup>nd</sup> by Councilor Lesh. All members voted Aye and the Motion carried.
- **2015-731 Pay Practices and Paydays schedule effective 7/16-7/31-15 pay period**  
Resolution 2015-731 was read in its entirety, open for discussion and reread by title.

There was a motion by Councilor Smith to accept Resolution 2015-731 approving the Pay Practices and Paydays Schedules. There was a 2<sup>nd</sup> by Councilor Taylor. All members voted Aye and the Motion carried.

#### **RECORDER'S REPORT:**

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

Accounts Receivable

Bank Balances

ACH detail/POS detail

Payroll

The City Recorder reviewed a report detailing cost/fund breakdown for the City Attorney invoice. Council agreed to require staff to consult with their Department Head or assigned Departmental Commissioner for pre-approval to contact the City Attorney.

Phone poll and quote process changes were on the agenda but were not discussed. This item will be discussed at the next regular Council meeting.

#### **PUBLIC WORKS:**

- Progress report for the Infrastructure Finance Authority (IFA) letter dated May 29, 2015 "Award for Water/Wastewater Financing Program-Technical Assistance, Water Master Plan, V15018, (\$20,000), Awarded May 28, 2015" was not discussed. Pending action items include engineering implications. IFA requirements:
  1. A copy of the Engineering contract
  2. A draft amendment to the engineering agreement adding the water master plan work to the agreement
  3. Documentation from the City's legal counsel that the procurement is in compliance with State law and the City's local procurement policies.
- Councilor Carleton and PW Director-Greg Matthews discussed the after hour sewage dump rate and concluded that rate should remain at \$.08/gallon.
- See PW Director's report for June 2015 attached to minutes.

#### **POLICE:**

Report:

- No new crimes were reported.
- No court decision yet on the fine for the dangerous building owned by Mary White.
- Sale of 1999 Crown Vic – Follow-up to the request by Marshall Bicknell asking to sell the 1999 Ford Crown Vic for \$1.00 to Bill Lee. The City Attorney had indicated an estimate of vehicle value should be obtained prior to disposal or sale and that the City should do due diligence because this is public funds. Marshal Bicknell presented the R&J Auto appraised value to be \$169.00. In the prior Council meeting, Council was in agreement that if the assessed written value was under \$500 that it would be okay to sell for \$1.00.

There was a motion by Councilor Smith to sell the 1999 Ford Crown Vic to Bill Lee for \$1.00. There was a 2<sup>nd</sup> by Councilor Taylor. All members voted Aye and the Motion carried.

**Going forward, the appraised value will be used to establish a sale value if under \$500.00. If valued over \$500, the vehicle will be sold by the bid process.**

**LAWYER:**

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

**CODE ENFORCEMENT:**

- Review of June 2015 Code Enforcement spreadsheet with Marshal involvement:
  - a. **Mary White** – 304 Second Street dangerous building. \$1000 citation was sent 2/13/15. Code Enforcement court hearing date June 18, 2015 at 2:00 at KC Justice Court. No Court decision to date.
  - b. **Shelly Matson – 134 Second Street** dangerous building
    - Marshal Bicknell asked the Council to dismiss the citation of \$1000 as the buildings were removed soon after the deadline date. A motion was made by Councilor Smith to repeal the original motion by Councilor Taylor to issue a \$1000 citation to Shelly Matson with a 2<sup>nd</sup> by Councilor Carleton. The motion to repeal was 2<sup>nd</sup> by Councilor Taylor. All members present voted Aye and the Motion carried.

**CODE ENFORCEMENT OFFICER REPORT: STAN HINTON**

- Pending: Who will be discussing with the City Attorney (since the Street Commissioner has declined) about the property between Aschoff and Bement where there is a 16' easement with no City right-of-way? Old Water Street really needs to be brought back into a City Street to be used so that it does not get closed off. If privately owned, it cannot be called Water Street.
- July Abatement and dangerous buildings reports were provided and discussed.
  - Feedback from the community has been good.
  - Kevin Gross 520 E. Front Street has removed the fence and part of weeds.
  - City Hall location needs address numbers posted on the building.

**PLANNING**

Councilor Carleton suggests adopting the City Limit maps currently in draft from Klamath County dated 5/28/15 and 6/2/15.

**OTHER:**

None.

**PUBLIC COMMENT:**

1. Work Session to be set for August 21, 2015 6:00 pm.
2. Work Session to be set with Lee Harris in August.
3. Council proposes that Employee wages be increased by 2% for FY 15/16 with the exception of the Utility I Worker (UWI), due to increased work duties, the UWI is to

receive a \$1.50/hour increase with an additional \$.50/hour after obtaining certification. There was a motion by Councilor Carleton to increase wages by 2% with the exception of the UWI, to increase \$1.50/hour and \$.50/hour after obtaining certification. There was a 2<sup>nd</sup> by Councilor Lesh. All members voted Aye and the Motion carried.

4. Personnel files are being kept off-site with the City Attorney. Since there are costs to the City associated with submitting additional Personnel documents to the Attorney and costs when requesting copies of existing personnel documents from employees files, personnel submissions or personnel copy requests should be saved and periodically made at one time.
5. Health Care premiums are being capped at the existing rate for FY 15/16 as follows: employee \$767.20 and employee + spouse \$1607.80. There was a motion by Councilor Carleton to cap health insurance premiums at current rates. There was a 2<sup>nd</sup> by Councilor Lesh. All members voted Aye and the Motion carried.
6. There was a motion by Councilor Carleton to accept the resignation of Utility Worker II, Jamie Scott. There was a 2<sup>nd</sup> by Councilor Taylor. All members voted Aye and the Motion carried.

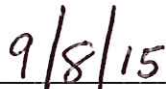
**ADJOURN:**

The meeting was adjourned at 8:28 p.m. in a Motion by Councilor Smith and a 2<sup>nd</sup> by Councilor Carleton. All members present voted Aye and the Motion carried.

Respectfully Submitted,



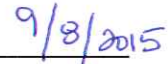
Mayor, Tim Saunders



Date



Oma Rowley – City Recorder



Date