

CITY OF MERRILL  
REGULAR BUSINESS MEETING  
Tuesday, June 9, 2015  
6:00 P.M.

**MEETING CALLED TO ORDER:**

The meeting was called to order at 6:08 p.m. by Council President, Melody Smith.

**ROLL CALL:**

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

Councilor/President Smith, Councilor Lesh, Councilor Carleton, Councilor Taylor and City Recorder - Oma Rowley

Absent: Mayor Tim Saunders

The flag salute immediately followed.

**BUDGET HEARING:**

Moved out of Regular Meeting to the Budget Hearing at 6:10 p.m. (See separate budget hearing agenda and minutes). Moved back into Regular Meeting session at 6:29 p.m.

*Note: There was a loss of power at 6:20 pm and the remainder of the Budget Hearing as well as the Council meeting was conducted under the lighting of phone flashlights and regular flashlights.*

**NEW BUSINESS:**

- The May 30, 2015 letter of donation and support to the Merrill Historical Society from Daniel Woodhead for the Merrill Modoc War Museum was presented to Council by President Smith.
- Marshall Bicknell and Greg Matthews were are on agenda to present to Council the idea of changing Washington Street between E. Front & E. First Streets into a one-way with parking on either side. Due to the power outage, Greg Matthews had to leave the Council meeting to handle water/sewer requirements. The driveway parking spaces (behind Post Office area) would be eliminated. The costs to do so is estimated to be between \$500-\$600. This item will be put on the agenda for public comment at the next scheduled meeting on July 14, 2015.
- A Resolution will be submitted next meeting to change the payroll processing dates as per clarification received by the City's independent auditors, Oster.
- Councilor Carleton stated that a work session to address fee schedules will be set at the next Council meeting.

**OLD BUSINESS:**

- **Water/Sewer rates**  
Councilor Carleton stated that the water/sewer rates need to be re-evaluated; that the 150% of the City limit rates need to be revisited and that the \$4 Budget Committee

recommendation for water/sewer increases to be saved for the water improvement project needs to be discussed in a future work session. The rate increase will be tabled until new rates will be identified and set in a new Resolution.

**CONSENT AGENDA:**

**1. Minutes Approval for May 12, 2015**

A motion was made by Councilor Carleton to accept the May 12, 2015 minutes. There was a 2<sup>nd</sup> by Councilor Lesh. Councilor Cindy Taylor stated that she did not agree to consulting with the City Attorney as Street Commissioner about the property between Aschoff's and Bement's where there is a 16' easement with no City right-of-way. All other 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 May 2015 Business License list.

A motion was made by Councilor Carleton and a 2<sup>nd</sup> by Councilor Lesh to approve the Business licenses list for May 2015. All members present voted Aye and the Motion carried.

**3. Ratify Phone polls:**

- AP approval: Accounts Payable – 5/12/15–5/27/15 polled 5/28/15 Councilors: Taylor, Lesh & Smith
- Hawkin's fence permit polled 5/21/15 Councilors: Carleton, Smith & Lesh
- Xylem sensors \$1228; Winema Electric pump install & 12 hr. pump timer \$697.42 polled Councilors Smith, Taylor and Carleton and then ordered by Greg Matthews 5/13/15

Councilor Carleton made a motion to approve the 5/12/15 Payables, the Hawkin's Fence Permit and the purchase of Xylem sensors \$1228 and Winema Electric Pump install & 12 hr. pump timer \$697.42. There was a 2<sup>nd</sup> by Councilor Lesh. All members voted Aye and the Motion carried.

**4. Bills for approval: Accounts Payable 6/8/15 check run approval**

Councilor Taylor made a motion to approve the 6/8/15 bills. There was a 2<sup>nd</sup> by Councilor Carleton. All members voted Aye and the Motion carried.

**ACTION ITEMS/GENERAL BUSINESS:**

**ORDINANCES: None**

**RESOLUTIONS: None**

## **RECORDER'S REPORT:**

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

Accounts Receivable

Bank Balances

ACH detail/POS detail

Payroll

- Vaccination Clinic for Your Dog, July 18<sup>th</sup> from 8:00am – 12:00pm  
The City Recorder and City Clerk will be volunteering to assist with the paperwork
- Quotes for blinds in City Hall Chambers were re-presented by the City Recorder. As a result of verifying contractor's licensing it was discovered that there is a Commercial license. While a residential license covers buildings up to 10,000 sq. feet, City Hall being 8,200 sq. ft, there is extra insurance and bonding coverage for the commercial license. In a revised bid from roller shades to solar screen shades, Basin Blinds & Shades submitted a revised bid for \$1490.50. After Council discussion of prior bids and commercial licensing, Councilor Smith rescinded the motion made at the May 12, 2015 meeting awarding the bid to Cyndee's Blinds. There was a 2<sup>nd</sup> by Councilor Taylor to rescind awarding the bid to Cyndee's Blinds. Councilor Taylor then made a motion to approve the lowest bid submitted by Basin Blinds & Shades of \$1490.50 in a re-bid for solar shades. There was a 2<sup>nd</sup> by Councilor Lesh. All members voted Aye and the Motion carried.

## **PUBLIC WORKS:**

- Due to power outage, the Public Works Director asked to speak early in the meeting. The June 2015 report was discussed. The report is attached to these minutes.
- Three bids for the three year maintenance water tower cleaning were budgeted in the FY 16/17 budget and are presented to Council:
  - Midco Diving Technologies \$2575.00
  - Liquivision Technologies \$2250.00
  - Inland Potable Services \$2699.00

Councilor Carelton made a motion to award the cleaning of the water tower to Liquivision Technologies for \$2,250.00. There was a 2<sup>nd</sup> by Councilor Taylor. All members voted Aye and the Motion carried.

- Hamilton is to pave the sidewalk this week or next week for \$3,783.00.
- The Recorder provided 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".
- The Recorder reiterated that there are engineering implications. IFA requires:
  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.

## **POLICE:**

### **Report:**

- Reported 6-8 callouts, several assaults, DUI arrest for Malin, theft case, police storage has been organized in files in the Police Office and there are security cameras to install.
- 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 stated that he would get a quote from R&J. The Council was in agreement that if the assessed written value was under \$500 that it would be okay to sell for \$1.00.

## **LAWYER:**

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

## **CODE ENFORCEMENT:**

- Review of May 2015 Code Enforcement spreadsheet:
  - a. **Mary White** – 304 Second Street dangerous building. \$1000 citation was sent 2/13/15. Code Enforcement court hearing date is set for June 18, 2015 at 2:00 at KC Justice Court.
  - b. **James Jeffs**, 131 West Court Drive, temporary storage unit/dry van was removed prior to the June 9, 2015 deadline. There is some remaining debris.
  - c. **Shelly Matson – 134 Second Street** dangerous building
    - Letter from Shelly Matson dated June 4, 2015 was provided to Council. She requests an extension on the demolition stating that she had just obtained a building permit and does not think that she will have the demolition completed by the June 9, 2015 deadline.
    - Council had agreed to a 90 day timeline for house removal by June 9, 2015.
    - Marshal Bicknell suggests a citation of \$1000 due to being in violation for not making the June 9, 2015 deadline. It will take 3 months to go to Court. A motion was made by Councilor Taylor to issue a \$1000 citation to Shelly Matson with a 2<sup>nd</sup> by Councilor Carleton. All members present voted Aye and the Motion carried.

## **CODE ENFORCEMENT OFFICER REPORT: STAN HINTON**

- 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.
- Upcoming: Stan discussed:
  - Send notices to Railroad and cell towers

- Discussed burning. If the Fire Department does not think it is safe to burn within the City limit, then the Fire Department should address Council during a meeting. If a ban is recommended to Council, the City Council will decide whether to do so.

**PLANNING**

Planning Commissioner Dick Carleton reported:

- Building Permit for Melissa Hawkin's fence (approved in a phone poll on 5/21/15)
- US Cellular cell tower accessory structure building permit to add an antenna to an existing cell tower
- Application for building permit for Alta Spicher (Nellie's) drive-through coffee shop

A motion was made by Councilor Taylor approving the building permits for: Hawkin's, US Cellular and Alta Spicher. There was a 2<sup>nd</sup> by Cindy Lesh. All members present voted Aye and the Motion carried.

**PUBLIC COMMENT:**

Citizen, Lee Harris, has agreed to head a committee on a salary and benefit package for City employees. Lee is asking for Council guidance to afford the results Council is looking for. The committee will look at rural demographics similar to Merrill; will establish a start and end to a salary schedule which will also establish a cap; and will evaluate benefits such as life insurance, cell phones, health insurance, etc. The goal of the committee is to make a recommendation to Council prior to March 2016 so that the benefit and salary package can be incorporated into the FY 16/17 budget process. To accomplish this task, Lee is asking for a copy of the Employee Handbook.

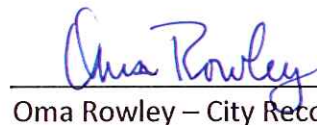
**OTHER: None**

**ADJOURN:**

The meeting was adjourned at 8:18 p.m. in a Motion by Councilor Lesh and a 2<sup>nd</sup> by Councilor Smith. All members present voted Aye and the Motion carried.

Respectfully Submitted,

  
\_\_\_\_\_  
Council President, Melody Smith      Date 7-14-15

  
\_\_\_\_\_  
Oma Rowley – City Recorder      Date 7/14/2015