

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, March 8, 2016
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:38 p.m. by Mayor, Tim Saunders. The meeting began later than scheduled due to the Planning Commission Public meeting for the Origis Energy Solar project that extended beyond 6:00 pm and into the Council meeting time.

ROLL CALL:

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

Absent: Councilor Taylor

The flag salute immediately followed.

NEW BUSINESS:

- **CIS/Best Practices Officials Training** was presented by Lance Lesueur-Midland Empire Insurance Agency. Lance presented a CIS training video to Council. As a result of this training, the City of Merrill will receive a liability insurance bonus in the next upcoming CIS billing cycle. Lance stated that a 6.01% across the board insurance increase is projected for FY 16/17 and suggests higher deductibles may reduce insurance costs.
- **Klamath Independent Power "PUD" brochure** was distributed with pre-meeting Council packets for their review and for a decision whether they would request Klamath Independent Public Power (KIPP) to do a presentation at the April Council meeting. Council is not interested in the KIPP presentation at this time.
- **Add violation section for Odors and Perceptible Effects of Presence of Marijuana to nuisances.** Marshal Bicknell reviewed a draft state ordinance for Council review. Council requested the City Recorder to prepare an ordinance for the April Council meeting for Council decision.
- **Appoint Budget Officer.** Mayor Saunders recommended to Council that City Recorder- Oma Rowley be appointed as Budget Officer for FY 16/17. A motion was made by Councilor Lesh to appoint Oma Rowley as Budget Officer for FY 16/17. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried.
- **Appoint Budget Committee Members FY 16/17.** Citizen Community members proposed for appointment: Lee Harris (1 Yr), Teresa Perry (1 yr), Sharon Lowery (3 yr), Bill Howard (3 yr), Joanne Johnson (3 yr). A motion was made by Councilor Carleton to appoint the Citizen Committee members for FY 16/17. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried. All five Council members will also be included in the Budget Committee FY 16/17.
- **Council goals for FY 16/17 Budget.** The City Recorder asked the Council for their goals for the FY 16/17 budget cycle. This question was to stimulate ideas from Council on

goals per each Council member for the upcoming budget cycle. Mayor Saunders replied that he would like the wage compensation plan to be straightened out and would like to see some improvement to the budget bottom line. Councilor Smith stated she would like the budget to be flexible. No comments were made by Councilors Lesh or Carleton.

- **The City Recorder requested that wage detail be provided by 3/14/16 by Employee staff supervisors.** The wage compensation committee, a committee idea that was developed out of last year's budget, was to propose a wage compensation plan to Council in March 2016. This committee was unable to achieve a compensation package proposal for Council. As a result, the City Recorder developed a wage scale spreadsheet that was distributed in the March 2016 Council pre-meeting packet materials. The City Recorder explained that the spreadsheet was an attempt to map out actual starting wages, 5% incremental wage increases for the first five years of employment, tapering to 2% or COLA adjustments and thereafter with consideration of potential longevity increases at the 15 and 20 year mark. The City Recorder explained that this was an example of wage increases for Council to use in their decision making processes/recommendations of wage increases for their respective staff.
- **Map of town address discrepancy as per 911 location inquiry.** An existing map of town was distributed to Council in their pre-meeting packets. The City Recorder explained that some addresses are not matching the 911 locator map system and that there are duplicate or incorrect numbers reported on the office map. Code Enforcement officer, Stan Hinton, will work on this project.

OLD BUSINESS:

- **SEI Electronic filing deadline reminder.**
The City Recorder reminded Council and Planning Commissioner that SEI filings are required to be filed electronically this year by **April 15, 2016**. The City Recorder set-up "seat assignments" regarding the City of Merrill filers to the Commission (SEI). Seat assignment information included: date of appointment to position, name and email address and phone number. Council is to receive an email from SEI with the survey link attachment and they are required to complete surveys by April 15, 2016.

CONSENT AGENDA:

- 1. Minutes Approval for February 9, 2016**
A motion was made by Councilor Carleton to accept the February 9, 2016 minutes. There was a 2nd by Councilor Smith. All other members present voted Aye and the Motion carried.
- 2. Business Rental License/renewals:**
The February 2016 list of Business License fees were approved in a motion by Councilor Smith and a 2nd by Councilor Carleton. All other members present voted Aye and the Motion carried.
- 3. Ratify Phone polls:**
AP approval: Accounts Payable
 - ❖ 2/24/16 \$14,354.99 Approved 2/24/2016 by Councilors: Lesh, Smith & Carleton, mailed 2/24/16

- ❖ *Amerititle for transfer of property from Merrill Baptist Church to City of Merrill File no# 89196AM-2 AP 2/24/16 \$507.00 Approved 2/23/2016 by Councilors: Lesh, Smith & Taylor. The check was hand delivered on 2/24/16 by Planning Commissioner Carleton.*

Councilor Smith made a motion to approve the ratification of the 2/24/16 Accounts Payable and ratification for 2/23/16 check payable for \$507 to Amerititle. There was a 2nd by Councilor Lesh. All members voted and the Motion carried.

4. **Bills for approval:** Accounts Payable 3/8/16 check run approval \$10,149.01. Councilor Smith made a motion to approve the 3/8/16 bills to pay. There was a 2nd by Councilor Carleton. All members voted Aye and the Motion carried.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

None

RESOLUTIONS

- **2016-746** City Recorder revised Job Description to include Planning Commission and Code Enforcement involvement. The City Recorder explained the revisions and format changes. Resolution 2016-746 was read by title, no discussion and re-read by title. Councilor Smith made a motion approving Resolution 2016-746 that revises the City Recorder job description. There was a 2nd by Councilor Lesh. 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

Payroll

City Attorney 2/25/16 invoice was reviewed

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

PUBLIC WORKS:

- See PW Director's report for March 2016 - attached to minutes.
- A trailer for the Bobcat will be budgeted for FY 16/17.

POLICE:

- Monthly report given specifying a stolen vehicle on Elm Street that was recovered quickly and returned to the owner. A ticket for exceeding 100 mpi was cited at the edge of Hwy 39 carrying a \$1150 fine.
- Marshall Bicknell requested the approval to purchase a safety vest for Officer Srch at an estimated cost of \$1,050. A motion was made by Councilor Smith approved the purchase of a safety vest for \$1,050. There was a 2nd by Councilor Carleton. All members voted Aye and the Motion carried.

- Marshal Bicknell stated that he would like to see a fund set up for abatement on personal property using fines collected from code enforcement. He would like to see funds collected on code enforcement being used to assist other property owners who otherwise could not afford to abate. The City Recorder replied that this request would be more easily achieved by budgeting a dollar amount and line item in the next fiscal period budget.

LAWYER:

Not available.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON

- The February 2016 Code Enforcement Councilor Report was distributed with Councilor pre-meeting packets and reviewed by Stan Hinton in the meeting (see attached).
- Stan suggested that Thousand Hills not be granted a rental business license next year if the property at 330 Front Street is not cleaned up and maintained.
- The Villanueva property at 219 Clay has been cleaned up.
- The barn on Main Street behind Martin's has had an abatement notice sent to an address in Arizona noticing to abate the three open pits in need of safety barriers.
- Mayor Saunders added that there have been two comments about James Jeff's yard needing TLC.

PLANNING – Commissioner Carleton

- **Solar Farm Update (Carleton).** Next steps: Zone change public meetings and decision. A second special Planning Commission public meeting was held on March 8 at 5:00 prior to the regular scheduled Council meeting. Attorney, Mel Ferguson, will meet with the Planning Commission later in March to discuss the public meeting items of record with the Planning Commission. It is not yet determined what date the Planning Commission will vote and recommend to Council for a decision.

PUBLIC COMMENT:

- None.

OTHER:

- Public Works Director, Greg Matthews, will put "No Truck" parking signs by Martin's.
- The Utility Worker I wage will be adjusted when certification has been obtained.

ADJOURN:

The meeting was adjourned at 8:18 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,


Mayor, Tim Saunders Date 4/12/16



Oma Rowley – City Recorder Date 4/12/16