

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, March 10, 2015
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:01 p.m. by Mayor Tim Saunders.

ROLL CALL:

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

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

Absent: Councilor Taylor

The flag salute immediately followed.

NEW BUSINESS:

- South Central Oregon Regional Solutions Coordinator – Susanna Julber, Region Solutions Coordinator-South Central Region. Susanna presented an overview of Regional Solutions (per distributed materials). Susanna also shared this program could be a potential source of assistance with our water upgrade project. Susanna will research The Oregon Main Street project/Diamond in the Rough (one-to-one match) and residential broadband to see if anything is available.

OLD BUSINESS:

- None

CONSENT AGENDA:

1. Minutes Approval for February 10, 2015

A motion was made by Councilor Carleton to accept the February 10, 2015 minutes. There was a 2nd by Councilor Lesh. All 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 February 2015 Business License list.

A motion was made by Councilor Lesh and a 2nd by Councilor Smith to approve the Business licenses list for February 2015. All members present voted Aye and the Motion carried.

3. Ratify Phone polls:

- R&J Auto estimate #051848 transmission replacement 2/17/15 and use of Contingency Fund amount (see details Resolution 2015-720).
- AP approval: Accounts Payable – 2/24/15 check run approval

- Nellie's Lemonade one-day Business License 3/7/15 Civic Center Garden Party Councilor Carleton made a motion to approve the R&J estimate and use of Contingency fund, Accounts Payable for 2/17/14, and the one-day Business License for Nellie's Lemonade. There was a 2nd by Councilor Smith. All members voted Aye and the Motion carried.
4. **Bills for approval: Accounts Payable 3/9/15 check run approval**
Councilor Smith made a motion to approve the 3/9/15 bills. There was a 2nd by Councilor Carleton. All members voted Aye and the Motion carried.
 5. **Appoint Budget Officer for FY 2015/2016**
Oma Rowley was appointed Budget Officer for FY 2015-2016 in a motion by Councilor Carleton and a 2nd by Councilor Smith. All members voted Aye and the Motion carried.
 6. **Appoint Planning Commissioner**
Mayor Saunders appointed Dick Carleton the Planning Commissioner (no vote required).

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES:

- **#2015-0310 Hunter Communication Franchise Agreement**
Ordinance #2015-0310 was read in title, open for discussion (None) and re-read in title. A motion was made by Councilor Smith and a 2nd by Councilor Carleton to approve Ordinance #2015-0310 to accept the Hunter Communication Franchise Agreement. All members voted Aye and the Motion carried.

RESOLUTIONS:

- **#2015-720 Authorization to Xfer Police Contingency to Police Vehicle Repairs per FY 14/15 budget**
Resolution #2015-720 was read in title, open for discussion (Recorder discussed contingency use requirements) and re-read in title. A motion was made by Councilor Carleton and a 2nd by Councilor Smith to approve Resolution #2015-720 to transfer budgeted Police Contingency funds to Police Vehicle Repairs. All members voted Aye and the Motion carried.

- **#2015-721 Code Enforcement Volunteer position and Job Description**
Resolution #2015-721 was read in title, open for discussion (None) and re-read in title. A motion was made by Councilor Smith and a 2nd by Councilor Lesh to approve Resolution #2015-721 accepting the Code Enforcement Volunteer position and Job Description. All members voted Aye and the Motion carried.

- **#2015-722 Fleet Safety Policy (compliance with our Risk Management Plan)**
Resolution #2015-722 was read in title, open for discussion (Recorder discussed 3 year driver training, DMV program notification) and re-read in title. A motion was made by Councilor Smith and a 2nd by Councilor Carleton to approve Resolution #2015-722 accepting the Fleet Safety Policy. All members voted Aye and the Motion carried.

RECORDER'S REPORT:

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

Accounts Receivable

Bank Balances

ACH detail/POS detail

Payroll

SEI Reminder

Best Practices Survey 3/3/15 increased rating from 77% to 83% (the higher the % the better insurance rate)

Best Practices Review Summary Results from 3/3/15 (2) page handout of risk category recommendations

VA SORC Announces Next Community Town Hall meet, Malin Community Center on 3/12/15 @ 1-3 pm.

The Recorder's report was approved with a Motion by Councilor Carleton and a 2nd by Councilor Lesh. All members present voted Aye and the Motion carried.

PUBLIC WORKS:

Absent. No report submitted.

POLICE:

No thefts reported again this month. Marshal Bicknell discussed that a search warrant has been served and an arrest made in Tulelake on felony charges for a mass theft ring. One suspect is still wanted. Marshal Bicknell briefly discussed the CIS annual Police Officer February conference he attended in Portland. An update was given on the 2009 Charger-Police vehicle and the search for an affordable steering column part. Marshal Bicknell provided a handout for Council to read - OACP Issue Briefing on OLCC Marijuana Policy Recommendations and he discussed the need for Council to review the OLCC site for review of laws and bills.

LAWYER:

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

CODE ENFORCEMENT:

- Marshal Bicknell reviewed the updated Code Enforcement spreadsheet distributed 3/6/2015 with pending items prior to Stan Hinton's assignment to Code Enforcement Officer as follows:
 1. James Jeffs, 131 West Court Drive, temporary storage unit/dry van. Mr. Jeffs addressed Council to request an extension of the March 12, 2015 removal date. Council agreed to extend the removal date by 90 days stating that it will need to be removed by the June Council meeting on June 9, 2015.
 2. The non-compliant trailer has been moved and looks good – John Heim property.
 3. Merrill Feed & Grain ownership – March 12, 2015 is due date for advising City of plan (with May 12/15 completion abatement due date). If no response by March 12, 2015 send next notice.

4. **Mary White** – 304 Second Street dangerous building. \$1000 citation was sent 2/13/15. Court date is March 10, 2015.
5. **Shelly Matson** – 134 Second Street dangerous building
Ms. Matson updated Council with the following:
 1. Cleared yard limbs, yard debris and trees are down.
 2. Council agreed to a 90 day timeline for house removal by June 9, 2015. Stan Hinton, Code Enforcement Officer, reminded that a permit is required to remove the house and that the proper Klamath County Departments (Assessor, Building Dept, etc.) will need to be contacted.
 3. City Recorder will prepare a letter for Ms. Matson approving the tear down of the house and shed. Ms. Matson will provide to the Klamath County Building Department.

CODE ENFORCEMENT OFFICER REPORT: STAN HINTON

- Working with moving one fence back 20' to be compliant and discussed a fence that is 10' into right of way.
- Lot dimensions are generally 115.75'x62.50'. Klamath County has maps that Stan can get copies of at no charge. Council approved getting new maps for each lot for the entire city.
- Reminder that \$5 address signs are available from the Fire Department to use as house address numbers.
- Asked if PW staff could clean up the yard at 137 Jefferson (duplex) as the property is in "limbo" with no assigned owner since the owner is deceased and not specifically assigned to anyone. The nephew decided to sell property to two different people but had no claim to the property. One owner started to fix the property up and then learned that he was not the sole owner. The people buying the property did not have a title search done and go through the proper purchasing procedures. Currently there is a stop order on fixing up the property. Council approved to have PW do the cleanup and move the debris to the backyard.
- Lee Harris asked if Main Street had ever been professionally surveyed. Stan will find this out.
- A "thank you" was expressed to Mary Walker for demolishing the cabins on Second and Clay Streets (for reference: Units 331-335 E. Second Street and 216, 218, 220, 222, 224 Clay Street).

PLANNING

- None

PUBLIC COMMENT:

- Alta Spicher - Nellie's Lemonade addressed Council inquiring about the consideration of selling the City lot located between the antique store and Pappy Gander's. Nellie's Lemonade would need power, the property would need a sub poll. Councilor Carleton suggested leasing the property? Council will discuss and table for further discussion.

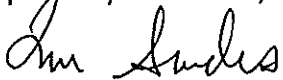
OTHER:

- Harold Hartman, a representative of the Klamath Public Safety Political Action Committee, came by the office on Council meeting day and requested that packets be shared with Council asking for their support of a ballot measure for Public Safety – Funding for the County Jail. The measure is for a 5 year tax levy to operate the jail @ a tax rate not to exceed \$1.14/\$1000 assessed property value. Councilor Smith made a motion in favor of supporting a ballot measure for Public Safety – Funding for the County Jail. There was a 2nd by Councilor Carleton. All members present voted Aye and the Motion carried.
- Mayor Saunders announced that the Merrill Lumber ribbon cutting ceremony would be on Friday, March 20, 2015 and that other City officials are welcome.
- Mayor Saunders discussed changing the City pay dates to be a date after the pay period ends. The City Recorder will discuss with the Auditors.

ADJOURN:

The meeting was adjourned at 7:41 p.m. in a Motion by Councilor Carleton and a 2nd by Councilor Smith. All members present voted Aye and the Motion carried.

Respectfully Submitted,



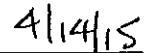
Mayor Tim Saunders



Date



Oma Rowley – City Recorder



Date