

CITY OF MERRILL
REGULAR BUSINESS MEETING
Tuesday, May 12, 2015
6:00 P.M.

MEETING CALLED TO ORDER:

The meeting was called to order at 6:05 p.m. by Mayor Tim Saunders.

ROLL CALL:

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

Mayor Tim Saunders, Councilor Lesh, Councilor Carleton, Councilor Taylor and City Recorder -
Oma Rowley, Councilor Smith (arrived late at 6:25)

Absent: N/A

The flag salute immediately followed.

NEW BUSINESS:

None

OLD BUSINESS:

- **Water/Sewer rates**

In the prior Council meeting a rate increase was discussed that would increase billings by 150% of the City limit rates. As the City Recorder was readying to send out utility rate increase notifications, it was noticed that the Resolutions 672 (2010 water rates) and 678 (2010 sewer rates) actually repealed the 150% of charges for service outside City. The rate increase will be tabled until new rates will be identified and set in a new Resolution.

- **Agricultural land lease expires July 1, 2015**

The revised land lease was updated with City Attorney changes. The term remains 5 years with a start date of July 1, 2015 and an end date of June 30, 2020. Councilor Carleton made a motion approving the land lease. There was a 2nd by Councilor Taylor. All members present voted Aye and the Motion carried.

- **Dogs in City Vehicles**

In an email received from Tena Purday (CIS), while CIS recommends against having dogs in City vehicles CIS will not charge the City extra for this exposure. Councilor Carleton stated that he felt it is okay unless there is a complaint.

- **Solar Energy Development update**

None. This item to be removed from agenda to be advised if/when information presents.

CONSENT AGENDA:

1. **Minutes Approval for April 14, 2015**

A motion was made by Councilor Carleton to accept the April 14, 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 April 2015 Business License list.

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

3. Ratify Phone polls:

- AP approval: Accounts Payable – 4/27/15

- Two-day business license Holmes Flower's, May 9-10, 2015

Councilor Taylor made a motion to approve the 4/27/15 Payables and Holmes Flower's two day business license. There was a 2nd by Councilor Carleton. All members voted Aye and the Motion carried.

4. Bills for approval: Accounts Payable 5/12/15 check run approval

Discussion pursued about the monthly cleaning service. Councilor Carleton asked why the City needs a monthly cleaning service and why cleaning could not be incorporated into the Public Works staff regular duties to save money? The Mayor stated that cleaning could should take place prior to the office opening at 8:00 am. The Recorder requested cleaning be done regularly as the customers bring in mud and dirt. The Public Works Director stated that this could be incorporated into the regular staff duties to be done once per week by Jamie and Frankie. The job description should be checked to be sure cleaning/maintenance of buildings is currently reflected in job descriptions or modifications will be necessary. This cleaning service will be ended on June 30, 2015 and Frankie will be notified. This elimination of cleaning service expense will be incorporated by the Budget Officer in the upcoming Budget Meeting documents for the May 14, 2015 meet.

Councilor Carleton made a motion to approve the 4/13/15 bills. There was a 2nd by Councilor Lesh. All members voted Aye and the Motion carried.

ACTION ITEMS/GENERAL BUSINESS:

ORDINANCES: None

RESOLUTIONS:

- **2015-723** Transfer \$5361.49 from General Equipment Reserve Funds to General Fund Checking to reimburse for Superior Fencing approved in the FY 14/15 Budget and paid September 24, 2014 (typo of year was corrected from 2015 to 2014). Resolution 2015-723 was read by title and Section 1), open for discussion (typo of year to be corrected from 2015 to 2014), and re-read. Councilor Taylor made a motion to approve Resolution 2015-723 for the \$5361.49 transfer of funds. There was a 2nd by Councilor Smith. All members voted Aye and the Motion carried.

- **2015-724** Absence Request Form
Resolution 2015-724 was read by title and resolution in detail, then open for discussion. Supervisor signature is required. The signed form should be turned into the Recorder's office for timecard backup. There was a question about which box to mark for Comp Time Taken and Personal Time Taken. This should be requested as "Other" and noted as CT or PT in the "Other" box. The Resolution was then reread by title. Councilor Smith made a motion to approve the Absence Request Form. There was a 2nd by Councilor Carleton. All members voted Aye and the Motion carried.
- **2015-725** Transfer of Water Sewer Reserves to Water Sewer Checking for Jetter purchase. Resolution 2015-725 was read by title and Section 1), open for discussion and re-read by title. Councilor Smith made a motion to approve the \$3720 Transfer from Water Sewer Reserves to Water Sewer Checking for 1/3 cost from the Water Fund for the pressure washer (Jetter). There was a 2nd by Councilor Taylor. 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

Councilor Carleton asked the Public Works Director if there is opportunity to increase sewer dumping revenue. Per the Public Works Director, too much dumping quantity or unacceptable dumping against our policy could cause the City to spend a lot of money to dredge.

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

- Quotes for blinds in City Hall Chambers were presented by the City Recorder. The lowest bid was \$1897 submitted by Cyndee's blinds (note: June meeting - commercial licensing reconsideration of bid and lower quote received). Councilor Smith made a motion to approve the lowest bid submitted by Cyndee's blinds. There was a 2nd by Councilor Taylor. All members voted Aye and the Motion carried.

PUBLIC WORKS:

Report given (see attached).

- The purchase of a \$3500 shared cost 16 system, remote access security system for the Merrill Historical Society, Water/Sewer (for customer collections) and Police (exterior City Hall Front and Park) was discussed. Councilor Smith made a motion to approve the \$3500 cost of the security system to be cost shared by Merrill Historical Society, Police and Water/Sewer. There was a 2nd by Councilor Carleton. All members voted Aye and the Motion carried.

POLICE:

Report:

- Recent events have included a cargo trailer theft, bad check, domestic violence, kidnapping and assault, scrapped vehicle, and a cross-state pursuit with OR state, CA Hwy patrol ending in Siskiyou County with a tase and take-down of the suspect.
- Sale of 1999 Crown Vic – Marshall Bicknell asked permission to sell the 1999 Ford Crown Vic for \$1.00 to Bill Lee. A discussion followed that with the past Crown Vic sale, the City Attorney had indicated an estimate of vehicle value should be obtained prior to disposal or sale. The City Recorder will check past minutes for guidance.

LAWYER:

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

CODE ENFORCEMENT:

- Review of May Code Enforcement spreadsheet discussion by Marshall Bicknell:
 1. **Merrill Feed & Grain ownership** – Tim Watterburg met with Marshall Bicknell to evaluate and understand what needs to be done and is cooperating fully with the abatement and dangerous roof situation. A nearby resident is concerned that roofing material will fall and injure something/someone.
 2. **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.
 3. **James Jeffs**, 131 West Court Drive, temporary storage unit/dry van to be removed by June 9, 2015.
 4. **Shelly Matson – 134 Second Street** dangerous building
 - 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.
 - City Recorder mailed a letter to Ms. Matson on April 6, 2015 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

- Does Council want mandatory garbage service for rentals?
- Street Commissioner – Cindy Taylor needs to consult with the City Attorney (after July 1, 2015 due to budget constraints in this FY) 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.

