

**CITY OF MERRILL**  
**REGULAR BUSINESS MEETING**

Tuesday, November 8, 2016

6:00 P.M.

**MEETING CALLED TO ORDER:**

The meeting was called to order at 6:02 p.m. by Mayor, Tim Saunders.

**ROLL CALL:**

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

Absent: None

The flag salute immediately followed.

**NEW BUSINESS:**

- KCEDA overview, presentation and membership detail was provided to Council by Randy Shaw and Greg O’Sullivan. Councilor Carleton asked to set up a meeting with Randy Shaw for the following week to discuss some Merrill development opportunities.
- Letters of support for the Lava Beds National park and for the 2017 Art of Survival bicycle ride previously signed by Council President, Melody Smith, were provided to Council to read.
- Consortium fiber optic \$25K grant options provided by Hunter Communication for the City of Merrill were distributed in pre-meeting packets to Council including email string correspondence and the grant agreement for construction of fiber optic cable and equipment, an agreement to be signed by Richard Myers-Regional Fiber Consortium Chair and Hunter Communication. This is a proposal to develop a fiber optic infrastructure within the City of Merrill sufficient to connect certain anchor institutions and provide equipment to establish service to certain locations in the City of Merrill.
  - Unless a location declines service, funds shall be expended to pass or develop service with the priority as listed:
    - Merrill City Hall
    - The Merrill Clinic (125 N Lincoln)

Hunter Communication will contact both the City of Merrill and the Merrill Clinic and if they desire to purchase services from Hunter, Hunter shall use the consortium grant to install laterals and the necessary equipment to establish service at the level desired prior to using Consortium funds to pass other locations as per the following listing.

- Merrill Business Park
- Fire Department
- Front Street Businesses

Milo Mecham, LCOG, welcomes the City’s input but says that options are limited. The City can reject the grant offer or alter the priority list.

- Binder of Charter, Code of Ordinance and Code of Rules adoption was discussed. Mayor Saunders offered to research a possible prior adoption date. If adoption is not found, an Ordinance will be presented on the December agenda for first reading.
- The Water Street residents were not present to address their complaint. Code Enforcement Officer, Stan Hinton, explained that Space 18 (Merrill Mobile Manor) is being used for storage and taking up some of the parking lot.
- Public Works Director, Greg Matthews, discussed the Small Cities Allotment (SCA) \$50K grant for Polk Street awarded to the City of Merrill. The agreement should be received by the City of Merrill for signature at the end of December. Work cannot begin prior to a signed agreement or prior to January 1, 2017. Greg stated that the City Engineer will be involved due to new construction.
- CenturyLink Franchise Agreement was distributed. Council was asked by the City Recorder to review the agreement to ready for discussion at the December 2016 Council meeting. The City Recorder stated that she will send the agreement to Great Basin Insurance for review of the insurance requirements section. Council gave approval for City Attorney to review.
- Centurytel monthly phone bill has increased due to the expiration of a three year contract. Mayor Saunders is in the process of seeking price quotes from Verizon and he will do a comparison to Centurytel. The Mayor also shared that Verizon has an LED Street light program. Marshall Bicknell shared that Centurytel stepped in for the 911 emergency situation he was involved in recently.

**OLD BUSINESS:** None

**CONSENT AGENDA:**

**1) Minutes Approval for:**

1. 9/13/16 Joint Planning/Council
2. 9/26/16 Special Council Meeting
3. 10/10/2016 Public Hearing

A motion was made by Councilor Smith to accept the 9/13/16, 9/26/16 and the 10/10/16 meeting minutes. There was a 2<sup>nd</sup> by Councilor Lesh. All other members present voted Aye and the Motion carried.

**2) Business Rental License/renewals:**

Business Licenses for September and October were all phone polls to be approved under the ratify phone poll section below.

**3) Ratify Phone polls:**

AP approval: Accounts Payable

- ❖ 9/27/16 \$13,897.75 *Approved 9/27/2016 by all Councilors Smith, Taylor & Lesh*
- ❖ 10/10/16 \$ 2,608.63 *Approved 10/12/2016 by all Councilors Smith, Taylor & Lesh*
- ❖ 10/25/16 \$12,646.58 *Approved 10/25 & 26/2016 by all Councilors, mailed 10/26/16*

2016 Business Licenses and One-Day permits

- ❖ K&K Express Deli, 406 Front Street, Delivery/Food Cart approved 9/2/16 by Councilors: Lesh, Taylor & Smith
- ❖ CA Waterfowl Assoc. & OLCC Temp sales application, event 10/8/16 One-Day permit, approved 10/3/16 by Councilors Lesh, Taylor & Smith
- ❖ Pound-it Fencing LLC 2016 Home Business approved 10/21/16 by Councilors Smith, Taylor, Carleton
- ❖ Denied Merrill Smoke Shop business application (3) No: Carleton, Taylor & Mayor Saunders (tie breaker); (2) Yes: Smith and Lesh

Councilor Smith made a motion to approve the business licenses for K&K and Pound-it Fencing LLC and the one-day permit for CA Waterfowl Assoc. and the denial of Merrill Smoke Shop. There was a 2<sup>nd</sup> by Councilor Carleton. All members voted Aye and the Motion carried.

4) **Bills for approval:** Accounts Payable 11/7/16 check run approval \$4,386.59.

Councilor Carleton made a motion to approve the 11/7/16 bills to pay. 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

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

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

Accounts Receivable

Bank Balances

ACH detail

Payroll

- November 9, 2016 office closed from 1-4 due to training
- November 23, 2016 office closed for holiday

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

##### **PUBLIC WORKS:**

See PW Director's report for November 2016 was reviewed and is attached to minutes. Greg Matthews introduced the idea of a wildlife viewing area using the City owned 2 parcel properties between Pappy Ganders and the old antique store. The future goal would be to dedicate the wildlife viewing area to Carl Barks.

Council liked the idea and was in agreement with moving forward with the wildlife viewing area.

**POLICE:**

- Marshall Bicknell reported a break-in at the Merrill Butcher shop.
- Officer Srch administered CPR during a medical emergency where a lady had quit breathing and he brought her back but she later passed away at the hospital.
- Attended training of first responders, mentally ill and how to deal with line of duty deaths.
- Marshall Bicknell thanked Klamath Falls, Malin and Tulelake PD's for their presence at the Potato Festival.
- Marshall Bicknell explained to Council that Officer Srch had exceeded accrual hours for Personal time (hours earned in lieu of holiday pay) and Vacation time by ~ 8 hours during the pay period that ended October 31, 2016. The Marshall asked Council for approval to roll those hours into the accruals for the November 1-15, 2016 pay period so as not to lose his benefit time. Due to the Marshall taking time off, call outs, and court attendance, Officer Srch was unable to take time off during the pay period to be compliant with the accrual limits. Councilor Smith commented that the Police Department will need to do a better job of coordinating and scheduling time off in the future.

**LAWYER:**

Not requested to attend.

**CODE ENFORCEMENT OFFICER REPORT: STAN HINTON**

- August – October 2016 Code Enforcement Councilor Report was reviewed.
- Stan Hinton and Marshall Bicknell will be scheduling a meeting with KC Commissioner, Tom Mallams, to discuss the strip of land between Wild Goose and Merrill Motel. It is recommended by Merrill Code Enforcement to obtain this strip of property for the City to use as an alley, as a neutral zone that would allow emergency access.
- Councilor Carleton will contact Dollar General to see if the outside lighting can be put on a timer.

**PLANNING – Commissioner Carleton**

None

**PUBLIC COMMENT:**

None


**OTHER:**

None

**ADJOURN:**


The meeting was adjourned at 7:50 p.m. in a Motion by Councilor Smith and a 2<sup>nd</sup> by Councilor Lesh. All members present voted Aye and the Motion carried.

Respectfully Submitted,

 12/13/16

Mayor, Tim Saunders

Date

 12/13/2016

Oma Rowley – City Recorder

Date

Audio file# WS500039