

CITY OF MERRILL
REGULAR BUSINESS MEETING

Wednesday, September 09, 2026
6:00 P.M.

Meeting to be held at the Merrill City Hall, 301 E. Second Street, Merrill, OR

Matters for council consideration not scheduled on the agenda can be addressed by the general public under the “Public Comment” section in the agenda. Testimony must be presented according to Council procedures. Items of non-emergency nature may be scheduled for future Council determination in order to provide sufficient time to analyze this issue.

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. MAYOR’S STATEMENT:

“To avoid meeting disruptions, please place cell phones on silent mode during the meeting. All meetings are recorded. When addressing the City Council, please state your name and speak clearly.”

5. PUBLIC COMMENT:

The public is invited to provide their comment and opinion to the City Council at this time on issues of their concern. Non-emergency issues brought up in this forum will not be considered tonight other than in this preliminary discussion, but if found to be warranted, may be considered at a future meeting of the City Council. Public comment is limited to five minutes per person.

6. CONSENT AGENDA:

Any item on the Consent Agenda will be removed and considered as a part of the regular agenda upon the request of any member of the City Council or public.

Meeting Minutes:

6.1 Approve August 12, 2026 Regular Business Meeting Minutes

Background: Approve the minutes which summarizes all business by the City Council for the Business Meeting held on the date stated above. Fiscal Impact: None.

Recommended Motion: Approve minutes as presented.

Business License:

6.2 Arizona Solar Solutions DBA Suntria

Background: Business submitted LUCS for 235 N Lincoln Street. Fiscal Impact: \$100.00 Revenue for 26/27 FY.

Recommended Motion: Approve Business License as presented.

Phone Poll Ratifications:

6.3 (a) July 14, 2026 09:23 a.m. Seeking City Council Approval for File No. 04-2026 (Councilor Baley-Email; Councilor Johnson-Verbal; Councilor Gatliff-Verbal) Approved 3-0 in favor.

6.3 (b) August 06, 2026 11:48 a.m. Approval for purchase of 420 14 Inch Gas Powered 66.7cc CutQuick Saw for \$1,449.99 (Councilor Gatliff-Text; Councilor Baley-Verbal; Councilor Johnson-Text) Approved 3-0 in favor.

Background: City Councilors were polled for time sensitive City Business on the dates stated above. Fiscal Impact: File No. 04-2026 \$50.00 Revenue for 25/26 FY, \$1,500.00 Revenue for 26/27 FY; \$1,449.99 Expenditure for 26/27 FY.

Recommended Motion: Ratify phone polls as presented.

Bills for Approval:

6.4 (a) Payables for Approval

Background: Payables for approval require 2 signatures on checks and a majority vote.

Fiscal Impact: 8/1/26-8/31/26 General Fund Expenditures \$15,656.85; Water Sewer Expenditures \$46,137.69; Street Fund Expenditures \$4,800.89 for 26/27 FY.

Recommended Motion: Approve Payables for Approval as presented.

6.4 (b) Water Sewer Transfer

Background: Transfer \$4.00 per sewer connection and \$12.00 per water connection per monthly utility payment from Water Sewer Checking to Water Sewer Reserve for Lagoon Principal Annual Loan Payment and Water Improvement Project Annual Loan Payment.

Fiscal Impact: Transfer of \$6,612.00.

Recommended Motion: Approve Water Transfer as presented.

7. STAFF REPORTS:

7.1 POLICE:

Report

7.2 PUBLIC WORKS:

Report

7.2 (a) Permission to Use City of Merrill Flatbed Trail and Ford F-150

Background: Matthews Family is Grand Marshall for Klamath County Potato Festival with an invitation to Interim Public Works Director Roman Vazquez. Seeking permission to use city property for event. Fiscal Impact: None.

Recommended Motion: Approve Matthews Family and Interim Public Works Director Roman Vazquez use city property for the honor.

7.3 RECORDER:

Report

7.4 LAWYER:

Report

7.5 CODE ENFORCEMENT:

Report

7.6 PLANNING:

Report

7.6 (a) File No. 07-2026 Land Use Compatibility Statement (LUCS); Convert Assessory Structure/Barn into Single Family Dwelling for Tax Lot 4110-0011AB-01000

Background: Councilor Johnson made a motion to approve File No. 07-2026 Land Use Compatibility Statement (LUCS); Convert Assessory Structure/Barn into Single Family Dwelling for Tax Lot 4110-0011AB-01000. Councilor Baley 2nd the motion. The motion passed 2-0, 1 recusal by Councilor Gatliff due to Conflict of Interest. The motion requires a vote by the mayor due to quorum requirements left by the vacancy of Councilor McCollam and recusal by Councilor Gatliff. Fiscal Impact: \$50.00 Revenue for 26/27 FY.

Recommended Motion: Rescind motion as stated above. Approve File No. 07-2026 as presented with conditions.

7.6 (b) Approve *Municipal Code Article 154 Development Code June 12, 2007, Updates Per DLCD Guidelines*

Background: Tabled. Fiscal Impact: None.

Recommended Motion: None.

8. LOST RIVER ARTS AND CULTURAL ALLIANCE:

Report

9. NEW BUSINESS:

9.1 Approve Audit Engagement Letter

Background: Annual Audit performed by Romig & Peile CPA. Fiscal Impact: \$35,090.00.

Recommended Motion: Approve Audit Engagement Letter as presented.

9.2 Discuss Advertising for Officer Position

Background: Recent background investigation ceased. Fiscal Impact: ~ \$4,000.00 (advertising, background investigation, medical, psychological testing)

Recommended Motion: None.

9.3 Appointment to Position #4

Background: Applications for November Ballot was due August 25, 2026. Applications were submitted for Position #3 and Position #2. Position #4 remains unfilled. Mark Warner and Carlos Rivera submitted a written interest in the position 8/31/2026. Fiscal Impact: None.

Recommended Motion: Mayor Guthrie appoints Position #4. City Council motions to approve or oppose the appointment.

10. OLD BUSINESS:

10.1 Discuss Dangerous Dog Restrictions and/or Ban

Background: Breed Specific Dog Ban Ordinances from City of Malin, Malheur County, and City of Heppner were submitted to the City Council for review on May 13, 2026. State of Oregon has behavior based dangerous dog restrictions; however, no State of Oregon statute preempts breed-specific legislation thereby allowing cities and counties to adopt breed specific bans. Thus far, City Council recommended definitions and additional verbiage be added to the City of Merrill Ordinance. Fiscal Impact: Unknown.

Recommended Motion: None.

11. ACTION ITEMS/GENERAL BUSINESS:

11.1 ORDINANCES:

11.2 RESOLUTIONS:

11.2 (a) Resolution 2026-1003 Transfer Funds to Comply with Budget Law Requirements

Background: Purchases made with debit card are withdrawn from General Fund Checking. Payments made using POS Terminal are deposited into Water Sewer Checking. A resolution is required to transfer funds for 26/27 FY appropriations. Fiscal Impact: None.

Recommended Motion: Approve resolution as presented.

11.2 (b) Resolution 2026-1004 Adopt Notarization Best Practice Policies

Background: Read resolution into the record. Fiscal Impact: None.

Recommended Motion: Approve resolution as presented.

11.2 (c) Resolution 2026-1005 Authorized Signatures On All Bank Accounts

Background: Read resolution into the record. Fiscal Impact: None.

Recommended Motion: Approve resolution as presented contingent upon the candidate being appointed to Position #4.

11.2 (d) Resolution 2026-1006 Authorized Signatures On All Bank Accounts

Background: Read resolution into the record. Fiscal Impact: None.

Recommended Motion: Approve resolution as presented contingent upon the candidate being appointed to Position #4.

12. OTHER – ADDRESS ITEMS FOR FUTURE AGENDAS:

13. PUBLIC COMMENT:

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than in this preliminary discussion, but if found to be warranted, may be considered at a future meeting of the City Council. Public comment is limited to 5 minutes per person.

14. ADJOURN Regular Session: