

REGULAR BUSINESS MEETING
301 E SECOND STREET MERRILL, OREGON 97633
Wednesday, April 09, 2025 6:00 P.M.

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, April 09, 2025 Business Meeting to order at 6:00 p.m.

ROLL CALL:

Roll call was taken with the following members of Council and others being present: Councilor Johnson, Councilor Gatliff, Councilor Baley, Councilor McCollam, Mayor Guthrie, and City Recorder Pro Tem Northcutt.

FLAG SALUTE:

The **Flag Salute** immediately followed with Mayor Guthrie taking the lead.

MAYOR STATEMENT:

Mayor Guthrie asked that everyone please turn cell phones on silence. All meetings are recorded. When addressing the City Council, please speak clearly and state your name.

PUBLIC COMMENT:

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

No public comment.

CONSENT AGENDA:

- **Meeting Minutes:**
Approve March 12, 2025 City Council Meeting Minutes
Councilor Baley made a motion to approve the March 12, 2025 City Council Meeting Minutes. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.
- **Business License Renewals:**
Tacos ala Mexicana, La Michocana, Pappy Ganders, George Macaluso Rental (607 E First St)
Councilor Baley made a motion to approve the Business Licenses. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.
- **Phone poll ratifications:**
- **Accounts Payable:**
March 2025 Account Payables: Councilor Gatliff made a motion to approve the Account Payables.
Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
March 2025 Water Transfer: Councilor Gatliff made a motion to approve the Water Transfer. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

STAFF REPORTS:

- **Police:**
Report: Police Commissioner McCollam read Sergeant Hetherwick's report in his absence. March to April as follows: 10 traffic stops with 2 citations for speed; 3 911 hang up calls involving non-suspicious activity; completed unattended death investigation at 623 Front Street (no foul play involved); civil standby at 230 Willow Street; and welfare check at 102 E Front Street. A resident reported an active burglary at 201 Garfield Street. It was determined that a Walker Farms Employee was moving into the residence. Sergeant Hetherwick spoke with juveniles and issued a warning regarding riding dirt bikes on City streets; juveniles' problem on Fourth Street and dirt bikes. A citizen complained about a stop sign being obstructed by baseball bleachers on Third Street. CivicEye has not responded to questions regarding the estimate. Sergeant Hetherwick is going to research other programs.

Councilor Gatliff requested Sergeant Hetherwick speak with the juveniles' again regarding dirt bikes on Fourth Street.

- Discuss CivicEye Report Writing System: Tabled.
- **Public Works:**
Report: Public Works Director Matthews reported: Checked lifts; filled ditch at Willow Street; well level is at 65' foot with pump running; submitted well level monitoring report; completed and submitted Discharge Monitoring Report; obtained water and sewer samples; hung pink tags without shutoffs; residential shutoffs due to broken water lines; outside dumping revenue at \$93,500.00; cleaned restrooms; fix 2 sewer plugs; cleaned shop; replaced 2" meter; trimmed trees; and hydrant estimated repair Wednesday, April 9, 2025 for \$2,200.00. Public Works Director Matthews is waiting to order meter boxes due to the high quote. There is an alternative outlet with refurbished meter boxes. Irrigation from the lagoon has begun due to lagoon levels in compliance with ground saturation levels; reviewed budget with City Recorder Hernandez; scraped lot; and Klamath County has begun sweeping City streets prior to May 2025/June 2025 crack sealing; removed a swing set at Merrill Elementary.
- **City Recorder:**
Report: City Recorder Pro Tem Northcutt reported City Recorder Hernandez meeting with Department Heads for 25-26 Budget review; held a meeting with Klamath County Public Health; finalized audit; completed SEI; completed Code Enforcement Resolution/Job Description Amendments; assisted with technical computer issues; set-up for Rural Klamath Connects meeting; completed annual fire extinguisher inspection; posted video surveillance warning; and other administrative duties.
- **Lawyer:**
Report: No report.
- **Code Enforcement:**
Report: City Recorder Pro Tem Northcutt read bulletin points of Code Enforcement Perry's report into the record in her absence.
- **Planning:**
Report
- File #02-2025 4110-00200-01703 Merrill Tract, Lot 9 General Review Application: The owner is performing a title search to obtain the easements requested by City Council. Tabled.
- File #04-2025 Type 1A Review Application, Fence Application and Site Plan for New and Replacement Fence Construction: Type 1A Review Application was submitted with the Planning Commission for review. The City of Merrill Planning Commission recommends File #04-2025, Fence Application and Site Plan for new and replacement fence construction, be denied. The fence height needs to be changed to 4 foot and abide by all fencing codes. Councilor McCollam made a motion to deny File #04-2025 Type 1A Review Application, Fence Application and Site Plan for New and Replacement Fence Construction. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.
- File #05-2025 Wild Goose Lodge Electric Mobility Grant Letter of Support: A request for a Letter of Support was submitted with the Planning Commission for review. The City of Merrill Planning Commission recommends File #05-2025 Wild Goose Lodge Electric Mobility Grant Letter of Support be approved with specific conditions. When the grant is approved, a Site Plan depicting EV Charging location, ingress and egress, and ODOT restriction submitted for approval. Councilor McCollam made a motion to approve File #05-2025 Wild Goose Lodge Electric Mobility Grant Letter of Support. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- File #06-2025 Right of Way Permit and Site Plan for Relocation: File #06-2025 Right of Way Permit and Site Plan for Relocation is for informational purposes due to the signatories being City Engineer Anderson and Public Works Director Matthews. A permit application was submitted to the Planning Commission for review. The City of Merrill Planning Commission approved File #06-2025 Right of Way Permit and Site Plan for Relo Merrill – M220077 – Lumen National Project for the ODOT's "OR39": Merrill SRTS Project M220077.

- File #07-2025 Street Cut Permit and Site Plan for Relocation: A permit application was submitted to the Planning Commission for review. The City of Merrill Planning Commission recommends File #07-2025, Street Cut Permit and Site Plan for Relo Merrill – M220077 – Lumen National Project for the ODOT’s “OR39”: Merrill SRTS Project M220077. Councilor McCollam made a motion to approve File #07-2025 Street Cut Permit and Site Plan for Relocation. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.
- File #08-2025 Street Cut Permit and Site Plan for Relocation: A permit application was submitted to the Planning Commission for review. The City of Merrill Planning Commission recommends File #08-2025, Street Cut Permit and Site Plan for Relo Merrill – M220077 – Lumen National Project for the ODOT’s “OR39”: Merrill SRTS Project M220077. Councilor Johnson made a motion to approve File #08-2025 Street Cut Permit and Site Plan for Relocation. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.
- File #09-2025 Right of Way Permit and Site Plan for Relocation: File #09-2025 Right of Way Permit and Site Plan for Relocation is for informational purposes due to the signatories being City Engineer Anderson and Public Works Director Matthews. A permit application was submitted to the Planning Commission for review. The City of Merrill Planning Commission approved File #09-2025 Right of Way Permit and Site Plan for Relo Merrill – M220077 – Lumen National Project for the ODOT’s “OR39”: Merrill SRTS Project M220077.
- File #10-2025 Fence Application and Site Plan for New Fence Construction: Type 1A Review Application was submitted with the Planning Commission for review. The City of Merrill Planning Commission recommends File #10-2025, Fence Application and Site Plan for new fence construction, be approved. Councilor McCollam made a motion to approve File #10-2025 Fence Application and Site Plan for New Fence Construction. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- Report: Public Works Director Matthews reported on sponsorships, vendors, bands, and travel plans of the bands.
- Request \$1,400.00 Oregon Community Foundation Solar Funds: Public Works Director Matthews requested \$1,400.00 for the Merrill Beautification Project (Flower Baskets). Councilor Johnson made a motion to approve \$1,400.00 for the Merrill Beautification Project (Flower Baskets). Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.

NEW BUSINESS:

- Approve City of Merrill Employee Handbook Amendments: Councilor Johnson requested the Merrill Employee Handbook due to questions for City Recorder Hernandez. Tabled.
- Approve City of Merrill COOP Plan: Continuity of Operations Plan is a guide to continuing operations in the event of an emergency. Councilor Gatliff made a motion to approve the City of Merrill COOP Plan. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.
- HB 3917 Logo Support: Tabled.
- Reminder to Complete and Submit Statement of Economic Interest (SEI): Councilor Gatliff inquired about the responses required. Councilor McCollam requested confirmation of submission for all members.
- Approve Front Street Hydrant Repair: J & K Construction will fix the hydrant for \$2,200.00 (valve replacement and extender) Councilor Gatliff made a motion to approve the Front Street Hydrant Repair. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- Approve 425 W Front Street Audit Utility Increase Letter: City Recorder Pro Tem Northcutt informed the Council that Klamath County Public Health inspection that Merrill Mobile Manor was underbilled for actual lots (26 verses 32). Councilor Johnson made a motion to approve 425 W Front Street Audit Utility Increase Letter. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.
- Approve 2023-2024 FY Audit Weakness and Deficiencies: Councilor McCollam made a motion to approve 2023-2024 FY Audit Weakness and Deficiencies. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.
- Agricultural Land Lease Renewal 2025-2030: Public Works Director Matthews stated the lease is for the property at the lagoon. Councilor McCollam made a motion to approve Agricultural Land Lease Renewal 2025-2030. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.

OLD BUSINESS:

ORDINANCES:

RESOLUTIONS:

- Resolution 2025-963 Amend Code Enforcement Job Description: Resolution 2025-963 Amend Code Enforcement Job Description was read into the record by title. Councilor Johnson made a motion to approve Resolution 2025-963 Amend Code Enforcement Job Description. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor. The seasonal shall be from April 1-October 31.
- Resolution 2025-964 Transfer Line-Item Funds for Budget Compliance: Resolution 2025-964 Transfer Line-Item Funds for Budget Compliance was read into the record by title. Councilor Gatliff made a motion to approve Resolution 2025-964 Transfer Line-Item Funds for Budget Compliance. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

OTHER-FUTURE AGENDAS:

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 5 minutes per person.

No public comment followed.

ADJOURN MEETING:

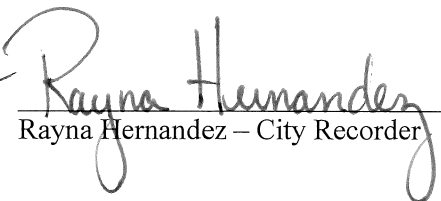
Councilor Baley made a motion to adjourn the April 09, 2025 Meeting. Councilor Gatliff 2nd the motion. With all in favor, the meeting adjourned at 6:48 p.m.

Respectfully Submitted,



Terry Guthrie – Mayor

Date



Rayna Hernandez – City Recorder

Date

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