

CITY OF MERRILL
REGULAR BUSINESS MEETING
301 E SECOND STREET MERRILL, OREGON 97633
Wednesday, December 10, 2025
6:00 P.M.

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, December 10, 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 Hernandez.

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 followed.

CONSENT AGENDA:

Meeting Minutes:

Meeting Minutes:

- Approve October 08, 2025 (Sic) Regular Business Meeting Minutes: City Recorder stated the date of the minutes to be approved is November 12, 2025. Councilor Baley made a motion to approve the November 12, 2025 Regular Business Meeting Minutes. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.

Business License:

- Merrill City Storage 2025 Annual Business License
 - Merrill City Storage 2026 Annual Business License
 - Cobian/Valadez 2026 Rental Annual Business License
 - Dan's Auto Body 2026 Annual Business License
 - Gatliff 2026 Rental Annual Business License
 - Columbia Bank 2026 Annual Business License
 - Drew Heaton Farming 2026 Rental Business License
 - Modoc Electric, LLC 2026 Annual Business License
 - R & J Auto Repair 2026 Annual Business License
 - Bentley Physical Therapy, LLC 2026 Annual Business License
 - The Sewing Works 2026 Annual Business License
 - Double J Farms 2026 Annual Home Based Business License
 - Tacoz Guzman 2026 Annual Business License
- Councilor Gatliff recused self due to conflict of interest. Councilor Johnson made a motion to approve the business licenses. Councilor McCollam 2nd the motion, The motion passed 4-0 in favor.

Phone poll ratifications:

- Approve Krakatoa, Inc. 2025 Annual Business License (Councilor McCollam, Councilor Johnson, Councilor Baley) Approved 3-0, 1 Abstained (Councilor Gatliff Abstained Due to Residential Location)

- Approve File #23-2025 Land Use Compatibility Statement (LUC) for Tax Lot 4110-001CC-03200 (Councilor McCollam, Councilor Gatliff, Councilor Johnson) Approved 3-0 in favor, 1 No Vote
- Approve Resolution 2025-987 Transfer Funds to Comply with Budget Law Requirements (Councilor McCollam, Councilor Gatliff, Councilor Johnson, Councilor Baley) Approved 4-0 in favor
No objections were voiced to the phone poll ratifications.

Accounts Payable:

- November 2025 Account Payables
Councilor Johnson made a motion to approve the Accounts Payables. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.
- November 2025 Water Transfer
Councilor Gatliff made a motion to approve the Water Transfer. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.

STAFF REPORTS:

Police:

- Report: Sergeant Hetherwick submitted report but was not present. Performed 10 traffic stops with 1 cite for speed; responded to 4 property alarms at Dollar General; Suicidal Subject, report stated soon to be ex-husband was going to hurt himself, upon contact, determined to be Code 4; follow-up on harassment involving former co-worker and employee, which was determined to be unfounded; Citizen Assist on parking log trucks for an extended amount of time, handled by phone; responded to property alarms at Merrill Mobile Manor twice, which was determined to be unfounded; Assisted in Warrant Arrest for Klamath County; Suspicious Activity behind La Michocana near City Sewer Plant; escorted homeless person to Klamath Falls. Police Commissioner McCollam requested game trail cams be purchased for security purposes at City Sewer Plant.
- Klamath County Sheriff's Department Police Contract: Tabled.

Public Works:

- Report: Public Works Director Matthews submitted report but was not present: Checked lifts; well level with pump running is 66'; completed and mailed Discharge Monitoring Report (DMR); hung pink tags; performed multiple locates; collected water samples; collected sewer samples; collected nitrate and inorganic; outside dumping revenues at \$75,000.00 to date; set new motor at Lincoln Lift Station. A pipe on S. pump could not be unplugged; therefore, a new contraption was built to use both pumps and Lincoln Lift Station is now working. Butler had used a camera to no avail. Submitted annual water usage to OWRD; received certifications for CEU's; completed and submitted Oregon Department of Transportation (ODOT) applications for hanging Christmas lights; thank you to Utility Worker Roman Vazquez and Gary Fields; borrowed lift truck from Tulelake; cleaned restrooms; had one sewer plug; leveled dirt at lagoon; cleaned lagoon; repairs made to dump truck; purchased heater for chlorine room; worked on RV dump site; trimmed trees.

City Recorder:

- Report: City Recorder Hernandez acknowledged the passing of the late City Councilor Cynthia Lesh Wight who was invaluable during her terms at the City of Merrill. City Recorder Hernandez read submitted report as follows: Sidewalk removal permission letter; post office communications; research and communications with federal and state agencies; audit is ongoing; and other administrative duties.

Lawyer:

- Report:

Code Enforcement:

- Report: Sergeant Hetherwick submitted report but was not present. Received a complaint regarding a scrap truck and junk parked along fence. Referred the complainant to Klamath County due to conflict of interest. Received complaint regarding junk cars behind La Michocana.

Planning:

- Report:

- File 25-2025 Vacation of Partition Plat 10-24, and Lot 8 of Block 29; General Review Application & Preliminary Map 60-25 for Tax Lots R 4110-001CC-05000 & R 4110-001CC-05200: Councilor McCollam made a motion to approve File 25-2025 Vacation of Partition Plat 10-24, and Lot 8 of Block 29; General Review Application & Preliminary Map 60-25 for Tax Lots R 4110-001CC-05000 & R 4110-001CC-05200. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.
- File 26-2025 Sign Permit for Ed Staub – Fast Break Application Tax Lots R 4110-001CC-05000 & R 4110-001CC-05200: Councilor McCollam made a motion to approve File 26-2025 Sign Permit for Ed Staub – Fast Break Application Tax Lots R 4110-001CC-05000 & R 4110-001CC-05200. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- File 27-2025 Fence Application for Tax Lot 4110-002DC-00100: Councilor McCollam made a motion to approve File 27-2025 Fence Application for Tax Lot 4110-002DC-00100. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- Report: City Recorder Hernandez reported Public Works Director Matthews held the 18th Annual Christmas Program December 6, 2025. He also has a disabled volunteer from a Work Program working in the museum two hours per week.

NEW BUSINESS:

- Discuss Flag on Front Street: The hybrid flag has been relocated from the United States Post Office, a federal building. The flag is now freedom of speech.
- Presentation by Basin Harvest Foundation: Councilor Gatliff presented Basin Harvest Foundation as President. Councilor Gatliff, currently under the umbrella of Lost River Arts and Cultural Alliance, is applying for 501c3 non-profit status. “The Basin Harvest Foundation is a community driven non-profit based in Merrill, Oregon, dedicated to nurturing the well-being of the people who call the small town of Merrill home. Our foundation was created from a simple idea-strength of a community lies in how it cares for its people, especially the elderly and those facing hardship. Through local programs, events and direct support, the Basin Harvest Foundation works to uplift the less fortunate, provide meaningful activities close to home, and ensure that no one in our rural community is left behind.” The foundation is seeking officers, volunteers, and financial support. The first event will be coffee and donuts followed by senior luncheons. Councilor McCollam made a motion to approve the City Hall for Basin Harvest Foundation events. Councilor Baley 2nd the motion. The motion passed 3-0 in favor, 1 recusal due to conflict of interest. Councilor Johnson made a motion to donate \$500.00 to Basin Harvest Foundation (Lost River Arts and Cultural Alliance shall be fiscally responsible for the funds). Councilor McCollam 2nd the motion. The motion passed 3-0 in favor, 1 recusal due to conflict of interest.
- Oregon Ethics Commission-Changes to Government Ethics Law (Informational): House Bill 2930 changes the definition of the Conflict of Interest provisions in Oregon Government Ethics Law to add public officials’ household members. Starting on January 1st, the Conflict if Interest provisions will apply to public officials, their relatives, and members of their household, and any business that a public official, or their relative, or a member of their household is associated with. In Oregon Government Ethics Law, a member of the household is anyone who lives in a public official’s home. Members of the household share an address with the public official.

OLD BUSINESS:

ORDINANCES:

RESOLUTIONS:

- Resolution 2025-988 Change Residential Address: Councilor Johnson made a motion to approve Resolution 2025-988 Change Residential Address. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.
- Resolution 2025-989 Transfer Funds to Comply with Budget Law Requirements: Councilor Gatliff made a motion to approve Resolution 2025-989 Transfer Funds to Comply with Budget Law Requirements. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

OTHER-FUTURE AGENDAS:

- Christmas Lights for the Good Duck Park and Friends of Merrill Park

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.

Mayor Guthrie stated the Merrill Lion's Club is requesting a City of Merrill representative on December 20, 2025 at 6:00 p.m. to receive an award. Councilor Johnson and Councilor Baley were designated to attend.

ADJOURN MEETING:

Councilor Johnson made a motion to adjourn the December 10, 2025 Meeting. Councilor Gatliff 2nd the motion. With all in favor, the meeting adjourned at 6:47 p.m.

Respectfully Submitted,

Terry Guthrie – Mayor

Date

Rayna Hernandez – City Recorder

Date

File #2024-03-07-10-59-15