

CITY OF MERRILL
REGULAR BUSINESS MEETING
Wednesday, December 15, 2021 6:00 P.M.

MEETING CALLED TO ORDER:

Mayor Carlson called the Wednesday, December 15, 2021 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 Carleton, Councilor Baley, Councilor McCollam, Mayor Carlson, and City Recorder Hernandez.

FLAG SALUTE:

The **Flag Salute** immediately followed with Mayor Carlson requesting Councilor Johnson to take the lead.

MAYOR STATEMENT:

Mayor Carlson 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 Pro-Tem Carleton 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.

Jim Farmer (133 Monroe): Resident Jim Farmer expressed anger over the housing situation.

Eric Taysom (102 E Court Dr.): Resident Eric Taysom inquired to an agendized item, "Welcome to Merrill" sign and landscaping.

CONSENT AGENDA:

- **Meeting Minutes:**
November 9, 2021 Council Meeting Minutes: Councilor Carleton made a motion to approve the November 9, 2021 Meeting Minutes and entire consent agenda. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.
- **Phone Poll:**
Move City Council from Tuesday, December 14, 2021 to December 15, 2021 (Approved 4-0 in favor).
Refer to meeting minutes for motion.
- **Business License Renewals:**
- **Business Licenses:**

Imagine Mapz, LLC (Home Based Business) 2021 Imagine Mapz, LLC (Home Based Business) 2022 El Jefes Restaurant Merle's Custom Butchering Ribbon-n-Print MJ Trucklines, LLC Valadez Rental Ramon Santiago Rental Rafael Alonzo Duplex Rental Merrill Mobile Manor Cesar Montano (3) Modoc Electric, LLC Basin Fertilizer Hickey-Croy, LLC	Tony Johnson Rental Martin's Food Center Merrill Polar Bear Eusebio Alonzo Rental El Meson Laundromat Cuauhtemoc Azamar Rental John Walker Rentals (2) Ed Staub's & Sons Petroleum, Inc. Merrill Motel/RV CTI Merrill City Storage Modoc Electric, LLC The Sewing Works Double J Farms Inc.
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Hickey Organics
Jesse D. Hickey Farms, LLC
Merrill Lumber Co.

Janet Herman Rental
Paul and Donna Donahoe Rental

Councilor Baley made a motion to approve the business licenses. Councilor Carleton 2nd the motion. The motion passed 3-1, Councilor McCollam abstained as the trustee for Merrill Motel/RV.

- **Accounts Payable:**

November 2021 Account Payables: *Refer to meeting minutes for motion.*

November 2021 Water Transfer: *Refer to meeting minutes for motion.*

STAFF REPORTS:

- **Police:**

- Mayor Carlson thanked City of Malin at the Tuesday, December 14, 2021 City Council Meeting for police presence.

Councilor Baley reiterated progress in regards to the arson on Washington Street and the bank robbery.

- **Public Works:**

- Utility Worker Roman Vazquez submitted report and read: Checked lifts; took water and sewer samples; well level is at 84 feet with pump running, an increase of five feet from November; completed and mailed Discharge Monitoring Report (DMR); hung pink tags; performed four locates; allowed outside dumping, with revenues approximately \$46,000.00 to date; cleaned restrooms. The restrooms have been vandalized three times and will be locked nightly. Cleaned at the lagoon; cleaned shop; added to the debris pile and burned; rebuilt Lincoln Street piping and remounted motor; fixed two sewer plugs; wrote monthly article for newsletter; hung Christmas Baskets; took quarterly Volatile Organic and Synthetic Organic Compound water tests; met with Oregon Department of Transportation in regards to the Safe Routes to School Project; hung tree lights and snowflakes on Front Street. Public works thanked Gary Fields and Chewy from City of Tulelake for the use of their lift truck. Worked on Court Drive situation; readied snowplow and tractors for the season; plowed snow; reset meter box at Water Street; set-up and performed for the Christmas Program.

- **City Recorder:**

- City Recorder Hernandez sought a City Councilor to have the new General Fund Checking and Merrill Commercial Reserve linked to online banking for transfers and fraud prevention; submitted audit through Oregon State Treasury for unclaimed property; distributed Safe Harbor documents; Public Records Requests; transitioned retirement structure due to the merging of Charles Schwab and TD Ameritrade; and other administrative duties.

- **Lawyer:**

- Report: Not requested to attend.

- **Code Enforcement:**

- Report: No Report.

- **Planning:**

- Report: *Mayor Carlson recused self due to conflict of interest.* Councilor Carleton stated the Planning Commission intends on strengthening the Fencing Ordinance to protect City interests. City Clerk Northcutt reporting Business Owner Troy Ingram intends to rent Connex storage units and sell storage sheds at 505 E. Front Street. The City is awaiting Business Owner Troy Ingram's Land Use Compatibility Statement. The Planning Commission approved the application for Ed Staub's Card Lock Station and is proceeding forward with notifications for public comment. The Planning Commission issued a Cease and Desist Order to 179/181 E Court Drive, adjacent to 191 W Court Drive, due to fencing encroachment. Upon further investigation, the fence encroached onto the City right-a-way and was enclosing a PacifiCorp Telephone Pole. The Planning Commission composed a Notice of Decision letter. City Clerk Northcutt read the letter

into the record and sought City Council approval. Councilor McCollam made a motion to approve the letter. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.

- 615 E Front Street Building Application: Portable Carports/Shelters. Councilor McCollam made a motion to approve the Building Application for 615 E. Front Street and 224 N Main Street. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- 224 N Main Street Building Application: Portable Carports/Shelters. Councilor McCollam made a motion to approve the Building Application for 615 E. Front Street and 224 N Main Street. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- No Report.

NEW BUSINESS:

- Introduce Highway Tourism Proposal: Mayor Carlson proposed a SCOEDD Project for a patriotic themed passport from Ontario, Oregon to Coos Bay, Oregon to promote tourism through stamp collection. Councilor Carleton, Councilor McCollam, and Councilor Johnson were in favor.
- Consider Endorsing “Welcome to Merrill” Signs/ODOT Improvement Project: Resident Eric Taysom presented. Resident Eric Taysom stated residing at 102 E Court Drive, a location where multiple cars have crashed into the property resulting in sections of the fence being continuously replaced. Resident Eric Taysom requested a “Welcome to Merrill” sign to delineate the Highway and City to slow traffic. Oregon Department of Transportation, Highway Division Chapter 734 Division 57 is responsible for Welcome Signs. Councilor Baley stated the frustration the Lion’s Club had with signage. Resident Eric Taysom stated Oregon Department of Transportation District 11 Manager Mike Davis is the contact for Region 10. “Candle Sticks” have been installed at the curb, and District 11 Manager Mike Davis has been helpful. Councilor Carleton stated the Welcome Sign may be incorporated into Oregon Department of Transportation Development Plans for the City of Merrill and suggested coordinating with Public Works Director Matthews. Resident Lois Taysom stated the proposal for a Welcome Sign must be proposed by the City. Resident Lois Taysom offered to reprint the application and pertaining information. Mayor Carlson suggested submitting the information to the City Recorder. The spirit of the City Council is favoritism for a Welcome Sign.
- Consider Landscaping Materials by Resident Eric Taysom: Resident Eric Taysom offered to donate landscaping materials in the event the City installs a Welcome Sign. Resident Eric Taysom donated the Butterfly Bushes planted at City Hall. City Council thanked Resident Eric Taysom.

OLD BUSINESS:

- Solar Plant Lien Update: A certified letter has been mailed, December 15, 2021, to the solar company as requested by City Council. The City’s goal is to have compliance verses fines.
- FEMA Update: Mayor Carlson briefly explained the City’s efforts to reduce the FEMA Floodplain and the results. The City of Merrill must make the decision to formally submit the data from City Engineer Mark Miller for the appeal. Councilor Carleton made a motion to approve \$2,000.00 expenditure for City Engineer Mark Miller to resubmit the data for the formal FEMA appeal. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.
- Discuss Utility Easement: *Mayor Carlson recused self due to conflict of interest.* Councilor Carleton stated no action has been taken; therefore, no report.
- Neighborhood Watch Update: Tabled.

ORDINANCES:

- Bill 2048 Amending Development Code Chapter 1.3.300 Definitions (Second Reading): City Recorder Hernandez read Bill 2048 Amending Development Code Chapter 1.3.300 Definitions into the record by title. The word “Definition” was changed to “Definitions” after the first reading. The ordinance is changing the definition of calendar year. Councilor Carleton made a motion to approve Ordinance 2048. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- Bill 2049 Amending Development Code Chapter 4.3 Land Divisions and Property Line Adjustments 4.3.100 Purpose (Second Reading): City Recorder Hernandez read Bill 2049 Amending Development Code Chapter 4.3 Land Divisions and Property Line Adjustments 4.3.100 Purpose into the record by title.

Chapter 4.8.100 F was a clerical error and changed to 4.3.100 F after the first reading. Councilor Carleton made a motion to approve Ordinance 2049. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.

RESOLUTIONS:

- Resolution 2021-862 Transfer Funds to Comply with Budget Law Requirements: City Recorder Hernandez read Resolution 2021-862 into the record. Councilor Carleton made a motion to approve Resolution 2021-862. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- Resolution 2021-863 Street Cut Permit Fee: City Recorder Hernandez read Resolution 2021-863 into the record. Councilor Johnson made a motion to approve Resolution 2021-863. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.
- Resolution 2021-864 Unclaimed Property Policy: City Recorder Hernandez stated the audit inquired whether the City had an Unclaimed Property Policy. The resolution should satisfy the requirement. City Recorder Hernandez read Resolution 2021-864 into the record. Councilor Carleton made a motion to approve Resolution 2021-864 with the attached letter. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.
- Resolution 2021-866 Support for Michael Sheets: Michael Sheets, FNP wrote a letter to Senator Wyden and Merkley after a news article appeared in the *Herald and News* in regards to ARPA funds distributed to rural healthcare providers. Michael Sheets, FNP did not receive ARPA funds. Merrill and Bonanza Clinics are the most remote. City Recorder Hernandez read Resolution 2021-866 Support for Michael Sheets in appreciation for the service and dedication to the people of City of Merrill and surrounding communities during the Covid-19 pandemic. Councilor Carleton made a motion to approve Resolution 2021-866. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.

OTHER-FUTURE AGENDAS:

- Development Code Error
- Air Force F-15
- Fencing Ordinance
- Reagendize Endorsing “Welcome to Merrill” Signs/ODOT Improvement Project

PUBLIC COMMENT:

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Eric Taysom (102 E Court Drive): Resident Eric Taysom inquired the definition of a Street Cut. Mayor Carlson explained a Street Cut as the pavement being cut for excavation purposes. The fees are to compensate the public for the damage from the private development. Councilor Carleton discussed Ed Staub’s proposal.

Lois Taysom (102 E Court Drive): Resident Lois Taysom gaged City Council’s opinion as to the desired design of the Welcome Sign. City Council liked City of Malin’s Welcome Sign. Reagendize Endorsing “Welcome to Merrill” Signs/ODOT Improvement Project.

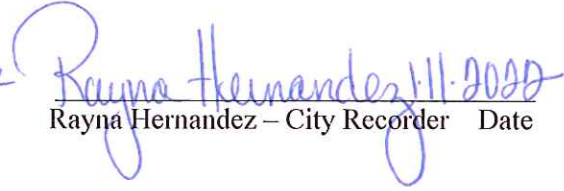
ADJOURN MEETING:

Councilor Baley made a motion to adjourn the December 15, 2021 Meeting. Councilor Carleton 2nd the motion. With all in favor, the meeting adjourned at 6:49 p.m.

Respectfully Submitted,


Bill Carlson - Mayor

Date

11 JAN 22 
Rayna Hernandez – City Recorder Date