

CITY OF MERRILL
REGULAR BUSINESS MEETING
301 E SECOND STREET MERRILL, OREGON 97633
Wednesday, February 14, 2024 5:30 P.M.

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, February 14, 2024 Business Meeting to order at 5:28 p.m.

ROLL CALL:

Roll call was taken with the following members of Council and others being present: Councilor Johnson, Councilor Gatliff (absent), 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:**
Approve January 10, 2024 City Council Meeting Minutes
Councilor McCollam made a motion to approve January 10, 2024 City Council Meeting Minutes.
Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
Approve January 24, 2024 Supplemental Budget Meeting Minutes
Councilor Baley made a motion to approve January 24, 2024 Supplemental Budget Meeting Minutes.
Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.
- **Phone Poll Ratification:**
- Purchase Polaris Tires: \$563.96 (Councilor Gatliff-Text, Councilor Johnson-Text, Councilor McCollam-Verbal) Approved 3-0 in favor, 1 no vote.
- Approve New Engine: ~ \$6,000.00 (Councilor Gatliff-Verbal, Councilor Johnson-Verbal, Councilor McCollam-Verbal) Approved 3-0 in favor, 1 no vote.
- Purchase Street Signage-Washington Street One-Way \$516.74 (Councilor Gatliff-Text, Councilor Johnson-Text, Councilor McCollam-Text) Approved 3-0 in favor, 1 no vote.
- 220 Clay Street Revised Site Plan for File #04-2023 Lot # 4110-001CC-03701 and Extended Application for One Year from Original Approval Date 5/10/2023 (Councilor Gatliff-Text, Councilor Johnson-Text, Councilor McCollam-Text, Councilor Baley-Text) Approved 4-0 in favor.
Councilor Johnson made a motion to approve the entire consent agenda. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.
- **Business License Renewals:**
- **Business Licenses:**
Refer to List
Refer to phone poll ratification for motion.

- **Accounts Payable:**

January 2024 Account Payables: *Refer to phone poll ratification for motion.*

January 2024 Water Transfer: *Refer to phone poll ratification for motion.*

STAFF REPORTS:

- **Police:**

Report: Sergeant Hetherwick submitted report: responded to 6 calls for service and 10 traffic stops, Sergeant Hetherwick was dispatched to Merrill Head Start for a suspicious person and the determination that there was no threat to the children, responded to a potential squatter who is parking behind Martin's Food Center, arrested an individual with a valid arrest warrant, responded to 3 callouts, and multiple unfounded callouts. Sergeant Hetherwick thanked City Clerk Northcutt and Tony Northcutt for transporting the new police vehicle from Newberg, Oregon.

- **Public Works:**

Public Works Director Matthews submitted report and read into the record: Checked lifts Polk Street Lift Station requires and new breaker and is waiting on Billy Gallagher); well level is at 73 foot with pump running; completed and submitted Discharge Monitoring Report; completed and submitted year-end report to Department of Quality (DEQ); hung pink tags; performed sixty plus locates (anchors are in place before locates are performed); acquired water and sewer samples; received certification for Level 1 water distribution; case tractor needs to be rebuilt for \$8,000 with a \$2,000 core credit upon return; accepted outside dumping resulting in approximately \$60,000 revenue; cleaned restrooms; fixed two sewer plugs; removed remaining Christmas lighting; wrote article for newsletter; Winema fixed electrical problem at lagoon; awaiting for signage approval from Oregon Department of Transportation to complete turning Washington Street into a one-way; ordered signage; John Fitzroy of Fish and Wildlife donated furniture to the City; plowed snow; welded new pads on snow plow; welded support bar on Polaris; purchased tires for Polaris; flusher truck alternator repaired; and discussed Emergency Response System and the necessity for generators.

- **City Recorder:**

Report: City Recorder Hernandez reported: Updated City Council on the accident at Elm Street and HWY 39 that damaged a fire hydrant. The estimated cost to repair is \$18,000.00. City Recorder Hernandez submitted that claim to the insurance company, but the insurance company has no record of claim. City Clerk Northcutt will deliver the claim in person. The City of Merrill received the CIS Police Body Cam Grant in the amount of \$998.00. Submitted W2/W3 with Social Security Administration; confirmed Employee/Employer Retirement Schedule; emailed PILT 7 Year Scheduled Invoice; working on upcoming budget; completed Annual Boundary and Annexation Survey with an additional phase due to Swisher Road Annexation; completed SAMS Annual Renewal; completed bi-annual DLCD Housing Survey; and other daily administrative duties.

- **Lawyer:**

Report: No report.

- **Code Enforcement:**

Report: Code Enforcement Officer Perry submitted report: mailed out one notice, attended Safety Meeting, and assisted a community resident who passed away with garbage removal.

- **Planning:**

Report: City Clerk Northcutt informed the Planning Commission on the decision by City Council to rezone Merrill Commercial Property, extended a site plan deadline due to delay caused by applicant's spouse passing away, and FEMA Floodplain research.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

Report: Public Works Director Matthews named the bands contracted for the 2024 Lost River Bluegrass Festival: Nick Dumas and Branchline from Tennessee, The Baker Family from Missouri, The Pleasant Valley Boys from the Bay area, The Wildflowers from Casa Grande, Arizona and the Western Flyers

featuring grammy winner Redd Volkaert from Texas, Central Valley Boys from California, and ever-present Mountain Valley Stranglers. The talent consists of three national fiddler champions: Ridge Roberts from the Western Flyers, Justin Baker from the Baker Family, and Haskins locally. A fundraiser for Merrill Elementary will be held at the Civic Center May 12, 2024, featuring Edgar Laudermilk as entertainment.

NEW BUSINESS:

- Presentation by Merrill Lion's Club (Robert Douglas): Merrill Lion's Club President Robert Douglas, Treasurer Jolene Robison, and past President Rhonda Nyseth approached the City of Merrill for assistance with the flag. The current volunteers are Bob Petrik and Steve Baley. The flag is to fly at half mass on May 15th, Memorial Day, September 11th, and Pearl Harbor Day. Discussion ensued regarding the ownership of the flagpole. The City of Merrill has a Flag Pole Project file containing news articles and documents. City Recorder Hernandez will email the documents to Rhonda Nyseth to disperse to other members. The City of Merrill will publish the need for volunteers in the next *Merrill Doings* newsletter. The City of Merrill will also publish the date and time of the circus coming to town.
- Oregon Community Foundation Donation for the Lost River Arts and Cultural Alliance: President Greg Matthews of Lost River Arts and Cultural Alliance requested \$3,000 from the Oregon Community Foundation Fund to use toward the 2024 Lost River Bluegrass Festival. Councilor Johnson made a motion to approve \$3,000 for the Lost River Bluegrass Festival. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.
- Discuss Volunteerism: *Refer to Resolution 2024-939 City of Merrill Volunteer Resolution.*

OLD BUSINESS:

- Discuss Flag Cost Estimates: Councilor Baley stated a 20-foot telescoping pole with an American and Oregon State Flag is approximately \$300.00. The cost of the Oregon Flag will be separate. Councilor Baley inquired about submitting documentation to City Recorder Hernandez for the next City Council Packet. Merrill Lion's Club Treasurer Jolene Robison stated the cost for the flag will be \$1,000.00 and listed all costs associated with the pole installation and flags. The Merrill Lion's Club Meetings are the 1st and 3rd Tuesday of every month. Treasurer Robison requested a member of the City Council attend the March 5, 2024 Meeting to seek financial assistance for the flagpole.
- Discuss Positive Pay Option and Fees: No discussion.

ORDINANCES:

RESOLUTIONS:

- Resolution 2024-936: Transfer Funds to Comply with Budget Law Requirements: Resolution 2024-936 Transfer Funds to Comply with Budget Law Requirements was read into the record. Councilor Johnson made a motion to approve Resolution 2024-936 Transfer Funds to Comply with Budget Law Requirements. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2024-937: Transfer Funds to Comply with Budget Law Requirements: Resolution 2024-937 Transfer Funds to Comply with Budget Law Requirements was read into the record. Councilor Johnson made a motion to approve Resolution 2024-937 Transfer Funds to Comply with Budget Law Requirements. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2024-938: Amend City Hall Rental Increase and Penalties: Resolution 2024-938 Amend City Hall Rental Increase and Penalties was read into the record. Councilor Baley made a motion to approve Resolution 2024-938 Amend City Hall Rental Increase and Penalties. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2024-939: City of Merrill Volunteer Resolution: Resolution 2024-939 City of Merrill Volunteer Resolution was amended to include Reserve Officer. Councilor McCollam made a motion to approve Resolution 2024-939 City of Merrill Volunteer Resolution. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

OTHER-FUTURE AGENDAS:

- Discuss Surveying City Property

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.

ADJOURN MEETING:

Councilor Baley made a motion to adjourn the February 14, 2024 Meeting. Councilor Johnson 2nd the motion. With all in favor, the meeting adjourned at 6:54 p.m.

Mayor Guthrie inquired about truck parking complaints. Code Enforcement Officer Perry stated the issue has been resolved, and the driver will start relocating the semi-truck.

Respectfully Submitted,


Terry Guthrie – Mayor

3/13/2024
Date


Rayna Hernandez – City Recorder

3.13.2024
Date

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