

CITY OF MERRILL
REGULAR BUSINESS MEETING
301 E SECOND STREET MERRILL, OREGON 97633
Wednesday, January 14, 2026
6:00 P.M.

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, January 14, 2026 Business Meeting to order at 5:57 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 December 10, 2025 Regular Business Meeting Minutes: Councilor Johnson made a motion to approve the December 10, 2025 Regular Business Meeting Minutes. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

Business License:

- Refer to Submitted List: Councilor McCollam recused self due to conflict of interest. Councilor Gatliff made a motion to approve the business licenses. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor, 1 recusal due to conflict of interest.

Phone poll ratifications:

Accounts Payable:

- December 2025 Account Payables
 - December 2025 Water Transfer
- Councilor Johnson made a motion to approve Account Payables. Councilor McCollam 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 welfare check twice at 215 Monroe Street; responded to property alarm at Fastbreak ten times during bad weather; Klamath County Sheriff's Department responded to shots fired at 407 Front Street with an intoxicated subject arrested for discharging a firearm in the front yard; theft reported on Lower Lake Rd., referred to Klamath County; assisted with herding a calf back into enclosure off of Hill Rd.
- 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; outside dumping revenues at \$76,500.00 to date; bulk water revenue at \$1,800.00; submitted yearly water usage for well #1 to OWRD; cleaned restrooms; fixed 2 sewer plugs; cleaned lagoon; RV dump site-need to install stop and waste; trimmed trees; raked leaves; spoke to ODOT regarding sidewalk project; responded to two water breaks on S. Merrill Rd.; spoke to City Engineer regarding pipe relocation for sidewalk project; patched hole on Front Street; water main break between Lincoln and Clay Street; ordered repair sleeves; installed street sign at Third and Elm Street; unplugged sewer plug at Dollar General followed by an email for reimbursement for future services; reset lift station on Water Street; installed water service at Fastbreak-Fastbreak installed sewer; installed new hubs on motor and pump at Lincoln Street and secured motors; Utility Worker Roman Vazquez enrolled for testing; tank cleaning is scheduled for January 24, 2026.

City Recorder:

- Report: City Recorder Hernandez read submitted report as follows: Reconciled and transmitted Year End Retirement; completed audit testing and correspondences; completed W-2's but awaiting hot fix to print; awaiting hot fix to complete 1099/1096; set-up new payroll year in accounting system; submitted Oregon Community Foundation Grant request; emergency water shut off notifications; debt card fraud; ordered game cams, video signage, penalty signage; ordered bereavement gift in lieu of flowers for employee; purchased thank you basket for Mr. Wade who worked on camera system; and other administrative duties.

Lawyer:

- Report: Attorney Ratliff submitted audit letter.

Code Enforcement:

- Report: Sergeant Hetherwick submitted nothing to report; however, City Clerk Northcutt had Sergeant Hetherwick submit an abatement to an unlicensed business and remove junk vehicles and relocate recreational vehicle on Front Street.
- Approve Code Enforcement Recitation: City Recorder Hernandez sought the maximum penalty for a code enforcement violation that was previously determined by the court in the City's favor that continues unabated. One ticket is for 1.4.200 Violation of Code Prohibited and 4.2.800 Development in Accordance with Permit Approval; Permit Expired. The other ticket is for 155.000 Accessory Structure or Use and 130.02 Continuing Violation. Councilor Johnson made a motion to approve the maximum penalty for the violations. Councilor Baley 2nd the motion. Mayor Guthrie voted in favor. Councilor McCollam and Councilor Gatliff recused selves due to conflict of interest. The motion passed 3-0 in favor, 2 recusals.

Planning:

- Report: No report.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- Report: Public Works Director updated the City Council on the progress of pre-booked bands.

NEW BUSINESS:

- Consider Apple Air Tags for Employee Safety: Discussion ensued regarding Apple Air Tags for City Employees. Public Works Director Matthews drives his own vehicle and would have to provide authorization. Mayor Guthrie and Councilor McCollam suggested a safety device called NReach. A button can be pushed, and a person's location is transmitted to emergency services. City Recorder Hernandez inquired about response to an unconscious person. Tabled.
- Best of the Best Christmas Results: The results are as follows:
 - First Place: 528 E. First Street
 - Second Place: 121 W. Court Drive
 - Third Place: 600 W. Front Street

