

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

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, July 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 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.

CONSENT AGENDA:

Meeting Minutes:

1. Approve June 11, 2025 Budget Hearing and Regular Business Meeting Minutes

Councilor Gatliff made the recommendation of correcting the year from 2024 to 2025. Councilor Gatliff made a motion the approve the June 11, 2025 Budget Hearing and Regular Business Meeting Minutes with the correction. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.

2. Approve June 11, 2025 Special Business Meeting Minutes

Councilor Baley made a motion to approve the June 11, 2025 Special Business Meeting Minutes. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.

Phone Poll Ratification:

Business Licenses:

- Paso Horse LLC Annual Business License

Councilor Gatliff made a motion to approve Paso Horse LLC Annual Business License. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.

Accounts Payable:

3. June 2025 Account Payables

4. June 2025 Water Transfer

Councilor Gatliff made a motion to approve the Accounts Payables and Water Transfer. Councilor Baley 2nd the motion. The motion passed 4-0 in favor. Mayor Guthrie sought clarification on the Account Payable and Water Transfer. City Recorder Hernandez stated the Accounts Payables are the checks written to vendors and payroll. The Water Transfer is \$12.00 of every utility payment for water and \$4.00 of every utility payment for sewer to be transferred from Water Sewer Checking to Water Sewer Reserve for loan repayment.

STAFF REPORTS:

Police:

- Report: Councilor McCollam read submitted report into the record in the absence of Sergeant Hetherwick as follows: 15 traffic stops, 4 citations issued (3 for speed, 1 for unsafe passing); responded to a non-injury accident in front of Sinclair where driver's exchanged information; attended a 2-day training course for ARIDE in Klamath Falls; after a multi-agency investigation, Klamath County Sheriff's Department made 2 arrests involving the Post Office burglaries; received 2 vacation requests from residents; after numerous

complaints, children riding mini street bikes received verbal warnings; recently, construction equipment and machinery were stolen from 2 locations in Merrill, a flat bed trailer and tools were stolen from the new potato shed on Fourth Street, and machinery was stolen from Gold Dust Farms. California Public Law Enforcement recovered all property in Dorris, California. All property has been returned to the owners. Assisted Klamath County Sheriff's Department on a few calls.

City Council discussed patrol for Lost River Bluegrass Festival and Klamath Basin Potato Festival, which resulted in implementing black-out dates for all employees during events hosted by the City of Merrill.

Public Works:

- Report: Councilor Baley read submitted report into the record in the absence of Public Works Director Matthews as follows: Checked lifts; well level of 66' with pump running; completed and mailed Discharge Monitoring Report; hung pink tags and turned off services; performed 5 locates; cleaned restrooms; cleaned tules from lagoon; Klamath County chip sealed 2 miles of streets; chopped lagoon; sprayed weeds; Oregon Department of Transportation swept Front Street; installed water service on Elm Street; assisted Merrill Elementary remove furniture; fixed two sewer plugs; fixed plug at Lincoln Street pumps; sent pump to be rebuilt; fixed blades on mower; cleaned shop; welded chopper; replaced pump on Water Street; Willow Street Dry Well flooded and damaged circuitry (replaced with ¾ HP float pumps); moved stage for Lost River Bluegrass Festival; phone poll for Ford F-150 brakes; took a week vacation).

City Recorder:

- Report: City Recorder Hernandez read submitted report as follows: Communications regarding SF 5500; ASYST 941 Hot Fix; 2 City Hall deposit forfeitures with letters; Connex removal and/or relocation letter; mailed Klamath County Clerk Budget Packet FY 25-26; mailed Klamath County Assessor Budget Packet FY 25-26; submitted State Revenue Sharing FY 25-26; Workman's Comp Year End Payroll submission; CIS Best Practices; PacifiCorp Street Lighting Agreement Submission for Safe Routes to School; attended Oregon Department of Revenue training; Property and Liability FY 25 26 Meeting with Midland Empire; awaiting Property and Liability invoices; and other administrative duties.

Lawyer:

- Report: City Council requested City Attorney Ratliff be contacted regarding updates.

Code Enforcement:

- Report: Code Enforcement Officer Perry read submitted report as follows: 20 of 35 notices to date, 16 remains open, and 4 abatements resent. Code Enforcement Officer Perry attended court. Code Enforcement Officer Perry received one verbal complaint, 15 resident contact by phone or email, 2 resident call for help/extensions, 6 resident contact via door hanger, checked on abatements, checked City Hall after rental and clean-up, connected with Sergeant Hetherwick for updates, prepared Code Enforcement Reports, issued abatement notices and compliance rechecks.

Planning:

- Report: No report.
- File #02-2025 4110-00200-01703 Merrill Tract, Lot 9 General Review Application: Tabled.
- File #13-2025 4110-001CD-01800 Land Use Compatibility Application & Site Plan: 606 E Second Street Carport that must meet all Klamath County requirements. Councilor McCollam made a motion to approve File #13-2025 4110-001CD-01800 Land Use Compatibility Application & Site Plan. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- File #14-2025 4110-002DD-06000 Fence Application: 102 Front Street wooden fence with additional requirements: "at the intersections of Garfield Street and Front Street. At Front Street and alley side there must be a minimum 30-foot clear vision triangle. Front Street must be 4 foot in height going north. Alley side and Garfield Street go back 15 feet at 4 feet in height. Thereafter, 4-foot to 6-foot high fence is acceptable." Councilor McCollam made a motion to approve File #14-2025 4110-002DD-06000 Fence Application. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.
- File #15-2025 4110-001CC-05800 Sign Permit Application: Umpqua Bank is changing signage to Columbia Bank on Washington Street and Front Street. Councilor Baley made a motion to approve File

#15-2025 4110-001CC-05800 Sign Permit Application. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- Report: No report.

NEW BUSINESS:

- Discuss Implementation of Begin and End Dates for Fireworks: Councilor Johnson inquired about implementing beginning and ending timeframes for fireworks. Councilor Gatliff was under the assumption that begin and end dates were already dictated by ORS. The action item to research Oregon State Law regarding fireworks.
- *Ethics Matters* Volume 6, Issue 2-2025: For City Council informational/training purposes.

OLD BUSINESS:

- Discuss Merrill Mobile Manor Water Audit: City Council discussed how all residents are liable for active water and sewer charges despite usage. City Attorney Ratliff shall be requested to review. Councilor McCollam made a motion to implement Merrill Mobile Manor Water Rates in accordance with the Ordinance. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.

ORDINANCES:

RESOLUTIONS:

- Resolution 2025-973 Adopt the Revised Job Description of Marshal: Tabled.
- Resolution 2025-974 Adopt the Revised Job Description of Officer: Tabled.
- Resolution 2025-975 Adopt the Revised Job Description of Sergeant: Tabled.
- Resolution 2025-976 Adopt the Revised Job Description of Reserve Officer: Tabled.
- Resolution 2025-977 Transfer Funds to Comply with Budget Law Requirements: Resolution 2025-977 Transfer Funds to Comply with Budget Law Requirements was read into the record by title. Councilor Gatliff made a motion to approve Resolution 2025-97 Transfer Funds to Comply with Budget Law Requirements. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.

OTHER-FUTURE AGENDAS:

- CIS Request for Coverage Rate Increase Directives

PUBLIC COMMENT:

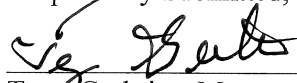
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No public comment followed.

ADJOURN MEETING:

Councilor Johnson made a motion to adjourn the July 09, 2025 Meeting. Councilor Gatliff 2nd the motion. With all in favor, the meeting adjourned at 7:08 p.m.

Respectfully Submitted,


Terry Guthrie – Mayor

8/13/2025
Date


Rayna Hernandez – City Recorder

8.14.25
Date

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