

CITY OF MERRILL
REGULAR BUSINESS MEETING
301 E SECOND STREET MERRILL, OREGON 97633
Wednesday, March 11, 2026
6:00 P.M.

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, March 11, 2026 Business Meeting to order at 6:02 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:

Meeting Minutes:

- Approve February 11, 2026 Regular Business Meeting Minutes: Councilor Baley made a motion to approve the February 11, 2026 Regular Business Meeting Minutes. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

Business License:

- Front Street Salon; Lavender Bloom Hair Co., Chuy's Barbershop, Gatliff Racing & Diesel Performance, J Walker Rural Rentals, K Falls Lick Tubs LLC, Lester Realty Inc. Rentals. Councilor McCollam made a motion to approve the Business Licenses. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

Phone poll ratifications:

- Amend motion for 2 hours sick and 2 hours vacation benefits for every 30 hours worked for part-time employment due to violating benefit schedule to 2 hours sick for every 30 hours worked and 1.67 hours vacation for every 80 hours worked for year-one. (Councilor McCollam and Councilor Johnson Approved; Councilor Baley Approved to Rescind, Nay to Benefits; Councilor Gatliff No Vote) Motion passed 2-1 in favor, 1 no-vote. Councilor Johnson made a motion to ratify the phone poll. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.

Accounts Payable:

February 2026 Account Payables: Councilor Baley made a motion to approve Account Payables. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

February 2026 Water Transfer: Councilor McCollam made a motion to approve Water Transfer. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.

STAFF REPORTS:

Police:

- Report: Sergeant Hetherwick read submitted report as follows: Performed 10 traffic stops with 2 cites for speed, a nuisance dog complaint, citizen assist, outside agency assist (KCSO) on Hill Road due to traffic hazard, outside assist (Tulelake) due to burglary in progress, and a suspicious vehicle behind Martin's Food Center. After discussion, the complaint was regarding a blue truck and Sergeant Hetherwick responded to a white car.
- Klamath County Sheriff's Department Police Contract: The contract with amendments was submitted to the Klamath County Sheriff's Office. Tabled.

Public Works:

- Report: Interim Public Works Director Roman Vazquez read submitted as follows: Checked lifts; well level with pump running is 67'; Interim Public Works Director Roman Vazquez appointed by City Council; via Mutual Aid Agreement, City of Malin Public Works Director Grounds supervises Interim Public Works Director Roman Vazquez; submitted OWRD; submitted DEQ's Discharge Monitoring Report (DMR); placed order for John Deere Riding Lawn Mower; ordered new sewer trash pump; City Engineer Darryl Anderson submitted Water Relocation Plans to Oregon Department of Transportation and now awaiting 3 bids; Utility Worker Nunn and self installed Pet Waste Dispensers at City Parks and Merrill Elementary School; installed new light and switch at public restroom; hung pink tags; performed multiple water and sewer locates; Public Works Director Grounds and self performed first routine water sample and passed; submitted sewer samples to lab; outside Dumping invoiced to date: \$93,325.00; bulk water invoiced to date: \$1,944.00; fixed sewer pumps at Lincoln Lift Station; returned empty flower baskets to Farm Country Nursery; worked on newsletter; cleaned lagoon; installed cameras at lagoon; and installed water faucet at RV Dump Station located at the corner of Third and Elm Street.

City Recorder:

- Report: City Recorder Hernandez submitted Annual Boundary Annexation Survey, emailed PILT Invoice, began FY 26/27 Budget (Wage Schedule, Informational Documents, First Budget), purchased memorial plaque for the late Public Works Director Matthews and sanded/stained bench, attend CIS Annual Conference via Zoom (3 days), completed Wage Transparency requirement, met with Rocky Mountain Construction regarding Falvey Restructure/Water Relocation, sign-up for incorrect Population Forecast Webinar, City Clerk Northcutt obtained Mylar signatures in Lakeview, and other daily administrative duties. The City has been having ongoing fax issues. An employee of VOIP logged into City Clerk Northcutt's computer and compounded the issues. Stacy and Dennis IT Solutions had to fix the Microsoft 365 issues the VOIP employee created, who denied any wrongdoing. This cost the City \$165.00 to resolve. VOIP is scheduled to install a module on Friday, March 13, 2026.

Lawyer:

- Report: No report.

Code Enforcement:

- Report: A reminder regarding tarping an RV on the side of La Michocana was verbally given. The issue was abated.

Planning:

- Report: No Business.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- Report: City Recorder Hernandez stated Lost River Arts and Cultural Alliance received grant funds for Basin Harvest. City Recorder Hernandez further stated an alleged heir of Winema Riddle was informed of the passing of the late Public Works Director Matthews and attempted to gain possession of the photograph of Winema Riddle. The late Public Works Director had previously mentioned the attempts to gain possession of the photograph, and the photograph was not to be removed from the museum.

NEW BUSINESS:

- Discuss Code Enforcement Status: Councilor McCollam sought the advice of Sergeant Hetherwick on the practicality of performing Code Enforcement duties in addition to regular duties. Sergeant Hetherwick

stated no complications. Councilor McCollam made a motion to eliminate the Seasonal Code Enforcement Position. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

- Appoint FY 26/27 Budget Officer: Councilor Johnson made a motion to approve City Recorder Hernandez as Budget Officer. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.
- Appoint Budget Committee Member(s); Councilor McCollam made a motion to appoint Budget Committee Member Kolene Trotman. Councilor Baley 2nd the motion. The motion passed 3-0 in favor. The best day of the week to schedule budget was determined to be Monday's.
- Approve FY 26/27 Wage Schedule: Councilor McCollam made a motion to approve FY 26/27 Wage Schedule. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
- Tractor Replacement: The cost of a new or used tractor was discussed along with various avenues to purchase a newer tractor. Mayor Guthrie took the action item with the consent of City Council to research possible tractors for purchase.
- Good Duck Memorial Park: Mayor Guthrie informed the City Council of Merrill Lion's Club desire to match a memorial for late Public Works Director Matthews. Discussion ensued regarding a memorial at the Good Duck Park, a memorial at the Veteran/MIA/POW Park, and a memorial at the Friend's of Merrill Park also naming Arlene O'Neil. City Councilor could not come to a consensus and decided to form a committee.
- Stage Project in Memory of Public Works Director Matthews: Mayor Guthrie discussed ideas for The Flag Park (Veteran/MIA/POW Park). Discussion ensued regarding a memorial plaque on the kiosk, a memorial on the north-west quadrant of the park, and a location for a stage that could include the Civic Center. The stage and/or memorial could be completed by 6/10 seniors from Lost River Jr. Sr. High School. Ideas were muddled. Councilor Baley was opposed to changes to the Veteran/MIA/POW Park, either by name and/or physical additions. Councilor McCollam stated the City of Merrill does not desire to rewrite history by changing the names of parks. Mayor Guthrie confirmed. Councilor Johnson was in favor of a native tree with a plaque. Tabled.

OLD BUSINESS:

- Approve Corrective Action Plan: Tabled.
- Proposal for Website Maintenance: Jacob Kandra proposed to update the City of Merrill website. The website has 27-28 pages. The cost to update would be approximately \$175.00 per page. A \$1,000.00 deposit would be required and upon completion, a remainder of \$3,000.00 due. The completion timeframe is four months. To maintain the website on an annual basis, three updates per year, an estimated cost would be \$500.00-\$1,000.00. The website currently has broken links, missing data, and ADA non-compliance. Jacob Kandra is the sole technician who has claimed the updates can be completed without having to create a new website altogether. The hosting would still be maintained by Impressions Design. Councilor McCollam made a motion to approve the proposal by Jacob Kandra. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

ORDINANCES:

RESOLUTIONS:

- Resolution 2026-993 Transfer Funds to Comply with Budget Law Requirements: Resolution 2026-993 Transfer Funds to Comply with Budget Law Requirements was read into the record by title. Councilor McCollam made a motion to approve Resolution 2026-993 Transfer Funds to Comply with Budget Law Requirements. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2026-994 Set Terms and Conditions for RV Dump Station: Councilor Baley made a motion to approve Resolution 2026-994 Set Terms and Conditions for RV Dump Station. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

OTHER-FUTURE AGENDAS:

- Bids for Flusher Truck Engine Repair

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

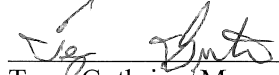
preliminary discussion, but if found to be warranted, may be considered at a future meeting of the City Council. Public comment is limited to 5 minutes per person.

No public comment followed.

ADJOURN MEETING:

Councilor Johnson made a motion to adjourn the March 11, 2026 Meeting. Councilor McCollam 2nd the motion. With all in favor, the meeting adjourned at 7:22 p.m.

Respectfully Submitted,


Terry Guthrie – Mayor

4/8/26
Date


Rayna Hernandez – City Recorder Date 4/8/2026

File #2024-07-04-09-56-58