

CITY OF MERRILL
REGULAR BUSINESS MEETING
301 E SECOND STREET MERRILL, OREGON 97633
Wednesday, November 12, 2025
6:00 P.M.

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, November 12, 2025 Business Meeting to order at 6:05 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 October 08, 2025 Regular Business Meeting Minutes: Councilor Johnson made a motion to approve the October 08, 2025 Regular Business Meeting Minutes. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.

Business License:

- Krakatoa, Inc. (A Corporation of Delaware): Tabled. City Council sought compliance with the National Food Safety Plan and Environmental Safety before approval.
- Martin's Food Center: Councilor Gatliff made a motion to approve Martin's Food Center Business License. Councilor Baley 2nd the motion. The motion passed 3-0 in favor, 1 abstained. Councilor Johnson abstained due to conflict of interest as an employee.

Phone poll ratifications:

- Approve File #22-2025 Land Use Compatibility Statement (LUC) for Tax Lot 4110-001CC-01500 (Councilor McCollam, Councilor Baley, Councilor Johnson) Approved 3-0 in favor, 1 No Vote.
- Approve Lincoln Street Motor Replacement via Billy Gallagher for \$2,100.00 + Freight (Councilor Johnson, Councilor Gatliff, Councilor McCollam, Councilor Baley) Approved 4-0 in favor.

Accounts Payable:

- October 2025 Account Payables

Councilor Gatliff made a motion to approve the Accounts Payables. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.

- October 2025 Water Transfer

Councilor Baley made a motion to approve the Water Transfer. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.

STAFF REPORTS:

Police:

- Report: Sergeant Hetherwick reported 5 traffic stops with 1 citation for failure to stop at stop sign. Responded to an alleged runaway at 210 Elm Street, juvenile was found. Performed a welfare check at Dan's Auto Body where the subject was discovered sleeping in a vehicle. The subject was transported to Sky Lakes Medical Center for an evaluation. Responded to a harassment report, the alleged harasser was found and advised to stop. Responded to a Code Enforcement complaint about an RV parked in the City alley blocking access, which was abated. Reported to a harassment, which was a civil dispute regarding payment for work performed on a vehicle. Advised a citizen on how to legally register a firearm. Provided outside assistance to California CPS to check on the welfare of a child who attends Merrill Head Start but lives in Tulelake, CA. Reported findings to CPS. Purchased new tires and alignment for 2017 Ford Police Interceptor. Klamath Basin Potato Festival was without incidents. Halloween was without incidents. Received a report regarding a juvenile being bullied on a school bus. Referred the report to Klamath County Sheriff's Office. City Council inquired about the methamphetamine drug bust that made local news. Sergeant Hetherwick stated the bust was bi-net, a joint effort between the State of Oregon and Klamath Falls City Police.
- Klamath County Sheriff's Department Police Contract: Tabled.

Public Works:

- Report: Public Works Director Matthews read submitted report as follows: Checked lifts; rebuilt float at Polk Street Lift Station; 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 \$65,000.00 to date; cleaned restrooms; fixed 2 sewer plugs; Utility Worker Taylor and Utility Worker Roman Vazquez finished rebuilding shop at dump; replaced loose connected at Water Street Lift Station; levelled dirt at lagoon; resolved Small City Allotment Grant concerns; set-up for Klamath Basin Potato Festival; burned pile at lagoon; broke down Klamath Potato Festival set-up; removed flower baskets; rebuilt suction at lagoon; replaced pump at Willow Street Lift Station; winterized equipment; trimmed trees at Friend's of Merrill Park; hauled limbs from alley; worked overtime fixing pumps at Lincoln Street Lift Station (3 days and 1 night); converted flusher truck to sewage truck; purchased ¾ HP sewage pump and 10 HP electric motor; completed 20 hours of CEU's for collection, treatment, and distribution.

City Recorder:

- Report: City Recorder Hernandez read submitted report as follows: Fraud on debit card (Sunday), Councilor Johnson cancelled and reordered a new card; GovPay settlement issues, which impacted electronic payments; SCA Grant Addendum Request Letter, contract, and acceptance; audit correspondences; Klamath County Disaster Survey; PERS Zoom Meeting/Survey; set-up for RKC Meeting and Councilor Johnson attended; Ordinance Certification; and other administrative duties.

Lawyer:

- Report: No report.

Code Enforcement:

- Report: Sergeant Hetherwick read seasonal ending report in record from Code Enforcement Officer Perry.

Planning:

- Report:
- Appoint Position #4 Term Ending 12/31/2025: Planning Commissioner Rodney Green's Term of Office was from January 1, 2021 – December 31, 2025. Planning Commissioner Green resigned and Planning Commissioner Fairfield was appointed August 10, 2022. Planning Commissioner Fairfield has elected to be reappointed to the position from January 1, 2026 – December 31, 2030. Councilor Johnson made a motion to reappoint Planning Commissioner Fairfield. Councilor McCollam 2nd the motion. The motion passed 4-0 in favor.
- File 24-2025 Land Use Compatibility Statement (LUCS) for Tax Lot 4110-001CC-02900: The City of Merrill Planning Commission recommends to the Merrill City Council, File #24-2025 Land Use Compatibility Statement Application by the Findings of Fact and Site Designs be approved with the

specific condition that the 8x10 shed be anchored to the concrete slab. Councilor McCollam made a motion to approve File 24-2025 Land Use Compatibility Statement (LUCS) for Tax Lot 4110-001CC-02900. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- Report: Public Works Director Matthews reported three bands have been contracted for the 2026 Lost River Bluegrass Festival. The 18th Annual Christmas Program will be December 6, 2025 at 6:00 p.m. The event will be at the Civic Center. Rural Klamath Connects will donate \$1,000.00 for the upcoming Bluegrass Festival.

NEW BUSINESS:

- Discuss Code Enforcement: Code Enforcement shall be handled by the Merrill Police Department. The seasonal timeframe for Code Enforcement: April 1st – October 31st.
- Discuss IT Contracting: Discussion ensued regarding the necessity of contracting professional IT personnel for issues the staff is inexperienced to resolve. City Recorder Hernandez sought permission to gift David Wade for his volunteerism to the city. The consensus was a plaque or Certificate of Appreciation with a
- Discuss New Website: Jake Kandra met with the City of Merrill to review the city's website. Jake Kandra opined the website could be updated instead of creating a new platform. Outdated themes and plugs are most likely causing issues and not allowing for changes. Changes to the font, audio, and the like will bring the city into compliance with ADA regulations. Jake Kandra advised the city change photographs on a seasonal basis to increase traffic. The City Council authorized Jake Kandra to continue working with the Recorder's Office to gather and resolve existing issues.
- Discuss 220 Clay Street Sidewalk Removal Letter: The resident residing at 220 Clay Street is requesting a letter to give permission to remove sod and broken cement in the right of way of residence. City Council authorized City Recorder Hernandez to issue a letter to the resident.

OLD BUSINESS:

- Finalized Sky Lakes Mobile Health Clinic Flyer (Informational): Sky Lakes Mobile Health Clinic provided flyers for dates of service on November 12, 2025 and December 10, 2025. The clinic has a nurse and Physician's Assistant Stuart Decher. Councilor Gatliff stated a message was transmitted through My Chart.

ORDINANCES:

- Ordinance 2068 Amending City of Merrill Code of Ordinances Chapter 10, General Provisions-Second Reading: Ordinance 2068 Amending City of Merrill Code of Ordinances Chapter 10, General Provisions was read into the record by title. Councilor Baley made a motion to approve Ordinance 2068 Amending City of Merrill Code of Ordinances Chapter 10, General Provisions. Councilor Johnson 2nd the motion. The motion passed 4-0 in favor.
- Ordinance 2070 Amending City of Merrill Code of Ordinances Chapter 50, Water-Second Reading: Ordinance 2070 Amending City of Merrill Code of Ordinances Chapter 50, Water was read into the record by title. A copy was mailed to each resident with inquiries made but no comments. Councilor Johnson made a motion to approve Ordinance 2070 Amending City of Merrill Code of Ordinances Chapter 50, Water. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.

RESOLUTIONS:

- Resolution 2025-983 Adopt Amended Vehicle Towing Policy 502 (Merrill PD Policy Manual): Resolution 2025-983 Adopt Amended Vehicle Towing Policy 502 was read into the record by title. Councilor McCollam made a motion to approve Resolution 2025-983 Adopt Amended Vehicle Towing Policy 502. Councilor Gatliff 2nd the motion. The motion passed 4-0 in favor.
- Resolution 2025-986 Transfer Funds to Comply with Budget Law Requirements: Resolution 2025-986 Transfer Funds to Comply with Budget Law was read into the record by title. Councilor Gatliff made a motion to approve Resolution 2025-986 Transfer Funds to Comply with Budget Law. Councilor Baley 2nd the motion. The motion passed 4-0 in favor.

OTHER-FUTURE AGENDAS:

- Discuss Illegal Flag on United States Postal Service Building

PUBLIC COMMENT:


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No public comment followed.

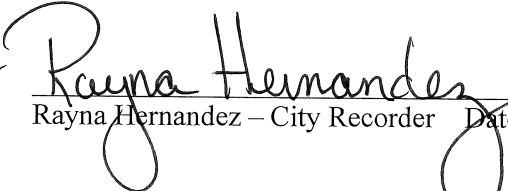
ADJOURN MEETING:

Councilor Johnson made a motion to adjourn the November 12, 2025 Meeting. Councilor Gatliff 2nd the motion. With all in favor, the meeting adjourned at 7:14 p.m.

Respectfully Submitted,


Terry Guthrie – Mayor

12/10/25
Date


Rayna Hernandez – City Recorder

12/10/25
Date

File #2024-03-07-10-59-15

