

CITY OF MERRILL
REGULAR BUSINESS MEETING

Wednesday, October 14, 2026
6:00 P.M.

Meeting to be held at the Merrill City Hall, 301 E. Second Street, Merrill, OR

Matters for council consideration not scheduled on the agenda can be addressed by the general public under the “Public Comment” section in the agenda. Testimony must be presented according to Council procedures. Items of non-emergency nature may be scheduled for future Council determination in order to provide sufficient time to analyze this issue.

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. MAYOR’S STATEMENT:

“To avoid meeting disruptions, please place cell phones on silent mode during the meeting. All meetings are recorded. When addressing the City Council, please state your name and speak clearly.”

5. 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 five minutes per person.

6. CONSENT AGENDA:

Any item on the Consent Agenda will be removed and considered as a part of the regular agenda upon the request of any member of the City Council or public.

Meeting Minutes:

6.1 Approve September 09, 2026 Regular Business Meeting Minutes

Background: Approve the minutes which summarizes all business by the City Council for the Business Meeting held on the date stated above. Fiscal Impact: None.

Recommended Motion: Approve minutes as presented.

Business License:

6.2 Summit 4100; La Mini Delicia; Refugio Hernandez Rental License

Background: Food Truck located at 137 E. Front Street for one weekend; mobile food unit located at 132 N. Main Street; Rental License for 132 E. Court Drive. Fiscal Impact: \$90.00 Revenue for 26/27 FY.

Recommended Motion: Approve Business License as presented.

Phone Poll Ratifications:

6.3 September 09, 2026 6:00 p.m. Seeking City Council Approval for Transfer of \$187,170.00 from Water Sewer Reserve to Water Sewer Checking for the Merrill Waterline Relocation Project (Councilor Baley-Verbal; Councilor Johnson-Verbal; Councilor Gatliff-Verbal) Approved 3-0 in favor.

Background: City Councilors were polled for time sensitive City Business on the dates stated above. Resolution 2026-1008. Fiscal Impact: \$187,170.00 Transfer for expenditure 26/27 FY.

Recommended Motion: Ratify phone poll with resolution as presented

Bills for Approval:

6.4 (a) Payables for Approval

Background: Payables for approval require 2 signatures on checks and a majority vote.

Fiscal Impact: 9/1/26-9/31/26 General Fund Expenditures \$26,668.17; Water Sewer Expenditures \$209,336.92; Street Fund Expenditures \$8,759.64 for 26/27 FY.

Recommended Motion: Approve Payables for Approval as presented.

6.4 (b) Water Sewer Transfer

Background: Transfer \$4.00 per sewer connection and \$12.00 per water connection per monthly utility payment from Water Sewer Checking to Water Sewer Reserve for Lagoon Principal Annual Loan Payment and Water Improvement Project Annual Loan Payment.

Fiscal Impact: Transfer of \$6,384.00.

Recommended Motion: Approve Water Transfer as presented.

7. STAFF REPORTS:

7.1 POLICE:

Report

7.2 PUBLIC WORKS:

Report

7.3 RECORDER:

Report

7.4 LAWYER:

Report

7.5 CODE ENFORCEMENT:

Report

7.6 PLANNING:

Report

7.6 (a) File #08-2026-Fence Application; Tax Lot: 4110-001CC-06000

Background: City of Merrill Planning Commission recommends approval with ingress/egress gates on alley side and on Washington Street side, and any alterations to the fence be brought before the planning commission. Fiscal Impact: None.

Recommended Motion: Approve with specific Conditions.

7.6 (b) File #09-2026-Fence Application; Tax Lot: 4110-001CC-05900

Background: City of Merrill Planning Commission recommends approval with ingress/egress gates on alley side and on Washington Street side, and any alterations to the fence be brought before the planning commission. Fiscal Impact: None.

Recommended Motion: Approve with specific Conditions.

7.6 (c) File #10-2026-LUCS Application; Tax Lot: 4110-001CD-04100

Background: City of Merrill Planning Commission recommends approval of File #10-2026 LUCS Application (Solar Panels at 235 N. Lincoln Street). Fiscal Impact: \$50 Revenue for 26/27 FY.

Recommended Motion: Approve file as presented.

7.6 (d) File #11-2026-LUCS Application; Tax Lot: 4110-002DD-05000

Background: City of Merrill Planning Commission recommends approval of File #11-2026 LUCS Application (Solar Panels at 233 N. Garfield Street). Fiscal Impact: \$50 Revenue for 26/27 FY.

Recommended Motion: Approve file as presented.

7.6 (e) File #12-2026-LUCS Application; Tax Lot: 4110-001CD-04100

Background: City of Merrill Planning Commission recommends approval of File #12-2026 LUCS Application (Solar Panels at 22397 S. Merrill Rd.). Fiscal Impact: \$50 Revenue for 26/27 FY

Recommended Motion: Approve file as presented.

7.6 (f) Appoint Planning Commission Position #5 (1/1/2027-12/31/2031)

Background: Commissioner Baley holds Position #5, which end December 31, 2026.

Commissioner Baley desires to renew term.

Recommended Motion: Mayor Guthrie appoints Position #5. City Council motions to approve or oppose the appointment.

7.6 (g) Approve *Municipal Code Article 154 Development Code June 12, 2007, Updates Per DLCDC Guidelines*

Background: Tabled. Fiscal Impact: None.

Recommended Motion: None.

7.6 (h) 2026 Annual Planning Report

Background: Annual Planning Report summarizes land-use applications, development reviews, and code-related discussions received or considered by the City of Merrill from 10/01/2025-9/30/2026. Fiscal Impact: None

Recommended Motion: None.

7.6 (i) File #13-2026-LUCS Application; Tax Lot: 4110-001CD-03600

Background: City of Merrill Planning Commission recommends approval of File #13-2026 LUCS Application (Solar Panels at 586 E. First Street). Fiscal Impact: \$50 Revenue for 26/27 FY

Recommended Motion: Approve file as presented.

7.6 (j) Fence Application Non-Compliance Letter-102 N. Garfield Street

Background: File #14-2025 4110-002DD-06000 Fence Application was approved July 09, 2025 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. Fence is out of compliance to additional requirements and poses a traffic and pedestrian safety risk. Fiscal Impact: Unknown.

Recommended Motion: None.

8. LOST RIVER ARTS AND CULTURAL ALLIANCE:
Report

9. NEW BUSINESS:

9.1 Gov-Pay Closure Notice

Background: “After 21 years of servicing the Government Payments Industry, and 30 years in the Payment Card Industry, Gov-Pay leadership will be retiring, and closing Gov-Pay for business.” In, contractual compliance, a minimum 30-day advance notice has been provided to Terminate Services as of 11/08/2026. Fiscal Impact: Unknown.

Recommended Motion: None.

10. OLD BUSINESS:

10.1 Appointment to Position #4

Background: Applications for November Ballot was due August 25, 2026. Applications were submitted for Position #3 and Position #2. Position #4 remains unfilled. Mark Warner and Carlos Rivera submitted a written interest in the position 8/31/2026. Fiscal Impact: None.

Recommended Motion: Mayor Guthrie appoints Position #4. City Council motions to approve or oppose the appointment. Tabled until November 11, 2026.

11. ACTION ITEMS/GENERAL BUSINESS:

11.1 ORDINANCES:

11.2 RESOLUTIONS:

11.2 (a) Resolution 2026-1007 Transfer Funds to Comply with Budget Law Requirements

Background: Purchases made with debit card are withdrawn from General Fund Checking.

Payments made using POS Terminal are deposited into Water Sewer Checking. A resolution is required to transfer funds for 26/27 FY appropriations. Fiscal Impact: None.

Recommended Motion: Approve resolution as presented.

12. OTHER – ADDRESS ITEMS FOR FUTURE AGENDAS:

13. 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.

14. ADJOURN Regular Session: