

CITY OF MERRILL
REGULAR BUSINESS MEETING
216 N MAIN STREET MERRILL, OREGON 97633
Wednesday, October 08, 2025
(Board Dinner 5:00 P.M.-6:00 P.M.)
6:00 P.M.

BOARD DINNER:

Board Member Ongman provided dinner and updated the City Council on the number of staff and covered schedules of the Merrill Rural Fire Department and Klamath Basin Ambulance Service.

MEETING CALLED TO ORDER:

Mayor Guthrie called the Wednesday, October 08, 2025 Business Meeting to order at 5:58 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 (absent), 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 August 13, 2025 Regular Business Meeting Minutes: Councilor Johnson made a motion to approve the August 13, 2025 Regular Business Meeting Minutes. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.

Business License:

- Rayas Farms Delivery License
- Villanueva Rental License (132 W. Second Street)
- Lusk Rental License (105 N. Willow Street)
- Harper & Grace LLC/Christmas Market Business License

Councilor Johnson made a motion to approve the Business Licenses. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.

Phone poll ratifications:

- Approve Interfund Loan Transfer of \$175,503.31 from Water Sewer Reserve to Street Fund Checking at 0% Interest; Resolution 2025-979 (Councilor McCollam, Councilor Johnson, Councilor Gatliff) Approved 3-0, 1 No Vote.
- Approve computer towers from Dennis and Stacy IT Solutions for \$1,150.00 each and data transfer estimate of \$155.00 per hour (approximately 2 hours). (Councilor McCollam, Councilor Johnson, Councilor Gatliff) Approved 3-0, 1 No Vote.

- Polled City Council Quorum for September 10, 2025 Regular City Council Meeting-Cancelled (Councilor Baley, Councilor Johnson, Mayor Guthrie) Approved 3-0, 2 No Vote.
- Approve 20-2025 220 Clay Street Fence Application (Councilor McCollam, Councilor Johnson, Councilor Gatliff, Councilor Baley) Approved 4-0.
- Approve 21-2025 332 Third Street Fence Application (Councilor McCollam, Councilor Johnson, Councilor Gatliff, Councilor Baley) Approved 4-0.
- Approve October 08, 2025 Regular City Council Meeting to be hosted by Merrill Rural Fire Department). (Councilor McCollam, Councilor Johnson, Councilor Baley) Approved 3-0, 1 No Vote Due to Absenteeism. Mayor Guthrie Approved.
- Pre-approve Derek Jones 2025 Annual Business License (hot dog stand in front of Martin's, with owner's permission) to open October 1, 2025 (Councilor McCollam, Councilor Johnson, Councilor Gatliff, Councilor Baley) Approved 4-0.
- Approval for 2017 Ford Explorer Tires: Basin Tire Service Inc. \$743.64; Les Schwab Tires \$1,313.36; Hansen Tire \$875.00. Tires were last purchased from Basin Tire Service Inc. on 12/12/2024 for \$743.64. No warranty due to Basin Tire Service Inc stating failure to balance and rotate tires. Tires were balanced and rotated by Les Schwab Tires.
- Approve Interfund Loan Transfer of \$13,448.10 from Water Sewer Reserve to Street Fund Checking at 0% Interest; Resolution 2025-985 (Councilor Baley, Councilor Johnson, Councilor Gatliff) Approved 3-0, 1 No Vote.

Councilor Johnson made a motion to ratify the Phone Polls. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.

Accounts Payable:

- August and September 2025 Account Payables
- August and September 2025 Water Transfer

Councilor Johnson made a motion to approve the Accounts Payables and Water Transfer. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.

STAFF REPORTS:

Police:

- Report: No Report.
- Klamath County Sheriff's Department Police Contract: Tabled.
- Approve Bid for Axle Assembly and Shock/Strut Assembly: R & J Auto \$2,357.97; Les Schwab Tires \$2,132.64; Hansen Tire \$2,746.00: Councilor Johnson made a motion to approve the Les Schwab Tires bid for \$2,132.64. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor. The action item to park the 2017 Ford Explorer until the repairs are made was taken.

Public Works:

- Report: Public Works Director Matthews read submitted report as follows: Checked lifts; well level with pump running is 66'; completed and mailed Discharge Monitoring Report (DMR); hung pink tags and disconnected services; read meters; performed 15 locates; cleaned restrooms; installed new locking mechanism on restrooms (hours: 7:00 a.m. to 6:00 p.m.); replaced urinal at City Hall; cleaned tules from lagoon; chapped lagoon and commercial property; sprayed weeds; replaced meter on Front Street; fixed 4 sewer plugs; cleaned shop; removed dead tree at City Hall Park; helped senior citizen with electrical problem; continuing problems with Lincoln Street (rebuilt float system, replaced valve, unplugged numerous times, tighten couplers, built hand rails); worked on Willow Street Lift Station; replaced outside faucet at public restrooms; issues with transients; cleaned Well House #2 due to transient occupancy; rebuilding shop at transfer station due to cave-in from snow; ran Tulelake Fairgrounds sewer line before the fair; hauled bleachers from Tulelake to Civic Center for Pop Warner Games; sprayed for mosquitoes, received new computer; resent DEQ six missing DMR's; moved dirt piles at lagoon; DEQ obtained water samples from water tank; Klamath County fog sealed streets; sent pictures to Oregon Department of Transportation (ODOT) depicting completion of Small City Allotment Grant; tested underground irrigation backflow devices; received bid for tank cleaning from Rubicon (October 23, 2025); wrote newsletter; testing for CEU's (Fluid Mechanics); replaced batteries in Side-by-Side; hung banner for Klamath Basin Potato Festival; and removed flower baskets.

City Recorder:

- Report: City Recorder Hernandez read submitted report as follows: Email RX domain issues resolved, emails recovered; assisted Utility Worker Roman Vazquez with park maintenance; audit documents uploaded to Onvio; continue records destruction; attended Public Records Request Training with Councilor Johnson; retained computer estimate and phone poll for computers compatible with Windows 11; updated Towing Policy Resolution; emailed Water Equalization Ordinance and Audit Letter to City Attorney; obtained transcripts from Klamath County School District for Utility Worker Roman Vazquez; Black Out Date Policy; Intergovernmental Agreement; started SB 906 Wage transparency required to be in place January 01, 2026; issued default letter for land lease 4 months in arrears; submitted Small City Allotment Grant Reimbursement; designing Lost River Blue Grass Festival advertisements; SAMS registration renewal for City of Merrill and LRACA; submitted Annual Unclaimed Property Report; and other administrative duties.

Lawyer:

- Report: Water Equalization Ordinance and Audit Letter.

Code Enforcement:

- Report: Report submitted for City Council review.

Planning:

- Report:
- 2025 Annual Planning Report (October 1, 2024-September 30, 2025): Submitted for City Council review.
- File #02-2025 4110-00200-01703 Merrill Tract, Lot 9 General Review Application: Property owner applied for an Access Easement and submitted the document to the City. Councilor McCollam made a motion to approve File #02-2025 4110-00200-01703 Merrill Tract, Lot 9 General Review Application. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.

LOST RIVER ARTS AND CULTURAL ALLIANCE:

- Report: Public Works Director Matthews reported Utility Worker Taylor found the corner markers to the Civic Center Football Field for marking purposes. Public Works Director Matthews donated \$200.00 to the Tator Tot Fun Run, donated tickets to Agri-Camp USA, and donated tickets and books for a raffle basket to Rural Klamath Connects. City Recorder Hernandez is mentoring Brittany Mendez in photography for Senior Project and is assembling advertisements for Lost River Blue Grass Festival. Other discussion ensued.

NEW BUSINESS:

- Discuss 102 Front Street Address Change: Residents of 102 Front Street are requesting an address change to 102 N. Garfield. The residence will require an address change as 102 Front Street documents lack "W.". Councilor Johnson made a motion to approve Resolution 2025-981 Address Change to 102 N. Garfield Street. City Recorder Hernandez explained the process moving forward to Resident Kraig Beasley who was in attendance.
- Oregon Liquor & Cannabis Commission Liquor License Submission: Owner Kelly Phillips is requesting the application be approved to streamline the sale of Martin's Food Center. Councilor Johnson abstained due to conflict of interest. Discussion ensued. Councilor McCollam made a motion to approve Oregon Liquor & Cannabis Commission Liquor License Submission. Councilor Baley 2nd the motion. The motion passed 3-0 in favor, 1 abstained due to conflict of interest.
- Discuss Sky Lakes Mobile Health Clinic Potential Location and Interest: Casey Bennett, Sky Lakes Medical Center Director of Wellness, explained the intent of the Sky Lakes Mobile Clinic and sought a location within the City of Merrill. Other locations within Klamath County are Beatty and Chemult. The plan is to provide services beginning Wednesday, November 12, 2025 from 11 a.m. to 3 p.m. Charity care allows patients to not be turned away regardless of payment; however, insurance carriers will be billed. The consensus for the best location is the Civic Center. Mr. Ongman in attendance approved.
- Waste Management 2025 Rate Adjustment Effective October 1, 2025: The new rates were provided to the City Council.

OLD BUSINESS:

- Employee Black-Out Date(s) Policy: *Refer to Resolution 2025-984 Adopt Personnel Black-Out Dates Policy.*

ORDINANCES:

- Ordinance 2068 Amending City of Merrill Code of Ordinances Chapter 10, General Provisions-First Reading: Ordinance 2068 Amending City of Merrill Code of Ordinances Chapter 10, General Provisions was read into the record with no changes. Councilor McCollam made a motion to approve the first reading. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor to move on to the second reading November 12, 2025.
- Ordinance 2070 Amending City of Merrill Code of Ordinances Chapter 50, Water-First Reading: Ordinance 2070 Amending City of Merrill Code of Ordinances Chapter 50, Water was read into the record with no changes. Councilor McCollam made a motion to approve the first reading. Councilor Baley 2nd the motion. The motion passed 3-0 in favor to move on to the second reading November 12, 2025.

RESOLUTIONS:

- Resolution 2025-973 Adopt the Revised Job Description of Marshal: Councilor McCollam made a motion to approve Resolution 2025-973. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2025-974 Adopt the Revised Job Description of Officer: Councilor McCollam made a motion to approve Resolution 2025-974. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2025-975 Adopt the Revised Job Description of Sergeant: Councilor McCollam made a motion to approve Resolution 2025-975. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2025-976 Adopt the Revised Job Description of Reserve Officer: Councilor McCollam made a motion to approve Resolution 2025-976. Councilor Baley 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2025-980 Transfer Funds to Comply with Budget Law Requirements: Councilor Baley made a motion to approve Resolution 2025-980 Transfer Funds to Comply with Budget Law Requirements. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor.
- Resolution 2025-981 Address Change: Councilor Johnson made a motion to approve Resolution 2025-981 Address Change to 102 N. Garfield Street. Councilor McCollam 2nd the motion. The motion passed 3-0 in favor. *Refer to New Business Discuss 102 Front Street Address Change.*
- Resolution 2025-982 Address Change: Non-applicable.
- Resolution 2025-983 Adopt Amended Vehicle Towing Policy 502 (Merrill PD Policy Manual): Tabled.
- Resolution 2025-984 Adopt Personnel Black-Out Dates Policy: Councilor McCollam made a motion to approve Resolution 2025-984 Adopt Personnel Black-Out Dates Policy. Councilor Johnson 2nd the motion. The motion passed 3-0 in favor.

OTHER-FUTURE AGENDAS:

- Discuss IT Contracting
- Discuss New Website
- Discuss Code Enforcement

PUBLIC COMMENT:

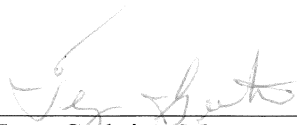
The public is invited to provide their comment and opinion to the City Council at this time on issues of their concern. Non-emergency issues brought up in this forum will not be considered tonight other than in this preliminary discussion, but if found to be warranted, may be considered at a future meeting of the City Council. Public comment is limited to 5 minutes per person.

No public comment followed.

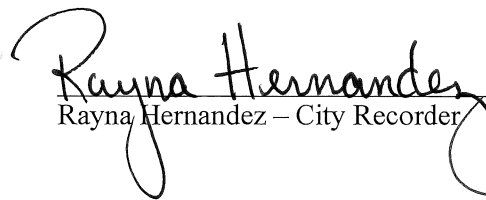
ADJOURN MEETING:

Councilor Johnson made a motion to adjourn the October 08, 2025 Meeting. Councilor Baley 2nd the motion. With all in favor, the meeting adjourned at 7:30 p.m.

Respectfully Submitted,


Terry Guthrie – Mayor

11/12/2025
Date


Rayna Hernandez – City Recorder

11/12/2025
Date

Recording Failed