**CITY OF FOSSIL**

**CITY COUNCIL MEETING**

**MINUTES**

**MARCH 14, 2017**

The regular meeting of the City of Fossil City Council was called to order by Mayor, Carol MacInnes at 7:00 P.M. This meeting was held in the large conference room of the Jeanne E. Burch Building in Fossil, Oregon.

Council Members Present: Carol MacInnes, Mary Mountain, Melanie Sperry, Jerry Beckham and Julie Knox.

Also Present: Jack Lyon, Brad Baird, Brandon Mahon, Brenda Snow Potter, Michael Boyd, Bill Potter and Jeanne Burch.

Amendments to Agenda: Mayor MacInnes requested that several amendments to added to the agenda under New Business. Moved by Julie Knox, seconded by Mary Mountain to add the following items to the New Business portion of the agenda:

1. CIS Temporary Agent

2. Planning Commission Members

3. 2017 Evaluation for Bill Potter

4. 2017 Car Show

5. FY 2017-2018 Budget Calendar

6. Summer Hires

7. CIS Evaluation

8. Museum Experience Works

9. Anderson and Perry report on Feasibility Study.

Motion carried with all present voting aye.

Minutes: Moved by Mary Mountain, seconded by Julie Knox to approve February 14, 2017 City Council Minutes as presented. Motion carried with all present voting aye.

Bills: Moved by Melanie Sperry, seconded by Mary Mountain to approve the bills and checks written for the period February 13, 2017 to March 13, 2017. Motion carried with all present voting aye.

Old Business:

City Web Page: No project update.

Park Lights: No project update due to weather.

Eclipse: Deputy Michal Boyd reported on eclipse preparation progress. Deputy Boyd has attended two community meetings on the eclipse and stated it is time for the local businesses to work on progress. Tammy Stockton, Economic Development Director for Wheeler County, has been working to help local residents. At this time it has been anticipated there will be 33,000 in the Ochoco Mountains. It was announced the Wheeler High School grounds will be open for camping. A discussion of a breakfast being provided and it was a conclusion this should be coordinated with local food service business. Deputy Boyd stated that Tammy Stockton, Anne Mitchell and Elizabeth Farrar are the local contracts. Local businesses are being invited to a planning meeting on March 28, 2017, 6:30 P.M. at the Jeanne E. Burch Building. Mary Mountain will make flyers and distribute to businesses. Michael Boyd reported that Emergency Management is not involved at this time but the Wheeler County Sheriff is coordinating with other agencies for assistance if needed. Wheeler County Sheriff has developed an information brochure to deliver to the ranches in the area.

Fossil Lots: Mary Mountain reported that she has contacted the attorney regarding lack of progress on the Fossil Lots. If there has been no progress by March 15, 2017 she asked him to start the foreclosure process. As of now the attorney has not replied. Linda Smith is handling all the sales. Jerry Beckham asked why was Wells Fargo involved? Mary Mountain gave the history on the project.

City Recorder Hiring Process: Mayor MacInnes stated that there have been five applications for this position. Mayor MacInnes also stated there are minimum requirements for the position. The Mayor reported that she had asked Jeanne Burch to stay on longer as a temporary employee to learn the job and then be able to train the new person. A discussion was held regarding municipal accounting process and also the budget requirements of the State of Oregon. Moved by Mary Mountain, seconded by Melanie Sperry to keep Jeanne Burch on as a temporary employee until she learns the City Recorder position as it is now, and then can train a new employee and to pull the advertisements for this position. Motion carried with all present voting aye.

Logo: Tabled at this time.

Dog Registration: Julie Knox reported that she is working on a plan to inform the public about the need to register their dogs and to keep the canine shot records for rabies up to date.

New Business:

Engineering Report-Wastewater Feasability: Brad Baird and Brandon Mahon of Anderson Perry Engineering made a presentation on the Water Feasability Study. This study is ready for review and Brad asked the council to please spend the next month reviewing this report and submitting any comments or corrections. Brad also explained how Aquifer Storage (ASR) works and explained how this would be a perfect solution to conservation of water from Starr Spring which discharges a large amount of water to waste system. This also would help solve the problem of the decline in water in well no. 3 at the fairgrounds location. Brad asked for permission to look into funding of this project.

Wastewater Overflow Events: Brad Baird continued with some ideas of solving the current problem with the Fossil Wastewater System. This is being caused by ground water. Brad also pointed out that the infrastructure is aging and some is not suitable for the current situation. Brad suggested the City could invest in a technical assistance study and develop a plan to update the system and perhaps clean and TV the lines. Moved by Melanie Sperry, seconded by Mary Mountain to authorize Anderson and Perry Engineering to look into funding opportunities for the Fossil Wastewater and Water Systems. Motion carried with all present voting aye.

Oster Accounting Engagement Letter: Moved by Melanie Sperry, seconded by Mary Mountain to sign the Engagement Letter from Oster Professional Group to do the 2016-2017 audit. Motion carried with all present voting aye.

City County Insurance Temporary Agent: Moved by Julie Knox seconded by Melanie Sperry to appoint Wheatland Insurance until our regular insurance agent is able to return. Motion carried with all present voting aye.

2017 Bill Potter Evaluation: Jerry Beckham and Julie Knox will do the evaluation for Public Works Superintendent Bill Potter.

2017 Car Show: The organizers of the Fossil Car Show will be meeting with the Council about plans for this year.

Summer Hire: Summer part time help for City Parks and Public Works discussed. Consensus to call back laid off summer worker David Eaton.

City County Insurance: Lisa Mathews of City County Insurance was at the City Office today to do the yearly evaluation of City processes and procedures regarding risk and insurance issues. The City scores only about 50% of what they can accomplish. Mayor MacInnes would like to bring up this score. The first step toward this will be to hold monthly safety meetings before each council meeting.

Fossil Museum Experience Works Program: Marilyn Garcia of the Fossil Museum sent information for the council to review on a program that employs 55 or older applicants who are looking for work. The applicant will work part time but must be unemployed. The museum could use such a worker to update records and do general part time work. It was the consensus of the Council to authorize the museum to move forward on this project.

Heritage Trail Open House: Mary Mountain reported that prior to the next Fossil City Council Meeting there will be an informational open house at the Glover Memorial Center to present an update on the Heritage Trail Project. This project is due to start in 2018. The Fossil City Council April 11, 2017 council meeting will be held at the Glover Hall at 7 P.M. following the open house.

Council Members Schedule: Mayor MacInnes asked that the members of the City Council take turns manning the City Office while the City Recorder is gone. She asked that they be willing to be in the office from 9AM to 12 Noon, Monday and Thursday, to answer the phone or wait on customers. Julie Knox stated she can work on Monday while she is taking care of the library.

Staff Reports:

Deputy Boyd: Deputy Boyd stated that now that the weather has moderated he will be pursuing cleaning up problem areas. Deputy Boyd also reported that he had worked with Launa Wing on the flood plain map and her property. Ms. Wing is satisfied now that she has seen the map. He has talked to one homeowner and he is cooperating in cleaning up his area. Deputy Boyd will monitor his progress. Regarding the Stephan property, Mr. Stephan was working on it but is not making progress. Deputy Boyd asked what the council would like to do and it was the consensus that a citation be issued. If there are other problem properties, Deputy Boyd asked that he be contacted at [mboyd@co.wheeler.or.us](mailto:mboyd@co.wheeler.or.us).

City Recorder: No Report

Public Works: Bill Potter reported on a Welcome to Fossil Orientation Letter that he has developed. He will provide copies for the Council Members.

Mayor and Council Reports:

Julie Knox reported that there had been a library board meeting and plans are being made to expand the exposure to the public library.

Community Concerns and Issues:

Brenda Snow Potter asked about the bike racks. Bill Potter said they will be installed but there needs to be some cement work.

There being no further business, the meeting adjourned at 8:55 P.M.

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CAROL MACINNES, MAYOR JEANNE E. BURCH, INTERIM CITY

RECORDER