**CITY OF FOSSIL**

**CITY COUNCIL MEETING**

**MINUTES**

**NOVEMBER 14, 2017**

The regular meeting of the Common Council of the City of Fossil was called to order by Mayor Carol E. MacInnes at 7:00 P.M. This meeting held in the large conference room of the Jeanne E. Burch Building, 401 Adams Street, Fossil, Oregon.

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

Also Present: Brenda Snow Potter, Marsha Holly, Terri Hunt, Jeff McMorran, Sandi McMorran, William Potter and Jeanne Burch.

Pledge of Allegiance lead by Mayor MacInnes.

Approval/Amendments to Agenda: No additions to the agenda. Moved by Mary Mountain, seconded by Melanie Sperry to approve agenda. Motion carried with all present voting aye.

Minutes: Moved by Melanie Sperry, seconded by Jerry Beckham to approve minutes of October 10, 2017 council meeting as presented. Motion carried with all present voting aye.

Approval of Bills Paid: Moved by Jerry Beckham, seconded by Mary Mountain to approve bills paid for period October 10, 2017 through November 13, 2017. Motion carried with all present voting aye.

Correspondence: Letter read from Fossil Museum informing council of a successful Oregon Community Foundation Grant in the sum of $4,100.00 to aid in the labeling at museum. Also the museum committee informed the Council there is a common wall on the museum which is owned jointly by the City of Fossil and Sally Potter. Sally Potter would like to deed this wall to the City. At this time this is information only and a deed releasing the wall to the City will be presented at a later date.

Old Business:

City Logo: Carol MacInnes will reopen the logo contest in January with revised guidelines.

Heritage Trail: Mary Mountain presented an update on the Heritage Trail Project. The City of Fossil and Wheeler County have each paid their obligation to the State of Oregon for their portion of the trail project. The bid process for trail construction will be open soon and the project will be completed by July 4, 2018. If it is needed, the State will move equipment during the Memorial Day Weekend. Also some streets will be closed during the project to facilitate construction.

Fossil Heights Update: Mary Mountain reported that the lien on the property by Wells Fargo has been settled for $1,000.00 plus the attorney fees to City Attorney Paul Sumner. Lots may now we sold.

 Carol MacInnes reported on the lot offers and extension requests. Wade and Larry Brown have requested an extension on their lot offer. Moved by Melanie Sperry, seconded by Mary Mountain to extend the lot offer timeline to Wade and Larry Brown. Motion carried with all present voting aye. Carol MacInnes presented the following lot offers: Offer of lot purchase from Chris Stanley for the full price. Moved by Mary Mountain, seconded by Melanie Sperry to accept the lot offer from Chris Stanley at full price. Motion carried with all present voting aye. Offer of lot purchase from Jeff and Sandi McMorran at full price. Moved by Julie Knox, seconded by Mary Mountain to accept the lot offer from Jeff and Sandi McMorran at full price. Motion carried with all present voting aye.

Planning Commission Update: Planning Commission met on October 23, 2017 but there was not a quorum present so officers were not elected. This meeting was informational for those attending regarding obligations of planning commission members. Julie Knox reported that Aurelia Woods has agreed to serve on the planning commission. Moved by Melanie Sperry, seconded by Mary Mountain to appoint Aurelia Woods to City of Fossil Planning Commission. Motion carried with all present voting aye.

City Recorder Position: Carol MacInnes reported the City Council had met and reviewed the applications for City Recorder. It was the consensus of the Council that minimum requirements were not met. An alternative to this position is to contract with Oster Professional for accounting and Jayhawk Software for utility billing purposes. The position would then become a city clerk. The savings would be over $19,000.00 a year by contracting these two services. Julie Knox stated that she was not at the executive session where applications were reviewed and asked if this person could eventually become a City Recorder with all the current duties? The answer was that it was hopeful this would happen. Moved by Melanie Sperry, seconded by Mary Mountain to contract with Oster Professional Group and Jayhawk Software to perform the Accounting and Utility Program Services for the City of Fossil. Motion carried with all present voting aye. Julie Knox inquired how this works with the budget and it was decided that once the programs are in place line items could be added to the budget to accommodate these services with a supplemental budget if necessary.

Explanation of Lien Process on Property: Sheriff Chris Humphrey was not available for his presentation on this matter. Bill Potter read from the ordinance regarding water and sewer liens in the City of Fossil.

Jeff McMorran Fossil Heights Questions: Mr. McMorran asked the following questions regarding the Fossil Heights Property:

 1. Will the City of Fossil develop 9th Street between the lots? If 9th Street is abandoned, how will the property be divided? The Council agreed that they had to tour the area and see where 9th Street is located before they could answer this question.

 2. Do you know how long it will be before City will have lots free and clear and be able to issue a deed? Mary Mountain will check with the City Attorney.

 3. Are there plans to increase the water pressure on the lines? Carol MacInnes answered that the City is presently working with engineering firms on increasing the water pressure to the Fossil Heights area.

 4. What are the rules on mobile or modular homes in the area? Bill Potter read the planning ordinance that requires a mobile or modular home to be 1,000 square feet or more and multi-sectional. The home must have a manufacture date of 1976 or newer. Jeff McMorran reported he felt the ordinance needs to be updated.

 5. How many contracts do you have on the lots? Answer was six.

Holiday Decorating Contest: Mayor MacInnes announced there will be a holiday decorating contest with a prize of $100.00 for winners of the residential and commercial areas. Flyers will be made and contest will be judged on December 15, 2017. The Bank of Eastern Oregon employees have volunteered to decorate corners and pocket park.

Staff Report:

City Recorder: Jeanne Burch asked to be gone for a few days around Thanksgiving for a family matter. Permission given for Jeanne Burch to be gone and to post that office will be closed.

Public Works: Bill Potter reported that he had been gone on vacation and that there will be walk through of the Fossil Heights area with City Council Members on Thursday, November 16, 2017 at 1 P.M. There also will be a work session with Anderson and Perry Engineering on November 28, 2017 at 6P.M. for the Wastewater Master Plan.

Mayor and Council Reports: Julie Knox reported that Library Board is still accepting applications for Library Aide and will meet to consider recommendations to be given to Fossil City Council on December 12, 2017.

Community Concerns and Issues: Marsha Holly pointed out the American Flag at School Park needs to be replaced. This will be taken care of.

Next City Council Meeting will be December 12, 2017.

There being no further business, the meeting adjourned at 7:52 PM.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CAROL E. MACINNES, MAYOR JEANNE E. BURCH

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_