

FOSSIL CITY COUNCIL
MEETING MINUTES
JEANNE E. BURCH BUILDING
April 9, 2019

Mayor MacInnes called the meeting to order at 7:00 pm

Council Present: Jerry Beckham, Julie Knox-Lyon, Melanie Sperry, Cindy Burlingame
Staff Present: Bill Potter, Teresa Aldrich

Community Present: Brenda Potter, Marie Mallory, Brad Baird, Bill Gubser, Marsha Holly, Amy Derby, Jackie Brown, Helen and Bruce Clough and Mollie Carter

Approve/Amendments to Agenda, Bill Potter requested that the electrical bid from Wights Electric be discussed under new business. Councilor Knox-Lyon moved to approve the agenda with additions. Council President Sperry seconded the motion. Motion carried by unanimous vote.

Council President Sperry moved to approve the minutes from the March 12, 2019 council meeting. Councilor Burlingame seconded the motion. Motion carried by unanimous vote.

Councilor Knox-Lyon moved to approve the March 13, 2019 to April 09, 2019 bills as presented. Councilor Beckham seconded the motion. Motion carried by unanimous vote.

CORRESPONDENCE

Mayor MacInnes read a letter from Lydia Dean which included a donation of \$200. This year Lydia Dean asked that the money go to the ambulance. The Mayor explained that Lydia owns property in Fossil and how much the city appreciates her yearly letter and generosity.

OLD BUSINESS

Anderson Perry

Brad Baird was present to give an update on the wastewater system improvements and ASR evaluation (copies on files at city hall).

A preliminary determination has been made by Infrastructure Finance Authority (IFA). The grant amount is proposed at half of the overall funding increasing the grant from \$500,000 to \$740,000 and the loan would be 1% for 30 years. Due to the size of the grant Brad and Bill will go before the IFA board on June 7, 2019 in Salem. The funding situation is looking excellent at this point. A condition of IFA funding will be that the city demonstrates that we have selected an engineer in accordance with state law. The city will need to advertise for a RFP for a City Engineer. After a discussion council decided Teresa will advertise the RFP for City Engineer in the paper of record, The Times Journal, after city attorney approval. Brad then reported on the idea presented from DEQ regarding starting the bid process for the lift station part of the project sooner than later to avoid overflows. Brad wanted to let the council know about the idea. Brad then gave an update on the water system, Aquifer Storage and Recovery (ASR) project. The analysis shows that the water from Starr Springs and Well #3 are

compatible and there does not appear to be any potential challenges with the spring water being injected into Well #3. The preliminary engineering report is scheduled to be written in May, with presentation to the city by the June council meeting. Next step is to submit the engineering report to OWRD for approval then we can pursue funding. Brad explained that this process can take up to a year.

City Property-Survey-Set up work session-Arena

Mayor MacInnes received a call from Paul Sumner in regards to the intergovernmental agreement he has been working on for the last few months. Paul suggested the council get together for a work session to discuss the proposal from the county to give the arena to the county and the city keeping the ball field. Mayor asked the council members to check their calendars to schedule a work session. April 25, 2019, 4 pm at City Hall. The surveyor, Jason from Benchmark Land Surveying was in town to start the survey on the property in question. While he was in town, the Mayor asked Jason to shoot a line down the road, in case the council decides to give the property to the county. Jason explained to the Mayor that he would not be doing that at this time.

Ordinance Enforcement

Mayor MacInnes reported that the ordinance enforcement will begin again by the end of the month, when the deputy graduates from the academy. Council is very excited to have ordinance enforcement back. The mayor would like to see the abandoned cars tagged that are in the right away.

RDI

Councilor Knox-Lyon reported that she had been given an update from Anne Mitchell that an anonymous assessment group has been set up and will be coming to town. After the assessment group has its findings there will be a town assessment public meeting to present the findings and possible other ideas and action. Councilor Knox-Lyon suggested that if there is a meeting next week, Teresa should go in her place, as she will be out of town. Teresa reported that she had a long telephone conversation with Jonelle at RDI and received the same information that was reported to Councilor Knox-Lyon. Teresa did report that RDI apologized for the delay in the project due to staffing changes and they are eager to complete the First Impressions program in Fossil.

Discussion/Action vacating B Street

Bill Potter that reported Dan Meader had stopped by city hall today and he was able to get some clarification and some new ideas on the street vacation. Bill presented the idea of vacating plot lines to make one big lot instead of the smaller ones. After a lengthy discussion of the process and cost associated with the procedure, it was decided that we will refer this back to the property owner for him to pursue. If the property owner vacates plot lines and presents documentation to the council, council will then discuss the possibility of vacating. Bill also said that Dan Meader said before any decision is made, we should discuss with the city attorney.

Park Maintenance

Council President Sperry reported that herself, Bill and Teresa met with Jerry Anderson who presented them with a bid for the summer parks maintenance. Teresa reported that Jerry was open to perform all the duties presented at the time of the meeting. Jerry Anderson had finished the park maintenance last year after a staff member moved and the city was pleased with his work. Council Burlingame moved to accept the bid from Jerry Anderson for park maintenance, Councilor Knox-Lyon seconded the motion. Motion carried by unanimous vote.

NEW BUSINESS

Bank of Eastern Oregon-City Park Easter Egg Hunt

Mayor MacInnes reported that Bank of Eastern Oregon has requested use of the large city park for the community Easter egg hunt on April 20. In the past the community Easter egg hunt was held at the Methodist Church. BEO has signs all over town and has been asking for donations. If anyone would like to donate please contact BEO.

Wheeler County Fair Board

Mayor MacInnes read an email received from the Fair Board requesting water for the Jr. Rodeo on May 18th. After a discussion council agreed to provide water at no cost for the Jr. Rodeo.

Discussion/action vacating Jefferson St

Mayor MacInnes reported that it has been brought to the attention of the city that the Jefferson Street vacation was never completed by ordinance in 1971 when originally requested. Council was presented documentation from county records and a letter from Jon and Liz Laing requesting the finalization of the vacation. City hall cannot find an ordinance on record, although it shows on the city plot map that it has been vacated. The homeowners have also been paying taxes on the additional feet. Council President Sperry moved to proceed with vacating by ordinance. Councilor Knox-Lyon seconded the motion.

OSU Extension

Amy Derby, Wheeler County Extension agent was present to ask the council about the proper channels to place banners on the power poles in downtown for OSU Extension and 4-H. She asked the council for guidance on size and any other input. Since the power poles are property of Columbia Basin, it was agreed she should talk with CBEC. Bill Gubser added that he has been through this project with Condon a few years ago and CBEC is a good place to start. Council agreed that we would love the addition of banners to the downtown area. Amy also requested water arena for the 4-H horse club activities scheduled at the arena. The city will provide water for the activities at no cost.

Council Budget Suggestions

Mayor asked the council members to give some thought to areas where they would like to see improvement. For example, Council President Sperry would like to see more money in the streets for paving. Please get your ideas to Teresa so she can get into the budget.

Electrical Bid -Wights Electric

Bill Potter reported he has received a bid from Wights Electric for the wiring at the city shop. This was the only bid received. The bid came in higher than the budgeted amount of \$6,000.00. Wights bid is \$7,450.00. The conversation turned to the washer and dryer at the fire hall does it need electrical work and could it be done at the same time. Bill reported the washer and dryer do not need wiring, it needs plumbing. Bill also said he will be purchasing the washer and dryer soon. Bill asked council to approve the bid. Mayor MacInnes asked for a motion to approve the additional amount for the wiring at the city shop. Councilor Beckham moved to approve the additional amount; Councilor Knox-Lyon seconded the motion. Motion carried by unanimous vote.

REPORTS

Councilor Knox-Lyon: Water no updates. Library board President Mollie Carter gave an update on the library and how they are planning on best serving the community. Mollie explained the library will be asking for more volunteerism, planning more outreach and programs, Saturday hours and possible evening activities and summer activities. They are working on other ideas that will benefit the community without needing any additional funding from the city. Councilor Knox-Lyon reported that The Friends of the Fossil Library is up and running again. The library is planning on participating during the Fossil Festival (pending) and the Blue Grass Festival. Mollie reported that during the Fossil Festival she will have on hand to share with people how to use the Sage Library System and Libby on their electronic devices. Mollie asked the council if they would like to be present at her student's project based learning presentations. The project this year has to do with city government and grants, she will email Teresa the dates to share.

Council President Sperry: Parks no update. Ambulance met yesterday. Councilor gave an update on the ambulance. Susan Moore is in the process of licensing, volunteers have gone through the ambulance and updated medications, etc. There are some new volunteers, Brenda Snow-Potter, Trevor Humphreys and Bill Gubser. Council President Sperry presented to council, for approval an ambulance billing and collection procedure. After a discussion, Councilor Burlingame moved to accept the billing and collection procedure. Councilor Knox-Lyon seconded the motion. Motion carried by unanimous vote.

Councilor Beckham: Sewer reported that there had been an overflow. Bill Potter reported that a trash pump and a lift station pump have gone down. Bill has taken the lift station pump in for repairs and has purchased a new trash pump. Currently we have pumps going around the clock. Bill reported that Matt and Jerry have been helping out.

Councilor Burlingame: Streets – no update Planning Commission meeting scheduled for Thursday to discuss permit submitted by Wheeler County.

Mayor MacInnes: Reported that she needs to meet with Teresa over the segregation of duties and to go over budget. The mayor stated that she is going to research a statement Commissioner Shaffer made about the little league in 2004 giving the well by the baseball field to the fair board. The mayor stated that the city is not going to put any money into fixing the well if by any chance the well was given away.

City Recorder: Attended Condon Chamber meeting. Conference call with RDI regarding First Impressions program, ask reported earlier. Met with Lisa Master, Risk Manager from CIS to complete

the annual Best Practices survey. The Best Practices will be done every three years from here on out. The meeting was very helpful, Lisa shared new items on the CIS website. Been working on the 2019-20 budget, almost completed. Waiting to fine tune and go over with Mayor. Completed a CIS webinar on cyber security on April 9. Next step is to work with CIS to put a plan in place. Asked to attend census meeting for all three cities on April 16 at Big Sarvice. A representative from the census program will be presenting a plan and also presenting any information about temporary jobs the census will bring. Councilor Knox-Lyon said it would be beneficial for Teresa to attend

Public Works: Reported that he has been working on different sewer services. Bill reported he has completed two new utility services this month and will have another next month. That means SDC charges has been collected. Next week the bathrooms will be open for the season and summer park maintenance will begin. The new city shop doors will be installed next Thursday. Reported that we have a lot of water coming in. Last year at this time we had 150,000 gallons coming in, right now we have 250,000 gallons coming in. The chlorine residual has stabilized. Bill asked the council to consider help with the planning. It takes a lot of time, research and specialized knowledge. Bill suggested that perhaps Matt Davis, the county planner could be approached. Mayor MacInnes said she thinks they can get someone to help and asked council if they could add this to the work session scheduled for April 25.

COMMUNITY ISSUES AND CONCERNS: Marie Mallory asked the council permission to put on a carnival on the little league field during the fair. Permission was granted, but please do not drive on the grass. Bill Gubser expressed concerns about people tying horses to the fence. He suggested council consider signs that have stated fines, no horses tied to fence and pass an ordinance. Terri Hunt requested concerns about a property on the corner of Adams and the Hwy. Perhaps the ordinance officer can address before the summer activities and especially before the Blue Grass Festival.

ADJOURNED 8:41 pm

Approved: _____

Carol E. MacInnes, Mayor

Teresa Aldrich, City Recorder