

FOSSIL CITY COUNCIL  
MEETING MINUTES  
JEANNE BURCH BUILDING  
401 ADAMS ST., FOSSIL  
August 13, 2019

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

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

Community present: Brenda Snow-Potter, Bill Gubser, Glenda Homer, Steve Bray, Ellie Bray

Approve/amendments to agenda: Mayor MacInnes requested add personnel policy to agenda under old business. Councilor Knox-Lyon moved add personnel policy to agenda under old business and to approve the agenda. Councilor Sperry second. Motion passed.

Approval of July 9, 2019 special meeting minutes: Councilor Burlingame moved to approve, Councilor Knox-Lyon second. Motion passed.

Approval of July 19, 2019 city council meeting minutes. Councilor Sperry moved to approve, Councilor Burlingame second. Motion passed.

Approval of bills from July 9, 2019 to August 13, 2019. Mayor said, for clarification, she wrote, voided and wrote another check to CIS and that bills are being paid. Councilor Knox-Lyon motion approval of bills. Councilor Sperry second. Motion passed.

## CORRESPONDENCE

### Fossil Museum

Mayor MacInnes read letter from Fossil Museum: 497 visitors for month of June; volunteers willing to work any extra hours for visitors; Roy Carlson has completed security screens for all the exhibits; Otis Cody's Eastern Oregon Logging and train equipment is a favorite display; museum is going to purchase two new metal benches to replace the wooden ones that are beyond repair.

## OLD BUSINESS

### Anderson-Perry Project update Business Oregon

Bill reported application has been submitted. Council needs authorize signors for payments to be made during the planning and construction process. Councilor Knox-Lyon motion that Councilor Beckham and Councilor Sperry be authorized signatures for the Waste Water Facilities project. Councilor Sperry second. Discussion: this needs to be done for the record and for the bank to set up the signature cards. Motion passed.

Bill also gave update on ASR project saying Brad wrapping up the report to submit to the state for approval and once that is done, can move forward on the project. Councilor Sperry asked if

there were any water issues. Bill response no major issues. He is watching well 3 that has been drawn down to levels it was at three years ago. It is holding up. Bill stated no water restrictions in place so far this year and doesn't anticipate any at this time.

Bill reported that the attorney for the city has reviewed and approved the contract for the design portion of the lift station. The hope is that request for and approval of bids will be done September/October and start construction of the lift station in November.

#### Kids Bicycle Clinic

Ellie Bray reported Painted Hills Stage of the Cascade Cycling Classic Kids' Biking Skills & Basic Bike Maintenance Clinic will be held Saturday, September 21, 2019 from 10:00 am-noon (or later). Adults welcome too. This is a free clinic. It is geared towards building balance, turning and braking skills for beginner and intermediate riders through a series of stations including, but not limited to: intro to basic bike safety, skills evaluation, cone cornering, figure 8 drills, cyclocross mounting/dismounting form, 'pick up'. For younger children there will be a Strider Bike Adventure Zone as an easy, fun introduction to cycling. The Bike Maintenance Clinic will focus on the simple ways to care for/clean bike components, as well as how to fix a flat, make minor repairs and troubleshooting FAQs. Presenter will be Bart Bowen, CCC Youth Foundation Executive Director.

Ellie said she has talked to Jim Smith and he agreed to distribute flyers to kids in school. She will run information in the newspapers, flyers posted around town. Melanie said she will get info flyer to elementary school.

Ellie said that at next month city council meeting, she may be asking for permission for street (Adams) closure between OPLI lawn and courthouse lawn. Suggested that if close street to let the people who live there know so they can plan their day around the closure.

#### Personnel policy

Mayor MacInnes stated council needed to review how sick leave is accumulated and paid and that council needs to consider changing that policy. The mayor said she contacted other cities regarding their sick leave policies. None of the cities pays an employee for their accumulated sick leave when they leave city employment. Mayor MacInnes said Bill Potter was hired with the existing policy in place, so that in good faith council needs to offer him something in lieu of payment if he leaves. The City of Fossil just can't afford to pay out sick leave when employees leave. The details for the policy and for how to compensate Bill haven't been worked out. The first step is to stop the process of paying for accumulated sick leave. Mayor MacInnes stated that councilor Knox-Lyon is willing to work on that policy. Councilor Knox-Lyon motioned that the City of Fossil update the personnel policy so we do not pay out sick leave if employee leaves City of Fossil employment, but can accumulate and carry over the sick leave. Second by Councilor Sperry. Discussion: Councilor Burlingame asked what policy was. Advised this motion is to stop the payout process and then work out the policy to present at future meeting. Motion passed.

#### New business

##### Clerks resignation/temporary office hours

Mayor MacInnes read resignation letter from city recorder. The mayor reported that a special city council meeting was held to discuss options for the position. An option is to contract the accounting portion of the position out and update the office person job duties. The Mayor has

asked Solutions if they would be interested in contracting for the accounting portion of the office. They requested waiting until after the audit is completed before discussing. Council needs to look at the costs of the different options: contracting and office clerk or city recorder as is it now. People are picking up the application and decision on direction may depend on what applicant's ability are.

The Mayor reported temporary office hours for now and asked the citizens to be patient while the city is going through this process. Mayor MacInnes thanked Bill Potter for helping out.

### Coffee Shop

Glenda Homer requested city approval for the Fossil Fuel coffee shop to apply for alcohol license. She stated they want to start serving beer and wine in the evenings as well as apply for lottery. If she isn't able to get this license, they may have to close the coffee shop because it just doesn't make enough money. She said they aren't able to apply for lottery without a liquor license. Councilor Knox-Lyon made motion to approve Fossil Fuel to apply for beer and wine (liquor) license. Second by Councilor Sperry. Motion passed.

### Audit engagement letter

Information letter from the auditors outlining what they are going to do. Approval of audit was done at prior meeting, this letter is for information only,

### XTU-Chatter Box replacement

Bill reported that DEQ has certain requirements regarding backup process and notification if off site. The system installed in 1994 hasn't worked correctly so a demo product was installed about 1 1/2 years ago. Bill is asking the demo be converted to a new XTU system. The new system will work with the new lift station. The technology works off the Cloud and cell phone for \$30 month. Now it is through century link at \$55 month which can be cancelled if new XTU approved. The chatterbox needs to be replaced anyway. Amount for this is in the budget. Once out of demo mode there are more features available. Councilor Sperry made motion to approve purchase of XTU-chatterbox. Second by Councilor Burlingame. Motion passed.

### Backhoe

Bill reported that an individual approached him with an offer about a newer backhoe. This person has a 2017 New Holland backhoe with about 90 hours on it that he would like to sell to the city. The city's current backhoe is 18 years older than this one. The offer is that the city assume the payments on balance of \$45,000 and the individual gets the city's old backhoe. Bill stated he thought this was a good deal since a new New Holland would cost about \$110,000 or a Cat at about \$120,000-\$150,000. Bill said he will be meeting with the person to look at the backhoe on Thursday. He will have more information for next city council meeting. Discussion was about how to handle 'surplus' city property. The city may not be able to do a trade like this, but may need to advertise and sell the old backhoe as surplus. Bill to check in to that also.

### Reports

Councilor Knox-Lyon: no updates on water.

Library board meeting tomorrow. Library sponsoring a summer reading contest. Library had a float in the parade during Wheeler County Fair. The library received 10 boxes of new books and audio books from The Library of Congress. Librarian, Cathy, going through them as well as purging old books to sell. The library hours possibly changing to have more flexibility.

Councilor Sperry: Parks-swimming program was a success. 16 kids participated. Councilor Sperry said some of the kids were grandchildren of grandparents who live in Fossil. She reported that the kids were well behaved. The program utilized additional drivers since the bus available seated 14 kids.

Ambulance: had a meeting in July. They discussed renewals. Susan Moore learning and working on record keeping. New tires for rear of ambulance.

Councilor Beckham: no updates

Councilor Burlingame: Planning: apologized for missing meeting with the lady from FEMA. Bill gave update of that saying not sure where information coming from but this lady is saying the city will update flood plan. Bill told this person that the city doesn't issue permits, etc. He said the last time the flood plain updated was 1989.

Councilor Burlingame thanked the Mayor and Bill Potter for taking care of the power and water issues during the fair.

Mayor: Mayor MacInnes was available in office during the audit and was able to provide information auditors asked for.

Mayor said she and Bill talked about remodeling city hall by installing a counter which will provide a division between city clerk and public. This would also prevent access to city clerk desk. There are more out of town people stopping in at city hall. City hall is located at the end of town. At this time, when the city clerk is in office alone, the way the desk is situated, she could be trapped by someone. This is a safety concern and needs to be addressed.

Mayor MacInnes thanked the citizens of Fossil for their patience with city hall.

City recorder: Mayor stated bills are being paid. She asked councilor Knox to do the minutes from this meeting.

Public works: Bill reported Quincy is working out and that Quincy also works for Sawyer Logan. Quincy has been weed eating the right of ways. Bill and Quincy are patching holes on Jay, 1st, and Chase streets in preparation for the paving project, which is scheduled to be done September 23-24, 2019 by Knife River. Bill said the concern is that this is at end of the season and the asphalt plant closes down in October. Another concern is if weather is too cold. Bill reported that the paving grant allows for two years to complete the project, so if there is a delay, the city would be first on the list next year. If that happens, there may be an opportunity to do more projects.

Bill reported three new volunteers for Fossil Fire Department. They are Aaron Goe, Chris Stanley and Quincy Murray.

Councilor Sperry asked what the smell outside city hall was. Bill stated probably was garbage and he took care of it.

Community issues and concerns

Steve Bray asked how set for planning commission members. Bill reported has the same number of people and could use more. Potential members need to live in city limits and can't benefit from serving.

Bill said structures over 120 square feet need permits. 120-200 square feet application and fee to city planning commission reviews. Over 200 square feet, planning commission reviews, then city council, then state. For fire protection, setback from property line is 10'.

Glenda Homer asked about CBEC fiber optic, asking if CBEC was building to bring power to the city. Bill said they haven't approached the city yet. Glenda said they completed a cement pad. Glenda said she would talk to CBEC.

The Mayor reported that she sent an email to the Sheriff department asking that the deputy attend city council meetings to give updates on what they are doing under the contract the city has with them. Updates: tiny home project has two weeks to be moved; cars in right of ways being tagged.

Bill Gubser had question about bicycle clinic: will helmets be provided? Ellie stated that they would be.

Meeting adjourned 8:00 pm.

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Approved

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Carol E MacInnes, Mayor

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Melanie Sperry, Council President