

FOSSIL CITY COUNCIL  
MEETING MINUTES  
JEANNE E BURCH BUILDING  
401 ADAMS STREET, FOSSIL  
January 14<sup>th</sup>, 2020

Council President Sperry called the meeting to order at 7:04 pm.

**Council Present:** Jerry Beckham, Julie Knox-Lyon, Melanie Sperry and Cindy Burlingame

**Staff Present:** Public Works Bill Potter and City Recorder Brooklynn Griffith

**Community Present:** Marsha Holly, Deputy Rodney Hines, Terri Hunt, Tim Milligan

**Approve/Amendments to Agenda:** Amendment to agenda with addition of Medical Director contract renewal, and an action item on past due utilities policy. Councilor Knox-Lyon moved to approve the amended agenda; Councilor Burlingame seconded the motion. Motion passed by unanimous vote.

**Approval of November 12<sup>th</sup> City Council Meeting minutes:** Councilor Knox-Lyon approved the December 10<sup>th</sup> City Council meeting minutes; Councilor Burlingame seconded the motion. Motion passed by unanimous vote.

**Approval of bills from November 13<sup>th</sup>, 2019 to January 10<sup>th</sup>, 2020:** There were two months of bills approved at this meeting as November bills were not presented to Council at the December 10<sup>th</sup> meeting. Councilor Beckham made a motion to approve bills from November 13<sup>th</sup>, 2019 to January 10<sup>th</sup>, 2020, Councilor Knox-Lyon seconded. Motion passed by unanimous vote.

CORRESPONDENCE:

**Ambulance Donation; Mark Craig Memorial:** Mike Craig has been informed of the donation and will be passing word onto Marks wife. A thank you letter was sent to Grant Schott, the donor.

OLD BUSINESS:

**Holiday Lighting Contest Results:** Residential | 1<sup>st</sup> – Marsha Holly; 2<sup>nd</sup> – Bill & Carolyn Gubser; 3<sup>rd</sup> – Tom Sadler; honorable mention – Tom & Cindy Burlingame. Commercial | 1<sup>st</sup> – Bank of Eastern Oregon; 2<sup>nd</sup> – Sally Foods; 3<sup>rd</sup> – Asher Community Health Center; honorable mention - Fossil Fuel. People’s Choice | Asher Community Health Center.

**Anderson-Perry Project update:** Pumps are on order and should be here within the week, after arrival we will begin install. ASR one-stop is scheduled for 1/22/2020. Anderson Perry is currently out surveying for phase two of the project.

**Floodplain Ordinance:** Awaiting public hearing on 01/27/2020 to review and adopt the resolution. If anybody is interested in viewing the plan, PWD Potter will email them a copy.

**Backhoe Surplus:** Requested of PWD Potter to complete the surplus of the backhoe before end of the fiscal year to be able to plan for that income within next fiscal year’s budget.

**Herb Wright EMS Building Sign:** Tabled until next meeting.

**Fiber to Home (Dan Bubb):** Awaiting the legal contract from attorneys regarding project.

**Ordinance Contract:** Updated the agreement to include current policy discussed at the last council meeting with Sheriff Smith. Updates made to the consideration of the agreement, Section 6a; "...Fossil agrees to pay the County a maximum of 20 hours per month at a rate of \$50.00 per hour. Sheriff or his/her designee will provide Fossil a record of hours worked on a monthly basis." Also, Section 3cv; "The Sheriff or his/her designee will report monthly to the City Council..." The agreement has been sent over to the County for review at their February meeting. Fire Chief Potter also requested of Sheriff's office to enforce burn regulation complaints, the Sheriff's office accepts the request and will begin enforcement of burning regulations within the City. Deputy Hines also presented the idea of turning the contract into annual instead of monthly, utilizing 240 hours in year instead of the 20 in a month. He believes certain times of the year may warrant for a greater number of enforcement hours than others. Council and Deputy Hines would like to discuss that idea at a later date after the current agreement has been executed for some time.

**Past Due Policy:** PWD Potter presented a one-page agreement which focuses on providing utility customers the opportunity to enlist in a payment plan involving a past due balance from a previous owner of a property. This policy allows for the City to collect past due monies on accounts, as well as provides customers the chance to pay off balances over a period of time. Councilor Knox-Lyon approved the one-page policy on past due accounts, seconded by Councilor Burlingame. Motion passed by unanimous vote.

#### NEW BUSINESS:

**680 Main Street Proposal:** A limited use commercial building with a residential space upstairs, the issue arising is that all the water and sewer lines are tied together, including the next business over and feed through an additional private property. Owners have reached out and requested combination of the water/sewer services at the building, as they are planning on closing the bottom for any future use. The owners are willing to allow the City to separate the water lines that run through their property, an ongoing issue, if they're able to come to agreement on the combination of the spaces to one single utility service. Other businesses in the area that would be affected by the line reconstruction have been noticed and are also willing to allow for construction through their property. Council discussed and approved the idea to move forward with the aforementioned plan come Spring.

**Purchase Request – PWD:** Drinking Water surveyed and identified that neither of the water tank hatches in the spring reservoir were water tight, PWD Potter is requesting the purchase of lockable, more secure hatches; one hatch is \$750 and the other being \$1,200. The purchase of these hatches would bring us into compliance. Councilor Knox-Lyon made a motion to approve the purchase of the two hatches needed for the spring reservoir to bring the City into compliance, Councilor Burlingame seconded the motion. Motion passed by unanimous vote.

**Town Banners:** Business owners within town are interested in getting banners put back up around Main St/1<sup>st</sup> St. There are additional questions the Council has and would like to table the discussion until the next meeting; call CBEC and ask about regulations on placing banners on the power poles, gather additional quotes from banner vendors on brackets.

**Supplemental Budget:** Public hearing being held 1/27/2020 to discuss the addition of the BizOregon funding which was not fully clear at the time of budget planning last Spring. Hearing to be held at City Hall at 4:40 p.m.

**Schedule employee 90-day review:** Councilor Knox-Lyon and Councilor Beckham have offered to do Public Works Potters annual employee review. Councilor Sperry and Mayor MacInnes will hold Brooklynn's review.

**Medical Director Agreement:** Council discussed the agreement and would like to continue to have Dr. Boss onboard as the Medical Director. Ambulance Coordinator Moore has also been in discussion with Dr. Boss who stated he would like to continue forth with the current agreement as well. The Ambulance Board will discuss the topic at their meeting on 1/27/2020, 3:30 at City Hall.

#### REPORTS:

**Councilor Knox-Lyon:** No water updates aside from planned attendance at the one-stop on 1/22/2020. The Library Board met last week; they discussed the proposed rulemaking for the Oregon State Library Association and. The board is still working on Saturdays so the Library will be open, and they will meet again in February. Friends of the Fossil Library are discussing a new library location, Teri Hunt is the president of that non-profit and is the main contact for information regarding the library location.

**Councilor Sperry:** Ambulance board meets 1/27/2020. Appreciate all the Christmas lights that went up. Need to think about freeing up the Mayor from payroll, potentially contracting out the services with someone local.

**Councilor Beckham:** No report.

**Councilor Burlingame:** No report. Attended ribbon cutting with Councilor Knox-Lyon for the Dig-In Diner; had a great turnout! New owners seemed very energetic and ready to be a part of the community.

**Mayor MacInnes:** No report.

**Public Works:** Did walkthrough with Councilor Beckham and ODOT Liaison for Small City Allotment reimbursement on the Jay Street paving project, should be getting approval and reimbursement on that soon. Requesting a week off in February. Still looking into the new meters and would like to move forward with purchasing 30 of the new style meters each year, Council approves.

**City Recorder:** New Xerox printer is set-up in the office, both PWD Potter and the City Recorder really enjoy the convenience and accuracy. Reusable bags still available at City Hall for pick-up by the public. Requesting two half days for doctors' appointments, as well personal business days in mid-February.

**Ordinance Officer:** Deputy Hines presented his worksheet for November 21<sup>st</sup>-December 20<sup>th</sup>, working on multiple cases which involve different ordinances. Deputy is offering grace on some enforcements until the weather clears up and folks are able to get outside and gets things moved and/or cleaned up. City resident asked of Deputy if e-bikes were legal on City streets, in which he replied as long as you can peddle them, and if they do not operate under their own power, they are not considered a vehicle and are totally legal for any street.

**COMMUNITY ISSUES/CONCERNS:** Resident Rodney Hines asked of the Council if the Library was pursuing the idea of moving locations, Council Knox-Lyon confirmed that possibility. Resident asked if the library board meetings were open to public comment, yes, they are. Hines also asked of the City to repost Facebook posts from Glover Fitness to expand their client base, City will most definitely support that. All EMT students are still in the course, it is going well and everyone seems to be really enjoying it. Local business owners are doing a meet-up on 1/29/2020 at 6:00 p.m. at Dig-In Diner, all are welcome and encouraged to join.

Meeting adjourned at 7:59 PM.

2/11/2020  
Approved

Carol E MacInnes  
Carol E MacInnes, Mayor

Melanie Sperry  
Melanie Sperry, Council President