

FOSSIL CITY COUNCIL
MEETING MINUTES
JEANNE E BURCH BUILDING
401 ADAMS STREET, FOSSIL
February 11, 2020

Mayor MacInnes called the meeting to order at 7:01 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: Deputy Rodney Hines, Terri Hunt, Mick Wright, Brenda Snow-Potter, Bill Gubser, Anne Mitchell, Jackie Brown, Brad Baird

Approve/Amendments to Agenda: Amendment to agenda with addition of the Bluegrass Festival and Cycle Oregon, and to move supplemental budget from action items to old business. Councilor Knox-Lyon moved to approve the amended agenda; Councilor Sperry seconded the motion. Motion passed by unanimous vote.

Approval of January 14th City Council Meeting minutes: Councilor Knox-Lyon made a motion to approve the January 14th City Council meeting minutes; Councilor Burlingame seconded the motion. Motion passed by unanimous vote.

Approval of January 29th Special Meeting minutes: Councilor Sperry made a motion to approve the January 29th Special meeting minutes; Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote.

Approval of bills from January 15th to February 11th: Councilor Sperry made a motion to approve bills from January 15th to February 11th, 2020, Councilor Knox-Lyon seconded. Motion passed by unanimous vote.

CORRESPONDENCE:

2019 Museum Summary: Mayor MacInnes read a letter from the Fossil Museum which summarized their financials and workload from the previous year. They continue to have great fortune with the 24 volunteers that worked a total of 1,500 hours in 2019. The number of signatures in their guestbook rose to 2,304, up from 981 in 2018, with many positive comments regarding the appearance, signage, and cleanliness of the entire complex. Major projects for 2020 include updating the computer system, setting up a website, and internet access. They will be working on refinishing wooden benches that were donated by Ray and Bev Clarno, originally from the Clarno Grange Hall. Roy Carlson continues to assist with all repairs and internal building projects. There is currently one vacant position on the Museum Board, with the rest of the board members being: Cistie Shaffer, Suzanne McClure, Linda Dunn, Patricia Hyatt, Darlene Alexander, and Marilyn Garcia. The museum expresses gratitude for the support of the Fossil City Council.

EOWC Thank you: Mayor MacInnes read a thank you to Fossil City Council, from the Eastern Oregon Woman's Coalition, for their donation.

OLD BUSINESS:

Town Banners: Condon Chamber of Commerce has a 50/50 matching grant for items such as a building façade/repair, and town banners could potentially fall under that category. The quote for banners ranges depending on number of banners ordered, brackets are strapped to the poles and would not involve drilling CBEC's power poles. Mayor MacInnes suggested the idea of putting banners on hold and working towards gateway signs for the 3 highway entrances into town, city residents were in favor of the idea. Resident asked if speed signs along the highway coming into town were the City or State's responsibility, Brooklynn will contact the ODOT representative and discuss signs with them. Another resident mentioned more directional signs for things such as fuel, fairgrounds, and a better way to locate the fossil digging site. It was asked of Council if we could have a City goal of working towards gateway signs as well as directional signs downtown. Council suggested citizens come up with a dollar figure for signs and present that at the next meeting (March 10th); anything suggested would be considered during the upcoming budget process but not assured.

Anderson-Perry Project update: The Recycled Water Use Plan has been submitted to DEQ, they are currently in public review; no public comments have been received thus far. Initially were on schedule with getting the lift station installed, but complications with the electrician pushed the project back. The new electrician has been out to the site, and the panels/pumps should be arriving soon. Expected completion date is still mid-March. The surveying throughout town for the collection system has been completed and plans with the new routes is being created, the plan is to go out to bid this Spring with completion Summer 2020. The one-stop meeting on 01/22/2020 was a success, Brad Baird believes the project can be completed without raising rates. The next step is proceeding forward with notifying Business Oregon that the City would like to go forth with their funding, Council requested Baird to complete this.

Backhoe Surplus: Posted in the Times-Journal for two weeks, as well as around town. There has been quite a bit of interest locally, hoping to have a good bid pool.

Herb Wright EMS Building Sign: Sign has arrived, Mick Wright is working on getting legs for the sign to slide on to. Council discussed having a 'ribbon-cutting' when the weather warms up, it was asked of Bill Potter and Brooklynn Griffith to work on coordinating the event.

Fiber to Home (Dan Bubb): Awaiting the legal contract from attorneys regarding project, Mayor MacInnes will pursue more information.

Ordinance Contract: Has been signed by both the Wheeler County Judge and Sheriff, Council will execute on their end and supply a signed copy back to the County. No further action needed.

Supplemental Budget: The Resolution to adopt for the Supplemental Budget Appropriations has not been completed yet, a Special Meeting will be held 2/18/2020 at 12:15 at Council Chambers in the City Hall to approve the Resolution.

NEW BUSINESS:

Electronic Surplus: Councilor Sperry made a motion to recycle old electronics, Councilor Burlingame seconded the motion. Motion passed by unanimous vote.

Office Counter/Flooring: Quote from the contractor on the counter was \$6,500 for Burch plywood boxes and a laminate top. Council asked of Brooklynn to call around and get quotes from businesses out of town that would come and install carpet, also to check on carpet pricing. Resident suggested talking with the Methodist Church regarding their recent carpet installation project.

Bluegrass Festival Garbage: Todd Brooks had asked of Council whether they would like to use the same service he provided last year for the festival, picking up garbage/recycling at the parks and baseball field. Council agreed that it would be great to have Todd provide the same services this year.

Census 2020: Representative did not show, no update.

Community Clean-up Day: Friends of Fossil discussed setting a date for the community clean-up day around Main St and 1st St, and would like City input. Council decided to leave it up to Friends of Fossil to pick a date sometime in the beginning of May. Councilor Sperry can reach out to the school once a date is set and see if they would be interested in participating. Resident suggested April 22nd as it is Earth Day. The next Friends of Fossil meeting is 2/18/2020 and a date will be set then.

Bluegrass Festival: 20th Anniversary, great accomplishment! Planning committee is looking for a City/Council representative to attend the meetings. There is potential to use some of their budget for wayfaring signage in the City. Next meeting is at the Bowerman house on March 2nd at 7:00 P.M.; Cindy Burlingame is going to be the City representative. Hoping to get the town involved in decorating their storefronts for the festival.

Cycle Oregon: The Cycle Oregon Classic Ride will be coming through Wheeler County the second week in September. They are reducing the number of miles in the ride and gearing the Classic towards more community involvement in the areas they are staying. Nearly 2,000 people are expected for the race, and they are scheduled to spend two nights in Fossil. Next meeting is March 4th, where a representative from Cycle Oregon will attend. After this meeting more information will be available regarding the needs/requirements of the City. It was noted that Jeanne Burch would be a great resource, as she took the lead on the other two Cycle Oregon's that came through Fossil in the past.

ACTION ITEMS

Flood Plain Ordinance No. 445 Adoption: Flood Plain Ordinance No. 445 is in final passage. Councilor Sperry made a motion to approve the adoption of Ordinance No. 445, Flood Plain Update, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote.

Appoint Budget Officer: Councilor Burlingame made a motion to appoint Brooklynn Griffith as the budget officer for the 2020-2021 fiscal year, Councilor Sperry seconded the motion. Motion passed by unanimous vote.

Appoint Budget Committee: The Budget Committee for the 2020-2021 fiscal year are as follows: Tom McNeill, Joe McNeill, Sally Potter, Marilyn Garcia, and Jeanne Burch, along with City Council. Councilor Sperry made a motion to approve the budget committee members, Councilor Burlingame seconded the motion. Motion passed by unanimous vote.

Matters of Record: Mayor MacInnes read the Matters of Record.

Newspaper: Times Journal and Wheeler County News

Banking: Bank of Eastern Oregon and Local Government Investment Pool

Attorney: Paul Sumner

Engineer: Anderson & Perry
Auditor: Solutions, CPA
Insurance Agent: Wheatland Insurance

Commissioners:

Fire Chief: Bill Potter
Ambulance/Parks: Melanie Sperry
Sewer: Jerry Beckham
Water/Streets: Julie Knox-Lyon
Planning: Cindy Burlingame
Library: Julie Knox-Lyon

OLCC Renewals:

Korner Café | Limited, On-Premises Sales
Dig-In Diner | Full, On-Premises Sales
KC's Country Value | Off-Premise
Fossil Mercantile | Off-Premise

Councilor Sperry made a motion to approve the Matters of Record as read, Councilor Knox-Lyon seconded the motion. Councilor Burlingame announced a conflict of interest as a Bank of Eastern Oregon employee and abstained from the vote. Motion passed by unanimous vote, with one abstaining.

Solutions, CPA Audit Engagement Letter: Received audit engagement letter. Councilor Sperry made a motion to approve the 2019-2020 audit contract with Solutions, CPA, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote.

REPORTS:

Councilor Knox-Lyon: No water update. The Library received a grant for two new computers. They have been installed and are available for the public to use. The next library board meeting is 2/12/2020. The library has also been looking into moving locations, Mayor MacInnes mentioned the lot behind Glover Memorial being a potential location. The Friends of the Fossil Library will be the main contact for any library movement questions.

Councilor Sperry: No parks update. The ambulance board met at their quarterly meeting. They discussed the arrival of their new capnography machine; the ambulance crew seems to be happy with it. The EMT class is going strong and all students are still enrolled. They are hoping to drum up more publicity on the need for volunteers, the importance of the program, and the cost that is associated with the ambulance service.

Councilor Beckham: No update.

Councilor Burlingame: No update.

Mayor MacInnes: During the Bluegrass Festival the car people will return, but there will not be a full-on show like in years past. Working on getting everything wrapped up for the calendar year down at City Hall. Mayor expresses her appreciation and excitement for the Friends of Fossil group coming together. Evaluation for Brooklynn will be done on Thursday, 2/13. Need to get information out regarding Little League, requested of Brooklynn to reach out to Micha Griffith to gather insight.

Public Works: Received an email regarding the light being out at the flagpole in the Schoolhouse Museum park, Potter is wondering if Council would like him to maintain that light from here on out; as in the past he has not. It was suggested that an actual light be installed versus the solar light that is there now, Council asked of Potter to move forward with maintaining the light. That time of year to start discussing the park maintenance contract, Potter is wondering if the Council would like to use the same individual as last year. Council would like to ensure we are very specific with the expectations and tasks at hand, have a set schedule and number of hours, and work with the individual on maintenance of City equipment. Council

would like to pursue contracting out the same individual as last year after they have agreed to the expectations set forth by Potter and the Council.

City Recorder: Proposed the budget calendar for the 2020-2021 fiscal year, follows the same timeframe as past budgets. Condon Chamber of Commerce has sent out a request to gather information regarding tourism (local events, cultural heritage, hiking) throughout the John Day River Territory. They are partnering with Travel Oregon to pilot a "We Speak" program that will launch in 2020. Will work on gathering and providing Chamber with that information. Would like to request \$50-75 to use towards having a logo created through a freelance artist website. The Librarian had requested payment of her hours for a trip to Pendleton in the beginning of March to meet with the State Library representative to go over grant opportunities. Council would like more clarification on the number of paid hours being requested. Requesting a day off in April.

Ordinance Officer: A number of citizens have reached out for an extension on getting their ordinances abated, Deputy Hines has agreed to wait until next month. Council asked of Deputy Hines to not go over the 20-hour monthly limit, Hines assured that the City would not get billed for additional hours over twenty but will work at sticking under twenty. He would also like to work more with the City Recorder towards setting up a fee schedule this Spring.

COMMUNITY ISSUES/CONCERNS: Resident Mick Wright asked if the contract for the park maintenance would go out to bid. Potter explained that past policy has been that if the previous contract holder would like to continue into the next year, they could do that and the City would not go out to bid. If expectations for the coming year are laid out and the current holder would like to abstain from being the maintainer, City would put the contract out for bid again. Resident Bill Gubser asked if the City would be redoing the infield and outfield at the ballfield, he highly suggests redoing the infield for the little kids. Council agrees that the field needs a lot of work and hopes that volunteers will be able to help with redoing the field when the time comes. They are hoping to begin the process as soon as possible.

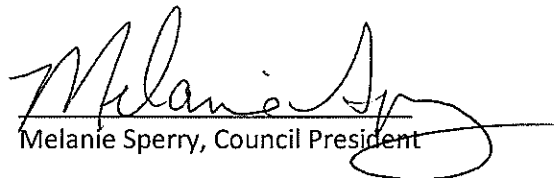
Meeting adjourned at 8:27 PM.

March 10, 2020

Approved



Carol E MacInnes, Mayor



Melanie Sperry, Council President