

FOSSIL CITY COUNCIL
MEETING MINUTES
WHEELER HIGH SCHOOL
February 9, 2021

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

Council Present: Melanie Sperry, Cindy Burlingame, Jerry Beckham, Terri Hunt.

Staff Present: Bill Potter and Brooklynn Griffith.

Community Present: Deputy Hines.

Approve/Amendments to Agenda: Councilor Burlingame moved to approve the February 9th agenda with the addition of the annual report from the museum under correspondence; Councilor Sperry seconded the motion. Motion passed by unanimous vote.

Approval of January 12th City Council Meeting minutes: Councilor Sperry made a motion to approve the January 12th Council meeting minutes, Councilor Burlingame seconded the motion. Motion passed by unanimous vote.

Approval of bills from January 9th to February 5th, 2021: Councilor Hunt made a motion to approve the bills from January 9th to February 5th, 2021, Councilor Sperry seconded the motion. Motion passed by unanimous vote.

Approval of financial statement for January 2021: Councilor Sperry made a motion to approve the financial statement for January 2021, Councilor Hunt seconded the motion. Motion passed by unanimous vote.

CORRESPONDENCE:

Museum Annual Report: The museum complex has been closed since March, at that point only 21 visitors had visited. A total of 335 volunteer hours were logged in 2020.

OLD BUSINESS:

Anderson-Perry Project Update: The ASR project is still in the design phase, the invoices are beginning to come in. The walk-through of the project should be completed in the next few weeks. The Wastewater project is going well; all the mainlines have been hooked back up. A lateral has been put in place across the highway, PWD will be inputting new sewer lines to the nearby residents. The lines have been tested and they will soon vacuum test the manholes.

Industrial Park: Tabled.

Ordinance Fee Schedule: Tabled.

Childcare: Will work to get the survey sent out before the next Council meeting.

CARES Act: Tabled. Awaiting further update from Attorney Sumner.

NEW BUSINESS:

Tri-County Chamber | K'Lynn Lane: Would like to prepare hospitality bags for new residents who move to the community. The bags would consist of items from local businesses like coffee mugs, pens, local

business cards, and coupons. Council thinks this is a great idea and would love for the Tri-County Chamber to take on the project.

Draft - CBEC 10-Year Franchise Ordinance: Mayor MacInnes asked Council to review the draft ordinance for the franchise agreement. We will do the first reading of the ordinance at the next council meeting.

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

Approve Budget Calendar: Councilor Sperry made a motion to approve the budget calendar as presented for fiscal year 2021-2022, Councilor Hunt seconded the motion. Motion passed by unanimous vote.

PWD Purchase: Looking to purchase a part of the vertical shores kit, which prevents cave-ins while working in trenches. PWD Potter hopes to purchase pieces of the kit throughout the coming years as well, to build a solid base of safety equipment for the public works crew. Councilor Sperry made a motion to approve the purchase request from PWD Potter, Councilor Beckham seconded the motion. Motion passed by unanimous vote.

Museum Roof: Looking to install a temporary fix to the museum roof before the winter storm hits this weekend. It appears to be an entire replacement of the membrane on the top of the building, the last time it was repaired/replaced was in 2003. Museum staff are checking the roof regularly until a contractor can be scheduled to complete the replacement on the roof.

Supplemental Budget for ASR Project: We will hold the budget hearing on March 9th prior to the Council meeting, where the resolution will be adopted. Council asks to get the supplemental budget into the paper within the next two weeks.

Possible Vacancy: There has been discussion with the public works assistant on his possible move from the area, this would open the current position up. The public works assistant will work to notify Council as soon as possible on the potential vacancy.

Recorder Position Advertisement: Council would like to post the recorder position vacancy in a couple more newspapers to widen the reached area. They would like to run an ad in the Capital Press and Eastern Oregon News for two weeks.

Tagged Vehicles: The City currently holds a contract with a towing company that resides outside of Wheeler County. This helps to ensure that when tagged vehicles are towed, they are being removed from the County and not moved to another location within the area. There has been talk of local tow trucks also towing tagged vehicles, but Council would like to continue with solely using the company outside of the County for the tagged vehicles. Awaiting word from Attorney Sumner on whether or not Council can enforce a rule that states only their contracted company can pick up the vehicles in City limits.

Contract Services – Pay Increase: Councilor Hunt made a motion to approve a \$3.00 an hour increase for the contract services for City Recorder (\$25.00 total), Councilor Sperry seconded the motion. Motion passed by unanimous vote.

ACTION ITEMS:

Solutions, CPA – Audit Engagement/Contract FY22: Councilor Sperry made a motion to accept the Audit Engagement Letter and the Audit Contract for the upcoming 2022 fiscal year with Solutions, CPA, Councilor Hunt seconded the motion. Motion passed by unanimous vote.

REPORTS:

Councilor Hunt: The library sent in a grant and will continue to look for ways to boost the library's finances and size. Also looking to set-up free family movies once a month hosted by the Friends of Fossil and Friends of Fossil Library. Looking forward to her water tour with PWD Potter.

Councilor Sperry: The EMTs will be taking their practical exams on February 20th here at the Wheeler High School, a total of 16 students will be taking their tests. Next month the ambulance is looking to purchase a few items, Susan will get back to Councilor Sperry with a list. Little League sign-ups are happening in Condon. Councilor Sperry did send out a letter of interest to the parents of the grade school to see if anyone was interested in taking on a Little League team here in Fossil; but there haven't been any firm commitments. So far, six students from Fossil are signed up for Little League. Council would like to see a flyer around town asking the communities interest in hosting a team.

Councilor Beckham: The wastewater project is still a work in progress. The upcoming weather could pose some issues.

Councilor Burlingame: No update.

Mayor MacInnes: Mayor MacInnes was a part of a meeting where it was requested that the Governor provide data on their reasoning behind keeping our communities closed, the request was denied. The Governor did agree to host a Zoom with the Mayors of Oregon, but again there was a lack of information provided. There are a few residents in town who are living in RVs in their yard, Mayor would like to see these addressed come Spring time once the weather has warmed up.

Public Works: Public Works assistant had his surgery on the 8th, he will come back on the 24th in a light duty capacity. The Fire Department will be driving the Easter Bunny around town to deliver goodie baskets to the children within the community, in April for Easter.

City Recorder: No update.

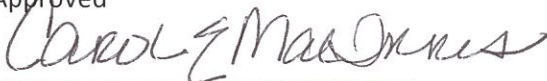
Ordinance Officer: Possible code enforcement call put into the City, there has been no ordinance issue though just a public dispute. Deputy Hines is working to resolve the issue with both residents.

COMMUNITY ISSUES/CONCERNS:

Meeting adjourned at 8:07 PM.

March 9, 2021

Approved



Carol E MacInnes, Mayor



Melanie Sperry, Council President