MEETING MINUTES

Jeanne Burch Building

November 8, 2022

**Mayor MacInnes** called the meeting to order 7:00 P.M.

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

**Staff Present:**  Lea Walker.

**Community Present**: Julie Knox, Chad Macomber, Marsha Holly, and Jackie Brown.

**Approve/Amendments to Agenda:** Councilor Burlingame made a motion to approve the November 8th as amended: adding Holiday Time Off and Staff turkey/ham under new business, Councilor Sperry seconded the motion. Motion passed by unanimous vote (aye: Councilor Hunt, Councilor Sperry, Councilor Jerry, Councilor Burlingame, no: none).

**Approval of October 11th City Council Meeting Minutes:** Councilor Hunt made a motion to approve the October 11th City Council Meeting Minutes, Councilor Burlingame seconded the motion. Motion passed by unanimous vote (aye: Councilor Hunt, Councilor Sperry, Councilor Jerry, Councilor Burlingame, no: none).

**Approval of bills from October 11th to November 7th, 2022:** Councilor Burlingame made a motion to approve the bills from October 11th to November 7th, Councilor Hunt seconded the motion. Motion passed by unanimous vote (aye: Councilor Hunt, Councilor Sperry, Councilor Jerry, Councilor Burlingame, no: none).

**Approval of financial statement for October 2022**: Councilor Hunt made a motion to approve the financial statement for October 2022, Councilor Sperry seconded the motion. Motion passed by unanimous vote (aye: Councilor Hunt, Councilor Sperry, Councilor Jerry, Councilor Burlingame, no: none).

CORRESPONDENCE:

**BizOregon Closeout Letter**: Mayor MacInnes read the letter in full which discusses the closeout of the Wastewater project.

OLD BUSINESS:

**Anderson-Perry Project Update**: No new update.

**Cemetery:** The Deed was signed and the next step is the transferring the bank information under the City of Fossil.

**Community Development Funds:** A supplemental budget would need to be created to accept the money into the water fund as it is over 10%.

**Volunteer Appreciation BBQ**: Invitations were sent out to all of the volunteers of the city. Wednesday Nov 16th 5:00 pm- 8:00 pm all are welcome to attend and thank the local volunteers. Lea will be heading to town Monday to Costco to pick up items for the dinner.

**Trunk or Treat/Scarecrow Winners:** The Frontier Chamber of Commerce posted the scarecrow winners on Facebook. The turn out for the Trunk or Treat was a good with plenty of kids, weather was beautiful, and The Royal Stag had events for the kids as well. Mayor MacInnes suggested next year to make a map of the houses passing out candy.

NEW BUSINESS:

**Christmas Lighting Contest:** Councilor Burlingame and Lea will be picking judges for the lighting contest and reaching out to Columbia Basin Electric to see if they would like to participate again this year with the City of Fossil.

**Tree Lighting Event:** Scheduled tree lighting event for December 4th at 5-6pm Lea will reach out to Bill to see if Sally may be interested in making soup again. The Royal Stag would love to participate in the tree lighting ceremony. The idea of Santa at the Royal Stag and letters to Santa.

**Holiday Time Off:** Mayor MacInnes requested November 23rd the day before Thanksgiving and December 23rd to allow staff to prepare for the Holidays. The 23rd of November and December will be paid holiday for staff. Councilor Sperry made a motion to give the city staff November 23rd and the December 23rd as paid time off for the holidays, Councilor Burlingame seconded the motion. Motion passed by unanimous vote (aye: Councilor Hunt, Councilor Sperry, Councilor Jerry, Councilor Burlingame, no: none).

**Staff Turkey/Ham:** The City of Fossil buys the city staff and the library staff a turkey or a ham for Thanksgiving. Lea will be picking those up on Monday when she travels to Costco.

ACTION ITEMS:

**Ordinance 449 Amending the City of Fossil Comprehensive Plan/Zoning Map:** Councilor Burlingame read the Ordinance 449 in full for the first reading with the correction of “Taxlot 3600 to TaxLot 6300”.

REPORTS:

**Councilor Hunt**: Friends of Fossil Library has taken over running the Holiday Bizarre on December 3rd. They will be selling soup and bread for $5.00. The Annual Friends of Fossil Library meeting had a good turn out for their annual meeting. During the meeting the Book Mobile was the top of the interest for the library and the bottom was lack of information to the public. The library has two people to be interviewed for the computer tutor position on November 30th.

**Councilor Sperry:** Susan Moore has had 73 runs so far this year and appreciate the stipends for the Volunteer EMTS. Thank you to Jefferson County to assist in our billing for ambulance billing. Mayor MacInnes suggested in the future to create a city logo.

**Councilor Beckham:** No update.

**Councilor Burlingame**: No update.

**Mayor MacInnes**: There was a press conference with OMA on the homelessness task force and it had gone very well. The homelessness taskforce is on the next phase of the project which is creating a one-page letter that will need to be submitted. Mayor MacInnes will need to do a community outreach to all the cities designated in the region and get them on board with the ask to the legislature. She will be attending the Leadership summit at no cost to the city. The last OMA Board of Directors meeting for the year will be in Cottage Grove and LOC will cover the costs. December council meeting there will be refreshments and chance to say goodbye to the council and mayor.

**Public Works:** Absent.

**City Recorder:** Attached is two certificates from the Northwest Clerks Institute which is 6 points to my CMC certificate. The Northwest Clerks Institute scholarships through IIMC are due by November 15th and will need a letter of support from council. The Halloween décor for city hall was a minion’s theme.

**Ordinance Officer**: Absent

**COMMUNITY ISSUES/CONCERNS:**

Meeting adjourned at 7:46 PM.

December 13th, 2022\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved

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Carol E MacInnes, Mayor       Melanie Sperry, Council President