

MEETING MINUTES  
Jeanne Burch Building  
August 8<sup>th</sup>, 2023

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

**Council Present:** Chad Macomber, Julie Knox-Lyon, Carol MacInnes.

**Staff Present:** Lea Moyer, Bill Potter.

**Community Present:** Times-Journal (Dial-IN), Marsha Holly, Anna Mitchell,

**Approve/Amendments to Agenda:** Councilor Macomber made a motion to approve the agenda as amended, adding under new business "purchase request- Leaf Blower" to the August 8<sup>th</sup> consent agenda, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none).

CORRESPONDENCE:

Third & Jefferson residents wrote a letter to the City with their concerns about the heavy dust from passing traffic during the Bluegrass Festival.

OLD BUSINESS:

**Anderson-Perry Project Update:** No updates.

**Industrial Lot Lease to Own:** Councilor MacInnes made a motion to approve the sale of the industrial lot back to Mr. Derby in the amount of \$11,612.24 and a friendly reminder that the lot was not sold to him for this amount that this would be the remainder of the lot balance. Councilor Macomber seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none).

**Planning Committee Updates:** No update.

**Rules of Procedure:** Councilor MacInnes made a motion to approve the Rules of Procedure with the statement that the typos will be corrected, Councilor Macomber seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none).

NEW BUSINESS:

**Metal Signs:** The third gateway sign has arrived. This gateway sign will be installed at the corner of First Street and Hwy 19 will replace the current wooden business display. That display will be placed at the corner of First & Broadway. Mayor Hunt presented the idea of changing out the wood business sign display with new metal signs to better reflect the current business owners. Owners would purchase their sign so there is no cost to the city with the sign belonging to the business owners for 10 years. After 10 years, the signs would belong to the city. Councilor MacInnes made a motion to move forward with sign display with the understanding the color of the signs will match the color of the gateway sign, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none). Anne Mitchell made a request to consider a place for a banner.

**High Fire Danger Report:** Mayor Hunt presented a high fire danger flyer. City of Fossil will post the flyer throughout town.

**Owl System:** It was brought to the councils attention that the owl camera system would make virtual meetings more accessible and easier for participants to hear. Councilor Macomber made a motion to purchase the owl system for the amount of \$1,049.00, Councilor MacInnes seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none).

**Educational Classes:** Councilor MacInnes made a motion to approve the accounting class for Lea, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none).

**Purchase Request- Weed Eater, Leaf Blower, Sludge Test:** Public Works requested new equipment to replace the current equipment as maintenance parts are unavailable. OAWU has given a bid of \$4.500 to conduct a Wastewater Sludge Test as requested by Public Works. DEQ recommends this should happen every 20 years and city has never done this test. Councilor MacInnes made a motion to approve the purchase request for a Stihl weed Eater, Stihl leaf Blower, and the sludge test as presented to the council. Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none).

**Library Wage Increase:** The Library Board would like to request a \$0.50 increase on Cathy Goldsmith wage putting her hourly rate at \$16.00 an hour. Councilor MacInnes made the motion to accept the increase of \$.50 from the OCF Funds, Councilor Macomber seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none).

#### ACTION ITEMS:

**FY 22-23 Financial Statements/Management Letter:** Councilor MacInnes made a motion to approve the fiscal audit for FY 22-23, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none). Schedule a work session August 16<sup>th</sup> @5:30pm.

#### REPORTS:

**Councilor Macomber:** Councilor Macomber assisted in the 4-H Cleanup day. He is interested in attending the Oregon Trails Association Conference in early November. Councilor MacInnes made a recommendation to have Councilor Macomber represent the City of Fossil at this conference and that the city should cover the cost of the registration. Councilor MacInnes made a motion that the City of Fossil pay for the registration fee for the Oregon Trails Association Conference for Councilor Macomber November 2<sup>nd</sup> – November 6<sup>th</sup>, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor MacInnes, Councilor Knox-Lyon, no: none). The library was closed July 19<sup>th</sup> and Councilor Knox-Lyon was curious why no volunteers were contacted. An email was received from Susan Moore in regards to a transport from Fossil to Condon. The council agreed that would be considered a transport.

**Councilor Burlingame:** Absent.

**Councilor MacInnes:** Councilor MacInnes apologized for delaying Bill's employee evaluation and would like to schedule it next week. Councilor MacInnes suggested to schedule employee evaluations in January. Councilor MacInnes questioned if the City of Fossil received money from the camping spots. Anne Mitchell

stated the City of Fossil did not get paid for those camping spots and unsure if it was stated in the agreement. The money from those camping locations helped pay for the cost of the portal bathrooms.

**Councilor Knox-Lyon:** No update

**Mayor Hunt:** Attended the Oregon Main Street meeting through Zoom. The Oregon Main Street would help small cities to focus on an area for improvement. K'Lynn with Frontier Chamber of Commerce recently transitioned jobs with the Ford Foundation. K'Lynn will be looking for grants for the City to help cover the costs of a new sidewalk & technology upgrades. Mayor Hunt will be looking into a grant from T-Mobile that focuses on Rural Technology upgrades. The upgrades we would hope to receive laptops/tablets for the councilors, a new laptop for Bill Potter, or a digital message board. Mayor Hunt has previously forward our Employee handbook over to CIS to be updated. OMA conference will be later this week and will only be attending one night which will be covered through the OMA Scholarship. Councilor Macomber and Mayor Hunt did an employee evaluation on Eddie and would like to request a \$2.00 increase for his salary. The discussion will be moved to the work session on August 16<sup>th</sup>. The mayor also encouraged people to enter exhibits in the fair this weekend.

**Public Works:** Transducer went out at the well and has been pumping water out the backside of the hill, Public works has to manually turn off/on 7 days a week 1x-2x daily. TAG will be in the area the following day and will make time to look into our system Bill has applied for the special city allotment for Chase Street and Adams Street. He has also applied for a planning grant through DLCD. Oregon State Fire Marshalls gave the City danger level signs which identify our fire danger in the area. A representative with OSFM and Bill will be in a booth on Saturday at the Ball Field during the county fair. Smoky the bear will be in the parade and at the fair. Complaints have been brought to Bill's attention on the public restroom signage, requesting more & larger signage

**City Recorder:** The City of Fossil recently received new blinds to replace the current blinds in city hall. Danielle, with Jefferson County has offered to assist the City in the ambulance audit and is working to get that scheduled. Code Enforcement letters regarding Fire Hazards were sent out through Ordinance Enforcement.

**Ordinance Officer:** Several letters have been delivered to people. City council agreed that Ordinance 417A would need to be revisited.

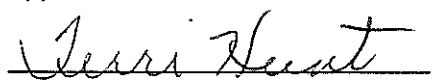
**COMMUNITY ISSUES/CONCERNS:**

Anne Mitchell addressed follow up concerns on an animal complaint.

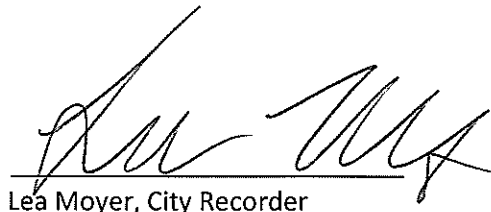
Meeting adjourned at 8:11 PM.

September 12<sup>th</sup>, 2023

Approved



Terri Hunt, Mayor



Lea Moyer, City Recorder

