

City of Fossil  
Jeanne Burch Building  
November 14th, 2023

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

**Council Present:** Chad Macomber, Cindy Burlingame, Julie Knox-Lyon

**Staff Present:** Lea Moyer

**Community Present:** Marsha Holly.

**Approve/Amendments to Agenda:** Councilor Burlingame made a motion to approve the amended consent agenda; with the correction to a Street Expense Line Item in the budget vs. actual. Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

CORRESPONDENCE:

OLD BUSINESS:

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

**Planning Committee Updates:** No update.

**Metal Business signs:** There are a total of 20 businesses interested in purchasing a sign in Fossil. Roughly half of the money has been reimbursed back to the city.

**Volunteer Appreciation Dinner:** The Volunteer dinner was a success and it was good to recognize and recruit our volunteers.

**Annual Tree Lighting Ceremony:** Attached is the draft flyer for the lighting ceremony/ tree lighting contest. Sally will be bringing soup, Karen's will bring rolls, & council/staff will bring cookies. There will be a request to purchase fire puts/heaters in action items.

NEW BUSINESS:

**City of Fossil Mileage:** Table for work session.

**Oregon Paleo Lands Institute:** Oregon Paleo Lands Institute requested a Memorandum of Understanding and a liaison for their committee. Council requested to send the MOU to the attorney for review. Councilor Burlingame made a motion to approve the MOU pending attorney review with Mayor Hunt as liaison, Councilor Macomber seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**Councilor MacInnes Absence:** A request has been made to excuse Councilor MacInnes absence as the last two meetings she has been attending conferences as a representative of the City of Fossil. Councilor Burlingame made a motion to approve Councilor MacInnes to be excused from the November & the October City Council Meetings. Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**OMA Contest:** Mayor Hunt would like request to hold the Oregon Mayor's Association "If I were Mayor" contest. The winning contest winners would need to be sent to the LOC by April 1<sup>st</sup>. In the past the first-

place winner received \$100.00 and \$10.00 for each participant which were four total submissions. Mayor Hunt would like to request the winner receive \$75 and \$20 for each participant. Next year accommodating it in the budget. The budget without the adopted resolution added the budget is 98% used for the mayor/councilor expenses. It has been recommended a prize for each division winner at the total \$50 at max of \$150.00. Councilor Burlingame made a motion to approve the If I were mayor contest with a \$50 prize in each division, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**Ordinance 417 A:** The ordinance enforcement officer would like to request a memo stating we will not be enforcing Ordinance 417A while the City of Fossil updates their ordinance as the 14-day stay is unclear. Mayor Hunt requested he draft an example letter for approval from council. Lea will discuss with the planning department if they would like to review Ordinance 417A before sending to the attorney to review. Before a letter is sent to Rodney Hines the attorney should either draft/approve a letter for Rodney.

**Ambulance Visa- Request for Increase:** As the BEO City of Fossil Ambulance Visa card is only allotted \$5,000.00, I would like to request to increase the amount to \$10,000. This will help prevent maxing out the card on emergency transactions. Councilor Knox-Lyon made the motion to request to increase the BEO Ambulance Visa to \$10,000.00, Councilor Macomber seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**ACTION ITEMS:**

**Approve & Adopt Resolution No. 459:** Necessary transfers to the General Fund: Lea read Resolution No. 459 in full. Councilor Burlingame made a motion to approve and Adopt with the correction of C/O to capital outlay, Councilor Macomber seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**Purchase Request- Heaters/propane:** Councilor Knox-Lyon made a motion to approve the purchase of one of a stand-up propane heater and a fire pit, and two propane tanks. Councilor Burlingame seconded the motion, motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**Purchase Request- Snow Blower:** Councilor Burlingame made a motion to approve the purchase of a snow blower for the total amount of \$1299.00, Councilor Macomber seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**Purchase Request – Tables (2):** Councilor Knox-Lyon made a motion to approve the purchase of two tables for less than \$60.00 each, Councilor Burlingame seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

**Schedule Work Session:** Councilor Burlingame made a motion to call a work session. Councilor Macomber, Councilor Knox-Lyon were in a favor for a work session to be called. A work session has been scheduled for November 27<sup>th</sup> at 6:00 PM. The work session is being called to discuss financial procedure, public records/agendas.

**Ambulance Compressor:** The City of Fossil Ambulance currently is out of service as the Ambulance Compressor has failed. The cost of the compressor is \$2300.00, this does not include the cost of shipping or labor to the ambulance. Councilor Burlingame made a motion to approve the purchase of the compressor at the amount of \$2300.00 plus labor/shipping cost, Councilor Knox-Lyon seconded the motion. Motion passed by unanimous vote (aye: Councilor Macomber, Councilor Knox-Lyon, Councilor Burlingame, no: none).

#### REPORTS:

**Councilor Macomber:** Councilor Macomber participated in the conversation with Bill Potter, Wheeler County, and BizOregon for the possibility of purchasing industrial lots from the City of Fossil and possibly building a craft artisan. Thank you to everyone who attended the Volunteer Appreciation Dinner and being able to speak in behalf of our EMT services. I hope it was well received.

The Outdoor Recreational Conference was a very good way to network and understanding funding opportunities for the City of Fossil and the City of Fossil Library. One of the resources is called outgrown who provide funding for learning hikes and equipment rentals. There is a lot of people who have disabilities for are involved in outdoor recreational activities.

**Councilor Burlingame:** Councilor Burlingame attended the LOC Annual Conference. The LOC Conference was very beneficial and had a broad range of topics to attend whether it was housing shortages to working with councilors. It was great to be networking and had an unfair advantage to most new timers of the LOC conference as I was attending with a board member who is on multiple committees. It was beneficial for the legislative updates to know what is going on at a state level and laws that are changing. An example was the homeless case in Grants Pass leading to change Ordinance language to comply with the State of Oregon. Kathryn Griener with the City of Condon is a great resource for the State of Oregon for projects. During the Conference Councilor MacInnes received the James C. Richards award. While she attended it was great to see the way the City of Fossil is presented around the State of Oregon while being listened to and respected. The Mayor of Albany was so excited that Councilor Burlingame was going to Albany and she received a token to ride the carousel from him.

**Councilor Knox-Lyon:** No update.

**Councilor MacInnes:** Absent.

**Mayor Hunt:** The Volunteer Appreciation Dinner was very successful. She has also has been working on the metal signs. Mayor Hunt attended the Municipal Fundamentals November 3<sup>rd</sup> and was very beneficial. Mayor Hunt was interviewed by a filming crew from Netflix for the cattle mutilation.

**Public Works:** Absent.

**City Recorder:** Attached in the council packet is LOC information to be informed on. I have completed my Accounting Fundamentals I course and OAMR Conference KTAP certificate. Councilor Burlingame would like to mention that during the LOC Conference she had the opportunity to meet other City Recorders. The city managers had very very positive things to say about her and that she represents the City of Fossil well during these City manager and City Recorder events. I recently applied for two policy committees with the League of Oregon Cities. One being the Budget/Finance Policy Committee and the second being

the General Governance Policy Committee. The Ambulance meeting was recently held and it was a relief to have a better understanding of the Ambulance Audit. Jefferson County also discussed raising our rates as majority of insurance companies will pay those rates since we live in a rural location. It was also advised to raise the rates for mileage to \$25.00.

**Ordinance Officer:** Will attach his report next month.

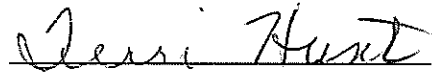
**COMMUNITY ISSUES/CONCERNS:**

Marsha Holly: Two German Shepards have been running lose. A report will be filed.

Meeting adjourned at 8:28 PM.

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

Approved



Terri Hunt, Mayor

  
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Lea Moyer, City Recorder