

City of Fossil
Jeanne Burch Building
December 12th, 2023

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

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

Staff Present: Lea Moyer, Bill Potter, Brad Baird

Community Present: Marsha Holly & Melanie Sperry.

Approve/Amendments to Agenda:

Councilor MacInnes made a motion to approve the November 10th – December 8th, 2023 Bills, Councilor Knox-Lyon seconded the motion. Motion passed (Aye: Councilor MacInnes, Councilor Macomber, Councilor Knox-Lyon, no: None, Abstain: Councilor Burlingame due to an Actual Conflict of Interest).

Councilor Burlingame made a motion to approve the amended consent calendar adding: to the agenda "Approval of November 30th, 2023 Work Session Meeting Minutes", New Business "Ambulance Flyer", and making the correction under New Business December 29th to December 22nd. Councilor Macomber seconded the motion. Motion passed by unanimous vote (Aye: Councilor Burlingame, Councilor Knox-Lyon, Councilor MacInnes, Councilor Macomber, no: None).

CORRESPONDENCE:

Christmas Card Hudd: Mayor Hunt read the Christmas card.

Thank you Card Governor Kotek: Mayor Hunt read the Thank You card.

OLD BUSINESS:

Anderson-Perry Project Update: Moved to Reports.

Planning Committee Updates: No update.

Metal Business signs: Mayor Hunt spoke to the gentleman creating the business signs requesting if he would prefer batches or all at once. He chose all at once. The city is still waiting on a few payments to come in.

Oregon Paleo Lands Institute: Mayor Hunt read the response received by the attorney in regards to the Memorandum of Understanding. He requested additional language be added in the MOU. Councilor MacInnes added that the MOU is mainly for grant purposes and letters of support.

Ordinance 417 A: Mayor Hunt read the response received by the attorney in regards to Ordinance 417A. The concern was the statement of 14 days which was unclear. The attorney gave the response that it could only be occupied 14 days within 365 days. Concerns were addressed on construction/renovation to be added within the Ordinance. Bill will reach out to Kirk Fatland the City's planner and request information on language to add to our draft amended ordinance. The City of Fossil will hold a work session January 9th at 6:00 PM.

NEW BUSINESS:

Dakota Holmes Industrial Lot 8: Previously Mrs. Holmes parents owned the industrial lot with the approved plans to build a mobile butcher shop. The council previously discussed they did not approve of a stockyard and the killing of livestock on the property. Mr. & Mrs. Holmes would like to propose a similar idea to come in and bring the livestock inside a building during certain times and certain days to process the livestock. This will help prevent the butchering sight/sound of livestock through processing. They are seeking for approval of the council before proceeding with their plan for those industrial lots. A request by Councilor MacInnes is to comply with the City of Fossil's Wastewater treatment. Councilor MacInnes made a motion to approve the Holmes plan for Industrial Lot 8, Councilor Burlingame seconded the motion. Motion passed by unanimous vote (Aye: Councilor Burlingame, Councilor Knox-Lyon, Councilor MacInnes, Councilor Macomber, no: None).

Absences: Mayor Hunt would like to request a protocol when City Hall will be closed. Councilor Burlingame would like formally apologize for not informing council on the closure. Staff will inform council ahead of time if closure will happen. This notice will allow the mayor to open City Hall up if she is available. If an individual is sick, they may inform their supervisor and the supervisor will inform council.

Employee Evaluations: Employee Evaluations will be performed in January. Councilor MacInnes and Councilor Knox-Lyon will evaluate Bill. Councilor Macomber and Mayor Hunt will evaluate Eddie. Councilor Macomber and Councilor Burlingame will evaluate Lea.

Request City Hall Closure December 22nd- Councilor MacInnes: Councilor MacInnes would like to request city hall be closed December 22nd before the holidays. Councilor Macomber made a motion to close down city hall December 22nd, Councilor Burlingame seconded the motion. Motion passed by unanimous vote (Aye: Councilor Burlingame, Councilor Knox-Lyon, Councilor MacInnes, Councilor Macomber, no: None).

Councilor Knox-Lyon made a motion to add the employee handbook that city hall be closed the work day before or the work day after Christmas, Councilor Macomber seconded the motion. Motion passed by unanimous vote (Aye: Councilor Burlingame, Councilor Knox-Lyon, Councilor MacInnes, Councilor Macomber, no: None).

Letter of support- Haven House Emergency Generator Grant: Councilor Burlingame made a motion to approve of writing a letter of support for the Haven House Emergency Generator Grant, Councilor Macomber seconded the motion. Motion passed by unanimous vote (Aye: Councilor Burlingame, Councilor Knox-Lyon, Councilor MacInnes, Councilor Macomber, no: None).

Ambulance Flyer: The Ambulance Board would like to request to put up an ambulance flyer promoting training and the need for EMTS. The consensus was to put the flyers up.

ACTION ITEMS:

Schedule Work Session- Goal Setting/Budget: Schedule work session January 4th, 2023 at 5:15 PM at City Hall.

REPORTS:

Councilor Macomber: The community bazaar at the Isobel Edwards Hall was a success. The Friends of Fossil Library sold out on soup. Councilor Macomber had made donation of a cheesecake and fudge to be sold at the event. The Friends of Fossil had a successful annual board meeting. The library board met and have started the hiring process on Marietta Walker and her starting date will be January 18th.

Councilor Burlingame: No update.

Councilor Knox-Lyon: No update.

Councilor MacInnes: Councilor MacInnes attended the National League of Cities conference in Atlanta. She attended many classes that were educational and beneficial. Last week she attended the Women's Caucus which is a women's leadership committee for those who are elected or appointed. This last week's meeting topic was mentoring/onboarding.

Mayor Hunt: Thank you to Lea who coordinated the Holiday Tree Lighting Event. The event seemed to be successful. The Friends of Fossil Library hosted the Holiday Bazaar at the Isobel Edwards Hall selling tables and soup. The event had a good turn out as well. The trees in the pots have fairy lights installed on them and the trees down Main Street will have lights when receive the batteries. The City of Fossil will order the signs the first of the year. The City of Fossil didn't receive the T-Mobile grant but she is looking towards other grant opportunities. Mayor Hunt would like to thank Mike Craig, Eloise Mortimore, Karen Cossitt for all of the hard work they put into the Lights display at the City of Fossil Parks.

Public Works: The Wastewater pump has been having issues and needs an emergency repair as soon as possible. He will be traveling to Bend Thursday and will have a business who specializes in repairing the pump look at it. The downfall is the business has been bought out by another company and if they are unable to repair the pump, the City of Fossil will have to look at purchasing a new pump. The County has expressed interest in purchasing all three industrial lots from the City of Fossil at full cost per lot. Councilor MacInnes would like to request the City of Fossil hold off on selling Lot 12 for the housing project she is working on.

Anderson Perry: Brad Baird presented the schedule for the ASR project. The City of Fossil posted the bid for the paper November 14th. The pre-bid tour will take place January 11th meeting at Jeanne Burch Building if available. Due to inflation Brad Baird addressed his concerns for funding. His concern is that our original BizOregon loan will not cover the total cost of our project and the City of Fossil should begin looking for Gap Funding. The ASR project will with water conservation. Installing an Aerator with the ASR project will help eliminate the sulfur in Well One.

City Recorder: Attached in the Council Packet is information for NexBillPay which is a payment system that is integrated with Jayhawk. The City of Fossil currently utilizes DOXO which does not work with Jayhawk. I would like to request Council review the agreement. To be noted the fee schedule is subject to change. Lea read a letter from the LOC that Steve Callaway appointed her as a voting member on the LOC Finance & Taxation Policy Committee.

Ordinance Officer: Attached time sheet.

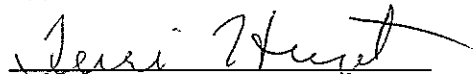
COMMUNITY ISSUES/CONCERNS:

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


Meeting adjourned at 8:28 PM.

January 9th, 2023

Approved



Terri Hunt, Mayor


Lea Moyer, City Recorder