



Note Time Change

AGENDA

Special Meeting

City Hall 11960 East St. Fort Jones

Monday November 28, 2022 – 4:00 PM.

CALL TO ORDER:

Fort Jones City Council Roll Call: Mayor: DeCausmaker _____ Members: Garcia _____ Banks _____
Beckwith _____ Gepford _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Council meeting. There is a five (5) minute limit per topic.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

- A. Ongoing Project Status Report

PUBLIC HEARING: ORDINANCES AND RESOLUTIONS

1. Review and approve Resolution for Council Stipend
2. Review and approve Ordinance for Council Stipend

DISCUSSION / REPORTS: ACTION ITEMS:

3. Administrative Assistant job Posting
4. Site Update for Central Park Grant
5. Payments for Etna Police Department Contract
6. Dept. of Transportation Grant Application

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on December 12, 2022, at 7:00 p.m.

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Town Council

Michelle DeCausmaker, Mayor
Mercedes Garcia, Mayor Pro Tem
Kathye Banks
Bill Beckwith
Mark Gepford



City Administrator
Karl Drexel, CSDM

City Clerk
Celeste McFall

November 28, 2022

Subject: Ongoing Projects Status Report

Background: The Town of Fort Jones is at various stages of applying for and administering a number of grants. The City Clerk will provide a verbal Status Report on each of these grants.

Town Council

Michelle DeCausmaker, Mayor
Mercedes Garcia, Mayor Pro Tem
Kathye Banks
Bill Beckwith
Mark Gepford



City Clerk
Celeste McFall

November 28, 2022

Subject: Council Stipend

Background: At the Council Meeting on November 14, the City Council voted to award City Council members a monthly stipend of \$100. To finalize that stipend, further action must be taken. Some types of stipends require an ordinance, while others require a resolution. Staff is waiting to receive clarification and documents from Prentice & Long.

Recommendation: Staff recommends that the City Council adopt whichever instrument is recommended by the attorney, or both documents if no word is received by the time of the meeting.

Town Council

Michelle DeCausmaker, Mayor
Mercedes Garcia, Mayor Pro Tem
Kathye Banks
Bill Beckwith
Mark Gepford



City Clerk
Celeste McFall

November 28, 2022

Subject: Administrative Assistant Job Posting

Background: Since the City Administrator's departure, the City Hall Staff has been working hard to perform his job duties so that ongoing projects do not fall through the cracks. As such, staff could use some help with filing, answering phones, and customer service.

Recommendation: Staff recommends that the City Council create the position of "Administrative Assistant."

Town Council

Michelle DeCausmaker, Mayor
Mercedes Garcia, Mayor Pro Tem
Kathye Banks
Bill Beckwith
Mark Gepford



City Clerk
Celeste McFall

November 28, 2022

Subject: Site Update For Central Park Grant

Background: The lot originally proposed as the site for the Central Park is unlikely to materialize. Attempting to change project sites can be the end of a project like this one. However, the Town already owns a lot within two blocks of the originally proposed site. Because the secondary lot is so close to the original lot, Lydia Willet, the Town's point of contact on the grant, thinks that the site change might be viable.

The secondary lot is the parcel behind the Fort Jones Museum where the Community Garden is currently located. To accommodate the new Central Park, the Community Garden would need to be moved further back on the property or be relocated. The Community Garden's lease expires in 2024.

Designating the lot behind the Fort Jones Museum as the new site would save the Central Park project.

Recommendation: Building the park on the lot behind the Fort Jones Museum on Main Street would encourage foot traffic downtown and benefit local businesses. It would also save the Town money on land acquisition for the park, since the Town already owns the parcel in question. Staff recommends that the Council designate the parcel behind the museum as the new location for the Fort Jones Central Park.

Town Council

Michelle DeCausmaker, Mayor
Mercedes Garcia, Mayor Pro Tem
Kathye Banks
Bill Beckwith
Mark Gepford



City Clerk
Celeste McFall

November 28, 2022

Subject: Payments for Etna Police Department Contract

Background: The Town has not received an invoice for its MOU with the Etna Police Department in some time. When City Hall Staff reached out to the City of Etna, they were informed that Etna's City Administrator and Chief of Police are in the process of negotiating a new contract for the Town of Fort Jones for 2023. City Hall Staff has not been successful in reaching Etna's City Administrator. Staff intends to pay the current bill as usual.

Recommendation: No action is required.

Town Council

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November 28, 2022

Subject: Department of Transportation Grant Application

Background: On November 17, Aaron Reimler notified Town Staff of a funding opportunity from the Department of Transportation. The Thriving Communities Program “will provide technical assistance, planning, and capacity building support to communities that may lack the staffing or technical expertise to scope, fund, and develop infrastructure projects that advance broader community goals.” These funds can be used for infrastructure, planning, housing, transportation, or economic development. The first stage of the application process must be completed by December 6 and would not commit the Town of Fort Jones to any projects.

Recommendation: Staff recommends that the City Council authorize City Hall Staff to pursue the Thriving Communities Program grant.