



AGENDA

Regular Meeting

City Hall 11960 East St. Fort Jones

Monday November 14, 2022 – 7:00 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. Police Department Monthly Report
- B. Code Enforcement Report
- C. Fire Department Monthly Report
- D. Public Works Monthly Report
- E. Economic Development Report
- F. Acknowledgement of Julie Morgan

CONSENT CALENDAR:

Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Council or the Public.

- 1. a) Approval of Minutes: Regular Meeting October 10, 2022
- b) Approval of Minutes: Special Meeting October 20, 2022
- c) Ratification of Disbursements: October 1 through October 31, 2022
- d) Approve Payables for November 2022
- e) Receive and Review YTD P&L

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Fort Jones Community Church Donation
- 3. Hullquist Use Permit
- 4. Review Letter from Janet Martinez, Possible Action
- 5. Review Letter from Adam Cox, Possible Action
- 6. Compensation for Town Council

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.

Contents

Reports and Non-Action Items

Police Department Report.....3

Code Enforcement Report.....10

Fire Department Report.....11

Public Works Department Report.....12

Economic Development Report.....14

Acknowledgement of Julie Morgan.....19

Consent Calendar

Approval of Minutes: Regular Meeting October 10, 2022.....21

Approval of Minutes: Special Meeting October 20, 2022.....25

Ratification of Disbursements: October 1-31, 2022.....28

Approve Payables for November 2022.....31

Year To Date and Profit & Loss.....32

Action Items

Fort Jones Community Church Donation.....40

Hullquist Use Permit.....41

Letter from Janet Martinez.....44

Letter from Adam Cox.....46

Compensation for Town Council.....48

REPORTS & CORRESPONDANCE

Fort Jones Police Chief's Monthly Report

October 2022

The following is a summarization of Ft. Jones Police Departments activity for the month of September. Attached you will find statistics for the Town of Ft. Jones and outlying areas. As a reminder the statistics you see are approximately 50% of actuals due to the sheriff's office dispatch still having a staffing shortage and asking us to limit radio traffic. Many calls are then handled in house and won't be reflected on the statistical report.

Traffic- Officers have been concentrating on problematic areas in and around town as a constant reminder to drivers to keep their driving habits safe and slow. Several citations were issued over the past month for traffic related violations such as speed, driving while suspended, and others. We had two traffic collisions in town resulting from non-traffic violation issues. I have been able to secure a November 14th date to meet with Cal-Trans and visit the areas we have had ongoing issues with. I look forward to meeting with them and coming to a proactive resolution to prevent any future collisions. If you have a certain area of concern, please let me know so I can address it with Cal-Trans.

Schools- The continued partnership between the school district and Ft. Jones Police Department remains strong and proactive. Several new programs in development have become active and a very positive interaction with our community's youth. We are also utilizing school facilities throughout these programs which puts our officers within the schools and a common interaction with students. We plan on providing Halloween safety talks this year again as well as re instituting a DARE program.

Animal Control- After a two-week period of constant dog related problems, we have seen a decline in animal control cases. Most of the problematic dogs have been addressed and a solution has been met. Dog at large animals were kenneled, requiring the owner to pay fines and fees related to the housing of the dogs. We also had several continuous barking calls that were handles especially around the Oak Mill Drive area. Bark collars were instituted solving the issues at hand. We continue to follow up on these calls for service to ensure they don't reoccur.

Reports/Cases- The Ft. Jones Police Department has now pulled approximately 80 written cases for the year. This is consistent from previous years and includes several major crimes involving many hours of follow-up and investigations. I am proud of our officers for being able to take on these investigations from beginning to end while also performing their regular duties. Detective Mendes also has been an amazing asset in helping with these cases utilizing his high level of skillset. We are very lucky to have someone like him and his expertise working for the town.

Calls for Service- Attached is an updated Event/calls for service report that shows many of the issues we have been facing and responding too. As a reminder the attached calls for service were all provide to and logged through dispatch for the previous month of September to present. Keep in mind that many of our calls for service are handled in house and not part of the event list. Again, with the county's staffing shortage, It would be safe to say that the number could be doubled to estimate more of an actual amount of activity on a daily basis. The department continues to be very active with fire, EMS, and mutual aid to assist in every way we can. I have also included statistical data from mutual aid and outlying areas to show the response this department has seen throughout the valley. Fire details for the major forest fires recently have now subsided as we go into the fall season.

Ordinance Enforcement- The beautification of Ft. Jones continues to be on the forefront of Code enforcement while educating homeowners on our local ordinances. Again, we typically like to keep code enforcement on a complaint driven process while working towards voluntary compliance. This has worked very well in the past and has shown a high compliance rate. If you have an area of town you would like to see addressed, please come speak with Kelly so we can investigate it. Also attached is a code enforcement summary provided by CSO York including updates of ongoing cases.

PAL- We at PAL are well within our year of activities. We just concluded Flag Football and are now into the soccer season. We have had approximately 50 children for each sport which is exciting as we are now able to get out of covid restrictions. I was recently able to acquire a grant from the Ford Family Foundation to continue our annual Holiday Gathering. We will also be providing our Annual Trunk or Treat festival at the end of the month. We have several upcoming programs in the near future which will help local youth and families. A big thank you to our officers and local volunteers who we could not do this without.

Training- The Police Department has been active recently with training to make sure we stay within compliance of P.O.S.T. mandates before the end of the calendar year. We will continue to partner with College of the Siskiyou's to help provide critical P.O.S.T. mandated perishable skills training along with advanced officer trainings within a weeklong block. We also have been actively building certified trainings we can provide in house and to other agencies. This not only provides a great benefit to Ft. Jones but also proved us the ability to receive funding in putting on the training. It is with great pride we are able to have amazing trainings for our officers which attributes to the many blessings we experience in a rural area.

As always, we enjoy council coming to visit with us and participating in ride-alongs as often as they would like. We feel it gives council a unique insight to the ongoing of our community and what the police department is tasked upon daily.



**SISKIYOU COUNTY
SHERIFF'S DEPARTMENT**
305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 10/01/2022 to 11/09/2022,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
10/01/2022 11:37	2210010015		AT	41 DON ST		
10/04/2022 04:07	2210040002		ALARM	11211 N HWY 3		
10/05/2022 18:33	2210050064		TRSP	12095 OAK MILL DR		
10/06/2022 09:07	2210060024		AVEH	31 NEWTON ST		
10/06/2022 21:26	2210060084		TRSP	243 STERLING ST		
10/07/2022 10:58	2210070024		VNDL	11736 MAIN ST		
10/07/2022 14:26	2210070051		MMIS	11801 MAIN ST		
10/07/2022 16:05	2210070056		MMIS	11801 MAIN ST		
10/08/2022 21:27	2210080042		M	103 BOWER ST		
10/10/2022 18:46	2210100033		OWAS	00 OAK MILL DR		
10/12/2022 14:36	2210120041		FLP	30 NEWTON ST		
10/12/2022 16:41	2210120048		SCAM	11960 EAST RD		
10/12/2022 21:04	2210120059		ANIMAL	12071 OAK MILL DR		
10/13/2022 14:43	2210130045		FLP	111 BUTTE ST	A	
10/13/2022 15:30	2210130049	5220066	PTFT	11444 MATHEWS ST		
10/13/2022 16:22	2210130052	5220067	PTFT	12054 MAIN ST		
10/13/2022 21:06	2210130072		OWAS	101 BUTTE ST		
10/14/2022 09:20	2210140010		FLP	12054 MAIN ST		
10/16/2022 22:16	2210160035		ALARM	11300 N HWY 3		
10/17/2022 07:25	2210170004		AT	12313 MAIN ST		
10/17/2022 11:33	2210170028		FLP	12313 MAIN ST		
10/20/2022 10:19	2210200023		FLP	11801 MAIN ST		
10/23/2022 18:04	2210230026		DP	11801 MAIN ST		
10/23/2022 22:24	2210230033		M	11513 MAIN ST		
10/24/2022 03:30	2210240008		DP	243 STERLING ST		
10/24/2022 08:43	2210240017		FLP	149 NEWTON ST		
10/24/2022 18:41	2210240056		MMIS	11513 MAIN ST		
10/26/2022 15:32	2210260043		ANIMAL	11973 DIGGLES ST		
10/26/2022 16:19	2210260045		OWAS	101 BUTTE ST	3	

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL ⁶ TYPE
10/28/2022 15:16	2210280042		VEH STOP	HWY 3/STERLING		
11/01/2022 17:06	2211010041		TRAF	MAIN ST		
11/02/2022 10:23	2211020017		M	11921 MAIN ST		
11/02/2022 21:42	2211020050		OWAS	12425 N MAIN ST		
11/04/2022 10:24	2211040016		DP	12071 OAK MILL DR		
11/06/2022 19:36	2211060030		DP	11300 N HWY 3		
11/07/2022 00:30	2211070001		DP	243 STERLING ST		

TOTAL CALLS: 36



SISKIYOU COUNTY SHERIFF'S DEPARTMENT

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 10/01/2022 to 11/09/2022,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
10/01/2022 10:30	2210010011		ANIMAL	50 STARR ACCESS RD		
10/01/2022 19:11	2210010029		VEH STOP	1132 SAWYERS BAR RD		
10/05/2022 09:10	2210050019		TRAF	12149 S HWY 3		
10/05/2022 12:04	2210050041		OWAV	1400 SAWYERS BAR RD		
10/06/2022 20:31	2210060081		OWAS	319 ISLAND RD		
10/14/2022 13:57	2210140024		VEH STOP	1000 SAWYERS BAR RD		
10/28/2022 18:25	2210280058		ASST	5700 W HWY 3		
11/01/2022 20:04	2211010060		ALARM	1239 S HWY 3		
11/04/2022 16:17	2211040035		M	1041 CALLAHAN WAY		
11/04/2022 18:09	2211040038		OWAS	22 COLLEGE AVE		

TOTAL CALLS: 10



SISKIYOU COUNTY SHERIFF'S DEPARTMENT

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT⁸

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 10/01/2022 to 11/09/2022,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
10/07/2022 11:54	2210070029		FLP	6908 MAIN ST		
10/12/2022 14:41	2210120042		OWAS	N HWY 3/GLENDENNING RD		
11/03/2022 14:21	2211030030		FLP	225 POTTERS LN		

TOTAL CALLS: 3



SISKIYOU COUNTY SHERIFF'S DEPARTMENT

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT⁸

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 10/01/2022 to 11/09/2022,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
10/03/2022 13:12	2210030029		CIV	322 COLLIER LN		
10/05/2022 18:43	2210050065		VEH STOP	N HWY 3/HOLZHAUSER LN		
10/06/2022 20:16	2210060080		VEH STOP	EASTSIDE RD/ELLER LN		
10/07/2022 10:06	2210070015		OWAV	N HWY 3/IDA WAY		
10/20/2022 15:11	2210200054		VEH STOP	13000 N HWY 3		
10/21/2022 16:52	2210210053		FLP	14805 N HWY 3		
11/03/2022 16:09	2211030041		M	1023 WILDERNESS DR		

TOTAL CALLS: 7

Fort Jones Town Council Meeting
Code Enforcement Report
October 2022

During the month of October, there were only a few code enforcement complaints. The complaints were abated voluntarily by the property owners.

There has been very little activity regarding the abatement at the Marble View Motel. The case went to court November 3 for a status update. The Judge issued an order allowing the Town to obtain a cost estimate for demolition of the building. An estimate for repairs to bring the building up to code and clean the junk/vehicles was submitted by a licensed contractor. The necessary work to be completed will cost approximately \$450,000-\$500,000.

The Judge also reminded the property owner that he will be held in contempt if he is at the property after dark. The owner said he might consider donating the property to the Town or listing it for sale. I will continue to monitor the situation and follow-up with the owner around the first of December. The next court date is February 9, 2023.

There were a few calls for dogs at large and they were reunited with their owners. Owners are notified that dogs need to be licensed and vaccinated. Owners are also encouraged to microchip their pets.

Daily Activities:

Patrol Town several times a day and make citizen contacts
Assist citizens with DMV paperwork
Assist Officers when needed
Animal control, mostly lost dogs

Respectfully Submitted:

CSO Kelly York



Fort Jones Fire Department

11

Chief Joseph Hess
Po Box 597
31 Newton Street
Fort Jones CA, 96032
Station Phone (530)468-2261
E-Mail- ftjfire@sisqtel.net

To City Council,

The Fire Department responded to 44 calls for service in the month of October. Members participated in 12 hours of scheduled training, and numerous hours of online training. The Fire Department has responded to 402 calls year to date.

October 2022 Calls

Call Type	City Limits	Out of City
MEDICAL AID	8	21
PUBLIC ASST.	5	3
AGENCY ASST.	0	0
VEGETATION FIRE	0	1
TRAFFIC ACCIDENT	0	1
SMOKE CHECK	0	0
FIRE ALARM	0	2
CANCELLED	1	1
Total	14	29

We received our ISO rating for 2023 based off our last review. We again received a rating of 04/4Y. This is a good rating for our town and we have hopes of working towards improving or scoring for the next review and hopefully being able to drop to a 03/3Y.

Rescue 1340 went to Medford for annual maintenance and should be back within a week or so. We're still running into issues with supply chain and not having parts, so units are out longer than usual. Now that fire season is winding down all our apparatus will be cycled through for regular upkeep and maintenance.

Public Works Report

October 2022

On November 7th the static water level in the Town's Main well was at 25 feet. The month of October we have been busy keeping all the leaves picked up among other things. We tore out the other old stretch of fencing in between the Elementary School and the Little League Park. We got rid of the posts and concrete from the old fence at the Little League Park. We spread rock out along the backside of the bathrooms and from the Paul Garrison Picnic Pavilion out to the street. We scraped the old paint off the Walker Field Grandstands. We painted the spots where the paint was chipping at Walker Fields. We poisoned the gofers at Walker Fields. We winterized the bathrooms and shut off the water to all the parks. We read all the Towns water meters and took out all the trash. Everett contacted various wastewater treatment plant operators to find a chief plant operator for Everett to work under. We decided on getting Dave Dunn, the Public Works Supervisor for the City of Montague to become the Chief Plant Operator for Everett to work under. We took the back hoe and dug out the sewer plant. Hopefully this will prevent a plug up situation like we had a couple years ago when the plant was overflowing during the wet winter months and digging a ditch next the plant. We don't expect to have to dig it out until the spring or even the fall of next year. We replaced the old window coverings on the Pump House at the Little League. We trimmed the trees back in the alley next to the Lumber Yard to facilitate the Flusher Truck access. We trimmed the dead branches off the fruit tree at the exercise park. We worked on updating the meter route sheet to more accurately reflect all the water meters throughout town. We helped E and S engineers to locate and map all the water meters throughout the Town whether they are used or not to

try and get the water meter grant ready to go. We removed several dead deer from Hwy 3. We wanted to remind motorists to be especially prudent when driving at dawn and dusk, when the deer are most active. We assisted RB Aldrich Construction in replacing the 4-inch gate valve at the corner of Butte St. and Hwy 3. We assisted RB Aldrich Construction in repaving the spot on Hwy 3 and the spot on Butte street that had been dug up for the water line repair. We put up the new message board at the Little League Pavilion. We worked with Karl, Celeste and Rachel to try and make sure that we are still doing everything that we must to keep all the grant applications on the right path to fulfillment. We worked on getting quotes for the Scout Hall's mini split unit for heating and cooling as well as for replacing the roof. We cleaned up all the old broken concrete and pieces of asphalt behind the Maintenance Barn. We shut the water off to a few residences throughout town for the winter. We wanted to remind the Citizens that stagnant water sitting in your homes pipes for long periods of time will result in frozen/ leaky pipes. Everett updated the Town's California Integrated Water quality reporting on the State Water Resource Control Boards website. He is now the legally responsible official for the Town. This involves filing a report once a month with them if we don't have any Sanitary Sewer Overflows, and if we do have a Sanitary Sewer Overflow to report it within 24 hours. Everett became a certified Operator in Training for the Town on 11/1/2022. He also passed his Treatment 1 examination and is awaiting his state T1 license.

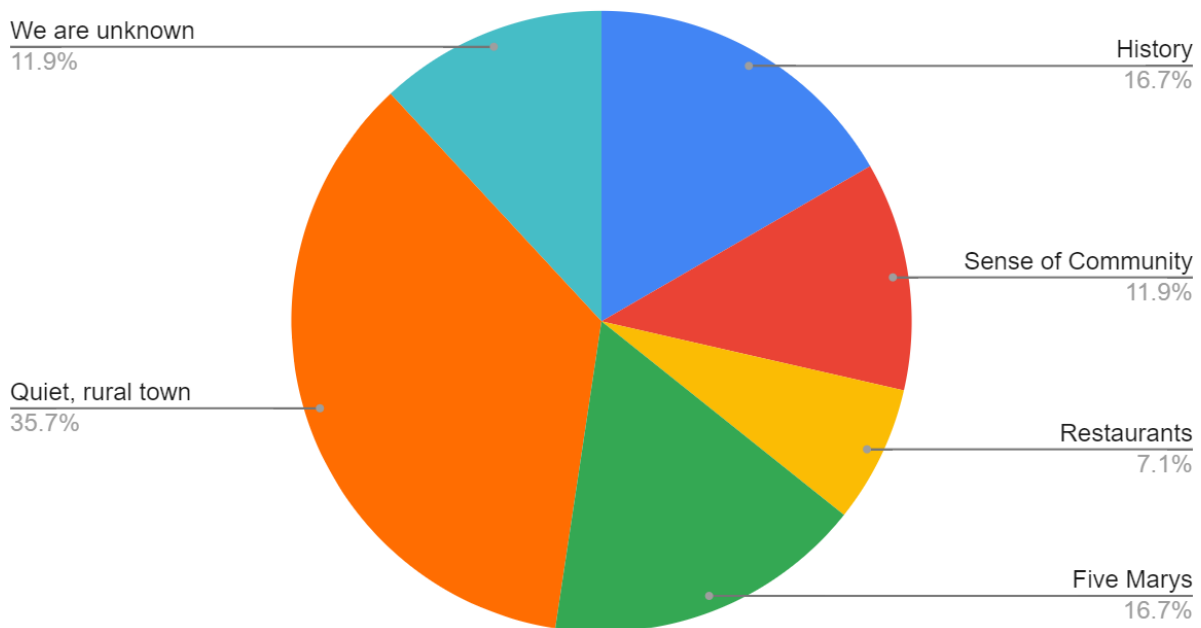
Economic Development Report

The Rural Community Assistance Corporation has been assisting the Town of Fort Jones with economic development since 2020. It is vital that Fort Jones residents be included and listened to in every step of this process. That is why City Hall staff has been tireless in gathering public input from multiple sources.

Online Survey:

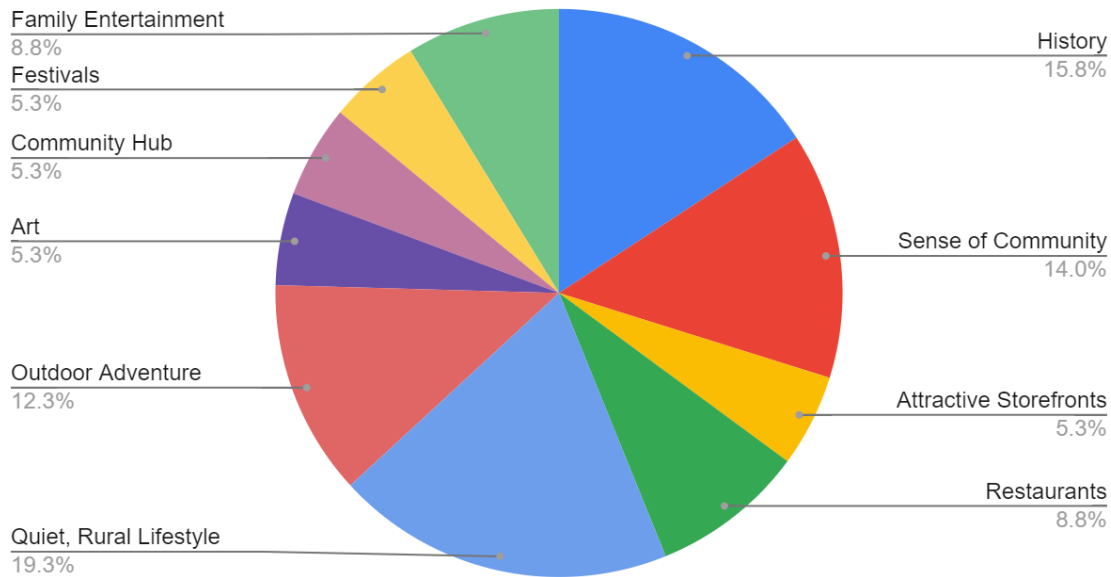
The Online Survey was advertised on the Town Website, on local Facebook groups, and in our newsletter. After 44 responses, here's what we learned. Note: suggestions that were made by three or more participants were graphed. Suggestions that were made by fewer than three participants have not been included.

What Is Fort Jones Currently Known For?



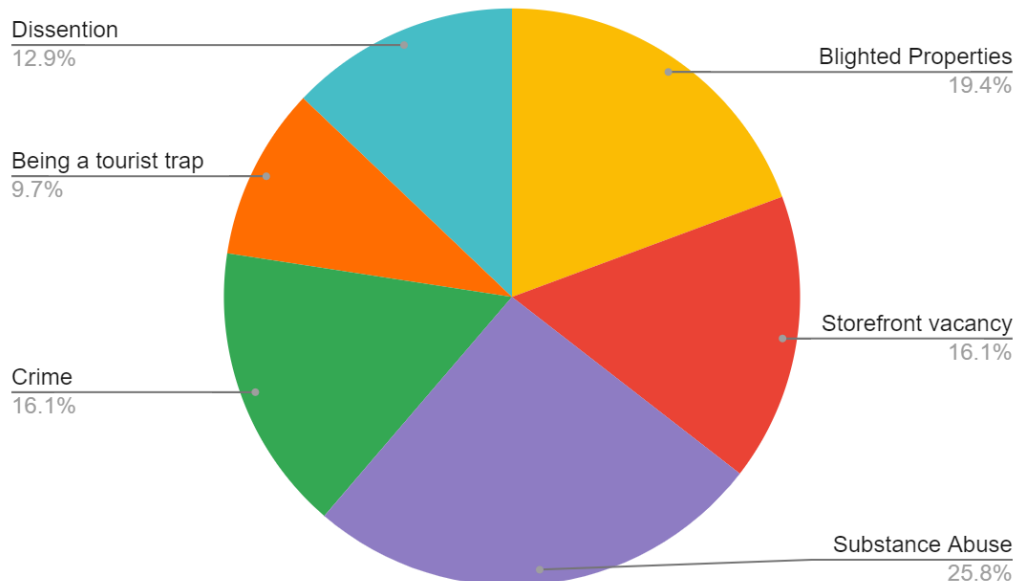
Responses were somewhat unified. The largest categories were "Quiet, rural town," "History," and "5 Marys."

What SHOULD Fort Jones Be Known For?



Residents' suggestions were many and varied. The biggest categories were "Quiet, rural lifestyle," "History," and "Sense of community."

What Should Fort Jones NOT Be Known For?



When it comes to what Fort Jones should *not* be known for, residents are more unified. The largest categories are "Substance abuse," "Blighted property," "Storefront vacancy," and "Crime."

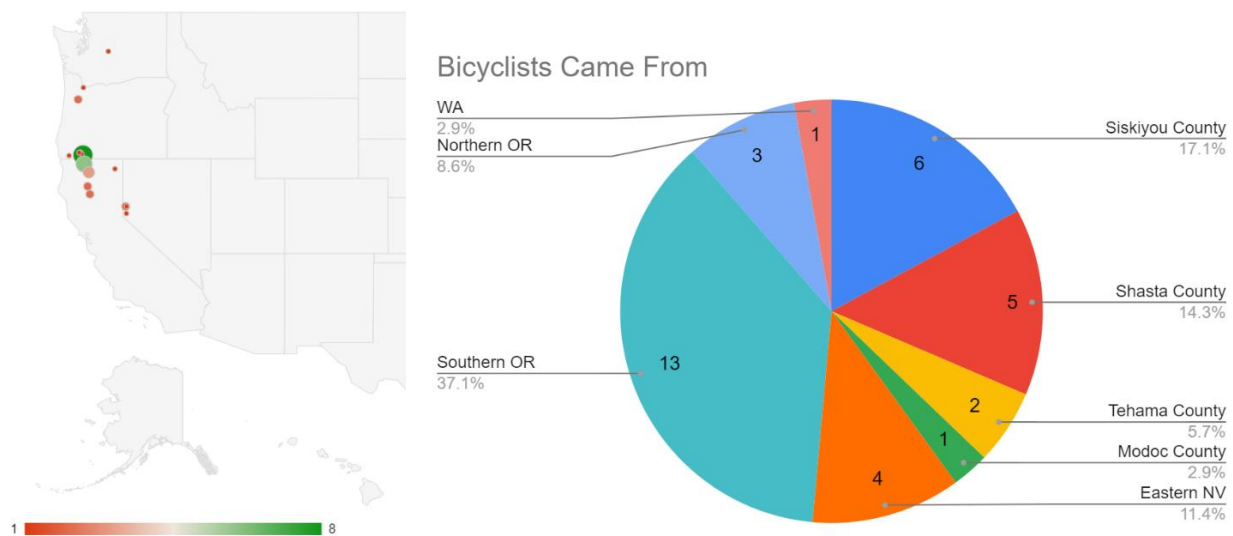
Residents also expressed anxieties about the Town becoming notorious for inconvenient business hours, low-income housing, homelessness, and having nothing to offer outside of 5 Marys—in short, anxieties for being known as a dying town.

What’s interesting to note is that residents do not want the town to be known as a bustling metropolis or tourist trap, but they would also like to avoid a reputation as a ghost town. The middle ground is a vibrant, rural community.

Siskiyou Scenic Bicycle Tour Survey:

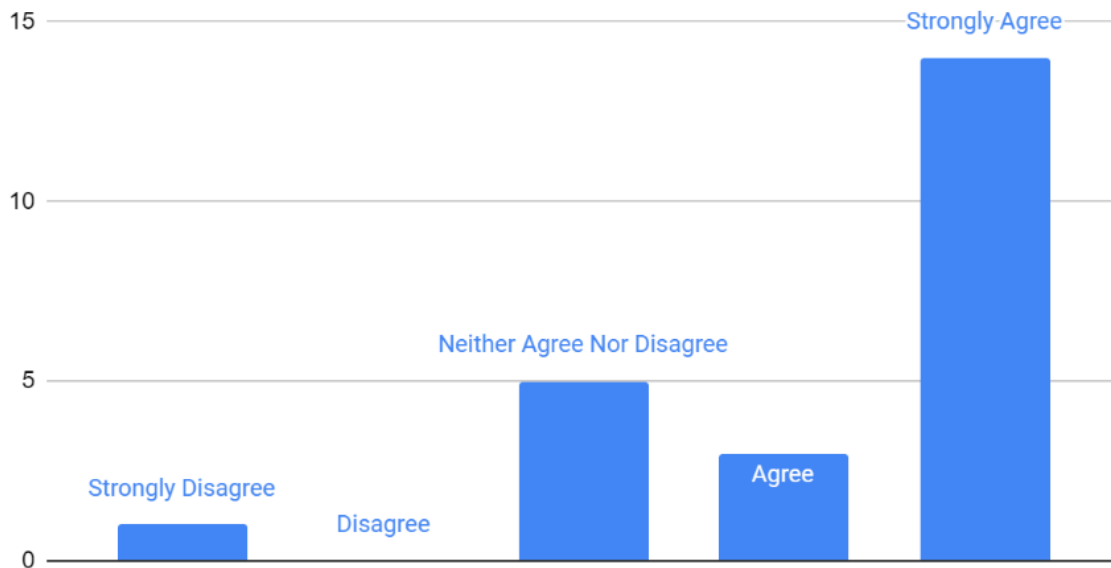
In 2022, the Siskiyou Scenic Bicycle Tour organized a bicycle route through Fort Jones for the first time ever. Staff took the opportunity to gather some data about the bike tour participants and where they had come from. Note that not all of the 34 bicyclists who were surveyed participated in the Fort Jones bicycle route.

Most participants hailed from Siskiyou County and Southern Oregon. This demonstrates that Fort Jones does not have to look too far to find willing visitors.



Most participants agreed that there was “a lot for a visitor to do in the area” (Siskiyou County), and some expressed interest in returning.

There Is A Lot For A Visitor To Do In The Area (Siskiyou County)



These Siskiyou County natives are willing to visit Fort Jones, whether for a bicycle tour or for the other activities our town has to offer. Reaching them does not have to be complicated. Bicycle tour participants reported hearing about the event through a number of avenues, including flyers, Facebook ads, and good-old-fashioned word of mouth.

Branding Summit:

This event was noticed throughout town with flyers and with a banner visible from Hwy 3, as well as advertised on the website, Facebook, Instagram, to our e-newsletter subscribers, and to the Scott Valley Junior High School email list. Invitations were included in the September newsletter and special invitations were mailed to our local business owners. The event drew 29 participants from various organizations, including Siskiyou Economic Development, Siskiyou Tel, Five Marys Farms, and Marble Rim Gallery.

Aaron Reimler from the Rural Community Assistance Corporation lead the event. Participants performed a collaborative situational analysis to answer the question, “What do people expect from Fort Jones?”

Participants felt that Fort Jones is perceived as a pass-through town. They expressed concerns that potential customers who are driving through our town might be deterred from stopping due to blighted properties and unreliable restaurant hours, especially in the morning.

Aaron then encouraged participants to envision Fort Jones ten years into the future. Participants described a community where young families could find opportunity. Participants also placed emphasis on the following:

- Preserving and communicating the historic nature of our town
- Matching the surrounding natural beauty of Scott Valley with equally beautiful storefronts and public spaces
- Offering events and entertainment for families
- Improving and maintaining public infrastructure

Next steps:

Beautifying our town for residents and making it more welcoming to visitors is an ongoing effort, as is blight relief. With the Fire Chief's new authority to assist Kelly York with code enforcement, this work will continue to gain momentum. The upcoming Cal Trans project on our Main Street will provide us with lasting infrastructure, as will the other grants which the town is pursuing (Wastewater Treatment Construction Grant, Water Infrastructure Grant, etc). Other needs that residents have expressed:

- Affordable housing to for young Scott Valley natives who are beginning their careers or who have moved away and would like to return
- More recreational opportunities for local children, especially in the winter when sports and outdoor adventure activities are limited
- Future opportunities for residents to have a voice in economic development

We will be beginning work on our next Housing Element shortly. A seasonal outdoor ice-skating rink was suggested by a survey participant and then proposed at the Lions Club Fall Festival to meet the needs of local families and children during the winter. Staff is researching this.

Visitors have a different set of needs. While locals know what there is to do in town, visitors do not, and may not even know where to pull over. As we transfer local knowledge to passersby, the barrier to entry for potential customers will become lower. There are several ways to do this:

- Making it possible for seasonal firefighters and visitors to find lodgings here in town
- Offering public restrooms (a common reason for people to pull over)
- Expanding the existing parklet on Main Street (the Christmas Tree Park) so that visitors know where to pull over
- Marking historic places in our downtown
- Highlighting local history by making an audio walking tour of Main Street publicly accessible online
- Creating a visitor's kiosk that sheds light on the Town's history and directs visitors to local businesses

Ideas will continue to evolve as staff pursues public input. This is a duty that staff takes seriously. Fort Jones residents want to live in a small town. It is our job to make it economically viable for them to continue to do so.

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 10, 2022

For her involvement in public life and dedication to attending City Council meetings, the Fort Jones City Council would like to acknowledge Julie Morgan. Your love for your town has not been overlooked, and your commitment to your community is deeply appreciated.

CONSENT CALENDAR

Fort Jones City Council
Regular Meeting
October 10, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the October 10, 2022 meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, Ray's Food Place, Scott Valley Family Resource Center, Outside Ace Hardware and on the City's website www.fortjonesca.org on October 7, 2022.

I declare under the penalty of perjury that the foregoing is true and correct.

Celeste McFall, City Clerk

ROLL Call

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Michelle DeCausmaker at 7:00 p.m. In addition to Mayor Michelle DeCausmaker council members present were Kathy Banks, Bill Beckwith Mercedes Garcia, and Mark Gafford.

Also present: City Administrator Karl Drexel, City Clerk Celeste McFall via Zoom due recent surgeries, Fire Chief Joseph Hess, Police Chief Josh Short and Public Works Supervisor Everett Hullquist.

Mayor Michelle DeCausmaker led the flag salute.

Public Comment:

Julie Morgan expressed her thanks to three women who work at Mountain Crest Gardens who saved boxes for her upcoming move.

Discussion/Reports: Non-Action Items:

A} Police Department Monthly Report

Police Chief Josh Short provided a written report. He also noted that CalTrans has been more responsive to his concerns regarding safety issues. A representative from CalTrans is slated to visit Fort Jones soon to view the subject areas firsthand. Mayor DeCausmaker asks to be invited to that meeting. Council member Beckwith asks if there is a reason that he is seeing more CHP in the Valley. Police Chief Short responds that CHP is back up to previous staffing levels and so there is more presence, which he had previously requested.

B} Code Enforcement Report

Code Enforcement Office Kelly York provided a written report.

C) Fire Department Monthly Report

Fire Chief Joseph provided a written report. He elaborated to say that it had been a busy month and that the department had assisted at the Mill Fire in Weed. He thanked the Volunteer Fire fighters who went on four calls while the rest of the department was at the Mill Fire. He noted that alliance talks with the Etna and Scott Valley Fire Departments had resumed. He predicts that the collaboration will create exciting opportunities such as joint trainings and large grant opportunities.

D) Public Works Monthly Report

Everett Hullquist provided a written report. Mayor DeCausmaker asked him to read the extensive report so that those in the audience could hear what all the Public Works Dept. had done in the past month.

E) City Administrators Report

City Administrator Karl Drexel did not provide a written report, having been extremely occupied with the HCD application process, working with Accounting Clerk Samantha Hess on the audit, the Water System grant and assisting office staff due to Celeste McFall's absence.

Consent Calendar:

- 1 a). Approval of Minutes: Regular Meeting September 12, 2022.
- b). Ratification of Disbursements: September 1 through September 31, 2022
- c). Approve Payables for October 2022
- d). Receive and Review YTD P&L

Mercedes Garcia moves to accept the Consent Calendar with the note that in the September 12, 2022 minutes, under item 7 that there was no motion, no vote to table the item, as it was a discussion and not an action item. Mark Gepford seconds the motion. Motion passes.

AYES: M. DeCausmaker, M. Garcia, K. Banks, W. Beckwith, M. Gepford

NOES: None

ABSTAIN: None

ABSENT:

Discussion/Reports: Action Items

2. Presentation from SCED on Quarterly Update

Heather Dodds and Quinton Gaddy reported on the programs SCED provides to Fort Jones, as well as the other incorporated cities in Siskiyou County who have Memorandums of Understanding with the agency.

Highlights include:

- Discover Siskiyou
- Photo and Video Library
- Event Marketing Program
 - \$3000 awards
- Siskiyou Farm Co.

Quinton Gaddy has been assisting Fort Jones with the HCD income program. Fort Jones has a reserve of program income that, instead of returning to the state, it has opted to provide other infrastructure to the town. He is instrumental in liaising with the state, which has unfortunately had much turnover in that position. He feels confident the person in the position currently will stay and provide positive assistance.

3. Discuss possible ordinance regarding shipping containers on residential property (number, size, color, etc.)

Different options are provided for the council's consideration. During COVID a committee had been formed to address the subject, but was unsuccessful. It is decided to ask the new board to pick up the issue in January 2023.

4. Review Community Pedestrian and Bicycle Safety Training Report (CPBST). The report is the product of many hours of work, surveys, research and workshops spearheaded by council members and staff assisted through grants from various non-profit organizations. The CPBST is available in the City office for the public. The information compiled will be used in upcoming transportation projects.

5. Review the Branding Summit Report. The report is the product of many hours of work, surveys, research and workshops spearheaded by council members and staff, with assistance through grants from the Rural Communities Assistance Corp. The report is available in the City office for the public. The information compiled will be utilized in upcoming Economic Development projects.

6. Update on Liens and Pinassi Property (Marble View Motel).

City Administrator Karl Drexel provides an update on the situation, noting that at the last court hearing, the judge ordered the owner to obtain a contractor's report assessing the scope and cost to bring the property up to code. Included in the information is Meyer's Constructions report, which details the necessary work with an approximate price of \$500,000.

Town of Fort Jones' attorneys would like to have a Closed Meeting with the council to brief not only the Pinassi Property, but also other properties which the Town currently has liens on. This meeting must take place before November 3, 2022 which is the date of the next court hearing.

STAFF COMMENTS:

None

COUNCIL MEMBER COMMENTS:

Mark Gepford wants to know why his water bill sometimes has two months of charges, instead of one month. He is directed to speak to the office staff.

Mercedes Garcia requests a Special Meeting of the City Council to address the topic of Hiring a City Administrator.

Discussion follows and the date, for both the Closed Meeting and Special Meeting of October 20, 2022 at 3 p.m. is selected.
Meeting adjourned at 8:04 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor Michelle DeCausmaker

Fort Jones City Council
Special Meeting
October 20, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the October 20, 2022 Special Meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, Ray's Food Place, Scott Valley Family Resource Center, Outside Ace Hardware and at the Community Church on October 17, 2022.

I declare under the penalty of perjury that the foregoing is true and correct.

Celeste McFall, City Clerk

ROLL Call

The Special meeting of the Fort Jones City Council was called to order in person by Mayor Michelle DeCausmaker at 3:00 p.m. In addition to Mayor Michelle DeCausmaker council members present were Kathy Banks, Bill Beckwith Mercedes Garcia, and Mark Gepford.

Also present: City Administrator Karl Drexel, and City Clerk Celeste McFall. Present via Zoom was City Attorney Margaret Long.

Mayor Michelle DeCausmaker led the flag salute.

Public Comment on Closed Session:

Cindy Barger reads a written statement saying that she hasn't seen any improvements to the town of Fort Jones during the four years of Karl Drexel's term as City Administrator.

Susie LaMarr complains about trailers in people's yards and trash which "doesn't do our town much justice at all".

Adjourn to Closed Session

Return to Open Session: 4:07 p.m.

Report on Closed Session:

There will be a hearing on November 3, which is a status conference with the lawyers before the Judge regarding the status of the Marble View Motel abatement.

Public Comments:

Suzie LaMarr adds that when she is looking at all the bad places that need to be looked at and she is looking at sanitation and fire hazards and one of those places goes up, it could burn the whole town down.

Discussion/Reports: Action Items:

1. Discuss and approve Resolution 1114 authorizing City Administrator to sign all Agreements and Amendments with Cal Trans.

Kathye Banks makes a motion to table the item until the next Regular Meeting. Discussion follows. Motion fails

William Beckwith makes a motion to approve Resolution 1114 authorizing the City Administrator to sign all Agreements and Amendments with Cal Trans, Mercedes Garcia seconds the motion. Motion passes.

AYES: DeCausmaker, Beckwith, Garcia, Gepford.

NOES: Kathye Banks

ABSTAIN:

2. Discuss and approve Resolution 1115 authorizing the City Administrator to file annual certification of Maintenance of Effort required by AB 2778 for the allocation of Proposition 172 tax monies.

William Beckwith makes a motion to approve Resolution 1115 authorizing the City Administrator to file annual certification of Maintenance of Effort required by AB 2778 for the allocation of Proposition 172 tax monies. Mark Gepford seconds the motion. Motion passes.

AYES: DeCausmaker, Gepford, Garcia, Beckwith

NOES:

ABSTAIN: Kathye Banks

3. Discuss and approve Resolution 1116 authorizing the expenditure of the 2022-2023 allocation of funding under the COPS Program.

William Beckwith makes a motion to approve Resolution 1116 authorizing the expenditure of the 2022-2023 allocation of funding under the COPS Program, Mark Gepford seconds the motion. Motion passes.

AYES: DeCausmaker, Gepford, Garcia, Beckwith, Banks

NOES:

ABSTAIN:

4. Council to discuss and vote on hiring new City Administrator.

Kathye Banks reads the background information. Discussion follows. The lawyer weighs in and asks Kathye to stop reading her list of grievances against Karl Drexel.

Discussion continues.

Mercedes Garcia makes a motion to send Janet Martinez an offer letter with the approved compensation package, Kathy Banks seconds the motion. Discussion follows. Motion passes.

AYES: Beckwith, Garcia, Banks, Gepford, DeCausmaker

NOES:

ABSTAIN:

5. Council to discuss and vote on the termination of the contract with Karl Drexel, president, KD Management Services, LLC.

Discussion follows and disseminates into personal attacks. Attorney Margaret Long calls the Council back to task. Cookie Hunt suggests securing a new City Administrator before giving the current City Administrator his 30-day notice.

Kathy Banks makes a motion to terminate Karl's contract 30 days from today's date. Mark Gepford seconds the motion. Motion passes.

AYES: Garcia, Banks, Gepford

NOES: Beckwith, DeCausmaker

ABSTAIN:

Adjournment:

Meeting adjourned at 5:00 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor Michelle DeCausmaker

Date	Name	Amount	Balance
			-27,015,568.92
10/06/2022	KD Management Services LLC	-7,583.00	-27,023,151.92
10/06/2022	QuickBooks Payroll Service	-1.75	-27,023,153.67
10/06/2022	Barnes, David	-186.55	-27,023,340.22
10/06/2022	Buker*, Breanna	-80.35	-27,023,420.57
10/06/2022	Hess*, Joseph	-1,110.96	-27,024,531.53
10/06/2022	Hess*, Samantha F	-60.03	-27,024,591.56
10/06/2022	Lomayaktewa*, Clifton	-62.79	-27,024,654.35
10/06/2022	Mason*, Julia	-424.81	-27,025,079.16
10/06/2022	Parkinson, Hayden W	-798.83	-27,025,877.99
10/06/2022	Schott*, Dawn	-446.06	-27,026,324.05
10/06/2022	Varga*, Alex	-43.41	-27,026,367.46
10/06/2022	Wailes, Dustin R	-146.83	-27,026,514.29
10/06/2022	Wilson, Dakota* L	-238.26	-27,026,752.55
10/06/2022	Wolfe*, Zachary	-167.16	-27,026,919.71
10/06/2022	Beltran*, Jaime	-6.47	-27,026,926.18
10/06/2022	Basic Laboratory	-96.00	-27,027,022.18
10/06/2022	E&S Engineers and Surveyors	-5,070.00	-27,032,092.18
10/06/2022	Everett Hulquist *	-50.00	-27,032,142.18
10/06/2022	Fort Jones Ace Hardware	-362.73	-27,032,504.91
10/06/2022	Fort Jones Lumber	-473.30	-27,032,978.21
10/06/2022	Mink, Genesis	0.00	-27,032,978.21
10/06/2022	Pacific Power	-4,382.25	-27,037,360.46
10/06/2022	Prentice Long	-577.50	-27,037,937.96
10/06/2022	Shasta Valley Chainsaw	0.00	-27,037,937.96
10/06/2022	Shastina Fence	-6,118.12	-27,044,056.08
10/06/2022	ULINE	-1,224.87	-27,045,280.95
10/06/2022	UNDERGROUND SERVICE ALERT	-300.00	-27,045,580.95
10/06/2022	US Bank Equipment Finance	-842.92	-27,046,423.87
10/06/2022	Verizon Wireless	-118.34	-27,046,542.21
10/06/2022	QuickBooks Payroll Service	-3,237.26	-27,049,779.47
10/06/2022	QuickBooks Payroll Service	-1,037.78	-27,050,817.25
10/06/2022	Bad Checks	0.00	-27,050,817.25
10/13/2022	Advantage Paving & Excavating	-1,431.75	-27,052,249.00
10/13/2022	AT&T	-281.68	-27,052,530.68
10/13/2022	Cascade Fire Equipment Company	-664.97	-27,053,195.65
10/13/2022	Celeste McFall	-98.41	-27,053,294.06
10/13/2022	Everett Hulquist *	-623.20	-27,053,917.26
10/13/2022	Fern Ellsworth	-17.50	-27,053,934.76
10/13/2022	Golden State Risk Management Authority	-15,151.50	-27,069,086.26
10/13/2022	James Beane Carpet Cleaner	-566.00	-27,069,652.26
10/13/2022	Scott Valley Auto Parts	-29.14	-27,069,681.40
10/13/2022	Scott Valley Disposal	-310.00	-27,069,991.40
10/13/2022	Siskiyou Telephone	-818.01	-27,070,809.41
10/13/2022	SVM Plumbing	-356.00	-27,071,165.41

10/13/2022	Valley Pacific Petroleum Services	-699.49	-27,071,864.90
10/14/2022	Agron, Rachel	-1,204.30	-27,073,069.20
10/14/2022	Hess, Samantha F	-714.81	-27,073,784.01
10/14/2022	Hullquist*, Kevin	-1,163.62	-27,074,947.63
10/14/2022	Hullquist, Everett	-1,666.14	-27,076,613.77
10/14/2022	McFall, Celeste J	-1,494.19	-27,078,107.96
10/14/2022	Nobles, Suzanne	-436.98	-27,078,544.94
10/14/2022	Parkinson, Hayden	-896.25	-27,079,441.19
10/14/2022	Wolfe, Zachary R	-896.25	-27,080,337.44
10/14/2022	Whitworth, Barbara A	-156.99	-27,080,494.43
10/14/2022	DeCausmaker, Michelle*	-83.11	-27,080,577.54
10/14/2022	Hess, Joseph E	-1,017.82	-27,081,595.36
10/14/2022	QuickBooks Payroll Service	-3,080.27	-27,084,675.63
10/17/2022	City of Mt Shasta	-108.25	-27,084,783.88
10/17/2022	David Dunn	0.00	-27,084,783.88
10/17/2022	SWRCB	-95.00	-27,084,878.88
10/18/2022	Breanna Buker	0.00	-27,084,878.88
10/18/2022	John Shepherd	0.00	-27,084,878.88
10/18/2022	Nathan Tolle	0.00	-27,084,878.88
10/18/2022	Varga*, Alex	0.00	-27,084,878.88
10/18/2022	Whitworth, Barbara A	0.00	-27,084,878.88
10/18/2022	Alley Keith	0.00	-27,084,878.88
10/18/2022	Varga*, Alex	0.00	-27,084,878.88
10/18/2022	Joseph Hess	0.00	-27,084,878.88
10/18/2022	Samantha Hess	0.00	-27,084,878.88
10/18/2022	John Shepherd	0.00	-27,084,878.88
10/18/2022	Alley Keith	0.00	-27,084,878.88
10/18/2022	John Shepherd	0.00	-27,084,878.88
10/18/2022	Joseph Hess	0.00	-27,084,878.88
10/18/2022	Cox*, Jadon S.	0.00	-27,084,878.88
10/18/2022	Golden State Risk Management Authority	-711.00	-27,085,589.88
10/18/2022	Shastina Fence	-1,676.90	-27,087,266.78
10/18/2022	Siskiyou County Economic Council	-416.67	-27,087,683.45
10/18/2022	Wostenberg Window & Glass	-786.62	-27,088,470.07
10/18/2022	Big Valley Sanitation	-467.50	-27,088,937.57
10/21/2022	Scicluna, Shane S	-1,202.08	-27,090,139.65
10/21/2022	Lange, Tyler	-51.26	-27,090,190.91
10/21/2022	Gardner, Joe	-9.23	-27,090,200.14
10/21/2022	Gardner, Kara	-18.00	-27,090,218.14
10/21/2022	Gardner, Kara	-19.50	-27,090,237.64
10/21/2022	Wessell, Mac	-40.63	-27,090,278.27
10/25/2022	Agron, Rachel	-3,774.09	-27,094,052.36
10/25/2022	Buker, Breanna C	-954.11	-27,095,006.47
10/25/2022	Hess, Joseph E	-4,104.91	-27,099,111.38
10/25/2022	Hess, Samantha F	-1,996.16	-27,101,107.54
10/25/2022	Hullquist*, Kevin	-1,993.40	-27,103,100.94
10/25/2022	Hullquist, Everett	-4,061.00	-27,107,161.94

10/25/2022	McFall, Celeste J	-3,695.08	-27,110,857.02
10/25/2022	Nobles, Suzanne	-1,614.36	-27,112,471.38
10/25/2022	Parkinson, Hayden	-954.11	-27,113,425.49
10/25/2022	Schott, Dawn M	-3,168.24	-27,116,593.73
10/25/2022	Varga, William A	-519.94	-27,117,113.67
10/25/2022	Wilson, Dakota	-513.93	-27,117,627.60
10/25/2022	Wolfe, Zachary R	-1,585.07	-27,119,212.67
10/25/2022	Barnes, David	-519.92	-27,119,732.59
10/25/2022	Leiferman, Bradley W	-3,533.64	-27,123,266.23
10/25/2022	Mason*, Julia	-1,819.76	-27,125,085.99
10/25/2022	Tolle, Nathan C	-1,035.86	-27,126,121.85
10/25/2022	Wailes, Dustin R	-519.93	-27,126,641.78
10/25/2022	QuickBooks Payroll Service	-16,003.71	-27,142,645.49
10/25/2022	Berryhill Contracting	-292.97	-27,142,938.46
10/25/2022	City of Mt Shasta	-72.00	-27,143,010.46
10/25/2022	David Dunn	0.00	-27,143,010.46
10/25/2022	Dawn Schott	-162.78	-27,143,173.24
10/25/2022	Hoffco	-120.00	-27,143,293.24
10/25/2022	Ponton Industries Inc.	-3,948.40	-27,147,241.64
10/25/2022	Quad-B Systems	-4,320.74	-27,151,562.38
10/25/2022	R.B. Aldrich Construction	-15,820.00	-27,167,382.38
10/25/2022	Valley Pacific Petroleum Services	-629.29	-27,168,011.67
10/25/2022	David Dunn	0.00	-27,168,011.67
10/25/2022	David Dunn	-350.00	-27,168,361.67
10/28/2022	Agron, Rachel	-1,227.40	-27,169,589.07
10/28/2022	Hess, Samantha F	0.00	-27,169,589.07
10/28/2022	Hullquist*, Kevin	-1,163.62	-27,170,752.69
10/28/2022	Hullquist, Everett	-1,512.77	-27,172,265.46
10/28/2022	McFall, Celeste J	-1,150.63	-27,173,416.09
10/28/2022	Nobles, Suzanne	-141.30	-27,173,557.39
10/28/2022	Parkinson, Hayden	-896.25	-27,174,453.64
10/28/2022	Whitworth, Barbara A	-157.00	-27,174,610.64
10/28/2022	Wolfe, Zachary R	-896.25	-27,175,506.89
10/28/2022	DeCausmaker, Michelle*	-83.12	-27,175,590.01
10/28/2022	Hess, Joseph E	-1,017.81	-27,176,607.82
10/28/2022	QuickBooks Payroll Service	-3,044.35	-27,179,652.17
10/28/2022	Employment Development Department	-2,129.51	-27,181,781.68
10/31/2022	Hess, Samantha F	-684.56	-27,182,466.24
10/31/2022	QuickBooks Payroll Service	-2.00	-27,182,468.24
10/31/2022	KD Management Services LLC	-7,583.00	-27,190,051.24
10/31/2022	QuickBooks Payroll Service	-1.75	-27,190,052.99
		<u>-174,484.07</u>	<u>-27,190,052.99</u>
TOTAL		<u>-174,484.07</u>	<u>-27,190,052.99</u>

Town of Fort Jones October 2022 Payables			
Vendor Name		Account	Amount
California Rural Water Association		02-810025 - GF	-3,000.00
E&S Engineers and Surveyors		02-810025 - GF	-8,712.50
Fort Jones Ace Hardware		02-810025 - GF	-635.39
Fort Jones Lumber Yard		02-810025 - GF	-475.66
James Bean		02-810025 - GF	-750.00
Pacific Power		02-810025 - GF	-3561.13
Precision Hardware		02-810025 - GF	-1900.00
Prentice Long		02-810025 - GF	-1,750.00
Siskiyou County Tax Collector		02-810025 - GF	-278.00
SWRCB		02-810025 - GF	-55.00
Uline		02-810025 - GF	-1,021.95
US Bank		02-810025 - GF	-4,151.74
USPS		02-810025 - GF	-800.00
Valley Tire and Tackle		02-810025 - GF	-2,065.31
Verizon		02-810025 - GF	-118.34
Wostenburg		02-810025 - GF	-4,203.22
SCEDC		02-810025 - GF	-417.67
SHN Consulting Engineers		02-810025 - GF	-2,020.00
Express Employment Professionals		02-810025 - GF	-255.23
Suburban Propane		02-810025 - GF	-2,987.00
State Water Resources Control Board		02-810025 - GF	-764.72
Uline		02-810025 - GF	-124.88
Sisqtel		02-810025 - GF	-729.62
US Bank Corporate Payment Systems		02-810025 - GF	-570.90
US Bank Equipment Finance		02-810025 - GF	-214.74
US Blue Book		02-810025 - GF	-1,196.61
Active 911		02-810025 - GF	-260.00
Fire Rescue Equipment		02-810025 - GF	-1,562.48

-44,582.09

Town of Fort Jones
Profit & Loss
July 1 through November 4, 2022

Jul 1 - Nov 4, 22

Income

1I - General Government Income

4099 - Property Taxes

Slater Fire Prop Tax	342.00
4100 - Secured Current	4,244.17
4101 - Unsecured Current	4,294.03
4102 - Unsecured Delinquent	30.86
4106- Supp Int	2.62
4108- Supp Del	145.13
4507 - Homeowner Alloc	558.07
4508 - VLF Net	19,728.00
4514- Unsec Interest	2.62
4516- Sup Current	1,661.89

Total 4099 - Property Taxes 31,009.39

4111 - Sales Tax 122,761.06

4214 - Land Use 100.00

4218 - Business License 5,923.53

4302- Fees Collection Cost -3.94

4303 - Vehicle Fees 9.67

4400 - Rent 2,450.00

4410 - Interest General Fund 10.96

4730 - Miscellaneous 328.70

Total 1I - General Government Income 162,589.37

2I - Public Safety Income

2a - Law Enforcement

4116 - Prop172 378.55

Animal Control

4230 - Dog Licenses 165.00

Total Animal Control 165.00

Total 2a - Law Enforcement 543.55

2b - Fire Protection

4740 - Fire Dept. 9,612.13

4750 - Strike Team Income 8,812.12

Total 2b - Fire Protection 18,424.25

Total 2I - Public Safety Income 18,967.80

3I - Public Works Income

3a - Streets Income

4499 - Gas Tax 2103 2,111.98

4500 - Gas Tax 2106 2,623.61

4501 - Gas Tax 2107 1,800.85

4502 - Gas Tax 2107.5 1,000.00

4503 - Gas Tax 2105 1,302.33

4530 - Local Transportation 4,986.55

Total 3a - Streets Income 13,825.32

3b - Sewer Income

Town of Fort Jones
Profit & Loss
July 1 through November 4, 2022

	<u>Jul 1 - Nov 4, 22</u>
4212 - Sewer Revenue	39,040.16
3b - Sewer Income - Other	4,549.92
Total 3b - Sewer Income	43,590.08
3c - Water Income	
4810 - Water Revenue	53,647.62
4812 - Bulk Water Sales	345.00
4820 - Water Interest	10.79
4840 - Gretchen Acres Assess	799.67
3c - Water Income - Other	5,223.23
Total 3c - Water Income	60,026.31
Total 3I - Public Works Income	117,441.71
5I - American Rescue Plan Act	
4915 - ARPA Income	82,771.00
Total 5I - American Rescue Plan Act	82,771.00
4900 - CBDG Interest	4,412.68
4903 - Library Reimbursement	5,239.48
4911 Coronavirus Relief Fund	-514.80
Housing Interest	7,302.17
Total Income	398,209.41
Gross Profit	398,209.41
Expense	
1E- General Government Expense	
2285 - IT Services	6,015.64
5100- Council/Election	276.25
5110- Mayor Payroll	810.00
5210- Clerk Payroll	2,000.00
5220- Supp\USPO\Petty	1,858.06
5400 - Professional Fees	
5401 - Legal Fees	5,420.50
5402 - Accounting Fees	4,320.00
5403 - Consulting Fees	43,129.95
5405 - Reimbursed Expenses	735.56
Total 5400 - Professional Fees	53,606.01
5500- Planning	
5502 - City Promotion	4,196.91
5501 - Economic Development	1,666.68
Total 5500- Planning	5,863.59
5550- Library Payroll	2,836.00
5555 - Admin Payroll	26,150.46
5600- Misc.	1,794.26
5705 - Dues and Subscriptions	903.00
6205- Health Insurance	5,670.84
6300- Insurance	
6204- Workers Compensation	3,127.34
6303- Liability Insurance	1,752.27

Town of Fort Jones Profit & Loss

July 1 through November 4, 2022

Jul 1 - Nov 4, 22

6305 - Crime Insurance	13.43
Total 6300- Insurance	4,893.04
6400- Property Tax	278.90
6406- 98 Bank Charge	452.00
9150-City Hall Expenses	
1-012 - City Hall Power	1,600.32
133000- City Hall water	102.73
9154 - Disposal 2 yd Bin	614.00
9155 - Equipment Finance	1,290.03
9150-City Hall Expenses - Other	526.14
Total 9150-City Hall Expenses	4,133.22
9152- Propane	10.00
Total 1E- General Government Expense	117,551.27
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7181 - Law Enforcement Phones	559.78
Total 2EA- Law Enforcement Expense	559.78
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	571.29
7532 - FF Training	150.00
Crime Insurance	26.16
7550 - Misc Expense _ Fire Dept	3,464.83
6310- Property Insurance	361.70
7505 - Liability Insurance	1,925.22
7506 - Work Comp Insurance	3,440.02
7507 - Auto Insurance	2,612.27
7510- Fire Dept Payroll	10,730.79
7512 - Live Scan	0.00
7513 - Calls & Meetings	6,557.62
7520- Fire Dept Supl & Mtnce	5,971.11
7525- Pub Safety Fuel & Oil	6,356.17
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	1,076.98
2261- Fire Dept. Phone	1,472.48
2262 - Disposal	614.00
7541- Propane	10.00
Total 7540- Fire Dept. Utilities	3,173.46
Total 2EB- Fire Department Expense	45,340.64
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	18,750.00
Crime Insurance	26.16
6311 - Property Insurance	361.70
7502 - Auto Insurance	2,612.27
7505b - Liability Insurance	1,924.93
7506b - Workers Comp Ins	3,440.02

Town of Fort Jones Profit & Loss

July 1 through November 4, 2022

Jul 1 - Nov 4, 22

7513 Fleet Maintenance - Strike	2,214.73
7515 - Strike Team Payroll	24,532.08
Total 2EC - Strike Team Expenses	53,861.89
Total 2E- Public Safety Expense	99,762.31
3E- Public Works Expense	
3EA- Streets	
Crime Insurance	2.24
1-000 - Street Lights	
02 HPSV Lights	191.72
02 HPSV Metal Lights	90.96
10 HPSV Wood Lights	1,246.20
11 HPSV Lights	500.24
72 HPSV Lights	4,099.64
Total 1-000 - Street Lights	6,128.76
6306- Property Insurance	0.00
8120- Street Mtnce/Utilities	
1-005 - Barn Power	249.37
1-006 Barn Maintenance	786.62
1-007 - Phone Bill	288.49
8121- Street Maintenance	
8127- STIP Project - Consulting	600.00
8121- Street Maintenance - Other	1,261.47
Total 8121- Street Maintenance	1,861.47
8120- Street Mtnce/Utilities - Other	98.00
Total 8120- Street Mtnce/Utilities	3,283.95
8130- Equipment Maintenance	
8133- Parts & Supplies	1,476.89
Total 8130- Equipment Maintenance	1,476.89
8136 -Auto Insurance	0.00
8137- Mobile Equip	71.63
8199- Road Payroll	3,936.50
8200- Major Street Const.	1,431.75
8509 - Liability Insurance	210.05
8511 - Work Comp Insurance	375.10
Total 3EA- Streets	16,916.87
Total 3E- Public Works Expense	16,916.87
3EB- Sewer Expense	
Crime Insurance	2.24
6308-Property Insurance	480.42
8510- Sewer Payroll	1,756.00
8520- Sewer Expenses	
1-015 - Sewer Power bill	76.99
1-019 bbp sewer	65.36
8521- Sewer Rep & Mtnce	1,017.09
8553- Auro Insurance	307.14

Town of Fort Jones Profit & Loss

July 1 through November 4, 2022

Jul 1 - Nov 4, 22

Total 8520- Sewer Expenses	1,466.58
8522 - Waste Water Monitoring	6,881.37
8549- Mobile Equip.	71.63
8550 - Liability Insurance	279.94
8551 - Work Comp Insurance	500.11
8552 - Training	215.00
Sewer Testing	304.51
Total 3EB- Sewer Expense	11,957.80
3EC- Water Expense	
Crime Insurance	2.24
6307-Property Insurance	1,688.00
8609- Water Training	3,155.00
8610- Water Parts & Supplies	1,016.11
8612- Water Office & Postage	1,610.00
8615- Water Payroll	21,143.75
8620- Water Repairs & Mtnce	20,678.01
8623- Mobile Equip.	71.63
8624 - Auto Insurance	307.14
8625- Water Liability Ins	349.94
8626 - Work Comp	625.07
8627 - Fuel-Oil	1,268.97
8630- Water Fees & Testing	1,332.52
8640- Water Utilities	
1-000 - Water Power	
New Pump	5,908.08
Old pump	249.81
Total 1-000 - Water Power	6,157.89
1-001 - Water Phones	
468-2598	806.03
468-5864	239.56
Cell	635.77
Total 1-001 - Water Phones	1,681.36
Total 8640- Water Utilities	7,839.25
8650- Water Engineering	16,257.50
3EC- Water Expense - Other	4,208.70
Total 3EC- Water Expense	81,553.83
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	2,428.70
Crime Insurance	2.24
9116 - Janitorial Payroll	1,256.30
03 Parks & Recreation Grants	
2020 Per Capita - LLP	
Improvements	23,657.40
LLP Project Payroll	3,703.50
2020 Per Capita - LLP - Other	2,979.00

Town of Fort Jones
Profit & Loss
July 1 through November 4, 2022

	<u>Jul 1 - Nov 4, 22</u>
Total 2020 Per Capita - LLP	30,339.90
Total 03 Parks & Recreation Grants	30,339.90
6305- Property Ins Parks	
9104- Mobile Equip.	71.63
6305- Property Ins Parks - Other	1,929.13
Total 6305- Property Ins Parks	2,000.76
9105- Auto Insurance	307.14
9106 - Work Comp Parks	1,000.10
9107 - Liability Ins Parks	560.00
9109- Parks Payroll	5,742.50
9130- Ball Park Expenses	
1-002 - LLP Snack	145.96
1-013 - BBP lights	723.55
1-014 - LLP lights	76.76
1-017 - BBP pump	72.12
9131- Maintenance & Supplies	2,554.60
Total 9130- Ball Park Expenses	3,572.99
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	74.87
9141- Scout Hall Repairs	3,971.04
Total 9140- Scout Hall Expenses	4,045.91
9160- Museum Expenses	
1-004 - Museum Electricity	297.91
5568- Museum Phone	289.51
Total 9160- Museum Expenses	587.42
4E- Parks & Recreation Expense - Other	648.29
Total 4E- Parks & Recreation Expense	52,492.25
5E - American Rescue Plan	
6.1 - Government Expense	47,995.75
Total 5E - American Rescue Plan	47,995.75
6504- Payroll Taxes	
Federal Unemployment	395.43
6506- FICA	11,296.13
6508- Medicare	2,641.83
6512- SUI	3,084.60
6516 - ETT	0.00
6504- Payroll Taxes - Other	559.98
Total 6504- Payroll Taxes	17,977.97
9700- CBDG Const Housing	
Gen Adm & Program Delivery	5,635.15
Total 9700- CBDG Const Housing	5,635.15
Payroll Expenses	-1,378.50
Reconciliation Discrepancies	-457.00
Uncategorized Expenses	0.00
Total Expense	450,007.70

Town of Fort Jones
Profit & Loss
July 1 through November 4, 2022

Net Income

Jul 1 - Nov 4, 22
-51,798.29

DISCUSSION / REPORTS

ACTION ITEMS

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 14, 2022

Subject: Fort Jones Community Church Hall Use Payment

Background: On October 20, the Fort Jones City Council held a special meeting at Fort Jones Community Church while the Community Hall floors were being refinished. Fort Jones Community Church has since refused compensation for the use of their hall but is willing to accept a donation. However, the California Constitution prohibits the gifting of public funds, even to charitable organizations.

Recommendation: Staff recommends that the Council apprise the Church of the situation and request a formal invoice.

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 14, 2022

Subject: Review Kevin Hullquist's Use Permit

Background: Kevin Hullquist has submitted the following application for a Use Permit to build a drive-through coffee shop.

Recommendation: Staff recommends that Council approve Mr. Hullquist's use permit.



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 14, 2022

Subject: Review and Respond To Letter from Janet Martinez, Applicant For City Administrator

Background: On October 20, 2022 the council voted to offer Janet Martinez the position of Town Administrator after the interview committee chose her as the best applicant. An offer letter was sent that included the job description, salary, benefits, and compensation package. Ms. Martinez has replied to our offer asking for \$165,000 as a full-time administrator. Since the job was originally posted with a salary of \$65,000, the Council will need to discuss and decide on how to proceed forward.

Recommendation: Staff recommends that Council decline Ms. Martinez's offer.

Janet Martinez
15052 San Feliciano Drive
La Mirada, CA 90638

October 21, 2022

City of Fort Jones
ATTN: Town Council
11960 East Street
P.O. Box 40
Fort Jones, California 96032

RE: Offer Letter for the Position of Town Administrator/Manager

Dear Council Members,

Thank you for offering me the position for Town Administrator/Manager, I am very pleased and honored to have been given an opportunity. Unfortunately the salary being offered is lower than what I can accept, taking in account that I currently make double the amount. Therefore, before I provide you with a response, I am hoping to negotiate a higher salary. I understand that your salary is based on the previous administrator's salary whom from what I understand was hired as a consultant, which are typically paid on a part-time basis. However, I believe that the average pay of Administrators in California with a similar population begin with a salary of \$165,000. The salary I seek is on the low end of comparable positions throughout the State of California, which would be \$165,000. I believe with my 16 years of experience and my commitment to be a full time Administrator/Manager I will demonstrate the value that I can potentially bring to the community.

I hope we can negotiate my salary. If you would like to set up a meeting to further discuss the salary, I can be reached on my cell phone at (714) 902-8994 or by email ms.janet.martinez@gmail.com.

Again, thank you all for this great opportunity and look forward to finalizing the negotiations in the near future.

Sincerely,



Janet Martinez

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 14, 2022

Subject: Hiring of Interim City Administrator

Background: On October 20, 2022, the Council voted to terminate its contract with KD Management for administrative services. This contract ends on November 20, 2022, leaving the Town without administrative services. Although the position has been advertised, it remains vacant. In the meantime, the Town is in the middle of conducting an audit and applying to several infrastructure construction grants, in addition to conducting day to day business. The Town needs to consider hiring an interim City Manager to keep things running smoothly.

Adam Cox (Interim City Manager of Etna) of Sectaris Partners has offered to step in until the town is able to hire a more permanent manager. His rates and services are explained in the attached email correspondence.

Recommendation: Staff recommends that the Council engage Sectaris Partners on a provisional basis as soon as possible, while the long-term headhunting process continues.

Hello Mercedes,

I understand Fort Jones is currently searching for a new city administrator. My firm, Sectaris Partners, provides support to mostly small, rural public agencies. Our website (www.sectaris.partners) has some information about us (it's currently under construction and not all the pages are complete!).

One of the services we offer is city management on a contract basis. We typically work on a month-to-month basis at an hourly rate of \$125, or for a lower amount with a longer-term contract. We provide as much or as little management as the agency needs and we take our direction from the governing body – in this case the city council. While providing city manager/administrator services we take our fiduciary responsibility very seriously and work with the elected leaders to address any major challenges the jurisdiction is facing. To keep costs low I typically do as much remotely as possible but I prefer to be at Council meetings in person. I like to have regular staff meetings and speak with staff as often as they need for guidance.

Should Fort Jones find itself in a pinch without an administrator suddenly we can step in with short notice and for a short time period. We can also help with an executive search if the city is interested in moving to find a city manager to be a full-time city employee. As mentioned above we of course would also be open to a longer-term arrangement with Fort Jones since we are serving Etna as well.

Please don't hesitate to call or text me!

Thanks,

Adam

Adam Cox | Managing Partner

E: adam@sectaris.partners | P: 209-631-3803 (text or call)

W: www.sectaris.partners | M: 143 W. 21st St., Merced CA 95340

Want to meet? Easily find a time that works for both of us! https://calendly.com/sectaris_adam

CONFIDENTIAL: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Town Council

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



City Administrator
 Karl Drexel, CSDM

City Clerk
 Celeste McFall

November 14, 2022

Subject: Compensation for Council Members

Background: Council Members put in a lot of time and hard work doing their best to advocate for the citizens of Fort Jones. There are times when Council Members have to take time off from work to carry out their duties at Town functions, and compensation for Council Members could offset that cost. Up to this time, the only compensated position has been that of the mayor, who receives one hundred dollars a month (before taxes). Many other towns and cities offer compensation to all their Council Members.

Since there seems to have been a decline in the interest to serve on the Council over the past few elections, several citizens have asked about the possibility of compensating our elected officials. A small monthly compensation would show that we appreciate the time and the importance of our officials.

Montague's monthly council compensation is \$100 per member and Yreka's monthly compensation is \$300 per member. Proposed monthly compensation for Fort Jones council members is \$100. This is a total of \$500 a month, minus taxes, with an approximate yearly total of \$6,000.

Recommendation: Staff recommends that the Council table this discussion one more month until the new Council has taken their seats and an Interim City Administrator had been secured. As of this time, with the Accounting Clerk on family leave, there is no one to rework the budget.