



AGENDA

Regular Meeting

MONDAY DECEMBER 12, 2022 – 7:00 P.M.

City Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones City Council Roll Call: Members: Garcia _____ Banks _____
Eayrs _____ Vacant _____ Vacant: _____

PLEDGE OF ALLEGIANCE: Led by City Clerk

NEWLY ELECTED COUNCIL MEMBERS

1. Administer Oath of Office
2. Review letters of interest for vacant council seats. Approve selection by majority vote. (Banks)
3. Election of Officers: Mayor and Mayor Pro-Tem for two-year term
4. Appointment of Commissioners

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. Fire Department Monthly Report
- C. Code Enforcement
- D. Public Works Monthly Report

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 November 14, 2022 and Special Meeting November 28, 2022
b) Ratification of Disbursements: November 1 through November 30, 2022
c) Approve Payables for December 2022
b) Review Budget vs. Actual for July 1, 2022 thru Nov 30, 2022

DISCUSSION / REPORTS: ACTION ITEMS:

2. Review and Approve Hiring Interim City Administrator. (Banks)

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on January 9, 2022 at 7:00 p.m.

Administer Oath of Office



Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss
COUNTY OF SISKIYOU)

OFFICE OF THE CITY CLERK, TOWN OF FORT JONES

Mercedes Garcia

I, Mercedes Garcia, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Mercedes Garcia, Council Member

Subscribed and sworn to before me this 12th day of December, 2022

Celeste McFall, City Clerk

[Seal]



Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss
COUNTY OF SISKIYOU)

OFFICE OF THE CITY CLERK, TOWN OF FORT JONES

Mark Eayrs

I, Mark Eayrs do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Mark Eayrs, Council Member

Subscribed and sworn to before me this 12th day of December, 2022

Celeste McFall, City Clerk

[Seal]

**Review Letters of Interest:
Vote to Fill Vacant Council Seats**

Thank you for your interest in applying for the appointment position of Town of Fort Jones Council Member. Please complete the form in full, including the corresponding supplemental questionnaire.

Please submit your complete application to the City Clerk at the City Hall office or via email:

DROP OFF: City Clerk, City Hall office, 11960 East Street Fort Jones, 96032

EMAIL: celeste.mcfall@fortjonesca.com

For questions about this application, please contact the City Clerk at (530) 468-2281 or email celeste.mcfall@fortjonesca.com

SECTION 1: CRITERIA

Name: Trevor Eastlick

Email Address: trevoreastlick1@gmail.com Phone Number: 530-598-9471

Home Address: 12866 Marble View Drive Fort Jones, CA 96032

Mailing Address: 12866 Marble View Drive Fort Jones, CA 96032

SECTION II: SUPPLEMENTAL INFORMATION

1. Please describe any community activities in which you are or have been engaged in Fort Jones. Include the organization, your role, a brief description of your activities and dates of participation.

Fort Jones Community Church as a part of the congregation.

2. Please state why you would make a good representative for the Town of Fort Jones.

Deeply care about the community in Scott Valley.

A working knowledge of City and State code and operations.

Level headed, problem solver, honest, family oriented and hard working.



3. What is your vision for the future of the Town of Fort Jones? What would be your areas of priority if appointed to the City Council?

I see the town of Fort Jones continuing to add businesses to the city. I see Marble Grounds and Five Mary's making a positive difference in the town of Fort Jones. The town will most likely not grow in the near future and that is ok. We should however continue to fix and preserve what we have as far as infrastructure.

I do not have enough information on the town of Fort Jones to come up with a list of priorities until I get involved with what is needed. I am sure there are many infrastructure systems that need upgraded such as the water meters and sewer system.

4. How would you approach constituent service for the Town of Fort Jones?

My approach to constituent services is simple. The first job is to support the residence of Fort Jones by keeping infrastructure up to date and saving for future projects. Second is to support the children of the town making a place for them to learn, play and feel safe. Third we must support existing and new business, breaking down barriers to entry while maintaining county and state law.

5. Please provide three references and their phone numbers:

Name: Morgan Eastlick Phone Number: 530-355-6088

Name: Jose Hernandez Phone Number: 530-340-6133

Name: Clint Sheppard Phone Number: 229-506-1880

SECTION III: EDUCATION AND EMPLOYMENT HISTORY INFORMATION

Please include a brief background on your education and employment history. Please attach a copy of your resume as additional information.

Worked for US Forest Service 2008-2009. (Wildland Fire Crew)

Worked for US Air Force 2011-2017. (Helicopter Crew Chief Active Duty, Generator Technician Reserves)

Worked for Nor-Cal Products 2016-2018. (CAD Engineer)

Currently Employed E&S Engineers and Surveyors Inc. 2018-present. (Partner and Business Manager)

Graduated College of the Siskiyous 2016. (AA Natural Science)

Graduated Southern Oregon University 2018. (Major: Business Management/ Minor: Computer Science)

ACKNOWLEDGEMENT:

I hereby acknowledge that this appointment opportunity is subject to the complete discretion of the City Council and, should I not be appointed, I further acknowledge that I shall not be entitled to an explanation or reason as to why I was not appointed.

AUTHORIZATION:

I hereby authorize the Mayor, each City Council Member and their designees to contact third parties for confidential background references pertaining to my employment history, civic participation, education background and general character, without having to disclose to me the information provided by any such third party nor the identity of the source of any such information.

I attest that the information provide on this application is true and complete to the best of my knowledge.

Signature: Trevor M. Eastlick

Printed Name: TREVOR M. EASTLICK Date: 12-9-2022

For City Clerk's Use Only

Application Received 12.9.22

Town of Fort Jones Residence Verified ✓

Voter Registration status Verified ✓

Trevor M Eastlick

12866 Marble View Drive Fort Jones, California 96032 | 530-598-9471 | trevoreastlick1@gmail.com

Community minded local leader with experience in city and county government workings. With many projects completed throughout Siskiyou County working with clients, government and other professionals has become one of my passions. Work experience includes CAD Design Engineering on ultra-high vacuum chambers to aviation maintenance on helicopters for the United States Air Force. I have worked in the government and for private businesses. Currently I am a partner at E&S Engineers and Surveyors Inc. in Yreka, CA. My current job description includes employee management, job proposals and business manager.

Relevant Experience | Business Manager | E&S Engineers and Surveyors Inc.: From March 2018

- Work closely with customers to complete private and publicly funded projects.
- Manage three employees by assigning work and discussing career advancement.
- Work closely with cities and Siskiyou County to complete private and publicly funded projects.
- Seek out, hire, and interview new employees.
- Business website designer and manager.

Education

BS BUSINESS MANAGEMENT | GRADUATION DEC. 2018 | SOUTHERN OREGON UNIVERSITY

- Major: Business Management/ Minor: Computer Science

AA NATURAL SCIENCE | GRADUATED JUNE 2016 | COLLEGE OF THE SISKIYOU

Skills & Abilities

JOB QUALIFICATIONS

- City zoning knowledge.
- Operations knowledge of local, state, and federal governments.

COMMUNICATION

- Communicate with all customers on new jobs and proposals.
- Manage and communicate with two in house employees and one remote employee.

STATE FUNDED PROJECTS

- City of Callahan water system grant. Assisted in surveying, design, planning grant and construction grant application.
- Assisted in design and construction grant application for City of Fort Jones and the City of Dorris water meter projects.
- Currently working to upgrade water systems at the City of Dorris and the City of Etna using emergency drought funding revenue.
- Assisted in many road and sidewalk improvements throughout Siskiyou County.

It would be a pleasure to meet the rest of the board and see if I could help the City of Fort Jones in any way. I would like to get into the challenges of Fort Jones along with the parts and programs that are currently a success. It is easy to see in recent years that someone has had a hand in the towns development and care.

Celeste McFall

From: Mercedes Garcia <twostep75@gmail.com>
Sent: Monday, October 31, 2022 4:24 PM
To: Celeste McFall
Subject: Fwd: FJ interest letter

I recieved this. Forwarding it along.

----- Forwarded message -----

From: Amy Stacher <mkmedicmom@gmail.com>
Date: Mon, Oct 31, 2022, 4:11 PM
Subject: FJ interest letter
To: <twostep75@gmail.com>

Amy Stacher
PO Box 1065 ~ Fort Jones, CA 96032
Mkmedicmom@gmail.com ~ 530-598-1167

October 31, 2022

To whom it may concern,

My name is Amy Stacher. I am writing to express my interest in the possibility of filling a vacant seat on the town council. It is my understanding that there will be a vacant council seat soon.

I am a citizen of Fort Jones. I live here in town and have lived in Scott Valley most of my life. I love our town and would be proud to serve on the town council.

I have vast experience serving on many types of oversight boards and committees. I have held several officer positions on boards or committees. I have volunteer board of trustees, or managing committee officer, experience with local youth sports, school board, adult softball, high school grad night, eighth grade graduation, LEMSA medical control committee and as fire department medical director. Those are some of my adult volunteer experiences that would help with being on a city council. As a youth, I was in 4-H, Job's Daughters, played sports, was involved in student government and held student body and class offices.

I am not currently volunteering anywhere and thought I could do my part by finding a community need to help with. This opportunity was brought to my attention. Please consider me if the time comes to fill a vacancy on the town of Fort Jones council.

Sincerely,

Amy Stacher

I put a hard copy of this letter on your porch in an envelope. This email is the same as the letter.

--

Amy Stacher, A.A.; A.S.; B.A.
Paramedic & EMS Instructor
530-598-1167
mkmedicmom@gmail.com

November 29, 2022

To the City of Fort Jones, Fort Jones City Council

My name is Julia Collie-Mason and I reside at 12062 Oakmill in the town of Fort Jones. I am taking this opportunity to enter my name as a candidate for City Council. I would like to see our town grow in the right direction, beautify the town, and bring in more things for families. I would love to see more activities such as dances: barn dance, street dance, maybe a carnival. Christmas is such a beautiful time of year, and I would like to see the businesses decorate their store fronts, next year have a best decorated house contest, not only for Christmas, but Halloween too. Bring back movie night in the summer, in winter the fire department is planning a few movie nights. We need activity, I am so tired of hearing people we can't do something. If there is a will, there is a way.

Thank you for your time.


Julia Collie-Mason



Fort Jones City Council

I am Applying for the Open Seat on the City Council, I have sat on the Council Once Before and would like to sit on it again. I Have A Few Ideas To Help The City And The People Of Fort Jones. I'd Like To See a Youth Center In Town For Our Children. And Get Other Things Accomplished That Need To Be Done. I Have Been In Many Supervisor Positions



**In Charge Of Multi Million Dollar Jobs
And Brought Them In On Or Before Time
And At Times Under Budget. Run Crews
Of 25 Or More Men For High Rise
Buildings Such As Hospitals, Office
Buildings Etc. It Would Be A Pleasure To
Serve On The Council.**

**Thank You
Mark Gepford**



Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss
COUNTY OF SISKIYOU)

OFFICE OF THE CITY CLERK, TOWN OF FORT JONES

I, _____do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

_____, *Council Member*

Subscribed and sworn to before me this 14th day of December, 2020

Celeste McFall, City Clerk

[Seal]



Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss
COUNTY OF SISKIYOU)

OFFICE OF THE CITY CLERK, TOWN OF FORT JONES

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California against all enemies, foreign and domestic; that I will bear true faith
and allegiance to the Constitution of the United States and the Constitution of
the State of California; that I take this obligation freely, without any mental
reservation or purpose of evasion; and that I will well and faithfully discharge
the duties upon which I am about to enter.

_____, Council Member

Subscribed and sworn to before me this 14th day of December, 2020

Celeste McFall, City Clerk

[Seal]



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: DECEMBER 12, 2022

FROM: Celeste McFall, City Clerk

SUBJECT: ELECTION OF OFFICERS AND APPOINTMENT OF COMMISSIONERS

BACKGROUND:

An appointment for Mayor and Mayor Pro Tem is mandated after each election, which consequently makes the office a two-year position unless amended by Resolution to make the position a one-year position.

Furthermore, it has been the custom of the Town of Fort Jones that the Mayor, with the approval of the Council, appoint a council member as Commissioner for each of the following five areas of concern:

Commissioners:

Public Works (Water and Sewer)
Streets and Roads
Public Safety (Fire and Police)
Parks and Buildings
Administration

RECOMMENDATION:

Staff recommends the Council elect a Mayor and Mayor Pro-Tem to serve a two-year term, and appoint the Commissioners at this meeting.

Discussion/Reports/Correspondence/
Non-Action Items

Fort Jones Police Chief's Monthly Report

November 2022

Winter has finally officially begun to tease us with snow and freezing temperatures and we approach the Holiday season. The Police Department has adjusted some patrol procedures in order to meet the needs of Town this particular time of year. Our mission is to provide a safe environment to all locals and visitors throughout the winter season. If you notice a need for services or have a concern that needs to be addressed please reach out to us. Again, any information we receive is prioritized and kept with the upmost confidentiality discretion. The following is a summarization of Ft. Jones Police Departments activity for the month of November. Attached you will find statistics for the Town of Ft. Jones and outlying areas. Although dispatch is beginning to bring on additional staffing, 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- Due to the winter driving conditions, the PD has adjusted it's patrol to accommodate times of the day where conditions are most likely to cause issues. Problematic areas are patrolled more often and providing pretexts reminds drivers to slow down and be vigilant for icy roads. I was able to meet with Cal-trans along with other town staff and were able to address traffic concerns around town. It was a very positive meeting with fixes in the near future. While some of the issues we have around town will be a lengthy process I am excited to put some issues on the fast track to complete. The PD is also prepared for this weekends annual Christmas parade and will provide traffic control throughout the event. We look forward to another successful event.

Schools- The police department and Etna PAL have continued to be involved with the school district providing education and programs to our local youth. We continue to work with staff to provide these on going class as well as work towards providing additional much needed programs to our area. We have also developed protocol to walk into each of our schools while on patrol to visit with kids and staff. It's these relationships that help us all be proactive in creating good positive relationships with our amazing schools.

Animal Control- Several dog at large issues were received over the past month and fortunately been able to be resolved. A couple of the ongoing dog issues have been permanently resolved by the owners giving up the animal or by moving outside of town limits. We are continuing to work on the kennels with Council and hope to have those completed in the near future.

Reports/Cases- The Ft. Jones Police Department has now pulled approximately over 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. We are starting to see many of these cases go through the adjudication process which requires officers to testify in court. This is time consuming but also exciting to see as many of these cases have been ongoing for months if not years. We have recently seen an uptick in domestic violence related cases with several arrests being made. These are scary cases for everyone involved including our officers as these calls for service are some of the most dangerous ones we can go on. We attempt to handle these calls with at least two officers to provide for not only officer safety but for the safety of all involved. Another reason the partnership we have with both towns is so important to us all.

Calls for Service- Attached is an updated Event/calls for service report for the month of November which 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. Our partnerships with all first responders in very important to us as we are all on the same team and need to work together to provide the service our community needs. I have also included statistical data from mutual aid and outlying areas to show the response this department has seen throughout the valley.

Ordinance Enforcement- The beautification of Ft. Jones continues to be on the forefront of Code enforcement while educating homeowners on our local ordinances. We continue to typically 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. We have recently received adjudication reports from the District Attorney's office stating the resolution for several ongoing code enforcement cases. Many of which have been turned over to the civil process in which the town council will make decisions on.

PAL- While our flag football and soccer season are officially over, we have been very busy in preparing for and holding the 21st annual PAL Holiday Gathering. It was another successful year were Santa saw many kids asking for their holiday wishes. PAL is also beginning it's mentoring program which we hope to provide services to many of our youth who are in need of good positive adult support and guidance. Our youth center is up and running which also provides a

safe place for our youth to hang out. The basketball program is in the near future as well as already preparing for next years swim season.

Training- The Police Department continues to be active 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 ongoings of our community and what the police department is tasked upon daily. With new council members coming on board I believe this to be an important step in learning what our communities needs are as well as personally see what officers are seeing on a daily basis.



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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 11/01/2022 to 12/07/2022,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
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		
11/10/2022 08:43	2211100004		SCHOOL	237 BUTTE ST		
11/10/2022 09:56	2211100009		ATC	409 HIGH ST		
11/11/2022 05:02	2211110005	5220071	DP	29 STERLING ST		
11/11/2022 13:56	2211110023		FLP	12079 MAIN ST		
11/11/2022 14:26	2211110026	5220072	DV	12148 MAIN ST		
11/12/2022 13:51	2211120023		ASST	12825 MARBLE VIEW AVE		
11/14/2022 07:01	2211140009		PTRL	149 NEWTON ST		
11/14/2022 11:39	2211140023		FLP	243 STERLING ST		
11/17/2022 10:24	2211170016		SCHK	11724 MAIN ST		
11/17/2022 11:42	2211170022		FLP	11501 MATHEWS ST		
11/19/2022 20:05	2211190042		DP	11560 MAIN ST		
11/20/2022 16:43	2211200028		ANIMAL	236 STERLING ST		
11/23/2022 02:30	2211230002		DP	12825 MARBLE VIEW AVE		
11/24/2022 12:23	2211240010		ANIMAL	236 STERLING ST		
11/28/2022 20:37	2211280051	5220074	CHAB	PO BOX 651		
12/02/2022 11:31	2212020014		VEH STOP	MAIN ST/STERLING ST		
12/06/2022 09:50	2212060013		WI	12098 OAK MILL DR		

TOTAL CALLS: 23



SISKIYOU COUNTY SHERIFF'S OFFICE

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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 11/01/2022 to 12/07/2022,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
11/03/2022 14:21	2211030030		FLP	225 POTTERS LN		
11/17/2022 08:28	2211170007		NCRM	1109 S KIDDER CREEK RD		

TOTAL CALLS: 2



SISKIYOU COUNTY SHERIFF'S OFFICE

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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 11/01/2022 to 12/07/2022,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
11/03/2022 16:09	2211030041		M	1023 WILDERNESS DR		
11/09/2022 13:38	2211090027		FLP	5011 SCOTT RIVER RD		
11/23/2022 03:36	2211230003		OWAV	8000 N HWY 3		
12/06/2022 11:11	2212060019		FLP	5812 WHISPERING PINES DR		

TOTAL CALLS: 4



SISKIYOU COUNTY SHERIFF'S OFFICE

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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 11/01/2022 to 12/07/2022,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
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		
11/22/2022 16:04	2211220033	4220090	OWAS	0 N HWY 3/ KELLEMS LANE		

TOTAL CALLS: 4



Fort Jones Fire Department

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 31 calls for service in the month of November. Members participated in 12 hours of scheduled training, and numerous hours of online training. The Fire Department has responded to 433 calls year to date.

November 2022 Calls

Call Type	City Limits	Out of City
MEDICAL AID	14	9
PUBLIC ASST.	0	2
DEBRIS FIRE	0	1
VEGETATION FIRE	0	0
TRAFFIC ACCIDENT	0	1
SMOKE CHECK	0	0
FIRE ALARM	0	0
CANCELLED	1	2
Total	15	16

Rescue 1340 is back from the shop and in service. Engine 1311 went up for its annual maintenance and to have some minor repairs done.

We have submitted requests for bids and minimum specification sheets for a new type 6 engine from the CDBG grant. We are currently waiting to hear back from the companies with their bids.

The Scott Valley Rescue Alliance Chiefs committee was not able to meet in November due to scheduling conflicts, but we are moving forward with a joint training schedule for the first half of 2023. This will provide all the departments in the valley an opportunity to work together and ensure we have common knowledge and operating procedures.

Public Works Report

November 2022

We assisted an elderly home owner with a sewer backup on her premise. We inspected the Towns mainlines and determined that the plug up was on her lateral line. We helped her to get a plumber to come and snake her line, resolving the issue. Everett reported to the Division of Water Resources about how much water we have been pumping for the years 2021 and 2022. We cut down a bunch of branches up by the Towns property outside of Town to better facilitate truck traffic. We spread out some base rock in front of the shop. We have been raking a lot of leaves and disposing of them. We assisted Ray's Food Place to replace their sewer pump located on Mittan Way. Everett attended multiple webinars on a variety of water and wastewater topics. Everett received his state license to be a treatment plant operator grade 1. We fixed a leaky hose bib on the vacuum trailer. We took out all the trash and read all of the water meters. We assisted E and S engineers in locating and mapping the water meter locations for the Water Meter grant. Everett helped install a new flow metering device at the headworks of the wastewater treatment plant. We are working on making this device more user friendly. We repaired the Christmas trees that go on the telephone poles and assisted Siskiyou Telephone in getting them put up. We wanted to thank Siskiyou Telephone Company and The Fort Jones Lions Club for helping to put up the decorations. We dug out a drainage inlet on Hwy 3 that was full of debris to help with storm water runoff. We removed a bunch of downed branches from the roadway after the winter storm we had. We plowed all the roads in Town and cindered them to help with the ice. We installed some new insulation in the Fire Departments building. We set up the barricades and the detour route for the Fort Jones

Consent Calendar

Date	Name	Amount
11/07/2022	Celeste McFall	-98.41
11/07/2022	CRWA	-3,000.00
11/07/2022	E&S Engineers and Surveyors	-8,712.50
11/07/2022	Everett Hulquist *	-623.20
11/07/2022	Fort Jones Ace Hardware	-635.39
11/07/2022	Fort Jones Lumber	-475.66
11/07/2022	James Beane Carpet Cleaner	-750.00
11/07/2022	Pacific Power	-3,561.13
11/07/2022	Precision Hydro Inc.	-1,900.00
11/07/2022	Prentice Long	-1,750.00
11/07/2022	Siskiyou County Tax Collector	-278.90
11/07/2022	SWRCB	-55.00
11/07/2022	ULINE	-1,021.95
11/07/2022	Us Bank Corporate Payment Systems	-4,151.74
11/07/2022	USPO	-800.00
11/07/2022	Valley Tire	-2,065.31
11/07/2022	Verizon Wireless	-118.34
11/07/2022	Wostenberg Window & Glass	-4,203.22
11/10/2022	Agron, Rachel	-1,197.51
11/10/2022	Hess, Samantha F	-740.79
11/10/2022	Hullquist*, Kevin	-1,163.62
11/10/2022	Hullquist, Everett	-1,548.08
11/10/2022	McFall, Celeste J	-1,463.60
11/10/2022	Nobles, Suzanne	-282.29
11/10/2022	Parkinson, Hayden	-1,238.03
11/10/2022	Wolfe, Zachary R	-544.10
11/10/2022	Hess, Joseph E	-1,017.82
11/10/2022	DeCausmaker, Michelle*	-83.11
11/10/2022	Whitworth, Barbara A	-156.99
11/14/2022	QuickBooks Payroll Service	-2,739.14
11/15/2022	KD Management Services LLC	-10,080.00
11/15/2022	QuickBooks Payroll Service	-1.75
11/16/2022	AT&T	-281.68
11/16/2022	Budge-McHugh Supply Co	-723.14
11/16/2022	City of Medford Finance Department	-525.96
11/16/2022	CSAA insurance Exchange	-1,016.15
11/16/2022	Dawn Schott	-244.58
11/16/2022	Employment Development Department	-320.01
11/16/2022	Golden State Risk Management Authority	-711.00
11/16/2022	Life Assist	-72.30
11/16/2022	Michelle DeCausmaker	-18.99
11/16/2022	Ponton Industries Inc.	-155.03
11/16/2022	Richardson & Company	-2,520.00
11/16/2022	Scott Valley Disposal	-310.00

11/16/2022	Shastina Fence	-4,000.00
11/16/2022	Siskiyou County Economic Council	-416.67
11/16/2022	Siskiyou County Tax Collector	-897.86
11/16/2022	Siskiyou Telephone	-797.65
11/16/2022	US Bank Equipment Finance	-214.74
11/16/2022	USA Bluebook	-248.43
11/16/2022	Valley Pacific Petroleum Services	-845.49
11/25/2022	Hullquist*, Kevin	-1,184.20
11/25/2022	Hullquist, Everett	-1,633.13
11/25/2022	McFall, Celeste J	-1,505.65
11/25/2022	Agron, Rachel	-1,228.94
11/25/2022	Nobles, Suzanne	-436.98
11/25/2022	Wolfe, Zachary R	-1,679.96
11/25/2022	DeCausmaker, Michelle*	-83.12
11/25/2022	Hess, Joseph E	-1,017.82
11/25/2022	Whitworth, Barbara A	-157.00
11/25/2022	QuickBooks Payroll Service	-2,960.04
11/28/2022	Active 911	-81.00
11/28/2022	Austin Eastlick	-200.00
11/28/2022	Budge-McHugh Supply Co	-356.04
11/28/2022	Etna Union High School	-4,632.95
11/28/2022	FailSafe Testing	-851.88
11/28/2022	Jim Martin-1	-100.00
11/28/2022	Joseph Hess	-65.86
11/28/2022	Kevin Hullquist	-100.00
11/28/2022	Mean Gene's Gas	-1,073.68
11/28/2022	PACE Engineering	-592.50
11/28/2022	Quad-B Systems	-847.45
11/28/2022	Quadiant	-107.73
11/28/2022	Rachel Agron*	-499.88
11/28/2022	Scott Nobles	-9,443.47
11/28/2022	SHN Consulting Engineers & Geologists	-10,157.50
11/28/2022	Valley Pacific Petroleum Services	-607.33
11/28/2022	USPS	-750.00
		-113,131.37
		-113,131.37

TOTAL

Town of Fort Jones December 2022 Payables			
Vendor Name		Account	Amount
Bridge-McHugh Supply Co.		02-810025 - GF	-1,019.18
City of Etna		02-810025 - GF	-83,653.00
City of Medford		02-810025 - GF	-4,465.36
C&K Market Inc.		02-810025 - GF	-100.25
County of Siskiyou Tax Collector		02-810025 - GF	-63.00
David Dunn		02-810025 - GF	-700.00
Employment Development Dept.		02-810025 - GF	-2,135.47
E&S Engineers and Supervisors		02-810025 - GF	-8,800.00
Fort Jones Hardware/Scarborough Lumber		02-810025 - GF	-444.67
Fort Jones Lumber Yard		02-810025 - GF	-82.49
GNP Services		02-810025 - GF	-343.08
Mean Gene's Gas		02-810025 - GF	-2,056.00
Prentice & Long		02-810025 - GF	-1,592.50
Scott River Pump & Irrigation Inc.		02-810025 - GF	-62.09
Pacific Power		02-810025 - GF	-2,785.88
Scott Valley Auto Parks		02-810025 - GF	185.43
Scott Valley Disposal		02-810025 - GF	-310.00
SCEDC		02-810025 - GF	-416.67
Siskiyou Telephone		02-810025 - GF	-793.43
Suburban Propane		02-810025 - GF	-3,366.17
Us Bank Corporate Systems		02-810025 - GF	-2,295.89
Quad B Systems		02-810025 - GF	-847.45
US Bank Equipment Finance		02-810025 - GF	-214.74

-116,361.89

Town of Fort Jones
Profit & Loss
July 1 through December 9, 2022
Jul 1 - Dec 9, 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 6,023.03

4302- Fees Collection Cost -3.94

4303 - Vehicle Fees 30.83

4400 - Rent 2,600.00

4410 - Interest General Fund 10.96

4730 - Miscellaneous 328.70

Total 1I - General Government Income 162,860.03

2I - Public Safety Income

2a - Law Enforcement

4111- Growth Alloc 127.21

4112 - COPS Allocation 90,095.47

4116 - Prop172 378.55

Animal Control

4230 - Dog Licenses 230.00

Total Animal Control 230.00

Total 2a - Law Enforcement 90,831.23

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 109,255.48

3I - Public Works Income

3a - Streets Income

4499 - Gas Tax 2103 2,532.67

4500 - Gas Tax 2106 3,306.02

4501 - Gas Tax 2107 2,291.23

4502 - Gas Tax 2107.5 1,000.00

4503 - Gas Tax 2105 1,659.81

4530 - Local Transportation 4,986.55

Town of Fort Jones
Profit & Loss
July 1 through December 9, 2022
Jul 1 - Dec 9, 22

Total 3a - Streets Income	15,776.28
3b - Sewer Income	
4212 - Sewer Revenue	49,136.28
3b - Sewer Income - Other	4,549.92
Total 3b - Sewer Income	53,686.20
3c - Water Income	
4810 - Water Revenue	65,510.77
4812 - Bulk Water Sales	345.00
4820 - Water Interest	14.86
4840 - Gretchen Acres Assess	799.67
3c - Water Income - Other	5,223.23
Total 3c - Water Income	71,893.53
Total 3I - Public Works Income	141,356.01
5I - American Rescue Plan Act	
4915 - ARPA Income	83,712.28
Total 5I - American Rescue Plan Act	83,712.28
4900 - CBDG Interest	6,461.19
4903 - Library Reimbursement	5,239.48
4911 Coronavirus Relief Fund	-514.80
4950-Housing Interest	2,101.11
Housing Interest	7,302.17
Total Income	517,772.95
Gross Profit	517,772.95
Expense	
1E- General Government Expense	
2285 - IT Services	6,863.09
5100- Council/Election	331.25
5110- Mayor Payroll	1,080.00
5210- Clerk Payroll	2,300.00
5220- Supp\USPO\Petty	2,364.14
5400 - Professional Fees	
5401 - Legal Fees	5,420.50
5402 - Accounting Fees	6,840.00
5403 - Consulting Fees	43,868.95
5405 - Reimbursed Expenses	1,235.44
Total 5400 - Professional Fees	57,364.89
5500- Planning	
5502 - City Promotion	4,501.63
5501 - Economic Development	2,083.35
Total 5500- Planning	6,584.98
5550- Library Payroll	3,706.00
5555 - Admin Payroll	35,668.26
5600- Misc.	1,813.25
5705 - Dues and Subscriptions	903.00
6205- Health Insurance	7,103.45

Town of Fort Jones
Profit & Loss
July 1 through December 9, 2022
Jul 1 - Dec 9, 22

6300- Insurance	
6204- Workers Compensation	3,127.34
6303- Liability Insurance	1,752.27
6305 - Crime Insurance	13.43
Total 6300- Insurance	4,893.04
6400- Property Tax	341.90
6406- 98 Bank Charge	546.00
9150-City Hall Expenses	
1-012 - City Hall Power	2,103.60
133000- City Hall water	102.73
9154 - Disposal 2 yd Bin	924.00
9155 - Equipment Finance	1,719.51
9150-City Hall Expenses - Other	526.14
Total 9150-City Hall Expenses	5,375.98
9152- Propane	3,066.36
1E- General Government Expense - Other	656.12
Total 1E- General Government Expense	140,961.71
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7125 - Law Enforcement Services	74,528.00
7135- Police Maintenance	4,000.00
7145- Dispatch	5,125.00
7181 - Law Enforcement Phones	925.14
Total 2EA- Law Enforcement Expense	84,578.14
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	571.29
7532 - FF Training	150.00
Crime Insurance	26.16
7550 - Misc Expense _ Fire Dept	3,530.69
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	14,307.72
7512 - Live Scan	0.00
7513 - Calls & Meetings	6,557.62
7520- Fire Dept Supl & Mtnce	12,233.57
7525- Pub Safety Fuel & Oil	7,198.04
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	1,549.73
2261- Fire Dept. Phone	1,958.72
2262 - Disposal	924.00
7541- Propane	319.81
Total 7540- Fire Dept. Utilities	4,752.26
2EB- Fire Department Expense - Other	81.00

Town of Fort Jones
Profit & Loss
July 1 through December 9, 2022
Jul 1 - Dec 9, 22

Total 2EB- Fire Department Expense	57,747.56
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	24,900.00
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
7513 Fleet Maintenance - Strike	2,214.73
7515 - Strike Team Payroll	24,532.08
Total 2EC - Strike Team Expenses	60,011.89
Total 2E- Public Safety Expense	202,337.59
3E- Public Works Expense	
3EA- Streets	
Crime Insurance	2.24
1-000 - Street Lights	
02 HPSV Lights	240.06
02 HPSV Metal Lights	113.85
10 HPSV Wood Lights	1,560.38
11 HPSV Lights	626.12
72 HPSV Lights	5,143.46
Total 1-000 - Street Lights	7,683.87
6306- Property Insurance	0.00
8120- Street Mtnce/Utilities	
1-005 - Barn Power	442.62
1-006 Barn Maintenance	786.62
1-007 - Phone Bill	480.19
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	3,668.90
8130- Equipment Maintenance	
8133- Parts & Supplies	3,790.25
Total 8130- Equipment Maintenance	3,790.25
8136 -Auto Insurance	0.00
8137- Mobile Equip	71.63
8199- Road Payroll	6,286.50
8200- Major Street Const.	1,431.75
8509 - Liability Insurance	210.05
8511 - Work Comp Insurance	375.10
Total 3EA- Streets	23,520.29
Total 3E- Public Works Expense	23,520.29
3EB- Sewer Expense	

Town of Fort Jones
Profit & Loss
July 1 through December 9, 2022
Jul 1 - Dec 9, 22

Crime Insurance	2.24
6308-Property Insurance	480.42
8510- Sewer Payroll	2,929.00
8520- Sewer Expenses	
1-015 - Sewer Power bill	95.24
1-019 bbp sewer	81.50
8521- Sewer Rep & Mtnce	1,017.09
8553- Auro Insurance	307.14
Total 8520- Sewer Expenses	1,500.97
8522 - Waste Water Monitoring	7,036.40
8530- Sewer Supplies	11.75
8535-Office	375.00
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	13,706.97
3EC- Water Expense	
Crime Insurance	2.24
6307-Property Insurance	1,688.00
8609- Water Training	3,155.00
8610- Water Parts & Supplies	2,451.33
8612- Water Office & Postage	1,985.00
8615- Water Payroll	26,715.25
8620- Water Repairs & Mtnce	21,188.53
8623- Mobile Equip.	71.63
8624 - Auto Insurance	307.14
8625- Water Liability Ins	349.94
8626 - Work Comp	625.07
8627 - Fuel-Oil	1,879.92
8630- Water Fees & Testing	1,332.52
8640- Water Utilities	
1-000 - Water Power	
New Pump	6,810.24
Old pump	312.05
Total 1-000 - Water Power	7,122.29
1-001 - Water Phones	
468-2598	1,286.05
468-5864	398.60
Cell	753.89
Total 1-001 - Water Phones	2,438.54
Total 8640- Water Utilities	9,560.83
8650- Water Engineering	25,057.50
3EC- Water Expense - Other	4,208.70

Town of Fort Jones
Profit & Loss
July 1 through December 9, 2022

Jul 1 - Dec 9, 22

Total 3EC- Water Expense	100,578.60
3EG -8690 -Water Planning Grant	592.50
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	12,329.06
Crime Insurance	2.24
9116 - Janitorial Payroll	2,463.30
03 Parks & Recreation Grants	
2020 Per Capita - LLP	
Improvements	27,657.76
LLP Project Payroll	4,137.50
2020 Per Capita - LLP - Other	2,979.00
Total 2020 Per Capita - LLP	34,774.26
Total 03 Parks & Recreation Grants	34,774.26
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
9108 - L.L. Park	4,632.95
9109- Parks Payroll	7,860.50
9130- Ball Park Expenses	
1-002 - LLP Snack	182.49
1-013 - BBP lights	904.93
1-014 - LLP lights	86.83
1-017 - BBP pump	90.55
9131- Maintenance & Supplies	2,577.44
Total 9130- Ball Park Expenses	3,842.24
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	150.10
9141- Scout Hall Repairs	3,971.04
Total 9140- Scout Hall Expenses	4,121.14
9160- Museum Expenses	
1-004 - Museum Electricity	367.47
1-XXX - Museum Monitor Fuel	3,129.68
5568- Museum Phone	481.85
Total 9160- Museum Expenses	3,979.00
4E- Parks & Recreation Expense - Other	648.29
Total 4E- Parks & Recreation Expense	78,520.98
4EF - Sewer Grant	10,157.50
5E - American Rescue Plan	
6.1 - Government Expense	48,338.83
Total 5E - American Rescue Plan	48,338.83
6504- Payroll Taxes	

Town of Fort Jones
Profit & Loss
July 1 through December 9, 2022

	<u>Jul 1 - Dec 9, 22</u>
Federal Unemployment	400.11
6506- FICA	13,412.02
6508- Medicare	3,136.68
6512- SUI	3,132.96
6516 - ETT	0.00
6504- Payroll Taxes - Other	559.98
Total 6504- Payroll Taxes	<u>20,641.75</u>
9700- CBDG Const Housing	
Gen Adm & Program Delivery	6,224.15
Housing Loans	
Gomez	897.86
Total Housing Loans	<u>897.86</u>
Total 9700- CBDG Const Housing	<u>7,122.01</u>
Payroll Expenses	-998.75
Reconciliation Discrepancies	-457.00
Uncategorized Expenses	0.00
Total Expense	<u>645,022.98</u>
Net Income	<u><u>-127,250.03</u></u>

Fort Jones City Council
Regular Meeting
November 14, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the November 14, 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 November 10, 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 Kathye Banks, Bill Beckwith, Mercedes Garcia, and Mark Gepford.

Also present: City Clerk Celeste McFall, Fire Chief Joseph Hess, Police Chief Josh Short and Public Works Supervisor Everett Hullquist.

Mayor Michelle DeCausmaker led the flag salute.

Public Comment:

Jacob Hargett, High School Ag Department Chair? Teacher?, High School children were asked to create the Barbecue for the Paul Garrison Park Pavilion, he provided a cost estimate, as well as drawings that the students drafted. Recommending a steel frame, stainless steel insert. Half inch round stock, Kathye Banks inquires to the "stop", he replies 6-inches. Both classes designed their own versions, 5th and 6th periods. Mark Gepford suggests ¾ inch or 1 inch round stock for the grill. Should weigh about 1,000 pounds.

Discussion/Reports: Non-Action Items:

A) Police Department Monthly Report

Police Chief Josh Short provided a written report. Staffing shortage at the County has negatively impacted the stat reporting, and they have been covering some of their calls. He believes there are only 12 deputies for the County. The department is seeing an uptick in Domestic Violence, and there were three such incidents in one day. He attended the CalTrans meeting today regarding safety issues along Highway 3, in Fort Jones and Etna. He has been working on securing a new software system so that the department can run license plates and dispatch. CLETZ.

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. ISO rating for 2023 is 04/4Y, which is a good rating. Mercedes Garcia asks how the town could get to the 03/3Y rating. He responds that Hydrant Testing has been done, but was not done to the rating specifications required. There are points to be garnered through Prevention, and now that the Fire Chief does Code Enforcement. He and his wife recently had a second son and they are congratulated on the addition to their family.

D) Public Works Monthly Report

Everett Hullquist provided a written report. Recent issue at Rays, although it was Ray's issue, Public Works has been working with them to alleviate the problem. Kathye Banks questions about the public restrooms being shut down and he responded that yes, they have been closed for the winter. Mark Gepford questions a situation on Allison Way where there is standing water. It is a situation that is ongoing.

E) City Administrators Report

City Administrator Karl Drexel provided a written report. Mayor DeCausmaker reads the report and notes the highlights of the different projects.

F). Economic Development Report

Deputy City Clerk Rachel Agron, who put the report together, explains the report to those assembled and notes the ongoing projects.

G). A special thank you to Julie Morgan for her dedication to attending the City Council meetings and her work with for the town over the years.

Consent Calendar:

- 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

Mercedes Garcia moves to accept the Consent Calendar, Mark Gepford seconds the motion.

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

NOES: None

ABSTAIN: None

ABSENT:

Motion passes

Discussion/Reports: Action Items

2. Fort Jones Church Donation. Rachel Agron recommends that the Council apprise the Church of the situation and request a formal invoice. Kathye Banks questions how we paid for the

LOLA dinner at the Sacred Heart Parish Hall and it was explained to her that we signed a contract with their fees clearly stated.

Bill Beckwith makes a motion to make out an Invoice for \$100 for the use of the Hall. Mark Gepford seconds the motion.

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

NOES: K. Banks,

ABSTAIN: None

ABSENT: None

Motion passes

3. Hullquist Use Permit. Kevin Hullquist presents his proposal to the council Kathye Banks asks about a drainage ditch. He responds that the ditch is being engineered with the help of CalTrans at this time. Mercedes Garcia asks for a plot map, and Kevin provides it to her.

Mark Gepford makes a motion to approve the Use Permit, Bill Beckwith seconds the motion.

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

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes

4. Review letter from Janet Martinez

Mayor DeCausmaker reads the correspondence between Janet Martinez and the Town of Fort Jones City Council Hiring Committee.

Bill Beckwith makes a motion to decline Janet Martinez' offer to negotiate and Mercedes Garcia seconds the motion.

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

NOES: None

ABSTAIN: None

ABSENT:

Motion passes

5. Review Letter from Adam Cox, Possible Action

Mayor DeCausmaker reads the background for the Hiring of a City Administrator. Kathye Banks says she called Etna City Hall and they reported that they typically use his services two to three days a week. Bill Beckwith would like to see a formal proposal from Adam Cox after he has seen the list of projects and their scope.

Bill Beckwith notes that it should be up to the new City Council what they want to do. That is why it is important to have a formal proposal from Adam Cox for them to consider.

Josh Short suggests that the Council speak to the Etna City Council regarding their thoughts on Adam Cox. He feels that Fort Jones has good Department Heads and they do the day-to-day operations.

Everett Hullquist notes that City Staff has been in contact with all the powers that be for all the grants.

Madeleine Ayers, incoming Council Member, says she is extremely apprehensive about the situation she is seeing, and notes a recent situation at the School Board level. She said she is frightened that the City Council will be held to pay someone that amount of money when we don't even know what he needs to do. She is nervous that she doesn't know what all needs to be done and that she doesn't believe that the Council does either.

Tori Hall asks them to think about it as a business. She notes that it would not be prudent to hire someone that you haven't vetted. She suggests that the full council interview the candidates.

Bill Beckwith notes that he and Michelle DeCausmaker will meet with Adam Cox within the week and provide him with a list of the ongoing projects and ask for a formal proposal for the upcoming Council.

6. Compensation for Town Council

Mercedes Garcia states that current council members cannot vote to compensate themselves so that if they table the item at this time, it won't take effect until two years from now.

Discussion follows.

Kathye Banks makes a motion to compensate council members \$100 per month, Mark Gepford seconds the motion.

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

NOES: W. Beckwith

ABSTAIN: None

ABSENT:

Motion passes

STAFF COMMENTS:

Celeste McFall notes that she is stepping down as City Clerk and Office Manager in January of 2023.

Joshua Short asks if the Council needs to do something for the Christmas Parade. It is not on the agenda. He notes that Mark Eayrs usually takes care of everything for the Parade.

COUNCIL MEMBER COMMENTS:

Kathye Banks wants to make sure that we need to do whatever it is needed in order to have the Parade.

Mayor DeCausmaker said that she was dismayed that there was no copy of the letter that Mercedes Garcia gave to Karl Drexel at the October 20, 2022 FJCC Special Meeting. She reads the letter. It is signed "Town of Fort Jones Council" and Mayor DeCausmaker notes that she had never seen the letter before it was given to Karl Drexel.

Meeting adjourned at 8:36 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor

Fort Jones City Council
Special Meeting
November 28, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the November 28, 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 Post Office Community Church on November 23, 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 4:00 p.m. In addition to Mayor Michelle DeCausmaker council members present were Bill Beckwith, and Mark Gepford. Mercedes Garcia and Kathye Banks were absent. (Kathye Banks joined the meeting several minutes after roll call).

Also present: City Clerk Celeste McFall, Deputy City Clerk Rachel Agron and Public Works Supervisor Everett Hullquist.

Mayor Michelle DeCausmaker led the flag salute.

Public Comments:

Liz Chandler expressed her disappointment in the decision of three of the Council Members, two of which were not present, to fire Karl Drexel. She questions their knowledge of the amount of work the staff have to add to their already full workloads.

Suze LaMarr questions if the Town will lose all of the grant money Karl brought in. Staff responds that it is possible, as there is a lot to learn and many moving parts.

Other comments are made from the audience directed at Mark Gepford and the now present Kathye Banks regarding their lack of vision and the ramifications of their actions.

Discussion/Reports: Action Items:

1. Ongoing Status Report

City Clerk Celeste McFall provided an overview of the current Grants and projects including: the Waste Water Treatment Planning Grant, the Audit, the Water Meter Replacement Grant, the Drinking Water Grant, the Scout Hall and Little League Park grants and the Central Park grant.

Deputy City Clerk Rachel Agron provided an overview of the Complete Streets project.

Discussion again turns to the problems created by firing Karl Drexel.

Julia Mason raises the question of possibly hiring a Grant Administrator.

Public Hearing: Ordinances and Resolutions

1. (2) Review and Approve Resolution/Ordinance for Council Stipend

McFall explains that at the last regular meeting of the Fort Jones City Council they voted to provide a stipend to those returning Council Members as well as the incoming Council Members. She relates that the City Attorney indicated that an Ordinance was needed and that she would draft the Ordinance. Despite repeated attempts to contact the City Attorney, no Ordinance had been delivered prior to the meeting.

Deputy City Clerk Agron notes that at 3:55 p.m. that day, five minutes before the meeting was to start, the City Attorney called the office and informed her that an Ordinance requires a first and second reading.

Because this was the last meeting of the present board, this topic cannot be addressed again until after the next regular election of the council.

Discussion/Reports/Action Items

3 Administrative Assistant Job Posting.

McFall explains that after the Council fired the City Administrator and she and the other staff were forced to take on the additional work load, she had posted a job for an Administrative Assistant. The previous week Mayor Pro Tem Mercedes Garcia had taken down one of the postings and told staff that only the City Administrator could post a job for the Town. She also stated that there was no such job description as an Administrative Assistant.

McFall asks the council to approve the Administrative Assistant job description and give the City Clerk permission to fill the position.

William Beckwith makes a motion to establish the position of Administrative Assistant and provide direction to the City Clerk to post the job, interview and hire the most qualified person.

Mark Gepford seconds the motion.

AYES: DeCausmaker, Gepford, Beckwith

NOES: Banks

ABSTAIN:

ABSENT: Garcia

4. Site Update for Central Park Grant

McFall explains that the original site for the \$485,000 Prop 68 grant for the Central Park contains three affordable housing units and is not viable. The new proposed site for the Central Park is located on Town of Fort Jones property behind the City Barn. State Prop. 68 grant administrators believe the new site will be approved because it is within near proximity to the original site, and location was a weighted criterion. Staff is moving forward with re-applying for the grant with the new site and will keep the Council informed of progress.

5. Payments for Etna Police Department Contract

McFall informs the Council that no invoices have been received from the City of Etna for the Town of Fort Jones portion of the Police Contract since April 2022. She contacted the City of Etna and was told that the Police Chief and City Administrator Adam Cox were negotiating the contract. According to Mr. Cox, that is not the situation, the lack of invoices is due to shoddy financial systems and an issue with the City of Etna's budget, but that Etna is evaluating its costs. Mr. Cox said the invoices would be forthcoming.

6. Dept. of Transportation Grant Application

Deputy City Clerk Rachel Agron explains the need for the Council approval for the grant application submission. Grant is flexible and can be used for Capacity Building, Economic Development and other needed programs.

Kathye Banks makes a motion for City Staff to pursue the Dept. of Transportation Grant. Mark Gepford seconds the motion.

AYES: Banks, Gepford, Beckwith, DeCausmaker

NOES:

ABSTAIN:

ABSENT: Garcia

Motion passes

Adjournment:

Meeting adjourned at 5:05 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor

Discussion/Reports: Action Items



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: DECEMBER 12, 2022
FROM: Celeste McFall, City Clerk
SUBJECT: Review and Approve Hiring Interim City Administrator

BACKGROUND:

As the position of City Administrator is currently vacant and the previous candidate's salary expectations were not considered viable, the previous council's members met with Etna City Administrator Adam Cox and requested a proposal. Mr. Cox provided a Contract Proposal, which is included in this packet.

RECOMMENDATION:

Staff recommends the Council fill the position of City Administrator.



www.sectaris.partners
(209) 631-3803

Adam Cox, Managing Partner
adam@sectaris.partners

Honorable Mayor and City Council
Town of Fort Jones, Calif.

December 9, 2022

Proposal for Services

Sectaris Partners LLC is honored to submit this proposal for contract City Manager/Town Administrator ("CM") services for the Town of Fort Jones.

We are proposing Adam Cox to serve as CM under contract at the pleasure of the City Council.

All services may be cancelled with 30-days notice. Sectaris Partners LLC is an independent contractor and will not participate in the City's retirement and benefit plans.

Below is a non-exhaustive list of proposed duties and terms that will be provided to the Town.

- Full executive management and oversight of all Town business, including general operations, human resources, finances, and other core functions such as infrastructure projects
- Collaborative management with Mayor and Council members on Council agendas and long-term priorities
- Anticipated direct services of approximately 15-20 hours/week billed at \$100/hour
- Available 24/7 to provide emergency direction to staff

Sectaris Partners LLC appreciates your consideration of our services for your agency.

We look forward to working with you.

Respectfully,

Adam Cox
Managing Partner