

Fort Jones City Council  
Regular Meeting  
February 13, 2023

I, Rachel Agron, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the February 13, 2023 Regular Meeting of the City Council was posted at City Hall near the door of the City Council Chambers, at Ray's Food Place, at Scott Valley Family Resource Center, at the Post Office, Outside Ace Hardware and on the City's website, [www.fortjonesca.org](http://www.fortjonesca.org) on February 9, 2023

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

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Rachel Agron, City Clerk

**ROLL Call**

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 7:00pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathye Banks, Mark Eayrs, and Julia Collie-Mason, and Amy Stacher.

Also present: City Clerk Rachel Agron, Interim City Administrator Adam Cox, Public Works Supervisor Everett Hullquist, Fire Chief Joseph Hess, and Officer Stacher.

Mayor Garcia led the flag salute.

**PUBLIC COMMENTS:**

Pauline Cramer requested a printed agenda and was given a full packet. Debbie March complimented the Little League Park.

**DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:**

**A. Police Department Monthly Report**

Officer Stacher introduced Officer Missy Martin, a new officer.

**B. Fire Department Monthly Report**

Fire Chief Joseph Hess explains grant applications and answers questions about burning.

**C. Public Works Monthly Report**

Public Works Supervisor Everett Hullquist provided a report on his meeting with Brian Hoffman from California Rural Water Association to learn about getting new parts for the well. He also noted a small uptick in vandalism. Mayor Garcia directs City Clerk Rachel Agron to post on social media encouraging citizens to report any vandalism they may see.

**D. Economic Development Report**

City Clerk Rachel Agron provides a report on economic development efforts.

**E. City Administrator's Report**

City Administrator Adam Cox reported that the Town has not conducted an annual audit since 2018. The Town's pending grants cannot move forward until our audits come up to date, so the audit has become the top priority. Forensic Auditor Charles Pillon will be brought on at a rate of \$150/hr to help us reconstruct our books going back to 2018. The Town is preparing to change over to a new accounting software that will make it easier for us to track our funds in a way that is easier to report to the state. Our contract with our water billing software will be expiring later this year, and that will give the Town an opportunity to replace both softwares at the same time.

Adam provided an update on the payout to former City Clerk Linda Romain who settled with the Town in 2020. To date, the Town has paid this settlement out of pocket. However, Adam will be pursuing reimbursement from the Town's former insurer, SCORE.

Adam expressed concern about the state of the CDBG loan portfolio after meeting with the accountant and the attorney. He noted that there was no responsibility on the part of the current staff. One option to address these issues would be to foreclose on properties. He assured the Council that Charles Pillon will be taking a look at these books as well and went on to recommend that the CDBG Loan Committee resume meeting. Mayor Garcia noted that Committee would need to be re-formed, as some members have moved away.

Adam reported that the Town is owed ~\$50,000 in past due water bills, \$39,000 of which is more than 90 days past due. Adam said that this would be addressed in staff meetings.

### 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: Special Meetings January 18<sup>th</sup> and 31<sup>st</sup>, 2023
- b) Ratification of Disbursements: January 1 through January 31, 2023
- c) Approve Payables for February 2023
- d) Review Budget vs. Actual for July 1, 2022 thru January 31, 2023

Councilmember Amy Stacher moves to adopt the consent calendar amending the January 18, 2023 Special Meeting Minutes under action items 2 & 3 to indicate that Amy Stacher seconded both motions rather than a singular motion. Julia Collie-Mason seconds.

AYE: Mark Eayrs, Amy Stacher, Julia Collie-Mason, Kathye Banks, Mercedes Garcia

NO: None

ABSENT: None

### DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

#### 2. Customer Service Clerk Job Description and Salary Schedule

Mark Eayrs moves to adopt the Salary Schedule and Job Description with clarifications with the following amendments: that the qualification "proficiency in water system software" be changed to "ability to learn water system software," and "Experience in administration of utility reading and/or billing" to "ability to learn utility reading and/or billing." Amy Stacher seconds.

AYE: Mark Eayrs, Amy Stacher, Julia Collie-Mason, Kathye Banks, Mercedes Garcia

NO: None

ABSENT: None

#### 3. Hullquist Hookup Fee Deferral

Kathye Banks moves to accept the proposed deferment schedule for Kevin Hullquist's business, requiring that \$500 be paid up front, and that of the remaining balance, 50% be paid after 12 months, and the remaining 50% be paid after 24 months. Mark Eayrs seconds.

AYE: Mark Eayrs, Amy Stacher, Julia Collie-Mason, Kathye Banks, Mercedes Garcia

NO: None

ABSENT: None

#### 4. Clean-Up Day Dumpster Rental

Mark Eayrs recuses himself from this item as a member of the Fort Jones Lions Club.

Amy Stacher moves to contribute \$1,000 to rent a dumpster for Fort Jones Cleanup Day. Julia Collie-Mason seconds.

AYE: Amy Stacher, Julia Collie-Mason, Kathye Banks, Mercedes Garcia

NO: None

ABSTAIN: Mark Eayrs

#### 5. Designate Retirement Plan Coordinator

Kathye Banks moves to adopt Resolution 1119. Amy Stacher seconds.

AYE: Mark Eayrs, Amy Stacher, Julia Collie-Mason, Kathye Banks, Mercedes Garcia

NO: None

ABSENT: None

#### 6. Planning Services Addendum with E & S Engineering & Surveyors, Inc.

Mark Eayrs moves to adopt the Planning Services Addendum. Amy Stacher seconds.

AYE: Mark Eayrs, Amy Stacher, Julia Collie-Mason, Kathye Banks

NO: Mercedes Garcia

ABSENT: None

#### STAFF COMMENTS:

Rachel Agron is excited to bring on the customer service clerk and thanks Kathye for the brownies. Adam Cox notes that the joint study session with Etna City Council has been scheduled for March 6 and that the City Attorney will be present. He invites the Council to send him any questions they would like to see addressed.

#### COUNCIL MEMBER COMMENTS:

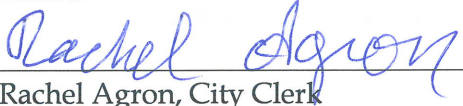
Amy Stacher thanks the public for attending. Julia Collie-Mason asks that Rachel be involved in the hiring process for the Customer Service Clerk. Kathye Banks thanks Adam for taking on the Town of

Fort Jones.

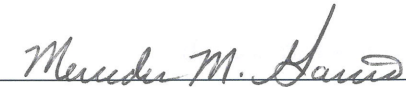
ADJOURNMENT: 8:07pm.

The next Fort Jones City Council Regular Meeting is scheduled to be held on March 13, 2023, at 7:00 p.m.

Attest:

  
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Rachel Agron, City Clerk

Approved:

  
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Mayor Mercedes Garcia