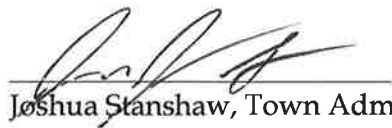


Fort Jones City Council
Regular Meeting
December 11, 2023

CERTIFICATION OF POSTING AGENDA

I, Joshua Stanshaw City Clerk for the Town of Fort Jones, hereby certify that the agenda for the February 12, 2024 meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, Ray's Food Place, Outside Frontier Hardware, Fort Jones Post Office and on the City's website www.fortjonesca.org on December 8, 2023.

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



Joshua Stanshaw, Town Administrator & Clerk

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Garcia at 7:00 p.m.

Roll Call: Garcia, Banks Lariviere, Eayrs. Gollie-Masson joined the meeting at 7:02pm

Also present: Joshua Stanshaw, Town Administrator/Clerk, Everett Hulquist, Public Works; Joseph Hess, Chief Fort Jones Fire, Officer Martin

Mayor Garcia led the flag salute.

Public Comment:

No public comment.

Discussion/Reports: Non-Action Items:

A) Administrator Monthly Report

Discussion: Town Administrator Joshua Stanshaw provided a written report. In addition to the written report an update was provided on the launch of the new Town website. Carolin has been working with TownWeb and HeyGov to update the Town's website and online payment portal. The new site is expected to launch in January and the payment portal to follow.

B) Police Department Monthly Report

Discussion: Chief Short provided a written report and Officer Martin was present to answer questions. There was discussion of recurring issues with juveniles and shoplifting. Officer Martin stated that she is working with local businesses to help them understand the processes for enforcement and follow up regarding shoplifting.

C) Fire Department Monthly Report

Discussion: Chief Hess provided a written report and was present to answer questions. Chief Hess briefed council on a coming request for purchase of new turnout gear. Previous gear was purchased under a grant and under new California Department of Occupational Health and Safety (CALOSHA) guidelines the current turnout gear is nearing or exceeded its end of life. Council congratulated Chief Hess on his new certification.

D) Public Works Monthly Report

Discussion: Everet Hulquist provided a written report and was present to answer questions. Council thanked public works for their efforts during the parade and for placing the barricades. Council asked for clarification regarding backflow devices. Everitt stated that properties public works has started informing properties if they are required to have a backflow preventer to protect the Towns water system from cross contamination. Everitt stated he would work with property owners and provide the initial inspection of installed backflow devices, then annual inspection would be the responsibility of the owner; where the Town would provide annual written notice. Estimated costs for installing backflow devices are approximately \$1,000 for labor and \$400 for the device itself.

Consent Calendar:

- a) Approval of Minutes
 - a. Regular Meeting September 11, 2023
 - b. Regular Meeting November 13, 2023
- b) Ratification of Disbursements November 1 through 30, 2023
- c) Review Budget vs Actual for July 1, 2023 through November 30, 2023

Public Comment: None

Discussion: None.

Motion: Mark Eayrs accept as is

Second: Julia Colie-Masson second

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

Discussion/Reports: Action Items:

2. Discuss, review, and act on boundary line adjustment for Sally Gephart – Newton/Carlock Street

Public Comment: None

Discussion: Complete set of signatures: Trying to sell one parcel

Motion: Mark Eayres motions to approve the Boundary Line Adjustment

Second: Alex LaRiviere

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

3. Discuss, review, and act on Advertising for Walker Field

Public Comment: Michelle DeCausemaker provided public comment on the proposal of fees for advertising on Walker Field. Ms. DeCausemaker expressed concern for charging fees to hang banners on a historic space. Ms. DeCausemaker noted that the City of Yreka has similar advertising and that it is visually unappealing and noted that there are no signs regarding the history of Walker Field.

Discussion: Town Council discussed the need to have any banners or advertising at Walker Field needing to be well maintained and placed such that they are visually appealing. Council noted that Town staff and public works would be responsible for the approval and placement of all advertising to keep it within expected standards.

Motion: Kathye Banks motion to approve fees/agreement for ad

Second: Alex LaRiviere

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

4. Discuss, review, and act on Fee Schedule

Public Comment: None

Discussion: The fee schedule requires a resolution and must be brought back at another meeting.

Motion: Collie-Masson motioned to table the fee schedule and the Utilities Application

Second: Kathye Banks

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

5. Discuss, review, and act on Utilities Application

Public Comment: None

Discussion: The Utilities Application requires a resolution and must be brought back at another meeting.

Motion: Julia Collie-Masson motioned to table the fee schedule and the Utilities Application

Second: Kathye Banks

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

6. Discuss, review, and act on Cost-of-Living Adjustment (COLA)

Public Comment: None

Discussion: The Town Administrator discussed the proposed COLA and expected fiscal impacts for the remaining 2023-2024 fiscal year. Council discussion

Motion: Mark Eayrs motioned for a 3.2% COLA to start the first full pay period in 2024.

Second: Alex LaRiviere

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

7. Discuss, review, and act on exception to policy for Health Benefits

Public Comment: None

Discussion: The Town Administrator requested an exception to the Employee Handbook to allow the Town Administrator to join the town's insurance pool before the standard 90 day probationary period. The town has only one other employee in the insurance pool and is at risk of losing eligibility. Adding a second employee will help ensure the town does not lose eligibility.

Motion: Kathy Banks motioned to approve the exception to the 90-day probationary period and allow the Town Administrator to begin insurance coverage.

Second: Julia Collie-Masson

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

8. Discuss, review, and act on revision to Accounting Clerk position description

Public Comment: None

Discussion: The Town Administrator has proposed a change to the Accounting Clerk position description allow the position to be full-time. Joshua Stanshaw explained the need to have the position be full-time to ensure that the town's financial processes are maintained timely and in compliance with standards. Council asked if the previous Accounting Clerk felt the position needed to be full-time. Chief Hess stated that the previous Accounting Clerk felt there was more than enough work to warrant a full-time position.

Motion: Kathy Banks motioned to approve to the Accounting Clerk as full time

Second: Alex LaRiviere

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

9. Discuss, review, and act on adoption of a policy of non-discrimination

Public Comment: None

Discussion: There was no discussion on the policy, but Council thanked Chief Hess for his work on the policy and working with Legal Council to bring the policy forward for approval.

Motion: Mark Eayrs motioned to accept the policy of Non-discrimination.

Second: Julia Collie-Masson

Ayes: All

Nayes:

Absent:

Abstain

Motion: Passes

STAFF COMMENTS:

The Town Administrator wanted to publicly thank the staff for all their efforts in keeping the town running despite the difficult conditions. The town is lucky to have such dedicated employees.

COUNCIL MEMBER COMMENTS:

Mark Eayrs wanted to thank everyone for their efforts to make the Christmas Parade a success.

The meeting adjourned 8:00 p.m. The next regular Town Council meeting is scheduled to be held on _1/8/24 at 7:00 p.m.

Attest:



Joshua Stanshaw, Town Administrator & Clerk

Approved:



Mayor Mercedes Garcia