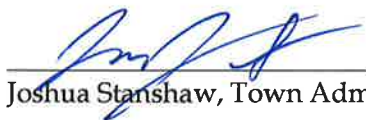


Fort Jones City Council
Regular Meeting
November 13, 2023

CERTIFICATION OF POSTING AGENDA

I, Joshua Stanshaw City Clerk for the Town of Fort Jones, hereby certify that the agenda for the November 13, 2023 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 Frontier Hardware and on the City's website www.fortjonesca.org on November 10, 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 Mercedes Garcia at 7:00 p.m. In addition to Mayor Mercedes Garcia council members present were Mark Eays, Alex LaRiviere, and Julia Collie-Mason. Mayor Pro Tem Kathye Banks was absent.

Also present: Joshua Stanshaw; Town Administrator/Clerk; Carolin Hoefer, Customer Service Clerk; Joseph Hess, Fire Chief; Everett Hulquist, Public Works; Josh Short, Etna PD Chief.

Mayor Mercedes Garcia led the flag salute.

Public Comment:

Mayor Mercedes Garcia gave a brief introduction of the new Town Administrator and Clerk, Joshua Stanshaw.

Ronda Zinkle gave public comment regarding tree limbs possibly falling into the roadway on Main Street. Mayor Garcia advised that she should contact CalTrans.

Michelle DeCausemaker gave public comment inquiring if the MOU with the Library had been approved. Mayor Garcia advised the MOU had been approved.

No further public comment.

Discussion/Reports: Non-Action Items:

A) Scott Valley Resource Center: Correspondence regarding Fort Jones Community Garden Contract by Mecca Foos

Mecca Foos of the Scott Valley Resource Center gave a presentation about how the Resource Center would like to take over the contract for the Fort Jones Community Garden. Mecca provided examples of how the Scott Valley Resource Center could leverage resources for the Community Garden.

Mecca was advised that the Community Garden has an existing Advisory Board, of which Council Member Collie-Masson is a member, and that the Scott Valley Resource Center should reach out to the existing Advisory Board regarding Community Gardens operations and the contract. The contract for the Community Gardens expires in February of 2024.

B) Police Department Monthly Report

Police Chief Josh Short was present and provided a written report. Chief Short noted that the call volume continues to increase for the Town.

C) Cat Spay & Neuter Clinic Report

Code Enforcement Officer Kelly York provided a written report for the Spay and Neuter Clinic put on by Essex Veterinary Services. Officer York provided comment and answered questions via phone. Several members of the public provided comment on the positive results of the clinic. Town Council gave a directive to staff to review the budget for any additional funding to help offset the costs.

D) Fire Department Monthly Report

Fire Chief Joesph Hess was present and provided a written report. Chief Hess gave an update on the Fire Department's work on securing grant funds to upgrade critical equipment.

E) Public Works Monthly Report

Everett Hulquist was present and provided a written report. There were no questions or comments on the Public Works Report.

F) Administrator Monthly Report

Town Administrator and Clerk, Joshua Stanshaw, provided a verbal report. Mr. Stanshaw was hired full-time as the Administrator and Clerk for the town and started on November 1, 2023. Mr. Stanshaw announced that an Accounting Clerk had been hired, and that she brings 20 years of municipal finance experience to the position. Additionally, the annual Streets and Roads Report had been submitted and the Draft Housing Element had been posted for public comment.

Consent Calendar:

Discussion: No discussion

Motion: Council Member Eayrs motioned to approve the Consent Calendar.

Second: Collie-Mason

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nayes: None

Absent: Banks

Motion: Passes

Council Member Eayrs motioned to approve the Consent Calendar. Council Member Collie-Mason seconded the motion. Council Members Eayrs, LaRiviere, Collie Mason, and Mayor Garcia voted Aye. Mayor Pro Tem Banks was absent.

Discussion/Reports: Action Items:

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

Discussion: Documents were reviewed and it was noted that not all property owners had signed the application. Before the boundary line adjustment could be approved all property owners must sign.

Motion: Council Member Eayrs motioned to table the item until all property owners provide written approval.

Second: LaRiviere

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

3. Discuss and approve changing bank signers on accounts at Mechanics Bank.

Discussion: Mayor Garcia provided background; stating that the former Administrator was still listed as a signer for the bank account. The former Administrator needed to be removed and the new Administrator needed to be added.

Motion: Council Member Eayrs motioned to Remove former Administrator Adam Cox; add current Town Administrator and Clerk Joshua Stanshaw, and keep Council Members Mercedes Garcia, Kathye Banks, and Mark Eayrs as signers.

Second: Collie-Mason

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

4. Discuss and act on Class A license school for Everett Hullquist

Discussion: Everett provided background that the Town possesses a truck and trailer that are necessary for repair and maintenance of the water and sewer infrastructure. The truck and trailer require a Class A license to operate. There is a Class A course provided by Jiffy Truck in Redding. Obtaining the license is important and funding must be verified before taking the course.

Motion: Council Member Collie-Mason motioned to approve Class A training for employee Everett Hullquist.

Second: Eayrs

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

5. Discuss and act on donating the surplus Ford truck to Elijah Smith for his Senior Project

Discussion: There was council discussion and public comment regarding proper procedure for sale of surplus public property. Concerns were raised regarding the gift of public funds and or property.

Motion: Council Member Collie-Mason motioned to place the truck for sale or auction.

Second: LaRiviere Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

6. Discuss and approve Leave of Absence form an update wording the Employee Handbook reflecting usage of this leave for requests.

Discussion: Mayor Garcia provided background on the needed updates to the leave of absence forms and related wording in the employee handbook.

Motion: Council Member LaRiviere motioned to approve the leave form and necessary updates to the employee handbook to reflect the new leave form.

Second: Eayrs

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

7. Discuss and act on re-wording the insurance benefits section of the Employee Handbook to include dependents for coverage and clarify options for private insurance.

Discussion: Mayor Garcia provided background on the need to clarify the benefits provided to employees of the Town. The employee handbook does not clearly state coverage options for employees. Additionally, under advisement from Legal Counsel the town will no longer offer to pay employees for health benefits not provided by the Town. Employees that currently receive this benefit will continue to receive it.

Motion: Council Member Eayrs motioned to approve revising the employee handbook to clarify coverage of employees and dependents as well as no longer pay premiums for health benefits not provided by the Town. Employees currently having premiums paid would continue to receive that benefit.

Second: LaRiviere

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

8. Discuss, review, and act on the fire department request to purchase RIT-paks and cylinders.

Discussion: Mayor Garcia moved this action item to the beginning of the action items to accommodate Chief Hess' prior appointment. Chief Hess provided background regarding the necessity for new RIT-paks to be compatible with newer Self-Contained Breathing Apparatus equipment.

Motion: Council Member LaRiviere motioned to approve the purchase of two RIT-paks and cylinders.

Second: Eayrs

Ayes: Eayrs, LaRiviere, and Garcia

Nayes: None

Abstain: Collie-Mason

Absent: Banks

Motion: Passes

STAFF COMMENTS:

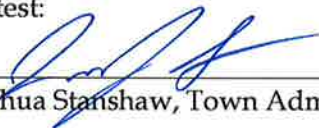
No comments

COUNCIL MEMBER COMMENTS:

Council Member Eayrs made a reminder announcement of the annual Christmas parade on December 9th and the Tree lighting on December 2nd.

The meeting adjourned 8:13 p.m. The next regular Town Council meeting is scheduled to be held on December 11, 2023 at 7:00 p.m.

Attest:



Joshua Stanshaw, Town Administrator & Clerk

Approved:



Mayor Mercedes Garcia