



City of Fort Bragg

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Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, November 13, 2023

6:00 PM

Town Hall, 363 N. Main Street
and Via Video Conference

CALL TO ORDER

Mayor Norvell called the meeting to order at 6:10 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A.** [23-375](#) Presentation of Proclamation Recognizing November as Native American Heritage Month

Councilmember Rafanan read the Proclamation recognizing November as Native American Heritage Month. She thanked the council for recognizing her heritage and is very pleased that more is being done to keep the cultural preservation of the Native American Culture.

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR

- (1) Heidi Sorensen (Sea Dragon board member and parent), Jay Rosenquist, Jacob Patterson.
(2) None.

3. STAFF COMMENTS

Finance Director, Isaac Whippy gave a status update on the CV Starr's pool repairs. The repairs were completed and the center is now open for business as usual.

4. MATTERS FROM COUNCILMEMBERS

Councilmember Godeke thanked the Culture and Education Ad-hoc Committee and council for the proclamation and for approving the use of the Fort Building for a learning center and for the seed money that was granted. Councilmember Albin-Smith talked about the pickleball tournament on Saturday that was well attended. She also mentioned the Winter Wonderland Event and parade in downtown Fort Bragg are coming up on December 2, 2023, all are welcome. Tomorrow the Visit Fort Bragg Committee will be meeting at 9:30 AM to further plan and discuss the Winter Wonderland event. Albin-Smith inquired about advertising for CV Starr memberships. Whippy responded that the big advertising campaign would be for the New Year. Councilmember Peters thanked Heidi from the Sea Dragons for coming in to acknowledge the support from council. He also spoke to Veronica Bazor about the Otsuchi exchange program. They are hoping to kick it off again with a visit from Otsuchi friends in March of 2024. Councilmember Rafanan went to the Veteran's Memorial Service and was very pleased with the service. She also reminded for anyone wanting to enter the Winter Wonderland Parade to sign up.

5. CONSENT CALENDAR

A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, that the Consent Calendar be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 5A. [23-385](#)** Approve Scope of Work for a Request for Proposals for Professional Services for Preparation of a Biosolids Treatment and Disposal Feasibility Study
This Scope of Work for Request for Proposals was approved on the Consent Calendar.
- 5B. [23-368](#)** Receive and File Minutes of the Public Safety Committee Meeting for June 21, 2023
These minutes were approved on the Consent Calendar.
- 5C. [23-389](#)** Receive and File Minutes of the April 12, 2023 Finance and Administration Committee Meeting
These minutes were approved on the Consent Calendar.
- 5D. [23-382](#)** Receive and File Minutes of the Finance and Administration Committee Meeting of June 14, 2023
These minutes were approved on the Consent Calendar.
- 5E. [23-383](#)** Receive and File Minutes of the Finance and Administration Committee Meeting of August 24, 2023
These minutes were approved on the Consent Calendar.

- 5F. [23-384](#) Receive and File Minutes of the Finance and Administration Committee Meeting of October 11, 2023

These minutes were approved on the Consent Calendar.

- 5G. [23-391](#) Approve Minutes of October 23, 2023 City Council meeting

These minutes were approved on the Consent Calendar.

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

7. PUBLIC HEARING

None.

8. CONDUCT OF BUSINESS

- 8A. [23-399](#) Approve an Update to the City of Fort Bragg Personnel Rules and Regulations Regarding Catastrophic Leave Program

Manager Peggy Ducey presented the Staff Report for this item.

Public Comment: Jacob Patterson

Discussion: It was discussed that employees should be required to apply for State Disability in order to be eligible for donations. It was clarified that employees are in fact required to apply.

A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, that the Staff Report be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 8B. [23-374](#) Receive Report and Consider Adoption of Fort Bragg Municipal Improvement District Resolution Approving Professional Services Agreement with HDR Engineering, Inc to Prepare the WasteWater Collection System Master Plan, City Project No. WWP-00021, and Authorizing City Manager to Execute Contract (Amount Not To Exceed \$725,000; Account No. 716-7009-0731)

Assistant Director of Engineering Chantell O'Neal presented the Staff Report for this item.

Public Comment: Jenny Shattuck

Discussion: Councilmember Peters is pleased to hear that we will be getting cameras in order to facilitate finding sewage blockages or pipe issues rather than having to dig up the pipes to find the problems. Mayor Norvell thanked public works staff.

A motion was made by Councilmember Peters, seconded by Councilmember Albin-Smith, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 8C.** [23-387](#) Approval of Agreement with the County of Mendocino to Terminate Leasehold and Cooperative Agreement Pertaining to the Operation of the Animal Control Facility Located at 19701 Summers Lane, Fort Bragg, CA

City Manager Peggy Ducey presented the Staff report on this item.

Public Comment: Shelley Green, Jacob Patterson

Discussion: There was no discussion.

A motion was made by Vice Mayor Godeke, seconded by Councilmember Albin-Smith, that the Staff Report be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 8D.** [23-390](#) Resolution of the Fort Bragg City Council Approving Professional Services Agreement with City Management Advisors, LLC, dba Peckham & Mckenney to Provide Executive Recruitment Services for the Position of City Manager and Direct Staff to Agendize a Professional Service Agreement for Action by City Council (Not To Exceed \$27,000; Account # 110-4110-0319 for \$10,000; Account # 110-4130-0319 For \$17,000) (Amount Not To Exceed \$27,000; Account No. 110-4110-0319 For \$10,000; Account No. 110-4130-0319 For \$17,000)

Tony Dahlerbruch of Peckham and McKenney presented the proposal for this item. Tara Schultz new to Peckham and McKenney introduced herself.

Mayor Norvell appointed Councilmember Peters and Vice Mayor Godeke to the City Manager Recruitment Ad-hoc Committee.

Public Comment: Jacob Patterson

Discussion: Mayor Norvell suggested that council approve the item as to move forward with a contract. Schultz stated that if council approves the contract, she would be working closely with city councilmembers to better understand what the candidate requirements and qualifications they are looking for. Vice Mayor Godeke stated that it seemed like an important investment in order to get a good candidate pool.

A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5- Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

ADJOURNMENT Mayor Norvell adjourned the meeting at 7:27 PM.