



# 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*

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Monday, November 25, 2024

6:00 PM

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

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### CALL TO ORDER

Mayor Norvell called the meeting to order at 6:00 PM.

### ROLL CALL

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

### CLOSED SESSION REPORT

City Attorney Baron Bettenhausen reported on the regular meeting on November 12, 2024 Council went into closed session at the end of the regular meeting in consideration of Public Employee Evaluation, Discipline, Dismissal, and Release by a Vote of 4-0 with Councilmember Peters having recusing himself, City Clerk Sanchez was placed on Paid Administrative Leave. Tonight's regular meeting November 25, 2024 the Council went into Closed Session for Discussion of Labor Negotiations regarding City Manager Whippy, Motion made by Vice Mayor Godeke, with a Second by Albin-Smith to Approve an Amendment to City Manager's Contract and in compliance with Government Code § 54953 Final Action of that Amendment is on the Open Session Agenda tonight on the Consent Calendar and I am verbally reporting out the Recommended Changes summarized as follows: Term of the City Manager's Contract currently set for three (3) years is being extended one (1) year to January 30, 2028 the Salary will be increased by \$14,000 for an Annual Salary of \$192,000. The City will increase their contribution to the 457 Plan by \$500 to a total of \$1,000 monthly. The Vacation Accrual for years 1-10 will be increased to 180 years, per year, the Cap on the Vacation Accrual will be increased from 360 hours to 480 hours total and the Contract will be amended to allow for a Vacation Cash-Out annually of 160 hours a year which is increased from 80 hours per year. There are no final actions to report on all other items considered in Closed Session.

### AGENDA REVIEW

#### 1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

#### 2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS

(1) Jenny Shattuck, John Gallo. (2) Jacob Patterson. (3) None.

### **3. STAFF COMMENTS**

City Manager Isaac Whippy shared outgoing Mayor Norvell reception here at Town Hall on December 9 from 5:00 - 6:00 p.m. to recognize and acknowledge his service to the City of Fort Bragg for the last eight (8) years. Second, HCD has awarded the City \$1.5 million in Tenant-Based Rental Assistance Program.

Police Chief Neil Cervenka shared an update on the Measure B Mental Health Treatment Act Citizen Oversight Committee funding request. The current grant funding for two members expires on March 31, 2025, but the committee unanimously voted to allocate \$500,000 to fund the positions through mid-2027, ensuring the program's stability.

Regarding the recent storm and bomb threat, the EWS (Emergency Weather Shelter) crew worked tirelessly, providing shelter and support for 42 individuals, with 71 rooms used across six nights. They also coordinated sack lunches and rain gear for those in need. During this storm, the Emergency Operations Center (EOC) was activated for the first time, providing valuable data and improving coordination with local partners like schools, hospitals, and county officials. Chief Cervenka thanked Captain O'Neal for his efforts in advancing the city's emergency preparedness.

### **4. MATTERS FROM COUNCILMEMBERS**

Mayor Norvell thanks Police Chief Cervenka for attending the Measure B meeting and maintaining professional composure. Councilmember Tess Albin-Smith spoke on process of selecting Mayor and Vice Mayor. Councilmember Peters spoke on historical process of selecting and clarifying public comment and frequency of public safety meetings. He also mentioned First Presbyterian Church is serving a Thanksgiving meal to those in need, seniors or live alone with meal delivery with advance notice. Mayor Norvell further clarified history of mayor selection.

### **5. CONSENT CALENDAR**

Councilmember Albin-Smith requested that Item 5A be removed from the Consent Calendar for further discussion.

**A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, to approve the Consent Calendar with the exception of Item 5A. The motion carried by the following vote:**

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

**5B. [24-1052](#)** First Amendment to the City Manager Employment Agreement

**This Consent Calendar was approved**

- 5C. [24-1049](#) Adopt Resolution of the Fort Bragg City Council Approving a Contract Change Order with Redwood Roofers For The City Hall Roof Replacement Project, City Project No. PWP-00139 and Authorizing the City Manager to Execute (New Amount Not To Exceed \$128,111.00, Account 427-4878-0731).

**This Resolution was adopted on the Consent Calendar.**

Enactment No: RES 4872-2024

- 5D. [24-1033](#) Receive and File Minutes of the Public Works and Facilities Committee Meeting for July 11, 2024

**These Committee Minutes were received and filed on the Consent Calendar.**

- 5E. [24-1034](#) Receive and File Minutes of the Public Works and Facilities Committee Meeting for October 10, 2024

**These Committee Minutes were received and filed on the Consent Calendar.**

- 5F. [24-1039](#) Receive and File Minutes of the Finance and Administration Committee Special Meeting Minutes September 12, 2024

**These Committee Minutes were received and filed on the Consent Calendar.**

- 5G. [24-1042](#) Approve Minutes of City Council-Special Closed Session of November 18, 2024

**These Minutes were received and filed on the Consent Calendar.**

### **ITEMS REMOVED FROM CONSENT CALENDAR**

- 5A. [24-1037](#) Adopt Resolution of the Fort Bragg City Council Approving First Amendment to Professional Services Agreement with Dudek for On-call, As-needed Expertise to Assist City with LCP 22-07 Grant Project, and Authorizing the City Manager to Execute Contract (Amount Not To Exceed \$180,000; Account 337-5080-0630)

Councilmember Albin-Smith pulled Item 5A to request City Manager provide information on services the City has received thus far before approving contract.

Public Comment: Jacob Patterson.

**This Staff Report was approved on the Consent Calendar.**

Enactment No: RES 4871-2024

### **6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS**

None.

### **7. PUBLIC HEARING**

- 7A. [24-1025](#) Receive Report and Conduct Public Hearing for Disclosure of

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Accomplishments and Closeout of Activities Funded by Community  
Development Block Grant (CDBG) 20-CDBG-CV2-3-00235

**Mayor Norvell opened the Public Hearing for Item 7A at 6:37 PM.**

Grants Coordinator, Lacy Sallas presented the staff report on the agenda item.

Public Comment: None.

**Mayor Norvell closed the Public Hearing at 6:37 ½ PM. No action needed, Public Disclosure Only.**

- 7B. [24-1026](#)** Receive Report and Conduct Public Hearing for Disclosure of  
Accomplishments and Closeout of Activities Funded by Community  
Development Block Grant (CDBG) 20-CDBG-12079

**Mayor Norvell opened the Public Hearing for Item 7B at 6:40 PM.**

Grants Coordinator, Lacy Sallas presented the staff report on the agenda item.

Public Comment: None.

**Mayor Norvell closed the Public Hearing at 6:41 PM. No action needed, Public Disclosure Only.**

## **8. CONDUCT OF BUSINESS**

- 8A. [24-1036](#)** Receive Report on City of Fort Bragg Municipal Broadband Utility Project and  
Provide Direction on: 1) Authorizing the City Manager to Finalize Terms for the  
Acquisition of Mendocino Community Network; and 2) Debt Financing Strategy

City Manager Isaac Whippy presented on this item. Eric Scriven from NHA Advisors provided  
Gap Funding options and timeline and reported City has very strong credit rating. Mitch Drake  
reported MCN services and programs. Sage Statham provided historical information regarding  
MCN business as former Manager.

Discussion: Councilmember Albin-Smith asked some clarifying question.

Public Comment: John Gallo, Andrew Jordan, Jacob Patterson and Annemarie Weibel.

Directions: After further discussion, Councilmembers agreed for Staff to move forward with  
Project.

- 8B. [24-1023](#)** Adopt City Council Resolution Approving Professional Services Agreements  
with Schaaf & Wheeler to Provide 30% Conceptual Design Services for the  
Stormwater Trash Capture Device Project, PWP-00119 and Authorizing City  
Manager to Execute Contract (Amount Not to Exceed \$56,135); Categorical  
Exemption 15301(c)

Chantell O'Neal Assistant Director of Engineering gave staff report regarding Professional  
Services for Stormwater Trash Capture Device Project.

Public Comment: Jacob Patterson, George Reinhardt, and Jenny Shattuck.

**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 Rafanan, Councilmember Peters and Councilmember Albin-Smith

Enactment No: RES 4873-2024

- 8C. [24-1035](#)** Adopt of City Council Resolution Programming the Next Street Rehabilitation Project Locations and Committing Match Funding for Local Partnership Program Formulaic and Competitive Fund Applications

Chantell O'Neal, Assistant Director of Engineering gave staff report regarding next Street Rehabilitation Project and Committing Match Funding. Council asked clarifying questions.

Public Comment: Jacob Patterson

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

Enactment No: RES 4874-2024

- 8D. [24-1029](#)** Resolution of the Fort Bragg City Council Approving Professional Services Agreement With Hoch Consulting to Conduct a Recycled Water Feasibility Study and Authorizing City Manager to Execute Contract (Amount not to Exceed \$499,132)

Engineering Technician, Kevin McDannold gave staff report regarding Hoch Consulting Recycled Water Feasibility Study.

Public Comment: Jacob Patterson

**A motion was made by Councilmember Godeke, seconded by Councilmember Albin-Smith, that this Resolution be adopted. This motion was carried by the following vote:**

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

Enactment No: RES 4875-2024

- 8E. [24-1030](#)** Receive Report and Consider Adoption of City Council Resolution Recommending and Consenting to an Extension of the Term in the Operating Agreement and Lease for the Caspar Transfer Station Between Mendocino County and Redwood Waste Solutions, Inc.

Assistant City Engineer, Alfredo Huerta gave staff report on Term of Operating Agreement and Lease for the Caspar Transfer Station between Mendocino County and Redwood Waste Solutions, Inc. Council asked clarifying questions and Councilmember Peters suggested extension date to December, 2026.

Public Comment: Jacob Patterson and Jenny Shattuck

**A motion was made by Councilmember Godeke, seconded by Councilmember Rafanan, that this Resolution be adopted. This motion was carried by the following vote:**

**Aye:** 4 - Mayor Norvell, Vice Mayor Godeke, Councilmember Rafanan and Councilmember Albin-Smith

**No:** 1 - Councilmember Peters

Enactment No: RES 4876-2024

## **9. CLOSED SESSION**

### **ADJOURNMENT**

**Mayor Norvell adjourned the meeting at 9:00 PM.**

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BERNIE NORVELL, MAYOR

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Amber Weaver, Acting City Clerk

IMAGED (\_\_\_\_\_)