



AGENDA

Regular Meeting

Monday February 9, 2026 @ 6:30pm

Town Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

Members: DeAndreis___ DeCausmaker Garcia___ Johnson___ LaRiviere

PLEDGE OF ALLEGIANCE: Led by Mayor

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones that is not on the agenda; however, any matter that requires action may be referred to staff and/or committee for a report and recommendation for possible action at a subsequent council meeting.

There is a three (3) minute limit per person.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

- A. Police Department Monthly Report
- B. Fire Department Monthly Report
- C. Public Works Monthly Report
- D. Administrator/ Accounting Monthly Report

CONSENT CALENDAR:

1. Items listed on the consent calendar 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.

a.) Approval of Minutes:

- i. Regular Meeting January 12, 2026
- ii. Special Meeting January 26, 2026
- iii. Special Meeting February 4, 2026

DISCUSSION / REPORTS: ACTION ITEMS:

2. Review and discuss and give direction for the COLA for Town Employees
3. Approval of Agreement with Silva Vanderlinden regarding appointment as Town Administrator

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on March 9, 2026 at 6:30 p.m.

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.

Ft. Jones Police Department Monthly Report

January 2026

The month of January 2026 began with several new cases related to alcohol usage and snowballed into additional crimes, particularly theft. We also saw a large increase in school related activity after the return from Christmas break. Fortunately, the quick action of our officers along with remarkable assistance from our constituents led to the identification of suspects and arrests made leading to a conclusion that will limit these crimes taking place in the future. As always mentioned, it is our community members who lend their eyes and ears to prevent and solve criminal activity along with their willingness to help and notify us that continues to make our small community special. This also conveys to others that there will be accountability if poor choices are made within our communities. For your convenience the stats attached will be abbreviated this month and will only display limited information. At any time if you would like additional information or have questions related to a specific topic, please don't hesitate to ask.

Traffic- Usually this time of year comes with inclement weather, creating difficult driving conditions throughout the area. That hasn't been the case as of yet this year, however we continue to see drivers exhibiting high rates of speed leading to improper driving and vehicle collisions. Last week was a weekend of traffic collisions resulting in property damage along with injuries to passengers. Fortunately, no injuries were life threatening in large part to the quick response of fire, police, and EMS. We have noticed a trend of slowing recently which shows the proactive approach from officers is making a difference. We will continue to make our presence known in and around town, making those positive results continue. You may have also noticed our message board/speed sign has been placed on Main Street, which has impacted drivers as they come into town. We will move the sign soon to the North end of town so drivers can be reminded of their speed as they approach town.

Schools- As mentioned above, since the return from Christmas break, we have seen a large increase in school related issues. These issues range from truancy, misconduct threats, and physical altercations. While this behavior has been curbed and we are seeing a slowdown in the past week, we and the district take this behavior very seriously. Continual meetings with parents and students take place to rectify the issues rather than stand back and see what happens. Again, accountability is our main motivation in preventing future crimes and bad behavior. Our strong partnership with our school district and staff shows that we have the best schools in the country.

Animal Control- Last month I mentioned several problematic dogs at large which were causing issues around town. Each of those dogs and owners have been identified and we continue to resolve the issues with voluntary compliance from the owners. In the past months

several citations were issued for animal control related problems, which we hope educates and holds accountable the ones continuing to violate our local town ordinances. Please reach out if you notice any animal control issues in town so we can investigate the cause.

Reports/Cases- The month of January already has us in double digits in regard to written cases sent to the district attorney's office for prosecution. Officers continue to be proactive, which will produce more reports but also helps keep our town safe and from seeing even more criminal cases. As the year continues, we expect to see continual activity, especially if the weather continues to remain mild, bringing additional visitors to town.

Calls for Service- Service calls continue to be the majority of our activity around the valley, mostly including positive contacts and proactivity. We continue our close partnership with other emergency departments to ensure a quick, thorough, response to each and every call we receive. Our valley is very fortunate to have phenomenal services for such a rural area and it is our mission to not only continue the services but make them better every day.

Ordinance Enforcement- Several code enforcement cases have been adjudicated recently with mixed results. While we will always have mixed results, it's the cases that get sent back in the interests of justice that frustrate us the most. Officers put a lot of effort into these cases and when they don't have any result or it takes three years to adjudicate with a nominal fine it can be defeating. This is one of the reasons we continue to develop an in-house process that will bring positive adjudication within local control. Some of the recent results you see in town have been the consistent contact with homeowners willing to comply outside the court ordered process. We again see this as the best way to handle code cases if people are willing to voluntarily comply with our process.

PAL- Our Pal season of basketball, wrestling, and soon to be swim team are quickly approaching and we are excited for another successful year. We have been participating in fund raisers such as helping run fair gates, local events, and self-generated activities to help boost our youth programs. Our Skate Park initiative continues to move forward, and we are getting closer to the project coming to fruition providing another safe area for our youth to be.



ETNA POLICE DEPARTMENT

155 Diggles St
Etna CA 96027

Joshua E Short, Chief of Police

TOWN OF FORT JONES

11219 N Hwy 3
Fort Jones, CA 96032



January Police Department Statistics

Animal Control- 10

Trespass- 4

Juvenile/School- 10

Battery- 5

Domestic Violence- 3

Runaway-2

Traffic Collision- 1

Assists- 10

Civil-8

Theft- 2

Vandalism- 2

Traffic-10

Code Enforcement- 5

Non-Crim- 5

Medical/Fire- 10

**The above is a consolidation of statistics logged in with our Computer
Automated Dispatch System.**

Does not include Calls for service outside our logged activity



Fort Jones Fire Department

SINCE 1871

Chief Joseph Hess
PO Box 597
31 Newton Street
Fort Jones CA, 96032
Station Phone (530)468-2261
E-Mail- ftjfire@sisqtel.net

To Town Council,

The Fire Department responded to 29 calls for service in the month of January. Members participated in 16 hours of scheduled training and numerous hours of online and on-duty proficiency training. The department responded to 29 calls in 2026.

January 2026 Calls

Call Type	City Limits	Out of City
MEDICAL AID		16
PUBLIC ASSIST	1	3
TRAFFIC ACCIDENT		2
FLUE FIRE		2
SMOKE CHECK		1
FALSE ALARM	1	
CANCELLED	1	2
TOTAL	3	26

Our new Command and Response Pickup was delivered from the upfitter (Cascade Fire and Equipment, located in White City, OR) We're still working on loose equipment mounting, but it will serve to vastly upgrade our response capabilities both locally, statewide, and, with new changes to mutual aid agreements, potentially all over the western US. As discussed before we will be placing our old 2006 Dodge 2500 in reserve and if an appropriate used replacement is found we will declare it surplus and sell it to fund the replacement. Multiple other fire agencies in the county have already expressed interest in purchasing the Dodge if we offer it for sale.

We received the Thermal Imaging Cameras from our FEMA Grant and they will be placed in service following in service training with the three departments in the valley.

We have begun a new fire training schedule for the valley fire agencies. With the new schedule we are rotating our training location each week to different departments in the valley. This will allow all departments to become more familiar with each other's equipment and capabilities; thus enhancing operation readiness and on-scene operations.

Town of Fort Jones

Public Works Report

January 2026

Sewer

We recorded all the daily readings at the wastewater treatment plant and compiled them into a usable form. We completed the CIWQS spill reporting for the month. We completed the internal audit report for the 3-year period as per the general order. We corresponded with SHN, the RWQCB and the DFA concerning the WWTF upgrade. We mapped utilities located at the Bridge St. pump station. We checked known problem areas of the collection system. All was working as it should be. We changed the hydraulic filter on the back half of the flusher truck. We changed the fuel filter and fuel pump on the flusher truck.

We located all 811 requests in the Town.

Water

We connected a house on Newton St. to a new poly pipe lateral, allowing us to abandon the old steel lateral that was serving that house. We fixed a leak in front of the fire hall. I have brought the piece of pipe that broke to give Council an idea of the quality of some of the steel pipes in Town. We met with E and S Engineering to go over the plans for the Main St. Water Main replacement project. The plan is to move the water main to the other side of the road and to abandon in place the existing water main. We are working out some issues with the fire hydrant placements within the ROW. We corresponded with Catalyst environmental ground about the EA assessment for the various PW projects.

We read all the meters and entered the information into the billing software. We worked with the office to do the billing and to correct discrepancies.

Parks

We removed the trash weekly from the parks. We wanted to remind residents that the Towns trash cans are not for dumping household garbage. We poisoned the gofers at both parks two times.

Roads

We changed the oil in the vacuum trailer, dump truck and backhoe. We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests. We attended the Siskiyou County Maintenance and Rehabilitation meeting. The Town of Fort Jones Roads are mostly in good condition, with a new PCI rating of 77. This is an improvement from a previous rating of 69 in 2020. This is going to improve more this spring when the Bower St/Butte St. Rehab project finishes. Out of the five towns in the study, Fort Jones has the best PCI rating.

Fort Jones Town Council Meeting February 9th 2026

Interim Administrator Key Project Review and Finance Report

Waste Water Treatment Plant Planning project overseen by SHN.

I participated in various meetings with SHN, Public Works, and the California Water Board going over designs plans, permitting requirements and other aspects of the planned facility.

RFPs for NEPA assessments

I worked with Public Works to review the received RFPs, brought them to council, and notified Catalyst Environmental Solutions that we would be moving forward with them for our NEPA assessments for at least 4 ongoing projects that we hope to fund using HUD grant funding or CDBG program income.

Administrator Search

Over the past month work related to hiring a new Town Administrator included coordinating and posting multiple special council meetings to address various aspects of the administrator search and hiring process, interviews, and selection actions. This also involved conducting reference checks, communicating with candidates, and ensuring the council had the necessary background information to make decisions at each stage of the process. In parallel, I worked with legal counsel and the council subcommittee to finalize contract terms, address various considerations, and review employment contracts for full council consideration and approval.

Accounting

A review of several Town bank accounts and Quick Books reconciliations was completed by Hunt Accounting to clean up long-standing bookkeeping issues and ensure the Town's financial records accurately reflect actual cash on hand. Over time, all of the Town's accounts have accumulated various "uncleared" transactions in our accounting software (deposits and payments that do not appear on the Town's bank statements). The next step will be to review the identified uncleared transactions and verify if they were inaccurately deposited/paid or recorded. In addition, the Town has multiple paychecks, some dating back to 2016, which we will have to initiate the process to turn those funds over to the State of CA unclaimed wages program. This will allow us to clear those payroll transactions. The reconciliations are completed through mid 2025 and we should continue this process to bring all reconciliations up to date. Going forward, this should be a monthly process.



**Fort Jones Town Council
Regular Meeting Minutes
January 12, 2026**

CERTIFICATION OF POSTING AGENDA

I, Corinne Guidi, Town Clerk, for the Town of Fort Jones, hereby certify that the agenda for the January 12, 2026 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjone.ca.org on October 10, 2025.

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

Corinne Guidi, Town Clerk

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 6:31pm. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Staff present: Josh Short - Fort Jones/Etna Police Department Chief, Everett Hullquist - Public Works, Joseph Hess - Fire Chief and Interim Administrator, Corinne Guidi - Town Clerk

MOMENT OF SILENCE: for Doug LaMalfa, Led by Mayor DeAndreis

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS:

No Comment

DISCUSSION/REPORTS COORESPONDENCE: NON-ACTION ITEMS:

A. Police Department Monthly Report:

Short presented the monthly report and call logs, noting a productive year for both dispatched and unlogged service calls. After successful holiday events, Chief Short introduced Officer Buell to the council. The department noted a rise in severe domestic violence cases involving strangulation and significant bodily injury. These cases, handled by Officer Martin and a specialized expert nurse serving Etna and Fort Jones, were praised by the District Attorney. The D.A. recommends implementing this nursing partnership county-wide across Siskiyou County. Additionally, Officer Buell has been actively ticketing drivers exceeding 80 mph and is addressing the speeding concerns on Forest Mountain raised on Facebook. Officer Martin is also

collaborating with the D.A. and probation office on truancy issues, and the department has issued citations for a recurring loose dog in town.

Public comment: A request was made for a definition of a **Joint Powers Authority (JPA)** regarding the consolidation of valley services.

Council Discussion: Mayor DeAndreis inquired if Chief Short attended the OES meeting at Siskiyou Telephone regarding consolidation. Joseph Hess noted that another meeting is scheduled, but progress is stalled until the end of May due to a lack of available grants. The consolidation aims to merge Police, Fire, and Ambulance services for the Valley. Mayor DeAndreis requested an update and a short report on OES meetings, suggesting the town handle smaller consolidating issues outside of formal meetings where possible. Chief Short requested that council representatives attend the next meeting and post the details on the Town website. E. Hullquist inquired about meeting funding, noting that residents pay property and state taxes for these services.

B. Fire Department Monthly Report:

Monthly report and call logs appear in the agenda packet. Chief Hess verbally expanded on the report and questions from the council. The department responded to 505 calls.

Council discussion: Regarding the Scott Valley consolidation group, Chief Hess clarified that the group has no official title yet and is currently referred to as the "Consolidation Working Group."

C. Public Works Report:

Engineers are discussing the wastewater plant and soliciting bids from four to five applicants for environmental services. An environmental assessment is required to remain eligible for federal CDBG grants. The wastewater plans are 60% complete; the "big triplex" will include a rack screen, lined ponds, and a percolation/evaporation system. On January 21, the Water Quality Board will discuss the waste discharge report (WDR). There is concern that the board has not set limits on nitrogen release. The plant intends to accept solid waste and sludge from the county; providing this service locally (rather than hauling to Anderson) reduces costs for septic pumping. Additionally, the town applied for a grant to replace the master water meter with an electronic version providing real-time flow data.

Council discussion: A. LaRiviere asked about operational timelines and heavy rainfall protocols. E. Hullquist stated that septic acceptance would pause when Moffett Creek is flowing. M. DeCausemaker confirmed there will be a dumping fee, managed through a separate account.

D. Administration/Accounting Report:

No report in packet. Verbal was given by Interim Town Administrator J. Hess. Disbursement is part of the consent calendar. The town is waiting for a contract from MNS that meets specific needs; once signed, MNS will begin gathering documents and contacting loan holders. Currently, MNS works remotely from Santa Barbara. RFPs for a new Administrator are being issued. A Customer Service Clerk hired in December resigned after one week; the town is reviewing previous applicants. Accounting updates were provided by J. Hess and Mayor DeAndreis, noting that Hunt has completed the bulk of the reconciliations. Accounting J. Hess and Mayor DeAndreis have been having talks with Hunt, who has done the bulk of the reconciliation.

Council Discussion: Mayor stated that Quentin Gaddy came to talk and set up a committee and sent out RFP's and some good candidates for the CDBG. P. Johnson, thanked the committee, and Admin J.Hess

CONSENT CALENDAR:

Staff comment: E. Hullquist inquired about why the payables show 0 dollars in direct deposit.

Public Comment: None

Council Member M. Garcia informed us that there were minor errors in the previous meeting minutes and to be corrected after the meeting. M. DeCausmaker is not OK with Item C, the budget vs actual. Mayor DeAndreis continued the discussion. M. DeCausmaker stated she has no issue with item B, move to accept item B. Approval of Minutes

- i. Regular Meeting December 08, 2025
- ii. Special Meeting December 22, 2025
- b.) Ratification of Disbursements: December 01, through 31, 2025
- c.) Review Budget vs Actual July 1, 2025, through December 31, 2025

Motion: M. DeCausmaker moves to accept approval of minutes **A(i.ii.) only.**

Second: P. Johnson

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, P. Johnson

Nays: M. Garcia and A. LaRiviere

Motion: Passes

Motion: M. Garcia to accept Item B

Second: A. LaRiviere

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays:

Motion: Passes

Motion: A. LaRiviere to accept Item C for review only

Second: M. Garcia

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays:

Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

1. Review and discuss proposed draft Wellhead Protection Ordinance

The Interim Town Administrator recommends that the council review the proposed ordinance, discuss and give directions to staff.

Public comment: Protect our water.

Council Discussion: J. Hess commented that this is a rough draft and will still have to go to Attorney Andrew L. Jared for review before its final. Mayor DeAndreis wants the ordinance to go to Tawnee Praiswater for review.

Motion: No action taken; direction to staff

2. Cola Adjustment

Public comment: None

Council Discussion: E. Hullquist suggested a 5% start for Cost-of-Living Adjustments. J. Hess noted that for the last two years, employees only received Social Security matching, following

three years of no increases. Mayor DeAndreis suggested postponing this until a new Administrator is hired but noted COLA should be a regular budget item. A suggestion was made for a 2.8% increase now, with follow-up in six months. Attorney A. Jared should come back at a later date: analysis is not enough information for a resolution. The salary schedule, step and column analysis and revision needs to happen.

Motion: P.Johnson motion to accept the 5% Cola. After further discussion P. Johnson withdrew the motion. P.Johnson then proposed a motion to table the item for next meeting for further analysis

Second: M. Garcia

Ayes (Roll Call): M. DeAndreis, M. DeCausmaker, M Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

ADJOURN TO CLOSED DOOR SESSION:

7:40pm

A.LaRiviere left the meeting at 8:42 after becoming **ill**.

CLOSED DOOR SESSION:

No reportable action taken. Direction was given to staff.

COUNCIL COMMENTS:

Mayor DeAndreis stated that she attended the CalCities Conference. J. Hess Interim Administrator reminded everyone that the LOLA dinner was Wednesday in Yreka with City Selection Meeting prior to the regular meeting.

ADJOURNMENT:

The meeting was adjourned at 9:24p.m. The next regular town council meeting is scheduled to be held on February 9, 2026 @ 6:30pm.

Attest:

Corinne Guidi Town Clerk

Approved:

Madeleine DeAndreis, Mayor



Special Meeting Minutes
Monday, January 26, 2026, at 1:00pm
Town Hall
11960 East Street Fort Jones, CA 96032

CERTIFICATION OF POSTING AGENDA

I, Corinne Guidi, Town Clerk, for the Town of Fort Jones, hereby certify that the agenda for the January 26, 2026 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org January 23, 2026.

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

Corinne Guidi, Town Clerk

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis 1:00pm. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere and Paula Johnson.

Staff present: Everett Hullquist- Public Works, Corinne Guidi - Town Clerk, and Joseph Hess F.J. Fire Chief and Interim Town Administrator

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS: None

OPEN SESSION:

Review and Approve RFP for NEPA Environmental Assessment

Public Comment: none

Council Discussion: Council discussed RFP's with E. Hullquist and J.Hess

Motion: M. DeCausemaker moves to proceed with Catalyst Environmental Solutions and authorize the Interim Administrator to enter into contract with them.

Second: A LaRiviere

Nays:

Ayes (roll call vote) M. DeAndreis, M.DeCausmaker, M. Garcia, P.Johnson, A LaRiviere

CLOSED SESSION:

A. Public Employee Employment (Government Code Section §54957(b)(1))

1. Position: Town Administrator

REPORT ON CLOSED SESSION

No action taken; direction to staff

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on February 9, 2026 at
6:30 p.m.

Attest:

Corinne Guidi Town Clerk

Approved:

Madeleine DeAndreis, Mayor

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.

Town of Fort Jones • 11960 East Street • Fort Jones, CA 96032 • (530) 468-2281



Special Meeting Minutes

Wednesday, February 04, 2026@ 5:00 pm

Town Hall

11960 East Street Fort Jones, CA 96032

CERTIFICATION OF POSTING AGENDA

I, Corinne Guidi, Town Clerk, for the Town of Fort Jones, hereby certify that the agenda for the February 4, 2026 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org February 3, 2026.

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

Corinne Guidi, Town Clerk

CALL TO ORDER ANNO ROLL CALL:

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 5:00pm. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Alex LaRiviere and Paula Johnson.

Absent: M Garcia

Staff present: Joseph Hess - Fort Jones Fire Chief and Interim Town Administrator and Corinne Guidi - Town Clerk

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS:

None

CLOSED SESSION:

A. Public Employee Employment Appointment, Evaluation: (Gov. Code §54957(b)(1)

Position: Town Administrator

REPORT ON CLOSED SESSION

No action taken; direction to staff

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on February 9, 2026 at 6:30 p.m.

Attest:

Corinne Guidi Town Clerk

Approved:

Madeleine DeAndreis, Mayor



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To: Fort Jones Town Council
Meeting Date: February 9th 2026
From: Joseph Hess- Interim Town Administrator
Subject: Review, Discuss, and give Direction for COLA for Town Employees

Background

The proposed Cost of Living Adjustment (COLA) is intended to help Town employees offset the impacts of inflation and rising living expenses, and to support employee retention and organizational stability. Periodic review of employee compensation is a standard practice to ensure wages remain competitive and sustainable within the Town's fiscal framework.

The COLA under consideration would apply only to eligible Town-funded base wages. The COLA would not apply to any additional compensation such as certification pay, on-call pay, volunteer firefighter call stipends, firefighter strike team pay (governed by separate MOU) or any other wage differentials.

The FEMA SAFER grant-funded Recruitment and Retention position is exempt from this COLA consideration. Compensation for that position is set by the grant with built in annual raises.

Per the Town Attorney's recommendation final approval for COLA should be by resolution at a regular meeting (due to department heads being included in the rate increase.) Therefore, once final direction is given staff will prepare a full pay scale and resolution to be brought back at the regular March meeting.

Unless other direction is given this COLA will apply retroactively to the pay period starting January 11th 2026 as discussed in the regular January 12th Council meeting.

Fiscal Impact

The fiscal impact of the proposed COLA depends on the percentage approved by the Town Council and the total number of eligible base-wage hours paid annually. The table below illustrates the hourly and annual cost impact per \$1.00 of base hourly wage, assuming a full-time schedule of 2,080 hours per year with no overtime worked. I've included a range of several percentage steps to give the council an overview of the cost of each potential decision. (The 2026 Social Security and Supplemental Security Income (SSI) COLA is 2.8%)

COLA Impact per \$1.00 of Base Hourly Wage

COLA Percentage	Hourly Increase	Annual Increase
2.0%	\$0.020	\$41.60
2.8%	\$0.028	\$58.24
4.0%	\$0.040	\$83.20
5.0%	\$0.050	\$104.00



tfjie <Town of Port Jones

Example: An employee with a \$25.00/hour base wage would experience an annual increase of approximately:

- \$1,040 at 2.0%
- \$1,456 at 2.8%
- \$2,080 at 4.0%
- \$2,600 at 5.0%

If the COLA is approved with retroactive application to the pay period beginning January 11, 2026, there would be an additional one-time payroll adjustment to account for retroactive wages owed.

Recommendation

The Interim Town Administrator recommends that the Council determine the appropriate cost of living increase and direct Staff to bring back a resolution approving that COLA increase and amended payrate scale, to be applied retroactive to the January 11th pay period.



Fort Jones Town of Port Jones

To: Fort Jones Town Council
Meeting Date: February 9, 2026
From: Andrew L. Jared, Town Attorney
Subject: Approval of Agreement with Silvia Vonderlinden Regarding Appointment as Town Administrator

Discussion:

The Town Council directed Interim Town Administrator Joseph Hess to seek applications for individuals to serve as Town Administrator. After interviewing candidate proposals, the Town Council interviewed several applicants. On February 4, 2026, the Town Council in closed session finalized contract negotiations regarding terms and conditions of employment, and the Town Council offered employment as a to Silvia Vonderlinden to serve as Town Administrator, on a part-time Town employee basis, which she has accepted.

Fort Jones Municipal Code section 2.32.020 states that the Town Council by a majority shall appoint a Town Administrator pursuant to a written agreement, prepared by the Town Attorney, to serve either as an employee or independent contractor. The Town Administrator serves at the pleasure of the Council. The duties of the Town Administrator are contained in the Municipal Code, resolution or direction of the Town Council, the terms of the employment agreement, as well as by future direction of the Council.

Approval of an agreement for the position of town administrator must be approved in an open session of a regular council meeting. The attached employment agreement sets forth the employment relationship between the Town and Silvia Vonderlinden. (Attachment 1.) An oral report of a summary of the employment agreement will be provided during the meeting prior to the Council taking final action in accordance with Government Code Section 54953(c) prior to taking final action.

The basic terms and salary and compensation are that Silvia Vonderlinden shall serve as a part time employee of the city in an at-will capacity, to work 24 hours per week with a monthly compensation of \$8,640 per month, with up to 8 hours additional hours per week during the first 90 days on an hourly basis, and a review after 90 days. (See Attachment 1.)

Fiscal Impact

The proposed position salary is accommodated in the present budget.

Recommendation:

That the Town Council approve the proposed agreement.

Attachments:

1. [Proposed] Agreement With Silvia Vonderlinden To Serve As Town Administrator

**TOWN OF FORT JONES
AGREEMENT WITH SILVIA VONDERLINDEN
TO SERVE AS TOWN ADMINISTRATOR**

This agreement is entered into as of February_, 2026, by and between the TOWN OF FORT JONES, a municipal corporation, hereafter referred to as the "Town" and Silvia Vonderlinden, hereafter referred to as "Employee", collectively known as the Parties

- A. WHEREAS, Fort Jones Municipal Code section 2.32.030 authorizes the Town Council to appoint a Town Administrator as a Town employee or on an independent contractor basis;
- B. WHEREAS, Employee has specialized skills and knowledge to provide such services;
- C. WHEREAS, the Town desires to utilize the services of Employee to perform the services of Town Administrator;
- D. WHEREAS, the Parties desire that Employee will serve on a part-time basis with a regular schedule of 24 hours per week, after an initial three month period of up to 32 hours per week; and,
- E. WHEREAS, Employee is a CalPERS annuitant, the Town is not a CalPERS contracting agency and nothing in this agreement shall obligate the Town to participate as a CalPERS agency or contribute towards Employee's CalPERS benefits, medical or retirement.

NOW THEREFORE, in consideration of the above stated desires and the mutual covenants, terms and conditions, herein contained, the parties hereto mutually and freely agree as follows:

SECTION 1 - EMPLOYMENT CONDITIONS AND DUTIES

a. Employee is appointed by and shall serve at the pleasure of the Town Council as Town Administrator, as an exempt, part-time employee.

b. Employee shall be responsible for performing duties of the Town Administrator as identified in FJMC sec. 2.32 and other duties, and upon agreement by Employee to other special projects as assigned by the Town Council.

c. Employee shall consult with and receive direction from the Town Council prior to taking any action not within the scope of her duties or prior direction by Council;

d. Employee may communicate directly with each member of the Council, but shall not take direction from a single member of the Council.

e. The Town Council has identified the following additional goals and objectives for Employee's performance:

- i. Mentor town clerk in duties and responsibilities of the role of town clerk;

- ii. Actively recruit and, if there are qualified applicants, fill the open position of assistant as a town employee to assist with administrative duties;
- iii. Focus duties on upcoming budget process; and
- iv. Prioritize updating and modernizing the personnel rules and HR policies, in consultation with the Town Attorney.

f. Notwithstanding FJMC sec 2.32.070(p), Employee may engage in any business enterprise, or accept other employment or contractual engagements which do not interfere with his or her duties hereunder after approval by Town beforehand.

SECTION 2 - EMPLOYMENT TERM

a. This agreement will shall commence on March 2, 2026, until such time as either party terminates this Agreement.

b. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the Town to terminate this Agreement, subject to the provisions as set forth in this agreement.

c. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at anytime from this position with the Town, subject to the provisions as set forth in this agreement.

d. Upon termination or resignation, Employee shall be entitled to no compensation other than for services rendered pursuant to this agreement.

SECTION 3- EMPLOYEE RESIGNATION

In the event the Employee terminates this Agreement by voluntary resignation, in writing, before expiration of the employment term, is entitled to payment in full for consideration of the hours work through separating from Town. In the event that the Employee voluntarily resigns this position before normal expiration date of the employment terms or any renewal, she shall give the Town at least fifteen (15) days advanced written notice unless the parties agree otherwise. The Employee, should she resign, shall be paid for any earned fee to which she is entitled as of the final day of work. Upon resignation, Employee shall not be entitled to any severance pay related to this position.

Notice of resignation to Town shall be given in writing to Town, either by personal service, email, or registered or certified mail, postage prepaid, addressed as follows:

Mayor and Town Council
 Town of Fort Jones
 P.O. Box 40 11960 East St.
 Fort Jones, California 96032
 mdeandreis@fortjonesca.com

With a courtesy copy to:

Andrew L. Jared
Town Attorney
Colantuono Highsmith & Whatley,
790 E. Colorado Blvd. Suite 850
Pasadena, CA 91101-2109
Ajared@chwlaw.us

SECTION 4 - EMPLOYMENT TERMINATION

Employee serves in an at-will capacity as Town Administrator, and the Town may terminate or remove the Employee with or without cause and without any advance notice. Employee shall not be entitled to any severance pay related to this position.

SECTION 5-WORK HOURS

Employee is expected to devote necessary time, within and outside normal work hours, to the business of the Town related to this position. The position shall be part-time salaries FLSA-exempt position with a Regular Schedule of 24 hours per week set over three days, as discussed below. The Parties further acknowledge that due to the nature of the position, the weekly and monthly duties of the position may vary and that during the initial three month period additional hourly work beyond the regular schedule may be necessary, but thereafter shall be minimized.

Due to the nature of the position, it is understood that the workday and workweek may vary but the Parties agree as follows:

- a. **Regular Schedule:** Though normal working hours of the Town are 8 am to 5 pm Monday to Friday, holidays excluded, Employee shall arrange her regular 8-hour shifts a minimum of three days a week, currently set as Monday, Tuesday and Thursday, to be present in Town Hall. In the event that a holiday(s) falls on a normal Regular Schedule day, Employee shall not be required to work an additional day that week to make up for such occurrence. Employee shall endeavor to be present at 9 a.m. each day, based on travel conditions from home, inclement weather, road and other emergencies, and may arrange her start time for such days to address Council Meeting Attendance. In the event that Employee is prevented from coming to City Hall due to such occurrences, she may conduct business from home that day. The terms of this Regular Schedule and requirement for on-site schedule to be re-evaluated at the end of the initial review period and each review thereafter to address the Town's needs.
- b. **Council Meeting Attendance:** Employee shall attend all Town Council meetings. It is further acknowledged that such attendance will typically be

outside normal working hours and in person, and that Employee shall arrange her start of shift accordingly on such days.

- c. **Initial Three Month Period:** During the initial three-month period, Employee may work an additional 8 hours per week beyond the Regular Schedule either on-site or off-site, to be compensated on an hourly basis for hours worked up to 8 hours per week during that period.
- d. **Remote Work:** Nothing herein shall prevent Employee from performing work remotely, consistent with the above conditions.
- e. **Time off.** Though no benefit shall accrue for paid vacation, Employee may schedule up to three weeks off as vacation, at times which do not interfere with the production of materials for Town Council meetings or other deadlines related to Town work.

The Parties shall meet to review the terms of this Agreement prior to the end of the first 90 days, and shall thereafter meet annually after the anniversary of this Agreement to review its terms and Employees performance. It shall be Employee's responsibility to initiate this review each year. Employee cause the review of Town Administrator performance evaluation to be included in a the closed session meeting of the Council at the May 2026 regular Council meeting, or for shall set a special meeting prior to May 31, 2026 for this purpose upon consultation with the Mayor.

SECTION 6 - COMPENSATION

a. The Town shall pay the Employee a monthly rate of \$8,640 for all services to be rendered and worked pursuant to this agreement during the Regular Schedule to be payable at the same time as other management employees of the Town are paid at the bi-weekly pay period amount of \$4,320, less customary and legally required payroll deductions. Such amount shall be paid consistent with current Town employee payment protocols and methods. Employee shall be responsible for timely timekeeping and submittal of a time card and other supporting documentation for prompt payment consistent with Town policies and practices. As identified above, additional hours may be necessary during the first 90 days, and should Employee work the additional 8 hours per week during the initial 90 day period, she will be compensated at the hourly rate of \$90 per hour.

b. Employee shall also provide a log to the Town by the last day of the month identifying the work Employee performed for each day of work. Such descriptions shall be separate from any timesheet to be submitted. Such descriptions shall be detailed enough to provide sufficient information for the Council to understand the work being performed on a daily basis and the approximate duration of each task.

c. For hours worked in addition to the Regular Schedule, including those worked during the initial three month period as noted above, the rate of pay shall be \$90 per hour.

d. Employee shall be reimbursed for actual mileage incurred traveling from her residence to Town Hall, and for all other mileage and travel actually incurred in the

furtherance of her duties as Town Administrator. Reimbursement for mileage shall be at the then-prevailing IRS rate. All other travel reimbursement shall be at the actual out of pocket expenses. No reimbursement shall be paid for hotel, meals, or other travel expenses without advance approval of the Council and documentation consistent with Town policies. Reimbursements shall be made within 2 weeks of report being submitted by Employee.

e. Employee shall be reimbursed upto \$1,000.00 annually for actual expenses for training (and related travel expenses) to attend one (1) training and or conference by the League of California Cities relating to duties of a city manager/town administrator. Employee shall endeavor to take on-line trainings related effective management and administration of towns and cities. Prior to incurring expenses totaling over \$1,000.00 annually, Employee shall receive authority of the Town Council.

f. Town shall provide Employee with a laptop computer and a cell phone with data plan for the conduct of Town business and to assure availability to the Town in the event of an emergency.

g. Employee expressly waives any right to, and shall not receive nor be entitled to any additional benefits, incentives or compensation in lieu of benefits, insurance benefit, compensation time in lieu of payment of overtime, including but not limited to sick leave, holiday, vacation pay, retirement, retirement contribution, deferred compensation, or any other form of compensation during the term of this Agreement in any way relating to the position of Town Administrator in addition to the monthly fee or reimbursements expressly identified herein. Town is not responsible for any payment or contribution to the CalPERS for Employee.

h. Employee shall be responsible for providing proof of comprehensive automobile insurance and for paying for all liability, property damage, and comprehensive insurance while operating a motor vehicle associated with her duties under this Agreement. Employee is solely liable for the purchase, operation, maintenance, repair, and replacement of any automobile or motor vehicle required to perform the duties under this Agreement.

SECTION 7 - INDEMNIFICATION

If the Employee is named as a party in litigation relating to Employee's actions or inactions as Town Administrator, the Town shall defend Employee and pay any judgment which may be entered against Employee, consistent with the terms of applicable law including Government Code section 810 et seq.

SECTION 8 - ENTIRE AGREEMENT AND AMENDMENTS

i. This agreement supersedes any and all other agreements between the parties hereto with respect to the employment of the Employee by the Town as Town

Administrator, and contains all of the covenants and agreements between the parties with respect to such employment.

j. The provisions of the Fort Jones Employee Handbook ("Rules"), as may be periodically updated, shall apply to Employee, except that if the specific provisions of this agreement conflict with the Rules, the terms of this agreement shall prevail. Without limiting the generality of the exception noted in the previous sentence, however, no provision of the Rules or this agreement shall confer upon Employee a property right in Employee's employment or a right to be discharged only upon cause during Employee's tenure as Town Administrator. At such times as Employee is serving as Town Administrator, Employee is an at-will employee serving at the pleasure of the Council and may be dismissed at anytime with or without cause, subject only to the provisions of this agreement, the Fort Jones Municipal Code, and applicable law

k. Each party to this Agreement acknowledges that no representations, inducement, promise, or agreements have been made by any party or anyone acting on behalf of any party orally or otherwise which are not embodied herein.

l. No other agreement, statement or promise not contained in this Agreement shall be valid or binding or shall be used in interpreting the meaning of this Agreement.

m. Amendments, modifications or changes may be made to this Agreement and shall become effective on the date contained therein when executed in writing and mutually signed by both parties to this Agreement.

n. This Agreement and any amendments, modifications or changes thereto shall be binding upon the Town during its term.

o. This Agreement and any amendments, modifications or changes thereto shall be binding upon the Employee and inure to the benefit of the heirs at law and executors of the Employee.

SECTION 9 - SEVERABILITY

If any provision or any portion hereof is held to be unconstitutional invalid or unenforceable, the remainder to this Agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.

"EMPLOYEE"

"TOWN"

Silvia Vanderlinden

Madeleine DeAndreis, Mayor

ATTEST:

Corinne Guidi, Town Clerk

APPROVED AS TO FORM:

Andrew L. Jared, Town Attorney