

Town of Fort Jones

Public Works Report

July 2026

Sewer

All the daily readings at the wastewater treatment plant have been recorded and compiled into a usable form. We completed the CIWQS reporting for the month. We updated and uploaded the Sanitary Sewer Management plan for the Aug 1st deadline. We mowed the wastewater plant and used the weed eater around the necessary facilities. We checked numerous manholes for blockages and found none. We contracted out the removal of 10500 gallons of sludge from the digester to be disposed of. We worked with SHN to post the IS-MND for the wastewater treatment plant and to go over the details of the plans.

Water

We read all the meters and entered the information into the billing software. The SAFER drought reporting for the month has been completed. We located water lines for all submitted 811 requests within the Town. Everett attending the 3 day backflow prevention assembly tester class and hands-on exam. He passed the exam and is awaiting results on the written portion of the test. We modified our sampling station to hopefully avoid future coliform detections.

We worked with E and S engineers and the Town Administrator to put the Main St. water Main project phase one out to bid. We received three bids. The lowest bidder was chosen. The work should commence sometime during the month of August. We can expect one way traffic and a brief interruption in water service for residences north of Sterling Street along Hwy 3, Don Street, and Marbleview Drive while crews work to tie in the new main.

We completed the Drought reporting for the month of June.

We received a positive coliform sample in the month of July. We then took repeat samples as required down to Redding. The repeat samples came back all negative for coliform. We suspected that the sampling site that we are using is somehow giving false positives. We replaced the spigot with a new spigot that does not have a vacuum breaker.

Parks

We took out the trash weekly from the parks. We submitted a reimbursement request for the work that has been done on the Scout Hall to date. We are preparing a final reimbursement request for the Little League Park renovations. We assisted contractors in upgrading the electrical controls for the lighting system at the Little League Park. We repaired the roof at the Little League Park with new shingles.

We repaired the roof at the Walker Fields grandstands. The portion that was not replaced last year had started to come undone. We removed most of the nails along all the edges of the older sections, where they had come up. We replaced those nails with screws. We also replaced nails that were popping up throughout the old roof area. The roof is in need of replacement as

there are multiple damaged sections. There are leaks in the roof due to the damage. It will not blow off anytime soon though.

We worked on preparing the application documents for the Central Park grant.

Roads

We prepared and submitted a final disbursement request for the Butte/Bower St project. We prepared and submitted an invoice for the PS&E for the upcoming Bridge St overlay project. We are preparing another final invoice to submit for the Horn St. project. Once all of these items are submitted we will be up to date on most of our Road grants that we receive. We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests. We used the weed eater along the sides of the roads in town to try to prevent a catastrophic wildfire.

We painted some of the crosswalks in anticipation of the upcoming school year.



**Fort Jones Town Council
Regular Meeting Minutes
Monday, June 8, 2026 @ 6:30pm**

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council by Mayor Madeleine DeAndreis at 6:43pm. Councilmembers present: Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Zoom: Town Attorney - A. Jared

Staff present: Everett Hullquist - Public Works, Joseph Hess - Fort Jones Fire Chief

Town Administrator - Silvia Vanderlinden, Town Clerk - Corinne Guidi

Staff Absent: Josh Short - Fort Jones/Etna Police Department Chief

PLEDGE OF ALLEGIANCE: Council member: Paula Johnson

PUBLIC COMMENTS:

Town Clerk- comment cards distributed

Clara Church- comment regarding the Town office hours.

Dustin Bispo – clarification on cash payments

Staff comment: Town Clerk stated customer service hours are 8-12pm as the clerk isn't available in the afternoon.

Presentation on Collier Interpretive and Information Center:

Dorris resident Rennie Cleland presented information about the Collier Center/rest stop on Interstate 5. He gave the history of the center and requested the Town consider a monetary donation.

Cliff Munson, Mayor of Etna: Spoke on the need to further collaborate with Fort Jones for services that benefit both towns. Both towns share police/fire/ambulance services, the two municipalities should explore other ways to assist each other and collaborate.

Dustin Bispo: Discussed the process of the water payments and the importance of infrastructure.

Suzie LaMarr: reiterated the need for infrastructure maintenance, improvements and support for Public Works.

Council comment: Mayor clarified customer service schedule/ availability

DISCUSSION/ REPORTS CORRESPONDENCE: NON-ACTION ITEMS:

- A. Police Department Monthly Report:** Police Chief Josh Shrt provided a full report for the month in the council packet and was present.

Public Comment: none

- B. Fire Department Monthly Report:** Chief Hess provided a report and stats for the month in the council packet and was present.

Public Comment: none

- C. Public Works Report:** Everett Hullquist provided a full report for the month in the council packet and was present.

Public Comment: Mr. Bispo inquired about using property taxes for funding projects.

Council discussion: none

- D. Administration/Accounting Report: Town Administrator Vonderlinden** provided a full report for the month in the council packet and was present.

Public Comment: none

Council Discussion: Discussion to clarify uses for CDBG funds.

M. Garcia: questioned the use of the signature stamp for check signing when no person is available for signing. LaRiviere stated he would like council approval of the signature stamp. Attorney Jared commented on the parameters of using a signature stamp.

A. LaRiviere: expressed concern about CDBG documents in the Mechanics Bank safety deposit box and was assured by Admin. that the auditors did not need those documents at this time.

CONSENT CALENDAR:

- a.) Approval of Minutes:
- b.) Regular meeting April 13, 2026
- c.) Special Meeting May 11, 2026
- d.) Special Meeting May 18, 2026
- e.) Special Meeting May 26, 2026
- f.) Ratification of Disbursements: March 2026, April 2026, and May 2026
- g.) Adoption of a resolution approving AB 2788 Maintenance of Effort Requirement
Public safety calculations

Staff comment: Town Clerk will consult with council and staff to edit minutes.

Public Comment: none

Motion: M. Garcia accepts the approval of the consent calendar items a.) through g.) after the changes have been made to the minutes.

Second: A. LaRiviere second the motion

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

Nays:

Motion: passed

DISCUSSION / REPORTS: ACTION ITEMS:

1. Consideration of support in an amount ranging from \$500.00 and \$1,700 for the Collier Interpretive & Information Center

Public comment: Mr. Cleland indicated they will be searching for grant writers to assist in funding. He encouraged student volunteers.

Council Discussion: The merits of the center were discussed.

Motion: P. Johnson made a motion to approve \$1,700 for the Collier Interpretive & Information Center

Second: M. DeCausmaker

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

Nays: A. LaRiviere

Action: motion passed 4 to 1

2. Approval of a Resolution noticing November 3, 2026, General Municipal Election and Requesting Consolidation with the Statewide General Election

Staff comment: Town Clerk clarified that there are 3 vacant seats on council and the election packets will be made available between July 13th through August 7. Appointments are required for this process and can be made during that time.

Public comment: None

Council Discussion: M. Garcia wanted to know if the appointments can be made before the July 13th date. Town clerk stated must be made during that time.

Motion: M. Garcia made a motion to approve Resolution noticing November 3, 2026, General. Municipal Election and Requesting Consolidation with the Statewide General Election

Second: A. LaRiviere

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

Nays: None

Action: motion passed

3. By motion to consider salary adjustment for the position of Town Clerk from step one to step three as per approved salary schedule.

Administrator Vonderlinden: Town Clerk joined the Town of Fort Jones on September 15, 2025. According to municipal code, council is the body to grant step raises. A closed session meeting was had with the Town Clerk, and subsequent discussion moved clerk from step 1 to step 3.

Public comment: none

Council Discussion:

Motion: A. LaRiviere to approve from step one to step three as per approved Salary Schedule.

Second: P. Johnson

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

Nays: none

Action: motion passed

4. Official City records are kept in a safe deposit box at Mechanics Bank and staff recommends that the Town Council discuss two options: 1.) keeping the safe deposit or 2.) to purchase a safe/vault for the approximate cost of \$274.00 and bring the records back into the office.

Staff:

Public comment: none

Council discussion: M. Garcia agrees to bring documents back to the office, but more research is needed on vault and security options.

A. LaRiviere, what is the value of these documents and what is so important that they need to stay in the safe deposit box.

M. DeAndreis: Important documents that need to be in a Fire Safe vault. They were placed in the bank vault by previous office staff, and the key was misplaced and recently recovered. The documents in the safe are important but not needed for BNK to complete the CDBG project.

Chief Hess: recommends a fire safe vault.

Town Clerk: commented that her training indicated all important town documents need to always be in the town office.

Attorney: A. Jared suggested a fireproof vault as well.

Motion: M. DeCausmaker to research and purchase the safe/vault up \$2,000

Second: P. Johnson

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

Nays: none

Action: motion passed

5. Approve by resolution the 26-27 Budget for the Town of Fort Jones including approval of Phase 1 of the Water Main replacement Project for the total of \$135,573.75 to be paid out of the Water Fund.

Public comment: Mr. Bispo supports approval

Staff: Admin comment: It can amended the budget throughout the year.

Council Discussion: M. Garcia stated that there was not a 10-day posting.

M. DeCausmaker: Question why the fire dept. gets 379,037 tax allocation revenue.

M. Garcia: questioned why in the bulk water account there is zero.

Chief Hess: Responded clarified DeCausmaker question.

Attorney: A. Jared: There is nothing in Fort Jones city code requirements for posting.

Public comment: none

Motion: A. LaRiviere approve by resolution the 26-27 Budget for the Town of Fort Jones including approval of Phase 1 of the Water Main replacement Project for the total of \$135,573.75 to be paid out of the Water Fund.

Second: P. Johnson

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

Nays

Action: motion passed

6. Amendment of current Law Enforcement Services MOU, and renewal of 2026-2029
City of Etna & Town of Fort Jones Police MOU

Public comment: none

Staff:

Chief Josh Short explained the 2025 short fall had to do with unforeseen costs mainly in addition of staff. He agreed that the last-minute shortfall was not well planned and both towns need to work together for budgeting.

Council Discussion:

Motion: A. LaRiviere to amendment of current Law Enforcement Services MOU, and renewal of 2026-2029 City of Etna & Town of Fort Jones Police MOU

Second: P.Johnson

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

Nays:

Action: motion passed

COUNCIL COMMENTS:

Staff Comment: Town Clerk expressed appreciation for Admin Silvia Vonderlinden service.

M. DeAndreis: Thank you for showing us what a true administrator looks like.

ADJOURNMENT:

The meeting was adjourned at 8:53p.m. The next regular town council meeting is scheduled to be held on July 13, 2026 @ 6:30pm.

Attest:

Corinne Guidi Town Clerk

Approved:

Madeleine DeAndreis, Mayor



**Special Meeting Minutes
Fort Jones Town Council
July 6, 2026 @ 5:30 PM**

CALL TO ORDER AND ROLL CALL:

The special meeting of the Fort Jones Town Council was called to order in person by M. DeCausmaker Pro-Tem at 5:30pm. In addition to the Pro-Tem, councilmembers present were Mercedes Garcia, Paula Johnson and Alex LaRiviere

Absent: Mayor Madeleine DeAndreis

Staff present: Joseph Hess - Fire Chief and Interim Administrator (arrived late due to fire),
Corinne Guidi - Town Clerk

PLEDGE OF ALLEGIANCE: Led by M. DeCausmaker

PUBLIC COMMENTS:

John Donaldson – The Butte St. site is too small for the park
Ron Palmer – all properties need to be rezoned. It will displace families on one of them.
Rex May- concerns all of properties
Susie LaMarr – 125 Newton is being withdrawn from the list of possible sites.

Council- M. DeCausmaker, stated that public comments will wait until we get to that action item then we will address all comments.

DISCUSSION / REPORTS: ACTION ITEMS:

- 1. Review and approve the construction plans and specifications for the Highway 3 Water Main replacement Project – Phase 1 and authorize staff to proceed with the project implementation and any necessary actions associated with the bidding and construction**

Staff comment: Everett commented Cal-Fire is where the leak is and we need to replace the steel pipe which is 70 years old. Next year there is a plan that will replace the rest of the steel water main on Highway 3. Public comment: none

Council Discussion: none

Motion: M. Garcia motioned to Review and approve the construction plans and specifications for the Highway 3 Water Main replacement Project – Phase 1 and authorize staff to proceed with the project implementation and any necessary actions associated with the bidding and construction

Second: A. LaRiviere

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

Nays:

Action: motion passed

2. **Consideration of approval of either the Old High school lot, 125 Newton St., or 101 Butte St. as the location to be submitted to the Office of Grants and Local Services to officially begin the scope change request by the Town of Fort Jones Central Community Park and Event Center grant; “project number SW-47-003”.**

Public Comments:

John Donaldson – no comment

Ron Palmer – any place that this park goes in the recommended areas needs to be re-zoned. Do we have the money for all of that once you get the property?

Rex May –The properties I’m concerned with are the Newton Street because of the zoning and parking and Butte Street because of the housing situation. The Old High School is OK since the Asbestos testing has been done. The sewer system that we have cannot support an RV camp site or additional restrooms for the park.

Susie LaMarr – Advised the Council that she is removing the property from the list due to selling and needing money to purchase another property.

Council Discussion:

M. DeCausmaker - stated to Mr. Palmer that the Community Park is under a park grant and can only be used for a park.

M. Garcia- I do not like taking housing away. I totally do not like the Butte St. Location. Because once again we are taking away housing from people, the area isn’t big enough. I like the idea of the park being at the Old High School but I also don’t like taking away prime commercial property and using it for a park.

A. LaRiviere – commented that the RV parking and camp site would be great.

Chief Hess – What is being presented is the location of the park only. When the grant was written it was written with a property already in mind. Since then that property is no longer under consideration. The state has stated that we can submit a letter to rescope the grant. This doesn’t mean that we are locked in to building a park. It doesn’t mean that we have to spend the money. It doesn’t mean that we are actually doing anything. It just means that we can further explore moving towards a particular property.

Chief Hess - In the year 2027 or 2028 we might be in a position to move forward with the park grant. If we decide January 1, 2028, this year we will create a park and still have this grant available and we will run out time with everything that needs to be done. But if in the future we may want to proceed with the park now will be the time to lay the groundwork but this doesn’t mean we have to move forward with everything this week, month or even year but laying the groundwork now and then come next year we will have enough time to do it.

Motion:

1. A. LaRiviere to give money back to the state and to end all parks. Until the financials are done and the town is in good standing with state and federal government not to do any new parks.

Ayes (Roll Call):

1.) A. LaRiviere

Nays:

1.) P. Johnson, M. Garcia, M. DeCausmaker

Action: motion did not pass

2. M. DeCausmaker Pro-Tem: This location checks so many boxes for the community and the kids need something to do, food trucks, water features, dining room under the trees and gazabo Old High School

Second: P. Johnson Old High School

Ayes (Roll Call):

P. Johnson, M. DeCausmaker

Nays:

M. Garcia (no Old High School), A. LaRiviere (no Old High School)

Action: **2.)** tie vote and is dead:

ADJOURNMENT FROM OPEN SESSION:

6:20 pm to table item 2 and to come back later

CLOSED SESSION:

A. Public Employee – Employment/Appointment (Gov. Code §54957(b)(1)

Position: Town Administrator

ADJOURNMENT FROM CLOSED SESSION:

RETURN TO OPEN SESSION:

COUNCIL COMMENTS:

ADJOURNMENT:

The meeting was adjourned at 7:24p.m. The next regular town council meeting is scheduled to be held on July 13, 2026 @ 6:30pm.

Attest:

Corinne Guidi, Town Clerk

Approved:

Madeleine DeAndreis, Mayor



**Fort Jones Town Council
Regular Meeting Minutes
July 13, 2026**

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 6:30pm. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Staff present:, Everett Hullquist – Public Works, Josh Short – Police Chief and Corinne Guidi - Town Clerk

Teleconferencing: Council member – P. Johnson

Staff Absent: Council member – Alex LaRiviere, Joseph Hess – Interim Administrator and Fort Jones Fire Chief

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS:

Rotary Club: Mike Kalpin discussed the LED Community Display Marquee (donation) to the Town of Fort Jones

Rex May- Moffett Creek needs to be cleared of dead trees

Susie LaMarr: wants the dead trees cleared out of Moffett Creek

Ben Bishop – Does the Town of Fort Jones have a pro-active approach? I would like to be part of it come January 1st I will be District 5 Supervisor to bring both Etna and Fort Jones together to collaborate as a community.

DISCUSSION / REPORTS COORESPONDENCE: NON-ACTION ITEMS:

A. LED Community Message Board:

Mr. Kalpin commented that the Scott Valley Rotary Club will be donating the message board and the board will contain emergencies, important news items and events. The sign will be maintained by the rotary club. Which includes but is not limited to electricity, vandalism, general maintenance and what will be displayed.

B. Police Department Monthly Report:

Police Chief Josh Short provided a full report for the month in the council packet and was present

Council Comment: none

Public Comment: none

C. Public Works Report:

Everett Hullquist provided a full report for the month in the council packet and was present

Council Comment: none

Public Comment: none

D. Fire Department Monthly Report & Administration/Accounting Report:

Interim Administrator/Fire Chief Joseph Hess provided a full report for the month in the council packet for Administration/Accounting. No report for fire.

Council Comment: none

Public Comment: none

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.

a.) Approval of Minutes:

b.) Special Meeting June 8, 2026

c.) Special Meeting June 16, 2026

d.) Special Meeting June 19, 2026

e.) Special Meeting June 22, 2026

f.) Special Meeting June 29, 2026

Motion: M. Garcia to accept (Items: c, d, e, and f) of the minutes and with minor corrections (Item b) minutes

Second: M. DeCausmaker

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

Nays:

Motion: Passed

DISCUSSION / REPORTS: ACTION ITEMS:

1. Consideration of approval of either the Old High School lot, 125 Newton St., or 101 Butte St. The location to be submitted to the Office of Grants and Local Services to officially begin the scope change request by the Town of Fort Jones Central Community Park and Event Center grant; "project number SW-47-003".

Public comment: Susie LaMarr - to remove property 125 Newton St. from the list

Council Discussion: M. DeAndreis will be removing property 125 Newton St. from the list of properties. M. DeCausmaker would like to have the park at the Old High School site.

M. DeAndreis reiterated the phases of what it will take to construct the park. Phase 1 is choosing the property; Phase 2 is the structure and the final Phase 3 is what the Town of Fort Jones would like to have in the park.

Motion: M. DeCausmaker motioned to choose the Old High School location

Second: P. Johnson

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

Nays: M. Garcia

Absent: A. LaRiviere

Action: 3 to 1 motion passed

2. Approve a Resolution Authorizing the Town Administrator to execute an application for financial assistance with the State Water Resource Control Board for Wastewater for the Wastewater Treatment Facility Improvement Project

Public comment: none

Council Discussion: none

Motion: M. Garcia moved to approve resolution authorizing the Town Administrator to execute an application for financial assistance with the SWRCB for the WWTF

Second: P. Johnson

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

Absent: A. LaRiviere

Nays: None

Action: motion passed

3. Review and approve extension of Interim Town Administrator and assistant Interim Town Administrator Agreements to August 10, 2026, for a total cost of \$3,400.00

Public comment: none

Council Discussion:

Motion: P. Johnson moves to extend the contract for the Interim Town Administrator until August 10, 2026, for a total cost of \$3,400.00

Second: P. Johnson

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

Absent: A. LaRiviere

Action: motion passed

COUNCIL COMMENTS:

ADJOURNMENT TO CLOSED SESSION:

7:34 PM

CLOSED SESSION

Public Employee – Employment/Appointment (Gov. Code §54957(b)(1))

Position: Town Administrator

ADJOURNMENT TO OPEN SESSION

7:59 PM

ADJOURNMENT:

The meeting was adjourned at 7:59 PM. The next regular town council meeting is scheduled to be held on September 14, 2026 @ 6:30pm.

Attest:

Corinne Guidi Town Clerk

Approved:

Madeleine DeAndreis, Mayor

TOWN OF FORT JONES

STAFF REPORT

To: Mayor and Members of the Town Council

From: Town Staff

Subject: Authorization to resubmit Statewide Park Development and Community Revitalization Program Grant Application for Park Expansion and Recreation Improvements

RECOMMENDATION

Adopt a resolution authorizing the Town of Fort Jones to resubmit a grant application to the California Statewide Park Development and Community Revitalization Program for acquisition and development of approximately 3.47 acres of park property and associated recreational improvements and find the project exempt from CEQA review under exemptions 15303 and 15304.

BACKGROUND

The Town of Fort Jones has identified an opportunity to expand community recreational facilities through acquisition of property and development of new park amenities. The project is proposed for funding through the Statewide Park Development and Community Revitalization Program. On July 13th 2026 the Council voted to instruct staff to draft a letter to officially begin the scope change of the Statewide Park Grant. Staff have since drafted a letter and submitted it to OGAL's. Now OGAL's is requesting revised application documents for the new site including a revised application form, a revised community fact finder report and handbook form, a revised grant scope/cost estimate form, a revised funding sources form, project timeline form and CEQA compliance form.

PROJECT DESCRIPTION

The project includes acquisition of APNs 055-011-220-000 and 055-191-150-000 totaling approximately 3.47 acres, development of a children's play structure, disc golf course, cornhole facilities, swing set, trails, parking, landscaping, water connections, and related improvements. The project also includes demolishing a concrete structure and minimal grading for the site. The parcels are currently zoned commercial. It is proposed to rezone these parcels as Public Facilities. This procedure is outlined in the Fort Jones Municipal Code chapter 18.48.

COMMUNITY BENEFITS

The project expands recreational opportunities, improves accessibility, encourages healthy outdoor activities, and enhances community quality of life.

FISCAL IMPACT

Total project cost is estimated at \$485,000 with a requested grant amount of \$485,000.

PROJECT COSTS

Project Component	Estimated Cost
Land Acquisition (3.47 Acres)	\$350,000
Children's Play Structure	\$84,000
Disc Golf Course / Cornhole / Swing Set	\$6,000
Grading, Site Preparation & Parking Lot	\$15,000
Granite Trails	\$10,000
Water Hookup & Landscaping	\$15,000
Engineering & Environmental Services	\$5,000
Total Acquisition & Development Cost	\$480,000
Pre-Construction Costs	\$5,000
Total Project Cost	\$485,000

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES APPROVING THE FORT JONES CENTRAL COMMUNITY PARK PROJECT, FINDING THE PROJECT CATEGORICALLY EXEMPT FROM CEQA, AUTHORIZING THE FILING OF A NOTICE OF EXEMPTION, AND AUTHORIZING THE SUBMISSION OF GRANT APPLICATIONS AND EXECUTION OF GRANT DOCUMENTS

WHEREAS, The Town of Fort Jones seeks to expand recreational opportunities through development of a community park on approximately 3.47 acres identified as APNs 055-011-220-000 and 055-191-150-000.

WHEREAS, The project site is currently vacant except for an existing concrete structure and basement that will be demolished and removed.

WHEREAS, The project includes demolition, minor site preparation, installation of playground equipment, safety surfacing, pathways, benches, landscaping, signage, and related park amenities.

WHEREAS, The project will provide significant public benefits including recreation, health, community gathering space, and neighborhood enhancement.

WHEREAS, The Town Council has reviewed available information regarding environmental conditions and finds the project qualifies for categorical exemptions under CEQA Guidelines Sections 15303 and 15304.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF FORT JONES AS FOLLOWS:

Section 1. Incorporation of Recitals

The foregoing recitals are true and correct and incorporated herein.

Section 2. Project Submission Approval

The Fort Jones Community Park Project application is hereby approved to be submitted.

Section 3. CEQA Findings

The Project is categorically exempt under CEQA Guidelines Section 15304 (Class 4 - Minor Alterations to Land) and Section 15303 (Class 3 - New Construction or Conversion of Small Structures).

Section 4. Notice of Exemption

Staff are authorized and directed to prepare and file a Notice of Exemption with Siskiyou County and all other required agencies.

Section 5. Grant Authorization

The Town Council authorizes submission of applications for State Parks, Prop 68, Land and Water Conservation Fund, federal, state, regional, and private grant opportunities supporting the Project.

Section 6. Authority to Execute Documents

The Town Administrator, and their designees are authorized to execute grant agreements, funding requests and to submit a revised application to OGAL's.

Section 7. Effective Date

Effective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED on _____, 20__.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Mayor

ATTEST:

Town Clerk

STAFF REPORT

TO: Mayor and Town Council, Town of Fort Jones

FROM: Public Works

DATE: August 10, 2026

SUBJECT: Adoption of Resolution No. 2026-XX Adopting Caltrans LAPM Chapter 10 Consultant Selection Procedures

Recommendation

Adopt Resolution No. 2026-XX adopting the California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM) Chapter 10, Consultant Selection, as the Town of Fort Jones A&E Services Administration and Procurement Policies for State and Federal Funded Projects.

Summary

The proposed resolution formally adopts Caltrans LAPM Chapter 10 Consultant Selection procedures as the Town of Fort Jones A&E Services Administration and Procurement Policies for State and Federal Funded Projects.

Background

The Town periodically pursues transportation improvement projects that may receive federal and state funding. Federal regulations require qualifications-based selection and written consultant procurement procedures. Caltrans developed LAPM Chapter 10 to provide compliant procedures.

Discussion

The resolution adopts LAPM Chapter 10 as the Town's A&E procurement policies and authorizes the Town Administrator to approve future amendments as necessary to maintain compliance.

Fiscal Impact

There is no direct fiscal impact associated with adoption of the resolution.

Environmental Review

Adoption of administrative procedures is not a project under CEQA.

RESOLUTION NO. 2026-XX

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES ADOPTING
CALTRANS LOCAL ASSISTANCE PROCEDURES MANUAL
CHAPTER 10: CONSULTANT SELECTION**

WHEREAS, the Town of Fort Jones is responsible for constructing transportation projects that are state and federally funded; and

WHEREAS, in order to comply with the Federal regulations and due to limited staffing and expertise, certain services including Architectural and Engineering (A&E) are contracted out to qualified firms; and

WHEREAS, the Federal regulations set forth standards for procuring and administering A&E contracts; and

WHEREAS, the provisions of the Brooks Act (40 United States Code, Section 1104) requires local agencies to award federally funded engineering and design-related contracts, otherwise known as A&E contracts, on the basis of fair and open competitive negotiations, demonstrated competence, and professional qualifications (23 CFR 31.201-3); and

WHEREAS, pursuant to 23 CFR 172.5 (b), local agencies shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with Federal-Aid Highway Program funding as specified in 23 U.S.C. 106(g)(4)(A); and

WHEREAS, the provision 23 CFR 172.5 (b)(1) requires local agencies to adopt written policies and procedures for the procurement, management, and administration of engineering and design related consultant services in accordance with applicable Federal and State laws and regulations; and

WHEREAS, the State of California Department of Transportation (Caltrans) has developed the Local Assistance Procedures Manual (LAPM), Chapter 10, Consultant Selection which sets forth policies and procedures to be utilized by local agencies in the procurement and management of A&E contracts on state and federal funded transportation projects to ensure compliance with applicable Federal and State laws and regulations and to maintain eligibility for Federal-Aid reimbursement; and

WHEREAS, the Town of Fort Jones has additional policies to ensure avoidance of conflict of interests in the performance of A&E services for state and federal funded transportation projects; and

WHEREAS, the Town of Fort Jones desires to adopt Caltrans's LAPM Chapter 10 for compliance with Federal regulations on the procurement and administration of A&E contracts.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fort Jones as follows:

Section 1. The above recitals are true and correct findings of the Fort Jones Town Council.

Section 2. The Local Assistance Procedures Manual, Chapter 10, Consultant Selection dated January 2024 or as amended in future updates, is approved and adopted.

Section 3. The A&E Services Administration and Procurement Policies for State and Federal Funded Projects are approved and adopted.

Section 4. Authorizes the Town Administrator to approve amendments to the Town's adopted A&E Services Administration and Procurement Policies in consultation with the Federal Highways Administration

Passed and adopted this August 10th, 2026 by the following vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

The foregoing resolution is hereby approved.

APPROVED:

X

**Madeleine DeAndreis,
Mayor**

I, hereby certify that the foregoing resolution was regularly introduced, passed and adopted at a Regular Meeting of the Town Council of the Town of Fort Jones this day August 10th, 2026<date>.

ATTEST:

X

**Corinne Guidi,
Town Clerk**



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: August 10, 2026
From: Andrew L. Jared, Town Attorney

Subject: Approval of Agreement with George Brenard Regarding Appointment as Town Administrator

Discussion:

The Town Council directed staff to seek applications for individuals to serve as Town Administrator. After interviewing candidate proposals, the Town Council interviewed several applicants. On July 13, 2026, the Town Council directed that contract negotiations regarding terms and conditions of employment be conducted by the Town Attorney and Mr. Brenard to serve as Town Administrator. Those negotiations resulted in the attached agreement.

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 George Brenard. (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 George Brenard shall

- serve as a non-employee contractor of the city in an at-will capacity,
- work 32 hours per week at the hourly rate of \$37.00 per hour
- be reimbursed for work related expenses and travel (non-journey to work)
- no other benefits and contractor waives any right to, and shall not receive nor be entitled to any
- no other 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
- Town is not responsible for any payment or contribution to the CalPERS for Contractor.

The agreement begins August 11, 2026 until such time the contract is terminated

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 George Brenard To Serve As Town Administrator

**TOWN OF FORT JONES
AGREEMENT WITH GEORGE BRENARD
TO SERVE AS CONTRACT TOWN ADMINISTRATOR**

This agreement is entered into as of August 11, 2026, by and between the TOWN OF FORT JONES, a municipal corporation, hereafter referred to as the "Town" and George Brenard, hereafter referred to as "Contractor", collectively known as the Parties

- A.** WHEREAS, Fort Jones Municipal Code section 2.32.020 authorizes the Town Council to appoint a Town Administrator as a Town employee or on an independent contractor basis;
- B.** WHEREAS, Contractor has specialized skills and knowledge to provide such services;
- C.** WHEREAS, the Town desires to utilize the services of Contractor to perform the services of Town Administrator;
- D.** WHEREAS, the Parties desire that Contractor will perform a minimum of 32 hours of work per week; and,
- E.** WHEREAS, Contractor is a former CalPERS member, 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 Contractor'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. Contractor is appointed by and shall serve at the pleasure of the Town Council as Town Administrator, as an independent contractor.
- b. Contractor shall be responsible for performing duties of the Town Administrator as identified in FJMC sec. 2.32 and other duties, and upon agreement by Contractor to other special projects as assigned by the Town Council.
- c. Contractor shall consult with and receive direction from the Town Council prior to taking any action not within the scope of his duties or prior direction by Council;
- d. Contractor may communicate directly with each member of the Council, but shall take direction only from a majority of the Council.
- e. The Council has identified the following additional goals and objectives for Contractor's performance:

- i. Focus on duties related to budget process for the next fiscal year, and bring proposed budget to Council by March 15;
- ii. Mentor town clerk in duties and responsibilities of a the role of town clerk, including arranging for appropriate training; and
- iii. Prioritize updating and modernizing the personnel rules and HR policies, in consultation with the Town Attorney.

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

SECTION 2 – EMPLOYMENT TERM

f. This agreement shall commence on August 11, 2026, until such time as either party terminates this Agreement.

g. 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.

h. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Contractor to terminate this Agreement, subject to the provisions as set forth in this agreement.

i. Upon termination, Contractor shall be entitled to no compensation other than for services rendered pursuant to this agreement.

SECTION 3 – TERMINATION

Either party may terminate this Agreement for any reason on 15 calendar days' written notice to the other party. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All Town data, documents, objects, materials or other tangible things shall be returned to Town upon the termination or expiration of this Agreement. Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement.

Notice of termination 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

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

George Brenard
PO Box 274
Loleta, CA 85551

SECTION 4 – RELATIONSHIP OF PARTIES

Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the Town as an employer. Contractor is an independent contractor and shall not be entitled to any employment benefits.

General. Contractor is, and shall at all times remain as to Town, a wholly independent contractor.

Subcontracting General Prohibition. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

SECTION 5 – OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Contractor in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of Town without restriction or limitation upon its use or dissemination by Town except as provided by law. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor.

SECTION 5 – WORK HOURS

Contractor 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 an independent contractor position with a Regular Schedule of 32 hours per week set over four 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 additional hourly work beyond the regular schedule may be necessary, which shall be paid on an hourly basis.

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, Contractor shall arrange his regular 8-hour shifts over four days a week, to be present in Town Hall. Contractor shall endeavor to be present at 9 a.m. each day.

In the event that a holiday(s) falls on a normal Regular Schedule day, Contractor shall not be required to work an additional day that week to make up for such occurrence. Contractor shall not be entitled to pay on holidays except for hours actually worked.

The terms of this Regular Schedule and requirement for on-site schedule shall 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:** Contractor 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 Contractor may arrange start of shift accordingly on such days.
- c. **Time Outside of Regular Schedule:** Time worked in addition to the Regular Schedule shall be compensated on an hourly basis for hours worked. Any hours worked beyond a 40 hour work week in a given work week shall be by prior approval of the Mayor.
- d. **Remote Work:** Contractor may perform work remotely, upon consultation with the Mayor. Such request for remote work shall note the duration of such request and be made in writing. Approval by the Mayor shall be in writing.
- e. **Time off.** Though no benefit shall accrue for paid vacation, Contractor may schedule up to three weeks off as vacation per year, 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 Contractor's performance. It shall be Contractor's responsibility to initiate this initial review and review each year. Contractor shall cause the review of Town Administrator performance evaluation to be included in a closed session meeting of the Council at the November 2026 regular Council meeting, or shall set a special meeting prior to November 30, 2026 for this purpose upon consultation with the Mayor.

SECTION 6 – COMPENSATION

- a. The Town shall pay the Contractor at the hourly rate of \$37.00 per hour for all services to be rendered and worked pursuant to this agreement.

b. **Invoices.** Contractor shall submit to Town an invoice, on a monthly basis or as otherwise agreed to by the Town Mayor, for services performed pursuant to this Agreement. Each invoice shall identify services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced.

c. **Taxes.** Town shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.

d. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

e. **Additional Work.** Contractor shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the Town through a fully executed written amendment. Contractor shall not undertake any such work without prior written approval of the Town.

f. Contractor shall also provide a log to the Town by the last day of the month identifying the work Contractor performed for each day of work. Such descriptions shall be separate from any invoice 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.

g. Contractor shall be reimbursed for actual mileage incurred while in the furtherance of his duties as Town Administrator only. 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 journey to Town Hall. No reimbursement shall be paid without advance approval of the Council and documentation consistent with Town policies for hotel, meals, or other necessary travel expenses. Reimbursement requests shall be made by Contractor within 2 weeks of incurring costs, and shall be made by Town within 2 weeks of approval by Council.

h. Town shall provide Contractor 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. Contractor shall not use personal laptop or cell phone to conduct Town business.

i. Contractor 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 hourly rate or reimbursements expressly identified herein. Town is not responsible for any payment or contribution to the CalPERS for Contractor.

j. Contractor 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 his duties under this Agreement. Contractor 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

Definitions. For purposes of this section, “Contractor” shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. “Town” shall include Town, its officers, agents, employees and volunteers.

Contractor to Indemnify Town. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend Town from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor’s alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement. Contractor shall indemnify, hold harmless, and defend the Town from and against any and all claims, losses, costs or expenses resulting from a claim or a determination by a court of competent jurisdiction that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement, is an employee of the Town.

SECTION 8 – ENTIRE AGREEMENT AND AMENDMENTS

k. This agreement supersedes any and all other agreements between the parties hereto with respect to the employment of the Contractor by the Town as Town Administrator, and contains all of the covenants and agreements between the parties with respect to such employment.

l. 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.

m. 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.

n. 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.

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

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

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.

“CONTRACTOR”

“TOWN”

George Brenard

Madeleine DeAndreis, Mayor

ATTEST:

Corinne Guidi, Town Clerk

APPROVED AS TO FORM:

Andrew L. Jared, Town Attorney



Gateway to the Marble Mountains

Town of Fort Jones

Certificate of Appointment and Oath of Office

This is to certify that at the regular meeting of the Fort Jones Town Council held in and for said Town, on the 10th day of August 2026

George Brenard

was appointed to the office of Town Administrator.

IN WITNESS THEREOF, I have hereunto set my hand and official seal on this 10th day of August 2026, by its mayor thereunto duly authorized.

George Brenard, Town Administrator

Do you, George Brenard, solemnly swear that you will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that you will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that you take this obligation freely, without any mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties upon which you are about to enter.

Subscribed and sworn to before me this 10th day of August 2026.

Madeleine DeAndreis, Mayor