



CITY COUNCIL MEETING

Tuesday, January 07, 2025

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

AGENDA

Zoom Information:

<https://us06web.zoom.us/j/89890717467>

Meeting ID: 898 9071 7467 Passcode: 726926

Mobile: 669-444-9171, ID 89890717467

Mayor – Ryan Codorniz
Mayor Pro Tem – Denise Conrado
Council Member – Daniel Vaca
Council Member – Greg Ponciano
Council Member – Dave Markss

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENTS *(The public to address any item of City business NOT appearing on this Agenda. Speakers must limit their comments to three (3) minutes each. Please note that per Government Code Section 54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda)*

CONSENT CALENDAR - *All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.*

1. **Receive and File** - Street Department November report
2. **Receive and File** - Police Department November report
3. **Approve** - Draft Minutes of Council Meeting December 17

COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS

PUBLIC HEARING

4. Consideration of a Resolution approving the authority of the City Manager to close out the Micro-Enterprise loan grant.

Recommendation: Open the Public Hearing and council to adopt the Resolution, approving the city staff to close out the Micro-Enterprise loan grant.

COUNCIL CONSIDERATION

5. Heritage Preservation Commission Appointment

Recommendation: Council to consider appointing Jeneane Wilsey to the Heritage Preservation Commission.

DISCUSSION

6. Council Member Assignments

FUTURE AGENDA ITEMS

ADJOURNMENT



SHELLY KITTLE, CITY CLERK

Notice of Meetings and Agendas

The Regular Colusa City Council meetings are held the first and third Tuesdays of each month at 6:00 pm in the Colusa City Council Chambers located at 425 Webster Street, Colusa California unless otherwise noted above. Copies of open session agenda packets, which are distributed to the City Council, are on file at the front desk of the City at 425 Webster Street, Colusa, California, and are available for public inspection beginning 72 hours in advance, during normal business hours (7:00 am – 5:00 pm., Monday through Thursday except for City holidays). Additionally, if any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports and documents will also be available for public inspection at the front desk of the City and on the day of the meeting in the Council Chambers.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk at least 48 hours prior to the meeting at (530) 458-4941 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

“This institution is an equal opportunity employer and provider”

November Street Report 2024

Daily park maintenance
 Weekly mowing/edging/blowing if its not to wet
 Put up and take down banners
 Dig holes for trees to be planted
 Clean up state park trail
 Leaf pick up
 Weekly cleaning at City Hall/PD/Scout Cabin
 Pot hole around town
 Clean up homeless camp a few different times
 Daily sweeping around town
 Weekly sweeping/Caltrans
 Clean the levee
 Fixed broken window up stairs at city hall
 Pick up brush piles around town
 Put the new chairs together at city hall/council
 Clean up around the towers for old time Christmas
 Picked up our new roller for the streets
 Brought in loads of gravel for burn pad from Caltrans
 Had sand delivered to scout cabin for sand bags/storm
 Install dog box/bags at Vet park
 Install no truck signs 10th st
 Clean up boat ramp
 Clean corners/drains
 Clean culverts around town
 Remove graffiti from parks
 Service PD cars
 Get everything ready for old time Christmas
 Cleaned up inside storage building at the towers
 Fix 7th st stop lights
 Get everything ready to close Semple park for new play ground
 Fix all tables/rentals

Tree work

Remove dead tree at 1051 Webster st
 Remove dead tree at 11th and Parkhill st
 Trimmed trees at 104 5th st
 Trimmed trees at 30 Oak st
 Trimmed trees at 645 7th st
 Trimmed trees at 229 12th st
 Trimmed trees at 339 6th st
 Remove dead tree 9th and Carson st
 Trimmed trees at 1st and Clay st

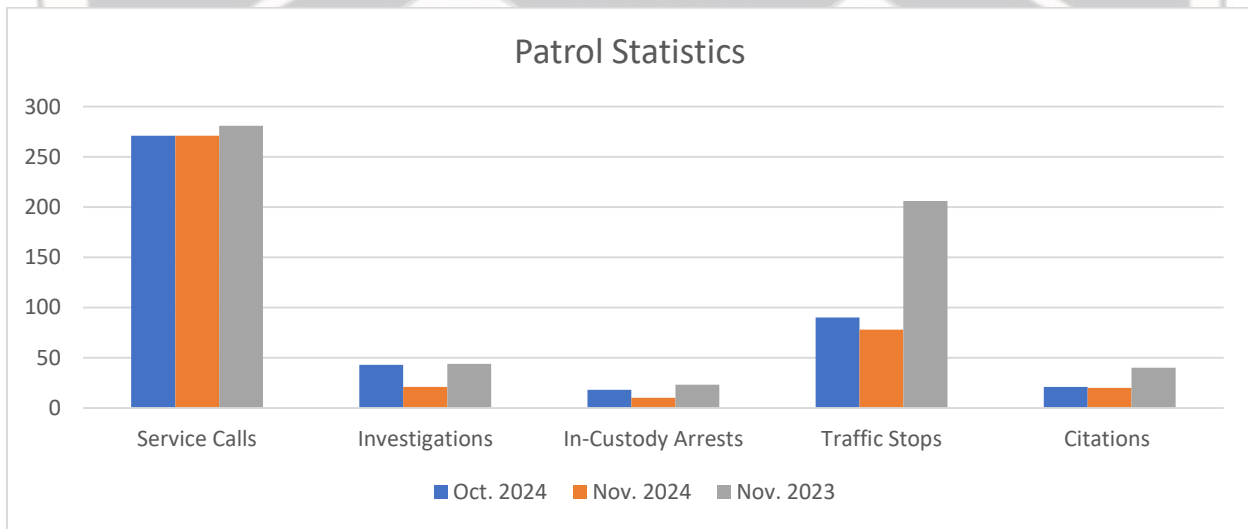
Colusa Police Department

Monthly Report for November 2024

Monthly Activities

- City Council Meetings
- Participated in the School Attendance Review Board (SARB)
- Conference call with Colusa County Sheriff's Office, Colusa County IT, and Computer Logistics for the RIMS/MDT project
- Attended NCCIF Risk Management training

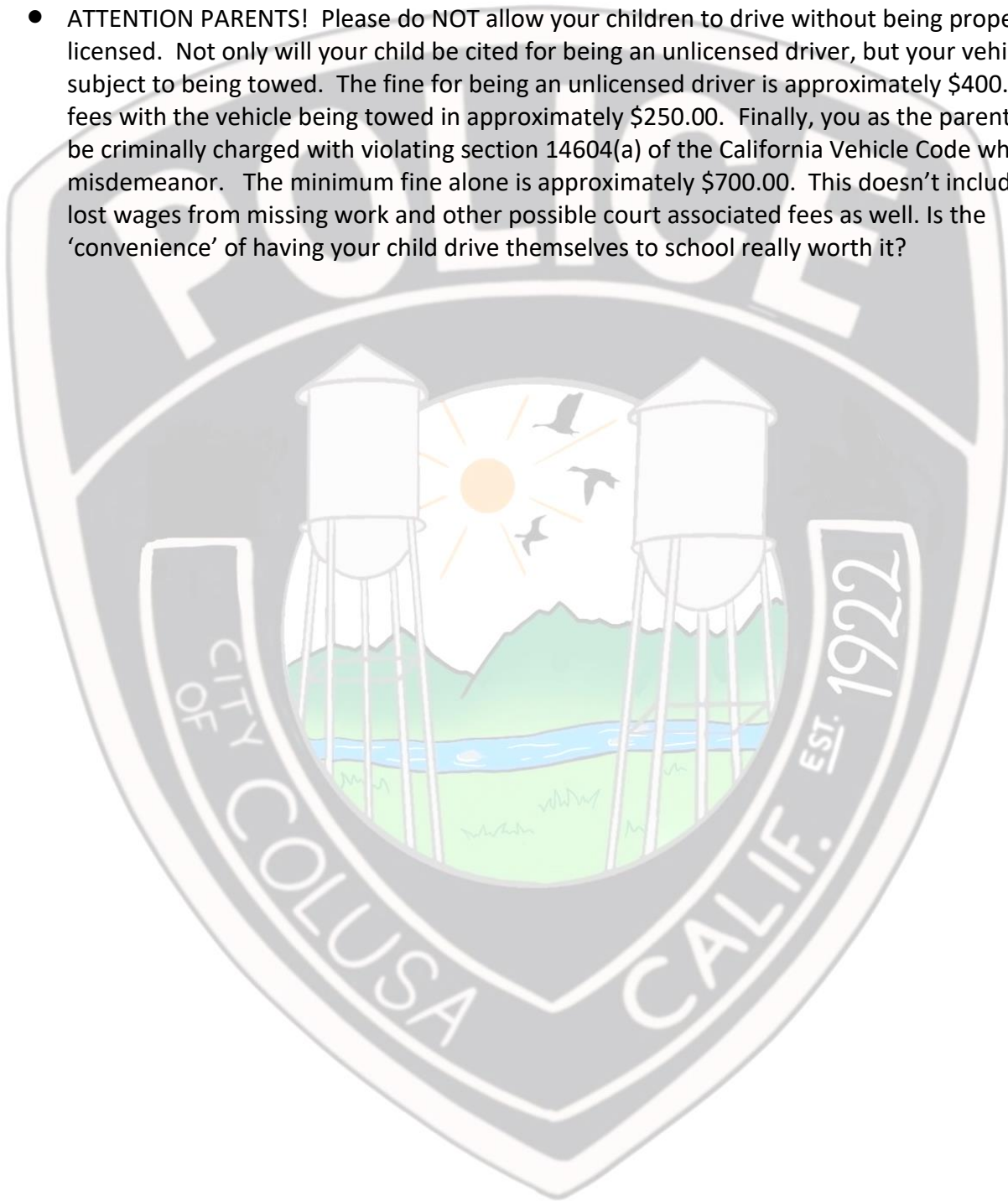
Monthly Statistics



- There were 271 calls for service for patrol officers with 24 agency assists. The call volume in November was identical to October's. The call volume of 2024 continues to be lower than that of 2023.
- During November 2024, there were 10 in-custody arrests. There was 1 citation issued in lieu of a subject being booked in jail. There were 5 domestic violence related incidents reported in November with 3 resulting in an arrest. There were no DUI related arrests made this month. There were 21 reports initiated which is unusually low. The monthly average is typically around 40.
- During the month of November, officers initiated 78 traffic enforcement stops. There were 20 citations issued. Several of the citations issued were for speed related violations. There was 1 reportable traffic collisions which included injuries. 'Hit and Run' collisions are not included in these statistics but instead are included in crime statistics.
- The Police Services Manager handled 67 calls for service during the month of November. These calls for service don't include telephone calls handled by the Police Services Manager.

Items of Interest

- **SCHOOL PATROL NOTES:** Please don't stop in the roadway and drop off your children. This is not only illegal but dangerous. Please pull to the curbline (not one painted red) or designated drop off/pick up area. **DO NOT BLOCK CROSSWALKS!** We are very fortunate to have Mel volunteering her time at Egling as a crossing guard. She keeps things moving at Webster and 8th Street which is greatly appreciated.
- **ATTENTION PARENTS!** Please do **NOT** allow your children to drive without being properly licensed. Not only will your child be cited for being an unlicensed driver, but your vehicle is also subject to being towed. The fine for being an unlicensed driver is approximately \$400.00. The fees with the vehicle being towed in approximately \$250.00. Finally, you as the parent, could be criminally charged with violating section 14604(a) of the California Vehicle Code which is a misdemeanor. The minimum fine alone is approximately \$700.00. This doesn't include the lost wages from missing work and other possible court associated fees as well. Is the 'convenience' of having your child drive themselves to school really worth it?





CITY COUNCIL MEETING

Tuesday, December 17, 2024
 Regular Meeting - 6:00 PM
 City Hall – City Council Chambers
 425 Webster Street, Colusa, CA 95932

MINUTES

CALL TO ORDER- Mayor Vaca called the meeting to order at 6:00 pm.

ROLL CALL – Council Members Markss, Ponciano, Conrado, Codorniz and Mayor Vaca were present.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA –Item 10 was pulled. There was council consensus on the remaining agenda approval.

PUBLIC COMMENTS – None.

CONSENT CALENDAR - *All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.*

1. **Approve** - Draft Council Minutes of November 19 and December 3 meetings
2. **Receive and File** - Finance Department October and November reports
3. **Receive and File** - Treasurer's September report
4. **Receive and File** - October and November Warrants Lists
5. **Receive and File** - Sales Tax Update (April - June)
6. **Receive and File** - Grant Dashboard December report
7. **Adopt** - Resolution changing the meeting dates and times for the City of Colusa Planning Commission
8. **Adopt** - Resolution adopting design and improvement standards, detailed drawings and construction technical specifications
9. **Adopt** - Resolution of the City Council of the City of Colusa declaring results of the General Municipal Election held on November 5, 2024

ACTION: Motion by Council Member Markss, seconded by Mayor Vaca to approve the consent items. Motion passed unanimously.

COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS

Council Members Conrado, Codorniz, and Ponciano provided updates on meetings and events.

Council Member Markss – no report.

Mayor Vaca attended the Christmas Tree lighting at the Courthouse.

City Attorney Jones provided updates from the League of California Cities on new laws.

City Manager Cain provided updates on projects.

Police Chief Fitch provided updates on the Police Department

City Engineer Swartz provided updates on various projects.

Code Enforcement Officer Soto provided updates in his department.

Finance Director Aziz-Khan provided updates in the Finance Department.

City Treasurer Kelley – no report.

COUNCIL CONSIDERATION

10. Consideration of a Planning Contract agreement with Element Land Solutions

Recommendation: Council to adopt the Resolution authorizing the City Manager to sign the consulting services agreement with Element Land Solutions for Planning

ACTION: ITEM PULLED

DISCUSSION ITEM

11. City Wells Update

City Manager Cain provided an update on the grant funding agreement. Cain explained why there is a color and smell in the city water.

Citizen Kristin Amsden asked about the rate increase.

FUTURE AGENDA ITEMS

Purchase Policy Workshop – to be continued

OATHS OF OFFICE

Deputy County Clerk Barnes administered the Oath of Office to City Clerk Shelly Kittle

City Clerk Kittle administered the Oath of Office to City Treasurer Devin Kelley and Council Members Denise Conrado, Greg Ponciano, Daniel Vaca and Dave Markss

COUNCIL REORGANIZATION

-Nomination of Mayor

ACTION: Motion by Dave Markss, seconded by Denise Conrado nominating Ryan Codorniz to Mayor. Motion passed 5-0 by the following roll-call vote:

AYES: Markss, Ponciano, Conrado, Codorniz and Vaca.

NOES: None.

ABSENT: None.

-Nomination of Mayor Pro-Tem

ACTION: Motion by Daniel Vaca, seconded by Ryan Codorniz nominating Denise Conrado to Mayor Pro-Tem. Motion passed 5-0 by the following roll-call vote:

AYES: Markss, Ponciano, Conrado, Codorniz and Vaca.

NOES: None.

ABSENT: None.

ADJOURNED TO CLOSED SESSION at 6:45 pm

CLOSED SESSION MEETING

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - pursuant to Government Code § 54956.9(d)(2): (1 case)

REPORT ON CLOSED SESSION – At 7:05 pm, Mayor Vaca stated there was no reportable action.

DANIEL VACA, MAYOR

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: January 7th, 2025
TO: Mayor and Members of the City Council
FROM: Jesse Cain, City Manager, and Ishrat Aziz-Khan

AGENDA ITEM:

Consideration of Resolution approving, the authority of the City Manager to close out the Micro-Enterprise loan grant.

Recommendation:

Open the Public Hearing and council to adopt the attached Resolution, approving the city staff to close out the Micro-Enterprise loan grant.

BACKGROUND ANALYSIS:

The City of Colusa applied for a 20-CDBG-12087 grant in January 2021 to support and stabilize small business growth within the city limit. The grant was awarded on October 25th, 2021. The city had 166k program income available in the year 2021. The grant includes \$250,000 from the federal fund and \$166,000 from the Non-Federal fund the city's program income collected on previous CDBG loans. The total available grant amount was \$416,000.

The city utilized the Rosita Ranch Consulting LLC services to assist the business with the application packages, including the applications, business plans, and financial documents.

The City contracted with the Valley Small Business Development firm to review the required documents, business credit checks, and underwriter services. The loan documents were prepared by the Valley Small Business Development firm.

The loan committee was established with highly qualified professionals from the City of Colusa. They reviewed the documents, proposed suggestions, and approved the loan limits.

The city issued four loans under this program ranging from \$50,000 to \$100,000 to assist four different local businesses. The total lending amount was \$250,000.

BUDGET IMPACT:

The total available amount for this program was \$416,000. Out of that \$250,000 was federally funded and \$166,000 was allocated from the City's CDBG Program Income.

The total expenditures including the loan amount and other professional services were \$279,538.71. The city will disencumber \$136,461.29 from this grant meaning the amount will be available for the city's other projects.

STAFF RECOMMENDATION:

Approve Resolution 25-

ATTACHMENT:

Resolution 25-

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE CLOSE OUT OF CITY’S MICRO-ENTERPRISE GRANT/LOAN PROGRAM

WHEREAS, on February 15, 2022, the City of Colusa City Council adopted the City’s Micro-Enterprise Grant/Loan guidelines and local businesses’ application process. The City assisted four businesses with this grant by issuing four different loans.

WHEREAS, the grant expired on October 24th, 2024. The city staff requests approval to close-out the grant.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:

- 1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.
- 2. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 7th day of January 2025 by the following vote:

AYES:

NOES:

ABSENT: .

ABSTAIN:

RYAN CODORNIZ, MAYOR

ATTEST:

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: January 7, 2025
TO: Mayor and Council Members
FROM: Shelly Kittle, City Clerk

AGENDA ITEM:

Heritage Preservation Commission Appointment

Recommendation: Council to consider appointing Jeneane Wilsey to the Heritage Preservation Commission.

BACKGROUND ANALYSIS: There has been a vacancy on the Heritage Preservation Commission for over a year. City Clerk has advertised this vacancy many times throughout the year and has received one application from Jeneane Wilsey on December 18, 2024. Applicant Wilsey is a resident of Colusa County and lives within two miles of the city limits. She also owns property in the city limits.

The term of this seat expires April 2028.

BUDGET IMPACT: None.

STAFF RECOMMENDATION: Council to appoint Jeneane Wilsey to Heritage Preservation Commission.

ATTACHMENT: Application – Jeneane Wilsey



CITY OF COLUSA

RECEIVED Item 5.

DEC 18 2024 5/

APPLICATION FOR COMMISSION VACANCY CITY OF COLUSA

Name: Jeneane Wilsey

Address: [redacted] Walnut Tree Drive, Colusa

Resident of County [X] Resident of City [] Resident of Colusa Unified School District [X]

Phone: 530 218 [redacted] (cell) Email: [redacted]@comcast.net

I am interested in the vacancy on the following Commission:

[] Planning Commission – 4 year term

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

[] Parks, Recreation and Tree Commission – 4 year term

Applicant must be a resident of the Colusa Unified School District at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

[X] Heritage Preservation Commission – 4 year term

Applicant shall be resident of the city or residents of Colusa County if they live within two miles of the city limits at the time of appointment and during his/her term, and shall not be officers nor employees of the city.

[] Other/Committee: _____

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

I moved to Colusa in the late 1960s. With a college minor in history, it was only natural that I became interested in the rich history of this area. Later, I married Harold Wilsey, Jr., who was a 4th generation Colusan and this further piqued my interest in local history. Harold's great grandfather had run the eight mule team drayage wagons between Shasta County and Colusa. In addition, Harold's law office had once been the newspaper office of Will S. Green, credited with the founding of Colusa. In 2010, Harold and I purchased the restored former home of W.S. Green. It is designated as a historical landmark.

The bottom line is that I remain interested in the history of Colusa, in particular the preservation of any remaining historical landmarks.

Are you available on the dates and times when this commission meets? Yes

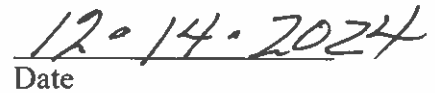
No

Item 5.

I have read and understand the responsibilities of the Commission as set forth in the Colusa City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.


Applicant Signature


Date

COUNCIL MEMBER ASSIGNMENTS

(January 2025- December 2025)

COMMISSIONS, COMMITTEES and DEPARTMENT LIASONS	COUNCIL MEMBER	ALTERNATE
County Board of Supervisors		
CDBG / Microenterprise Loan Committee		
Christmas Tyme in Colusa		
Economic Development / Chamber of Commerce		
Colusa Unified School District		
Colusa County Partnership One-Stop		
GSA Groundwater Authority		
Local Agency Formation Commission (LAFCO)		
League of CA Cities Committee		
Regional Housing Board Authority Commission		
Transit & Transportation Commission		
Colusa Industrial Properties (CIP)/Park		
City Hall Liaison		
Fire Department Liaison		
Police Department Liaison		
Public Works Liaison		
Water/Sewer Department Liaison		
Airport Committee		
Planning Commission/Planning Department/Code Enforcement		
Colusa Indian Community Council Economic Development Comm.		
Parks, Recreation & Tree Commission/Recreation Coordinator		
Heritage Preservation Commission		
Colusa County Arts Council		
Budget Ad-Hoc		
Citizens Oversight Committee		
