



425 Webster Street
Colusa, CA 95932

Last Ordinance # 544

Last Resolution # 20-67

**CITY COUNCIL
MINUTES
February 2, 2021**

Closed Session Meeting – 5:00 pm
Regular Meeting – 6:00 pm
City Hall – City Council Chambers*

The virtual meeting was held via Zoom in
accordance with Governor Newsom's
Executive Order N25-20 and Executive Order
N-29-20

**DUE TO TECHNICAL DIFFICULTIES FROM THE JANUARY 19, 2021 MEETING, CONSENT AND
COUNCIL CONSIDERATION ITEMS ARE LISTED FOR RECONSIDERATION AND ACTION.**

CALL TO ORDER / ROLL CALL Mayor Hill called the meeting to order at 5:00 pm. Present:
Council Members Ponciano, Reische, Conrado, Vaca and Hill.

PUBLIC COMMENTS: None.

CLOSED SESSION MEETING – 5:00 PM

- Public Employee Performance Evaluation (§ 54957) Title: City Manager

REGULAR MEETING – 6:00 PM

CALL TO ORDER / ROLL CALL Mayor Hill called the meeting to order at 6:00 pm. Present:
Council Members Ponciano, Reische, Conrado, Vaca and Hill.

REPORT ON CLOSED SESSION: Mayor Hill stated there was no reportable action.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA There was council consensus of agenda approval.

PUBLIC COMMENTS: City Clerk Kittle read written comments from Ben King requesting
council establish a Water and Environment Committee and to attend Colusa Groundwater
Authority meetings.

PRESENTATION: Mayor Hill presented 5-year Service Award to Steven Jimenez.

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. Draft Council Minutes from December 1st and 15th meetings
2. Fire Department December Report
3. Police Department December Report
4. Finance Department – December Report

RECOMMENDED

*Receive & File
Receive & File
Receive & File
Receive & File*

- | | |
|--|---------------------------|
| 5. Economic Development Department December/January Report | <i>Receive & File</i> |
| 6. Public Works Department - December Report | <i>Receive & File</i> |
| 7. Engineer's Activity Report | <i>Receive & File</i> |
| 8. Warrants List – December Report | <i>Receive & File</i> |
| 9. Treasurer's Report for months ending November | <i>Receive & File</i> |
| 10. Resolution to designate the Finance Director as the Northern California Cities Self-Insurance Fund (NCCSIF) Director for the City of Colusa | <i>Adopt</i> |
| 11. Ordinance 543 - Approving the Development Agreement between the City of Colusa and Amarjit Cheema relative to the potential development and operation of a retail commercial center on approximately 5.39 acres of property located at 1601 State Highway 20 and 1301 Wescott Road in Colusa | <i>Adopt</i> |
| 12. Ordinance 545 - Approving the General Development Plan for the Colusa Town Center Project on approximately 5.39 Acres of property located at 1601 State Highway 20 and 1301 Wescott Road in Colusa | <i>Adopt</i> |
| 13. Ordinance 546 - Rezoning approximately 12.83 acres located at 1425 5 th Street to Single-Family Residential (R-1) District | <i>Adopt</i> |
| 14. Ordinance 547 - Approving the Development Agreement between the City of Colusa and Zapata Brothers Enterprise relative to the operation of a cannabis packaging or labeling ("Type P" Manufacturing) facility located at 208 and 210 6th St. in Colusa | <i>Adopt</i> |
| 15. Ordinance 548 - Levying Special Taxes within Community Facilities District | <i>Adopt</i> |
| 16. Resolution approving an amendment to the City of Colusa Employee Handbook policy to add a boat launch pass policy for any city employee who wishes to obtain one | <i>Adopt</i> |
| 17. Single Audit Act Reports and Schedules for year ended June 30, 2019 | <i>Receive and File</i> |
| 18. Financial Statements with Independent Auditor's Report for year ended June 30, 2019 | <i>Receive and File</i> |

ACTION: Council Member Reische recused himself from Item 8 – Warrants List due to his financial interest with George L. Messick as President. Motion by Council Member Ponciano, seconded by Council Member Conrado to approve the consent calendar. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.
 NOES: None.
 ABSENT: None.

COUNCIL MEMBER AND STAFF REPORTS/COMMENTS

Councilmember Ponciano – nothing to report.
 Councilmember Reische -- nothing to report.
 Councilmember Vaca attended the PRT meeting.
 Councilmember Conrado attended the League of Cities Council Members Academy.
 Mayor Hill – nothing to report.
 City Manager Cain provided updates from the recent storms and on the wells.
 Finance Director Aziz-Khan provided updates in her department.
 Police Chief Fitch provided updates in his department.
 City Attorney Jones made a statement about the zoom link discrepancy from the January 19th meeting. The Public Hearing item was re-noticed for the Feb. 16th meeting. The other action items are on this agenda.
 Economic Development Coordinator Levings provided details about the upcoming campaign “Colusa Means Business” and thanked everyone that participated in the “Duck Week”.
 City Engineer – nothing to report.

COUNCIL CONSIDERATION

19. Subject: Consideration of Local Early Action Planning (LEAP) Grant.

DISCUSSION: City Manager Cain provided information on this non-competitive grant.

ACTION: With no public comments, motion by Council Member Ponciano, seconded by Mayor Hill to adopt **Resolution 21-03** authorizing application for, and receipt of Local Government Planning Support Grant Program Funds. Motion passed 5-0 by the following roll-call vote:

AYES: Conrado, Ponciano, Reische, Vaca and Hill
NOES: None.
ABSTAIN: None.
ABSENT: None.

20. Subject: Consideration to authorize Change Order #2 to R & R Horn General Contractor, Inc. for the 2020 Wastewater Improvement Project, SRF Loan Project No. C-06-7896-310, for the amount of \$61,465.01.

DISCUSSION: City Manager Cain reported on the details and the reason for the change order.

ACTION: With no public comments, motion by Council Member Vaca seconded by Council Member Conrado to adopt **Resolution 21-04** authorizing Change Order #2 to the contract for the 2020 Wastewater Improvements Project for the City of Colusa in the amount of \$61,465.01 which will change the contract amount to \$1,754,965.01. Motion passed 5-0 by the following roll-call vote:

AYES: Conrado, Ponciano, Reische, Vaca and Hill
NOES: None.
ABSTAIN: None.
ABSENT: None.

21. Subject: Consideration to authorize a Change Order to the contract awarded to LIDCO Inc. in the amount of \$33,906.99 for the Farmland Drainage Improvement Project to reduce impact to existing irrigation system.

DISCUSSION: City Manager Cain reported on the details and the reason for the change order.

ACTION: With no public comments, motion by Council Member Conrado seconded by Council Member Reische to adopt **Resolution 21-05** authorizing Change Order #1 in the amount of \$33,906.99 increasing the contract award to LIDCO Inc., for the Farmland Drainage Improvement Project in the amount of \$584,710.82. Motion passed 5-0 by the following roll-call vote:

AYES: Conrado, Ponciano, Reische, Vaca and Hill
NOES: None.
ABSTAIN: None.
ABSENT: None.

22. Subject: Consideration approving the application for the Prop 68 Per Capita Grant Funds.

DISCUSSION: Economic Development Coordinator Levings presented information on Prop 68 and that the grant was to be used towards a new attraction at a park. She reported the majority of citizens at the community meetings wanted a Splash Pad and a Skate Park.

City Manager Cain stated the \$177,000 grant was to be used for new construction only and had to be community driven. The application deadline is March 14th.

City Engineer Swartz dispersed handouts of different themes and designs of Splash Pads and location at the park.

PUBLIC COMMENTS: Citizen Melissa Yerxa expressed positive comments towards a Splash Pad. Citizen Elizabeth Yerxa inquired about public participation from the Focus Groups.

ACTION: With no public comments, motion by Council Member Conrado, seconded by Council Member Vaca to adopt **Resolution 21-06** approving application(s) for Per Capita Grant Funds. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Conrado, Reische, Vaca and Hill.
NOES: None.
ABSENT: None.

23. Subject: Consideration of a fee moratorium on building and plan check fees for the City of Colusa's downtown for one (1) year.

DISCUSSION: City Manager Cain discussed the downtown existing businesses on Main Street between 4th - 12th Street and Market Street between 2nd - 13th Street. At the January 19th meeting, Council requested six months, rather than one year.

PUBLIC COMMENTS: Newspaper Editor, Susan Meeker asked for clarification on the businesses facing the side streets.

ACTION: With no public comments, motion by Council Member Reische seconded by Council Member Conrado to adopt **Resolution 21-07** making an amendment on the Moratorium on Building and Plan Check fees for the downtown area from February 2021 to August 2021. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill

NOES: None.

ABSTAIN: None.

ABSENT: None.

24. Subject: Consideration for Underwriting Consulting Service for Community Development Block Grant (CDBG).

DISCUSSION: City Manager Cain explained the CDBG requirement was to have a contract underwriter on staff to write grants and loans for customers.

ACTION: With no public comments, motion by Council Member Vaca seconded by Council Member Ponciano to adopt Council to adopt **Resolution 21-08** adopting the Underwriting Consulting Services Contract to Ben Felt & Associates for the City of Colusa Community Development Block Grant (CDBG). Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill

NOES: None.

ABSTAIN: None.

ABSENT: None.

25. Subject: Appointment for the Regional Housing Commissioner to serve on the Regional Housing Authority Board.

ACTION: Motion by Mayor Hill seconded by Council Member Ponciano to appoint Council Member Conrado as Regional Housing Authority Board Commissioner. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill

NOES: None.

ABSENT: None.

26. Subject: Determination for "Public Convenience or Necessity" for issuance of an Alcohol Beverage License at 1601 Hwy 20.

DISCUSSION: City Manager Cain stated this would be for the Arco AM/PM project.

ACTION: With no public comments, motion by Council Member Vaca seconded by Council Member Reische to adopt **Resolution 21-09** - A Resolution of the City Council of the City of Colusa Determining Public Convenience or Necessity. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill

NOES: None.

ABSENT: None.

27. Subject: Consideration of a Resolution approving the 2018-2019 single audit reports.

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DISCUSSION: City Manager Cain reported a Resolution was required for CDBG.

ACTION: Motion by Council Member Conrado, seconded by Council Member Vaca adopting **Resolution 21-10** - Approving the 2018-2019 Annual Audit and Single Audit Report for 2018-2019: Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill

NOES: None.

ABSTAIN: None.

ABSENT: None.

28. Subject: Consideration to fill two (2) Parks, Recreation and Tree Commission vacancies.

DISCUSSION: City Clerk Kittle reported on the two PRT vacancies. Both applicants Elizabeth Yerxa and Jennifer Griffith live in or within the two miles of the city limits.

ACTION: Motion by Council Member Reische seconded by Council Member Conrado appointing Elizabeth Yerxa and Jennifer Griffith to the PRT Commission. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill

NOES: None.

ABSENT: None.

29. Subject: Consideration adopting revised Utilities Job Descriptions.

DISCUSSION: City Manager Cain explained the state requirements. Councilmember Ponciano asked to table this item.

ACTION: With no public comments, City Attorney Jones stated no motion was not needed. The council direction was to bring item back.

30. Subject: 2021 Council Assignments

ACTION: Mayor and Council Members made their 2021 assignments to the various commissions and committees.

DISCUSSION ITEMS

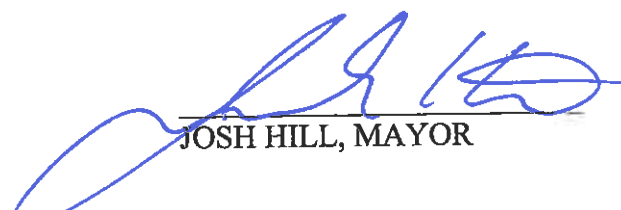
FUTURE AGENDA ITEMS

Council Member Ponciano requested a Discussion Item on Infrastructure -- mainly on streets.
Council Member Ponciano requested Staff and Legal to bring back a Social Media policy.
Council Member Ponciano requested Staff to bring back job descriptions for Human Resources, Code Enforcement and Sewer and Water Treatment Plant.
Mayor Hill requested an IT Update.

ADJOURNED at 7:52 pm



Shelly Kittle, City Clerk



JOSH HILL, MAYOR