

# City of Isleton

City Council  
Staff Report

DATE: November 14, 2023

ITEM#: 4.A

CATEGORY: Communications

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**LORI KENT EMAIL REGARDING ISLETON HISTORIC PRESERVATION BOARD**

## **SUBJECT**

Lori Kent email regarding Isleton Historic Preservation Board.

## **RECOMMENDATION**

Receiving Communication

## **FISCAL IMPACT**

There is no fiscal impact with this action.

## **RECOMMENDATION**

City Council receive communication.

**ATTACHMENT:** Email from Lori Kent regarding Isleton Historic Preservation Board.

Prepared and Submitted by: Deputy City Clerk, Yvonne Zepeda   
Reviewed by: City Manager, Charles Bergson 



## Yvonne Zepeda

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**From:** Lori Kent <kentathome3@gmail.com>  
**Sent:** Wednesday, November 8, 2023 4:03 PM  
**To:** Yvonne Zepeda  
**Cc:** cbergson@cityofisleton.com  
**Subject:** Agenda Item City Council Meeting 11/14/2023

Hello Yvonne,

Chuck asked me to forward this information to you to include in the communications for the next Council meeting, so the council can vote on my appointment.

I am asking Clay to also send you an endorsement, so please include that if he is able to get it to you in time.

Thanks!

Lori Kent

to cbergson

Hello Chuck,

I understand that there may be a need for more residents to serve on the Historic Review Board. If so, I have read Isleton Municode Chapter 8.17 on Historic Preservation and believe that I could make a positive contribution. If advisable, please let me know what the next steps would be.

Regards,

Lori Kent

To the Isleton City Council

October 13, 2023

Hello,

Isleton's Main Street Historic District has tremendous potential that can be tapped into only if we as a community recognize the value of this legacy and focus our attention and efforts on restoring and maintaining this valuable resource. This appears to be a critical imperative for Isleton's future. Therefore, I am contacting the City Council to offer my services as a member of the Isleton Historic Review Board.

I understand from my reading of Isleton's Historic Preservation Ordinance, Chapter 8.17, that two public members may be appointed by the City Council. I further understand that I would be reporting to the City Council and advising said council regarding funding sources for historic assets, advise the public concerning Isleton's historic goals and objectives, and encourage public awareness of our unique historical, architectural and cultural heritage. I would also review Certificates of Appropriateness and advise the City council accordingly after careful research and consideration of any building, maintenance or restorations which may be under consideration within the Historic District.

Regarding my qualifications, I hold a degree in Business Administration and Accounting. My most recent professional focus has been on project and team management in the technology sector. I specialize in research, optimizing team performance, and establishing and maintaining effective communication among designers, developers and management.

Please let me know at your earliest convenience if I can be of assistance in this manner.

Regards,

Lori Kent

Isleton Resident

## Yvonne Zepeda

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**From:** Clay Bodenhamer <riversedgecafe@frontiernet.net>  
**Sent:** Thursday, November 9, 2023 11:51 AM  
**To:** yvonne.zepeda@cityofisleton.com  
**Subject:** Letter of Recommendation for Lori Kent; IHPRB

To: City Council Members, Isleton CA  
From: Clay Bodenhamer, Chair, Isleton Historical Preservation Review Board (IHPRB)  
Subject: Letter of Recommendation for Lori Kent to serve on the IHPRB

In a town of limited resources... in regards to personnel willing to serve on the IHPRB board, it is a rare occurrence that someone will come forward, willing to sacrifice their time and effort to serve on the City of Isleton's IHPRB. It is even more rare for a person to volunteer for this service who has actually read and studied the material associated with the IHPRB duties (as found on the City of Isleton website).

I have met with Lori Kent and was surprised that she had started a study of the associated IHPRB materials (i.e. Ordinance 05-2011, COA process. Etc). Not only had she started this review of documents, she also exhibited an understanding of said material. This becomes important in that my tenure as Chair of the IHPRB will soon be coming to an end, and vacancies within the IHPRB need to be addressed.

I believe that Lori Kent will be a valuable asset to the City of Isleton as the historic district continues to develop, and with the advent of the city attaining Certified Local Government (CLG) status, the city will be better positioned in its deliberations to follow. I whole heartedly recommend to the city council, without reservation, to assign Lori Kent to the IHPRB.

Thank You for your consideration – Clay Bodenhamer, Chair IHPRB

Sent from [Mail](#) for Windows



# City of Isleton

## City Council Staff Report

DATE: November 14, 2023

ITEM#: 5.A

CATEGORY: Consent Calendar

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### **MINUTES OF THE REGULAR CITY COUNCIL MEETING OF OCTOBER 10, 2023 AND OCTOBER 24, 2023.**

#### **SUMMARY**

A. Review of the Regular City Council Meeting minutes of October 10, 2023 and October 24, 2023.

#### **FISCAL IMPACT**

There is no fiscal impact associated with this action.

#### **RECOMMENDATION**

A. City Council review and approve the draft minutes of the Regular City Council meeting of October 10, 2023 and October 24, 2023.

#### **ATTACHMENTS**

- Minutes of the Regular City Council Meeting of October 10, 2023 and October 24, 2023.

Reviewed by: Charles Bergson, City Manager \_\_

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk \_\_





## CITY OF ISLETON

### City Council Meeting Minutes

Tuesday, October 10, 2023 at 6:30pm  
208 Jackson Boulevard  
Isleton, California 95641  
You can call in to join our public meeting

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This meeting will be held via teleconference or in person, pursuant to Executive Order N-29-20 issued by the State of California Executive Order by Governor Gavin Newsom on March 17, 2020. All members of the public interested in listening to the Zoom meeting can dial in by phone at 408-638-0968 (do not put a 1 before the number), Personal Meeting ID 337-903-7904# (for Personal ID just hit #) and then Passcode 123456#. For computer log-in, follow the link below.

Join Zoom Meeting

<https://us02web.zoom.us/j/3379037904?pwd=cWdVNkN5aHUxcjVwRGRlMlBpajcwZz09>

Meeting ID: 337 903 7904

Passcode: 123456

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#### 1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Pamela Bulahan 6:30pm.
- B. Pledge of Allegiance
- C. Roll Call

PRESENT: Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan.

#### 2. AGENDA CHANGES OR DELETIONS

ACTION: Point of order, Vice Mayor Paul Steele wanted to apologize for his behavior at the festival meeting. Mr. Steele is very passionate about the Crawdad Festival.

#### 3. PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this Agenda. Speakers are requested to use the podium in front of the Council and to begin by stating their name, whether they reside in Isleton and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered.

**AMERICANS WITH DISABILITIES ACT NOTICE:** In compliance with the Americans with Disabilities Act, persons needing a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, may contact Deputy City Clerk Yvonne Zepeda, at (916) 777-7770, by fax at (916) 777-7775 or by email to [Yvonne.zepeda@cityofisleton.com](mailto:Yvonne.zepeda@cityofisleton.com) at least 48 hours prior to the meeting.

**GOV. CODE § 54957.5 NOTICE:** Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at Isleton City Hall located at 101 Second Street, Isleton, California 95641.

**ACTION:** Jean Yokotobi attended a Rotary Club luncheon for the function of the rotary ride this last weekend. 1200 riders and all the proceeds go to the children network. They really honored us and they are really well organized. The Asian American Heritage Park is going to be funded and it goes before the Delta Conservancy Board, 3-4 months it's going to be done. Cal-Trans contacted the Chamber and asked we help with their 100-year anniversary on 27<sup>th</sup> October at the Bridge, 10-12. There is a lot of interest here in Isleton for businesses. Paul Cantenelli-Oxbow. - UnWire it is running fine, tech support great and a small antenna, great people, 50mgb. Professional, tech support 24/7.

#### **4. COMMUNICATION**

**A. Planning Commission Kessner resignation.**

**ACTION:** City Manager informed council of Mr. Joe Kessner resignation from Planning Commission.

#### **5. CONSENT CALENDAR**

**A. SUBJECT:** Approval of Minutes of the Regular City Council meeting of September 26, 2023.

**RECOMMENDATION:** City Council review and approve draft minutes of the Regular City Council meeting of September 26, 2023.

**ACTION:** Councilmember Iva Walton motion to approve minutes of the Regular City Council meeting of September 26, 2023. Councilmember David Kent second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 5-0.**

#### **6. PUBLIC HEARING**

**A. SUBJECT:** None.

#### **7. OLD BUSINESS**

**A. SUBJECT:** Waive Isleton Community Center Rental Fees for County Supervisor Pat Hume Community meeting 10-18-2023.

**RECOMMENDATION:** It is recommended that City Council waive Isleton Community Center rental fees for Sacramento County Supervisor Hume's Community meeting.

**ACTION:** Councilmember Kelly Hutson motion that City Council waive Isleton Community Center rental fees for Sacramento County Supervisor Pat Hume's

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Community meeting. Vice Mayor Paul Steele second the motion. AYES: Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. NOES: None. ABSTAIN: None. ABSENT: None. PASSED 5-0.

**B. SUBJECT:** Delta Queen Lodge, 34 Main Street-Historic Preservation, Violation.

**RECOMMENDATION:** It is recommended that City Council find that 34 Main Street is in violation of Ordinance. No. 05-2011 and set a hearing date.

**ACTION:** A Public Hearing was set for October 24<sup>th</sup>, at the next City Council meeting at 6:30pm.

**C. SUBJECT:** UnWired Broadband, LLC Land Lease Agreement for Cell Tower at Corporation Yard.

**RECOMMENDATION:** It is recommended that City Council receive report.

**ACTION:** City Manager brought proposal to board and will be placed on the next agenda. Points was the antenna visual and uses microwavable beam.

**D. SUBJECT:** Prepare California-Isleton Sustainable/Resilience Program Grant (#JS22-016), Approve Grant.

**RECOMMENDATION:** It is recommended that City Council approve the Prepare California –Isleton Sustainability/Resilience Program Grant #JS 22-016 and direct City Manager to execute agreement.

**ACTION:** Councilmember Iva Walton motion to approve the Prepare California – Isleton Sustainability/Resilience Program Grant #JS 22-016 and direct City Manager to execute agreement. Vice Mayor Paul Steele second the motion. AYES: Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. NOES: None. ABSTAIN: None. ABSENT: None. PASSED 5-0.

## **8. NEW BUSINESS**

**A. SUBJECT:** City of Isleton, Fiscal Year 2020-2021 Audit Acceptance.

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**RECOMMENDATION:** It is recommended that the City Council accept the City of Isleton, Financial Statements and Independent Auditor's Reports for the Fiscal Year 2020-2021.

**ACTION:** Vice Mayor Paul Steele motion that the City Council accept the City of Isleton, Financial Statements and Independent Auditor's Reports for the Fiscal Year 2020-2021. Councilmember David Kent second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED** 5-0.

## **9. COUNCIL REPORTS AND COMMITTEE UPDATES**

- A. Councilmember Kelly Hutson- Vector Control need to contact to spray.
- B. Councilmember David Kent-Proud to be in the Delta. California Water Resources mandated to establish the water plan. Brought back material to share with citizens.
- C. Councilmember Iva Walton-Addresses business in general.
- D. Vice Mayor Paul Steele-The Delta is the water shed., intended for flood control, not water delivery. We need to get more and more involved. Delta meeting not about the delta.
- E. Mayor Pamela Bulahan-Monday Delta Highway Commission.

## **10. STAFF GENERAL REPORTS AND DISCUSSION**

- A. City Manager Report – 16<sup>th</sup> at 6pm Festival Committee meeting. Councilmember Walton will chair the meeting. Sewer and ponds down. I would like to introduce our Code Enforcement Nate Anderson.
- B. Fire Chief Report –Halloween Parade at Isleton Elementary School, trunk or treat 3-5 at parking lot. We received the Wildlife grant 40,000.
- C. Planning Commission – None.
- D. Code Enforcement- On next agenda.
- E. Future Agenda Items – Fee Study, Eco-Green, Service Awards, Budget, Briefing cybercrime and IT.

## **11. CLOSED SESSION**

11.1 None.

## **12. ADJOURNMENT**

**AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan.

**NOES:** None.

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ABSTAIN: None.  
ABSENT:None.

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MAYOR, Pamela Bulahan

ATTEST:

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DEPUTY CITY CLERK, Yvonne Zepeda

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## CITY OF ISLETON

### City Council Meeting Agenda

Tuesday, October 24, 2023 at 6:30pm  
208 Jackson Boulevard  
Isleton, California 95641  
You can call in to join our public meeting

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This meeting will be held via teleconference or in person, pursuant to Executive Order N-29-20 issued by the State of California Executive Order by Governor Gavin Newsom on March 17, 2020. All members of the public interested in listening to the Zoom meeting can dial in by phone at 408-638-0968 (do not put a 1 before the number), Personal Meeting ID 337-903-7904# (for Personal ID just hit #) and then Passcode 123456#. For computer log-in, follow the link below.

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#### Join Zoom Meeting

<https://us02web.zoom.us/j/3379037904?pwd=cWdVNkN5aHUxcjVwRGRlMlBpajcwZz09>

Meeting ID: 337 903 7904

Passcode: 123456

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### 1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor
- B. Pledge of Allegiance
- C. Roll Call

PRESENT: Councilmember's Iva Walton, David Kent, Kelly Hutson, Vice Mayor Paul Steele, Mayor Pamela Bulahan

- D. Recognition of dedicated service to Isleton City Council Mayor Eric Pene and Councilmember Barbara Dockery.

### 2. AGENDA CHANGES OR DELETIONS

- A. Tabled 1.D: Ahead of schedule.
- B. Move 7.A Unwired Broadband and 10.D Code Enforcement before 6. public hearing

### 3. PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this Agenda. Speakers are requested to use the podium in front of the Council and to begin by stating their name, whether they reside in Isleton and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the

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rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered.

ACTON: Jean Yokotobi – Address regarding code violations listed correction: the building is 25 Main Street, not 23. Jean advised City Council that she obtained the necessary permits for installing windows. Their air conditioning side units are state approved.

#### **4. COMMUNICATION**

##### **A. SUBJECT:**

1. Planning Commission Fowler resignation.
2. Caltrans Celebrate Isleton's Bridge 100th Year of Service

ACTION: Information received.

#### **5. CONSENT CALENDAR**

##### **A. NO ITEMS**

#### **6. PUBLIC HEARING**

##### **A. SUBJECT: Delta Queen Lodge, 34 Main Street-Historic Preservation, Violation.**

**RECOMMENDATION:** It is recommended that City Council find 34 Main Street Historic Preservation Violation be returned to the Isleton Historic Review Board with direction.

ACTION: Council suggested to meet with Isleton Historical Review Board (IHRB) to review ordinance and procedures.

Public Comment: None

Vice Mayor Paul Steele first motion to accept report with no further Action Councilmember Iva Walton second the motion. AYES: Councilmember's Iva Walton, David Kent, Kelly Hutson, Vice Mayor Paul Steele and Mayor Pamela Bulahan. NOES: None. ABSTAIN: None. ABSENT: None. PASSED 5-0.

#### **7. OLD BUSINESS**

##### **A. SUBJECT: unWired Broadband, LLC Land Lease Agreement for Cell Tower at Corporation Yard.**

**RECOMMENDATION:** It is recommended that City Council approve unWired Broadband, LLC Site Land Lease Agreement.

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Notes:

Councilmember David Kent: All benefits in favor, looks perfect  
Per Unwired, Nov 1<sup>st</sup> effective date

Vice-Mayor thanked Councilmember David Kent for research

City Manager: Savings to City

Public Comment: None

**ACTION:** Vice Mayor Paul Steele first motion to approve unwired Broadband, LLC Site Land Lease Agreement. Councilmember David Kent second the motion. **AYES:** Councilmember's Iva Walton, David Kent, Kelly Hutson, Vice Mayor Paul Steele and Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None.

**PASSED 5-0.**

- B. SUBJECT:** Sacramento Transportation Authority Board of Directors, Galt/Isleton proposal seat.

**RECOMMENDATION:** City Council receive and consider the Sacramento Transportation Authority/City of Galt proposal.

Notes: Paul discussed the meeting two weeks ago with STA with Mayor Pamela Bulahan and City Manager, Charles Bergson attending.

Public Comment: None.

Council gave direction to staff to send letter of project list to STA.

No motion on proposal. **AYES:** Councilmember's Iva Walton, David Kent, Kelly Hutson, Vice Mayor Paul Steele and Mayor Pamela Bulahan. **NOES:** None.

**ABSTAIN:** None. **ABSENT:** None. **PASSED 5-0.**

## **8. NEW BUSINESS**

- A. SUBJECT:** Re-appointment Staci Gardner to represent Isleton for the Sacramento-Yolo Mosquito Vector for 4-Year Term

**RECOMMENDATION:** It is recommended City Council appoint Mrs. Gardiner to the Sacramento – Yolo Mosquito & Vector Control District for a four-year term.

Notes: Councilmember thanked Staci for Sacramento – Yolo Mosquito & Vector Control District for setting up presentation to City Council.

Public Comment: None

**ACTION:** Councilmember Kelly Hutson motion to appoint Staci Gardiner to the Sacramento-Yolo Mosquito & Vector Control District for a four-year term.

Councilmember Iva Walton second the motion. **AYES:** Councilmember's Iva Walton, David Kent, Kelly Hutson, Vice Mayor Paul Steele and Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 5-0.**

## **9. COUNCIL REPORTS AND COMMITTEE UPDATES**

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- A. Councilmember Kelly Hutson: Finance review with City Manager & Vice Mayor Paul Steele. Understands FEMA Funds, Ramos Oil and Taxes have not been received it. He is ok with short term loan. Looking into new insurance. Councilmember David Kent recommends to change insurance.
- B. Councilmember David Kent: Attending webinars and roundtables, will discuss more when Isleton needs information. Developing timeline regarding enforcement, setting ground work in December.
- C. Councilmember Iva Walton: None
- D. Vice Mayor Paul Steele: Working with STA, Breakfast Club in Stockton, Wilson Park: finalizing layout and breaking ground next week
- E. Mayor Pamela Bulahan: None

## 10. STAFF GENERAL REPORTS AND DISCUSSION

- A. City Manager Report – City Manager gave report
- B. Fire Chief Report –
- C. Planning Commission –
- D. Code Enforcement -
- E. Future Agenda Items – ECO Green, Consolidate PC & CC, RDA

## 11. CLOSED SESSION

11.1 None.

## 12. ADJOURNMENT

AYES:  
 NOES:  
 ABSTAIN:  
 ABSENT:

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MAYOR, Pamela Bulahan

ATTEST:

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DEPUTY CITY CLERK, Yvonne Zepeda

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# City of Isleton

## City Council Staff Report

DATE: November 14, 2023

ITEM#: 7.A

CATEGORY: Old Business

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### **REQUEST TO CITY COUNCIL TO AWARD ISLETON SKATE PARK DESIGN/BUILD PROJECT RFP TO AMERICAN RAMP COMPANY**

#### **SUMMARY**

City staff advertised the Isleton Skate Park Design/Build Project Request for Proposal on October 5, 2023. American Ramp Company is the only business that submitted a proposal.

#### **DISCUSSION**

Staff requests City Council to award American Ramp Company the contract for the Isleton Skate Park Design/Building Project and authorize City Manager or designees to sign all agreements with American Ramp Company.

The City will issue a purchase order for the purchase of the equipment.

#### **FISCAL IMPACT**

The equipment is funded by the Sacramento County American Rescue Plan and by American Water Donation.

#### **RECOMMENDATION**

It is recommended City Council award contract for the Isleton Skate Park Design/Building Project to American Ramp Company and authorize City Manager or designees to sign all agreements with American Ramp Company.

#### **ATTACHMENT:**

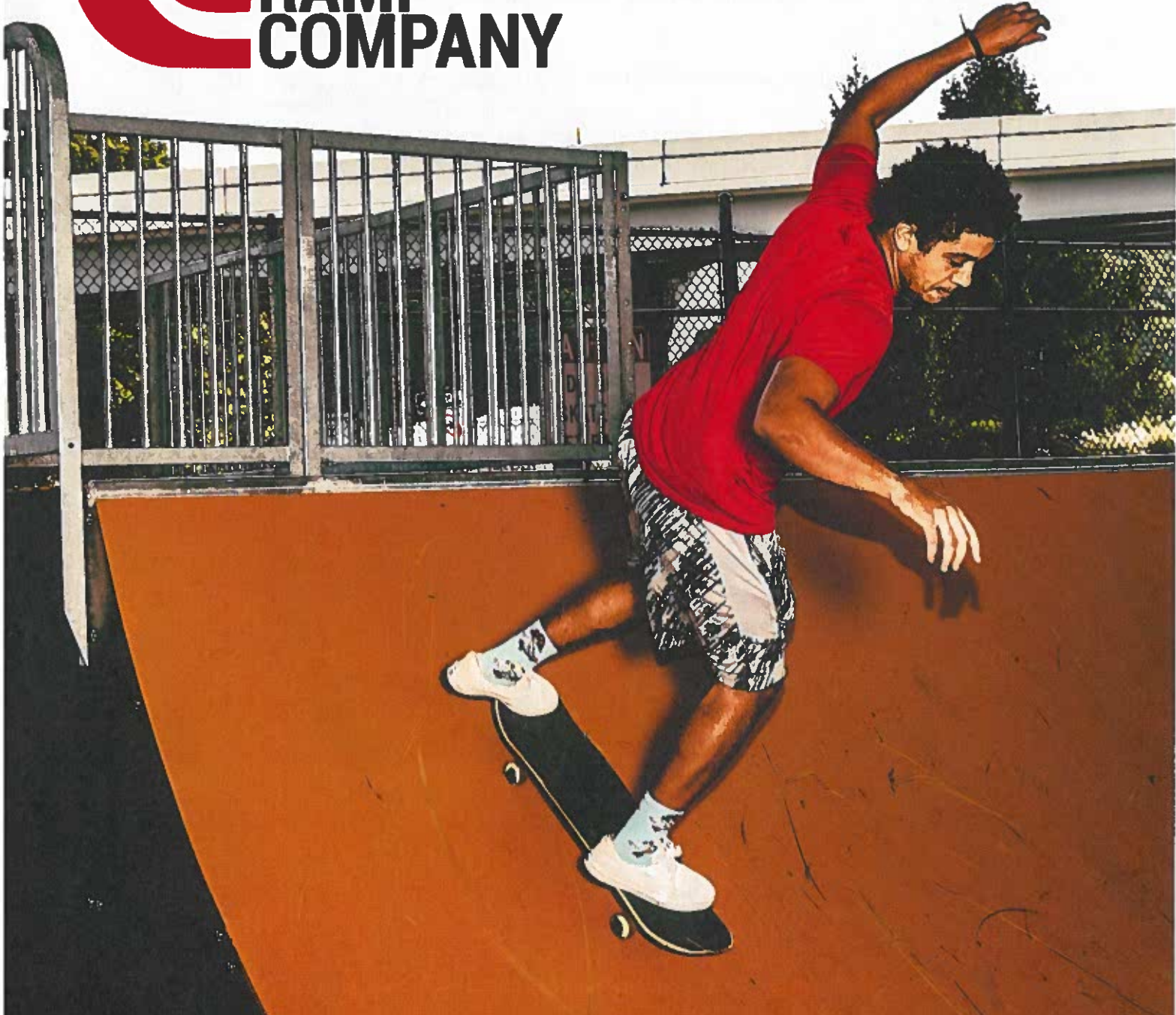
1. American Ramp Company Proposal

Written by: Diana O'Brien, Admin. Asst./Grants Mgr.

Approved by: Charles Bergson, City Manager

Submitted by: Yvonne Zepeda, Deputy City Clerk





**SKATE PARK DESIGN/BUILD PROJECT 23-05  
WILSON PARK**

ISLETON, CA

**BID SHEET**

**Wilson Park Skate Park Design/Build CIP 23-05 Technical Specifications can be found on page 18 Special Provisions.**

Bid proposal will include equipment only and installation on an existing new 70' x 40' cement pad.

The Contract will be awarded on the basis of the lowest, responsive, responsible **Base Bid**.

**THE BIDDER SHALL COMPLETE ALL UNIT PRICE AND TOTAL ITEMS BELOW:**

**BASE BID**

<b>Item No.</b>	<b>Item</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Item</b>	<b>Comments</b>
1	Skate Ramps and Installation	1	\$	\$44,330.00	\$44,330.00	
2	Bonding	1	\$	\$886.60	\$886.60	
3						
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**TOTAL BASE BID \$ 45,216.60** \_\_\_\_\_

**TOTAL BASE BID, WRITTEN WORDS:**

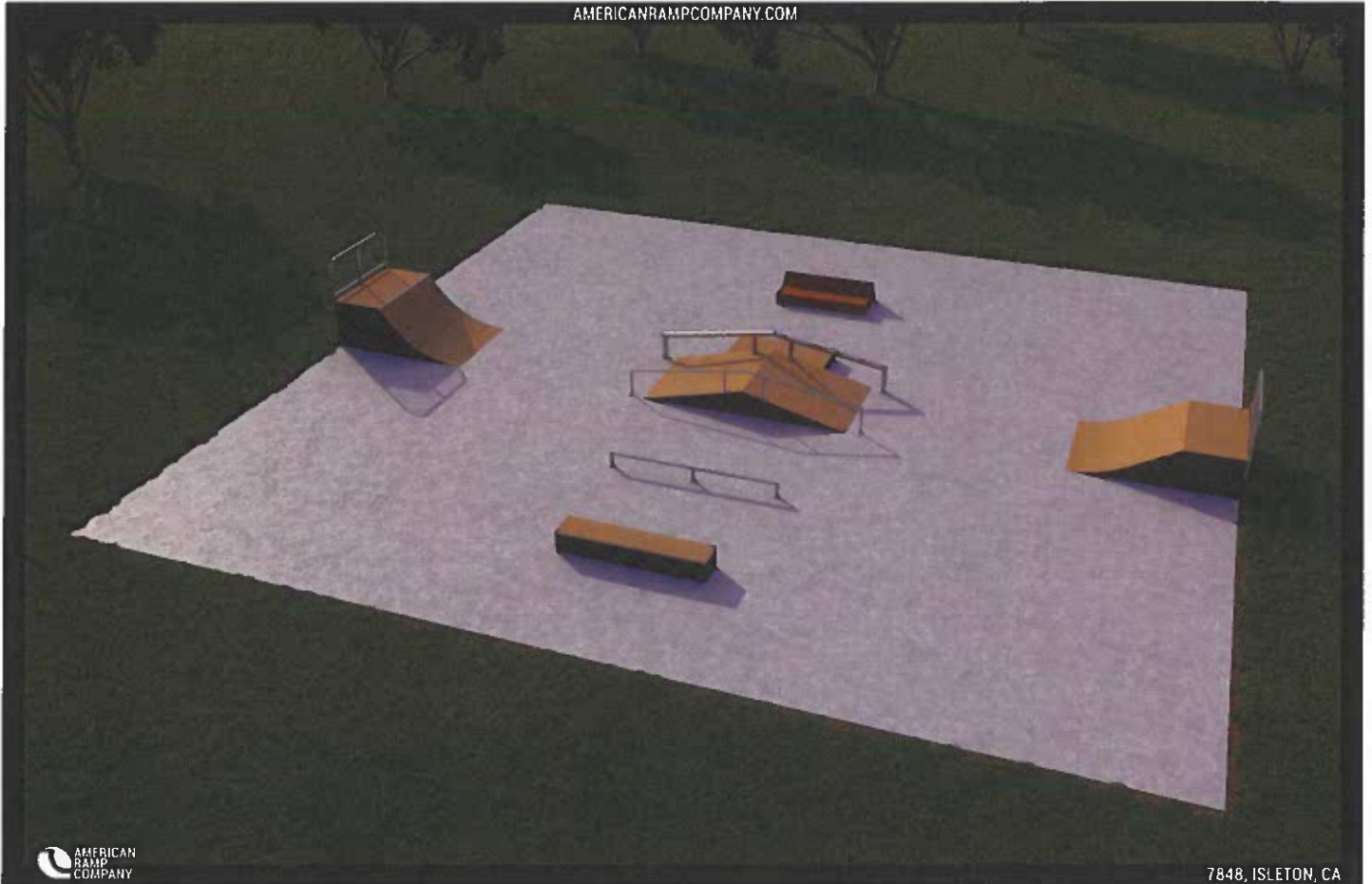
Forty-Five Thousand Two Hundred Sixteen Dollars and Sixty Cents

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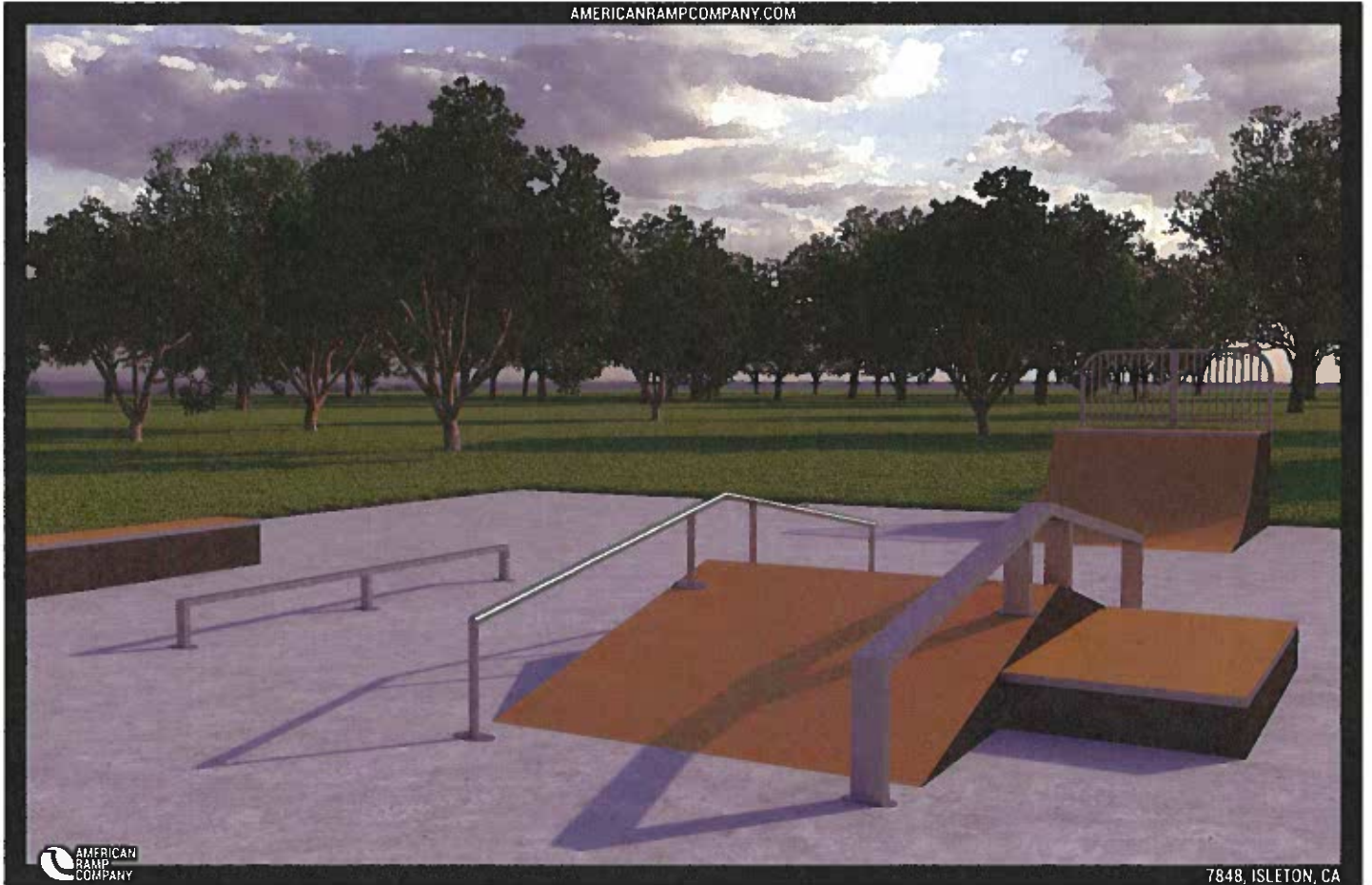
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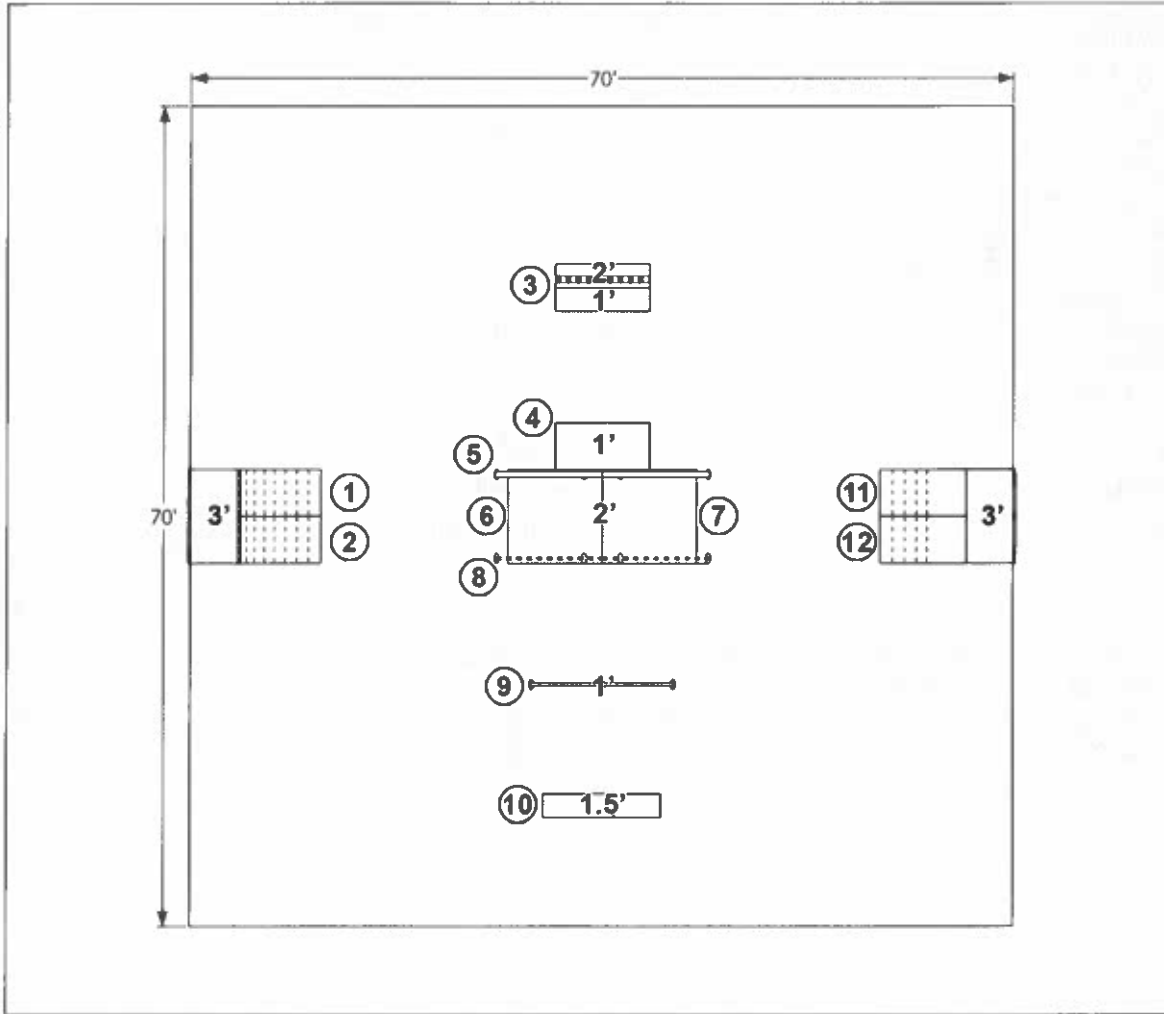
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 Toll Free: (800) 949-2024  
 Fax: (417) 206-6888  
[sales@americanrampcompany.com](mailto:sales@americanrampcompany.com)

<b>DRAWN BY</b>	Asia Bemo
<b>DATE</b>	8/2/2022
<b>REP. AGENCY</b>	
American Ramp Company	
<b>REP. NAME</b>	
Maddie Ferson	
<b>REP. PHONE</b>	
(800) 949-2024	
	
<b>CUSTOMER APPROVAL</b>	<b>DATE</b>
<b>PROJECT NAME</b>	
Isleton Skate Park	
<b>DESIGN NO.</b>	7848

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601 McKinley  
 Joplin, MO 64801  
 Toll-free 877-RAMP-778  
 Local 417-206-6816  
 Fax 417-206-6888  
[sales@americanrampcompany.com](mailto:sales@americanrampcompany.com)

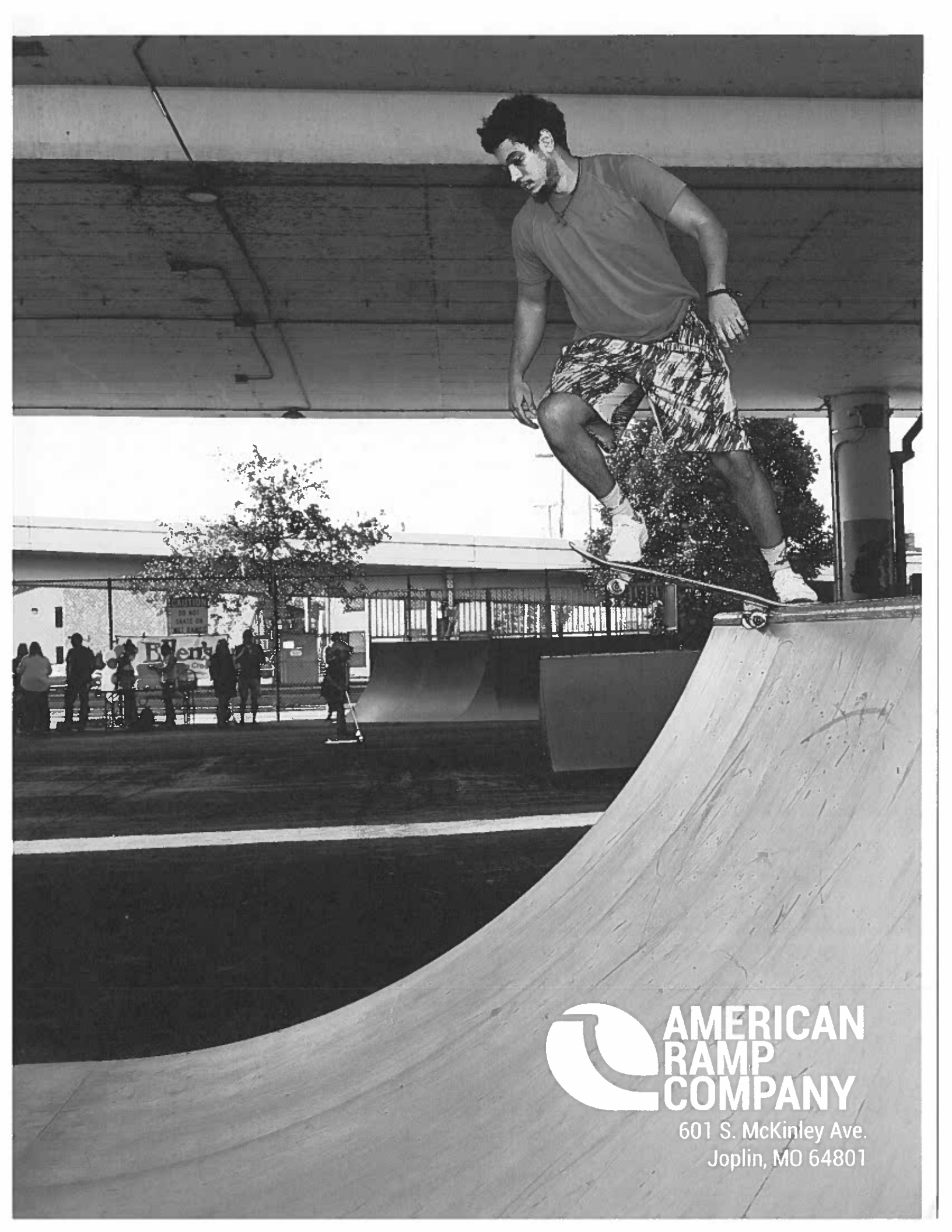


Quote #	Design #	FOB	Date
Q27124.1	7848	Isleton, CA	8/2/2022

Item	Obstacle	Height	Width	Length	Pro Series
1	Quarter Pipe	3.0'	4.0'	10.0'	
2	Quarter Pipe	3.0'	4.0'	10.0'	
3	Sofa	2.0'	4.0'	8.0'	
4	Grindbox	1.0'	4.0'	8.0'	
5	Grind Ledge	1.5'	0.5'	18.0'	
6	Bank Ramp (Wedge)	2.0'	8.0'	8.0'	
7	Bank Ramp (Wedge)	2.0'	8.0'	8.0'	
8	Grind Rail, Kinked (Round)	1.5'	2"	18.0'	
9	Grind Rail (Square)	1.0'	3"	12.0'	
10	Grindbox (2' Wide)	1.5'	2.0'	10.0'	
11	Bank Ramp	3.0'	4.0'	11.0'	
12	Bank Ramp	3.0'	4.0'	11.0'	
	Total				\$ 44,330.00
	Bonding				\$ 886.60
	<b>TOTAL</b>				<b>\$ 45,216.60</b>

**Notes:**

- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote includes prevailing wage.
- This quote does not include sales tax. If applicable, call for revised quote.
- Quote is good for 30 days.



**AMERICAN  
RAMP  
COMPANY**

601 S. McKinley Ave.  
Joplin, MO 64801



# City of Isleton

City Council  
Staff Report

DATE: November 14, 2023

ITEM#: 7.B

CATEGORY: Old Business

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## **FESTIVAL COMMITTEE REPORT**

### **SUMMARY**

Given the achievement and the return the Crawdad Festival to Isleton, the Council has directed the formation a Festival Committee to facilitate the presentation of all festivals and special events in Isleton.

### **DISCUSSION**

The benefit of forming a Festival Committee is to provide direction and objectives.

The Committee has met three times since early October. Attached are their recommendations and suggestions.

### **FISCAL IMPACT**

There is no fiscal impact associated with this item.

### **RECOMMENDATION**

Recommends that Council receive comments from the Festival Committee.

Reviewed by: City Manager, Charles Bergson   
Submitted and prepared by: Deputy City Clerk, Yvonne Zepeda 



**REQUEST FOR PROPOSALS (RFP)  
TO PRODUCE A CRAWDAD FESTIVAL  
CONDENSED FOR COUNCIL  
REVIEW**

All proposals must be received no later than **January 1, 2024**. Late submissions will not be accepted. Proposals are to be submitted in a PDF format via email only to:

City of Isleton Crawdad Event 2024

**INTRODUCTION:**

The City of Isleton, CA seeks proposals from parties interested in and capable of producing a crawdad related festival. This request seeks to identify a qualified producer with the experience, industry contacts and innovative vision for staging an annual cultural event that will encourage commerce, maximize national and regional exposure, enhance the existing quality of life for residents.

The Isleton Crawdad Festival is an annual event held on Father's Day in Isleton, California. The Festival celebrates life on the California Delta on, Father's Day and crawfish and includes live music, entertainment, cultural food, contest, and family activities.

This RFP does not constitute a commitment implied or otherwise, that the City of Isleton will initiate a contractual action on this matter. Further, the City will not be responsible for any cost incurred by responders in furnishing any information. After receipt of responses to this RFP, meetings may be scheduled by the City to review/discuss the information received. Responders to this RFP are encouraged to offer big, bold, creative ideas.

**FUNDING and ELIGIBLE EXPENSES:**

Provide fiscal capacity and experience in operating similar events.

Event to be held within City limits. Primarily Main street, and Isleton school grounds.

**BACKGROUND INFORMATION**

Isleton is known for its natural beauty, a commitment to environmental awareness and a general healthy, creative and free-spirited. Proposals should highlight and enhance Isleton's unique history, cultural attributes and vibrant downtown. Proposals should consider opportunities for event goers, through partners/others.

**CONDENSED FOR COUNCIL REVIEW**

## **PROGRAM GOALS**

The City has the following goals for the program yet recognizes every proposal may not satisfy every goal.

- Creates a meaningful musical and cultural impact on our local community and the visitors that attend.
- Celebrates the food, restaurant, arts and culture scene that Isleton and the California Delta have to offer.
- Integrating new and up & coming musical talent.
- Provides a unique distinctive California Delta experience.
- Attracts a significant number of tourists.
- Generates numerous secondary economic benefits. Promotes the walkability, food and restaurant scene, while highlighting or incorporating, where appropriate, businesses, history, area attractions, other events and environmental stewardship.
- Creates a long-lasting positive impression of the event and of Isleton.

## **REQUIRED SUBMITTALS:**

Submissions must be received no later than November 30, 2024! Late submissions will not be accepted.

1. **Cover Letter (REQUIRED).** 1 page Maximum. Name of primary contact person – his/her/they, address, the fiscal agent (whether government, non-profit or for-profit), phone number and email address.
2. **Narrative (70 Points).** 10 Pages Maximum.
  - a. Description of Signature Event (15 Points).
  - b. Project Plan/Scope of Work (10).
  - c. Management/Project Team (15 Points).
  - d. Partnerships and Vendors (10 Points).
  - e. Community & Economic Impact (15 Points).
  - f. Narrative demonstrating Compliance with Festival Guidelines (attached).

# CONDENSED FOR COUNCIL REVIEW



3. **Budget.**

a. Permits and Public Amenities.

**ALL MATERIALS ARE DUE NO LATER THAN NOON on January 1,2024**

Email all required materials in a PDF format to:

City of Isleton Deputy City Clerk

---

**CONDENSED FOR COUNCIL REVIEW**



RECEIVED

NOV 03 2023

### **RESIDENT PLAN**

Residence only A frame signs throughout town/avenues  
2 tickets/wristbands per house hold per day (city limits)  
Parking map with wristbands  
Parking area free for Main Street residents Friday-monday am

### **BUSINESSES PLAN**

Wristbands for staff 2 weeks before event  
Parking plan for businesses 1-2 weeks before event  
-No parking street signs 3 days before towing  
-Main Street open for businesses but no overnight parking  
Thursday (towing after midnight)

### **TICKET PLAN**

Bar code scan  
Wrist bands color for legal age/alcohol and different color for  
underage

### **SUGGESTIONS**

Kid zone/face painting  
Pop up store fronts  
Food court parking lot  
Deserts on main  
Variety of vendors (not all food)  
"Buy out" Rancho Market liquor sales or security stop containers  
Crawdad races  
Driving directions/parking map on website  
2 go alcohol in plastic cups only  
Bathrooms in center of town side of gallery building  
Hay bails for extra seating  
mistars  
Vendors in middle of street  
Several crawdad locations, 3 or more!  
Friday night soft opening/school participation/band  
Comedy show

RECEIVED

NOV 03 2023

## **SIGN OFF REQUIREMENTS**

Event insurance/amount/by what date

ABC permit

ADA parking plan

Parking Plan/licensed bonded company

Traffic Plan approval Catrans and City

-Garbage plan/2-3 40 yard/location (no cans in front of brick and mortar businesses)

Security plan (never posted outside of brick and mortar business)

Evacuation plan

Health department permit

Parking Tax for City (\$2 per car)

Gate percentage for City 5% presale and gate

Fencing gate plan

proof \$200,000 in festival account to hold event

Security deposit \$25,000

Wristbands have in and out privileges

-Festival map for businesses (porta potties) at 2 weeks prior or earlier

Medic/Cooling areas (on festival map)

Shade areas with seating/misters/hay bales (on Festival map)

Contact person

-contract 1-3 years renewable for year based on city feedback/business committee

Monthly report on anticipated attendance

No dogs allowed

No vendors in front of brick and mortar businesses

No competing type of vendors beside competing brick and mortar

Notices and advertisements in Spanish

**RESIDENT AND BUSINESS PLAN AND TICKET PLAN**

RECEIVED

NOV 03 2023

## POTENTIAL PARKING AREAS

School

City Dock

Dunne Building

The Meadows

Anthony Garcia/the Village

Juan B vendor parking behind Delta Boyz

-River Storage Main Street residents and businesses, motorcycle  
ADA, Shuttle to loop

Michelle Burke H street 1 acre

Pallet Yard 6th street 6 acres

Boat taxi? At dock B&W?

Ball Park?

Dave Allen 300 spaces -delta boat storage-15 acres on highway  
12

Bank Joe Melcher

Brannon Island Road/Park shuttle?

-River Storage Motorcycle/ADA Parking /Main Street  
residents/businesses

-Must have minimum 25 ADA spaces

ADA Parking at Dock/crossing guard

ADA parking 301 H Street near American Water H/Main

## LAND USE POTENTIAL

School/Amusement park/parking/cooling center

Jacks/Mannys Car show? Motorcycle parking?

Keep Union street open

Fence behind parking lot/water tower

Pat Zerelak lot Main Street

Jean lot Main Street

Porta potties not behind stage but on side of gallery

City parking lot/food court? Kid zone

China Park

Rogelios land by China park



# City of Isleton

## Special City Council Staff Report

DATE: November 14, 2023

ITEM#: 7.C

CATEGORY: New Business

### **POLICE SERVICES TRANSITION PLAN, FROM SACRAMENTO COUNTY TO CITY OF ISLETON**

#### **BACKGROUND**

The Council's Public Safety Committee has been working with the Sacramento County Sheriff's, police services consultant ex-Vallejo Police Chief Robert Nichelini, and staff to assess and plan police services with City resources. The Subcommittee has formulated a plan to transition the provision of police services from the Sacramento County Sheriffs to City resources. This plan has been made in concert with meetings with Sacramento County Sheriff and with City Attorney Jeff Mitchell and Mr. Nichelini.

#### **DISCUSSION**

The transition plan is to establish a part-time police services division consisting of paid police reserve officers. These police services will consist of a part time police chief for supervision and scheduling and approximately seven reserve police officers combined with on-call support. Officers will be 'POST' certified (California Peace Officer Standards and Training) officers from other police agencies working with the permission of the respective departments. Logistic, legal, and police support services will be provided by the County as required by State Law. This type of police service is currently practiced by many public agencies using supplemental police services e.g. the City of Santa Clara, City of Sacramento, California state Fair.

There are several steps needed to proceed with this Plan. These include establishing and recruiting City personnel and resources, notifying the support, enforcement, and coordination agencies, Municipal code and legal updates, and acquiring facilities and equipment. The approximate timeline is provided below. The goal is to establish the City's police services by July 1, 2024.

#### Schedule for Police Services Transition Plan

Establish legal and Code framework	December 2023
Notify Sacramento County Sheriff, District Attorney	January 2024
Notify Sacramento County Finance and State of transfer	January 2024
Recruit Chief and Patrol Officers	December 2023 to April 2024
Outfit City PD station, 210 Jackson Boulevard	January to June 2024
Acquire patrol car and support equipment	January to May 2024
Commission City Police Chief	May 2024
Commission City Police Officers	June 2024
Commission Isleton Police Department	01 July 2024

The Public Safety Subcommittee and Staff recommend proceeding with the Police Services Transition Plan with the goal of commencing police services on July 1, 2024.

**FISCAL IMPACT**

The annual amount of funds budgeted in the past two years has been approximately \$300,000 and is planned to continue at this level. The Sheriff's current contract is \$202,000 annually and the City has been notified that it will be raised to \$343,118 per year for future years.

This Plan will start with part time patrol and police service and will be gradually increased as funds grow.

This budget will be allocated to cover the approximate expenses.

Patrol and on call service	\$165,000
Vehicle	7,000
office/logistics/estb costs	23,000
Insurance	15,000
Dispatch	25,000
Off Station Sheriff services	8,000
Sheriff payoff	12,000
Police Chief/Management	<u>45,000</u>
Total	\$300,000

**Funding Sources**

Citizens' Option for Public Safety (COPS) (AB3229)	\$100,000
General Fund	\$ 180,000
Enterprise Fund	\$ 20,000

It is noted that operating its own police force makes the City eligible for several hundreds of thousands of dollars of law enforcement grants.

**RECOMMENDATION** It is recommended that City Council approve the transition of police services from Sacramento County Sheriff to the City of Isleton and direct staff to initiate the Police Services Transition Plan.

Submitted and prepared by: Charles Bergson, City Manager





# City of Isleton

City Council

Staff Report

DATE: November 14, 2023

ITEM#: 8.A

CATEGORY: New Business

## **CITY OF ISLETON, BRIDGE LOAN - PRIVATE CAPITAL**

### **SUMMARY**

The City is applying for a “bridge” loan to manage the City through the current period of low financial balances related to the 2023 storm emergencies.

### **DISCUSSION**

The latter part part of the calender year are cities’ historical “dry” periods when a significant amount of their tax transfers don’t arrive until January. Generally the City receives over half its County taxes in January which comprises about a fifth of the City’s annual revenue. This year Isleton’s dry period is more pronounced due to several factors.

The City is fiscally stretched due to the 2023 Winter Storm Emergency requiring the City to endure large expenses for managing and mitigating damage to the City and its faciilites. These amounts have been submitted for reimbursement to the the Fedral Emergency Magnemement agency and California Office of Emergency Services and the City’s insurance agency. The City’s pending recivables are over \$1,000,000. Additionally the City’s largest sales tax contributor has forced a delay of sales tax distribution due to an audit request made to the California Department of Tax and Fees Adminstration. Further, the City needs to undertake repairs to its sewer system in order to prevent the public facility hazards and damages experienced last winter. The cost of these repairs – which is also part of the FEMA claim - is estimated to be approximately \$200,000.

FEMA and CalOES commit that the reimbursements will be paid, however will not commit to a date. City Staff has considered a number of methods to fund City activities during this current period of slow receipts. The City, to no avail, has notified FEMA, CalOES, the State Water Quality Control Board and it’s insurance companies of the need to affect sewer repairs in advance of the winter and the City’s lack of fiscal capacity to undertake these emergency repairs. A bridge loan will provide coverage for this period of time.

Staff contacted several firms and Red Tower Capital of San Francisco has offered such a loan. This type of loan will provide access to funding, meet the City’s immediate fical needs, affect nominal sewer repairs, maintain exsiting vendor relationships, and provide fiscal flexibility. This loan is being secured by City property: City Hall, the Fire Station, and the City Corporate Yard.

There are several extraneous charges and interest associated with this loan. These charges will be part of the City’s emergency and insurance claims as unexpected losses due to the winter emergencies.

**FISCAL IMPACT**

The amount requested for this bridge loan is \$500,000. Red Tower Capital will charge a processing fee, an underwriting fee and points amounting to \$17,100.00. Monthly payments will be \$5,200 at a fixed rate of interest for six months. As noted, these charges will be rendered to the emergency and insurance agencies for reimbursement.

**RECOMMENDATION**

It is recommended City Council approve a bridge loan in the amount of \$500,000 and direct the City Manager to execute the agreement.

**ATTACHMENTS**

1. Red Tower Capital Term Sheet, November 3, 2023

Written by: Nancy Clymer, Finance Manager

Reviewed by: Charles Bergson, City Manager

Submitted by: Yvonne Zepeda, City Clerk





November 3, 2023

Charles Bergson  
City of Isleton

**RE: Term Sheet**

Dear Charles Bergson,

We have completed a preliminary review of your loan request. We are encouraged by our findings and would like to move forward with full due diligence. Given the above considerations, please find outlined below the terms and conditions upon which Red Tower Capital, Inc. its affiliates (the "Lender") would consider extending a loan to **City of Isleton** (the "Borrower"), subject to our continued due diligence;

- **Security.** The Loan will be secured by deed(s) of trust and assignment of rents to the properties below. Further, we will require full recourse with personal guarantee from main owner(s) of Borrower.
  - i. 101 2nd St, Isleton, CA 95641 - 1<sup>st</sup> Position (Government)
  - ii. 206 Jackson Blvd, Isleton, CA 95641 - 1<sup>st</sup> Position - (Government)
  - iii. 100 2nd St, Isleton, CA 95641 - 1<sup>st</sup> Position - (Government)
- **Loan Amount.** The lower of \$520,000 or 60% of the loan to value of the Security as derived by Lender. Lender to verify and approve use of proceeds..
- **Lease Subordination.** All 3rd party leases to be subordinated with SNDAs and any related tenants to subordinate with full Subordination Agreements.
- **Term.** 12 months, Interest Only.
- **Guaranteed Interest.** 6 months + odd days interest.
- **Interest Rate.** 12.00% annually. **Monthly Payment.** \$5,200.
- **Fees.** Processing \$750 & Underwriting \$750 + 3.00 points.
- **Doc Fee.** An estimated \$600 3rd party legal/doc fee that is paid prior to close after file is further underwritten.
- **Due Diligence Costs.** All costs of due diligence such appraisal, etc., to be paid directly by Borrower and/or reimbursed by Borrower. Lender will invoice actual costs to Borrower and only begin due diligence process once those are paid and after LOI is accepted by Borrower.
- **Due Diligence.** Loan funding will be subject to Lender's full satisfaction and approval of the Loan at its sole discretion. Due diligence will include, but not be limited to, the following:
  - a. **Title Report.** Approval of a preliminary title report covering the Property and ALTA Title Insurance to be obtained by Borrower at Borrower's cost.
  - b. Acceptable insurance naming Lender.
  - c. Three BPOs as required by Lender.
  - d. **Other Due Diligence.** Any other due diligence as the Lender deems necessary during its investigation.
- **Closing.** The Loan shall close as soon as possible.





- **ACH Authorization.** Borrower to execute and agree to ACH Authorization at closing. An executed ACH Authorization without bank account information will be deemed incomplete and funding will not occur.
- **Borrower Authorization.** I authorize my Broker, Mortgage Servicer, Third Party and its agents to share with each other public and non-public information including but not limited to my mortgage payment history, terms of my mortgage; social security number, credit score, income, debts and other information related to obtaining and servicing my mortgage.
- **Expiration.** This Letter of Interest expires in 5 days unless otherwise extended in writing by Lender.
- **SMS & Email Authorization.** The Borrower, Guarantor and related parties authorize Lender to communicate with them via SMS / text message and email.

This letter, when executed, will serve as an agreement to start due diligence. Once due diligence is completed, the final loan terms will be confirmed. These terms may differ from the terms stated in this Letter of Interest. This letter is intended to be non-binding agreement to move forward with a potential transaction including possible terms for same.

Sincerely,

A handwritten signature in black ink, appearing to read "Solomon Gorlick", written over a horizontal line.

Solomon Gorlick

T(415) 475-9393

solomon@redtowercapital.com

**Borrowing Entity:** City of Isleton

\_\_\_\_\_  
By: Charles Bergson  
Title: Authorized Signer

Date:



# City of Isleton

## Special City Council Staff Report

DATE: November 14, 2023

ITEM#: 8.B

CATEGORY: New Business

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### SERVICE AWARDS FOR THE CITY OF ISLETON

#### SUBJECT

Service awards in recognition of employees dedicated services to the City of Isleton.

#### SUMMARY

Staff would like to acknowledge employee's years of service to the City of Isleton. We have employees who have worked here for 5, 10, 15 years and would like to acknowledge their hard work.

#### Recognizing Employees:

Mr. Baroni - Fire Chief- 5, 10, 15 years

Ms. Zepeda - Deputy City Clerk- 5 years

Mr. Bergson - City Manager- 5 years

Mr. Sennett - Firefighter- 5 years

Ms. O'Brien- Admin Assistant- 5 years

Mr. Dockery - Public Works- 5 years

Mr. Zink - WWTP Chief Operator- 5, 10 years

#### FISCAL IMPACT

There is no fiscal impact with this action.

#### RECOMMENDATION

Staff recommends that City Council recognize employee's years of service for the City of Isleton.

#### ATTACHMENTS

- Letter
- Copies of pins

Reviewed by: Charles Bergson, City Manager 

Submitted and prepared by: Yvonne Zepeda, City Clerk 





# City of Isleton

101 Second Street

P.O. Box 716  
Tel: 916-777-7770

Isleton, California 95641

DATE

Dear (NAME),

Congratulations on completing (5, 10, 15) years of service with the City of Isleton. The City Council takes this special moment to celebrate this milestone in your career and congratulate you for being a dedicated employee working for the betterment of our City.

The City is proud and happy to have an employee like you who has committed us with his (her) outstanding efforts and in the best interests of the City. You have worked beyond your potential with the best of your commitment levels for all these years and that's the reason you are such an integral part of our community.

Please accept this award as the City's sincere appreciation for a job well done.

Yours truly,

Pam Bulahan  
Mayor





