

# CITY OF ISLETON

## City Council Meeting Minutes

For the Meeting Held on Tuesday, January 7, 2025 at 6:30pm  
at 101 2nd Street, City Council Chambers, Isleton, CA 95641

The City Council meeting was held in person. Members of the public were able to dial in by phone or via Zoom link.

### 1. OPENING CEREMONIES

The Mayor called the meeting to order at 6:30 PM and prompted the attendees to recite the Pledge of Allegiance. The Mayor announced that Vice Mayor David Kent would act as Clerk Pro Tempore for this meeting.

Vice Mayor Kent called the roll.

Council Member Aleida Suarez	Present
Council Member Dean Dockery	Present
Council Member Pamela Bulahan	Present
Vice Mayor David Kent	Present
Mayor Iva Walton	Present

#### Staff Reports:

**Treasurer's Report:** Violeta Bettencourt, Treasurer, stated the fund balances, but added that the amounts were not correct. However, the new CPA and Attorney are working together to make corrections over the next few months.

**Code Enforcement Report:** Nate Anderson, Code Enforcement Officer, is working with the Sheriff and DA to address ongoing complaints, is moving to citation process for 58 Main Street, and inspected the Del Rio. 104 4th Street situation has been improved and is being monitored. He was thanked by Council, and for additional duties he performed for the City over the weekend.

**City Engineer's Report:** Scott Baroni, Interim City Manager, stated that the City Engineer, Mr. Lampier was not in attendance. His written report was included in the Agenda Packet. He noted that although a written contract could not be found, a retainer of \$15K has been applied to work performed with a reported \$8K past due according to a verbal agreement. The City needs an Engineer due to grants and other obligations. He requested direction from Council.

#### \*\*\*DIRECTION FROM COUNCIL TO STAFF\*\*\*

**FUTURE AGENDA ITEM: New temporary short-term (30-60 day) contract between the City of Isleton and the current City Engineer to complete the 3 or 4 outstanding projects which are close to completion to be submitted by Mr. Baroni at the next City Council Meeting.**

**Fire Department Report:** Kyle Merkins, Fire Chief, reported the number of 2024 calls for service and mentioned the department's mutual aid partners. The local school and community center can be used as emergency shelters. The department will provide coverage during the Isleton Bridge closures, and Cal Trans will reimburse us for this service. He invited the public to report any hazards. He will work on the Fire Department budget and community service such as CPR classes for 2025. Council requested monthly written reports, including training schedules, and noted that the City gets reimbursed for responding to outside calls for mutual aid.

**Public Works Report:** Jory Hadden, Public Works Supervisor, reported that leaf pickup guidelines have been submitted, park maintenance and mowing resumed, repairs and servicing of various equipment and vehicles is being done in house and saving the City thousands of dollars. He and Robert are doing what's best for the City and striving for fiscal responsibility. They are concerned about the financial uncertainty that the City is experiencing. He invited Council to visit his department. The Council thanked him and commended him for his resourcefulness.

#### Council Reports:

**Council Member Aleida Suarez:** Thanked the staff for keeping the City running, and Jessica Bigby, the CPA for meeting with her over the weekend. She alerted Council that 5 properties on Main Street are on the market, and we should give direction to realtors about our City Ordinances regarding permitted uses and Historic Preservation standards.

#### \*\*\*DIRECTION FROM COUNCIL TO STAFF\*\*\*

**Contact local Realtors to apprise them of Isleton's Municipal Code regarding permitted uses and Historic Preservation requirements related to Main Street properties.**

**Council Member Dean Dockery:** Thanked staff for stepping up.

**Council Member Pamela Bulahan:** Commended staff

**Vice Mayor David Kent:** Handed out packets as a tool to help outline what we are doing here with versions for City Council, City Clerks, and City Treasurers. Clarified number of votes needed. Ordinances, Resolutions and Monetary votes need a majority of the entire Council whereas Minute Order votes can pass with a majority of the quorum.

**Mayor Iva Walton:** "It takes a village". Remaining staff has stepped up, appreciates the new attorney Prentice, Long and the CPA, all working in a more functional way, being held accountable.

**Interim City Manager Report:** Scott Baroni, Interim City Manager stated that we are understaffed, 9 staff left, 3 employees at City Hall. Appreciates staff who are getting their jobs done and not needing micromanagement. He thanks Council for their support, now things are going in the right direction. He met with Kathy Schaefer and found that the Jumpstart RFP was not done correctly, needs to be reissued, and is vital. She is working on 3 resolutions for the next meeting. SACOG has money invested in Isleton, working on getting the projects done, ADA crosswalks on Main Street, the money is there. General Plan done for now. Wilson Park skate park signage can be done soon, and the rest of the park other than the dog park can open soon. The ball field is available.

## 2. AGENDA CHANGES OR DELETIONS

The Mayor moved Agenda Item 8A to follow the Closed Session

## 3. PUBLIC COMMENT

**Paul Steele:** He will host the Spam festival for the last time this year, handed out flyers, asked for raffle prizes, the event proceeds will benefit Isleton Elementary.

**Lori Kent:** Isleton website reported incorrectly that the IHPRB is suspended.

**\*\*\*DIRECTION FROM COUNCIL TO STAFF\*\*\***

**The Mayor directed staff to take the suspension announcement down**

**Janelle:** Made a complaint about a lot on Andrus Circle across from the ballpark, a semi is parked there. Code Enforcement stated that fines could be levied in the next 30 to 60 days. Letters were sent. Will ask DA for help. Also reported on rats in the field behind their home.

**Michelle Burke:** Wants Council to discuss the budget which is not related to reality.

**Sebastian Muldinado:** His group will not do the Crawdad Festival this year, suggests Isleton pass an Entertainment Zone Ordinance to reduce liability costs.

**\*\*\*DIRECTION FROM COUNCIL TO STAFF\*\*\***

**FUTURE AGENDA ITEM: Consult with attorney regarding whether the City should issue an RFP for the festival. Also, elevate the complaint from Janelle about the empty lot.**

**Georgia:** 12 Main Street, expressed concern about public not able to reach staff for basic questions

## 4. COMMUNICATION: None

## 5. CONSENT CALENDAR

Minutes for the Special Emergency Meeting held on Tuesday, December 17, 2024 were handed out to the Council for their review. They asked for corrections for the spelling of "Minutes" and the new "Ad Hoc" financial advisory committee to be corrected, and more details to be included about the Ad Hoc committee.

**MOTION:** A motion to approve the Minutes, with corrections, from the Special Emergency Meeting held on Tuesday, December 17, 2024 was **so Moved by Council Member Aleida Suarez, and Seconded by Vice Mayor David Kent**

<b>Council Member Aleida Suarez</b>	<b>Yes</b>
<b>Council Member Dean Dockery</b>	<b>Yes</b>
<b>Council Member Pamela Bulahan</b>	<b>Yes</b>
<b>Vice Mayor David Kent</b>	<b>Yes</b>
<b>Mayor Iva Walton</b>	<b>Yes</b>

**\*\*\* THE MOTION PASSED 5 | 0 \*\*\***

**6. PUBLIC HEARING: None**

**7. OLD BUSINESS**

A. **SUBJECT:** Review and adopt Resolution conditionally approving the City Budget for the fiscal year 2024-2025, review general expenditures to date, and provide instructions to staff, if desired.

**Discussion:** Jessica Bigby, CPA was hired to opine on the City's insolvency. This is an old budget which must be passed conditionally because of a grant in play and to meet the audit prerequisites. This action is only procedural. Prior administration did not produce accurate reporting. Department heads need to be consulted for actuals. Off by as much as 90%. Council should retain spending authority through the Ad Hoc committee. Money was spent with no revenue using backfilling from other funds. While in process of correcting, public safety and basic services need to be maintained. A grant for sewer repairs was given an extension, for \$350K to \$2.6M. City is now pointing in the right direction.

**Public Comment:**

**Georgia:** Does the Ad Hoc committee have enough support from staff to do all this?

**MOTION:** To adopt a resolution conditionally approving the City Budget for fiscal year 2024-2025 entitled "A Resolution of the City Council of the City of Isleton, California Adopting the Municipal Budgets for Fiscal Year 2024-2025, Subject to Further Information and Corrections as Required", with the stipulation that the Ad Hoc Finance Committee retains spending authority, collaborates with staff on all expenditures, and reports on these actions to the full Council at the regular City Council meetings. **This Motion was so moved by Vice Mayor David Kent and Seconded by Council Member Aleida Suarez.**

<b>Council Member Aleida Suarez</b>	<b>Yes</b>
<b>Council Member Dean Dockery</b>	<b>Yes</b>
<b>Council Member Pamela Bulahan</b>	<b>Yes</b>
<b>Vice Mayor David Kent</b>	<b>Yes</b>
<b>Mayor Iva Walton</b>	<b>Yes</b>

**\*\*\* THE MOTION PASSED 5 | 0 \*\*\***

**\*\*\*DIRECTION FROM COUNCIL TO STAFF\*\*\***

**FUTURE AGENDA ITEM: Discuss adding a member from the community to the Ad Hoc committee**

**8. NEW BUSINESS**

B. **SUBJECT:** Discussion of appointment process and selection of new City Clerk

**Discussion:** This is a volunteer position whom the Council appoints. The Council would like it to be confirmed that the former Clerk handed in her resignation to the Election Officials. The duties and authority should be defined. Vice Mayor Kent provided a handout as a starting point, and he was asked to continue as Clerk Pro Tempore until a new Clerk is appointed. The request is to be posted on the City Web Site. The deadline for applying was set for Wednesday, February 5th, 2025. Council to review and adopt the Clerk's job description at the Council Meeting on Tuesday, January 28th, 2025 and appoint the new Clerk at the Council meeting on Tuesday, February 11th, 2025.

**Public Comment:**

**Paul Steele:** You need to describe the duties of the Clerk

**\*\*\*DIRECTION FROM COUNCIL TO STAFF\*\*\***

**FUTURE AGENDA ITEM: Post open Clerk position on City Web Site with application deadline and instructions included. Agendize the approval of the job description for the Clerk for the Council Meeting on January 28th, and Agendize the appointment of a new Clerk for the Council Meeting on February 11th.**

**C. SUBJECT:** Review and adopt Resolution to approve Rosenberg’s Rules of Order to govern city council meeting procedures.

**Discussion:** Rosenberg's is an updated and simplified version of Robert's Rules. Council Members and the Public can submit Agenda items. If there is a clear item with supporting documentation it can go on the Agenda. Brown Act governs public access, policy should be in writing. Rosenberg's focus is on meeting procedures. We can draft a policy for how Agenda items are included as a Resolution. Council needs time to read and review. Tabled for next meeting.

**\*\*\*DIRECTION FROM COUNCIL TO STAFF\*\*\***

**FUTURE AGENDA ITEM: Agendize adopting Rosenberg's Rules for next Council meeting, and draft a Resolution stating the City policy for how to include items on a City Council Agenda, and what information needs to be included.**

**D. SUBJECT:** Review and adopt Resolution to authorize department and employee furloughs, and provide guidance to staff, if desired

**Discussion:** Must keep current staff, difficult to backfill positions. Finances worse than we thought. Cutting all expenses. Lost 3 high paying staff members. Remaining staff has to pick up the slack. Life insurance cut, some from people no longer employed here. Looking at services County can take over. Can't reduce staff any further. City Hall to be open Wednesdays only. Interim CM proposed having Council meet once a month even though minimal cost to run Council Meetings. City has obligations it can't fulfill, We need to keep going and make the hard decisions, re-tooling. Important for Council Meetings to convene at least twice a month, this is not the thing to cut. Council Members work on a volunteer basis, there will be an ongoing trade off for what we can keep.

**Public Comment:**

**Paul Cantelli:** Some administrative duties can be taken over by volunteers

**Lori Kent:** Council should meet at least twice a month, public deserves to have access, Council needs to know what is happening, Council has been left out of decisions in the past. It's their job to lead the City.

**Sebastian Muldinado:** Unincorporated Sacramento County is expensive, slow, difficult to deal with. We have it good here. Make the cuts, collect the revenue, do the right thing.

**Bob Tillish:** City should be open, one day a week is not enough

**Discussion:** Cannabis industry will be illegal here if we unincorporate. We need to structure our fees better. Employees should have been bonded. City Manager/City Council roles are recommended, but not enforced.

**\*\*\*NO ACTION TAKEN\*\*\***

**E. SUBJECT:** Review and Approve Resolution to Authorize City Mayor to Execute Contracts for Attorney and CPA Services.

**Discussion:** Prentice|Long is full service legal organization, and are providing us with a lifeline

**MOTION:** To approve the Resolution to Authorize the City Mayor to Execute Contracts for Attorney and CPA Services. **so moved by Vice Mayor David Kent and seconded by Council Member Aleida Suarez.**

<b>Council Member Aleida Suarez</b>	<b>Yes</b>
<b>Council Member Dean Dockery</b>	<b>Yes</b>
<b>Council Member Pamela Bulahan</b>	<b>Yes</b>
<b>Vice Mayor David Kent</b>	<b>Yes</b>
<b>Mayor Iva Walton</b>	<b>Yes</b>

**\*\*\*THE MOTION PASSED 5 | 0 \*\*\***

**9. FUTURE AGENDA ITEMS**

**A. SUBJECT:**

- 1. Kathy Schaeffer is working on 3 Resolutions for the next meeting regarding GHAD and Jumpstart
- 2. Temporary engineering contract with current City Engineer to complete 3-4 projects
- 3/ Wilson park signage and completion other than the dog park
- 4. Adoption of Rosenberg's Rules of Order
- 5. Resolution regarding process for adding items to the Agenda
- 6. Crawdad Festival, including attorney opinion on City generated RFP
- 7. City Clerk and City Treasurer duties and authority
- 8. Adding a community member to the Ad Hoc committee
- 9. 2/11 Meeting: Appoint new City Clerk
- 10. Revise spending limits for individual check signers

**10. CLOSED SESSION**

**Action taken:**

- 1. Mike Wilson was appointed Interim Part Time City Manager
- 2. Scott Baroni was appointed Interim Part Time Assistant City Manager
- 3. An Ad Hoc Committee was formed to negotiate the Contract for Interim City Manager Mike Wilson. The Committee Members are Vice Mayor David Kent and Council Member Aleida Suarez.

**\*\*\*All 3 actions were passed by a unanimous vote of all Council Members\*\*\***

**8. NEW BUSINESS**

- A. SUBJECT:** Discussion and designation of banking authority and authorized signers; direction to staff, if desired.

**Discussion:** The Ad Hoc Finance Committee Members should have signing authority on behalf of the Council. The Interim City Manager and Interim Assistant City Manager should have signing authority on behalf of the Staff. The attorney who was present at the meeting checked the Ordinance and concurred that this selection should be reflected in the Minute Order. While the City Ordinance specifies that 2 signatures are required, the bank does not enforce this and accepts checks with 1 signature. When a Finance Committee is appointed there needs to be a discussion to reduce the amount that any individual signer can approve. To avoid future misappropriation of funds, as has recently occurred, and establish internal controls, the CPA will keep custody of the physical checks. The Assistant City Manager and Bookkeeper currently have access to the safe. The Assistant City Manager vouched for the Bookkeeper and stated that she needs access as part of her day to day duties.

**\*\*\*MINUTE ORDER APPROVED BY COUNCIL\*\*\***

**Authorized signers with Banking Authority for the City of Isleton as of January 7th, 2025:**

- 1. Mayor Iva Walton**
- 2. Vice Mayor David Kent**
- 3. Interim City Manager Mike Wilson**
- 4. Interim Assistant City Manager Scott Baroni**

**11. ADJOURNMENT**

\_\_\_\_\_  
Minutes Submitted by Vice Mayor David Kent, City Clerk Pro Tempore

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date