

# City of Isleton

City Council  
Staff Report

DATE: January 23, 2024

ITEM#: 5.A

CATEGORY: Consent Calendar

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## MINUTES OF THE REGULAR CITY COUNCIL MEETING OF JANUARY 9, 2024 AND SPECIAL MEETINGS OF JANUARY 3, 2024.

### SUMMARY

A. Review of the Regular City Council Meeting minutes of January 9, 2024 and Special Meetings of January 3, 2024.

### 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 January 9, 2024 and Special Meetings of January 3, 2024.

### ATTACHMENTS

- Minutes of the Regular City Council Meeting of January 9, 2024 and Special Meetings of January 3, 2024.

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



## CITY OF ISLETON

### City Council Meeting Agenda Minutes

Tuesday, January 9, 2024 at 6:30pm  
208 Jackson Boulevard  
Isleton, California 95641

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The public may participate and provide public comments in person. Please be advised that teleconferencing option is provided as a courtesy to the public. If, for any reason, there are technical difficulties, the City Council meeting will continue in person.

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#### How to Listen to the City Council 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 called to order 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 and City Manager Charles Bergson.
- D. Recognition of service - Eric Pene former Mayor. Tabled.

### 2. AGENDA CHANGES OR DELETIONS

ACTION: City Manager requested that 10.D and 10.A be taken after Item 5.A.

### 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.

ACTION: Mandy Elder- Fourth Ave.- City Park who thought of putting a dog park up against a residential area? I think you might have to move it.

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**4. COMMUNICATION**

- A. Letter from California State Senate Bill Dodd, Senator, Third District.
- B. Congratulations from the American Water Charitable Foundation, Jean Yokotobi.
- C. FEMA Public Assistance National Workflow.

ACTION: Communication received.

**5. CONSENT CALENDAR**

- A. **SUBJECT:** Approval of Minutes of the Regular City Council Meeting of December 12, 2023 and Special City Council meeting of December 19, 2023.

**RECOMMENDATION:** City Council review and approve draft minutes of the Regular City Council Meeting of December 12, 2023 and Special City Council meeting of December 19, 2023.

ACTION: Vice Mayor Paul Steele motion to approve minutes of the Regular City Council meeting of December 12, 2023 and Special City Council meeting of December 19, 2023. Councilmember Kelly Hutson 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:** Ordinance No. 2024-02, an Ordinance of the City Council of the City of Isleton assigning the duties and functions of the Planning Commission to the City Council.

**RECOMMENDATION:** It is recommended that the City Council adopt Ordinance No. 2024-02, An Ordinance of the City Council of the City of Isleton Assigning the Duties and Functions of the Planning Commission to the City Council.

**ACTION:** Councilmember Kelly Hutson motion to adopt Ordinance No. 2024-02, An Ordinance of the City Council of the City of Isleton Assigning the Duties and Functions of the Planning Commission to the City Council. Councilmember Iva Walton second the motion. AYES: Councilmember's Kelly Hutson, David Kent and

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Iva Walton. NOES: None. ABSTAIN: Vice Mayor Paul Steele and Mayor Pamela Bulahan. ABSENT: None. PASSED 5-0.

- B. SUBJECT:** City Council adopt Ordinance No. 2024-01, and Ordinance of Isleton Public Works Improvement Standards.

**RECOMMENDATION:** It is recommended that City Council adopt Ordinance No. 2024-01, City of Isleton Public Works Improvement Standards.

**ACTION:** Vice Mayor Paul Steele motion to adopt Ordinance No. 2024-01, City of Isleton Public Works Improvement Standards. Councilmember Kelly Hutson second the motion. AYES: Councilmember's Kelly Hutson, Vice Mayor Paul Steele, Mayor Pamela Bulahan. NOES: Councilmember's David Kent, Iva Walton. ABSTAIN: None. ABSENT: None. PASSED 3-2 NOES.

- C. SUBJECT:** Resolution No. 01-24, a Resolution of the City Council of the City of Isleton authorization to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any Amendments thereto with the California Department of Transportation.

**RECOMMENDATION:** It is recommended that City Council adopt Resolution No. 01-24 that authorizes the Mayor, City Manager or City Engineer to execute the Program Supplemental Agreement for Isleton's project HSIPL-5260(004).

**ACTION:** Councilmember David Kent motion to adopt Resolution No. 01-24, that authorizes the Mayor, City Manager or City Engineer to execute the Program Supplemental Agreement for Isleton's project HSIPL-5260(004). Councilmember Iva Walton 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.

- D. SUBJECT:** City of Isleton Crawdad Festival, status report.

**RECOMMENDATION:** Receive status report of City of Isleton Crawdad Festival.

**ACTION:** Sebastian Maldonado will meet with City Manager Monday, January 15, 2024 to go over The Isleton Crawdad Festival and the plans so far. The Isleton Foundation LLC has 23 Vendors of 60, handful of commercial vendors, SCO and CO marketing, BATS, Patrol.

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- E. SUBJECT:** Conditional Use Permit CUP 01-23; Review of Project Details, The Meadows RV Park Sandeep Lidder, applicant.

**RECOMMENDATION:** Approve project details as proposed with revised site plan that provides a third driveway (can be emergency only) from Jack Slough Road as recommended by the City Fire Chief

**ACTION:** Councilmember Iva Walton motion to Approve project details as proposed with revised site plan that provides a third driveway (can be emergency only) from Jack Slough Road as recommended by the City Fire Chief.

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

## **8. NEW BUSINESS**

- A. SUBJECT:** Commercial Cannabis Status.

**RECOMMENDATION:** It is recommended that City Council review general status report and direct staff to obtain performance review applications and fees from all active commercial businesses.

**ACTION:** Planner Gary Price read staff report. Council directed to charge the \$500.00 for review. Review is by Development Agreement.

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

- A. Councilmember Kelly Hutson- None.
- B. Councilmember David Kent- Cal-Cities-inform you next week.
- C. Councilmember Iva Walton-Letter to Senator Dodd.
- D. Vice Mayor Paul Steele- 18<sup>th</sup> Delta Protection Committee meeting. Spam Festival February 18<sup>th</sup>, need raffle prizes. Breakfast club meets 28<sup>th</sup> January 8am Park West Casino in Lodi. Park and Gazebo and Light standards 1<sup>st</sup> of February hope to complete at Wilson Park.
- E. Mayor Pamela Bulahan-Delta Highway Coalition.

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

- A. City Manager Report – UnWired move towers in 2 weeks. Go online in February. Meet with Mr. Maldonado next week for the festival. Council Chambers move end of month.
- B. Fire Chief Report – Out on vacation.
- C. Planning Commission – None.

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- D. Code Enforcement – December 2023 Report. Read report.
- E. Future Agenda Items - None

## 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

### Special City Council Meeting Agenda Minutes

Wednesday, January 3, 2024 at 6:30pm

208 Jackson Boulevard

Isleton, California 95641

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How to Listen to the City Council Meeting

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Meeting ID: 337 903 7904

Passcode: 123456

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#### 1. OPENING CEREMONIES

A. Welcome & Call to Order – Mayor Pamela called to order 6:30pm. And read into record due to technical difficulties and no internet the Special City Council meeting will be held in person only.

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: None.

#### 3. PUBLIC COMMENT

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ACTION: None.

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#### 4. CLOSED SESSION

11.1 Public Employee Performance Evaluation Pursuant to Government Section §54957,  
position: City Manager.

**ACTION:** City Manager, Charles Bergson announced his resignation and will continue as an Acting City Engineer and help support our streets and sewer systems. He will also be retained as a management consultant during this transition. Our Fire Chief, Mr. Scott Baroni, will become our Interim City Manager. The City is going to race ahead of other cities and identify a permanent, dedicated, and responsive City Manager to join us long term on our journey to revitalize and increase the beauty, safety, and prosperity of Isleton – and in record time. Such suitable individuals are in high demand in California and the position is open to all interested candidates. If you know of someone great who you have confidence in, then please tell them about Isleton and let City Hall or the Council know.

Thank you!

#### 5. 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

## Special City Council Staff Report

DATE: January 23, 2024

ITEM#: 8.A

CATEGORY: New Business

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### **CITY COUNCIL APPOINTMENT OF FIRE CHIEF AS INTERIM CITY MANAGER**

#### **SUBJECT**

The City Council appoints the Fire Chief as Interim City Manager due to the resignation of the City Manager.

#### **DISCUSSION**

At its special meeting of January 3, 2024 the City Council announced its acceptance of the resignation of City Manager Charles Bergson and the appointment of Fire Chief Scott Baroni as Interim City Manager. Council also announced retaining Mr. Bergson as Acting City Engineer and service as a consultant during the transition period from an Interim City Manager to a permanent City Manager. The effective date of assignment is 15 February 2024.

The Interim City Manager assignment is to ensure that City operations are effective and efficient and to lead and support staff. Actions on long term City strategies, personnel and fiscal policy issues are not part of this assignment.

The City has several significant capital projects underway requiring the supervision of a State registered city engineer – the wastewater treatment plant and collection system emergency claims, the WWTP collections upgrade, Main Street study and improvements, Boat Launch, Wilson Park rehabilitation, the Landscape and Lighting Assessment District and attendant Isleton Municipal Code city engineer responsibilities. The absence of a city engineer will cause the projects to fall behind, lose funding eligibility, and can jeopardize projects. Retaining Mr. Bergson's institutional knowledge and history of these projects and service until a new city engineer is retained is in the best interest of the City.

#### **FISCAL IMPACT**


This Interim City Manager assignment will cost approximately \$30,000 per year. This amount will be covered by cost savings from created by this vacancy.

#### **RECOMMENDATION**

It is recommended that City Council appoint Fire Chief Scott Baroni as Interim City Manager effective 15 February 2024.

#### **ATTACHMENTS**

- Resignation, Charles Bergson, City Manager.

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





# City of Isleton

101 Second Street

Post Office 716

Isleton, California 95641

Telephone: 916-777-7770

03 January 2024

Mayor and City Council  
City of Isleton  
101 Second Street  
Isleton, California 95641

Re: City Manager Resignation

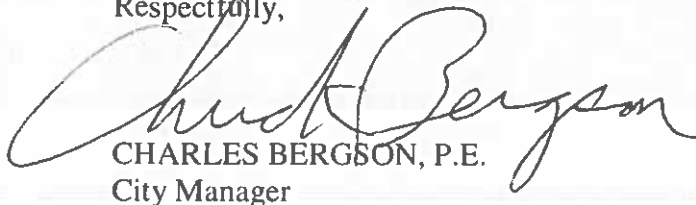
Mayor and City Council,

I hereby submit my resignation as City Manager for the City of Isleton effective 15 Feb 2024. I want to thank the City Council and the citizens of Isleton for the opportunity to help the City address its challenges and prosper.

During my tenure I have helped establish several foundation blocks for Isleton's present and future - its first published budget, first Municipal Code, first "black ink" audits after fifteen years, refinance of enterprise fund bond, first new fire engine in nearly thirty years, and streamlined the business development process. Also wish to note a threefold increase in sales tax, bringing the City over \$15 million in capital funding, and helped reestablish Isleton's profile in the State public agency community. I worked to bring the return of the Crawdad Festival and the start of the return of the Isleton Police and am proud of the capital improvements that have and/or are slated to be brought to the City - Wilson Park Rehabilitation, Boat Launch, revitalizing Main Street, the beach to downtown bridge, repaving a third of the City, half a million dollars for Main Street improvements, and the overhaul of the wastewater collection system.

Serving the public is a high calling. I have strived to meet this call and have contributed to the bright road ahead for Isleton. I wish the City "fair winds and following seas".

Respectfully,

  
CHARLES BERGSON, P.E.  
City Manager



# City of Isleton

Special City Council  
Staff Report

DATE: January 23, 2024

ITEM#: 8.B

CATEGORY: New Business

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## MUNICIPAL FINANCIAL SERVICES, REVIEW

### DISCUSSION

The City can consider the use of any commercial financial institution. The City has been using F&M Bank (previously Bank of Rio Vista) for at least thirty years. A periodic review of the financial services for public agencies is beneficial. Staff recommends that the City issue a solicitation to financial institutions, including Bank of Stock and F&M Bank, for statement of qualifications for Council consideration.

### Fiscal impact

None association with this action.

### RECOMMENDATION

It is recommended that the Council direct Staff to issue a solicitation for municipal bank services.

### ATTACHMENTS

- None

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









# City of Isleton

101 Second Street, Isleton, California 95641

## CITY MANAGER REPORT

Date: January 19, 2024

To: City Councilmembers

From: Charles Bergson, City Manager

FINANCE REPORTS - Year to Date financials are attached with date revenues and expenses for the general fund and sewer fund.

The FY2024-25 Budget is set to be presented to Council at the first February Council meeting.

Delta Region Geologic Hazard Abatement District - Board Meeting to be held on January 31, 2024.

  
Respectfully,  
Charles Bergson, P.E.



# General Fund - City of Isleton Profit & Loss

July through December 2023

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	TOTAL
<b>Ordinary Income/Expense</b>							
Income							
Charges for Services	5,094.93	8,109.85	3,370.72	3,870.77	9,691.70	5,684.60	35,822.57
Fines and Forfeitures	-42.18	42.18	50.00	0.00	10.00	25.00	85.00
Licenses and Permits	1,269.70	213.30	997.94	160.00	883.85	1,912.20	5,436.99
Other Revenues	0.00	131,460.78	8,448.89	41,932.85	320,058.12	7,200.81	509,101.45
Taxes and Assessments	19,549.11	36,468.06	17,111.06	15,998.08	78,793.67	291,123.32	459,043.30
Interest Income	-1,260.22	1,289.89	0.00	19.48	0.79	0.25	50.19
Grant Income	0.00	0.00	69,490.25	491.00	36,606.22	-338.03	106,249.44
<b>Total Income</b>	<b>24,611.34</b>	<b>177,584.06</b>	<b>99,468.86</b>	<b>62,472.18</b>	<b>446,044.35</b>	<b>305,608.15</b>	<b>1,115,788.94</b>
<b>Gross Profit</b>							
Expense							
09 · Grant Expense	54,015.82	49,014.77	73,776.36	992.43	50,854.62	12,213.91	240,867.91
10 · General Government	62,981.52	63,045.70	54,949.32	103,155.66	54,733.07	49,696.19	388,561.46
20 · Public Safety	55,366.79	36,704.80	29,798.97	30,171.15	24,026.13	23,684.64	199,752.48
30 · Parks & Recreation	1,415.75	2,477.16	2,246.55	345.20	1,069.07	65.64	7,619.37
52 · Public Ways and Facilities	13,362.45	23,878.78	21,782.55	16,708.93	12,770.34	14,141.16	102,644.21
53 · Community Development	8,963.12	5,730.62	4,494.08	5,326.60	4,576.74	611.06	29,702.22
56 · Non Departmental Expenses	126.44	156.66	166.97	177.81	333.84	190.53	1,152.25
<b>Total Expense</b>	<b>196,231.89</b>	<b>181,008.49</b>	<b>187,214.80</b>	<b>156,877.78</b>	<b>148,363.81</b>	<b>100,603.13</b>	<b>970,299.90</b>
<b>Net Ordinary Income</b>	<b>-171,620.55</b>	<b>-3,424.43</b>	<b>-87,745.94</b>	<b>-94,405.60</b>	<b>297,680.54</b>	<b>205,005.02</b>	<b>145,489.04</b>
<b>Other Income/Expense</b>							
Other Income							
9200112 · Indirect cost allocation	1,742.16	2,227.25	1,193.51	638.60	1,119.02	1,113.29	8,033.83
<b>Total Other Income</b>	<b>1,742.16</b>	<b>2,227.25</b>	<b>1,193.51</b>	<b>638.60</b>	<b>1,119.02</b>	<b>1,113.29</b>	<b>8,033.83</b>
<b>Net Other Income</b>	<b>1,742.16</b>	<b>2,227.25</b>	<b>1,193.51</b>	<b>638.60</b>	<b>1,119.02</b>	<b>1,113.29</b>	<b>8,033.83</b>
<b>Net Income</b>	<b>-169,878.39</b>	<b>-1,197.18</b>	<b>-86,552.43</b>	<b>-93,767.00</b>	<b>298,799.56</b>	<b>206,118.31</b>	<b>153,522.87</b>



**410 Sewer O&M - City of Isleton**  
**Profit & Loss**  
 July through December 2023

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	TOTAL
<b>Ordinary Income/Expense</b>							
Income							
40095SW - SEWER CONNECTION FEE	4,000.00	0.00	0.00	0.00	0.00	0.00	-4,000.00
45100SW - Sewer - Single Family - City	17,496.12	18,144.06	18,000.06	18,072.06	18,144.06	18,216.06	108,072.42
45101SW - Sewer - Multi Family City	10,132.63	10,132.63	10,132.63	10,132.63	10,132.63	10,132.63	60,795.78
45102SW - Sewer - Commercial City	8,635.34	8,707.34	8,707.34	8,707.34	8,707.34	8,707.34	52,172.04
45103SW - Sewer - Resident Outside City	7,584.01	7,900.01	7,821.01	7,821.01	7,821.01	7,821.01	46,768.06
45104SW - Sewer - Commercial Outside City	2,085.64	2,085.64	2,085.64	2,085.64	2,085.64	2,085.64	12,513.84
6100122 - Returned Check Charges	0.00	0.00	0.00	25.00	25.00	0.00	50.00
<b>Total Income</b>	<u>41,933.74</u>	<u>46,969.68</u>	<u>46,746.68</u>	<u>46,843.68</u>	<u>46,915.68</u>	<u>46,962.68</u>	<u>276,372.14</u>
Gross Profit	41,933.74	46,969.68	46,746.68	46,843.68	46,915.68	46,962.68	276,372.14
Expense							
71100SW - Salaries & Wage - Sewer	15,057.54	19,749.20	13,574.75	5,501.26	9,766.50	3,953.12	67,602.37
71101SW - Salaries/Admin Cost - Sewer	0.00	91.67	91.67	0.00	0.00	0.00	183.34
72104SW - Social Security Contr - Sewer	1,176.84	1,354.32	821.91	418.54	758.26	310.42	4,838.29
73000SW - Liability Insur SCORE - Sewer	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
8170000 - Uniforms	0.00	37.27	163.68	163.68	204.60	0.00	568.23
82101SW - Telephone - Sewer	245.85	156.67	157.47	0.00	0.00	0.00	559.99
82201SW - Electricity - Sewer	1,514.41	626.29	3,410.35	0.00	0.00	0.00	5,551.05
82203SW - WATER - SEWER	264.62	339.79	403.87	0.00	0.00	0.00	1,008.28
83150SW - Repairs & Maintenance Sewer	0.00	0.00	5,780.32	0.00	0.00	0.00	5,780.32
83151SW - Repairs & Maint - Sewer	1,313.46	5,855.95	2,808.97	0.00	0.00	0.00	9,778.38
83152SW - LAB TESTING	0.00	0.00	4,233.00	3,110.00	0.00	1,123.00	8,466.00
83153SW - Vehicle Parts/Repair Sewer	294.85	227.96	1,227.69	0.00	0.00	0.00	1,750.50
83830SW - Supplies - Sewer	596.75	0.00	1,845.22	0.00	0.00	0.00	2,441.97
8383100 - Equip REPLACEMENT / REPAIRS	0.00	0.00	0.00	1,271.80	0.00	0.00	1,271.80
83831SW - Equipment - Sewer	0.00	0.00	0.00	11,251.50	0.00	253.67	11,505.17
83910SW - Fuel - Sewer	0.00	233.59	762.10	0.00	0.00	0.00	995.69
84400SW - Prof Services Sewer	0.00	0.00	1,123.00	0.00	0.00	0.00	1,123.00
84410SW - Grant - DWR Small Cmnty Waste W	224.27	0.00	0.00	3,828.86	0.00	0.00	4,053.13
84620SW - Waste Discharge Fee Sewer	0.00	0.00	0.00	0.00	30,531.00	0.00	30,531.00
90102 - Bridge Loan Expenses	0.00	0.00	0.00	0.00	0.00	1,993.05	1,993.05
9210051 - Bank Service Charges	0.00	0.00	0.00	10.00	10.00	0.00	30.00
<b>Total Expense</b>	<u>20,888.59</u>	<u>28,672.71</u>	<u>51,204.00</u>	<u>25,553.64</u>	<u>41,270.36</u>	<u>7,643.26</u>	<u>175,023.56</u>
Net Ordinary Income	21,245.15	18,296.97	-4,457.32	21,290.04	5,645.32	39,319.42	101,338.58
Other Income/Expense							
91100SW - Indirect Cost Allocation	-1,176.84	-1,354.32	-821.91	-416.54	-400.42	-310.42	-4,480.45
Total Other Income	-1,176.84	-1,354.32	-821.91	-416.54	-400.42	-310.42	-4,480.45
Other Expense							
90100SP - Interest Exp - Long Term Debt	0.00	0.00	45,892.31	0.00	18,589.50	0.00	64,481.81
Total Other Expense	0.00	0.00	45,892.31	0.00	18,589.50	0.00	64,481.81
Net Other Income	-1,176.84	-1,354.32	-46,714.22	-416.54	-18,989.92	-310.42	-68,962.26
<b>Net Income</b>	<u>20,068.31</u>	<u>16,942.65</u>	<u>-51,171.54</u>	<u>20,873.50</u>	<u>-13,344.60</u>	<u>39,009.00</u>	<u>32,377.32</u>

