

Corey Middleton, Mayor
Paul McCoy, Mayor Pro tempore
Colleen Baker, Councilmember
Drake Davis, Councilmember
Duane Kegg, Councilmember



Jason Ledbetter, City Manager
Rhetta Hogan, Asst. City Manager and Clerk
Emily Aldrich, Finance Director
Matthew Bray, Public Works Director
John Elsnab, Human Resources Director
Mark Gilman, Police Chief
Andrew Jared, City Attorney
Jerry Lemos, Fire Chief
Juliana Lucchesi, Community Dev. Director

YREKA CITY COUNCIL MEETING MINUTES

September 5, 2023

Closed Session 5:30 PM

Regular Session: 6:30 PM

Yreka City Council Chamber, 701 Fourth Street, Yreka, CA

Phone 530-841-2386, Facsimile 530-842-4836, email: cityclerk@ci.yreka.ca.us

1. 5:30PM CALL TO ORDER:

The meeting was called to order at 5:30 PM, Councilmembers Baker, Kegg, McCoy and Middleton were present. Councilmember Davis is absent.

2. PUBLIC COMMENT ON CLOSED SESSION:

There was no public comment.

3. CLOSED SESSION:

The City Council will recess to Closed Session to discuss the below item(s). At the conclusion of the Closed Session, Open Session will reconvene and reportable action, if any, will be announced.

- a. **Conference with legal counsel—anticipated litigation (City Initiating) (Govt C §54956.9(d)(4))**
 - Number of cases: 3

4. 6:30PM CALL TO ORDER REGULAR SESSION AND PLEDGE OF ALLEGIANCE:

Meeting was called to order at 6:38PM. Mayor Middleton opened the meeting and announced that there was no reportable action taken during closed session. Mayor Middleton announced the Councilmember Davis is absent this evening.

5. SPECIAL PRESENTATIONS AND/OR ANNOUNCEMENTS:

This time slot is for informational presentations, appointments, or awards to be presented by the City Council or to the City Council.

6. PUBLIC COMMENTS:

Public participation is welcomed and invited at all City Council meetings. This time is set aside for residents to address the City Council on matters listed on the Consent Agenda as well as other items not included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment.

The City requests that persons addressing the City Council refrain from making personal, slanderous, profane, or disruptive remarks.

Councilmembers, when recognized by the Mayor, may ask clarifying questions of presenter but no action may be taken by the City Council during the public comment section of the meeting. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

This time is set aside for residents to address the City Council on matters listed on the Consent Agenda as well as other items not included on the Agenda. If your comments concern an item listed under the Public Hearing or New Business sections of the Agenda, please address the Council when that item is open for public comment.

- Please speak into the microphone from the podium. The podium electronically adjusts up and down to accommodate speaker.
- Please state your name for the record prior to providing your comments.
- Please address the Council as a whole.
- If you have documents to present, please provide a minimum of seven (7) copies. These become a public record.
- Please limit your remarks to five (5) minutes.
- Since Council is unable to take action on issues not on the agenda, your matter may be referred to staff for follow up or be placed on a future agenda.

Public comments period is **not** intended to be a “Question and Answer” period or conversations with the Council or City staff.

[Public comment was heard from Donna Bacigalupi and Steve Radford.](#)

7. **CONSENT AGENDA:**

All matters listed under the consent agenda are considered routine and non-controversial and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion,

- a. Approval/ratification of payments issued from August 7, 2023, through August 25, 2023.
- b. Approval of Minutes of the Regular Meeting held August 15, 2023.
- c. Approval of Minutes of the Special Meeting held August 17, 2023.
- d. Motion Authorizing the City Manager to Execute a Professional Services Agreement with Nichols-Melburg & Rossetto, AIA & Associates, Inc. (NMR) for Architecture, Engineering and Construction Management Services for the Yreka Volunteer Fire Department New Fire Station Project in an Amount Not to Exceed \$1,118,560.00
- e. Motion Authorizing the City Manager or his delegate to enter into an Information Technology Professional Services Agreement for \$133,684.32 with Network One for Fiscal Year 2023-2024.
- f. Adopt Resolution 2023-40 Approving Requests Associated with the Special Event Known as the “Norcal Cross” to be Held on March 2, 2024, at Greenhorn Reservoir
- g. Adopt Resolution 2023-41 Approving Greenhorn Disc Golf Tournament on October 14, 2023, at Greenhorn Reservoir.
- h. Adopt Resolution 2023-42 of the City Council of the City of Yreka Authorizing the City Manager or his Designee to Apply to the California Strategic Growth Council for a Community Resilience Center Development Grant and to execute all related documents if awarded.
- i. Motion to Adopt Resolution 2023-43 of the City Council of the City of Yreka, State of California, Authorizing the Filing of a Rural and Tribal Assistance Pilot Program Grant Application for up to \$320,000 utilizing 2022 funds, with an opportunity to apply for up to \$360,000 for 2023 funds.

- j. Waive Full Text Reading of All Ordinances on the Agenda. Ordinances shall be introduced and adopted by title only.

Recommended City Council Action: Motion to Adopt the Consent Agenda of the City Council of the City of Yreka as presented.

Motion to Adopt the Consent Agenda of the City Council of the City of Yreka as presented.

MOTIONED: Councilmember McCoy

SECONDED: Councilmember Kegg

AYES: Councilmembers Baker, Kegg, McCoy, and Middleton

NOES: -0-

ABSENT: Councilmember Davis

8. PUBLIC HEARINGS:

Public Hearing Protocol:

- i. Mayor will describe the purpose of the Public Hearing.
- ii. City Staff will provide the Staff Report.
- iii. City Staff will respond to questions from the City Council.
- iv. Mayor will open the Public Hearing.
- v. Public wanting to comment will come to the podium, provide the City Clerk with their name and address, and provide their comments.
- vi. Mayor will close the Public Hearing.
- vii. City Council will deliberate and act on the item.

City Manager

- a. **Agenda Title:** 2024 Master Fee Schedule Update

City Staff has updated the Master Fee Schedule for the 2023-2024 Fiscal Year. The Master Fee Schedule is a financial planning document that contains all fees associated with applications and licensing of various uses, lots, and structures within the City Limits of the City of Yreka.

Recommended City Council Action: Motion to Adopt Resolution 2023-39 of the City Council of the City of Yreka Adopting an Updated Comprehensive Fee Schedule and Adopt the Finding that the Project is Statutorily Exempt from CEQA.

Motion to Adopt Resolution 2023-39 of the City Council of the City of Yreka Adopting an Updated Comprehensive Fee Schedule and Adopt the Finding that the Project is Statutorily Exempt from CEQA.

MOTIONED: Councilmember Baker

SECONDED: Councilmember McCoy

AYES: Councilmembers Baker, Kegg, McCoy, and Middleton

NOES: -0-

ABSENT: Councilmember Davis

9. NEW BUSINESS

City Attorney requested that we add item 9.e., to appoint a volunteer firefighter and to act on this matter and to move item before new business item 9.e.

Motion to add to the agenda as a matter of urgency the Appointment of Volunteer Firefighter Kaleb Laustalot and to move the item introduced as 9.e. before item 9.a.

MOTIONED: Councilmember Baker
SECONDED: Councilmember Kegg
AYES: Councilmembers Baker, Kegg, McCoy, and Middleton
NOES: -0-
ABSENT: Councilmember Davis

Mayor

- a. **Title:** City Council Interviews of Applicants to the Planning Commission to fill a vacant seat. Three candidates will be interviewed by the City Council for one vacant position on the Yreka Planning Commission (term expires March 31, 2026). The applicants that are being considered are Dawnmarie Autry, Chris Lazaris, and Sarah Chaffee.

Recommended City Council Action: That the City Council make recommendations to the Mayor for a Mayoral appointment to fill one (1) vacant seat on the Planning Commission.

City Attorney guided the City Council through the interview and ballot process. After the interview, the results of the ballot process were as follows:

Middleton Chris Larazus

Baker Dawnmarie Autrey

McCoy Dawnmarie Autrey

Kegg Dawnmarie Autrey

Mayor Middleton appointed Dawnmarie Autrey to fill the one (1) vacant seat on the Planning Commission.

Finance Director

- b. **Title:** Water and Wastewater Utility Rate Study

Paul Reuter, of Pace Engineering will present the City's 2024-2028 Water and Wastewater Utility Rate Study.

Recommended City Council Action: Discussion and possible direction to staff to bring back the City of Yreka Water and Wastewater Utility Rate Study for Adoption at a future Council meeting.

Public comment was heard from Steve Radford.

Direction was given to the final study back the City of Yreka Water and Wastewater Utility Rate Study for Adoption at a future Council meeting.

Human Resources Director

- c. **Title:** Introduction of Proposed Ordinance 875 of the City Council of the City of Yreka Amending Chapter 2.10 – Employee Personnel System and Chapter 2.50 - Nepotism.

City Staff has been working on revising the City's Personnel Policies and the City's Municipal Code related to employment practices. After completing the meet and confer process, staff has proposed revisions to the City's Municipal Code to update Chapter 2.10 – Employee Personnel System and Chapter 2.50 – Nepotism.

Recommended City Council Action: Consider/discuss and move to introduce Ordinance No. 875 An Ordinance of the City Council of the City of Yreka, California Amending Chapter 2.10 to the Yreka Municipal Code Entitled "Employee Personnel System and Chapter 2.50 Nepotism and Finding the

Ordinance Exempt from CEQA” and pass the ordinance to the next Council meeting for a second reading and its possible adoption.

Motion to move to introduce Ordinance No. 875 An Ordinance of the City Council of the City of Yreka, California Amending Chapter 2.10 to the Yreka Municipal Code Entitled “Employee Personnel System and Chapter 2.50 Nepotism and Finding the Ordinance Exempt from CEQA” and pass the ordinance to the next City Council meeting for a second reading and its possible adoption.

MOTIONED: Councilmember Kegg
SECONDED: Councilmember Baker
AYES: Councilmembers Baker, Kegg, McCoy, and Middleton
NOES: -0-
ABSENT: Councilmember Davis

d. **Title:** Employee Personnel Policies and Procedures

Staff has been working on revising the City’s Personnel Polices and Procedure Manual since October 2021, along with the City’s Municipal Code. Staff has completed the meet and confer process with the represent employee bargaining groups, and a revised policy manual is being recommend to the Council for adoption. Municipal Code Section 2.10.080 allows for the adoption and amendment of personnel rules and regulations by resolution of the City Council.

Recommended City Council Action: Motion to Adopt Resolution 2023-44 by the City Council of the City of Yreka Adopting the Revised Personnel Polices and Procedure Manual

Motion to Adopt Resolution 2023-44 by the City Council of the City of Yreka Adopting the Revised Personnel Polices and Procedure Manual.

MOTIONED: Councilmember McCoy
SECONDED: Councilmember Baker
AYES: Councilmembers Baker, Kegg, McCoy, and Middleton
NOES: -0-
ABSENT: Councilmember Davis

e. **Title:** Motion to Appoint Kaleb Laustalot as a Volunteer to the Yreka Volunteer Fire Department

There was no public comment.

Motion to Appoint Kaleb Laustalot as a Volunteer to the Yreka Volunteer Fire Department.

MOTIONED: Councilmember McCoy
SECONDED: Councilmember Kegg
AYES: Councilmembers Baker, Kegg, McCoy, and Middleton
NOES: -0-
ABSENT: Councilmember Davis

10. CITY MANAGER/STAFF REPORTS:

City Manager and Staff may make brief announcements or reports at this time.

City Manager Ledbetter introduced the City’s new planning manager Alia Roca Lezra. This position will add needed capacity to the planning department. The City is continuing to advertise for an OES Resilience Officer and City Clerk. City Manager attended the kickoff meeting on August 24th with the City’s new virtual

webmaster with the goal of improving our website and creating many educational videos in the future viewable from the website. In the interim, we came up with the idea to inform the public through the utility bill with more frequent added mailers. Assistant City Manager Hogan and I met with Fire Chief Lemos and have scheduled regular meetings to continue to plan and create educational material for the public on a new Fire Station project and the possibility of adding some paid fire staff in the future. I attended the Communications Ad Hoc meeting on Tuesday, August 29th, where we discussed the improvements with the city website. On August 30th, City Manager Ledbetter attended the Siskiyou Climate Collaborative in Dunsmuir. This grant, through the SCEDC, can work into a project, like a co-gen facility. And on August 31st, City Manager Ledbetter met with YMCA Director, Scott Eastman on a fencing project around the facility and the cemetery district.

11. MAYOR/COUNCILMEMBERS REPORTS, STATEMENTS AND REQUESTS:

AB 1234 Conference and Meeting Report (verbal, if any) *(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)*

Members of the Council may make brief announcements, reports, or request staff to report to Council on any matter at a subsequent meeting.

Councilmember Baker attended the Communications Ad Hoc on August 29, 2023. Councilmember thanked all the applicants to who applied to the Yreka Planning Commission.

Councilmember Kegg thanked the Planning Commission applicants for participating in the process this evening, and congratulated Dawnmarie Autrey on her appointment. Councilmember Kegg announced a homeless meeting tomorrow at the Behavioral Health building.

Mayor Pro tempore McCoy congratulated Dawnmarie Autrey on her appointment to the Planning Commission and requested a future Code of Conduct training.

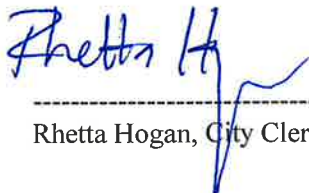
Mayor Middleton seconded Mayor Pro tempore's McCoy's request for City staff to schedule a Code of Conduct training.

12. ADJOURNMENT:

Meeting adjourned at 8:11PM.



Corey Middleton, Mayor
Minutes approved by City Council,
Motion on September 19, 2023



Rhetta Hogan, City Clerk