

# CITY OF LOYALTON

COUNTY OF SIERRA  
605 SCHOOL STREET  
P.O. BOX 128  
LOYALTON, CALIFORNIA 96118  
(530) 993-6750  
cityofloyalton.org



OFFICE OF THE MAYOR

**AGENDA FOR THE REGULAR MEETING OF THE  
LOYALTON CITY COUNCIL  
6:00 P.M. – CITY HALL AUDITORIUM  
605 SCHOOL STREET  
SEPTEMBER 21<sup>ST</sup>, 2021  
NEXT ORDINANCE #424  
NEXT RESOLUTION NO. 3-2021**

**AGENDA & PACKET AVAILABLE ON CITY WEB SITE  
cityofloyalton.org**

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Kathy LeBlanc, City Clerk, at [\[ofclerk-cityofloyalton@psln.com\]](mailto:ofclerk-cityofloyalton@psln.com) who will swiftly resolve such request.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **ANNOUNCEMENTS**
6. **APPROVAL OF MINUTES**  
Regular Meeting August 17<sup>th</sup>, 2021 (Attachment)
7. **STAFF REPORTS**
  
8. **PUBLIC COMMENT**

This is an opportunity for members of the public to address the Council on items which are not on the agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the City Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Council **cannot take action on any item not on the posted agenda**

9. **TIMED ITEM 6:15 PUBLIC HEARING ADMENDMENT TO ZONING CODE.**
10. **FIRE DEPARTMENT REPORT**
11. **FINANCIAL COMMITTEE REPORTS**
  1. Financial Committee Report/Update
    - Approval of Reconciled Accounts for August 2021 (Attachment)
    - Approval of Bill Sheet August 2021 (Attachment)
    - Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$30,000.00 (Attachment)
12. **PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION**
13. **OTHER COMMITTEE REPORTS**
14. **DISCUSSION AND POSSIBLE ACTION ITEMS**
  1. Discussion and Possible Action regarding Carpet Cleaning.
  2. Discussion and Possible Action regarding Maintenance/WWTP employment.
15. **AGENDA INPUT FOR UPCOMING MEETINGS**
16. **BOARD MEMBER CLOSING REMARKS**
17. **ADJOURNMENT**

August 17<sup>th</sup>, 2021

## **REGULAR MEETING**

The Regular meeting of the Loyalton City Council was called to order by Mayor S. Jackson on August 17<sup>th</sup>, 2021 at 6:00 p.m. Loyalton City Auditorium

**COUNCIL MEMBERS PRESENT** Mayor S. Jackson, J. Markum, D. Riede, J. Gerow

**COUNCIL MEMBERS ABSENT**

## **STAFF PRESENT**

City Clerk- Kathy LeBlanc, Jamie Stockdale-Bookkeeper

## **GUESTS PRESENT**

J. Mertton, B. Mertton, J. Buck, P. DeMartini, P. DeMartini, D. Lawlor, M. Fisher, R. Belli, T. Hubbs

## **APPROVAL OF AGENDA**

It was moved by J. Markum, seconded by D. Riede to approve the agenda as presented. Motion carried.

## **ANNOUNCEMENTS**

City Clerk Kathy LeBlanc reported the Sewer Rate Increase Letters will go out this week. She also reported that the case for Jennifer Hood has been resolved; she will be placed on probation for 2 Years and pay restitution to the City for the amount of \$17,884.52. The Court is asking if the City would like to write a letter in regards to the restitution. Mayor Jackson will draft letter.

## **APPROVAL OF MINUTES**

1. It was moved by D. Riede, seconded by J. Markum, to approve the minutes of the Regular Meeting of July 20<sup>th</sup>, 2021 Motion carried.

## **STAFF REPORTS/WRITTEN COMMUNICATIONS**

1. Mayor Jackson addressed the Council on the letter received from Bill Powers, Mayor of Portola in regards to the empty Courthouse in Portola. Mayor Jackson will draft a letter of support.
2. Councilmember Markum gave a brief report on the status of the Prop 68.
3. A brief discussion was held on the Draft Audit for 19/20. Journal entrees will be made and this will come back to council.

## **PUBLIC COMMENT**

1. B. Mertton reported he went to the WWTP for a tour stating that all looked good. He also spoke on security cameras.
2. D. Lawlor would like to have a will serve letter from the City of Loyalton in regards to utilities for Route 49 Partners.
3. R. Belli inquired about fire hazards on private property.

## **FIRE DEPARTMENT REPORT**

P. DeMartini reported on behalf of the Loyalton Fire Department. She stated that an engine was out on the Dixie Fire. Councilmember Markum reported that an EMT Class will be offered in August at the Adult Education Building.

## **FINANCIAL COMMITTEE REPORT/UPDATE**

Councilmember Markum reported that they are still working on the budget. Mayor Jackson will draft a letter to the Assembly of God in regards to the water break. J. Buck asked about solar power to help the City.

1. It was moved by D. Riede, seconded by J. Markum to approve the reconciled Accounts for July 2021. Motion carried.
2. It was moved by J. Markum, seconded by D. Riede to approve the bill sheet not to exceed \$222,188.68. Motion carried.

## **ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS**

1. It was moved by J. Markum, seconded by D. Riede to approve the fund transfer from General 1956 to Enterprise MM 0559 not to exceed \$24,000. Motion carried.
2. After a brief discussion it was moved by J. Markum, seconded by D. Riede to approve fund transfer from Cal-Trust for payment of water repairs not to exceed \$20,000. Motion carried.

## **REIMBURSEMENT FOR USDA**

None

## **PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION**

1. Councilmember Riede reported to the council that she has been in contact with Liberty Utilities in regards to placing LED lighting at City Hall and the Senior Center. She stated that we would have to have to install them. She will report back to the council.
2. Councilmember Riede reported that the streets signs will be ordered tomorrow.
3. Councilmember Riede reported on the FLAP Grant stating that the grant for this year is closed but she will continue to work on it.
4. Councilmember Riede reported she has been working with a community service on main street.
5. Councilmember Gerow reported that Keith Jordan is out on the fire. He also reported the park is looking good. They are trying to work on the potholes. He also reported a possible break in at the pool.

## **OTHER COMMITTEE REPORTS**

1. Mayor Jackson gave a report on the Loyalton Mobile Park in regards to the out of service agreement and the will serve letter. She spoke briefly on the capacity. Mayor Jackson will send report to both attorney's in regards to what would be in the best interest for the City.

## **DISCUSSION AND POSSIBLE ACTION ITEMS**

1. Mayor Jackson and Councilmember Gerow had a meeting with Sierra County in regards to the Building and Planning Department. This will be brought back to council in the future. She also stated that the Tidwell property has been issued a stop work order.
2. Councilmember Markum requested that the City purchase Security Cameras for the Pool Building and Park. After a brief discussion, It was moved by J. Markum, seconded by J. Gerow to purchase Security Cameras not to exceed \$2,500. Motion carried.
3. After a brief discussion, It was moved by J. Markum, seconded by D. Riede to approve Task Order #8 from Farr West Engineering. Motion carried.
4. Mayor Jackson addressed the Council on the resignation of Councilmember Rogers. She thanked Councilmember Rogers for her hard work and dedication to the City. It was moved by J. Gerow, seconded by J. Markum to accept the resignation. Motion carried. Mayor Jackson then directed City Clerk to advertise for the vacancy.

Mayor Jackson adjourned the Regular meeting to move to Closed Session.  
Mayor Jackson reconvened the Regular meeting stating no reportable action was taken.

## **INPUT FOR UPCOMING MEETINGS**

### **CLOSING REMARKS**

None

Meeting Adjourned

APPROVED: \_\_\_\_\_

Mayor Jackson

ATTEST: \_\_\_\_\_

Kathy LeBlanc, City Clerk

# CITY OF LOYALTON

## CITY COUNCIL STAFF REPORT

MEETING OF: September 21, 2021

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**Subject:** Housing Element/Zoning Code Update ZOA  
2021-01, Amendment No. 1

**From:** Kathy LeBlanc, City Clerk  
Gary Price, Contract Planner



- Recommended Action:**
1. Conduct public hearing and consider public comments.
  2. Determine that this action to amend the Zoning Ordinance is exempt from environmental review.
  3. Determine that this action is consistent with the General Plan.
  4. Waive first reading and adopt Ordinance No. 424, an amendment to Chapter 17 of the Loyalton Municipal Code repealing and replacing the Zoning Ordinance.

The public, and/or Councilmembers may review the document from the City's Website at:

<https://www.cityofloyalton.org/>

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**BACKGROUND:** The Council adopted Ordinance 423 on June 15, 2021, amending and updating the Zoning Code to comply with various state regulations. This is a second amendment to the Zoning Code to clean up the new code and address further compliance requirements of state housing law concerning Accessory Dwelling Units (ADU). Proposed revisions to the Code in this second ordinance amendment are as follows (refer to track changes in Draft Ordinance No 424):

1. Removed glitch on Pages 37-39 regarding manufactured structures.
2. Simplified Section 4-11, regarding accessory dwelling units (ADUs). In accordance with California Government Code Section 65852.2, we submitted the ordinance to the for review of the Accessory Dwelling Unit (ADU) provisions and they had indicated that there were some differences in interpreting statutes in this section. Rather than revising various sections to meet HCD's interpretations, they suggested simplifying it to just reference the relevant statutes (refer to Pages 39-44). This approach also allows the City to retain the Zoning Code without needing future changes when the state further amends

ADU requirements.

3. Added a complete table of contents and title page to the Zoning Code.

**LEGAL REVIEW:** The City Attorney reviewed the proposed ordinance amendments and has indicated that they are legally correct.

**ENVIRONMENTAL DETERMINATION:** Adoption of these code amendments are exempt from environmental review under the “Common Sense Rule” of the CEQA Guidelines Section 15061 (b) (3) that this is not a project that would result in a direct impact on the environment. Included in the Council’s motion to adopt Zoning Ordinance Amendment, the Council should determine that the project is exempt from environmental review.

**ALTERNATIVES:** The City Council should open and close the public hearing, consider the staff/consultant team’s recommendation and public comments, and then either adopt this first reading of the proposed zoning ordinance amendment or continue this item with specific direction. Should the Council continue this matter, it should keep the public hearing open and continue to the June meeting (to avoid further legal noticing).

**NEXT STEPS:** The City Council will need to conduct a second reading of the ordinance on October 19, 2021, and then the new coded would take effect on November 20, 2021.

To properly implement programs in the recently adopted Housing Element and to meet HCD’s requirements, the staff/consultant team will create an ADU program that includes standards and a City webpage to promote the development of ADUs, sometime in November.

**QUESTIONS/COMMENTS:** Please feel welcome to contact the City’s planning consultant, Gary Price, at (530) 218-1059 or [gary@plannerprice.com](mailto:gary@plannerprice.com) with any questions regarding this matter.

**ATTACHMENTS:**

1. Ordinance No. 424, Zoning Ordinance Amendment

**NOTICE OF EXEMPTION**

**TO:    ×       Office of Planning and Research  
                  1400 Tenth Street  
                  Sacramento, CA 95814**

**FROM: City of Loyalton .  
          P.O. Box 128  
          Loyalton, CA 96118**

**×       Sierra County Clerk/Recorder's Office  
                  Environmental Filings  
                  100 Courthouse Sq.  
                  Downieville, CA 95936**

**Project Title:** Zoning Ordinance Amendment ZOA 2021-01.

**Project Address:** 605 School Street, Loyalton, CA 96118

**Project Location – City:** City of Loyalton

**Project Location – County:** Sierra

**Project Description:** Update of Chapter 17, City of Loyalton Municipal Code, Zoning Regulations.

**Name of Public Agency Approving Project:** City of Loyalton

**Name of Person or Agency Carrying Out Project:** City of Loyalton

**Exempt Status: (Check One)**

- \_\_\_\_\_ Ministerial (Section 21080(b)(1); 15268);
- \_\_\_\_\_ Declared Emergency (Section 21080(b)(3); 15269(a));
- \_\_\_\_\_ Emergency Project (Section 21080(b)(4); 15269(b)(c));
- X   General Rule Exception (14 CCR 15061(b)(3))
- \_\_\_\_\_ Categorical Exemption. Type and section number:
- \_\_\_\_\_ Statutory Exemptions. State code number:

**Reasons why project is exempt:** Zoning Ordinance Amendment ZOA 2021-01 is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. None of these changes have the potential to adversely affect the physical environmental, as they merely require adherence to state law.

**Lead Agency Contact Person:** Kathy Le Blanc \_\_\_\_\_ **Number:** (530) 993-6750

**Signature & Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**× Signed by Lead Agency     Signed by Applicant    Date received for filing:** \_\_\_\_\_



### Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed reconciled Plumas Bank Accounts

General Account (1956)	8/31/2021	(\$148,567.71)	Reconciled	9/08/2021
CDBG Account (0059)	8/22/2021	(\$14,167.40)	Reconciled	9/01/2021
F.D. Reserve (7243)	8/31/2021	(\$162,022.48)	Reconciled	9/07/2021
General Savings (0322)	8/22/2021	(\$29,427.30)	Reconciled	9/01/2021
Enterprise-W&S (0559)	8/31/2021	(\$271,115.95)	Reconciled	9/07/2021
WWTP Settle. (4387)	8/31/2021	(\$195,440.62)	Reconciled	9/07/2021
Cares Act (0998)	8/31/2021	(\$0.00)	Reconciled	9/07/2021
LAIF Account (496)	8/31/2021	(\$2,030,878.36)	Reconciled	9/08/2021
CalTrust (29130)	8/31/2021	(\$81,486.47)	Reconciled	9/08/2021

This authorization took place at the council meeting held on 09/21/21 and will be further reflected in the council minutes of this meeting.

\_\_\_\_\_  
Authorized Signature Sarah Jackson, Mayor, Dated 09/21/21

12:05 PM  
09/08/21  
Cash Basis

City of Loyaltan  
**Bills Paid**  
As of August 31, 2021

Type	Date	Num	Name	Memo	Paid Amou...
<b>Enterprise Loan MM 0559</b>					
Transfer	08/06/2021			Funds Transfer	1,500.00
Transfer	08/06/2021			Funds Transfer	4,500.00
Transfer	08/13/2021			Funds Transfer	1,500.00
Transfer	08/13/2021			Funds Transfer	4,500.00
Transfer	08/20/2021			Funds Transfer	4,500.00
Transfer	08/20/2021			Funds Transfer	1,500.00
Transfer	08/20/2021			Funds Transfer	1,500.00
Check	08/31/2021			Service Charge	-2.00
Total Enterprise Loan MM 0559					23,998.00

**General Funds**

**General Checking 1956- NEW**

Liability ...	08/06/2021		Employment Developme...	69817369	-153.61
Liability ...	08/06/2021		US Treasury-941	94-6000364	-1,341.20
Check	08/11/2021		Bank of America	5472064000010235	-2,133.38
Liability ...	08/20/2021		Employment Developme...	69817369	-89.07
Liability ...	08/20/2021		US Treasury-941	94-6000364	-1,359.18
Transfer	08/27/2021			Funds Transfer: To pay for E...	20,000.00
Transfer	08/06/2021			Funds Transfer	-1,500.00
Transfer	08/06/2021			Funds Transfer	-4,500.00
Transfer	08/13/2021			Funds Transfer	-1,500.00
Transfer	08/13/2021			Funds Transfer	-4,500.00
Transfer	08/20/2021			Funds Transfer	-4,500.00
Transfer	08/20/2021			Funds Transfer	-1,500.00
Transfer	08/20/2021			Funds Transfer	-1,500.00
Check	08/31/2021		United Healthcare Insur...	J Cussins Health Insuranc	-359.72
Check	08/31/2021		Plumas Bank-Vendor	Wire Transfer Fee	-15.00
Check	08/31/2021			Service Charge	-2.00

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09/08/21

Cash Basis

City of Loyaltton  
Bills Paid

As of August 31, 2021

Type	Date	Num	Name	Memo	Paid Amou...
Check	08/01/2021	7063	Sarah Jackson	City Council August 2021	-150.00
Check	08/01/2021	7062	Markum	City Council August 2021	-150.00
Check	08/01/2021	7061	Rogers	City Council August 2021	-150.00
Check	08/01/2021	7060	Riede	City Council August 2021	-150.00
Check	08/01/2021	7059	Gerow	City Council August 2021	-150.00
Check	08/01/2021	7058	LeBlanc	City Clerk August 2021	-150.00
Bill Pmt -...	08/01/2021	7057	Sierra County Auditor	August Police Contract	-1,250.00
Check	08/01/2021	7056	John Cussins Retiree	August Retiree Payment	-1,171.76
Check	08/01/2021	7055	Jardin Retiree	August Retiree Payment	-1,946.75
Check	08/01/2021	7054	McGarity Retiree	August Retiree Payment	-268.36
Check	08/01/2021	7053	Yegge Retiree	August Retiree Payment	-513.55
Check	08/01/2021	7052	Gerow	Reimbursement for backfill fr...	-85.80
Paycheck	08/06/2021	7051	Jordan, Keith S.		-1,377.21
Paycheck	08/06/2021	7050	Blanc, Katherine L		-690.64
Paycheck	08/06/2021	7049	Borrow, Brandon C		-1,254.69
Paycheck	08/06/2021	7048	Stockdale, Jamie		-1,157.08
Paycheck	08/06/2021	7047	Wall, Phillip G		-1,604.79
Bill Pmt -...	08/04/2021	7046	ary Price		-1,150.00
Bill Pmt -...	08/04/2021	7045	umas-Sierra Telecomm.		-218.00
Bill Pmt -...	08/04/2021	7044	umas Sierra Rural Ele...		-5,369.59
Bill Pmt -...	08/04/2021	7043	Sierra Valley Home Cent...	1100	-238.34
Bill Pmt -...	08/04/2021	7042	Sierra State Analytical L...	Effluent Weir Vault	-198.00
Bill Pmt -...	08/04/2021	7041	C.O.R.E.		-40,734.19
Bill Pmt -...	08/11/2021	7040	California Department of...	0.9400	-676.00
Bill Pmt -...	08/11/2021	7039	Sierra West Engineering		-229.00
Bill Pmt -...	08/11/2021	7038	Sierra Gas LLC	Tank Swith & Fill	-1,473.03
Bill Pmt -...	08/11/2021	7037	Schwab	2001 Ford F-350	-1,597.77
Bill Pmt -...	08/11/2021	7036	Porter Simon Profession...	92132-13200M	-1,625.00
Bill Pmt -...	08/11/2021	7035	Sierra State Analytical L...	Effluent Weir Vault	-63.00
Bill Pmt -...	08/11/2021	7034	erox Corporation	951429299	-312.74
Bill Pmt -...	08/11/2021	7033	Whites Sierra Station, Inc		-414.26
Paycheck	08/20/2021	7032	Jordan, Keith S.		-1,371.81

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09/08/21

Cash Basis

City of Loyaltan  
**Bills Paid**  
As of August 31, 2021

Type	Date	Num	Name	Memo	Paid Amou...
Paycheck	08/20/2021	7092	Blanc, Katherine L		-653.89
Paycheck	08/20/2021	7090	Morrow, Brandon C		-1,357.50
Paycheck	08/20/2021	7089	Stockdale, Jamie		-1,112.91
Paycheck	08/20/2021	7100	Mail, Phillip G		-1,620.68
Paycheck	08/25/2021	7120	Morrow, Brandon C		-79.81
Check	08/25/2021	7120	John Evans	Slater Fire, Loyaltan Fire, Au...	-17,444.24
Total General Checking 1956-NEW					-99,613.55
<b>General Contingency Saving 0322</b>					
Total General Contingency Saving 0322					
Total General Funds					-99,613.55
<b>Designated Funds</b>					
<b>WWTP Settlement MM 4321</b>					
Total WWTP Settlement MM 4321					
<b>WWTP Construction 1990</b>					
Total WWTP Construction 1990					
<b>Community Dev Block Grant 0059</b>					
Total Community Dev Block Grant 0059					
Total Designated Funds					
<b>TOTAL</b>					<b>-75,615.55</b>

### Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed Transfer(s) of Funds.

Transfer From	Transfer To	Date	Amount
General Fund	Enterprise Loan MM 0559 Water Sewer	10/01/2021	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/08/2021	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/15/2021	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/22/2021	1,500.00 4,500.00
General Fund	Enterprise Loan MM 0559 Water Sewer	10/29/2021	1,500.00 4,500.00
<b>THIS TOTAL</b>			<b>\$30,000.00</b>

This authorization took place at the council meeting held on 9/21/2021 and will be further reflected in the council minutes of this meeting.

\_\_\_\_\_  
Authorized Signature

Sarah Jackson, Mayor, Dated 9/21/2020