

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



Mayor Sean Lomen · Mayor Pro Tem Caroline McCully
Councilmembers Trinity Burruss · Kim Douglass · Larry Hillberg

REGULAR MEETING AGENDA

September 24, 2025
Regular Session 6:00 PM

You may access the meeting and address the Council by the following means:

ZOOM at

<https://us02web.zoom.us/j/84968570574>

Dial in by calling one of the numbers listed below and enter the Webinar ID:

849 6857 0574

1 669 900 6833 / 1 669 444 9171 / 1 719 359 4580 / 1 253 205 0468

View Only on Facebook Live on our City of Colfax page: City of Colfax, California.

You may also submit written comments to the City Clerk via email at city.clerk@colfax-ca.gov, via regular mail to P.O. Box 702, Colfax CA 95713, or by dropping them off at City Hall, 33 S. Main Street, Colfax CA 95713. Comments received will be submitted to Council and made a part of the record.

While the City makes every effort to allow public participation in City Council meetings via Zoom and Facebook Live as described above, we cannot guarantee these services will be accessible. We encourage interested members of the public to submit written comments in advance of the meeting or attend the meeting in person.

1 OPEN SESSION

- 1A. Call Open Session to Order
- 1B. Pledge of Allegiance
- 1C. Roll Call
- 1D. Approval of Agenda Order

This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.

Recommended Action: By motion, accept the agenda as presented or amended.

1E. Statement of Conflict of Interest

2 CONSENT CALENDAR

Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.

Recommended Action: Approve Consent Calendar



- 2A. **City Projects Report** (Pages 4-7)
Recommended Action: Review and Comment.

*** End of Consent Calendar ***

3 **AGENCY REPORTS**

- 3A. **Placer County Sheriff's Office**
3B. **California Highway Patrol**
3C. **Placer County Fire Department/CALFIRE**
3D. **Non-Profits**

4 **PRESENTATIONS (NONE)**

5 **PUBLIC HEARING (NONE)**

6 **PUBLIC COMMENT**

Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.

7 **COUNCIL AND STAFF**

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

- 7A. **Committee Reports and Colfax Informational Items – All Councilmembers**
7B. **City Operations Update – City Manager**

8 **COUNCIL BUSINESS**

- 8A. **City Policy for Donating to Non-Profits** (Pages 8-10)
Recommended Action: Discuss establishing a City Donation Policy.
- 8B. **Sierra Soar Non-Profit Donation Request** (Pages 11-16)
Recommended Action: Adopt Resolution __-2025 authorizing the City Manager to make a donation in an amount up to \$2,800.00 to the Sierra Soar Non-Profit.

9 **GOOD OF THE ORDER**

Informal statements, observation reports and inquiries regarding the business of the City may be presented by Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

9A. **Public Comment on Good of the Order**

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.



10 **CLOSED SESSION (NONE)**

11 **ADJOURNMENT**

I, Shanna Stahl, Administrative Services Officer for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at <http://colfax-ca.gov/>

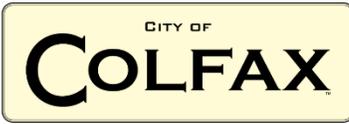
Shanna Stahl

Shanna Stahl, Administrative Services Officer

Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.

LEVINE ACT WARNING: In certain instances, parties, participants, and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308, California Code of Regulations Sections 18438.1 through 18438.8, and Fair Political Practices Commission Opinion 0-22-002. All parties, participants, and their agents are hereby directed to review these sections for compliance. If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity.





Staff Report to City Council

FOR THE SEPTEMBER 24, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Projects Report

Budget Impact Overview:

N/A: X	Funded:	Un-funded:	Amount:	Fund(s):
---------------	----------------	-------------------	----------------	-----------------

RECOMMENDED ACTION: Review and Comment.

Summary/Background

The following is a list of projects, by department, which have either been completed or are in progress.

Week of – August 17 -23, 2025

City Manager

- Met with Councilmen Douglass.
- Met with Councilmen Hillberg.
- Met with Councilmember McCully.
- Attended weekly SCADA Development Meeting.
- Working with Matt Anderson, Wastewater Treatment Plant CPO to assure SCADA needs are met.
- Working on H.R. issue.
- Working with Tim Jones on Budget calculations.

Planning

- Preparing for Colfax Hotel discussion with owners.
- Working on Oriley sign permit.
- Working on lot line adjustment, 701 Highway 174.
- Working with Gordon's Gym.

Maintenance Department

- Cleaned out drainage, raked and picked up leaves on Church St.
- Mowed, weeded and edged all city parks.
- Fixed broken irrigation at the Depot, splash pad and the Ball Park.
- Weeded alley ways.
- Took apart the Husqvarna riding mower, dropped the deck, sharpened the blades, checked the oil and gave it a very thorough deep clean.
- Christina finished her OSHA 30.
- Weeded the planters on the intersection of Main St. and Grass Valley St.
- Filled potholes on Church and Colver St.
- Took down round about signs and old mounting hardware and installed new mounting hardware for new signs that will be installed next week.

Wastewater Treatment Plant/Sewer

- Working with control point on our plant Supervisory Control and Data Acquisition (SCADA).
- Plant is back online and flowing following testing to ensure we are producing quality effluent.
- Plant water pump #2 has been installed and is currently in operation.
- Pond #2 floating mixer was installed, is online, and working properly.
- We have had no issues with the collection system this week.

Administrative Services

- Attended quarterly SCORE Board meeting.
- Oversaw daily accounting including accounts payable, payroll, cash receipts and utility billing.
- Audit preparation.
- Miscellaneous journal entries as needed.
- Out of the office most of the week.

City Clerk

- Responded to Public Records requests.
- Attended a pre-launch meeting with Civic Plus.
- Facilitated the August 19, 2025 Public Workshop.
- Compiled, posted, and distributed the August 27, 2025 Agenda packet.
- Helped in the day-to-day operations of City Hall.

Engineering

- Emails and coordination; attend staff meeting.
- PCTPA meeting and cost estimate for Canyon Way and S. Auburn.
- 701 CA-174 Lot Line Adjustment coordination.
- O'Reilly Auto construction and inspection coordination.
- Coordinate Gordon's Gym Design Review submittal.
- Meet with Joe Sweet and owner of 204 Marvin to discuss replacing retaining wall.

Building/Code Enforcement

- Provided code and diagram for ADA compliant ramp edges. Phone call with manufacture designer to clear up requirements. Waiting for new plan to address compliance comments. Didn't include extensions at the top of ramp and quoted 3x's the amount for each ramp. Looking for another source. Two manufacturers are sending my contact to dealers.
- Met with Mink creek representative at the clubhouse. Discussed the ADA items that the contractor installed incorrectly. Sent code diagrams to be corrected. Inspected and cleared most items. Corrections are still needed.
- 102 Shadow Wood: Preparing vegetation and trash violation letter. Sent letter. Sent letter with updated fines.
- Rock pool at 246 Pine Court: Collaborated with owner on the fencing required. Ready for plaster.

Week of August 24 -30, 2025**City Manager**

- Met with Councilmen Douglass.
- Attended weekly SCADA Development Meeting.
- Working with Matt Anderson, Wastewater Treatment Plant COP to assure SCADA needs are met.
- Working on H.R. issue.
- Working with Tim Jones on Budget calculations.
- Meet with the Lower's to discuss the Colfax Hotel.
- Reviewer Draft Employee Handbook.
- Met with staff to discuss Gordon's Gym project.

Planning

- Review of proposed house for setbacks.
- Review of proposed sign permits.
- Starting to research potential updates to sign ordinance.
- Zoning inquiries.
- Business name inquiry.
- Last week I reviewed Hotel invoices to determine if there are cost-saving opportunities for applicant.
- Gordon's Gym staff report.

Maintenance Department

- Installed new round about signs.
- Filled potholes on E. Church St.
- Continued cleaning Roy Toms Plaza.
- Repaired broken irrigation at Roy Toms.
- Cleanup of City Hall council chambers.
- Mowed, edged, weeded all city parks.
- Cleaned upper Corp Yard.
- Replaced ice maker line to a larger size so it will fit the new unit.
- Knocked out all the weeds in the sidewalk and curb at the Depot.
- Restocked our irrigation supplies.
- Raked up leaves on church, culver and part of Grass Valley St.
- Picked up trash at the Ballpark.

Wastewater Treatment Plant/Sewer

- Working with control point on our plant Supervisory Control and Data Acquisition (SCADA).
- Dave and AJ cleaned the filters again due to solids carryover in the filters.
- Pressed solids this week after not pressing for over a month.
- Plant is still a little upset since last week. Working on potential causes.
- No issues in collection system.

Administrative Services

- Met with Tim Jones to discuss his progress on the assigned audit items.
- Completed GFOA training online.
- Oversaw daily accounting including accounts payable, cash receipts and utility billing.
- Started initial review of accounting RFPs for completeness.

- Collaborated with Carl to submit the PCTPA funding request for future projects.
- Reviewed charges and potential credit for old hotel project.
- Attended meeting regarding staffing changes.
- I attended interviews for MWI position and prepared meeting documentation.

City Clerk

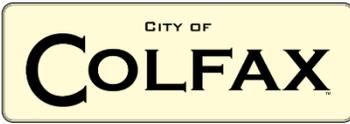
- Logged confidential complaints.
- Attended the final training for AMMS Agenda Management with Civic Plus.
- Facilitated the August 27, 2025 City Council meeting.
- Responded to five public records requests.
- Executed contracts approved by Council.
- Helped in the day-to-day operations of City Hall.

Engineering

- Emails and coordination; attend staff meeting.
- PCTPA meeting and cost estimate for Canyon Way for SACOG funding.
- O'Reilly Auto construction and inspection coordination; coordinate groundwater issue.
- Encroachment permits.
- Coordinate with PCSO regarding striping complaint Illinoistown Rd. overcrossing.
- Meeting between city staff and Colfax Hotel owners.

Building/Code Enforcement

- Provided code and diagram for ADA compliant ramp edges. Phone call with manufacture designer to clear up requirements. Waiting for new plan to address compliance comments. Didn't include extensions at the top of ramp and quoted 3x's the amount for each ramp. Looking for another source. Two manufacturers are sending my contact to dealers.
- 102 Shadow Wood: Preparing vegetation and trash violation letter. Sent letter. Sent letter with updated fines.
- Rock pool at 246 Pine Court: Collaborated with owner on the fencing required. Ready for plaster.
- 411 Veda retaining wall: New Contractor and engineer. New plans reviewed by BV. Only a few corrections.
- Orielly's broke ground and the project manager is reporting daily.



Staff Report to City Council

FOR THE SEPTEMBER 24, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Policy for Donating to Non-Profits

Budget Impact Overview:

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
---------------	----------------	-------------------	----------------	-----------------

RECOMMENDED ACTION: Discuss and Direct Staff.

Summary/Background

To assure accountability, fairness, and proper use of tax money the City should regulate donations or grants when providing public funds or resources to non-profits.

Regulations to consider,

Adopt a Grant/Donation Policy

- Set eligibility requirements (e.g., must be a 501(c)(3), serve city residents, align with city priorities).
- Defines allowable and non-allowable expenses.
- Provide programs or services that primarily benefit residents of the City of Colfax.

Written Agreements (MOUs or Contracts)

- Outlines the purpose of the donation, reporting requirements, and performance measures.
- Includes “claw back” provisions if funds are misused.

Use Restrictions

- Funds must be spent on specific programs or activities, not for general operations unless expressly allowed.
- Prohibits use for political, religious, or lobbying activities.

Transparency & Reporting

- Non-profits must submit receipts, financial statements, or program outcome reports.
- Annual reporting to the City Council and/or public posting of donation/grant recipients.

Audit & Oversight

- City reserves the right to audit funded organizations.
- Larger donations may require independent audits.

Caps & Limits

- Sets maximum donation amounts or percentages of a program budget that the City will cover.
- Prevents over-reliance on City funding.

Non-Discrimination & Public Benefit Clauses

- Requires that services funded with City donations be accessible to all residents without discrimination.
- Ensures the community, not just a limited group, benefits.

Example of a Donation policy to non-profit organizations

1. Purpose

This policy establishes guidelines for providing City funds, goods, or services to non-profit organizations to ensure transparency, accountability, and that all donations serve a clear public purpose.

2. Eligibility

To be considered for City support, organizations must:

- Be recognized as a 501(c)(3) non-profit or equivalent charitable entity.
- Provide programs or services that primarily benefit residents of the City of Colfax.
- Demonstrate the capacity to manage funds responsibly.
- Comply with all federal, state, and local laws.

3. Application Process

- Organizations must submit a written request or grant application identifying:
 - The purpose of the donation,
 - How the funds will be used, and
 - The anticipated community benefit.
- Requests shall be reviewed by City staff and recommended to the City Council for approval.

4. Use of Funds

- Donations must be used **exclusively for the purpose approved by the City Council.**
- Funds may not be used for:
 - Political or lobbying activities,
 - Religious instruction or worship, or
 - Any use inconsistent with City policy or law.

5. Agreements

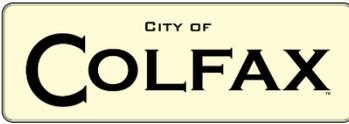
- Approved organizations must enter into a Donation Agreement or Memorandum of Understanding (MOU) with the City, specifying:
 - The approved use of funds,
 - Reporting and accountability requirements,
 - A timeline for use of the funds, and
 - A “claw back” provision requiring repayment if funds are misused.

6. Reporting & Accountability

- Organizations must submit a report within 60 days of expending funds, including:
 - A description of activities funded,
 - Number of residents served, and
 - Financial documentation (receipts, statements, etc.).
 - For recurring or larger donations, annual reporting may be required.

7. Financial Controls

- Donations shall be made from the City’s Economic Development – Community Support Fund 8263, maintained through the General Fund.



Staff Report to City Council

FOR THE SEPTEMBER 24, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Sierra Soar Non-Profit – Donation Request

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: Up to 2,800.00	Fund(s): 110-8263
-------------	------------------	-------------------	-------------------------------	--------------------------

RECOMMENDED ACTION: Adopt Resolution __-2025 authorizing the City Manager to make a donation in an amount up to \$2,800.00 to the Sierra Soar Non-Profit.

Summary/Background

At the September 10, 2025, City Council meeting, staff was directed to prepare a staff report and resolution reflecting the removal of the reference to the “Colfax Boys Basketball Program.” Instead, the resolution should simply state that the funds will be provided to the Sierra Soar Non-Profit to be used at their discretion in support of the organization.

On August 13, 2025, City Council meeting, the SVCC Ad Hoc Committee reported that they had met with the SVCC Board and are working on a draft agreement. Councilmember Hillberg requested that Sierra Soar be removed from the MOU stipulation with the SVCC and invited back to request the remaining \$2,800 from their original funding request.

At the June 11, 2025, City Council meeting, Councilmen Hillberg made a motion to donate \$5,000.00 to Sierra Soar a Non-Profit in support of the Colfax Boys Basketball Program of which the Council approved a donation of \$2,200 which was the remaining amount in the city’s donation fund at the time. The funds were designated specifically for program use and not for upgrades to the basketball facilities at the Sierra Vista Community Center (SVCC). The Council also appointed an Ad Hoc Committee to negotiate a Memorandum of Understanding (MOU) with the SVCC for right of access, with the expectation that an MOU be in place before Sierra Soar undertakes any improvements to the facility.

At the May 28th City Council meeting, Mayor Lomen requested that this item be tabled to the next Council meeting to allow for additional research and information regarding the status of the SVCC. All Council members in attendance agreed with the Mayor’s request.

On June 6, 2025, staff received additional information from Bob Morales regarding his funding request for the Colfax Boys Basketball Program, including a more detailed list of the expenses of their \$20,000.00 annual budget.

The expenses are as follows:

- Equipment
 - Each year the program supports 36 players.
 - 30+ games for each level. Half of which are away games.
 - Uniforms.
 - Basketballs.
 - Nets.

- Electronics.
- Coaching aids.
- Team meals and team building events.
- Basketball tournaments
 - 19 tournaments a year for all levels.
- Basketball Camps
 - Two camps a year.
- Spring leagues.
- Summer leagues.
- Referees.
- Pay for assistant coaches.
- End of the year banquet and awards.

Improvements to the SVCC

- Provides local, accessible gym for youths.
- Provides additional space for the spring & summer “Pursuit” skills and drills camp for 4th – 8th grade boys.
- Provides additional space as the attending number of boys has increased each year.
- Provides space for the weeklong, four hour a day program with tournaments.

The Colfax Boys Basketball program, established in 1963, has seen more than 740 young men take the court. Over the decades, the program has achieved 17 league championships and 5 section titles, consistently fielding highly competitive teams—despite Colfax High School being the smallest school in its league.

Beyond wins and accolades, the program has played a vital role in preparing young men for the challenges of life. Through basketball, players learn essential life lessons: the value of hard work, perseverance, overcoming adversity, being a supportive teammate, executing a plan with precision, how to win with humility, and how to turn losses into motivation for growth.

The coaching staff serves as mentors, emphasizing respect for others, honesty, integrity, personal commitment, and the conduct expected of young men in our community. Each time a player puts on the uniform, he is reminded that he represents not only his teammates but also the generations of athletes who came before—and the City of Colfax itself.

Over the years, every team has included players from challenging backgrounds, including many without father figures or stable home environments. For these young men, the basketball program has been more than a sport—it has provided structure, support, and a sense of belonging. The coaches create a team culture that feels like family, offering guidance that often extends far beyond the gym, the program and its coaches helped lay the foundation for the future successes of the participants.

Staff has received a request from Bob Morales of Sierra Soar Non-Profit to assist with raising funds to improve the basketball gym at the SVCC community center.

The items on the Sierra Soar Non-Profits wish list are:

- Two new glass backboards with brackets
 - \$900

- New basketball court lines
 - \$500 with tape machine
- Floor refinishing
 - Last estimate was \$10,000 without the lines, \$12,000 with the lines.
 - We are researching buying a floor sander and having local alumni volunteer their labor to sand and seal.
- Smart TV and rolling stand
 - \$500
- Local school logos painted on each wall by Foxy for:
 - CHS
 - Weimar
 - Colfax Elementary
 - Chicago Park
 - Materials
 - \$100

Conclusions and Findings

The Sierra Soar Non-Profit previously received a \$2,200 donation from the City in support of the Colfax Boys Basketball Program. Based on the Ad Hoc Committee's recommendation, the organization has returned tonight to request additional funding. The Council will consider approving an additional contribution up to \$2,800 to be used at their discretion in support of the organization.

Attachments:

1. Resolution __-2025
2. Sierra Soar non-profit funding request.

City of Colfax

City Council

Resolution No. __-2025

APPROVING AND AUTHORIZING THE CITY MANAGER TO MAKE DONATION IN AN AMOUNT UP TO \$2,800.00 TO THE SIERRA SOAR NON-PROFIT TO BE USED AT THEIR DISCRETION IN SUPPORT OF THE ORGANIZATION

WHEREAS, at the September 10, 2025, City Council meeting, staff was directed to prepare a staff report and resolution reflecting the removal of the reference to the “Colfax Boys Basketball Program.” Instead, the resolution should simply state that the funds will be provided to the Sierra Soar Non-Profit to be used at their discretion in support of the organization; and,

WHEREAS, during the August 13, 2025, City Council meeting, the SVCC Ad Hoc Committee reported that they had met with the SVCC board and are working on a draft agreement. Councilmember Hillberg requested that Sierra Soar be removed from the MOU stipulation with the SVCC and invited back to request the remaining \$2,800 from their original funding request; and,

WHEREAS, during the June 11, 2025 City Council meeting, Councilmen Hillberg made a motion to donate \$5,000.00 to Sierra Soar a Non-Profit in support of the Colfax Boys Basketball Program of which the Council approved a donation of \$2,200 which was the remaining amount in the city’s donation fund at the time. The funds were designated specifically for program use and not for upgrades to the basketball facilities at the Sierra Vista Community Center (SVCC). The Council also appointed an Ad Hoc Committee to negotiate a Memorandum of Understanding (MOU) with the SVCC for right of access, with the expectation that an MOU be in place before Sierra Soar undertakes any improvements to the facility; and,

WHEREAS, during the May 28th City Council meeting, Mayor Lomen requested that this item be tabled to the next Council meeting to allow for additional research and information regarding the status of the SVCC. All Council members in attendance agreed with the Mayor’s request; and,

WHEREAS, the City of Colfax wishes to donate \$0.00 to \$2,800.00 to the Serra Soar Non-Profit in support of the Colfax Boys Basketball program.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to make a donation in an amount up to \$2,800.00 to the Sierra Soar non-profit in support of their organization.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on September 24, 2025, by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Sean Lomen, Mayor

ATTEST:

Ron Walker, City Manager

City Manager

From: Bob Morales <bmorales@addlins.com>
Sent: Monday, May 19, 2025 8:10 PM
To: City Manager
Subject: RE: Sierra View Community Center - Colfax Boys Basketball Program

Dear Colfax City Council,

The Colfax Boys Basketball program began in 1963 and has had over 740 young men compete, producing 17 league championships and 5 section championships.

Colfax Basketball has produced highly competitive teams in a league where CHS has always been the smallest school.

It is more than basketball.

The program and coaches have been preparing our young men for the challenges of life. Many life lessons are taught including the benefits of hard work, perseverance and overcoming adversity, how to be a supportive teammate, learning to execute a plan with precision, how to win, and how to use a loss as motivation.

As mentors, the coaches emphasize the importance of having respect for others, honesty, integrity, commitment, and the actions expected of a young man in our community. When they put on the uniform, we remind them that they are representing all who came before them and the City of Colfax.

All teams have included players from broken homes. Many without father figures. The program provides guidance, support, and a team “family” for these boys. As a young boy from a foster home myself, the coaches and program provided the foundation for many of my future successes.

I would not be the person I am today without the support and expectations set by my coaches when I was a child.

Our vision is to continue molding our future community leaders through the lessons of basketball.

Thank you for your time and consideration.

Best regards,