

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
MAY 12, 2021 | 6:00 P.M.**

1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Powers called the meeting to order at 6:00 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Phil Oels, Mayor Pro Tem Pat Morton, and Mayor Bill Powers responded to the roll call. City Manager Lauren Knox, Finance Officer Susan Scarlett, and Deputy City Clerk Tara Kindall were also present. Councilmember Stan Peiler and City Attorney Steve Gross were absent.

3. PUBLIC COMMENT

Mayor Powers called for any public comment. There were no public comments.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Oels reported that he helped a neighbor with fire safe, he is working on a fire barrier at the end of Virgilia Avenue, he met with representatives about the Disc Golf course, he also heard back from Hannah Hefner and on 712 acres they will be setting up treatment.

Councilmember Cooley reported that he attended a Fire Re-organization Study Group meeting.

Mayor Pro Tem Morton reported that she also attended the Local Emergency Services Committee (Fire Re-organization Study Group) meeting.

Mayor Powers stated that the League of California Cities has asked us to join them via letter to oppose SB9. He also mentioned just a couple of specific items about the Highway 70 project that came to his attention after the last Transportation Commission meeting. He also shared that the property of the mine project has been sold to one of the groups that opposed the project.

B. Staff Communications

Chief Russell reported that fire season is here. Beckwourth Fire has transitioned into wildland mode with refresher wildfire training and basic wildfire training for the volunteers. He has been working closely with surrounding fire departments and the Forest Service on planning for the worst-case scenario. He also emphasized following all the burning policies and making sure you have defensible space around your home.

C. City Manager Report

City Manager Knox stated that we have put out information on fire preparedness. The City has received a request from Gold Mountain CSD for support letter for a Cal Fire grant, which is being prepared. City Staff and other entities were involved in some illegal dumping cleanup this morning under the caboose and by the railroad tracks. Our CBDG application with County submitted last Friday. City Staff participated in PPE distribution this morning for local businesses. The Budget workshop will be next Wednesday at 3:00 p.m. She is working on the Sheriff’s contract. There was a Public Hearing on a Conditional Use Permit for 165 Pacific Street last Monday. She met with Jennifer with Liberty Utilities. She and Finance Officer Scarlett are still following the American Recovery Act allocations. The Green Waste free month of May is happening. Public Works is working on potholes and painting crosswalks.

5. CONSENT CALENDAR

Councilmember Oels moved and Councilmember Cooley seconded a motion to approve the consent calendar as presented:

- A. Minutes** – Adopt the minutes of the City Council Regular meeting of April 14, 2021.
- B. Claims** – Adopt Resolution No. 2463 authorizing payment of claims for the period of April 23, 2021 through May 5, 2021.

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|-------------------|---------------------|
| Accounts Payable: | \$ 53,749.99 |
| Payroll: | <u>\$ 33,330.44</u> |
| Total: | \$ 87,080.43 |

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.
Roll call vote, no: none.

6. ORDER OF BUSINESS

A. SBTS Funding Request.

The Sierra Buttes Trail Stewardship is requesting funding to support the development of the Beckwourth Peak Trail. The request is for \$10,000 to assist their youth worker program and trail development. This is a one-time funding request, however it should be noted that the SBTS is interested in having a discussion about this funding annually.

Councilmember Oels moved and Councilmember Cooley seconded a motion to approve \$10,000 for the SBTS Beckwourth Peak Trail project.

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.

Roll call vote, no: none.

B. Signatory for Checks and Bank Account.

City Manager Knox explained that currently the signatories for the checks and bank account includes the Mayor. As the Mayor is a position that is rotated through the Council each year, it is being suggested to appoint a specific Councilmember so that they can sign for the duration of their term, thus eliminating the requirement to change the signatories each year. It also removes the elected City Treasurer and City Clerk positions and adds the Public Works and Building Services Manager to reflect someone involved in the day-to-day operation of the City. Staff is submitted Resolution 2464 for Council's consideration.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion and amendment to designate Councilmember Tom Cooley as a signatory and approve Resolution No. 2464:

*A Resolution of the City Council of the City of Portola
authorizing signatures on checks and accounts on behalf of
the City of Portola.*

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.

Roll call vote, no: none.

C. COVID-19 Update.

City Manager Knox provided an update on the ongoing COVID-19 procedures that Council has requested be reviewed approximately every 60 days. Those items include Utility Billing penalties on past due accounts, City Hall re-opening, and the Emergency Proclamation of March 19, 2020. A brief discussion ensued.

Councilmember Cooley moved and Mayor Pro Tem Morton seconded a motion to continue as we have been and give the City Manager the discretion to make appropriate changes as conditions change.

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.

Roll call vote, no: none.

Melissa Klundby with Air Quality conducted a drawing for five \$100 gift card for Ace Hardware. The winners are: Staci Conn, Robin Morgan, Ashley Johnson, Adrian Stenson, and Kelly Stephenson.

7. ADJOURNMENT

There being no further business Mayor Powers adjourned the meeting at 6:54 p.m.

Tara Kindall, CMC
Deputy City Clerk