

**PORTOLA CITY COUNCIL  
SPECIAL MEETING MINUTES  
November 10th, 2015  
6:00 p.m.**

**1. CALL TO ORDER**

Mayor Gault called the meeting to order at 6:00 pm.

**2. PLEDGE OF ALLEGIANCE**

Mayor Gault led the Council in a moment of silence and the reciting of the pledge of allegiance.

**3. ROLL CALL**

Councilmembers Oels, Larrieu and VanDahlen were present. Mayor Pro Tem Powers and Mayor Gault also responded to roll call. City Manager Robert Meacher, City Planner Karen Downs, City Finance Officer Susan Scarlett, City Attorney Steve Gross and City Clerk Melissa Klundby were also in attendance.

**4. PUBLIC COMMENT**

Larry Douglas commented on the “Lake Davis Trial” in Quincy.

**5. CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Mayor Pro Tem Powers reported that he had attended the Americans Motorcycle Club dance and toy drive and that it was very successful.

Councilmember Oels reported that he had attended the Alternative Transportation Workshop and was excited to see interest in creating new bicycle trails in and around the community.

Mayor Gault reported that the “I love Portola” group had coordinated a trunk or treat that was very well attended.

**B. Staff Communications**

City Manager Robert Meacher reported on the numerous meeting and projects he has been working on since the last Council meeting.

City Finance Officer Susan Scarlett reported that at the recent SCORE meeting attended by herself and the City Manager they learned that SCORE is looking to move the City of Portola out of the Small Cities Risk Pool. Susan noted that she will keep the Council apprised of this issue and is working to keep the City in the Small Cities Risk Pool.

**6. CONSENT CALENDAR**

**A. Minutes** - Adopt the minutes of the Regular City Council meeting held on October 28<sup>th</sup>, 2015.

**B. Claims** - Adopt Resolution No. 2267 authorizing payment of claims for the period of October 24<sup>th</sup>, 2015 through November 5<sup>th</sup>, 2015.

**C. Proclamation of Local Emergency Due to Drought Conditions in Portola, California** – Review Proclamation. Discussion and possible action.

Finding no Council or public comment, Councilmember Larrieu made a motion to adopt the minutes Regular City Council meeting held on October 28<sup>th</sup>, 2015 and to adopt No. 2267 authorizing payment of claims for the period of October 24<sup>th</sup>, 2015 through November 5<sup>th</sup>, 2015 and the Proclamation of Local Emergency Due to Drought Conditions in Portola, California. Councilmember Oels seconded the motion and it was unanimously approved.

## **7. ORDER OF BUSINESS**

**A. Finance Update** – Receive a finance update for Fiscal year 2015-2016 as of October 31<sup>st</sup>. Review and discuss Budget amendments to reconcile Fiscal Year 2014-2015. Discussion and/or possible action.

City Finance Officer Susan Scarlett gave the Council an extensive overview of the Audit field work done by Gallina and Associates. Susan reported that after a review of the Audit, it appears that overall the City is where it should be fiscally.

Following public comments and Council discussion the Council reviewed information provided by Susan Scarlett concerning budget amendments (see attached) and Councilmember Oels made a motion to approve the budget amendments as presented. Mayor Pro tem Powers seconded the motion and it was unanimously approved.

**B. Joy Way Vault** – Consideration of bids received and award of contract. Discussion and possible action.

City Planner Karen Downs reported that bids for the Joy Way Valve Retrofit project were opened on Wednesday, November 4 at 2:00 p.m. and that the two bids received are significantly over the \$80,000 Engineer's estimate. Karen recommended that the City Council make a motion to not accept either bid received for the Joy Way Valve Retrofit project and direct staff to prepare a detailed cost estimate and budget to complete the project using in-house staff.

The Council discussed the bids received and Councilmember Oels made a motion to reject both bids received and directed staff to develop a detailed cost estimate and process for the completion of the Joy Way Valve Retrofit project, in house. Councilmember Larrieu seconded the motion and it was unanimously approved.

**C. Finding and Ordering the Abatement of a Public Nuisance** – Review and discuss Resolution 2268, finding that a public nuisance exists at 241 Commercial Street and 265 Commercial Street and ordering the abatement of the nuisance. Discussion and possible action.

City Manager Robert Meacher reported that the City is getting little cooperation regarding cleanup of the public nuisance existing at 241 Commercial Street and 265 Commercial Street as a result of the recent fire. Staff and the Council reviewed two alternative Resolutions, one ordering a standard abatement and the second ordering summary abatement procedures.

Following Council discussion and finding no public comment Councilmember Oels made a motion to adopt RESOLUTION NO. 2268 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA

FINDING THAT A PUBLIC NUISANCE EXISTS, ORDERING THE SUMMARY ABATEMENT OF THE NUISANCE AND DISPENSING WITH COMPETITIVE BIDDING FOR THE ABATEMENT OF THE NUISANCE. Councilmember VanDahlen seconded the motion and it was unanimously approved during a roll call vote.

D. **Fire Assessment**- Discuss current fire assessment and give direction to staff to work on possible changes. Discussion and possible action.

The City Council and Staff discussed the need to seek an increased fire assessment during the 2016 election. Staff asked for Council direction and following a brief discussion the Council directed staff to work on possible changes to the current fire assessment.

E. **Cardiac Monitor**- Consider approval of budget amendment to purchase used cardiac monitor for Portola Fire Department. Discussion, possible direction to staff, and/or possible action.

Karen Downs reported that Portola Fire Department has been contacted by Fire Chief Randy Garner from Hat Creek Volunteer Fire Department regarding a Physio Control Life-Pak 12 Cardiac Monitor they have for sale and recommended that the City Council direct staff to offer \$2,000 to \$2,500 to purchase a Life-Pak 12 monitor and make a budget amendment of up to \$2,500 to allow for the purchase.

The Council discussed the value and need for purchasing this equipment and Councilmember VanDahlen made a motion to offer \$2,000 to \$2,500 to purchase a Life-Pak 12 monitor and make a budget amendment of up to \$2,500. Councilmember Oels seconded the motion and it was unanimously approved.

F. **Planning Commission Appointment**- Mayoral consideration of appointment to the Planning Commission. Discussion, possible action.

City Planner Karen Downs presented a letter of interest from Justin Tobener for the vacant Planning Commissioner seat. Mayor Gault reviewed the letter and appointed Justin Tobener to fill the vacant Planning Commissioner seat

G. **LAFCO Alternate Appointment**- Mayoral consideration of appointment of an alternate to the Plumas LAFCo. Discussion, possible action.

Mayor Gault reported that she is unable to attend the Plumas LAFCo meeting as the alternate and appointed Mayor Pro Tem Powers as the alternate for the remainder of the term.

## 8. CLOSED SESSION

A. **Existing Litigation** - Pursuant to Government Code Section 54956.9(d)(1), City of Portola vs. State of California Department of Fish & Game, Case No. CV09-00065.

The Council took a five minute recess and reconvened in closed session. There was no reportable action from the closed session.

## 9. ADJOURNMENT

Councilmember Larrieu made a motion to adjourn the meeting at 7:50 p.m. Councilmember Oels seconded the motion and it was unanimously approved.

Respectfully Submitted,

\_\_\_\_\_  
Melissa Klundby, City Clerk