

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
JUNE 23, 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. Members 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, City Attorney Steve Gross, Finance Officer Susan Scarlett, and Deputy City Clerk Tara Kindall were also present. Councilmember Stan Peiler was absent.

3. PUBLIC COMMENT

Mayor Powers called for any public comment. There was no comment.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Oels reported that he attended a Transportation Commission meeting and a Disc Golf Ad Hoc meeting.

Councilmember Cooley reported that he attended a LAFCo meeting and a Fire Study Group meeting.

Mayor Pro Tem Morton reported that she attended a Disc Golf Ad Hoc meeting, a LAFCo meeting, a Local Emergency Reorganization meeting and a Beckwourth Fire Board meeting.

Mayor Powers reported that he attended a LAFCo meeting and he sent a communication to Ms. Ashlee Sims.

Ms. Sims responded to the letter that was sent to her.

B. Staff Communications

Chief Russell reported on the structure fire from last Friday. Very difficult fire management and structure. Fire danger this year is extreme so it is imperative for everyone to follow all burn bans and rules.

Sergeant Klundby with the Plumas County Sheriff’s department gave a brief report on the fire. The Sheriff’s departments investigation is ongoing.

Air Quality will have a report at the next meeting.

C. City Manager Report

City Manager Knox also reported on the structure fire. A future item to be aware of will be a discussion on water conservation for Portola residents. The Central Valley Regional Water Quality Control Board have been communicating with the City concerning the underground tank as part of the A15 project and asking the City to develop an entirely new work plan. CAL OSHA has developed new COVID requirements. City Hall is open to the public again with COVID precautions in place for everyone’s safety. The City is working with Intermountain Disposal with some items that will be coming before Council in July.

5. CONSENT CALENDAR

May Pro Tem Morton moved and Councilmember Cooley seconded a motion to approve the consent calendar as presented:

A. Minutes – Adopt the minutes of the City Council Regular Meetings held on April 28, 2021; May 12, 2021; May 26, 2021, and June 9, 2021, and the City Council Special Meeting held on May 19, 2021.

B. Claims – Adopt Resolution No. 2468 authorizing payment of claims for the period of June 4, 2021 through June 15, 2021.

Accounts Payable:	\$ 39,178.75
Payroll:	<u>\$ 40,500.73</u>
Total:	\$ 79,679.48

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

Roll call vote, no: none.

6. ORDER OF BUSINESS

A. Disc Golf.

At the April 14, 2021 City Council meeting, Council approved the use of City land for a Disc Golf Course. At the time it was believed City land would suffice, however, it was later determined that the course would need additional land to accommodate the full 18-hole course. Tim Rhode, as the Portola Disc Golf Club, has approached the property owners and determined that they are amenable to the land being used for the Disc Golf course. It was determined that this could be accomplished through a License Agreement between the City and the property owners. Also the final design for the Disc Golf course has been presented for Council's consideration and approval tonight as well.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to approve the License Agreement as presented.

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

Roll call vote, no: none.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to approve the Disc Course Golf course design as presented.

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

Roll call vote, no: none.

B. Investment Policy and Budget Adoption.

Included for Council's consideration are the Resolutions to adopt the annual budget of 2021-2022. In addition to the resolution adopting the Operating Budget there are resolutions for the Annual Investment Policy, the GANN Appropriations limit and a reduction of the Solid Waste Administration Fee as well as a resolution for a reduction of the Landfill Closure/Post Closure Fee.

Councilmember Cooley moved and Mayor Pro Tem Morton seconded a motion to approve and adopt Resolution No. 2469:

A Resolution of the City Council of the City of Portola approving and adopting the annual appropriations limit for the fiscal year 2021-2022.

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

Roll call vote, no: none.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to approve and adopt Resolution No. 2470 with noted change:

A Resolution of the City Council of the City of Portola acknowledging the review, receipt and filing of the Statement of Investment Policy.

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

Roll call vote, no: none.

Councilmember Cooley moved and Councilmember Oels seconded a motion to approve and adopt Resolution No. 2471:

A Resolution of the City Council of the City of Portola adopting the monthly rate for the Solid Waste Administration Fee.

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

Roll call vote, no: none.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to approve and adopt Resolution No. 2472:

A Resolution of the City Council of the City of Portola adopting the monthly rate for the Landfill Closure/Post Closure Fee.

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

Roll call vote, no: none.

Mayor Pro Tem moved and Councilmember Cooley seconded a motion to approve and adopt Resolution No. 2473:

A Resolution of the City Council of the City of Portola adopting the Operating Budget for the 2021-2022 Fiscal Year.

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

Roll call vote, no: none.

C. Road Maintenance and Rehabilitation Account Funds.

In 2017, the State Legislature signed the Road Repair and Accountability Act (Senate Bill 1) into law. Senate Bill 1 requires the City to adopt a list of projects planned to be completed with SB 1 RMRA funding. The list is required to be approved by the City Council at a public meeting and included in the City budget. Resolution No. 2474 addresses the requirement and contains the project list for Council's consideration tonight.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to approve and adopt Resolution 2474:

A Resolution of the City Council of the City of Portola adopting a list of projects for fiscal year 2021-22 funded by SB 1; The Road Repair and Accountability Act of 2017.

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

Roll call vote, no: none.

D. Sheriff's Contract.

City Manager Knox has been consulting with Sheriff Todd Johns concerning the contract between the City and the Plumas County Sheriff. The draft contract, which is still under review with County Counsel, is anticipated to be substantially the same as past contracts with a few minor exceptions, which include animal control services needed to be fully vested in the Sheriff's office and additional funding to support the contract with the City and Sheriff for law enforcement services. They want to have future conversations to increase the amount of funding in later years. Council may want to consider appointing two members as an ad hoc committee to work with staff in navigating the conversation with the County. Staff would like the authority to review, approve, and execute the contract in consultation with the City Attorney and Mayor within the parameters discussed, and to appoint two

members as an ad hoc committee for further discussions with the County about funding in the future.

Mayor Pro Tem Morton moved and Councilmember Cooley seconded a motion to authorize the City Manager to review, approve, and execute the contract within the parameters discussed and to assign the task of discussions with the County about future funding to the Finance and Administration Committee.

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

Roll call vote, no: none.

E. CSG Contract.

The City is altering the way that code enforcement services will be provided by using a contract entity for code enforcement services. Staff has been in consultation with CSG Consultants, who provides this service to many other public agencies. Staff has also reached out to various other entities as part of a due diligence process and received positive reviews and recommendations for use of CSG.

Mayor Pro Tem moved and Councilmember Cooley seconded a motion to authorize the City Manager to negotiate any clarifications and amendments discussed tonight and execute the contract with CSG Consultants.

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

Roll call vote, no: none.

7. ADJOURNMENT

There being no further business Mayor Powers adjourned the meeting at 7:09 p.m.

Tara Kindall, CMC
Deputy City Clerk