

**PORTOLA CITY COUNCIL
MEETING MINUTES
November 8, 2017
6:00 p.m.**

1. CALL TO ORDER

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

2. PEDEGE OF ALLEGIANCE

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

3. ROLL CALL

Councilmember Oels, Powers, Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. City Attorney Steve Gross, Finance Officer Susan Scarlett, City Manager Robert Meacher, and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Larry Douglas read a statement about the following: affordable public services, Proposition 13, gambling activities; the fire tax, the general plan progress report, the Portola ambulance unit and Lake Davis.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Reynolds reported that she had assisted a constituent with a Woodstove Change out application.

Mayor Pro Tem Cooley reported that he had attended several Fire Department Ad Hoc Committee meetings and a meeting of the Finance and Administration Committee.

Mayor Morton reported she had attended several Fire Department Ad Hoc Committee meetings and several meetings of the Tree Lighting Committee.

Mayor Morton also presented Betty Folchi with a Proclamation of the City Council of The City of Portola California in Appreciation to commend her for her years of volunteer service in the community and for all her work at the Beckwourth Cabin. Mayor Morton noted that Betty was moving out of the area and that this item would be agendized for formal adoption at the December 13th meeting of the City Council.

B. City Manager Report

City Manager Robert Meacher reported on the following:

- Liberty Utilities Meeting
- CalRecycle request for a bond

C. Staff Communications

Chuck Brashear Community Service Officer reported on the status of his abatement work load.

6. CONSENT CALENDAR

- A. **Minutes** – Adopt the minutes of the City Council regular meeting held on October 25, 2017.
- B. **Claims** – Adopt Resolution No. 2334 authorizing payment of claims for the period of October 21, 2017 through November 3, 2017.

Finding no public or Council comment, Councilmember Oels made a motion to adopt the consent calendar as presented. Councilmember Powers seconded the motion and it was unanimously approved through a roll call vote.

7. PRESENTATIONS

- A. None

8. ORDER OF BUSINESS

- A. **Adopt Ordinance No. 346, Medical and Recreational Marijuana/Cannabis**- Consider Adoption of Ordinance No. 346, An Ordinance of the City of Portola, County of Plumas, State of California, Amending Chapter 17.65 of Portola Municipal Code to Regulate the Personal Cultivation of Marijuana and Delivery of Marijuana, Prohibit the Commercial Cultivation of Marijuana, the Processing of Marijuana and all Associate Business and Operational Activities, as Businesses within the City of Portola. Discussion and possible action.

City Attorney Steve Gross presented the Council with Ordinance 346 and briefly reviewed the provisions previously approved by the Council during the introduction and waiver of the second reading. Steve Gross clarified that the Ordinance allowed for 6 plants per residential parcel that must be grown indoors or in a greenhouse; and prohibited all aspects of commercial marijuana growing process and selling but did allow for the delivery of medical marijuana to certified patients.

Larry Douglas thanked the Council for their work on the Ordinance.

Finding no further comment or discussion Councilmember Oels made a motion to adopt Ordinance No. 346, An Ordinance of the City of Portola, County of Plumas, State of California, Amending Chapter 17.65 of Portola Municipal Code to Regulate the Personal Cultivation of Marijuana and Delivery of Marijuana, Prohibit the Commercial Cultivation of Marijuana, the Processing of Marijuana and all Associate Business and Operational Activities, as Businesses within the City of Portola, as presented. Councilmember Powers seconded the motion and it was unanimously approved.

- B. **Finance Year End Up Date/Budget Amendments** - Receive a 2016-2017 year end update from Finance Officer including reconciling budget amendments. Discuss 2017-2018 financial issues. Discussion, possible action.

City Finance Officer Susan Scarlet presented the Council with a 2016-2017 year end update and reconciling budget amendments. Susan noted that overall the City is in a healthy financial state and presented the Council with a list of budget amendments.

Finding no further discussion Mayor Pro tem Cooley made a motion to receive the 2016-2017 year end update and to approve the budget amendments as presented. Councilmembers Powers approved the motion and it was unanimously approved.

Finance Officer Susan Scarlett also presented the Council with information relating to the Housing Element. City Manager Robert Meacher reported that the Portola 192 Housing development was exploring grant opportunities through the state but to be eligible the City needs to have an updated Housing element. Following, a brief discussion Mayor Pro tem Cooley made a motion to approve a budget amendment of \$5,000 to pay for the Housing element update. Councilmember Oels seconded the motion and it was unanimously approved.

The Council then determined to meet on February 7th at 2 pm to begin the 2018/2019 budget amendment process.

9. CLOSED SESSION

None

10. ADJOURNMENT

The meeting was adjourned at 6:58 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk