

**PORTOLA CITY COUNCIL
MEETING MINUTES**

June 11th, 2014

7:00 p.m.



1. CALL TO ORDER

Mayor Oels called the meeting to order at 7:00 pm.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Councilmember Morton, Councilmember Larrieu, and Mayor Oels responded to the roll call. City Manager Robert Meacher, City Planner Karen Downs, City Clerk Melissa Klundby, City Attorney Steve Gross and Finance Officer Susan Scarlett were also in attendance. Mayor Pro Tem Gault was absent. Councilmember Powers arrived at 8:45 p.m.

4. PUBLIC COMMENT

Tom Tobener commended the Portola Fire Department for their quick response and interagency coordination during the recent fire along the bank of the Feather River. Mr. Tobener also thanked Community Service Officer Leah Turner for her efforts in coordinating agency fire response and requested that the fire department look at ways to recruit more firefighters.

Larry Douglas thanked the Council for selecting Mr. Meacher as the new City Manager and expressed his concerns over raising utility rates and the need to increase revenue and decrease population loss for the City of Portola.

Sarah Skeels, proprietor for Diversities, located on Commercial Street addressed the Council regarding the repair of the sidewalk in front of her business location. Ms. Skeels noted that the sidewalks are in disrepair and dangerous.

Several members of the Community also noted that skateboarders have been using the sidewalks and pose a danger to pedestrians.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Mayor Oels reported that Mayor Pro Tem Gault had a family emergency and was unable to make the City Council meeting and that Councilmember Powers was participating in the high school graduation ceremony and would be late to the meeting.

Councilmember Larrieu reported that Plumas LAFCo held a public hearing on its budget and is currently recruiting for a new public member. Plumas LAFCo is also working to complete Municipal Service Reviews for County fire agencies.

B. City Manager Report

Mr. Meacher reported that Leah Turner will be returning to her Community Service Officer duties starting July 1, 2014 and will work to address community issues with skateboarding on sidewalks.

Mr. Meacher also presented the Council with pictures from the recent fire in Portola and commended the Portola fire department and coordinating agencies. Mr. Meacher further reported that he will be attending and coordinating the following meetings:

- Grizzly Camp Ranch directors
- Eastern Plumas Health Care CEO
- Grizzly Lake Community Services District
- Plumas County Special Districts Association
- Local Drought Preparedness Task Force.

Finance Officer, Susan Scarlett stated that she would like to correct an error reported in the Feather River Reporter. Ms. Scarlett noted that the paper said that at the last Council meeting she stated that the landfill closure fee would be decreasing in 2015. Ms. Scarlett reported that she did not say the fee would be decreasing in 2015, but that the fee *may* decrease when the landfill is closed, sometime in the future.

6. CONSENT CALENDAR

A. **Minutes** - Adopt the minutes of the budget workshop/special meeting held on May 28th, 2014 the Community Interview Panel Special Meeting of May 28th, 2014 and the Regular City Council meeting held on May 28, 2014.

Councilmember Larrieu made a motion to adopt the minutes of the budget workshop/special meeting held on May 28th, 2014, the Community Interview Panel Special Meeting of May 28th, 2014 and the Regular City Council meeting held on May 28, 2014. Councilmember Morton seconded the motion. The motion was unanimously approved.

B. **Claims** - Adopt Resolution No. 2206 authorizing payment of claims for the period of May 24th, 2014 through June 6th, 2014.

Accounts Payable:	\$290,440.86
<u>Payroll:</u>	<u>\$ 34,680.56</u>
Total:	\$325,121.42

Councilmember Larrieu made a motion to remove check number 35663 from the claims payments and then adopt Resolution No. 2206 authorizing payment of claims for the period of May 24th, 2014 through June 6th, 2014. Councilmember Morton seconded the motion. The motion was unanimously approved.

- C. **Election Resolutions** – Consider adoption of Resolution No. 2207 and Resolution No. 2208 calling the November 4, 2014 election and requesting consolidation with Plumas County. Discussion, possible action.

Resolution No. 2207

***A Resolution of the City Council of the City of Portola, California,
Calling for the Holding of a General Municipal Election to be held on
Tuesday, November 4, 2014, for the Election of Certain Officers as required by the
Provisions of the Laws of the State of California Relating to General Law Cities***

Resolution No. 2208

***A Resolution of the City Council of the City of Portola, California
Requesting the Board of Supervisors of the County of Plumas to Consolidate a
General Municipal Election to be held on November 4, 2014 with the
Statewide General Election to be held on the Date pursuant to
Section 10403 of the Elections Code***

Councilmember Larrieu made a motion to adopt Resolution No. 2207 and Resolution No. 2208. Councilmember Morton seconded the motion. The motion was unanimously approved.

7. PRESENTATIONS

- A. **Sierra Institute**- Presentation by the Sierra Institute on the Feasibility of a Biomass Energy District.

Mik McKee, Biomass Utilization Program Lead, for the Sierra Institute for Community and Environment gave the Council a detailed presentation on the feasibility of utilizing woody biomass to provide thermal heating to facilities in Portola. Mr. McKee reported that the Sierra Institute is applying for grants to create a local biomass network consisting of multiple biomass facilities. Following his presentation Mr. McKee noted that he hopes the City of Portola will contact him if they have any questions and asked the City Council to consider agenizing the authoring of a letter of support for the project, which could strengthen the Grant application for the Sierra Institute. The Council thanked Mr. McKee for his presentation.

8. PUBLIC HEARINGS

- A. **Public Hearing** – 2014/2015 Operating Budget. Receive public comment regarding the proposed 2014/2015 Operating Budget. Receive public comment, discussion and possible action.

Mayor Oels opened the Public Hearing and asked for the staff report. Finance Officer, Susan Scarlett outlined the past budget process and presented the Council with the draft budget. Changes from the previous year's budget included a change to employee health care benefits, a 1.5% utilities increase, a change in the funding and staff time allocated for the Community Service Officer and a 1.5% COLA increase for employees. Mayor Oels asked for public comments and Mr. Meacher commented on behalf of a citizen who had requested that Mayor Pro Tem Gault address the Council regarding the possibility of lowering fees for building permits. Staff noted that at this time the building permit fees were not being addressed. Finding no further public comment Mayor Oels closed the public hearing.

9. ORDER OF BUSINESS

A. Fee Schedule- Review of City of Portola Fee Schedule. Discussion and/or possible action.

Staff presented the Council with an updated and reformatted fee schedule brochure for review. Staff noted that this agenda item was not to review the actual fees but to review the layout of the fee brochure and the fees that were included. The Council approved of the updated format of the fee brochure.

B. Mayor's Committees – The Mayor will consider revisions to appointments to the Integrated Waste Management Board, Airport Land Use Commission, and SCORE. Discussion, possible action.

Mayor Oels appointed City Manager, Robert Meacher to the Integrated Waste Management Board, Airport Land Use Commission, and SCORE board. Mr. Meacher thanked the Council for the appointments.

C. State Water Resources Control Board – Review and discussion of State Water Resources Control Board letter regarding water rights. Discussion, possible action.

Mr. Meacher presented the Council with a letter from the State Water Resources Control Board which mandated immediate curtailment of the use of Willow Springs water. Mr. Meacher reported that the City had turned on the Lake Davis treatment facility and was using Lake Davis as its source for water for the City of Portola. Mr. Meacher requested that the Council approve the use of staff time that would allow for Mr. Meacher to meet with representative in Sacramento regarding returning to the use of Willow Springs water for the City water source. The Council concurred that Mr. Meacher should use all available resources to pursue this issue.

D. Plumas County Sheriff Contract for Services - Discussion and review of the contract between the City of Portola, the Plumas County Sheriff and Plumas County for Contract Law Enforcement Services. Discussion and/or possible action.

Staff reported that as part of the budget proceeding the allocation of funds from the COPS grant had been changed and that \$50,000 in funding from the COPS grant would be used to fund the Community Services Officer position and the remaining \$50,000 would be given to the Plumas County Sheriff's Department for services within the City limits. Plumas County Sheriff Greg Hagwood, addressed the Council and noted that he was surprised and unhappy with the \$25,000 reduction in funding. Sheriff Hagwood reported that approximately 11% to 15% of his staff resources are used to respond to calls within the City limits, however the current funding provided by the City of Portola amounts to less than 1% of the Sheriff's Department overall operating budget. Sheriff Hagwood noted that he understands the economic challenges faced by the City and noted that his department will continue to dedicate staff resources to the City of Portola, despite decreases in funding. Sheriff Hagwood further reported that he anticipates the State of California will award additional monies under the COPS grant and hoped that the City would revisit the contract if additional funding was allocated under the grant. The Council agreed that they would renegotiate the contract if additional funds are allocated by the State. The Council thanked Sheriff Hagwood for his service and report.

Councilmember Larrieu made a motion to approve the contract between the City of Portola, the Plumas County Sheriff and Plumas County for Contract Law Enforcement Services agreement for services from July 1, 2014 through June 30, 2015, as presented. Councilmember Morton seconded the motion and it was approved 4-0, Mayor Pro tem Gault was absent.

E. Gold Mountain Community Services District – Discussion and review of the contract between the City of Portola and Gold Mountain CSD for Fire Contract Services. Discussion and/or possible action.

Staff presented the Council with a contract between the City of Portola and the Gold Mountain Community Services District for fire suppression services. The City has been providing the District Fire Suppression Services under agreement, since July 1, 2010. An extension was approved for July 1, 2013 through June 30, 2014. Under the original Agreement, there was an option to extend the Agreement for one additional year; July 1, 2014 through June 30, 2015. Gold Mountain has requested that the City provide additional reporting information specific to Gold Mountain during the upcoming year. The Council was presented with Amendment Number 2, which included the extended term and the additional terms. Mayor Oels asked for public comment and Larry Douglas asked if the contract amount was a fair rate. Staff reported that the City has set a rate that is fair and equitable. Finding no further public comment Mayor Oels asked for a motion.

Councilmember Powers made a motion to approve Amendment Number 2, Gold Mountain Community Services District Agreement for Fire Suppression Services. Councilmember Larrieu seconded the motion and it was approved 4-0, Mayor Pro tem Gault was absent.

F. **Plumas LAFCo** – Report and discussion with the Council Appointed Ad Hoc Committee. Review of Letter to State Assemble Representative re LAFCo fees. Discussion and/or possible action.

Councilmember Powers reported that at the February 26, 2014 City Council meeting, the Council appointed Mayor Oels and Councilmember Powers to form an ad hoc committee, whose purpose was to meet with members of the Plumas County Board of Supervisors to discuss the issue of Plumas LAFCo funding. On April 14th, 2014 the ad hoc committee met with Supervisors Swofford and Kennedy to discuss the apportionment of fees between the County and the City of Portola. Councilmember Powers then presented the Plumas County Board of Supervisors with a letter explaining different funding options the ad hoc committee would like Assemblyman Dahle to review. During a Board meeting the Plumas County Board of Supervisors voted not to approve signing the letter. Councilmember Powers requested that the City Council review and authorize the Mayor to sign the letter and to mail it independently and on behalf of the City of Portola.

Following the reading of the proposed letter, Mayor Oels asked for public comment and Supervisor Terry Swofford noted the Plumas County Board of Supervisors were in support of pursuing Special District participation on Plumas LAFCo, and that the Board was in support of a letter requesting Special Districts join LAFCo.

Finding no further public comment Mayor Oels made a motion to approve and send the letter to Assemblyman Dahle, as presented. Councilmember Larrieu seconded the motion and it was unanimously approved.

8. ADJOURNMENT

There being no further business to discuss Mayor Oels adjourned the meeting at 8:57 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk