

**PORTOLA CITY COUNCIL  
SPECIAL MEETING  
MINUTES  
January 29<sup>th</sup>, 2014 7:00 p.m.**



**CALL TO ORDER**

Mayor Oels called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

**ROLL CALL**

Councilmember's Morton, Larrieu, Powers, Mayor Pro Tem Gault and Mayor Oels responded to the roll call. City Attorney Steve Gross, Planner Karen Downs, Interim City Manager Todd Roberts, Finance Officer Susan Scarlett and Deputy City Clerk Melissa Klundby were also in attendance.

**PUBLIC COMMENT**

Larry Douglas read a statement about the California State of the Union address, his concerns for affordability in the City of Portola, and his faith in the previous City Manager.

Dennis Dickinson stated that he thought the City should address becoming a Charter City so that they did not have to use prevailing wage laws when the City looked at the installation of new water and sewer lines. Steve Gross, City Attorney, explained the process for becoming a Charter City and noted that prevailing wage laws would still have to be used if any funds for a project came from any source other than directly from City revenues.

Bill Tiffany asked the Council to look at a proposition to update Public Signage in the City to benefit visitors and business. Councilmember Powers welcomed public input and participation on this issue.

Ken Tibbedeaux asked the City Council if we had a drought plan and encouraged them to address potential water issues and the establishment of a drought plan.

## **CITY COMMUNICATIONS**

### **A. City Council/Committee Reports**

Councilmember Larrieu reported that the Transportation Commission had met and discussed a project in the Greenville area, and that currently there are no major transportation needs to be addressed on the eastern end of the County.

Mayor Pro Tem Gault reported that the “I Love Portola” Group had met and that 25 people attended the meeting. She also reported that the group will meet again on February 6<sup>th</sup> at 6 p.m. in the Eastern Plumas Hospital Educational building, and that 40 people are currently registered as part of the group.

Mayor Oels reported that the Sierra Institute is working on a biomass feasibility study and noted that Rock Woods from Woods Fire is putting together a bid for the Willow Creek fuels reduction project.

Councilmember Morton reported that the training she had recently attended by the League of California was very informative and well worth attending.

Councilmember Powers also reported that the training contained great information concerning ethics and meeting decorum and that during the meeting Councilmembers Morton and Powers promoted the City of Portola’s recruiting process for a new City Manager.

Finance Officer Susan Scarlett reported that she had recently attended the SCORE Board of Directors meeting and that she would like to present a slideshow at the February meeting from SCORE.

### **B. City Manager Report**

Interim City Manager Todd Roberts reported that the Plumas County Crisis Intervention Center is out of funds for the provision of assistance to eligible community members who are unable to pay their utility bills. Mr. Roberts also reported that the City had recently changed copy machines and that the new machine and contract would save the City over \$200 a month in copy machine rental costs and copies.

As part of the City Manager report Tom Valentino reported that several gas probes has been installed at the landfill per State approval and that these probes showed that the landfill is meeting state guidelines for gas emissions. Tests have also shown that the groundwater is cleaning up and experiencing fewer “spikes”. These tests project that the landfill will meet projected closure dates. Tom also reported that the state Water Resource Control Board fee schedule was substantially increasing and that he is working to change state legislature and hoping to promote awareness to the state legislature showing that small jurisdictions pay a disproportionate amount in fees.

## **PRESENTATION**

Mayor Oels reported that Tiana Bradley had given notice that she was resigning her position as the City Clerk. Mayor Oels presented a Certificate of Appreciation to Tiana Bradley for her service to the City of Portola.

## **CONSENT CALENDER**

Councilmember Larrieu motioned to approve the consent calendar; Councilmember Powers seconded the motion. The motion was approved 5- 0.

- A. **Minutes** - Adopted the minutes of the Regular Meeting held January 8th, 2014.
- B. **Claims** - Adopted Resolution No. 2189 authorizing payment of claims for the period January 3<sup>rd</sup>, 2014 through January 17, 2014

Accounts Payable: \$74,497.07

Payroll: \$17,643.66

Total: \$92,140.73

## **ORDER OF BUSINESS**

### **A. Solid Waste Franchise Agreement Amendments**

Mayor Oels opened the Public Hearing and asked for public comment. Delleker resident Susan Harvey asked the City of Portola to work with Intermountain Disposal regarding dumping of metal in the Delleker meadow. The Council asked Ms. Harvey to consult with the County since Delleker area is outside of the City's jurisdiction.

Tom Valentino presented the Council with a letter and report from Intermountain Disposal requesting a refuse collection fee increase with an effective date of November 1, 2014.

Ricky Ross, Owner Intermountain Disposal, presented the Council with a review of the IMD charges and increased cost, including costs associated with recycling and landfill delivery costs and location.

Larry Douglas and Bob Morton asked Ricky Ross for additional clarification on landfill location and recycling requirements and finding no further public comment Mayor Oels closed the Public Hearing and called for a motion.

Councilmember Larrieu made a motion to approve a Memorandum of Understanding (MOU) between the City of Portola and Intermountain Disposal wherein the refuse collection fee will

increase effective November 1, 2014. Councilmember Morton seconded the motion. Under roll call vote all members present voted in favor.

**B. Update on Grant Activity provided by High Sierra Grants**

Cathy Rahmeyer, High Sierra Grants, presented the Council with a table displaying some identified grant sources and the status of two equipment grants for the fire department which will be submitted in the near future. Cathy asked the Council to provide her with “greater input” on the direction the Council would like her to work to focus. The Council asked staff to agendaize grant activity direction for the meeting to be held on February 15, 2014. Cathy Rahmeyer will attend that meeting to discuss possible grant activity in more detail with the Council on that date.

**C. Utility Billing**

Melissa Klundby, Administrative Services, provided the Council with a staff report that outlined the establishment of a Utility Billing Policy through Resolution 2190. The two main changes that would be implemented by the policy included a requirement that the property owner act as the guarantor for establishment of utility services at a property, and established a monthly service availability charge that is equal to the base rate for utility charges.

Mayor Oels opened the Public Hearing and asked for public comment.

Dennis Dickinson asked the Council to postpone action on this agenda item because he does not think burdens for utility costs should be placed on people trying to “flip” houses and that the proposed Utility Billing Policy would lower property values.

Mike Kirk expressed concerns that the burden of utility payment should not be placed on property owners.

Larry Douglas questioned whether this policy followed the goals of the General Plan.

Kim Tibbedeaux asked if this policy would affect Section 8 housing.

Cal Patterson and Bill Tiffany voiced their opinion in favor of the proposed resolution and utility billing policy.

Following further comments by the public, staff detailed the billing and deposit process. Councilmember Larrieu noted that this issue had been discussed in great length in the past.

Mayor Oels closed the public hearing and Councilmember Larrieu made a motion to adopt Resolution 2190, A Resolution of the City Council of the City of Portola Establishing a Utility Billing Policy (Attachment A). Mayor Pro Tem Gault seconded the motion and the Deputy Clerk took a roll call vote. Councilmember’s Larrieu, Morton, and Powers and Mayor Pro Tem Gault voted in favor. Mayor Oels voted against; Resolution 2190, A Resolution of the City Council of the City of Portola Establishing a Utility Billing Policy; Adopted - 4-1.

#### **D. Conditional Use Permit**

Planner Karen Downs reported that this issue was before the City Council because there are currently only two members sitting on the City of Portola Planning Commission. Ms. Downs explained that the City was in receipt of an application from John Scism, located at 239/241 Commercial Street seeking a Conditional Use Permit to operate the existing building as a hostel, with facilities for sleeping, shared bathrooms and cooking amenities. The property is currently zoned as Core Commercial.

Mayor Oels opened the Public Hearing and asked for Public Comment. Mr. Scism addressed the Council regarding his CUP application and after explaining the project noted that he was hoping to attract tourists and increase business in the downtown area.

Amy Gruber, who works at School Pathways located down the street from the property in question, commended Mr. Scism for his efforts to bring more business to downtown, but raised questions regarding the clientele that may frequent the hostel and the steps that would be taken to assure that the clientele who use the facility are an attribute to the community and not a detriment to the safety of the downtown area.

Councilmember Morton questioned parking and Motorcycle curfews and the installation of exterior lighting. Mr. Scism noted that he would request motorcycle be walked in and out of the parking area, to reduce noise and that exterior lighting will be installed. Councilmember Larrieu commended Mr. Scism on his vision and after further discussion.

Attorney Steve Gross reminded the Council that the application before them was complete and included no conditions, and if approved it was not possible to impose conditions later. Mayor Oels closed the Public Hearing.

Mayor Pro Tem Gault made a motion to approve Resolution No. 14-01. The approval of a Conditional Use Permit (CUP) for property located at 241 Commercial Street and, to allow the operation of lodging use (hostel) in a Core Commercial zone APN 126-075-006. Councilmember Powers seconded the motion. Following a roll call vote all Council member voted in favor.

#### **E. Community Development Block Grant Application**

Ms. Downs reported on the notice of CDBG funding availability for 2014. Mayor Oels opened the public hearing and the Council discussed potential projects. Cathy Rahmeyer introduced Stephanie Tanaka, Plumas County Alternative Sentencing Coordinator. Ms. Tanaka gave the Council an extensive presentation about the Alternative Sentencing Program and asked the Council to consider the use of some of the CDBG funding for housing/programming/ and or crisis intervention for court referred clients and the criminal justice population. After extensive conversation it was moved by Mayor Oels and seconded by Councilmember Larrieu to continue this public hearing to the February 15<sup>th</sup> meeting date. All Councilmembers voted in favor.

#### **F. Disaster Recovery Initiative (DRI) Project Closeout**

Ms. Downs reported that the Local Hazard Mitigation plan was adopted in August 2013 and that the General Plan Safety Element was adopted in January 2012. Pursuant to the State CDBG Contract the City must hold a Public Hearing to receive public comment and accept the final product.

Mayor Oels opened the Public Hearing and asked for public comment, finding none Mayor Oels closed the Public Hearing.

Councilmember Larrieu made a motion to adopt Resolution No. 2191, A Resolution of the City Council of the City of Portola Approving the Final Product and Receiving Public Comment on the Community Development Block Grant (CDBG) Disaster Recovery Initiative (DRI) Project Closeout 10-DRI-6789. Mayor Oels seconded the motion. All members voted in favor during a roll call vote.

#### **G. LAFCo**

Trent Saxton addressed the Council and provided them with a letter concerning Plumas LAFCo funding. Mr. Saxton also proved the Council with a copy of a resolution from the County of Colusa where alternative LAFCo funding had been negotiated. Mr. Saxton requested that the Council approach the LAFCo board and request that LAFCo approve an alternative funding approach.

The Council determined that this agenda item should be an action item, since the upcoming Plumas LAFCo meeting also included an agenda item concerning LAFCo funding. Councilmember Larrieu made a motion to add this item to the agenda as an action item. Mayor Oels seconded the motion and all Councilmembers voted in favor.

Councilmember Powers questioned why there was no special district participation on Plumas LAFCo. Jon Kennedy commented that there should be Special District participation on Plumas LAFCo since the majority of LAFCo actions concerned Special District activity.

Following further discussion, Mayor Larrieu made a motion authorizing Mayor Oels to sign a letter from the City Council requesting that Plumas LAFCo approve an alternative funding approach, wherein the fees paid by the City of Portola to Plumas LAFCo budget are apportioned on a Per Capita basis; with the County of Plumas funding the remaining portion of the LAFCo budget. All members voted in favor during a roll call vote.

#### **City Clerk Vacancy**

The Council discussed the current City Clerk vacancy. Councilmember Larrieu made a motion to deputize Melissa Klundby as the Deputy City Clerk and to advertise in the local paper, asking

for letters of interest, with a due date of February 11<sup>th</sup> at noon for the vacant City Clerk, whose term will expire on November 2014. Councilmember Powers seconded the motion and it was approved unanimously.

#### H. **Ethics and Brown Act Training**

Staff reported that all members of the Council are required to obtain Ethics and Brown Act Training every two years. Mayor Oels and Mayor Pro Tem Gault received the training last year and Councilmember Powers and Morton just received the training. Councilmember Larrieu is due for training and will obtain training as soon as possible

#### I. **Administrative Services Training**

Staff presented the Council with a cost analysis for Melissa Klundby, Administrative Services to attend training for duties directly pertaining to her position. Mayor Pro Tem Gault made a motion to approve the budget expenditure for the proposed training. Councilmember Larrieu seconded the motion and it was approved unanimously.

#### J. **Planning Commission Appointment**

Staff presented the Council with a letter of interest from Stacy Domaille to fill a vacant seat on the City of Portola Planning Commission. Stacy introduced himself to the Council and expressed his interest in the position.

Councilmember Larrieu thanked Mr. Domaille for his interest and made a motion to appoint Stacy Domaille to the Planning Commission. Councilmember Powers seconded the motion and it was unanimously approved.

### **ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 10:05 p.m.

Respectfully Submitted,

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