

**PORTOLA CITY COUNCIL**  
**MEETING MINUTES**  
**December 10<sup>th</sup>, 2014**  
**6:00 p.m.**

**1. CALL TO ORDER**

Mayor Oels called the meeting to order at 6:00 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**

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

**4. PUBLIC COMMENT**

Michael Roddy made comment regarding a potential request to the City Council for modifications and/or waivers of facility fees for an affordable housing project he was considering for a parcel of land for sale within the City limits. B.J. Pearson, real estate agent for the parcel in question addressed the Council on the importance of projects like these in the City. City Manager Robert Meacher and the Council thanked Mr. Roddy and Mr. Pearson for their comments and noted that Mr. Roddy should coordinate directly with staff and submit a project application before further review and/or facility fees could be addressed.

**5. ELECTION RESULTS**

A. **General Municipal Election, Canvas of Votes and Certification of Result** – Consider adoption of Resolution No. 2232 declaring the result of the November 4, 2014 Municipal Election. Discussion, possible action.

The Council reviewed the resolution and finding no public comment Councilmember Larrieu made a motion to adopt Resolution No. 2232 declaring the result of the November 4, 2014 Municipal Election. Councilmember Powers seconded the motion and it was unanimously approved.

B. **Presentation** – Honoring the outgoing member of the City Council

Mayor Oels thanked outgoing Councilmember Pat Morton for her service. Councilmember Gault read a statement to the Council regarding the accomplishments that the previous Council had made and also thanked outgoing Councilmember Morton for her services. The Council and Staff presented Pat Morton with a plaque and flowers. Pat Morton thanked the Council for their continued dedication and hard work for the City of Portola.

C. **City Council Reorganization** – The oath of office will be administered to incoming members of the City Council.

The City Clerk administered the Oath of office to the elected incumbent Bill Powers and newly elected Councilmember Linda VanDahlen.

The City Clerk took roll call for the reorganized Council. Councilmembers Larrieu, Powers, and VanDahlen, Mayor Pro Tem Gault and Mayor Oels responded to the roll call.

## **6. COUNCIL REORGANIZATION**

A. **Selection of Mayor and Mayor Pro Tem** - Consider nominations and make appointments for the Mayor and Mayor Pro Tem positions. Discussion, possible action.

Staff reported that the City of Portola Mayor was nominated yearly by the Council and traditionally the office was rotated throughout the Council based upon election dates, so that that each Councilmember had an opportunity to serving a one year term as Mayor and Mayor Pro tem.

Finding no public Mayor Oels made a motion to elect Councilmember Powers as the Mayor Pro tem and Mayor Pro tem Gault as the Mayor. Councilmember Larrieu seconded the motion and it was unanimously approved.

The Council reorganized as Councilmember Larrieu, Councilmember Oels, Councilmember VanDahlen, Mayor Pro tem Powers and Mayor Gault.

## **7. CITY COMMUNICATIONS**

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

Councilmember Larrieu reported that he had recently attended the Plumas LAFCo meeting and that the Commission is reviewing Municipal Service Reviews.

Councilmember Powers reported that he had attended a meeting of the Eastern Plumas Chamber of Commerce and that they are looking at coordinated County event planning. Mr. Powers also reported that he had attended a meeting in Sacramento regarding State and County mental health policies regarding application and provision of services.

Councilmember Oels reported that he had been researching vacant housing in the City and that he had transplanted 14 Aspen trees at the West End Park.

Mayor Gault reported on the City Christmas Tree Lighting parade and the current status of the I Love Portola group.

### **B. City Manager Communications**

City Manager Robert Meacher gave a detailed report to the Council outlining the meetings he had attended since the last Council meeting.

### C. Staff Communications

None

## 8. CONSENT CALENDAR

A. **Minutes** - Adopt the minutes of the Regular City Council meeting held on November 12, 2014.

B. **Claims** - Adopt Resolution No. 2233 authorizing payment of claims for the period of November 8<sup>th</sup>, 2014 through December 5<sup>th</sup>, 2014.

Finding no public or Council comment Mayor Pro tem Powers made a motion to adopt the minutes of the Regular City Council meeting held on November 12, 2014 and adopt Resolution No. 2233 authorizing payment of claims for the period of November 8<sup>th</sup>, 2014 through December 5<sup>th</sup>, 2014. Councilmember Larrieu seconded the motion and it was unanimously approved.

## 9. ORDER OF BUSINESS

A. **Big Fish Creations Presentation** - Big Fish Creations presentation related to the City's marketing strategy and branding. Discussion and/or possible action.

Patty and Michael Clawson, Big Fish Creations introduced themselves and gave the Council a detailed presentation and a proposal for services for the creation of a brochure, rack cards and landing page; and/or creation of a marketing website for the City of Portola.

The Council reviewed the proposals and Councilmember VanDahlen asked Big Fish Creations whether they recommended the creation of a brochure or rack card and associated landing webpage.

Mr. Clawson reported that a rack card was recommended and could be used to promote travel and relocation to the City while providing the City with contact information and data for people interested in the City. The purpose of the rack card would be to give interested parties information about the City and directions to a website where an email address and contact information would be requested for entry into a drawing for a promotional prize. The information given would provide the City with contact information for persons who may be interested in visiting or relocating to the City of Portola and could be used for marketing purposes. Mr. Clawson reported that the rack card would be produced and could be given out at the trade show in February by the Eastern Plumas Chamber of Commerce.

Finding no public comment Councilmember VanDahlen made a motion to use Prop 215 funds and enter into a contract with Big Fish Creations for 2,500 rack cards and an associated landing web page subject to recommended language from City Council allowing for termination of the contract by either party. Mayor Gault seconded the motion and it was unanimously approved.

B. **Mayor's Committee Appointments**- Mayoral appointments to fill position on Transportation Commission and the alternate position on Plumas Local Agency Formation Commission due to reorganization of City Council. Discussion, possible action.

Mayor Gault reviewed the vacancies in committee appointments created by the recent Council reorganization. Finding no public or Council comment Mayor Gault appointed herself to fill the vacant Plumas LAFCo Alternate position, Councilmember Powers to fill the vacant Transportation Commission position and Councilmember VanDahlen to fill the vacant Finance and Administration Committee position.

**C. Vacancies in Public Officers** – Review and consider the process to fill existing vacancy for the City Treasurer. Discussion, possible action.

The Council reviewed the vacant City Treasurer position. Staff reported that no candidate or qualified write-in candidate filed nomination papers for the position and that the City Council could appoint a City Treasurer. Staff also reported that the Council has an established Resolution wherein the Council could appoint the acting City Clerk to fill the Treasurer position and that no additional stipend would be payable for that appointment.

The Council discussed options for filling the vacant position. Mayor Gault discussed soliciting for interested and qualified applicant before making the selection and asked for public comment. Community member Larry Douglas commented that the nomination period and election constituted a solicitation of the positions and encouraged the Council to appoint the City Clerk to fill the vacancy. Councilmember Larrieu commented that the position is strictly ceremonial in nature, has no real duties and recommended that the Council appoint the City Clerk.

Finding no further discussion Councilmember Larrieu made a motion to appoint the elected City Clerk, Melissa Klundby to fill the vacant City Treasurer position. Councilmember Oels seconded the motion and it was unanimously approved.

**D. New Mayors & Council Members Academy** - Consider approval for and budget amendments for attendance at this conference sponsored by the League of California Cities. Discussion, possible action.

City Finance Officer provided the Council with information regarding a budget amendment in the amount of \$2,500 to cover the cost of the previously approved expenditure for Mayor Gault and new Councilmember VanDahlen to attend the New City Councilmember and New Mayor, League of California Cities conference in January.

Finding no public comment or Council discussion Councilmember Larrieu made a motion to approve the budget transfer into fund 100 in the amount of \$2,500 as presented. Councilmember Powers seconded the motion and it was unanimously approved.

**E. Proclamation of Local Emergency Due to Drought Conditions in Portola, California** - Discussion and/or possible action.

City Manager Meacher presented the Council with a continued Proclamation of Local Emergency Due to Drought Conditions in Portola, California and reported that the State of California was still declared to be in drought conditions

Finding no public comment or council discussion Councilmember Powers made a motion to approve the continued Proclamation of Local Emergency Due to Drought Conditions in Portola, California and Councilmember Oels seconded the motion. The motion was unanimously approved.

**F. Integrated Regional Water Management Plan** – Consider approval of Resolution No. 2234 approving a Memorandum of Understanding for participation in the preparation of an update to the Upper Feather River Integrated Regional Water Management Plan. Discussion and/or possible action.

City Manager Robert Meacher reported that in 2005 Plumas County and several other agencies entered into a memorandum of understanding (MOU) to adopt an initial Integrated Regional Waste Management (IRWM) plan for the Upper Feather River Watershed. Mr. Meacher presented the Council with copies of the MOU and associated Resolution No. 2234 approving a Memorandum of Understanding for participation in the Upper Feather River Integrated Regional Water Management Plan. Mr. Meacher reported that he felt it was beneficial for the City to also enter into the MOU as the IRWM seeks to ensure appropriate funding, long range planning and coordination of services for the Upper Feather River watershed.

The Council reviewed the information and finding no public comment Councilmember Oels made a motion to approval Resolution No. 2234 approve entering into a Memorandum of Understanding for participation in the Upper Feather River Integrated Regional Water Management Plan. Councilmember Larrieu seconded the motion and it was unanimously approved.

**G. Carmichael Property** – Consider approval of Amendment No. 1 regarding the Purchase Agreement for the Carmichael property (portion of APN 025-100-030) to change the Title Company to Cal Sierra Title. Discussion and/or possible action.

City Planner Karen Downs reported that purchase of a portion of APN 025-100-030 had previously been approved and was in escrow. Ms. Downs presented the Council with an amendment to the purchase agreement that solely changed the title company to Cal Sierra Title.

Finding no Council or public comment Councilmember Larrieu made a motion to approve Amendment No. 1 regarding the Purchase Agreement for the Carmichael property (portion of APN 025-100-030) to change the title company to Cal Sierra Title. Councilmember Powers seconded the motion and it was unanimously approval.

**H. Community Development Block Grant, Program Income Public Hearing** – Public Hearing, Consider approving CDBG Program Income Supplemental Activity Requests; Resolution No. 2235. Discussion and/or possible action.

City Planner Karen Downs reported that the City Council adopted a Program Income Reuse Plan on March 26, 2014. Since that time the State Department of Housing and Community Development has changed its policy regarding Program Income and all jurisdictions are required to spend all Program Income before being able to spend money on any grant-related activities.

Ms. Downs reported that a citizen participation public hearing was held on November 12, 2014 at 10:00 a.m. and the City Council also discussed this item at the November 12<sup>th</sup>, 2014 City Council meeting.

Mayor Gault opened the public hearing for public comment and finding none asked for Council comment. The Council reviewed the Program Income Supplemental Activity request forms and finding no further comment closed the public hearing.

Councilmember Powers made a motion to approve the presented CDBG Program Income Supplemental Activity Requests and to adopt Resolution No. 2235, A Resolution of the City Council of the City of Portola Authorizing the Commitment of up to \$97,362 of Community Development Block Grant (CDBG) Program Income to Assist with Public Infrastructure Projects and Improvements at the City Park, City Little League Field, and West End Park and the Joy Way Vault Projects and the Submission of Program Income

Supplemental Activity requests. Councilmember Oels seconded the motion and it was unanimously approved during a roll call vote.

**I. Facility Fees**- Councilmember Oels - Discussion related to current Facility Fees. Discussion and/or possible action.

Councilmember Oels reported that he has been reviewing available housing within the City limits and does not find that there are a lot of vacant affordable home. Councilmember Oels reported that he would like to see a percent reduction in facility fees so that the cost of developing undeveloped property was less. City Attorney Steve Gross reported that the Facility Fees are based upon a Certified Engineer Study and a part of the adopted City of Portola Master Plan and that this could be updated.

The Council discussed the facility fees in general and determined that the facility fees could be looked at after determining the cost of updating the Master Plan.

Michael Roddy and B.J. Pearson encouraged the Council to lower the fees for development on undeveloped property. Michael Roddy reported that he was looking to build several affordable small homes in the range of \$150,000 and that he would like to Council to consider lowering the base utility charges for these home based on square footage because less water would be used due to fewer people living at each home.

Community member Pat Morton noted that she and her husband live at a home and use very little utilities and that square footage does not indicate the base cost for the provision of utility services.

Finding no further public comment the Council determined to look at this agenda item at a future Council meeting. No action was taken.

## **10. CLOSED SESSION**

- A. **Public Employee 180 Day Performance Evaluation** - Closed session pursuant to Government Code Section 54957, regularly scheduled 180 day evaluation of performance, City Manager, City of Portola. Discussion/Possible action
- B. **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.

There was no reportable action from the closed session.

## **11. ADJOURNMENT**

There being no further business to discuss, Mayor Gault adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

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