

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
JULY 28, 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, Stan Peiler, 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.

3. PUBLIC COMMENT

No one from the public wished to comment.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Peiler reported that he did not have any meetings, but he did have some residents inquire about the Firewise program. He also mentioned that if there are evacuees in need of food, they can contact the EPCAN Food Bank for assistance.

Councilmember Oels reported that he attended a Transportation Commission meeting and worked on the clearing fuel from the Riverwalk.

Councilmember Cooley reported that he worked on some tree limbing at the disc golf site and attended a Fire Study Group meeting.

Mayor Pro Tem Morton reported that she also attended the Local Emergency Services Study Group (LESS or Fire Study Group) meeting.

Mayor Powers reported that he attended Concerts in the Park, he and Public Works Director Roberts spoke with Evacuees in the park, and he attended a Transportation Commission meeting.

B. Staff Communications

Gay Miller with Beckwourth Fire reported that there were 32 calls. 9 in Beckwourth, 22 in Portola, and 1 Mutual Aid in the month of June. She again emphasized the importance of following all burn bans.

The Plumas County Sheriff's department did not provide a report as they are very busy with the fire.

Melissa Klundby with Air Quality reported that there are two woodsheds available, free chimney sweep coupons are available, they are still doing the woodstove change out program, and the air quality tomorrow is going to be poor.

Finance Officer Susan Scarlett informed Council that the GANN letter from the auditors has been received.

Deputy City Clerk Kindall reported that the new website is expected to be done and go live next week on August 5th.

C. City Manager Report

City Manager Knox reported that they have been clearing out material at the disc golf course site. A brush hog is being brought to help with this effort. This will help in fuel reduction for this wildfire season as well. We have received comments regarding striping late this afternoon from CalTrans but haven't received the request study yet. Fire evacuees are in the park. The City has been in contact with the County to be ready to go if needed. Councilmember Cooley asked Ms. Klundby the status of the four months of free green waste certificates. It was determined Ms. Klundby had left the meeting so the City Manager will follow up on that item. Regarding the SB2 Grant, the Incode software is working on some scheduling pieces. We hope to have the finance part up and running by January with Utility Billing coming on a couple of months after. The mapping project has had lot of progress. We are looking into acquiring Mango maps. Karen continues working on the General Plan Updates. A Plumas County Integrated Waste Management meeting that was scheduled for this week has been postponed due to the fire.

5. CONSENT CALENDAR

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

- A. Minutes** – Adopt the minutes of the City Council Regular Meetings held on July 14, 2021.

B. Claims – Adopt Resolution No. 2476 authorizing payment of claims for the period of July 10, 2021 through July 22, 2021.

Accounts Payable:	\$177,336.10
Payroll:	<u>\$ 28,076.84</u>
Total:	\$205,432.94

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

Roll call vote, no: none.

6. ORDER OF BUSINESS

A. Courthouse.

Mayor Powers explained he has drafted a letter to local judges regarding the Plumas/Sierra Regional Courthouse located at 600 South Gunning Street. The end-goal of the letter is to eventually make a case to the Administration of Courts, by first gaining buy-in from the local judges to not continue the let the building sit almost vacant. Mayor Powers would like Council to review the letter and for them to determine the next steps.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to approve the letter as to form and send it to the local judges for their consideration.

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

Roll call vote, no: non.

B. Voluntary Water Conservation.

City Manager Knox explained that the City has received a few inquiries whether there are water restrictions in place. There are no mandatory requirements from the State to implement water conservation measures at this time, however the Governor has asked all California residents to voluntarily cut water usage by 15%. Due to the evident drought, staff is recommending that the Council consider implementing volunteer water conservation measures for residents. The measure are only suggestions and are not mandatory. There would not be any ramifications for residents who do not follow the recommendations.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to implement the following Voluntary Water Conservation Measures:

Residents should refrain from the following:

- The application of potable water to any driveway or sidewalk
- Using potable water to water outdoor landscapes in a manner that cause runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures
- Using a hose dispenses potable water to wash motor vehicles unless the hose is fitted with a shut-off nozzle.

- Using potable water in a fountain or decorative water feature unless the water is recirculated.

Residents should only water before 10 AM and after 7 PM, and only on their watering days:

- North Side: Tuesdays, Thursdays, and Saturdays
- South Side: Wednesdays, Fridays, and Sundays

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

Roll call vote, no: none.

C. Community Town Hall Discussion.

Mayor Powers would like for Council to consider holding a Community Town Hall meeting to discuss emergency and fire related items. A brief discussion ensued. Consensus was to conduct it as a Zoom meeting and a Special Meeting for Council.

D. Personnel Policy Changes.

City Manager Knox explained that staff has recognized a variety of personnel policy changes that are needed to better deal with or define certain issues that have become evident. Staff would like Council to review and describe the main concepts need change and provide direction to staff to incorporate changes into the personnel policies, which will then come back to Council in draft form. The main concepts needing review and discussion are the holiday schedule and the work week. Discussion ensued. It was determined that the City Manager will incorporate the discussed changes and bring them back to Council in draft form for approval.

7. ADJOURNMENT

There being no further business Mayor Powers adjourned the meeting at 7:17 p.m.

Tara Kindall, CMC
Deputy City Clerk