

**PORTOLA CITY COUNCIL
MEETING MINUTES
June 10th, 2015
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

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

4. PUBLIC COMMENT

Larry Douglas commentated on a “letter to the editor” in the Portola Reporter.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Larrieu reported on his attendance at the Plumas LAFCo meeting.

Mayor Pro Tem Powers reported on volunteering at the aid station for the Lost and Found Gravel Grinder bike event, cleanup on the Lake Davis trail, his attendance at the School Board meeting and his meeting with an Entomologist concerning the trees infected by the bark beetle on the Turner Springs property.

Councilmember Van Dahlen reported on the web site ad hoc meeting and encouraged public support and attendance at the Portola Fire Department upcoming annual beef feed.

Councilmember Oels reported that he had done further reconnaissance at the Turner Springs to mark trees infected by the bark beetle, his attendance at the Plumas LAFCo meeting, the area tour by representative from the mayor’s office in Reno; his attendance at the Plumas LAFCo meeting, and further work he is doing at the East End Park.

Mayor Gault reported that she also assisted at the aid station for the Lost and Found Gravel Grinder bike event, attended he area tour by representative from the mayor’s office in Reno and reported that the I Love Portola Cleanup day had been rescheduled to June 26th.

B. City Manager Communications

City Manager Robert Meacher reported on the numerous meeting and contacts has had since the last City Council meeting. Mr. Meacher also reported that he would be attending a conference in the Tahoe area put on by the Sierra Business Council and noted that he would be requesting a budget amendment on the June 24th, 2015 meeting.

C. Staff Communications

None

6. CONSENT CALENDAR

- A. **Minutes** - Adopt the minutes of the Regular City Council meeting held on May 27th, 2015.
- B. **Claims** - Adopt Resolution No. 2251 authorizing payment of claims for the period of May 23rd, 2015 through June 5th, 2015.
- C. **Proclamation of Local Emergency Due to Drought Conditions in Portola, California**– Adopt Proclamation.
- D. **Memorandum of Understanding, Fire Communications Systems**- Authorize the Mayor to sign the MOU for the Coordinated Use of Countywide Fire Radio Communications System.

Finding no Council or public comment Councilmember Oels made a motion to approve/adopt consent calendar items 6.A/B/C/D. Councilmember Larrieu seconded the motion and it was unanimously approved.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Public Hearing, Proposed 2015/2016 Operating Budget**- Receive public comment regarding the proposed 2015/2016 Operating Budget. Receive public comment, discussion and possible action.

Mayor Gault opened the Public Hearing and Susan Scarlett, City Finance Officer presented the draft budget.

Larry Dougal's asked for clarification on Fund 215. Mic Housel and Pat Morton commented that the City should continue to use funds to water the City parks. Finding no further public comment Mayor Gault closed the Public Hearing.

Councilmember Larrieu made a motion to accept the proposed 2015/2016 Operating Budget. Councilmember Oels seconded the motion and it was unanimously approved.

- B. **Gold Mountain Community Services District**– Discussion and review of the contract between the City of Portola and Gold Mountain CSD for Fire Suppression Services. Discussion and/or possible action.

Staff reported that this extension to the GMCSO contract for fire suppression services was the same as the previously approved extension. Finding no public or Council comment, Councilmember Larrieu made a motion to approve the contract between the City of Portola and Gold Mountain CSD for Fire Suppression Services as presented. Councilmember Oels seconded the motion and it was unanimously approved.

C. **Finance Officer Contract**- Discussion and review of the Independent Contractor Agreement between the City of Portola and City Finance Officer. Discussion and/or possible action.

The Council reviewed the renewal of the Independent Contractor Agreement between the City of Portola and the City Finance Officer. City Manager Meacher noted that there were no changes, including no changes in compensation from the previously approved contract.

Councilmembers VanDahlen and Mayor Gault thanked Susan Scarlett for her continued hard work.

Terry Swofford, Plumas County Supervisor commended Susan for her work with the County and the City. Community member Pat Morton noted that she knows Susan does many more hours of work yearly than she is compensated for and told the Council that they are lucky to have her services.

Mayor Pro Tem Powers made a motion to approve the Independent Contractor Agreement between the City of Portola and City Finance Officer, Susan Scarlett as presented. Councilmember Oels seconded the motion and it was unanimously approved.

D. **Plumas County Sheriff's Contract**- Discussion and Review of the Contract between the City of Portola and Plumas County Sheriff Department. Discussion and/or possible action.

Staff presented the contract and noted that the agreement would include compensation in the amount of funding from the COPS grant.

Pat Morton raised concerns over the ability of the Sheriff's department to fulfill the contract. Plumas County Deputy Tom Klundby was in attendance and thanked the Council for the opportunity for the Sheriff's Department to continue to provide the City with their service.

Finding no further comment Councilmember Larrieu made a motion to approve the Contract between the City of Portola and Plumas County Sheriff Department as presented. Councilmember Oels seconded the motion and it was unanimously approved.

E. **Abatement of Property at 380 Fourth Avenue, Portola CA**– Review any progress by the property owners at 380 Fourth Avenue. Review setting a Public Hearing to begin abatement process. Discussion and/or possible action.

City Clerk Melissa Klundby reported that no cleanup had occurred following the Council approved resolution declaring a public nuisance of the property and requesting cleanup. Ms. Klundby reported that a certified letter was mailed and received by the property owners, which outlined the abatement process.

Larry Douglas noted that he would do the cleanup for free and requested information on contacting the property owner.

Finding no further comment Councilmember Larrieu made a motion requesting that the City Clerk notice and set a Public hearing on the abatement of 380 Fourth Avenue. Mayor Pro tem Powers seconded the motion and it was unanimously approved.

Councilmember Powers excused himself for attendance at the Portola High School graduation at 7:05 p.m.

F. **Budget Amendments**- Review and discuss budget amendment for Fund 215 for Big Fish expenses for the 2014-2015 fiscal year. Discussion and/or possible action.

The Council reviewed the budget amendment request for continued Big Fish expenses for the 2014-2015 fiscal year. Susan Scarlett reported the funds were requested from Fund 215.

Finding no comment Councilmember Oels made a motion to approve the budget amendment in the amount of \$3,000.00 from Fund 215, for services during the month of May 2015 and June 2015. Councilmember VanDahlen seconded the motion and it was approved 4-0, with Councilmember Powers being absent.

9. CLOSED SESSION

A. **Existing Litigation** – Pursuant to Government Code Section 54956.9(d)(1), Bauer v. City of Portola.

B. **Annual Public Employee Performance Evaluation- City Manager** - Closed session pursuant to Government Code Section 54957, annual evaluation of performance, City Manager, City of Portola. Discussion and/or possible action.

The Council adjourned for a recess at 7:15 p.m. Councilmember Powers returned to the meeting at 7:25 and the Council re-adjourned under the closed session items. There was no reportable items from the closed session.

10. ORDER OF BUSINESS (continued)

G. **City Manager Compensation** – Consider an adjustment to City Manager compensation. Discussion and/or possible action.

The Council reviewed the City Manager contract and recommended a 5% increase in annual wages to the City Manager's compensation.

Finding no public comment Councilmember Larrieu made a motion to approve a 5% increase in annual wages to the City Manager's compensation. Councilmember Oels seconded the motion and it was unanimously approved.

11. ADJOURNMENT

Councilmember Oels made a motion to adjourn the meeting at 8:40 p.m. Mayor Pro Tem Powers seconded the motion and it was unanimously approved.

Respectfully Submitted,

Melissa Klundby, City Clerk