

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
DECEMBER 11, 2019 | 6:00 P.M.**

1. CALL TO ORDER

Mayor Cooley called the meeting to order at 6:00 p.m. and requested a moment of silence.

2. PLEDGE OF ALLEGIANCE

City Council, City Staff, and the audience stood and recited the pledge of allegiance.

3. ROLL CALL

Councilmembers Morton, Powers, Peiler, Mayor Pro Tem Oels and Mayor Cooley responded to the roll call. City Manager Lauren Knox, City Attorney, Finance Officer Susan Scarlett, Public Works Director Todd Roberts, and Deputy City Clerk Tara Kindall were also in attendance.

4. PUBLIC COMMENT

The Deputy City Clerk read an email sent by resident Carol Mero concerning an “Urgency Telecom Ordinance” into the record. Next resident Larry Douglas, who resides at 25 Commercial Street, spoke to Council briefly about State Water requirements and the need for a dam.

5. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Morton reported that the Angel program is up and running and they are busy with gifts, the light parade on Friday night was very well attended and everything went great.

Councilmember Powers reported that he also attended the parade and the weather this year was ideal.

Councilmember Peiler reported that the hospital residents very much enjoyed the light parade going past the hospital. He attended a disaster committee meeting with Plumas County and he met with Public Works Director Roberts where they discussed exit route strategy. He also recognized Chief Frank and Elaine for their dedication and commitment to the community for personally flying to Texas to pick up an ambulance for the hospital and driving it all the way back.

Mayor Pro Tem Oels reported that he attended a football game on the 15th, a Fire Safe meeting on the 14th, a transportation meeting on the 18th, and a second joint Fire Wise meeting with the Air Quality Control Board on the 23rd. He also attended the Christmas tree lighting and parade.

Mayor Cooley reported that he participated in two webinars one on ADA website and another on web based tools. He attended a Board meeting of Eastern Plumas Fire and also was at the light parade.

B. Staff Communications/Fire Chief Report

Chief Frank reported that in November of 2019 there were a total of 19 fire calls: 17 medical; 1 vehicle accident; and 1 smoke check. A fire safe meeting was conducted at the Veteran’s Memorial Hall. It was well attended and there were demonstrations and lots of information given out to community members.

C. City Manager Report

City Manager Knox reported that she met with County Administrator, Gabriel Hydrick. It was a good meeting that they plan to do on a regular basis. She has been working to finalize the contract with Liberty utilities for the electric vehicle charging station. She also was able to attend the light parade for a short time despite being ill. She also attended the Fall Burn Wise workshop. The City’s contract IT person, Richard Blair, is leaving the area so Joseph with Bullet Technologies will be our new IT resource.

6. CONSENT CALENDAR

It was moved by Mayor Pro Tem Oels and seconded by Councilmember Morton to approve the consent calendar as presented:

- A. Minutes** – Adopt the minutes of the City Council regular meeting held on November 13, 2019 and the Special meeting held on November 21, 2019.
- B. Claims** – Adopt Resolution No. 2415 authorizing payment of claims for the period of November 8, 2019 to December 5, 2019.

Accounts Payable:	\$ 180,619.37
Payroll:	<u>\$ 65,611.87</u>
Total:	\$ 246,231.24

Roll call vote, yes: Cooley, Oels, Morton, Peiler and Powers. So carried.
Roll call vote, no: none.

Councilmember Powers mentioned as a point of order that the Mayor is polled last during a roll call vote.

7. ORDER OF BUSINESS

A. Mayor Election.

Councilmember Morton moved and Councilmember Peiler seconded to appoint Mayor Pro Tem Oels as Mayor for 2020. All Councilmembers voted in favor. Next, Mayor Oels

moved and Councilmember Morton seconded to appoint Councilmember Powers as Mayor Pro Tem for 2020. All Councilmember voted in favor.

B. CivicSpark Fellow.

City Manager Knox reviewed for Council that the Sierra Climate Adaptation and Mitigation Partnership (Sierra CAMP) staff and Councilmember Powers identified that the City could benefit from a CivicSpark Fellow. She introduced Carissa Bradley, the Fellow, who then gave a brief presentation to Council to explain what her work for the City would entail. The project that Ms. Bradley would be undertaking would be a Wildfire Resilience study and plan. This will help the City prepare for a possible wildfire by creating an emergency evacuation plan and then reaching out to the community to educate and inform. She will be working cooperatively with multiple agencies to build a comprehensive plan that will be a great tool and resource as we move towards wildfire resiliency. Ms. Bradley then answered questions from Council and the audience.

C. Snow Removal.

City Manager Knox and Public Works Director Roberts presented Council with a map and reviewed the City's procedures and priorities for snow removal. He stated that there are several challenges after a snow event: the equipment is older and breaks down often while plowing and the new equipment won't be here until spring of 2020; the main priority is keeping the streets clear which may sometimes create a berm at the end of citizen's driveways which upset some people, but is a result of the snow removal process; the illegal parking on the street creates hazards for the plows and can result in damages so it's important for people to observe proper parking areas and utilize them, especially during a storm. City Manager Knox stated that the City will be posting procedures on our website and Facebook page as a resource for the public that will explain the responsibilities of the City and the responsibilities of the residents. A brief discussion ensued.

8. ADJOURNMENT

There being no further business to discuss Mayor Oels adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Tara Kindall, CMC
Deputy City Clerk