

**REGULAR MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
REMOTE TELEPHONIC LOCATION: THE INN AT DAUPHIN ISLAND  
1801 BEINVILLE BLVD #310 | DAUPHIN ISLAND, AL 36528  
FEBRUARY 26, 2020 | 6:00 P.M.**

**1. CALL TO ORDER**

Mayor Oels 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 Cooley, Morton, Peiler, Mayor Pro Tem Powers and Mayor Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall, and Community Services Officer Kevin Sankey were also in attendance.

**4. PUBLIC COMMENT**

Dave Rudolf, a member of the Firewise Committee, stated that their first meeting of the year is March 19<sup>th</sup> and invited all to attend. Larry Douglas, a resident of Portola, also addressed Council with observations concerning community development and water.

**5. CITY COMMUNICATIONS**

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

Councilmember Morton reported that she attended two Fire Ad Hoc meetings in January. A Finance and Administration and Fire Ad Hoc in February, an Eastern Emergency Services Study Group meeting with Councilmember Cooley, a LAFCo meeting, and a Beckwouth Fire Department District meeting.

Mayor Pro Tem Powers reported that he attended a LAFCo meeting, sent a letter to Senator Hertzberg, attended a Rotary Luncheon, a Board of Directors meeting for Mountain Circle Foster Care, and will be going to Sacramento on Friday to attend a Mental Health Policy working group. He also was able to have his 2<sup>nd</sup> eye surgery Monday. Today he visited the East Headquarters of the Feather River Land Trust, they will be having a ribbon cutting for the western entrance on April 4<sup>th</sup>. He also welcomed the five new businesses that have opened in town.

Councilmember Peiler reported that he is eager to be on the Community Development Committee. He would like to schedule a tour of town with Public Works Director Roberts and

Mayor Oels to identify the different needs and areas of development within the community. He has noted some different problems and needs that he would like to work on and be able to address these issues in an ordinance he could then bring before Council.

Councilmember Cooley reported that he attended an Abandoned Vehicle Abatement (AVA) Service Authority Board meeting and they are beginning to make progress. He attended a Finance and Administration Committee meeting, several Fire Ad Hoc meetings, and the February 4<sup>th</sup> organizational meeting for the Emergency Services Study Group. He and Councilmember Morton will be reporting items discussed from that group.

Mayor Oels attended two Firesafe meetings where they discussed Project 192 and two transportation meetings where it was reported that the North Loop Project is being started.

## **B. Staff Communications/Fire Chief Report**

Chief Bob Frank reported that in January there were the following calls: Portola 12 medical calls and no fire calls; in Plumas County there were 16 medical calls, 1 Landing Zone, and 1 house check; in Gold Mountain 1 medical call.

## **C. City Manager Report**

City Manager Knox reminded Council that form 700 filing is due by April 1<sup>st</sup>. The memorial bench for Heidi Fredette will be here by March 11<sup>th</sup>. Former City Manager Jim Murphy has offered to make a cast of a handprint that she had made in the concrete at her home, this will be made into an art piece that will be placed with the landscaping at the memorial bench. She attended the SCORE Board Meeting and the League of California Cities Sacramento Valley Division of City Managers meeting. She met with Jennifer Stevens of LAFCo, Tracy Ferguson who is the County Planning Director, and Todd Johns. She and Kevin Sankey, the Community Resource Officer met with Sierra Nevada Journeys to discuss evacuation planning. She also attended a meeting at Plumas County in regards to the local hazard mitigation plan update. The SB2 Planning Grant that the City applied for has been received in the amount of \$160,000. Staff has been researching the process to place a lien on properties that have delinquent utility bills.

City Finance Officer, Susan Scarlett, also reported on the AVA meeting she attended with Councilmember Cooley and a Transportation Commission meeting.

Before moving into the consent calendar the deputy city clerk noted a discrepancy on the agenda in regards to the amounts shown for the claims, but that the amounts were correct on the resolution included in their packets.

## **6. CONSENT CALENDAR**

It was moved by Mayor Pro Tem Powers and seconded by Councilmember Peiler to approve the consent calendar:

- A. Minutes** – Adopt the minutes of the City Council Regular meeting held on January 8, 2020 and the City Council Special meeting held on February 5, 2020.

- B. Claims** – Adopt Resolution No. 2418 authorizing payment of claims for the period of January 2, 2020 to February 21, 2020.

Accounts Payable:	\$ 159,087.59
Payroll:	<u>\$ 62,498.53</u>
Total:	\$ 221,586.12

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

Roll call vote, no: none.

## **7. ORDER OF BUSINESS**

### **A. Letter of Recognition**

Mayor Oels read into the record and then presented a letter of recognition to Merlin Allingham. Merlin came upon a severely wounded small Chihuahua mix dog, Duke, and comforted him while calling for help. Kevin Sankey, Code Compliance Officer, noted Merlin' steady demeanor in a difficult situation. The City wanted to recognize this young man's brave actions, providing help and comfort to Duke and making such a positive contribution to our community.

### **B. West End Park Non-Motorized Boat Launch Update**

At the November 13, 2019 meeting Council asked City Manager Knox to revisit with Department of Boating and Waterways (DBW) the West End Park Non-Motorized Boat Launch Facility Grant Scope Summary that they developed, which included an extensive renovation of the park with a permanent boat launch. The summary provided by DBW would require the City to have a CEQA review that would cost around \$67,000. City Manager Knox stated that she did follow up with the DBW and they are not willing to scale back the proposal. The DBW are asking the City if they would like to proceed or not. A brief discussion ensued. City Council and Staff consensus was that we do not want a permanent structure and the West End Park. It would also be unfortunate to lose all the natural beauty of the park to a paved parking lot and restroom facility. Public Works Director Roberts is able to secure a floating dock that can be installed and removed in sections and this would be more appropriate for the park at this time. It was moved by Councilmember Morton and seconded by Councilmember Peiler that the City decline the Grant Scope presented by the DBW to install a permanent structure for a non-motorized boat launch and the West End Park.

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

Roll call vote, no: none.

### **C. Senate Bill 998 – Water Shutoff Protection Act**

City Manager Knox gave a brief power point presentation with some background information about Senate Bill 998 (SB998) and its impacts it will have on the City. Staff will be bringing a thorough presentation and the necessary changes that the City will need to make in its Utility Billing Policy to comply with SB998 at the March 25<sup>th</sup> meeting.

**D. Financial Update**

Finance Officer Susan Scarlett reviewed in detail the General Fund Revenue Comparison, Cash and Receivables Balances, Amended Budget, and Other Expenses reports provided to Council.

**E. Audit**

Finance Officer Susan Scarlett reviewed the City of Portola Audit and Financial Statements prepared by Clifton Larson Allen LLP for the year ended June 30, 2019. The audit went very well and the City received an unqualified opinion from the auditors which is also known as a “clean” audit. The audit contains a Management Discussion and Analysis section at the beginning that is Management’s opportunity to address the City finances, budget and economic factors which affect the City. Financial Statements and Notes are part of the audit and detail all the financial accounts of the City. It was moved by Councilmember Cooley and seconded by Mayor Pro Tem Powers to accept the 2019 Audit.

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

Roll call vote, no: none.

**8. ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 7:07 p.m.

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Tara Kindall, CMC  
Deputy City Clerk