

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
REMOTE TELEPHONIC LOCATION: THE INN AT DAUPHIN ISLAND
1801 BIENVILLE BLVD #310 | DAUPHIN ISLAND, AL 36528
MARCH 11, 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, Mayor Pro Tem Powers and Mayor Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Public Works Director Todd Roberts, and Deputy City Clerk Tara Kindall were also in attendance. Councilmember Peiler was absent.

4. PUBLIC COMMENT

Larry Douglas, a resident of Portola, addressed Council with observations concerning water matters.

5. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Morton had nothing to report

Mayor Pro Tem Powers reported that on April 4th Margaret Consecro will have a clean-up and painting group of students who will paint curb and fire hydrants as part of her senior project. He attended the RCD on Monday, chaired the Juvenile Justice Commission, will meet with Tri-county Action Agency tomorrow, and lastly he and City Manager Knox had a conference call meeting with Carissa Bradley, our intern who is working on a Disaster Preparedness Plan for the City.

Councilmember Cooley reported he has been engaged with Fire Ad Hoc Committee business these past two weeks.

Mayor Oels attended a Firewise Coordinators meeting in Quincy and on a personal note he went to Sacramento last weekend to meet his second great grandchild, a grandson.

B. Staff Communications/Fire Chief Report

Finance Officer Susan Scarlett just wanted to remind Council that the next meeting will be the first public comment on the budget.

Fire Captain Elaine Frank reported there were 14 medical calls, 1 fire call at the railroad, and 1 smoke alarm call in Portola.

C. City Manager Report

City Manager Knox reported the City Staff have been actively monitoring COVID-19 (Coronavirus), making certain that all essential services of the City remain functioning and taking as many precautions as we can. An invitation from Kevin Trutna with Feather River College for a lunch meeting of Community Leaders next Thursday the 19th at PHS library should have been received by all of Council, but if anyone needs a copy of the invitation just let her know and she can put one your box. There are several items coming forward to Council in the future making correction to ordinances and resolutions.

6. CONSENT CALENDAR

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

A. Claims – Adopt Resolution No. 2419 authorizing payment of claims for the period of February 22, 2020 to March 5, 2020.

Accounts Payable:	\$	51,639.29
Payroll:	\$	<u>39,626.43</u>
Total:	\$	91,265.72

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

7. PRESENTATION

A. Feather River Land Trust Presentation

Kristi Jamason, Jeff Bue, and Shelton Galvig with Feather River Land Trust gave a presentation to Council on their plans to enhance the visitor facilities at the Sierra Valley Preserve. Their presentation was very informative and Council thanked them for attending.

8. ORDER OF BUSINESS

A. Holsinger Tax Increment Change.

In July of 2014 staff discovered that a tax increment split on a certain property was never

finalized. Due to other factors the change wasn't brought forward to be finalized until now. City and County staff along with two City Councilmembers and two County Supervisors met in December of last year to resolve the issue. Resolution No. 2420 will enable the real property tax increment revenue to be transferred to the City and County in the agreed upon proportion. On March 3, 2020 the County Supervisors approved a resolution regarding this tax increment change. Mayor Pro Tem Powers and Councilmember Morton seconded a motion to approve Resolution No. 2420, *A Resolution of the City Council of the City of Portola regarding the transfer of real property tax revenue from TRA 001-002 from Plumas County.*

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

Roll call vote, no: none.

Absent: Peiler.

B. Lost & Found Gravel Grinder Infrastructure Funding Request.

Public Works Director Roberts introduced Greg Williams with Sierra Buttes Trail Stewardship who organizes the Lost & Found Gravel Grinder Race. The 2020 event planning is underway. This popular event continues to grow each year and one of the goals is to continue growing the event and bring in extra visitors and business to Portola. The request this year includes in-kind services and a financial commitment of \$16,080. They learned a lot from last year's event and the expanded event this year should run smoother as a result. It was moved by Councilmember Cooley and seconded by Mayor Pro Tem Powers to approve Sierra Buttes Trail Stewardship's infrastructure funding request for the 2020 Lost & Found Gravel Grinder bike race in the amount of \$16,080.

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

Roll call vote, no: none.

Absent: Peiler

C. City Planner Contract Modification.

City Manager Knox reviewed the contract for Manhard Consulting. The contract updates the Scope of Services and the fee schedule for a one-year period. Mayor Pro Tem Powers moved and Councilmember Morton seconded a motion to approved the Contract with Manhard Consulting as revised and authorize the City Manager to sign the contract.

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

Roll call vote, no: none.

Absent: Peiler

D. Utility Bill Lien Ordinance.

City Attorney Gross reviewed Ordinance No. 355 which amends Section 13.12.075 of the City of Portola Municipal Code to allow the City to place a lien on real property for delinquent utility bill charges and penalties. This ordinance does not imposed any new fees, rather it gives the City the power to execute the Code as it is written. Without this in place the City is unable to collect these unpaid utility service bills. Councilmember Morton moved and Councilmember Cooley seconded a motion to introduce Ordinance No. 355, *An Ordinance of the City of Portola, County of Plumas amending Ordinance No. 225 and Chapter 13.12.075 of Title 13 of the City of Portola Municipal Code to impose a real property lien for delinquent sewage, water and storm water service charges and penalties and waive second reading.*

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

9. ADJOURNMENT

There being no further business to discuss Mayor Oels adjourned the meeting at 7:00 p.m.

Tara Kindall, CMC
Deputy City Clerk