

**REGULAR MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
May 13, 2020 | 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 Oels called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

Councilmembers Tom Cooley, Pat Morton, Stan Peiler, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall, and Code Compliance Officer Kevin Sankey were also present.

Mayor Oels requested a moment of silence in memory of former City of Portola Councilmember Bill Weaver who recently passed away.

**3. PUBLIC COMMENT**

Mayor Oels called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engaged in making any comments via the chat platform.

**4. CITY COMMUNICATIONS**

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

Mayor Pro Tem Powers reported that he participated in the Juvenile Justice committee meeting last Thursday. Tomorrow is the Tri-County Action Agency meeting.

Councilmember Morton reported that she participated in several Fire Department Ad Hoc Committee meetings regarding the contract with Eastern Plumas Rural Fire Protection District.

Councilmember Cooley stated that his report mirrors Councilmember Morton's, they participated in several Fire Department Ad Hoc Committee meetings.

Councilmember Peiler had nothing to report on the City side, however they are expecting the new hospital CEO to start on Monday.

Mayor Oels reported that the mastication crew has started work on Portola 192 site last Monday.

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

There is no Fire Chief report tonight.

Finance Officer Susan Scarlett reported that she has been participating in many webinars. She attended the third of four webinars on budgeting put on by the Municipal Finance Officer's organization. Today she participated in an Economic Development and Administration webinar about CARES Act grants. There is a FEMA Webinar tomorrow. The Governor's May revise is scheduled for tomorrow. The Budget Workshop is next week and she was wondering if May 20<sup>th</sup> at 3:00 p.m. would work for everyone? All Councilmembers stated that would work for them, except for Councilmember Peiler who was unsure. The meeting will go over the first set of worksheets, which don't have any add-ons yet.

## **C. City Manager Report**

Some of the work on the Williams House has been completed by Todd Roberts and Dave Mann. There is some substantial work that needs to be completed on the back half of the house. The street sweeper is no longer operable and the rented sweeper attachment broke this afternoon. They are looking into the possibility of purchasing a sweeper attachment, which would be more economical than buying a street sweeper. Portola 192 mastication work is beginning. Additionally, the new owners for that site have reached out to her about the process to begin the first phase of work on that project. In regards to the Green waste program, the grant funding previously discussed by Air Quality unfortunately isn't able to happen as described initially due to the high cost of purchasing a large amount of green waste carts. However, Air Quality has agreed to pay for some curbside green waste service, and for the free green waste collection month at the environmental reclamation center for the month of May. The hours are Saturday through Tuesday from 9:00 a.m. to 4:00 p.m. with a half hour lunch from 12:00 – 12:30 p.m.

## **5. CONSENT CALENDAR**

Councilmember Morton moved and Councilmember Peiler seconded a motion to approve the consent calendar as submitted:

**A. Minutes** – adopt the minutes of the City Council Regular and Special meetings held on April 8, April 15, and April 22, 2020.

**B Claims** – Adopt Resolution No. 2427 authorizing payment of claims for the period of April 18, 2020 through May 7, 2020.

Accounts Payable:	\$ 55,295.47
Payroll:	<u>\$ 41,270.31</u>
Total:	\$ 96,565.78

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

Roll call vote, no: none.

## 6. ORDER OF BUSINESS

### A. Road Maintenance and Rehabilitation Account Funds.

City Manager Knox stated that in order to receive the approximately \$39,000 in funds this year the City is required to adopt a list of projects that we plan to complete with SB 1 RMRA Funding. The City has identified patching portions of South Gulling and South Commercial streets for the 2020/2021 fiscal year projects. Resolution 2428 was modified to clarify that our streets would be ranked in the “at risk” category. Staff recommends that Council adopt Resolution No. 2428, *a Resolution of the City Council of the City of Portola adopting a list of projects for fiscal year 2020-21 funded by SB 1: The Road Repair and Accountability Act of 2017*. Mayor Pro Tem Powers moved and Councilmember Cooley seconded a motion to adopt Resolution No. 2428.

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

Roll call vote, no: none.

### B. Abandoned Vehicle Abatement.

City Manager Knox reviewed the report that was provided in Council’s packet. In 2006 Plumas County and the City of Portola AVA program began with a joint powers agreement. The program provides for funds to remove abandoned vehicles. We are required to have an ordinance, a current contract with a towing and dismantling company as well as certain fiscal controls in order to receive funds. In recent years the funds have not been utilized due to us not spending the money down quickly enough as we did not have a dismantler in the area, but that has now been rectified. We do need to make one change in our ordinance which is striking the word “not” when referencing highways. This occurs in two sentences which are marked in red in the report. We will have to acquire a new contract with a towing company for this service. The contract is almost drafted and will come to Council when it is finished. Staff is recommending that Council introduce, and waive the second reading of Ordinance No. 356, *an Ordinance of the City of Portola, County of Plumas, State of California amending Chapter 10.04 of the Portola Municipal Code relating to abandoned, wrecked, dismantled or excess inoperable vehicles*, making a minor amendment to include highways in the AVA code language. Mayor Pro Tem Powers moved and Council member Morton seconded a motion to introduce, and waive the second reading of Ordinance No. 356 and place it on the May 27, 2020 agenda for adoption.

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

Roll call vote, no: none.

### C. COVID-19

City Manager Knox updated that Governor Newsom has stated that California has moved into Stage 2 of Resilience Roadmap. He also announced that certain counties may be able to move through Stage 2 (but not into Stage 3) at a faster pace when it can be shown that Counties would have the ability to protect the public and essential workers through a variance. Plumas County provided an attestation for a variance to the state and was approved today. This allows for certain business to open now as long as they have a plan

in place. Staff would like to discuss the following items and get guidance from Council on how they would like to proceed.

1. City Pool – it is staff recommendation that we not open the pool for the 2020 season. Council consensus is to keep pool closed. Susan mentioned that she adjusted the budget in anticipation of the pool closure for this summer.

2. Utility Billing – staff is looking for guidance if we should start assessing late fees again. We did send out letters to delinquent customers outlining their account status. Several customers did pay after receiving the letter. We are still unable to turn water service off due to the Governor’s order. Council consensus is to continue for another month to not charge any penalties on delinquent utility accounts. Tom asked Susan she if would provide an aged accounts receivable report to Council so they can keep track of the status of delinquencies. She said she would do that.

3. Park Structures – currently, there are some park structures that are closed and taped off. Staff recommends opening these structures with the warning signs remaining in place and encouraging community member to observe social distancing, discourage large gatherings, and not allow for parties or rentals at the park. Council consensus is to keep the park structures closed for another month and review this in the first meeting in June.

4. City Hall – staff recommends that City Hall remain closed to the general public but still be available by appointment only in order to keep the public and staff safe with greater social distancing. Council consensus is in agreement with staff and to review in the first meeting in June.

5. Emergency Proclamation – the proclamation needs to be reviewed every 60 days. Staff is recommending to keep the proclamation in place at this time. Councilmember Cooley mentioned to keep it in place to not jeopardize FEMA funding. Council agreed to keep the proclamation in place and review in the first meeting in June.

## **7. ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 6:51 p.m.

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Tara Kindall, CMC  
Deputy City Clerk