

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
JUNE 10, 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. Member 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, Public Works Director Todd Roberts, Deputy City Clerk Tara Kindall, and Code Compliance Officer Kevin Sankey were also present.

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 engage in making any comments via the live streaming or chat platform.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Mayor Pro Tem Powers reported that he and Councilmember Cooley attended a LAFCO meeting, he test drove the weed whacker at West End Park and had his COVID swab done in Quincy.

Councilmember Cooley reported that he attended the meeting that worked on the towing contract for the Abandoned Vehicle Abatement, attended a LAFCo meeting and a Fire Ad Hoc committee meeting.

Councilmember Morton attended a LAFCo meeting and a Fire Ad Hoc committee meeting.

Councilmember Peiler reported that he had been in contact with Public Works Director Roberts to schedule some time where they discuss and look at several projects around town.

Mayor Oels reported that he was able to speak to the mastication crew that is working on Portola 192. They are about a week out from finishing that project and it is looking very good.

B. Staff Communications/Fire Chief Report

Fire Chief Bob Frank sent his report to City Manager Knox who read it into the record it was as follows: for the district there were 20 medical calls, one burn pile, one smoke check, one residence that was responded to on five separate occasions and one residence that was responded to on three separate occasion; for Portola there were 19 medical calls, one burn pile, one smoke check, one landing zone, one motor vehicle accident; COVID-19 protocols continue to be followed; the fishing derby has been rescheduled for September 5th; their trainings are slowly returning to normal and in June they will host the 1B pump operators class.

C. City Manager Report

City Manager Knox reported that the Sheriff's contract went before the Board of Supervisor's yesterday and should be dropped off at City Hall very soon and will be on the next agenda for City Council as well as the contract with Eastern Plumas Rural Fire. The City now has an updated email system. It is more efficient, and the email addresses have changed. If there are any problems let us know and we will troubleshoot those for you. There were calls with Air Quality regarding the green waste grant. The Clerk and City Manager attended a Clerk Nuts & Bolts training. EDA and CBDG Grants that are related to COVID-19 are still being investigated.

5. CONSENT CALENDAR

Councilmember Morton moved and Mayor Pro Tem Powers seconded a motion to approve the consent calendar as submitted:

- A. Claims** – Adopt Resolution No. 2430 authorizing payment of claims for the period of May 22, 2020 through June 4, 2020.

Accounts Payable:	\$ 120,819.51
Payroll:	<u>\$ 28,264.79</u>
Total:	\$ 149,084.30

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

Roll call vote, no: none.

6. ORDER OF BUSINESS

A. Tennis Court Resurface Bid.

Public Works Director Roberts reported that the City received three bid submissions. The budget for this project was \$15,000. First Serve Productions bid came in at \$16,600. With Council's approval Staff would like to award the bid to First Serve Productions. Susan stated that a budget amendment from Council for the difference of \$1,600. Mayor Pro Tem Powers moved and Councilmember Peiler

seconded a motion to award the project to First Serve Productions for \$16,600 and approve a budget amendment of \$1,600 to amend the original budget amount of \$15,000.

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

Roll call vote, no: none.

B. Public Hearing on Fiscal Year 2020/2021 Proposed Budget.

The Public Hearing was opened at 6:15 p.m. by Mayor Oels. No public comments were made. No written comments were submitted prior to the meeting. Finance Officer Scarlett reviewed a few items for Council's clarification on the 2020/2021 Proposed Budget. The Budget has been discussed and reviewed by Council several times. The Councilmembers were asked if they had any further questions concerning the budget. There were none. The Public Hearing was closed at 6:20 p.m.

C. Investment Policy.

Finance Office Scarlett reviewed the Investment Policy with Council. Each year the investment policy is brought before Council and any necessary changes are made. She prefers to have as maximum security possible with the City's investment policy. We are not doing US Securities at present; we have in the past when we had a trust fund. Council did not have any questions as they feel it is very straight forward and well done.

D. Abandoned Vehicle Abatement Tow Contract.

City Manager Knox reviewed the draft towing contract with Council. There were no public comments on this item. Council had no questions or concerns about the draft contract. Councilmember Cooley moved and Councilmember Morton moved approval of the contract and authorization for the City Manager to enter into an agreement with the towing contractor for vehicle disposal services in relation to the AVA program.

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

Roll call vote, no: none.

E. Ordinance No. 357, Crimes Relating to Public Health.

City Manager Knox reviewed this item with Council. Currently, Section 18.01.020 of the Portola Municipal Code describes certain parts of the California Penal Code that the Code Compliance Officer cannot enforce or cite upon. This ordinance will expand our current code to include more of the Penal Code. This is categorized as an emergency ordinance as we have received several complaints recently that this ordinance will allow us to address. Staff recommends introduction, waive second reading, and adoption of Ordinance No. 357 –

An Urgency Ordinance of the City of Portola, County of Plumas, State of California repealing and replacing Section 18.01.020 – Enforcement and Issuance of Citations of the Portola Municipal Code.

A short discussion ensued. Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to introduce, waive second reading and adopt Urgency Ordinance No. 357 regarding crimes relating to public health.

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

Roll call vote, no: none.

F. COVID-19 Update.

City Manager Knox updated Council with the following:

- There was free drive-thru testing today in Quincy.
- The State has released guidance on Stage 3 business opening this Friday.
- We have had many questions concerning large gatherings. The County has stated that there has not been very clear guidance at the state level, but they did not think that those would be allowed anytime soon.
- Should we begin assessing utility billing late fees? Council consensus is not to charge any penalties for the time being. There are approximately 180 delinquent accounts right now.
- Should the park structures remain closed? Council consensus was to go ahead and open, but encouragement to wear face coverings and keep social distancing signs should be placed as reminders to the public.
- Should City Hall continue to keep the lobby closed to public traffic and continue with appointments on an as needed basis? Council consensus was yes, and they would like to re-examine this in 30 days.
- Should the Emergency Proclamation remain in place at this time? Council consensus was yes.

7. ADJOURNMENT

There being no further business Mayor Oels adjourned the meeting at 6:52 p.m.

Tara Kindall, CMC
Deputy City Clerk