

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
JUNE 24, 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 6:02 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 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 engaged in making any comments via the live streaming or chat platform.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Cooley attended a Fire Ad Hoc meeting, and a Local Emergency Services Study Group meeting where they had a roundtable in which they discussed the favorable public perception of the group and grant opportunities for funding.

Councilmember Peiler met with Public Works Director Roberts and they examined and discussed the asphalt on the Riverwalk, stop signs in need of road striping, houses with accumulated trash, intersection with blocked views, and clearing out the shrubbery on emergency access road.

Councilmember Morton also attended the Fire Ad Hoc meeting and the Local Emergency Services Study Group.

Mayor Pro Tem Powers caught the tail end of the Transportation Commission meeting, attended a Groundwater meeting in Sierra Valley, and the Tri-County Action Agency meeting.

Mayor Oels reported that 192 is complete.

B. Staff Communications/Fire Chief Report

There was no Fire Chief’s report.
Finance Officer Scarlett reported that she has been working with the State Controllars office. They are doing a review of the maintenance of effort for our streets, she and City Manager Knox have been working on getting the City up and running again on the SAM system, and she just wanted to mention in light of recent discussion that Debra Moore is posting Plumas News online and she’s more than willing to post articles and information that anyone has for the area.

C. City Manager Report

City Manager Knox reported on the following: The Climate Fellow has been working on the Wildfire Resilience Project, and even though the scope has changed a bit due to COVID, she has prepared three documents to review with Council when she is here in July to give her presentation to Council; Chief Frank has identified and is working through some issues with the wildland firetruck; there are seven positive cases of COVID-19 in Plumas County now; instructions are being developed to help with the new email system; she met with Ryan Schoff of the Shomac Group; and she also met with the Portola 192 property owners.

5. CONSENT CALENDAR

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

- A. Minutes** – Adopt the minutes of the City Council Regular session meeting held on May 27, 2020.
- B. Claims** – Adopt Resolution No. 2431 authorizing payment of claims for the period of June 5, 2020 through June 18, 2020.

Accounts Payable:	\$ 20,465.53
Payroll:	<u>\$ 42,596.54</u>
Total:	\$ 63,062.07

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

6. ORDER OF BUSINESS

A. Adopt 2020/2021 Budget, Fees and Appropriations Limit.

Finance Officer Scarlett requested that the four different resolutions being brought before Council this evening for their consideration regarding the 2020/2021 Budget be discussed and considered individually.

Resolution No. 2432 – A Resolution of the City Council of the City of Portola approving and adopting the annual appropriations limit for fiscal year 2020-2021.

Finance Officer Scarlett stated this resolution is for the annual GANN limit. This is audited by our auditors and is also part of the State Controllers report. There was no public comment on this item.

Councilmember Cooley moved and Mayor Pro Tem Powers seconded a motion to adopt Resolution No. 2432.

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

Roll call vote, no: none.

Resolution No. 2433 – A Resolution of the City Council of the City of Portola acknowledging the review, receipt and filing of the statement of investment policy.

Finance Officer Scarlett stated this policy was reviewed at the last meeting and is something that is annually approved by the Council. There was no public comment on this item.

Councilmember Peiler moved and Councilmember Morton seconded a motion to adopt Resolution No. 2433.

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

Roll call vote, no: none.

Resolution No. 2434 – A resolution of the City Council of the City of Portola adopting the monthly rate for the solid waste administration fee.

Finance Officer Scarlett stated that there is a reduction in the solid waste fee of \$1.00 this year. There was no public comment on this item.

Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to adopt Resolution No. 2434.

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

Roll call vote, no: none.

Resolution No. 2435 – A Resolution of the City Council of the City of Portola approving the operating budget for fiscal year 2020/2021.

Finance Officer Scarlett reviewed key points of the budget. There was no public comment on this item.

Councilmember Morton moved and Mayor Pro Tem Powers seconded a motion to adopt Resolution No. 2435.

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

Roll call vote, no: none.

B. November 3, 2020 General Municipal Election.

Deputy City Clerk Kindall reported that this is the year for the City of Portola General Municipal Election. There are no ballot measures this year. There are three four-year Council terms up for election this year. As in the past the City will consolidate the election with the County. The first resolution requests Council to hold a general election and the second one allows the City to consolidate the election with Plumas County. The nomination period for the Council seats begins on July 13th and closes on August 7th.

Resolution No. 2436 – A Resolution of the City Council of the City of Portola, California calling for the holding of a general municipal election to be held on Tuesday, November 3, 2020, for the election of certain officers as required by the provisions of the laws of the State of California relating to General Law Cities.

Resolution No. 2437 – A Resolution of the City Council for the City of Portola, California requesting the Board of Supervisors of the County of Plumas to consolidate a general municipal election to be held on November 3, 2020 with the statewide general election to be held on the date pursuant to Section 10403 of the Elections Code. There was no public comment on this item.

Councilmember Cooley moved and Councilmember Peiler seconded a motion to adopt Resolutions No. 2436 and 2437.

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

Roll call vote, no: none.

C. Abatement of Weeds and Rubbish.

City Manager Knox reviewed some background information concerning this ordinance and requested guidance from Council pertaining to the enforcement of this ordinance should Council choose to enact said ordinance. Ordinance No. 358 makes a minor amendment to include language allowing for properties subject to City abatement of weeds and rubbish to be assessed with a lien.

Ordinance No. 358 – An Ordinance of the City of Portola, County of Plumas repealing Ordinance No. 353 and replacing Chapter 8.16 – Abatement of Weeds and Rubbish of the Portola Municipal Code.

There was no public comment on this item.

Councilmember Peiler moved to introduce Ordinance No. 358 and waive the second reading. Mayor Pro Tem Powers seconded the motion.

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

Roll call vote, no: none.

D. Resolution No. 2438 Citation Rates.

City Manager Knox briefly reviewed the resolution and background information on citation rates. Staff feels that it is appropriate to review the citation rate is increased at this time as it has been 18 years since our last increase. This will bring the rate more in line with the County and will hopefully have more of an impact when a violation occurs. Code Compliance Officer Sankey shared more information on

how this resolution will help with enforcement of the administrative citation process. There was no public comment on this item.

Resolution No. 2438 – A resolution of the City Council of the City of Portola establishing the find amount for civil penalties for administrative citations.

Councilmember Cooley moved and Councilmember Morton seconded a motion to approve Resolution No. 2438.

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

Roll call vote, no: none.

E. Amendment to Law Enforcement Contract.

City Manager Knox reviewed with Council Amendment #2 to the Law Enforcement Contract, which extends the contract for another year. There was no public comment on this item. A brief discussion ensued.

Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to approve Amendment #2 to the Law Enforcement Contract.

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

Roll call vote, no: none.

F. EPRFD Contract.

City Manager Knox submitted for Council considerations the contract with Eastern Plumas Rural Fire Protection District (EPRFPD) for fire protection and emergency first responder services. She reviewed key points in the contract and invited the Ad Hoc committee members for their comments. Councilmembers Morton and Cooley discussed the negotiations, work and careful consideration that went into this contract. There was no public comment on this item. Further discussion ensued.

Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to approve the contract with EPRFPD.

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

Roll call vote, no: none.

G. Grants Ad Hoc Committee.

Introduction was made of establishing a Grants Ad Hoc Committee that would allow two members of the City Council to participate on the committee to review potential grant opportunities and give their input during such processes. Mayor Oels and Mayor Pro Tem Powers both volunteered to be on this committee.

Councilmember Morton moved and Councilmember Cooley seconded a motion to establish a Grants Ad Hoc Committee.

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

Roll call vote, no: none.

7. ADJOURNMENT

There being no further business Mayor Oels adjourned the meeting at 7:10 p.m.

Tara Kindall, CMC
Deputy City Clerk