

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
NOVEMBER 12, 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, 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, City Planner Karen Downs, and Deputy City Clerk Tara Kindall were also present. Councilmember Stan Peiler was absent.

3. 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

Councilmember Morton reported that she attended an Angel Tree meeting and a Local Emergency Services Group meeting.

Councilmember Cooley stated that he attended the Local Emergency Services Group meeting also.

Mayor Pro Tem Powers reported that he attended a 20,000 Lives meeting.

Mayor Oels stated that a Rollaway dumpster provided Halloween weekend went well, he attended a Community Development Committee meeting, and completed an application for next year that was submitted yesterday.

B. Staff Communications/Fire Chief Report/Sheriff's Report

Fire Chief's Report was read by City Manager Knox. There was a total of 13 calls in the district: nine medical calls; one smoke check; one fire pit check; one CO2 alarm; and one wildland fire. In Portola there was a total of 13 calls: eight medical calls; two smoke checks; two smoke alarms; and one fire pit check. They also responded to Gold Mountain for a possible electrical fire at Nakoma's and two out of area wildland fire calls, one to USFS in Fresno and one in Idaho.

C. City Manager Report

City Manager Knox reported that she has been included in the interviews to find a duty officer for the Portola Division. EPRFPD held their Halloween drive though event. Community Development Committee meeting where Code Compliance Officer Kevin Sankey reported he has approximately 60 contacts concerning weed and rubbish abatement ordinance enforcement. About 50 of those took care of it on the first contact. They continue to work with the other properties. 40 abandoned vehicles have been towed. She also attended the Local Emergency Study Group Meeting.

5. CONSENT CALENDAR

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

- A. Minutes** – Adopt the minutes of the City Council Regular meeting held on September 23, 2020.

- B. Claims** – Adopt Resolution No. 2450 authorizing payment of claims for the period of October 24, 2020 through November 6, 2020.

Accounts Payable:	\$ 54,457.23
Payroll:	<u>\$ 29,873.81</u>
Total:	\$ 84,331.04

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

6. ORDER OF BUSINESS

A. Assistance for Firefighters Self-Contained Breathing Apparatus (SCBA) Grant

City Manager Knox explained that the City has been approached by Beckwourth Fire concerning participating in a grant application for self-contained breathing apparatus. Beckwourth is working with Eastern Plumas Rural Fire to apply for the grant for both fire entities. In speaking with a FEMA representative, it was determined that the best way to include the City would be to present our need for the equipment with the current service provider's, EPRFPD, request. The FEMA representative also stated that an MOU stating that the requested equipment be held and maintained in the appropriate jurisdiction where the equipment is needed regardless of the service provider and that the cost share is discussed and agreed upon. The cost share is anticipated to be a 5% match is the grant is awarded. Even though we do not have defined costs at this time the anticipated cost would be under

\$5,000.00, which is similar the same cycle as last time. We won't be a party to the grant, but staff is requesting approval from Council to work with both Beckwourth Fire and EPRFPD to acquire the grant, work on an MOU as discussed, and agree to pay the City's cost share or match.

Mayor Pro Tem Powers moved and Councilmember Cooley seconded a motion to agree to and authorize the City Manager to work with Beckwourth Fire and EPRFPD to acquire a SCBA Grant, work on a Memorandum of Understanding concerning the jurisdiction of said equipment, and pay the City's cost share.

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

Roll call vote, no: None.

B. Christmas in Old Town Open Aire Marketplace

City Manager Knox explained that originally this item was to discuss an event that the Lost Sierra Chamber of Commerce had wanted to have regarding a "Christmas in Old Town Open Air Marketplace", however, due to the rise in COVID-19 cases the decision was made that it would not be safe to hold the event at this time. The Chamber had some ideas for some online events that they may want to pursue, however, no one from the Chamber was present to discuss their ideas with Council. A brief discussion ensued. Council is supportive in the Chamber's efforts to hold online events for the Christmas season.

C. Enforcement of Portola Municipal Code (PMC) Section 15.10.060

City Manager Knox explained that with the passage of Ordinance 359, which was adopted in September 2020, the enforcement of episodic wood burning curtailments may be required when it becomes effective January 1, 2021. The Air District may determine a mandatory curtailment of solid fuel combustion in the City is necessary. Enforcement may be required to maintain compliance. This is an opportunity for Council to discuss the enforcement of PMC 15.10.060, relating to wood burning devices. Melissa Klundby explained that the Air District will be providing information to City residents and are focusing on educating residents this winter. Discussion ensued. This item will be rescheduled for a December meeting.

D. Financial Update Unaudited FY 19-20

Finance Officer Susan Scarlett reviewed cash and receivables for the fiscal year end of 2016-2019, summary of the City finances through June 30, 2020, and additional budget amendments for 2019-2020.

Councilmember Cooley moved and Councilmember Morton seconded a motion to approve the budget amendments for 2019-2020 fiscal year end as presented.

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

Roll call vote no: none.

E. Financial Update FY 20-21

Finance Officer Scarlett provided a financial update for the 2020-2021 fiscal year.

F. COVID-19

City Manager updated Council concerning COVID-19. There are a total of 125 cases in Plumas County. She reviewed the following procedures that the City has implemented to see if Council would like to make any changes at this time: no fees or penalties are being charged to utility billing customer accounts on any overdue balances and no shuts off are being processed for non-payment in accordance with the Governor's order; City Hall remains closed to the general public to minimize possible contact and City Council continues to meet via Zoom which allows for public interaction as well, appointments can still be made and Staff is still assisting citizens as needed; the Emergency Proclamation of March 19, 2020 is still in effect. Council consensus was to keep everything as is with no changes.

Councilmember Morton moved and Mayor Pro Tem Powers seconded a motion to maintain the Emergency Proclamation's status.

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

Roll call vote, no: none.

7. Adjournment

There being no further business Mayor Oels adjourned the meeting at 7:29 p.m.

Tara Kindall, CMC
Deputy City Clerk