

**REGULAR MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
DECEMBER 9, 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, City Planner Karen Downs, and Deputy City Clerk Tara Kindall were also present.

**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 Cooley reported that he attended several meetings with the Eastern County Fire Study Group, he helped with the green waste disposal event that was held at the Northside Fire Station, he participated in two conference calls for LAFCo.

Mayor Por Tem Powers: reported that he participated in a LAFCo online seminar as well as a rural broadband service webinar.

Councilmember Morton reported on a Beckwourth Fire meeting, she attended several Angel Tree meetings, and two light parade meetings.

Councilmember Peiler: reported that he attended a Community Development Committee meeting.

Mayor Oels stated that he also attended the Community Development Committee meeting.

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

Fire Chief's Report: Chief Frank reported for November 2020 there were 13 medical calls, 1 smoke alarm, 1 propane check, 1 BBQ check, and 1 mutual aid call

for a total of 17. He met with Lauren and turned over the Southside Fire Station. He also met with Todd Roberts regarding the brush truck.

Sheriff's Report: none.

**C. City Manager Report**

City Manager Knox reported that the County received an application for a Special Use Permit and a mining/reclamation permit in the City's sphere of influence; regarding the Renegade Light Parade, public health has no issues with this event, it will be on the 18<sup>th</sup>, line up at 4:30p.m. and start at 5:00 p.m. She participated in a Cal-OSHA COVID related webinar with Public Works Director Roberts, we are now in the purple tier and there is a regional stay at home order restrictions starting tomorrow, work continues on the fire service provider transition she sat in on five meet and greets with Beckwourth Fire volunteers, the state revolving fund application project report is finished now being shifting from CSU Chico to new technical assistance group to complete the project, front counter remodel work continues.

**5. CONSENT CALENDAR**

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

- A. **Claims** – Adopt Resolution No. 2451 authorizing payment of claims for the period of November 7, 2020 through November 23, 2020.

Accounts Payable:	\$ 53,712.92
Payroll:	<u>\$ 76,205.68</u>
Total:	\$ 129,918.60

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

**6. ORDER OF BUSINESS**

**A. 2020 Election Results**

Deputy City Clerk Kindall reported that for the combined election for 2020 there were three seats open each for a four-year term. There were three qualified nomination forms turned in by the three incumbents. As per the California Elections Code the City was not required to hold an election because there were the same number of candidates and vacant City Council Offices. City Council may appoint the three incumbents to the three available City Councilmember offices each with a four-year term. Those Councilmembers are: Tom Cooley, Par Morton, and Stan Peiler. Mayor Oels appointed all three candidates. The Deputy City Clerk will

administer the oaths of office on an individual basis. City Attorney Gross stated that it would be necessary to have a vote on this item.

Mayor Pro Tem Powers moved and Mayor Phil Oels seconded a motion appoint for four-year terms Councilmember Cooley, Councilmember Morton, and Councilmember Peiler.

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

Roll call vote, no: none.

#### **B. Mayor Appointment**

City Manager Knox stated each year Council votes to appoint the Mayor and Mayor Pro Tem positions for a one-year term beginning in December.

Councilmember Cooley moved and Councilmember Morton seconded a motion to appoint Mayor Pro Tem Bill Power as Mayor for the upcoming term.

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

Roll call vote, no: none.

Mayor Powers explained that historically there is a rotation so that each councilmember can be mayor and asked if Councilmember Peiler would like to join in the rotation. Councilmember Peiler replied that he appreciates everything he has learned and would like to continue to learn and not be placed into the rotation at this time.

Councilmember Oels moved and Councilmember Cooley seconded a motion to appoint Councilmember Morton as Mayor Pro Tem for the upcoming term.

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

Roll call vote, no: none.

#### **C. General Plan**

City Planner Karen Downs explained that the General Plan should be reviewed and revised approximately every 20 years. The process has begun and she reviewed the process, where we are currently, and next steps. The following elements are required to be included in the General Plan: Land Use, Circulation, Housing, Conservation, Open Space, Noise, Safety, and Optional Elements. Currently, Portola's existing optional elements are: Community Design, Economic Development, Public Services and Facilities, and Air Quality. A brief discussion ensued. Council thanked Ms. Downs for her work thus far and scheduling opportunities to garner public engagement.

#### **D. Air Quality Enforcement**

City Manager Knox updated Council with the plan of enforcement of Ordinance 359 which describes mandatory curtailment of solid fuel combustion in the City. City staff and staff of the Northern Sierra Air Quality Management District (NSAQMD) met to establish a plan for enforcement. It was determined that an appropriate course of action was to have NSAQMD staff handle the enforcement for the remainder of this winter season with targeted education and attempts to

replace wood burning devices that are not EPA compliant. The main goal is education in a soft outreach this first year of enforcement. Julie Ruiz with NSAQMD joined the conversation. Discussion ensued. Council thanked the NSAQMD staff for participating tonight.

Mayor Powers had a couple of follow ups he wanted to share. Lassen County had the most per capita COVID cases in the state and Washoe Council wasn't far behind, so please be careful going forward. Friday night is the Renegade Parade and he hopes everyone can join in the fun.

## **7. Adjournment**

There being no further business Mayor Powers adjourned the meeting at 6:58 p.m.

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Tara Kindall, CMC  
Deputy City Clerk