

**PORTOLA CITY COUNCIL
MEETING MINUTES
April 10, 2019
6:00 p.m.**

1. CALL TO ORDER

Mayor Cooley called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Cooley led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmembers Morton, Powers, Peiler, and Mayor Cooley were present. Mayor Pro Tem Oels was absent.

Interim City Manager Leslie Chrysler, Finance Officer Susan Scarlett, City Attorney Steve Gross and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Robin Anderson addressed the Council and gave a presentation regarding climate change. She requested that the Council support legislative action against climate change.

Larry Douglas commented on the runoff election for District 1, City Manager recruitment, blight; creating jobs, taxes and fees.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Morton reported on her attendance at the Woodstove Workshop and the Plumas LAFCo meeting. Councilmember Morton reported that the LAFCo Commissioners had voted on the budget, to forgo their meeting stipend and were reviewing the Cemetery District services. She reported that the Portola Cemetery District had received a favorable Municipal Service Review.

Councilmember Powers reported on his attendance at the Juvenile Justice Commission and a forum in Quincy regarding climate change.

Councilmember Peiler reported that he is working with the local high school administration on solutions for graduating high school students obtaining meaningful careers. He also reported he is in contact with Eastern Plumas Fire Chief, Bob Frank, regarding fire protection issues in the City.

Mayor Cooley reported on his attendance at the Woodstove Workshop and the Plumas LAFCo meeting. Mayor Cooley encouraged anyone who has not yet taken advantage of the woodstove replacement program to do so and noted that the workshop was very well attended and informative.

B. Staff Communications

None

C. City Manager Report

Leslie Chrysler, Interim City Manager, reported on the following:

- Woodstove Fair Workshop was very successful and informative.
- 19 Building Permits have been issued this year
- An Active Shooter Drill will be held on April 24@ Portola High School
- Concerts in the park
 - 3 out of 4 bands are booked with signed contracts
 - Food vendors have been secured for the first three concerts
 - Pete Rhode will coordinate and run the sound systems.

6. CONSENT CALENDAR

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

A. **Minutes** – Adopt the minutes of the City Council regular meeting held on March 27, 2019.

B. **Claims** – Adopt Resolution No. 2388 authorizing payment of claims for the period of March 23, 2019 through April 5, 2019.

Resolution No. 2388
A Resolution of the City Council of the City of Portola
Authorizing Payment of Claims for the Period
March 23, 2019 through April 5, 2019

Councilmember Morton asked for a correction to the minutes and they were pulled from the consent calendar. Finding no Council or public comment on Resolution 2388, Councilmember Powers made a motion to adopt Resolution No. 2388 authorizing payment of claims for the period of March 23, 2019 through April 5, 2019. Councilmember Morton seconded the motion and it carried unanimously following a roll call vote.

Mayor Cooley asked for comment on the minutes. Councilmember Morton requested that the word “for” be changed to the word “from” on page 1 of the minutes, under section 5) paragraph three; preceding the word

LAFCo. Mayor Cooley asked for public and Council comment and finding none a motion was made by Councilmember Powers to amend the minutes as requested by Councilmember Morton. Councilmember Morton seconded the motion and it was unanimously approved by all those present.

7. PRESENTATION

- A. **State Revolving Fund (SRF) Project Applications** – Receive a presentation and project updates for Water and Sewer System Upgrades through the State Revolving Fund Program.

Interim City Manager Leslie Chrysler introduced Jackson Webster, Professor from Chico State and a representative for the technical assistance group working with the City on the State Revolving Loan Fund project regarding application for funds for the wastewater and drinking water systems.

Jackson gave the Council a review of the SRF Technical Assistance program and an update on the current status of the program. Jack noted that this technical assistance request is unique because the agency that regulates wastewater and the division of drinking water do not generally coordinate projects. Jackson noted that an application for technical assistance has been submitted and that they are waiting for comments from the State.

8. ORDER OF BUSINESS

- A. **Housing Element** - Review the Draft 6th Cycle Housing Element and direct staff to submit it for review to the State Department of Housing and Community Development. Discussion and possible action.

Karen Downs, City of Portola Contract Planner, reported that at the February 27, 2019 meeting the City Council reviewed housing element policies and requested that staff gather input from the public and hold a public community meeting. Karen reported that a public community meeting was held on April 10, 2019 and recommended that the City Council review the Housing Element and any public comment received at the Community Meeting, and direct staff to submit the Housing Element to HCD for review.

Mayor Cooley asked for public comment. Steve Clifton asked for a definition of the acronym HCD. Karen reported that HCD stands for Housing and Community Development. Larry Douglas made comment regarding the general plan.

Finding no further comment or Council discussion, Councilmember Powers made a motion to accept the Housing Element as presented and to direct staff to submit the Housing Element to HCD for review. Councilmember Morton seconded the motion and it was unanimously approved.

- B. **Safety Element Amendment**- Review the draft Safety Element Amendment and **Resolution No. 2389, A Resolution of the City Council of the City of Portola Adopting the Safety Element Amendment.** Discussion and possible action.

Karen presented the Council with the Safety Element and reported that staff submitted the draft Safety Element, along with the LHMP and other associated and incorporated documents, to the State Board of Forestry and Fire Protection (BOF) for approval at its April 9, 2019 meeting and that the document was

approved by the BOF at that meeting. The Council asked that language in the proposed resolution be changed to include this approval and Mayor Cooley asked for public comment. Finding no public or Council comment, Councilmember Morton made a motion to adopt Resolution 2389 with a change of the word “approval” to the word “approved” in the 6th whereas clause. Councilmember Powers seconded the motion and it was approved unanimously following a roll call vote.

C. Lost and Found Bike Race – Review the Lost and Found Bike Race Event and Budget. Discussion, direction to staff and possible action.

Interim City Manager, Leslie Chrysler, presented the staff report and proposed budget for the Lost and Found Bike Race event. Leslie then introduced Tealy Stetson, from the Sierra Buttes Trail Stewardship. Teal provided further information on the event, the after party band, the beverage garden and the race event.

Councilmember Powers volunteered to draft a letter to local business regarding the event and Councilmember Morton requested that the City coordinate volunteer efforts for the race. Teal gave the Council information regarding the Lost and Found Gravel Grinder website, which hosts an extensive volunteer sign up and registration platform.

Mayor Cooley opened the discussion to public comment and following a brief discussion, Councilmember Powers made a motion to approve a budget amendment not to exceed \$14,000 which would include contributions to the after party and the purchase of banners advertising the event. Councilmember Morton seconded the motion and it was unanimously approved following a roll call vote.

D. Ordinance 353- Introduction and waiver of the second reading of Ordinance 353, An Ordinance of the City of Portola, County of Plumas Adding Chapter 8.16 to the City of Portola Municipal Code, providing for the Abatement of Weeds and Rubbish. Discussion, possible action.

Leslie presented the staff report and Ordinance 353 which included additions requested at the March 27th meeting of the City Council.

Mayor Cooley asked for public comment and Larry Douglas asked how this Ordinance would be enforced. Finding no further comment of Council discussion, Councilmember Morton made a motion to introduce and waive the second reading of Ordinance 353, An Ordinance of the City of Portola, County of Plumas Adding Chapter 8.16 to the City of Portola Municipal Code, providing for the Abatement of Weeds and Rubbish, and directed to agendize adoption of the Ordinance at the next regular City Council meeting. Councilmember Peiler seconded the motion and it was carried unanimously following a roll call vote.

E. Public Comment – 2019/2020 Budget Preparation – Receive public comment relating to the preparation of the 2019/2020 City budget. Receive public comment, discussion, possible action and direction to staff.

Mayor Cooley asked for public comment relating to the preparation of the 2019/2020 City budget. Larry Douglas commented on the CALPERs unfunded liability. Finding no further comment Mayor Cooley closed the public comment

- F. City Manager Hiring Process**- Review and discuss the City Manager Hiring process and appoint an ad hoc committee. Discussion and possible action.

Leslie reported that she had received 15 applications for the City Manager job and requested that the Mayor appoint an ad hoc committee to work on the City Manager hiring process for Council review. Mayor Cooley appointed himself and Councilmember Morton to the City Manager Hiring Process ad hoc committee. The Council concurred with the appointment.

- G. Review of Emergency Action on North Lift Station Upgrades**-Review finding that an emergency exists and dispensing with competitive bidding for upgrades needed at the Northside Sewer Lift Station. Consider continuing the emergency action, discussion, possible action.

Leslie Chrysler reported that since this item was an emergency item that dispensed with competitive bidding for upgrades needed at the Northside Sewer Lift Station, it must be reviewed at each meeting until the emergency no longer existed. Leslie reported that the pumps had been received and that staff was waiting for drier weather to begin installation.

Finding no discussion or public comment, Councilmember Powers made a motion finding that a continuing emergency exists and dispensing with competitive bidding for upgrades needed at the Northside Sewer Lift Station. Councilmember Morton seconded the motion and it was unanimously approved following a roll call vote.

9. CLOSED SESSION

- A. Public Employee Appointment** – Pursuant to Government Code Section 54957(b)(1); City Manager

The Council took a break at 7:30 pm and met in closed session at 7:40 pm. There was no reportable action from closed session.

10.ADJOURNMENT

The Council adjourned at 7:55 pm

Respectfully Submitted,

Melissa Klundby, City Clerk