

**PORTOLA CITY COUNCIL
MEETING MINUTES
April 11, 2018
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Morton led the Council in a moment of silence and then led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmember Oels, Powers, Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. Public Works Director Todd Roberts, City Clerk Melissa Klundby and City Finance Officer Susan Scarlet were also in attendance.

4. PUBLIC COMMENT

There was no public comment.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his attendance at a meeting of the Fire Safe Committee, the Biomass facility ribbon cutting and encouraged the public to sign up for the Plumas County Code Red Program.

Councilmember Powers commented on his attendance at a Juvenile Justice Commission meeting and teaching his first Youth Mental Health Aide course in Kings Beach, CA.

Mayor Morton reported she had attended several Fire Department Ad Hoc Committee meetings, a Plumas LAFCo meeting and a Finance and Administration Committee meeting. She also reported that she had attended the Air Quality Control Board meeting, who were trying to determine the reason for high particulate matter in the air despite the Woodstove change out program.

Mayor Pro Tem Cooley reported he had attended several Fire Department Ad Hoc Committee meetings, a Plumas LAFCo meeting and a Finance and Administration Committee meeting.

B. Staff Communications

Chuck Brashear, Community Service Officer, reported that since the last City Council meeting he had responded to one vehicle abatement, one cleanup call, and one animal control calls and is working on a housing survey.

C. City Managers Report

None. City Manager Meacher was not in attendance at this meeting.

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 28, 2018.
- B. **Claims** – Adopt Resolution No. 2345 authorizing payment of claims for the period of March 24, 2018 through April 6, 2018.

Councilmember Oels asked for clarification on claim 9104. Susan Scarlett reported that this claim was the payment was for a water systems loan. Finding no further public or Council comment, Councilmember Powers made a motion to adopt the consent calendar as presented above. Councilmember Oels seconded the motion and it was unanimously approved with a roll call vote.

7. PRESENTATIONS

- A. **Citizens Climate Lobby**- Presentation from Robin Anderson on the Citizens' Climate Lobby, Chico Chapter on CCL Policies and Goals.

Robin Anderson gave a presentation on the Citizens' Climate Lobby policies and goals.

8. ORDER OF BUSINESS

- A. **Public Comment – 2018/2019 Budget Preparation** – Receive public comment relating to the preparation of the 2018/19 City budget. Receive public comment, discussion, possible action and direction to staff.

There was no public comment on the agenda.

- B. **State Revolving Loan Fund (SRLF) Grant Application** – Review a SRLF grant application process, review proposal/contract for service for grant submission from Dean Marsh of Sauers Engineering, Inc and budget amendment for services. Discussion and/or possible action.

Mayor Pro Tem Cooley and Mayor Morton reported that the Finance and Administration Committee recommended that the Council not move forward at this time with the expenditure for the SRLF grant application.

Councilmember Oels disagreed noting that he thinks this grant will benefit the Portola 192 development by paying for the extension of the City sewer line to that project.

Melissa Klundby reported that this request was not for the funding of the actual grant for construction, but was for a grant to receive assistance in applying for a grant.

Finance Officer, Susan Scarlett reported that the purpose of the grant was not for the extension of the sewer line but was to write a planning grant to apply for a construction grant to fix deficiencies in the City of Portola water and sewer infrastructure.

Councilmember Powers noted he is confident in the work done by Dean Marsh of Sauers Engineering, Inc. and requested that this agenda item be continued and that staff request that Dean Marsh attend the next Council meeting to answer question regarding this grant application process. Councilmembers Powers, Reynold, Mayor Pro tem Cooley and Mayor Morton concurred and this item was continued. Councilmember Oels did not agreed with the continuation.

- C. **City Manager Job Announcement** – Review recommendation from the Finance and Administrative Committee on the Brochure for a City Manager. Review a section of the brochure for changes, additions, deletions. Discussion, possible action.

Councilmember Powers provided the Council with revisions to the document. The Council reviewed those revisions and agreed to incorporate them. This item was continued to the next agenda.

- D. **Housing Element Update** – Receive update on status of Housing and Community Development review of the 5th Cycle Housing Element. Discussion and/or possible action.

City Clerk Melissa Klundby reported that she had met with contract planner Karen Downs, who had received and incorporated comments from the Housing and Community Development Commission. Melissa further reported that HCD had notified the City that prior to approval, zoning needed to be amended to specifically allow for Emergency Shelters and Transitional Housing within the code. Melissa reported that those amendments would be presented to the Council and that adoption of the Housing Element was on schedule.

- E. **FEMA Funds Expenditures and Project Prioritization** – Review status of FEMA funds received to dates and prioritize and discuss projects, expenditures and work needed to be completed. Discussion and/or possible action.

Public Works Director, Todd Roberts, reported that approximately \$220,000 in FEMA reimbursement had been received to date. Mr. Roberts then reviewed potential future reimbursements and request authorization to purchase equipment for road repairs in a not to exceed amount of \$140,000.

The Council discussed the specific equipment needed and Mr. Roberts reported that he was looking to purchase a cold planner/roller and a roller.

Finding no further discussion Councilmember Powers made a motion to approve an expenditure in an amount not to exceed \$140,000 for the purchase of a cold planner/roller and skid steerer for road repairs. Councilmember Oels seconded the motion and it was unanimously approved.

9. CLOSED SESSION

None

ADJOURNMENT

The meeting was adjourned at 6:55 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk