

**PORTOLA CITY COUNCIL
MEETING MINUTES
April 24, 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, Mayor Pro Tem Oels, and Mayor Cooley were present. Councilmember Peiler 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

None

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Morton reported on her attendance at the City Manager recruitment ad hoc meetings.

Councilmember Powers reported on his attendance at the Rotary meeting to discuss the state of the City of Portola. He also reported on his attendance at a Firewise meeting in Quincy and his participation in the active shooter drill.

Mayor Pro Tem Oels reported in his attendance at the Fire Safe Council meeting in Portola and requested community involvement.

Mayor Cooley reported on his attendance at the Rotary meeting to discuss the state of the City of Portola, his attendance at the City Manager recruitment ad hoc meetings and a webinar on contemporary community engagement strategies.

B. Staff Communications

Bob Frank gave a report on the active shooter drill and delivered the monthly call log.

C. City Manager Report

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

- Participation in the Active Shooter Drill and the City roll as the Emergency Office of Communications.
- Budget Workshop scheduling
- Attendance at the Rotary meeting with Mayor Cooley and Councilmember Powers.

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 April 10, 2019.
- B. **Claims** – Adopt Resolution No. 2390 authorizing payment of claims for the period of April 6, 2019 through April 19, 2019.

Resolution No. 2390
A Resolution of the City Council of the City of Portola
Authorizing Payment of Claims for the Period
April 6, 2019 through April 19, 2019

Finding no Council or public comment on the minutes of the meeting held on April 10, 2019 or Resolution 2390, Councilmember Powers made a motion to adopt the minutes of the City Council regular meeting held on April 10, 2019 and Resolution No. 2390 authorizing payment of claims for the period of April 6, 2019 through April 19, 2019. Mayor Pro Tem Oels seconded the motion and it carried unanimously by those in attendance following a roll call vote.

7. ORDER OF BUSINESS

City Manager Leslie Chrysler requested that agenda item 7. C be moved to the beginning of the agenda. The Council concurred.

- A. **Public Hearing-2019 Portola Pool Fees**- Review proposed changes to various pool fees and consider adoption of Resolution No. 2392, A Resolution of the City Council of the City of Portola Adopting a Fee Schedule for the City of Portola Aquatics Program. Discussion, possible action.

Jennifer Condliffe, City of Portola Pool Manager, gave the Council a presentation regarding pool programming and the 2019 pool season. Jennifer noted that she felt the new proposed fees for the Family Night swim were too high and that more advertising needs to be done to attract more attendees to the pool.

Leslie Chrysler presented that staff report and proposed fee schedule.

Mayor Cooley opened the public hearing and asked for public comment. Bob Morton commented on coordinating with trainers at the local gym and Leela Mowry commented that the pool should put flyers at the local gym. Jolene Cline commented that the City should approach local service groups, such as Rotary, to see if they would be interested in sponsoring people in need for summer swim or fitness passes.

Staff then reviewed a new pass called the fitness pass and discussed costs relating to the water aerobics and lap swim classes. Staff noted that in the past separate admittance records had not been kept for these classes and that it was therefore difficult to determine if attendance fees cover the cost of staffing these programs. Staff requested Council direction on continuing these classes and gathering admittance fee data to determine if these classes should continue to be offered in the future. The Council reviewed the fees presented and concurred to continue the water aerobics and lap swim classes and requested that the pool staff keep accurate admittance records for future review.

Mayor Pro Tem Oels made a motion to adopt Resolution No. 2392, A Resolution of the City Council of the City of Portola Adopting a Fee Schedule for the City of Portola Aquatics Program as presented. Councilmember Powers seconded the motion and it was unanimously approved by all in attendance following a roll call vote.

- B. Road Maintenance & Rehabilitation Act, Senate Bill 1 funded projects**- Discuss funding options for various local road maintenance projects. Review and consider adoption of Resolution 2391, A Resolution of the City of Portola Adopting a List of Projects for the Fiscal Year 2019-20 Funded by SB1: The Road Repair and Accountability Act of 2017. Discussion, possible action.

Leslie presented the staff report and resolution. The Council then discussed the status of the roads and Todd Roberts reported that the City is currently going out to bid for asphalt services. Steve Gross discussed language on the 9th whereas in the Resolution and noted that the Council could adopt the Resolution in form and give authorization for alternate language as determined by the City Engineer which would meet state requirements. Mayor Cooley asked for public comment and finding none, Mayor Pro Tem Oels made a motion to adopt Resolution 2391, with allowable alternate language to the 9th whereas that did not change the substance of the Resolution and complied with California State requirements. Councilmember Powers seconded the motion and it was unanimously approved by all in attendance following a roll call vote.

- C. 2017-2018 Fiscal Year City Audit Presentation**– Presentation of 2017-2018 Fiscal year Audit. Discussion and possible direction to staff.

Susan Scarlett presented the 2017-2018 Fiscal year Audit. She reported that there were no findings for corrections and that it was a clean audit. After a brief review of the audit Mayor Cooley commended the City on its healthy financial position and its liquidity and cash available. Susan noted that this financial position was good for the City because they were able to complete grant funded capital improvement projects without having to take out a loan for project completion prior to grant reimbursements.

Councilmember Powers thanked Susan Scarlett for all of her hard work with the City of Portola.

Finding no further discussion or public comment, Mayor Pro Tem Oels made a motion to accept the 2017-2018 Fiscal year Audit. Councilmember Morton seconded the motion and it was unanimously carried.

- D. Williams House Furnace Replacement**- Review and discuss a budget amendment to replace the Williams House furnace. Discussion, possible action.

Leslie reported that the furnace at the Williams House was no longer working. She reported that staff is requesting the Council consider approval to install a new furnace at the Williams House and approve a budget amendment in an amount not to exceed \$5,000. Leslie reported that she will get quotes from several companies and coordinate with Todd Roberts on the installation. Mayor Cooley asked for public and Council comment and finding none, Councilmember Powers made a motion to approve a budget amendment in an amount not to exceed \$5,000 to replace the Williams House furnace. Mayor Pro Tem Oels seconded the motion and it was unanimously carried.

- E. Weed Abatement Ordinance 353** - Adoption 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 reported that on February 13, 2019 staff reported to the City Council that they had reviewed the City of Susanville's weed abatement process and started review of an Ordinance that set up a process for the City to complete a weed abatements. Leslie reported that then on March 27, 2019, Staff presented the Council with a draft Ordinance and following review and discussion of some desired changes, it was agreed that it would be brought back to the Council on April 10, 2019. Staff incorporated the changes discussed and Ordinance 353 was brought back for introduction and waiver of the second reading at the regular City Council meeting of April 10, 2019. Staff recommend that the Council adopt Ordinance 353 and request the City Clerk to post appropriate notice.

Mayor Cooley asked for public comment and Bob Morton questioned who would be doing the abatement cleaning. Elaine Frank commented that a compliance letter often prompted property owners to begin clean-up and Bob Frank commented that he generally sees a 60% compliance rate with noticing alone.

Mayor Cooley asked for Council comment and Councilmember Oels commented that this Ordinance is very good for the City from a FireWise perspective. Following a brief discussion, Councilmember Powers made a motion to adopt Ordinance 353 and request the City Clerk to post appropriate notice. Councilmember Morton seconded the motion and it was unanimously carried following a roll call vote.

- F. 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 public works is still working on the Northlift station. Councilmember Morton made a motion to review the emergency and to find that an emergency still exists and to continue dispensing with competitive bidding for upgrades needed at the Northside Sewer Lift Station. Mayor Pro Tem Oels seconded the motion and it was unanimously carried.

8. CLOSED SESSION

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

The Council took a 5 minute recess at 7:07 pm and met in closed session at approximately 7:15 pm. There was no reportable action from closed session.

9. ADJOURNMENT

The Council adjourned at 8:48 pm

Respectfully Submitted,

Melissa Klundby, City Clerk