

**PORTOLA CITY COUNCIL
MEETING MINUTES
April 25, 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. City Manager Robert Meacher, City Attorney Steve Gross, City Clerk Melissa Klundby and City Finance Officer Susan Scarlet were also in attendance.

4. PUBLIC COMMENT

Larry Douglas commented on his discontent with the governance of the City and the proposed fire tax. Larry also commented that he does not think the City should be pursuing Disc Golf with City money.

Lela Mallory asked when the park restrooms would be open.

Josh Heart commented on smart meters.

Heidi Rose congratulated the City on its Disc Golf plans but noted she does not want to see an OHV staging area in the City limits.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his assistance with the annual quilt show, a park hazard tree thinning project, his court testimony as part of the Lake Davis Citizens committee, and his continued work on the FireWise Assessment with the Fire Safe Committee.

Councilmember Reynolds reported she had attended the ground breaking event of the proposed disc golf course and her participation in viewing the non-motorized boat launch site.

Mayor Morton reported she had attended the ground breaking event of the proposed disc golf course and several meetings of the Fire Ad Hoc and the Finance and Administration Committee.

Mayor Pro Tem Cooley reported he had attended the ground breaking event of the proposed disc golf course and several meetings of the Fire Ad Hoc and the Finance and Administration Committee and also assisted at the annual Quilt show.

B. Staff Communications

Susan Scarlett reported that the Council would be holding Special meetings, to review the budget, on May 2nd at 2 pm and on May 16th at 2 pm.

Chuck Brashear reported he had 10 new cases and had completed the housing survey.

C. City Managers Report

Robert Meacher reported that the City repairs requested to be funded through FEMA based on the 2017 storm events had been denied and that Todd Roberts would be working on an appeal. Mr. Meacher noted that road repairs were still scheduled to begin.

Mr. Meacher also presented the Council with Resolution 2347, A resolution of the City Council of the City of Portola Adopting a List of Projects for Fiscal Year 2018-19 Funded by SB 1: The Road Repair and Accountability Act of 2017. Attorney Steve Gross reported that the Council could add an urgency item if the item came to the attention of the Council after the posting of the agenda and needed to be acted upon before the next regular Council meeting. Robert Meacher reported that this item came to the attention of the Council after the posting of the agenda and that it needed to be acted upon before the next regular Council meeting.

Councilmember Powers made a motion to add urgency item 8 F. Resolution 2347, A resolution of the City Council of the City of Portola Adopting a List of Projects for Fiscal Year 2018-19 Funded by SB 1: The Road Repair and Accountability Act of 2017. Councilmembers Oels seconded the motion and it was unanimously approved during a roll call vote.

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 11th, 2018.

B. Claims – Adopt Resolution No. 2346 authorizing payment of claims for the period of April 7, 2018 through April 20, 2018.

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

None

8. ORDER OF BUSINESS

- A. **Sauers Engineering, Inc Contract** - Review a Contract for Services with Dean Marsh of Sauers Engineering, Inc. Discussion and/or possible action.

Item 8 A and 8 B were discussed together.

- 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.

Dean Marsh of Sauers Engineering, Inc gave the Council a detailed review of the SLRF planning grant application process and presented the Council with a proposal/contract for service for grant submission. Dean noted that the planning grant application would be looking at funding for the process to make improvements to the North and South lift stations, the sewer ponds, the line running under the river and a possible extension of the sewer system to the 192 project location. Dean Marsh also noted that staff will begin working with him on the water and sewer Master Plans which will integrate and address developments fees and capital improvements.

Mayor Morton asked for public comment and Larry Douglas asked why the Council would be looking at extending the sewer line to the 192 project since this will be benefiting a developer and he noted that development should pay its fair share of fees.

Finding no further discussion Councilmember Powers made a motion to approve the proposed Contract for Services with Dean Marsh of Sauers Engineering, Inc. for service for grant submission of a SRLF planning grant application in an amount not to exceed \$10,000 and directed staff to work with Dean for the submission of a general services contract. Councilmember Oels seconded the motion and it was unanimously approved.

- C. **Sierra Buttes Trails Stewardship**- Review request for funding partnership on outdoor event in the Portola City Park for June 2nd, 2018. Discussion and/or possible action.

Tealy Stetson, coordinator with the Sierra Buttes Trail Stewardship, presented that Council with a budget and information regarding the proposed after party in the City park following the Lost and Found Bike Race. Tealy noted that the party included a well-known band, Jelly Bread, a beer garden, food trucks, a kids bike race event, and transportation from Lake Davis to the event. Tealy also noted that camping would be available in the City Park and that to date approximately sixty camping passes had been sold.

Tealy requested that the Council consider a matching donation of \$4,723 in coordination with the Sierra Buttes Trail Stewardship to host the event.

Following a brief discussion, Councilmember Powers made a motion to authorize a budget amendment and the expenditure of \$4,723 for a “Party” in the City Park on June 1st, 2018 following the Lost and Found Bike Race and directing staff to work with the Sierra Buttes Trail Stewardship to host the event. Councilmember Oels seconded the motion and it was unanimously approved.

- D. **Ordinance 350**- Introduction and waiver of the second reading of Ordinance 350, An Ordinance of the City of Portola, County of Plumas Amending Chapter 17 of the Portola Municipal Code to add

Provisions for Emergency Shelters and Transitional Housing Pursuant to the City of Portola Housing Element and Senate Bill 2 Requirements. Discussion, possible action.

Melissa Klundby reported that in order for the Housing and Community Development Commission to approve the 5th Cycle Housing Element update the City needed to amend its Ordinances to incorporate requirements of SB1 to add provisions for Emergency Shelters and Transitional Housing.

The Council reviewed the Ordinance and finding no discussion or public comment Councilmember Oels made a motion to introduce and waive the second reading of Ordinance 350, An Ordinance of the City of Portola, County of Plumas Amending Chapter 17 of the Portola Municipal Code to add Provisions for Emergency Shelters and Transitional Housing Pursuant to the City of Portola Housing Element and Senate Bill 2 Requirements. Councilmember Reynolds seconded the motion and it was unanimously approved during a roll call vote.

- E. **CliftonLarsonAllen Auditing Services Contract Renewal** –Review contract for auditing services with CliftonLarsonAllen. Discussion and/or possible action.

Susan Scarlett presented the Council with a contract for auditing services with CliftonLarsonAllen as requested by the Council at its goal setting workshop. The Council reported that they are very happy with the services of CliftonLarsonAllen. Finding no public comment or Council discussion Councilmember Powers made a motion to approve the contract for auditing services with CliftonLarsonAllen as presented. Mayor Pro Tem Cooley seconded the motion and it was unanimously approved.

- F. **Urgency Item Added** - Resolution 2347, A resolution of the City Council of the City of Portola Adopting a List of Projects for Fiscal Year 2018-19 Funded by SB 1: The Road Repair and Accountability Act of 2017. Discussion and/or possible action.

Susan Scarlett reported that in order to receive SB1 funds, Resolution 2347 needed to be passed by May 1, 2018. Susan reported that the Resolution outlines the projects to be completed with the SB 1 funds and finding no public comment or Council discussion, Councilmember Oels made a motion to approve Resolution 2347, A resolution of the City Council of the City of Portola Adopting a List of Projects for Fiscal Year 2018-19 Funded by SB 1: The Road Repair and Accountability Act of 2017. Councilmember Powers seconded the motion and it was approved unanimously during a roll call vote.

9. CLOSED SESSION

- A. **Public Employee Performance Evaluation** - Closed session pursuant Government Code section 54957, Mid-Year City Manager performance review.

Mayor Morton reported out form the closed session that City Manager Robert Meacher announced his retirement from the City of Portola.

10. ADJOURNMENT

The meeting was adjourned at 9:55 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk