

**PORTOLA CITY COUNCIL
MEETING MINUTES
February 27, 2019
6:00 p.m.**

**Remote Telephonic Location : The Inn at Dauphin Island
1801 Bienville Blvd # 310
Dauphin Island, AL 36528**

1. CALL TO ORDER

Mayor Pro Tem Oels chaired the meeting in place of Mayor Cooley, who appeared telephonically. Mayor Pro Tem Oels called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Oels led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmembers Morton, Powers and Peiler, and Mayor Pro Tem Oels were present. Mayor Cooley, Finance Officer Susan Scarlett, and City Attorney Steve Gross were present telephonically.

Interim City Manager Leslie Chrysler and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

None

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Peiler noted that he had met with Public Works Director, Todd Roberts, regarding City equipment and city snow plow contracts. Councilmember Peiler reported that he thinks the Council should prioritize road repairs so that snow equipment is not damaged when the blades come in contact with pot holes and other degradation in the roads.

Councilmember Powers reported he had attended a Fire Wise meeting and a Transportation Commission meeting.

Mayor Pro Tem Oels reported he had attended a Fire Wise meeting and a Transportation Commission meeting. He also reported that John Hodgson had reported that he would complete the Environment Review necessary to move forward with the fuel reduction grant at the Portola 192 project site.

B. Staff Communications

None

C. City Manager Report

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

- Staff is continuing to work on the proposed Ordinance for weed removal and for banning burning in the City limits. These items will be on a future agenda after staff coordinates further with the City Attorney.
- Snow removal is going as well as can be expected, equipment breakdowns have occurred and staff has coordinated with an outside contractor for snow removal services
- Leslie and Susan Scarlett have a meeting scheduled with the new County Administrator and he has expressed interest in attending a future City Council meeting.
- Leslie and Todd Roberts have begun working with Finance Officer, Susan Scarlett, on the budget.

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 February 13, 2019.
- B. **Claims** – Adopt Resolution No. 2385 authorizing payment of claims for the period of February 9, 2019 through February 22, 2019.

*Resolution No. 2385
 A Resolution of the City Council of the City of Portola
 Authorizing Payment of Claims for the Period
 February 9, 2019 through February 22, 2019*

Finding no Council or public comment, Councilmember Powers made a motion to adopt the minutes of the City Council regular meeting held on February 13, 2019, and to adopt Resolution No. 2385 authorizing payment of claims for the period of February 9, 2019 through February 22, 2019. Councilmember Morton seconded the motion and it carried unanimously following a roll call vote.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **North Loop Project Phase 1**– Review and consider adoption of Resolution 2386 relating to the North Loop Phase I Project. Discussion, possible action.

Resolution 2386

***A Resolution of the City Council of the City of Portola
Finding that the North Loop (Phase I) Project is
Exempt from the California Environmental Quality Act and
Directing the Filing of a Notice of Exemption.***

City Engineer, Dan Bastian, presented the Council with the staff report and Resolution 2386. Mayor Pro Tem Oels asked for public comment and finding none asked for Council discussion. Councilmember Powers asked for clarification on the location of phase 1 of the North Loop project. Dan reported that phase 1 was for reconstruction of Joy Way between West and Beckwith Streets; and included bike and pedestrian path, drainage improvements and curb, gutter and sidewalk repairs that would meet ADA standards. Dan also reported that he had contacted other local agencies and that no responding agency expressed concerns over the project being CEQA exempt. Dan noted that the Resolution cites three CEQA exemptions.

Finding no further comment Councilmember Morton made a motion to adopt Resolution 2386, finding the North Loop (Phase I) project exempt from CEQA and directing the filling of a Notice of Exemption. Councilmember Powers seconded the motion and it was unanimously approved, following a roll call vote.

- B. **Housing Element** - Review the 6th Cycle Housing Element draft policies and provide direction to staff on policies and public participation. Discussion, direction to staff and possible action.

Karen Downs presented the Council with information regarding the 6th Cycle Housing Element. This presentation included a timeline and process for updating the 5th Cycle Housing element to comply with the new standards by the Housing and Community Development (HCD) authority. Karen noted that in order to be eligible for Federal Funding this document must be completed, she also noted it is one of the seven mandated state elements of the General Plan. Finding no public comment the Council directed staff to follow the update timeline as presented by Karen and to hold a public meeting on the subject.

- C. **Safety Element**- Review the draft Safety Element and provide direction to staff on policies and submittal to State agencies. Discussion, direction to staff and possible action.

Karen Downs presented the Council with information regarding the Safety Plan element, including a timeline and draft document. Finding no public comment, the Council discussed documents referenced by the Safety Element, including the Evacuation Plan. Mayor Pro Tem Oels asked City Attorney, Steve Gross, to review if CalFire code section 4290 and 4291 were incorporated in the Portola Municipal Code. Steve reported that he would review that question. Councilmember Powers asked that the evacuation plan be amended to incorporate safety zones in the event of a catastrophic wildfire and walking routes for reaching those zones. The Council requested staff continue with the Safety Element as outlined in the staff report and to hold a public meeting on the subject

- D. **Railroad Days and Concerts in the Park** – Review and discuss the status of the 2019 Railroad Days and Concerts in the Park. Consider revisions to the event schedules. Discussion, possible action.

Interim City Manager Leslie Chrysler presented the staff report and reported that she had spoken to Steve Habeck, Rail Society President, and he explained they do not have enough volunteers to take on the event and are not willing to organize the event. Leslie further reported that no other volunteers had come forward. Councilmember Peiler reported that Eastern Plumas Hospital was interested in finding out more information about sponsoring the event. After further discussion, the Council determined that unless EPHC was willing to make a full commitment to run the event, there would not be sufficient time to organize it. Councilmember Peiler reported he would talk to EPHC about sponsoring or helping with one of the Concerts in the Park events instead. Finding no further comment, the Council made a public statement that the Council directs staff that Railroad Days 2019 not be scheduled because; despite numerous public and private solicitations by the City, no volunteer organizer has made itself known to the City or expressed an interest in leading the organization effort.

Leslie then reported that following the previous Council meeting the Lost Sierra Chamber Board had met and voted to schedule the Portola Concerts in the Park from 6-9 pm for four (4) weeks to be held on the following Friday nights: July 12/July 19/July 26/August 2. The Council concurred with the dates as presented.

- E. **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.

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

None

10. ADJOURNMENT

The meeting was adjourned at 6:50 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk