

**PORTOLA CITY COUNCIL
MEETING MINUTES
February 14th, 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 Powers, Reynolds, and Mayor Morton were present. Mayor Pro Tem Cooley appeared telephonically at an agendized location. Councilmember Oels was absent. City Finance Officer Susan Scarlett, Attorney Steve Gross and City Clerk Melissa Klundby were also in attendance. City Manager Robert Meacher was absent.

4. PUBLIC COMMENT

Larry Douglas read a statement to the Council covering numerous topics.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Mayor Pro Tem Cooley reported that he had attended several Fire Department Ad Hoc Committee meetings.

Mayor Morton reported she had attended several Fire Department Ad Hoc Committee meetings.

Councilmember Powers commented on his sadness about the recent school shootings.

B. City Council Communications/Committee Reports

None

C. Staff Communications

Community Service Officer, Chuck Brashear commented on the open abatement cases he is working on.

City Clerk, Melissa Klundby reminded everyone to turn in Form 700, due on April 2, 2018.

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 January 24th, 2018 and the Special meeting of February 7th, 2018.
- B. **Claims** – Adopt Resolution No. 2340 authorizing payment of claims for the period of January 20, 2018 through February 9, 2018.

Finding no further public or Council comment, Councilmember Powers made a motion to adopt the consent calendar as amended and presented. Councilmember Reynolds seconded the motion and it was unanimously approved with a roll call vote.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Sports Success Review of Off Highway Vehicle Grant Opportunities** - Receive a presentation from Susan Jacobson on an OHV grant opportunity. Discussion and/or possible action.

Susan Jacobson briefly discussed an Off Highway Vehicle grant opportunity for an OHV staging area. City Attorney Steve Gross, presented further information and noted that the property being looked at for the OHV Staging area was 30 acres owned by Eastern Plumas Health. Mr. Gross noted that the City holds the lease on that property for a loan it provided to the District; and that staff would be looking at potential lease option to be paid for through the grant for that property.

Mayor Morton asked for public comment and Larry Douglas commented on potential noise pollution. Susan Jacobson responded that issues will be addressed during the environmental review process if the grant moves forward.

Following public comment and Council discussion, Councilmember Powers made a motion to authorize staff to move forward with exploring a grant for an OHV staging area and requested Attorney Steve Gross to look at lease options for the property in question; to be paid for through the grant. Councilmember Reynolds seconded the motion and it was unanimously approved by those in attendance during a roll call vote.

- B. **Ordinance 349** - Consider Adoption of Ordinance 349, An Ordinance of the City of Portola, County of Plumas Amending Chapter 2.24 of the City of Portola Municipal Code creating the Fire Department. Discussion, possible action.

Staff reviewed the process for Ordinance adoption and noted that the Council had discussed this Ordinance at its regular meeting of January 24th, 2018 and at that meeting had introduced and waived the second reading of the Ordinance.

Mayor Morton asked for public comment and Larry Douglas asked why the Council was adopting an Ordinance to create a fire department when one already existed. Mayor Morton and the Council noted

that the Ordinance was being amended to comply with current California employment definitions and to amend sections to comply with how the department is currently ran, staffed and over seen.

Following public comment and Council discussion, Councilmember Powers made a motion to adopt Ordinance 349, An Ordinance of the City of Portola, County of Plumas Amending Chapter 2.24 of the City of Portola Municipal Code creating the Fire Department, and directing staff to post appropriate notice. Councilmember Reynolds seconded the motion and it was unanimously approved by those in attendance during a roll call vote.

- C. **City Finance Officer Contract Agreement** - Review City Finance Officer Contract and consider amending and extending it. Discussion, possible action.

Staff presented the Council with an amended and extended City Finance Officer Contract. Staff noted there were no changes to the rate.

Larry Douglas commented that the City should have the City Manager also do the Finance officers job.

Finding no further comment, Councilmember Reynolds made a motion to approve the City Finance Officer Contract as presented. Councilmember Powers seconded the motion and it was unanimously approved by those in attendance during a roll call vote.

- D. **City Manager Hiring Process** – Status update and review the process for hiring a City Manager. Discussion, possible action.

Following a brief discussion, including Council and public comment, and in light of the absence of Councilmember Oels, Councilmember Reynolds made a motion to refer this item to the Finance and Administration Committee for initial review and requested the Committee bring the Council back suggestions regarding salary, a job description and a recruitment process, at a future meeting date. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote by those in attendance.

9. CLOSED SESSION

None

10. ADJOURNMENT

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk