

**PORTOLA CITY COUNCIL  
MEETING MINUTES  
February 28, 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 and Mayor Morton were present. City Manager Robert Meacher, and City Clerk Melissa Klundby were also in attendance. Mayor Pro Tem Cooley, Attorney Steve Gross and City Finance Officer Susan Scarlet appeared telephonically.

**4. PUBLIC COMMENT**

None

**5. CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Councilmember Oels reported on his attendance at a meeting of the Transportation Commission.

Councilmember Powers commented on his attendance at a meeting of the Transportation Commission and Plumas LAFCo.

Mayor Morton reported she had attended several Fire Department Ad Hoc Committee meetings, the Plumas LAFCo meeting and a community meeting at Eastern Plumas Hospital regarding the opioid crisis.

**B. Staff Communications**

City Manager, Robert Meacher, reported that staff is continuing work on the Off Highway Vehicle grant and then requested that Public Works Director, Todd Roberts, briefly review the status of public works projects and preparations for the upcoming storm event.

Todd Roberts outlined City preparations for the upcoming storm event and presented the Council with a list on the meeting room white board outlining public works project status. Mr. Roberts encouraged the Council to meet with him on any projects that they were interested in receiving further details on.

Mr. Meacher then presented that Council with a list of ongoing projects, and outlined their status. Mr. Meacher noted that this was the first version of this document and reported that he would continue to update and refine the list.

Chuck Brashear, Community Service Officer, reported on the status of his abatement, animal control and abandoned vehicle cases.

City Manager Robert Meacher then introduced the Council to Richard Arnold, and announced the City of Portola's Appreciation for his monetary donation to the Water and Sewer Fund. Mr. Arnold stated that he had inherited his Uncle's house in Portola and was inspired to give back to the City in the hopes that he would inspire other citizens to also invest in the City through financial donations.

## 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 14, 2018.
- B. **Claims** – Adopt Resolution No. 2341 authorizing payment of claims for the period of February 9, 2018 through February 23, 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

**Proclamation** - A Proclamation of Appreciation to the Graeagle Fire Protection District by the City Council of the City of Portola.

**Proclamation** - A Proclamation of Appreciation to Henry Johnson for his years of Service with the Portola Volunteer Fire Department, by the City Council of the City of Portola.

**Proclamation** - A Proclamation of Appreciation to Greg Ramelli for his years of Service with the Portola Volunteer Fire Department, by the City Council of the City of Portola.

Mayor, Pat Morton noted that only Greg Ramelli was present and she gave him a Proclamation of Appreciation for his many years of service as a member of the Portola Volunteer Fire Department. The Council thanked him for his service.

## 8. ORDER OF BUSINESS

- A. **Sierra Buttes Trails Stewardship**- Receive a presentation from the Sierra Buttes Trails Stewardship and review request for funding partnership on outdoor events in the Portola City Park for June 2<sup>nd</sup>, 2018. Discussion and/or possible action.

Greg Williams, Sierra Buttes Trail Stewardship gave the Council a presentation detailing the work done by the stewardship which included trail stewardship, local employment, and local partnerships which encourage tourism, community spirit and economic growth in the area. Greg also outlined the financial success and impact of the bike events the stewardship sponsors, including the Lost and Found Bik Race, which occurs annually at Lake Davis. Greg noted that the stewardship has been partnering with the City to capture tourism dollars within the City limits in conjunction with the race.

Staff and Mr. Williams reported that the stewardship would like to financially partner with the City to host an after race “party” in the Portola City Park, which would feature a well-known band, food vendors, a beer garden, kid’s races, and local transportation from Lake Davis to the City Park. Mr. Meacher noted a budget amendment would need to be completed if the Council wished to contribute.

Councilmembers Oels and Reynolds noted they felt this would be a good investment for the City.

Finding no public comment or further discussion, Councilmember Oels made a motion requesting staff to determine the logistics and cost to have public transportation to the event from Lake Davis and to bring back a budget amendment and recommendation for a matching donation to sponsor “party” in the Portola City Park following the Lost and Found Bike race. Councilmember Reynolds seconded the motion and it was unanimously approved during a roll call vote.

- B. **Public Participation Meeting** - Public participation and general discussion and input for the 5<sup>th</sup> Cycle Housing Element Update. Discussion and/or possible action.

City Clerk Melissa Klundby, reported that staff was currently working on the 5th Cycle Housing Element Update and reported that public participation is a component of the document. Melissa Klundby asked if there was any public comment for inclusion into the Housing Element and finding none closed the public comment.

- C. **Public Hearing, Resolution 2342** – Receive Public Comment and Consider Resolution 2342- A Resolution of the City Council of the City of Portola for Grant closeout of Community Development Block Grant Closeout, CDBG-12-8409, ADA Public Parks Restroom Facilities and the Plumas County Resources and Crisis Intervention Center. Discussion and/or possible action.

Melissa Klundby presented the Council with Resolution 2342, A Resolution of the City Council of the City of Portola for Grant closeout of Community Development Block Grant Closeout, CDBG-12-8409, ADA Public Parks Restroom Facilities and the Plumas County Resources and Crisis Intervention Center. Mayor Pat Morton opened the Public Hearing and Ms. Klundby reported on the timeline of the grant, the expenditures, and the project status.

Mayor Morton asked for public and Council comment and finding none closed the public hearing. Councilmember Oels made a motion to approve Resolution 2342 as presented. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

- D. Property Lease with Purchase Option for Off Highway Vehicle Grant** – Review Land Lease with Purchase option for property owned by Eastern Plumas Health Care in coordination with OHV grant. Discussion and/or possible action.

Susan Jacobson reported that staff and Sport Success are continuing to work on a State Off Highway Vehicle (OHV) grant for a staging area at the southwest end of a parcel currently owned by Eastern Plumas Health Care District (EPHCD), as directed by the Council. Steve Gross reviewed the land lease with purchase option and Mayor Morton asked for public and Council comment.

Finding no comment Councilmember Powers made the following motion:

The City Council hereby expresses its desire and intention to enter into a Ground Lease with Purchase Option (“Lease”) with Eastern Plumas Healthcare District in substantially the form as presented to the Council at this meeting, provided that: (1) the City receives a grant from the State of California to the acquire the property for use as an OHV Park; (2) the State of California does not require as conditions to said grant that provisions be added to the Lease or require terms of a deed restriction that the City determines to be objectionable or the Lease must be revised as a result of the environmental review in a way that the City determines is objectionable; (3) the City, after receiving notification that it has been awarded said grant, completes an environmental review pursuant to CEQA for use of the property as an OHV Park and determines that it can proceed with such project; (4) EPHC is willing to enter into the Lease, as it may be amended or revised to comply with the environmental review or conditions of the grant imposed by the State, after the City has completed its environmental review; and (5) the Lease is brought back to the Council for approval.

Mayor Pro Tem Cooley seconded the motion and it was unanimously approved during a roll call vote.

- E. Ordinance 348**- Consider Adoption of Ordinance 348, An Ordinance of the City of Portola, County of Plumas Amending Chapter 8.04 of the City of Portola Municipal Code Providing for regulation of Solid Waste Collection and Recycling. Discussion, possible action.

Melissa Klundby, City Clerk presented the Council with Ordinance 348, An Ordinance of the City of Portola, County of Plumas Amending Chapter 8.04 of the City of Portola Municipal Code Providing for regulation of Solid Waste Collection and Recycling. Ms. Klundby reported that the purpose of the revising Ordinance No. 343 is to bring city code regarding solid waste management into conformance with the recently extended franchise agreement by and between the City of Portola and Intermountain Disposal Company.

She further noted that at the regular meeting January 24, 2018 the Council received public comment, reviewed, introduced and waived the 2<sup>nd</sup> reading of the ordinance. Ms. Klundby stated that staff recommends that the City Council receive public comment, Council comment, adopt and direct staff to post appropriate notice of Ordinance 348 as presented.

Mayor Morton asked for public comment and Bob Morton asked for clarification on how recycling works. Todd Roberts provided him with an explanation.

Finding no further comment, Councilmember Oels made a motion to adopt Ordinance 348. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

- F. Public Works Equipment Purchase** – Review public works projects and FEMA funding for the 2017 Winter Storm Event Cleanup. Discuss purchase of equipment to begin road repairs. Discussion, possible action.

Todd Roberts presented the Council with a list of equipment needed to begin work on the City roads. Mr. Roberts reported that staff continues to work with FEMA for possible funds but has heard no definitive information yet.

Todd requested a budget amendment for the purchase of a used asphalt recycler in the amount of \$59,000 and noted that according to the City of Portola Purchasing Policy, used vehicles may be purchased under the Direction of the City Manager without further bidding being required.

Susan Scarlett asked for clarification of possible future reimbursement for the equipment from FEMA, if funds are awarded. Todd reported that reimbursement would come in the form of reimbursement for billable hours on the equipment.

Councilmember Reynolds asked about repair and shipping cost of the equipment. Todd reported that he had researched repair costs and would negotiate a total amount to including shipping.

Finding no further comment, Councilmember Oels made a motion to authorize a budget amendment in an amount not to exceed \$62,000 for the purchase of a the identified used Bagela BA7000 Asphalt recycler. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

## **9. CLOSED SESSION**

None

## **10. ADJOURNMENT**

The meeting was adjourned at 7:20 pm.

Respectfully Submitted,

---

Melissa Klundby, City Clerk