

**PORTOLA CITY COUNCIL
MEETING MINUTES
June 12, 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, Peiler and Mayor Cooley were present. Mayor Pro Tem Oels 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

Richard Johnson presented the Council with pictures and information regarding issues he claimed were caused by the City of Portola on his property on Ponderosa Avenue.

Kevin Walsh thanked the City Council and the Public Works Department for their assistance in trash disposal for trash collected by PIC (Portola Improvement Coalition). Kevin reported that there was a recent article in the Portola reporter on the organization and reported that they are organizing another highway cleanup day in coordination with The HUB, the local gym in Delleker. Kevin also reported that the group has discovered that the source of trash they have been trying to abate was caused by a bear and that a neighboring local business was working on a solution to the bear accessing their trash.

Larry Douglas read the Council a statement covering a wide variety of topics.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Morton reported that she had attended several committee meetings and volunteered for camping registration during the Gravel Grinder Race day event.

Councilmember Peiler reported that he has assisted at the Gravel Grinder event and attended the Eastern Plumas Rural Fire District Board meeting

Councilmember Powers reported that several thousand pounds of fish had been planted at the Westend Park and under the A23 Bridge, that he had volunteered at the Gravel Grinder event and attended the Fire Safe Council meeting. Councilmember Powers requested more public involvement on the Firewise Council. He

also reported he had attended the DEAL meeting, the Juvenile Justice Commission and the Plumas LAFCo meeting.

Mayor Cooley reported that he had met with Kevin Walsh and his wife Allison regarding PIC, volunteered at the Gravel Grinder event; had a meeting with the Brett Russell, Beckwourth Fire Protection District Chief, attended the Plumas LAFCo meeting and the Eastern Plumas Rural Fire District meeting. Mayor Cooley also reported on a meeting he had attended sponsored by Liberty Utilities. At this meeting the companies de-energization plan was discussed and Mayor Cooley encouraged the public to anticipate extended power outages if the company had to de-energize the lines following a red flag warning event. Mayor Cooley also offered his sincere thanks to the local volunteer fire departments for their contribution to the success of the Gravel Grinder event and noted it could not have been accomplished without their help.

B. Staff Communications/Fire Chief Report

City Clerk Melissa Klundby reported that she was reviewing a possible subscription and fee for hard copies of the agenda materials

Bob Frank delivered the monthly call log; which included: 21 medical calls and no fire calls. He also reported that his department worked the Gravel Grinder event and noted he will be meeting with the City Code Compliance Officer, Kevin Sankey, to begin working on the weed abatement program and noticing.

C. City Manager Report

Leslie Chrysler, Interim City Manager, reported on the success of the Gravel Grinder event, the upcoming Concerts in the Park series and reported that the Council had taken action at the Special Meeting of June 5th, 2019 giving a conditional offer of employment to Lauren Knox for the City Manager position, with a start date no later than September 1, 2019.

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 May 22, 2019 and the Special Meetings held on May 21, 2019, the adjourned Special meeting of May 22 and the Special Meeting of June 5, 2019.

B. Claims – Adopt Resolution No. 2394 authorizing payment of claims for the period of May 18, 2019 through June 7, 2019.

Resolution No. 2394
A Resolution of the City Council of the City of Portola
Authorizing Payment of Claims for the Period
May 18, 2019 through June 7, 2019

C. Agreement for Law Enforcement Services- Approve Amendment Number 1 to the Agreement for Law Enforcement Services between the City of Portola, the County of Plumas and the Plumas County Sheriff's Office; extending the agreement through June 30, 2020.

Finding no Council or public comment Councilmember Powers made a motion to adopt the minutes of the meeting held on May 22, 2019, the Special Meetings held on May 21, 2019, the adjourned Special meeting of May 22, and the Special Meeting of June 5, 2019; Resolution 2394, and to approve amendment Number 1 to the Agreement for Law Enforcement Services between the City of Portola, the County of Plumas and the Plumas County Sheriff's Office; extending the agreement through June 30, 2020. Councilmember Peiler seconded the motion and it carried unanimously following a roll call vote by those in attendance.

7. ORDER OF BUSINESS

A. Portola 192- Transfer of Development Agreement to new project owners. Discussion and possible action.

Steve Gross presented the Council with the staff report. He reported that the City has received a request from John Hodgson for a transfer of the Development Agreement for the Portola 192 project and real property to Bennett West Roseville, LLC with Orin Bennett as the sole member. Steve outlined the process for this transfer pursuant to Article 9, Section 9.1 (Right to Assign) of the Development Agreement. Mr. Gross then introduced John Hodgson and Orin Bennett to the Council and asked Mr. Hodgson to address the Council regarding the request.

Mr. Hodgson reviewed Orin Bennett's qualifications and the request and Mayor Cooley asked for public comment.

Larry Douglas made an extended comment regarding performance under the Development Agreement and Mayor Cooley commented that the agenda item did not cover this topic and asked for Council comment.

Finding no further discussion Councilmember Morton made a motion to conditionally approve the transfer of the development agreement from Portola 192 to Bennett West Roseville, LLC with Orin Bennett as the sole member following written notification of the sale and transfer of the property within 30 days. Councilmember Powers seconded the motion and it was approved unanimously.

B. Asphalt Bid Award- Review and Award Asphalt Concrete & Paving Bid No.: 2019-001 to Mike Hauso Engineering. Discussion and possible action.

Leslie Chrysler presented the City with a staff report prepared by City Engineer Dan Bastian regarding bid No: 2019-001. Leslie reported that only one bid had been received and that bid had been determined to be responsive. Leslie reported that it was the recommendation of Dan Bastian to award the big to Mike Hauso.

Mayor Cooley asked for public and Council comment. Following a brief discussion concerning the areas that would be served, the size of the crew and conditions of the contract, Councilmember Powers made a motion to:

1. Determine the bid be responsive.
2. Award the contract to Mike Hauso Engineering.
3. Authorize the City Manager to sign the Notice of Award.

4. Authorize the City Engineer or Manager to sign the Notice to Proceed (once the bonds, insurance documents and contract document requirements have been approved.)

Councilmember Morton seconded the motion and it was approved unanimously by those in attendance.

- C. Local Hazard Mitigation Plan**- Review the Local Hazard Mitigation Plan (LHMP) Update and Direct Staff to Submit for Review to the California Office of Emergency Services. Discussion, direction to staff and possible action.

Karen Downs, contract City Planner, appeared telephonically and presented the Council with the draft Local Hazard Mitigation Plan (LHMP) update. Karen discussed the review process, the recommendations of the Hazard Mitigation Team and the new sections required for inclusion into the LHMP. Mayor Cooley asked for public and Council comment or discussion and finding none, Councilmember Morton made a motion to direct staff to submit the Local Hazard Mitigation Plan (LHMP) update to the California Office of Emergency Services. Councilmember Peiler seconded the motion and it was approved unanimously by those in attendance.

Interim City Manager Leslie Chrysler requested that Item F be heard next. The Mayor and Council concurred and item F was heard next on the agenda.*

- D. Public Hearing- 2019/2020 Operating Budget**- Review changes made to the budget subsequent to the budget workshop. Receive public comment regarding the 2019/2020 Draft Operating Budget. Discussion and possible action.

Councilmember Powers was not present for this item. Mayor Cooley opened the Public Hearing. Susan Scarlett presented the Council with the 2019/2020 Draft Operating Budget. Susan reviewed the updated cash balance sheets and discussed the water and sewer utility rates. The Council concurred with the draft budget and the water and sewer rate increases as presented. Finding no public comment Mayor Cooley closed the Public Hearing.

- E. Administrative Permit Fee Schedule** – Review Administrative Permits and a proposed fee schedule. Discussion and possible action.

Leslie presented the Council with a list of administrative permits and various permits that take staff time but do not currently have a fee associated with them. Councilmember Morton requested that Staff review the proposed livestock permit fee as it relates to 4-H animals and the proposed RV Fee and limitations on RV occupation. Councilmember Morton requested that staff bring information back to the Council regarding the allowance of an expanded and permitted free RV permit for people who were caring for sick family members.

The Council requested that the proposed fees be brought back to the next Public Hearing regarding fees for consideration.

- F. Conflict of Interest Waiver**- Consider a Conflict of Interest Waiver for Attorney, Steve Gross, in matter relating to the City of Portola and the Eastern Plumas Hospital District as they relate to “Hospital Hill”. Discussion and possible action.*

The Council had a 1 minute recess. Attorney Steve Gross recused himself from the agenda item as he represents both the City and the Hospital district. Councilmember Peiler also recused himself from the agenda item because he is employed by Eastern Plumas Hospital District and his department would have direct input on this project. Attorney Steve Gross and Councilmember Peiler left the chambers.

Leslie presented the staff report and requested that the Council consider a conflict of Interest Waiver for Attorney, Steve Gross, in matter relating to the City of Portola and the Eastern Plumas Hospital District as they relate to “Hospital Hill”. Leslie noted that Steve represents both agencies and a waiver was necessary for him to be involved in this matter. Leslie also reported that the Hospital District has requested that the City explore options for the Hospital to take over maintenance and responsibility for “Hospital Hill”.

Following a request for public and Council comment Councilmember Powers made a motion to approve a Conflict of Interest Waiver for Attorney, Steve Gross, in matter relating to the City of Portola and the Eastern Plumas Hospital District as they relate to “Hospital Hill”. Councilmember Morton seconded the motion and it was unanimously approved by those in attendance.

Councilmember Powers left the meeting at 7:15 pm to attend another engagement. Attorney Steve Gross and Councilmember Peiler re-entered the Council chamber at the conclusion of agenda item F.

8. CLOSED SESSION

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

Interim City Manager reported there was no need for a closed session as agendized. Councilmember Powers returned to the meeting at 7:51 pm.

9. ADJOURNMENT

The Council adjourned at 7:51 pm

Respectfully Submitted,

Melissa Klundby, City Clerk