

**PORTOLA CITY COUNCIL
MEETING MINUTES
June 27th, 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, Councilmember Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. Interim City Manager Leslie Chrysler, City Attorney Steve Gross, and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Larry Douglas made comments on his concerns over fire protection and his previous recall.

Susan Jacobson read the Council a statement regarding the need for adventure based tourism and grants.

Mark Lehman and Mark Miner addressed the Council about the cost of developing a piece of property. Staff noted that they had reviewed the permitting process already with Mr. Miner, but that they would be happy to re-review the process. Mayor Morton requested they work with staff on permitting.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported he had attended the Transportation Commission meeting.

Councilmember Powers reported he had attended the Transportation Commission meeting.

Mayor Pro Tem Cooley reported he had attended two meetings of the Finance and Administration Committee.

Mayor Morton reported she had attended two Railroad Days Committee meetings and several meetings of the Finance and Administration Committee.

B. Staff Communications

Steve Gross reported on a new agency ruling regarding agency fee's which does not apply to the City of Portola.

Melissa Klundby, City Clerk reported on her recent attendance at the annual SCORE meeting and her attendance at the Technical Training for Clerks at University of California Riverside. Melissa thanked the Council for sending her to the training which covered elections and is worth 3 University of California credits and applicable to a certificate in becoming a California Certified Municipal Clerk.

C. City Manager Report

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

- Portola Gateway Apartment Project grant application was not funded by the State
- Staff met with Dean Marsh and representatives of the Grizzly Lake Community Services District regarding water service and this item will be brought back to the City Council
- Work by contract planner Karen Downs on zoning amendments is continuing
- Leah Turner & Bob Frank have started on weed abatement noticing
- Asphalt Bid agreement has been signed
- The Portola Senior apartments are going to be renovated as a new owner has purchased the property
- City Manager Office hours will shift to Tuesday all day and Wednesday's from 11 – 5 starting on July 1,2018
- Staff will be meeting with Dan Bastian on July 11, 2018 regarding a potential grant opportunity for water and sewer infrastructure.

6. PRESENTATIONS

A. Lost Sierra Chamber of Commerce – Concerts in the Park

Audrey Ellis from the Eastern Plumas Chamber of Commerce reported on the upcoming Concerts in the Park series. Audrey reported that this year there would be no food concessioners. Audrey also reported that she has told a Girls Scouts group they could have an informational table at the events. Attorney Steve Gross noted that if the Council allowed informational booths of any kind, they need to allow others interested in an informational both also.

B. Lost & Found Gravel Grinders – Recap of the June 2, 2018 event

Teal Stetson-Lee, Event & Partnership Director for the Sierra Buttes Trail Stewardship, gave the Council a report on the success of the Lost and Found Gravel Grinder Bike Race event and After Party in the Portola City Park. Teal noted that the goal of the stewardship is to expand on the event and after party and to have the race end at the Portola City Park.

Mike Matus asked why the City of Portola was not listed as a sponsor on the event website. Teal responded that the City should be and if they were not, she would have the issue corrected.

The City thanked Teal and her organization for their professionalism, dedication to the Community and vision for this event.

7. ORDER OF BUSINESS

- A. **Claims** – Adopt Resolution No. 2358 authorizing payment of claims for the period of June 9, 2018 through June 22, 2018. Discussion and possible action.

*Resolution No. 2358
A Resolution of the City Council of the City of Portola
Authorizing Payment of Claims for the Period
June 9, 2018 through June 22, 2018*

Interim City Manager, Leslie Chrysler, noted that if there were no questions on this item it would be moved back to the consent calendar for the next agenda. Larry Douglas asked about the water payment for the Plumas County Flood Control District. Leslie noted that there was no item for a water payment to the Plumas County Flood Control District on this claim Resolution.

Finding no further comment Councilmember Powers made a motion to approve Resolution 2358. Mayor Pro Tem Cooley seconded the motion and it was unanimously approved during a roll call vote.

- B. **Fire Service Contract**- Review and consider approval of a contract for services between the City of Portola and Eastern Plumas Fire Protection District. Discussion and possible action.

Leslie reported that on June 13, 2018 the City Council reviewed a draft contract for Fire/EMS services with Eastern Plumas Rural Fire Protection District (EPRFPD). The contract presented to the Council at that time had not been reviewed by EPRFPD's legal counsel and was approved in substantially the form presented. Since that time the contract has been revised to include a mutual indemnify clause and a change in the payment terms since the contract now takes effect on July 1, 2018.

Mike Matus raised concerns about indemnification and the past workers compensation fraud by Bob Frank against the City of Portola. Mike asked the Council is they had reviewed this and felt confident in trusting Bob Frank as the Chief of EPRFPD.

City Attorney Steve Gross explained the Council is aware of this and that contracting with EPRFPD makes the most sense.

Larry Douglas commented that all claims about City services centered on Emergency Medical Services and not Fire Protection Services. Larry requested the Council work diligently toward re-establishing a Portola Volunteer Fire Department.

Mayor Morton noted that the Council and Ad Hoc Committee are working diligently toward reestablishing the Portola Volunteer Fire Department, but at this time there are not enough trained volunteers to have an operational Fire Department.

Cal Patterson stated that Bob Frank has proven himself to be a successful leader and that his integrity should not be questioned.

Terri Woods agreed with Staff.

Finding no further comment Councilmember Powers made a motion to approve the contract as presented. Mayor Pro Tem Cooley seconded the motion and it was unanimously approved.

- C. **KaBOOM! Playground Equipment Grant** – Receive an update and history on the status of the City’s application for grant funds from KaBOOM! (Dr. Pepper/Snapple). Take action and provide direction to staff on moving forward with the grant process. Discussion, possible action.

Leslie Chrysler, Interim City Manager, discussed and reviewed the history of the KaBOOM Playground grant. Leslie reported that there is no documented formal action showing the City Council approved an application or expenditures for the KaBOOM! Grant. Leslie reviewed the financing for the Grant and noted that there is an unbudgeted shortfall of \$9,000 for the playground equipment, and that this shortfall does not address other expenses related to the project including, but not limited to, site preparation, installation and future maintenance.

Leslie reported that installation of playground equipment at the Little League Field will require the following:

- 1) Possible CEQA document
- 2) Selection of a site area
- 3) Leveling of the site area
- 4) Playground base: bark, rubber etc.
- 5) ADA access construction
- 6) Installation by a certified playground installer
- 7) Possible purchase and installation of waste receptacles
- 8) Future commitment of maintenance to the playground structure and area
- 9) There has been some indication that Little League is not as sportive of this standalone playground project as they were of the original grant application for improvements to the fields, etc.
- 10) Grant reporting requirements

Leslie asked for Council direction and reported that during the budget session the the City Council’s identified priorities are road repair, water/sewer projects, fuel reduction projects and blight reduction and that there will not be staff available to work on this project.

Mayor Morton asked for public comment and Ron Jacobson read an email from Chris Wicks stating that the Little League Board was in full support of the playground structure.

Olivia Thayer commented that she is interesting in naming the playground after her Grandfather Les Thayer, who was a proponent of Little League. Olivia noted she would be interested in helping Susan Jacobson, Sports Success, in raising funds and volunteer efforts for installation of the playground.

Susan Jacobson, Sports Success made extensive comment that she had commitments of volunteer time and funds for installation of the park.

Cal Patterson made comment that those commitments should be in writing and that he believes the Council should focus on cleaning the City up before it spends time and money on installation of a playground structure.

Tim Rhodes made comment that the City should spend money to install the playground structure since it will increase tourism in the City.

Audrey Ellis reported that the Chamber would be in support of volunteer efforts to install the playground.

Timmy Kreth made comment that the City should spend money on installation of the playground equipment since it will benefit tourism and children outdoor play in the area.

Terri Woods commented that this project was started under the previous City Manager, Robert Meacher and that priorities have changed and she thinks that the City should not pay for the playground.

Other members of the public commented that parks and playground equipment are important features of the City of Portola and should be installed.

The Council discussed the project and determined that installation of the project was not budgeted for FY 18/19 and requested that Susan Jacobson complete the following:

- Secure in writing volunteer and funding commitments for purchase of and installation of the playground equipment.
- Provide the Council a project timeline, which includes target dates for funds and volunteer commitments.

Mayor Pro Tem Cooley also requested that Staff:

- Contact KaBOOM! and request an extension of one year for the grant.
- Make determination regarding environmental review and ADA requirements.

The Council concurred with the above requests.

- D. Riverwalk Disc Golf Project** - Receive an update and history on the status of the Riverwalk Disc Golf project and MOU with Houck Design. Take action and provide direction to staff on moving forward with the project. Discussion, possible action.

Leslie Chrysler, Interim City Manager, reported that sometime prior to February 1, 2017 the City applied to the Union Pacific Foundation for grant funding of \$18,000 to develop outdoor recreational opportunities along the Riverwalk property and that the grant application listed construction of an 18 hole disc golf course and installation of fitness stations as the project. On February 1, 2017 the City was awarded \$7,500 for the project.

Leslie reported that on March 14, 2018 the City Council was informed that the \$7,500 awarded to the City from the Union Pacific Foundation, would be used for the design only phase of a disc golf course on the Riverwalk with the design being completed by Houck Design. A Memorandum of Understanding (MOU) with Houck Design for \$7,500 plus travel expenses was executed by former City Manager Robert

Meacher on February 28, 2018. The Council was presented with the already executed MOU on March 14, 2018. The proposal presented provided information on the Houck Design Company, other projects completed by the company, possible results the City would achieve once a course was installed and an outline of costs associated with the entire design consisting of 4 phases and totaling \$95,000.

Leslie reported that on approximately April 14 – 24, 2018 Mr. Houck and his wife traveled to Portola to work on the Phase 1 design and on April 24, 2018 Houck Design emailed Susan Jacobson and Robert Meacher a google map which constituted the Phase 1 design. Leslie reported that the cost of that Phase I, google map totaled approximately \$16,490.10, excluding staff time.

Leslie requested that the Council review this project in light of the City Council's priorities of road repair, water/sewer projects, fuel reduction projects and blight reduction noting that there is not staff available to work on this project and that the Council did not budget for this project in the FY 18/19 Budget.

Mayor Morton asked for public comment.

Larry Douglas commented that he did not understand why a grant from Union Pacific was spend on Disc Golf.

Terri Woods commented that spending money on this project did not make sense

Tim Rhodes made comment that the City had previously adopted Resolutions promoting recreation trails and that he would like the City to complete this project.

Craig Moulder made comment that he would like to see the City get funds and volunteers to make this project happen.

Timmie Kreth made comment in favor of the City completing this project.

Sheryl Moulder made comment that outdoor recreation is important for local children.

Susan Jacobson made extensive comment in support of this project.

Cal Patterson made comment that the City should be focusing on blight reduction, road repairs and water and sewer infrastructure before spending money on recreation.

Mayor Pro Tem Cooley reported that this agenda item was similar to the previous item and noted that he would like to see a volunteer effort raise funds for this project and requested that Steve Gross, City Attorney review how that could work.

Councilmember Powers reported that various nonprofit organizations have made projects like this work.

Steve Gross reviewed with the Council how it would be possible for the City to move forward with agreements that allow a volunteer organization to move forward with a Disc Golf project along the Riverwalk. Steve noted that a public/private partnership which protected the City was an option.

Susan Jacobson noted that her organization Sports Success would be interested in exploring this option.

Councilmember Oels requested that the Council allow Sports Success to work on the KaBOOM! Project and that the Council would revisit this item if Sports Success was able to organize successful volunteer efforts and funding to complete the KaBOOM! Playground installation without impacting City Staff time and budget. The Council concurred unanimously with this.

- E. Fee Waiver Request** – Consider a request for a waiver of the Festival Permit fee for the Portola High School Alumni Association’s Annual Picnic. Discussion, possible action.

Leslie Chrysler reported that the City had received a request for a waiver of the Festival Permit fee from the PHS Alumni Association for their annual picnic in the City Park on July 28, 2018.

Leslie reported that the Association did pay the Festival permit fee of \$250 for their 2017 event, however the Association would like to increase contributions to its scholarship funds and would like to request a waiver of the fee.

Leslie reported that Municipal Code Section 9.33.030 allows the City Manager to grant exemptions of the fee; however the Council has noted in the past that they would like to track these types of waivers.

The Council discussed the waiver of festival fee permits and the waiver of the fee for the alumni picnic. Finding no public comment Councilmember Oels made a motion to allow Interim City Manager Leslie Chrysler to make determination without Council consent to waive Festival Fee Permits and to waive the Festival Permit Fee as requested for the PHS Alumni Association for its annual picnic. Councilmember Reynolds seconded the motion and it was unanimously approved.

8. CLOSED SESSION

- A. Public Safety** – Closed Session Pursuant to Government Code Section 54957(a).

There was no reportable action from the closed session.

9. ADJOURNMENT

The Meeting was adjourned at 9:20 am.

Respectfully Submitted,

Melissa Klundby, City Clerk