

**PORTOLA CITY COUNCIL
MEETING MINUTES
March 14, 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

Mike Matus requested that the City ask to be on the sponsor list for the Lost and Found Gravel Grinder. He also requested that the Council give the public an update on the status of the fire department.

Larry Douglas read a statement to the Council covering a variety of topics and his grievances against the City of Portola.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his attendance at a meeting of the Fire Safe Committee. He also reported that he has been looking at fuels reduction on the 192 project.

Councilmember Powers commented on his attendance at a meeting in Sacramento of the Youth Mental Health Policy Group and the meeting at the Portola High School regarding school violence preventative and response protocols.

Mayor Morton reported she had attended several Fire Department Ad Hoc Committee meetings and a Finance and Administration Committee meeting.

Mayor Pro tem Cooley reported he had telephonically attended several Fire Department Ad Hoc Committee meetings and a Finance and Administration Committee meeting.

B. Staff Communications

City Manager, Robert Meacher reported that the City had received another promise of payment from FEMA for \$50,000 for the 2017 winter storm event damage. He also reported the Off Highway Vehicle grant previously discussed had been submitted and that he had met with potential buyers of the old Feather Rivers Arts building and that the City had received its first business application from a medical marijuana delivery company.

Chuck Brashear, Community Service Officer, reported that since the last City Council meeting he had responded to five animal control calls, one traffic accident, issued thirty parking violation tickets and was working on a housing survey.

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 Uncles house in Portola and was inspired to give back to the City in the hopes that he would inspire other citizen's 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 28, 2018.
- B. Claims** – Adopt Resolution No. 2343 authorizing payment of claims for the period of February 24, 2018 through March 9, 2018.

City Manager Robert Meacher asked that check number 39746 be pulled and acted upon during agenda item 8 E, and requested the addition of check number 39784 to US Fire for the payment of the Wildland Response Vehicle, which is part of the current CDBG grant.

Councilmember Oels asked for clarification on check number 39751. Robert explained that this check was to re-supply the Fire Department medical bags.

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

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Wildcat Creek Memorandum of Understanding** – Review and Discuss MOU between the City of Portola, the Feather River Land Trust and Plumas Unified School District. Discussion, possible action.

City Manager Robert Meacher reported that due to the inclement weather Robert Wade, from the Feather River Land Trust, was unable to attend and present this item.

Melissa Klundby reported that the City of Portola and Plumas Unified School District (partnering with Feather River Land Trust) entered into a Memorandum of Understanding in October of 2010 and January of 2013 for Portola schools and teachers to use outdoor sites for instruction, as part of the Learning Landscapes Program.

Staff reported that the current MOU, which expired on January 31, 2016, will allow non-exclusive access to Wildcat Creek (APN 126-050-035) for PUSD, FRLT, and their staff, students, contractors, and volunteers for the purpose of public education during any time of the year. THE MOU outlines that PUSD and FRLT will abide by the rules and regulations governing the property, including all applicable City ordinances, rules, and regulations. Staff recommend that the City Council approve and authorize the extension of the MOU for educational use of the Wildcat Creek property.

Councilmember Powers gave a brief history of the naming of Wildcat creek and its ties to the middle school mascot and noted his consent of the MOU

Finding no further public or Council comment, Councilmember Powers made a motion to approve the MOU as presented. Councilmember Oels seconded the motion and it was unanimously approved.

- B. **Housing Element Update** – Review and discuss the draft 5th Cycle Housing Element and direct staff to submit the document to the State Department of Housing and Community Development for its mandatory review. Discussion and/or possible action.

Contract City Planner Karen Downs, appeared telephonically and presented the Council with the draft 5th Cycle Housing Element. Councilmember Oels asked for clarification on deed restriction language and Karen reported that a deed restricted area is one in which there are regulations pertaining to the use of land and the look of the neighborhood.

Councilmember Powers commended Karen for her exemplary job on the document. Finding no further public or Council comment, Councilmember Oels made a motion directing staff to submit the document to the State Department of Housing and Community Development for its mandatory review. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

- C. **Portola Volunteer Fire Department Policies and Procedures**- Introduce, review and discuss Portola Volunteer Fire Department Policies and Procedures. Discussion and/or possible action.

This agenda item was continued to the next regular agenda.

- D. **Portola Volunteer Fire Department Standard Operating Guidelines**- Introduce, review and discuss Portola Volunteer Fire Department Standard Operating Guidelines. Discussion and/or possible action.

This agenda item was continued to the next regular agenda.

- E. **Disc Golf Course** – Review Portola Disc Golf Course Proposed Project and Memorandum of Understanding with Circular Productions, LLC, DBA Houck Design, Travel Expenditure Reimbursements and changes to use of 2017 Union Pacific Grant Funds. Discussion and/or possible action.

Robert Meacher presented the Council with the Portola Disc Golf Course Proposed Project and Memorandum of Understanding. Robert explained that the City had received a grant from the Union Pacific in 2017 that was for the installation of a disc golf course and exercise stations along the Riverwalk. Robert explained that the \$7,500 received would instead be used for design only of a disc golf course by Houck design. Mr. Meacher then presented the Council with an executed MOU between the City and Houck Designs, which included the payment of the \$7,500 in grant funds plus additional funds for travel reimbursement and additional expenditures incurred by Houck Designs in the course of design a plan for a disc golf course for the Riverwalk. Mr. Meacher requested the Council review the MOU and approve use of additional funds to Houck Designs.

Councilmember Oels expressed concerns with using general fund money for the design phase only of a disc golf course that could potentially not be completed. Mayor Morton asked for public comment and Larry Douglas said that the funds should be used for the actual installation of a course and not just design. Mike Matus reported that the MOU is open ended and does not have a not to exceed amount in it.

The Council further discussed the contract and Councilmember Oels made a motion to approve the MOU with the addition of a “do not exceed amount” of \$5,000 in section 3; requested that a budget amendment be prepared to transfer \$3,000 as needed from fund 215 to fund 100 (411700.34) and directing staff to continue working on the design and implementation of a disc golf course along the Riverwalk. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

9. CLOSED SESSION

- A. **Exposure to Litigation** - Closed session pursuant to Government Code Section 54956.9(d)(2), Conference with legal counsel, Exposure to litigation; 1 case.

This item was canceled.

10. ADJOURNMENT

The meeting was adjourned at 7:05 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk