

**PORTOLA CITY COUNCIL  
REGULAR MEETING  
SEPTEMBER 25, 2019  
6:00 P.M.**

**1. CALL TO ORDER**

Mayor Cooley called the meeting to order at 6:00 p.m. and requested a moment of silence.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Councilmembers Morton, Peiler, Powers, Mayor Pro Tem Oels and Mayor Cooley responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett and Deputy City Clerk Leslie Chrysler were also in attendance.

**4. PUBLIC COMMENT**

There were no comments from the public.

**5. CITY COMMUNICATIONS**

**A. City Council Communications/Committee Reports**

Councilmember Morton reported that she attended the PSREC annual meeting which included discussions relating to the Camp Fire and power shut off for public safety. She also attended the Firewise meeting, the inaugural event at the Old Town Event Center and Angel Tree meetings. She stated that she was receiving quite a few concerns from the public.

Councilmember Peiler reported on his attendance at the California Disaster Plan Conference. Topics that were an interest to him were a report of evacuating 67 patients in Ventura, the need for back up emergency plans, a presentation from a New York Police Chief who responded to the 911 disaster and information on Active Shooter drills.

Councilmember Powers reported that he attended the Transportation Commission meeting where they discussed the continuation of the Highway 70 project through Portola in 2022 and bus shelter improvements. He also represented the City at a Sierra Business Council/CAMP meeting and would be attending the Tri-County Action Agency meeting and the ARCCA meeting.

Mayor Pro Tem Oels reported that he attended the Firewise meeting and they are still in dire need of volunteers.

Mayor Cooley reported that he attended the inaugural event at the Old Town Event Center, participated in a web cast hosted by the League relating to legislation and the Beckwourth Fire Board meeting.

**B. Staff Communications/Fire Chief Report**

Susan Scarlett reported that she was still researching the increase to the Lake Davis water invoice from the Flood Control District

Chief Frank reported that they had responded to 16 medical calls, 2 vehicle accidents, 2 fire alarms and 2 smoke checks in September. He reported that he had met with the City Manager and would be attending a meeting with the Senior Apartments on Monday and would be working on a banner to announce the ban on burning yard waste.

**C. City Manager Report**

Ms. Knox reported that interviews for the vacant Administrative Clerk position had been conducted and the position had been offered to a candidate who accepted and will start on October 21. She also noted that she would be attending a League City Manager meeting on Friday and a SCORE meeting next week.

**6. CONSENT CALENDAR**

It was moved by Councilmember Morton, seconded by Mayor Pro Tem Oels to approve the consent calendar as presented. Under roll call vote all members present voted in favor.

- A. **Minutes** – Adopt the minutes of the City Council regular meeting held on September 11, 2019.
- B. **Claims** – Adopt Resolution No. 2409 authorizing payment of claims for the period September 7 to September 20, 2019.

Accounts Payable:	\$ 63,999.86
Payroll:	<u>\$ 25,220.26</u>
Total:	\$ 89,220.12

**7. ORDER OF BUSINESS**

- A. **Pumpkin/Santa Train Cost Sharing Request-** Review and consider a request from the Feather River Rail Society to share costs associated with their holiday train events. Discussion, possible action.

City Manager Lauren Knox reviewed her report regarding a request from the Feather River Rail Society for the city to share expenses for their upcoming Pumpkin/Santa train events. Ms. Knox explained that last year the City had approved funding for half of the advertising cost in the amount of \$400. This year the FRRS was requesting funds for additional advertising and for the purchase of pumpkins with a total requested amount of \$2,202.40.

FRRS representatives Patty Clawson and Greg Elems addressed the City Council, they explained that the events not only supported the Railroad Museum but also supported the food bank by collecting food goods with the admission. They noted that they donated 1600 pounds of food last year and also explained the need for more volunteers.

Councilmember Morton asked if the pumpkins were sold at the event, it was answered in the affirmative. Councilmember Powers inquired if they had reached out to large stores in Reno and requested pumpkin donations. Ms. Clawson and Mr. Elems felt another member has made those requests.

Councilmember Peiler excused himself from the meeting at 6:30 pm due to a work commitment.

Mayor Cooley asked if the event was a profit maker for the FRRS and if they kept attendance records. Mr. Elems stated that the event is one of the big fundraisers for the FRRS and that they charged the entry fee by carload not individuals.

Portola resident Bob Morton suggested they should ask stores for donations. Ms. Clawson indicated that most stores would give discounts but not donations. Councilmember Powers explained he felt they should work to acquire more donations. Mayor Cooley indicated that he was comfortable with the City funding half of the advertising but not the pumpkins.

It was moved by Councilmember Morton, seconded by Councilmember Powers to approve an expense to cover half the cost of advertising in the amount of \$702.40 and to discuss the pumpkin cost at the next meeting with hope that FRRS would be able to gather more donations by then. All members present voted in favor.

- B. Fire and Emergency Services** – Consider adoption of Resolution No. 2410 approving a Memorandum of Understanding with other agencies for reorganization of local fire and to the appointment for various committees and boards. Discussion, possible action.

*Resolution No. 2410*

*A Resolution of the City Council of the City of Portola  
Approving the Memorandum of Understanding Regarding Reorganization of  
Fire and Emergency Services*

Deputy City Clerk Leslie Chrysler reviewed her report regarding the proposed Memorandum of Understanding (MOU) with other fire districts to explore reorganization of the regions fire and emergency services. City Attorney Steve Gross also noted that the MOU would require confirmation of the City's Ad Hoc Committee.

Representatives from Beckwourth Fire, Eastern Plumas Fire, Gold Mountain CSD and C-Road CSD all expressed their support of the MOU with Beckwourth and Eastern Plumas stating their respective Boards had approved it.

Carson Wingfield of the Plumas County Sheriff Office also expressed his support of the MOU noting that it would improve public safety in the region.

Portola resident Bob Morton noted that he would hope it could help with the fire insurance issues.

It was then moved by Councilmember Morton, seconded by Councilmember Powers to adopt Resolution No. 2410 approving the MOU and confirming the Ad Hoc Committee of Mayor Cooley and Councilmember Morton. Under roll call vote all members present voted in favor. Councilmember Peiler was absent.

- C. **Holiday Meeting Schedule** – Consider taking action to cancel the second meetings in November and December. Discussion, possible action.

Deputy City Clerk Leslie Chrysler explained that historically the City Council took action to formally cancel the second meetings in the months of November and December due to the holidays and requested the Council consider that action for 2019.

It was moved by Councilmember Powers, seconded by Councilmember Morton to cancel the second meeting in November and December 2019. All members present voted in favor. Councilmember Peiler was absent.

- D. **Bill Position Requests** – Consider allowing the City Manager, in consultation with the Mayor, to act upon position requests received on behalf of the City. Discussion, possible action.

City Manager Lauren Knox reviewed her report regarding requests for the City to take positions opposing or supporting various legislation. She noted that often these requests come from the League without ample lead time to place the issue on a City Council agenda. She suggested the Council consider authorization for the City Manager, in consultation with the Mayor, to review and execute requests on behalf of the City. She noted that if an issue was controversial it would be presented to the entire Council. It was also explained that the authority would not be for the City to always take a position just on issues that would be relevant to the City.

After a brief discussion it was moved by Councilmember Powers, seconded by Mayor Pro Tem Oels to make the authorization as presented. All members present voted in favor. Councilmember Peiler was absent.

## 8. ADJOURNMENT

There being no further business to discuss Mayor Cooley adjourned the meeting at 6:59 p.m.