



**City of Portola
Minutes
Regular Meeting
October 11, 2023 06:00 PM
35 Third Ave Portola, 96122
<https://www.cityofportola.com/>**

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Bill Powers.

A. Pledge of Allegiance

Lead by Mayor Bill Powers

B. Roll Call

Present: Mayor Bill Powers, Mayor Pro Tem Pat Morton, Councilmember Leah Turner

Absent: Councilmember Stan Peiler, Councilmember Jim Murphy

Staff Present: City Attorney Steve Gross (remotely), Deputy City Clerk - Jason Shaw, Financial Officer - Susan Scarlett, Interim City Manager- Jon Kennedy

2. Public Comments

Lindsey Shaw from the public commented she wanted chickens allowed in the city limits. Councilmember Leah Turner explained that they are already allowed except for roosters.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Stan Peiler and Councilmember Jim Murphy were Absent.

Councilmember Leah Turner: Nothing to report

Mayor Pro Tem Pat Morton: Working on the Angel's program and Yes on Measure E and campaign.

Mayor Bill Powers: Nothing to report.

B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report

Fire Report by Mayor Pro Tem Pat Morton: Beckwourth Fire answered 42 calls in the City of Portola since the last report.

Sherriff's Report by Undersheriff Chad Hermann: Staffing is still challenging. Plumas County approved a 20% pay increase but there is still a long road ahead with staffing. Should hopefully be back to normal patrols in the next 6 months. Also, the department has been dealing with an increase in medical calls in the last few months.

Air Quality Report by Targeted Airshed Grant Specialist Mikki Brown: In the 2023, the grant has funded 98 installations. The 2015 grant is now in its final quarter. Between the two other grants, the program remains funded though 2026.

Curtaiment has been in effect since September 1st but the air quality has been fantastic so not many curtaiment days are predicted.

Free green disposal days announced. Residence of Portola can take their green waste for free to the Delleker transfer station from Oct 14 - Oct 24.

C. City Manager Report

Interim City Manager Jon Kennedy said that FEMA and Cal OES had onsite visits with the City today over the damages caused by the winter storm disaster. They were joined by Deputy City Clerk Jason

Shaw and Director of Public Works Todd Roberts.

Has been dealing with the concerns regarding the need for BFPD and Graeagle FPD's continued response to cover the EPRFPD EMS calls

The community clean up has been wrapped up. Will go more into this under the ARPA Fund section of the agenda.

The City has fixed its last water leak

Been working with Plumas County on property loans to be able to purchase the La Jolla properties.

The County still needs to approve the Sheriff's contract but should soon.

Interim City Manager Jon Kennedy stated that we have now received over \$36,000 for utility bills from Project Go. The program is still running though March 31st, 2024.

Interim City Manager Jon Kennedy noted they are already working on the Chamber Christmas Tree lighting and that the Chamber is working on the Railroad Days Revival that will take place on October 28th.

4. **Consent Agenda**

- A. **Claims**- Adopt Resolution No. 2561 authorizing payment of claims for the period of September 28th, 2023 through October 11th, 2023. Accounts Payable: \$181,260.32 Payroll: \$24,683.63 Total: \$205,943.95 AP Check Run #45259 - 45297 Payroll Check Run #17311 - 17312
- B. Approval of the Minutes from 9-27-23

Councilmember Leah Turner had a question about a payment to Planwest. Interim City Manager Jon Kennedy explained it was for a study done on the potential new Fire Department.

Mayor Pro Tem Pat Morton motioned to approve. A second was made by Councilmember Leah Turner. The roll call vote:

Aye **Mayor Bill Powers** Aye **Mayor Pro Tem Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler** Absent **Councilmember Jim Murphy**

5. **City Engineer employment agreement amendment**

Interim City Manager Jon Kennedy explained this needed to be drafted because there are a few more months left on the project Dan Bastian is working on for the City, and his contract expires this month. The amendment was drafted by City Attorney Steve Gross and its for the same amount as before. City Attorney Steve Gross confirmed what Jon Kennedy stated.

Councilmember Leah Turner motioned to approve. A second was made by Mayor Pro Tem Pat Morton. The roll call vote:

Aye **Mayor Bill Powers** Aye **Mayor Pro Tem Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler** Absent **Councilmember Jim Murphy**

6. **Part Time City Planner** Councilmember Leah Turner motioned to approve. A second was made by Mayor Pro Tem Pat Morton.

The motion passed with the following vote:

3 **In Favor** 0 **Opposed**
0 **Abstained** 2 **Absent**

Interim City Manager Jon Kennedy explained that the City used to have Karen Downs working as the planner but then she went to Manhard Consulting.

Since then, the City has paid Manhard Consulting various for planning services. However, the costs of this, in many cases, outweigh the fees collected for service.

Interim City Manager Jon Kennedy pointed out that planning items are not getting done and we are not serving the public quickly enough.

Mayor Bill Powers asked Director of Public Works Todd Roberts about time it takes to do a lot line adjustment. Director of Public Works Todd Roberts responded that it's not a simple answer.

Councilmember Leah Turner asked how many hours a week would this position work? Financial Officer Susan Scarlet responded that its not fixed; that it is an "as needed" position. They likely will work remotely but will come into City Hall as needed.

The City is currently paying consultants \$120 to \$160 an hour, The City would pay this position \$45 an

hour. The belief is the City can get a qualified candidate at that rate.

Motion to approve the hiring of a part time City Planner for the City of Portola.

7. ARPA Update and Discussion

Financial Officer Susan Scarlet gave an update on the ARPA funds. Interim City Manager Jon Kennedy said that for the clean up program, the City cleaned 302 properties, with 13 more pending, in 2 seasons. The City also removed 89 abandoned vehicles. He further stated that now was the time to have a conversation on what to do with the remaining funds. The City has until December 2024 to decide.

Mayor Bill Powers asked about the purchasing of the La Jolla property. Interim City Manager Jon Kennedy explained that it had to be approved by the County first.

Interim City Manager asked the council if there was anything else specific they wanted to use the ARPA funds for such as the dog park.

Councilmember Leah Turner then went over the specifics of the possible layouts and locations of the dog park. There would still be an area for camping.

Interim City Manager Jon Kennedy talked to staff about maintenance concerns and they reported it shouldn't be too much.

Mayor Pro Tem Pat Morton raised a concern about parking near the dog park. Councilmember Leah Turner said that if parking was a concern, there was another possible alternative spot that they could have an MOU with Plumas County for. Interim City Manager Jon Kennedy then asked the council if they could reach consensus on a direction and dollar amount for the dog park.

Mikki Brown from the public commented it was a good idea. Lindsey Shaw from the public wanted to be sure there was garbage service.

The City Council reached a consensus on allowing staff to create a Dog Park within the City with a budget set at \$15,000.

8. Councilmember Discussion on informational matters - Councilmember Murphy

Due to Councilmember Jim Murphy's absence, this item was tabled until the next meeting he can be in attendance.

9. Adjournment

Meeting adjourned by Mayor Bill Powers at 6:52 PM.