

**PORTOLA CITY COUNCIL  
MEETING MINUTES  
August 12, 2015  
6:00 p.m.**

**1. CALL TO ORDER**

Mayor Pro tem Powers called the meeting to order at 6:00 pm and announced that Mayor Gault would be arriving late.

**2. PLEDGE OF ALLEGIANCE**

Mayor Pro tem Powers led the Council in a moment of silence and the reciting of the pledge of allegiance.

**3. ROLL CALL**

Councilmembers Larrieu, Oels, VanDahlen, and Mayor Pro Tem Powers responded to the roll call. Mayor Gault was absent. City Manager Robert Meacher, City Finance Officer Susan Scarlett, City Attorney Steve Gross, City Planner Karen Downs, and City Clerk Melissa Klundby were also in attendance.

**4. PUBLIC COMMENT**

Sergeant Jeremy Beatly introduced himself, as the new Portola area Plumas County Sheriff Department Sergeant.

Larry Douglas read the Council a statement on the Woodbridge Development, high speed internet, and conditional use permit fees.

**5. CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Councilmember Larrieu reported on his attendance at the Plumas LAFCo Meeting.

Councilmember Oels thanked Tom Cooley for his help on the Turner Springs property, reported that he had completed another park bench and reported on his attendance at the Plumas LAFCo Meeting.

Mayor Pro tem Powers reported on his attendance as a volunteer at the Century Race, the District Advisory Committee meeting on vacant school buildings, the success of the Alumni Picnic; the Railroad Days Committee meeting and the status of the upcoming Bass Derby.

Mayor Gault arrived at 6:15 pm and reported on her participation in a Community Focus Group for Eastern Plumas Health Care.

## B. City Manager Communications

City Manager Robert Meacher reported on the numerous meeting and contacts he has had since the last City Council meeting. City manager Meacher also commented on the theft of the “Bear Butt Carvings” Trailer.

## C. Staff Communications

None

## 6. CONSENT CALENDAR

- A. **Minutes** - Adopt the minutes of the Regular City Council meeting held on July 22<sup>nd</sup>, 2015.
- B. **Claims** - Adopt Resolution No. 2259 authorizing payment of claims for the period of July 23<sup>rd</sup>, 2015 through August 7<sup>th</sup>, 2015.
- C. **Fire Service Assessment** – Adopt Resolution No. 2260 authorizing Plumas County to place the Fire Service assessment on the tax roll.
- D. **The League of California Cities Delegate Designation**- Adopt Resolution No. 2261, A Resolution of the City Council of the City of Portola Designating Robert Meacher the voting Delegate and Councilmembers Michelle Gault and Bill Powers as the Alternates for the League of California Cities Annual Business Meeting, 2015.

Finding no Council or public comment Councilmember Larrieu made a motion to adopt the minutes of the Regular City Council meeting held on July 22<sup>nd</sup>, 2015, Resolution No. 2259 authorizing payment of claims for the period of July 23<sup>rd</sup>, 2015 through August 7<sup>th</sup>, 2015; Resolution No. 2260 authorizing Plumas County to place the Fire Service assessment on the tax roll, and Resolution No. 2261, A Resolution of the City Council of the City of Portola Designating Robert Meacher the voting Delegate and Councilmembers Michelle Gault and Bill Powers as the Alternates for the League of California Cities Annual Business Meeting, 2015. Mayor Pro Tem Powers seconded the motion and it was unanimously approved during a roll call vote.

## 7. PRESENTATIONS

- A. **United States Forest Service** - Presentation from Pandora Valle, Beckworth Ranger District Crocker Mountain Ranger Station Recreational Rental.

Pandora Valle, Beckwourth Ranger District Recreation Manager and Mary Kliejunas, Beckwourth District Archaeologist gave a presentation on the District’s plans to open the Crocker Guard Station as a recreation rental in the Spring of 2016. The District formally thanked all of the volunteers who made the project possible.

- B. **Marketing Update** - Presentation and update from Big Fish Creations and the Western Pacific Railroad Museum.

Patty and Mike Clawson of Big Fish Creations gave the Council a presentation on the “Run a Locomotive” contest and Patty Clawson read the Council a letter from the Western Pacific Railroad Museum Board of Directors; congratulating them on their marketing efforts.

## 8. ORDER OF BUSINESS

- A. **Sierra Institute's Rural Community Development Initiative Grant** – Review Letter of Support and Agreement to be included in the grant application package. Discussion and Possible Action.

City Manager Robert Meacher presented the Council with background information on participation in the Sierra Fellowship Program, noting that the program would be no cost to the City. Finding no Council or public comment, Councilmember Oels made a motion to instruct the City Manager to sign the Assurances Agreement and sign the letter of support for the Sierra Fellowship Program. Councilmember VanDahlen seconded the motion and it was unanimously approved.

- B. **Revolving Loan Modification** – Review and consider a request for forgiveness of a business revolving loan. Discussion and Possible Action.

Mayor Gault recused herself and left the Council chambers.

Susan Scarlett gave the staff report and detailed the current status of Mr. Jim Schwilling's business revolving loan and the history of the loan. Ms. Scarlett also reported that the Revolving Loan Fund Committee (RLF) has not had time to review this request and recommended that the RLF Committee be convened to provide the Council with a recommendation.

Mayor Gault asked for public comment and Mr. Jim Schwilling approached the Council and formally requested that the remaining balance of \$10,025.08 of the loan be forgiven. Following his request the Council asked for comment from City Attorney, Steve Gross. Mr. Gross reported that he did not see how forgiveness of the loan would not be a gift of Public Funds and also requested that if the Council chooses the RLF committee should first convene and review the item.

Councilmember Larrieu noted that while he would value the opinion of the RLF Committee, he does not see how forgiveness of the loan would not be considered a gift of public funds and made a motion to deny the request by Mr. Schwilling for forgiveness of his business revolving loan in the amount of \$10, 025.08. Councilmember VanDahlen seconded the motion and it was unanimously approved to not forgive the loan. Mayor Gaul was not present and did not vote.

- C. **Turner Springs Update** - Report of progress made by Councilperson Phil Oels, request for reimbursement of expenses to date, and authorization to use and operate City equipment for firewood project at Turner Springs. Discussion and Possible Action.

Mayor Gault returned to the Council chambers. Councilmember Oels gave a detailed report on his work at Turner Springs. The Council discussed the use of the City loader on the project and insurance coverage for use of the loader by volunteers. Staff reported they would determine the City insurance coverage on the use of heavy equipment and use all appropriate protocols for its use.

Finding no further comment of discussion Councilmember Larrieu made a motion to set a budget not to exceed \$2000.00 and to reimburse Councilmember Oels for his expenses on the project as submitted. Councilmember VanDahlen seconded the motion and it was unanimously approved.

- D. **Review of City of Portola Procedures Manual** – Continued discussion of agenda item from July 22, 2015 - review the current City of Portola Procedures Manual. Discuss and review policy and discuss and review possible updates. Discussion and possible action.

Staff presented the Council with the revised City of Portola Procedures Manual. The Council briefly reviewed the document and Mayor Gault asked for public comment. Larry Douglas commented on the document in general.

Finding no further comment or discussion Councilmember Larrieu made a motion to approve the revised City of Portola Procedures Manual. Councilmember Oels seconded the motion and it was unanimously approved.

## **9. CLOSED SESSION**

- A. **Existing Litigation** - Pursuant to Government Code Section 54956.9(d)(1), City of Portola vs. State of California Department of Fish & Game, Case No. CV09-00065.

Mayor Gault reported that there was no reportable action from the closed session.

## **10. ADJOURNMENT**

Councilmember Oels made a motion to adjourn the meeting at 7:40 p.m. Mayor Pro Tem Powers seconded the motion and it was unanimously approved.

Respectfully Submitted,

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Melissa Klundby, City Clerk