

**PORTOLA CITY COUNCIL
MEETING MINUTES
February 8, 2017
6:00 p.m.**

1. CALL TO ORDER

Mayor Larrieu called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Larrieu led the Council in a moment of silence and the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmembers Oels, Cooley, Powers, Mayor Pro Tem Morton and Mayor Larrieu were present. Finance Officer Susan Scarlett and City Attorney Steve Gross were also in attendance.

4. PUBLIC COMMENT

Cindy Nobel of Trout Unlimited reported that they were at the end of a two year study which would be finalized this month and would then be applying for Prop 1 funds to complete projects.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Mayor Pro Tem Morton reported that she had attended the Chamber mixer at the High School and toured the new technology classroom.

Councilmember Powers reported that he too had attended the Chamber mixer and also reminded everyone that the Resource Center is always in need of donations.

B. City Manager Report

None

C. Staff Communications

None

6. CONSENT CALENDAR

A. **Minutes** – Adopt the minutes of the City Council special meeting held on January 18, 2017 and the special meeting of February 1, 2017.

B. **Claims** – Adopt Resolution No. 2308 authorizing payment of claims for the period of January 7, 2016 through February 3, 2017.

C. **Special Municipal Election and Mail Ballot Election Services** - Review and consider ratifying revised resolutions per Plumas County specifications:

- Resolution 2305, A Resolution of the City Council of the City of Portola, California, calling for the Holding of a Special Municipal Election to be Held on Tuesday June 6, 2017, for the Purpose of Asking the Voters to Approve an Ordinance Adopting a Special Tax to Fund Fire Protection and Emergency Medical Services. Discussion, possible action.
- Resolution 2306, A Resolution of the City Council of the City of Portola, California Requesting the Board of Supervisors of the County of Plumas to Conduct a Special Municipal All Ballot Election to be held on June 6, 2017. Discussion, possible action.

Finding no Council or public comment, Mayor Pro Tem Morton made a motion to adopt the minutes of the special meetings held on January 18, 2017 and February 1, 2017, to adopt 2308 authorizing payment of claims for the period of January 7, 2017 through February 3, 2017 and to ratify Resolutions Nos. 2305 and 2306. Councilmember Oels seconded the motion and it was unanimously approved.

7. ORDER OF BUSINESS

A. **"Lost and Found" Bike Race** – Discussion, presentation and coordination regarding City participation in the upcoming Lost and Found Bike Race, with Sierra Buttes Trail Stewardship. Discussion, possible action.

Greg Williams explained that organization of the bike race was moving forward although the USFS has not issued the necessary permit due to routing changes necessary to protect Bald Eagle habitat. He requested the City Council consider writing a letter of support and also forming a committee to assist with the event activities within the City.

Councilmember Powers made a motion to provide a letter of support to the USFS emphasizing that the success of the event was depending on the permit being issues, he would draft the letter and hand deliver it. Councilmember Oels seconded the motion and it was unanimously approved by those in attendance.

Mayor Larrieu appointed Councilmembers Powers and Oels to head an Ad Hoc Committee to work on activities within the City.

B. **Fire Tax Ordinance 345** - Consider adoption of Ordinance No. 345, An Ordinance of the City of Portola, County of Plumas Adding Chapter 3.22 of the City of Portola Municipal Code Providing for a Fire Protection and Emergency Response Tax. Discussion, possible action.

City Attorney Steve Gross explained that Ordinance 345 had been previously considered at a special meeting due to time constraints of the County Elections office. He requested the Council consider reaffirming adoption of the ordinance at this regular meeting.

Councilmember Cooley made a motion to adopt Ordinance 345. Mayor Pro Tem Morton seconded the motion and it was unanimously approved by those in attendance.

- C. **Planning Commission** – Council reappointment of current Planning Commission members and re-noticing of a vacancy on the Commission. Discussion, possible action.

Councilmember Oels made a motion to reappoint Bill Mainland, Tom Tobener and Cal Patterson to the Planning Commission. Councilmember Powers seconded the motion and it was unanimously approved by those in attendance.

- D. **Contract for Auditing Services** - Review a proposal for auditing services from Clifton Larson Allen. Consider authorization for the City Manager to enter into a contract with Clifton Larson Allen for auditing services. Discussion, possible action.

Finance Officer Susan Scarlett reviewed the request for approval of a contract with Clifton Larson Allen for auditing services.

Councilmember Cooley made a motion to approve a one year contract with an option for an additional two years. Councilmember Powers seconded the motion and it was unanimously approved by those in attendance.

- F. **Finance Review** –Receive a finance review for the 2016-2017 fiscal year through January 31, 2017. Discussion, possible action and or direction to staff.

Finance Officer Susan Scarlett reviewed the year to date financial report covering the first seven months of the fiscal year. She explained that, with the exception of the snow removal line item, revenues and expenditures are at the expected levels. She also noted that most likely the 215 fund will be split up between economic development and CDGB in the next budget

It was reported that the City was awarded a \$7500 grant from Union Pacific to develop recreational opportunities along the Riverwalk.

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.

There was no reportable action from the closed session.

9. ADJOURNMENT

Councilmember Oels made a motion to adjourn the meeting. Mayor Pro tem Morton seconded the motion and the meeting was adjourned at 6:50 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk

February 8, 2017