

PORTOLA CITY COUNCIL
MEETING MINUTES
May 23rd, 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, Mayor Pro Tem Cooley and Mayor Morton were present. City Clerk Melissa Klundby and City Finance Officer Susan Scarlet were also in attendance.

4. PUBLIC COMMENT

Larry Douglas made comments on his concerns over use the use of public funds and funding for police and fire.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his continued work on the FireWise Assessment with the Fire Safe Committee and fuels reduction at the Portola 192 project site. Councilmember Oels thanked Julie Ruiz and the Fire Safe Committee for hosting the FireWise Community event in the Portola City Park on Saturday May 19th, 2018. Councilmember Oels also thanked Charmaine Ross for passing out community volunteer fire safe fuels reductions forms and collecting over 1,052 hours in volunteer time.

Mayor Pro Tem Cooley reported he had attended the quarterly meeting of the Gold Mountain Community Services District, where Plumas LAFCo gave a presentation on the status of Eastern Plumas County Fire Districts and possibilities for cooperation between the Districts. Mr. Cooley also reported he had attended several meetings of the Fire Ad Hoc Committee, the Finance and Administration Committee and attended the FireWise Community event.

Councilmember Powers reported on his attendance at the Transportation Commission meeting and the FireWise Community event.

Mayor Morton reported she had attended several meetings of the Fire Ad Hoc Committee, the Finance and Administration Committee and the quarterly meeting of the Gold Mountain Community Services District, where Plumas LAFCo gave a presentation.

B. Staff Communications

Interim City Manager, Leslie Chrysler, reported she had numerous meetings, including but not limited to the following:

- John Hodgson, Portola 192
- Susan Jacobson, Sports Success
- Mike Clawson, Big Fish Creations
- Sheriff Greg Hagwood, Plumas County Sheriff Department
- Fire Ad Hoc Committee
- Finance and Administration Committee
- Gold Mountain CSD representatives

Ms. Chrysler also reported she had participated in the FireWise Community event.

Ms. Chrysler then reported staff had reviewed the budget and would like to recommend additional funds for street repairs and the Fire Services contract. The Council determined to set a special meeting for March 30th, 2018 at 3:30 pm to review amendments to the proposed budget, prior to the public hearing on the final 2018/2019 fiscal year budget.

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 March 14th, 2018 as amended and corrected, the minutes of the regular meeting of May 9th, 2018 and the minutes of the Special Meeting held on May 16th, 2018.
- B. **Claims** – Adopt Resolution No. 2351 authorizing payment of claims for the period of May 5th, 2018 through May 18th, 2018.

Larry Douglas asked for an explanation on two claims. City Manager Chrysler noted that the correct way to address Larry's questions would be to pull Resolution No. 2351 from the consent calendar and to move it to the regular budget for discussion. Mayor Morton requested that item 6 B, be removed from the consent calendar and placed in the regular order of business amending the item to include 8. C **Claims** – Adopt Resolution No. 2351 authorizing payment of claims for the period of May 5th, 2018 through May 18th, 2018. The Council concurred.

Finding no further public or Council comment, Councilmember Powers made a motion to move item 6 B, from the consent calendar and place it in the regular order of business to include 8. C, as discussed above and to approve item 6 A. adopting the minutes of the City Council regular meeting held on March 14th, 2018 as amended and corrected, the minutes of the regular meeting of May 9th, 2018 and the minutes of the Special Meeting held on May 16th, 2018. Councilmember Oels seconded the motion and it was unanimously approved during a roll call vote.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Public Hearing, 5th Cycle Housing Element Update** – Public hearing regarding Adoption and Review of the 5th Cycle Housing Element Update and Resolution 2352, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA ADOPTING THE CITY OF PORTOLA HOUSING ELEMENT UPDATE 2014-2019. Discussion and/or possible action.

Melissa Klundby City Clerk reported that the Housing Element is one of seven State-mandated elements of the General Plan, that includes goals, policies, and programs addressing existing and future housing conditions and needs in Portola and that the Housing Elements must be reviewed and approved by the State Department of Housing and Community Development (HCD).

Ms. Klundby reminded the Council that the City Council directed staff to begin preparing the 5th Cycle Housing Element Update on December 13, 2017, in coordination with the Portola 192 Housing Grant application. Since that time, staff developed a Draft Housing Element, held three public meetings, submitted the draft to HCD for its mandated review, and incorporated HCD comments. To expedite review, a “working draft” was submitted to HCD on February 22, 2018. HCD provided a first round of comments on March 7, 2018, which were incorporated into the final draft submittal on March 22, 2018. Additional comments were received on April 9 and May 2, which have been incorporated into this Adoption Draft.

Staff then recommend that the City Council review the presented Housing Element update and adopt Resolution No.2352, adopting the 5th Cycle Housing Element Update (2014-2019).

Mayor Morton asked for public comment and Terri Woods asked for clarification on what was previously discussed. Staff re-reviewed the Housing Element guidelines and adoption process.

Larry Douglas commented that the City of Portola has not approved and finalized a Development Agreement with the Portola 192 project and questioned the coordination of this update with the timing of the Portola 192 Housing Grant application.

Finding no further comments, Councilmember Oels made a motion to adopt Resolution No. 2352, adopting the 5th Cycle Housing Element Update (2014-2019). Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

- B. **Mayor Committee Appointments** – Review and make appointments to fill vacancies in Committees. Discussion and/or possible action.

Staff presented the Mayor with a list of the current Mayor Committees including vacancies created by the retirement of Robert Meacher. Staff also noted that since the City will no longer be contracting with Big Fish Creations the Mayor should disband the Big Fish Ad Hoc Committee.

The Mayor reviewed the list of vacancies and made the following appointments to fill those vacancies and disbanded the Big Fish Ad Hoc Committee. Mayor Morton also appointed Debra Reynolds in replacement of herself, on the Community Development Committee:

Airport Land Use Commission

Leslie Chrysler

Todd Roberts

Abandoned Vehicle Abatement

Susan Scarlet

Todd Roberts

Emergency Services Policy Committee

Leslie Chrysler

Pat Morton (Director)

Integrated Waste Management

Leslie Chrysler

Todd Roberts

SCORE

Melissa Klundby

Susan Scarlett (alternate)

Community Development

Debra Reynolds

Phil Oels

The Council concurred with the Mayoral appointments and the disbanding of the Big Fish Ad Hoc Committee.

- C. **Claims** – Adopt Resolution No. 2351 authorizing payment of claims for the period of May 5th, 2018 through May 18th, 2018.

Mayor Morton asked for public comment. Larry Douglas asked for clarification on the Lake Davis Treatment Utility Bill. Staff noted that this bill is for electricity. Larry also asked for clarification on the bill for medical supplies and staff noted that this was for office, pool and public works first aid supplies.

Finding no further discussion Councilmember Oels made a motion to adopt Resolution No. 2351 authorizing payment of claims for the period of May 5th, 2018 through May 18th, 2018. Councilmember Reynolds seconded the motion and it was approved unanimously during a roll call vote.

9. CLOSED SESSION

None

10. ADJOURNMENT

The meeting was adjourned at 6:37 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk