

**PORTOLA CITY COUNCIL
MEETING MINUTES
August 10, 2016
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Councilmembers Oels, Councilmember Gault, Councilmember Morton, Mayor Pro Tem Larrieu and Mayor Powers were present. City Manager Robert Meacher, Finance Officer Susan Scarlett, City Planner Karen Downs and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Larry Douglas read a comment to the Council concerning his letter to the editor and abatements. He thanked Councilmembers for their efforts in the community.

Dennis Dickenson commented of his free self-defense classes, the need for a truly free garbage disposal day and a Solar Net meeting in Nevada.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his attendance at the Plumas LAFCO meeting, the Fire Safe meeting and the American Legion meeting.

Councilmember Morton reported on her attendance at the Railroad Days Committee meeting including the upcoming Portola Fire Department Pancake Breakfast and noted that there will be live bands during the Railroad Days event.

Councilmember Gault reported that she had attended the Downieville Downhill event.

Mayor Powers reported that he had been busy helping coordinate Railroad Days and Concerts in the Park. Mayor Powers also made comment on a letter of correspondence from Larry Douglas and a concerned citizen.

B. City Manager Report

City Manager Meacher reported on the following:

- Railroad Days
- Congressman LaMalfa's Town hall format visit on the 25th
- Vandalisms in the city park restrooms
- The need to remove yard sale signs and obtain a yard sale permit

- A-15 project status
- Karen Downs' work on a new Union Pacific Grant in coordination with Susan Jacobson and continued work on the Portola Highlands Master Plan with representatives for the owner/developer.

C. **Staff Communications**

CSO Brashear reported on his work progress since the last Council meeting including weed abatements and animal control issues.

City Clerk Melissa Klundby reported on the status of the nomination period for City Council Candidates.

6. **CONSENT CALENDAR**

- A. Minutes** – Adopt the minutes of the City Council regular meeting held on July 27, 2016 and the special meeting on July 29, 2016.
- B. Claims** – Adopt Resolution No. 2293 authorizing payment of claims for the period of July 23, 2016 through August 5, 2016.
- C. Fire Service Assessment** – Adopt Resolution No. 2294 authorizing Plumas County to place the Fire Service assessment on the tax roll.

Susan Scarlett requested that claim/check numbers 38062 be pulled from the consent calendar and acted on separately under item 7. A.

Finding no Council or public comment, Mayor Pro tem Larrieu made a motion to adopt the minutes of the regular meeting held on July 27, 2016, to adopt Resolution No 2294 authorizing payment of claims for the period of July 23, 2016 through August 5, 2016; excluding claim number 38062 and to Adopt Resolution No. 2294 authorizing Plumas County to place the Fire Service assessment on the tax roll. Councilmember Gault seconded the motion and it was unanimously approved.

7. **ORDER OF BUSINESS**

- A. A-15 Project** - Consider Change Order Request 16-04, A15 Phase II Construction. Discussion & possible action.

Dan Bastian, City Engineer, presented the Council with Change Order Request 16-04. Mr. Bastian explained that this change order allows the contractor to dig out the existing old concrete roadbed and soft subgrade. Mr. Bastian explain that this is necessary to maximize the effectiveness of the new pavement.

Larry Douglas asked if this change order stayed within the contingency funds and Mr. Bastian reported that as previously noted there will be approximately \$217,000 left in contingencies after this change order.

Finding no further comment Mayor Pro tem Larrieu made a motion to approve Change Order Request 16-04, A15 Phase II Construction as presented. Mayor Gault seconded the motion and it was unanimously approved during a roll call vote.

Susan Scarlet, City Finance Officer, explained to the Council that claim 38062 was a scheduled progress payment to Sierra Nevada Construction for work on the A-15 project, which is all refundable through Caltrans. Finding no Council or public comment, Mayor Pro tem Larrieu made a motion to adopt/approve claim/check payment number 38062 to Sierra Nevada Construction. Councilmember Morton seconded the motion and it was unanimously approved during a roll call vote.

B. **Public Hearing- Portola 192 Development Agreement Annual Review**– Receive public comment and consider approval of the annual report on the status of the Portola 192 Development Agreement. Receive public comment, discussion, possible action and/or direction to staff.

Karen Downs, City Planner, gave the staff report and reviewed the background, project status and the development agreement for the Portola 192 Development Agreement.

Mayor Powers opened the Public Hearing and asked for public comment. Mr. John Hodgson representative for the project, thanked the Council for their time and reviewed the project. Mr. Hodgson noted that they are not requesting any changes to the existing development agreement, but that he has been approached by the Railroad who would like to obtain a portion of their property. Larry Douglas told the Council about his past experience as a developer and reviewed his history in the area with Mr. Hodgson.

City Manager Robert Meacher reported that staff recommended approval of the annual review of the development agreement.

Finding no further comment Mayor Powers closed the public hearing and Councilmember Oels made a motion to approve the annual review of the development agreement as complete. Councilmember Morton seconded the motion and it was unanimously approved.

C. **Agreement for Marketing Services** – Review the Finance and Administration Committee’s recommendation continuing the Agreement for Marketing Services between the City of Portola and Big Fish Creations, Inc. Discussion and Possible Action.

City Manager Robert Meacher reported the Finance and Administration Committee had reviewed the Big Fish Creations Agreement for Marketing, Branding, and Public Relations with Big Fish Creations on July 20th, and August 3rd 2016; and that at this time, the Committee is recommending no changes to the Scope of Services or terms of the Agreement, however, the committee would like the Council to consider a scope of work prioritization workshop for a future meeting.

Councilmember Morton reported that she would like the contract approved for 90 days, until the Council had set and held the work prioritization workshop for Big Fish Creations.

Mayor Pro tem Larrieu and Councilmember Gault noted that they would like to just extend the contract for a full year.

Mayor Powers expressed concerns with the “Discover Portola” website and asked for public comment.

Bob Morton commented that Big Fish Creation has been working with the City for two years and that it does not seem that the City is happy with the “Discover Portola” website. Mr. Morton noted that it seems better to just give the money paid to Big Fish to the Eastern Plumas Chamber of Commerce so that they could expand on the actual City Website.

Dennis Dickenson asked about the IP traffic on the “Discover Portola” website and Michael Clawson reported that they get 400 hits a week

Larry Douglas commented that it sounds as if website efforts are being duplicated and that the City should continue the Big Fish contract; but give the contractor more direction.

Patty Clawson, Big Fish Creations, explained that the original intent behind the “Discover Portola” website was as a landing page for the bicycle giveaway. Patty noted that the site has a very robust backend which Big Fish Creations utilizes to determine traction for City events/news/visitors and social media resources. Patty noted that the website’s amazing backend made it possible for them to keep track of marketing efforts and worked as a landing page for City of Portola Press releases.

Following a further brief discussion, Councilmember Larrieu made a motion to continue the contract with Big Fish Creations for an additional year. Councilmember Gault seconded the motion. The motion was approved 3 yes: 2 no; with Mayor Powers and Councilmember Morton voting no.

8. CLOSED SESSION

- A. **Exposure to Litigation** - Closed session pursuant to Government Code Section 54956.9(d) (2), Conference with legal counsel, Exposure to litigation.

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

9. ADJOURNMENT

Mayor Powers made a motion to adjourn the meeting. Councilmember Oels seconded the motion and the meeting was adjourned at 7:13 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk