

**PORTOLA CITY COUNCIL
MEETING MINUTES**

March 11th, 2015

6:00 p.m.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

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

4. PUBLIC COMMENT

Kevin Trutna, Feather River Community College Superintendent/President, addressed the Council and commented briefly on the status of Feather River College and expressed an interest in pursuing a partnership with the City of Portola. Mr. Trutna also noted that two students at Feather River College were recognized as two of the top students in academics out of all of the colleges in the California Community College system.

Larry Douglas commented on his activity cleaning up animal waste and garbage in downtown Portola and thanked the City manager and Public Works staff for their beautification efforts downtown. He also voiced his support for rental by the City of the Court House in Portola and the idea of a civic center at that location.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Mayor Pro Tem Powers reported that he had attended the Juvenile Justice and Delinquency Prevention Program goal setting meeting. Councilmember Powers also commented that at the Saturday budget planning session the Council focused some of their discussion on revitalizing Portola, education, and promoting business growth.

Councilmember Oels reported that he has been working to determine ownership and get an assessor parcel number (APN) for the property that Turner Springs is located on. Councilmember Oels also reported that he coordinated with the volunteer fire department to assist in ADA path preparation at the West End Park.

Councilmember VanDahlen reported that she had met with a group who is working to establish an after school activity center for young people, where the focus will be to provide a place where they can learn about options available to them for their success in the business world.

Mayor Gault reported that she had spoken at a 5th grade class presentation on City government.

B. City Manager Communications

City Manager Robert Meacher reported the following:

- On 2/26 he attended a meeting with Sherriff Hagwood, where he indicated that the Plumas County Sheriff was “all in” with the concept of moving City Hall to the Courthouse. To date the City has heard nothing back from the state at this time.
- On 3/2 the City Manager attended a Drought Taskforce meeting.
- Attendance per invite by Big Fish Creations at the Mohawk Valley Independence Day meeting, where Mr. Meacher’s suggested theme of celebrating volunteerism and small town’s was selected as the theme for the parade and event.
- City Manager Meacher reported briefly on some of the key concerns that the Council discussed during the budget planning workshop, these included but were not limited to :
 - Councilmember Oels request for info on Turner Springs. To date Staff is researching running the water line down A-15 and staff found out today that the County has agreed to an encroachment permit at no cost to the City for the possible Turner Spring Utility Easement Project. Staff will return at a later date with a cost estimate and project proposal
 - Councilmember VanDahlen and Larrieu have asked about additional signage and banners. Staff will prepare a budget amendment request from for the March 25 meeting.
 - Mayor Pro Tem Powers has asked about working with our regional partners; staff is working with the USFS in regard to sponsoring a portion of the Lake Davis Trail.
 - Mayor Gault voiced her concerns in regards to early childhood development options in the City. Staff will continue its partnership efforts and is meeting with Feather River Community College and representatives from the Plumas Unified School District tomorrow at City Hall to continue discussions on this issue.

6. CONSENT CALENDAR

- A. **Minutes** - Adopt the minutes of the Regular City Council meeting held on February 25th, 2015.
- B. **Claims** - Adopt Resolution No. 2239 authorizing payment of claims for the period of February 21, 2015 through March 6, 2015.

Finding no public or Council comment Councilmember Oels made a motion to adopt the minutes of the Regular City Council meeting held on February 25th, 2015 and to adopt Resolution No. 2239 authorizing payment of claims for the period of February 21, 2015 through March 6, 2015. Councilmember Larrieu seconded the motion and it was unanimously approved.

7. PRESENTATIONS

- A. **Regional Air Quality Control** – Presentation from Julie Ruiz, Air Pollution Control Specialist on the Woodstove Change out program and workshop event scheduled for March 19 at 6:00PM at the Portola Veterans Hall.

Julie Ruiz, Air Pollution Control Specialist, presented the Council with information on a workshop event scheduled for March 19 at 6:00 pm at the Portola Veterans Hall; that will focus on woodstove smart burning practices. Julie answered public questions regarding monitoring and air quality compliance and encouraged everyone to attend the workshop.

9. ORDER OF BUSINESS

- A. Third Party Receiverships** – Consider Seeking Requests for Qualifications (RFQ) for Code Enforcement from Qualified Applicants for Third Party Receivership Program. Direction to Staff. Discussion and/or possible action.

City Manager Robert Meacher reported that the contract received by the company originally scheduled to provide the Council with a presentation on implementation of a Third Party Receivership Program was currently under review. Mr. Meacher reported that the cost per hour was unclear and staff requested that the Council provide consensus for staff to seek requests for Requests for Qualifications (RFQ) for Code Enforcement from Qualified Applicants for Third Party Receivership Program. Finding no Council or further public comment, Mayor Gault asked for a consensus and the Council requested that staff prepare and seek RFQ's.

- B. City of Portola Website** – Review current City of Portola website and contract. Review proposal for website design and maintenance from Eastern Plumas Chamber of Commerce and Big Fish Creations. Discussion, direction to staff and possible action.

Mayor Pro Tem Powers recused himself and left the Council chambers noting that he sits as a member on the Eastern Plumas Chamber of Commerce Board.

Eastern Plumas Chamber representatives Donna Mills, Member Services and Marketing Manager, Audrey Ellis, Executive Director, Patricia Ryan, Board member/Director and Richard Scully from Chamber Nation introduced themselves.

Donna Mills noted that she would be speaking on behalf of the Chamber and expressed concerns over the agenda item, noting that the Chamber was not aware that this was a review of the website contract and proposal and thought that the Chamber was in attendance to present the current website design. Donna expressed concerns that no Request's for Proposals (RFP's) had been circulated and that the Chamber was not aware the City was unhappy with its website and was canceling its current contract.

City Manager Robert Meacher noted that staff and the Chamber had met to discuss website concerns and that the current website was not approved by staff to go "live". Staff and the Chamber also discussed problems that had originated from the timing of going "live" with the new website and posting requirements.

After continued discussion, Mayor Gault noted that she would like to table this agenda item and apologized for any miscommunications that had resulted in the issues with going "live" with a new website design.

Patricia Ryan noted that the Chamber had come prepared to present the current website and asked the Council if they would like to look at it. The Council concurred and the Chamber reviewed the updated website.

The Council asked Michael Clawson from Big Fish Creations if he would like an opportunity to present his companies proposal for a City of Portola website. Mr. Clawson requested that he not present at this Council meeting. The Council thanked him for his time and attendance at the meeting.

The Council then discussed how to proceed and asked that this agenda item be tabled so that a review of the current contract could be discussed and requested that staff send out a formal RFP before proceeding with discontinuing or continuing the current website contract.

Following continued discussion Councilmember Larrieu made a motion requesting that staff put together a Request for Proposal for solicitation of City of Portola website design and maintenance to local companies and that the City extend the current contract termination request with the Eastern Plumas Chamber of Commerce. Councilmember VanDahlen seconded the motion and it was unanimously approved.

C. Advertising – Review cost for preparation and placement of ad in Wheels and Deals publication, including cost for consultant to prepare the ad. Authorize appropriate budget amendment for ad and consultant cost. Discussion, possible action.

City Manager Robert Meacher presented this issue on behalf of Public Works Director, Todd Roberts. Mr. Meacher reported that he has been in contact with Mike Clawson from Big Fish Creations who has a verbal agreement from the local Deals and Wheels magazine to run City of Portola promotional ad's at half price. Big Fish Creations provided the Council with a contract for the creation of the ad in an amount not to exceed \$250.00.

The City Council discussed the benefits of an ad placement and costs. Finding no public comment Councilmember VanDahlen made a motion to approve a total amount not to exceed \$1,500, which included the cost for the ad creation payable to Big Fish Creations in an amount not to exceed \$250.00. Councilmember Oels seconded the motion and it was unanimously approved.

D. Plumas County Fire Safe Council- Review the goals of the Collaborative Forest Restoration Act and consider a Letter of Support to the Plumas County Fire Safe Council. Discussion, possible action.

Mayor Pro Tem Powers presented the Council with a letter of support drafted to the Plumas Fire Safe Council and introduced Mike De Lascaux. Mr. De Lascaux thanked the Council for expressing their interest in supporting the Plumas Fire Safe Council and explained the mission of the Collaborative Forest Restoration Act and the involvement of the Plumas Fire Safe Council.

Mayor Pro tem Powers reviewed the letter and requested that the Council authorize Mayor Pro tem Powers to make amendments to the addressing of the letter and authorize the Mayor to sign the amended letter.

Councilmember Larrieu commented that this is a great thing for the city to support and finding no public comment made a motion authorizing Mayor Pro Tem Powers to make amendments to the letter presented, as requested, and to authorize the Mayor to sign and mail the letter of support. Councilmember Oels seconded the motion and it was unanimously approved.

E. Planning Commission Vacancy- Consider advertising for vacancy. Discussion, possible action.

City Planner Karen Downs reported that Planning Commissioner Stacy Domaille has had to resign his position on the Planning Commission because he is moving out of the area. She reported that Planning Commission appointments are required to be made by the Mayor with consensus of the City Council. Ms. Downs requested that the Council approve her to advertise the vacancies and to bring letter of interest to the Council for review and make selection of a new Planning Commissioner.

Finding no public or Council comment Councilmember Larrieu made a motion requesting staff advertise for the vacant Planning Commission seat and bring back to the Council letters of Interest for review and selection of a new Commissioner. Mayor Pro tem Powers seconded the motion and it was unanimously approved.

F. Proclamation of Local Emergency Due to Drought Conditions in Portola, California – Review Proclamation. Discussion and/or possible action.

Finding no public or Council comment Councilmember Larrieu made a motion to approve the Proclamation of Local Emergency Due to Drought Conditions in Portola, California. Councilmember Oels seconded the motion and it was unanimously approved.

10. CLOSED SESSION

- A. **Anticipated Litigation** -Closed session pursuant to Government Codes Section 54956.9(d)(2), anticipated litigation, one case.
- B. **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.

There was no reportable action from the closed session.

11. ADJOURNMENT

The meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk