

**PORTOLA CITY COUNCIL
MEETING MINUTES
February 24, 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 Gault, Oels, VanDahlen, Mayor Pro Tem Larrieu and Mayor Powers were present. City Manager Robert Meacher, Finance Officer Susan Scarlett, City Attorney Steve Gross, City Planner Karen Downs, Public Works Director Todd Roberts and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Bob Morton, Portola resident, commended the new Community Service Officer, Chuck Brashear for a dog issue he handled professionally in his neighborhood and requested that the CSO report monthly to the Council on his calls and activity.

Lela Mowry requested the public works department address the deteriorating Riverwalk pathway.

Larry Douglas read the Council a statement requesting that public comment be allowed at 5 minutes and promoted introducing Northern Pike and or other alien species back into Lake Davis as an alternative fishery. Mr. Douglas also requested that the City look at groundwater resources and disincorporation of the City.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Mayor Powers reported that he had attended an SSTAC meeting discussing the unmet needs of public transportation in the area.

Councilmember VanDahlen reported that the Finance and Administration met previous to the City Council meeting to discuss the Law Enforcement Services Contract, which is agendized later during this meeting.

Councilmember Oels reported that he had gotten a tour of the West End Park from Todd Roberts, Public Works Director.

B. Staff Communications

Robert Meacher reported on the following items:

- A meeting with Quincy Fire in regarding options for raising the Fire Assessment fee.
- A new business moving into the old Captain Hooks that is exploring a Farmers' Market and wedding venue.

- Public Works is spreading some decomposed granite at the bowling alley property and has requested removal of the fencing by the property owner.
- The CSO plan to make monthly reports to the Council and that the CSO Chuck Brashear is working on Muni Code violations and blight.
- City Hall Wi-Fi is temporarily disabled due to a network security issue.
- Work being done on Golden Springs.
- Efforts are being renewed in regard to the arsenic wellhead, turner springs, and the CDBG sewer grant.
- Improvements are continuing to be made at West End Park.

Susan Scarlett, City Finance Officer, reported that the budget worksheets have been distributed to staff as scheduled and that work on the 2016/2017 budget will begin soon.

6. CONSENT CALENDAR

- A. **Minutes** - Adopt the minutes of the City Council regular meeting held on February 10th, 2016.
- B. **Claims** - Adopt Resolution No. 2273 authorizing payment of claims for the period of February 6th, 2016, through February 19th, 2016.

Finding no Council or public comment, Mayor Pro Tem Larrieu made a motion to adopt the minutes City Council special meeting held on February 10th, 2016, and adopt Resolution 2273 authorizing payment of claims for the period of February 6th, 2016, through February 19th, 2016. Councilmember Oels seconded the motion and it was unanimously approved.

7. PRESENTATIONS

- A. **Big Fish Creations** – Presentation Regarding Marketing Efforts Underway and Completed.

Patty and Michael Clawson, Big Fish Creations, gave the Council a detailed report outlining the purpose and scope of the website DiscoverPortola.com, the City's presence on Facebook, and presented the Council with copies of a rack card they produced as a promotional piece for the City of Portola.

Robert Meacher reintroduced the idea of an “ambassador program” and noted that he will continue to work on this approach to community, business and tourism outreach.

8. ORDER OF BUSINESS

- A. **CDBG** – Receive an update on Community Development Block Grant Program Income Activities. Discussion, possible action.

City Planner Karen Downs reviewed the staff report which included updates on the Community Development Block Grant (CDBG) regulations which require that the City spend 100% of its Program Income money before being reimbursed for any other CDBG activities. Updates were given on the Joy Way Vault project and ADA improvements at City Park, West End Park, and Little League fields.

Councilmember Gault questioned why the ADA improvement projects were over budget and Mayor Pro Tem Larrieu had questions regarding possible completion of the Joy Way Vault project.

Public Works Director Todd Roberts reported that the ADA projects were more labor intensive than originally planned and City Planner Karen Downs noted that the Joy Way Vault project bids came in over budget and that due to the expense of the ADA improvements, that project was on hold until it could be further evaluated.

Staff also noted that they would like to move several of the Temporary Workers to Part-Time staff so that the ADA projects could be completed in a timely manner. Staff noted that they will review the cost of doing so and address this issue further during the budget process.

Finding no public comment, Mayor Pro Tem Larrieu made a motion to direct staff to move forward with the completion of the ADA projects as outlined and to place the Joy Way Vault project on hold until project costs are reevaluated. Councilmember Oels seconded the motion and it was unanimously approved.

B. City Projects – Receive an update on various City/Public Works projects. Discussion, possible action.

Public Works Director Todd Roberts reported on the following ongoing public works projects:

- Fire Hall Painting
- Caboose ADA Improvements and maintenance
- Golden Springs

The Council and staff then discussed the cleanup of the bowling alley fire site. City Attorney, Steve Gross reported that the City will look to recover costs, when appropriate, during the probate process.

C. Law Enforcement Contract – Receive an update from the Finance and Administration Committee regarding the 2015-16 Law Enforcement Contract. Discussion, possible action.

Mayor Pro Tem Larrieu reported that the Finance and Administration Committee met to discuss the 2015-16 Law Enforcement Contract between the City of Portola and Plumas County. Staff reported that at the meeting it was determined that the contract would be amended to allow the City of Portola to reserve \$10,000 from the COPS grant for any costs incurred by the City of Portola for the Community Service Officer; and that the reserved funds would go back to the County of Plumas if not used for the CSO. City Manager Robert Meacher noted that Sheriff Hagwood was in agreement with this amendment and that the contract would be before the Board of Supervisors at its next regular meeting for approval, with the suggested amendments.

Finding no public comment Mayor Pro Tem Larrieu made a motion to approve the proposed amendment to the 2015-16 Law Enforcement Contract; to allow the City of Portola to reserve \$10,000 of the annual COPS funds to pay for fees associated with the Community Services Officer. Councilmember VanDahlen seconded the motion and it was unanimously approved.

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.
- B. **Public Employee Performance Evaluation- City manager** - Closed session pursuant to Government Code Section 54957, evaluation of 3rd quarter performance, City Manager, City of Portola. Discussion/Possible action

Following a five minute recess the Council met in closed session. Mayor Powers reported out from closed session under item A. that the Council unanimously approved a motion to accept the claim of Todd Roberts in an amount necessary to repair the damage to his vehicle, but not to exceed a maximum amount of \$5,054.73.

There was no reportable action under item B.

9. ADJOURNMENT

Mayor Pro Tem Larrieu made a motion to adjourn the meeting at 8:45 p.m. Councilmember Oels seconded the motion and it was unanimously approved.

Respectfully Submitted,

Melissa Klundby, City Clerk