

**PORTOLA CITY COUNCIL
MEETING MINUTES**

**July 22, 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 Oels, VanDahlen, and Mayor Gault responded to the roll call. City Manager Robert Meacher, City Finance Officer Susan Scarlett, and City Clerk Melissa Klundby were also in attendance. Councilmember Larrieu and Mayor Pro Tem Powers were absent.

4. PUBLIC COMMENT

Julie Ruiz from the Regional Air Quality Control Board introduced two representatives from the USEAP District 9, who will be working with the her agency exploring grants to address air quality non-attainment levels.

Larry Douglas commentated on the City Attorney contact, affordable public services, and the Council's review of the Policies and Procedures Manual.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember VanDahlen reported on the website ad hoc meeting and the success of the recent Portola Fire Department Annual Beef Feed

Councilmember Oels reported on his work at Turner Springs and the proposed recommendations of the Infrastructure Committee to link continued water service with payment of garbage service.

Mayor Gault reported that the "I Love Portola" highway cleanup day was very successful and thanked Richard Arnold for his continued work picking up trash along the Highway 70 corridor.

B. City Manager Communications

City Manager Robert Meacher reported that the recent heavy rain storm caused several drainage issues in the City, which were quickly addressed by the Public Works department. He also reported on the numerous meeting and contacts has had since the last City Council meeting.

Staff Communications

Susan Scarlett reported on the Transportation Commission meeting, in the absence of Councilmember Larrieu, noting that at the recent meeting the Commission reviewed public transportation route changes which did not affect the City.

6. CONSENT CALENDAR

- A. **Minutes** - Adopt the minutes of the Regular City Council meeting held on June 24th, 2015.
- B. **Claims** - Adopt Resolution No. 2258 authorizing payment of claims for the period of June 20th, 2015 through July 22, 2015.

Finding no Council or public comment Councilmember Oels made a motion to adopt the minutes of the Regular City Council meeting held on June 24th, 2015 and to adopt Resolution No. 2258 authorizing payment of claims for the period of June 20th, 2015 through July 22, 2015. Councilmember Van Dahlen seconded the motion and it was unanimously approved.

7. ORDER OF BUSINESS

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

City Manager Robert Meacher reported that in the future this Proclamation will be placed on the consent calendar since it is non-controversial in nature.

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

- B. **City Engineer Employment Agreement** - Consideration and Possible Action to approve City Engineer Employment Contract.

Staff presented the Council with the City Engineer Employment Contract for Dan Bastian. Susan Scarlett reported that this contract is a requirement of the State and that all funds are reimbursed through Caltrans for the work done by Mr. Bastian on the A-15 road project.

Larry Douglas asked for clarification of the contract and staff reviewed the reimbursement procedures from Caltrans.

Councilmember Van Dahlen made a motion to adopt the City Engineer Employment Contract as presented. Councilmember Oels seconded the motion and it was unanimously approved.

- C. **Review of City of Portola Procedures Manual** – Review the current City of Portola Procedures Manual. Discuss and review policy and discuss and review possible updates. Discussion and possible action.

Mayor Gault reported that due to the absence of Councilmember Larrieu and Mayor Pro Tem Powers, this item would be re-agendized for the August 12, 2015 City Council meeting.

- D. **State Parks Off Highway Vehicle Grant** – Consider City involvement in developing Grant Application. Discussion and possible action.

City Manager Robert Meacher presented the Council with the staff report on the grant application process for the purchase of property and development of a State Parks Off Highway Vehicle Park.

Mayor Gault asked for public comment and Mic Housel commented that an OHV park could bring tourism and money into the area. Larry Douglas asked if noise issues had been considered.

Following brief Council discussion Councilmember Van Dahlen made a motion requesting staff to work with Grant Writers Administrators in applying for a State parks OHV Grant and to bring the Council information regarding the application process, and for the development of a budget for further application development. Councilmember Oels seconded the motion and it was unanimously approved.

E. **Approval of Agreement for Architectural Services, CDBG** - Consider approval of agreement with Blake Shelters, Architecture. Discussion and possible action.

City Manager Robert Meacher presented the Council with the staff report. Mr. Meacher noted that the City received “sole source approval” to enter into a contract with Blake Shelters, Architect for architectural services for the Plumas Crisis Intervention Resource Center. Mr. Meacher reported that several firms requested information on the project but only Blake Shelters submitted a bid for services. Mr. Meacher further reported that bid was reviewed by staff and determined to be within the anticipated cost for services.

Finding no public or Council comment, Councilmember Van Dahlen made a motion to approve the Agreement for Professional Consulting Services with Blake Shelters, Architect.

8. CLOSED SESSION

A. **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 information to report under the closed session item.

9. ADJOURNMENT

Councilmember Oels made a motion to adjourn the meeting at 6:32 p.m. Councilmember Van Dahlen seconded the motion and it was unanimously approved.

Respectfully Submitted,

Melissa Klundby, City Clerk