

**PORTOLA CITY COUNCIL
MEETING MINUTES
March 8, 2017
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Councilmembers Oels, Mayor Pro Tem Morton and Mayor Larrieu were present. Councilmember Cooley appeared telephonically from his agendized location. Councilmember Powers was absent. City Manager Robert Meacher, Finance Officer Susan Scarlett, City Attorney Steve Gross and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Larry Douglas commented on his letter to the editor.

Dennis Dickenson thanked Community Service Officer, Chuck Brashear for his help in contacting him during the communication outage which occurred during the February storm event.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Mayor Larrieu reported on his attendance at the Plumas LAFCo meeting and the Transportation Commission meeting.

Councilmember Oels reported on the Lost and Found Bike Race committee meeting and noted that he will be attending the Western Pacific Railroad meeting to discuss their participation in the events happening during the Lost and Found Bike race event.

Mayor Pro Tem Morton reported that she had attended the Plumas LAFCo meeting.

Councilmember Cooley reported that he had completed his mandatory ethics and harassment training modules.

B. City Manager Report

City Manager Meacher reported on the following items:

- Oroville Dam failure and implications to water districts
- The visit from Cal OES
- Vandalism at the public works yard
- Portola Highlands project status

- The awarded Western Pacific Foundation Grant of \$7,500, which the City is going to use to create a Frisbee golf course along the river walk with the use of volunteers and City staff
- Progress of the Beckworth Peak Rim Trail
- Discussions with the USFS concerning the East End Park
- The continued progress of the Youth Soccer Grant/State Parks/Ball Fields
- Work a on water and sewer grant through the State of California
- Plumas Sierra Business summit on April 24, 2017
- Western Pacific Railroad Museum Reno Conference (May 4th – 7th)

City Manager Meacher also introduced the Council to the new Beckwourth District Ranger Matt Jedra. District Ranger Jedra reviewed East End park proposal, the Beckwourth Rim Trail plan and the coordination to the Lost and Found bike race event with the City. The Council thanked Mr. Jedra for his presentation and cooperation with the City of Portola on economic development opportunities.

C. Staff Communications

Community Service Officer Brashear reported on the damage from the recent storm events and the status of his abatement work.

City Attorney Steve Gross reported that a new California case has raised issues concerning the Brown Act and City policies regarding email search protocol. Mr. Gross noted that he would be bringing the Council an updated policy on email retention and record keeping as a result of these case findings.

6. CONSENT CALENDAR

- A. Minutes** – Adopt the minutes of the City Council special meeting held on February 8, 2017 and the special meeting of February 15, 2017.
- B. Claims** – Adopt Resolution No. 2312 authorizing payment of claims for the period of February 4, 2016 through March 3, 2017.

Mayor Pro Tem Morton requested that staff review the following three claims:

1. Big Fish Creations – \$990.00
2. Bravo Transmission - \$3,935.49
3. Coates tire Center – 11,919.02

Staff noted that the additional payment to Big Fish Creations was for services rendered during the February Storm event, and that the payment to Bravo Transmission and Coated Tires were for service to large equipment broken during the winter storm events.

Finding no further comments or discussion Councilmember Oels made a motion to adopt the minutes of the City Council special meeting held on February 8, 2017 and the special meeting of February 15, 2017 and Resolution No. 2312 authorizing payment of claims for the period of February 4, 2016 through March 3, 2017. Mayor Pro tem seconded the motion and it was approved during a roll call vote; 4 Yes/1 Absent/0 No.

7. ORDER OF BUSINESS

- A. **“Lost and Found” Bike Race** – Committee report and discussion regarding City participation in the upcoming Lost and Found Bike Race, with Sierra Buttes Trail Stewardship. Discussion, possible action.

City Manager Meacher presented the Council with minutes of the Lost and Found Bike Race Committee meeting and discussed the Committee and Staff work on opening the City Park and the ball fields to overflow camping for the event. The Committee is also coordinating Friday and Saturday events; including food and music.

City Attorney Steve Gross requested that staff and the committee review camping guidelines and requirements, a safety plan, parking and traffic control, security, sanitation and trash facilities. Mr. Gross also requested that the City be listed as additionally insured by the race event.

Staff noted they are working on several of these issues currently and will be putting together a more cohesive operating plan.

- B. **Economic Development Committee** – Appoint a second member to the Economic Development Committee. Discussion, possible action.

Mayor Larrieu appointed Councilmember Oels as the second member of the Economic Development Committee. Finding no discussion the Council concurred with the appointment.

- C. **Financial Update**–Review and Discuss Budget Amendments to Fiscal Year 2016-2017. Discussion and/or possible action.

Susan Scarlet presented the Council with several budget amendments which were previously authorized by the City Council at previous Council meetings. The Council reviewed the items and asked for public comment. Larry Douglas asked what contingency funds the City had used and City Finance Officer Susan Scarlett reported that the City does not use contingency funds. Finding no further comments Mayor Pro Tem Morton made a motion to approve the budget amendments as presented. Councilmember Oels seconded the motion and it was approved during a roll call vote; 4 Yes/1 Absent/0 No.

8. CLOSED SESSION

- A. **Exposure to Litigation** - Closed session pursuant to Government Code Section 54956.9(d) (4), Conference with legal counsel, deciding whether to initiate litigation, one case.
- B. **Exposure to Litigation** - Closed session pursuant to Government Code Section 54956.9(d) (2), Conference with legal counsel, Exposure to litigation, one case.

There was no reportable action from the closed session.

9. ADJOURNMENT

Councilmember Oels made a motion to adjourn the meeting. Mayor Pro tem Morton seconded the motion and the meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk

March 8, 2017