

**PORTOLA CITY COUNCIL
MEETING MINUTES
May 9th, 2018
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Councilmember Oels, Powers, Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. City Attorney Steve Gross, City Clerk Melissa Klundby and City Finance Officer Susan Scarlet were also in attendance.

4. PUBLIC COMMENT

Larry Douglas made comment on a wide variety of topics.

Josh Hart commented on the proposed cell phone tower for Beckwourth Peak and requested that the Council take action to request the County pass a cell phone and telecommunications Ordinance.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his continued work on the FireWise Assessment with the Fire Safe Committee and fuels reduction at the Portola 192 project site. Councilmember Oels also noted that the Fire Safe Committee will be hosting a FireWise Community event in the Portola City Park on Saturday May 19th, 2018.

Mayor Pro Tem Cooley reported he had attended several meetings of the Fire Ad Hoc and the Finance and Administration Committee and participated in the Lake Davis trail cleanup event in cooperation with the Portola Rotary.

Councilmember Powers reported on his attendance at the Juvenile Justice Commission meeting and commended Todd Roberts on his work at the City Park for the Children's race event on June 2nd following the Lost and Found Bike Race event.

Mayor Morton reported she had attended several meetings of the Fire Ad Hoc and the Finance and Administration Committee.

B. Staff Communications

Susan Scarlett reported that the Council would be holding a Special meeting to review the budget on May 16th at 2 pm.

6. CONSENT CALENDAR

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

- A. **Minutes** – Adopt the minutes of the City Council regular meeting held on April 25th, 2018 and the Special Meeting held on May 2nd, 2018.
- B. **Claims** – Adopt Resolution No. 2348 authorizing payment of claims for the period of April 21st, 2018 through May 4th, 2018.

Larry Douglas asked for an explanation of the Minerva Fire Fees. Susan Scarlett reported that these were money filtered through the City, paid by the State of California, to firefighters who had assisted at the Minerva Fire. Finding no further public or Council comment, Councilmember Powers made a motion to adopt the consent calendar as presented above. Mayor Pro Tem Cooley seconded the motion and it was unanimously approved with a roll call vote.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Asphalt Concrete Material Bid** - Bid Opening and Award for Asphalt Concrete Material (Delivery) Bid No. 2018-001. Discussion and/or possible action.

Steve Gross presented the staff report from City Engineer Dan Bastian. Mr. Gross confirmed that by accepting this bid the City is not obligated to purchase any set quantity of asphalt but acceptance of the bid allows the City to purchase asphalt at that pricing presented, with pricing being good for a years' time.

Steve Gross then reviewed the low bid and noted that the minor irregularity did not give that bidder an advantage.

Terri Woods asked Steve Gross to re-clarify his entire previous report and attorney Steve Gross re explained all of the previous information presented. Terri Woods asked if there was enough asphalt to fix all of the pot holes in town.

Susan Scarlett noted that this item was not budgeted and when asphalt is purchased a budget amendment may be requested. Susan noted that FEMA had denied all outstanding City claims, but that Todd Roberts was working on an appeal of that decision.

Larry Douglas asked for clarification on how much money will be spent on fixing the roads. Susan Scarlett reported that the public works department would be operating within there budget.

Finding no further discussion Councilmember Oels made the following motion and it was seconded by Councilmember Reynolds and unanimously approved:

1. Determine the irregularity in the bid (i.e. no signed Addendum submitted) from Sierra Cascade Aggregates & Asphalt Products, Inc. is minor, waive such irregularity and determine the bid to be responsive.
2. Award the contract to Sierra Cascade Aggregates & Asphalt Products, Inc.
3. Authorize the City Manager to sign the Notice of Award.
4. Authorize the City Engineer or Manager to sign the Notice to Proceed (once the bonds, insurance documents and contract document requirements have been approved.)

B. **Interim City Manager Contract Approval and Appointment** – Discuss and review City of Portola, Interim City Manager Contract and appointment. Discussion, possible action.

City Attorney Steve Gross reviewed the contract terms with the Council; including CALPERs restrictions on work hours, termination terms, and compensation. Mayor Morton asked for public comment.

Larry Douglas asked how many hours Leslie Chrysler could work as a retired annuitant and Mr. Gross noted approximately 18 hours per week during the next fiscal year.

Terri Woods asked for clarification on what was being discussed as she was unaware that the previous City Manager had retired early. Mr. Gross re-explained the contract.

The Council then discussed the recruitment process for a regular full time City Manager, noting the process could take anywhere from 6 months to a year.

Mayor Pro Tem Cooley made a motion to approve the appointment of Leslie Chrysler as the Interim City Manager and to approve the contract as presented. Councilmember Reynolds seconded the motion and it was unanimously approved.

C. **Resolution 2349**- Review Resolution 2349- *A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES.* Discussion and/or possible action.

D. **Resolution 2349**-Review Resolution 2350- *A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA, CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 6, 2018 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.* Discussion and/or possible action.

Items 8 C and 8 D were discussed congruently. City Clerk Melissa Klundby, reviewed the Resolutions and noted that this election was for the election of two, two year Councilmember terms, the election of two, full four year Councilmember term; and a full four year City Clerk and City Treasurer term. The City Clerk also explained that the Resolution requested the County consolidate and run the City election.

Finding no discussion Councilmember Powers made a motion to approve Resolution's 2349 and 2350 and this motion was seconded by Councilmember Oels. The Resolutions were unanimously approved during a roll call vote.

- E. **Ordinance 350**- Approval of Ordinance 350, An Ordinance of the City of Portola, County of Plumas Amending Chapter 17 of the Portola Municipal Code to add Provisions for Emergency Shelters and Transitional Housing Pursuant to the City of Portola Housing Element and Senate Bill 2 Requirements. Discussion, possible action.

City Attorney Steve Gross presented Ordinance 350 and reported that Senate Bill 2 (SB2) establishes new Housing Element requirements relating to emergency shelters and transitional housing. Mr. Gross noted that in order for the office of Housing and Community Development to approve our Housing Element update our zoning code must be amended to comply with SB2 requirements.

Mr. Gross also reported that that the April 25th, 2017 regular City Council meeting the Ordinance had been introduced and the second reading waived.

Finding no further discussion, Councilmember Oels made a motion to adopt Ordinance 350, An Ordinance of the City of Portola, County of Plumas Amending Chapter 17 of the Portola Municipal Code to add Provisions for Emergency Shelters and Transitional Housing Pursuant to the City of Portola Housing Element and Senate Bill 2 Requirements. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

9. CLOSED SESSION

None

10. ADJOURNMENT

The meeting was adjourned at 6:40 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk