

**PORTOLA CITY COUNCIL
REGULAR MEETING
MINUTES
September 25, 2013 7:00 p.m.**



❖ **CALL TO ORDER**

Mayor Larrieu called the meeting to order at 7:00pm and led the pledge of allegiance.

❖ **ROLL CALL**

Council Members, Morton, Gault, Mark, Mayor Pro Tem Oels and Mayor Larrieu responded to the roll call. Interim City Manager Todd Roberts, Finance Officer Susan Scarlett, Planner Karen Downs, City Attorney Steve Gross, and City Clerk Tiana Bradley were also present during the meeting.

❖ **PUBLIC COMMENT**

Dennis Dickinson: Discussion on possible new Radio Station.

Greg Lohn: Positive comments on all the changes done to Portola in the past 12 years due to the hard work and dedication of the City Employees of Portola.

Amy Groger: Positive comments on the City Employees of Portola agreed with Greg on all the changes to Portola and dedication of Kellie and Kim.

Bill Powers: Thanked all the volunteers for their help with the Concerts in the park that occurred over the summer. Mr. Powers reported that the concerts generated a total income of \$700.

Michelle Gault: Addressed the Community and read a written letter in support Portola moving forward and continuing on in a positive direction.

Sue Wildermuth: Discussion on the issues previously presented with Mr. Kaiser.

❖ CITY COMMUNICATIONS

A. City Council/Committee Reports

- SCORE will be meeting at the end of the Month.
- Transportation Committeemet- there was no business relevant to the City.
- Integrated Waste Management Board will be meeting.

B. City Manager Report: Todd Roberts

- Mr. Roberts informed the City Council that the City Staff are all performing exceptionally well.
- Informed the City Council Utility Billing will be reported on October 9th, 2013
- Informed the City Council that Woodridge filed for Bankruptcy
- Discussion: On possible Solar Modifications to City Hall in order to safe a sufficient amount of money.

❖ CONSENT CALENDAR

A. Minutes – The City Council adopted the minutes of the meetings held on: July 11, 2013 City Council Workshop; July 17, 2013 Water Forum; July 24, 2013 Regular City Council Meeting; August 13, 2013 City Council Workshop; August 14, 2013 Regular City Council Meeting; and August 28, 2013 Regular City Council Meeting

B. Claims – The City Council authorized the payment of claims for the period September 7, 2013 through September 20, 2013.

Accounts Payable:	\$ 36,643.44
Payroll:	<u>\$ 39,671.63</u>
Total:	\$ 76,315.07

❖ PRESENTATION

Dennis Thibeault, Executive Director - Plumas Crisis Intervention and Resource Center- Portola Utility Assistance Program and Bridges Out of Poverty Program

Action:

Discussion: on the distribution of emergency funds to citizens to pay their water bill, Mayor Pro Tem Oels raised and donated a total of \$2,000 for the Utility Payment Assistance Program administered through PCIRC.

Discussion: Building for Plumas Crisis Intervention and Resource Center now in escrow thanked Karen Downs for her assistance.

Discussion: Bridges out of Poverty Program and training will be offered to a total of 25 participants.

❖ **ORDER OF BUSINESS**

- A. **Mayor's Committees** - The Mayor will consider revisions to appointments to the Integrated Waste Management Board and SCORE.

Action:

There was a Consensus by the City Council to appoint Susan Scarlett to SCORE and Todd Roberts to the Integrated Waste Management Board.

- B. **Report from Finance and Administration Committee** – Consider recommendations from the Finance and Administration Committee held on September 20, 2013.

Action:

Discussion: On possible recommendations to the City Council on the budget of the City of Portola and hiring a new City Manager: other possible alternatives, it was discussed to have these matters heard in a Special Meeting.

- C. **City Acceptance of Credit/Debit Cards** – Consider approval of a participation agreement with GovPayNet for acceptance of credit/debit cards.

Action:

Discussion was presented to the public on the benefits of having this system available to the City of Portola. This program will be optional, and will require that the customer pay a fee to the service provider if used.

It was moved by Council Member Gault and seconded by Mayor Pro Tem Oels to approve the GovPayNet Agreement and authorize the City Manager to sign the Agreement. All members voted in favor.

- D. **Finance/Budget Amendments** .

Action:

Discussion: Financial Officer Susan Scarlett proposed two possible budget changes to adjust to Leah Turner's Salary and the Law Enforcement Fund.

Discussion: On FEMA allocation of funds from 2005 – 2006 and request for payments back six years later.

It was moved by Council Member Morton and seconded by Mayor Pro Tem Oels to make the budget amendments. All members voted in favor to the two proposed budget amendments.

- E. **Habitat Conservation Fund Grant Application** - Consider approving Resolution No. 2179 authorizing submittal of the Habitat Conservation Fund Grant Application and consider making associated budget amendment.

Action:

Discussion: On the possible Grant Program for Trails for the West Entrance of the Park.

The Resolution would authorize the application of the grant and agree to cover 50% of the cost for the project which is an estimated additional \$30,000. There was general

discussion about whether the City Council wanted to appropriate this general fund money for park improvements since the grant requires matching funds.

It was moved by Council Member Mark and seconded by Council Member Gault to not adopt Resolution No. 2179. All members voted to not adopt Resolution No. 2179.

- F. **Portola Business Association “1st Saturday Events”** - Consider approving a Fee Waiver for an annual Festival Permit and approving Special Event Insurance through Eastern Plumas Chamber of Commerce under the City of Portola’s membership.

Action:

Discussion: On approving a Fee Waiver amounting to \$250 to cover annual cost for the Festival permit. Mayor Larrieu said that he felt this was an important event for civic promotion and that it would be appropriate to waive the fee.

It was moved by Council Member Gault and seconded by Council Member Mark to waive the Festival Permit fee and approve the issuance of special event insurance. All members voted in favor.

Mayor Larrieu recessed the meeting to closed session at 8:45 p.m

❖ **CLOSED SESSION**

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.

Existing Litigation- Pursuant to Government Code Section 54956.9(d)(1), Buckelew vs City of Portola

Anticipated Litigation - Pursuant to Government Code Section 54956.9(d)(2); One Case

Mayor Larrieu reconvened the meeting to open session at 10:35 p.m.

❖ **REPORT FROM CLOSED SESSION**

Steve Gross announced there was no reportable action.

❖ **ADJOURNMENT**

There being no further business to discuss Mayor Larrieu adjourned the meeting at 10:46 p.m.

Respectfully Submitted,

Tiana Bradley
City Clerk