

**PORTOLA CITY COUNCIL
MEETING MINUTES
March 9, 2016
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Councilmembers Oels, VanDahlen and Mayor Pro Tem Larrieu were present. Mayor Powers and Councilmember Gault were absent. City Manager Robert Meacher, Finance Officer Susan Scarlett, City Attorney Steve Gross, City Planner Karen Downs, and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Terri Woods stated that she would be making an appointment with City Planner Karen Downs to review Planning Commission procedures.

Bob Morton, Portola resident, stated that he has been thinking about economic development and that the City staff is paid too much.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember VanDahlen reported that Emergency Services Policy Committee had met and that she had attended a meeting with Councilmember Gault, Sheriff Hagwood and representatives from GroGeo, the firm seeking to install a Commercial Marijuana growing facility within the City limits.

B. Staff Communications

Robert Meacher reported on the following items:

- Staff has met two times to discuss options for an increased Fire Assessment
- Staff is meeting to review the Portola Highlands's project
- Karen Downs has sent the CDBG PCRIC is out to bid
- Todd Roberts has reported that the well-head treatment, testing filter media is taking longer and is more costly than estimated.
- City staff will be meeting with the County to discuss a trail through County property between the West End Park and the Memorial Hall. Progress at the park has also continued.
- Robert Meacher presented a trails vision map prepared by TRAC for Trails Projects; and is hoping to begin working constructively with the USFS on trails.

- All Occasion Rentals, a local business has changed locations and has received Certification for a Farmers Market
- The Hong Kong Cafe is re-opened.
- Staff has renewed efforts for grants for the arsenic wellhead, turner springs, and sewer projects.

Chuck Brashear, City of Portola CSO, reported that he is continuing work on blight removal, dog at large violations, barking dog complaints and weed abatement notices.

6. CONSENT CALENDAR

- A. **Minutes** - Adopt the minutes of the City Council regular meeting held on February 24, 2016.
- B. **Claims** - Adopt Resolution No. 2274 authorizing payment of claims for the period of February 20, 2016, through March 4, 2016.
- C. **Proclamation of Local Emergency Due to Drought Conditions in Portola, California** – Adopt Proclamation.
- D. **Memorandum of Understanding, City of Portola and Northern Sierra Air Quality Management District** – Approve MOU with NSAQMD to provide for City costs in the District’s Wood Burner Stove Change out Program in the greater Portola Federal Non-Attainment Area.

Finding no Council or public comment, Councilmember Oels made a motion to adopt the minutes City Council special meeting held on February 24, 2016, and adopt Resolution 2274 authorizing payment of claims for the period of February 20, 2016, through March 4, 2016, adopt the Proclamation of Local Emergency Due to Drought Conditions in Portola, California; and approve the MOU with NSAQMD to provide for City costs in the District’s Wood Burner Stove Change out Program in the greater Portola Federal Non-Attainment Area. Councilmember VanDahlen seconded the motion and it was unanimously approved.

7. PRESENTATIONS

None.

8. ORDER OF BUSINESS

- A. **Sierra Buttes Trail Stewardship** –Presentation and request from the SBTS for the City of Portola to host an aid station for the Lake Davis bike ride/race at on June 4, 2016. Discussion, possible action.

Greg Williams, Director of the Sierra Buttes Trail Stewardship and coordinator for the Lost and Found Gravel Grinder Bike Race gave the council a presentation on the upcoming event. Greg noted that even more participants are anticipated this year, that the event was featured in Sports Illustrated and that two participants from last year’s event purchased homes in the area.

The Council and public discussed the Cities involvement and City Manager Robert Meacher noted that Public Works is looking at a future possibility to host an event in the City Park preceding the race.

Greg Williams requested that the Council place an ad in the Sierra Buttes publication and host an aid station at Smith Peak during the race event.

Councilmember Oels made a motion to approve the placement of an ad in the amount of \$550.00 and to host an aid station at Smith Peak on June 4, 2016; using the Marketing fund. Councilmember VanDahlen seconded the motion and it was unanimously approved.

B. 2015 City Audit Presentation– Presentation of 2015 Audit information. Discussion and possible direction to staff.

Susan Scarlet reviewed the audit report with the Council and noted that the auditor's gave an unqualified opinion, meaning that the audit was clean. Susan Scarlett then reviewed the different sections of the audit and discussed the importance of the Management Discussion and Analysis section, which explains the financial situation of the City in a readable format. She also brought to the Council's attention that this was the first year of GASB 68 which now posts the pension liability of the City and reported that the auditor found no recommendation of changes for management.

C. Purchase Public Works Equipment – Purchase of Equipment with funds from surplus property sale. Discussion, possible action.

Susan reported that the Public Works department is currently selling the surplus equipment as approved on February 11, 2016 and noted that the funds received will be held until all three pieces of equipment are sold at which time Todd Roberts, Public Works Director, will come back to the Council with a list of equipment the department would like to purchase with the funds received.

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. There was no reportable action from the closed session

9. ADJOURNMENT

Mayor Pro Tem Larrieu made a motion to adjourn the meeting at 8:35 p.m. Councilmember Oels seconded the motion and it was unanimously approved.

Respectfully Submitted,

Melissa Klundby, City Clerk

March 9 2016