

**PORTOLA CITY COUNCIL
MEETING MINUTES**

January 28th, 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 Larrieu, Oels, and VanDahlen, Mayor Pro Tem Powers and Mayor Gault responded to the roll call. City Planner Karen Downs, City Clerk Melissa Klundby, City Finance Officer Susan Scarlett and City Attorney Steve Gross were also in attendance.

4. PUBLIC COMMENT

Larry Douglas thanked the Council and staff for their efforts at economic development and the meeting that City Manager Robert Meacher had recently attended with representatives from the University of Nevada Reno and Feather River College as reported in the Feather River Reporter.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Larrieu reported that the Transportation Commission had met on financial issues.

Mayor Pro Tem Powers reported that he also attended the Transportation Commission meeting and that next month they will begin a series of public meetings regarding routes and services. Mayor Pro Tem Powers also reported he had attended the Integrated Regional Water Management meeting, a meeting on Juvenile Justice, and the Eastern Plumas Chamber of Commerce meeting.

Councilmember Oels reported that he had been volunteering time transplanting aspen trees at the Memorial Park at the west entrance to Portola.

Councilmember VanDahlen reported that she had recently attended the New City Councilmembers and Mayors League of California Cities Conference and that she learned a lot of valuable information and made great contacts with other councilmembers.

Mayor Gault reported that she had also attended the conference and that she will be working with the Eastern Plumas Chamber of Commerce on event coordination for the upcoming Concerts in the Park series.

B. City Manager Communications

City Planner Karen Downs reported that due to his wife's serious illness, City Manager Robert Meacher has been absent from City hall over past week and that due to his attendance at the City Manager's conference he was unable to be in attendance at tonight's City Council meeting. Mr. Meacher appreciates the City's patience with his schedule. Ms. Downs reported that she would give a brief report following updates from Patty Clawson, Big Fish Creations, regarding marketing.

Patty Clawson, Big Fish Creations, reported that Plumas Telecommunications had purchased and donated a bike from a local bike shop in Graeagle to be used for the upcoming marketing contest and that the bike giveaway would be advertised on the previously approved rack cards at the upcoming trade show that would be attended by the Eastern Plumas Chamber of Commerce. Ms. Clawson also reported that she has attended a meeting with the City Manager, representatives from the Feather River College and the University of

Nevada, Reno regarding collaboration between the groups. Patty also reported she had attended meetings with Mr. Meacher and Tom Young, Great Basin Brewery owners and a separate meeting with the owners of the Brewing Lair, to discuss potential opportunities for a pub/brewery in the City of Portola.

City Planner Karen Downs thanked Ms. Clawson for her report and Ms. Downs reported on the following:

- Proposed Dollar General Store, and the company's commitment to moving forward with the project
- Schomac Group purchase of the Woodridge property in December and continued meetings with the Schomac Group on the project
- Union Pacific Grant, in the amount of \$12,000
- Request for Qualifications for Architects on the Plumas County Resource Center building upgrades
- Meeting with Grant Writers on potential CDBG grants

City Finance Officer Susan Scarlett reported that staff and Plumas LAFCo were researching the annexation and tax exchange for portions of the "Woodbridge" property. Susan Scarlett noted that the City was not receiving its tax share from the property and that a portion of the taxes are going to the Eastern Plumas Rural Fire Protection District, even though the property is not in the District of its current Sphere of Influence. Staff explained that they are working with the County and Plumas LAFCo to resolve the issue and to move forward with an appropriate tax exchange.

8. CONSENT CALENDAR

A. **Minutes** - Adopt the minutes of the Regular City Council meeting held on December 10, 2014.

B. **Claims** - Adopt Resolution No. 2236 authorizing payment of claims for the period of December 6th, 2014 through January 23, 2015.

Finding no public or Council comment Mayor Pro Tem Powers made a motion to adopt the minutes of the Regular City Council meeting held on December 10, 2014 and adopt Resolution 2236 authorizing payment of claims for the period of December 6, 2014 through January 23, 2015. Councilmember Larrieu seconded the motion and it was unanimously approved.

9. 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 May 30th, 2015. Discussion, possible action. Greg Williams and Tara Stone, Sierra Buttes Trail Stewardship (SBTS) gave the Council a presentation on the upcoming Lost and Found Gravel Grinder, biking event in Lake Davis Ca. on May 30th, 2015. Ms. Stone reported that last year there were over 250 riders, even though the event was only advertised for one month. Ms. Stone reported that there would be a much longer advertising window and that more riders were expected this year. Greg and Tara reviewed the request for the provision of an aid station and potential advertising opportunities for the City of Portola in their publication, Sierra Trails, Guide to Adventure.

The Council asked for public comment and Patty Clawson, Big Fish Creations noted that it would be a great opportunity for the City to advertise the local area in the publication.

Larry Douglas asked if there were any environmental concerns with the yellow legged frog and Mr. Williams reported that the race was taking place on established roads and trails and that this was not a concern.

The City Council discussed the placement of an ad and determined that this item should be placed on the next Council agenda since this item was not previously agendized. Leah Turner, Community Service Officer reported that she would like to coordinate with the City of Portola Fire Department to assist with medical aid during the event.

Councilmember VanDahlen made a motion to approve the request of the from the SBTS for the City of Portola to host an aid station for the Lake Davis bike ride/race at on May 30th, 2015, and requested that Staff further agendize this item to provide for a budget amendment for the provision of an aid station for this event

and for the Council to review the placement of an ad in the publication, Sierra Trails, Guide to Adventure. Councilmember Oels seconded the motion and it was unanimously approved.

B. **Mayor's Committee Appointments**- Mayoral appointments to fill position on Transportation Commission and the alternate position on Plumas Local Agency Formation Commission due to reorganization of City Council. Discussion, possible action.

City Clerk, Melissa Klundby reported that this agenda item had been agendized incorrectly and should have read; "Mayoral Appointments to Committees". Ms. Klundby reported that at the previous Council meeting appointments had only been made to fill vacancies on the Transportation Commission and the alternate position on Plumas Local Agency Formation Commission due to the reorganization of City Council. Ms. Klundby reported that it had been suggested by Staff that this agenda item be placed on January 28th agenda to allow time for the newly appointed Mayor to review the committee appointments. City Attorney Steve Goss reported that the Mayor could still make committee appointment changes, as the Committee appointments are a Mayoral action only.

Mayor Gault had no changes to make and read the list of Committee appointments.

C. **Fiscal Year 2015-2016 Budget Schedule and Goal Setting Process** – Review the proposed 2015-2016 budget schedule and discuss the goal setting process. Discussion, direction to staff.

The Council reviewed the proposed 2015-2016 budget schedule and determined by consensus to meet on March 7th from 9 am to 1 pm for a budget planning session.

D. **Housing Element Update** – Review and consider State-mandated update process for the 5th Cycle Housing Element and staff work plan. Discussion, possible action.

Portola City Planner Karen Downs reported that the City's Housing Element was due to be updated and resubmitted to the State Department of Housing and Community Development (HCD) for review and approval. It is staff's hope that the HCD will approve a streamlined review process which will be less timely and costly than the previous review process. Ms. Downs reported that at their regular meeting on January 20, 2015, the Planning Commission reviewed the Housing Element goals and policies and recommended continuation with the streamlined update process.

Ms. Downs also reported that the Housing Element Preparation was a budgeted item in the 2014-2015 Budget; and that no budget amendment is required.

Finding no public comment Mayor Pro Tem Powers made a motion to request that staff move forward with the proposed work plan to begin preparation of the 5th Cycle Housing Element. Councilmember Larrieu seconded the motion and it was unanimously approved.

E. **Plumas/Sierra Regional Courthouse** – Review and consider lease option for the Plumas/Sierra Regional Courthouse. Discussion, possible action.

City Planner Karen Downs reported that City Manager Robert Meacher had been in touch with representatives from the State of California regarding the possible lease of the Plumas/Sierra County Courthouse.

Representatives from the Long Valley Charter School noted that they are also in lease negotiations with the State for potential lease of the building. Mayor Pro Tem Powers expressed his concerns with the cost of the building and reported he was talking with the Plumas Unified School District regarding lease of its vacant properties to the Long Valley Charter School.

The Council discussed the lease presented and asked for public comment. Pat Fruchtenicht commented that he is against the City spending money on a lease when the current City Hall building is already owned by the City. Bob Morton reported that he had questions regarding the length of the lease and the cost of moving. County Supervisor Terry Swofford reported that he had heard discussions that the State was planning to reopen the Court in the future and questioned the viability of the City moving City Hall to the Courthouse location, should the State decide to reopen the Court.

Councilmember Larrieu noted that he did not think leasing the courthouse was a good financial decision for the City at this time and Councilmember Oels concurred. Mayor Gault agreed that leasing the building may not be in the best financial interest of the City. The Council concurred unanimously that they were not interested in exploring a lease option for the Plumas/Sierra County Courthouse.

F. **Public Works**- Review and update on Public Works projects in process. Discussion, possible action.

City Planner Karen Downs gave the Council a report on the projects currently underway by the City of Portola Public Works Department. Ms. Downs reported that no action was needed at this time and that this agenda item was to update the Council on current projects.

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

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

The Council took a recess at 7:15 pm and reconvened to the closed session at 7:25 p.m.

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 not reportable action from the closed session.

9. ADJOURNMENT

Councilmember Oels made a motion to adjourn the meeting at 8:54 pm, the motion was seconded by Mayor Gault and the meeting was adjourned.

Respectfully Submitted,

Melissa Klundby, City Clerk