

**PORTOLA CITY COUNCIL  
SPECIAL MEETING MINUTES  
February 11<sup>th</sup>, 2014 7:00 p.m.**



**CALL TO ORDER**

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

**ROLL CALL**

Councilmembers Morton, Larrieu, and Powers, Mayor Pro Tem Gault, and Mayor Oels responded to the roll call. City Attorney Steve Gross, Planner Karen Downs, Interim City Manager Todd Roberts, Finance Officer Susan Scarlett and Deputy City Clerk Melissa Klundby were also in attendance.

**PUBLIC COMMENT**

Denise Peroti, addressed the Council regarding abandoned vehicles, possible vandalism and/or trespassing in vacant home, and code enforcement. Ms. Peroti also asked the City to address concerns she has regarding garbage and sign vandalism in the City Parks.

Larry Douglas read a statement to the Council about the California poverty levels, the City poverty levels and statistics and the Council actions as they relate to the City of Portola General Plan.

Ken Tibbedeaux asked the City Council if they had coordinated a Christmas tree removal program because it would be helpful to the local citizens.

**CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Mayor Oels reported that he had attended the Plumas LAFCo meeting and presented the Commission with the previously authorized letter from the Council. Mayor Oels asked that this issue be placed on the next Council meeting agenda for further action. Councilmember Powers requested that the Council not limit the reallocation of funds to one option and noted that many of the LAFCo actions involve Special Districts and their participation on Plumas LAFCo should be encouraged. Councilmember Larrieu noted that at the last LAFCo meeting the Commission had voted to reduce the fees for uncontested actions by 25%.

Mayor Pro Tem Gault reported that the "I Love Portola" Group had met for a 2<sup>nd</sup> time and that 25 people attended the meeting. She reported that the group is working on a Community Survey.

Councilmember Powers noted that he had recently attended the Eastern Plumas Chamber of Commerce meeting and helped stuff 500 bags for distribution at a visitor trade show. Mr. Powers also reported that he had met with Cathy Rahmeyer, High Sierra Grants, and confirmed that she would be in attendance at the February 15<sup>th</sup> Goal Setting meeting.

**B. City Manager's Report**

Interim City Manager Todd Roberts reported that staff had removed the podium used for Public Comment and replaced it with a table and chairs to allow for a better line of sight for the audience during screen presentations. Mr. Roberts also noted that the recent heavy rains caused numerous potholes to surface and that City Staff is working to maintain road structure.

**CONSENT CALENDER**

Mayor Pro Tem Gault motioned to approve the consent calendar, with the following corrections to the minutes; Councilmember Larrieu seconded the motion.

-Item B. City Manager Report: addition of a space between the words, "jurisdiction" and "pay";  
Item I. Ethics and Brown Act Training: 2<sup>nd</sup> sentence change from "Councilmember Larrieu" to read "Councilmember Powers".

The motion was approved 5- 0.

**ORDER OF BUSINESS**

**A. Finance Review**

Susan Scarlett, Finance Officer, presented the Council with a review of City finances through January 31, 2014. After discussion with the Council and brief public comment Susan Scarlett gave the Council a 2014-2015 budget schedule and noted that the Council will need to determine which fund to use for payment of the contract for Cathy Rahmeyer, High Sierra Grants; as it was never designated and is currently taken from the General Fund.

**B. City Clerk Vacancy**

The Council was presented with two letters of interest from individuals requesting to be considered for appointment to the vacant City Clerk seat. Following public comment Councilmember Larrieu made a motion to appoint Melissa Klundby to fill the City Clerk position for the remainder of the term, which expires November 2014. Councilmember Powers seconded the motion and it was unanimously approved.

**C. City Manager Appointment**

Karen Downs, Portola City Planner gave the Council a status update and reviewed the process for appointing a City Manager. Following a discussion regarding the number of applicants and the review process, the Council determined to meet on March 5, at 3 pm at a Special Meeting to review the applications and to determine who to interview for the position of City Manager.

**D. Review of City of Portola Signage**

Karen Downs, City Planner presented the Council with a report outlining a request received by Bill Tiffany, concerning sign placement in the City of Portola. After discussion, Councilmember Morton referred the issue to the Planning Commission; the remaining Councilmembers agreed.

**E. Willow Springs Hazardous Fuel Reduction-Hand Thinning Project**

The Council reviewed a bid proposal from Wood's Fire and Emergency Services, Inc. to do fuel reduction at the Willow Springs site (the Willow Creek Hazardous Fuels Reduction Project). After reviewing the bid and receiving comments from Cindy and Rock Woods, of Wood Fire and Emergency Services, Councilmember Powers thanked them for the concise nature of the bid proposal. The public commented on the ability to allow for removal of fuels for fire wood and the use of local laborers.

The Council recognized that the Project had previously gone out to bid through a competitive bidding process and that the only bid received was for approximately three times the amount of money that the City had available for the Project. The Council further recognized that given the bid history, it would be unlikely that further bidding would produce a bid within the City's budget for the Project and therefore going out to bid again would be impractical and unavailing.

Councilmember Larrieu made a motion that the Council make findings that further competitive bidding for this Project would be impractical, unavailing and not produce an advantage for the City and on that basis to dispense with further competitive bidding and to authorize Mayor Oels to execute a contract with Woods Fire and Emergency Services that has been approved by the Mayor and the City Attorney in an amount not to exceed \$42,000 for fuel reduction at the Willow Creek Hazardous Fuels Reduction Project as presented to the Council. Mayor Pro Tem Gault seconded the motion and it was unanimously approved.

**F. Consider City Support of "I Love Portola" Committee**

Mayor Pro Tem Gault asked that this agenda item be tabled to the next City Council meeting.

**CLOSED SESSION**

The Council recessed to closed session at 8:30 pm and reconvened to open session at 9:05 pm. There was no reportable action from the closed session.

**ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 9:05 p.m.

Respectfully Submitted,

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Melissa Klundby, City Clerk