

**REGULAR MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
FEBRUARY 10, 2021 | 6:00 P.M.**

**1. CALL TO ORDER**

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Powers called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

Councilmembers Tom Cooley, Phil Oels, Stan Peiler, Mayor Pro Tem Pat Morton, and Mayor Bill Powers responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, City Planner Karen Downs, and Deputy City Clerk Tara Kindall were also present.

**3. PUBLIC COMMENT**

Mayor Powers called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engage in making any comments via the live streaming or chat platform.

**4. CITY COMMUNICATIONS**

**A. City Council Communications/Committee Reports**

Councilmember Peiler reported that he received a complaint regarding a motor home on West Street, he would like to set up a meeting of the Community Development Committee regarding houses with decorations.

Councilmember Oels reported that he participated in a two-day webinar “Protecting Your City from Wildfire”.

Councilmember Cooley stated that he also participated in the two-day webinar and he attended a LAFCo meeting.

Mayor Pro Tem Morton reported that she attended the LAFCo meeting too.

Mayor Powers reported that he also attended the LAFCo meeting.

**B. Staff Communications/Fire Chief Report**

Chief Frank reported that the transition went well. In January there were 19 medical calls, one fire alarm, one small fire behind the Bank Club, two smoke alarms, one gas smell, and one vehicle accident where no one was injured.

Chief Russell reported that the first week of service was a relatively busy first week. The part time paid duty officers are on at the Northside Station. Their hours there are Monday through Saturday from 10-3. They did the IIPP walk through at Northside. They had a work party last Saturday to organize and clean up the Northside station. They also had a training Monday night at the Northside Station. They have begun the process of starting the auxiliary team. Staff roster includes 30 members. There were 13 calls in the last week and a half.

Melissa Klundby with Air Quality reported that they are enforcing the City ordinance. Air quality was very poor in January, 15 of the 31 days. Main goal is health. Promote change out of non-compliance stoves. Vouchers for free chimney sweep and free woodshed.

**C. City Manager Report**

City Manager Knox reported that she participated with Councilmembers Oels and Cooley in the Protecting Your City from Wildfire conference. The process to acquire Incode and CivicPlus software has begun. The repairs at the Southside Fire Station are going well. The first of the brown bag lunch workshops about the General Plan Update was today and will be reported on later. She also attended a SCORE Board meeting.

**5. CONSENT CALENDAR**

Councilmember Oels moved and Mayor Powers seconded a motion to approve the consent calendar as submitted:

- A. Minutes** – Adopt the minutes of the City Council Regular session meeting held on October 26, 2020.
- B. Claims** – Adopt Resolution No. 2455 authorizing payment of claims for the period of January 23, 2021 through February 4, 2021.

Accounts Payable:	\$ 150,845.39
Payroll:	<u>\$ 49,423.50</u>
Total:	\$ 200,268.89

Roll call vote, yes: Cooley, Oels, Peiler, Morton, and Powers. So carried.  
Roll call vote, no: none.

## 6. ORDER OF BUSINESS

### A. Eastern Plumas Rural Fire Protection District Recognition of Service.

City Manager Knox read a Recognition of Service for EPRFPD. Mayor Powers thanked Chief Frank and the District for their service.

### B. General Plan 2045.

City Planner Downs reviewed the presentation that was given at the brown bag workshop today. The presentation outlines the requirements of a General Plan by the State. She went on to review the anticipated public participation schedule for the process. Public participation is very important in this process.

### C. Audit Review.

Finance Officer Scarlett reviewed the Audit for Council. She stated that the City has a healthy fund balance. Council has been responsible and conservative which is a major factor in the fund balance.

Councilmember Cooley moved and Mayor Pro Tem Morton seconded a motion to accept the 2019-2020 Fiscal Year audit.

Roll call vote, yes: Cooley, Oels, Peiler, Morton, and Powers. So carried.

Roll call vote, no: none.

### D. Financial Update.

Finance Officer Scarlett reviewed the financial update for Council highlighting the positive revenues.

### E. Budget Calendar.

City Manager Knox reviewed the Draft Budget Schedule for the 2021-2022 Fiscal Year with Council.

### F. California Code of Regulations 570.5.

Finance Officer Scarlett stated that the City does not have a formal resolution adopting the pay schedules and classifications. This Schedule must meet the requirements for a “publicly available pay schedule” as set forth by CCR 570.5 for compliance with CalPERS reporting. Once adopted this schedule will be posted to the City website and will comply with CCR 670.5.

Councilmember Cooley moved and Councilmember Oels seconded a motion to adopt Resolution No. 2456:

*A Resolution of the City Council of the City of Portola adopting the pay schedules and job classification effective February 10, 2021.*

Roll call vote, yes: Cooley, Oels, Peiler, Morton, and Powers. So carried.

Roll call vote, no: none.

**G. Form 700.**

Deputy City Clerk Kindall reminded Council that each year California Elected Official are required to file a Form 700 with the Fair Political Practices Committee for the first of April. Copies of the form are available online or at City Hall and she is available if anyone requires assistance.

**H. Purple Air Sensor Agreement.**

City Manager Knox stated the Staff was approached by the Northern Sierra Air Quality Management District regarding the placement of a “Purple Air Sensor” at City Hall. They are looking to install several of these in the Portola area. It will gather information on wood stove impacts and air quality values. There are some minor typos in the agreement, however, City Attorney recommends approval of the agreement.

Councilmember Oels moved and Councilmember Peiler seconded a motion to authorize the City Manager to execute an agreement with NSAQMD to allow for a Purple Air Sensor to be places at City Hall.

Roll call vote, yes: Cooley, Oels, Peiler, Morton, and Powers. So carried.

Roll call vote, no: none.

**7. ADJOURNMENT**

There being no further business Mayor Powers adjourned the meeting at 7:32 p.m.

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Tara Kindall, CMC  
Deputy City Clerk