

**PORTOLA CITY COUNCIL
MEETING MINUTES**

July 27, 2016

6:00 p.m.

1. CALL TO ORDER

Mayor Powers called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Powers led the Council in a moment of silence and the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmembers Oels, Councilmember Gault, Councilmember Morton and Mayor Powers were present. Mayor Pro Tem Larrieu was absent. City Manager Robert Meacher, Finance Officer Susan Scarlett, Public Works Director Todd Roberts, City Planner Karen Downs and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

There was no public comment.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his attendance at the Fire Safe meeting and the City Fire Assessment Advisory meeting.

Councilmember Morton reported on her attendance at the Railroad Days Committee meeting and the Finance and Administration Committee meeting.

Mayor Powers reported that there will be a Farm Crawl on August 6th and a Barn Tour on October 1st. Mayor Powers also reported on a Kayak regatta, which will become part of the annual Railroad Days event, the Century Ride, the relocation of the Family Corner Restaurant and the opening of the Eastern Plumas Urgent Care Clinic. Mayor Powers also noted that there is a vacancy on the School Board of Trustees and encouraged anyone interested to apply.

B. City Manager Report

City Manager Meacher reported on the progress of the A-15 project, presented the Council with a sample of donated bird houses which will be placed around the City and his upcoming attendance at a Reno Economic event. City Manager Meacher then noted that vandals had attempted to set toilet paper on fire in the new restrooms at City park and that the Community Service Officer is working with the County to review and continue the vehicle abatement program.

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C. Staff Communications

None

6. CONSENT CALENDAR

- A. **Minutes** – Adopt the minutes of the City Council regular meeting held on July 13, 2016 and the special meeting on July 15, 2016.
- B. **Claims** – Adopt Resolution No. 2292 authorizing payment of claims for the period of July 9, 2016 through July 22, 2016.

Finding no Council or public comment, Councilmember Gault made a motion to adopt the minutes of the regular meeting held on July 13, 2016 and the special meeting on July 15, 2016 and to adopt Resolution No 2292 authorizing payment of claims for the period of July 9, 2016 through July 22, 2016. Councilmember Morton seconded the motion and it was unanimously approved by those in attendance.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Agreement for Law Enforcement Services** – Review the Finance and Administration Committee’s recommendation regarding the Agreement for Law Enforcement Services between the City of Portola and the Plumas County Sheriff’s Office. Consider approving the 2016-17 Agreement for Law Enforcement Services. Discussion and Possible Action.

City Manager Robert Meacher and City Planner Karen Downs reported that the Finance and Administration committee had met and that they have a recommendation to move forward with the Agreement for Law Enforcement Services between the City of Portola and the Plumas County Sheriff’s Office. The only changes to the contract included wording to give the Plumas County Sheriff’s Office 100% of the COPS grant funding for the current fiscal year. Finding no Council or public comment Councilmember Oels made a motion to approve the 2016-17 Agreement for Law Enforcement Services between the City of Portola and the Plumas County Sheriff’s Office. Councilmember Gault seconded the motion and it was unanimously approved by those in attendance.

- B. **Memorandum of Understanding, City of Portola and City of Loyalton** – Approve an MOU with the City of Loyalton to provide for building department services. Discussion and possible action.

Public Works director Todd Roberts reported that City staff was approached by the City of Loyalton requesting that the City provide building inspection and plan check services within the City of Loyalton and that they will reimburse the City for all of the services provided, including staff time, any out-of-pocket costs, and mileage.

Staff reported that City Attorney Steve Gross has reviewed and approved the form of the proposed MOU and noted that Mr. Gross represents both the City of Portola and City of Loyalton and a Conflict of Interest Waiver has been signed by both agencies, allowing for Mr. Gross to review the proposed MOU.

The Council asked for Public comment and Larry Douglas commented multiple times that he is concerned with the City of Portola using its resources to help an agency in a neighboring County. The Council discussed these concerns and staff reported that Dave Mann will be doing the building department services for the City of Loyalton and that it was the opinion of Todd Roberts that these duties would not interfere with his work for the City of Portola.

Following further Council discussion Councilmember Oels made a motion to approve the MOU with the City of Loyalton to provide for building department services as presented. Councilmember Gault seconded the motion and it was unanimously approved.

C. **Sierra Institute's Rural Community Development Initiative Grant** – Authorize submission of a Letter of Support and Agreement in the grant application package. Discussion and Possible Action.

City Manager Robert Meacher reported that he had already requested the Mayor to sign a Letter of Support and Agreement for a grant application package for the Sierra Institute's Rural Community Development Initiative Grant, due to a deadline that was before the July 27 Council meeting. City Manager Robert Meacher noted that Susan Jacobson had donated her time in preparing information for the grant application and explained that matching funds for this grant consist of monies in the budget already dedicated to economic development and that there would be no additional cost to the City.

The Council asked for public comment and Larry Douglas and Dennis Dickenson asked for clarification on matching funds and the type of work that the "fellow" could be utilized for.

Councilmember Gault made a motion to authorize submission of a Letter of Support and Agreement in the Sierra Institute's Rural Community Development Initiative grant application package. Councilmember Oels seconded the motion and it was unanimously approved.

D. **Appoint Community Development Committee Member** – Fill vacancy on committee. Discussion, possible action.

Mayor Powers asked Councilmember Gault who she would like to sit on the Committee with her and Councilmember Gault requested that Councilmember Morton be appointed to the Community Development Committee. Mayor Powers asked Councilmember Morton if she would be willing to serve on the committee and following her consent appointed Councilmember Morton to sit on the Community Development Committee; with the consensus of the Council.

E. **Planning Commission** – Review Letter of Resignation from the Planning Commission Chair. Authorize Staff to advertise for the appointment of a new member to fill the vacancy. Discussion and Possible Action.

City Planner Karen Downs reported that the long term the Planning Commission Chair, Tanya Ward was resigning from the commission due to relocation. City Planner Karen Downs requested that the Council direct staff to advertise the vacant Planning Commission position in the Portola Reporter. Finding no public comment or Council discussion the Council authorized City Planner Karen Downs to advertise the vacant Planning Commission position in the Portola Reporter.

9. CLOSED SESSION

None

10. ADJOURNMENT

Mayor Powers made a motion to adjourn the meeting. Councilmember Oels seconded the motion and the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk