

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
OCTOBER 13, 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. Members 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, and Deputy City Clerk Tara Kindall were also present.

3. PUBLIC COMMENT

Mr. Brian Attama made a statement about the fire department consolidation. Deputy City Clerk read a statement by Ms. Ashlee Sims concerning the Local Emergency Services Study Group. There were no other citizens who wished to comment.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Peiler had nothing to report.

Councilmember Oels reported that the bench project is done. He built 12 benches.

Councilmember Cooley reported that he has been doing fuel reduction work at the Disc golf course and attended the LESSG meeting.

Mayor Pro Tem Morton reported that she attended an LESSG meeting and a Sheriff's contract Ad Hoc committee meeting.

Mayor Powers had nothing to report.

B. Staff Communications

Fire Chief Bret Russell reported that the month of September there were 43 total calls, 15 in Beckwourth and 28 in Portola. The State Fire Marshal has mandated that all Fire Chiefs have pre fire plans and inspections and he was able to contact a retired Fire Marshal as a consultant to come to the department to look over the pre fire plans and perform the inspections to get the department up to the State Fire Marshal standards. The “new to us” Type 1 Fire Engine from the City of Sparks has arrived. Gay Miller previously reported that they were awarded the FEMA SCBA grant and they are now working through the requirements of that grant. They have begun a monthly officers meeting prior to the monthly business meeting. They are working on policy, procedures and operating guidelines updates, specifically a take home vehicle policy to help with response times. They are in the planning stages of a “Burn Box” training for firefighters. This is something that includes several fire departments and has been very beneficial and well received by the different departments. They will have two of the Type 1 Fire Engines and the Antique Engine participating in the homecoming parade.

Sergeant Klundby with Plumas County Sheriff’s office reported between September 13 and today there have been 122 calls for service in Portola, 16 reports, 1 mental health, 4 intox. and drugs, 5 property crimes, 4 physical, 1 disturbance, and 1 missing person. He also wants to give a shout out to the Code Enforcement Officer. It’s been good to work with her and feels she’s a great hire.

Melissa Klundby with Air Quality stated there is enough grant funding available to sponsor one more free green waste day for City of Portola residents only. It will be October 30th from 9am to 4pm with a lunch break closure from 12:00 PM-12:30 PM. Please remember to separate out your load.

Ashlee Sims asked the Fire Chief how much the grant amount from FEMA was.

C. City Manager Report

City Manager Knox reported that PHS Homecoming will be on the 22nd. There will be a parade. She has continued to have conversations with Air Quality concerning enforcement of wood stove burning.

5. CONSENT CALENDAR

Councilmember Oels moved and Councilmember Peiler seconded a motion to approve the consent calendar as amended:

- A. Claims** – Adopt Resolution No. 2485 authorizing payment of claims for the period of September 3, 2021 (payroll) through October 5, 2021 (payroll and accounts payable).

Accounts Payable:	\$100,110.89
Payroll:	<u>\$ 87,885.97</u>
Total:	\$187,996.86

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

Roll call vote, no: none.

6. ORDER OF BUSINESS

A. COVID Remote Meeting Resolution.

City Attorney Steve Gross explained that this resolution makes the required findings in order for the legislative bodies of the City to continue meeting remotely with certain Brown Act modifications. Those modifications being: while maintaining transparency and public access, local agencies would be able to meet remotely during a declared state emergency; while agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency; while the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency; additionally, agency board member would not be required to be a remote site within the territorial bounds of the agency during a declared state of emergency. He noted three corrections that need to be made to the resolution. The first one is removing “Executive Order N-29-20” from the title and replacing it with “on March 4, 2020”. The second is inserting “the Governor of California issued a proclamation of a state of emergency March 4, 2020 and” right behind the Whereas in the 7th clause. Thirdly, in the last part of the resolution in Section three the date needs to be changed from the 19th to the 4th.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to adopt Resolution No. 2486:

A Resolution of the City Council of the City of Portola proclaiming a local emergency persists, re-ratifying the proclamation of a state of emergency by the Governor of California Executive Order N-29-20, and re-authorizing remote teleconference meetings of the legislative bodies of the City of Portola for the period of October 13, 2021 to November 13, 2021 pursuant to Brown Act provisions.

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

Roll call vote, no: none.

B. Local Emergency Services Study Group (LESSG) Contract.

City Manager Knox reviewed this item for Council. The Council has previously adopted Resolution 2461 which is a commitment in good faith to be a participating agency in the completion of a feasibility study and to share in the cost of such study. The LESSG has gone through the RFP process and has chosen Planwest Partners as the group to conduct the study. The contract with Planwest Partners is being presented tonight for Council's consideration.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to proceed with the feasibility study for the LESSG and authorize the City Manager to execute the contract, authorize staff to make payments for the contract from the funds received from the participating agencies on deposit with the City, in an amount not to exceed \$30,000, and designate the City Manager as the City's Representative per Section 7 of the contract.

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

Roll call vote, no: none.

C. Disc Golf Update.

City Manager Knox reviewed the following items for the Disc Golf Course: approve the soft grand opening on October 23, 2021; approve the use of the course for a tournament held by the Portola Disc Golf Club and the City of Portola; approve the name and logo created by William Marquette and allow the Disc Golf Club to use the logo; approve a set aside reserve of \$7,500 to be used for the course in the future, including a potential redesign, maintenance, and anything else that may arise relating to the course, and approve of staff spending funds donated above that amount for any current needs if any arise; and provide direction to staff to develop more formal policies relating to the disc golf course. Discussion ensued. Mr. Josh Hart has gone to the Riverwalk to look at the Disc Golf Course and feels that there is extensive damage to the habitat. Ms. Ashlee Sims asked for clarification on the funds dispersed for the Disc Golf Course.

Councilmember Peiler moved and Councilmember Oels seconded a motion to approve of the course opening on October 23, 2021, approve the use of the course that day for a tournament for a jointly sponsored event with the Portola Disc Golf Club and the City of Portola, approval of the name and logo as presented, allow the Portola Disc Golf Club to use the logo in their marketing, approve of a set aside in a minimum amount of \$7,500 to be used for the course in the future including a possible redesign, maintenance, or any thing else that may arise, and any monies received in the short term period before we develop a full policy to be utilized to enhance the disc golf course or create whatever is needed, and provide direction to staff to develop more formal policies relating to the disc golf course.

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

Roll call vote, no: none.

D. Open Flame Burn Ban Ordinance.

City Manager Knox stated that at the September 22, 2021 Council meeting, Ordinance 360 was introduced and the second reading was waived. This Ordinance amends Section 15.10.026 of the Portola Municipal Code by restricting certain open flame fires, during times when a burn restriction is in place.

Councilmember Oels moved and Councilmember Peiler seconded a motion to adopt Ordinance No. 360: *An Ordinance of the City of Portola, County of Plumas amending Chapter 15.10.026 of the City of Portola Municipal Code exceptions for prohibition of open burning.*

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

Roll call vote, no: none.

7. ADJOURNMENT

There being no further business Mayor Powers adjourned the meeting at 7:19 p.m.

Tara Kindall, CMC
Deputy City Clerk