

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
FEBRUARY 24, 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, 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, Deputy City Clerk Tara Kindall, and Leslie Chrysler were also present. Councilmember Stan Peiler joined the meeting at 6:29 p.m.

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

Mayor Pro Tem Morton reported that she attended a Beckwourth Fire Department meeting and a Disc Golf Ad Hoc Committee meeting.

Councilmember Cooley reported that he attended two Agenda Planning meeting with the Local Emergency Services Group and an Infrastructure Committee meeting.

Councilmember Oels reported that he also attended the Disc Golf Ad Hoc Committee meeting and a Transportation Commission meeting.

Mayor Powers reported that he attended the Transportation Commission meeting and the Infrastructure Committee meeting.

B. Staff Communications

Chad Herrmann with the Plumas County Sheriff’s Department reported that is has been quiet this month. They have been running “shallow” shifts due to people being out. They are working on generator and antenna at the substation.

C. City Manager Report

City Manager Knox reported that she also attended the Infrastructure Committee and Disc Golf Ad Hoc Committee meetings. She gave an update on Portola substation with Liberty Utilities. She attended a Sacramento Valley City Manager’s meeting. We are close to showing Council the Southside Fire Station. The front counter remodel is progressing. Chancy Weaver, our Accounting Technician is leaving the City so that position is being posted. Leslie Chrysler was asked and has agreed to cover the Accounting Technician job in the interim. Due to this, the Incode discussions are on hold for a little bit while we work through this transition. She introduced Gay Miller, who is on the Board of Beckwourth Fire and is the liaison between the City and Beckwourth Fire.

Ms. Miller gave a short report. Beckwourth hosted the first of two weekends of the State Wildland Fire Course S290 at the Southside Fire Station. Chief Russell will be attending an arson investigation academy next month. Beckwourth hosted Multi fire department fire-fighting drill in Portola.

5. CONSENT CALENDAR

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

A. Minutes – Adopt the minutes of the City Council Special meeting held on October 28, 2020, and the City Council Regular meeting held on October 28, 2020.

B. Claims – Adopt Resolution No. 2457 authorizing payment of claims for the period of February 5, 2021 through February 18, 2021.

Accounts Payable:	\$ 62,182.14
Payroll:	<u>\$ 29,813.78</u>
Total:	\$ 91,995.92

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

Roll call vote, no: none.

6. ORDER OF BUSINESS

A. Records Retention Schedule Adoption.

Leslie Chrysler reviewed this project with Council. She has been working on this project to create an updated policy for records management and retention for several years. She reviewed some comments submitted by Councilmember Cooley to clarify some of the terms in the updated policy. This policy addresses electronic records and does not require any records to be destroyed to come before Council. Councilmember Oels moved and Councilmember Cooley seconded a motion to adopt Resolution No. 2458:

A Resolution of the City Council of the City of Portola Rescinding Resolutions No. 1355 and No. 1500 establishing and adopting and amending a Records Management and Records Retention Policy, respectively, and adopting a new Records Management Policy and Records Retention Schedule.

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

Roll call vote, no: none.

A small break was taken to adjust the audio at City Hall.

B. General Plan 2045.

City Manager Knox stated the two draft elements, Land Use and Circulation, were discussed at today's brown bag workshop and gave a brief update on the workshop. City Planner Downs reviewed the power point presentation with Council.

C. Change the Office Clerk Position to Full Time.

City Manager Knox presented for Council's consideration changing the Office Clerk position from part time to full time. This would help staff by providing additional resources to complete tasks that are already present as well as aid in ensuring items are kept up to date and responses to requests are made in a timely fashion. A brief discussion ensued.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to amend the Office Clerk position from a part-time to a full-time employee.

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

Roll call vote, no: none.

D. Usage of Park Facilities/Pool Discussion.

City Manager Knox reviewed a request that was made to use the baseball fields by the Little League as well as the effect COVID-19 had on the usage of park facilities and amenities last year. Staff would like for the Council to provide guidance on the usage of park facilities, including the baseball fields and pool in relation to current COVID-19 restrictions. Discussion ensued.

Councilmember Oels moved and Councilmember Stan Peiler seconded a motion to open the Park Facilities and Pool with State safety and COVID protocol being followed.

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 7:31 p.m.

Tara Kindall, CMC
Deputy City Clerk