

**PORTOLA CITY COUNCIL
MEETING MINUTES
August 24, 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

Councilmember Oels, Councilmember Gault, Councilmember Morton, Mayor Pro Tem Larrieu and Mayor Powers were present. City Manager Robert Meacher, Finance Officer Susan Scarlett, City Attorney Steve Gross, 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 Gault reported that she is working to schedule the next Portola cleanup day with the I Love Portola group.

Councilmember Oels reported on his attendance at the Board of Supervisors meeting, the Fire Safe meeting and the sale of tickets for a wooden swing whose proceeds go to the resource center to help those in need of funds to pay their City of Portola Utility bill.

Councilmember Morton reported on the annual Railroad Days event, including the upcoming Portola Fire Department Pancake Breakfast and parade.

Mayor Powers reported on the bass derby, the woodstove change out program, and his attendance at the Sacramento Valley Division of the League of California Cities.

B. City Manager Report

City Manager Meacher reported on the following:

- Fire Tax Assessment meeting
- Sacramento Valley Division of the League of California Cities meeting
- Receipt of the final Portola Highlands documents
- Continued education through an ICMA webinar

C. Staff Communications

Karen Downs reported on her work on the Union Pacific Grant in coordination with Susan Jacobson, Sports Success.

CSO Brashear reported on his work progress since the last Council meeting and the theft of the City Golf cart.

6. CONSENT CALENDAR

A. **Minutes** – Adopt the minutes of the City Council regular meeting held on August 10, 2016.

B. **Claims** – Adopt Resolution No. 2295 authorizing payment of claims for the period of August 6, 2016 through August 19, 2016.

Finding no Council or public comment, Mayor Pro tem Larrieu made a motion to adopt the minutes of the regular meeting held on August 10, 2016, and to adopt Resolution No 2295 authorizing payment of claims for the period of August 6, 2016 through August 19, 2016. Councilmember Gault seconded the motion and it was unanimously approved.

7. ORDER OF BUSINESS

A. **A-15 Project** – Report/Discussion on Buried Underground Tank Discovered at Commercial Street, Pacific Street and A-15. Discussion and Possible Action.

Dan Bastian, Engineer for the City of Portola, reported that two buried fuel tanks had been discovered at the A-15 job site. Dan detailed the testing, removal process and cost for removal of the tanks and surrounding soils.

Following further discussion Councilmember Oels made a motion authorizing Dan Bastian to execute a contract with Clean Harbors for removal of the tanks and surrounding soils as an element of the construction engineering. Mayor Pro tem Larrieu made a motion to second the motion and it was unanimously approved.

B. **Workshop/ Presentation Big Fish Creations** - Review and Consideration of Big Fish Creations Contract, Marketing, Branding, and Public Relations activities to date for the City of Portola. Discussion and Possible Action.

Patty and Mike Clawson from Big Fish Creations gave the council an exhaustive review of the work they have done to date.

Community members asked Mike and Patty questions clarifying their work and the Council discussed their vision for the Discover Portola website and requested that older materials be archived so that the site looks current and maintained.

Patty also reviewed her vision of the ambassador program.

Councilmember Larrieu thanked Big Fish Creations for their work and requested that they continue to accomplish what they can within the current hours they are allotted through their contract. Councilmember Oels requested that they update and keep the Discover Portola website current and Mayor Powers requested they work on a better brand for Portola. The Council requested that all work for Big Fish Creations be filtered first through Robert Meacher, Portola City Manager.

8. CLOSED SESSION

- A. **Exposure to Litigation** - Closed session pursuant to Government Code Section 54956.9(d) (2), Conference with legal counsel, Exposure to litigation, one case.

Mayor Powers reported that there was no reportable action from the closed session.

9. ADJOURNMENT

Mayor Powers made a motion to adjourn the meeting. Councilmember Oels seconded the motion and the meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk