



City of Portola
Minutes
Regular Meeting
April 10, 2024 06:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Pat Morton.

A. Pledge of Allegiance

Led by Mayor Pat Morton

B. Roll Call

Present: Mayor Pat Morton, Mayor Pro-Tem Jim Murphy, Councilmember Bill Powers, Councilmember Stan Peiler, Councilmember Leah Turner

Staff Present: Interim City Manager, Susan Scarlett; Deputy City Clerk, Jason Shaw; City Attorney, Steve Gross (remotely)

2. Public Comments

Chuck Dayton, Owner of Jefferson Supply Company, left a public comment about Intermountain Disposal's recycling fees being too high. The City Council informed the public they will be discussing Intermountain Disposal complaints at the next Infrastructure Committee meeting scheduled for May 1st at 3:30 PM at City Hall.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Leah Turner: Nothing to report.

Councilmember Stan Peiler: Nothing to report.

Councilmember Bill Powers: Nothing to report.

Mayor Pro Tem Jim Murphy: Attended recent SCORE board meeting. There is still a loss control grant, approximately \$12,000, available to the city.

Attended the LAFCo meeting. City's contribution to LAFCo this year decreased down to \$50,000. Next LAFCo meeting is scheduled for June 10th. Attended the City of Portola Finance and Administration Committee meeting that happened earlier today.

Mayor Pat Morton: Attended the Beckwourth Peak Fire Protection meeting. They hired an attorney and are working on getting a Fire Chief soon. Attended the LAFCo meeting and attended the City of Portola Finance and Administration Committee meeting.

B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report

Fire Report: There was no fire report.

Sheriff's Report: There was no Sheriff's report.

Air Quality Report by Targeted Airshed Specialist Mikki Brown: Still have vouchers for woodsheds and chimney sweeps. Curtailment days end this month. The air quality has been excellent lately. There will be an Air Quality event scheduled for May 18th.

C. City Manager's Report

Minutes from March 27th will be on the next agenda. Just hired a part time City Planner, Susan Summerford. She will mostly work remotely but will be at City Hall as needed. In regards to the bridge, right now Caltrans and MGE Engineering are negotiating the status of the bridge. Water plant takeover resolution should be before the City Council soon. Right now the City and County attorneys are going over it. Held a Finance and Administration Committee meeting today.

Will be flying the pool jobs soon. Looking for a Pool Manager who is over 18 and Lifeguards who are over 14. We have new compliance laws in effect with AB 506 that requires anyone over 18 to have a background check. There is someone local who can do it or the Sheriff's department can. Might also require an additional background check beyond live scanning. Deputy City Clerk Jason Shaw is working on implementing SB 556, which is a new Workplace Violence law. Will require a policy and training update.

The search for a regular City Manager continues. The position will be posted on April 18th and applications are due by June 13th.

On the next agenda, we will need a Councilmember to join the Airport Land Use Committee. Director of Public Works, Todd Roberts has limited availability. Liberty Power will be giving out 300 trees for Arbor Day, April 27, from 9 AM to 3 PM in the City Park.

4. **Consent Agenda**

- A. **Claims-** Adopt Resolution No. 2571 authorizing payment of claims for the period of March 28th, 2024 through April 10th, 2024.

Accounts Payable: \$73,262.66

Payroll: \$31,676.88

Total: \$104,939.54

AP Check Run #45754 - 45793

Payroll Check Run #17338

3 Payroll Direct Deposits

There were no public comments. There were no comments by Council.

Councilmember Stan Peiler motioned to approve. A second was made by Councilmember Leah Turner.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro-Tem Jim Murphy** Aye **Councilmember Bill Powers** Aye **Councilmember Stan Peiler** Aye **Councilmember Leah Turner**

5. Public Comment – 2024/2025 Budget Preparation

Interim City Manager Susan Scarlett noted that this was the second opportunity for the public to comment on the budget. Next opportunity for the public to comment on the budget will be the budget workshop scheduled for May 8th, at 3:00 PM.

Lindsey Shaw left a public comment about future possible events.

6. Interim City Manager Contract Proposal - Susan Scarlett

Negotiating team, Mayor Pat Morton and Mayor Pro Tem Murphy, met with Interim City Manager Susan Scarlett and City Attorney Steve Gross and came up with this draft interim city manager agreement.

City Attorney Steve Gross explained the particulars of the agreement. The initial agreement will be for 6 months and will continue until a Regular/Permanent City Manager is found. There are no additional benefits or severance.

This is a separate contract from Susan Scarlett's Finance Officer agreement with the city.

Lindsey Shaw left a public comment in favor of the agreement.

Mayor Pro-Tem Jim Murphy motioned to approve. A second was made by Councilmember Leah Turner.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro-Tem Jim Murphy** Aye **Councilmember Bill Powers** Aye **Councilmember Stan Peiler** Aye **Councilmember Leah Turner**

7. Adjournment

Meeting adjourned by Mayor Pat Morton at 6:36 PM.