



City of Portola  
Minutes  
Regular Meeting  
May 08, 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 Leah Turner

Staff Present: Interim City Manager - Susan Scarlett; Deputy City Clerk- Jason Shaw

**2. Public Comments**

Chuck Dayton from Jefferson Supply Company left a public comment about Intermountain Disposal (IMD) recycling. Lindsey Shaw from the public left a public comment about wanting to see wrestling in the park.

It was noted that the next Infrastructure Committee meeting will be held on June 18th. The Committee will not discuss individual customer complaints but will look at the overall level of service provided by IMD.

**3. CITY COMMUNICATIONS**

A. City Council Communications / Committee Reports

Councilmember Leah Turner: Had a meeting with Director of Public Works Todd Roberts on the dog park and he is currently getting estimates for the cost of fencing.

Councilmember Bill Powers: Attended the Infrastructure Committee meeting. Thought it was a good start and the committee will meet again about IMD in the future.

Mayor Pro Tem Jim Murphy: Attended the Infrastructure Committee meeting.

Mayor Pat Morton: None

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 Deputy City Clerk Jason Shaw: There will be a home heating event on May 14th from 12-4 at the Portola Library. Green waste month has been moved to June instead of May and goes from June 1st through the 25th. Residents of Portola can drop off their green waste for free at the Delleker Transfer Station during this time but they ask residents to please separate pine needles from other green waste before dropping the waste off.

#### C. City Manager's Report

Interim City Manager Susan Scarlett gave updates on City projects and on meetings she attended.

- The Firewise agreement approved by the City Council has been executed.
- The Infrastructure Committee held a meeting with Intermountain Disposal, City Consultant Tom Valentino and City Attorney Steve Gross.
- The City is looking to hire more Lifeguards for the pool.
- Will be meeting with the new Fire District, Beckwourth Peak Fire Protection District on Monday about the transfer of assets and other transition topics.
- She and Director of Public Works Todd Roberts had a meeting with the Sierra Buttes Trail Stewardship representatives about the upcoming Gravel Grinder. In the future, they are going to take over camping and the City will no longer directly fund the event (they keep the revenue from camping during the event instead). They will receive funding from the City this year because it's already been budgeted for.
- Had a meeting with Liberty Power and Mayor Pat Morton about the high cost of energy bills and the recent power outages.
- Paving projects should begin in the City shortly. Will be using Road Maintenance and Rehabilitation funds which restricts which roads can be worked on. Hoping to get started on that next week.
- Multiple job postings are currently on the Portola website and posted elsewhere; Still looking for Lifeguards, temporary public works employees, and a City Manager. There is also a vacancy on the City Council that needs to be filled.

Overall, things are moving along nicely.

#### 4. Consent Agenda

- A. **Claims-** Adopt Resolution No. 2574 authorizing payment of claims for the period of April 25th, 2024 through May 8th, 2024.

Accounts Payable: \$123,898.55

Payroll: \$26,177.73

Total: \$150,076.28

AP Check Run #45841 – 45876

Payroll Check Run #17341 – 17343

Payroll Remittance Check #17344

B. Approval of the City Council Minutes from 4-24-24

Councilmember Leah Turner asked a question about a bill for water meters. Interim City Manager Susan Scarlett explained that the reason the bill was so high is for 2 years they were sending bills to the wrong email account. That issue has now been corrected and the bills should not be as high in the future.

Councilmember Leah Turner motioned to approve. A second was made by Councilmember Bill Powers.

The roll call vote:

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

5. **. Renew State of Emergency Proclamation**

Deputy City Clerk Jason Shaw explained that this was the same renewal we have done before for the winter storm disaster that occurred last year. We need to keep this state of emergency active so that way we can continue to work with FEMA and Cal OES on public assistance funding. So far The City has been awarded \$69,022.55 in public assistance funding for the costs associated with the 2023 winter storm disaster and there is still more to come.

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

The roll call vote:

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

6. **City Council Vacancy**

Interim City Manager Susan Scarlett brought this up as a reminder that there is a vacancy on the Portola City Council. Citizens of Portola are encouraged submit a letter of interest for the open seat. Letters of interest will be accepted through May 30th.

7. **Mayor's Appointments to the Integrated Waste Management Task Force and Emergency Services Policy Committee**

Interim City Manager Susan Scarlett explained that the former City Manager was on these committees and now there are vacancies that need to be filled.

Chuck Dayton from Jefferson Supply Company asked about the details of the Intergrated Waste Management Task Force (IWMTF).

The Portola Council tabled the vacancy appointment on the IWMTF for another meeting because of the open vacancy on the City Council.

Mayor Pat Morton appointed herself and Susan Scarlett to the Emergency Services Policy Committee (ESPC). Councilmember Leah Turner is remaining on the committee.

**8. Resolution No. 2575 to Surplus the 1948 Ford firetruck**

There were no public comments or discussion.

Councilmember Leah Turner motioned to approve. A second was made by Councilmember Bill Powers.

The roll call vote:

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

**9. Community Engagement Officer Job Description**

Interim City Manager Susan Scarlett went over the specifics of the position. This position was created because the City is no longer using contracted services.

The job description was worked on by Councilmember Leah Turner and Mayor Pro Tem Jim Murphy. Staff recommends approving the job description, the hours, the pay rate and the title and to direct staff to fly the position for hire as soon as possible.

Motion to approve the job description, the pay rate at \$30/Hour, the 32 hours of work per week and the job title and to direct staff to fly the position for hire.

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 Leah Turner**

**10. Adjournment**

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