



City of Portola
Minutes
Regular Meeting
May 22, 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, Councilmember Bill Powers, Councilmember Leah Turner

Absent: Mayor Pro-Tem Jim Murphy

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

2. Public Comments

Lindsey Shaw from the public commended the City on its recent beautification efforts.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Mayor Pro Tem Jim Murphy was absent.

Councilmember Leah Turner: Nothing to Report

Councilmember Bill Powers: Attended the Plumas County Transportation Commission meeting. Thanked the Music in the Park team for getting the event ready for the Summer.

Mayor Pat Morton: Attended the Plumas County Transportation Commission meeting on Monday. Talked about budget and finances.

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

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

Fire Report: Over the last month, Beckwourth Fire reported 33 calls in the City of Portola.

Air Quality Report by Targeted Airshed specialist Mikki Brown: June 1st-25th is the District's

sponsored free green waste disposal month for city residents.

There are 16 green waste curbside voucher applications available for the season. Services begin at the beginning of each month so any applications received after this Friday May 24th (to begin in June) will not be redeemed until the beginning of July. Thank you everyone who attended the Home Heating Event on May 18th. There are still Firewood and Chimney sweep vouchers available.

C. City Manager's Report

Interim City Manager Susan Scarlett:

- The Railroad Museum will be hosting the largest steam train the world, the Big Boy, on July 10th. We expect a large amount of people will visit the town to see the train and there will be plenty of photo opportunities
- We currently have many employment opportunities posted on the Portola website. In addition to City Manager, we have the Community Engagement Officer position posted, jobs for Public Works, and openings for Lifeguards for the pool.
- The Pool has been cleaned and filled. Meeting with the new Pool Manager tomorrow to go over training and the schedule.
- Met with the Beckwourth Peak Fire Protection District about the transfer of assets to the new fire district. Interim Fire Chief of Beckwourth Fire is helping us surplus the 48 Fire Truck.
- Public works has been painting the streets and filling in pot holes. Will soon be doing more in depth road repair work.
- Director of Public Works Todd Roberts is updating the signage around the City.
- On May 29th, there will be a meeting held at the Library to go over the Cromberg Highway 70 project.

4. Consent Agenda

- A. **Claims-** Adopt Resolution No. 2576 authorizing payment of claims for the period of May 9th, 2024 through May 22nd, 2024.

Accounts Payable: \$106,760.45

Payroll: \$26,704.88

Total: \$133,465.33

AP Check Run #45877 – 45906

Payroll Check Run #17345 – 17346

Payroll Remittance Check #17347

B. Approval of the City Council Minutes from 5-8-2024 and the Budget Workshop Minutes from 5-8-2024

There were no public comments.

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

The roll call vote:

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

5. Proposition 68 Resolution No. 2577 to be able to apply for grant funds.

Interim City Manager Susan Scarlett explained that this is Prop. 68 funding that was approved by the voters back in 2018 that the City still needs to spend. There is an opportunity to purchase 3 bathrooms, 2 for the River Walk, and 1 possibly for the West End Park.

Councilmember Leah Turner talked to Director of Public Works Todd Roberts about this earlier and thought it was a good idea. She did have a follow up question about the quotes and Interim City Manager Susan Scarlett explained the price difference was due to having to buy the plans for the bathrooms which was \$5,000. They only had to buy the plans once though and not for each additional bathroom.

Lindsey Shaw from the public supports the resolution.

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

The roll call vote:

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

6. Road Maintenance and Rehabilitation Resolution No. 2578.

Interim Susan Scarlett went over that this a resolution put forth by City Engineer Dan Bastian for the RMRA funds in the amount of \$57,724. These funds are for projects in the next year, not this current year. Projects can carry over but you can't use prior year funding for new projects. For next years funding, the bridge will be included.

No public comments.

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

The roll call vote:

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

7. PG&E Settlement Funds for Fire Departments

Interim City Manager Susan Scarlett explained that back in 2022, each Fire Department received \$50,000 from PG&E from the settlement for the Dixie Fire. Staff feels at this time it is appropriate to give the balance of the funds, \$17,959.52, to the new Beckwourth Peak Fire Protection District.

No public comments.

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

The motion passed with the following vote:

3 **In Favor** 0 **Opposed**
0 **Abstained** 1 **Absent** **Recused**

8. Workplace Violence Protection Plan Review

Deputy City Clerk Jason Shaw went over the purpose and the particulars of the proposed Workplace Violence Protection Plan. He said it came about because of California SB 553 which mandates that we have a Workplace Violence Protection Plan and train all the employees on it. This training has to be documented and conducted at least yearly.

Interim City Manager Susan Scarlett further explained that the law allows for us to do the training in house and the Deputy City Clerk will be conducting the training for all the City Employees. He will do multiple training sessions to make sure everyone takes the training before the July first deadline.

No public comments.

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

The motion passed with the following vote:

3 **In Favor** 0 **Opposed**
0 **Abstained** 1 **Absent** **Recused**

9. Tax lien purchase of property through Plumas County

Interim City Manager Susan Scarlett wanted one more Council approval before using ARPA funds on the tax lien properties. No public comments.

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

The roll call vote:

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

10. Intermountain change of service day information

Interim City Manager Susan Scarlett explained this is an informational agenda item. IMD is changing the service days for all residents to Monday instead of having half the Town be serviced on another day.

11. Adjournment

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