



City of Portola

Minutes

Regular Meeting

September 11, 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.

Mayor Pat Morton offers a moment of silence in remembrance of September 11, 2001.

Mayor Pat Morton reads a statement, for the record, regarding members of the public disrupting Council meetings. Guidelines are outlined, and the public is informed that they may be removed from the meeting.

### A. Roll Call

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

Staff Present: Steve Gross, City Attorney; Susan Scarlett, Interim City Manager/Finance Officer.

### B. Pledge of Allegiance

Led by Mayor Pat Morton

## 2. **Public Comments**

Lindsey Shaw comments regarding development of the dog park in Portola.

## 3. **City Communications**

### A. City Council Communications

Councilmember Mikki Brown: Attended the Plumas County Board of Supervisors meetings of September 3rd and September 10th; attended the Lost Sierra Chamber of Commerce meeting; attended the Plumas County FireSafe Council meeting

Councilmember Leah Turner: No report

Councilmember Bill Powers: No report

Mayor Pro-Tem Jim Murphy: Attended the Small Cities Organized Risk Effort meeting; attended the Plumas County Airport Land Use Commission

Mayor Pat Morton: Attended the Beckwourth Peak Fire Protection District meeting;

attended the Annual Fly-In Pancake Breakfast Event held at Beckwourth-Nervino Airport

B. Reports: Beckwourth Peak Fire Protection District/ Plumas County Sheriff/Northern Sierra Air Quality Report

Beckwourth Peak Fire Protection District: Susan Scarlett, Interim City Manager, shares comments from Jack Rosevear, Fire Chief

Plumas County Sheriff: Chad Hermann, Plumas County Undersheriff gives a report and update on service calls, for the month of August 2024, within the City of Portola; Undersheriff Hermann informs the Council that Measure "D" will be back on the November 2024 ballot, a tax measure to help fund the Plumas County Sheriff and other emergency services.

Northern Sierra Air Quality: Councilmember Mikki Brown gives a report and update on key topics and project updates

C. Staff Communications/Public Engagement Officer/City Attorney

Public Engagement Officer: Brian Attama, Public Engagement Officer is present and gives a report and update on current projects and ongoing training, The Abandoned Vehicle Program is now active again and progress is made; Mr. Attama continues with the code enforcement certified courses.

Deborah Bress, member of the public, comments regarding a trailer near county road A-15, and further requests removal

City Attorney:

Steve Gross, City Attorney addresses the Council regarding comments made by public member, Ashlee Sims and disruption of Council meetings. Mr. Gross clarifies that there has never been a serial meeting of the Council regarding this matter. Mayor Pat Morton may exercise her right, under the Open Meeting Act Law "Brown Act" regarding removal of public members that are disruptive. The City Attorney continued by addressing the Council regarding comments made by public member, Ashlee Sims and public records requests. Mr. Gross clarifies that all phone records of Mayor Pro-Tem Jim Murphy have been made available, and there is no record of a 911 call.

D. Interim City Manager's Report - PRA report

Interim City Manager: Susan Scarlett, Interim City Manager addresses the Council with a report and update on current projects, and meetings attended.

Meeting with Karen Downs, Contract Planner regarding completed and ongoing projects

New security access added to door at Portola City Hall

The Council will need to identify plans by December 31, 2024 for use of ARPA funding, including the dog park project funding, as required under the ARPA guidelines. This matter will be brought to the Council at a regular meeting.

Public Records Act: Susan Scarlett, Interim City Manager gives a report and update on public records act requests. Over a ten-day period, the Interim City Manager has logged approximately 23 hours of time spent. There have been 155 requests received over a three

year period and 54 of them have been since July 11, 2024. To date 35 of the requests since July 11th have been closed. The City of Portola has been billed \$4,956 from the City Attorney, for time spent on public records requests, for the months of July and August.

#### 4. **Consent Agenda**

- A. Claims - Adopt Resolution No. 2595 authorizing payment of claims for the period of August 23, 2024 through September 12, 2024

AP CHK RUN 46161 – 46201 - \$241,168.35

PAYROLL CHK 17420 – 17429 - \$27,215.43

PAYROLL REMIT CHECK 17430 - \$129.03

TOTAL CLAIMS \$268,512.81

- B. Minutes- Approval of the City Council Minutes from August 14, 2024, August 21, 2024 and August 28, 2024

Councilmember Leah Turner requests a correction to the meeting minutes of August 14, 2024. Ms. Turner did not attend Music in the Park, as stated under City Council Communications.

Mayor Pat Morton takes comments from the public and include Deborah Bress.

Approval to adopt Resolution No. 2595 authorizing payment of claims for the period of August 23, 2024 through September 12, 2024; and approve City Council Minutes from August 14, 2024, August 21, 2024 and August 28, 2024, as amended.

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** Aye **Councilmember Mikki Brown**

#### 5. **Plumas Crisis Intervention and Resource Center**

This matter is before the City Council to consider finalizing the CDBG Forgivable Loan for the property at 165 and 185 Ridge Street, Portola, finding that PCIRC has fulfilled its obligations.

The City Council receives a report from Kate Rahmeyer, Executive Director. Following brief discussion by Councilmembers, motion is made by Mayor Pro-Tem Jim Murphy, and second by Councilmember Bill Powers finding that PCIRC has fulfilled its obligations for property at 165 and 185 Ridge Street, Portola, and finalize the CDBG Forgivable Loan, and authorize the Interim City Manager to sign the necessary documents.

Mayor Pro-Tem Jim Murphy 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** Aye **Councilmember Mikki Brown**

## 6. Bridge Update

This matter is for informational purposes only, there is no required action by City Council.

The City Council receives an update on meetings with Caltrans, MGE and the City regarding funding and steps to move forward with the bridge project. Martin McIlroy, representing MGE is present and addresses the City Council. There is brief discussion regarding the purchase of an active monitoring station for the bridge. The permanent monitor would be active 24/7 and would provide any activity/movement of the bridge. The cost of the equipment is being researched. This matter will be brought to the City Council at a later date. Mr. McIlroy reports that, to date, there have been no deflections in the bridge.

Mayor Pat Morton takes comments from the public and include Kate Rahmeyer, Larry Douglas, Deborah Bress, and Lindsey Shaw.

## 7. Wastewater Funding options

This matter is before the City Council to discuss options of a two-phase approach for a potential sewer grant versus grant and loan funding.

Susan Scarlett, Interim City Manager addresses the City Council. The fiscal impact is either that the City use the phased approach to be able to use grant funds or wants to complete the whole project which would add \$14m in debt to the sewer fund at an undetermined interest rate. City staff recommends the phase approach.

Mayor Pat Morton takes comments from the public and include Deborah Bress and Ashlee Sims.

Following discussion, a motion is requested to give direction to move forward with the two-phase approach, as recommended, so that grant funds would be available for the total project

Councilmember Bill Powers motioned to approve. A second was made by Councilmember Mikki Brown.

The roll call vote:

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

## 8. Amendment to the Beckwourth Peak Fire Protection District Asset Transfer Agreement

This matter is before the City Council to consider an amendment to the Beckwourth Peak Fire Protection District asset transfer agreement. The amendment is regarding the Deeds of Trust for the Fire stations.

Mayor Pat Morton takes comments from the public and include Larry Douglas, Deborah Bress, and Ashlee Sims.

Following discussion, there is approval of Amendment No. 1 to the original agreement and authorization for the Interim City Manager to execute the amendment and documents.

Councilmember Mikki Brown 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** Aye **Councilmember Mikki Brown**

**9. Beckwourth Peak Repeater transfer of lease**

This matter is before the City Council to consider transfer of a lease for the Beckwourth Peak Repeater from the City of Portola to the Beckwourth Peak Fire Protection District. The City does not use the repeater and Beckwourth Peak Fire Protection District has asked that it be transferred to them.

Mayor Pat Morton takes comments from the public and include Ashlee Sims, Deborah Bress, Larry Douglas, and Lindsey Shaw.

Following brief discussion, the action is to approve the Assignment between the City of Portola and Beckwourth Peak Fire Protection District, and authorize the Interim City Manager to execute the assignment and deliver to EIP Holdings II, LLC.

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** Aye **Councilmember Mikki Brown**

**10. Discuss outreach for Highway 70 lane reassignment project**

Susan Scarlett, Interim City Manager informs the City Council and members of the public that the public meeting regarding possible lane reassignment/restriping on Highway 70 is currently scheduled for October 2, 2024 at the Portola Veterans Hall. The meeting will be held from 4:30 p.m. to 6:00 p.m., with a 5:00 p.m. presentation by Caltrans.

Caltrans is currently preparing a flyer for distribution to the public.

**11. Adjournment**

Mayor Pat Morton adjourns the meeting at 7:51 p.m., to meet again in a regular meeting of the Portola City Council on September 25, 2024 at 6:00 p.m.