

Mt. Shasta City Council Regular City Council Meeting Minutes

Mt. Shasta Community Center, 629 Alder Street

Monday, October 27, 2014; 5:30 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item	STANDING AGENDA ITEMS
	1. Call to Order and Flag Salute	<p>At the hour of 5:38 p.m., Mayor Stearns called the meeting to order and led the audience in the Pledge of Allegiance.</p>
	2. Roll call	<p>Councilmembers Present: Burns, Collings, Moore, Mayor Pro-Tem Harkness, Mayor Stearns Councilmembers Absent: None</p>
	3. Special Presentations & Announcements:	<p>a. High Tech Sector Brainstorming Update – Paul Eckert, City Manager</p> <p>City Manager Eckert reviewed the minutes from the brainstorming session with the High Tech Group. He provided background as to conducting the meeting and the participants. Eckert summarized the various discussions of the group which included questions like why are you here in Mt Shasta? What do you think would attract others to Mt Shasta? What are the challenges of living/working in Mt Shasta? There was further discussion regarding what attributes people desire and what the focus should be, the concept of building a tech center, needed infrastructure, the use of social media and the educational opportunities. Eckert indicated the next step the group decided on would be dedicated to developing an overall strategy.</p> <p>Mayor Pro-Tem Harkness stated he looks forward to continuing this effort and expanding the collaboration to include the Young Professional Group and the schools. Mayor Stearns indicated there were some great ideas that came out of the meeting.</p>
	4. City Council Interviews of Board/Commission /Commissioner Candidates:	None
	5. Public Comment:	<ul style="list-style-type: none"> • Roslyn McCoy: Ms. McCoy spoke to the letter the City mailed regarding the possible contamination of the City’s drinking water. She indicated the letter referenced not meeting the water standard for two months. She further commented regarding her concern that this information was not shared with the emergency room and they had no knowledge of it when she went to the ER with stomach cramping. Ms. McCoy requested further information regarding the testing and would like the information posted on the City webpage in a

timely manner so residents can take the necessary precautions. Mayor Stearns indicated a staff member will provide a response if she requests it.

- **Raven Stevens:** Ms. Stevens spoke to her concerns regarding Crystal Geyser not being included on the map attached to the NOP and no listing about the plant operations, project objectives, and the wording which sounds like Crystal Geyser will not be included in the full EIR.
- **Bruce Hillman:** Mr. Hillman stated the NOP leaves out what they were promised about the possible environmental impact of the operation of the plant that may affect the aquifer, pollution, traffic, noise and aesthetics. He indicated these items need to be put in the NOP in order to make comments for the draft EIR. He reiterated it is essential the NOP be revised to include an adequate and complete project description, whereby comment can be accurately made.

Mayor Stearns asked City Planner Potts to briefly make a response. She indicated the NOP was prepared consistent with CEQA guidelines. Planner Potts further indicated the NOP is to give a brief summary of the primary project, in this case the primary project is the replacement of the interceptor line. Should Crystal Geyser connect, the EIR would include those potential off-site changes to the environment. She reviewed the timeline for the NOP.

- **Dale LaForest:** Mr. LaForest stated the NOP is defective and as a result casts a bad light on the Council whom promised a full EIR. He stated his concern with the City hiring an expensive engineering firm from outside the local area and stated his concerns regarding the expertise of the subcontractors, North State Resources. Mr. LaForest indicated that the City, without providing a clear project description now and not waiting for the scoping meeting to “flush” it out, would be depriving the people and other agencies of the minimum of 30 days to review it and provide written comment. He remains concerned that the Crystal Geyser bottling plant does not appear to be fully included in the project description and gives the appearance that a “full” EIR will not be completed. Mr. LaForest requested that the NOP be re-drafted and the scoping meeting rescheduled so the public can be advised as to what the true nature of the NOP is.
- **Melinda Willey:** Ms. Willey indicated the title on the NOP is not transparent of what the expanded full EIR is supposed to be and comes across as misleading. She indicated her concern that the language is misleading because it does not reflect the full and expanded EIR inclusive of the Crystal Geyser bottling plant and operations. Ms. Willey further voiced her concern over the public’s ability to properly comment on the NOP. She inquired as to Planner Pott’s comment “should” Crystal Geyser hook-up to the City and requested a written response.

Mayor Stearns responded to the public comment regarding the NOP. He indicated that through the hundreds of public comments and many meetings, the public should be adequately informed of what the Council is doing. He welcomed the public comments on the NOP and encouraged the public to attend the scoping meeting on November 12th, 2014.

City Manager Eckert read a portion of the NOP on page 7, which contains language including the Crystal Geyser bottling facilities and its physical structures.

	<p>6. Meeting Recess (As Necessary)</p> <p>Council break was not taken.</p>
CITY COUNCIL BUSINESS	
	<p>7. Consent Agenda - The City Manager recommends approval of the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.</p> <ul style="list-style-type: none"> a. Approval of Minutes: September 29, 2014 Special City Council Meeting b. Approval of Minutes: October 13, 2014 Regular City Council Meeting c. Acceptance of Brown Act Committee Minutes: <ul style="list-style-type: none"> ATAC Special Meeting Minutes of September 16, 2014 ATAC Regular Meeting Minutes of September 19, 2014 CEDAC Regular Meeting Minutes of January 14, 2014 LTAC Regular Meeting Minutes of April 17, 2014 Beautification Regular Meeting Minutes of July 9, 2014 d. Approval of Disbursements: Accounts Payable: 9/29/14, 10/1/14, 10/8/14, and 10/15/14; Total Gross Payroll and Taxes: For Period Ending 10/1/14 and 10/15/14 (Finance Director) e. Monthly Finance/Investment Report – September 30, 2014 (Finance Director) f. Resolution CCR-14-55 RE: Claiming the City’s Apportionment of Local Transportation Funds in the Amount of \$111,018 of Which \$38,602 is Claimed for Streets and Roads Purposes and the Balance of \$72,416 is to be Used for Unmet Public Transit Needs and Authorizing the Mayor to Execute the Claim (Finance Director) <p>Every year the State of California makes available to local jurisdictions a portion of the revenues collected from gasoline and other transportation taxes, pursuant to §99260 and 99400 of the Public Utilities Code.</p> g. Letter to the US Post Master RE: Closure of the Redding Mail Processing Center (City Manager) <p>The closure of the mail processing center in Redding has the potential to impact all local mail delivery. Mt Shasta’s mail would be routed through Sacramento to be processed, resulting in 2-4 days delay in delivery.</p> h. Resolution CCR-14-56 RE: Changing the Name of the Alternative Transportation Advisory Committee (ATAC) to the Active Transportation Committee (ATC) - (Public Works Director)

The current name does not reflect current designations used by transportation agencies. Agencies such as CalTrans uses and recognizes "Active Transportation" to designate pedestrian and bicycle programs and policies.

- i. Resolution CCR-14-57 RE: Job Description Title Change: Administrative Assistant to Administrative Assistant/Deputy City Clerk (City Manager)

The current title does not accurately reflect the expanded role from what was originally expected and to be consistent with her high profile duties and responsibilities while conducting Clerk duties

MOTION to approve consent agenda item 7(a); the minutes of the September 29, 2014, Special City Council Meeting as submitted.

Motion by: Councilmember Moore

Second by: Councilmember Collings

Council Action: Motion carried on a voice vote as follows:

4 – Ayes (Burns/Collings/Moore/Mayor Stearns)

1 – Abstain (Mayor Pro-Tem Harkness)

MOTION to approve consent agenda items 7(b) the minutes of the October 13, 2014, Regular City Council Meeting as submitted; 7(c) Brown Act Committee Minutes; 7(d) Approval of Disbursements and 7(e) Monthly Finance/Investment Report.

Motion by: Mayor Pro-Tem Harkness

Second by: Councilmember Moore

Council Action: Motion carried on a voice vote as follows:

5 – Ayes (Burns/Collings/Moore/ Mayor Pro-Tem Harkness/Mayor Stearns)

MOTION to approve consent agenda item 7(f); Resolution CCR-14-55 RE: Claiming the City's Apportionment of Local Transportation Funds in the Amount of \$111,018 of Which \$38,602 is Claimed for Streets and Roads Purposes and the Balance of \$72,416 is to be Used for Unmet Public Transit Needs and Authorizing the Mayor to Execute the Claim, by title only.

Motion by: Councilmember Moore

Second by: Mayor Pro-Tem Harkness

Council Action: Motion carried on a voice vote as follows:

5 – Ayes (Burns/Collings/Moore/ Mayor Pro-Tem Harkness/Mayor Stearns)

Council discussion was held regarding consent agenda item 7(g). Council directed staff to send the letter individually addressed to each Representative/Congressman as well. City Manager Eckert stated the processing center in Redding is still operating and has not been closed at this time.

MOTION to approve consent agenda item 7(g); Letter to the U.S. Post Master General and Representatives of Congress.

Motion by: Councilmember Moore

Second by: Councilmember Burns

Council Action: Motion carried on a voice vote as follows:

5 – Ayes (Burns/Collings/Moore/ Mayor Pro-Tem Harkness /Mayor Stearns)

	<p>Mayor Stearns provided the public with an explanation as to the content of the proposed letter.</p> <p>MOTION to approve consent agenda item 7(h); Resolution CCR-14-56 RE: Changing the Name of the Alternative Transportation Advisory Committee (ATAC) to the Active Transportation Committee (ATC); and consent agenda item 7(i); Resolution CCR-14-57 RE: Job Description Title Change: Administrative Assistant to Administrative Assistant/Deputy City Clerk, by title only.</p> <p>Motion by: Mayor Pro-Tem Harkness</p> <p>Second by: Councilmember Collings</p> <p>Council Action: Motion carried on a voice vote as follows: 5 – Ayes (Burns/Collings/Moore/ Mayor Pro-Tem Harkness/Mayor Stearns)</p> <p>Council discussion was held regarding consent agenda item 7(h). Council inquired as to the ATAC’s previous status of an “advisory” committee. City Manager Eckert reiterated the ATC, formerly ATAC would remain an “advisory” committee.</p>
	<p>8. Resolution CCR-14-58 RE: Accepting the Independent Audit Report for Fiscal Year 2013-2014.</p> <p><u>Background:</u> The City’s Independent Auditor, Aiello, Goodrich and Teuscher, has completed the audit of the financial statements for the 2013-2014 fiscal year, and a representative from that firm is here to present the audit report.</p> <p><u>Report By:</u> Muriel Howarth-Terrell, Finance Director</p> <p><u>Council Action:</u> Adoption of Resolution CCR-14-58</p> <p>Finance Director Howarth-Terrell, reviewed her written report with the Council and thanked the auditor for their hard work and efforts. She indicated to the Council the City had received a “clean” audit. Finance Director Howarth-Terrell introduced Tessa Montgomery of Aiello, Goodrich and Teuscher to provide an overview of the audit report and to assist in answering questions. She reiterated the City received an “unqualified” or “clean” audit, meaning there were no findings. Ms. Montgomery indicated as part of the audit process, they look at areas that could be strengthened; those items have been included on the Management Letter, which contained two noted areas for internal control. City Manager Eckert advised the Council the Public Works staff have already undertaken measures to address inventory control at the City Yard. Ms. Montgomery reviewed the financials with Council, including long-term debts. She recommended in the future the City consider including the management discussion and analysis as part of the audit.</p> <p>Council thanked Ms. Montgomery for calling in advance seeking questions and providing additional explanation prior to the meeting. Councilman Collings commented on the audit and the ongoing responsibilities the Council has with the “bigger picture”. Mayor Pro-Tem Harkness made an inquiry with respect to the other employment and post-employment benefits and the City’s future obligations. Finance Director Howarth-Terrell spoke to the retired employees and the cost of those benefits to the City and employee. She requested time to further research the matter and will bring her findings back to the Council at a future meeting.</p>

	<p>MOTION to approve Resolution CCR-14-58 RE: Accepting the Independent Audit Report for Fiscal Year 2013-2014, by title only. Motion by: Councilmember Moore Second by: Councilmember Burns Council Action: Motion carried on a voice vote as follows: 5 – Ayes (Burns/Collings/Moore/ Mayor Pro-Tem Harkness/Mayor Stearns)</p>
	<p>9. Resolution CCR-14-59 RE: Approving a Budget Adjustment to the Fiscal Year 2014-2015 Operating Budget.</p> <p><u>Background:</u> The Arts Council Executive Director requested the City of Mt. Shasta make a donation to help maintain the local programs currently being provided.</p> <p><u>Report By:</u> Muriel Howarth-Terrell, Finance Director</p> <p><u>Council Action:</u> Adoption of Resolution CCR-14-59</p> <p>Finance Director Howarth-Terrell reviewed her submitted report and recommendation with the Council. City Manager Eckert commented on the recommendation to the Council, including the conclusion to use other funds rather than the use of General Funds and the future development of criteria and policy for Council to consider in advance of a meeting. He cautioned the use of the General Funds.</p> <p>Councilmember Moore commented on the benefits the Siskiyou Arts Council has brought to the City and recognized their hard work and efforts of engaging the community. He indicated he would support a motion to meet the requested amount of \$2,000. Mayor Stearns inquired as to the staff recommendation of \$1,000 when the Siskiyou Arts Council requested \$2,000. City Manager Eckert responded the General Fund has a limited amount of resources and in assessing the continuity and confidence to fund this amount and other possible requests staff made the recommendation before the Council. Mayor Pro-Tem Harkness indicated his support for the Arts Council, however supports the staff recommendation at this time. Discussions were held regarding the funding of other non-profit organizations and a future process for budgetary planning.</p> <p>MOTION to approve Resolution CCR-14-59 RE: Approving a Budget Adjustment to the Fiscal Year 2014-2015 Operating Budget, as amended to \$2,000; whereby allocating an amount of \$1,000 from the General Fund and an amount of \$1,000 from the Community Enhancement Fund, by title only. Motion by: Councilmember Moore Second by: Councilmember Burns Council Action: Motion carried on a voice vote as follows: 3 – Ayes (Burns/Moore /Mayor Stearns) 2 – Nays (Councilmember Collings/Mayor Pro-Tem Harkness)</p> <p>Mayor Stearns allowed public comment after Council motion made, but before Council vote:</p> <ul style="list-style-type: none">• Raven Stevens: Ms. Stevens commented at the last Art Walk she engaged in conversation with a woman from Ashland who indicated her appreciation of the arts atmosphere in Mt. Shasta which reminded her of Taos, Mexico.

10. Resolution CCR-14-60 RE: Awarding of Bid Proposal for the Purchase of Firefighter Turnouts and Other Related Gear.

Background: The City Fire Department received a grant from the Federal Emergency Management Agency for the purchase of Firefighter turnouts and related gear. The gear specifications went out to bid and the department is requesting the Council make the recommended bid awards.

Report By: Matt Melo, Fire Chief

Council Action: Adoption of Resolution CCR-14-60

Fire Chief Melo reviewed his written report, the submitted bid matrix and his recommendation with the Council.

Mayor called for Public Comments; hearing none, Mayor called for Council discussion.

Councilmember Moore voiced his appreciation of the bid Matrix outlining the decision making process.

MOTION to approve Resolution CCR-14-60 RE: Awarding of Bid Proposal for the Purchase of Firefighter Turnouts and Other Related Gear, by title only.

Motion by: Councilmember Moore

Second by: Councilmember Collings

Council Action: Motion carried on a voice vote as follows:

5 – Ayes (Burns/Collings/Moore/ Mayor Pro-Tem Harkness/Mayor Stearns)

11. Emergency Response Plan Overview

Background: The Chief of Police will provide the Council with an overview of the City's Emergency Response Plan and training components.

Report By: Parish Cross, Police Chief

Council Action: Informational Presentation, No Action Required

Police Chief Cross provided the Council with an overview of the City's Emergency Response Plan. He gave background and history on the establishment and development of the Plan. Police Chief Cross reviewed the various components of the Emergency Management System, including the overlay of Federal and State obligations, City organization and plan, along with City training components. He commented on the requirement of having an adopted Plan for the purposes of the engagement of outside services and for governmental reimbursement. Police Chief described briefly the City's Operations Center/Incident Command and organization of staff and equipment. He reviewed the preparedness plan for individuals with pets. Police Chief briefly described the roles and responsibilities of staff and Council. City Manager further described Council's role in an emergency response.

Council inquired regarding the types of response levels and lessons learned in light of the Boles Fire. Fire Chief Melo responded one issue that came up was there was not enough resources in the immediate area that day, with the largest issue being the wind. He further commented on the level of response that he would order in this

type of event. Councilmember Moore thanked staff for their work and report. Mayor Stearns asked about phone systems and the ability to communicate when phones and cell phones are not operating. Police Chief responded the use of radios would come into play as well as the use of texting. Further discussion was held regarding the evacuation of the elderly and ill, the covering of posts when staff is out of the office during an event and who is in charge at any given time, including steps going forward for the purposes of planning, training, activating the command system for other events outside of emergency situations and continuity of Government and communication through the use of portable cellular towers.

Mayor Stearns opened this agenda item to receive Public Comment.

- **Melinda Willey:** Ms. Willey commented on her concerns that as a result of the Boles Fire and the power outage, she lost cell phone service, phone service and could not get a radio connection. As a result, she had no way of knowing what was happening. Ms. Willey inquired about a siren to notice residents of the danger. Chief Cross responded there is the CODERED notification as well as staff/officers going door to door. There is no "siren". Chief Melo responded to Ms. Willey's inquiry as to evacuation routes. City Manager indicated more information will be included on the new webpage.
- **Raven Stevens:** Ms. Stevens inquired if there was a radio station providing information to residents as to the updates on the situation. Police Chief Cross responded this is the role of the Public Information Officer. Ms. Stevens further inquired as to the situation of the pets during evacuation and shelter and offered her assistance in the future. Chief Cross reiterated the Humane Society will be responsible for the initiation of a plan for pets as well as the pet owners responsibility of have a plan to evacuate their pets.

Council engaged in a brief discussion regarding pet evacuation preparedness and the development of a community group willing to assist with this effort.

- **Lilly Coltanue:** Inquired as to the number of copies of the Plan and where they are located and if there is a section on volcanic eruption. Police Chief Cross responded there were at least 7 copies housed within City Hall and both the Police and Fire Departments and indicted the Plan does have a section regarding volcanic eruption. Mayor commented that some of the Plan could be placed on the City's webpage.
- **Roslyn McCoy:** Ms. McCoy suggested the water contamination could be placed into the Plan which may allow for a more timely response for emergency personnel and alerting those individuals who are medically fragile.

Mayor Stearns closed Public Comment on this agenda item.

12. Discussion Relating to the Potential Creation of a New Water Conservation Group.

Background: Council will discuss the potential for a resident water conservation group.

Report By: Paul Eckert, City Manager

Council Action: For Discussion

	<p>City Manager Eckert indicated the suggestions of a resident water conservation group was brought to the Council and that City staff have researched the concept and provided three options for the Council to consider. The three options include the formation of a group of residents and business owners with the participation of a staff and Council representative, without the formality of appointment by City Council. The second option would be the formation of a formal committee appointed by the Council and three would be evaluating existing groups who work within that role already. City Manager Eckert reiterated this not an action item but rather a discussion item to provide further direction to staff. A brief discussion was held regarding the formation of an ADHOC committee rather than a standing committee.</p> <p>Mayor Stearns opened this agenda item for Public Comment.</p> <ul style="list-style-type: none"> • <u>John Dell'Amico Sr.:</u> Indicated he provides radio programming each Thursday evening on the Siskiyou County amateur radio. He suggested we run an exercise to test the communications with respect to emergency disaster situation and offers his services with the radio group. <p>Mayor Stearns closed this agenda item for Public Comment and brought it back to Council for further discussion.</p> <p>Councilmember Moore suggested taking a closer look into option three and for those interested to contact the City. Council discussed option three and inquired with staff as to their perspective. Mayor Pro-Tem commented there are several groups already formed and addressing the issue of water conservation and further indicated the City is already taking measures towards this end. He encouraged Mr. Blackwell to move forward with his efforts as a citizen group with an affiliation to an IRWM representative.</p> <p>CONSENSUS of the Council to direct staff to go with option three.</p>
CITY COUNCIL/STAFF REPORTING PERIOD	
	<p>13. Council Reports on Attendance at Appointed/Outside Meetings</p> <p>Councilmember Moore reported on his attendance to the CEDAC meeting and the business walk-back which occurred last week.</p> <p>Mayor Pro-Tem Harkness reported on his attendance to the CEDAC meeting, including the business walk-back, his participation at the Library Tax Advisory Committee and the Water Talks Presentation. He reported on participating at the Shasta Angel Investor Group and met with the Sue Densmore regarding the Rural Development Initiatives.</p>
	<p>14. Council and Staff Comments</p> <p>City Manager Eckert shared the consultants timeline as it relates to the CEQA process along with a summary of the next steps. Copies were provided for the public and will be added with the packet for future reference.</p> <p>Police Chief Cross reported on a program the Department is developing called "Guns for Guitars". The programs will serve as community resource to the public and will kick off sometime in December.</p>

	<p>Mayor Pro-Tem Harkness commented Crystal Geysers recently granted easement access of their property for the Mid-Town trail to Spring Hill Trailhead and the Spring Hill Trailhead to the Gateway Trailhead and will also help to connect the City north of Spring Hill to the rest of the City without the use of Spring Hill Drive and Mt Shasta Blvd. While the agreement still needs to be finalized, this would be a huge connection and access for non-motorized vehicles.</p> <ul style="list-style-type: none">• <u>Melinda Willey:</u> Ms. Willey inquired about the timeline for the CEQA process and stated she had attended a Chamber meeting where Crystal Geysers indicated they would possibly be opening in March 2015, can they open before the EIR is complete, as at a previous meeting Councilmember Collings stated they could not and this was publicized in the newspaper. Mayor Stearns provided recent information by Crystal Geysers that they will start the hiring process in the summer with the idea to open sometime after that. <p>Councilmember Moore stated it would be helpful for the public to review the Brown Act for appropriate procedure and decorum at meetings.</p>
	<p>15. Future Agenda Items (Appearing on the agenda within 60 days):</p> <ul style="list-style-type: none">a. Review of Ordinance #275 with the intent to add language allowing the inclusion of downtown property owners to be eligible to sit on the DEAC – 11/2014 (Waiting for legal review)b. Recycling Enhancements – 11/2014 (Waiting for Rotary Interact Club to install new containers)c. Fire Department Sleeper Program Update – 12/2014d. Possible RV Park Development at “The Landing Commerce Park” – 12/2014e. LED Light System Update – 11/2014f. Transient Action Response Plan Update – 11/2014 (Moved back due to emergency plan update)g. Discuss potential Connection Fee Moratorium to Housing and Multi-Housing Units – 11/2014h. Municipal Code Amendment – Short Term Rental Ordinance – 11/2014i. High School Jobs Training – 11/2014 <p>There was no Council discussion on this agenda item.</p>
	<p>16. Closed Session:</p> <ul style="list-style-type: none">a. Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to Government Code §54956.9: One Potential Case <p><i>(Report on Closed Session Item to Follow After Council Reconvenes)</i></p>

	<p>At the hour of 8:10 p.m. Mayor Stearns adjourned the Meeting to Closed Session.</p> <p>Mayor Stearns reconvened the meeting to open session at the hour of 8:20 p.m.</p> <p>Mayor Stearns reported that Council had provided direction to staff and had taken no action during the Closed Session.</p>
	<p>17. Adjourn</p> <p>There being no further business before the Council, the meeting was adjourned at the hour of 8:21 p.m. to the next Regular City Council Meeting to be held on Monday, November 10, 2014 at 5:30 p.m.</p>

Respectfully Submitted,

Tammy Laphorne

Tammy Laphorne,
Deputy City Clerk