

Alturas City Council
Regular/Special Meeting
City Hall Council Chambers
June 16, 2020 at 2:00 p.m.

Pursuant to the Governor's Executive Order N-25-20 and N-29-20 dated March 12, 2020 and March 17, 2020, The Alturas City Council Mayor Mark Steffek called the special meeting to order at 2:00 p.m. at the City Council Chambers and via teleconference. **Councilmembers present:** Mark Steffek, Cheryl Nelson, Loni Lewis, Kelly Crosby and Samantha Wood. **Councilmembers absent:** None. **Staff present:** City Clerk Macey Binning, Chief of Police Sid Cullins, City Treasurer Dorothy Long, Director of Public Works Jason Diven, City Attorney Jeff Hedlund, Fire Chief Keith Jacques, Fire Marshal Eric Hunter, and Planning Director Jenn Andersen. **Public attending:** 8. All present joined together in the Pledge of Allegiance.

Under public forum Pat Cantrell expressed how pleased she was with the Alturas Police Department. Ms. Cantrell called regarding suspicious activity in her neighborhood, and was pleased with how fast and diligent the officers were. Ms. Cantrell also thanked the Fire Department and the City for all their hard work.

Deputy Director of Emergency Services Heather Hadwick updated the City Council on COVID-19. Modoc County still has 0 cases. Modoc County has tested 403 people, 386 are negative results and 17 are pending. Modoc County has opened up Community testing for COVID-19. They have two testing sites one in Alturas and the other in Cedarville. Modoc County is officially in stage 3. However, they can't proceed with opening stage 3 until the State provides guidelines. The only thing remaining to open in stage 3 for Modoc is festivals and big events. There is a stage 4, but it does not apply to Modoc County. Modoc County will receive recovery funding of \$905,000.00 and the City will be included in this recovery funding. No guidelines on that funding has been established yet.

Councilmember Crosby attended the COVID-19 testing in Alturas and expressed that it was well organized. Mrs. Crosby explained the process. You self-administer the test with supervision of a nurse. Mrs. Crosby also mentioned the online process was easy to navigate.

Karen Hays with Modoc Performing Arts Theater (MPAT) informed Council the Niles Theater will be reopening soon. They will need to prep the theater for social distancing. Mrs. Hays would like to thank City Council and staff for all their help with the transfer of the Citizens building. They are preparing to re-roof the building. They received funding through the McConnell Grant. However, it is a very expensive project and they would like to apply for a USDA grant as well. Mrs. Hays informed Council in order to apply for the USDA grant they need support letters from local government agencies, and asked the City if they would be willing to provide a support letter for (MPAT) to apply for the USDA grant funding.

City Councilmembers are not opposed and could host a special meeting to provide a support letter with adequate time for MPAT to apply for the USDA grant.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to approve the agenda as presented. **ALL AYES.**

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Wood to adopt the consent agenda as follows: a) Approve minutes of May 19, 2020 meeting; b) Approve City warrants for May, 2020 in the amount of \$255,150.68; c) Adopt Resolution #2020-18 removing inactive water & sewer accounts in the amount of \$31.08; d) Approve ACH reconciliation report for May, 2020 in the amount of \$128,946.29. **ALL AYES.**

Jim Cavasso, representing the Alturas Chamber of Commerce, requests consideration of a donation from the City's Community Projects Fund to help with the cost of the annual Fandango Parade. Due to COVID-19 the Alturas Chamber of Commerce has seen a substantial reduction in annual members, which caused a financial impact. The Fandango day parade will have several changes due to restrictions caused by COVID-19.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Nelson to donate \$1000.00 from the City's Community Projects Fund to help the Alturas Chamber of Commerce with the cost of the annual Fandango Parade. **ALL AYES.**

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Wood to adopt **Resolution #2020-19** approving the Personal Services Contract between the City of Alturas and Computer Haven, to provide IT Services. **ALL AYES.**

Planning Director Andersen presented the Local Early Action Planning (LEAP) Grant. The City of Alturas has \$65,000 of non-competitive grant funding available. The City just needs to apply. Ms. Andersen proposes that the City use the \$65,000 LEAP grant from the State Department of Housing and Community Development (HCD) to evaluate the feasibility of converting second story and/or motel commercial space to residential apartments.

Councilmember Crosby inquired if **Resolution #2020-20** was only allowing the City to apply for the funds, and not what the project would consist of.

Ms. Andersen confirmed that **Resolution #2020-20** was just needed to apply for funding. Then she would proceed with the feasibility study.

Fire Chief Jacques inquired if the City would own the property the feasibility study is conducted on.

Ms. Andersen replied she recommends another agency should own or manage the property. The City utilizes the funding for a feasibility study.

Fire Chief Jacques asked if there will be a committee established, and an application process to determine fairly which property to conduct the feasibility study.

Councilmember Crosby expressed her concern that since all documentation regarding the Local Early Action Planning (LEAP) Grant was not included in the agenda packet, the City Council could not make an appropriate decision until documentation was provided.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to table **Resolution #2020-20** authorizing application to apply for, and receipt of, Local Government Planning Support Grant Programs Funds of \$65,000.00, until further information is obtained. **ALL AYES.**

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Nelson to adopt **Resolution #2020-21** authorizing the application to apply for Federal Aviation Administration (FAA) a Coronavirus Aid, Relief, and Economic Security Act (CARES Act or "the Act") Airport Grant Application for \$20,000.00. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to adopt **Resolution #2020-22** adopting the updated job description for the Police Clerk/Dispatcher. **ALL AYES.**

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Lewis to adopt **Resolution #2020-23** approving the fourth amended budget for Fiscal Year 2019/2020 in the amount of \$ 5,487,058.00. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to award the Request for Proposals (RFP) for a for payment processing platform software to Paymentus subject to approval of the service agreement between City of Alturas and Paymentus. In favor were Councilmember Wood, Lewis, Crosby, and Mayor Steffek. Opposed Mayor Pro-Tem Nelson. **MOTION PASSED.**

Public Hearing: The Alturas City Council will consider the first reading of an ordinance amending Chapter 2.; Article VI.; "Code of Ethics"; Section 2-44. Declaration of Policy, paragraph (b); by adding the title "Planning Director" as defined in "City official and employees". This matter will now be heard.

No comments were presented to the Council.

With no further comments, the hearing is closed at 3:09 p.m.

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Wood to approve the first reading of **Ordinance #523** amending Chapter 2.; Article VI.; "Code of Ethics"; Section 2-44. Declaration of Policy, paragraph (b). by adding the title "Planning Director" as defined in "City official and employees". **ALL AYES.**

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Lewis to adopt **Resolution #2020-24** approving the Memorandum of Understanding between the City of Alturas and Modoc County Sheriff's Office for 911 Dispatch Services. July 1, 2020 to June 30, 2021. In favor were Councilmember Wood, Lewis, Nelson, and Mayor Steffek. Councilmember Crosby recused herself from this item. **MOTION PASSED.**

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Wood to adopt **Resolution #2020-25** authorizing Administrative Clerk Deanna Garcia to be added to the Plumas Bank signature card, and removing Cary Baker. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to award the bid for Propane Service to Ed Staub & Sons for \$.24 over wholesale with the expiration date of June 30, 2021. **ALL AYES.**

Director of Public Works Diven expresses his concern regarding the opening of the Alturas Municipal Swimming Pool for the 2020 pool season. Due to COVID-19 many restrictions are in place and being able to operate the pool will be challenging. Mr. Diven has also encountered difficulty finding a certified trainer for the lifeguards which will cause them to have to travel outside of town to get the proper training and certificates. Mr. Diven informs Council if the pool opens it will be in July, which will also be a very short pool season and very expensive to the City.

City Attorney Hedlund inquired if the California State Health Department establish any guidelines.

Director of Public Works Diven replied that the guidelines that have been released are currently very vague. He has reached out to other Cities and some are not allowing free swim. Only lap swimming.

Councilmember Lewis asked City Attorney Hedlund how Lakeview Oregon is proceeding with opening.

City Attorney Hedlund replied that there are different State guidelines for Oregon. However, most are not allowing locker use because the issue is the shared space. Some Cities even have the public sign waivers before they enter the facility.

City Councilmember Crosby expressed that with all the guidelines and how restrictive they are, she isn't sure how the City would manage to operate the pool. Not having any certified lifeguards makes opening even more challenging.

Councilmember Lewis is concerned that so much has been taken away from our youth this year it will be a disappointment.

Councilmembers agree and would like to explore a special summer activity for the youth to substitute not having a pool.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to not open the Alturas Municipal Swimming Pool for the 2020 season. In favor were Councilmember Wood, Nelson, Crosby, and Mayor Steffek. Opposed Councilmember Lewis. **MOTION PASSED.**

COMMITTEE REPORTS:

City representative Bobby Ray on the Local Transportation Commission provided and reviewed with the City Council a list of public concerns that have been evaluated regarding the Main Street repaving project. At this time Caltrans is wanting to make Main Street three lanes instead of four. The three lanes would consist of two lanes of traffic and a center turning lane. They would also like to include a bike lane, which concerns Mr. Ray. Their next meeting will be in August 4th, and they will continue to discuss the Main Street project. This project will not commence until 2026.

Mayor Steffek attended the pool committee meeting. They decided to move forward with requesting Request for Proposals (RFP). They continue to apply for grants as well.

Mayor Steffek also attend the June 9, 2020 Local Agencies Formation Commission (LAFCO) meeting. Mr. Steffek expressed his concern to LAFCO regarding the Daphnedale service district. Executive Officer Benoit recommends reaching out to Modoc County to inquire if Stephanie Wellemeyer, Auditor/Clerk or Chester Robertson, County Administrative Officer, have received any communications regarding Daphnedale. Mr. Steffek will ask LAFCO to have the Daphnedale service district on the agenda.

City Attorney recommends at the next LAFCO meeting to make a motion for the Daphnedale service district dissolution.

Mayor Steffek also reported at the LAFCO meeting Chair Reed resigned as of June 30, 2020. The LAFCo board appointed Ned Coe as Chair and Mark Steffek as Vice Chair.

Mayor Steffek reported that he and Councilmember Crosby attended the Superior California Economic Development District (SCEDD) meeting via zoom. SCEDD is continuing to approve loans and work on funding opportunities for business owners.

Councilmember Crosby informed Council Superior California Economic Development District (SCEDD) appointed a new president.

COUNCIL/STAFF REPORTS:

Fire Chief Jacques reported the Alturas Fire Department has started their abatement program. The first notice letter was sent out to 391 property owners. After the first notice, property owners have 15 days to comply, or the next step will be taken which could lead to a fine. The Fire Department recently purchased a sign to inform public information regarding the status of burning and any other important announcements.

Mayor Steffek also thanked Fire Marshal for attending the Library Advisory Board meeting and developing a fire plan for the Library.

Sean Buie IT Specialist, informed Council he spoke with Jeff Wilsey with Hunter Communications regarding broadband. They are still moving forward with bringing the broadband to Alturas. Hunter Communications is currently exploring funding opportunities.

Public Works Director Diven reports he is working on reconfiguring the runways at the airport. Mr. Diven informed Council the hot mix plant opened and now Public Works can start pothole patching. Mr. Diven continues to work with Modoc County to establish an agreement to complete Modoc Street, and potentially a section on 3rd Street between Court and East Street. Currently Jeff Nield has been negotiating the new permit between the Regional Water Quality Control Board for the waste water treatment plant. Jeff has been doing an excellent job working with them to fit the City's needs. The new waste water treatment plant has been moving along with the CEQA process. The tribes received written notification regarding the waste water treatment plant. However, no responses were received.

Police Chief Cullins reports since the last Council meeting the Alturas Police Department has made a total of 28 arrests out of these arrests 10 were felonies. Total arrests for this year is 119. Last year at this time the Alturas Police Department had 138 arrests.

City Treasurer Long informed Council she received a letter from the Governor's office regarding a decrease in taxable revenues by approximately twenty-seven percent. Sales tax for the last quarter was \$81,000.00 usually it is around \$70,000.00. Properties in Alturas have been selling. Which will help the City be sustainable. However, Ms. Long is concerned about the hit the Transient Occupancy Tax may have. She warns City Council and Department Heads to be mindful of expenses in the upcoming future. Ms. Long has been meeting with her finance committee regarding CalPERS, and has met with Chester Robertson to discuss options for the City to have PPERA employees one hundred percent funded. Ms. Long has also been working on budgets. Ms. Long submitted reimbursements for the Pedestrian Improvement Project totaling \$154,000.00. Mr. Diven submitted an LTF claim to cover costs. Ms. Long also recently submitted a grant application with Carol Madison with TEACH. This grant would add funding for an Officer position, and help TEACH fund a Social Worker to follow up with case management.

City Clerk Binning informs Council the 2020 Fandango Day Parade application is due June 30th and inquires if Councilmembers are interested in participating.

Only a few Councilmembers and staff will be available, so they will continue to brainstorm at a later time.

City Clerk Binning also informs Council that on July 6, 2020 the City Council will host their annual Firemen appreciation dinner.

Planning Director Andersen would like to schedule a special meeting to meet the Local Early Action Planning (LEAP) Grant deadline. Ms Andersen would also like to meet with Councilmember Crosby, Councilmember Lewis and a few of the department heads to discuss their concerns regarding the Local Early Action Planning (LEAP) Grant, and discuss block grants that are available that have a July 15th deadline.

Mayor Pro-Tem Nelson has received numerous complaints on the motorized bicycles around town. They are not wearing a helmet, and asks if they have a special license or restrictions.

Chief Cullins responded that the motors they have on the bicycles are small and do not qualify as a motorcycle. So, they should be following the same rules as regular bicycles. Adults do not have to have a helmet. However, they need to ride their bicycle on the correct side and stop at stop signs.

Councilmember Lewis was impressed with the Junior Livestock Show. She was happy with the turn out, and was happy our community could still have a show when other counties and cities could not due to COVID-19. Mrs. Lewis also inquires if the farmers market could have a band.

Planning Director Andersen replies that they can, and they have had bands in the past.

Councilmember Crosby attended her first Superior California Economic Development District (SCEDD) meeting. They will be sending her an informational packet so can be more familiar with SCEDD. Mrs.

Crosby also warns the Councilmembers that in her neighborhood there has been an unwanted visitor knocking on backdoors.

Chief Cullins is unaware of this activity and advises everyone if they see any strange activity to contact the Alturas Police Department immediately.

Councilmember Wood is for Law Enforcement but would like to see a Resolution that the City of Alturas does not tolerate racism and promotes diversity. Mrs. Wood has seen other Cities adopt this, and would like to follow their lead.

City Attorney Hedlund recommends reaching out to Golden State to see if they have an example policy or even a proclamation.

At 5:10 p.m., Mayor Steffek announced the City Council would be meeting in closed session under G.C. Section 54956.9(b) – Conference with Legal Counsel – Anticipated Litigation (1) potential case.

Reconvened back to open session at 5:20 p.m.

With no further business to come before City Council. **MOTION** by Mayor Pro-Tem Crosby to adjourn the meeting at 5:22 p.m. and to return in regular session on Tuesday, July 21, 2020 at 2:00 p.m., City Hall. **SECONDED** by Councilmember Nelson. **ALL AYES.**

Respectfully,

Macey Binning

Macey Binning
City Clerk