

Alturas City Council
Regular/Special Meeting
City Hall Council Chambers
October 20, 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 regular special meeting to order at 2:00 p.m. at the City Council Chambers and via teleconference. **Councilmembers present:** Mark Steffek, Kelly Crosby, Cheryl Nelson, Loni Lewis 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 Jacques and Fire Marshal Eric Hunter. **Public attending:** 7. All present joined together in the Pledge of Allegiance.

Bobby Ray addressed the City Council regarding the Desert Rose Casino's new gas station. Mr. Ray recalls the Desert Rose Casino made a verbal commitment to compensating the City for loss of sales tax revenue that they would be taking from gas stations within the City limits. Mr. Ray advises the City to follow up on this potential agreement.

Chief Jacques also recalls this verbal agreement and volunteers to follow up on this.

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

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Lewis to adopt the consent agenda as follows a) Approve minutes for September 15, 2020 meeting; b) Approve City warrants for September 2020 in the amount of \$127,753.32; c) Approve ACH reconciliation report for September, 2020 in the amount of \$136,733.09. **ALL AYES.**

Karen Hays and Sadie Camacho, representing the Modoc Performing Arts Theater, provided the City Council with a progress update on the Citizens building. MPAT applied and was awarded grants to help improve the Citizens Building roof. However, since it is late in the season they will have to wait until spring to construct the new roof. Mrs. Hays request the City remove their property from certain areas within the building so the property is not damaged by weather. Mrs. Hays would like reassurance that they will not be responsible if the City's property is damaged since the City knows of the poor condition of the roof.

Director of Public Works Diven inform Council he is currently working on building the new archive room for City Hall and the evidence room for the Police Department. Mr. Diven believes the new archive room and evidence room should be finished by mid-November.

Mayor Steffek asks if that includes the transfer of files.

Director of Public Works Diven believes that transferring City Hall record should take a day or two. However, the Police Department should transfer the evidence into the new facility to follow policy protocols.

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Wood to remove City property by November 30, 2020 and not hold Modoc Performing Arts Theater responsible for any damage to City property that is currently located in the Citizens building. **ALL AYES.**

Debbie Pedersen reported that the Main Street design Ad-Hoc Committee met in September to review outreach comments. After that meeting the committee decided the following were the top three priorities. The first priority is to install radar feedback signs on the North and South end of Modoc High School. The second priority is to install activated lighting by the Niles Movie Theater to be active when events are being held. The third priority is to install decorative features for crosswalk areas. Ms. Pedersen then explained the Committee thought it should be a City Council decision to decide the configuration of Main Street. If it will stay the same with four lanes or change to three lanes with bike lanes.

Caltrans representatives Brandon and Kelly join the City Council meeting via teleconference.

Councilmember Crosby asked if anyone had pros or cons on either design.

Main Street design Ad-Hoc Committee member Bobby Ray is concerned on the three-lane design. The middle lane will be used for turning, then one lane for each direction of traffic. Mr. Ray is afraid this will slow traffic flow in Alturas due to semi-trucks. Mr. Ray is also concerned some semi-trucks are mandated to stop at the railroad tracks will cause congestion. Mr. Ray is also concerned when snow is removed it will be pushed into the middle lane.

Councilmember Lewis originally wanted a bike lane, but after seeing the new three lane design is concerned of safety issues.

Debbie Pedersen explained to Council that in 2013 or 2014 Caltrans conducted a transportation concept report that reviewed traffic volumes and because of this report Caltrans recommends a three-lane configuration for Main Street. Caltrans also has a lot of policies to slow traffic on Highway Main Streets for a community feel. Ms. Pedersen conducted community outreach meetings and estimates that seventy percent of the public was supportive of the three-lane design.

Kelly representative of Caltrans advises City Council that Caltrans is looking for the City Council to approve a design so they can move forward with the Main Street project. Kelly also expanded that if the City Council approved the three-lane design and later found it did not fit the communities needs then they could restripe Main Street back to the four lanes.

Councilmember Crosby is very concerned with congestion on Main Street.

Fire Marshal Hunter is concerned if they approve the three-lane configuration that locals will start driving through residential areas to avoid Main Street.

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Lewis to leave Main Street as a four-lane configuration and approve the three Main Street design priorities as follows to install radar feedback signs on the North and South end of Modoc High School, to install activated lighting by the Niles Movie Theater to be active when events are being held, and to install decorative features for crosswalk areas. **ALL AYES.**

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Lewis to adopt **Resolution #2020-45** adopting the Appropriation Limit for Fiscal Year 2020-2021 in the amount of \$ 5,746,629.00. **ALL AYES.**

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Nelson to adopt **Resolution #2020-46** approving the first amended budget for Fiscal Year 2020/2021 in the amount of \$6,038,942.00. **ALL AYES.**

After reviewing the Credit Card Policy Councilmember Crosby would like if the policy is passed that all employees sign a form that acknowledges that they have read and received the new policy.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to adopt **Resolution #2020-47** approving the City of Alturas Credit Card Policy and Procedure along with the Credit Card Use Form for internal use. **ALL AYES.**

MOTION by Councilmember Nelson, **SECONDED** by Councilmember Lewis to adopt **Resolution #2020-48** approving an application for funding and the execution of a grant agreement for the 2020 Community Development Block Grant Program – First Round of Coronavirus Response. **ALL AYES.**

Director of Public Works Diven informs the Council that the City currently has a Geographic Information System (GIS). However, Mr. Diven would like to update the GIS system with current information with the help of a contractor and reimbursed through the housing element grant. Mr. Diven would also like this and zoning layers to be available to the public. Mr. Diven knows of a local business that could help update the GIS system for a reasonable hourly rate. However, Mr. Diven is requesting Council to express their direction on this matter.

Fire Marshal Hunter informs Mr. Diven on Parcel Quest he believes you are able to add layers which would help with zoning for planning.

Councilmember Lewis inquired what is the estimated cost.

Mr. Diven replied that if we went through the local consultant, they quoted Mr. Diven \$10,000.00 for the contract. Other non-local GIS consultants' hourly rate are approximately \$150.00 an hour.

City Attorney Hedlund asks Mr. Diven if the local consultant comes in and updates the system will this to get them up to date so Public Works can start inputting afterwards.

Director of Public works Diven is not sure at this time and will do more research.

Councilmember Crosby asks with the local consultant instead of making it a contract, could they add them as part time help? This would help keep track of their hours and work progress. Mrs. Cosby also asks with a contract shouldn't it be put out for bid.

City Attorney Hedlund replies that it is the City Council's pleasure. If they do put it out for bid, they will need a scope of the project. Mr. Hedlund warns Council if she is part time, she will need to stay under 1000 hours. Mr. Hedlund recommends maybe combining the contract with part time help. Mr. Hedlund also recommends breaking the contract up in components or phases.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to have the City Attorney Hedlund, City Treasurer Long, and Director of Public Works Diven create personal services contract to update the Geographic Information System (GIS) as extra help and bring back proposal to City Council. **ALL AYES.**

Director of Public Works Diven requests to table agenda item 12.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to table Item 12. Discussion/action: Director of Public Works Diven would like to propose the City of Alturas to consider a personal service contract to implement cohesive and comprehensive city planning website through the housing element. **ALL AYES.**

Assistant Finance Director Binning informs Council that after the September 15, 2020 City Council Meeting the City Council asked if anyone worked out of class and was not fairly compensated to come forward. Ms. Binning believes from June 2018 until February 2019 she worked out of class when she took the job responsibilities of the past City Clerk/Asst. Finance Director and continued current job responsibilities as an Administrative Assistant. During that time, she was being paid as only an Administrative Assistant and continued to pay Union dues, even though she was considered a Department Head. Ms. Binning provided Council with a detailed spreadsheet showing the dollar amounts of her lost wages and paid union dues.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to reimburse the Assistant Finance Director for lost wages and union dues. **ALL AYES.**

COMMITTEE REPORTS:

Mayor Steffek reported the pool committee will be meeting November 2, 2020 to discuss their proposal for Prop 68 funding. This proposal is due mid-December. However, the pool committee would like to submit their proposal by mid-November. Mr. Steffek also reported that Modoc County LAFCO Executive Officer John Benoit is to provide Daphnedale Service District with a letter to request information and to conduct a service review. Mr. Benoit recommended the City set up their own meeting with Daphnedale board. Mr. Steffek also informs the City Council that Labor Negotiations Committee provided the Union with their counter proposal.

COUNCIL/STAFF REPORTS:

Fire Chief Jacques reports the Alturas Fire Department has been experience issues with their classic one truck. They are currently working with City Treasurer Long to look into replacing the truck. The truck they are currently looking into is similar to CalFire trucks which can also be utilized in brush fires, which the Alturas Fire Department has been called out to assist with in the past.

Mayor Steffek asks Fire Chief Jacques if for fire prevention if they put notices annually reminding the community to clean chimneys.

Fire Chief Jacques confirms they do put out a notice annually. They haven't put the notice out for this year, but they plan to.

Director of Public Works Diven informs Council the Modoc Street project has been delayed due to mechanical errors. However, the project should start next week.

City Clerk Binning reminds Council and Staff November 3, 2020 is election day and voting polls will be located at the Veteran's Hall. Due to COVID all ballots were sent by mail. Though, if you lost your ballot you can go to the voting polls and vote with a provisional ballot. Ms. Binning reports they she been moving forward with Paymentus.

City Attorney will continue to work on Daphnedale. Mr. Hedlund would like to avoid annexing Daphnedale.

Councilmember Lewis would like to thank California Highway Patrol Sgt. Murphy for attending the City Council meeting and ask if he had anything to address.

Sgt. Murphy would like to address the City Council regarding if there has been plans or discussion of building a homeless shelter in the City of Alturas.

Councilmember Crosby replies that she is on the Continuum of Care Advisory Committee which is based out of Shasta County. Currently every County is being encouraged to look into homeless and this committee has put together a strategic plan for our community. The priority is to get people housed when needed. Modoc County Social Services also has a program called Project Room Key which helps homeless find temporary housing. Which has only helped a few.

Councilmember Lewis expands that she believes people are under the wrong impression. These programs are not to bring in more homeless to our community but rather help community members that maybe struggling and temporarily homeless.

Councilmember Crosby confirms that is correct they are to help our community and any homeless we may have, and not encourage homeless to our community.

Councilmember Crosby also informed Council she has been attending the Continuum of Care Program meetings which they recently approved a budget and a plan which will be presented to the board. Mrs. Crosby also informed Council Diane Fogle has retired. Mrs. Crosby attended the Annual California League of Cities virtual conference and voted on behalf of the City Council as she was nominated to do.

Mayor Steffek provided the City Council with a copy of the index of the City's General Plan and asked Council and staff to review and become familiar with the General Plan. In the Housing Element it states that the City will be updating the General Plan. Mayor Steffek would also like to send a letter to the new Hospital congratulating them on their grand opening. Another letter Mayor Steffek would like to send is to Governor Gavin Newsom, Senator Brian Dahle and Assemblywoman Megan Dahle to ask them to

reconsider closing the Devil's Garden Conservation Camp and what kind of impact that will have on our community.

At 3:58 p.m., Mayor Steffek announced the Council would be meeting in closed session under G.C. Section 54957/ Employee Performance Evaluation – Titles: Chief of Police, Director of Public Works, Finance Director, and Assistant Finance Director.

Reconvened back to open session at 4:50 p.m.

With no further business to come before City Council. **MOTION** by Councilmember Wood to adjourn the meeting at 4:51 p.m. and to return in regular session on Tuesday, November 17, 2020 at 2:00 p.m., City Hall. **SECONDED** by Councilmember Crosby. **ALL AYES.**

Respectfully,

A handwritten signature in cursive script that reads "Macey Binning".

Macey Binning
City Clerk