

Alturas City Council
Regular/Special Meeting
City Hall Council Chambers
March 16, 2021 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, City Treasurer Dorothy Long, Chief of Police Sid Cullins, Director of Public Works Jason Diven, City Attorney Jeff Hedlund, Fire Chief Keith Jacques, Fire Marshal Eric Hunter, Assistant Director of Public Works Kim Dodds and Chief Plant Operator Jeff Nield. **Public attending:** 9. All present joined together in invocation by Robert Fendler, followed by the Pledge of Allegiance.

Under public forum Austin Travers, Owen Wheeler and Brett Nelson addressed the Council about the importance of opening the City of Alturas Municipal Pool for the summer. They explained that kids enjoy the interaction with their friends, it is important to learn how to swim and that they enjoy having an activity on summer break.

Mayor Steffek thanked Austin, Owen and Brett for presenting to the City Council and agree the pool is very important to the community and assures them they will do what they can to open for the season. Last year the pool was closed due to strict COVID-19 requirements and the lack of having a certified supervising lifeguard.

Councilmember Lewis asked Austin, Owen and Brett what their experience was during last summer break without the community pool.

They responded it was difficult not having an activity they could socialize with friends at.

Councilmember Crosby agreed last year was difficult due to COVID-19 and the City Council wanted to provide the children with a summer activity, so they created the Splash N Play. That eventually was also closed due to COVID-19 requirements. Mrs. Crosby also agrees it is important for the pool to open this season and they will work hard to try to reopen the pool.

Rendy Christine with Alturas Ranches informs Council that Alturas Ranches is setting aside continuous funds for community projects. Rendy would like to get together with the City and explore options to invest these funds for the community.

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

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to adopt the consent agenda as follows Approve minutes for February 16, 2021 meeting; b) Approve City warrants for February, 2021 in the amount of \$143,666.26; c) Adopt **Resolution #2021-14** removing inactive water & sewer accounts in the amount of \$1530.37; d) Approve ACH reconciliation report for February, 2021 in the amount of \$138,240.79. **ALL AYES.**

Debbie Mason and Megan Budmark representing Modoc County Child Abuse Prevention, would like to request approval to hang banners on Main Street for the month of April in honor of Child Abuse Prevention month. They have purchased 20 banners for Main Street. Mrs. Mason and Ms. Budmark inform the Council they will be coordinating a Main Street Cruise April 10th for child abuse awareness.

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Wood to approve Public Works to hang banners on Main Street for Child Abuse Prevention. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Nelson to adopt **Resolution #2021-15** requesting the Modoc Local Agency Formation Commission to initiate proceedings for the formation of a City of Alturas Subsidiary District and Dissolution of unincorporated territory. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to adopt **Resolution #2021-16** approving the Personal Services Contract between the City of Alturas and Jeff Nield as a Chief Plant Operator for the Waste Water Treatment Plant. **ALL AYES.**

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Crosby to adopt **Resolution #2021-17** approving the Personal Services Contract between the City of Alturas and Jennifer Andersen for temporary/part-time assistance for planning project management and permit processing with the amendment that strikes “City Planner” and leave “Andersen Planning”. **ALL AYES.**

MOTION by Councilmember Wood, **SECONDED** by Councilmember Nelson to adopt **Resolution #2021-18** approving the request agreement with Federal Aviation Administration (FAA) for Transfer of Entitlements of \$150,000.00, and authorizing the City Attorney and Director of Public Works to execute the agreement. **ALL AYES.**

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Nelson to adopt **Resolution #2021-19** declaring two Alturas Police Department vehicles as surplus property and authorizing disposal of said vehicles. **ALL AYES.**

Mayor Steffek informed Councilmembers and staff he would like an Ad-Hoc Committee to be formed for the purpose of researching a potential position similar to a City Manager, Administrator, or Consultant Management. Mayor Steffek mentioned that in April of 2019 an Ad-Hoc Committee was formed after Director of Public Works Picotte resigned, and at that time it was determined this was not a vital position. Mayor Steffek believes it is time to revisit. The reasons for this are to provide economic development, obtain grants, seek new business opportunities, provide communication between the Council and staff, make City operations more functional and organized. The committee would research the salary and if a position is formed if it will be full time or part time. Mayor Steffek would like a contract with deliverables and level of interaction between all departments. Mayor Steffek would like this committee to consist of him, Councilmember Crosby and one Department Head.

Fire Chief Jacques advises the Council this is a terrible idea. Adding another layer of management due to issues in one department is not the solution. Mr. Jacques served on the Council and informed the Council that if there is an issue with a department the committee needs to research and resolve that issue. Or go to full Council under closed session and resolve the issue.

Councilmember Crosby has been researching and even though the departments are doing a great job, there are areas that are failing. As a Councilmember it is their responsibility to notice and improve the operations. The Ad-Hoc Committee is to research what is missing, it could be related to economic development.

Fire Chief Jacques reminds Council they have a Standing Economic Vitality Committee in place that hasn't even met.

Councilmember Lewis is disappointed on how this is being presented. It seems Mayor Steffek and Councilmember Crosby have already made decisions without consulting the Council. Mrs. Lewis would not like the City to use funds that are limited for another consultant. Mr. Lewis understands economic development is important but doesn't see a City Manager able to resolve the issue.

Mayor Steffek informed Councilmember Lewis due to the Brown Act restrictions they can not discuss this until the Council meeting.

Councilmember Lewis understands the Brown Act restrictions. However, they were told who would be on the committee before discussion was initiated and wasn't given any opportunity to volunteer for the committee.

Fire Chief Jacques is concerned of the cost. If the Council is able to pay a high salary position, they should put it towards current employees.

Councilmember Crosby reiterates that she would like to have the discussion. Maybe it isn't a City Manager position. Mrs. Crosby knows the City is missing out on funds and she would like the new position to retrieve funds, and take that responsibility off the Department Heads.

Fire Chief Jacques asks the Council how are they going to fund a \$150,000.00 position with tax bases declining? Mr. Jacques believes the Department Heads and City Council have a great working relationship and that the City Council shouldn't have to intervene. If City Council has to, they need to address this with the Department Head.

City Treasurer Long expresses her concern the general budget could not sustain a high salary position, especially with upcoming expenses. If the Council moves forward, they will be taking money from other departments.

Councilmember Crosby would like the position to stay current on new laws and procedures. She would also like them to attend meetings to inform Council and Department Heads.

Fire Chief Jacques replies that what Mrs. Crosby just described does not pertain to economic development. Mr. Jacques states that committees have already been formed and should oversee everything that Mayor Steffek and Councilmember Crosby are describing. Mr. Jacques would like to volunteer to be on the Ad-hoc Committee.

Fire Marshal Hunter is concerned the City Council is being told that the City cannot afford another position then why are they forming an Ad-hoc Committee?

Councilmember Crosby replies that it is worth exploring and the discussion.

City Clerk Binning informs Council that the Economic Vitality Committee is a standing committee and if they are concerned with economic development maybe the City needs to advertise committees more that way the public could participate.

Councilmember Wood is concerned that creating another committee instead of using the existing committees is redundant.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to appoint an Ad-Hoc Committee to review and research a potential position of City Manager, Administrator, and or a Consultant. This Committee will consist of Mayor Steffek, Councilmember Crosby, and Fire Chief Keith Jacques. In favor were Councilmember Crosby, Councilmember Lewis, and Mayor Steffek. Opposed Councilmember Wood and Councilmember Nelson. **MOTION PASSED**

MOTION by Councilmember Lewis, **SECONDED** by Councilmember Crosby to form an Ad-Hoc Committee consisting of Councilmember Wood and Councilmember Crosby to research salary reclassification. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Lewis to adopt **Resolution #2021-20** approving the third amended budget for Fiscal Year 2020/2021 in the amount of \$6,245,789.00. **ALL AYES.**

MOTION by Councilmember Wood, **SECONDED** by Councilmember Nelson to accept letter of resignation from Director of Public Works Diven with his last day being April 1, 2021. **ALL AYES.**

COMMITTEE REPORTS:

Fire Chief requested to report his staff report early due to prior commitments. Mr. Jacques report the new fire engine is in Minnesota and could be back to the City by mid-April.

Councilmember Crosby reports the Superior California Economic Development (SCED) conducted a survey to gather the input from communities that will be used in developing the regional Comprehensive Economic Development Strategy (CEDS). March 15th a Town Hall meeting was held to review the results of the survey, and for Modoc County the priorities that were voiced is tourism and agriculture. Mrs. Crosby encourages everyone to participate in developing the Comprehensive Economic Development Strategy (CEDS) and she will keep everyone informed on the progress. Mrs. Crosby also attended a webinar reviewing the new stimulus package and is excited for the funds the City should receive.

Director of Public Works Diven reports the Ad-Hoc Committee for the Mill Site has been working on a contract with Glenn Zane and has emailed it to City Attorney Hedlund to review.

City Attorney Hedlund reminds Council the City will need some kind of agreement with the current tenant releasing their contract to Glenn Zane.

COUNCIL/STAFF REPORTS:

Councilmember Wood has been researching to provide a proposed facility use fee schedule for the arena and ball fields.

Director of Public Works Diven reports will be coordinating his last few weeks for the transition.

Mayor Steffek inquires on the status of mosquito abatement.

Assistant Director of Public Works Dodds informed Council Rod Chainey attended a training and the equipment will be inspected on March 25th in Anderson, CA.

Director of Public Works Diven also notifies Council they recently purchase a sprayer to spray weeds in alleyway and other areas.

Police Chief Cullins since the February 16, 2021 City Council meeting the Alturas Police Department has made 20 arrests. Out of the 20 arrests 13 were felonies. Chief Cullins informs Council since last year the case numbers are lower and number of arrests. However, total felony arrests have increased.

City Treasurer Long updates the Council that the heating system has been failing and the City needs to start planning to replace the unit which is estimated to be \$40,000.00 to \$50,000.00. Ms. Long also attended the webinar City Councilmember Crosby attended regarding the new stimulus package. Ms. Long also had a meeting with the Assistant Director of Public Works to review the budget for the Public Works Department. Ms. Long is submitting a grant application for the McConnell Foundation for a new fire marshal truck. The current truck is in poor condition. Ms. Long has also finished the USDA grant for \$50,000.00 for the new fire engine. Ms. Long is waiting on audits to be finalized; they are delayed due to COVID-19.

City Clerk Binning provided the City Council with a letter from GHD, Inc. accepting the lowest bid from Eagle Peak Rock and Paving, Inc. to complete the East Street project. City Clerk Binning also informed Council she submitted their Risk Management Accreditation Program (RMAP) application back in January, and within a month they should know how they scored and if they will receive funds. Last year the City received approximately \$13,000.00. Ms. Binning also reminds Council the Fireman's Appreciation Dinner will be April 5th, 2021 at 6:00 pm.

Councilmember Lewis has been working with students and teachers on a community service project and the students will present a proposed project to Council at the April Council meeting.

Mayor Steffek also attended the Superior California Economic Development (SCED) town hall meeting. Mayor Steffek advises everyone if they haven't taken the survey provided by Superior California Economic Development (SCED), they still have the opportunity to do so. The Survey closes Friday, March 19, 2021. Mayor Steffek attended a California Mayor Collation meeting, during this meeting they had guest speakers and informal discussions. Mr. Steffek was contacted by Karen Shimamoto representing Rotary, they received a \$9,000.00 grant from Rotary District. Mrs. Shimamoto inquired if the City owned the park located by Plumas Bank. Rotary would like to add restrooms to the park. Mayor Steffek informed Mrs. Shimamoto that the City does not own that park and to contact the City Planning Department regarding permits.

With no further business to come before City Council. **MOTION** by Councilmember Crosby to adjourn the meeting at 4:43 p.m. and to return in regular session on Tuesday, April 20, 2021 at 2:00 p.m., City Hall. **SECONDED** by Councilmember Nelson. **ALL AYES.**

Respectfully,

Macey Binning

Macey Binning
City Clerk