

**RESOLUTION NO. 2540**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD  
JANUARY 12, 2023 THROUGH JANUARY 25, 2023.**

**ACCOUNTS PAYABLE  
CHECK NUMBERS: 44568 – 44594**

**PAYROLL  
CHECK NUMBERS: 17227 – 17229**

**WHEREAS**, the City Council of the City of Portola has been fully advised that all such claims and demands are legal obligations of the City; and,

**WHEREAS**, the City Council has fully considered the claims and money demands and payment thereof as set forth below and in "Exhibit A" attached hereto and incorporated herein.

<b>ACCOUNTS PAYABLE:</b>	<b>\$ 53,278.38</b>
<b>PAYROLL:</b>	<b><u>\$ 25,319.02</u></b>
<b>TOTAL:</b>	<b>\$ 78,597.40</b>

**NOW THEREFORE BE IT RESOLVED THAT** all claims and demands represented are just and proper and legal demands or claims against the City of Portola, and the payment of any such demands is approved and authorized.

**PASSED, APPROVED AND ADOPTED** this 25<sup>th</sup> day of January, 2023 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Tom Cooley, Mayor

ATTEST:

\_\_\_\_\_  
Jason Shaw, Deputy City Clerk

I, Jason Shaw, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the City Council at the City of Portola Regular meeting thereof held on January 25, 2023.

\_\_\_\_\_  
Jason Shaw, Deputy City Clerk

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000027	I-202301170963	NATIONAL INDUSTRIAL & SAFETY SU SNOW MATERIALS & SUPPLIES	R	1/25/2023		478.80	044568	478.80
000029	I-202301170974	COUNTRY BREEZE CLEANING CITY OFFICE CLEANING	R	1/25/2023		400.00	044569	400.00
0005	I-202301170967	AIRGAS, INC. ACETLENE/OXYGEN	R	1/25/2023		235.90	044570	235.90
0015	I-202301170961	AMERIGAS LDWTP PROPANE	R	1/25/2023		1,135.97	044571	1,135.97
0021	I-202301170973	AT&T 800 EMER LINE	R	1/25/2023		4.77	044572	4.77
0039	I-202301170959	BULLET INFORMATION TECHNOLOGY IT SERVICES	R	1/25/2023		1,810.00	044573	1,810.00
0048	I-202301170979	CBC COMPANIES-FACTUAL DATA UB CREDIT CHECKS	R	1/25/2023		34.50	044574	34.50
0055	I-202301170957	COATES TIRE CENTER VEH/EQUIP REPAIR	R	1/25/2023		1,439.11	044575	1,439.11
0062	I-202301170965	CSG CONSULTANTS, INC. CODE ENFORCEMENT SERVICES	R	1/25/2023		6,415.00	044576	6,415.00
0073	I-202301170966	EASTERN PLUMAS HEALTHCARE SEWER VACCINES	R	1/25/2023		378.00	044577	378.00
0098	I-202301170981	HOLIDAY SIGNS HOLIDAY SIGNS	R	1/25/2023		19.00	044578	19.00
0101	I-202301170972	HUNT & SONS, INC. CITY FUEL CHARGES	R	1/25/2023		7,152.06	044579	7,152.06
0118	I-202301170977	KANSAS LIFE INSURANCE CO EMPLOYEE LIFE INSURANCE	R	1/25/2023		69.54	044580	69.54
0136	I-202301170960	MANHARD CONSULTING PLANNING SERVICES	R	1/25/2023		2,960.00	044581	2,960.00
0154	I-202301170964	NORTHERN CALIFORNIA GLOVES SEWER MATERIALS & SUPPLIES	R	1/25/2023		3,103.52	044582	3,103.52

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0159	I-202301170958	OFFICE DEPOT OFFICE SUPPLIES	R	1/25/2023		119.00	044583	119.00
0173	I-202301170976	PITNEY BOWES POSTAGE SUPPLIES	R	1/25/2023		127.62	044584	127.62
0178	I-202301170978	PLUMAS COUNTY CLERK ELECTION COSTS	R	1/25/2023		4,465.39	044585	4,465.39
0188	I-202301170955	PORTER SIMON CORPORATION LEGAL SERVICES	R	1/25/2023		5,940.00	044586	5,940.00
0192	I-202301170968	PURCHASE POWER POSTAGE SUPPLIES	R	1/25/2023		53.61	044587	53.61
0218	I-202301170969	SILVER STATE ANALYTICAL WATER/WASTE WATER TESTING	R	1/25/2023		349.00	044588	349.00
0235	I-202301170975	SUSAN SCARLETT ACCOUNTING SERVICES	R	1/25/2023		5,000.00	044589	5,000.00
0239	I-202301170971	THATCHER , INC SEWER CHEMICALS	R	1/25/2023		7,410.18	044590	7,410.18
0246	I-202301170980	TYLER TECHNOLOGIES, INC INCODE SB2 GRANT	R	1/25/2023		220.00	044591	220.00
0253	I-202301170956	US BANCORP CITY CREDIT CARD CHARGES	R	1/25/2023		3,506.81	044592	3,506.81
0264	I-202301170970	WESTERN NEVADA SUPPLY SEWER LINE REPAIR	R	1/25/2023		257.60	044593	257.60
0275	I-202301170962	EIP HOLDINGS II LLC BECKWOURTH REPEATER RENT	R	1/25/2023		193.00	044594	193.00
* * B A N K T O T A L S * *			NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED		
REGULAR CHECKS:			27	0.00	53,278.38	53,278.38		
HANDWRITTEN CHECKS:			0	0.00	0.00	0.00		
PRE-WRITE CHECKS:			0	0.00	0.00	0.00		
DRAFTS:			0	0.00	0.00	0.00		
VOID CHECKS:			0	0.00	0.00	0.00		
NON CHECKS:			0	0.00	0.00	0.00		
CORRECTIONS:			0	0.00	0.00	0.00		
BANK TOTALS:			27	0.00	53,278.38	53,278.38		

\*\* REGISTER GRAND TOTALS \*

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	27	0.00	53,278.38	53,278.38
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	27	0.00	53,278.38	53,278.38

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
100	1/2023	22,604.75CR
207	1/2023	1,298.57CR
208	1/2023	9,214.37CR
215	1/2023	250.00CR
710	1/2023	4,859.38CR
720	1/2023	14,632.23CR
730	1/2023	419.08CR
=====		
ALL		53,278.38CR



**City of Portola  
Minutes  
Regular Meeting  
October 26, 2022 06:00 PM  
35 Third Ave Portola 96122  
<https://www.cityofportola.com/>**

Mayor Pat Morton • Mayor Pro Tem Tom Cooley • Councilmember Phil Oels • Councilmember Stan Peiler • Councilmember Bill Powers

**1. Call to Order**

The meeting was called to order at 6:01 pm by Mayor Pat Morton.

**A. Pledge of Allegiance**

Lead by Mayor Pat Morton

**B. Roll Call**

Present: Mayor Pat Morton, Mayor Pro Tem Tom Cooley, Councilmember Phil Oels, Councilmember Stan Peiler

Absent: Councilmember Bill Powers

Staff Present:

Public Works Director Todd Roberts, Financial Officer Susan Scarlett, City Manager Jon Kennedy

**2. Public Comments**

No Public Comments

**3. CITY COMMUNICATIONS**

**A. City Council Communications / Committee Reports**

Mayor Pro Tem Tom Cooley gave an update on the draft of the feasibility study for the formation of a new fire district that was presented to the LAFCO Commission in October. The draft was also presented to LESSG and the Beckwourth Fire District which unanimously approved it.

**B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report**

Nothing to report.

**C. City Manager Report**

Nothing to report.

**4. Consent Agenda**

**A. Claims-** Adopt Resolution No. 2531 authorizing payment of claims for the period of October 13, 2022 through October 26, 2022

Accounts Payable: \$76,261.04

Payroll: \$23,559.64

Total: \$ 99,820.68

AP Run Checks 44331 - 44365

Payroll Checks 17201 - 17204

B. Approval of October 12, 2022 Minutes

Councilmember Phil Oels motioned to approve. A second was made by Councilmember Stan Peiler. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**  
Aye **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

5. **Water Line Relocation** Councilmember Phil Oels motioned to approve. A second was made by Councilmember Stan Peiler. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**  
Aye **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

Public Works Director Todd Roberts commented on the current state of the water lines crossing Highway 70. Sewer lines across highway 70 can be relocated during Caltrans's Cromberg Rehabilitation project which will start in May 2023. The city will have to pay for part of this relocation operation but its a good time to do it. The amount the city has to pay is estimated at \$120,000.

Jon Kennedy stated that they need the city council to approve the expenditure for the Department of Transportation to move along with the project.

Ashlee Sims wanted to know what businesses would be effected by the projects. Todd Roberts said that very few businesses should be effected by the project.

More details about the project will be released in the future.

6. **Sheriffs Contract** motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**  
Aye **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

Jon Kennedy stated that the Year to Date contract for 2022 and 2023 was identical to the last contract with only the names and dates having changed The contract amount comes out to \$130,000. Tom Cooley noted that in past years the contract did not include animal control services but in this contract it did.

7. **Approval of Q&D Agreement regarding the North Loop Project** Councilmember Phil Oels motioned to approve. A second was made by Councilmember Stan Peiler. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**  
Aye **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

The city council discussed and approved \$2,209,000 for the first phase of the North Loop Project. The contractor for the project is Q & D Construction LLC.

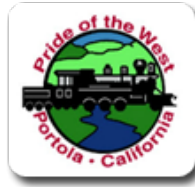
8. **Modified Council Meeting Schedule for November and December** Councilmember Stan Peiler motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**  
Aye **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

Historically, the second city council meeting in November and December have been cancelled due to the holidays. The city council decided to cancel two meetings during the upcoming holiday season; the meeting for November 23rd and the meeting for December 21st.

9. **Adjournment**

Meeting adjourned at 6:34 PM



**City of Portola  
Minutes  
Regular Meeting  
January 11, 2023 06:00 PM  
35 Third Ave Portola 96122  
<https://www.cityofportola.com/>**

Mayor Tom Cooley • Mayor Pro Tem Bill Powers • Councilmember Pat Morton • Councilmember Stan Peiler • Councilmember Leah Turner

**1. Call to Order**

The meeting was called to order at 6:00 pm by Mayor Tom Cooley.

**A. Pledge of Allegiance**

Lead by Mayor Tom Cooley

**B. Roll Call**

Present: Mayor Tom Cooley, Mayor Pro Tem Bill Powers, Councilmember Pat Morton, Councilmember Leah Turner

Absent: Councilmember Stan Peiler

Staff Present:

Interim City Manager Jon Kennedy and Deputy City Clerk Jason Shaw attended in person; Financial Officer Susan Scarlett and City Attorney Steve Gross attended remotely by Zoom

**2. Public Comments**

There were no public comments.

**3. CITY COMMUNICATIONS**

**A. City Council Communications / Committee Reports**

Leah Turner: Nothing to Report.

Pat Morton: Attended 2 LESS-G Meetings. Angels program provided Christmas for 183 children and provided meals for 118 families

Tom Cooley: Attended LESS-G meetings; This weekend there are public workshops for the new fire district; he encourages the public to come out and both meetings are open to the public. There will also be refreshments served at the meetings.

Bill Powers: Contacted by some of the previous bands for Music in the Park that they are interested in playing again; Needs to book bands soon as their schedules are filling up fast, no later than April; may have to cut down the number of days by 1 because the budget was spread thin last year

Stan Peiler: Absent so no report.

**B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report**

Fire Report: Nothing to Report

Sheriff's Report: Next meeting will give a report as things are very busy

Air Quality Report: First curtailment day since Christmas. If anyone wants to know the days or has any other questions, they can always be reached online or by phone.

## C. City Manager Report

Fire workshops this weekend; Saturday is the Portola one. We have been updating personnel policies. Wants to take credit but much of the praise should go to Susan Scarlett. City sent out a notice to all utility customers that shut offs will begin again starting April first. Over \$200,000 on accounts are in arrears. Customers will be offered to pay off the balance due over a 12 month period and have to stay current on their current bills. City is still dealing with snow removal. We are working on a better system for affordable housing in the town. There may even be an ordinance on tiny homes in the future.

4. **Resolution No 2537 Concerning COVID Remote Meetings** Councilmember Pat Morton motioned to approve. A second was made by Mayor Pro Tem Bill Powers. The roll call vote:

Aye **Mayor Tom Cooley** Aye **Mayor Pro Tem Bill Powers** Aye **Councilmember Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

## 5. Consent Agenda

- A. **Claims-** Adopt Resolution No. 2538 authorizing payment of claims for the period of December 15, 2022 though January 11, 2023

Accounts Payable: \$ 287,902.34

Payroll: \$ 48,562.98

Total: \$ 336,465.32

Payroll Checks 17221 - 17226

AP Run Checks 44495 - 44567

- B. **Minutes** - Approval of December 14, 2022 Minutes

Mayor Pro Tem Bill Powers motioned to approve. A second was made by Councilmember Leah Turner. The roll call vote:

Aye **Mayor Tom Cooley** Aye **Mayor Pro Tem Bill Powers** Aye **Councilmember Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

6. **Public Hearing on Proposed 2023 Refuse Collection rates** Mayor Pro Tem Bill Powers motioned to approve. A second was made by Councilmember Pat Morton. The roll call vote:

Aye **Mayor Tom Cooley** Aye **Mayor Pro Tem Bill Powers** Aye **Councilmember Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

Pat Morton said we may need additional ordinances to address complaints. Tom Cooley mentioned that this is just for a rate increase and that the wording in the agreement is very specific. Jon Kennedy said he could help address some of these complaints but the rate itself was figured out with formulas. Most of the complaints received about IMD are clerical in nature; not a week goes by without the City Manager handling a complaint about IMD; They do a decent job of picking up the garbage but the complaints are legit and there are things they need to work on. Jon Kennedy said he will make sure IMD is compliant with the franchise agreement.

Steve Gross mentioned the current agreement was for a 10 year period starting in 2017. The agreement between the city and IMD is typical for garbage agreements as a large amount of capital investment is required for a business of this nature. The agreement has been amended twice since it started. Tonight though is really just about the 2023 rates.

Tom Cooley pointed out another thing to consider is the nature of the relationships with county services; IMD also has contracts with other agencies in the county.

Tom Cooley then officially opened the Public Hearing for the IMD rate increase. Lindsey Shaw left a public comment asking about possible public assistance for refuse fees. Steve Gross responded that he was not aware of any such programs for refuse pickup. Mikki mentioned that air quality does offer free E-waste pickup. Tom Cooley then closed the public hearing.

7. **Closed Session pursuant to Government Code section 54957**

No reportable action was taken.

8. **Adjournment**



Meeting was adjourned at 7:38 PM by Tom Cooley