

MINUTES
CITY COUNCIL SPECIAL CLOSED SESSION
CITY OF CALISTOGA
TUESDAY, OCTOBER 18, 2011 – 6:30 P.M.
CALISTOGA COMMUNITY CENTER

1 **CALL TO ORDER**

2 **Mayor Gingles called the Closed Session to order at 6:30 p.m.** In attendance
3 were the following: Councilmember Gary Kraus, Councilmember Karen Slusser,
4 Vice Mayor Dunsford, and Mayor Jack Gingles. Councilmember Chris Canning was
5 absent.

6 Also present were City Manager Richard Spitler.
7

8 **ORAL COMMUNICATIONS**

9 No public comment.

10 **ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS:**

11 1. Conference with Legal Counsel, Anticipated Litigation

12 Significant exposure to litigation pursuant to subdivision (b) Government
13 Code Section 54956.9: One potential case.

14 **ADJOURN CLOSED SESSION**

15 **RECONVENE TO OPEN SESSION**

16 **ACTION OUT OF CLOSED SESSION**

17 **Mayor Gingles** announced that there was no reportable action out of tonight's
18 Closed Session.

19 **ADJOURNMENT**

20 **Mayor Gingles** adjourned the Closed Session at 7:00 p.m. to the regular meeting of
21 the Calistoga City Council, on Tuesday, October 18, 2011 Calistoga Community
22 Center, 1307 Washington Street, 7:00 p.m.

23
24 **Respectfully submitted:**
25

26 _____
27 **Prepared by: Susan Sneddon, City Clerk**
28

29 _____
30 **Approved by: Jack Gingles, Mayor**

31 **MINUTES**
32 **CITY OF CALISTOGA**
33 **CITY COUNCIL – REGULAR MEETING**
34 **TUESDAY, OCTOBER 18, 2011 – 7:00 P.M.**
35 **CALISTOGA COMMUNITY CENTER**
36

37 **CALL TO ORDER**

38 **Mayor Gingles called the Regular Session to order at 7:05 p.m.**

39 In attendance were the following: Councilmember Gary Kraus, Councilmember
40 Karen Slusser, and Mayor Jack Gingles. Vice Mayor Michael Dunsford and
41 Councilmember Canning were absent.

42 Also present were Public Works Director/City Engineer Dan Takasugi, Planning and
43 Building Manager Ken MacNab, City Manager Richard Spitler, and City Clerk Susan
44 Sneddon.

45 **ACTION OUT OF CLOSED SESSION**

46 **Mayor Gingles** announced that there was no action out of Closed Session held this
47 evening.

48 **ORAL COMMUNICATION**

49 **Frank Sottile, Boys & Girls Club of St. Helena & Calistoga Executive Director,**
50 announced that on Thursday, October 20th, the Boys & Girls Clubs of Calistoga will
51 host an open house for the “Lights on After School Program.”

52 **ADOPTION OF MEETING AGENDA**

53 It was **MOVED** by **Councilmember Kraus** and **SECONDED** by **Vice Mayor**
54 **Dunsford** to approve the Council Meeting Agenda. The Motion was carried
55 unanimously.

56 **PROCLAMATION**

57 **1. City of Calistoga Proclamation recognizing October 23 – 31, 2011 as “Red**
58 **Ribbon Week.”**

59 **Police Chief Mills** introduced Anne Williams, Safe Schools Coordinator.

60 **Anne Williams, Safe Schools Coordinator,** introduced the following four students
61 who presented information about the “Red Ribbon Week”:

- 62 • Christine Prager
- 63 • Lucy Vigil
- 64 • Gera Vigil
- 65 • Carla Escalona.

66
67 **Mayor Gingles** read the proclamation supporting “Red Ribbon Week.”

68 **PRESENTATION**

- 69
- 70 **2. Presentation by Lynn Brown, City’s representative on the Napa County Local**
71 **Food Advisory Council.**

72 **Lynn Brown, City’s representative on the Napa County Local Food Advisory**
73 **Council**, stated that the County Food Council is working towards educating the
74 public, and establishing rules and regulations for each jurisdiction in the County on
75 food production issues. He stated that they are hosting an educational food forum at
76 the Yountville Community Center which will provide an opportunity for the public to
77 explore and celebrate the abundance of locally grown food.

78 **COUNCIL IDEAS FOR DISCUSSION**

79 None provided.

80 **CONSENT CALENDAR**

81 **Mayor Gingles** stated that it has been requested that **Item No. 3** be pulled from the
82 Consent Calendar.

- 83 **3. Consideration of a Resolution approving an extension of the professional**
84 **services agreement with Spilman and Associates in the amount of \$15,000.**

85 **4. Adoption of Resolution No. 2011-100 supporting the continued operation of**
86 **the Yountville Veterans Home Post Office, and authorization for the Mayor to**
87 **sign a letter of support to the United States Postal Service.**

88 **5. Adoption of Resolution No. 2011-101 ratifying the approval of a purchase**
89 **order by the City Manager in the amount of \$25,000 for Blakeley Construction**
90 **to provide labor and equipment services for the Kimball Dam Bypass**
91 **Infrastructure Improvements.**

92 **It was MOVED by Councilmember Kraus and SECONDED by Councilmember**
93 **Slusser to approve Items No. 4 & 5 on the Consent Calendar.**

- 94
- 95 **3. Consideration of a Resolution approving an extension of the professional**
96 **services agreement with Spilman and Associates in the amount of \$15,000.**

97

98 **Councilmember Kraus** stated concerns regarding the cost for the Interim
99 Administrative Services Director’s services. He requested that the proposed
100 Resolution include the wording “not to exceed” \$15,000.

101

102 **City Manager Spitler** stated that the initial budget for the Interim Administrative
103 Services Director was \$30,000, however an extension is needed to provide transition
104 services for the new Administrative Services Director.

105

106 **It was MOVED by Councilmember Kraus and SECONDED by Vice Mayor**
107 **Dunsford to adopt the revised Resolution No. 2010-102 approving an**
108 **extension of the professional services agreement with Spilman and**
109 **Associates in the amount of \$15,000 (including “not to exceed” \$15,000);**

110 **Authorizing Agreement No. 468-01.** The Motion was carried unanimously by
111 the following vote:
112 **AYES:** Councilmember Kraus, Vice Mayor Dunsford, Councilmember
113 Slusser, and Mayor Gingles
114 **NOES:** None
115 **ABSENT:** Councilmember Canning
116 **ABSTAIN:** None

117

118 **PUBLIC HEARING**

119

120 **6. Review of the Draft General Plan Amendments implementing the Urban** 121 **Design Plan.**

122

123 **Planning and Building MacNab** provided a brief history regarding the City's Urban
124 Design Plan which was adopted in January 2010. He stated that the next step is to
125 receive Council direction to proceed with implementation of the Urban Design Plan
126 (UDP). He stated that the proposed amendments primarily focus on the Character
127 Area chapter of the Urban Design Plan. He stated that the implementation of
128 Character Areas into General Plan will require amendments in three elements (Land
129 Use, Community Identity, and Circulation). He stated that the proposed
130 amendments would establish a new Character Overlay Designation that will set
131 forth specific land use design and development suggestions, criteria, and guidelines
132 for development. He stated that as part of the implementation the Bounsall and
133 Myrtle Springs Planned Development Overlays will be integrated into the respective
134 Character Areas. He stated that there would also be modifications to the Bicycle
135 Circulation Map. He stated that on August 24, 2011 the Planning Commission held
136 a public hearing primarily focused on the integration of the UDP into the General
137 Plan; general support was received from the public on the proposed approach for
138 implementing the UDP and that the Planning Commission supports implementation
139 of the UDP into the General Plan as proposed. He noted that staff has received
140 several requested changes which are discussed in the staff report.

141

142 **Mayor Gingles** opened the public hearing.

143

144 **Carolynne Wilkinson-Clair, Doctor Wilkinson's Hot Springs Resort owner,**
145 asked for clarification of a portion of the Urban Design Plan that applies to her
146 property.

147

148 **Chris Ciriacks, 1801 Foothill Blvd,** stated concerns about a pedestrian and
149 bicycle path overlay for a pedestrian and bicycle path in the Urban Design Plan, and
150 how it might affect her property.

151

152 **Kristin Casey, 1132 Denise Drive,** stated that she provided a communication to
153 Council regarding this item. She suggested verbiage be added to the UDP

154 regarding the Highway 29 entrance to Calistoga, and she also stated concerns
155 regarding circulation and parking.

156

157 **Jeff Bounsall, 414 Foothill Blvd**, stated concerns with the proposed amendment
158 to the UDP in that it will affect his proposed project.

159

160 **Mayor Gingles** closed the public hearing.

161

162 **Councilmember Slusser** suggested a number of revisions to the proposed
163 amendments be considered. After deliberation, the Council did not support
164 requested revisions to language addressing the Bounsall property, parking
165 requirements and modifications to the planned bike path along the Napa River.

166

167 **Planning and Building MacNab** asked if Council has any concerns about the
168 recommended revisions proposed by the Planning Commissions as outlined in the
169 staff report, and if Council supports the recommendations provided by Kristin Casey
170 (Communication A). He also asked if Council supports Councilmember Slusser's
171 recommendation that certain areas of the Napa River Bicycle Path be removed from
172 the Bicycle Plan and the General Plan.

173

174 **There was Council consensus to not support Kristin Casey's suggestion as**
175 **propose in Communication A. In addition Council does not support changing**
176 **the current language regarding the Bicycle Plan in the General Plan.**

177

178 **Planning and Building MacNab** stated that he would meet with Councilmember
179 Slusser to go over the remaining suggestions she has regarding in the UDP.

180

181 **There was Council consensus to incorporate the Planning Commissions**
182 **recommendations into the final version of the UDP. Staff will prepare a final**
183 **draft of General Plan amendments in accordance with Council direction;**
184 **prepare environmental document; and return to the Planning Commission**
185 **and the City Council for formal adoption proceedings early in 2012.**

186

187 **GENERAL GOVERNMENT**

188

189 **7. Consideration of a Resolution confirming the Mayor's appointments to the**
190 **newly formed Green Committee.**

191

192 **Mayor Gingles** nominated the following to the newly formed Green Committee:

193

- 194 • Karen Chang (three-year term)
- 195 • J. Kirk Feiereisen (two-year term)
- 196 • Janice Stenger (two-year term)

197

198 It was **MOVED** by Councilmember Kraus and **SECONDED** by Vice Mayor
199 **Dunsford** to adopt the revised **Resolution No. 2010-103** confirming the Mayor's
200 appointments to the newly formed Green Committee. The Motion was carried
201 unanimously by the following vote:

202 **AYES:** Councilmember Kraus, Vice Mayor Dunsford, Councilmember
203 Slusser, and Mayor Gingles

204 **NOES:** None

205 **ABSENT:** Councilmember Canning

206 **ABSTAIN:** None

207

208 **8. Consideration of a Resolution implementing a program for inspection and**
209 **repair of sidewalk trip hazards throughout the City.**

210

211 **Public Works Director/City Engineer Takasugi** introduced this item, and provided
212 background information. He stated that the program to inspect and repair the City
213 sidewalk trip hazards will be implemented in phases. He stated that Public Agency
214 Risk Sharing Authority of California (PARSAC) strongly recommended that the City
215 implement a sidewalk inspection program to reduce the number of sidewalk trip
216 hazards. He stated the plan is to initiate sidewalk inspections and City-funded
217 repairs of smaller trip hazards; with larger trip hazards a notice to replace the
218 sidewalk using a fifty-fifty cost share with the property owner up to \$1,000. If the
219 property owner refuses, then the City must make the repairs and assess a lien on
220 the property.

221

222 It was **MOVED** by Vice Mayor Dunsford and **SECONDED** by Councilmember
223 **Kraus** to adopt the revised **Resolution No. 2010-104** implementing a program
224 for inspection and repair of sidewalk trip hazards throughout the City. The
225 Motion was carried unanimously by the following vote:

226 **AYES:** Vice Mayor Dunsford, Councilmember Kraus, Councilmember
227 Slusser, and Mayor Gingles

228 **NOES:** None

229 **ABSENT:** Councilmember Canning

230 **ABSTAIN:** None

231

232 **9. Consideration of a Resolution awarding a construction contract to Precision**
233 **Concrete Cutting for the Sidewalk Trip Hazard Removal Project for Fiscal Year**
234 **2011-2012, and authorizing the City Manager to execute the contract.**

235

236 **Public Works Director/City Engineer Takasugi** introduced this item regarding a
237 \$25,000 contact with Precision Concrete Cutting to perform sidewalk inspection,
238 and saw cutting repair in the first phase of the sidewalk trip hazard program.

239

240 It was **MOVED** by Mayor Gingles and **SECONDED** by Councilmember Kraus to
241 adopt the revised **Resolution No. 2010-105** awarding a construction contract
242 to Precision Concrete Cutting for the Sidewalk Trip Hazard Removal Project
243 for Fiscal Year 2011-2012, and authorizing the City Manager to execute the

244 contract (Authorizing Agreement No. 473). The Motion was carried
245 unanimously by the following vote:
246 **AYES:** Mayor Gingles, Councilmember Kraus, Councilmember Slusser,
247 and Vice Mayor Dunsford
248 **NOES:** None
249 **ABSENT:** Councilmember Canning
250 **ABSTAIN:** None
251

252 CITY MANAGERS REPORT

253
254 **City Manager Spitler** did not have any items to report.
255

256 **Public Works Director/City Engineer Takasugi** stated that the City of Napa has
257 informed staff that the community may experience a change in the taste/odor of the
258 water coming from the Northbay Aqueduct. He stated that there is no health
259 concern.
260

261 CITY COUNCIL ADJOURNMENT

262
263 **Mayor Gingles** adjourned the meeting at 8:50 PM to the Special Meeting of the
264 Calistoga City Council, on Wednesday, October 26, 2011, Calistoga Community Center,
265 1307 Washington Street, 6:30 p.m.
266

267 **Respectfully submitted:**
268
269

270 **Prepared by: Susan Sneddon, City Clerk**
271
272

273
274 **Approved by: Jack Gingles, Mayor**
275