

# City of Calistoga

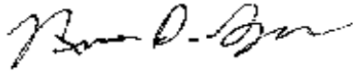
## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Kathy Flamson, Deputy City Clerk  
**DATE:** October 7, 2014  
**SUBJECT:** City Council Minutes

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APPROVAL FOR FORWARDING:



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Richard Spitler, City Manager

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- 2 **DISCUSSION:** Minutes of the September 16, 2014 Closed and Regular City Council
- 3 meetings and the September 23, 2014 Special Meeting.
- 4
- 5 **RECOMMENDATION:** Approve Minutes.
- 6
- 7 **ATTACHMENTS:** Draft Minutes of the aforementioned meetings.
- 8

1 **MINUTES**  
2 **CITY COUNCIL – REGULAR MEETING**  
3 **TUESDAY, SEPTEMBER 16, 2014 - 7:00 P.M.**  
4 **CALISTOGA COMMUNITY CENTER**  
5 **1307 Washington Street, Calistoga, CA 94515**  
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7 **A) CALL TO ORDER/ROLL CALL**

8 **Mayor Canning** called the Regular Session to order at 7:03 P.M.  
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10 In attendance were the following: Councilmember James Barnes,  
11 Councilmember Gary Kraus, Councilmember Irais Lopez-Ortega, Vice  
12 Mayor Michael Dunsford and Mayor Chris Canning.  
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14 Also present were the following: Public Works Director Michael Kirn,  
15 Administrative Services Director Gloria Leon, City Manager Richard Spitler  
16 and Deputy City Clerk Kathy Flamson.  
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18 **B) SALUTE TO THE FLAG**

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20 **C) ORAL COMMUNICATION ON CONSENT ITEMS OR NON-AGENDA**  
21 **ITEMS**

22 **Mayor Canning** opened Oral Communication at 7:05 P.M.  
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24 **Don Holinsworth**, 919 Champagne Circle South, announced a seminar  
25 on the difference between dementia and difficulty remembering will be  
26 held on Friday September 26, at 5 P.M. at the Calistoga Community  
27 Center. This is sponsored by the UpValley Family Center.  
28

29 **Boys and Girls Clubs of St. Helena and Calistoga Executive Director**  
30 **Jay Templeton** thanked the Council for the Community Enrichment  
31 Grants that were awarded. He also thanked everyone for the efforts in  
32 helping with the Teen Center reopening. The attendance of teens has  
33 been at record numbers.  
34

35 **Jerry Jackson**, 2412 Foothill Blvd., thanked the Council for making a  
36 Park Closure element a goal in the Housing Element. He also announced  
37 a Candidate's Forum on Thursday, September 25, at 5 P.M. at the  
38 Rancho Club House. This forum is open to the residents of the 3 senior  
39 parks.  
40

41 **David Moon-Wainright**, 1210 Pine Street, spoke of Multiple Sclerosis Ice  
42 Bucket Challenge, asking the Mayor and the Calistoga City  
43 Councilmembers and any other candidates to accept the Challenge to any  
44 non-profit organization of their choice.

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**Martha Casselman**, updated the Council regarding the Calistoga Art Center and upcoming events.

**Mayor Canning** closed Public Comments at 7:15 P.M.

**D) ADOPTION OF MEETING AGENDA**

It was **MOVED** by Councilmember Kraus and **SECONDED** by Councilmember Lopez-Ortega to approve the Council Meeting Agenda. The Motion was carried by the following vote:

- AYES:** Councilmembers Kraus, Lopez-Ortega and Barnes, Vice Mayor Dunsford and Mayor Canning
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None

**E) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION**

**Councilmember Lopez-Ortega** reported on the events of the League of Cities Conference she attended on August 6-8, 2014, in Los Angeles. She encouraged the community to get more involved and develop community projects.

She also reiterated the process of distributing the Community Enrichment Grant money and the fiduciary responsibility of the Community Enrichment Grant Committee.

**Councilmember Kraus** inquired about the code enforcement issues regarding the property at the south end of Washington Street connected with the fire that recently occurred. **City Manger Spitler** reported the property owner has complied with all of the code infractions within the property to the satisfaction of the Fire Chief and Building Official. However, there are two vehicles located just outside the property that need to be abated. Councilmember Kraus asked if the County Health Department had inspected the property for contaminated soils. Mr. Spitler said the would look into this matter.

**Mayor Canning** reported the Community Forum will be September 17 at 6 P.M. at the Community Center. There is no topic for this session.

He also thanked the City of Calistoga for the work involved in making the September 7<sup>th</sup> Harvest Table event successful. A total of 640 people were served, 13 restaurants and 45 wineries were involved.

91 **Mayor Canning** announced on September 20, the Coastal and River  
92 Clean Up day will be held in Calistoga. Check in at 9 A.M. at the  
93 Calistoga Community Center, where everyone will be assigned an area of  
94 clean up. He also announced on September 23, at the Community  
95 Center, the Red Cross Community Disaster Education Program from 3 –  
96 4:30 P.M. There is also a Spanish version of this program on September  
97 30<sup>th</sup> from 6-7:30 P.M. at the Community Center.

98  
99 **Mayor Canning** announced on September 20<sup>th</sup> is the completion of the  
100 Ragnar relay race completion for the 5<sup>th</sup> year in a row. The end of the  
101 relay is at the Napa Fairgrounds. It is a 198 mile race from San Francisco,  
102 bringing 6,300 racers to Calistoga.

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#### 104 **F) PROCLAMATIONS/PRESENTATIONS**

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106 **1) Mayor Canning** presented **Latino Heritage Month Committee Member**  
107 **Laura Valencia** and **Calistoga Elementary School Principal Vicka**  
108 **Llamas** with a proclamation recognizing the Third Annual Latino Heritage  
109 Month from September 15 through October 15, 2014.

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111 **2) Mayor Canning** read a proclamation recognizing the Freedom from  
112 Workplace Bullies Week from October 19 – 25, 2014.

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114 **3) Mayor Canning** honored **Fire Fighter Jason Tamagni** with a plaque  
115 recognizing 10 years of service to the Calistoga Fire Department. Fire  
116 Fighter Tamagni was unable to attend because he was called out on a  
117 mutual aid to the King Fire in El Dorado County.

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#### 119 **G) CONSENT CALENDAR**

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121 **4) Approval of Minutes of September 2, 2014 Closed Session and**  
122 **Regular City Council Meetings.**

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124 **5) Approval of displaying the Flag of the Mexico from September 17,**  
125 **2014 to September 23, 2014, on the City's Ceremonial Flag Pole in**  
126 **honor of Latino Heritage Month.**

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128 **6) Adoption of Resolution No. 2014-074 approving the California**  
129 **Water/Wastewater Agency Response Network (WARN) 2007 Omnibus**  
130 **Mutual Assistance Agreement for Water and Wastewater Utilities**  
131 **Emergencies.**

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133 **7) Adoption of Resolution No. 2014-075 amending the 2014 City Council**  
134 **Meeting Schedule to change the Regular November 4, 2014 City**  
135 **Council Meeting to Wednesday, November 5, 2014, due to a conflict**  
136 **with the Municipal General Election**

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- 8) Adoption of Resolution No. 2014-076 continuing the Declaration of a Local Emergency due to the failed effluent pumps at the Dunaweal Wastewater Treatment Plant.

It was MOVED by Councilmember Kraus and SECONDED by Councilmember Barnes approve Item Nos. 4, 5, 6, 7 and 8 of the Consent Calendar. The motion was carried by the following vote:

AYES: Councilmembers Kraus, Barnes and Lopez-Ortega, Vice Mayor Dunsford and Mayor Canning  
NOES: None  
ABSTAIN: None  
ABSENT: None

H) GENERAL GOVERNMENT

- 9) Discussion of a request by the Boys and Girls Club of St. Helena and Calistoga to enter into an agreement to allow construction of a 14,000 square foot facility for the Boys and Girls Club on a 1.06 acre parcel owned by the City of Calistoga at Logvy Park, 1401 North Oak Street.

City Manager Spitler presented the item. Council discussion ensued.

Mayor Canning opened Public Comment.

Executive Director of the Boys and Girls Clubs St. Helena and Calistoga (BGC) Jay Templeton addressed the Council regarding the history of the BGC in Calistoga. He also explained the process for a capital campaign that will be needed for a project like this. Council discussion ensued.

David Moon-Wainright, 1210 Pine Street, spoke in favor of this project.

Doug Cook, 1447 Second Street, spoke in favor of this project. He questioned the use of the St. Helena facility versus the Calistoga proposed project. Mr. Templeton addressed his questions. Council discussion ensued.

Martha Casselman, spoke in favor of the project and discussed some of the opportunities for collaboration between the Calistoga Art Center and BGC.

Mayor Canning closed Public Comment.

183 Council discussion ensued. **Mayor Canning** spoke in favor of the project.  
184 **Councilmember Kraus** suggested the possibility of incorporating  
185 adjacent county fair property into the project if they are receptive to it.  
186 **Councilmember Barnes** inquired about the students to be served at the  
187 facility. **Mr. Templeton** addressed his questions. **Councilmember**  
188 **Lopez-Ortega** discussed the use of the facility and community  
189 collaboration. There was consensus to close this item and go to Closed  
190 Session regarding this matter.

191

192 **10) Adoption of Resolution No. 2014-077 approving entering into a**  
193 **Professional Services Agreement with Koff & Associates to conduct**  
194 **a Classification and Compensation study in an amount not to exceed**  
195 **\$35,000.**

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197 **Administrative Services Director Gloria Leon** presented the item.  
198 Council discussion ensued.

199

200 **Mayor Canning** opened up for public comment on this matter.

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202 **Doug Cook**, 1447 Second Street asked for clarification of staff report.

203

204 **Mayor Canning** closed public comment.

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206 It was **MOVED** by **Councilmember Barnes** and **SECONDED** by  
207 **Councilmember Kraus** to adopt **Resolution No 2014-077** approving  
208 entering into a **Professional Services Agreement with Koff &**  
209 **Associates to conduct a Classification and Compensation study in**  
210 **an amount not to exceed \$35,000. The Motion was carried by the**  
211 **following vote:**

212

213 **AYES: Councilmembers Barnes, Kraus and Lopez-**  
214 **Ortega, Vice Mayor Dunsford and Mayor Canning**

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216 **NOES: None**

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218 **ABSTAIN: None**

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**I) ADJOURNMENT**

220 **Mayor Canning** adjourned the meeting at 8:27 P.M. to a Closed Session  
221 meeting of the Calistoga City Council, at Calistoga Community Center,  
222 1307 Washington Street.

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224 **Respectfully submitted:**

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**Prepared by: Kathy Flamson, Deputy City Clerk**

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**Approved by: Chris Canning, Mayor**

1 **MINUTES**

2 **CITY COUNCIL CLOSED SESSION**

3 **TUESDAY, SEPTEMBER 16, 2014 – 8:30 P.M.**

4 **CALISTOGA COMMUNITY CENTER**

5  
6 **A) CALL TO ORDER**

7 **Mayor Canning called the Closed Session to order at 8:32 P.M.** In attendance  
8 were the following: Councilmember James Barnes, Councilmember Gary Kraus,  
9 Councilmember Irais Lopez-Ortega, Vice Mayor Michael Dunsford, and Mayor Chris  
10 Canning.

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12 Also present was City Manager Richard Spitler and Public Works Director Mike Kirn.  
13

14 **B) ORAL COMMUNICATIONS**

15 No public comment.

16 **C) ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS:**

- 17 1) Conference with Real Property Negotiators 54956.8  
18 Property: 1401 N. Oak, Calistoga, APN 011-140-056  
19 Agency Negotiator: City Manager  
20 Negotiating Parties: Boys & Girls Clubs of St. Helena and Calistoga, Inc.  
21 Under Negotiation: Price and/or Terms of Payment for Potential  
22 Lease  
23

24 **D) RECONVENE TO OPEN SESSION**

25  
26 Mayor Canning reported out of closed session that the City Council had directed the  
27 City Manager to prepare a MOU with the Boys & Girls Clubs of St. Helena and  
28 Calistoga, Inc. for Council consideration to initiate negotiations for a disposition agreement  
29 for a long term lease and joint use of the a boys and girls club to be located at 1401 N. Oak  
30 Street.  
31

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33 **E) ADJOURNMENT**

34 **Mayor Canning adjourned the Closed Session at 8:58 P.M.** to a special meeting  
35 of the Calistoga City Council, on Tuesday, September 23, 2014 Calistoga  
36 Community Center, 1307 Washington Street, 7:00 P.M.  
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40 **Respectfully submitted:**  
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43 \_\_\_\_\_  
44 **Prepared by: Richard Spitler, Acting City Clerk**

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**Approved by: Chris Canning, Mayor**



**MINUTES**  
**CITY COUNCIL – SPECIAL MEETING**  
**TUESDAY, SEPTEMBER 23, 2014 – 7:00 P.M.**  
**CALISTOGA COMMUNITY CENTER**

1 **A. CALL TO ORDER - ROLL CALL**

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3 **B. Mayor Canning called the Special Session to order at 7:02 P.M.**

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5 In attendance were the following: Councilmember James Barnes,  
6 Councilmember Gary Kraus, Councilmember Irais Lopez-Ortega, Vice Mayor  
7 Michael Dunsford, and Mayor Chris Canning.

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9 Also present were Public Works Director/City Engineer Mike Kirn, Administrative  
10 Services Director Gloria Leon, Fire Chief Steve Campbell, Police Chief Mitch  
11 Celaya, Planning and Building Manager Lynn Goldberg, City Manager Richard  
12 Spitler, and Deputy City Clerk Kathy Flamson.

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14 **C. SALUTE TO THE FLAG**

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16 **D. ORAL COMMUNICATION**

17 **Mayor Canning** opened Oral Communication at 7:05 P.M.

18  
19 **Doug Cook, 1447 Second Street**, discussed proposed cease and desist order  
20 regarding Wastewater Treatment Plant that was recently announced. He also  
21 inquired about sources and volumes of contaminants at the Wastewater  
22 Treatment Plant. **Mayor Canning** responded to his questions.

23  
24 **Carl Sherrill, 1132 Denise Drive**, discussed Wastewater issues and the cease  
25 and desist order. He requested a moratorium on building.

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27 **Mayor Canning** closed Oral Communication.

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29 **E. ADOPTION OF MEETING AGENDA**

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31 It was **MOVED** by Councilmember Kraus and **SECONDED** by  
32 Councilmember Barnes to approve the Council Meeting Agenda. The  
33 Motion was carried by the following vote:

34  
35 **AYES:** Councilmembers Kraus, Barnes and Lopez-Ortega, Vice  
36 Mayor Dunsford and Mayor Canning  
37 **NOES:** None  
38 **ABSTAIN:** None  
39 **ABSENT:** None  
40

41 **F. GENERAL GOVERNMENT**

- 42  
43 1. Adoption of **Resolution No. 2014-078** rescinding Resolution No. 2002-  
44 137 and approving the execution of the required State “Designation of  
45 Applicant’s Agent Resolution” for purposes of obtaining state and  
46 federal financial assistance for natural disasters/emergencies.

47  
48 City Manager Spitler presented the item.

49  
50 Mayor Canning opened public comment.

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52 Doug Cook, 1447 Second Street, concerned at the timing of the City staff’s  
53 handling of issues.

54  
55 Mayor Canning closed public comment.

56  
57 It was **MOVED** by Councilmember Kraus and **SECONDED** by Vice Mayor  
58 Dunsford to approve the Adoption of **Resolution No. 2014-078**  
59 rescinding Resolution No. 2002-137 and approving the execution of the  
60 required State “Designation of Applicant’s Agent Resolution” for  
61 purposes of obtaining state and federal financial assistance for natural  
62 disasters/emergencies. The Motion was carried by the following vote:

63  
64 **AYES:** Councilmembers Kraus, Vice Mayor Dunsford,  
65 Councilmembers Lopez-Ortega and Barnes, and Mayor  
66 Canning

67 **NOES:** None

68 **ABSTAIN:** None

69 **ABSENT:** None

- 70  
71 2. Presentation by City Staff and Council Direction on Proposed Updates  
72 to the City of Calistoga’s Development Impact Fees, Affordable Housing  
73 Non-Residential Linkage Fees, Affordable Housing In-Lieu Fees and  
74 Parking In-Lieu Fees.

75  
76 Planning and Building Director Goldberg presented this item.

77  
78 ***Section 1 - Potential Modifications to Infrastructure, Facilities and***  
79 ***Improvements List***

80  
81 The first section is related to the Development Fees over the next 20 years for  
82 Calistoga Police Department Infrastructure Cost Estimates, Calistoga Fire

83 Department Infrastructure Cost Estimates, Cultural/Recreation Facilities,  
84 Administrative Facilities and Estimated (Transportation) Improvement Costs.

85  
86 Council and staff discussion ensued.

87  
88 Police Department Infrastructure: No comments or questions were made.

89  
90 Fire Department Infrastructure Cost Estimates: **Councilmember Kraus**  
91 inquired about the Fire Station and any expansion over the next 20 years.  
92 **Fire Chief Campbell** doesn't feel there will be any need for future space.  
93 **Councilmember Kraus** would like to see internal facility modification for  
94 future needs, such as a female fire fighters dormitory area. Council and Staff  
95 discussion ensued.

96  
97 Cultural/Recreation Facilities Cost Estimates: **Vice Mayor Dunsford** inquired  
98 about line items of this topic. **Planning and Building Director Goldberg**  
99 answered his questions.

100  
101 **Mayor Canning** opened Public Comment.

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103 **Michael Quast, 1300 Washington Street,** stated the Impact Fee designation  
104 has a 5-year schedule of use. Council and Staff discussion ensued.

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106 **Mayor Canning** closed Public Comment.

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108 Administrative Facilities: **Councilmember Barnes** discussed the idea of a  
109 new City Hall and the possible co-use of the new Boys and Girls. Council and  
110 Staff discussion ensued

111  
112 **Mayor Canning** opened Public Comment. Having none, **Mayor Canning**  
113 closed Public Comment.

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115 Estimated Improvement Project Costs: **Planning and Building Director**  
116 **Goldberg** noted that over half of the projects are for active transportation  
117 needs. **Vice Mayor Dunsford** noted there are no items that address  
118 'gateway' improvements and parking concerns that are documented in the  
119 Urban Design Plan addressed in the report. Council and Staff discussion  
120 ensued.

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122 **Mayor Canning** opened Public Comment. Having none, **Mayor Canning**  
123 closed Public Comment.

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**Section 2 – Recommended Development Impact Fees**

Council and Staff discussion ensued. **Mayor Canning** opened Public Comment.

**Doug Cook** inquired about non-residential fees. **Planning and Building Director Goldberg** answered his question regarding fee assessment parameters.

**Michael Quast** discussed upgrading and renovating buildings in Calistoga. Discussion ensued.

**Mayor Canning** closed Public Comments.

**Section 3 – Residential Affordable Housing In-Lieu Fee**

**Planning and Building Director Goldberg** recommended taking no action regarding Section 3 until current court issues are finalized, and continue to approach this type of development as has been done in the past.

**Mayor Canning** opened Public Comment. Having none, **Mayor Canning** closed Public Comment.

**Section 4 – In-Lieu Downtown Parking Fee**

**Planning and Building Director Goldberg** requested this fee be deferred until more research is completed.

**Doug Cook** addressed his letter to the Council, Attachment 7 of Staff Report 2. He discussed single-family resident development and affordable housing needs.

**Michael Quast** inquired about “Green” building or energy savings, a new City Hall, Community Center and Conference Center and the fees included in the process. Council discussion ensued.

**Planning and Building Director Goldberg** addressed the process of establishing “Green” fees.

Council directed staff to pursue the recommendations in the report.

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**F. CITY COUNCIL ADJOURNMENT**

**Mayor Canning** adjourned the meeting at 8:41 P.M. to the regular meeting of the Calistoga City Council, on Tuesday, October 7, 2014, Calistoga Community Center, 1307 Washington Street, 7:00 P.M.

**Respectfully submitted:**

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**Prepared by: Kathy Flamson Deputy City Clerk**

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**Approved by: Chris Canning, Mayor**