

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Melissa Velasquez, Deputy City Clerk
DATE: December 15, 2015
SUBJECT: City Council Minutes

APPROVAL FOR FORWARDING:



Michael T. Kirn, Acting City Manager

- 1
- 2 **DISCUSSION:** Minutes of the December 1, 2015, Regular City Council Meeting.
- 3
- 4 **RECOMMENDATION:** Approve Minutes.
- 5
- 6 **ATTACHMENTS:**
- 7 1. Draft Minutes of the aforementioned meetings.

MINUTES

CITY COUNCIL REGULAR MEETING
TUESDAY, DECEMBER 1, 2015 – 6:00 P.M.
CALISTOGA COMMUNITY CENTER

A) CALL TO ORDER- ROLL CALL

Mayor Canning called the Regular Session to order at 6:00 P.M.

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

Also present were the following: Police Chief Mitch Celaya, Administrative Services Director Gloria Leon, Planning and Building Director Lynn Goldberg, Acting City Manager Mike Kirn and Deputy City Clerk Melissa Velasquez.

B) SALUTE TO THE FLAG

C) ACTION OUT OF CLOSED SESSION

Mayor Canning reported the appointment of Michael Kirn as Interim City Manager starting December 31, 2015, through the conclusion of the City Manager recruitment process.

D) ORAL COMMUNICATION ON CONSENT ITEMS OR NON-AGENDA ITEMS

Mayor Canning opened Oral Communication.

Karen Chang, 3067 Myrtdale Rd., praised the proposed closed-loop shuttle service that would bring employees into Calistoga. Suggested that the City, pursue development of one or two renewable energy projects. Possible sites for renewable energy projects are the Community Pool and/or the Wastewater Treatment Facility.

Mayor Canning closed Oral Communication.

E) ADOPTION OF MEETING AGENDA

It was MOVED by Councilmember Kraus and SECONDED by Councilmember Barnes to approve the Council Meeting Agenda as presented. The Motion was carried by the following vote:

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

48 **F) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION**

49 **Councilmember Lopez-Ortega** suggested that with the help of the
50 Community, the City could work towards developing a Senior Center in 2016.

51
52 **Councilmember Barnes** informed audience that insurance policies are
53 available through the State, Federal Government or private insurance that
54 cover damage from Floods, Landslides, Earthquakes, Fire, Windstorms, etc.
55 You can contact him for more information.

56
57 **Mayor Canning** reminded everyone that the 20th Annual Lighted Tractor
58 Parade will take place on December 5, 2015, at 7:00 P.M. He extended his
59 apologies to the attendees of the Sharpsteen Museum luncheon for
60 misstating Calistoga's population. And, he acknowledged the death of
61 Calistoga resident World-renowned artist Lowell Herrero.

62
63 **G) CITY MANAGER REPORT**

64 **Acting City Manager Mike Kirn** presented the following updates:

- 65 • Suspicious Package at Petrified Forest Road.
- 66 • Purchase Order with W-Trans for the Preparation of a Residential Corridor
67 Safety Assessment on Cedar Street from Lillie Street to Lincoln Avenue.
- 68 • Four Seasons Update.

69
70 **H) PROCLAMATIONS/ AWARDS/OATHS OF OFFICE**

71 **1) Presentation of Service Awards to City Manager Richard Spitler (5**
72 **Years), Maintenance Technician I Tim Moore (15 Years) by Mayor**
73 **Chris Canning.**

74
75 **I) CONSENT CALENDAR**

76 **2) Approval of Minutes of November 17, 2015 Closed Session and**
77 **Regular City Council Meetings.**

78
79 **3) Adoption of Ordinance No. 719 rescinding and replacing Chapter**
80 **17.24, PD Planned Development Zoning District, of the Calistoga**
81 **Municipal Code. (ZOA 2015-3) (Second Reading)**

82
83 **4) Adoption of Ordinance No. 720 repealing Zoning Code Chapter 17.56,**
84 **Highway and Street Setback Requirements, of the Calistoga**
85 **Municipal Code. (ZOA 2015-8) (Second Reading)**

86
87 **It was MOVED by Vice Mayor Dunsford and SECONDED by**
88 **Councilmember Lopez-Ortega to approve Item Nos. 2, 3 and 4 of the**
89 **Consent Calendar. The motion was carried by the following vote:**

90
91 **AYES: Vice Mayor Dunsford, Councilmembers Lopez-**
92 **Ortega, Kraus and Barnes and Mayor Canning**

93 **NOES: None**
94 **ABSTAIN: None**
95 **ABSENT: None**
96

97 **J) PUBLIC HEARING**

98 **5) Adoption of Resolution No. 2015-133 authorizing the acceptance and**
99 **expenditure of \$100,000 in the State Citizen's Option for Public**
100 **Safety (COPS) Grant Funds for Fiscal Year 2015/2016.**

101
102 **Police Chief Mitch Celaya presented this item.**

103
104 Council and Staff discussion ensued.

105
106 **Mayor Canning** opened the Public Hearing.

107
108 **Mayor Canning** closed the Public Hearing.

109
110 Council and Staff discussion ensued.

111
112 It was **MOVED** by Vice Mayor Dunsford and **SECONDED** by
113 Councilmember Kraus to adopt Resolution No. 2015-133 authorizing
114 the acceptance and expenditure of \$100,000 in the State Citizen's
115 Option for Public Safety (COPS) Grant Funds for Fiscal Year
116 2015/2016. The motion was carried by the following vote:

117
118 **AYES: Vice Mayor Dunsford, Councilmembers Kraus,**
119 **Barnes and Lopez-Ortega and Mayor Canning**

120 **NOES: None**

121 **ABSTAIN: None**

122 **ABSENT: None**
123

124 **K) GENERAL GOVERNMENT**

125
126 **6) Adoption of Resolution No. 2015-134 Authorizing the Acting**
127 **City Manager to execute a three year Memorandum of**
128 **Understanding between the City of Calistoga and the Calistoga**
129 **Professional Firefighters' Association (CPFA) and Approving**
130 **Budget Adjustments to the Fiscal Year 2015-16 Operating Budget**
131 **Not to Exceed \$27,857 from the Unappropriated General Fund**
132 **Reserves.**

133
134 **Adoption of Resolution No. 2015-135 to Approve and Implement**
135 **position classifications (Koff & Associates Classification and**
136 **Compensation Study, 2015) within the Calistoga Fire Department that**
137 **are members of the Calistoga Professional Firefighters' Association**
138 **(CPFA), updated to reflect present industry standards and the needs**
139 **of the City of Calistoga.**
140

141 **Acting City Manager Mike Kirn** presented this item.

142
143 Council and Staff discussion ensued.

144
145 **Mayor Canning** opened public comment.

146
147 **Mayor Canning** closed public comment.

148
149 It was **MOVED** by Councilmember Kraus and **SECONDED** by
150 Councilmember Barnes to adopt Resolution No. 2015-134 authorizing
151 the Acting City Manager to execute a three year Memorandum of
152 Understanding between the City of Calistoga and the Calistoga
153 Professional Firefighters' Association (CPFA), and Approving a
154 Fiscal Year 2015-16 Operating Budget Adjustment Not to Exceed
155 \$27,857. The motion was carried by the following vote:

156
157 **AYES:** Councilmember Kraus, Barnes and Lopez-Ortega,
158 Vice Mayor Dunsford and Mayor Canning

159 **NOES:** None

160 **ABSTAIN:** None

161 **ABSENT:** None

162
163 It was **MOVED** by Councilmember Kraus and **SECONDED** by
164 Councilmember Barnes to adopt Resolution No. 2015-135 to
165 Approve and Implement position classifications (Koff & Associates
166 Classification and Compensation Study, 2015) within the Calistoga
167 Fire Department that are members of the Calistoga Professional
168 Firefighters' Association (CPFA), updated to reflect present industry
169 standards and the needs of the City of Calistoga. The motion was
170 carried by the following vote:

171
172 **AYES:** Councilmembers Kraus, Barnes and Lopez-
173 Ortega, Vice Mayor Dunsford and Mayor Canning

174 **NOES:** None

175 **ABSTAIN:** None

176 **ABSENT:** None

177
178 7) Adoption of Resolution No. 2015-136 authorizing the Acting City
179 Manager to execute a three year Memorandum of Understanding
180 between the City of Calistoga and the Calistoga Police Officers
181 Association (CPOA) and Approving Budget Adjustments to the
182 Fiscal Year 2015-16 Operating Budget Not to Exceed \$56,199 from
183 the Unappropriated General Fund Reserves.

184
185 Adoption of Resolution No. 2015-137 to Approve and Implement
186 position classifications (Koff & Associates Classification and
187 Compensation Study, 2015) within the Calistoga Police Department

188 that are members of the Calistoga Police Officers Association
189 (CPOA), updated to reflect present industry standards and the needs
190 of the City of Calistoga.

191
192 **Acting City Manager Mike Kirn** presented the item.

193
194 Council and Staff discussion ensued.

195
196 **Mayor Canning** opened public comment.

197
198 **Mayor Canning** closed public comment.

199
200 **It was MOVED by Mayor Canning and SECONDED by Councilmember**
201 **Kraus to adopt Resolution No. 2015-136 authorizing the Acting City**
202 **Manager to execute a three year Memorandum of Understanding**
203 **between the City of Calistoga and the Calistoga Police Officers**
204 **Association (CPOA) and Approving Budget Adjustments to the**
205 **Fiscal Year 2015-16 Operating Budget Not to Exceed \$56,199 from**
206 **the Unappropriated General Fund Reserves. The motion was carried**
207 **by the following vote:**

208
209 **AYES: Mayor Canning, Councilmembers Kraus, Barnes**
210 **and Lopez-Ortega and Vice Mayor Dunsford.**

211 **NOES: None**

212 **ABSTAIN: None**

213 **ABSENT: None**

214
215 **It was MOVED by Mayor Canning and SECONDED by**
216 **Councilmember Kraus to adopt Resolution No. 2015-137 to Approve**
217 **and Implement position classifications (Koff & Associates**
218 **Classification and Compensation Study, 2015) within the Calistoga**
219 **Police Department that are members of the Calistoga Police Officers**
220 **Association (CPOA), updated to reflect present industry standards**
221 **and the needs of the City of Calistoga. The motion was carried by the**
222 **following vote:**

223
224 **AYES: Mayor Canning, Councilmembers Kraus, Barnes**
225 **and Lopez-Ortega and Vice Mayor Dunsford.**

226 **NOES: None**

227 **ABSTAIN: None**

228 **ABSENT: None**

229
230 **8) Give staff direction regarding an initiation of a Code Amendment**
231 **Prohibiting the Cultivation of Medical Marijuana in Calistoga.**

232
233 **Planning and Building Director Lynn Goldberg** presented this item.

234
235 Council and Staff discussion ensued.

236

237 **Mayor Canning** opened for public comment.

238

239 **Jerry Johnson, 1121 Mitzi Dr.**, expressed concerns that medical
240 marijuana licenses are too easily obtained.

241

242 **Kathleen Johnson, 1121 Mitzi Dr.**, her property is being devalued by her
243 neighbor that is growing marijuana which puts off an extremely offensive
244 odor.

245

246 **Allison Godwin, 2006 Mora Ave.**, is concerned about young adults easily
247 obtaining medical marijuana licenses then selling the marijuana to the
248 youth of Calistoga.

249

250 **Doug Cook, 1447 Second St.**, reminded council that the topic of Medical
251 Marijuana as presented in this meeting will require a Public Hearing.

252

253 **Mayor Canning** closed public comment.

254

255 **Council directed staff to move forward with the Code Amendment**
256 **Prohibiting the Cultivation of Medical Marijuana in Calistoga.**

257

258 Council and Staff discussion ensued.

259

260 **9) Adoption of Resolution 2015-138 Approving the job description for**
261 **the City Manager as per the (Koff & Associates Classification and**
262 **Compensation Study, 2015) updated to reflect present industry**
263 **standards and the needs of the City of Calistoga.**

264

265 **Adoption of Resolution 2015-139 Approving a Salary Compensation**
266 **Range for the Interim and Permanent City Manager Position as per**
267 **the (Koff & Associates Classification and Compensation Study, 2015)**
268 **updated to reflect present market conditions for these positions.**

269

270 **Mayor Chris Canning** presented this item.

271

272 **Mayor Canning** opened for public comment.

273

274 **Mayor Canning** closed public comment.

275

276 Council discussion ensued.

277

278 **It was MOVED by Councilmember Kraus and SECONDED by**
279 **Councilmember Barnes to adopt Resolution 2015-138 approving the**
280 **job description for the City Manager as per the (Koff & Associates**
281 **Classification and Compensation Study, 2015) updated to reflect**
282 **present industry standards and the needs of the City of Calistoga.**

283

284

285

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

286 **NOES: None**
287 **ABSTAIN: None**
288 **ABSENT: None**

289
290 It was **MOVED** by Councilmember Kraus and **SECONDED** by
291 Councilmember Barnes to adopt Resolution 2015-139 approving a
292 Salary Compensation Range for the Interim and Permanent City
293 Manager Position as per the (Koff & Associates Classification and
294 Compensation Study, 2015) updated to reflect present market
295 conditions for these positions.

296
297 **AYES: Councilmembers Kraus, Barnes and Lopez-**
298 **Ortega, Vice Mayor Dunsford and Mayor Canning**
299 **NOES: None**
300 **ABSTAIN: None**
301 **ABSENT: None**

302
303 **L) ADJOURNMENT**

304
305 At 7:20 P.M., Mayor Canning adjourned the meeting to the next
306 scheduled regular City Council meeting on December 15 at 6:00 P.M., at
307 the Calistoga Community Center, 1307 Washington Street, Calistoga.

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309 **Respectfully submitted:**

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311
312 _____
313 **Prepared by: Melissa Velasquez, Deputy City Clerk**

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315 _____
315 **Approved by: Chris Canning, Mayor**