

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Kathy Flamson, City Clerk  
**DATE:** July 19, 2016  
**SUBJECT:** City Council Minutes

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APPROVAL FOR FORWARDING:



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Dylan Feik, City Manager

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2 **DISCUSSION:** Minutes of the June 21, 2016 Closed Session and Regular City Council  
3 Meetings.  
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5 **RECOMMENDATION:** Approve Minutes.  
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7 **ATTACHMENTS:**  
8 1. Draft Minutes of the aforementioned meetings.

**MINUTES****CITY COUNCIL CLOSED SESSION****TUESDAY, June 21, 2016 – 5:00 P.M.****CALISTOGA COMMUNITY CENTER****A) CALL TO ORDER**

**Mayor Canning called the Closed Session to order at 5:00 P.M.** In attendance were the following: Councilmember Irais Lopez-Ortega, Councilmember James Barnes, Councilmember Gary Kraus, Vice Mayor Michael Dunsford, and Mayor Chris Canning.

Absent: None

Also present was City Manager Dylan Feik, City Attorneys Michelle Kenyon and Matthew Visick.

**B) ORAL COMMUNICATIONS**

None were received

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

1) Conference with Legal Counsel – Existing Litigation

Gov. Code § 54956.9(d)(1)

Name of Case: O’Gorman v. City of Calistoga

Case No.: 34-2014-00164846

2) Conference with Legal Counsel – Personnel – Gov. Code § 54957

**D) REPORT OUT OF CLOSED SESSION**

**Mayor Canning** stated there was no reportable action on Item No. 1 from the Calistoga City Council Closed Session. Item No. 2 was not discussed.

**E) CONVENE TO OPEN SESSION TO REPORT FROM CLOSED SESSION****F) ADJOURNMENT**

**Mayor Canning adjourned the Closed Session at 6:00 P.M.** to the next scheduled meeting of the Calistoga City Council, on Tuesday, June 21, 2016, Calistoga Community Center, 1307 Washington Street, 6:00 p.m.

**Respectfully submitted:**

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

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**Approved by: Chris Canning, Mayor**

1 **MINUTES**

2 **CITY COUNCIL – REGULAR MEETING**  
3 **TUESDAY, JUNE 21, 2016 - 6:00 P.M.**  
4 **CALISTOGA COMMUNITY CENTER**

5  
6 **A) CALL TO ORDER – ROLL CALL**

7 **Mayor Canning called the Regular Session to order at 6:05 p.m.**

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

11  
12 Also present were Public Works Director/City Engineer Mike Kirn, Dispatch  
13 Supervisor Teresa Coppock, Chief Mitch Celaya, Planning and Building  
14 Director Lynn Goldberg, Administrative Services Director Gloria Leon,  
15 Recreation Department Manager Shannon Clegg, City Manager Dylan Feik  
16 and City Clerk Kathy Flamson.

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18 **B) SALUTE TO THE FLAG AND MOMENT OF SILENCE FOR THOSE WHO**  
19 **WERE KILLED IN ORLANDO, FLORIDA.**

20 **C) REPORT FROM CLOSED SESSION OF JUNE 21, 2016**

21 1) **Mayor Canning noted there was nothing to report from the Closed**  
22 **Session Item No. 1. Item No. 2 was not discussed**

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

24 **Mayor Canning** opened oral communication.

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26 Having no one come forward, **Mayor Canning** closed oral communication.

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28 **E) ADOPTION OF MEETING AGENDA**

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

32  
33 **AYES: Councilmembers Kraus, Barnes and Lopez-**  
34 **Ortega, Vice Mayor Dunsford and Mayor Canning**  
35 **NOES: None**  
36 **ABSTAIN: None**  
37 **ABSENT: None**  
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41 **F) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION**

- 42 • **Councilmember Lopez-Ortega** discussed the traffic problems on Brannan  
43 Street. **Mayor Canning** asked for a report at the next City Council meeting  
44 to address any traffic issues on Brannan Street.  
45
- 46 • **Councilmember Barnes** spoke of the Fire Department and Police  
47 Department and the wonderful job they do for the community. He also  
48 discussed the issue of weeds in vacant lots, as well as obstructions in  
49 yards and driveways.  
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51 **G) CITY MANAGER'S REPORT**

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- 53 • **City Manager Feik** introduced the idea of having a department  
54 spokesperson address the Council monthly to report on what is happening  
55 in the department. He also discussed creating a Parks and Recreation  
56 Commission in the future.  
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58 **H) PROCLAMATIONS/PRESENTATIONS/AWARDS/OATH OF OFFICE**

- 59 1) **Presentation of a Service Award to Dispatcher Supervisor Teresa**  
60 **Coppock for 25 years of service to the City of Calistoga. Ms. Coppock**  
61 **received the award.**  
62

63 **I) CONSENT CALENDAR**

- 64 2) **Approval of Minutes of June 7, 2016 Regular City Council Meeting.**  
65
- 66 3) **Adoption of Resolution No. 2016-045 awarding a one-year contract in**  
67 **an amount not to exceed \$15,000 for publication of City of Calistoga**  
68 **Legal advertisements for the period ending June 30, 2017, and**  
69 **authorizing the City Manager to execute the contract with the**  
70 **Calistoga Tribune.**  
71
- 72 4) **Adoption of Resolution No. 2016-046 regarding the Statement of**  
73 **Investment Policy.**  
74
- 75 5) **Adoption of accepting a report supporting legislation allowing shared**  
76 **habitation of mobile homes.**  
77
- 78 6) **Adoption of Resolution No. 2016-047 authorizing the City Manager to**  
79 **execute a Right of Way Agreement and Temporary Construction**  
80 **Easement with the State of California, Department of Transportation**  
81 **across the parking lot at Washington and Gerard (Fire Station Parking**  
82 **Lot) for the purpose of constructing the new bridge over the Napa**  
83 **River at Lincoln Avenue subject to confirmation of valuation of the**  
84 **easement.**  
85

86 7) Adoption of Resolution No. 2016-048 authorizing the City Manager to  
87 execute an agreement for water and wastewater allocation and  
88 connection fee payment between the City of Calistoga and the  
89 Calistoga Joint Unified School District.

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91 It was MOVED by Councilmember Barnes and SECONDED by  
92 Councilmember Kraus to approve Items No. 2, 3, 4, 5, 6 and 7 of the  
93 Consent Calendar. The Motion was carried by the following vote:

94  
95 AYES: Councilmembers Barnes, Kraus and Lopez-Ortega  
96 Vice Mayor Dunsford and Mayor Canning  
97 NOES: None  
98 ABSTAIN: None  
99 ABSENT: None

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101 J) PUBLIC HEARING

102 8) Public hearing regarding applying for Community Development Block  
103 Grant (CDBG) Funding.

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105 Planning Director Goldberg presented the item noting the item will be on  
106 the July 19, 2016 agenda to complete the process.

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108 Council and staff discussion ensued.

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110 Mayor Canning opened the Public Hearing at 6:30 p.m.

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112 UpValley Family Centers Director Jenny Ocon spoke positively about the  
113 application requests for the CDBG Funding. She answered questions from  
114 the Council.

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116 Mayor Canning closed Public Hearing at 6:31 p.m.

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118 Discussion ensued.

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120 It was MOVED by Councilmember Lopez-Ortega and SECONDED by  
121 Vice Mayor Dunsford to apply for Community Development Block  
122 Grant Funding. The Motion was carried by the following vote:

123  
124 AYES: Councilmember Lopez-Ortega, Vice Mayor  
125 Dunsford, Councilmembers Barnes and Kraus  
126 and Mayor Canning  
127 NOES: None  
128 ABSTAIN: None  
129 ABSENT: None

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**K) GENERAL GOVERNMENT**

**9) Presentation from the Recreation Services Department**

**Public Works Director Kirn** opened the item and introduced **Recreation Manager Shannon Clegg**, who presented the Recreation Department programs.

Council and Staff discussion ensued.

**Mayor Canning** opened public comment.

**Ellie Galindo, 5895 Sharp Road** inquired about the costs of the programs provided for the Recreation Department programs. She also discussed scholarship program issues and costs of programs.

**Mayor Canning** closed public comment.

**It was the consensus of the Calistoga City Council to accept the report**

**10) Adoption of Resolution No. 2016-049 approving the Calistoga Fiscal Year 2016-2017 Budget.**

**Administrative Services Director Leon** presented the item.

**City Manager Feik** made some clarifications of the Budget presentation.

There was no Council discussion.

**Mayor Canning** opened public comments.

Having no one come forward, **Mayor Canning** closed public comments.

**It was MOVED by Councilmember Kraus and SECONDED by Councilmember Lopez-Ortega to approve Resolution No. 2016-049 approving the City of Calistoga Fiscal Year 2016-2017 budget. 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**

**11) Adoption of Resolution No. 2016-050 approving Operating and Capital Improvement Budget adjustments for Fiscal Year 2015-2016.**

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**Administrative Services Director Leon** presented the item.

There was no Council discussion.

**Mayor Canning** opened public comments.

Having no one come forward, **Mayor Canning** closed public comments.

It was **MOVED** by Councilmember Kraus and **SECONDED** by Councilmember Barnes to approve **Resolution No. 2016-050** approving Operating and Capital Improvement Budget adjustments for Fiscal Year 2015-2016. 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

- 12) Adoption of **Resolution No. 2016-051** adopting the Fiscal Year 2016-2017 appropriation limits.

**Administrative Services Director Leon** introduced the item.

There was no Council discussion.

**Mayor Canning** opened public comments.

Having no one come forward, **Mayor Canning** closed public comments.

It was **MOVED** by Councilmember Barnes and **SECONDED** by Councilmember Kraus to approve **Resolution No. 2016-051** adopting the Fiscal Year 2016-2017 appropriation limits. The Motion was carried by the following vote:

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

- 13) Adoption of **Resolution No. 2016-052** establishing objectives and the appointment of a Council subcommittee for the Fiscal Year 2016-2017 Community Enrichment Grants.

223 **City Manager Feik** presented the item.

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225 Council discussion ensued.

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227 The Council decided to appoint **Councilmembers Kraus** and **Barnes** to be  
228 on the Community Enrichment Grants along with the **City Manager**.

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230 **It was MOVED by Mayor Canning and SECONDED by Councilmember**  
231 **Lopez-Ortega to approve Resolution No. 2016-052 establishing**  
232 **objectives and the appointment of a Council subcommittee for the**  
233 **Fiscal Year 2016-2017 Community Enrichment Grants. The Motion was**  
234 **carried by the following vote:**

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236 **AYES: Mayor Canning, Councilmembers Lopez-Ortega,**  
237 **Barnes, Kraus and Vice Mayor Dunsford**  
238 **NOES: None**  
239 **ABSTAIN: None**  
240 **ABSENT: None**

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243 **L) ADJOURNMENT**

244 **Mayor Canning** adjourned the meeting at 7:45 p.m. to the next regular  
245 meeting of the City Council held at 1307 Washington Street, on July 19,  
246 2016.

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248 **Respectfully submitted:**

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251 \_\_\_\_\_  
252 **Prepared by: Kathy Flamson, City Clerk**

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**Approved by: Chris Canning, Mayor**