

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Kathy Flamson, City Clerk
DATE: October 18, 2016
SUBJECT: City Council Minutes

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

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2 **DISCUSSION:** Minutes of the September 20, 2016 and October 4, 2016 Regular City
3 Council 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 – REGULAR MEETING
TUESDAY, SEPTEMBER 20, 2016 - 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 Gary Kraus, Councilmember Irais Lopez-Ortega and Mayor Chris Canning.

Absent: Vice Mayor Michael Dunsford

Also present were Planning/Building Director Lynn Goldberg, Police Chief Mitch Celaya, City Manager Dylan Feik and City Clerk Kathy Flamson.

B) SALUTE TO THE FLAG

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

Mayor Canning opened oral communication.

Margaux Singleton, Lincoln Avenue, discussed Veteran's Day and honoring Veterans in our community by giving them Veteran's Day off with pay. She asked **Councilmember Barnes** to bring the item before the community due to his activity with the American Legion in Calistoga and the Napa Valley. He inquired about how many Veterans there might be working in Calistoga.

Larry Kroman, 2412 Foothill Blvd. invited the City Council to an event to honor the Calistoga Police and Fire Departments at Pioneer Park on Sunday, September 25 from 3-6:30 p.m. He encouraged everyone to attend. It will be a potluck picnic.

Mayor Canning closed oral communication.

D) ADOPTION OF MEETING AGENDA

It was **MOVED** by **Councilmember Barnes** and **SECONDED** by **Councilmember Kraus** to approve the Council Meeting Agenda with the change of moving Item No. 5 first. The Motion was carried by the following vote:

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

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E) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION

- **Mayor Canning** announced the October 4, 2016 City Council meeting will be a combined meeting with the Napa County Board of Supervisors beginning at 6 p.m. at the Community Center. He also announced there will be a Clean Up day at the Napa County Fairgrounds on September 25, 2016 from 8 a.m. – 1 p.m. **Mayor Canning** noted the meeting tonight would be adjourned in memory of Edie Parker.

F) CITY MANAGER’S REPORT

- **The City will be flushing the water lines at the Rancho de Calistoga Mobile Home Park.**

G) OATH OF OFFICE

- 1) **The Oath of Office for Police Officer Ryan Jung was given by City Manager Feik. Police Chief Celaya introduced Officer Jung. Officer Jung’s father pinned his badge on him.**

H) PROCLAMATIONS/PRESENTATIONS/AWARDS

- 2) **Proclamation honoring the Latino Heritage Month was read by Mayor Canning. St. Helena Public Librarian Mari Martinez and UpValley Family Center Development Manager Ricky Hurtado accepted the proclamation.**
- 3) **Presentation by the Napa County Tobacco Education Program regarding consideration of an Ordinance amending Chapter 12.24 was done by Jim Tennant, Bilingual Health Educator Alvaro Salazar and Program Director Maria del Carmen Gonzalez from CANV Tobacco Education and Quit Smoking Program. City Manager Feik introduced the presenters.**

Council and presenter discussion ensued.

Mayor Canning opened public comment.

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

Mayor Canning stated it was the consensus of the Council for the staff to start the ordinance process for this item.

I) CONSENT CALENDAR

- 4) **Approval of Minutes of the August 20, 2016 Regular City Council Meeting.**

- 88 5) **Approval of displaying the flag of the Mexico in honor of Latino**
89 **Heritage Month from September 21, 2016-September 27, 2016.**
90 **Councilmember Barnes abstained from voting on the Consent**
91 **Calendar due to his absence at the September 6, 2016 meeting.**

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93 **It was MOVED by Councilmember Kraus and SECONDED by**
94 **Councilmember Lopez-Ortega to approve Items No. 5 and 6 of the**
95 **Consent Calendar. The Motion was carried by the following vote:**

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97 **AYES: Councilmembers Kraus and Lopez-Ortega, and**
98 **Mayor Canning**
99 **NOES: None**
100 **ABSTAIN: Councilmember Barnes**
101 **ABSENT: Vice Mayor Dunsford**

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103 **J) PUBLIC HEARING**

- 104 **6) Discussion of Recommending to the County of Napa Local Agency**
105 **Formation Commissions (LAFCO) regarding its Draft Municipal**
106 **Service Review and Sphere of Influence update.**

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108 **Planning and Building Director Goldberg presented the item.**

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110 **Council and staff discussion ensued.**

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112 **It was MOVED by Councilmember Barnes and SECONDED by**
113 **Councilmember Kraus to continue the Public Hearing to October 18,**
114 **2016, due to the late arrival of the LAFCO Draft Municipal Service**
115 **Review and Sphere of Influence update. This did not allow Council**
116 **and staff to properly review the items. The Motion was carried by the**
117 **following vote:**

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119 **AYES: Councilmembers Barnes, Kraus and Lopez-**
120 **Ortega and Mayor Canning**
121 **NOES: None**
122 **ABSTAIN: None**
123 **ABSENT: Vice Mayor Dunsford**

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125 **7) Adoption of Resolution No. 2016-078 allowing an increase of the**
126 **number of available residential growth management allocations by**
127 **drawing from the allocations unused between 2005 and 2014, as**
128 **allowed by the Calistoga Municipal Code 19.02.060 (F).**

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130 **Planning and Building Director Goldberg presented the item.**

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132 **Council and staff discussion ensued.**
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Mayor Canning opened Public Hearing at 6:43 p.m.

Having no one come forward, **Mayor Canning** closed Public Hearing.

Council and staff discussion again ensued.

It was **MOVED** by Councilmember Kraus and **SECONDED** by Councilmember Barnes to adopt **Resolution No. 2016-078** to allow an increase of the number of available residential growth management allocations by drawing from the allocations unused between 2005 and 2014, as allowed by the Calistoga Municipal Code 19.02.060 (F). The Motion was carried by the following vote:

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

K) GENERAL GOVERNMENT

- 8) Adoption of Resolution No. 2016-079 rescinding Resolution No. 90-14 and adopting a new city-wide Records Retention schedule.**

City Clerk Flamson presented the item.

Council and staff discussion ensued.

Mayor Canning opened public comments.

Larry Kronen inquired about digital versus hard copy records.

Mayor Canning closed public comments.

It was **MOVED** by Councilmember Kraus and **SECONDED** by Councilmember Lopez-Ortega to adopt **Resolution No. 2016-079** rescinding Resolution No. 90-14 and adopting a new city-wide Records Retention schedule. The Motion was carried by the following vote:

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

178 **9) Discussion of an Ordinance amending Title 1 of the Calistoga**
179 **Municipal Code and adding a new section titled “Administrative**
180 **Citations”.**

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

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184 Council and staff discussion ensued.

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186 **Mayor Canning** opened public comments.

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

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190 **It was the consensus of the Council to direct staff to begin the**
191 **Ordinance process to amend Title 1 of the Calistoga Municipal Code**
192 **and add a new section titled “Administrative Citations”.**

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194 **10) Adoption of Resolution No. 2016-080 creating a temporary Ad Hoc**
195 **Calistoga Housing Review Committee**

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

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199 Council and staff discussion ensued.

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201 **Mayor Canning** opened public comments.

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203 **Larry Kroman**, stated there is much positive interest in Calistoga in this
204 committee. He hopes the Council will bring in Calistoga citizens and County
205 residents for input.

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207 **Mayor Canning** closed public comments.

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209 The two members of the City Council to sit on the committee are **Mayor**
210 **Canning** and **Vice Mayor Dunsford**.

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212 **It was MOVED by Mayor Canning and SECONDED by Councilmember**
213 **Barnes to adopt Resolution No. 2016-080 creating a temporary Ad Hoc**
214 **Calistoga Housing Review Committee. The Motion was carried by the**
215 **following vote:**

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217 **AYES: Mayor Canning Councilmembers Barnes, Kraus**
218 **and Lopez-Ortega**

219 **NOES: None**

220 **ABSTAIN: None**

221 **ABSENT: Vice Mayor Dunsford**

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L) ADJOURNMENT

Mayor Canning adjourned the meeting in memory of Calistoga Citizen **Edie Parker** at 7:23 p.m. to the next regular meeting of the City Council held at 1307 Washington Street, on September 20, 2016.

Respectfully submitted:

Prepared by: Kathy Flamson, City Clerk

Approved by: Chris Canning, Mayor

1 **MINUTES**

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

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6 **A) CALL TO ORDER – ROLL CALL**

7 **Mayor Canning called the Regular Session to order at 6:00 p.m.**

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

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11 Absent: Councilmember Irais Lopez-Ortega

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13 Also present were: Napa County Supervisor Brad Wagenknecht, Napa County
14 Supervisor Mark Luce, Napa County Supervisor Diane Dillon, Napa County
15 Supervisor Alfredo Pedroza, Napa County Supervisor Keith Caldwell, Napa
16 County Executive Officer Leanne Link, Napa County Counsel Minh Tran, Napa
17 County Housing and Intergovernmental Affairs Director Larry Florin, Board of
18 Supervisors Staff Assistant Michael Karath, Napa County Clerk of the Board
19 Gladys Coil, City Manager Dylan Feik and City Clerk Kathy Flamson.

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21 **B) SALUTE TO THE FLAG**

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

23 **Mayor Canning** opened oral communication.

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

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27 **D) ADOPTION OF MEETING AGENDA**

28 It was **MOVED** by **Vice Mayor Dunsford** and **SECONDED** by **Councilmember**
29 **Barnes** to approve the Council Meeting Agenda. The Motion was carried by the
30 following vote:

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32 **AYES: Vice Mayor Dunsford, Councilmembers Barnes**
33 **and Kraus and Mayor Canning**
34 **NOES: None**
35 **ABSTAIN: None**
36 **ABSENT: Councilmember Lopez-Ortega**

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38 **E) PRESENTATION**

- 39 1) **Presentation by Napa County Fairgrounds CEO Carlene Moore about**
40 **the state of the Fairgrounds.**

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42 Discussion ensued.

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F) CONSENT CALENDAR

None

G) RECESS TO A SPECIAL JOINT MEETING WITH THE NAPA COUNTY BOARD OF SUPERVISORS TO DISCUSS THE FOLLOWING ITEMS:

Mayor Canning called for a recess of the Calistoga City Council meeting at 6:15 P.M. **Supervisor Pedroza** opened the Special Joint Meeting of the Board of Supervisors and the Calistoga City Council at 6:16 P.M.:

2) Future Governance of the Napa County Fairgrounds including a Presentation on Joint Powers Authority.

County Housing and Intergovernmental Affairs Director Larry Florin introduced **Board of Supervisor Staff Assistant Michael Karath** to present the item. **Director Florin** discussed the governance at the Napa County Fairgrounds.

Discussion ensued regarding the future governance of the Napa County Fairgrounds.

Mayor Canning opened public comment.

Richard Spitler, 1556 Centennial Circle, spoke in favor of creating a JPA.

Mayor Canning closed public comment.

Director Florin presented 3 options available to move forward. They are creating a Joint Powers Authority between the County of Napa and the City of Calistoga; reconstituting the nonprofit Fair Association to create a new association that could enter into longer term agreements with the County of Napa or having Napa County manage the Fairgrounds.

Discussion ensued.

A City-County two-by-two subcommittee was established to explore a joint powers authority or other governance structures for the Napa County Fairgrounds. Those appointed to the subcommittee were **Supervisor Dillon, Supervisor Caldwell, Councilmember Barnes and Mayor Canning**.

It was MOVED by Councilmember Kraus and SECONDED by Vice Mayor Dunsford to appoint Councilmember Barnes and Mayor

89 **Canning to the City-County two-by-two subcommittee to explore a**
90 **joint powers authority or other governance structure for the Napa**
91 **County Fairgrounds, along with Supervisors Dillon and Caldwell.**
92 **The Motion was carried by the following vote:**
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94 **AYES: Councilmember Kraus, Vice Mayor Dunsford,**
95 **Councilmember Barnes and Mayor Canning**
96 **NOES: None**
97 **ABSTAIN: None**
98 **ABSENT: Councilmember Lopez-Ortega**
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100 **H) ADJOURN THE SPECIAL JOINT MEETING WITH THE CALISTOGA CITY**
101 **COUNCIL AND THE NAPA COUNTY BOARD OF SUPERVISORS AND**
102 **RECONVENE TO THE REGULAR MEETING OF THE CALISTOGA CITY**
103 **COUNCIL.**

104 **Supervisor Pedroza** adjourned the special joint meeting between the
105 Napa County Board of Supervisors and the Calistoga City Council at 6:59
106 P.M.

107 **Mayor Canning** reconvened the Calistoga City Council meeting at 6:59
108 P.M.

109 **I) PUBLIC HEARING**

110 **None**

111 **J) GENERAL GOVERNMENT**

112 **None**

113 **K) ADJOURNMENT**

114 **Mayor Canning** adjourned the meeting in memory of former Calistoga City
115 Councilmember **Pete Holtzen** at 7:00 p.m. to the next regular meeting of the City
116 Council held at 1307 Washington Street, on October 16, 2016.

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118 **Respectfully submitted:**
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121 _____
122 **Prepared by: Kathy Flamson, City Clerk**

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124 _____
125 **Approved by: Chris Canning, Mayor**