

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Kathy Flamson, City Clerk  
**DATE:** June 6, 2017  
**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 May 16, 2017, Closed Session City Council Meeting and  
3 Regular City Council Meeting and May 10, 2017, City Council Special Budget Study  
4 Session.  
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6 **RECOMMENDATION:** Approve Minutes.  
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8 **ATTACHMENTS:**  
9 1. Draft Minutes of the aforementioned meetings.

**MINUTES****CITY COUNCIL – CLOSED SESSION  
TUESDAY, MAY 16, 2017 - 5:00 P.M.  
CALISTOGA COMMUNITY CENTER****A) CALL TO ORDER**

**Mayor Canning called the Closed Session to order at 5:01 p.m.**

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

Absent: Councilmember Gary Kraus

Also present was City Attorney Chad Herrington (via conference call), City Manager Dylan Feik.

**B) ORAL COMMUNICATIONS**

- None

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

- 1) Conference with Real Property Negotiations, GC §54956.8  
Property: 1417 Earl Street, Calistoga, APN 011-215-011 (end of Earl Street left hand side)  
Agency Negotiator: City Manager  
Negotiating Parties: Calistoga Realty Co., Inc.  
Under Negotiation: Price and/or Terms of Payment for Potential Purchase
- 2) Public Employee Performance Evaluation, GC §54957, City Manager. This item was not discussed due to absence of City Manager Feik.

**CONVENE TO OPEN SESSION IN THE COMMUNITY CENTER****D) ADJOURNMENT**

**Mayor Canning adjourned the Closed Session at 5:58 p.m.** to the regular meeting of the Calistoga City Council, on Tuesday, May 16, 2017 Calistoga Community Center, 1307 Washington Street, at 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, MAY 16, 2017 - 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 6:05 p.m.**

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

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12 Absent: Councilmember Gary Kraus

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14 Also in attendance: Police Chief Mitch Celaya, Public Works Director Mike Kirn,  
15 City Manager Dylan Feik and City Clerk Kathy Flamson.

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17 **B) SALUTE TO THE FLAG**

18 **C) REPORT FROM CLOSED SESSION**

- 19 • **Mayor Canning** stated the reportable action for **Item 1** will be addressed  
20 under **Item 16** of tonight's meeting (1417 Earl Street). It was reported that  
21 **Item 2**, regarding the City Manager's evaluation, was completed.

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

23 **Mayor Canning** opened oral communication.

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25 **Tom Sherman, Jasmine Lane**, thanked the City Council for their decision  
26 regarding Ordinance No. 730, the cultivation of cannabis.

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28 **Mayor Canning** mentioned on May 31, 2017, there will be a discussion  
29 regarding cannabis dispensaries in the Napa County area by all municipalities.

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31 **Jody Hunt, Lincoln Avenue**, discussed the parking issues at the Fire  
32 House/Post Office parking lot.

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34 **Mayor Canning** closed oral communication.

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36 **E) ADOPTION OF MEETING AGENDA**

37 It was **MOVED** Councilmember **Barnes** by and **SECONDED** by **Vice Mayor**  
38 **Dunsford** to approve the Council Meeting Agenda. The Motion carried by the  
39 following vote:  
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- 42                   **AYES:**           **Councilmember Barnes, Vice Mayor Dunsford,**
- 43   **Councilmember and Mayor Canning**
- 44                   **NOES:**           **None**
- 45                   **ABSTAIN:**   **None**
- 46                   **ABSENT:**   **Councilmember Kraus**
- 47

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

- 49           • **Councilmember Barnes announced there will be 23 new memorial bricks**
- 50           **laid at Logvy Veteran’s Memorial Park. He also announced on May 29<sup>th</sup>,**
- 51           **a traditional Civil War program will be presented at Pioneer Cemetery at**
- 52           **11 A.M.**
  
- 53           • **Mayor Canning discussed various street projects and traffic flow issues.**
- 54           **He also discussed the removal railroad tracks. The tracks are currently**
- 55           **being stored being at the Public Works Corporation Yard.**

56       **G) CITY MANAGER’S REPORT**

- 57           • **City Manager Feik reported:**
- 58                   ○ **Friends of Pioneer Park have paid for the installation of the watering**
- 59                   **system and lawn.**

60       **H) PROCLAMATIONS/PRESENTATION/AWARDS**

- 61           **1) A proclamation declaring May as Mental Health Month was presented by**
- 62           **Mayor Canning to UpValley Family Center Program Director Indira**
- 63           **Lopez.**
  
- 64           **2) A proclamation declaring May as Building Safety Month was presented**
- 65           **by Mayor Canning to Calistoga Building Official Brad Cannon. Mr.**
- 66           **Cannon introduced CEO of North Coast Builders Exchange Keith**
- 67           **Woods who noted on May 24, there will be an event at the Yountville**
- 68           **Community Center regarding construction in Napa County.**
  
- 69           **3) A proclamation declaring May 4, 2017 as International Fire Fighters’ Day**
- 70           **was presented by Mayor Canning to Fire Fighter Ryan Smithers.**
  
- 71           **4) A proclamation declaring May 11-17, 2017 as National Police Week and**
- 72           **May 15, 2017 as Peace Officers’ Memorial Day was presented by Mayor**
- 73           **Canning to Police Chief Mitch Celaya. Chief Celaya mention on May 24**
- 74           **from 8 – 10 A.M. there will be Coffee with a Cop at the Bella Bakery.**
  
- 75           **5) A proclamation declaring May 21-27, 2017 as Public Works Week was**
- 76           **presented by Mayor Canning to Public Works Director Mike Kirn.**
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- 82           6) A Service Award was presented to Executive Assistant Melissa
- 83           Velasquez for 5 years of service to the City of Calistoga by Mayor
- 84           Canning.
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- 86           7) A Service Award was presented to Police Officer Kristine Romo for 15
- 87           years of service to the City of Calistoga by Mayor Canning.
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89           I) CONSENT CALENDAR

- 90           8) Approval of Minutes of the April 18, 2017 Closed, regular and Special
- 91           City Council meetings and May 2, 2017 regular City Council meeting.
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- 93           9) Adoption of Ordinance No. 730 of the Calistoga Municipal Code
- 94           Amending Chapter 8.30 to align with definitions contained within the
- 95           Control, Regulate, and Tax Adult Use of Marijuana Act of 2016; amend
- 96           Chapter 9.16 to prohibit the provision of all intoxicating substances to
- 97           minors; and amend Chapter 17.48 to regulate the cultivation of
- 98           marijuana for personal use on residential properties. (MCA 2016-1)
- 99           (Second Reading)
- 100
- 101          10) Adoption of Resolution No. 2017-039 awarding a construction contract
- 102          to Argonaut Constructors for \$1,177,175.00 for the Grant Street Phase II
- 103          Drainage Improvements Project and authorizing the City Manager to
- 104          execute the contract.
- 105
- 106          11) Adoption of Resolution No. 2017-040 establishing one new full-time
- 107          position of Recreation Coordinator in the Parks and Recreation
- 108          Department, a salary schedule and approving a Fiscal Year 2016-2017
- 109          Operating Budget Adjustment in the amount of \$2,417.00.
- 110

111           It was MOVED by Councilmember Barnes and SECONDED by Vice  
112           Mayor Dunsford to approve Item Nos. 8, 9, 10, &, 11 of the Consent  
113           Calendar. The Motion carried by the following vote:

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- 115                   AYES:           Councilmember Barnes, Vice Mayor Dunsford,
- 116   Councilmember Lopez-Ortega and Mayor Canning
- 117                   NOES:           None
- 118                   ABSTAIN:       None
- 119                   ABSENT:        Councilmember Kraus
- 120

121           J) PUBLIC HEARING

- 122          12) Adoption of Resolution No. 2017-041 allowing the waiver from
- 123          undergrounding existing overhead utilities within the Luvisi Parcel Map
- 124          pursuant to Calistoga Municipal Code §16.02.080 (B). The property is
- 125          located at 285 Rosedale Road.
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127                   **Public Works Director Kirn** presented the item.

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129                   Council and staff discussion ensued.

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131                   **Mayor Canning** opened the Public Hearing at 6:46 P.M.

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133                   **Mayor Canning** closed the Public Hearing at 6:46 P.M.

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135                   Council and staff discussion ensued.

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137                   **It was MOVED by Vice Mayor Dunsford and SECONDED by**  
138                   **Councilmember Barnes to adopt Resolution No. 2017-041 allowing the**  
139                   **waiver from undergrounding existing overhead utilities within the Luvisi**  
140                   **Parcel Map pursuant to Calistoga Municipal Code §16.02.080 (B). The**  
141                   **property is located at 285 Rosedale Road.**

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143                   **The Motion carried by the following vote:**

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145                               **AYES:           Vice Mayor Dunsford, Councilmembers Barnes**  
146   **and Lopez-Ortega and Mayor Canning**  
147                               **NOES:           None**  
148                               **ABSTAIN:       None**  
149                               **ABSENT:        Councilmember Kraus**

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151                   **Councilmember Lopez-Ortega recused herself from Item 13 due to the**  
152                   **proximity of her business to the property and left the dais.**

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154                   **13) Adoption of Resolution No. 2017-042 to vacate approximately 555**  
155                   **square feet of Berry Street Right-Of-Way (ROW), a surplus section of**  
156                   **Berry Street that fronts the property located at 1341 Berry Street (APN**  
157                   **011-171-010).**

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159                   **Public Works Director Kirn** presented the item.

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161                   **Mayor Canning** opened the Public Hearing at 6:50 P.M.

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163                   **Mayor Canning** closed the Public Hearing at 6:50 P.M.

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165                   Council and staff discussion ensued.

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167                   **It was MOVED by Vice Mayor Dunsford and SECONDED by**  
168                   **Councilmember Barnes to adopt Resolution No. 2017-042 to vacate**  
169                   **approximately 555 square feet of Berry Street Right-Of-Way (ROW), a**  
170                   **surplus section of Berry Street that fronts the property located at 1341**  
171                   **Berry Street (APN 011-171-010).**

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**The Motion carried by the following vote:**

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

**Councilmember Lopez-Ortega returned to the dais.**

**K) GENERAL GOVERNMENT**

- 14) Review and direct staff regarding the inspection program changes and fee adoption to recover Calistoga Fire Department costs of conducting annual Fire and Life Safety Inspections.**

**City Manager Feik presented the item.**

Council and staff discussion ensued.

**It was the consensus of the City Council to bring this item back for a future discussion when Councilmember Kraus and Fire Chief Campbell can be present.**

- 15) Adoption of Resolution No. 2017-043 authorizing the City Manager to make a payment to CalPERS (California Public Employees' Retirement System) to be applied to the unfunded side of fund liability and to approve a Budget Adjustment from the Unappropriated Fund Balance of the Employee Future Benefits Fund in an amount not to exceed \$1,800,000.**

**City Manager Feik presented the item.**

Council and staff discussion ensued.

Mayor Canning opened public comments.

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

**It was MOVED by Vice Mayor Dunsford and SECONDED by Councilmember Barnes to adopt Resolution No. 2017-043 authorizing the City Manager to make a payment to CalPERS (California Public Employees' Retirement System) to be applied to the unfunded side of fund liability and to approve a Budget Adjustment from the Unappropriated Fund Balance of the Employee Future Benefits Fund in an amount not to exceed \$1,800,000. The Motion carried by the following vote:**

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

- 16) Adoption of Resolution No. 2017-044 approving and authorizing the purchase of vacant land on Earl Street, Calistoga (APN 011-215-011-00) and a budget adjustment from the unappropriated Affordable Housing Fund Balance for an amount not to exceed \$472,000.00 from account 78-4615-4910.

City Manager Feik presented the item.

Council and staff discussion ensued.

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 Lopez-Ortega to adopt Resolution No. 2017-044 approving and authorizing the purchase of vacant land on Earl Street, Calistoga (APN 011-215-011-00) and a budget adjustment from the unappropriated Affordable Housing Fund Balance for an amount not to exceed \$472,000.00 from account 78-4615-4910. The Motion carried by the following vote:

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

- 17) Adoption of Resolution No. 2017-045 establishing objectives and the appointment of a Council Subcommittee for the Fiscal Year 2017-2018 Community Enrichment Grant Program.

City Manager Feik presented the item.

Council and staff discussion ensued.

Mayor Canning opened public comments.

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



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**Mayor Canning** recommended **Councilmembers Barnes** and **Lopez-Ortega** be appointed to the subcommittee.

It was **MOVED** by **Mayor Canning** and **SECONDED** by **Vice Mayor Dunsford** to approve **Resolution No. 2017-045** establishing objectives for the **Fiscal Year 2017-2018 Community Enrichment Grant Program**.  
The Motion was carried by the following vote:

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

**L) ADJOURNMENT**

**Mayor Canning** adjourned the meeting at 7:11 p.m. to a regular meeting of the City Council held at 1307 Washington Street, on June 6, 2017, at 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-SPECIAL MEETING**  
3 **BUDGET STUDY SESSION**  
4 **WEDNESDAY, MAY 10, 2017– 10:00 A.M.**  
5 **CALISTOGA FIRE STATION**

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7 **A) CALL TO ORDER**  
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9 **Mayor Canning called the Special Session to order at 10:08 P.M.**

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

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14 Also present were Public Works Director Michael Kirn, Administrative Ser-  
15 vices Director Gloria Leon, Planning & Building Director Lynn Goldberg, Po-  
16 lice Chief Mitch Celaya, Fire Chief Steve Campbell, Deputy Public Works  
17 Director Derek Rayner, Recreation Services Manager Rachel Melick, Senior  
18 Planner Erik Lundquist, Administrative Services Technician Louise Harrison,  
19 City Manager Dylan Feik and City Clerk Kathy Flamson.  
20

21 **B) SALUTE TO THE FLAG**

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

24  
25 **Mayor Canning** opened Oral Communication at 10:09 P.M.

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27 Having no one come forward, **Mayor Canning** closed Oral Communication.  
28

29 **D) ADOPTION OF MEETING AGENDA**  
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31 It was **MOVED** by Councilmember Kraus and **SECONDED** by Councilmem-  
32 ber Barnes to approve the Council Meeting Agenda. The Motion was car-  
33 ried unanimously.  
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35 **E) GENERAL GOVERNMENT**  
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37 **1) Discussion regarding the FY 2017/18 Budget**

38 **City Manager Feik** introduced the item.  
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40 **Administrative Services Director Leon** presented the item and gave a  
41 PowerPoint presentation outlining the updated FY 16/17 actuals with ad-  
42 justments to assumptions, the budget/cash flow situation for FY 16/17

43 year end projections and the budget summary review for FY 16/17  
44 (General and Enterprise Funds).

45 Council and staff discussion ensued.  
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48 **Administrative Services Director Leon** discussed each Department  
49 budget, including City Council and City Clerk, Fire Department, Admin-  
50 istration, Finance, Planning & Building, Recreation Division, Police De-  
51 partment and Public Works.

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53 Council and staff discussion ensued regarding Revenues and Expendi-  
54 tures.

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56 Council and staff took a lunch break at 12:15 P.M.  
57

58 The Special Budget meeting was resumed at 12:53 P.M.  
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60 Council and staff discussion continued regarding Revenues and Expend-  
61 itures.  
62

## 63 **2) Discussion regarding the next steps**

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65 **City Manager Feik** discussed the next steps in the budget approval pro-  
66 cess. The Public Hearing for budget adoption will be held on June 6,  
67 2017, at 6:00 p.m. The Budget Adoption is tentatively scheduled for the  
68 City Council Meeting of Tuesday, June 20, 2017.  
69

70 It was decided the Special Budget Study Session scheduled for Thurs-  
71 day, May 18, 2017, starting at 12:00 noon at the Calistoga Fire Station  
72 be cancelled.  
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## 74 **F) ADJOURNMENT**

75  
76 **Mayor Canning** adjourned the meeting at 1:54 P.M. to the next scheduled  
77 regular City Council meeting, on Tuesday, May 16, 2017, Calistoga Commu-  
78 nity Center, 1307 Washington Street, 6:00 P.M.  
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80 **Respectfully submitted:**  
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**Prepared by: Kathy Flamson, City Clerk**

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**Approved by: Chris Canning, Mayor**  
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