



CITY OF CALISTOGA

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Irene Camacho-Werby, City Clerk
DATE: March 5, 2019
SUBJECT: Approval of City Council Minutes for the Regular and Special Closed Session Meetings of February 19, 2019

SIGNATURE:

DYLAN FEIK, City Manager

DESCRIPTION: Approval of City Council Minutes for the Regular and Special Closed Session Meetings of February 19, 2019.

RECOMMENDATION: Consideration of Approval of Minutes.

ATTACHMENTS:

1. Draft Minutes for the Special Closed Session City Council meeting of February 19, 2019, at 5:30 p.m.
2. Draft Minutes for the regular City Council meeting of February 19, 2019.

MINUTES

**CALISTOGA CITY COUNCIL
SPECIAL CLOSED SESSION**

TUESDAY, FEBRUARY 19, 2019 – 5:30 P.M.

**CALISTOGA COMMUNITY CENTER
1307 Washington Street, Calistoga, CA 94515**

A) CALL TO ORDER

Mayor Canning called the Closed Session to order at 5:35 p.m.

In attendance were the following: Councilmember Gary Kraus, Councilmember Irais Lopez-Ortega and Councilmember Donald Williams, and Mayor Chris Canning.

Absent: Vice Mayor Michael Dunsford

Also Present: City Manager Dylan Feik.

B) ORAL COMMUNICATIONS

Mayor Canning opened Oral Communications.

Having no one come forward, **Mayor Canning** closed Oral Communications.

C) ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS:

1) CONFERENCE WITH LABOR NEGOTIATIONS (Gov. Code §54957.6)

Name of City Negotiator:

Dylan Feik, City Manager

Employee Organization:

Calistoga Public Employees Association

D) CONVENE TO OPEN SESSION TO REPORT FROM CLOSED SESSION

E) ADJOURNMENT

Mayor Canning adjourned the Closed Session at 5:55 p.m. to the regularly scheduled meeting of the Calistoga City Council, on Tuesday, February 19, 2019, Calistoga Community Center, 1307 Washington Street, at 6:00 p.m.

Respectfully submitted:

Prepared by: Irene Camacho-Werby, City Clerk

Approved by: Chris Canning, Mayor

Approved:

MINUTES

**CALISTOGA CITY COUNCIL
REGULAR MEETING**

**TUESDAY, FEBRUARY 19, 2019 – 6:00 P.M.
CALISTOGA COMMUNITY CENTER
1307 Washington Street, Calistoga, CA 94515**

A) CALL TO ORDER – ROLL CALL

Mayor Canning called the Regular Session to order at 6:03 p.m.

In attendance were the following: Councilmember Gary Kraus, Councilmember Irais Lopez-Ortega, Councilmember Donald Williams and Mayor Chris Canning.

Absent: Vice Mayor Michael Dunsford.

Also, in attendance: Public Works Director Michael Kirn, Administrative Services Director Gloria Leon, City Manager Dylan Feik, and City Clerk Irene Camacho-Werby.

B) SALUTE TO THE FLAG

Mayor Canning led in the Salute to the Flag.

C) REPORT FROM CLOSED SESSION

Nothing to report.

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

Mayor Canning opened Oral Communication.

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

E) ADOPTION OF MEETING AGENDA

It was **MOVED** by Councilmember Kraus and **SECONDED** by Councilmember Lopez-Ortega to approve the Council meeting.

The Motion carried by the following vote:

AYES: Councilmembers Kraus, Lopez-Ortega and Williams, and Mayor Canning

NOES: None

ABSTAIN: None

ABSENT: Vice Mayor Dunsford

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

39 **Councilmember Lopez-Ortega** invited the Council and interested parties to
40 attend the WELL (Water Education for Latino Leaders) annual conference on
41 March 28-29, 2019, in Long Beach, California.

42 **G) CITY MANAGER'S REPORT**

43 **City Manager Feik**, announced the ceremony and ribbon cutting of the of the re-
44 dedication of the Napa River Bridge, hosted by Caltrans and invited interested
45 members of the community to attend. The event will take place at Vermeil Wines
46 1255 Lincoln Avenue, on Wednesday, February 27, 2019, at 10 a.m.

47 **City Manager Feik**, also announced that on Wednesday, February 20, 2019, he
48 and Councilmember Lopez-Ortega will be touring the Dunaweal Wastewater
49 Treatment Plant and the Feige Water Tank site to view the improvements that have
50 been developing and thanked Public Works staff for their work on the projects.

51 **H) PROCLAMATIONS/PRESENTATIONS/AWARDS**

52 **1) Presentation by Administration**

53 **City Clerk Camacho-Werby** gave a presentation on the Administration
54 Department.
55

56 **I) CONSENT CALENDAR**

57 **2) Approval of Minutes** from the February 5, 2019, regular Calistoga City
58 Council Meeting and the minutes of the February 5, 2019, Special Closed
59 Session Council Meeting.
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61 **3) Adoption of Resolution No. 2019-012** Revising the Automatic Adjustment
62 Date for Development Impact Fees and Nonresidential Development Housing
63 Linkage Fees to January 1st.
64

65 It was **MOVED** by **Councilmember Kraus** and **SECONDED** by
66 **Councilmember Lopez-Ortega** to approve Item Nos. 2 and 3 of the Consent
67 Calendar.
68

69 The motion was carried by the following vote:
70

71 **AYES:** **Councilmembers Kraus, Lopez-Ortega and Williams, and**
72 **Mayor Canning**

73 **NOES:** **None**

74 **ABSTAIN:** **None**

75 **ABSENT:** **Vice Mayor Dunsford**
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77 **J) PUBLIC HEARING**

78 None.

79 **K) GENERAL GOVERNMENT**

80 **4) Adoption of Resolution Rescinding Resolution No. 2016-004 and Approving**
81 **Resolutions Adopting Certain Salary and Labor Benefits for a Three-Year Term**
82 **between the City of Calistoga and the Unrepresented Employee Group,**
83 **Approving a Budget Adjustment not to exceed \$47,535 from the**
84 **Unappropriated General Fund Reserves and \$13,200 from the Enterprise**
85 **Funds, Authorizing the Mayor to Execute the Resolutions and Authorizing the**
86 **City Manager to Execute Agreements with the Unrepresented Employee**
87 **Group.**

88 **City Manager Feik** reported on the item.

89 Council and staff discussion ensued.

90 **Councilmember Williams** stated he would require additional time to review
91 the information presented in the staff report.

92 **Mayor Canning** proposed that the item be continued to the next regular
93 meeting of March 5, 2019. By present Council consensus the item was
94 continued to the next regular meeting.
95

96 **5) Receive a Mid-Year Financial Update** Regarding the Fiscal Year 2018-2019
97 **Budget and Adopt Budget Adjustments.**

98 **Administrative Services Director Leon** reported on the item.
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100 Council and staff discussion ensued.
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102 **Mayor Canning** opened the public comment period.
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104 Having no one come forward, **Mayor Canning** closed the public comment
105 period.
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107 **Mayor Canning** requested staff report back to the Council at their March 5,
108 2019, regular meeting containing line item financial information for the mid-
109 year report on the City's Water Fund Sources and Uses of Fiscal Year 2018-
110 19.
111

112 By present Council consensus, the direction to staff was approved as
113 requested.
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115 It was **MOVED** by **Councilmember Kraus** and **SECONDED** by
116 **Councilmember Williams** to **Adopt Resolution No. 2019-013** Approving the
117 Fiscal Year 2018-2019 budget adjustments
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The motion was carried by the following vote:

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

6) Consideration of Discussion of the Napa County Draft Water Quality and Tree Protection Ordinance.

City Manager Feik reported on the item.

Council and staff discussion ensued.

Councilmember Williams proposed a recommendation of an increase to the municipal water supply reservoir setback from 200 feet to 500 feet, for inclusion in the Napa County draft Water Quality and Tree Protection Ordinance.

Councilmember Kraus was in support of the recommendation.

Mayor Canning opened the public comment period.

Dennis McNay, Calistoga resident, requested clarification on the draft ordinance being presented and its enforcement.

Mr. McNay also asked for the definition of a wetland.

City Manager Feik provided the requested definition.

There being no further comments, **Mayor Canning** closed the public comment period.

By consensus, the present Council was in support to provide a recommendation to the Napa County Board of Supervisors draft water quality and tree protection ordinance to increase the proposed municipal water supply reservoir setback from 200 feet to 500 feet.

7) Consideration of Discussion by Request of Councilmember Williams Regarding Council Agenda Formatting, Organization and Publication

City Clerk Camacho-Werby presented on the item.

Council and staff discussion ensued.

166 **Councilmember Williams** suggested using standard language mechanics
167 and not capitalize all the wording used to describe the subject item of
168 discussion.

169 Present Council approved the modification to remove the use of capitalization
170 of each word describing a subject item, while supporting style content that is
171 most beneficial to document reader software.

172
173 **Councilmember Williams** proposed increasing the City Council meeting
174 agenda publication from four days to seven days, prior to the next regular
175 scheduled meeting.

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177 **Mayor Canning** countered the proposal with an exception to publish six days
178 prior to a regular meeting when the seventh day falls after a City observed
179 holiday.

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181 Present Council was in support of both recommendations and directed staff to
182 return with a resolution rescinding Resolution No. 91-13, updating the
183 preparation of agenda policy to reflect a seven-day agenda publication.

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185 **Councilmember Williams** proposed to omit the language of “Recommended
186 Action” on the agenda.

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188 After Council discussion, it was determined that **Councilmember Williams** will
189 discuss formatting options for the recommended action further with staff.

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191 **Mayor Canning** opened the public comment period.

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193 Dennis McNay, Calistoga resident, suggested the recommended action could
194 state, “Council vote on resolution.”

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196 There being no further comments, **Mayor Canning** closed the public comment
197 period.

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199 **L) ADJOURNMENT**

200 **Mayor Canning** adjourned the meeting at 8:00 p.m. to the next regular meeting of
201 the Calistoga City Council on March 5, 2019, held at 6:00 p.m., at the Calistoga
202 Community Center, 1307 Washington Street.

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204 **Respectfully submitted:**

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207 **Prepared by: Irene Camacho-Werby, City Clerk**

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Approved by: Chris Canning, Mayor

Approved: