



# CITY OF CALISTOGA

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## STAFF REPORT

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**TO:** Honorable Mayor and City Council  
**FROM:** Irene Camacho-Werby, City Clerk  
**DATE:** April 16, 2019  
**SUBJECT:** Approval of Meeting Minutes

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**SIGNATURE:**

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**MICHAEL KIRN, Acting City  
Manager**

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**DESCRIPTION:** Approve the meeting minutes of the City Council's March 27, 2019, Special Closed Session Meeting, April 2, 2019, Regular Meeting and April 4, 2019, Special Goal-Setting Study Session.

**RECOMMENDATION:** Consideration to approve of revise submitted minutes.

**ATTACHMENTS:**

1. Minutes of the March 27, 2019, Special Closed Session Meeting
2. Minutes of the April 2, 2019, Regular Meeting
3. Minutes of the April 4, 2019, Special Goal-Setting Study Session

**MINUTES**

**CALISTOGA CITY COUNCIL  
SPECIAL CLOSED SESSION MEETING**

**Wednesday, March 27, 2019 - 1:00 P.M.**  
**Calistoga Community Center**  
1307 Washington Street, Calistoga, CA 94515

**A) CALL TO ORDER**

**Mayor Canning called the Closed Session to order at 1:05 p.m.**

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

Also present was City Attorney Michelle Kenyon.

**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 MATTER:**

- 1. Public Employee Performance Evaluation, GC §54957, City Manager

**CONVENE TO OPEN SESSION TO REPORT FROM CLOSED SESSION**

**D) ADJOURNMENT**

**Mayor Canning** adjourned the Closed Session at 3:30 p.m. to the next scheduled regular meeting of the Calistoga City Council, on Tuesday, April 2, 2019, Calistoga Community Center, located at 1307 Washington Street, at 6:00 p.m.

**Respectfully Submitted**

Prepared by:

Approved by:

\_\_\_\_\_  
Irene Camacho-Werby, City Clerk

\_\_\_\_\_  
Chris Canning, Mayor

Approved:

# MINUTES

ATTACHMENT 2

## CALISTOGA CITY COUNCIL REGULAR MEETING

Tuesday, April 2, 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 6:02 p.m.

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

Also, in attendance: Acting City Manager/Public Works Director Michael Kirn, Administrative Services Director Gloria Leon, Police Chief Mitch Celaya, 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

**Mayor Canning** stated there was nothing to report from **Item C1** of the March 27, 2019, Special Closed Session.

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

**Mayor Canning** opened Oral Communication.

Sheila Allen, Calistoga resident, raised concerns about speeding issues near her home on Foothill Boulevard and requested action be taken to remedy speeding violations.

**Mayor Canning** informed Ms. Allen of the City's current procedure for processing traffic concern requests.

**Police Chief Celaya** acknowledged the area is problematic and staff is working to increase police presence and exploring solutions.

**Councilmember Williams** thanked Ms. Allen for her comments.

Kevin Eisenberg, Calistoga resident, requested two items be added to a future City Council agenda:

1. Connection from Logvy Park to S. Oak Street, as a priority project, as referenced in the Calistoga Active Transportation Plan proposed bikeways for improved transportation safety.
2. Provisions of entry level housing accommodations for local school teachers, City personnel, public safety employees and downtown staff.

Gopal Shanker, Napa resident, requested the item of a standardized electric vehicle permitting system be added to a future City Council agenda.

Following no further comments, **Mayor Canning** closed Oral Communication.

#### **E) ADOPTION OF MEETING AGENDA**

It was **MOVED** by **Councilmember Kraus** and **SECONDED** by **Councilmember Williams** to approve the Council meeting.

The motion carried by the following vote:

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

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

**Councilmember Lopez-Ortega** reported the Council is aware of the concerns at the Upper Valley Disposal site and everyone, including Calistoga residents can attempt to reduce waste through various efforts, including opportunities for reuse.

**Councilmember Lopez-Ortega** recommended holding community forums or neighborhood meetings instead of using social media to discuss upcoming agenda items.

**Mayor Canning** inquired when road repairs would be remedied on the State Highway portion of Lincoln Avenue in front of Ace Hardware, due to the road collapse damage a few months ago.

**Acting City Manager/Public Works Director Kirn** reported staff continues to communicate with CalTrans about the scheduled repairs and anticipates work beginning when the weather allows.

**Mayor Canning** reported the Lincoln Avenue Bridge is open and safe for passage. The ribbon cutting event will take place on Thursday, April 18<sup>th</sup> at 10 a.m.

**Mayor Canning**, as the City's representative on the Upper Valley Management Authority, which oversees Clover Flat Landfill and the City's franchise agreement with Upper Valley Disposal, reported an emergency meeting was held on April 1, 2019, at 1:30 p.m. The purpose of the emergency meeting was to address violations at the landfill which included some material seepage due to overflow that affected the creek. As a result, the landfill is under order to immediately make significant modifications to their operation. Another emergency meeting of the Authority is scheduled to take place on Friday, April 5, 2019, at 1:30 p.m. At this time the landfill is not accepting any public self-drop-off but will continue collections as per the franchise agreement.

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

**Acting City Manager/Public Works Director Kirn** reported on the following items:

Installation has been completed for the way-finding signs. A total of three signs have been posted within City limits, including downtown.

Kimball Reservoir is completely full, all four flash boards are installed and contains 320-acre feet in storage. The State has increased the water allocation through the State Water Project and reported the City has over 1600-acre feet of their allocated amount.

Thanked the Calistoga Fire Department for their response to a fallen tree branch cutting across high voltage power lines at T-Vine Winery, located at 810 Foothill Blvd, Calistoga. The incident caused a small fire and Fire Department staff acted to provide safety precautions and contain the fire.

**Councilmember Williams** requested a report update on the discussion of the future removal of the Feige Dam.

**Acting City Manager/Public Works Director Kirn** reported staff is aware of the discussions for the Feige Reservoir. This item is not being actively pursued due to the costs as opposed to its benefits.

## **H) PROCLAMATIONS/PRESENTATIONS/AWARDS**

1. Proclamation Recognizing April as Arts in April Month.

**Mayor Canning** read the proclamation recognizing April as Arts in April Month and presented it to Arts Council Napa Valley Programs Manager Bethany Crown.

Ms. Crown also introduced Arts Council Napa Valley Board Member Bill Gantt and Celebrate! Napa Valley's Programs Director Kelly Coudert.

Ms. Crown thanked the Council and announced several celebration events happening in April. More information can be found on [www.artsinapril.com](http://www.artsinapril.com)

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

No comments were forthcoming, therefore, **Mayor Canning** closed the public comment period.

## I) CONSENT CALENDAR

2. **Approval of Minutes** for the March 19, 2019, regular City Council meeting.

It was **MOVED** by **Vice Mayor Dunsford** and **SECONDED** by **Councilmember Kraus** to approve Consent Calendar Item No. 2.

The motion carried by the following vote:

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

3. Resolution authorizing a consultant services agreement with Coastland Engineers for an amount not to exceed \$96,069 for professional services related to preparation of plans and specifications for construction of a traffic signal and pedestrian safety improvements at Petrified Forest Road and Foothill Boulevard and approving a budget adjustment in the amount of \$104,143.

This item was pulled from the Consent Calendar for discussion.

**Councilmember Lopez-Ortega** recused herself from the discussion of the item, due to the proximity within 500 feet of her residence.

**Acting City Manager/Public Works Director Kirn** reported on the item.

Council and staff discussion ensued.

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

Tom Meyer, Calistoga resident, inquired about future funding needs to fulfill and complete the project.

Mr. Meyer also recommended the installation of a different method of improved pedestrian safety, such as an intersection flashing light and expanding turning lanes.

Mary Hastings, Calistoga resident spoke in support of the project and voiced concerns for the residents of Rancho de Calistoga, and the difficulty they appear to face when exiting and entering their property.

Vince Pasquariello, Calistoga resident and President of the Rancho de Calistoga Homeowners Association spoke in support of the project.

Dennis McNay, Calistoga resident and representing The Bear Flag Inn, inquired how funds will be allocated for the project.

Mr. McNay also voiced concerns regarding an increase in speeding issues in the area and suggested installing wider traffic lanes.

**Acting City Manager/Public Works Director Kirn** responded to questions regarding the funding of traffic impact fees and clarified that the budget adjustment is to move funds from a holding account to an account used for traffic impact fee project expenses.

**Mayor Canning** responded to inquiries about the installation of a traffic circle and the prior study completed by CalTrans and Napa Valley Transportation Authority. At the time the study was completed the City of Calistoga opted out of the project based on community input.

**Mayor Canning** also reported that several traffic studies have been done for this intersection.

Charlotte Williams, Calistoga resident, reported witnessing several traffic violations at the intersection and suggested the City install two fixed flashing lights. Ms. Williams also inquired about the possible installation of traffic cameras.

Christine Stoner, Calistoga resident, reported her largest concern is highway safety and has witnessed several traffic violations and accidents. Ms. Stoner requested an increase in police presence and recommended the City review traffic impact along Foothill Boulevard, not only its intersection at Petrified Forest Road.

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

**Police Chief Celaya** responded to inquiries and concerns raised by public comments. **Police Chief Celaya** also stated that the proposed project will alleviate traffic congestion, and staff will continue to be cognizant of potential future traffic measures that may be needed, as the project will not resolve all traffic concerns.

**Mayor Canning** reopened public comment.

Sheila Allen, Calistoga resident, inquired about “Radar Enforced” signs around the City and who is responsible for enforcement.

**Mayor Canning** responded that the signs are being enforced and staff will be working with the California Highway Patrol and the Napa County Sheriff’s Department regarding radar enforcement.

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

Council and staff discussion ensued.

It was **MOVED** by **Vice Mayor Dunsford** and **SECONDED** by **Councilmember Kraus** to **Adopt Resolution 2019-020**, authorizing a consultant services agreement with Coastland Engineers for an amount not to exceed \$96,069 for professional services related to preparation of plans and specifications for construction of a traffic signal and pedestrian safety improvements at Petrified Forest Road and Foothill Boulevard and approving a budget adjustment in the amount of \$104,143.

The motion carried by the following vote:

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

**J) PUBLIC HEARING**

None.

**K) GENERAL GOVERNMENT**

**Councilmember Lopez-Ortega** rejoined the meeting at 7:35 pm.

4. Presentation from Clean Coalition regarding Calistoga Community Microgrid Concept and consider adopting a resolution approving a professional services agreement to perform a microgrid assessment.

**Acting City Manager/Public Works Director Kirn** reported on the item.

**Mayor Canning** welcomed back Dr. Frank Wasko, Managing Director with Clean Coalition and introduced Malini Kannan, Programs Engineer.

Dr. Wasko and Ms. Kannan presented the item.

Council and staff discussion ensued.

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



Debra Testa, Calistoga resident, commented and inquired on what the community stands to lose if the project moves forward and the value gained for the dollars spend on the project.

Mary Hastings, Calistoga resident, spoke in support of the project, agreed with previous speaker, Ms. Testa, and reported on the public meeting held by Pacific Gas and Electric (PG&E) on November 7, 2018, at the Calistoga High School.

Ms. Malini addressed questions regarding the history and length of time the Clean Coalition has been an active business.

Lorne Glaim, Calistoga resident, commented on green initiatives and inquired about the implementation process of a microgrid or microgrids, and ownership of the transmission lines.

Ms. Milani addressed questions regarding the processes for implementation of microgrids and transmission line ownership.

**Mayor Canning** provided information regarding the ownership of transmission lines and that the State of California is currently in discussions with PG&E.

**Councilmember Kraus** recommended searching nickel air batteries on YouTube for those interested in obtaining additional information about the product.

Charlotte Williams, Calistoga resident, reported on the public meeting held by Pacific Gas and Electric (PG&E) on November 7, 2018, at the Calistoga High School. Ms. Williams also inquired about the potential of incidents due to strong winds and the potential of transmission lines going down with a microgrid.

Ms. Milani addressed the question raised regarding threat of weather and loss of power from transmission lines.

Bill Geris, Calistoga resident, raised concerns regarding the use of PG&E's existing transmission lines and the potential loss of power due to wildfires and earthquakes.

Ms. Milani responded to the concerns raised regarding the use of PG&E's existing transmission lines.

Dennis McNay, Calistoga resident, spoke in support of the need to focus on emergency and critical needs of the City.

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

Council and staff discussion ensued.

**Vice Mayor Dunsford** requested to delay taking further action on the item and discuss as a future agenda item or during budget discussions.

**Councilmember Lopez-Ortega** recommended moving forward with Phase 1 (Feasibility Assessment) only, to obtain information for future consideration before moving forward with the other phases of the project.

By consensus, the Council was in support of the recommendation.

It was **MOVED** by **Mayor Canning** to **Adopt Resolution No. 2019-023** approving a professional services agreement with Clean Coalition to perform Phase 1 of a Calistoga community microgrid assessment, not to exceed \$26,000 and **SECONDED** by **Councilmember Kraus**.

The motion carried by the following vote:

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

**NOES:** **None**

**ABSTAIN:** **None**

**ABSENT:** **None**

5. Resolutions approving a three-year Memorandum of Understanding (MOU) between the City of Calistoga and the Calistoga Public Employees' Association (CPEA), authorizing the City Manager to execute the MOU, and approving a budget adjustment not to exceed \$21,941 from the Unappropriated General Fund and \$43,793 from the Enterprise Funds Reserves for FY 2018-19.

**Acting City Manager/Public Works Director Kirn** reported on the item.

Council and staff discussion ensued.

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

No comments were forthcoming, **Mayor Canning** closed the public comment period.

It was **MOVED** by **Vice Mayor Dunsford** and **SECONDED** by **Councilmember Kraus**, to **Adopt Resolution No. 2019-021** approving a three-year Memorandum of Understanding (MOU) between the City of Calistoga and the Calistoga Public Employees' Association (CPEA),

authorizing the City Manager to execute the MOU, and approving a budget adjustment not to exceed \$21,941 from the Unappropriated General Fund and \$43,793 from the Enterprise Funds Reserves for FY 2018-19.

The motion carried by the following vote:

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

6. Resolution Establishing a Police Officer Trainee Position and Approving a Fiscal Year 2018-19 Operating Budget Adjustment in the amount of \$10,966.

**Police Chief Celaya** reported on the item.

Council and staff discussion ensued.

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

Charlotte Williams, Calistoga resident, inquired about the starting age for Police Officer Trainees.

**Police Chief Celaya** reported the age to intern is sixteen years of age with parental permission and the academy training requirement is eighteen years of age.

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

It was **MOVED** by **Councilmember Kraus** and **SECONDED** by **Vice Mayor Dunsford**, to **Adopt Resolution No. 2019-022** establishing a Police Officer Trainee Position and Approving a Fiscal Year 2018-19 Operating Budget Adjustment in the amount of \$10,966. The motion carried by the following vote:

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

7. Authorize the Mayor to submit a letter to the Napa County City Selection Committee, naming Calistoga's nomination for the CASA Legislative Task Force.

**City Clerk Camacho-Werby** reported on the item.

Council and staff discussion ensued.

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

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

It was **MOVED** by **Mayor Canning** and **SECONDED** by **Councilmember Lopez-Ortega** to submit a letter of support to the Napa County City Selection Committee, naming Calistoga's nomination for the CASA Legislative Task Force, as **Councilmember Donald Williams**.

The motion carried by the following vote:

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

## L) ADJOURNMENT

**Mayor Canning** adjourned the meeting at 9:12 p.m. to a special meeting – Goal Setting Session of the City of Calistoga City Council, on Thursday, April 4, 2019, 9:00 a.m., at the Calistoga Fire Station, 1113 Washington Street.

The next regular meeting of the City of Calistoga City Council will be held on Tuesday, April 16, 2019, 6:00 p.m., at the Calistoga Community Center, 1307 Washington Street.

### Respectfully Submitted

Prepared by:

Approved by:

\_\_\_\_\_  
Irene Camacho-Werby, City Clerk

\_\_\_\_\_  
Chris Canning, Mayor

Approved:

**MINUTES**

**CALISTOGA CITY COUNCIL  
SPECIAL MEETING**

**Thursday, April 4, 2019 - 9:00 A.M.**  
**Calistoga Fire Station**  
1113 Washington Street, Calistoga, CA 94515

**A) CALL TO ORDER – ROLL CALL**

**Mayor Canning** called the regular session to order at 9:02 a.m.

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

Also, in attendance: Acting City Manager/Public Works Director Michael Kirn, Administrative Services Director Gloria Leon, Fire Chief Steve Campbell, Police Chief Mitch Celaya, Parks and Recreation Director Rachel Melick, Planning and Building Director Lynn Goldberg, Deputy Public Works Director Derek Rayner, Senior Planner/Assistant to the City Manager Zach Tusinger and Deputy City Clerk Melissa Velasquez.

**B) ORAL COMMUNICATION ON CONSENT ITEMS OR NON-AGENDA ITEMS**

**Mayor Canning** opened Oral Communication.

With no public comment, **Mayor Canning** closed Oral Communication.

**C) ADOPTION OF MEETING AGENDA**

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

The motion carried by the following vote:

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

## **D) ADOPTION OF MEETING AGENDA**

### **1. COUNCIL GOAL-SETTING**

**a) Introduction and study session expectations.**

**Acting City Manager Kirn** discussed the purpose of the scheduled study sessions and reviewed the agenda of the session.

Council and staff discussion ensued.

**b) Administrative Services Director update of Fiscal Year 2019/2020 budget calendar.**

**Administrative Services Director Leon** provided an update of the Fiscal Year 2019/2020 budget calendar.

Council and staff discussion ensued.

**c) Overview of Fiscal Year 2018/2019 Council goals, objectives, key priority projects and progress to date.**

**Acting City Manager Kirn** presented a brief overview of the FY 2018/2019 City Council goals and objectives and accomplishments to date.

Council and staff discussion ensued.

**d) Verbal report from Departments' on current activities, opportunities and challenges; and ideas for Fiscal Year 2019/2020.**

**Acting City Manager Kirn** discussed ideas for Priority Projects for the FY 2019/2020 Budget for Council's consideration.

Council and staff discussion ensued.

**e) Council discussion, deliberations and direction regarding Fiscal Year 2019/2020 Council goals, objectives, and key priority projects.**

**Acting City Manager Kirn** reviewed the FY 2018/2019 adopted goals and went through them individually to add, eliminate or change the goals for FY 2019/2020. The final document will then be brought forth for adoption at Council's regularly scheduled Meeting on April 16, 2019.

Council and staff discussion ensued regarding a review of the Fiscal Year 2018/2019 Council goals and setting Council goals for Fiscal Year 2019/2020.

Council, staff and public discussion ensued.

Council and staff took a break for lunch at 12:00 p.m. and reconvened at 12:10 p.m. for a working lunch.

The Council gave direction on possible Fiscal Year 2019/2020 goals, objectives and priority projects.

**f) Public comment.**

**Mayor Canning** opened public comment.

With no public comment, **Mayor Canning** closed public comment.

**E) ADJOURNMENT**

**Mayor Canning** adjourned the meeting at 12:55 p.m. to the next regular meeting of the City of Calistoga City Council, on Tuesday, April 16, 2019, held at 6:00 p.m., at the Calistoga Community Center, 1307 Washington Street.

**Respectfully Submitted**

Prepared by:

Approved by:

\_\_\_\_\_  
Melissa Velasquez, Deputy City Clerk

\_\_\_\_\_  
Chris Canning, Mayor

Approved: