

**MINUTES**  
**CITY COUNCIL – REGULAR MEETING**  
**TUESDAY, JANUARY 15, 2008 - 7:00 P.M.**  
**CALISTOGA COMMUNITY CENTER**

**CALL TO ORDER**

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

In attendance were the following: Councilmember Placido Garcia, Councilmember Gary Kraus, Councilmember Karen Slusser, Vice Mayor Michael Dunsford and Mayor Jack Gingles.

Also present were, City Manager James McCann, Administrative Services Director David Spilman and City Clerk Susan Sneddon.

**ACTION OUT OF CLOSED SESSION**

**Mayor Gingles** announced that there was no Closed Session held this evening.

**ORAL COMMUNICATIONS**

**Kristin Casey, 1132 Denise Drive**, announced that the Calistoga Cat Action Team will have a fund raising event at Hydro Bar & Grill on March 15th.

**Katie Koscielak, member of the local Resource Green Club**, suggested that the City install recycling bins next to each garbage bin in town.

**Trudy Bouligny, Calistoga Community Learning Center Coordinator**, introduced Lori Johns who is the new Coordinator of Volunteers for the Learning Center.

**Lori Johns, Coordinator of Volunteers for the Learning Center**, announced that there will be a meeting at 11 .m. on January 18<sup>th</sup> at the Community Center to recruit volunteers for the Learning Center.

**Louise Lucas, 21 Rock Rose Lane**, suggested that the City should use recyclable dog bags at Logvy Park and on the Washington Street Bike Path.

## **ADOPTION OF MEETING AGENDA**

It was **MOVED** by Vice Mayor Dunsford and **SECONDED** by Councilmember Kraus to approve the Council Meeting Agenda as presented. The Motion was carried unanimously.

## **CONSENT CALENDAR**

1. Accounts payable for the period ending Thursday, January 10, 2008 (Total amount of \$912,425.17).
2. Minutes of the regular City Council Meeting on January 2, 2008.
3. Adoption of Resolution No. 2008-004 authorizing the acceptance of a donation in the amount of \$500.00 from the Roman Spa Hot Springs Resort.
4. Adoption of Resolution No. 2008-005 Consideration of a Resolution authorizing the seasonal use of the public parking lot adjacent to the Community Center and the Police Department for the Calistoga Farmers Market.
5. Adoption of Resolution No. 2008-006 accepting petitions from property owners to form the Terrano Napa Valley Community Facilities District (CFD); and adoption of Resolution No. 2008-007 authorizing the City Manager to execute the following four Professional Service Agreements related to the CFD formation and a Deposit and Reimbursement Agreement.
  - (a) Deposit and Reimbursement Agreement with Simmons Canyon Partners, LLC (Authorizing Agreement No. 0280).
  - (b) Financial Advisor Services Agreement with Northcross, Hill & Ach (Authorizing Agreement No. 0281).
  - (c) Special Legal Counsel Services Agreement with Jones Hall (Authorizing Agreement No. 0282).
  - (d) Special Tax Consultant Agreement with Goodwin Consulting Group (Authorizing Agreement No. 0283).
  - (e) Bond Underwriting Services Agreement with Brandis Tallman (Authorizing Agreement No. 0284).

It was **MOVED** by Vice Mayor Dunsford and **SECONDED** by Councilmember Garcia to approve Items No. 1, 2, 3, 4 and 5 on the Consent Agenda. The Motion was carried unanimously.

## **GENERAL GOVERNMENT**

### **6) Quarterly report presentation by the Calistoga Chamber of Commerce.**

**City Manager McCann** introduced this item and stated that this is the second quarterly report presented by the Calistoga Chamber of Commerce this fiscal year.

**Rex Albright, Executive Director of Calistoga Chamber**, presented the Chamber's quarterly report and provided highlights of recent undertakings such as the development of a new visitor's guide and a separate Chamber Directory listing local serving businesses; a new website design which will allow for on-line lodging reservations. He reviewed some upcoming Chamber events including the November Downtown Jazz and Wine Tasting Festival; free town dance at the Gliderport on the first Friday of each month; movies will be shown on the first and third Tuesday at the Gliderport.

**Councilmember Slusser** suggested that the Downtown Jazz and Wine Tasting Festival be held in the spring in order to bring more tourists to town. She also suggested that the Chamber advertise in newsletters for various jazz clubs.

**Councilmember Kraus** noted the increase in transient occupancy tax for the current fiscal year and asked what percentage was the result of the new Solage Resort.

**Rex Albright, Executive Director of Calistoga Chamber**, stated that the Chamber's transient occupancy tax data available to the Chamber does not identify revenue generated by individual facility as this is confidential information.

**Mayor Gingles** stated the importance of promoting the business community to financially support the Chamber through annual dues.

**Rex Albright, Executive Director of Calistoga Chamber**, stated the Chamber is receiving strong financial support from the local businesses.

**Councilmember Garcia** suggested having more Chamber events in the summer when there are more tourists in town.

**Rex Albright, Executive Director of Calistoga Chamber**, stated that the Chamber's long range marketing plans to increase tourism in the summer; currently the main focus for the winter months is to promote tourism on weekends when business is slower. He stated that the desire to appeal to the visitors to come back mid-week after having a good experience on a weekend. He also stated that there will be a summer music event on July 4<sup>th</sup> between the parade and the evening activities at the fairgrounds.

**Katie Koscielak, member of the local Resource Green Club**, asked if the Chamber is considering promoting a green business model.

**Rex Albright, Executive Director of Calistoga Chamber**, stated that he met with Zachery McCloskey (member of the local Resource Green Club) and the Chamber is planning for future “green” events.

**7) Consideration of Resolution confirming the Mayor’s appointments to the Planning Commission, Bicycle Advisory Committee, and the Building-Fire Code Board of Appeals.**

**Mayor Gingles** stated that two communications have been received from two Planning Commission applicants (Michael McGirr and Tom Brown) withdrawing their applications.

**Doug Cook, Planning Commission applicant**, stated the following three reasons why he would like to be appointed to the Planning Commission: (1) to give back to the community; (2) to improve the City’s permitting process; (3) to play a role in the review of the City’s Urban Design Plan.

**Mayor Gingles** appointed Carol Bush to the Planning Commission, Peter Potrebic to the Bicycle Advisory Committee; Paul Coates and Thomas Stimpert to the Building-Fire Board Code of Appeals.

**It was MOVED by Mayor Gingles and SECONDED by Councilmember Garcia to adopt Resolution No. 2008-008 confirming the Mayor’s appointment of Carol Bush to the Planning Commission, Peter Potrebic to the Bicycle Advisory Committee, and Paul Coates and Thomas Stimpert to the Building-Fire Board Code of Appeals**

**The Motion was carried as follows:**

**AYES:** Mayor Gingles Councilmembers Garcia, Kraus, Slusser,  
and Vice Mayor Dunsford

**NOES:** None

**ABSTAIN/ ABSENT:** None

**8) Update regarding the progress of the Urban Design Plan.**

**City Manager McCann** provided an update and a brief history regarding the progress of the proposed Urban Design Plan. He stated that the Oversight Committee, staff and the consultant have met several times over the past several months making revisions and addressing guidelines. He stated that next steps will be to make the draft Urban Design Plan available for public comment, then to the Planning Commission and the City Council for adoption.

**Councilmember Slusser** asked that the Planning Commission and the City Council review the proposed Urban Design Plan prior to the public comment period. She also asked when a brochure of the proposed plan would be available for the public.

**City Manager McCann** responded that in March 2007 the draft Urban Design Plan was reviewed by the Planning Commission which followed a series of public meetings including a Planning Commission and City Council joint meeting providing further refinement to the plan. He said that he will explore the idea of bringing the proposed plan back to the Planning Commission and City Council prior to the public comment period.

**Mayor Gingles** stated that the two Councilmembers (Vice Mayor Dunsford and himself who are members of the Oversight Committee) have received a copy of the draft Urban Design Plan and it was his understanding that it would be made available to the entire Council and should be made available to the community.

**Vice Mayor Dunsford** stated that the draft document that Mayor Gingles is referring to is only a portion of the proposed Urban Design Plan and that it would not be helpful to distribute it in its draft form and without the supporting balance of the document.

**Councilmember Slusser** stated that the proposed Urban Design Plan should be more transparent and she is concerned that the Planning Commission is referring to it as a guide in the decision making process.

**Councilmember Kraus** stated that he would like to see the draft Urban Design Plan move forward and that steps and timelines be established and communicated for finalizing the project.

**City Manager McCann** apologized for the length of time that this project has taken and that the intent is to regularly update the Council and the community on the progress.

**Councilmember Slusser** asked if the Oversight Committee meetings are open to the public.

**City Manager McCann** responded that the Oversight Committee meetings are not open to the public and that the Urban Design Plan is still a working draft therefore not a public document. He stated that the plan is undergoing further refinement to reflect input from the Council, Planning Commission and the public.

**Kristin Casey, 1132 Denise Drive**, stated that she intends to compare the Urban Design Plan with the General Plan is hopeful that the public input will be taken seriously and that Council will be responsive to the citizens input and concerns.

**Doug Cook, 109 Wapoo Avenue**, suggested that the Planning Commission be advised against using the draft Urban Design Plan as a guide in making decisions.

**Vice Mayor Dunsford** stated that there have been several public meetings regarding the proposed Urban Design Plan and understands the frustration in this process. He asked that the City's consultant (Vince Smith) assist the City in expediting this process.

**Mayor Gingles** asked that all Councilmembers receive a thorough update of the Plan before it comes before the Council for consideration and that a progress schedule be established. He requested that Vin Smith be invited to the next Council meeting to provide an update.

## **CITY MANAGER REPORTS**

- Announced the Calistoga Low Vision Support Group meets with on January 25th at Rancho de Calistoga Club House at 1:30 p.m.
- The City was nominated by the Napa Valley Child Care Council for being a "Family Friendly Employer".

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

**Councilmember Slusser** provided an update from the Upper Valley Waste Management Agency regarding a recycling study.

**Councilmember Kraus** asked for an update regarding Calistoga Affordable Housing Inc. project for the construction of the Palisades Affordable Housing units (**City Manger McCann** stated that February 1<sup>st</sup> is one of the milestones for the Palisades Affordable Housing Project. He noted that a status report is required by that date from the developer.

**Mayor Gingles** noted the following:

- Shared his concerns regarding the State's budget and how it may effect local government and State programs. He noted that the City's budget update will need to reflect changes in the State's economy.
- He requested salary information regarding two new employees.
- He suggested that contacting the Planning Commission applicants by local groups might dissuade participation.
- He observed that the utility replacement and paving project is progressing slowly; urged that the second racquetball court be used more actively.

## **CITY COUNCIL ADJOURNMENT**

**Mayor Gingles** adjourned the meeting at 8:20 p.m. to the next scheduled regular meeting of the Calistoga City Council, on Tuesday, February 5, 2008, Calistoga Community Center, 1307 Washington Street, 7:00 p.m.

**Respectfully submitted:**

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Prepared by: Susan Sneddon, City Clerk

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Approved by: Jack Gingles, Mayor