

**Minutes
St. Helena City Council
Regular Meeting
April 12, 2016**

**6:00 PM Regular Meeting
Vintage Hall Board Room – Second Floor
465 Main Street, St. Helena**

A complete video recording of this meeting, except for closed session, can be found at www.cityofsthelena.org or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

1. CALL TO ORDER

Mayor Galbraith called the meeting to order at 6:00 p.m. and the flag was saluted.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Councilmembers Dohring, Crull, Pitts and Mayor Galbraith

Absent: Councilmember White

4. PUBLIC FORUM:

Geoff Ellsworth addressed the City Council.

5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:

Item 5 a. was heard at the end of reports.

- a. ~~Consideration for the City Council to go dark during the Month Of July 2016 or for the second meeting only, which is July 26, 2016. – Cindy Black, City Clerk~~

Planning & Community Development Director Noah Housh announced The General Plan Planning Commission Study Session on April 19, 2016.

Finance Director April Mitts invited the public to attend the upcoming Special City Council Budget Hearing meeting at the Fire House, May 4, 2016 from 9:00 am to 5:00 pm.

Recreation Director Haidi Arias reported on the upcoming St. Helena summer activities.

- a. ****Consideration for the City Council to go dark during the Month Of July 2016 or for the second meeting only, which is July 26, 2016. – Cindy Black, City Clerk (**Please see the action taken after the presentations were completed)**

City Clerk Cindy Black reported on this item. City Attorney Thomas B. Brown noted the item would have to return at a future meeting for action.

PRESENTATIONS AND PUBLIC RECOGNITIONS

- 6. Proclamation – National Crime Victims' Rights Week - April 10 to 16, 2016 was presented to Napa County District Attorney Gary Lieberstein and District Attorney's Office Victim Services Manager Yuka Kamiishi

7. Proclamation – Sexual Assault Awareness Month – April 2016 was presented to Napa Emergency Women’s Services, Sexual Assault Victim Services, Program Manager/Lead Advocate Judy Durham and Bilingual Advocate Alma Garcia

**Planning & Community Development Director Noah Housh addressed the City Council and announced per the City Attorney’s direction it was appropriate for the City Council to consider going dark during the Month of July 2016 or for the second meeting only, which is July 26, 2016.

City Clerk Cindy Black addressed the City Council regarding this item.

It was the consensus of the City Council to cancel the July 26, 2016 City Council meeting only.

CONSENT ITEMS:

8. Consideration and proposed approval of Regular and Special Meeting Minutes of:
 - a. Regular Meeting Minutes of June 9, 2015
 - b. Regular Meeting Minutes of June 23, 2015
 - c. Regular Meeting Minutes of July 14, 2015
 - d. Regular Meeting Minutes of July 28, 2015
 - e. Regular Meeting Minutes of August 11, 2015

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk

Recommendation: Adopt

9. Consideration and proposed approval of a resolution 2016-38 requesting to purchase City-wide access to Safety Data Sheets (SDS) through MSDS Online and request a budget adjustment from FY 2015-16 City Manager General Fund Salary savings to Non-Departmental in an amount not to exceed \$1,494.00

CEQA Status: Not a CEQA Project

Lead Staff: Kathy Robinson, Human Resources/IT Director

Recommendation: Adopt

10. Consideration and proposed approval of a resolution 2016-39 awarding Construction Contract for Mitchell Drive Sidewalk, Capital Improvement Project R-76 in the amount of \$87,400 to AAA Concrete Construction; and authorize the Director of Public Works to approve change orders not to exceed 15% of the contract amount.

CEQA Status: Categorically Exempt from CEQA, Sections 15304, Minor Alterations to Land, 15061, “Common Sense” exemption”.

Lead Staff: Tobias Barr, Public Works Project Manager
Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Adopt

11. Consideration and proposed approval of a resolution 2016-40 awarding Construction Contract for 2015 Pavement Rehabilitation Project, Capital Improvement Project R-74 in the amount of \$124,920 to American Asphalt Repair and Resurfacing Company; and authorize the Director of Public Works to approve change orders not to exceed 10% of the contract amount

CEQA Status: Categorically Exempt from CEQA, Sections 15301, Existing Facilities Class I, 15061, “Common Sense” exemption”.

Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Adopt

12. Consideration and proposed approval of a resolution 2016-41 approving out-of-state travel for Wastewater Treatment Operator 2 Jarratt Rossini to attend the California Rural Water Association (CRWA) Conference in South Lake Tahoe, Nevada April 25-28, 2016 in an amount not to exceed \$1,300.00

CEQA Status: Not a CEQA Project

Prepared By: Carlos Uribe, Public Works Maintenance Manager
Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Adopt

13. Consideration and proposed approval of Resolution 2016-42 authorizing the City

Manager to Execute a Joint Powers Agreement between the City of Napa and Participating Cities in the County of Napa for the Purpose of Disbursing California Board of State and Community Corrections Police Grant Funds Amongst the Parties and accept \$9,504 in grant funds.

CEQA Status: Not a CEQA Project
Prepared By: William Imboden, Chief of Police
Tracey Perkosky, Grants Manager
Recommendation: Adopt

14. Consideration and proposed approval of Resolution 2016-43 approving an agreement with Nigro & Nigro to provide a Forensic Accounting Audit of the Comprehensive Flood Control Project for a total not to exceed amount of \$60,000

CEQA Status: Not a CEQA Project
Prepared By: April Mitts, Finance Director
Recommendation: Adopt

15. Consideration and proposed approval of Resolution 2016-44 approving the SHES/SHPS Parent Teacher Group to host musical entertainment, and vendors at Lyman Park on Friday, May 6, 2016, between the hours of 5:00pm and 10:00pm, and waive the Encroachment Permit fee in the amount of \$200.00, and authorizing City staff time to set-up and tear down of equipment

CEQA Status: Categorically exempt from CEQA, Sections 15323, 15061
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

Finance Director April Mitts replied to Councilmember Pitts clarifying question to item 16.

Councilmember Dohring moved to approve the Consent Items as presented. The motion was seconded by councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers Dohring, Pitts, Crull and Mayor Galbraith

NOES: None

ABSENT: White

NEW BUSINESS:

16. Consideration and proposed approval of a resolution 2016-45 approving the St. Helena Chamber of Commerce to host musical entertainment, mobile food truck, and vendors at Lyman Park on the 2nd and 4th Thursdays of June, July and August of 2016, between the hours of 5:30pm and 8:00pm and waive the Encroachment Permit fee in the amount of \$200.00, and authorize City staff time for set up and tear down of equipment

CEQA Status: Categorically exempt from CEQA, Sections 15323, 15061
Prepared By: Steve Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

Director of Public Works/City Engineer reported on this item.

Chamber President Pam Simpson and Bobbi Monnette addressed the City Council.

Councilmember Crull moved to approve a resolution 2016-45 approving the St. Helena Chamber of Commerce to host musical entertainment, mobile food truck, and vendors at Lyman Park on the 2nd and 4th Thursdays of June, July and August of 2016, between the hours of 5:30pm and 8:00pm and waive the Encroachment Permit fee in the amount of \$200.00, and authorize City staff time for set up and tear down of equipment with the modification to include additional language "if required" at the end of resolution item 6:

6. Two parking spaces on Main Street are reserved for the mobile food vendor between 3:00 pm and 8:00 pm on the days of the Musical Picnic, upon the St. Helena Chamber of Commerce receiving an encroachment permit from CalTrans "if required".

The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers Crull, Pitts, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember White

17. Consideration and proposed approval of a resolution 2016-46 setting fees for Special Events; Harvest Festival and 4th of July Fireworks

CEQA Status: Not a CEQA Project
Prepared By: Haidi Arias, Recreation Director
Recommendation: Adopt

Recreation Director Haidi Arias reported on this item.

Grace Kistner and Kim Phinney addressed the Council.

Councilmember Crull moved to approve resolution 2016-46 setting fees for Special Events; Harvest Festival and 4th of July Fireworks. The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers Crull, Pitts, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember White

18. Consideration and proposed approval of a resolution approving an In-Lieu Water Neutrality Fee in the amount of \$38,000 for Tentative Parcel Map at 601 Fulton Lane

CEQA Status: Categorically Exempt from CEQA, Sections 15315 Class 15, Minor Land Divisions, 15061, "Common Sense exemption"
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

Director of Public Works/City Engineer Steven Palmer reported on this item.

Brad Oldenbrook and Bobbi Monnette addressed the City Council.

Councilmember Dohring moved to disapprove the resolution denying an In-Lieu Water Neutrality Fee in the amount of \$38,000 for Tentative Parcel Map at 601 Fulton Lane. The motion was seconded by Mayor Galbraith and on roll call carried by the following vote:

AYES: Councilmember Dohring, Mayor Galbraith and Councilmembers Crull, Pitts

NOES: None

ABSENT: Councilmember White

19. Provide direction for the closure of the existing residential used motor oil recycling facility adjacent to 1574 Railroad Avenue

CEQA Status: Categorically Exempt from CEQA, Sections 15301, 15330 and 15061, "Common Sense exemption"
Prepared By: Carlos Uribe, Public Works Maintenance Manager
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Provide direction

Director of Public Works/City Engineer Steven Palmer reported on this item.

No public comment was received.

Councilmember Crull moved to approve resolution 2016-47 for the closure of the

existing residential used motor oil recycling facility adjacent to 1574 Railroad Avenue. The motion was seconded by Councilmember Dohring and on roll call carried by the following vote:

AYES: Councilmembers Crull, Dohring, Pitts and Mayor Galbraith

NOES: None

ABSENT: Councilmember White

20. Fiscal Year 2015/16 3rd Quarter Finance Report

CEQA Status: Not a CEQA Project
Prepared By: April Mitts, Finance Director
Recommendation: Receive and file

Finance Director April Mitts reported on this item.

No public comment was received.

The City Council requested City Council for Finance Director April Mitts to make a monthly water revenue update to Council.

It was the consensus of Council to receive and file the report.

21. Consideration and proposed approval of a resolution 2016-47 adopting the City of St. Helena's Vision and Mission Statements

CEQA Status: Not a CEQA Project
Prepared By: Jennifer Phillips, City Manager
Recommendation: Adopt

Planning & Community Development Director Noah Housh reported on this item on behalf of City Manager Jennifer Phillips.

No public was received.

Councilmember Pitts moved to approve 2016-47 adopting the City of St. Helena's Vision and Mission Statements as amended to change the word from "continue" to "strive", remove "an", and add "and continue to be a" in the vision statement:

The City of St. Helena will ~~continue~~ "strive" to be an economically sustainable, "and continue to be" family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers Pitts, Crull, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember White

ADJOURNMENT

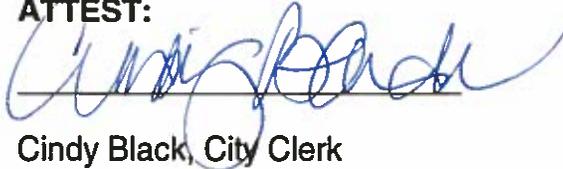
Mayor Galbraith adjourned the meeting at 8:43 p.m.

APPROVED:



Alan Galbraith, Mayor

ATTEST:



Cindy Black, City Clerk