

**Minutes  
St. Helena City Council  
July 12, 2016**

**6:00 P.M. REGULAR MEETING  
465 MAIN STREET, ST. HELENA  
VINTAGE HALL BOARD ROOM – SECOND FLOOR**

A complete video recording of this meeting, except for closed session, can be found at [www.cityofsthelema.org](http://www.cityofsthelema.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**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Councilmembers Crull, Dohring, White, Mayor Galbraith  
Absent: Councilmember Pitts

**4. PUBLIC FORUM:**

Geoff Ellsworth addressed the City Council.

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

- a. The City Council at its April 12, 2016 City Council meeting directed staff to cancel the July 26, 2016 City Council meeting – Cindy Black, City Clerk

Acting City Manager/Planning and Community Improvement Director Noah Housh reported City Manager Jennifer Phillips is on vacation and he was appointed Acting City Manager. He also noted that the July 26, 2016 City Council meeting is cancelled.

Finance Director April Mitts noted the Forensic Auditors are calendared to perform work at City Hall the following week.

Grants & Finance Manager Tracey Perkosky announced the City of St. Helena was awarded \$150,000 HOME Grant. The loan program is for low and moderate income community members.

Mayor Galbraith reported that the community fireworks event at Crane Park was a success.

**STAFF BRIEFING**

6. Monthly water wise update presented by Jennifer Tuell, Water Conservation Coordinator

Water Conservation Coordinator Jennifer Tuell provided the monthly water wise update.

### **PRESENTATIONS AND PUBLIC RECOGNITIONS**

7. Proclamation – Designation of July as Park and Recreation Month presented to Recreation Director Haidi Arias

**CONSENT ITEMS:** Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

8. Consideration and proposed approval of Regular Meeting Minutes of June 28, 2016  
CEQA Status: Not a CEQA Project  
Prepared By: Cindy Black, City Clerk  
Recommendation: Adopt
9. Consideration and proposed approval of a resolution 2016-91 approving a First Amendment to the Professional Services Agreement with Kleinfelder Incorporated in the amount of \$66,039 for additional work required for the Geotechnical and Seismic Analysis of the St Helena Lower Dam, Capital Improvement Project W-108, for a total agreement amount of \$156,734  
CEQA Status: Categorically Exempt, Section 15301 and 15304, Existing Facilities, and Minor Alteration to Land  
Prepared By: Tobias Barr, Public Works Project Manager  
Steven Palmer, PE, Director of Public Works/City Engineer  
Recommendation: Adopt
10. Consideration and proposed approval of a resolution 2016-92 approving Contract Change Order No. 4 to the Construction Contract for Bell Canyon Reservoir – Install New Frame and Sluice Gate on Water Intake Tower, CIP Project W-84, with DRS Marine, Inc. in the amount of \$31,922 to DRS Marine Inc. for critical repairs of the upper valve at Bell Canyon Reservoir Intake Tower  
CEQA Status: Categorically Exempt, Section 15301, Existing Facilities  
Prepared By: 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 2016-93 accepting the Work and Directing the Filing of the Notice of Completion for the Charter Oak at Hwy 29 Sewer Replacement, Capital Improvement Project S-68  
CEQA Status: Categorically Exempt, Section 15301, Existing Facilities  
Prepared By: Tobias Barr, Public Works Project Manager  
Steven Palmer, PE, Director of Public Works/City Engineer  
Recommendation: Adopt

Item 12 was pulled from Consent.

- ~~12. Consideration and proposed approval of a resolution 2016-94 authorizing the City Manager to execute a Utility Easement Deed and Agreement with Spring Mountain Hotel, LLC and Napa Valley Wine Train for a Sewer Force Main~~  
~~CEQA Status: Mitigated Negative Declaration, adopted on August 24, 2010, and as amended on March 10, 2015, September 11, 2015, and February 29, 2016~~  
~~Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer~~  
~~Recommendation: Adopt~~

Item 13 was pulled from Consent and will be considered at a future Council meeting.

- ~~13. Consideration and proposed approval of a resolution approving a Professional Services Agreement with ProMaintenance Janitorial Service in the amount of \$215,064 to provide janitorial services to City facilities for three years~~  
~~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~~

Mayor Galbraith noted a correction to Item 14 regarding the contract Amendment #2 with Municipal Resource Group to provide professional planning services for an additional amount of “\$160,000” not \$190,000 as previously noted, for a total contract amount not to exceed “\$291,500” not \$321,500 as previously noted.

14. Budget Consideration and proposed approval of a resolution 2016-95 approving contract Amendment #2 with Municipal Resource Group to provide professional planning services for an additional amount of \$190,000 \$160,000, for a total contract amount not to exceed \$321,500 \$291,500  
CEQA Status: Not a CEQA Project  
Prepared By: April Mitts, Finance Director  
Noah Housh, Planning and Community Improvement Director  
Recommendation: Adopt

Councilmember Crull moved to approve Consent Items 8-11 and 14. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

AYES: Councilmembers Crull, White, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

Director of Public Works/City Engineer Steve Palmer reported on pulled Consent Item 12.

Anthony Micheli, Mike Griffen, Tom Hoppe and Geoff Ellsworth addressed the City Council.

12. Consideration and proposed approval of a resolution 2016-94 authorizing the City Manager to execute a Utility Easement Deed and Agreement with Spring Mountain Hotel, LLC and Napa Valley Wine Train for a Sewer Force Main

CEQA Status: Mitigated Negative Declaration, adopted on August 24, 2010, and as amended on March 10, 2015, September 11, 2015, and February 29, 2016

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

Recommendation: Adopt

Vice Mayor White moved to approve Consent Item 12. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

### **PUBLIC HEARING:**

15. Consideration and proposed approval of a resolution 2016-96 approving the issuance of revenue bonds by the California Statewide Communities Development Authority ("CSCDA") for the purpose of financing the improvement of certain educational facilities located in St. Helena, California for the benefit of the Culinary Institute of America ("Borrower")

CEQA Status: Not a CEQA Project

Prepared By: April Mitts, Finance Director

Recommendation: Open/close public hearing and adopt resolution

Finance Director April Mitts reported on this item.

Mayor Galbraith opened the public hearing.

CSCDA Representative James Hamill, Anthony Canelli, Donna Hicks, Susan Kenward, Geoff Ellsworth, Mike Griffen, Pam Simpson, Jose Martin and CIA Representative Tom Bensel addressed the City Council.

Mayor Galbraith closed the public hearing.

Vice Mayor White moved to approve resolution 2016-96 approving the issuance of revenue bonds by the California Statewide Communities Development Authority ("CSCDA") for the purpose of financing the improvement of certain educational facilities located in St. Helena, California for the benefit of the Culinary Institute of America ("Borrower"). The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull and Mayor Galbraith

NOES: Councilmember Dohring

ABSENT: Councilmember Pitts

16. Consideration and proposed approval of a resolution 2016-97 authorizing City Manager or Designee to Submit an Application in the Amount of \$300,000 for the 2016 Notice of Funding Availability for the State Community Development Block Grant (CDBG) for an Owner-Occupied Housing Rehabilitation Assistance Program Including the Approval of Program Guidelines

CEQA Status: Not a CEQA Project

Prepared By: Tracey Perkosky, Grants and Finance Manager

Recommendation: Open/close public hearing and adopt resolution

Grants and Finance Manager Tracey Perkosky reported on this item.

Mayor Galbraith opened the public hearing.

No public comment received.

Mayor Galbraith closed the public hearing.

Councilmember Crull moved to approve resolution 2016-97 authorizing City Manager or Designee to Submit an Application in the Amount of \$300,000 for the 2016 Notice of Funding Availability for the State Community Development Block Grant (CDBG) for an Owner-Occupied Housing Rehabilitation Assistance Program Including the Approval of Program Guidelines. The motion was seconded by Councilmember Dohring and on roll call carried by the following vote:

AYES: Councilmembers Crull, Dohring, White and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

**NEW BUSINESS:**

17. Consideration of:

City Clerk Cindy Black reported on this item.

Donna Hinds addressed the City Council.

1. Second reading and adoption of an Ordinance 2016-10 imposing ½ percent (0.5%) transactions and use taxes and adding a new Chapter 3.25 entitled “Transactions and Use Taxes” of Title 3 entitled “Revenue and Finance” of the St. Helena Municipal Code, subject to voter approval; and

Councilmember Crull moved to adopt Ordinance 2016-10 imposing ½ percent (0.5%) transactions and use taxes and adding a new Chapter 3.25 entitled “Transactions and Use Taxes” of Title 3 entitled “Revenue and Finance” of the St. Helena Municipal Code, subject to voter approval. The motion was seconded by Vice Mayor White

and on roll call carried by the following vote:

AYES: Councilmembers Crull, White, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

2. Proposed resolution 2016-98 ordering the submission to the qualified electors of the City of St. Helena a measure to approve a transactions and use taxes ordinance at the General Municipal Election to be held on Tuesday, November 8, 2016; and

No public comment received.

Vice Mayor White moved to approve resolution 2016-98 ordering the submission to the qualified electors of the City of St. Helena a measure to approve a transactions and use taxes ordinance at the General Municipal Election to be held on Tuesday, November 8, 2016. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

3. Proposed resolution 2016-99 authorizing and setting City Council priority for filing written argument regarding a City measure to approve a transactions and use taxes ordinance and directing the City Attorney to prepare an impartial analysis for said City measure submitted at the November 8, 2016 General Municipal Election; and

No public comment received.

Vice Mayor White moved to approve resolution 2016-99 authorizing and setting City Council priority for filing written argument regarding a City measure to approve a transactions and use taxes ordinance and directing the City Attorney to prepare an impartial analysis for said City measure submitted at the November 8, 2016 General Municipal Election. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

4. Proposed resolution 2016-100 providing for the filing of rebuttal argument

regarding a City measure to approve a transactions and use taxes ordinance submitted at the November 8, 2016 General Municipal Election; and

Bobbie Monnette addressed the City Council.

Councilmember Crull moved to approve resolution 2016-100 providing for the filing of rebuttal argument regarding a City measure to approve a transactions and use taxes ordinance submitted at the November 8, 2016 General Municipal Election. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

AYES: Councilmembers Crull, White, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

5. Proposed resolution 2016-101 providing for the release of the City Council's rebuttal argument regarding a City measure to approve a transactions and use taxes ordinance submitted at the November 8, 2016 General Municipal Election.

No public comment received.

Vice Mayor White moved to approve resolution 2016-101 providing for the release of the City Council's rebuttal argument and designating Vice Mayor White and Councilmember Crull to author the rebuttal argument, regarding a City measure to approve a transactions and use taxes ordinance submitted at the November 8, 2016 General Municipal Election. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

CEQA Status: Not a CEQA Project  
Prepared By: Cindy Black, City Clerk  
Recommendation: Adopt

Mayor Galbraith called for a recess.

Mayor Galbraith reconvened the meeting.

18. Consideration and proposed approval of a resolution 2016-102 adopting the Five-Year Capital Improvement Plan (Fiscal Years 2016/2017 to 2020/2021)  
CEQA Status: Categorically Exempt Sections 15301, 15302, 15303. Each

project proposes to modify or improve to existing facilities, replace or reconstruct existing facilities and/or construct or convert small facilities or structures. Individual projects will have separate CEQA action.

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

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

No public comment received.

Vice Mayor White moved to approve resolution 2016-102 adopting the Five-Year Capital Improvement Plan (Fiscal Years 2016/2017 to 2020/2021). The motion was seconded by Councilmember Dohring and on roll call carried by the following vote:

AYES: Councilmembers White, Dohring, Crull and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

## **ADJOURNMENT**

Mayor Galbraith adjourned the meeting at 8:59 p.m.

**APPROVED:**

**ATTEST:**

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Alan Galbraith, Mayor

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Cindy Black, City Clerk