

**Minutes
St. Helena City Council
August 9, 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 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, Pitts, White, Mayor Galbraith
Absent: None

4. PUBLIC FORUM:

No public comment received.

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

Finance Director April Mitts reported on the current FY 15/16 auditor process.

City Clerk Cindy Black reported that current up to date election information is located on the City web site under the City Clerk page.

Public Works Director Steve Palmer reported on the upcoming lead and copper testing mandated by the State. It is a voluntary program for residents to participate. Public Works Director Palmer encourages residents to participate if contacted.

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)

6. 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

7. Consideration and proposed approval of a resolution 2016-7 approving a City of St. Helena Internship Policy P-HR-0107, a Policy and Procedures Handbook for City Departments, and a Policy and Procedures Handbook for City Interns
CEQA Status: Not a CEQA Project
Prepared By: Kathy Robinson, Human Resources & IT Director
Mandy Kellogg, Administrative Services Manager
Recommendation: Adopt
8. Consideration and proposed approval of a resolution 2016-103 accepting the work and directing the filing of the Notice of Completion for the Lower York Creek Dam Rehabilitation CIP W-108; Repair Outlet 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
9. Consideration and proposed approval of a resolution 2016-104 approving a sole source purchase for one (1) Channel Monster Waste Water Grinder from JWC Environmental in an amount not to exceed \$45,000
CEQA Status: Not a CEQA Project
Prepared By: Jarratt Rossini, Acting Chief Plant Operator
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

Item 10 was pulled from consent.

- ~~10. Consideration and proposed approval of a resolution 2016-105 approving the Final Map for Fulton Lane Parcel Map and authorizing the City Manager to execute the Subdivision Improvement Agreement
CEQA Status: Categorically Exempt, Section 15315, subdivision of four or fewer parcels; and Section 15303, construction or conversion of small structures including single-family residences, garages, pools, etc.
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt~~
11. Consideration and proposed approval of a resolution 2016-106 providing a budgeted limited term full-time Administrative Records Assistant in the City Clerk's office for a cost of \$56,906; and funding to reconfigure the front office to accommodate three work stations which includes office furniture and the purchase of a new computer for a cost not to exceed \$4,500; for a total transfer from General Fund Reserves not to exceed \$64,406
CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk
Recommendation: Adopt

Vice Mayor White moved to approve Consent Items 6-9 and 11. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

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

NOES: None

ABSENT: None

- 10.** Consideration and proposed approval of a resolution 2016-105 approving the Final Map for Fulton Lane Parcel Map and authorizing the City Manager to execute the Subdivision Improvement Agreement

CEQA Status: Categorically Exempt, Section 15315, subdivision of four or fewer parcels; and Section 15303, construction or conversion of small structures including single-family residences, garages, pools, etc.

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

Recommendation: Adopt

Director of Public Works/City Engineer Steve Palmer reported on pulled Consent Item 10.

No public comment received.

Councilmember Pitts moved to approve Consent Item 10. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

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

NOES: None

ABSENT: None

NEW BUSINESS:

- 12.** Consideration and proposed approval of a letter to the Citizens' Stamp Advisory Committee in Washington DC supporting a commemorative stamp of the mural located in the St. Helena Post Office lobby

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk

Recommendation: Approve

City Clerk Cindy Black reported on this item.

Bobbie Monnette addressed the City Council.

A motion was made by Councilmember Dohring to authorize a letter to the Citizens' Stamp Advisory Committee in Washington DC supporting a commemorative stamp of the mural located in the St. Helena Post Office lobby. The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

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

NOES: None

ABSENT: None

13. Provide Direction Regarding the Negotiation of a Site Agreement with EVgo for Electric Vehicle Charging Stations at Oak Street Parking Lot

CEQA Status: Not a CEQA Project

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

Recommendation: Provide direction

Public Works Project Manager Tobias Barr reported on this item.

Bobbie Monnette addressed the City Council.

It was the consensus of the City Council to direct staff to poll other cities for additional information and bring back for a future agenda item.

14. Discussion and direction to staff regarding various committee vacancies

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk

Recommendation: Provide direction

City Clerk Cindy Black reported on this item.

Janis Gay and Bobbie Monnette addressed the City Council.

Councilmember Dohring noted that he would like the City to hold an annual volunteer appreciation celebration.

Mayor Galbraith would like for each committee to be agendized at least once annually to report out to the Council.

It was the concensus of the City Council that the following changes are made to various committees:

Board of Library Trustees:

- Mayor Galbraith is appointed as the City Council liaison.
- Recruit for the one vacant position.

Parks and Recreation Commission:

- Vice Mayor White is appointed as the City Council liaison.

Tree Committee:

- Councilmember Crull is appointed as the City Council liaison.
- Recruit for the one vacant position.

Sustainability/Active Transportation Committee:

- Councilmember Pitts is appointed as the City Council liaison.
- The City Clerk will reach out to each committee member regarding Council direction to combine the committees. If all members agree to remain on the combined committee there will be no vacancies.

Multi Cultural Committee:

- Councilmember Dohring is appointed as the City Council liaison.
- Mayor Galbraith directed staff to bring this item back for Council consideration in September or October.

ADJOURNMENT

Mayor Galbraith adjourned the meeting at 7:23 p.m.

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk