RIO DELL CITY COUNCIL
REGULAR MEETING
FEBRUARY 3, 2009
MINUTES

The Regular Meeting of the Rio Dell City Council was called to order at 6:30 P.M. by Mayor Woodall.

ROLL CALL: Present: Mayor Woodall, Councilmembers Dunker, Marks and Thompson

Absent: Councilmember Barsanti

Others Present City Manager Flemming, Finance Director Beauchaine, Acting Director of Public Works Jensen, Planning Consultant Williamson, and City Clerk Dunham

Absent: Chief of Police Hill

CEREMONIAL MATTERS

Proclamation Honoring Tom Jarvis
Mayor Woodall read a Proclamation honoring Mr. Tom Jarvis for his contribution to the community with his conceptual illustrations and design for the new Rio Dell City Hall sign and extended sincere thanks to him for his help in bringing the project to fruition. The Mayor went on to read the engraving on a brass plaque that will be attached to the back of the sign giving special thanks to California Fire Crew #5 Leader Captain Wallace, Chief Kevin O'Neil and High Rock crew members for their contribution and craftsmanship on the sign.

Planning Consultant, George Williamson read a letter from LAFCo thanking former Mayor and representative to LAFCo, Bud Leonard for his many years of service to the community.

CONSENT CALENDAR

Motion was made by Dunker/Marks to approve the consent calendar including the check register including general check register for check numbers 26609-26740 totaling $241,853.81 and payroll check register numbers 14447-14496 totaling $51,448.71. Motion carried 4-0.

SPECIAL PRESENTATIONS

Project Status Update – Winzler & Kelly Engineering
Merritt Perry provided a status update on current projects stating they had most recently completed the environmental documents for the Safe Routes to Schools Project and was working on the modified conceptual design of the improvements within the City right-of-way and hoped

to be able to present the design to the Traffic Committee at their next meeting and the Rio Dell School Board at their next board meeting on February 12th.

Merritt Perry stated that staff is looking for ways to continue the paving on Wildwood Ave.; looking at Prop 1B funding and exploring ways to position the City to take advantage of the Economic Stimulus package. He also reported on the Wastewater Effluent Project and said they were close to completion of the Wastewater Facilities Plan and hoped to schedule a study session with the City Council to review the plan and ask for adoption so the City can move forward with funding of the project. In regard to the Economic Stimulus Plan, he said Rebecca Crow attended meetings in Sacramento where they discussed ways to fund water and wastewater projects. The City has identified four proposed projects for wastewater improvement which he said the City Council may or may not want to revise before the submittal of a pre-application.

Lastly, Merritt reported he was following up with Humboldt Waste Management Authority and Humboldt County Association of Governments (HCAOG) on the submittal of applications for up to three projects and said there would be some effort needed by City staff to put those applications together.

Councilmember Dunker commented that the City needs to be pro-active and make sure it has projects identified as "shovel-ready" or we may not get funding as it is very competitive.

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1035-2009 Establishing a City of Rio Dell Investment Policy
Finance Director Beauchaine stated that she recommended the City Council adopt an investment policy for the prudent investment of the City's idle cash and said the proposed policy outlines procedures for maximizing the efficiency of the City's cash management system, with the goals being to enhance the economic condition of the City while insuring liquidity and the safety of funds invested.

Mayor Woodall commented that she would like to see language added to the policy that provides for quarterly investment reports to the City Council.

Councilmember Thompson referred to Page 7. Item N. "Reporting" in the City of Fortuna's Investment Policy and suggested the entire section be incorporated into the policy. In that same policy under "Policy Adoption" he suggested the language also be included with slight modification to read that the policy can be revised whenever necessary by the City Council "during the budget process" rather than annually.

Councilmember Thompson also referred to Page 2 of the City of Eureka's Investment Policy Item D. "Ethics and Conflicts of Interest" and suggested that language be added to the policy.

Motion was made by Thompson/Marks to approve Resolution No. 1035-2009 *Authorizing the Establishment of an Investment Policy* as amended. Motion carried 4-0.

Approve Resolution No. 1036-2009 Establishing Planned Development Fees and Improvement Funds

George Williamson, Contract City Planner provided an overview of his staff report regarding Planned Development Fees and explained the City has a provision in its' zoning ordinance under the Planned Development (PD) Overlay Zone which allows property owners and developers some flexibility in the design of a development that otherwise would not be possible under the zoning regulations. In exchange for this allowance, the developer/property owner needs to provide some level of benefit to the city so there is a balancing of benefits on both sides. He noted that Planned Development fees should be calculated for various infrastructure facilities and services and equitably allocated based on actual delivery cost.

It was suggested that improvement funds for the following four municipal services be established:

1) Streets, sidewalks, bike routes and trails;
2) Storm Water Treatment and Drainage system;
3) Lighting and landscaping; and
4) Park Lands and Recreation Facilities

He further stated that when imposing Planned Development fees on a particular project, the City should apply a formula that reflects, as nearly as possible, the actual trip generation characteristics or the actual impact of that project.

Formulas for calculating improvement impact fees were then reviewed. George Williamson further explained that when a Planned Development is proposed, the fees would be assessed on a per unit basis for residential or on a lineal street frontage basis for commercial and industrial projects. Property owners or developers would be required to pay the planned development fees at the time of final map recordation or building permit issuance.

Mayor Woodall asked for clarification on the formula calculations; George said the formulas are somewhat complicated but that he had done a lot of research and found that a lot of cities use this type of method using trip generation manuals. He noted an average single family residence generates about ten trips per day during peak hours.

Councilmember Thompson stated he thought the concept was good but would like to have a joint study session with the planning commission using perhaps the Bluff View Estates subdivision as an example before approving the resolution.

George Williamson suggested the Council take action on the resolution since there were projects underway that need to have the fees applied to, then hold a study session at a later date. He

noted that this resolution is only specific to Planned Development Overlay projects but that the City has the potential to expand the policy to make the impact fees across the board for all developments which could also be discussed at a joint study session.

Motion was made by Dunker/Marks to approve Resolution No. 1036-2009 *Establishing Planned Development Fees and Improvement Funds* and to schedule a joint study session with the planning commission to further discuss the policy. Motion carried 4-0.

Conduct Second Reading (by title only) and Approve Ordinance No. 259-2009 Business License Ordinance

Finance Director Beauchaine asked that this item be removed from the agenda pending further editing.

Councilmember Marks noted that during the first reading and introduction of the ordinance it was suggested that language be added to Section 41 (Mobile Vendors) to say that all mobile vendors are required to meet all County Health and Safety Codes.

Conduct Second Reading (by title only) and Approve Ordinance No. 260-2009 Amending the Rio Dell Zoning Ordinance

George Williamson, Contract City Planner stated the City Council introduced and conducted the first reading (by title only) of this ordinance at its January 6, 2009 regular meeting and approved Resolution 1032-2009 approving the General Plan and Zoning Amendment to change the designations on a residential parcel on the north side of Belleview Ave. (APN 052-011-008) owned by R. L. Leonard, from Suburban to Urban Residential. This ordinance is back before the Council to complete the action initiated at that time.

A public hearing was opened at 7:40 P.M. to receive public comment on the proposed ordinance; there being no public comment, the public hearing closed.

Motion was made by Dunker/Thompson to conduct the second reading (by title only) of Ordinance No. 260-2009 *Amending the Rio Dell Zoning Ordinance.* Motion carried 3-1; with Councilmember Marks casting the dissenting vote.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Appoint One Applicant to the Rio Dell Planning Commission to Fill the Vacancy for the Remainder of the Term Ending December 31, 2010

City Manager Flemming announced that one of the applicants (Stephen Lewis) had withdrawn his name, leaving two candidates for the vacant position on the Planning Commission. The two remaining candidates were identified as Debra Garnes and Rodney Sanderson.

Councilmember Dunker asked Debra Garnes for a quick overview of her background.

Ms. Garnes said she applied for the position because when she first moved to Rio Dell she began attending City Council meetings and wanted to get re-engaged with what is going on in the City. She said she had a lot of experience and knowledge of how to communicate with other agencies on regulatory processes with her years of experience working in the civil service arena and said her vision for Rio Dell would be to make Rio Dell self-sustainable and would like to help the City improve through sound, realistic, fiscally responsible development while keeping its small town charm of a bedroom community.

Rodney Sanderson said he agreed with the idea of small town charm and said he had lived in Rio Dell since 1961 and is interested in sustaining and improving the quality of life in Rio Dell through proper planning for growth and prudent zoning considerations.

City Clerk Dunham provided ballots to councilmembers and were asked to vote for the candidate of their choice.

The ballots were passed back to City Clerk Dunham who announced the name of the councilmember and for whom they voted. Rodney Sanderson received three votes; Debra Garnes received one vote. Rodney Sanderson receiving a majority of votes, was appointed to the position for the remainder of the tern ending December 31, 2010.

Mayor Woodall thanked Debra Garnes for her interest in serving on the commission and invited her to volunteer on other city committees; Councilmember Marks said her input on the traffic committee would be greatly appreciated with her vision as an artist.

<u>Approve Water Bill Claim Adjustment for Edison Petranoff in the Amount of $110.72</u>
City Manager Flemming reviewed the water bill claim adjustment request stating the excessive use was the result of a leaky toilet.

Motion was made by Dunker/Marks to approve the water bill claim adjustment for Edison Petranoff in the amount of $110.72. Motion carried 4-0.

<u>Authorize the City Manager to Execute a Sub-recipient Agreement with Redwood Community Action Agency (RCAA) for Activity Delivery of the City's 2008 HOME Program</u>
City Manager Flemming stated the City was awarded $500,000 from the State Department of Housing and Community Development to fund low-income housing rehabilitation projects within the City and was very similar to the City's State CDBG Housing Rehabilitation Program.

Councilmember Marks asked Finance Director Beauchaine what RCAA received for administration of the program; Finance Director Beauchaine stated that under the proposed

agreement, RCAA would receive the activity delivery portion of the HOME program funding up to the maximum reimbursable amount of $120,000 under the grant contract but they would bill for actual time and materials at the rate of around $70.00 per hour.

Motion was made by Dunker/Marks to authorize the City Manager to execute a sub-recipient agreement with RCAA for the activity delivery of the City's 2008 HOME Program. Motion carried 4-0.

Approve Selection of Headwaters Grant Proposals and Authorize Submission
George Williamson, Contract City Planner stated they had created two grant proposals for potential submission to the Headwaters Fund for the 2009 grant program: 1) tourism development marketing and identity projects; and 2) a Humboldt grown food manufacturing and distribution center.

He explained under the first proposal for tourism development marketing, grant funding would be used to develop a recreation attraction and tourism brochure design to market local businesses; design a visitors web page that is linked to the City of Rio Dell's website which would display information regarding local events; create a comprehensive signage program with specifications for construction and place signs throughout the city to direct visitors and residents to community destinations; prepare a City of Rio Dell Eel River Public Access Plan and Use Plan which would inventory current Eel River recreational activities; form a community outreach event that incorporates recreational opportunities along the Eel River; organize a group of local businesses committed to helping the City carry out this plan; and develop and put on a tourism training workshop for businesses and individuals wanting to provide these services in the Rio Dell area.

The second proposal the grant funding would be used to develop a Humboldt grown food manufacturing and distribution center, the Eel River Valley Food Collaborative which would prepare locally grown food into value-added food products. He noted many farmers and ranchers in the County already market natural and organic products due to growing consumer preferences and a cooperative distribution center could help pool the food produced from small farms into shipments suitable for larger markets interested in sustainable agriculture. He said it could have many local benefits, including increased retail and wholesale food sales, job growth, agricultural land preservation, food waste reduction, and transportation cost savings.

Councilmember Dunker commented that he thought both proposals had tremendous potential but seemed like the marketing plan could increase the City's tax base. He expressed concern that some of the potential sites for the Eel River Valley Food Collaborative would be better suited for commercial use, suggesting the new industrial zoned area of the City might be a more practical use of the land.

Councilmember Marks commented that she was leaning more toward the tourism marketing idea since she had been exposed to problems associated with shipment of organic agriculture.

Councilmember Thompson agreed on the proposal for tourism marketing but said the Council should not discount the food manufacturing distribution proposal.

Finance Director Beauchaine stated from a finance perspective she thought tourism marketing could work but in her opinion may not be the best time to invest in that theory during these hard economic times.

After further discussion, a motion was made by Thompson/Marks to approve the selection of the Headwaters Grant Proposal for the Eel River Valley Food Collaborative and authorize submission of the grant application. Motion carried 4-0.

PUBLIC PRESENTATIONS

None

REPORTS/STAFF COMMUNICATIONS

City Manager Flemming provided a written report on recent activities and meetings which she briefly summarized.

Acting Director of Public Works Jensen submitted a written report on recent activities in the public works department and reviewed the recent reorganization of the department stating safety meetings/trainings are now being conducted every Monday morning at 8:00 with forklift and backhoe operations and safety training to take place on February 12th; new procedures are in place regarding the public works fuel policy stating there is now one card which will be checked out by employees with the appropriate documentation logged; he implemented a tool check out procedure; the service records on all public works vehicles have been updated; and said two employees have successfully completed the course work for their D-1 and D-2 Distribution Water licenses and will be attending a Distribution Certification Review Class in preparation for their State exam scheduled for February 21st;

He also reported that Roneen Lund from State Department of Health Services conducted an inspection of the Water Treatment Plant and we had received positive feedback from that inspection; and said Lisa Bernard from State Water Resources Control Board would be here on Thursday to conduct the inspection of the Wastewater Treatment Plant.

Finance Director Beauchaine stated that Randy Jensen was doing a very good job as Acting Director of Public Works and was getting up to speed on current projects. She reported on recent activities in the finance department and said it has been a busy time with December being the

end of mid-year. Also she was staying in touch with the situation with the State Budget and would keep the City Council appraised of any updates. She said she had the privilege of attending the HOME Program training in Sacramento with Finance Assistant Kathy Cezario and announced that she was recently appointed as Chair of the North Coast Chapter of Municipal Finance Officers and would be hosting a meeting at the River Lodge in Fortuna with Amy O'Gorman from the League of California Cities who would be speaking on the Economic Stimulus Bill.

Councilmember Marks questioned the results of the loss in revenue as a result of the summer watering allowance; Finance Director Beauchaine said she compared the revenue for the three month period from July through September this year from last year and said it represented a $10,000 approximate reduction in revenue.

COUNCIL REPORTS/COMMUNICATIONS

City Manager Evaluation Review Process – Mayor Woodall
Councilmember Dunker stated he had attended several meetings recently and provided highlights of the meeting he attended with Assemblyman Wes Chesbro where he addressed the State Budget. At that meeting he learned that plans are being discussed to possibly shut down the California Conservation Corp (CCC) and urged citizens to send letters of support to the State Legislature.

Councilmember Thompson reported he had attended the New Mayor and Council Member Conference in Sacramento along with Mayor Woodall and is now current on Ethics Training requirements.

Mayor Woodall commented that she thought the training was interesting but would be reluctant to go again due to the cost. She also commented that she attended a meeting regarding the Town of Scotia and thought the meeting was very positive and they did a good job answering citizen questions in regard to the status of the development of a Community Services District.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 9:00 P.M. to the February 17, 2009 regular meeting.

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Julie Woodall, Mayor

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Karen Dunham, City Clerk