

**Alturas City Council**  
**Regular/Special Meeting**  
City Hall Council Chambers  
May 19, 2020 at 2:00 p.m.

Pursuant to the Governor's Executive Order N-25-20 and N-29-20 dated March 12, 2020 and March 17, 2020, The Alturas City Council Mayor Mark Steffek called the special meeting to order at 2:00 p.m. at the City Council Chambers and via teleconference. **Councilmembers present:** Mark Steffek, Cheryl Nelson, Loni Lewis, Kelly Crosby and Samantha Wood. **Councilmembers absent:** None. **Staff present:** City Clerk Macey Binning, Chief of Police Sid Cullins, City Treasurer Dorothy Long, Director of Public Works Jason Diven, City Attorney Jeff Hedlund, Fire Marshal Eric Hunter, Public Works Foreman Kim Dodds, and Planning Director Jenn Andersen. **Public attending:** 10. All present joined together in the Pledge of Allegiance.

No comments under the public forum.

**MOTION** by Councilmember Crosby, **SECONDED** by Councilmember Lewis to amend the City Council agenda and move item #9 Discussion only: COVID-19 update to position #5 and move all other agenda items down to reflect the change. **ALL AYES.**

**MOTION** by Councilmember Nelson, **SECONDED** by Councilmember Wood to adopt the consent agenda as follows: a) Approve minutes of April 21, 2020 meeting; b) Approve City warrants for April, 2020 in the amount of \$136,037.26; c) Adopt **Resolution #2020-15** removing inactive water & sewer accounts in the amount of \$70.64; d) Approve ACH reconciliation report for April, 2020 in the amount of \$122,104.02. **ALL AYES.**

Mayor Steffek expressed his three concerns regarding COVID-19. First, is the safety and health of all residents. Second, is the economy. Third, is the impact on the City. Mr. Steffek would also like to look into grant opportunities available to the City through COVID-19 funding opportunities.

Stacey Spahr, Interim Director Health Services and Public Health Nurse, would like to thank Mayor Steffek and Director of Public Works Diven for their contribution on this incident. Public Health has been managing the COVID-19 incident since February 27, 2020. The Emergency Operation Center opened March 16, 2020. They recently submitted their attestation to the State and it was approved to move forward with phase 2 of reopening. They will follow State provisions and outline testing capacity, contact tracing, and surge capacity. Which exceeded the State requirements. Mrs. Spahr concurred with Mayor Steffek that the health and safety for residents is a priority. Mrs. Spahr also expressed that they're concerned for the economy of local business and are helping the businesses reopen in a safe matter.

Sheriff William Dowdy informed Council that in Modoc County they've tested 151 people. Out of the 151 tests 144 have returned negative and 7 are pending. Sheriff Dowdy provided Council with statics produced by the State of the COVID-19 cases in California. Twenty-three Northern California Counties excluding Sacramento only make up .8% of the confirmed cases in California. Including Sacramento is 2.3%. The majority of the cases are in Southern California near Los Angeles, San Diego and Riverside. Modoc County is still one of three counties that has not had a confirmed case.

Interim Director Health Services Stacey Spahr informs Council that COVID-19 didn't impact Modoc County like they anticipated.

Councilmember Crosby inquired if Local Health Officer Dr. Richert knew why Modoc County has not seen a substantial number of cases or a death rate.

Local Health Officer Dr. Richert responded that Modoc County is isolated geographically and socially. Dr. Richert also believes because of the time of the year this began, traveling was decreased due to weather. Dr. Richert also expanded that he has heard complaints that Modoc County is not testing for asymptomatic. Dr. Richert explained if they tested for asymptomatic, those asymptomatic patients could then spread the virus to others, and not all patients are going to be asymptomatic. Which would cause a development of cases in Modoc County. Dr. Richert also informed Council that models were created from Stanford University to assess communities biggest surge of hospital cases, Modoc County showed their surge would be 4 to 6 people.

Councilmember Crosby inquired if there will be antibody testing.

Dr. Richert explained that antibody is a tricky process. The reason for that is the testing itself is not irrefutable. There are a lot of forms of coronavirus, the most common virus with upper respiratory symptoms is a coronavirus. The predictions that have been made suggest if you do a lot of antibody testing you will receive "positives" 7 to 10% of the population. "True Positives" will be less than 50% of the population. It has been recommended to wait. Dr. Richert suggests antibody testing will only add confusion at this time. Dr. Richert informed Council that none of the tests have been approved by the FDA, they were only approved under emergency approval.

Interim Director Health Services Stacey Spahr expanded on antibody testing. Modoc County residents went out of town to have antibody testing completed. They have received test results that have been negative.

Mayor Steffek inquired if people that are not showing symptoms will be tested?

Interim Director Health Services Stacey Spahr replied that they are working on the different logistics for when that will be available. Currently the Health Services has over 4800 tests.

Councilmember Lewis inquired what will Phase 3 consist of.

Interim Director Health Services Stacey Spahr explained that for Modoc County it will be very limited, because phase 2 consist of more major items. Phase 3 will consist of personal care, gyms, Churches, and festivals to reopen. Mrs. Spahr assures Council they're in constant communication with State levels.

Councilmember Crosby asked what is the Emergency Operation Center message for traveling outside of town.

Interim Director Health Services Stacey Spahr replied their message is that they strongly recommend essential traveling only, however it is not prohibited.

Mayor Steffek inquired if preventive measures for businesses is voluntarily.

Modoc County Environmental Health Director Warren Farnam replied that with phase 2 Environmental Health sent informational packets out on safe and preventative practices. Especially to restaurants and establishments that prepare food. Mr. Farnam said these preventative practices are highly recommended, but can not be enforced.

Director of Public Works Diven inquired if the Alturas Municipal swimming pool was allowed to open under phase 3, what kind of restrictions would be in place?

Sheriff Dowdy replied that as everything starts to reopen with the State, guidelines will become clear. They will work closely with the City and the Health Officer to ensure correct guidelines are in place.

Councilmember Crosby recused herself from Modoc Farmers Market request of consideration to waive use permit for the annual Farmers Market.

Jenny Kapp representing the Modoc Farmers Market, requests consideration to waive use permit for the annual Farmers Market. Ms. Kapp informs City Council that the Alturas Farmers Market takes place biweekly for a span of 16-week period. The Alturas Farmers Market is located on Modoc Transportation property and they are not encroaching on City property, such as sidewalks and streets. Ms. Kapp also informs the City Council that it is beneficial for the City because the Farmers Market brings up to 200 people to the downtown area of Main Street.

Director of Public Works Diven recommends that the City Council waive this fee since City staff time is not involved in the event.

Planning Director Andersen informs Council that it is an event permit not a use permit and does not have to involve City staff time. However, depending on the Council's decision she can adjust the event permit so it never expires, and they will not need to pay for this event.

**MOTION** by Councilmember Lewis, **SECONDED** by Councilmember Wood to waive the special event permit for the annual Farmers Market and have it continually waived until further notice. In favor were Councilmember Wood, Lewis, Nelson, and Mayor Steffek. Councilmember Crosby recused herself from this item. **MOTION PASSED.**

**MOTION** by Councilmember Crosby, **SECONDED** by Councilmember Lewis to approve the 3-year employment contract for the Assistant Director of Public Works Kim Dodds effective June 1, 2020 through May 31, 2023. **ALL AYES.**

**MOTION** by Councilmember Wood, **SECONDED** by Councilmember Lewis to authorize the purchase of a secondary internet provider to meet the needs of the City. **ALL AYES.**

Mayor Steffek commended Planning Director Andersen on her General Plan report. He noted that there are twenty-five Planning Director recommendations in the document. This document also went to Planning Commission May 13<sup>th</sup>. Planning Commission approved and recommended the document for City Council review.

Planning Director Andersen emphasized that if the Council approved the recommendations, it simply means they will explore the recommendations but does not authorize any recommendations to take place. Ms. Andersen discussed this plan with Director of Public Works Diven. This will be implemented by both Planning and Public Works. Ms. Andersen expanded on the most challenging recommendation in the General Plan will be the transportation system. Ms. Andersen informed Council that the City has a serious problem due to the uncertainty of the centerline of the roads. This effects sidewalks, curbs, and gutters. Ms. Andersen recommends hiring a surveyor to determine this.

**MOTION** by Councilmember Crosby, **SECONDED** by Councilmember Wood to authorize the Mayor to sign the letter of notice of termination between CM Covey, Inc. and the City of Alturas for consulting services for the pool project. **ALL AYES.**

**MOTION** by Councilmember Lewis, **SECONDED** by Councilmember Wood to adopt **Resolution #2020-16** declaring the Public Works 1980 International dump truck as surplus property and authorizing disposal of said vehicle. **ALL AYES.**

**MOTION** by Councilmember Crosby, **SECONDED** by Councilmember Lewis to adopt **Resolution #2020-17** declaring the gate shed located at the mill site as surplus property and authorizing disposal of said property. **ALL AYES.**

After the City Attorneys review of the 2020 Local Agency Biennial Notice to determine the City of Alturas conflict of interest code is up to date as required by the Political Reform Act. Mr. Hedlund informs Council they recently updated their conflict of interest code and believes it to be sufficient.

City Clerk Binning expresses they may need to add the Planning Director position to the conflict of interest code, since that position does have decision making authority that can affect the City.

**MOTION** by Councilmember Crosby, **SECONDED** by Councilmember Lewis to fill the 2020 Local Biennial form with the box checked that an amendment is required to our conflict of interest code and add the new position for the Planning Director to the conflict of interest code. **ALL AYES.**

**MOTION** by Councilmember Lewis, **SECONDED** by Councilmember Wood to approve the hangar lease agreement between the City of Alturas and Brad Criner. **ALL AYES.**

**MOTION** by Councilmember Wood, **SECONDED** by Councilmember Lewis to approve the removal of Mayor Mark Steffek from the standing Economic Vitality Committee, and add Councilmember Kelly Crosby. **ALL AYES.**

City Clerk Binning presented to the City Council the idea of requesting for proposals for the card service program offered to the City's customers. Currently the City's provider is Government Payment Services, Inc. This provider is out of date and requires customers to pay an outrageous service fee that varies depending on the amount the customer is paying. Ms. Binning informs Council the biggest complaint the City receives is our card service and our lack of accepted payment capabilities. Ms. Binning was recently contacted by another provider called Paymentus. Paymentus offered more features and payment capabilities that would be appealing to the customers and a flat service fee of \$2.75.

Councilmember Crosby inquires if Paymentus would accept EBT cards.

Ms. Binning is unaware and would be happy to inquire if they do.

City Council agrees that it would be a good idea to request proposals and explore the providers that can offer more customer satisfaction.

### **COMMITTEE REPORTS:**

Mayor Steffek informs Council he received an email correspondence from the City representative Bobby Ray on the Local Transportation Commission. In the correspondence Mr. Ray informs Council regarding the Main Street repaving project. At this time Caltrans is wanting to make Main Street three lanes instead of four. The three lanes would consist of two lanes of traffic and a center turning lane.

Councilmember Crosby is concerned if Caltrans does make it three lanes, snow removal may be an issue.

Mr. Ray does also state the Local Transportation Commission will have their next meeting June 2<sup>nd</sup>, and will report at the June City Council Meeting.

Director of Planning Andersen plans on having an Economic Vitality Committee meeting shortly.

The pool committee recently met May 4<sup>th</sup>, 2020 to review and discuss the construction costs for the new swimming pool. After review they learned there is a lot of unknown cost. The City of Alturas decided to terminate the Consulting Contract with CM Covey, Inc. Mr. Diven will now be helping the committee. At this time the timeline is unknown.

Mr. Dick Steyer expressed his frustrations and disappointment in the process of the new pool. However, believes it to be a blessing in disguise.

Mayor Steffek informs Council Local Agencies Formation Commission (LAFCO) will have their next meeting June 9<sup>th</sup> at 4:00 pm.

### **COUNCIL/STAFF REPORTS:**

Planning Chair Hall reports that the Planning Commission meeting was held on May 13<sup>th</sup>. Planning Director Jenn Andersen presented a very extensive update on the general plan which made the Commissioners confident in sending the document to the City Council. Mr. Hall also reported he had to recuse himself from the Modoc County Health Services sign proposal. The Planning Commission made recommendations on improvements they would like to see. However, no action was taken due to the lack of a quorum.

Police Chief Cullins reports when the shelter in place was ordered they seen a decline in calls by 50%. However, now calls are back to normal.

Public Works Director Diven reports he is currently working with the Federal Aviation Administration (FAA) to generate preliminary project plans. Mr. Diven is working on a State grant application for small communities for the Wastewater Treatment Plant. Mr. Diven is also working with other department heads

to transfer archives to the old fire barn. This would provide adequate storage to all departments. Mr. Diven is making progress on Modoc Street. Mr. Diven would like to combine resources with Modoc County to complete Modoc Street.

City Treasurer Long has been working with Golden State Risk Management Authority (GSRMA) after she received a notification regarding the City's insurance rates for liability, workers compensation, and etc. will be increasing a substantial amount. Ms. Long informed Council when they switched from PARSAC to Golden State, Golden State offered a three-year promotional rate. Once the three years expires then a full rate will be charged. Ms. Long has been looking at ways to reduce rates, one option is to switch coverage on vehicles and equipment from replacement value to actual cash value. Ms. Long believes this would be the best option especially since the City fleet is very depreciated. However, it is all or nothing. So, Ms. Long requested a cost analysis to see if this would be worthwhile for the City to consider. Ms. Long does like the services Golden State Risk Management Authority (GSRMA) offers. Ms. Long just wanted to prepare the City Council of the rate changes that are approaching. Ms. Long also informed Council that she found an oversight from previous Treasurers after refinancing the water loan the City was paying a certificate fee of roughly \$3000.00 a year. This was only to certify that the City was paying their loan which was not necessary or a loan requirement.

City Clerk Binning announces that she, along with City Treasurer Long and Fire Marshal Hunter, prepared an application for the Risk Management Accreditation Program (RMAP) through Golden State Risk Management Authority (GSRMA). Applications are scored and can earn an award of up to 10% of their current year's contribution if they score 100%. The City's application received a score of 100% and the City will receive \$13,583.40. Ms. Binning also informed Council Manuel Souza has been contacting the City regarding his event that will take place July 4<sup>th</sup>. Mr. Souza is wondering if his event will take place and what he needs to prepare for.

City Treasurer Long reminds Council that due to a personal conflict of interest Ms. Binning needs another to contact Manuel Souza and handle this event.

City Council agrees they would recommend to Mr. Souza to proceed with submitting his event application. However, they can not guarantee his event due to COVID-19. The City Council would be happy to refund the fee the City charges in the event the it is cancelled due to COVID-19. They also recommend Mr. Souza work closely with the Public Health Officer on all recommendations and requirements for the event.

Planning Director Andersen has been working with Diane Fogle with Social Services on affordable housing. Due to the COVID-19 there are a lot of funding opportunities, which the City is eligible for. These funding opportunities are competitive and non-competitive. The state allocated half a million for affordable housing, these funds can be used for renovations. The housing element has a component for renovations. Ms. Andersen will continue to explore and apply for funding.

Councilmember Lewis inquired if the position for the Airport Manager need to be filled, especially with fire season approaching.

City Treasurer Long replied that the position responsibilities have been distributed between her and Director of Public Works Diven. Ms. Long has been tending to the administrative side preparing the airport taxes and AVFUEL reimbursements. Mr. Diven has been maintaining and operating the airport.

Councilmember Lewis informed the Council that she has been approached by several individuals with concerns of nuisance abatement. Mrs. Lewis asked who need to address these.

City Treasurer Long replies that Fire Marshal Hunter can cite properties for weed and nuisance abatement.

Councilmember Crosby did not have anything to report, other than she is pleased to see good spirits through the COVID-19 pandemic despite the inconveniences.

Councilmember Wood attended the Planning Commission meeting May 13<sup>th</sup>, and she thought it was very informative. Mrs. Wood enjoyed contributing her ideas with the Commissioners. During the April City Council meeting it was expressed the concern for the retaining wall. Mrs. Wood reviewed the Rotary fields with Director of Public Works Diven and discovered the concerns can be easily addressed.

Councilmember Nelson has been informed the Railway is now being maintained by Union Pacific Railroad. Mrs. Nelson is concerned with bio fuel, and the bio fuel being transported through Alturas.

Mayor Steffek thanked Ms. Long for coordinating the Brown Act training. Mr. Steffek also hopes everyone will have a great Memorial Day weekend.

With no further business to come before City Council. **MOTION** by Mayor Pro-Tem Nelson to adjourn the meeting at 5:05 p.m. and to return in regular session on Tuesday, June 16, 2020 at 2:00 p.m., City Hall. **SECONDED** by Councilmember Lewis. **ALL AYES.**

Respectfully,

*Macey Binning*

Macey Binning  
City Clerk