

Alturas City Council
Regular/Special Meeting
City Hall Council Chambers
September 15, 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 regular special meeting to order at 2:00 p.m. at the City Council Chambers and via teleconference. **Councilmembers present:** Mark Steffek, Kelly Crosby and Samantha Wood. **Councilmembers absent:** Cheryl Nelson and Loni Lewis. **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, and Fire Marshal Eric Hunter. **Public attending:** 0. All present joined together in the Pledge of Allegiance.

No comments were presented under public forum.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to approve the agenda as presented. **ALL AYES.**

MOTION by Councilmember Wood, **SECONDED** by Councilmember Crosby to amend item b) Approve minutes for August 18, 2020 meeting and reflect the correct spelling of Barry Peirce , and adopt the consent agenda as follows a) Approve minutes for July 21, 2020 meeting; c) Approve City warrants for August, 2020 in the amount of \$113,933.88; d) Adopt **Resolution #2020-41** removing inactive water & sewer accounts in the amount of \$913.37; e) Approve ACH reconciliation report for August, 2020 in the amount of \$137,468.22. **ALL AYES.**

Director of Public Works Diven recommends that the City Council approves Jeff Nield as Chief Wastewater Treatment Plant Operator effective September 1, 2020, at Salary Range 42, Step F, \$49,017 annually.

Mr. Nield requests that the City Council backdates the effective date to July 1, 2020 instead of September 1, 2020 this would satisfy the requirements for all the testing and reports Mr. Nield generated that only a Chief Wastewater Plant Operator can submit. Mr. Nield has taken the responsibility of the Chief Wastewater Plant Operator since September 2019. Mr. Nield achieved the required certifications for Chief Wastewater Treatment Plant Operator January 2019.

City Treasurer Long asked Jeff Hedlund City Attorney in this case since it was an emergency situation due to a past employee being on medical leave how does this apply?

City Attorney Hedlund responded that in Jeff Nield's current job description it does say other duties as assigned. Since another employee held that position the City could not fill it. Then the City had to proceed through proper procedures to fill the position.

Ms. Long advised Council that the position opened July 1, 2020 and began the hiring process. They soon found that the Chief Wastewater Treatment Plant Operator classification in the MOU needed to be added the hiring process took longer than usual to follow proper procedures. Mr. Nield also received a step increase in January when he achieved the required certificates.

Mr. Nield asked Council if they could consider approving him as an interim Chief Wastewater Treatment Plant Operator since July 1, 2020 that way he is properly compensated for his duties and the City would be in Compliance with the State requirements.

Councilmember Crosby explained that she has seen this done before. Where an employee works out of class in return the employee either receives a stipend or an increase. Mrs. Crosby believes it is fair to backdate the effective date to July 1, 2020.

City Treasurer Long is concerned that in the past the City Council has allowed similar situations to occur that an employee would work out of class taking over liabilities and not be compensated until later. Would it be appropriate for these individuals to request fair compensation? Or will this be the City's practice moving forward?

Councilmember Crosby believes if an employee is working out of class it is the department heads responsibility to ensure they will be fairly compensating the employee, or it could ruin good employees.

Mayor Steffek agrees with fair compensation. Mr. Steffek asks City Attorney if there is a statute of limitations on time for past employees?

City Attorney Hedlund believes there is a statute of limitation on time and will research further. Mr. Hedlund believes if the City Council approves compensation to be backdated the City Council may have grievances from other employees.

Councilmember Crosby encourages employees because they should've been compensated fairly.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to approve Jeff Nield as Chief Wastewater Treatment Plant Operator effective September 1, 2020, at Salary Range 42, Step F, \$49,017 annually. With the ability to compensate Mr. Nield from July 1, 2020 to September 1, 2020 for working out of class at Range 42, Step F. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to adopt **Resolution #2020-42** approving the 2020/2021 Fiscal Year Budget in the amount of \$5,958,821. **ALL AYES.**

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to adopt **Resolution #2020-43** approving the Option to Purchase Agreement between SCP Manteca, LLC and the City of Alturas and authorizing the Mayor to execute the Option to Purchase Agreement and the Memorandum of Option Agreement. **ALL AYES.**

MOTION by Councilmember Wood, **SECONDED** by Councilmember Crosby to adopt **Resolution #2020-44** approving the Mill Site Lease Agreement between Nevada California Oregon Railway and the City of Alturas and authorizing the Mayor to execute the Lease Agreement. **ALL AYES.**

Director of Public Works has been made aware of several vacant lots that the City owns. Mr. Diven has been contacted by constituents that are interested in purchasing certain lots. However, Mr. Diven would like to know the pleasure of the Council on the vacant City owned lots. Mr. Diven inquired if he would have to follow California Government Section Code 54222.

City Attorney Hedlund confirmed that California Government Section Code 54222 would indeed need to be followed.

Councilmember Crosby would like to see the list and locations of vacant City owned properties. Mrs. Crosby would also like to see a workshop for Councilmembers to review together.

Mayor Steffek would prefer establishing an Ad-Hoc Committee.

City Attorney Hedlund advises Councilmembers that they could do both. The Ad-Hoc Committee could compile information and then hold a work session.

MOTION by Councilmember Crosby, **SECONDED** by Councilmember Wood to establish an Ad-Hoc Committee to review City owned vacant properties, this committee will consist of Director of Public Works Jason Diven, Bob Burns, Councilmember Samantha Wood and Councilmember Crosby. **ALL AYES.**

COMMITTEE REPORTS:

Mayor Steffek reported on the pool committee meeting that was held September 3, 2020. The pool committee discussed submitting their proposal for Prop 68 funding. In their current proposal the pool committee is adding a community center. Mr. Steffek expresses his concern regarding the community center. At this time, he does not see the need and knows that the City could not financially support a community center. Mr. Steffek plans on expressing his concern to the pool committee and wanted to make the City Council aware of his concerns. The City Council should see the proposed application to by the October City Council meeting. Mr. Steffek also reported that the City, Modoc County LAFCO and Modoc County Board of Supervisors will be meeting regarding Daphnedale September 23, 2020 at 10:30 am.

Director of Public Works Diven informed Council he and Councilmember Wood have been reviewing the Rotary Youth Park and will be meeting with Little League to receive their concerns. After this meeting Mr. Diven plans to meet with Rotary and contractors to review the concerns. Which then will lead into the fee schedule.

COUNCIL/STAFF REPORTS:

Fire Marshal Hunter informed Council there has been a reduced number of fire and medical calls this month. Mr. Hunter is also working on weed abatement properties. They have five properties that remain out of compliance with the weed abatement.

Police Chief Cullins reports the Alturas Police Department case numbers are up since this time last year. Arrests are down from this time last year.

City Treasurer Long informs Council she is currently working on the audits for regular and street audit. For the Street audit items will be submitted by the 22nd of September. Ms. Long is not sure if auditors will be on site this year due to COVID-19 or if they will request documents to be submitted electronically. Ms. Long has also been involved with the Labor Negotiations. Ms. Long also finalized a Memorandum of Understanding with Modoc Joint Unified School District for a School Resource Officer. The grant was

\$125,000.00 for three school years. The Modoc Joint Unified School District has agreed to pay \$60,000.00 which will be \$20,000.00 per school year. Ms. Long is also waiting to hear back from Prop 56 grant which is a tobacco grant. Then Ms. Long is hoping in November to assist the Alturas Fire Department to apply for a grant to purchase a new fire truck.

City Clerk Binning reminds Council and Staff it is time for annual performance evaluations. Mrs. Binning reports they have been moving forward with Paymentus. Paymentus has provided the City with some payment platforms to review and will be setting a training with staff soon.

Councilmember Wood reports that the American Red Cross has a new location at S. Main Street at the old Sears building.

City Councilmember Crosby reports she has been working with Mayor Steffek and City Treasurer Long with Labor Negotiations and updating the Memorandum of Understanding. Mrs. Crosby thanks Ms. Long for all her hard work and explaining the budget so well. Mrs. Crosby asks Mr. Diven the status of CBDG grant of \$60,000.00.

Mr. Diven responds that the deadline has been extended September 21st. Ms. Long forward the contact information and portal login.

Mrs. Crosby also inquired on the status of the LEAP Grant.

Mr. Diven was not positive and will follow up on the status.

At 3:29 p.m., Mayor Steffek announced the Council would be meeting in closed session under G.C. Section 54957.6 – Conference with Labor Negotiators.

Reconvened back to open session at 4:15 p.m.

With no further business to come before City Council. **MOTION** by Councilmember Wood to adjourn the meeting at 4:16 p.m. and to return in regular session on Tuesday, October 20, 2020 at 2:00 p.m., City Hall. **SECONDED** by Councilmember Crosby. **ALL AYES.**

Respectfully,



Macey Binning
City Clerk