

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON MAY 16, 2019

On the 16th day of May 2019, the City Council of the City of Yreka met in the City Council Chambers of said City in regular session, and upon roll call, the following were present: Deborah Baird, Joan Smith Freeman, Duane Kegg, Paul McCoy, and Norman Shaskey. Absent - None.

Consent Calendar: Mayor Freeman announced that all matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item:

- a. Approval/ratification of payments issued from May 3 through May 16, 2019.
- b. Approval of Minutes of the meeting held May 2, 2019.

Councilmember Kegg requested item 1a be pulled for discussion.

Following Council discussion, Councilmember Kegg moved to approve item 1b Minutes on the consent calendar as submitted.

Councilmember Shaskey seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, and Shaskey. Nay: McCoy. Mayor Freeman thereupon declared the motion carried.

Approval/ratification of payments issued from May 3 through May 16, 2019.

Following Council discussion, Councilmember Kegg moved to approve item 1a Payments as submitted.

Councilmember McCoy seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Approval of Yreka Summer Swim and Activity Program at the Montague Community Park and Pool and Supplemental Appropriation in the amount of \$8,000 to be allocated between FY 2018-19 and FY 2019-20.

Mayor Freeman reported that at the May 2, 2019 Yreka Council Meeting, discussion centered around providing transportation, contract staffing, and pool passes to afford recreational swimming to Yreka's youth. Subsequent to the meeting, Scott Eastman of the Siskiyou Family YMCA suggested that the program be handled through the YMCA as one of their programs. Mayor Freeman stated that they are still working on finalizing the details, at this point we are looking at a 3-day per week program for kids from age 8 to 14. The program will be for a six-week period, from June 17 – July 26, 2019.

Following Council discussion, Councilmember McCoy moved to approve the Yreka Summer Swim and Activity Program at the Montague Community Park and Pool and a supplemental appropriation in the amount of \$8,000 to be allocated between FY 2018-19 and FY 2019-20.

Councilmember Shaskey seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Authorize City Staff to Enter into an Asset and Operations Management Software and Professional Services Agreement with Cartegraph Systems, LLC

Director of Public Works Matt Bray reported that at the Council meeting held on November 1, 2018, Council authorized the Department of Public Works to advertise a Request for Proposals for Asset and Operations Management software and professional services in order to incorporate the City's utility mapping into a cohesive tracking and analyzing system. The City received six proposals and requested software demonstrations from four of the vendors. After careful consideration and trial testing of the software in the field, Staff determined that the software and support provided by Cartegraph Systems are the best suited to City needs.

In FY 2018 funds were budgeted to implement GIS work and a related asset management system. Approximately \$144,000 remains in this fund for the asset management project phase. Since this project is included in the City budget no supplemental allocation is required.

The first full year of service is expected to cost up to \$42,000 for the initial system implementation and \$21,640 for the software, totaling approximately \$63,640. The City would also pay \$21,640 each year for the software solutions in Years 2 and 3.

Cartegraph Systems has provided a three-year Purchase Agreement, which was reviewed and edited by Staff and the City Attorney. Cartegraph has concurred with the suggested changes and the agreement is ready for the City Manager's signature.

Following Council discussion, Councilmember Shaskey moved to authorize City Manager to execute the Asset and Operations Management Software and Professional Services Agreement with Cartegraph Systems, LLC.

Councilmember McCoy seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Chamber of Commerce Contract; Lease 320 W. Miner Street – Update:

City Manager Steve Baker reported that at the last meeting, Council, staff and the Yreka Chamber discussed the agreement between the City and the Chamber of Commerce. Since one of the main items was location and the additional cost, on May 8th the Mayor and I met with the

owner of the building at 320 Miner Street and representatives of the chamber on site. As a result of that meeting, we have some business terms to incorporate into the existing agreement as well as a lease agreement with the owner.

Authorize a Position Control Change deleting the Grant and Project Analyst Position and adding a Public Works Municipal Projects Manager.

Director of Public Works Matt Bray reported that Council and staff have had a number of discussions regarding getting projects and programs accomplished. One of the key positions is the Public Works Municipal Projects Manager who handles public works projects, grants and other projects. This position was assisted by the Grants and Project Analyst.

As a result of a promotion, the Grants and Policy Analyst position is open. After extensive conversations, staff has concluded that instead of hiring at the analyst level, upgrading the position to a Public Works Municipal Project Manager and splitting projects between the two project managers would make more sense and allow projects to move forward.

We are therefore requesting a modification to the position control list in the 2019-20 budget deleting the analyst and moving that position to a second project manager position. The additional annual cost of the position (approximately \$15,000 to \$18,000) will be covered by savings in the current two-year budget.

When the project managers are working on grant funded projects, their costs are charged to the grants as permitted by the grant agreement.

Following Council discussion, Councilmember McCoy moved to authorize a position control change deleting the Grant and Project Analyst Position and adding a Public Works Municipal Projects Manager.

Councilmember Kegg seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Adopt Resolution # 2019-16 adopting the 2019 meeting calendar for the Yreka City Council.

City Manager Steve Baker reported that at the meeting held May 2, 2019, the City Council discussed the possible cancellation of the June 6 and July 4 meetings, replacing the June 6 meeting with a Special Meeting to be held Tuesday June 11, 2019.

The June 6, 2019 meeting conflicts with the Jackson Street School Eight Grade Graduation, and the meeting scheduled July 4, 2019 is on a legal holiday. Yreka Municipal Code Section 1.24.010 states that *“When the day for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the following Tuesday or as the Council may direct by adoption of a Resolution”*.

Staff is recommending that these City Council meetings be formally cancelled, and that a Special Meeting be scheduled for June 11, 2019. By scheduling this cancellation well in advance and establishing a formal meeting calendar for the year, advance planning by staff (as well as Council) is easier.

Following Council discussion, Councilmember Kegg moved to adopt the Resolution as submitted.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

CLOSED SESSION:

1. Conference with Real Property Negotiator (Government Code Section 54956.8)
 - Property: Assessor Parcel No. 053-361-100 – 320 W. Miner St.
 - Third Party Negotiator: Mitchell, Darrell B & Meagan M
 - City Negotiators: City Manager and City Attorney
 - Under Negotiation: Possible Lease – negotiation of terms and conditions.

2. Conference with Real Property Negotiator (Government Code Section 54956.8)
 - Property: Fall Creek
 - Third Party Negotiator: PacifiCorp
 - City Negotiators: City Manager and City Attorney
 - Under Negotiation: Possible purchase including price, terms of payment, or both.

3. Conference with Legal Counsel - Anticipated Litigation
 Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code: (Number of cases to be discussed – 1 - The names of the parties are not disclosed, as it is believed that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

RETURN TO OPEN SESSION: Upon return to open session, City Manager Baker reported that no reportable action was taken in closed session.

ADJOURNMENT There being no further business before the Council the meeting was adjourned.

Attest:

 Joan Smith Freeman, Mayor
 Minutes approved by Council
 Motion June 11, 2019

 Elizabeth E. Casson, City Clerk