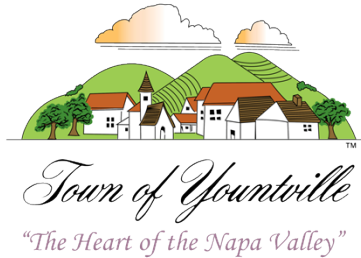


Town of Yountville

6550 Yount Street
Yountville, CA 94599



Meeting Minutes – Final

Tuesday, December 17, 2024

3:00 PM

Town Hall Council Chambers

Town Council

Mayor Margie Mohler
Vice Mayor Hillery Bolt Trippe
Council Member Eric Knight
Council Member Robin McKee-Cant
Council Member Pam Reeves

1. CALL TO ORDER; CONVENE REGULAR MEETING - 3:00 P.M.

2. ROLL CALL

Present: 5; Mayor Margie Mohler, Council Member Eric Knight, Vice Mayor Hillery Trippe, Council Member Robin McKee, Council Member Pam Reeves

Absent: None

Attorney Bell noted no reportable action was taken at the Closed Session.

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was held.

4. ADOPTION OF AGENDA

A motion was made by Council Member Knight, seconded by Council Member McKee to adopt the Agenda. The motion carried by the following vote:

AYES: 5; Mayor Mohler, Council Member Knight, Vice Mayor Trippe, Council Member McKee, Council Member Reeves

NOES: 0

ABSTAIN: 0

5. COUNCIL MEMBER ANNOUNCEMENTS

Council Member McKee invited members of the public to Fire Station 12 to attend the Holiday Open House and Toy Drive from 6:00 p.m.-8:00 p.m.

6. PROCLAMATIONS AND RECOGNITIONS

A. Recognizing Yountville Town Employees Through Paid Holiday Closure in 2024

Town Manager Raulston accepted the proclamation.

7. NON-AGENDA PUBLIC COMMENT

None.

8. CONSENT CALENDAR

A. Approve minutes of the regular meeting held December 3, 2024.

B. Receive and File November 2024 Monthly Financial Report

C. Continue the Emergency Declaration for the Town of Yountville Recycled Water Transmission Main Repair pursuant to Yountville Municipal Code 3.32.390.

D. Adopt Resolution Number 24-4328 authorizing the Town Manager to execute a Professional Services Agreement with Chavan & Associates, LLP to provide professional auditing services for

fiscal years ending June 30, 2025 to 2027, (with the option of extending the agreement for two subsequent fiscal years 2028, and 2029) for a total agreement amount of \$156,500.

- E. Adopt Resolution Number 24-4329 certifying the Town's Measure T Continued Maintenance of Effort and Equivalent Funds.
- F. Adopt Resolution Number 24-4330 approving updates to job descriptions.

A motion was made by Council Member Reeves, seconded by Council Member McKee to approve the Consent Calendar items. The motion carried by the following vote:

AYES: 5; Mayor Mohler, Council Member Knight, Vice Mayor Trippe, Council Member McKee, Council Member Reeves

NOES: 0

ABSTAIN: 0

9. GUEST PRESENTATIONS

None.

10. PUBLIC HEARINGS

None.

11. ADMINISTRATIVE / REGULAR ITEMS

- A. Adopt Resolution Number 24-4331 approving the application to name the Yountville Commons Hall/Multi-Use Room located at 6554 Yount Street, the Don and Sally Schmitt Hall.

Town Manager Raulston presented the staff report.

Mayor Mohler opened public comment.

Byron Hoffman

Alan Tenscher

Mayor Mohler closed public comment.

A motion was made by Council Member Reeves, seconded by Council Member Knight to adopt the Resolution. The motion carried by the following vote:

AYES: 5; Mayor Mohler, Council Member Knight, Vice Mayor Trippe, Council Member McKee, Council Member Reeves

NOES: 0

ABSTAIN: 0

Town Manager Raulston invited members of the public to attend the upcoming incorporation celebration on February 4th.

- B. Adopt Resolution Number 24-4332 reciting the facts of the Consolidated General Municipal Election held on November 5, 2024 and declaring the result and such other matters as provided by law.

Communications Director/ Town Clerk Gaede presented the staff report.

Mayor Mohler opened public comment, receiving none, Mayor Mohler closed public comment.

A motion was made by Council Member Knight, seconded by Council Member Reeves to adopt the Resolution. The motion carried by the following vote:

AYES: 5; Mayor Mohler, Council Member Knight, Vice Mayor Trippe, Council Member McKee, Council Member Reeves

NOES: 0

ABSTAIN: 0

C. Administer Oaths of Office to the two elected council members.

Deputy Town Clerk/Records Coordinator Noriega administered the Oath of Office to Council Members Knight and Reeves. Council Members Knight and Reeves thanked the public and Council.

D. Conduct Council discussion on appointment of a Council Member to serve as Vice Mayor.
Appoint a Council Member to serve as Vice Mayor.

Communications Director/ Town Clerk Gaede presented the staff report.

Mayor Mohler opened public comment, receiving none, Mayor Mohler closed public comment.

Council Member McKee accepted the nomination to serve as the next Vice Mayor.

A motion was made by Council Member Reeves, seconded by Council Member Knight to adopt the Resolution. The motion carried by the following vote:

AYES: 5; Mayor Mohler, Council Member Knight, Vice Mayor Trippe, Council Member McKee, Council Member Reeves

NOES: 0

ABSTAIN: 0

Newly appointed Vice Mayor McKee thanked the Town Council.

12. STAFF PRESENTATIONS AND INFORMATIONAL REPORTS

Information Systems Administrator Bernard presented an informational report for See Click Fix.

Administrative Services Director King reported that the Finance staff has prepared a Request for Proposal to obtain a firm to develop a cost allocation plan for the Town's repair and replacement funds. She reminded members of the public that current job openings are available on the Town website under the Human Resources page. She noted staff are preparing for mid-year budget review of fiscal year 24/25. Lastly, she extended a sincere thank you from staff to Town Council for gifting the holiday

closure to Town staff, noting that Town Hall will be closed from December 23rd through December 27th, 2024, as well as on January 1, 2025, in observance of New Year's Day holiday.

Planning and Building Director Hecock reported that the Zoning and Design Review Board continued the Humboldt mixed use project Item.

Public Works Director Ferons provided a storm update. He reported that PG&E will be in Town working on bolstering electrical infrastructure to the Veteran's Home and Town of Yountville PG&E customers. Public Works Director Ferons also noted that the Town is aware of and working closely with Rector Water Treatment Plant on a project which entails rehabilitation, to minimize obstructions.

Communications Director/Town Clerk Gaede reported that Deputy Town Clerk/Records Coordinator Noriega and Information Systems Administrator Bernard will be stepping in to assist for Town Council meetings to ensure smooth coverage during her upcoming maternity leave.

Town Manager Raulston extended his thanks to Department Heads, the Town Attorney and the community, for a great year. He mentioned this year's highlights of acquiring the school site and working on Yountville Commons. He invited members of the public to attend the final two events in the Dinner and Conversations series. Noting the projected timeline to bring the Item back to the Parks and Recreation Advisory Committee and present concepts to advisory groups. With the intent of preparing for the March meeting and hopeful Council conceptual approval. Raulston also mentioned the difference between mid-cycle vs mid-year terms. Lastly, he spoke about strategic planning and goal setting.

Town Attorney Bell reported that he is looking forward to next year.

13. COUNCIL EXTERNAL MEETING REPORTS

Council Member Reeves reported on the County Climate Action Committee meeting which reviewed the Regional Climate Action and Adaptation Plan (RCAAP) in depth.

Mayor Mohler reported on the recent Upper Valley Waste Management Agency (UVWMA) meeting noting Attorney Bell presented on the Levine Act. She gave a shout out to the Town for scoring best on the "Flip the Lid" waste management program. She also attended a Napa County Flood Control and Water Conservation District Board meeting which discussed improving easements for the next phase of the flood wall and approval for residents not accepting easement proposals and filing lawsuits.

14. ADJOURNMENT

A motion was made by Vice Mayor McKee, seconded by Council Member Trippe to adjourn the meeting. The motion carried by the following roll call vote:

AYES: 5; Mayor Mohler, Council Member Knight, Council Member Trippe, Vice Mayor McKee, Council Member Reeves

NOES: 0

ABSTAIN: 0

RECUSED: 0

Adjourn to the Town Council Study Session, Tuesday, January 7, 2024 at 1:00 p.m. being held in the
Town Hall Council Chambers located at 6550 Yount Street.

/s/ Hilary Gaede, Communications Director/Town Clerk

Date Approved: January 7, 2025