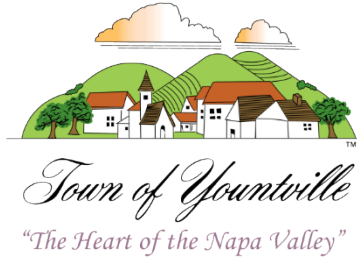


# Town of Yountville

6550 Yount Street  
Yountville, CA 94599



## Meeting Minutes – Final

**Tuesday, December 3, 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-Cant, Council Member Pam Reeves

**Absent:** None

**3. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was held.

**4. ADOPTION OF AGENDA**

A motion was made by Council Member Reeves, seconded by Council Member McKee-Cant to Adopt the Agenda. The motion Carried by the following vote:

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

**NOES:** 0

**ABSTAIN:** 0

**5. COUNCIL MEMBER ANNOUNCEMENTS**

Mayor Mohler invited members of the public to attend the Wreaths Across America event on December 14<sup>th</sup>, beginning at 9:00 a.m. at the George C. Yount Pioneer Cemetery and ancient burial grounds.

Council Member McKee-Cant invited members of the public to attend the Holiday Artisan Faire on December 7<sup>th</sup>, 2024 taking place from 10:00 a.m. – 6:00 p.m. at the Community Center.

**6. PROCLAMATIONS AND RECOGNITIONS**

None.

**7. NON-AGENDA PUBLIC COMMENT**

None.

**8. CONSENT CALENDAR**

- A.** Approve minutes of the regular meeting held November 19, 2024.
- B.** Continue the Emergency Declaration for the Town of Yountville Recycled Water Transmission Main Repair pursuant to Yountville Municipal Code 3.32.390.
- C.** Adopt Resolution Number 24-4322 reviewing and accepting the Annual Development Impact Fee Report for Fiscal Year 2023/2024 pursuant to California Government Code Section 66006.
- D.** Adopt Resolution Number 24-4323 approving a budget adjustment in Fiscal Year 2024/2025 to increase Yountville Commons Project CF-0046 by \$61,200 and also approving a change to the

funding allocation of Amendment #1 to the Kelly+Morgan Architects agreement dated June 18, 2024.

- E. Adopt Resolution Number 24-4324 authorizing the Town Manager to execute a Maintenance Agreement with Cappstone Inc. for custodial services with a fiscal year contract amount not to exceed \$85,000 beginning January 1, 2025, and ending January 1, 2028.

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

A motion was made by Council Member Knight, seconded by Council Member Reeves 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-Cant, Council Member Reeves

**NOES:** 0

**ABSTAIN:** 0

Item 11C was heard after the Consent Calendar.

## 9. GUEST PRESENTATIONS

- A. Receive the presentation of the Annual Comprehensive Financial Report (ACFR) for fiscal year ended June 30, 2024.

Item 9A was not heard and was removed from the Agenda.

## 10. PUBLIC HEARINGS

None.

## 11. ADMINISTRATIVE / REGULAR ITEMS

- A. Adopt Resolution Number 24-4325 receiving the Year End Financial Report for fiscal year 2023/2024 and approving budget adjustments assigning the available General Fund unassigned fund balance in the fiscal year 2024/2025 budget.

Town Manager Raulston reported that Item 9A would not be heard and was removed from the Agenda, due to the auditor not reporting to the Town Council meeting for the presentation.

Administrative Services Director King presented the staff report. Mayor Mohler opened public comment, receiving none, public comment was closed.

A motion was made by Council Member Reeves, seconded by Vice Mayor Trippe to adopt the Resolution and assign the sum of the Unassigned Fund Balances as follows: \$350,000 to the Reserve Fund, \$1.5 million into the Capital Projects Funds stated under number 2a-2e and the balance of the remainder of the Unassigned Fund Balance left in the Unassigned Fund Balance. The motion carried by the following vote:

**AYES:** 5; Mayor Mohler, Council Member Knight, Vice Mayor Trippe, Council Member McKee-Cant, Council Member Reeves  
**NOES:** 0  
**ABSTAIN:** 0

- B.** Adopt Resolution Number 24-4326 approving the revised Part-time Salary Schedule implementing increased minimum wage requirement effective January 1, 2025.

Human Resources Analyst Ray presented the staff report. Mayor Mohler opened public comment, receiving none, public comment was closed.

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

**AYES:** 5; Mayor Mohler, Council Member Knight, Vice Mayor Trippe, Council Member McKee-Cant, Council Member Reeves  
**NOES:** 0  
**ABSTAIN:** 0

- C.** Adopt Resolution Number 24-4327 granting consent to the County of Napa to renew the Napa Valley Tourism Improvement District (NVTID) and include the Town of Yountville in the NVTID.

Town Manager Raulston presented the staff report.

Mayor Mohler opened public comment.  
Linsey Gallagher, Visit Napa Valley President & CEO  
Jenny Toomer, River Terrace Inn General Manager  
Ed Costa, Carneros Resort and Spa Managing Director  
Whitney Diver McEvoy, Chamber of Commerce President & CEO  
Max Compagnon, Napa River Lodge  
Nathan Davis, Napa Valley Wine Train General Manager  
John Lambeth, Civitas Advisors President & CEO (represents Visit Napa Valley)  
Jason Scoggins, BottleRock  
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-Cant, Council Member Reeves  
**NOES:** 0  
**ABSTAIN:** 0

Mayor Mohler announced a break at 4:32 p.m. and reconvened the meeting at 4:41 p.m.

Item 11A was heard after Item 11C.

## 12. STAFF PRESENTATIONS AND INFORMATIONAL REPORTS

Parks and Recreation Director Holland invited members of the public to attend the following events at the Community Center: Youth Art Exhibit December 5<sup>th</sup>, from 5:30 p.m. – 7:00 p.m., Holiday Artisan Faire December 7<sup>th</sup> from 10:00 a.m. – 6:00 p.m., and Senior Bingo December 10<sup>th</sup>, at 1:30 p.m.

Administrative Services Director King reported important links on the Town website.

Planning and Building Director Hecock reported two vacant Department position recruitments are live.

Public Works Director Ferons reported PG&E is working to improve electrical resiliency at the Veteran's Home and his Department is working with PG&E to mitigate interruptions in Town.

Communications Director/Town Clerk Gaede reported the Napa County Clerk Recorder released the Certified Election Results, and an item to declare the results will appear on December 17<sup>th</sup>. She encouraged attendance of *Dinner and Conversations* December 8<sup>th</sup>, January 12<sup>th</sup>, or February 16<sup>th</sup>.

## 13. COUNCIL EXTERNAL MEETING REPORTS

Mayor Mohler reported the Napa County Flood Control and Water Conservation District Board meeting focused on easements for the final flood plan, and she noted the meetings would take place twice a month next year. The Napa Valley Transportation Authority (NVTa) is researching how to improve ridership on public buses and a pilot program may come forward to target specific populations, however; no final decisions have been made yet. Lastly, the Yountville Sun newspaper will no longer be free to all citizens and therefore she requested to increase communications from the Town.

Council Member McKee-Cant also attended NVTa, and a marketing packet is being created to replace Executive Director, Kate Miller. She expressed her relief that Measure U passed in the recent election.

## 14. ADJOURNMENT

A motion was made by Council Member McKee-Cant, seconded by Council Member Reeves to adjourn the meeting. The motion Carried by the following roll call vote:

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

**NOES:** 0

**ABSTAIN:** 0

**RECUSED:** 0

Adjourn to the Town Council Regular Meeting, Tuesday, December 17, 2024, at 3:00 p.m. being held in the Town Hall Council Chambers located at 6550 Yount Street.

/s/ Hilary Gaede, Communications Director/Town Clerk

Date Approved: December 17, 2024