

Town of Yountville

6550 Yount Street
Yountville, CA 94599



Meeting Minutes – Final

Tuesday, October 18, 2022

3:00 PM

Town Hall Council Chambers

Town Council

Mayor John Dunbar
Vice Mayor Marita Dorenbecher
Council Member Margie Mohler
Council Member Eric Knight
Council Member Joe Tagliaboschi

The Town of Yountville is committed to complying with the Americans with Disabilities Act (ADA) and other similar federal and state laws in all respects. If, as an attendee or participant in this meeting, or in meetings on a regular basis, you will need special assistance beyond what is provided, the Town will provide reasonable accommodations for you. Individuals who need auxiliary aids or services for effective communication or participation in programs and services of the Town of Yountville are invited to make their needs and preferences known by contacting the Town Clerk at (707) 944-8851 at least 72 hours prior to the meeting. This notice is available in accessible alternate formats from the ADA Coordinator.

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

Mayor Dunbar called the meeting to order at approximately 3:00 p.m.

2. ROLL CALL

Present: 4 Mayor John F. Dunbar, Vice Mayor Marita Dorenbecher, Council Member Eric Knight, Council Member Joe Tagliaboschi

Absent: 1 Council Member Margie Mohler

3. PLEDGE OF ALLEGIANCE

Napa County Sheriff Oscar Ortiz led the pledge of allegiance.

4. ADOPTION OF AGENDA

Staff requested the Town Council to add Consent Calendar item 7-J, Request Appointment of Cynthia Kapjian as the Yountville Arts Commission Representative to the Yountville Community Foundation, to the agenda.

A motion was made by Council Member Tagliaboschi, seconded by Vice Mayor Dorenbecher to Adopt the Agenda. The motion carried by the following vote:

AYES: 4; Mayor Dunbar, Vice Mayor Dorenbecher, Council Member Knight, Council Member Tagliaboschi

NOES: 0

ABSTAIN: 0

5. PROCLAMATIONS AND RECOGNITIONS

A. Domestic Violence Awareness Month

Mayor John Dunbar presented the proclamation.

6. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA

The following individual provided electronic public comment on matters not listed on the agenda: Durriya Syed.

7. CONSENT CALENDAR

A. Adopt Resolution number 22-4149 Approving Revised Part-time Salary Schedule Implementing Increased Minimum Wage Requirement Effective January 1, 2023.

B. Adopt Resolution Number 22-4150 Authorizing the filing of a Notice of Completion and accepting the work for the MT-3023 Measure T Street Rehabilitation at Various Locations Project performed by J.V. Lucas Paving for a total contract amount of \$332,683.30.

C. Adopt Resolution Number 22-4151 Authorizing the filing of a Notice of Completion and accepting the work for the Community Center Generator Project CF-0028 performed by Napa Electric for a total contract amount of \$149,830.00.

D. Adopt Resolution Number 22-4152 Authorizing a Construction Services Agreement with Fisher

Electrical Integration to upgrade the SCADA System for Town Municipal Well No. 1 (WA-0018) for \$112,000 and Authorizing the Town Manager to execute the contract and any change orders up to the budgeted amount.

- E. Adopt Resolution Number 22-4153 Approving Professional Service Agreement with BPR Consulting Group to provide contracted plan check, building inspection, and building official services, and optional code enforcement, technology consulting, and IT support, in an amount not to exceed \$93,750.
- F. Monthly Financial Report for September 2022
- G. Appoint one (1) individual to the Yountville Community Foundation with terms of office to commence immediately upon appointment on October 18, 2022 and to expire on August 1, 2023 and to waive Town Council Protocols to extend the appointment into the next term to commence August 2, 2023 and expire on August 1, 2025.
- H. Appoint one (1) individual to the Affordable and Workforce Housing Oversight Committee with the term of office to commence immediately upon appointment on October 18, 2022 and to expire on October 1, 2024.
- I. Approve the Minutes of the regular meeting held on September 20, 2022, and the special meetings held on October 4, 2022 and October 11, 2022.
- J. Request Appointment of Cynthia Kapjian as Yountville Arts Representative to the Town of Yountville Community Foundation.

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

AYES: 4; Mayor Dunbar, Vice Mayor Dorenbecher, Council Member Knight, Council Member Tagliaboschi

NOES: 0

ABSTAIN: 0

8. PRESENTATIONS

- A. GFOA Distinguished Budget Presentation Award Program.

Steve Rogers, Town Manager, introduced the presentation.

Celia King, Finance Director, and Kyle Batista, Financial Analyst, presented the Award.

9. PUBLIC HEARINGS - NONE

10. ADMINISTRATIVE / REGULAR ITEMS

- A. Consideration of Introduction and Waiving of First Reading of Ordinance 22-515 Adopting a Safe Firearm Storage Ordinance.

Steve Rogers, Town Manager, presented staff report.

Public Comment Held.

The following individuals provided live verbal public comment: Liz Russell, Deveraux Smith, Leslie Richmond, and Napa County Sheriff Chris Ortiz.

The following individual submitted electronic public comment: Kara Scoggins.

Town Council discussed and took the following action:

A motion was made by Mayor Dunbar, seconded by Vice Mayor Dorenbecher to Introduce and Waive the First Reading of the Ordinance. The motion carried by the following vote:

AYES: 4; Mayor Dunbar, Vice Mayor Dorenbecher, Council Member Knight, Council Member Tagliaboschi

NOES: 0

ABSTAIN: 0

- B.** Consider Adoption of Resolution 22-4154 Authorizing the application and Delegating the City of Napa to submit an application on its behalf and Administer the Permanent Local Housing Assistance (PLHA) Grant Award and to authorize the Town Manager to sign a binding delegation agreement with the City of Napa for the period encompassing five (5) years of formula allocations (2019-2023), made available in Notice of Financial Award (NOFA)'s issued by the State beginning in February 2020 and extending through 2024, including all years stipulated in the State standard agreement.

Steve Rogers, Town Manager, presented staff report.

Public Comment – None.

Town Council discussed and took the following action:

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

AYES: 4; Mayor Dunbar, Vice Mayor Dorenbecher, Council Member Knight, Council Member Tagliaboschi

NOES: 0

ABSTAIN: 0

- C.** Consider Adoption of Resolution Number 22-4155 Approving the creation of a new Water and Wastewater Utility Enterprise Capital Projects Restricted Fund and corresponding policy regarding purpose and use of the new fund, and approving budget adjustments assigning the available General Fund Unassigned Fund Balance in the Fiscal Year 2022/2023 Budget.

Steve Rogers, Town Manager, introduced the item.

Celia King, Finance Director, presented staff report.

Public Comment:

The following individual submitted electronic public comment: Pam Reeves.

The following individual provided live public comment: Jeffrey Durham.

Town Council discussed and directed staff to make the following modifications to the allocations:

- Decrease the transfer from General Fund into Revenue Stabilization Reserve Fund 05 from \$500,000 to \$400,000.
- Increase assignment of General Fund Balance to support affordable housing from \$500,000 to \$750,000 and combine with the \$2,866,075 assigned for the purchase of Y.E.S. Property and be re-named Assigned for Affordable Housing Opportunities.
- Decrease transfer from the General Fund into 2020 Direct Placement Finance Debt Service Fund 55 from \$600,000 to \$300,000.
- Increase transfer from the General Fund into Capital Projects Fund 50 to be used for EV charging station installations and/or Town fleet replacement with electric vehicles from \$150,000 to \$200,000.

- Increase transfer from General Fund into Capital Projects Fund 50 to be used for the replacement of grass with high-quality artificial turf from \$60,000 to \$100,000.
- Assign \$50,000 of General Fund Balance for Parks & Recreation Community use.

After providing the modifications, the Town Council took the following action:

A motion was made by Council Member Tagliaboschi, seconded by Vice Mayor Dorenbecher to Adopt the Resolution as amended. The motion carried by the following vote:

AYES: 4; Mayor Dunbar, Vice Mayor Dorenbecher, Council Member Knight, Council Member Tagliaboschi

NOES: 0

ABSTAIN: 0

D. Discussion and Adoption of Resolution 22-4156 Designating the Town as the Enforcement Agency for State Laws Regulating Single-Use Foodware Accessories and Standard Condiments.

John Ferons, Public Works Director, presented staff report.

Public Comment – None.

Town Council discussed and took the following action:

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

AYES: 4; Mayor Dunbar, Vice Mayor Dorenbecher, Council Member Knight, Council Member Tagliaboschi

NOES: 0

ABSTAIN: 0

11. STAFF INFORMATIONAL REPORTS

A. Fiscal Year 2022/2023 First Quarter (Q1) Financial Review (July 2022 - September 2022)

Kyle Batista, Financial Analyst, presented the informational report.

B. Project Status Update for Public Works Projects Fiscal Year 2022/2023

Rosalba Ramirez, Deputy Public Works Director, presented the informational report.

C. Water Conservation Update

John Ferons, Public Works Director, presented the informational report.

12. COUNCIL MEETING REPORTS, COMMENTS AND AGENDA ITEM REQUESTS

Agendas and Minutes related to Council Members meeting attendance are maintained separately by the various meeting bodies.

A. Napa County Flood Control & Water Conservation District

Mayor Dunbar provided an update from the meeting regarding the construction of floodwalls north of the bypass project.

B. Napa Valley Transportation Authority (NVTa)

Mayor Dunbar shared he attended the Imola Park and Electrification presentation.

C. Upper Valley Waste Management Agency.

Council Member Tagliaboschi attended the event on behalf of Council Member Mohler and shared information regarding the sale of Waste Connections US.

The following individual provided electronic public comment: Pam Reeves.

D. LAFCO of Napa County

No report due to the absence of Council Member Mohler.

E. Cal Cities Update

No report.

F. Climate Action Committee Report

Mayor Dunbar shared County staff presented a report to the Napa County League of Governments.

G. Council Ad Hoc and Standing Committee Reports

Mayor Dunbar informed he, Vice Mayor Dorenbecher and Town Manager Rogers met with Napa Valley Unified School District.

H. Reports and Announcements

Mayor Dunbar thanked the Parks & Recreation and Public Works Department for their work on the Yountville Days Parade and the recent water leaks situations in Town.

Mayor also shared he and other Council Members attended the Napa County League of Governments dinner meeting on October 6, 2022 and that he attended a Community Wildfire Forum hosted by Napa FireWise.

Mayor Dunbar informed the public of the Town's free flu vaccination clinic from 10:00 a.m. to 1:00 p.m. on Tuesday, October 25th at Yountville Community Center and recognized the Yountville pickleball courts for being considered best to play on the Napa Valley Register.

Mayor Dunbar thanked all local volunteers for helping the Town have a Voter Assistance Center for the elections and shared information on the Wine Country Weekend.

13. CLOSED SESSION - NONE

14. ADJOURNMENT

A motion was made by Council Member Knight, seconded by Vice Mayor Dorenbecher to Adjourn the meeting. The motion carried by the following roll call vote:

AYES: 4; Mayor Dunbar, Vice Mayor Dorenbecher, Council Member Knight, Council Member Tagliaboschi

NOES: 0

ABSTAIN: 0

Adjourned to the Town Council Regular Meeting Tuesday, November 1, 2022 at 3:00 p.m. being held in Town Council Chambers located at 6550 Yount St.

Eddy Gomez, Town Clerk