

TOWN OF YOUNTVILLE
MINUTES OF REGULAR COUNCIL MEETING
March 18, 2008

1. CALL TO ORDER – 6:00 P.M.

Mayor Saucerman called the meeting to order at 6:03 p.m.

2. CLOSED SESSION – NONE

3. CONVENE REGULAR COUNCIL MEETING – 6:00 P.M.

Mayor Saucerman convened the regular Council meeting at 6:03 p.m.

4. PLEDGE OF ALLEGIANCE

J.C. Greenberg, Calfire, led the pledge of allegiance.

5. ROLL CALL

Mayor and Town Councilmembers Present:

Mayor Cynthia L. Saucerman, Vice Mayor John F. Dunbar and Councilmembers William “Bill” Dutton, Steven C. Rosa and Lewis G. Chilton

Town Staff Present:

Steve Rogers, Town Manager; Amy L. Valukevich, Town Attorney; Bob Tiernan, Planning/Building Director; Myke Praul, Public Works Director/Town Engineer; Michelle Price, Town Clerk; Richard Stranzl, Finance Director and Kenneth Leary, Community Services Director

6. CLOSED SESSION REPORT - NONE

7. ADOPTION OF THE AGENDA

Michelle Price, Town Clerk, provided clarification to Agenda Item 14 indicating under the Staff Report Recommendation section that the Resolution Number should be #2653-08 (rather than 2651-08).

ACTION: A Motion by Vice Mayor Dunbar; Seconded by Councilmember Chilton to adopt the agenda with correction was unanimously approved.

Ayes: Dunbar, Chilton Dutton, Rosa and Saucerman

Noes: None

Absent: None

Abstain: None

**8. Public Comment on Matters Not Listed on the Agenda
(Five-minute limitation per speaker)**

None

9. APPROVAL OF CONSENT CALENDAR

Vice Mayor Dunbar requested Item 9A be held for discussion.

ACTION: A Motion by Councilmember Chilton; Seconded by Councilmember Dutton to approve Consent Calendar Items 9 B through 9 G was unanimously approved.

Ayes: Chilton, Dutton, Rosa, Dunbar and Saucerman

Noes: None

Absent: None

Abstain: None

Item 9A Held for Discussion

ACTION: A Motion by Councilmember Rosa; Seconded by Councilmember Chilton to approve Consent Calendar Item 9 A was unanimously approved.

Ayes: Chilton, Dutton, Rosa, Dunbar and Saucerman

Noes: None

Absent: None

Abstain: None

A. *Approval of Warrants* —

- Accounts payable check numbers \$300,431.78
- Total payroll and benefits \$105,683.55
- Total payments for period \$406,115.33

Recommendation: Received and Filed.

B. *Monthly Financial Report* – February 2008

Recommendation: Received and Filed.

C. *Adopt Resolution Number 2648-08-1* Approving an Agreement with Pyro Spectacular for the 4th of July Fireworks Display.

Recommendation: Adopted Resolution.

D. *Adopt Resolution Number 2649-08* Approving Budget Adjustment Number 2007-08-A15 in the amount of \$14,000 for the WWTP Enterprise Fund to Remove Liquid Sludge from the Plant's Digester to Facilitate Repair of a Failed Sludge Transfer Pipe.

Recommendation: Adopted Resolution.

E. ***Adopt Resolution Number 2650-08*** Approving Purchase Order with JBI Water & Wastewater Equipment, Inc. for \$61,610.37 to Supply a WesTech Shaftless Grit Screw for the Wastewater Treatment Plant Part of CIP WW-08.

Recommendation: Adopted Resolution.

F. ***Proclamation Declaring the Month of April as Child Abuse Prevention Awareness Month.***

Recommendation: Approved.

G. ***Approval of Minutes – March 4, 2008.***

Recommendation: Approved.

10. PRESENTATIONS

A. KNN Community Center Financing Update – Presentation Only

David Leifer, KNN Public Finance, gave presentation.

11. PUBLIC HEARING – USE PERMIT EXTENSION REQUEST – FORMER PJ STEAK RESTAURANT – 6725 WASHINGTON STREET (APN 036-440-001)

Consider Adoption of Resolution Number 2651-08 Approving a request to extend the Use Permit expiration deadline for a restaurant use located at 6725 Washington Street.

Recommendation: Adopted Resolution.

Bob Tiernan, Planning Director, presented staff report.

Bruce Peters, Applicant and Representative, JT & C Partners, introduced two of the partners present, Mathew Kelly and Charlie Crocker, and gave brief overview.

The third partner is John Traina and he was unable to attend.

Public Hearing Opened

Rob Anglin, Attorney, Dickenson, Peatman & Fogarty, referenced his letter dated March 5, 2008 and advised Council, on behalf of his client, that they are pursuing the opportunity to lease the property for the purpose of operating a restaurant.

Public Hearing Closed

ACTION: A Motion by Councilmember Dutton; seconded by Councilmember Rosa to Adopt Resolution Number 2651-08 Approving a request to extend the Use Permit expiration deadline for a restaurant use located at 6725 Washington Street (formerly PJ Steak) was unanimously approved.

Ayes: Dutton, Rosa, Chilton, Dunbar and Saucerman

Noes: None

Absent: None

Abstain: None

12. IN-COUNCIL MEETING WORKSHOP - TOWNWIDE BEAUTIFICATION

Recommendation: Received Staff Report and Provided Direction to Staff.

Steve Rogers, Town Manager, presented staff report.

Bob Tiernan, Planning Director, presented staff report.

Council Comments

Councilmember Chilton commented on the following:

- Definition of Beautification –
 - Maintenance of Town Property (i.e. weeding, maintaining roses) - Keeping things up to a higher standard than most typical government entities do, but not at the same level done at Villagio and Bouchon which is spectacular.
 - Creating General Design Standards (Parks, Lighting, Crosswalks, Sidewalks, etc.) which would help guide maintenance.
 - General Guidelines for residential areas which are unique throughout Town (i.e. Heritage Estates, Toyon Terrace and Washington Park).
 - Washington Street and major corridors in Town should be addressed separately from general guidelines for residential areas).

Mayor Saucerman commented on the following:

- Maintenance in General (i.e. weed, feed, prune and mow for parks and rights-of-way).
- Consistency of materials (i.e. plant, building, curbing, sidewalk and gutter).
- New street light across from Hurleys – Not sure of its effectiveness, but it is very nice looking fixture and would like to see all of the lights standards replaced throughout Town and standards that would accommodate banners on Washington Street. Washington Street is the Town's commercial core and should be the main objective.
- Historic Old Town – District that quantifies the rural character and charm of Yountville and would like to look at preservation of that area including east side of Washington from Webber to Madison.
- Pathways and Sidewalks - Accessible, safe and consistent.

Councilmember Rosa commented on the following:

- Town standards, street lighting and curbs in commercial corridor.
- Signage – Should meet health and safety standards.
- Sidewalks - Agrees with Mayor and Councilmember Chilton health and safety has to come first with sidewalks.
- Light Fixtures – Likes new light fixture across from Hurleys and supports banners on light poles especially for Town events (i.e. Mustard Festival, Taste of Yountville, Festival of Lights) which would go a long way to advertise the Town.

Councilmember Dutton commented on the following:

- Landscaping - Does not think the Town should try to keep up with the Inns because the Town has a whole different level of expenses involved and encouraged doing what is neat and clean and appropriate.
- Railroad Ties – Seems like there is a consensus to get rid of them and use concrete.
- Light Poles – Have not seen the new light post, but agrees the old style is probably out.
- Establish Park and Recreation Commission – Good start to make recommendations.
- Expenses – Have to set realistic budget.
- Sidewalks on Washington Street - Take sidewalks up to Humboldt which would be the cutoff and people would have to cross over to the other side of the street.

Vice Mayor Dunbar commented on the following:

- Add to Councilmember Dutton's comment. Need to have safe crossing at north end of Van de Leur Park.
- Commended Matt Lamborn, ZDRB Member regarding his letter and diagram and stated they are an example of the talent in Town. Agrees with some of the comments regarding entries into Town (i.e. Crossroads, California and Madison).
- Viewshed and View Corridor – Agrees with Mr. Lamborn regarding using the right type of trees in terms of root structure.
- Curb Side Planting Strips – Realizes it gets into private development, but it immediately has a negative impact when it is just dirt, gravel and weeds.
- Railroad Ties – Agrees with other Councilmember comments.
- Plantings - Try to take advantage of eco-friendly alternatives.
- Public Art Plan – How will we incorporate into streetscapes?
- Historic Old Town - Supports maintaining Old Town, but there needs to be an Old Town standard of quality developed.

Public Comment

Cindy Jeanty commented on the following:

- Glad to see after a year we are speaking about this topic and she is excited for the Town.
- Entrance from 29 / Caltrans - Glad to see improvements, as it is not appealing to the business community.
- Look at Marin as they hired a Feng Shui to do decorating and you do not notice art pieces because they blend in.
- Park and Recreation Committee – Supports group that does not overlap ZDRB and would like it to be something that people could be involved in.
- Embarrassed about Caltrans ramp entrance to Town (California)

Vice Mayor Dunbar commended Public Works staff and the public recognizing how clean the Town is.

Councilmember Chilton commented one of the things people struggle with is an understanding of what to expect in terms of what the Town is responsible for and not responsible for (i.e. parking strips) and suggested putting out a plan of when Town staff performs general maintenance.

Town Manager Rogers commented he is hearing that it would okay to have a downtown commercial core from California and Washington up to Washington and Madison, an Old Town element and guidelines that reflect the neighborhoods recognizing the unique characteristics, so we have consistency, but not the same.

Vice Mayor Dunbar suggested establishing an ad hoc committee to identify the trouble spots and then incorporate into a master plan.

Town Mangers Rogers suggested the following based on discussions:

- Bring back draft policy from a guidance standard to move some projects forward
- Ad Hoc Committee - Create some type of volunteer maintenance committee.
- Volunteer Maintenance Program - Work on joint Townwide beautification and clean-up day comprised of Town staff and residents.

Councilmember Rosa wanted clarification on insurance requirements for volunteers in the right-of-way and also indicated there would need to be a budget line item created for this.

13. TOWN CENTER PROJECT

Consider Adoption of Resolution Number 2652-08 Approving General Conditions for the Town Center Construction Project (CF-04).

Recommendation: Adopted Resolution.

Steve Rogers, Town Manager, presented staff report.

Public Comment

Donna Heine commented on the following:

- Is the Council obligated to accept the lowest bid?
- Project Completion – Has Council thought of penalty or reward for completion and would that be in the contract?
- Is the Community Hall remodel going to occur before the construction of the community center project?
- Soil – Hopes contractor will know about soil conditions in the Town of Yountville.

Amy Valukevich, Town Attorney, responded the Town is required to accept the lowest bid; however, and as part of the competitive bid process what the Town is accepting is the lowest responsive and responsible bidder.

ACTION: A Motion by Vice Mayor Dunbar; Seconded by Councilmember Dutton to Adopt Resolution Number 2652-08 approving the establishment of General Conditions for the Town Center project, (CF-04) Community Center Project – Building and Site Work and direct the Town Manager to modify, finalize and incorporate these General Conditions in the conduct of the bid process for the proposed project as necessary was unanimously approved.

Ayes: Dunbar, Dutton, Rosa, Chilton and Saucerman

Noes: None

Absent: None

Abstain: None

14. TOWN HALL SPACE NEEDS ANALYSIS AND SEISMIC RETROFIT DESIGN

Consider Adoption of Resolution Number 2653-08 Authorizing the Release of a Request for Proposal (RFP) for Consultant Services to provide a Town Hall Space Needs Analysis and Seismic Retrofit Design identified in the Town Capital Improvement Program under Special Project Fund (CF-02).

Recommendation: Adopted Resolution.

Steve Rogers, Town Manager, presented staff report.

Public Comment – None

ACTION: A Motion by Councilmember Rosa; Seconded by Councilmember Chilton to Adopt Resolution Number 2653-08 Authorizing release of RFP for “Town Hall Space Needs Analysis and Seismic Retrofit Design, Town Project No. CF-02 was unanimously approved.

Ayes: Dunbar, Chilton, Dutton, Rosa and Saucerman

Noes: None

Absent: None

Abstain: None

ACTION: Council Consensus to establish ad-hoc committee to assist Town Manager and staff with determining and implementing the evaluation process for review of consultants to award contract to consist of Councilmembers Dutton and Rosa.

15. COUNCIL REPORTS AND COMMENTS

Report of Council Member Meeting Attendance:

- A. Napa County Flood Control & Water Conservation District
(Saucerman/Dunbar)

Mayor Saucerman reported the District did not meet.

B. Napa County Mosquito Abatement District (Rosa)

Councilmember Rosa reported the County is experiencing increased mosquito activity, the District purchased two new vehicles and the District is now required to complete the GASB 45 Report every two years.

C. Upper Valley Waste Management Authority (Dutton)

Councilmember Dutton reported the Authority meeting was cancelled.

D. Other Reports and Comments

Councilmember Dutton commented on the following:

- Attended the recent Allied Council Meeting.
- Requested staff purchase a sufficient number of flags for the 4th of July.

Mayor Saucerman commented on the following:

- She and Town Manager and Community Services Director, met with the Veterans Home to plan the 4th of July celebrations. Mayor Saucerman reported the Napa Valley Symphony will be playing during the celebration up until the fireworks begin.
- Council met in public session on Friday, March 14, 2008 to conduct a Council Priority and Goal Setting Session, a number of community individuals were invited to participate with Council and staff and from all accounts and observations it was successful.
- Community Center Open House to be held at Community Hall, 6516 Yount Street Wednesday, March 19, 2008 from 6:00 p.m. to 8:00 p.m.
- Reminded people of upcoming Town Easter Egg Hunt and Breakfast with the Bunny this Easter weekend along with the Taste of Yountville.

Vice Mayor Dunbar reported the City of Napa Housing Authority met and has started to transfer the assets to the Napa County Housing Authority primarily the Farmworker Centers and remaining budgetary issues.

Councilmember Chilton commented on the following:

- Echoed Councilmember Dutton's comments regarding the flags for the 4th of July celebration.
- Participated in informational session with County Supervisor Brad Wagenknecht regarding issues related to child care rules and licensing of child care facilities and there are some incongruities of the rules in the County. Supervisor Wagenknecht is looking for people to be involved and Councilmember Chilton will forward basic information to the Town Manager and Planning Director for review.

Vice Mayor Dunbar commended staff for putting together the Goal Setting Session and al tapped local talent Carrie Hayes and partner Dan Whitehurst who facilitated the meeting. Vice Mayor Dunbar also recognized the citizens who participated.

Recommendation: Received and Filed.

16. STAFF INFORMATIONAL REPORTS

- A. Report by the Director of the Community Services Department regarding upcoming events.

Kenneth Leary, Community Services Director, gave brief report.

- B. Report and discussion regarding opportunity to acquire two existing palm trees and transplant them to a site selected by the Town.

Bob Tiernan, Planning Director, presented report.

- C. Notice of Intent to Sell submitted for an affordable housing unit located at 6710 Yount Street.

Amy Valukevich, Town Attorney, presented staff report.

- D. Establish Dates for Budget Study Session.

Richard Stranzl, Finance Director, provided optional dates for the Budget Study Sessions for Council discussion.

ACTION: Council consensus to hold the first Budget Study Session on Wednesday May 21, 2008 from 12:00 p.m. to 4:00 p.m.

- E. Community Center Open House to be held at Community Hall, 6516 Yount Street Wednesday, March 19, 2008 from 6:00 p.m. to 8:00 p.m.

17. FUTURE AGENDA ITEMS

- A. Comprehensive Annual Financial Report (CAFR) by Terry Krieg – CPA, Town Auditor
B. East Side Pedestrian Path (ST-13)
C. Burgundy House – Landscape and Lighting

18. ADJOURNMENT

Adjourned to the next Regular Town Council Meeting, Tuesday, April 1, 2008.

ATTEST:

Michelle Price, Town Clerk

Approved by Town Council:

April 15, 2008