

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, AUGUST 08, 2007**

**I. CALL TO ORDER/ROLL CALL**

- Councilmember Bhardwaj called the meeting to order at 7:00PM. Council members in attendance: Fulkerson Ratzlaff. **Mayor Lin and Councilmember Binnie were absent.**
- City Staff in attendance: City Clerk Gabriel Adams; Police Chief Ken Thrailkill; City Attorney Paul Hagen.

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURNMENT TO CLOSED SESSION – No closed session**

**IV. RECONVENE TO OPEN SESSION**

**V. APPROVAL OF AGENDA**

- **Ratzlaff:** Move consent no.1 to regular agenda for discussion.

*Motion (Fulkerson/Ratzlaff) to approve the agenda as amended. **Passed 3-0.***

**VI. APPROVAL OF MINUTES**

**July 11, 2007 cc**

*Motion (Fulkerson/Ratzlaff) to approve the minutes as amended. **Passed 3-0.***

**July 25, 2007 cc2**

*No minutes were submitted.*

**VII. COMMISSIONERS REPORTS**

Binnie - Parks and Recreation, Streets - **Absent**

Bhardwaj – Health & Human Services, Planning

**Health:** Thanked “Team Trinidad” (Bill Harkins & Stacy Helgeson) for representing Trinidad on the track at Relay for Life and announced upcoming Village Keepers programs.

**Planning:** Reported the decisions made at the July Planning Commission hearing. Agenda items included Chevron image refresh, a tree removal on Ocean Avenue, and an addition/remodel on Edwards St. Also announced that residents are welcome to sign up to be on a city light pollution committee formed as a result of concerns raised about lighting issues in Trinidad at the last PC meeting.

Lin – Water, Town Hall - **Absent**

Fulkerson – Public Safety

Deferred to Police Chief’s report.

Ratzlaff – Finance - Nothing to report.

**VIII. STAFF REPORTS**

City Clerk/IWMC – Adams: Announced upcoming vacation schedule, and reported that the Council and Staff will be receiving copies of the final approved budget, as well as the end-of-year financial statement by the end of the month.

City Attorney – Hagen: Met with the Yurok Tribal Council, and Tom Gates regarding the status of the Management Plan. The Tribal Council and TAS have formally approved the Plan and encourage the City of Trinidad and the Coastal Conservancy to do so as well.

Police Chief – Thrailkill – Announced arrests, service calls, and statistics.

## IX. ITEMS FROM THE FLOOR

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

### **Jim Cuthbertson** – Trinidad

There are a number of trees along Scenic Drive that are dangerous, and Public Works should take a look at them. Also, the Wagner Street Trail is overgrown and should be cut back before it's swallowed and no one can pass through it.

### **John Spyropolous** – Trinidad

The City should carefully consider installing a Round About at the entrance of town. The intersection is extremely dangerous.

## X. CONSENT AGENDA

1. Authorize Captivate Web to update City's Website and provide training and access for in house maintenance by City Clerk. (Fulkerson) ***Pulled from consent to regular agenda No. 3 for discussion.***

Councilmember Fulkerson explained that the City's website is out-dated and currently inflexible. The City's original web designer is not onsite and no City staff member has access to the inner workings of the site. It is time to update and transform the system into a user-friendly with real-time editing capacity.

The City Clerk can modify the Calendar of Events, the News Briefs and Downloadable Documents (agendas, minutes, staff reports). The system is very effective for meeting announcements and dissemination of reports. The Clerk currently sends a weekly Newsletter to subscribers both within and outside the City. It is an excellent way to keep interested parties informed. The Clerk cannot change certain fundamental information such as names of councilmembers, addresses, phone and e-mail. Additionally, there are missing links. For example, the Police Department Website is not linked to the City's site. Some current photos show features that no longer exist.

### The proposed workplan:

- City Clerk sets aside 4 to 8 hours of uninterrupted time to review and edit current information.
- The Webmaster will work with City Clerk to upgrade systems and add appropriate links for the City's internal management and will train the City Clerk to update content in the future.
- Webmaster will provide access to source files, fonts used, codes using common standards and all necessary information for maintaining site in-house.
- The City events calendar will be removed and a link to Chamber of Commerce Events will be added.
- Webmaster will provide testing and improvements/adjustments for existing website layout to accommodate new browser versions.

### Public comments included:

**Jim Cuthbertson:** At the last meeting, the Council appointed Fulkerson to review the site and make the changes. The City Clerk has enough responsibilities and the proposal is to add more work to his schedule. The office should be open to the public, and someone should staff it while the clerk is working on this assignment.

### Staff comments:

**City Clerk:** It is important that the Council understands that I'm working at full capacity. Adding more assignments to my workload will require either overtime, or the office to be closed.

### Council comments:

**Fulkerson/Ratzlaff** both offered to help keep office open while the City Clerk works on this assignment.

*Motion (Fulkerson/Ratzlaff) to approve a contract for \$900 with Shea-Ling of Captivate Web to update the City's website and provide training and access for in house maintenance by City Clerk. **Passed 3-0.***

2. Distribute information on North Coast Air Quality Control Board's responsibility for open fire permitting and management to City Staff. (Fulkerson)

Councilmember Fulkerson explained that recently a backyard burn pile came to the attention of City officials. This is clearly a "no burn" fire season. Virtually no permits are being issued at this time. Unless a specific burn

is permitted through NCAQB, open fires are NOT allowed. All fires need to be reported to NCAQB immediately at 444-2233.

*Motion (Fulkerson/Ratzlaff) to approve consent agenda no.2 as proposed. Passed 3-0.*

## **XI. AGENDA ITEMS**

1. Discussion/Decision regarding applying for a PG&E Community Development Grant for the Trinidad Library. (Bhardwaj)

Councilmember Bhardwaj explained that at the May 23, 2007 Council Meeting, the City agreed to support a new Trinidad Library by 1) paying for its ongoing operations, after it is built, and 2) contributing up to \$25,000 for infrastructure costs.

At the July 25, 2007 meeting, the City agreed to partner with the Library Committee by turning in grant applications for funds to build the Library. Only official non-profit organizations and governmental agencies can turn in grant applications; therefore, the Library Committee needs such a partner. We can expect that, from time to time, they will ask us to consider signing onto, and turning in, a completed application.

Former Councilmember Dean Heyenga, who will be chairing the fundraising committee for the Library, has written an application for a PG&E Community Development Grant to provide parking at Saunders Park. The grant would be for up to \$10,000 and does not require a local match. The Saunders Park project will be home to the Trinidad Library, the Trinidad Museum, a Park, and a Native Plant Garden. Grant financing has been obtained to build the road that will service Saunders Park. However, due to a variety of factors including construction delays, the road funds will probably not be sufficient to provide parking. If the PG&E grant is funded, it will pay for parking spaces that will benefit users of all these projects.

Public comments included:

**Terry Marlow:** Will permeable surfaces be considered for the parking spaces?

**Patti Fleschner:** A design has been submitted to Caltrans already. Changes in the proposal should be brought to the Museum Committee for consideration.

*Motion (Fulkerson/Ratzlaff) to approve and submit the Community Development grant application to PG&E, and direct the Mayor send a letter of gratitude to Dean Heyenga thanking him for his effort preparing the grant.*

**Passed 3-0.**

2. Discussion/Decision regarding Resolution 2007-09: Approving and updated fee schedule for the Trinidad Police Department for FY 2007-2008. (Police Chief)

Police Chief Thrailkill explained that the Trinidad Police Department has an established department fee schedule that has been in existence for several years. The fee schedule was last approved on 03/10/2004. A review of the schedule fees has been made and modifications have been added to assist in recovering costs of doing business. The last fee schedule approved by the Trinidad City Council in 2004 is included in the meeting packet along with the proposed one for comparison. The fee schedule will align Trinidad's fees with other cities in Humboldt County. The feature indicating the authority for the related fee has been included in the packet.

Staff comments:

**City Attorney:** Resolutions require a vote of the "majority" of the Council, and in order for it to pass tonight, there must be a consensus among the 3 members.

Council comments:

**Fulkerson:** Questioned dog licensing, DUI, and Special Events fees.

Public comments:

**Jim Cuthbertson:** The proposed fees seem high, especially for people on fixed incomes.

**Terry Marlow:** Does \$1.00/day really cover the cost of vacation patrols?

*Motion (Ratzlaff/Fulkerson) to approve and adopt Resolution 2007-09; updating the fee schedule for the Trinidad Police Department. **Passed 3-0.***

**XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS**

**XIII. ADJOURNMENT**

- Council meeting ended at 8:25pm.

**Submitted by:**

**Approved by:**

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**Gabriel Adams**  
City Clerk

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**Kathy Bhardwaj**  
Councilmember