

TOWN OF SAN ANSELMO

Minutes of the Town Council Meeting of February 12, 2013

Present: Coleman, Greene, Kroot, McInerney

Absent: Lopin

7:00 p.m.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ANNOUNCE ACTION TAKEN, IF ANY, IN CLOSED SESSION

Mayor Coleman announced there was no closed session.

Woody Weingarten presented the Quality of Life Silver Award to Ted Freeman for checking the Library's collection of 49,000 books to ensure each volume was correctly placed and for his many years of public service.

Town Librarian, Linda Kenton thanked San Anselmo Historical Commissioner, Judy Coy, for the time and effort she put into the newly-released book, *San Anselmo*. Judy Coy presented each councilmember with a signed copy of the book and said the book publisher, Arcadia Publishing, will be paying royalties to the San Anselmo Historical Society.

Mayor Coleman presented Judy Coy with a proclamation for her service and dedication to the Town of San Anselmo.

OPEN TIME FOR PUBLIC EXPRESSION

There was no comment from the public during open time.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

McInerney requested an update on the status of video recording the Town Council meetings.

Stutsman stated the project has been stalled for many reasons. The cities/towns feel the server is capital equipment and should be paid out of the PEG fees. CMCM want the cities to pay for the computers. Ross, Larkspur and San Anselmo originally planned to share a server but this would mean that the meetings could not be on the same night. The cost for technicians from the CMCM to run the cameras is approximately \$100 an hour. The three cities are considering hiring college students at a lower hourly rate to run the cameras. Barbara Thornton is working with CMCM to negotiate a more reasonable hourly rate.

Coleman asked if staff has considered using Drake High School students to run the cameras.

Stutsman said that is definitely a possibility which they will look into.

Greene asked what the costs would be to the Town for the servers and software.

Stutsman estimates the cost to San Anselmo would be about \$6,000 for the server and the Granicus software.

McInerney requested an update on the status of the property located on Knoll Road and if the property owner has cleaned up the premises.

Public Works Director, Sean Condry, replied staff has informed the property owner that he must clean up the property by April and if he does not clean up the property by then his permit will expire and additional conditions would be applied to the property at that time. Condry noted the property is for sale.

Kroot asked for an update in regards to the Town acquiring grants funds for a barrier on Sir Francis Drake.

Stutsman said the Town has received a grant from the Safe Routes to School program for approximately \$600,000 and the construction is planned for the summer of 2014.

Kroot asked why the construction is not on the schedule for the 2013 summer.

Condry stated there are a lot of projects scheduled for the summer of 2013. Additionally Condry has concerns regarding the engineering and design of guard rail on Sir Francis Drake and is unsure a guard rail will work. Condry said there will be neighborhood meetings to get the neighbors input and to look at various designs.

Greene asked about various techniques that would include low impact development.

Condry replied staff is researching the various possibilities.

Coleman requested that staff send a letter to Transportation of Marin (TAM) asking them to include San Anselmo in their conversations regarding the Highway 101 Corridor Project. Coleman feels the Ross Valley residents should be included in the conversations and decision making of the process as they use the crossover on a daily basis.

McInerney agrees that San Anselmo should be included in the discussions.

Greene noted he recently asked Diane Steinhauser, Executive Director, TAM, that he or someone from the Ross Valley be included in the discussions, meetings and decision making process.

Coleman announced she and Dave Donery are working on resurrecting the Creekside Barbeque event. Coleman encourages more community outreach programs with events that involve family, friends and neighbors.

1. CONSENT AGENDA: ITEMS ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED SEPARATELY. DISCUSSION MAY TAKE PLACE AT THE END OF

THE AGENDA. OTHERWISE, ALL ITEMS MAY BE APPROVED WITH ONE ACTION.

- (a) Approve minutes of January 22, 2013.
- (b) Acknowledge and file warrant numbers 74462 to 74639 issued during the month of January, 2013, in the amount of \$1,185,463.30, as well as a wire transfer in the amount of \$310,892.
- (c) Approve the Revenue and Expenditure Report for the month ending January 31, 2013.
- (d) Approve Recreation Revenue & Expenditure Report for the period ending January 31, 2013.
- (e) Announce expiration of terms for Library Parcel Tax Oversight Committee, Quality of Life Commission, Tax Equity Board and Ross Valley Paramedic Authority and direct staff to publicize openings.
- (f) Approve downtown event application for the San Anselmo Baseball Association (SABA) opening day parade on Sunday, March 17, 2013, beginning at 8:30 a.m. at the Chapel of the Hills on Red Hill Avenue, proceeding to Memorial Park.
- (g) Approve Resolution No. 4022 designating the Town Manager as the Town official to determine and define the amount of the fund balance that are classified as "Assigned Fund Balance."

There was no comment from the public regarding Consent Agenda.

M/s, Kroot/McInerney, to approve the consent agenda. AYES: Coleman, Greene, Kroot, McInerney. NOES: None. ABSENT: Lopin.

2. APPOINT MEMBERS TO THE BOARD OF REVIEW (1 SEAT) AND MOSQUITO ABATEMENT DISTRICT (1 SEAT).

Town Manager, Debra Stutsman presented the staff report.

There was no comment from the public.

M/s, Kroot/Greene, to appoint Michael Aycock to the Board of Review and to appoint William Holland to the Mosquito Abatement District. AYES: Coleman, Greene, Kroot, McInerney. NOES: None. ABSENT: Lopin.

3. APPROVE RESOLUTION NO. 4023 REVISING RESOLUTION NO. 4010 DEFINING THE FRAMEWORK FOR THE ECONOMIC DEVELOPMENT COMMITTEE, CHANGING THE MAKEUP OF THE COMMITTEE TO SEVEN (7) MEMBERS AND CONSIDER APPOINTING ADDITIONAL MEMBERS.

Town Manager, Debra Stutsman presented the staff report.

There was no comment from the public.

M/s, Greene/Kroot, to approve Resolution No. 4023, revising Resolution No. 4010 defining the framework for the Economic Development Committee, changing the makeup of the Committee to seven (7) members and to appoint Nancy Altman to the committee. AYES: Coleman, Greene, Kroot, McInerney. NOES: None. ABSENT: Lopin.

4. APPROVE APPROPRIATION OF \$500 TO CONTRIBUTE TO THE COSTS INCURRED IN THE SUCCESSFUL MARIN COUNTY GUN BUY BACK PROGRAM HELD ON JANUARY 15, 2013.

Town Manager Debra Stutsman presented the staff report.

There was no comment from the public.

Kroot suggests the Town donate no less than \$1,000 to the program.

McInerney asked if the \$500 donation was a staff recommendation.

Stutsman noted Mayor Coleman suggested the Town show its support for the program and to donate \$500 to the program.

Greene is in favor of the \$500 contribution.

M/s, Greene/McInerney, to approve appropriation of \$500 to contribute to the costs incurred in the successful Marin County Gun Buy Back Program held on January 15, 2013. AYES: Coleman, Greene, Kroot, McInerney. NOES: None. ABSENT: Lopin.

5. APPROVE RESOLUTION NO. 4024 AUTHORIZING STAFF TO RECORD A LIEN ON 437 SCENIC AVENUE TO RECOVER \$153,940.85 ASSOCIATED WITH REPAIR OF A SLIDE THAT OCCURRED ON MARCH 21, 2011.

Building Official, Keith Angerman, presented the staff report.

Kroot asked if the property can be sold after three years.

Deputy Town Attorney, Megan Acevedo, said we have to wait 45 days before the date the lien is placed. We then place the lien and immediately request that the assessor place the lien on the next property tax bill. If the assessor moves forward with a tax assessment on the next tax role the Town would then be entitled to sell the property in three years at a tax sale. Otherwise a 5 year requirement would be in place before the property could be sold. At that time it would be sold at a tax sale and the Town would be a lien holder. The other option is for the Town to initiate litigation to try to force judicial foreclosure of the property in which the Town would still be a lien holder on the property.

Kroot asked if the Town would have input on the selling price of the property.

Acevedo replied that the Town would not have a say in the selling price, the property would be sold as a tax sale.

Kroot requested confirmation that there is no guarantee that the Town will recover the money it has put into the property. Acevedo confirmed there are no guarantees the Town will recover its costs.

McInerney asked other than waiting 3 to 5 years, if judicial foreclosure is an option.

Acevedo stated as soon as we can exercise our rights as a lien holder we can initiate a judicial foreclosure.

McInerney asked if there are any other options that may be an alternate course.

Azevedo replied she is unaware of any other options. The property owner has not paid property taxes in 2 1/2 years and the Town is the largest lien holder at this time.

McInerney asked if the Town decides to wait the three years are there any limitations in regards to the Town encouraging the assessor to sell the property.

Acevedo said the assessor would look at the property value and decide if the lien was a viable lien. We are waiting for the assessor to base the tax on the value of the property with the completed repairs. When the property is sold at a tax sale the Town would recover its lien.

Coleman asked how this will be achieved. Acevedo said thru correspondence and discussions with the assessor.

Greene asked about the 20% markup for accounting fees.

Angerman stated the 20% is the amount the Town has estimated for staff administration costs.

M/s, Kroot/McInerney, to approve Resolution No. 4024 authorizing staff to record a lien on 437 Scenic Avenue to recover \$153,940.85 associated with repair of a slide that occurred on March 21, 2011. AYES: Coleman, Greene, Kroot, McInerney. NOES: None. ABSENT: Lopin.

6. REVIEW AND PROVIDE INPUT ON REPORT FROM THE COMMUNITY SERVICES DIRECTOR REGARDING RECOMMENDED PROCESS FOR A COMMUNITY FACILITIES MASTER PLAN AS OUTLINED IN THE COMMUNITY SURVEY COMPLETED IN THE SPRING OF 2012.

Community Services Director, Dave Donery, presented the report regarding a Community Facility Master Plan.

Greene asked if staff has any funding ideas.

Donery said there are a number of ways for funding. Some of the potential funding can include foundation money, public donations and county funds.

Kroot asked for verification that the meetings will be public noticed.

Donery confirmed the meetings will be publicly noticed. He noted that Councilmember attendance at the meetings is also important.

Donery said staff anticipates the Community Advisory Committee (CAC) will be established by early July. Donery is hopeful to bring Council a contract for the consultants in July and to launch the engagement process, community outreach and community meetings in the early fall when schools are back in session.

Greene requested confirmation that there are budgetary funds available for what is being proposed.

Stutsman replied if Council sees this as one of our initiatives for next year and finds this a priority staff will budget funds for the project. Stutsman noted that the Financial Advisory Committee has been discussing the Town's community facilities as well as its streets and roads.

There was no comment from the public.

McInerney acknowledged community facilities as being one of the top priorities resulting from the spring survey.

Kroot is in favor of a community facilities master plan and wants to move forward with the process.

Greene thinks community facilities planning makes a lot of sense. To have an idea of what our focus is and to be able to look at it in the long term.

Coleman supports the community facilities master plan and also acknowledged the amount of staff time that will go into the project. She would like to have a community outreach to get the community really involved.

7. ADJOURN.

Mayor Coleman adjourned the meeting in memory of Albert "Cappy" Lavin and Phil Green. Lavin was a retired Drake High School English teacher and Phil Green was a retired Twin Cities Police Chief.

Meeting adjourned at 8:35 pm.

Respectfully submitted,

Joanne Kessel