

**MINUTES OF JANUARY 19, 2021
REGULAR MEETING
OF THE
CORTE MADERA TOWN COUNCIL
VIA VIDEOCONFERENCE ONLY**

Meeting video available [here](#) and [here](#)

NOTICE TO PUBLIC:

Due to Coronavirus (COVID-19), the January 19, 2021, Regular Town Council meeting will occur via videoconference only. All Councilmembers will be participating remotely, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and participate in the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend.

Members of the public may view and participate in the meeting remotely through the following link: <https://tinyurl.com/y7aw8ubu>

(No Pre-Registration Needed- Click on Link at Meeting Start Time)

You may call in using: 1 (408) 638-0968 (Zoom webinar ID: 914-5144-0692)

Or iPhone one-tap: +14086380968,,91451440692#

How to submit public comment remotely:

1. Email PublicComment@tcmmail.org prior to 5:00 P.M. on the day of the meeting.
2. Email PublicComment@tcmmail.org during the meeting.
3. Join the meeting using the link above and select the "Raise Hand" icon during the meeting, or press *9 to add yourself to the speaker queue if calling in to the meeting.

Anyone with a disability needing further assistance with public comment should contact the Clerk at least 2 hours before the beginning of the meeting to make alternative arrangements at rvaughn@tcmmail.org or 415-927-5050. Click [here](#) for more information on how to register to watch the meeting and submit public comment remotely. Meeting video available [here](#).

Note regarding order of proceedings:

Mayor Beckman called the Regular Meeting of the Town Council to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on January 19, 2021 at 6:30pm.

Following conclusion of Business Item 6A, the Town Council meeting was recessed at 6:52pm in order to convene the meeting of the Sanitary District No. 2 Board of Directors, for the purpose of considering the District's Presentation and Acceptance of Sanitary District No. 2 Annual Audit Report for Fiscal Year Ending June 30, 2020. Upon completion of that item, the Sanitary District No. 2 Board meeting was recessed and the Town Council meeting was reconvened at 6:58pm to continue with the remainder of the Town Council meeting in progress. Following conclusion of the Corte Madera Town Council meeting, the Sanitary District No. 2 Board Meeting was reconvened at 9:16pm in order to hear the remainder of that agenda.

Councilmembers Present: Mayor Beckman; Vice Mayor Kunhardt; Councilmembers Casissa, Lee and Ravasio

Councilmembers Absent: None

Staff Present: Town Manager Todd Cusimano
Town Clerk/Assistant Town Manager Rebecca Vaughn
Finance Director Daria Carrillo
Planning and Building Director Adam Wolff
Public Works Director R.J. Suokko
Interim Town Attorney Amy Ackerman

1. CALL TO ORDER, ROLL CALL AND SALUTE TO THE FLAG

2. OPEN TIME FOR PUBLIC COMMENT

Council received public comment from 3 individuals:

- Roy Wolford
- Camille Ray
- Steve Hoffmire

Emailed public comment was received from 2 individuals:

- Laura Breisky
- Ryan Gardner

3. PRESENTATIONS - NONE

4. CONSENT CALENDAR

Mayor Beckman asked if there were public comments or requests from the public for removal of items from the Consent Calendar.

No Councilmembers, staff or members of public requested to pull items from the Consent Calendar, and no public comment was received from attendees or via email regarding this item.

Mayor Beckman then called for a vote on the Consent Calendar.

MOTION: It was M/S/C (Ravasio/Kunhardt) to approve Consent Calendar items 4A-4H.
Roll call vote: 5-0 in favor of the motion.

The approved Consent Calendar consisted of the following items:

- 4.A.** Waive Further Reading and Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only
(Standard procedural action – no backup information provided)
- 4.B.** Adopt Resolution No. 01/2021 Approving a Template for Town Park Signage
- 4.C.** Authorize the Public Works Director to Execute and Record Notice of Completion and Authorize the Release of Retention 35 Days Following Action by Town Council to Michael Paul Company, Inc. of Petaluma in the Amount of \$13,348.60 for Skunk Hollow Improvements Project #20-003
- 4.D.** Approval Of Town Social Media Policy Setting Forth Rules For Officers And Employees Use Of Social Media On Behalf Of The Town
- 4.E.** Approval of Annual Statement of Investment Policy
- 4.F.** Approve Accounts Payable Warrants for December, 2020
- 4.G.** Approve Revenue and Expense Report for December, 2020
- 4.H.** Approve Minutes of the December 15, 2020 Regular Town Council Meeting

5. PUBLIC HEARINGS: None

6. BUSINESS ITEMS:

6.A. Presentation and Acceptance of the Town of Corte Madera Annual Independent Audit Report for Fiscal Year Ending June 30, 2020

Finance Director Daria Carrillo introduced the item, and introduced Auditor Ralph Marcello, Marcello & Co. CPA, to provide the presentation. Mr. Marcello presented the audit report and answered questions from the Council. No public comment was received from attendees or via email regarding this item. Hearing no further questions from Council, Mayor Beckman called for a motion.

MOTION: It was M/S/C (Casissa/Kunhardt) to approve Item 6.A., Acceptance of Town of Corte Madera Audit Report for Fiscal Year Ending June 30, 2020
Roll call vote: 5-0 in favor of the motion.

6.B. Consideration and Possible Adoption of Resolution No. 02/2021 Approving Revisions to the Fiscal Year 2020-2021 Budget

Finance Director Daria Carrillo introduced the item, provided a presentation and answered questions from the Council. No public comment was received from attendees or via email regarding this item. Hearing no further questions from Council, Mayor Beckman called for a motion.

MOTION: It was M/S/C (Ravasio/Casissa) to approve Item 6.B., Adoption of Resolution No. 02/2021 Approving Revisions to the Fiscal Year 2020-2021 Budget
Roll call vote: 5-0 in favor of the motion.

6.C. Preliminary Discussion And Possible Direction to Town Manager on How to Best Proceed with Town Hall Facility and Operations. Town Manager will present the three options to Council: (1) Construct and Proceed with Town Hall Project; (2) Purchase Office Building Complex; (3) Lease Office Space/Option to Purchase. Staff will seek direction from Council and present further analysis for Council to consider at a future meeting

Town Manager Cusimano introduced the item and presented the staff report. Manager Cusimano, along with Planning and Building Director Adam Wolff and Public Works Director RJ Suokko, answered questions from the Council.

Mayor Beckman opened public comment. Council received public comment from 4 individuals:

- Steve Hoffmire
- James Andrews
- Peter Hensel
- Pat Ravasio

No emailed public comment was received regarding this item, and Mayor Beckman closed public comment. Council continued with further deliberation and provided direction to staff:

- Council supported Option 1, Construct and Proceed with Town Hall Project, and directed staff to return with further evaluation and possible approval to move forward with the next phase of the Town Hall remodel and addition project.
- Council was supportive of further exploration of Option 2, Purchase Office Building Complex, and requested that staff return to Council with an analysis of the available properties, pros/cons and potential lease revenues
- Council would like to see a matrix comparing and summarizing the side by side costs of Options 1 and 2, including purchase price, remodel costs and cost of temporary office space.
- Council did not support further exploration of Option 3, Lease Office Space/Option to Purchase.

7. TOWN MANAGER AND COUNCIL REPORTS

Town Manager Report:

- Update on Statewide Health Order: There was analysis of the current numbers at the County level that our statistics were starting to trend positively over the coming weeks, and may trend toward lifting of the stay at home order
 - Vaccine: Manager Cusimano reported vaccination efforts are ramping up, everyone acknowledges that it has been slow. Will share update during Tuesday's Community Chat.
 - Mill Valley letter to Governor and County Health Officer requesting allowance for outdoor dining: County Managers are discussing this and most are waiting for the County Health Officer to provide and update regarding the status of the Stay at Home order before bringing it to their Councils. His recommendation was to wait and if necessary bring an item to Council at the first meeting in February or possibly have a special meeting if necessary.
 - Trends: Regarding Social Equity, looking at participating in GARE (Government Alliance on Race and Equity) Training for state and local government officials to educate staff and government leaders on ways to bring social equity into our decision making. There will be a Managers Training set up in the next 60 days to learn how to facilitate the discusses with their individual cities and towns.

Town Council Reports:

Councilmember Casissa: Attended first meeting for Project Homekey Working Group and broke out into four sub-groups: Metrics for Success, Exterior Design, Volunteerism, and Communications. Communications Manager Mike Morarity is posting updates on the Town's website. Also announced that the Lions Club will be holding its annual Crab Feast as a Crab Feast To Go this year

Councilmember Lee: No report.

Councilmember Ravasio: No report

Vice Mayor Kunhardt: The Disaster Preparedness Committee had a kickoff meeting for the year. He stated that he and fellow Council members have received communications from the public regarding questions and concerns about the draft Climate Adaptation Plan, and what the plan is. He explained that it is a consideration of longterm plans, not a construction project, and directed the community to RJ Suokko and the cortemaderaadapts.org website for information about the Plan and the two upcoming Climate Adaptation Plan community workshops on February 3 and 4. He encouraged everyone to attend the workshops.

Mayor Beckman: Reported that he attended a Central Marin Sanitation Agency (CMSA) meeting. In February, the League of California Cities North Bay Division will be having a meeting with Senator McGuire and asked that the Council and staff to let him know if there are any discussion topics they would like him to bring up.

8. DISCUSSION OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING

There were no comments received regarding the draft agenda for the February 2, 2021 regular Town Council meeting.

9. ADJOURNMENT

The meeting was adjourned at 9:16p.m. to the continuation of the Sanitary District No. 2 Regular Board meeting and then the next regular Town Council Meeting on Tuesday, February 2, 2021 via videoconference.