

**MINUTES OF JULY 7, 2020  
REGULAR MEETING  
OF THE  
CORTE MADERA TOWN COUNCIL  
VIA VIDEO CONFERENCE ONLY**

**NOTICE TO PUBLIC:**

Due to Coronavirus (COVID-19), the July 7, 2020, 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](mailto:PublicComment@tcmmail.org) prior to 5:00 P.M. on the day of the meeting.
2. Email [PublicComment@tcmmail.org](mailto: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](mailto: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.

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Mayor Beckman called the Regular Town Council Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on July 7, 2020 at 6:31 p.m.

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

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

Councilmember Absent: None

Staff Present: Town Manager Todd Cusimano  
Town Clerk/Assistant Town Manager Rebecca Vaughn  
Town Attorney Teresa Stricker  
Director of Planning and Building Adam Wolff  
Public Works Director R.J. Suokko  
Parks and Recreation Director Ashley Howe  
Interim Fire Chief Ruben Martin  
Chris Good, Senior Civil Engineer

**2. OPEN TIME FOR PUBLIC COMMENT**

JAMES JORDAN requested easier access to a listing of Town staff emails on the Town's website and voiced concerns about dogs off leash in Town Park.

ROY WOLFORD spoke about liquid amber trees and his request to add this species to the undesirable species list.

LUCINDA SMITH thanked staff for holding the weekly on-line Mayor and Town Manager chats with the community.

**3. PRESENTATIONS**

- 3.A. Proclamation in Support of Parks Make Life Better Month – July, 2020  
Presentation by Ashley Howe, Parks and Recreation Director

Ashley Howe, Parks and Recreation Director, spoke about the California Parks and Recreation Society and introduced and read a portion of the Proclamation for Parks Make Life Better Month, and Mayor Beckman completed the reading of the Proclamation.

There was no public comment on this item.

#### 4. CONSENT CALENDAR

Mayor Beckman asked if there were public comments or requests from the public for removal of items from the Consent Calendar, and there were none.

Items 4.C and 4.F were requested for removal.

- 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. Second Reading and Possible Adoption of Ordinance No. 997 Amending the Town of Corte Madera Municipal Code, adding Chapter 15.90 to provide an Expedited Permit Process for Electric Vehicle Charging Stations  
Recommendation: Adopt Ordinance No. 997
- 4.D. Authorize the Town Manager to Enter into the Shared Services Agreement with Both the City of Mill Valley and Town of San Anselmo; and Authorize the Director of Public Works to Approve the Plans and Contract Documents and Advertise for Bids; for the 2020 Preventative Maintenance Project #20-004  
Recommendation: Approve item as requested
- 4.E. Authorize the Director of Public Works to Award a Construction Contract for the Skunk Hollow Park Improvement Project (Project No. 20-003), to the Lowest Responsible Bidder, Michael Paul Co., Inc., for the Base Bid Amount of \$255,530, and Authorize a 10% Contract Contingency  
Recommendation: Approve item as requested
- 4.G. Ratification Of Subcommittee Recommendations Regarding the Following Commission Appointments Commencing July 1, 2020 and Expiring June 30, 2022: Waive Interview Process and (1) Re-Appoint Nathan Blomgren, Ramon Garcia and Stephanie Bennett to the Flood Control Board; and (2) Re-Appoint Karen Gerbosi, Jean Greenbaum and Karl Spurzem to the Sales Tax Citizens' Oversight Committee  
Recommendation: Approve item as requested
- 4.H. Approval of Minutes of the June 9, 2020 Special Town Council Meeting  
Recommendation: Approve item as requested
- 4.I. Approval of Minutes of the June 16, 2020 Regular Town Council Meeting  
Recommendation: Approve item as requested

MOTION: It was M/S/C (Ravasio/Kunhardt) to approve Town Consent Calendar Items A, B, D, E, G, H and I. Roll call vote: 5-0.

#### Items Removed from the Consent Calendar:

- 4.C. Second Reading and Possible Adoption of Ordinance No. 998 to Amend Portions of Chapter 15.50 (Trees), Including Sections 15.50.020 (Definitions), 15.50.040 (Application for Permit), and 15.50.050 (Exemptions to Permit Requirements) of the Corte Madera Municipal Code to 1) Add a Definition of "Fire-Prone Trees" and 2) Add a Procedure for Removal of Fire-Prone Trees on Private Property and Public Property that Exempts Such Trees From Obtaining a Tree Permit When Deemed a Fire Hazard  
Recommendation: Adopt Ordinance No. 998

Councilmember Ravasio discussed the item.

Public comments were received from Lucinda Smith and Roy Wolford.

MOTION: It was M/S/C (Ravasio/Kunhardt) to approve Town Consent Calendar Item C. Roll call vote: 5-0.

- 4.F. Approval of Request to Cancel the July 21, 2020 Regular Town Council Meeting  
Recommendation: Approve item as requested

Town Manager Cusimano removed the item and discussion ensued. There were no public comments.

MOTION: It was M/S/C (Casissa/Lee) to approve Town Consent Calendar Items F. Roll call vote: 5-0.

**5. PUBLIC HEARINGS: None**

**6. BUSINESS ITEMS**

- 6.A. Consider and Possible Action to Approve Proposal to Hire Student Interns and Adopt Resolution No. 25/2020 Creating a New Position Classification Titled Student Intern and Establishing the Salary Range of \$18-\$25 Per Hour for Student Intern  
*(This item was introduced at the June 16, 2020 Town Council meeting and is a two-meeting item per Council policy)*  
Recommendation: Adopt Resolution No. 25/2020

Town Manager Cusimano and Public Works Director Suokko presented the staff report and answered questions from the Council.

There were no public comments.

MOTION: It was M/S/C (Ravasio/Kunhardt) to adopt Resolution No. 25/2020. Roll call vote: 5-0.

- 6.B. Consideration and Possible Action to Adopt Resolution No. 26/2020 Amending Compensation Schedule for Part Time Hourly Employees Effective July 6, 2020 to Include New Position Titled Student Intern  
Recommendation: Adopt Resolution No. 26/2020

Town Manager Cusimano presented the staff report. There were no questions from the Town Council and no public comments.

MOTION: It was M/S/C (Ravasio/Kunhardt) to adopt Resolution No. 26/2020. Roll call vote: 5-0.

- 6.C. Consideration and Possible Action to Transition from Detailed or Summary Minutes to Action Minutes for Council, Board, Commission and Committee Meetings  
Recommendation: Approve item as requested

Town Clerk/Assistant Town Manager Vaughn and Town Manager Cusimano presented the staff report and answered questions from Council.

Public comments were received from Roy Wolford and James Andrews.

MOTION: It was M/S/C (Ravasio/Kunhardt) to approve the transition from detailed or summary minutes to action minutes for Council, Board, Commission and Committee Meetings. Roll call vote: 5-0.

- 6D. Consideration and Possible Action to Adopt Resolution No. 27/2020 Approving the Revised Budget for Fiscal Year 2020-21  
Recommendation: Adopt Resolution No. 27/2020

Finance Director Carrillo presented the staff report and Town staff and Town Resilience Coordinator Orth answered questions from Town Council.

There were no public comments.

MOTION: It was M/S/C (Ravasio/Casissa) to adopt Resolution No. 27/2020 approving the revised Budget for fiscal year 2020-21. Roll call vote: 5-0.

- 6.E. Consideration And Possible Action To Approve Resolution No. 28/2020, Extending The Lapse Date for Certain Types of Entitlements by 120 Days Due to Delays and Impacts Caused by the COVID-19 Pandemic and Compliance with State and County of Marin Public Health Orders  
Recommendation: Adopt Resolution No. 28/2020

Recusal: Councilmember Lee announced that he has an outstanding building permit with the Town and recused himself from deliberation on the item.

Planning Director Adam Wolff presented the staff report and answered questions from Council.

Public comments were received from Margaret Bandel and Joel Hernandez.

MOTION: It was M/S/C (Kunhardt/Beckman) to adopt Resolution No. 28/2020 extending the lapse date for certain types of entitlements by 120 days due to delays and impacts caused by the COVID-19 Pandemic and compliance with State and County of Marin Public Health Orders. The motion failed by roll call vote: 2-2-1 (Ravasio, Casissa no; Lee recused).

- 6.F. Consideration and Possible Action to Approve Plans and Specifications and Authorize Public Works Director to Advertise for Redwood Highway Pathway and Landscaping Improvement Project, Project No. 16-001  
Recommendation: Approve item as requested

Public Works Director Suokko presented the staff report.

Public Works Director Suokko, Senior Civil Engineer Chris Good and Landscape Architect/Consultant Russel Prange answered questions from the Town Council.

Public comments were received from Peter Chase and Pat Ravasio.

MOTION: It was M/S/C (Casissa/Ravasio) to approve plans and specifications and authorize Public Works Director to advertise for Redwood Highway Pathway and Landscaping Improvement Project, Project No. 16-001. Roll call vote: 5-0.

## **7. COUNCIL REPORTS**

### Town Manager Report:

- Weekly updates continue regarding the County Health Order.
- July 10<sup>th</sup> is the deadline to submit grant funding through the CARES Act. The Town has submitted an application and allotted \$24,000 in grant funding.
- Staff submitted a \$20,000 grant through Transportation Authority of Marin (TAM) and will use those funds for tables and chairs to support restaurants and businesses on parklets.
- The Lark Theater contacted staff and Macerich and are working to hold drive-in movies.

### Town Council Reports

#### Councilmember Lee:

- Attended the TAM meeting and spoke about grant funding, discussing budget and impacts of telecommuting,
- Attended Safe Routes to School meeting and visited the Town Park with Mr. Suokko regarding the restroom.

#### Vice Mayor Kunhardt:

- Attended the Disaster Preparedness Committee and Interim Fire Chief Martin reviewed fire preparation.

#### Mayor Beckman:

- Attended Climate Adaptation Workshop on June 18<sup>th</sup> and polling was conducted.
- Attended a Police Council special meeting on June 22<sup>nd</sup>.

## **8. DISCUSSION OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING**

No discussion or agenda due to cancellation of the July 21, 2020 Council meeting.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:21 p.m. to the meeting of the Sanitary District No. 2 Board of Directors meeting and thereafter to the next regular Town Council Meeting on August 4, 2020 via videoconference.