

**MINUTES OF SEPTEMBER 15, 2020
REGULAR MEETING
OF THE
CORTE MADERA TOWN COUNCIL
VIA VIDEOCONFERENCE ONLY**

Meeting video available [here](#).

NOTICE TO PUBLIC:

Due to Coronavirus (COVID-19), the September 15, 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 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](#).

Mayor Beckman called the Regular Town Council Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on September 15, 2020 at 6:00 p.m.

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

6:00 p.m. CLOSED SESSION:

1. Public Comment Regarding Closed Session Item – Mayor Beckman confirmed that there were no emails or public speakers and the Council recessed to Closed Session at 6:05pm.
2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Closed Session Pursuant to Cal. Gov't Code Section 54956.8
Property: 240 Tamal Vista Boulevard, Corte Madera, CA
Agency Negotiator: Todd Cusimano, Town Manager
Negotiating Party: JP Hunt Investments, LLC
Under Negotiation: Price and Terms of Payment

The Council Reconvened in Open Session at 6:35pm.

6:30pm REGULAR MEETING:

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

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
Town Attorney Teresa Stricker
Director of Planning and Building Adam Wolff
Parks and Recreation Director Ashley Howe
Public Works Director R.J. Suokko

- 1.A. Report Out of Closed Session: Mayor Beckman reported that the Council met in Closed Session and there was no reportable action

2. OPEN TIME FOR PUBLIC COMMENT

The Council received public comment from 1 individual:

- Roy Wolford

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.

Planning and Building Director Adam Wolff requested Item 4B be removed from the Consent Calendar, and Town Manager Cusimano requested that Item 4E be removed from the Consent Calendar.

4B. Planning and Building Director Wolff stated that the item was pulled to acknowledge public comment that was received and to provide a response. He read the public comment received via email from Peggy Burnett into the record and responded to the question.

Mayor Beckman stated that this item would be returned to the consent calendar since it was pulled to provide clarification. He then opened public comment on item 4E, and no public comment was received.

4E. Town Manager Cusimano pulled the item in order to request a strike out on the addendum that accompanies each of the lease agreements. The portion requested to be stricken reads "dated August 27, 2020 for reference" and is found on page one, paragraph one, line three of each of the addendums.

Mayor Beckman called for a motion on Item 4E with the aforementioned strikeouts.

MOTION: It was M/S/C (Ravasio/Kunhardt) to approve Item 4E, Adopt Resolution No. 33/2020 Authorizing Execution of Leases With the Central Marin Fire Authority for Use of Town-Owned Fire Stations, Fire Station 13, Located at 5600 Paradise Drive and Fire Station 14, Located at 342 Tamalpais Drive.

Roll call vote: 5-0 in favor of the motion.

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

MOTION: It was M/S/C (Ravasio/Casissa) to approve Consent Calendar items 4A-4G, excluding 4E.

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. Second Reading and Possible Adoption Of Ordinance No. 999 Amending Title 18 Of The Corte Madera Municipal Code To Establish a New Approval Process for Town Projects Currently Subject to That Title
- 4.C. Adoption of Resolution No. 32/2020 Approving Amendments to the Town of Corte Madera Conflict of Interest Code
- 4.D. Accept Termination of Twin Cities Childcare Center Lease Agreement Between City of Larkspur, Larkspur-Corte Madera School District and Town of Corte Madera and Authorize Town Manager to Sign Agreement
- 4.F. Approve Warrants and Payroll for August, 2020
- 4.G. Approval of Minutes of the September 1, 2020 Regular Town Council Meeting

5. PUBLIC HEARINGS:

5.A. Consideration and Possible Introduction of Ordinance No. 1000, An Ordinance Of The Town Council Of The Town Of Corte Madera Amending Section 8.04.020 Of Ordinance No. 984 To Define Leash Length As Not Exceeding Six Feet In Length And Amending Section 8.04.030 to Designate Violation Of Section 8.04.020 As An Infraction

Parks and Recreation Director Ashley Howe and Town Manager Cusimano presented the staff report, summarized direction previously received from Town Council in preparation of the proposed draft agenda, and answered questions from Council.

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

- Lucinda Smith
- Jim Jordan
- Courtney Juron
- Joel DeVilbiss

Seeing no further public comment, Mayor Beckman closed the public hearing.

Council deliberated and asked additional questions of staff. Council requested inclusion in the Ordinance of a provision precluding on dogs entering the waterway on the east side of park, known as Low Canal and expressed interest in further action at a later date, to restrict dogs in Town Park to pathways only, if the Ordinance once adopted and enacted does not achieve the desired result.

Following Council discussion, Mayor Beckman directed staff and Town Attorney to work on an amendment to the Ordinance, with Public Hearing item 5A being tabled until later in the meeting to provide staff and Town Attorney with time to draft the amendment and return to Council later in the meeting to continue discussion and consider introduction of the Ordinance as amended.

Note: Public Hearing item 5A was tabled to a time to be determined later in the meeting to allow time for an amended ordinance to be drafted for discussion and consideration.

Council returned to the item following conclusion of Business Item 6C and is noted accordingly in the minutes, between Business Items 6C and 6D.

6. BUSINESS ITEMS: None

6.A. Consideration And Possible Action To Approve Resolution No. 28/2020, Extending The Lapse Date for Certain Types of Entitlements by 180 Days Due to Delays and Impacts Caused by the COVID-19 Pandemic and Compliance with State and County of Marin Public Health Orders

Councilmember Lee recused himself from the proceedings on this item, which was a personal decision based on an entitlement that he already has.

Town Manager Cusimano summarized why he brought the item back before Council. Planning Director Adam Wolff presented the staff report, provided a presentation and answered questions from the Council.

Mayor Beckman opened public comment.

Council received public comment from 4 individuals:

- Ed Yates
- Joel Hernandez
- Stacy UyBico (ceded her time to Mr. Yates)
- Margaret Bandel

Town Clerk/Assistant Town Manager Vaughn read one letter of public comment that was emailed to publiccomment@tcmmail.org from the following individual:

- Phyllis Metcalfe

Seeing no further public comment, Mayor Beckman closed public comment.

Council deliberated and asked additional questions of staff.

MOTION: It was M/S/C (Kunhardt/Casissa) to Approve Resolution No. 28/2020, Extending The Lapse Date for Certain Types of Entitlements by 180 Days Due to Delays and Impacts Caused by the COVID-19 Pandemic and Compliance with State and County of Marin Public Health Orders
Roll call vote: 4-0-1 in favor of the motion (Lee recused).

6.B. Update on Town Communications Plan. Council Will Be Asked To Discuss And Consider (1) Approval of Strategic Communications Plan and Town of Corte Madera Mission Statement; and (2) Direction to Staff Regarding Roles and Responsibilities of the Communications Manager

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

Mayor Beckman opened public comment. Council received public comment from 1 individual:

- Roy Wolford

Seeing no further public comment, Mayor Beckman closed public comment.

Council asked additional questions of staff and provided direction to staff as requested regarding the Strategic Communications Plan, and mission statement and creation of a Communications Manager position.

6.C. Consideration and Possible Action to Authorize the Director of Public Works to Execute an On-Call Professional Services Contract with San Francisco Estuary Institute (SFEI) for a Not to Exceed Amount of \$175,000 for Scientific Analysis and Adaptation Planning

Public Works Director R.J. Suokko presented the staff report and answered questions from the Council.

Mayor Beckman opened the public comment period. No public comment was received and Mayor Beckman closed public comment.

Council deliberated and asked additional questions of staff.

MOTION: It was M/S/C (Kunhardt/Casissa) to Authorize the Director of Public Works to Execute an On-Call Professional Services Contract with San Francisco Estuary Institute (SFEI) for a Not to Exceed Amount of \$175,000 for Scientific Analysis and Adaptation Planning
Roll call vote: 5-0 in favor of the motion.

Continuation of Discussion and Possible Action Regarding Public Hearing Item 5A:

Note: Public Hearing item 5A was tabled to a time to be determined later in the meeting to allow time for an amended ordinance to be drafted for discussion and consideration.

Council returned to the item following conclusion of Business Item 6C and as such, is being noted accordingly in the minutes, between Business Items 6C and 6D.

5.A. Consideration and Possible Introduction of Ordinance No. 1000, An Ordinance Of The Town Council Of The Town Of Corte Madera Amending Section 8.04.020 Of Ordinance No. 984 To Define Leash Length As Not Exceeding Six Feet In Length And Amending Section 8.04.030 to Designate Violation Of Section 8.04.020 As An Infraction

Town Attorney Teresa Stricker presented the amended Ordinance, which was amended as follows.

- The title of the Ordinance was amended to read: An Ordinance of the Town Council of the Town of Corte Madera Amending Section 8.04.020 ~~Of Ordinance No. 984~~ To Define Leash Length as Not Exceeding Six Feet in Length, ~~Adding Section 8.04.022 To Prohibit Animals In The Waterway On The East Side of Town Park~~, And Amending Section 8.04.030 To Designate Violations Of Section 8.04.020 ~~And Section 8.04.022~~ As An Infraction
- An additional Whereas clause was added: Whereas, on September 15, 2020, the Town Council discussed the desire to keep dogs out of the waterway on the east side of Town Park

- To add Section 8.04.022, Prohibiting Animals in Drainage Canal Easement 'A'. It is unlawful for a person having ownership, custody or control of any animal to permit the animal to be in the waterway on the eastside of Town Park, also known as the Low Canal.
- Section 8.04.030, Penalty for, was updated to include violation of new Section 8.04.022 as an infraction, consistent with the other provisions of the ordinance.

Mayor Beckman confirmed that the amendments as shown reflected Council's discussion earlier in the meeting and entertained a motion.

MOTION: It was M/S/C (Ravasio/Kunhardt) to Introduce Ordinance No. 1000 as Amended, An Ordinance Of The Town Council Of The Town Of Corte Madera Amending Section 8.04.020 To Define Leash Length as Not Exceeding Six Feet in Length, Adding Section 8.04.022 To Prohibit Animals In The Waterway On The East Side of Town Park, And Amending Section 8.04.030 To Designate Violations Of Section 8.04.020 And Section 8.04.022 As An Infraction
Roll call vote: 5-0 in favor of the motion.

6.D. Approve Fiscal Year 2019-2020 Unaudited Actuals General Fund Revenue and Expenditure Report

Town Manager Cusimano presented the staff report, provided a presentation and answered questions from the Council.

Mayor Beckman opened public comment. There were no public comments received on this item and Mayor Beckman closed public comment. Council had no further deliberation.

MOTION: It was M/S/C (Ravasio/Kunhardt) to approve Fiscal Year 2019-2020 Unaudited Actuals General Fund Revenue and Expenditure Report
Roll call vote: 5-0 in favor of the motion.

7. TOWN MANAGER AND COUNCIL REPORTS

Town Manager Report:

- No report

Town Council Reports:

Councilmember Casissa: Attended MCCMC Economic Recovery Committee meeting, thanked Public Works Director Suokko for how smoothly the many improvement projects around Town (Tamal Vista, Redwood Highway, Harbor/Echo and Skunk Hollow Park) are proceeding.

Councilmember Lee: Attended meeting about North-South Greenway, which has seen good progress and working with County to make it consistent through the communities and make it an amenity for the whole county.

Councilmember Ravasio: Participated in another Marin Wildfire JPA meeting and will have another one later in the week, working to hire an Executive Director and may be able to announce a hire soon. Also participated in the Central Marin Fire Authority Fire Council meeting.

Vice Mayor Kunhardt: Attended meeting of the Central Marin Disaster Preparedness Committee, and Chief Martin and Todd Lando have made great contributions. Around 1200 properties have been inspected and feedback has been issued to homeowners who may need additional work on clearing brush and hardening their homes. Work is also being done on steps, lanes and paths, particularly for evacuation routes. Public Works staff are helping with maintenance on some of the key pathways on Christmas Tree Hill.

Mayor Beckman: Attended Fire Council meeting and participated on a check-in phone call with Senator Mike McGuire and regarding the next round of relief funding for cities in California, we are waiting on Congress and will be checking in with Congressman Huffman to see if there is any progress. Attended League of California Cities North Bay Division Executive Committee and attended Central Marin Sanitation Agency Board meeting. He announced that he has secured representation for Corte Madera on the CMSA Finance Subcommittee and announced that the Chair of the Board will now rotate among member agencies of the JPA, where he currently serves as Vice Chair and is in line to be Chair next year.

8. DISCUSSION OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING

There were no comments on the draft agenda.

9. ADJOURNMENT

The meeting was adjourned at 9:20 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 October 6, 2020 via videoconference.