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**CITY OF BIG BEAR LAKE CITY COUNCIL  
MINUTES FOR A REGULAR MEETING  
JUNE 26, 2017**

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A Regular Meeting of the City Council of the City of Big Bear Lake was called to order by Mayor Bill Jahn at 6:30 p.m., on Monday, June 26, 2017, at the Civic Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

**OPEN SESSION**

Invocation from Pastor Michael White of Big Bear Baptist Church.

Flag Salute: Led by Councilmember Herrick

Councilmembers Present: Mayor Bill Jahn  
Mayor Pro Tem Rick Herrick  
Councilmember David Caretto  
Councilmember Randall Putz

Councilmembers Absent: Councilmember Bob Jackowski

Others Present: Jeff Mathieu, City Manager  
Kathleen Smith, COO/Acting City Clerk  
Sarah Siep, Deputy City Clerk

**ANNOUNCEMENTS & UPCOMING EVENTS**

City Offices will be closed Tuesday, July 4, 2017 in observance of the 4<sup>th</sup> of July Holiday. City Offices will re-open Wednesday, July 5 at 8:00 a.m.

**Event Calendar for the Performing Arts Center** – (For tickets please contact the box office at (909) 866-4970 or visit [citybigbearlake.com](http://citybigbearlake.com) unless noted otherwise)

- The Community Arts Theater Society (CATS) presents You're A Good Man Charlie Brown, June 30, July 1, 3, 5 and 7-8 at 7:30 p.m. matinee showings July 2 and 9 at 1:30 p.m.

**PRESENTATIONS**

Updates from Big Bear Fire Chief Jeff Willis, Bear Valley Electric Service Director Paul Marconi, Department of Water and Power General Manager Reggie Lamson, Big Bear Sheriff Station Captain Brad Toms, and National Forest Service Acting District Ranger Scott Eliason regarding the Holcomb Fire.

Welcome and introduction of newly appointed Big Bear Lake Visitor's Bureau/Tourism Business Improvement District CEO Darien Schaefer and his wife Karen.

**PUBLIC COMMUNICATIONS:**

1. Gloria Meade, Big Bear City: Addressed Council regarding deferring the proposed 2018 Rose Parade float representing Big Bear to the 2019 Rose Parade.

**1. CONSENT CALENDAR**

Motion by Councilmember Caretto, seconded by Councilmember Herrick, to approve the Consent Calendar as follows:

**City Council**

**1.1 APPROVAL OF DEMANDS – CHECK ISSUE DATE 06/02/17 THROUGH 06/16/17 IN THE AMOUNT OF \$384,612.25**

Approved.

**1.2 APPROVAL OF MEETING MINUTES FROM THE JUNE 12, 2017 REGULAR MEETING OF CITY COUNCIL**

Approved.

**1.3 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE DESIGNATION OF VOTING DELEGATE**

Council consideration of appointing Mayor Jahn as the Voting Delegate and Mayor Pro Tem Herrick or Councilmember Putz as the Alternate for the adopting a League of California Cities Annual Conference; and assigning all discretion to the voting delegate in regard to taking action on Resolutions at the Annual Business Meeting.

Approved.

**1.4 APPOINTMENTS TO THE PLANNING COMMISSION**

Council consideration of affirming the re-appointment of Commissioners Craig Smith, Paul Senft and Tim Breunig to respective four-year terms on the Planning Commission; each term ending on June 30, 2021.

Approved.

**1.5 APPOINTMENTS TO THE DEPARTMENT OF WATER & POWER (DWP) BOARD OF COMMISSIONERS**

Council consideration affirming the re-appointment of Craig Hjorth and Don Smith to respective four-year terms on the DWP Board of Commissioners both terms ending on June 30, 2021.

Approved.

**1.6 AWARD OF CONTRACT – FILM SERVICES**

Council consideration of awarding a Professional Services Agreement to Inland Empire Film Services for a period of two-years in an amount not to exceed \$14,000 per fiscal year, to be paid in two (2) installments due on July 1<sup>st</sup> and January 1<sup>st</sup> of each fiscal year; and authorizing the City Manager, and/or his designee, to execute the contract documents.

Approved.

**1.7 INCORPORATION OF THE FISCAL YEAR 2017-2018 DEPARTMENT OF WATER & POWER (DWP) APPROVED BUDGET INTO THE FISCAL YEAR 2017-2018 CITY OF BIG BEAR LAKE BUDGET**

Council consideration of adopting a Resolution incorporating the Department of Water & Power (DWP) approved budget for Fiscal Year 2017-18 into the City Budget.

Approved and adopted the following Resolution entitled:

RESOLUTION NO. 2017-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, INCORPORATING THE CITY OF BIG BEAR LAKE, DEPARTMENT OF WATER AND POWER APPROVED BUDGET FOR FISCAL YEAR 2017-18 INTO THE CITY BUDGET

**1.8 AWARD OF CONTRACT – COPIER SERVICES**

Council consideration of authorizing the City Manager, and/or his designee, to enter into a copier lease and service agreement with Top Notch Networking (TNN), which will result in newer technology, more efficient equipment and a cost savings to the City.

Approved.

**1.9 AWARD OF CONTRACT – PHASE I CIVIC CENTER SIDEWALK ADA IMPROVEMENT PROJECT**

Council consideration of separating the Civic Center ADA Sidewalk Improvement Project (Project) into two separate project phases to be awarded as two separate contracts; authorizing the transfer of \$75,000 from the Bartlett Event Center budget to complete the required funding for Phase I of the Project; authorizing the use of \$25,130 from General Fund unassigned fund balance; rejecting the bid protest received from Trinity Construction and awarding a construction contract to Porter's Firewood for Phase I of the Project in an amount of \$412,974; and authorizing the City Manager, and/or his designee, to execute the contract documents.

Approved.

**1.10 AWARD OF CONTRACT – MANHOLE REPLACEMENT PROJECT**

Council consideration of modifying their May 8, 2017 motion and authorizing an award of contract to Romans Construction not to exceed \$157,501 for the Manhole Replacement Project, and authorizing the City Manager, and/or his designee, to execute contract documents.

Approved.

**1.11 AWARD OF CONTRACT – PHASE II ALPINE PEDAL PATH REHABILITATION PROJECT**

Council consideration of authorizing the City Manager, and/or his designee, to award a construction contract to Bear Valley Paving for Phase II of the Alpine Pedal Path Rehabilitation Project in an amount not to exceed \$400,000 and execute the contract documents.

Approved.

**1.12 AUTHORIZATION TO ADVERTISE & AWARD CONTRACTS – PUBLIC STREET PAVING**

Council consideration of finding the 2017-2018 Street Rehabilitation Projects (Projects) to be categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 (c) of the CEQA Guidelines and authorizing staff to file a Notice of Exemption; authorizing staff to advertise and solicit bids from qualified contractors to perform contracted services for the Projects and award a construction contract to the lowest responsive bidder; authorizing the City Manager, and/or his designee, to execute all contract documents, agreements and purchase orders to complete the projects; and authorizing staff to contract for administration and inspection support services.

Approved.

**1.13 RESOLUTION TO RATIFY THE FIRE CODE**

Council consideration of adopting a Resolution ratifying Ordinance No. BBFA2017-001, adopting with certain amendments, additions, deletions and exceptions the 2016 California Fire Code and the 2016 California Residential Code, as adopted by the Big Bear Fire Authority.

Approved and adopted the following Resolution entitled:

RESOLUTION NO. 2017-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, RATIFYING ORDINANCE NO. BBFA2017-001 ADOPTING THE 2016 EDITION OF THE CALIFORNIA FIRE CODE AND THE 2016 CALIFORNIA RESIDENTIAL CODE ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS AS ADOPTED BY THE BIG BEAR FIRE AUTHORITY

The balance of the Consent Calendar was approved by the following vote, with Mayor Pro Tem Herrick abstaining from Items 1.2 and 1.5 due to his absences at the June 12, 2017 Meeting and the June 12, 2017 DWP Board of Commissioners Interviews.

AYES: Herrick, Caretto, Putz, Jahn  
NOES: None  
ABSTAIN: None  
ABSENT: Jackowski

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**2. PUBLIC HEARINGS**

*Any person may appear and be heard in support or opposition to the proposal at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice, or in written correspondence delivered to the City at or before the public meeting.*

**2.1 DEPARTMENT OF WATER & POWER (DWP) FISCAL YEAR 2017-2018 WATER STANDBY CHARGES**

Council consideration, discussion and possible action regarding conducting a public hearing to introduce and waive first reading of an Ordinance adopting a written report regarding water standby charges for Fiscal Year 2017-2018 and directing that the charges be collected on the tax roll.

Reggie Lamson, DWP General Manager, gave a presentation regarding the water standby charges for Fiscal Year 2017-18.

Mayor Jahn inquired if it is necessary that DWP bring this Item before Council every year if there are no changes to the Ordinance.

City Manager responded.

At the hour of 7:15 p.m. Mayor Jahn opened the public hearing, seeing no public comment, he closed the public hearing at 7:16 p.m.

Motion by Councilmember Caretto, seconded by Councilmember Putz, to introduce and waive first reading the following Ordinance entitled:

ORDINANCE NO. 2017-XXX

AN ORDINANCE OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING A WRITTEN REPORT REGARDING WATER STANDBY CHARGES FOR FISCAL YEAR 2017-2018 AND DIRECTING THAT SUCH CHARGES BE COLLECTED ON THE TAX ROLL

Said motion was approved by the following vote:

AYES: Putz, Caretto, Herrick, Jahn  
NOES: None  
ABSTAIN: None  
ABSENT: Jackowski

**2.2 VILLAGE MAINTENANCE DISTRICT 1-92 LEVY OF ASSESSMENTS**

Council consideration, discussion and possible action regarding conducting a public hearing to hear any and all comments regarding the levying and collecting of assessments for Village Maintenance District 1-92 for Fiscal Year 2017-18; adopting a Resolution confirming assessments for Landscaping Maintenance Assessment District No. 1-92, and ordering the levy and collection of assessments for Fiscal Year 2017-18.

Kathleen Smith, Chief Operations Officer, gave a presentation regarding the levying and collecting of assessments for Village Maintenance District 1-92 for Fiscal Year 2017-18.

Councilmember Herrick inquired about the fiscal impact.

Staff responded.

At the hour of 7:18 p.m. Mayor Jahn opened the public hearing, seeing no public comment, he closed the public hearing.

Motion by Councilmember Herrick, seconded by Councilmember Putz, to adopt the following Resolution entitled:

RESOLUTION NO. 2017-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ORDERING THE APPROVAL OF THE ENGINEER'S REPORT REGARDING THE LEVY OF ANNUAL ASSESSMENTS WITHIN THE VILLAGE MAINTENANCE ASSESSMENT DISTRICT NO. 1-92 FOR FISCAL YEAR 2017/18, AND CONFIRMING DIAGRAMS AND ASSESSMENTS PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE AND AS PROVIDED BY ARTICLE XIII D OF THE CALIFORNIA CONSTITUTION

Said motion was approved by the following vote:

AYES: Caretto, Putz, Herrick, Jahn  
NOES: None  
ABSTAIN: None  
ABSENT: Jackowski

**2.3 SPECIFIC PLAN AMENDMENT 2016-140/DCA – INCIDENTAL MANUFACTURING**

Council consideration, discussion and possible action regarding conducting a public hearing to consider written and oral testimony regarding Specific Plan Amendment 2016-140/DCA; waiving first reading and passing to second reading of an Ordinance to amend the development standards in Section V.E. (1)(f) regarding Incidental Manufacturing within the Village Specific Plan area; and finding the Specific Plan Amendment exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061 (b)(3) of the CEQA Guidelines.

Jim Miller, Community Development Director, gave a presentation regarding the proposed modifications to the Village Specific Plan Amendment, which clarify Incidental Manufacturing.

Councilmember Caretto asked about a previous Planning Commission Policy regarding real estate businesses in the Village, and how candy shops and laundry facilities would be affected by the proposed modifications.

Staff responded.

Mayor Pro Tem Herrick asked if a business that was assembling or building bicycles would be allowed in the Village under the proposed modifications.

Staff responded.

At the hour of 7:30 p.m. Mayor Jahn opened the public hearing, seeing no public comment, he closed the public hearing.

Motion by Councilmember Putz, seconded by Councilmember Caretto, to waive first reading and pass to second reading of the following Ordinance entitled:

ORDINANCE NO. 2017-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA APPROVING SPECIFIC PLAN AMENDMENT (DEVELOPMENT CODE AMENDMENT) 2016-140 TO THE VILLAGE SPECIFIC PLAN BY AMENDING SECTION V.E.(1)(F) (PERMITTED USES BY DISTRICT CHART) REGARDING INCIDENTAL MANUFACTURING AND CATERING/OFF-SITE FOOD AND BEVERAGE SALES WITHIN THE VILLAGE SPECIFIC PLAN AREA.

Said motion was approved by the following vote:

AYES: Herrick, Caretto, Putz, Jahn  
NOES: None  
ABSTAIN: None  
ABSENT: Jackowski

**CITY COUNCIL GENERAL ANNOUNCEMENTS & CITY BUSINESS**

**Board/Committee Reports**

- San Bernardino County Transit Authority (SBCTA) 2017 General Assembly June 15, represented by Mayor Jahn.
- League of California Cities Desert Mountain Division Mammoth Lakes Meeting June 16, represented by Councilmember Putz.
- Mountain Transit Board Meeting June 21, represented by Councilmember Jackowski and Councilmember Putz.
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**ADJOURNMENT**

There being no further business to come before the Council at this session, Mayor Jahn adjourned the meeting at 7:40 p.m.

  
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Sarah M. Siep, Deputy City Clerk