

City of Capitola

City Council Meeting Minutes

Thursday, June 12, 2025 – 6:00 PM



City Council Chambers

420 Capitola Avenue, Capitola, CA 95010

Mayor: Joe Clarke

Vice Mayor: Margaux Morgan

Council Members: Gerry Jensen, Melinda Orbach, Susan Westman

Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance** – *The meeting was called to order at 6:00 PM. In attendance: Council Members Jensen, Morgan, Orbach, and Mayor Clarke.*
2. **Additions and Deletions to the Agenda** – *None*
3. **Additional Materials**
 - A. *Item 4A – 32 emails received after publication of the agenda packet and one staff memorandum advising the City Council of the withdrawal of an applicant from the Council vacancy.*
 - B. *Item 8F - Staff memorandum correcting the proposed resolution.*
 - C. *Item 8J – Two emails received after publication of the agenda packet.*
 - D. *Item 9B – One email received after publication of the agenda packet.*
4. **City Council Vacancy**
 - A. Appointment of Successor to Vacant City Council Seat
Recommended Action: 1) By motion, appoint a successor to fill the Council vacancy; and 2) direct the City Clerk to administer the oath of office to the newly appointed Council Member.

The City Clerk presented the staff report.

Public Comment:
 - *Tory Del Favero*
 - *Speaker*
 - *Speaker*
 - *Speaker*
 - *Pam Greninger*
 - *Speaker*
 - *Narendra Dev*
 - *Cami Corvin*
 - *Peter Wilk*
 - *Speaker*
 - *Susan Westman*
 - *Speaker*
 - *James Ewan Whitman*

- **Scott Rohlf**
- **Trevor Whitcomb**

During public comment, applicants Cami Corvin and Trevor Whitcomb withdrew their applications. The City Council thanked the community members for putting forth their names for the vacancy.

Motion to appoint Susan Westman to a term ending in December 2026: Council Member Morgan

Second: Council Member Jensen

Voting Yea: Council Members Jensen, Morgan, and Mayor Clarke

Voting No: Council Member Orbach

B. City Council Reorganization

Recommended Action: Nominate and appoint a new Vice-Mayor.

The City Clerk presented the staff report.

Public Comment:

- **Keith Cahalen**

Motion to appoint Margaux Morgan as Vice Mayor for the remainder of 2025: Council Member Jensen

Second: Council Member Orbach

Voting Yea: Council Members Jensen, Morgan, Orbach, Westman and Mayor Clarke

5. Presentations

- A. *The Youth Action Network Youth Liaison provided a presentation to the City Council.*
- B. *Deborah Osterberg, Capitola Historical Museum Curator, provided a presentation to the City Council about the Historical Museum.*

6. Oral Communications by Members of the Public

- *Speaker*
- *James Ewan Whitman*
- *Carin Hanna*
- *Keith Cahalen*

7. Staff / City Council Comments

- *The City Manager advised the public that there are copies of the Museum Newsletter in the Council Chambers.*
- *The City Clerk advised the public that there is an unscheduled vacancy on the Planning Commission, and interested members of the public can apply online.*
- *Council Member Westman provided comments to the City Council.*
- *Vice Mayor Morgan provided updates from a recent AMBAG meeting and reminded the public of the Car Show this weekend.*
- *Council Member Orbach provided comments on the issue of residency requirements for City Council candidates.*
- *Council Member Jensen provided comments about the Park at Rispin Mansion Clean Up Event, Twilight Concerts, and requested a proclamation honoring the retirement of local journalist Jondi Gumz.*

8. Consent Items

- A. City Council Meeting Minutes
Recommended Action: Approve minutes from the regular meeting on May 22, 2025, and the special meeting on May 29, 2025.
- B. City Check Registers
Recommended Action: Approve check registers dated April 25, 2025, May 2, 2025, May 9, 2025, and May 16, 2025.
- C. Grant Administration Contract
Recommended Action: Adopt a resolution authorizing the City Manager to enter into a five-year professional services agreement with Adams Ashby Group for grant administration services in an amount not to exceed \$250,000. **(Resolution No. 4429)**
- D. City Investment Policy Amendment
Recommended Action: Adopt a resolution affirming Administrative Policy Number III-1, Investment Policy, as recommended by the Finance Advisory Committee. **(Resolution No. 4430)**
- E. McGregor Asphalt Pump Track Project Completion
Recommended Action: 1) Accept as complete the McGregor Asphalt Pump Track Project constructed by American Ramp Company at a final cost of \$120,122; 2) authorize the City Clerk to file and record a Notice of Completion; and 3) authorize the release of the contract retention of \$6,006.10 as prescribed in the construction agreement.
- F. Adoption of FY 2025–26 Road Project List
Recommended Action: Review and approve the use of Senate Bill 1 (SB 1) and Measure D funds to support the 41st Avenue Multimodal and Pavement Rehabilitation Project (Project); and adopt a resolution adopting the Project for Fiscal Year 2025-26 funded by SB 1: The Road Repair and Accountability Act of 2017. **(Resolution No. 4431)**
- G. Interfund Loan from the General Fund to the Library Fund
Recommended Action: Adopt a resolution approving an interfund loan of \$856,000 from the General Fund to the Library Fund at an interest rate of 4.25% for the reimbursement of costs associated with the Library Improvement Project completed in June 2021 using Measure S funds. **(Resolution No. 4432)**
- H. Business Improvement Assessments for FY 2025-26
Recommended Action: Adopt a resolution providing notice of the City's intent to levy business improvement assessments for Fiscal Year (FY) 2025-26, receiving the annual report and proposed budget of the Capitola Village and Wharf Business Improvement Area (CVWBIA), setting the date for a public hearing to be held on Thursday, June 26, 2025, and outlining noticing requirements. **(Resolution No. 4433)**
- I. Fiscal Year 2025-26 Appropriation Limit
Recommended Action: Adopt a resolution setting the appropriation limit for Fiscal Year 2025-26. **(Resolution No. 4434)**
- J. Park Avenue Traffic Calming Improvements
Recommended Action: 1) Approve the traffic calming plans for Park Avenue; and 2) authorize staff to execute Change Order No. 1 to the 2025 Pavement Maintenance Project Contract with Graham Contractors, Inc. to include traffic calming measures and increase the amount of the contract by \$120,000, contingent on approval by the Council of funding for the project in the FY 2025–26 budget. **(Pulled for discussion by Council Member Jensen, to be heard at end of agenda)**

Motion to approve Items 8A – 8J: Council Member Orbach

Council Member Jensen requested to pull Items 8A and 8J.

Motion modified to approve Items 8C – 8I: Council Member Orbach

Second: Vice Mayor Morgan

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

Motion to approve Items 8A-8B with a modification to the meeting minutes in 8A: Vice Mayor Morgan

Second: Council Member Orbach

Voting Yea: Council Members Jensen, Orbach, Vice Mayor Morgan, and Mayor Clarke

Abstaining: Council Member Westman

9. General Government / Public Hearings

A. City Council Representation on Regional Boards & City Advisory Bodies

Recommended Action: Review appointments of City Council representatives on regional boards and committees and City advisory bodies.

The City Clerk presented the staff report.

Public Comment:

- ***Cami Corvin***

Motion to make the appointments below: Vice Mayor Morgan

Second: Council Member Westman

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

- ***METRO: Council Member Westman as Alternate***
- ***RTC: Council Member Jensen***
- ***Integrated Waste Management Local Task Force: Council Member Westman as Alternate***
- ***Capitola FAC: Council Member Westman and Vice Mayor Morgan***
- ***Youth Liaison Program: Council Member Orbach***

B. Castle Mobile Home Park Overview

Recommended Action: Receive a report on Castle Mobile Home Estates regarding encroachments into the Regional Transportation Commission corridor right of way.

Community Development Director Herlihy presented the staff report.

Public Comment:

- ***Cami Corvin***
- ***Jacques Bertrand***
- ***Speaker***
- ***Keith Cahalen***
- ***Christine***
- ***Rozanne Stanley***
- ***Damon***
- ***Speaker***
- ***Maria Romuler***
- ***Speaker***

The City Council discussed how the City can assist in addressing resident concerns at Castle Mobile Estates, including writing a letter to the RTC and meeting with a spokesperson from the mobile home park.

Motion to form an ad-hoc subcommittee composed of Mayor Clarke and Council Member Jensen to write a letter to the RTC Board with questions about the encroachment issues at Castle Mobile Home Estates: Council Member Westman

Second: Vice Mayor Morgan

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

8J. Park Avenue Traffic Calming Improvements (*Pulled for discussion by Council Member Jensen*)

Recommended Action: 1) Approve the traffic calming plans for Park Avenue; and 2) authorize staff to execute Change Order No. 1 to the 2025 Pavement Maintenance Project Contract with Graham Contractors, Inc. to include traffic calming measures and increase the amount of the contract by \$120,000, contingent on approval by the Council of funding for the project in the FY 2025–26 budget.

Public Works Director Kahn presented the staff report.

Public Comment:

- ***Goran Klepic***

Motion to approve the traffic calming plans for Park Avenue and authorize staff to execute Change Order No. 1 to the agreement with Graham Contractors, Inc.: Vice Mayor Morgan

Second: Council Member Jensen

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

10. Adjournment – *The meeting adjourned at 8:41 PM. The next regularly scheduled City Council meeting is on June 26, 2025, at 6:00 PM.*

ATTEST:

Joe Clarke, Mayor

Julia Gautho, City Clerk