

**REGULAR MEETING of the ROSS TOWN COUNCIL  
THURSDAY, JULY 9, 2015**

**1. 5:30 p.m. Commencement.**

Present: Mayor Elizabeth Brekhus; Mayor Pro Tempore Katie Hoertkorn; Council Member P. Beach Kuhl; Council Member Elizabeth Robbins; Council Member Carla Small; and Attorney Trisha Ortiz.

**2. Posting of agenda.**

Town Clerk Linda Lopez reported that the agenda was posted according to government requirements.

**3. Open time for matters pertaining to the closed session items in agenda item 4 - None**

**4. Closed session.**

**Conference with Labor Negotiators**

**Town representatives: Town Manager & Glenn Berkheimer, IEDA**

**Employee organization: Ross Police Officers Association**

**5. 6:21 p.m. Open Session. Council will return to open session and announce actions taken, if any. No reportable action.**

**6. Minutes - June**

Mayor Brekhus asked for a motion.

**Council Member Robbins moved and Mayor Pro Tempore Hoertkorn seconded, to adopt the Regular Meeting Minutes of June 11, 2015 as submitted. Motion carried unanimously.**

**Council Member Small moved and Council Member Kuhl seconded, to approve the Special Meeting Minutes of June 15, 2015; June 19, 2015; June 25, 2015; and June 30, 2015 as submitted. Motion carried unanimously.**

**7. Demands.**

The demands were met.

**8. Open Time for Public Expression – None**

**9. Introduction of Office Assistant Donna Redstone.**

Interim Town Manager Dianne Thompson introduced new part time Office Assistant Donna Redstone.

**10. Council Committee and Liaison Reports.**

**a. Mayor.**

Mayor Brekhus reported that the Town's 4th of July Parade and celebration was a smashing success. She thanked each of the staff members of Ross Recreation for their incredible effort

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putting on the event! It is a lot of work, and on behalf of the Town, thank you Mike Armstrong, Sue Talmage, Maya Zorn, Robin Zellner, and Lynnette Lofgren! She also wanted to recognize and thank Ross resident and Master of Games, Ed Dong, who volunteers every year to run games for the kids. There is nothing more fun than looking out at a sea of Ross kids eating watermelon as fast as they can! Other people contributed as well. The Town's very own 6th grade, Ross School student, Katherine Berkowitz, did a fabulous job singing "*The Star-Spangled Banner*," and Town Treasurer, and past Town Council Member and former Mayor, Kelley Reid, performed with his Barbershop Quartet. John Lill dressed the part of Uncle Sam, again, and she could imagine the parade without him! A big thank you to all the participants in the parade, to the Moya Library/Ross Historical Society for their display, and to the Ross Property Owner's Association for doing the Town decorations, year after year! And speaking of fun Town events, please hold the date for the Town Dinner on Friday, September 25, 2015.

Mayor Brekhus also announced that the Town Council did vote to appoint a new Town Manager, Joe Chinn. Joe comes from Rancho Cordova, where he worked as an assistant City Manager. He has an impressive skill set in finance, planning and building, and as a manager, and because of that, he was the lead candidate following interviews with other applicants. Joe has a very pleasant and warm personality and she believed she speaks for the entire Town Council in stating that they are looking forward to working with him. She also expressed her appreciation for Dianne Thompson, who has served as the Interim Town Manager for the last three and a half months. Dianne did a great job catching up on the backlog of planning projects that resulted when the Town planner left, as well as assisting the Council with the recruitment of a new Town Manager. We wish her the best in her new position. This is my final meeting serving as the Mayor of Ross. She has enjoyed the position, and serving the Town, but is delighted to turn the job over to Katie Hoertkorn because they all know she will do a fabulous job.

Mayor Brekhus presented Interim Town Manager Thompson with a gift expressing the Council's appreciation.

**b. Council Committees. (Finance, General Government, Public Works, Community Protection) - No reports**

**c. Town Manager.**

Interim Town Manager Thompson reported that planning staff is fully up to date on all planning projects including building permit review. They continue to be very busy, but are staying on top of the workload. Since this is her last Council meeting, she thanked the Town for being able to serve the Town of Ross and appreciated all staff members and residents.

**d. Marin Art & Garden Center.**

Dianne Doodha, representing MAGC, noted that tonight is the third concert of the summer and welcomed all to attend the summer concert series. Also, six weeks of summer camps will be held at the outdoor amphitheater and the edible garden is complete. MAGC is hosting a care event and there will be five different non-profit organizations present. Food and cocktails will be served.

**e. Ross Property Owners Association.**

Anne Hickey, representing RPOA, thanked Town staff for decorating the bridge. On September 12<sup>th</sup> there will be a first aid for disaster response class. It is a four-hour class, possibly being held at Ross School.

**f. Ross School – No report**

**11. Election of Mayor.**

Mayor Brekhus moved and Council Member Small seconded, to appoint Mayor Pro Tempore Katie Hoertkorn as Mayor of the Ross Town Council. Motion carried unanimously.

Mayor Hoertkorn presented out-going Mayor Brekhus with a commemorative gavel plaque and thanked her for a year of service as Mayor.

**12. Election of Mayor Pro Tempore.**

Mayor Hoertkorn moved and Council Member Robbins seconded, to appoint Council Member Small as Mayor Pro Tempore of the Ross Town Council. Motion carried unanimously.

**13. Consent Agenda. (5 minutes)**

The following five items will be considered in a single motion, unless removed from the consent agenda:

**a. Town Council selection of members to Town Council Committees and Town Representatives for FY 2015-16.**

Mayor Hoertkorn asked for a motion.

**Council Member Robbins moved and Mayor Pro Tempore Small seconded, to approve Consent Calendar Item "a" as submitted by staff. Motion carried unanimously.**

**b. Town Council consideration of adoption of Ordinance No. 666, an Ordinance of the Town of Ross amending Section 2.04.010 "Time of Meetings" of the Ross Municipal Code to authorize the Town Council to change a regular meeting date to another date in the same month by resolution.**

Mayor Hoertkorn asked for a motion.

**Council Member Robbins moved and Mayor Pro Tempore Small seconded, to approve Consent Calendar Item "b" as submitted by staff. Motion carried unanimously.**

**c. Town Council consideration of approval of Recreation Department Preschool Lease at St. John's Episcopal Church.**

Mayor Hoertkorn asked for a motion.

**Council Member Robbins moved and Mayor Pro Tempore Small seconded, to approve Consent Calendar Item "c" as submitted by staff. Motion carried unanimously.**

**d. Town Council consideration of adoption of Resolution No. 1904 accepting the Sir Francis Drake Boulevard/Lagunitas Road Intersection Project as complete.**

Mayor Hoertkorn asked for a motion.

**Council Member Robbins moved and Mayor Pro Tempore Small seconded, to approve Consent Calendar Item "d" as submitted by staff. Motion carried unanimously.**

**e. Town Council consideration of adoption of Resolution No. 1905 supporting improvements to the Richmond-San Rafael Bridge.**

Mayor Hoertkorn asked for a motion.

**Council Member Robbins moved and Mayor Pro Tempore Small seconded, to approve Consent Calendar Item "e" as submitted by staff. Motion carried unanimously.**

**End of Consent agenda.**

**14. Town Council designation of voting delegates and alternates for League of California Cities Annual Conference.**

Interim Town Manager Dianne Thompson summarized the staff report and recommended that the Council designate two delegates and an alternate for the League of California Cities Annual Conference.

Mayor Hoertkorn opened the public hearing on this item, and seeing no one wishing to speak, the Mayor closed the public portion and brought the matter back to the Council for action.

Mayor Hoertkorn asked for a motion.

**Council Member Brekhus moved and Mayor Pro Tempore Small seconded, to designate Mayor Hoertkorn and Mayor Pro Tempore Small as delegates and the new Town Manager as an alternate. Motion carried unanimously.**

**15. Town Council appointment of Town Manager and approval of contract for appointment and compensation of Town Manager.**

Interim Town Manager Dianne Thompson summarized the staff report and recommended that the Council confirm the appointment of Joe J. Chinn as Town Manager for the Town of Ross authorizing the Mayor to execute the employment agreement.

Mayor Hoertkorn opened the public hearing on this item, and seeing no one wishing to speak, the Mayor closed the public portion and brought the matter back to the Council for discussion and action.

Following a recruitment search, the Council agreed to appoint Joe Chinn as Town Manager at the July 9th Council meeting. Mr. Chinn's anticipated start date is August 1st. He will spend time in July meeting with Dianne Thompson, outgoing Interim Town Manager, to get acquainted with current projects and operational matters and meet the staff. Joe Chinn comes to the Town of Ross with 25 years of experience in both the public and the private sector, with an emphasis on management, public finance and planning. Most recently, Mr. Chinn served as the City of Rancho Cordova's Assistant City Manager for over eight years managing day-to-day operations. Mr. Chinn has extensive expertise in finance, public policy, negotiations, and organizational development. He has implemented many innovative partnerships and financing strategies with the private

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sector, public agencies, and not-for-profit groups that have enhanced the cities he has worked for. He played a key role in developing the award-winning culture at the City of Rancho Cordova that earned the City the designation of being the #12 “Best Small Companies to Work For” in the nation on Fortune Magazine’s Great Place to Work® list. Mr. Chinn also served as Finance Director for the City of Elk Grove. In both Rancho Cordova and Elk Grove, the cities had budget surpluses during his entire tenure. Previous to that he served as Administrative Services Manager for the City of Sacramento. He was also a Principal with Economic and Planning Systems (EPS), a private consulting firm working with both governmental and the private sector clients related to government and development finance, public policy, and real estate economics. Joe enjoys working with elected officials, staff, residents, and organizations to find ways to improve the quality of life in communities through efficient, effective, and responsive services while ensuring long-term financial stability. He holds a Bachelor of Science in Finance and a Master of Urban & Regional Planning from the University of Illinois. He is an International City/County Management Association (ICMA) Credentialed Manager.

Mayor Hoertkorn indicated that the Town is extremely pleased to have new Town Manager Chinn. With many years of experience in public management, finance, and planning, he will be a great asset to the Town of Ross for many years.

Mayor Hoertkorn asked for a motion.

**Council Member Brekhus moved and Mayor Pro Tempore Small seconded, to appointment Joe Chinn as new Town Manager and adopt Resolution No. 1907. Motion carried unanimously**

*Attorney Trisha Ortiz left the Town Council meeting at 6:48 p.m.*

**Public Hearings on Planning Applications.**

**16. 90 Glenwood Avenue, Variance No. 2003, and Town Council consideration of adoption of Resolution No. 1906.**

Traci McCarty, 90 Glenwood Avenue, A.P. No. 73-041-32, R-1 (Single Family Residence, 5,000 Sq. Ft. Minimum Lot Size), Medium Density (6-10 Units/Acre). Public hearing for the Town Council to consider Design Review and Setback variance for a new 464 square foot swimming pool located 26 feet from the rear property line where 40 feet is required by the R-1 zoning district.

Contract Planner Ali Giudice summarized the staff report and recommended that the Council adopt Resolution No. 1906 conditionally approving a variance and design review for swimming pool for the property at 90 Glenwood.

Mayor Pro Tempore Small noted that the storm water management ordinance adopted back in 2010 the Town addressed not increasing impervious surfaces. She expressed concern about the increase in impervious surface and inquired whether there had been a discussion about eliminating impervious surface to compensate for the increase resulting from the project. Council Member Kuhl asked staff if the swimming pool count as impervious. Contract Planner Giudice responded in the affirmative. Staff noted that if there was consensus from the Town Council, a standard condition regarding increase in runoff and complying with the Town’s storm water prevention program, if the Council desired.

Tracy McCarty, applicant, thanked the Council for their time. She explained that across the street occasionally water runs down the street and pools in that area, it is not water from 90 Glenwood Avenue. She bought the house nine years ago and there was a 2,100 sq. ft. ranch house on the property. The current footprint is 1,000 sq. ft. of house and porch; 200 sq. ft. of carport; 400 sq. ft. roughly of driveway; and the cement areas being discussed, so roughly the same area. Also, proper drainage is required, and water has never been an issue at her property so hopefully that addresses the topic. The pool is a dream of her family and hopes the Council supports their dream.

Mayor Hoertkorn opened the public hearing on this item, and seeing no one wishing to speak, the Mayor closed the public portion and brought the matter back to the Council for action.

Mayor Hoertkorn asked for a motion.

**Council Member Brekhus moved and Mayor Pro Tempore Small seconded, to approve 90 Glenwood Avenue, Variance No. 2003 and adopt Resolution No. 1906. Motion carried unanimously.**

**End of Public Hearings on Planning Applications.**

**17. No Action Items:**

**a. Council correspondence**

- Madera Avenue – Road was paved in accordance with Town standards
- Transportation Authority of Marin (*TAM*) funds for road maintenance

**b. Future Council items**

- Future Crimes Task Force

**18. Adjournment.**

Mayor Hoertkorn moved to adjourn the meeting at 7:00 p.m.

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Kathleen Hoertkorn, Mayor

**ATTEST:**

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Linda Lopez, Town Clerk