



**CITY OF SIERRA MADRE**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**SIERRA MADRE CITY COUNCIL**

**Tuesday, January 23, 2024 - 5:30 pm**  
Sierra Madre City Hall, City Council Chambers  
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative, public comment may be made by e-mail to [PublicComment@CityofSierraMadre.com](mailto:PublicComment@CityofSierraMadre.com) by 3:00 PM on the day of the meeting. Emails will be acknowledged at the Council meeting, filed into public record and scanned onto the City website for public review.

The meeting will be streamed live on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

**CODE OF CONDUCT**

The purpose of a City Council meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Council's ability to conduct City business are prohibited. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

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**CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL**

Mayor Kriebs called the meeting to order at 5:31 p.m. City Clerk Aguilar called the roll.

Present: Mayor Kelly Kriebs, Mayor Pro Tem Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe.

Absent: None.

Also Present: Jose Reynoso, City Manager  
Miguel Hernandez, Assistant City Manager  
Aleks Giragosian, City Attorney  
Laura Aguilar, Deputy City Manager/City Clerk  
Brent Bartlett, Fire Chief  
Arnulfo Yanez, Public Works Director  
Hillary Guirola-Leon, Finance Director  
Satnam Rait, Finance Manager  
Clare Lin, Planning and Community Preservation Manager  
Josh Wolf, Senior Planner  
Leila Regan, City Librarian  
James Carlson, Management Analyst

Also Present: Ann Palmer

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Pro Tem Parkhurst led the Pledge of Allegiance and reflected on Martin Luther King Day being a National Day of Service and all the service the residents of Sierra Madre put in every day for the city.

**APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

Council Member Lowe made a motion to approve the agenda.

The motion was seconded by Council Member Goss.

Mayor Kriebs called for a vote of the Council:

- Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to approve the agenda as presented was approved by a unanimous voice vote.

**APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

Vote of the City Council to read all Ordinances and Resolutions by title only and waive the reading in full.

Mayor Kriebs asked for a motion.

A motion to approve the reading of resolutions and ordinances was made by Council Member Goss. The motion was seconded by Mayor Pro Tem Parkhurst.

Mayor Kriebs called for a vote of the Council.

- Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to approve the reading of all Ordinances and Resolutions by title only, and waive the reading in full, was passed by a unanimous voice vote.

**APPROVAL OF MEETING MINUTES**

Approval of January 9, 2024, City Council Regular meeting minutes.

The City Clerk’s office received a nonsubstantive request to correct the spelling of Commissioner Pergola’s name and include members of the Senior Community Commission who were also present. The minutes were amended to reflect the change.

Mayor Kriebs called for a motion to approve the amended minutes.

A motion to approve the meeting minutes for January 9, 2024, as amended, was made by Council Member Goss.

The motion was seconded by Council Member Garcia.

Mayor Garcia called for a vote of the Council.

- Ayes: Mayor Kriebs, Mayor Pro Tem Parkhurst, Council Members Garcia, Goss, and Lowe
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to approve the amended meeting minutes for January 9, 2024, was approved by a unanimous voice vote.

## **MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

**Council Member Goss:** Attended a transportation subcommittee meeting on January 10<sup>th</sup> and they will be meeting with Metro on Wednesday, January 24<sup>th</sup>. Participated in a COG meeting on January 18<sup>th</sup> and discussed Former Mayor John Cappocia was elected the President of the Board for Mosquito Vector Control District. On January 19<sup>th</sup>, he attended a comprehensive tour of the property at 327 Sierra Woods Drive by the owner.

**Mayor Pro Tem Parkhurst:** Attended a Community Services Commission meeting where they discussed pickleball courts and possibly making them permanent at Sierra Vista Park. The item will be going to the Council in the future. Attended the transportation committee meeting with nothing notable to add. Participated in an Executive meeting for the Clean Power Alliance where they agreed to invest funds in the California Asset Management Program. The program pays 2% better than the LAIF.

**Council Member Lowe:** Attended a plaque induction to honor and acknowledge the history of different cultures, especially the Chinese culture, presented by the City of Pasadena. Visited 327 Sierra Woods Drive on January 17<sup>th</sup> with Mayor Pro Tem Parkhurst. Attended a Planning Commission where City Attorney Aleks Giragosian did a presentation on new legislation and some old legislation as it relates to the city. February 1<sup>st</sup>, there will be a Planning Commission meeting where they will discuss the first Meadows Project tentative tract map for approval.

**Council Member Garcia:** Attended the Los Angeles County Board of Supervisor City Selection Committee where representation is voted upon.

**Mayor Kriebs:** Visited 327 Sierra Woods Drive. Represented the city at the Kensington for one of their residents, Lucy Corman, 100<sup>th</sup> birthday. Sierra Madre Community Foundation Center awarded the city with two grants. One grant was \$1,500 and was awarded to the Mount Wilson Trail Kids Fun Run. The other grant was \$1,000 and was awarded to the Library for the One Book One City project.

Senior Community Commission is hosting a Valentine's Day social at the Hart Park House on February 14<sup>th</sup> from 3:00 pm to 5:00 pm. The Senior Community Commission will be accepting nominations for the Older American of the Year award. Nominations are due by March 13<sup>th</sup>.

## **PUBLIC PARTICIPATION CODE OF CONDUCT**

Your participation is welcomed and invited at all City Council meetings. The council requests that participants refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting after being warned by the Mayor or designee to cease the disruption may be precluded from further participation in the meeting. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

## **PUBLIC COMMENT**

The Council will listen to the public on any item on the agenda. In addition, the Council will devote time for public comment on items not on the agenda. Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the City Council and entered into public record.

## **PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward. Persons wishing to speak on closed session items have a choice of doing so either immediately prior to the closed session or at the time for comments on items at the open session.

## **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

## **COMMENTS**

1. Any person wishing to provide public comment on matters not on the agenda, or during the comment period for items on the agenda is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. The City provides a podium for public comment. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mayor Kriebs opened the meeting for public comment on non-agenda items.

City Clerk Aguilar advised that no e-mails had been received for non-agenda items.

Ani Chalian, Saint Gregory Hovsepain School: Thanked Council for their time and dedication to Sierra Madre.

Hovah Batalian, Sahag-Mesrob Armenian Christian School: Thanked Council for their dedication and their service to the community.

David Gordon: Spoke on the upcoming events for the Sierra Madre Playhouse to celebrate its 100 years.

City Librarian, Leila Regan: Mentioned the book for One Book One City will be "Humankind". The Library will have a kindness book going around where everyone can write about the kindest act they have received in hopes of filling up the book with a collection of community kindness. The Library will be hosting a Valentine's Day card-making for the Los Angeles Children's Hospital on February 3<sup>rd</sup> from 1:00 pm to 4:00 pm at Hawks Hall at 25 E. Laurel Ave. This week there will be a towel donation drive for Free Animal Doctor. Next week there will be an athletic shoe drive for Shoes that Fit. The last two weeks will be a Foothill Unity Drive for clothing and food donations. There will be an Intergenerational Story Time with Sunnyside Preschool and the Kensington. The Sierra Madre Playhouse will be hosting an Off the Page reading of The Selfish Giant on Monday, February 12<sup>th</sup> at 7:00 pm. On Valentine's Day, the American Red Cross will be doing a blood drive in the parking lot of the Library from 12:00 pm to 6:00 pm. Dinner with the Human Library will be held on Saturday, February 24<sup>th</sup>, from 5:00 pm to 7:00 pm at the Hart Park House with funding from the Sierra Madre Community Foundation. Sierra Madre 2030 will be held in the Sierra Madre Council Chambers and will be run by Dr. Rich Proctor to discuss human kindness throughout our lives.

**PRESENTATION**

**UPDATE ON THE SIERRA MADRE HIGH-SPEED INTERNET PROJECT BY DOUGLAS McALLISTER VICE-PRESIDENT OF EXTERNAL AFFAIRS WITH FRONTIER**

**COMMUNITY SERVICES COMMISSION PRESENTATION BY CHAIR PALMER**

**UPDATE ON LIBRARY MEANINGFUL IMPROVEMENT PROJECT**  
Presented by Public Works Director Arnulfo Yanez and City Librarian Leila Regan

**2<sup>ND</sup> LEGISLATIVE UPDATE BY CITY ATTORNEY ALEKS GIRAGOSIAN**

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**ACTION ITEMS**

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**Presented by City Clerk Aguilar**

**CONSENT**

- a) **CONSIDERATION OF RESOLUTION 24-09 APPROVING CERTAIN DEMANDS**  
It is recommended that the City Council approve Resolution 24-09 approving payment of City Warrants in the aggregate amount of \$477,468.99; Sierra Madre Library Warrants in the aggregate amount of \$46,829.77; and Payroll Transfer in the aggregate amount of \$1,152,760.63; for the fiscal year ending June 30, 2024.
- b) **ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

It is recommended that the City council receive and file the Annual Financial Report (ACFR) and attached reports for the Fiscal Year ended June 30, 2023.

Mayor Kriebs brought the matter to the City Council for questions.

Mayor Kriebs opened the matter for public comment.

City Clerk Aguilar advised that no e-mails had been received.

Seeing no one come forward, Mayor Kriebs brought the matter back to Council for discussion.

The Mayor brought the matter back to the Council for a motion.

Mayor Pro Tem Parkhurst made a motion to approve Consent Agenda Items A and B.

Council Member Lowe seconded the motion.

Mayor Kriebs called for a vote of the Council.

Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to approve Consent Items A and B was passed by a unanimous voice vote.

## **PUBLIC HEARING**

### **1. CONSIDERATION OF RESOLUTION 24-03 AND RESOLUTION 24-04 DESIGNATING THE EDGAR W. CAMP HOUSE AS A HISTORIC LANDMARK, TO BE INCLUDED IN THE SIERRA MADRE REGISTER OF DESIGNATED HISTORIC LANDMARKS, AND EXECUTING A MILLS ACT CONTRACT FOR THE PROPERTY LOCATED AT 327 SIERRA WOODS DRIVE**

It is recommended that the City Council hold a public hearing, consider all pertinent testimony, and adopt Resolution 24-03 followed by Resolution 24-04 designating the Edgar W. Camp House as a historic landmark, to be included in the Sierra Madre Register of Designated Historic Landmarks, and executing a Mills Act contract for the property located at 327 Sierra Woods Drive.

Presented by Senior Planner Josh Wolf

Mayor Kriebs brought the matter to Council for questions.

#### **Disclosure of Site Visits and Ex-parte Contacts.**

Council Member Garcia stated he visited the site on January 19<sup>th</sup> at 2:00 pm and was given a tour of the property by the resident.

Mayor Kriebs stated she visited the property with Council Member Goss and Senior Planner Wolf on January 19<sup>th</sup> after Council Member Garcia.

Mayor Pro Tem Parkhurst stated he visited the property with Council Member Lowe and Senior Planner Wolf for approximately one hour on January 17<sup>th</sup> at 4:00 pm and received a tour of the property from the owner.

Mayor Kriebs opened the public hearing.

City Clerk Aguilar advised that no e-mails had been received.

Seeing no one come forward, Mayor Kriebs closed the public hearing and brought the matter back to Council for discussion or a motion.

Mayor Pro Tem Parkhurst made a motion to adopt Resolution 24-03, designating the residential property located at 327 Sierra Woods Drive as a Historic Cultural Landmark, to be included in the Sierra Madre Register of Designated Historic Landmarks, and titled "Edgar W. Camp House".

Council Member Lowe seconded the motion.

Mayor Kriebs called for a vote of the Council.

Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to adopt Resolution 24-03, designating the residential property located at 327 Sierra Woods Drive as a Historic Cultural Landmark, to be included in the Sierra Madre Register of Designated Historic Landmarks, and titled "Edgar W. Camp House" was passed by a unanimous voice vote.

Council Member Garcia made a motion to adopt Resolution 24-04, approving a Mills Act Contract for the restoration and rehabilitation of the Edgar W. Camp House located at 327 Sierra Woods Drive.

Council Member Goss seconded the motion.

Mayor Kriebs called for a vote of the Council.

Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to adopt Resolution 24-04, approving a Mills Act Contract for the restoration and rehabilitation of the Edgar W. Camp House located at 327 Sierra Woods Drive was passed by a unanimous voice vote.

## **DISCUSSION**

### **1. LETTER OF SUPPORT FOR DEPARTMENT OF FISH & WILDLIFE HUMAN-WILDLIFE CONFLICT STAFFING**

It is recommended that the City Council authorize the Mayor to sign the Letter of Support and direct staff to disseminate the letter to the identified recipients.

Management Analyst James Carlson gave the report.

Mayor Kriebs brought the matter to the City Council for questions.

City Clerk Aguilar advised that no e-mails had been received.

Mayor Kriebs opened public comment.

Seeing no one come forward, Mayor Kriebs brought the matter back to Council for discussion.

The Council provided direction to staff for drafting a letter. The Mayor will read the letter and report back to the Council regarding any activity that takes place with the letter at the next Council meeting on February 13, 2024.

### **2. BALDWIN AVE. AND LAUREL AVE. CROSSWALK UPDATE**

It is recommended that the City Council receive and file this report.

Mayor Kriebs brought the matter to the City Council for questions.

City Clerk Aguilar advised that one e-mail had been received from Robert Stockley.

Mayor Kriebs opened public comment.

Seeing no one come forward, Mayor Kriebs brought the matter back to Council for discussion.

The Council received and filed the informational report.

**FUTURE AGENDA ITEMS**

Mayor Pro Tem Parkhurst would like to agendize a Wildlife strategy on an outward-facing statewide strategy and to include local agencies.

Mayor Pro Tem Parkhurst would like to know if the Berkley study considers blind corners. Council Member Garcia asked for information regarding multiple street corners that he would like the City Managers to note for future traffic studies. City Manager Reynoso responded that the sites have already been discussed with staff and staff is building a list and creating a strategy where we will have an engineering service come and look at the areas. Police data will also be looked at to see areas with a history of accidents, close calls, or calls for service generated for the specific intersections.

Council Member Lowe asked if Huck Finn Day will be returning after not having it for the past three years. City Manager Reynoso responded that staff is working towards a fishing derby only and would like to organize the event to occur as soon as possible, potentially in November 2024.

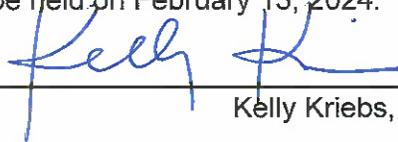
**ADJOURNMENT:**

Mayor Kriebs asked for a motion to adjourn the meeting.

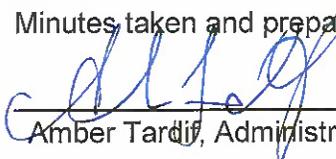
Council Member Lowe made a motion to adjourn the meeting.

Council Member Garcia seconded the motion.

The meeting was adjourned at 8:06 p.m. to a Regular meeting to be held on February 13, 2024.

  
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Kelly Kriebs, Mayor

Minutes taken and prepared by:

  
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Amber Tardif, Administrative Analyst

Reviewed by:

  
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Laura Aguilar, City Clerk