

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

*Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member*

**Tuesday, March 25, 2025
5:30 pm**

Sue Spears, City Treasurer

**City of Sierra Madre
City Council Chambers
232 W. Sierra Madre Boulevard
Sierra Madre, California 91024**



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 by 3:00PM 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, 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.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

Present: Mayor Robert Parkhurst, Council Member Edward Garcia, and Council Member Gene Goss

Absent: Mayor Pro Tem Kristine Lowe (excused)
Council Member Kelly Kriebs (excused)

Also Present: Aleks Giragosian, City Attorney
Jose Reynoso, City Manager
Miguel Hernandez, Assistant City Manager
Laura Aguilar, Deputy City Manager/City Clerk
Anthony Rainey, Director of Finance
Fire Chief Brent Bartlett
Police Chief Gustavo Barrientos
Police Captain Henry Amos
Arnulfo Yanez, Public Works Director
James Carlson, Senior Management Analyst
Clare Lin, Director of Planning and Community Preservation
Joshua Wolf, Senior Planner

PLEDGE OF ALLEGIANCE AND INSPIRATION

Council Member Garcia led the audience in the Pledge of Allegiance.

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

Council Member Garcia asked to pull Consent item F to Discussion. Mayor Parkhurst suggested that it be placed on the agenda as the second Discussion item.

Council Member Garcia made a motion to approve the agenda, moving Consent item F to Discussion item, number 2.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes:	Mayor Parkhurst, Council Member Garcia, and Council Member Goss
Noes:	None.
Absent:	Mayor Pro Tem Kristine Lowe (excused) Council Member Kelly Kriebs (excused)
Abstain:	None.

The motion to move to approve the agenda as amended was approved by a unanimous voice vote by all Members present.

COUNCIL OUT FROM CLOSED SESSION

There were no Closed Session since the City Council adjourned from their last meeting.

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 Parkhurst called for a vote of the Council:

Council Member Goss made a motion to read all Ordinances and Resolutions by title only and waive the reading in full.

Council Member Garcia seconded the motion

Mayor Parkhurst called for a vote of the Council:

Ayes:	Mayor Parkhurst, Council Member Garcia, and Council Member Goss
Noes:	None.
Absent:	Mayor Pro Tem Kristine Lowe (excused) Council Member Kelly Kriebs (excused)
Abstain:	None.

The motion was passed by a unanimous voice vote from all present Members.

APPROVAL OF MEETING MINUTES

Approval of the March 11, 2025 Regular City Council meeting minutes

Approval of the March 17, 2025 Special City Council meeting minutes.

City Clerk Aguilar advised the Council that she did not receive e-mailed feedback on either of the minutes.

Mayor Parkhurst asked the Council for amendments to the March 11, 2025 minutes or a motion.

- Approval of March 11, 2025, Regular City Council meeting minutes.

Council Member Garcia made a motion to approve the March 11, 2025 minutes as presented

Council Member Goss seconded the motion to approve the minutes as presented.

Mayor Parkhurst called for a vote of the Council:

Ayes:	Mayor Parkhurst, Council Member Garcia, and Council Member Goss
Noes:	None.
Absent:	Mayor Pro Tem Kristine Lowe (excused) Council Member Kelly Kriebs (excused)
Abstain:	None.

The motion to approve the March 11, 2025 City Council meeting minutes as presented was approved by all Members present.

- Approval of March 17, 2025, Special City Council meeting minutes.

Mayor Parkhurst asked if there were any requests for amendments to the Special Meeting minutes. Seeing none, Mayor Parkhurst called for a vote of the Council:

Council Member Goss made a motion to approve the minutes as presented.

Council Member Garcia seconded the motion to approve the minutes as presented.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss

Noes: None.

Absent: Mayor Pro Tem Kristine Lowe (excused)

Council Member Kelly Kriebs (excused)

Abstain: None.

The motion to approve the Special Meeting minutes as presented was approved by all Members present.

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

Council Member Goss:

Reported that he attended a joint breakfast meeting with Congresswoman Judy Chu at the Only Place In Town on March 17. It was a public meeting and there were some members of the public in attendance. Representative Chu provided an update on funding for various projects, including public safety and disaster relief from the Eaton Fire and subsequent mud and debris flows during rainy periods.

He also reported attending the Honor's Award Dinner on March 18 at the Recreation Center; and on March 19 he attended two meetings. The first meeting at 4:00 pm was for the San Gabriel Valley Council of Governments, and the second was the 5:30 pm Planning Commission meeting.

Council Member Garcia:

Reported that he attended the March 4 Chamber of Commerce Board meeting at the Kensington. On March 6 he attended the Senior Community Commission meeting and listened to a presentation on helping our senior community during emergencies and evacuations.

He also attended the March 18 Honor's Award Dinner. He presented the Wistaria Award to Russ Meek and Fred Thomas, for their service and dedicated work in our community.

Mayor Parkhurst:

Reported that he attended the Ribbon-Cutting event at Fables and Fancies. He also attended the March 17 joint breakfast with Congresswoman Judy Chu and the Honor's Awards Dinner on March 18.

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 official meeting places 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.

Providing Public Comment For Items on the Meeting 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.

Provide Public Comment for Topics not on the Meeting 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.

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. A podium is provided 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.

Mayor Parkhurst opened Public Comment for items not on the agenda.

City Clerk Aguilar advised that no e-mails had been received in advance of the Council meeting:

Speaker cards were received from:

Glenn Lambdin, 444 Sturtevant: shared that he believed the City needed to increase the Public Works Department by \$2 million to maintain City infrastructure.

Michelle Tremblay, Bear Lovers of Sierra Madre: provided an update on efforts to educate the community on living with Bears.

Katrina Hitz-Tough, 658 Orange Dr.: inquired about the City's intention to maintain the hillsides and brush adjacent to private property in the canyon residential areas.

Mariana Ekizian, Hovesebian School: attended today's meeting with her 8th grade class. She expressed her thanks to Sierra Madre for its dedication to family and community.

Seeing no one else come forward, Mayor Parkhurst closed Public Comment and called Fire Chief Bartlett forward to make his presentation on the Fire Department's Annual Public Safety Report.

PRESENTATIONS

1. ANNUAL PUBLIC SAFETY REPORT FROM THE SIERRA MADRE FIRE DEPARTMENT.

This report, along with the Power Point Presentation, was presented by Fire Chief Bartlett

2. ANNUAL PUBLIC SAFETY REPORT FROM THE SIERRA MADRE POLICE DEPARTMENT.

This report, along with the Power Point Presentation, was presented by Police Chief Barrientos.

ACTION ITEMS

Regardless of staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject, or continue such item.

CONSENT

City Clerk Aguilar presented the following reports:

a) CONSIDERATION OF RESOLUTION 25-19 APPROVING CERTAIN DEMANDS

It is recommended that the City Council approve Resolution 25-19 approving payment of City Warrants in the aggregate amount of \$334,518.15, Sierra Madre Library Warrants in the aggregate amount of \$492,678.60, and Payroll Transfer in the aggregate amount of \$586,163.57; for the Fiscal Year ending June 30, 2025.

b) CONSIDERATION OF AWARD OF GENERAL CONTRACTOR SERVICES CONTRACT TO TAYLOR TENNIS COURTS INC. FOR THE 2025 SIERRA VISTA PARK PICKLEBALL CONVERSION PROJECT IN AN AMOUNT NOT TO EXCEED \$133,866

It is recommended that the City Council approve and award a professional general contractor services contract to Taylor Tennis Courts, Inc.

c) CONSIDERATION AWARD OF PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES FOR RESTORATION & RENOVATIONS PROJECTS: LIZZIES TRAIL INN & THE RICHARDSON HOUSE HISTORICAL MUSEUM CONTRACT TO TSK ARCHITECTS, IN AN AMOUNT NOT TO EXCEED \$77,500

It is recommended that the City Council award TSK Architects a professional architectural services contract. The preparation of plans and specifications for the restoration and renovation of Lizzies Trail Inn and The Richardson House Museum in an amount not exceeding \$77,500.

- d) **GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORTS**
It is recommended that the City Council accept, receive and direct staff to file the General Plan (GP) and Housing Element (HE) Annual Progress Reports (APRs) and file these 2024 GP and HE APRs with the California Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR).
- e) **CONSIDERATION TO AMEND THE 2024/25 CAPITAL IMPROVEMENT BUDGET FOR THE PUBLIC WORKS DEPARTMENT EQUIPMENT UPGRADE**
It is recommended that the City Council approve a budget amendment to reallocate and increase the Capital Improvement Fund by \$34,899.51 to purchase a Caterpillar Inc. Model 920 Wheel Loader.
- ~~f) **REVIEW OF FY 2024/2025 GANN APPROPRIATIONS LIMIT CALCULATION AND EXTERNAL AUDIT CONFIRMATION**~~
No action is required. It is recommended that the City Council receive and file this informative report. **Moved to Discussion #2**

Mayor Parkhurst brought the matter to the Council for questions then opened public comment.

Susan Gallagher, Sunnyside Avenue: expressed her support for TSK Architects for renovations to the Richardson House and Lizzie's Trail Inn.

Seeing no one else come forward, the Mayor closed Public Comment and brought the matter back to the Council for discussion and/or a motion.

Council Member Goss made a motion to approve Consent items a-e.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

- Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss
- Noes: None.
- Absent: Mayor Pro Tem Kristine Lowe (excused)
Council Member Kelly Kriebs (excused)
- Abstain: None.

The motion to approve Consent items a-e was approved by a unanimous voice vote by all Members present.

7:37 pm – Mayor Parkhurst called for a brief recess
7:48 pm – The City Council reconvened their meeting.

DISCUSSION

1. CONSIDERATION OF ORDINANCE NO. 1480-U APPROVING AN UNCODIFIED URGENCY ORDINANCE TO STREAMLINE AND REDUCE THE COST OF REDEVELOPMENT OF STRUCTURES IMPACTED BY THE EATON FIRE

It is recommended that the City Council adopt Ordinance No. 1480-U approving an uncodified urgency ordinance to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire.

This report was presented to the City Council by City Attorney Giragosian.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment.

Katrina Hitz-Tough, 658 Orange Dr.: supported a streamlined process for homes damaged or destroyed by the Eaton Fire, and recommended expanding that process to include properties that are in high-risk areas.

Sander Zandbergen, 800 Skyland Dr.: agreed with the previous speaker. He appreciated the intent of the ordinance but believed it does not go far enough.

Seeing no one else come forward, the Mayor closed Public Comment and brought the matter back to the Council for discussion and/or a motion.

Council Member Goss made a motion to amend Section 23 for the Ordinance to read "recommend a historic resources evaluation", and adopt Urgency Ordinance 1480-U.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss
Noes: None.
Absent: Mayor Pro Tem Kristine Lowe (excused)
Council Member Kelly Kriebs (excused)
Abstain: None.

The motion to adopt Ordinance 1480-U as amended was approved by a unanimous voice vote by all Members present.

2. REVIEW OF FY 2024/2025 GANN APPROPRIATIONS LIMIT CALCULATION AND EXTERNAL AUDIT CONFIRMATION (formerly on the Consent Calender but moved to discussion by vote of the City Council)

No action is required. It is recommended that the City Council receive and file this informative report.

This report was presented by Director Rainey.

Mayor Parkhurst opened for Public Comment. Seeing no one come forward, the Mayor brought the matter back to the Council for further discussion.

The report was informative and no action was required by the City Council.

3. CONSIDERATION OF ORDINANCE NO. 1481 AMENDING CHAPTER 3.40 (CLAIMS AND CLAIMS PROCEDURES) OF TITLE 3 (REVENUE AND FINANCE) OF THE SIERRA MADRE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ALLOW, COMPROMISE, OR SETTLE CLAIMS UP TO \$50,000 (formerly Discussion item #2 but moved to Discussion #3 by vote of the City Council)

It is recommended that the City Council introduce for first reading Ordinance No. 1481, amending Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code, to authorize the City Manager to allow, compromise, or settle claims up to \$50,000.

This report was presented to the City Council by City Attorney Giragosian.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment.

Glenn Lambdin, 444 Sturtevant: was not supportive of granting the City Manager the authority to settle claims and felt that the authority should remain with the City Council.

Seeing no one else come forward, the Mayor closed Public Comment and brought the matter back to the Council for discussion and/or a motion.

Council Member Garcia made a motion to approve Ordinance 1481 for first reading.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss
Noes: None.
Absent: Mayor Pro Tem Kristine Lowe (excused)
Council Member Kelly Kriebs (excused)
Abstain: None.

The motion to approve first reading of Ordinance 1481 was approved by a unanimous voice vote by all Members present.

4. STRATEGIC PLAN UPDATE

It is recommended that the City Council review the updated Strategic Plan and provide City staff with any changes in organization or substance.

Mayor Parkhurst noted that the time was 10:00 pm and asked for a motion to continue the Strategic Plan Update to a future meeting.

Council Member Goss made the motion to continue the discussion of the Strategic Plan Update to a future meeting.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss
Noes: None.
Absent: Mayor Pro Tem Kristine Lowe (excused)
Council Member Kelly Kriebs (excused)
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

FUTURE AGENDA ITEMS

Mayor Parkhurst asked the Council if they had any items they wanted to discuss at a future meeting.

- Council Member Goss asked for a historical assessment of the Eaton Fire burn areas, in collanoration with the Sierra Madre Historical Preservation Society.

ADJOURNMENT

Mayor Parkhurst asked for a motion to adjourn the meeting.

Council Member Goss made a motion to adjourn the meeting.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss
Noes: None.
Absent: Mayor Pro Tem Kristine Lowe (excused)
Council Member Kelly Kriebs (excused)
Abstain: None.

The meeting was adjourned at 10:05pm to a Regular City Council meeting scheduled for April 8, 2025.



Robert Parkhurst
Mayor

Mintues taken by:



City Clerk Laura Aguilar

ACTION ITEMS

Regardless of staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject, or continue such item.

AVAILABILITY OF AGENDA MATERIALS

Materials related to items on this agenda are available for public inspection on the City's website at www.cityofsierramadre.com.

LIVE BROADCASTS

Regular City Council meetings are broadcast live on Cable Channel 3 and rebroadcast on Wednesday and Saturday at 5:30 p.m.

MEETING ASSISTANCE

If you require special assistance to participate in this meeting, please call the City Clerk's office at (626) 355-7135 at least 48 hours prior to the meeting.

ADJOURNMENT

The City Council will adjourn to a meeting to take place on April 8, 2025.