



**TOWN OF MORAGA
REGULAR MEETING
TOWN COUNCIL**

**WEDNESDAY, MAY 14, 2025
MINUTES**

5:30 PM

The following are minutes of the actions taken by the Town of Moraga Town Council.
A full video recording of the meeting is available on the Town's website at:
<https://livestream.com/moraga>

Council Chambers
335 Rheem Boulevard, Moraga, California 94556

1. CALL TO ORDER

The regular meeting was called to order at **5:30 PM** by Mayor, Steve Woehleke.

ROLL CALL

Councilmembers present: Mayor, Steve Woehleke, Vice Mayor Kerry Hillis
Brian Dolan, Lisa Maglio and Graham Thiel

Councilmembers absent: None.

Staff Present: Town Manager, Scott Mitnick, Asst. Town Attorney, Denise Bazzano, Town Clerk, Amy Heavener, Police Chief, Jon King, Administrative Services Director, Katie Bruner, Parks & Recreation Director, Mackenzie Brady, Public Works Director, Shawn Knapp

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS

A. Proclamation Honoring Ray Cassabonne As 2025 Moraga Citizen Of The Year

Mayor Woehleke announced the Proclamation honoring Ray Cassabonne as the 2025 Moraga Citizen of the Year. Council read the Proclamation aloud and presented Ray with a signed copy.

There were no public comments.

4. PUBLIC COMMUNICATION

Kerry Hillis provided public comment speaking as a member of the public.

5. ADOPTION OF MEETING AGENDA

ACTION:

Motion: **Hillis** / Second: **Maglio**

Adoption of the meeting agenda with a change to Item 9A to occur immediately following Section 7: Announcements and Reports on Activities.

Vote: (5-0)

6. CONSENT CALENDAR

a. Consideration of Consent Items Removed for Discussion

No items were pulled for discussion.

There were no public comments.

b. Acceptance of Consent Items

ACTION:

Motion: **Hillis** / Second: **Dolan**

Adoption of the Consent Calendar as shown.

Vote: (5-0)

6.1 **Receive Accounts Payable Claims for:** March 6, 2025 – March 25, 2025 (\$631,345.43) and April 3, 2025 – April 25, 2025 (\$1,478,795.51).

6.2 **Approval of Minutes** for the April 23, 2025 Regular meeting of the Moraga Town Council.

6.3 **Adopt a resolution to do the following:**

1. Award a Consultant Services Agreement for annual Assessment District Engineering Services Related to the Fiscal Year 2025-26 Town of Moraga Street Lighting District 1979-1 to Francisco and Associates, Inc. (Francisco) in the amount of \$14,450 (\$13,950 plus \$500 for postal reimbursables).
2. Authorize Optional Services for the coordination of upgrades of streetlights within the Moraga Country Club community to LED Lights and other street lighting district engineering support services in the amount of \$10,000 on a time and material basis and finding upgrades exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301.
3. Authorize the Town Manager to execute the Consultant Services Agreement with Francisco for an Amount Not to Exceed \$24,450 (\$14,450 plus \$10,000) and Authorize the Town Manager to Execute Amendments to the Agreement up to \$4,890 (20% of the agreement amount).

6.4 **Adopt a resolution** ordering the preparation and filing of an Annual Engineer's Report for Fiscal Year 2025-26, Town of Moraga Street Lighting District 1979-1.

6.5 **Adopt a Resolution:**

1. Authorizing the Town Manager to execute a Construction Contract to Dick's Carpet, Oakland, CA for the Police Department Floor Replacement Project (CIP 23-107) in a total amount of \$29,441.50; authorizing a 15% Construction Contingency of \$4,416 for a total amount not to exceed \$33,857.73;
2. Authorizing the Town Engineer to execute Contract Change Orders for up to 15% of the agreement amount, if necessary;
3. Appropriating \$5,000 from Fund 780 (General Government Developer Impact Fees) to CIP 23-107; and
4. Finding Project categorically exempt pursuant to Section 15301 and 15304 of the California Environmental Quality Act Guidelines.

7. ANNOUNCEMENTS AND REPORTS ON ACTIVITIES

Council member Reports on AB1234 Activities, Council member Announcements

Councilmember Thiel attending Moraga Clean Energy meeting in the following week.

Councilmember Maglio nothing to report.

Councilmember Dolan nothing to report.

Vice Mayor Hillis attended media training along with Mayor Woehleke as well as attending Rheem Elementary Open House. Vice Mayor Hillis participated in a driving-walking tour of Moraga along with State Senator Tim Grayson, Mayor Woehleke and Town staff. The Vice Mayor attended the May Contra Costa Mayor's Conference where EBMUD presented. He also attended the Jewish Public Affairs Committee Capital Summit in Sacramento where SB 63 was discussed. Vice Mayor Hillis participated in the Moraga Audit and Finance Committee as well as the Lamorinda Tri-Cities Council meeting.

Mayor Woehleke attended tour of Moraga with State Senator Tim Grayson, Vice Mayor Hillis and Town staff where they discussed Moraga history, current housing issues and to identify challenges in the Town of Moraga. Attended the Citizen of the Year award dinner. The Mayor attended the John Muir Land Trust event in Martinez. Mayor Woehleke attended the Audit and Finance Committee meeting where they discussed the biennial budget and five-year Capital Improvement Projects budget. The Mayor attended the Lamorinda tri-cities meeting and got a first look at the upcoming smart signals and discussed the emergency evacuation study as well as a discussion surrounding a shared lobbyist for Lamorinda. The Mayor met with MOFD Board members regarding ambulance service. Finally, the Mayor attended the Monarch Butterfly event at the library.

Town Manager Mitnick deferred comments to the end of the meeting.

A. DEPARTMENT REPORTS

A. Local Sales Tax Oversight Committee Appointment

Interview and consider a candidate for appointment to one (1) open seat on the Local Sales Tax Oversight Committee (LSTOC) for a full three (3) year term.

Mayor Woehleke introduced the item.

Councilmembers provided comments.

There were no public comments.

ACTION:

Motion: **Woehleke** / Second: **Hillis**

Appointment of Dirk Sodestrom to one (1) open seat on the Local Sales Tax Oversight Committee (LSTOC) for a full three (3) year term.

Vote: (5-0)

8. PUBLIC HEARING

A. Saint Mary's College Campus Master Plan Amendment & Addendum to 2016 Saint Mary's College Campus Master Plan Environmental Impact Report

Adopt a resolution approving an addendum to the 2016 Saint Mary's College Campus Master Plan Environmental Impact Report and approving Saint Mary's College Campus Master Plan Amendment (GP-01-23).

Councilmember Thiel recused himself due to the proximity of his residence to the location of the project at Saint Mary's College.

Mayor Woehleke reviewed the Ex Parte communication guidelines and announced his Ex Parte communication with a member of the public. The remaining Councilmembers announced they had no Ex Parte communications.

Planning Director, Sonia Urzua presented the item.

Councilmembers asked clarifying questions.

Mayor Woehleke opened the Public Hearing.

The applicants, Mike Matoso, Ysidro Ferrez (sp) and Susan Boots (sp) presented their portion of the Public Hearing.

Councilmembers asked the applicant clarifying questions.

Kyle Hickey, Anne Hickey, Dustie Robeson, Kevin Hamilton, David Gow, Mark Ginestro, Peter Snell, Adam Cooper, David Cereghino and Teresa Romero, Steven Flynn and Lucy Dunninger provided public comment.

The applicant responded to public comments that were received.

Mayor Woehleke closed the Public Hearing.

Councilmembers deliberated and offered final comments.

ACTION:

Motion: **Woehleke** / Second: **Hillis**

Adopt a resolution approving an addendum to the 2016 Saint Mary's College Campus Master Plan Environmental Impact Report and approving Saint Mary's College Campus Master Plan Amendment (GP-01-23).

Vote: (4-0-1: Thiel recused)

Mayor Woehleke called for recess at **7:18pm**; the meeting was reconvened at **7:26pm**.

B. Updating the Town of Moraga's Master Fee Schedule for Fiscal Year 2024-25

Staff recommends this item be continued to the regular Town Council meeting on June 11, 2025.

There were no public comments.

ACTION:

Motion: **Dolan** / Second: **Hillis**

Continued the item to the regular Town Council meeting on June 11, 2025.

Vote: (5-0)

9. DEPARTMENT REPORTS

B. Proposed Fiscal Year 2025-26 and Fiscal Year 2026-27 Biennial Operating Budget

Review and provide feedback on the Proposed FY 2025-26 & FY 2026-27 Biennial Operating Budget.

Administrative Services Director, Katie Bruner presented the item.

Council asked clarifying questions; Public Works Director, Shawn Knapp provided additional and clarifying information.

Public comments were received by Riki Juster, Pat Harries, Mark Danforth and John Raskin.

Council provided final comments and input to staff.

There was no formal Council action required.

E. Establish a Joint MOFD-Town of Moraga Fire Prevention Ad Hoc Committee and Submit a Letter of Concern Regarding Upcoming Paramedic Staffing Changes

Authorize the Town Manager to work with Moraga-Orinda Fire District to establish a Joint MOFD-Town of Moraga Fire Prevention Ad Hoc Committee and authorize the Mayor to sign a “letter of concern” regarding the impacts on the Moraga community as a result of the upcoming paramedic staffing changes that will go into effect in FY 2025-26.

Town Manager, Scott Mitnick presented the item and provided a handout which will be added to the Agenda Packet.

Robert “Dick” Olson provided public comment.

Council provided final comments and input to staff. Staff committed to return with a Resolution detailing future Council actions pertaining to the formulation of an ad hoc committee.

Staff will work with Mayor Woehleke to craft a letter addressing concern over paramedic staffing changes.

C. Proposed Five-Year Capital Improvement Program (CIP) Budget (Fiscal Year 2025-2026 through Fiscal Year 2029-2030)

Review and provide feedback on the Proposed Five-Year Capital Improvement Program (CIP) Budget for FY 2025-2026 through FY 2029-2030).

Public Works Director, Shawn Knapp introduced the item.

Vice Mayor Hillis recused himself from a portion of the presentation and subsequent discussion due to the proximity of his residence to the location of The Hacienda.

Council had no clarifying questions on the first portion of the report.

Vice Mayor Hillis returned for the remainder of the presentation.

Council provided feedback and comments; as part of the comments, Vice Mayor Hillis read a portion of a correspondence received from a member of the public aloud.

Town Manager, Scott Mitnick provided comments on the item.

There was no formal Council action required.

There were no public comments.

D. Public Engagement Booth

Discuss potential use of a public engagement booth and provide direction to staff.

Town Manager, Scott Mitnick presented the item.

Council discussed the possibility of hosting a public engagement booth and potential locations.

Council directed Staff to pursue the possibility of using a booth at the Moraga Farmers Market.

There were no public comments.

10. COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS

None.

11. INFORMATIONAL ITEMS

None.

12. TOWN MANAGER FOLLOW-UP AND ANNOUNCEMENTS

Town Manager, Mitnick expressed appreciation to Administrative Services Director, Katie Bruner and Public Works Director, Shawn Knapp for their work on the budget.

ACTION:

Motion: **Woehleke** / Second: **Hillis**

Extend the Town Council Regular meeting by 10 minutes to accommodate the Town Manager's final comments.

Vote: (5-0)

Town Manager, Mitnick proceeded with his update regarding a meeting he attended with Planning Director, Sonia Urzua in Sacramento with HCD to discuss Moraga's unique housing challenges. Town Manager, Mitnick announced Moraga Planning Department is being recognized by the American Planning Association for their work on the General Plan.

13. ADJOURNMENT

Mayor Woehleke adjourned the Town Council Regular meeting at **9:36 PM**.

Respectfully submitted by:



Amy Heavener, CMC
Town Clerk



Approved by the Town Council:



Steve Woehleke, Mayor