

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, OCTOBER 4, 2023 – 4:30 PM

Mayor McCourt called the meeting to order at 4:30pm.

Roll Call of Councilmembers Present: McCourt, Stafford, Herrera, Schuster, Brown

1. **APPROVAL OF AGENDA:** Mayor McCourt called the meeting to order at 4:30pm.
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** No comment.
3. **CLOSED SESSION:**
The City Council convened in closed session at 4:30pm to discuss the following:
 - A. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957
 1. Economic Development Director position
 2. Golf Course Manager position
4. **RETURN TO OPEN SESSION:** The City Council reconvened in open session at 5:00pm. The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Administrator, stated the Council approved the agenda as written then met in closed session to discuss the above-mentioned items. Direction was provided to staff with no reportable action taken.

Proclamation for Domestic Violence Awareness Month presented to Lassen Family Services.

5. **BUSINESS FROM THE FLOOR:** Mr. Dominguez provided information about the upcoming Cover Photo Contest Reception, stating that it would be held on October 12, 2023, from 5:30 pm to 7:00pm.
 6. **CONSENT CALENDAR:**
Moved by Schuster; seconded by Herrera to approve the consent calendar.
Motion Carried: 5 - 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None
- 6.A Minutes of the City Council's September 6, 2023 regular meeting and the September 19, 2023 special meeting.
- Motion to waive the reading of and approval to receive and file the City Council's September 6, 2023 regular meeting and the September 19, 2023 special meeting.
[230906.cc.min.draft.pdf](#)
[230919.cc.spec.min.draft.pdf](#)
- 6.B Vendor and payroll warrants.
- Motion to receive and file
[8-31-23.pdf](#)
[9-07-23.pdf](#)
[9-14-23.pdf](#)
[9-18-23.pdf](#)

[9-21-23.pdf](#)
[9-22-23.pdf](#)

- 6.C Consider **Resolution No. 23-6244**, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 18, 2023, from 5:00 pm to 8:00 pm

Motion to approve Resolution No. 23-6244, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 18, 2023, from 5:00 pm to 8:00 pm

[City Council street closure 2023.docx](#)
[23-6244.pdf](#)

- 6.D Consider **Resolution No. 23-6245**, authorizing the Public Works Director to execute a Notice of Completion for Project No. 23-01 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project

Motion to approve Resolution No. 23-6245, authorizing the Public Works Director to execute a Notice of Completion for Project No. 23-01 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project

[23-6245.pdf](#)

7. **PUBLIC HEARINGS:**

- 7.A Conduct Cost Recovery Public Hearing Case # LN2023-013 and consider **Resolution No. 23-6227**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6228**, approving the recordation of a lien against real property at 765 Shasta Street.

Motion to approve Resolution No. 23-6227, approving cost report, and motion to approve the subsequent Resolution No. 23-6228, approving the recordation of a lien against real property at 765 Shasta Street.

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6227.

Public Hearing opened and closed at 5:15pm. No comments received.

Moved by Schuster; seconded by Brown to approve Resolution No. 23-6227.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6228.

Public Hearing opened at 5:16pm and closed at 5:17pm with no comments received.

Moved by Hererra; seconded by Brown, to approve Resolution No. 23-6228.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-013](#)

[23-6227.pdf](#)
[23-6228.pdf](#)

- 7.B Conduct Cost Recovery Public Hearing Case # LN2023-014 and consider **Resolution No. 23-6221**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6222**, approving the recordation of a lien against real property at 560 Hospital Lane.

Motion to approve Resolution No. 23-6221, approving cost report, and motion to approve the subsequent Resolution No. 23-6222, approving the recordation of a lien against real property at 560 Hospital Lane.

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6221.

Public Hearing opened at 5:20pm and closed at 5:21pm with no comments received.

Moved by Schuster; seconded by Herrera to approve Resolution No. 23-6221.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6222.

Public Hearing opened and closed at 5:21pm with no comments received.

Moved by Brown; seconded by Herrera to approve Resolution No. 23-6222.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-014](#)

[23-6221.pdf](#)

[23-6222.pdf](#)

- 7.C Conduct Cost Recovery Public Hearing Case # LN2023-015 and consider **Resolution No. 23-6223**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6224**, approving the recordation of a lien against real property at 1705 Main Street.

Motion to approve Resolution No. 23-6223, approving cost report, and motion to approve the subsequent Resolution No. 23-6224, approving the recordation of a lien against real property at 1705 Main Street.

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6223.

Public Hearing opened and closed at 5:23pm with no comments received.

Moved by Herrera; seconded by Schuster, to approve Resolution No. 23-6223.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6224.

Public Hearing opened and closed at 5:24pm with no comments received.

Moved by Brown; seconded by Herrera, to approve Resolution No. 23-6224.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-015](#)

[23-6223.pdf](#)

[23-6224.pdf](#)

- 7.D Conduct Cost Recovery Public Hearing Case # LN2023-016 and consider **Resolution No. 23-6225**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6226**, approving the recordation of a lien against real property at 509 Woodside Way.

Motion to approve Resolution No. 23-6225, approving cost report, and motion to approve the subsequent Resolution No. 23-6226, approving the recordation of a lien against real property at 509 Woodside Way.

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6225.

Public Hearing opened and closed at 5:27pm with no comments received.

Moved by Schuster; seconded by Herrera, to approve Resolution No. 23-6225.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6226.

Public Hearing opened and closed at 5:28pm with no comments received.

Moved by Brown; seconded by Herrera, to approve Resolution No. 23-6226.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-016](#)

[23-6225.pdf](#)

[23-6226.pdf](#)

- 7.E Conduct Cost Recovery Public Hearing Case # LN2023-018 and consider **Resolution No. 23-6229**, approving a cost report of unpaid costs associated with the abatement of nuisance conditions and, if approved, consider subsequent **Resolution No. 23-6230**, approving the levying of a special assessment and the recordation of the special assessment lien against

real property at 63 South Weatherlow Street, and requesting the inclusion of said special assessment on the Lassen County Tax Rolls.

Motion to approve Resolution No. 23-6229, approving cost report, and motion to approve the subsequent Resolution No. 23-6230, approving the recordation of a special assessment lien and lien against real property at 63 South Weatherlow Street.

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6229.

Public Hearing opened and closed at 5:34pm with no comments received.

Moved by Schuster; seconded by Herrera, to approve Resolution No. 23-6229.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6230.

Public Hearing opened and closed at 5:35pm with no comments received.

Moved by Herrera; seconded by Brown, to approve Resolution No. 23-6230.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-018](#)

[Cost Report LN2023-018 Supplemental](#)

[23-6229.pdf](#)

[23-6230.pdf](#)

- 7.F Conduct Cost Recovery Public Hearing Case # LN2023-019 and consider **Resolution No. 23-6231**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6232**, approving the recordation of a lien against real property at 67 South Weatherlow Street.

Motion to approve Resolution No. 23-6231, approving cost report, and motion to approve the subsequent Resolution No. 23-6232, approving the recordation of a lien against real property at 67 South Weatherlow Street.

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6231.

Public Hearing opened and closed at 5:40pm with no comments received.

Moved by Schuster; seconded by Herrera, to approve Resolution No. 23-6231.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6232.

Public Hearing opened and closed at 5:41pm with no comments received.

Moved by Herrera; seconded by Brown, to approve Resolution No. 23-6232.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-019](#)

[Cost Report LN2023-019 Supplemental](#)

[23-6231.pdf](#)

[23-6232.pdf](#)

- 7.G Conduct Cost Recovery Public Hearing Case # LN2023-020 and consider **Resolution No. 23-6233**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6234**, approving the recordation of a lien against real property at 830 Main Street.

Motion to approve Resolution No. 23-6233, approving cost report, and motion to approve the subsequent Resolution No. 23-6234, approving the recordation of a lien against real property at 830 Main Street.

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6233.

Public Hearing opened and closed at 5:45pm with no comments received.

Moved by Brown; seconded by Herrera to approve Resolution No. 23-6233.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6234.

Public Hearing opened and closed at 5:46pm with no comments received.

Moved by Herrera; seconded by Schuster, to approve Resolution No. 23-6234.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-020](#)

[23-6233.pdf](#)

[23-6234.pdf](#)

- 7.H Conduct Cost Recovery Public Hearing Case # LN2023-021 and consider **Resolution No. 23-6235**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6236**, approving the recordation of a lien against real property at 325 North Weatherlow Street.

Motion to approve Resolution No. 23-6235, approving cost report, and motion to approve the subsequent Resolution No. 23-6236, approving the recordation of a lien against real property at 325 North Weatherlow Street

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6235.

Public Hearing opened and closed at 5:49pm with no comments received.

Moved by Brown; seconded by Herrera, to approve Resolution No. 23-6235.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6236.

Public Hearing opened at 5:50pm and closed at 5:51pm with no comments recieved.

Moved by Herrera; seconded by Brown, to approve Resolution No. 23-6236.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-021](#)

[Cost Report LN2023-021 Supplemental.pdf](#)

[23-6235.pdf](#)

[23-6236.pdf](#)

- 7.I Conduct Cost Recovery Public Hearing Case # LN2023-022 and consider **Resolution No. 23-6237**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6238**, approving the recordation of a lien against real property at 105 Laverne Avenue.

Motion to approve Resolution No. 23-6237, approving cost report, and motion to approve the subsequent Resolution No. 23-6238, approving the recordation of a lien against real property at 105 Laverne Avenue

Cody Loflin, Code Enforcement Officer, provided an explanation of the items being presented and requested approval of Resolution No. 23-6237.

Public Hearing opened and closed at 5:53pm with no comments received.

Moved by Herrera; seconded by Schuster, to approve Resolution No. 23-6237.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6238.

Public Hearing opened and closed at 5:54pm.

Moved by Herrera; seconded by Brown, to approve Resolution No. 23-6238.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

[Cost Report LN2023-022](#)

[Cost Report LN2023-022 Supplemental.pdf](#)

[23-6237.pdf](#)

[23-6238.pdf](#)

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Mayor McCourt offered the city's Mission Statement and the Land Acknowledgement.

9. **NEW BUSINESS:**

- 9.A Consider **Resolution No. 23-6216**, delegating authority to the City Administrator to make determinations regarding claims.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6216.

[23-6216.pdf](#)

[Gov. Code 935.4.pdf](#)

Motion to approve Resolution No. 23-6216, delegating authority to the City Administrator to make determinations regarding claims.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

9.B **2024 Municipal Election**

Resolution No. 23-6239, Calling and giving notice of the holding of a general municipal election to be held on Tuesday, March 5, 2024, for the election of certain officers as required by the provisions of the laws of the state of California relating to general law cities; and **Resolution No. 23-6240**, Requesting the Board of Supervisors of the County of Lassen to consolidate a general municipal; election to be held on Tuesday, March 5, 2024, with the statewide primary election to be held pursuant to §10403 of the Elections Code; and **Resolution No. 23-6241**, Adopting regulations for candidates for elective office pertaining to Candidates' Statements submitted to the voters at an election to be held on Tuesday, March 5, 2024.

Heidi Whitlock, City Clerk, provided an explanation of the items and requested approval of Resolution No. 23-6239, 23-6240, and 23-6241.

[23-6239 Calling the 2024 Election.pdf](#)

[23-6240 Consolidating with the BOS 2024.docx.pdf](#)

[23-6241 Candidate statements 2024.pdf](#)

Motion to approve Resolution No.'s 23-6239, 23-6240 and 23-6241, calling of the election, requesting the consolidation of the election with the County of Lassen, and adopting the regulations for candidates pertaining to Candidate Statements.

Moved by Herrera; seconded by Schuster, to approve Resolution No. 23-6239 as written.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Herrera, Stafford and McCourt

Voting Against: None

Moved by Herrera; seconded by Stafford, to approve Resolution No. 23-6240 as written.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Herrera, Stafford and McCourt
Voting Against: None

Moved by Herrera; seconded by Stafford, to approve Resolution No. 23-6241as written.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Herrera, Stafford and McCourt
Voting Against: None

- 9.C Consider **Resolution No. 23-6243**, authorizing the Chief of Police to execute standard agreement with the State of California Office of Traffic Safety and accepting \$50,000 in grant funding from the Selective Traffic Enforcement Program (STEP)

Jake Stafford, Police Sergeant, provided an explanation of the item and requested approval of Resolution No. 23-6243.

[STEP Grant Agreement
23-6243.pdf](#)

Motion to approve Resolution No. 23-6243, authorizing the Chief of Police to execute standard agreement with the State of California Office of Traffic Safety and accepting \$50,000 in grant funding from the Selective Traffic Enforcement Program (STEP)

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.D Discussion regarding proposed landscaping funding source for Susanville South East Gateway Project

Erik Edholm, Assistant Director of Engineering, provided an explanation of the item and requested Council direction.

Mr. Newton provided more information related to the city's priorities, adding that the improvement of Main Street was one of those. He also added that there is momentum currently, but it would require the use of city funds to keep it moving forward.

Direction was provided to staff to move forward with the installation of the framing for the trees.

Mr. Newton to bring back the funding source once identified to the Council.

Mayor pro tem Herrera left the chambers at 6:25pm.

[SE Gateway Landscaping Plans.pdf](#)
[SE Gateway Landscaping Estimates.pdf](#)

- 9.E Consider **Resolution No. 23-6247**, authorizing City Administrator to execute Agreement between the city and Honey Lake Valley RCD for grant administration services for Johnstonville Dam Project.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6247.

Mayor pro tem Herrera returned to the chambers at 6:28pm.

[23-6247.pdf](#)

Motion to approve Resolution No. 23-6247, authorizing City Administrator to execute Agreement between the city and Honey Lake Valley RCD for grant administration services for Johnstonville Dam Project.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.F Consider **Resolution No. 23-6246**, authorizing Mayor to execute agreement with CalMuni Advisors.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6246.

[23-6246.pdf](#)

[City of Susanville - UAL Policy and Reporting Services \(2023_06_26\).pdf](#)

Motion to approve Resolution No. 23-6246, authorizing Mayor to execute agreement with CalMuni Advisors

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: Herrera, Schuster, Brown, McCourt, Stafford

Voting Against: None

10. **SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.**

11. **SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.**

12. **CONTINUING BUSINESS: No business.**

13. **CITY ADMINISTRATOR'S REPORTS:**

13.A Department Reports

Allen Sobol, Police Sergeant, stated that the department's side-by-side is now onsite and just about operational. He added that the homeless count has been limited along the river.

Bob Godman, Public Works Director, provided information regarding water rates and California's current 55 gallons per day per person limit. He stated that other restrictions are being considered and, for the city, a 50% reduction by 2030 is being requested.

Tom Hernandez, Acting Fire Chief, stated that the department's been busy in the evening and also provided information regarding the event on October 14, 2023.

Mr. Edholm provided an update on what has been going on in the Engineering Division as well as Mr. Newton, Ms. Whitlock, and Chandra Jabbs, Finance Director.

Jolene Arredondo, Assistant to the City Administrator, provided an update on current and upcoming recruitments, and added that the pool and golf course are winding down for the season.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

Mr. Newton provided an explanation of the item and inquired as to whether or not any items should be added or moved on the list.

No additions or changes.

[231004 Items from the Podium.pdf](#)

15. ADJOURNMENT:

Motion made by Herrera to adjourn at 6:59pm.

Respectfully submitted by:

Quincy McCourt, Mayor

Approved on October 18, 2023

Heidi Whitlock, City Clerk