

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, NOVEMBER 1, 2023 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:

Moved by Stafford; seconded by Schuster to approve.

Motion Carried: 3 - 0

Voting For: McCourt, Stafford, Schuster

Voting Against: None

Absent: Herrera, Brown

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3. CLOSED SESSION:

The City Council convened in Closed Session at 4:30 p.m. to discuss the following:

A. CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6

1. Firefighter Unit

4. RETURN TO OPEN SESSION: The Council reconvened in open session at 5:00 p.m.

The Pledge of Allegiance and Invocation was provided.

Dan Newton, City Administrator, stated that the Council met in closed session to discuss the above-mentioned items, that direction was provided to staff but no reportable action was taken.

Mayor McCourt offered a Proclamation for Veteran's Day.

5. BUSINESS FROM THE FLOOR:

Alice Allison, Sacred Heart Church, requested permission for a street closure for a procession on December 10, 2023.

Jim McCarthy, public, stated his appreciation with the Council recognizing Veteran's Day. However, he added that the no parking barricades placed on the sidewalk five days prior to the Safe n 'Sane event hurt no less than three local businesses even if they are not in attendance to talk about it and requested that those signs not be placed until absolutely necessary.

Joseph Phan, public, proposed strobe lights be placed on crosswalk signs to assist pedestrians safely cross Main Street.

6. CONSENT CALENDAR:

Moved by Schuster; seconded by Stafford to approve.

Motion Carried: 3 - 0

Voting For: McCourt, Stafford, Schuster

Voting Against: None

Absent: Herrera, Brown

6.A Minutes of the City Council's October 18, 2023 regular meeting.
Motion to waive the reading of and approval to receive and file the City Council's October 18, 2023 regular meeting.
[231018.min.draft.pdf](#)

6.B Vendor and payroll warrants.
Motion to receive and file.
[9-28-23.pdf](#)
[9-29-23.pdf](#)
[10-04-23.pdf](#)
[10-13-23.pdf](#)
[10-18-23.pdf](#)
[10-19-23.pdf](#)

6.C Approve appointment of Susanville Municipal Airport Commissioners.
Motion to approve the appointment of William Heyland and Paul Clark for an additional term on the Susanville Municipal Airport Commission.
[SMAC Clark Letter of Interest.pdf](#)
[SMAC Heyland Letter of Interest.pdf](#)

7. **PUBLIC HEARINGS:**

7.A Public Hearing to receive comments on the Community Development Block Grant Program-Coronavirus Response Rounds 2 and 3 Grant Project 20-CDBG-CV2-3-00047 City of Susanville Emergency Services Grant activity completion.

Receive public comment on grant project completion. No formal City Council action required.

Jolene Arredondo, Assistant the City Administrator, provided information on the grant and requested comments or questions on the grant as part of the closeout process.

Public Hearing opened and closed at 5:19 p.m. with no comments.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** The Land Acknowledgment Statement and the city's Mission Statement were provided.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 23-6251**, authorizing the Public Works Director to sign a contract with Tholl Fence Inc. of Sparks, Nevada for the installation of a security fencing around the Cady Springs Water Tank and authorize the Finance Director to adjust the Water Division budget as necessary.

Bob Godman, Public Works Director, offered an explanation of the item and requested approval of Resolution No. 23-6251.

Mr. Newton requested the addition of language to allow Mr. Godman authority to approve change orders up to 10% to which the council agreed.

[23-6251.pdf](#)
[Quote Tholl Fence Inc. Cady Tank](#)

Motion to approve Resolution No. 23-6251, authorizing the Public Works Director to sign a contract with Tholl Fence Inc. of Sparks, Nevada for the installation of a security fencing

around the Cady Springs Water Tank and authorize the Finance Director to adjust the Water Division budget as necessary.

Moved by Schuster; seconded by Stafford to approve with the addition of language as requested by Mr. Newton.

Motion Carried: 3- 0

Voting For: McCourt, Stafford, Schuster

Voting Against: None

Absent: Herrera, Brown

- 9.B Consider **Resolution No. 23-6252**, approving the closure of Main Street from Cottage Street to Weatherlow Street on Saturday, December 2, 2023, from 4:00pm to 7:00pm in support of the Lassen County Chamber of Commerce Annual Magical Country Christmas Celebration.

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6252.

Kelly Ackley, Chamber of Commerce, added that new sponsors are needed as the cost of fireworks have increased as well as requesting the waiver of additional fees.

Mayor McCourt inquired as to whether or not the city budgets for this.

Mr. Newton stated that there is a Civic Contribution budget allotted to each Council Member that they can choose to put towards the event. He also added that there are also the fire fees, etc... that are charged to everyone, and he wants to ensure that everyone is charged the same fees.

Alice Allison, public, requested the city add to and update their Christmas decorations.

[Chamber letter of request_2023.pdf](#)
[23-6252.pdf](#)

Motion to approve Resolution No. 23-6252, approving the closure of Main Street from Cottage Street to Weatherlow Street on Saturday, December 2, 2023, from 4:00pm to 7:00pm in support of the Lassen County Chamber of Commerce Annual Magical Country Christmas Celebration.

Moved by Stafford; seconded by Schuster to approve.

Motion Carried: 3- 0

Voting For: McCourt, Stafford, Schuster

Voting Against: None

Absent: Herrera, Brown

- 9.C Consider **Resolution No. 23-6253**, approving and adopting the revised 2020 Urban Water Management Plan and Water Shortage Contingency Plan.

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6253.

[23-6253.pdf](#)
[2020UWMP_Rev20231101.pdf](#)

Motion to approve Resolution No. 23-6253, approving and adopting the revised 2020 Urban Water Management Plan and Water Shortage Contingency Plan.

Moved by Schuster; seconded by Stafford to approve.

Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

- 9.D Consider **Resolution No. 23-6254**, supporting the Thanksgiving Turkey Trot event on Thursday, November 23, 2023, and approving the closure of Riverside Drive from Alexander Avenue to Fairfield Street from 8:00 PM to 10:00 PM

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6254. However, he mentioned the event is from 8:00am to 10:00am.

[23-6254.pdf](#)
[COS_TurkeyTrot2023.pdf](#)

Motion to approve Resolution No. 23-6254, supporting the Thanksgiving Turkey Trot event on Thursday, November 23, 2023, and approving the closure of Riverside Drive from Alexander Avenue to Fairfield Street from 8:00 PM to 10:00 PM

Moved by Schuster; seconded by Stafford to approve.

Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

- 9.E Consider **Resolution No. 23-6255**, terminating Airport Ground Lease with Karl and William Gratriex and approving new Airport Ground Lease Agreement with Nicholas and Nicole Dominguez and Lennard and Beverly Patton for Hangar #36 at the Susanville Municipal Airport

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6255, but requested the term be for a period of 10 years based on the owner's request.

Nick Dominguez inquired if there would be an adjustment to the rate as it appeared to be much higher than anticipated at \$1.09 per square foot.

Mr. Newton stated that staff could look into the rate to ensure it is accurate and suggested the approval subject to confirmation of said rate.

[23-6255.pdf](#)
[Bill of Sale_Gratriex_Dominguez_Patton.pdf](#)
[Ground Lease #36_Dominguez_Patton.doc](#)

Motion to approve Resolution No. 23-6255, terminating Airport Ground Lease with Karl and William Gratriex and authorize Mayor to execute an Airport Ground Lease Agreement with Nicholas and Nicole Dominguez and Lennard and Beverly Patton.

Moved by Schuster; seconded by Stafford to approve subject to confirmation that the rate presented in the agreement is correct.

Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

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

Tom Hernandez, Acting Fire Chief, stated that community members will start seeing fire safety items on their Facebook page.

Mayor McCourt requested that those items shared by the Fire Department be shared on the SeeClickFix App as well.

Mr. Newton announced that, as of 5:00 p.m. tonight, Chief Ryan Cochran has officially retired and introduced Captain Mike Bollinger as Acting Police Chief.

Acting Chief Bollinger thanked C&S Waste for all of their support with the Safe 'n Sane event as well as providing some additional updates in the department.

Chandra Jabbs, Finance Director, provided information on items happening in the Finance Department as well as an update on the current recruitment within the department.

Heidi Whitlock, City Clerk, provided an update on items related to the City Clerk's office.

Ms. Arredondo also wanted to give C&S credit for their assistance with the Leaf Program.

Mr. Newton recognized the Chamber of Commerce for their efforts to take on the uptown events.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

Mr. Newton provided an explanation of this item and requested Council direction.

Council Member Schuster requested an item on the next agenda to use her remaining funds, if any, to assist the Chamber with the fireworks.

[231101 Podium Items.pdf](#)

15. **ADJOURNMENT:** Adjourn at 5:43 p.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on November 15, 2023