

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, NOVEMBER 15, 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:

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5 - 0

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

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): No public comment.

3. CLOSED SESSION: City Council convened in Closed Session at 4:31pm to discuss the following:

A. PUBLIC EMPLOYMENT – pursuant to Government Code §54957

1. City Administrator Evaluation

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 that the Council met in closed session to discuss the items listed above. He continued that direction was provided to staff and no reportable action was taken.

Presentation on Tobacco education and Susanville's tobacco presence.

5. BUSINESS FROM THE FLOOR:

Patty Parker, public, requested that the apartment complex item brought forward at last night's Planning Commission be brought back at a City Council meeting for discussion as no property owners near the proposed site were notified.

Desiree, Lassen Family Services, provided information on SART and what they do within the community as well as the agencies that they work with to provide community members resources as needed.

Dan Douglas, Wildfire Mitigation, stated that Susanville has been previously designated as a Fire Wise community; however, there have been many items changed and to maintain that status there is now a board requirement. He requested that a board be formed to be able to continue with this program.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5 - 0

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

Voting Against: None

6.A Minutes of the City Council's November 1, 2023 regular meeting.

Motion to waive the reading of and approval to receive and file the minutes from the November 1, 2023 regular meeting.

[231101.min.draft.pdf](#)

6.B Vendor and payroll warrants

Motion to receive and file

[10-26-23.pdf](#)

[10-31-23.pdf](#)

[11-02-23.pdf](#)

7. **PUBLIC HEARINGS:** No business.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Mayor McCourt offered the Land Acknowledgment Statement and the city's Mission Statement. He added an explanation of what city staff has been doing to promote transparency.

9. **NEW BUSINESS:**

9.A Authorize the use of civic contribution funds / city council discretionary funds for Lassen County Fair Grounds and Magical County Christmas.

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

Brown would be okay using non-discretionary funds.

Schuster both to fireworks with non-discretionary funds, and picnic table with Stafford's funds.

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Motion by Schuster to approve non-discretionary funds to cover \$1,000 Chamber donation for fireworks and further approve the \$550 donation for a picnic table to be taken from Council Member Stafford's discretionary funds.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.B Consider appointment of Susanville Planning Commissioners.

Heidi Whitlock, City Clerk, provided an explanation of the item and requested Council direction.

[Letter of Interest - DeBoer.pdf](#)

[Letter of Interest - Ardito.pdf](#)

Motion to approve the appointment of Ardito and DeBoer to another term on the Planning Commission and to contact Matthew Eltzroth, who submitted a letter yesterday, to confirm interest in the second alternate position and appoint if accepted.

Moved by Brown; seconded by Schuster to approve.

Motion Carried: 0- 0

Voting For: None

Voting Against: None

- 9.C Consider **Resolution No. 23-6256**, Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada Street from N. Roop Street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 23-6256.

[23-6256.pdf](#)
[Sacred Heart Request_2023.pdf](#)

Motion to approve Resolution No. 23-6256, Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada Street from N. Roop Street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

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

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

12. **CONTINUING BUSINESS**:

12.A City Project Priorities

Mr. Newton provided an explanation of the item, reviewed the current items on the list, and requested Council direction.

Council Member Schuster requested the strip on the corner of North Street and N. Weatherlow by the tennis courts be brought back to life as it used to be grass. She asked to have it above the red line but at the very bottom. It was agreed on by all members.

Mayor pro tem Herrera requested an update on the St. Francis property to which Mr. Newton responded.

Mayor pro tem Herrera also reminded staff about the 99-cent bottle discussion being that it ties in with the tobacco presentation provided tonight.

[231115_City_Priorities_List.docx](#)

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

13.A Department Reports

Mr. Newton provided an update on the happenings at last night's Planning Commission meeting and the proposed 75-unit apartment complex and what could potentially come to the council.

Department Heads shared updates on what was happening within their departments.

14. **FUTURE COUNCIL ITEMS**: No business.

15. **ADJOURNMENT**: Motion to adjourn at 6:17pm

Respectfully submitted by:

Heidi Whitlock, City Clerk

Quincy McCourt, Mayor

Approved on December 6, 2023