

**SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 6, 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 Stafford; seconded by Herrera to approve agenda as presented.

Motion Carried: 5 - 0

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

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): None.

3. CLOSED SESSION:

City Council convened in closed session at 4:31 pm to discuss the following:

A. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR** - pursuant to Government Code Section §54956.8

- Property: Ramsey Ditch
- Agency Negotiator: Dan Newton, City Administrator
- Negotiating Party: Kim Dieter
- Under Negotiation: Price/Terms

B. **PUBLIC EMPLOYEE APPOINTMENT** - pursuant to Government Code Section §54957

- 1. City Administrator

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 City Council convened in closed session to discuss the above-mentioned items, direction was provided to staff and no reportable action was taken.

5. BUSINESS FROM THE FLOOR: No public comment.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Brown 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 15, 2023 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's November 15, 2023 regular meeting.

[231115.min.draft.pdf](#)

6.B Vendor and payroll warrants

Motion to receive and file

[11-9-23.pdf](#)

[11-16-23.pdf](#)

6.C Consider **Resolution No. 23-6258**, approving contract with Express Evaluations, an employee evaluation software.

Motion to approve Resolution No. 23-6258, approving contract with Express Evaluations, an employee evaluation software.

[Quote for Susanville Essentials and Professional.pdf End User License Agreement - Susanville.docx 23-6258.pdf](#)

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Council Member Schuster recognized Noreen Frieling and requested a moment of silence in her honor.

Council Member Stafford recognized the Chamber of Commerce, the City of Susanville, and all others who assisted in the Magical County Christmas event.

Mayor McCourt offered both the city's Mission Statement and the Land Acknowledgement Statement. He continued by stating that he has enjoyed serving on the council the past four years, that he has learned a lot regarding human nature, but he would be working on new endeavors therefore he would not be running for re-election on the Council.

9. **NEW BUSINESS:**

9.A Discussion regarding expenditure or ARPA Funds.

Mr. Newton provided an explanation of the item and requested Council discussion to include the ranking criteria of the suggested projects.

Jeremy Couso, Historical Society, requested that the funds be allocated for a storage building. He requested that there be a new building constructed or that the cinder block garage be renovated.

Rob Tyndall, Susanville Municipal Airport Commission, requested fire hydrants be added to the Airport for safety reasons as there are currently no hydrants.

Michael Blaschak, public, requested a noxious weed (goat head) eradication program.

Julie McKee, public, expressed appreciation for the fixes at the tennis courts and requested a phase 2 consisting of the construction of new pickleball courts.

Ann Carlson, public, also requested new pickleball courts, potentially where the old wading pool area is located at Memorial Park. She also requested that health and safety items and the leveraging of funds be considered as criteria.

Hopewheels, stated they are now a nonprofit and requested to be considered ARPA funds as they wish to build Hopewheels boxes to give out to children in need. They have recently partnered with the Ronald McDonald House. Boxes will cost about \$15.00 each and are to be distributed to Police and Fire Departments and will have the City of Susanville logos on them, assisting in promoting Susanville. He requested \$10,000 to help in their efforts to provide support to kids in crisis as well as promoting Susanville. He added that Jersey Jim (Board of Director President) who is on television with a Hotwheels challenge show, will also have boxes to give out, as well as them being available on Amazon.

David Teeter, public, reminded Council of the CEDS plan, as well as other plans that were previously created to consider. He continued by mentioning the uptown area, including the EV charging station, the Elks Lodge, etc.

Jacqui Henry, public, mentioned the increased feral cat population and requested that they be addressed.

Councilmember Stafford requested the following items be considered: cracks in the road, crosswalks with signals in the uptown area, grass and benches at the bark park, and a speed study to be completed.

Mayor McCourt stated that he was also asked to suggest an indoor sports facility, an arts center and also mentioned the crosswalk signals.

Council Member Brown requested that long term benefit and reward to the community also be added as a ranking criteria.

Mr. Newton suggested that if any categories should be weighted.

Council Member Schuster requested a way to score community member requests higher to which Mr. Newton suggested that there be a category called Citizen Initiated Request so that category will get a point.

[231206 Potential ARPA Projects - Word Cloud.pdf](#)

[231206 List of Discussed and Submitted Potential Projects.pdf](#)

9.B Consider **Resolution No. 23-6257**, Accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2022

Chandra Jabbs, Finance Director, provided an explanation of the item and introduced Brent Van Lant of the Auditing firm to provide a presentation of the financial statements.

Mr. Van Lant provided his presentation.

Ms. Jabbs addressed the one finding that occurred and requested approval of Resolution No. 23-6257.

Council Member Stafford inquired about the internal controls related to the golf course and Building Permit Tech positions and their taking of funds to which Ms. Jabbs provided a response.

[23-6257.pdf](#)

[appropriations limit report.pdf](#)

[AU-C 260 Conclusion Letter.pdf](#)

[internal control report 2022.pdf](#)

[management letter 2022.pdf](#)

[Final FS Susanville 6-30-22.pdf](#)

Moved by Schuster; seconded by Herrera to approve.

Motion to approve Resolution No.23-6257, Accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2022.

Motion Carried: 5- 0

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

Voting Against: None

9.C Discussion regarding Public Safety Chief Position

Mr. Newton provided an explanation of the item, including the difference between operational and administrative consolidation, and requested Council direction.

Council Member Schuster inquired as to whether or not this position would be available to respond to and assist local businesses.

Council Member Brown inquired of both the Acting Fire and Police Chief what they thought of the idea to which they both responded that they liked the idea as it would provide an extra boots on the ground position.

Curtis Bortle, public, suggested that the council remember that there is typically a rivalry between the departments and it has potential to become an issue depending on who fills the roll.

Michael Blakshak, public, supportive of the position, specifically with the ability to respond to businesses.

Sarah Chandler, public, has concerns that this position, requiring specific qualifications, would sit vacant for a while.

Council Member Stafford, Brown, and Herrera all like the idea of the Public Safety Chief and want to move it forward.

It was the consensus of the Council to move forward as quickly as possible.

Mr. Newton stated that the job description will be brought back at the December 20th meeting as he feels that it should be presented to the Council.

[PUBLIC SAFETY ADMINISTRATIVE CONSOLIDATION REPORT 12-6-2023.pdf](#)

9.D Consider **Resolution No. 23-6259**, authorizing the Streets Division to purchase 300 cubic yards of cinders from TNS Trucking and Ready Mix of Susanville, CA for \$7,839 dollars and authorize the Finance Director to adjust the Streets budgets as necessary.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 23-6259.

[23-6259.pdf](#)

Motion to approve Resolution No. 23-6259, authorizing the Streets Division to purchase 300 cubic yards of cinders from TNS Trucking and Ready Mix of Susanville, CA for \$7,839 dollars and authorize the Finance Director to adjust the Streets budgets as necessary.

Moved by Stafford; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.E Consider **Resolution No. 23-6260**, adopting the city of Susanville Social Media Policy Motion to approve Resolution No. 23-6260, adopting the city of Susanville Social Media Policy

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6260.

[Social Media Policy.pdf](#)
[23-6260.pdf](#)

Moved by Herrera; seconded by Schuster 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:** No business.

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

13.A Department Reports

The City Clerk, Acting Fire Chief, Finance Director, Acting Police Chief, Public Works Director, City Administrator and Assistant to City Administrator all provided updates in their areas.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

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

[231206 Items List.pdf](#)

15. **ADJOURNMENT:**

Meeting was adjourned at 7:18pm.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on: December 20, 2023