

**SUSANVILLE CITY COUNCIL**  
**Regular Council Meeting Minutes**  
**WEDNESDAY, MARCH 20, 2024 – 5:00 PM**

Mayor McCourt called the meeting to order at 5:00pm.

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):**

**3. CLOSED SESSION:** No business.

**4. RETURN TO OPEN SESSION:**

New employees were presented: Firefighter, Shasta LeRoy; Firefighter, Matt Maumoynier; and Police Officer, Todd Johnson.

**5. BUSINESS FROM THE FLOOR:**

Jim McCarthy encouraged code enforcement efforts.

Multiple members of the public spoke in support of the utilization of ARPA funds towards a performing arts center.

**6. CONSENT CALENDAR:**

Item 6.C. was pulled from the consent calendar. Wade Workman, President of the Sportsmen Club presented request for support for the Annual Fishing Derby and provided information about the event planned for 2024 and provided highlights from last years event.

Moved by Herrera; seconded by Stafford to approve.

Motion Carried: 5 - 0

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

Voting Against: None

**6.A Minutes of the City Council's March 6, 2024 regular meeting**

Motion to waive the reading of and approval to receive and file the City Council's March 6, 2024 regular meeting.

[240306.cc.min.draft.pdf](#)

**6.B Vendor and payroll warrants**

Motion to receive and file

[02-29-24.pdf](#)

[03-07-24.pdf](#)

**6.C Consider co-sponsorship of the 35th Annual Junior Fishing Derby to be held on Saturday, May 18, 2024**

Motion to approve co-sponsorship of the 35th Annual Junior Fishing Derby to be held on May 18, 2024 at Memorial Park; waive power panel and park rental fee; provide insurance for the event; and expend \$1,000 civic contribution to Lassen Sportsmen's Club for the purchase of fish.

[2024 Junior Fishing Derby Co-Sponsor Request Letter.pdf](#)

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 6.D Consider **Resolution No. 24-6288**, approving the Susanville Experimental Aircraft Association using the Susanville Municipal Airport for their 2024 Airfair scheduled for June 1, 2024, and authorizing the Finance Director to increase the Airport 7201 budget by \$500.00 to pay for half of the liability insurance for the event.

Motion to approve Resolution No. 24-6288, approving the Susanville Experimental Aircraft Association using the Susanville Municipal Airport for their 2024 Airfair scheduled for June 1, 2024, authorizing the Finance Director to increase the Airport 7201 budget by \$500.00 to pay for half of the liability insurance for the event.

[City Letter 2024 Airfair.docx](#)  
[24-6288.pdf](#)

## 7. **PUBLIC HEARINGS:**

- 7.A Consider **Resolution No. 24-6284**, adopting the Final General Plan Land Use Element Update to the Land Use Element of the *City of Susanville General Plan 1990-2010*. Motion to approve **Resolution No. 24-6284**, approving the Final General Plan Land Use Element Update to the Land Use Element of the *City of Susanville General Plan 1990-2010*.

Kelly Mumper, City Planner, presented staff report.

Public Hearing opened at 5:34 P.M.

Public Hearing closed at 5:34 P.M.

[Public Hearing Notice Land Use-Circulation Element Update.docx](#)  
[24-6284.pdf](#)  
[SGPU\\_Second Study Session Flyer\\_2023 06 13 NZ.pdf](#)  
[SUGPU\\_LUCD Final Update.pdf](#)

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

- 7.B Consider **Resolution No. 24-6285**, adopting the Final General Plan Circulation Element Update and Negative Declaration Environmental Report to update the Circulation Element to the *City of Susanville General Plan 1990-2010*.

Kelly Mumper, City planner provided staff report.

Public Hearing opened at: 5:38 P.M.

Public Hearing closed at:5:38 P.M.

[NOI Circulation Element .doc](#)

[24-6285.pdf](#)

[Public Hearing Notice Land Use-Circulation Element Update.docx](#)

[Exhibit A-Initial Study-Negative Declaration Circulation Element Update.pdf](#) [CEQA-2023-0323\\_2023120232\\_LAS\\_City of Susanville General Plan Update Ltr\\_FINAL.pdf](#) [SUSGP Final Circulation Element Update.pdf](#)

Motion to approve Resolution No. 24-6285, approving the Final General Plan Circulation Element Update and Negative Declaration Environmental Report to update the Circulation Element to the *City of Susanville General Plan 1990-2010*.

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 7.C Consider **Resolution No. 24-6286**, upholding the Planning Commission's decision to assess civil penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1165 for 713 Cottage Street Nuisance Abatement Order No. 2023-001.

Kelly Mumper, City Planner provided staff report.

Public Hearing Opened at: 5:42 P.M.

Public Hearing Closed at: 5:57 P.M.

[24-6286.pdf](#)

[City Council Appeal Notice 713 Cottage St..docx](#)

[713 Cottage Letter and Reso.pdf](#)

[Appeal Letters 105 Russell 713 Cottage.pdf](#)

[Nuisance\\_Abatement\\_Order\\_After\\_Hearing\\_NA2023-](#)

[001\\_713\\_Cottage.pdf](#) [Tezak Family Trust Proof of Service.pdf](#)

Motion to approve Resolution No. 24-6286, upholding the Planning Commission's decision to assess penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1165 for 713 Cottage Street Nuisance Abatement Order No. 2023-001.

Moved by Stafford; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 7.D Consider **Resolution No. 24-6287**, upholding the City of Susanville Planning Commissions decision to assess penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1164 for 105 Russell Street Nuisance Abatement Order No. 2023-003.

Kelly Mumper, City Planner presented the staff report.

Public Hearing Opened at 6:07 P.M.

Public Hearing Closed at 6:23 P.M.

[24-6287.pdf](#)  
[PC Notice of Fines-Appeal Options.docx](#)  
[105 Russell Letter-Reso-Order.pdf](#)  
[106 Tezak Family Trust Proof of Service.pdf](#)  
[107 Appeal LTRs 105 Russell 713 Cottage.pdf](#)  
[108 Marino Family Trust Proof of Service.pdf](#)  
[Nuisance Abatement Order After Hearing NA2023-003 105 Russell CC.pdf](#)

Motion to approve Resolution No. 24-6287, upholding the City of Susanville Planning Commissions decision to assess penalties in the amount of \$10,000.00 maximum penalty for continuous violations of the Susanville Municipal Code by Resolution No. 23-1164 for 105 Russell Street Nuisance Abatement Order No. 2023-003.

Moved by Schuster; seconded by Herrera to approve Resolution with modifications as stated.

Motion Carried: 5- 0

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

Voting Against: None

**8. COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Mayor McCourt offered the city Mission Statement and Land Acknowledgement Statement. Mayor McCourt offered thanks to Dan Newton and city staff.

Mayor McCourt shared poem and thoughts on his councilmember term.

**9. NEW BUSINESS:**

9.A Consider discussion regarding Local Area Revitalization Project Co-op (LARP) proposal to establish market gardens and a composting facility on lands owned by the City  
Direction to staff

9.B Consider **Resolution No. 24-6290**, Authorizing the Public Works Director to execute a service contract with Everest Communications for the annual inspections of the Airport's AWOS system.

[24-6290.pdf](#)  
[KSVE AWOS Quote 02212024.pdf](#)  
[SVE\\_AWOS Service Agreement\\_BB\\_1-30-24.pdf](#)

Motion to approve Resolution No. 24-6290, Authorizing the Public Works Director to execute a service contract with Everest Communications for the annual inspections of the Airport's AWOS system.

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.C Consider purchase of Hangar #33 at the Susanville Municipal Airport  
Provide direction to staff

Council provided direction to staff to proceed with private sale as Council is not interested at this time.

[Hangar Map.pdf](#)

[T Howard hgr 33 intent to sell.pdf](#)  
[ROI HANGAR 33.pdf](#)

- 9.D Consider **Resolution No. 24-6292**, authorizing the Parks Division to purchase new bleachers for the Pat Murphy Little League Fields and further authorizes the Finance Director to adjust the budget as necessary.

[Little League Bleachers quote 2.pdf](#)  
[24-6292.pdf](#)

Motion to approve Resolution No. 24-6292, authorizing the Parks Division to purchase new bleachers for the Pat Murphy Little League Fields and further authorizes the Finance Director to adjust the budget as necessary.

Moved by Stafford; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.E Consider **Resolution No. 24-6295**, authorizing the City Administrator to execute an agreement with Sean Bittle Turf and Irrigation and increase the Golf Course Budget by \$12,000.00 for FY 23/24.

[Golf Course Proposal.docx](#)  
[24-6295.pdf](#)

Motion to approve Resolution No. 24-6295, authorizing the City Administrator to execute an agreement with Sean Bittle Turf and Irrigation and increase the Golf Course Budget by \$12,000.00 for FY 23/24.

Moved by Brown; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.F City Council Meeting Cancellation April 17, 2024

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

It was the consensus of the Council to cancel the April 17<sup>th</sup> meeting and add a special meeting if needed prior to the regularly scheduled meeting to occur on May 1, 2024.

- 9.G Authorize the use of Civic Contribution funds / City Council discretionary funds  
Motion to approve the remaining portion of Council Member Stafford's discretionary funds to be granted to the Chamber of Commerce.

Moved by McCourt; seconded by Brown 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 Consider **Resolution No. 24-6293**, authorizing the City Administrator to execute an agreement for professional services with Mintier- Harnish to assist in the update of the general plan's Housing and Safety elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary; or

Consider **Resolution No. 24-6294**, authorizing the City Administrator to execute an agreement for professional services with Mintier- Harnish to assist in the comprehensive update of the General plan's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and implementation program chapters in the existing General Plan elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary.

[SUSGP\\_Revised\\_Budget\\_2024\\_02\\_28\\_BG.pdf](#)  
[RFP-Housing Element-General Plan Update.pdf](#)  
[Mintier Harnish\\_Susanville GPU Proposal\\_FINAL.pdf](#)  
[24-6293.pdf](#)  
[24-6294.pdf](#)

Moved by Stafford; seconded by Brown to approve **Resolution No. 24-6294**, authorizing the City Administrator to execute an agreement for professional services with Mintier- Harnish to assist in the comprehensive update of the General Plan's Housing, Community Character, Open Space, Parks, Recreation, Childcare, Community Health, Safety, Conservation, and implementation program chapters in the existing General Plan elements, including the required environmental clearance and to authorize the Finance Director to adjust the planning budget as necessary.

Motion Carried: 5- 0

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

Voting Against: None

12.B City Project Priorities

[240320\\_City\\_Priorities\\_List.pdf](#)

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

13.A Department Reports Information only.

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

**15. ADJOURNMENT:**

Moved by Stafford; seconded by Brown to adjourn 9:09pm.

Motion Carried: 5 - 0

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

Voting Against: None

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Heidi Whitlock, City Clerk

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Mendy Schuster, Mayor

*Approved on: April 3, 2024*