

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, APRIL 3, 2024 – 5:00 PM

Mayor pro tem Brown called the meeting to order at 5:00p.m.

Roll Call of Councilmembers Present: Brown, Bortle, Parrish, Miller. Absent: Schuster

1. APPROVAL OF AGENDA:

Motion to approve the agenda as submitted.

Moved by Council Member Bortle, second by Council Member Miller

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): No closed session.

3. CLOSED SESSION: No business.

4. RETURN TO OPEN SESSION: The Pledge of Allegiance was offered.

Michael Bollinger, Public Safety Chief, recognized Kevin Stafford, and Allen Sobol for their recent promotions to Police Lieutenant.

Bob Godman, Public Works Director, read a proclamation in recognition of Brian Bardouski, Water Supervisor, for his many years of service as he will be retiring at the end of April.

Proclamations for both Child Abuse Awareness month and Sexual Assault Awareness month were read for the month of April.

BUSINESS FROM THE FLOOR: Both Thomas Braun and Julianne Peppertone, public members, shared their support for a permanent performing arts center.

5. CONSENT CALENDAR:

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.

[240320.cc.min.draft.pdf](#)

6.B Vendor and payroll warrants. Motion to receive and file.

[03-21-24.pdf](#)

[3-14-24.pdf](#)

[3-18-24.pdf](#)

6.C Monthly Financial Reports October-December 2023

Motion to receive and file monthly financial reports for October through December 2023

[Fund Balances Report_2023_10.pdf](#)

[Cash Report 10_2023 US Bank.pdf](#)

[Daily Deposit Report 10_2023 US Bank.pdf](#)

[Fund Balances Report_2023_11.pdf](#)

[Cash Report 11_2023 US Bank.pdf](#)

[Daily Deposit Report 11_2023 US Bank.pdf](#)

[Fund Balances Report_2023_12.pdf](#) [Cash Report 12_2023 US Bank.pdf](#)
[Daily Deposit Report 12_2023 US Bank.pdf](#)
[Cash Report OCT.NOV.DEC.23 TRICOUNTIES.pdf](#)
[Daily Deposit Report OCT - DEC 2023 TRICOUNTIES.pdf](#)
[Income Statement 12.31.23.pdf](#)

Motion to approve the consent calendar as presented.
Moved by Council Member Bortle, second by Council Member Miller
Motion carries: 4-0
Ayes: Bortle, Miller, Parrish, Brown
Absent: Schuster

7. PUBLIC HEARINGS:

7.A Consider **Resolution No. 24-6296**, Accepting FY 2022-23 Annual Report of Development/Mitigation Fees

[24-6296.pdf](#)

Chandra Jabbs, Finance Director, provided an explanation of the item and requested approval of Resolution No. 24-6296.

Mayor pro tem Brown opened the public hearing at 5:32p.m.

Eileen Richard, public, inquired as to whether or not there was a deadline to spend the funds to which Ms. Jabbs responded.

Mayor pro tem Brown closed the public hearing at 5:33p.m.

Motion to approve Resolution No. 24-6296, Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2022-23

Moved by Council Member Parrish, second by Council Member Bortle

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

COUNCIL DISCUSSION/ANNOUNCEMENTS: Council Member Bortle offered the Land Acknowledgement Statement.

Council Member Bortle mentioned that the Council Members who were appointed to LAFCo are no longer on the Council and inquired as to when the appointments will occur as there will be no city representation at that particular meeting.

Mr. Newton stated that the list will be presented at the May 1st meeting and that he will be attending the LAFCo meeting.

9. NEW BUSINESS:

9.A Consider **Resolution No. 24-6291**, approving the increase to the 2006 Snow Budget and further authorizing the Finance Director to amend the Snow budget as needed.

[24-6291.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6291.

Motion to approve Resolution No. 24-6291, approving the increase to the 2006 Snow Budget and further authorizing the Finance Director to amend the Snow budget as needed.

Moved by Council Member Bortle, second by Council Member Parrish

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

- 9.B Consider **Resolution No. 24-6297**, approving the road closure of North St from N. Weatherlow st. to Grand Ave. and donation of Police and Public Works overtime for the annual Walk a Mile event held on April 27, 2024 from 7:00am to 2:00pm.

[Road Closure Request 2024_Lassen Family Services.pdf](#)

[WALK A MILE CLOSURE 2024.pdf](#)

[24-6297.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6297.

Motion to approve Resolution No.24-6297, approving a road closure of North St from N. Weatherlow Street to Grand Ave. and donation of Police and Public Works overtime for the annual Walk a Mile event held on April 27, 2024 from 7:00am to 2:00pm.

Moved by Council Member Bortle, second by Council Member Miller

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

- 9.C Consider **Resolution No. 24-6298**, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of River St. from Fairfield Dr. to the entrance of the Pat Murphy Little League Park, additional road closure of Fairfield Dr. from River St. to the Midtown South Alley on Fairfield Dr., on April 13, 2024 from 7:00 A.M. to 10:30 A.M.

[Letter to City Council Opening Day Parade Request 2024.docx](#)

[LITTLE LEAGUE PARADE 2024.pdf 24-6298.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6298.

Mayor pro tem Brown thanked staff for all they do for the listed events.

Motion to approve Resolution No. 24-6298, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of River St. from Fairfield Dr. to the entrance of the Pat Murphy Little League Park, additional road closure of Fairfield Dr. from River St. to the Midtown South Alley on Fairfield Dr., on April 13, 2024 from 7:00 A.M. to 10:30 A.M.

Moved by Council Member Miller, second by Council Member Parrish

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

- 9.D Consider **Resolution No. 24-6299**, authorizing the Mayor to execute an agreement with CGI Communications, Inc. D/B/A CGI Digital ("CGI") for Production of Promotional Videos.

[CGI agreement.pdf](#)

[24-6299.pdf](#)

Tamra Spade, Economic Development Director, provided an explanation of the item and requested approval of Resolution No. 24-6299.

Council Member Parrish inquired as to where the videos will be posted.

Ms. Spade stated that they could be on YouTube or other sites as a promotional tool.

Council Member Bortle asked what benefit CGI gets for doing this at no charge to which Ms. Spade stated that they will be contacting other businesses to see if they are also interested in their services but there are no promises or guarantees as it is not required that they do so. She added that a letter will be sent out to local businesses to let them know that they will be contacted.

Council Member Parrish inquired as to the timeframe of getting the videos out to which Ms. Spade responded that it could be a few months.

Motion to approve Resolution No. 24-6299, authorizing the Mayor to execute an agreement with CGI Communications, Inc. D/B/A CGI Digital ("CGI") for Production of Promotional Videos.

Moved by Council Member Parrish, second by Council Member Bortle

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

- 9.E Consider **Resolution No. 24-6300**, terminating Airport Hangar Land Lease Agreement, Hangar #33 with Terrence Howard, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #33 with Aerialfire Support LLC.

[Bill of Sale.pdf](#)

[Ground Lease Hangar 33_ Aerialfire Support LLC.pdf](#)
[24-6300.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6300.

Council Member Bortle brought an error forward regarding the lease term to be adjusted to which Mr. Godman agreed.

Motion to approve Resolution No. 24-6300, terminating Airport Hangar Land Lease Agreement, Hangar #33 with Terrence Howard, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #33 with Aerialfire Support LLC.

Moved by Council Member Bortle, second by Council Member Miller

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

- 9.F Receive HdL Q3 2023 Reports

Ms. Spade provided information to the Council regarding the reports and stated that the item was for information only.

[PUBLIC - California Consensus Forecast 3Q 2023.pdf](#)

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

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

12. **CONTINUING BUSINESS**:

12.A Consider **Resolution No. 24-6301**, approving fee adjustment for developer impact fees for Skyline Self Storage.

[Standiford Letter - Fire Fees Only.pdf](#)
[24-6301.pdf](#)

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 24-6301.

Motion to approve Resolution No. 24-6301, approving fee adjustment for developer impact fees for Skyline Self Storage.

Moved by Council Member Miller, second by Council Member Bortle

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

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

13.A Department Reports Information only.

Present Department Heads and the Assistant to the City Manager provided an update on their departments.

14. **FUTURE COUNCIL ITEMS**:

14.A Future Council Items

[240403 Future Items List.pdf](#)

Mr. Newton stated that this item provides an opportunity for the Council to add items that were previously brought up and direct staff to work on those items.

Council Member Bortle requested a discussion on the state of the city's code enforcement and procedures of code enforcement as he believes that are different procedures based on if something is a fee or an abatement etc., that can make code enforcement complex. He added that with the city getting a new code enforcement officer the Council should discuss a more streamlined process. He added it would be just a discussion item and provide direction to staff if needed based on that discussion.

Mr. Newton stated that the item could come back for discussion as well as the city priority list, as it would be good for the newly seated council to review to see if the current priorities are in line with what they would like to see.

15. **ADJOURNMENT**: Motion to adjourn at 6:22p.m.

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor