SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, MAY 1, 2024 – 4:30 PM

Mayor Schuster called the meeting to order at 4:30pm.

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

1. <u>APPROVAL OF AGENDA</u>:
Moved by Brown; seconded by Miller to approve.
Motion Carried: 5 - 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

2. <u>PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS</u> (if any): No comments.

3. <u>CLOSED SESSION</u>:
The City Council convened in closed session at 4:31pm to discuss the following item:
A. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957
1. City Administrator Evaluation

4. <u>RETURN TO OPEN SESSION</u>: The City Council reconvened in open session at 5:01pm.

The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Manager, stated that the agenda was approved with no changes. He reported that the Council met in closed session to discuss the above-mentioned item. He added that direction was provided to staff but no reportable action was taken.

Bob Godman, Public Works Director, introduced Jeffrey Sterling as the city's new Air Quality Specialist.

5. <u>BUSINESS FROM THE FLOOR</u>:
Dave Martin, Diamond Mountain Golf Course Manager, wanted to recognize those who have volunteered at the course, specifically Frank Avilla, for helping with the greens.

Doug Shy, public, requested police patrol on Bunyan Road due to the speed of cars when there are children present.

Larry Rogers, Elk Lodge, stated that he is here to see if there is an update on the potential funding and to answer any questions the Council may have.

John Lightfoot, public, introduced himself to the new council and reminded them of the homeless issue along the river.

6. <u>CONSENT CALENDAR:</u>
Moved by Miller; seconded by Brown to approve.
Motion Carried: 5 - 0
Voting For: Schuster, Brown, Curtis Bortle, Parrish, Miller
Voting Against: None

6.A Minutes of the City Council's April 1, 2024 and April 23, 2024 special meetings and April 3, 2024 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's April 1, 2024 and April 23, 2024 special meetings and April 3, 2024 regular meeting.
240401.cc.spec.min.draft.pdf
240403.cc.min.draft.1.pdf
240423.cc.spec.min.draft.pdf

6.B Vendor and payroll warrants. Motion to receive and file.
03-28-24.pdf
03-29-24.pdf
04-04-24.pdf
04-11-24.pdf
04-18-24.pdf

7. PUBLIC HEARINGS:

7.A Consider **Resolution No. 24-6305**, approving a cost report for 105 Russell Street in the amount of $10,000.00.

Council Member Bortle recused himself from this item and 7B as he was on the Planning Commission prior to being elected and voted on the item.

Kelly Mumper, City Planner, provided an explanation of the item and requested Council approval of Resolution No. 24-6305.

Public Hearing opened at 5:11pm with no comments.

Public Hearing closed at 5:12pm.

24-6305.pdf
Public Hearing Notice_Recordation of Lien 105 Russell Street.docx
Cost Report - 105 Russell Street.docx

Motion to approve Resolution No. 24-6305, approving a cost report for 105 Russell Street in the amount of $10,000.00.
Moved by Brown; seconded by Parrish to approve.
Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Abstain: Bortle

7.B Consider **Resolution No. 24-6506**, approving a lien to be recorded with the Lassen County Recorder's Office for 105 Russell Street in the amount of $10,000.00.

Kelly Mumper, City Planner, provided an explanation of the item and requested Council approval of Resolution No. 24-6306.

Public Hearing opened at 5:15pm.

Debbie & Frank Marino, partial owners of the property, stated that the property is currently being sold and they are wanting the lien to not be recorded as they were told that it could effect the sale.

Margaret Long, City Attorney, stated that legally, they will need to secure the lien to be able to take payment. However, if their attorney believes that getting the lien will impede the sale that she would be happy to discuss with them to figure out their options.

Public Hearing closed at 5:21pm.

Public Hearing Notice_Recordation of Lien 105 Russell Street.docx
Grant Deed Legal Description.pdf
24-6306.pdf

Motion to approve Resolution No. 24-6506, approving a lien to be recorded with the Lassen County Recorder's Office for 105 Russell Street in the amount of $10,000.00.
Moved by Miller; seconded by Parrish to approve.
Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Abstain: Bortle

8. <u>COUNCIL DISCUSSION/ANNOUNCEMENTS</u>:

Council Member Bortle stated that he went to Sacramento to meet with the staff of the State Assembly and State Senator representatives.

Mayor Schuster stated that the next Lassen College baseball game is a big game for them. An audience member stated that the game had been moved to May 2, 2024.

Council Member Brown requested discussion on council member pay raises. Schuster and Parrish agree to bring the item back at a future meeting.

9. <u>NEW BUSINESS</u>:

9.A FY 2024-2025 Budget Discussion Discussion Item

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

Council discussion occurred.

Mr. Newton stated that the timeline would be to bring the budget back on May 15th. However, there would be a comment period as well as the need to make appointments to the Susanville Tax Oversight Board as they are an integral part of the process.

It was the consensus of the Council to fly the positions for the STOB vacancies.

9.B Consider proposed Procurement Policy and Credit Card Policy for 2024/2045 FY Adoption

Mr. Newton presented the policies and requested Council direction to move ahead with the Municipal Code changes.

Council Member Bortle stated that he is in favor of the increases but would like there to be reporting requirement to ensure more checks and balances between staff and the Council. Parrish and Schuster agreed with the request.

Linda Alberico, public, inquired as to whether or not the city paid off credit cards every month to which Mr. Newton confirmed.

Procurement Policy 2004.pdf
2001 Credit Card Policy (1).pdf
DRAFT City Procurement Policy.pdf
DRAFT Credit Card Policy.docx

9.C Consider **Resolution No. 24-6307**, approving street closures for Pancera Plaza (South Gay Street from Cottage to Main Street) for thirteen Saturday morning Farmer's Markets and three Night Markets.

Mr. Godman provided an explanation of the item and requested Council approval of Resolution No.24-6307.

Council Member Parrish inquired as to who paid the $4,498.05 and if this is a city sponsored event.

Mr. Newton responded that there is a cost to the city to do a street closure and there is also a benefit for the city as the market vendors are there and selling the products to the community as well as drawing people into the area for the event. Although there will be some returned revenue in the form of sales tax, the real benefit is to the community for allowing the events.

Council Member Parrish shared his concern regarding when enough is enough and inquired as to whether or not those groups should be required to pay for a portion of the event costs even if it was between 10%-30%.

Council Member Bortle shared that he is in support of these events as they provide a significant benefit to the public.

Council Member Miller stated how many people show up or have moved to the area due to the Uptown Magical Christmas event. She added that events are necessary to bring the community together.

Further discussion occurred regarding the item.

2024 LARP Street closure request.pdf
24-6307.pdf

Motion to approve Resolution No. 24-6307, approving street closures for Pancera Plaza (South Gay Street from Cottage to Main Street) for thirteen Saturday morning Farmer's Markets and three Night Markets.
Moved by Bortle; seconded by Brown to approve.
Motion Carried: 4- 1
Voting For: Schuster, Brown, Curtis Bortle, Miller
Voting Against: Parrish

9.D Consider **Resolution No. 24-6308,** approving the increase to the 7110 Water Budget and further authorizing the Finance Director to amend the Water budget as needed.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6308.

24-6308.pdf

Motion to approve Resolution No. 24-6308, approving the increase to the 7110 Water Budget and further authorizing the Finance Director to amend the Water budget as needed.
Moved by Brown; seconded by Bortle to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.E Consider **Resolution No. 24-6309**, adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2024-25 per the Road Repair and Accountability Act (RMRA)

Mr. Godman provided an explanation of the item and requested Council approval of Resolution No. 24-6309.

John Lightfoot, public, stated his concern regarding the lack of crosswalk around the Spirit gas station.

RMRA Proposed FY24-25 Project List.pdf
24-6309.pdf

Motion to approve Resolution No. 24-6309, adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2024-25 per the Road Repair and Accountability Act (RMRA) and further authorize the Public Works Director to submit the attached list of proposed eligible projects to the State.
Moved by Bortle; seconded by Brown to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.F Consider **Resolution No. 24-6312,** approving an increase to the 7301 Geothermal Utility Budget and authorizing the Finance Director to make necessary changes to said budget.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6312.

Council Member Bortle inquired as to what the geothermal utility was being used for.

Mr. Godman provided a list of buildings that utilized the utility.

24-6312.pdf

Motion to approve Resolution No. 24-6312, approving an increase to the 7301 Geothermal Utility Budget and authorizing the Finance Director to make necessary changes to said budget.
Moved by Brown; seconded by Miller to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.G Consider **Resolution No. 24-6313,** authorizing the Finance Director to increase the Diamond Mountain Golf Course Budget by $12,000 for maintenance and repairs

Jolene Arredondo, Assistant to the City Manager, provided an explanation of the item and requested approval of Resolution No. 24-6313.

David Teeter, public, stated that with the city's request of a business plan for multiple businesses, inquired if the city had one for the golf course.

24-6313.pdf

Motion to approve Resolution No. 24-6313, authorizing the Finance Director to increase the Diamond Mountain Golf Course Budget by $12,000 for maintenance and repairs.
Moved by Miller; seconded by Brown to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.H Discussion regarding Code Enforcement policies and procedures.

Mr. Newton stated that this item was added at the request of a council member and provided a brief explanation of the item. He mentioned code chapter 8 and that it contains different types of abatements and also the processes.

Council Member Bortle would like the city abatement process as straight forward and efficient as possible. He added that the efficiency of the process may help people be more compliant.

Mayor Schuster inquired whether this was only related to the property maintenance ordinance to which Mr. Newton responded. She also added that ordinance changes take a lot of staff time and would support Mr. Newton to use his discretion to which the council agreed.

9.I Discussion regarding proclamations

Provide direction to staff.

Mr. Newton stated that discussion was requested on this item by a council member. He added that there are a core set of proclamations that have been brought forward every year.

Council Member Parrish asked if there were any guidelines related to proclamations or acknowledgements. He voiced his concern with what could occur if the city continues on this path and requested that a set of guidelines be created. He would like to prevent those issues from occurring and stop having proclamations until that time.

Council Member Bortle inquired of the city attorney if a policy is required.

Ms. Long stated that it will always be recommended to have a policy as there are multiple factors to consider.

Council Member Bortle inquired as to how long it would take to create one.

Mr. Newton stated that there has been some work done already so it may not take long to create a policy.

Council Member Parrish inquired as to whether or not the council can just stop the proclamations to which Ms. Long said yes, the proclamations are not required, but if the city continues it has to be kept fair to everyone.

Jim McCarthy, public, commended the council for the changes that he is seeing. He stated that the city is a business and prayers and proclamations should not be in a meeting.

Leanne Vanderly, public, mentioned the previous request to proclaim Susanville as a sanctuary city for the unborn.

David Teeter, public, stated that this is the Council's chance to take their stand as those who come through Susanville will be from California.

Council Member Parrish stated that he was correct, government should not be taking a stance on social justice issues. There are freeways and people will come.

Council Member Bortle stated that it has to be all or nothing. He added that his concern is that the city will need to be ready to tell the Veteran's that they will no longer get one.

Mayor Schuster stated that there would be so many if we did them all. She stated that she would prefer to stay away from social issues.

Ms. Long stated that it is all or nothing, but within categories.

Council Member Parrish stated perhaps all Armed Forces related items should be permitted.

Council Member Miller agreed that she could get behind the Armed Forces, but not the social issues.

Mr. Newton stated, if categories are desired, it will take more time and that the item will not be placed on the next agenda. He added that there are a lot of options depending on what is being requested.

Ms. Long stated that there are multiple jurisdictions that are doing this currently and a moratorium was put in place while this occurs.

Council Member Bortle would like the item to be brouight back at the next meeting so the public had more opportunity to comment to which Mr. Newton agreed.

9.J Discussion regarding city website.

Mayor Schuster requested a 5-minute recess at 7:10pm.

The Council reconvened at 7:17pm.

Mr. Newton stated that Council Member Parrish requested that discussion occur on this item and also added that Tamra Spade, Economic Development Director, has been working with the web designer and staff to update the website.

Council Member Parrish explained his concerns with the website.

Council Member Bortle stated that, based on what staff has presented to him, he feels that staff is on the right track and would like them to continue.

Council Member Parrish stated that he agreed and added that he would like to keep things local, but doesn't want to simply continue doing the same thing.

Council Member Bortle stated that the main thing that needs to be fixed is the ability to access it on a mobile device as well as how it appears in a web search.

Council Member Parrish stated that he would like to see staff tell the current web designer what we want but also look around and get costs by other designers.

Mayor pro tem Brown stated that he is okay with staff continuing on the path they are on to see what can be done. If not, then do the other research.

Ms. Spade stated that she has had conversations with the current designer and will be providing them with the changes to see if it can be done.

Council Member Miller stated that where she works they had a company that came in and created it all in 3 months since all they did were those types of business.

Mr. Newton stated he felt the direction is to communicate changes wanted to the current designer, get a timetable of how long it would take, possibly bring back a contract if he can do it the first meeting in June.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

12.A Consider **Resolution 24-6310,** authorizing Finance Director to modify the budget to accommodate revenues and expenditures for Proposition 1 Round 1 Integrated Regional Water Management Grant.

Mr. Newton provided an explanation of the item and requested approval of Resolution No.24-6310.

24-6310.pdf

Motion to approve Resolution 24-6310, Authorizing the Finance Director to modify the budget to accommodate revenues and expenditures for Proposition 1 Round 1 Integrated Regional Water Management Grant.
Moved by Bortle; seconded by Brown to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

12.B Consider **Resolution No. 24-6314,** authorizing City Manager to execute agreement with First Serve Productions Inc., for the repair and resurfacing of tennis courts and adding pickleball striping.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 24-6314. He added that the mention of eight courts however, is not yet finalized.

Mayor Schuster inquired as to whether or not there were still money to spend on the parks if we use the park funds.

Mr. Newton responded that yes, there are additional funds available.

Motion to approve by Brown; seconded by Miller to approve original motion as written. Mayor Schuster inquired as to whether or not Mayor pro tem Brown stating as written will affect the project as it states eight courts in the resolution.

Mr. Newton stated that yes, so the record should reflect that the Council provided the City Manager with discretion to modify the number of pickleball courts as appropriate.

24-6314.pdf

Motion to approve Resolution No. 24-6314, authorizing City Manager to execute agreement with First Serve Productions Inc., for the repair and resurfacing of tennis courts and adding pickleball striping with discretion provided to the City Manager to modify the number of courts as appropriate.
Moved by Brown; seconded by Miller to approve Resolution No. 24-6314 with the above-mentioned change.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Curtis Bortle, Parrish, Miller
Voting Against: None

13. CITY ADMINISTRATOR'S REPORTS:
13.A Department Reports Information only.

City Department Heads and the Assistant to the City Administrator provided updates on their departments.

14. FUTURE COUNCIL ITEMS:
14.A Future Council Items

Council Member Miller requested setting up a 115 Trust account to pay the CalPERs deficit when needed again. She added that if the Council chose to pay off the $400,000 debt with the ARPA funds, the amount that is not being paid towards that payment every month could be placed in that trust account. Full council support to bring back the item.

Mayor Schuster inquired about taxing short-term rentals and Ms. Long states that she will look into whether or not the city can do so.

Mr. Newton stated that our city planner has also been working on that item. Bortle and Miller agreed to bring the item back for discussion.

240501.Future Items List.pdf

15. ADJOURNMENT:
Moved by Miller; seconded by Bortle to adjourn at 8:21pm.
Motion Carried: 5 - 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: May 15, 2024