

**SUSANVILLE CITY COUNCIL  
Special Council Meeting Minutes  
TUESDAY, JULY 16, 2024 – 4:30 PM**

Mayor Schuster called the meeting to order at 4:31pm

Roll Call of Councilmembers Present: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish, Dawn Miller

**1. APPROVAL OF AGENDA: (Additions and/or Deletions)**

Moved by Russ Brown; seconded by Curtis Bortle to approve.

Motion Carried: 5 - 0

Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish, Dawn Miller

Voting Against: None

**2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): *Any person may address the Council at this time upon any subject for discussion during Closed Session.*** No comment.

**3. CLOSED SESSION:** The City Council met in closed session at 4:32pm to discuss the following:

A. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957

1. City Manager Evaluation

**4. RETURN TO OPEN SESSION: (recess if necessary)** The City Council reconvened in open session at 5:02pm.

The Pledge of Allegiance and Invocation were provided as was an opening prayer from Rajan Zed, President of the Universal Society of Hinduism.

Dan Newton, City Manager, stated that prior to Council convening in closed session, the Council approved the agenda as presented. He continued that they then convened in closed session to discuss the above-mentioned item; however, further discussion is required, and Council will reconvene in closed session following the conclusion of open session.

Erik Edholm, Assistant Director of Engineering, recognized Josh Anderson for his recent promotion to the Parks and Facilities Maintenance Superintendent position.

**5. BUSINESS FROM THE FLOOR:** Melanie Westbrook, public, invited Council Members to attend the Lassen Association of Realtors Training and Education day to be held on August 1, 2024 at 10:00am.

**6. CONSENT CALENDAR:**

6.A Minutes of the City Council July 3, 2024 regular meeting.

[240703.cc.min.draft.pdf](https://240703.cc.min.draft.pdf)

Motion to waive the reading of and approval to receive and file the City Council's minutes from the July 3, 2024 regular meeting.

Moved by Curtis Bortle; seconded by Russ Brown to approve.

Motion Carried: 5- 0

Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish, Dawn Miller

Voting Against: None

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Council Member Bortle stated that he talked with Rocky Deal and provided a brief summary.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 24-6331**, authorizing the following 1) City Council to accept and award Project No. 22-5116-3492, Susanville Southeast Gateway Project in the City of Susanville to the lowest responsible bidder; 2) The City Manager to execute a contract for \$2,194,537.25 once bonds and insurance are provided; and 3) Director of Public Works to issue a Notice To Proceed and execute related contract change orders up to amount allocated for project (\$2,507,000); and 4) Finance Director to create a budget for the project based on available STIP funds.

Mr. Edholm provided an explanation of the item and requested Council approval of Resolution No. 24-6331. He added that this project has been in the works for quite some time and connects the only area in Susanville that is missing sidewalks on Main Street.

Leann Vanderly, public, requested council consideration of using a local company.

Mr. Newton stated that the city is required to award the contract to the lowest responsible bidder per the California Public Contractor Code. He added that the only way around it is to not award at all.

[24-6331.pdf](#)

[APPARENT BID OPENING RESULTS - SUSANVILLE SOUTHEAST GATEWAY PROJECT.pdf](#)

Motion to approve Resolution No. 24-6331, authorizing the following 1) City Council to accept and award Project No. 22-5116-3492, Susanville Southeast Gateway Project in the City of Susanville to the lowest responsible bidder; 2) The City Manager to execute a contract for \$2,194,537.25 once bonds and insurance are provided; and 3) Director of Public Works to issue a Notice To Proceed and execute related contract change orders up to amount allocated for project (\$2,507,000); and 4) Finance Director to create a budget for the project based on available STIP funds.

Moved by Dawn Miller; seconded by Russ Brown to approve.

Motion Carried: 5- 0

Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish, Dawn Miller

Voting Against: None

9.B Consider **Resolution No. 24-6332**, Adopting the city of Susanville Fiscal Year 2024/25 Budget and amending budget policies previously adopted by Resolution No. 23-6152.

Chandra Jabbs, Finance Director, presented the proposed 2024/2025 budget and budget policies to the Council including an overview of any changes that have occurred since the last draft was presented.

She added that there is a new fund added, the 1012 fund, for the Code Enforcement Abatement funds acquired by ARPA.

Council Member Bortle inquired about the depreciation schedule for the water system to which Ms. Jabbs and Mr. Newton provided an explanation.

Jim McCarthy, public, stated that he would like the Council to consider getting rid of the Planning Commission as it is not required. He stated that the planning staff could handle it. He inquired as to how much it would save.

[24-6332 Budget.pdf](#)

[Exhibit A.pdf](#)

[Exhibit B Budget Process and Policies.docx](#)

[FY 24.25 Line Item Budget.pdf](#)

[Local Sales Tax Oversight Board Budget Report FY 24.25 Final.pdf](#)

Motion to approve Resolution No. 24-6332, Adopting the city of Susanville Fiscal Year 2024/25 Budget and amending budget policies previously adopted by Resolution No. 23-6152. Moved by Russ Brown; seconded by Patrick Parrish to approve.

Motion Carried: 5- 0

Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish, Dawn Miller

Voting Against: None

9.C Consider **Resolution No. 24-6333**, Establishing Appropriations Limitation for Fiscal Year 2024-2025

Ms. Jabbs provided an explanation of the item and requested Council approval of Resolution No. 24-6333.

[24-6333 Appropriations.pdf](#)

Motion to approve Resolution No. 24-6333, Establishing Appropriations Limitation for Fiscal Year 2024-2025

Moved by Curtis Bortle; seconded by Dawn Miller to approve.

Motion Carried: 5- 0

Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish, Dawn Miller

Voting Against: None

9.D Consider **Resolution No. 24-6334**, authorizing the purchase of a new fire engine in the amount of \$929,995.24 for the Susanville Fire Department and authorizing the Finance Director to create a project budget for the purchase.

Michael Bollinger, Public Safety Chief, provided an explanation of the item and requested Council approval of Resolution No. 24-6334.

[24-6334.pdf](#)

[3 quotes engine purchase.pdf](#)

[Fire App Solutions Final Invoice.pdf](#)

[Susanville FD FAS Proposal Revised 7-2-24 \(1\) \(003\).pdf](#)

Motion to approve Resolution No. 24-6334, authorizing the purchase of a new fire engine in the amount of \$929,995.24 for the Susanville Fire Department and authorizing the Finance Director to create a project budget for the purchase.

Moved by Russ Brown; seconded by Dawn Miller to approve.

Motion Carried: 5- 0

Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish, Dawn Miller  
Voting Against: None

10. **CONTINUING BUSINESS:** No business.

11. **CITY MANAGER REPORTS:**

11.A Department Reports

Department heads in attendance and the Assistant to the City Manager provided updates on items related to their departments.

12. **FUTURE COUNCIL ITEMS:**

12.A Future Council Items Possible direction to staff.

Council Member Parrish requested a formal change to the public comment time to 3 minutes be added to the agenda.

The Council recessed at 6:17pm prior to going back into closed session.

The Council reconvened in closed session at 6:31pm.

The Council reconvened in open session at 7:52pm.

Mr. Newton stated that the Council reconvened in closed session to continue discussing item 3A. No reportable action was taken, but direction was provided to staff.

[240716.FutureItemsList.pdf](#)

13. **ADJOURNMENT:** Motion to adjourn at 7:53pm.

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Heidi Whitlock, City Clerk

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Mendy Schuster, Mayor

*Approved on: August 7, 2024*