

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, SEPTEMBER 18, 2024 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:

Moved by Parrish; seconded by Miller to approve the agenda as presented.

Motion Carried: 4 - 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

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

3. CLOSED SESSION:

Council convened in closed session at 4:32pm to discuss the following:

A. **CONFERENCE WITH LABOR NEGOTIATORS** - pursuant to Government Code Section §54957.6

1. Administrative Unit
2. Management Unit
3. Public Works Unit

4. RETURN TO OPEN SESSION:

The council reconvened in open session at 5:06pm.

The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Manager, stated that prior to the council meeting in closed session, the agenda was adopted as presented. He continued that council then met in closed session to discuss the above-mentioned items and direction was provided to staff. However, no reportable action was taken.

Public Safety Chief, Michael Bollinger, presented life-saving awards to those who responded to a fire incident during fair week, saving a woman from a burning building. Three members of CalFire and three members of the Susanville Police Department were presented awards for going above and beyond.

Chief Bollinger also introduced the current corporals Monahan and Johnston for the Police Department.

5. BUSINESS FROM THE FLOOR: No comments.

6. CONSENT CALENDAR:

Moved by Brown; seconded by Miller to approve.

Motion Carried: 4 - 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

6.A Minutes of the City Council September 4, 2024 regular and special meetings.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the September 4, 2024 regular and special meetings.

[240904.cc.min.draft.pdf](#)

[240904.cc.spec.min.draft.pdf](#)

6.B Vendor and payroll warrants.

Motion to receive and file

[8-29-24.pdf](#)

[8-30-24.pdf](#)

[9-05-24.pdf](#)

[9-06-24.pdf](#)

6.C Utility Accounts Receivable Write-Offs

Motion to approve to write-off accounts receivable and send \$1,292.59 to collections.

[COLLECTIONS LIST OVER \\$1000.00.xlsx](#)

7. **PUBLIC HEARINGS:**

7.A Consider **Resolution No. 24-6362**, Establishing and Adopting Schedules of Fees for Services, Previously Resolution No. 19-5634

Mayor Schuster opened the public hearing at 5:18pm.

Chandra Jabbs, Finance Director, provided an explanation of the item and requested council approval of Resolution No. 24-6362.

Mayor Schuster closed the public hearing at 5:23pm.

[24-6362.pdf](#)

[Rates and Fees Worksheet - Exhibit A.pdf](#)

Motion to approve Resolution No. 24-6362, Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 19-5634

Moved by Miller; seconded by Brown to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** No comments.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 24-6358**, amending the appendix of designated positions of the city of Susanville's Conflict of Interest Code

Heidi Whitlock, City Clerk, provided an explanation of the item and requested council approval of Resolution No. 24-6358.

[24-6358.pdf](#)

[2024 Exhibit A Proposed Conflict of Interest Code.pdf](#)

[22-6056.pdf](#)

Motion to approve Resolution No. 24-6358, amending the appendix of designated positions of the city of Susanville's Conflict of Interest Code

Moved by Brown; seconded by Parrish to approve.
Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

- 9.B Consider **Resolution No. 24-6359**, authorizing the Public Works Director to execute a contract with Veriforce to develop a Transmission Integrity Management Plan for the Natural Gas Division and authorize the Finance Director to adjust the budget, as necessary.

Bob Godman, Public Works Director, provided an explanation of the item and requested council approval of Resolution No. 24-6359.

[24-6359.pdf](#)
[TIMP Memo.doc](#)

Motion to approve Resolution No. 24-6359, authorizing the Public Works Director to execute a contract with Veriforce to develop a Transmission Integrity Management Plan for the Natural Gas Division and authorize the Finance Director to adjust the budget, as necessary.

Moved by Miller; seconded by Parrish to approve.
Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

- 9.C Consider **Resolution No. 24-6360**, authorizing the Public Works Director to close one block of Richmond Rd in front of 601 Richmond Road from 8:00 am to 4:00 pm for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 12, 2024.

Director Godman provided an explanation of the item and requested council approval of Resolution No. 24-6360.

[24-6360.pdf](#)
[Rails to Trails 2024_City of Susanville request.pdf](#)

Motion to approve Resolution No. 24-6360, authorizing the Public Works Director to close one block of Richmond Road in front of 601 Richmond Road from 8:00 am to 4:00 pm for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 12, 2024.

Moved by Brown; seconded by Miller to approve.
Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

- 9.D Consider **Resolution No. 24-6361**, revising the City's Natural Gas Purchasing Policy.

Director Godman provided an explanation of the item and requested council approval of Resolution No. 24-6361.

[24-6361.pdf](#)
[Gas Purchase Policy Staff Report 2024 09 18.docx](#)

Motion to approve Resolution No. 24-6361, revising the City's Natural Gas Purchasing Policy.
Moved by Miller; seconded by Parrish to approve.
Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

9.E Discussion regarding proposed permanent Christmas tree stand in front of Elks Lodge.

Director Godman provided an explanation of the item and requested council direction.

David Teeter, Chamber of Commerce, stated his appreciation for the project and that it is a nice sign of how the City and Chamber are working together.

Direction provided to staff to move forward with the project.

[2024-07-12_Christmas Tree Stand.pdf](#)

9.F Consider **Resolution No. 24-6364**, approving second amendment to City Manager's contract.

Mr. Whitlock presented the item for council consideration and requested approval of Resolution No. 24-6364.

[24-6364.pdf](#)
[240918 Newton 2nd Amend Agreement.pdf](#)
[2024 Newton.1st.Amend.Agreement.pdf](#)
[Newton - CA.original.Agreement.pdf](#)

Motion to approved Resolution No. 24-6364, approving second amendment to City Manager's contract Moved by Brown; seconded by Parrish to approve.

Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

9.G Consider **Resolution No. 24-6363**, approving updated contract with Next Request, a public records management platform.

Ms. Whitlock provided an explanation of the item and requested council approval of Resolution No. 24-6363.

[24-6363.pdf](#)
[Susanville, CA downgrade NextRequest.pdf](#)

Motion to approve Resolution No. 24-6363, approving updated contract with Next Request, a public records management platform.

Moved by Miller; seconded by Parrish to approve.
Motion Carried: 4- 0
Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

9.H Consider funding allocation for Golf Course

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

Mr. Newton stated that a scope of work will be created for the updates needed at the old clubhouse and will be brought back at a future meeting for approval.

9. Discussion regarding the dissolving of the Planning Commission.

Mr. Newton provided an explanation of the item, including a few of the areas that would need to be determined prior to dissolving the commission, and requested council discussion and possible direction. He also added that the Susanville Municipal Airport Commission would also be a commission to consider dissolving.

Council Member Miller asked if it would make the process go more quickly thus being more efficient, to which Mr. Newton responded that it would; however, staff would have to be supported in their decisions.

Council Member Parrish inquired as to how much longer the meetings would be to which Kelly Mumper, City Planner, responded that it depends on what comes forward. He added that direction could possibly be to have staff bring back a picture of what dissolving the commission would look like.

Jim McCarthy, public, stated his approval for dissolving the commission.

Direction provided to staff to move forward with looking into the process of dissolving the commission and what it would look like.

Mayor Schuster requested a recess at 6:11pm.

Council reconvened in open session at 6:17pm.

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

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

12. **CONTINUING BUSINESS:**

12.A Discussion regarding the Barry Reservoir property

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

A representative of Duck's Unlimited provided the history of the project and stated that their project would be in line with the city's original intention of increasing water storage. He added that the project is limited to the boundaries of the reservoir itself and not the southern portion of the property. He stated that the average depth of the reservoir would be four feet with the exception of small islands for habitats.

Mayor Schuster stated that she is okay with it being a part of the strategic plan. She stated that she would like to see the following on the property: outdoor activities year round such as fall colors along the road, a walking trail, a place to teach kids how to ride bikes, skate, or ski, bring fish to the pond for fishing, a safe place for children to go sledding in the winter, learn to ice skate on the

pond, field of poppies, and potentially an area for more sports fields in the future if Susanville grows.

Mayor pro tem Brown stated an archery course or a place to shoot bows would be good as well as picnic tables.

Council Member Parrish voiced his concerns with trails and more foot traffic effecting those who currently live in the area. He inquired as to how those homes and their privacy will be protected.

Mr. Newton stated that the land was purchased for water storage and if the city were going to change it into a recreational project, it would have to go through a public process that would take some time but would allow for public engagement and comment.

The Trussell family also provided information regarding the property and how the water flows, the wildlife and the Native American artifacts that are there that have previously been destroyed.

Mr. Newton stated that, should another project ever be presented, an assessment would be required to avoid disrupting any Native American artifacts, etc.

[Barry Reservoir Property Map.pdf](#)

- 12.B Consider **Resolution No. 24-6357**, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

Mr. Newton stated that most of the information has already been discussed in the previous item; however, he provided more information on the item and requested council approval of Resolution No. 24-6357.

[24-6357 Barry Reservoir.pdf](#)
[SSA - NAWCA - Final.pdf](#)

Motion to approve Resolution No. 24-6357, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

Moved by Brown; seconded by Parrish to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

- 12.C Consider **Ordinance No 24-1043**, Amending Section 2.04.010 Councilmembers' salaries and compensation of the Susanville Municipal Code.

Ms. Whitlock provided an explanation of the item and requested council approval of Ordinance No. 24-1043.

[24-1043.pdf](#)

Motion to waive second reading and adopt Ordinance No 24-1043, Amending Section 2.04.010 "Councilmembers' salaries and compensation" of the Susanville Municipal Code.

Moved by Brown; seconded by Miller to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

- 12.D Consider **Ordinance No. 24-1044**, amending Title 17 of the Susanville Municipal Code to add sections which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

Kelly Mumper, City Planner, provided an explanation of the item and requested council approval of Ordinance No. 24-1044.

[24-1044.pdf](#)

[PC Recommendation to CC Resolution No. 24-1175.pdf](#)

[Public Hearing Notice ADU-OD-RO Ord. .docx](#)

[Administrative Report and CEQA Determination.docx](#)

Motion to waive the second reading and adopt Ordinance No. 24-1044, amending Title 17 of the Susanville Municipal Code to add section which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

Moved by Miller; seconded by Parrish to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

12.E City Project Priorities

Mr. Newton provided an explanation of the item including how the previous council established the city's four priorities and four secondary priorities. He continued by providing updates on what projects or goals have already been completed and requested council discussion and direction as other items have been brought forward tonight including the Wingfield Road clubhouse project, Master Plan for the Barry Reservoir area and the dissolution of the Planning and Airport Commission.

It was the consensus of the council to leave the Barry Reservoir as it is already on the list and moving forward.

The Planning Commission item was mentioned and the amount of time it would take. Mr. Newton stated that an assessment could be completed and a report to include true staffing hours and could be brought back at the October 16th meeting. It was the consensus of the council to place it between the blue and red line as there is already a Planning Commission that currently takes care of those tasks.

Mr. Newton agreed as the items related to ARPA funding are already required to be completed by a certain date.

Council Member Miller inquired as to whether or not the ARPA discussion would be opened back up since the Elks Lodge would no longer be accepting the ARPA funding and would like to consider using those funds for the golf course project.

After reviewing the resolution, Mr. Newton confirmed that the item can be brought back and discussed at an upcoming meeting.

Mayor Schuster mentioned the need to have the current council meet to determine the new council's priorities.

Mr. Newton stated that he agreed and envisioned that it would take place during the strategic planning process.

[20240918 Work Priority List.pdf](#)

13. CITY MANAGER'S REPORTS:

13.A Department Reports

Department Heads in attendance, the City Planner and the Assistant to the City Manager provided an update on the happenings within their departments.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items Possible direction to staff.

Council Member Miller requested the ARPA funding item to be brought back due to the Elks Lodge dropping out.

[240918.items from the podium.pdf](#)

15. ADJOURNMENT:

Motion by Brown; seconded by Parrish to adjourn at 7:45pm.

Motion Carried: 4 - 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: October 2, 2024