
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Mendy Schuster, Mayor
Russ Brown, Mayor pro tem
Dawn Miller • Patrick Parrish • Curtis Bortle

Susanville City Council
Regular Council Meeting • City Council Chambers
Wednesday, October 2, 2024 – 4:30 PM

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
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.*
3. **CLOSED SESSION:**
 - A. *CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6*
 1. *Management Unit*
4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
 - *Reconvene in open session at 5:00pm*
 - *Pledge of allegiance*
 - *Invocation*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Proclamations, awards or presentations by the City Council*
5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*
Presentations are subject to a five-minute limit.
6. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.*
 - 6.A [Minutes of the City Council September 18, 2024 regular meeting.](#)
7. **PUBLIC HEARINGS:** **No business.**
8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**
9. **NEW BUSINESS:**
 - 9.A [Consider approving Resolution No. 24-6365, amending airport Lot 5A Ground Lease Agreement with Terry Poulsen and adding Jay Lian as an additional lessee.](#)

- 9.B Consider Resolution No. 24-6366, authorizing the Public Works Director to execute a contract with 323 Scada Services LLC for equipment and monthly subscription to gas flow monitoring equipment.
- 9.C Consider Resolution No. 24-6367, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 23, 2024, from 5:00 pm to 8:00 pm
- 9.D Consider Resolution No. 24-6368, supporting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial building located at 1205 Main Street and authorizing closure of Fair Drive from Russell Avenue to Main Street for the Veterans Day parade on Monday, November 11, 2024, from 10:00am to 12:00pm
- 9.E Consider Resolution No. 24-6369, authorizing the Public works Director to sign FC-31 and ATP 24-45 documents with the CalFire to authorize the use of Fire Crews for maintenance on City owned properties and rights-of-way.

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

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

12. **CONTINUING BUSINESS:**

- 12.A Consider Resolution No. 24-6370, rescinding the \$100,000 in American Rescue Plan Act funding allocated to the Susanville Elk's Lodge project and allocating an additional \$30,000 to the performing arts center project, and authorizing the mayor to execute the sub-recipient agreement for the performing arts center project business plan.

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

- 13.A Department Reports

14. **FUTURE COUNCIL ITEMS:**

- 14.A Future Council Items

15. **ADJOURNMENT:**

- **The next regular meeting of the Susanville City Council will be held on October 16, 2024 at 4:30PM.**

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.net, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for October 2, 2024 in the areas designated on September 27, 2024.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: October 2, 2024

SUBJECT: Minutes of the City Council September 18, 2024 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's September 18, 2024 regular meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's minutes from the September 18, 2024 regular meeting.

ATTACHMENTS:
[240918.cc.min.draft.pdf](#)

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:

AGENDA ITEM NO. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: October 2, 2024

SUBJECT: Consider approving **Resolution No. 24-6365**, amending airport Lot 5A Ground Lease Agreement with Terry Poulsen and adding Jay Lian as an additional lessee.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On June 20, 2017, the city approved a year to year ground lease agreement with Terry Poulson for Lot 5A at the Susanville Municipal Airport. Mr. Poulson has reached out to city staff and requested to modify the land lease agreement by adding an additional lessee Jay Lian. City staff is requesting the City Council approve the modification of the agreement to include Jay Lian as an additional lessee to the ground lease agreement for lot 5A.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 24-6365, amending airport Lot 5A Ground Lease Agreement with Terry Poulsen and adding Jay Lian as an additional lessee.

ATTACHMENTS:
[24-6365.pdf](#)
[5A Terry Poulsen _ Jay Liam Amend Lease Agreement.docx](#)

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AGREEMENT AMENDING
AIRPORT HANGAR LAND LEASE AGREEMENT,
HANGAR OWNED BY LESSEE

This supplemental Agreement is made **October 2, 2024**, at Susanville, Lassen County, California, by City of Susanville, a municipal corporation and general law city, referred to in this Agreement as "Lessor", and Terry Poulsen, 1100 Riverside Dr, Susanville, CA 96130, and Jay Liam, 710-690 Sunnyside Rd, Janesville, CA 96114 referred to in this agreement as "Lessee's".

Lessor is the owner of certain real property situated in Lassen County, referred to in this AGREEMENT as "the property", described as Hangar Lot No. 5A, at the Susanville Municipal Airport.

Lessor and Lessee executed that certain "Airport Hangar Land Lease Agreement, hangar Owned By Lessee" on June 20, 2017. By the terms thereof, the property was leased to Lessee for a year to year lease, beginning June 20, 2017.

Lessor and Lessee now desire to modify the lease to add Jay Liam, 710-690 Sunnyside Rd, Janesville, CA 96114, as co-Lessee.

THEREFORE, Lessor and Lessee agree as follows:

Jay Liam is hereby added as co-Lessee to the Airport Hangar Land Lease Agreement, Hangar Owned By Lessee, Hangar Lot No. 5A, and Terry Poulsen and Jay Liam shall remain bound to all the terms and conditions of the aforesaid "Airport Hangar Land Lease Agreement, Hangar Owned By Lessee" dated June 20, 2017.

In all other regards, the aforesaid "Airport Hangar Land Lease Agreement, Hangar Owned By Lessee" shall remain in full force and effect.

IN WITNESS WHEREOF, Lessor by Resolution No. 24-6365 of the City Council of the City of Susanville, has caused this Agreement to be executed by the Mayor and attested by the City Clerk, and Lessees have executed this Agreement on the date and year first above written.

Lessees:

Terry Poulsen

Jay Liam

Lessor:

CITY OF SUSANVILLE
By: Mendy Schuster, Mayor

Attest:

Heidi Whitlock, City Clerk

Approved as to Form:

Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: October 2, 2024

SUBJECT: Consider **Resolution No. 24-6366**, authorizing the Public Works Director to execute a contract with 323 Scada Services LLC for equipment and monthly subscription to gas flow monitoring equipment.

PRESENTED BY: Bill Hoffman, Assistant Director of Operations

SUMMARY: Part of the Natural Gas system is a high pressure steel transmission line. The City contracts with CDCR and Plumas Sierra Rural Electric for gas transmission through this line. Part of this transmission process involves meter monitoring and SCADA communication for constant flow monitoring for those two customers. The current equipment is no longer supported, so staff requested quotes for a new service. Since this is a highly specialized area staff were only able to get two quotes with the best option being from 323 Scada Services LLC.

FISCAL IMPACT: A one time \$150 set up fee, then a \$249 monthly subscription fee. No impact to the General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 24-6366, authorizing the Public Works Director to execute a contract with 323 Scada Services LLC for equipment and monthly subscription to gas flow monitoring equipment.

ATTACHMENTS:
[24-6366.pdf](#)
[Wellhead manager monthly.pdf](#)
[Wellhead manager setup fee.pdf](#)

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323 Scada Services, LLC

PO BOX 295
Keenesburg, CO 80643 US
+1 7193298485
accountsreceivable@323scada.com

Estimate

ADDRESS

City of Susanville, CA

ESTIMATE DATE

SCA_20240807
08/07/2024

ANNUAL AMOUNT

\$2,988.00

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	110 Metering Applications	Metering Applications	3	48.00	144.00
	110 RTU/PLC Tags (50 Tag Bundles)	RTU/PLC Tags (50 Tag Bundles)	0	21.00	0.00
	110 Call Out/Call In per Client	Call Out/Call In per Client	0	52.50	0.00
	110 Web Service Interface	Web Interface	1	52.50	52.50
	110 Custom Reporting per Client	Reporting/Exports	1	52.50	52.50
	110 Plunger Lift/Gas Lift Application - Montioring and Tuning	Plunger Lift/Gas Lift Application - Monitoring and Tuning	0	21.00	0.00
	110 Pump Off Controller (Dynocard) Application	Pump Off Controller (Dynocard) Application	0	21.00	0.00
	110 Dedicated Polling Engine (S1 and VPN Connection - Basic)	Dedicated Polling Engine (S1 and VPN Connection - Basic)	0	150.00	0.00

Price per Meter: \$83.00

TOTAL

\$249.00

Accepted By

Accepted Date

323 Scada Services, LLC

PO BOX 295
Keenesburg, CO 80643 US
+1 7193298485
accountsreceivable@323scada.com

Estimate

ADDRESS
City of Susanville, CA

ESTIMATE
DATE

SCA_20240807_SetUp
08/07/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	110 One Time Setup Fee	This is a one time setup fee to build the Wellhead Manager Environment.	1	150.00	150.00
TOTAL					\$150.00

Accepted By

Accepted Date

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: October 2, 2024

SUBJECT: Consider **Resolution No. 24-6367**, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 23, 2024, from 5:00 pm to 8:00 pm

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY:

City Council support is requested for the Honey Lake Hospice Light up a Life Ceremony. For the event, those who wish to honor the memory of a loved one may have the loved one's name inscribed on a dove and placed on the Hospice's Memorial Tree. The purpose is to have our community have a place to honor and remember their loved ones as we get into the holiday season. The evening event has a few speakers, a singer, and the handbell group playing. Then names of the loved ones are read out loud with handbells tolling. We hear from many people how much they appreciate this heart-warming event. The community is welcome to visit the tree, which lights up each night from Saturday, November 23rd through the first of the year.

Honey Lake Hospice has requested the closure of South Lassen Street from Cottage Street to Main Street on Saturday, November 23, 2024, from 5:00 pm to 8:00 pm for the event.

This event will require two (2) Public Works Department employees to set up, take down traffic control signs.

FISCAL IMPACT:

Public Works Dept. Estimated Costs	\$434
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ACTION REQUESTED:

Motion to approve Resolution No. 24-6367, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 23, 2024, from 5:00 pm to 8:00 pm

ATTACHMENTS:

[24-6367.pdf](#)

[Light up the Night Request_ 2024.docx](#)



City of Susanville
66 North Lassen Street
Susanville, CA 96130

September 16, 2024

Dear Susanville City Council Members:

I am a volunteer and board member with Honey Lake Hospice here in Susanville. Our office is at 60 South Lassen Street. For the last three years we have asked the Council, and been granted, for a street closure of South Lassen Street just between Cottage and Main Streets while we held our evening community event in the small strip of grassy area next to our office. That way, our participants could safely gather in the street in front of the lit tree and hear the names of their honored loved ones as handbells toll. We have had lovely and safe events. We thank the City of Susanville for helping to create an inviting annual venue.

We are asking the City, once again, if Public Works could please close off that small section of South Lassen Street in order to have the 2024 Light Up a Life tree-lighting ceremony. We plan to hold the event on Saturday, November 23, 2024 at 6:30 p.m. We would appreciate the road closure to continue to keep our Annual Light Up A Life event safe, and would need it closed from 5p.m. to 8 p.m.

We appreciate your consideration of our request.

Please feel free to contact me if you have any questions at 530-310-4338, our call our office at 530-257-3137.

Thank you!

Sincerely,

Claudia Dunlavy

Claudia Dunlavy, Volunteer
Honey Lake Hospice
60 South Lassen Street
Susanville, CA 96130
Hospice Office: 530-257-3137

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: October 2, 2024

SUBJECT: Consider **Resolution No. 24-6368**, supporting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial building located at 1205 Main Street and authorizing closure of Fair Drive from Russell Avenue to Main Street for the Veterans Day parade on Monday, November 11, 2024, from 10:00am to 12:00pm

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY:

City Council support is requested for the Veterans Day Parade. The closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street and Fair Drive between Russell Avenue and Main Street on Monday, November 11, 2024, from 10:00 am to 12:00 pm.

Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City an Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee. City Staff is currently working with Caltrans to obtain the Encroachment Permit and the city has already purchased the insurance for this event.

This event requires three (3) Street Division crewmembers to sweep Main Street (State Route 36) before and after the event and eight (8) Public Works Department employees to set up, take down traffic control signs, and assist seven (7) Police Officers with traffic control.

FISCAL IMPACT:

Veterans Day Parade: November 11, 2024

Insurance Cost	\$ 989.50
Public Works Dept. Estimate Costs	\$2,373.16
Police Dept. Estimated Costs	<u>\$ 980.00</u>

TOTAL ESTIMATED COST

\$ 3,843.16

ACTION REQUESTED:

Motion to approve Resolution No. 24-6368, supporting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial building located at 1205 Main Street and authorizing closure of Fair Drive from Russell Avenue to Main Street for the Veterans Day parade on Monday, November 11, 2024, from 10:00am to 12:00pm

ATTACHMENTS:

[24-6368.pdf](#)

[VFW 2024 Request Veterans Parade.pdf](#)

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1 May 2024

City of Susanville
Public Works
66 North Lassen Street
Susanville, California 96130

Subject: Request the Closure of Fair Drive and Highway 36 (Main Street) on Monday, 11 November 2024 for Veterans Day Parade.

The Lassen County Veterans Association which is comprised of Veterans of Foreign Wars, William Davidson, Post 2381 and the American Legion, Thomas Tucker, Post 204 request the closure of Fair Drive and Highway 36 (Main Street) on Monday, 11 November 2024 for our annual Veterans Day parade. The parade will begin at the National Guard Armory parking lot at 11:00 am and proceed down Fair Drive to Main Street and end up in front of the Veterans Memorial Building. It's anticipated that the parade participants will start to gather at 10:15 am.

Thank you for your assistance and if you have any questions please feel free to call me at (530) 310-0428.

Sincerely,

A handwritten signature in blue ink, reading "Ronald L. Wood", with a long horizontal flourish extending to the right.

Ronald L. Wood
Commander

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: October 2, 2024

SUBJECT: Consider **Resolution No. 24-6369**, authorizing the Public works Director to sign FC-31 and ATP 24-45 documents with the CalFire to authorize the use of Fire Crews for maintenance on City owned properties and rights-of-way.

PRESENTED BY: Erik Edholm, Assistant Director of Engineering

SUMMARY: Each year CalFire asks the City to renew the documents required for Fire Crews to do work on City Properties and rights of way. Fire Crews do an incredible amount of work for the City for very little money so this is a very beneficial partnership for the City.

FISCAL IMPACT: \$200 per day per crew charged to the fund that owns or has right of way for the property that is being worked on. These charges could impact the General fund, most notably through Parks.

ACTION REQUESTED: Motion to approve Resolution No. 24-6369, authorizing the Public works Director to sign FC-31 and ATP 24-45 documents with the CalFire to authorize the use of Fire Crews for maintenance on City owned properties and rights-of-way.

ATTACHMENTS:
[24-6369.pdf](#)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: October 2, 2024

SUBJECT: Consider **Resolution No. 24-6370**, rescinding the \$100,000 in American Rescue Plan Act funding allocated to the Susanville Elk's Lodge project and allocating an additional \$30,000 to the performing arts center project, and authorizing the mayor to execute the sub-recipient agreement for the performing arts center project business plan.

PRESENTED BY: Dan Newton, City Manager

SUMMARY: On July 3, 2024, the City Council allocated \$100,000 in American Rescue Plan Act (ARPA) funds to the Susanville Elk's Lodge. The allocation was intended to support the cost of improving the Susanville Elk's Lodge Building. On September 13, 2024 the Susanville Elk's Lodge notified the city that they are withdrawing their request for the funds.

On August 7, 2024, the City Council appointed an Ad Hoc committee to work with the ARPA fund recipients to develop sub-recipient agreements. Discussions regarding the performing arts center project led to a desire to have a business consultant prepare a viable business plan for the performing arts center at an estimated cost not to exceed \$30,000.

Staff is requesting the following:

- That the Council consider approving Resolution No. 24-6370 rescinding the \$100,000 in American Rescue Plan Act funding allocated to the Susanville Elk's Lodge project and allocating an additional \$30,000 to the performing arts center project, and authorizing the mayor to execute the sub-recipient agreement for the performing arts center project business plan.
- That the Council provide direction regarding how they would like to allocate the remaining ARPA funds.

FISCAL IMPACT: Reapportioning of ARPA funds results in no net increase to the FY 2024/2025 Budget.

ACTION REQUESTED:

Motion to approve Resolution No. 24-6370, rescinding the \$100,000 in American Rescue Plan Act funding allocated to the Susanville Elk's Lodge project and allocating an additional \$30,000 to the performing arts center project, and authorizing the mayor to execute the sub-recipient agreement for the performing arts center project business plan.

ATTACHMENTS:

[24-6370.pdf](#)

RESOLUTION NO. 24-6370
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
RESCINDING THE \$100,000 IN AMERICAN RESCUE PLAN ACT FUNDING ALLOCATED
TO THE SUSANVILLE ELK'S LODGE PROJECT AND ALLOCATING AN ADDITIONAL
\$30,000 TO THE PERFORMING ARTS CENTER PROJECT AND AUTHORIZING THE
MAYOR TO EXECUTE THE SUB-RECIPIENT AGREEMENT FOR THE PERFORMING
ARTS CENTER PROJECT BUSINESS PLAN

WHEREAS, on July 3, 2024, the City Council approved Resolution 24-6328, which allocated \$100,000 in American Rescue Plan Act Funds (ARPA) to the Susanville Elks Lodge Project; and

WHEREAS, on September 13, 2024, the Susanville Elks Lodge informed the city that they were withdrawing their request for the funds; and

WHEREAS, on August 7, 2024, the City Council appointed an ad hoc committee to develop agreements with the ARPA fund sub-recipients; and

WHEREAS, an additional funding need has been identified to pay a professional consultant to develop a viable business plan for the performing arts center project; and

WHEREAS, the maximum cost for the business plan is estimated at \$30,000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as follows:

1. The \$100,000 ARPA fund allocation to the Susanville Elks Lodge project is rescinded; and
2. An additional \$30,000 in ARPA funding is allocated to the performing arts center project; and
3. The mayor is authorized to execute the sub-recipient agreement between the city of Susanville and the Susanville Symphony Society for the preparation of a business plan; and
4. The city finance director is authorized to modify the budget, as necessary.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 2nd day of October 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: October 2, 2024

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The City Manager's Report is designed for Department Heads to address the Council on a variety of topics, is needed. Also, for the Council to address any questions or comments regarding that Department Head.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: October 2, 2024

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Council may provide direction to staff to bring back items for discussion or action at a future meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Possible direction to staff.

ATTACHMENTS:
[241002.FutureItemsList.pdf](#)

LAST THREE MONTHS
BUSINESS FROM THE FLOOR

7/3/2024 Request to cut weeds on 1105 Orlo
 7/3/2024 Request city support of current businesses
 7/16/2024 Consider doing away with the Planning Commission and have the planning department handle the duties

Council requested - FUTURE COUNCIL ITEMS

7/3/2024 Request made to look into Silver Slippers Pool Program
 7/16/2024 Request made to change the code to reflect 3 minute public comment times
 8/7/2024 Request made to place trash receptacles at Inspiration Point
 8/7/2024 Request for discussion regarding gas pricing in the city
 9/18/2024 Request to bring back an ARPA discussion item due to the Elk's Lodge no longer accepting the funds.
 9/18/2024 Request to have the council review and possibly update the priorities
 9/18/2024 Planning Commission discussion item to be brought back on October 16, 2024
 9/18/2024 Request to bring back scope of work for the Wingfield Clubhouse improvements
 9/18/2024 Request to discuss a Master Plan for the Barry Reservoir area

Completed Items

~~8/21/2024 Request to bring back a resolution related to natural gas purchases at 80%~~
~~8/21/2024 Request to bring back discussion to dissolve the planning commission~~
~~9/4/2024 Request to discuss Barry Reservoir Project~~
~~9/4/2024 Request to discuss old clubhouse updates~~
~~9/4/2024 Request to discuss dissolving of Planning Commission~~