

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, NOVEMBER 6, 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. APPROVAL OF AGENDA:

Moved by Bortle; seconded by Brown to approve the agenda with the following change: Item 9D to be heard prior to 7a.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

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

3. CLOSED SESSION:

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

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

1. City Manager evaluation - priority setting

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

1. Admin Unit

2. Management Unit

4. RETURN TO OPEN SESSION:

The council reconvened in open session at 5:02pm. The pledge of allegiance and invocation were provided.

Leanne Vanderley, public, offered a prayer.

Dan Newton, City Manager, stated that prior to convening in closed session, the council approved the agenda with the change of moving item 9D being heard prior to 7A. He continued that they then met in closed session to discuss item 3B of the above-mentioned closed session items where direction was provided to staff but no reportable action was taken. The Council will reconvene in closed session after the conclusion of open session to continue with the remaining items.

Mayor Schuster offered a proclamation observing Veteran's Day.

5. BUSINESS FROM THE FLOOR:

Jim McCarthy, public, provided the council an email and stated his displeasure with the Planning Commission Frontier Inn and his displeasure with the overhang still being present.

Another member of the public stated her desire to see a program and facilities for the homeless youth of the community.

Susan Baxter, public, expressed her concern with the homeless in the area and believes the city should consider the old Uppal building.

Donna Morolini, public, stated that she remembered when the community members took pride in their homes and the community. She requested that code enforcement take care of it.

6. **CONSENT CALENDAR:**

Moved by Brown; seconded by Parrish to approve.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

6.A Minutes of the City Council October 16, 2024, regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the October 16, 2024, regular meeting.

241016.cc.min.draft.pdf

6.B Consider **Resolution No. 24-6371**, approving and authorizing the mayor to execute a Memorandum of Understanding with the Administrative Unit.

Motion to approve Resolution No. 24-6371, approving and authorizing the mayor to execute a Memorandum of Understanding with the Administrative Unit.

24-6371.pdf

2024.27 ADMIN MOU FINAL.pdf

9.D *Discussion regarding 830 Main Street - St. Francis*

Review emergency actions taken to safeguard the public and determine if it is necessary to continue the emergency action.

Mr. Newton stated that there was a fire that destroyed the hotel on main street the day the agenda went out, therefore, there was not much information at that time. He then provided an explanation of what happened and requested that the council continue the emergency action to proceed for the safety of the public. At such a time that the emergency ends, the procurement process will be followed.

Donna Morolini, public, asked who would pay for it and how long it is until it is removed.

Mr. Newton stated that it is the property owner's responsibility. However, there was no insurance. If nothing is done by the owner, the city will need to step in.

Kim Carson, public, neighbor to the left of the St. Francis, has seen the property go downhill. She stated that her two-year-old roof now needs to be replaced, and she is also required to inspect her HVAC system. She added that she is also now losing income and requested the building be taken care of as soon as possible.

Jim McCarthy, public, stated his displeasure with the city's code enforcement efforts and the lack of

Council Member Parrish motioned to continue to emergency action, Bortle seconded. Motion carried unanimously.

Council Member Bortle praised staff for their quick response to the emergency. However, he also stated that he is not happy that action was not taken on the St. Francis and apologized to the public that the council did not set this item as a priority.

Council Member Parrish stated that it hurt to see the St. Francis as it now is. He agreed that it needed to be addressed as soon as possible. He added that there are limits to staff and resources, but we are all invested and want to fix it and urged the public to SeeClickFix anything that they see needs fixed.

Mayor Schuster shared memories that she had at the St. Francis. She thanked the Goni family for the memories and thanked city staff for their hard work.

Chief Bollinger provided stats on how fast the fire took off and the other agencies who assisted in the effort. He also thanked Lance Monath for providing video footage as they were taken into custody.

7. PUBLIC HEARINGS:

7.A Consider **Resolution No. 24-6376**, upholding the City of Susanville Planning Commission's decision to assess penalties in the amount of \$10,000.00 for violations of the Susanville Municipal Code by PC Resolution No. 24-1177 for 6 Monrovia Street nuisance abatement order 2023-005.

Mayor Schuster opened the public hearing at 5:43pm.

Michael Prettyman, Code Enforcement Officer, provided the history of the property and why the item is before the council. He continued by requesting the council uphold the decision of the Planning Commission by approving Resolution No. 24-6376.

Rita Heath, public, inquired about the timeframe.

Mayor Schuster closed the public hearing at 5:48pm.

[24-6376.pdf](#)

[Nuisance Abatement Order After Hearing NA2023-005 - 6 Monrovia.doc](#)

[24-6-11 Monrovia Signed Notice of Hearing \(owner\).pdf](#)

[24-6-25 Request for Extension.pdf](#)

[24-7-8 Notice of Continuation.pdf](#)

[24-7-15 Notice of Public Hearing 1.pdf](#)

[24-8-13 Reso. 24-1177.pdf](#)

[24-9-3 Appeal Request.pdf](#)

[24-10-2 Notice of Appeal Hearing.pdf](#)

[24-10-18 Posted Notice of Appeal Hearing.jpg](#)

[24-10-18 Notice of Public Hearing Posting.docx](#)

[24-10-23 InterMntn. Public Hearing Notice.docx](#)

[24-10-29 Inspection Photos.pdf](#)

Motion to approve Resolution No. 24-6376, upholding the City of Susanville Planning Commissions decision to assess penalties in the amount of \$10,000.00 for violations of the Susanville Municipal Code by PC Resolution No. 24-1177 for 6 Monrovia Street nuisance abatement order 2023-005.

Moved by Miller; seconded by Bortle to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Council Member Bortle provided the Land Acknowledgement Statement.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 24-6373**, approving the closure of Main Street from Cottage Street to Weatherlow Street on Saturday, December 7, 2024, from 4:00pm to 7:00pm in support of the Lassen County Chamber of Commerce Annual Magical Country Christmas Celebration, waive all cost associated with the road closure and contribute Civic Contribution Funds towards the cost of the Firework Display.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 24-6373.

Mr. Newton stated that each council member has \$1,000 in civic contribution.

Melanie Westbrook, Chamber, stated that the fireworks cost over \$9,000.

Mayor Schuster offered \$500 in civic contributions.

Council Member Bortle offered \$300 in civic contributions.

[24-6373.pdf](#)
[Chamber_letter_of_request_2024.pdf](#)

Moved by Bortle; seconded by Brown to approve Resolution No. 24-6373 including a donation by Mayor Schuster in the amount of \$500 and Council Member Bortle in the amount of \$300 from their civic contribution budgets.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

9.B Consider **Resolution No. 24-6377**, authorizing the City Manager to execute a contract with Nevada Barricade & Sign Company Inc for roadway lane striping and authorize the Finance Director to modify the budget as necessary to complete the work.

Director Godman provided an explanation of the item and requested approval of Resolution No. 24-6377.

Council Member Brown inquired as to when it should happen to which Director Godman responded that they are projecting they could start this Monday.

[24-6377.pdf](#)

Motion to approve Resolution No. 24-6377, authorizing the City Manager to execute a contract with Nevada Barricade & Sign Company Inc for roadway lane striping and authorize the Finance Director to modify the budget as necessary to complete the work.

Moved by Bortle; seconded by Brown to approve Resolution No. 24-6377 authorizing the City Manager to execute a contract with Nevada Barricade & Sign Company Inc for roadway lane striping and authorize the Finance Director to modify the budget as necessary to complete the work.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

9.C Consider waiving first reading and introducing **Ordinance No. 24-1046**, amending Chapter 3 for Title 3, Revenue and Finance of the Susanville Municipal Code, including sections 3.08.010 through 3.08.200.

Mr. Newton provided an explanation of Ordinance No. 24-1046 and requested council approval to waive the first reading and introduce. He added that this item would come back on the 20th including the policy.

[24-1046.pdf](#)

Motion to waive first reading and introduce Ordinance No. 24-1046, amending Chapter 3 for Title 3, Revenue and Finance of the Susanville Municipal Code, including sections 3.08.010 through 3.08.200.

Moved by Brown; seconded by Bortle to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

~~9.D Discussion regarding 830 Main Street – St. Francis – Item heard prior to item 7A.~~

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

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

12. **CONTINUING BUSINESS:**

12.A Consider **Ordinance No 24-1045**, Amending Chapter 2, Sections 2.04.070 and 2.04.160(3)(b) of the city of Susanville Municipal Code related to the order of business and addressing the council.

Heidi Whitlock, City Clerk, provided an explanation of the item, requested the second reading be waived and Ordinance No. 24-1045 be approved by the council.

[24-1045 order of business & addressing council.pdf](#)

Waive the second reading and adopt Ordinance No. 24-1045, Amending Chapter 2, Sections 2.04.070 and 2.04.160(3)(b) if the city of Susanville Municipal Code related to the order of business and addressing the council.

Moved by Bortle; seconded by Brown to approve.

Motion Carried: 5-0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

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

13.A Department Reports Information only.

Department heads in attendance provided updates on the happenings within their departments.

Mr. Newton mentioned that the first meeting in January falls on the first which is a holiday. He requested discussion on either canceling the meeting or having it on the second, Thursday, as stated in the code.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

Mr. Newton provided an explanation of the item and inquired of the council if any additional items were to be added to the list.

Council Member Bortle inquired about the strategic plan discussion to which Mr. Newton stated that staff should be in a good position to move forward with that come the first of the year. He added that Ms. Spade is also working with someone regarding an ED strategic plan, so the ground is being set up for those items.

[241106.FutureItemsList.pdf](#)

The council recessed at the end of open session at 6:25pm prior to reconvening in closed session.

The council reconvened in closed session at 6:38pm.

The council reconvened in open session at 8:06pm.

Mr. Newton stated that direction was provided to staff with no reportable action taken.

15. **ADJOURNMENT**: Meeting adjourned at 8:07pm.

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: November 20, 2024