
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
Special Council Meeting • City Council Chambers
Tuesday, November 19, 2024 – 10:00 AM

CALL THE MEETING TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): *No business.*
3. **CLOSED SESSION:** *No business.*
4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
 - *Reconvene in open session*
 - *Pledge of allegiance*
 - *Invocation*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
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:** *No business.*
7. **PUBLIC HEARINGS:** *No business.*
8. **NEW BUSINESS:**
 - 8.A *Consider Resolution No. 24-6375, authorizing the execution of construction services agreements for investigation, search, traffic safety, and partial demolition, also authorizing the execution of a professional services agreement with NST engineering to assess the structure, and authorizing the finance director to modify the budget in response to the St. Francis fire of November 1, 2024.*
9. **CONTINUING BUSINESS:**
10. **ADJOURNMENT:** *I, Heidi Whitlock, City Clerk of the city of Susanville, do hereby certify that an original of the NOTICE OF CALL OF SPECIAL MEETING, November 19, 2024 at 10:00 AM was delivered to each and every person set forth on the list contained herein on the 18th day of November, 2024. A copy of said Notice is attached hereto.*
I declare under penalty of perjury that the foregoing is true and correct.
Dated at Susanville, California this 18th day of November 2024.

AGENDA ITEM NO. 8.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: November 19, 2024

SUBJECT: Consider **Resolution No. 24-6375**, authorizing the execution of construction services agreements for investigation, search, traffic safety, and partial demolition, also authorizing the execution of a professional services agreement with NST engineering to assess the structure, and authorizing the finance director to modify the budget in response to the St. Francis fire of November 1, 2024.

PRESENTED BY: Dan Newton, City Manager

SUMMARY: On November 1, 2024, a fire destroyed the historic St. Francis Hotel in Susanville.

On the day of the fire, PeeWee Enterprises was called to the scene on an emergency basis to assist with addressing the safety of the site. The city manager verbally agreed to enter into an agreement with PeeWee Enterprises, mobilized equipment, and performed the following work:

- Assisted in the search and investigation.
- Placed K-Rail on Main St.

On November 5, 2024, NST Engineering was called to assess the stability of the structure. An engineering report is being prepared. The city manager signed the agreement with NST construction.

Staff is looking into options for the partial demolition of the front wall. The work is estimated between \$51,000-\$81,000. Staff is currently working through the method of demolition and the cost with contractors. Due to the emergency nature of this item, the city manager is requesting authorization to negotiate and sign an agreement for the partial demolition of the front wall in an amount not to exceed \$81,000.

FISCAL IMPACT:

Up to \$94,800 from the city's code enforcement fund.
Professional Engineering (Building Assessment), not to exceed \$5,000
Contractor Services (Site Safety, Search and Investigation), \$8800
Contractor Services (Partial Demolition), front wall, \$51,000-\$81,000

ACTION REQUESTED:

Motion to approve Resolution No. 24-6375, authorizing the execution of construction services agreements for investigation, search, traffic safety, and partial demolition, also authorizing the execution of a professional services agreement with NST engineering to assess the structure, and authorizing the finance director to modify the budget in response to the St. Francis fire of November 1, 2024.

ATTACHMENTS:

[24-6375 St. Francis.pdf](#)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE EXECUTION OF CONSTRUCTION SERVICES AGREEMENTS FOR
INVESTIGATION, SEARCH, TRAFFIC SAFETY AND PARTIAL DEMOLITION, ALSO
AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH
NST ENGINEERING TO ASSESS THE STRUCTURE, AND AUTHORIZING THE FINANCE
DIRECTOR TO MODIFY THE BUDGET IN RESPONSE TO THE ST. FRANCIS FIRE OF
NOVEMBER 1, 2024**

WHEREAS, the emergency required immediate action to safeguard the public's safety and welfare; and

WHEREAS, NST Engineering was engaged by city staff to assess the stability of the burned structure. NST provided on-site evaluation and assessment of the demolition methods contemplated by contractors; and

WHEREAS, the front wall of the St. Francis, has been determined to pose a significant health and safety risk, requiring prompt action to safeguard the public.

1. Agreement with Pee Wee Enterprises in the amount of \$8,779.01 for investigation, search, and traffic safety.
2. Agreement with NST engineering in an amount not to exceed \$5,000 for structure evaluation/assessment and report.
3. Agreement with selected contractor (to be determined) in the amount not to exceed \$81,000 for partial demolition of St. Francis Hotel, front wall.

APPROVED: _____
Mendy Schuster, Mayor

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The foregoing resolution was adopted at a special meeting of the City Council of the City of Susanville, held on the 19th day of November 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney