

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, NOVEMBER 20, 2024 – 4:30 PM

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

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

Absent: Dawn Miller

1. APPROVAL OF AGENDA:

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

Motion Carried: 4 - 0

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

Voting Against: None

Absent: Miller

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

3. CLOSED SESSION:

The City Council convened in closed session at 4:30pm to discuss the following item:

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

1. Management Unit

4. RETURN TO OPEN SESSION:

The City Council reconvened in open session at 5:00pm. The pledge of allegiance and invocation were provided.

Dan Newton, City Manager, stated that prior to going into closed session, the Council approved the agenda as written. The Council then met in closed session to discuss the above-mentioned item to which direction was provided to staff, but no reportable action was taken.

5. BUSINESS FROM THE FLOOR: No public comment.

6. CONSENT CALENDAR:

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

Council Member Bortle requested 6A to be considered separately. He then requested a change to the minutes regarding the spelling of a community member's name.

[241106.cc.min.draft.pdf](#)

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

Moved by Curtis Bortle; seconded by Patrick Parrish to approve with the requested change.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

6.B Vendor and payroll warrants

[10-03-24.pdf](#)

[10-09-24.pdf](#)

[10-17-24.pdf](#)
[10-18-24.pdf](#)
[10-24-24.pdf](#)
[10-31-24.pdf](#)

Motion to receive and file

Moved by Russ Brown; seconded by Patrick Parrish to approve.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Council Member Bortle provided the land acknowledgement statement.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 24-6378**, approving and accepting a donation of \$2,000 from the Walmart Spark Good Foundation for the Fire Department and Police Department.

Michael Bengoa Bollinger, Public Safety Chief, provided an explanation of the item and requested council approval of resolution No. 24-6378.

[24-6378.pdf](#)

Motion to approve Resolution No. 24-6378, approving and accepting a donation of \$2,000 from the Walmart Spark Good Foundation for the Fire Department and Police Department
Moved by Curtis Bortle; seconded by Russ Brown to approve.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

9.B Consider **Resolution No. 24-6379**, authorizing the City Manager to execute a contract with Sunrise Engineering Inc. to design a 2,100 foot extension of the city's eight inch polyethylene natural gas pipeline.

Bob Godman, Public Works Director, provided an explanation of the item and requested council approval of resolution no. 24-6379.

[Design Proposal - Sunrise Engineering - 2024.pdf](#)
[24-6379.pdf](#)

Motion to approve Resolution No. 24-6379, authorizing the City Manager to execute a contract with Sunrise Engineering Inc. to design a 2,100 foot extension of the city's eight inch polyethylene natural gas pipeline.

Moved by Curtis Bortle; seconded by Patrick Parrish to approve.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

- 9.C Consider **Resolution No. 24-6380**, authorizing the Mayor to execute a Letter Agreement for Consultative Services with Interstate Gas Services Inc. (Dan Bergman) for consulting assistance related to the the City's natural gas utility.

Mr. Godman provided an explanation of the item and requested council approval of resolution no. 24-6380.

[24-6380.pdf](#)

[IGS Agreement November 2024 Proposed.docx](#)

Motion to approve Resolution No. 24-6380, authorizing the Mayor to execute a Letter Agreement for Consultative Services with Interstate Gas Services Inc. (Dan Bergman) for consulting assistance related to the City's natural gas utility.

Moved by Patrick Parrish; seconded by Russ Brown to approve.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

- 9.D Consider **Resolution No. 24-6381**, authorizing Mayor to sign a Program Supplement Agreement Revision with Caltrans for the Riverside Drive Trail Project and authorize the budget amendment to the 2007 budget for the Riverside Drive Trail Project.

Mr. Godman provided an explanation of the item and requested council approval of resolution no. 24-6381.

Maria Fregulia, public, inquired as to whether or not there is a contract in place to which Mr. Godman responded not yet.

[24-6381.pdf](#)

Motion to approve Resolution No. 24-6381, authorizing Mayor to sign a Program Supplement Agreement Revision with Caltrans for the Riverside Drive Trail Project and authorize the budget amendment to the 2007 budget for the Riverside Drive Trail Project.

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

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

- 9.E Consider **Resolution No. 24-6382**, Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada street from N. Roop street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 8, 2024, from 12:00 pm to 1:00 pm.

Mr. Godman provided an explanation of the item and requested council approval of resolution no. 24-6382.

[24-6382.pdf](#)

[Sacred Heart Church 2024 Request.pdf](#)

Motion to approve Resolution No. 24-6382, Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada street from N. Roop

street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 8, 2024, from 12:00 pm to 1:00 pm.

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

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

- 9.F Consider **Resolution No. 24-6383**, authorizing the Finance Director to increase the golf course community services budget by \$7,500 and authorizing the City Manager to execute an agreement with Smith's Pumps for repairs needed at the well pump located on the front nine near the Wingfield Clubhouse at the Diamond Mountain Golf Course

Jolene Arredondo, Assistant to the City Manager, provided an explanation of the item and requested council approval of resolution no. 24-6383.

[24-6383.pdf](#)

Motion to approve Resolution No. 24-6383, authorizing the Finance Director to increase the golf course community services budget by \$7,500 and authorizing the City Manager to execute an agreement with Smith's Pumps for repairs needed at the well pump located on the front nine near the Wingfield Clubhouse at the Diamond Mountain Golf Course.

Moved by Patrick Parrish; seconded by Russ Brown to approve.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

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

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

12. **CONTINUING BUSINESS**:

- 12.A Consider waiving second reading and adopting **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 the item and requested the council waive the second reading and adopt ordinance no. 24-1046.

[24-1046.pdf](#)

Motion to waive second reading and adopt 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 Curtis Bortle; seconded by Russ Brown to approve.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

- 12.B Consider **Resolution No. 24-6385**, authorizing the Mayor to execute a contract with PACE Engineering, Inc. to provide engineering services for the HVAC Replacement Project at Susanville Fire Department.

Chief Bollinger provided an explanation of the item and requested council approval of resolution no. 24-6385.

[24-6385.pdf](#)

[Ltr Prop_ Susanville Fire Station HVAC Replacement.pdf](#)

[1080.05 EA Susanville Fire Station - HVAC Replacement.pdf](#)

[21-5948.pdf](#)

Motion to approve Resolution No. 24-6385, authorizing the Mayor to execute a contract with PACE Engineering, Inc. to provide engineering services for the HVAC Replacement Project at Susanville Fire Department.

Moved by Russ Brown; seconded by Curtis Bortle to approve with the change to the number on the attached resolution to reflect the correct resolution no. 24-6385.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

12.C Discussion regarding 830 Main Street - St. Francis

Mr. Newton provided an explanation of the item and requested council discussion and direction regarding what should be completed moving forward.

Ms. Fregulia, public, inquired as to whether or not the property owner would be billed for the work being performed.

Mr. Newton responded that yes, the property owner would be responsible for not only the abatement of the building but also the cost of the fencing, etc... He stated that some cost recovery methods could include placing a lien on the property, etc...

Unidentified member of the public inquired as to if it could be made into a memorial and left as is, even if it meant moving the building.

Mr. Newton responded that the building is a blight as well as a public safety risk that needs to be addressed as quickly as possible.

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

Moved by Russ Brown; seconded by Curtis Bortle to approve the continuation of the emergency action.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Miller

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

13.A Department Reports

The department heads in attendance provided an update on the happenings within their departments.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

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

Mayor Schuster would like an item regarding the Community Garden as LARP has not yet provided their annual report. Brown and Parrish support the request. Mr. Newton stated that he will see if they can attend prior to the end of the year.

[241120.FutureItemsList.pdf](#)

15. ADJOURNMENT: Adjourn at 6:06pm.

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: December 4, 2024