

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 4, 2024 – 5:00 PM

Mayor Schuster called the meeting to order at 5:00pm.

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

1. APPROVAL OF AGENDA:

Moved by Russ Brown; seconded by Dawn Miller to approve the agenda with the removal of item 9B.

Motion Carried: 4 - 0

Voting For: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller

Voting Against: None

Absent: Bortle

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

3. CLOSED SESSION: No business.

4. RETURN TO OPEN SESSION: The pledge of allegiance and invocation were provided.

5. BUSINESS FROM THE FLOOR: No public comment.

6. CONSENT CALENDAR:

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

Motion Carried: 4 - 0

Voting For: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller

Voting Against: None

Absent: Bortle

6.A Minutes of the City Council November 19, 2024, special meeting and the November 20, 2024, regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the November 19, 2024, special meeting and the November 20, 2024, regular meeting.

241119.cc.spec.min.draft.pdf

241120.cc.min.draft.pdf

6.B Vendor and payroll warrants

Motion to receive and file.

11-7-24.pdf

11-14-24.pdf

11-18-24.pdf

6.C Utility Accounts Receivable Write-Offs.

Motion to approve to write-off accounts receivable and send \$1,338.20 to collections.

[COLLECTIONS LIST \\$1000 AND OVER.xlsx](https://COLLECTIONS LIST $1000 AND OVER.xlsx)

7. PUBLIC HEARINGS: No business.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Mayor Schuster congratulated the Lassen Varsity Football team as well as the Lassen College Baseball team.

9. **NEW BUSINESS:**

- 9.A Consider **Resolution No. 24-6384**, approving and authorizing the mayor to execute agreement with Lance and Patricia Monath for the encroachment of ADA accessible ramp into North Alley.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 24-6384.

[24-6384.pdf](#)

[Monath North Alley Encroachment.docx](#)

Motion to approve Resolution No. 24-6384, approving and authorizing the mayor to execute agreement with Lance and Patricia and Monath for the encroachment of an ADA accessible ramp into North Alley.

Moved by Dawn Miller; seconded by Russ Brown to approve.

Motion Carried: 4- 0

Voting For: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller

Voting Against: None

Absent: Bortle

- ~~9.B Consider **Resolution No. 24-6387**, approving the 2025 through 2030 Airport Capital Improvement Plan.~~

Item removed from agenda.

[ACIP 2025 2030 Submission ex..pdf](#)

[24-6387.pdf](#)

- 9.C Consider waiving the first reading and introducing **Ordinance No. 24-1047**, temporarily suspending Title 3 Revenue and Finance Chapter 3.32 of the Susanville Municipal Code - Public Facilities Impact Fee for a period of five years.

Tamra Spade, Economic Development Director, provided an explanation of the item and requested the waiving of the first reading and introducing Ordinance No. 24-1047.

[24-1047.pdf](#)

[Susanville, CA Feasibility Study_1.26.24.docx](#)

Motion to waiving the first reading and introducing Ordinance No. 24-1047, temporarily suspending Title 3 Revenue and Finance Chapter 3.32 of the Susanville Municipal Code - Public Facilities Impact Fee for a period of five years.

Moved by Patrick Parrish; seconded by Dawn Miller to approve.

Motion Carried: 4- 0

Voting For: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller

Voting Against: None

Absent: Bortle

9.D Consider accepting Honey Lake Valley Recreation Authority amendment letter from the HLVRA Board and discussion regarding changes that Council may wish to make to the joint powers agreement and give direction to staff.

Bob Godman, Public Works Director, provided an explanation of the item and requested council discussion.

Mayor Schuster stated that she agreed with the city taking over the finances/accounting for the Honey Lake Valley Recreation Authority. She stated that she cannot decide on the additional funding until she sees the financials.

Mayor pro tem Brown, who sits on the HLVRA Board, stated that he agrees that more money is needed as there are definite rises in costs.

Dan Newton, City Manager, stated that he has little doubt that the money is needed as it was always working with a shoestring budget. He added that new programs have not been added or elements because of that limited budget and limited resources to allocate to those items.

Kelsey Walsh, City Attorney, stated that the item has gone a little off topic and requested the item be discussed in a future item.

Mayor Schuster has stated that more information would be needed and requested that the item be brought back for more in-depth discussion related to the costs.

Mr. Newton inquired as to whether they would like a special meeting to hear the information, or would the council prefer it be brought back as another agenda item. He also provided additional information regarding the joint power agency. He asked what the Council would like to see.

Mayor Schuster stated that she would like to see the last five years' financials.

Council Member Miller requested to see numbers, not percentages, as well as future projects that are needing to be completed.

Council Member Parrish inquired as to whether the council and board of supervisors could all meet and talk all of this out at the same time.

Mr. Godman stated that anything brought to the council would also be provided to the board of supervisors.

Mr. Newton inquired as to whether he should bring it back or set up a meeting with the board of supervisors.

It was the consensus of the council to bring the item back.

10. **SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY**: No business.
11. **SUSANVILLE MUNICIPAL ENERGY CORPORATION**: No business.
12. **CONTINUING BUSINESS**:

12.A Consider **Resolution No. 24-6386**, adopting the city of Susanville Procurement Policy and **Resolution No. 24-6388**, adopting the city of Susanville Credit Card Policy

Jolene Arredondo, Assistant to the City Manager, provided an explanation of the item and requested council approval of Resolution No.'s 24-6386 and 24-6388.

[Procurement Policy 2004.pdf](#)
[24-6386.pdf](#)
[2024 Procurement Policy.pdf](#)
[2001 Credit Card Policy \(1\).pdf](#)
[24-6388.pdf](#)
[2024 Credit Card Policy.pdf](#)

Motion to approve Resolution No. 24-6386, adopting the city of Susanville Procurement Policy and Resolution No. 24-6388, adopting the city of Susanville Credit Card Policy
Moved by Russ Brown; seconded by Patrick Parrish to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller
Voting Against: None
Absent: Bortle

13. CITY MANAGER'S REPORTS:

13.A Department Reports

The department heads in attendance provided an update on the happenings within their departments while providing statistics on those events.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

No new items requested.

[241204.Future.Items.List.pdf](#)

15. ADJOURNMENT:

Moved by Dawn Miller; seconded by Patrick Parrish to adjourn at 6:18pm.
Motion: 4 - 0
Voting For: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller
Voting Against: None
Absent: Bortle

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: December 18, 2024