SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, JANUARY 15, 2025 – 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 Brown; seconded by Bortle to approve.
Motion Carried: 5 - 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

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

3. CLOSED SESSION:
The Council convened in closed session at 4:30pm to discuss the following:

A. CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
   1. Admin Unit
   2. Management Unit

B. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957
   1. City Manager evaluation

4. RETURN TO OPEN SESSION: The Council reconvened in open session at 5:17pm.

The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Manager, stated that prior to convening in closed session, the council approved the agenda as presented. The Council then met in closed session where direction was provided to staff with no reportable action taken.

5. BUSINESS FROM THE FLOOR:
Mark Northrop, public, requested that the Council set up an advisory committee to assist with the economic development efforts.

Elizabeth Norton, public, expressed her appreciation for Council efforts.

6. CONSENT CALENDAR:
Moved by Miller; seconded by Brown to approve.
Motion Carried: 5 - 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

6.A Minutes of the City Council December 18, 2024, regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the December 18, 2024, regular meeting.
241218.cc.min.draft.pdf

6.B Vendor and payroll warrants
Motion to receive and file

12-5-24.pdf
12-16-24.pdf
12-18-24.pdf
12-19-24.pdf
12-26-24.pdf
12-30-24.pdf

6.C Consider **Resolution No. 25-6398,** approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2024, through and including June 30, 2025

Motion to approve Resolution No. 25-6398, approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2024, through and including June 30, 2025
25-6398.pdf
24.25 Management MOU FINAL.pdf

7. PUBLIC HEARINGS: No business.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS: Council Member Bortle provided a land acknowledgement agreement.

9. NEW BUSINESS:

9.A Consider **Resolution No. 25-6400,** returning donation received from the Local Area Revitalization (LARP) Co-Op in the amount of $50,000 back to the Local Area Revitalization (LARP) Co-Op

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 25-6400.

25-6400.pdf

Motion to approve Resolution No. 25-6400, returning donation received from the Local Area Revitalization (LARP) Co-Op in the amount of $50,000 back to the Local Area Revitalization (LARP) Co-Op
Moved by Brown; seconded by Parrish to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.B Presentation of Community Garden Report and Operation and Maintenance Agreement. Receive report and possible action regarding Community Garden Operation and Maintenance Agreement.

Mr. Newton provided an explanation of the item and introduced LARP to provide their report.

David Teeter, LARP, provided a draft report for the Community Garden while stating that the report provided is awaiting final approval.

Mr. Newton presented the existing agreement with LARP as requested by the Council at a previous meeting.

Seth Anderson, LARP, stated that the garden was suggested as a project in the beginning to hit the goals of the Council at that time.

Carol Clark, public, stated that she does not believe the LARP has kept up with their responsibilities as outlined in the agreement.

Leanne Vanderly, public, inquired as to whether the city should be providing money to the garden at all as she is part of a nonprofit and stated that the garden should be raising their own money.

Mark Northrop, public, is in favor of the community garden project and requested the garden remain active.

Mayor pro tem Brown makes a motion to continue with the community garden but end the agreement with LARP, second by Miller.

Discussion occurred as to what would happen if the city took the garden over and if city staff would be able run the garden.

Council Member Parrish inquired about the cost of water for the location so the taxpayers would know and also stated that he liked the idea of a community garden but wonders if they could survive without the $2,000 payment from the City. He added that he likes the idea and what they are doing.

Mayor pro tem Brown stated that he would like the agreement with LARP to end, but the garden to continue with city staff and volunteers running it.

Council Member Bortle stated that it would be hasty and impactful to the city if the agreement was ended. He added that he did not completely understand the reasoning for ending the agreement.

Mayor Schuster provided the history of the garden and how the City used to have an agreement with the Aurora Network. She added that Mr. Anderson used to hold classes and teach, which she really liked. However, some things have changed, and she would like to see this agreement ended and a review be completed.

Council Member Bortle stated that he believed it to be premature to end the agreement and take the resource away from the public if it is not yet known if staff could take it over for fear that it would then sit there. He suggested the item be tabled, the agreement be reviewed and issues, if any, be addressed.

Council Member Parrish agreed and asked that a vote be delayed until the questions Council Member Bortle raised are answered as he does not want to see the garden ending and impacting the residents who are using it.

Council Member Miller stated that she was down there today and talked to residents. She liked the garden, she would just like it in a different location and would prefer we not pay LARP the $2,000.

Mayor pro tem Brown stated that it took three years to receive a report from LARP and it is still not complete.

Council Member Parrish addressed LARP and stated that their presentation with the Council is aggressive and is not in order. He added that he is just bringing it to their attention that they should look at the energy that they are giving to the Council and the taxpayers. He then asked if the city is giving money to any other nonprofits to which a response was provided to include the Historical Society for the Museum.

Substitute motion by Bortle, second by Parrish, to postpone taking any action on dissolving the agreement that the city has with LARP until alternatives can be identified for operating the garden, potential cost to the city if the city operated the community garden, and the city's capacity
Moved by Bortle; seconded by Parrish to approve.
Voting For: Bortle, Parrish
Voting Against: Schuster, Miller, Brown
Morion Failed: 2-3

Mayor Schuster stated that the original motion was now back on the table for consideration as follows: Mayor pro tem Brown makes a motion to continue with the community garden but end the agreement with LARP, second by Miller.
Motion by Brown, second by Miller, to terminate the agreement with LARP.
Motion Carried: 3-2
Voting For: Brown, Miller, & Schuster
Voting Against: Bortle & Parrish

2022 LARP agreement - Community Garden.pdf

9.C Consider **Resolution No. 25-6395**, Adoption of Workplace Violence Prevention Program and Policy as required by SB553.

Heidi Whitlock, City Clerk, provided an explanation of the item and requested approval of Resolution No. 25-6395.

25-6395 WVPP.pdf
2025 Workplace Violence Prevention Policy.pdf

Consider Resolution No. 25-6395, Adoption of Workplace Violence Prevention Program and Policy as required by SB553.
Moved by Brown; seconded by Bortle to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.D Consider **Resolution No. 25-6399**, authorizing the City Manager to execute Addendum #2 to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

Jolene Arredondo, Assistant to the City Manager, provided an explanation of the item and requested approval of Resolution No. 25-6399.

25-6399.pdf
City of Susanville Partner Agreement Addendum II 121524.pdf

Motion to approve **Resolution No. 25-6399**, authorizing the City Manager to execute Addendum #2 to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation
Moved by Bortle; seconded by Parrish to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.E Consider **Resolution No. 25-6397**, Authorizing the City Manager to execute an agreement between the City of Susanville (City) and Beacon Economics for consulting services to develop an Economic Development Strategic Plan.

Tamra Spade, Economic Development Director, provided an explanation of the item and requested approval of Resolution No. 25-6397.

Mr. Newton also added information related to the item and how he believes the process will work and thinks that the process will be worth it.

David Teeter, business owner, stated his displeasure with the city wanting to spend money on creating another plan instead of "doing the people's job" when businesses need help now.

Thomas Watson, public, also shared his thoughts bringing more people into the process and not liking the idea of spending money on a company out of the area.

Council Member Miller stated that she agreed that the company will need to reach out to multiple groups and not just a few since Susanville does have a unique makeup to which Ms. Spade responded she would be choosing those groups with the help of Mr. Newton.

25-6397.pdf
Beacon Work Scope.docx

Motion to approve Resolution No. 25-6397, Authorizing the City Manager to execute an agreement between the City of Susanville (City) and Beacon Economics for consulting services to develop an Economic Development Strategic Plan.
Moved by Parrish; seconded by Bortle to approve.
Motion Carried: 4- 1
Voting For: Schuster, Brown, Bortle, Parrish
Voting Against: Miller

9.F Citywide Strategic Planning Introduction

Mr. Newton provided an explanation of the item, including the recommendation of revamping the city's mission statement, then developing the vision statement. He continued that this would provide a clearer path for staff to develop goals and objectives which assist in choosing upcoming programs and projects. Mr. Newton then requested Council direction.

David Teeter, public, voiced his concern with all the plans and processes and stated that the city doesn't have time for another plan as they need to do something now.

Thomas Watson, public, voiced his concern with the Beacon contract just approved and what would happen if this process conflicts with what Beacon comes up with.

Seth Anderson, public, voiced his concern with partnerships and the lack of setting clear expectations with each other but added that he hopes that the process is successful.

Mayor Schuster inquired as to what the Council's thoughts

Council Member Bortle agreed that the mission statement should be refined and the city's core functions should be identified.

Mayor Schuster agreed with Council Member Bortle and added that staff was not involved in the creation of the previous mission, which they should have been. She also agreed that the Mission Statement should be created first, followed by the Vision Statement. It was the consensus of the Council to move forward with the Mission and Vision Statements as recommended.

Mr. Newton stated that staff with try to bring the item back at the next meeting.

9.G Consider Lassen County Transportation Commission (LCTC) request for letter of support to include in grant application package with Caltrans for their Electric Vehicle Charging infrastructure Master Plan.

Ms. Spade provided an explanation of the item and requested Council direction.

letter request support EV infrastructure.docx

Moved by Bortle; seconded by Parrish to approve the Mayor signing the letter of support for LCTC.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.H Consider Lassen Country Transportation Commission's request for City Council letter of support for the Bizz Johnson Extension East Feasibility Study for the Caltrans Sustainable Grant Application.

Ms. Spade provided an explanation of the item and requested Council direction.

Elizabeth Norton and Stan Bales both provided a brief history of the project and requested the letter of support.

letter request support Bizz Trail.docx

Moved by Brown; seconded by Parrish to approve the Mayor signing the letter of support for LCTC.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.I Consider **Resolution No. 25-6401**, authorizing the City Manager to execute a contract with Pee Wee Enterprises for culvert replacement on Ramsey Ditch and authorize the Finance Director to modify the budget as necessary to complete the work.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 25-6401.

25-6401.pdf

Motion to approve Resolution No. 25-6401, authorizing the City Manager to execute a contract with Pee Wee Enterprises for culvert replacement on Ramsey Ditch and authorize the Finance Director to modify the budget as necessary to complete the work.
Moved by Bortle; seconded by Miller to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.J Consider **Resolution No. 25-6402**, authorizing the finance director to increase the code enforcement abatement fund in the amount of $25,000 for work associated with completing a hazardous materials assessment, waste characterization, and preliminary engineering work for the demolition and removal of the fire damaged St. Francis Hotel.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 25-6402.

25-6402.pdf

Motion to approve Resolution No. 25-6402, authorizing the finance director to increase the code enforcement abatement fund in the amount of $25,000 for work associated with completing a hazardous materials assessment, waste characterization, and preliminary engineering work for the demolition and removal of the fire damaged St. Francis Hotel.
Moved by Miller ; seconded by Bortle to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS: No business.

13. CITY MANAGER'S REPORTS:
13.A Department Reports

Department heads in attendance provided an update related to the happenings within their departments.

14. FUTURE COUNCIL ITEMS:
14.A Future Council Items

Parrish requested a discussion item regarding the city getting involved in assessing the fuel prices within the city. Miller & Bortle.

Schuster inquired as to whether or not we could increase vandalism charges. Bollinger stated what the options are, including an ordinance would be needed and working with the attorney’s office.

Bortle shared that it could help if there were cameras that could go straight to the Police Department.

250115.Future.Items.List.pdf

15. <u>ADJOURNMENT</u>:
Moved by Parrish; seconded by Bortle to adjourn at 8:08pm.

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: February 5, 2025