

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, FEBRUARY 19, 2025 – 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, Dawn Miller

1. APPROVAL OF AGENDA:

Dan Newton, City Manager, requested that item 9G and 9H be moved to before 9A.

Moved by Dawn Miller; seconded by Curtis Bortle to approve.

Motion Carried: 5 - 0

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

Voting Against: None

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

3. CLOSED SESSION:

The City Council convened in closed session at 4:31pm to discuss the following:

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

1. Fire Unit
2. Miscellaneous Unit
3. Public Works unit
4. SPOA Unit
5. Department Heads:
 - a. City Clerk
 - b. Economic Development Director
 - c. Finance Director
 - d. Public Safety Chief
 - e. Public Works Director

4. RETURN TO OPEN SESSION: The Council reconvened in open session at 5:00pm.

The Pledge of Allegiance and Invocation were provided.

Mr. Newton stated that prior to meeting in closed session, the Council approved the agenda with the change of moving item 9G and 9H to be heard prior to 9A. He added that Council then convened in closed session to discuss the above-mentioned items where direction was provided to staff but no reportable action was taken.

5. BUSINESS FROM THE FLOOR:

Amy Holley, public, voiced her concern regarding the city's livestreaming equipment and offered suggestions for companies and other agencies that she believes the city could partner with.

6. CONSENT CALENDAR:

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

Motion Carried: 5 - 0

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

Voting Against: None

6.A Minutes of the City Council February 5, 2025, regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the February 5, 2025, regular meeting.

[250205.cc.min.draft.pdf](#)

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

[01-23-25.pdf](#)

[01-30-25.pdf](#)

[01-31-25.pdf](#)

6.C Monthly Financial Reports July-December 2024

Motion to receive and file monthly financial reports for July-December 2024

[Cash Report US Bank July.pdf](#)

[Daily Cash Report US Bank July.pdf](#)

[Fund Balances Report_2024_07.pdf](#)

[Cash Report US Bank August.pdf](#)

[Daily Cash Report US Bank August.pdf](#)

[Fund Balances Report_2024_08.pdf](#)

[Cash Report US Bank Sept.pdf](#)

[Daily Cash Report US Bank Sept.pdf](#)

[Fund Balances Report_2024_09.pdf](#)

[Cash Report US Bank Oct.pdf](#)

[Daily Cash Report US Bank Oct.pdf](#)

[Fund Balances Report_2024_10.pdf](#)

[Cash Report US Bank Nov.pdf](#)

[Daily Cash Report US Bank Nov.pdf](#)

[Fund Balances Report_2024_11.pdf](#)

[Cash Report US Bank Dec.pdf](#)

[Daily Cash Report US Bank Dec.pdf](#)

[Fund Balances Report_2024_12.pdf](#)

[Cash Report TriCounties July-Dec.pdf](#)

[Daily Cash Report TriCounties July-Dec.pdf](#)

[Income Statement 12.31.24.pdf](#)

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Council Member Bortle offered a land acknowledgement statement.

Mayor Schuster stated that the Lassen County Transportation Commission (LCTC) held a special meeting with other agency representatives to discuss improvements to 395 between Susanville and Reno. She also wanted to provide a public thank you to former Board Supervisor, Tom Hammond, as he has been working to get that stretch of highway to four lanes for multiple years.

Mayor Schuster then provided information related to where and when the LCTC meetings are held and invited those interested to attend.

9. **NEW BUSINESS:**

9.A Approved Position List

Mr. Newton provided an explanation of the item and requested Council approval.

Mayor pro tem Brown requested additional positions within the public works department and mentioned that he will bring it up in the future items section of the agenda.

[250219 Approved Position List.pdf](#)

Motion to approve approved position list as presented in agenda.

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

Motion Carried: 5- 0

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

Voting Against: None

9.B Consider **Resolution No. 25-6406**, approving the 2025-2030 Airport Capital Improvement Plan

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 25-6406.

[25-6406.pdf](#)

[Susanville ACIP 2025-2030 Package - Amended FAA approved.docx](#)

Motion to approve Resolution No. 25-6406, approving the 2025-2030 Airport Capital Improvement Plan

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

Motion Carried: 5- 0

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

Voting Against: None

9.C Consider **Resolution No. 25-6407**, authorizing the Mayor to execute an agreement with Outfront Media billboard to support the City's economic development and marketing efforts.

Tamra Spade, Economic Development Director, provided an explanation of the item and requested approval of Resolution No. 25-6407.

Maria Fregulia, public, inquired as to whether the Susanville Indian Rancheria would be reimbursing or be a part of that billboard.

Amy Holley, public, inquired as to what the billboard will look like.

Ms. Spade responded that the billboard is digital, and city staff will work with the company to create the content.

Leanne Vanderly, public, requested that small businesses also be advertised and not just the casino.

Council Member Parrish stated that it is mind-blowing that Susanville has not had billboards before, and he is in favor of it. He added that he is worried about Ms. Spade's budget though since the ARPA funds will only cover \$150,000.

[25-6407.pdf](#)

[City of Susanville Outfront Contract - 4074110 - 2.12.25.pdf](#)

Motion to approve Resolution No. 25-6407, authorizing the Mayor to execute an agreement with Outfront Media billboard to support the City's economic development and marketing efforts.

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

Motion Carried: 5- 0

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

Voting Against: None

- 9.D Consider **Resolution No. 25-6408**, approving and authorizing the City Manager to enter into a lease agreement with Yamaha Motor Finance Corporation of Yamaha Golf Cart Company and authorizing the Finance Director to increase the golf course budget to accommodate lease payments

Dave Martin, Golf Course Manager, provided an explanation of the item and requested approval of Resolution No. 25-6408.

[Yamaha Proposal - Diamond Mountain.pdf](#)
[25-6408.pdf](#)

Motion to approve Resolution No. 25-6408, approving and authorizing the City Manager to enter into a lease agreement with Yamaha Motor Finance Corporation of Yamaha Golf Cart Company and authorizing the Finance Director to increase the golf course budget to accommodate lease payments

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

Motion Carried: 5- 0

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

Voting Against: None

- 9.E Consider **Resolution No. 25-6409**, Amending the Fiscal Year 2024-2025 City of Susanville Budget

Chandra Jabbs, Finance Director, provided an explanation of the item and requested approval of Resolution No. 25-6409.

Mayor pro tem Brown inquired as to whether no one was interested in serving on the board or if we were not advertising it.

Mr. Newton responded that we do have one interested person who staff will be following up with, but no additional interest.

[25-6409.pdf](#)
[Exhibit A Midyear 24.25.pdf](#)
[Midyear Budget Changes 24.25.pdf](#)
[STOB Midyear Report 24.25.pdf](#)
[Exhibit A Original 24.25.pdf](#)

Motion to approve Resolution No. 25-6409, Amending the Fiscal Year 2024-2025 City of Susanville Budget.

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

A polled vote was requested.

Mendy Schuster, aye; Russ Brown, aye; Curtis Bortle, aye; Patrick Parrish, aye; and Dawn Miller, aye.

Motion carried unanimously.

9.F Consider purchase of Hangar #32 at the Susanville Municipal Airport

Mr. Godman provided an explanation of the item and requested Council direction.

It was the consensus of the council not to move forward with the purchase of the hangar.

[Doc_intent to sell hangar 32.pdf](#)

[ROI Hangar 32.pdf](#)

9.G Consider **Resolution No. 25-6410**, authorizing Mayor to sign a State Master Agreement Revision with Caltrans for State funded transportation projects

Erik Edholm, Assistant Director of Engineering, provided an explanation of the item and requested approval of Resolution No. 25-6410.

[25-6410.pdf](#)

[02-5116S21_City of Susanville.pdf](#)

Motion to approve Resolution No. 25-6410, authorizing Mayor to sign a State Master Agreement Revision with Caltrans for State funded transportation projects.

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

Motion Carried: 5- 0

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

Voting Against: None

9.H Consider **Resolution No. 25-6411**, authorizing Mayor to sign a Program Supplement Agreement with Caltrans for the Susanville Resurfacing Project No. CRASL-5116(023) and authorize the Finance Director to adjust the budget as necessary.

Mr. Edholm provided an explanation of the item and requested approval of Resolution No. 25-6411.

[25-6411.pdf](#)

[5116\(023\) PSA to LA.pdf](#)

Motion to approve Resolution No. 25-6411, authorizing Mayor to sign a Program Supplement Agreement with Caltrans for the Susanville Resurfacing Project No. CRASL-5116(023) and authorize the Finance Director to adjust the budget as necessary.

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

Motion Carried: 5- 0

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

Voting Against: None

9.I Citywide Strategic Planning Discussion

Mr. Newton provided an overview of the item and stated that staff has been working on a new Mission Statement but have only had one meeting to date. He added that he is hoping to have a draft Mission Statement to present at the next meeting.

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

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 direction.

Mayor pro tem Brown requested a discussion item to add three Public Works positions to the approved position list. Item had support and will be added to the list. Council Member Bortle requested that a list of vacancies also be included with the item.

Council Member Miller requested a report on the status of our fire hydrants due to the recent fires down south. Item had support and will be added to the list.

[250219.Future.Items.List.pdf](#)

15. **ADJOURNMENT:**

Moved by Curtis Bortle; seconded by Dawn Miller to adjourn at 6:43pm.

Motion Carried: 5 - 0

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

Voting Against: None

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: March 5, 2025