

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, MARCH 19, 2025 – 5:00 PM

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

Roll Call of Councilmembers Present: Schuster, Brown, Bortle, Parrish, Miller

1. APPROVAL OF AGENDA:

Moved by Miller; seconded by Brown to approve the agenda as presented.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: 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 Bortle; seconded by Parrish to approve the consent calendar.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

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

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

[250305.cc.min.draft.pdf](https://www.susanvillecc.org/250305.cc.min.draft.pdf)

6.B Vendor and payroll warrants

Motion to receive and file

[02-20-2025.pdf](#)

[02-27-2025.pdf](#)

[02-28-2025.pdf](#)

7. PUBLIC HEARINGS: No business.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS: Council Member Bortle provided the Land Acknowledgement Statement.

9. NEW BUSINESS:

9.A Consider co-sponsorship of the 35th Annual Junior Fishing Derby to be held on Saturday, May 17, 2025

Dan Newton, City Manager, provided a brief explanation of the item and introduced Wade Workman, President of the Lassen Sportman's Club, to provide details related to the fishing derby.

Mr. Workman thanked the Council for the many years of support for the derby as this will be the 36th year. He then provided an overview of what happened in previous derby years including awards and prizes won.

[2025 Fishing Derby.pdf](#)

Motion to approve co-sponsorship of the 35th Annual Junior Fishing Derby to be held on May 17, 2025, at Memorial Park; waive power panel and park rental fee; provide insurance for the event; and expend \$2,000 civic contribution to Lassen Sportsmen's Club for the purchase of fish.

Moved by Parrish; seconded by Bortle to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

9.B Discussion regarding Citywide Strategic Planning

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

Mayor Schuster requested the following change in the vision statement, move "Legislating and enforcing rules and regulations" to the top of the list. All council members agreed and were in favor of the Mission and Vision statements with the mayor's proposed change.

Mr. Newton suggested that the statements be circulated within all city staff and out to the public for comment. He will then bring it back for action on April 2, 2025.

9.C Consider Planning Commission Moratorium

Mr. Newton provided an explanation on the item, providing both pros and cons of the item, and stated that City Attorney, Margaret Long, will be available for any questions regarding the topic and requested Council consideration.

Discussions included the inclusion of the attorney being present during planning-related projects and the importance of more staff being aware of day-to-day planning activities. It was noted that the code requires a planning agency; however, the planning agency could also be the council. Additionally, a brief description of the functions of the planning commission was provided.

No public comment.

Mayor pro tem Brown stated that he was in favor of that change and suggested a trial period of perhaps one year.

Council Member Parrish inquired as to how long it would take and how much staff time it would take to make this change. Ms. Long responded that it will not take a lot of staff time as it would include removing the code that sets up a citizen driven Commission. However, it would require an ordinance with a first and second reading plus the 30-day waiting period.

Mr. Newton stated that the proposed change would increase the Council's awareness of code enforcement items, as these matters would be presented directly to the Council if the change were implemented. He further noted that the change would enhance the overall process by involving planning staff in council meetings and ensuring that code enforcement issues are effectively communicated to all staff in attendance.

Council Member Bortle and Miller, as well as Mayor Schuster brought up pros and cons that they could see occurring from implementing the proposed change.

Concerns regarding potential conflicts was mentioned to which Ms. Long responded that in a small city such as Susanville, there will always be conflicts. Therefore, council members would just need to know when to recuse themselves.

Mr. Newton requested direction on whether or not to prepare the moratorium.

Moved by Brown; seconded by Bortle to move forward with the moratorium.

Motion Carried: 4- 1

Voting For: Schuster, Brown, Bortle, Miller

Voting Against: Parrish

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 regarding the current events in their departments.

14. **FUTURE COUNCIL ITEMS**:

14.A Future Council Items

Mayor pro tem Brown requested that \$500.00 of his civic contributions be given towards the fishing derby.

Council Member Bortle requested that \$500.00 of his civic contributions be given towards the Pow Wow.

Mayor Schuster requested that \$300.00 of her civic contributions be given towards the fishing derby.

Council Member Miller also requested that \$500.00 of her civic contributions be given towards the fishing derby.

Council Member Parrish requested the proclamation item be brought back as it has been almost one year since the moratorium was placed on that item.

[250319.Future.Items.List.pdf](#)

15. **ADJOURNMENT**: Meeting adjourned at 6:14pm.

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: April 2, 2025