

**SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, MAY 7, 2025 – 4:30 PM**

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

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

Absent: Bortle

1. APPROVAL OF AGENDA:

Moved by Parrish; seconded by Miller to approve.

Motion Carried: 4 - 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): None.

3. CLOSED SESSION:

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

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - pursuant to Government Code Section §54956.9

1. City of Susanville vs. CCC

B. 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.

Dan Newton, City Manager, stated that prior to meeting in closed session, the Council approved the agenda as presented. He continued that the Council then met 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:

Jacqui Henry, public, provided information on a recent drug bust resulting in the seizure of over 300lbs of meth in Bakersfield. She voiced her concern related to the issue.

Leanne Vanderly, public, offered a proclamation of her choosing.

Shelby Burton, public, requested that the City Council overturn the HLVRA's decision to shut down the community pool during the fall season.

6. **CONSENT CALENDAR:**

Moved by Parrish; seconded by Miller to approve.

Motion Carried: 4 - 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

6.A Minutes of the City Council April 16, 2025 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the April 16, 2025 regular meeting.

6.B Consider **Resolution No. 25-6425**, establishing a 2.82% Salary Matrix Increase to the Administrative Bargaining Unit Salary Matrix Effective July 1, 2025 through and including June 30, 2026

Motion to approve Resolution No. 25-6425, establishing a 2.82% Salary Matrix Increase to the Administrative Bargaining Unit Salary Matrix Effective July 1, 2025 through and including June 30, 2026

[25-6425.pdf](#)

[2025.2026 Salary Matrix.pdf](#)

6.C Vendor and Payroll Warrants

Motion to receive and file.

[04-10-25.pdf](#)

[04-17-25.pdf](#)

[04-18-25.pdf](#)

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** No comment.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 25-6424**, Authorizing the City Manager to execute an amendment to the equipment and service agreement with Axon Enterprises for body worn cameras with artificial intelligence technologies and taser equipment for use by sworn officers at the Susanville Police Department

Allen Sobol, Police Lieutenant, provided an explanation of the item and requested Council approval of Resolution No. 25-6424.

[25-6424.pdf](#)

[Proposed AXON Contract](#)

[Budget Estimate for AXON Equipment and Services](#)

Motion to approve Resolution No. 25-6424, Authorizing the City Manager to execute an amendment to the equipment and service agreement with Axon Enterprises for body worn cameras with artificial intelligence technologies and taser equipment for use by sworn officers at the Susanville Police Department

Moved by Parrish; seconded by Miller to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller
Voting Against: None
Absent: Bortle

- 9.B Consider **Resolution No. 25-6426**, authorizing the Mayor to sign a services agreement with M-Group Consultants for Planning consultation and authorize the Finance Director to adjust the budget as necessary.

Motion to approve Resolution No. 25-6426, authorizing the Mayor to sign a services agreement with M-Group Consultants for Planning consultation and authorize the Finance Director to adjust the budget as necessary.

Robert Godman, Public Works Director, provided an explanation of the item and requested Council approval of Resolution No. 25-6426.

Mayor Schuster inquired as to whether or not the firm has experience working with small cities.

Mr. Newton stated that they are a small company themselves and have worked with small cities. He added that they also mentor staff who may be interested in learning how to perform planning duties. He added that the main item needing the planning consultation relates to the environmental review for the truck stop project.

[25-6426.pdf](#)

[SERVICES AGREEMENT M Group Consultants draft \(M-Group Edits 4.28.25\).docx](#)

Moved by Parrish; seconded by Brown to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

- 9.C Consider **Resolution No. 25-6427**, approving an increase to the 7301 Geothermal Utility Budget and authorizing the Finance Director to make necessary changes to said budget.

Director Godman provided an explanation of the item and requested Council approval of Resolution No. 25-6427.

[25-6427.pdf](#)

Motion to approve Resolution No. 25-6427, approving an increase to the 7301 Geothermal Utility Budget and authorizing the Finance Director to make necessary changes to said budget.

Moved by Brown; seconded by Parrish to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

- 9.D Consider purchase of Hangar #24 at the Susanville Municipal Airport

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

It was the consensus of the Council not to purchase the hangar.

[Hangar_Map.pdf](#)
[Letter of intent to sell hangar #24.docx](#)
[ROI.pdf](#)

- 9.E Consider **Resolution No. 25-6428**, approving the Susanville Experimental Aircraft Association using the Susanville Municipal Airport for their 2025 Airfair scheduled for June 7, 2025, and authorizing the City of Susanville to pay for half of the liability insurance for the event.

Director Godman provided an explanation of the item and requested Council approval of Resolution No. 25-6428.

[25-6428.pdf](#)
[25 EAA.Airfair.Letter.pdf](#)

Motion to approve Resolution No. 25-6428, approving the Susanville Experimental Aircraft Association using the Susanville Municipal Airport for their 2025 Airfair scheduled for June 7, 2025, authorizing the City of Susanville to pay for half of the liability insurance for the event.

Moved by Parrish; seconded by Miller to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

- 9.F Consider **Resolution No. 25-6431**, approving street closures for Pancera Plaza (South Gay Street from Cottage to Main Street) for thirteen Saturday morning Farmer's Markets and three Night Markets.

Director Godman provided an explanation of the item and requested Council approval of Resolution No. 25-6431.

Amy Holman, Lassen Land & Trails Trust (LLTT), stated that the LLTT used to operate the farmer's market until they transferred it to LARP in 2022. She requested that the city continue to provide support for the market by allowing the use of Pancera Plaza.

Craig Hemphill, Ag Commissioner, stated that this is the only certified farmers' market in the area and the benefit to the community is fresh food access and the people who are selling are the ones growing the food. He also requested or the Council's support for the market.

Caleb Griffin, LARP, provided an update on what has happened financially with the farmers' market since LARP took over in 2022. He added that it was taken over, not for financial gain, but to support local growers and the promotion of small businesses.

Council Member Parrish voiced his concern with the City funding a for-profit business.

Mr. Newton stated that he had an opportunity to talk with Mr. Griffin prior to the meeting and it does not appear that they are making a profit, and they are also offering to provide more financial information. He added that in that discussion, there are areas to look at the costs. However, because of the timing, we may want to move forward with this for this

season and work on a plan to come back to address the mentioned concerns before the 2026 season.

[2025 LARP Street Closure Request.pdf](#)
[25-6431.pdf](#)

Motion to approve Resolution No. 25-6431, approving street closures for Pancera Plaza (South Gay Street from Cottage to Main Street) for thirteen Saturday morning Farmer's Markets and three Night Markets.

Moved by Parrish, seconded by Miller to approve the resolution with the condition that it is for this year only and that the city will no longer sponsor for-profit businesses.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

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

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

12. **CONTINUING BUSINESS**:

12.A Consider **Resolution No. 25-6429**, approving modifications to the City of Susanville's Organizational Structure and **Resolution No. 25-6430**, approving and authorizing the third modification to the Memorandum of Understanding with the Operating Engineers Local Union No. 3 Firefighters Bargaining Unit

Mr. Newton provided an explanation of the item and requested Council approval of Resolution No. 25-6429 and Resolution No. 25-6430.

[25-6429.pdf](#)
[Current "approved: organizational chart 12-20-2023.pdf](#)
[Proposed "modified" organizational chart.pdf 25-6430.pdf](#)
[Side Letter No 3.docx](#)

Moved by Parrish; seconded by Brown to approve both Resolution No.'s 25-6429 & 25-6430.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

12.B Consider modifications to the City's Approved Position

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

[250507.APL.Proposed.pdf](#)

Moved by Parrish; seconded by Miller to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Absent: Bortle

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

13.A Department Reports

The department heads in attendance provided an update of the events within their areas.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items Possible direction to staff.

Council Member Parrish requested a discussion item related to the renaming of the Lassen County Fair Parade. No support received.

Council Member Parrish requested a future discussion item regarding the HLVRA pool. The item received unanimous support. A discussion item including financials will be brought forward at a future meeting; however, Mr. Newton stated that the only option for the City would be to provide funding as the City Council has no authority over the HLVRA board.

[250507.Future.Items.List.pdf](#)

15. **ADJOURNMENT:** Adjourn at 6:43pm.

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: May 21, 2025