

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, AUGUST 6, 2025 – 5:00 PM

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

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

1. APPROVAL OF AGENDA:

Chandra Jabbs, Finance Director, requested the addition of an emergency item to continue the Memorial Ball Park emergency item.

Moved by Curtis Bortle; seconded by Dawn Miller to approve the agenda with the addition of the emergency item.

Motion Carried: 4 - 0

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

Voting Against: None

Absent: Brown

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

3. CLOSED SESSION: No business.

4. RETURN TO OPEN SESSION: The Pledge of Allegiance and Invocation were provided.

5. BUSINESS FROM THE FLOOR:

Amelia Luna & Solange Kocher, SIR Pow Wow, thanked Council Member Bortle for attending the Pow Wow and presented him with a Banner.

6. CONSENT CALENDAR:

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

Motion Carried: 4 - 0

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

Voting Against: None

Absent: Brown

6.A Minutes of the City Council July 9, 2025 special meeting and July 16, 2025 special and regular meetings.

Motion to waive the reading of and approval to receive and file the City Council's July 9, 2025 special meeting and July 16, 2025 special and regular meetings.

250709.cc.spec.min.draft.pdf

250716.cc.spec.min.draft.pdf

250716.cc.min.draft.pdf

6.B Vendor and Payroll Warrants

Motion to receive and file.

07-03-2025.pdf

07-10-2025.pdf

07-22-2025.pdf

07-18-2025.pdf

07-17-2025.pdf

7. PUBLIC HEARINGS:

7.A Public Hearing to receive comments on the Community Development Block Grant Program-Coronavirus Response Rounds 2 and 3 Grant Project 20-CDBG-CV2-3-00080 City of Susanville Memorial Park Bathroom activity completion

Jolene Arredondo, Deputy City Manager, provided an explanation of why the item was brought before the Council.

Mayor Schuster opened and closed the public hearing at 5:07pm due to no public comment.

7.B Consider **Resolution No. 25-6459**, approving a cost report of unpaid penalties and, if approved, consider **Resolution No. 25-6460**, approving the recordation of a lien against real property at 1005 North Street (APN: 103-242-007-000)

Mayor Schuster opened the public hearing at 5:07pm.

Michael Prettyman, Code Enforcement Officer, provided an explanation of why the item was brought before the Council and requested Council approval.

No public comment.

Mayor Schuster closed the public hearing at 5:09pm.

[25-6459 1005North.CostReport.pdf](#)

[25-6460 1005North.lien.pdf](#)

[25-8-6 Cost Report \(penalty\).docx](#)

[Reso #24-1179.pdf](#)

[24-8-22 Notice of PC Fines.pdf](#)

[25-1-28 Notice of Delinquency.pdf](#)

[25-7-2 Notice of Hearing.pdf](#)

Motion to approve Resolution No. 25-6459, approving cost report of unpaid penalties and motion to approve the subsequent Resolution No. 25-6460, approving the recordation of a lien against real property at 1005 North Street (APN: 103-242-007-000) Moved by Patrick Parrish; seconded by Dawn Miller to approve both Resolution No.'s 25-6459 and 25-6460.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Brown

7.C Consider **Resolution No. 25-6461**, approving a cost report of unpaid administrative abatement costs and, if approved, consider **Resolution No. 25-6462**, approving the recordation of a special assessment lien against real property at 1005 North Street (APN: 103-242-007-000)

Mayor Schuster opened the public hearing at 5:09pm.

Michael Prettyman, Code Enforcement Officer, provided an explanation of why the item was brought before the Council and requested Council approval.

No public comment.

Mayor Schuster closed the public hearing at 5:12pm.

[25-6461 1005 North.CostReport.pdf](#)
[25-6462 1005 North.Lien Taxroll.pdf](#)
[25-8-6 Cost Report \(Admin Cost\).docx](#)
[24-6-11 North Signed Notice of Hearing \(owner\).pdf](#)
[24-7-10 Notice of Continuation.pdf](#)
[24-7-15 Notice of Hearing.pdf](#)
[24-8-22 Notice of PC Fines.pdf](#)
[25-1-28 Notice of Delinquency.pdf](#)
[25-7-18 Notice of Hearing-Cost Report-Invoice.pdf](#)

Motion to approve Resolution No. 25-6461, approving cost report of unpaid administrative abatement costs and motion to approve the subsequent Resolution No. 25-6462, approving the recordation of a special assessment lien against real property at 1005 North Street (APN: 103-242-007-000)

Moved by Patrick Parrish; seconded by Curtis Bortle to approve both Resolution No.'s 25-6461 and 25-6462.

Motion Carried: 4- 0

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

Voting Against: None

Absent: Brown

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

9. **NEW BUSINESS:**

- 9.A Consider **Resolution No. 25-6463**, approving and accepting a donation of \$1,000 from the Walmart Spark Good Foundation for the Fire Department.

Michael Bengoa-Bollinger, Public Safety Chief, offered an explanation of the item and requested Council approval of Resolution No. 25-6463.

[25-6463.pdf](#)

Motion to approve Resolution No. 25-6463, approving and accepting a donation of \$1,000 from the Walmart Spark Good Foundation for the Fire Department.

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

Motion Carried: 4- 0

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

Voting Against: None

Absent: Brown

- 9.B Consider **Resolution No. 25-6464**, authorizing the budget amendment of the 2007 budget for the Susanville Resurfacing Project No. CRASL-5166(023) and authorize the Finance Director to increase the 2007 budget \$93,680.00 to begin the River Street Project.

Bob Godman, Public Works Director, provided an explanation of the item and requested Council approval of Resolution No. 25-6464.

[25-6464.pdf](#)

Motion to approve Resolution No. 25-6464, authorizing the budget amendment of the 2007 budget for the Susanville Resurfacing Project No. CRASL-5166(023) and authorize the Finance Director to increase the 2007 budget \$93,680.00 to begin the River Street Project.

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

Motion Carried: 4- 0

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

Voting Against: None

Absent: Brown

- 9.C Consider **Resolution No. 25-6465**, authorizing a budget increase of \$959,000 in the 7114 Water Capital Improvement budget for the Johnstonville Road Water Main Replacement Phase One.

Mr. Godman provided an explanation of the item and requested Council approval of Resolution No. 25-6465.

[25-6465.pdf](#)

Motion to approve Resolution No. 25-6465, authorizing a budget increase of \$959,000 in the 7114 Water Capital Improvement budget for the Johnstonville Road Water Main Replacement Phase One.

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

Motion Carried: 4- 0

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

Voting Against: None

Absent: Brown

- 9.D Consider **Resolution No. 25-6466**, authorizing the City Manager to enter into a contract with CivicPlus for Pro Premium agenda management software.

Ms. Arredondo provided an explanation of the item and requested Council approval of Resolution No. 25-6466.

[25-6466.pdf](#)

[CivicPlus Agenda SOW Quote.pdf](#)

Motion to approve Resolution No. 25-6466, authorizing the City Manager to enter into a contract with CivicPlus for Pro Premium agenda management software.

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

Motion Carried: 4- 0

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

Voting Against: None

Absent: Brown

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

12.A Discussion regarding Memorial Ball Park Grandstand Fire Emergency operations
Review emergency actions taken to safeguard the public and determine if it is necessary to continue the emergency action. Motion to authorize continuation of emergency action to remediate fire damage at the Memorial Ball Park.

Ms. Arredondo provided an explanation of the item as well as provided an update on the ball park.

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

Motion Carried: 4 - 0

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

Voting Against: None

Absent: Brown

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 Possible direction to staff.

Council Member Bortle requested a discussion item related to the procurement policy. Parrish and Miller supported the request.

Council Member Miller requested a discussion item related to the lighting at the tennis/pickleball courts. Bortle and Parrish supported the request.

[250806.Future.Items.List.pdf](#)

15. ADJOURNMENT:

Moved by Patrick Parrish; seconded by Curtis Bortle to Adjourn at 5:40pm.

Motion Carried: 4 - 0

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

Voting Against: None

Absent: Brown

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: August 20, 2025