

Susanville City Council
Regular Council Meeting Minutes
Wednesday, April 1, 2026 – 4:30 PM

Meeting called to order at 4:31PM.

Council Members in attendance: Schuster, Brown, Parrish, Bortle, & Miller

1. Approval of Agenda: (Additions and/or Deletions)

Agenda was approved with one modification moving item 9C to the top of new business.

MOVER:	Council Member Dawn Miller
SECONDER:	Council Member Patrick Parrish
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

2. Public Comment Regarding Closed Session Items (if any): No comments.

The City Council convened in Closed Session at 4:32PM to discuss the items below.

- A. A. Public Employment - pursuant to Government Code §54957
 - 1. Public Safety Chief

4. Return to Open Session: (recess if necessary)

- Reconvene in open session at 5:02 PM
- Pledge of Allegiance
- Invocation
- Report any changes to agenda

Dan Newton, City Manager, stated that prior to meeting in closed session, the Council approved the agenda with one change including moving item 9C will be heard prior to 9A.

- Report any action out of Closed Session

Mr. Newton stated that Council met in Closed Session prior to open session. Council recessed and will reconvene in closed following open session.

- Awards or Presentations by the City Council

5. Business from the Floor:

Lassen High School Swim Team members addressed the Council and thanked them for the previous years of support.

6. Consent Calendar:

MOVER:	Council Member Curtis Bortle
SECONDER:	Mayor Pro Tem Russ Brown
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

6.A. Minutes of the City Council March 18, 2026 regular meeting

6.B. Vendor and Payroll Warrants

7. Public Hearings: No business.

8. Council Discussion/Announcements:

Council Member Bortle offered a Land Acknowledgement Statement.

9. New Business: Item 9C was heard prior to 9A.

9.A. Consider **Resolution No. 26-6521**, approving the temporary closure of River Street from South Fairfield Drive to the entrance to Pat Murphy Little League Park, and South Fairfield Drive from River Street to the Midtown South Alley, in Support of the Susanville Little League Opening Day Parade on April 18, 2026, from 8:00 a.m. to 11:00 a.m.

Erik Edholm, Acting Public Works Director, provided an explanation of the item and requested Council approval of Resolution No. 26-6521.

MOVER:	Council Member Curtis Bortle
SECONDER:	Council Member Dawn Miller
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

- 9.B. Consider **Resolution No. 26-6522**, authorizing the Finance Director to increase various fund budgets to facilitate airport, street, park, and water system improvements and operational needs

Mr. Edholm provided an explanation of the item and requested Council approval of Resolution No. 26-6522.

MOVER:	Council Member Curtis Bortle
SECONDER:	Council Member Dawn Miller
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

- 9.C. Discussion regarding sign regulations (SMC Chapter 17.128)

Mr. Edholm provided an explanation of the code and offered information on where to go for clarification if needed.

Council Member Bortle inquired as to the process to get a sign, to which Mr. Edholm responded with the permit process also addressing some of the fees.

Josh, pastor and member of the public, talked about the change of signage at his church, including the previous change out and what would be required to add another sign in the future. He suggested providing some grace to current business owners with the charges due to the current economic state of Susanville.

Brian Haynes, a business owner, stated his concerns with the sign ordinance as his sign was put up four years ago and just recently received a letter regarding the sign. He also requested consideration to waive the fees for small businesses.

Council Member Parrish inquired whether the rules were easy to access, or if the city was just being more strict.

Mr. Newton provided information regarding the courtesy notice that was sent out to everyone to start the discussion process and stated that there were no actions taken, just notice provided.

Council Member Bortle inquired about how involved Caltrans was regarding the signage, to which Mr. Edholm responded that it depends on the sign and whether it is in Caltrans right-a-way.

Mayor pro tem Brown stated that the Council has to support staff who are doing their jobs but, that Council also has to support businesses. He suggested bringing the item back to discuss the code.

Mayor Schuster agreed with Mayor pro tem Brown that the code should come back for possible

changes. She added that flags, decals, etc... should be addressed.

Council Member Miller requested more information related to the cost of some signs over banners or flags, as well as additional information.

Mr. Edholm mentioned the need to address temporary signage as there needed to be more clarification. To determine if any signs would be exempt from the code, etc.

Direction was provided to staff to bring back a discussion item to include decals, banners, flags, etc. Mr. Newton discussed expanding the definitions to include the decals, the flags, removable sandwich boards, etc. A request was made to "exempt" the flags from the permit process. Mr. Newton clarified that Caltrans could still come in and request it.

- 9.D. Consider **Resolution No. 26-6523**, approving the Acting Public Works Director to submit a request to the Lassen County Transportation Commission for allocation of Transportation Development Act (TDA) Local Transportation Fund (LTF) monies in the amount of \$131,715 for local streets and roads purposes.

Mr. Edholm provided an explanation of the item and requested Council approval of Resolution No. 26-6523.

MOVER:	Council Member Curtis Bortle
SECONDER:	Council Member Patrick Parrish
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

- 9.E. Consider **Resolution No. 26-6524**, Approving and authorizing the mayor to execute Addendum #2 to the Agreement for Professional Auditing Services with Van Lant & Fankhanel, LLP

Chandra Jabbs, Finance Director, provided an explanation of the item and requested Council approval of Resolution No. 26-6524.

MOVER:	Council Member Dawn Miller
SECONDER:	Council Member Curtis Bortle
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None

RESULT:	Passed
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10. Planning Commission: No business:

11. Susanville Community Redevelopment Agency: No business.

12. Susanville Municipal Energy Corporation: No business.

13. Continuing Business:

13.A. Discussion regarding Memorial Ball Park Grandstand Fire Emergency Operations
Mr. Newton provided an explanation of the item and requested council direction.

Frank Avilla, LCC Baseball coach, thanked city staff and his baseball team after the additional emergency that occurred on Sunday and everyone's efforts to get the field fixed.

Roxanna Haynes, LCC, voiced her appreciation for all the City has done and requested if costs were pursued due to the issues with the contractors that required the moving of games.

The Council motioned to continue with the emergency at this time.

MOVER:	Council Member Curtis Bortle
SECONDER:	Mayor Pro Tem Russ Brown
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

14. City Manager's Reports:

14.A. Department Reports - Fire Department

Mr. Newton requested the update to be moved to the next meeting to which the Council agreed.

15. Future Council Items:

15.A. Future Council Items

Mr. Newton provided an explanation of the item and requested council input. No additional items were requested.

Open session ended at 6:38PM.

Council reconvened in closed session at 6:48PM.

Council reconvened in open session at 7:33PM.

Mr. Newton stated that Council reconvened in closed session to continue discussion. Direction was provided to staff with no reportable action taken.

16. Adjournment:

Council adjourned the meeting at 7:36PM.

- **The next regular meeting of the Susanville City Council will be held on April 15, 2026 at 4:30 PM.**

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: April 15, 2026