

SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
WEDNESDAY, JUNE 29, 2022 – 12:00 PM

Mayor Schuster called the meeting to order at 12:00p.m.

Roll Call of Councilmembers Present: Thomas Herrera, Quincy McCourt, Kevin Stafford, Mendy Schuster

Absent: Brian Moore

1. APPROVAL OF AGENDA: (Additions and/or Deletions)

Moved by Thomas Herrera; seconded by Kevin Stafford to Approve. Motion Carried: 4 - 0

Voting For: Thomas Herrera, Quincy McCourt, Kevin Stafford, Mendy Schuster

Voting Against: None

- 1.A Consider **Resolution No. 22-6007**, of the City Council of the City of Susanville reciting the fact of the General Municipal Election held on June 7, 2022 declaring the results and such matters as provided by law.

Heidi Whitlock, City Clerk, stated the City Council consolidated its June 7, 2022, election with Lassen County and the County Clerk has issued the certified canvass of the election results. Council member Schuster was elected to a four-year term, Russ Brown has been elected to serve a four-year term and Council member Herrera has been elected to serve a two-year term and added that the results are attached for the City Council's review. She added that it is customary for the City Clerk to administer the Oaths of Office to those elected to serve, the new Councilmembers are seated, and the Council then reorganizes by nomination of a Mayor and Mayor pro tem who are voted on by the City Council. The new Mayor has the opportunity to change the seating at the dais at that time.

Leanne Vanderly, public, requested that when the new Mayor is selected, she would prefer that it be someone who has not be representing the cannabis industry and will hear what the public wants.

Amy Holley, public, stated her support for Mayor Schuster.

Kerri Cobb, public, stated that she appreciated that, even with everything going on right now, the council was able to come together to for a single cause, the proposed closure of CCC.

Ms. Whitlock administered the Oath of Office to Councilmember Brown, Councilmember Herrera and Councilmember Schuster.

Councilmember Herrera nominated Councilmember McCourt to serve as Mayor. Councilmember Stafford seconded. Aye: Herrera, Stafford, McCourt.

Councilmember Schuster expressed her appreciation for being Mayor and for Dan Newton, City Administrator, as well as staff for all of their efforts.

Councilmember Stafford nominated Councilmember Herrera, Mayor McCourt seconded. Aye: Stafford, McCourt, Herrera.

Council took a 5-minute break at 12:24p.m. for photo opportunities.

Council reconvened at 12:27p.m.

A request was made to move item 3 behind item 12 on the agenda. Motion by Councilmember Schuster, second by Stafford. Motion carried unanimously.

[22-6007 municipal election results.pdf](#)

[Certified Results of the Canvass.pdf](#)

Motion to approve Resolution No. 22-6007, of the City Council of the City of Susanville reciting the fact of the General Municipal Election held on June 7, 2022, declaring the results and such other matters as provided by law.

Moved by Thomas Herrera; seconded by Kevin Stafford to approve.

Motion Carried: 5- 0

Voting For: Thomas Herrera, Quincy McCourt, Kevin Stafford, Russ Brown, Mendy Schuster

Voting Against: None

2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): *Any person may address the Council at this time upon any subject for discussion during Closed Session.* No comment.

3. **CLOSED SESSION:** *item heard after item 12.*

4. **RETURN TO OPEN SESSION:** (recess if necessary)

5. **BUSINESS FROM THE FLOOR:** No comment.

6. **CONSENT CALENDAR:** No business.

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Mayor McCourt offered the Land Acknowledgement Statement and reminded everyone of the City's Mission Statement and how everyone should work together.

9. **NEW BUSINESS:**

9.A 2022/2023 Budget Presentation / Workshop

Mr. Newton explained the work staff has done with the budget and stated that it is almost ready to present. He added that the passage of Measure P and the CalPERS UAL refinance still have some information that needs to be considered. He continued that there is also another budget unit, under the the control of the Public Works Director, for items such as the pool, airport, parks and building & planning and those functions that are not related to the utilities.

Mr. Newton explained the changes in the budget from previous years, how ARPA funds will be used, and additional information related to the budget.

Chandra Jabbs, Finance Manager, offered a spreadsheet presentation to the Council including the 1500 different line items, cost program study and provided a detailed description of the funds.

Councilmember Stafford stated that department heads should bring something forward about their needs, including training, to which Mr. Newton responded that it would be beneficial.

[Exhibit B Budget Process and Policies.pdf](#)

- 9.B Consider **Resolution No. 22-6011**, Continuing Resolution authority to meet payroll and vendor warrants in the absence of a formally adopted budget for FY 2022-2023 through August 3rd, 2022 or at adoption of the City's budget, which comes first.

[22-6011.pdf](#)

Motion to approve Resolution No. 22-6011, authorizing the continuing resolution authority to meet payroll and vendor warrants in the absence of a formally adopted budget for FY 2022-2023 through August 3rd, 2022, or at adoption of the City's budget, which comes first.

Moved by Thomas Herrera; seconded by Russ Brown to approve.

Motion Carried: 5- 0

Voting For: Thomas Herrera, Quincy McCourt, Kevin Stafford, Mendy Schuster, Russ Brown

Voting Against: None

- 9.C Consider **Resolution No. 22-6008**, acknowledging the California Water Resources Board Regulatory Action: Title 23, California Code of Regulations Sections 995 and 996 and implement stage one of The City of Susanville's Shortage Contingency Plan.

Bob Godman, Public Works Director, offered an explanation on the item and requested the approval of Resolution No. 22-6008.

[2022-0606-03E-approval \(1\) Conservation order.pdf](#)

[Conservation order 995 20220104.pdf](#)

[Water Regs.docx](#)

[22-6008.pdf](#)

Motion to approve Resolution No. 22-6008, acknowledging the California Water Resources Board Regulatory Action: Title 23, California Code of Regulations Sections 995 and 996 and implement stage one of The City of Susanville's Water Shortage Contingency Plan.

Moved by Russ Brown; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Thomas Herrera, Quincy McCourt, Kevin Stafford, Mendy Schuster, Russ Brown

Voting Against: None

- 9.D Consider **Resolution No. 22-6009**, authorizing the Public Works Director to negotiate and the City Administrator to sign for the purchase of wholesale natural gas within the parameters established by the Susanville City Council for the Susanville Municipal Natural Gas utility Motion to approve Resolution No. 22-6009, authorizing the Public Works Director to negotiate and the City Administrator to sign for the purchase of wholesale natural gas within the parameters established by the Susanville City Council for the Susanville Municipal Natural Gas utility

Director Godman provided an explanation of the item presented and introduced Dan Bergman to provide further information.

[2022-23 Winter Natural gas Hedge chart.docx](#)

[2022-23 Gas hedge worksheet.xlsx](#)

[22-6009.pdf](#)

Moved by Thomas Herrera; seconded by Kevin Stafford to approve.

Motion Carried: 5- 0

Voting For: Thomas Herrera, Quincy McCourt, Kevin Stafford, Mendy Schuster, Russ Brown

Voting Against: None

- 9.E Consider **Resolution No. 22-6012**, that authorizes the following 1) City Council to accept and award Project No. 19-01, 2014 STIP Pavement Project 'FD' in the City of Susanville to the lowest responsible bidder; 2) The City Administrator to execute a contract for \$2,189,981.00 once bonds and insurance are provided; and 3) Director of Public Works to issue a Notice To Proceed and execute related contract change orders up to amount allocated for project (\$2,777,000.00); and 4) Finance Manager to create a budget for the project based on available STIP funds.

Director Godman presented the item and requested approval of Resolution No. 22-6012.

[BID OPENING RESULT - 2014 STIP PAVEMENT PROJECT 'FD'.pdf 22-6012.pdf](#)

Motion to approve Resolution No. 22-6012, that 1) awards Project No. 19-01, 2014 STIP Pavement Project 'FD' in the City of Susanville to Hat Creek Construction, Inc., the lowest responsible bidder; and 2) authorizes the City Administrator to execute a contract with Hat Creek Construction, Inc; and 3) directs the Director of Public Works to issue a Notice to Proceed and execute related contract change orders for up to amount allocated for project (2,777,000); and 3) directs the Finance Manager to create a budget for the project in the amount of \$2,777,000.

Moved by Mendy Schuster; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Thomas Herrera, Quincy McCourt, Kevin Stafford, Mendy Schuster & Russ Brown

Voting Against: None

10. CONTINUING BUSINESS: No business.

11. CITY ADMINISTRATOR REPORTS:

Chief Cochran offered that the two academy graduates are now at the Police Department and will be formally introduced at an upcoming meeting.

Director Godman stated that the grader recently purchased was picked up on Monday.

12. FUTURE COUNCIL ITEMS:

Councilmember Schuster requested that the following be brought back for discussion:

1. Nepotism Policy
2. California Code of Conduct
3. Discussion regarding dress code for council members

Margaret Long, City Attorney, responded that the Council will be going through ethics training which will address Council member Schuster's Code of Conduct request. Support received for both the Nepotism and dress code items.

Mayor pro tem Herrera requested a 5-minute recess at 2:21pm.

The Council reconvened in closed session at 2:27p.m. to discuss the following:

A. CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6:

1. Fire fighters Unit

2. Miscellaneous Unit
3. Public Works Unit

The Council reconvened in open session at 2:36p.m.

Mr. Newton stated that the Council met in closed session and provided staff direction to staff.

13. ADJOURNMENT:

Moved by Thomas Herrera; seconded by Russ Brown adjourn at 2:39p.m.

Motion Carried: 5 - 0

Voting For: Thomas Herrera, Quincy McCourt, Kevin Stafford, Mendy Schuster, Russ Brown

Voting Against: None

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on: July 18, 2022