

**SUSANVILLE CITY COUNCIL  
Regular Council Meeting Minutes  
WEDNESDAY, AUGUST 17, 2022 – 4:30 PM**

Mayor McCourt called the meeting to order at 4:30p.m.

Roll Call of Councilmembers Present: McCourt, Stafford, Herrera, Schuster, Brown

**1. APPROVAL OF AGENDA:**

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

Motion Carried: 5 - 0

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

Voting Against: None

**2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): No public comment.**

**3. CLOSED SESSION:**

The City Council convened in closed session at 4:31p.m. to discuss the following:

A. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

1. City Administrator - Evaluation

B. CONFERENCE WITH LEGAL COUNSEL - existing litigation pursuant to Government Code Section 54956.9 (d)(1): Case number 63745, California Department of Corrections and Rehabilitation, Kathleen Allison, Gavin Newsom Vs. city of Susanville

**4. RETURN TO OPEN SESSION:**

The City Council reconvened in open session at 5:03p.m.

Mayor McCourt requested that Dan Newton, City Administrator, start the Pledge of Allegiance and Curtis Bortle, public, to provide the Invocation.

Mr. Newton stated that the Council met in closed session to discuss the items listed above. He added that direction was provided to staff and no reportable action was taken.

James Moore, Fire Chief, recognized both Dale Johnson and Andrew Jarrett for 5 years of service.

Bob Godman, Public Works Director, recognized Erik Edholm for 10 years of service and both Tyler Bernardino and Marci Rojas for 5 years of service.

Dan Newton, City Administrator, recognized Heidi Whitlock and Michael Bollinger for 10 years of service.

Mike Bollinger recognized Victoria Estrada for 5 full time years of service, Allen Sobol for 5 years of service, and Jeff Hopkins for 15 years of service.

Mayor McCourt recognized Russ Brown for 34 years of service and presented him with a resolution from both Megan and Brian Dahle.

Mr. Newton recognized former Council Member Brian Moore for his 4 years of service with the city.

**5. BUSINESS FROM THE FLOOR:**

Eugene Chittock, public, stated that he purchased a building on Riverside Drive about six weeks ago but, he has had more than fifteen incidents at this location that have cost more than \$15,000 to date. He stated that something needs to be done regarding the homeless on that end of town.

William Valentine, public, voiced his concerns with the homeless as well and stated that he remembered this same conversation happening two and a half years ago. He continued that he is worried about the river since it is not what is used to be and also mentioned the money the County recieved to see if they could use it for drug tests, or to assist with showers, toilets or other assistance that those who are homeless may need.

Curtis Bortle, public, stated that there have been a number of solutions to this issue but, the community has not wanted those opportunities.

**6. CONSENT CALENDAR:**

6.A Minutes of the City Council's August 3, 2022 regular meeting.

[220803.cc.min.draft.pdf](#)

Motion to waive oral reading and approve minutes of City Council's August 3, 2022 regular meeting.

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

Motion Carried: 5- 0

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

Voting Against: None

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

**8. COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Council Member Schuster reiterated her statement from the last meeting regarding teachers, students and faculty and wished them a great school year. She added that they should let the city know if they have any concerns.

Mayor McCourt offered the City's Mission Statement as well as read the Land Acknowledgement Statement.

**9. NEW BUSINESS:**

9.A Consider **Resolution No. 22-6029**, authorizing the Public Works Director to close one block of Richmond Road in front of 601 Richmond Road. for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 8, 2022.

Mr. Godman offered an explanation of item and requested Council approval of Resolution No. 22-6029.

[LLTT letter of request.pdf](#)  
[22-6029.pdf](#)

Motion to approve Resolution No. 22-6029, authorizing the Public Works Director to close one block of Richmond Rd in front of 601 Richmond Rd. for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 8, 2022.

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

Motion Carried: 5- 0

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

Voting Against: None

9.B Consider proposal regarding Community Composting Project Direction to staff.

Mr. Newton provided an explanation of the item and requested that David Teeter, LARP, and Caleb Griffon discuss the composting project.

Caleb Griffon stated that with the new SB1383 requirements, municipalities must have a greenwaste recycling area. He continued by referring to the partnerships that could develop with a project like this as well as the potential for revenue. He added that there are grant funds available to build it (with a 25% match) and, with the research completed, it appears that the funds could continue.

Various questions were asked by the Council to which both Mr. Griffon and Mr. Teeter responded.

Mayor McCourt inquired about the staff time required.

Mr. Newton responded that there may be about 10 hours right now but, he sees a need to ensure the appropriate budget is allocated and if the project can be scaled down from what is stated in the grant application, if the costs are higher than expected. He added that a CEQA was already done during the Sierra Park Project and some items may not have to be completed again.

9.C Consider **Resolution No. 22-6034**, entering into an agreement with ArchiveSocial, a CivicPlus Product, for social media records retention needs.

Mr. Newton provided an update on the item and requested approval of Resolution No. 22-6034.

[22-6034.pdf](#)

Motion to approve Resolution No. 22-6034, entering into an agreement with ArchiveSocial, a CivicPlus Product, for social media records retention needs.

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

Motion Carried: 5- 0

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

Voting Against: None

9.D Consider **Resolution No. 22-6035**, approving Invoice Cloud Inc. Biller Agreement/Proposal for Interactive Voice Response (IVR)

Chandra Jabbs, Finance Manager, provided an explanation on the item and requested council approval of Resolution No. 22-6035.

No comments or questions.

[IVR Agreement.pdf](#)  
[22-6035.pdf](#)

Motion to approve Resolution No. 22-6035, approving Invoice Cloud Inc. Biller Agreement/Proposal for Interactive Voice Response (IVR)

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

Motion Carried: 5- 0

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

Voting Against: None

#### 9.E City Project Priorities

Mr. Newton provided an explanation of the Council's four priorities including Transparency, improving the Susan River Trail, Code Enforcement and improving Main Street. He added that staff spends approximately 90% of their day on day-to-day items and about 10% on projects. He discussed additional priorities as well and went into more detail on the items.

Mayor McCourt opened council discussion.

Mayor pro tem Herrera mentioned increased crime and more displaced individuals and requested that the transient/homeless issue be moved to number one on the priority list.

Council Member Schuster stated that she agreed with Mr. Newton's priorities in the following order: Homelessness, Strategic Plan followed by Economic Development. She added that she would like to see an ADA compliant swing be added to at least one playground.

Mayor pro tem Herrera stepped out at 7:21p.m.

[220817 City Project Priorities .docx](#)

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

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

12. **CONTINUING BUSINESS**:

12.A Consider **Resolution No. 22-6036**, authorizing Mayor to sign Amendment No. 2 to Agreement No. 19-03 Between REY and the city of Susanville for the design phase of Southeast Gateway Project.

Mr. Godman offered an explanation on the item and requested Council approval of Resolution No. 22-6036.

Mayor pro tem Herrera returned at 7:23 p.m.

No comments.

[220817 Amendment 2 REY SE Gateway.docx](#)  
[22-6036.pdf](#)

Motion to approve Resolution No. 22-6036, authorizing Mayor to sign Amendment No. 2 to Agreement No. 19-03 Between REY and the city of Susanville for the design phase of S.E. Gateway Project.

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

Motion Carried: 5- 0

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

Voting Against: None

#### 12.B Economic Development Implementation Plan Ad Hoc Committee

Mr. Newton provided an explanation of the item and requested the Council appoint a replacement for Brian Moore on the EDIP Ad Hoc Committee.

Council discussion occurred.

Council Member Brown nominated Council Member Schuster.

Council Member Schuster nominated Council Member Brown.

Mayor pro tem Herrera nominated Council Member Stafford.

Motion by Council Member Brown to nominate Council Member Schuster, seconded by Schuster. Motion fails.

Motion by Council Member Schuster to nominate Council Member Brown, seconded by Brown. Motion fails.

Motion by Mayor pro tem Herrera to nominate Council Member Stafford, seconded by Stafford. Motion carried.

Herrera, aye; Stafford, aye; McCourt, aye; Schuster, no; Brown, no.

Mayor McCourt requested dates be brought forward to have workshops where all council members can be in attendance.

Mr. Newton responded that, if we are including the entire council, there would be no need for the ad hoc committee.

Mayor McCourt stated that he appreciated Mr. Newton's feedback and stated that staff will continue on their current path.

#### 12.C Approved Position List

Mr. Newton provided an explanation of the item and requested Council approval to fill the Community Services Officer position.

Mayor McCourt, Mayor pro tem Herrera, Council Member Schuster and Council Member Brown all agreed with the recommendation.

Council Member Schuster also requested the fire admin assistant and admin assistant combined position be revisited again also.

Council Member Stafford does not agree with the addition of the YSO duties in the CSO job description.

It was the consensus of the Council to have Mr. Newton work with the department to develop the job description for the CSO position.

[220817 Approved Position List.pdf](#)

### 13. **CITY ADMINISTRATOR'S REPORTS:**

#### 13.A Department Reports

Mr. Newton stated that the next meeting, scheduled for September 7, 2022, has a conflict as two of the council members and himself will be attending the League of Cities Conference. He suggested that the meeting to be held on the 7th be rescheduled. He would recommend

the morning but, being that it has the budget, it may not be preferred due to the availability of community members.

It was the consensus of the Council to cancel the meeting on September 7, 2022, and hold a special meeting prior to that date to further extend the extension related to the budget and vendor warrants and then place the budget item on the meeting to be held on September 21, 2022.

Chief Moore stated that they recieved their "new to the department" fire engine. He added that they may be able to partner with Rails to Trails to talk about fire prevention in October.

Mr. Newton stated that the city was asked to take over the Safe n' Sane event this year and that Jolene Arredondo will be overseeing that project.

**14. FUTURE COUNCIL ITEMS:**

**14.A Future Council Items**

Council Member Herrera inquired as to the ability to have a temporary ad hoc to discuss homelessness and find out why they are being bussed here.

He continued by inquiring as to whether or not there would be support to bring the Project Manager position back as well as an economic development position.

Mayor McCourt stated that he would like to see the homelessness item be brought back at the September 21, 2022 meeting.

Mr. Newton stated that the positions themselves would be great to discuss but stated that he would like to get the strategic plan, per department, created before this time next year. He added that there is also a need to get the advisory board going. He is not aware as to whether or not there will be time with everything else at this time.

[20220817 ITEMS FROM THE PODIUM.docx](#)

**15. ADJOURNMENT:**

Moved by Mendy Schuster; seconded by Thomas Herrera to adjourn at 8:07p.m.

Motion Carried: 5 - 0

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

Voting Against: None

Respectfully submitted by:

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Quincy McCourt, Mayor

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Heidi Whitlock, City Clerk

*Approved on:*