

**SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 7, 2022 – 4:30 PM**

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

Meeting was called to order at 4:30 P.M. by Mayor McCourt.

1. APPROVAL OF AGENDA:

Agenda item 9E will be presented as Information Only and will be brought back as a discussion item at the next regularly scheduled meeting in December.

Moved by Herrera; seconded by Brown to approve agenda as is with the exception of item 9E. 9E will be presented as Information Only and the agenda item will be brought back as a Discussion Item on a future council meeting.

Motion Carried: 4 - 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

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

3. CLOSED SESSION:

Council convened into closed session at 4:32 P.M. to discuss the following:

- A. CONFERENCE WITH PUBLIC EMPLOYMENT - pursuant to Government Code §54957
 - 1. Approved Position List
- B. CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6:
 - 1. Professional Technical Unit
 - 2. Miscellaneous Unit
 - 3. Public Works Unit
 - 4. Administrative Unit
- C. 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:

Council reconvened into open session at 5:05 P.M.

Dan Newton, City Administrator, stated that the Council met in closed session to discuss item 3A and 3C and Council will reconvene into closed session after public meeting has concluded for item 3B.

5. BUSINESS FROM THE FLOOR:

Mayor McCourt offered recognition, remembrance, and sentiments of Pearl Harbor Day.

John Lightfoot (public) presented an idea to have the city reach out to Lassen County Behavioral Health to discuss homeless population.

Bob Tyndall (public) thanked city for the support on the Veterans Day Parade. Mr. Tyndall also provided an update that the helicopter left in hangar #3 has been sold and asked that revenue earned from the sale of the helicopter be considered to be given back to the EAA chapter to support their community involvement and support of hangar #3 work.

Lassen Family Services presented information about various types of domestic violence and provided information on services provided by Lassen Family Services in support of victims.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 4 - 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

- 6.A Minutes of the City Council's November 16, 2022 regular meeting. Minutes of the City Council's November 16, 2022 regular meeting.

[221116.cc.min.draft.pdf](#)

- 6.B Consider **Resolution No 22-6071**, terminating Airport Ground Lease with John Simlick and approving new Airport Ground Lease Agreement with Randy Scheffler for Hangar #27 at the Susanville Municipal Airport

Motion to approve Resolution No. 22-6071, terminating Airport Ground Lease with John Simlick and authorize Mayor to execute an Airport Ground Lease Agreement with Randy Scheffler.

[Hangar #27_Scheffler, Randy.doc 22-6071.pdf](#)

- 6.C Monthly Financial Reports for July, August, and September 2022

Motion to receive and file.

[Cash Report 07_2022 TriCounties.pdf](#) [Cash Report 07_2022 USBank.pdf](#)

[DAILY DEPOSIT REPORT TriCounties 07.08.09_2022.pdf](#) [DAILY DEPOSIT REPORT US Bank 07_2022.pdf](#)

[Fund Balances Report_2022_07.pdf](#) [Cash Report 08_2022 TriCounties.pdf](#) [Cash Report 08_2022 USBank.pdf](#)

[DAILY DEPOSIT REPORT US Bank 08_2022.pdf](#) [Fund Balances Report_2022_08.pdf](#)

[Cash Report 09_2022 TriCounties.pdf](#) [Cash Report 09_2022 USBank.pdf](#)

[DAILY DEPOSIT REPORT US Bank 09_2022.pdf](#) [Fund Balances Report_2022_09.pdf](#)

[Income Statement 9.30.22.pdf](#)

- 6.D Consider **Resolution No. 22-6073**, approving and accepting a donation of \$1,000 from the Walmart Charitable Foundation

Motion to approve Resolution No. 22-6073, approving and accepting a donation of \$1,000 from the Walmart Charitable Foundation

[Walmart Grant Approval E-mail.pdf](#)

[22-6073.pdf](#)

- 6.E Consider **Resolution No. 22-6078**, approving and accepting a donation of \$1,000.00 from the Walmart Charitable Foundation

Motion to approve Resolution No. 22-6078, approving and accepting a donation of \$1,000.00 from the Walmart Charitable Foundation

[22-6078.pdf](#)

- 6.F Approved Position List

Motion to approve the proposed modification to the Approved Position List.

[221207 Draft APL.pdf](#)

7. PUBLIC HEARINGS:

7.A Consider **Resolution No. 22-6066**, authorizing the application and adopting the PLHA Plan for the Permanent Local Housing Allocation Program

Mr. Newton provided an explanation of the item to be considered.

Mayor McCourt opened the public hearing at 5:30 P.M.

Mr. Lightfoot (public) asked about transparency of the money, Mayor McCourt responded that the funding would be dedicated to hiring an individual that will focus on homelessness within the community.

Seth Anderson (public) inquired if the Chief of Police would be managing the scope of work of the position. Mr. Newton responded that the concept of this position would be housed under the Police Department and noted the position would be an unsworn position within the police department. Mr. Newton noted the intent of the position is to provide services to the homeless population and those at risk of homelessness in partnership and support of services in place within Lassen County.

Mr. Anderson (public) noted that sustaining this position after the grant performance period is crucial.

Mayor McCourt responded that direction was provided to staff to prioritize addressing homelessness within the city, and staff proposed this use of funding to address deficiencies of staff time and resources to properly address homelessness and quality of life concerns within the community.

Mayor McCourt closed the public hearing at 5:42 P.M.

It was the consensus of the council to move forward with the item.

[PLHA Application Signed.pdf](#)

[22-6066.pdf](#)

[22-6064.pdf](#)

Motion to approve Resolution No. 22-6066, authorizing the application and adopting the PLHA Plan for the Permanent Local Housing Allocation Program

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Mayor McCourt offered the Land Acknowledgement Statement and the city of Susanville Mission Statement.

Mayor McCourt provided information about Council Committee list and provided an update on the Lassen County Transportation Commission activities.

9. NEW BUSINESS:

9.A Vendor and payroll warrants Motion to receive and file

[10-27-2022.pdf](#)

[10-31-2022.pdf](#)
[11-03-2022.pdf](#)
[11-10-2022.pdf](#)
[11-16-2022.pdf](#)
[11-18-2022.pdf](#)

Moved by Herrera; seconded by Stafford to Receive and File.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

9.B Consider **Resolution No. 22-6072**, accepting donation of \$50,000 from the Local Area Revitalization (LARP) Co-Op.

Mr. Newton presented information about the item and requested approved of Resolution No. 22-6072. Mr. Newton presented members of Local Area Revitalization (LARP) Co-Op whom were present at the meeting.

David Teeter (LARP CEO) presented a check of \$50,000 and provided information on LARP's activities and funding sources, noting that the investment of \$10,000 to the Community Garden returned \$50,000; emphasizing the use of funding invested in the community is of value. Mr. Teeter briefly outlined LARP's intentions, future projects, and potential that align with economic development opportunities.

Caleb Griffin (LARP Board Member/Lovestead Farms) presented finished worm casting product for Council and public and provided information on Sierra Road site and potential use of CDFA funding and LARP projects and programs. Caleb presented ideas of how LARP and the city could work together for youth, educational, and community programs.

Mayor McCourt thanked LARP and their initiative and community efforts.

Mayor pro tem Herrera provided information on the decline of agriculture and thanked LARP for their efforts and hard work.

[22-6072.pdf](#)

Motion to approve Resolution No. 22-6072, accepting donation of \$50,000 from the Local Area Revitalization (LARP) Co-Op.

Moved by Herrera; seconded by Stafford to approve.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

9.C Consider **Resolution No. 22-6079**, approving expenditure of American Rescue Plan Act (ARPA) Funds for Essential Worker Premium Pay and COVID Hazard Stipend and Authorizing Finance Manager to Increase the Budget

Chandra Jabbs, Finance Manager presented information on the item and requested approval of Resolution No. 22-6079.

No public comment.

[22-6079.pdf](#)

Motion to approve Resolution No. 22-6079, approving expenditure of American Rescue Plan Act (ARPA) Funds for Essential Worker Premium Pay and COVID Hazard Stipend and Authorizing Finance Manager to Increase the Budget

Moved by Brown; seconded by Stafford to approve.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

- 9.D Consider **Resolution No. 22-6080**, amending a Policy for Accounts Receivable collection adopted by Resolution 07-4240

Motion to approve Resolution No. 22-6080, amending a Policy for Accounts Receivable collection adopted by Resolution 07-4240

Chandra Jabbs, Finance Manager presented information on the item and requested approval of Resolution No. 22-6080.

Councilmember Stafford inquired about the amount we typically write off and the success rate of collections, Mrs. Jabbs noted typically the amount is between \$4,000-\$6,000 and noted that due to not being able to collect throughout the pandemic balances grew quite high and smaller balances submitted to collections have been successfully retained, however she would have to look into historical success rates.

No public comment.

[22-6080.pdf](#)

[Exhibit_A_UB_AR_Policy_12.2022 \(1\).docx](#)

Motion to approve Resolution No. 22-6080, amending a Policy for Accounts Receivable collection adopted by Resolution 07-4240

Moved by Stafford; seconded by Brown to approve.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

- 9.E Discussion regarding the American Rescue Plan Act - ARPA funds Discussion regarding ARPA funds

Dan Newton, City Administrator presented information on the item, noting that discussion will occur at a future council meeting with all council members present.

Jim White (public) noting that funding towards abatements, eminent domain resources, and work done by City Planner and Code Enforcement efforts.

Mayor McCourt noted that public input is happily accepted.

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

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

12. CONTINUING BUSINESS:

- 12.A Consider **Resolution No. 22-6077**, approving and adopting the City Water Division's 2020 Urban Water Management Plan and Water Shortage Contingency plan.

Bob Godman, Public Works Director presented the item and requested approval of Resolution No. 22-6077.

No public comment.

[Susanville 2020 UWMP_Rev20221128.pdf](#)
[22-6077.pdf](#)

Motion to approve Resolution No. 22-6077, approving and adopting the City Water Division's 2020 Urban Water Management Plan and Water Shortage Contingency plan.

Moved by Brown; seconded by Stafford to approve.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

- 12.B Consider adoption of **Ordinance No. 22-1037**, an ordinance of the City of Susanville adding chapter 15.60 of the Susanville Municipal Code relating to electric vehicle charging systems and stations.

Kelly Mumper, City Planner, provided information on the item and requested approval of Ordinance No. 22-1037 and offered the council to waive of second oral reading of ordinance.

No public comment.

[PC Signed Reso to CC.pdf](#)
[22-1037.pdf](#)

Moved by Stafford; seconded by Herrera to approve motion to waive second reading and adopt Ordinance No. 22-1037.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department Reports

Mr. Newton provided information on city staff efforts to address homelessness on the Susan River corridor, noting identification of camps along the river as well as conducting cleanups of identified abandoned homeless camps. Mr. Newton noted that staff has been working with LMUD on procuring an electric utility vehicle for the use of the Police Department and the Volunteer Trail Patrol Program. Mr. Newton noted that a routine maintenance agreement has been submitted to California Department of Fish and Wildlife. Chief Cochran provided an update that our unlawful camping ordinance is legal and lawful and enforceable. That opinion was provided by the city's attorney.

Mr. Newton provided an update on the Sales Tax Oversight Committee, noting the committee has conducted their first meeting and staff will work with the board to contribute

to the mid-year budget, creation of committee conduct and rules, and also the city attorney will provide information to the board on the Brown Act.

Chief Cochran provided thanks to the Public Works and Fire Department for the teamwork working together to execute a safe Magical Country Christmas Parade.

City Planner Kelly Mumper provided information on the upcoming Planning Commission agenda items and encouraged members of the public to review documents on website as well as join the Planning Commission meeting held on the 13th of December.

Finance Manager, Chandra Jabbs provided notice that the city auditors are visiting.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

[20221207 ITEMS FROM THE PODIUM.pdf](#)

Council reconvened into closed session at 6:47 P.M.

Council reconvened in open session at 7:58 P.M. and Mr. Newton stated that direction was provided to staff with no reportable action taken?

15. ADJOURNMENT: Council adjourned at 7:58 P.M.

Quincy McCourt, Mayor

Jolene Arredondo, Asst. to the CA