

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, JANUARY 18, 2023 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:

Moved by Herrera; seconded by Stafford to approve.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

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

3. CLOSED SESSION:

The City Council convened in closed session at 4:31pm to discuss the following:

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

1. Admin Unit
2. Fire Unit
3. Miscellaneous Unit
4. Professional Technical Unit
5. Public Works Unit

4. RETURN TO OPEN SESSION: The Council reconvened in open session at 5:00pm.

Mayor McCourt requested that Chief Moore start the Pledge of Allegiance and requested Mayor pro tem Herrera offer the Invocation.

Dan Newton, City Administrator, stated that the council convened in closed session to discuss the above-listed items. He added that direction was provided to staff, but no reportable action was taken. He added that the city attorney will not be joining us tonight due to weather.

5. BUSINESS FROM THE FLOOR: Bob Tyndall, SMAC member, inquired as to whether or not there could be an update to provide regarding the sale of the helicopter at the airport. He then provided an update on hangar 3 and the work that has been completed.

Mayor McCourt responded that at this time, it is not permitted for the council to respond, it is only a time for members of the public to voice their opinions and/or concerns. However, he requested that the item be brought forward at the Susanville Municipal Airport Commission.

Jackie Jones, public, reported that the dogs on Fourth Street are getting into her yard, biting her dog, tried to bite her and her sister. She stated that they are now killing deer and she requested that something be done before the dogs attack a child.

Six additional members of the public voiced their concern regarding the dogs at both this location and the additional location that they were moved to right outside of the city limits.

Mayor McCourt requested that an update on this be brought forward at a future meeting.

Councilmember Schuster would like to provide direction to staff to make it a priority to which Councilmember Brown agreed.

Councilmember Stafford suggested that staff pursue other violations such as having vicious dog or a nuisance, if possible, not just dogs at large.

Mayor pro tem Herrera stated that he is aware of the dogs since they killed one of his cats and one of his neighbor's cats. He agreed that it needed to be addressed.

John Lightfoot, public, inquired as to whether there was any progress on the homeless issues and asked about the river cleanups. He also inquired as to whether the recent park donation from CCC had items that would be going towards the river trail, little league park, etc.

Mr. Rich, public member, introduced himself to the council as the individual interested in purchasing the helicopter at the airport and starting a new business. He provided his story and requested that the city move forward so that he can purchase it, rent hangar 3 and start his business.

6. **CONSENT CALENDAR:** Councilmember Schuster requested that item 6B be considered separately as well as the minutes from December 21, 2022.

6.A Minutes of the City Council's December 21, 2022, and January 4, 2023, regular meetings and the January 3, 2023, special meeting.

[221221.cc.min.draft.pdf](#)

Motion to waive the reading of and approval of the City Council's December 21, 2022

Moved by Stafford; seconded by Brown to approve.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera, Brown, Schuster

Voting Against: None

Councilmember Stafford requested the change of his vote on the January 4, 2023, minutes to reflect that he voted against the Standiford item.

[230104.cc.min.draft.pdf](#)

[230103.cc.spec.min.draft.pdf](#)

Motion to waive the reading of and approval of the City Council's January 4, 2023, regular meeting with the requested change and the January 3, 2023, special meeting.

Moved by Stafford; seconded by Herrera to approve.

Motion Carried: 4 - 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Abstain: Schuster

- 6.B Vendor and payroll warrants

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[check cut 12-29-22.pdf](#)

[check cut 12-22-22.pdf](#)

[check cut 12-19-22.pdf](#)

[check cut 12-15-22.pdf](#)

[check cut 12-08-22.pdf](#)

[check cut 11-30-22.pdf](#)

[check cut 11-22-22.pdf](#)

Motion to receive and file
Moved by Stafford; seconded by Brown to approve.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Abstain: Schuster

7. **PUBLIC HEARINGS:**

7.A Consider **Resolution No. 23-6088**, approving the Land Use Assessment Report (LUAR) to the city of Susanville General Plan 1990-2010, Land Use Element.

Kelly Mumper, City Planner, provided an explanation of the Land Use Assessment Report, how it could be used to review annexation potentials and show outside developers that the city is ready to grow if they chose to come to the area. He added that this is nothing permanent and does not lock the city into doing anything. He stated that it is consistent with the current zoning, etc. and requested that Resolution No. 23-6088 be approved.

Mayor McCourt opened the public hearing 5:38pm.

No public comment.

Mayor McCourt closed the public hearing at 5:38pm.

Councilmember Stafford stated that two businesses contacted him today and stated that they are in the proposed zone and do not want to be within the city limits.

Mayor pro tem Herrera stated his approval of the document.

Mr. Mumper stated that this document also sets the city up for a great general plan update.

[23-6088.pdf](#)

[SGPU_Land Use Assessment Report_Revised Draft_2022 10 12 MG.pdf](#)

Motion to approve Resolution No. 23-6088, approving the Land Use Assessment Report (LUAR) to the city of Susanville General Plan 1990-2010, Land Use Element.

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Mayor pro tem Herrera stated that the Honey Lake Valley Recreation Authority has presented a deficit budget of \$17,000 and he wanted to simply provide an update on that to the Council.

Mayor McCourt stated that the Council approved the Land Acknowledgment Statement as of September 15, 2021, offered said acknowledgement. He continued by recognizing Martin Luther King Jr. and concluded by offering the city's Mission Statement.

9. **NEW BUSINESS:**

9.A Information from Chief of Police, regarding the Susanville Police Department's intent to request property from Federal sources (to include Federal funds or grants). As well as to

notify the Community of Susanville of its request for property transfers, purchases from Federal funds, agencies or subcontractors (including existing transfer contracts or grants). Information only regarding the Susanville Police Department in the future requesting property from Federal sources. See attached list of possible future controlled property items.

Ryan Cochran, Chief of Police, offered an explanation of the item and why the item was being presented.

[Memo of Controlled Property Items
Presidential Documents.pdf](#)

- 9.B Consider **Resolution No. 23-6085**, accepting award from Lassen Municipal Utility District's Public Benefits Community Projects program and authorizing the Finance Manager to increase the Susan River Clean Up Project 1011 Fund in the amount of \$23,000

Mr. Newton provided an explanation of the item stating that the city recieved a grant in the amount of \$23,000 and requested the approval of Resolution No. 23-6085.

[Award Letter.pdf](#)
[EUTV.pdf](#)
[23-6085.pdf](#)

Motion to approve Resolution No. 23-6085, accepting award from Lassen Municipal Utility
Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.C Consider **Resolution No. 23-6086**, Approving and accepting a donation from Susanville Ford, Chrysler, Dodge, Jeep, Ram for \$5,000 to Diamond Mountain Golf Course

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6086.

[Donation Letter.pdf](#)
[23-6086.pdf](#)

Motion to approve Resolution No. 23-6086, Accepting a donation from Susanville Ford, Chrysler, Dodge, Jeep, Ram for \$5,000 to Diamond Mountain Golf Course.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.D Consider **Resolution No. 23-6087**, authorizing City Administrator to execute first amendment to the Granicus Service Agreement between Granicus, LLC and Susanville and authorizing the City Administrator to enter into an agreement with True Telecom & Surveillance for the installation and procurement of audio/visual equipment required for Granicus service enhancement

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6087.

[CA_Susanville CA_Q-231201_2022DEC21.pdf](#)
[CoS AV System Installation.pdf](#)
[Council Chambers.pdf](#)
[23-6087.pdf](#)

Motion to approve Resolution No. 23-6087, authorizing City Administrator to execute first amendment to the Granicus Service Agreement between Granicus, LLC and Susanville and authorizing the City Administrator to enter into an agreement with True Telecom & Surveillance for the installation and procurement of audio/visual equipment required for Granicus service enhancement

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.E Consider Mayor McCourt's use of discretionary funds for the purchase of community event banners recognizing Sierra Cascade employees.

Mr. Newton provided an explanation of why the item was being presented and asked for direction.

Mayor McCourt provided an explanation of why it came forward as the 600+ temporary workers that come into the community spend a lot of their money here and boost the economy during that time and he would like to recognize them for that in their language.

Public comment included those both in support of the proposed banner and those who thought it was discriminating as it only represents one group of people.

[18-5548.pdf](#)

Motion to approve Mayor McCourt's discretionary funds for the purchase of community event banners recognizing Sierra Cascade employees.

Moved by Stafford; seconded by Herrera to approve.

Motion Carried: 4-1

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: Schuster

- 9.F Consider **Resolution No. 23-6090**, adopting the of Sales Tax Oversight Board (STOB) governance practices.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6090.

Mayor McCourt stated that it is a good opportunity to review the budget and how the city is spending the tax money.

Mayor McCourt thanked staff for bringing this forward but inquired as to whether or not they have the authority to change their meeting times/dates without coming to council to which Mr. Newton responded that they can always schedule a special meeting but, should they want to do that, we can look into it as it may affect staff. However, the governing structure should be adopted.

[Sales Tax Oversight Board Governance Practices.docx 23-6090.pdf](#)

Motion to approve Resolution No. 23-6090, adopting the governance practices for the Sales Tax Oversight Board.

Moved by Stafford; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.G Consider **Resolution 23-6084**, authorizing examination of sales, use and transactions tax records and authorizing an amendment to the contract with Hinderliter, De Llamas and Associates ("HDL") to provide additional sales tax related services.

Chandra Jabbs, Finance Manager, provided an explanation of the item and requested approval of Resolution No. 23-6084.

[First Amendment-Susanville TT HdL 1.18.23.docx](#)
[23-6084.pdf](#)

Motion to approve Resolution 23-6084, authorizing examination of sales or transactions and use tax records and authorizing an amendment to the contract with Hinderliter, De Llamas and Associates ("HDL") to provide sales tax related services.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.H Consider **Resolution No. 23-6083**, Approving and accepting a donation from California Correctional Center (CCC) for park related items.

Bob Godman, Public Works Director, provided an explanation of the item and requested the approval of Resolution No. 23-6083.

[23-6083.pdf](#)

Motion to approve Resolution No. 23-6083, Approving the donation from California Correctional Center (CCC) for park related items.

Moved by Brown; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

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

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

13. **CONTINUING BUSINESS**:

- 12.A Consider the survey format and content pertaining to the Historic Uptown Susanville Association.

Mr. Newton provided an explanation of the item and requested Council direction.

David Teeter, uptown business owner, stated his displeasure with, not just the survey but, how the city, in 2019, took away any chance that the the uptown businesses would offer

suggestions on how to promote their business when they stopped the assessments. He stated that it is the city's turn to offer suggestions to the businesses.

Mayor McCourt thanked Mr. Teeter for his input.

Direction was provided to staff to print the surveys, split up the list of businesses and provide each Councilmember their lists and surveys so they can begin presenting them to business owners.

[230105 DRAFT HUSA Survey Questionnaire.docx](#)

12.B City Project Priorities

Mr. Newton provided an explanation of why this item is on the agenda and reviewed the items presented on the priority list.

Mr. Newton stated that the dog issue on Fourth Street will also be reviewed weekly as of right now to make some progress over the coming weeks.

Councilmember Stafford inquired as to how many citations have been issued and whether the citations have been paid to which Chief Cochran stated that numerous citations have been issued but he is not sure if they have been paid.

Direction was provided to staff.

12.C Consider **Resolution No. 23-6082**, accepting the California Public Utilities Commission's Local Agency Technical Assistance grant funding in the amount of \$500,000 and authorizing the Finance Manager to modify the budget as necessary

Mr. Newton provided an explanation of the item and requested the approval of Resolution No. 23-6082.

[City of Susanville LATA award \(002\).pdf](#)
[23-6082.pdf](#)

Motion to approve Resolution No. 23-6082, accepting the California Public Utilities Commission's Local Agency Technical Assistance grant funding in the amount of \$500,000 and authorizing the Finance Manager to modify the budget as necessary

Moved by Herrera; seconded by Stafford to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

12.D Consider **Resolution No. 23-6089**, of the City Council of the City of Susanville reciting the fact of the General Municipal Election held on November 8, 2022, declaring the results and such matters as provided by law.

Heidi Whitlock, City Clerk, provided an explanation of the item and requested the approval of Resolution No. 23-6089.

[23-6089.pdf](#)
[221108 Election Results.pdf](#)

Motion to approve Resolution No. 23-6089, of the City Council of the City of Susanville reciting the fact of the General Municipal Election held on November 8, 2022, declaring the results and such other matters as provided by law.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department reports

Mr. Newton provided information related to the County's housing project to be constructed at North Mesa Street. He also stated that the PG&E lawsuit did settle, and the city will be awarded approximately \$700,000.

Chief Cochran offered an update on Fourth Street and on the Susan River Trail camps.

Ms. Jabbs stated that the Finance Division is in full swing and very busy.

Mr. Godman reported that the colorful Violet Stout unfortunately passed away in December and shared stories of when she would attend council meetings.

Mr. Godman continued by stating that last month's natural gas usage was over 10% higher than the previous year.

14. FUTURE COUNCIL ITEMS:

14.A Mr. Newton reviewed the provided list and expressed staff's, and probably the council's, displeasure at the inability to complete some of the items on this list. He added that there are simply other items considered more of a priority.

Councilmember Schuster requested an update from LARP to be provided at the February 1, 2023, meeting.

Councilmember Stafford stated that the golf course is in the black now so it may be the prime time to try to lease out the entire course or sell it.

[20230118 Items from the Podium.pdf](#)

15. ADJOURNMENT:

Moved by Herrera; seconded by Stafford to adjourn at 7:31pm.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on February 1, 2023