

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, MARCH 15, 2023 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:

Dan Newton, City Administrator, requested that item 9B be removed from the agenda due to scheduling error.

Mayor pro tem Herrera requested that item 13A, Department Reports to be heard prior to Business from the Floor.

Moved by Herrera; seconded by Brown 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):

3. CLOSED SESSION:

City Council met in closed session at 4:33pm 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:

Mayor McCourt requested that Jerry Askey, public, start the Pledge of Allegiance and James Moore to provide the Invocation.

13 City Administrator Reports

13A Department Reports: Kelly Mumper, stated that work is beginning with one of the General Plan elements.

Cody Loflin, Code Enforcement Officer, stated that Guzi-West came in and started the abatement process for the properties located on Weatherlow.

James Moore, Fire Chief, stated that due to staff shortages they are currently hopping along but, they are still working on those required items such as grants, etc....

Bob Godman, Public Works Director, stated that we sold a helicopter this week.

Chandra Jabbs, Finance Manager, stated that she is currently working on the budget, among other items.

Ryan Cochran, Police Chief, referenced the dog issue and that there will be an update provided during the public hearing.

Mr. Newton provided a brief update on the county's proposed housing location and the request of the county to utilize a city owned property.

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

6. **CONSENT CALENDAR:**

6.A Minutes of the City Council's February 15, 2023 regular meeting and the February 22, 2023 special meeting.

Motion to waive the reading of and approval of the City Council's February 15, 2023, regular meeting and the February 22, 2023 special meeting.

[230215.cc.min.draft.pdf](#)

[230222.cc.spec.min.draft.pdf](#)

6.B Vendor and payroll warrants Motion to receive and file

[02-17-2023.pdf](#)

[02-22-2023.pdf](#)

[02-28-2023.pdf](#)

6.C Consider **Resolution No. 23-6102**, Approving the paying and reporting the value of Employer Paid Member Contributions (EPMC)

Motion to approve Resolution No. 23-6102, Approving the paying and reporting the value of Employer Paid Member Contributions (EPMC)

[23-6102.pdf](#)

[09-4556.pdf](#)

6.D Consider **Resolution No. 23-6109**, approving and authorizing the Mayor to execute an MOU with the Administrative Bargaining Unit

Motion to approve Resolution No. 23-6109, approving and authorizing the Mayor to execute an MOU with the Administrative Bargaining Unit

[23-6109.pdf](#)

[2023.24 Admin MOU Final.pdf](#)

6.E Consider **Resolution No. 23-6114**, authorizing the Public Works Director to execute contract change orders with Kirack Construction, Inc. for the Gas Division Window Project.

Motion to approve Resolution No. 23-6114, authorizing the Public Works Director to execute contract change orders with Kirack Construction, Inc. for the Gas Division Window Project.

[23-6114.pdf](#)

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

7. PUBLIC HEARINGS:

7.A Consider Resolution No. 23-6110, Accepting FY 2021-22 Annual Report of Development/Mitigation Fees

Ms. Jabbs provided an explanation of the item and requested approval of Resolution No. 23-6110 to accept the report.

Mayor McCourt opened the public hearing at 5:18 p.m.

No public comment.

Mayor McCourt closed the public hearing at 5:18 p.m.

Mayor pro tem Herrera exited the chambers at 5:18 p.m.

[23-6110.pdf](#)

Motion to approve Resolution No. 23-6110, Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2021-22.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 4- 0

Voting For: McCourt, Stafford, Schuster, Brown

Voting Against: None

7.B Consider Resolution No. 23-6113, declaring dogs owned by John Murray to be a nuisance pursuant to the Susanville Municipal Code

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6113 regarding the current dog issue.

Mayor pro tem Herrera returned to the chambers at 5:20 p.m.

Mayor McCourt opened the public hearing at 5:41 p.m.

No public comment.

Mayor McCourt closed the public hearing at 5:41 p.m.

Councilmember Brown requested that the order one be changed to zero dogs, not 6 or less.

Mayor pro tem Herrera agreed.

[23-6113.pdf](#)

[Draft Nuisance Abatement Order_Murray.pdf](#)

Motion to approve Resolution No. 23-6113, declaring dogs owned by John Murray to be a nuisance pursuant to the Susanville Municipal Code and ordering their abatement.

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 McCourt shared the Land Acknowledgement Statement as well as the Mission Statement. No further comments.

9. **NEW BUSINESS:**

9.A Consider co-sponsorship of the 34th Annual Junior Fishing Derby to be held on Saturday, May 20, 2023

Mr. Newton provided an explanation of the item and requested approval of the Annual Fishing Derby as well as the waiving of fees and donation of funds to go towards the purchase of fish for the event.

Wade Workman provided additional information and statistics from two years ago.

[Lassen Sportsmen Club Letter to City to Waive Fees 2023.pdf](#)
[4212_001.pdf](#)

Motion to approve co-sponsorship of the 33rd Annual Junior Fishing Derby to be held on May 20, 2023, at Memorial Park; waive power panel and park rental fee; provide insurance for the event; and expend \$1,000 civic contribution to Lassen Sportsmen's Club for the purchase of fish. Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.B ~~Lassen Prescribed Burn Association (PBA) Presentation~~ – This item has been removed.

9.C Consider **Resolution No. 23-6111**, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of Laurel Street from Tractor Supply Parking lot to Riverside Drive, Riverside Drive to River Street, and River Street to the entrance of the Pat Murphy Little League Park on April 15, 2023, from 8:30 A.M. to 10:30 A.M.

Mr. Newton an explanation of the item and requested approval of Resolution No. 23-6111.

[City Council Request \(SVLL\).pdf](#)
[23-6111.pdf](#)

Motion to approve Resolution No. 23-6111, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of Laurel Street from Tractor Supply Parking lot to Riverside Drive, Riverside Drive to River Street, and River Street to the entrance of the Pat Murphy Little League Park on April 15, 2023, from 8:30 A.M. to 10:30 A.M.

Moved by Stafford; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.D Consider **Resolution No. 23-6112**, authorizing the Mayor to execute a Delegated Maintenance Agreement with CALTRANS for the maintenance of the Gateway Monument and landscaping.

Mr. Godman provided an explanation of the item and introduced Rob Burnett, Caltrans, to provide a more detailed explanation of the monument sign being proposed.

Councilmember Schuster inquired about the changes that happened to the design from the original design to which Mr. Newton responded.

Mr. Newton added that, the gateway project does not fund this project; however, Caltrans has been gracious enough to find the funding for the project and the city would just maintain it.

No less than five public members provided input on the project.

Mr. Burnett stated that we cannot simply add other writing on the sign, it would have to go back to headquarters. He added that this is a \$100k-\$200k project.

[Susanville Gateway Monument Delegated DRAFT To CITY 2-22-23.docx](#)
[02-3J450 Susanville 2023-FEB-14_3PM.pdf](#)
[23-6112.pdf](#)

Motion to approve Resolution No. 23-6112, authorizing the Mayor to execute a Delegated Maintenance Agreement with CALTRANS for the maintenance of the Gateway Monument and landscaping.

Moved by Herrera; seconded by Stafford to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.E Consider **Resolution No. 23-6115**, Authorizing the transfer of funds from the Police Mitigation Fund in an amount not to exceed \$16,500 to the Police Department Budget for costs related to equipment and outfitting for the Police Department's 2023 Chevrolet Tahoe.

Chief Cochran provided an explanation of why the item was before the council for consideration and requested approval of Resolution No. 23-6115.

[EVOC 2023 Chevy Tahoe.pdf](#)
[23-6115.pdf](#)

Motion to approve Resolution No. 23-6115, Approving the transfer of funds from the Police Mitigation Fund in an amount not to exceed \$16,500 to the Police Department Budget for costs related to equipment and outfitting for the Police Department's 2023 Chevrolet Tahoe

Moved by Stafford; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.F Fiscal Year 2023/2024 Budget Schedule

Mr. Newton provided an explanation on the item and requested direction from the council should they want to see any changes to the schedule.

No public comment.

It was the consensus of the council to move forward as presented.

- 9.G Discussion regarding Economic Development Implementation Plan Ad-Hoc Committee Consider Economic Development Implementation Plan Ad-Hoc Committee appointments, modified Ad-Hoc members, or dissolve Ad-Hoc Committee.

Mr. Newton again provided an explanation of the item and inquired as to whether or not the council desired to make any changes to the Ad Hoc Committee appointments or dissolve the Ad Hoc altogether.

No less than three public members spoke and shared their opinion on the potential shared position with the Susanville Indian Rancheria.

Mayor McCourt reminded the public of the topic currently being considered.

After much discussion, remove stafford from ED Ad Hoc and appoint Councilmember Brown.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

12.A Consider **Resolution No. 23-6108**, approving the hire of three seasonal firefighters during the summer months, including peak fire season, for the Fire Department, as discussed at the February 1, 2023, City Council Meeting. Approve modifying the approved position list.

Chief Moore, provided an explanation of why the department was requesting three summer firefighters and requested approval of Resolution No. 23-6108. He continued by thanking the council for considering this option as any additional staffing is a benefit to his department.

[23-6108.pdf](#)
[230315 Draft.pdf](#)

Motion to approve Resolution No. 23-6108, approving the hire of three seasonal firefighters during the summer months, including peak fire season, for the Fire Department, as discussed at the February 1, 2023, City Council Meeting. Approve modifying the approved position list.

Moved by Brown; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

12.B City Project Priorities

Mr. Newton provided an explanation of why this item is on the second meeting of the month. He provided a brief history of how the staffing levels at the city have decreased even if the workload has not been reduced. He provided the priority list, a to do list, and reviewed those items that are being worked on, not yet worked on and completed. He added that above the line are items currently being worked on and almost completed. Those under the blue line could be completed in the next two months and those under the red line may take three months or more.

[230315 City Project Priorities - Staff Report.docx](#)

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department reports - *This item was heard prior to item 5.*

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

Informational item with possible direction to staff.

Mr. Newton presented the business from the floor items and provided an explanation of why the list was created. He added that, at any time, a council member could request that items from this list be placed on the agenda for discussion and/or consideration.

Councilmember Stafford requested council support to bring back the item to discuss the option of moving the permanent supportive housing previously proposed for N. Mesa Street, to be located on the corner of Skyline and Ash. Herrera agreed.

Mr. Newton stated that it would be appropriate to bring it back at the next meeting for discussion.

[20230315_Items_from_the_Podium.pdf](#)

The City Council recessed at 7:24 p.m. and returned to closed session at 7:32 p.m.

Council Reconvened in open session at 8:56 p.m.

Mr. Newton stated that direction was provided to staff with no reportable action taken.

16. **ADJOURNMENT:** The City Council adjourned at 8:57 p.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on April 5, 2023