

**SUSANVILLE CITY COUNCIL  
Regular Council Meeting Minutes  
WEDNESDAY, APRIL 19, 2023 – 4:30 PM**

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

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

Absent: Herrera

**1. APPROVAL OF AGENDA:**

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 4 - 0

Voting For: McCourt, Stafford, Schuster, 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 4:31pm to discuss the following:

A. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

1. City Administrator Evaluation

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

1. Fire Unit

2. Miscellaneous Unit

3. Professional Technical Unit

**4. RETURN TO OPEN SESSION:**

The City Council reconvened in open session at 5:00pm.

Mayor McCourt requested both the Pledge of Allegiance and the Invocation to be provided.

Dan Newton, City Administrator, stated that the Council met in closed to discuss item 3A. He continued that direction was provided to staff with no reportable action taken. He added that Council will reconvene in closed session following open session to discuss item 3B.

**5. BUSINESS FROM THE FLOOR: Leann Vanderley, public, reminded the council that anyone who speaks during public comment should only be addressing the council and not other speakers. She requested the council remind those speaking that conversations should not be occurring between those at the podium and the other members of the audience.**

Jaqueline Henry, public, voiced her concern with where government for the country is going.

Bob Tyndall, public, requested the Council consider passing the check for \$2,067 for the purchase for the unclaimed helicopter to the Veteran's for scholarship programs.

**6. CONSENT CALENDAR:**

6.A Minutes of the City Council's April 5, 2023 regular meeting.

Motion to waive the reading of and approval of the City Council's April 5, 2023, regular meeting.

[230405.cc.min.draft.pdf](#)

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

[03-30-23.pdf](#)

[03-31-23.pdf](#)

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

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Councilmember Schuster offered thanks to everyone who participated in the opening day for Little League.

Mayor McCourt offered both the Land Acknowledgment Statement and the city's Mission Statement.

9. **NEW BUSINESS:**

9.A Draft FY 2023-2024 Budget Presentation

Mr. Newton provided a brief explanation of the item being presented and how the next steps would be presented over the upcoming months including workshops, videos online, etc...

Chandra Jabbs, Finance Manager, presented the "Exhibit A" draft budget that is typically approved. She presented the spreadsheets used to make those calculations and stated how they make it easier to predict the budget more effectively.

The department heads all provided a brief explanation of the changes to their budgets.

Mr. Newton requested feedback on the tracking on the Measure P funds. He also provided information regarding the public workshops and requested the workshop be held on June 7, 2023, as a special meeting at 3:00pm prior to the regular meeting to which the City Council agreed.

9.B Utility Accounts Receivable Write-off

Ms. Jabbs provided an explanation of the item and requested approval to send delinquent accounts of \$32,470.90 to the collection agency.

Councilmember Stafford asked if the city could go after the funds criminally to which Ms. Long, City Attorney, stated no.

[collections over \\$1000 3-22-23.pdf](#)

Motion to approve the write-off accounts receivable and send \$32,427.90 to collections.  
Moved by Schuster; seconded by Stafford to approve.  
Motion Carried: 4- 0  
Voting For: McCourt, Stafford, Schuster, Brown  
Voting Against: None

9.C Consider **Resolution No. 23-6116**, authorizing the City Administrator to sign a Restricted Grant Agreement with Caltrans for the Susan River Trail Rehabilitation Project.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 23-6116.

Councilmember Herrera entered the chambers at 5:57pm.

[23-6116.pdf](#)

Motion to approve Resolution No. 23-6116, authorizing the City Administrator to sign a Restricted Grant Agreement with Caltrans for the Susan River Trail Rehabilitation Project.

Moved by Stafford; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.D Consider **Resolution No. 23-6118**, authorizing the Finance Manager to transfer \$70,000 from the Streets SB1 2005 budget to the Streets Snow Removal 2006 budget.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6118.

[23-6118.pdf](#)

Motion to approve Resolution No. 23-6118, authorizing the Finance Manager to transfer \$70,000 from the Streets SB1 2005 budget to the Streets Snow Removal 2006 budget.

Moved by Brown; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.E Consider **Resolution No. 23-6123**, approving street closures for thirteen Saturday morning Farmer's Markets and five Night Markets.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6123, approving street closures for the Farmers' Market.

David Teeter, LARP, requested the consideration of the closure of Cottage Street during the evening markets as it appeared to have been forgotten.

[LARP Co-Op\\_FarmersMarket Street Closure Request\\_04062023.docx.pdf 23-6125.pdf](#)

Motion to approve Resolution No. 23-6123, approving street closures for thirteen Saturday morning Farmer's Markets and five Night Markets.

Moved by Herrera; seconded by Brown to approve with the recommended addition of Cottage Street.

Motion Carried: 5- 0

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

Voting Against: None

- 9.F Consider **Resolution No. 23-6124**, that authorizes the following 1) City Council to accept and award Project No. 23-01, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project to the lowest responsible bidder; 2) The City Administrator to execute a contract for \$68,136.14 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 remaining amount allocated for project (\$80,000.00); and 4) Finance Manager to create a budget for the project based on available Per Capita Program funds.

Mr. Godman provided an explanation of this item as well and again requested approval of the resolution.

[BID OPENING RESULT - PARK AND WATER BOND ACT 2018 \(PROP 68\).pdf 23-6124.pdf](#)

Motion to approve Resolution No. 23-6124, that 1) awards Project No. 23-01, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project to Crazy J's Concrete, Inc., the lowest responsible bidder; and 2) authorizes the City Administrator to execute a contract with Crazy J's Concrete, Inc.; and 3) directs the Director of Public Works to issue a Notice to Proceed and execute related contract change orders for up to remaining amount allocated for project (\$80,000.00); and 3) directs the Finance Manager to create a budget for the project in the amount of \$80,000.

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.G Consider **Resolution No.23-6125**, recognizing Governor Newsom's Executive Order N-5-23, rescinding the California State Water Resources Boards emergency stage one drought restrictions and thereby changing the water rates back to the City's regular rate.

Mr. Godman presented the item and requested approval of Resolution No. 23-6125.

[3.24.23-Drought-update-executive-order \(1\).pdf](#)

[Res. No. 22-6008 Drought Regulation.docx](#)

[23-6125.pdf](#)

Motion to approve Resolution No. 23-6125, recognizing Governor Newsom's Executive Order N-5-23 rescinding the California State Water Resources Boards emergency stage one drought restrictions and thereby changing the water rates back to the City's regular rate.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

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

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

**12. CONTINUING BUSINESS:**

12.A Consider approval of Economic Development Director job description.

Mr. Newton provided an update that the Susanville Indian Rancheria approved the MOU at their meeting held yesterday. He added that the job description was requested to come back for council review.

Councilmember Schuster requested changes be made to the job description. Mr. Newton made the requested changes at that time and were then reviewed by all councilmembers for approval.

[DRAFT Job Description - Economic Development Director.docx](#)

Motion to approve Economic Development Director job description.

Moved by Stafford; seconded by Herrera to approve the job description with the requested changes.

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 the city priority list and why it is presented to the Council the second meeting of every month, as well as what projects the city is currently working on.

Mayor McCourt inquired of the council if any changes were wanted.

No comments received.

[230419 City Project Priorities - Staff Report1.docx](#)

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

##### 13.A Department reports

Multiple staff members provided a brief update in their areas.

#### 14. **FUTURE COUNCIL ITEMS:**

##### 14.A Future Council Items

Mr. Newton briefly reviewed the list with the council and inquired as to whether or not the City Council would like to add or move up any of the items currently on said list.

Councilmember Schuster requested a proclamation or acknowledgment of KSUE as April 25<sup>th</sup> will mark 75 years that they have been serving the community as they first aired on April 25, 1948. KSUE 75th year within the community or proclamation.

Councilmember Schuster also requested that Mr. Tyndall's request for the \$2,067 helicopter payment mentioned in public comment earlier this evening be considered.

Council took a recess at 7:01pm prior to reconvening in closed session.

[202304019 Items from the Podium.pdf](#)

The Council reconvened in closed session at 7:10pm.

The Council reconvened in open session at 7:41pm and Mr. Newton stated that further direction was provided to staff with no reportable action.

#### 15. **ADJOURNMENT:** The Council adjourned at 7:42pm.

Respectfully submitted by:

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Quincy McCourt, Mayor

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Heidi Whitlock, City Clerk

*Approved on May 3, 2023*