

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, JULY 5, 2023 – 4:30 PM

Mayor McCourt called the meeting to order at 5:00p.m.

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

1. APPROVAL OF AGENDA:

Agenda was approved with the removal of closed session.

Moved by Herrera; seconded by Schuster 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: No closed session held.

4. RETURN TO OPEN SESSION: The Pledge of Allegiance and Invocation were provided.

5. BUSINESS FROM THE FLOOR: Tim Trevitt and grandson Mason addressed the Council and presented them with copies of the certificate received from breaking a Guinness World Record.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

6.A Minutes of the City Council's June 7, 2023, and June 21, 2023, regular and special meetings.

Motion to waive the reading of and approval to receive and file the City Council's June 7, 2023 and June 21, 2023 regular and special meetings.

[230607.cc.spec.min.draft.pdf](#)

[230607.cc.min.draft.pdf](#)

[230621.cc.spec.min.draft.pdf](#)

[230621.cc.min.draft.pdf](#)

6.B Vendor and payroll warrants

Motion to receive and file

[06-08-2023.pdf](#)

[06-09-2023.pdf](#)

[06-15-2023.pdf](#)

[06-16-2023.pdf](#)

[06-22-2023.pdf](#)

7. PUBLIC HEARINGS: No business.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Mayor pro tem Herrera provided comments to Mason and Tim Trevitt and commended them for giving back to the community.

Mayor McCourt offers both the City's Mission Statement and the Land Acknowledgement Statement.

9. NEW BUSINESS:

9.A Consider **Resolution No. 23-6159**, authorizing the Mayor to enter into an agreement with the Public Group, LLC, and PayMac Inc.

James Moore, Fire Chief, offered an explanation of the agreement and requested the approval of Resolution No. 23-6159.

[23-6159.pdf](#)

[PayMac Inc. Agreement for Payment Processing.pdf Signed - Public Surplus Seller Agreement.pdf Signed - Susanville City Contract Scope of Work.pdf](#)

Motion to approve Resolution No. 23-6159, authorizing the Mayor to enter into an agreement with the Public Group, LLC, and PayMac Inc.

Moved by Brown; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.B Consider **Resolution No. 23-6160**, authorizing the mayor to execute a personal property lease agreement with the Milford Fire Protection District.

Tom Hernandez, Assistant Fire Chief, presented the item and requested the approval of Resolution No. 23-6160.

[23-6160.pdf](#)

[PERSONAL PROPERTY LEASE BETWEEN CITY OF SUSANVILLE AND MILFORD FIRE PROTECTION DISTRICT.docx](#)

Motion to approve Resolution No. 23-6160, authorizing the mayor to execute a personal property lease agreement with the Milford Fire Protection District.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.C Consider **Resolution No. 23-6161**, upholding, modifying, or disapproving the recommendation of the Susanville Planning Commission regarding the issuance of administrative citations against the property owners of 105 Russell Avenue.

Cody Loflin, Code Enforcement Officer, presented the item and requested Council choose to uphold, modify or disapprove the recommendation of the Planning Commission to issue administrative citations against 105 Russell Ave and approve the corresponding Resolution No. 23-6161.

John Lightfoot, public, stated that he has seen some cleanup being done and suggested a modification.

Mayor pro tem Herrera stated that there have been a lot of issues with this property and requested it to be approved to uphold the Planning Commission's decision.

Councilmember Schuster shared that when property owners do not show up to speak on the property, it's time to uphold the decision.

[23-6161 Approving Resolution.doc](#)

[23-6161 Disapproving Resolution.doc](#)

[23-6161 Modifying Resolution.doc](#)

Motion to approve Resolution No. 23-6161, upholding, modifying, or disapproving the recommendation of the Susanville Planning Commission regarding the issuance of Administrative Citations against the property owners of 105 Russell Avenue.

Moved by Stafford; seconded by Herrera to approve the resolution upholding the Planning Commission's decision.

Motion Carried: 5- 0

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

Voting Against: None

9.D Consider purchase of Hangar #30 at the Susanville Municipal Airport Provide direction to staff

Bob Godman, Public Works Director, presented the item and requested direction to staff regarding the sale of hangar #30.

It was the consensus of the council to not purchase the hangar.

[Hangar Map.pdf](#)

[Letter of Intent to Sell Hangar Lot 30.pdf](#)

[DPA Recorded Fredric L Evans.pdf](#)

[ROI IF PURCHASED.pdf](#)

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

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

12. **CONTINUING BUSINESS**: No business.

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

13.A Department reports Information only

Mr. Godman requested that David Teeter provide an update on the Farmer's Market to which he did.

Department heads also provided brief updates on the goings on in their departments including the installation of the pump track at Memorial Park, Fourth of July and the illegal fireworks, the updates happening to the fire hydrants, code enforcement, recruitments, and the upcoming fair.

Brief discussion on the updated date and time for the next Council meeting as it falls during opening day of the fair. It was suggested that the meeting be held on July 18, 2023 at 1:00pm instead of canceling said meeting. Schuster, Herrera, McCourt all agreed. Mayor McCourt requested a reminder be sent out by Ms. Whitlock, City Clerk.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

Mr. Godman provided an explanation of the item for those in attendance.

No additional items were suggested.

[20230705 Items from the Podium.pdf](#)

15. ADJOURNMENT: Meeting adjourned at 5:45p.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on: July 18, 2023