SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, AUGUST 2, 2023 – 4:30 PM

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

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

1. **APPROVAL OF AGENDA:** Dan Newton, City Administrator, requested that item 13B be moved immediately following the Recognition of Chief Moore. Councilmember Schuster suggested that item 9J be moved up to before 9A as well since many members of the public were here to hear the item.

Moved by Schuster; seconded by Brown to approve the agenda with the above-mentioned changes.
Motion Carried: 5 - 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

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

3. **CLOSED SESSION:**
The City Council convened in closed session at 4:31p.m. to discuss the following:

A. Public Employee Performance Evaluation - pursuant to Government Code §54957
    1. Title: City Administrator
B. CONFERENCE WITH LABOR NEGOTIATIORS – pursuant to Government Code §54957.6
    1. Professional Technical Unit
    2. Management Unit

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

The Pledge of Allegiance and Invocation were provided.

Mr. Newton stated the changes to the agenda prior to approval, that the Council met in closed session to discuss the above-mentioned items, that no reportable action was taken and direction was provided to staff.

Mayor McCourt presented James Moore, Fire Chief, with a resolution providing the history of the Chief's career with the city as well as many of his career accomplishments.

13.B Presentation of the Squad 651 engine to the Council and members of the public.

5. **BUSINESS FROM THE FLOOR:** Ed Nichols, public, voiced concerns with Bigfoot Recycling requested that the council find a reliable option for the community to recycle.

Frank Pringle, public, requested speed control on the corner of South Lassen and Cypress due to the amount of elderly and children who are also using the road.

Mike Blaschak, public, thanked the City Council for the continued work on the Community Garden.

Jon Gerry, public, voiced his concern with trees on Alexander and Shasta Street and suggested that the city cut trees if the property owners do not and treat them like abatements to recover costs.

Adam Butler, public, knows that there is something going on with pickleball but wanted to make sure a voice was speaking in support of tennis as well.

5. 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 July 18, 2023 special meeting.

Motion to waive the reading of and approval to receive and file the City Council's July 18, 2023, special meeting minutes.
230718.cc.spec.min.draft.pdf

6.B Vendor and payroll warrants
Motion to receive and file
06-29-23.pdf
06-30-23.pdf
07-11-23.pdf
07-13-23.pdf
07-18-23.pdf
07-21-23.pdf

6.C Consider **Resolution No. 23-6165**, approving Agreement with Prentice Long PC for Attorney services.

Motion to approve Resolution No. 23-6165, approving Agreement with Prentice Long PC for Attorney services.
23-6165.pdf
Legal Services Agreement - Draft-2023-7-25.docx

6.D Consider **Resolution No. 23-6166,** approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2022, through and including June 30, 2024

Motion to approve Resolution No. 23-6166, approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2022, through and including June 30, 2024
23-6166.pdf
2022.24 MANAGEMENT MOU.pdf

6.E Consider **Resolution No. 23-6167,** approving and authorizing the Mayor to execute a memorandum of understanding with the Professional Technical Bargaining unit for July 1, 2022 through and including July 7, 2023

Motion to approve Resolution No. 23-6167, approving and authorizing the Mayor to execute a memorandum of understanding with the Professional Technical Bargaining unit for fiscal year July 1, 2022 through and including July 7, 2023
23-6167.pdf
2022.23 PROTECH MOU.pdf

6.F Consider **Resolution No 23-6163**, terminating Airport Ground Lease with Fredric L. (Les) Evans and approving new Airport Ground Lease Agreement with Dale Miller for Hangar #30 at the Susanville Municipal Airport

Motion to approve Resolution No. 23-6163, terminating Airport Ground Lease with Fredric L. (Les) Evans and authorize Mayor to execute an Airport Ground Lease Agreement with Dale Miller.
Signed Bill of Sale Hangar Lot 30.pdf
Ground Lease _hangar 30.doc
23-6163.pdf

6.G Consider **Resolution No. 23-6170**, authorizing Finance Manager to increase budget for Susanville Community Garden sink and electrical panel project in the amount of $4,175.

Motion to approve Resolution 23-6170, authorizing Finance Manager to increase budget for Susanville Community Garden sink and electrical panel project in the amount of $4,175.
23-6170.pdf

6.H Consider **Resolution No. 23-6172**, amending Resolution No. 23-6155 and amending the adopted project list of street related maintenance, repair and improvement projects for Fiscal Year 2023-24 per the Road Repair and Accountability Act (RMRA) to include proposed completion schedules and estimated useful life of each project.

Motion to approve Resolution No. 23-6172, amending resolution 23-6155 and authorizing the Acting Public Works Director to submit the attached amended list of proposed eligible projects for the FY 2023-24 to the State so that funds for street related maintenance, repair and improvement as available through the RMRA program.
23-6172.pdf
SB1 Proposed FY23-24 Project List.pdf
Amended SB1 Proposed FY23-24 Project List.pdf

7. PUBLIC HEARINGS: None.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Mayor pro tem Herrera stated that members of the community wanted to know what the city has been able to accomplish in the past few years. He wanted to provide the following items: Live streaming the meetings, the setting of the four city priorities; transparency, improving the Susan River Trail, Code Enforcement and Improving Main Street, and also wanted to bring up the reduction of closed session items as only those things that legally have to be are heard in closed session. He concluded by offering thanks to Chief Moore for his many years of service.

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

9. NEW BUSINESS:

*9.J Consider **Resolution No. 23-6173,** authorizing the Finance Manager to increase budget in the amount of $2,500 for work needed to develop preliminary plans and estimates for pickleball courts and maintenance of tennis courts.*

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6173.

Tom Downing, public & representative for the pickleball club, stated that they have been meeting with Mr. Newton and staff regarding pickleball. He stated that when he started in March there were 20 members and now there are around 70 members in the club. He stated that tennis needs to remain in the community as well but, pickleball would be a great addition.

Three other members of the public provided gratitude for the work being done on the project.

Eileen Richard, public, inquired as to whether or not an indoor court could be considered.

Councilmember Stafford stated that he loves pickleball but, the timing is not right. He stated that there are other projects that should be getting done by engineering at the moment.

Mayor pro tem Herrera thanked the community members for the volunteering that they have been doing.

23-6173.pdf

Motion to approve **Resolution No. 23-6173,** authorizing the Finance Manager to increase budget in the amount of $2,500 for work needed to develop preliminary plans and estimates for pickleball courts and maintenance of tennis courts.
Moved by Schuster; seconded by Brown to approve.
Motion Carried: 4- 1
Voting For: McCourt, Herrera, Schuster, Brown
Voting Against: Stafford

9.A Update on the City's Natural Gas Enterprise

Bob Godman, Public Works Director, introduced Dan Bergman to provide an update on the Natural Gas Enterprise.

Mr. Bergman introduced himself and provided the update. He stated that gas prices this past winter were at almost $40 a DTh and then there was also a demand 19% above average. He stated that the gas system is healthy and although there are a few projects that should be completed, no rate increase is needed.

Mr. Newton stated that he cannot say enough about his appreciation for Dan Bergman and his experience. He added that there are a lot of things involved in watching the prices, etc... and he is invaluable.

Gas Enterprise Update 2023 07 17.docx

9.B Consider **Resolution No. 23-6164,** approving a long-term natural gas purchase policy and authorizing the City Administrator to sign for the purchase of wholesale natural gas consistent with the policy for the benefit of the Susanville Municipal Natural Gas Utility.

Bob Godman, Public Works Director, provided an explanation of the item and reintroduced Mr.Bergman to continue with the explanation.

Mr. Bergman stated that this policy is what the city has historically done but just wanted to make it policy.

Public members voiced concerns with the state wanting to stop using natural gas and wanted to know if Mr. Bergman had heard about it.

Mr. Bergman replied that there is a push to get away from fossil fuels in California, but it is not going away anytime soon.

Eileen Richard, public, inquired as to where the gas was being purchased from.

Mr. Bergman replied that it is currently coming from up north but, it could be Canada or Oregon. We really do not know exactly where it is coming from.

23-6164.pdf
3-Stage Winter Gas Purchasing.pdf

Motion to approve Resolution No. 23-6164, approving a long-term natural gas purchase policy and authorizing the City Administrator to sign for the purchase of wholesale natural gas consistent with the policy for the benefit of the Susanville Municipal Natural Gas Utility.
Moved by Herrera; seconded by Schuster to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

9.C Initial Presentation of Water Rate Study Results by IGService

Mr. Godman provided a brief explanation of the item and again presented Mr. Dan Bergman to provide the results for the water rate study.

Mr. Bergman provided the outcome of the preliminary study and mentioned the need for a rate increase in water to come forward in 2024.

Councilmember Stafford inquired about whether or not the surcharge was supposed to be continuing or if it was supposed to end.

Mr. Newton stated how the surcharge came to be, what it paid for and what would happen if the surcharge was no longer charged. He asked for direction as to whether or not we move forward like we have for the last seven years or to do something different.

Councilmember Brown stated that staff should move forward as suggested by Mr. Bergman to which Schuster agreed.

Mr. Newton also stated that there is also the Prop 218 process to follow prior to any increase going into effect.

It was the consensus of the Council to move forward with the options provided by Mr. Bergman.

9.D Consider **Resolution No. 23-6162,** authorizing the addition of one full time Grant Funded Community Services Officer to the Approved Position List and authorize the Finance Manager to modify the budget as needed to implement the Permanent Local Housing Allocation (PLHA) Program

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6162.

23-6162.pdf
230802 Approved Position List.pdf

Motion to approve Resolution No. 23-6162, authorizing the addition of one full time Grant Funded Community Services Officer to the Approved Position List and authorize the Finance Manager to modify the budget as needed to implement the Permanent Local Housing Allocation (PLHA) Program
Moved by Herrera; seconded by Brown to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

9.E Consider **Resolution No. 23-6168**, authorizing the Public Works Director to execute a contract with Pee Wee Enterprises for the delivery and placement of decomposed granite at the Frank Ernaga Baseball Field and further authorizes the finance manager to adjust the Memorial Park budget in the amount of $9,000 to complete said project.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6168.

23-6168.pdf
230802 PeeWee Estimate.pdf

Motion to approve Resolution No. 23-6168, authorizing the Public Works Director to execute a contract with Pee Wee Enterprises for the delivery and placement of decomposed granite at the Frank Ernaga Baseball Field and further authorizes the finance manager to adjust the Memorial Park budget in the amount of $9,000 to complete said project.
Moved by Schuster; seconded by Herrera to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

9.F Consider **Resolution No. 23-6169,** authorizing the Mayor to sign a Right of Way Contract and Grant Deed with Caltrans relating to APN 101-270-009 for an upcoming paving project on State Route 139

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6169.

Grant Deed 15565(15570).pdf
Right of Way Contract 15565.pdf
Right of Way Contract 15570.pdf
Valuation Summary Statement 15570.pdf
Valuation Summary Statement 15565.pdf

23-6169.pdf

Motion to approve Resolution No. 23-6169, authorizing the Mayor to sign a Right of Way Contract and Grant Deed with Caltrans relating to APN 101-270-009 for an upcoming paving project on State Route 139.
Moved by Herrera; seconded by Brown to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

9.G Discussion regarding NextRequest, a records request management software.

Heidi Whitlock, City Clerk, presented the item and requested direction from the Council.

It was the consensus of the Council to move forward with a contract for a period of one year and to evaluate the program at the end of that time period.

City of Susanville, CA - NextRequest - Account Order Form (3-year).pdf
Why NextRequest_Fast Five.pdf

9.H Discussion regarding Express Evaluation, employee evaluation software.

Mr. Newton provided an explanation of the item including what staff currently uses and what options are available with this product. He then requested direction from the Council.

It was the consensus of the Council to move forward with the software.

Quote for Susanville.pdf
Why Express Evaluations.jpeg
Public Sector Review Flyer.jpeg
Feedback statistics one pager (003).jpeg

9.I Consider **Resolution No. 23-6171**, authorizing Mayor to execute Agreement with Lassen High School for School Resource Officer.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6171.

23-6171.pdf
230802 LHS SRO Agreement - Revised 2 Year.pdf

Motion to approve Resolution No. 23-6171, authorizing Mayor to execute Agreement with Lassen High School for School Resource Officer (SRO).
Moved by Herrera; seconded by Schuster to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

~~*9.J Consider **Resolution No. 23-6173,** authorizing the Finance Manager to increase budget in the*~~

~~*amount of $2,500 for work needed to develop preliminary plans and estimates for pickleball courts and maintenance of tennis courts.*~~ *– Item heard prior to Item 9A*

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

Cody Loflin, Code Enforcement Officer, wanted to remind everyone of when the Planning Commission meets.

Mr. Godman provided an update on Well #3.

Chief Moore stated that the department is almost back up to fully staff. He then thanked the community, city, staff, council, etc... for making his job such a pleasure and that he was able to hold this position for almost 10 years. He emotionally added that he wanted to share a comment that he made when he was hired, "Susanville is my home and I plan to finish where I started".

It was the consensus of all present staff that Chief Moore cannot be replaced and that it has been a pleasure to work with him.

~~*13.B Susanville Fire Department - Presentation of Squad 651*~~ *– Item heard prior to Item 5.*

14. FUTURE COUNCIL ITEMS:
14.A Future Council Items

Mr. Newton provided an explanation of the list and asked the council if there were other items to add or comment on.

Councilmember Stafford reminded staff of the police grooming standards item as it appeared to be crossed off the list.

20230802 items from the podium.pdf

15. ADJOURNMENT: Chief Moore requested the meeting to be adjourned at 7:42 p.m.

Respectfully submitted by:

Heidi Whitlock, City Clerk

Quincy McCourt, Mayor

Approved on August 16, 2023