

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
July 5, 2017– 7:00 p.m.

Meeting was called to order at 7:11 p.m. by Mayor Garnier.

All members of the City Council were present.

Mayor Garnier led those present in the Pledge of Allegiance.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; John King, Police Chief; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve the agenda as submitted; motion carried unanimously. Ayes: Stafford, Franco, Wilson, Schuster and Garnier.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: Closed session business considered as a special meeting.

4 RETURN TO OPEN SESSION:

Mr. Hancock offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Sam Williams, Lassen County Times, asked if there was any action to be reported out of closed session.

Mayor Garnier informed him that there was not.

6 CONSENT CALENDAR: Mayor Garnier reviewed the items on the Consent Calendar:

- A Approve vendor warrants numbered 100633 through 100748 for a total of \$349,568.99 including \$110,977.27 in payroll warrants

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the Consent Calendar; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: None.

Commission/Committee Reports:

9 NEW BUSINESS:

9A Consider approval of Resolution No. 17-5397 approving street closure for the Lassen County Fair Parade on July 22, 2017 Mr. Hancock reported that the Lassen County Fair office is requesting the closure of Main Street for the 2017 Fair Parade on Saturday, July 22, 2017. The closure would extend from Cottage Street to Fair Drive between 9:30 a.m. and 11:30 a.m. An encroachment permit is required through Caltrans for the closure of Main Street, but there is no Permit fee charged. The event will require three Street Division crew members to sweep the street before and after the event, and six Public Works employees to

set up and remove the traffic control signs, and assist ten Police Officers with traffic control. The estimated cost to the City is \$4,823.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 17-5397; motion carried. Ayes: Stafford, Franco, Wilson, Schuster and Garnier.

9B Consider approval of Resolution No. 17-5398 authorizing street closure for the Lassen County Chamber of Commerce Mixer held on July 13, 2017 Mr. Hancock reported that this request for street closure was for the Chamber Mixer hosted by the Sierra Radio Network. The event will be celebrating 40 years of business for Sierra Broadcasting, and requires the street closure of a portion of Johnstonville Road in front of the Sierra Broadcasting Offices located at 3015 Johnstonville Road on July 13, 2017, from 3:00 p.m. to 10:00 p.m. This event requires one Public Works Department employee to set up and take down traffic control signs at a cost of approximately \$200.

Rod Chambers, Sierra Broadcasting President, spoke regarding the event, and thanked the City Council for supporting the businesses of the City.

Motion by Mayor pro tem Franco, second by Councilmember Stafford to approve Resolution No. 17-5398; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

9C Consider approval of Resolution No. 17-5399 Postage meter purchase Ms. Savage reported that the City currently has a Pitney Bowes mailing machine, located in City Hall, that allows City Departments the convenience of mailing correspondence without the complication of having to purchase rolls of stamps. On average the City processes 1,200 pieces of mail every month, and receives a \$.03 cent discount on the current postage rates per first class letter by using the mailing machine. The machine the City is currently using was replaced in 2007 through a Lease-to-Own agreement. Pitney Bowes recently informed the City that the model has been decommissioned and they will no longer provide service if the machine should break down. The price of a new machine will be \$350.00 a month for 36 months, which includes the rental charge for the postage meter and monthly maintenance service. At the end of the 36 month lease, the City will own the machine and will only pay the rental of the postage meter which is currently \$292 per month. The cost for the lease is included in the 2017-2018 budget.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5399; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

9D Consider approval of Resolution No. 17-5396 authorizing execution of ground lease agreement with Terry Poulsen for Hangar #5 at the Susanville Municipal Airport Mr. Hancock explained that the City Council exercised its right of first refusal to purchase Susanville Municipal Airport Hangar #5A. The hangar, owned by Larry Beck, was sold to Mr. Terry Poulsen, and it is necessary to execute an Airport Ground Lease Agreement with the new owner. The annual revenue for the lease is \$386.55.

Councilmember Wilson asked if Mr. Beck was still serving on the Airport Commission.

Mr. Hancock responded that Mr. Beck had resigned from the Commission.

Mayor pro tem Franco asked if that would make a difference regarding the approval of the ground lease with Mr. Poulsen.

Mr. Hancock responded that ownership of a hangar at the airport used to be a requirement for serving on the Airport Commission, and while the City's preference would be for the Commissioners to have an interest and involvement in the airport, it is not a requirement for serving as a Commissioner.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5396; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

9E Consider approval of Resolution No. 17-5400 authorizing execution of ground lease agreement with Kevin De Rose for Hangar #16 at the Susanville Municipal Airport Mr. Hancock reported that Item 9E and 9F were also approval of ground leases with new airport hangar owners. The City Council declined the offer to purchase Hangar #16, owned by Stephen Pezzullo, and the hangar was sold to Kevin DeRose. Mr. DeRose took possession of the hangar on June 27, 2017, and it is necessary to execute a ground lease with the city. This is one of the larger hangars, with an annual revenue of \$1,427.28.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 17-5400; motion carried unanimously. Ayes: Franco, Wilson, Stafford, Schuster and Garnier.

9F Consider approval of Resolution No. 17-5401 authorizing execution of ground lease agreement with Dale Miller for Hangar #28 at the Susanville Municipal Airport Mr. Hancock stated that Donald Sokol sold Hangar #28 to Dale Miller, and it is necessary to execute a ground lease agreement with the new owner. The annual revenue from the lease is \$684.00.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 17-5401; motion carried unanimously. Stafford, Franco, Wilson, Schuster and Garnier.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider approval of Resolution No. 17-5402 authorizing the City Administrator to execute an amendment to the contract with R.E.Y. Engineers, Inc. for an additional amount not to exceed \$13,775.00 and continue with the completion of Project Approval and Environmental Documents (PA&ED) for the Susanville Southeast Gateway Project Mr. Hancock explained that this item is related to the Southeast Gateway project, which includes the installation of curb, gutter and sidewalk improvements, lighting, a relocation of the monument sign to a location further east at the entrance of town, and landscaping improvements. This project is coordinated through STIP and is in the project approval and environmental documents or PA&ED phase. In December of 2016, a 12-month extension to the consulting contract with R.E.Y. Engineers was approved, based upon the additional time required to complete the environmental studies. An Archaeological Survey Report / Historic Property Survey Report is now required by Caltrans due to previous concerns that evidence of cultural resources may be present at a site located near the intersection of Jack in the Box, and the investigation and reporting was not included at the outset of the project initiation. Staff has met with the State and discussed on numerous occasions that these unexpected additions to the scope of the environmental review for the project have resulted in additional time and expense for completion of the environmental document.

Caltrans has assisted by performing preliminary fieldwork and minimizing the requirements of the studies associated with the completion of documents, and prior research that was performed for the CAP-M project is being allowed for use which will help keep costs for the environmental portion of the new work to a minimum. The additional amount needed to provide these unanticipated services is \$13,775.00. The total contract value with amendments will now be \$142,640.00. Mr. Hancock stated that this part of the project has been very involved, and he thanked Daniel Gibbs, City Engineer, for the tremendous amount of effort and time that he has dedicated towards keeping the process moving along.

There were no questions or comments from the City Council.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5402; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

13 CITY ADMINISTRATOR'S REPORTS:

13A Fire Department Quarterly Report Chief Moore reviewed the activities and projects of the Susanville Fire Department for the period of January 14 through June 26, 2017. He discussed current personnel, statistics and incident response information, OES, grants, volunteers, facility, training, prevention, public education, apparatus maintenance and efforts related to the February 8 -10, 2017 storm event. He explained that the Department is still waiting on the assignment of the Type II OES HazMat response vehicle which is funded through HazMat by Rail. The HazMat classes are scheduled to begin July 10, and will be continuing through November. The Department has a new Chaplain in place, Kelly Shelley, and he is currently attending chaplain training. The County has three Chaplains available for use by the City as well, but the Department is glad to have Mr. Shelley join the Department. Chief Moore referred to the upcoming weed abatement deadline, explaining that 113 compliance notice letters have been sent to property owners who have been instructed to clean up their properties. Chief Moore stated that the Department is still waiting on the funding from FEMA related to the first storm event, and the second round of projects has been submitted and is pending evaluation by the assessment team. Chief Moore concluded his presentation by indicating that the Department has a waiting list for people who are interested in taking the CPR class that is offered quarterly by the Department.

Mayor pro tem Franco asked Chief Moore if there was any way to determine if a nuisance property was included in the notifications that were sent out. He is aware of two properties that are in poor condition.

Chief Moore suggested that a complaint could be submitted to the Department, at which time a determination could be made if the property owner had been notified or not.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Mayor pro tem Franco discussed the status of the watch group in his neighborhood. There have been several break-ins lately and they are in need of a new resurgence of energy. He asked Chief King if there was still a focus at the Department on participation with the various neighborhood watch groups in the community.

Chief King responded that there is, and with recent shift changes and re-assignments, some of the officers became misaligned with the groups that they had been associated and familiar with. He is aware that the program needs additional attention, and requested that citizens contact his Administrative Assistant so that the meeting times and appointments could be placed on his calendar. He stated that it is not a lost issue.

Mayor pro tem Franco thanked the Chief, and said that the groups are not self-perpetuating, and that law enforcement involvement is valuable and necessary. He added that it would mean a lot to the neighbors if the Police Chief were to attend one of their meetings.

15 ADJOURNMENT:

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to adjourn; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

Meeting adjourned at 7:49 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: August 2, 2017