

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
December 5, 2018– 6:00 p.m.

Meeting was called to order at 6:00 p.m. by Mayor Stafford.

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.

Staff present: Dan Newton, Interim City Administrator, Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:

A PUBLIC EMPLOYEE APPOINTMENT: - pursuant to Government Code Section 54957:

1 City Administrator

B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

1 Property:	Memorial Park-Ball Park
Agency Negotiator:	Dan Newton, Interim City Administrator
Negotiating Parties:	Dr. Marlon Hall, Lassen Community College
Under Negotiation:	Price/Conditions/Terms of Lease

4 RETURN TO OPEN SESSION:

At 7:07 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Kevin Jones, Police Chief; Dan Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved as submitted and during Closed Session, the City Council provided direction but no reportable action was taken.

Councilmember Brian Wilson provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Krystle Hollandsworth, Lassen County Child and Family Services, talked about the upcoming opening of the Mikailia Child Advocacy Center. She described the services that the Center will provide to the Community's abused children, and invited the Council to the Open House scheduled for December 7th.

Mike O'Kelly, Morning Glory Dairy requested a letter of support from the City Council in order to maintain the contract that his company has with the State to provide products to the High Desert Prison

and the California Correctional Center. He has had the business since 1963, has always been competitive, and the loss of \$1.3 million in gross revenue would be devastating to his business.

6 CONSENT CALENDAR:

A Receive and file Finance Reports for October 2018

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Item 6A; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:

9 NEW BUSINESS:

9A Consider approval of vendor warrants numbered 202359 through 202680 for a total of \$445,864.89 including \$167,252.01 in payroll warrants

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the vendor warrants; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9B Consider Resolution No. 18-5595 approving Colocation Lease Agreement with CalNeva Towers Mr. Newton reported that the City was contacted by Startouch, requesting an agreement with the City to share the Memorial Park tower currently used by T-Mobile. The agreement the City has with T-Mobile allows T-Mobile to co-locate additional parties on the existing tower, provided that the additional company enter into an agreement with the City. Per the terms of the agreement, the City will receive \$250 per month, to be increased by four percent annually, to be placed in the Memorial Park CIP Fund, which has a current balance of \$41,077.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 18-5595; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

9C Consider approval of Resolution No. 18-5596 approving appointment to the Small Cities Organized Risk Effort (SCORE) Board of Directors Ms. Savage explained that the City is part of a self-insurance pool, and participates in the decision-making process by a designated City representative and alternate. The City Administrator currently serves as the representative, with the Finance Manager as the alternate. In order to ensure consistency with the representation, it is recommended to appoint the Finance Manager as the representative with the City Clerk as the alternate. The resolution would be amended and brought back at the next meeting.

9D Consider approval of Resolution No. 18-5597 approving Lassen County Area Plan Mr. McCourt reported that the City was funded through the State of California Office of Emergency Services to conduct a Commodities Flow Study and prepare a County-wide Area Plan. The firm of Preparedness Consulting & Training International was hired to work through that process which included reviews by stakeholders, community outreach, and a final review and approval by twenty-five different emergency responders. The Area Plan describes the County's pre-incident planning and preparedness for hazardous material releases, and the roles and responsibilities of federal, state, local, and nongovernmental agencies during a hazardous materials incident. It also describes the County's hazardous materials incident

response program, training, communications and post-incident recovery procedures. The Area Plan is complete and includes the results from the flow study, and Lassen County will be responsible for its maintenance every three years moving forward. Mr. McCourt invited questions from the Council.

Councilmember Wilson asked if the Department Heads were involved in the process, and if they knew what their responsibilities were.

Mr. McCourt responded that many stakeholder meetings were conducted and on average, each meeting had about 25 people in attendance, with the Department heads included in that process.

There were no further questions.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 18-5597; motion carried unanimously. Ayes: Schuster, Franco, Wilson, Moore and Stafford.

9E Consider authorizing expenditure of City Council Discretionary Funds in support of Holiday With a Hero event Mr. Newton reported that Councilmember Moore requested consideration of the expenditure of City Council discretionary funds to support the Holiday With a Hero event that is sponsored and coordinated on an annual basis. The event provides an opportunity for disadvantaged local youth to interact with public safety personnel in a positive environment. The Council adopted a civic contribution policy that allocates \$1,000 in discretionary funds that are available to donate for activities that provide a public benefit. The City Attorney has reviewed the matter and determined that a public benefit could be made by the contribution of discretionary funds to the Holiday With a Hero, and at this time, each Councilmember has \$700.00 remaining in their discretionary fund.

Mayor Stafford asked Chief Moore how much money is in the fund, and if they have enough for this year's event.

Chief Moore responded that the fund is doing very well, and they just raised an additional \$18,000 through the weekend fundraiser. At this time, they are looking at establishing the organization as a non-profit, tax-exempt organization with its own Board, and there are enough funds to sponsor the event for this year, as well as the 2019 holiday event.

Councilmember Moore commented that he brought the matter up early on, but it sounds as if they have more than enough money to fund this year's event, and there are other opportunities for use of the discretionary funding.

Councilmember Schuster asked if the group was still in need of volunteers, and Chief Moore responded that they were.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS: No business.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

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

Meeting adjourned at 7:54 p.m.

Respectfully submitted by

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved on: January 16, 2019