

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
March 6, 2019– 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: Mike Wilson, City Administrator; Jessica Ryan, City Attorney and Ruth McElrath, Building Permit Technician.

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, Schuster, Wilson, Moore 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 CONFERENCE WITH LEGAL COUNSEL – Significant exposure to litigation pursuant to Government Code Section 54956.9(b) – one potential case
- B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 Approved Position List

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; Kevin Jones, Police Chief; Daniel Gibbs, City Engineer; Deborah Savage, Finance Manager; and Ruth McElrath, Building Permit Technician.

Mr. Wilson reported that prior to Closed Session, the agenda was approved as submitted. The City Council met in Closed Session, and there was no reportable action taken.

Chief James Moore requested a moment of silence in observance of the passing of Dave Meserve. Mr. Meserve served as the public member for the Honey Lake Valley Recreation Authority Board.

Chief Jones conducted an administration of the oath of office and pinning ceremony for Sergeant Jake Stafford.

Mr. Newton presented a certificate of appreciation to Daniel Gibbs for his service as Acting Public Works Director.

Mayor Stafford introduced Mike Wilson, City Administrator, and welcomed him to the City of Susanville. Mayor Stafford read a Proclamation for Welcome Home Vietnam Veteran's Day.

5 BUSINESS FROM THE FLOOR:

Marcia McDonald expressed her frustration related to the requirements for opening a new business in the Historic Uptown District.

Councilmember Schuster requested that staff contact Ms. McDonald to address her concerns.

Sherria Pohl stated that her property is adjacent to McKinley School and is experiencing flooding that is causing damage to her garage.

6 CONSENT CALENDAR:

A Appointment to fill Planning Commission vacancy

B Appointment to fill Airport Commission vacancies

Councilmember Wilson requested separate discussion of Items 6A and 6B.

There was a general discussion regarding the letter of interest submitted by Melanie Westbrook for Planning Commission and whether her current role of President for the Historic Uptown Susanville Association would present a conflict of interest.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to appoint Melanie Westbrook to fill the unexpired term of Vicki Lozano on the Susanville Planning Commission; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

Motion by Councilmember Wilson, second by Councilmember Schuster to approve the appointment of William Heyland and Paul Clark to fill the vacant positions on the Susanville Municipal Airport Commission; motion carried unanimously. Ayes: Wilson, Schuster, Moore, Franco and Stafford.

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:

9 NEW BUSINESS:

9A Consider approval of vendor warrants numbered 203272 through 203385 for a total of \$732,052.04 including \$270,789.66 in payroll warrants

Motion by Commissioner Moore, second by Councilmember Wilson, to approve the vendor warrants as submitted; motion carried unanimously. Ayes: Moore, Wilson, Franco, Schuster and Stafford.

9B Consider waiver of fees for Lassen County Chamber of Commerce Annual Main Cruise Classic Car Show N’ Shine and authorize the service of alcohol at the event Mr. Wilson reported that the Lassen County Chamber of Commerce has requested a waiver of park fees for Memorial Park and use of the bandstand area for the Annual Main Cruise Classic Car Show N’ Shine scheduled for June 29, 2019. The event has been held at the Park for the past three years, and staff will again work with the Chamber to flag areas of the park that need to be avoided when parking cars for display. In addition, the Chamber has requested authorization to serve alcoholic beverages for the event, and will be responsible for obtaining the ABC licensing.

Gary Felt, Lassen Chamber of Commerce, expressed his appreciation for the City’s support of the event, and stated that it is growing in popularity each year.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve waiving Park Use fees and authorizing the sale of alcoholic beverages; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

9C Consider the purchase of Hangar #2 at the Susanville Municipal Airport Mr. Wilson explained that as part of the agreement that the City has with hangar owners at the Susanville Municipal Airport, the

City has right of first refusal when owners decide to sell their hangar, and David Burr, the owner of Hangar number two, has submitted the intent to sell for the price of \$35,000.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to not exercise the right of first refusal and decline the purchase of Hangar No. 2 at the Susanville Municipal Airport; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

9D Consider approval of Resolution No. 19-5621 adopting Budget Process and Policies Ms. Savage reported that at its February 20, 2019 meeting, the Council directed staff to amend the Budget Process and Policies to include setting aside surplus funds from out of area fires to the Facilities and Equipment Reserve funds to be divided equally between police, fire and administrative services. The funds will be restricted and only expended with City Council authorization.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5621; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9E Consider approval of Resolution No. 19-5622 approving purchase of Police Department vehicle Chief Jones reported that the Department has a 2012 Ford F-150 that was damaged and determined to be a total loss by the McClarens Company, a contractor of SCORE, the City's self-insurance group. In order to receive the settlement, the City must provide a purchase order or invoice for the replacement vehicle. Staff is proposing to purchase a police vehicle for \$27,662.09, which is offset by the estimated settlement for the F-150 of \$22,561.

There was a general discussion regarding the purchase of a police cruiser versus the four-wheel drive pickup. Chief Jones explained that the trucks the Department has are not police vehicles, and there are measures to take during inclement weather for the police vehicles.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5622; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider authorizing expenditure of City Council Discretionary Funds in support of the City/SPOA K-9 Program Mr. Wilson explained that Councilmembers Moore, Schuster and Wilson have requested an item be placed on the agenda to support the City/SPOA K-9 Program by authorizing the donation of civic contribution funds in the amount of \$2,100. The Civic Contribution adopted in September 2018 provides for discretionary funding to be used by the Council for donating to eligible activities that provide a community benefit. Police K-9 units have a proven benefit to the community through providing an extra layer of safety for the officers, improved public outreach, identifying drugs or explosives, and engaging the community's youth.

Motion by Councilmember Moore, second by Councilmember Wilson, to approve the civic contribution of discretionary funding to the City/SPOA K-9 Program in the amount of \$2,100; motion carried unanimously. Ayes: Moore, Wilson, Schuster, Franco and Stafford.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Fire Department Update** Chief Moore provided an update regarding the activities of the Susanville Fire Department for the period of October 25, 2018 through February 24, 2019. He reviewed staffing levels, noting that the Department has 26 volunteers, and he recommends limiting that to 30 total. The Department responded to 388 incidents for a total of 1,608 labor hours, and he reviewed the breakdown of responses to local and out of area incidents. Chief Moore provided an update regarding OES activities, various community outreach efforts, training, facility improvements and apparatus maintenance. He noted that the Department conducted a fund raising effort for the Camp Fire and raised \$65,000 for the victims. There was a general discussion regarding Carroll Street flooding and efforts to prepare the community for possible spring flooding when the weather warms up.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember Wilson requested that a public outreach effort be made regarding the condition of Main Street and what the remedy is going to be this spring and summer. People are frustrated and the moisture this year has made the situation worse.

15 **ADJOURNMENT:**

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

Meeting adjourned at 7:55 p.m.

Respectfully submitted by

Ruth McElrath, Building Permit Technician

Kevin Stafford, Mayor

Approved on: April 3, 2019