

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
March 20, 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 and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Mr. Wilson requested the removal of Item 9G, consider approving the purchase and install of a gate for the Pat Murphy Little League Ball Park.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve the agenda with the change requested; 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 PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 Honey Lake Valley Recreation Authority (HLVRA) Executive Officer

4 RETURN TO OPEN SESSION:

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

Staff present: Mike Wilson, City Administrator; Dan Newton, Public Works Director; Ryan Cochran, Police Captain; James Moore, Fire Chief; Quincy McCourt, Project Manager and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that prior to Closed Session, the agenda was approved with the removal of Item 9G. The City Council met in Closed Session, provided direction to staff and there was no reportable action taken.

Councilmember Wilson provided the Thought of the Day.

Mayor Stafford read a proclamation observing April 2019 as Child Abuse and Assault Prevention Month.

5 BUSINESS FROM THE FLOOR:

Kerri Cobb, Lassen Family Services, accepted the proclamation and discussed events that were planned to raise awareness and prevention for child abuse and assault, including the Walk a Mile in Their Shoes event planned for April 13, 2019.

Dean Growden, Lassen County Sheriff, thanked Chief Moore for the cooperative effort that exists between the two agencies, specifically mentioning Captain Rob Brown, Dale Johnson, and Nick McBride of the Susanville Fire Department, who assisted with an emergency involving a swift water recovery effort. He provided an update to the City Council regarding activity at the Lassen County Sheriff's office.

John Ripley requested an update regarding the proposed dog park, and offered to volunteer his time towards the development of the park.

Councilmember Wilson requested the removal of Item 6C for separate discussion.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's February 6 and 20, 2019 meetings
- B Receive and file Finance Reports: February 2019
- C Receive and file Golf Course Update

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

Councilmember Wilson stated that in reviewing the golf course report, he was concerned that the rounds played numbers seem to be diminishing since the 2014/2015 year, particularly after all of the positive feedback received regarding the condition of the course last year. He asked if the negative cash balance was zeroed out from the 2017/2018 year.

There was a general discussion regarding a potential operator for the restaurant, and opportunities for improving the use of the course for the upcoming season.

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

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: No business.

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 203386 through 203534 for a total of \$348,109.70 including \$183,011.52 in payroll warrants**

Motion by Councilmember Schuster, second by Councilmember Moore, to approve the vendor warrant report; motion carried unanimously. Ayes: Schuster, Moore, Wilson, Franco and Stafford.

9B **Consider approval of Fee Waiver Request for Lassen Family Services' 6th annual Walk-a-Mile Event to be held on April 13, 2019** Mr. Wilson reviewed the request submitted by Lassen Family Services to waive the use fees for Memorial Park and electrical panel deposit for the annual Walk-a-Mile event scheduled for April 13th at 10:00 a.m. The total fee waiver is \$226.

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

9C **Consider approval of Resolution No. 19-5623 authorizing staff to select up to six volunteer workers to participate in the Work for Golf Program for a period of April 1, 2019 through November 2019** Mr. Wilson explained that Work for Golf Program provides an opportunity for the City to increase the workforce needed to maintain the Golf Course, in exchange for providing an annual membership pass. Workers will be supervised by the Golf Course Superintendent, and the volunteers will perform the essential functions of the Grounds Maintenance Worker. A job description has been prepared, and staff proposes to select up to six volunteer workers to begin the program from April 1 through November 2019. There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5623; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9D Consider approval of Resolution No. 19-5624 considering resolution to adopt HOME guidelines, combining the HOME First-Time Homebuyer program and the HOME Owner-Occupied Rehabilitation program with the CDBG Homebuyer assistance program Mr. McCourt explained that the City has established a homebuyer assistant program funded through the HOME and CDBG Programs. The intent of the program is to assist low-income residents in purchasing their own home. In addition, an Owner-Occupied Rehabilitation program is proposed as a component of the CDBG Homebuyer assistance program. Mr. McCourt reviewed criteria for the program as established by the proposed Program Guidelines, which are required by the State to provide a guideline to administer the programs. The State provides a guideline template to agencies in order to ensure that the money is spent in accordance with State and Federal requirements, and jurisdictions must review and adopt the Guidelines by resolution. He discussed the public outreach and next steps that are required prior to accepting applications from interested homebuyers. There is a current combined balance of \$469,231.40, and he requested feedback from the City Council regarding establish a maximum loan amount for each participant, with consideration to the preference of re-investing the money quickly into the community, versus helping the maximum number of applicants.

Councilmember Wilson asked if the City would be eligible to apply for more funding during the next Notice of Available Funding (NOFA) cycle, and if the Housing Element compliance would be a factor.

Mr. McCourt reviewed the NOFA timeline, and the effort towards updating the Housing Element.

There was an extensive general discussion regarding marketing efforts, public outreach, and the merits of providing assistance to more participants versus the time requirements for expending Program Income and getting the money back into the community. It was the consensus to establish a \$50,000 maximum loan amount.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve Resolution No. 19-5624; motion carried unanimously. Ayes: Wilson, Schuster, Franco, Moore and Stafford.

9E Consider authorizing the use of interns for CalRecycle Program and State Route 36 Safe Mobility Study Mr. McCourt reviewed the success of the City's grant task force, and the projects that staff has been working on utilizing the interns. The Council authorized the use of interns for projects that are completely reimbursable and the projects have been moving towards completion through this added staffing. The CalRecycle program and State Route 36 Safe Street Mobility Study are two additional programs that staff will be utilizing the intern workforce to implement. The City has a balance of \$15,000 through CalRecycle that has been utilized in the past for community clean up education and events. The Susanville Communities Study has been funded by Caltrans in the amount of \$8,000, and interns will be utilized for community outreach, data entry and other activities in support of conducting the study. This process is valuable to demonstrate success in utilizing funding, which in turn will put the City in a good position moving forward to receive additional funding.

Motion by Councilmember Schuster, second by Mayor pro Franco, to utilize intern staffing for the CalRecycle Grant and Safe Street Mobility Study; motion carried unanimously. Ayes: Schuster, Franco, Moore, Wilson and Stafford.

9F Discussion and direction to prepare budget for the 10 percent match of the upcoming larger airport projects Mr. McCourt explained that the Susanville Municipal Airport receives \$150,000 per year of entitlement funding through the Federal Aviation Administration (FAA) to pay for capital improvement projects. The funding, which can accumulate for four years, requires a ten percent match which the City budgets for annually. Mr. McCourt reviewed the upcoming projects that are approved as part of the Airport Capital Improvement Plan from 2020 through 2023, and based on those estimated

costs and required project match, the City will have a shortfall in the amount of project match needed to complete those projects. Mr. McCourt suggested that if the Council chooses to allocate \$15,000 additional funding in 2019 and 2020, and an additional \$10,000 in 2021, 2022 and 2023, then the City will have adequate project match for the entitlement funding received from the FAA.

The City Council discussed funding the projects at the Airport, the use of in-kind services as project match, the availability of matching funds through Caltrans, and the use of FAA funding to develop Capital Improvement Plans for the Airport. Mr. McCourt suggested that another option to consider would be to restrict the \$15,000 that is budgeted each year, so that it will accumulate and only be utilized for the City's required match. The Council discussed the proposed fencing project that was recommended to keep free-range cattle from the adjacent property.

It was the consensus of the City Council to bring back a resolution restricting use of \$15,000 which is budgeted annually.

9G Consider approving the purchase and install of a gate for the Pat Murphy Little League Ball Park
Removed.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A Main Street Construction Project Update Mr. Newton provided an update regarding the Main Street construction project. The conditions are poor, and generating a lot of negative feedback from the public. The Department started a Facebook page in order to keep the public informed regarding the status of projects. The Cap M project initiated by Caltrans and the Water Main Replacement project between Weatherlow and Park Street are under winter suspension. The weather conditions over the past few months have created additional problems with potholes and erosion. As soon as weather allows the crews to get back to work, the streets should be looking better by early to mid-summer.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Moore requested bringing an item back to address allowing food trucks in the City.

Mayor pro tem Franco requested an update on the park projects, and a status update regarding the acquisition of the triangle piece of property near Fruitgrowers Park.

Councilmember Schuster commented that she would like to discuss the property maintenance ordinance, particularly in reference to the Hotel Mount Lassen building.

Councilmember Wilson added that it would be a good idea to look at the entire zoning section of the Susanville Municipal Code, and discussed the opportunity for an indoor shooting range in the community.

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 8:49 p.m.

Respectfully submitted by

Gwenna MacDonald, City Council

Kevin Stafford, Mayor

Approved on: April 17, 2019