

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
June 5, 2019– 7:00 p.m.

Meeting was called to order at 7:00 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; Daniel Gibbs, City Engineer; Ryan Cochran, Police Captain; James Moore, Fire Chief; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Wilson, 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: No business.

4 RETURN TO OPEN SESSION:

Captain Ryan Cochran provided the Thought of the Day.

Mayor Stafford presented a Certificate of Recognition to Lassen High School's 2019 Valedictorian Ryan Elison and Salutatorian Jordanna Jones.

5 BUSINESS FROM THE FLOOR:

Yvonne Peterson provided information to the City Council regarding feral cat populations. She discussed the care and effort that she and others like her have dedicated to making sure that the stray cat populations are kept healthy and fed. She disputed the information in a recent article where the feral cat population was described as starving and diseased.

Jason Weir stated that he lives on Hall Street, and there is a vacant property around the corner, and even though it is tagged there are still people living in it.

Kevin Singletary, Vice President of the Susanville Peace Officers Association (SPOA) requested the discussion regarding a sales tax measure be placed on the next City Council agenda for discussion.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's April 22 and May 1, 2019 meetings
- B Approve **Resolution No. 19-5661** approving fiscal year 2018/2019 Risk Management services budget amendment
- C Approve **Resolution No. 19-5659** approving Supplement Agreements
- D Approve **Resolution No. 19-5657** authorizing SB1 Project Approval
- E Approve **Resolution No. 19-5663** approving contract with Plumas Sierra Rural Electric for Fiber Optic services at 66 North Lassen Street
- F Approve sale of City Surplus Vehicles and Equipment through Public Auction

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

7 PUBLIC HEARINGS:

7A Consider Resolution No. 19-5634 establishing and adopting Schedule of Fees for Fiscal year 2019/2020 Ms. Savage explained that the City annually reviews the fees for services provided, and makes adjustments as needed. The fees are from a wide variety of purposes from park use fees to building plan check fees, and the amount of the fee cannot exceed the cost for providing the service. Ms. Savage summarized the proposed changes for fiscal year 2019/2020 as follows:

- Police Mitigation Fees
- Streets Mitigation Fees
- Fire Mitigation Fees
- NSF Returned Fee and Stop Payment
- New (Administrative Fee for small claims and collections) Finance
- New (Minor Permit Fee for small projects) Building
- New (Towed Vehicle Release, Property Return Fee and Daily Gun Storage) Police
- Various Fire Department Fees

The amount estimated to be collected for all fees is approximately \$240,000.

At 7:17 p.m., Mayor Stafford opened the public hearing and requested comments.

There being no comments, Mayor Stafford closed the public hearing at 7:18 p.m.

Councilmember Wilson asked about the fee for gun storage.

Chief Jones responded that the costs is for confiscated guns or sometimes people give the guns to the PD for storage.

Motion by Councilmember Schuster, second by Mayor pro tem Franco to approve Resolution No. 19-5634; motion carried unanimously. Ayes: Schuster, Franco, Moore, Wilson and Stafford.

7B Consider Resolution No. 19-5664 authorizing Weed and Rubbish assessment and liens against certain real properties located within the City of Susanville: APN: 103-330-18/63 N. Weatherlow Chief Moore reported that a weed and rubbish nuisance was abated at a property located at 63 North Weatherlow in accordance with Susanville Municipal Code Chapter 8.28 Weed and Rubbish Abatement. In addition to the cost of abatement, a \$200 administrative fee has been assessed, for a total of \$600 to be reimbursed to the Code Enforcement budget.

Mayor Stafford opened the public hearing at 7:20 p.m. and requested public comments.

There being no comments, Mayor Stafford closed the public hearing at 7:21 p.m.

Mayor pro tem asked if there were other properties that are scheduled for abatement.

Chief Moore responded that the Department has established a weed abatement deadline, and after the deadline passes, will be implementing the yearly abatement process, and bring those properties to the Council for consideration as a group.

Motion by Councilmember Moore, second by Councilmember Wilson, to approve Resolution No. 19-5664; motion carried unanimously. Ayes: Moore, Wilson, Franco, Schuster and Stafford.

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

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 203887 through 204063 for a total of \$740,631.66 including \$470,202.05 in payroll warrants** Ms. Savage presented the vendors warrants for review.

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

9B **Consider approval of Resolution No. 19-5655 awarding 2012 STIP SC4 Project No. 18-01 project to Dig It Construction, Inc.**

9C **Consider approval of Resolution No. 19-5656 awarding 2012 STIP SC5 Project No. 18-02 Dig It Construction** Mr. Gibbs suggested that Items 9B and 9C be presented together, since they are related to STIP projects SC4 and SC5 to install asphalt over existing City streets at various locations. The projects were advertised and the company of Dig It Construction, Inc. was the lowest responsible bidder for each project.

Councilmember Wilson stated that he would abstain from the vote since his street is included in the project.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 19-5655 and 19-5656; motion carried unanimously. Ayes: Schuster, Franco, Moore and Stafford. Abstain: Wilson

9D **Consider approval of Resolution No. 19-5658 awarding bid for Main Street sidewalk repairs and replacement to Impact Construction** Mr. Gibbs reviewed bids received for the annual sidewalk repairs that are funded by Caltrans. Impact Engineering was the lowest responsible bidder.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to approve Resolution No. 19-5658; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

9E **Consider approval of Resolution No. 19-5660 approving and adoption Debt Management Policy** Ms. Savage explained that as part of the process for refinancing the Water and Natural Gas debt, the City must have adopted debt policies that set parameters for issuing debt, management of the City's debt portfolio and provide guidance to decision makers. Staff has been working with bond counsel to develop the policy.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 19-5660; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9F **Consider approval of Resolution No. 19-5662 accepting HUSA Annual Report and setting Public Hearing** Mr. Wilson reported that per the terms of the Streets and Highways Code requires the City to consider the annual fiscal report of the Historical Uptown Susanville Association (HUSA) and approve it by resolution. The Council then sets a public hearing to consider the levy of assessment for the upcoming fiscal year. Per the noticing requirements established by the government code, the public hearing could be set for July 3rd at 7:00 p.m.

Melanie Westbrook, HUSA President, stated that the City has been very helpful in the collection of assessments, and she asked if the Council had any questions regarding the report.

Councilmember Wilson noted that he receives feedback from some of the assessees that are not satisfied

with the District, and at some point it might be prudent to go back to the businesses and see if they still want the District.

Ms. Westbrook stated that the business owners should be more engaged in the process and this time, there are only four seats filled on the 9-member board.

David Teeter, Margie's Book Nook, informed the Council that if it chooses to not move forward with HUSA, then a commitment of effort needs to be made by the City for Economic Development. He is frustrated by the idea that people can not show up and participate in the hearing, but rather complain behind the scenes to a Council member and cause the District to be dissolved. He talked about the goals of HUSA beyond simply just a parking District, the events that are put on that are tremendously popular for the community, such as Safe and Sane Halloween and the Magical Country Christmas.

Mayor pro tem Franco discussed the feedback he has received from businesses located in Zone B and the limited benefit they receive from these events.

Ms. Westbrook talked about the obligation of the business owners during the events, and how the event brings people to the uptown, reminds them that the businesses are there, and gets them in the door. It is up to the business owners to make those contacts and take the opportunity to promote their business.

Mr. Teeter added that it will not matter if the City is successful in passing a sale tax measure, if there are no merchants there to make sales.

Councilmember Wilson commented that it is not a debate about whether or not HUSA is doing a good job promoting the events. The events are very popular, and the government process does not require that citizens personally represent themselves at City Council meetings in order to have a voice. The Council is elected to represent the constituents on many topics, and the Council is being asked to vote to impose a fee on business owners who are often speaking to the Council about their dissatisfaction with the District.

There was a general discussion regarding participation in the District by businesses, options to incentivize small business owners to locate in the historic uptown, and the economic benefit provided by HUSA events.

Motion by Mayor Stafford, second by Councilmember Wilson to approve Resolution No. 19-5662; motion carried by polled vote. Ayes: Stafford, Wilson and Schuster. No: Moore and Franco.

9G Consider approval of Resolution No. 19-5665 approving and adopting Lassen County and City of Susanville Emergency Operations Plan (EOP) Chief Moore reviewed the actions of the Lassen County Disaster Council and the City of Susanville to update the Emergency Operations Plan (EOP). The Integrated Emergency Operations Plan it is an all-hazard plan that describes how Lassen County and the City of Susanville will organize and respond to emergencies and disasters in the community. Lassen County Emergency Services Chief Ewing was the project leader and worked with Disaster Council members and stakeholders to develop a draft EOP. The draft Plan was tested during a table top exercise involving department members from both Lassen County and the City of Susanville. The scenario was a Hazardous Materials (HazMat) Incident during a Red Flag Warning occurring within the City limits. The Transportation-related HazMat incident resulted in shut down of the highway, along with health and life safety concerns. The document is available at the County Clerk's office, City Clerk's office, and on the Lassen County website under the OES page.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5665; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

9H Consider approval of contract with Buxton Company and Local Store Marketing and authorizing Mayor to execute agreement Mr. Wilson explained that City staff met with Buxton Company to discuss the benefit and options for partnering with Buxton to improve the City's economic development plan. Buxton provides a total marketing strategy that enables the community leaders to understand the consumer profile of their residents and to identify specific retailers and restaurants who seek a market with household purchasing habits that match the City's. Buxton company VP Lisa McCay provided a presentation at the City's May 23rd budget workshop, and staff was directed to move forward with entering into an agreement with Buxton Company. The City will have access to the same analytical information that retailers rely on to make site selection decisions. Mr. Wilson evaluated the City's economic strategy objectives, describing the role that Buxton will fill and the benefits provided by utilizing their services.

Councilmember Wilson stated that he was excited about the opportunity to add another layer in the economic vitality effort.

Mayor pro tem Franco added that it may not be the best timing wise for the cost of utilizing their services, but it's important to make every effort to move forward with attracting businesses to the community. He asked where the City was taking the money from to fund the services.

Ms. Savage responded that the cost would be coming from fund balance, and that it was important for the City to invest in its future.

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

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:

Councilmember Schuster requested that staff looking into the options for providing a second access route to Lassen College by the extension of Dave Anderson Drive southerly to tie into the Skyline Bypass road. In the event of a disaster, there is no way out of the campus if Highway 139 is blocked.

Mayor pro tem Franco addressed the comments made by Ms. Peterson at the beginning of the meeting regarding feral cats. The Council had discussed the problem with feral cats at the May 15th meeting, and while they are a problem in some neighborhoods, he wants people to be responsible for their animals. Some of the cats are fed and cared for, but that is not always the case.

Councilmember Wilson requested that staff follow up with LMUD regarding a grant to put a charging station in the community. He also requested that the discussion for a Sales Tax measure be added to the next meeting for consideration.

Mayor Stafford agreed with Mr. Wilson's request for the Sales Tax measure discussion.

15 ADJOURNMENT:

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

Meeting adjourned at 8:22 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Council

Approved on: July 17, 2019