

**SUSANVILLE CITY COUNCIL**  
**Special Meeting Minutes**  
**March 25, 2020– 3:00 p.m.**

Meeting was called to order at 3:00 p.m. by Mayor Stafford.

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

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney, and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

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

- A      Certification of Canvass of Votes by the County Clerk
- B      Consider **Resolution No. 20-5757** Declaring Election Results (General Municipal Election, March 3, 2020)
- C      Service Recognition
- D      Oath of Office — Certificates of Election: Councilmembers
- E      Reorganization of Council: Nomination of Mayor and Mayor pro tem

Ms. MacDonald reported that City Council consolidated its election with Lassen County and The County Clerk has issued the certified canvass of the election results. Councilmember Stafford, Wilson and McCourt have been elected to serve 4-year terms. Councilmember Brian Wilson has declined the appointment to office which creates a vacancy that must be filled by the City Council. Ms. MacDonald It is customary for the City Clerk to administer the Oaths of Office to those elected to serve, and after the Councilmembers are seated, the Council reorganizes by nomination of a Mayor and Mayor pro tem.

Ms. MacDonald administered the Oath of Office to Councilmember Stafford and Councilmember McCourt.

Ms. Ryan presented options for filling the vacancy, noting that a 15-day posting is required and the appointment for a 2-year term until such time as the next general election occurs.

Mayor Stafford commented that the City should stay consistent with what it has done in the past to fill vacancies.

Councilmember Schuster noted that it is necessary to follow the guidelines, and that the election results were clear in showing that Thomas Herrera was the fourth candidate.

Motion by Councilmember Schuster, second by Councilmember Moore, to approve Resolution No. 20-5757; motion carried. Ayes: Schuster, Moore, McCourt and Stafford.

The appointment of Mayor and Mayor pro tem was tabled until after the conclusion of Closed Session pending additional clarification regarding the filling of a vacancy on the Council requirements.

**2      PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.**

**3      CLOSED SESSION: At 3:20 p.m. the Council entered into Closed Session to discuss the following:**

- A      PUBLIC EMPLOYMENT – pursuant to Government Code Section §54957:
  - 1. City Administrator

- B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
- |                      |                                    |
|----------------------|------------------------------------|
| Property:            | Roop’s Fort Complex – Museum       |
| Agency Negotiator:   | Michael Wilson, City Administrator |
| Negotiating Parties: | Susanville Historical Society      |
| Under Negotiation:   | MOU Terms/Conditions               |

At 4:06 p.m. the City Council reconvened in Open Session.

**4 RETURN TO OPEN SESSION:**

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Deborah Savage, Finance Manager; Daniel Gibbs, City Engineer/Interim Public Works Director; Kevin Jones, Police Chief; and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that the City Council approved the agenda with no changes prior to Closed Session and that the Council met in Closed Session and direction was provided to staff.

Councilmember Schuster provided the Thought of the Day.

**5 BUSINESS FROM THE FLOOR:** No comments.

**6 CONSENT CALENDAR:**

- A Consider Fee Waiver Request for Lassen County Chamber of Commerce Annual Main Cruise Classic Car Show N' Shine on Saturday, June 27, 2020 and authorization for the Chamber to serve alcohol during the event.
- B Consider Fee Waiver Request for Lassen Family Services’ 7<sup>th</sup> annual Walk-a-Mile Event to be held on April 25, 2020.
- C Consider Appointment of Executive Officer for the Honey Lake Valley Recreation Authority
- D Consider Appointment of Air Pollution Control Officer for the Air Pollution Control District
- E Consider **Resolution No. 20-5754** accepting the City of Susanville’s Single Audit Report for Fiscal Year ending June 30, 2019

Motion by Councilmember Schuster, second by Councilmember Moore, to approve the consent calendar; motion carried. Ayes: Schuster, Moore, McCourt and Stafford.

**1E Reorganization of Council: Nomination of Mayor and Mayor pro tem** Ms. Ryan provided an update to the Council regarding the steps needed to appoint a candidate to fill the vacancy that was created by Councilmember Wilson declining his election appointment. The Notice of Vacancy must be posted for 15 days with the notification to interested parties that they must submit an application. Mr. Herrera would be required to submit an application as well. In addition, the Council can choose to interview the candidates, or just appoint to the office based upon the applications received.

Motion by Councilmember Schuster, second by Councilmember Moore, to post the notice of vacancy, receive applications, and make the appointment at the April 15, 2020 meeting; motion carried. Ayes: Schuster, Moore, McCourt and Stafford.

Motion by Councilmember Moore, second by Councilmember McCourt, to appoint Councilmember Schuster to serve as the Mayor; motion carried. Ayes: Moore, McCourt, Schuster and Stafford.

Motion by Mayor Schuster, second by Councilmember Mr.Court, to appoint Councilmember Moore to the position of Mayo pro tem; motion carried. Ayes: Schuster, McCourt, Moore 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 206137 through 206196 for a total of \$402,046.72 including \$281,956.40 in payroll warrants** Ms. Savage presented the vendor warrant report.

Councilmember McCourt asked if the vendor warrant report was needed and if so, was it required as a paper document.

Ms. Savage responded that it is required by law to be provided to the Council, however, the option to receive a digital copy only was up to each councilmember.

Motion by Councilmember Moore, second by Councilmember McCourt, to accept the report as submitted; motion carried. Ayes: Moore, McCourt, Schuster and Stafford.

**9B Consider Resolution No. 20-5753 authorizing the execution of Cooperative Agreement for the Federal Excess Personal Property (FEPP) Program** Chief Moore reviewed the 5-year Cal Fire Cooperative Agreement that the City has in place for the use of Federal property for fire protection services. There have been no changes in the on-going agreement.

Motion by Councilmember McCourt, second by Councilmember Stafford, to approve Resolution No. 20-5753; motion carried. Ayes: McCourt, Stafford, Moore and Schuster.

**9C Consider Resolution No. 20-5758 supporting declaration of Local Emergency in the City of Susanville relative to the Novel Coronavirus COVID-19**

**9D Consider Resolution No. 20-5759 authorizing the enforcement of all Health Laws within the City of Susanville by the Lassen County Public Health Officer** Chief Moore reported that items 9C and 9D are part of the mechanism by which local agencies are able to enforce health laws within the City limits as well as secure potential future funding for emergencies. Lassen County declared a local health emergency and this requires a ratification by the City Council.

Motion by Councilmember Moore, second by Councilmember Stafford, to approve Resolution No. 20-5758 and 20-5759; motion carried. Ayes: Moore, Stafford, McCourt and Schuster.

10 **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY:** No business.

11 **SUSANVILLE MUNICIPAL ENERGY CORPORATION:** No business.

12 **CONTINUING BUSINESS:**

**12A Discussion regarding Community Garden** Mr. Wilson explained that the Community Garden is located on a .83 acre parcel owned by the City, and operated through an agreement with the Lassen Aurora Network (LAN). Staff has been notified that LAN is no longer operational, however there have been members of the public interested in keeping the community garden operating and staff would like to open the discussion regarding a new agreement.

There was a general discussion regarding the success of the community garden, and the consensus of the Council was to have a report back from the group operating the garden.

**12B Discussion regarding Homelessness** Mr. Wilson stated that the issue of homelessness is a recurring agenda item as requested by City Council, however the focus with staff has been on the COVID-19 pandemic, all staff resources have been redirected during the quarantine period. There will be additional information provided at the April 1<sup>st</sup> meeting.

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A Update on COVID-19** Chief Moore and Chief Jones presented information relative to the steps taken by the City and the community to limit and prevent exposures to the COVID-19 virus. The lobby at City Hall would be closed to the public, and Mr. Wilson described the measures that would be taken to ensure that services would be provided by the Finance and Building Departments. Similar limitations would be in place at Public Works. Chief Moore provided information regarding the activities of the College, County and various agencies that are meeting daily to keep ahead of the scenario of having cases in Lassen County. There was a general discussion regarding virtual meetings for the City Council, and the decision to continue meeting at Jensen Hall was discussed.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

Mayor pro tem Brian Moore spoke regarding Dan Newton's service to the community and welcomed Mr. Gibbs as the Acting Public Works Director.

Councilmember McCourt requested that an item be brought to Council regarding the projects that all City Staff are currently working on so that the Council could discuss and prioritize those projects. Mr. Wilson responded that at the current time, all staff efforts are dedicated towards activities surrounding the quarantine.

Mayor Schuster thanked staff for inviting two Councilmembers to the recent staff meeting held weekly at City Hall. She commended staff for all of their hard work.

**15 ADJOURNMENT:**

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

Meeting adjourned at 5:11 p.m.

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Mendy Schuster, Mayor

Respectfully submitted by

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Gwenna MacDonald, City Clerk

*Approved on: June 3, 2020*