

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
April 15, 2020– 3:00 p.m.

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

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

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

1 APPROVAL OF AGENDA:

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

1A Review Letters of Interest and Consider Appointment of Applicant to fill Vacancy on the City of Susanville City Council Ms. Ryan reviewed the process required to fill the vacancy created with the resignation of Councilmember Wilson. The City posted the notice as required by GC 36512(b), and received one application/letter of interest from Thomas Herrera.

Motion by Councilmember McCourt, second by Mayor pro tem Moore, to appoint Thomas Herrera to fill the vacancy for a term expiring March 2022; motion carried unanimously. Ayes: McCourt, Moore, Stafford and Schuster.

The City Clerk administered the Oath of Office, and Mr. Herrera took a seat on the dais.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 3:10 p.m. the Council entered into Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT - pursuant to Government Code §54957:
 - 1. Approved Position List
- B CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section 54956.9(d)(1): Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville

At 4:15 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; Ryan Cochran, Police Captain; Kelly Mumper, City Planner; 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.

Mayor Schuster provided the Thought of the Day.

Mayor Schuster read a proclamation designating April 2020 as Lassen County Sexual Assault Awareness month.

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

6 **CONSENT CALENDAR:**

A Receive and file Financial Reports: February 2020

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

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A Consider approval of vendor warrants numbered 206197 through 206369 for a total of \$1,124,670.28 including \$483,383.46 in payroll warrants Ms. Savage presented the vendor warrant report.

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

9B Consider approval of Resolution No. 20-5762: 1)awarding Impact Construction and Excavating the bid for sidewalk repairs and replacements on Main Street (State Route 36) at various locations; 2)authorizing Mayor to execute a contract with Impact Construction and Excavating; 3)and amending the Public Works Streets budget in the amount of \$32,000 to complete desired work Mr. Gibbs reviewed the funding available to complete concrete sidewalk repair at 830, 1289, 1430 and 2212 Main Street. Impact Construction submitted the lowest bid at \$29,865, and the funding will be expended prior to the end of fiscal year 2019/2020. There were no questions or comments.

Motion by Councilmember Stafford, second by Mayor pro tem Moore, to approve Resolution No. 20-5762; motion carried unanimously. Ayes: Stafford, Moore, Herrera, McCourt and Schuster.

9C Consider approval of Resolution No. 20-5763 authorizing the Acting Public Works Director to initiate equipment purchase – backhoe/Public Works Water Division Mr. Gibbs explained that the backhoe is over 20 years old, with over 7,000 hours of use which is significant for a piece of equipment that is critical to the function of the department. California Air Resources Board requires off-road diesel equipment to meet a threshold of fleet average target rate beginning January 2019, and the City's fleet does not meet these thresholds. Staff has identified a 2019 Caterpillar 420 backhoe and funding is available in the Water Operations budget to purchase the equipment. The older backhoe will be designated as surplus equipment with the purchase of the new backhoe. There were no questions or comments.

Motion by Councilmember Stafford, second by Councilmember McCourt, to approve Resolution No. 20-5763; motion carried unanimously. Ayes: Stafford, McCourt, Herrera, Moore and Schuster.

9D Consider Ordinance No. 20-1025 amending Section 2.04.070 of the *Susanville Municipal Code* regarding City Council meetings and agenda order of business Mr. Wilson explained that a request was made by Council at its March 25, 2020 meeting to amend the order of business to allow for an invocation to be given at the beginning of the City Council meetings. An ordinance is required to amend the order of business, and staff has prepared Ordinance No. 20-1025 for consideration and introduction to change Section 2.04.070 of the *Susanville Municipal Code*.

Motion by Mayor pro tem Moore, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 20-1025; motion carried unanimously. Ayes: Moore, Stafford, Herrera, McCourt and Schuster.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider Ordinance No. 20-1022 amending Section 17 of the Susanville Municipal Code regarding Emergency Housing/Shelters: waive second reading and adopt** Mr. Mumper provided an update regarding the amendment of Section 17 of the Susanville Municipal Code in accordance with the Housing Element Update. The City Council reviewed the proposed changes at its April 1st public hearing, which essentially changes the zoning code to allow emergency housing by right instead of by Use Permit. The amendment is required to allow the City to move forward with certification of the 2019-2024 Housing Element update. There were no questions or comments.

Motion by Councilmember McCourt, second by Mayor pro tem Moore, to waive the second reading and adopt Ordinance No. 20-1022; motion carried unanimously. Ayes: McCourt, Moore, Herrera, Stafford and Schuster.

12B **Consider Ordinance No. 20-1023 amending Section 17 of the Susanville Municipal Code regarding Transitional and Supportive Housing: waive second reading and adopt** Mr. Mumper explained that this item is similar to the previous ordinance which amends Section 17 of the Susanville Municipal as required by the updates set forth in the 2019-2024 Housing Element. Transitional and supportive housing would be allowed by right, not by Use Permit, in various zones throughout the City.

Motion by Councilmember McCourt, second by Mayor pro tem Moore, to waive the second reading and adopt Ordinance No. 20-1023; motion carried unanimously. Ayes: McCourt, Moore, Herrera, Stafford and Schuster.

12C **Continuation of Resolution No. 20-5758 declaring a Local Emergency in the City of Susanville relative to the Novel Coronavirus COVID-19** Chief Moore reported that the City Council declared a local emergency on March 25, 2020 per Resolution No. 20-5758 and per GC 8630 must review and renew the need for the local emergency every 60 days until the local emergency is terminated. This item is a housekeeping item to extend the local COVID-19 emergency.

Councilmember McCourt thanked staff for their involvement on the local team assigned to keep the community protected during the quarantine.

Motion by Mayor pro tem Moore, second by Councilmember Herrera, to extend the emergency as established by Resolution No. 20-5758; motion carried unanimously. Ayes: Moore, Herrera, McCourt, Stafford and Schuster.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **COVID-19 Report** Chief Moore provided an update regarding the COVID-19 pandemic. The team that is staffed by City, County and State agencies meets twice per week, and has multiple plans in place for various scenarios, should the virus have an impact on Lassen County. So far, there have been zero positive tests and 85 negative tests. He extended his appreciation to the City Council for its support of staff during this time.

There was a general discussion regarding supporting the Lassen High School Class of 2020 to acknowledge their graduation and accomplishments.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember McCourt expressed his appreciation for City staff, and encouraged those present to support staff, to get involved, and to extend thanks whenever possible. He stated that staff is often overworked and would like to see the Council more involved in setting priorities for projects.

Councilmember Herrera thanked those who supported his campaign and appointment to the City Council and stated that he was proud to be representing his community. He thanked Chief Jones and Chief Moore for all their hard work during the COVID-19 pandemic.

There was a general discussion regarding the 2020/2021 Budget Workshop, and it was the consensus of the Council to schedule for April 29, 2020 at 10:00 a.m.

15 ADJOURNMENT:

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

Meeting adjourned at 4:45 p.m.

Mendy Schuster, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: June 17, 2020