

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
May 6, 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, Thomas Herrera, 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 McCourt, to approve the agenda as submitted; motion carried unanimously. Ayes: Moore, McCourt, Herrera, Stafford and Schuster.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 3:03 p.m. the Council entered into Closed Session to discuss the following:

- A CONFERENCE WITH LEGAL COUNSEL – Pursuant to Government Code Section 54956.9
Anticipated Litigation
- B 1 PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54757:
Public Employment: City Attorney Contract Evaluation
- 2 PUBLIC EMPLOYMENT-- pursuant to Government Code §54957:
Interim City Administrator - Interviews

At 4:55 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; Heidi Whitlock, Assistant to the City Administrator; 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 that the Council would be going back to Closed Session at the conclusion of Open Session. Mr. Wilson requested that the Council consider Item 9H prior to Item 9A.

Mike Wilson provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Tiffany Russell provided information to the City Council regarding the establishment of a Puncture Vine Day on June 4th. The participation of the community is requested to focus on the eradication of puncture vines, also referred to as goat heads, from Lassen County. She asked that a flyer regarding the event be placed in city utility billings to help notify all the citizens of Susanville.

Seth Anderson offered to pay for a Facebook advertisement to notify the community.

Ms. Savage indicated that to print and mail flyers would be a use of enterprise funding which would require an action by the City Council to authorize.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's January 29, February 5, 18, 19 and March 4, 2020 meetings
- B Receive and file Financial Reports: March 2020
- C Approve **Resolution No. 20-5766** authorizing the closure of South Gay Street for the Farmer's Market in the Uptown Susanville District, Pancera Plaza
- D Approve **Resolution No. 20-5772** approving the appointment of representatives to various Boards and Commissions

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:**

9H **Consider approval of Resolution No. 20-5771 supporting the Lassen High School 2020 Graduation event** Mr. Gibbs reported that the Lassen Union High School District has requested the City's support for a modified graduation ceremony that would be held June 5th from 4:00 p.m. to 6:00 p.m. The event would require the closure of Riverside Drive to allow a drive-through style ceremony on campus. Traffic control and support for the event would be provided by the Police Department and Public Works Department, and the District is requesting that the costs associated with the event that are incurred by the City be waived. Mr. Gibbs invited comments or questions from the City Council.

Councilmember Herrera commented that in a small town like Susanville, these special moments such as high school graduations are very important and he supported the event.

Mayor Schuster spoke in support of Lassen High School and stated that she was very much in favor of doing everything possible to recognize the achievements of the graduates.

Motion by Mayor pro tem Moore, second by Councilmember Herrera, to approve Resolution No. 20-5771; motion carried unanimously. Ayes: Moore, Herrera, McCourt, Stafford and Schuster.

9A **Consider approval of vendor warrants numbered 206370 through 206565 for a total of \$1,644,117.81 including \$490,712.48 in payroll warrants** Ms. Savage reviewed the vendor warrant report.

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

9B **Consider approval of Resolution No. 20-5764 approving contract extension of Tuscarora Pipeline Natural Gas Transportation agreement** Mr. Gibbs reviewed the natural gas transportation agreements that the City has on record with Tuscarora Pipeline from 2001. The agreements provide transportation per day on the Gas Transmission line between Malin Oregon and the City gate connection at Chappius Lane. The City entered into four agreements because initially the load was growing over the first five years of the system, however it may now combine the agreements into one for the full 1,000 Dth per day capacity. There were no questions or comments.

Motion by Councilmember Stafford, second by Councilmember McCourt, to approve Resolution No. 20-5764; motion carried unanimously. Ayes: Stafford, McCourt, Herrera, Moore and Schuster.

9C Consider approval of Resolution No. 20-5765 authorizing execution of engineer services agreement with Farwest Corrosion Control Company Mr. Gibbs reported that in accordance with the City's Pipeline Integrity Management Plan, surveys are required to maintain the City's natural gas system from the gate along Johnstonville Road and Center Road to the Chappius Lane pressure reducing station. Specialized technicians conduct surveys to collect data and analyze the high-pressure line. The City received proposals from two companies and Farwest submitted the most competitive bid of \$83,801.00.

There were no questions or comments.

Motion by Councilmember Stafford, second by Councilmember McCourt, to approve Resolution No. 20-5765; motion carried unanimously. Ayes: Stafford, McCourt, Herrera, Moore and Schuster.

9D Consider approval of Resolution No. 20-5767 authorizing execution of agreement with the California Utilities Emergency Association (CUEA) for emergency responses on behalf of the City Mr. Gibbs explained that the California Utilities Emergency Association provides response support for agencies providing utility services. It operates and oversees a Statewide Integrated Utility Emergency Management system that provides resources and support in times of crisis or in the event of other emergencies that create a negative impact for the residents of the community. The benefit of membership to City would include providing a safer natural gas system, have immediate responses to local emergencies and provide training to employees.

Motion by Councilmember Stafford, second by Councilmember McCourt, to approve Resolution No. 20-5767; motion carried unanimously. Ayes: Stafford, McCourt, Herrera, Moore and Schuster.

9E Consider approval of Resolution No. 20-5768 authorizing execution of professional services agreement with Full Spectrum, Inc. Mr. Gibbs explained that the City has utilized the services of Full Spectrum, Inc. for technical assistance related to the SCADA System since 2011. Their expertise in providing assistance to the City's management of the natural gas and water system has become invaluable to the City. The proposed agreement outlines the scope of services that Full Spectrum, Inc. would be providing to the City are related primarily to the SCADA system and vary depending on specific needs of the Cady Springs Pump Station project. No questions or comments.

Motion by Councilmember Stafford, second by Councilmember McCourt, to approve Resolution No. 20-5768; motion carried unanimously. Ayes: Stafford, McCourt, Herrera, Moore and Schuster.

9F Consider approval of Resolution No. 20-5769 adopting Recruitment and Hiring Policies for all employee classifications Mr. Wilson summarized the recruitment and hiring policies that have been developed to establish fair and consistent hiring practices for all employee classifications. It memorializes recruitment, screening, interview and hiring policies for employees that have been conducted by established practices through the City Administration Department. Recruitments for Department Heads or the City Administrator positions will include a higher level of involvement from the City Council in the participation process.

Chief Jones commented that the policies do not include City-sponsored positions such as the Academy candidates, and he requested that the section related to the Police Department be amended to include those employees.

Motion by Councilmember Moore, second by Councilmember Stafford, to approve Resolution No. 20-5769 with the exception to the section related to the Police Department as suggested; motion carried unanimously. Ayes: Moore, Stafford, Herrera, McCourt and Schuster.

9G Consider appointment of members to the Ad Hoc Committee for the City Administrator hiring process Mr. Wilson explained that the first round of applications for City Administrator have been received and the review date is scheduled for May 7, 2020. As part of the procedures for hiring Department Heads, and ad hoc committee consisting of two City Council members and the City Administrator work to form the Community and Professional Interview panels and review the proposed interview questions. Mayor Schuster and Councilmember Stafford served on the ad hoc for the previous City Administrator recruitment and both have indicated their willingness to continue with the committee.

Motion by Councilmember Moore, second by Councilmember Herrera, to appoint Councilmember Stafford and Mayor Schuster to serve on the ad hoc committee; motion carried. Ayes: Moore, Herrera and McCourt. Abstain: Stafford and Schuster.

9H Consider approval of Resolution No. 20-5771 supporting the Lassen High School 2020 Graduation event

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider Ordinance No. 20-1025 amending Section 2.04.070 of the Susanville Municipal Code regarding City Council meetings and agenda order of business: waive second reading and adopt Mr. Wilson reviewed the proposed amendment to the Susanville Municipal Code that would allow for an Invocation to be given at the beginning of the meeting. The ordinance was introduced at the April 15, 2020 meeting.

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

13 CITY ADMINISTRATOR'S REPORTS:

13A COVID-19 Report Chief Moore and Barbara Lange provided an update regarding the COVID-19 pandemic. The team is meeting weekly, progress has been made with the State Health Department regarding negative testing, and the steps needed to take in order to begin opening things back up again.

13B Homeless Discussion Mr. Wilson stated that this is a recurring item on the agenda to provide an opportunity for the City Council to discuss any updates or new information regarding the subject of homelessness in Susanville.

Councilmember McCourt suggested that the City could consider the installation of dumpsters or portable toilets at locations along the river so that the trash does not become an issue. He invited those present to a clean up day that was scheduled on May 7th, and everyone is meeting at the Pat Murphy ball field.

There was a general discussion regarding utilizing City property to establish an area where campers could stay that would protect the Susan River corridor. There was a general discussion about the utilization of City property versus County property as a location for housing campers.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember McCourt requested that the discussion of City priorities and projects be added to the agenda to provide the City Council an opportunity to prioritize projects and give the chance to communicate the value of City staff to the public.

Mr. Wilson responded that the item has been postponed as staff continues to deal with the COVID-19 crisis.

15 ADJOURNMENT:

At 5:23 p.m. Mayor Schuster called for a 5-minute recess before reconvening in Closed Session.

Mr. Wilson reported out of Closed Session that Jessica Ryan resigned her official title of City Attorney for the City of Susanville but will continue to provide legal services on an as-needed basis and Police Chief Kevin Jones has been appointed to serve as Interim City Administrator effective May 11, 2020.

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 6:15 p.m.

Mendy Schuster, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: June 17, 2020