

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**June 3, 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: Kevin Jones, Police Chief/Interim City Administrator; Margaret Long, City Attorney; and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

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

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

**3      CLOSED SESSION: At 3:05 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      PUBLIC EMPLOYMENT—pursuant to Government Code §54957:
  - 1. Approved Position List
    - a. Honey Lake Valley Recreation Authority – Pool Director/Manager
    - b. Assistant to the City Administrator
    - c. City Clerk
- C      CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
  - 1 Agency Negotiator: Chief Kevin Jones, Interim City Administrator
  - Bargaining Unit: SPOA

At 4:07 p.m. the City Council reconvened in Open Session.

**4      RETURN TO OPEN SESSION:**

Staff present: Kevin Jones, Police Chief/Interim City Administrator; Margaret Long, City Attorney; James Moore, Fire Chief; Deborah Savage, Finance Manager; Daniel Gibbs, City Engineer/Interim Public Works Director; Heidi Whitlock, Assistant to the City Administrator; Ryan Cochran, Police Captain/Acting Police Chief; and Gwenna MacDonald, City Clerk.

Chief Jones, Interim City Administrator 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 direction was given to staff on both items.

Chief Kevin Jones, Interim City Administrator provided the Thought of the Day.

Mayor Schuster presented Lassen High School Class of 2020 co-Valedictorians Kaitlyn Nakanishi and Gabriela Neilsen a certificate honoring their achievement. She presented the Class President a Key to the City and proclamation observing June 5, 2020 as "We Are Lassen" day.

Mayor Schuster announced that Item 13E would be considered prior to Business from the Floor, due to the large number of people in attendance for that item.

**13E Discussion regarding Diamond Mountain Golf Course** Chief Jones explained that the discussion of the Golf Course has focused on rates, fees, and opportunities to minimize the subsidy that is required from the General Fund. There have been meetings held to discuss options and a lot of great ideas have come from those discussions. The focus was not to close 9 holes, but on how to reduce costs and save money without having to resort to closing 9 holes. The discussion has focused on marketing, tournaments, consideration of long-term goals and options for the restaurant. The meeting today is simply a discussion of options, and there would not be a decision or vote made on this item which is agendized as a discussion only item.

Mayor Schuster stated that she has been receiving phone calls regarding this item and wanted to go on record as being opposed to the golf course being reduced to 9 holes.

Councilmember Herrera commented that he had many people encouraging him to run for City Council, and as a councilmember it is his responsibility to identify ways for the City to operate with more efficiency and to save money. At this time, the General Fund is subsidizing the Golf Course at roughly \$84,000 per year and the focus has to be on cutting costs and understanding that the General Fund cannot subsidize an enterprise fund without some other aspect of City services suffering because of it. He added that the Golf Course will only thrive with the support of the community, and he urged all of those present to do their part by promoting the sport of golf amongst their friends and family. Whether it is tournaments or fund raisers, the City needs the help of the golf community in order to keep it afloat.

Mayor Schuster opened the floor for public comments.

Sherry Lindsey requested that the golf course restrooms be opened.

Elizabeth Norton, Ron Jarrell, Jim Ernaga, Sophia Wages, John Shaw, and one unidentified citizen all spoke in favor of keeping Diamond Mountain Golf Course as an 18-hole course.

At 4:53 p.m. Mayor Schuster thanked everyone for their comments and called for a five-minute recess to allow those present to excuse themselves prior to continuing with the meeting, if they chose to.

At 4:58 Mayor Schuster reconvened the meeting.

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

**6 CONSENT CALENDAR:**

- A Approve minutes from the City Council's March 18, 29, April 1, 2020 meetings
- B Approve Interim City Administrator Agreement

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:**

**7A Consider Ordinance No. 20-1026 of the City of Susanville, California, amending penalty provisions and adding a Notice of Violation and Certificate of Compliance provisions of Chapter 16 of the City Municipal Code: waive the first reading and introduce**

At 5:00 p.m. Mayor Schuster opened the public hearing and requested the staff report.

Mr. Mumper explained that the City of Susanville is currently in need of adopting a Certificate of Compliance (CoC) ordinance, application process and fees. A certificate of compliance document is issued by the City Engineer, with concurrence by the City Planner, that is suitable for recordation with the Lassen County Recorder's office stating, with or without conditions, that a certain lot or lots complies with the provisions of Title 16. The Certificate is also reviewed to ensure compliance with the intent of the Subdivision Map Act and that the parcel(s) are legal lots, given the year that they were created. Currently, property owners in Susanville lack the ability to have a Certificate of Compliance showing that their property is a legally compliant lot. The Lassen County Surveyor's office has provided services where needed in the past however it is important for the City to adopt its own process.

There being no questions or comments, Mayor Schuster closed the public hearing at 5:03 p.m.

Motion by Councilmember McCourt, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 20-1026; motion carried unanimously. Ayes: McCourt, Stafford, Herrera, Moore and Schuster.

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

**9** **NEW BUSINESS:**

**9A** **Consider approval of vendor warrants numbered 206638 through 206705 for a total of \$468,291.36 including \$260,785.04 in payroll warrants** Ms. Savage reviewed the vendor warrant report.

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

**9B** **Consider purchase of Hangar #20 at the Susanville Municipal Airport** Chief Jones explained that as part of the land lease agreement with hangar owners that the City has first right of refusal for purchasing the hangar. The City was notified by the owner of Hangar #20 that it had already sold the hangar in December 2019, and the transaction was recently completed. City Council permission to transfer ownership is requested, and unless the City proposes to engage in a breach of contract with the former owner, this item is a formality only to memorialize that the City will not be purchasing the hangar.

Motion by Councilmember Schuster, second by Councilmember Herrera, to not pursue purchase of Hangar #20; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**9C** **Consider Ordinance No. 20-1027 amending Section 2.04.140 and Section 2.04.150 of the Susanville Municipal Code: waive first reading and introduce** Chief Jones reported that it was the recommendation of Counsel that the Susanville Municipal Code be amended to reflect that the parliamentary procedure followed by the City Council is more closely aligned with Rosenberg's Rules and not Robert's Rules of Order. Ordinance No. 20-1027 will amend Section 2.04.140 and 2.04.150 regarding Motions and Rules of Order.

Motion by Councilmember Stafford, second by Councilmember Herrera, to waive the first reading and introduce Ordinance No. 20-1027; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**9D** **Consider proposed changes to City of Susanville Approved Position List and provide direction to staff** Chief Jones explained that the proposed changes to the Approved Position List as reviewed and discussed by City Council in closed session were to amend the Assistant to the City Administrator position to Range 143, to amend the City Clerk / Executive Officer to HLVRA, and authorize the Swimming Pool Manager position to be increased to full time. Chief Jones requested a vote on approval for each time.

Motion by Mayor pro tem Moore, second by Councilmember Herrera, to approve the reclassification of the Assistant to the City Administrator position to Range 143; motion carried unanimously. Ayes: Moore, Herrera, McCourt, Stafford and Schuster.

Motion by Councilmember Stafford, second by Mayor pro tem Moore, to approve the combined position of City Clerk/Executive Officer to HLVRA; motion carried unanimously. Ayes: Stafford, Moore, McCourt, Herrera and Schuster.

Motion by Councilmember Herrera, second by Councilmember Stafford, to approve the reclassification of the Swimming Pool Manager position to full time; motion carried unanimously. Ayes: Herrera, Stafford, McCourt, Moore and Schuster.

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

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

**12**     **CONTINUING BUSINESS:**

**12A**    **Consider Resolution No. 20-5773 of the City Council of the city of Susanville amending Resolution No. 19-5634 to add schedules fees for obtaining a Certificate of Compliance** Mr. Mumper reported that the City is in need of adopting a Certificate of Compliance ordinance, application and process to allow citizens to determine whether or not their real property owned within the City of Susanville complies with the provisions of the Subdivision Map Act. Mr. Mumper reviewed the proposed fee structure and requirements for processing the requests. There were no questions or comments.

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve Resolution No. 20-5773; motion carried. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**13**     **CITY ADMINISTRATOR'S REPORTS:**

**13A**    **Redflex Item** Chief Jones presented information regarding an automated traffic enforcement system that is designed to improve enforcement at red lights in intersections. The cost of the system is significant, and in larger cities where there is an increased traffic volume over what is typically seen at the City, the costs are easily recovered. In working with the Public Works Department, it is estimated that the cost would be approximately \$20,000-\$30,000. The item has been brought to Council to determine whether or not the Council would like staff to continue working to research and bring back further information such as traffic studies and other research that is going to be time consuming and take up a significant amount of staffing time.

It was the consensus of the City Council to not pursue the Automated Traffic Enforcement system.

**13B**    **COVID-19 Report** Chief Moore provided an update regarding COVID-19, stating that the numbers are holding at 5 positives and 1,083 negatives. He stated that Lassen County was the only county in the country to observe a reduced phase once a positive test had resulted. He discussed the plan to move forward with the local plan to phase reopening the community.

**13C**    **Homeless Discussion** Chief Jones stated that with respect to the camping ordinance, the advice of Counsel is that the ordinance should focus on establishing a prohibition where people are not allowed to camp. There are only a few viable options for City owned property to allow camping, if the City Council voted to move forward with updating the camping. There was a general discussion regarding the camping ordinance and the importance of keeping the river corridor free from garbage and pollutants.

**13D Discussion regarding Transient Occupancy Tax (TOT)** Chief Jones stated that the City has not raised its Transient Occupancy Tax since 2004, and an increase would have to be put to the voters. The deadline for the November election is in early August so direction from City Council is needed if it is something that they want to pursue. There was a discussion regarding the cost to put a measure on the ballot, the benefit of proposing the increase and the potential affect it would have on other ballot measures. It was the consensus of the City Council to move forward with the process.

*13E Discussion regarding Diamond Mountain Golf Course*

**14 COUNCIL ITEMS:**

Mayor pro tem Moore requested an update regarding the economic development efforts with Buxton.

Mayor Schuster requested an item related to graffiti be brought back as a future agenda item.

**14A AB1234 travel reports:**

**15 ADJOURNMENT:**

At 5:54 p.m. Mayor Schuster called for a 5-minute recess before reconvening in Closed Session.

At 6:34 p.m. the City Council reconvened in Open Session.

Chief Jones reported out of Closed Session that direction was provided to staff.

Meeting adjourned at 6:35 p.m.

Respectfully submitted by

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Gwenna MacDonald, City Clerk

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Mendy Schuster, Mayor

*Approved on: July 15, 2020*