

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
July 1, 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 Heidi Whitlock, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember Herrera, second by Councilmember McCourt, to approve the agenda with the addition of item 9I as an emergency item. Motion carried unanimously. Ayes: Stafford, Moore, Herrera, McCourt and Schuster.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 3:04 p.m. the Council entered into Closed Session to discuss the following:

- A 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
- B CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Kevin Jones
 Bargaining Unit: Firefighters
 - 2 Agency Negotiator: Kevin Jones
 Bargaining Unit: SPOA
- C PUBLIC EMPLOYMENT—pursuant to Government Code §54957:
 - 1 Interim City Administrator Evaluation

At 4:13 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; Ryan Cochran, Police Captain; Kelly Mumper, City Planner and Heidi Whitlock, City Clerk.

Chief Jones, Interim City Administrator, reported that the City Council approved the agenda with the addition of item 9I prior to Closed Session and that the Council met in Closed Session and that direction was given to staff.

Mayor Schuster offered the Invocation.

5 BUSINESS FROM THE FLOOR: None.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's, May 20, 2020 meeting
- B Approve **Resolution No. 20-5790**, authorizing the Public Works Director to 1) execute a Notice of Completion and 2) the Finance Manager to release all remaining funds due ST

Rhoades Construction Inc., the contractor, for Project Nos. 16-01 and 16-02 also known as 2012 STIP 'SC-2' and 'SC-3" Pavement Overlays.

- C Approve **Resolution No. 20-5794**, approving Amendment to Land Lease Agreement for Hangar #11 at Susanville Municipal Airport
- D Approve of **Resolution No. 20-5795**, approving Ground Lease Agreement for Hangar #20 at Susanville Municipal Airport
- E Monthly Financials for May 2020
- F Golf Course Update

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

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:
Mayor Schuster stated that she attended the Lassen County Transportation Commission (LCTC) and heard that CalTrans was talking about expanding a section of Highway 139 up to the hospital.

Mr. Gibbs responded that the information was correct however, it was about five (5) years out.

9 NEW BUSINESS:

9A Consider approval of vendor warrants numbered 206706 through 206939 for a total of \$403,024.21 including \$268,052.75 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 Resolution No. 20-5791, Authorizing Use of Risk Management Funding to Abate Certain Materials at Sierra Road Property Mr. Gibbs stated that this item was related to the dog park and the area required the removal of materials located on the site. He continued that risk management funds would be used and only one bid was received to perform the clean-up. He concluded by stating the fence is up and the park, ADA access is in progress, and that donations have been received from multiple business owners.

Motion by Mayor pro tem Moore, second by Councilmember Herrera, to Resolution No. 20-5791; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9C Consider Resolution No. 20-5793, Approval of Invoice Cloud Inc. Biller Agreement/Proposal for Online Utility Bill Payment Services and Caselle Software & Services Proposal Ms. Savage introduced Stefanie Steward and Marci Rojas to present the Invoice Cloud software.

Ms. Steward stated that six (6) companies were contacted and five (5) responded but only two (2) worked with the current finance software with one company having a partnership with ICloud. Ms. Steward continued that ICloud has many modules and is always adding more to best work with agencies using it. The list of features presented included: three reminder emails, 27 branded emails (flyers), one-click payment in email, text reminders, ability to link multiple accounts to pay all at once, paperless billing and the ability to make the bills seen look exactly as they do now.

Ms. Rojas provided information on merchant fees and the comparison on what is paid now as well as the fee to be charged to the customer of \$3.50 if paid online or \$0.95 if they choose to route it from their checking account. She continued that most customers are requesting the service and it would save the City money as well.

Ms. Steward added that, with COVID, far more requests are being made daily.

Motion by Councilmember McCourt, second by Councilmember Herrera, to Resolution No. 20-5793; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9D Consider Ordinance No. 20-1028, amending Title 8 to add Section 8.53 of the Susanville Municipal Code: waive first reading and introduce Mr. Mumper stated that shopping carts continue to be an issue within the community. This Ordinance will enable the City to work with businesses in establishing a procedure to work with the City to reduce abandoned carts in the area. He stated that businesses will have 24 hours to pick up a cart once found and, if the carts are not collected, two (2) offenses in 90 days will require a geofence to be installed.

Mr. Jones added that there are at least two large companies that have cart recovery teams but, they are not at our local stores. He added that there are some companies that just do not care and we needed to get them to comply as they seem to be the biggest issue.

Motion by Councilmember Herrera, second by Councilmember McCourt, introduce Ordinance No. 20-1028 and bring back at the next meeting; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9E Consider Resolution No. 20-5787, proposing an increase in TOT per Ordinance No. 1029, to be submitted to the voters on November 3, 2020 election Mr. Jones stated that the item presented needed to be approved by Council to be placed on the ballot.

Bill Ellena voiced his concern on the public voting on the TOT as there is not a lot of information on the topic for them to review. He added that TOT is typically used to promote tourism and, if it passes, he would suggest picking an area to focus on.

Gary Felt (public) stated that he was not in support of the increase unless the money went towards tourism whether the golf course, the Chamber of Commerce, or something other than it just being placed in the general fund.

No motion was made to approve Resolution No. 20-5787.

Bill Ellena offered to make a \$1,000 donation to the Diamond Mountain Golf Course.

9F Consider Ordinance No. 20-1030, amending Section 12.32.320 and 12.32.330 of the Susanville Municipal Code: waive first reading and introduce Mr. Cochran stated that the City has experienced an increase in camping along the river and, in most instances, items are left behind in the camping area or in the Susan River. With signage and education, campers have moved from along the river, but many have moved to camp in other areas within the City. He continued that the request is being made to amend sections 12.32.320 and 12.32.330 of the Susanville Municipal Code to replace section C on both sections to state "Within 100 feet of the Susanville Police Department, Susanville Fire Department and Susanville Public Works Department.

Motion by Mayor pro tem Moore, second by Councilmember Stafford, to introduce Ordinance No. 20-1030 and bring back at the next meeting; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9G Consider Ordinance No. 20-1031, amending Section 2.04.040 of the Susanville Municipal Code: waive first reading and introduce (meeting times) Mr. Jones requested that the normal meeting times be changed to 4:30pm and 5:30pm instead of 6:00pm and 7:00pm. This change will still enable the public to attend after 5pm but will be a benefit to staff who attend the meetings. He requested the introduction of the Ordinance and to bring the item back at the next meeting.

Motion by Councilmember Herrera, second by Councilmember Stafford, to introduce Ordinance No. 20-1031 and bring back at the next meeting; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9H Consider Resolution No. 20-5796, City of Susanville Freezing Employee Hiring Mr. Jones stated that it was requested that he present a hiring freeze resolution for consideration of the Council. He reviewed the previous decision to fill vacant positions only after presented and approved by the Council.

Motion by Councilmember Stafford, second by Councilmember McCourt, to adopt Resolution No. 20-5796; motion failed. Ayes: Stafford & McCourt Nos: Moore, Herrera & Schuster.

9I Consider Resolution No. 20-5799 in support of the County of Lassen Declaration relative to the Novel Coronavirus – COVID-19 and the transport of inmates into the County Mr. Jones provided a brief explanation of the resolution passed by Lassen County and requested that Resolution No. 20-5799 be adopted to show support of the County's decision relating to the transport of inmates into the local California Department of Corrections.

Motion by Councilmember Herrera, second by mayor pro tem Moore, to adopt Resolution No. 20-5799; motion carried unanimously. Ayes: Herrera, Moore, McCourt, Stafford & Schuster.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: None.

13 CITY ADMINISTRATOR'S REPORTS:

13A COVID-19 Report Chief Moore provided a brief update regarding COVID stating that all staff at CDC should be tested on Monday, July 6th if not already completed and that all inmates should be done by today, July 1st.

Mr. Jones added that they met with both the California Correctional Center (CCC) and High Desert State Prison (HDSP) and that they are now in constant communication with them.

13B Homeless Discussion Mr. Jones provided a brief update regarding the proposed campground and that he would be visiting the site with someone to review the location.

14 COUNCIL ITEMS: None.

14A AB1234 travel reports: None.

15 ADJOURNMENT:

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

Meeting adjourned at 5:39 p.m.

Mendy Schuster, Mayor

Respectfully submitted by

Heidi Whitlock, City Clerk

Approved on: August 5, 2020