

**SUSANVILLE CITY COUNCIL**  
**Special Meeting Minutes**  
**September 9, 2020– 4:30 p.m.**

Meeting was called to order at 4:30 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 (phone); and Heidi Whitlock, City Clerk.

**1      APPROVAL OF AGENDA:**

Mr. Jones stated that the meeting agenda, although posted in required physical location, was not posted in time on the website. He added that, due to it not making it on the website, it is being proposed that the Council not hear items requiring action and that those items be placed on the next agenda. It was also requested that item 12A be moved to after 13C and 13C be heard prior to 13A. Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the agenda with the mentioned changes. Motion carried unanimously. Ayes: Stafford, Moore, Herrera, McCourt and Schuster.

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

**3      CLOSED SESSION: At 4:30 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):
  - 1&2.    Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville
  - 3        Lois Stein and Randall Stein vs. Susanville City Council, City of Susanville
- B      PUBLIC EMPLOYMENT—pursuant to Government Code §54957:
  - 1      Hire/Appointment City Administrator
  - 2      City Administrator Evaluation

At 5:30 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 (phone); James Moore, Fire Chief; Deborah Savage, Finance Manager; Dan Newton, Public Works Director; Ryan Cochran, Police Captain; Dow Davis, Building Official; and Heidi Whitlock, City Clerk.

Mayor Schuster announced that the Council met in closed session and that Chief Jones has been appointed to the position of City Administrator/Chief of Police and that a contract would be ratified at the next meeting.

Mayor Schuster offered the Invocation.

Mr. Jones offered recognition of Chief Moore for his cooperation in the evacuation of parts of the City due to the fires and also stated that he had an action plan ready to go in case the fire got worse. Mr. Jones concluded that Chief Moore also had information to share.

Chief Moore read a letter received from FEMA stating that the City was awarded \$761,904 in federal funding to purchase a new ladder truck. He added that there is a match but, after many years of applying for the grant, he was extremely excited about being awarded.

**5 BUSINESS FROM THE FLOOR:**

**John Chan (Public)** provided information and a video on the river trail and requested that the City bring back the adopt a river segment idea.

**6 CONSENT CALENDAR:**

~~A — Approve minutes from the City Council's August 5 and 12, 2020 meetings~~ Item removed

~~B — Consider Resolution No. 20-5813, authorizing Geothermal Budget amendment/CARES~~ Item removed

**7 PUBLIC HEARINGS:** None.

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.

**9 NEW BUSINESS:**

~~9A — Consider approval of vendor warrants numbered 207275 through 207425 for a total of \$769,651.90, including \$577,934.62 in payroll warrants~~ Item removed

~~9B — Consider Resolution No. 20-5814, authorizing contract with Target Solutions~~ Item removed

~~9C — Consider Resolution No. 20-5815, authorizing contract with CALFire for the Emergency use of Facilities at the Susanville Municipal Airport~~ Item removed

**9D Consider Resolution No. 20-5817, Acceptance of donation for the Diamond Mountain Golf Course Sponsorships** Mr. Jones stated that the approval of the Resolution will be brought back at the next meeting however, since being at City Hall, he has met with many people regarding the golf course. He added that, in the last three months, the course is doing better financially and it is almost in the black. He continued that there is now someone in the pro shop who is doing a great job as well as all the volunteers and there have been multiple donations and sponsorships. He concluded that this group of individuals have brought in over \$6,000 in funds.

**Sophia Wages (Public)** presented tips received from cart washing to be added to the fund.

**Ron Jarrell (Public)** voiced concern with the age and state of equipment currently being used and stated that they needed to be replaced. He added that an aerator had been purchased with volunteer funds and that will be used soon and they hope to raise an equal amount for more equipment. He added that as long as he is around, fundraising will be done in hopes of raising \$5,000 annually.

**Chris Johnson (Susanville Motors)** stated that he will donate \$5,000 a year for the next four years.

Councilmember Herrera thanked the volunteers in attendance.

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

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

**12 CONTINUING BUSINESS:**

12A Discussion regarding City's Asset List item moved to after item 13C

~~12B Consider Resolution No. 20-5816, authorizing contract with Silk Consulting Group for grant writing/administrating services~~ Item removed

**13 CITY ADMINISTRATOR'S REPORTS:**

13A Discussion regarding Per Capita Grant item to be heard after 12A

**13C Grand Jury response** Mr. Jones requested that two councilmembers meet with staff to review the general plan. He added that he met with the City Planner and it is believed that our need is met as listed in that plan.

Mayor Schuster stated that the City has not expanded parks as the master plan stated that we would. She added that she wanted this item brought forward prior to the asset list as she would like to discuss the option of placing a park on the corner lot at Roop Street and Nevada to help meet the need as required by the Grand Jury.

Mr. Jones stated that there are items to address on this topic such as: Cameron Park, that was proposed but was not wanted by the residents in that areas; and Sierra Park, the dog park is almost complete. He added that mitigation funds must be used in the areas collected and that staff continues to apply for parks grants.

Mayor Schuster and Mayor pro tem Moore agreed to sit down with Mr. Jones to review the plan with staff.

**12A Discussion regarding City's Asset List** Mr. Jones stated that staff received the appraisal for the Roop Street/Nevada property and it was \$175,000 for both the lot and house. It was the consensus of the Council to sell the house and request opinions of the neighbors regarding the possibility of a park on the corner lot.

Discussion regarding remaining parcels occurred.

**13A Discussion regarding Per Capita Grant** Mr. Jones stated that the City is allocated \$177,000 for parks and that staff have some ideas as to what it should be used for, such as refurbishing the tennis courts. He added that we should be getting feedback from staff, the Council and the public. He continued that we are still utilizing the Parks Grant but the per Capita Grant is different and thoughts on any other project would be appreciated.

Councilmember Herrera stated that if we are doing the project in house then yes, the tennis courts need to be addressed. He added that Jon Chan and the other skate kids have been involved and going to meetings for three years and, although the tennis courts need attention, we need to listen to them as well.

Council member Stafford requested lighting at Memorial Park.

**James Merchant (public)** stated that the tennis courts would be nice however, the skatepark would be beneficial to more people.

**Allejandro (public)** stated that he is always at the skatepark and would love to see a pump track or other new features added.

**Lee Meanor (public)** stated that he is at the park daily and he never sees people at the tennis courts. However, there are always people at the skatepark. He added that he would like to see both a more advanced and beginner track.

Jon Chan stated that there is a contractor that has already stated that they can get a pump track for \$40,000-\$60,000. He continued that, if the City would like both projects to be completed there may be enough to do both projects. Mr. Chan also requested that Council consider allowing a sign to be placed in the park requesting donations and sharing progress.

Mayor Schuster requested Mr. Jones obtain a legal opinion on whether or not that would be permitted.

Councilmember McCourt stated that he loved seeing the members of the community showing up at the meeting.

**13B Update regarding City Hall re-roof project** Mr. Jones shared that the re-roof project is now complete however, Mr. Newton is working on a scope of work for the inside portion of the project and Ms. Savage is reviewing the claim.

No further comments or questions.

*13C Grand Jury response was moved above 13A*

**13D Department Reports** Mr. Jones stated that there was nothing to report at this time.

**13E Discussion regarding Homelessness and Camping Site** Mr. Jones stated that Captain Cochran would be providing update on what it currently going on and requested the report be pushed back to the next meeting.

Councilmember Stafford requested that traffics cites and other statistics be provided.

No further comments or questions.

**13F Update regarding Solar Requirements** Mr. Jones stated that staff would be bringing a resolution to the next meeting due to the non-cost-effectiveness of the solar requirement at the October 7, 2020 meeting. He continued that he wanted the public and council to know that there is an item coming regarding the solar requirements.

No further comments or questions.

**14 FUTURE COUNCIL ITEMS:**

**14A AB1234 travel reports:** None.

**15 ADJOURNMENT:**

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

Meeting adjourned at 6:32 p.m.

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Mendy Schuster, Mayor

Respectfully submitted by

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Heidi Whitlock, City Clerk

*Approved on:*