

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**September 16, 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 requested that the Council consider the addition of item 9D as an emergency item as it is an immediate need due to timeline. Motion by Councilmember McCourt, second by Councilmember Herrera to approve the addition of the item. Motion carried unanimously.

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the agenda with the requested change. Motion carried unanimously. Ayes: Stafford, Moore, Herrera, McCourt and Schuster.

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

**3      CLOSED SESSION: At 4:32 p.m. the Council entered into Closed Session to discuss the following:**

- A      PUBLIC EMPLOYMENT—pursuant to Government Code §54957:
  - 1      City Administrator Evaluation
- B      CONFERENCE WITH REAL PROPERTY NEGOTIATIONS – pursuant to Government Code 54956.8
  - Property: 606 Nevada Street, Susanville, CA
  - Agency Negotiator:     Kevin Jones
  - Under Negotiations:     Prince and Terms of Payment

At 5:36 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; and Heidi Whitlock, City Clerk.

Mr. Jones stated that the Council met in closed session with no reportable action.

Mayor Schuster offered the Invocation.

**5      BUSINESS FROM THE FLOOR:**

**Gary Felt (Chamber of Commerce, President)** passed out a flyer regarding facemask and sanitizer distribution and just wanted the Council to be aware of what the Chamber was doing.

**6      CONSENT CALENDAR:**

- A      Approve minutes from the City Council's August 5, 12, 19 and September 1, 2020 meetings
- B      Monthly Finance Reports – July
- C      Report of Transient Occupancy Tax Revenue

- D Consider **Resolution No. 20-5813**, Amending the Fiscal Year 2019-2020 7110 Water Budget for non-participating costs from the STIP FC Project and amending the Fiscal Year 2020-2021 Budget to accept and expend the CARES Act Funding.
- E Consider **Resolution No. 20-5815**, authorizing contract with CALFire for the Emergency use of Facilities at the Susanville Municipal Airport
- F Consider **Resolution No. 20-5816**, authorizing contract with Silk Consulting Group for grant writing/administrating services
- G Consider **Resolution No. 20-5817**, Acceptance of donation for the Diamond Mountain Golf Course Sponsorships
- H Consider **Resolution No. 20-5818**, approving contract with City Administrator/Chief of Police
- I Side Letter with Public Works Director

Councilmember Stafford requested that items 6C and 6H be heard separately.

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the consent calendar with the exception of item 6C and 6H. Motion carried unanimously.

Councilmember Stafford requested that Ms. Savage provide an update on TOT.

Ms. Savage stated that the fires have helped the City make up some of the lost revenues due to packed hotel rooms so July through September we should see an increase in TOT. However, we are still projected to be \$80,000 less than last year.

No further comments or questions.

Mayor Schuster requested that Ms. Long discusses the contract between the City and Mr. Jones.

Ms. Long laid out the process and stated that the Council followed the process and chose a top candidate. However, there was no financial way the candidate could come to Susanville. She continued that the candidate did suggest that the City keep the status quo with Mr. Jones. Ms. Long also stated that the contract is at-will and, if they at any time did not want to keep moving forward, Mr. Jones would go back to being the Chief of Police only. Ms. Long then asked Ms. Savage to discuss the cost savings.

Ms. Savage stated that the combination of the two positions would offer approximately \$185,000 in savings.

Councilmember Stafford stated his concern was the Police Department falling apart in his absence.

Mr. Jones expressed his appreciation and acknowledgement and he stated he knows it will be a challenge. However, he stated that Captain Cochran stepped up and continues to grow everyday in the position that he is in. He also stated that he is very critical but the two talk every day. Mr. Jones agreed that if the department begins to suffer, he will spend more time there.

Mayor Schuster shared her appreciation for his willingness to hold both titles and for Captain Cochran stepping up.

Councilmember Herrera also expressed appreciation.

Motion by Mayor pro tem Moore, second by Councilmember Herrera, to approve item 6C and 6H. Motion carried unanimously.

**7**      **PUBLIC HEARINGS:** None.

**8**      **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Councilmember McCourt reads an article to the Council, staff, and members of the public and makes a request of the Council to support staff applying for the Per Capita Grant and allocating \$60,000 for the skatepark.

Mayor Schuster stops Councilmember McCourt from requesting an action as it is not agendized.

Ms. Long agreed and also stated to Councilmember McCourt that the Council cannot take action on the skatepark as it is not agendized.

Mr. Jones stated that the item is already planned for the October 7, 2020 meeting.

Councilmember Stafford stated that he wanted it on the agenda.

Mr. Jones responded that there is a plan to go to Council to get direction on October 7<sup>th</sup> as a public forum to discuss how to allocate the per Capita Grant funds.

Councilmember Stafford inquired about the timeline to which Mr. Jones responded that he was unsure.

Councilmember McCourt stated that there is a prefab pump track already ready and he is ready for it to go.

Mr. Jones responded that projects are required to go out to bid.

Councilmember Herrera inquired as to whether or not a special meeting should be called.

Mr. Jones responded that staff will put our information tomorrow to get the public informed so they can show up and provide their opinions.

No further comments or questions.

**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**

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

**9B**      **Consider Resolution No. 20-5814, authorizing contract with Target Solutions** Chief Moore stated that many agencies utilize target Solutions for training purposes and because the City already contracts with them, this would be a great benefit for his employees to be able to participate.

Motion by Councilmember McCourt, second by Councilmember Herrera, to approve Resolution No. 20-5814. Motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**9C Consider Resolution No. 20-5819, Lease Agreement with Univest Capital, Inc., for two (2) John Deere Lawn tractors for the Diamond Mountain Golf Course** Mr. Jones stated that he was approached by Sean Bittle, Golf Course Superintendent, last week about the condition of the mowers currently at the course. He continued that Mr. Bittle found a lease for two mowers and members of the community and volunteers of the community have stepped up to provide donations. Mr. Jones stated the that lease amounts equal \$38,000 but \$20,000 appear to be paid for by those donations/sponsorships so they would only cost the City \$18,000.

**Ron Jarrell (public)** stated that the golf course is an asset to the community and that play and revenue is now up but, it will go away if the course is not maintained. He agreed that the mowers are old but have done well and the mowing could be completed more quickly on newer equipment. Mr. Jarrell respectfully requests approval of the presented resolution.

Councilmember McCourt inquired as to what the business plan forecast was and what happens if we do not get the donations. Mr. McCourt inquired of Ms. Savage if it was a good idea.

Ms. Savage responded it would be a good choice due to the amount of volunteers, the current staffing and the age and condition of the current mowers. She added that the course actually had positive cash for a little while this season and, when a season is not affected by COVID, she believed it would do quite well.

Councilmember McCourt added that he has an anonymous donation of \$75 per month to go to the golf course.

No further discussion or questions occurred.

**9D Consider Resolution No. 20-5822, accepting 2019 FEMA Assistance to Firefighters Grant for Quincy Apparatus and approving use of Fire Mitigation Funds for City Match and Equipment Upgrades.** Chief Moore thanked the Council for allowing the item to be added to the agenda. He continued that an application was submitted for a grant for a Quint apparatus and we were awarded. He stated that it will cost the City \$38,000 and we had to agree to disassemble and destroy both of our 1970's engines but cannot sell them. We concluded by stating that they are also asking for an additional \$22,000 in mitigation funds to add additional items to the new engine.

Motion by Councilmember McCourt, second by Councilmember Herrera, to approve Resolution No. 20-5822. Motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

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

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

**12 CONTINUING BUSINESS:**

~~12A Consider sale of 606 Nevada Street residence~~ item removed

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A Discussion regarding Homelessness and camping site** Mr. Jones stated that this item has been on past agendas and, at the request of council members, it has been kept on the agenda to discuss the option of where a homeless camp could potentially be located. He continued that he reached out to Mr. Egan, County CAO, to reestablish past committees regarding the homeless as the County has

services/funding that the City does not have access to. He concluded that if the County does not wish to move forward, he can however, he wanted to see the City and County working together.

Councilmember McCourt inquired as to what happens next if the County does not participate.

Mr. Jones responded that staff will keep looking. He added that a list of items with prices has been provided by Mr. Gibbs, City Engineer, for what would be included in a campground. The list is for a great campground but items can be removed to allow for a more reasonable price.

Councilmember McCourt inquired as to whether or not the County was going to participate as winter is coming and there is a lot to do around the river.

Mr. Jones responded that he is not sure yet and that he is still anticipating a response from the County. However, he added that there were only two camps at the river last week and three this week. He continued that he has given direction to officers to tell them to move, to cite them on the second offense but, these seem to be new people.

Councilmember McCourt stated that the City and the community need to both move forward and requested that Mr. Egan work with both. He also inquired about the no camping signs and offered to have volunteers install any signs that we have as the community needs to help.

No further discussion occurred.

**13B Department Reports** Mr. Cochran provided a report for the Police Department including statistics from this year compared to those of last year, as well as information on training, outreach, mutual aid assistance, grants, projects, a video of camps along the river and introduced Officer Hoover with his K9 Zeke.

Councilmember McCourt stated that he liked the format used and requested that other departments use the same format.

**14 FUTURE COUNCIL ITEMS:**

Councilmember Stafford And McCourt requested an update be provided at the next meeting regarding contracts for the animal shelter and dispatch, SIR contract and HUSA (Safe n' Sane Halloween).

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

**15 ADJOURNMENT:**

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

Meeting adjourned at 7:27 p.m.

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Mendy Schuster, Mayor

Respectfully submitted by

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Heidi Whitlock, City Clerk

*Approved on:*