

**SUSANVILLE CITY COUNCIL  
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY  
SUSANVILLE MUNICIPAL ENERGY CORPORATION  
SUSANVILLE PUBLIC FINANCING AUTHORITY  
Regular Meeting Minutes  
February 5, 2014 – 6:00 p.m.  
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 6:00 p.m. by Mayor De Boer.

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Lino P. Callegari, Mayor pro tem Wilson and Mayor Rod E. De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

Motion by Mayor pro tem Wilson, second by Councilmember Callegari to approve the agenda as submitted; motion carried unanimously.

**2      PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:** No comments.

**3      CLOSED SESSION:** At 6:05 p.m. the Council recessed to closed session to discuss the following:

A      PUBLIC EMPLOYMENT – pursuant to Government Code Section 54957:

1      Title: Finance Manager

B      CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): three cases

**4      RETURN TO OPEN SESSION:** At 7:00 p.m. the City Council reconvened in open session.

Staff present: Craig Platt, Public Works Director; Tom Downing, Police Chief; James Moore, Battalion Chief; and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that at the meeting of January 15, 2014 the City Council voted in closed session to authorize a settlement and release agreement with Lassen County regarding vehicle licensing administrative fees, but had not been reported at the meeting. Regarding current closed session items, the City Council gave direction to staff but there was no action to report.

Mayor De Boer offered the thought of the day.

**5      BUSINESS FROM THE FLOOR:**

**John Gerry** spoke regarding a weed and rubbish nuisance at 864 Shasta Street.

**6      CONSENT CALENDAR:** Mayor De Boer reviewed the items on the Consent Calendar:

A      Receive and file minutes from City Council's January 15, 2014 meeting

B      Approve vendor warrants numbered 89445 through 90103 for a total of \$549,036.14 including \$94,238.17 in payroll warrants

- C Approve job descriptions for Admin Specialist and Administrative Staff Assistant
- D Receive and file Treasurers Report: December 2013
- E Receive and file Finance Report: December 2013

Motion by Councilmember Callegari, second by Mayor pro tem Wilson, to approve the consent calendar; motion carried unanimously.

**7** **PUBLIC HEARINGS:** No business.

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

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

**9A Consider approval of Resolution No. 14-5025 authorizing MOU with Integrated Regional Water Management (IRWM) in the Lahontan Basins Region** Mr. Platt reported that in March 2011, the Susanville City Council entered into a Memorandum of Understanding with Lassen County, Honey Lake Valley Resource Conservation District (RCD), and Lassen Irrigation District to create a Regional Water Management Group to establish an Integrated Regional Water Management Region. The RCD was successful in obtaining a grant and have awarded the contract for the preparation of the plan to Dyer Engineering Consultants, Inc.

The existing MOU has served its purpose by providing the framework for the creation of the Lahontan Basins Region and obtaining the planning grant from the State Division of Water Resources. At this time it is necessary to restructure the MOU to more clearly define the Regional Water Management Group (RWMG) as a five member board with the responsibility of preparing the Integrated Regional Water Management Plan (IRWMP). The purpose of the IRWMP is to foster a collaborative effort with local agencies, stakeholders, individuals, and groups to manage all aspects of water resources in our region. The plan preparation will require time and resources from each RWMG member agency and they will be tasked with making policy decisions, setting project ranking criteria, and identifying high priority projects within the region. It is anticipated that through the planning process, additional authorities, roles and responsibilities for the RWMG will be identified. Mr. Platt explained that adopting the resolution will allow the Mayor to sign the MOU, and the City Council will need to appoint one councilmember and one alternate to serve as the City representative on the Board.

Mayor De Boer requested that appointment of the representatives be tabled.

Motion by Councilmember Callegari, second by Councilmember McDonald to approve Resolution No. 14-5025; motion carried unanimously.

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

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

**12** **CONTINUING BUSINESS:**

**12A Consider approval of Resolution No. 14-5027 authorizing demolition of structure at 600 Nevada** Mr. Hancock explained that the property located at 600 Nevada Street was purchased by the City of Susanville as an economic development funded project to renovate and convert the residential units into office space in the uptown area. The City subsequently has made numerous attempts to sell the property

to an individual or group interested in restoring it to a habitable condition and these attempts have not generated a qualified buyer with the resources to complete the project. The structure continues to deteriorate to the point of posing a serious health and safety concern and with the high cost of renovation, demolition has become the only viable solution. At the direction of the Council staff has made the community aware of the opportunity to purchase and complete the project, and to that end staff ran a few large display advertisements in the paper notifying the public of the opportunity to acquire the property. Unfortunately, none of the proposals met the basic criteria established by the City. Bids were solicited for abatement and demolition and were presented to the Council at the January 15<sup>th</sup> meeting. Council directed staff to move forward with abatement and demolition and to bring the low bid proposals back to the Council for approval. The low bidder for abatement was BELFOR Environmental Inc., at \$3,292.47 and the low bidder for demolition was Pee Wee Enterprises at \$14,443.00.

Motion by Mayor pro tem Wilson, second by Councilmember McBride to approve Resolution No. 14-5027; motion carried unanimously.

**13      CITY ADMINISTRATOR'S REPORTS:**

**13A      City of Susanville Accounts Receivable Update** Mr. Hancock reported that the City has been working with Financial Credit Network since 2002 to collect delinquent accounts receivables. He reviewed the total amount billed since 2002, and the total sent to collections, noting that the industry average is between 3 and 5 percent, and the City's delinquency rate is only 0.386 percent. He reviewed a yearly breakdown of the amount assigned, the amount deemed uncollectable due to issues such as a death or probate situation, the net assigned to Financial Credit Network, and the dollars collected. The City receives 67 percent, Financial Credit Network received 33 percent, and they are only paid by what they are able to collect. He discussed the importance of timeliness with the collection process, and ways the City can improve the percentage of dollars collected.

**14      COUNCIL ITEMS:**

**14A      AB1234 travel reports:**

**15      ADJOURNMENT:** Motion by Mayor pro tem Wilson, second by Councilmember Callegari to adjourn the meeting; motion carried unanimously.

Meeting adjourned at 7:19 p.m.

Respectfully submitted by

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Gwenna MacDonald, City Clerk

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Rod E. De Boer, Mayor

*Approved on February 19, 2014*