

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY**

Regular Meeting Minutes

July 2, 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 Brian Wilson.

Roll call of Councilmembers present: Kathie Garnier, Rod E. De Boer, Lino P. Callegari, and Mayor Brian Wilson. Absent: Nicholas McBride

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

1 APPROVAL OF AGENDA:

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the agenda as submitted; motion carried. Ayes: Garnier, De Boer, Callegari, and Wilson. Absent: McBride

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:02 p.m. the Council recessed to closed session to discuss the following:

- A CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): two potential claims
- B PUBLIC EMPLOYMENT pursuant to Government Code §54957: Airport Manager Contract
- C CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
 - Property: APN: 103-294-02 / 606 Nevada Street
 - Agency Negotiator: Jared G. Hancock, City Administrator
 - Negotiating Party: Craig Sanders
 - Under negotiation: Price/conditions/terms of lease

At 6:06 p.m. Councilmember McBride entered the chambers and assumed his seat at the dais. Closed session adjourned at 6:45 p.m.

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

Staff present: Dan Newton, City Engineer/Interim Public Works Director; Theodore Friedline, Fire Chief; Deborah Savage, Finance Manager; Tom Downing, Police Chief; Heidi Whitlock, Assistant to the City Administrator and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that the agenda was approved as submitted, and that the City Council gave direction in Closed Session regarding two items and there was no reportable action. Mr. Hancock introduced Krystle Hollandsworth, the Administrative Staff Assistant, and welcomed her to the Administrative Services team.

Chief Friedline provided an update regarding the June 21, 2014 clean up event.

Councilmember De Boer offered the Thought of the Day.

5 **BUSINESS FROM THE FLOOR:** There were no comments.

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

- A Receive and file minutes from the May 21, 2014 City Council meeting
- B Approve vendor warrants numbered 91110 through 91279 for a total of \$748,240.25 including \$132,629.77 in payroll warrants
- C Consider **Resolution No. 14-5062** approving appointments to various boards, commissions and committees

Mayor Wilson requested the removal of item 6C for separate discussion.

Motion by Commissioner De Boer, second by Councilmember Callegari, to approve Item 6A and 6B; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Mayor Wilson confirmed that the committee appointments were acceptable to the respective councilmembers.

Councilmember Garnier noted that the Loan Committee appointment would create a conflict for her. Mayor Wilson suggested that he serve as the delegate with Councilmember De Boer serving as alternate.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Item 6C with the correction as noted; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 14-5074 appointing authorized signatories to draw on City accounts** Ms. Savage reported that in 2010 the City Council adopted Resolution No. 10-4600 appointing the staff positions that are authorized to sign on the City's Bank of America account. Those positions include the Mayor, Mayor Pro-Tempore, City Treasurer, City Clerk and City Administrator. The position of City Treasurer was abolished by Ordinance No. 14-0995 effective June 30, 2014 and the authorized signer designation updated accordingly.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution 14-5074; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Councilmember De Boer asked if it would be appropriate for an American Legion member to vote on item 9B. Mr. Talia confirmed that would it be appropriate if there were no financial interest.

9B **Consider approval of surplus equipment donation to American Legion Eagle Lake Post #162**
Mr. Hancock reported that the City has been made aware that the American Legion Eagle Lake Post in Spalding has need for street closure signs to divert traffic during parades and other events for the

protection of spectators and participants. The American Legion is a non-profit Veterans organization, and plays an active role in the support of the community, relying on active membership, participation and volunteerism for the betterment of the citizens of Susanville and surrounding area. Public Works staff has been working to prepare a list of obsolete equipment and items to designate as surplus, have determined that five or six used road block signs have exceeded their useful life for use in the City.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve the donation; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9C Consider approval of donation to Lassen County Fair for 2014 fireworks display Mr. Hancock explained that the Lassen County Fair sponsors an annual Fourth of July fireworks display at the fairgrounds. In the past the City has provided a monetary contribution for the event, and the Fair Board has requested \$2,500 in civic promotion funds for the 2014 display. The City has been notified of a change in insurance coverage that will require the City to be listed as additional insured on a policy providing at least \$5 million in coverage if they are going to sponsor the event. Staff will be requesting proof of insurance coverage prior to fund transmittal.

Mayor Wilson asked what the cost would be to the Fair for that limit of coverage.

Mr. Hancock responded that it was his understanding that the Fair already had a policy in place with the \$5 million coverage limit. He clarified that if the City were to contribute \$2,500 to the Fair for general support of Fair events that the additional insured listed on a \$5 million dollar policy is not required. However, specifying that the contribution is for fireworks display will trigger the higher liability limit.

There was a general discussion regarding the definition of supporting a community event, including traffic closure assistance, staff time, and the various other ways that the City has supported community groups and events. There was a concern that imposing a higher limit for insurance company would prevent some of the more popular events, such as the Magical Country Christmas, from being held.

Mayor Wilson asked if the Fair indicated the reason for requesting an additional \$500 over the 2013 contribution. Mr. Hancock responded that they did not.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the donation of \$2,500 for the Lassen County Fair July 4th celebration; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider appointment of 2014 Annual League of California Cities Voting Delegate and 2014 Council attendees Ms. MacDonald reported that the League of California Cities 2014 Annual Conference is scheduled for September 3 through 5, 2014 in Los Angeles and as part of the Conference the League conducts its annual business meeting, where the League membership considers and takes action on resolutions that establish League policy. In order to vote at the annual business meeting, the City Council must designate a voting delegate and up to two alternates. It is estimated that attendance for the

conference will be approximately \$1,550 per person. The cost includes round trip air fare, lodging, and per diem based upon the City's approved Travel Policy.

It was the consensus of the City Council to authorize travel for Councilmember De Boer, Councilmember Garnier, Mayor Wilson, and the City Administrator. Councilmember De Boer was appointed as voting delegate with Councilmember Garnier and Mayor Wilson as first and second alternate.

Motion by Mayor Wilson, second by Councilmember De Boer, to approve travel and League representation; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

13 CITY ADMINISTRATOR'S REPORTS:

13A 2014 State Transportation Improvement Program (STIP) Report Mr. Newton explained the programming process for utilization of State Transportation funds for completing rehabilitation projects for City streets. At its March 2014 meeting, the California Transportation Commission (CTC) adopted the 2014 State Transportation Improvement Program with over \$10,000,000 in funding programmed for City street projects over the next five years. He referred to a map included in the staff report which detailed the streets scheduled for maintenance and corresponding funding year. Approximately \$5.7 million is programmed within the first two years of the five year STIP cycle. A portion of the funding will be utilized for drainage improvements and upgrades to pedestrian facilities. He explained that for the past several years, the City has relied on STIP funding to rehabilitate streets and several City streets have deteriorated beyond the point that maintenance, such as crack sealing, cape sealing, or fog sealing will extend the pavement life. After rehabilitation of a street, routine maintenance is important and those dollars go further to extend useful pavement life. The proposed projects will be funded with State and Federal Funds, and staff will be reimbursed for time spent on projects. Prior to beginning any project, a Program Supplement Agreement will be brought to Council for consideration and approval for each project component.

There was a general discussion regarding various City streets that are in a severely degraded condition, the process of an overlay versus complete re-build of the street base and options to address major problem areas before they deteriorate into dirt roads.

Mr. Hancock commended Mr. Newton on the preparation involved in putting the City in a competitive position to utilize this funding. It is a fairly complicated process and reflects an extensive amount of work by the public works department.

Jim Chapman commended the public works department for doing so well with the limited funding available through the State and Federal programs, because you cannot count on it so to have key areas and projects identified to be ready for funding when it does become available is a benefit to the citizens.

13B Quarterly Department report: Fire Department Battalion Chief Moore reviewed the activity of the fire department including responses, personnel and equipment utilized for State mutual aid, training and public outreach efforts, and code enforcement efforts. He discussed recruitment effort to bring staffing up to 30 volunteers, and upcoming facility upgrades and abatement projects.

13C Update: Community Cleanup Event – June 21, 2014

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember De Boer asked about the cell tower near Inspiration Point, and discussed options to remove what many neighbors consider to be an eyesore. Mr. Talia noted that in the past, the City has been told that the tower was kept for use as a backup.

Councilmember Callegari requested that the meeting be adjourned in recognition of Mike Skinner, a Susanville native, who was recently nominated for the NASCAR Hall of Fame.

15 ADJOURNMENT:

Motion by Councilmember Callegari, second by Councilmember De Boer to adjourn the meeting in recognition of Mike Skinner ; motion carried unanimously.

Meeting adjourned at 7:55 p.m.

Respectfully submitted by

Brian Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: August 20, 2014