

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

Regular Meeting Minutes

March 4, 2015 – 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 R. Wilson.

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

Staff present: Jared G. Hancock, City Administrator and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:01 p.m. the Council recessed to closed session to discuss the following:

A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

- 1 Fire Chief Recruitment
- 2 Approved Position List

The Council discussed Item 3A-2, Approved Position List. Prior to discussion of Item 3A-1, Fire Chief Recruitment, Mayor pro tem McBride recused himself and exited the Council chambers.

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

Staff present: Thomas Downing, Police Chief; James Moore, Battalion Chief/Interim Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to closed session the agenda was approved as submitted. In closed session Council gave direction to staff but there was no reportable action.

Dan Newton provided the thought of the day.

5 BUSINESS FROM THE FLOOR:

Bob Bengard, Lassen Historic Society, requested the Society be placed on the next City Council agenda to provide an update to the City Council regarding the Roop's Fort project.

Mr. Hancock was invited to attend the March 10, 2015 meeting of the Historic Society in order to participate in the Historic Society's discussion regarding the Roop's Fort project.

6 CONSENT CALENDAR: Mayor Wilson reviewed the items on the Consent Calendar:

- A Receive and file minutes from the City Council's February 18, 2015 meeting

- B Approve vendor warrants numbered 93318 through 93342 for a total of \$274,345.28 including \$98,696.17 in payroll warrants

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve the Consent Calendar; motion carried unanimously. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.
Commission/Committee Reports:

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 15-5142 approving and authorizing City Administrator to execute Fire Department Policy Manual contract with Lexipol, LLC** Interim Fire Chief Moore reported that as part of the ongoing effort to maintain safe operations of the Susanville Fire Department, staff has continued with a project to procure policy and training services specific to the needs of Fire agencies. The firm of Lexipol, LLC produces a product that incorporates State and Federal Government Codes, statutes, court rulings and updates the based upon the changes on a semi-annual basis. The Police Department has used Lexipol services for the Police Department policy manual for many years. Funding for the annual subscription cost is included in the current year budget.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5142; motion carried. Ayes: Garnier, Callegari, and Wilson. Abstain: McBride. Absent: De Boer.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider approval of Resolution No. 15-5130 authorizing the Mayor to execute contract with Dig It Construction for Susanville Municipal Airport Apron Reconstruction Project** Mr. Hancock reported that the City was able to leverage Federal and State funding to begin work on a project identified in the Airport Capital Improvement Plan as the Apron Reconstruction project. The City worked with its Airport Consultant to develop a phased project and conducted a formal bid process, with the successful bidder being the firm of Dig It, Construction. The City awarded the bid to Dig It, Construction, has worked through the FAA and State funding process and is ready to move forward with executing bid and contract documents, scheduling the pre-construction conference and issuing the Notice to Proceed. The pre-construction bid conference will be held on March 20, 2015.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5130; motion carried unanimously. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

12B **Consider approval of Resolution No. 15-5143 authorizing consultant services with C & S Engineers for Susanville Municipal Airport Apron** Mr. Hancock explained that the City retained the firm of C&S Companies for Airport Consulting Services in July 2012. The five-year agreement provides for specific and limited services related to the Susanville Municipal Airport. Any additional services must be approved by work orders that describe the Scope of Services to be pre-authorized by the City Council.

The cost of construction observation and administration services for construction of the Susanville Municipal Airport Apron Rehabilitation Phase I Project to be provided by C&S Companies for \$125,535 is included in the FAA and Caltrans grant awards.

Mayor Wilson asked if additional contracts for the project would be coming before City Council.

Mr. Hancock responded that City Council approval would be required for anything that may require a budget adjustment.

Mayor Wilson requested clarification of the project amount.

Mr. Hancock responded that the rehabilitation of the Apron & Taxiway C was estimated to be approximately \$950,000 as identified on the Capital Improvement Plan. The project was scoped down to allow phased completion, and the bids received allowed the completion of the base project and alternate one, about fifty percent of the total project, for a contract amount of \$491,000.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5143; motion carried unanimously. Ayes: Garnier, McBride, Callegari, and Wilson. Absent: De Boer.

13 **CITY ADMINISTRATOR'S REPORTS:** No business.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

A AB1234 travel reports:

Mayor pro tem McBride requested that the City begin budgeting for the replacement of the roof at City Hall in the upcoming fiscal year budget.

15 **ADJOURNMENT:** Motion by Councilmember Callegari, second by Mayor pro tem McBride to adjourn; motion carried unanimously. Ayes: Garnier, McBride, Callegari and Wilson.

Meeting adjourned at 7:15 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: March 18, 2015