

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

**Regular Meeting Minutes
October 7, 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 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:

Mr. Hancock requested the amendment of Item 9A and 9L and the removal of Item 9C. The amendment to Item 9A would be discussed in closed session, and the amendment to Item 9L pertains to the inclusion of a resolution which has been provided to Council and will be available to the public. Mr. Hancock also advised that Ms. Ryan was unable to attend the meeting but would be available by conference call.

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:03 p.m. the Council recessed to Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: Administrative, Firefighters, Miscellaneous, Public Works, SPOA
 - 2 Approved Position List
 - 3 Employee Status Report
- B CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
 - 1 Property: Diamond Mountain Golf Course
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville: Unknown
Under negotiations: Price/Conditions/Terms of Lease
 - 2 Property: Susanville Municipal Airport
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville: American Medflight
Under negotiations: Price/Conditions/Terms of Lease/Agreement

Closed Session recessed at 6:59 p.m.

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

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

Mr. Hancock reported that prior to closed session, the City Council agenda was approved with the amendment of Item 9A and 9L and the removal of Item 9C. Amended copies of Item 9A and 9L have been provided, and at the conclusion of open session the City Council would be reconvening in closed session.

Chief James Moore offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

David Teeter, HUSA President, discussed the current condition of the vacant lot next to Back Country bling in the historic uptown. The recent article in Rolling Stone magazine featured a story that the Board felt portrayed Susanville in a negative light, including a picture of the vacant lot. HUSA had been interested in developing the lot but due to private ownership, had been unable to move forward with plans to develop. The HUSA Board had voted to move forward with a request to bring the item to Council and to ask, has the community done enough to remove urban blight. He requested City Council assistance in moving forward to do something with the lot, even if it was just to put up a fence.

The Council thanked Mr. Teeter for his comments.

Richard Casaurang spoke to the City Council and informed them that his son was working on his Citizenship in the Community merit badge and needed to meet with an elected official. Mayor Wilson invited him to come see him and that he would be happy to help.

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

- A Receive and file minutes from the City Council's August 31, 2015 special meeting
- B Approve vendor warrants numbered 95075 through 95291 for a total of \$472,863.51 including \$113,386.60 in payroll warrants

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

7 PUBLIC HEARINGS:

7A Consideration of Resolution No. 15-5220, 15-5221, and 15-5222 authorizing Weed and Rubbish assessment and lien against certain real properties located within the City of Susanville:

- **1630 Cornell Street – 105-210-25**
- **31 Monrovia Street – 107-155-35**
- **850 Plumas Street – 107-191-19**

Mr. Hancock reviewed the process followed by the City to abate weed and rubbish hazards within the City limits according to Susanville Municipal Code Chapter 8.28. The fire department has worked with property owners and coordinated the clean-up of three properties, and in the case where owners do not reimburse the City, it is necessary to lien the properties to recover the costs of abatement. The total cost for three properties under consideration is \$1,255.00

Mayor Wilson opened the public hearing at 7:11 p.m. and requested comments from the public.

There being no comments or questions, Mayor Wilson closed the public hearing at 7:12 p.m.

Motion by Councilmember Garnier, second by Mayor pro tem McBride to approve Resolution No. 15-5220, 15-5221, and 15-5222; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

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

Commission/Committee Reports:

9 **NEW BUSINESS:**

9A Consider approval of Resolution No. 15-5211 approving and authorizing Mayor to execute Memorandum of Understanding with the Miscellaneous Bargaining Unit Mr. Hancock reported that an agreement with the Miscellaneous Bargaining Unit had been reached, and the MOU had been amended since the posting of the agenda, and amended copies have been provided. Ratification by the City Council was required to formalize the agreement which covers the period of July 1, 2015 through June 30, 2016.

Motion by Councilmember Callegari, second by Councilmember Garnier to approve Resolution No. 15-5211; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

9B Consider approval of Resolution No. 15-5212 approving and authorizing Mayor to execute Memorandum of Understanding with the Public Works Bargaining Unit Mr. Hancock reported that the City Council has reached an agreement with the Public Works Bargaining Unit, and the Memorandum of Understanding has been negotiated for the period of July 1, 2015 through June 30, 2016.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 15-5212; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

9C Consider approval of Resolution No. 15-5223 approving and authorizing Mayor to execute Memorandum of Understanding with the Fire Bargaining Unit REMOVED

9D Consider approval of Resolution No. 15-5213 adjusting fire department budget fiscal year 2015/2016 Chief Moore reported that California OES Engine 8335 has been deployed since August 25, 2015 on three separate fires within the State. The engine is staffed with four fire personnel and current estimates from OES for these incidents is a reimbursement to the City in excess of \$145,000. The fiscal year 2015/2016 budget for Out of Area Fires is \$30,000 in revenues and expenditures, so it is necessary to increase both revenues and expenditures in the Out of Area Fires budget by \$120,000 to cover the costs of providing personnel and equipment resources to help fight these fires.

Mayor Wilson asked if it was necessary to increase the expense budget for the full amount as well as revenues.

Chief Moore responded that it does keep the budget balanced and if a savings is realized at the end of the fiscal year, the numbers are adjusted accordingly.

Mr. Hancock added that sending a staffed unit brings in a small amount of revenue over expenses, as opposed to just sending equipment which results in more revenue in excess of expenses but our extra engine that is available for our of area fires has not been requested yet.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5213; motion carried. Ayes: Garnier, Callegari and Wilson. Abstain: McBride. Absent: De Boer.

9E Consider approval of Resolution No. 15-5214 authorizing Fire Department employees to be paid pursuant to CFAA Agreement Chief Moore explained that the California Fire Assistance Agreement (CFAA) was modified in January 2015 and one component of the modification is a requirement to file a resolution authorizing that the City of Susanville compensates all Fire Department personnel while on OES assignment from the time they leave to the time they return home. This reflects current City practice which is documented through the Memorandum of Understanding, however it must be stated by resolution that the volunteer fire personnel are also paid on what is referred to as a portal to portal basis. The City pays 24/7 for staffing that are out on fire events, and with the resolution in place, will be reimbursed by the State for a hundred percent of those costs.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 15-5214; motion carried. Ayes: Garnier, Callegari and Wilson. Abstain: McBride. Absent: De Boer.

Mayor pro tem McBride stated that his abstention was due to being a volunteer fire fighter.

9F Consider approval of Resolution No. 15-5215 authorizing support of Lassen County Chamber of Commerce (LCCC) Annual Magical Country Christmas Celebration on Saturday, December 5, 2015 Mr. Newton reported that the Lassen County Chamber of Commerce has requested City Council support for the 10th Annual Magical Country Christmas Celebration. The event includes a Christmas parade, tree lighting, and fireworks display staged from the Susanville Elks Lodge. The Chamber is requesting authorizing for street closure on December 5, 2015, from 5:00 p.m. to 7:00 p.m. and the assistance of Street Division and Police Department staffing to facilitate the street closure. The estimated cost for staffing and lighting is \$2,738 for the event, with City Council authorization required to apply for the encroachment permit through Caltrans for the closure of Main Street.

Mayor pro tem McBride asked if the City was going to be recognized in addition to the other sponsors of the event.

Mr. Hancock responded that staff has followed up with the community groups to ensure that the City of Susanville is included as a sponsor for various events.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve Resolution No. 15-5215; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

9G Consider approval of Resolution No. 15-5216 authorizing closure of Richmond Road for Lassen Land and Trails Annual Rails to Trails festival October 10, 2015 Mr. Newton reported that Lassen Land & Trails Trust has requested City Council support for the 23rd Annual Rails to Trails Festival and Handcar Races by authorizing the closure of Richmond Road from Cypress Street to North Railroad Avenue on Saturday, October 10, 2015, from 8:00 am to 4:00 pm. Two Public Works employees will work with Volunteer Fire Fighter staff to facilitate the set up and removal of traffic control signs for the event. The total estimated cost for staffing is \$517.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5216; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

9H Consider approval of Resolution No. 15-5217 authorizing closure of Main Street for Annual Veterans Day Parade November 11, 2015 Mr. Newton reported that the Lassen County Veterans Association has requested City Council support for the Annual Veterans Day Parade by authorizing the closure of Main Street from Fair Drive to the Veterans Memorial Building Wednesday, November 11, 2015, from 11:00 am to 12:00 pm. The event requires Street Division crewmembers and Police Department staff to set up and remove traffic control signs, assist with traffic control and sweep the street before and after the event for an estimated cost of \$1,753. In addition, City Council authorization is required to obtain an encroachment permit through Caltrans, with a waiver of the permit fee.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve Resolution No. 15-5217; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

9I Consider approval of Resolution No. 15-5218 approving Hangar Lease Space #16 Mr. Hancock explained that the City Council has the right of first refusal when any owner of a hangar at the Susanville Municipal Airport chooses to sell his or her hangar. A situation has arose where a co-owned hangar became part of a settlement agreement, and the interest of one owner was transferred to the other. There was no value assigned to the hangar during the transfer process, and staff has worked with the owner desiring to transfer his share to determine an appropriate value. To comply with lease provisions, an option to purchase the fifty percent interest hangar #16 is being presented, with staff recommendation to reject the offer and execute an amended lease agreement with the remaining owner to reflect the status as full owner of the property.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to decline the offer to purchase fifty percent interest in Hangar #16; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

9J Consider approval of Resolution No. 15-5219 Authorizing encroachment application and street closure for HUSA Annual Safe and Sane Halloween event Mr. Newton reported that the Historical Uptown Susanville Association (HUSA) requests City Council support for the annual Safe and Sane Halloween event by approving the closure of Main Street from Roop Street to Weatherlow Street on Friday, October 30, 2015, between 3:00 pm to 5:00 pm. This event requires Street Division crewmembers to sweep Main Street before and after the event, to set up and remove traffic control signs, and to assist Police Officers with traffic control. The total estimated staffing cost is \$2,273, and City authorization is required to obtain the encroachment permit from Caltrans.

David Teeter extended his appreciation of City Council support for the event, which has been a tremendous success for many years. He stated that it could not happen without the support and assistance each year from City Staff.

Councilmember Garnier and Mayor pro tem McBride each recused themselves from voting on the item due to a conflict of interest. In order to establish a quorum, a coin toss was conducted to determine who would vote out of necessity. Mayor pro tem McBride was established as the third voting Council Member.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve Resolution No. 15-5219; motion carried. Ayes: McBride, Callegari and Wilson. Abstain: Garnier. Absent: De Boer.

Councilmember Garnier stated that she recused herself from the vote due to her position as a Director on the Chamber of Commerce Board.

9K Consider approval of Golf Course Club House Rental Fee Waiver Request for CASA Volunteer Appreciation Luncheon on October 16, 2015 Mr. Hancock explained that the City has received a fee waiver request from Lassen Family Services for use of the old Golf Course Club House on October 16, 2015 between 11:00 and 5:00 p.m. for their annual CASA Volunteer Awards and Appreciation Luncheon. Lassen Family Services CASA Volunteers are Court Appointed Special Advocates who represent abused and neglected children in the community. The rental fee for use of the old Club House is \$175 plus a \$100 refundable deposit.

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

9L Consider approval of amendment to Honey Lake Valley Recreation Authority JPA Agreement Mr. Hancock explained that the Honey Lake Valley Recreation Authority (HLVRA) Joint Powers Authority Agreement adopted November 18, 2013 was reviewed by the HLVRA Board at its August 18, 2015 meeting. The Board considered amendments to the Agreement, provided the 30-day notification to the respective agencies, and at the October 6, 2015 meeting, approved Amendment No. 1. Mr. Hancock summarized the amendments that related to various items including the authority to contract with individuals, dues and insurance protection, amending to include the lump-sum payment and resulting reduction in annual contributions, and an amendment to the section regarding the Treasurer.

Motion by Mayor pro tem McBride, second by Councilmember Garnier, to approve Resolution No. 15-5225 authorizing Amendment #1 to the Honey Lake Valley Recreation Authority Joint Powers Agreement; motion carried. Ayes: Garnier, McBride and Wilson. No: Callegari. Absent: De Boer.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A Golf Course Update

Mr. Hancock stated that no report would be given.

13B Airport Hangar Demolition Report Mr. Hancock reported that City owned Hangar #8 was purchased in November 2005 with mitigation funds, and had been utilized for storage for Fire Department equipment. The equipment was moved to Hangar #6 two years ago due to the condition of Hangar #8. The Hangar has been repaired several times over the years and during a storm event in February 2015, was damaged to a point that it was no longer cost effective to repair. At its May 6, 2015 meeting, the City Council considered demolition of Airport Hangar #8. The City circulated a proposal for demolition and received five proposals ranging from \$4,200 to \$21,226.00 with an option to leave the building materials stacked onsite, or removed and disposed of. The firm of PeeWee Enterprises was selected in the amount of \$4,200, and the demolition work completed on August 21, 2015. The demolition was paid for through General Fund Risk Management Funds and staff is researching various options for permanent storage of the equipment off site, to include the possible construction of an additional unit on site at the Fire Department.

Councilmember Callegari asked if the equipment was needed onsite at the Airport to provide fire protection.

Chief Moore responded that the Airport is located in the Susan River Fire District and the equipment that has been stored at the airport was not equipment that would be used for fire suppression.

Councilmember Garnier asked how much equipment the Department has in storage, and how big the structure would need to be to accommodate all of it.

Chief Moore reviewed the size and type of equipment that is currently stored at the airport, including the 24 foot fire safe trailer, the engine that is used in parades, and he anticipated that it would take approximately four or five bays to accommodate it all.

Councilmember Callegari asked if the City was still utilizing the bio mass plant at the college.

Chief Moore responded that the college had identified a need for the space and worked with the City so the equipment could be moved out to accommodate their use. Mr. Hancock stated that staff has been looking at areas closer to the existing fire hall as being a preferred location. Right now Hangar #6 is available and has been used for storage but it is not ideal.

There was a general discussion regarding the cost for constructing an appropriate structure, the merits of enclosed versus open, heating requirements, and challenges for security of an off-site building. It was the consensus to bring back a plan for location options and associated costs for further discussion.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

A AB1234 travel reports:

2015 Annual League of California Cities Conference Update

Councilmember Garnier provided an update regarding the 2015 League of California Cities Conference held in San Jose California. As the appointed voting delegate she reviewed the resolutions which had been passed at the business meeting, and highlights from some of the breakout sessions attended, most notably one regarding the future of skate parks and a community effort to improve citizens' health.

15 ADJOURNMENT:

At 7:57 p.m. Mayor Wilson called for a short recess prior to reconvening in Closed Session.

At 8:05 p.m. the City Council reconvened in Closed Session.

At 10:01 p.m. the City Council returned to Open Session.

Mr. Hancock reported the following action out of closed session:

Item 3A (2) The City Council voted to approve the amendment to the approved position list for the creation of the Utility Services Technician, the job description for the Utility Services Technician, and the future removal of the Meter Reader positions. Motion by Councilmember Callegari, second by Councilmember Garnier, motion carried unanimously. Absent: De Boer

Item 3A (3) The City Council accepted the Employee Status Report.

Item 3B (1) The City Council gave direction to staff regarding the release of a Request for Proposals to lease the Diamond Mountain Golf Course.

Item 3B (2) The City Council voted and directed staff to implement a new rate structure for operators at the Susanville Municipal Airport. Motion by Councilmember Callegari, second by Councilmember Garnier, motion carried unanimously. Absent: De Boer

Motion by Councilmember Callegari, second by Mayor pro tem McBride to adjourn; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

Meeting adjourned at 10:03 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: November 4, 2015