

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**September 21, 2016 – 6:00 p.m.**

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

Roll call of Councilmembers present: Brian R. Wilson, Joe Franco, Rod De Boer and Kathie Garnier.  
Absent: Kevin Stafford.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve the agenda as submitted; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

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

**3      CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:**

A      PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. Police Chief
2. Golf Course Manager

Closed Session adjourned at 6:59 p.m.

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

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Jim Uptegrove, Interim Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to closed session the agenda was approved with no revisions. During Closed Session, the City Council gave direction but there was no reportable action taken.

Mayor pro tem Franco offered the Thought of the Day.

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

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

- A      Receive and file minutes from the City Council's August 17, 2016 regular meeting and August 24, 2016 special meeting
- B      Approve vendor warrants numbered 98225 through 98234 and 98243 through 98340 for a total of \$421,083.46 including \$129,280.30 in payroll warrants
- C      Receive and file Finance Reports: August 2016
- D      Consider approval of **Resolution No. 16-5321** authorizing closure of Main Street on December 3, 2016 for Lassen County Chamber of Commerce 2016 Magical Country Christmas celebration

- E Consider approval of **Resolution No. 16-5323** authorizing closure of Richmond Road on October 8, 2016 for Rails to Trails event
- F Consider approval of **Resolution No. 16-5324** authorizing closure of Main Street on October 31, 2016 for Safe and Sane Halloween event
- G Consider approval of **Resolution No. 16-5322** authorizing street closure on October 4-5, 2016 for the Union Street Head Start "Car Seat Safety Check

Councilmember Wilson requested the removal of Item 6G for separate discussion.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Consent Calendar Item 6A through 6F; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

Mr. Newton explained that Sierra Cascade Family Opportunities, Inc. is conducting car seat safety checks at the Union Head State Center on October 4 and 5, 2016. The California Highway Patrol will be providing the service at no cost and providing information to families to ensure the correct installation of the seats. A closure of Union Street between Main and Nevada has been requested to provide additional safety for participants.

Councilmember Wilson asked if there would be adequate parking for the event.

A representative from Sierra Cascade Family Opportunities explained that it is not expected that the checks will take an extensive amount of time, and they plan to limit street parking the night before the event along Nevada Street in order to provide additional parking for participants. The street closure request is to ensure the safety of the families and children who will be on site during the safety checks.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 16-5322; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

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

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

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

**9A Consider approval of Resolution No. 16-5317 amending appendix of designated positions in City of Susanville Conflict of Interest Code** Ms. MacDonald reported that the Political Reform Act requires that those who serve on Commissions and Boards disclose financial information in order to prevent any potential conflicts that may arise during the decision making process that is involved with their service. It also requires that the City adopt a Conflict of Interest Code which includes the designated positions for elected officials as well as those employees whose responsibilities may involve a higher level of decision making. The list is reviewed every other year, and updated to reflect changes in staffing and job responsibilities.

Mr. Hancock noted that the levels of disclosure required are categorically established and not hierarchical in nature and the level of disclosure corresponds with the decisions being made by the individuals in the category. The Conflict of Interest Code has been amended to reflect the current approved position list.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 16-5317; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

**9B Consider approval of Resolution No. 16-5318 authorizing City Administrator to execute agreement with the California Department of Transportation for the City of Susanville Paul Bunyan Connectivity Study** Mr. Hancock explained that the Paul Bunyan Connectivity Plan is the project envisioned to connect Skyline Road with Ranch Park by the installation of paths and walkways to meet the needs of pedestrian and bicycle transportation within that part of the community. In order to apply for funding to construct these types of projects, it is necessary to complete studies and preliminary design plans prior to application for project funding. The City submitted an application for the study through the Caltrans Sustainable Communities Grant and was notified that the application has been successful. The program offers funding for transportation planning progress and the Connectivity Study will examine transportation needs and constraints including intersection improvements, construction of curbs, gutters and sidewalks, and will provide the planning foundation for multi-modal improvement projects in the area. The study will be used to prepare descriptions for the project, help to prioritize project components and lead to more competitive applications for project funding. The grant funding awarded is \$111,548 with a required cash match of \$15,452. The City will request \$9,394 from the Regional Planning Assistance funds from the Lassen County Transportation Commission and provide \$5,058 generated through in-kind services.

Councilmember Wilson asked if the Board of Supervisors has been notified regarding the project.

**Jim Chapman**, District 2 Supervisor, discussed property ownership and improvement issues, adding that it was important to enhance the south entrance of Ranch Park.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 16-5318; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

**9C Consider approval of Resolution No. 16-5325 authorizing Geothermal supply line extension to serve the community pool** Mr. Newton stated that the Public Works Department has been approached by the Honey Lake Valley Recreation Authority (HLVRA) regarding a proposed extension of the geothermal supply line located in South Street to serve the new community swimming pool. The geothermal water provided to the Roosevelt Pool was obtained through a return line in South Street west of the pool site and was not returned to the City system, but released into Ramsey Ditch. The installation of a supply line from the existing point west of the pool site would provide a higher quality of water to use in heating the facility. Staff has prepared an engineer's estimate for the installation of a new geothermal supply line from South Street to a connection point near the northwest corner of the new pool site. The majority of the equipment and labor would be provided by the Public Works Department, and it is a good opportunity to make improvements to the geothermal system. The Geothermal Fund has a balance of \$312,000 and it is anticipated the cost of installing the line will be \$31,000 which includes all labor and materials.

Mayor pro tem Franco asked what the expected useful life of the pipe is.

Mr. Newton explained that the pipe is lined with concrete in order to be resistant to the corrosion caused from chemical nature of the water, and high-temperature gaskets are used due to the high water temperatures, and it should last at least 50 years.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 16-5325; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

**Jim Chapman**, District 2 Supervisor, stated that he was happy to see the item on the agenda, and he thanked the City Council for voting to support it, as it demonstrates the City's commitment to the community pool project. He thanked staff for following through and carrying forward the HLVR's dedication to geothermal.

**9D Consider approval of Resolution No. 16-5327 establishing meeting time for Susanville Airport Commission** Mr. Hancock reported that at the September 12, 2016 meeting of the Susanville Airport Commission, the Commission voted unanimously to submit a request to the City Council to modify the meeting schedule. Currently, the Commission meets every other month on the second Monday at 5:15 p.m., and they have requested to move the meeting to the second Thursday at 5:15 p.m. The Commission is also aware that they have the ability to schedule a properly noticed special meeting in the event they need to consider urgent matters. Staff recommends the request be granted, beginning with the November 10, 2016 meeting.

Motion by Councilmember Wilson, second by Mayor pro tem Franco to approve Resolution No. 16-5327; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

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

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

**12 CONTINUING BUSINESS:**

**12A Consider approval of Resolution No. 16-5326 authorizing approval of STIP SC2 and SC3 material testing award** Mr. Newton explained that the City awarded 2016 STIP Projects SC2 and SC3 to S.T. Rhoades Construction, and as part of the project, requires material testing and related technical services to meet quality control program requirements. A Request for Qualifications was circulated and the City received three proposals, with the firm of Pavement Engineering Inc. (PEI) of Redding determined to be the most qualified. The proposal cost is \$32,000 and they have extensive experience with Caltrans projects. Funding for the project comes from the State Transportation Improvement Program (STIP), and no local funds will be used for this project.

Mayor pro tem Franco asked when during the construction process are the tests conducted, and when the paving is anticipated to begin.

Mr. Newton responded that they test the subgrade prior to paving, before compaction, and again after compaction at the site. He stated that paving began today, and it is expected to wrap up within a week or two. The pavement work being completed by Dig It Construction and the work done by S.T. Rhoades cannot be done simultaneously, and the streets assigned to S.T. Rhoades have not been torn up yet, as it is unlikely they would be completed before the end of the 2016 construction season. Their contract does allow for a winter suspension.

Mayor Garnier commented that it was exciting to see all of the improvements being completed and the streets chosen reflect a good prioritization of work.

Motion by Mayor pro tem Franco, second by Councilmember De Boer, to approve Resolution No. 16-5326; motion carried. Ayes: Wilson, Franco, De Boer and Garnier. Absent: Stafford.

**12B Consider approval of Resolution No. 16-5320 adopting the September 2016 Water Rate Analysis and Calculations Report**

Mr. Newton reported that the City Council held a water rate workshop on August 24, 2016, and as a result of the feedback and discussion, directed staff to modify the Water Rate Analysis and Calculations Report. This analysis is the basis for determining the cost to provide water service and identifies the rate structure needed to recover cost of operations and maintenance. The report revises the five year Capital Improvement Plan and proposes a rate structure that includes an infrastructure surcharge. At its September 7, 2016 meeting, the City Council discussed two rate alternatives: one included an infrastructure surcharge to cover costs of system maintenance and upgrades, and it left the base rate unchanged while modifying the quantity rate. The other alternative included no infrastructure surcharge, left the base rate unchanged and increased the quantity rate. Council directed staff to move forward with modifying the Water Rate Analysis and Calculations report to reflect CIP changes and implementation of the infrastructure surcharge alternative.

Mr. Newton gave an overview of the September 2016 Water Rate Analysis and Calculations Report and stated that approval of the report is the first step in the process to modify the existing water rate structure, and it does not include the cost to replace all of the deteriorated infrastructure, but does provide for the replacement of a significant number of water mains and service laterals over the next five years. Costs identified include an annual increase of two percent for personnel, services and supply costs, as well as the cost to complete a water system master plan within the next five years. Approval of the Water Rate Analysis and Calculations Report will supersede the previous report adopted by City Council.

Mr. Newton explained that an additional item has been included for Council's consideration, which is an alternative that would implement a monthly infrastructure surcharge based on meter size. Meter size correlates to the demand a customer places on the water system and a tiered infrastructure surcharge would generate additional revenue of \$25,570 above the fixed infrastructure surcharge that is presented in the report.

Mr. Newton explained that upon approval of the Report, a public hearing would be scheduled that allows 45 days for property owners that are customers of the City's water system to protest the rate increase. Notices must be mailed to property owners that detail the proposed rate increase with instructions on how to protest. If the majority of property owners protest the increase, then the rate cannot be adopted.

Mr. Hancock added that he asked Mr. Newton to prepare the information regarding a tiered surcharge based on meter size. Up until this point, the water rate has been focused primarily on residential customers. The really large customers are more expensive in the cost to install services and while a lot of it is factored into the rate structure already, staff wanted to include it as an option for City Council to consider.

Mayor Garnier stated that she is still on the fence about the options presented and suggested setting aside the infrastructure surcharge on the billing to be clear to customers what portion of their bill is being dedicated to system improvements. She stated that she is concerned about having the discussion with one council member absent.

Mayor pro tem Franco stated that he has no problem postponing consideration of the item until all five councilmembers are present.

Mr. Newton commented that it is important to have all of the information available to be included on the notification for the public hearing, which has to include the specific rates that are being proposed.

Councilmember De Boer moved to postpone consideration of the item until all members of the Council were present; Mayor pro tem Franco provided a second.

Councilmember Wilson stated that based on prior commitments, the whole Council will not be seated until the first meeting of November and he is concerned with delaying the process.

Jim Chapman, District 2 Supervisor, commented that he has not been present for the previous discussions regarding the water rates, but he is concerned with any proposal that puts the collection of revenue and priorities for spending too far out into the future. Councils change and staff changes and what is proposed to be accomplished now may change in ten years. He likes the idea of the bill illustrating that a certain amount is set aside for system improvements, and the cost of improvements should be borne by the larger water users. He appreciates all of the work that the public works staff has put into the report, and said that he was in favor of a tiered infrastructure surcharge that would be revisited in five years.

**David Teeter**, Supervisor Elect, District 2, applauded the Council for making the hard decisions, as the City needs money to upgrade the system. He understands the concern with the surcharge but the system needs work and upgrades will be expensive.

Councilmember Wilson stated that nobody on the Council is opposed to an increase, and they even heard that feedback from the public. There are four members of the Council present, and he stated that it should be put to a vote.

Councilmember De Boer stated that he rescinded his motion to postpone consideration of the item.

Mr. Hancock asked if the Council had any comments or discussion regarding the option of a tiered surcharge.

Mayor Garnier responded that she believed a tiered surcharge would be fair.

Mr. Hancock requested that if a motion is made, it should include the preference of a tiered surcharge, or a flat \$15 surcharge regardless of meter size.

Motion by Mayor pro tem Franco, second by Councilmember De Boer, to approve Resolution No. 16-5320 with the inclusion of the tiered surcharge as proposed; motion carried. Ayes: Franco, De Boer and Garnier. No: Wilson. Absent: Stafford.

### **13      CITY ADMINISTRATOR'S REPORTS:**

**13A      2016 AB1234 Ethics Training Update** Mr. Hancock informed the City Council that the opportunity to meet the biennial ethics training requirements as established by AB1234 is being offered at no cost to elected and appointed officials in Lassen County on November 3, 2016 between 10:00 a.m. and 12:00 noon. The training is being coordinated by LAFCo Executive Director John Benoit, and will be held at the Veteran's Memorial Building. Participants are being asked to RSVP to secure their place at the training. All Councilmembers present requested that the RSVP be submitted on their behalf.

**13B Cameron Park Update** Mr. Hancock reported that a workshop was conducted on September 6<sup>th</sup> to obtain feedback and comments from the community regarding the proposed Cameron Neighborhood Park in the northern part of Susanville. Community members attended and provided a number of comments, concerns and requested that certain changes be implemented in the Park Design Master Plan. Staff summarized those points and is asking for formal determination from City Council regarding including the suggested items. Mr. Hancock reviewed the five additional items as follows:

- Community member's requested that the BBQ pits be removed. Concerns were raised regarding the potential of wildfire hazards, and that the BBQ pits would encourage park users from other city neighborhoods to congregate for longer periods of time. The potential for the BBQ areas to become littered with spent charcoal briquettes and trash is increased with food and beverage packaging.
- Play features for children 8 years and under to be the center play structure focus rather than features for older children.
- Attendees discussed night safety concerns and suggested additional pedestrian level lighting to be added to the park design. A few potential lighting designs were discussed to assist in deterring unwanted park activities while not disturbing neighboring homeowners with light pollution.
- The removal of the bridge on the north end of the park was suggested. Community members were concerned that the informal trail network that exists north of the proposed Cameron Park would be memorialized if the bridge structure is included. Community members expressed concerns with pedestrians traveling from the north end of the Cameron Way neighborhood to Cameron Way and included car burglary and theft and trespassing into homeowner's yards.
- Community members were concerned with the tall grasses that currently exist north of Cameron Way in and along the main drainage to the northwest of the proposed park and suggested a regular maintenance and mowing schedule be implemented to keep the drainage unobstructed if the park is constructed.

Mr. Hancock added that at the beginning of the workshop, the attendees were hesitant to support the placement of a neighborhood park in the Cameron Way area. After an active discussion took place, the public members who attended were unanimous in their acceptance and support of the Cameron Park and the benefit it would bring to the neighborhood. An additional request was presented to limit the park use time to sunrise and sunset.

Mayor Garnier commented that the park would be for use by the community in the whole north section of town, and not just a few neighbors who live in the immediate vicinity.

Mr. Hancock stated that the location of the park was identified as future park space on the original subdivision maps, which is good in the sense that the location has been in place since the residents first purchased their homes. While some homeowners may feel that it would diminish their property value, there really is no other location in that part of town that would be suitable.

Councilmember Wilson stated that one problem with the Skyline Park is water, and while the City has a well across the road on the Nathan Property, it is cost prohibitive at this point to lay the infrastructure to bring water to it. Any time you move into an existing neighborhood there will be protest by the neighbors, as the City saw with the Sierra Road property. It was designed to be a park, and it is centrally located. He added that he has a hard time with all of the suggested restrictions.

Mayor pro tem Franco stated that he had to agree, as the City does not have enough of these smaller neighborhood parks in the community.

Councilmember Wilson stated that the main restriction is that there is only \$200,000 or less in the Park Mitigation fund.

Mr. Hancock commented that it was important to put into context that while the City has other larger, heavily used parks that include ball fields and are designed for the type of activity that people normally associate with a city park, there are no existing neighborhood parks in town. These are usually smaller spaces with no bathroom facilities or water fountains, and they serve as neighborhood gathering places for people in the immediate areas.

Mayor pro tem Franco stated that he is surprised that it received any negative feedback from the neighbors.

Councilmember Wilson stated that many people see these types of parks as attractive nuisances.

Mr. Hancock responded that with these types of projects, the people who want to see the improvements do not normally come to the meetings. The people who do come normally live adjacent to the Park or want to influence the project so that it does not happen. Much of the feedback changes depending on who attends the meeting. He requested feedback from the City Council regarding the list of items that was provided.

It was the consensus of the Council that there would be no bridge and that the barbecue pit would be included, and the play equipment should be geared towards children of all age groups. The design would include options for low-lighting, and the schedule would be the same as the existing parks in town. The Council was in agreement that an alternative could be included that would incorporate a future bathroom and drinking fountain.

Mr. Hancock added that the post office was supportive of relocating the mail boxes, however they would not pay for the cost of relocation.

Councilmember Wilson commented that while the use of natural logs as play features was creative, he would prefer to see prefabricated play equipment that would require less long term maintenance.

It was the consensus of the City Council to make the changes to the design plan as discussed and consider the option of changing to prefabricated equipment.

**14     COUNCIL ITEMS:**

**14A    AB1234 travel reports:**

Councilmember Wilson requested that an item be brought forward to discuss the proposed utility rates for the swimming pool facility, noting that he would be supportive of establishing a wholesale utility rate.

Mayor pro tem Franco requested an update be provided regarding the status of construction.

**15     ADJOURNMENT:**



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

Meeting adjourned at 8:32 p.m.

Respectfully submitted by

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Kathie Garnier, Mayor

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Gwenna MacDonald, City Clerk

*Approved on November 2, 2016*