

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**October 5, 2016 – 7:00 p.m.**

Meeting was called to order at 7:00 p.m. by Mayor Garnier.

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

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

**1. APPROVAL OF AGENDA:**

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

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

**3 CLOSED SESSION: No business.**

**4 RETURN TO OPEN SESSION:**

Mayor Garnier announced that the City Council did not consider any closed session items, and that Public Works Director Dan Newton would be filling in for the City Administrator at tonight's meeting.

Chief James Moore provided the Thought of the Day.

**5 BUSINESS FROM THE FLOOR:**

Officer Terra Avilla, Susanville Police Officer's Association, invited those in attendance to the Policeman's Ball to be held on October 29<sup>th</sup>. Proceeds for the event provide funding for the annual Shop with a Cop program held for local youth.

Officer Avilla also provided an update to the Council regarding the Crime Stoppers program which was going to be implemented in Lassen County. The program provides an opportunity for citizens to phone in anonymous tips for unsolved crimes, and has been proven to be very effective in other areas.

Mayor pro tem Franco thanked Officer Avilla for the numerous public outreach efforts conducted by the Department.

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

- A Approve vendor warrants numbered 98341 through 98474 for a total of \$455,712.45 including \$100,343.65 in payroll warrants

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

7. **PUBLIC HEARINGS:** None.

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

9. **NEW BUSINESS:**

**9A Consider offer to purchase Hangar #5A at the Susanville Municipal Airport** Mr. Newton reported that the City has agreements with citizens who own private hangars at the airport, and a provision in the agreement requires that when the owner decides to sell the hangar, the City has the first right of refusal. Mr. Larry Beck, the owner of Hangar 5A has requested to sell his hangar and has received an offer of \$20,000.

Councilmember Wilson asked if Larry Beck served on the Airport Commission.

Ms. MacDonald confirmed that he did.

Councilmember Wilson asked if he would still have an aircraft at the Airport.

Mr. Newton responded that he did not have that information available.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, that the City would not purchase Hangar 5A; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

**9B Consider approval of Resolution No. 16-5329 authorizing closure of Main Street on November 11, 2016 for Veteran's Day Parade** Mr. Newton reported that the City received a request from the Lassen County Veterans Association to authorize the closure of Main Street for the annual Veterans Day Parade to be held Friday, November 11, 2016 between 11:00 a.m. and 12:00 p.m. The street closure would begin at Russell Avenue and 1205 Main Street, and require assistance from the Street Division and Police Department to set up and remove traffic control signs and assist the Police Officers with traffic control. The estimated staffing cost for support of the event is \$1,770.00.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 16-5329; motion carried. Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**9C Consider request to waive fees for reservation of Golf Course Club House for CASA Appreciation Lunch on October 28, 2016** Mr. Newton explained that the City received a request from Lassen Family Services to utilize the old Golf Club House on October 28<sup>th</sup> to hold their annual CASA Volunteer Awards and Appreciation Luncheon and they have requested a waiver of the associated fees. The CASA volunteers are court appointed special advocates who represent abused and neglected children in the community. Lassen Family Services is a non-profit agency and the fee for rental \$175, but they would still be responsible for the \$100 refundable deposit.

Motion by Councilmember Stafford, second by Mayor pro tem Franco to authorize the fee waiver for the event; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. 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**    **2016 Annual Leaf Collection Program** Mr. Newton reported that the City has established the Annual Leaf Collection program and facilitates the event by coordinating the donation of services from the California Correctional Center and C & S Waste Solutions. The event begins October 28 and continues through December 2, and may be extended if necessary. Through the duration of the event, collection boxes are set up at three locations throughout the City where residents can take their bagged leaves. Staff will load the leaves into a green waste dumpster and C&S Staff transports the dumpsters to CCC for composting. The Public Works Department will notify the public through a flyer, an advertisement in the paper, a public service announcement on the radio and information about the program will also be posted on the City's website.

Mayor Garnier commented that it is a great program for the community.

**13B**    **Fire Department Quarterly Report** Chief Moore reviewed the activities and projects of the Susanville Fire Department including personnel, incident response information, response to out of area fires, OES, grants, volunteers, facility, training, prevention, public education, code enforcement and apparatus maintenance. Chief Moore discussed the City's ISO rating and the identified need to provide CPR and First Aid training to the community. The City's ISO rating was moved from a 4 to a 3 rating, with only 1,400 cities in the nation having a 3 designation. There are several factors that affect the rating, and the City was close to achieving a 2 rating, with only 800 cities in the nation having a 2 rating. Chief Moore stated that he was not sure if the rate improvement had affected the insurance ratings in the community for resident's homeowner's insurance, but it is possible that it did.

There was a general discussion regarding the process for identifying properties that are in violation of the City's weed and rubbish abatement policy. Chief Moore discussed the progression of fire and the negative impact that one overgrown property can have in an urban area because it provides the fuel needed for a fire to spread throughout neighborhoods.

Chief Moore explained that recently, the Department has had two full time employees and one volunteer trained in CPR at the instructor level, and the Department has formed a partnership with SEMSA and the Lassen Health Department to provide community CPR courses on a quarterly basis.

**14**     **COUNCIL ITEMS:**

Councilmember Wilson thanked Chief Moore for providing the update, and stated that the Department and volunteers were doing a great job. He asked what the status is for utilizing the water tank in Johnstonville for fire suppression efforts at the airport.

Chief Moore explained that the City works with other local agencies for the creation of the Hazard Mitigation Plan, and utilizing the well is identified in the plan as a future project, which opens up opportunities for future funding sources. He discussed options for locating a hydrant in the area.

Mayor Garnier informed staff that a homeless person has set up camp just off Main Street near the old Chinese Kitchen and stated that the site is hidden among trees and shrubs. She asked that the Police Department follow up and take care of the unsafe condition.

**14A AB1234 travel reports:**

**15 ADJOURNMENT:**

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

Meeting adjourned at 7:59 p.m.

Respectfully submitted by

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Kathie Garnier, Mayor

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Gwenna MacDonald, City Clerk

*Approved on November 16, 2016*