

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**November 2, 2016 – 6:00 p.m.**

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

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

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 unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

**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.    Employee Status Report
  - 2.    SRO Agreement
- B      CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9(d)(1):
  - 1.    State of California, Lassen County Superior Court Case No. 59508; Rebecca Saylor v. City of Susanville
  - 2.    State of California, Lassen County Superior Court Case No. 60052; Jacqueline Musick v. City of Susanville
- C      CONFERENCE WITH LEGAL COUNSEL– Anticipated litigation pursuant to Government Code §54956.9(d)(2): two

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 City Council approved the agenda as submitted. During Closed Session, the City Council gave direction, but there was no reportable action taken.

Mr. Hancock requested that Item 13B be considered immediately following Item 9D to provide added continuity.

Chief Moore offered the Thought of the Day.

Mayor Garnier read a proclamation in honor of Veteran's 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 September 21, 2016 meeting
- B Approve vendor warrants numbered 98597 through 98725 for a total of \$796,187.75 including \$230,494.98 in payroll warrants
- C Receive and File Finance Reports: September 2016

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

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

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

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

**9A Consider approval of Resolution No. 16-5335 approving and authorizing Mayor to execute Recreation Ground Lease with the Honey Lake Valley Recreation Authority (HLVRA)** Mr. Hancock explained that at the October 19<sup>th</sup> meeting in closed session, the City Council approved a 99 year recreation ground lease with the Honey Lake Valley Recreation Authority. The property is a triangular piece of property that is a portion of a larger property that the City owns off South Street, and the terms of the lease will allow the HLVRA to put improvements on the site including utilities, curb, gutter and sidewalk, and other improvements for the benefit of public use. The lease price will be \$1.00 for the term of the lease, and it is necessary for the City Council to formally approve the lease in open session.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 16-5335; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

**9B Consider Lassen County Chamber request to sell alcohol at 2016 Magical Country Christmas event** Mr. Hancock reported that the Lassen County Chamber of Commerce hosts the annual Magical Country Christmas in the historic uptown and the City Council approved the request for street closure for the celebration which includes a lighted Christmas parade, tree lighting, and fireworks display. Some of the business owners have expressed desire to serve hot toddies from a few locations in the uptown, and have submitted an official request through the Chamber to set up "hot toddy" stations at approximately four participating businesses. Participants would be asked to provide photo identification and given a wrist band prior to being served any alcoholic beverages. The Chamber will be applying for the appropriate liquor license through the Department of Alcoholic Beverage Control, and the service of alcohol will be restricted to the hours of 5:00 p.m. to 7:00 p.m. on December 3, 2016. He invited comments from Melanie Westbrook.

**Melanie Westbrook**, representing HUSA, explained that the success of the Wine Walk in promoting uptown businesses has prompted the request to serve hot toddy's, and she thanked the City Council for their consideration.

Mayor pro tem Franco commented that with the weather usually being quite cold for the event, it would be appropriate to provide hot drinks to the attendees.

Motion by Councilmember De Boer, second by Councilmember Wilson, to authorize the sale of alcoholic beverages at the 2017 Magical Country Christmas event; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

**9C Consider establishment of 30 mph speed limit on Numa Road** Mr. Newton explained that the City has received reports from residents in the Numa Road area of town that many vehicles are traveling at an unsafe rate of speed along Numa Road. Staff prepared an engineering and traffic study and has determined that a speed limit of 30 miles per hour would be appropriate. The study determines the most appropriate posted speed limit given the conditions on the road which include traffic volumes, speeds for approaching traffic, sight distance, environment and accident history over a 12 to 24 month period. There is currently no speed limit posted, and requirements of the CA Manual on Uniform Traffic Control Devices requires that a speed survey be conducted and the speed limit but be within 5 miles per hour of the 85<sup>th</sup> percentile as determined by the speed survey. The survey supports the establishment of a 30 mph speed limit, and the California Vehicle Code provides authority for local jurisdictions to establish speed limits by ordinance that are based on an Engineering and Traffic study. The cost for new speed limit signs is approximately \$250 per sign.

Mayor pro tem Franco commented that the Community Church is located on Numa Road and the traffic on Sunday is very heavy, so establishment of a speed limit would be prudent.

Mayor Garnier stated that she used to live in the neighborhood and the traffic has always been bad.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to support the establishment of a 30 mph speed limit on Numa Road; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

**9D Consider establishment of speed zones at McKinley School, Meadowview School, and Diamond View School** Mr. Newton explained that this item is very similar to Item 9C, and that the City Council had directed staff to move forward with the process of conducting Engineering and Traffic surveys in the school zones in front of McKinley, Meadowview and Diamond View schools. The California Vehicle Code sets school zone speed limits at 25 miles per hour and provides a process allowing speed limits to be reduced even further based upon the results of the Engineering and traffic survey. Staff has consulted with the Chief of Police and school district administration regarding the results of the study. The school administration is in agreement with posting 15 mph speed zones, however the studies conducted only provide adequate justification for reducing the speed limit in front of McKinley to 15 mph during posted hours.

Councilmember Wilson asked staff to provide more specific information regarding the reasons that Meadowview and Diamond View schools did not warrant a speed reduction to 15 mph.

**Daniel Gibbs**, City Engineer, explained that the width of the street in front of McKinley was the primary contributing factor to support the establishment of a 15 mph speed zone. The street widths in front of Meadowview and Diamond view are very wide, with the speed approaches, site distance and accident history being quite low in both areas.

Mayor pro tem Franco stated that Meadowview has a crossing guard right in front of the school, and Diamond View has a flashing speed sign on Richmond Road.

Mayor Garnier asked if the speed sign near McKinley would be a flashing sign as well.

Mr. Gibbs responded that the guidelines for establishing signage are quite stringent and so are the actual sign guidelines themselves, so staff would have to look at all of the options.

Mr. Hancock asked Mr. Newton to elaborate on the speed limit for the street as opposed to the speed limit in the school zone.

Mr. Newton explained that the 15 mph speed limit would extend 500 feet on each side of the school zone property and be in effect whenever children are present. Staff would conduct additional research regarding the sign protocol requirements for installing flashing beacons and other options for regulating the traffic speeds.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to support the establishment of speed zones at McKinley, Meadowview and Diamond View schools; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

**13B Fourth Street and Ash Street School Crossing** Mr. Hancock explained that the City has been approached by a concerned citizen regarding safety improvements at the school crossing located at the intersection of Fourth Street and Ash Street. The crossing is staffed by a crossing guard before and after school, however, traffic volumes and vehicle speeds on Ash Street are still a concern. Ash Street is a state highway with an established speed limit of 30 mph and it is under the jurisdiction of Caltrans so any modifications requested would be at the discretion of Caltrans, and they would bear the expense as well. Some of the modifications that have been requested include a speed limit reduction to 25 mph, installing radar feedback signs, painting new crosswalks on Fourth Street at the intersection, and completing sidewalks on Fourth Street, west of Ash Street, with Safe Routes to School Funds.

Mr. Newton explained that the California Vehicle Code sets the speed limit in school zones at 25 mph, however the section of Ash Street does not meet the definition of a school zone as being the segment of street in front of school grounds. Caltrans would likely be supportive of installing radar feedback signs, and a conservative cost estimate would be approximately \$15,000 for purchase and installation. The request to paint crosswalks is reasonable and staff will be contacting Caltrans regarding having that completed.

Mr. Newton explained that the Safe Routes to school grant funding has been utilized in the past, however it has become increasingly difficult for small jurisdictions to be competitive in gaining the funding. The program requires extensive project development activities, public outreach and community input that are problematic with limited staffing resources. Other funding sources would include STIP funding, Community Development Block Grants, and funding through the Active Transportation Program.

Councilmember Wilson asked if the Traffic Mitigation fund could be utilized for signage.

Mr. Newton responded that the City would have to create a connection between the improvements, and the location is a significant distance away and it would be difficult to develop findings to justify the expenditure.

Mayor pro tem Franco asked Mr. MacChambers how many students crossed the street at Fourth and Ash Street.

**Darrell MacChambers**, crossing guard, responded that there were normally 9 or 10 children, and some days as many as 24 children who were assisted in crossing the street. The majority of the children are not accompanied by a parent, and the peak hours of crossing are between 6:55 and 8:05 a.m. He added that the children are Kindergarten through second grade, and in the winter time, it is often dark early in the morning when they are walking to school.

Mayor pro tem Franco thanked Mr. MacChambers for providing the service.

Mr. MacChambers added that Ash Street is a very busy road, and he is a big man wearing a bright orange vest, and even then some motorists do not slow down or stop until he is well out into the street. He stated that the Police Department does not have the manpower to provide for a patrol car to sit at the intersection every day, although it is very effective when they do. He has contacted CHP and was told that they do not get involved in traffic control. He suggested the City send a letter to CHP requesting assistance, since Ash is a road that the State is responsible for and it needs to be a cooperative effort between agencies.

Councilmember De Boer stated that as a former Deputy Sheriff, according to State Law, the Sheriff is not allowed to work traffic in town.

Councilmember Wilson stated that he had no problem with the City sending a letter to request support, and noted that he has witnessed CHP pulling people over on Main Street.

Mayor pro tem Franco commented that it was important to come up with a solution to protect the safety of the children who are crossing a very busy street every day.

Mayor Garnier noted that it is a very wide road and people often pass on the right when people are stopped in the road to make a left hand turn. That poses a hazard to pedestrians, and it is a dangerous situation for children.

**Mr. Jerry Askey** discussed traffic calming efforts and signage improvements that could be installed, especially from the south, since there is no warning of the upcoming pedestrian crossing.

It was the consensus of the City Council to direct staff to move forward with solutions including contacting the Highway Patrol.

**9E Consider Lassen Ale Works request to replace Water Main on Johnstonville Road** Mr. Newton explained that the City has been approached by a local contractor who is performing work for Lassen Ale Works at the old Tum-a-Lum lumber building at 702-000 Johnstonville Road. The building is undergoing renovations in preparation of the relocation of their brewing operation, and it includes the mandatory installation of a commercial fire sprinkler system. A new 6-inch water main which would connect to the City's 14-inch is needed to provide the capacity necessary for the sprinkler system. Due to the depth of the City's 14-inch line, and proximity to the City's steel gas main, Impact Construction has proposed to install approximately 250 feet of trench on the opposite side of Johnstonville Road to run parallel to the existing shoulder. Mr. Newton referred to the map which depicted the location of the proposed trench, explaining that there is an opportunity for a partnership as the City has included the

replacement of the 14-inch steel main line in the Integrated Regional Water Management Implementation Grant. Through a contract with Lassen Ale Works, Impact Construction would trench, install the pipe, backfill, and repair asphalt. The City would provide the pipe and fittings, and if approved, Lassen Ale Works would install a 12-inch mainline in lieu of the 6 inch main line. A service connection would be added and connected to the new 12-inch main line.

Mr. Newton added that staff was looking for City Council direction on preparation of the agreement, noting that it would provide an opportunity for significant savings to the City on upgrading a section of water main that has already been identified for needed replacement.

There was a general discussion regarding the time-sensitive nature of the project, and the need to move forward with the development of the agreement due to the limited time left in the 2016 construction season.

Motion by Councilmember Wilson, second by Councilmember Stafford, authorizing the City Administrator to enter into an agreement with Lassen Ale Works, and schedule an update for a future council meeting; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

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

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

**12**     **CONTINUING BUSINESS:**

**12A Consider approval of Resolution No. 16-5334 approving and authorizing Mayor to execute Memorandum of Understanding with the Professional/Technical Bargaining Unit for Fiscal Year 2016/2017 and 2017/2018** Mr. Hancock reviewed the terms of the Memorandum of Understanding that were negotiated with the Professional/Technical bargaining unit for the 2016/2018 fiscal year. He noted that changes from the previous agreement included an update of covered positions, the implementation of the CalPers swap which results in an increase in the salary matrix and corresponding increase in employee-paid contributions based upon public safety and non-public safety positions. The MOU also includes a one-percent salary increase for the period of 2017/2018.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 16-5334; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

**12B Consider approval of Resolution No. 16-5336 approving and authorizing Mayor to execute Memorandum of Understanding with the Administrative Bargaining Unit for Fiscal Year 2016/2017 and 2017/2018** Mr. Hancock reported that an agreement has been approved and was being brought forward for ratification with the Administrative Bargaining Unit for the period of 2016 to 2018, and includes the addition of longevity Step H in the salary matrix, and a one percent increase for year 2017/2018.

Motion by Councilmember De Boer, second by Mayor tem pro Franco, to approve Resolution No. 16-5336; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

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

**13A Administrative Services Update** Mr. Hancock provided an update of the Administrative Services Department, which include the Administration, Finance, Building, Planning and Community Services

Divisions as well as two Enterprises, the Golf Course and Airport. He reviewed completed projects, including the Surplus Sale, the updated Housing Element & Safety Plan adoption of a Very High Fire Hazard Severity Zone, the electronic conversion of Building and Planning files, preparation of the 2016 NOFA Application and processing of 8 CDBG-funded First Time Homebuyer Assistance applications, totaling \$427,845.

Mr. Hancock reviewed Finance Division activities, noting that the achievement of 100 percent collection of HUSA assessments, and Building/Planning Division activity including the issuance of 344 building permits, 992 inspections, and processing 17 planning projects. The Administration department is also responsible for preparing agendas, minutes, processing resolutions and ordinances, and 31 new hires, including 22 temporary new hires and two full time employees; Dow Davis, Parks Maintenance Superintendent and Ruth Ellis, Administrative Staff Assistant.

Mr. Hancock reviewed the overall budget for Administrative services as \$5,398,392 from the General fund, \$369,364 for the Golf Course and \$267,343 for the Airport. Mr. Hancock noted that the Administrative Services Department has also assumed all responsibility for overseeing operations of the Airport to include leases, billings and project management.

Mr. Hancock reviewed upcoming projects including the Cameron Park Project, Airport Lease Restructure, City Hall Repainting Project, Southeast Gateway Project Development, Implementation of the Regional Water Management Plan and Grant Funds, Sustainable Communities Grant Administration, the Airport AIP Project 15 and 16, HOME Program and continued management of the Honey Lake Valley Recreation Authority Community Pool project. Mr. Hancock concluded his presentation by thanking the City Council for the support and forward thinking that allowed the City to move forward in a positive direction for the betterment of the community.

13B Fourth Street and Ash Street School Crossing – Considered after Item 9D.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

Mayor Garnier reminded those present of the 2016 Ethics Training scheduled for November 3, 2016.

**15 ADJOURNMENT:**

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

Meeting adjourned at 8:51 p.m.

Respectfully submitted by

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Kathie Garnier, Mayor

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Gwenna MacDonald, City Clerk

*Approved on December 7, 2016*