

**SUSANVILLE CITY COUNCIL
Special Meeting Minutes
April 17, 2017 – 10:00 a.m.**

Meeting was called to order at 10:03 a.m. by Mayor Garnier.

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

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

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

1 APPROVAL OF THE AGENDA:

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

2 PUBLIC COMMENT: No comments.

3 CLOSED SESSION: No business.

4 SCHEDULED MATTERS

4A Review letters of interest and consider appointment of applicant to fill vacancy on the Susanville City Council Mr. Hancock explained that with the resignation of Councilmember De Boer, a vacancy was created on the City Council effective April 1, 2017. The California Government Code provides for the filling of vacancies by conducting a special election, or appointment. The City Council voted to fill the vacancy by appointment, and directed staff to move forward with a recruitment. The vacancy was advertised and six letters of interest were received from eligible candidates. Mr. Hancock outlined the proposed process and explained that he would be asking each candidate to select a piece of paper containing a printed number to determine the order in which they would answer the interview questions. The questions would be asked in order with candidate number one answering question one first, candidate two answering question two first, and working through the interview questions in that manner so that each candidate would have the opportunity to answer each question and answer at least one question first. Mr. Hancock invited the applicants to draw numbers, they were seated and introduced to the City Council in the following order: Mary Loflin, Kurt Bonham, Brian Moore, Mendy Schuster, Wayne Jambois and Lino Callegari.

Mayor Garnier thanked the applicants for showing an interest in serving on the City Council. She began the interview process.

Question No. 1

Please introduce yourself and share what you feel makes you a good City Council candidate:

Mary Loflin stated that she is from Susanville, was born and raised in Susanville and has strong ties to the community. She is a local business owner and has a background in engineering, and has recently retired from her position with the County Public Works Department. She is interested in serving on the City

Council with economic development being of particular interest.

Kurt Bonham thanked the City Council for the opportunity to serve as a Councilmember. Mr. Bonham explained that he served on the City Council from 2006 to 2010, and as mayor from 2008 to 2010. He has maintained his involvement in local government, and brings a strong background in finance, having worked as a municipal auditor for the majority of his career. He noted that some of his accomplishments as councilmember included refinance of the natural gas system, and he brings a unique ability to hit the ground running, and work together to bring about the best result for the community.

Brian Moore explained that he was born in Susanville, and has worked with youth in the community for the past 20 years, and is currently working as the administrator of the group youth home. He has budget experience, with taking the group home budget from \$12,000 to \$200,000 annually. He would bring a fresh perspective to the City Council and he thanked them for the opportunity to be considered.

Mendy Schuster stated that she is from Susanville, and that her grandparents moved here in the 1940's. She was raised here and has also raised her family here. She is retired now, and worked for the Lassen High School District and Lassen College, also serving on the Site Council for Meadow View and Diamond View schools. She has noticed that the sense of community has begun to dissipate in Susanville, and then at Christmas attended the Magical Country Christmas event, and that restored her faith in the town's community spirit. She added that she is very committed to promoting economic prosperity and community pride.

Wayne Jambois explained that he worked for the Post Office for 28 years, and has taught gun and hunter safety and served on the Fish and Game Commission for 13 years. He has been a member of the Susanville Planning Commission since 2000 and has a strong sense of community service. Mr. Jambois stated that he was very impressed with the caliber of the candidates who were applying for the vacant seat on the Council, and that it is encouraging to see so many people who care about the future of the community.

Lino Callegari stated that he was born in Lassen County, served in the military and then came to Susanville after the Korean War. He played football for Lassen College, and then went to work for the Lassen County Road department. He went into law enforcement and worked for the Sheriff's office until 1986. After retiring from law enforcement he went to Lassen College and was in charge of the criminal justice program. He brought a driver's training program to the college, and has always been a person who saw what was needed and then worked to make it happen. He served 26 years on the City Council, and thanked the Council for the opportunity to put his name in the hat to fill the vacancy.

Question No. 2

What types of relationships would you like to develop with the Council, City Administrator, Department Heads and City staff and how would you establish them:

Mr. Bonham stated that staff is critical, and while the City Councilmembers sit on various boards and commissions as Council representatives, it is the staff who does the day to day work and developing a relationship with those professionals is very important in order to keep moving forward. Serving on the Council is a big time commitment, and involves developing a unified voice between Council and staff to present to the community.

Mr. Moore explained that he has a good working relationship with his colleagues, and sets about to get to know them on a personal and professional level in order to build the team spirit that is necessary for success.

He added that the most important aspect to building successful relationships is mutual respect.

Ms. Schuster stated that in her work at the High School and College, she was successful in building positive relationships with everyone that she needed to, adding that being a good listener, remaining open minded and possessing good communication skills were all a part of her success in building positive relationships.

Mr. Jambois explained that in his job at the post office, he spent 28 years communicating with all kinds of people, every day, and he very much enjoyed that aspect of his career. It starts with mutual understanding, listening, and when problems do arise, solving them in a professional and respectful manner. He stated that he understands the perspectives of other people, and has found it to be a good starting point when dealing with others.

Mr. Callegari stated that the council and staff work as a team, and there will be differences of opinion and disagreements, but it is always important to be professional. The Council needs to understand that its job is not to micromanage, and to let the professional staff do their jobs. As a former detective and background in law enforcement, he had the opportunity to talk with people from all walks of life, and getting cooperation during the investigative process is the key to success, and it is important to remember that people are the city's greatest asset.

Ms. Loflin advised that her approach would be bring staff and council together as a unit and focus on understanding and communication. She explained that she enjoys listening to people, and having the opportunity to discuss problems, and she relates well with others.

Question No. 3

Are you familiar with the Brown Act and your responsibilities regarding confidential information and how would you respond to requests for information.

Mr. Moore replied that he is familiar with the Brown Act, and in his capacity as group home administrator and working with kids, he is very much aware of the importance of confidentiality, and not disclosing details or information about confidential topics. It is something that he deals with daily, and if asked for confidential information, he would turn the request over to the Administrator or Legal Counsel for assistance.

Ms. Schuster stated that she is familiar with the Brown Act and her job at Lassen College was considered to be a confidential position as she dealt with human resources, personnel and other confidential information.

Mr. Jambois explained that in his capacity as Planning Commissioner he has had the opportunity to take the ethics training that includes a segment pertaining to the Brown Act, and if there were any questions regarding information that was requested, as a Councilmember he would defer to the City Administrator to follow up on those requests.

Mr. Callegari responded that as a Councilmember for many years, he is very familiar with the Brown Act and the importance of maintaining confidentiality, and limiting the dissemination of information to one person, the City Administrator. The Administrator has been directed by the Council and advised by the attorneys as to what types of information can be shared. As a Councilmember, a person can give direction but never information.

Ms. Loflin answered that she was familiar with the Brown Act in her capacity with the Lassen County Road

Department, and that it is important to not release information or give advice. She would rely on legal assistance in handling that type of situation.

Mr. Bonham responded that he has taken Brown Act training and understands the confidentiality required by the Government Code. It is a simple concept: if it is discussed in closed session, it cannot be talked about. Any information that is legally shared from closed should come as a report out of closed session in the public meeting, by direction of the Council. Regarding a situation where a councilmember is asked for information, he stated that it was acceptable to share an opinion about a topic, but a councilmember should never be sharing information.

Question No. 4

What do you consider to be the three biggest challenges facing the City in the next five years.

Ms. Schuster replied that infrastructure, including streets and water system, and addressing the needs to repair both of those structures is a challenge. With State funding being limited, it is falling more on the people to fund those repair and maintenance costs, and it is a big expense.

Mr. Jambois stated that he agrees with Candidate Schuster, that water, roads, and how the City is going to fund those upgrades is a big challenge. Providing recreation opportunities for the youth in the community, including parks and open space is also important, as there seems to be limited things for young people in the community to do.

Mr. Callegari stated that the water system, getting the Cady Springs tank up and into the system, and improving on the jobs for young people to keep them in the community are all big challenges for the City.

Ms. Loflin explained that jobs, infrastructure, and the need to bring industry and increase tourism are all ways that would result in more money in the community to fund the improvements.

Mr. Bonham discussed the budget, and the importance of bringing jobs into the community. He stated that the annual revenue has not grown since his time on the City Council, and the revenue is needed in order to keep up with the increase in expenses to fund streets, public safety, and those types of services. The City needs a plan to bring to the community, because they just won't show up. He supports the concept of a three year rotating budget that provides for short and long term goals and spending.

Mr. Moore described the challenge of public safety and the overwhelming amount of drugs and crime in the community. He stated that he is speaking from his position in working with troubled youth, and the age in which young people are becoming involved in drugs and substance abuse is younger and younger, and it is not uncommon to see children as young as 12 or 14 selling drugs. That is unacceptable, and expanding the funding for law enforcement programs and providing positive activities for the youth is very important.

Question No. 5

What do you feel have been the City's most significant accomplishments in the last five years.

Mr. Jambois replied that staff selection, including the members of the City Council, has been a huge accomplishment. The City has terrific individuals who are very qualified professionals leading the departments and City, and that has brought about a positive change that did not exist several years ago. He has an opportunity to work with many members of the community, and the level of decorum and mutual respect that the City staff has with the public is very positive, and he hears a lot of positive feedback

regarding those interactions.

Mr. Callegari stated that cleaning up the City, and cleaning up the negative attitude about the City, has been a big accomplishment. It is a work in progress to clean up some of those blighted areas, but the City has moved in a positive direction since the Mill closure, and it is important to continue moving forward with the promotion of the City. HUSA does a good job of promoting the uptown, but we need to promote the whole town in order to attract more people.

Ms. Loflin stated that she sees some of the accomplishments as having a swimming pool, the number of road improvements that have occurred over the past year, and the City needs to keep on that positive track by encouraging community pride and economic development.

Mr. Bonham stated that he considers the refinance of the natural gas system, which has resulted in an affordable rate for the customers, as one of the City's biggest accomplishments. Combining the refinance with the water system allowed that to move forward and from a fiscal standpoint it has had a huge impact on the City's budget.

Mr. Moore responded that the biggest accomplishment he sees is in the middle of town, where there are several new businesses, a shopping center with new businesses, and the positive community relations that are promoted by the fire and police department. The community outreach events that those departments have with open house at the fire hall and those events are very positive and important.

Ms. Schuster agreed with Mr. Moore, stating that the new businesses, the relocation of Rite Aid, and those midtown improvements have been very positive. She appreciated the fact that the City Council had agreed to support the Fishing Derby. The golf course is also a benefit to the community and while she does not golf, she has family who does and they have given positive feedback about the condition of the course.

Question No. 6

What do you consider to be the three most significant opportunities for the City in the next five years.

Mr. Callegari responded that employment opportunities to keep young people in the community are important, and support of those agencies that employ a lot of people such as BLM, the Department of Corrections and Herlong is important. Schooling, education, and supporting the programs at Lassen College that will bring people to the community who will stay and raise their families here is important. He discussed tourism opportunities in the area, and the need to attract more visitors to the community.

Ms. Loflin supported the tourism concept, and stated that bringing people through town to the attractions that are unique to our area, such as Eagle Lake, Lassen Volcanic Park, the Bizz Johnson Trail, as well as ball fields for hosting large sporting events, are all terrific opportunities. She stressed the importance of tourism and marketing in the area in order to increase visitors as ways to increase revenue that will benefit the community.

Mr. Bonham remarked that it will sound redundant, but he agrees with Mr. Callegari and Ms. Loflin, that tourism is a very important opportunity for the community. It is a wonderful community, and for those that did not grow up in Susanville, others came here and made their homes here for a reason. We need to sell ourselves to the rest of the world, because most people do not know about Susanville and what it has to offer. This is a place that can draw a lot of people and marketing opportunities are really only limited by imagination, and of course being mindful of budget.

Mr. Moore stated that he is always focused on the youth, but he supports family programs, and opportunities such as the Fire and Police Explorer programs that will provide an opportunity for the youth to get interested in a career in those fields. Attracting businesses and bringing jobs for people is important, but it has to include opportunities to provide the youth so they will be encouraged to stay in the community and raise their family here too.

Ms. Schuster discussed the opportunity for business, citing the example of the success of Lassen Ale Works. They came to town, saw a good business market and now have expanded their operation to a second location. Advertising events such as the Bizz Johnson marathon that expands every year, is very important, and taking advantage of those opportunities is going to build on the success of those events that have already proven to be very popular. As a source for ideas to expand upon, she suggested having an essay contest at local schools asking the youth to describe their favorite thing about Susanville. She felt this could promote community pride.

Mr. Jambois explained that he believes promotion of small and tech businesses and then creating recreation opportunities for those people is important. It may be hard to compete with other areas of the country, such as Texas, but Susanville offers a unique opportunity for smaller business and the type of professionals that would enjoy living in a rural environment. There are few places in California that offer the variety of recreation opportunities that are available in our region, and that should be developed and expanded through marketing. It is also a good retirement destination and there are more people moving here every year for that reason.

Question No. 7

Do you have any special interest or potential conflicts of interest.

Ms. Loflin discussed her involvement with physical education programs, dance and modeling classes that she has facilitated over the years, and stated that her position as owner of New Image Fitness and Racquetball Club would not create any conflicts of interest with her responsibilities as Councilmember.

Mr. Bonham stated that he is involved with Veterans groups, but he is retired and has no business dealings in the community or with any members of staff that would create a conflict.

Mr. Moore responded that he does not have any conflicts of interest that he is aware of.

Ms. Schuster explained that she has interest in the improvement of the physical environment of the community, in a more open way to communicate with the public, such as a fact sheet or question and answer link on the City's website. She has no business dealings that would create a conflict of interest if she is appointed to the City Council.

Mr. Jambois stated that he is retired and has no potential conflicts with serving on the Council.

Mr. Callegari discussed various projects that he is interested in, including bringing dialysis to the community. He is in support of bringing a center to Susanville to accommodate the needs of many people who are faced with driving to Reno and often times giving up other necessities in order to accommodate going to get their treatment. As a retiree, he has no conflicts of interest with sitting on the Council.

Question No. 8

Is there anything else you would like to share about yourself or the answers you have given.

Mr. Bonham congratulated the other applicants on their interest in serving on the City Council, and stated that any one of them would do a great job in representing the citizens and he did not envy the City Council in having to make this choice and select only one to fill the vacancy. He added that he is very qualified to serve, has the experience and stated that he works on principles, and not an agenda. It is a short 14 month assignment, and he could hit the ground running, having the past experience and knowledge of many of the current as well as past issues. He thanked the Council for their consideration.

Mr. Moore thanked the Council for the opportunity to apply for the position, adding that he does not have the experience that some of the other candidates have, and his focus is all on the youth of the community. He stated that he would bring a fresh perspective and a commitment to the betterment of the community.

Ms. Schuster stated that her grandson is the sixth generation of her family to live in Susanville, and she is very committed to the people of the community and making it a better place for everyone. She thanked the Council for their consideration.

Mr. Jambois remarked that he has dedicated the majority of his life to being a public servant, through his career with the post office and his service on commissions. He has always enjoyed working with the public, and he stated that he also did not envy the City Council for the choice before them, and was proud to be among such a fine selection of qualified people for the position. He thanked the Council for the opportunity.

Mr. Callegari discussed the contributions and dedication of past councilmembers, and what it means to a community to have so many qualified people who are willing to contribute to the betterment of all the citizens. He thanked those who applied to serve on the Council, and thanked the City Council for their consideration. He acknowledged that they have a very hard decision to make.

Ms. Loflin shared her vision of improvements to the quality of life in the community and important milestones, such as bringing back the community swimming pool. She stated that she is excited about the future and now that she is retired, is hoping to dedicate more time to the community where she has strong family ties, and an interest in economic growth and prosperity. She thanked the City council for its consideration.

Mr. Hancock stated that with the conclusion of the interview portion of the meeting, it would be appropriate to turn the floor back to the City Council to share comments, ask questions, and invite any question from members of the public that they may have for the candidates.

Mayor Garnier thanked the applicants, and acknowledged that this decision of appointment to fill the vacancy would be her hardest decision to date as a city councilmember. She invited questions or comments from the City Council.

Councilmember Stafford stated that he would recommend the appointment of Mendy Schuster to the City Council.

Mayor pro tem Franco indicated that he would recommend the appointment of Kurt Bonham.

Councilmember Wilson stated that this is a very difficult decision, and he does not know Ms. Schuster, but

she did an excellent job in the interview. He hears a recurring theme from citizens and that is that they want a change, and he would support the nomination of Ms. Schuster for the position.

Mayor Garnier stated that she would support the appointment of Mr. Bonham, based upon his experience and positive contribution he could make to the City based upon his fiscal background.

Councilmember Wilson agreed, stating that Mr. Bonham brings financial background as well as institutional knowledge that would be valuable, and his estimate of the time involved in serving on the Council was accurate so he knows what to expect. On the other hand, Ms. Schuster brings a fresh perspective so not having been on the Council is a positive, and some of the answers that she gave really resonated with him.

Mayor Garnier stated that she appreciated all of the candidates and the qualifications of each person has made this decision very difficult. Ms. Schuster is a positive person who seems to be looking towards the future of the community and she has a good background and would bring a unique perspective and point of view to the Council.

Mayor pro tem Franco commented that he would be brutally honest regarding Mr. Bonham, that at times, he is not the most positive person but he brings wisdom, insight, experience, and he can hit the ground running and make a real contribution with the time that he has. He served before, and there is a steep learning curve on the Council, and with the positive approach that the City has taken over the last several years, he is confident that Mr. Bonham would be on board with those positive changes.

Mayor Garnier agreed that Mr. Bonham offers a strong fiscal background which is a positive and the City's need for increasing revenue is huge. Ms. Schuster brings a creativity and fresh ideas and seems to speak from the heart regarding the community. She stated that while the councilmembers do not always agree with one another, at this time she is in agreement that she would support Ms. Schuster's appointment.

Motion by Councilmember Stafford, second by Councilmember Wilson, to appoint Mendy Schuster to the fill the unexpired term of office through June 2018; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

At 11:48 p.m., Mayor Garnier called for a five minute recess prior to consideration of the next item.

The City Council reconvened at 11:58 p.m.

4B Consider approval of Resolution No. 17-5374 amending agreement with the Honey Lake Valley Recreational Authority for Management, Administration and Operational Services Mr. Hancock explained that the item is related to the agreement that the City has to provide administrative and management services to the Honey Lake Valley Recreational Authority (HLVRA). The JPA asked that the City revise the agreement to also include the provision of operational services for staffing and to get it off the ground and running. There is a lot involved with human resources and other items to consider when having employees and the coordination of that process is a duty that the City would assume by way of contract amendment.

The attached agreement had been reviewed, and there were minor modifications including: the areas referencing administrative and management duties also include the word operational. Section 5 addresses a mechanism by which if the JPA is not satisfied with the services or individuals providing those services, either the Executive Officer, Secretary or Pool Director/Manager, they can request that the City make a

change in that staff person who has been assigned to those duties. The section regarding workers compensation has been modified, and the second related to termination of the agreement now requires 90 days' notification. Staff is requesting comments and feedback from the Council regarding any language changes or other items, and the JPA will be meeting Tuesday to review the agreement, and then it can be brought back to the City Council at the regular meeting on Wednesday.

Mayor pro tem Franco asked if the staffing responsibilities would be just for the initial hiring of the personnel or if the City would continue to provide oversight and supervision, and if that includes the pool manager position as well.

Mr. Hancock confirmed that it did include performing those tasks for the JPA as part of the operational duties.

Councilmember Wilson stated that the City will be assuming responsibility for the operations and it is set up so that it gives the JPA the opportunity to take that on in the future if it so chooses. There is no cost involved and if anything it provides an opportunity to see a cost savings on the annual contribution that the City makes to the JPA. There have been discussions regarding the fact that Jared would eventually be stepping back, and he asked if there was an idea of what that would look like.

Mr. Hancock responded that there are some key milestones that need to be met, and some kinks to work through in the beginning of the operations phase, but there would not be a requirement for him to be the Executive Officer once there is someone else on staff who can be brought up to speed. That is something that can be worked on with the Council moving forward.

Mayor Garnier noted that the amendments are structured so that it is not engraved in stone and can be changed at some point in the future.

Mr. Hancock responded that it absolutely could. There is a lot of work to put the operations in place with a personnel system, job descriptions, trainings, and getting things scheduled on the front end. This will allow the JPA additional time to see how the arrangement works by contracting with the City and maybe in the future they will elect to contract with the County, or have their own staff working for the JPA. If that transition occurs, they will have access to all of the information and documents that the City has prepared to assist in that transition.

Mayor pro tem Franco commented that it makes it difficult for those not on the Board to make those decisions without some of the insight, and he appreciates any of the information that the representatives have to share with the Council. It is important, especially if the City is taking the lead role, to have as much information as possible.

Councilmember Wilson stated that we have been very fortunate to have Jared get us to where we are now, and to finish that up but at the same time, the City has other needs and his time is valuable and once the JPA gets to a certain level we need to free him up and get him back to working on more City business.

Mayor pro tem Franco asked Mr. Hancock who would be stepping in to take the lead when he begins to back off on those responsibilities.

Mr. Hancock responded that the role up until now has been focused on contract management, all of the agenda preparation and minutes, moving through the stage of JPA creation, construction, getting the

facility open, and inherently a lot of those duties will be reduced once we enter into the operational phase, so there will be a reduction in the time commitment needed for the executive officer.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 17-5374; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

5 ADJOURNMENT:

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

Meeting adjourned at 12:11 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Kathie Garnier, Mayor

Approved on: May 17, 2017