

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**May 16, 2018– 6:00 p.m.**

Meeting was called to order at 6:02 p.m. by Mayor Garnier.

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

Staff present: Dan Newton, Interim City Administrator; and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

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

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

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

A      CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6

1      Agency Negotiator:      Dan Newton  
          Bargaining Unit:         Fire Fighters

B      PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

1      Police Chief Recruitment

C      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

1      Property:                    APN # 107-280-09  
          Agency Negotiator:    Dan Newton, Interim City Administrator  
          Negotiating Parties:    City of Susanville/Sierra Pacific Industries  
          Under Negotiation:     Purchase of Land

**4      RETURN TO OPEN SESSION:**

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the City Council approved the agenda. The Council met in Closed Session, gave direction to staff but there was no reportable action taken.

Ms. MacDonald requested that a moment of silence be observed for the passing of Craig Sanders.

Mayor Garnier announced that the meeting would be adjourned in Mr. Sanders honor.

**5      BUSINESS FROM THE FLOOR:**

**Steven Gray** expressed his frustration at the difficulty of crossing Main Street. Drivers are speeding and not observing the cross walks, and he has trouble walking so it is a danger to cross the street.

**Mimi and John Dozier** discussed the creation of a dog park in Susanville. It would be a fenced-in area that is safe for people to take their pets for off-leash play. There is a lot of interest from the public and they requested that they be allowed to bring back plans and details for future consideration.

Mayor pro tem Franco asked if they had any property in mind.

Ms. Dozier responded that one of the properties under consideration was the Sierra Road property.

Mayor Garnier requested that Item 6A be removed from the Consent Calendar and brought back for consideration at the next meeting.

**6**      **CONSENT CALENDAR:**

- A      Approve minutes from the City Council's May 2, 2018 meeting
- B      Approve vendor warrants numbered 201073 through 201166 for a total of \$656,922.27 including \$104,557.90 in payroll warrants
- C      Approve **Resolution No. 18-5502** authorizing agreement with Susanville Peace Officers Association (SPOA) Bargaining Unit

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Item 6B and 6C; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

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

**8**      **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports:

**9**      **NEW BUSINESS:**

**9A**      **Consider Resolution No. 18-5510 approving purchase of Tactical Vests for Police Department with SCORE funding** Acting Chief Merritt reported that the City has an opportunity to replace outdated equipment through the City's self-insurance group. SCORE's Loss Control Grant Funding Program provides an opportunity for members to purchase safety equipment, fund training or other projects that will reduce the frequency and severity of liability and injury for employees. The City of Susanville was awarded \$17,332 to replace 5 outdated ballistic body armor vests and purchase supplemental body armor plates and carriers for 15 police officers. The supplemental armor will provide an additional layer of protection not provided by the current body armor.

There were no questions or comments.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 18-5510; motion carried unanimously. Ayes: Stafford, Franco, Wilson, Schuster and Garnier.

**9B**      **Consider Resolution No. 18-5511 Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for FY 2018/2019** Mr. Newton explained that the City Council is required by the Streets and Highways code to review and approve the annual budget of the Historic Uptown Susanville Association (HUSA) and set a public hearing to consider the levy of assessments against the District for the upcoming fiscal year. The public hearing is tentatively scheduled for June 6, 2018, and he turned the floor over to Melanie Westbrook, HUSA Board President.

**Melanie Westbrook** reviewed the annual report, and highlighted some of the activities that the District sponsors throughout the year. She requested any questions or comments from the City Council regarding the annual report.

Councilmember Schuster asked if all new Uptown businesses are levied the assessment, and if the Board would consider extending the timeline for businesses to pay.

Ms. Westbrook explained the challenge of keeping up with Uptown businesses due to high turnover, and identifying when a business actually opens as often times they do so without obtaining a business license. Sometimes it's difficult to determine who the businesses are without having the City's assistance to track them through the business license process.

Mayor Garnier commented that the dues assessed to businesses in the highest level is \$350 annually, or \$29 per month. It has been said before that if it's a struggle to afford \$29 per month, perhaps the person shouldn't be in business.

**David Teeter**, owner of Margie's Book Nook, agreed with Mayor Garnier, and talked about the importance of supporting events like the Farmer's Market that was relocated to the Pancera Plaza. The Safe and Sane Halloween and Uptown Christmas events bring thousands of people to the Uptown area and it's a benefit to everyone in the District. If you are a business located off Main Street, the cost is only \$11 per month, which is very affordable for the benefits received.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 18-5511; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

**9C Consider Resolution No. 18-5512 approving execution of agreement with KASL Consulting Engineering for Grant Services for the Paul Bunyan Connectivity Sustainable Communities Grant**

Mr. Newton reported that the City was awarded a planning grant through the CalTrans Restricted Grant Agreement Program in the amount of \$126,024.00. The grant requires a \$14,476.00 local match and will fund the completion of the Paul Bunyan Connectivity Sustainable Communities Grant. The City received two proposals from GreenDot and KASL Consulting. KASL Consulting Engineering has proposed a price of \$65,620.00 as well as a time and material matrix to provide Grant Services for the Paul Bunyan Connectivity Sustainable Communities Grant. The timeline, expertise, and price make KASL the ideal consultant to complete the project within the budget and schedule. He turned the floor over to Quincy McCourt, Project Manager to answer any more specific questions that the Council may have.

Councilmember Wilson asked what the grant pays for, and the amount of GreenDot's proposal.

Mr. McCourt responded that it was approximately \$110,000 however with the time frame, their schedule of availability was not compatible with the grant requirements. He described the project area, and explained that the focus of the grant is to encourage multi-modal forms of transportation that connect the pedestrian and bicycle routes throughout the City. The grant will result in project plans and details that are an important part of the planning process and making the City more competitive for future funding opportunities as they become available.

Mayor pro tem Franco asked if the pedestrian and bike path includes extending it all the way from Skyline to Ranch Park, or if it would be focusing on Skyline Park.

Mr. McCourt explained that the grant would be limited to City limits only, but included in the planning process is the identification of various projects, and Skyline Park is the most popular among the residents that participated in the workshops that have been conducted as part of the community outreach effort.

Councilmember Wilson suggested looking at Skyline for the location of the dog park. The creation of additional parks throughout town creates the requirement to build additional parking lots and those are a huge expense.

Mayor pro tem Franco commented that he supports the connectivity of Skyline and Ranch Parks.

Mayor Garnier added that she would like to see a bicycle loop between Skyline and Ranch Park.

Mr. McCourt responded that ultimately the connection of town to Lassen College, Skyline and Ranch Park would be ideal, and it's the hope that through this process the City will be competitive for future funding.

Mr. Newton commended Mr. McCourt for his hard work and effort on the projects. The City has applied in the past for grants and often have not been successful due to the lack of public outreach. Mr. McCourt has been working hard to engage the public in a meaningful way, and the feedback received has been due to his efforts. It opens the City up to receive future funding for the construction of some of these projects.

Mayor Garnier asked if the match could be made up through in-kind services.

Mr. McCourt confirmed that salaries for employees can be counted towards the match.

There were no further questions or comments.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 18-5512; motion carried unanimously. Ayes: Schuster, Franco, Wilson, Stafford and Garnier.

**9D Consider Resolution No. 18-5516 authorizing the Interim City Administrator to execute an Agreement for Professional Services for Material Testing with Pavement Engineering Inc. (PEI), for a cost Not to Exceed \$40,000** Mr. Gibbs explained that the City awarded the 2012 STIP FC Project 17-01 to Dig-It Construction, Inc. and as part of that process, material testing as part of the construction management and quality control program is required. Staff circulated a Request for Quotes, advertised, and approached several firms throughout California and Nevada for Caltrans-certified providers to provide the necessary testing of materials associated with the over lay projects. Pavement Engineering, Inc. of Redding submitted the most responsive quote in the amount of \$40,000, which is less than the engineers estimate for the project. The Agreement with PEI will be for an amount not to exceed \$40,000.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 18-5516; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

**9E Consider Resolution No. 18-5517 authorizing agreement for assignment of OES Type II Hazardous Materials vehicle and equipment, assigned as HM-32** Chief Moore reported that the City was contacted by California Office of Emergency Services with a need to place a Type II Hazardous Materials Response Team in the Lassen, Plumas, Modoc County area. The need was identified due to an increase in hazardous materials transportation by railway and roads through the tri-County area. The City

Council approved an HM-32 team training contract which was completed in November 2017 and is comprised of team members from the Lassen County, Plumas County, State of California, Cal-Fire and City of Susanville. The agreement for placement of the vehicle and related equipment is complete and the City is ready for the assignment of the vehicle.

Mayor pro tem Franco asked how large the responding crew is, and how large is the area of responsibility.

Chief Moore responded that the team is made up of 17 trained people, and the area is the tri-County, and probably Shasta County as well.

Mayor Garnier asked if there was an increase to the cost of insurance.

Chief Moore responded that the cost for coverage is the same as the OES vehicle that the City just returned to the State so there is no increase in costs.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5517; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

**9F Consider Resolution No. 18-5515 authorizing Interim/City Administrator to sign contract for Commodities Flow Study and Area Response Plan** Mr. McCourt explained that the City was awarded a \$60,000 grant from the CalOES Hazard Mitigation Grant to conduct a Commodities Flow Study and update the Area Response Plan. This grant is 100 percent reimbursable and the will help prepare first responders for incidents that involve hazardous materials. The grant application deadline was pushed back due to wildfires in the State last fall, however the project completion deadline is September 2018, and staff released a Request for Proposal (RFP) which was due May 11, 2018. A multi-agency meeting was held on May 9, 2018 to gather feedback from local fire and law enforcement agencies. Due to the short timeline required by the grant, staff is requesting Council authorization for the Interim City Administrator to sign an agreement with the most qualified consultant in the amount of \$50,000. The remaining \$10,000 will be used for staff time to manage the grant. Mr. McCourt acknowledged the effort put forth by City staff members Ruth Ellis and Crystal Skadron whose assistance has been appreciated due to the short timelines involved with the grant.

Mayor pro tem Franco asked what commodities were the object of the focus.

Mr. McCourt responded that the process involves survey teams to identify the placards on semi-trucks that are moving through the area on three different major routes. It requires more hours of study and data collection to identify the most commonly transported materials.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5515; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

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

**11 SUSANVILLE MUNICIPAL ENERGY CORPORATION:**

At 7:58 p.m. Mayor Garnier called the meeting to order; roll call of Directors present.

**11A Consider Resolution EC-18-210 authorizing Chairperson to execute a quitclaim deed for the transfer of ownership for Susanville Municipal Energy Corporation (SMEC) owned properties to the**

**City of Susanville** Mr. Gibbs reported that SMEC owns a variety of properties encompassing City public facilities that serve a variety of municipal utility services and their functions. It is the recommendation of staff that SMEC facilitate the transfer of these properties to the City by quitclaim deeds. The properties are located at Cady Springs & Chlorine House, Bagwell Springs and Tank, Harris Tank and Pump Station, Lassen County Hall of Justice Well No. 1, South Street Tank and Johnstonville Road Well No. 3. There is no fiscal impact to SMEC, and any recording fees will be paid by the City.

Director Wilson asked what the motivation was for initiating the transfer.

Mr. Newton responded that the formation of SMEC was due to the management of the City's Geothermal system, and the City owns the utilities so it is in keeping that the property and assets should also be owned by the City.

Motion by Director Wilson, second by Director Franco; to approve Resolution No. EC 18-210; motion carried unanimously. Ayes: Wilson, Franco, Stafford, Schuster and Garnier.

The meeting of the Susanville Municipal Energy Corporation adjourned at 8:03 p.m.

**12**     **CONTINUING BUSINESS:** No business.

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

**13A**   **City Layout Plan and Community Workshop Series** Mr. McCourt explained that the City is working to develop many different concepts to improve the quality of life for Susanville residents and visitors. The recent outreach from the Paul Bunyan Connectivity Grant has focused on projects that would enhance the multi-modal transportation and because community feedback will help strengthen future planning efforts, staff proposes to host a series of workshops. The workshops will be hosted every two weeks concluding at the August 1, 2018 City Council meeting and will follow an informal open house framework. The goal of the workshops is to gather ideas and identify the community's support for the current list of projects. Staff is considering organizing a bus tour of seven potential project sites that have a definite need for active transportation improvements to enhance the safety of bikers and pedestrians. City Council participation is requested, however no more than two council members will be able to tour at the same time, and the tour must be noticed to comply with Brown Act requirements. The feedback received from the workshops can be compiled on one report and utilized for multiple applications.

Mr. McCourt responded that there was not, however the proposed workshop dates were as follows:

May 30 <sup>th</sup>	3:00 – 5:00
June 14 <sup>th</sup>	4:00 – 6:00
June 25 <sup>th</sup>	10:00 – 12:00
July 12 <sup>th</sup>	4:00 – 6:00
July 24 <sup>th</sup>	1:00 – 3:00
August 1 <sup>st</sup>	7:00 City Council meeting

The City Council was supportive of the workshops and tour.

**14**     **COUNCIL ITEMS:**

**14A**   **AB1234 travel reports:**

Councilmember Schuster stated that she was recently at an event where she was asked why the City does not drug test employees. She requested an explanation of the City's policy regarding drug testing.

Mr. Newton responded that all employees, both temporary and permanent, undergo a pre-employment drug screen prior to employment. There are certain employees who are regulated by the Department of Transportation and deemed to be in safety sensitive positions that are subject to random drug testing, and any employee involved in an accident while driving a City vehicle are tested as part of that accident reporting process.

Councilmember Schuster requested that the City extend an invitation to the 2018 Lassen High School class Valedictorian and Salutatorian to be recognized at the next Council meeting for their academic achievements.

**15     ADJOURNMENT:**

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

Meeting adjourned at 8:23 p.m. in memory of Craig Sanders.

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Kathie Garnier, Mayor

Respectfully submitted by

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Gwenna MacDonald, City Clerk

*Approved on: June 20, 2018*