

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**April 17, 2019– 6:00 p.m.**

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

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

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

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

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

**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 Section §54957
  - 1 City Attorney Performance Evaluation
- B      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
  - 1 Property:                      APN: 105-164-01; 103-231-08 (?)
  - Agency Negotiator:      Mike Wilson, City Administrator
  - Negotiating Parties:      Various
  - Under Negotiation:      Price/Conditions/Terms
- C      CONFERENCE WITH LEGAL COUNSEL, INITIATION OF LITIGATION - Pursuant to Government Code Section 54956.9(c)

**4      RETURN TO OPEN SESSION:**

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

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; Kevin Jones, Police Chief; James Moore, Fire Chief; Quincy McCourt, Project Manager; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that prior to Closed Session, the agenda was approved as submitted. The City Council met in Closed Session and provided direction to staff on three items. Staff is requested the removal of Item 9D and 13A, and the addition of a police officer recognition and the discussion of setting a date for the 2019/2020 budget workshop.

Councilmember Schuster provided the Thought of the Day.

Chief Jones spoke regarding Officer Terra Avilla who was instrumental in a Girl's Leadership Camp that was recently held for the community's youth. Officer Avilla is a great ambassador for the department and the City, and she did a great job coordinating the camp that taught empowerment, pride and leadership skills.

## **5 BUSINESS FROM THE FLOOR:**

**Mimi Rena** discussed the advantages of locating the proposed dog park to the property located at North Mesa Street. She provided a diagram of the property with the suggested layout of park features. She stated that the Rotary Club is interested in getting involved in the project and urged the Council to consider that location over the Skyline Park property.

There was a general discussion regarding the Mesa Street property, environmental review requirements, property ownership issues since it is owned by the County, and the City's Park Mitigation funding that has been dedicated to the Skyline site.

It was the consensus of the Council to consider Item 12B prior to the Consent Calendar.

**12B Discussion and direction regarding the location of a Dog Park** Mr. McCourt explained that the City Council approved the concept of the improvements to Skyline Park, including the disc golf course, pump track and dog park, however the final design has not been approved and there was discussion regarding an additional location for the dog park. The property is currently owned by the County and located on North Mesa Street. Selecting that location for the dog park would require negotiations with the County for possible purchase or lease, environmental assessment and door to door visits with the surrounding neighbors to identify the level of support for a dog park at that location. The Mesa Street location may have some of the upfront costs covered by a private donor who has expressed support of the park at that location as opposed to Skyline. Staff is requesting direction from Council regarding how to proceed.

Mayor pro tem Franco stated that the City has a commitment to folks in the north part of town, but he supports either or both locations.

Councilmember Schuster commented that as long as the City has an anonymous donor for the project, the City should act on that location first, while there is still an anonymous donor willing to make the contribution.

There was a general discussion regarding the attributes of both locations, challenges posed by the CEQA process, and the option of having a dog park left in a more natural state for larger dogs who may be accustomed to the rough terrain. It was the consensus of the Council that staff should begin by reaching out to the County to determine the willingness to negotiate a lease, identify the costs to complete the environmental review, and work with the contributors to the project to identify funding availability. At that point the volunteers could be brought in to conduct the door to door survey work that would be required, however doing so prior to identifying whether or not that location would be feasible is premature.

## **6 CONSENT CALENDAR:**

- A Approve minutes from the City Council's March 20, 2019 meeting
- B Approve **Resolution No. 19-5635** authorizing execution of agreement with Van Lant & Fankhanel, LLP for auditing services
- C Approve **Resolution No. 19-5640** authorizing the Finance Department to establish a restricted fund for the annual \$15,000 Federal Aviation Administration (FAA) entitlement grant match fund
- D Approve write-off of Accounts Receivable
- E Approve **Resolution No. 19-5637** approving acceptance of gift from Susanville Police Officers Association
- F Approve **Resolution No. 19-5639** approving legal services agreement with Prentice, Long & Epperson P.C.
- G Approve **Resolution No. 19-5641** approving acceptance of cash donation from WalMart

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve the Consent Calendar; motion carried unanimously. Ayes: Schuster, Franco, Moore, Wilson and Stafford.

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

**8** **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: No business.

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

**9A** **Consider approval of vendor warrants numbered 203616 through 203674 for a total of \$267,640.32 including \$122,747.01 in payroll warrants** Ms. Savage reviewed the vendor warrant report.

Motion by Councilmember Moore, second by Mayor pro tem Franco, to approve the vendor warrant report; motion carried. Ayes: Moore, Franco, Wilson and Stafford. Abstain: Schuster.

**9B** **Consider Ordinance No. 19-1014 amending Chapter 8.28 Weed and Rubbish Abatement, Section 8.28.040 Abatement Procedure, of the Susanville Municipal Code; waive second reading and adopt** Chief Moore reviewed the changes to Susanville Municipal Code Chapter 8.28 regarding the abatement procedures when a hazard is identified. The ordinance was introduced at the April 3, 2019 meeting and the second reading and adoption would bring consistency to the enforcement process for weed abatement.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Ordinance No. 19-1014; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

**9C** **Consider Resolution No. 19-5636 approving Operational Agreement with Lassen County** Chief Jones explained that the Lassen County Sheriff's Office is applying for a federal grant to fund the Lassen County Prevention and Education program. If they are successful, the grant is a three-year award that would be administered through the County, and would fund a part-time Youth Services Officer for the City. The prior grant funded program was very successful in teaching life skills and diversion programs in middle and high schools county-wide.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 19-5636; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

~~9D~~ ~~Consider approval of Water Main Replacement at the Johnstonville Road and Skyline Drive Intersection~~ Removed from consideration.

**9E** **Consider appointment of representatives to the Design Review Committee** Mr. McCourt explained that at its April 3, 2019 meeting staff presented a report regarding the development of a City theme that could be developed into updated and unified design guidelines that would guide existing and future development within the City. The Design Review Committee would be a part of this process, and was established by the Susanville Municipal Code in 1991. The Committee is comprised of seven members to be appointed by City Council, however the Code does not specify who those persons should be. Staff is requesting discussion and direction regarding the establishment of the Committee, and suggested that representatives from the Council, Staff, and Community could be appointed to participate in the process.

Councilmember Wilson asked what types of things would the Committee be working on or considering.

Mr. McCourt responded that it would encompass theme, design, economic vitality and perhaps overlap with some of the Planning process.

Councilmember Wilson stated that he was not in favor of adding another layer of bureaucracy to the process.

Mr. McCourt responded that it was another avenue to involve the community in the process, and provide an opportunity for the citizens to be engaged in planning for the future of the community, which includes design and appearance. The development of a theme is the first step, and the next steps would be to establish rules that would govern the development that occurs in the community.

**Thomas Herrera** spoke regarding the community in general, stating that he was a small business owner and is concerned regarding the future and vitality of the community. He is prepared to work towards that goal and become involved in the process. He discussed some of his ideas for improving the community.

There was an extensive general discussion regarding the potential composition of the Design Review Committee's 7-member Board, whether its capacity would be as an advisory Board to the Planning Commission, and if the Planning Commission should be tasked with the responsibility to update and amend the City's design standards based upon the results of the community theme results. Adding another layer to the process of development was not looked upon favorably, however the opportunity to bring a fresh perspective to what is often referred to as an eclectic design style throughout the community in particular the uptown, was discussed as a possible benefit to bring new and improved economic growth.

Councilmember Schuster volunteered to be appointed to the Committee. Mayor pro tem Franco stated that he was open to the idea of forming the Committee to determine the level of community support for the process. He did not want to curb the enthusiasm of volunteers who are willing to step up and help move the City forward in a positive direction.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to move forward with soliciting membership for participation on the Design Review Committee; motion carried. Ayes: Franco, Schuster, Moore and Stafford. Noes: Wilson

**9F Consider Resolution No. 19-5626 accepting Paul Bunyan Connectivity Grant for funding infrastructure improvements** Mr. McCourt explained that the City has worked under funding from the Sustainable Communities Grant Program to prepare program-ready designs and a connectivity plan for the northern section of Susanville. Staff coordinated various community outreach efforts and identified numerous changes to arterial and collector roads that are poor in terms of being cycle and pedestrian friendly. The Public Works department was involved in the review to identify options that are the most viable in terms of affordability and constructability. Mr. McCourt reviewed the corridors and priority levels, and referred to the Paul Bunyan Connectivity Report. The Report outlines the history of events leading to infrastructure assessment, citizen desire for safety and connectivity enhancements, benefits from such improvements, drawings of proposed changes, and funding sources. By adopting the nine corridors into the Susanville City Project Layout Plan, staff will be in a position to move forward in pursuit of funding opportunities for construction as they become available.

Mayor pro tem Franco complimented Mr. McCourt on the report and the prioritization of the projects.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution no. 19-5626; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

**9G Consider discussion regarding establishing a City of Susanville Mission Statement; provide direction to staff** Mr. Wilson reported that staff has discussed the benefits to explore and develop a Mission Statement, Vision Statement and Set of Core Values that will help to identify the purpose of our City organization and ultimately be incorporated into the City's branding and marketing plan. The City's records show that the last mission statement was written many years prior by a former City Administrator, but it was never approved or adopted by City Council. Staff is proposing to involve local stakeholders, staff, elected officials, and bring those ideas back to City Council for final selection and approval.

Mayor pro tem Franco stated that it would be a great first task for the Design Review Committee.

Mayor Stafford and Councilmember Schuster were both in favor of developing a Mission Statement.

It was the consensus of the Council for staff to move forward with the development of a Mission State and Set of Core Values.

Councilmember Moore recused himself from consideration of Item 9H and exited the Council Chambers.

**9H Consider Resolution No. 19-5642 approving the School Resource Officer (SRO) agreement with Lassen Union High School** Chief Jones explained that staff has been in negotiations with Lassen Union High School and has come to an agreement for the School Resources Officer. The agreement identifies specific details the prior agreement did not, and articulates the exact amount of funds for services provided.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5642; motion carried. Ayes: Franco, Schuster, Wilson and Stafford. Abstain: Moore.

Councilmember Moore returned to the chambers.

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

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

**12 CONTINUING BUSINESS:**

**12A Consider approval of Final Design and Bid Documents for Fruit Growers Park Rehabilitation Project** Mr. McCourt explained that the final design and bid documents for the Fruit Growers Park Rehabilitation project is ready for Council review and approval. An assessment of design features and construction costs has been considered against priorities of the community and components required by the funding award. It has been a lengthy process, and the design and bid documents should be circulated to receive construction bids as soon as possible.

Councilmember Schuster asked about the splash pad feature, which was a common request from the moms that she speaks with.

Mr. McCourt responded that initial estimates for a splash pad and installation of a holding tank were about \$200,000, which was cost-prohibitive for the project. There has been discussion regarding locating a splash pad at Memorial Park, but based upon the ADA improvements required for this project, there was just not enough funding to install a splash pad.

There was a general discussion regarding the soccer field, improvements to the lighting, safety for the neighborhood, a walking path around the perimeter of the park and timeliness of construction. It is estimated that the project would be completed by October 2019.

Councilmember Wilson commented that the process has been very lengthy and some of the decisions regarding design features have been difficult. He commended Mr. McCourt for his enthusiasm for the project and the amount of community involvement that has been included in this process.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve the final design and bid documents for the Fruit Growers Park Rehabilitation project; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

*12B Discussion and direction regarding the location of a Dog Park*

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

~~13A Administrative Services Update~~ Removed from consideration.

**13B Food Truck Update** Mr. Wilson reviewed the Susanville Municipal Code Title 17 Zoning as it related to Food Trucks, and the ability to allow them in the City of Susanville. Food trucks are considered across a broad spectrum throughout many communities, and they bring a lot of potential issues. The existing Code would require that they obtain a Use Permit from the Susanville Planning Commission, and an encroachment permit, and business license. All food trucks must have a license through the Lassen County Health Department. State regulations also apply, and the trucks must obtain an insignia approved by the State Department of Housing and Community Development, they are inspected by the County Health Department, and must have an approved Commissary. It is the opinion of the City's Planner to apply a broad interpretation of the Zoning Code, and allow mobile vendors in all zoning districts, other than residential, with an approved Use Permit.

There was a general discussion regarding memorializing the interpretation of the zoning code to allow food trucks and letting the public know what the City's position is on allowing their use in accordance with the Use Permit process.

### **14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

Councilmember Wilson requested that the City schedule a budget workshop and plan to have a meaningful discussion regarding the budget shortfall.

It was the consensus of the Council to schedule a budget workshop for May 23, 2019 at 3:00 p.m.

### **15 ADJOURNMENT:**

Motion by Councilmember Wilson second by Councilmember Moore, to adjourn; motion carried unanimously. Ayes: Wilson, Moore, Franco, Schuster and Stafford.

Meeting adjourned at 9:04 p.m.

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Kevin Stafford, Mayor

Respectfully submitted by

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Gwenna MacDonald, City Council

*Approved on: May 15, 2019*