

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
May 15, 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; Kevin Jones, Police Chief 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. Approved Position List

4 RETURN TO OPEN SESSION:

The City Council recessed Closed Session at 6:28 p.m.

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

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Gibbs, City Engineer; 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.

Councilmember Moore provided the Thought of the Day.

Mayor Stafford read a proclamation honoring Public Works employees and proclaiming May 19-25, 2019 as Public Works Week.

Jena Roof and Marchelle Caires, Lassen County Public Health, presented a power point regarding the Tobacco Use and Reduction program. They described the Department's Public Outreach activities and effort to make public spaces and parks smoke-free. They invited the Council to attend their meetings which are held bi-monthly on Tuesday at 10:00 a.m., and indicated their willingness to partner with the City to reduce smoking amongst the community's youth. The Mayor thanked Ms. Roof and Ms. Caires for their presentation.

Pat Holley, Lassen Municipal Utility District General Manager, presented information related to LMUD's Wildfire Mitigation Plan Effort. He discussed the LMUD power distribution, recent legislation and changes to PG & E's planned operations as a result of the catastrophic fire in Paradise California. He explained LMUD's back-up power process during times of PG&E shut downs, and the reliance on Honey Lake Power. The Wildfire Mitigation Plan must be approved by the LMUD Board no later than 2020.

Councilmember Wilson commended LMUD for the agreement with Honey Lake Power which allows the community to continue to have power during those times when PG&E is not available. They work hard to provide that service to the community so that oftentimes, the public is unaware that they are not utilizing power through LMUD, but from Honey Lake Power. The Mayor thanked Mr. Holley for his update.

5 BUSINESS FROM THE FLOOR:

Thomas Wasson provided information to the City Council with his yearly Notice from the Spirit With a Vision Group regarding the exercise of religious and spiritual beliefs on public lands in Lassen County.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's April 17, 2019 meeting
- B Receive and file Monthly Finance Reports: April 2019
- C Approve **Resolution No. 19-5652** authorizing closure of South Gay Street for Farmers Market in Pancera Plaza
- D Approve **Resolution No. 19-5653** approving street closure for the July 20, 2019 Lassen County Fair Parade
- E Approve **Resolution No. 19-5654** authorizing acceptance of easements for public utility access at 460 Russell Street
- F Approve appointment of Community Representative to Susanville Loan Committee
- G Approve request to authorize sale of alcoholic beverages at June 1, 2019 Susanville Symphony Charity Golf Tournament

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve the Consent Calendar; motion carried unanimously. Ayes: Wilson, Schuster, Moore, Franco 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 203675 through 203886 for a total of \$352,911.46 including \$283,786.48 in payroll warrants

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

9B Consider Resolution No. 19-5633 authorizing execution of lease with TIAA Commercial Finance and renew maintenance contract with Forest Office Equipment for Public Works copier Mr. Gibbs reported that the Public Works Department was in need of replacement, and staff secured three quotes for a lease and secured a \$300 per month lease for a savings over the existing lease of \$39.33 per month. Staff also secured quotes for a maintenance agreement which is contracted separately, and would be renewing the monthly contract with Forest Office Equipment for \$175 per month, which is the same cost as the current maintenance contract. The overall savings for the year with the new lease agreement is \$471.96 annually.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5633; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

9C Consider Resolution No. 19-5651 authorizing Public Works to re-advertise for Cady Springs Pump Station Project Mr. Gibbs explained that the City Council voted to reject the bids submitted for the Cady Springs Pump Station Project at the January 16, 2019 meeting. The bids submitted

were in excess of the grant allocation for the project. The Department is presenting a revised scope of work with a reduced estimated project cost of \$800,000. The project has been repackaged to allow a completely functional pumping station, with a separate scope of work to connect to the City's water system. This approach will allow contractors who specialize in pumping stations to bid only that work; the remaining work which includes delivery of water through three highway crossings, and SCADA communications between the pump station and tanks to be pursued under separate contracts.

Mayor pro tem Franco asked what the cost was estimated to be to complete the additional work.

Mr. Gibbs estimated that it would be approximately \$250,000 and could be completed with local contractors.

Councilmember Wilson asked if the project could be completed by year-end.

Mr. Gibbs reviewed the next steps in the process and indicated that the balance in Fund 7114 may be a setback.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 19-5651; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider Ordinance No. 19-1015 repealing and replacing Section 15.040.090 F. of the Susanville Municipal Code approving Business Self-Certification program; waive second reading and adopt** Chief Moore reported that the Council voted to introduce the Ordinance at its May 1, 2019 meeting. Approval of Ordinance No. 19-1015 would allow business owners to conduct annual self-certifications that would reduce the workload for the Fire Department. The estimated reduction is between 200 and 250 occupancies per year.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to waive the second reading and adopt Ordinance No. 19-1015; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Administrative Services Department Update** Mr. Wilson provided an update regarding the activities of the Administration Services Department. The Department oversees the operation of the Airport, Golf Course, Parks, and includes the Finance, Building and Planning Divisions. The Department participates in the administrative tasks of various Boards and Commissions, including LAFCO, the Honey Lake Valley Recreation Authority, and the Integrated Regional Water Management Group as well as serving as the City's Human Resources Division. Mr. Wilson reviewed ongoing activities, completed projects and upcoming projects.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember Schuster requested an item of discussion regarding the feral cat problem in the City.

Mayor pro tem Franco commented that in some neighborhoods, feral cats can be a significant problem.

Councilmember Moore requested that an item regarding a Public Safety Tax be added to the May 23rd budget discussions.

15 ADJOURNMENT:

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

Meeting adjourned at 8:09 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Council

Approved on: June 19, 2019