

Mt. Shasta City Council Regular Meeting Minutes

Monday, February 26, 2024; 5:30 p.m.

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta

Meeting allowed for virtual attendance via ZOOM

Approved as Submitted March 11, 2024

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

STANDING AGENDA ITEMS

1. Call to Order and Flag Salute: At the hour of 5:30 p.m. Mayor Stackfleth called the meeting to order and led the audience in the flag salute.

2. Roll Call:

Council Members Present: Stackfleth, Collings, Redmond, Stearns, Clure

Council Members Absent: None

3. Special Presentation: Melissa Cummins, Executive Director, Siskiyou County Local Transportation Commission

Review of responsibilities, current projects, grant opportunities.

Clarifying questions from Council.

4. Public Comment:

Larry Auxter – Comments regarding sewer line maintenance and monthly charges.

Heather Damico – Comments regarding a live stream event, request for City sponsorship.

Tracy Costello – Comments regarding road conditions, parking spaces.

Johanna Altorfer – Comments regarding buses, evacuation plan, use of a siren.

5. Council and Staff Comments:

Todd Juhasz, City Manager – Comments regarding the Landing, possible grant funds for paving, library expansion committee update, negotiations with One Shasta LLC regarding well. Comments regarding countywide Active Transportation Plan, update on old hospital property cleanup.

Clarifying questions from Council.

John Stackfleth, Mayor – Comments regarding drainage issues, Prop 218 stormwater drainage process.

6. Committee Updates: No Committee Updates

a) Downtown Enhancement Advisory Committee

b) Library Tax Advisory Committee

c) Beautification Committee

d) Active Transportation Committee

CITY COUNCIL BUSINESS

7. Consent Agenda:

COUNCIL ACTION: Approved the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.

- a. Approval of Minutes: January 22, 2024 Regular and Special Meeting, February 12, 2024 Regular Meeting
- b. Approval of Disbursements: Accounts Payable: 2/8/2024; Total Gross Payroll and Taxes: For Period Ending 2/4/2024
- c. Mountain Runners 4th of July Letter of Support
- d. Monthly Investment and Revenue Report

COUNCIL ACTION: Approve January 22, 2024 Regular and Special Meeting minutes

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Stackfleth, Collings, Redmond

NOES: None

ABSENT: None

ABSTAIN: Clure, Stearns

COUNCIL ACTION: Approve February 12, 2024 Regular Meeting minutes

MOTION TO APPROVE: Stackfleth

SECOND: Stearns

AYES: Stackfleth, Collings, Stearns, Clure

NOES: None

ABSENT: None

ABSTAIN: Redmond

COUNCIL ACTION: Approve items b through d

MOTION TO APPROVE: Clure

SECOND: Stearns

AYES: Stackfleth, Collings, Stearns, Clure, Redmond

NOES: None

ABSENT: None

ABSTAIN: None

8. Agreement Between the City and the Friends of the Library for Library Operations

Todd Juhasz, City Manager – Review of the current library management by Friends of the Library, review of proposed agreement.

No public comment.

COUNCIL ACTION: Approve the contract with Friends of the Library

MOTION: Stearns

SECOND: Clure

AYES: Stackfleth, Redmond, Collings, Clure, Stearns

NOES: None

ABSENT: None

ABSTAIN: None

9. Approval of Scope of Work from Noll & Tam Architects for the Mt. Shasta Library Renovation Project
Todd Juhasz, City Manager – Review of process to seek a firm for library renovation, decision to utilize Noll and Tam Architects. Review of meeting and public outreach plan.

Clarifying questions from Council.

No public comment.

Tessa Clure, Councilmember – Comments regarding library ad hoc committee meeting; in support of Noll and Tam.

COUNCIL ACTION: Approve the final scope of work for the Mt. Shasta Library expansion, renovation, and modernization.

MOTION: Clure

SECOND: Stearns

AYES: Stackfleth, Redmond, Collings, Clure, Stearns

NOES: None

ABSENT: None

ABSTAIN: None

10. Engagement letters for the commercial appraisal of three APNs that comprise the Brownell parcels
Todd Juhasz, City Manager – Review of ad hoc committee work towards the daylighting of Castle Creek and a one-way street couplet. Review of structure and parking areas on Chestnut, current lease agreements, appraisals needed.

Clarifying questions from Council.

No public comment.

COUNCIL ACTION: Approve funding for appraisals up to \$10,000 depending upon the circumstances the City Manager has referred to.

MOTION: Stearns

SECOND: Clure

AYES: Stackfleth, Redmond, Collings, Clure, Redmond

NOES: None

ABSENT: None

ABSTAIN: None

11. Budget Adjustments

Muriel Terrell, Finance Director – Review of proposed budget adjustments and amounts, reasons for the adjustments. Review of proposed professional services and software purchase and cost.

Clarifying questions from Council.

Heather Damico – Comments in support of software.

Johanna Altorfer – Comments in support of new software.

Council discussion.

COUNCIL ACTION: Approve CCR-24-04, budget adjustment for professional services

MOTION: Stearns

SECOND: Redmond

AYES: Stackfleth, Redmond, Collings, Clure, Redmond

NOES: None

ABSENT: None

ABSTAIN: None

COUNCIL ACTION: Approve CCR-24-05, budget adjustment for software yearly subscription

MOTION: Stearns

SECOND: Redmond

Council discussion.

AYES: Stackfleth, Redmond, Clure, Redmond

NOES: Collings

ABSENT: None
ABSTAIN: None

12. Reports on Outside Meetings: None

13. Future Agenda Items (Appearing on the agenda within 60-90 days):

COUNCIL ACTION: Reviewed items a through m.

- a. Sidewalk Snow Removal In the Downtown – 3/11/2024
- b. Fiscal year 24/25 budget projection – TBD
- c. Expansion of Enhanced Infrastructure Financing District boundaries – TBD
- d. Discussion and Possible Action: City Manager Salary – TBD
- e. Approval of Funds to Complete a Survey of Washington Avenue – TBD
- f. Amendment of Parklet Ordinance – TBD
- g. Discussion and Possible Action: Downtown Enhancement Advisory Committee Fiscal Review and Project Approval - TBD
- h. Discussion and Possible Action: Beautification Committee Fiscal Review and Project Approval – TBD
- i. General Plan & Housing Annual Progress Report – TBD
- j. Graffiti Ordinance – TBD
- k. Discussion and Possible Action: Rental, Lease, or Purchase of Lot Located at the northwest corner of Alma and N. Mt. Shasta Blvd - TBD

Future Agenda Items Over 90 Days:

- l. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta
- m. Objective Design Standards Presentation/Discussion

14. Adjourn: There being no further business, the meeting was adjourned at 7:27 p.m.

Respectfully Submitted By: Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk