

## Mt. Shasta City Council Regular City Council Meeting Minutes

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta  
Monday, September 11, 2017; 5:30 p.m.  
Approved as Submitted

“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 5:34 p.m. Mayor Kathy Morter called the meeting to order and led the audience in the Pledge of Allegiance.

**2. Roll Call:** Council Members Present: Engstrom, Stearns, Stackfleth, Wagner, Morter  
Council Members Absent: None

**3. Special Presentations & Announcements:** None

**4. Public Comment:** None

Mayor Morter requested a change to the order of the agenda.

**5. Meeting Recess:** None

**6. Council and Staff Comments:**

Rod Bryan, Public Works Director – Review of the 2017 Sidewalk Replacement Project and tree removal.

John Stackfleth, Councilmember – Comments regarding sewer rates.

Barbara Wagner, Councilmember – Comments in regards to League of Cities conference and the Brown Act.

Paul Engstrom, Councilmember – Remembrance and acknowledgement of the lives lost on September 11, 2001.

Kathy Morter, Mayor – Thanks to first responders.

Discussion regarding a special meeting for September 18<sup>th</sup>.

### 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: August 28, 2017 Regular City Council Meeting
- b. Approval of Brown Act Committee Minutes: Beautification Committee June 14, 2017
- c. Approval of Disbursements: Accounts Payable, 8/28 and 8/31/2017; Total Gross Payroll and Taxes: For Period Ending August 27, 2017
- d. Actuarial Services for Pension, Government Accounting Standards Board, GASB, 68 Reports, Resolution No. CCR-17-59

MOTION: Councilmember Stackfleth

SECOND: Councilmember Wagner

AYES: Engstrom, Stearns, Stackfleth, Wagner, Morter

NOES: None  
ABSENT: None  
ABSTAIN: None

**8. Public Hearing: Second Reading of CCO-17-06, Amending Title 18 Chapter 22 Of The City Of Mt. Shasta Municipal Code Relating To Accessory Dwelling Units**

Juliana Lucchesi, City Planner – Review of Ordinance.

Clarifying questions from Council.

Tim Stearns, Mayor Pro Tem – Recommended amendments for clarification.

**Public Hearing Opened: 6:05 p.m.**

Ulysses McEwen – Questions regarding permitting.

**Public Hearing Closed: 6:07 p.m.**

**COUNCIL ACTION:** Approve suggested amendments.

**MOTION TO APPROVE:** Mayor Pro Tem Stearns

SECOND: Councilmember Stackfleth

AYES: Engstrom, Stearns, Stackfleth, Wagner, Morter

NOES: None

ABSENT: None

ABSTAIN: None

**COUNCIL ACTION:** Adopt CCO-17-06

**MOTION TO APPROVE:** Mayor Pro Tem Stearns

SECOND: Councilmember Stackfleth

AYES: Engstrom, Stearns, Stackfleth, Wagner, Morter

NOES: None

ABSENT: None

ABSTAIN: None

**9. Discussion Regarding the City's Bid Process and City Council Protocols**

Bruce Pope, City Manager – Review of staff report and bid process.

Tim Stearns, Mayor Pro Tem – Comments regarding bid process.

Council discussion.

Rod Bryan, Public Works Director – Review of process of advertising for bids.

Discussion.

John Kenny, City Attorney – Offered recommendations in regards to the bid process.

Muriel Howarth-Terrell, Finance Director – Suggestions regarding advertising for upcoming projects.

Council discussion.

**COUNCIL ACTION:** - Direct staff to review 3.50.120 of the Municipal Code to see if they would recommend modifying the language to include requirements for expanded noticing.

**MOTION TO APPROVE:** Mayor Pro Tem Stearns

SECOND: Councilmember Engstrom

AYES: Engstrom, Stearns, Wagner

NOES: Stackfleth, Morter

ABSENT: None

ABSTAIN: None

Councilmember Wagner made a motion to direct staff to look into the way the Council and City communicate.

Motion dies for lack of a second.

**10. Approval of Resolution for Library RFP**

Juliana Lucchesi, City Planner – Review of RFP.

Clarifying questions from Council.

Evelyn Callas, Library Tax Advisory Committee Member – Comments regarding previously completed

renovations.

Courtney Laverty, Librarian – Comments in regards to the timeframe of the project.

Roslyn McCoy – Comments regarding finances.

Discussion and clarifying questions.

Barbara Wagner, Councilmember – Made a motion to amend the RFP to include three additional items: The architect should look at other locations for the library, should help define what the library is for the community, and that the review process should include a downtown business owner or a student.

Clarifying questions and Council discussion.

Barbara Wagner, Councilmember – Amended motion to only the review process, to include a downtown business owner and/or a student.

Mayor Pro Tem Stearns seconded the motion.

AYES: Stearns, Wagner

NAYS: Engstrom, Stackfleth, Morter. Motion fails.

COUNCIL ACTION: Approve CCR-17-60

MOTION TO APPROVE: Councilmember Stackfleth

SECOND: Mayor Pro Tem Stearns

AYES: Engstrom, Stearns, Stackfleth, Morter

NAYS: Wagner

ABSENT: None

ABSTAIN: None

**11. 2017 Emergency Road Repair Project**

Rod Bryan, Public Works Director – Review of road repair project and bid opening.

Clarifying questions.

COUNCIL ACTION: Approve CCR-17-61

MOTION TO APPROVE: Councilmember Stackfleth

SECOND: Mayor Pro Tem Stearns

AYES: Engstrom, Stearns, Stackfleth, Wagner, Morter

NAYS: None

ABSENT: None

ABSTAIN: None

**12. City Council Compensation**

Bruce Pope, City Manager – Staff report.

Clarifying questions from Council.

Roslyn McCoy – Comments regarding increase and term limits.

Council discussion.

COUNCIL ACTION: Direct staff to bring back an ordinance with adjusted salary compensation for City Council members, increasing 5% per year since 2006.

MOTION TO APPROVE: Mayor Pro Tem Stearns

SECOND: Councilmember Stackfleth

AYES: Engstrom, Stearns, Stackfleth, Wagner, Morter

NAYS: None

ABSENT: None

ABSTAIN: None

**CITY COUNCIL/STAFF REPORTING PERIOD**

**13. Council Reports on Attendance at Appointed/Outside Meetings:**

Tim Stearns, Mayor Pro Tem – Sales Tax Initiative meeting.

Kathy Morter, Mayor – Team Shasta, Pacific Crest Trail Association

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

**COUNCIL ACTION:** Reviewed Items a through f.

- a. Active Transportation Committee Letter to County – 9/25/17
- b. Public Hearing: Cannabis Ordinances – 10/9/17
- c. Approval of Formation of Advisory Committee to the Pacific Crest Trail Association – 10/23/17
- d. Pacific Power Presentation Regarding ‘Smart Meters’ – 10/23/17
- e. Broadband Next Steps - TBD
- f. Sisson Museum Transaction Tax and Report on All Potential Initiatives – TBD
- g. Tax Sharing Agreement - TBD
- h. Historic Preservation Committee – TBD
- f. Crystal Geysers Industrial User Permit – TBD

Future agenda items added: Communications between staff, Council, and constituents. EIFD and CRIA. Evaluation of 2017/18 goals. City Manager performance evaluation.

**15. Closed Session:** None

**16. Adjourn:** There being no further business, the meeting was adjourned at 8:06 p.m.

**Respectfully Submitted by:** Kathryn M. Wilson, Administrative Assistant/Deputy City Clerk