

**AGENDA FOR THE REGULAR MEETING  
DUNSMUIR CITY COUNCIL  
COUNCIL CHAMBERS  
5902 DUNSMUIR AVE, DUNSMUIR, CA  
DECEMBER 8, 2016  
CLOSED SESSION: 5:30 PM  
REGULAR SESSION: 6:00 PM**

As a courtesy, please turn off cell phones and electronic devices while the meeting is in session. Thank you.

- 1. CALL TO ORDER**
- 2. DECLARATION OF ELECTION CERTIFICATION-SWEARING IN OF NEW COUNCIL MEMBERS AND CITY TREASURER**
- 3. ROLL CALL**
- 4. PUBLIC COMMENT ON CLOSED SESSION ITEM**
  - 1) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

**Subdivision (a) of Section 54956.9**  
**Name of Case: Craig Foster v. City of Dunsmuir**
- 5. REPORT FROM CLOSED SESSION**
- 6. FLAG SALUTE**
- 7. ELECTION OF NEW COUNCIL OFFICERS (MAYOR AND VICE-MAYOR)**
- 8. APPROVAL OF AGENDA**
- 9. APPROVAL OF MINUTES**
  - A. Regular meeting of September 20, 2016**
  - B. Regular meeting of November 17, 2016**
- 10. COMMITTEE REPORTS**
  - a. Economic Development/Tourism**
  - b. Finance**
  - c. Public Facilities and Services**
  - d. Public Safety**
  - e. Airport**
  - f. Solid Waste**
  - g. Emergency Plan Task Force**
  - h. Veteran’s Memorial**
  - I. Mossbrae Trail**
- 11. ANNOUNCEMENTS AND PUBLIC COMMENT**

Regular City Council meetings are televised on Channel 15 to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled

to be televised on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Meetings that take place on dates other than the 1<sup>st</sup> and 3<sup>rd</sup> Thursday will not be televised.

This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items **not** included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment. **Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time to another speaker.** Comments should be limited to matters within the jurisdiction of the City. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or on the podium. The City Council can only take action on matters that are on the Agenda, but may place matters brought to their attention at this meeting on a future Agenda for consideration. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies.

## **12. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:**

Members of the Council or staff may ask questions, request reports for a later meeting, or ask that an item be placed on a future agenda on any subject within the Council's jurisdiction.

## **13. PRESENTATIONS:**

## **14. CONSENT AGENDA**

The Consent Agenda consists of proposed actions on business matters which are considered routine and for which approval is based on previously approved City policy or practice. The Consent Agenda will be approved by a single motion to "Adopt the Consent Agenda" and Council Members will vote without debate. Council Members may remove a Consent Agenda matter for any reason and request that it be placed on the Agenda for discussion and consideration. Matters removed from the Consent Agenda will be placed on the agenda as an item of "New Business" for discussion and consideration.

**A. Receive and file notice of potential Channel lineup change and rate increase from Northland Cable Television**

**B. Receive and file report on bank accounts as of October 31, 2016**

**C. Consider and approve check register report for November 2016**

## **15. PUBLIC HEARING: NONE**

**Public Hearing Protocol:**

- a. Mayor will describe the purpose of the Public Hearing.**
- b. City Staff will provide the Staff Report.**
- c. City Staff will respond to questions from the City Council.**
- d. Mayor will open the Public Hearing.**
- e. Citizens wanting to comment will come to the podium, provide the City Clerk with their name and address and provide their comments.**
- f. Mayor will close the Public Hearing.**

## **16. OLD BUSINESS**

**A. Consider and provide direction regarding appointment of City Clerk**

**B. Consider and direct staff to prepare request for bids to remove dangerous trees and branches located by Public Works Supervisor in the public right of way**

**C. Receive and file report on cost to remove trees adjacent to Black Locomotive Engine 1727 at City Park**

**17. NEW BUSINESS**

- A. Consider and designate two fire department vehicles as surplus and authorize their disposal by staff**
- B. Consider and adopt Resolution No. 2016-     authorizing the destruction of certain financial records and files for the period July 1, 2008 through June 30, 2009.**

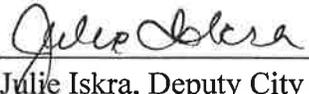
**18. ADJOURNMENT:**

**Copies of this agenda were posted at City Hall, Dunsmuir City Library, Dunsmuir Park and Recreation District Office and at the Post Office on or before 6:00 PM December 5, 2016.**

**The City of Dunsmuir does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability or any other legally protected classes in employment or provision of services. Persons who need accommodations for a disability at a public meeting may call City Hall at (530) 235-4822 for assistance. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to accommodate participation in the meeting.**

**CERTIFICATION**

This is the official Dunsmuir City Council Agenda, created and posted in accordance with the Dunsmuir City Council Protocols.

  
\_\_\_\_\_  
Julie Iskra, Deputy City Clerk

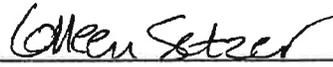
12-05-16  
Date

**CERTIFICATE OF SISKIYOU COUNTY CLERK  
TO RESULT OF THE CANVASS OF THE RETURNS  
OF THE CITY OF DUNSMUIR MUNICIPAL ELECTION  
CONSOLIDATED WITH THE PRESIDENTIAL GENERAL  
ELECTION HELD ON NOVEMBER 8, 2016**

STATE OF CALIFORNIA        )  
  ) ss.  
COUNTY OF SISKIYOU        )

I, Colleen Setzer, County Clerk of the County of Siskiyou, State of California, and ex-officio Registrar of Voters thereof, do hereby certify that, pursuant to *California Elections Code* §15372, I did canvass the returns of the votes cast in the City of Dunsmuir, within Siskiyou County at the Presidential General Election held on November 8, 2016, and that the total number of ballots cast and the total number of votes cast for and against each candidate and for and against each measure, is shown on the attached Statement of the Vote, and that the totals as shown are full, true and correct.

WITNESS my hand and seal on November 30, 2016

  
\_\_\_\_\_  
COLLEEN SETZER, COUNTY CLERK

## SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT, AREA 4 TRUSTEE (Vote for 1)

Precincts Reported: 1 of 1 (100.00%)

		Total	
Times Cast		733 / 972	75.41%
Undervotes		134	
Overvotes		0	
Candidate	Party	Total	
SHARON SWINGLE		355	59.27%
BARRY OHLUND		244	40.73%
Write-in		0	0.00%
Total Votes		599	

## CITY OF DUNSMUIR MEMBER, CITY COUNCIL FULL-TERM (Vote for 2)

Precincts Reported: 1 of 1 (100.00%)

		Total	
Times Cast		733 / 972	75.41%
Undervotes		337	
Overvotes		2	
Candidate	Party	Total	
DAVE "BIG DAVE" KEISLER		405	35.94%
BRUCE DEUTSCH		367	32.56%
DYLAN A. LENNAN		355	31.50%
Write-in		0	0.00%
Write-in		0	0.00%
Total Votes		1,127	

## CITY OF DUNSMUIR MEMBER, CITY COUNCIL SHORT-TERM (Vote for 1)

Precincts Reported: 1 of 1 (100.00%)

		Total	
Times Cast		733 / 972	75.41%
Undervotes		224	
Overvotes		0	
Candidate	Party	Total	
MARI C. SHANTA		508	99.80%
Write-in		1	0.20%
Total Votes		509	

## CITY OF DUNSMUIR CITY CLERK FULL-TERM (Vote for 1)

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	733 / 972	75.41%
Undervotes	733	
Overvotes	0	

Candidate	Party	Total	
NO CANDIDATES HAVE FILED FOR THIS CONTEST		0	NaN
Write-in		0	NaN
Total Votes		0	

## CITY OF DUNSMUIR CITY TREASURER FULL-TERM (Vote for 1)

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	733 / 972	75.41%
Undervotes	199	
Overvotes	0	

Candidate	Party	Total	
MARIO J. RUBINO		534	100.00%
Write-in		0	0.00%
Total Votes		534	

## PROPOSITION 51 (Vote for 1)

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	733 / 972	75.41%
Undervotes	47	
Overvotes	0	

Candidate	Party	Total	
NO		344	50.15%
YES		342	49.85%
Total Votes		686	

**MEASURE V - Majority Vote Required to Pass (Vote for 1)**

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	733 / 972	75.41%
Undervotes	41	
Overvotes	0	

Candidate	Party	Total	
NO		470	67.92%
YES		222	32.08%
Total Votes		692	

**MEASURE W - Majority Vote Required to Pass (Vote for 1)**

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	733 / 972	75.41%
Undervotes	43	
Overvotes	0	

Candidate	Party	Total	
NO		457	66.23%
YES		233	33.77%
Total Votes		690	

**MEASURE Y - Majority Vote Required to Pass (Vote for 1)**

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	733 / 972	75.41%
Undervotes	39	
Overvotes	0	

Candidate	Party	Total	
NO		447	64.41%
YES		247	35.59%
Total Votes		694	

**MEASURE D - Majority Vote Required to Pass (Vote for 1)**

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	733 / 972	75.41%
Undervotes	55	
Overvotes	1	

Candidate	Party	Total	
YES		434	64.11%
NO		243	35.89%
Total Votes		677	

**CITY OF DUNSMUIR MEMBER, CITY COUNCIL FULL-TERM (Vote for 2)**

Precinct	Times Cast	Undervotes	Overvotes	DAVE BIG DAVE KESSLER	BRUCE DEUTSCH	DYLAN A LENNAN	Write-In	Total Votes
<b>Electionwide</b>								
<b>Countywide</b>								
P2100 DUNSMUIR CITY	272	117	0	150	141	136	0	427
Election Day	461	220	2	255	226	219	0	700
VBM	733	337	2	405	367	355	0	1,127
Total	733	337	2	405	367	355	0	1,127
Countywide - Total				35.94%	32.56%	31.50%	0.00%	
<b>Cumulative</b>				35.94%	32.56%	31.50%	0.00%	
<b>Cumulative</b>								
Election Day	0	0	0	0	0	0	0	0
VBM	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
Cumulative - Total	0	0	0	0	0	0	0	0
Electionwide - Total	733	337	2	405	367	355	0	1,127
				35.94%	32.56%	31.50%	0.00%	

**CITY OF DUNSMUIR MEMBER, CITY COUNCIL SHORT-TERM (Vote for 1)**

Precinct	Times Cast	Undervotes	Overvotes	Precinct	MARI C. SHANTA	Write-In	Total Votes
<b>Electionwide</b>				<b>Electionwide</b>			
<b>Countywide</b>				<b>Countywide</b>			
P2100 DUNSMUIR CITY				P2100 DUNSMUIR CITY			
Election Day	272	82	0	Election Day	189	1	190
VBM	461	142	0	VBM	319	0	319
Total	733	224	0	Total	508	1	509
Countywide - Total	733	224	0	Countywide - Total	508	1	509
<b>Cumulative</b>				<b>Cumulative</b>			
Cumulative				Cumulative			
Election Day	0	0	0	Election Day	0	0	0
VBM	0	0	0	VBM	0	0	0
Total	0	0	0	Total	0	0	0
Cumulative - Total	0	0	0	Cumulative - Total	0	0	0
Electionwide - Total	733	224	0	Electionwide - Total	508	1	509

### CITY OF DUNSMUIR CITY CLERK FULL-TERM (Vote for 1)

Precinct	Times Cast	Undervotes	Overvotes	Precinct	NO CANDIDATES HAVE FILED FOR THIS CONTEST	Write-in	Total Votes
<b>Electionwide</b>				<b>Electionwide</b>			
<b>Countywide</b>				<b>Countywide</b>			
P2100 DUNSMUIR CITY				P2100 DUNSMUIR CITY			
Election Day	272	272	0	Election Day	0	0	0
VBM	461	461	0	VBM	0	0	0
Total	733	733	0	Total	0	0	0
Countywide - Total	733	733	0	Countywide - Total	0	0	0
<b>Cumulative</b>				<b>Cumulative</b>			
Cumulative				Cumulative			
Election Day	0	0	0	Election Day	0	0	0
VBM	0	0	0	VBM	0	0	0
Total	0	0	0	Total	0	0	0
Cumulative - Total	0	0	0	Cumulative - Total	0	0	0
Electionwide - Total	733	733	0	Electionwide - Total	0	0	0

### CITY OF DUNSMUIR CITY TREASURER FULL-TERM (Vote for 1)

Precinct	Times Cast	Undervote	Overvotes	Precinct	MARIO J. RUBINO	Write-in	Total Votes
<b>Electionwide</b>				<b>Electionwide</b>			
<b>Countywide</b>				<b>Countywide</b>			
P2100 DUNSMUIR CITY				P2100 DUNSMUIR CITY			
Election Day	272	73	0	Election Day	199	0	199
VBM	461	126	0	VBM	335	0	335
Total	733	199	0	Total	534	0	534
Countywide - Total	733	199	0	Countywide - Total	534	0	534
<b>Cumulative</b>				<b>Cumulative</b>			
Cumulative				Cumulative			
Election Day	0	0	0	Election Day	0	0	0
VBM	0	0	0	VBM	0	0	0
Total	0	0	0	Total	0	0	0
Cumulative - Total	0	0	0	Cumulative - Total	0	0	0
Electionwide - Total	733	199	0	Electionwide - Total	534	0	534

### MEASURE V - Majority Vote Required to Pass (Vote for 1)

Precinct	Times Cast	Undervotes	Overvotes	Precinct	YES	NO	Total Votes
<b>Electionwide</b>				<b>Electionwide</b>			
<b>Countywide</b>				<b>Countywide</b>			
P2100 DUNSMUIR CITY				P2100 DUNSMUIR CITY			
Election Day	272	10	0	Election Day	79	183	262
VBM	461	31	0	VBM	143	287	430
Total	733	41	0	Total	222	470	692
Countywide - Total	733	41	0	Countywide - Total	222	470	692
<b>Cumulative</b>				<b>Cumulative</b>			
Cumulative				Cumulative			
Election Day	0	0	0	Election Day	0	0	0
VBM	0	0	0	VBM	0	0	0
Total	0	0	0	Total	0	0	0
Cumulative - Total	0	0	0	Cumulative - Total	0	0	0
Electionwide - Total	733	41	0	Electionwide - Total	222	470	692
					32.08%	67.92%	

### MEASURE W - Majority Vote Required to Pass (Vote for 1)

Precinct	Times Cast	Undervotes	Overvotes	Precinct	YES	NO	Total Votes
<b>Electionwide</b>				<b>Electionwide</b>			
<b>Countywide</b>				<b>Countywide</b>			
P2100 DUNSMUIR CITY				P2100 DUNSMUIR CITY			
Election Day	272	13	0	Election Day	79	180	259
VBM	461	30	0	VBM	154	277	431
Total	733	43	0	Total	233	457	690
Countywide - Total	733	43	0	Countywide - Total	233	457	690
<b>Cumulative</b>				<b>Cumulative</b>			
Cumulative				Cumulative			
Election Day	0	0	0	Election Day	0	0	0
VBM	0	0	0	VBM	0	0	0
Total	0	0	0	Total	0	0	0
Cumulative - Total	0	0	0	Cumulative - Total	0	0	0
Electionwide - Total	733	43	0	Electionwide - Total	233	457	690
					33.77%	66.23%	

### MEASURE Y - Majority Vote Required to Pass (Vote for 1)

Precinct	Times Cast	Undervotes	Overvotes	Precinct	YES	NO	Total Votes
<b>Electionwide</b>				<b>Electionwide</b>			
<b>Countywide</b>				<b>Countywide</b>			
P2100 DUNSMUIR CITY				P2100 DUNSMUIR CITY			
Election Day	272	9	0	Election Day	90	173	263
VBM	461	30	0	VBM	157	274	431
Total	733	39	0	Total	247	447	694
Countywide - Total	733	39	0	Countywide - Total	247	447	694
<b>Cumulative</b>				<b>Cumulative</b>			
Cumulative				Cumulative			
Election Day	0	0	0	Election Day	0	0	0
VBM	0	0	0	VBM	0	0	0
Total	0	0	0	Total	0	0	0
Cumulative - Total	0	0	0	Cumulative - Total	0	0	0
Electionwide - Total	733	39	0	Electionwide - Total	247	447	694

### MEASURE D - Majority Vote Required to Pass (Vote for 1)

Precinct	Times Cast	Undervotes	Overvotes	Precinct	YES	NO	Total Votes
<b>Electionwide</b>				<b>Electionwide</b>			
<b>Countywide</b>				<b>Countywide</b>			
P2100 DUNSMUIR CITY				P2100 DUNSMUIR CITY			
Election Day	272	15	0	Election Day	168	89	257
VBM	461	40	1	VBM	266	154	420
Total	733	55	1	Total	434	243	677
Countywide - Total	733	55	1	Countywide - Total	434	243	677
<b>Cumulative</b>				<b>Cumulative</b>			
Cumulative				Cumulative			
Election Day	0	0	0	Election Day	0	0	0
VBM	0	0	0	VBM	0	0	0
Total	0	0	0	Total	0	0	0
Cumulative - Total	0	0	0	Cumulative - Total	0	0	0
Electionwide - Total	733	55	1	Electionwide - Total	434	243	677
					64.11%	35.89%	

**DUNSMUIR CITY COUNCIL  
SEPTEMBER 20, 2016  
SPECIAL MEETING 4:00 PM  
MINUTES**

**1. CALL TO ORDER**

Meeting called to order by Mayor Spurlock at 4:00 pm.

**2. ROLL CALL**

Council members present: Shanta, Keisler, Craig, Deutsch, Spurlock

Staff present: Finance Officer Stock, Deputy City Clerk Iskra

**3. FLAG SALUTE**

**4. APPROVAL OF AGENDA**

Motion by Keisler to approve the September 20, 2016 special agenda, seconded by Craig.

Voice vote: 5-0-0-0

**5. APPROVAL OF MINUTES: None**

**6. COMMITTEE REPORTS: None**

**a. Economic Development/Tourism**

**b. Finance**

**c. Public Facilities and Services**

**d. Public Safety**

**e. Airport**

**f. Solid Waste**

**g. Mossbrae**

**h. Audio Visual**

**7. ANNOUNCEMENTS AND PUBLIC COMMENT: None**

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As this is a Special Meeting, this time is set aside for citizens to address the City Council on matters listed in the Special Meeting agenda. Only those items addressed in the notice of Special Meeting may be discussed in public comment. In the alternative, the City Council may request speakers to provide their public comments regarding a given item at the time of consideration of that item. **Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time to another speaker.** Comments should be limited to matters on the Special Meeting agenda. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or on the podium. The City Council can only take action on matters that are on the Agenda. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies.

**8. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:**

Members of the Council or staff may ask questions, request reports for a later meeting, or ask that an item be placed on a future agenda on any subject within the Council’s jurisdiction. Craig stated that he asked the Mayor for this meeting. It is necessary for the Council to be out of town for training so the next meeting will be October 20, 2016.

**9. CONSENT AGENDA: None**

The Consent Agenda consists of proposed actions on business matters which are considered routine and for which approval is based on previously approved City policy or practice. The Consent Agenda will be approved by a single motion to “Adopt the Consent Agenda” and Council Members will vote without debate. Council Members may remove a Consent Agenda matter for any reason and request that it be placed on the Agenda for discussion and consideration. Matters removed from the Consent Agenda will be placed on the agenda as an item of “New Business” for discussion and consideration.

**10. PUBLIC HEARING: None**

Public Hearing Protocol:

- a. Mayor will describe the purpose of the Public Hearing.
- b. City Staff will provide the Staff Report.
- c. City Staff will respond to questions from the City Council.
- d. Mayor will open the Public Hearing.
- e. Citizens wanting to comment will come to the podium, provide the City Clerk with their name and address and provide their comments.
- f. Mayor will close the Public Hearing.

**11. OLD BUSINESS: None**

**12. NEW BUSINESS:**

**A. Receive and file separation agreement with Paul Poczobut**

Mayor Spurlock announced the Council had reached an agreement with the former City Manager.

Craig stated that a closed session had previously been held with no official action taken. Since then Paul Poczobut signed a Separation Agreement and he is on Administrative Leave until September 23, 2016.

Public Comment:

Leslie Wilde asked what executives/board decides to hire/fire, City Code says that this must be done in regular meeting, tax payers pay salaries and would like to know if the CM was going to be removed

Council Comment:

Deutsch stated that Poczobut was not fired but instead had an evaluation

Motion by Craig to file and receive the Separation Agreement with Paul Poczobut, seconded by Keisler.

Roll call vote:	Keisler	yes	
	Shanta	yes	
	Craig	yes	
	Deutsch	yes	
	Spurlock	yes	5-0-0-0

B. Consider possible appointment of Acting City Manager

Craig suggested that the Acting City Manager should be responsible for certain administrative functions like signing documents and receiving documents. In the past the Finance Officer performed those duties. It seems appropriate to appoint the Finance Officer until we have an Interim City Manager.

Keisler asked Pam Stock, Finance Officer if she was willing to take on these duties.

Finance Officer stated that she would agree to do it with hesitation because the job is more than signing paperwork. She has the title and is asked to find answers as well. She will do the job until we work something else out.

Public Comment:

Mario Rubino stated that the job often requires extra effort. It is important to get Pam back to her Finance Officer job as quickly as possible

Dylan Lennan said it is more than just signing paperwork, CM is crucial to the City

Ricard Dinges stated that this should be a very temporary job

Council Comment:

Craig said this is about an Acting City Manager who should say no if the request is beyond the expectation of the job. This is only a stop gap measure. The Interim City Manager will not be a long term project.

Keisler asked about the compensation.

Craig suggested \$10 per hour extra and Deutsch agreed.

Deutsch suggested asking the Mt Shasta Chief of Police to fill in as Acting City Manager.

Motion by Keisler to appoint Finance Officer Pam Stock as Acting City Manager with an additional \$10 per hour compensation, seconded by Deutsch.

Roll call vote:	Craig	yes	
	Shanta	yes	
	Keisler	yes	
	Deutsch	yes	
	Spurlock	yes	5-0-0-0

C. Authorize Ad Hoc Committee to negotiate for consulting services with Randy Johnsen as Interim City Manager

Craig stated that Randy Johnsen has been the Interim City Manager and has been used by Pam as a resource. He is available but only 2 days per week, possibly 4 days per week later in the month. Finance Officer has scheduled time off for training and the audit is in one month.

Deutsch stated Mt Shasta had 30 applicants and will share resources with the City

Craig stated that a paid professional could take 2 – 4 months to complete the process

Public Comment:

Rubino Mario stated the City needs to identify the City's needs and create a target for what we need, form a committee of staff and citizens

Richard Dinges said ICM Johnsen is back and very busy with day to day decisions. The Ad Hoc committee will search for new CM

Dylan Lennan suggested spending as little as possible for new CM. The cost for CM Poczobut was a lot including medical insurance plus Randy Johnsen's expenses and housing. A head hunter will also be very expensive.

**Council Comment:**

Deutsch stated that Randy Johnsen would be available 2 – 3 days per week and it would be less stress and expense for Finance Officer Pam Stock

Shanta asked if Craig and Deutsch would like to negotiate with Johnsen

Craig said that Johnsen is available and would prefer to be Interim City Manager rather than a consultant. It is up to the City Council to decide

Motion by Craig to appoint Spurlock and Craig to the Ad Hoc Committee to negotiate with Randy Johnsen, seconded by Keisler. Voice vote: 5-0-0-0

**D. Authorize Ad Hoc Committee to search for new permanent City Manager**

**Public Comment:**

Richard Dinges stated that the City needs a committee and the public involved in selecting the next City Manager. The City needs someone for 5 -6 years, not the first person who comes along.

Mario Rubino stated that the City needs to identify what the City wants and the expectations.

Staff input, as well as citizen input helps define the process and makes it easier

**Council Comment:**

Craig agreed that staff, council and citizens should be involved. The City needs to find out what we want in the ideal candidate, then hire consultant or do it ourselves.

Spurlock said Mt Shasta may share their applications.

Deutsch agreed and said the choice is critical for economic growth. He would like to be on the committee.

Shanta would also like to be on the committee.

Keisler suggested that the Council is the task force. They need to choose two council members to serve, maybe Spurlock and Craig with Dinges and Rubino as citizens.

Dinges and Rubino agreed to serve as citizens.

Craig suggested a public workshop as a Special Meeting for all the Council to attend.

Motion by Keisler to appoint Council members Deutsch and Shanta to lead the Ad Hoc Committee and include citizens Rubino and Dinges to begin finding a permanent City Manager. Voice vote: 5-0-0-0

Short discussion regarding the Butterfly Bridge project.

Finance Officer Stock stated there is a September 30 deadline for the feasibility study and she needs Council direction.

Motion by Spurlock to schedule a September 22, 2016 Special Council Meeting at 3:00 pm, seconded by Keisler. Voice vote: 5-0-0-0

**13. ADJOURNMENT:**

Meeting adjourned at 5:05 pm.

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Mayor Spurlock

ATTEST:

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Julie Iskra, Deputy City Clerk

**DUNSMUIR CITY COUNCIL  
NOVEMBER 17, 2016  
REGULAR SESSION: 6:00 PM**

**1. CALL TO ORDER**

Meeting called to order by Mayor Spurlock at 6:00 pm.

**2. ROLL CALL**

Council members present: Keisler, Craig, Deutsch, Shanta, Spurlock

Staff present: ICM Johnsen, Deputy City Clerk Iskra

**3. FLAG SALUTE**

**4. APPROVAL OF AGENDA**

Motion to approve the November 17, 2016 agenda by Keisler, seconded by Deutsch.

Voice vote: 5-0-0-0

**5. APPROVAL OF MINUTES**

Motion to approve the October 20, 2016 minutes by Keisler, seconded by Craig.

Voice vote: 5-0-0-0

**6. COMMITTEE REPORTS**

**a. Economic Development/Tourism**

No meeting. Next meeting scheduled for January 2017

**b. Finance**

No meeting

**c. Public Facilities and Services**

No meeting

**d. Public Safety**

No meeting. ICM Johnsen reminded the public that the radar guns have been calibrated and will be used for radar enforcement in the near future

**e. Airport**

No meeting. Next meeting will be after Thanksgiving to explore philanthropic donation and discuss pilot's lounge

**f. Solid Waste**

No meeting

**g. Emergency Plan Task Force**

No meeting. Next meeting possibly in January 2017

**h. Veteran's Memorial**

Veteran's Fountain is complete and looks good. The flagpole has been purchased for the cemetery but an installation date has not been scheduled.

**I. Mossbrae Trail**

No meeting. Committee is still waiting for a response from St. Germain. Trail Association has raised funds for legal representation.

## 7. ANNOUNCEMENTS AND PUBLIC COMMENT

Regular City Council meetings are televised on Channel 15 to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled to be televised on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Meetings that take place on dates other than the 1<sup>st</sup> and 3<sup>rd</sup> Thursday will not be televised.

This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items **not** included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment. **Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time to another speaker.** Comments should be limited to matters within the jurisdiction of the City. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or on the podium. The City Council can only take action on matters that are on the Agenda, but may place matters brought to their attention at this meeting on a future Agenda for consideration. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies.

LuAnn, president of the Dunsmuir Chamber of Commerce, presented the new podium. The Chamber asked to use the Council Chambers for the Candles in the Canyon event on December 3 from 10-5

Craig Williams from Plymouth, CA thanked the Council on behalf of several fly fishing groups who visited Dunsmuir the weekend of October 1. They stayed in the motels and ate in the restaurants and enjoyed the Big Fish program.

Mario Rubino congratulated the Council on the results of the recent election

Peter Arth requested that the City Council and Interim City Manager work on the downtown sidewalks. He also stated that the Public Facilities Committee does not meet regularly. The sidewalks and pavement are the responsibility of the City along with the infrastructure.

Ernie Wasson reminded the group of Giving Tuesday after Thanksgiving to make donations to a favorite charity

Linda Gnesa stated that a stump is too high where a tree was removed and causes tripping hazards. It needs to be ground down

## 8. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

Members of the Council or staff may ask questions, request reports for a later meeting, or ask that an item be placed on a future agenda on any subject within the Council's jurisdiction.

Shanta requested follow-up on the stumps that need to be ground down from the trees that had been removed.

Deutsch asked about a large screen TV in the City office window for public announcements.

ICM Johnsen stated that the practice has been to post notices in four places in the City and on the front counter. If we have other postings, let the staff know. Thanks to the Mayor and Vice Mayor for their help with the website postings.

Keisler thanked the voters for their support and reminded residents about the Global Thanksgiving at DES on Sunday, encouraged support to Giving Tuesday, asked about a committee to review sidewalks

Deutsch noted that the "First Impressions" group will be meeting again regarding Historic Preservation, Youth Engagement and Downtown Revitalization

Craig suggested not forming another committee for sidewalks

**9. PRESENTATIONS:**

**A. Consider and approve Proclamation in support of North State Giving Tuesday, November 29, 2016**

Audra Gibson Baylick was present to discuss the North State Giving Tuesday fund raiser for non-profits in Siskiyou County. The goal is to raise \$500,000. There is an \$80,000 incentive pool which will be split among the non-profits depending upon their percentage of total donations.

**10. CONSENT AGENDA**

The Consent Agenda consists of proposed actions on business matters which are considered routine and for which approval is based on previously approved City policy or practice. The Consent Agenda will be approved by a single motion to “Adopt the Consent Agenda” and Council Members will vote without debate. Council Members may remove a Consent Agenda matter for any reason and request that it be placed on the Agenda for discussion and consideration. Matters removed from the Consent Agenda will be placed on the agenda as an item of “New Business” for discussion and consideration.

**A. Receive and file letter from California Fly Fishers Unlimited praising Dunsmuir accommodations, restaurants, and Big Fish program.**

**B. Approve payment for restoration of WWI Veterans’ Memorial fountain from Streets Special Projects fund**

Motion by Keisler to approve the consent agenda items A and B, seconded by Deutsch.  
Voice vote: 5-0-0-0

**11. PUBLIC HEARING: NONE**

**Public Hearing Protocol:**

- a. Mayor will describe the purpose of the Public Hearing.
- b. City Staff will provide the Staff Report.
- c. City Staff will respond to questions from the City Council.
- d. Mayor will open the Public Hearing.
- e. Citizens wanting to comment will come to the podium, provide the City Clerk with their name and address and provide their comments.
- f. Mayor will close the Public Hearing.

**12. OLD BUSINESS**

**A. Consider and adopt Resolution No. 2016- filing a transportation claim for the 2016-17 fiscal year for funding from the Local Transportation Fund**

ICM Johnsen explained that this is an annual process to claim monies for street improvements and sidewalk improvements.

Public Comment: None

Council Comment:

Short discussion that this money can be used for sidewalks. Previous Council approval for a \$12,000 match is for a different program.

Motion by Craig to approve Resolution 2016-27 to file a transportation claim for the 2016-2017 fiscal year for funding from the Local Transportation Fund, seconded by Keisler. Voice vote: 5-0-0-0

**B. Consider and adopt amended procedures for applying for and awarding proceeds from Transactions and Use Tax (Measure P)**

ICM Johnsen stated that the City anticipates receiving \$25,000 for use by community organizations. Council needs to confirm procedures. Recommend: paying election costs then reimbursing from this fund, suggesting once per year disbursement to applicants in January of each year.

Public Comment:

Tim Holt supports these ideas. The library has a \$12,500 deficit and hopefully this will cover these costs

Council Comment:

Shanta asked what the application process is and ICM Johnsen said that the information had been sent out in a press release with a December 1, 2016 deadline. The Council will review the applications at the second meeting in January. There will be more than \$25,000 in January. The Council may choose to allocate \$25,000 or more.

Short discussion among Council members.

Motion by Deutsch to direct staff to recover one-half of costs for election and BOE management and administration of tax assessment and collection from TUT through December 30, 2016 and recover remaining costs by June 30, 2017 and advise prospective applicants for funding that \$25,000 is available for allocation in January 2017; and direct that application process be annual with application deadline December 1 and allocations made in January following, seconded by Craig.

Voice vote: 5-0-0-0

**C. Consider and provide direction on staff responses to request for one-way traffic on portion of Florence Loop**

ICM Johnsen stated this item was previously reviewed then referred to the Planner with limited response. The City Engineer stated our options could be very expensive to make changes. CalTrans would be involved if we altered the median.

Shanta suggested taking out the island.

Public Comment:

Mario Rubino said it would open a can of worms, looking at high voltage lines and a big financial impact

Peter Arth suggested referring it to the Planning Commission, a traffic study should have been done and paid for by Dollar General

Council Comment:

Craig stated Dollar General only needed a Building Permit, this is not a top priority, perhaps the Council should go and look at it

Deutsch said that perhaps it should be split into a one way, residents want more parking

ICM Johnsen stated that PACE said it could cost \$10,000 and this is not something the Planning Commission reviews.

Motion by Shanta to schedule this item for a January 2017 agenda with a Public Hearing, seconded by Craig. Voice vote: 5-0-0-0

7:30 pm 5 minute break

7:35 pm Council meeting reconvened

**D. Consider and provide direction on request to support financially GIS Day at Dunsmuir High School and adopt Resolution No. 2016- supporting this project**  
Presentation by Cassie Hansen about the 3<sup>rd</sup> Annual Dunsmuir High School GIS Day, this was 25<sup>th</sup> anniversary of the Cantara Spill, asking for \$2,000 in funds as a donation to complete the payment on the GIS Day sweatshirts, she works with the students on GIS each week giving them tools to build better maps

Deutsch stated that the River Exchange, a non-profit group, is a caretaker of the watershed and works with the High School for the GIS Day

Public Comment: None

Council Comment:

Keisler said he would like to give money to the school, it is a great program

Shanta stated that she commends their efforts but the City does not have the money

Craig agreed that the budget is challenged, it is a worthwhile event that needs funding, possibility of a budget amendment

ICM Johnsen suggested they apply for funds through the TUT funding

Motion by Craig to receive and file the report, seconded by Deutsch.

Voice vote: 5-0-0-0

### 13. NEW BUSINESS

**A. Consider and approve legal representation for City employee charged with criminal complaint for actions within the scope of his employment and while acting in the best interest of the City**

ICM Johnsen stated that the packet included a report from the City Attorney, employee was doing his duties, had not personal gain, this is to request criminal defense to the charges, the DA filed charges as requested by the State Water Board

Public Comment:

Mario Rubino said he was really upset to see the State do this, there was not any call or letter about the problem, feels the City needs to hire an attorney

Council Comment:

Craig stated there was no need to for discussion, the City needs to pay for the attorney

ICM asked if the Council would like to consider authorizing staff to contact other entities to share costs

Motion by Craig to authorize hiring an attorney to defend the criminal complaint and to authorize staff to contact other entities to share costs, seconded by Keisler.

Roll call vote:	Craig	yes	
	Keisler	yes	
	Shanta	yes	
	Deutsch	yes	
	Spurlock	yes	5-0-0-0

**B. Receive and file new administrative policy on grants and new financial policies being implemented by City Manager and Finance Director**

ICM Johnsen explained that new policies for financial practices need to be developed for grants management. The Finance Officer and ICM created these policies for a check and balance system.

Public Comment: None

Council Comment:

Motion by Craig to receive and file new administrative policy on grants management and new financial policies being implemented by City Manager and Finance Director, seconded by Keisler. Voice vote: 5-0-0-0

**C. Consider and authorize City Manager to request 2016-17 payout amount available from Tauhindauli Park Endowment Fund managed by Shasta Regional Community Foundation**

ICM Johnsen explained that there is \$13,000 available from the Tauhindauli Park Endowment Fund for 2016-2017 for maintenance. The application needs to be prepared and presented first to the Dunsmuir Garden Club for their comments then returned to the City Council.

Public Comment: None

Council Comment:

Deutsch asked about the restrooms

ICM Johnsen responded that the bid for the restrooms is over \$100,000 but no work has been done. The money will need to accumulate for the next few years.

Motion by Craig to direct staff to prepare expenditure plan for 2016-17 moneys available from Tauhindauli Park endowment Fund and present to Garden Club for their comments, and then return plan and comments to City Council for its consideration and authorization to request funds from the available allocation, seconded by Deutsch.

Voice vote: 5-0-0-0

Motion by Keisler to move item 12E to before 12 D, seconded by Craig.

Voice vote: 5-0-0-0

**E. Consider and authorize rescheduling December 1, 2016 regular Council meeting to December 8, 2016.**

ICM Johnsen requested the schedule change due to lack of staff to prepare agenda for a December 1, 2016 meeting.

Public Comment:

Linda Gnesa asked about an alternative location for the Neighborhood Watch meeting scheduled the same night

Council Comment:

Motion by Keisler to reschedule the December 1, 2016 City Council meeting to December 8, 2016, seconded by Craig. Voice vote: 5-0-0-0

**D. Consider and authorize adjournment of this Council meeting to Wednesday December 7, 2016 at 6 pm in Council Chambers for Town Hall Meeting to receive public input and discussion on recruitment for City Manager**

ICM Johnsen stated that a Town Hall meeting had been requested and if the Council wishes to attend then this current meeting will need to be adjourned to December 7, 2016.

Public Comment:

Mario Rubino stated that the City Manager recruitment committee would like to have an open meeting to receive citizen input. David Clarno will act as moderator.

**Council Comment:**

Motion by Craig to agree in concept and at the end of tonight's meeting adjourn to Wednesday, December 7, 2016 at 6:00 pm in Council Chambers for a Town Hall meeting to receive public input and discussion on recruitment for City Manager, seconded by Keisler. Voice vote: 5-0-0-0

Motion by Craig to add an agenda item to the next meeting to address sidewalks, seconded by Keisler. Voice vote: 4-1-0-0 (Shanta – no)

**14. ADJOURNMENT:**

Motion to adjourn to December 7, 2016 at 6:00 pm, seconded by Keisler.  
Voice vote: 5-0-0-0

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Mayor Spurlock

ATTEST:

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Julie Iskra, Deputy City Clerk



VIA CERTIFIED MAIL

November 21, 2016

101 Stewart St., Suite 700  
Seattle, Washington 98101  
FAX: (206) 623-9015  
(206) 621-1351

City of Dunsmuir  
Attention: City Administrator  
5915 Dunsmuir Avenue  
Dunsmuir, California 96025

Re: Northland Cable Television, Inc. dba Northland Communications ("Northland")/ Mt. Shasta, California service area (the "System") – Notice of Potential Channel Lineup Change and Rate Increase (the "Notice")

To Whom It May Concern:

Absent a renewal or extension of Northland's agreement to carry certain broadcast stations in the System, Northland's right will expire on December 31, 2016. As a result, Northland may be required to cease carriage of certain broadcast stations after December 31, 2016 without further notice if a mutually acceptable agreement is not reached by the parties before that date. Further, Northland may change carriage of certain channels on or after December 31, 2016. Northland is negotiating with the broadcast stations in an effort to ensure uninterrupted viewing.

This letter also serves as notice of Northland's intent to increase the rate of its basic level of cable television service, effective January 1, 2017. This rate increase is due principally to increased costs of programming, particularly the cost of local broadcast channels, and to increased costs of operations.

This notice was sent per FCC regulations and no further action is necessary on your part. We thank you for the opportunity to serve your area and we will continue to strive to deliver the best quality service and programming available.

Best regards,

Northland Communications

# Report on Bank Accounts

As of 10.31.2016

Institution	Type of Account	Date of Report	Balance
U.S. Bank			
2080	Municipal Investor Checking	10.31.16	173,789.51
6024	Water - Debt Service Reserve	10.26.16	5,654.07 0.00949%
9567	CWSRF Debt Service Reserve	10.31.16	104,971.79 0.00987%
Banner Bank			
49	Sewer-Debt Service Reserve	10.31.16	41,478.14 0.05%
Banner Bank			
Certificates of Participation			
1994 Water System Improvements Fund			
1510	Debt Service Reserve	4.2.15	30,063.60
1994 Sewer System Improvements Project			
1528	Debt Service Reserve	5.1.15	33,798.65
Local Agency Invest Fund (LAIF)			
	Investment	10.31.16	962,549.15 investment from several funds
			1,352,304.91

Check Register Report

11-1-16 THRU 12-2-16

Date: 12/05/2016

Time: 3:37 pm

City of Dunsmuir

BANK: U.S. BANK

Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>U.S. BANK Checks</b>							
48925	11/01/2016	Printed		1225	ACME COMPUTER	NOV `16 MO BILLING	833.00
48926	11/01/2016	Printed		1215	ALSCO	PW&WWTP CVR ALL RNTLS	36.00
48927	11/01/2016	Printed		1910	AT&T	SEPT `16 PHONE SVCS	856.60
48928	11/01/2016	Printed		9447	AUS SACRAMENTO MC LOCKBOX	C.H.MATS&WKLY LNDRY 10-26-16	98.25
48929	11/01/2016	Printed		2635	BASIC LABORATORY, INC.	FRENCH DRAIN LEACH LINE	139.00
48930	11/01/2016	Printed		9437	BLUE STAR GAS	ANNUAL TANK RENT (PUMP HSE)	1.08
48931	11/01/2016	Printed		4050	BORGES & MAHONEY	1-MOTOR 2 RPM	258.23
48932	11/01/2016	Printed		6675	JAMES B. CARLSON	JULY,AUG,SETP `16 CALL OUTS	65.00
48933	11/01/2016	Printed		9820	CITY OF DUNSMUIR	OCT `15 UTIL SVCS	532.50
48934	11/01/2016	Printed		6325	CLEMENS WASTE REMOVAL	DUMPSTER RENTAL	11,751.99
48935	11/01/2016	Printed		10334	DOT FHWA	8-7/9-3-16 CONSLUTING SVCS	10,095.30
48936	11/01/2016	Printed		5910	DUNSMUIR CHAMBER OF COMMERCE	ANNUAL SUPPORT `16	10,000.00
48937	11/01/2016	Printed		9288	DUNSMUIR HIGH SCHOOL	PROPERTY PURCHASE (WA TANK)	14,075.00
48938	11/01/2016	Printed		9885	DUNSMUIR TIRE	WIPER BLADE #22 (TRK 404)	644.70
48939	11/01/2016	Printed		5219	FERGUSON ENTERPRISES INC,1423	SHOP	490.32
48940	11/01/2016	Printed		9999999515	FORD AVIATION CONSULTANTS, INC	FAAA/PGRNT PREP&ADMIN SVC9-16	800.00
48941	11/01/2016	Printed		10407	GOVINVEST INC.	GASB 68 INDIVIDUALIZED RPTS	1,400.00
48942	11/01/2016	Printed		24875	LILLY JONES	OCT `16 CEMETERY MAINT	583.33
48943	11/01/2016	Printed		25317	KENNY, SNOWDEN & NORINE	SEPT `16 LEGAL SVCS	3,093.70
48944	11/01/2016	Printed		10412	MT SHASTA ELKS, LODGE 2333	MEM PRK FUND (CEMETERY FLAG PO	650.00
48945	11/01/2016	Printed		9176	MUNICIPAL CODE CORPORATION	ANNUAL WEB HOSTING 10-16/9-`17	800.00
48946	11/01/2016	Printed		39005	PACE ENGINEERING, INC.	BUTTERFLY BRIDGE SCOUR	18,144.75
48947	11/01/2016	Printed		39015	PACIFIC POWER & LIGHT	SEPT 14 TO OCT 13, 2016 ELEC S	8,075.15
48948	11/01/2016	Printed		29853	PITNEY BOWES INC	RED INK CART	198.26
48949	11/01/2016	Printed		9999992154	ROME CREEK TIMBER LLC	MT BRADLEY LEASE 2016/2017	600.00
48950	11/01/2016	Printed		10413	SCOTT'S PPE RECON, INC	INSTL FLSHLGT HOOK&STRP	162.66
48951	11/01/2016	Printed		47520	SHASTA AUTO SUPPLY	HITCH PINS	64.01
48952	11/01/2016	Printed		9999999473	SISKIYOU CO. SHERIFF DEPT	1ST QTR JULY-SEPT 2016	99,959.00
48953	11/01/2016	Printed		9918	SISKIYOU MEDIA COUNCIL	2-PUB BRDCST CC MTG 9-12-15-16	500.00
48954	11/01/2016	Printed		57228	SOLANO'S HOME IMPROVEMNT CTR	5GL PRM DRVWAY COATING	38.77
48955	11/01/2016	Printed		53813	U.S. BANK CORP PAYMENT SYSTEMS	ROGUE VALLEY INTL	2,007.86
48956	11/01/2016	Printed		53806	USA BLUE BOOK, INC	ABS SCAVENGER PUMP	1,129.71
48957	11/01/2016	Printed		10369	CALEB WEBB	MI & PERDEIM FOR WWTP I EXAM	411.96
48958	11/01/2016	Printed		9999992243	BRIAN WILSON	REIMB FOR LINE ITEMS NOT CHNGD	4.06
48959	11/04/2016	Printed		9447	AUS SACRAMENTO MC LOCKBOX	C.H.MATS,WKLY LNDRY 11-2-16	98.25
48960	11/04/2016	Printed		2635	BASIC LABORATORY, INC.	DRINKING WATER MONITORING	128.00
48961	11/04/2016	Printed		2800	BAXTER AUTO PARTS, INC.	MINI BULBS	11.46
48962	11/04/2016	Printed		5325	REBECCA CATLETT	CLN SVC 10-19,23,21,28,30-16	181.50
48963	11/04/2016	Printed		9820	CITY OF DUNSMUIR	APLY DEP J. MACK #1020	187.20
48964	11/04/2016	Printed		6325	CLEMENS WASTE REMOVAL	COD 20 YD, WEIGHT/DMP FEES	7,631.65
48965	11/04/2016	Printed		12750	DELL COMPUTER CORPORATION	REMVBLE HD CRTGDG HRD DRIV	1,288.22
48966	11/04/2016	Printed		10317	DUNSMUIR INN & SUITES	10-3-16 THRU 10-28-16 ROOM	1,150.24
48967	11/04/2016	Printed		9885	DUNSMUIR TIRE	DISMNT/MNT 4 TIRES & BAL	60.00
48968	11/04/2016	Printed		9850	DUNSMUIR TRUE VALUE	OCT `16 SUPPLIES/MATRLS	323.77
48969	11/04/2016	Printed		10301	ESAFETY SUPPLIES, INC.	SAFETY VEST, SOLID MESH VST	65.48
48970	11/04/2016	Printed		22135	ICC	THREE YR MEMBERSHIP	325.00
48971	11/04/2016	Printed		31625	MEYER & SONS HEATING	MISC PARTS	369.39
48972	11/04/2016	Printed		9870	MT SHASTA AREA NEWSPAPERS	ROWLEY,PRKING & BALLFIELD	63.65
48973	11/04/2016	Printed		33151	MT SHASTA RECREATION	SENIOR NUTRITION FOR SEPT `16	150.00
48974	11/04/2016	Printed		10053	NAVITABS	4 PKGS RITE-ON BOOKS WHT	66.00

Check Register Report

11-1-16 THRU 12-2-16

Date: 12/05/2016

Time: 3:37 pm

City of Dunsmuir

BANK: U.S. BANK

Page: 2

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>U.S. BANK Checks</b>							
48975	11/04/2016	Printed		35505	NORTHLAND CABLE TELEVISION	NOV `16 HIGH SPEED INTERNET	144.13
48976	11/04/2016	Printed		10414	KRISTIE PATTERSON	REFND DEP K PATTERSON #25709	162.80
48977	11/04/2016	Printed		47213	SCHLUMPBERGER CONSULTING	13018.1-COMMUNITY BLDG	2,050.25
48978	11/04/2016	Printed		47520	SHASTA AUTO SUPPLY	OCT TANK RNTL	15.09
48979	11/04/2016	Printed		47676	SMITH BUILDING SERVICES, LLC	OCT `16 BLDG INSP & PLN CK	1,472.47
48980	11/04/2016	Printed		57228	SOLANO'S HOME IMPROVEMNT CTR	CONCRETE MIX, ADJ POP-UP HD	182.77
48981	11/04/2016	Printed		54652	THE VERDIN COMPANY	2-LXN CVRS,LED BCKLT,INSTLED	2,612.50
48982	11/10/2016	Printed		1223	ADAMS ASHBY GROUP, INC.	13-CDBG-8968 OCT `16	600.00
48983	11/10/2016	Printed		1000	AIELLO,GOODRICH,TEUSCHER	PROF SVCS ENDING 10-31-16	11,640.72
48984	11/10/2016	Printed		1215	ALSCO	P.W.&WWTP CVRALLS RNTL	36.00
48985	11/10/2016	Printed		9447	AUS SACRAMENTO MC LOCKBOX	C.H.MATS, WKLY LNDRY 11-9-16	98.25
48986	11/10/2016	Printed		2800	BAXTER AUTO PARTS, INC.	SHOP TOWELS	34.47
48987	11/10/2016	Printed		9000	CABITTO'S SMALL ENGINE REPAIR	CHAIN WINDSOR, SHARPENING,BRNT	178.22
48988	11/10/2016	Printed		10017	CAL-ORE COMMUNICATIONS	NOV `16 COMMUNICATIONS	19.95
48989	11/10/2016	Printed		10001	CED-REDDING	4 LAMP T8 ELEC BLST	150.50
48990	11/10/2016	Printed		12705	CENTURY COMTEL, INC.	HOSTED PBCX&HYBRID CLOUD	696.61
48991	11/10/2016	Printed		9820	CITY OF DUNSMUIR	APLY DEP D. DIRCKER #53202	1,146.90
48992	11/10/2016	Printed		9999999269	CSMFO	`2017 DUES CODE:DPY61127	110.00
48993	11/10/2016	Printed		9679	LOUIE DEWEY	SOLID WASTE REFUND	1,867.14
48994	11/10/2016	Printed		10185	ARLENE DINGES	10-9-16 - 11-8-16 PLANNING SVC	756.25
48995	11/10/2016	Printed		10409	CARL HANNA	REFND DEP C. HANNA #303141	175.00
48996	11/10/2016	Printed		10097	JAMES C. COOK, DBA	PROJ 13-CDBG-8968	3,510.00
48997	11/10/2016	Printed		26425	KEN ELGIN	REPL FUEL FILTER	105.85
48998	11/10/2016	Printed		10410	NATHAN LA RUE	REFND DEP N. LA RUE #19139	175.00
48999	11/10/2016	Printed		10417	MERIDITH, SUZANNE	5838 B DUNSMUIR AVE	3,734.28
49000	11/10/2016	Printed		9870	MT SHASTA AREA NEWSPAPERS	PLN COM VAC 6-29-16 DISPLAY	91.43
49001	11/10/2016	Printed		10411	TOM MULLER	REFND DEP T. MULLER #20001	175.00
49002	11/10/2016	Printed		9201	O'REILLY AUTO PARTS	4-COPPER PLUGS	33.60
49003	11/10/2016	Printed		10408	PETER BORGARDS & HANS	REFND DEP P. BORGARDS #24029	175.00
49004	11/10/2016	Printed		9477	PUMPWORKS, INC.	SEAL/BEARING KIT	388.72
49005	11/10/2016	Printed		10416	DINA RICKER	REFND DEP D. RICKER #53202	94.68
49006	11/10/2016	Printed		45110	MARIO J. RUBINO	NOV `16 TREASURER MO STIPEN	50.00
49007	11/10/2016	Printed		47520	SHASTA AUTO SUPPLY	OIL FILTER	94.78
49008	11/10/2016	Printed		47669	SISKIYOU OPPORTUNITY CENTER	BLUE BAG PROG - OCT `16	483.71
49009	11/10/2016	Printed		57228	SOLANO'S HOME IMPROVEMNT CTR	3-EXT PLY, 1LB EXT SCRWFSTNR	77.93
49010	11/10/2016	Printed		53810	US BANK EQUIPMENT FINANCE	10-20-16/11-20-16 COPIER&PRNTR	903.95
49011	11/10/2016	Printed		53806	USA BLUE BOOK, INC	POLYBLND PUMP HEAD ASMBLY,XCHM	357.77
49012	11/10/2016	Printed		50850	VERIZON WIRELESS	OCT `16 CELL SVC	218.78
49013	11/18/2016	Printed		9277	A CUT ABOVE TREE SERVICE, INC	RISK ASSESSMNT REPORT 2 HRS	150.00
49014	11/18/2016	Printed		514	ADVANCE INFOSYSTEMS	PROCESSING UTIL BILLS& MATRL'S	395.75
49015	11/18/2016	Printed		9447	AUS SACRAMENTO MC LOCKBOX	C.H.MATS, WKLY LNDRY 11-16-16	98.25
49016	11/18/2016	Printed		2635	BASIC LABORATORY, INC.	DRINKING WA MONITORING	673.00
49017	11/18/2016	Printed		2800	BAXTER AUTO PARTS, INC.	2WAY TRLR CONN, 9007 BULB 1	14.85
49018	11/18/2016	Printed		10353	GARY BENSON	NOV `16 CHILDREN'S PRK RNT	725.00
49019	11/18/2016	Printed		3572	BLUE CROSS OF CALIF	12-1-16/1-1-17 LIFE INS PREM	217.05
49020	11/18/2016	Printed		5325	REBECCA CATLETT	CLN SVC 11-3,4,6,11,14-16	165.00
49021	11/18/2016	Printed		9820	CITY OF DUNSMUIR	APLY DEP L. GLASGOW #2049	114.12
49022	11/18/2016	Printed		10415	RON COOPER	DUNS DRINKING FOUNTAIN	3,671.01
49023	11/18/2016	Printed		6950	CROSS PETROLEUM	99-4 GAL HEATING OIL	227.72
49024	11/18/2016	Printed		9885	DUNSMUIR TIRE	2007 FORD, WHL HUB&BEARING,	1,115.98

Check Register Report

11-1-16 THRU 12-2-16

Date: 12/05/2016

Time: 3:37 pm

City of Dunsmuir

BANK: U.S. BANK

Page: 3

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>U.S. BANK Checks</b>							
49025	11/18/2016	Printed		11255	ELECSYS INTERNATIONAL CORP	DEC `16 MO MAINT CHRGS	223.50
49026	11/18/2016	Printed		9197	GCS ENVIRONMENTAL EQUIP SVCS	2-CURTAIN, GUTTER BROOM,	1,561.08
49027	11/18/2016	Printed		10418	LANCE GLASGOW	REFND DEP L GLASGOW #2049	85.88
49028	11/18/2016	Printed		10328	HD SUPPLY FACILITIES	FIDO HS WASTE BAGS	626.16
49029	11/18/2016	Printed		10419	MATHEW HORSTMAN	REFND RENT FOR HANGAR F	1,140.00
49030	11/18/2016	Printed		23425	JIM WILSON MOTORS	OIL LEAK, ENG OIL LEAK,	3,270.85
49031	11/18/2016	Printed		31212	MANFREDI'S DEPOT	10-1-16/10-31-16 VEH FUEL	573.44
49032	11/18/2016	Printed		33120	MOUNTAIN COUNTIES SUPPLY CO.	OCT `16 VEH FUEL	1,926.34
49033	11/18/2016	Printed		10312	MT SHASTA POINT S	1300/1400-24/25 SP1000	89.22
49034	11/18/2016	Printed		33151	MT SHASTA RECREATION	OCT `16 SENIOR MEALS	150.00
49035	11/18/2016	Printed		9201	O'REILLY AUTO PARTS	SEAT COVER	146.77
49036	11/18/2016	Printed		37106	OFFICEMAX CONTRACT INC.	5CT 10 REAM PAPER, CLIP BINDER	221.56
49037	11/18/2016	Printed		39005	PACE ENGINEERING, INC.	BUTRFLY AV BRDGE SCOUR	14,860.40
49038	11/18/2016	Printed		47100	S.C.O.R.E.	Annual Assessment	153,994.40
49039	11/18/2016	Printed		47520	SHASTA AUTO SUPPLY	CREDIT FOR HOLD DWN	15.05
49040	11/18/2016	Printed		9942	SISKIYOU CO. RECORDER	NOTICE OF RELEASE OF LIEN	17.00
49041	11/18/2016	Printed		9918	SISKIYOU MEDIA COUNCIL	2-PUB BRDCSTNG CC MTGS OCT `16	500.00
49042	11/18/2016	Printed		48722	ST BOARD OF EQUALIZATION	7-1-16/6-30-17 ID#0002 5361079	244.13
49043	11/18/2016	Printed		53806	USA BLUE BOOK, INC	HONEYWELL BOX/25	84.10
49044	12/02/2016	Printed		1225	ACME COMPUTER	MO CONTRCT SVCS DEC `16	833.00
49045	12/02/2016	Printed		1215	ALSCO	PW&WWTP CVRALL RNTL 11-18-16	36.00
49046	12/02/2016	Printed		9447	AUS SACRAMENTO MC LOCKBOX	C.H.MATS, WKLY LNDRY 11-30-16	196.50
49047	12/02/2016	Printed		10422	BORGES LAW OFFICE, INC.	PROFESSIONAL SVCS DEPOSIT	5,000.00
49048	12/02/2016	Printed		1910	AT&T	OCT/NOV `16 PHONE SVCS	813.52
49049	12/02/2016	Printed		2635	BASIC LABORATORY, INC.	DRINKING WA MONITORING	267.00
49050	12/02/2016	Printed		2800	BAXTER AUTO PARTS, INC.	1/2 DR 6PT DEEP IMPC	12.92
49051	12/02/2016	Printed		5325	REBECCA CATLETT	CLN SVC11-16,18,20,21,27,28-16	165.00
49052	12/02/2016	Printed		9820	CITY OF DUNSMUIR	APLY DEP J. LARSON #3076	4,195.52
49053	12/02/2016	Printed		6325	CLEMENS WASTE REMOVAL	RECYCLING & SORTING	17,986.65
49054	12/02/2016	Printed		9835	DUNSMUIR LODGE	R. JOHNSEN W/PET OVRNITE	91.40
49055	12/02/2016	Printed		13004	FAILSAFE TESTING	GROUND LADDERS TESTED	639.20
49056	12/02/2016	Printed		9999999515	FORD AVIATION CONSULTANTS, INC	OCT `16 GRNT PREP&ADMIN SVCS	800.00
49057	12/02/2016	Printed		18200	HACH COMPANY	RGT SET, TNT AMVER HR 50 TST	124.77
49058	12/02/2016	Printed		24875	LILLY JONES	NOV `16 CEMETERY MAINT	583.33
49059	12/02/2016	Printed		26425	KEN ELGIN	#840 CHG HWY TO SNO TIRES	25.00
49060	12/02/2016	Printed		25317	KENNY, SNOWDEN & NORINE	OCT `16 LEGAL SVCS	2,218.03
49061	12/02/2016	Printed		10421	JULIE LARSON	REFND DEP J LARSON #3076	82.34
49062	12/02/2016	Printed		35505	NORTHLAND CABLE TELEVISION	DEC `16 HIGH SPEED INTERNET	144.13
49063	12/02/2016	Printed		40485	PRINTING SYSTEMS, INC.	W2'S, 1099,W3 & 1096 ANNUAL	109.49
49064	12/02/2016	Printed		47213	SCHLUMBERGER CONSULTING	13018.1 COMM BLDG	1,000.00
49065	12/02/2016	Printed		47520	SHASTA AUTO SUPPLY	UNIV CPLR LOCK HZMAT	55.85
49066	12/02/2016	Printed		24858	SHASTA CO. DEPT OF RESOURCE	PRMTS HAZ WASTE F/Y 2016/17	633.68
49067	12/02/2016	Printed		47676	SMITH BUILDING SERVICES, LLC	NOV `16 BLDG SVCS	1,988.08
49068	12/02/2016	Printed		48255	SOUSA READY MIX, LLC.	BASE ROCK 11.95 & FREIGHT	216.81
49069	12/02/2016	Printed		53813	U.S. BANK CORP PAYMENT SYSTEMS	MEMBERSHIP PAY PAL	1,343.05
49070	12/02/2016	Printed		50840	UNION PACIFIC RAILROAD CO	LS-RNT,PREENT 11-1-16/10-31-17	7,245.46
49071	12/02/2016	Printed		9999999806	USDA FOREST SERVICE	ANNUAL USE FEE `2017	61.64
49072	12/02/2016	Printed		10420	WALKER CONSTRUCTION	DUNS COMM BLDG REMODEL	9,500.00

Total Checks: 148

Checks Total (excluding void checks):

479,137.48

Check Register Report

11-1-16 THRU 12-2-16

Date: 12/05/2016

Time: 3:37 pm

Page: 4

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
				<b>Total Payments: 148</b>		<b>Bank Total (excluding void checks):</b>	<b>479,137.48</b>
				<b>Total Payments: 148</b>		<b>Grand Total (excluding void checks):</b>	<b>479,137.48</b>

## City Council Agenda Item Old Business

**Item No:** 16.A.  
**Date:** December 8, 2016  
**Subject:** Consider and provide direction regarding appointment of City Clerk

At the November 8 election, no one ran for elected City Clerk and more than a majority of those voting approved appointment of City Clerk in the future. This appointment is to be made by City Council.

Options available to the City Council are to appoint a current staff member or appoint a contractor.

At this time staff is unaware of any contractor available to do the work and who would be trained to assume all statutory responsibilities of City Clerk position.

Staff is aware that in smaller cities with the same situation as Dunsmuir, City Manager has been appointed City Clerk to assume the duties and responsibilities of the position. City Manager then would have the option of appointing Deputy City Clerk(s) to share the duties and responsibilities.

**Recommendation:**

November 29, 2016

The following is a list of tree's that have been identified as having dangerous branches, need trimming for public safety or need to be removed for public safety.

A. Tree's that should be considered for removal

1. (2) dead poplars just north of south Dunsmuir City Limit sign
2. 500 feet south of Beverly Way and Elinore Ave. Intersection, (on Beverly) small dead tree.
3. 4909 Buckboard Ln. @ McCloud Ave. Remove dying Oak tree at light pole.
4. Caboose Park remove one possibly two dying Pine tree's
5. Hedge Creek Falls lawn area, remove dead Cedar and White Fir in lawn area.
6. Upper Soda Road, remove 4 small dead tree's.
7. City owned property in back of Community Building, 4 Oak tree's to be removed and several others needing branch removal. (branches hanging over residence's).

B. Tree's that are in need of trimming, shaping and removal of low hanging branch's for public safety.

1. South end of Butterfly Ave. @ Gillis St., remove low hanging branches, shape tree's
2. 6155 Sacramento Ave. @ Grover St., cut low hanging branches on Oak tree.
3. From 6214 Hill St. North to intersection of Wood St., cut all low hanging Oak tree branches.
4. Dunsmuir Ave. @ Hill St. South bound side to City Limits raise canopy additional 10'
5. 4209 Oak St. Trim low branches on Sycamore tree
6. 6225 to 6242 Elinore Ave. Remove dead Oak and Douglas Fir branches as well as limb up all low hanging branches.
7. Across from 6241 Beverly Way, remove dead branches and all low hanging branches
8. Allen St. @ Beverly Way remove Oak branch, trim up. 6122 to 6126 Beverly, remove dead branches
9. 5928 Dunsmuir Ave., remove lower tier of branches from Sycamore tree
10. 5630 Dunsmuir Ave. Remove lower branches on Sycamore and trim tree just south of this location.
11. 4313 Willow St., remove lower branches from Sycamore tree to increase intersection visibility.
12. 5521 Dunsmuir Ave., remove low hanging branches
13. 5411 to 5423 Dunsmuir Ave., remove low branches.

14. Across from 5327 Dunsmuir Ave. To 5304 Dunsmuir Ave., (north bound side) remove dead tree's and low hanging branches.

15. Florence Loop @ Dunsmuir Ave. (south bound side) raise canopy on Douglas firs 10' to improve intersection visibility.

16. 4300 to 4307 Stagecoach Rd. Trim up low hanging Oak tree branches.

17. Caldwell Ave. @ Dunsmuir Ave., remove low Oak tree branches.

18. 4111 Caldwell Ave., remove low Oak tree branches.

19. 4335 Isgrigg Ave., remove low hanging Oak tree branches.

20. 4210 Gray St. Remove low branches on Douglas Fir tree.

21. 4630 Shasta View to 4633 Shasta View, remove all low hanging Oak tree branches.

22. 4401 Needham, trim Cedar branches up additional 15'

23. South of 5186 River Ave., trim up Cedar tree and Oak tree branches.

24. 5312 River Ave to 5344 River Ave., raise canopy of all trees in this section.

25. River Ave. Bridge, trim poplars on east and west side of bridge.

26. Blacksmith Hill @ Sacramento, dead branch in poplar.

All limbs, branches, debris shall be chipped and disposed of, wood that is removed shall be taken and disposed of in a manner that will not constitute a "gift of public funds" or as deemed a proper disposal area by either the City Manager or City Council of the City of Dunsmuir. Bid to include grinding down of stumps that are left after tree removal, stumps will be ground down to a level that matches the surrounding terrain and will not present a trip hazard to the public.

Thank you,

*Bill Willman*

Tom Brennan  
643-6346



**A Cut Above Tree Service, Inc**  
209 North Mount Shasta Blvd  
Mount Shasta, CA 96067  
CA Lic # 949456  
Office: (530) 643-2155

PROPOSAL SUBMITTED TO <i>Bill / City of Dunsmuir</i>	PHONE <i>235-4822</i>	DATE <i>11/7/16</i>
STREET <i>City Park Dunsmuir</i>	JOB NAME	
CITY, STATE and ZIP CODE <i>South of Locomotive</i>	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

*Remove 7 deciduous trees (Black Oaks and Ash) between Locomotive & drive way of City Park Dunsmuir.*

*Prune 2 Cedars to clear wires by 10'*

*Chip brush leave wood 16"*

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

*Due upon completion* dollars (\$) *2000.00*

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *Tom Brennan*

Note: This proposal may be withdrawn by us if not accepted within *30* days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

**City Manager**

---

**From:** Dan Padilla  
**Sent:** Monday, November 21, 2016 11:08 AM  
**To:** City Manager  
**Subject:** Surplus fire department vehicles

Randy,

I would like to surplus two vehicles the fire department has retired from service, a 1961 Dodge Econoline Van and a 1996 Ford F-350 Utility Pick-up. The value for the Dodge Van I would place at approximately \$500.00. And the value of the F-350 at \$2500.00, both vehicles are operational. A small volunteer fire department in the county has expressed interest in the F-350, but would like to take ownership as a gift or donation as their budget is very small. Let me know if you require additional information, I will see you when you return to your office next week.

Thank you,

Dan





## City Council Agenda Item New Business

**Item No:** 7  
15.B.  
**Date:** December 8, 2016  
**Subject:** Consider and adopt Resolution No. 2016- authorizing the destruction of certain financial records and files for the period July 1, 2008 through June 30, 2009

As authorized by government code, the City routinely destroys records that are no longer needed. It is recommended that finance records over 7 years aged be authorized for destruction. This will clear up significant space in our records area.

The new records retention policy is still being drafted and will be brought forward for Council consideration in the very near future. Destruction of these records is consistent with records retention schedule recommended by the Secretary of State and guidelines provided by the City Clerk's Association of California.

The documents will be reviewed by the City Attorney before they are actually destroyed.

**Recommendation:** Move to adopt Resolution No. 2016- authorizing the destruction of certain records and files.

**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF DUNSMUIR  
AUTHORIZING THE DESTRUCTION OF  
CERTAIN RECORDS AND FILES**

**WHEREAS**, California Government Code Section 34090 provides a means by which unneeded records of the City of Dunsmuir may be destroyed; and

**WHEREAS**, the City intends to follow this process and to destroy certain finance records from the period July 1, 2008 to June 30, 2009.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Dunsmuir as follows:

1. The records identified and listed on the attached memorandum dated November 17, 2016, are no longer needed for City purposes and may be destroyed pursuant to California Government Code Section 34090; and
2. The City Attorney is directed to review these records and to execute appropriate certification in accordance with the applicable California Government Codes.

\* \* \* \* \*

It is hereby certified that the foregoing resolution was introduced and duly adopted by the City Council of the City of Dunsmuir at a regular meeting held on the 8<sup>th</sup> of December, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Josh Spurlock, Mayor

ATTEST:

\_\_\_\_\_  
Julie Iskra, Deputy City Clerk

# CITY OF DUNSMUIR

"Home of the Best Water on Earth"



November 17, 2016

To: Randy Johnsen, Interim City Manager  
City Council

From Elaine Cantrell, A/P Clerk

According to California Government Code Section 34090 - Destruction of Records,  
I have the following list that needs to be destroyed:

All records from July 2008 thru June 30, 2009:

Cash Receipts Journals  
Statement Registers  
Daily Receipts  
Delinquent Reports  
Revenue Journals  
Warrant Registers  
Journal Entry Postings  
Treasurer's Reports

Statement Stubs  
Revenue Receipts  
Bank Statements  
Cancelled Checks  
Warrant Vouchers  
Backup Checks/Invoices

Dsposltr`16