

**AGENDA FOR THE REGULAR MEETING
DUNSMUIR CITY COUNCIL**

September 7th, 2023

REGULAR SESSION: 6:00 pm

Join Zoom Meeting: <https://us02web.zoom.us/j/84424135442>

Or Call: +1 669 900 6833

Enter Meeting ID: 844 2413 5442

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

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS -

California Civil Rights Dept. presentation on CA vs. Hate Campaign

4. PUBLIC COMMENT

Regular City Council meetings are posted on the City's website to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled to be televised on the 1st and 3rd Thursday of each month. Meetings that take place on dates other than the 1st and 3rd 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.

5. COUNCIL AND STAFF COMMENTS

6. COMMITTEE REPORTS

7. APPROVAL OF MINUTES

A. Special Meeting Minutes of 8/9

B. Regular Meeting Minutes of 8/17

8. CONSENT AGENDA:

A. Check Register: 8/12-8/25

B. 2nd Reading and Adoption of Ordinance 576 Repealing Chapter 15.40, Signs, of Title 15, Buildings and Construction, of the Dunsmuir Municipal Code.

C. Resolution 2023-13 Grant Agreement with California Division of Water Rights for Mossbrae Springs Emergency Chlorination Project

9. PUBLIC HEARING: None

10. OLD BUSINESS : None

11. NEW BUSINESS: None

12. FUTURE AGENDA ITEMS

Future Agenda Items are topics brought to the City Council for review and/or action. All dates refer to first introductions and can be altered due to time and priority levels.

- Annual Fireworks Ban Ordinance
- Sheriff's Contract Extension
- Review of Status of Supporting County Library
- Cannabis Ordinance Revision
- Just Cause for remote Participation in Public Meeting - Sept. 17th
- Update from SEDC - Sept. 17th

13. ADJOURNMENT

Copies of this agenda were posted at City Hall, Dunsmuir City Library, and City Website 72 hrs. prior to meeting time.

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.

Wendy Perkins, Deputy City Clerk

Date

CITY OF DUNSMUIR
Joint Meeting City Council & Rec. & Park Board
CITY COUNCIL MEETING MINUTES
August 9th, 2023

CALL TO ORDER AND FLAG SALUTE:

Joint meeting was called to order @ 6:05 pm by Mayor Lucchesi

ROLL CALL:

Council members present: Deutsch, Keisler, Clarno, Bryan, Lucchesi

Council members absent: None

Board Members present: Rami White, Katy O'Grady, Jack Sutcliffe, Will Newman

Board Members Absent: Ellen McArron

District Administrator Rodriguez and Admin Asst. Cindy Smith present.

City staff present: City Manager Rief, Finance Director Michaelson

Staff Absent: Deputy City Clerk Perkins

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS - None

PUBLIC COMMENT - None

COUNCIL AND STAFF COMMENTS - None

COMMITTEE REPORTS - None

APPROVAL OF MINUTES- None

CONSENT AGENDA - None

PUBLIC HEARINGS: NONE

OLD BUSINESS:

A. Recreation and Park District Asset Analysis : After performing SWOT Analysis at last joint meeting...Listed the physical assets and facilities of the City in terms of Parks and Recreation. Defined who is Responsible for each Asset, and Defined what Excellence Means in terms of the Operation and Maintenance of these Facilities (see handwritten notes from Cindy Smith)

B. Recreation and Park District - Stakeholder Engagement: Gave stakeholder Groups a Chance to Address the Council and District on items which need to be addressed and what Actions each group can take to Better Support them.

NEW BUSINESS: None

ADJOURNMENT: Meeting was adjourned at 8:00 by consensus.

Mayor Lucchesi

ATTEST:

Deputy City Clerk Perkins

CITY OF DUNSMUIR
CITY COUNCIL MEETING MINUTES
August 17th, 2023

CALL TO ORDER AND FLAG SALUTE:

Meeting was called to order @ 6 pm by Mayor Lucchesi

ROLL CALL:

Council members present: Deutsch, Keisler, Bryan, Clarno, Lucchesi

Absent: None

City staff present: City Manager Rief, Deputy City Clerk Perkins

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

PUBLIC COMMENT

Open at 6:07 p.m. Alex Brendel makes some comments about what he believes is a conflict of interest regarding a city employee who possesses a dealer's plate.

Arth – Wants Council to put together a historic oversight district. Feels that the city has lost its vitality. Wants to recognize outstanding members of the community. Alexander Dunsmuir award, etc.

COUNCIL AND STAFF COMMENTS

Ortiz provides an update on reported service hours and calls for the Sheriff's Dept. No notable crimes for the month of July. No DUI's at Brewfest. They provide sober options.

Keisler – Thanks Sheriff for their support at Brewfest. Gives an update on status of Soap Box Derby. Kevin and Dylan from hardware store have agreed to take over the soapbox derby.

Deutsch – Suggest folks use app called "Lightning" to track lighting strikes and potential to create fire.

Clarno – Thanks everyone that made Brewfest a success. Thanks everyone that donated or came to the event. Encourages folks to download Watch Duty which lists nearby fires as well as the Lightning App for mobile download.

Lucchesi – Is preparing the Mossbrae Falls Trail project. Need to secure grant funding for engineering. Want to get the Parks document to be a living document. Thanks everyone for Brewfest and Pacific Crest Music Festival.

COMMITTEE REPORTS

ATP GROUP met. Reviewed preliminary reports from surveys and mapping exercises. Developing a draft active transportation plan.

Snow Policy Committee met in 103 degree day. Clarno, Rief, Public Works Director, Allison Leshefsky by Zoom, Jeanne Rogers from Pizza Factory, Mark Allen and Steve Pierce were in attendance.

APPROVAL OF MINUTES of August 3rd, 2023

Motion to approve minutes by Keisler, 2nd by Bryan

Voice Vote:

AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi

NOES: None

ABSENT: None

ABSTAIN: None

CONSENT AGENDA

A. Check Register: 7/29-8/11-2023

B. MOE Council Verification of Minimum Spending on Public Safety – Resolution 2023-12 certifying that fiscal year 23/24 calculation of the adopted budget meets the Maintenance of Effort Requirements)

Motion to adopt consent agenda by Keisler, 2nd by Deutsch

Voice Vote:

AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi

NOES: None

ABSENT: None

ABSTAIN: None

PUBLIC HEARINGS: NONE

OLD BUSINESS: MOU for Edible Food Waste with County

Mayor opens the item. No public comment nor discussion.

Motion by Deutsch 2nd by Keisler to approve Memorandum of Understanding by and between the county of Siskiyou and the Cities of Dunsmuir, Weed, Mounta Shasta, Yreka, Montague, Fort Jones, Etna, Dorris and Tullake for the Establishment of an Edible Food Recovery Program Consistent with California Code of Regulations, Title 14, Division 7, Chapter 12 Short -Lived Climate Pollutants.

Voice Vote:

AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

NEW BUSINESS:

A. First reading of Ordinance 576 , An Ordinance of City Council of the City of Dunsmuir Amending Title 15, Building and Construction, of the Dunsmuir Municipal Code

Planner Tinsman – Introduces the item. Public hearing open at 6:38 p.m. on proposed rescinding of sign regulations. No public comment. Discussion.

Motion A: Bryan moves Keisler Seconds on the basis of the entirety of the record before us , we make the finding that the proposed project could not have a significant adverse effect on the environment and that it is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b) (3).

Voice Vote:

AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

Motion B: Bryan motioned seconded by Keisler that we introduce and read Ordinance 576 by title only, that we waive further reading of the ordinance , and that we direct staff to bring Ordinance 576 back for adoption at the next regular meeting.

Voice Vote:

AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

B. CAL OES Jumpstart Grant JS22-013 Designation of Applicant’s Agent Resolution for Non-State Agencies

City Manager introduces the item. This is to hire someone as chief resilience officer in City of Dunsmuir regarding everything hazard mitigation related and obtaining grants to support those efforts. 5-year grant. Resolution gives CM, FD, or Fire Chief authority to sign grant documents.

Motion by Keisler 2nd by Clarno to Approve Designation of Applicant's Agent Resolution for Non-State Agencies and Amend the Budget to reflect revenue and expense accordingly.

Roll Call Vote: AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

ADJOURN TO CLOSED SESSION:

Public Employee Performance Evaluation (Government Code 54957)
Title: City Manager

REPORT BACK FROM CLOSED SESSION: Motion by Mayor Lucchesi 2nd by Keisler to assign the status of "Satisfactory" to City Manager Rief for Performance Evaluation 2023.

Roll Call Vote: AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

OPEN SESSION: City Manager Contract Amendment

Public comment open. None.

Motion by Keisler 2nd by Bryan approving a 5% increase in salary for City Manager Reif.

Roll Call Vote: AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

Motion by Bryan 2nd by Keisler approving Contract Amendment #1 to City Manager Rief's employment contract.

Roll Call Vote: AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

FUTURE AGENDA ITEMS

ADJOURNMENT

Mayor Lucchesi

ATTEST:

Deputy City Clerk Perkins

Check Register Report

8.12.23 to 8.25.23

Date: 08/30/2023

Time: 9:37 am

Page: 1

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
U.S. BANK Checks								
58069	08/15/2023	Printed			9885	ANTHONY CATLETT	inner tube replacement	98.33
58070	08/15/2023	Printed			10793	BIG VALLEY SANITATION	5750 Sac Ave Porta potty May23	760.50
58071	08/15/2023	Printed			9850	DUNSMUIR TRUE VALUE	Hardware July2023	314.55
58072	08/15/2023	Printed			9303	FASTENAL COMPANY	aa alk energizer batry	212.84
58073	08/15/2023	Printed			10757	GATEHOUSE MEDIA CA HOLDINGS	ord 575 planning notice	189.50
58074	08/15/2023	Printed			10407	GOVINVEST INC.	pension module annual subscrip	4,961.25
58075	08/15/2023	Printed			17310	GREAT NORTHERN CORP.	20-CDBG-CV2-3-00050 June23	4,874.10
58076	08/15/2023	Printed			25317	KENNY & NORINE	Duns V's Boyd Recvrship	162.00
58077	08/15/2023	Printed			10871	KOSMONT COMPANIES	proj2306.11 Retail advisory	16,832.00
58078	08/15/2023	Printed			10872	NATIONAL AUTO FLEET GROUP	Ford F250 4x4	53,649.18
58079	08/15/2023	Printed			10753	PACE ANALYTICAL SERVICES, LLC	www monthly Ind 23H0061	262.88
58080	08/15/2023	Printed			39005	PACE ENGINEERING, INC.	mossbrae springs uv0204.67	99,759.00
58081	08/15/2023	Printed			39015	PACIFIC POWER	mott airport rd lights	21.50
58082	08/15/2023	Printed			39015	PACIFIC POWER	street lights city of dunsmuir	1,726.51
58083	08/15/2023	Printed			10525	QUILL CORPORATION	dixie paper cups, lids	24.11
58084	08/15/2023	Printed			10616	RENTAL GUYS	loader bobcat, grapple attach	6,438.82
58085	08/15/2023	Printed			24163	SISKIYOU CO. CLERK	NOE PW shop clerk pro fee	50.00
58086	08/15/2023	Printed			47659	SISKIYOU COUNTY EDC	MOU August 2023	500.00
58087	08/15/2023	Printed			47669	SISKIYOU OPPORTUNITY CENTER	Blue bag program July2023	594.60
58088	08/15/2023	Printed			10503	THATCHER COMPANY	chlorine 150# cyl and retrn cr	6,422.81
58089	08/15/2023	Printed			53813	US BANK CORP PAYMENT SYSTEMS	4246044555700511Aug23	2,072.45

Total Checks: 21

Checks Total (excluding void checks):

199,926.93

Total Payments: 21

Bank Total (excluding void checks):

199,926.93

Total Payments: 21

Grand Total (excluding void checks):

199,926.93



STAFF REPORT TO THE CITY OF DUNSMUIR CITY COUNCIL

September 7, 2023

SECOND READING OF ORDINANCE 576 REPEALING CHAPTER 15.40, SIGNS

- PROJECT SUMMARY:** The project is a second reading of Ordinance 576 repealing Chapter 15.40, Signs, of Title 15, Buildings and Construction, of the Dunsmuir Municipal Code.
- RECOMMENDATION:** Adopt Ordinance 576
- ATTACHMENTS:** A. Draft Ordinance 576, An Ordinance of the City Council of the City of Dunsmuir Amending Title 15, Buildings and Construction, of the Dunsmuir Municipal Code

BACKGROUND

During the City Council's regularly scheduled meeting on August 17, 20223, the Council discussed the proposed repeal of the sign regulations in Title 15, Building and Construction, which the updated sign regulations included in the City's recent Zoning Code update were intended to replace. Ordinance 576 was subsequently introduced for adoption upon a motion by Council Member Bryan and a second by Council Member Keisler, with the Council voting unanimously to approve a first reading of Ordinance 576 by title only. With the introduction of Ordinance 576 now complete, the ordinance requires a second reading for adoption (see **Attachment A**). Once passed, Ordinance 576 becomes effective 30 days later.

ENVIRONMENTAL RECOMMENDATION

As discussed in the August 17th staff report and at the City Council meeting, the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). A finding to this effect was made by the City Council on August 17, 2023, prior to the introduction of Ordinance 576. The City Council's CEQA determination is also reflected in Ordinance 576.

SUGGESTED MOTION

I move that we adopt Ordinance 576 repealing Chapter 15.40, Signs, of the Dunsmuir Municipal Code.

ATTACHMENT A
ORDINANCE 576

ORDINANCE 576

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR AMENDING TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE DUNSMUIR MUNICIPAL CODE

WHEREAS, on June 29, 2023, the City Council adopted Ordinance 575 to update the City's zoning regulations, including the sign regulations in Section 17.28.140 (Historic district sign regulations); and

WHEREAS, Ordinance 575 consolidated the City's sign regulations in a new chapter added to Title 17, Zoning (i.e., Chapter 17.80, Signs), but neglected to repeal the sign regulations in Chapter 15.40, Signs; and

WHEREAS, the City desires to repeal the sign regulations in Chapter 15.40, Signs.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Dunsmuir does ordain as follows:

SECTION I: Chapter 15.40, Signs, of Title 15, Buildings and Construction, of the City of Dunsmuir Municipal Code is repealed.

SECTION II: FINDINGS: Because it could be seen with certainty that the amendment to Title 15, Buildings and Construction, as provided for herein, does not have the potential to result in a significant impact on the environment, the City Council determined that the project is exempt from environmental review pursuant to CEQA Guidelines Sections 15061(b)(3).

SECTION III: CONSTITUTIONALITY: If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, or phrase of this ordinance irrespective of the fact that any one or more of the sections, subsections, sentences, clauses or phrases be declared unconstitutional.

SECTION IV: This ordinance shall become effective thirty (30) days after its passage, and within fifteen (15) days after its adoption a summary of it shall be published in the Siskiyou Daily News, printed and published in Siskiyou County.

PASSED AND ADOPTED this ____ day of _____ 2023, at a regular meeting of the City of Dunsmuir City Council by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Juliana Lucchesi, Mayor

ATTEST:

Wendy Perkins, Deputy City Clerk



City of Dunsmuir

STAFF REPORT

RE: Mossbrae Springs Emergency Chlorination project, transfer grant management to Division of Water Resources

MEETING DATE: 9/7/23

SUBMITTED BY: Blake Michaelson, Finance Director

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to pass Resolution No. 2023-13 entering into a grant agreement with California Division of Water Rights for the Mossbrae Springs Emergency Chlorination project.

BACKGROUND/DISCUSSION:

The City entered into and was awarded a grant to construct an emergency chlorination facility. The grant was being administered by the Sierra Institute. The Sierra Institute has requested they no longer be the administrators. The Division of Water Rights and the City are now entering into an agreement directly. All other aspects remain the same as the original grant. For reference the total grant award was \$799,950.

OPTIONS:

Approve through consent, or pull for discussion, to enter into a grant agreement directly with Division of Water Rights

FISCAL IMPACT:

☐ None ☒ Yes Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase:

Affected fund(s): ☐ General Fund ☒ Water Fund ☐ Sewer Fund ☐ Other:

Comments:

SUGGESTED MOTIONS:

(Consent) To pass Resolution No. 2023-13 authorizing the grant application, acceptance, and execution for the Mossbrae Springs Emergency Chlorination project.

☒ **Attachments:** Resolution and letter from DWR

RESOLUTION NO. 2023-13
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION
FOR THE MOSSBRAE SPRINGS EMERGENCY CHLORINATION PROJECT

WHEREAS, The City of Dunsmuir proposes to implement the Mossbrae Springs Emergency Chlorination project;

WHEREAS, The City of Dunsmuir has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, The City of Dunsmuir intends to apply for grant funding from the California Department of Water Resources for the Mossbrae Springs Emergency Chlorination project;

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

1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021 (Stats. 2021, ch. 240, § 80), the City of Dunsmuir City Manager, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources and take such other actions necessary or appropriate to obtain grant funding.
2. The City of Dunsmuir City Manager, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The City of Dunsmuir City Manager, or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Dunsmuir at the meeting held on September 7th 2023, motion by [member name] and seconded by [member name], motion passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Juliana Lucchesi
Mayor, City of Dunsmuir

Attest:

Wendy Perkins
City Clerk

DEPARTMENT OF WATER RESOURCES

P.O. Box 942836
Sacramento, CA 94236-0001
(916) 653-5791



August 23, 2023

Blake Michaelsen
Finance Director
City of Dunsmuir
5915 Dunsmuir Ave
Dunsmuir, CA 96025

Termination of Grant Agreement Nos. 4600014775 and 4600014849, Urban and Multibenefit Drought Relief Grant Program

Dear Blake Michaelsen:

DWR has received notification from Sierra Institute, the grantee for the above-referenced grant agreements, requesting termination of both agreements by September 30, 2023. We remain thankful that Sierra Institute stepped in and assumed a leadership role for this program on behalf of the Sacramento River Funding Area. Once the existing agreements are terminated, DWR is prepared to recommit this money to your project through a direct agreement with your agency.

The process to set up a new grant agreement with your agency will take approximately 6-8 weeks once DWR has received all required information (specified below). The reimbursement date (June 11, 2022) for eligible expenses will remain the same as the existing grant agreements. DWR can begin processing invoices as soon as the new agreement is signed.

If you wish to proceed with an agreement, please notify DWR within five business days of receipt of this letter.

In addition, in order to set up a new agreement with your agency, we will need the following information within 30 calendar days of the date of this letter:

Authorizing Resolution – Please submit an authorizing resolution for this agreement (see attached sample language). If you need more time to secure an authorizing resolution, please notify DWR of the date by which you can obtain a signed resolution.

Self-Certification Form – Please complete and submit the attached self-certification form.

Electronic Signatures - DWR uses DocuSign to process signatures electronically to expedite all grant-related documents requiring a signature. In order for DWR to send documents to you via DocuSign, we need your permission and consent. If you consent to the use of DocuSign, please send DWR a letter on official letterhead signed by the authorized representative, consenting to the use of DocuSign for all transactions related to this agreement (see attached sample). If you prefer not to use electronic signatures, DWR can send documents for original (wet) signatures via email or mail but this can delay the process significantly.

Vendor Packet – Please complete and submit the attached vendor packet.

Updated Scope of Work – Please review the work plan, budget, and schedule that is part of the

existing Agreement with Sierra Institute. In redline, please indicate if edits are needed to any section.

Please submit the required information in the time periods specified.

Sincerely,

A handwritten signature in dark ink, reading "Carmel Kinsella Brown". The signature is fluid and cursive, with a long horizontal stroke at the end.

Carmel Kinsella Brown
Manager, Financial Assistance Branch
Division of Regional Assistance