

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
January 12, 2010

1. The meeting was called to order at 7:00 p.m. by Mayor Baker.
2. **PLEDGE OF ALLEGIANCE:** Council Member Holvik led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Holvik, Towne, Yoder, Hansen & Baker
Absent: None
4. **Agenda Review & Acceptance:** There were no recommended changes to the agenda by Staff or Council and it was **moved** by Council Member Towne and **seconded** by Council Member Yoder to accept the January 12, 2010, agenda as presented. The motion was unanimously passed.
5. **Oral and Written Communications / Public Comment:**

Rose Marie Thrailkill, citizen of Willows, gave the Council an update on past and upcoming Community and Chamber of Commerce activities, special events and fundraisers.
6. **Consent Agenda:** Prior to acting on the Consent Agenda, Council Member Hansen stated that he will be abstaining from the entire Consent Agenda, items 6(a) through (f). Mayor Baker then stated that she would like item 6(3) to be pulled from the Consent Agenda and voted on as a separate item and that she intends to recuse herself from that item due to a conflict of interest. It was **moved** by Council Member Yoder and **seconded** by Council Member Holvik to approve the Consent Agenda items 6(a) through 6(f) with the exception of item 6(e) which was pulled by Mayor Baker. The motion passed with four ayes and Council Member Hansen abstaining. Mayor Baker then exited the Council Chambers and it was **moved** by Council Member Yoder and **seconded** by Council Member Holvik to approve Consent Agenda item 6(e). The motion passed with three ayes, Council Member Hansen abstaining and Council Member Baker absent due to recusal. The following items were approved/adopted:
 - a) Approval of General Check Register (21010-21160).
 - b) Approval of Payroll & Direct Deposit Check Registers (30352-30390 & Z001063-Z01155).
 - c) Approval of Minutes of the City Council December 8, 2009, Regular Meeting.
 - d) Approval of Minutes of the City Council December 16, 2009, Special Meeting.
 - e) Authorize re-appointment of Russ Melquist to serve as the City's representative to the Glenn County Mosquito and Vector Control District for a term to run July 1, 2009, through June 30, 2011.
 - f) Adoption of a Resolution authorizing the City Manager to sign all documents in connection with the American Recovery and Reinvestment Act Energy Grant Funding for small cities.
7. **Presentations and Proclamations:**

- a) Mayor Baker presented Council Member Towne with a Certificate of Appreciation for his service as Mayor for the year 2009.
- b) Police Chief Bill Spears presented Certificates of Completion of the Citizen's Academy to graduates Marjorie Swetz, Janey Keim, Vance Pattison and Bibiana Trenado.

8. Public Hearings:

- a) Conduct a Public Hearing to receive and consider public input on the 2009/10 Appropriation Limit and adopt a Resolution setting the 2009/10 Appropriation Limit.

Finance Director Tim Sailsbery introduced this item to the Council explaining that annually the City is required to establish its appropriations limit by Council Resolution. The appropriation limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on the actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit, only those that are designated as "proceeds of taxes" are included. The City's appropriation limit for fiscal year 2009/10 is \$7,495,852. With qualified appropriations of \$2,864,457 for the year, the City is \$4,631,395 under the limit. With that he requested that Mayor Baker conduct the public hearing to solicit public input and upon closure, consider adoption of a Resolution establishing the 2009/2010 Appropriation Limit.

Mayor Baker opened the public hearing at 7:20 p.m. and having received not comments, subsequently closed the public hearing at 7:20 p.m. It was then **moved** by Council Member Holvik and **seconded** by Council Member Hansen to adopt a Resolution of the City Council of the City of Willows establishing the 2009/2010 appropriation limit. The motion was unanimously passed.

9. Ordinances: None.

10. Items introduced by City Council or Administrative Staff for discussion purposes only:

- a) City Manager Steve Holsinger asked for Council direction regarding City Hall hours of operation. He explained that back when the Council implemented the four-day work week for those employees who voluntarily agreed to a ten percent pay cut in order to pass the budget, they expressed that they wanted to experiment with the new schedule for a six-month trial basis and then re-visit the item. Six months have now passed and the City Manager is seeking Council direction on whether staff should prepare an item for a future agenda to keep the work schedule as it is currently or change it back to a five-day work week. Council discussion ensued and it was the Consensus of the Council to direct the City Manager to place this item on the agenda for the Mid-Year budget review and to include any public comments and/or observations of how or if the new schedule has impacted services provided to the public.
- b) Police Chief Bill Spears reported that the California Special Olympics will be taking place in Sacramento sometime either during the month of March or April. This year, Law Enforcement and Fire Personnel throughout the state have been asked to be in charge of the running of the torch. There are actually two torch runs – one which begins in San Diego and the other starting at the California/Oregon Border, with both runs

ending in Sacramento. He wanted to make Council aware that Law Enforcement and Fire Personnel in the Willows area will be volunteering to run the torch down the I-5 corridor. He will advise Council of the exact date once he receives all of the specifics.

- c) Chief Spears announced that there will be a “Tip a VIP/Tip a Cop” fundraiser held on January 25 at the Old Highway 99 Steakhouse beginning at 5:00 p.m. in order to raise money to be used to go toward the deployment of a Willows K-9 Unit.

11. New Business:

- a) Consider acceptance, by motion, the audited financial statements of the City of Willows, the Willows Community Redevelopment Agency and the Independent Accountants Report of Compliance with State Transportation Improvement Program (STIP) Grant no RPL-5062(011) as of and for the fiscal year ending June 30, 2009:

The Finance Director introduced this item to the Council stating that the City’s Auditor, Roy Seiler, has completed the annual audit of the financial statement for the City and the Willows Community Redevelopment Agency. Additionally, Mr. Seiler completed a specified compliance audit associated with the California State Department of Transportation-funded reconstruction of Butte Street and he is asking that Council accept the audits. Mr. Seiler was present at the meeting and spoke to the Council, saying that the City’s records were in very good shape and that he had no issues with the audits, and he offered to answer any questions of the Council. With the Council having no questions for Mr. Seiler, the Finance Director stated that he just wanted to point out that the City had an approximate \$362,000 deficit at the end of the 2008/2009 fiscal year, which is rather sizable. The Council stated that although sizable and not necessarily the numbers that they like to see, at least they know that the numbers are accurate. It was then **moved** by Council Member Holvik and **seconded** by Council Member Yoder to accept the audited financial statements of the City of Willows, the Willows Community Redevelopment Agency, and the Independent Accounts Report of Compliance with State Transportation Improvement Program Grant No. RPL-5062(011) as of and for the fiscal year ending June 30, 2009. The motion was unanimously passed.

- b) Consider, by motion, adoption of a Resolution to allow the Chief of Police to apply for the Office of Traffic Safety (OTS) Grant:

Chief Spears presented this item to the Council explaining that each year thousands of dollars in damage and injuries and death to residents occur because of traffic collisions. A traffic survey of our City was conducted in 2006 by the Traffic Safety Institute from UC Berkley. Within the study it was determined that there are traffic safety concerns that can be addressed through the OTS grant process and the Willows Police Department is seeking council authorization to apply for a grant through the OTS in the amount of \$95,539. This grant money, if awarded, would go toward overtime operations for DUI checkpoints, DUI saturation patrols, warrant service sweeps, stakeouts, and court stings. The money would also be used to cover training costs and equipment and supplies such as dash cams, PAS devices and PAS mouth pieces. With that, Chief Spears asked that the Council consider authorizing staff to process the grant application. It was then **moved** by Council Member Hansen and **seconded** by Council Member Towne to approve a Resolution allowing the Chief of Police to apply for the Office of Traffic Safety grant. The motion was unanimously passed.

- c) Consider, by motion, adoption of a Resolution approving the use of Downtown Façade Improvement Funds to assist Mark Knowles with the installation of four new awnings not to exceed \$3172.83.

Prior to this item being heard, Council Member Yoder and Mayor Baker recused themselves from the meeting due to a conflict of interest, as they both operate businesses in the downtown district. The City Manager then presented this item to the Council explaining that Mark Knowles made a request to the City for Façade Improvement Program funds through a Design Review application in order to construct four new awnings to be located on the existing commercial building located at 134 W. sycamore Street in the Central Commercial zoning district. This project was applied for under the Façade Improvement Program, as Mr. Knowles desires to improve the building front and obtain financial assistance with the façade improvements. Awnings are one of the eligible items listed under this program. The Design Review application was heard and a design concept approved by the Planning Commission on December 9, 2009, per Resolution 12-2009 subject to City approval of using the funds to cover half of the eligible project costs. With that, the City Manager asked that Council consider approving use of the funds to assist Mr. Knowles with his project.

Brief Council discussion ensued and it was then **moved** by Council Member Towne and **seconded** by Council Member Holvik to adopt a Resolution approving use of Downtown Façade Improvement Funds for new awnings for Mark Knowles and authorizing the commitment of \$3,172,83 (50% of eligible project costs). The motion passed with 3 Ayes. Council Member Yoder and Mayor Baker were absent from the vote due to recusal.

At this time, Mayor Baker and Council Member Yoder re-joined the meeting.

- d) Consider, adoption of a Resolution, authorizing revisions to the Façade Improvement Program effective January 12, 2010.

The City Manager introduced this item to the Council stating that in June of 2008 the Council adopted a Resolution which provided Façade Improvement funding assistance to property and business owners in the Central Commercial Zone. This past June the Council then authorized additional allocation of \$6000 from the Wal Mart Economic Impact Contribution to the fiscal year 2008/09 Façade Program, bringing the total allocation in 2008/09 to \$30,000. In August of 2009 Council authorized another additional allocation of \$20,000 for continuation of the program.

In June of 2009, staff informed Council that a review and evaluation of the program was being conducted by staff, project recipients and the Greater Willows Improvement League (GWIL). A review and evaluation of the program and previously funded projects had been completed and as a result of the review process, GWIL recommended a few minor modifications to the program guidelines and procedures. Staff completed the necessary revisions to the application and GWIL reviewed the revisions and has asked that staff present the revised Façade Improvement Program application to the Council for adoption. The City Manager briefly outlined the modifications to the program and asked that Council consider adopting the new guidelines and procedures to become effective immediately.

Brief discussion ensued and the Council Members all indicated that they liked the revisions. It was then **moved** by Council Member Yoder and **seconded** by Council Member Hansen to adopt a Resolution approving revisions to the Façade Improvement Program and repealing guidelines

adopted under the Façade Program approved June 24, 2008. The motion was unanimously passed.

- e) Establish a date and time for the 2009/10 Mid-year Budget Review Meeting.

The Finance Director requested that Council establish a date and time to conduct a special Mid-Year Budget Review Meeting and is requesting the week of February 15 to hold the meeting depending on Council's availability. Council discussion ensued and it was the consensus of the Council to hold a special Mid-Year Budget Review meeting at 11:30 a.m. on February 18th.

12. Council Member Reports:

Council Member Holvik announced that he is looking forward to the year ahead with the new Mayor.

Mayor Baker stated that she attended the City Selection Committee meeting and that there may be some changes to the Committee assignments and asked the City Clerk to follow up with Sandy Soeth at the County Board's office to request a copy of the finalized Committee assignments.

- 13. Executive Session: None**

- 14. Adjournment: The meeting adjourned at 7:55 p.m.**

Dated: January 12, 2009

NATALIE BUTLER

City Clerk