

CITY COUNCIL

Jeffrey T. Cobb, Mayor  
Terry Taylor-Vodden, Vice Mayor  
Larry Domenighini, Council Member  
Lawrence Mello, Council Member  
William "Bill" Spears, Council Member

CITY MANAGER  
Steve Holsinger

CITY CLERK  
Natalie Butler



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**CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday, February 12, 2013**

**7:00 p.m.**

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff).
  - a) Consider acceptance, by motion, of City Council February 12, 2013, Agenda.
5. Presentations & Proclamations: None
6. Public Comment / Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken unless placed on a future agenda. (*Public Comment is generally restricted to three minutes*).
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
  - a) Consider approval of General Check Register.
  - b) Consider approval of Payroll & Direct Deposit Check Registers.
  - c) Consider approval of the Minutes of the Willows City Council Regular Meeting held December 11, 2012.
  - d) Consider approval of the Minutes of the Willows City Council Regular Meeting held January 8, 2013.
  - e) Consider approval of the Minutes of the Willows City Council Regular Meeting held January 22, 2013.
  - f) Consider adoption of a Resolution to install "Welcome" signs on sign posts previously used for limited parking in the downtown area.
  - g) Consider adoption of a Resolution supporting the renewal of the Glenn County Recycling Market Development Zone.
  - h) Consider approval of a request for relief of one month's rental fees in lieu of reimbursement of expenses associated with real property improvements installed at a City-owned residential property located at 145 N. Lassen Street.

8. Public Hearings: *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).* None
9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:
11. New Business:
  - a) By motion, confirm new locations of bus stops and corresponding "Bus Stop – No Parking" signs in the downtown area.
  - b) By motion, consider approval of the implementation of an Employee Recognition Policy for Employee of the Quarter and Employee of the Year.
  - c) Consider adoption of a Resolution authorizing the closure of North Butte Street from Sycamore Street to just south of the Umpqua Bank parking lot from 3:00 – 8:00 p.m. on Wednesdays, June through October 2013, for the Glenn County Certified Farmers Market.
12. Council Member Reports:
13. Executive Session: None
14. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before February 8, 2013.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org).

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**

**December 11, 2012**

1. The meeting was called to order at 7:00 p.m. by Vice Mayor Cobb.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Domenighini, Mello, Taylor-Vodden, Hansen & Vice Mayor Cobb  
Absent: None

4. **Agenda Review:** The City Manager requested that an item be added to Presentations and Proclamations. He requested to add an item 5 (b) to hear a presentation by Brian Ramos, President of "The Friends of the Library". It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Hansen to accept the December 11, 2012, City Council Meeting agenda with the amendment to add item 5 (b) under Presentations & Proclamations. The motion unanimously passed.
5. **Presentations & Proclamations:**
  - a) City Clerk Natalie Butler administered the oath of office to new Police Chaplain Ted Johnson.
  - b) Brian Ramos, President of "The Friends of the Library, presented Library Director Jody Meza with a check for \$6038.00 which was the proceeds of a recent raffle that was organized and put on by "The Friends of the Library".

6. **Public Comment/Written Communications:**

Forrest Sprague submitted letters to each of the Council Members. It should be noted that a copy of the letter was not submitted to the Clerk and therefore was not made a part of the official record. Mr. Sprague then stated that on more than one occasion in the past he has spoken before the whole Council, he has spoken to individual Council Members and he has submitted letters to the Council to express complaints about the City Manager. He accused the City Manager of interjecting himself into some of his business dealings. He wanted to know why his complaints haven't been addressed and how he can go about getting them addressed and/or getting an item on the agenda in order for the Council to address the complaints. He stated that the Government Code is very clear that a citizen or an employee can file a complaint against any employee of the City. He recently asked the City Clerk what the proper procedure was to submit a complaint and he was told to submit a letter to the Council. Vice Mayor Cobb stated that Mr. Sprague or any member of the public can contact any member of the Council or the City Manager about their concerns or to make a complaint about a City employee. Vice Mayor Cobb asked if Attorney Bob Hunt had anything to add. Mr. Hunt stated that the City controls what items are placed on the agenda, specifically the Mayor and the City Manager. However, a complaint about a specific employee would be handled internally by the City and it wouldn't be placed on a public agenda out of concern for any employee's rights to privacy. Mr. Hunt stated that he doesn't know the specifics that Mr. Sprague is talking about, but he assumes that any complaints about misfeasance or malfeasance by an employee would be taken under consideration by City officials and investigated and dealt with should it need to be

dealt with. Mr. Sprague then asked the Council if he can anticipate some sort of formal response to the complaints he has made. Vice Mayor Cobb stated that he would look into it.

Rose Marie Thrailkill asked if the public is allowed to ask questions directly of staff members, or if they first need to go seek permission from the City Council or the City Manager. She also asked if the public can ask questions during the Council meetings on specific agenda items if they had questions or would like more information. Vice Mayor Cobb stated that he doesn't see any reason why any member of the public couldn't ask questions of any City employee. He also stated that the public is also welcome to ask questions or give their input on specific items that are on the agenda.

Stephanie Southam stated that she believes she should be able to speak about anything that she pleases during her three minute public comment and she stated that she should be able to speak uninterrupted. She stated that at the last City Council meeting when she spoke, her time was cut off. She stated that at that same meeting, the Vice Mayor cut her off while she was speaking and he solicited a vote from the audience that she didn't ask for and she thought that was very inappropriate. During the last meeting she felt that there was still time to negotiate a contract to retain Police Chief Spears. She wasn't saying to offer him the same contract that the Council voted to not renew, but that there is a possibility of negotiating a new one. She then presented a petition to the Council that contained nine signatures. The petition was to direct the City Council to enter into negotiations with Police Chief Spears to agree upon a new contract to retain his services as the Chief of Police.

Gail Green stated that the people of Willows elected members to the Council to do a job and if the public asks them questions, even if they don't know the answer, they should politely say that they will check into it and get back to them instead of rudely cutting them off from speaking.

Karen Roberts stated that she just learned the City negotiated with Sergeant Jason Dahl and he got a 20 percent pay increase, so now his pay is almost the same pay that Chief Spears is making. The public had been told that the reason Chief Spears' contract was not renewed was because it was a money problem, but now the City is simply paying somebody else that money, so she wants to know where the money problem is. Ms. Roberts thinks the Council has been very unfair to the public and that Chief Spears has done an excellent job and now the community is fighting amongst themselves. Now the Council is paying Sergeant Dahl the same as Chief Spears and she just feels like an untruth was given to the public.

The City Manager addressed this and stated that there was a discussion in accordance with the City's Personnel Rules and there is an additional stipend to take on the added responsibilities and duties that Sergeant Dahl will assume on December 31 and his pay will be raised in accordance with the assumption of those additional duties and responsibilities. The City is simply abiding by its policy and the change in pay status will not be in effect until such time as Sergeant Dahl assumes those duties.

Dan Roach stated that he is concerned that as personnel levels decrease in the Police Department, violations of the law will likely increase. He also stated that he has some concerns about bullying in the community. As a Scout Master and a member of the community he has seen some pretty heavy bullying. He believes the community has a heavy responsibility and he believes a lot of it starts right here by people treating each other with dignity and respect. Finally, he believes the last City election spoke pretty clearly that there is a lot of support for Police Chief Spears, and he believes the new members of the City Council should take a look at that and adjust accordingly. He is really concerned that he has not seen or heard of a plan for law enforcement services in the City.

Mike Donnelly stated that he was told before tonight's meeting that Sergeant Jason Dahl would be taking over as the Chief of Police and he wanted to know who will be replacing Sergeant Dahl. Vice Mayor Cobb stated that nobody would be replacing him at this time. The City Manager added that Sergeant Dahl will be working with the Sheriff's Department and Orland Police Department to ensure 24/7 patrols by the Police. Once Sergeant Dahl is promoted into the Chief position and he has time to assess the staffing needs, there will be a meeting between him and the City Manager to discuss the findings and the City will move forward from there.

Bud Brackensick believes the Council took a completely functional Police Department and they gutted it and they said it was in the interest of the budget. He doesn't understand why the Council would want to restructure an already functional department. He believes that this was a losing venture because the City is losing a very valuable asset to the community. He asked the two new Council Members to investigate what is going on and to go back and look at the record and see what happened. It is Mr. Brackensick's opinion that the events that occurred were because of a vendetta and he feels that the City Council got duped and once a decision was made and things were set in motion, there was no going back. He said if the Council can fix it they should fix it and if they can't, they shouldn't let it happen to them again.

Prior to taking action on the Consent Agenda, Vice Mayor Cobb invited anybody who had questions or comments on any item that is on tonight's agenda to do so at this time. He also stated that people are also welcome to comment or ask questions on the item when the actual item is being discussed. No members of the audience had any comments or questions on any of the agenda items.

**7. Consent Agenda:**

Council Member Domenighini asked that items 7 (a) & (b) be pulled from the Consent Agenda and voted on separately. It was then **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Domenighini to approve the Consent Agenda items 7 (a) & (b) as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (25377-25455).
- b) Approval of Payroll & Direct Deposit Check Registers (32219-32281 & Z03909-Z03950).

It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to approve Consent Agenda items 7 (c), (d), (e) & (f). The motion passed with three ayes and Council Members Domenighini & Mello abstaining due to their not being Council Members at the time of the meetings of September 28, October 9, October 23, and November 13. The following items were approved/adopted:

- c) Approval of the Minutes of the September 28, 2012 Regular City Council Meeting.
- d) Approval of the Minutes of the October 9, 2012 Regular City Council Meeting.
- e) Approval of the Minutes of the October 23, 2012 Regular City Council Meeting.
- f) Approval of the Minutes of the November 13, 2012 Regular City Council Meeting.

**8. Public Hearings: None**

- a) Conduct a public hearing and upon conclusion, consider adoption of a Resolution authorizing the summary vacation of the portion of West Willow Street (between Enright & Villa Avenues), and a portion of the public alleyway between West Willow Street and Wood Street and authorize the City Clerk to record the Resolution with the County Recorder's Office:

The Glenn County Hospital has been in discussions with the City regarding expanding its current facilities. During the discussions, it was discovered that a portion of West Willow Street (between Enright Avenue and Villa Avenue) and a portion of the publicly owned alleyway between West Willow Street and Wood Street that cross the existing land currently used by the hospital and the County, are currently public right-of-way. For the last several decades, the City has never used either of these rights-of-way for street or alleyway purposes. Currently, the right-of-way has buildings and parking lots over them. There are no known city-owned utilities within the right-of-way and the City has not expended any public money for maintenance of the right-of-way. Additionally, staff has sent letters to PG&E, AT&T, Cable TV and Cal Water to see if any of these utility companies have utilities within the rights-of-way to be vacated. No utilities from any of these companies are currently in the rights-of-way slated to be vacated.

In an effort to release the City's ownership of these rights-of-way, the City must go through a process to vacate the rights-of-way. If the Council agrees to vacate the property, the ownership of the land would revert back to the adjacent property owner. The process that must be followed to officially vacate these rights-of-way is shown in Sections 8330 through 8336 of the Streets and Highways Code. Because the right-of-way has not been used in the last several decades by the City for public vehicular traffic, and because there are no known public utilities in any part of the rights-of-way, per the Streets and Highways Code Section 8334, the City Council may summarily vacate this excess right-of-way.

If the Council does adopt the resolution being presented tonight and the rights-of-way are officially vacated, the property will revert back to the adjacent property owners.

Staff recommends that the City Council conduct a public hearing and upon conclusion of the hearing, adopt a Resolution authorizing the summary vacation of the portion of West Willow Street between Enright Avenue and Villa Avenue, and the portion of the public alleyway between West Willow Street and Wood Street and authorize the City Clerk to record the document with the County Recorder's office.

Vice Mayor Cobb opened the Public Hearing at 7:52 p.m. Rose Marie Thrailkill and Gail Green spoke during the public hearing and the City Manager and City Engineer addressed their questions. Vice Mayor Cobb closed the Public Hearing at 7:58 p.m.

Council discussion ensued and once concluded, it was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to adopt a Resolution authorizing the summary vacation of the portion of West Willow Street between Enright Avenue and Villa Avenue, and the portion of the public alleyway between West Willow Street and Wood Street and authorize the City Clerk to record the document with the County Recorder's office. A roll call vote was taken and the motion unanimously passed.

9. **Ordinances:** None

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

The City Manager announced that the City Selection Committee Meeting is scheduled to take place on January 7 at 8:30 a.m. in the Board of Supervisors Conference room. This committee consists of the Mayors of Orland and Willows and it confirms City Committee assignments. He stated that whoever is elected to be the Mayor for 2013 should plan to attend this meeting.

Council Member Domenighini stated that he wanted to bring up an item and hopes that Attorney Bob Hunt might be able to give him some guidance. He stated that when he was running for a seat on the

Council and he participated in Candidates' Night that was held at the Elks Lodge in October, he stated at that time that he believed that once Police Chief Spears took out papers to run for a seat on the City Council, that he was essentially giving his notice of resignation from his position as the Police Chief. He stated to Chief Spears that his place really is up on the dais and not at the staff table and he needs to assume his role as a Council Member. He knows that the Chief has been putting off taking the Oath of Office until January, and this is the reason why the Council retained Council Member Hansen until the Chief is qualified to take his seat. He stated that this is really a grey area of the law. The State Election Code does not address this situation, nor does the City's Municipal Code. He asked Mr. Hunt what he thought that the State Attorney General's office might say about this unusual situation, and he asked what the process is for asking the AG's office for an opinion on this.

The City Manager stated that there is not a great deal of clarity in the State Code and there is nothing in the City's Municipal Code that addresses this type of situation. There is nothing specific defined for being sworn into office. The City could ask that the Attorney ask the AG's office for an expedited informal response, but to request a case law opinion by the AG's office would take a very long time.

Mr. Hunt stated that no action can be taken at this time since requesting an opinion from the Attorney General is not on the agenda tonight. He explained that the process to do this would be to agendaize this item, or presumably the City Manager has the inherent authority to deal with the City Attorney to request that an Attorney General's opinion be sought without direction or action by the Council.

Chief Spears stated that under Government Code 3300, there is a specific prohibition of dealing with a Peace Officer that runs for any political office. He admits that there are some specific issues that are under dispute that are rather unique, but he believes the Government Code does address part of Council Member Domenighini's question. He stated that when he took out papers to run for the City Council, he had a contract as the Police Chief. He feels that a contract is something that needs to be followed with honor and integrity. He entered into a contract with the City of Willows to serve until the completion of his contract. He stated that the fact is that the Government Code, as indicated by Council Member Hansen's still being a seated member of the Council, has an understanding that there are certain circumstances that allow for a Council Member's retention on the Council until such time as his contract expires and he is qualified to take his seat on the Council. He stated that he has a legal obligation that he needs to fulfill. When he took his position as Police Chief, he signed a contract and he raised his hand to support and protect this community, and he intends to do so until the conclusion of his contract in order to maintain his integrity. The moment he is free from his contract he is more than happy to move forward, since it was the decision of the Council not to make any efforts to renegotiate a new contract. He has always stated that he wants to serve the community, whether it is as a Police Chief, or if that didn't occur, as a member of the Council. He stated that he didn't think there would ever be a conflict when he ran for the Council because he assumed that, like the Presidential Election, he would take the Oath in January. It didn't dawn on him until well into the process that the oath is administered in November. For anybody to ask him to violate his contract is a very personal issue to him as far as his integrity.

#### **11. New Business:**

- a) Consider adoption of a Resolution to suspend all downtown timed parking zones on Sycamore and Butte Streets except as otherwise specifically designated within the Resolution for exemption for a one-year period.

Currently the downtown area has various timed parking zones. The zones are not uniform in nature, in that there are some 30 minute parking zones, some 2 hour parking zones and some that have no time limit on parking.

Sycamore Street has posted 2 hour limited parking between 8 – 5 Monday through Friday on both sides of the roadway from Lassen Street to Tehama Street. The only exception of this time restriction parking is on the 200 block of West Sycamore Street along the South curb, where the parking is limited to 30 minutes.

Butte Street has the 2 hour limitation from Sycamore Street to Walnut Street on both sides of the roadway. South of Sycamore Street there is no limited time parking zones. Butte Street North of Walnut Street also has no time restrictions. Walnut Street has no restrictions or limited time parking zones.

A merchant contacted the Police Department concerning the 30 minute timed zones downtown. The request was for consideration of the removal of these signs. A survey was conducted of all of the downtown merchants and all but three of the downtown merchants supported the removal of the time limited parking in the downtown area. One merchant expressed concerns regarding the removal and desired retaining the timed zone in front of their business and that consideration is included in the proposed Resolution. Other merchants in the area of Lassen Street and Sycamore Street pointed out the issues associated with parking by persons attending court or conducting county business. They also requested retention of the timed zones to protect against possible excessive use by persons attending court or conducting county business. The proposed Resolution also addresses this request.

Currently the Police Department does not have the staff to consistently administer the parking enforcement for the downtown area. At the same time it is perceived by some that the limited time parking zones may hamper or deter some business. Some concerns were mentioned by a couple of merchants. Their concern is that employees of the downtown businesses may park in the stalls for the entire day. Currently the parking issue is being self-regulated by the merchants in directing their employees to park on the side streets and allow customers to park along the main roadways. There would be further need of self-regulation pertaining to downtown employees.

It is proposed that with the exception of the South side of Sycamore from Lassen Street to Plumas Street and the West side of Butte Street from Sycamore Street to Walnut Street that all time zoned parking be suspended for a period of one year. At the conclusion of the one year period and evaluation shall be conducted to determine whether to reinstate the timed zones or to continue the suspension for another one year period or permanently eliminate the suspended time zones.

Discussion ensued among the Council, City Staff and members of the community and all who spoke seemed to favor removal of the time zoned signs. Once discussions ceased, it was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor Vodden to adopt a Resolution suspending timed parking zones within the downtown area. A roll call vote was taken and the motion passed unanimously.

- b) Consider appointments to various committees, commissions and/or panels for 2013.

Following discussion and reviewing the 2011 committee appointments list, it was by consensus of the Council to make the following committee appointments/reappointments for 2012:

Airport Land Use Committee: Cobb

Glenn County Waste Management Regional Agency: Mello & Cobb (alternate)  
Transit Committee: \*Hansen & Domenighini. Cobb (alternate)  
Transportation Commission: \*Hansen & Domenighini  
LAFCO: Taylor-Vodden & Cobb (alternate)  
City Select Committee: Mayor (Cobb)  
Countywide Mosquito & Vector Committee: Cobb  
Finance Committee: Mello & Taylor-Vodden  
GCID Voting Delegate: Mayor (Cobb)  
League Legislative Delegate: Mayor (Cobb)  
Library Board: Domenighini  
3CORE (f.k.a. Tri-Counties Economic Development Committee): Taylor-Vodden & Mello (alternate)  
CDBG Loan Committee: Domenighini & \*Hansen  
Public Safety Committee (Police & Fire): Taylor-Vodden & Mello  
Cities & County Economic Development Steering Committee: Taylor-Vodden & Mello

\*Note: William Spears will take over all committee assignments that Council Member Hansen was assigned to upon his being officially sworn in as a member of the City Council.

It was also the majority consensus of the Council to disband the Budget Development and the Weed Abatement Subcommittees and to add the Cities & County Economic Development Steering Committee.

c) Receive nominations, and by motion, appoint a Mayor and Vice Mayor for 2013.

It was **moved** by Council Member Hansen to nominate Council Member Taylor-Vodden to serve as the Vice Mayor for the year 2013 and to close nominations. Council Member Domenighini **seconded** the motion. The motion passed unanimously to appoint Council Member Taylor-Vodden to the seat of Vice Mayor for 2013.

It was **moved** by Council Member Hansen to nominate Vice Mayor Cobb to serve as the Mayor for the year 2013 and to close nominations. Council Member Domenighini **seconded** the motion. The motion passed unanimously to appoint Vice Mayor Cobb to the seat of Mayor for 2013.

12. **Council Member Reports:**

Vice Mayor Taylor-Vodden reported that she attended a LAFCO meeting this morning.

13. **Executive Session:** None

14. **Adjournment:** Mayor Cobb adjourned the meeting at 9:04 p.m.

Dated: December 11, 2012

NATALIE BUTLER

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City Clerk

The City of Willows is an Equal Opportunity Provider

**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**

**January 8, 2013**

1. The meeting was called to order at 7:00 p.m. by Mayor Cobb.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello & Mayor Cobb  
Absent: Spears

4. **Agenda Review:** The Finance Director requested that in the interest of time, that the Council consider switching agenda items 10 "Items introduced by City Council or Administrative Staff for discussion purposes only" and agenda item 11 "New Business". It was then **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to accept the January 8, 2013, agenda with an amendment to switch agenda items 10 and 11. The motion unanimously passed.
5. **Presentations & Proclamations:**
  - a) Public Works Director Skyler Lipski presented a Certificate of Appreciation to The Willows Lions Club for their generous donation of purchasing and planting 31 trees in the City. LaVonne Hinton accepted the certificate on behalf of the Lions Club.

6. **Public Comment/Written Communications:**

Rose Marie Thrailkill gave the Council an update on Chamber of Commerce events and activities and other community activities that have and/or will be occurring in the City. She also showed a sample of a "Welcome to Historic Downtown Willows" sign that was designed by downtown business owner Holly Myers. The idea behind the sign is that the City would hopefully allow the Chamber of Commerce and Downtown Merchants to purchase several of these signs and the City could place these signs on the downtown parking poles that currently have no signs on them because the City recently passed a Resolution to remove many of the downtown timed parking signs for a period of one year. Mayor Cobb requested that this item be placed on a future agenda for full Council consideration to allow the placement of these signs on the empty parking poles in the downtown district.

Jeff Williams presented a written complaint to the City Council alleging threats made toward him and to members of City Staff by the City Manager. He requested that his complaint be forwarded to the Glenn County Grand Jury to be investigated.

Keith Parrish handed out several brochures and video discs to the Clerk and to members of the audience that contained information about "Earth Summit Agenda 21".

7. **Consent Agenda:**

It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (25458-25519).
- b) Approval of Payroll & Direct Deposit Check Registers (Z03951-Z04024 & 32285-32333).

**8. Public Hearings:**

- a) Public Hearing to receive public input regarding possible CDBG grant projects during the upcoming super NOFA for 2013:

The City is required to conduct a public hearing to obtain public input in order to make a decision regarding applications for Community Development Block Grant funds. This public hearing is for the CDBG funds the City may apply for during the upcoming 2013 funding cycle. The major activity categories are General, Economic Development, and Planning and Technical Assistance; Housing-New Construction; Housing – Acquisition; Housing – Rehabilitation; Community Facilities/Public Services; Public Works; and Economic Development. Projects funded with CDBG funds must carry out at least one of the three National objectives as follows: Benefit to Targeted Income Group persons, elimination of slums and blight, and emergency and urgent need.

The City anticipates applying for up to the maximum grant amount under the General and Economic Development components, if said funds become available, as well as the maximum grant amount of \$100,000 from the General and Economic Development Planning and Technical Assistance components.

If an appropriate qualifying project arises, the City may also apply under the State Over-The-Counter Economic Development Program for up to \$3,000,000 in funding for project specific, job creation or maintenance business assistance financing.

Mayor Cobb opened the public hearing at 7:23 p.m. Keith Parrish spoke during the public hearing and suggested using the CDBG funds to purchase new replacement doors for the Fire Department. The Finance Director informed Mr. Parrish that in May of 2012 the City began a process of using some existing repayments of CDBG loan funds for the purpose of replacing the bay doors at the Fire Department. The City is still in the process of finalizing all of the necessary documentation, but this is a funding mechanism that has already been identified to get the doors replaced and the City is in the process of securing funding for that purpose. Mayor Cobb closed the public hearing at 7:26 p.m. No Council action is required beyond conducting the public hearing.

- b) Public Hearing regarding the 2012/2013 Appropriations Limit for the City of Willows and consider adoption of a Resolution establishing said limit:

The City is required annually to establish its appropriations limit by 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 2011/12 is \$7,879,586. With qualified proceeds of taxes of \$2,788,866 for the year, the City is \$5,090,720 under the limit. The City Auditor has applied specified procedures pertaining to the financial worksheets.

Mayor Cobb opened the public hearing at 7:27 p.m. and hearing no speakers, subsequently closed the public hearing at 7:27 p.m. It was then **moved** by Council Member Domenighini and **seconded** by Council Member Mello to adopt a Resolution establishing the 2012/2013 Appropriation Limit. The motion unanimously passed.

9. **Ordinances:** None

11. **New Business:**

- a) Consider accepting the final audited financial statements of the City of Willows and the Willows Community Redevelopment Agency (Successor Entity) as of and for the fiscal year ending June 30, 2012:

City Auditor, CPA Roy Seiler, has completed the annual audit of the financial statements for the City of Willows and the Willows Community Redevelopment Agency (Successor Entity). As a summary of the City of Willows' financial performance and activity for the year ending 6/30/2012, Mr. Seiler called the Council's attention to the Management Discussion and Analysis section of the City of Willows financial statements. He noted, as it pertains to the Willows Community Redevelopment Agency (Successor Entity), that this serves as the final audited financial statements for the entity. As noted in previous communication with Council, the RDA dissolved, by State Statute, effective 2/1/2012 and the Successor Entity was automatically formed for purposes of completing the dissolution and liquidation process of the RDA. All steps, including liquidation, have now been completed and the California Department of Finance has been notified of the full dissolution of the entity. Staff is seeking Council's acceptance of the audited financial statements at this time.

It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Mello to accept the audited financial statements of the City of Willows, and the Willows Community Redevelopment Agency (Successor Entity) as of and for the fiscal year ending June 30, 2012. The motion passed unanimously.

- b) Establish, by consensus, a date and time for the 2012/13 Mid-Year Budget Review.

After six months of operations each fiscal year, staff provides a mid-year review and update regarding budget activity. This review is held in February each year as an agendaized special meeting held in a workshop format and it is historically held during normal business hours. Staff request that the Council consider the week of February 11 or February 18 to conduct the meeting. After Council discussion, the consensus of the Council Members present was to hold the mid-year budget review meeting at 11:00 a.m. on Wednesday, February 20, 2013.

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

Recreation Director Carol Lemenager gave the Council an update of events and activities that are occurring in the Recreation Department.

Finance Director Tim Sailsbery updated the Council on SB 1186 which imposes a \$1.00 per business license additional fee effective January 1, 2013.

Council Member Taylor-Vodden requested that anybody who has any historical information about Jensen Park and whether it was ever formally dedicated, that they please share this information with members of the City Council.

Council Member Mello reported that he recently attended the hoop shoot sponsored by the Willows Elks and Willows Knights of Columbus and that it was a nice event.

Mayor Cobb reported that the City has received applications of individuals that are interested in filling the vacant seat on the Planning Commission. He asked if two Council Members would like to volunteer to conduct interviews of the three applicants the following week. Council Members Domenighini & Taylor-Vodden volunteered to conduct the interviews.

**12. Council Member Reports:**

Council Member Mello reported that he and Council Member Taylor-Vodden attended the most recent Cities and County EDC meeting.

Council Member Taylor-Vodden reported that she would be attending the Economic Forecast Conference in Oroville on January 17.

Council Member Domenighini reported that he attended the 4-H Leaders Appreciation Dinner in Ord Bend last Sunday.

Mayor Cobb reported that he attended the annual City Selection Committee Meeting and that all of the City's Committee appointments for 2013 were ultimately approved by the Selection Committee.

**13. Adjournment: Mayor Cobb adjourned the meeting at 7:59 p.m.**

Dated: January 8, 2013

NATALIE BUTLER

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City Clerk

The City of Willows is an Equal Opportunity Provider

**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**

**January 22, 2013**

1. The meeting was called to order at 7:03 p.m. by Mayor Cobb.
2. **PLEDGE OF ALLEGIANCE:** Council Member Spears led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello, Spears & Mayor Cobb  
Absent: None

4. **Agenda Review:** The City Manager pointed out to the Council that there has been a revision to "Exhibit A" on the Resolution being presented under item 11(b). A copy of the revised Exhibit was distributed to the Council Members and to the members of the press prior to the meeting. It was then **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Domenighini to approve the January 22, 2013 agenda as presented, but with a minor modification to Exhibit A on item 11(b). The motion unanimously passed.

5. **Presentations & Proclamations:**

- a) The Willows Lions Club, Willows Rotary and Willows Kiwanis each presented a check in the amount of \$550.00 to the Public Works Director, Skyler Lipski, to use to create decomposed granite pathways in Jensen Park.
- b) The Willows Elks Lodge presented a \$1000 check to Recreation Director Carol Lemenager to be used for the City Pool.
- c) Tracey Quarne, Glenn County Office of Education (GCOE) Superintendent, and Roberto Herniman, Director of Technology for GCOE, gave a presentation on GCOE's new internet project. The expansion of internet accessibility and increased internet speed would allow secure distant learning from all school sites within Glenn County.

6. **Public Comment/Written Communications:**

Mayor Cobb opened the public comment period. The following individuals addressed the Council:

Jeff Williams spoke on the topic of the upcoming Special Mid-Year Budget Review Meeting scheduled for February 20.

Mayor Cobb closed the public comment period. No Written Communications were received.

7. **Consent Agenda:**

Council Member Spears asked that items 7(c) & (d) be pulled from the Consent Agenda and voted on separately. **Motion** by Council Member Domenighini, **second** by Council Member Spears to approve Consent Agenda item 7(a). The motion unanimously passed 5/0. **Motion** by Council Member Taylor-Vodden, **second** by Council Member Domenighini to approve Consent Agenda item 7(b). The motion unanimously passed 5/0. **Motion** by Council Member Domenighini, **second** by Council Member Mello to approve Consent Agenda items 7(c) & 7(d). The motion carried with 4 ayes and Council Member Spears abstaining. The following items were approved/adopted:

- a) Approval of General Check Register (25521-25592).
- b) Approval of Payroll & Direct Deposit Check Registers (Z004025-Z04055 & 32334-32360).
- c) Approval of the Minutes of the Willows City Council Regular Meeting held November 27, 2012.
- d) Approval of the Minutes of the Willows City Council Special Meeting held December 5, 2012.

8. **Public Hearings:** None

9. **Ordinances:** None

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

- a) Discussion about holding a Joint Meeting of the City Council and the Planning Commission:

The City Manager stated that it has been quite some time since there has been a joint meeting of the City Council and the Planning Commission and there has recently been some stated interest by members of both bodies to schedule a joint meeting in the future to discuss common goals, visions and priorities of the two bodies. He asked the Council to consider choosing a date and time in order to hold a joint meeting. It was decided that a joint meeting would take place on April 9 from 5:00 – 7:00 p.m., just prior to the regular meeting of the City Council at 7:00 p.m. The City Manager asked that members of the Council and the Commission give him feedback in the future on what topics they would like to be placed on the agenda for discussion and/or action.

11. **New Business:**

- a) Consider adoption of a Resolution authorizing the Public Works Department, in conjunction with the Community Wish Foundation, to create an “Avenue of Flags” consisting of approximately 140 American Flags Along Sycamore Street extending five City blocks from Murdock Street to Tehama Street:

The Community Wish Foundation has approached the City of Willows regarding the logistics involved in creating an “Avenue of Flags” in the downtown area along Sycamore Street. The City met with the Willows Community Wish Foundation President on January 9, 2013. During the meeting, the proper spacing and amount of flags were agreed upon, taking into consideration trees, alleys, traffic safety, and sidewalk clearance.

The final design is approximately 28 flags on each block (14 per side) space roughly 20 feet apart and set approximately 12 inches off the curb face in the sidewalk or park-strip area. The Community Wish Foundation will purchase the flags and facilitate the placement, removal, and storage via Willows Veterans during certain Patriotic Holidays or “flag holidays” (about 5 – 9 days out of the year). The Community Wish President, Rae Ann Titus, was present at the meeting to answer any questions.

Council discussion ensued and all Council Members were in agreement that the Avenue of Flags is an excellent idea and it shows Patriotism. Council Member Taylor-Vodden stated that a member of the public inquired with her why the City wouldn't utilize the existing utility poles on Sycamore Street rather than drilling holes into City sidewalks. She explained that the City does not have authorization to utilize the utility poles, as they are owned by PG&E, whereas, the City owns the sidewalks. Monty Carter, of the audience, suggested that if this item passes, the flags should be made in the U.S.A. Mrs. Titus indicated that would be the case.

**Motion** by Council Member Domenighini, **second** by Council Member Spears to adopt a Resolution to create an "Avenue of Flags" along Sycamore Street from Murdock Street to Tehama Street. The motion unanimously passed.

- b) Consider adoption of a Resolution authorizing the Public Works Department, in conjunction with the Chamber of Commerce, to install "Welcome" signs on the sign posts previously utilized for limited parking in the downtown area:

The Chamber of Commerce has approached the City of Willows regarding the logistics involved in installing "Welcome" signs on sign posts previously used for limited parking. The City Council approved removing the limited parking signs for a one-year trial period at the December 11, 2012 meeting, but agreed to leave the posts intact. The Chamber of Commerce has agreed to purchase the "Welcome" signs and the Public Works Department would be responsible for installing them on the existing sign posts.

The City Manager pointed out that the "Exhibit A" attached to tonight's Resolution that was part of the original agenda has since been revised to include nine additional sign locations for the "Welcome" signs to be placed. A revised copy of the Exhibit was given to the Council Members and the press. There was some discussion about the fact that if this Resolution is being amended to add additional signs, that the Resolution that was adopted on December 11 would also have to be amended. The City Manager explained that the Council could adopt the Resolution that was before them tonight with the amended exhibit and at the next meeting, staff would introduce a new Resolution that would rescind the Resolution adopted on December 11 and reflect the correct placement of each of the signs that had the limited parking signs removed and will have the "Welcome" signs put up in their place. **Motion** by Council Member Taylor-Vodden, **second** by Council Member Mello to adopt a Resolution authorizing the Public Works Department, in conjunction with the Chamber of Commerce, to install "Welcome" signs on sign posts previously utilized for limited parking in the downtown area. The motion unanimously passed.

- c) Appointment of an individual to serve on the Planning Commission for the remainder of the unexpired term of former Planning Commissioner Larry Domenighini:

Former Planning Commissioner Larry Domenighini resigned from his seat on the Planning Commission on November 13, 2012, as a result of being elected to the Willows City Council at the November 6, 2012 election. This vacancy on the Commission was advertised and applications were accepted until January 2, 2013. The City received three applications from City Residents Shirley Benningfield, Gary Hansen and Peggy White.

At the January 8, 2013, City Council Meeting, Council Members Taylor-Vodden and Domenighini (both former Planning Commissioners) volunteered to conduct interviews of the three candidates and report back to the full Council with their recommendation to select one of the three individuals to serve the remainder of the term of the vacant seat. The candidates were interviewed on January 14 & 15 and Council Members Taylor Vodden and Domenighini both stated that all three candidates were qualified to take the position and that they enjoyed speaking to all of the candidates. Their decision was not an easy one, but ultimately their recommendation came down to the candidate who they felt had the most experience, and that candidate is Peggy White. All of the Council Members agreed that all three applicants could have easily filled the vacant seat and they commended Council Members Taylor-Vodden and Domenighini for conducting the interviews and for making such a difficult decision. All Council Members agreed with the recommendation, and it was the unanimous consensus of the Council to appoint

Peggy White to complete the remainder of the term of the vacant seat on the Planning Commission until the term expires on December 31, 2013.

**12. Council Member Reports:**

Council Member Domenighini reported that he attended the most recent Library Board of Trustees Meeting. He also stated that he recently spoke to Pastor Phil Zabell who is on the Glenn Communities Working Together Committee for Senior Housing. He stated that the committee will be having a meeting tomorrow at 10:30 at the HRA and then at noon the Citizens for Senior Housing group will meet at the Senior Nutrition Center to re-cap the meeting. Council Member Domenighini stated that he would be unable to attend the meeting and he asked any Council Member(s) that might be available to attend the meeting to please do so in his absence. Council Member Spears stated that he would attend the meeting.

Council Member Taylor-Vodden reported that she attended the Economic Forecast Conference on January 17 in Oroville. She also stated that she attended the recent Fire Department Installation dinner and it was a very nice and well-attended event. She congratulated former Council Member Vince Holvik for his receiving the Community Service Member of the Year award from the Volunteer Fire Fighters at the event. She stated it was a well-deserved award.

Council Member Mello stated that he also attended the Fire Department's Installation dinner.

Mayor Cobb apologized that he missed the Installation dinner, as he had a prior family commitment, and he also congratulated former Council Member Holvik for receiving the Community Service Member of the Year award, stating that it was truly a well-deserved award.

Council Member Spears reported that the Transportation Commission meeting was cancelled this month and the next meeting is scheduled for February 21. He also reported that the local Cub Scouts group would be having their pinewood derby this weekend at the Elks Lodge.

**13. Adjournment: Mayor Cobb adjourned the meeting at 8:10 p.m.**

Dated: January 22, 2013

NATALIE BUTLER

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City Clerk

The City of Willows is an Equal Opportunity Provider

**AGENDA ITEM**

February 12, 2013

**TO:** Honorable Mayor and Members of City Council  
**VIA:** Steve Holsinger, City Manager  
**FROM:** Skyler Lipski, Parks & Public Works Director  
**SUBJECT:** Downtown "Welcome" Signs

**RECOMMENDATION**

Staff recommends that the City Council approve by motion the attached Resolution authorizing the installation of "Welcome" signs on sign posts previously utilized for limited parking in the downtown area.

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**SUMMARY**

Three days prior to the January 22<sup>nd</sup> 2013 regularly scheduled City Council Meeting, a merchant approached the City with the request to replace 9 additional limited parking signs in the downtown area with "Welcome" signs. Staff included the request in the form of an amended "Exhibit A" during the meeting. Council recommended to staff that the original resolution adopted December 11, 2012 should be rescinded and replaced by a resolution that includes the 9 additional signs.

Further research by staff revealed a staff report by Rick J. Shipley, Chief of Police dated November 25, 2003 (Exhibit B, attached) regarding limited parking in the downtown area. The corresponding resolution (28-03) rescinded all previous limited parking actions and replaced them with a single resolution. This report is attached for informational purposes.

This resolution will rescind the following resolutions:

- December 11, 2012 titled, "SUSPENSION OF DOWNTOWN TIME LIMIT PARKING" and
- January 22, 2013 titled, "Downtown 'Welcome' Signs;"

and replace them with a single resolution that addresses all limited parking sign considerations in the effected downtown area.

A map of the project area is included as Exhibit A.

**FINANCIAL CONSIDERATIONS**

None

**NOTIFICATION**

No published notice is required.

**ALTERNATE ACTIONS**

- a) Deny approval
  - b) Request more information from Staff
-

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**RECOMMENDATION**

Staff recommends that the City Council approve by motion the attached Resolution authorizing the installation of "Welcome" signs on sign posts previously utilized for limited parking in the downtown area.

---

Respectfully submitted,



Skyler Lipski  
Parks & Public Works Director

Approved by,



Steve Holsinger  
City Manager

Attachments:

Resolution  
Exhibit A  
Exhibit B

**RESOLUTION No. 04-2013**

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS TO INSTALL "WELCOME" SIGNS  
ON SIGN POSTS PREVIOUSLY USED FOR LIMITED PARKING IN  
THE DOWNTOWN AREA**

**WHEREAS**, the City acknowledges the importance of creating a welcoming and aesthetically pleasing community; and

**WHEREAS**, the City Council authorizes the removal of limited parking signs as indicated in Exhibit A "Project Area Map," leaving the sign posts intact; and

**WHEREAS**, two "2-hour Limited Parking" signs located on the west-side of the mid-100 block of North Butte Street will remain; and

**WHEREAS**, "Welcome" signs will be purchased by the Chamber of Commerce for display on the existing poles; and

**WHEREAS**, the City of Willows Public Works Department will be responsible for installing the signs on the existing sign posts vacated of limited parking signs,

**NOW, THEREFORE, BE IT RESOLVED** that the Public Works Department in conjunction with the Chamber of Commerce will install "Welcome" signs on sign posts previously used for limited parking as indicated in Exhibit A "Project Area Map," and the resolutions regarding this issue adopted on December 11, 2012 and January 22, 2013, and any resolution previously deeming the signs indicated in the project area as "limited parking" is hereby repealed.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 12<sup>th</sup> day of February, 2013, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Jeffrey T. Cobb, Mayor

\_\_\_\_\_  
Natalie Butler, City Clerk



**Exhibit B**  
AGENDA REPORT

MEETING DATE: November 25, 2003

TO: City Council through the City Manager

FROM: Rick J. Shipley, Chief of Police

SUBJECT: Limited Downtown Parking

Based upon a request from a downtown merchant to limit parking in the downtown business district, staff asked the Chamber of Commerce to informally query their downtown businesses for feedback on this issue. This information was provided to the Council on October 14, and staff was directed to formally solicit additional input from downtown property owners and merchants.

Letters requesting comments were sent to property owners and businesses within a 300-foot radius of the affected area. Staff received two written responses (attached), both of which supported the need for limiting the parking in the downtown area. Staff also received four verbal responses in opposition and one verbal response in support.

While doing the research for this report, staff located at least six previous actions by the City Council limiting parking in various areas of the downtown business district, one of which dates back to 1951. The following is a synopsis of those actions:

- |                   |   |
|-------------------|---|
| March 5, 1951     | <b>15-minute</b> parking in front of the Post Office between 8 a.m. and 10 p.m.   |
| April 4, 1955     | <b>2-hour</b> parking between 8 a.m. and 6 p.m. except Sunday and Holidays at the following locations: <ol style="list-style-type: none"><li>1. Tehama St. between Oak and Willow Sts.</li><li>2. Sycamore St. between Tehama and Shasta Sts.</li><li>3. Walnut St. between Tehama St. and the alley between Butte and Shasta Sts.</li></ol>  |
| December 12, 1960 | <b>2-hour</b> parking between 8 a.m. and 6 p.m. except Sunday and Holidays at the following locations: <ol style="list-style-type: none"><li>1. Tehama St. between Oak and Willow Sts.</li><li>2. Sycamore St. between Tehama and Shasta Sts.</li><li>3. Walnut St. between Tehama St. and the alley between Butte and Shasta Sts.</li><li>4. Butte St. between a point 150 feet north of the north line of Walnut St., except the west side of Butte St. between Oak and 150 feet south of the south line of Sycamore St.</li><li>5. Shasta St. between Sycamore and Walnut Sts.</li></ol> |
| March 13, 1961    | <b>2-hour</b> parking between 8 a.m. and 6 p.m. on Shasta St. for a distance of 125 feet north on the west side and 175 feet north on the east side from the north line of Sycamore St.   |

- March 8, 1983           **15-minute** parking on the west curb of the 100 block of North Shasta St. between Sycamore St. and the driveway of the Post Office.
- September 13, 1988   **1-hour** parking Monday through Saturday from 7 a.m. to 6 p.m. in the 100 block of North Butte St. between Sycamore and Walnut Sts.
- September 22, 1998   **30-minute** parking on the south curb of Sycamore St. between Butte St. and the west alley mid-block between the hours of 6 p.m. and 11 p.m.

The following is a summary of signage, correlating to the above Council actions:

- March 5, 1951 & Two **15-minute** parking signs in front of the  
 March 8, 1983           Post Office on Sycamore St.
- April 4, 1955 &           No signs on Tehama between Oak and  
 December 12, 1960       Willow Sts.
- April 4, 1955 & No **two-hour** parking signs on Sycamore St.  
 December 12, 1960       between Tehama and Shasta Sts.
- December 12, 1960       No signs on Butte St. between Oak and  
                               Sycamore Sts.
- December 12, 1960,       No signs on the east or west curb of the  
 March 13, 1961 &       100 block of North Shasta St.  
 March 8, 1983
- September 13, 1988       Seven **1-hour** parking signs (four on the west  
                               side and three on the east side) on Butte St. between  
                               Sycamore and Walnut Sts.
- September 22, 1998       Two **30-minute** parking signs on the south curb of Sycamore  
                               St. between Butte St. and the west alley.

While research indicates that the City has periodically authorized parking limits in specific areas of the downtown business district, signage associated with a number of these areas has at some point been removed. It also appears that only one of the authorizing resolutions has been rescinded.

RECOMMENDATIONS:

In addition to those areas of the downtown which are currently signed for limited parking, staff recommends the addition of signage designating the areas of Sycamore Street between Tehama and Shasta Streets as two-hour parking, Monday through Friday from 8 a.m. to 5 p.m. The attached Resolution, if adopted by the City Council, will implement the above recommendation and rescind all previous actions implementing parking limitations in the downtown business district.

Submitted by:

Approved by:

Rick J. Shipley  
 Chief of Police

Mike Mistrot  
 City Manager

**AGENDA ITEM**

February 12, 2013

**TO:** Honorable Mayor Cobb and Members of City Council  
**FROM:** Steve Holsinger, City Manager  
**SUBJECT:** Consider adoption of a Resolution in Support of Renewal of the Glenn County Recycling Market Development Zone.

---

**RECOMMENDATION**

By Resolution, approve the renewal of the Glenn County Recycling Market Development Zone as required by Calf Public Resources Code Section 42010.

---

**SUMMARY**

Glenn County Economic Development Corporation (EDC) in 1992 made application to the California Integrated Waste Management Board (CIWMB) in collaboration with the Cities of Orland & Willows for designation of a Recycling Market Development Zone (RMDZ), at that time a new business retention and attraction tool; which provided assistance to businesses that used waste stream materials in their manufacturing processes. These Zones once established are so designated for a period of ten years.

In November 2002, the City of Willows authorized the Renewal of the aforementioned Zone via Resolution #23 – 2002. Glenn County Planning & Public Works has recently notified city staff it is time for Renewal of the Recycling Zone again to remain compliant with CIWMB requirements. Therefore, staff is recommending adoption of the attached resolution in support of the renewal of the Glenn County RMDZ

**FINANCIAL CONSIDERATIONS**

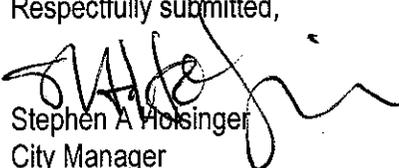
None are anticipated.

**RECOMMENDATION**

By Resolution, approve the renewal of the Glenn County Recycling Market Development Zone as required by Calf Public Resources Code Section 42010.

---

Respectfully submitted,

  
Stephen A. Holsinger  
City Manager

Attachments: Resolution Supporting Renewal of the Glenn County Recycling Market Zone.

**RESOLUTION NO. \_\_\_ - 2013**

**A RESOLUTION OF THE  
CITY COUNCIL OF THE CITY OF WILLOWS  
SUPPORTING THE RENEWAL OF THE GLENN COUNTY  
RECYCLING MARKET DEVELOPMENT ZONE**

**WHEREAS**, the California Public Resources Code Section 42010, et al. provides for the establishment of the Recycling Market Development Zone (RMDZ) program throughout the State which provides incentives to stimulate development of post-consumer and secondary materials markets for recyclables; and

**WHEREAS**, all California jurisdictions must meet a 50% reduction in landfill waste disposal as mandated by the California Integrated Waste Management Act; and

**WHEREAS**, the Glenn County RMDZ includes the City of Orland, the City of Willows, and the County of Glenn; and

**WHEREAS**, the Glenn County RMDZ is dedicated to establishing, sustaining, and expanding recycling-based manufacturing businesses, which is essential for market development and to assist these jurisdictions in meeting the established landfill waste reduction goals; and

**WHEREAS**, the designation of Glenn County RMDZ will expire on March 31, 2013 unless redesignated by CalRecycle; and

**WHEREAS**, the City of Willows still desires existing and new recycling-based manufacturing businesses locating within the Glenn County RMDZ to be eligible for the technical and financial incentives associated with the RMDZ program; and

**WHEREAS**, the renewal of Glenn County RMDZ as a RMDZ is still necessary to facilitate local and regional planning, coordination, support of existing recycling-based manufacturing businesses, as well as attract private sector recycling investments to the RMDZ; and

**WHEREAS**, the continued development of local markets for recycled materials would reduce the need to transport them out of the region in the future; and

**WHEREAS**, the current and proposed waste management practices and conditions are favorable to the development of post-consumer and secondary waste materials markets; and

**WHEREAS**, the California Legislature has defined environmental justice as "the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies" [Government Code section 65040.12(e)], and has directed the California Environmental Protection Agency to conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state [Public Resources Code section 71110(a)]; and

**WHEREAS**, CalRecycle has adopted a goal to continuously integrate environmental justice concerns into all of its programs and activities; and

**WHEREAS**, the City of Orland, the City of Willows, and the County of Glenn have agreed to submit an application to CalRecycle requesting renewal as a RMDZ; and

**WHEREAS**, the County of Glenn has agreed to act as Lead Agency for the proposed renewal of the RMDZ; and

**WHEREAS**, in accordance with the California Environmental Quality Act (CEQA), the County of Glenn has determined that this redesignation is exempt from CEQA; and

**WHEREAS**, the City of Willows finds there are no grounds for the City of Willows to assume the Lead Agency role or to prepare an environmental document.

**NOW, THEREFORE**, the City Council of the City of Willows hereby resolves that:

The City of Willows, as Responsible Agency, approves the renewal of Glenn County RMDZ and directs the Zone Administrator of Glenn County RMDZ to submit an application to CalRecycle requesting renewal of Glenn County RMDZ as a RMDZ, which includes the City of Orland, the City of Willows, and the County of Glenn.

The County of Glenn will administer the RMDZ program in a manner that seeks to ensure the fair treatment of people of all races, cultures, and incomes, including but not limited to soliciting public participation in all communities within the RMDZ, including minority and low-income populations.

**RESOLVED, APPROVED, AND ADOPTED** by the City Council of the City of Willows at a regular meeting thereof on Tuesday, February 12, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**CITY OF WILLOWS:**

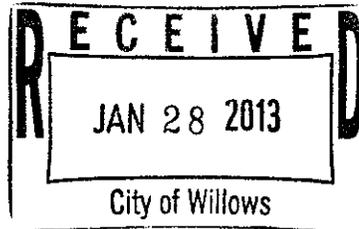
**ATTEST:**

\_\_\_\_\_  
Jeffrey T. Cobb, Mayor

\_\_\_\_\_  
Natalie Butler, City Clerk

**GLENN COUNTY**  
**Planning & Public Works Agency**

P.O. Box 1070 / 777 N. Colusa Street  
Willows, CA 95988  
530.934.6530 Fax 530.934.6533  
[www.gcppwa.net](http://www.gcppwa.net)



"It is our mission to model excellence in local government through accountability and fiscal responsibility"

John F. Linhart, Director

Steve Holsinger, City Manager  
City of Willows  
201 N. Lassen Street  
Willows, CA 95988

January 24, 2013

RE: Glenn County Recycling Market Development Zone Re-designation Application

Dear Mr. Holsinger:

Glenn Economic Development Corporation (EDC) made application on the county's behalf to the California Integrated Waste Management Board (CIWMB) in 1992 with the support of the incorporated cities of Orland and Willows for designation as a Recycling Market Development Zone (RMDZ). At that time, the RMDZ was a new business retention and attraction tool designed to assist businesses that used waste stream materials as feedstock in their manufacturing process.

Glenn County was one of the first areas to receive designation and was unique in that the entire county was designated as an incentive zone. The administration and marketing of the zone was initially done by Glenn EDC staff and jointly funded by the Glenn County Solid Waste Enterprise fund and CIWMB grants. The marketing and administration of the Zone is now done by the Glenn County Planning & Public Works Agency.

The original designation was for a ten-year period. In March 2003, Glenn County RMDZ was renewed for an additional ten-year period. Glenn County RMDZ is due to expire on March 31 2013. Staff is currently working towards renewal of the Zone's designation. The program provides financial and technical assistance incentives to businesses that use secondary materials from the waste stream for feedstock in their manufacturing process.

Please find attached a resolution supporting the re-designation of the Glenn County RMDZ. On behalf of Glenn County, I would appreciate you placing this item on your next City Council Agenda for consideration and approval. If the formatting of resolution needs to be altered, please email me at [achavez@countyofglenn.net](mailto:achavez@countyofglenn.net) so that I can supply you with a digital copy.

Should you have any questions or concerns, please feel free to contact me at (530) 934-6540.

Sincerely,

  
Annette Chavez, Deputy Director

Enclosure

**AGENDA ITEM**

February 12, 2013

**TO:** Honorable Mayor Cobb and Members of City Council  
**FROM:** Steve Holsinger, City Manager  
**SUBJECT:** Consider approval of citizen request for Rental Fee Forgiveness in conjunction with Property Improvements.

---

**RECOMMENDATION**

By Motion, approve the request for relief of one month's rental agreement fees in lieu of reimbursement of expenses associated with real property improvements; installed at city owned residential property located at 145 N. Lassen Street.

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**SUMMARY**

Recently staff received a letter from Ms. Bonnie Pavlovich, residing in city owned rental property located at 145 N Lassen Street. The letter is requesting a reduction of one month of rental fees in consideration of the physical property improvements made on the city owned property. Ms. Pavlovich has resided in this city owned property for almost one year with a perfect rental record. The tenant has complied with all rental agreements rules and regulations and has demonstrated exceptional pride in occupancy of this unit; keeping the property appearance immaculate in every respect. In anticipation of Winter weather, Ms. Pavlovich approached city staff with plans for exterior property improvements.

City staff had reviewed the planned improvements and authorized the tenant to complete these improvements at their own expense. These improvements were completed this past December at a cost just over two-thousand, three hundred and fifty dollars (i.e. \$2,350.52). These improvements constitute permanent structural enhancements valued in excess of three months total rental revenues. Therefore, given the reasonableness of the request in comparison to the value of the improvements, City Management is recommending approval of this request. This item would typically have been reviewed and addressed administratively, however Ms. Pavlovich is a relative (mother) of one of the city's executive staff members. Therefore this request is most appropriately addressed by city council action.

**FINANCIAL CONSIDERATIONS**

Forgiveness of \$750 monthly rental assessment.

**RECOMMENDATION**

By Motion, approve the request for relief of one month's rental agreement fees in lieu of reimbursement of expenses associated with real property improvements; installed at city owned residential property located at 145 N. Lassen Street

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Respectfully submitted,



Stephen A Holsinger  
City Manager

Attachments: Letter request and accompanying documents/invoices for improvements.

January 22, 2013

CITY OF WILLOWS  
ATTN: Mr. Steve Holsinger, City Manager  
201 North Lassen Street  
Willows, CA 95988

Dear Mr. Holsinger:

I am sending you this letter to request to be excused from (1) month of rent for the City-owned home which I occupy at 145 North Lassen Street.

As you know, I recently (with City permission) had the screened-in-only front porch enclosed with new windows and a solid front door at my expense. I believe that doing this is not only a visual improvement, attesting to civic pride, but more importantly it offers protection from the elements, particularly rain and wind. In the most recent severe rain/windstorm just days before the windows were installed, the carpet (and presumably the new wood flooring underneath) was literally soaked, which necessitated extensive blotting and additional retrieval of about 2-3 gallons of water with an industrial shop vacuum. Left unattended, and with such recurrences, structural damage would likely result to the building, which has been so nicely restored otherwise -- hence, a measure in protecting the City's investment. Additionally, it offers protection against health hazards caused by water damage, such as mold, mildew and microbes.

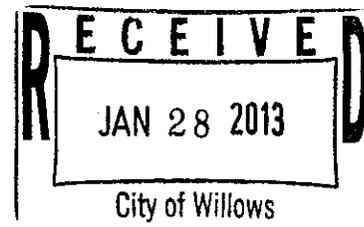
In closing, while I know that the property is handled by Titus Property Management, I am taking the direct approach, since the City has the final authority on this. I am also enclosing copies of the appropriate receipts for costs. Thank you in advance for considering my request. Please reply at your convenience. Thanks again.

Respectfully,



Bonnie Pavlovich  
145 N. Lassen St.  
Willows, CA 95988

Encl: (4)



Ramsey's Glass

480 S. Tehama St.  
Willows, CA 95988

# Invoice

Date	Invoice #
12/1/2012	12853

**PAID**  
12/13/2012

Bill To
Bonnie Pavlovich

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt		11/26/2012			

Quantity	Item Code	Description	Price Each	Amount
1	Windows	42 1/2 x 65 #5	231.00	231.00T
1	Windows	39 1/8 x 65 1/8 ( temp) #1	319.00	319.00T
1	Windows	42 3/8 x 64 3/4 #2	231.00	231.00T
1	Windows	42 3/8 x 64 5/8 #3	231.00	231.00T
1	Windows	42 3/8 x 64 5/8 #4	231.00	231.00T
5	Labor	Installation	75.00	375.00
		tax	7.25%	90.12

Thank you, we look forward to serving you again. 934-3217

**Total** \$1,708.12



CORNING LUMBER  
 111 E LAUREL ST  
 WILLOWS, CA 95988  
 530-934-8866  
 Fax: 530-934-8868

**CUSTOMER COPY**



**INVOICE**

1211-171110 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
Cash Sales	PAVLOVICH/BONNIE

ACCOUNT	JOB
CASH	0
SOLD ON	11/2/2012 4:07:06 PM
DELIVER ON	
BRANCH	7000
CUSTOMER PO#	
STATION	W118
CASHIER	LVIN
SALESPERSON	
ORDER ENTRY	

Thank you for your business!  
 Hours: M-F 7:30am-5pm  
 Sat 8am-4pm

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	MISC	MID VALLEY GLASS PANE DOOR		Y	45.0000	EACH	45.00
1	EACH	183533	2PK 3-1/2X3-1/2" BRS HINGE		Y	5.2900	EACH	5.29
1	EACH	350686	Entry Lockset		Y	9.9900	EACH	9.99

<b>Payment Method(s)</b>		SubTotal	60.28
Visa	64.65	GLE 7.25% Sales Tax	4.37
		Deposit	
<b>Please Pay This Amount</b>			64.65

*Bonnie Pavlovich*  
 Signature

Ramsey's Glass  
480 S. Tehama St.  
Willows, CA 95988

# Invoice

Date 10/4/2012 Invoice # 12753

**PAID**  
10/04/2012

Bill To  
Bonnie Pavlovich

Ship To

P.O. Number      Terms      Rep      Ship      Via      F.O.B.      Project  
Due on receipt      10/4/2012

Quantity	Item Code	Description	Price Each	Amount
	1/8" Plexy glass	44 x 66 ( 2 sheets) tax	321.75 7.25%	321.75 0.00

Thank you, we look forward to serving you again. 934-3217

**Total** \$321.75

# FREEMAN CONSTRUCTION

(530) 934-7658

Lic. # 548945

*Cabinetry · Remodeling · Painting*

Box 71

Artois, CA 95913

Freeman Construction

Box 71 Artois, Ca. 95988

934-7658

Ca Lic 548945

145 Lassen  
Willows ca.

Extend 80 inch door, hhang new door , rehang old door.

Labor	7 hours	224.00
Materials supplied		32.00
Total		256.00

Thanks!



## AGENDA ITEM

February 12, 2013

**TO:** Honorable Mayor and Members of City Council  
**VIA:** Steve Holsinger, City Manager  
**FROM:** Skyler Lipski, Parks & Public Works Director  
**SUBJECT:** Relocation of Glenn Ride Bus Stops

## RECOMMENDATION

Staff recommends that the City Council approve by motion to relocate bus stops in the downtown area.

---

## SUMMARY

In November, City staff received a request from the Glenn County Regional Transit Committee (RTC) Executive Director to relocate 3 bus stop locations to accommodate the larger, 40-foot heavy-duty transit buses coming into service in early 2013.

The Traffic Safety Committee convened and directed the Director of Public Works to meet with an RTC liaison to further "iron out" the details of each stop. The following is a summary of the proposed changes:

1. Relocate the stop at the Willows Memorial Hall west to the Memorial Park block. The RTC will relocate the bus shelter from Memorial Hall to Memorial Park.
2. Relocate the stop at the Courthouse west one block. Buses have used the crosswalk area in front of the courthouse, where parking is prohibited, to pick-up and drop-off passengers.
3. There are two options for relocating the stop at Butte St. and Sycamore St.:
  - a. OPTION A on attached map: relocate the stop about 200 feet to the east on Sycamore St. This location requires the removal of 1 parking space.
  - b. OPTION B on attached map: relocate the stop just east of Butte St. on Sycamore St. This location requires the removal of 4 parking spaces. (**special note:** selection of this option will conflict with Resolution #04-2013 & "Exhibit A" adopted earlier during this Council Mtg)

Staff is requesting confirmation of the new bus stop locations and corresponding "Bus Stop – No Parking" designation pursuant to Sections 10.50.260 and of the Willows Municipal Code.

## FINANCIAL CONSIDERATIONS

None

## NOTIFICATION

No published notice is required.

**ALTERNATE ACTIONS**

- a) Deny approval
  - b) Request more information from Staff
- 

**RECOMMENDATION**

Staff recommends that the City Council approve by motion to relocate bus stops in the downtown area.

---

Respectfully submitted,



Skyler Lipski  
Parks & Public Works Director

Approved by,



Steve Holsinger  
City Manager

Attachments:

Exhibit A – Downtown Willows bus stop relocation Maps

Downtown Willows: Glenn Ride Courthouse/Memorial Hall Bus Stop Proposal



EXHIBIT

A

Downtown Willows: Glenn Ride Butte & Sycamore Bus Stop Proposal



**AGENDA ITEM**

February 12, 2013

**TO:** Honorable Mayor Cobb and Members of City Council  
**FROM:** Steve Holsinger, City Manager  
**SUBJECT:** Introduction and consideration for approval of an Employee Recognition Policy.

---

**RECOMMENDATION**

By motion, approve the immediate implementation of the Employee Recognition Policy for Employee of the Quarter and Employee of the Year.

---

**SUMMARY**

Early this year Councilmember Mello provided a draft copy of an Employee Recognition Policy for review and consideration by staff. City Management Staff has reviewed and edited minor sections of the policy statement and recommend approval of the policy. IT is staff's recommendation that council consider the policy, the moderate anticipated expense; which staff believes can be accommodated within the current fiscal year work plan, and approve the policy for immediate implementation.

**FINANCIAL CONSIDERATIONS**

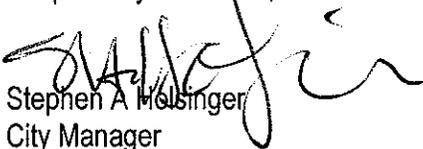
Fiscal impacts as defined by the policy guidelines are moderate expense items that could normally be accommodated within general departmental expenses. With only two quarters remaining in the current fiscal year the anticipated expense would be anticipated to be very minor. Future funding can be allocated in subsequent fiscal year budgeting plans, in advance of anticipated expense items.

**RECOMMENDATION**

By motion, approve the immediate implementation of the Employee Recognition Policy for Employee of the Quarter and Employee of the Year.

---

Respectfully submitted,

  
Stephen A. Holsinger  
City Manager

Attachments: Final Draft of the Employee of the Quarter & Year Recognition Policy Statement & Guidelines.

**City Of Willows  
Employee Of The Year  
&  
Employee of the Quarter**

***This program rewards, spot lights and recognizes those Willows City Employees who have shown exemplary performance, devotion to duty, motivation, service, safety, heroism, human relations, and other achievements in their positions throughout the Quarter and Year.***

***“Employee of the Quarter”***

- 1<sup>st</sup> Quarter: January through March***
- 2<sup>nd</sup> Quarter: April through June***
- 3<sup>rd</sup> Quarter: July through September***
- 4<sup>th</sup> Quarter: October through December***

- a.) Nominations must be sent by department heads, by the Thursday prior to the next City Council meeting at the end of each Quarter.***
- b.) Nominations will be review and voted by City Council at the next meeting.***
- c.) Photos of the “Employee Of The Quarter” will be displayed in City Hall.***
- d.) Reward to the “Employee OF The Quarter” will be a \$25.00 Certificate from a local business along with a City Of Willows Certificate.***

***“Employee Of The Year”***

- a.) The “Employee Of The Year” Will be selected from new Department Head nominations.***
  - b.) The selection will be made in January following one full year of “Employee Of The Quarter” awards.***
  - c.) The Winner will be recognized at the January City Council meeting.***
  - d.) The “Employee Of The Year” photo will be displayed in City Hall along with the prior year’s winners of “Employee Of The Quarter”***
  - e.) The reward will be a \$100 certificate from a local business along with a City Of Willows Certificate.***
- Only one nomination per department***

**Nomination form to be completed by Department Head.**

**Management of the program will be Larry Mello or voted City Council Member.**

**COST OPTIONS:**

- **Cost to the City Of Willows for the first year will about \$200.00. The second year will be about \$250.00**
- **Possible Shared cost of awards with local businesses, making the cost much less. 25% paid by local business owners**
- **Little cost to the city with a Certificate & Photos only, cost about \$50.00 yearly. Along with donations.**

**Each Department Head will get information on the process of submitting a nominee.**

**Reason For This Program**

**Recognizes our dedicated hard working employees who sometime may be overlooked. This shows that the City cares and takes notice of city employees. This will show pride in our City. Will Create employee competition, work attitude, motivation, changes behavior, creates improvement, Inspires others and more.**

**FINALLY: These will "Spark Positive Conversation" within the City Of Willows.**

# Employee Of The Quarter & Employee Of The Year Nomination Form

Circle Category:  Employee Of The Quarter

Employee Of The Year

Name Of  
Nominee: \_\_\_\_\_

Nominees Job  
Title: \_\_\_\_\_

Nominee's Years in Department: \_\_\_\_\_

Department or  
Office: \_\_\_\_\_

Department Head or  
Supervisor: \_\_\_\_\_

Nominated  
By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_, POC Phone  
Number: \_\_\_\_\_

## Criteria:

**Reason for nomination. Explain why your nominee is best at what he/she does.**

**Here are a few examples:**

**Work Performance, Community Involvement, Leadership and Commitment, Respect Others, Positive Attitude, Create a Favorable work environment, Has Team Work, Follow Rules, Honesty, Ethics, Transparency, Personal Responsibility, Pride in Work, Customer Service, Organizational Skills, makes Improvements, Professionalism, Take Pride In Work, Continuous Improvement, Safety, Achievements, Human Relations, Devotion To Duty, Innovation, Public Service, and so on.**

**I believe this employee should be "Employee Of The Quarter" or "Employee Of The Year" because:**

---



**AGENDA ITEM**

February 12, 2013

**TO:** Honorable Mayor and Members of City Council  
**VIA:** Steve Holsinger, City Manager  
**FROM:** Skyler Lipski, Parks & Public Works Director  
**SUBJECT:** Butte St. Closure for Farmer's Market

**RECOMMENDATION**

City Council approve the attached Resolution authorizing the closure of North Butte St. from Sycamore St. to just south of the Umpqua Bank parking lot from 3 to 8 pm on Wednesdays, June through October 2013 for the Glenn County Certified Farmers Market.

---

**SUMMARY**

The City has received a request from the Executive Director of the Glenn County Resource Conservation District and Glenn County Certified Farmers Market to receive authorization from Council to close North Butte St. from Sycamore St. to just south of the Umpqua Bank parking lot from 3 to 8 pm on Wednesdays, June through October 2013.

The Farmer's Market has been operating at this same location since the 2011 season.

**FINANCIAL CONSIDERATIONS**

None

**NOTIFICATION**

No published notice is required.

**ALTERNATE ACTIONS**

- a) Deny approval
  - b) Request more information from Staff
- 

**RECOMMENDATION**

City Council approve the attached Resolution authorizing the closure of North Butte St. from Sycamore St. to just south of the Umpqua Bank parking lot from 3 to 8 pm on Wednesdays, June through October 2013 for the Glenn County Certified Farmers Market.

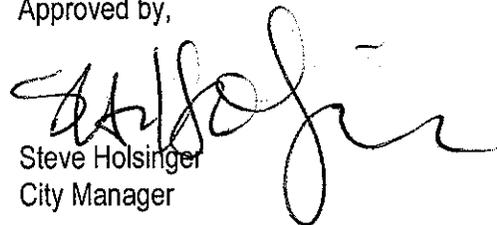
---

Respectfully submitted,



Skyler Lipski  
Parks & Public Works Director

Approved by,



Steve Holsinger  
City Manager

Attachments: Resolution

RESOLUTION No. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
TO CLOSE PART OF NORTH BUTTE ST. FOR THE GLENN COUNTY CERTIFIED FARMERS MARKET**

**WHEREAS**, the City acknowledges the importance of creating an operating space for the Glenn County Certified Farmers Market; and

**WHEREAS**, the City Council authorizes the closure of North Butte St. from Sycamore St. to just south of the Umpqua Bank parking lot from 3 to 8 pm on Wednesdays, June through October 2013; and

**NOW, THEREFORE, BE IT RESOLVED** that the City authorizes the closure of part of North Butte St. for use by the Glenn County Certified Farmers Market.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 12<sup>th</sup> day of February, 2013, by the following vote:

AYES::

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Jeffrey T. Cobb

\_\_\_\_\_  
Natalie Butler, City Clerk