

**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**  
**February 14, 2012**

1. The meeting was called to order at 7:06 p.m. by Mayor Holvik.
2. **PLEDGE OF ALLEGIANCE:** Sandie Hobbs led the Pledge of Allegiance.
3. **ROLL CALL:**  
  
Present: Council Members Yoder, Cobb, Taylor-Vodden, & Mayor Holvik  
Absent: Hansen
4. **Agenda Review:** It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the February 14, 2012, City Council Meeting agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
  - a) Mayor Holvik presented Leon Thur with a Certificate of Appreciation for his service on the Willows Planning Commission from January 2008 through December 2011.
  - b) Police Chief Bill Spears presented Certificates of Appreciation to Titus Properties, Willows Wal-Mart, Andy's Theatre, Willows Round Table Pizza, Dr. Joanne Reid, Willows Papa Murphy's Pizza, Joyful Noise Preschool, Willows Tri-Counties Bank, Willows Umpqua Bank, Willows Bank of America, Willows Public Library, Willows Hardware, Sani-Food Market, Willows Denny's Restaurant, and Willows Starbucks for being drop-off locations for the Toys for Tots program for 2011. Chief Spears stated that the 2011 Toys for Tots program was extremely successful.
  - c) David Allee of the Glenn County Human Resource Agency, gave the City Council an update on the Cities and County Economic Development Steering Committee's Strike Team and Navigation process and the Universal Permitting process. Mr. Allee stated that at this time the Strike Team members have not been chosen, but he would prefer to use individuals from the private sector and the business community rather than using public officials.
  - d) Mayor Holvik publicly acknowledged and congratulated Sergeant Jason Dahl for recently graduating from the FBI Academy.

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

Prior to opening public comment, Mayor Holvik made an announcement that he would like to see the public comment portion of the agenda *not* be used as a means to talk about things that are history. Things that have already been discussed publicly in the past and have been acted on or addressed by the Council previously do not need to keep re-surfacing and the Council has other

things to tend to with their business and their time. Mayor Holvik then opened up public comment.

- a) Mike Roberts, citizen, stated that he is starting up a community volunteer group to try to remove the bird nests from the trees in Memorial Park in order to deter the herons and egrets from returning to Memorial Park again this summer. He asked that if anybody is interested in helping to assist in these efforts to chase off the birds, to contact him at 934-3084.
- b) Police Officer Kelly Trent addressed the Council indicating that she was doing so in her capacity as a citizen of Willows and not as a member of the Willows Peace Officers Association (WPSA). She stated that somebody brought to her attention a letter that was posted in a local newspaper this last weekend. The letter was on a subject that as far as she is concerned has been put to rest. She stated that the Council was nice enough to come to the WPSA, and to come to her, and the City Manager was nice enough to come to her and they discussed the issue and it was put to rest. She would like this person who keeps bringing this issue up in public to put it to rest. The situation is done and over with, and she stated that the WPSA, as City employees, would just like to move on and be at peace, and she hopes this individual will just leave it alone.

Mayor Holvik then stated that for clarification reasons and for the record, he had to mention that the situation that Ms. Trent was referring to was the DUI arrest of the wife of the City Manager by the Willows Police Department.

- c) Mayor Holvik stated that he received a letter from Jeff Williams that Mr. Williams requested be read into the record at tonight's meeting. As much as he thought about this and decided he would not read the letter, he stated that he was obligated to read the letter, as this is the written communications portion of the Council Meeting and he does not want to be a person who censors public opinion. He stated that he will read the letter although some things in the letter are not factual, but he will just let that be what it is. He read Mr. Williams' letter into the record as follows:  
"First I would like to apologize for doing this in letter form, but I will be out of town tonight. This is just my view point and opinion from sitting in the audience. If I heard [Council Member] Gary [Hansen] correctly I was shocked that he said he never saw the questions on the [special tax measure] survey until it had already started, but he voted for the survey anyway. I don't think a matter should be placed on the agenda and voted on at the very same meeting as I am personally a little slow and need some time to form an opinion on a subject or issue. I appreciate the council members public apology, but unless I missed it I didn't hear the city manager apologize at the Feb. 9<sup>th</sup> Meeting. I understand that the council consist of a panel of what I would call, citizens volunteering their time to make our community a better place. Which we in the community very much appreciate. But the city manager at nearly 100,000.00 dollars a year plus benefits, should have picked up on the errors with the questions on the survey. This is his full time job. I also believe that regardless if he wasn't required to do it or not he should have gotten multiple (sic) bids for the a company to do the survey as the former city manager mentioned at the Dec. 13<sup>th</sup> council meeting. While not being sure if it was proper or not

the clapping at the meeting on Feb. 9<sup>th</sup> were people in the audience basically agreeing with the statements of the speaker addressing the council. Thank You for your time, Jeff Williams”.

Mayor Holvik stated that since he has read the letter into the record against his better judgment, there are a few items in the letter that he would like to address. One matter that he addressed was the clapping at meetings. He stated that this is a public forum and a government place and it is not a popularity contest and that is why he stopped the clapping and he will continue to stop the clapping. He stated that there were a few other items in the letter that were taken out of context, but he is simply going to let that go and move on.

**7. Consent Agenda:**

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

- a) Approval of General Check Register (24165-24219)
- b) Approval of Payroll & Direct Deposit Check Registers (Z03200-Z003300 & 31641 - 31686).
- c) Approval of a Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Light Assessment District and direct the preparation of the annual Engineer’s Report for Fiscal Year 2012/13.
- d) Approval of the City of Willows Treasurer’s Report schedule of cash and investments as of December 31, 2011.

**8. Public Hearings:**

- a) Conduct a Public Hearing to receive public input regarding possible CDBG Grant Projects during the upcoming Super NOFA for 2012:

The City is required to hold a public hearing to obtain public input concerning consideration on decisions regarding applications for Community Development Block Grant funds. This public hearing is for the CDBG Super NOFA that the City may apply for during the upcoming 2012 funding cycle. The major activity for categories under the Super NOFA funding cycle include 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 (TIG) persons, elimination of slums and blight, and emergency and urgent need.

The City anticipates applying for up the maximum grant amount available 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 Holvik then opened the Public Hearing at 7:42 p.m. Karen Roberts of the audience spoke during the public hearing and simply inquired exactly what a Super NOFA is. Mayor Holvik and the City Manager explained that NOFA stands for Notice of Funding Availability and in order to qualify to apply for the CDBG funded projects there are certain criteria that have to be met, such as holding a series of public hearings. Some projects funded in the past by CDBG funds were sidewalk rehabilitations, sewer projects, feasibility studies, etc. Hearing no more comments from the audience, Mayor Holvik closed the Public Hearing at 7:45 p.m. For further clarification purposes, the City Manager explained that this is the first of two required public hearings to apply for CDBG grant projects. The second public hearing must be held at least thirty days after this hearing and it will be a hearing to receive input on project-specific grant funding. He anticipates this hearing will take place on March 27, and the completed application(s) for funding must be submitted at the beginning April in order to even be considered.

9. **Ordinances:** None

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

Police Chief Spears expressed how proud he was of the Fire Department for recently conducting a program for the local Cub Scouts. They played host to 16 Cub Scouts on an over-night program where they taught them several types of drills and the following day they held a relay competition. He stated that it was a well thought-out and safety-minded program and he thanked the Fire Department for hosting this educational event and said it was very beneficial for the children. Chief Spears also announced that on March 1<sup>st</sup>, the "Tip-a-Cop/Tip-a-VIP" event would be taking place at Casa Ramos Mexican Restaurant from 5:00 p.m. to 9:00 p.m. and all proceeds from that event will go toward the K-9 Program.

Council Member Taylor-Vodden announced that she received an email from a citizen regarding the recent request of the City by the Kiwanis Club to allow them to hang banners throughout the City with pictures of local men and women currently serving in the Armed Forces. The citizen was asking why we would place these types of banners on Wood Street as opposed to placing them in the downtown Memorial Plaza. Council Member Taylor-Vodden responded by explaining that the project was actually being organized by the Kiwanis Club and not by the City. However, she also suggested that there could possibly be a collaborative way for the City to work together with the Kiwanis to expand this banner project to include banners in the Memorial Plaza area. She indicated that she would let the Kiwanis Club know that this was suggested.

11. New Business:

- a) Consider allowing the Public Works Director to enter into a contract for Engineering services for compliance with new National Pollution Discharge Elimination System (NPDES) permit for the Wastewater Treatment Facility and establish draft and final work plans for all technical studies required by the Regional Water Quality Control Board with Nexgen Utility Management and appropriate funding in the amount of \$39,950 out of account 318.7307.400 (Sewer Enterprise Fund):

The Willows Wastewater Facility was issued a new National Pollution Discharge Elimination System (NPDES) permit in October of 2011, and as part of the new permit, a Time Schedule Order (TSO) was established requiring that the City look at ways to accomplish meeting the new standards of the permit and provide reports to the Regional Water Quality Control Board on an ongoing basis. An RFP was sent out to six firms and three responded with their proposals for the requested services.

The reports shall establish the criteria and methodology necessary to reduce pollutants in the waste stream before such enters into the receiving waters currently allowed by the new permit. Additionally, reports and studies shall also establish a work plan that will accomplish these long term goals of meeting permit compliance standards. After acceptance of the draft and final work plans by the Regional Water Quality Control Board, the implementation of such work plans will be at an additional charge. The estimated cost to implement the improvements is approximately three million dollars, which means that an eventual increase in the City's sewer rates is likely imminent.

Council discussion ensued and although the Council Members expressed their displeasure with the new regulations as well as the thought of having to increase sewer rates, they have no other choice but to comply with the law. It was **moved** by Council Member Yoder and **seconded** by Council Member Taylor-Vodden to allow the Public Works Director to enter into a contract for engineering services for compliance with new NPDES permit for the Wastewater Treatment Facility, and to establish draft and final work plans for all technical studies required by the Regional Water Quality Control Board with Nexgen Utility Management in the amount of \$39,950 and to appropriate funding out of account 318.7307.400. The motion unanimously passed.

- b) Consider adoption of a Resolution designating placement of limited parking signs on a through street – North Humboldt Avenue from Green Street to the Northern City Limits:

The Public Works Director has recently received several inquiries into possibly limiting parking of commercial type vehicles on Humboldt Avenue north of Green Street to the north City limits. The concerned parties have expressed that the overnight parking of commercial sized trucks have blocked a large portion of the street as well as caused damage to the curb and gutter along those stretches. Another concern is that of safety, as there is very limited lighting in this area and it could be possible for a vehicle to accidentally run into the back of one of the commercial vehicles due to lack of sufficient visibility.

While it is apparent that these are issues of concern, the use of street parking by commercial trucks is necessary for such to conduct business at the DMV office and other commercial facilities from time to time along Humboldt Avenue. The Safety Committee therefore recommends that a Resolution be adopted to establish two hour parking limits without permits, as have been established in the past on certain other streets within the City. This would allow residents on that street to continue to utilize public parking or street parking as long as they obtain a permit from the Willows Police Department on a yearly basis as is the policy now. However, the permit would not allow residents to park commercial sized trucks in that area, only regular automobiles.

Council discussion ensued and the Council was conflicted because they don't want to see further damage to the curbs and gutters, as the City simply can't afford these types of repairs, however, it was pointed out that the commercial vehicles that are parked there likely belong to residents that live in that general area who are not allowed to park these vehicles at their residences due to residential parking restrictions. As the discussion continued, more Council Members believed this was not in the best interest of the community at this time and that the City just needs to keep monitoring and assessing additional damages, if any, caused by these vehicles and perhaps revisit this in the future if damages are becoming excessive. It was **moved** by Council Member Taylor-Vodden to adopt a Resolution designating placement of limited parking on a through street on North Humboldt Avenue from Green Street to the Northern City Limits. The motion died due to lack of a second.

**12. Council Member Reports:**

Council Member Taylor-Vodden reported that she attended the annual Museum Meeting and she also recently attended a Senior Housing Needs Meeting at the Senior Nutrition Center.

Mayor Holvik reported that he also recently attended the Senior Housing Needs Meeting and they talked about their grants, a survey that is being conducted, and availability of properties to place Senior Housing. They plan to be announcing a Community and Public Meeting on this topic in the future. Mayor Holvik also reported that he attended his first Library Board of Trustees meeting in his capacity as the Council liaison to the Board.

**13. Executive Session: None**

**14. Adjournment: Mayor Holvik adjourned the meeting at 8:25 p.m.**

Dated: February 14, 2012

NATALIE BUTLER

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City Clerk

The City of Willows is an Equal Opportunity Provider