

CITY COUNCIL

Gary L Hansen, Mayor
Kerri Warren, Vice Mayor
Lawrence Mello, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member



INTERIM CITY MANAGER
Fire Chief, Wayne Peabody

CITY CLERK
Natalie Butler
ADMINISTRATIVE ASSISTANT
Robyn Johnson

201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

February 14, 2017

7:00 p.m.

The City of Willows welcomes you to our meetings, which are regularly scheduled for the second and fourth Tuesdays of each month. Your participation and interest is encouraged and appreciated.

The Brown Act prohibits the Council from taking action on any item not placed on the Agenda in most cases.

Pursuant to Government Code section 54957.5, all non-confidential writings or documents relating to any item on this agenda which have been provided to a majority of the City Council, including those received less than 72 hours prior to the City Council meeting, will be made available for public inspection in the agenda packet located on the table in the lobby at the Willows Civic Center, 201 North Lassen Street, Willows, CA, during normal business hours of 8:00 a.m. to 5:00 p.m. weekdays, excluding holidays. Agendas can also be located on the City's website at www.cityofwillows.org.

Should any speakers wish to distribute materials, or staff wish to distribute any supplemental materials to be evaluated in the decision making process of the legislative body at the meeting, ten (10) copies must be provided to the City Clerk who will distribute them.

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February 14, 2017

7:00 p.m.

1. **CALL TO ORDER** – 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CEREMONIAL MATTERS (Proclamations, Recognitions, Awards):**
None scheduled.
5. **PUBLIC COMMENT / WRITTEN COMMUNICATIONS:** Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. ***(Public Comment is generally restricted to three minutes).***
6. **SCHEDULED PUBLIC AND/OR STAFF PRESENTATIONS:**
None scheduled.
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 requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:
 - a) Consider approval of general checking, payroll & direct deposit check registers.
 - b) Consider approval of Minutes of the Regular City Council Meeting held on January 10, 2017.
 - c) Consider approval of Minutes of the Regular City Council Meeting held on January 24, 2017.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

8. **PUBLIC HEARINGS:**

None Scheduled.

9. **ORDINANCES:**

None Scheduled.

10. **REGULAR BUSINESS AGENDA / ITEMS REQUIRING COUNCIL ACTION:**

- a) Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2016.
- b) Consider adoption of a Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; direct the preparation of the annual Engineer's Report for FY 2017-18.
- c) Set a date and time for a Joint Meeting between the City Council and Planning Commission.

11. **COUNCIL/STAFF REPORTS/COMMENTS:** Brief reports by members of the Administrative Staff and the Council regarding correspondence, events and/or meetings attended, and upcoming meetings/events. Reports shall be limited to City business and shall not request or lead to action by the Council at this meeting. Any request that requires Council action will be set by the Council for a future agenda or referred to staff.

a) Staff Comments/Reports:

b) City Council Comments/Reports

12. **EXECUTIVE SESSION:**

None Scheduled.

13. **ADJOURNMENT:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before February 10, 2017.

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.

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.

The City of Willows is an Equal Opportunity Provider

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Period

1/19/2017 TO 2/10/2017

General Checking 34412 TO 34462

Payroll Direct Deposit 208104 TO 208177

Payroll Checks 36564 TO 36613

APPROVAL DATE 2/14/2017

Approved _____

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------|------------|---------------|---------------------------|----------------------|-----------------|----------------------|-------------------|--|
| 034081 | 01/19/17 | ALT01 | ALTEC INDUSTRIES, INC. | -176.88 | .00 | -176.88 | 10636011u | Ck# 034081 Reversed |
| 034412 | 01/18/17 | UNL15 | UNION PACIFIC RAILROAD | 505.00 | .00 | 505.00 | 2026353P | PERMIT-SEWER LINE BASIN S |
| 034413 | 01/26/17 | ACM00 | ACME RIGGING & SUPPLY COM | 368.28 | .00 | 368.28 | 282901 | #16 SWEEPER REPAIR |
| 034414 | 01/26/17 | AME02 | AMERIPRIE UNIFORM SVCS. | 975.36 | .00 | 975.36 | B70119 | DECEMBER STMT PER ATTACHE |
| 034415 | 01/26/17 | ATT01 | A.T. & T. | 35.15 85.35 | .00 .00 | 35.15 85.35 | B70119 9118767 | TELEPHONE EXP. EC LIBRARY TELEPHONE EXP. CLRTS 12/1 |
| | | | Check Total.....: | 120.50 | .00 | 120.50 | | |
| 034416 | 01/26/17 | CAL18 | CALIFORNIA BUILDING STAND | 49.50 | .00 | 49.50 | B70119 | CALIFORNIA BUILDING STAND |
| 034417 | 01/26/17 | CIT07 | CITY CLERKS ASSOCIATION O | 200.00 | .00 | 200.00 | 1922 | CITY CLERK WORKSHOP |
| 034418 | 01/26/17 | COD00 | CODE PUBLISHING COMPANY | 872.10 | .00 | 872.10 | 55318 | UPDATE BUILDING/FIRE ORDI |
| 034419 | 01/26/17 | COM16 | COMCAST CABLE | 311.40 | .00 | 311.40 | B70126 | INTERNET FD |
| 034420 | 01/26/17 | COR02 | CORBIN WILLITS SYSTEMS | 407.87 | .00 | 407.87 | B701151 | CONT.SERV. FINANCE FEB 20 |
| 034421 | 01/26/17 | CRE01 | CREATIVE COMPOSITION | 824.27 | .00 | 824.27 | 94344 | LETTERHEAD |
| 034422 | 01/26/17 | DEM01 | DEMCO, INC. | 641.88 | .00 | 641.88 | 6038102 | LIBRARY SUPPLIES |
| 034423 | 01/26/17 | ENL00 | ENLOE MEDICAL CENTER | 1167.00 632.00 | .00 .00 | 1167.00 632.00 | B70119 1B70119 | EXAM EXAMS |
| | | | Check Total.....: | 1799.00 | .00 | 1799.00 | | |
| 034424 | 01/26/17 | GAN01 | GANDY-STALEY OIL CO. | 3755.01 | .00 | 3755.01 | B70119 | DECEMBER STMT PER ATTACHE |
| 034425 | 01/26/17 | HUN01 | HUNT & SONS, INC. | 182.91 | .00 | 182.91 | 586647 | CARDLOCK PD & BUILDING |
| 034426 | 01/26/17 | JAM04 | JAMES MARTA & COMPANY | 1800.00 | .00 | 1800.00 | 10308 | PROFESSIONAL SERVICES-GAS |
| 034427 | 01/26/17 | KNI03 | KNIFE RIVER CONSTRUCTION | 218.90 | .00 | 218.90 | 176916 | WET PATCH |
| 034428 | 01/26/17 | LEA01 | LEAGUE OF CA. CITIES | 4113.00 | .00 | 4113.00 | 168948 | 2017 MEMBERSHIP |
| 034429 | 01/26/17 | MAT01 | MATSON & ISOM TECHNOLOGY | 2737.00 | .00 | 2737.00 | 57196 | MANAGED PARTNER AGREEMENT |
| 034430 | 01/26/17 | MTS00 | MT SHASTA SPRING WATER CO | 27.71 | .00 | 27.71 | B70126 | WATER PD |
| 034431 | 01/26/17 | NAT26 | NATIONAL FIRE SYSTEMS, IN | 52.50 250.00 | .00 .00 | 52.50 250.00 | 45237 78287 | EXTINGUISHER MAINT/INSPEC SEMI ANNUAL INSPECTION |
| | | | Check Total.....: | 302.50 | .00 | 302.50 | | |
| 034432 | 01/26/17 | NSW00 | NSWTS | 100.00 | .00 | 100.00 | NW3135 | MONTHLY SERVICE CHG JAN 2 |
| 034433 | 01/26/17 | SAC08 | SACRAMENTO VALLEY MIRROR | 113.40 | .00 | 113.40 | 14468 | LEGAL AD-GATEWAY |
| 034434 | 01/26/17 | SEV00 | SEVERN TRENT ENVIRONMENTA | 50589.58 58523.79 | .00 .00 | 50589.58 58523.79 | 11761 1031-A | WILLOWS OPERATION AUG 201 WILLOWS WASTEWATER DEC 20 |
| | | | Check Total.....: | 109113.37 | .00 | 109113.37 | | |
| 034435 | 01/26/17 | SPP00 | SPP FUND MASTER TENANT, L | 469.82 | .00 | 469.82 | B70119 | SOLAR ELECTRICITY DEC 201 |
| 034436 | 01/26/17 | SWR01 | SWRCB FEES | 1676.00 | .00 | 1676.00 | 128386 | ANNUAL PERMIT-STORM WATER |
| 034437 | 01/26/17 | TIM00 | TIMIOS TITLE, A CALIFORNI | 400.00 400.00 | .00 .00 | 400.00 400.00 | 132625 132627 | TITLE REPORT TITLE REPORT |
| | | | Check Total.....: | 800.00 | .00 | 800.00 | | |
| 034438 | 01/26/17 | TON00 | TONY TAPIA CONSTRUCTION | 833.45 | .00 | 833.45 | 286 | SECURE STRUCTURE |
| 034439 | 01/26/17 | TUR01 | TURF STAR, INC. | 111.06 | .00 | 111.06 | 6960046 | #32 TORO MOWER REPAIR |
| 034440 | 01/26/17 | USB04 | U.S. BANK CORPORATE PAYME | 3927.45 | .00 | 3927.45 | B70126 | DECEMBER STMT PER ATTACHE |
| 034441 | 01/26/17 | WAL07 | WAL-MART COMMUNITY | 350.56 | .00 | 350.56 | B70119 | DECEMBER STMT PER ATTACHE |
| | | | Cash Account Total.....: | 137530.42 | .00 | 137530.42 | | |
| | | | Total Disbursements.....: | 137530.42 | .00 | 137530.42 | | |
| | | | Cash Account Total.....: | .00 | .00 | .00 | | |

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information |
|--------------|------------|---------------|---------------------------|--|--|--|--|--|
| 034442 | 02/02/17 | ABO00 | STEVE ABOLD | 200.00 | .00 | 200.00 | B70201 | PUB. WKS. TOOL PARKS/PUB. |
| 034443 | 02/02/17 | ALV03 | ALVES DOOR COMPANY, INC. | 360.36 | .00 | 360.36 | 5249 | LIFTMASTER CIRCUIT BOARD |
| 034444 | 02/02/17 | ATP01 | A.T.& T. | 925.90 | .00 | 925.90 | B70202 | TELEPHONE EXP.12/19-1/18/ |
| 034445 | 02/02/17 | BAK06 | BAKER & TAYLOR BOOKS | 161.91 | .00 | 161.91 | 1811985 | NEW PRINT MAT. LIBRARY |
| 034446 | 02/02/17 | BUT00 | BUTTE COLLEGE | 3936.00 | .00 | 3936.00 | 1311 | LAW ACADEMY |
| 034447 | 02/02/17 | CAL01 | CALIFORNIA WATER COMPANY | 1400.58 | .00 | 1400.58 | B70201 | WATER EXPENSE 12/13/16-1/ |
| 034448 | 02/02/17 | COA00 | COASTLAND CIVIL ENGINEERI | 380.00 781.00 190.00 142.50 1851.70 1187.50 | .00 .00 .00 .00 .00 .00 | 380.00 781.00 190.00 142.50 1851.70 1187.50 | 40588 40590 40593 40600 40602 40639 | 414 N PLUMAS-WUNSCH WILLOWS CITY ENGINEERING NVIIH THROUGH 11/30/16 N SHASTA LOT MERGER THROU EDA GRANT THROUGH 11/30/1 SACRAMENTO-BUTTE ST THROU |
| | | | Check Total.....: | 4532.70 | .00 | 4532.70 | | |
| 034449 | 02/02/17 | COM16 | COMCAST CABLE | 145.93 | .00 | 145.93 | B70201 | INTERNET ADMIN 1/29-2/28/ |
| 034450 | 02/02/17 | CUR01 | L.N. CURTIS & SONS | 78.40 | .00 | 78.40 | INV77432 | SEAL REPLACEMENT KIT |
| 034451 | 02/02/17 | GLE09 | GLENN CO. OFFICE OF EDUCA | 16984.00 | .00 | 16984.00 | B70201 | LITERACY PASS THROUGH |
| 034452 | 02/02/17 | HUT01 | KRISTINA HUTSON | 46.01 | .00 | 46.01 | B70201 | MILEAGE REIMBURSEMENT-TES |
| 034453 | 02/02/17 | KNI03 | KNIFE RIVER CONSTRUCTION | 161.36 | .00 | 161.36 | 177041 | WET PATCH |
| 034454 | 02/02/17 | LEM01 | CAROL LEMENAGER | 200.00 | .00 | 200.00 | B70201 | VEHICLE ALLOW. RECREATION |
| 034455 | 02/02/17 | OFF05 | OFFICE DEPOT, INC. | 84.94 7.05 107.49 | .00 .00 .00 | 84.94 7.05 107.49 | 4686001 4687001 8852001 | OFFICE SUPPLIES ADMIN OFFICE SUPPLIES ADMIN OFFICE SUPPLIES PD |
| | | | Check Total.....: | 199.48 | .00 | 199.48 | | |
| 034456 | 02/02/17 | PEA00 | WAYNE PEABODY | 200.00 | .00 | 200.00 | B70201 | TECHNOLOGY ALLOWANCE FEB |
| 034457 | 02/02/17 | PGE01 | PG & E | 10072.83 | .00 | 10072.83 | B70202 | P.G. & E. 12/14/16-1/12/1 |
| 034458 | 02/02/17 | SAF03 | SAFETY TIRE SERVICE | 1214.05 100.00 | .00 .00 | 1214.05 100.00 | 29997 30086 | TIRES MOUNT/DISMOUNT |
| | | | Check Total.....: | 1314.05 | .00 | 1314.05 | | |
| 034459 | 02/02/17 | SAI02 | TIMOTHY L. SAILSBERY | 200.00 | .00 | 200.00 | B70201 | VEHICLE ALLOW. FINANCE FE |
| 034460 | 02/02/17 | STO01 | STONY CREEK UNIFIED SCHOO | 100.00 | .00 | 100.00 | B70201 | RENT EC LIBRARY FEB 2017 |
| 034461 | 02/02/17 | VAL14 | VALLEY TRUCK & TRACTOR CO | 20.03 | .00 | 20.03 | 678133 | #14 BACKHOE REPAIR |
| 034462 | 02/02/17 | WIL17 | WILLDAN | 790.21 | .00 | 790.21 | 002-17541 | INSPECTION SERVICES THROU |
| | | | Cash Account Total.....: | 42029.75 | .00 | 42029.75 | | |
| | | | Total Disbursements.....: | 42029.75 | .00 | 42029.75 | | |

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD JANUARY 10, 2017

1. Mayor Hansen called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Vice Mayor Warren led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Council Members Williams, Mello, Warren, & Mayor Hansen.

Absent: Yoder

4. **Ceremonial Matters:** None

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

- Michael Schwenne, owner of a property located at 459 N. Tehama Street, spoke about one of the conditions of approval for a Conditional Use Permit that was granted to him by the Planning Commission in 2016 and he updated the Council on how that project has been progressing.
- Jose Hansen, of 123 N. Shasta Street, told the Council that he has been researching information about earthquake retrofitting. He stated that Willows is an area where the weather is always changing with the dampness and he has found that there is a program in California which offers a rebate of \$3000 toward an earthquake retrofit, however Willows' zip code of 95988 is not included as part of this program. His only intention is to ask if the City could further research this program and he would like to personally offer his services to research this to possibly get this program in our community. Mayor Hansen stated that he and Mr. Hansen could get together after the meeting to discuss the program in more detail.

6. **Consent Agenda:**

M/S – **Williams/Warren** to approve the Consent Agenda as presented. The motion unanimously passed 4/0, with Council Member Yoder absent, and the following items were approved/adopted:

- a) Approval of General Checking (34278-34324), Payroll (36504-36536) and Direct Deposit Check Registers (Z07952-Z08028).
- b) Approval of the Minutes of the City Council Meeting held on November 22, 2016.
- c) Approval of the Minutes of the City Council Meeting held on December 13, 2016.

7. **Public Hearings:**

- a) Conduct a public hearing and consider adoption of a resolution establishing the 2016/17 Appropriation Limit:

Annually the City Council is required to establish its appropriations limit by Council Resolution. The appropriation limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on the actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit; only those that are designated as "proceeds of taxes" are included.

The City's appropriation limit for fiscal year 2016/17 is \$9,277,201. With qualified proceeds of taxes of \$3,093,290 for the year, the City is \$6,183,922 under the limit. The City Auditor has applied testing procedures to the worksheets that have been provided to the Council.

Mayor Hansen opened the public hearing at 7:11 p.m., and receiving no comments from the public, subsequently closed the public hearing.

Brief discussion ensued and Council Member Williams had a question about the water and sewer totals on the worksheet provided to the Council. He asked if he is reading it correctly that the City is \$288,000 in the red on the sewer treatment plant fund. Finance Director Sailsbery responded that we are for 2016/17, but Council must bear in mind that the City entered into a very large Capital Improvement project on Sacramento Street when the City was doing the road restructuring, and also replaced a lot of sewer lines, so the City had a very large Capital Expenditure that spilled over from fiscal year 2015/16 into 2016/17. The City is also in a situation where there has been no adjustment of sewer rates since 2006 and one of the projects staff will be working on this winter and spring is conducting a nexus study to see where the City is at, because cash-flow wise we are starting to see it leveling off – or even dipping into - the City's actual cash flow. In the case of this year, much of the issue is one of Capital Expenditure which is more than the City would normally do. We are now entering into a period where it has been a long time since the City has had a revenue increase and we haven't had the growth with the use of residential or commercial sewer that would lend itself just to growth of activity and existing rates to keep this going. This is something that staff will be looking at in the near future. It is yet to be determined whether the City will request the rate increase to begin to take effect this spring or next spring. Finance Director Sailsbery stated that he did want to point out, though, that the equity or the fund balance of the Sewer Enterprise Fund is still quite healthy and in excess of \$1 million. Discussions concluded among the Council and Staff. **M/S - Warren/Mello** to adopt a Resolution establishing 2016/2017 Appropriation Limit. The motion unanimously passed 4/0 with a roll-call vote, with Council Member Yoder absent.

- b) Conduct a public hearing and consider adoption of a resolution overturning a Planning Commission decision to require undergrounding of utilities per condition #38 of the final Conditions of Approval for the Northern Valley Indian Health new administration building project at 257 North Butte Street:

This agenda item is an appeal filed by Northern Valley Indian Health in regards to condition #38 on the final Conditions of Approval requiring the undergrounding of the utilities for their project. What staff has found through this process is that the City's standard conditions on larger developments is to require undergrounding of all utilities. This project is a bit different, and we may also experience this on other in-fill projects, where the undergrounding of the utilities is not cost effective, nor does the City currently have an Ordinance that reads correctly in requiring these in-fill projects to underground the utilities. Because of these facts, it is staff's recommendation that the appeal should be upheld and that Condition of Approval #38 be stricken from the list of conditions. Council Member Williams asked Interim City Manager Peabody why exactly this is being appealed to the City Council, because when he read through the material it looks like it was approved through the Planning Commission and he has never seen where it was actually addressed at the Planning Commission. ICM Peabody stated that is the reason why it is being appealed to the Council - because the only way that a condition approved by the Planning Commission can be removed is through the appeal process before the

City Council. Council Member Williams stated that he was confused because the way he was reading it was that it doesn't even seem like that condition would apply to them because it wasn't in a residential subdivision. ICM Peabody explained that this is one of those standard conditions that the Planning Commission places on a majority of new construction. Now the City is in review of the standard conditions that they are putting on in-fill projects such as this one. Essentially the City will be modifying the Ordinance, but in that process, the City must keep in mind that requiring these in-fill projects to underground utilities is exceptionally costly, and with this particular project would have cost over \$1 million.

Mayor Hansen opened the public hearing at 7:18 p.m. Nate Sawyer, the Project Manager for Northern Valley Indian Health (NVIH), addressed the Council and stated that he would like to thank the Mayor and the Council Members for hearing this appeal and taking it under consideration. He stated that NVIH is a non-profit organization serving four counties in Northern California delivering medical and dental health care to the under-served population. He stated that just at the Willows facility alone, approximately 100 patients are seen each day. Northern Valley Indian Health also creates a lot of jobs and the building that they have been working on and putting together will be something that he believes will be very beneficial to the downtown Willows area.

Michael Schwenne addressed the Council and stated that he would support any measures allowing the City to move forward and to build up the Willows community. He then stated that less than one year ago while he was appealing a Planning Commission decision before the City Council to overturn a condition that required him to construct a garage on his property as part of the Commission's approval of his Conditional Use Permit, he was told at that time that the Council would really love to be able to help him and remove the condition that a garage be constructed, however, if the City Council overturned a Planning Commission decision, they would be setting a precedence and a slippery slope and that their removing the garage construction requirement was possibly not even lawful. He asked if there was any difference between his situation when he filed an appeal and the Northern Valley Indian Health appeal. Mayor Hansen responded by stating that those are two separate matters and Mr. Schwenne's appeal has already been heard and decided on. This public hearing tonight is only pertaining to the appeal filed by Northern Valley Indian Health.

Hearing no additional comments from the public, Mayor Hansen closed the public hearing at 7:21 p.m. Council discussion ensued and all Council Members were all in agreement that this is a good project and that it will be very beneficial for the community and the downtown area. Northern Valley Indian Health runs a fantastic organization and they do outstanding work and also bring jobs into the City. The Council Members all agreed that condition #38 should not be applicable to this particular project.

M/S – Mello/Williams to adopt a Resolution of the City Council of the City of Willows overturning the Planning Commission decision to require undergrounding of utilities per condition #38 of the final Conditions of Approval for the Northern Valley Indian Health new administration building project on appeal for the property located at 257 N. Butte Street, Assessor Parcel Number 002-152-008 & -009. The motion unanimously passed 4/0 with a roll-call vote, with Council Member Yoder absent.

8. Regular Business:

- a) By motion, consider 1) approving a Community Development Technician position and classify the position as a Confidential Employee of the City; 2) establish the salary scale at \$3930-\$4778/month; 3) approve the job description and authorize the Interim City Manager to fill the position; and 4) authorize the Interim City Manager to enter into negotiations with Glenn County Building & Planning Department for part-time inspection services:

Interim City Manager Peabody presented the staff report for this item, explaining that this item is the first step in part of a reorganization plan that will be coming back before the Council during the next budget cycle. The City's long-term Building Official will be retiring in March and with that there is an opportunity for the City to build in some efficiencies with customer service. After reviewing the needs of the City and the needs of the Department, staff feels that the development of a new "Community Development Technician" would fit the City and its citizens the best, by being able to issue over-the-counter building permits, taking in building and design plans for review, and being able to provide both Building and Planning information and answer questions at the counter. This position would also help to free up Contract City Planner Karen Mantele's time so she would be able concentrate on and work on larger and more significant projects, rather than her having to spend so much of her time answering questions at the counter.

ICM Peabody stated that with staff having known that the Building Official would be retiring for some time now, staff has taken steps to attempt to fill the current position by advertising for a Building Official, a Building Inspector, a Building Inspector/Fire Marshall and none of the advertisements drew any applicants. Staff has also had a discussion with the City of Orland about the possibility of helping to provide inspection services but they do not have an Inspector available. Coastland Engineering and Willdan Engineering were also contacted and have no available Inspectors. Lastly, staff has had some preliminary and informal discussions with the County Building/Planning Department, which seems to be the only agency that may possibly be able to assist with inspection services in the future.

Council discussion ensued and Council Member Williams indicated that he would prefer that the City first talk with the County to see if they are available to conduct inspections for the City and what the cost would be, before the Council agrees to create, approve and fill this new Community Development Technician position. The budget is already bleak and he doesn't want to see money spent for the City creating and filling this new position and then also have to hire another Inspector.

Mayor Hansen stated that this is a position that has been needed for some time and the City Council has had discussions among staff about future needs of the City and this proposal to bring on this Community Development Technician position only makes good business sense in delivering productive, efficient and professional services to the citizens of Willows, developers, contractors, and assisting with new projects coming forward. The Building Official, Clay Dawley, was unusually qualified for his very specialized position and he did an extraordinary job for the City and he will be sorely missed. Mr. Dawley is truly a "Jack-of-all-Trades" and he was essentially a one-person Building Department. Most of Mr.

Dawley's time was spent handling the very duties that would be handled by a Community Development Technician as outlined in the job description. Mr. Dawley conducted building inspections two days per week and the rest of the week was spent handling counter traffic at City Hall, conducting Plan Checks, issuing building permits, and a myriad of other activities that are all laid out in the job description for the Community Development Technician. The City has had absolutely no luck in trying to fill the current position of the Building Official and the creation and filling of this Community Development Technician position is the next best thing in moving forward in his opinion. Additionally, Mayor Hansen stated that while he appreciates Council Member Williams' concerns about the budget, this could potentially be a cost saving measure in the future. With new construction projects and development fees, the goal is to have the developer pay for the cost of staff time by using Pass-Through funds. Currently the City has very expensive contractual staff time with the Principal Planner, Karen Mantele and the City Engineer, John Wanger – both Consultants who do outstanding work for the City. Ms. Mantele - whose contractual hourly rate through Willdan Engineering is \$100 per hour - spends much of her time when on-site, assisting people at the counter handling various types of activities that could otherwise be handled by this Community Development Technician position, which would be compensated at a much less hourly rate. Mayor Hansen stated that this is a position that is much needed and it only makes good business sense for the City and the Citizens of Willows. This position would tend to the daily matters with building and planning questions and permit issuance that come to the counter constantly. If the City Council approves this position, which Mayor Hansen stated he believes is the right thing to do, it could potentially save the City money because there would be a possibility that the City would only provide building inspection services only one or two days per week which would be a cost savings. All other items beyond inspection services would be handled in-house and would be much cheaper and more business and customer service friendly.

ICM Peabody then stated that if the Council does approve this Technician position, at the point when Building Official Dawley is officially retired, there will be no more "Department Head" position in the Building Department. The Community Development Technician position is slated to be under the direction and supervision of the Public Works Department Director Steve Soeth. The building efficiencies such as building permits, encroachment permits and planning permits will all be done in one shot. Parks and Public Works Director Steve Soeth then addressed the Council and stated that last year from January 16, 2016 to January 16, 2017, roughly 278 building permits were issued – give or take – which would have required roughly a total of 512 building inspections. In having already begun preliminary discussions with some employees of the County, Mr. Soeth has learned that they were looking to hire a person to serve as a Code Enforcement Officer/Building Inspector, but they are currently not financially in a position to have this be a full-time, benefitted position. If the Council were to approve the Community Development Technician position, this would allow for staff to enter into additional conversations about a shared Inspector/Code Enforcement Officer that could perform the building inspections for projects in the City. If the Council doesn't approve the Community Development Technician, Mr. Soeth is afraid that things may come to a halt in the City. He is fairly confident that with bringing in the right person to be the Community Development Technician, in addition to having continued discussions with the County regarding inspection services, things will continue to move along smoothly.

Current Glenn County Board of Supervisors Chairman, Keith Corum, addressed the Council. He stated that about a year ago he had heard that Building Official Clay Dawley was thinking about retiring. He stated that he has had a discussion about this with ICM Peabody and he saw it on tonight's agenda and he is very supportive of this proposal. His feeling is that the City is already working jointly with Orland with the Library and if better services can be provided by the City and the County working together on this project, it's a win-win situation all the way around. Additionally, if things were to come together well enough, inspections could possibly be provided throughout the entire week and not just a few days a week. He stated again that he is supportive of this proposal and that he will do whatever he can on his end, as a Board of Supervisor, to help orchestrate this along with ICM Peabody.

Vice Mayor Warren stated that the continuity of building services provided to the citizens would be a great thing, because the last thing the Council would want to do is to halt anything. She is very much in favor of this proposal and believes this a good direction to take.

Council Member Williams thinks it is a great idea to combine resources with the County, but his concern is with the fact that the City sharing Animal Control services with the County there had been some issues over the pricing that the County was charging the City for the service. He would like to see the City negotiate with the County with regards to the cost. He also then asked ICM Peabody how staff established the pay scale for the Community Development Technician. ICM Peabody stated that it was established off of the value of other market areas, along with taking the Building Official's current salary and decreasing the hourly wage off of that as well. Council Member Williams again reiterated that he would like to get a price quote from the County first before approving and advertising for the Technician position, because if the City can't come to an acceptable agreement while negotiating for an Inspector, the City will then have to turn around and hire a full-time, benefitted Building Inspector position.

Mayor Hansen stated that he sees no reason why the City of Willows and Glenn County couldn't enter into an acceptable arrangement to share building inspection services. He believes Council needs to approve this position to handle the counter traffic in an efficient and professional manner. He considers this position to be sorely needed because the front office at City Hall currently runs a skeleton crew. He also stated that he likes the reorganization plan that ICM Peabody spoke of earlier, with doing away with a one-person department head position in the Building Department and instead placing the Community Development Technician position under the direction of the Parks & Public Works Department.

Council and Staff discussions ceased. **M/S – Mello/Warren** to approve a Community Development Technician position, classify the position as a Confidential Employee of the City and establish the salary scale at \$3930-\$4778/month, approve the job description and authorize the Interim City Manager to fill the position and authorize the Interim City Manager to begin negotiations with Glenn County Building & Planning Department for part-time inspection services. The motion unanimously passed 4/0 with Council Member Yoder absent.

9. **Reports by Council & Staff:**

a) **Staff:**

- Interim City Manager Peabody welcomed and introduced the City's new Part-Time Office Administrative Assistant, Robyn Johnson, to the Council.
- ICM Peabody reminded the Council that the Fire Department Installation Dinner will be taking place on January 21.
- ICM Peabody gave props to the Public Works and Public Safety Departments for their being thoroughly prepared for the recent rain and wind storm events and for keeping the City cleaned up despite the mess that was created by the storms.
- Finance Director Tim Sailsbery stated that there will be an item on the next City Council Agenda to choose a date and time for a Special mid-year budget review meeting.

b) **Council:**

- Mayor Hansen gave kudos to the Public Works Department and all the hard work that they do for the City.
- Council Member Mello mirrored Mayor Hansen's comments, adding that he sees Public Works Staff working in the City all of the time and they are doing a great job getting work done in the City. He says that they have a great team of workers and he really appreciates all that they do.
- Vice Mayor Warren announced that yesterday was Law Enforcement Appreciation day, so she thanked Police Chief Dahl and stated she believed all Law Enforcement should be appreciated every day. She also stated that she attended the recent Christmas Open House at the Willows Museum and she had a very nice time and it was very entertaining.
- Council Member Mello spoke about how nice the Butte Street Plaza, the new Fitness Center and ACE Hardware make the downtown look. He also stated that the new two-story Northern Valley Indian Health Center will really be a very nice addition to the downtown area once it is completed.
- Mayor Hansen stated that he also attended the Museum's Christmas Open House and that it gets better every year. He also reported that he attended the City Selection Committee Meeting yesterday along with Orland Mayor, Dennis Hoffman.

10. **Adjournment:** Mayor Hansen adjourned the meeting at 7:56 p.m.

Dated: January 10, 2017

Natalie Butler, City Clerk

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MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD JANUARY 24, 2017

1. Mayor Hansen called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Williams led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Council Members Mello, Warren, Williams, Yoder, & Mayor Hansen.

Absent: None

4. **Ceremonial Matters:**

Mayor Hansen read a Proclamation recognizing the month of February as “Love Your Library Month” and presented the Proclamation to Library Director, Jody Meza.

5. **Public Comment/Written Communications:** None

6. **Presentations:**

- Ki-Won Rhew, President of the Willows Memorial Foundation of Korea’s First Aviation School & Air Corps, gave a presentation to the Council. He gave the Council the history of Willows being the original birthplace of the Korean Airforce Army. He spoke of his foundation’s goal to raise \$1 million to possibly create and endow a museum in Willows or somewhere within Glenn County in order to memorialize the first Korean Aviation Pioneers. Mayor Hansen and the City Council thanked Mr. Rhew for his very informative presentation.

A woman from the audience (name inaudible) who stated that she lives in Anderson, addressed the Council and spoke about the connection between Koreans and the City of Willows. Bob Faust, of Willows, also spoke, stating that he has much respect for the Koreans and is in favor of moving the old aviation school house into Willows. Willows resident Jose Hansen also spoke, stating that he would be happy to help with this project in any way that he could.

7. **Consent Agenda:**

M/S – Warren/Yoder to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Checking (34325-34411), Payroll (36537-36563) and Direct Deposit Check Registers (Z08029-Z08103).
- b) Approval of the Minutes of the City Council Meeting held on November 22, 2016.
- c) Approval of the Minutes of the City Council Meeting held on December 13, 2016.

8. **Public Hearings:** None

9. **Ordinances:** None

10. **Regular Business:**

- a) Consider adoption of a Resolution authorizing staff to submit a HOME program funding application in support of the proposed 24-unit multi-family apartment housing project.

The California State Department of Housing and Community Development Department (HCD) administers a Federal program known as the HOME Grant Program. HCD receives funds annually from the Federal Department of Housing and Urban Development (HUD) and sets them aside for eligible activities. A minimum of \$26,000,000 is available for this Notice of Funding Availability (NOFA). Funding made available by this 2016 NOFA will be allocated as follows: 40 percent for program activities; 55 percent for rental projects; and 5 percent for first-time homebuyer projects. HOME funds are available to eligible local governments, Developers and non-profit organizations certified with HCD as Community Housing Development Organizations. Applications submitted will be based on the HOME regulations that are effective on January 1, 2017. This NOFA was issued on December 16, 2016 and applications are due in February of 2017 with award announcements to be in May of 2017.

In June of 2016, Cameron Johnson of AMG & Associates LLC, submitted a Design Review application for the Planning Commission's consideration to construct a new 24-unit multi-family apartment development project on a 1.65 acre vacant parcel located on West Sycamore Street, near the new senior housing complex and an existing multi-family apartment complex. The Commission approved the Design Review request on August 17, 2016. The proposal includes two buildings that will be two-stories each with eight (8) two-bedroom units, sixteen (16) three-bedroom units, and a 1830 square foot community shared building. The project will also include a tot lot, 29 parking spaces – with 27 spaces covered. Landscaping is proposed throughout the site as well as a proposed detention basin/recreation area on the Southwest corner of the site, adjacent to Sycamore Street. The proposed housing development project will target applicants with income ranges between 30% and 50% of the area median income.

This project is a project that qualifies for HOME funding and will support the City's most recent General Plan Housing Element Update by providing housing for low income individuals. Staff is recommending approval and authorization by the Council to submit the required HOME funding application and any/all supporting documentation required by HUD for the 2016 NOFA. The project developer has advised City staff they will be submitting applications in 4 separate jurisdictions during this funding cycle. The developer has acknowledged that construction/completion of this project is solely contingent upon full funding approval from the HOME program. The project is fully supported by City Staff & the Planning Commission.

Council discussion ensued. Council Member Williams asked City Planner, Karen Mantele, if the residents in that area have been notified of this proposed apartment development project and if there has been any opposition. Ms. Mantele stated that there has been no opposition to the project that she has been made aware of. Council Member Mello inquired

about the timeline, and if awarded, how long it before the funds can be used. Ms. Mantele stated that if the grant was awarded in late May, there would be 36 months in which to use the HOME grant funds. **M/S – Williams/Yoder** to adopt a Resolution from the City Council of the City of Willows authorizing submittal of an application to the California Department of Housing and Community Development for funding under the 2016 HOME Investment Partnerships Program; and if selected; the execution of a standard agreement, any amendments thereto, and other related documents necessary to participate in the HOME Investment Partnerships Program. The motion unanimously passed 5/0 by roll-call vote.

- b) Establish date & time for the 2016-2017 Mid-Year Budget Review Meeting.

Staff and Council discussion ensued about setting a date and time to conduct the mid-year budget review meeting. The meeting was ultimately scheduled for Wednesday, February 15, 2017 at 1:00 p.m.

11. Reports by Council & Staff:

- a) **Staff:** None

- b) **Council:**

- Council Member Williams reported that he attended the New Mayors and Council Members Academy in Sacramento, along with ICM Peabody, Vice Mayor Warren and the new part-time Administrative Assistant, Robyn Johnson and he found it very informative. He stated that the first time he attended this academy when he was new to the City Council, he was very overwhelmed because all of the information was all new to him, so unfortunately the first time he attended may have been a waste of time and money. He stated that at this academy he learned a lot more because he is now more familiar with the verbiage used in Council Meetings, so he appreciated that he was allowed to attend a second time.
- Council Member Mello stated that while he was doing some research on the Korean Airforce, he came across an interesting fact that Jimmy Dolittle, after the Second World War, would actually fly his B-25 Bomber to Willows just to go hunting.
- Vice Mayor Warren reported that she attended the Fire Department Installation dinner and had a very nice time as always, and, as Council Member Williams stated, she also attended the New Mayor's and Council Members Academy in Sacramento and it was very informative. She also reported that LAFCO will be meeting next month.
- Mayor Hansen reported that he attended the Fire Department Installation dinner and thanked Fire Chief/ICM Peabody for a great dinner and a great event. He also reported that there was not a quorum available to conduct the last Regional Transit Committee Meeting, but he did attend the Transportation Commission Meeting. He stated that bids are currently being accepted for the construction of a new bus barn. Another item that came up, that comes up every year at the

Transportation Commission Meetings, was the Abandoned Vehicle Abatement Program. He explained that the Transportation Commission is only the conduit for the funds that are collected from all vehicles that are registered in Glenn County at \$1.00 a piece per vehicle. The Commission received a letter from Betty T. Yee, who is the California State Controller. The letter stated that Glenn County is going to be suspended from the authority to collect the fee for one year, beginning July 1, 2017 and through June 30, 2018, basically because the Abandoned Vehicle Abatement Program is not being utilized enough. He stated that last year, \$30,330.00 was collected from Vehicle Registration Fees in Glenn County at \$1 per vehicle and the current balance stands at \$271,699 in the Abandoned Vehicle Abatement Fund. These reports come out once every year and every year the City of Orland Police Department utilizes the program and the City of Willows and Glenn County Sheriff Department do not.

- Council Member Williams stated there was one thing he forgot to mention earlier - and he hopes he has his numbers right - that on January 16, 1886, the City of Willows was Incorporated, therefore the City has just recently reached 130 of Incorporation and he thinks that is a big milestone.

12. **Adjournment:** Mayor Hansen adjourned the meeting at 8:09 p.m.

Dated: January 24, 2017

Natalie Butler, City Clerk

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AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Annual Audit of City of Willows' Financial Statements

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2016

SITUATION (or BACKGROUND):

Roy R. Seiler, CPA, has completed the annual audit of the financial statement for the City of Willows. As a summary of City performance and activity, please refer to the Management Discussion and Analysis section of the City of Willows financial statements.

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION

Upon acceptance of the audits

California State Controller
United States Department of Agriculture
United States Federal Audit Clearinghouse (If Applicable)

ALTERNATE ACTIONS

1. Accept by motion
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2016.

Respectfully submitted,



Tim Sailsbery
Finance Director

Items Available for Review at www.cityofwillows.org:

City of Willows Financial Statements
Auditor's Transmittal Letter

To view the 2015/2016
Auditor's Transmittal Letter
and the 2015/2016 Financial
Statements, please go to
www.cityofwillows.org

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AGENDA ITEM

February 14, 2017

TO: Honorable Mayor Hansen and Members of City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: Landscaping and Lighting Special Assessment District – Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; direct the preparation of the annual Engineer's Report for FY 2017-18

RECOMMENDATION

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; direct the preparation of the annual Engineer's Report for FY 2017-18.

SUMMARY

The Willows Landscaping and Lighting Special Assessment District ("District") was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision; (Zone A), in accordance with the Landscaping and Lighting Act of 1972 ("Act").

The Landscaping and Lighting Act requires that the City undertake certain proceeding for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

- 1) Adopt a resolution appointing the Engineer of Work and directing the preparation of the annual Engineer's Report.
- 2) Approve the Engineer's Report, declare the City Council's intent to levy assessments and set a date for a public hearing.
- 3) Conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year.

The attached resolution begins the proceeding for the FY 2017-18. The Engineer's Report will analyze the anticipated costs and determine the corresponding assessments amounts. The City Council can make changes to the Engineer's Report once it has been prepared and filed. The Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax roles. The County needs to have all information transmitted and correct no later than August 10th of each year. In order to meet this schedule and comply with the regulations of the Streets and Highways code for this type of Assessment District, the assessment engineering process should begin now.

FINANCIAL CONSIDERATIONS - None; costs associated with the Annual District Assessment Engineering Services are covered expenses within the assessments ultimately levied.

NOTIFICATION

None required at this time.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; direct the preparation of the annual Engineer's Report for FY 2017-18.

Respectfully submitted,



Wayne Peabody, Interim City Manager

Attachments: Resolution Appointing the Engineer of Work and directing the filing of the Annual Engineer's Report.

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. ____ - 2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING
COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF WORK FOR THE CITY
OF WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT
AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT
FOR FISCAL YEAR 2017-2018 (PURSUANT TO THE LANDSCAPING AND
LIGHTING ACT OF 1972)**

WHEREAS, on October 11, 2005 the City Council adopted Resolution #22-2005; authorizing the formation of the Assessment District to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2017-18, located in the City of Willows, Glenn County; and

WHEREAS, pursuant to Section 22622 of the Streets and Highways Code, the City Council must annually appoint the Engineer of Work and direct the preparation and filing of the annual Engineer's Report in order to levy and collect assessments on any following fiscal year; and

WHEREAS, Coastland Civil Engineering, serves in the capacity of City Engineer and has demonstrated the expertise necessary to prepare the annual Engineer's Report.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Willows does hereby appoint Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District and is hereby directed to prepare and to file the Annual Engineer's Report showing any changes, pursuant to Section 22622 of the Streets and Highways Code.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of February, 2017, by the following vote:

AYES:
NOES:
ABSENT:

ABSTAIN:

APPROVED:

Gary L. Hansen, Mayor

ATTESTED:

Natalie Butler, City Clerk

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AGENDA ITEM

TO: Honorable Mayor Hansen and City Council Members
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Joint City Council and Planning Commission Meeting

RECOMMENDATION

Set a date and time for a Joint Meeting between the City Council and Planning Commission, either for Wednesday, April 5, 2017, or Wednesday, April 26th, 2017, at 5:30 p.m.

SITUATION (or BACKGROUND):

The City Council and the Planning Commission on April 9, 2013, held a joint meeting to discuss, prioritize and direct staff on various issues pertaining to the City. The items of discussion included a presentation by Basin Street Properties, Long Term Planning Vision/Needs, Training and Staff support for the planning commission, code enforcement, Review of Zoning and Land Maps, Potential zoning text amendments. Since that meeting, many items discussed have been addressed and implemented.

Recently there has been a desire expressed by both the City Council and the Planning Commission to hold another joint meeting to review what changes have been made over the course of the prior year and also to discuss some new priority items which we believe need to be addressed and prioritized for the following year. Items include Medical Cannabis Dispensaries Ordinance and Special Development Permit Ordinance.

Some possible dates and times for the meeting were discussed among staff and two dates were tentatively mentioned – Wednesday, April 5th or Wednesday, April 26th at 5:30 p.m.

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION

Planning Commissioners

Department Heads

ALTERNATE ACTIONS

1. Choose either Wednesday, April 5, 2017, or Wednesday, April 26, 2017, at 5:30 p.m. as the time to conduct meeting.
2. Agree upon an alternate date and time to conduct the meeting.

RECOMMENDATION

Set a date and time for a Joint Meeting between the City Council and Planning Commission, either for Wednesday, April 5, 2017, or Wednesday, April 26th, 2017, at 5:30 p.m.

Respectfully submitted,



Wayne Peabody
Interim City Manager
