

**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**  
**July 9, 2013**

1. Mayor Cobb called the meeting to order at 7:01 p.m.
2. **PLEDGE OF ALLEGIANCE:** Police Chief Jason Dahl led the Pledge of Allegiance.
3. **ROLL CALL:**  
  

<u>Present:</u>	Domenighini, Taylor-Vodden, Mello, Spears & Mayor Cobb
<u>Absent:</u>	None
4. **Agenda Review:** It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Domenighini to accept the July 9, 2013 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
  - a) Mayor Cobb presented a “Parks Make Life Better” Proclamation to Recreation Director, Carol Lemenager, in recognition of July as National Parks and Recreation Month.
  - b) Mayor Cobb presented a Plaque honoring Melba Gollnick, Epsilon Sigma Alpha Sorority, Community Volunteers, Civic Organizations, and Individuals for the roles they played in the development of Jensen Park.
6. **Public Comment/Written Communications:**

Mayor Cobb opened the Public Comment Period. The following individuals addressed the Council:

Jeff Williams stated that he disagreed with a Council decision that was made at their meeting held on June 11, 2013.

Doug Ross stated that there are several small children that frequently cross the street at the intersection of Green Street and North Humboldt Avenue – many that don’t pay attention to oncoming traffic. He suggested perhaps there should be either street markings or signs placed in that area that would alert motorists that there are children in the area.

7. **Consent Agenda:**

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

- a) Approval of General, Payroll and Direct Deposit Check Registers (26166-26236; 32611-32639; Z04370-Z04447).
- b) Adoption of a Resolution ratifying a Memorandum of Understanding (MOU) between the City of Willows and the Willows Employees Association.

8. **Public Hearings:** None

9. **Ordinances:** None

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

Public Works Director Skyler Lipski informed the Council that he has recently communicated with the group that was in charge of eradication of the egrets and herons in the City this spring. The group informed him that they have concluded their efforts for this season.

Council Member Mello reminded the Council that back in April they were given a draft complaint policy by the City Manager for them to review, and that item is still unresolved. He also gave a brief update on the downtown banner pole replacement / changeable letter sign project he has been working on. He indicated that he would be meeting with Rose Marie Thrailkill of the Chamber of Commerce next week to discuss this topic again and he will give the Council a more comprehensive report at a future meeting.

Mayor Cobb indicated that with regards to the banner pole discussion, the Council was still waiting on the survey results that the Chamber of Commerce agreed to conduct with the downtown businesses to see if they would be willing to pay an additional \$10.00 per year surcharge on their business license renewals in order for the City to recover costs if they were to replace the banner poles. Council Member Mello concurred and stated that was correct.

Mayor Cobb then questioned Council Member Mello's statement about the draft complaint policy and he inquired what Council Member Mello would like to see done with that. Council Member Mello stated that he has failed to really review the draft and he wonders if others may have also failed to review it. He stated it is still just lingering and the Council should probably do something about it and move on.

The City Manager then clarified that he provided the Council with the draft complaint policy and where it was left was the Council was supposed to provide him with any comments or edits to the draft policy. The City Manager would then summarize the comments and edit the draft accordingly and resubmit a revised draft back to the Council so that they could begin to finalize the policy in some manner. To date, the City Manager stated that he has not received anything from any member of the Council since he distributed the original draft months ago. The last discussion that the Council engaged in on this topic was prior to the budget being passed and there was a suggestion to table the item until after the budget was adopted. Council has since adopted a new budget, therefore, now would be an appropriate time to commence some discussion but he is still waiting for some feedback that would provide Staff direction so he could give the Council a tool to work with.

Council Member Spears reiterated what the City Manager and Council Member Mello said and stated that this is unfinished business that the Council needs to move forward with and decide where they want to go on this topic. He also stated on the subject of the banner poles, that he was contacted by a merchant who said that the poles have to do with the nostalgia of downtown

and the imagery of downtown and keeping the look of the old downtown. His suggestion to the merchant was that they should share their comments about the banner poles with the Chamber of Commerce, since the Chamber is conducting the survey.

**11. New Business:**

- a) Discussion and direction regarding a request by the Willows Car and Bike Association to place a memorial at Jensen Park:

Staff received a letter from the Willows Car & Bike Association President, Kevin Nelson, requesting the Association's desire to place a memorial at Jensen Park in memory of Bill and Charlene Shields. The request is to pour an 8 foot by 10 foot colored granite slab close to the Rotary Gazebo and to place a dedication plaque secured within the slab. Hopes are that the place of honor will have a bench or picnic table to be placed there for people to enjoy and to enhance this area of the park. The concrete slab would be level to the ground as to avoid any tripping hazards. Kevin Nelson was available at the meeting to address any questions of the Council. Mr. Nelson indicated that, if approval is granted by the Council, it is the Association's desire to have the slab and the memorial plaque project completed prior to this year's annual Car and Bike Show in order that the Association could perform a formal dedication of the memorial. Brief Council discussion ensued and it was the unanimous consensus of the Council to allow placement of the memorial in Jensen Park.

- b) Consider a Resolution authorizing the City Manager to sign a Professional Services Agreement with Quincy Engineering for professional engineering services associated with the reconstruction of North Butte Street and North Sacramento Street:

In an effort to continually upgrade the City's infrastructure, staff identified that North Butte Street (between East Willow Street and East Wood Street) and North Sacramento Street (between East Sycamore Street and East Wood Street) are in need of reconstruction. Both of these street segments qualified for both state and federal funding. Reconstruction of both North Butte and Sacramento Streets includes reconstruction of the structural section of the roadways (both paving and base sections.) In addition to paving, the project will also include replacement of any damaged curb and gutter, as well as sidewalk upgrades for any damaged sidewalks. Installation of new sidewalks is also to be included to fill in existing gaps where no sidewalk currently exists. Curb access ramps will also be evaluated for compliance with ADA standards and, if it is found that ramps are out of compliance, they will be replaced.

In addition to the road structural section rehabilitation, staff has found that the existing 8-inch sewer line in North Sacramento Street within the project boundaries is in need of replacement. In addition to the sewer main, all sewer laterals (from the main line to behind the curb and gutter) will need to be replaced.

Because this project will utilize state and federal funding for the street portion of the work and to ensure the City will qualify for reimbursement, staff prepared and circulated a Request for Proposal (RFP) for the purpose of identifying a qualified consultant/team that can assist the City with engineering design services related to this project. RFP's were sent to four firms that staff felt were capable of performing the work. In response to the RFP, the City received two

proposals. In reviewing and ranking the proposals, staff unanimously determined that the most qualified firm was Quincy Engineering out of Sacramento. Quincy demonstrated experience with similar projects and their proposal was very complete and responded to all required points shown in the RFP.

Staff has recently submitted for approval of funding from Caltrans to proceed with the engineering portion of the two street reconstruction projects. It is anticipated that authorization from Caltrans will be received in the next week or two. Accordingly, staff is recommending that the City Council authorize the City Manager to sign the agreement with Quincy Engineering once authorization is received from Caltrans.

If approved, the engineering for both streets and the sewer line replacement should be completed around December 2013 or January 2014. Construction is anticipated in late Spring 2014.

Based on staff's determination of the most qualified firm, staff entered into negotiations with Quincy Engineering to fine tune their scope of work and fee. Based on the results of the negotiation, the total Engineering Fees will be \$138,845.

The road rehabilitation portion of the project is being funded through a combination of federal and state monies. North Butte Street funding from Caltrans consists of \$29,000 for engineering design and \$3,000 for environmental document preparation (total of \$32,000). North Sacramento Street funding from Caltrans consists of \$54,000 for engineering and \$3,000 for environmental document preparation (total of \$57,000).

The engineering fee estimates from Quincy Engineering fall within the federal funding for North Butte Street; however the engineering fees for the street portion of the work for North Sacramento Street are in excess of funds from Caltrans. For the portion of the funding in excess of what the City will receive from Caltrans (\$20,980), staff is proposing that Gas Tax monies be used. The sewer replacement portion of the project (\$30,018) will be funded through the City's Sewer fund.

Preliminary estimated construction costs include \$276,000 for North Butte Street and \$661,000 for North Sacramento Street; however this number will be verified during the design of the improvements.

Staff is recommending that Council adopt a Resolution authorizing the City Manager to sign the Professional Services Agreement with Quincy Engineering for professional engineering services associated with the reconstruction of North Butte Street and North Sacramento Street once authorization for funding is received from Caltrans.

Council discussion ensued and it was **moved** by Council Member Domenighini and **seconded** by Council Member Mello to adopt a Resolution authorizing the City Manager to enter into a Professional Service Agreement with Quincy Engineering for the design of the North Butte Street and North Sacramento Street Reconstruction Project. The motion unanimously passed.

**12. Council Member Reports:**

Council Member Spears reported that he will be attending the Transportation Meeting on July 18 at 10:00 a.m. at the County Board of Supervisors chambers. He also stated that tonight's meeting is the first Council Meeting that has been held since Chief Dahl has been appointed as the Police Chief and he congratulated him on his appointment.

Council Member Taylor-Vodden reported that she attended a LAFCO meeting this morning.

Council Member Domenighini gave a reminder that on July 18 the Summer Reading Program will be hosting "Food and Fun for First 5" at 1:00 p.m. and he would encourage everybody to attend.

13. **Executive Session:** Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session. Pursuant to Government Code Section 54954.3 the public had an opportunity to directly address the legislative body on the below items prior to the Council convening into Closed Session. **No members of the public had any comments on the Executive Session topics.**

The Council entered into Executive Session at 7:52 p.m.

- a) CONFERENCE WITH LABOR NEGOTIATOR(S) Pursuant to Section 54957

Agency Negotiators: City Manager Steve Holsinger  
Finance Director Tim Sailsbery

Employee Organization(s): Unrepresented Employees (i.e., all city employees not represented by the WEA, WPSA, or any other collective bargaining unit)

14. **Report-Out from Executive Session:**

The Council reconvened into open session at 9:46 p.m. No reportable action was taken by the Council. Direction was provided to Staff.

15. **Adjournment:** Mayor Cobb adjourned the meeting at 9:46 p.m.

Dated: July 9, 2013

NATALIE BUTLER

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City Clerk

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