

**MINUTES OF THE WILLOWS CITY COUNCIL**  
**REGULAR MEETING HELD June 14, 2016**

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

3. **ROLL CALL:**

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

Absent: Yoder

4. **Presentations & Proclamations:** None

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

6. **Consent Agenda:**

**M/S –Williams/Domenighini** to approve the Consent Agenda as presented. All Ayes and the motion unanimously passed 4/0 with Vice Mayor Yoder absent and the following items were approved/adopted:

- a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit Registers (30678-30678 {Bank of America}; 33536-33633 {Umpqua Bank}; Z07344-Z07377; 36168-36190).
- b) Approval of the Minutes of the Willows City Council Meeting held on May 10, 2016.

7. **Public Hearings:** None

8. **Ordinances:** None

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

- Interim City Manager Peabody informed the Council that the deadline for submitting applications to serve on the Library Board of Trustees has passed. He reported that four applications were received – two of which are currently seated members of the board that are seeking re-appointment. He asked the subcommittee, consisting of Council Members Mello & Williams, to get into contact with the Clerk to arrange scheduling interviews for the four applicants.
- Public Works Director Steve Soeth announced that the Community Clean-Up Event taking place on June 18 has had a change in the drop-off location. The new location is now at 1600 South Tehama Street at the City's Wastewater Treatment Facility.

10. **New Business:**

- a) Consider adoption a resolution accepting easement deeds associated with the Basin Street commercial Development needed for construction of the improvements associated with the EDA Grant Project:

In June 2015, the City submitted a grant application to the Federal Economic Development Administration for funding certain infrastructure improvements associated with the Basin Street Commercial project in the southerly portion of the City. The impetus of filing the grant related to job creation within the City with the development of new businesses in the proposed development.

In October 2015, the City received official notification that we were awarded the grant in the amount of \$2.5MM. The overall total project amount is estimated at \$3,572,539 (the federal grant covers 70% of the overall cost - \$2.5MM.) The improvements will include installation of water, sewer, storm drain and street improvements associated with Phase 1 of the Basin Street Commercial Project.

Part of the requirements of the EDA federal funding is that the City must own the rights-of-way and/or easements needed to construct all of the improvements associated with the project prior to the submittal of the construction documents. Forms have to be filed with EDA when the construction documents are submitted for checking that certify that the City owns the rights-of-way and easements.

The documents necessary to be accepted at this time include:

- The dedication of a public storm drain easement between proposed detention ponds A and B for installation of the public storm drain system.
- The dedication of an access easement for access from the proposed Harvest Drive to detention pond A to ensure access to the pond for maintenance.
- The dedication of a parcel of land intended for construction of a detention pond to serve the overall development with respect to storm drain/flooding issues. It should be noted that maintenance of the detention pond will be the city's responsibility but will be fully funded by fees collected through the Landscape and Lighting Special Assessment District zone that will be set up for this property once the subdivision is recorded.
- The dedication of a Public Service easement (necessary to install telephone, cable, gas and electrical conduits to serve the development) and to access the westerly levee along the Tehama Street drainage ditch; and a Pedestrian Access easement to allow construction of the sidewalk and allow public access adjacent to the proposed Harvest Drive.

Staff has checked the deeds and easements for technical accuracy and found them to be acceptable. If the Council accepts the easements and deeds, the documents will be recorded and the City will hold title to the lands and/or other easements described in the grant deed documents.

There are no financial implications for accepting the rights-of-way and easements at this time. When public facilities are constructed, the City will be responsible for maintaining the public facilities constructed therein (street, storm drain and sewer.)

Staff is recommending that the Council adopt the Resolution to accept these easements.

**M/S – Mello/Domenighini** to adopt a Resolution accepting a Public Storm Drain Easement; and Access Easement for maintenance of Parcel A; Dedication in Fee of Parcel A (Northerly Detention Pond); and a Public Service Easement and Pedestrian Access Easement – All a part of the Basin Street South Willows Commercial Project – and Directing the City Clerk to record all grant deeds. The motion unanimously passed 4/0 on a roll-call vote, with Vice Mayor Yoder being absent.

- b) Acceptance of public improvements associated with the Willows Senior Apartments project:

The improvements associated with the Willows Senior Housing project have been completed to the City's satisfaction. Accordingly, it is appropriate for the City to accept all of the public improvements constructed with the development and since a year has transpired from the May 27, 2015 issuance of the Certificate of Occupancy, to release the maintenance bond as there are no deficiencies that need to be addressed. Staff is requesting that the Council adopt a resolution to accept the public improvements associated with the Willow Springs Senior Apartment Project and authorize the Public Works Director to release the maintenance bond.

**M/S – Domenighini/Williams** to adopt a resolution accepting the public improvements and releasing the maintenance bond associated with the Willows Senior Apartment Project and authorize the Public Works Director to release the maintenance bond. The motion unanimously passed 4/0 on a roll-call vote, with Vice Mayor Yoder being absent.

- c) Consider authorizing an agreement for a temporary loan of firefighting equipment:

The Elk Creek Fire Protection District is in need of a pumper engine due to their current apparatus being beyond repair. Elk Creek Fire participates in county-wide mutual aid and with the City of Willows in training exercises, equipment sharing, and similar activities.

The Willows Fire Department is in a position to assist Elk Creek Fire with the opportunity to loan them the City's E-3 1985 GMC engine which is currently the reserve engine. The engine is due for replacement in the 2018 budget cycle and the current equipment is in good serviceable condition. The agreement would allow for the City of Willows Fire Department to have the piece of equipment returned if there is an operational need within our jurisdiction.

Within the agreement, Elk Creek Fire shall maintain the equipment in good operating condition following Willows Fire six month inspection and annual pump testing requirements. Operators will need to be trained by Willows Fire Department staff on pumping and operations of the engine.

The City of Willows has an opportunity to assist a neighboring community with a resource that is classified as reserve. The long-term plan will be to possibly have Elk Creek Fire purchase this piece of equipment which will allow better resources within the County and also to the City of Willows.

Staff is recommending adoption of a resolution to authorize the agreement with Elk Creek Fire District.

**M/S – Domenighini/Mello** to adopt a resolution authorizing the Interim City Manager to execute an agreement for temporary loan of firefighter equipment to Elk Creek Fire District. The motion unanimously passed 4/0 on a roll call vote with Vice Mayor Yoder absent.

**11. Council Member Reports:**

- Council Member Williams reported that he attended the Willows Memorial Day Services at the cemetery and the Flag Day Service at Willows Veterans' Memorial Hall and he thanked the Boy Scouts, the Veterans and the Fire Department for their assisting with these events. He also attended newly-hired Police Officer Ian Ayers' Swearing-In Ceremony.
- Mayor Hansen reported that he also attended the Swearing-In Ceremony for Officer Ayers. He also attended the Cal Water Customer Appreciation Party on May 25 and stated that it was a nice event with a good turnout of people.

**12. Executive Session: None**

**13. Adjournment: Mayor Hansen adjourned the meeting at 7:22 p.m.**

Dated: June 14, 2016

NATALIE BUTLER

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City Clerk

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