

MINUTES OF THE WILLOWS CITY COUNCIL ADJOURNED MEETING HELD
June 1, 2011

1. The meeting was called to order at 7:04 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Council Member Yoder led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Yoder, Cobb, Hobbs, Holvik & Mayor Hansen
Absent: None

4. **Agenda Review:**
 - a) It was **moved** by Council Member Yoder and **seconded** by Council Member Holvik to accept the City Council June 1, 2011, Adjourned City Council Meeting Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Oral and Written Communications/Public Comment:** None
7. **Consent Agenda:**

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

- a) Approval of General Check Register (23040-23199).
 - b) Approval of Payroll & Direct Deposit Check Registers (Z02449-Z02601 & 31202-31272).
 - c) Approval of the Minutes of the City Council May 17, 2011, Special City Council Meeting.
 - d) Re-appoint Russell Melquist as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2011, through June 30, 2013.
 - e) Adoption of a Resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for FY 2011/2012 for the use and/or ability to use the Glenn County Solid Waste System.
 - f) Adoption of a Resolution authorizing the Police Chief to act on behalf of the City of Willows to accept a grant from the California Department of Alcohol Beverage Control.
8. **Public Hearings:**

- a) Conduct Public Hearing to provide the public an opportunity to offer comments regarding receipt of “Notice to Abate” notices and upon conclusion, by motion, order those properties that have not self-abated to be abated by the City’s Abatement Contractor:

Fire Chief Wayne Peabody stated that is required by the California Government Code that there is to be set a fixed time for any appeals to be considered by members of the public or by property owners who received “Notice to Abate” cards. The time fixed for this appeal was May 24, 2011; however, due to a lack of quorum at that meeting, the appeal hearing was continued to tonight, June 1, 2011. At this time the Council should hear any objections from the public and shall allow or overrule any objections. If no objections have been made, it is requested for the Council to order the Fire Chief to abate the nuisance(s). Property Owners who have returned the Abatement Cards with the intent to self-abate their property have 12 days following tonight’s appeals hearing in order to do so. Any properties that the City Contractor abates after that time will be billed to the property owner and for those property owners that do not pay, there will be a lien placed against their property and it will appear on their tax statement from the County. With that, Chief Peabody requested that the Mayor open the Public Hearing. Mayor Hansen opened the Public Hearing at 7:07 p.m.

Doug Ross, a Willows Citizen, offered a comment about weed and nuisance abatement, stating that sometimes even if a person runs a weed-eater on their property, it doesn’t always necessarily alleviate the fire hazard or the nuisance. He used the property at 110 South Yolo as an example, stating that the residents were in the process of completing their nuisance abatement and he had no real “for” or “against” the property being considered a nuisance. He just wanted to point out that there are some instances where a nuisance or fire hazard may still exist even after a property is abated.

Mayor Hansen closed the Public Hearing at 7:11 p.m. It was then **moved** by Council Member Holvik and **seconded** by Council Member Yoder to declare the parcels indicated by the Fire Chief to be abated by the City Contractor if the parcels are not self-abated prior to June 14, 2011. The motion unanimously passed.

- a) 1. RELATED ITEM (Not a Public Hearing): Consider award of the 2011 Abatement Contract to the lowest responsive responsible bidder.

Chief Peabody presented this item to the Council and stated that the Weed Abatement subcommittee prepared specifications for a weed abatement contractor and published notices inviting bids to determine if there would be an interest in bidding for the removal of rubbish, refuse, and weeds throughout the City. The official bid closing date was Thursday, May 12, 2011, at 1:30 p.m. Two bids were received, and staff has reviewed the bids from Ronald Riisager and Dale Myers. Myers Construction bid has met the minimum requirements and is the lowest responsive responsible bidder. Chief Peabody is asking that the Council consider awarding the 2011 Abatement Contract to Myers Construction. It was then **moved** by Council Member Yoder and seconded by Council Member Hobbs to award the 2011 Abatement Contract to the lowest responsive responsible bidder, Myers Construction. The motion unanimously passed.

9. **Ordinances:** None

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

The City Manager requested that the Council identify a date for the next Special Budget Meeting and also to tentatively identify a date for the Public Hearing to be held in order to adopt the final budget for FY 2011/2012. Council discussion ensued and it was decided that the next special Budget Meeting would be held just prior to the next regular Council meeting scheduled for June 14. The Budget Meeting will begin at 6:00 p.m. and will adjourn prior to the Regular Meeting which will begin at 7:00 p.m. Additionally, the Council chose to have a Special Budget Meeting on June 21 at 5:30 in order to conduct the Public Hearing and consider final adoption of the 2011/2012 budget.

11. New Business:

- a) Consider adoption of a Resolution of intention to levy and collect annual assessments, preliminarily approving the Engineer's Report for FY 2011/2012 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village, and set the time and date of the Public Hearing for June 14, 2011:

The City Manager stated that he had a conflict of interest in hearing this item, as he is a property owner in the Birch Street Landscaping and Lighting Assessment District, and he therefore recused himself and exited the Council Chambers.

The Willows Landscaping and Lighting Assessment 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. The 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 in three stages. The first stage to adopt a Resolution appointing the Engineer of Work and directing the preparation of the annual Engineer's Report was completed by the Council on February 8, 2011. We are now at the second stage of this process, which is to adopt a Resolution of intention to levy and collect annual assessments, preliminarily approve the Engineer's Report for FY 2011/2012 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village, and setting the time of date of the Public Hearing. The preliminary Engineer's Report being presented to the Council outlines cost from FY 2010-11, summarizes the cost projected for FY 2011-12 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2010) of +1.4%. This raises the maximum annual assessment to \$406.17. While the estimated maximum annual assessment will increase, the actual amount that will be levied and collected during FY 2011-12 be reduced from \$385.82 in FY 2010-11 to \$258.00. This reduced assessment is due to the 5-year developer payback period being completed in FY 2010/11. Starting with this fiscal year, only ongoing annual maintenance and administrative costs need to be assessed. This assessment will provide projected revenue of \$8,772 to cover the estimated expenses.

During FY 2009-10, the Council implemented a minimum reserve balance of 10% to 20%. It is noted that the projected Assessment District reserve balance at the end of FY 2011-12 is slightly

above that target. If it is found that an excess reserve balance does exist at the end of FY 2011-12, the assessments may be reduced the following year.

Staff is now recommending that the Council adopt the Resolution that is before them tonight and set a date for the public protest hearing, which is the final of the three stages of the Lighting and Landscaping annual process. It was then **moved** by Council Member Yoder and **seconded** by Council Member Cobb to adopt a Resolution of Intention to Levy and Collect Annual Assessments, Preliminarily approving the Engineer's Report for FY 2011/2012 for the City of Willows Landscaping and Lighting assessment district Zone A – Birch Street Village, and setting the time and date of the Public Hearing for 7:00 p.m. on June 14, 2011. The motion unanimously passed.

- b) Consider authorizing the Police Chief to apply for the Community Oriented Policing Services (COPS) Hiring Recovery Program (CHRP) Grant.

The City currently has one officer funded under the Community Oriented Policing Services (COPS) Hiring Recovery Program (CHRP) grant. This grant was funded in 2009 and is currently entering its third year of funding. The City, along with many municipal governments, is facing the budget dilemmas brought on by the poor economy and crumbling state and federal budgets. Currently the City has two frozen Police Officer positions and one frozen CSO position. Although restructured as a part time position, the department as part of its cost savings has not filled the remaining CSO position for fiscal year 2010/11. There is also the potential of the loss of an additional police officer and the CSO position being in jeopardy in the 2011/12 fiscal year.

The Police Chief has received information regarding another COPS CHRP grant and he has contacted the COPS Office and was advised that the City is eligible to apply for this grant. The current grant is not impacted in any way by the new application and if successful, neither grant will impact the other during their operational period. The grant would be for a total of \$267,647 over a three year period and would cover salary and benefits for an entry level officer. Any additional step raises and benefits beyond entry level would be the responsibility of the City. Should the City elect to use this funding to retain or rehire an officer at a higher than entry level, the additional cost would be that of the City's. Upon acceptance of the grant, the City would have to agree to retain the officer for at least one budget cycle beyond the grant period.

Brief discussion ensued and it was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to authorize the Chief of Police to apply for the COPS CHRP – 2 Grant. The motion unanimously passed.

12. Council Member Reports:

Council Member Cobb gave a reminder that the 24-hour Relay for Life Cancer Walk is this Saturday and he urged anybody who would like to donate to support this cause should join or attend the event.

Council Member Hobbs reported that as the Willows liaison for 3CORE she recently attended a California Association for Local Economic Development seminar hosted by Wayne Shell who is the President & CEO for the California Association for Local Economic Development. She stated that it was a great workshop. Marc Nemenic, Director of 3CORE, spearheaded the event and Marc intends to contact the Orland and Willows City Managers and the County to try to get them all into this workshop. She stated that it was very informative on Economic Development, which is part of the subcommittee that she and Council Member Yoder are on. She stated that she thinks it would be good for the two Cities and the County to get together to attend this workshop because there was so much valuable information given out.

Mayor Hansen reminded everybody that tonight was the first Willows Farmers' Market of the season at Memorial Park. The Market will be held each Wednesday from 4:00 – 7:00 p.m. throughout the summer.

13. **Executive Session:** None

14. **Adjournment:** Mayor Hansen adjourned the meeting at 7:34.

Dated: June 1, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider