

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD November 8, 2016

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

Present: Council Members Mello, Domenighini, Williams, Yoder & Mayor Hansen.
Absent: None

4. **Ceremonial Matters:**
 - a) Presentation of a Veterans Day Proclamation to Barbara LaDoucer of the American Legion Auxiliary.

Mayor Hansen read and presented the Proclamation to Ms. LaDoucer. Ms. LaDoucer then presented a certificate of appreciation to the City Council. Mayor Hansen then asked all veterans in the room to stand and be acknowledged and thanked for their service.

- b) Mayor Hansen presented an award of appreciation plaque from the City Council to Council Member Domenighini for his years of service to the community.

Council Member Domenighini gave a short speech thanking the Council, City staff and volunteers.

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

6. **Consent Agenda:**
M/S – Williams/Yoder to approve the Consent Agenda as presented. The motion unanimously passed 5/0, and the following items were approved/adopted:

- a) Approval of General Checking (34129-34152), Payroll (36434-36463) and Direct Deposit Check Registers (Z07833-Z07873).
 - b) Declaring specific Police Department equipment as surplus and directing staff to dispose of said equipment.

7. **Public Hearings:** None

8. **Ordinances:** None

9. **Regular Business:**

- a) Consider adoption of a Resolution Affirming and Updating Cafeteria Plan Terms with the City of Willows and the City Manager and Eligible Department Heads and Confidential Staff:

Finance Director, Tim Sailsbery, presented the item. He stated they are annual items and usually approved through the consent agenda but there being a resolution involved it is agendized under new business with a roll call vote. Mr. Sailsbery stated that through

negotiation period of June 30, 2017 both the Willows Employee association and Willows Public Safety Association this cafeteria plan update does follow the ongoing labor agreement.

M/S – Domenighini/Yoder to adopt a resolution entitled “A Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement with the City of Willows and the Willows Employees Association and the Willows Public Safety Association”. The motion unanimously passed 5/0 by a roll-call vote.

- b) Consider adoption of a Resolution Affirming and Updating Cafeteria Plan Terms in agreement with the City of Willows and the City Manager and Eligible, Non-Represented Department Heads and Confidential Staff:

Mr. Sailsbery presented the item stating it follows the same as the previous item with one caveat, that being when the Department Heads and City Manager group entered into the agreement in 2015 the cafeteria plan would be set at 80% coverage. When they moved forward to 2016, and as part of the 5% department head furlough and delay of step increase for the department heads, it was requested at that time instead of staying at 80% that they are asking the that spread that is in place in 2016 be carried over to 2017 and that the cafeteria plan as written in the resolution reflects this.

M/S – Mello/Domenighini to adopt a resolution entitled “A Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement With the City of Willows and the City Manager and Eligible, Non-Represented Department Heads and Confidential Employees”. The motion unanimously passed 5/0 by a roll-call vote.

- c) Consider adoption of a Resolution adding Chapter 10 entitled “CITY COUNCIL” to the City’s Administrative Procedure & Policy (AP&P) Manual; and adopting AP&P Number 10-1 entitled “Code of Conduct for Council Members” and AP&P Number 10-2 entitled “Council Conduct & Communications with City Staff.

Interim City Manager, Wayne Peabody introduced the item. He stated there are two new policies/guidelines that staff would like to add to the AP&P Manual for better standards between the Council and staff. They were prepared and modified to fit the City’s needs. He also stated he has been working with the City Attorney for the past few weeks on the item and would like to hear the Council’s comments. Council Member Mello thought it was a good guideline for new Council members. Council Member Domenighini thanked staff for bringing it forward and was very supportive of it. Council Member Williams thought it gave good direction and Vice Mayor Yoder stated it was interesting reading. Mayor Hansen thanked the staff for the work and stated it was common sense, concise, clear and to the point and should be valuable for future Council Members.

M/S – Domenighini/Yoder to adopt a resolution entitled “A Resolution of the City Council of the City of Willows Adding Chapter 10, Entitled “City Council” to the City of Willows Administrative Procedure and Policy Manual; and Adopting AP&P Code 10-1 Entitled ‘Code of Conduct for Council Members’ and AP&P Code 10-2 Entitled ‘Council Conduct & Communications with City Staff’ with amendments as referenced”. The motion unanimously passed 5/0 by a roll-call vote.

d) By motion, adopt the City Council Protocol Manual as presented.

City Manager, Wayne Peabody, introduced the item, that being a manual which will be presented to all new and existing Council Members. He stated this is a moving document that can be added to as needed. He also noted that there is still some formatting issues to be completed. Council Member Domenighini thanked the staff for their work but recommend adding a description on the budget with a breakdown of income & expenses, like a primer for beginners. Council Member Mello said he has been waiting for this since he was elected. Mayor Hansen thought it was a clear and concise document but with one suggested change. In chapter 2, page 6, item d, “1” appears to be missing. Council member Mello commented that at section 4.01 and section 7.01, the first line of each section be edited. A short discussion was had among the Council regarding cleaning up the document formatting and adding the evaluation form for the City Manager into the binder of information for future Council members.

M/S – Domenighini/Yoder to approve The City Council Protocol Manual be adopted as presented with the amendments. The motion unanimously passed 5/0.

10. Reports by Council & Staff:

a) **Staff:**

- None

b) **Council:**

- None

11. Executive Session: None

12. Adjournment: Mayor Hansen adjourned the meeting at 7:30 p.m.

Dated: November 8, 2016

Maria Ehorn, Minute Clerk

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