

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD September 13, 2016

1. Mayor Hansen called the meeting to order at 7:00 p.m.

2. **PLEDGE OF ALLEGIANCE:** Kevin Nelson, President of the Willows Car & Bike Association, led the Pledge of Allegiance.

3. **ROLL CALL:**

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

Absent: Yoder

4. **Presentations & Proclamations:**

- a) Mayor Hansen presented a Certificate of Appreciation the Willows Car & Bike Show Association for 30 years of organizing and hosting the Annual Willows Car and Bike Show. Mayor Hansen stated that he recently attended the 30th Car & Bike show and stated that it was outstanding. He thanked the Board and all of the volunteers for their service and dedication to the community.

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

- Doug Ross, reporter for the Sacramento Valley Mirror and a Willows Citizen, reported that there are two decapitated sprinkler heads near the roadway in front of Cedar Hills Manor on Humboldt Avenue. He is concerned because he believes they could be very dangerous or harmful if somebody were to trip and fall on them. He wasn't sure if the City was responsible for the sprinkler heads, but he wanted to report it. Mayor Hansen and Interim City Manager Wayne Peabody both told Mr. Ross that the sprinklers are located on private property, and as such, they would not be the responsibility of the City to fix them. They advised Mr. Ross to contact the Manager at Cedar Hills and report the broken and dangerous sprinkler heads. Mr. Ross indicated that he would do so.

6. **Consent Agenda:**

Prior to taking action on the Consent Calendar, Finance Director Tim Sailsbery asked that item 6 (d) be removed for a quick clarification. The Council Agreed to pull the item and Mr. Sailsbery advised the Council that there was simply a typographical error on the signature page of the Statement of Investment Policy and instead of the date showing "September 13, 2015, he would like to amend it to show the Correct date of September 13, 2016. Council agreed to the amendment and item 6(d) was placed back onto the Consent Calendar. **M/S –Williams/Domenighini** to approve the Consent Agenda as amended. The motion unanimously passed 4/0, with Council member Yoder absent from the meeting, and the following items were approved/adopted:

- a) Approval of General Checking (33904-33941), Payroll (36327-36341) and Direct Deposit Check Registers (Z07609-Z07643).
- b) Approval of the Minutes of the City Council Meeting held on August 23, 2016.
- c) Approval of the Minutes of the Special City Council Meeting held on August 25, 2016.
- d) Approval of the City of Willows Statement of Investment Policy.

7. **Public Hearings:** None

8. **Ordinances:** None

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

Finance Director Sailsbery stated that he wanted to take an opportunity to express his appreciation to the Willows Car and Bike Show Association for their Scholarship program.

10. New Business:

- a) Consider adoption of a resolution establishing a customer service fee for the use of credit or debit cards in paying for City-related transactions:

Finance Director Sailsbery presented this item to the Council stating that the City began accepting credit and debit cards at City Hall in July to assist in payment convenience for a variety of transactions (recreation fees, building permits, planning fees, business licenses, Transient Occupancy Tax, etc.). With the acceptance of credit cards, the City does not ultimately receive the full amount of the transaction. Credit card vendor holdbacks, credit card processing fees, and bank fees all come out of the gross amount of the transaction, or are charged as a fee to the bank account. Thus far, the cost to the City has been approximately 3.1%. Based on this, it is recommended that the fee be set at 3% of the transaction.

Unlike private sector businesses, which have the flexibility to routinely pass along these costs by setting their pricing structure to absorb these costs, it is somewhat more difficult for a public agency to do so. Some fees may be able to be set by Council resolution, but others may require a public notification/protest process (aka "Proposition 218 process") or may need to go to the voters in an election format. Also, arguments have been made that to place credit card fees within the fee structure of such fees is outside the bounds of the cost recovery of the fee, because those who pay by check or cash would pay for a service or product not used.

A brief survey of surrounding agencies notes that the County of Glenn charges a 2.85% Credit Card Usage Fee, the City of Orland charges 2.49% and the City of Corning charges 3.00%. It is anticipated that by setting a credit and debit service fee at 3%, the revenue/cost of such transactions become neutral. Staff is recommending that the Council adopt the resolution before them to impose a 3% Credit Card User Fee on all credit/debit card transactions.

M/S – Mello/Domenighini to adopt a resolution establishing a customer service fee for the use of credit or debit cards in paying for City-related transactions. The motion unanimously passed 4/0 with Council Member Yoder absent.

11. Council Member Reports:

- Council Member Mello reported that he attended a recent Neighborhood Watch meeting and that he also attended the 9/11 Candlelight Vigil.
- Mayor Hansen reported that he attended the annual 'Splendor in the Valley' event at the Worthington Ranch. Splendor is an annual fundraising event that benefits Glenn Medical Center to help to buy new hospital equipment. He stated that it was a very nice event and for a great cause. He also gave kudos to the Police Department for their reestablishing a Part-Time Code Enforcement Officer. Lastly, he reminded everybody that the annual "Battle of the Ax" friendly rivalry football game between Orland High School and Willows High School would be taking place on the evening of September 23 at the Willows High School football field, and "Go Honkers!"

12. Executive Session: None

13. Adjournment: Mayor Hansen adjourned the meeting at 7:18 p.m.

Dated: September 13, 2016

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider