

CITY COUNCIL

Gary L Hansen, Mayor
Jim Yoder, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
Jeff Williams, Council Member

INTERIM CITY MANAGER
Fire Chief, Wayne Peabody

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA
September 27, 2016
7:00 p.m.

1. **Call to Order Willows City Council Regular Meeting – 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentations & Proclamations: None**
5. **Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. ***(Public Comment is generally restricted to three minutes).*****
6. **Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:
 - a) Consider approval of general checking, payroll & direct deposit check registers.
 - b) Consider approval of Minutes of the Regular City Council Meeting held on September 13, 2016.**
7. **Public Hearings: None scheduled.**
8. **Ordinances:
 - a) Consider reading by title only the Ordinance next in line, and passage of first reading of an Ordinance Amending Title II, Section 2.70.020 of Chapter 2.70 of the Willows Municipal Code.**
9. **Items to be introduced by City Council or Administrative Staff for discussion purposes only:**

10. Items requiring Council action:

- a) Consider adoption of a Resolution accepting the improvements associated with the Tehama Street Reconstruction Project and authorizing the filing of the Notice of Completion and release of surety.
- b) Consider adoption of a Resolution accepting the improvements associated with the N. Butte Street and N. Sacramento Street Reconstruction Project and authorizing the filing of the Notice of Completion and release of surety.

11. Council Member Reports:

12. Executive Session: None

13. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before September 23, 2016.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

Period

9/8/2016 TO 9/23/2016

General Checking 33942 TO 34003

Payroll Direct Deposit 207644 TO 207718

Payroll Checks 36342 TO 36375

APPROVAL DATE 9/27/2016

Approved _____

REPORT.: Sep 09 16 Friday
 RUN...: Sep 09 16 Time: 11:06
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 09-16 Bank Account.: 1045

PAGE: 001
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information- Description
033931	09/06/16	NAF00	NAPA SOLANO ICC	-175.00	.00	-175.00	B60829u	Ck# 033931 Reversed
033942	09/09/16	ABO00	STEVE ABOLD	200.00	.00	200.00	B60901	PUB. WKS. TOOL PARKS/PUB.
033943	09/09/16	ACM00	ACMS RIGGING & SUPPLY COM	319.93	.00	319.93	280415	#14 BACKHOE REPAIR
033944	09/09/16	AME02	AMERIPRIDE UNIFORM SVCS.	250.58	.00	250.58	B60908	FD AUGUST STMT PER ATTACH
033945	09/09/16	AVE00	AVENET, LLC	750.00	.00	750.00	39421	WEBSITE ANNUAL SERVICE PA
033946	09/09/16	BAR01	BARCELOUX BROTHERS AUTO	328.88	.00	328.88	B60906	AUGUST STMT PER ATTACHED
033947	09/09/16	CAL17	CALPERS	3250.00	.00	3250.00	14811095	GASB 68 ACTUARIAL
033948	09/09/16	COD00	CODE PUBLISHING COMPANY	252.45	.00	252.45	54193	WILLOWS MUNICIPLE CODE UP
033949	09/09/16	COM16	COMCAST CABLE	55.15	.00	55.15	B60908	LIBRARY INTERNE 9/3-10/2/
033950	09/09/16	COR00	CORNING FORD MERCURY	206.26	.00	206.26	140770	PD VEHICLE INSPECTION
033951	09/09/16	ERE00	ER ENERGY	52.16 64.50	.00 .00	52.16 64.50	514000 514393	PROPANE TANK MONITOR
Check Total.....:				116.66	.00	116.66		
033952	09/09/16	EVE00	EVERGREEN NOTE SERVICING	45.00	.00	45.00	B60908	NOTE SERVICING AUGUST 201
033953	09/09/16	EWI00	EWING IRRIG. PRODUCTS, INC	220.54	.00	220.54	2099745	SPRINKLER REPAIR
033954	09/09/16	FGL00	FGL ENVIRONMENTAL	21.00	.00	21.00	676518A	BACTI ANALYSIS
033955	09/09/16	GAN01	GANDY-STALEY OIL CO.	1166.55 672.46	.00 .00	1166.55 672.46	B60908 B60909	AUGUST STMT PER ATTACHED CARDLOCK FD AUGUST 2016
Check Total.....:				1839.01	.00	1839.01		
033956	09/09/16	GLE21	GLENN CO. SHERIFFS DEPT.	156.00	.00	156.00	090716-01	PD LIVE SCAN
033957	09/09/16	GLE41	GLENN CO. ROP PRINTING	113.95 90.73	.00 .00	113.95 90.73	4382 4385	INFORMATION SHEETS OFFICER NOTEBOOKS
Check Total.....:				204.68	.00	204.68		
033958	09/09/16	HUN00	HUNT & JEPSON ATTORNEYS	427.50	.00	427.50	2016-08+	GENERAL PUBLIC AGENCY REP
033959	09/09/16	HUN01	HUNT & SONS, INC.	433.27	.00	433.27	B60908	AUGUST STMT PER ATTACHED
033960	09/09/16	IND00	INDUSTRY PACKING & SEAL,	374.97	.00	374.97	23872	PUMP PACKS SYCAMORE LEFT
033961	09/09/16	INK01	THE INKWELL	142.39	.00	142.39	B60908	AUGUST STMT PER ATTACHED
033962	09/09/16	ITF01	INDUSTRIAL TRUCK & FARM	106.40	.00	106.40	B60909	AUGUST STMT PER ATTACHED
033963	09/09/16	IWO00	iWorQ SYSTEMS	1272.00	.00	1272.00	8139	INTERNET PERMIT SOFTWARE
033964	09/09/16	KNI03	KNIFE RIVER CONSTRUCTION	677.06	.00	677.06	173283	PATCH
033965	09/09/16	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B60901	VEHICLE ALLOW. RECREATION
033966	09/09/16	MAN04	KAREN MANTELE	16.15	.00	16.15	B60908	REIMBURSE POSTAGE
033967	09/09/16	MEZ00	JODY MEZA	52.00	.00	52.00	B60908	REIMBURSE LIVESCAN
033968	09/09/16	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	1137954	CYLINDER RENTAL AUGUST 20
033969	09/09/16	O'R01	O'REILLY AUTO PARTS	533.20	.00	533.20	B60909	AUGUST STMT PER ATTACHED
033970	09/09/16	OFF05	OFFICE DEPOT, INC.	101.56	.00	101.56	82188001	OFFICE SUPPLIES ADMIN
033971	09/09/16	PEA00	WAYNE PRABODY	200.00 120.45	.00 .00	200.00 120.45	B60901 B60906	TECHNOLOGY ALLOWANCE SEPT RFRFRSHMNTS FOR FIRE CRE
Check Total.....:				320.45	.00	320.45		
033972	09/09/16	PGE01	PG & E	25.74	.00	25.74	B60908	P.G. & E. 1600 S TEHAMA
033973	09/09/16	SAF03	SAFETY TIRE SERVICE	43.44	.00	43.44	29028	#14 BACKHOE REPAIR
033974	09/09/16	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B60901	VEHICLE ALLOW. FINANCE SE

REPORT : Sep 09 16 Friday
 RUN... : Sep 09 16 Time: 11:06
 Run By : JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing For 09-16 Bank Account.: 1045

PAGE: 002
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
033975	09/09/16	SAN02	SANI FOOD MARKET, INC.	198.97	.00	198.97	6	REFRESHMENTS FOR FIRE CRE
033976	09/09/16	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B60901	ELK CREEK LIBRARY RENT SE
033977	09/09/16	THO00	THOMAS HYDRAULIC AND	65.79	.00	65.79	381182	#19 ROLLER REPAIR
033978	09/09/16	USB02	US BANK	936.97	.00	936.97	312022528	EQUIPMENT LEASE 8/20-9/20
033979	09/09/16	USB04	U.S. BANK CORPORATE PAYME	3960.89	.00	3960.89	B60909	AUGUST STMT PER ATTACHED
033980	09/09/16	VAL14	VALLEY TRUCK & TRACTOR CO	78.80	.00	78.80	645375	#31 JD MOWER REPAIR
033981	09/09/16	VER02	VERIZON WIRELESS	540.65	.00	540.65	B60908	TELEPHONE EXP. 7/27-8/26/
033982	09/09/16	WILHD	WILLOWS HARDWARE, INC.	568.00	.00	568.00	B60908	AUGUST STMT PER ATTACHED
033983	09/09/16	WILHJ	WILLOWS ACE HARDWARE	767.19	.00	767.19	B60908	AUGUST STMT PER ATTACHED
Cash Account Total.....:				20220.53	.00	20220.53		
Total Disbursements.....:				20220.53	.00	20220.53		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Sep 21 16 Wednesday
 RUN...: Sep 21 16 Time: 08:08
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 09-16 Bank Account.: 1045

PAGE: 001
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
033984	09/14/16	GLE29	COUNTY OF GLENN	21939.48	.00	21939.48	B60913	RETURN OF NEWCSD OVERPAYM
033985	09/14/16	AME01	AMERICAN RIVER COLLEGE	151.25	.00	151.25	B60914	INVESTIGATION CLASS
033986	09/14/16	CCP00	CCP INDUSTRIES	261.39	.00	261.39	1757539	GLOVES
033987	09/14/16	CIT02	CITIZENS BUSINESS BANK	52603.58	.00	52603.58	B60913	FIRE ENGINE LEASE #06-063
033988	09/14/16	COM16	COMCAST CABLE	52.55	.00	52.55	B60913	INTERNET PD 9/7-10/6/16
033989	09/14/16	GLE09	GLENN CO. OFFICE OF EDUCA	18000.00	.00	18000.00	B60913	PASS THROUGH FUNDS-LITERA
033990	09/14/16	GLE12	GLENN COUNTY TAX COLLECTO	134.32	.00	134.32	B60913	UNSECURED SUPPLEMENTAL TA
033991	09/14/16	INT16	INTERSTATE BATTERY SYSTEM	242.84	.00	242.84	30045899	BATTERY UTILITY #7
033992	09/14/16	JER00	JEREMY'S PEST STOMPERS	30.00	.00	30.00	981610	PEST CONTROL PD SEPT 2016
033993	09/14/16	LEM01	CAROL LEMENAGER	20.00	.00	20.00	B60914	LIVE SCAN
033994	09/14/16	MAT01	MATSON & ISOM TECHNOLOGY	165.00	.00	165.00	55364	CONFIGURE AND INSTALL WOR
				2771.00	.00	2771.00	55690	MANAGED PARTNER AGREEMENT
Check Total.....:				2936.00	.00	2936.00		
033995	09/14/16	NOR43	ACCESS	21.40	.00	21.40	1597251	SHREDDING SERVICES AUG 20
033996	09/14/16	OFF05	OFFICE DEPOT, INC.	52.36	.00	52.36	643001	OFFICE SUPPLIES PD
033997	09/14/16	PGR01	PG & E	24.89	.00	24.89	B60913	P.G. & E. 1600 S TEHAMA
033998	09/14/16	SAC08	SACRAMENTO VALLEY MIRROR	81.00	.00	81.00	14236	LEGAL AD
033999	09/14/16	SAN02	SANI FOOD MARKET, INC.	48.53	.00	48.53	B60914	PRESS CONFERENCE MEAL
034000	09/14/16	SEV00	SEVERN TRENT ENVIRONMENTA	50589.58	.00	50589.58	12661	WILLOWS OPERATION SEPT 20
034001	09/14/16	SPP00	SPP FUND MASTER TENANT, L	11490.33	.00	11490.33	9344547	SOLAR ELECTRICITY AUG 201
034002	09/14/16	VES01	RAY VESSELS	434.16	.00	434.16	B60914	REIMBURSE HOTEL CHARGES
034003	09/14/16	WILHN	SHAWN WILLIAMS	150.00	.00	150.00	B60914	TRAINING PER DIEM
Cash Account Total.....:				159263.66	.00	159263.66		
Total Disbursements.....:				159263.66	.00	159263.66		
Cash Account Total.....:				.00	.00	.00		

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

AGENDA ITEM

September 27, 2016

TO: Honorable Mayor Hansen and Members of City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Consideration and possible adoption of an Ordinance Amending Title II, Section 2.07 of the Willows Municipal Code; establishing regulations regarding Library Board of Trustee Meetings

RECOMMENDATION

Staff recommends that the Council read by title only and pass first reading of an Ordinance Amending Title II, Section 2.70.020 of Chapter 2.70 of the Willows Municipal Code.

SUMMARY

At their August 11, 2016 meeting, the Willows Library Board of Trustees took action on an item to make a recommendation to the City Council to adopt an Ordinance to amend Code 2.70.020 of the Willows Municipal Code. Their recommendation was that the Council allow for the Board of Library Trustees meeting times, places and frequency be established by resolution. Currently the Ordinance states that the board must meet at least once per month, and the board has expressed that they would like to conduct their meetings once every other month. Library Director, Jody Meza, has expressed that the Orland Library Board meets every other month and that seems to work out well for them and she indicated that she would be in favor of Willows also holding meetings every other month. Therefore, it is staff's recommendation that the Council read by title only and pass first reading of the attached Ordinance amending Section 2.70.020 of the Willows Municipal Code.

FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

Staff recommends that the Council read by title only and pass first reading of an Ordinance Amending Title II, Section 2.70.020 of Chapter 2.70 of the Willows Municipal Code.

Respectfully submitted,


Wayne Peabody
Interim City Manager

WILLOWS PUBLIC LIBRARY BOARD MEETING MINUTES

This meeting of the Willows Public Library Board was held on Thursday, August 11, 2016, at the Willows Public Library. The meeting was called to order at 11:00am by Jody Meza.

Action Item: Election of President. Lisa Kennedy made a motion to nominate Lynn Soeth as President. It was seconded by Robert Griffith. All ayes and no nays. Motion passed.

Roll Call: Board members present: Lisa Kennedy, Robert Griffith, Lynn Soeth, Julie Price, Sunshine Kelly and Jody Meza – Willows Librarian

Others Present: Lauren Carly, Elk Creek Friends of the Library, Brian Ramos - Willows Friends of the Library, Larry Domenghini – Willows City Liaison & Alaya Frey Interim Coordinator for Glenn County Literacy Projects.

Meeting Minutes: Motion made by Bob Griffith to accept meeting minutes with correction of spelling of "Catherine Hanes" from June 9, 2016 Board meeting. It was seconded by Julie Price.

List of Bills Paid: Willows Bywater bill for \$3,000/year in June is the administrative support and hosting fee for the new integrated library system. In June for Willows was \$388.87 for the yearly magazine subscription service.

Open Floor to General Public: Sunshine Kelly was welcomed by the Board as our newest Trustee!

OLD/ONGOING BUSINESS: Willows Report: Numbers are up 10%! Children's Services numbers are outstanding. Lollie was praised for her ambition! **Bayliss Report:** Numbers are good! **Elk Creek Report:** Numbers are good. Lauren passed out the latest edition of The Elk Creek Bugler.

Friends of the Library Report: \$2/bag book sale will be August 25-27 during regular library hours in the library. Lisa Kennedy told Brian Ramos about the "inch sale" book sale she attended where people are charged by the thickness of books. It was food for thought. The Friends made some book donations.....9 boxes to Thrift store, 64 Dictionaries and Thesauruses were give to GCOE Foster Youth Coordinator for backpacks and a couple boxes a week for the local food bank for patrons. They will also be giving some books to the patients at Glenn Medical Center. They are going to sponsor a Short Story contest In the fall open to all students K-12 that reside in school district. There will be 4 categories. They still need to make final contact with some schools and will hand out a flyer. Awards will be handed out either October 17 or 24th.

Glenn County Literacy Project Report: Dawn George is out and Alaya Frey is the Interim Coordinator. She has been busy making appointments and has 9 volunteers to help man tables and talk to people and 2 are active volunteers that will receive training next week. The focus is on outreach as in the Summer Reading Program and National Night Out. She will be going to the Migrant Workers camp and will be attending the Glenn Health Service staff meeting next week. She will also be present at Back To School Night. The Enterprise Record did a news article about the program and it will be coming out soon. She has been asked for resume and reading and writing help. She has also created a Facebook page. She isn't familiar with area and was given suggestion to set up information at the Indian Valley Health Services and the Laundromat.

NEW BUSINESS:

ACTION ITEM: Recommend to City Council an ordinance amendment on Code 2.70.020. Propose new language "The Board of Library Trustees shall establish by resolution the time, place, and frequency of its regular meetings." Bob Griffith made the motion to use the recommended language for Code. It was seconded by Julie Price. All ayes and no nays. Motion carried.

➔ **ACTION ITEM:** Cancellation of September meeting. Sunshine Kelly made a motion to cancel meeting and it was seconded by Bob Griffith. All ayes and no nays. Motion carried.

ACTION ITEM: Request to utilize up to \$350 out of Donation Fund for purchase of display signage. Bob Griffith made a motion to use up to \$350 out of Donation Fund for signage and it was seconded by Julie Price. All ayes and no nays. Motion carried

Update on Broadband/CENIC internet upgrade and equipment grant status: Jody made a copy from the California State Librarian giving Grant assistance for the California Public Library Boardband Project. The equipment needed will cost \$11,350. This will be a big boost for the library and Jody would like to see the range extend throughout the parking lot outside. This is a big benefit and the other offices are excited about it as well.

SUMMER READING PROGRAM: Flyer handed out for the Willows Program. The end result was 23 programs with 839 attendees. Wow, what a successful summer and congratulations for a job well done by Lolee! Bayliss and Elk Creek will give a separate report later.

Comments by Board Members: Lisa Kennedy may be absent for October meeting as she will be working in rice harvest. She will notify Jody if she is unable to attend. Lauren Carly asked about the ILL program. It was funded by the State Library. They have basically gone away from that and are using the ZIP program. If it can't be purchased or is for a one time use it can be ordered through the ILL.

Meeting adjourned at 11:57.

NEXT BOARD MEETING: Tentatively scheduled for **Thursday, October 13, 2016** at 11am. at the **Willows LIBRARY.**

ORDINANCE NO ---2016

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AMENDING TITLE II SECTION 2.70.020 OF CHAPTER 2.70 OF THE
WILLOWS MUNICIPAL CODE**

WHEREAS, the City Council of the City of Willows hereby intends to and does amend Section 2.70.020 of the Willows Municipal Code,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 2.70, **section 2.70.020** of the Willows Municipal Code is hereby amended to read as follows:

2.70.020 Meetings of board – Quorum – Officers – Records.

~~The board of library trustees shall meet at least once a month at such time and place as they may fix.~~ *The City Council shall establish by Resolution the time, place and frequency of the Library Board of Trustees regular meetings.* A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their members president, who shall serve for one year and until his/her successor is appointed, and in his/her absence, shall select a president pro tem. The board shall cause a proper record of their proceedings to be kept and shall comply with all open meeting laws.

SECTION 2: It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Ordinances of the City Council.

SECTION 3: The City of Willows City Council may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to establishing the time, place and frequency of its regular meetings.

SECTION 4. Severability. Should any provision of this ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this ordinance or the application of this ordinance to any other person or circumstance and, to that end, the provisions hereof are severable.

SECTION 5. Effective Date. This ordinance shall take effect and be in force thirty (30) days after its adoption as provided by Government Code Section 36937.

SECTION 6. *Certification.* The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in accordance with State Law.

I HEREBY CERTIFY that the foregoing ordinance was introduced at a regular meeting of the City Council of the City of Willows on the 27th day of September, 2016 and passed and adopted at a regular meeting thereof, held on the ____ day of ____, 2016, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Natalie Butler, City Clerk

AGENDA ITEM

September 27, 2016

TO: Honorable Mayor Hansen and Members of City Council
FROM: John Wanger, City Engineer
SUBJECT: Acceptance of the Tehama Street Reconstruction Project

RECOMMENDATION

Staff recommends that the City Council approve the resolution accepting the improvements associated with the Tehama Street Reconstruction Project and authorize the filing of the Notice of Completion and release of surety.

SUMMARY

This project involved reconstruction of the southbound lane of Tehama Street between Wood Street and Sycamore Street. Construction included reconstructing the traffic lane, as well as replacement of pedestrian ramps and striping.

The project has recently been completed by Knife River Corporation (Knife River) to the City's satisfaction. The total construction cost was \$236,471.71. As can be seen in the Financial Consideration portion, the overall project came in under the total approved budget.

Based upon the satisfactory completion of the work, Staff is recommending that the City Council accept the improvements, authorize the City Engineer to file the Notice of Completion and authorize the release of all bonds for this project except for the maintenance bond, which will be retained for 1 year to cover any issues that may come up.

FINANCIAL CONSIDERATIONS -

The overall budget and expenditures for this project is summarized as follows:

	<u>Approved Budget</u>	<u>Actual Expenditure</u>
Construction Contract (incl. contingency)	\$260,841	\$236,471.71
Const. Mgmt/Inspection/Testing	<u>\$ 30,520</u>	<u>\$ 20,061.04</u>
Total Cost	\$291,361	\$256,532.75

Please note that there may be additional Construction Management costs incurred in closing out the project; however they should be minor.

The project is funded through the Gas Tax 2103 Funds (Fund 372.)

NOTIFICATION

None required

ALTERNATE ACTIONS

None recommended

RECOMMENDATION

Staff recommends that the City Council approve the resolution accepting the improvements associated with the Tehama Street Reconstruction Project and authorize the filing of the Notice of Completion and release of surety.

Respectfully submitted,

John Wanger
City Engineer

Approved,



Wayne Peabody
Interim City Manager

Attachments: Resolution

RESOLUTION No. XX-2016

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
ACCEPTING THE IMPROVEMENTS ASSOCIATED WITH THE TEHAMA STREET RECONSTRUCTION
PROJECT, AUTHORIZING THE RELEASE OF RETENTION AND AUTHORIZING THE NOTICE OF
COMPLETION TO BE FILED FOR THE PROJECT**

WHEREAS, at the July 24, 2015 City council meeting, the City Council approved entering into a contract with Knife River Corporation (Knife River) for the Tehama Street Reconstruction ("Project"); and

WHEREAS, the Project has been inspected and determined to have been completed in accordance with the contract requirements; and

WHEREAS, based upon the foregoing, staff recommends acceptance of the Project on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS
FOLLOWS:**

1. The city hereby accepts the improvements associated with the Project.
2. Authorizes the City Engineer to release the Performance and Labor & Material surety posted with this project; and to hold the Maintenance Bond for a period of one year from the date of this resolution, at which time the City Engineer is authorized to release said bond if the improvements remain in good condition and there is no issues to be resolved.
3. Authorizes and directs the City Engineer to file a Notice of Completion concerning the Project with the Glenn County Clerk's Office within ten (10) days of the date of this Resolution.
4. This Resolution shall become effective immediately.
5. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 27th day of September, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
APPROVED:

ATTESTED:

Gary L. Hansen, Mayor

Natalie Butler, City Clerk

WHEN RECORDED RETURN TO:
City Clerk
City of Willows
201 N. Lassen Street
Willows, CA 95988

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned City of Willows, 201 N. Lassen Street, Willows, California, owners in fee of Tehama Street within the City of Willows, California, observed certain construction work to be performed within the City of Willows, County of Glenn, which work is generally described as follows:

The reconstruction of Tehama Street between Wood Street and Sycamore Street. The project involved reconstruction of the southbound lane of the roadway and installation of certain pedestrian ramps and striping.

That the contractor for the performance of such work was awarded to Knife River Corporation and that said work was satisfactorily completed on September 16, 2016 in accordance with the Project Plans and Specifications. The final construction cost for the project was \$236,471.71.

This notice is given pursuant to Section 3094 and 3129 of the Civil Code of the State of California.

This is to certify that the Notice of Completion above is hereby authorized by order of the Council of the City of Willows pursuant to Council Resolution No. ____ dated September 27, 2016, and owner consents to recordation thereof by its duly authorized officer.	<p>City of Willows A Municipal Corporation</p> <p>I declare under penalty of perjury that the information is true and correct.</p> <p>By: _____, City Engineer</p> <p>Dated: September 27, 2016</p>
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AGENDA ITEM

September 27, 2016

TO: Honorable Mayor Hansen and Members of City Council
FROM: John Wanger, City Engineer
SUBJECT: Acceptance of the N. Butte Street and N. Sacramento Street Reconstruction Project

RECOMMENDATION

Staff recommends that the City Council approve the resolution accepting the improvements associated with the N. Butte Street and N. Sacramento Street Reconstruction Project and authorize the filing of the Notice of Completion and release of surety.

SUMMARY

This project involved reconstruction of a portion of N. Butte Street (between Wood Street and W. Willows St.) and a portion of N. Sacramento Street (Wood Street to E. Sycamore St.) At both locations, the overall road section (pavement and base material) was completely replaced. In addition to the reconstruction of the road, the project also involved replacement/upgrading many of the pedestrian curb ramps, replacement of damaged sidewalk, curb and gutter on both streets, as well as replacement of the sewer main and sewer laterals within the pavement on N. Sacramento Street.

The project has recently been completed by Knife River Corporation (Knife River) to the City's satisfaction. The total construction cost was \$1,245,460.21. Please note that the total construction cost was slightly over the construction/contingency costs initially allocated; however the construction management, testing and inspection costs were under budget. As can be seen in the Financial Consideration portion, the overall project came in under the total approved budget.

Based upon the satisfactory completion of the work, Staff is recommending that the City Council accept the improvements, authorize the City Engineer to file the Notice of Completion and authorize the release of all bonds for this project except for the maintenance bond, which will be retained for 1 year to cover any issues that may come up.

FINANCIAL CONSIDERATIONS -

The overall budget and expenditures for this project is summarized as follows:

	<u>Approved Budget</u>	<u>Actual Expenditure</u>
Construction Contract and contingencies	\$1,240,898.25	\$1,245,460.21
Const. Mgmt. /Inspection	\$ 124,544.00	\$ 115,085.28*
Total budget	<u>\$1,365,442.25</u>	<u>\$1,360,545.49</u>

* Note – Actual project expenditures for CM/Inspection and testing to date are \$115,085; however there is additional work needed to close out the project with federal funding paperwork. It is estimated that the total Construction management cost will be between \$119,000 and \$120,000.

The project was funded through Federal Funds (totaling \$937,000), Fund 318-Sewer Maintenance Enterprise Funds (\$260,771), Fund 319-TDA-LTF (\$ 32,500) and Fund 310-RSTP (\$135,171.)

It should also be noted that during the course of construction, PG&E asked the City's contractor to remove some of the old gas lines in the project and agreed to reimburse the City for the expense. The cost to do this work totaled \$31,017.26 of construction and \$3,162.51 in inspection costs (totaling \$34,179.77.) This amount has been included in an invoice to PG&E and is not reflected in the above totals, as it does not impact overall City or Federal funding.

NOTIFICATION

None required

ALTERNATE ACTIONS

None recommended

RECOMMENDATION

Staff recommends that the City Council approve the resolution accepting the improvements associated with the N. Butte Street and N. Sacramento Street Reconstruction Project and authorize the filing of the Notice of Completion and release of surety.

Respectfully submitted,

John Wanger
City Engineer

Approved,



Wayne Peabody
Interim City Manager

Attachments: Resolution

RESOLUTION No. XX-2016

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
ACCEPTING THE IMPROVEMENTS ASSOCIATED WITH THE N. BUTTE STREET AND N. SACRAMENTO
STREET RECONSTRUCTION PROJECT, AUTHORIZING THE RELEASE OF RETENTION AND
AUTHORIZING THE NOTICE OF COMPLETION TO BE FILED FOR THE PROJECT**

WHEREAS, at the September 15, 2015 City council meeting, the City Council approved entering into a contract with Knife River Corporation (Knife River) for the N. Butte Street and N. Sacramento Street Reconstruction ("Project"); and

WHEREAS, the project has been inspected and determined to have been completed in accordance with the contract requirements; and

WHEREAS, based upon the foregoing, staff recommends acceptance of the project on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS
FOLLOWS:**

1. The city hereby accepts the improvements associated with the Project.
2. Authorizes the City Engineer to release the Performance and Labor & Material surety posted with this project; and to hold the Maintenance Bond for a period of one year from the date of this resolution, at which time the City Engineer is authorized to release said bond if the improvements remain in good condition and there is no issues to be resolved.
3. Authorizes and directs the City Engineer to file a Notice of Completion concerning the Project with the Glenn County Clerk's Office within ten (10) days of the date of this Resolution.
4. This Resolution shall become effective immediately.
5. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 27th day of September, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary L. Hansen, Mayor

Natalie Butler, City Clerk

WHEN RECORDED RETURN TO:
City Clerk
City of Willows
201 N. Lassen Street
Willows, CA 95988

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned City of Willows, 201 N. Lassen Street, Willows, California, owners in fee of N. Sacramento Street and N. Butte Street within the City of Willows, California, observed certain construction work to be performed within the City of Willows, County of Glenn, which work is generally described as follows:

The reconstruction of N. Butte Street between W. Willow Street and Wood Street and N. Sacramento Street between Sycamore Street and Wood Street. The project involved reconstruction of the roadway and certain portions of the sidewalk, curb, gutter, storm drain, and sewer systems.

That the contractor for the performance of such work was awarded to Knife River Corporation and that said work was satisfactorily completed on September 16, 2016 in accordance with the Project Plans and Specifications. The final construction cost for the project was \$1,245,460.21.

This notice is given pursuant to Section 3094 and 3129 of the Civil Code of the State of California.

<p>This is to certify that the Notice of Completion above is hereby authorized by order of the Council of the City of Willows pursuant to Council Resolution No. ____ dated September 27, 2016, and owner consents to recordation thereof by its duly authorized officer.</p>	<p>City of Willows A Municipal Corporation</p> <p>I declare under penalty of perjury that the information is true and correct.</p> <p>By: _____, City Engineer</p> <p>Dated: September 27, 2016</p>
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