



Willows City Council Regular Meeting

February 11, 2020
Willows City Hall
7:00 p.m.

Agenda

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

City Council
Kerri Warren, Mayor
Larry Domenighini, Vice Mayor
Gary Hansen, Council Member
Lawrence Mello, Council Member
Joe Flesher, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

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 is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **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 Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of general checking, payroll & direct deposit check registers 37544-37578 and 37555-37649, Z10526-Z10564, 38478-38507
- b. Approval of minutes of the Special Sewer Rate Ad Hoc Committee Meeting held on January 21, 2020.
- c. Approval of minutes of the Regular City Council Meeting held on January 28, 2020.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings or any item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2019.

7. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

8. ADJOURNMENT

This agenda was posted on February 6, 2020



Tara Rustenhover, City Clerk

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. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). 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



CONSENT AGENDA



Period

1/25/2020 TO 2/7/2020

General Checking 37544 TO 37578
37555 TO 37649

Payroll Direct Deposit Z10526 TO Z10564

Payroll Checks 38478 TO 38507

APPROVAL DATE 2/11/2020

APPROVED _____

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
037544	01/06/20	SEC00	SECRETARY OF STATE	20.00	.00	20.00	C00106P	STATEMENT OF INFORMATION
037545	01/07/20	ABO00	STEVE ABOLD	200.00	.00	200.00	C00102	PUB. WKS. TOOL PARKS/PUB.
037547	01/07/20	AMA00	AMAZON.COM	288.66	.00	288.66	C00102	DEC 2019 STMT PER ATTACHE
037548	01/07/20	AME43	AMERICAN RED CROSS HEALTH	126.00	.00	126.00	22245687	FIRE DEPT CPR CLASS
037549	01/07/20	ATT01	A.T. & T.	641.69	.00	641.69	C00102	TELEPHONE EXP.11/19-12/18
037549	01/07/20	BAK06	BAKER & TAYLOR BOOKS	326.21	.00	326.21	203498721	NEW PRINT MAT. LIBRARY
037550	01/07/20	CAL01	CALIFORNIA WATER SERVICE	2954.41	.00	2954.41	C00107	WATER EXPENSE11/8-12/10/1
037551	01/07/20	CAL18	CALIFORNIA BUILDING STAND	40.50	.00	40.50	C00107	BSF OCT-DEC 2019
037552	01/07/20	CAL57	CALIFORNIA CHAMBER OF COM	146.31	.00	146.31	11395432	2020 LABOR LAW POSTERS
037553	01/07/20	CHA00	LANCE CHAPMAN	215.00	.00	215.00	C00102	CLOTHING EXP. FIRE DEPART
037554	01/07/20	CLE03	CLEARWAY ENERGY LLC	6472.76	.00	6472.76	255257	SOLAR ELECTRICITY NOV 201
037555	01/07/20	COL07	JANE COLLINS	45.24	.00	45.24	C00102	MILEAGE EXP JULY-DEC 2019
				45.24	.00	45.24	C00107	MILEAGE REIMBURSEMENT JUL
			Check Total.....:	90.48	.00	90.48		
037556	01/07/20	COM16	COMCAST CABLE	145.94	.00	145.94	C00102	ADMIN INTERNET 12/29/19-1
				150.94	.00	150.94	CC20102	FD INTERNET 12/19/19-1/18
			Check Total.....:	296.88	.00	296.88		
037557	01/07/20	COR02	CORBIN WILLITS SYSTEMS	416.03	.00	416.03	B912151	CONT.SERV. FINANCEJAN 202
037558	01/07/20	CUR01	L.N. CURTIS & SONS	58.99	.00	58.99	528923	T-4 REPAIR
037559	01/07/20	DEP01	DEPT. OF CONSERVATION	19.53	.00	19.53	C00107	SMIP OCT-DEC 2019
037560	01/07/20	DOO00	DOORMART	3001.50	.00	3001.50	27023	INSTALL/REPAIR FD DOOR
037561	01/07/20	FED00	FEDEX	11.94	.00	11.94	687404328	SHIPPING
037562	01/07/20	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	990466A	BACTI ANALYSIS
037564	01/07/20	HIN02	HINDERLITER DELLAMAS & AS	404.56	.00	404.56	32728IN	AUDIT SERVICES-SALES TAX
037564	01/07/20	HOF02	SARAH HOFFMAN	100.00	.00	100.00	C00102	MILEAGE EXPENSE JAN 2020
037565	01/07/20	HUT00	JAKE HUTSON	215.00	.00	215.00	C00102	CLOTHING EXP. FIRE DEPART
037566	01/07/20	INT16	INTERSTATE BATTERY SYSTEM	481.55	.00	481.55	607151	FD BATTERY
				138.23	.00	138.23	30055203	FD BATTERY
				64.35	.00	64.35	30055204	GOLF CART BATTERY
			Check Total.....:	684.13	.00	684.13		
037567	01/07/20	KNI03	KNIFE RIVER CONSTRUCTION	167.69	.00	167.69	223510	WET PATCH
037568	01/07/20	LIN01	LINCOLN AQUATICS	282.17	.00	282.17	NS315092	POOL MAINTENANCE
037569	01/07/20	MET01	METROPOLITAN TRANSPORTATI	1500.00	.00	1500.00	4926AR114	STREET SAVER SUBSCRIPTION
037570	01/07/20	MON02	NATHANIAL MONCK	215.00	.00	215.00	C00102	CLOTHING EXP. FIRE DEPART
037571	01/07/20	NOR43	ACCESS	57.48	.00	57.48	7727154	SHREDDING SERVICES SEPT 2
037572	01/07/20	OFF05	OFFICE DEPOT, INC.	85.99	.00	85.99	907949001	OFFICE SUPPLIES
037573	01/07/20	PEA00	WAYNE PEABODY	200.00	.00	200.00	C00102	TECHNOLOGY ALLOWANCE JAN
037574	01/07/20	POR00	PORTER SCOTT	5853.00	.00	5853.00	134038	CITY OF WILLOWS VS SPP
037575	01/07/20	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2803738	PROF. SERVICES GENERAL OF
037576	01/07/20	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	C00102	VEHICLE ALLOW. FINANCE JA
037577	01/07/20	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	C00102	RENT EC LIBRARY JAN 2020
037578	01/07/20	WILHQ	WILLOWS AUTO PARTS	847.00	.00	847.00	C00102	DEC 2019 STMT PER ATTACHE
			Cash Account Total.....:	26324.19	.00	26324.19		
			Total Disbursements.....:	26324.19	.00	26324.19		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: Jan 24 20 Friday
 RUN....: Jan 24 20 Time: 12:05
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 01-20 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
ACH12	01/24/20	UMP01	UMPQUA BANK - MYTAXPAYER	168.46	.00	168.46	941-VH	941 QTR 4
037555	01/07/20	COL07	JANE COLLINS	-45.24	.00	-45.24	C00102u	Ck# 037555 Reversed
				-45.24	.00	-45.24	C00107u	Ck# 037555 Reversed
			Check Total.....:	-90.48	.00	-90.48		
037579	01/25/20	4LE00	4LEAF INC	37807.44	.00	37807.44	J3693L	SOUTH WILLOWS INFRASTRUCT
037580	01/25/20	KNI03	KNIFE RIVER CONSTRUCTION	220751.03	.00	220751.03	C00124	SOUTH WILLOWS INFRASTRUCT
			Cash Account Total.....:	258636.45	.00	258636.45		
			Total Disbursements.....:	258636.45	.00	258636.45		
			Cash Account Total.....:	.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
037581	01/27/20	BAK06	BAKER & TAYLOR BOOKS	139.30 183.19	.00 .00	139.30 183.19	35030269 35031351	NEW PRINT MAT. LIBRARY NEW PRINT MAT. LIBRARY
Check Total.....				322.49	.00	322.49		
037582	01/27/20	BAT00	BATTERIES + BULBS	67.80	.00	67.80	P22472790	4V LEAD BATTERY
037583	01/27/20	CAS03	CASCADE FIRE EQUIPMENT	264.01	.00	264.01	105012	FIRE EQUIPMENT
037584	01/27/20	CHI07	CHICO IMMEDIATE CARE	165.00	.00	165.00	C00127	DMV PHYSICAL
037585	01/27/20	CLE03	CLEARWAY ENERGY LLC	3758.65	.00	3758.65	270667	SOLAR ELECTRICITY 12/01/1
037586	01/27/20	COL07	JANE COLLINS	45.24	.00	45.24	C00127	MILAGE JULY-DEC 2019
037587	01/27/20	CUR01	L.N. CURTIS & SONS	572.23 25.10	.00 .00	572.23 25.10	350793 534920	VALVE/BUCKLE/STRAP LADDER
Check Total.....				597.33	.00	597.33		
037588	01/27/20	ENT01	ENTERPRISE-RECORD	419.85	.00	419.85	C00127	SUBSCRIPTION RENEWAL
037589	01/27/20	FGL00	FGL ENVIRONMENTAL	88.00 26.00	.00 .00	88.00 26.00	070071A 990467A	BACTI ANALYSIS INORGANIC ANALYSIS
Check Total.....				114.00	.00	114.00		
037590	01/27/20	GLE09	GLENN CO. OEFICE OF EDUCA	20.00	.00	20.00	2020018	LIVE SCAN
037591	01/27/20	GLE25	GLENN CO. FIRE CHIEF'S	300.00	.00	300.00	20-0012	REPEATER REPAIRS & UPDATE
037592	01/27/20	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	16209	PEST CONTROL FD
037593	01/27/20	KIM00	KIMBALL MIDWEST	105.62	.00	105.62	7640696	INVENTORY STOCK
037594	01/27/20	KNI03	KNIFE RIVER CONSTRUCTION	186.35	.00	186.35	224581	WET PATCH
037595	01/27/20	LIF01	LIFE ASSIST	300.25	.00	300.25	965036	MEDIC SUPPLIES
037596	01/27/20	LIN01	LINCOLN AQUATICS	282.17	.00	282.17	S0327374	POOL MAINTENANCE
037597	01/27/20	MEN02	MENDES SUPPLY COMPANY	246.90	.00	246.90	R04014800	LINERS/TOWELS/TISSUE
037598	01/27/20	MID03	MIDWEST TAPE	406.51 93.50	.00 .00	406.51 93.50	98451615 98480135	DVD'S DVD'S
Check Total.....				500.01	.00	500.01		
037599	01/27/20	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1278260	CYLINDER RENTAL
037600	01/27/20	NAT26	NATIONAL FIRE SYSTEMS, IN	273.60 87.50	.00 .00	273.60 87.50	83821 88509	HOOD INSPECTION EQUIPMENT INSPECTIONS
Check Total.....				361.10	.00	361.10		
037601	01/27/20	NCC01	NCCSIF	15000.00	.00	15000.00	2204	WORKERS COMP.
037602	01/27/20	NOR03	NORTHNET LIBRARY SYSTEM	571.00	.00	571.00	1862	MEMBERSHIP FEES
037603	01/27/20	NSW00	NSWTS	110.00	.00	110.00	651	MONTHLY SERVICE CHARGE
037604	01/27/20	OSC01	OSCAR'S	302.24	.00	302.24	547458	JERSEYS
037605	01/27/20	PGE01	PG & E	24.64	.00	24.64	C00127	P.G. & E. 12/05/19-1/3/20
037606	01/27/20	POR00	PORTER SCOTT	29.00	.00	29.00	134296	CITY OF WILLOWS VS SPP
037607	01/27/20	PRD00	PR DIAMOND PRODUCTS, INC	250.00	.00	250.00	54556IN	CONCRETE SAW BLADE
037608	01/27/20	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2838120	PROF. SERVICES GENERAL OF
037609	01/27/20	SCB00	SCBA SALES AND RENTAL	4065.00	.00	4065.00	102120	CARBON FIBER CYLINDERS
037610	01/27/20	SCO00	SCOTTY'S ELECTRIC MOTOR R	10438.18	.00	10438.18	64243Q	REPLACEMENT MOTOR AND WIR
037611	01/27/20	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	47546	WILLOWS OPERATION JAN 202
037612	01/27/20	SUC01	SUCCESS PRINTING	5.68 83.12	.00 .00	5.68 83.12	3887 6000	CARD STOCK FIRE INSPECTION REPORTS
Check Total.....				88.80	.00	88.80		
037613	01/27/20	SUN07	SUN LIFE FINANCIAL	2561.45 2561.45	.00 .00	2561.45 2561.45	C00127 AB20127	GAP PREMIUM 11/1-11/30/19 GAP PREMIUM 12/1-12/31/19
Check Total.....				5122.90	.00	5122.90		
037614	01/27/20	SWR01	SWRCB FEES	1400.00	.00	1400.00	402941	ANNUAL FEE-STORM WATER

REPORT: Jan 27 20 Monday
 IN: Jan 27 20 Time: 16:37
 in By: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 01-20 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
37614	01/27/20	SWR01	SWRCB FEES	904.00	.00	904.00	404730	TRANSIENT NONCOMMUNITY WA
Check Total.....:				2304.00	.00	2304.00		
37616	01/27/20	TRU00	TRUE BLUE PROPANE	525.77	.00	525.77	5419	PROPANE DELIVERY
37616	01/27/20	UNI10	UNITED ROTARY BRUSH CORP.	294.68	.00	294.68	CI245304	HEAD CURTAIN SET
37617	01/27/20	UNI11	UNITED RENTALS NORTHWEST,	94.25	.00	94.25	177757083	BLADE
37618	01/27/20	USB02	US BANK	380.77	.00	380.77	403267610	EQUIP. LEASE 12/20/19-1/2
Cash Account Total.....:				102013.69	.00	102013.69		
Total Disbursements.....:				102013.69	.00	102013.69		

REPORT: Jan 30 20 Thursday
 RUN: Jan 30 20 Time: 13:48
 Run By: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 01-20 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
037619	01/30/20	CAL01	CALIFORNIA WATER SERVICE	1599.73	.00	1599.73	C00130	WATER EXPENSE 12/11/19-1/
037620	01/30/20	HUN02	ROBERT W HUNT	3960.00	.00	3960.00	20-01	GENERAL LEGAL SERVICES DE
037621	01/30/20	PGE01	PG & E	16568.63	.00	16568.63	C00130	P.G. & E. 11/14/19-1/13/2
037622	01/30/20	R&R01	R & R AUTOBODY	997.19	.00	997.19	58265915	CLAIMS SETTLEMENT-WHITE
037623	01/30/20	USB04	U.S. BANK CORPORATE PAYME	2385.51	.00	2385.51	C00130	DECEMBER STMT PER ATTACHE
037624	01/30/20	VER02	VERIZON WIRELESS	190.98	.00	190.98	C00130	TELEPHONE EXP. 11/27-12/2
037625	01/30/20	WAL07	WAL-MART COMMUNITY	732.59	.00	732.59	C00130	DECEMBER STMT PER ATTACHE
Cash Account Total.....:				26434.63	.00	26434.63		
Total Disbursements.....:				26434.63	.00	26434.63		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
037626	02/04/20	ABO00	STEVE ABOLD	200.00	.00	200.00	C00204	PUB. WKS. TOOL PARKS/PUB.
037627	02/04/20	ACM00	ACME RIGGING & SUPPLY COM	377.44	.00	377.44	307712	GUTTERBROOM WIRE
037628	02/04/20	COA00	COASTLAND CIVIL ENGINEERI	132.75	.00	132.75	47307	MCDONALD'S THROUGH 10/31/
				218.75	.00	218.75	47338	WILLOWS CITY ENGINEERING
				1618.75	.00	1618.75	47339	EDA GRANT THROUGH 10/31/1
				482.30	.00	482.30	47341	BASIN ST THROUGH 10/31/19
				4390.78	.00	4390.78	47477	RUMLANO CHEESE DEVELOPMEN
				1450.00	.00	1450.00	47487	MCDONALD'S THROUGH 11/30/
				131.25	.00	131.25	47547	WILLOWS CITY ENGINEERING
				1793.75	.00	1793.75	47584	EDA GRANT THROUGH 11/30/1
				731.25	.00	731.25	47697	WILLOWS 2020 RFP PREP FOR
				2535.00	.00	2535.00	47698	IN HOUSE VS CONTRACT ANAL
				2742.50	.00	2742.50	47712	MCDONALD'S THROUGH 12/31/
				43.75	.00	43.75	47746	RUMLANO CHEESE DEVELOPMEN
				543.75	.00	543.75	47750	WILLOWS CITY ENGINEERING
				1410.11	.00	1410.11	47752	EDA GRANT THROUGH 12/31/1
				393.75	.00	393.75	47753	MALIGNAGGI DEVELOPMENT TH
			Check Total.....	18618.44	.00	18618.44		
037629	02/04/20	COM16	COMCAST CABLE	145.94	.00	145.94	C00204	ADMIN INTERNET 1/29-2/28/
037630	02/04/20	CUR01	L.N. CURTIS & SONS	21.45	.00	21.45	354730	VALVE HOLDER
				25.10	.00	25.10	356642	PUMPER LADDER
				21.45	.00	21.45	357014	BUCKLE STRAP
				32.18	.00	32.18	357613	BUCKLE STRAP
			Check Total.....	100.18	.00	100.18		
037631	02/04/20	DEM01	DEMCO, INC.	390.37	.00	390.37	6754270	PAPER SUPPLIES
037632	02/04/20	FP000	FRANCOTYP-POSTALIA, INC.	83.66	.00	83.66	104323989	POSTBASE METER 1/1-3/31/2
037633	02/04/20	GLE54	GLENN COUNTY BUILDING DEP	4437.41	.00	4437.41	5067	INSPECTION SERVICES 10/1-
037634	02/04/20	HOF02	SARAH HOFFMAN	100.00	.00	100.00	C00204	MILEAGE ALLOWANCE FEB 202
037635	02/04/20	HUN02	ROBERT W HUNT	6853.81	.00	6853.81	20-02	GENERAL LEGAL SERVICES TH
037636	02/04/20	INT16	INTERSTATE BATTERY SYSTEM	106.05	.00	106.05	30055439	#26 JD TRACTOR BATTERY
037637	02/04/20	LEA01	LEAGUE OF CA. CITIES	100.00	.00	100.00	4924	2020 MEMBERSHIP DUES
037638	02/04/20	MAT01	MATSON & ISOM TECHNOLOGY	593.34	.00	593.34	72486	WORKSTATION CONFIGURATION
				2965.00	.00	2965.00	72539	MANAGED PARTNER AGREEMENT
				2488.95	.00	2488.95	24101-IN	PLANNER/LIBRARY WORKSTATI
				3888.00	.00	3888.00	24127-IN	MS OFFICE SUBSCRIPTION
			Check Total.....	9935.29	.00	9935.29		
037639	02/04/20	NEC00	NEC FINANCIAL SERVICES LL	268.08	.00	268.08	2275028	TELEPHONE LEASE
037640	02/04/20	OFF05	OFFICE DEPOT, INC.	58.28	.00	58.28	730074500	OFFICE SUPPLIES
037641	02/04/20	PFA00	WAYNE PEABODY	200.00	.00	200.00	C00204	TECHNOLOGY ALLOWANCE FEB
				35.40	.00	35.40	BC00204	REIMBURSE PUBLIC SAFETY D
			Check Total.....	235.40	.00	235.40		
037642	02/04/20	SAC08	SACRAMENTO VALLEY MIRROR	49.20	.00	49.20	14342	LEGAL AD-APPROPRIATIONS
				188.60	.00	188.60	16321	LEGAL AD-FIRE & BUILDING
			Check Total.....	237.80	.00	237.80		
037643	02/04/20	SAF03	SAFETY TIRE SERVICE	209.87	.00	209.87	C00204	DEC/JAN STMT PER ATTACHED
037644	02/04/20	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	C00204	VEHICLE ALLOW. FINANC FEB
037645	02/04/20	SEI01	ROY SEILER, C.P.A.	11700.00	.00	11700.00	29479	PROFESSIONAL SERVICES-ANN
037646	02/04/20	SEV00	INFRAMARK, LLC	62104.81	.00	62104.81	48485	WILLOWS OPERATION FEB 202
037647	02/04/20	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	C00204	EC LIBRARY RENT FEB 2020
037648	02/04/20	USB02	US BANK	327.79	.00	327.79	405615972	EQUIP. LEASE 12/20/19-1/2
037649	02/04/20	WIL17	WILLDAN	10095.25	.00	10095.25	712972	CONTRACT PLANNING THROUGH
				9004.50	.00	9004.50	712999	CONTRACT PLANNING THROUGH
				6360.00	.00	6360.00	713025	CONTRACT PLANNING THROUGH
				74.71	.00	74.71	2-21987	PLAN CHECK THROUGH 11/29/
				929.36	.00	929.36	2-21988	PLAN CHECK THROUGH 11/29/
				170.26	.00	170.26	2-22152	PLAN CHECK THROUGH 12/27/
				2618.49	.00	2618.49	2-22153	PLAN CHECK THROUGH 12/27/
			Check Total.....	29252.57	.00	29252.57		
			Cash Account Total.....	146143.19	.00	146143.19		
			Total Disbursements.....	146143.19	.00	146143.19		



ACTION MINUTES OF THE SPECIAL MEETING-AD HOC SEWER RATE COMMITTEE MEETING HELD JANUARY 21, 2020

*Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.
Please visit www.cityofwillows.org for free PodBean recordings.*

Interim City Manager Wayne Peabody called the meeting to order at 5:30 p.m.

The meeting opened with the Pledge of Allegiance led by Supervisor Keith Corum.

Roll Call:

Council Members Present: Mayor Warren, Vice Mayor Domenighini

Community Members Present: RaeAnn Titus, Forrest Sprague

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Clerk Tara Rustenhoven

Public Comment/ Written Communications:

Tom Brandon, resident of Willows had a question regarding the solar panels.

Review of Mr. Sprague's questions dated December 12, 2019

Discussion was had regarding the questions and responses between community members and staff.

Discussion of Steps to Proceed

City Manager Wayne Peabody recommended to bring to council at the next meeting, held on January 28, 2020, to discuss and consider dates and times for two town hall meetings, to start the Proposition 218 process.

Keith Corum, resident of Willows asked if the City workers had kept a log-book in the past. He also wanted clarification on the City's employees checking on the treatment plant even though it's contracted out.

Jeff Williams, resident of Willows asked staff what they consider sewer related duties and also had questions regarding the solar panels and the production.

Lynnetta Lawrence resident at 227 S. Lassen Street, had questions of the Cost Calculation Summary.

Tom Brandon had questions on the wastewater treatment plant.

Adjournment:

The Meeting was adjourned at 7:00 p.m.

Dated: February 6, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD JANURAR 28, 2020

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

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

The meeting opened with the Pledge of Allegiance led by American Legion member Dan Gupton.

Roll Call:

Council Members Present: Council Members Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Clerk Tara Rustenhoven

Public Comment/ Written Communications: No public comments or written communications.

Ceremonial Matters (Proclamations, Recognitions, Awards:

Mayor Warren recognized the following Proclamation.

a. Willows High School Robotics Club

American Legion member Dan Gupton presented the WHS Robotics Club a donation of \$500.

Consent Agenda:

- a. Approval of payroll & direct deposit check registers Z10494-Z10525, 38457-38477
- b. Approval of minutes of the Special Meeting-Sewer Ad Hoc Committee Meeting held on January 14, 2020.
- c. Approval of minutes of the Regular City Council Meeting held on January 14, 2020.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

Moved to approve the Consent Agenda as presented above and the following item(s).

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Discussion and possible adoption of the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District and direct the preparation of the annual Engineer's Report for FY 2020-21.
 - i. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF RECORD FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT FOR FISCAL YEAR 2020-2021 (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972).**

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to approve the resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF RECORD FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT FOR FISCAL YEAR 2020-2021 (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972).

The motion passed unanimously 5/0 carried by the following roll vote:

AYES: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- c. Presentation and discussion of inhouse vs. contract wastewater treatment operations analysis.

Direct Staff to establish a date and time for 2019-20 Mid-Year Budget Review.

- d.1. Discussion and possible adoption of a Resolution Approving a Five-Year Rate Structure for Sewer Service Fees and Direct Staff to Commence the Proposition 218 process.
2. Establish dates and times for two Town Hall Meetings (separate and apart from the Proposition 218 Public Hearing). Preferable dates are February 13, 19, and March 5.

- i. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A FIVE-YEAR RATE STRUCTURE FOR SEWER SERVICE FEES AND DIRECTING STAFF TO COMMENCE THE PROPOSITION 218 PROCESS.**

Action:

Motion: Council Member Council Member Hansen/Second: Council Member Mello

Moved to approve the resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A FIVE-YEAR RATE STRUCTURE FOR SEWER SERVICE FEES AND DIRECTING STAFF TO COMMENCE THE PROPOSITION 218 PROCESS.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

b. Direct staff to establish a date and time for the 2019-20 Mid-Year Budget Review.

Council/Staff Reports/Comments:

a. Staff Reports/Comments: None

b. City Council Reports Comments: Council gave comments/reports on activities and various meetings they attended.

Jose Hansen wanted to remind everyone of the swearing in of the new officers, Thursday January 30, 2020.

Recess to closed session:

a. PUBLIC COMMENT-Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

a. CONFERENCE WILL LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Gov. Code Section §54956.9:

Number of cases: 4

Entered into closed session at 8:07 p.m.

Council reconvene into open session at 8:18 p.m.

Announcement of any action taken in closed session:

Mayor Warren reported no reportable action.

Adjournment:

The Meeting was adjourned at 8:18 p.m.

Dated: February 4, 2019

Tara Rustenhoven, City Clerk



REGULAR BUSINESS

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Annual Audit of City of Willows' Financial Statements

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2019

SITUATION (or BACKGROUND):

Roy R. Seiler, CPA, has completed the annual audit of the financial statement for the City of Willows. As a summary of City performance and activity, please refer to the Management Discussion and Analysis section of the City of Willows financial statements.

In the interest of space and paper usage, the audited financial statements may be viewed at the City of Willows website at:

<https://www.cityofwillows.org/assets/resources/Financial-Statements-6-30-2019.pdf>

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION

Upon acceptance of the audit

California State Controller
United States Department of Agriculture
United States Federal Audit Clearinghouse (If Applicable)
Umpqua Bank
BCI Capital

ALTERNATE ACTIONS

1. Accept by motion
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2019

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Item Available for Review at www.cityofwillows.org:

City of Willows Financial Statements