Willows City Council Regular Meeting

March 27, 2018
Willows City Hall
7:00 p.m.

Agenda

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

City Council
Kerri Warren, Mayor
Lawrence Mello, Vice Mayor
Gary Hansen, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Robyn Johnson

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) within the jurisdiction of the city 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 (35663-35711, Z09056-Z09081, 37285-37303)
   b. Approval of minutes of the Special City Council Meeting held on February 21, 2018.
   c. Approval of minutes of the Regular City Council Meeting held on February 27, 2018.
   d. Approval of minutes of the Regular City Council Meeting held on March 13, 2018.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action 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. ORDINANCES

a. It is recommended that the Council read by title only, pass second reading, and consider possible adoption of an ordinance entitled, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.05.010 ("COUNCILMEN'S SALARIES - AMOUNT"), REPEALING EXISTING WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCILMEN'S SALARIES – INCREASE OR DECREASE WITH CHANGE IN POPULATION GROUP"), ADOPTING A NEW WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCIL MEMBERS' SALARIES – EFFECTIVE DATE"), ADOPTING NEW CHAPTER 2.05.005 ("COUNCIL MEMBERS – GENDER NEUTRAL"), AND AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.35.010.

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. ADJOURNMENT

This agenda was posted on March 22, 2018

Robyn Johnson, 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. 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

	3/10/2018	TO	3/23/2018
General Checking	35663	TO	35711
Payroll Direct Deposit	Z09056	TO	Z09081
Payroll Checks	37285	TO	37303

APPROVAL DATE 3/27/2018

APPROVED _____

CITY OF WILLOWS
Cash Disbursement Detail Report
Check Listing for 03-18 Bank Account.: 1045

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information Invoice #	Payment Information Description
035663	03/10/18	AME02	AMERIPRIDE UNIFORM SVCS.	229.86	.00	229.86	B80308	FEBRUARY STMT PER ATTACHE
035664	03/10/18	CIT06	CITY OF ORLAND	18328.23	.00	18328.23	129	CONT.SERV. LIBRARY JAN-MA
035665	03/10/18	COM16	COMCAST CABLE	150.93	.00	150.93	B80308	INTERNET FD 2/19-3/18/18
				145.93	.00	145.93	AB80308	INTERNET ADMIN 3/1-3/28/1
			Check Total.....:	296.86	.00	296.86		
035666	03/10/18	EWI00	EWING IRRIG. PRODUCTS,INC	135.03	.00	135.03	4866815	DIAPHRAM ASSEMBLY
				67.51	.00	67.51	7068346A	SYCAMORE PARK SPRINKLERS
			Check Total.....:	202.54	.00	202.54		
035667	03/10/18	FGL00	FGL ENVIRONMENTAL	138.00	.00	138.00	870325A	ORGANIC ANALYSIS
035668	03/10/18	GLE09	GLENN CO. OFFICE OF EDUCA	20.00	.00	20.00	18-2-B	LIVE SCAN
035669	03/10/18	HIN02	HINDERLITER DELLAMAS & AS	38.15	.00	38.15	28508-15	SALES TAX AUDIT SERVICE
035670	03/10/18	HUN00	JEPPSON & GRIFFIN LLP	1845.00	.00	1845.00	20408	LEGAL SERVICES THROUGH 2/
035671	03/10/18	HUN02	ROBERT W HUNT	2934.45	.00	2934.45	18-03	GENERAL LEGAL SERVICES TH
035672	03/10/18	ITF01	INDUSTRIAL TRUCK & FARM	53.60	.00	53.60	B80308	FEBRUARY STMT PER ATTACHE
035673	03/10/18	JER00	JEREMY'S PEST STOMPERS	30.00	.00	30.00	36189	PEST CONTROL MARCH 2018
035674	03/10/18	MCD01	MCDONALD'S ELECTRIC STORE	276.71	.00	276.71	24195	SYCAMORE ST. LIFT STATION
035675	03/10/18	MIK00	MIKE'S REPAIR SHOP	233.60	.00	233.60	5401259	STEAM CLEANER
035676	03/10/18	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1196469	CYLINDER RENTAL
035677	03/10/18	MOR01	MORRISON & COMPANY	3028.50	.00	3028.50	2311	PROFESSIONAL SERVICES-FEA
035678	03/10/18	O'R01	O'REILLY AUTO PARTS	20.36	.00	20.36	201376	CONSOLE
035679	03/10/18	SAC08	SACRAMENTO VALLEY MIRROR	70.00	.00	70.00	B80308	SUBSCRIPTION
035680	03/10/18	SEI01	ROY SEILER, C.P.A.	8400.00	.00	8400.00	28522	PROFESSIONAL SERVICES-ANN
035681	03/10/18	SEV00	INFRAMARK, LLC	52309.63	.00	52309.63	28374	WILLOWS OPERATION MARCH 2
035682	03/10/18	SUC01	SUCCESS PRINTING	113.69	.00	113.69	4862	INFORMATION SHEETS
035683	03/10/18	SUN04	SUNRISE ENVIRONMENTAL	309.48	.00	309.48	84190	CLEANING SUPPLIES
035684	03/10/18	SUN07	SUN LIFE FINANCIAL	2691.53	.00	2691.53	B80308	GAP PLAN PREMIUM 2/1-2/28
035685	03/10/18	USB02	US BANK	1638.22	.00	1638.22	351786553	EQUIP. LEASE 1/20-2/20/18
035686	03/10/18	WILHD	WILLOWS HARDWARE, INC.	384.60	.00	384.60	B80308	FEBRUARY STMT PER ATTACHE
035687	03/10/18	WILHI	WILLOWS ACE HARDWARE	478.55	.00	478.55	B80308	FEBRUARY STMT PER ATTACHE
			Cash Account Total.....:	94109.56	.00	94109.56		
			Total Disbursements.....:	94109.56	.00	94109.56		
			Cash Account Total.....:	.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information Invoice #	Payment Information Description
035635	03/13/18	WIL17	WILLDAN	-74.71	.00	-74.71	2-18931u	Ck# 035635 Reversed
035688	03/20/18	ABF01	CERTIFIED/FORTRESS SECURI	78.00	.00	78.00	3887805	ALARM MONITORING 4/1-6/30
035689	03/20/18	AIR00	AIRGAS NCN	112.51	.00	112.51	73433906	OXYGEN
035690	03/20/18	CAL04	CALIFORNIA DEPT. OF JUSTI	64.00	.00	64.00	287963	FINGERPRINT
035691	03/20/18	CAL56	CALIFA GROUP	3933.54	.00	3933.54	10319	BROADBAND OCT-DEC 2017
035692	03/20/18	COA00	COASTLAND CIVIL ENGINEERI	5582.50	.00	5582.50	43243	SYCAMORE ST REHAB THROUGH
				135.00	.00	135.00	43306	NVIH THROUGH 2/28/18
				1803.75	.00	1803.75	43317	BASIN ST COMMERCIAL THROU
				3776.25	.00	3776.25	43325	WILLOWS CITY ENGINEERING
				1931.59	.00	1931.59	43339	EDA THROUGH 2/28/18
			Check Total.....:	13229.09	.00	13229.09		
035693	03/20/18	ECO00	ECONOMIC & PLANNING SYSTE	1552.50	.00	1552.50	172008-4	FINANCING DISTRICT STUDY
035694	03/20/18	ESO00	ESO SOLUTIONS, INC	825.00	.00	825.00	79272-1	FH SUPPORT
035695	03/20/18	GAN01	GANDY-STALEY OIL CO.	584.42	.00	584.42	B80320	FEBRUARY STMT PER ATTACHE
035696	03/20/18	GLE09	GLENN CO. OFFICE OF EDUCA	20.00	.00	20.00	18-3-3	LIVE SCAN
				20.00	.00	20.00	18-3-4	LIVE SCAN
				20.00	.00	20.00	18-3-5	LIVE SCAN
				20.00	.00	20.00	18-3-6	LIVE SCAN
				40.00	.00	40.00	18-3-8	LIVE SCAN
			Check Total.....:	120.00	.00	120.00		
035697	03/20/18	INK01	THE INKWELL	84.45	.00	84.45	B80320	FEBRUARY STMT PER ATTACHE
035698	03/20/18	LIF01	LIFE ASSIST	1250.61	.00	1250.61	844443	MEDICAL SUPPLIES
035699	03/20/18	LIN01	LINCOLN AQUATICS	69.62	.00	69.62	EW006763	MANWAY ORING
035700	03/20/18	MAT01	MATSON & ISOM TECHNOLOGY	2949.00	.00	2949.00	62787	MANAGED PARTNER AGREEMENT
035701	03/20/18	MAX01	MAXIMUM SECURITY SYSTEMS	60.00	.00	60.00	29881	PROF. SERVICES PARKS/PUB.
035702	03/20/18	NOR43	ACCESS	25.62	.00	25.62	2494354	SHREDDING SERVICES FEB 20
035703	03/20/18	NSW00	NSWTS	100.00	.00	100.00	1288	MONTHLY SERVICE FEB 2018
035704	03/20/18	PGE01	PG & E	22.58	.00	22.58	B80320	P.G. & E.1600 S TTEHAMA 2
035705	03/20/18	PLA00	PLAY IT AGAIN SPORTS	772.20	.00	772.20	321127	BALLS
035706	03/20/18	RAD00	RADIO GUYS	1318.33	.00	1318.33	19422	EQUIPMENT INSTALLATION
				225.00	.00	225.00	19431	RADIO REPAIR
			Check Total.....:	1543.33	.00	1543.33		
035707	03/20/18	SAC08	SACRAMENTO VALLEY MIRROR	70.00	.00	70.00	B80320	SUBSCRIPTION
035708	03/20/18	SPP00	SPP FUND III, LLC	2565.92	.00	2565.92	151202587	SOLAR ELECTRICITY FEB 201
035709	03/20/18	TRU00	TRUE BLUE PROPANE	47.78	.00	47.78	03232	PROPANE
035710	03/20/18	VER02	VERIZON WIRELESS	233.08	.00	233.08	02451420	TELEPHONE EXP. 1/27-2/26/
035711	03/20/18	WIL17	WILLDAN	5253.19	.00	5253.19	712447	CONTRACT PLANNING THROUGH
				27.30	.00	27.30	2-19018	PLAN CHECK SERVICES THROU
			Check Total.....:	5280.49	.00	5280.49		
			Cash Account Total.....:	35499.03	.00	35499.03		
			Total Disbursements.....:	35499.03	.00	35499.03		
			Cash Account Total.....:	.00	.00	.00		

SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL
SPECIAL MEETING HELD FEBRUARY 21, 2018

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 4:00 p.m.

The meeting opened with the Pledge of Allegiance led by Council Member Gary Hansen.

Roll Call:

Council Members Present: Council Members Williams, and Hansen, Vice-Mayor Mello and Mayor Warren.
Council Members Absent: Council Member Yoder
Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, and Community Development Services Director.

4. Public Comment/ Written Communications:

No public comments or written communications.

5. FY 2017/18 MID YEAR BUDGET REVIEW-
-Overall Budgeted Revenue and Expenditures
-General Fund Revenue Projection
-General Fund Expenditures by Department and vs. 2016/17 to Date
-Appropriations
-Enterprise Funds

Administrative Services Director Sailsbery introduced item to Council. Sharing with them a number of topics throughout the Midyear Budget Documents. *(Below is an outlined summary of sections discussed)*

Section 1- Original Budget: (Page 8 & 9)
-These pages kind of recap what Council passed 2017-18.
-takeaway from this section (Page9) even though the City has transferred law enforcement to the Glenn County Sherriff's, He pointed out that the City is still making a large investment in police services. Which is the 2nd largest expenditure in the City.

Exhibit 2- Primary Funding: (Page 11)
-These pages track the general fund revenue
- Property tax has gone slightly downwards at about just under $6,000.00.
-Manville Past Equipment, has required the County to pay which the City will be responsible for $23,000.00 dollars structured over 4 years. Which is about $6,000.00.

-Occupancy Tax has remained strong to staff's surprise with the fire at the Golden Pheasant. TOT taxes continue to rise. The rice straw plant has helped to fill our hotels.
Council Member Williams then made a comment that the Race Track has also helped with the TOT tax and keeping our hotels filled. Along with gas purchase and frequent visits to local restaurants.
-Note 7: Net proceeds from the auction of surplus property came in less than originally projected which made the a decrease in the overall net funding about $4,000.00

Exhibit 2-2-Original Budget: (Page 12)
-Approval of the operation deficit of just under $84,000.00
-Requesting of a few appropriations will be discussed later in the conversation.
-Additional $54,000.00 of expenditures and that these are one time expenditures and not ongoing.
-As a result to these appropriations staff will be asking to revise the deficit to $142,000.00 in deficits.
Exhibit 2-3 Revenue and Expenses: (Page 13)
-shows a comparison to where we are now to a revised budget.
- The City has collected 49% of projected revenues and the City has spent about 53% of the projected budget.
-Two that are paid upfront that are pretty substantial, the unfunded liability in July and all of our Liability Property Insurance.
Couple of Line items:
-City Managers budget shows that is 94% expended, that reflects the unfunded liability for past City Managers along with a bit of travel costs. Being that is paid at the first month it exhausts quickly.
- Parks Department, This is from a significant project at all Parks throughout the City for seeding and fertilizing; which all has to be paid upfront.
Council Member Williams then shared he has visited with Administrative Services Director Sailsbery prior to the meeting, inquiring information about some of the extremes which he has clarified as he did just know that those expenditures come from the upfront payments.

Exhibit 2-4- General Fund: (Page 14)
-This section is comparing the first 6 months of this year to last.
-Revenue side: we are about $30,000.00 lower than last year. The difference is a onetime payment of insurance proceeds from the Fire Station.
-Expenditures: Full time Wages and Benefits are down this year, this reflects the disassembling of the Police Department.
-2 lines down you still see the Police under contracted services, which reflects the City is still paying for the Services.
-Overall general fund expenditures, has fluctuated and with the way PERS works, we will pay $50-$60K for about the first ten years, however that may change.
Council Member Williams asked Administrative Services Director Sailsbery "What year is the City in with this process?" Mrs. Sailsbery responded with year three.

Exhibit 3-1 &3-2- Appropriation/Transfer Request: (Page 16-17)
-Here will be the General Fund and appropriation requests.
-Requested is an additional $54,000.00 in appropriations.
-As a result of Cannabis: lots of monies have gone towards the City Attorney and City Planner. To keep them going, the request is another 20,000.00 to the City Attorney and $10,000.00 to the City Planner.
-Police Department: The City did not transition by July 1 as expected it took till August 8th. During that time we an officer that was on medical along with one who did not make it through the academy. The

request is $24,000.00 for personal costs during transition to GCSO that could not be passed onto the County.
-Economic Development: requesting additional funds for 3Core for EDA grant support. City funds have been exhausted. And with the wonderful work they are doing currently, staff expects that they will need an additional $3,750.00 for the remaining of the year.
-Community Discretionary:

-First item, Old housing grants and rental incomes go into this fund. 139 N. Lassen needs a new roof. Community Services Director Soeth has been working with this rental property and will be taking care of this with them.
-The second item is the Gap Loan with 3Core.
-The third item is a request for website development.

Exhibit 4-1- Sewer Enterprise Funds: (Page 19)
-Past ten years we have been able to have a cash flow from the sewer enterprise fund, however, we are starting to get into a deficit.
-Look into Rate increases- receiving assistance on a rate study and have started the process. Helping us to keep in cash flow neutral.

Council Member Williams suggested that the City look into the possibility of contracting out these services. Possibly look into a survey to see if it would be beneficial to the City.
Administrative Services director shared that he felt this is something that can be looked at however, he would suggest waiting until the City is near the end of the contract.
Council Member Hansen shared with Council that about 7 years ago he had the same questions with different staff at the time. He also shared it doesn't hurt to look into a survey.

Part 5 (Pages 21-50): Mr. Sailsbery shared that unless there are questions, this section is pretty self-explanatory and broken down. No questions from Council were addressed.

Mayor Warren then opened the floor for Council Comment.
Council Member Hansen shared the appropriation requests are the cost of doing business. He doesn't see an issue with the requests.
Council Member Williams echoed Council Member Hansen's thoughts. Sharing the Cannabis expenses are brought to us from the state level and not something that can be deferred.
Director Sailsbery then shared with Council that he wanted to clarify that these requests are one time requests.
Mayor Warren then shared that she too was in agreement of the appropriation requests.

By Consensus, Council agreed to place the appropriations on the Consent Calendar of the following meeting.

6. DISCUSS AND ADVISE REGARDING AN INCREASE TO THE MONTHLY CITY COUNCIL STIPEND
Discussion was had and the item moved forward by consensus of a Council stipend raise to $250.00 per month. An ordinance will be drafted by staff and addressed at the next scheduled meeting.

7. DISCUSS AND ADVISE REGARDING THE ESTABLISHMENT OF A PLANNING COMMISSION STIPEND

Discussion was had and the item moved forward by consensus for a new Planning Commission stipend of $50.00 per month. An ordinance will be drafted by staff to include both Council raises and new Planning Commission stipends at the next regular scheduled meeting.

Adjournment:

The Meeting was adjourned at 5:01 P.M.

Dated: February 21, 2018

Robyn Johnson, City Clerk

SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD February 27, 2018

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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 Board of Supervisor Keith Corum.

Roll Call:

Council Members Present: Council Members Williams, Hansen, Vice-Mayor Mello and Mayor Warren.
Council Members Absent: Council Member Yoder.
Staff Present: Administrative Services Director Tim Sailsbery and Community Development Services Director Soeth.
Public Comment/ Written Communications: No public comments or written communications.

Consent Agenda:

a. Approval of general checking, payroll & direct deposit check registers (35573-35621, Z09004-Z09029, 37233-37255).
b. Approval of minutes of the Regular City Council Meeting held on February 13, 2018.
c. Approval of appropriations directed by City Council to be brought forward for formal action as a result of the February 21, 2018 Mid-Year Budget Review.

Action:
Motion: Council Member Williams /Second: Council Member Hansen
Moved to approve the Consent Agenda as presented above and the following item(s).
The motion passed unanimously 4/0 carried by the following voice vote:
AYES: Hansen, Williams, Vice-Mayor Mello, Mayor Warren
NOES:
ABSENT: Yoder
ABSTAIN:

Regular Business:

a. Consider the adoption of a resolution appointing Coastland Civil Engineering as the Engineer of work for the City of Willows Landscaping and Light Special Assessment District and direct the preparation of the annual Engineer's Report for FY 2018-19.

Community Development and Services Director Soeth gave a brief introduction of the topic. Shared with Council that the material was provided within the agenda item and he was here to address any questions they might have within the item.

Council Member Williams requested Administrative Services Director Sailsbery inform the Council of the amount of compensation Coastland will receive form being the Engineer of the work for the City of Willows Lighting and Landscaping Special Assessment District including the preparation of the report? Mr. Sailsbery responded to Council Member Williams, normally about 4,500 dollars per year. Minimal discussion continued and the Council then approved the item by resolution.

Action:
Motion: Vice Mayor Mello/ Second: Council Member Hansen
Moved to approve the A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF WORK 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 2017-2018 (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)
The motion passed unanimously 4/0 carried by the following Roll Call Vote:
AYES: Hansen, Williams, Vice-Mayor Mello, Mayor Warren
NOES:
ABSENT: Yoder
ABSTAIN:

b. Consider the adoption of a resolution entering the City of Willows into a master tax Agreement between the County of Glenn and The Cities of Orland and Willows for the appointment of property and sales tax revenues upon annexation.

Administrative Services Director gave a brief overview of the item to Council. Both Council Member Hansen and Council Member Williams shared comments supporting the agreement. Stating the agreement seemed to be fair and equitable as Mr. Sailsbery had shared in his overview.

Board of Supervisors Keith Corum approached the podium and shared that he appreciates Mr. Sailsbery's work with this agreement. Stating he had down an outstanding job for the City and County.

Action:
Motion: Council Member Hansen /Second: Council Member Williams
Moved to approve the Resolution of the City Council of the City of Willows Approving the Entry into a Master Tax Exchange Agreement between the County of Glenn and The Cities of Orland and Willows for the Apportionment of Property and Sales Tax Revenues upon Annexation
The motion passed unanimously 4/0 carried by the following Roll Call Vote:
AYES: Hansen, Williams, Vice-Mayor Mello, Mayor Warren
NOES:
ABSENT: Yoder
ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

Tim Sailsbery:

- March 4th is Fire Department Bean Feed 11:00 to 7:00.
- Sewer rate study will go through and not to exceed 15,000.00 dollars.

b. City Council Reports/Comments:

Council Member Hansen:

- Sunday Feb 18th held museum meeting. Gary Henderson was the guest speaker. He gave a very interesting talk on the history of the Willows Airport.

Council Member Williams:

- Gave a brief description of the Glenn County transportation Meeting: upgraded call boxes along I-5, regular routine business.
- New Public Works Director for the County

Adjournment:

The Meeting was adjourned at 7:20 p.m.

Dated: March 7, 2018

Robyn Johnson, City Clerk

SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD March 13, 2018.

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

The meeting opened with the Pledge of Allegiance led by Sheriff Warren.

Roll Call:

Council Members Present: Council Members Yoder, Williams, and Hansen, Vice-Mayor Mello and Mayor Warren.
Council Members Absent: None.
Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, and City Planner Karen Mantele.
GCSO: Sherriff Rich Warren

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

Consent Agenda:

a. Approval of general checking, payroll & direct deposit check registers (35622-35662, Z09030-Z09055, 37256-37284).
b. Approval of minutes of the Special City Council Meeting held on February 21, 2018.
c. Approval of minutes of the Regular City Council Meeting held on February 27, 2018.

Mayor Warren pulled items B and C from the consent agenda and asked that Council approve item A as is.

Action:

Motion: Council Member Yoder /Second: Council Member Williams
Moved to approve the Consent Agenda item A as presented above and the following item(s). The motion passed unanimously 5/0 carried by the following voice vote:
AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren
NOES:
ABSENT:
ABSTAIN:

Ordinances:

a. Conduct a Public Hearing, and, upon conclusion, it is recommended that the Council read by title only and pass first reading of an ordinance entitled, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF

WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.05.010 ("COUNCILMEN'S SALARIES - AMOUNT"), REPEALING EXISTING WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCILMEN'S SALARIES – INCREASE OR DECREASE WITH CHANGE IN POPULATION GROUP"), ADOPTING A NEW WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCIL MEMBERS' SALARIES – EFFECTIVE DATE"), ADOPTING NEW CHAPTER 2.05.005 ("COUNCIL MEMBERS – GENDER NEUTRAL"), AND AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.35.010.

Administrative Services Director Sailsbery introduced the topic to Council. Sharing with the assistance of City Attorney Hunt
Mayor Warren followed the staff introduction by opening the public hearing at 7:04pm. No public comment was made. Mayor Warren then closed the public hearing at 7:04 pm.

Council Member Williams wanted clarification on the effective date for the monies with the ordinance. Administrative Services Director Sailsbery confirmed with Council Member Williams that although they worded differently they mean the same thing. They Ordinance will not go into effect until 30 days after the passage of the second reading.

Council Member Hansen thanked Vice Mayor Mello for bringing this item forward. Sharing it has been 18 years since this has been visited last and he thought it was nice to see Planning Commission receiving monies as well.

After Council commentary, Mayor Warren then gave the item to the pleasure of the Council.

Action:
Motion: Council Member Hansen /Second: Vice Mayor Mello
Moved to approve the following ordinance next in line be read by title only.
The motion passed unanimously 5/0 carried by the following voice vote:
AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren
NOES:
ABSENT:
ABSTAIN:

Action:
Motion: Council Member Yoder /Second: Vice Mayor Mello
Moved to approve that the ordinance entitled ""An Ordinance of the City Council of the City of Willows repealing Willows Municipal Code Chapter 9.20 ("Medical Marijuana"), adopting new Chapter 9.20 ("Cannabis"), repealing Chapter 8.10.010 ("Definitions"), adopting new Chapter 8.10.010 ("Definitions"), and amending Chapter 8.10.020 ("Nuisance") to regulate cannabis, use, cultivation, sales and other cannabis activities in the City of Willows." Pass second reading and be adopted.
The motion passed unanimously 5/0 carried by the following voice vote:
AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren
NOES:
ABSENT:

ABSTAIN:

Regular Business:

a. Consider the Approval of a resolution authorizing Interim City Manager Wayne Peabody to execute all agreements between the City and the Department of Transportation.

Administrative Services Director Sailsbery gave a brief introduction of the item to Council. He then asked if Council has any questions. Council Member Williams asked staff, how did staff had come to the conclusion on what road to do this on? Staff responded to the question with many factors (use of life, amount of traffic, etc. –significant amount of traffic flow) are determined to place roads within this grant

Council Member Hansen then shared deferred maintenance carry over the projects from year to year. It's a shame but glad to see something being done. Additional Council Commentary was had, giving kudos to Community Development and Services Director Soeth for his work done with the STIP project.

Action:
Motion: Council Member Hansen /Second: Vice Mayor Mello
Moved to approve the resolution authorizing Interim City Manager Wayne Peabody to execute all agreements between the City and the Department of Transportation.
The motion passed unanimously 5/0 carried by the following voice vote:
AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren
NOES:
ABSENT:
ABSTAIN:

b. Review and accept the Annual Housing Element Progress Report and direct Staff to forward to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code Section 65400.

Karen Mantele City Planner introduced the topic, sharing it is an annual report that is before you. Stating that jurisdictions need to review the annual housing development report and notify public of what has taken place. Going on with more information that was stated within the agenda report highlight some requirements of the report. She then shared the report had been taken to the Planning Commission and no amendments were requested other than forward this to City Council.

Council by Consensus gave City Planner Karen Mantele permission to send off the report and also thanked her for her efforts on the report.

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

Sherriff Warren shared a brief update from the law enforcement, he shared that the City had a rise in theft this past month. He was unsure of the cause. He then shared that the department due to the low traffic violations would be purchasing two hand held guns for the City to help work on that number.

Williams asked about the transition of employees and how they are liking the change? Sherriff shared that they transition is very beneficial for both the County and the City and that change is hard for everyone and that his employees have preferences. City Law Enforcement is much different within the County and City but Department allows for them to have options.

Council Member Yoder told the Sherriff, he and his department are very visible within the City and that he had gone above and beyond with the services we are receiving.

b. City Council Reports/Comments:

Council Vice Mayor Mello:

- Asked Chief Peabody, How did the bean feed go for the Fire Department?
  Chief responded by thanking the community and shared it was another successful year.

Council Member Williams:

- Shared he had attended the Social Services Needs Meeting and shared they will be holding two public hearings; one in Orland and one in Willows.

Mayor Warren:

- Congratulated the Willows Girls Basketball for their participation in the State Playoffs, sharing the game went into double overtime. Good for them they did an excellent job!
- She also shared the Willows Honker Band went to a competition at Chico State and she hadn't heard the results so she would share those when she had an update.

Adjournment:

The Meeting was adjourned at 7:33 p.m.

Dated: March 14, 2018

Robyn Johnson, City Clerk

ORDINANCES

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager

FROM: Tim Sailsbery, Administrative Services Director

SUBJECT: Councilmember Stipend Adjustment, Establishment of Planning Commission Stipend, and Updated to Councilmember Reference

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RECOMMENDATION

It is recommended that the Council read by title only, pass second reading, and consider possible adoption of an ordinance entitled, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.05.010 ("COUNCILMEN'S SALARIES - AMOUNT"), REPEALING EXISTING WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCILMEN'S SALARIES – INCREASE OR DECREASE WITH CHANGE IN POPULATION GROUP"), ADOPTING A NEW WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCIL MEMBERS' SALARIES – EFFECTIVE DATE"), ADOPTING NEW CHAPTER 2.05.005 ("COUNCIL MEMBERS – GENDER NEUTRAL"), AND AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.35.010.

SITUATION (or BACKGROUND):

At the special mid-year budget review meeting held on February 21, an increase in the monthly stipend from $150 to $250 for Councilmembers and establishment of a monthly stipend of $50 for Planning Commissioners were introduced for discussion and debate, and consensus of the Councilmembers present was to proceed with an ordinance change to establish both items. In addition, in review of the existing ordinances, it was determined that a number of ordinances refer to "Councilmen" rather than "Councilmembers". In review of this situation with City Attorney Robert Hunt, it was determined that rather than changing the various ordinances involved, an added ordinance section will be added to note any reference to "Councilmen" shall mean "Councilmembers." As various ordinances that refer to "Councilmen" in the future, the wording will be changed at that time.

As a reminder, the change in Councilmember stipend, if approved, will not go into effect until the next seated Council (November, 2018), and the Planning Commission stipend would go into effect following the 60-day period after second reading and passage.

FINANCIAL CONSIDERATION

On an annual basis:

-$6,459 in wages and employer taxes for City Council adjustment (workers compensation increase-TBD) all General Fund source

-$3,230 in wages and employer taxes for Planning Commissioners (workers compensation increase-TBD) all General Fund source

NOTIFICATION

Notice of Public Hearing Published in Local Newspaper

ALTERNATE ACTIONS

1. Read full text of Ordinance
2. Reject Ordinance

RECOMMENDATION

It is recommended that the Council read by title only, pass second reading, and consider possible adoption of an ordinance entitled, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.05.010 ("COUNCILMEN'S SALARIES - AMOUNT"), REPEALING EXISTING WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCILMEN'S SALARIES – INCREASE OR DECREASE WITH CHANGE IN POPULATION GROUP"), ADOPTING A NEW WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCIL MEMBERS' SALARIES – EFFECTIVE DATE"), ADOPTING NEW CHAPTER 2.05.005 ("COUNCIL MEMBERS – GENDER NEUTRAL"), AND AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.35.010.

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

-Ordinance

ORDINANCE NO. 2018-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.05.010 ("COUNCILMEN'S SALARIES - AMOUNT"), REPEALING EXISTING WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCILMEN'S SALARIES – INCREASE OR DECREASE WITH CHANGE IN POPULATION GROUP"), ADOPTING A NEW WILLOWS MUNICIPAL CODE CHAPTER 2.05.020 ("COUNCIL MEMBERS' SALARIES – EFFECTIVE DATE"), ADOPTING NEW CHAPTER 2.05.005 ("COUNCIL MEMBERS – GENDER NEUTRAL"), AND AMENDING WILLOWS MUNICIPAL CODE CHAPTER 2.35.010.

WHEREAS, existing Willows Municipal Code, Chapter 2.05.010, authorizes payment of $150 per month to each member of the City Council of the City of Willows; and

WHEREAS, California Government Code section 36516 authorizes payment to city council members, upon each city's adoption of the requisite ordinance, of a salary in amounts based on each city's respective population; and

WHEREAS, California Government Code section 36516.5 provides that a change in compensation paid to council members shall not apply to a council member during the council member's term of office; and

WHEREAS, with a population of less than 35,000 Government Code section 36516 authorizes members of the City of Willows City Council to be paid a salary of up to $300 per month; and

WHEREAS, existing Willows Municipal Code, Chapter 2.05.020, provides for, among other things, the automatic increase or decrease in salaries paid to members of the City Council based on changes in population and amendments to Government Code section 36516; and

WHEREAS, existing Willows Municipal Code contains numerous references to "Councilmen;" and

WHEREAS, City of Willows Planning Commissioners currently serve without compensation,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS does ordain as follows:

SECTION 1. The City Council finds and determines the foregoing recitals to be true and correct and hereby incorporates them into this Ordinance.

SECTION 2. Chapter 2.05.005 of the Willows Municipal Code is hereby adopted, reading as follows:

"2.05.005 – Councilmen – Gender Neutral

All references in the Willows Municipal Code to "Councilmen" is hereby declared to be gender neutral and shall mean in every instance "Council Members."

SECTION 3. Chapter 2.05.010 of the Willows Municipal Code is hereby amended to read:

"2.05.010 – Council Members' Salaries

Each member of the council shall receive as salary the sum of $250.00 per month, which shall be payable at the same time and in the same manner as the salaries are paid to other officers and employees of the City."

SECTION 4. Existing Chapter 2.05.020 of the Willows Municipal Code is hereby repealed in its entirety and a new Chapter 2.05.020 is hereby adopted to read:

"2.05.020 – Council Member Salary Changes, Effective Date

Any change in compensation paid to Council Members shall not apply to a Council Member during that Council Member's term of office, but shall become effective when that Council Member begins a new term of office. This prohibition shall not prevent the adjustment of the compensation of all Council Members whenever one or more members of the City Council becomes eligible for a salary increase by virtue of the Council Member beginning a new term of office.

SECTION 5. Chapter 2.35.010 of the Willows Municipal Code is hereby amended by the addition of the following subsection:

(4) Each member of the Planning Commission shall receive a salary of $50 per month for his or her services on the Commission which salary shall be payable at the same time and in the same manner as the salaries are paid to other officers and employees of the City. Such salary shall become effective for all members of the Commission the first full calendar month following the effective date of an ordinance enacted by the City Council establishing such salary.

This ordinance was introduced at a regular meeting of the City Council of the City of Willows, held on _____, 2018 and adopted at a regular meeting of the City Council of the City of Willows, held on the _____, 2018, by the following vote, to wit:

AYES, COUNCILMEMBERS _____

_____

NOES, COUNCILMEMBERS_____

_____

ABSENT COUNCILMEMBERS _____

_____

APPROVED:

_____

KERRI WARREN, MAYOR

ATTEST:

_____

ROBYN JOHNSON, CITY CLERK

APPROVED AS TO FORM:

THE CITY ATTORNEY'S OFFICE

_____

ROBERT HUNT, CITY ATTORNEY