



# Willows City Council Regular Meeting

May 14, 2019  
Willows City Hall  
7:00 p.m.

## Agenda

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

City Council  
Gary Hansen, Mayor  
Kerri Warren, Vice Mayor  
Lawrence Mello, Council Member  
Joe Flesher, Council Member  
Larry Domenighini, 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 36826-36902; Z09888-Z09945; 37960-38044
- b. Approval of minutes of the Regular City Council Meeting held on April 9, 2019.
- c. Approval of minutes of the Regular City Council Meeting held on April 23, 2019.

*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. Consider and Adopt an Ordinance Amending Certain Sections of Chapter 9.20 of the Willows Municipal Code Regarding Cannabis Sales and Delivery in the City of Willows.

**i. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTERS 9.20.070 (“RETAIL/DISPENSARY CANNABIS BUSINESS LICENSES”), 9.20.071 (“RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE APPLICATIONS”), 9.20.074 (“RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FEES AND TAXES”), AND 9.20.080 (“GENERAL CONDITIONS FOR ALL RETAIL/DISPENSARY CANNABIS LICENSES”) FOR THE REGULATION OF CANNABIS USE, CULTIVATION, SALES AND OTHER CANNABIS ACTIVITIES IN THE CITY OF WILLOWS.**

**7. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION**

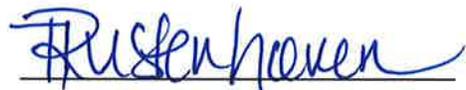
- a. Re-appoint Vincent Holvik as the City’s representative to the Glenn County Mosquito and Vector Control District for a two-year term.

**8. COUNCIL/ STAFF REPORTS/COMMENTS**

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

**9. ADJOURNMENT**

**This agenda was posted on May 9, 2019**



Tara Rustenhoven, 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](http://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

4/18/2019 TO 5/8/2019

General Checking 36826 TO 36902

Payroll Direct Deposit Z09888 TO Z09945

Payroll Checks 37960 TO 38044

APPROVAL DATE 5/14/2019

APPROVED \_\_\_\_\_

REPORT.: Apr 22 19 Monday  
 RUN...: Apr 22 19 Time: 11:54  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 04-19 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
036826	04/22/19	BAK06	BAKER & TAYLOR BOOKS	396.65	.00	396.65	401251439	NEW PRINT MAT. LIBRARY
036827	04/22/19	CHA00	LANCE CHAPMAN	215.00	.00	215.00	B90422	CLOTHING EXP. FIRE DEPT J
036828	04/22/19	CHI07	CHICO IMMEDIATE CARE	165.00	.00	165.00	B90422	DMV PHYSICAL
036829	04/22/19	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B904151	CONT.SERV. FINANCEMAY 201
036830	04/22/19	EWI00	EWING IRRIG. PRODUCTS, INC	400.39	.00	400.39	9753743A	IRRIGATION COMPONENTS
036831	04/22/19	FGL00	FGL ENVIRONMENTAL	55.00	.00	55.00	972281A	BACTI ANALYSIS
036832	04/22/19	GLE21	GLENN CO. SHERIFFS DEPT.	114629.16	.00	114629.16	102218-14	CONTRACTUAL LAW ENFORCEME
036833	04/22/19	GLE29	COUNTY OF GLENN	200.00	.00	200.00	41819	OWNERSHIP LABELS
036834	04/22/19	GLE42	GLENN COUNTY SOLID WASTE	32.20	.00	32.20	000776	MIXED WASTE
036835	04/22/19	HUT00	JAKE HUTSON	215.00	.00	215.00	B90422	CLOTHING EXPENSE FIRE DEP
036836	04/22/19	ILL00	ILLINOIS LIBRARY ASSOCIAT	181.94	.00	181.94	159309	LIBRARY SUPPLIES
036837	04/22/19	MAT01	MATSON & ISOM TECHNOLOGY	2949.00	.00	2949.00	68477	MANAGED PARTNER AGREEMENT
036838	04/22/19	MIN00	MICHAEL MINGS	100.00	.00	100.00	B90422	REIMBURSE CLOTHING EXPENS
036839	04/22/19	MON02	NATHANIAL MONCK	215.00	.00	215.00	B90422	CLOTHING EXPENSE FIRE DEP
036840	04/22/19	NCC01	NCCSIF	16228.00	.00	16228.00	2105	WORKERS COMP.
036841	04/22/19	OFF05	OFFICE DEPOT, INC.	64.99	.00	64.99	914108800	OFFICE SUPPLIES
036842	04/22/19	PGE01	PG & E	19.06	.00	19.06	B90422	P.G. & E. 1600 S TEHAMA
036843	04/22/19	THR00	3CORE	4000.00	.00	4000.00	2198	CDBG CONTRACT
036844	04/22/19	VAL14	VALLEY TRUCK & TRACTOR CO	55.07	.00	55.07	882931	#14 BACKHOE REPAIR
Cash Account Total.....:				140529.33	.00	140529.33		
Total Disbursements.....:				140529.33	.00	140529.33		
Cash Account Total.....:				.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-Description
036845	04/30/19	4LE00	4LEAF INC	17745.00	.00	17745.00	J3693D	SOUTH WILLOWS INFRASTRUCT
036846	04/30/19	ABO00	STEVE ABOLD	200.00	.00	200.00	B90430	PUB. WKS. TOOL PARKS/PUB
036847	04/30/19	AIR00	AIRGAS NCN	173.93	.00	173.93	908789575	OXYGEN
036848	04/30/19	AME02	AMERIPRIDE UNIFORM SVCS.	618.03	.00	618.03	B90430	APRIL STMT PER ATTACHED
036849	04/30/19	ATT01	A.T. & T.	998.47	.00	998.47	B90430	TELEPHONE EXP.3/19-4/18/1
036850	04/30/19	BRO13	DYLLEN BROUSSARD	100.00	.00	100.00	B90430	SAFETY BOOTS
036851	04/30/19	CAL01	CALIFORNIA WATER SERVICE	1598.71	.00	1598.71	B90430	WATER EXPENSE 3/13-4/11/1
036852	04/30/19	CLE03	CLEARWAY ENERGY LLC	6934.70	.00	6934.70	148939	SOLAR ELECTRICTY 3/1-3/31/
036853	04/30/19	COA00	COASTLAND CIVIL ENGINEERI	1406.25	.00	1406.25	45680	WALDEN ACADEMY THROUGH 3/
				532.50	.00	532.50	45686	MURDOCK LLA THROUGH 3/31/
				221.25	.00	221.25	45709	MCDONALDS THROUGH 3/31/19
				131.25	.00	131.25	45720	BASIN ST RESIDENTIAL THRO
				1485.00	.00	1485.00	45724	CITY PARKING LLA THROUGH
				892.50	.00	892.50	45733	EDA GRANT THROUGH 3/31/19
				5275.00	.00	5275.00	45792	WILLOWS LLAD THROUGH 3/31
			Check Total.....:	9943.75	.00	9943.75		
036854	04/30/19	COM16	COMCAST CABLE	160.93	.00	160.93	B90430	INTERNET FD 4/19-5/18/19
036855	04/30/19	COR10	CORNING LUMBER CO., INC.	82.33	.00	82.33	B90430	FEB-APR STMT PER ATTACHED
036856	04/30/19	CRE01	CREATIVE COMPOSITION	2194.27	.00	2194.27	4684	PROCESS SEWER RATE LETTER
036857	04/30/19	EWI00	EWING IRRIG. PRODUCTS,INC	400.39	.00	400.39	7292565	IRRIGATION COMPONENTS
036858	04/30/19	FED00	FEDEX	198.21	.00	198.21	652718882	SHIPPING
036859	04/30/19	FGL00	FGL ENVIRONMENTAL	33.00	.00	33.00	972415A	COLIFORM TRAY
036860	04/30/19	FP000	FRANCOTYP-POSTALIA,INC.	148.77	.00	148.77	104042089	POSTBASE INKJET CARTRIDGE
036861	04/30/19	GCD00	GCID	70.32	.00	70.32	19 15476	STANDBY CHARGE
036862	04/30/19	GLE21	GLENN CO. SHERIFFS DEPT.	69.00	.00	69.00	1020	LIVE SCAN
036863	04/30/19	KNI03	KNIFE RIVER CONSTRUCTION	358067.96	.00	358067.96	B90430	SOUTH WILLOWS INFRASTRUCT
036864	04/30/19	LAM01	LAMBERT INSURANCE AGENCY	100.00	.00	100.00	B90430	PUBLIC OFFICIAL BOND
036865	04/30/19	LAN03	LANNIE'S SEPTIC TANK SERV	95.45	.00	95.45	20592	TOILET RENTAL
036866	04/30/19	MAT01	MATSON & ISOM TECHNOLOGY	2868.46	.00	2868.46	0023729	LAPTOP FOR W PRABODY
036867	04/30/19	MCC01	MCCAIN	50.41	.00	50.41	0239476	LED GEL
036868	04/30/19	OFF05	OFFICE DEPOT, INC.	123.37	.00	123.37	456438800	TONER
036869	04/30/19	ORL08	ORLAND SAW & MOWER	1017.14	.00	1017.14	030426	GENERATOR
036870	04/30/19	PEA00	WAYNE PRABODY	200.00	.00	200.00	B90430	TECHNOLOGY ALLOWANCE MAY
036871	04/30/19	PGE01	PG & E	7846.09	.00	7846.09	B90430	P.G. & E. 3/15-4/15/19
036872	04/30/19	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2499469	PROF. SERVICES GENERAL OF
036873	04/30/19	SAC08	SACRAMENTO VALLEY MIRROR	41.00	.00	41.00	15900	LEGAL AD PLANNING COMM.
036874	04/30/19	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B90430	VEHICLE ALLOW. FINANCE MA
036875	04/30/19	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	40551	WILLOWS OPERATION MAY 201
036876	04/30/19	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B90430	RENT EC LIBRARY MAY 2019
036877	04/30/19	SUC01	SUCCESS PRINTING	5.63	.00	5.63	5524	JUMP START FLYERS
036878	04/30/19	THRO0	3CORE	7500.00	.00	7500.00	20171	MEMBERSHIP RENEWAL
036879	04/30/19	USB02	US BANK	392.43	.00	392.43	383670809	EQUIP. LEASE 4/20-5/20/19
036880	04/30/19	VAL14	VALLEY TRUCK & TRACTOR CO	189.30	.00	189.30	884994	#14 BACKHOE
				46.41	.00	46.41	886168	#31 MOWER
			Check Total.....:	235.71	.00	235.71		
036881	04/30/19	WAL07	WAL-MART COMMUNITY	547.95	.00	547.95	B90430	APRIL STMT PER ATTACHED
036882	04/30/19	WIL17	WILLDAN	274.44	.00	274.44	2-20841	PLAN CHECK THROUGH 3/29/1

REPORT.: Apr 30 19 Tuesday  
 RUN...: Apr 30 19 Time: 15:36  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 04-19 Bank Account.: 1045

PAGE: 002  
 ID #: PY-DP  
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information
036882	04/30/19	WIL17	WILLDAN	694.67	.00	694.67	2-20843	PLAN CHECK THROUGH 3/29/1
				74.71	.00	74.71	2-20844	PLAN CHECK THROUGH 3/29/1
Check Total.....:				1043.82	.00	1043.82		
Cash Account Total.....:				476387.92	.00	476387.92		
Total Disbursements.....:				476387.92	.00	476387.92		
Cash Account Total.....:				.00	.00	.00		

REPORT.: May 03 19 Friday  
 RUN...: May 03 19 Time: 11:56  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 05-19 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
036883	05/03/19	FUL03	FULCHER PAINT AND SUPPLY	436.44	.00	436.44	9932	BYPASS KIT
036884	05/03/19	GLE35	GLENN CO. ENVIRONMENTAL H	400.00	.00	400.00	6560	SWIMMING POOL INSPECTION
036885	05/03/19	HUN01	HUNT & SONS, INC.	864.39	.00	864.39	19-05	GENERAL LEGAL SERVICES TH
036886	05/03/19	INK01	THE INKWELL	48.21	.00	48.21	2835	PAPER
				23.54	.00	23.54	2838	ENVELOPES
				3.21	.00	3.21	2840	MOISTENER
				250.91	.00	250.91	2911	PRINTER CARTRIDGES
			Check Total.....:	325.87	.00	325.87		
036887	05/03/19	ITF01	INDUSTRIAL TRUCK & FARM	70.97	.00	70.97	B90502	APRIL STMT PER ATTACHED
036888	05/03/19	JUN01	JUNIOR LIBRARY GUILD	741.63	.00	741.63	460816	NOVELS
036889	05/03/19	LEO02	LEO GUNTHER ENTERPRISES	803.23	.00	803.23	6341	WIRELESS MIC
036890	05/03/19	MAD02	MADSEN'S CONCRETE & PUMPT	148.62	.00	148.62	1247	CONCRETE
036891	05/03/19	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1248080	CYLINDER RENTAL
036892	05/03/19	NOR18	NORTHERN CALIF. GLOVES	172.14	.00	172.14	515856	GLOVES
				78.83	.00	78.83	516811	GLOVES/EAR PLUGS
			Check Total.....:	250.97	.00	250.97		
036893	05/03/19	NSW00	NSWTS	110.00	.00	110.00	322	MONTHLY SERVICE CHARGE
036894	05/03/19	O'R01	O'REILLY AUTO PARTS	148.99	.00	148.99	B90503	APRIL STMT PER ATTACHED
036895	05/03/19	RAD00	RADIO GUYS	368.40	.00	368.40	20475	PROGRAMMING CABLE
036896	05/03/19	SAC08	SACRAMENTO VALLEY MIRROR	984.00	.00	984.00	15917	LEGAL AD-SEWER
036897	05/03/19	SAF03	SAFETY TIRE SERVICE	30.00	.00	30.00	37911	FLAT REPAIR
036898	05/03/19	SUN04	SUNRISE ENVIRONMENTAL	221.16	.00	221.16	97269	CLEANING SUPPLIES
				470.14	.00	470.14	97301	CLEANING SUPPLIES
			Check Total.....:	691.30	.00	691.30		
036899	05/03/19	USB04	U.S. BANK CORPORATE PAYME	3668.16	.00	3668.16	B90502	APRIL STMT PER ATTACHED
036900	05/03/19	WIL07	WILLOWS CHAMBER	2500.00	.00	2500.00	B90502	FIREWORKS DISPLAY
036901	05/03/19	WILHI	WILLOWS ACE HARDWARE	89.06	.00	89.06	B90502	APRIL STMT PER ATTACHED
036902	05/03/19	WILHQ	WILLOWS AUTO PARTS	156.71	.00	156.71	B90502	APRIL STMT PER ATTACHED
			Cash Account Total.....:	12826.74	.00	12826.74		
			Total Disbursements.....:	12826.74	.00	12826.74		
			Cash Account Total.....:	.00	.00	.00		

## ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD APRIL 09, 2019

*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](http://www.cityofwillows.org) for free PodBean recordings.*

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

The meeting opened with the Pledge of Allegiance led by Chief Peabody.

### **Roll Call:**

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

**Council Members Absent:**

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

**GCSO Staff:** Sheriff Warren

### **Ceremonial Matters (Proclamations, Recognitions, Awards) -**

Mayor Hansen read a Proclamation declaring the month of April as Child Abuse Prevention, Sexual Assault Awareness Month & Denim Day California.

Reyes Arreola with Rape Crisis Intervention & Prevention was here to accept this proclamation.

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

### **Consent Agenda:**

- a. Approval of general checking, payroll & direct deposit check registers 36699-36768, Z09829-Z09885, 37900-37959
- b. Approval of minutes of the Special Mid-Year Budget Meeting held on February 20, 2019.

Vice Mayor Warren wanted to clarify that it was not a Regular City Council Meeting and that it was a Special Meeting.

### **Action:**

Motion: Vice Mayor Warren/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, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

**Regular Business:**

- a. Consider approval of the attached resolution Incorporating into the 2019-20 Budget, a list of projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate said funds.

**Action:**

Motion: Council Member Domenighini/Second: Council Member Mello

*Moved to adopt a resolution entitled, A Resolution of the City Council of the City of Willows Incorporating into the 2019-20 Budget, a list of projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate said funds.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

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.

**Action:**

Motion: Vice Mayor Warren /Second: Council Member Flesher

*Moved to 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.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

- c. Consider approval of the attached resolution Approving a Five Year Rate Structure for Sewer Service Fees and Directing Staff to Commence the Process to Comply with Proposition 218.

Keith Corum, citizen of the City of Willows, stated he agreed that this is something that had to be done.

LaVonne Hinton, citizen of the City of Willows, voiced her concerns on the Proposition 218, Sewer Service Fees.

**Action:**

Motion: Council Member Domenighini /Second: Vice Mayor Warren

*Moved to Approve a 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 Process to Comply with Proposition 218.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

- d. Adopt a resolution approving grant funds from the Downtown Façade Improvement Funds for an existing commercial building.

**Action:**

Motion: Council Member Flesher/Second: Council Member Mello

*Moved to Adopt a resolution entitled, A Resolution of the City Council of the City of Willows Approving the Use of Downtown Façade Improvement Funds to Gary Evans to make Exterior Renovations to an existing Commercial Building located at 126-132 W. Sycamore Street, Assessors Parcel Number 003-051-007.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

**Council/Staff Reports/Comments:**

a. Staff Reports/Comments:

- Sheriff Warren went over the Monthly Sheriff's Report and announced, the Sheriff's office will be bringing back the VIPS (Volunteers in Police Service) hopefully within the next month or two.
- Chief Peabody announced that the new City of Willows website is now up and running and is very user friendly.
- Construction has started at the South end of town with the new waterline installation.
- Code Enforcement Officer Skip Sykes will be out in about. It's that time of year again where weed abatement has begun.
- Council Member Mello commented on the new city website and agreed with Chief Peabody.

b. City Council Reports/Comments:

Mayor Hansen:

- March 21<sup>st</sup> attended the Transportation Commission meeting.
- Ground Water Authority hosted the Proposition 218 Funding Workshop on March 21<sup>st</sup>. Other meetings to take place with be held March 28<sup>th</sup> at Willows City Hall and April 2<sup>nd</sup> at the Ord Bend Community Hall.
- Wanted to congratulate long time employee Ed Schnurbusch on his retirement. Ed was with the City for 21 years.

Vice Mayor Warren:

- March 28<sup>th</sup> attended the League of Cities Environmental Quality Committee meeting down in Costa Mesa.

Council Member Domenighini:

- Has a Library Board meeting on Thursday April 11<sup>th</sup>.
- Attended the LAFCO meeting.

Council Member Mello:

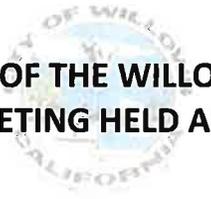
- Asked about the trees that Public Works had planted down W. Sycamore St.

Adjournment:

The Meeting was adjourned at 8:20 p.m.

Dated: April 26, 2019

  
\_\_\_\_\_  
Tara Rustenhoven, City Clerk



## ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD APRIL 23, 2019

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

The meeting opened with the Pledge of Allegiance led by Skip Sykes.

### **Roll Call:**

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

**Council Members Absent:**

**Staff Present:** Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Planning Karen Mantele, City Engineer John Wanger and City Clerk Tara Rustenhoven.

### **Ceremonial Matters (Proclamations, Recognitions, Awards)**

- a. Reading of a Memorial Day Proclamation of the City of Willows.
- b. Reading of a Proclamation declaring the Month of May as “Poppy Month”  
Barbara LaDoucer was here to accept the Memorial Day and “Poppy Month” Proclamations

### **Public Comment/ Written Communications:**

**George Gold**, commented on the service he has received with the Post Office.

### **Public Hearing:**

- a. Conduct a Public Hearing and allow citizens and opportunity to receive input on unmet transit needs in Glenn County. No further action is required by City Council upon the conclusion of the Public Hearing.

Glenn County Senior Planner Mardy Thomas with the Glenn County Transportation gave a brief introduction and how an Unmet Transit Need can be found to exist when there are identifiable groups within the population that has no dependable and/or affordable access to community employment, medical, commercial, public, or social services.

### **Public Hearing Open 7:18 p.m.**

**Doug Ross**-Resident of Willows commented on the Transit Needs and says they’ve done a great job and wanted to commend the people that have served the community.

### **Closed Public Hearing 7:21 p.m.**

Mardy Thomas invited Council for their input on the Regional Transportation Update that can be found at [www.goglenncounty.com](http://www.goglenncounty.com) and The Glenn County Active Transportation Plan [www.glenncountyatp.com](http://www.glenncountyatp.com).

**Consent Agenda:**

- a. Approval of general checking, payroll & direct deposit check registers (36769-36825, Z09886-Z09887).
- b. Approval of minutes of the Regular City Council Meeting held on February 26, 2019.
- c. Approval of minutes of the Regular City Council Meeting held on March 12, 2019.

**Action:**

Motion: Council Member Mello /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, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

**Regular Business:**

- a. Receive the Preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering; adopt the Resolution of Intension to levy and collect assessments; and set the times and dates of the required public information meeting and the required public protest hearing for the City of Willows Landscaping and Lighting Assessment District.

**Action:**

Motion: Council Member Domenighini/Second: Council Member Mello  
*Moved to adopt a resolution entitled, A Resolution of Intention to Levy and Collect Annual Assessments, Preliminary approving the Engineer's Report for FY 2019-20 for the City of Willows Landscaping and Lighting Assessment District and Setting the Times and dates of the Public information meeting and the Public Hearing (Pursuant to the Landscaping and Lighting Act of 1972).*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

Chief Peabody requested moving item 8e ahead of item 8b.

e. By motion, Accept the Cold Storage Feasibility and Business Case Development Analysis Study.

**Action:**

Motion: Council Member Domenighini /Second: Vice Mayor Warren

*By Motion, Accept the Cold Storage Feasibility and Business Case Development Analysis Study.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

b. Adpot a resolution declaring weeds, rubbish, refuse, and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2019 fire season.

**Action:**

Motion: Council Member Mello /Second: Council Member Flesher

*Moved to Adopt a Resolution entitled, A Resolution of the City Council of the City of Willows Declaring Public Nuisances.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

c. By Motion, Accept the Proposal for General Plan Update Submitted by De Novo Planning Group and Direct the Interim CM to Negotiate a Contract for Services.

**Action:**

Motion: Vice Mayor Warren/Second: Council Member Domenighini

*By Motion, Accept the Proposal for General Plan Updates Submitted by De Novo Planning Group and Direct the Interim CM to Negotiate a Contract for Services.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

d. By Consensus, Confirm Date and Time for the Budget Workshop be Set for the Week of May 28 (Monday, May 27 is Memorial Day).

By Consensus, the Budget Workshop will be on Tuesday May 28<sup>th</sup>, 2019 at 5 p.m.

f. By resolution, Authorizing Application for Receipt of SB2 Planning and Grants Program Funds and Direct Staff to Commence the Process.

**Action:**

Motion: Vice Mayor Warren/Second: Council Member Domenighini  
*Moved to approve a resolution entitled, A Resolution of the City Council of Willows, Authorizing Application for, and Receipt of SB2 Planning Grants Program Funds.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

g. By Resolution, Agree to a Municipal Lease and Option Agreement with NEC and Authorize the Administrative Services Director to Negotiate and Sign Said Lease.

**Action:**

Motion: Vice Mayor Warren/Second: Council Member Flesher  
*Moved to adopt a resolution entitled, A Resolution of the City Council of the City of Willows Agreeing to a Municipal Lease and Option Agreement with NEC and Authorize the Administrative Services Director Negotiate and Sign said Lease.*

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

AYES: Flesher, Domenighini, Mello, Warren, Hansen

NOES:

ABSENT:

ABSTAIN:

**Council/Staff Reports/Comments:**

a. Staff Reports/Comments:

- Chief Peabody announced the South Willows Project is happening. The water line is down and is complete. Next is a meeting with Rumiano Cheese. Things are moving along.
- The Building Department issued building permits for a new residential structures.
- Park Reservations can be made online on our website.

b. City Council Reports/Comments:

Mayor Hansen:

- Wanted to thank Vice Mayor Warren for stepping in and attending the Transportation Commission Meeting.
- Attended the Glenn County Farm Bureau's annual event.

Vice Mayor Warren:

- Attended the Transportation Meeting
- Willows High School Boys Tennis took League Championships Sections and will play sections next Wednesday.

**Council Member Flesher:**

- Thanked Vice Mayor Warren for taking his place at the Transit Committee Meeting.
- Glad to see the housing going up in Willows

**Council Member Domenighini:**

- Asked for a projected time line on the Rumiano Building
- Attended the Library Board Meeting April 11, 2019

**Council Member Mello:**

- Commented that the city is very fortunate to have the Glenn Ride; they're very clean and efficient.
- Wanted to congratulate Gannon Warren on winning the Elks Club Scholarship.

**Adjournment:**

The Meeting was adjourned at 8:23 p.m.

Dated: April 29, 2019

  
\_\_\_\_\_  
Tara Rustenhoven, City Clerk



# ORDINANCES

May 14, 2019

**AGENDA ITEM**

**TO:** Hon. Mayor and City Council Members

**FROM:** Robert W. Hunt, City Attorney

**SUBJECT:** Consideration and Adoption of Ordinance Amending Certain Sections of Chapter 9.20 of the Willows Municipal Code Regarding Cannabis Sales and Delivery in the City of Willows

**SUMMARY**

This proposed Ordinance:

1. Deletes the prohibition against deliveries in WMC 9.20.070(1).
2. Adds WMC 9.20.070(1)(a) regulating cannabis deliveries in the City of Willows by:
  - a. Providing that deliveries can be made only by licensed cannabis retail establishments in the City;
  - b. Prohibits sales exclusively by delivery;
  - c. Requires the disclosure of intended delivery operations in required use permit applications;
  - d. Requires detailed operational and security plans.
3. Adds WMC 9.20.070(1)(b) requiring a Glenn County Health Permit if licensee sells or manufactures edible cannabis products.
4. Adds 9.20.070(1)(c) prohibiting drive-through or walk-up window sales.
5. Deletes subparagraph 5 of 9.20.070 which required copies of state licenses prior to being issued a city license.
6. Makes subparagraph 6 of 9.20.070 subparagraph 5 and revises it to make explicit the requirement for a use permit.
7. Revises 9.20.074(1)(g) to clarify that payments to the City under this section are regulatory “fees” and not taxes.
8. Revises subparagraph (1) of 9.20.080 creating concept of Certificate of Authorization (“COA”) which is issued only after applicant holds a city license, use permit and state licenses. Only after being issued a COA can a licensee open doors for business.

## **BACKGROUND**

In response to California's passage of Prop. 64 in 2016 legalizing the adult use of marijuana in our state, on November 28, 2017 the City Council adopted Ordinance 736-17 regulating the cultivation, sales and delivery of cannabis within the City of Willows. Since adoption of that Ordinance, California formed a regulatory agency, the Bureau of Cannabis Control ("BCC") to promulgate regulations effectuating the provisions of Prop. 64, as well as incorporating and coordinating the provisions 1996's adoption of Prop. 215 legalizing medical marijuana in the state.

Importantly, the BCC has overruled the objections of a majority of California cities and authorized the delivery of cannabis and cannabis products statewide, despite cities'—like Willows'—prohibition against such deliveries. In addition, the BCC's recently adopted procedures preclude the issuance of state licenses until after an applicant holds a locally-issued license. These provisions are contrary to Willows' regulatory scheme set forth in Chap. 9.20 of the Willows Municipal Code.

## **ANALYSIS**

The City's Ordinance 736-17 established a comprehensive regulatory scheme for the cultivation and sales of cannabis products in the City of Willows. By way of that Ordinance, the City established regulations pertaining to the private residential cultivation of cannabis and created a detailed licensing process for those wishing to engage in retail sales of cannabis and cannabis products. The Ordinance also prohibited the commercial cultivation of cannabis and deliveries of cannabis and cannabis products in the City.

The BCC has issued a regulation permitting deliveries of cannabis and cannabis products throughout the State, including in those cities—like Willows—that have banned such deliveries. The announced rationale for such a rule is that failing to permit deliveries to everybody was somehow discriminatory to those residing in municipalities that banned cannabis deliveries and deprived those people of the purported benefits inherent in Prop. 64.

Nonetheless, Staff believes that the City should continue to exert regulatory efforts over such deliveries to the extent possible. Therefore, if the City authorizes *regulated* cannabis deliveries within the City, it is believed that the BCC's rationale will be significantly weakened, if not disposed of entirely. As drafted in the proposed Ordinance, such deliveries would be permitted only by licensed retailers and subject to a set of requirements similar to those imposed on retail sales.

It should be noted that there is a lawsuit pending in Fresno County Superior Court brought by at least 24 cities challenging the BCC's rule allowing unregulated deliveries.

**Staff Report re Adoption of Ordinance Amending Portions of WMC Chap. 9.20**

The proponents of Prop. 64 offered assurances in 2016 that the measure would preserve local control of marijuana sales. The lawsuit notes that the ballot proposition's introduction said that it "safeguards local control, allowing local governments to regulate marijuana-related activities." The cities behind the suit contend that the bureau lacks legal authority to allow deliveries in conflict with local ordinances because Prop. 64 and a law signed by then-Gov. Jerry Brown guarantee local governments veto power over marijuana sales in their jurisdictions. In addition, legislation has been introduced that emphasizes the right of cities to ban cannabis deliveries.

The proposed Ordinance is intended to exercise as much regulatory control as possible over cannabis deliveries. However, in the current muddled state of cannabis regulation in California and pending litigation, whether the Ordinance will be effective is unknown.

In addition, the proposed Ordinance revises processes that were ultimately in conflict with the BCC's procedure. The BCC will not now issue state licenses unless and until the applicant holds a local municipality license; the City's current process requires the applicant to have state-issued licenses first. This Ordinance deals with this conflict by moving the application process forward in the absence of state-issued licenses, authorizes the issuance of a license in the absence of a state-issued license, but prohibits the licensee from opening for business until they are issued a Certificate of Authorization ("COA"). The COA will be issued only after the applicant has the requisite use permit, a City-issued license, and the necessary state-issued license(s).

Moreover, this Ordinance clarifies that amounts due and paid to the City by reason of a licensee's operations (as opposed to license application fees and taxes) are, in fact, fees directly related to the regulation of the business, and not taxes.

Finally, this Ordinance would require a permit from the Glenn County Health Department for the sale of any edible cannabis products. It would also prohibit sales at a retail establishment via drive-through or walk-up windows—customers would have to enter the store.

**FINANCIAL CONSIDERATIONS**

None known at this time

**NOTIFICATION**

Notice of the May 14, 2019 City Council public hearing was published in the Sacramento Valley Mirror on May 4, 2019.

**ALTERNATE ACTIONS**

1. Take no action and allow the BCC's authorization for home deliveries in the City of Willows to proceed.
2. Take no action pending the outcome of the pending litigation in Fresno County Superior Court.
3. Direct staff to revise the proposed Ordinance to include some provisions and delete others.
4. Adopt the proposed Ordinance as written.

**RECOMMENDATION:**

Introduce and waive the first reading of Ordinance 2019-\_\_\_\_, **"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTERS 9.20.070 ("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSES"), 9.20.071 ("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE APPLICATIONS"), 9.20.074 ("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FEES AND TAXES"), and 9.20.080 ("GENERAL CONDITIONS FOR ALL RETAIL/DISPENSARY CANNABIS LICENSES") FOR THE REGULATION OF CANNABIS USE, CULTIVATION, SALES AND OTHER CANNABIS ACTIVITIES IN THE CITY OF WILLOWS,"** generally regarding the City's licensing processes and deliveries of cannabis in the City of Willows.

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Respectfully submitted,

Robert W. Hunt  
City Attorney

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Attachment:

Proposed **"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTERS 9.20.070 ("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSES"), 9.20.071 ("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE APPLICATIONS"), 9.20.074 ("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FEES AND TAXES"), and 9.20.080 ("GENERAL CONDITIONS FOR ALL RETAIL/DISPENSARY CANNABIS LICENSES") FOR THE REGULATION OF CANNABIS USE, CULTIVATION, SALES AND OTHER CANNABIS ACTIVITIES IN THE CITY OF WILLOWS."**

ORDINANCE NO. 2019-\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
AMENDING WILLOWS MUNICIPAL CODE CHAPTERS 9.20.070  
("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSES"), 9.20.071  
("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE  
APPLICATIONS"), 9.20.074 ("RETAIL/DISPENSARY CANNABIS  
BUSINESS LICENSE FEES AND TAXES"), and 9.20.080 ("GENERAL  
CONDITIONS FOR ALL RETAIL/DISPENSARY CANNABIS LICENSES")  
FOR THE REGULATION OF CANNABIS USE, CULTIVATION, SALES  
AND OTHER CANNABIS ACTIVITIES IN THE CITY OF WILLOWS.**

Adopted by the City Council of the

**CITY OF WILLOWS**

on Date of \_\_\_\_\_, 2019

**WHEREAS**, the City Council of the City of Willows adopted Ordinance 736-17 on November 28, 2017 regulating cannabis use, cultivation, sales and other cannabis activities in the City of Willows; and

**WHEREAS**, changes in California law and regulations promulgated thereunder require modification to the regulatory scheme enacted by the City of Willows; and

**WHEREAS**, the City Council desires to modify terms for the operation of a retail cannabis business establishment in the City of Willows;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS  
DOES ORDAIN** as follows:

1. The above recitals are true and correct, and incorporated herein.
2. Subparagraph (1) of Chapter 9.20.070 of the Willows Municipal Code is hereby amended in its entirety to read:

“(1) The City of Willows authorizes, subject to the conditions set forth in this code, and only in zones in which such sales are permitted uses pursuant to WMC Title 18, the commercial sale of cannabis and cannabis products for medical and nonmedical uses. Such authorization, and any license issued hereunder, does not include the sale or manufacturing of cannabis or cannabis products at any location other than that for which a license is issued by the city of Willows.

**CITY OF WILLOWS**  
**ORDINANCE \_\_\_\_ 2019**

(a) In addition to the requirements established in this Chapter for retail/dispensary cannabis businesses, the delivery of cannabis and cannabis products shall be subject to the following requirements:

(i) Delivery of cannabis and cannabis products to customers at locations within the City of Willows shall be permitted only in conjunction with a cannabis retail establishment that has a physical location and a retail storefront open to the public within the City of Willows.

(ii) A cannabis retail establishment shall not conduct sales exclusively by delivery.

(iii) Conditional Use Permit applications for cannabis retail businesses shall include a statement as to whether the use will include delivery of cannabis and cannabis products to customers located outside the cannabis retail facility.

(iv) If delivery services will be provided, the application shall describe the operational plan and specific extent of such service, security protocols, and how the delivery services will comply with the requirements set forth in this Chapter and state law.

(b) Cannabis businesses that sell or manufacture edible cannabis products shall have a valid Glenn County Health Permit. Permit holders shall comply with health and Safety Code section 13700, et seq., and Glenn County Health permit requirements. Such requirements provide a system of prevention and overlapping safeguards designed to minimize foodborne illness, ensure employee health, demonstrate industry manager knowledge, ensure safe food preparation practices and delineate acceptable levels of sanitation for preparation of edible products.

(c) Drive-through or walk-up window services are prohibited at all retail/dispensary cannabis establishments in the City of Willows.”

3. Subparagraph (5) of Chapter 9.20.070 of the Willows Municipal Code is hereby deleted in its entirety.

4. A new Subparagraph (5) of Chapter 9.20.070 of the Willows Municipal Code is hereby added to read:

“No license shall be issued if the cannabis activity is not a permitted land use in the city. Every licensee shall hold a use permit issued authorizing the retail/dispensary sales of cannabis and cannabis products within the City of Willows.”

5. Subparagraph (6) of Chapter 9.20.070 of the Willows Municipal Code is hereby deleted in its entirety.

4. Subparagraph (2)(a)(ii) of Chapter 9.20.071 of the Willows Municipal Code is hereby deleted in its entirety.

**CITY OF WILLOWS**  
**ORDINANCE \_\_\_\_ 2019**

5. Subparagraphs (2)(a) of Chapter 9.20.071 are hereby renumber as follows:

<u>Existing Subparagraph</u>	<u>Renumbered Subparagraph</u>
(iii)	(ii)
(iv)	(iii)
(v)	(iv)
(vi)	(v)
(vii)	(vi)
(viii)	(vii)
(ix)	(viii)
(x)	(ix)
(xi)	(x)
(xii)	(xi)
(xiii)	(xii)
(xiv)	(xiii)
(xv)	(xiv)
(xvi)	(xv)
(xvii)	(xvi)

5. Subparagraph (1)(g) of Chapter 9.20.074 of the Willows Municipal Code is hereby deleted in its entirety and a new subparagraph (1)(g) is adopted to read:

“(g) A cannabis business regulatory fee reasonably calculated to reimburse the city for costs and expenses incurred including, but not limited to, issuance of licenses and maintenance of records, monitoring and inspections, preparation and submittal of reports, collection of and accounting for fees and other monies due the city, auditing, legal expenses, enforcement actions, and other anticipated costs and expenses directly or indirectly related to the licensee’s sales of cannabis and cannabis products in the City of Willows. Such fee shall be due and payable prior to the commencement of business. This cannabis business regulatory fee shall be reviewed and revised at the commencement of each license year and shall be payable at the commencement of each license year.”

All other portions of Chapter 9.20.074 remain unchanged.

6. Subparagraph (1) of Chapter 9.20.080 of the Willows Municipal Code is hereby deleted in its entirety and a new subparagraph (1) is adopted to read:

“(1) Prior to commencing business operations pursuant to a cannabis retail/dispensary business license issued by the City of Willows, the applicant shall hold a Certificate of Authorization issued by the City of Willows. Certificates of Authorization shall be issued only to applicants who hold (1) a Retail/Dispensary Cannabis Sales License issued by the City of Willows, (2) a use permit issued by the City of Willows Planning Commission, and (3) California state-issued A-license and/or M-license.”

**CITY OF WILLOWS  
ORDINANCE \_\_\_\_ 2019**

This ordinance was introduced at a regular meeting of the City Council of the City of Willows, held on \_\_\_\_\_, 2019, and adopted at a regular meeting of the City Council of Willows, held on the \_\_\_\_\_, 2019, by the following vote, to wit:

AYES, COUNCILMEMBERS \_\_\_\_\_  
\_\_\_\_\_

NOES, COUNCILMEMBERS \_\_\_\_\_  
\_\_\_\_\_

ABSENT COUNCILMEMBERS \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
GARY HANSEN, MAYOR

APPROVED AS TO FORM:

THE CITY ATTORNEY'S OFFICE

\_\_\_\_\_  
ROBERT HUNT, CITY ATTORNEY

ATTEST:

\_\_\_\_\_  
TARA RUSTENHOVEN, CITY CLERK



# REGULAR BUSINESS

**AGENDA ITEM**

May 14, 2019

**TO:** Wayne Peabody, Interim City Manager  
**FROM:** Tim Sailsbery, Administrative Services Director  
**SUBJECT:** Mosquito and Vector Control District Board of Trustees – biennial appointment

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**RECOMMENDATION**

Re-appoint Vince Holvik as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2019 through June 30, 2021.

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**SUMMARY**

The attached letter from the Glenn County Mosquito and Vector Control District indicates it is time to appoint a representative from the City of Willows to serve a two-year term on the Glenn County Mosquito and Vector Control District Board of Trustees.

Vince Holvik has been the City's representative for the past two terms, and he has indicated his desire and willingness to once again serve as the City's representative.

**FINANCIAL CONSIDERATIONS**

None at this time

**NOTIFICATION**

Luke Niblack, Glenn County Mosquito and Vector Control District

**RECOMMENDATION**

Re-appoint Vince Holvik as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2019 through June 30, 2021.

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Respectfully submitted,

/s/ Timothy Sailsbery

Timothy Sailsbery  
Administrative Services Director

Attachment: Letter from Glenn County Mosquito and Vector Control District

ATTACHMENT



**GCMVCD**

Glenn County Mosquito and Vector Control District

165 County Road G, Willows, California 95988 ° P: 530-934-4025 ° F: 530-934-5971 ° gcmvcd@now2000.com

April 30, 2019

To: Willows City Council

From: Glenn County Mosquito & Vector Control District

Subject: Appointment to the Board of Trustees

Dear Council Members,

We are asking you to reappoint Mr. Vince Holvik to the Board of Trustees of the Glenn County Mosquito & Vector Control District. Mr. Holvik has expressed a desire to serve and will serve at the pleasure of the Willows City Council for the 2 year term beginning July 1, 2019- June 30, 2021.

Thank you for your consideration in this matter. If you have any questions, please feel free to contact me at 530-934-4025.

Sincerely,

A handwritten signature in cursive script, appearing to read "Luke Niblack".

Luke Niblack, Clerk/Secretary to the Board