



Willows City Council Regular Meeting

October 10, 2017
Willows City Hall
7:00 p.m.

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

Agenda

City Council
Gary Hansen, Mayor
Kerri Warren, Vice Mayor
Lawrence Mello, 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) 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 (35185-35221, Z08737-Z08762, 37004-37025).

b. Approval of minutes of the Regular City Council Meeting held on September 26, 2017.

6. **RECESS TO CLOSED SESSION**

a. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section 54956.9:

Number of cases: 1

7. RECONVENE INTO OPEN SESSION

8. ANNOUNCEMENT OF ANY ACTION TAKEN IN CLOSED SESSION

9. ADJOURNMENT

This agenda was posted on October 5, 2017



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

9/23/2017 TO 10/6/2017

General Checking 35185 TO 35221

Payroll Direct Deposit Z08737 TO Z08762

Payroll Checks 37004 TO 37025

APPROVAL DATE 10/10/2017

APPROVED _____

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information	Description
035185	09/23/17	AVE00	AVENET, LLC	800.00	.00	800.00	41315		WEBSITE ANNUAL SERVICE PA
035186	09/23/17	BAK01	AMY BAKER	20.00	.00	20.00	B70921		COED HORSESHOES
035187	09/23/17	BAK06	BAKER & TAYLOR BOOKS	580.46	.00	580.46	12006057		NEW PRINT MAT. LIBRARY
035188	09/23/17	BOE03	DANIELLE BOELMAN	30.00	.00	30.00	B70921		COED HORSESHOES
035189	09/23/17	CAL01	CALIFORNIA WATER COMPANY	2665.21	.00	2665.21	B70921		WATER EXPENS 8/11-9/12/17
035190	09/23/17	CAL04	CALIFORNIA DEPT. OF JUSTI	32.00	.00	32.00	253087		FINGERPRINT APPS
035191	09/23/17	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B709151		CONT.SERV. FINANCE OCT 20
035192	09/23/17	CUR01	L.N. CURTIS & SONS	107.70	.00	107.70	125944		SYNTHETIC OIL
035193	09/23/17	DIC01	LISA DICHARY	8.00	.00	8.00	B70921		COED HORSESHOES
035194	09/23/17	GAN01	GANDY-STALEY OIL CO.	1995.22	.00	1995.22	B70922		AUGUST STMT PER ATTACHED
035195	09/23/17	GCD00	GCID	3673.82	.00	3673.82	B70922		GCID ADMIN/LAFCO FBES
035196	09/23/17	GLE09	GLENN CO. OFFICE OF EDUCA	20.00	.00	20.00	17-917		LIVE SCAN
				18000.00	.00	18000.00	B70921		LITERACY PASS THROUGH
			Check Total.....:	18020.00	.00	18020.00			
035197	09/23/17	GLE42	GLENN COUNTY SOLID WASTE	28.70	.00	28.70	305		RES/COMM MIXED WASTE
035198	09/23/17	JER00	JEREMY'S PEST STOMPERS	30.00	.00	30.00	912176		PEST CONTROL FD SEPT 2017
035199	09/23/17	MAD02	MADSEN'S CONCRETE & PUMPI	411.49	.00	411.49	639		CONCRETE DELIVERY
035200	09/23/17	MAR10	WAYNE MARCHESCHI	8.00	.00	8.00	B70921		COED HORSESHOES
035201	09/23/17	MAX01	MAXIMUM SECURITY SYSTEMS	60.00	.00	60.00	29138		PROF. SERVICES PARKS/PUB.
035202	09/23/17	MEN02	MENDES SUPPLY COMPANY	63.40	.00	63.40	R02232000		CADDY BAG
035203	09/23/17	MID03	MIDWEST TAPE	21.98	.00	21.98	95374550		DVD'S
				12.99	.00	12.99	95397108		DVD'S
			Check Total.....:	34.97	.00	34.97			
035204	09/23/17	NOR43	ACCESS	49.46	.00	49.46	2215417		SHREDDING SERVICES AUG 20
035205	09/23/17	OCL00	OCLC, INC.	2079.78	.00	2079.78	553569		CATEXPRESS/MONTHLY SUBSCR
035206	09/23/17	PET02	PETERSON TRACTOR CO.	368.28	.00	368.28	580013989		KIT REBUILD
				92.12	.00	92.12	580013941		#13 GRADER REPAIR
			Check Total.....:	460.40	.00	460.40			
035207	09/23/17	PGE01	PG & E	12192.72	.00	12192.72	B70922		P.G. & E. 8/15-9/13/17
035208	09/23/17	RIN00	SHARI RINEHART	20.00	.00	20.00	B70921		COED HORSESHOES
035209	09/23/17	SAC08	SACRAMENTO VALLEY MIRROR	35.10	.00	35.10	14915		LEGAL AD-ZONING
035210	09/23/17	SEV00	SEVERN TRENT ENVIRONMENTA	2300.00	.00	2300.00	23399		WILLOWS WASTEWATER PASS T
035211	09/23/17	TAR01	TARGET SUPPLIES	135.26	.00	135.26	T13737		PAINT REMOVER
035212	09/23/17	TAY21	LANCE TAYLOR	20.00	.00	20.00	B70921		COED HORSESHOES
035213	09/23/17	WAL07	WAL-MART COMMUNITY	1728.38	.00	1728.38	B70922		AUGUST STMT PER ATTACHED
			Cash Account Total.....:	47997.94	.00	47997.94			
			Total Disbursements.....:	47997.94	.00	47997.94			
			Cash Account Total.....:	.00	.00	.00			

REPORT.: Oct 04 17 Wednesday
 RUN...: Oct 04 17 Time: 09:17
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 10-17 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
035214	10/04/17	ABO00	STEVE ABOLD	200.00	.00	200.00	B71003	PUB. WKS. TOOL PARKS/PUB.
035215	10/04/17	CHA00	LANCE CHAPMAN	215.00	.00	215.00	B71003	CLOTHING EXP. FIRE DEPART
03521	10/04/17	HUT00	JAKE HUTSON	215.00	.00	215.00	B71003	CLOTHING EXP. FIRE DEPART
03521	10/04/17	JOH07	LUCAS JOHNSON	215.00	.00	215.00	B71003	CLOTHING EXP. FIRE DEPART
035218	10/04/17	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B71003	VEHICLE ALLOW. RECREATION
035219	10/04/17	PEA00	WAYNE PEARBODY	200.00	.00	200.00	B71003	TECHNOLOGY ALLOWANCE OCT
035220	10/04/17	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B71003	VEHICLE ALLOW. FINANCE OC
035221	10/04/17	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B71003	RENT EC LIBRARY OCT 2017
Cash Account Total.....:				1545.00	.00	1545.00		
Total Disbursements.....:				1545.00	.00	1545.00		
Cash Account Total.....:				.00	.00	.00		



SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD September 26, 2017

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

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

Roll Call:

Council Members Present: Council Members Yoder, Williams, and Mello, Vice-Mayor Warren and Mayor Hansen.

Council Members Absent: None.

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery and Community Development Services Director Steve Soeth.

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

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers (35128-35184, Z08713-Z08736, 36989-37003).
- b. Approval of minutes of the Regular City Council Meeting held on September 12, 2017.

Council Member Williams asked that the Mayor pull item B for discussion. Mayor Hansen acknowledged his request and asked the minutes reflect the removal. He then continued on, asking that Council approve item A on the consent agenda.

Action:

Motion: Council Member Yoder /Second: Vice- Mayor Warren

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: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Mayor Hansen opened discussion for item B on the consent agenda. Council Member Williams shared that he felt the minutes have lessened with information to help with time and funding. He then asked if a notation be placed on the minute page that would direct the citizens to the audio on the website allowing them to know that discussions are had on the agenda items.

Mayor Hansen then asked Council Member Williams if he had any changes to the September 12, 2017 minutes addressed on the consent item. Council Member Williams shared he did not have any changes just suggestions for moving forward.

Interim City Manager Peabody then clarified with Council that the request is that the staff place a notation on the top of the minutes informing that verbatim minutes are the recording located on the City's website. Council Member Williams responded that the clarification was correct.

Mayor Hansen then asked that Council approve Consent Item B due to no changes needed to the minutes provided.

Action:

Motion: Council Member Yoder /Second: Council Member Williams

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

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

AYES: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. By Motion, Direct the Interim City Manager, and/or his designee, to participate in the Master Tax Sharing Negotiations with the County of Glenn and the City of Orland, and in addition name Council Member _____ to participate in Negotiations.

Administrative Services Director Sailsbery introduced this topic, sharing with the council that when a property is annexed into another jurisdiction or detached from a jurisdiction there is generally a negotiation over the various types of revenue that is derived from that property. Primarily items that come to mind would be property tax, sales tax and other types of revenue taxations.

Quite often when it is individually negotiated it can be fairly lengthy, fairly contentious, and from time to time based upon the parties involved has the potential to significantly sway one way or the other. While the City of Willows has not had an annexation occur in quite some time; we have watched annexation from our sister city to the North and the County have tax shared agreements kind of end up all over the map.

One of the ways to sort of combat this, is to get to a master tax sharing agreement among all entities involved such that if there is an annexation; we will already have something in place. With that in place, it is one less step in the process of annexation that can be handled. In the tens years of Administrative Services Director Sailsbery's time with the City, there was one attempt of this agreement that had happened in 2004, unfortunately, it was unsuccessful. Looking at it now, the parties have changed. We do know that the County and the City of Orland have gotten ahead and have begun this process. For the City of Willows, we would like to have a seat at the table. Allowing us to get out the City's perspective.

He then gave the item to the Council asking that they designate the City Manager and/or his designee to sit at the table and get involved at the master tax agreements. Also sharing it is up to council if they would like to a member at the table as well.

Council Member Williams thanked staff for bringing this forward. He also shared that he agreed with being one step ahead when something does come up.

Council Member Mello then shared that he had studied this, and had found that many cities already have this in place; making it a win, win for the cities. Sharing he felt it would be better to have this in place now and not wait until we have to do it.

Mayor Hansen, Council Member Yoder and Vice-Mayor Warren all shared that they felt it was a good idea to move forward and they support the table being created.

By consensus, Council Member Yoder will join City Manager Peabody and his designee to represent the City of Willows in the master tax agreements.

Supervisor Keith Corum (Glenn County Representative) addressed the Council, sharing he is on the committee along with John Viegas, both representing different parts of the county to help keep things to be equitable. He also shared he is glad to see that the Council will be taking part in the negotiations as well.

Action:

Motion: Council Member Williams/Second: Council Member Yoder

Moved to approve directing the Interim City Manager, and/or his designee, to participate in the Master Tax Sharing Negotiations with the County of Glenn and the City of Orland, and in addition name Council Member Yoder to participate in Negotiations.

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

AYES: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- b. Consider adoption of a resolution of the City of Willows Amending the 2017-18 Budget to Incorporate a list of projects funded by SB1: The Road Repair and Accountability Act and to appropriate said funds.

Community Development Director Steve Soeth addressed Council sharing that he is going to let Administrative Services Director Sailsbery introduce the item and once he is done, he would be available for any technical questions Council may have.

Admin. Services Director Sailsbery began by sharing that there will be an increase in gas and vehicle registration coming as outlined in the staff report. In senate bill one (SB1) it outlines the process of distributing these funds to various levels of entities and how to allocate those funds. SB1 comes with a lot more formality then previous other types of gas taxes.

Sharing what the Council has before them tonight, is a budget amendment along with the procreation of the allocation of \$35,104 dollars. Along with that we are required to name specific projects and from there our Community Services Director will fill out some forms that will need to be submitted by October 16th. From the accounting side we also have to certify that we using enough general fund monies for streets and roads.

He then shared with Council that Community Services Director had completed a list of projects where he saw to be best fit. Moving forward, after the completion of this agenda item, a new senate bill was passed that has lessened the amount of formality. Which means this will be the last time that Council and the City will have to actually amend it into a budget moving forward.

He then gave the item to Council to open up any discussion and remind them that although it had just been amended it will be passed as is and in future it will just be the submittal of a project list.

Council Member Williams shared that he had addressed his questions to staff prior to the meeting and wanted to share with those present his question. He asked, how do we know money we are actually going to receive?

Community Services Director Soeth responded that these are estimated that the League of Cities and CSAC came out with, with that being said we are not sure what it is going to be. What you have been provided is the best estimate out. The \$ 35,000.00 is about a half cycle allotment.

Council Member Williams then asked, how do we prioritize the projects we need?

Community Services Director Soeth shared that the City is not held to the project list that is submitted, but for the formality of the instructions the City has to submit something to the state so that they know we have projects for funding. Ultimately wherever the City decides to use the funds a report will be generated and sent to the state.

Council Member Williams then questioned, if trees that were breaking sidewalks would be removed?

Community Services Director Soeth shared in past practice the staff does not remove healthy trees because of intruding roots. He then shared some solutions they use for those trees. However, remove the tree is not done.

Action:

Motion: Council Member Mello /Second: Council Member Yoder

Moved to approve the adoption of a resolution of the City of Willows Amending the 2017-18 Budget to Incorporate 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: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- c. Discuss and advise and, by consensus, support staff efforts to develop a community outreach strategy using social media.

Interim City Manager Peabody introduced this discussion topic sharing three reasons why he and his staff would like to move in this direction those being; building moral amongst staff, assistance in the boost of our community and marketing the City as a whole. He also shared that he had reached out to Matson & Isom and their marketing team to help make this implementation successful. Sharing that within this item, is the quote for the assistance to make this transition happen. He then gave the item to Council for discussion.

Council then engaged in a lengthy discussion about the topic. In brief, Vice-Mayor Warren expressed agreement with moving forward, sharing it is the sign of the times and that she couldn't agree more with Interim City Manger's statement that we do have one shot to make it successful.

Council Member Mello shared a phrase out of the agenda item, "promote our great community", he then shared he is all in favor of positivity for the Community.

Council Member Yoder and Mayor Hansen had curiosity as to if the meetings were going to become live within our Facebook Page? Interim City Manager explained that it could be a possibility, however, the plan would be to start out with short five minute videos updated given from staff on a weekly basis. Council Member Williams suggested that the live stream would be a good idea and beneficial to citizens. Interim City Manager then said that Staff will be working with Matson & Isom to see what will be best for the implementation. Discussion continued leading up to Consensus of the Council to move forward on this social media item.

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

Interim City Manager Peabody shared that the City had received verbal commitment for an extension on the EDA.

b. City Council Reports/Comments:

Vice-Mayor Warren:

- Willows High School lost battle of the axe, but the band won the mace.

Council Member Mello:

- The vintage flea market is coming soon, Saturday, Oct 21st, the Gathering a local store sponsors the event.

Council Member Yoder:

- Had nothing to report.

Council Member Williams:

- Thanked Interim City Manager Peabody for his awesome efforts on the EDA project.

Mayor Hansen:

- Attended a Glenn Ground Water Board Meeting completing routine business.
- Attended the Regional Transit Meeting on Sept 21st- City related, Rotary club has volunteered to install that bus shelter at Butte and Sycamore after permits have been issued from the City, and with construction of the new bus barn are moving forward with the addition of a new solar array.

Adjournment:

The Meeting was adjourned at 7:47p.m.

Dated: September 27, 2017.

Robyn Johnson, City Clerk