



# Willows City Council Regular Meeting

December 11, 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  
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. **SCHEDULED PUBLIC AND/OR STAFF PRESENTATIONS**

6. **CONSENT AGENDA**

Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a 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 36438-36464, Z09600-Z09631, 37717-37732.

b. Approval of minutes of the Regular City Council Meeting held on November 27<sup>th</sup>, 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.*

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

- a. Approve the proposed extension agreement and authorize the Interim City Manager to sign one year extension with Waste Management.
- b. Receive nominations and by motion, elect Mayor and Vice-Mayor for 2019.
- c. Discuss possible appointment to various committees/panels for the 2019 calendar year.

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

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

**9. ADJOURNMENT**

**This agenda was posted on December 6, 2018**



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

11/22/2018 TO 12/5/2018

General Checking 36438 TO 36464

Payroll Direct Deposit 209600 TO 209631

Payroll Checks 37717 TO 37732

APPROVAL DATE 12/11/2018

APPROVED \_\_\_\_\_

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036438	11/20/18	GLE13	GLENN CO. CLERK-RECORDER	128.00	.00	128.00	B81120P	RECORD AG LEASE
036439	11/20/18	GLE13	GLENN CO. CLERK-RECORDER	110.00	.00	110.00	AB81120P	RECORD AG LEASE
036440	11/29/18	ABO00	STEVE ABOLD	200.00	.00	200.00	B81129	PUB. WKS. TOOL PARKS/PUB.
036441	11/29/18	AME02	AMERIPRIDE UNIFORM SVCS.	736.34	.00	736.34	B81129	OCTOBER STMT PER ATTACHED
036442	11/29/18	ATT01	A.T.& T.	1003.33	.00	1003.33	B81129	TELEPHONE EXP. 10/19-11/1
036443	11/29/18	BAK06	BAKER & TAYLOR BOOKS	753.22	.00	753.22	12370911	NEW PRINT MAT. LIBRARY
036444	11/29/18	CAL01	CALIFORNIA WATER COMPANY	2660.83	.00	2660.83	B81129	WATER EXPENSE 10/11-11/7/
036445	11/29/18	CDW00	CDW GOVERNMENT	1472.85	.00	1472.85	QBL5804	GOV ADOBE ACROBAT
036446	11/29/18	COM16	COMCAST CABLE	150.93	.00	150.93	B81129	INTERNET FD 11/19-12/18/1
036447	11/29/18	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B811151	CONT.SERV. FINANCE DEC 20
036448	11/29/18	COR10	CORNING LUMBER CO., INC.	5.36	.00	5.36	245807	SAFETY GLASSES
036449	11/29/18	CSF00	CSFEWBC-VLSA	3900.00	.00	3900.00	1303CORR	FIREFIGHTER LENGTH OF SER
036450	11/29/18	CUR01	L.N. CURTIS & SONS	836.55	.00	836.55	233705	NYLON HOSE
036451	11/29/18	DUR00	DURHAM-PENTZ TRUCK CENTER	210.00	.00	210.00	93740	MOBLE SNAP TEST
				210.00	.00	210.00	93742	MOBILE SNAP TEST
			Check Total.....:	420.00	.00	420.00		
036452	11/29/18	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	879491A	BACTI ANALYSIS
036453	11/29/18	GLE21	GLENN CO. SHERIFFS DEPT.	114629.16	.00	114629.16	10221809	CONTRACTUAL LAW ENFORCEME
036454	11/29/18	MAT01	MATSON & ISOM TECHNOLOGY	2843.00	.00	2843.00	65993	MANAGED PARTNER AGREEMENT
				180.00	.00	180.00	66035	OFFSITE BACKUP NOV 2018
			Check Total.....:	3023.00	.00	3023.00		
036455	11/29/18	NOR18	NORTHERN CALIF. GLOVES	107.18	.00	107.18	512124	GLOVES
036456	11/29/18	NVI01	NVIH	4008.07	.00	4008.07	B81129	RETURN OF REMAINING PASS
036457	11/29/18	OFF05	OFFICE DEPOT, INC.	82.68	.00	82.68	214347900	OFFICE SUPPLIES
036458	11/29/18	PEA00	WAYNE PEABODY	200.00	.00	200.00	B81129	TECHNOLOGY ALLOWANCE DEC
036459	11/29/18	PGB01	PG & E	9802.93	.00	9802.93	B81129	P.G. & E. 10/15-11/13/18
036460	11/29/18	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B81129	VEHICLE ALLOW. FINANCEDEC
036461	11/29/18	SPP00	SPP FUND III, LLC	7468.46	.00	7468.46	156206985	SOLAR ELECTRICITY OCT 201
036462	11/29/18	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B81129	RENT EC LIBRARY DEC 2018
036463	11/29/18	WIL07	WILLOWS CHAMBER	2500.00	.00	2500.00	B81129	SEMI-ANNUAL CONTRIBUTION
036464	11/29/18	WILHQ	WILLOWS AUTO PARTS	318.17	.00	318.17	B81129	OCTOBER STMT PER ATTACHED
			Cash Account Total.....:	155246.93	.00	155246.93		
			Total Disbursements.....:	155246.93	.00	155246.93		
			Cash Account Total.....:	.00	.00	.00		



## SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD November 27, 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](http://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 Council Member Williams.

### **Roll Call:**

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

**Council Members Absent:**

**Staff Present:** Interim City Manager Wayne Peabody, City Clerk Tara Rustenhoven and Recreation Coordinator Sarah Hoffman.

### **CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)**

Pearl Harbor Remembrance Day proclamation was presented to Barbara LaDoucer.

Barbara LaDoucer presented Council Members and Staff with a Certificate of Recognition.

**Public Comment/ Written Communications:** Community Development Director, Jody Samons wanted to make a couple of announcements. There is a Building Your Business Canvass workshop scheduled for December 5th at 5pm the business incubator.

Also, The Community Action Division has a donation center in Orland at the Stonycreek Square. Any fire victims are welcome there to get clothing and gifts cards.

Jody has been serving on a business recovery taskforce. There were 1856 business' that were either totally destroyed or partially destroyed, and they are working on supporting these business' and getting back up and running.

### **Consent Agenda:**

- a. Approval of general checking, payroll & direct deposit check registers (36402-36437, Z09571-Z09599, 37694-37716).
- b. Approval of minutes of the Regular City Council Meeting held on November 13, 2018.

Williams wanted to make a comment on Item 6b. Wanted to commend Mayor Warren and Sheriff Warren for using their own money on their trip to Washington D.C.

### **Action:**

Motion: Williams/Second: Yoder

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

NOES:

ABSENT:

ABSTAIN:

Council Member Williams suggested to move item 8 before item 7.

**Council/Staff Reports/Comments:**

a. Staff Reports/Comments:

- Interim City Manager Peabody gave an update on the leaf pick up. It has slowed down due to the rain but we will still be out picking up leaves.
- Announced the light parade and Christmas Tree lighting is this weekend.

b. City Council Reports/Comments:

**Council Member Hansen:**

- Thanked Yoder for his time and said it's been an honor and a pleasure working with him.
- Also thanked Williams for his time.
- Welcomed Larry Domenighini back and also welcomed Joe.
- Gave kudos to the Public Works Department on the Leaf pick up.
- Reminded everyone of the Museum open house on Thursday, Dec 13, 2018 from 5pm-7pm.

**Council Member Yoder:**

- Wanted to say thanks for the last 20 years.

**Council Vice Mayor Mello:**

- Wanted to say it's been a pleasure serving with both Council Members Williams and Yoder.

**Mayor Warren:**

- Thanked both Williams and Yoder for their service and welcomed the new Council Members.

**Council Member Williams:**

- Wanted to comment on the leaf pick up and say thank you to the Public Works Department.
- Wanted to Thank Larry and Joe for taking the time to represent our city and wanted to thank Randy for running as well. He also wanted to say it's been an honor to sit on the City Council for the past four years.
- Suggested we put the overtime pay on the website as we put the check registers on the website.

**Certify election results and swear in newly elected Council Members:**

- a. Pursuant to Election Code 10263 consider approval of a resolution confirming canvass of returns and results of election held November 6, 2018, and authorize the City Clerk to administer the Oath of Office to newly elected officials.

**Action:**

**Motion: Yoder/Second: Williams**

*Moved to approve the of a Resolution of the City Council of the City of Willows confirming canvass of Returns and results of the consolidated general municipal election held on Tuesday, November 6, 2018.*

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

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

**NOES:**

**ABSENT:**

**ABSTAIN:**

- b. Pursuant to Election Code 10265, City Clerk, Tara Rustenhoven will administer the Oath of Office to newly elected Council Members Joe Flesher and Larry Domenighini.

Oath of Office was administered to newly-elected Council Members Joe Flesher and Larry Domenighini.

- c. Newly sworn Council Members will take their seats at the dais and Mayor Warren will reconvene the meeting and preside over the remainder of the meeting.

**Adjournment:**

The Meeting was adjourned at 7:29 p.m.

Dated: November 28, 2018

  
Tara Rustenhoven, City Clerk





# REGULAR BUSINESS

**AGENDA ITEM**

**TO:** Honorable Mayor Warren and Members of the City Council

**FROM:** Wayne Peabody, Interim City Manager

**SUBJECT:** Extension of Waste Management Agreement

---

**RECOMMENDATION**

Approve the proposed extension agreement and authorize the Interim City manager to sign a one year extension with USA Waste of California, Inc. "Waste Management."

---

**SITUATION (or BACKGROUND):**

The City of Willows along with the City of Orland and Glenn County comprise the Glenn County Waste Management Regional Agency JPA, which was created in 1998. The City and Waste Management, Inc. (WMI) are in the tenth year of a ten year exclusive contract ending on December 31, 2018.

With uncertainties in regards to the Glenn County Landfill closing, the possibility of a transition to a County-operated transfer station. This is an opportunity to keep an interim measure in place to continue hauling services operating without delay to our citizens. The attached amendment continues the same language of an annual fee adjustment based on the CPI (consumer price index), landfill tipping fee and diesel cost.

Long term solution may be a joint effort with the City of Orland and the County of Glenn in a joint request-for-proposal. Since all three agencies are requesting extensions, the opportunity to jointly issue the RFP coordinated by the JPA may be the most cost effective.

---

**FINANCIAL CONSIDERATIONS:**

No changes with the extension

**NOTIFICATION**

City of Orland  
Glenn County  
Waste Management

**ALTERNATE ACTIONS**

Request additional information from staff  
Provide additional direction to staff  
Reject proposal

**RECOMMENDATION**

Approve the proposed extension agreement and authorize the Interim City manager to sign a one year extension with USA Waste of California, Inc. "Waste Management."

---

Respectfully submitted,



Wayne Peabody  
Interim City Manager

---

**ATTACHMENTS**

Proposed One Year Agreement Extension Letter

---

November 26, 2018

City of Willows  
201 N Lassen St  
Willows, Ca 95988

Re: One Year Agreement extension

Dear Interim City Manager Wayne Peabody

Article 1 of the Contract for the Collection of Garbage and Rubbish (the "Agreement") between USA Waste of California, Inc. ("WM") and the City of Willows states that "Following the Initial Term, this Agreement will extend for successive one (1) year terms upon written agreement of the parties." The current Agreement term will expire on December 31, 2018, and WM would like to extend it for another year to provide time for the City and WM to negotiate a potential longer-term extension. The new term will expire on December 31, 2019 if negotiations are not successful. If the City agrees to such extension, please execute this letter in the space provided below and return one executed copy to me.

Yours truly,

USA WASTE OF CALIFORNIA, INC.

Barry Skolnick  
President

ACCEPTED AND AGREED TO  
this \_\_\_ day of \_\_\_\_\_, 2018.

CITY OF WILLOWS

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AGENDA ITEM**

**TO:** Honorable Mayor Warren and Members of the Council

**FROM:** Tara Rustenhoven, City Clerk

**SUBJECT:** Mayor – Vice Mayor Election for 2019

---

**RECOMMENDATION**

1. Receive nominations for Mayor for 2019 and upon closure of nominations, by motion, elect a Mayor for 2019; and
2. Receive nominations for Vice-Mayor for 2019 and upon closure of nominations, by motion, elect a Vice-Mayor for 2019.

**SITUATION (or BACKGROUND):**

Administrative Procedure and Policy Number 1-7 of the City of Willows provides for an election of Mayor and Vice-Mayor in December of each year. The terms of office for the newly selected Mayor and Vice-Mayor will run from January 1, 2019, through December 31, 2019 unless otherwise appointed by the Council to serve an additional term of terms.

**FINANCIAL CONSIDERATIONS:**

No financial considerations.

**NOTIFICATION**

None at this time.

**ALTERNATE ACTIONS**

No alternative actions are recommended.

**RECOMMENDATION**

1. Receive nominations for Mayor for 2019 and upon closure of nominations, by motion, elect a Mayor for 2019; and
2. Receive nominations for Vice-Mayor for 2019 and upon closure of nominations, by motion, elect a Vice-Mayor for 2019.

December 11, 2018

Respectfully submitted,

Approved,

/s/Tara Rustenhoven  
City Clerk

/s/Wayne Peabody  
Interim City Manager

---

**AGENDA ITEM**

**TO:** Honorable Mayor Warren and Members of the Council  
**FROM:** Tara Rustenhoven, City Clerk  
**SUBJECT:** Council Committee Appointments for 2019

---

**RECOMMENDATION**

Discuss possible appointments to various committees/panels for the 2019 calendar year.

**SITUATION (or BACKGROUND):**

Attached for Council's review and consideration is a list of the various committees in which Council Members serve as City Representatives. The appointments of the primary representative(s) and alternate(s) to specific committee are reviews annually by the Council. Consistent with past practice, the Mayor, with the concurrence of the Council, initiates recommendations for both continued and new appointments.

As indicated on the current list of committee representatives, a number of the positions are appointed for a specific period, while others do not have term expirations dates. Several of the committee appointments are made through the City Select Committee in which the City has an appointed representative (the Mayor). The City alternates every other year within the City of Orland with respect to appointments of the Glenn County Transportation Commission. During 2018, the City of Willows will have two members and one alternate on the Transportation Commission.

**FINANCIAL CONSIDERATIONS:**

No financial considerations.

**NOTIFICATION**

Notifications will be sent to the County Clerk's Office.

**ALTERNATE ACTIONS**

No Alternate actions are recommended.

**RECOMMENDATION**

Discuss possible appointments to various committees/panels for the 2019 calendar year.

Respectfully submitted,

Approved,

/s/Tara Rustenhoven  
City Clerk

/s/Wayne Peabody  
Interim City Manager

---

**Attachments:**

**Attachment A-**

Available List of Committee Assignments and Term Expirations for 2019 Calendar year.

**Attachment B-**

Current Assignments (to be used for reference)



## WILLOWS CITY COUNCIL 2019 COMMITTEE APPOINTMENTS

<b>COMMITTEE</b>	<b>MEMBER(S)</b>	<b>WHEN APPT.</b>	<b>TERM EXPIRES</b>
*Airport Land Use Committee	1 Member		5/03/2020
*Glenn County Waste Management Regional Agency	1 Member 1 Alternate		01/2020
*Transit Committee	2 Members 1 Alternate		01/2020
*Transportation Committee	1 Member 1 Alternate		01/2020
*LAFCO (Term is four years)	Warren 1 Alternate		5/03/2020 12/2019
City Select Committee	Mayor		12/2019
Countywide Mosquito & Vector Committee	Vince Holvik Mayor		12/2019
Finance Committee	2 Members		12/2019
GCID Voting Delegate	Mayor		12/2019
League Legislative Delegate	Mayor		12/2019
Library Board	1 Member		12/2019
3CORE (Formally known as Tri-Counties Economic Development Committee)	1 Member 1 Alternate		12/2019
CDBG Loan Committee	2 Members		12/2019
Public Safety (Police & Fire) Committee	2 Members		12/2019
City & Counties Economic Development Steering Committee	2 Members 1 Alternate		12/2019
Sustainable Groundwater Management Act (SGMA) Board Committee	Hansen Cal Water		12/2020

## WILLOWS CITY COUNCIL CURRENT 2018 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	Mayor		5/3/2020
*Glenn County Waste Management Regional Agency	Mello Williams Hansen (Alternate)		01/2019
*Transit Committee	Hansen Williams Yoder (Alternate)		01/2019
*Transportation Commission	Hansen Williams Mello(Alternate)		01/2019
LAFCO (Term is four years)	Warren Yoder (Alternate)		5/3/2020 12/2018
City Select Committee	Mayor		12/2018
Countywide Mosquito & Vector Committee	Vince Holvik Mayor (Alternate)		12/2018
Finance Committee	Warren Williams		12/2018
GCID Voting Delegate	Mayor		12/2018
League Legislative Delegate	Mayor		12/2018
Library Board	Mello		12/2018
3CORE (Formerly known as Tri-Counties Economic Development Committee)	Warren Yoder (Alternate)		12/2018
CDBG Loan Committee	Yoder Mello		12/2018
Public Safety (Police & Fire) Committee	Hansen Yoder		12/2018
City & Counties Economic Development Steering Committee	Hansen Williams Yoder (Alternate)		12/2018

**\* The City Selection Committee makes the final selection to these Committees.  
Updated 12/14/2016**

**NOTES:**

- The Willows City Council on December 11, 2007, by consensus, deleted the Community User Access Group, the Water Awareness Committee, the Central Sacramento Valley Resource Conservation Development Area, and the Cities/County Library Advisory Board due to these Committees no longer being active. The California Water Service Company Community Advisory Panel was added to the list. The Wastewater Treatment Plant Liaison was deleted from the Committee list at the City Council Meeting of December 9, 2008.
- The Willows City Council on June 23, 2009, adopted a Resolution that designated the Mayor in any given year to be the Voting Delegate for Glenn Colusa Irrigation District Elections.
- The Willows City Council on December 16, 2009, by consensus, deleted the California Water Service Company Community Advisory Panel and the CDBG Loan Committee due to lack of activity.
- The Willows City Council on December 14, 2010, by consensus, reinstated the CDBG Loan Committee.
- The Willows City Council on December 13, 2011, by consensus, added the “Public Safety (Police & Fire) Subcommittee” to the list of Committee Representative.
- The Willows City Council on December 11, 2012, by consensus, added the City & Counties Economic Development Steering Committee. They also, by consensus, disbanded the Weed Abatement Subcommittee & the Budget Development Subcommittee.
- The Willows City Council on December 9, 2014, by consensus determined that the Mayor would be the Committee Member for the Countywide Mosquito & Vector Committee in any given year.