



Willows City Council Regular Meeting

May 11, 2021
Willows City Hall
7:00 p.m.

Agenda

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

City Council
Larry Domenighini, Mayor
Gary Hansen, Vice Mayor
Kerri Warren, Council Member
Joe Flesher, Council Member
Jeff Williams, 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. **CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)**
 - a. Reading of Memorial Day Proclamation of the City of Willows

5. **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)

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 Z44862-Z44883, 38873-38878, 051115-051150.
- b. Approval of minutes of the Special City Council Meeting held on April 5, 2021.
- c. Approval of minutes of the Regular City Council Meeting held on April 27, 2021.

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

7. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Review the City of Willows WMC regarding the Maintenance Responsibilities for Sidewalks.

8. COUNCIL/ STAFF REPORTS/COMMENTS

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

9. CLOSED SESSION

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

- b. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to §54956.9 (b)

Number of Cases: Two (2)

- c. PUBLIC EMPLOYEE APPOINTMENT (CA Gov. Code §54957) Title: City Manager

- d. CONFERENCE WITH LABOR NEGOTIATORS (§54957.6)

Agency designated representatives:

David Ritchie: City Attorney

Interim City Manager: Wayne Peabody

Employee Organization: United Public Employees of California,
Local 792 (LIUNA / AFL-CIO)

10. ADJOURNMENT

This agenda was posted on May 6, 2021


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.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



PROCLAMATIONS



City of Willows Memorial Day Proclamation

WHEREAS, Memorial Day each year serves as a solemn reminder of the scourge of war and its bitter aftermath of sorrow; and

WHEREAS, this day has traditionally been devoted to paying homage to loved ones who lie in hallowed graves throughout the land, having sacrificed their lives that war might end; and

WHEREAS, in tribute to these silent dad it is fitting that we lift up our voices together in supplication to Almighty God for wisdom in our search for enduring peace; and

WHEREAS, the Congress, in a joint resolution approved May 11, 1950, provided that Memorial Day should be set aside as a day of prayer for permanent peace; and

WHEREAS, today and every day, let us remember the service men and woman we have lost and let us honor them by rededicating ourselves to strengthening our Nation's promise. With love, grace, and reflection, let us honor our fallen fellow Americans, known and unknown, who sacrificed their freedom to ensure our own.

NOW, THEREFORE, I, Larry Domenighini, Mayor of the City of Willows, do hereby proclaim Memorial Day, May 31, 2021, as day of City-wide prayer for permanent peace.

In commemoration of this event, urge all citizens to join together in their homes, places of work and places of worship to pray for the permanent peace and to continue to pray for our city, our state and our nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Willows, Glenn County, California, this 11th day of May, 2021.

Larry Domenighini, Mayor





CONSENT AGENDA



PERIOD

04/26/2021 TO 05/05/2021

Payroll Direct Deposit 244862 TO 244883

General Checking 38873 TO 38878

Check Register 051115 TO 051150

APPROVAL DATE 05/11/2021

APPROVED _____

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount	Tax Amount	Deduction Amount	Check Amount
Z44862	04/30/21	04/25/21	CHI00	CHILDRESS, KATIE LEEANN	04-21	10-21	1856.88			
Z44863	04/30/21	04/25/21	RUS01	RUSTENHOVEN, TARA L	04-21	10-21	1935.86			
Z44864	04/30/21	04/25/21	EHO00	EHORN, MARIA ANNETTE	04-21	10-21	1984.77			
Z44865	04/30/21	04/25/21	BIA00	BIANCHINI, ANN L	04-21	10-21	52.92			
Z44866	04/30/21	04/25/21	BOW00	BOWERS, LINDA S	04-21	10-21	252.00			
Z44867	04/30/21	04/25/21	BRI00	BRIONES, BRENDA VALENZU	04-21	10-21	224.00			
Z44868	04/30/21	04/25/21	DUN00	DUNCAN, ROSE A	04-21	10-21	1430.77			
Z44869	04/30/21	04/25/21	OLI00	OLIVER, LINDA F	04-21	10-21	189.00			
Z44870	04/30/21	04/25/21	RAN00	RANDOLPH, ABIGAIL S	04-21	10-21	364.00			
Z44871	04/30/21	04/25/21	SIL00	SILVA, EMILY M	04-21	10-21	84.00			
Z44872	04/30/21	04/25/21	SPE02	SPENCE, KYLIEGH C	04-21	10-21	308.00			
Z44873	04/30/21	04/25/21	VAR00	Vargas, Giovanni	04-21	10-21	518.00			
Z44874	04/30/21	04/25/21	HUT04	HUTSON, KRISTINA RENEE	04-21	10-21	538.20			
Z44875	04/30/21	04/25/21	ABO00	ABOLD, STEVEN B	04-21	10-21	1802.57			
Z44876	04/30/21	04/25/21	MCM00	MCMAHON, SHARON M	04-21	10-21	180.32			
Z44877	04/30/21	04/25/21	SEN00	SENGMANY, SITXAY	04-21	10-21	768.00			
Z44878	04/30/21	04/25/21	VAS01	VASQUEZ, PEDRO CEASAR	04-21	10-21	2003.08			
Z44879	04/30/21	04/25/21	ENO00	ENOS, KYLE	04-21	10-21	3710.27			
Z44880	04/30/21	04/25/21	PEA04	PEABODY, ROBERT WAYNE	04-21	10-21	4400.54			
Z44881	04/30/21	04/25/21	CAR03	CARLSON, JOSHUA D	04-21	10-21	1670.78			
Z44882	04/30/21	04/25/21	MIN00	MINGS, MICHAEL E	04-21	10-21	1501.85			
Z44883	04/30/21	04/25/21	PFY00	PFYL, NATISA N	04-21	10-21	2461.65			
							28237.46			

REPORT.: 04/27/21
RUN ON.: 04/27/21 Time: 14:33
RUN BY.: Katie Childress

CITY OF WILLOWS

PAGE: 001
ID #: SPVR
CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
38873	04/27/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	C10427	04/27/21	STATE INCOME TAX	04-21	608.13	608.13
38874	04/27/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	C10427	04/27/21	SDI	04-21	326.64	326.64
38875	04/27/21	ICM01 ICMA RETIREMENT TRUST 457	C10427	04/27/21	DEFERRED COMP - ICMA	04-21	411.11	411.11
38876	04/27/21	NAT00 NATIONWIDE RETIREMENT SOLU	C10427	04/27/21	USCM DEF. COMP.	04-21	784.92	784.92
38877	04/27/21	PER01 P.E.R.S.	C10427	04/27/21	PERS PAYROLL REMITTANCE	04-21	4559.94	4559.94
38878	04/27/21	UMP01 UMPQUA BANK - MYTAXPAYER	C10427	04/27/21	FEDERAL INCOME TAX	04-21	1885.51	
38878	04/27/21	UMP01 UMPQUA BANK - MYTAXPAYER	1C10427	04/27/21	FICA	04-21	3375.14	
38878	04/27/21	UMP01 UMPQUA BANK - MYTAXPAYER	2C10427	04/27/21	MEDICARE	04-21	789.32	6049.97
TOTAL DISBURSED...							12740.71	12740.71

Invoice No	Description	Invoice Date		Actual Period		Tm	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
		Due Date	Fiscal									
Check #: 051115 Check Date.: 05/05/21 Vendor I.D.: ABO00 (STEVE ABOLD)												
C10504-	MAY TOOL ALLOWANCE	05/01/21	05-21	05/05/21	11-21				200.00	.00	200.00	
Check #: 051116 Check Date.: 05/05/21 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)												
110251740-	CLEANING UNIFORMS - PUBLIC WORKS	03/30/21	05-21	05/05/21	11-21				94.54	.00	94.54	
110252826-	CLEANING UNIFORMS	04/20/21	05-21	05/05/21	11-21				94.54	.00	94.54	
110253229-	CLEANING UNIFORM	04/27/21	05-21	05/05/21	11-21				94.54	.00	94.54	
110253232-	CLEANING SUPPLIES	04/27/21	05-21	05/05/21	11-21				185.57	.00	185.57	
110253587-	CLEANING UNIFORMS	05/04/21	05-21	05/05/21	11-21				100.22	.00	100.22	
									** Vendor's Subtotal ----->	569.41	.00	569.41
Check #: 051117 Check Date.: 05/05/21 Vendor I.D.: ATT01 (A.T.& T.)												
C10504-	Telephone Exp FOR APRIL 2021	05/01/21	05-21	05/05/21	11-21	A			1128.32	.00	1128.32	
Check #: 051118 Check Date.: 05/05/21 Vendor I.D.: BAR01 (BARCELOUX BROTHERS AUTO)												
600783-	AIR FILTER	04/21/21	05-21	05/05/21	11-21	A			9.17	.00	9.17	
601543-	NEW SWITCH	04/30/21	05-21	05/05/21	11-21	A			29.94	.00	29.94	
601573-	RETURNED A SWITCH FOR A DIFFERENT ONE	04/30/21	05-21	05/05/21	11-21	A			1.05	.00	1.05	
									** Vendor's Subtotal ----->	40.16	.00	40.16
Check #: 051119 Check Date.: 05/05/21 Vendor I.D.: CAL61 (CAL FIRE)												
1362139-	SCH- A FY QUARTER 3	04/28/21	05-21	05/05/21	11-21				12375.46	.00	12375.46	
Check #: 051120 Check Date.: 05/05/21 Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)												
50776-	CONDITIONS OF APPROVAL AND PROFESSIONAL SERVICES	03/31/21	05-21	05/05/21	11-21				87.50	.00	87.50	
50838-	PLAN REVIEW	04/01/21	05-21	05/05/21	11-21				165.00	.00	165.00	
50842-	PLAN REVIEW	03/31/21	05-21	05/05/21	11-21				1010.00	.00	1010.00	
50843-	PLAN REVIEW	03/31/21	05-21	05/05/21	11-21				165.00	.00	165.00	
50884-	PLAN REVIEW	03/31/21	05-21	05/05/21	11-21				198.75	.00	198.75	
50885-	PLAN REVIEW- COMMERCIAL CARPORTS	03/31/21	05-21	05/05/21	11-21				450.00	.00	450.00	
50894-	ASSESSMENT DISTRICT AND PROFESSIONAL SERVICES	03/31/21	05-21	05/05/21	11-21				4865.00	.00	4865.00	
50895-	CONSTRUCTION SUPPORT & EDA GRANT	03/31/21	05-21	05/05/21	11-21				1662.50	.00	1662.50	
50896-	GENERAL CITY ENGINEERING ADMIN	03/31/21	05-21	05/05/21	11-21				255.00	.00	255.00	
50907-	GENERAL ADMIN & PROFESSIONAL SERVICES	03/31/21	05-21	05/05/21	11-21				1490.00	.00	1490.00	
50931-	PLAN REVIEW- ROOF MOUNT SOLAR	03/31/21	05-21	05/05/21	11-21				493.75	.00	493.75	
50956-	PLAN REVIEW- RES ROOF MOUNT SOLAR	03/31/21	05-21	05/05/21	11-21				225.00	.00	225.00	
50960-	PROFESSIONAL SERVICES	03/31/21	05-21	05/05/21	11-21				218.75	.00	218.75	
50962-	DEVELOPMENT SERVICES	03/31/21	05-21	05/05/21	11-21				10939.50	.00	10939.50	
									** Vendor's Subtotal ----->	22225.75	.00	22225.75

Invoice No	Description	Invoice	Actual	Discount	Gross	Discount	Net
		Date	Period				
		Due Date	Fiscal Tm	G/L Account No			
Check #.: 051121 Check Date.: 05/05/21		Vendor I.D.: COM16 (COMCAST CABLE)					
C10504-	SERVICES FROM 4-29 TO 5-28-21 ENDING 5941	04/24/21	05-21		145.94	.00	145.94
		05/05/21	11-21				
Check #.: 051122 Check Date.: 05/05/21		Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)					
C10415-	Cont.Serv. Finance	04/15/21	05-21	A	424.35	.00	424.35
		05/05/21	11-21				
000C10415-	Cont.Serv. Finance	04/15/21	05-21	A	700.00	.00	700.00
		05/05/21	11-21				
** Vendor's Subtotal ----->					1124.35	.00	1124.35
Check #.: 051123 Check Date.: 05/05/21		Vendor I.D.: DEP00 (DEPT. OF THE TREASURY)					
CP134B-	PENALTY	05/03/21	05-21		500.22	.00	500.22
		05/05/21	11-21				
Check #.: 051124 Check Date.: 05/05/21		Vendor I.D.: ENO00 (KYLE ENOS)					
C10504-	EMT RECERTIFICATION	04/28/21	05-21		68.00	.00	68.00
		05/05/21	11-21				
C10505-	UNIFORM ALLOWANCE JAN- MARCH 2021	04/30/21	05-21		250.00	.00	250.00
		05/05/21	11-21				
** Vendor's Subtotal ----->					318.00	.00	318.00
Check #.: 051125 Check Date.: 05/05/21		Vendor I.D.: FED00 (FEDEX)					
735630367-	FEDEX GROUND SERVICE	04/30/21	05-21		34.91	.00	34.91
		05/05/21	11-21				
Check #.: 051126 Check Date.: 05/05/21		Vendor I.D.: FGL00 (FGL ENVIRONMENTAL)					
172157A-	BACTI ANALYSIS	04/20/21	05-21		88.00	.00	88.00
		05/05/21	11-21				
Check #.: 051127 Check Date.: 05/05/21		Vendor I.D.: GLE21 (GLENN CO. SHERIFFS DEPT.)					
10222007-	CONTRACTUAL LAW ENFORCEMENT 01/01/21	01/01/21	05-21		120432.26	.00	120432.26
		05/05/21	11-21				
10222008-	CONTRACTUAL LAW ENFORCEMENT 02-01-21	02/01/21	05-21		120432.26	.00	120432.26
		05/05/21	11-21				
10222009-	CONTRACTUAL LAW ENFORCEMENT 03/01/21	03/01/21	05-21		120432.26	.00	120432.26
		05/05/21	11-21				
10222010-	CONTRACTUAL LAW ENFORCEMENT 04/01/21	04/21/20	05-21		120432.26	.00	120432.26
		05/05/21	11-21				
** Vendor's Subtotal ----->					481729.04	.00	481729.04
Check #.: 051128 Check Date.: 05/05/21		Vendor I.D.: GLE54 (GLENN COUNTY BUILDING DEPARTMENT)					
216139-	INSPECTIONS AND MILEAGE	04/26/21	05-21		4957.75	.00	4957.75
		05/05/21	11-21				
Check #.: 051129 Check Date.: 05/05/21		Vendor I.D.: HOU00 (HOUSING TOOLS)					
2034-	LABOR COMPLIANCE	05/03/21	05-21		2610.00	.00	2610.00
		05/05/21	11-21				
2049-	WILLOWS HE: ACTIVITIES	05/03/21	05-21		5050.00	.00	5050.00
		05/05/21	11-21				
** Vendor's Subtotal ----->					7660.00	.00	7660.00
Check #.: 051130 Check Date.: 05/05/21		Vendor I.D.: MIR01 (MIRACLE PLAYSYSTEMS INC)					
F2021-022-	MIRACLE EQUIPMENT FOR SYCAMORE PARK	04/09/21	05-21		3540.16	.00	3540.16
		05/05/21	11-21				

Invoice No	Description	Invoice Date	Actual Period	Tm	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
Check #.: 051131 Check Date.: 05/05/21 Vendor I.D.: NSW00 (NSWTS)									
1352-	MONTHLY SERVICE CHARGE	04/29/21	05-21				130.00	.00	130.00
		05/05/21	11-21						

Check #.: 051132 Check Date.: 05/05/21 Vendor I.D.: PEA00 (WAYNE PEABODY)									
C10504-	MAY TECH ALLOWANCE	05/01/21	05-21				200.00	.00	200.00
		05/05/21	11-21						

Check #.: 051133 Check Date.: 05/05/21 Vendor I.D.: PET04 (P.F. PETTIBONE & CO.)									
180243-	RESOLUTION BOOK AND STAMPS	04/08/21	05-21	A			351.85	.00	351.85
		05/05/21	11-21						

Check #.: 051134 Check Date.: 05/05/21 Vendor I.D.: PGE01 (PG & E)									
C10505-	3-16 TO 4-14-21 STATEMENT FOR ACT. 1537-0	04/16/21	05-21	A			9257.12	.00	9257.12
		05/05/21	11-21						

Check #.: 051135 Check Date.: 05/05/21 Vendor I.D.: RAY03 (RAY MORGAN COMPANY)									
3297769-	WATER SYSTEMS/3IRB	04/21/21	05-21	A			63.28	.00	63.28
		05/05/21	11-21						

Check #.: 051136 Check Date.: 05/05/21 Vendor I.D.: RGS01 (REGIONAL GOVERNMENT SERVICES)									
11998-	CONTRACT SERVICES FOR MARCH- FINANCE	04/20/21	05-21				10019.70	.00	10019.70
		05/05/21	11-21						

Check #.: 051137 Check Date.: 05/05/21 Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)									
216-	CLASSIFIED AD HELP- FIREFIGHTER/ ENG.	04/25/21	05-21	A			175.44	.00	175.44
		05/05/21	11-21						

Check #.: 051138 Check Date.: 05/05/21 Vendor I.D.: SCH03 (SCHOOL LIFE)									
200043531-	TEACHER PACKS	04/28/21	05-21				216.24	.00	216.24
		05/05/21	11-21						

Check #.: 051139 Check Date.: 05/05/21 Vendor I.D.: SEI01 (ROY SEILER, C.P.A.)									
30305-	PROFESSIONAL SERVICES	04/29/21	05-21	A			182.00	.00	182.00
		05/05/21	11-21						

Check #.: 051140 Check Date.: 05/05/21 Vendor I.D.: SEV00 (INFRAMARK, LLC)									
63038-	BASE OPERATING FEE AND REPAIRS	05/03/21	05-21				48140.67	.00	48140.67
		05/05/21	11-21						

Check #.: 051141 Check Date.: 05/05/21 Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)									
C10504-	BILLING PERIOD 4-1-21 TO 4-30-21	04/23/21	05-21				1458.94	.00	1458.94
		05/05/21	11-21						

Check #.: 051142 Check Date.: 05/05/21 Vendor I.D.: SYK01 (GENE SYKES)									
C10504-	EMT RECERTIFICATION	04/12/21	05-21	A			68.00	.00	68.00
		05/05/21	11-21						

Check #.: 051143 Check Date.: 05/05/21 Vendor I.D.: THO00 (THOMAS HYDRAULIC AND)									
2454-	JET VAC (2) RAMS/ REPAIR	04/23/21	05-21				81.15	.00	81.15
		05/05/21	11-21						

Check #.: 051144 Check Date.: 05/05/21 Vendor I.D.: USB02 (US BANK)									
441785896-	Equip. Maint.	04/23/21	05-21				443.65	.00	443.65
		05/05/21	11-21						

Invoice No	Description	Invoice		Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
		Due Date	Fiscal Tm							
Check #: 051145 Check Date.: 05/05/21 Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)										
C10504-	APRIL BILL ACCOUNT ENDING IN 0146	04/22/21	05-21	05-21			2660.40	.00	2660.40	
		05/05/21	11-21							

Check #: 051146 Check Date.: 05/05/21 Vendor I.D.: VER02 (VERIZON WIRELESS)										
987852410-	Telephone Exp. MARCH 27- APRIL 26 2021	05/04/21	05-21	05-21			106.46	.00	106.46	
		05/05/21	11-21							

Check #: 051147 Check Date.: 05/05/21 Vendor I.D.: WAL07 (WAL-MART COMMUNITY)										
C10504-	STATEMENT CLOSING DATE 4-16-21 ENDING 7343	04/16/21	05-21	05-21			464.41	.00	464.41	
		05/05/21	11-21							

Check #: 051148 Check Date.: 05/05/21 Vendor I.D.: WIL17 (WILLDAN)										
00713341-	457- PRINCIPAL PLANNER	04/28/21	05-21	05-21			8552.38	.00	8552.38	
		05/05/21	11-21							

Check #: 051149 Check Date.: 05/05/21 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)										
238398-	OIL FOR CHAIN SAWS	04/29/21	05-21	05-21	A		31.04	.00	31.04	
		05/05/21	11-21							
251945-	PAWLS AND SHARPENING	04/16/21	05-21	05-21	A		35.13	.00	35.13	
		05/05/21	11-21							
256761-	SUPPLIES FOR JENSEN PARK	04/28/21	05-21	05-21	A		15.12	.00	15.12	
		05/05/21	11-21							
257317-	PRE GLUE AND OTHER SUPPLIES FOR JENSEN PARK	04/28/21	05-21	05-21	A		38.59	.00	38.59	
		05/05/21	11-21							
							** Vendor's Subtotal ----->	119.88	.00	119.88

Check #: 051150 Check Date.: 05/05/21 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)										
067197-	BATTERIES& ADJUSTABLE WRENCH	04/13/21	05-21	05-21			70.74	.00	70.74	
		05/05/21	11-21							
067350-	ASPEN PAD BEIGE 33x36"	04/16/21	05-21	05-21			17.99	.00	17.99	
		05/05/21	11-21							
067504-	CABLETIE 4&8" BLK 20 PK	04/21/21	05-21	05-21			3.85	.00	3.85	
		05/05/21	11-21							
067890-	KITCHEN FAUCET	04/29/21	05-21	05-21			42.89	.00	42.89	
		05/05/21	11-21							
067910-	FAUCT SUPPLY LINE SS 24"	04/30/21	05-21	05-21			21.43	.00	21.43	
		05/05/21	11-21							
							** Vendor's Subtotal ----->	156.90	.00	156.90
							** Total Checks Paid ----->	619485.94	.00	619485.94

REPORT.: May 05 21 Wednesday
RUN...: May 05 21 Time: 15:43
Run By.: Katie Childress

CITY OF WILLOWS
Check Reversal/Replacement for 05-21
Vendor: WILHI - Cash Acct: 000 1045
Check# 051150 - Date: 05/05/21

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

Invoice #	Date	Account Number Information	Amount	Comment/Description	C Per	I Per
067197	04/13/21	Exp/Dist Acct: 301 4111 150	-70.74	BATTERIES& ADJUSTABLE WRENCH	05-21	05-21
		Invoice Total...:	-70.74			
067350	04/16/21	Exp/Dist Acct: 301 4115 138	-17.99	ASPEN PAD BEIGE 33x36"	05-21	05-21
		Invoice Total...:	-17.99			
067504	04/21/21	Exp/Dist Acct: 301 4100 080	-3.85	CABLETIE 4&8" BLK 20 PK	05-21	05-21
		Invoice Total...:	-3.85			
067890	04/29/21	Exp/Dist Acct: 301 4100 080	-42.89	KITCHEN FAUCET	05-21	05-21
		Invoice Total...:	-42.89			
067910	04/30/21	Exp/Dist Acct: 301 4100 080	-21.43	FAUCT SUPPLY LINE SS 24"	05-21	05-21
		Invoice Total...:	-21.43			
		Check Total.....:	-156.90			

PAID



**ACTION MINUTES OF THE WILLOWS CITY COUNCIL
SPECIAL MEETING HELD APRIL 05, 2021**

*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.*

1. Mayor Domenighini called the meeting to order at 12:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Council Member Flesher.

3. Roll Call:

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

Council Members Absent: Council Member Williams was excused from the meeting.

Staff Present: Interim City Manager Wayne Peabody, City Attorney David Ritchie and City Clerk Tara Rustenhoven

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

5. Closed Session:

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

b. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

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

Number of Cases: 1

Council recessed into closed session at 12:02 p.m.

Council reconvened into open session at 12: 47 p.m.

Announcement of any action taken in closed session.

Mayor Domenighini reported no reportable action and direction was given to staff.

6. Adjournment:

The Meeting was adjourned at 12:47 p.m.

Dated: April 5, 2021

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD APRIL 27, 2021

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.

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Vice Mayor Hansen.

3. Roll Call:

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

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody and Minute Clerk Maria Ehorn

4. Public Comment/ Written Communications: Doug Ross spoke regarding

5. Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers Z44837-Z44861, 38867-38872, 051082
- b. Approval of minutes of the Special City Council Meeting held on April 13, 2021.
- c. Approval of minutes of the Regular City Council Meeting held on April 13, 2021.

Council Member Williams asked that item 5a of the Consent Agenda be pulled for discussion. It was pulled for discussion and a motion was made to proceed with approval of Consent Agenda items b and c.

Action:

Motion: Vice Mayor Hansen/Second: Council Member Warren

Moved to approve the Consent Agenda items 5b and 5c as presented above.

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

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

NOES:

ABSENT:

ABSTAIN:

The pulled Consent Item 5a was discussed among Council Members and staff.

Action:

Motion: Vice Mayor Hansen/Second: Council Member Warren

Moved to approve the Consent Agenda items 5a as presented above.

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

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

NOES:

ABSENT:

ABSTAIN:

6. Regular Business:

- a. Receive the Preliminary Annual Engineer's Report and by motion, adopt a resolution entitled; **A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2021-2022 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT**

AND SETTING THE TIME AND DATE OF THE PUBLIC HEARING (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972).

Action:

Motion: Vice Mayor Hansen/Second: Council Member Flesher

*Moved to adopt a resolution entitled; **A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2021-2022 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND SETTING THE TIME AND DATE OF 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: Williams, Flesher, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

b. By motion, adopt a resolution entitled; **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, APPROVING THE SALE AND TRANSFER OF CITY OF WILLOWS 20A WORK CREDITS TO THE TOWN OF LOS ALTOS HILLS AND AUTHORIZING THE INTERIM CITY MANAGER TO FINALIZE NEGOTIATIONS AND EXECUTE A MEMORANDUM OF UNDERSTANDING AND PERFORM ALL OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION.**

Action:

Motion: Council Member Warren/Second: Vice Mayor Hansen

*Moved to adopt a resolution entitled; **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, APPROVING THE SALE AND TRANSFER OF CITY OF WILLOWS 20A WORK CREDITS TO THE TOWN OF LOS ALTOS HILLS AND AUTHORIZING THE INTERIM CITY MANAGER TO FINALIZE NEGOTIATIONS AND EXECUTE A MEMORANDUM OF UNDERSTANDING AND PERFORM ALL OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION.***

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

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

NOES:

ABSENT:

ABSTAIN:

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

Action:

Motion: Vice Mayor Hansen/Second: Council Member Flesher

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

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

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

NOES:

ABSENT:

ABSTAIN:

d. By motion, adopt a resolution entitled; **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS DECLARING PUBLIC NUISANCES.**

Action:

Motion: Vice Mayor Hansen/Second: Council Member Williams

Moved to adopt a resolution entitled; 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: Williams, Flesher, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

e. i. By motion, adopt a resolution entitled; **A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-CORONAVIRUS RESPONSE ROUND 2 (CDBG-CV2) AND CORONAVIRUS RESPONSE ROUND 3 (DDBG-CV3) NOTICE OF FUNDS AVAILABLE (NOFA) DATED DECEMBER 18, 2020.**

Action:

Motion: Council Member Warren/Second: Vice Mayor Hansen

Moved to adopt a resolution entitled; A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-CORONAVIRUS RESPONSE ROUND 2 (CDBG-CV2) AND CORONAVIRUS RESPONSE ROUND 3 (DDBG-CV3) NOTICE OF FUNDS AVAILABLE (NOFA) DATED DECEMBER 18, 2020.

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

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

NOES:

ABSENT:

ABSTAIN:

ii. By motion, approve the Memorandum of Understanding between the City of Willows and the County of Glenn.

City Interim Manager, Wayne Peabody, stated there would be a small change in the Memorandum of Understanding. The change to be amending #13, Term of Agreement/Termination, shall commence on May 7, 2021 and continue in full force and effect through May 6, 2022.

Action:

Motion: Council Member Warren/Second: Vice Mayor Hansen

Moved to approve the Memorandum of Understanding between the City of Willows and the County of Glenn as amended.

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

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

NOES:

ABSENT:

ABSTAIN:

7. Council/Staff Reports/Comments:

a. Staff Reports/Comments: Staff gave brief updates/status of upcoming and ongoing events.

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

8. Closed Session:

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

b. CONFERENCE WITH LEGAL COUNCIL-EXISTING LITIGATION

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

Number of Cases: 1

c. CONFERENCE WITH LABOR NEGOTIATORS (§54957.6)

Agency designated representatives:

David Ritchie: City Attorney

Interim City Manager: Wayne Peabody

Employee Organization: United Public Employees of California,
Local 792 (LIUNA / AFL-CIO) (Willows Fire Bargaining Unit)

Council recessed into closed session at 8:13 p.m.

Council reconvened into open session at 9:32 p.m.

Announcement of any action taken in closed session:

Mayor Domenighini reported no reportable action and direction was given to staff.

9. Adjournment:

The Meeting was adjourned at 9:33 p.m.

Dated: April 27, 2021

Maria Ehorn, Minute Clerk



REGULAR BUSINESS

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of the City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Revisions to the City of Willows Municipal Code Regarding
Maintenance Responsibilities for Sidewalks

RECOMMENDATION

It is recommended that the City Council review the attached ordinance and give direction to staff.

BACKGROUND:

The City of Willows has many neighborhoods that date back to the early 1900s. To many, the charming, tree-lined streets are one of the great things about living in Willows. However, tree roots and age have caused many of the sidewalks in Willows to fall into a state of disrepair. Broken and uplifted portions of sidewalks create tripping hazards for pedestrians, and in some areas make it extremely difficult for people in wheelchairs or using walkers to pass. As with many municipalities, Willows addresses sidewalk maintenance and repair in accordance with the California State Street and Highways Code Section 5610 (Attachment 1), which states that sidewalk maintenance and repair is the responsibility of the adjacent property owner. In the past, the City would often grind localized areas of sidewalk lifting or place temporary asphalt patches at damaged areas. However, since the recession of 2008, labor and funding resources have diminished, and the City is not actively performing sidewalk repairs.

When citizens contact the City to report a damaged sidewalk in front of their residence or business, current City practice is to inform the citizen that the City does not have a City-funded sidewalk repair program, but that citizens can replace the sidewalk themselves if the work meets City standards. Unfortunately, when many citizens hear that a City sidewalk repair program does not exist, the damaged sidewalk goes unrepaired. The City has had multiple claims for injuries or damages filed because of trips or falls due to defective sidewalks.

Many cities further protect themselves from claims for injuries and/or damages due to defective sidewalks by adopting specific language in the Municipal Code that clearly states that maintenance and repair of sidewalks is the responsibility of the property owner. Staff is recommending that the City Council adopt the attached Ordinance (Attachment 2) to add the recommended additional language to the Municipal Code.

FINANCIAL CONSIDERATIONS:

The additional Municipal Code language is expected to help reduce City legal costs due to injury and damage claims because of defective sidewalks.

NOTIFICATION

This will require a Public Hearing for this item and will advertised in the Valley Mirror.


ALTERNATE ACTIONS

The City Council can choose not to adopt the proposed ordinance or can request additional information from staff.

RECOMMENDATION

It is recommended that the City Council review the attached ordinance and give direction to staff.

Respectfully submitted,


Wayne Peabody
Interim City Manager

Attachments:

- 1) California State Street and Highways Code Section 5610.
 - 2) Ordinance of the City Council of the City of Willows Adding a New Section 12.35 ("Sidewalk Repair and Maintenance") to Chapter 12 of the Willows Municipal Code.
-

State of California

STREETS AND HIGHWAYS CODE

Section 5610

5610. The owners of lots or portions of lots fronting on any portion of a public street or place when that street or place is improved or if and when the area between the property line of the adjacent property and the street line is maintained as a park or parking strip, shall maintain any sidewalk in such condition that the sidewalk will not endanger persons or property and maintain it in a condition which will not interfere with the public convenience in the use of those works or areas save and except as to those conditions created or maintained in, upon, along, or in connection with such sidewalk by any person other than the owner, under and by virtue of any permit or right granted to him by law or by the city authorities in charge thereof, and such persons shall be under a like duty in relation thereto.

(Added by Stats. 1941, Ch. 79.)

Chapter 12.35
SIDEWALK REPAIR AND MAINTENANCE

Sections:

- 12.35.010 Purpose of Chapter.**
- 12.35.020 Definitions.**
- 12.35.030 Owner's duty to maintain and repair sidewalk areas.**
- 12.35.040 Liability for injuries to public.**
- 12.35.050 Notice to repair.**
- 12.35.060 Failure to make required repairs.**
- 12.35.070 Cost assessment proceedings.**
- 12.35.080 Sidewalk maintenance and repair.**

12.35.010 Purpose of Chapter.

It is the purpose of this chapter to provide sidewalk repair procedures which are alternative and supplementary to the procedures set forth in the Streets and Highways Code, Division 7, Part 3, Chapter 22, commencing at Section [5600 through 5630](#), as those sections now exist or may hereafter be amended or renumbered. The City, in each instance, may follow the procedure set forth in the Streets and Highways Code or those set forth in this chapter, or some combination thereof. In the event of any conflict between the provisions of said Streets and Highways Code and this Chapter, the provisions of this Chapter shall be controlling.

(Ord.____, Added __/__/2021)

12.35.020 Definitions.

"Defective sidewalk" means a sidewalk area where, in the judgment of the director, the vertical or horizontal line or grade is altered or displaced to the extent that a safety hazard exists, or the sidewalk is in such a condition as to endanger property or persons using the sidewalk in a reasonable manner or is in such a condition as to interfere with the public convenience in the use thereof.

"Director" means the Director of the Community Development Services Department, or his/her designee; "Director" shall have the same meaning as the terms "Superintendent of Streets" and "City Engineer" as those terms are utilized in the Streets and Highways Code, Division 7, Part 3, Chapter 22.

"Lot," "lots" or "portions of a lot" means a parcel of real property located within the city adjacent to or fronting on any portion of a sidewalk area, and when used in connection with the phrase, "adjacent to or fronting on the defective sidewalk," or variation thereof, shall refer to the property in front of or along the side of the defective sidewalk.

“Maintain and repair” shall include, but not be limited to, maintenance and repair of sidewalk surfaces including grinding, removal and replacement of sidewalk areas, repair and maintenance of curbs and gutters, removal and filling or replacement of parking strips, removal of weeds and/or debris, tree root pruning and installing root barriers, trimming of shrubs and/or ground cover and trimming shrubs within the area between the property line of the adjacent property and the street pavement line, including parking strips, driveways and curbs, so that the sidewalk area will remain in a condition that is not dangerous to or a threat to property or to persons using the sidewalk in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of said sidewalk area.

“Owner” means any person owning a lot, lots, or portions of a lot within the city, adjacent to or fronting on any portion of a sidewalk area.

“Sidewalk area” means that portion of a street between the street pavement line and the adjacent property line, including a park or parking strip, curbs and gutters, bulkheads, retaining walls, or other works for the protection of any sidewalk area or of any such park or parking strip.

(Ord. ____, Added __/__/2021)

12.35.030 Owner’s duty to maintain and repair sidewalk areas.

The owner of a lot, lots or portions of a lot adjacent to or fronting on any portion of a sidewalk area shall maintain the sidewalk area in a safe and non-dangerous condition, and shall repair such sidewalk area and pay the costs and expenses therefor, including, but not limited to, charges for the City’s costs of inspection and administration whenever the City undertakes sidewalk maintenance and repair pursuant to sections 12.35.050 and 12.35.060 of this code, and including the costs of collection of assessments for the costs of maintenance and repair or the handling of any lien placed on the property due to failure of the owner to promptly pay such assessments.

(Ord. ____, Added __/__/2021)

12.35.040 Liability for injuries to public.

The owner required by Section 12.35.030 to maintain and repair the sidewalk area shall owe a duty to members of the public to keep and maintain the sidewalk area in a safe and non-dangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in a safe and non-dangerous condition as required by Section 12.35.030, any person suffers injury to or damage to person or property, the owner shall be liable to such person for the resulting damage or injury.

(Ord. ____, Added __/__/2021)

12.35.050 Notice to repair.

Where the Director has actual notice of the existence of a defective sidewalk, the Director may give written Notice to Repair the defective sidewalk to the owner of the lot, lots, or portions thereof adjacent to or fronting on the defective sidewalk. Service of the notice to repair shall be by either regular U.S. mail or by personal service. The Notice to Repair shall particularly specify what work is required to be done and how the same is to be done and what materials shall be used in the repair; that if the owner proceeds to undertake the repair by private contract, his/her activities will be governed by the provisions of this chapter; the time period within which the repair must be commenced by the owner; and that if the repair is not commenced within such time period and prosecuted diligently without interruption to completion, the Director may proceed with the repair, and the cost shall be a lien on the property upon the owner's failure to timely reimburse the City for such cost pursuant to Section [12.35.060](#). The materials and construction work shall be in strict conformance with the applicable portions of the City's Standard Specifications as they now exist, or as they may hereafter be amended.

For the purposes of this section, the owner is deemed to timely commence the repair of the defective sidewalk by the filing of an application for an encroachment permit with the City within the time specified in the Notice to Repair.

(Ord. ____, Added __/__/2021)

12.35.060 Failure to make required repairs.

If the person(s) provided with a Notice to Repair fails to commence the repairs within the time specified in said notice, or timely commences the repair but fails to diligently prosecute the same without interruption to completion, the director may within a reasonable period thereafter cause the city to make the required repairs and bill the person(s) for the cost thereof. If such person(s) fails to pay the cost within the time specified in the payment invoice, the unpaid sum shall be a lien on the lot, lots, or portions thereof adjacent to or fronting on the defective sidewalk.

(Ord. ____, Added __/__/2021)

12.35.070 Sidewalk maintenance and repair.

In addition to the provisions of this chapter, the Director may establish procedures that shall govern the maintenance and repair of sidewalks. Such procedures shall be consistent with the provisions and purpose of this chapter and any other applicable laws and regulations.

(Ord. ____, Added __/__/2021)