



Willows City Council Regular Meeting

July 14, 2020
Willows City Hall
7:00 p.m.

Agenda

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

City Council
Kerri Warren, Mayor
Larry Domenighini, Vice Mayor
Gary Hansen, Council Member
Lawrence Mello, Council Member
Joe Flesher, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

NOTICE:

Pursuant to N-25-20 issued by Governor Gavin Newsom suspending portions of the Brown Act, the June 23, 2020 Willows City Council meeting will be OPEN to the public. We will be limiting the number of members of the public physically present in Council chambers at City Hall in order to observe recommended social distancing practices. Members of the public who choose to attend in person are mandated to wear a mask or other face covering, and to wash their hands and use hand sanitizer frequently, in addition to maintaining at least six feet of distance between themselves and any others who are not members of their household to minimize the possibility of transmission of the COVID-19 virus. For those members of the public who are at high-risk or prefer not to attend in-person, the City is also providing a mechanism through which they may attend the meeting telephonically by following the instructions below.

Dial in Number: (605) 313-5611

Access Number: 404150

1. **CALL TO ORDER-** 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**
 - a) **Public Comments:** 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 by stating your name and address. Then please wait until you are recognized by the Mayor or Vice Mayor. No formal action will be taken unless the matter is placed on a future agenda. Each member of the public attending in person or caller will be limited to three (3) minutes. If you are calling in to provide public comment, use the call-in information below:

Dial in Number: (605) 313-5611

Access Number: 404150

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 ACH14 to 50393, Z10823-Z10841, 38654-38667.
- b. Approval of minutes of the Special Budget Meeting held on June 1, 2020.
- c. Approval of minutes of the Regular City Council Meeting held on June 9, 2020.
- d. Approval of minutes of the Special Budget Meeting held on June 11, 2020.
- e. Approval of minutes of the Special Meeting held on June 19, 2020.
- f. Approval of minutes of the Special Meeting-Resumption of Sewer Rate Adjustment Public Hearing Proposition 218 held on June 22, 2020.
- g. Approval of minutes of the Regular City Council Meeting held on June 23, 2020.
- h. Adopt a Resolution as amended, entitled; **A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN TO RENDER SPECIFIED SERVICES TO THE CITY OF WILLOWS RELATING TO THE CONDUCT OF CITY MUNICIPAL ELECTIONS TO BE HELD ON NOVEMBER 3, 2020 – THE DATE OF THE STATEWIDE GENERAL ELECTION, PURSUANT TO SECTION 10002 OF THE CALIFORNIA ELECTIONS CODE.**

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.

6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. By motion, adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, EXPANDING THE TEMPORARY USE OF PROPERTY FOR BUSINESSES IMPACTED BY COVID-19.**

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. RECESS TO 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. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL RELEASE (§54957)
- c. CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Gov. Code §54957.6

Agency Negotiators:

Interim City Manager Wayne Peabody
Administrative Services Director Tim Sailsbery
City Attorney David G. Ritchie

Employee Organizations:

Willows Public Safety Association

9. ADJOURNMENT

This agenda was posted on July 9, 2020



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



CONSENT AGENDA



Period

6/18/2020 TO 7/8/2020

General Checking ACH14 TO 50393

Payroll Direct Deposit Z10823 TO Z10841

Payroll Checks 38654 TO 38667

APPROVAL DATE 7/14/2020

APPROVED _____

REPORT.: Jun 11 20 Thursday
 RUN...: Jun 11 20 Time: 13:37
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 06-20 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
ACH14	06/11/20	BCI00	BCI CAPITAL	295777.00	.00	295777.00	C00611H	FIRE ENGINE LEASE PAYMENT
ACH15	06/11/20	PGE01	PG & E	50216.20	.00	50216.20	114251123H	PGE EXTENSION AGREEMENT
0	06/09/20	SAC08	SACRAMENTO VALLEY MIRROR	400.28	.00	400.28	16507P	LEGAL/DISPLAY AD WEED/SEW
503333	06/11/20	AFF00	AFFORDABLE COMPUTER SOLUT	166.16	.00	166.16	5726	CABLE ADJUSTMENT
503334	06/11/20	AME02	AMERIPRIDE UNIFORM SVCS.	279.50	.00	279.50	C00611	MAY STMT PER ATTACHED
503335	06/11/20	BYW00	BYWATER	3000.00	.00	3000.00	5150	ANNUAL SUPPORT AND HOSTIN
503336	06/11/20	CIT06	CITY OF ORLAND	19957.79	.00	19957.79	138	CONT.SERV. LIBRARY APR-JU
503337	06/11/20	COA00	COASTLAND CIVIL ENGINEERI	997.50	.00	997.50	48838	SYCAMORE RIDGE APTS THROU
503338	06/11/20	DER00	DERETIC EMERGENCY EQUIPME	163.34	.00	163.34	HQ1136	BRACKET AND STRAP
503339	06/11/20	EWI00	EWING IRRIG. PRODUCTS, INC	448.31	.00	448.31	11773175	IRRIGATION COMPONENTS
503340	06/11/20	EZL00	EZ LINER	7226.50	.00	7226.50	67321	LINER
503341	06/11/20	GAN01	GANDY-STALEY OIL CO.	1709.59	.00	1709.59	C00611	MAY STMT PER ATTACHED
503342	06/11/20	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	42120-01	CONTRACTUAL LAW ENFORCEME
503343	06/11/20	GLE42	GLENN COUNTY SOLID WASTE	30.00	.00	30.00	C00611	MAY STATEMENT PER ATTACHE
503344	06/11/20	ITP01	INDUSTRIAL TRUCK & FARM	116.76	.00	116.76	C00611	MAY STMT PER ATTACHED
503345	06/11/20	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	62201	FD PEST CONTROL
503346	06/11/20	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1297588	CYLINDER RENTAL
503347	06/11/20	PGE01	PG & E	75812.27	.00	75812.27	C00611	P.G.&E. NEM TRUE-UP
503348	06/11/20	SAC08	SACRAMENTO VALLEY MIRROR	1127.26	.00	1127.26	16522	LEGAL AD-SEWER
503349	06/11/20	VEL03	SANDRA VELASQUEZ	373.34	.00	373.34	821040	REFUND SOFTBALL RENTAL FE
503350	06/11/20	WILHD	WILLOWS HARDWARE, INC.	775.22	.00	775.22	C00611	MAY STMT PER ATTACHED
503351	06/11/20	WILHI	WILLOWS ACE HARDWARE	51.84	.00	51.84	C00611	MAY STMT PER ATTACHED
Cash Account Total.....:				576196.75	.00	576196.75		
Total Disbursements.....:				576196.75	.00	576196.75		
Cash Account Total.....:				.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
050352	06/18/20	COL08	COLE HUBER LLP	872.00	.00	872.00	34750	NUISANCE ABATEMENT
				54.00	.00	54.00	34751	N SHASTA
			Check Total.....:	926.00	.00	926.00		
050353	06/18/20	ESP04	ELVIA ESPINDOLA	35.00	.00	35.00	C00616	REFUND PARK PERMIT
050354	06/18/20	FP000	FRANCOTYP-POSTALIA, INC.	148.77	.00	148.77	104494379	POSTMETER CARTRIDGE
050355	06/18/20	MAT01	MATSON & ISOM TECHNOLOGY	2965.00	.00	2965.00	74891	MANAGED PARTNER AGREEMENT
				100.00	.00	100.00	74938	OFFSITE BACKUP JUNE 2020
				-763.00	.00	-763.00	74975C	ADJ JUNE CLEARIT
			Check Total.....:	2302.00	.00	2302.00		
050356	06/18/20	NEC00	NEC FINANCIAL SERVICES LL	268.08	.00	268.08	2314140	PHONE SYSTEM LEASE
050357	06/18/20	NSW00	NSWTS	110.00	.00	110.00	876	MONTHLY SERVICE CHARGE
050358	06/18/20	OFF05	OFFICE DEPOT, INC.	88.49	.00	88.49	693837001	OFFICE SUPPLIES
				241.19	.00	241.19	704680001	OFFICE SUPPLIES
				175.19	.00	175.19	704682001	OFFICE SUPPLIES
			Check Total.....:	504.87	.00	504.87		
050359	06/18/20	SAF03	SAFETY TIRE SERVICE	531.07	.00	531.07	43380	JD BACKHOE REPAIR
050360	06/18/20	THR00	3CORE	2565.00	.00	2565.00	1115	CDBG CONTRACT MAY 2020
050361	06/18/20	USB04	U.S. BANK CORPORATE PAYME	915.35	.00	915.35	C00618	MAY STMT PER ATTACHED
050362	06/18/20	WILHQ	WILLOWS AUTO PARTS	232.33	.00	232.33	C00616	MAY STMT PER ATTACHED
			Cash Account Total.....:	8538.47	.00	8538.47		
			Total Disbursements.....:	8538.47	.00	8538.47		

REPORT.: Jun 22 20 Monday
 RUN...: Jun 22 20 Time: 09:06
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 06-20 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
050363	06/22/20	4LE00	4LEAF INC	36573.68	.00	36573.68	J3693Q	SOUTH WILLOWS INFRASTRUCT
050364	06/22/20	CHA00	LANCE CHAPMAN	215.00	.00	215.00	C00622	CLOTHING EXP. FIRE DEPART
050365	06/22/20	KNI03	KNIFE RIVER CONSTRUCTION	546994.18	.00	546994.18	C00622	SOUTH WILLOWS INFRASTRUCT
050366	06/22/20	MON02	NATHANIAL MONCK	215.00	.00	215.00	C00622	CLOTHING EXP. FIRE DEPART
Cash Account Total.....:				583997.86	.00	583997.86		
Total Disbursements.....:				583997.86	.00	583997.86		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
050367	06/24/20	AMA00	AMAZON.COM	385.45	.00	385.45	C00623	MAY STMT PER ATTACHED
050368	06/24/20	ATT01	A.T.& T.	1040.92	.00	1040.92	C00623	TELEPHONE EXP.5/19-6/18/2
050369	06/24/20	CAL01	CALIFORNIA WATER SERVICE	85.79	.00	85.79	C00623	WATER EXPENSE120 HARVEST
050370	06/24/20	CLE03	CLEARWAY ENERGY LLC	11821.90	.00	11821.90	347775	SOLAR ELECTRICITY 5/1-8/3
050371	06/24/20	COA00	COASTLAND CIVIL ENGINEERI	1053.75	.00	1053.75	48770	WILLOWS LLAD
				292.50	.00	292.50	48802	RFP FOR WWTP
				4506.25	.00	4506.25	48847	EDA GRANT
				650.00	.00	650.00	48848	WILLOWS CITY ENGINEERING
				131.25	.00	131.25	48849	RUMIANO CHEESE
				1550.00	.00	1550.00	48866	N LASSEN ST REHAB
Check Total.....:				8183.75	.00	8183.75		
050372	06/24/20	COL08	COLE HUBER LLP	3577.50	.00	3577.50	34775	GENERAL COUSEL SERVICES
050373	06/24/20	COM16	COMCAST CABLE	150.94	.00	150.94	C00623	INTERNET FD 6/19-7/18/20
050374	06/24/20	FED00	FEDEX	116.05	.00	116.05	704327345	SHIPPING SYCAMORE RIDGE
050375	06/24/20	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	73827A	BACTI ANALYSIS
050376	06/24/20	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	61020-01	CONTRACTUAL LAW ENFORCEME
050377	06/24/20	PGE01	PG & E	106.31	.00	106.31	C00623	UTILITY-ELECTRC MSOFTBALL
050378	06/24/20	SAC08	SACRAMENTO VALLEY MIRROR	377.20	.00	377.20	16533	LEGAL AD PLANNING/BUDGET/
050379	06/24/20	WAL07	WAL-MART COMMUNITY	215.78	.00	215.78	C00623	MAY STMT PER ATTACHED
Cash Account Total.....:				143578.48	.00	143578.48		
Total Disbursements.....:				143578.48	.00	143578.48		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Jun 30 20 Tuesday
 RUN...: Jun 30 20 Time: 15:18
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 06-20 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
050380	06/30/20	AME02	AMERIPRIDE UNIFORM SVCS.	850.64	.00	850.64	C00630	MAY/JUNE STMT PER ATTACHE
050381	06/30/20	CAL01	CALIFORNIA WATER SERVICE	2263.53	.00	2263.53	C00630	WATER EXPENSE 5/12-6/10/2
050382	06/30/20	CAL49	CALIFORNIA DIV OF THE STA	1045.30	.00	1045.30	C00630	DISABILITY ACCESS REMITTA
050383	06/30/20	EWI00	EWING IRRIG. PRODUCTS, INC	258.01	.00	258.01	11984022	IRRIGATION COMPONENTS
050384	06/30/20	GLE09	GLENN CO. OFFICE OF EDUCA	40.00	.00	40.00	2020524	LIVE SCAN
050385	06/30/20	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	61020-02	CONTRACTUAL LAW ENFORCEME
050386	06/30/20	HUN02	ROBERT W HUNT	2047.50	.00	2047.50	20-07	GENERAL LEGAL SERVICES TH
050387	06/30/20	L&T00	L & T TOWING	525.00	.00	525.00	30960	TOW SERVICES
050388	06/30/20	MEN02	MENDES SUPPLY COMPANY	251.55	.00	251.55	R04417700	TOWELS/TISSUE/LINERS
050389	06/30/20	PGE01	PG & E	11349.92	.00	11349.92	C00630	UTILITY-ELECTRIC 5/14-6/1
050390	06/30/20	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2997538	PROF. SERVICES GENERAL OF
050391	06/30/20	SAF03	SAFETY TIRE SERVICE	70.00	.00	70.00	43359	FLAT REPAIR
050392	06/30/20	SCH02	SCHOLASTIC INC.	214.51	.00	214.51	21727639	BOOK COLLECTIONS
050393	06/30/20	WILHQ	WILLOWS AUTO PARTS	651.21	.00	651.21	C00630	JUNE STMT PER ATTACHED
Cash Account Total.....:				137125.34	.00	137125.34		
Total Disbursements.....:				137125.34	.00	137125.34		
Cash Account Total.....:				.00	.00	.00		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL BUDGET MEETING HELD JUNE 1, 2020

*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 Warren called the meeting to order at 3:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Larry Mello.

3. Roll Call:

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

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Community Development Services Director Steve Soeth, City Clerk Tara Rustenhoven

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

Mayor Warren addressed Jeff Williams, that his email was referred to City Staff for review. Also addressed Forrest Sprague that the documents have been previously made available for Council and have been made available once again and his email has also been provided to City Council.

5. FY 2020/2021 Proposed Budget with 2021/2022 Projections:

- **Budget Overview**
- **Operations**
- **Capital**
- **Enterprise Funds**
- **Carryover Items**

Administrative Services Director Tim Sailsbery gave an overview of the City's financial situation.

Council recessed for a break at 4:32 p.m.

Council reconvened at 4:38 p.m.

Administrative Services Director continued with the overview of the City's financial situation.

There was discussion between council and staff.

6. Direct Staff to establish a date and time for the next Budget Workshop.

After council discussion, the next Budget workshop will be Thursday June 11, 2020 at 2:00 p.m.

7. Adjournment:

The Meeting was adjourned at 5:29 p.m.

Dated: June 1, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD JUNE 09, 2020

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

3. Roll Call:

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

Council Members Absent:

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

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

Interim City Manager Wayne Peabody request that Item 9, Recess to Closed Session, be removed.

5. Consent Agenda:

- a. Approval of general checking and payroll 50284-50309 and 38632-38637
- b. Approval of minutes of the Special Meeting-Sewer Rate Adjustment Public Hearing Proposition 218 Meeting held on May 21, 2020.
- c. Approval of minutes of the Regular City Council Meeting held on May 26, 2020.

Action:

Motion: Council Member Mello/Second: Council Member Hansen

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, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

6. Public Hearing:

- a. Conduct a public protest hearing, open and review any received ballots and adopt a resolution entitled; **A RESOLUTION APPROVING THE ANNUAL ENGINEER'S REPORT, CONFIRMING THE ASSESSMENT DIAGRAM AND THE ANNUAL ASSESSMENT AMOUNTS AND AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2020-2021 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT ZONE A-BIRCH STREET VILLAGE, ZONE B-WALMART, ZONE C-SOUTH WILLOWS COMMERCIAL AND INDUSTRIAL CENTER (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972).**

Public Hearing opened at 7:05 p.m.

Public Hearing closed at 7:05p.m.

Action

Motion: Council Member Mello/Second: Council Member Flesher

Moved to approve a resolution entitled, A Resolution Approving the Annual Engineer's Report, Confirming the Assessment Diagram and the Annual Assessments Amounts and Authorizing the Levy and Collection of Assessments for Fiscal Year 2020-2021 for the City of Willows Landscaping and Lighting Assessment District Zone A-Birch Street Village, Zone B-Walmart, Zone C-South Willows Commercial and Industrial Center (Pursuant to the Landscaping and Lighting Act of 1972).

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

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

NOES:

ABSENT:

ABSTAIN:

b. Conduct a public hearing allowing the parcels indicated on Exhibit "A" to be abated by the City of Willows contractor. Those persons returning self-abatement notices were allowed a time extension of 10 days to complete the work themselves. If after this date, these parcels have not been abated, the City Contractor will perform the work.

Public Hearing opened at 7:09 p.m.

Public Hearing closed at 7:09 p.m.

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

Certify Exhibit "A" and ordering to abate properties on Exhibit "A."

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

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

NOES:

ABSENT:

ABSTAIN:

c. Conduct a public hearing, consider reading by title only and passage of the first reading of the attached two ordinances entitled;

- i. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 18.50.030 (USES PERMITTED WITH A CONDITIONAL USE PERMIT) WITH OTHER TEXT TO REMAIN UNCHANGED.**
- ii. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 18.110.090 (NONCONFORMING USES) WITH OTHER TEXT TO REMIAN UNCHANGED.**

Public Hearing opened at 7:15 p.m.

Public Hearing closed at 7:15 p.m.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

Moved to approve the ordinance next in line be read by title only.

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

*Moved to approve the passage of the first reading of an ordinance entitled; **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 18.50.030 (USES PERMITTED WITH A CONDITIONAL USE PERMIT) WITH OTHER TEXT TO REMAIN UNCHANGED.***

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

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

NOES:

ABSENT:

ABSTAIN:

Public Hearing open at 7:20 p.m.

Closed Public Hearing at 7:20 p.m.

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

Moved to approve the ordinance next in line be read by title only.

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

*Moved to approve the passage of the first reading of an ordinance entitled; **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 18.110.090 (NONCONFORMING USES) WITH OTHER TEXT TO REMAIN UNCHANGED.***

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

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

NOES:

ABSENT:

ABSTAIN:

7. Regular Business/Items Requiring Council Action:

a. Adopt a resolution entitled; **ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2020/2021 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM.**

Action:

Motion: Council Member Hansen/Second: Council Member Mello

Moved to adopt a resolution entitled; ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2020/2021 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM.

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

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

NOES:

ABSENT:

ABSTAIN:

b. Select two councilmembers to serve as a Planning Commission Selection Subcommittee and approve the proposed schedule and procedures for the appointment of one individual to fill the vacant seat of Dana Owens, with the remaining term expiring on December 31, 2023.

Council Member Flesher and Vice Mayor Domenighini will serve as the Planning Commission Subcommittee interview for the vacant seat on the Planning Commission, with the remaining term expiring on December 31, 2023.

c. Adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE AGREEMENT FOR DISPATCH SERVICES BETWEEN THE CITY OF WILLOWS AND CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION FOR SERVICES FROM JULY 1, 2020 TO JUNE 30, 2021.**

Action:

Motion: Council Member Flesher/Second: Vice Mayor Domenighini

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE AGREEMENT FOR DISPATCH SERVICES BETWEEN THE CITY OF WILLOWS AND CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION FOR SERVICES FROM JULY 1, 2020 TO JUNE 30, 2021.

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

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

NOES:

ABSENT:

ABSTAIN:

d. Adopt a resolution entitled; **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS EXTENDING AND AMENDING THE EXISTING AGREEMENT WITH THE WILLOWS EMPLOYEES' ASSOCIATION THROUGH JUNE 30, 2021.**

Action:

Motion: Council Member Mello/Second: Council Member Hansen

Moved to adopt a resolution entitled; RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS EXTENDING AND AMENDING THE EXISTING AGREEMENT WITH THE WILLOWS EMPLOYEES' ASSOCIATION THROUGH JUNE 30, 2021.

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

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

NOES:

ABSENT:

ABSTAIN:

e. By motion, award the Contract for Administrative Services for Grant No. 18-HOME-12557 to Housing Tools and direct the Interim City Manager to negotiate contract terms.

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Mello

Moved to award the Contract for Administrative Services for Grant No. 18-HOME-12557 to Housing Tools and direct the Interim City Manager to negotiate contract terms.

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

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

NOES:

ABSENT:

ABSTAIN:

f. Adopt a resolution entitled; **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS: (A) ORDERING SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY, A MEASURE RELATING TO THE ESTABLISHMENT OF A THREE-QUARTER CENT SPECIAL SALES, TRANSACTIONS AND USE TAX, (B) AUTHORIZING THE MAYOR TO SUBMIT BALLOT ARGUMENTS IN FAVOR OF THE MEASURE, AND (C) DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE MEASURE.**

Jeff Williams had questions and also expressed his concerns on the measure.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

Moved to adopt a resolution entitled; RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS: (A) ORDERING SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY, A MEASURE RELATING TO THE ESTABLISHMENT OF A THREE-QUARTER CENT SPECIAL SALES, TRANSACTIONS AND USE TAX, (B) AUTHORIZING THE MAYOR TO SUBMIT BALLOT ARGUMENTS IN FAVOR OF THE MEASURE, AND (C) DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE MEASURE.

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

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

NOES:

ABSENT:

ABSTAIN:

g. Adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2020 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE CALIFORNIA ELECTIONS CODE.**

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Mello

Moved to adopt a resolution entitled; *A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2020 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE CALIFORNIA ELECTIONS CODE.*

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

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

NOES:

ABSENT:

ABSTAIN:

8. Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Interim City Manager presented the Glenn County Sheriff's report.
- Very proud of the downtown businesses for starting the Street Fair. It is a great thing for the downtown area and the community.
- We are working on a solution for the 4th of July.

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

9. Adjournment:

The Meeting was adjourned at 8:03 p.m.

Dated: June 23, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL BUDGET MEETING HELD JUNE 11, 2020

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 Warren called the meeting to order at 2:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Council Member Mello.

3. Roll Call:

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

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Community Development Services Director Steve Soeth, Library Director Jody Meza, City Clerk Tara Rustenhoven

GCSO Staff: Sheriff Richard Warren

Mayor Warren read a letter sent in by Colleen Wampole regarding the Willows Public Library Director Jody Meza.

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

5. Discussion of cuts/transfers proposed by Council:

Administrative Services Director Tim Sailsbery made some clarifications from the previous budget meeting. He then proceeded to go over the cuts and transfers that council suggested.

Discussion between Council and staff was made.

6. Direct Staff regarding budget status:

By direction of Council, staff will proceed with the changes made to the budget.

7. Adjournment:

The Meeting was adjourned at 2:51 p.m.

Dated: June 23, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD JUNE 19, 2020

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

Mayor Warren called the meeting to order at 2:00 p.m.

The meeting opened with the Pledge of Allegiance led by City Attorney Robert Hunt.

Roll Call:

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

Council Members Absent: Council Member Flesher

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney Robert Hunt

Public Comment/ Written Communications:

Forrest Sprague-801 Applewood Way, presented Council with a letter to be presented and read into public comment at the June 22nd Special Meeting for Sewer Rate Adjustment Prop 218.

Recess to closed session:

a. PUBLIC COMMENT: Pursuant to Government Code Section §54954.3, members of the public wishing to comment 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 limited to three (3) minutes.

b. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code §54956.9(b)

Number of Cases: 1

Entered into closed session at 2:03 p.m.

Reconvened into open session at 3:16 p.m.

Announcement of any action taken in closed session:

Mayor Warren report no reportable action.

Adjournment:

The Meeting was adjourned at 3:16 p.m.

Dated: June 23, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING OF THE SEWER RATE ADJUSTMENT PUBLIC HEARING IN ACCORDANCE WITH PROPOSITION 218 HELD JUNE 22, 2020

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

Mayor Warren called the meeting to order at 6:00 p.m.

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

Roll Call:

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

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney David Ritchie, City Attorney Robert Hunt, City Clerk Tara Rustenhoven

Mayor Warren asked staff had any presentations to make before the Public Hearing.

Staff Report:

Administrative Services Director Tim Sailsbery wanted to comment on a couple items from previous Town Hall meetings and avenues.

Public Hearing: The City Council will open and conduct a public hearing regarding: Proposed 5-year Rate Increase Program for the City of Willows Sewer Enterprise Fund.

Public Hearing opened at 6:02 p.m.

Eric Fellersen, resident of Northeast Willows expressed his concerns.

Forrest Sprague, 801 Applewood Way-Read a letter he had written to Council.

Ray Crabtree, resident of Northeast Willows also expressed his concerns.

Attorney Robert Hunt read letters from Jeff Williams, long time resident of Willows and former Council Member, RaeAnn Titus, Broker/Owner and Diane Kelly, Mortgage Advisor.

Forrest Sprague asked if City Attorney could read

Mr. Hunt also read a letter Forrest Sprague presented at the special meeting that was held on June 19, 2020.

Public Hearing closed at 6:24 p.m.

Mayor Warren suggested to council to reject the proposed sewer rate increase at this time.

Action

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

Moved to approve the rejection of the proposed Sewer Rate Increase.

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

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

NOES:

ABSENT:

ABSTAIN:

Recess-Initial Ballot Count:

Due to the rate increase being rejected, the counting of the ballots was not completed.

Council Discussion and Possible Adoption of Resolution Entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ESTABLISHING SEWER USER FEES

Action:

Due to the rate increase being rejected, no action was taken.

Adjournment:

The Meeting was adjourned at 6:25 p.m.

Dated: June 23, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD JUNE 23, 2020

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 Warren called the meeting to order at 7:00 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, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, City Planner Karen Mantele, City Clerk Tara Rustenhoven

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

5. Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers ACH13-50331, Z10798-Z10822, 38638-38653
- b. Consider reading by title only, passage of the second reading and possible adoption of the attached two ordinances amending sections of chapter eighteen of the zoning ordinance of the City of Willows.
 - i. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 18.50.030 (USES PERMITTED WITH A CONDITIONAL USE PERMIT) WITH OTHER TEXT TO REMAIN UNCHANGED.**
 - ii. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 18.110.090 (NON-CONFORMING USES) WITH OTHER TEXT TO REMAIN UNCHANGED.**

Action:

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

NOES:

ABSENT:

ABSTAIN:

6. Public Hearing:

a. Conduct a public hearing and adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING APPLICATION FOR, AND RECEIPT OF, PERMANENT LOCAL HOUSING ALLOCATION PROGRAM FUNDS.

Open public hearing at 7:10 p.m.
closed public hearing at 7:11 p.m.

Action:

Motion: Council Member Mello/Second: Vice Mayor Domenighini

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING APPLICATION FOR, AND RECEIPT OF, PERMANENT LOCAL HOUSING ALLOCATION PROGRAM FUNDS.

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

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

NOES:

ABSENT:

ABSTAIN:

b. Conduct a public hearing and adopt a resolution entitled; RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE 2020/21 CITY OF WILLOWS ANNUAL BUDGET.

Open public hearing at 7:15 p.m.
Closed public hearing at 7:15 p.m.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

Moved to adopt a resolution entitled; RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE 2020/21 CITY OF WILLOWS ANNUAL BUDGET.

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

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

NOES:

ABSENT:

ABSTAIN:

7. Regular Business:

a. By motion, appoint members to the Willows Library Board of Trustees, with the recommendation of Council Member Mello and Council Member Flesher.

Action:

Motion: Council Member Hansen/Second: Council Member Mello

Moved to accept the recommendation of Council Member Mello and Council Member Flesher to appoint Lynn Soeth and Andrzej Kubak to the Willows Library Board of Trustees.

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

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

NOES:

ABSENT:

ABSTAIN:

b. By motion, approve the Request for Proposal for Wastewater Treatment Plant Contract Operations and direct staff to proceed according to the timeline.

Action:

Motion: Council Member Hansen/Second: Council Member Mello

Moved to approve the Request for Proposal for Wastewater treatment Plant Contract Operations and direct staff to proceed according to the timeline.

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

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

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Dr Garrison has given new recommendations. We just ask that you follow these recommendations and stay safe.

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

Mayor Warren wanted to put on record that the fireworks display will still go on, but the parks will be closed.

Adjournment:

The Meeting was adjourned at 7:25 p.m.

Dated: July 8, 2020

Tara Rustenhoven, City Clerk

July 9, 2020

**WILLOWS CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

**FROM: DAVID G. RITCHIE, CITY ATTORNEY
TARA RUSTENHOVEN, CITY CLERK**

**RE: CONSIDERATION OF ACTION TO CORRECT A CLERICAL ERROR in COUNCIL
RESOLUTION 22-2020 (June 14, 2020) and AMENDMENT/REPLACEMENT with
RESOLUTION 22-2020 (amended) TO CORRECT THE ERROR**

DATE: JULY 9, 2020

SUMMARY

Following the approval of City Council Resolution 22-2020 on June 14, 2020, staff discovered that the resolution authorized by council was an incorrect attachment containing a clerical error. This agenda item is presented to correct the clerical error in the original resolution. No substantive changes are included here that differ from those presented in the original staff report of and discussed at the June 14 council meeting and from council direction provided at that meeting.

DISCUSSION

This correction substitutes the amended resolution, correcting references to specific sections of the Elections Code.

FISCAL IMPACT

There is no fiscal impact arising from the correction of the original resolution item.

RECOMMENDATIONS

1. Adopt Resolution No. 22-2020 (amended) - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN TO RENDER SPECIFIED SERVICES TO THE CITY OF WILLOWS RELATING TO THE CONDUCT OF CITY MUNICIPAL ELECTIONS TO BE HELD ON NOVEMBER 3, 2020 - THE DATE OF THE STATEWIDE GENERAL ELECTION, PURSUANT TO SECTION 10002 OF THE CALIFORNIA ELECTIONS CODE

(Replacing the original resolution of June 14, 2020 containing a clerical error)

ATTACHMENTS – RESOLUTION No. 22-2020 (as amended)

**CITY OF WILLOWS
RESOLUTION NO. 22-2020 (amended)**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN TO RENDER SPECIFIED SERVICES TO THE CITY OF WILLOWS RELATING TO THE CONDUCT OF CITY MUNICIPAL ELECTIONS TO BE HELD ON NOVEMBER 3, 2020 - THE DATE OF THE STATEWIDE GENERAL ELECTION, PURSUANT TO SECTION 10002 OF THE CALIFORNIA ELECTIONS CODE

WHEREAS, the City Council of the City of Willows has currently three members with terms of office expiring in 2020 - (three full four-year terms); and

WHEREAS, it is desirable and consistent with City of Willows Ordinance No. 581-83 that the municipal election for the City's open seats on the City Council be consolidated with the Statewide General Election to be held on the same date and that within the city precincts, polling places and election officers of the two elections be the same, and that the County Election Department of the County of Glenn canvass the returns of the General Municipal election; and

WHEREAS, Section 10002 of the Elections Code of the State of California provides that the governing body of the City may, by resolution, request the Board of Supervisors of the County to permit the County Clerk-Recorder to render special services to the City relating to the conduct of elections; and

WHEREAS, it is the desire of the City Council of the City of Willows that the Glenn County Clerk-Recorder be permitted to render specified services to the City of Willows relating to its municipal elections in 2020;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby finds and determines the following:

1. Pursuant to Section 10002 of the Elections Code of the State of California, the City of Willows hereby requests the Glenn County Board of Supervisors to permit the Glenn County Clerk-Recorder to render the City of Willows services relating to the conduct of the election for open seats on the Willows City Council on November 3, 2020.
2. The City Clerk of the City of Willows is hereby authorized and directed to forthwith forward a certified copy of this resolution to the Glenn County Board of Supervisors and upon notification of the granting of such permission, supply the County Clerk-Recorder with any and all other information that may be necessary in connection with the conduct of such elections.
3. For and in consideration of the election services to be rendered by the Glenn County Clerk-Recorder, the City of Willows agrees to pay Glenn County the City's proportionate share of the reasonable expenses of said election; said share to consist of all costs directly related to the Conduct of the City of Willows Municipal

Election and also the City of Willows proportionate share of the expenses for election services rendered by Glenn County that are being shared equally with other jurisdictions, if any, in the City of Willows on November 3, 2020.

4. That the City Clerk is hereby directed and authorized to cooperate with and provide the County Clerk-Recorder with any information required for the conduct of the election within the timelines contained in the "Brief Municipal Election Calendar for the November 3, 3030 General Election" established by the County and attached hereto and incorporated herein as Exhibit "A".
5. In the event a tie vote is determined and certified by the County Clerk-Recorder, a successful candidate will be chosen by lot.
6. That the City Clerk is hereby directed to receive candidate nomination documents during normal office hours between July 13, 2020 and August 7, 2020 (the "Candidate Nomination Period"). Candidates may file statements of education and qualifications, limited to 200 words, candidates wishing to submit a candidate statement shall remit a deposit to the City Clerk, in the amount of \$500.00, at the time of declaring their candidacy.

PASSED AND ADOPTED by the Willows City Council at a meeting on June 9, 2020, and amended on July 9, 2020 to correct a clerical error in the original resolution by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED AS TO FORM:

Kerri Warren, Mayor

ATTEST:

David G. Ritchie, City Attorney

Tara Rustenhoven, City Clerk



REGULAR BUSINESS

**WILLOWS CITY COUNCIL
STAFF REPORT**

TO: MAYOR AND CITY COUNCIL MEMBERS

**FROM: DAVID G. RITCHIE, CITY ATTORNEY
WAYNE PEABODY, CITY MANAGER**

RE: CONSIDERATION OF RESOLUTION NO ____ - 2020, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA EXPANDING THE TEMPORARY USE OF PROPERTY FOR BUSINESSES IMPACTED BY COVID-19

DATE: JULY 9, 2020

SUMMARY

The City Council, on March 24, 2020, adopted a resolution proclaiming a local health emergency within the City of Willows. Similarly, a state of emergency was declared to exist within the State of California due to COVID-19 pandemic by Governor Gavin Newsom on March 4, 2020. While pandemic conditions persist and the local health emergency remains in place, the State, through a series of Executive Orders have restricted the type of businesses that can operate and how those businesses can provide goods and services to the public while the risk of spread of COVID-19 remains. This has culminated on May 8, 2020 in the Governor authorizing "Stage 2" of a re-opening plan for businesses within California provided they re-open with modifications to minimize spreading the illness. The City brings this agenda item forward in recognition of the fact that businesses need to have the ability to modify operations in a manner that requires unique allowances and temporary relief from certain zoning and land use regulations.

DISCUSSION

The City recommends extending flexibility to businesses attempting to re-open who are impacted in their operations by COVID-19 and/or by local and state restrictions on how they provide goods or services to customers.

The City proposes to institute a Temporary Use Permit Application process in a form approved by the City Manager to allow the temporary use of the public right-of-way (sidewalks) and City or privately owned parking areas for modified business operations as necessitated by the impacts of COVID-19 subject to the following:

Businesses must submit a Temporary Use Permit Application for consideration by the City Manager along with a sketch or map where the seating or display of goods are to be moved or located ("the temporary use area"). Businesses remain bound by local, state and Federal laws, regulations and guidelines governing the temporary use, including public health orders. All licensing and permitting requirements of the California Department of Alcohol and Beverage Control ("ABC") must be maintained, and the temporary use area must be located on the same parcel or adjacent to the parcel owned or under the control of the applicant. Businesses shall provide written approval by their landlord for the temporary use if different from the business owner.

This program is not intended nor does it allow for any permanent item or structure to be installed expressly to facilitate the proposed temporary use, and any temporary use of the public right-of-way shall not interfere with or unreasonably restrict pedestrian or vehicular traffic nor shall it interfere with access requirements of the Americans with Disabilities Act.

Businesses shall provide the City with a certificate of insurance in an amount as deemed required by the City Manager containing an Additional Insured Endorsement naming the City of Willows as additionally insured if the temporary use is to operate within City-owned property or the public right-of-way.

Approvals shall be discretionary on a case-by-case basis dependent on the suitability and appropriateness of the use. The requested use must have a minimal impact on other businesses operating in close proximity and approval may be granted without providing notice of or conducting a hearing on the application as would otherwise be required in any regular use permit process. The City may impose conditions of approval and set reasonable and necessary timelines for compliance that ensure safe and orderly use of the property. The City may also, at any time, interrupt the Temporary Use at any time.

The temporary use permits, if granted shall remain in effect only so long as the Declared Local Emergency is in effect and can be rescinded by the City Manager or City Council at any time or for any reason including such times where the Local Emergency remains in effect.

This resolution is effective immediately upon signature by the Mayor.

FISCAL IMPACT

None.

RECOMMENDATIONS

1. Adopt Resolution No. ___-2020 (amended) - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA, EXPANDING THE TEMPORARY USE OF PROPERTY FOR BUSINESSES IMPACTED BY COVID-19

ATTACHMENTS – RESOLUTION No. 22-2020 (as amended)

**CITY OF WILLOWS
RESOLUTION NO XX- 2020,**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA
EXPANDING THE TEMPORARY USE OF PROPERTY FOR BUSINESSES
IMPACTED BY COVID-19**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency to exist in California as a result of the COVID-19 pandemic; and,

WHEREAS, on March 24, 2020, the City Council of the City of Willows proclaimed the existence of a local health emergency within the City which the City Council of the City of Willows ratified under Resolution No. 05-2020; and,

WHEREAS the Governor of the State of California and the Glenn County Public Health Officer have issued a series of Orders and guidelines restricting the type of businesses that can operate and how those businesses can provide goods and services to the public due to the risk of spread of the COVID-19 coronavirus; and,

WHEREAS, beginning on May 8, 2020 Governor Newsom authorized "State 2" of a re-opening plan for businesses in California allowing for select businesses within specified industries to re-open with modified business practices; and,

WHEREAS businesses that are permitted to re-open must comply with all federal, state and local directives and guidelines to ensure they comply with social distancing and wearing facemasks as well as other COVID-19 mitigation measures; and,

WHEREAS, the City of Willows recognizes that businesses need to have the ability to modify operations requiring unique allowances and temporary relief from certain zoning and land use regulations and restrictions in order to simultaneously operate and remain in compliance with public health orders;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby finds and determines the following:

1. Businesses including but not limited to retail, restaurants, and mobile food vendors may apply at no cost for the temporary use of the public right of way (e.g., sidewalks), City-owned and private property for modified business operations as may be necessitated by the impacts of COVID-19, subject to the following requirements:

- a) Businesses must submit Temporary Use Permit Application in a form approved by the City Manager to the City Hall, which shall include but not be limited to a sketch of the areas where seating or display of goods are to be moved or relocated.
- b) Businesses must comply with all local, state and federal laws, regulations and guidelines governing the temporary use, including public health orders and industry-specific COVID-19 requirements.

c) All licensing requirements of the California Department of Alcohol and Beverage Control ("ABC"), Glenn County Environmental Health Department and any other legally authorized department must be obtained and maintained.

d) The temporary use shall not interfere with access under the Americans with Disabilities Act, or unreasonably restrict pedestrian and vehicular traffic and, if using a sidewalk area must leave a clear and unobstructed pathway no less than 4 feet in width for such pedestrian use.

e) No permanent item or structure may be installed expressly to facilitate the proposed temporary use.

f) The temporary use area must be on or adjacent to the same parcel or an adjacent parcel owned or controlled by the applicant.

g) Businesses / applicants must provide written approval by the landlord if the business owner and property owner are not one and the same.

h) No temporary use area may interfere with vehicular traffic.

i) The temporary use area must be maintained in an attractive, clean and safe manner. During non-operating hours, all furnishings or other items shall be secured or stored inside.

j) If the business is using City-owned property or the public right of way, the business shall provide the City with a Certificate of Insurance in the amounts required by the City Manager and Additional Insured Endorsement naming the City of Willows as additionally insured.

k) Any street, sidewalk or other City improvements shall be returned to the City in the condition that existed prior to granting the Temporary Use Permit.

2. The City of Willows reserves the right to determine on a case-by-case basis the suitability and appropriateness of the temporary use requested by the business in the Temporary Use Permit Application. The requested use and temporary use area must have limited impact upon other businesses operating in close proximity.

3. A Temporary Use Permit may be approved or issued without providing notice of, or conducting a hearing on the application that may otherwise be required in the Use Permit process.

4. The City may impose conditions of approval and set timelines for compliance that are deemed reasonable and necessary to ensure safe and orderly use of the property and ensure compatibility with surrounding land uses if appropriate.

5. A Temporary Use Permit is an interruptible privilege. The City may interrupt operation of the temporary use and suspend or revoke the Temporary Use Permit at any time. The

issuance of a Temporary Use Permit does not provide, give or otherwise convey any real property rights or interest to any person or entity.

6. A Temporary Use Permit, if granted, shall remain in effect only so long as the declared Local Health Emergency is in effect, and may be modified or rescinded by the City Manager or City Council at any time or for any reason, including while the local health emergency remains in effect.

7. This resolution is effective immediately upon signature of the Mayor.

8. This resolution shall be filed in the office of the City Clerk, posted at the City of Willows City Hall, on the City's website and in public spaces as practicable.

9. Businesses must be in possession of a valid and current business license to operate within the City of Willows in order to be eligible to apply for a Temporary Use Permit.

10. If any provision or portion of a provision of this resolution, or the application of this resolution to any person or entity in any circumstance is held to be invalid, that portion or provision shall be deemed to be severable and the remainder of the resolution including the application of such portion or provision to other individuals or entities and in other circumstances shall be unaffected and continue in full force and effect.

PASSED AND ADOPTED by the Willows City Council at their regular council meeting on July 14, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kerri Warren, Mayor

APPROVED AS TO FORM:

ATTEST:

David G. Ritchie, City Attorney

Tara Rustenhoven, City Clerk