



Willows City Council Regular Meeting

January 22, 2019
Willows City Hall
7:00 p.m.

Agenda

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

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

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **CONSENT AGENDA**

Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of minutes of the Regular City Council Meeting held on January 8, 2019.

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

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

- a. Approve by motion, the Published RFP documents for solid waste collection and recycling services.
- b. By consensus, establish a date and time for the 2018-19 Mid-Year Budget Review.

- c. Approve by motion, the composition and selection process for a standing Groundwater Technical advisory committee and appoint a representative.
- d. Approve by motion, to accept the resignation of Walter Michael, and to approve the timeline for publication, interview, and recommendation of appointment; and, by consensus, nominate two Councilmembers to serve as the Ad Hoc Selection Committee to fill the Planning Commission Vacancy.
- e. Discuss and consider entering into engagement agreement to retain Cole Huber, LLP to advise and represent City in code enforcement action(s).

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. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section § 54956.9:
Number of cases: 1

9. ADJOURNMENT

This agenda was posted on January 17, 2019



Tara Rustenheven, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



CONSENT AGENDA

**SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD January 8, 2019**

*Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.
Please visit www.cityofwillows.org for free PodBean recordings.*

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

The meeting opened with the Pledge of Allegiance led by Vice Mayor Warren.

Roll Call:

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

Council Members Absent:

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

Public Comment/ Written Communications:

Doug Ross made a comment on regarding the dangers for drivers and pedestrians on Humboldt Avenue and Green Street with having very little lighting.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers (36438-36532, Z09632-Z09687, 37733-37767).
- b. Approval of minutes of the Regular City Council Meeting held on December 11, 2018.

Action:

Motion: Vice Mayor Warren /Second: Council Member Flesher

Moved to approve the Consent Agenda as presented above and the following item(s). The motion passed unanimously 5/0 carried by the following voice vote:

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

NOES:

ABSENT:

ABSTAIN:

Public Hearing:

- a. Conduct a public hearing for the 2018/2019 Appropriation Limit for the City of Willows and adopt a resolution establishing said limit.

Administrative Services Director Sailsbery gave a brief description of the 2018/2019 Appropriation Limit for the city.

Public Hearing opened at 7:07 p.m.

Public Hearing closed at 7:07 p.m.

Action:

Motion: Council Member Domenighini/Second: Council Member Mello
Moved to approve the 2018/2019 Appropriation Limit for the City of Willows and adopt a resolution establishing said limit.

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

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

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Adopt the Resolution of the City of Willows awarding the Contract for Services to Morrison & Company for a Biomass Cogeneration Feasibility Study and Business Case Development Analysis and direct Interim City Manager to negotiate and sign terms of agreement.

Administrative Services Director Sailsbery gave a brief summary of the Biomass Cogeneration Feasibility Study.

Action:

Motion: Council Member Mello /Second: Council Member Domenighini
Moved to adopt the Resolution of the City of Willows awarding the Contract of Services to Morrison & Company for a Biomass Cogeneration Feasibility Study and Business Case Development Analysis and Direct Interim City Manager to negotiate and sign terms of agreement.

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

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

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

- a. Staff Reports/Comments:
 - Sheriff Warren gave an update on the December 2018 Glenn County Sheriff's Office monthly report.
 - Interim City Manager Peabody announced that Public Works will be completing the leaf pick up. He also suggested setting up a Public Safety meeting in the near future to discuss Code Enforcement and The Ambulance Task Force.

- The Basin Street project is underway, but with the weather, it is a bit delayed. The bridge has been ordered and is underway.

b. City Council Reports/Comments:

Mayor Hansen:

- December 20th attended the final Regional Transit Committee and Glenn County Transportation Commission meetings.
- January 7th attended the annual City Selection meeting.

Vice Mayor Warren:

- January 1st attended the High School basketball game where they played a team from Australia. They had the opportunity to provide dinner for the players and had a great time.

Adjournment:

The Meeting was adjourned at 7:19 p.m.

Dated: January 9, 2019


Tara Rustenhoven, City Clerk



REGULAR BUSINESS

January 22, 2019

AGENDA ITEM

TO: Mayor Hansen and Member of the City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Solid Waste Collection Service Contract Procurement

RECOMMENDATION:

Approve by motion the published RFP documents for solid waste collection and recycling services.

Discuss and Advise request Option: 1 or 2

SITUATION (or BACKGROUND):

The City Council approved December 11th a one-year extension of solid waste collection and recycling services – at 2018 rates -- with Waste Management, Inc, with the understanding that City of Orland and County of Glenn were also extending their contracts while a three-jurisdiction request-for-proposals (RFP) was being drafted.

That draft RFP was approved by the Board of Supervisors December 18th and promptly published. It seeks one contractor to provide coordinated collections and recycling services for the two cities and the county, hauling from the transfer station to a destination disposal site, and final disposal. RFP deadline is February 4.

The RFP documents may be viewed in their entirety at www.countyofglenn.net/govt/bids.

The Willows collections/recycling portion of the RFP is hereto attached as attachment A.

As part of this RFP process it has been designed as a Master agreement with sub-agreements under it. It was written for the County's use because the County will have three (3) sub-agreements for Collection, Transport, and Disposal.

January 22, 2019

The Cities of Willows and Orland will have only agreements for Collection. The County envisions two possible mechanisms for use by the City of Willows.

Option 1

The County and Collection Franchise intend that the Cities are third-party beneficiaries of the Master Franchise. The Cities may administer and enforce this Master Franchise in conjunction with their Collection Franchises. Thus, there will be this Master Agreement and 5 sub-agreements for: (1) Collection in Orland, (2) Collection in Willows, (3) Collection in the County, (4) Transport for the County, and (5) Disposal for the County.

Option 2

The Cities will combine the terms of this Master Franchise and the Collection sub-agreement into a single agreement for their individual use. In this option, their agreements will be separate from this Master Agreement and its sub-agreements. Thus, in this option there will be a Willows Agreement, an Orland Agreement, and this Master Franchise with three (3) sub-agreements with the County.

City Council is asked to consider ratification of the RFP collection service documents, in partnership and coordination with the City of Orland and County of Glenn. Also give consideration to option #1 or Option #2.

FINACIAL CONSIDERATIONS:

Unknown at this point

NOTIFICATION:

City of Orland
County of Glenn

ALTERNATE ACTIONS:

- 1: Request additional information from Staff
- 2: Reject Staff recommendation and/or direct item to be returned.

January 22, 2019

RECOMMENDATION:

Approve by motion the proposed and published RFP documents for solid waste collection and recycling services.

Discuss and Advise request Option: 1 or 2

Respectfully Submitted

A handwritten signature in blue ink, appearing to read 'Wayne Peabody', with a long, sweeping flourish extending to the right.

Wayne Peabody
Interim City Manager

ATTACHMENT:

A: Willows Services

Attachment A:

PROPOSED SERVICE - Willows

Residential	Basic Service (Monthly Charge)	Options
Weekly Refuse & Garbage	64-gal. default cart Black lid <ul style="list-style-type: none"> • Senior discount • Assisted service (handicapped & elderly) no extra charge 	<ol style="list-style-type: none"> 1. 35 gallons 2. 96 gallons 3. Each additional cart (35, 64,96) 4. Assisted Service / Roll-out 5. Additional Pickup on non-service day
Bi-Weekly Recycling	64-gal. default cart Blue lid Contamination Reduction Plan	Extra carts with charge*
Bi-Weekly Green Waste	64-gal. default cart Green lid	Extra carts with charge*
3 bulky item pick-ups / year (advance request)	Appliances (without Freon) Furniture Mattresses etc.	Extra pick-ups
2 Community Cleanups annually**	Refuse & Garbage Recyclables Green Waste E-waste [Unlimited but evidence of residency required]	NA
Christmas Tree Collection	Collection 2 weeks after Christmas, deliver to green waste site	NA
PREPARATION • AB 1383 commercial/residential collection	Assist Jurisdiction with Education/outreach	NA
Public Education/ Outreach	Prescribed presentations at schools, community events, public service clubs etc. RE <ul style="list-style-type: none"> • source reduction, • reuse • recovery • recycling . . . • household hazardous waste disposal 	NA

*If the customer discards waste in a recyclables or green waste cart the Franchisee may remove the extra cart.

**The Community Clean Up will be held at locations in coordination with City staff for collection of solid waste, recyclables, organics, e-waste and bulky waste.

Commercial	Basic Service (Monthly Charge)	Options (Extra Charge)
Weekly Refuse & Garbage	Black lid 1, 1.5, 2, 3, 4, 6 and 10 cubic yard bins / dumpsters Collection 1-5 days/week	1. Extra Pickups (non-service day) 2. Walk-in / Roll-out
Bi-Weekly Recycling	64-gal. default Cart Blue lid	Additional carts with charge*
Bi-Weekly Green Waste	64-gal. default Cart Green Lid	Additional charge
COMPLIANCE Mandatory Commercial Recycling	Assist Jurisdiction with <ul style="list-style-type: none"> Identifying who must comply Education/outreach to them Monitoring (non)compliance Reporting 	NA
PREPARATION <ul style="list-style-type: none"> Mandatory Commercial Organics Diversion AB 1383 commercial collection 	Assist Jurisdiction with <ul style="list-style-type: none"> Identifying who must comply in future Education/outreach 	NA

* If the customer discards waste in a recyclables or green waste cart the Franchisee may remove the extra cart.

COST SUBSTANTIATION

Residential Collection	ROUTES: 1.# 2. Hours/ Shift 3. Workers	TRUCKS: ID each- Side-loader, Rear-loader Roll-off Flat-bed Pickup etc.	CONTAINERS: 1. Carts 35/64/96 2. Average age 3. Expected replacement (bins / dumpsters)	PROCESSING COST 1. Facility ID 2. \$ projected annual
Weekly Refuse & Garbage	1. 2. 3.		1. 35 64 96 2. 35 64 96 3. 35 64 96	NA
Bi-Weekly Recycling			1. (64) 2. (64) 3. (64)	1. 2.
Bi-Weekly Green Waste			1. (64) 2. (64) 3. (64)	1. 2.
3 bulky item pick-ups / year (advance request)			NA	NA
2 Community Cleanups annually				Recyclables 1. 2.
C&D				
Christmas Tree Collection				

Commercial Collection	ROUTES: 1.# 2.Hours/Shift 3. Workers	TRUCKS: ID each-Side-loader, Rear-loader Roll-off Flat-bed Pickup etc.	CONTAINERS: 1. Carts 35/64/96 2. Average age 3. Expected replacement (bins / dumpsters)	PROCESSING COST 1.Facility 2. \$ projected annual
Weekly Refuse & Garbage				
Bi-Weekly Recycling				
Bi-Weekly Green Waste				

Preparation and Compliance with CalRecycle Mandates	Hours/week	% of Employee's Time	\$ Estimated Cost
Mandatory Commercial Recycling			
Mandatory Commercial Organics Diversion			
AB 1383 commercial/residential collection			
Public Education/ Outreach			

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Establish Date and Time for Mid-Year Budget Review

RECOMMENDATION

By Consensus, Establish a Date and Time for 2018-19 Mid-Year Budget Review. Preference is for Week of February 19 or Week of February 25

SITUATION (or BACKGROUND):

Staff is requesting that Council set a date and time for a budget review session. Subject to Council discretion, Staff requests that this meeting be scheduled for a workshop format with a daytime start. The week of February 19 is requested (please note that Monday, Feb 18 is an observed Holiday- Presidents' Day). The week of February 25 is also available for a review session.

FINANCIAL CONSIDERATIONS:

None-Any action items arising from the Mid-Year Budget Review will be agendized for the next available, regularly scheduled meeting.

NOTIFICATION

Agenda to Be Posted in Accordance with the Brown Act

ALTERNATE ACTIONS

1. Decline to Conduct a Mid-Year Budget Review

RECOMMENDATION

By Consensus, Establish a Date and Time for 2018-19 Mid-Year Budget Review. Preference is for Week of February 19 or Week of February 25

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

January 22, 2019

AGENDA ITEM

TO: Mayor Hansen and Member of the City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: Development of a Technical Advisory Committee and Appointment

RECOMMENDATION:

Approve by motion, the composition and selection process for a standing advisory committee, and appoint David Kehn as City of Willows technical representative.

SITUATION (or BACKGROUND):

As part of the Glenn Groundwater Authority the Glenn Ground Water Technical Ad Hoc Committee was assigned to work for the Board. This committee met on November 14, 2018 to discuss and develop a recommendation for a standing Technical Advisory Committee (TAC). This standing TAC would coordinate with the Colusa Groundwater Authority on the development of technical portions of the Groundwater Sustainability Plan for the Colusa Subbasin and bring recommendations to the GGA Board. The TAC would be subject to the Ralph M. Brown Act and would be open to the public.

Recommendations on Standing Technical Advisory Committee Composition:

- Five members
 - Technical background that knows and works in the area.
 - Members would likely be member agency managers and/or member agency technical staff
- Selection process
 - Recommendations/Nominations by member agencies
 - Appointment by GGA Board
 - The GGA Board can request the Executive Committee to review nominations and bring a recommendation to the Board if desired.
 - The Board or Executive Committee can request additional information from applicants if desire.

January 22, 2019

FINACIAL CONSIDERATIONS:

None

NOTIFICATION:

City of Orland
Glenn Groundwater Authority

ALTERNATE ACTIONS:

- 1: Request additional information from Staff
- 2: Reject Staff recommendation and/or direct item to be returned.

RECOMMENDATION:

Approve by motion, the composition and selection process for a standing advisory committee, and appoint David Kehn as City of Willows technical representative.

Respectfully Submitted

/s/ Wayne Peabody

Wayne Peabody
Interim City Manager

AGENDA ITEM

To: Honorable Mayor Hansen and Members of the Council

FROM: Tim Sailsbery, Administrative Services Manager

SUBJECT: Planning Commission Appointment

RECOMMENDATION

By Motion, Accept the Resignation of Walter Michael, approve the timeline for publication, interview, and recommendation of appointment.

By Consensus, nominate two Councilmembers to serve as the Ad Hoc Selection Committee to Fill the Planning Commission Vacancy

SITUATION (or BACKGROUND):

Walter Michael has tendered his resignation to the City Council effective immediately (his term runs through December 31, 2019). In accordance with the Willows City Code, appointments to the Planning Commission are made by the Mayor with approval of the City Council.

The schedule to fill the vacancy is presented for Council's consideration:

- January 22, 2019- Selection of two Council Members to act as Selection Committee to review applications and conduct interviews
- Provide Notice of the upcoming Planning Commission vacancies to the local news media and post on City Website.
- January 23, 2019 through 4:00 PM on February 6, 2019- Accept letters of interest and/or applications.
- February 7, 2019 – February 15, 2019- Review of applications and interview of Candidates by the Selection Committee.
- February 26, 2019- recommendations and appointment of two applicants to the Planning Commission.

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATIONS:

Posting to City website and notification to local media

ALTERNATE ACTIONS:

No Alternative actions are recommended.

RECOMMENDATION

By Motion, Accept the Resignation of Walter Michael, approve the timeline for publication, interview, and recommendation of appointment.

By Consensus, nomination of two Councilmembers to serve as the Ad Hoc Selection Committee to Fill the Planning Commission Vacancy

Respectfully submitted,

/S/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Legal Advice and Representation for Code Enforcement Action

RECOMMENDATION

Discuss and Advise Regarding Entering Into an Engagement Agreement to Retain Cole Huber, LLP to Advise and Represent the City in Code Enforcement Actions

SITUATION (or BACKGROUND):

On the advice of City Attorney Robert Hunt, Staff is requesting that the City Council weigh the merits of retaining counsel for code enforcement actions.

FINANCIAL CONSIDERATIONS:

TBD

NOTIFICATION

Agenda to Be Posted in Accordance with the Brown Act

ALTERNATE ACTIONS

1. Discuss and Advise Item-alternatives to be discussed

RECOMMENDATION

Discuss and Advise Regarding Entering Into an Engagement Agreement to Retain Cole Huber, LLP to Advise and Represent the City in Code Enforcement Actions

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director
