



# Willows City Council Regular Meeting

June 27, 2023  
Willows City Hall  
6:00 PM – Regular Session

City Council  
Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Casey Hofhenke, Council Member  
Vacant, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org).

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.  
Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

b. **Minutes Approval**

Recommended Action: Approve minutes of the June 13, 2023, City Council meeting.  
Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

c. **Accept the Pacific Avenue Rehabilitation Project Improvements**

Recommended Action: Approve resolution accepting the improvements associated with the Pacific Avenue Rehabilitation Project, authorize the filing of the Notice of Completion and release of surety, and approve a budget adjustment for the overall project.  
Contact: Pat Piatt, Community Development & Services Director, [ppiatt@cityofwillows.org](mailto:ppiatt@cityofwillows.org)

d. **Sale of Surplus Fire Department Vehicle**

Recommended Action: Authorize the City Manager, or her designee, to negotiate with Artois Fire Protection District for the sale of a surplus 2003 Chevrolet 2500 pickup truck.

Contact: Nathan Monck, Fire Chief, [nmonck@cityofwillows.org](mailto:nmonck@cityofwillows.org)

e. **Library Board of Trustees Appointments**

Recommended Action: By motion, appoint three members to the Willows Library Board of Trustees in accordance with the recommendation of Council Member Hofhenke for the term ending on June 30, 2026, including Dan Gupton, Brian Ramos, and Robert Griffith.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

6. **DISCUSSION & ACTION CALENDAR**

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

a. **South Tehama Street Water Main Extension Contract Award**

Recommended Action: Approve a resolution authorizing the City Manager to sign an agreement with Allen Gill Construction in the amount of \$505,934 and establishing an overall budget of \$627,791 for the project.

Contact: Pat Piatt, Community Development & Services Director, [ppiatt@cityofwillows.org](mailto:ppiatt@cityofwillows.org)

b. **Accept Public Utility Easement - Jack-in-the-Box Development**

Recommended Action: Approve resolution accepting a ten foot wide Public Utility Easement as part of the Jack-in-the-Box development project on 1240 West Wood Street.

Contact: Pat Piatt, Community Development & Services Director, [ppiatt@cityofwillows.org](mailto:ppiatt@cityofwillows.org)

c. **Fire Department Ad Hoc Committee – Councilmember Appointments**

Recommended Action: Approve Council participation in the Fire Department Ad Hoc committee and appoint two Willows City Council members to the Committee.

Contact: Nathan Monck, Fire Chief, [nmonck@cityofwillows.org](mailto:nmonck@cityofwillows.org)

7. **COMMENTS & REPORTS**

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager's Report

## 8. CLOSED SESSION

Pursuant to Government Code Sections §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.

### a. Public Employee Performance Evaluation (§ 54957)

Title: City Manager

## 9. ADJOURNMENT

**This agenda was posted on June 22, 2023.**

*Amos Hoover*

Amos Hoover, City Clerk

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

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. 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*



# PUBLIC COMMENT & CONSENT CALENDAR FORUM



PERIOD

06/19/2023 TO 06/23/2023

Payroll Direct Deposit      Z46593      TO      Z46625

General Checking      40753      TO      40764

APPROVAL DATE      06/27/2023

APPROVED \_\_\_\_\_

REPORT.: 06/23/23  
 RUN ON.: 06/20/23 Time: 09:05  
 RUN BY.: Katie Butler

CITY OF WILLOWS

Agenda Item #5a.

PAGE: 001  
 ID #: SPVR  
 CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
40756	06/23/23	AFL02 AFLAC WAGE WORKS	C30619	06/19/23	AFLAC DEPENDENT PRETAX	06-23	142.31	142.31
40757	06/23/23	CAL23 CALIFORNIA STATE DISBURSEM	C30619	06/19/23	CHILD SUPPORT	06-23	162.92	162.92
40758	06/23/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30619	06/19/23	STATE INCOME TAX	06-23	1383.50	
40758	06/23/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30620	06/20/23	STATE INCOME TAX	06-23	.00	1383.50
40759	06/23/23	EDD02 EMPLOYMENT DEVELOPMENT DEP	C30619	06/19/23	SDI	06-23	464.85	
40759	06/23/23	EDD02 EMPLOYMENT DEVELOPMENT DEP	C30620	06/20/23	SDI	06-23	5.37	470.22
40760	06/23/23	ICM01 ICMA RETIREMENT TRUST 457	C30619	06/19/23	DEFERRED COMP - ICMA	06-23	200.00	200.00
40761	06/23/23	NAT00 NATIONWIDE RETIREMENT SOLU	C30619	06/19/23	USCM DEF. COMP. NAT	06-23	1070.34	
40761	06/23/23	NAT00 NATIONWIDE RETIREMENT SOLU	1C30619	06/19/23	USCM DEF. COMP. MTCH	06-23	278.85	1349.19
40762	06/23/23	PER01 P.E.R.S.	C30619	06/19/23	PERS PAYROLL REMITTANCE	06-23	8590.12	
40762	06/23/23	PER01 P.E.R.S.	C30620	06/20/23	PERS PAYROLL REMITTANCE	06-23	.00	8590.12
40763	06/23/23	UMP00 UMPQUA BANK	C30619	06/19/23	DIRECT DEPOSIT	06-23	35949.05	
40763	06/23/23	UMP00 UMPQUA BANK	C30620	06/20/23	DIRECT DEPOSIT	06-23	445.67	36394.72
40764	06/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30619	06/19/23	FEDERAL INCOME TAX	06-23	3832.66	
40764	06/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30620	06/20/23	FEDERAL INCOME TAX	06-23	100.00	
40764	06/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30619	06/19/23	FICA	06-23	6404.46	
40764	06/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30620	06/20/23	FICA	06-23	73.98	
40764	06/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30619	06/19/23	MEDICARE	06-23	1497.80	
40764	06/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30620	06/20/23	MEDICARE	06-23	17.30	11926.20
TOTAL DISBURSED...							60619.18	60619.18

REPORT.: 06/19/23  
RUN...: 06/19/23 Time: 13:25  
Run By.: Katie Butler

CITY OF WILLOWS  
Check Register

Agenda Item #5a.

PAGE: 001  
ID #: PRCR  
CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
40753	06/23/23	06/18/23	BER01 BERGLUND, SOPHIA	06-23	12-23	172.20
40754	06/23/23	06/18/23	CHR00 CHRISTY, ALISHA	06-23	12-23	85.35
40755	06/23/23	06/18/23	HAR03 HARLAN, HELEN	06-23	12-23	82.00
446593	06/23/23	06/18/23	BRO01 Brown, Martha	06-23	12-23	5955.77
446594	06/23/23	06/18/23	BUT01 BUTLER, KATIE LEEANN	06-23	12-23	2077.38
446595	06/23/23	06/18/23	FAH00 FAHEY, LORI	06-23	12-23	3427.85
446596	06/23/23	06/18/23	HOO01 HOOVER, AMOS	06-23	12-23	2388.00
446597	06/23/23	06/18/23	PIA00 PIATT, JAMES PATRICK	06-23	12-23	4807.69
446598	06/23/23	06/18/23	RUS01 RUSTENHOVEN, TARA L	06-23	12-23	2364.00
446599	06/23/23	06/18/23	ARE00 Arellanes, Ashley Marie	06-23	12-23	653.99
446600	06/23/23	06/18/23	BRI00 BRIONES, BRENDA VALENZU	06-23	12-23	256.00
446601	06/23/23	06/18/23	EHO02 EHORN, CAITLIN A	06-23	12-23	1389.63
446602	06/23/23	06/18/23	GAM00 GAMBOA, YADIRA	06-23	12-23	360.00
446603	06/23/23	06/18/23	SPE02 SPENCE, KYLIEGH C	06-23	12-23	544.00
446604	06/23/23	06/18/23	VAR00 Vargas, Giovanni	06-23	12-23	600.00
446605	06/23/23	06/18/23	BER02 Berglund, Adessa	06-23	12-23	177.70
446606	06/23/23	06/18/23	COB00 Cobb, Trinity	06-23	12-23	168.82
446607	06/23/23	06/18/23	COB02 COBB, EMMA	06-23	12-23	90.20
446608	06/23/23	06/18/23	FLO00 Flowerdew, Nick	06-23	12-23	266.55
446609	06/23/23	06/18/23	GAR00 GARDNER, CAYLIE	06-23	12-23	85.35
446610	06/23/23	06/18/23	HUT04 HUTSON, KRISTINA RENEE	06-23	12-23	612.50
446611	06/23/23	06/18/23	ROP00 ROPER, JILLIAN S	06-23	12-23	166.59
446612	06/23/23	06/18/23	ENO00 ENOS, KYLE	06-23	12-23	2096.62
446613	06/23/23	06/18/23	HUT01 Hutson, Evan C	06-23	12-23	284.96
446614	06/23/23	06/18/23	LOM00 LOMBARD, TYLER JOSEPH	06-23	12-23	2686.71
446615	06/23/23	06/18/23	LOP01 Lopez, Jorge	06-23	12-23	213.72
446616	06/23/23	06/18/23	LOP02 Lopez, Jose	06-23	12-23	1988.74
446617	06/23/23	06/18/23	MON00 MONCK, NATHANIAL T	06-23	12-23	4538.77
446618	06/23/23	06/18/23	ABO00 ABOLD, STEVEN B	06-23	12-23	1893.18
446619	06/23/23	06/18/23	CAZ01 Cazares, Benjamin L.	06-23	12-23	1603.85
446620	06/23/23	06/18/23	MIN00 MINGS, MICHAEL E	06-23	12-23	2165.95
446621	06/23/23	06/18/23	PFY00 PFYL, NATISA N	06-23	12-23	2961.51
446622	06/23/23	06/18/23	RAN01 RANDOLPH, MATTHEW	06-23	12-23	1994.83
446623	06/23/23	06/18/23	REE00 REED, JOSHUA	06-23	12-23	1603.85
446624	06/23/23	06/18/23	VAS01 VASQUEZ, PEDRO CEASAR	06-23	12-23	2440.77
						53205.03

REPORT.: 06/20/23  
RUN.: 06/20/23 Time: 08:53  
Run By.: Katie Butler

CITY OF WILLOWS  
Check Register

Agenda Item #5a.

PAGE: 001  
ID #: PRCR  
CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
246625	06/23/23	06/23/23	LOM00	LOMBARD, TYLER JOSEPH	06-23	12-23	596.68
							596.68





# Willows City Council Meeting Draft Action Minutes

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

June 13, 2023  
Willows City Hall  
6:00 PM – Regular Session

City Council

Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Casey Hofhenke, Council Member  
Vacant, Council Member

City Manager

Marti Brown

City Clerk

Amos Hoover

1. **CALL TO ORDER - 6:00 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Councilmembers Present: Councilmembers Hansen, Hofhenke, Vice Mayor Vodden, and Mayor Thomas

Councilmembers Absent: None

4. **CHANGES TO THE AGENDA**

Agenda item 7c (Consulting Proposal and Bid for Municipal Code Update) to 7a.

5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

No public comment was received.

a. **Register Approval**

Action: Approved general checking, payroll, and direct deposit check registers.

b. **Minutes Approval**

Action: Approved minutes of the May 22, 2023, Special City Council meeting and the May 23, 2023, City Council meeting.

c. **CAL FIRE Dispatch Contract Extension**

Action: Adopted resolution authorizing the City Manager to enter and execute a contract extension with CAL FIRE for dispatching services in the first quarter of Fiscal Year 2023-2024.

Moved/Seconded: Councilmembers Hansen and Hofhenke

Yes: Councilmembers Hansen, Hofhenke, Vice Mayor Vodden, and Mayor Thomas

No: None

Absent: None

## 6. PUBLIC HEARING

### a. **Landscape and Lighting Assessment District – Authorization to Levy Assessments**

Mayor Thomas opened the Public Hearing at 6:07 PM. There were no comments, and the Public Hearing was closed at 6:08 PM

Action: Adopted resolution approving the City Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for Fiscal Year 2023-2024.

Moved/Seconded: Councilmembers Hansen and Hofhenke

**Yes:** Councilmembers Hansen, Hofhenke, Vice Mayor Vodden, and Mayor Thomas

**No:** None

**Absent:** None

## 7. DISCUSSION & ACTION CALENDAR

### a. **City Council Vacancy and Appointment Process**

Action: Open appointment process is agreed upon and City staff is directed to call for applications to fill the vacancy.

### b. **Councilmembers' Remote Meeting Participation**

Action: Council determined it is up to each individual councilmember should follow the relevant laws.

### c. **Consulting Proposal and Bid for Municipal Code Update**

Action: Authorized the City Manager to execute an agreement with Prentice Long to update the City's municipal code.

Moved/Seconded: Vice Mayor Vodden and Hansen

**Yes:** Councilmembers Hansen, Vice Mayor Vodden, and Mayor Thomas

**No:** Hofhenke

**Absent:** None

**Public Comment** – Dennis Asbury – Stated he felt Prentice Long is capable of doing the project.

### d. **Overtime Authorization for Exempt Public Safety Employees**

Action: Adopted resolution authorizing the City of Willows to pay Exempt Public Safety Employees Overtime.

Moved/Seconded: Councilmember Hansen and Hofhenke

**Yes:** Councilmembers Hansen, Hofhenke, Vice Mayor Vodden and Mayor Thomas

**No:** None

**Absent:** None

### e. **Library Board of Trustees Subcommittee Vacancy and Appointment Process**

Action: Council appointed councilman Hofhenke to fill the vacancy and continue the Board of Trustees application process.

**8. COMMENTS & REPORTS**

- a. City Council Correspondence
  - i. Lyons club addressed the condition of the gazebo in the park,
- b. LetterCity Council Comments & Reports
  - i. Councilman Hofhenke – reported on recent town hall, with a briefing from the boys and girls club from Hamilton City. There is a strong desire on the part of that organization to bring the boys and girls club to Willows.
  - ii. Councilman Hansen – Working on Prop 218 process with the groundwater authority.
- c. Citizen Comment – None

**9. ADJOURNMENT – 7:38 PM**

Dated: June 13, 2023

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Amos Hoover, City Clerk



Date: June 27, 2023

To: Honorable Mayor and City Council

From: Patrick Piatt, Community Development Services Director  
John Wanger, City Engineering  
Marti Brown, City Manager

Subject: Accept Pacific Avenue Rehabilitation Project Improvements

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**Recommendation:**

Approve the attached resolution accepting the Pacific Avenue Rehabilitation Project improvements and authorize the filing of the Notice of Completion and release of surety.

**Background:**

This project included rehabilitation of Pacific Avenue from Wood Street to Northgate, as well as installed in-fill sidewalk, and replaced damaged curb, gutter, sidewalk, and pedestrian ramps within the project limits. The rehabilitation of Pacific Avenue also included a grind and overlay of the pavement surface course.

The project was recently completed to the City's satisfaction by Knife River Construction. The total construction cost was \$808,015.

**Discussion & Analysis:**

Based upon the satisfactory completion of the work, staff recommends that the City Council accept the improvements, authorize the City Engineer to file the Notice of Completion and release all bonds for this project except for the maintenance bond, which will be retained for one year to pay for any project related issues that may arise over the first 12 months after the completion of the project.

**Fiscal Impact:**

The overall budget and expenditures for this project is summarized as follows:

	<u>Approved Budget</u>	<u>Actual Expenditure</u>
Construction:	\$ 770,690	\$729,068
Contingency (10%):	\$ 77,069	\$ 78,946
CM/Inspection:	\$ 105,072	\$100,974

Testing:	<u>\$ 22,000</u>	<u>\$ 22,000</u>
Estimated total	\$ 974,831	\$930,988

The source of funding for this project is State (STIP) and Gas Tax monies. The State has allocated \$860,000 in funding and these monies are for construction only (will not cover CM/Inspection/testing). While no Council budget authority is required, it's worth noting that the project was under budget by \$43,843.

**Attachments:**

- Attachment 1: Resolution ##-2023
- Attachment 2: Notice of Completion



**RESOLUTION NO. ##-2023**

**RESOLUTION ACCEPTING THE IMPROVEMENTS ASSOCIATED WITH THE PACIFIC AVENUE REHABILITATION PROJECT, AUTHORIZING THE RELEASE OF RETENTION AND AUTHORIZING THE NOTICE OF COMPLETION TO BE FILED FOR THE PROJECT**

**WHEREAS**, at the September 27, 2022, City council meeting, the City Council approved entering into a contract with Knife River Construction for the Pacific Avenue Rehabilitation Project ("Project") and established an overall project budget; and

**WHEREAS**, the Project has been inspected and determined to have been completed in accordance with the contract requirements; and

**WHEREAS**, based upon the foregoing, staff recommends acceptance of the Project on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:**

1. The City hereby accepts the improvements associated with the Project.
2. Authorizes the City Engineer to release the Performance and Labor & Material surety posted with this project; and to hold the Maintenance Bond for a period of one year from the date of this resolution, at which time the City Engineer is authorized to release said bond if the improvements remain in good condition and there are no issues to be resolved.
3. Authorizes and directs the City Engineer to file a Notice of Completion concerning the Project with the Glenn County Clerk's Office within ten (10) days of the date of this Resolution.
4. This Resolution shall become effective immediately.
5. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

**PASSED AND ADOPTED** by the City Council of the City of Willows, State of California this 27<sup>th</sup> day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Richard Thomas, Mayor

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Amos Hoover, City Clerk

WHEN RECORDED RETURN TO:

City Clerk

City of Willows

201 Pacific Avenue

Willows, CA 95988

## NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned City of Willows, 201 N. Lassen Street, Willows, California, owners in fee of Pacific Avenue within the City of Willows, California, observed certain construction work to be performed within the City of Willows, County of Glenn, which work is generally described as follows:

The rehabilitation of Pacific Avenue included a grind and overlay of the pavement surface course, installation of in-fill sidewalk, replacement of sections of broken curb, gutter, sidewalk, and replacement/reconstruction of non-conforming curb ramps.

That the contractor for the performance of such work was awarded to Knife River Construction and that said work was satisfactorily completed on June 27, 2023 in accordance with the Project Plans and Specifications. The final construction cost for the project was \$808,015.

This notice is given pursuant to Section 9204 of the Civil Code of the State of California.

<p>This is to certify that the Notice of Completion above is hereby authorized by order of the Council of the City of Willows pursuant to Council Resolution No. ____ dated June 27, 2023, and owner consents to recordation thereof by its duly authorized officer.</p>	<p style="text-align: center;"><b>City of Willows</b> <b>A Municipal Corporation</b></p> <p>I declare under penalty of perjury that the information is true and correct.</p> <p>By: _____, City Engineer</p> <p>Dated: June 27, 2023</p>
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Date: June 27, 2023  
To: Honorable Mayor and Councilmembers  
From: Nate Monck, Fire Chief  
Marti Brown, City Manager  
Subject: Sale of Surplus Fire Department Vehicle

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**Recommendation:**

Authorize the City Manager, or her designee, to negotiate with Artois Fire Protection District for the sale of a surplus 2003 Chevrolet 2500 pickup truck.

**Rationale for Recommendation:**

Per Willows Municipal Code 3.05.020, the City Manager may “recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any agency, or which have become unsuitable for city use.”

**Background:**

The Willows Fire Department has traditionally maintained a fleet consisting of two fire department staff vehicles. In 2023, the Willows Fire Department took delivery of a 100% grant funded staff vehicle to replace the 2003 Chevrolet pickup truck. The new vehicle is currently being upfitted with the necessary emergency lighting, radio, and decal package to be a Willows fire truck.

**Discussion & Analysis:**

With the addition of the new grant funded vehicle, the 2003 Chevrolet 2500 staff vehicle is no longer needed by the department. The 2003 Chevrolet 2500 has had multiple mechanical issues in the past and currently has an unreliable dash display and an intermittent undiagnosable check engine light.

Artois Fire Protection District indicated their desire to purchase the vehicle from the City of Willows despite the current known issues and understands that the vehicle would be sold as is

with no expectation of warranty. As negotiations are confidential in nature, staff did not include possible sale prices.

Sale to the Artois Fire Protection District is in the best interest of the City of Willows for the following reasons:

- By selling the vehicle to another fire district, the City of Willows will not be required to remove the emergency light package and radio.
- Minimal staff time will be involved to prepare the vehicle for sale with a local vendor such as Bid Cal, and no associated commissions will need to be paid.
- The equipment will remain local and be used to periodically respond to Willows area emergencies (as needed) through our automatic and mutual aid agreements.

**Fiscal Impact:**

There will be a positive impact to the City of Willows General Fund by selling the 2003 Chevrolet 2500, including reduced insurance premium, repair costs, and staff time with routine maintenance, as well as an increase in additional revenue associated with the sale and transfer of the surplus 2003 Chevrolet 2500 staff vehicle.



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Date: June 27, 2023

To: Honorable Mayor and Councilmembers

From: Amos Hoover, City Clerk  
Marti Brown, City Manager

Subject: Library Board of Trustees Appointments

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**Recommendation:**

By motion and based on Councilmember Hofhenke's recommendation, appoint three new members to the Willows Library Board of Trustees for the term ending on June 30, 2023, including Dan Gupton, Brian Ramos, and Robert Griffith.

**Rationale for Recommendation:**

As outlined in Section 2.70 of the City's Code of Ordinances, the Library Board of Trustees consists of five members, who are appointed by the City Council. Members are appointed for overlapping three-year terms and serve at the pleasure of the City Council. There are currently three vacancies to be filled.

**Background:**

On June 30, 2023, Board Members Lynn Soeth, Andrzej Kubak and Dan Gupton terms expire. New Members must be appointed for a new term to maintain a full board. As a result, and at the May 9, 2023, City Council meeting, the solicitation process for three new and/or existing Board Members commenced. By the June 16, 2023, deadline, three applications were submitted for consideration. On June 21, 2023, Councilman Hofhenke interviewed the three applicants to prepare a recommendation for the Council on their appointments.

**Discussion & Analysis:**

Based on their prior dedicated involvement with the Library and Councilman Hofhenke's recommendation. All three applicants - Dan Gupton, Brian Ramos, and Robert Griffith - are qualified and recommended to serve as members of the Library Board of Trustees.

**Fiscal Impact:**

There is no fiscal impact.



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# DISCUSSION & ACTION CALENDAR



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Date: June 27, 2023

To: Honorable Mayor and City Council

From: Pat Piatt, Community Development Services Director  
John Wanger, City Engineer  
Marti Brown, City Manager

Subject: South Tehama Street Water Main Extension Project Award

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**Recommendation:**

Approve the attached resolution authorizing the City Manager to sign an agreement with Allen Gill Construction in the amount of \$505,934 and establish an overall budget of \$627,791 for the project.

**Rationale for Recommendation:**

On June 15, 2023, bids were publicly opened for the South Tehama Water Main Extension project. Seven bids were received ranging from \$505,934 to \$646,585. Based on both the City Municipal Code and the Public Contract Code, the project must be awarded to the lowest responsive and responsible bidder.

**Background:**

At the August 8, 2022, City Council meeting, the Council authorized the bidding of the South Tehama Water Main Extension project. Although the bidding process was authorized, an agreement between the City and California Water Services (Cal Water) was required prior to commencing construction. On May 9, 2023, the City Council approved and authorized the City Manager to execute an agreement with Cal Water to construct the South Tehama Street Water Main Extension Project and transfer ownership of the City's existing water system at the southern end of the city to Cal Water. Accordingly, staff advertised the project for public bid in accordance with the City Municipal Code and the Public Contract Code.

On June 15, 2023, seven bids were opened ranging from \$505,934 to \$646,585. The City Engineer's project estimate was between \$491,000 and \$539,986. The low bid was submitted by Allen Gill Construction, Inc. out of Palo Cedro, California. Staff has completed a check of Allen Gill Construction's bid and found the following:

- The bid was responsive,

- The contractor's license is active and valid (e.g., they possess a Class A license as required by the bid documents that expires on July 31, 2024),
- The firm is registered with the Department of Industrial Relations (as required by State law), and
- The submitted bid is mathematically correct and contains the required information per the bid documents and Request for Proposal.

Environmentally, the project is determined to be Categorically Exempt in accordance with California Section 15282(k), because the project is less than one mile in length within a public street or highway of the new pipeline installation.

**Discussion & Analysis:**

Staff found the bid submitted by Allen Gill Construction to satisfy the bidding requirements for the project and, therefore, recommend an award of the project and contract to Allen Gill Construction.

**Fiscal Impact:**

Based on the low bid for the project, the overall recommended budget for this project is as follows:

Construction:	\$ 505,934
Contingency (10%):	\$ 50,593
CM/Inspection:	<u>\$ 71,264</u>
<u>(estimate based on 8 weeks of construction and minimal testing)</u>	
<b>Estimated Total</b>	<b>\$ 627,791</b>

The overall project budget exceeds the amount that was estimated and presented to the City Council in past reports (\$561,000) primarily due to an increase in construction costs since the project was first estimated approximately one year ago. It should be noted that from a construction standpoint, this is a straightforward project. If the design provided by Cal Water addresses all aspects of existing conditions, there is a good chance that the contingency monies may not be used and the project may be completed faster. Should that occur, the final project cost may only be ~\$20,000 more than last year's project cost estimate.

The primary source of funding for this project is ARPA funds.

**Attachment:**

- Attachment 1: Resolution ##-2023



**RESOLUTION NO. ##-2023**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH ALLEN GILL CONSTRUCTION FOR THE S. TEHAMA WATER MAIN EXTENSION PROJECT AND APPROVE AN OVERALL BUDGET FOR THE PROJECT**

**WHEREAS**, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the S. Tehama Water Main Extension Project ("Project"); and

**WHEREAS**, bids for the Project were opened on June 15, 2023, in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

**WHEREAS**, seven bids were received with the bids ranging from a low bid of \$505,934 to a high of \$646,585, with the low bid being from Allen Gill Construction; and

**WHEREAS**, staff has determined that Allen Gill Construction bid satisfies the bidding requirements for the Project; and

**WHEREAS**, staff has verified that Allen Gill Construction possesses valid California Contractor's Licenses under the requested Class A, number 623652 (expires 7/31/2024) as required to qualify to perform the Project; and

**WHEREAS**, the Project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Section 15282(k) of Title 14 of the California Code of Regulations in that this project is less than one mile in length within a public street or highway for the installation of a new pipeline ; and

**WHEREAS**, City staff does not have the manpower or expertise to provide the construction management and inspection for this project and is requesting that the City Engineer (Coastland Civil Engineering) provide these services for this project.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:**

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.

2. The Project is categorically exempt from CEQA in accordance with Section 15282(k) of Title 14 of the California Code of Regulations.

3. In accordance with California Public Contract Code Section 20160 and following other applicable laws, the City Council of the City of Willows hereby finds the bid of Allen Gill Construction for the S. Tehama Water Main Extension Project to be the lowest responsive bid and waives any irregularities in such bid in accordance with applicable law.

4. The contract for the S. Tehama Water Main Extension Project is hereby awarded to Allen Gill Construction, in the amount of \$505,934.00, conditioned on Allen Gill Construction's timely execution of the Project contract and submitting all required documents,

including, but not limited to, executed bonds/surety, certificates of insurance, and endorsements, in accordance with the Project bid documents.

5. The City Manager is hereby authorized and directed to execute with Allen Gill Construction for performance of the Project in accordance with the bid documents and applicable law upon submission by Allen Gill Construction of all documents required pursuant to the Project bid documents.

6. That the overall budget for the Project be established at \$627,791.

7. The City Manager is hereby authorized to execute any contract change orders in accordance with the Project contract documents so long as the total Project cost does not exceed the total funding for this Project in the adopted budget.

8. City staff is hereby directed to issue a Notice of Award to Allen Gill Construction.

9. The City Manager is hereby authorized and directed to execute a contract amendment with Coastland Civil Engineering to provide construction management and inspection services for this project.

10. This Resolution shall become effective immediately.

11. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 27<sup>th</sup> day of June 2023, by the following vote:

**PASSED AND ADOPTED** by the City Council of the City of Willows, State of California this 27<sup>th</sup> day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Richard Thomas, Mayor

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Amos Hoover, City Clerk





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Date: June 27, 2023

To: Honorable Mayor and City Council

From: John Wanger, City Engineer  
Pat Piatt, Community Development & Services Director  
Marti Brown, City Manager

Subject: Accept Public Utility Easement Associated - Jack-in-the-Box Development

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**Recommendation:**

Approve the attached resolution accepting a ten-foot wide Public Utility Easement as part of the Jack-in-the-Box development project at 1240 West Wood Street.

**Rationale for Recommendation:**

A public easement is needed for this project and at the site in order to ensure utility access on the property at all times.

**Background:**

During the design of the proposed Jack-in-the-Box restaurant at 1240 West Wood Street, it was discovered that the City's sewer main runs across the northern portion of the lot and was not contained within an easement. This is important in order to always ensure utility access at the site.

**Discussion & Analysis:**

As part of the plan check process, the City requested that the developer dedicate a ten-foot Public Utility Easement to encompass the existing sewer line, which will legally allow the City to operate and maintain the sewer line.

The developer's surveyor prepared an easement grant deed for the Public Utility Easement and the document was checked for and determined to be technically accurate. Accordingly, staff recommends that the City Council approve the resolution and accept the easement.

**Fiscal Impact:**

There is no fiscal impact associated with acceptance of the easement.

**Attachments:**

- Attachment 1: Resolution ##-2023
- Attachment 2: Public Utility Easement Grant Deed



**RESOLUTION NO. ##-2023**

**RESOLUTION ACCEPTING A PUBLIC UTILITY EASEMENT ASSOCIATED WITH THE JACK-IN-THE-BOX DEVELOPMENT PROJECT AT 1240 WEST WOOD STREET**

**WHEREAS**, with the approval of the Jack in the Box development located at 1240 West Wood Street, the project was required to construct certain improvements to facilitate the project; and

**WHEREAS**, during the design process it was discovered that the existing City-owned sanitary sewer line that crosses the northerly portion of the property was not within a utility easement; and

**WHEREAS**, a Public Utility Easement has been prepared that encompasses the City's sanitary sewer line which will allow for the legal operation and maintenance of the sanitary sewer line within the easement; and

**WHEREAS**, the Public Utility Easement has been reviewed and found to be technically correct.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Willows, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City hereby accepts the Public Utility Easement as shown in the attached deed.
3. The Council hereby directs City staff to record the grant deed with the Glenn County Recorder's Office.

**PASSED AND ADOPTED** by the City Council of the City of Willows, State of California this 27<sup>th</sup> day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Richard Thomas, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk

Recording requested by:  
City of Willows

Attachment 2

**When recorded mail to:**

City of Willows  
201 North Lassen  
Willows, California 95988

Attn: City Clerk

EXEMPT FROM RECORDING FEES PER  
GOVERNMENT CODE §§6103, 27383

Space above this line for Recorder's use.


**GRANT DEED**

***TBS HOLDINGS, LLC., A CALIFORNIA LIMITED LIABILITY COMPANY***

**HEREBY IRREVOCABLY OFFERS, FREE OF ENCUMBRANCES TO  
THE CITY OF WILLOWS, A MUNICIPAL CORPORATION**

A **PUBLIC UTILITY EASEMENT** with a right of immediate entry and continued possession for construction, improvement, maintenance, repairs, operation and replacement, including but not limited to electricity, gas, sewer and water facilities, storm drain, sidewalks, telephone, cable television, and for such other public purposes as the City of Willows may choose to make over, upon, across, through and beneath that certain real property situated in the City of Willows, County of Glenn, State of California, described as follows:

SEE EXHIBIT "A" ATTACHED HERETO  
AND BY REFERENCE MADE A PART HEREOF.

 dated: February 1, 2023  
(signature)

Behzad Dematzadeh it's Manging Member  
(print name)

A notary certificate(s) is required.

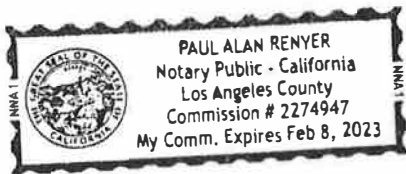
## NOTARY CERTIFICATE

STATE OF CaliforniaCOUNTY OF Los Angeles

On February 1, 2023, before me, Paul Alan Renyer, a Notary Public, personally appeared Behzad Nematzadeh, (personally known to me) or (proved to me on the basis of satisfactory evidence), to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or entity upon behalf of which the person(s) acted, executed the instrument(s).

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

  
\_\_\_\_\_  
Notary Public2-1-2023  
\_\_\_\_\_  
Date



LEGAL DESCRIPTION  
PUBLIC UTILITY EASEMENT

THE NORTH 10.00 FEET OF PARCEL ONE AS SAID PARCEL IS SHOWN ON THAT CERTAIN PARCEL MAP FILED FOR RECORD IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF GLENN, STATE OF CALIFORNIA ON SEPTEMBER 17, 1974 IN BOOK 3 OF PARCEL MAPS, PAGE 81.

END OF DESCRIPTION

SEE EXHIBIT "B" PLAT ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF.

THIS REAL PROPERTY DESCRIPTION WAS PREPARED BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE PROFESSIONAL LAND SURVEYORS' ACT.

  
BRETT J. CHAPPELL, PLS 7547



11-14-2022  
DATE

STATE HIGHWAY 162

WOOD STREET (80 FEET WIDE)

DESCRIBED 10.00' WIDE PUBLIC  
UTILITY EASEMENT

S89°49'06"E 160.90'

SEWER  
LINE

## LEGEND

BOUNDARY LINES

CENTERLINE

EXISTING EASEMENT

STREET RIGHT-OF-WAY

DESCRIBED EASEMENT AREA  
OR OFFICIAL RECORDSLOT MERGER  
DOC# \_\_\_\_\_

A.P.N.: 001-041-\_\_\_\_\_

3 PM 81

INGRESS EGRESS EASEMENT  
474 OR 589 AS SHOWN ON  
3 PM 8  
N00°15'50"W 251.25'

scale

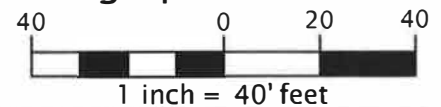
1"=40'

S00°15'50"E 249.98'

S89°43'46"W 160.90'


*Brett Chappell*  
11/14/2022

graphic scale



SHEET	1 OF 1
SCALE:	1"=40'
DATE:	11/14/2022
PREPARED BY:	BJC
Job. No.:	2020076

EXHIBIT "B"  
PUBLIC UTILITY EASEMENT  
1240 W. WOOD STREET

CITY OF WILLOWS

COUNTY OF GLENN

STATE OF CALIFORNIA



**CHAPPELL**  
GEOMATICS, INC.  
147 N 1st Avenue  
OAKDALE, CA, 95361  
PHONE: (209) 845 9694  
WWW.CHAPGEO.COM



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Date: June 27, 2023  
To: Honorable Mayor and Councilmembers  
From: Nate Monck, Fire Chief  
Marti Brown, City Manager  
Subject: Fire Department Ad Hoc Committee – Councilmember Appointments

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**Recommendation:**

Approve Council participation in the Fire Department Ad Hoc committee and appoint two Willows City Council members to the Committee.

**Rationale for Recommendation:**

Adequate fire department and emergency medical services have been a struggle to provide county-wide. There has been fractured discussions for many years about possible ways to solve this problem to ensure that public needs are adequately met. This problem is not unique to the City of Willows. The County of Glenn, City of Orland, and the City of Willows all struggle to find relevant and affordable solutions to resolve this problem. Organizational Participation of all three jurisdictions will help ensure that all members of the County are fairly represented, ensuring a more effective and equitable outcome for all.

**Background:**

In 2019, an Ad Hoc Committee was formed consisting of two Glenn County Board of Supervisors, Glenn County Employees, and several Fire Chiefs. The goal of the committee was to seek sustainable long term funding solutions for the 13 fire departments that exist within Glenn County.

There are currently two ambulances that serve Glenn County - Westside Ambulance in Orland and Enloe Ambulance in Willows. Westside Ambulance has served Glenn County, north of County Road 33 since 1939, and Enloe Ambulance has served the southern portion of the County since the late 1980s/early 1990s. The number of available Ambulances providing services to Glenn County has not increased since the 1950s, despite an exponential increase in emergency calls for service. Extended response times for ambulance services have resulted and

the lack of county-wide Emergency Medical Services have greatly increased the demand for fire department personnel.

**Discussion & Analysis:**

As the Ad Hoc Committee has been meeting, it has become clear that the hurdle to adequately fund and staff Glenn County area fire departments is directly tied to the extreme lack of advanced life support and ambulance transport services in Glenn County.

At the July 5, 2023, Orland City Council meeting, a similar request will be made to request Orland's participation in the Ad Hoc committee. As the County seat, and one of only two incorporated Cities in Glenn County, it is critical that City of Willows' officials provide assistance and policy guidance to resolve ambulance and fire department shortfalls.

To effectively implement solutions for these complex problems, all three jurisdictions must be aligned and in support of proposed solutions. The Ad Hoc Committee meeting's offer a venue for open discussion, brainstorming, and problem solving, as well as offering a "fresh set of eyes" to issues that have affected Glenn County for decades.

**Fiscal Impact:**

There is no fiscal impact associated with participating in the Ad Hoc Committee.





# COMMENTS AND REPORTS



# CLOSED SESSION