



# Willows City Council Regular Meeting

August 22, 2023  
Willows City Hall  
Closed Session - 5:00 PM  
Regular Session - 6:00 PM

City Council  
Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Casey Hofhenke, Council Member  
Forrest Sprague, 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. CLOSED SESSION – 5:00 PM

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. **Conference with Legal Counsel – Substantial Risk of Litigation**  
Potential exposure to litigation pursuant to § 54956.9(b)

### 6. CEREMONIAL MATTERS

- a. Proclamation: *Patriot Day - A Day to Remember*
- b. Proclamation: *National POW/MIA Recognition Day*

### 7. 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: [ahover@cityofwillows.org](mailto:ahover@cityofwillows.org).

- a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.  
Contact: Lori Fahey, Accounting Manager, [lfahay@cityofwillows.org](mailto:lfahay@cityofwillows.org)

**b. Minutes Approval**

Recommended Action: Approve the minutes of the August 8, 2023, City Council meeting.

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

**8. DISCUSSION AND 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. CAL FIRE Rural Fire Capacity Grant**

Recommended Action: Adopt a resolution to provide \$8,025 of matching funds from the City's General Fund for \$8,025 of Rural Fire Capacity grant funds (e.g., 50/50 match) for a total of \$16,050 to purchase Personal Protective Equipment (PPE); and authorize the City Manager, or her designee, to execute an agreement, and all associated documents, with CAL FIRE to accept the RFC grant funds.

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

**b. Solicit Bids for Lease of City Owned Property**

Recommended Action: Authorize City staff to solicit bids to lease real city owned property for agricultural purposes located at the City of Willows Wastewater Treatment Plant Site.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

**c. FY 2023-2024 Budget Amendment**

Recommendation: Consider and possibly approve amendments to the Fiscal Year 2023-2024 budget.

Requested by: Mayor Thomas

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

**d. Sewage Ad Hoc Committee Appointment**

Recommendation: Council to consider appointment of Councilmember Sprague to the Sewage Ad Hoc Committee replacing former Councilmember Williams.

Requested by: Councilmember Sprague

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

**9. COMMENTS & REPORTS**

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

## 10. 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. Conference with Legal Counsel – Substantial Risk of Litigation

Potential exposure to litigation pursuant to § 54956.9(b)

### b. Conference with Legal Counsel – Existing Litigation (§ 54956.9) (1 Case)

Name of Case: Forbes v. County of Glenn et al No. 23CV03205

## 11. ADJOURNMENT

**This agenda was posted on August 18, 2023.**

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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.*



# CLOSED SESSION



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# CEREMONIAL MATTERS

# City of Willows Proclamation

## ***PATRIOT DAY - A DAY TO REMEMBER*** ***September 11, 2001***

**WHEREAS**, the unprovoked attacks of September 11, 2001, upon America by foreign terrorists thrust the United States and other countries into a war that it never envisioned, militarily or diplomatically; and

**WHEREAS**, the challenges facing all the civilized people of the world as they relate to the war on terrorism will not end until those fanatics responsible are eliminated or brought to justice; and

**WHEREAS**, America is fully committed to ensure our freedoms remain unfettered and sovereign for all generations, now and forever; and

**WHEREAS**, world opinion needs to remain focused upon the eradication of these inhuman acts perpetrated around the globe; and

**WHEREAS**, one way to accomplish this is to NEVER FORGET that those innocent victims did not die in vain; and

**WHEREAS**, America can continue to fight back by reminding the world that the deaths of these people will always be remembered, and they will be forever loved; and

**WHEREAS**, a noble and appropriate way to accomplish this is through the annual celebration of their living; and

**WHEREAS**, this commemoration should be held each September 11 throughout the land to include:

- The promotion of global peace and goodwill;
- The demonstration of America's resolve and perseverance to win the war on terrorism;
- The advancement of responsible citizenship;
- The encouragement of patriotism and love of county; and
- The poignant remembrance of those innocent victims who died on September 11 as heroes one and all.

**NOW, THEREFORE, BE IT PROCLAIMED** that I, Richard Thomas, Mayor of the City of Willows and on behalf of the City Council and the Citizens of the City of Willows, issue this Proclamation to memorialize those men, women, and children who lost their lives; and

**BE IT FURTHER PROCLAIMED** that this Proclamation be publicized for all to see and know that the citizens of Willows remember with eternal respect those lives which were suddenly, without cause, and pointlessly taken on September 11, 2001--**May They Forever Rest in Peace and Abide in our Memories.**

**PROCLAIMED** this 22<sup>nd</sup> day of August 2023.

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**Richard Thomas, Mayor**



# City of Willows Proclamation

## ***NATIONAL POW/MIA RECOGNITION DAY SEPTEMBER 15, 2023***

**WHEREAS**, in 1979, Congress passed a resolution authorizing observance of National POW/MIA Recognition Day; and

**WHEREAS**, that national observance now takes place annually on the third Friday of September; this year on September 15; and

**WHEREAS**, throughout American history, generations of patriots have bravely served in our military and sacrificed much to protect our country and preserve democracy around the world; and

**WHEREAS**, some of those brave men and women who answered the call to service were captured in conflict and imprisoned by our enemies; some never returned from the battlefield; and

**WHEREAS**, today and every day, we pay tribute to the American men and women who have not returned to the country they so valiantly defended, and we express profound gratitude to those who returned after facing unimaginable hardships; we will never forget the sacrifices they made to keep this nation free; and

**WHEREAS**, observances of National POW/MIA Recognition Day are held across the country on military installations, ships at sea, state capitols, veterans facilities; and

**WHEREAS**, we urge the Government of the United States to continue the quest to fully account for every service member still classified as missing.

**NOW, THEREFORE, BE IT PROCLAIMED** that I, Richard Thomas, Mayor of the City of Willows and on behalf of the Willows City Council, do hereby declare September 15, 2023, as *POW/MIA Recognition Day* - never forgetting the sacrifices they made.

Proclaimed this 22<sup>nd</sup> day of August 2023.

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







# PUBLIC COMMENT & CONSENT CALENDAR FORUM



PERIOD

08/03/2023      TO      08/18/2023

Payroll Direct Deposit	00001	TO	00076
General Checking	40793	TO	40797
Check Register	53491	TO	53496 &
	53504	TO	53517 & 53545

APPROVAL DATE                      08/22/2023

APPROVED \_\_\_\_\_



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 7/17/2023-7/30/2023

Packet: PYPKT00018 - PAY PERIOD 7/17/23 - 7/30/23 PAY DATE 8/4/23

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
ABOLD, STEVEN B	ABO00	08/04/2023	33	2,097.79
ARELLANES, ASHLEY MARIE	ARE00	08/04/2023	11	653.98
ARNOLD, RAINA A	ARN02	08/04/2023	17	704.00
BERGLUND, SOPHIA	BER01	08/04/2023	25	459.20
BERGLUND, ADESSA	BER02	08/04/2023	24	653.05
BOBADILLA, PEDRO D	BOB00	08/04/2023	19	50.00
BOBADILLA, TRISTAN	BOB01	08/04/2023	18	577.53
BRIONES, BRENDA VALENZU	BRI00	08/04/2023	12	256.00
BROWN, MARTHA	BRO01	08/04/2023	39	5,676.92
BURT, KELLIE D	BUR00	08/04/2023	6	50.00
BUTLER, KATIE LEEANN	BUT01	08/04/2023	5	2,117.38
CAZARES, BENJAMIN L.	CAZ01	08/04/2023	34	2,228.35
CHRISTY, ALISHA	CHR00	08/04/2023	40793	162.17
COBB, TRINITY	COB00	08/04/2023	27	319.86
COBB, EMMA	COB02	08/04/2023	26	680.60
COLOMBO, KAREN	COL01	08/04/2023	20	168.00
EHORN, MARIA ANNETTE	EHO00	08/04/2023	7	50.00
EHORN, CAITLIN A	EHO02	08/04/2023	13	1,400.15
ENOS, KYLE	ENO00	08/04/2023	30	2,700.70
FAHEY, LORI	FAH00	08/04/2023	40	3,467.85
FLOWERDEW, NICK	FLO00	08/04/2023	28	426.48
GAMBOA, YADIRA	GAM00	08/04/2023	14	88.00
GARDNER, CAYLIE	GAR00	08/04/2023	29	401.15
HANSEN, GARY L	HAN02	08/04/2023	1	250.00
HARLAN, HELEN	HAR03	08/04/2023	40794	393.60
HOFHENKE, CASEY	HOF01	08/04/2023	2	250.00
HOOVER, AMOS	HOO00	08/04/2023	41	2,388.00
HUTSON, KRISTINA RENEE	HUT04	08/04/2023	21	952.50
LANZI, KARLI	LAN00	08/04/2023	22	640.00
LOMBARD, TYLER JOSEPH	LOM00	08/04/2023	31	2,258.58
LOPEZ, JOSE	LOP02	08/04/2023	32	2,044.03
MINGS, MICHAEL E	MIN00	08/04/2023	35	2,046.59
MONCK, NATHANIAL T	MON00	08/04/2023	42	4,538.77
MYERS, HOLLY	MEY00	08/04/2023	8	50.00
PFYL, NATISA N	PEY00	08/04/2023	43	3,001.51
PIATT, JAMES PATRICK	PIA00	08/04/2023	44	4,807.69
RANDOLPH, MATTHEW	RAN01	08/04/2023	36	2,136.32
REED, JOSHUA	REE00	08/04/2023	37	1,936.91
ROPER, JILLIAN S	ROP00	08/04/2023	23	536.79
RUSTENHOVEN, TARA L	RUS01	08/04/2023	10	
SPENCE, KYLIEGH C	SPE02	08/04/2023	15	544.00
THOMAS, RICHARD	THO00	08/04/2023	3	250.00
VALENCIA, LLANIRA	VAL01	08/04/2023	9	50.00
VARGAS, GIOVANI	VAR00	08/04/2023	16	592.00
VASQUEZ, PEDRO CEASAR	VAS01	08/04/2023	38	2,193.77
VODDEN, DAVID	VOD00	08/04/2023	4	250.00
			<b>Totals:</b>	<b>59,913.33</b>



City of Willows

## Payroll Check Register

### Employee Pay Summary

Packet: PYPKT00027 - 8/3/2023 JAMES PIATTS LAST CHECK  
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
PIATT, JAMES PATRICK	<u>PIA00</u>	08/04/2023	45	4,365.38
			Totals:	4,365.38



City of Willows

# Check Register

Packet: APPKT00052 - 07/2023 PAYROLL VENDOI

By Check Numb

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1029	AFLAC- FLEX ONE	08/03/2023	Regular	0.00	1,030.70	53491
1194	CALIFORNIA STATE DISBURSE	08/03/2023	Regular	0.00	162.92	53492
1650	FIRE RISK MANAGEMENT SERVICES	08/03/2023	Regular	0.00	20,125.68	53493
1551	HUMANA DENTAL/VISION	08/03/2023	Regular	0.00	1,337.88	53494
2223	UNITED PUBLIC EMPLOYEES A	08/03/2023	Regular	0.00	137.10	53495
2309	WILLOWS EMPLOYEES ASSOC.	08/03/2023	Regular	0.00	16.00	53496

## Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	34	6	0.00	22,810.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	34	6	0.00	22,810.28

**Account Summary**

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>301-000-90802</u>	Federal Income Tax WH	4,550.73
<u>301-000-90804</u>	FICA/SS Tax WH	9,631.52
<u>301-000-90810</u>	State Tax WH	1,603.96
<u>301-000-90820</u>	SDI Payable	566.57
	<b>Total:</b>	<b>16,352.78</b>



City of Willows

# Payroll Check Register

Checks

Pay Period: 8/7/2023-8/7/2023

Packet: PYPKT00078 - 7/17/23 - 7/30/23 STEVEN ABOLD CORRECTION

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
ABOLD, STEVEN B	AB000	Correction Payment	08/07/2023	22.75	40795



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 7/31/2023-8/13/2023

Packet: PYPKT00084 - PAY PERIOD 7/31/23 - 8/13/23 PAY DATE 8/18/23

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
ABOLD, STEVEN B	<u>ABO00</u>	08/18/2023	66	1,930.10
ARELLANES, ASHLEY MARIE	<u>ARE00</u>	08/18/2023	48	653.98
BERGLUND, ADESSA	<u>BER02</u>	08/18/2023	57	248.78
BERGLUND, SOPHIA	<u>BER01</u>	08/18/2023	58	155.80
BOBADILLA, TRISTAN	<u>BOB01</u>	08/18/2023	54	328.75
BRIJONES, BRENDA VALENZU	<u>BRI00</u>	08/18/2023	49	256.00
BROWN, MARTHA	<u>BRO01</u>	08/18/2023	72	5,676.92
BUTLER, KATIE LEEANN	<u>BUT01</u>	08/18/2023	46	2,077.38
CAZARES, BENJAMIN L.	<u>CAZ01</u>	08/18/2023	67	1,636.16
CHRISTY, ALISHA	<u>CHR00</u>	08/18/2023	40796	324.33
COBB, TRINITY	<u>COB00</u>	08/18/2023	60	226.57
COBB, EMMA	<u>COB02</u>	08/18/2023	59	229.60
EHORN, CAITLIN A	<u>EHO02</u>	08/18/2023	50	1,360.15
ENOS, KYLE	<u>ENO00</u>	08/18/2023	63	2,425.44
FAHEY, LORI	<u>FAH00</u>	08/18/2023	73	3,427.85
FLOWERDEW, NICK	<u>FLO00</u>	08/18/2023	61	337.63
GAMBOA, YADIRA	<u>GAM00</u>	08/18/2023	51	352.00
GARDNER, CAYLIE	<u>GAR00</u>	08/18/2023	62	162.17
HARLAN, HELEN	<u>HAR03</u>	08/18/2023	40797	303.40
HOOVER, AMOS	<u>HOO00</u>	08/18/2023	74	2,388.00
HUTSON, KRISTINA RENEE	<u>HUT04</u>	08/18/2023	55	843.75
LOMBARD, TYLER JOSEPH	<u>LOM00</u>	08/18/2023	64	2,068.80
LOPEZ, JOSE	<u>LOP02</u>	08/18/2023	65	2,123.80
MINGS, MICHAEL E	<u>MIN00</u>	08/18/2023	68	1,837.51
MONCK, NATHANIAL T	<u>MON00</u>	08/18/2023	75	4,538.77
PFYL, NATISA N	<u>PFY00</u>	08/18/2023	76	2,961.51
RANDOLPH, MATTHEW	<u>RAN01</u>	08/18/2023	69	2,004.28
REED, JOSHUA	<u>REE00</u>	08/18/2023	70	1,850.89
ROPER, JILLIAN S	<u>ROP00</u>	08/18/2023	56	83.30
RUSTENHOVEN, TARA L	<u>RUS01</u>	08/18/2023	47	2,430.10
SPENCE, KYLIEGH C	<u>SPE02</u>	08/18/2023	52	544.00
VARGAS, GIOVANI	<u>VAR00</u>	08/18/2023	53	592.00
VASQUEZ, PEDRO CEASAR	<u>VAS01</u>	08/18/2023	71	2,140.15
			<b>Totals:</b>	<b>48,519.87</b>



**Account Summary**

Account	Name	Amount
<u>301-000-90252</u>	CalPERS WH / Payable	8,181.04
<u>301-000-90802</u>	Federal Income Tax WH	2,970.42
<u>301-000-90804</u>	FICA/SS Tax WH	7,223.76
<u>301-000-90805</u>	ICMA Def Comp WH	200.00
<u>301-000-90806</u>	USCM Def Comp WH	1,349.19
<u>301-000-90810</u>	State Tax WH	961.21
<u>301-000-90820</u>	SDI Payable	424.95
<u>301-000-90899</u>	Miscellaneous PR Ded / WH	305.23
	<b>Total:</b>	<b>21,615.80</b>



City of Willows

# Check Register

Packet: APPKT00070 - 7/31/23 - 8/13/23 VENDOR PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1194	CALIFORNIA STATE DISBURSE	08/17/2023	Regular	0.00	162.92	53545

## Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	162.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	162.92



City of Willows

# Check Register

Packet: APPKT00062 - 20230808 ACCOUNTS PAYABLE I

By Check Numbr

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1041	ALL-AMERICAN CONSTRUCTION	08/08/2023	Regular	0.00	91,595.77	53504
1103	BAKER & TAYLOR BOOKS	08/08/2023	Regular	0.00	384.88	53505
1261	COMCAST CABLE	08/08/2023	Regular	0.00	152.94	53506
1564	INDUSTRIAL TRUCK & FARM	08/08/2023	Regular	0.00	118.03	53507
1582	IWorQ SYSTEMS	08/08/2023	Regular	0.00	2,600.00	53508
1606	JEREMY'S PEST STOMPERS	08/08/2023	Regular	0.00	40.00	53509
1822	NATIONAL FIRE SYSTEMS, IN	08/08/2023	Regular	0.00	332.18	53510
1866	OFFICE DEPOT, INC.	08/08/2023	Regular	0.00	98.97	53511
1917	PG & E	08/08/2023	Regular	0.00	14,128.78	53512
2132	SUN LIFE FINANCIAL	08/08/2023	Regular	0.00	1,283.62	53513
2207	TYLER TECHNOLOGIES, INC	08/08/2023	Regular	0.00	1,537.00	53514
2248	VERIZON WIRELESS	08/08/2023	Regular	0.00	401.97	53515
1902	WYATT PAXTON	08/08/2023	Regular	0.00	4,260.00	53516

## Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	15	13	0.00	116,934.14
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	15	13	0.00	116,934.14



City of Willows

# Check Register

Packet: APPKT00063 - 20230630 ACCRUAL #6 I

By Check Numb

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
2343	OPPENHEIMER INVESTIGATIONS GR	08/08/2023	Regular	0.00	21,174.00	53517

## Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	21,174.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	1	0.00	21,174.00



# Willows City Council Regular Meeting Draft Action Minutes

August 8, 2023  
Willows City Hall  
6:00 PM

Agenda Item #7b.

City Council

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

City Manager

Marti Brown

City Clerk

Amos Hoover

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

## 1. CALL TO ORDER – 6:02pm

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

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

Councilmembers Absent: None

## 4. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comments Received:

Jeff Williams

### a. Register Approval

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

### b. Minutes Approval

Action: Approved the minutes of the July 25, 2023, Special City Council meeting.

Councilmember Sprague removed the Regular meeting minutes for further discussion.

### c. Street Banner Program Review

Action: Approved VFW Post 1770, VFW Auxiliary to Post 1770, the Willows Lions Club, and the Willows Car and Bike Association to issue banners under the Street Banner Program.

Moved/Seconded: Vice Mayor Vodden and Councilmember Hansen

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

No: None

Absent: None

Councilmember Sprague motioned to amend and approve the minutes of the July 25, 2023, regular meeting to reflect the motion and vote to reject engaging Citygate Associates in a contract.

Moved/Seconded: Councilmember Sprague and Vice Mayor Vodden

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

No: None

Absent: None

## 5. PUBLIC HEARING

### a. **Unmet Transit Needs – Glenn County Transportation Commission**

Hearing Opened: 6:12 pm; Closed: 6:13 pm

Action: Heard presentation from the County Transportation Commission and opened the floor to comment on unmet transit needs in Glenn County.

## 6. COMMENTS & REPORTS

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

## 7. CLOSED SESSION

Report out from the closed session:

### a. **Conference with Legal Counsel – Anticipated Litigation**

Information was received, and directions were given to staff.

### b. **Conference with Legal Counsel – Anticipated Litigation**

The Grand Jury Report on the Transient Occupancy Tax response will be placed on the next City Council agenda, and, with the recusal of Councilmember Sprague, the Grand Jury Report on the Sewer rate response has also been placed on the next City Council agenda.

### c. **Conference with Legal Counsel – Anticipated Litigation**

With the recusal of Councilmember Sprague, the City has completed an investigation into the firing of an employee. The investigation has been completed, and the findings upheld the City Manager's decision to terminate.

8. ADJOURNMENT - 8:17 pm

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Amos Hoover, City Clerk



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# DISCUSSION & ACTION CALENDAR





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Date: August 22, 2023  
To: Honorable Mayor and Councilmembers  
From: Nate Monck, Fire Chief  
Subject: CAL FIRE Rural Fire Capacity Grant

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**Recommendation:**

Adopt a resolution to provide \$8,025 of matching funds from the City's General Fund for \$8,025 of Rural Fire Capacity grant funds (e.g., 50/50 match) for a total of \$16,050 to purchase Personal Protective Equipment (PPE); and authorize the City Manager, or her designee, to execute an agreement, and all associated documents, with CAL FIRE to accept the RFC grant funds.

**Rationale for Recommendation:**

It is imperative that the City of Willows replace old and outdated wildland Personal Protective Equipment (PPE). These ensembles must be replaced every 10 years, at a minimum. With the successful recruitment of and much needed new volunteer members over the past year, many volunteers are ill equipped for emergency response potentially compromising their safety.

**Background:**

The RFC grant program is a federally funded program that provides critically needed funding for fire departments that serve rural populations of less than 10,000. These funds can be used for safety and communication equipment, as well as firefighting tools. The grant requires a 50/50 match of city funds.

**Discussion & Analysis:**

These funds will be used to replace 10 full sets of wildland fire PPE including helmet, goggles, shroud, coat, trousers, boots, fire shelter, and web gear. While this equipment is required, it will also keep career and volunteer firefighters safer during public safety emergencies to protect life, property, and the environment.

**Fiscal Impact:**

In order to accept these grant funds, the City must match the award with \$8,025 of General Fund monies. While the grant will result in an additional strain on the General Fund, this equipment is required and will need to be purchased with or without grant funding. However, with the RFC grant monies, the City of Willows will double its purchasing power with 50% less expense to the General Fund than would normally be required.

**Attachment:**

- Attachment 1: Resolution XX-2023



**City of Willows  
Resolution XX-2023**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO ACCEPT A RURAL FIRE CAPACITY GRANT FROM CAL FIRE IN THE AMOUNT OF \$8,025 WITH MATCHING FUNDS IN THE AMOUNT OF \$8,025 FOR A TOTAL OF \$16,050 AND TO EXECUTE ALL CONTRACT DOCUMENTS RELATED TO ACCEPTING THE GRANT.**

**WHEREAS**, the City recognizes the importance of owning and maintaining reliable Personal Protective Equipment; and

**WHEREAS**, community and firefighter health and safety is of paramount responsibility of the City of Willows and the Willows Fire Department; and

**WHEREAS**, the Willows Fire Department seeks grant funding from the Rural Fire Capacity Grant in an effort to ensure public health and safety; and

**WHEREAS**, the Rural Fire Capacity Grant Program objectives are to provide critically needed resources that equip and train firefighters serving rural communities.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Willows does hereby authorize the City Manager, or her designee, to execute all agreements between the City and CAL Fire for the purpose of obtaining Rural Fire Capacity grant funding and committing up to \$8,025 of City matching funds from the General Fund.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 22<sup>nd</sup> day of August 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

**Attachments:**

Exhibit A

**BEFORE THE CITY COUNCIL OF THE  
CITY OF WILLOWS  
COUNTY OF           GLENN          , STATE OF CALIFORNIA**

**IN THE MATTER OF:**

**Resolution Number:** XX-2023

**Approving the Department of Forestry and Fire Protection Agreement # 7GF23020** for services from the date of last signatory on page 1 of the Agreement to June 30, 2024 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

**BE IT RESOLVED** by the City Council of the           City of Willows          , that said Council does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2023-24 up to and no more than the amount of \$ 8,025.

**BE IT FURTHER RESOLVED** that Marti Brown, City Manager, or her designee, of said Council be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the           City of Willows          .

The foregoing resolution was duly passed and adopted by the City Council of the           City of Willows          , at a regular meeting thereof, held on the 22<sup>nd</sup> day of August, by the following vote:

AYES:

\_\_\_\_\_  
Signature, City Council Member

NAYS:

ABSENT:

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

\_\_\_\_\_  
Signature, City Council Member

\_\_\_\_\_  
David Vodden, Vice Mayor

**-----CERTIFICATION OF RESOLUTION-----**

**ATTEST:**

I Amos Hoover, Clerk of the City of Willows, County of Glenn California do hereby certify that this is a true and correct copy of the original Resolution Number           .

WITNESS MY HAND OR THE SEAL OF THE City of Willows, on this 22<sup>nd</sup> day of August, 2023.

**OFFICIAL SEAL  
OR NOTARY CERTIFICATON**

\_\_\_\_\_  
Signature

City Clerk, City of Willows  
Title and Name of Local Agency



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Date: August 22, 2023  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: Solicit Bids for Lease of City Owned Property

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**Recommendation:**

Authorize City staff to solicit bids to lease real city owned property for agricultural purposes located at the City of Willows Wastewater Treatment Plant Site.

**Rationale for Recommendation:**

The current lease expires on November 30, 2023. The City historically solicits open bids every lease term from the public.

**Background:**

Since 2018, the City of Willows has leased approximately 60 acres of farmland to Roy Holzapfel for the sole purpose of "planting, growing, and harvesting of agricultural crops." The land is located adjacent to the Southeasterly corner of the city limits (i.e., SW ¼ of S. 15, Township 19N., Range 3W., M.D.B. & M., County of Glenn, State of California, City of Willows Wastewater Treatment Plant Site).

**Discussion & Analysis:**

In 2008, the Lease was modified to extend the term of the agreement to five-year increments. The current lease agreement will expire on November 30, 2023. Staff seeks Council authorization to publicly announce and solicit bids for this new lease term and opportunity.

Should the recommendation be approved by the Council, bids would be solicited through October 2023 with an anticipated award of bid during a November Public Hearing at a regular City Council meeting. A new lease could commence immediately thereafter, with an anticipated termination of November 30, 2028 (or shorter time frame if the Council prefers).

**Fiscal Impact:**

This past fiscal year, the City of Willows received \$26,145 for this land lease agreement. These lease fees contribute directly to the General Fund and will benefit the City as it continues to seek new and more revenue to balance the budget.



# COMMENTS AND REPORTS



# CLOSED SESSION