



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD MAY 10, 2022

*Meeting audio is available at the City of Willows website. This is not a live feature.
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1. Mayor Domenighini called the meeting to order at 5:30 p.m.
2. The meeting opened with the Pledge of Allegiance led by Council Member Williams.

3. Roll Call:

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

Council Members Absent:

Staff Present: City Manager Marti Brown, City Attorney David Ritchie, Principal Planner Karen Mantele, City Engineer/Interim Community Services Director John Wanger, Fire Chief Nathan Monck, and City Clerk Tara Rustenhoven

4. Closed Session:

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.

a. Conference with Labor Negotiators (§54957.6)

Agency Designated Representatives: Marti Brown, City Manager and David Ritchie, City Attorney
Employee Organization: WEA, Willows Fire, All Employees

Council recessed into closed session at 5:31 p.m.

Council reconvened into open session at 6:00 p.m.

Announcement:

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

5. Changes to the Agenda:

6. Public Comment & Consent Calendar:

Public Comment-No public comment

Written Communication:

Letter received on May 10, 2022 from Forrest Sprague regarding The Annual Development Impact Fee Report. This will be added to the meeting minutes.

Consent Calendar

Council Member Williams pulled Item 6b and 6d for discussion and action.

a. Register Approval

Approval of general checking, payroll & direct deposit check registers.

Action:

Motion: Council Member Griffith/Second: Council Member Williams

Moved to approve item 6a as presented.

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

AYES: Williams Griffith, Warren, Vice Mayor Hanse, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

b. Minute Approval

Approval of minutes of the Regular City Council Meeting held on April 26, 2022.

Council Member Williams would like Nathan Monck and David Ritchie be added to item 3, under Staff Present.

Action:

Motion: Council Member Williams/Second: Council Member Griffith

Moved to approve item 6b as amended.

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

AYES: Williams Griffith, Warren, Vice Mayor Hanse, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

c. FY 2022-23 Budget-Special City Council Workshop

Approve scheduling a Special City Council Budget Workshop on Friday May 27, 2022 at 2:00 P.M. in Council Chambers.

Action:

Motion: Council Member Williams/Second: Council Member Warren

Moved to approve item 6c as presented.

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

AYES: Williams Griffith, Warren, Vice Mayor Hanse, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

d. Community Development Technician Job Classification (Revised)

Approve the revised and updated Community Development Technician Job Classification.

Council Member Williams verified with the City Manager that the salary will remain the same. He also wanted to point out that the City is under contract with Coastland until the position is filled with an hourly rate of \$95.00 per hour.

Action:

Motion: Council Member Williams/Second: Council Member Warren

Moved to approve item 6d a presented.

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

AYES: Williams Griffith, Warren, Vice Mayor Hanse, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

7. Public Hearing:

a. Emergency Services Mitigation Fees (Municipal Code Amendment, Chapter 3.35)

Waive the first reading and hold a public hearing on an ordinance amending Willows Municipal Code Chapter 3.35, entitled Emergency Services Mitigation Fees.

Public Hearing open at 6:17 p.m.

Public Hearing closed at 6:18 p.m.

Doug Ross, Willows Resident-wanted to know if this was for the city limits or mutual aide.

Action:

Motion: Vice Mayor Hansen/Second: Council Member Griffith

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

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Vice Mayor Hansen/Second: Council Member Warren

Moved to approve the ordinance entitled; AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 3.35 AND ESTABLISHING NEW MITIGATION RATES FOR EMERGENCY AND NON-EMERGENCY SERVICES, pass first reading.

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

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

NOES:

ABSENT:

ABSTAIN:

8. Discussion & Action Calendar:

a. Landscape and Lighting Assessment District-Preliminary Annual Engineer's Report

Receive the Preliminary Annual Engineer's Report as prepared by Coastland Engineering and adopt the Resolution of Intention to levy and collect assessments; and set the time and date of the required public protest hearing for the City of Willows Landscaping and Lighting Assessment District.

Action:

Motion: Council Member Griffith/Second: Council Member Williams

Moved to receive the Preliminary Annual Engineer's Report and adopt the Resolution entitled; A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2022-2023 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND SETTING THE TIME AND DATE OF THE PUBLIC HEARING (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)

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

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

NOES:

ABSENT:

ABSTAIN:

The Public Hearing for final adoption will be set for June 28, 2022 at 6:00 p.m.

b. Proposed Street Banner Program

Review and consider the proposed banner themes for a new Street Banner Program, including the Planning Commission Ad Hoc Committee recommendation.

Roberta Asbury asked how would the banners on Humboldt get people to downtown Willows and if it possible to place signs on private properties along Wood Street (HWY 162).

By Consensus, Council chose option 2, "Find Your Refuge".

c. Façade Improvement Fund Balance

Review the Façade Improvement Fund Balance of \$4,729.64, as well as past precedent for projects and the use of the funds, and direct staff and the Planning Commission on how to distribute the remaining funds.

Member of the public asked if it was possible to place signs on the fence along the high school football field and track field.

By Consensus, Council directed staff to use the remaining funds for signage along Wood Street (Highway 162).

d. Fire Recovery USA Contract

Adopt a resolution authorizing the City Manager, or her designee, to execute a contract with Fire Recovery USA for cost recovery efforts, set billing rates for emergency services based on the contract, and provide staff direction on billing policy.

Action:

Motion: Vice Mayor Hansen/Second: Council Member Warren

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FIRE RECOVERY USA FOR RECOVERY OF EMERGENCY SERVICES COSTS AND SETTING A SCHEDULE OF FEES THEREFORE.

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

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

NOES:

ABSENT:

ABSTAIN:

e. Account Payable – Research & Analysis Project

Authorize the City Manager to review all of the City's standard accounts payable (e.g., weekly, biweekly, monthly, quarterly) to analyze billing accuracy (e.g., charges), review vendors and opportunities for rebidding regular services, and overall opportunities for reducing costs (e.g., charging purchasing practices).

Roberta Asbury had comments on staying local and reviewing/rebidding contracts.

By consensus, Council authorized staff to move forward.

Action:

Motion: Council Member Vice Mayor Hansen/Second: Council Member Vice Mayor Hansen

Moved to authorize the City Manager to review all of the City's standard accounts payable (e.g., weekly, biweekly, monthly, quarterly) to analyze billing accuracy (e.g., charges), review vendors and opportunities for rebidding regular services, and overall opportunities for reducing costs (e.g., charging purchasing practices).

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

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

NOES:

ABSENT:

ABSTAIN:

f. Planning Commission Vacancy and Appointments Process

Appoint two Councilmembers to serve on the Planning Commission Selection Subcommittee to propose a schedule, process and recommended Planning Commissioner appointments to full Council.

By Consensus, Council Member Griffith and Mayor Domenighini will serve on the Planning Commission Selection Subcommittee.

g. Library Board Vacancy and Appointment Process

Appoint two Council Members to serve on the Library Board of Trustees Subcommittee to propose a schedule, process and recommend two Library Trustee appointments to the full Council.

By Consensus, Council Member Williams and Mayor Domeninghini will serve on the Library Board of Trustees Subcommittee.

9. Comments & Reports:

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

Council Member Williams asked staff for the following:

- Have the City Manager ask Andy if he could recommend 2-3 financial software companies at the Budget Workshop Meeting, for consideration of purchasing.
- Asked the City Manager to provide a copy of the presentation as soon as available so it can be reviewed prior to the meeting.
- Place and item on the next agenda for discussion for all of our contract employees use Zoom during City Council meetings.
- Asked Council to consider utilizing Zoom for all contracted employees and/or the City Attorney during City Council meetings to save money.

By consensus, Council agreed to utilized Zoom for City Council Meetings on a case-by-case basis.

- Wanted to know if the City was paying for sewer on the two properties owned by the city.

b. City Manager Report:

- Wanted to formally address that there will not be a sales tax measure on the ballot for the November 2022 election.

10. Adjournment:

The Meeting was adjourned at 8:39 p.m.

Dated: May 19, 2022

Tara Rustenhoven, City Clerk