



SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD December 12, 2017.

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

The meeting opened with the Pledge of Allegiance led by Interim City Manager/Fire Chief Peabody.

Roll Call:

Council Members Present: Council Members Yoder, Williams, and Mello, Vice-Mayor Warren and Mayor Hansen.

Council Members Absent: None.

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery.

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

Ceremonial Matters

a. Pearl Harbor Remembrance Day proclamation was presented to Barbara LaDoucer.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 35380-35409, Z08838-Z08871, 371111-37129)
- b. Approval of minutes of the Special City Council Meeting held on November 1, 2017.
- c. Approval of minutes of the Regular City Council Meeting held on November 14, 2017.

Action:

Motion: Council Member Williams /Second: Council Member Yoder

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: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Adopt the Resolution of the City Council of the City of Willows Establishing a Permit Application Fee for indoor Marijuana Cultivation Permits.

Administrative Services Director Sailsbery introduced the item, informing the Council of how staff came to the permits fees selected. Following the direction from Council to create a fee intended to cover the City's cost of incurred in processing applications, maintaining records, performing inspections, and enforcement.

Below is a breakdown of the City Staff's suggestion for fees.

Cost of Permit Processing and Enforcement					
Process	Position	Estimated Time	Total Personnel Cost Rate	Projected Cost	
Permit Intake, Review, and Processing	Permit Technician	1.5	\$ 51.33	\$ 77.00	
Director Review and Processing	Community Services Director	0.5	\$ 76.37	\$ 38.19	
Pre-Issuance Inspection	Code Enforcement Officer	1.0	\$ 49.71	\$ 49.71	
Payment Processing	Administrative Analyst	0.2	\$ 42.36	\$ 8.47	
Permit Issuance	Permit Technician	0.4	\$ 51.33	\$ 20.53	
Annual Inspection	Code Enforcement Officer	1.0	\$ 49.71	\$ 49.71	
			Estimated Cost Factor	\$ 243.60	
			Estimated Cost Factor-Rounded	\$ 250.00	

Following his brief explanation he asked that Council pass by resolution to establish a permit application fee of \$250.00.

Council Members were all in agreement that the breakdown looked good and gave praise to staff for the work spent on this.

Action:

Motion: Council Member Yoder/ Second: Council Member Williams

Moved to approve a resolution of the City Council of the City of Willows establishing a Permit Application Fee for indoor Marijuana Cultivation Permits.

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

AYES: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- b. By Motion, Accept the terms and conditions of the 3Core loan and authorize the Interim City Manager to execute loan documents.

Administrative Services Director introduced the item. Sharing with Council back in August the Council had authorized City staff to sign loan terms for the 3Core loan, \$500,000 in backup gap funding in the event the cash flow is needed for the Basin Street Project. Since then, the committee at 3Core has made some edits the original loan, City staff now requests that Council approve and name a staff member to execute loan documents.

Council Member Williams then asked the Administrative Services Director Sailsbery if he thought the rates to be fair and reasonable. Mr. Sailsbery responded that he believed that they were.

Council was in agreement that Interim City Manager Peabody would be give permission to execute the 3Core loan documents.

Action:

Motion: Council Member Mello / Second: Council Member Yoder

Moved to approve the terms and conditions of the 3Core loan and authorize the Interim City Manager to execute loan documents.

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

AYES: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- c. Receive nominations and by motion, elect Mayor and Vice-Mayor for 2018.

MAYOR NOMINATIONS

Mayor Hansen opened nominations for Mayor 2018.

Council Member Mello nominated Council Member Yoder for Mayor 2018.

Council Member Williams nominated Council Member Warren for Mayor 2018.

Following all nominations for Mayor 2018, Mayor Hansen then closed nominations.

Council Member Yoder gave gratitude for the nomination for Mayor 2018; however he declined the nomination and asked he be removed.

Action:

Motion: Council Member Williams/ Second: Council Member Yoder

Moved to approve Vice-Mayor Kerri Warren take the 2018 Mayor Seat.

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

AYES: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:

ABSENT:
 ABSTAIN:

VICE MAYOR NOMINATIONS

Mayor Hansen opened nominations for Vice-Mayor 2018.
 Council Member Williams nominated Council Member Mello for Vice-Mayor 2018.
 Following all nominations for Vice-Mayor 2018, Mayor Hansen then closed nominations.

Action:

Motion: Council Member Yoder / Second: Vice-Mayor Warren
Moved to approve Council Member Larry Mello take the 2018 Vice-Mayor Seat.

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

AYES: Mello, Yoder, Williams, Vice-Mayor Warren, Mayor Hansen

NOES:
 ABSENT:
 ABSTAIN:

- d. Discuss possible appointment to various committees/ Panels for the 2018 calendar year.
 The following appointments were determined.

COMMITTEE	MEMBER(S)	TERM EXP.
*Airport Land Use Committee	Mayor	5/3/2021
*Glenn County Waste Management Regional Agency	Mello Williams Hansen (Alternate)	01/2019
*Transit Committee	Hansen Williams Yoder (Alternate)	01/2019
*Transportation Commission	Hansen Williams Mello(Alternate)	01/2019
*LAFCO (Term is four years)	Warren Yoder (Alternate)	5/3/2021 12/2018
City Select Committee	Mayor	12/2018
Countywide Mosquito & Vector Committee	Vince Holvik Mayor (Alternate)	12/2018
Finance Committee	Warren Williams	12/2018
GCID Voting Delegate	Mayor	12/2018
League Legislative Delegate	Mayor	12/2018
Library Board	Mello	12/2018
3CORE (Formerly known as Tri- Counties Economic Development Committee)	Warren Yoder (Alternate)	12/2018
CDBG Loan Committee	Yoder Mello	12/2018

Public Safety (Police & Fire) Committee	Hansen Yoder	12/2018
City & Counties Economic Development Steering Committee	Hansen Williams Yoder (Alternate)	12/2018

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

Interim City Manager Peabody

Gave kudos to public works and the leaf pick up process.

Shared with those that information about Council successfully switching to iPads.

b. City Council Reports/Comments:

Vice-Mayor Warren:

Gave some details about the Planning Commission interviews. Sharing the committee had interviewed three candidates and that announcements would be made at the first January Meeting.

Attended a LAFCO Meeting and shared they are actively recruiting a new director.

Willows High School Band will have a performance this Saturday at 6:00pm.

Council Member Mello:

Shared he had witnessed an accident on Murdock and Wood Street and he was impressed at the quick response time from all emergency personnel.

Council Member Yoder:

Gave kudos to Council Member Mello's Light Parade entry. Sharing he felt it was outstanding! He also shared he felt the parade was the biggest he had ever seen.

Attended the Tax Sharing Agreements Meeting today. Shared the group is coming close to an agreement. Everyone is working in good faith and the group is still continuing to work out some percentages that will be beneficial to all cities and the county.

Council Member Williams:

Gave kudos to Council Member Mello's Parade entry as well.

Thanked the three individuals that applied for the Planning Commission seats and shared it was nice to have options/choice.

Encouraged those to attend the Museum Holiday Party that will be held on Thursday at 5:00pm

Gave gratefulness to all present. Wishing them a Merry Christmas and Happy New Year.

Mayor Hansen:

Attended the Glenn County Water Authority and gave a brief description on the meeting sharing some information on the different spikes in the waters and the specific speed wells.

Reiterated what Council Member Williams had encouraged, the Museum Holiday Party that will be held on Thursday at 5:00pm

Attended the Christmas Fair and it was a great turn out!

Gave kudos to the Public Works Department, sharing they have done a great job with leaf pick up and the street cleaning.

Barbara LaDoucer then approached the podium for one more announcement. She shared the Veteran's Wreath laying Ceremony would take place on Saturday at 9:00 am and encouraged all those who wanted to participate to early at the Willows Cemetery.

Adjournment:

The Meeting was adjourned at 7:36 p.m.

Dated: December 14, 2017

Robyn Johnson, City Clerk