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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, JANUARY 9, 2019**

Mayor Gonzalez called a regular meeting of the City Council to order at 6:30 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Greta Kanne, Saprina Rodrigues, Madge Strong, Larry Stranske, and Mayor Gerardo (Gerry) Gonzalez were present.

Also present were staff members: Stephanie Garrabrant-Sierra City Manager; Jim Lance, City Attorney; Scott Warnock, Police Chief; Yujun Du, Finance Manager; Chris Morgan, Building Official; Dusty Duley, Community Development Director; Karen Stevenson, Human Resources Analyst; and Cathy Moorhead, Deputy City Manager/City Clerk.

***Mayor Gonzalez held a Moment of Silence in Remembrance for James "Jim" Marill,
long-time Executive Director for the Willits Community Services***

2. PUBLIC COMMUNICATIONS

None presented.

3. PUBLIC MATTERS

None presented.

4. ENACTMENT OF ORDINANCES

None presented.

5. CONSENT CALENDAR

The following item(s) are recommended for approval:

- a. Council Minutes:
 - December 12, 2018
- b. Resolution **(No. 2019-01)** Authorizing Change of Authorized Signatures for the City of Willits Checking Account and Safe Deposit Box held at Savings Bank of Mendocino County
- c. Resolution **(No. 2019-02)** Authorizing Certain City Staff to Transfer Funds Between the Local Agency Investment Fund and Savings Bank of Mendocino County
- d. By Resolution **(No. 2019-03)** Award a Construction Contract to Clear Heart Drilling, Inc., for a Not to Exceed Amount of \$20,276.00, Authorize the City Manager to Approve Change Orders up to a Cumulative Total of 10% of the Total Contract; and by Resolution **(No. 2019-04)** Approve a Professional Services Contract to EBA Engineering, Inc. for an Amount Not to Exceed \$23,945.90 for Construction Oversight and Site Closure Activities

Moved by Strong/Seconded by Rodriguez and carried unanimously to approve Consent Calendar items (a-d).

6. INFORMATIONAL REPORTS

Matters that do not require action by the City Council but are of public interest.

- a. Building Inspection Activity Report(s) – December 2018
- b. Business License Activity Report(s) – December 2018

7. RIGHT TO APPEAL

None presented.

8. COMMISSIONS, AGENCIES AND AUTHORITIES

- a. *SITTING AS THE SUCCESSOR AGENCY*– Adopt a Resolution to Approve Recognized Obligation Payment Schedule 2019-20 and Administrative Budget for July 2019 Through June 2020

Public Comment: None presented.

Moved by Strong/Seconded by Rodriguez and carried unanimously to adopt Resolution (No. 2019-05) approving the ROPS 2019-20 and Administrative Budget for July 2019 to June 2020.

9. CITY MANAGERS REPORTS

- a. Progress Update Regarding City Council Goals

City Manager Garrabrant-Sierra reported out on a few of the major items:

- ADA Compliance Issue: Restroom at City Hall has been completed; a new door into the Administrative Offices/Utility Billing Department is due to be installed the beginning of February; Willits Center of the Arts will be receiving an ADA van accessible parking space on the backside of the building; and North Maple Street improvement plans slated for construction next spring includes the addition of two ADA ramps at the W. Mendocino St. intersection and approximately 100 ft. of sidewalk.
- The overdue Housing Element has been completed and approved by the City Council. Staff will need to begin another update to comply with our August 1st deadline, which will bring us into compliance for the next 8 years.
- Our Timber Harvest Project has been successful and continues moving forward.
- The Airport Management in-house transfer has been proven to be a great success, receiving positive response; tree removal has been completed to make approaches into the airport safer.
- Finance Department has been short staffed for some time, but has recently hired a permanent Finance Director and an additional Senior Accountant who is catching up on backlogged items. The department is moving forward in a positive direction.
- The City will be receiving the updated Flood Zone maps this month.
- Cannabis Excise Tax passed with over 70% of the vote. Staff met with tax consultant, receiving advice on implementing the tax and setting competitive rates.
- The new website went live in December, with countless hours of work put into it by staff.
- Landfill Closure – brings potential opportunities for a number of things, including the possibility for recreation.
- Emergency Plan Update – With a \$5,000 grant from PG&E and the \$16,500 received through a competitive grant, Police Chief Warnock was able to hire a consultant to work on the plan and develop a Flood Response Plan. Fire Chief Wilkes will be giving refreshers on mandated employee emergency training to all mid-managers and above in February.
- Closing out Underground Storage Tank at the Public Yard.

Recommended Goals – In the Next Two Years:

- Development Impact Fees are being discussed with RGS, but may also be possible to do this in-house.

- Engineering Department is currently working on several projects, these are just a few: Main Street Beautification Projects; and the Urban Forest Grant.
- Enhance Cultural Arts – Paint the Town Project is looking to do more; and staff is gearing up for this year’s Music in the Park.
- Develop Capital Improvement Project process to prioritize these projects.
- Talking with the finance department on ways to create a Landscape and Lighting District.

New Projects:

- Rails with Trails Project
- Penn Street Emergency Waterline Replacement
- Pavement Preservation Project
- Urban Forestry

Councilmembers expressed the following concerns and appreciations:

- Councilmember Strong: Commercial Vacancy Ordinance needs to be strengthened; review Cannabis Ordinance due to new law changes (Council will be looking into this).
- Councilmember Rodriguez: asked if the City was planning to use the same Cannabis Consulting Firm that was previously used, to help with collecting tax? Was informed no, that we will be using Muni Services.
- Councilmember Kanne commented that all these goals are on the wall of the City Manager’s office for all to see and that it’s impressive to see what City staff has done.

City Manager Garrabrant-Sierra thanked City staff for all their hard work on the City’s Goals list.

Public Comment: None presented.

No action taken.

- b. Verbal Reports: City Manager Garrabrant-Sierra reported on the following:
- The City of Willits scored 87 out of 100 to receive grant funds to build the Rails with Trails project (\$6.3 million). The City will keep the community informed to when the grant is completely approved.
 - The Willits Chamber of Commerce notified the City that the American Pickers are going to be in Willits in March. If you have old collectibles that you would like to pass on, please contact the City or the Chamber and contact information will be provided.

10. DEPARTMENT RECOMMENDATIONS

(Administration, Public Safety, Community Development, Public Works & Engineering)

- a. Deputy City Manager/City Clerk Moorhead thanked Delores Pedersen for filling in at the December 12th City Council meeting while she attended the League of California Cities Conference; informed the Council that the Statement of Economic Interest Form 700 have been sent out by the Fair Political Practices Commission; welcomed Councilmember Kanne to our City family; thanked Councilmember Strong for a job well done as last year’s Mayor; and wished Vice Mayor Stranske a Happy Birthday.
- b. Human Resource Analyst Stevenson reported that the Police Department has hired on Officer Raymond Derek Hendry. Officer Hendry’s Swearing In will take place in two weeks.
- c. Community Development *(including Planning, Building, and Code Enforcement)*
- Community Development Director Duley congratulated the community on the upcoming Rails with Trails Project. Out of 554 applications submitted, Willits was the 66th highest scoring City, very exciting. Mr. Duley thanked the following supporters: Sherwood Band of Pomo Indians, Willits Unified School District, North Coast Railroad Authority, Mendocino Council of Governments, Mendocino County HHSA, Willits Area Cyclists, Frank R. Howard Foundation, Senator Mike McGuire, Walk and Bike Mendocino, North Coast Opportunities, Local Government Commission, Little Lake Fire District, Willits Police Department, Jim Robbins, Community Development Specialist, the Willits community, and the City Council for supporting staff and this project. Mr. Duley also

commented that the California Conservation Corp will be assisting with the project as well as the Revit-Ed Committee helping with the design of the trail; currently putting together draft forms for the Vacancy Ordinance; several Use Permit applications have been submitted from the south end of town; very busy with cannabis items; the Airport Improvement Capital Program Grant was submitted last week; a Grant for Enhanced Safety Crosswalk (at State and Main Streets) has been submitted; and as you can see, their department is staying very busy.

- Building Official Morgan reported that he would like to hold a community meeting so that the public may review the Flood Plain Maps before taking them to the City Council.

Also discussed by Councilmembers:

- No Parking Signs – signs will go up when the weather is dry enough to paint the red curbs.
- The City Council directed staff to revisit the Cannabis Ordinance – to bring the ordinance into compliance with State Laws.
- Councilmember Strong commented that she would like to see the Revit-ED Committee meet more often.

11. CITY COUNCIL AND COMMITTEE REPORTS

- a. Economic Development & Financing Corporation (EDFC) next regularly scheduled meeting will be Thursday, January 10th.
- b. Water & Wastewater Systems Committee – next regularly scheduled quarterly meeting will be Tuesday, January 22nd.
- c. Revit-ED Committee – next regularly scheduled quarterly meeting will be Tuesday, January 22nd.

12. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

- a. Mayor’s Appointments to Boards, Commissions, and Committees for 2019
Mayor Gonzalez requested that the JPA Feasibility Study for WWTP Ad Hoc Committee be joined with the Water & Wastewater Systems Committee.

Public Comment: None presented.

Moved by Stranske/Seconded by Rodriguez and carried unanimously to approve the joining of the JPA Feasibility Study for the WWTP Ad Hoc Committee with the Water & Wastewater Committee.

Moved by Strong /Seconded by Rodriguez and carried unanimously to approve the Mayor’s Appointments to the following Boards, Commissions, and Committee’s:

STANDING COMMITTEES OF THE CITY COUNCIL	
Finance Committee	Gerry Gonzalez Madge Strong <i>Alternate:</i> Larry Stranske
Water & Wastewater Systems Committee & JPA Feasibility Study for WWTP	Gerry Gonzalez Larry Stranske
Revit-Ed Committee	Saprina Rodriguez Greta Kanne

REGIONAL BOARDS	
League of California Cities / Redwood Empire Division	Gerry Gonzalez <i>Alternate: Larry Stranske</i>
Mendocino Council of Governments (MCOG)	Larry Stranske <i>Alternate: Greta Kanne</i>
Economic Development & Financing Corporation (EDFC)	<i>Madge Strong</i> <i>Alternate: Saprina Rodriguez</i>
Mendocino Solid Waste Management Authority (MSWMA)	Madge Strong <i>Alternate: Larry Strankse</i>
Mendocino Transit Authority (MTA)	Saprina Rodriguez <i>Alternate: Madge Strong</i>
MENDOCINO COUNTY CITY SELECTION COMMITTEE NOMINATIONS	
Local Agency Formation Commission (LAFCo)	Gerry Gonzalez
AD HOC COMMITTEES	
Caltrans Ad Hoc Committee	Larry Stanske Greta Kanne
Little Lake Fire JPA	Gerry Gonzalez Larry Stranske

- b. Resolution Appointing Representatives to Represent and Vote on Behalf of the City at the League of California Cities' Redwood Empire Division Business Meetings and Division Legislative Committee Meetings

Public Comment: None presented.

Moved by Strong/Seconded by Kanne and carried unanimously to adopt Resolution (No. 2019-06) appointing Representatives to Represent and Vote on Behalf of the City at the League of California Cities' Redwood Empire Division Meetings and Division Legislative Committee Meetings.


13. GOOD & WELFARE

- Councilmember Strong offered a copy of the Willits Economic Localization news letter to all that wanted one and encouraged interested parties to join the organization.
- Councilmember Rodriguez informed the community that the next regularly scheduled meeting for the Visit Willits Tourism Board will take place on January 16th. They will be discussing this year's signature event, along with other events the board will be doing. Councilmember Rodriguez urged the community to attend.
- Adventist Health Howard Memorial Hospital will be holding this year's Prayer Breakfast on Thursday, January 31st here at the Willits Community Center.

14. CLOSED SESSION NOTICE

No closed session was held at tonight meeting.

Mayor Gonzalez declared the meeting adjourned at 8:05 p.m.



GERARDO (GERRY) GONZALEZ, Mayor
City Council for the City of Willits

ATTEST:



CATHY MOORHEAD
Deputy City Manager/City Clerk

COUNCIL MEETING RECORDINGS: City Council meetings are video recorded and broadcast live on the 2nd and 4th Wednesday of each month on Public Access Channel 3 and rebroadcast on Saturday and Sunday at 5:00 p.m. on Government Channel 64. DVD's are available for check-out or may be purchased (with advance notice) for \$15.00 at City Hall.