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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, JANUARY 23, 2019**

CLOSED SESSION MOVED TO 5:00 P.M.

Mayor Gonzalez called the Closed Session of the regular meeting of the City Council to order at 5:03 p.m., in Council Chambers.

RECESSED TO CLOSED SESSION AT 5:04 P.M.

14. CLOSED SESSION NOTICE

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Anticipated Litigation

Council reconvened to open session at 6:10 p.m., with no action to report from Closed Session.

PUBLIC BUSINESS SESSION: 6:30 P.M.

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 Rodriguez, 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.

2. PUBLIC COMMUNICATIONS

None presented.

3A. ADOPT A RESOLUTION APPROVING A RAISE IN THE ALLOTMENT GIVEN TO COUNCILMEMBERS, EITHER BY A RAISE IN PAY OR BY AN AUTO ALLOWANCE

Public Comment: None presented.

Moved by Strong/Seconded by Rodriguez and carried (4/1, with Kanne dissenting) to raising Council Salaries to \$200 per month, including the Mayor and Vice, starting February 2019, and to bring back a Resolution reflecting the adopted changes.

3B. CONSIDERATION OF A RESOLUTION AUTHORIZING A THIRD AMENDMENT TO THE AGREEMENT WITH REGIONAL GOVERNMENT SERVICES FOR FINANCIAL SERVICES

Public Comment: None presented.

Moved by Strong/Seconded by Kanne and carried unanimously to adopt Resolution (No. 2019-08) authorizing a Third Amendment to the Agreement with Regional Government Services, increasing the amount by \$25,000 and to remain in force until terminated.

4. ENACTMENT OF ORDINANCES

None presented.

5. CONSENT CALENDAR

The following item(s) are recommended for approval:

- a. City Council Minutes:
 - ~~January 9, 2019~~ – **Pulled by the City Clerk**

6. INFORMATIONAL REPORTS

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

None presented.

7. RIGHT TO APPEAL

None presented.

8. COMMISSIONS, AGENCIES AND AUTHORITIES

None presented.

9A. CITY MANAGER REPORTS

City Manager Garrabrant-Sierra reported on the following:

- Councilmember Stranske and City Manager Garrabrant-Sierra attended a meeting last Friday regarding the Great Redwood Trail where the process for the development of the trail was outlined to stakeholders. Future meetings will be held in Willits and open to the public for further discussion on furthering the Trail.
- As reported in October, during the fires and power outages the City lost its server and has been working with the Mendocino County IT department to replace it. The City applied for money from the Office of Emergency Services to recover at least 80% of it back, and appears that it has been approved. Therefore with the replacement funds the City has ordered a new server and other equipment to replace what was lost, as well as being reimbursed for both staff time and for money the City spent on IT services to the county.
- New website is up and running, but still a work in progress.
- City Manager Garrabrant-Sierra was contacted by the Willits Petanque community (it's like bocce ball), to inform her that Willits has a petanque court located next to the ball field, but is in need of rehabilitation. The group is very enthused about the possibility in rehabilitating the court and is looking for approval from our City Manager. We are excited to see members of the community wanting to take on this project.
- Currently looking into holding a "Springing out of Winter" concert to take place in late April, early May. The City has received requests for blue grass, roots, and old time music. This would be a one day long event with several different bands performing. City Manager Garrabrant-Sierra will keep the community posted regarding this event.
- The City is continuing to straighten out a few sewer billing issues.
- Councilmember Kanne will be reporting out on the piano key crosswalks and bike lanes that were not painted correctly by Caltrans. The piano key will be ground down and repainted a different color.

No action taken.

Councilmember Stranske commented that he is very excited about the trail, which will coincide with the current rail line from Willits to Eureka. This trail will be for walking, biking or horseback riding, no motorized vehicles will be permitted at this time. There is a great deal of work to be completed along the rail to make this trail happen, but he is looking forward to the process of completing this trail for Willits, commenting that he feels Willits will become a destination point again.

10. DEPARTMENT RECOMMENDATIONS

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

- a. Approve a Professional Services Contract with PLACEWORKS in an Amount Not to Exceed \$18,745, to Assist in the Preparation of the 2019-2027 Housing Element Update, and Authorize the City Manager to Approve Change Orders up to a Cumulative Total of 10% of the Total Contract

Public Comment: None presented.

Moved by Stranske/Seconded by Strong and carried unanimously to adopt Resolution (No. 2019-09) to approve Entering into a Contract with PLACWORKS to Prepare the Housing Element Update for an Amount Not to Exceed \$18,745, and Authorize the City Manager to Execute the Contract and Approve Change Orders up to a Cumulative Total of 10% of the Total Contract.

- b. Approve a Professional Services Contract with Atlas Planning Services in an Amount Not to Exceed \$15,000 to Assist in the Preparation of the General Plan Safety Element Update, and Authorize the City Manager to Approve Change Orders up to a Cumulative Total of 10% of the Total Contract

Public Comment: None presented.

Moved by Strong/Seconded by Rodriguez and carried unanimously to adopt Resolution (No. 2019-10) to approve a Professional Services Contract with Atlas Planning Solutions to prepare the Safety Element Update for an Amount Not to Exceed \$15,000, and Authorize the City Manager to Execute the Contract and Approve Change Orders up to a Cumulative Total of 10% of the Total Contract.

- c. City Clerk Moorhead informed the Council and the community that she was contacted by the Willits Chamber of Commerce and asked to contact the promoters of the "Great Race" Event and discuss their needs and expectations of the City and the Chamber of Commerce. Ms. Moorhead reported that she has been in contact with the promoters and will continue to work with the Chamber of Commerce to finalize needs for their arrival. More information will be reported as the event gets closer.
- d. Finance Director Du informed the Council that she hopes to have the audit wrapped up this week; Mid-Year budget preparations will start the first week of February; the 2019-20 Budget process will begin on March 8th; and asked the Council to please let her know if they would like any items added to the budget.
- e. Community Development *(including Planning, Building, and Code Enforcement)*
 - Community Development Director Duley commented that the City is looking forward to January 30th, when the California Transportation Commission meets to vote on staff recommended projects, including the Rails with Trails Project; working on bringing Senator McGuire's staff and other stakeholders to Willits to discuss more on the Great Redwood Trail. The City will keep the community updated on further development; a big thank you to Jim Robbins the City's Community Development Specialist, for the excellent job he has done seeking out and applying for grants for the City, such as the

Rails with Trails grant. Mr. Robbins is very dedicated to our grant program. The Community Development Department is in the process of putting together a grant report that reflects the grants they have been working on; a Use Permit has been submitted for a 35 unit apartment building that will be brought before the Council in the near future.

11. CITY COUNCIL AND COMMITTEE REPORTS

- a. League of California Cities has not met, but Mayor Gonzalez sits on the policy committee and has provided Council and the City Manager with information regarding Retirement System Sustainability.
- b. Economic Development & Financing Corporation (EDFC) met on January 10th to discuss several items: Changes in memberships; John Haschak and Ted Williams now sit as the representatives for the Board of Supervisors; Minerva Flores and Shannon Riley are new members; City of Ukiah has approved a merger of the Chamber of Commerce, Main Street group and Visit Ukiah group. They expect to see more efficiency by joining these groups together; the Palace Hotel went up for auction with no bidders, therefore, it has gone back to the bank with the hopes that they are able to make a deal on this property; Harvest Market in Fort Bragg has purchased a portion of the old Georgia Pacific Mill; EDFC's loan program has \$1.4 million available to loan to qualified businesses; Economic Summit is scheduled for January 31st at City Hall; looking into CDBG Grant for internet access in low income areas; Wool Mill project is trying to get back on their feet; second quarter county wide economic report has been released; looking to hire part-time office staff; and exploring loans/grants for fire suppression activities. Next scheduled meeting for EDFC is February 14th.
- c. Local Agency Formation Commission (LAFCO) – Mayor Gonzalez reported they are awaiting news regarding the alternate positions for the commission.
- d. Revit-ED Committee met and discussed better uses for the Hwy 20 park; sidewalk pavers; sign committee will meet on February 25th; and where to place the artwork that is currently being stored at Sparetime Supply.
- e. Ad Hoc Committees:
 - Caltrans – Councilmember Kanne reported that they discussed how the Main Street project is going leading up to the relinquishment; the City learned from Caltrans that the Piano Keys that are painted in every intersection and driveway from Hwy 20 north are not painted correctly, according to State standards. Therefore, Caltrans has given the City the option of either removing them completely or redoing them. The City is discussing their options, but wants the community to know this was not a City mistake and that City funds are not being used to correct the problem. The City has requested Caltrans do a press release regarding the facts and was informed that Caltrans is looking into it. City Manager Garrabrant-Sierra would like do a joint press release and will continue to move forward with getting the press release completed.
- f. Other Community Boards and Committee Reports: *(Boards and Committees that may be of interest to the City Council)*
 - Visit Willits Tourism Board – Councilmember Rodriguez requested time for a presentation by the board to recap the 2018 accomplishments and showcase what their 2019 endeavors are, at the February 27th City Council meeting.

City Manager Garrabrant-Sierra informed the Council and community that Cold Creek Compost went before the Ukiah City Council and was approved for an increase in gate fees. Cold Creek Compost also met with Solid Waste of Willits and negotiated the same rate as Ukiah, \$36 a ton, an increase of \$8.00. This item will come before the Willits City Council in late February.

12. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

- Councilmember Stranske commented that he would like to discuss cannabis at the next City Council meeting. City Manager Garrabrant-Sierra informed City Council that with the

passing of Measure I – “Impose a Cannabis Industry Tax on Cannabis Businesses Operating in Willits” staff will be bringing forward a Resolution to set rates at the February 27th meeting. Also, in previous meetings Councilmembers have brought up the topic of cannabis and how changes have been made to regulations and laws pertaining to the cannabis industry and would like to have a discussion regarding these changes. She suggested that our Cannabis Ordinance be brought forward for discussion in light of these new and changing State laws.

City Manager Garrabrant-Sierra also said that a council member had made some requests for information regarding this issue, and that other Councilmembers had wanted to discuss that request. This request triggered much discussion between the City Attorney, City Manager and the Councilmember regarding this request. There was a desire to have an open discussion with the entire body. City Manager Garrabrant-Sierra suggested that a special meeting be held to discuss what staff will be contributing to the cannabis issues and whether the City Council should or should not be involved and at what level. The City Manager suggested that the discussion be had at a special meeting soon, as she and other staff members would not be present for the February 13th Council meeting. Therefore the following motion was made:


Moved by Strong/Seconded by Kanne and carried unanimously to cancel the February 13, 2019 Council Meeting and schedule a Special meeting for January 30, 2019 at 6:30 p.m.

- Councilmember Rodriguez asked for clarification regarding the special meeting having any action items on the agenda. The City Manager and City Attorney both agreed that this meeting will be for discussion and direction to staff only and bring back any action item at a later meeting with public input.
- Councilmember Rodriguez commented on the recommendation to Council Rule; being that the rule is to provide for government and management of its area at the local level, specifically Councils are required to act as representatives, to be informed and responsible decision makers. She feels it's time to visit the Council policy and what information the Council should have available to them. The Public Records Act (PRA) provides what is available to the public under this act. Councilmember Rodriguez asked the Council to make sure the City website has full disclosure of the PRA, possible with a tab to this site, have more transparency on the website, and feels the Council should have the right to have access to any thing the public would have access too. City Attorney Lance stated that these topics should be part of the discussion at the upcoming special meeting.
- Councilmember Kanne expressed her excitement in attending the League of California Cities New Mayor and City Council Member Academy last week in Sacramento. Stated that she was very thankful she was able to attend.

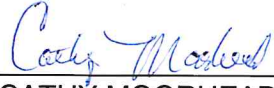
13. GOOD & WELFARE

- Rotary Club of Willits will be holding its annual Crab Sale, which is a scholarship fundraiser for our schools.
- Thanked the Boy Scouts for attending tonight's meeting and learning about local government.

Mayor Gonzalez declared the meeting adjourned at 8:16 p.m.


GERARDO 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.