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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, MARCH 10, 2010**

Vice Mayor Hanson called a regular meeting of the City Council to order at 6:00 p.m. in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Council Members Victor Hanson, Greg Kanne, Larry Stranske, and Mayor Bruce Burton (arriving at 7:01 p.m.) were present. Council Member Holly Madrigal was absent by prearrangement. Vice Mayor Hanson presiding.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, City Attorney; Gerry Gonzalez, Police Chief; Tom Mannatt, City Engineer; Joanne Cavallari, Finance Director; Danny Allen, Interim Water Plant Supervisor; and Adrienne Moore, City Clerk/Human Resources Director.

2. PUBLIC MATTERS

None presented.

3. PUBLIC COMMUNICATIONS

Vice Mayor Hanson read the public communication guidelines.

Ron Moorhead, President, Chamber of Commerce, announced two new monthly programs that the Chamber is implementing in April. The Brown Bag Lunch Program will provide an opportunity for community members to become engaged, network, and stay informed about matters relevant to the business community. The monthly program will feature topics such as marketing with social media, business strategies in a down market, and business etiquette. The second program, Meet Your Policy Makers, will provide an opportunity for policy makers, Chamber members, and community members at large to come together in a non-threatening environment to build stronger relationships and foster mutual understanding. Mr. Moorhead announced that Council Member Stranske will be the first featured guest presenter.

Mason Giem, AmeriCorps Vista Project, provided an update on the Brookside School Farm Project, and the Spring Garden Blitz on March 20th.

Tom Woodhouse announced a Town Clean-Up on March 20th, 10:00, also on the 19th clean-up of blackberries at Willits High School, also thanking Jerry Ward, Solid Wastes of Willits, for his donation of a dumpster for the event. He also commented on progress with the downtown tree project and the tree grate project for the downtown area.

4. CONSENT CALENDAR

Paul Cayler, City Manager, requested that item no. 4f be pulled to allow for further staff review, and reschedule for a full discussion at the Council's special meeting on Thursday, March 25, 2010.

- a. City Council Minutes of February 10, 2010, February 24, 2010, and March 4, 2010 (Special Meeting) – **Approved**

- b. Warrant Nos. 14851-14864, Totaling \$45,579.66 – **Approved**
- c. Warrant Nos. 14935-15032, Totaling \$191,161.73 – **Approved**
- d. Building Inspection Activity Reports – February 2010 – **Approved**
- e. Application for Alcoholic Beverage License: Diggers, Inc. (Diggers), Located at 244 S. Main Street in Willits – **Approved**
- ~~f. Appointment to the Willits Airport Commission~~
- g. Appointment to the Willits Cultural Arts Commission – **Approved**
- h. Contract Amendment No. 1 with Water Works Engineers to Include Engineering Support for the Pretreatment Process in the Water Treatment Plant Improvement Project – **Approved**
- i. Contract Amendment No. 1 with Winzler & Kelly to Update the Plans, Specifications, and Estimates, and to Include Bid Support Services for Railroad Avenue Bridge Project – **Approved**

Motion by Kanne/Second by Stranske and carried (3, with Council Members Madrigal and Burton absent) to approve Consent Calendar items (a-e and g-i).

5. RIGHT TO APPEAL – Vice Mayor Hanson read the guidelines for appealing Council decisions.

8A. APPROVAL AND POSSIBLE ACTION AUTHORIZING CITY MANAGER TO PROCEED WITH THE PUBLIC ADVERTISEMENT OF THE WILLITS WASTEWATER TREATMENT PROJECT, STAGES 2 AND 3, SECONDARY TREATMENT AND ENHANCEMENT WETLANDS, PROJECT NO. 2010-02, USDA NO. 04-023-946000454

Paul Cayler, City Manager, introduced the matter, noting that this is the largest public works project the City has implemented. He reviewed the proposed project schedule, noting that the commencement of construction is dependent upon the receipt of suitable competitive bids, receipt of the 404 permit, and receipt of the revised 1600 permit, and requested Council approval to proceed with the public advertisement process.

Motion by Stranske/Second by Kanne and carried (3, with Council Members Madrigal and Burton absent) to authorize the City Manager to proceed with the public advertisement of the Willits Wastewater Treatment Project, Stages 2 and 3, Secondary Treatment and Enhancement Wetlands, Project No. 2010-02, USDA No. 04-023-946000454.

8B. DISCUSSION AND POSSIBLE ACTION AUTHORIZING CITY MANAGER TO SUBMIT THE FINAL CITY OF WILLITS QUALITY ASSURANCE PROGRAM, STATE OF CALIFORNIA (CALTRANS) FOR FINAL APPROVAL

Paul Cayler, City Manager, introduced the matter, briefly reviewing the Quality Assurance Program (QAP), which is required by Caltrans to comply with federal regulations relative to the materials and workmanship that are incorporated into a construction project, ensuring they are in conformance with the contract specifications. He invited Brandi Burtness to respond to any questions from the Council.

Council Member Stranske asked why the QAP is only updated every five years, to which Ms. Burtness clarified that the document may be updated more frequently if there are significant changes in which to incorporate.

Motion by Kanne/Second by Stranske and carried (3, with Council Members Madrigal and Burton absent) approve the submittal of the final City of Willits Quality Assurance Program, State of California (Caltrans), for final approval.

8C. DISCUSSION AND POSSIBLE ACTION TO APPROVE PURCHASE OF UPFLOW CLARIFIER MEDIA FOR THE CITY OF WILLITS WATER PLANT

Paul Cayler, City Manager, introduce the matter, inviting Danny Allen, Interim Water Plant Supervisor, to address the Council. Mr. Allen described the treatment process of raw water and the “adsorption” media, which is designed to remove most of the raw water solids through adsorption and straining. He reported that the existing media is 10 years old and is no longer working properly, referencing a recent survey of the clarifier media which indicates that approximately one third of the clarifier media has been lost to the treatment process.

In response to the City Manager and the City Council, Mr. Allen clarified the differences between the pretreatment clarifier and the clarifier for this request; Train 1 and Train 2; and the reserve water supply, noting that the City uses approximately three million gallons a day, which will be reduced to approximately two million gallons a day.

Mr. Allen commented on the flushing program, which will begin next Monday to remove three years of accumulation of iron and manganese and will be ongoing for the next month. Mr. Cayler further noted that the flushing program is dependent upon adequate water supply in the reservoirs, proper chemistry, and must be done during this time of year. Mr. Allen also cautioned residents against washing clothes and using bleach as it is counterintuitive, suggesting looking at a glass of water before doing laundry. Mr. Cayler also noted that residents may contact City Hall for detailed information.

Motion by Stranske/Second by Kanne and carried (3, with Council Members Madrigal and Burton absent) to approve the purchase of 317 cubic feet of Media A/C HDPE from Siemens Water Technologies in the sum of \$27,579, and replace the coated media in one clarifier with new media.

8D. OTHER CITY MANAGER REPORTS

Paul Cayler, City Manager, reported on the following:

- A Sewer System Committee meeting will be scheduled to review a proposal received from SHN and to make recommendations to the Council;
- A Management Metric chart depicting water shipped and sold from 2000 to 2009, which will help the City track the success of efforts to reduce water consumption by fixing leaks and improving metering;
- Receipt of the stamped Engineer’s Report from LTD Engineering regarding the feasibility of raising Morris Dam;
- A special Council meeting will be scheduled on Thursday, March 25th; and
- The Madden Lane sidewalk repair is 50% complete.

9. DEPARTMENT RECOMMENDATIONS

- Police Chief Gerry Gonzalez announced the new 2-1-1 non-emergency information number to provide information about community services and resources. He also announced that a workshop will be held on April 10th, cosponsored by the PD and CERT, to plan for an Emergency Volunteer Center with disaster service workers.
- City Attorney Jim Lance reported that the Code Enforcement Officer has issued an abatement notice on the Van Hotel this last week to address nuisance abatement.
- City Engineer Tom Mannatt commented on the tremendous staff effort in getting numerous projects out to bid.
- City Manager Paul Cayler, who is serving as the Interim Public Works Director, responded to Council Member Kanne’s inquiry regarding the safety issue at the intersection at Coast and Elm Streets.
- Finance Director Joanne Cavallari reported on her continued work on the budget, noting that the salary projections are based on present levels and includes several positions that will remain vacant, which will result in a projected savings in the 10/11 budget compared to last year during

the same quarter. She noted the need to schedule another Finance Committee meeting to address the RCHDC, budget review, and prepare for meetings with the two bargaining units. Ms. Cavallari also commented on the potential of changing the water billing from a twice-monthly cycle to once-monthly cycle on July 1st, in order to simplify the billing procedures notice customers, and noting that doing so would not adversely impact meter reading.

- Vice Mayor Hanson, referencing the cost analysis the PD relative to the work force and overtime, asked if it would be more cost effective to hire another employee rather than incur overtime. In response, Chief Gonzalez clarified that some of the overtime is a result of having to transport prisoners to Ukiah since the closure of the courthouse in Willits. Mr. Cayler provided further clarification regarding the information contained within those reports. Additionally, Vice Mayor Hanson asked about the requirements of time spent at the shooting range, to which Chief Gonzalez responded.

MAYOR BURTON ARRIVED AT 7:01 P.M., INVITING VICE MAYOR HANSON TO CONTINUE PRESIDING OVER MEETING.

10. CITY COUNCIL AND COMMITTEE REPORTS

No reports were presented for the Mendocino Council of Governments (MCOG), Local Agency Formation Commission (LAFCO), Mendocino Transit Authority (MTA), Revit-ED Committee, Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA), Economic Development and Financing Corporation (EDFC), League of California Cities, Water Resources Committee, Sewer System Committee, Finance Committee, and Caltrans Ad Hoc Committee.

Council Member Stranske reported that Mendocino Council of Governments (MCOG) discussed funding requests received from other agencies, noting that Willits did not submit any requests. He also noted that Council Member Madrigal will meet with other stakeholders to discuss a rail service all the way to Willits under the Rails to Trails program.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

None presented.

12A. DISCUSSION AND POSSIBLE INTRODUCTION OF AN ORDINANCE DELETING TITLE 14 AND ENACTING A NEW TITLE 14 ENTITLED "WATER SERVICE" OF THE WILLITS MUNICIPAL CODE

Paul Cayler, City Manager, introduced the matter, referencing previous Council direction to amend several sections of the current water ordinance. He specifically addressed amendments to Section 14 to amend the fee for installed but yet-to-be activated meters; add a section relative to connection fees paid for meters not yet installed; add a section relative to service connection purchased after a building permit is issued; and add a section relative to delinquent account on undeveloped premises.

Motion by Kanne/Second by Hanson and carried (4, with Council Member Madrigal absent) to introduce an ordinance deleting Title 14 and enacting a new Title 14 entitled "Water Service" of the Willits Municipal Code and waive the reading of the ordinance, direct staff to publish a summary as required by law, and continue this item to the next regular council meeting for possible adoption.

13. GOOD & WELFARE

Council Member Stranske expressed his sincere appreciation to all staff who were involved in getting various projects out to bid.

Vice Mayor Hanson announced a meeting has been scheduled for March 15th at 3:00 p.m. with Mendocino College and Willits High School to discuss development of a trade program that would involve a student-built house.

ADJOURNED TO CLOSED SESSION AT 7:14 P.M.

MAYOR BURTON PRESIDING.

14. CLOSED SESSION NOTICE

- a. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(b) – Existing Litigation: City of Willits, et al. vs. Mildred Sanchez, et al.; Case No. SCUk CVG-0798692
- b. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(b) – Anticipated Litigation: Significant Exposure to Litigation (One Case)

There was nothing to report out of Closed Session.

Moved by Kanne/seconded by Hanson and carried by (4, with Council Member Madrigal absent) roll call vote to adjourn the meeting at 8:04 p.m.

Bruce Burton, Mayor

Victor Hanson, Vice Mayor

ATTEST:

Adrienne Moore, City Clerk