



111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
(707) 459-1562 FAX

**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, NOVEMBER 9, 2011**

Mayor Burton 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: Councilmembers Larry Stranske, Ron Orenstein, Holly Madrigal, Victor Hanson, and Mayor Bruce Burton were present.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, City Attorney; Alan Falleri, Community Development Director; Gerry Gonzalez, Police Chief; Tom Mannatt, City Engineer; J.C. England, Sewer/Water Supervisor; Joanne Cavallari, Finance Director/City Treasurer; and Adrienne Moore, City Clerk/Human Resources Director.

2. PUBLIC MATTERS

None presented.

3. PUBLIC COMMUNICATIONS

Tom Woodhouse commented on the WHS peer counseling students who will be organizing into groups of 2-3 to commence clean-up projects around town, seeking to coordinate with the Public Works Department needed projects. He also asked about the status of a Council retreat, as well as thanking the community over the passage of Measure A (support of Mendocino County libraries).

4. CONSENT CALENDAR

- a. Approve City Council Minutes:
 - October 12, 2011 – **Approved**
 - October 26, 2011 – **Approved**
- b. Accept Disbursements Journal(s):
 - Warrant Nos. 18812-18824, Totaling \$36,952.11 – **Approved**
 - Warrant Nos. 18825-18911, Totaling \$338,625.72 – **Approved**
- c. Accept Building Inspection Activity Reports – October 2011 – **Approved**
- d. Deny Claim Against City – Pine Cone Motel – **Approved**
- e. Accept Completion of Construction on Redwood Avenue Storm Drain Project, Contract No. 2011-03, and Authorize City Manager to File Notice of Completion – **Approved**
- f. Accept Completion of Construction on Sherwood Road Emergency Rehabilitation Project, Contract No. 2011-05, and Authorize City Manager to File Notice of Completion – **Approved**

Motion by Stranske/Second by Hanson and carried unanimously to approve Consent Calendar items (a-f).

5. RIGHT TO APPEAL

None presented.

8A. DISCUSSION AND POSSIBLE ACTION TO APPROVE WATER TREATMENT PLANT IMPROVEMENTS PROJECT BUDGET; ADOPT RESOLUTION AUTHORIZING CITY MANAGER TO SIGN FUNDING AGREEMENT, AMENDMENTS AND CERTIFICATIONS FOR FUNDING UNDER THE SAFE DRINKING WATER STATE REVOLVING FUND; AND AUTHORIZE CITY MANAGER AND CITY ENGINEER TO EXECUTE RELATED DOCUMENTS

Presented by City Manager Cayler and Finance Director/City Treasurer Cavallari, with additional comments by Sewer/Water Supervisor England and Community Development Director Falleri.

Motion by Madrigal/Second by Stranske and carried (4/1, with Hanson dissenting) to approve the Water Treatment Plant Improvements Project budget and adopt Resolution (No. 2011-27) authorizing the Mayor and the City Manager to sign Funding Agreement, Amendments and Certifications for funding under the Safe Drinking Water State Revolving Fund; authorizing the City Manager to approve claims for reimbursement; authorizing the City Engineer to execute the Budget and Expenditure Summary; authorizing the City Manager to sign the Contractor's Release Form and the City Engineer to sign the Certification of Project Completion; and dedicating revenues from the Water Enterprise Fund as the source of revenue to repay said loan.

8B. DISCUSSION AND POSSIBLE ACTION REGARDING CHANGE ORDERS FOR THE WASTEWATER TREATMENT PLANT PROJECT FOR SEWER PLANT ROAD PAVING, SEWER SLUDGE COMPOST HANDLING PAVEMENT, DIGESTER, SOUTH DRAINAGE DITCH AND PROJECT COMPLETION DATE

Presented by City Manager Cayler, with additional comments by Diana Steele, SHN Consulting Engineers, Sewer/Water Supervisor England, and City Engineer Mannatt.

Public Comment: Tom Woodhouse commented on the cost of the repaving of Sewer Plant Road, while other roads are in need of repair, as well as grant funding for other projects.

Motion by Madrigal/Second by ~~Orenstein~~ Burton to authorize City Manager to execute necessary paperwork, as follows: 1) Change Order to extend final completion from February 29, 2012 to June 30, 2012; 2) Change Order to reduce project retention from 10% to 5% at the time mechanical systems reach substantial completion; 3) Change Orders necessary for sludge compost handling area paving not to exceed \$180,000; and 4) authorization for SHN Consulting to proceed with the design work necessary to convert the out-of-service clarifier to an improved digester unit for a value of \$97,000 for engineering services.

(Orenstein rescinded his second to the motion; motion fails 3/2, with Stranske, Orenstein, and Hanson dissenting)

Motion by Stranske/Second by Orenstein and carried (3/2, with Madrigal and Burton dissenting) to authorize City Manager to execute necessary paperwork, as follows: 1) Change Order to extend final completion from February 29, 2012 to June 30, 2012; 2) Change Order to reduce project retention from 10% to 5% at the time mechanical systems reach substantial completion; 3) Change Orders necessary for Sewer Plant Road paving, sludge compost handling area paving and north drainage ditch; and 4) authorization for SHN Consulting to proceed with the design work necessary to convert the out-of-service clarifier to an improved digester unit.

RECESS: 8:10 – 8:19 P.M.

8C. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT AMENDMENT WITH SHN CONSULTING ENGINEERS FOR ADDITIONAL ENGINEERING COSTS RELATED TO THE WILLITS WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$13,463

Presented by City Manager Cayler. Mayor Burton requested a report on item A.1 – HSI Blowers.

Public Comment: Diana Steele, SHN Consulting Engineers, responded to Mayor Burton's request.

Motion by Burton/Second by Hanson and carried unanimously to approve an agreement amendment with SHN Consulting Engineers for additional engineering costs related to the Willits Wastewater Treatment Plant in the amount of \$13,463, authorizing the City Manager to execute same.

8D. OTHER CITY MANAGER REPORTS

City Manager Cayler did not present any other reports.

9. DEPARTMENT RECOMMENDATIONS

- a. Police Chief Gonzalez reported on bear and mountain lion sightings in town; Halloween was quiet and uneventful; upcoming power outage on November 19th; new computer system, in partnership with the Sheriff's Office, will be switched over on November 14th; and the upcoming *Refuse To Be A Victim* seminar.
- b. City Planner Falleri commented on the status of planning a Council retreat; written comments regarding Brooktrails 2nd access road; and forthcoming recommendations from the Traffic Safety Committee regarding West Commercial Street.
- c. City Attorney Lance did not present a report.
- d. City Manager Cayler, Interim Public Works Director, did not present any further reports.
- e. City Engineer Mannatt reported on two completed projects, Sherwood Road emergency repairs and Redwood Avenue storm drain project, also commenting on the status of the Railroad Avenue Bridge crossing.
- f. Finance Director/City Treasurer Cavallari presented the following:
 - (1) Quarterly Financial Report, Ending September 30, 2011

Mayor Burton requested a discussion during the next budget cycle of tax billing system as a vehicle for billing sewer services. Councilmember Stranske asked if the credit card payment processing has proven beneficial.

Informational presentation only; no action taken.

- g. City Clerk/Human Resources Director Moore presented the following:
 - (1) Discussion and Possible Action to Approve Compensation Schedule for the Positions of Building Inspector/Code Enforcement Officer and Building Technician

Mayor Burton requested the matter be continued to the next Council meeting, December 14, 2011; no action taken.

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG) – Councilmember Stranske reported that discussion included the bicycle route engineered feasibility study (State Route 1); a contract with Caltrans to administer the Covelo engineered feasibility study (State Route 162); the draft 2012 regional transportation improvement program; and rural northern California representation on the California Transportation Commission.
- b. Local Agency Formation Commission (LAFCO) – Councilmember Madrigal reported that LAFCO met for a training.
- c. Mendocino Transit Authority (MTA) did not meet.

- d. Revit-ED Committee did not meet.
- e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) met yesterday to approve funding from County for a new facility.
- f. Economic Development and Financing Corporation (EDFC) did not meet.
- g. League of California Cities did not meet.
- h. Water Resources Committee did not meet.
- i. Sewer System Committee did not meet.
- j. Finance Committee did not meet.
- k. Caltrans Ad Hoc Committee did not meet.
- l. Other Committee Reports – no other reports were presented.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

Mayor Burton reported on the County's City Selection Committee to fill Jere Melo's seat on LAFCO, noting the City of Fort Bragg will retain the seat.

No action taken.

12. ENACTMENT OF ORDINANCES

None presented.

13. GOOD & WELFARE

City Manager Cayler noted his vacation next week, as well as the closure of City Hall this Friday in recognition of Veteran's Day.

ADJOURNED TO CLOSED SESSION AT 8:59 P.M.

14. CLOSED SESSION NOTICE

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUk CVG-1056037
- b. Conference with Legal Counsel Pursuant to Government Code §54956.9(b) – Existing Litigation: City of Willits, et al. vs. Mildred Sanchez, et al.; Case No. SCUk CVG-0798692
- c. Pursuant to Government Code §54957 – Public Employee Performance Evaluation – City Manager

Council reconvened to open session at 10:50 p.m., with no action to report from Closed Session.

Moved by Hanson/seconded by Madrigal and carried unanimously to adjourn the meeting at 10:50 p.m.

BRUCE BURTON, Mayor

ATTEST:

ADRIENNE MOORE, City Clerk