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**WILLITS CITY COUNCIL  
MINUTES  
WEDNESDAY, DECEMBER 14, 2011**

Mayor Burton called a regular meeting, which also serves as the annual organizational meeting, of the City Council to order at 6:01 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 Plant Supervisor; Joanne Cavallari, Finance Director/City Treasurer; and Adrienne Moore, City Clerk/Human Resources Director.

**2A. ELECTION OF THE MAYOR AND VICE MAYOR**

City Clerk Moore called for nominations for Mayor and Vice-Mayor.

**Motion by Hanson/Second by Stranske and carried (4/1, with Orenstein dissenting) to elect Bruce Burton as Mayor and Holly Madrigal as Vice Mayor.**

**3. PUBLIC COMMUNICATIONS**

Lynn Kennelly expressed appreciation to the Willits Police Department and City staff for their quick response in getting an alert out to the community regarding a telephone scam targeting local businesses. Tom Woodhouse commented on the vagrant situation around town, noting he would like to see community meetings to discuss issues and develop solutions. He also commented on the hospital permitting process with City, hoping that the City will process their permits expeditiously.

**4. CONSENT CALENDAR**

- a. City Council Minutes of November 9, 2011 – **Approved**
- b. Disbursements Journals – **Approved**
  - Warrant Nos. 18912-18924, Totaling \$44,401.02
  - Warrant Nos. 18930-19023, Totaling \$923,807.35
  - Warrant Nos. 19024-19039 & 19097-19098, Totaling \$184,621.32
  - Warrant Nos. 19040-19096, Totaling \$256,747.17
- c. Building Inspection Activity Reports – November 2011 – **Approved**
- d. Approve Contract Amendment No. Two with Harris & Associates in an Amount Not to Exceed \$24,394, to Provide Continued Construction Management Support for the Railroad Avenue Bridge Project – **Approved**

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

**Removed for separate consideration:**

- e. Approve Contract with Mendocino Construction Services, Inc., in an Amount Not to Exceed \$14,323 to Repair Sidewalk, Curb, and Gutter on Wood Street, Damaged in a Collision

**Motion by Madrigal/Second by Stranske and carried unanimously to approve a contract with Mendocino Construction Services in an amount not to exceed \$14,323, to repair the sidewalk, curb, and gutter, which was damaged in a collision; and approve the repair of some additional damaged facilities adjacent to the accident site, as amended with the additional expenses funded through fund 201, rather than 202.**

**5. RIGHT TO APPEAL**

None presented.

**8A. DISCUSSION AND POSSIBLE ACTION TO APPROVE A REQUEST BY THE WILLITS DOG PARK ASSOCIATION TO NAME THE FUTURE DOG PARK THE "FRANK GRASSE MEMORIAL DOG PARK"**

City Manager Cayler presented the matter, reporting that subsequent to agenda publication, the Willits Dog Park Association has requested that "memorial" not be part of the name.

**Public Comment:** Ian Fitzpatrick, Willits Dog Park Association.

**Motion by Madrigal/Second by Hanson and carried unanimously to approve the future dog park name by minute order to be the "Frank Grasse Dog Park".**

**8B. DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING OPTIONS FOR WEST COMMERCIAL STREET RIGHT TURN LANE AND PLANTER CONFIGURATION**

Community Development Director Falleri presented the matter.

**Public Comment:** Expressing support of volunteer labor for the care and maintenance of the planters and concern for pedestrian safety were Tom Woodhouse, Pete Swanton, Larry Desmond, Madge Strong, Roy Krausen (also providing before and after photos of West Commercial Street), Jed Diamond, Marcia Hetherington, James Degurse, Richard Willoughby, and Dave Watts.

Vice Mayor Madrigal asked for a show of hands, for which there were many, from audience members who would be willing to commit to watering the plants. She commented that it is not necessary to obtain long-term commitments.

**Motion by Orenstein to keep planters as they are except remove the ones as detailed on map, and select Option 1 right turn lane.**

*(Motion dies for lack of a second.)*

**No action taken.**

*RECESS: 7:23 – 7:33 P.M.*

**8C. DISCUSSION AND POSSIBLE ACTION TO APPROVE CHANGE ORDERS TO WWTP PROJECT, STAGES 2 & 3, FOR IMPROVEMENTS TO WASTE ACTIVATED SLUDGE/RETURN ACTIVATED SLUDGE AND FILTRATE SYSTEMS, AND AUTHORIZE CITY MANAGER TO EXECUTE ASSOCIATED PAPERWORK ON BEHALF OF CITY**

City Manager Cayler introduced the matter. Sewer/Water Plant Supervisor England and Diana Steele, SHN Consulting Engineers, provided detailed information to support the request. Ms. Steele also sought clarification regarding the Council's position on the City Manager's continued

ability to approve change orders. The City Manager noted that Brooktrails Township Community Services District was informed of the proposed change orders.

**Motion by Stranske/Second by Orenstein and carried unanimously to approve Change Orders to the WWTP Project, Stages 2 & 3, for improvements to the Waste Activated Sludge/Return Activated Sludge and Filtrate systems, for a combined total of \$171,768, and authorize City Manager to execute the associated paperwork on behalf of City.**

#### **8D. OTHER CITY MANAGER REPORTS**

City Manager Cayler reported on the following:

- Leaf removal around the City is nearly completed;
- Sign in front of museum was hit this morning;
- Tree trimming ongoing;
- Swimming pool preparation for summer swim season; and
- Upcoming vacation days on December 22<sup>nd</sup> and January 13<sup>th</sup>-14<sup>th</sup>.

#### **9. DEPARTMENT RECOMMENDATIONS**

- a. Police Chief Gonzalez... telephone scam; debit/credit card scams; and transients.
- b. City Planner Falleri did not present a report.
- 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 did not present a report.
- f. Finance Director/City Treasurer Cavallari presented the following:
  - (1) Discussion and Possible Action to Award Contract to Telecom Services for Installation of New Telephone System for City Hall, Police Department, Public Works, Water Plant and Sewer Plant

**Public Comment:** Pat Thornton, TeleCom Services, provided detailed information about the proposed phone system.

**Motion by Madrigal/Second by Hanson and carried (4/1, with Stranske dissenting) to award a contract to TeleCom Services of Ukiah for the purchase of a Mitel Telephone System, in an amount not to exceed \$53,202.57, and approve a budget amendment to cover the cost of the system, based on Option 1.**

- g. City Clerk/Human Resources Director Moore reported on her recent attendance at the annual CALPELRA conference, as well as the status of recent recruitments.

#### **10. CITY COUNCIL AND COMMITTEE REPORTS**

- a. Mendocino Council of Governments (MCOG) – Councilmember Stranske reported on unmet transit needs, as well as approved funding for several road projects in Ukiah.
- b. Local Agency Formation Commission (LAFCO) – Vice Mayor Madrigal reported that LAFCO is in the process of developing new job description for the Executive Director.
- c. Mendocino Transit Authority (MTA) – Councilmember Hanson reported that MTA is building a new facility.
- d. Revit-ED Committee – Vice Mayor Madrigal reported that the proposed renaming of Commercial Street to Seabiscuit Parkway was referred to the Chamber of Commerce, followed by brief discussion regarding other projects for the Committee to review.
- e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) – Councilmember Hanson reported that MSWMA is building a new facility, also reporting on a ban on plastic bags in the City of Ukiah.
- 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 – Mayor Burton reported on his discussion with Charlie Fielder, Caltrans, regarding their latest proposal that all work to be done by Caltrans, noting that the City is focused on risk reduction. Caltrans is hopeful to have something for the City to review at the Council’s next regular meeting on January 11<sup>th</sup>.
- l. Other Committee Reports – no other reports presented.

**11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**

Vice Mayor Madrigal commented on the Council retreat meeting yesterday, seeking clarification on a timeline for a street prioritization list.

**12. ENACTMENT OF ORDINANCES**

City Clerk Moore commented that two ordinance amendments, for the Airport Commission and the Cultural Arts Commission, will be coming forward sometime in January.

**13. GOOD & WELFARE**

Community Development Director Falleri commented on the Willits Community Garden cookbook. Vice Mayor Madrigal commented on her recent rental of the upstairs great room at the Willits Center for the Arts.

*ADJOURNED TO CLOSED SESSION AT 8:48 P.M.*

**14. CLOSED SESSION NOTICE**

- a. Conference with Real Property Negotiators Pursuant to Government Code §54956.7 – Property: 285 North Lenore Avenue (APN 007-020-12-00); Agency negotiator: Paul Cayler, Tom Mannatt, and J.C. England; Negotiating Parties: William Goforth and Michelle Goforth; Under Negotiation: Price and Terms of Payment
- b. 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
- c. 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
- d. Pursuant to Government Code §54957 – Public Employee Performance Evaluation – City Manager

Council reconvened to open session at 10:28 p.m., with no action to report from Closed Session.

**Moved by Madrigal/seconded by Orenstein and carried unanimously to adjourn the meeting at 10:28 p.m.**

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BRUCE BURTON, Mayor

ATTEST:

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ADRIENNE MOORE, City Clerk