



# WILLITS CITY COUNCIL AGENDA

FEBRUARY 8, 2023 | 6:30 PM | CITY COUNCIL CHAMBERS

1. **OPENING MATTERS**

- a. Call to Order. | b. Pledge to Flag. | c. Roll Call.

2. **PUBLIC COMMUNICATIONS**

The City Council welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone has an opportunity to address the Council. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request the group appoints a spokesperson. This item is limited to matters under the jurisdiction of the City Council, which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. The City Council will take no action.

3. **PUBLIC MATTERS**

- a. Proclamation – National Black History Month

4. **ENACTMENT OF ORDINANCES**

- a. None.

5. **CONSENT CALENDAR**

The City Council considers matters listed under the Consent Calendar as routine. The Council will take action with a single motion and roll call vote. A Councilmember may request the removal of an item(s) from the Consent Calendar for separate discussion and subsequent action.

The following items as presented are before the City Council for approval or denial:

- a. City Council Minutes:  
i. January 25, 2023 – Minutes  
ii. January 26, 2023 – Special Meeting Minutes

6. **MONTHLY ACTIVITY REPORTS**

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

- a. Business License Activity for January 2023.

7. **COMMISSIONS, AGENCIES AND AUTHORITIES**

The Willits City Council meets concurrently as the City of Willits Planning Commission & City of Willits Successor Agency.

8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**

- a. Verbal Reports – No Action.

9. **DEPARTMENT RECOMMENDATIONS (ACTION ITEMS)**

- a. None.

10. **DEPARTMENT MONTHLY REPORTS – (presented at the second meeting of each month)**
    - a. Airport. b. Community Dev. c. Engineering. d. Finance. e. Police Dept. f. Public Works. g. Utilities.
  11. **CITY COUNCIL ANNOUNCEMENTS, COMMUNICATIONS AND REPORTS**
  12. **GOOD & WELFARE**
  13. **CLOSED SESSION NOTICE**
    - a. Pursuant to Government Code §54957 – Public Employee (Annual) Performance Evaluation – City Manager.
  14. **ADJOURNMENT**
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Right to Appeal - Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90-days, the time within an individual and/or entity may judicially challenge the decisions of the City Boards and Agencies.

I hereby certify under penalty of perjury under the laws of the State of California that I posted the foregoing Agenda on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this Agenda.

Dated this 2<sup>nd</sup> day of February, 2023.  
Delores Pedersen, City Clerk

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#### **Americans with Disabilities Act (ADA) Compliance**

If you need assistance to attend or participate in a City Council meeting, please contact the City Clerk's office at (707) 459-7121 or Fax (707) 459-1562. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring the implementation of reasonable accommodations to provide accessibility to the meeting. Our meeting room is wheelchair accessible and ADA parking is available.

#### **Additional Meeting Information for Interested Parties**

Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk's office at 111 E. Commercial Street, Willits, during normal business hours, Monday through Thursday 9 AM to 5:30 PM.

# **Proclamation**

## **NATIONAL BLACK HISTORY MONTH**

### **February 2023**

**WHEREAS**, Each February, National Black History Month serves as both a celebration and a powerful reminder that Black History is American History, Black Culture is American Culture, and Black Stories are essential to the ongoing story of America; and

**WHEREAS**, shining a light on Black History today is as important to understanding ourselves and growing stronger as a Nation as it has ever been, that's why it's essential that we honor the legacies and achievements of all generations; and

**WHEREAS**, across the generations, countless Black Americans have demonstrated profound moral courage and resilience to help shape our nation for the better. Today Black Americans serve our communities and our Nation at every level, and field across the board, business and law, health and education, arts, and science, and many more; and

**WHEREAS**, our Nation was founded on the idea that all of us are created equal and deserve to be treated with equal dignity throughout our lives, therefore we are encouraged to openly and honestly work together as one to deliver fairness and respectfulness for all; and

**WHEREAS**, let us continue to fight for the opportunity and dignity to which every Black American is due in equal measure and let us carry forward the work to build an America that is bold, fierce and free.

**NOW, THEREFORE**, I, Greta Kanne, Mayor of the City of Willits, along with Vice Mayor Gerardo Gonzalez, and Councilmembers Larry Stranske, Saprina Rodriguez, and Madge Strong do hereby proclaim February 2023 as

#### **BLACK HISTORY MONTH**

in Willits and encourage all citizens to create a world that is more just, peaceful, and prosperous for all.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the CITY OF WILLITS to be affixed this 8<sup>th</sup> day of February 2023.

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Greta Kanne, Mayor  
City Council of the City of Willits

ATTEST:

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Delores Pedersen  
City Clerk



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

**WILLITS CITY COUNCIL  
 MINUTES  
 WEDNESDAY, JANUARY 25, 2023**

Mayor Kanne 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 Madge Strong, Gerardo Gonzalez, Larry Stranske, Saprina Rodriguez, and Mayor Greta Kanne were present.

Also present were staff members: Brian Bender, City Manager; Cathy Moorhead, Assistant City Manager; Dusty Duley, Community Development Director; Taylor Perry, City Planner; Jim Lance, City Attorney; Manuel Orozco, Finance Director; Scott Herman, Public Works Director; Karen Stevenson, Human Resources Manager; Andrea Trincado-Slater, Project Manager; Kenan O'Shea, Public Works Superintendent; and Delores Pedersen, City Clerk.

**2. Public Communications**

- Lisa Kvasnicka, President of the Willits Chamber of Commerce gave an update of Chamber activities for the last quarter of 2022. Ms. Kvasnicka also introduced the Chamber Board Members that were in attendance as well as Susan Mahoney as the newly hired Chamber Coordinator.
- Susan Mahoney reported that the chamber has been able to secure new computers which were donated by the hospital. The Chamber of Commerce office is now fully staffed during the week, Ms. Mahoney is only there between four and six hours each day. Volunteers are working to update the current membership list; the last update was from 2021. Bookkeeping and Accounting is up to date and taxes have been filed with the help of Brad Walton. Ms. Mahoney mentioned that the Chamber is in the process of trying to update their website. The Chamber has scheduled Mixer's for throughout the year, they are planning the normal activities such as the Car Show, Harvest Moon and Frontier Days activities. They are also looking into a Spring Fling activity on the south side of town in the Evergreen Shopping Center; a family-oriented Halloween event at the park then use the Skunk Train parking lot for a Trunk-or-treat event, and a well-organized Chamber supported Christmas Parade.

**3. Public Matters**

- a. A Proclamation of The Willits City Council Recognizing Edith Recagno Keenan Ceccarelli Willits' Own Super Centenarian.  
 Mayor Kanne read and presented it to Chuck and Evelyn Persico, Edie's cousins.

**Public Comment:** Evelyn and Chuck Persico, cousins of Ms. Ceccarelli, thanked the community and the City of Willits for the honor of presenting Edie with the Proclamation.

- b. Little Lake Fire District Department Update.  
 Fire Chief Carter was unable to attend, his update is available in the Agenda Packet.

**4. Enactment of Ordinances**

None presented.

**5. Consent Calendar**

*The following item(s) are recommended for approval or denial, as follows:*

- a. City Council Minutes:
  - i. January 11, 2023

**Public Comment:** None presented.

**Moved by Gonzalez/Seconded by Stranske and carried unanimously to approve Consent Calendar item(s) (a).**

**6. Monthly Activity Reports**

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

- a. None presented.

**7. Commissions, Agencies and Authorities**

None presented.

**8. City Manager Reports and Recommendations**

- a. Receive Report and Consider Introducing by Title Only and Waiving the First Reading of Ordinance 2023-01 Adding Chapter 12.10 (Right-Of-Way Abandonment) to Title 12 (Streets Sidewalks and Public Places) of the City of Willits Municipal Code to Provide for a Process for Willits City Council Agenda – January 25, 2023 Page 2 of 2 Applicants to Request Abandonments of Public Rights-Of-Way, and Findings by which Council will Review and Act on Such Requests.

The City Council request the following change in the application to read:

Council requested the fee be made clear, in the application process, to explain that the applicant is responsible for paying for the processing of the application.

**Public Comment:** Nick Casagrande spoke in support of the Ordinance.

**Moved by Rodriguez/Seconded by Gonzalez and carried unanimously to approve Introducing by Title Only and Waiving the First Reading of Ordinance 2023-01.**

- b. Verbal Reports.
  - City Manager Bender gave updates on the City surviving the storm, and conditions of City Properties since the storm; and
  - And commended on the efforts of the handling of water shut offs that were done for the first time, since the pandemic put a halt on shut offs. The new finance staff, that the city now has, handled it very well.

**Public Comment:** None presented.

**9. Department Recommendations (Action Items)**

- a. Approve a Revised Covid-19 Prevention Plan (CPP) that Establishes New Non-Emergency Covid-19 Prevention Regulations, Effective January 26, 2023. Presenting staff member: Karen Stevenson, Human Resources Manager

**Public Comment:** None presented.

**Moved by Rodriguez/Seconded by Gonzalez and carried unanimously to approve Resolution (2023-06) of the City Council of the City of Willits Approving a Non-Emergency Covid-19 Prevention Plan.**

- b. Adopt a Resolution to Approve the Recognized Obligation Payment Schedule 22-23 and Administrative Budget for July 2022 Through June 2023.  
Presenting staff member: Manuel Orozco, Finance Director.

**Public Comment:** None presented.

**Moved by Strong/Seconded by Rodriguez and carried unanimously to approve Resolution (No. 2022-07) of the Successor Agency to the Former Willits Redevelopment Agency Approving a Recognized Obligation Payment Schedule 23-24 for July 2023 through June 2024 and Approving a July 2023 through June 2024 Administrative Budget.**

**10. Department Monthly Reports**

- a. **Airport** – No further comments.

b. **Community Development Department**

- Dusty Duley, Community Development Director, expressed his appreciation for the leadership of the City Council and City Manager Bender for the investment, in staff and resources, that is being made in the Community Development Department. With that investment they recognize that there are some opportunities to further assist the Willits Community.
- Mr. Duley also stated that he expects to be working closer with the Chamber this year to assist the local businesses.
- Wrapping up several grants, which creates an opportunity to seek additional funds. Mayor Kanne expressed her gratitude of Mr. Duley for continuing to work on the City's application to establish signage for downtown Willits. She is hopeful we will get signs on the highway someday directing travelers into Willits.
- Councilmember Strong mentioned she is glad that there is continued oversight on the vacant building compliance.

c. **Engineering**

- Andrea Trincado, Project Manager, added that Engineering has been working with the on-call Engineering Consultants to develop projects for the upcoming construction season. Those projects include the Annual Striping and Pavement Preservation Projects, the W. Mendocino Drainage Project, Railroad Ave Water Trestle Relocation Project, and the next phase of the Groundwater Project which includes the construction of the 250,000-gallon contact tank.
- Thursday, January 26 and Friday, January 27 the northeast corner of the Wood Street Parking lot will be closed to traffic due to the installation of some samplers as part of the ongoing remediation of the old dry cleaner.
- There will be storm drain work to repair a sinkhole on Camp Lane, most of the work will be done in a private driveway, but it is very close to the entrance of Brookside School, we expect impacts to school traffic to be minimal to none. Wipf Construction will be scheduled to work around school pick up and drop off times.
- Vice Mayor Gonzalez asked if the traffic safety assessment would include any speed surveys in the community? Ms. Trincado responded that there will be some speed study but not extensive and nothing from an enforcement standpoint. The primary focus will be to provide safety recommendations for reconstruction design

alterations. Sergeant Gray stated that most everything is up to date but there are some areas to the south on Highway 20 that need updated.

d. **Finance**

- Manny Orozco, Finance Director, recognized the efforts of the Finance Staff in dealing with the water billing this past week with water shut offs. He also thanked Cathy Moorhead with her assistance in handling the shut off efforts.
- Mayor Kanne wanted to add that she has heard back from the community that when they had to call the office regarding the brown water from the broken fire hydrant, that they were handled professionally and kindly when they called.

e. **Police Department**

- Sergeant Gray wanted to commend the Delta College of Stockton for assisting our Female Police recruit and six other recruits maintain their hours, since they all had Covid, you can only lose a certain number of hours during training before you have to start over. The College worked with the recruits to get their hours on the weekend. The Willits Police Department had another recruit just start the academy in Santa Rosa, the two recruits are both very enthusiastic and looking for places in Willits.

f. **Public Works**

- Kenan O'Shea, Public Works Superintendent, gave an update on the status of the Willits Arch. Regarding the lights that are out, he contacted the sign vendor that we use, they stated that during high wind and rain sometimes the transformers get wet, the transformers will dry out and start working again. Mr. O'Shea is hoping that this is the case.

g. **Utilities**

- Scott Herman, Public Works Director, wanted to acknowledge that Adam Simental passed his Grade One Wastewater Treatment Test, Brian Framke was appointed to Utility Meter Reader Position and Drew Gillespie passed his Grade Three State Water Treatment Test.
- February 13<sup>th</sup> will be the start of the Annual Flushing Program, three weeks after the start they will do main street, this will be done at night and will take approximately three nights.

**Public Comment:** None presented.

**No action taken.**

11. **City Council Announcements, Communications and Reports**

**Councilmember Rodriguez**

- Mendocino Transit Authority (MTA) for the past several years has been providing bus service for college students if you are enrolled in just one unit can ride the MTA Bus for free anywhere in Mendocino County as long as you show your current College ID Card. In the past it has been paid for with gas tax funds, this funding source has run out, therefore, MTA has entered into an agreement with Mendocino College to pay for this service, at least until the end of the spring semester, while MTA looks for another funding source. MTA is still working on the transit center, possible locations identified on Mason, Perkins, Orchard, and Bush Streets. There will be a planning charette in the month of April for those that are interested. There was a grant from the California Energy Commission that the Mendocino Council of

Governments applied for and is receiving two EV Chargers at five different locations from Redwood Valley to Hopland.

**Vice Mayor Gonzalez**

- League of Cities Public Safety Committee will have a virtual meeting on January 26, 2023.
- Next Local Agency Formation Commission (LAFCo) meeting is February 3, 2023.
- The Tobacco Ad-hoc is meeting on February 2, 2023, at 9:00 am, Vice Mayor Gonzalez asked for Councils input, to please send suggestions to City Manager Bender.

**Mayor Kanne**

- Mendocino Council of Governments (MCOG) will be meeting at the beginning of February. The Museum Board is meeting in March.

**Public Comment:** None presented.

**No action taken.**

**12. Good & Welfare**

**Councilmember Strong**

- The Chamber of Commerce is having a “2023 Financial Strategies for Entrepreneurs & Business Owners” event on January 26, 2023, for local businesses and the Willits Community Center starting at 5:00 p.m.
- Willits Economic Localization (WELL) is having a Building Community Event on Sunday February 4, 2023, at 4:00 pm, at the Little Lake Firehouse.

**13. Closed Session Notice**

None

**14. Adjournment**

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

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GRETA KANNE, Mayor  
City Council for the City of Willits

ATTEST:

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DELORES PEDERSEN  
City Clerk





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 WILLITS, CALIFORNIA 95490  
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**WILLITS CITY COUNCIL  
 MINUTES – SPECIAL MEETING  
 THURSDAY, JANUARY 26, 2023**

Mayor Kanne called a special meeting of the City Council to order at 6:30 p.m. The meeting was preceded by the pledge to the flag.

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

Also present were staff members: Brian Bender City Manager; Cathy Moorhead, Assistant City Manager; Manuel Orozco; Finance Director, Dusty Duley, Community Development Director; Scott Herman, Public Works Director; Andres Trincado-Slater, Project Manager; Rod Wilburn, Contract City Engineer; and Delores Pedersen, City Clerk.

**2. PUBLIC COMMUNICATIONS.**

None presented.

**3. REVIEW OF THE 2021 ADOPTED GOALS**

- a. The staff and City Council reviewed the progress of the goals that were adopted on April 28, 2021.

**Public Comment(s):** None presented.

**4. PROJECT PRIORITIZATION**

- a. After discussion between the City Council and staff, the council identified the following projects they feel should take a higher priority for 2023:

- Helping to support local businesses.
- Environmentally Conscious (reduce the City's Carbon Footprint, codify an environmental policy).
- Water Security
- Pension Liability
- Infrastructure
- Revisit going back to holding Revit-ED meetings with one new topic being - Compose an Economic strategy plan.

**Public Comment(s):** None presented.

**5. ADJOURNMENT**

**Mayor Kanne declared the meeting adjourned at 8:11 p.m.**

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GRETA KANNE, Mayor  
City Council for the City of Willits

ATTEST:

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DELORES PEDERSEN  
City Clerk

<b><i>New Business License - January 2023</i></b>					
<b>BL#</b>	<b><i>Business Name</i></b>	<b><i>Name</i></b>	<b><i>Address</i></b>	<b><i>Date Issued</i></b>	<b><i>Type of Bussiness</i></b>
7143	Mi Mexico	Moises Ramirez Garcia	144 N Main St	1/23/2023	Restaurant
7144	Stout's Heating & A/C Inc	Jeanne Stout	840 Piner Rd #14	1/23/2023	Out of town contractor
7145	The Chefs' Warehouse West Coast, LLC	Christopher Pappas	2237 S McDowell Blvd	1/23/2023	Food Distributor
7146	Maxsim Inc	Sonyi Sim	7633 Southfront Rd	1/23/2023	Out of town contractor
7147	Western Builders	Robert Cantu	1400 N Dutton Ave #19	1/23/2023	Out of town contractor
7148	Florez Photography	Nathaniel Florez	481 Raymond Ln Willits, CA	1/25/2023	Photographer
7149	Grant's Goodies	Grant Fisher	291 School St Willits, CA	1/25/2023	Baker
7150	Hair by Leah Carter	Leah Carter	91 S Main St Willits, CA	1/25/2023	Hair services
7151	Trulysun Energy	David Rubio	278 Miramar Ave	1/25/2023	Out of town contractor
7152	Mendo Deals	Bobby Blum Jr	92 W Oak St Willits, CA	1/25/2023	Online sales