



# Willows City Council Regular Meeting

March 1, 2022  
Willows City Hall  
6:00 p.m.

City Council  
Larry Domenighini, Mayor  
Gary Hansen, Vice Mayor  
Kerri Warren, Council Member  
Jeff Williams, Council Member  
Robert Griffith, Council Member

City Manager  
Marti Brown

City Clerk  
Tara Rustenhoven

201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041

## Agenda

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)**

Proclamation: "Welcome Home Vietnam Veteran's Day"

6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: [trustenhoven@cityofwillows.org](mailto:trustenhoven@cityofwillows.org)

- a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers Z45510-Z45540, 39143-39153, 051894-051949.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org).

**b. Minutes Approval**

Recommended Action: Approve minutes of the January 25, 2022 Regular City Council Meeting.

Contact: Tara Rustenhoven, City Clerk, [trustenhoven@cityofwillows.org](mailto:trustenhoven@cityofwillows.org).

**7. PRESENTATIONS**

**a. Presentation of a Donation from the Friends of the Willows City Pool to the City of Willows for the 2021 Summer Swim Season**

Recommended Action: Accept the donation.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

**b. State of the Willows Library**

Recommended Action: Receive presentation regarding library services.

Contact: Jody Meza, Library Director, [jmeza@cityofwillows.org](mailto:jmeza@cityofwillows.org)

**8. DISCUSSION & ACTION CALENDAR**

All matters in this section of the Agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: [trustenhoven@cityofwillows.org](mailto:trustenhoven@cityofwillows.org).

**a. Pacific Avenue – Emergency Repairs**

Recommended Action: 1.) By a four-fifth vote, ratify actions taken by staff to execute emergency repairs on Pacific Avenue; and 2.) Approve the attached resolution retroactively authorizing the City Manager to pay Walberg Inc. for the completed emergency repairs on Pacific Avenue.

Contact: John Wanger, Interim Community Development Services Director, [jwanger@cityofwillows.org](mailto:jwanger@cityofwillows.org)

**b. Library Grant Application**

Recommended Action: Authorize the City Manager, or her designee, to submit a grant application in the amount of \$55,000 and to use \$17,500 from the City of Willows Library Impact Fee account as the local match in order to replace heating and air conditioning units and the main entrance doors in the Willows City Library.

Contact: Jody Meza, Library Director, [jmeza@cityofwillows.org](mailto:jmeza@cityofwillows.org)

**c. Kanawah Fire District – Fire Protection Services**

Recommended Action: Authorize the City Manager, or her designee, to enter into an agreement with the Kanawha Fire Protection District (KFPD) to provide fire protection services to the District relying on volunteer Firefighters and at no charge to KFPD for a period of three months (from March 1 to June 1) for all calls in the KFPD south of County Road 45 and east of County Road 302.

Contact: Nate Monck, Fire Chief, [nmonck@cityofwillows.org](mailto:nmonck@cityofwillows.org)

**d. COMMENTS & REPORTS**

a. City Council Comments & Reports

b. City Manager's Report

**9. ADJOURNMENT**

**This agenda was posted on February 24, 2022**



Tara Rustenhoven, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org).

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

*The City of Willows is an Equal Opportunity Provider*



# PROCLAMATIONS

# *City of Willows Proclamation*

*WHEREAS, the United States of America Vietnam War Commemoration gives us the opportunity for all Americans to recognize, honor and thank our Vietnam Veterans and their families for their service and sacrifices during the Vietnam War from November 1, 1955 to May 15, 1975; and*

*WHEREAS, more than 9,000 organizations across America have joined with the Department of Defense as Commemorative Partners to honor our Nation's Vietnam Veterans, including the Jacob Bennett Chapter of the New Mexico State Organization National Society of the Daughter of American Revolution; and*

*WHEREAS, the commemoration includes the 9 million Americans, approximately 7 million living today, who served in the United States Armed Forces during this period, and makes no distinction between those served in-country, in-theater, or were stationed elsewhere during those 20 years because all of them answered the call or duty; and*

*WHEREAS, Veterans Affairs Secretary Robert A. McDonald has designated March 29<sup>th</sup> the Vietnam Anniversary, as a day to honor those who have "borne the battle", and to extend gratitude and appreciation to them and their families;*

*NOW THEREFORE, I Larry Domenighini, Mayor of Willows, California, do hereby proclaim March 29<sup>th</sup> as,*

*"WELCOME HOME VIETNAM VETERAN'S DAY"*

*and encourage our citizens to recognize and appreciate the service and sacrifices made by Vietnam Veterans and their families.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused this official seal of the City of Willows to affixed this 1<sup>st</sup> day of March, 2022.*

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*Larry Domenighini, Mayor*





# PUBLIC COMMENT & CONSENT CALENDAR FORUM



**PERIOD**

**02/04/2022 TO 02/18/2022**

**Payroll Direct Deposit 245510 TO 245540**

**General Checking 39143 TO 39153**

**Check Register 051894 TO 051949**

**APPROVAL DATE 03/01/2022**

**APPROVED \_\_\_\_\_**

REPORT.: 02/15/22  
RUN....: 02/15/22 Time: 13:26  
Run By.: Katie Butler

CITY OF WILLOWS  
Check Register

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
39144	02/18/22	02/13/22	GAR03 GARCIA, DAVID	02-22	08-22	153.75
39145	02/18/22	02/13/22	LED02 LEDEKER, MANUEL A	02-22	08-22	150.00
39146	02/18/22	02/13/22	LEV00 Levesque, Tyler	02-22	08-22	150.00
Z45510	02/18/22	02/13/22	BRO01 Brown, Martha	02-22	08-22	5955.77
Z45511	02/18/22	02/13/22	BUT01 BUTLER, KATIE LEEANN	02-22	08-22	1934.31
Z45512	02/18/22	02/13/22	RUS01 RUSTENHOVEN, TARA L	02-22	08-22	2221.85
Z45513	02/18/22	02/13/22	EHO00 EHORN, MARIA ANNETTE	02-22	08-22	2205.23
Z45514	02/18/22	02/13/22	ARE00 Arellanes, Ashley Marie	02-22	08-22	615.98
Z45515	02/18/22	02/13/22	BIA00 BIANCHINI, ANN L	02-22	08-22	120.00
Z45516	02/18/22	02/13/22	BOW00 BOWERS, LINDA S	02-22	08-22	60.00
Z45517	02/18/22	02/13/22	BRI00 BRIONES, BRENDA VALENZU	02-22	08-22	300.00
Z45518	02/18/22	02/13/22	DUN00 DUNCAN, ROSE A	02-22	08-22	1336.62
Z45519	02/18/22	02/13/22	OLI00 OLIVER, LINDA F	02-22	08-22	195.00
Z45520	02/18/22	02/13/22	RAN00 RANDOLPH, ABIGAIL S	02-22	08-22	240.00
Z45521	02/18/22	02/13/22	SIL00 SILVA, EMILY M	02-22	08-22	120.00
Z45522	02/18/22	02/13/22	SPE02 SPENCE, KYLIEGH C	02-22	08-22	510.00
Z45523	02/18/22	02/13/22	VAR00 Vargas, Giovanni	02-22	08-22	555.00
Z45524	02/18/22	02/13/22	BOB01 Bobadilla, Tristan	02-22	08-22	153.75
Z45525	02/18/22	02/13/22	FLO00 Flowerdew, Nick	02-22	08-22	150.00
Z45526	02/18/22	02/13/22	HUT04 HUTSON, KRISTINA RENEE	02-22	08-22	722.09
Z45527	02/18/22	02/13/22	PEA05 Peabody, Garrett	02-22	08-22	150.00
Z45528	02/18/22	02/13/22	RAY00 Raygoza, Rodrigo	02-22	08-22	153.75
Z45529	02/18/22	02/13/22	THR00 Throm, Billie	02-22	08-22	75.00
Z45530	02/18/22	02/13/22	ABO00 ABOLD, STEVEN B	02-22	08-22	1856.72
Z45531	02/18/22	02/13/22	MCM00 MCMAHON, SHARON M	02-22	08-22	188.16
Z45532	02/18/22	02/13/22	SEN00 SENGMANY, SITXAY	02-22	08-22	640.00
Z45533	02/18/22	02/13/22	VAS01 VASQUEZ, PEDRO CEASAR	02-22	08-22	2533.91
Z45534	02/18/22	02/13/22	ENO00 ENOS, KYLE	02-22	08-22	2143.79
Z45535	02/18/22	02/13/22	HUT01 Hutson, Evan C	02-22	08-22	427.44
Z45536	02/18/22	02/13/22	MON00 MONCK, NATHANIAL T	02-22	08-22	4434.00
Z45537	02/18/22	02/13/22	PET02 PETERSEN, MATTHEW	02-22	08-22	3197.90
Z45538	02/18/22	02/13/22	SIN00 Sinyard, Isaac	02-22	08-22	203.04
Z45539	02/18/22	02/13/22	MIN00 MINGS, MICHAEL E	02-22	08-22	1650.46
Z45540	02/18/22	02/13/22	PFY00 PFYL, NATISA N	02-22	08-22	3182.64

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38686.16  
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REPORT. : 02/04/22  
RUN ON. : 02/04/22 Time: 11:22  
RUN BY. : Katie Butler

CITY OF WILLOWS

PAGE: 001  
ID #: SPVR  
CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
39143	02/04/22	GOL01 GOLDEN STATE RISK MANAGEME	C20204	02/04/22	MEDICAL FROM DEC INV JAN	02-22	6866.00	6866.00
TOTAL DISBURSED...							6866.00	6866.00

REPORT.: 02/17/22  
 RUN ON.: 02/17/22 Time: 16:07  
 RUN BY.: Katie Butler

CITY OF WILLOWS

PAGE: 001  
 ID #: SPVR  
 CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
39147	02/17/22	EDD01 EMPLOYMENT DEVELOP.DEPT.	C20216	02/16/22	STATE INCOME TAX	02-22	955.28	955.28
39148	02/17/22	EDD02 EMPLOYMENT DEVELOPMENT DEP	C20216	02/16/22	SDI	02-22	415.04	415.04
39149	02/17/22	ICM01 ICMA RETIREMENT TRUST 457	C20216	02/16/22	DEFERRED COMP - ICMA	02-22	200.00	200.00
39150	02/17/22	NAT00 NATIONWIDE RETIREMENT SOLU	C20216	02/16/22	USCM DEF. COMP.	02-22	1404.39	
39150	02/17/22	NAT00 NATIONWIDE RETIREMENT SOLU	1C20216	02/16/22	USCM DEF. COMP. MTCH	02-22	278.85	1683.24
39151	02/17/22	PER01 P.E.R.S.	C20216	02/16/22	FERS PAYROLL REMITTANCE	02-22	5696.59	5696.59
39152	02/17/22	UMP00 UMPQUA BANK	C20216	02/16/22	DIRECT DEPOSIT	02-22	25719.67	25719.67
39153	02/17/22	UMP01 UMPQUA BANK - MYTAXPAYER	C20216	02/16/22	FEDERAL INCOME TAX	02-22	2732.58	
39153	02/17/22	UMP01 UMPQUA BANK - MYTAXPAYER	1C20216	02/16/22	FICA	02-22	4678.30	
39153	02/17/22	UMP01 UMPQUA BANK - MYTAXPAYER	2C20216	02/16/22	MEDICARE	02-22	1094.18	8505.06
TOTAL DISBURSED...							43174.88	43174.88

Invoice No	Description	Invoice Date		Actual Period		Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal	Tm						
Check #: 051894 Check Date.: 02/09/22 Vendor I.D.: ABO00 (STEVE ABOLD)										
C20204-	FEB 2022 TOOL ALLOWANCE	02/04/22	02-22					200.00	.00	200.00
		02/09/22	08-22							
Check #: 051895 Check Date.: 02/09/22 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)										
78926-	CLEANING UNIFORMS FOR PUBLIC WORKS	01/25/22	02-22					109.64	.00	109.64
		02/09/22	08-22							
82251-	CLEANING UNIFORMS FOR PUBLIC WORKS	02/01/22	02-22					109.64	.00	109.64
		02/09/22	08-22							
82305-	CLEANING SUPPLIES FOR FIRE DEPT	02/01/22	02-22					201.28	.00	201.28
		02/09/22	08-22							
** Vendor's Subtotal ----->								420.56	.00	420.56
Check #: 051896 Check Date.: 02/09/22 Vendor I.D.: AND01 (ANDY HEATH FINANCIAL SERVICES)										
0322-	SERVICE PROVIDED FOR 1-15-22 TO 2-8-22	02/08/22	02-22					8505.00	.00	8505.00
		02/09/22	08-22							
Check #: 051897 Check Date.: 02/09/22 Vendor I.D.: CIT06 (CITY OF ORLAND)										
01032021-	EQUIPMENT TRUCK U-8	02/03/22	02-22	A				192.47	.00	192.47
		02/09/22	08-22							
02022021-	EQUIPMENT TRUCK WF U7	02/03/22	02-22	A				414.80	.00	414.80
		02/09/22	08-22							
12202021-	EQUIPMENT TRUCK E2	02/03/22	02-22	A				242.46	.00	242.46
		02/09/22	08-22							
** Vendor's Subtotal ----->								849.73	.00	849.73
Check #: 051898 Check Date.: 02/09/22 Vendor I.D.: COM16 (COMCAST CABLE)										
C20207-	SERVICE FROM 1-29-22 TO 2-28-22 FOR ACCT 5941	02/24/22	02-22					147.94	.00	147.94
		02/09/22	08-22							
Check #: 051899 Check Date.: 02/09/22 Vendor I.D.: COM20 (COMP INC)										
34815-	PHYSICAL FOR PUBLIC WORKS	02/01/22	02-22					238.00	.00	238.00
		02/09/22	08-22							
Check #: 051900 Check Date.: 02/09/22 Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)										
C20204-	PAYMENT 000C105151 & 000C10515	02/04/22	02-22	A				1524.35	.00	1524.35
		02/09/22	08-22							
Check #: 051901 Check Date.: 02/09/22 Vendor I.D.: CUR01 (L.N. CURTIS & SONS)										
564829-	CASCADE SYSTEM BOTTLE REPAIR	01/31/22	02-22	A				631.06	.00	631.06
		02/09/22	08-22							
Check #: 051902 Check Date.: 02/09/22 Vendor I.D.: FGL00 (FGL ENVIRONMENTAL)										
270216A-	BACTI ANALYSIS	01/21/22	02-22					92.00	.00	92.00
		02/09/22	08-22							
Check #: 051903 Check Date.: 02/09/22 Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)										
C20203-	MONTHLY STATEMENT FOR PW FUEL FOR JAN 2022	01/31/22	02-22	A				1510.77	.00	1510.77
		02/09/22	08-22							
C20207-	FIRE DEPT STATEMENT FOR JAN 2022	01/31/22	02-22	A				1673.18	.00	1673.18
		02/09/22	08-22							
** Vendor's Subtotal ----->								3183.95	.00	3183.95

Invoice No	Description	Due Date	Fiscal	Tm	G/L	Discount		Gross Amount	Discount Amount	Net Amount
						Account No				
Check #: 051904 Check Date.: 02/09/22 Vendor I.D.: GLE54 (GLENN COUNTY BUILDING DEPARTMENT)										
2294-	INSPECTION SERVICES FOR 7-1-21 TO 9-30-21	01/28/22 02/09/22	02-22 08-22					5049.95	.00	5049.95
Check #: 051905 Check Date.: 02/09/22 Vendor I.D.: HOU00 (HOUSING TOOLS)										
2252-	HOME MONITORING & LABOR COMPLIANCE	02/01/22 02/09/22	02-22 08-22					4470.00	.00	4470.00
Check #: 051906 Check Date.: 02/09/22 Vendor I.D.: INK01 (THE INKWELL)										
3483-	CALENDAR FOR WILLOWS LIBRARY PM328	01/19/22 02/09/22	02-22 08-22	A				22.47	.00	22.47
Check #: 051907 Check Date.: 02/09/22 Vendor I.D.: JER00 (JEREMY'S PEST STOMPERS)										
27221-	PEST CONTROL FOR FIRE DEPT FEB. 2022	02/07/22 02/09/22	02-22 08-22					40.00	.00	40.00
Check #: 051908 Check Date.: 02/09/22 Vendor I.D.: LEA01 (LEAGUE OF CA. CITIES)										
641466-	MEMBERSHIP DUES FOR CALENDAR YR 2022	01/31/22 02/09/22	02-22 08-22	A				4562.00	.00	4562.00
Check #: 051909 Check Date.: 02/09/22 Vendor I.D.: LIF01 (LIFE ASSIST)										
1174257-	GRAHAM MEGAMOVER PORTABLE TRANSPORT	02/03/22 02/09/22	02-22 08-22	A				200.93	.00	200.93
Check #: 051910 Check Date.: 02/09/22 Vendor I.D.: MIN00 (MICHAEL MINGS)										
C20207-	BOOT ALLOWANCE REIMBURSEMENT	02/07/22 02/09/22	02-22 08-22					100.00	.00	100.00
Check #: 051911 Check Date.: 02/09/22 Vendor I.D.: MJB01 (MJB WELDING SUPPLY, INC.)										
01372961-	RENTALS FOR PUBLIC WORKS	01/31/22 02/09/22	02-22 08-22	A				49.60	.00	49.60
Check #: 051912 Check Date.: 02/09/22 Vendor I.D.: MYR01 (MYRECDEPT.COM)										
03215829S-	ALL MODULES OF SYSTEM FOR MARCH 1 TO FEB 28	02/01/22 02/09/22	02-22 08-22					2995.00	.00	2995.00
Check #: 051913 Check Date.: 02/09/22 Vendor I.D.: NOR43 (ACCESS)										
9226800-	40" SECURITY CONSOLES BINS	01/31/22 02/09/22	02-22 08-22					96.72	.00	96.72
Check #: 051914 Check Date.: 02/09/22 Vendor I.D.: NSW00 (NSWTS )										
0454-	MONTHLY SERVICE FEE FOR 1-1-22	02/01/22 02/09/22	02-22 08-22					130.00	.00	130.00
Check #: 051915 Check Date.: 02/09/22 Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)										
222489001-	W2, 6PT, 2UP, ENV, 100 PACK	01/20/22 02/09/22	02-22 08-22	A				83.32	.00	83.32
Check #: 051916 Check Date.: 02/09/22 Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)										
50972-	FLAT REPAIR	01/03/22 02/09/22	02-22 08-22					25.00	.00	25.00
Check #: 051917 Check Date.: 02/09/22 Vendor I.D.: SEV00 (INFRAMARK, LLC)										
72955-	BASE OPERATING FEE, REPAIRS & MAINT. COLLECTION	02/02/22 02/09/22	02-22 08-22					56811.84	.00	56811.84

Invoice No	Description	Invoice Date	Actual Period	G/L Account No	Discount Amount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
Check #.: 051918 Check Date.: 02/09/22		Vendor I.D.: SWR01 (SWRCB FEES)						
0229347-	ANNUAL PERMIT FEE	01/19/22 02/09/22	02-22 08-22	A		1738.00	.00	1738.00
Check #.: 051919 Check Date.: 02/09/22		Vendor I.D.: WIL17 (WILLDAN)						
713498-	PRINCIPAL PLANNER	01/24/22 02/09/22	02-22 08-22			9508.90	.00	9508.90
Check #.: 051920 Check Date.: 02/09/22		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)						
267025-	SUPPLIES FOR THE PARK	02/01/22 02/09/22	02-22 08-22	A		95.21	.00	95.21
267185-	CEILING PANEL	02/01/22 02/09/22	02-22 08-22	A		53.61	.00	53.61
** Vendor's Subtotal ----->						148.82	.00	148.82
Check #.: 051921 Check Date.: 02/09/22		Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)						
77442-	TANK LEVER EURO CHROME	01/11/22 02/09/22	02-22 08-22			10.71	.00	10.71
77493-	CABLETIE	01/12/22 02/09/22	02-22 08-22			15.00	.00	15.00
78174-	FELT PAPER AND PLYWOOD	02/01/22 02/09/22	02-22 08-22			132.95	.00	132.95
** Vendor's Subtotal ----->						158.66	.00	158.66
** Total Checks Paid ----->						101983.80	.00	101983.80

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
Check #: 051922 Check Date.: 02/18/22 Vendor I.D.: ALV03 (ALVES DOOR COMPANY, INC.)								
8814-	C1 PICKUP WINDSHIELD REPAIR	02/10/22	02-22			40.00	.00	40.00
		02/18/22	08-22					
Check #: 051923 Check Date.: 02/18/22 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)								
85721-	CLEANING UNIFORMS FOR PUBLIC WORKS	02/08/22	02-22			109.64	.00	109.64
		02/18/22	08-22					
89017-	CLEANING UNIFORMS FOR PUBLIC WORKS	02/15/22	02-22			109.64	.00	109.64
		02/18/22	08-22					
** Vendor's Subtotal ----->						219.28	.00	219.28
Check #: 051924 Check Date.: 02/18/22 Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)								
203645555-	NEW PRINT MAT. FOR WILLOWS LIB	01/10/22	02-22			77.96	.00	77.96
		02/18/22	08-22					
203650933-	NEW PRINT MAT. FOR WILLOWS LIB	02/05/22	02-22			149.01	.00	149.01
		02/18/22	08-22					
** Vendor's Subtotal ----->						226.97	.00	226.97
Check #: 051925 Check Date.: 02/18/22 Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)								
C20216-	WATER & SEWER FOR ACCT ENDING 6442	02/08/22	02-22	A		86.43	.00	86.43
		02/18/22	08-22					
Check #: 051926 Check Date.: 02/18/22 Vendor I.D.: CAL04 (CALIFORNIA DEPT. OF JUSTICE)								
559714-	FED LEVEL VOLUNTEER BILLED	02/03/22	02-22			15.00	.00	15.00
		02/18/22	08-22					
Check #: 051927 Check Date.: 02/18/22 Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)								
52780-	CONDITIONS OF APPROVAL	12/31/21	02-22			87.50	.00	87.50
		02/18/22	08-22					
52790-	PROFESSIONAL SERVICES	12/31/21	02-22			4506.25	.00	4506.25
		02/18/22	08-22					
52832-	199 N HUMBOLT ST SOLAR CARPORTS PLAN REVIEW	12/31/21	02-22			611.25	.00	611.25
		02/18/22	08-22					
52833-	4524 436 W WOOD PORCH REPAIR PLAN REVIEW	12/31/21	02-22			176.25	.00	176.25
		02/18/22	08-22					
52857-	310 E WOOD ST. BACKUP GENERATOR PLAN REVIEW	12/31/21	02-22			140.00	.00	140.00
		02/18/22	08-22					
52897-	GENERAL ADMINISTRATION & BUILDING INSPECTION	12/31/21	02-22			126.25	.00	126.25
		02/18/22	08-22					
** Vendor's Subtotal ----->						5647.50	.00	5647.50
Check #: 051928 Check Date.: 02/18/22 Vendor I.D.: COL08 (COLE HUBER LLP)								
38958-	LITIGATION	02/07/22	02-22			1110.53	.00	1110.53
		02/18/22	08-22					
Check #: 051929 Check Date.: 02/18/22 Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)								
000C20131-	Cont.Serv. Finance	01/31/22	02-22	A		1875.00	.00	1875.00
		02/18/22	08-22					
Check #: 051930 Check Date.: 02/18/22 Vendor I.D.: DEN00 (DE NOVO PLANNING GROUP)								
3386-	FOR PROFESSIONAL SERVICES THROUGH FEB 16, 2022	02/16/22	02-22			10358.40	.00	10358.40
		02/18/22	08-22					
Check #: 051931 Check Date.: 02/18/22 Vendor I.D.: GRA13 (GRANT MANAGEMENT ASSOCIATES)								
577-	FUNDING MATRIX	03/09/22	02-22			2340.00	.00	2340.00
		02/18/22	08-22					

Invoice No	Description	Invoice Date		Actual Period		Discount G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount	
		Due Date	Fiscal Tm								
Check #: 051932 Check Date.: 02/18/22 Vendor I.D.: LEW00 (THE LEW EDWARDS GROUP)											
002-	PER PROFESSIONAL SERVICES AGREEMENT JAN 2022	01/31/22	02-22	02/18/22	08-22			5000.00	.00	5000.00	
Check #: 051933 Check Date.: 02/18/22 Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)											
82497-	AGREEMENT CLEARIT MANAGED PARTNER	02/11/22	02-22	02/18/22	08-22			2925.00	.00	2925.00	
82551-	BACKUP 190 SERVICE	02/11/22	02-22	02/18/22	08-22			100.00	.00	100.00	
								** Vendor's Subtotal ----->	3025.00	.00	3025.00
Check #: 051934 Check Date.: 02/18/22 Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)											
053975B-	MISC CLEAR CAN LINER	02/09/22	02-22	02/18/22	08-22			33.25	.00	33.25	
Check #: 051935 Check Date.: 02/18/22 Vendor I.D.: MIR01 (MIRACLE PLAYSYSTEMS INC)											
F20220067-	MIRACLE BELT SWING W/ CLEVIS	02/11/22	02-22	02/18/22	08-22			192.02	.00	192.02	
Check #: 051936 Check Date.: 02/18/22 Vendor I.D.: NEC00 (NEC FINANCIAL SERVICES LLC)											
2470966-	PHONE SYSTEM	02/04/22	02-22	02/18/22	08-22			268.08	.00	268.08	
Check #: 051937 Check Date.: 02/18/22 Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)											
222489057-	COPY PAPER	01/26/22	02-22 A	02/18/22	08-22			39.67	.00	39.67	
Check #: 051938 Check Date.: 02/18/22 Vendor I.D.: PGE01 (PG & E)											
C20209-	UTILITY ELECTRIC FOR ACCT ENDING 3795	02/02/22	02-22 A	02/18/22	08-22			31.45	.00	31.45	
C20210-	UTILITY ELECTRIC FOR ACCT. ENDING 1537	02/10/22	02-22 A	02/18/22	08-22			9599.93	.00	9599.93	
C20217-	UTILITY-ELECTRIC FOR ACCT 2874	02/04/22	02-22 A	02/18/22	08-22			24.64	.00	24.64	
								** Vendor's Subtotal ----->	9656.02	.00	9656.02
Check #: 051939 Check Date.: 02/18/22 Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)											
51384-	FLAT REPAIR	02/09/22	02-22	02/18/22	08-22			40.00	.00	40.00	
51481-	ST205/75R15/8 FREEDOM HAUL & ECT.	02/16/22	02-22	02/18/22	08-22			225.32	.00	225.32	
								** Vendor's Subtotal ----->	265.32	.00	265.32
Check #: 051940 Check Date.: 02/18/22 Vendor I.D.: SIL01 (SILKE COMMUNICATIONS INC)											
119573-	MIC W/3.5 IP67 SUB, EMERG	02/16/22	02-22	02/18/22	08-22			790.97	.00	790.97	
Check #: 051941 Check Date.: 02/18/22 Vendor I.D.: SMI02 (SMITH & NEWELL CERTIFIED PUBLIC ACCT)											
C20210-	PREPARATION OF ANNUAL REPORT FOR FYE 6/30/21	01/31/22	02-22	02/18/22	08-22			3500.00	.00	3500.00	
Check #: 051942 Check Date.: 02/18/22 Vendor I.D.: STO01 (STONY CREEK UNIFIED SCHOOL DISTRICT)											
C20210-	FEB 2022 RENT	02/10/22	02-22	02/18/22	08-22			100.00	.00	100.00	

Invoice No	Description	Due Date	Fiscal	Actual Period	Tm	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
											Vendor I.D.
Check #: 051943 Check Date.: 02/18/22 Vendor I.D.: THR00 (3CORE )											
1626-	COMMUNITY DEVELOPMENT SERVICES	01/31/22	02-22	02/18/22	08-22			1625.00	.00	1625.00	
Check #: 051944 Check Date.: 02/18/22 Vendor I.D.: USB02 (US BANK)											
463761437-	Equip. Maint.	02/20/22	02-22	02/18/22	08-22			375.25	.00	375.25	
Check #: 051945 Check Date.: 02/18/22 Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)											
C20215-	MONTHLY BILL FOR JAN 2022	02/15/22	02-22	02/18/22	08-22			6119.88	.00	6119.88	
Check #: 051946 Check Date.: 02/18/22 Vendor I.D.: VER02 (VERIZON WIRELESS)											
989822897-	TELEPHONE EXP. FOR DEC 27 2021 TO JAN 26 2022	02/09/22	02-22	02/18/22	08-22			207.00	.00	207.00	
Check #: 051947 Check Date.: 02/18/22 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)											
265880-	BROOM, KEYS AND WELD LINE	02/16/22	02-22	02/18/22	08-22	A		36.42	.00	36.42	
269150-	2 LOCKS	02/15/22	02-22	02/18/22	08-22	A		25.72	.00	25.72	
269355-	SPRAY LUBE FOR LIBRARY DOOR	02/16/22	02-22	02/18/22	08-22	A		6.96	.00	6.96	
269515-	2 CHAINS	02/17/22	02-22	02/18/22	08-22	A		3.22	.00	3.22	
269650-	SUPPLIES FOR PARK SHED FAUCET	02/07/22	02-22	02/18/22	08-22	A		12.26	.00	12.26	
								** Vendor's Subtotal ----->	84.58	.00	84.58
Check #: 051948 Check Date.: 02/18/22 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)											
78622-	PLANT FEE & INSECT CONTROL 5LBS	02/10/22	02-22	02/18/22	08-22			41.80	.00	41.80	
Check #: 051949 Check Date.: 02/18/22 Vendor I.D.: WRI00 (THE WRIGHT STUFF SAFETY TRIANING)											
792-	CPR TRAINING	02/15/22	02-22	02/18/22	08-22			550.00	.00	550.00	
								** Total Checks Paid ----->	53792.95	.00	53792.95





## ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD JANUARY 25, 2022

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit [www.cityofwillows.org](http://www.cityofwillows.org) for free PodBean recordings.

1. Mayor Domenighini called the meeting to order at 6:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Vice Mayor Hansen.

### **3. Roll Call:**

Council Members Present: Council Members Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

Council Members Absent:

Staff Present: City Manager Marti Brown Fire Chief Nathan Monck and City Clerk Tara Rustenhoven

**4. Changes to the Agenda:** No changes were made.

### **5. Public Comment & Consent Calendar Forum:**

#### **Public Comment**

Roberta Asbury had questions regarding the City Survey sent out by The Lew Edwards Group.

Rose Duncan, Willows Library Technician, asked council if the part-time employees could be considered for the Covid-19 Stipend.

Tom Brandon had comments regarding Roberta Asbury's questions on the Survey sent out by The New Edwards Group.

#### **Consent Calendar**

Council Member Williams asked for item 5a, e & f be pulled for discussion.

##### **a. Register Approval**

Approval of general checking, payroll & direct deposit check registers Z45408-Z45469, 39093-39127, 051812-051845.

Council Member Williams asked that this item be brought back due to a correction of a bill.

##### **b. Minutes Approval**

Approval of minutes of the Special/Regular City Council Meeting held on January 11, 2022 and the Special Meeting held on January 12, 2022.

##### **c. Covid 19 Prevention Program**

Authorize the City Manager to 1) Implement the attached Covid 19 Prevention Program (CPP) in accordance with CAL OSHA rules and regulations with concurrence of the City Attorney; and 2) Update the CPP as needed in-order-to comply with State regulations.

##### **d. Senate Bill 1383 Recycled-Content Paper Procurement Policy**

Approve the attached Recycled-Content Paper Procurement Policy as required by State Senate Bill 1383.

**Action:**

Motion: Vice Mayor Hansen/Second: Council Member Griffith

*Moved to approve the Consent Items 5b, c, and d as presented above.*

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

**e. Library Board of Trustees Appointment**

Consider the recommendation of the council appointed subcommittee of Mayor Domenighini and Councilmember Griffith to appoint the Library Board of Trustees, Ardythe Brandon, to the remainder of the term of former Board Member Robert Griffith, ending June 30, 2022.

Council Member Williams wanted to thank Ardythe for volunteering.

**Action:**

Motion: Council Member Williams/Second: Council Member Warren

*Moved to approve the Consent Items 5e as presented above and the following item(s).*

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

**f. City Swimming Pool Donation Sponsorships and Fundraising**

Authorize the City Manager, or her designee to 1) Increase the "Pool for a Half Day" donation from \$350 to \$500 per day; 2) Add a new sponsorship level of "Pool for a Half Day" donation of \$250; and 3) Discontinue other types of fundraising efforts.

Council Member Williams had questions about the fundraising and the cost of the postcards that are sent out. He would like this item to come back to the next council meeting.

By consensus, council asked to continue this item to the next meeting.

**6. Presentations:**

**a. Annual Update: State of the Fire Department**

Receive the presentation from Fire Chief Nathan Monck and provide Council & the public comments and feedback.

**10. Comments & Reports:**

- a. City Council Comments & Reports: Council gave comments/reports on activities and various meetings they attended.
- b. City Manager Report:
  - Wanted to acknowledge and apologize for the glitches regarding the survey.

**11. Adjournment:**

The Meeting was adjourned at 7:29 p.m.

Dated: February 23, 2022

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Tara Rustenhoven, City Clerk

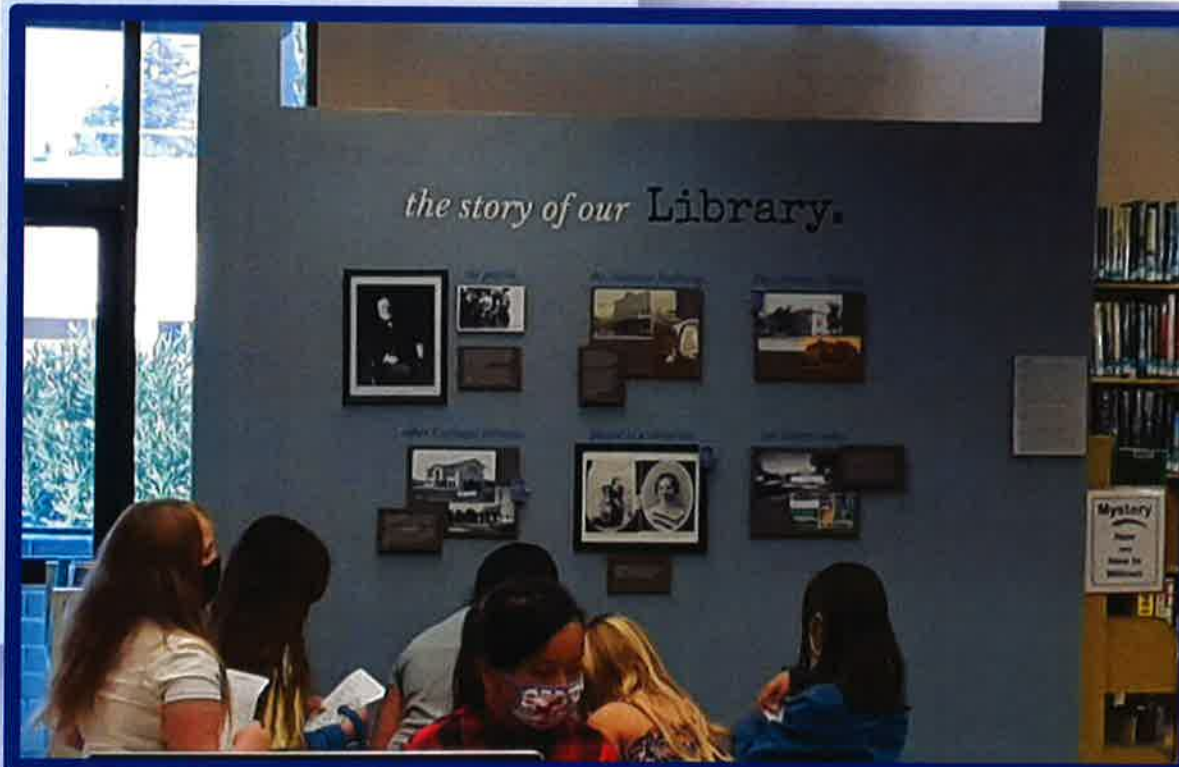


# PRESENTATIONS

# Willows Public Library



*the story of our* Library.



"I might fall if I try..."

"But what if you fly?"



**13,693**

Population we serve

**11,203**

Registered Users

**5,708**

City

**5,086**

County

**409**

Non-resident

# **BEYOND BOOKS**

**We are the community hub  
that closes the  
opportunity gap by connecting  
people to essential resources  
and services 24/7**



**The Library is a critical community resource and partner for mental and physical health**



**HEALTH &  
WELLBEING**

# Youth Services



**Family Literacy  
Learning Space**



# Grant Funding Highlights

- \$18,097 Zip Books (1,106 books & audiobooks)**
- \$10,380 First 5 Children's Services stipend**
- \$17,000 Home Connectivity Kits; Chromebooks & WIFI HotSpots**
- \$8,244 Library Broadband Connectivity support & Ebook Collection**
- \$5,000 Crisis Materials/Mental Health Grant**

GetSetUp catalog of  
over 500 classes  
exclusively for  
older adults

**GetSetUp**

Job & Career  
**Accelerator**<sup>™</sup>  
from LearningExpress

**coursera**



brainfuse  
**JobNow  
& VetNow**

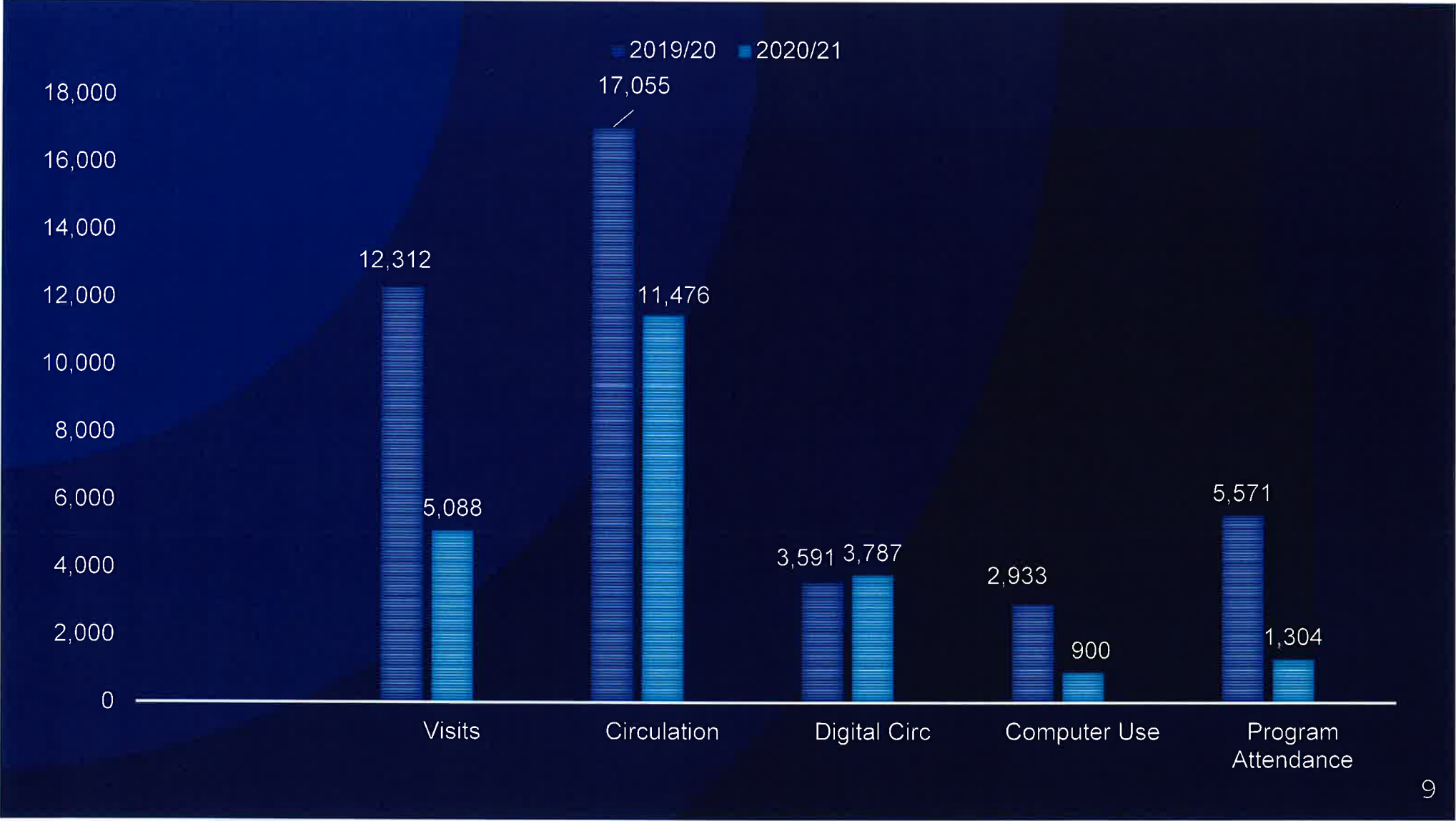


**SKILLSHARE**



**NORTHSTAR**  
DIGITAL LITERACY ASSESSMENT



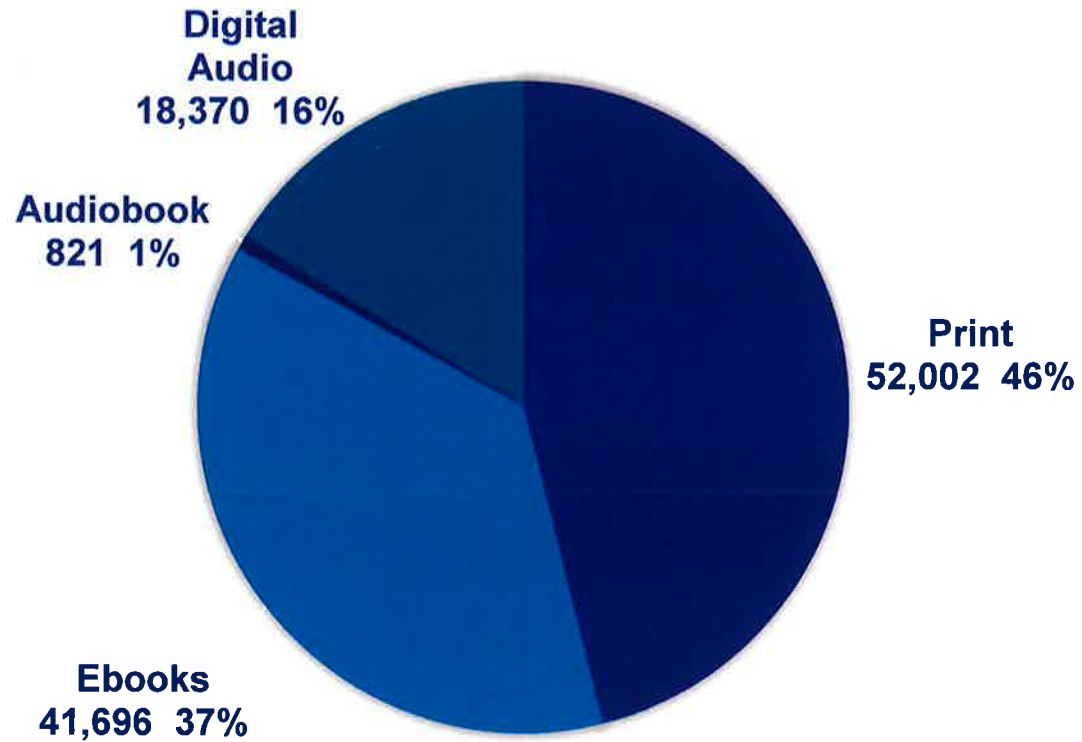


# Outdoor Programming



## Community Outreach

# Library Collection



# Library Staffing

	<b>Positions</b>	<b>Full-time</b>	<b>Part-time</b>
<b>2010</b> <b>36 open hrs/week</b>	Library Director (FT) Library Technician (1) Library Clerks (5)	2	5
<b>2021</b> <b>28 open hrs/week</b>	Library Director ( <i>20hrs/week in Willows</i> ) Library Technician (1 FT) Children's Librarian (1 PT) Library Clerks (4 PT)	1	6



““ This is a GREAT program!!!! I have used it several times!!! Willows Public Library has ordered everything that I have requested! We have a wonderful local library!!... Adele L.

&

*...I developed a love of reading as a child because my mom took my brother and I to the library as children. My love of reading continues to this day!  
Thank you Willows Library!!!*

Mindy O.



# DISCUSSION & AGENDA CALENDAR



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Date: March 1, 2022  
To: Honorable Mayor and City Council  
From: John Wanger, Interim Community Development Services Director/City Engineer  
Marti Brown, City Manager  
Subject: Pacific Avenue – Emergency Repairs

---

**Recommendation:**

1. By a four-fifth vote, ratify actions taken by staff to execute emergency repairs on Pacific Avenue; and
2. Approve the attached resolution retroactively authorizing the City Manager to pay Walberg Inc. for the completed emergency repairs on Pacific Avenue.

**Rationale for Recommendation:**

On Friday, February 18, 2022, a sink hole considered to be a serious threat to public health and safety was reported. It required immediate repairs that could not wait until the next City Council meeting. The completed repairs will exceed the City Manager’s budget authority and, therefore, require the passage of the attached emergency resolution.

**Background:**

On Friday, February 18, 2022, an emergency sink hole was reported. Based on an initial assessment by the Public Works Superintendent, it was determined that emergency repairs were immediately needed. The initial step was to assess the extent of the sink hole and its cause. Due to a shortage of Public Works staff, there were only 2 crew members working that day, the Interim Community Development Services Director instructed staff to contact Walberg Inc. to assist with the assessment and repairs.

By Friday afternoon, Walberg Inc. crews were on site and began to investigate. It was quickly noted that the sink hole was just above a City sewer line and there was a water leak patch within approximately 10 feet of the sink hole. Walberg crews excavated approximately 6 feet deep and found that the soil in the sewer trench was saturated and improperly compacted.

Based on field conditions, it appeared that water from the water main leak worked its way through the water service trench and, taking the path of least resistance, saturated the sewer trench. Due to the heavy saturation, the trench settled and caused the sink hole.

Repairs were immediately started on Friday and Walberg crews worked until 9 PM on Friday night to ensure the site was secure for the weekend. Crews returned on Tuesday February 22,

2022, to finish the repairs. Although the final invoice has not been received as of the writing of this staff report, it has been determined that costs should not exceed \$25,000.

**Discussion & Analysis:**

Based on the urgent need to repair the sink hole as soon as possible, formal contract documents and/or engineered plans were not practical. Due to a shortage of public works staff, staff contacted a local contractor (Walberg Inc.) to complete the work. Final costs have not been determined.

Typically, the City follows Section 3.05.090 for purchases or services over \$5,000, which generally follows the bidding procedures as outlined in the Public Contract Code. However, because of the nature of the emergency, Section 22050 of the Public Contract Code allows for alternative procedures in emergency situations. It requires the City to make certain findings and pass a resolution by a four-fifth vote. Staff determined that this was an emergency situation and a threat to public health and safety. Accordingly, City staff followed Section 22050. Staff is now bringing this to the Council's attention and recommending ratification on the actions taken.

Please note: The resolution must pass by at least a four-fifth vote to satisfy the emergency exemption from competitive bidding in the Public Contract Code. The attached resolution contains findings that the public interest and necessity demand immediate expenditure of public monies for the work carried out by Walberg Inc. Such findings are necessary to qualify for statutory and common law exemptions from competitive bidding requirements.

**Fiscal Impact:**

The final cost of this project should not exceed \$25,000 and the cost should be known within the week. As the repairs were in connection with the trench over the existing sewer line, costs associated with this repair will be funded through the City's Enterprise Fund (sewage).

**Attachment:**

1. Attachment 1: Resolution

RESOLUTION No. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
ADOPTING FINDINGS AND AUTHORIZING THE CITY MANAGER TO REIMBURSE WALBERG INC.  
FOR EMERGENCY WORK ASSOCIATED WITH THE PACIFIC AVENUE SINK HOLE**

**WHEREAS**, a sink hole materialized on Friday February 18, 2022, necessitating immediate emergency repairs; and

**WHEREAS**, due to shortage of City Public Works Crews, Walberg Inc. was contacted to assist the City with the needed repairs; and

**WHEREAS**, based on discussions with Walberg Inc, staff estimates that the cost of repairs will not exceed \$25,000; and

**WHEREAS**, Walberg Inc hold a valid California Contractors License (#763762) Class A that expires June 30, 2023.

**FINDINGS**

WHEREAS, the City Council of the City of Willows hereby finds as follows:

- A. Pursuant to California Public Contract Code Section 22168, the public interest and necessity demanded the immediate commencement of the above-described work on Pacific Avenue and the expenditure of public money for such work to safeguard life, health and property;
- B. Pursuant to California Public Contract Code Section 22050, substantial evidence as set forth in the staff report prepared concerning this resolution, and as set forth in this resolution, establishes that the emergency conditions on Pacific Avenue would not permit delay resulting from competitive solicitation for bids for the work, and such work was necessary to respond to the emergency conditions;
- C. Competitive bidding of the emergency work ordered on Pacific Avenue would have jeopardized the public health, safety and welfare, and risked further damage to public and potentially private property, and therefore competitive bidding of such work would not produce an advantage for the public;
- D. The emergency work ordered on Pacific Avenue is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 15269, subparagraphs (b), (c) and (d);

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS  
AS FOLLOWS:**

- 1. Award of contracts for the emergency work ordered on Pacific Avenue is exempt from California Public Contract Code competitive bidding requirements pursuant to California Public Contract Code Sections 20168 and 22050 and the established common-law doctrine articulated in the case of *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App. 3d 631.

2. The City Manager is hereby authorized and directed to pay Walberg Inc. for the performance of the emergency work described above at contract prices substantially in accordance with the estimated cost as specified above and on terms and conditions that are appropriate for such projects of general law cities, as approved by the City Attorney.
  
3. City staff are directed, in accordance with California Public Contract Code Section 22050(c)(1), to place on future regular agendas of the City Council an item concerning the contracts authorized pursuant to this resolution so that the Council may determine whether there is a need to continue the emergency work described above or whether such work may be terminated.
  
4. City staff are directed to file a notice of exemption concerning the emergency work ordered on Pacific Avenue with the Glenn County Clerk in accordance with California Code of Regulations Title 14, Section 15062.
  
5. This resolution shall become effective immediately.
  
6. Each portion of this resolution is severable. Should any portion of this resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section, subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 1<sup>st</sup> day of March 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

Larry Domenighini, Mayor

---

Tara Rustenhoven, City Clerk



---

Date: March 1, 2022  
To: Honorable Mayor and Councilmembers  
From: Jody Meza, Library Director  
Marti Brown, City Manager  
Subject: Library Grant Application

---

**Recommendation:**

Authorize the City Manager, or her designee, to submit a grant application in the amount of \$45,000 and to use \$15,000 from the City of Willows Library Impact Fee account as the local match in order to replace heating and air conditioning units in the Willows City Library.

**Rationale for Recommendation:**

The existing heating and air conditioning units that service the library are outdated and regularly fail requiring service and repairs. As a result, the building is unheated or uncooled for several hours or days at a time.

**Background:**

For the past few years, the Willows Library has regularly had problems in the winter and summer with its Heating, Ventilation and Air Conditioning (HVAC) system. In the winter, the HVAC may not properly heat the building and in the summer the HVAC frequently fails to cool the building.

**Discussion & Analysis:**

Unreliable heating and cooling presents a critical building maintenance issue as the Willows Library serves as an official "cooling center" site for the community during periods of extreme heat, as well as impacting the health and safety of library patrons and staff. The approximate cost to replace two 2-ton HVAC units is \$60,000 (based on a quote received from an HVAC installer).

It's worth noting that Library Impact Fees can only be used for capital improvements to the building that would benefit new (and existing) library service users. Replacing the HVAC unit, is a capital improvement and, therefore, Library Impact Fees may be used as the local matching funds for this grant.

**Fiscal Impact:**

The current Library Impact Fee account balance is \$140,000. By using \$15,000 of it for a local match for the grant, the balance would be reduced to \$125,000.





---

Date: March 1, 2022  
To: Honorable Mayor and Councilmembers  
From: Nate Monck, Fire Chief  
Marti Brown, City Manager  
Subject: Kanawha Fire Protection District – Fire Protection Services

---

**Recommendation:**

Authorize the City Manager, or her designee, to enter into an agreement with the Kanawha Fire Protection District (KFPD) to provide fire protection services to the District relying on volunteer Firefighters and at no charge to KFPD for a period of three months (from March 1 to June 1) for all calls in the KFPD south of County Road 45 and east of County Road 302.

**Rationale for Recommendation:**

The Kanawha Fire Protection District's Fire Chief recently and abruptly took medical leave and the District has only a handful of volunteers with no one prepared and/or qualified to temporarily step into the Fire Chief's position. The City of Willows Fire Department and Willows Rural Fire District are within the closest proximity to provide fire protection services to the Kanawha Fire Protection District.

**Background:**

The Kanawha Fire Protection District is a single station Special District located at 1709 County Road D Willows CA, 95988 with few volunteer personnel and yet, geographically, it is the largest in Glenn County. Despite its large size, much of the District is only accessible by traversing other fire jurisdictions (e.g., Artois, Elk Creek, and Willows Rural Fire Protection Districts, the City of Willows) – all of which, are better able to serve the geographic area of Kanawha.

Over the past few years, KFPD has had extreme difficulty responding to even routine emergency calls and the problem has continued to deteriorate, especially because the District has an extremely limited numbers of volunteers and a lack of command structure to facilitate effective emergency response. The majority of Kanawha volunteer Firefighters are either employed outside the District and unavailable for emergency response or do not live in the District resulting in a delayed response time.

The current Kanawha Interim Fire Chief has abruptly and unexpectedly been forced to take a medical leave of absence. There are no viable internal volunteers within the KFPD to assume the role and responsibilities of the Fire Chief. This loss of leadership – both operationally and administratively – has

taken its final toll and the District needs immediate assistance to endure these challenging times. As a result, the KFPD has requested automatic aid from the City of Willows, Willows Rural, Artois, and Elk Creek Fire Protection Districts while the Interim Fire Chief recovers.

**Discussion & Analysis:**

In 2021, the KFPD responded to 72 emergency calls for service, of those, 59 calls came from Cal Plant. Of those 59 calls for service at the Cal Plant, 51 were false alarms.

Under this agreement, the Willows Fire Department will provide emergency response using City of Willows and Willows Rural Fire District equipment staffed with Willows Volunteer Fire Department members only for routine emergency response. With the exception of large fires, the City of Willows paid Fire Engineers will remain available for response within the city limits of Willows and Willows Rural Fire Protection District. Under current mutual aid agreements, City paid Fire Engineers are already required to respond to large fires in Kanawha.

During this three-month period of automatic aid, at no point will a Kanawha Fire Protection District emergency call take precedence over an emergency call of similar scope and severity occurring in the City of Willows and/or Willows Rural Fire Protection District.

While the timetable for implementation is rushed, this short-term assistance to safeguard not only the citizens who reside in the KFPD as well as those Willows residents who travel through the District is consistent with Glenn County's historic "neighbor helping neighbor" philosophy and delivery of fire protection services.

**Fiscal Impact:**

To provide this three-month service, there is no quantifiable financial impact beyond the use of the City and Rural Fire District's apparatus and fuel, dispatch fees, as well as limited administrative support from the Willows Fire Department. Concurrently, the Willows Fire Chief will prepare a cost for service matrix in the event Kanawha Fire Protection District requires long term assistance from the City of Willows and Willows Rural Fire Protection District beyond June 1, 2022.

**Attachment:**

1. Attachment 1: Kanawha Fire Protection District Letter Requesting Services
2. Attachment 2: Glenn County Fire District Map

Kanawha Fire Protection District  
1709 County Rd D  
Willows, Ca. 95988

February 24, 2022

Willows Fire Department  
445 South Butte Street  
Willows, Ca. 95988

Subject: Automatic Aid Coverage Request

Atten: Chief Nathan Monck

Dear Chief Monck,

The Kanawha Fire Protection Board would like to request that the City of Willows Fire Department and/or Willows Rural Fire District respond automatic aid to any emergency calls east of County Road 302 and south of County Road 45. Kanawha Fire is currently unable to respond in a sufficient and timely manner due to multiple circumstances.

We would appreciate your assistance as our number one concern is our community and being able to help them when called upon. We would like this agreement to take place as soon as possible.

Please feel free to call me any time.

Respectfully yours,

Chief Sarah Steinhoff  
(530) 570-0543

# Glenn County: Fire Protection Districts

