



# Willows City Council Regular Meeting

July 23, 2024  
Willows City Hall  
6:00 PM

City Council  
Gary Hansen, Mayor  
Evan Hutson, Vice Mayor  
Rick Thomas, Council Member  
David Vodden, Council Member  
Forrest Sprague, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## Agenda

Watch the Council meeting online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/85859808423?pwd=1EJ4GMeFVIBLWltmj1oYKJQXryRvit.1>

Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL MATTERS**
  - a. **Proclamation** – Designation of Willows as a Purple Heart City

### 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: [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org).

#### a. Register Approval

Recommended Action: Approve general checking, payroll, and direct deposit check registers.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

#### b. Minutes Approval

Recommended Action: Approve the June 25 and June 26, 2024, meeting minutes.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

c. **Councilmember Liaison to the Chamber of Commerce**

Recommended Action: Appoint Councilmember Thomas as a liaison to the Chamber of Commerce.

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

7. **PUBLIC HEARING**

All matters in this section of the agenda are formal public hearings and will be acted on individually. Once the Mayor opens the public hearing, members of the public may request to speak. When you are called on by the Mayor, please state your name clearly for the audio recording. If you have any documentation that you would like to be distributed to the Council, please give it to the City Clerk for distribution.

a. **Public Hearing: Weed Abatement – Special Assessment**

Recommended Action: Upon conclusion of the public hearing, consider adoption of the attached resolution confirming costs of abatement and declaring them a special assessment as of August 2, 2024.

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

a. **141 North Crawford Street, Confirmation of Cost of Abatement**

Recommended Action: Consider and adopt resolution XX-2024, confirming the cost of abatement work that occurred at 141 N. Crawford, APN 001-152-007, in the amount of \$18,970.75 and placing aforementioned costs as a lien upon the property via Glenn County Tax assessments if not paid in full by August 2, 2024.

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

b. **FY 2023-24 Annual Sidewalk Maintenance Project**

Approve a Resolution authorizing the City Manager to execute an agreement with Rock Creek Construction Inc. for \$45,706 to construct sidewalk improvements in connection with the FY 2023-24 Annual Sidewalk Maintenance Project and establish an overall project budget of \$56,276.

Contact: Joe Bettencourt, Community Development & Services Director, [jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

c. **Potential Locations for a New Community Center**

Recommended Action: Discuss potential locations for a new community center on City-owned property, including Sycamore Park and others; and provide direction to staff for further research and/or follow up as necessary.

Requested and presented by: Councilmember Thomas  
Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

**d. Drought and Water Shortage Task Force**

Recommended Action: Appoint one Councilmember to the County of Glenn Drought and Water Shortage Task Force.

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

**10. COMMENTS & REPORTS**

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager's Report

**11. ADJOURNMENT**

**This agenda was posted on July 19, 2024.**

*Amos Hoover*

Amos Hoover, 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 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.*



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# CEREMONIAL MATTERS

*City of Willows*  
*Proclamation*  
*A Purple Heart City*

**WHEREAS**, the City of Willows in the state of California has always supported it's military veterans' population; and

**WHEREAS**, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge or Military Merit by General George Washington in 1782; and

**WHEREAS**, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

**WHEREAS**, the mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veterans members and their families, promote patriotism, support legislative initiatives, and most importantly make sure we never forget; and

**WHEREAS**, the City of Willows and surrounding community has a sufficient highly decorated veteran population including Purple Heart recipients; and

**WHEREAS**, the Veterans of Foreign Wars Post 1770 and the Veterans of Foreign Wars Auxiliary Post 1770 support the City of Willows in becoming a Purple Heart City; and

**WHEREAS**, the Willows citizens appreciate the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important to acknowledge them for their courage, and show them the honor and support they have earned.

**NOW THEREFORE BE IT RESOLVED**, I, Gary Hansen, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim the City of Willows A PURPLE HEART CITY and encourage the citizens of the City of Willows to show their appreciation for the sacrifices of the Purple Heart recipients in defending our freedom, to acknowledge their courage, and to show them the honor and support they have earned.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this 23rd day of July 2024.

\_\_\_\_\_  
Gary Hansen, Mayor





# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**



	<u>PERIOD</u>		
	6/19/2024	TO	7/5/2024
Payroll	698	TO	762
Payroll Register	40933	TO	40940
Check Register	54563	TO	54640

APPROVAL DATE **7/23/2024**

APPROVED \_\_\_\_\_



City of Willows

# Check Register

Packet: APPKT00232 - 6-19-24 CHECK RUN

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Gen Chk-General Checking</b>						
1004	3CORE	06/19/2024	Regular	0.00	250.00	54563
1158	BYWATER	06/19/2024	Regular	0.00	3,090.00	54564
1243	CITY OF ORLAND	06/19/2024	Regular	0.00	534.36	54565
1255	COASTLAND CIVIL ENGINEERI	06/19/2024	Regular	0.00	4,359.05	54566
1277	CORNING LUMBER WILLOWS	06/19/2024	Regular	0.00	170.26	54567
1539	HINDERLITER DELLAMAS & AS	06/19/2024	Regular	0.00	3,024.35	54568
1551	HUMANA DENTAL/VISION	06/19/2024	Regular	0.00	628.83	54569
1552	HUNT & SONS, INC.	06/19/2024	Regular	0.00	169.61	54570
2432	IMPERIAL COUNTY OFFICE OF EDUC	06/19/2024	Regular	0.00	2,952.90	54571
1566	INFRAMARK, LLC	06/19/2024	Regular	0.00	224,324.96	54572
1564	ITF - INDUSTRIAL TRUCK & FARM	06/19/2024	Regular	0.00	172.27	54573
2431	JANA BABER	06/19/2024	Regular	0.00	491.26	54574
1606	JEREMY'S PEST STOMPERS	06/19/2024	Regular	0.00	55.00	54575
1760	MATSON & ISOM TECHNOLOGY	06/19/2024	Regular	0.00	4,609.00	54576
1763	MAXIMUM SECURITY SYSTEMS	06/19/2024	Regular	0.00	60.00	54577
1775	MICHAEL MINGS	06/19/2024	Regular	0.00	100.00	54578
2312	NAPA AUTO PARTS	06/19/2024	Regular	0.00	24.16	54579
1143	PEDRO BOBADILLA	06/19/2024	Regular	0.00	576.92	54580
1917	PG & E	06/19/2024	Regular	0.00	259,134.89	54581
2430	RIA COLLABORATORIES INC	06/19/2024	Regular	0.00	4,000.00	54582
2041	SACRAMENTO VALLEY MIRROR	06/19/2024	Regular	0.00	82.80	54583
2433	VESTIS	06/19/2024	Regular	0.00	2,332.30	54584
2284	WILLDAN	06/19/2024	Regular	0.00	3,260.00	54585
2295	WILLOWS ACE HARDWARE	06/19/2024	Regular	0.00	617.18	54586
2308	WILLOWS AUTOMOTIVE	06/19/2024	Regular	0.00	2,311.68	54587
2282	WILLOWS HARDWARE, INC.	06/19/2024	Regular	0.00	45.48	54588

**Bank Code Gen Chk Summary**

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	62	26	0.00	517,377.26
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>62</b>	<b>26</b>	<b>0.00</b>	<b>517,377.26</b>



City of Willows

# Check Register

Packet: APPKT00233 - PAYROLL AP CHECK RUN 06.19.24

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Gen Chk-General Checking</b>						
1029	AFLAC- FLEX ONE	06/19/2024	Regular	0.00	792.48	54589
1194	CALIFORNIA STATE DISBURSE	06/19/2024	Regular	0.00	162.92	54590
1650	FIRE RISK MANAGEMENT SERVICES	06/19/2024	Regular	0.00	22,014.43	54591
1551	HUMANA DENTAL/VISION	06/19/2024	Regular	0.00	1,273.86	54592
2223	UNITED PUBLIC EMPLOYEES A	06/19/2024	Regular	0.00	256.41	54593

**Bank Code Gen Chk Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	5	0.00	24,500.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>27</b>	<b>5</b>	<b>0.00</b>	<b>24,500.10</b>



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 6/3/2024-6/16/2024

Packet: PYPKT00236 - PAY PERIOD 06/03/24 to 06/16/24

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
ABOLD, STEVEN B	<a href="#">ABO00</a>	06/21/2024	717	1,930.11
ARELLANES, ASHLEY MARIE	<a href="#">ARE00</a>	06/21/2024	703	1,433.61
BERGLUND, ADESSA	<a href="#">BER02</a>	06/21/2024	710	83.25
BERGLUND, SOPHIA	<a href="#">BER01</a>	06/21/2024	711	79.97
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	06/21/2024	722	4,690.62
BRIONES, BRENDA VALENZU	<a href="#">BRI00</a>	06/21/2024	704	336.00
BROWN, MARTHA	<a href="#">BRO01</a>	06/21/2024	698	5,676.92
CANO, GABRIELA M	<a href="#">CAN01</a>	06/21/2024	40934	16.00
CHRISTY, ALISHA	<a href="#">CHR00</a>	06/21/2024	40937	79.97
COBB, EMMA	<a href="#">COB02</a>	06/21/2024	712	79.97
EHORN, CAITLIN A	<a href="#">EHO02</a>	06/21/2024	705	1,588.65
ENOS, KYLE	<a href="#">ENO00</a>	06/21/2024	713	2,627.40
FUENTES, JAIME	<a href="#">FUE01</a>	06/21/2024	714	3,900.48
GAMBOA, YADIRA	<a href="#">GAM00</a>	06/21/2024	706	360.00
HARLAN, HELEN	<a href="#">HAR03</a>	06/21/2024	709	288.00
HAZLETT, ROBIN	<a href="#">HAZ01</a>	06/21/2024	699	1,948.62
HUTSON, EVAN C	<a href="#">HUT01</a>	06/21/2024	715	854.88
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	06/21/2024	716	2,413.57
MCDERMOTT, ELLA G	<a href="#">MCDE01</a>	06/21/2024	40935	16.00
MINGS, MICHAEL E	<a href="#">MIN00</a>	06/21/2024	718	2,106.73
MONCK, NATHANIAL T	<a href="#">MON00</a>	06/21/2024	723	4,651.38
MOORE, JOANNE	<a href="#">MOO01</a>	06/21/2024	700	3,940.15
MOUA, MICHAEL	<a href="#">MOU01</a>	06/21/2024	40936	74.25
PFYL, NATISA N	<a href="#">PFY00</a>	06/21/2024	724	2,961.51
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	06/21/2024	719	1,789.00
REED, JOSHUA	<a href="#">REE00</a>	06/21/2024	720	1,982.23
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	06/21/2024	701	2,406.92
SPENCE, KYLIEGH C	<a href="#">SPE02</a>	06/21/2024	707	560.00
VARGAS, GIOVANI	<a href="#">VAR00</a>	06/21/2024	708	592.00
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	06/21/2024	721	2,130.69
VASQUEZ, KARISSA	<a href="#">VAS02</a>	06/21/2024	702	288.00
VODDEN, DAVID	<a href="#">VOD00</a>	06/21/2024	40933	250.00
			<b>Totals:</b>	<b>52,136.88</b>



City of Willows

# Check Register

Packet: APPKT00238 - AP CHECK RUN 7-2-24

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Gen Chk-General Checking</b>						
1008	A.T. & T.	07/02/2024	Regular	0.00	1,105.94	54595
2350	AMOS HOOVER	07/02/2024	Regular	0.00	3,460.00	54596
1172	CALIFORNIA WATER SERVICE	07/02/2024	Regular	0.00	106.71	54597
1243	CITY OF ORLAND	07/02/2024	Regular	0.00	25,763.66	54598
1255	COASTLAND CIVIL ENGINEERI	07/02/2024	Regular	0.00	90,443.75	54599
	**Void**	07/02/2024	Regular	0.00	0.00	54600
1261	COMCAST CABLE	07/02/2024	Regular	0.00	265.29	54601
1261	COMCAST CABLE	07/02/2024	Regular	0.00	310.63	54602
1275	CORBIN WILLITS SYSTEMS	07/02/2024	Regular	0.00	518.96	54603
1277	CORNING LUMBER WILLOWS	07/02/2024	Regular	0.00	37.71	54604
1308	DAHLMEIER INSURANCE AGENC	07/02/2024	Regular	0.00	60,326.00	54605
1325	DEMCO, INC.	07/02/2024	Regular	0.00	517.42	54606
1534	HI-TECH EMERGENCY VEHICLE	07/02/2024	Regular	0.00	4,352.28	54607
1564	ITF - INDUSTRIAL TRUCK & FARM	07/02/2024	Regular	0.00	2.58	54608
2363	LACO ASSOCIATES	07/02/2024	Regular	0.00	11,743.23	54609
1680	LANNIE'S SEPTIC TANK SERV	07/02/2024	Regular	0.00	289.58	54610
1760	MATSON & ISOM TECHNOLOGY	07/02/2024	Regular	0.00	139.86	54611
1770	MENDES SUPPLY COMPANY	07/02/2024	Regular	0.00	155.04	54612
1810	MUNICIPAL EMERGENCY SERVI	07/02/2024	Regular	0.00	3,438.99	54613
2312	NAPA AUTO PARTS	07/02/2024	Regular	0.00	67.53	54614
1832	NEXGEN UTILITY MANAGEMENT	07/02/2024	Regular	0.00	49,650.00	54615
2373	ODP BUSINESS SOLUTIONS	07/02/2024	Regular	0.00	26.52	54616
1877	ORLAND SAW & MOWER	07/02/2024	Regular	0.00	1,406.14	54617
2437	PAVEMENT COATING CO	07/02/2024	Regular	0.00	315,132.97	54618
1143	PEDRO BOBADILLA	07/02/2024	Regular	0.00	576.92	54619
1917	PG & E	07/02/2024	Regular	0.00	17,329.07	54620
	**Void**	07/02/2024	Regular	0.00	0.00	54621
	**Void**	07/02/2024	Regular	0.00	0.00	54622
	**Void**	07/02/2024	Regular	0.00	0.00	54623
2390	QUENCH USA, INC	07/02/2024	Regular	0.00	63.28	54624
1978	REGIONAL GOVERNMENT SERVI	07/02/2024	Regular	0.00	1,966.92	54625
2342	ROBERT BURT CONSTRUCTION	07/02/2024	Regular	0.00	20,282.74	54626
2041	SACRAMENTO VALLEY MIRROR	07/02/2024	Regular	0.00	699.20	54627
2044	SAFETY TIRE SERVICE	07/02/2024	Regular	0.00	4,174.18	54628
2380	STATE WATER RESOURCES CONTRO	07/02/2024	Regular	0.00	841.50	54629
2334	STREAM IT NETWORKS LLC	07/02/2024	Regular	0.00	85.00	54630
2132	SUN LIFE FINANCIAL	07/02/2024	Regular	0.00	1,076.49	54631
1439	THE FIRST CHOICE COFFEE S	07/02/2024	Regular	0.00	45.00	54632
1567	THE INKWELL	07/02/2024	Regular	0.00	1,010.74	54633
1798	UBEO WEST, LLC	07/02/2024	Regular	0.00	334.42	54634
2396	US BANK TFM	07/02/2024	Regular	0.00	548,442.98	54635
2435	VERONICA HERRERA	07/02/2024	Regular	0.00	2,500.00	54636
2433	VESTIS	07/02/2024	Regular	0.00	317.02	54637
2260	WAL-MART COMMUNITY - CREDIT C	07/02/2024	Regular	0.00	453.37	54638
2295	WILLOWS ACE HARDWARE	07/02/2024	Regular	0.00	57.65	54639
2290	WILLOWS UNIFIED SCHOOL DISTRIC	07/02/2024	Regular	0.00	1,825.82	54640



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 6/17/2024-6/30/2024

Packet: PYPKT00245 - PAY PERIOD 06/17-24 to 06/30/24

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
ABOLD, STEVEN B	<a href="#">ABO00</a>	07/05/2024	755	2,130.11
ARELLANES, ASHLEY MARIE	<a href="#">ARE00</a>	07/05/2024	736	1,398.65
BERGLUND, ADESSA	<a href="#">BER02</a>	07/05/2024	746	656.75
BERGLUND, SOPHIA	<a href="#">BER01</a>	07/05/2024	747	719.69
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	07/05/2024	760	4,750.62
BOBADILLA, PEDRO D	<a href="#">BOB00</a>	07/05/2024	744	50.00
BOBADILLA, TRISTAN	<a href="#">BOB01</a>	07/05/2024	743	432.00
BRIONES, BRENDA VALENZU	<a href="#">BRI00</a>	07/05/2024	737	320.00
BROTT, SHERRY	<a href="#">BRO02</a>	07/05/2024	731	50.00
BROWN, MARTHA	<a href="#">BRO01</a>	07/05/2024	728	5,676.92
CHRISTY, ALISHA	<a href="#">CHR00</a>	07/05/2024	40940	559.76
COBB, EMMA	<a href="#">COB02</a>	07/05/2024	748	639.72
EHORN, CAITLIN A	<a href="#">EHO02</a>	07/05/2024	738	1,468.00
EHORN, MARIA ANNETTE	<a href="#">EHO00</a>	07/05/2024	732	50.00
ENOS, KYLE	<a href="#">ENO00</a>	07/05/2024	750	4,031.31
FLOWERDEW, NICK	<a href="#">FLO00</a>	07/05/2024	749	360.00
FUENTES, JAIME	<a href="#">FUE01</a>	07/05/2024	751	2,586.50
GAMBOA, YADIRA	<a href="#">GAM00</a>	07/05/2024	739	352.00
HANSEN, GARY L	<a href="#">HAN02</a>	07/05/2024	725	250.00
HARLAN, HELEN	<a href="#">HAR03</a>	07/05/2024	745	1,008.00
HAZLETT, ROBIN	<a href="#">HAZ01</a>	07/05/2024	729	1,988.62
HUTSON, EVAN C	<a href="#">HUT01</a>	07/05/2024	752	250.00
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	07/05/2024	753	2,674.82
MINGS, MICHAEL E	<a href="#">MIN00</a>	07/05/2024	756	2,057.96
MONCK, NATHANIAL T	<a href="#">MON00</a>	07/05/2024	761	4,651.38
MOORE, JOANNE	<a href="#">MOO01</a>	07/05/2024	730	4,040.15
MOUA, MICHAEL	<a href="#">MOU01</a>	07/05/2024	40939	371.25
MYERS, HOLLY	<a href="#">MEY00</a>	07/05/2024	733	50.00
PETERICH, JOHN	<a href="#">PET01</a>	07/05/2024	754	211.44
PFYL, NATISA N	<a href="#">PFY00</a>	07/05/2024	762	3,001.51
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	07/05/2024	757	1,757.60
REED, JOSHUA	<a href="#">REE00</a>	07/05/2024	758	1,757.60
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	07/05/2024	735	2,446.92
SILVA, EMILY M	<a href="#">SIL00</a>	07/05/2024	740	88.00
SPENCE, KYLIEGH C	<a href="#">SPE02</a>	07/05/2024	741	544.00
SPRAGUE, FORREST	<a href="#">SPR00</a>	07/05/2024	726	250.00
THOMAS, RICHARD	<a href="#">THO00</a>	07/05/2024	727	250.00
VALENCIA, LLANIRA	<a href="#">VAL01</a>	07/05/2024	734	50.00
VARGAS, GIOVANI	<a href="#">VAR00</a>	07/05/2024	742	592.00
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	07/05/2024	759	2,170.69
VODDEN, DAVID	<a href="#">VOD00</a>	07/05/2024	40938	250.00
			<b>Totals:</b>	<b>56,943.97</b>



# Willows City Council Regular Meeting Action Minutes

Agenda Item #6b.

June 25, 2024  
Willows City Hall  
6:00 PM

City Council  
Gary Hansen, Mayor  
Evan Hutson, Vice Mayor  
Rick Thomas, Council Member  
David Vodden, Council Member  
Forrest Sprague, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## 1. CALL TO ORDER – 6:00 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Hansen, Vice Mayor Hutson, and Councilmembers Thomas, Sprague, and Vodden

Councilmembers Absent: None

## 4. CHANGES TO THE AGENDA

Moved Item #7a up immediately following the consent calendar agenda.

## 5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

### b. Minutes Approval – Pulled by Councilmember Sprague

Action: Approved the May 29, and June 11, 2024, meeting minutes with amendments.

### c. Prentice Long Contract Amendment to Comprehensively Update the Willows Municipal Code – Pulled by Councilmember Vodden

Action: Authorized the City Manager to amend the contract with Prentice Long for a time extension until December 31, 2024, to complete comprehensively updating the City of Willow Municipal Code.

**Moved/Seconded:** Councilmembers Vodden and Sprague

**Yes:** Councilmembers Thomas, Sprague, Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** None

## 6. PUBLIC HEARING

### a. Landscaping and Lighting Special Assessment District – Authorization to Levy Assessments

Action: Conducted a public hearing and approved the Engineer’s Report as filed, confirming the assessment diagram and amounts and authorizing the levy and collection of assessments for the Fiscal Year 2024-25.

Public Hearing Open: 6:33PM, Closed 6:33PM

**Moved/Seconded:** Councilmember Thomas and Vice Mayor Hutson

**Yes:** Councilmembers Thomas, Sprague, Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** None

**b. Master Fee Schedule Update**

Action: Held a public hearing and approved the proposed updates to the Master Fee Schedule to begin September 1, 2024.

Public Hearing Open: 7:24PM, Closed 7:28PM

Public Comment: Doug Ross

**Moved/Seconded:** Councilmembers Thomas and Vodden

**Yes:** Councilmembers Thomas, Sprague, Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** None

**7. DISCUSSION AND ACTION CALENDAR**

**a. SB 1 Transportation Funds – Project List for FY 2024-25**

Action: Approved the FY 24-25 Road Maintenance and Rehabilitation Account (RMRA) project list and directed staff to review the list for possible amendments in the future.

**Moved/Seconded:** Vice Mayor Hutson and Councilmember Sprague

**Yes:** Councilmembers Thomas, Sprague, Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** None

**8. COMMENTS & REPORTS**

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager’s Report

**9. ADJOURNMENT - 8:35PM**

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Amos Hoover, City Clerk



# Willows City Council Special Meeting Action Minutes

June 26, 2024  
Willows City Hall  
2:00 PM

City Council  
Gary Hansen, Mayor  
Evan Hutson, Vice Mayor  
Rick Thomas, Council Member  
David Vodden, Council Member  
Forrest Sprague, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## 1. CALL TO ORDER – 2:00 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Hansen, Vice Mayor Hutson, and Councilmembers Thomas, Sprague, and Vodden

Councilmembers Absent: None

## 4. PUBLIC COMMENT

Dan Gupton

## 5. FY 2024-25 BUDGET APPROVAL

Action: Approved the FY2024-25 budget.

Public Comment: Robin Hazlett, Doug Ross

**Moved/Seconded:** Vice Mayor Hutson and Councilmember Vodden

**Yes:** Councilmembers Thomas and Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** Councilmember Sprague

## 6. FY 2024-25 APPROPRIATIONS LIMIT

Action: Approved a resolution establishing the FY 2024-25 Appropriations Limit.

**Moved/Seconded:** Councilmembers Thomas and Vodden

**Yes:** Councilmembers Thomas and Vodden, Vice Mayor Hutson, and Mayor Hansen

**No:** Councilmember Sprague

## 7. ADJOURNMENT - 4:23PM

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Amos Hoover, City Clerk



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Date: July 23, 2024  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: Council Liaison to City of Willows Chamber of Commerce

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**Recommendation:**

It is recommended that Councilmember Thomas be appointed as a Council liaison to the City of Willows Chamber of Commerce.

**Rationale for Recommendation:**

At a prior City Council meeting, members of the City Council demonstrated an interest in developing a stronger relationship between the City and the Chamber of Commerce. Based on Councilmember Thomas's historic participation and membership in the Chamber, members of the Council supported his appointment as the City Council liaison.

**Background:**

The City Council strongly supports increased economic development, business growth and private investment in the community. Members of the Council have on more than one occasion commented that they would like the Chamber of Commerce to play a greater role in business development and provide supportive services to local businesses.

**Discussion & Analysis:**

In an effort to increase the Chamber of Commerce's role in supporting existing and new businesses, the Council has a demonstrated interest in helping the Chamber to improve upon its service delivery and strengthen its relationship with the City by appointing a Council liaison to the Chamber of Commerce. Given his long-standing history and working relationship with the Chamber, it is recommended that Councilmember Thomas be appointed to this role.

**Consistency with Council Priorities and Goals:**

The proposed action is consistent with Council Priority #2: Economic Development by helping to create a thriving business environment that attracts new businesses and supports existing ones.

**Fiscal Impact:**

There is no fiscal impact by approving the recommended action.



# PUBLIC HEARING



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Date: July 23, 2024  
To: Honorable Mayor and Councilmembers  
From: Nathan Monck, Fire Chief  
Marti Brown, City Manager  
Subject: Public Hearing: Weed Abatement - Special Assessment

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**Recommendation:**

Upon conclusion of the public hearing, consider adoption of the attached resolution confirming costs of abatement and declaring them a special assessment as of August 2, 2024.

**Rationale for Recommendation:**

The abatement process was previously outlined and approved by the City Council, and the public hearing affords members of the public to contest charges associated with weed abatement activities.

**Background:**

On April 23, 2024, the City Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance. The Fire Department surveyed the areas in town that had nuisance and abatement issues. Property owners were notified that they must remove the nuisance, or the City would perform the task and bill the property owner accordingly.

**Discussion & Analysis:**

In accordance with the California Administrative Code, a public hearing is required prior to the adoption of the resolution confirming the cost of weed abatement and declaring those cost a lien against those properties on which work was performed. The purpose of this hearing is to discuss the cost of abatement only. The hearing on protesting and ordering abatement was held on May 14, 2024. The notice of public hearing was published in the local newspaper of general circulation.

Twenty-eight properties were abated during the 2024 Weed Abatement Process. Eighteen of the properties abated were owned by absentee property owners who do not live in the Willows area.

**Consistency with Council Priorities and Goals:**

The recommended action is consistent with Priority #3: Public Safety by ensuring the community's public safety through weed/nuisance abatement of city properties, as well as maintaining a high Insurance Services Office (ISO) rating that helps to maintain lower property insurance costs.

**Fiscal Impact:**

Abated properties have been billed to the property owner including a 25% administration fee. For those property owners that do not pay the cost of abatement, a lien will be placed against the property and will appear on their county tax statement.

**Attachments:**

- Attachment 1: 2024 Weed Abatement Resolution confirming costs of abatement and declaring them a special assessment
- Attachment 2: 2024 Weed Abatement list of properties and cost



**City of Willows  
Resolution xx-2024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONFIRMING COSTS OF  
ABATEMENTS AMENDED AND DECLARING THEM A SPECIAL ASSESSMENT**

**WHEREAS**, the parcels listed and adopted by resolution were declared a nuisance and ordered to abate as of the Council meeting of April 23, 2024; and

**WHEREAS**, the required notices as set forth in Section 39500 through 39588 of the Government Code have been sent as required by law; and

**WHEREAS**, the owners of said parcels have an opportunity to protest at public hearing on May 14th 2024.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Willows held the required public protest hearing on July 23rd, 2024, and hereby confirms the costs of abatement as described in Exhibit A attached herein and hereby declares those costs as a lien upon the property if full payment is not received by August 2nd 2024.

PASSED AND ADOPTED by the City Council of the City of Willows this 23rd day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Gary Hansen, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk

Abated Properties

Attachment 2

Physical Address	Type	Add	Location	add2	APN#	COST
2nd Parcel South of 199 N Humboldt	Weed		Whole Parcel		001-010-027	\$2,275.00
343 N Humboldt	Weed		Whole Parcel		001-032-018	\$812.50
South of 343 N Humboldt	Weed		Whole Parcel		001-032-026	\$406.25
1329 or 1341 W Sycamore	Weed		Whole Parcel		001-051-005	\$741.00
750 S Tehama	Weed		Whole Parcel		001-103-004	\$776.25
710 S Tehama	Weed		Front	Side	001-103-002	\$776.25
158 1/2 Fern	Weed		Alleyway		001-121-012	\$406.25
141N Crawford	Weed		Alleyway		001-152-007	\$735.00
327 N Culver	Weed		Alleyway		001-191-004	\$406.25
203 N Merrill	Weed		Alleyway		001-203-001	\$406.25
143 S Shasta	Weed		Front	Rear	002-171-007	\$406.25
548 S Plumas	Weed		Front	Rear	002-271-002	\$406.25
612 S Plumas	Weed		Rear	Alleyway	002-281-004	\$406.25
342 W Cedar	Weed		Side	Alleyway	002-281-016	\$406.25
100 N Tehama	Weed		Whole Parcel		003-042-002	\$776.25
141 S Tehama	Weed		Alleyway		003-051-013	\$406.25
151 S Tehama	Weed		Alleyway		003-051-017	\$406.25
	Weed		Side		003-062-001	\$406.25
143 N Yolo	Weed		Whole Parcel		003-102-008	\$10,014.67
251 S Sacramento	Weed		Alleyway	Front	003-122-009	
120 S Sacramento	Weed		Alleyway		003-171-005	\$406.25
246 S Sacramento	Weed		Front	Alleyway	003-181-001	\$406.25
3rd Lot south of Green St on We	Weed		Front	Rear	005-275-010	\$736.25
746 N Lassen	Weed		Alleyway		005-276-002	\$406.25
691 N Butte	Weed		Alleyway		005-282-029	\$406.25
450 Adams	Weed		Front	Alleyway	005-384-017	\$406.25
450 N Plumas	Weed		Front	Alleyway	005-401-002	\$406.25
428 N Plumas	Weed		Front	Alleyway	005-401-004	\$406.25



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# DISCUSSION & ACTION CALENDAR



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Date: July 23, 2024  
To: Honorable Mayor and Councilmembers  
From: Nathan Monck, Fire Chief  
Marti Brown, City Manager  
Subject: 141 North Crawford Street, Confirmation of Cost of Abatement

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**Recommendation:**

Consider and adopt Resolution XX-2024, confirming the cost of abatement work that occurred at 141 North Crawford Street, APN 001-152-007, in the amount of \$18,970.75 and placing a lien on the property via the Glenn County tax roll if not paid in full by August 2, 2024.

**Rationale for Recommendation:**

Extensive code enforcement actions were undertaken at 141 North Crawford Street. Considerable resources were employed to abate the property, including hiring a contractor to clean it up. To date, the property owner, Mr. Wang, has made very little to no effort to abate the property.

**Background:**

On May 17, 2023, Mr. Wang pulled a demolition permit for the structure at 141 North Crawford Street (Attachment 1). On November 8, 2023, the Willows Fire Department issued an official notice of violation of 141 North Crawford Street (Attachment 2). The notice outlined the presence of multiple code enforcement violations (WMC § 8.10.020 (2B), WMC § 08.10.020 (2F), WMC § 08.10.020 (2H), WMC § 08.10.020 (2K), WMC § 8.10.020 (23). The notice also outlined the protest process, and that the property owner is required to provide a written plan of correction to the City of Willows no later than December 1, 2023, and that all code enforcement violations should be corrected by January 5, 2024.

On November 28, 2023, Chief Monck contacted Mr. Wang via telephone as no response had been received. Mr. Chang provided the department with an email address and an electronic copy of the notice was sent. Mr. Chang stated that he would have a written plan of correction to the department no later than December 1, 2023. On December 11, no plan of correction had been received and a voicemail was left for Mr. Change by the Fire Chief.

On December 12, 2023, contact was made via telephone with the property owner. Mr. Chang stated that the building would be torn down no later than December 19, 2023. He was directed to send a written plan of correction by the end of business day or a \$500 per day penalty would accrue for failure to provide written plan of correction (as permitted under the Willows Municipal Code (WMC)).

On December 13, a second notice of violation was issued with a \$500 per day fine assessed for failure to provide a written plan of correction (Attachment 3). Chief Monck received a text message from Mr. Wang on December 13, 2023, stating that the property would be cleaned up no later than December 25, 2023 (Attachment 4).

On December 26 and 29, Chief Monck inspected the Property and no change in the property's condition was observed. Mr. Wang texted Chief Monck on December 29 stating "The building will be down by next Friday" (January 5, 2024).

The Property was inspected on January 5 and 7, 2024, and no noticeable progress was found. On January 8, 2024, Chief Monck issued a 3<sup>rd</sup> violation notice assessing \$500 per day per violation, a total of \$2500 per day (Attachment 5). After receipt of the 3<sup>rd</sup> violation, Mr. Wang texted Chief Monck stating the house would be down by January 10, 2024. Chief Monck again inspected the property on January 10 and found no noticeable progress. On January 12, Chief Monck received a text message from the unlicensed contractor that they were at the property working (Attachment 6). An inspection was performed, and work had finally begun. On January 19, the physical structure had been demolished but a significant amount of rubble and debris was still on the property (Attachment 7).

On February 12, 2024, Chief Monck emailed Mr. Wang and advised him that there was still considerable amounts of rubble and debris present at the site. It needed to be cleaned up and fines continued to accrue (Attachment 8). The property was inspected multiple times in the month of February with limited improvement. On March 13, a fourth violation notice was issued stating that the city would be forced to take action should the property not comply with the municipal code by April 1, 2024 (Attachment 9).

On April 1, 2024, a 72-hour notice of summary abatement was issued and posted at the property as required (Attachment 10). On April 8, multiple hazards still existed at the property (Attachment 11) and were abated by the City Contractor. The property was brought into compliance and fines ceased (Attachment 12).

On April 12, 2024, an invoice was emailed to Mr. Wang for the code enforcement action, and he was directed to contact City Manager Brown regarding any concerns and to schedule a payment plan if needed (Attachment 13). On May 21, Mr. Wang was emailed concerning the status, as no attempt to contact City Manager Brown or myself had been made. Mr. Wang indicated that he was going to seek legal counsel as he could not afford the fines.

**Discussion & Analysis:**

As demonstrated by the documentation, Mr. Wang was given ample opportunity throughout the code enforcement process to address the issues at his property over the course of nearly 6 months and was issued 5 notices of violation for which he confirmed receipt. Throughout the enforcement actions multiple phone, email and texts conversations were had concerning the property. On multiple occasions, Fire Chief Monck granted leniency and time extensions as Mr. Wang promised repeatedly that the property would be abated and not require further City action.

Since the goal of code enforcement is voluntary compliance, staff recommend recovery of the actual cost of the code enforcement action and abatement in the amount of \$18,970.75 and forego collecting the additional penalties and fines that were issued.

The council is required to hold a public hearing to confirm the actual cost of abatement, allow the property owner to protest, and potentially place the cost of the enforcement action on the FY2024-2025 tax rolls as a lien on the property. As property maintenance is the responsibility of the property owner, costs associated with code enforcement actions should be the responsibility of those whose negligence caused the action and abatement - not the Willows taxpayer.

**Consistency with Council Priorities and Goals:**

The recommended action is consistent with Council Priority #3: Public Safety by ensuring the community's public safety through weed/nuisance abatement of city properties, as well as Priority #1: Financial Stability by protecting the General Fund from undue costs that are the responsibility of private property owners.

**Fiscal Impact:**

The total cost to abate the property located at 141 North Crawford Street, APN 001-152-007, was \$18,970.75. This includes Fire Department staff time and fees paid to the Contractor for clean-up. Should the Council reject adopting the attached resolution, the City's General Fund will be burdened by this expense, and it will be reduced by an additional \$18,970.75.

**Attachments:**

- Attachment 1: Resolution XX-2024
- Attachment 2: Demolition Permit
- Attachment 3: First Notice of Violation
- Attachment 4: Second Notice of Violation
- Attachment 5: Text Message w/Mr. Wang
- Attachment 6: Third Notice of Violation
- Attachment 7: Text Message with Property Owner's Contractor
- Attachment 8: Photo #1 of Property
- Attachment 9: Email to Property Owner
- Attachment 10: Fourth Notice of Violation and 72-hour Notice of Summary Abatement

- Attachment 11: Notice of Summary Abatement
- Attachment 12: Photo #2 of Property
- Attachment 13: Photo #3 of Property
- Attachment 14: Code Enforcement Invoice



**City of Willows  
Resolution xx-2024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONFIRMING COSTS OF ABATEMENT OCCURRING AT 141 N CRAWFORD ST, WILLOWS CA, 95988, APN 001-152-007; AND DECLARING THE PLACEMENT OF THOSE COSTS AS A LEIN UPON THE PROPERTY IF NOT PAID IN FULL BY AUGUST 2<sup>ND</sup> 2024**

**WHEREAS**, the PROPERTY listed above was properly noticed of code enforcement violations on November 8<sup>th</sup> 2023; and

**WHEREAS**, the required notices as set forth in Section 39500 through 39588 of the Government Code have been sent as required by law; and

**WHEREAS**, the owners of said property have an opportunity to protest and that no such formal request for protest was received,

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Willows held the required public protest hearing on July 23rd, 2024, and hereby confirms the costs of abatement as directed by the City Council of the City of Willows to reflect the true costs of code enforcement activities in the amount of \$18,970 and hereby declares those costs as a lien upon the property if full payment is not received by August 2nd 2024.

PASSED AND ADOPTED by the City Council of the City of Willows this 23rd day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Gary Hansen, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk



City of Willows  
Community Development Services Department

**BUILDING PERMIT**

201 N Lassen Street  
Willows, CA 95988  
Office 530-934-7041

Attachment 2

PERMIT #: 4925

ISSUED DATE: 05/17/2023

**LICENSED CONTRACTORS DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License No.: \_\_\_\_\_ License Class: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do  all or  portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.)

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted at the following website: <http://www.tecinfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent: \_\_\_\_\_ Date: 7/26/2023

**WORKERS' COMPENSATION DECLARATION**

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No.: \_\_\_\_\_

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
Name of Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION REGARDING CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 8172, Civil Code)

Lender's Name: \_\_\_\_\_ Branch Designation: \_\_\_\_\_  
Lender's Address: \_\_\_\_\_

By my signature below, I certify to each of the following: I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances, rules and regulations and state laws relating to building construction and with any and all conditions of permit. I agree to defend, indemnify, and hold harmless the City of Willows, its agents, officers, and employees from any and all claims and liability for personal injury, including death, and property damage caused by, arising out of or in any way connected with the issuance of this permit. This permit does not authorize the use or occupancy of any City right-of-way. I hereby authorize representatives of the City of Willows to enter the above-identified property for inspection purposes. I hereby certify that I am the property owner or am authorized to act on the property owner's behalf.

CHANG WANG  
NAME OF PERMITTEE  
PRINT  
\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
DATE: 7/26/2023

**OWNER INFORMATION**

141 N CRAWFORD AVE	001-152-0070
PROPERTY LOCATION (Street/Address)	PARCEL NUMBER
WANG CHANG S & YEN L J/T	707-208-5378
PROPERTY OWNER (Name)	PHONE NUMBER
2047 GARDENVIEW PL SANTA ROSA, CA 95400	
PROPERTY OWNER MAILING ADDRESS	

**CONTRACTOR INFORMATION**

OWNER/BUILDER	
CONTRACTOR (Name)	PHONE NUMBER
MAILING ADDRESS	
STATE LICENSE NUMBER	LICENSE CLASSIFICATION(S)

**ENGINEER/ARCHITECT**

ARCHITECT OR ENGINEER (Name)	PHONE NUMBER
MAILING ADDRESS	
LICENSE NUMBER	

VALUATION: \$ 4500

SQUARE FOOTAGE: 0  
CONSTRUCTION TYPE: Demolition  
OCCUPANCY TYPE: Residential

Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

**DESCRIPTION OF WORK**

DEMO RESIDENCE DUE TO FIRE; DEMO A TOTAL OF 1304 SQFT

**FEES**

(E08) Permit Issuance- Supplemental Permit	\$7.25
BLDG. FEE 3 Valuation: \$2001-25000	\$90.25
BSF: 1 - 25,000	\$1.00
CC 3% Convenience Fee	\$2.96

TOTAL: 101.46

APPROVED BY: 7/26/2023 TR

PERMIT EXPIRATION: 05/16/2024

CHANGWANG79Z@GMAIL.COM



**OFFICIAL NOTICE**  
**City of Willows**  
**Notice of Violation Order to Abate**

Location of violation 141 N Crawford

001-152-007-000

*Address**Assessor's parcel number*Case No. WCE-23-11-08Date Issued 11/08/2023Notice was distributed to the following responsible person(s) *(name, address)*

Property Owner	Lessee	Other
<b>WANG CHANG S &amp; WANG            YEN L J/T            2047 GARDENVIEW            PL SANTA ROSA CA 95403</b>		

**The City of Willows has determined that the following section(s)  
of the Municipal Code have been violated and constitute a nuisance.**

Violation	Code Section Violated	Violation Description
1	WMC § 8.10.020 (2B)	Whenever any portion or member or appurtenance thereof is likely to fail, or to become detached or dislodged, or to collapse and thereby injure persons or damage property.
2	WMC § 08.10.020 (2F)	Whenever, for any reason whatsoever, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is used.
3	WMC § 08.10.020 (2H)	Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated, as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals, or immoral persons to resort thereto for the purpose of committing nuisance or unlawful or immoral acts.
4	WMC § 08.10.020 (2K)	Whenever any building or structure, by reason of obsolescence, dilapidated condition, deterioration, damage, electric wiring, gas connections, heating apparatus, or other cause, is in such condition as to be a fire hazard and is so situated as to endanger life or other buildings or property in the vicinity or provide a ready fuel supply to augment the spread and intensity of fire arising from any cause.
5	WMC § 8.10.020 (23)	Storage of refuse and waste matter throughout the property, which by reason of its location and character is unsightly and interferes with the reasonable enjoyment of property by neighbors.

The following actions are required to correct these violations within the prescribed time period(s).

Violation	Corrective Action Required	Deadline for Compliance
1-5	Provide written plan of correction outlining correction plan and timelines	December 1st, 2023
2	Remove or repair hazardous structure	January 5th 2024
3	Remove or repair hazardous structure	January 5 <sup>th</sup> 2024
4	Remove or repair hazardous structure	January 5 <sup>th</sup> 2024
5	Remove all hazardous and burned material	January 5 <sup>th</sup> 2024

YOU ARE HEREBY REQUIRED to abate this condition(s) to the satisfaction of the below-named person by January 5<sup>th</sup> 2024.

The City's goal is voluntary compliance. Failure to abate the above nuisance(s) by the prescribed deadline(s) may result in the City abating the nuisance(s). The City will seek recovery of all enforcement costs, including legal fees. The City of Willows has and will continue to commit resources to ensure that the above-mentioned public safety hazard is mitigated. The Property Owner after receiving notice, may request a public hearing in protest. Request for public hearing may be made within 14 days. Should a public hearing be requested, one will be scheduled within 30 days of the request.

For further information about this notice, please contact the following person:

Issued by: Nathan Monck

*Name*

530-934-3323

*Phone*

Fire Chief

*Department*

nmonck@cityofwillows.org

*email*



**OFFICIAL NOTICE**  
**City of Willows**  
**Notice of Violation Order to Abate**

Location of violation 141 N Crawford

001-152-007-000

*Address**Assessor's parcel number*Case No. WCE-23-11-08Date Issued 12/13/2023Notice was distributed to the following responsible person(s) *(name, address)*

Property Owner	Lessee	Other
<b>WANG CHANG S &amp; WANG            YEN L J/T            2047 GARDENVIEW            PL SANTA ROSA CA 95403</b>		

**The City of Willows has determined that the following section(s)  
of the Municipal Code have been violated and constitute a nuisance.**

Violation	Code Section Violated	Violation Description
1	WMC § 8.10.020 (2B)	Whenever any portion or member or appurtenance thereof is likely to fail, or to become detached or dislodged, or to collapse and thereby injure persons or damage property.
2	WMC § 08.10.020 (2F)	Whenever, for any reason whatsoever, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is used.
3	WMC § 08.10.020 (2H)	Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated, as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals, or immoral persons to resort thereto for the purpose of committing nuisance or unlawful or immoral acts.
4	WMC § 08.10.020 (2K)	Whenever any building or structure, by reason of obsolescence, dilapidated condition, deterioration, damage, electric wiring, gas connections, heating apparatus, or other cause, is in such condition as to be a fire hazard and is so situated as to endanger life or other buildings or property in the vicinity or provide a ready fuel supply to augment the spread and intensity of fire arising from any cause.
5	WMC § 8.10.020 (23)	Storage of refuse and waste matter throughout the property, which by reason of its location and character is unsightly and interferes with the reasonable enjoyment of property by neighbors.

The following actions are required to correct these violations within the prescribed time period(s).

Violation	Corrective Action Required	Deadline for Compliance
1-5	Provide written plan of correction outlining correction plan and timelines	Immediately
2	Remove or repair hazardous structure	January 5th 2024
3	Remove or repair hazardous structure	January 5th 2024
4	Remove or repair hazardous structure	January 5th 2024
5	Remove all hazardous and burned material	January 5th 2024

YOU ARE HEREBY REQUIRED to abate this condition(s) to the satisfaction of the below-named person by January 5<sup>th</sup> 2024.

The City of Willows is assessing a \$500 penalty per day until a written plan of correction is received.

The City’s goal is voluntary compliance. Failure to abate the above nuisance(s) by the prescribed deadline(s) may result in the City abating the nuisance(s). The City will seek recovery of all enforcement costs, including legal fees. The City of Willows has and will continue to commit resources to ensure that the above-mentioned public safety hazard is mitigated. The Property Owner after receiving notice, may request a public hearing in protest. Request for public hearing may be made within 14 days. Should a public hearing be requested, one will be scheduled within 30 days of the request.

For further information about this notice, please contact the following person:

Issued by: Nathan Monck  
*Name*  
530-934-3323  
*Phone*

Fire Chief  
*Department*  
nmonck@cityofwillows.org  
*email*

< 159



Attachment 5

+1 (707) 208-5378 >

Text Message  
Tue, Dec 12, 10:11 AM

[Nmonck@cityofwillows.org](mailto:Nmonck@cityofwillows.org)

Thanks

Wed, Dec 13, 10:34 AM

This is to inform you that the house will be clean up by Dec 25.2023

Fri, Dec 22, 9:15 AM

Any update? Still doesn't look like any progress

U try to reach contractor

Fri, Dec 22, 10:52 AM

I have not , I don't know who your contractor is, nor is that my job .

Fri, Dec 29, 2:03 PM



Text Message





**OFFICIAL NOTICE**  
**City of Willows**  
**Notice of Violation Order to Abate**

Location of violation 141 N Crawford

001-152-007-000

*Address**Assessor's parcel number*Case No. WCE-23-11-08Date Issued 01/08/2024Notice was distributed to the following responsible person(s) *(name, address)*

Property Owner <b>WANG CHANG S &amp; WANG          YEN L J/T          2047 GARDENVIEW          PL SANTA ROSA CA 95403</b>	Lessee	Other
--	--------	-------

**The City of Willows has determined that the following section(s)  
of the Municipal Code have been violated and constitute a nuisance.**

Violation	Code Section Violated	Violation Description
1	WMC § 8.10.020 (2B)	Whenever any portion or member or appurtenance thereof is likely to fail, or to become detached or dislodged, or to collapse and thereby injure persons or damage property.
2	WMC § 08.10.020 (2F)	Whenever, for any reason whatsoever, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is used.
3	WMC § 08.10.020 (2H)	Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated, as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals, or immoral persons to resort thereto for the purpose of committing nuisance or unlawful or immoral acts.
4	WMC § 08.10.020 (2K)	Whenever any building or structure, by reason of obsolescence, dilapidated condition, deterioration, damage, electric wiring, gas connections, heating apparatus, or other cause, is in such condition as to be a fire hazard and is so situated as to endanger life or other buildings or property in the vicinity or provide a ready fuel supply to augment the spread and intensity of fire arising from any cause.
5	WMC § 8.10.020 (23)	Storage of refuse and waste matter throughout the property, which by reason of its location and character is unsightly and interferes with the reasonable enjoyment of property by neighbors.

The following actions are required to correct these violations within the prescribed time period(s).

Violation	Corrective Action Required	Deadline for Compliance
1-5	Provide written plan of correction outlining correction plan and timelines	Immediately
2	Remove or repair hazardous structure	Immediately
3	Remove or repair hazardous structure	Immediately
4	Remove or repair hazardous structure	Immediately
5	Remove all hazardous and burned material	immediately

YOU ARE HEREBY REQUIRED to abate this condition(s) to the satisfaction of the below-named person by Immediately.

The City of Willows is assessing a \$500 penalty per day for violations 1-5 totaling \$2500 per day beginning January 8<sup>th</sup> 2023. These fines will cease when the property is brought into compliance. It is the property owners responsibility to notify the City of Willows when the property is brought into compliance to stop penalty accrual

The City’s goal is voluntary compliance. Failure to abate the above nuisance(s) by the prescribed deadline(s) may result in the City abating the nuisance(s). The City will seek recovery of all enforcement costs, including legal fees. The City of Willows has and will continue to commit resources to ensure that the above-mentioned public safety hazard is mitigated. The Property Owner after receiving notice, may request a public hearing in protest. Request for public hearing may be made within 14 days. Should a public hearing be requested, one will be scheduled within 30 days of the request.

For further information about this notice, please contact the following person:

Issued by: Nathan Monck  
*Name*  
530-934-3323  
*Phone*

Fire Chief  
*Department*  
nmonck@cityofwillows.org  
*email*



+1 (530) 717-3532 >

Text Message  
Wed, Jan 10, 6:08 PM

Hey its Chris so sorry about today .  
Me and my girl are breaking up . So  
my head been a little messed up.  
Same plan in the morning.

Thu, Jan 11, 12:33 PM

Drove by didn't see anyone . Tried  
calling back and leaving some  
messages and your VM is full

Who is this

Fire chief in willows .

Thu, Jan 11, 2:11 PM

Hey we will be there in the morning.  
Had to finish up another job .my  
apologies about other text .thatcwas  
supposed to go to someone else .

Thought it was

Fri, Jan 12, 7:54 AM

We are here at n Crawford.



Text Mess age





## Re: 141 N Crawford Follow Up From Text Message

Attachment 9

Nate Monck <nmonck@cityofwillows.org>

Mon 2/12/2024 12:43 PM

To: changwang792@gmail.com <changwang792@gmail.com>

Sir,

The structure at 141 N Crawford has been demolished but there still has been a considerable amount of rubble and debris present at the site. This property still violates Willows Municipal Code and is a blatant hazard. The property is still being assessed fines and penalties.

Please advise when you will finish having the property cleaned up so we can stop the accrual of fines once work has been completed.

Nathan Monck  
Fire Chief/Paramedic  
City of Willows  
C-530-624-0384  
W-530-934-3322





## OFFICIAL NOTICE

City of Willows

### Order to Abate & Notice of Summary Abatement

Location of violation 141 N Crawford

001-152-007-000

Address

Assessor's parcel number

Case No. WCE-23-11-08

Date Issued 03/13/2024

Notice was distributed to the following responsible person(s) (name, address)

Property Owner	Lessee	Other
<b>WANG CHANG S &amp; WANG YEN L J/T 2047 GARDENVIEW PL SANTA ROSA CA 95403</b>		

**The City of Willows has determined that the following section(s) of the Municipal Code have been violated and constitute a nuisance.**

Violation	Code Section Violated	Violation Description
1	WMC § 8.10.020 (2B)	Whenever any portion or member or appurtenance thereof is likely to fail, or to become detached or dislodged, or to collapse and thereby injure persons or damage property.
2	WMC § 08.10.020 (2F)	Whenever, for any reason whatsoever, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is used.
3	WMC § 08.10.020 (2H)	Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated, as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals, or immoral persons to resort thereto for the purpose of committing nuisance or unlawful or immoral acts.
4	WMC § 08.10.020 (2K)	Whenever any building or structure, by reason of obsolescence, dilapidated condition, deterioration, damage, electric wiring, gas connections, heating apparatus, or other cause, is in such condition as to be a fire hazard and is so situated as to endanger life or other buildings or property in the vicinity or provide a ready fuel supply to augment the spread and intensity of fire arising from any cause.
5	WMC § 8.10.020 (23)	Storage of refuse and waste matter throughout the property, which by reason of its location and character is unsightly and interferes with the reasonable enjoyment of property by neighbors.

The following actions are required to correct these violations within the prescribed time period(s).

Violation	Corrective Action Required	Deadline for Compliance
1-5	Provide written plan of correction outlining correction plan and timelines	Immediately
2	Remove or repair hazardous structure	Immediately
3	Remove or repair hazardous structure	Immediately
4	Remove or repair hazardous structure	Immediately
5	Remove all hazardous and burned material	immediately

YOU ARE HEREBY REQUIRED to abate this condition(s) to the satisfaction of the below-named person by Immediately.

The City of Willows is assessing a \$500 penalty per day for violations 1-5 totaling \$2500 per day beginning January 8<sup>th</sup> 2024. These fines will cease when the property is brought into compliance. It is the property owners responsibility to notify the City of Willows when the property is brought into compliance to stop penalty accrual

The City of Willows will be forced to abate the property by use of a private 3<sup>rd</sup> party abatement contractor at your expense if the property is not brought into compliance by April 1<sup>st</sup> 2024.

The City's goal is voluntary compliance. Failure to abate the above nuisance(s) by the prescribed deadline(s) may result in the City abating the nuisance(s). The City will seek recovery of all enforcement costs, including legal fees. The City of Willows has and will continue to commit resources to ensure that the above-mentioned public safety hazard is mitigated. The Property Owner after receiving notice, may request a public hearing in protest. Request for public hearing may be made within 14 days. Should a public hearing be requested, one will be scheduled within 30 days of the request.

For further information about this notice, please contact the following person:

Issued by: Nathan Monck  
*Name*  
530-934-3323  
*Phone*

Fire Chief  
*Department*  
nmonck@cityofwillows.org  
*email*



**OFFICIAL NOTICE**  
**City of Willows**  
**72 HOUR NOTICE**  
**Notice of Summary Abatement**

Location of violation 141 N Crawford

**001-152-007-000**

*Address*

*Assessor's parcel number*

Case No. WCE-23-11-08

Date Issued 04/01/2024

Notice was distributed to the following responsible person(s) *(name, address)*

Property Owner <b>WANG CHANG S &amp; WANG</b> <b>YEN L J/T</b> <b>2047 GARDENVIEW</b> <b>PL SANTA ROSA CA 95403</b>	Lessee	Other
---	--------	-------

**The City of Willows has determined that the following section(s) of the Municipal Code have been violated and constitute a nuisance.**

Violation	Code Section Violated	Violation Description
1	WMC § 8.10.020 (2B)	Whenever any portion or member or appurtenance thereof is likely to fail, or to become detached or dislodged, or to collapse and thereby injure persons or damage property.
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3	WMC § 08.10.020 (2H)	Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated, as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals, or immoral persons to resort thereto for the purpose of committing nuisance or unlawful or immoral acts.
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4	Remove or repair hazardous structure	Immediately
5	Remove all hazardous and burned material	immediately

YOU ARE HEREBY REQUIRED to abate this condition(s) to the satisfaction of the below-named person by Immediately.

The City of Willows is assessing a \$500 penalty per day for violations 1-5 totaling \$2500 per day beginning January 8<sup>th</sup> 2024. These fines will cease when the property is brought into compliance. It is the property owners responsibility to notify the City of Willows when the property is brought into compliance to stop penalty accrual

**THE CITY OF WILLOWS CONTRACTOR WILL BE USED TO ABATE ALL HAZARDS ON APRIL 5<sup>th</sup> 2024, ALL COSTS ASSOCIATED WITH THIS ACTION WILL BE BILLED TO THE PROPERTY OWNER, INCLUDING LEGAL FEES.UNPAID INVOICES WILL BE PLACED AS A LIEN UPON THE PROPERTY.**

The City’s goal is voluntary compliance. Failure to abate the above nuisance(s) by the prescribed deadline(s) may result in the City abating the nuisance(s). The City will seek recovery of all enforcement costs, including legal fees. The City of Willows has and will continue to commit resources to ensure that the above-mentioned public safety hazard is mitigated. The Property Owner after receiving notice, may request a public hearing in protest. Request for public hearing may be made within 14 days. Should a public hearing be requested, one will be scheduled within 30 days of the request.

For further information about this notice, please contact the following person:

Issued by: Nathan Monck  
*Name*  
530-934-3323  
*Phone*

Fire Chief  
*Department*  
nmonck@cityofwillows.org  
*email*





## 141 N Crawford Code Enforcement Invoice

Attachment 14

Nate Monck <nmonck@cityofwillows.org>

Fri 4/12/2024 12:05 PM

To: Chang Wang <changwang792@gmail.com>

Cc: Marti Brown <mbrown@cityofwillows.org>

📎 1 attachments (423 KB)

Wang\_141 N Crawford.pdf;

Sir,

Please see attached invoice for the Code Enforcement activities that the City was forced to undergo at your property.

As noted in the notices that you received, costs associated with code enforcement action including staff time, mandated abatement, would be billed and are the property owner's responsibility. All unpaid invoices will be placed as a lien upon the property. As also stated your property was assessed \$500 per day per violation, and that fines would cease when property was brought into compliance with applicable codes.

The City of Willows was forced, due to continued inaction and non-compliance, to perform a summary abatement of the property on April 8<sup>th</sup> 2024, and was properly noticed.

Should you have questions, or would like to set up a payment plan, feel free to reach out to City Manager Marti Brown at mbrown@cityofwillows.org.

Nathan Monck  
Fire Chief/Paramedic  
City of Willows  
C-530-624-0384  
W-530-934-3322





**City of Willows**  
 201 N Lassen Street  
 Willows, CA 95988  
 Phone: (530) 934-7041

**Invoice:** WANG2024

**Date:** April 11, 2024

Chang Wang  
 2047 Gardenview Place  
 Santa Rosa, CA 95403

**TERMS: Due Upon Receipt**

DATE	REFERENCE	AMOUNT
4/11/2024	Code Enforcement 141 N Crawford Avenue	
	Fire Department Staff 11/08/23-04/08/24 99 hours @ \$82.90	\$8,207.10
	City Contractor Summary Abatement	\$6,969.50
	Fines and Penalties 01/08/24-04/08/24 \$2500/day @ 92 days	\$230,000.00
	Subtotal	\$245,176.60
	City of Willows Admin Fee 25%	\$61,294.15
	Total	<u>\$306,470.75</u>
		<b>\$306,470.75</b>

*Please reference invoice number with your payment.*



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Date: July 23, 2024

To: Honorable Mayor and City Council

From: John Wanger, City Engineer  
Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager

Subject: FY 2023-24 Annual Sidewalk Maintenance Project

---

**Recommendation:**

Approve a Resolution (Attachment 1) authorizing the City Manager to execute an agreement with Rock Creek Construction Inc. for \$45,706 to construct sidewalk improvements in connection with the FY 2023-24 Annual Sidewalk Maintenance Project and establish an overall project budget of \$56,276.

**Rationale for Recommendation:**

Every year, the City uses a portion of its restricted funds (e.g., RSTP, Gas Tax) to repair sidewalks that are in the most disrepair.

**Background:**

In an ongoing effort to improve city sidewalks, staff identified four locations totaling 1,100 square feet of sidewalk to be included with this year's sidewalk maintenance program. The sidewalks slated for repairs are on several streets throughout the city (Attachment 2).

**Discussion & Analysis:**

Initially, staff solicited and received four bids for this project, which were opened on May 7, 2024. At the May 28 City Council meeting, all bids were rejected, and the Council directed staff to rebid the project.

As a result, a new bid solicitation was circulated, and the second round of bids were opened on July 11, 2024. Five bids were received; however, only four bids were responsive and determined to be complete. As outlined in Attachment 3, the lowest bid was deemed non-responsive as required documents were not submitted. The qualifying bids ranged from \$45,706 to \$72,000. The City Engineer's estimate for the project was \$49,000. The lowest responsible bid was submitted by Rock Creek Construction Inc. Staff have completed a check of Rock Creek Construction's bid and found that the bid was responsive and that the bid contained the required information per the Notice to Bidders.

The project is determined to be Categoricaly Exempt from CEQA in accordance with Section 15301(c), as the project involves maintenance and repair of existing sidewalks.

**Consistency with Council Priorities and Goals:**

This project is consistent with Council Priority #5 Infrastructure Improvement and Goal #1 Implement the community improvement plan for streets, sidewalks, and lighting.

**Fiscal Impact:**

Based on the low bid for the project, the overall recommended budget for this project is as follows:

Construction:	\$ 45,706
Contingency (10%):	\$ 4,570
Construction Management/Inspection*	<u>\$ 6,000</u>
Estimated total	\$ 56,276

Construction Management and Inspection costs were reduced by providing inspections using both in-house staff and contracted staff. RSTP funds are being used to fund the project.

**Attachments:**

- Attachment 1: Resolution XX-2024
- Attachment 2: List of Sidewalk Repair Locations
- Attachment 3: Bid Opening Summary



**City of Willows  
Resolution xx-2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH ROCK CREEK CONSTRUCTION INC.  
FOR THE FY23-24 ANNUAL SIDEWALK MAINTENANCE PROJECT, APPROVE AN OVERALL BUDGET FOR  
THE PROJECT AND FIND THAT THE PROJECT IS CATEGORICALLY EXEMPT**

**WHEREAS**, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the FY23-24 Annual Sidewalk Maintenance Project ("Project"); and

**WHEREAS**, bids for the Project were opened on July 11th, 2024, in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

**WHEREAS**, five bids were received, one of which was deemed non-responsive, the responsive bids ranged from a low bid of \$45,706 to a high of \$72,000, with the low bid being from Rock Creek Construction Inc.; and

**WHEREAS**, staff has determined that Rock Creek Construction's Inc. bid satisfies the bidding requirements for the Project; and

**WHEREAS**, staff has verified that Rock Creek Construction, Inc. possesses valid California Contractor's Licenses under the requested Class A, number 883815 (expires 4/30/2026) as required to qualify to perform the Project; and

**WHEREAS**, the Project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Section 15301(c) of Title 14 of the California Code of Regulations in that this project involves maintenance and repair work on existing sidewalks.

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

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.
2. The Project is categorically exempt from CEQA in accordance with Section 15301(c) of Title 14 of the California Code of Regulations.
3. In accordance with California Public Contract Code Section 20160 and following other applicable laws, the City Council of the City of Willows hereby finds the bid of Rock Creek Construction Inc. for the FY23-24 Annual Sidewalk Maintenance Project to be the lowest responsive bid and waives any irregularities in such bid in accordance with applicable law.

4. The contract for the Project is hereby awarded to Rock Creek Construction Inc., in the amount of \$45,706, conditioned on Rock Creek Construction's Inc. timely execution of the Project contract and submitting all required documents, including, but not limited to, certificates of insurance, and endorsements, in accordance with the Project bid documents.
5. The City Manager is hereby authorized and directed to execute with Rock Creek Construction, Inc. for performance of the Project in accordance with the bid documents and applicable law upon submission by Rock Creek Construction Inc. of all documents required pursuant to the Project bid documents.
6. That the overall budget for the Project be established at \$56,276.
7. The City Manager is hereby authorized to execute any contract change orders in accordance with the Project contract documents so long as the total Project cost does not exceed the total funding for this Project in the adopted budget.
8. City staff is hereby directed to issue a Notice of Award to Rock Creek Construction, Inc.
9. This Resolution shall become effective immediately.
10. All portions of this resolution are severable. Should any individual component 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 AND ADOPTED** by the City Council of the City of Willows this 23<sup>rd</sup> day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Gary Hansen, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk

**LIST OF SIDEWALK REPAIR LOCATIONS:**

ID #	Address	Area (SF)
001	South side of Sycamore Park (on W Laurel St., between Merrill Ave. and Marshall Ave.)	760
002	1135 W Laurel Street (on Villa Avenue)	100
003	101 S Villa Ave.	120
004	302 W Walnut St	120

City of Willows  
 530-934-7041 - Engineering Department  
 Willows, CA 95988  
 FY23-24 Annual Sidewalk Replacement Project  
 Engineer's Estimate: \$49,000.00

**Bid Opening Summary**  
 Bid Opening 2:30 p.m. on July 11, 2024

Bidder Name	Bid Amount -Total Bid (BB12)	Bid Bond (BB15)	"A" or "C-8" licensed Contractor? (BB17)	List of Subcontractors (BB18)	Signed Bidder's Signature Page (BB28)	Signed Bid Proposal (BB13)
Madsen's New Era & Ready Mix Concrete, LLC	\$ 27,000.00	X	X	X		
Rock Creek Construction, Inc.	\$ 45,706.00	X	X	X	X	X
TCW Concrete, Inc.	\$ 52,096.00					
FBD Vanguard Construction, Inc.	\$ 52,536.00					
B&M Builders	\$ 72,000.00					

I hereby certify that the bids as shown above accurately reflect the bids received on July 11, 2024.



Ian Bronswick, Deputy City Engineer



City Clerk

**Madsen's New Era & Ready Mix Concrete**  
**SUMMARY OF BID REVIEW COMMENTS**

1. DIR License Check - PWCR#1000654126 - DIR records show license is "pending" and not "active".
2. Contractor did not sign Addendum #1, Page 2 of 148
3. Contractor did not list bid unit and total costs (only provided a "Total Bid" price), BB-12, Page 19 of 148
4. Contractor did not sign the bid proposal form, BB-13, Page 20 of 148
5. Contractor did not provide a signed, notarized Non-Collusion Declaration, BB-20,
6. Contractor did not sign the Bidder's Signature Page, BB 25-26 Page 33-34 of 148



---

Date: July 23, 2024  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: Drought and Water Shortage Task Force

---

**Recommendation:**

Appoint one member of the Willows City Council to the County of Glenn Drought and Water Shortage Task Force.

**Rationale for Recommendation:**

California Water Code Section 10609.70 enacted by Senate Bill 552 requires counties to establish a standing Task Force that facilitates drought and water shortage preparedness for state small water systems and domestic wells within the County of Glenn. The Board of Supervisors has established a seven-member task force that includes one member of the Willows City Council.

**Background:**

Senate Bill 552 requires counties to establish a task force to address drought and water shortage preparedness.

**Discussion & Analysis:**

The County of Glenn Board of Supervisors approved Resolution 2023-079 (Attachment 1) authorizing establishment of the seven-member Task Force, which includes one appointment of the Willows City Council. The Task Force will meet annually during non-drought years and as necessary during drought years.

**Fiscal Impact:**

There is no fiscal impact by executing the recommended action.

**Attachment:**

- Attachment 1: Resolution - Glenn County Board of Supervisors

**RESOLUTION 2023-079**

**RESOLUTION OF THE GLENN COUNTY BOARD OF SUPERVISORS FORMING THE GLENN COUNTY DROUGHT AND WATER SHORTAGE TASK FORCE WITH SEVEN MEMBERS**

**WHEREAS**, California Water Code Section 10609.70 enacted by Senate Bill 552 requires counties to establish a standing Task Force that facilitates drought and water shortage preparedness for state small water systems and domestic wells within the County of Glenn.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. Pursuant to California Water Code Section 10609.70, a drought and water shortage preparedness task force is established, to be known as the "Glenn County Drought and Water Shortage Task Force".
2. The "Glenn County Drought and Water Shortage Task Force", hereinafter referred to as the "Task Force", shall consist of seven (7) members, all who serve at the pleasure of the Board. Two (2) members shall be Board of Supervisors who shall serve a one-year term in keeping with the Board's annual committee appointment process. Five (5) other members of the Task Force, who shall serve at the pleasure of the Board, will be chosen from the following: Farm Bureau representative, a local water district, a domestic well water user, a representative from the City of Orland, or a representative from the City of Willows.
3. After the initial selection and appointment terms, the five (5) regular members of the Task Force shall serve for a term of two (2) years and shall be subject to reappointment only at the pleasure of the Board of Supervisors.
4. Absence of a member from three (3) or more meetings of the Task Force during any one (1) year period shall be deemed a resignation from the Task Force unless such absence has been excused by the Task Force Chairperson.
5. The Task Force shall elect, from its own membership, a Chairperson, Vice-Chairperson, and a Secretary.
6. As is necessary for the effective operation of the Task Force, Glenn County Department Heads and key staff shall make themselves available for Task Force meetings and to assist with meeting the goals of the Task Force.
7. The Task Force shall be governed by the Ralph M. Brown Act, California Government Code Title 5, Division 2, Part 1, Chapter 9 – Meetings [54950 – 54963].
8. The Task Force shall meet annually in non-drought situations and as often is necessary as drought conditions progress.

**THIS RESOLUTION WAS PASSED AND ADOPTED** by the Glenn County Board of Supervisors, State of California, at the meeting of said Board held on **August 29, 2023**, by the following vote:

**AYES:** Supervisors Arnold, Rossman, Yoder and Carmon (Chairman)

**NOES:** None

**ABSENT OR ABSTAIN:** None

**GRANT CARMON**, Chairman  
Glenn County Board of Supervisors

**ATTEST:**

**SCOTT H. DE MOSS**, Clerk of the Board  
County of Glenn, California

**APPROVED AS TO FORM:**

**WILLIAM J. VANASEK**, County Counsel  
County of Glenn, California



# COMMENTS AND REPORTS