

CITY COUNCIL

Dennis Hoffman, Mayor
Jeffrey A. Tolley, Vice-Mayor
Bruce T. Roundy
William "Billy" Irvin
Chris Dobbs

CITY OFFICIALS

Jennifer Schmitke
City Clerk

Leticia Espinosa
City Treasurer

CITY OF ORLAND

INCORPORATED 1909

815 Fourth Street
ORLAND, CALIFORNIA 95963
Telephone (530) 865-1600
Fax (530) 865-1632



CITY MANAGER

Peter R. Carr

AGENDA

REGULAR MEETING, ORLAND CITY COUNCIL

Tuesday, December 6, 2022 at 6:30 PM

This meeting will be conducted pursuant to the provisions AB361 which suspends certain requirements of the Ralph M. Brown Act.

This City Council meeting will be held at Carnegie Center, 912 Third Street, Orland and teleconferenced using Zoom technology. Councilmembers and City staff may choose to be in person or remote.

The public is encouraged to participate in the meeting via Zoom or can participate at Carnegie Center.

ZOOM Link: www.zoom.us

WEBINAR ID# 836 4924 2071

ZOOM Telephone - Please call: 1 (669) 900-9128

1. CALL TO ORDER – 6:30 P.M.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. STATEMENT OF RESULTS FOR GENERAL ELECTION HELD NOVEMBER 8, 2022

Adopt Resolution No. 2022-31 Certifying the Canvass and Statement of Results for the General Election held November 8, 2022 (p.1)
5. RECOGNITION OF COUNCILMEMBERS DENNIS G. HOFFMAN AND BILLY IRVIN
6. OATH OF AFFIRMATION OF ALLEGIANCE FOR NEW COUNCILMEMBERS
7. ELECTION OF MAYOR AND VICE MAYOR
 - A. Election of Mayor
 - B. Election of Vice Mayor

8. APPOINTMENTS TO BOARDS AND COMMISSIONS - Discussion about Process (p.2)

9. ORAL AND WRITTEN COMMUNICATIONS

Public Comments:

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor. However, no formal action or discussion will be taken unless placed on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and place of residence for the record. Please direct your comments to the Mayor or Vice Mayor. **(Oral communications will be limited to three minutes).**

10. CONSENT CALENDAR

- A. Warrant List (payable obligations) (p.4)
- B. AB361 Compliance (p.10)
- C. Approve City Council Minutes for November 15, 2022 (p.12)
- D. Receive and file Library Commission Minutes from July 11, 2022 (p.18)
- E. Receive and file Planning Commission Minutes from August 18, 2022 (p.19)
- F. Receive and file Planning Commission Minutes from October 20, 2022 (p.23)

11. ADMINISTRATIVE BUSINESS

- A. Proposed MOU with Glenn County for Cost Share of Orland Free Library Operations for Fiscal Year 2022-2023(Discussion/Action) – Pete Carr, City Manager and Jody Meza, Library Director (p.31)
- B. Consider Proposal for Electric Vehicle Charging Stations (Discussion/Direction) – Pete Carr, City Manager (p.40)
- C. Update on Queen Bee Bucks (Informational, no staff report) – Pete Carr, City Manager (p.)
- D. Verbal Update on Drought Conditions and Water Supply Project (Discussion) – Pete Carr, City Manager

12. CITY COUNCIL COMMUNICATIONS AND REPORTS

13. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on December 2, 2022.

A complete agenda packet is available for public inspection during normal business hours at City Hall, 815 Fourth Street, in Orland or on the City's website at www.cityoforland.com where meeting minutes and audio recordings are also available.

In compliance with the Americans with Disabilities Act, the City of Orland will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's Office 865-1610 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.

RESOLUTION NO. 2022-31**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORLAND
CERTIFYING THE CANVASS AND STATEMENT OF RESULTS
FOR THE ELECTION HELD NOVEMBER 8, 2022**

AS A BASIS AND PREMISE for this Resolution, the City Council of the City of Orland finds:

That on November 8, 2022 the City of Orland held a General Election combined with the County of Glenn and the results thereof should now be declared.

NOW, THEREFORE BE IT RESOLVED that,

1. The total number of votes cast in the General Election held in Orland, California on November 8, 2022 was 2,826.
2. The names of all persons voted for and the number of votes they received for each office are:

For Councilperson (Four-Year Term):

William A Irvin	438
Mathew Romano	794
John McDermott	1090
Dennis G. Hoffman	504

PASSED AND ADOPTED this 6th day of December 2022, by the City Council of the City of Orland by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis G. Hoffman, Mayor

ATTEST:

Rebecca Pendergrass, Director of Administrative
Services/Assistant City Manager/Deputy City Clerk

2022 Council Appointments to Boards and Commissions

Updated January 2022

Advisory to City Commissions

Arts 3 rd Wed, monthly, 7 pm	Bruce Roundy Dennis Hoffman, alternate
Economic Development (EDC) 2 nd Tues, every odd month, 6 pm	Jeff Tolley Bruce Roundy, alternate
Library 2 nd Mon, every other month, 5:00 pm	Chris Dobbs Dennis Hoffman, alternate
Parks & Recreation 4 th Wed, meets when called, 6:30 pm	Bruce Roundy Jeff Tolley, alternate
Planning 3 rd Thurs, monthly, 5:30 pm	Dennis Hoffman Jeff Tolley, alternate
Public Works/Safety 2 nd Tues, every even month, 4 pm	Dennis Hoffman/Chris Dobbs Billy Irvin, alternate

City Selection Committee

Mayor

County Committees

Joint City/County EDC	Bruce Roundy Jeff Tolley
LAFCO Meets 2 nd Monday, 9 am, monthly County pays \$25 monthly stipend	Bruce Roundy (member) appt. until May 2025 Dennis Hoffman (alternate) (Alternate switches between Orland & Willows; 2022 appointment is from Orland)
Transit Committee Meets with Local Transportation Comm. County pays \$50 monthly stipend	Bruce Roundy Dennis Hoffman, alternate
Transportation Commission 3 rd Thurs, monthly, 10 am, County pays \$50 monthly stipend	Bruce Roundy Dennis Hoffman, alternate

Waste Management Regional
Agency

Dennis Hoffman
Billy Irvin, alternate

Air Pollution Control District Board
(Council minute order if City asked
to serve on board)

Mayor
Vice Mayor, alternate

Airport Land Use Commission
No meeting schedule

Dennis Hoffman – appointment thru 5/2/2022
No alternates on this commission

Ambulance Task Force
Committee

Billy Irvin
Bruce Roundy, alternate

Fire Department Liaison
2nd Mon, monthly, dinner 7 pm,
meeting 8pm

Chris Dobbs
Billy Irvin, alternate

Glenn County Groundwater
Sustainability Agency

Bruce Roundy, Mayor
Pete Carr, alternate
Ed Vonasek, alternate

Golden State RMA
2nd Wed every other month, 6 pm
GSRMA pays \$100 per meeting stipend

(Different agency representation
at this time).

Cal Cities
(formerly League of California Cities)

Bruce Roundy

Orland Area Chamber of Com.
*Board - 3rd Wed, monthly, noon, at
Chamber office.*

Dennis Hoffman
Jeff Tolley, alternate

Orland Unit Water Users' Assoc
Voting delegate

Chris Dobbs

Code Enforcement Hearing Officer

Billy Irvin
Jeff Tolley, alternate

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**CITY MANAGER**

Peter R. Carr

WARRANT LIST

December 6, 2022

Warrant	12/1/2022	\$	712,901.23
Wire Yiftee Inc.	11/10/2022	\$	25,000.00
Payroll Compensation	11/17/22	\$	126,221.27
		\$	126,221.27

APPROVED BY

 Mayor

 Vice-Mayor

 Councilmember

 Councilmember

 Councilmember

REPORT.: 11/17/22
 RUN....: 11/17/22 Time: 16:02
 Run By.: Deysy Guerrero

CITY OF ORLAND
 Warrant Register

Warrant Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
14472	11/17/22	11/16/22	ESQ01	ESQUIVEL, ITZEL	11-22	05-23	165.00
14473	11/17/22	11/16/22	MAR03	MARTINS, PAULINA	11-22	05-23	90.00
14474	11/17/22	11/16/22	STO00	STORY, ZACHARY	11-22	05-23	165.00
14475	11/17/22	11/16/22	VON01	VONBARGEN, BRENT	11-22	05-23	1458.72
14476	11/17/22	11/16/22	WAT04	WATHEN, MIDASIA	11-22	05-23	232.50
Z05746	11/17/22	11/16/22	ALV01	ALVA, MICAELA	11-22	05-23	2027.61
Z05747	11/17/22	11/16/22	AND00	ANDRADE, EDGAR	11-22	05-23	3087.93
Z05748	11/17/22	11/16/22	BIA00	BIANCHINI, ANN	11-22	05-23	136.00
Z05749	11/17/22	11/16/22	BOW00	BOWERS, LINDA	11-22	05-23	408.00
Z05750	11/17/22	11/16/22	CAR03	CARR, PETER R	11-22	05-23	6153.85
Z05751	11/17/22	11/16/22	CES00	CESSNA, KYLE A	11-22	05-23	4168.00
Z05752	11/17/22	11/16/22	CHA01	CHANEY, JUSTIN	11-22	05-23	4633.08
Z05753	11/17/22	11/16/22	COR00	CORTEZ, JOVANY	11-22	05-23	1661.39
Z05754	11/17/22	11/16/22	COX00	COX, PAYTON	11-22	05-23	82.50
Z05755	11/17/22	11/16/22	CRA00	CRANDALL, JEREMY	11-22	05-23	2323.42
Z05756	11/17/22	11/16/22	ESP00	ESPINOSA, LETICIA	11-22	05-23	2047.63
Z05757	11/17/22	11/16/22	FEN03	FENSKE, JOSEPH H	11-22	05-23	2988.19
Z05758	11/17/22	11/16/22	FLO00	FLORES, JOSE D	11-22	05-23	4036.20
Z05759	11/17/22	11/16/22	FUL00	FULLMORE, KRISTOPHER	11-22	05-23	3547.60
Z05760	11/17/22	11/16/22	GAM00	GAMBOA, YADIRA	11-22	05-23	302.10
Z05761	11/17/22	11/16/22	GUE01	GUERRERO, DEYSY D	11-22	05-23	2596.16
Z05762	11/17/22	11/16/22	GUE02	GUERRERO, JORGE	11-22	05-23	2234.12
Z05763	11/17/22	11/16/22	HAR00	ZOLLERHARRIS, TRAVIS	11-22	05-23	2019.62
Z05764	11/17/22	11/16/22	JOH01	JOHNSON, SEAN KARL	11-22	05-23	4707.24
Z05765	11/17/22	11/16/22	LOP01	LOPEZ, ESAU	11-22	05-23	1134.56
Z05766	11/17/22	11/16/22	LOP02	LOPEZ, JOEL	11-22	05-23	830.77
Z05767	11/17/22	11/16/22	LOW00	LOWERY, KATHERINE	11-22	05-23	3376.13
Z05768	11/17/22	11/16/22	MAR02	MARTINDALE, RYAN EUGENE	11-22	05-23	2984.94
Z05769	11/17/22	11/16/22	MAR04	MARTINEZ, IRMA	11-22	05-23	544.00
Z05770	11/17/22	11/16/22	MEJ00	APARICIO, LILIA MEJIA	11-22	05-23	2664.90
Z05771	11/17/22	11/16/22	MEZ00	MEZA, JODY L	11-22	05-23	3859.13
Z05772	11/17/22	11/16/22	MIL00	MILLS, DARYL A	11-22	05-23	3239.52
Z05773	11/17/22	11/16/22	MON03	MONDRAGON, MEAGAN N	11-22	05-23	1406.19
Z05774	11/17/22	11/16/22	MOR03	MORECI, RORY	11-22	05-23	180.00
Z05775	11/17/22	11/16/22	MYE00	MYERS, KEVIN	11-22	05-23	658.54
Z05776	11/17/22	11/16/22	OLI00	OLIVER, LINDA	11-22	05-23	204.00
Z05777	11/17/22	11/16/22	OVA00	OVARD, CONNOR	11-22	05-23	130.05
Z05778	11/17/22	11/16/22	PAI01	PAILLON, MICHAEL	11-22	05-23	2481.16
Z05779	11/17/22	11/16/22	PAN00	PANIAGUA, BLANCA A	11-22	05-23	698.82
Z05780	11/17/22	11/16/22	PEN01	PENDERGRASS, REBECCA A	11-22	05-23	3090.00
Z05781	11/17/22	11/16/22	PER00	PEREZ, MARGARITA T	11-22	05-23	2006.14
Z05782	11/17/22	11/16/22	PIN00	PINEDO, EDGAR ESTEBAN	11-22	05-23	2970.93
Z05783	11/17/22	11/16/22	POR00	PORRAS, ESTEL	11-22	05-23	1914.97
Z05784	11/17/22	11/16/22	PUN00	PUNZO, GUILLERMO	11-22	05-23	2283.68
Z05785	11/17/22	11/16/22	PUR01	PURCHASE, HEATHER	11-22	05-23	1575.44
Z05786	11/17/22	11/16/22	RIC01	RICE, GERALD W	11-22	05-23	2118.14
Z05787	11/17/22	11/16/22	RIV00	RIVERA, ISRAEL	11-22	05-23	1692.27
Z05788	11/17/22	11/16/22	ROD00	RODRIGUES, ANTHONY	11-22	05-23	2709.76
Z05789	11/17/22	11/16/22	ROE00	ROENSPIE, THOMAS LUKE	11-22	05-23	3851.08
Z05790	11/17/22	11/16/22	ROM00	ROMERO, ARNULFO	11-22	05-23	2812.15
Z05791	11/17/22	11/16/22	SAN02	SANDOVAL, LUCILA	11-22	05-23	1901.97
Z05792	11/17/22	11/16/22	SCH03	SCHMITKE, JENNIFER	11-22	05-23	2400.72
Z05793	11/17/22	11/16/22	SHA02	SHANNON, KYLE ANTHONY	11-22	05-23	615.00
Z05794	11/17/22	11/16/22	STE01	STEWART, ROY E	11-22	05-23	2944.75
Z05795	11/17/22	11/16/22	SUA02	SUAREZ, BRYAN E	11-22	05-23	2261.96
Z05796	11/17/22	11/16/22	SUT00	SUTTON, BRANDON KIJANA	11-22	05-23	1675.84
Z05797	11/17/22	11/16/22	SWI00	SWINHART, ROBERT	11-22	05-23	1970.36
Z05798	11/17/22	11/16/22	VAL00	VALENZUELA, BRENDA	11-22	05-23	316.54
Z05799	11/17/22	11/16/22	VLA00	VLACH, RAYMOND JOSEPH	11-22	05-23	5061.08
Z05800	11/17/22	11/16/22	VON00	VONASEK, EDWARD J	11-22	05-23	4383.92
							126221.27
							=====

REPORT.: Dec 01 22 Thursday
 RUN...: Dec 01 22 Time: 13:11
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 11-22 thru 11-22 Bank Account.: 1001

PAGE: 001
 ID #: PY-DP
 CTL.: ORL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056142	11/30/22	AME05	American River College	-155.00	10212022u	Ck# 056142 Reversed
056178	11/29/22	HOU05	HOUSING TOOLS	-2540.00	2496u	Ck# 056178 Reversed
056278	11/30/22	3CO00	3CORE, INC	5000.00	1665	USDA I-5 FEASIBILITY STUDY - ARPA#17
056279	11/30/22	4LE00	4 LEAF INC.	1136.00 1563.08	J3929B J0741-221	BD/CODE ADOPTION BD/FRANCES LN & CORTINA CT PLAN CHECK
Check Total.....:				2699.08		
056280	11/30/22	ABS01	ABSOLUTE HEATING & AIR	250.00	212179-1	BM/CITY HALL -REMOVE CONDENSERS
056281	11/30/22	ALT02	Alternative Energy System	610.00	13476	PW-REC/PREVENTATIVE MAIN ON SOLAR
056282	11/30/22	AMA01	Amazon	1567.87	11102022	LIB/BOOKS, CHILDREN'S CRAFT SUPPLIES
056283	11/30/22	AMA02	SYNCB/AMAZON	911.22	11102022	LIB/ZIP BOOKS GRANT
056284	11/30/22	AME00	AMERICAN FAMILY LIFE	736.24	606361	SUPPLEMENTAL INSURANCE
056285	11/30/22	AND06	EDGAR ANDRADE	100.00	DEC2022	Measure A UNIFORMS
056286	11/30/22	AND07	EDGAR ANDRADE	24.00	DEC2022	PD/GYM REIMBURSEMENT
056287	11/30/22	ASB00	WORLD OIL ENVIROMENTAL SE	165.00	1500-0087	PW/USED OIL FILTER PICK-UP
056288	11/30/22	ATT05	A T & T	152.88	19034027	FD/MEASURE A-PHONES
056289	11/30/22	ATT06	A T & T	23.31 23.30 857.21 23.30	11102022 11122022 19069182 NOV122022	PW/HL LIFT STATION -470 PW/WH LIFT STATION -843 MULTI-DEPTS/PHONE PW/AIRPORT LIFTSTATION- 906
Check Total.....:				927.12		
056290	11/30/22	ATT07	A T & T	33.97	11072022	PW/SHOP
056291	11/30/22	ATT09	AT&T MOBILITY	846.44	X11102022	PD/CELL SERVICE (14)
056292	11/30/22	ATT10	AT&T MOBILITY (FIRST NET)	144.35 98.51	11022022 NOV102022	PW/CELL PHONE (3) FD/MEASURE A-PHONES FOR CITY ENGINE
Check Total.....:				242.86		
056293	11/30/22	BAL00	Knife River Construction	1086.65 1350.63	281550 281947	PW/PATCH BACK DWR PW/DWR PATCH
Check Total.....:				2437.28		
056294	11/30/22	BAM00	BAMBAUER TOWING SERVICE	300.00	54303	PD/TOW ABATEMENT CAR CASE #220591
056295	11/30/22	BEN04	SHIRLEY BENNINGFIELD	450.00	NOV172022	AC/GALLERY CHRISTMAS DECORATING
056296	11/30/22	BOW00	LINDA BOWERS	44.49	11282022	LIB/REIMBURSEMENT FOR BAYLISS LIBRARY LOCK BOX
056297	11/30/22	BUR01	Bureau of Reclamation	285.43	91026391	ORLAND PARK 1 UNDERGROUND LATERAL 51
056298	11/30/22	BWC00	W.B. BENBOW	801.00	534	PW/SCADA SOFTWARE MONITORING
056299	11/30/22	CAP01	C.A.P.E. ACCOUNTING	300.00	11385	PD/SEMINAR PROPERTY & EVIDENCE TECH APR.3-7,2023
056300	11/30/22	CAR02	CARDMEMBER SERVICE	1004.30 391.83	NOV17SHOP NOV22SHOP	MULTI DEPT/MISC SUPPLIES PW/SHOP SUPPLIES
Check Total.....:				1396.13		
056301	11/30/22	CAR12	Peter R. Carr	118.42	23194	CM/REIMBURSEMENT FOR PLAQUE AWARD
056302	11/30/22	CES00	Kyle Cessna	100.00	DEC2022	Measure A UNIFORMS
056303	11/30/22	CHA01	Justin Chaney	100.00	DEC2022	FD/MEASURE A UNIFORM DECEMBER 2022
056304	11/30/22	CIT04	CITY OF WILLOWS	10784.76	4-029	FD/MEASURE A- 5% FEDERAL SHARE
056305	11/30/22	CLE05	JUDY CLEVER	50.00	DEC2022	AC/CLEANING OF GALLERY
056306	11/30/22	COM02	Comcast	399.95	11222022	FD/INTERNET FOR FIREHOUSE
056307	11/30/22	COR04	CORBIN WILLITS SYSTEMS	508.34	C211151	MULTI-DEPTS/MONTHLY SOFTWARE SUPPORT
056308	11/30/22	COR05	Corning Ford	456713.13	01	PW/PURCHASE SERVICE TRUCKS
056309	11/30/22	DOB01	CHRIS DOBBS	300.00	NOV2022	COUNCILMEMBER STIPEND NOV 2022

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056310	11/30/22	ECO01	ECORP CONSULTING, INC	16079.54	98343	PLANNING/PROF & SB2, LEAP GRANT, DWR SERVICE
056311	11/30/22	ELLO6	STEVE ELLIOTT	50.00	10312022	AC/FACE BOOK ADVERTISING
056312	11/30/22	ENL00	ENLOE MEDICAL CENTER	380.00 206.00	10282022 11102022	PD/NEW HIRE MEDICAL & PHYSICAL EXAM PW/DMV PHYSICAL
			Check Total.....:	586.00		
056313	11/30/22	ESP03	LETTY ESPINOSA	141.88 30.41	11302022 NOV302022	TREASURER/MILEAGE FOR BANK DEPOSIT REIMBURSEMENT CITY HALL HOLIDAY DECOR
			Check Total.....:	172.29		
056314	11/30/22	FAI01	FAIL SAFE TESTING, LLC	2038.70	2518,2494	FD/MEASURE A-ANNUAL GROUND LADDERS INSPECTIONS
056315	11/30/22	FLO03	JOSE FLORES	100.00	DEC2022	Measure A UNIFORMS
056316	11/30/22	FUL00	KRISTOPHER FULLMORE	100.00	DEC2022	Measure A UNIFORMS
056317	11/30/22	GLE30	GLENN COUNTY	711.75	IN0321485	PW/HAIGH FIELD , YARD HAZMAT
056318	11/30/22	GOL01	GOLDEN STATE RISK	48687.78	111522-12	DENTAL/VISION & HEALTH INSURANCE
056319	11/30/22	GRA00	GRAY TRUCKING	140.00	51052	PW/BACKFILL - DWR
056320	11/30/22	GRA02	GRAINGER, INC.	1067.25 1609.91	107,920,1 779,570,5	PW/SUPPLIES & EQUIPMENT MAINTENANCE PW/SHOP SUPPLIES
			Check Total.....:	2677.16		
056321	11/30/22	GRO00	Ferguson Enterprises Inc	11034.66	1721597	PW/WATER SUPPLIES & DWR SUPPLIES
056322	11/30/22	HOF00	DENNIS G. HOFFMAN	300.00	NOV2022	COUNCILMEMBER STIPEND NOV 2022
056323	11/30/22	HOM00	HOME DEPOT CREDIT SERVICE	2288.67	11132022	PW/SUPPLIES - PD/EVIDENCE ROOM SUPPLIES
056324	11/30/22	HOU05	HOUSING TOOLS	1655.00	02496	LIBERTY BELL HOME MONITORING
056325	11/30/22	INS01	INSTRUMART	3567.94	610792	PW/WELL METER
056326	11/30/22	IRV00	BILLY IRVIN	300.00	NOV2022	COUNCILMEMBER STIPEND NOVEMBER 2022
056327	11/30/22	JOH02	SEAN JOHNSON	100.00	DEC2022	Measure A UNIFORMS
056328	11/30/22	JOH05	SEAN JOHNSON	143.81	11182022	PD/MILEAGE REIMBURSEMENT
056329	11/30/22	KEN04	ROBERT KENNEDY	285.43	106421	REC/PUMP TRACK 19HR LABOR WORK
056330	11/30/22	LOW00	Katherine Lowery	100.00	DEC2022	Measure A UNIFORMS
056331	11/30/22	LOW01	KATHERINE LOWERY	24.00	DEC2022	PD/GYM REIMBURSEMENT
056332	11/30/22	MAR17	MARTINDALE, RYAN	100.00	DEC2022	Measure A UNIFORMS
056333	11/30/22	MCM00	McMaster-Carr	292.84	399,380,0	PW/SHOP & FLEET SUPPLIES
056334	11/30/22	MEZ00	JODY MEZA	250.00	11302022	LIB/NOV TRAVEL TO WILLOWS LIBRARY
056335	11/30/22	MIL07	MILLS, DARYL	100.00	DEC2022	Measure A UNIFORMS
056336	11/30/22	MME00	Municipal Maintenance Equ	857.06	175473	PW/SEWER VACCON PARTS
056337	11/30/22	MTS00	Mt. Shasta Spring Water	21.45	436237	FD/KEURIG RENT
056338	11/30/22	MUS01	MUSE BEAUTY STUDIO INC.	1174.79	11282022	CC/FACADE IMPR. MUSE BEAUTY STUDIO INC.
056339	11/30/22	NOR29	NORTH VALLEY INDUSTRIES I	146.54	3509	REC/1 UNIT ADULT SOCCER 4 DAYS
056340	11/30/22	OAC00	Orland Area Chamber of Co	2812.50	DEC2022	QUARTERLY SUPPORT OCT, NOV, DEC, 2022
056341	11/30/22	ORH00	ORLAND HARDWARE	2148.40	11272022	MULTI DEPT/MISC SUPPLIES
056342	11/30/22	ORL08	ORLAND UNIT WATER USERS	1930.50	11102022	PW/2023 WATER ALLOTMENT
056343	11/30/22	ORL15	Orland Saw & Mower	119.54	47603	FD/MEASURE A - SAW MAINTENANCE
056344	11/30/22	PAC07	PACE ANALYTICAL SERVICES,	166.81 1473.28	042,013 919,182,4	PW/LAB SERVICES PW/LAB SERVICES
			Check Total.....:	1640.09		
056345	11/30/22	PAP01	PAPE MACHINERY	1012.17	792	PARKS/MOWER PARTS

REPORT.: Dec 01 22 Thursday
 RUN....: Dec 01 22 Time: 13:11
 Run By.: Leticia Espinosa

CITY OF ORLAND
 Cash Disbursement Detail Report
 Check Listing for 11-22 thru 11-22 Bank Account.: 1001

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 CTL.: ORL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056346	11/30/22	PGE00	PG&E	15361.13 21156.50 609.20 86.74	NOV2022 SEP2022 11092022 11172022	MULTI-DEPTS/UTILITY USAGE MULTI-DEPTS/UTILITY USAGE FD/MEASURE A-ELECTRICITY COLUSA 1/2 TRU-UP BILL PW/TRAFFIC CONTROL
			Check Total.....:	37213.57		
056347	11/30/22	PIN01	EDGAR PINEDO	100.00	DEC2022	Measure A UNIFORMS
056348	11/30/22	POS00	POSTMASTER	1317.21	11302022	WATER/SEWER BILLING
056349	11/30/22	PUL00	Pulltarps Mfg.	3926.22	242724	PW/FLEET #21 & #22 SUPPLIES
056350	11/30/22	QUI02	QUILL CORP.	1231.38 223.28 117.43	28818109 565,417,4 9317,5429	MULTI DEPTS/SUPPLIES PD/MISC OFFICE SUPPLIES MULTI DEPTS/SUPPLIES
			Check Total.....:	1572.09		
056351	11/30/22	R&B00	R&B A CORE & MAIN COMPANY	1327.87	R868748	PW/WATER PARTS
056352	11/30/22	RIV02	ISRAEL RIVERA	100.00	DEC2022	MEASURE A UNIFORMS
056353	11/30/22	RIV03	ISRAEL RIVERA	27.50 19.02	DEC2022 11152022	PD/GYM REIMBURSEMENT PD/PER DIEM TRAINING LUNCH REIMBURSEMENT
			Check Total.....:	46.52		
056354	11/30/22	ROE01	Thomas Roenspie	53.59 144.38	11162022 11172022	PD/REIMBURSEMENT FOR HARD DRIVE CASE PD/MILEAGE REIMBURSEMENT
			Check Total.....:	197.97		
056355	11/30/22	ROE02	Thomas Roenspie	100.00	DEC2022	Measure A UNIFORMS
056356	11/30/22	ROL00	ROLLS, ANDERSON & ROLLS	7531.75 7742.95 11790.00 7895.50	15607 09302022 11152022 SEP292022	DWR/ENGINEERING PROFESSIONAL SERVICES ENGINEERING SERVICES AUGUST 1-31, 2022 ENGINEERING SERVICES OCT 1-31, 2022 ENGINEERING SERVICES JULY 1-31
			Check Total.....:	34960.20		
056357	11/30/22	ROU00	BRUCE T. ROUNDY	300.00	NOV2022	COUNCILMEMBER STIPEND NOV 2022
056358	11/30/22	ROU01	Bruce Roundy	58.80	11212022	COUNCIL/MILEAGE REIMBURSEMENT
056359	11/30/22	SAC01	SACRAMENTO VALLEY MIRROR	258.30 229.60	1116 1113,1112	PLANNING/ZONING & MUNI. CODE AMENDMENT PLANNING/PN-CUP SCHNOEBELN & HIDDEN TREASURE
			Check Total.....:	487.90		
056360	11/30/22	SAN09	LUCY SANDOVAL	16.83	11152022	PD/PER DIEM TRAINING LUNCH REIMBURSEMENT
056361	11/30/22	SCH18	JENNIFER SCHMITKE	526.00 23.12	11222022 NOV22,22	CLERK/MILEAGE & PER DIEM FOR SEMINAR CLERK/MILEAGE (GC PLANNING)
			Check Total.....:	549.12		
056362	11/30/22	SUT02	SUTTON, BRANDON	100.00	DEC2022	MEASURE A UNIFORMS
056363	11/30/22	T&S01	T AND S DVBE, INC.	495.45 3416.88	22-3265 22-3380	PW/STREET & SAFETY SUPPLIES PW/STREET SUPPLIES
			Check Total.....:	3912.33		
056364	11/30/22	TIA00	TIAA COMMERCIAL FINANCE,	299.87	11262022	MULTI/COPIER LEASE
056365	11/30/22	TLC00	TLC	656.86	11182022	AC/HOLIDAY LIGHTS ON TOWN TREE
056366	11/30/22	TOL04	JEFFREY TOLLEY	300.00	NOV2022	COUNCILMEMBER STIPEND NOVEMBER 2022
056367	11/30/22	TUR01	Rae Turnbull	45.00	DEC2022	AC/WEBSITE NEWSLETTER
056368	11/30/22	TUR02	Patricia Turnbull	34.48	11222022	AC/REIMBURSEMENT FOR SUPPLIES
056369	11/30/22	UNI01	UNITED RENTALS	1631.33	68740-003	PW/DWR SHORING PUMP RENTAL
056370	11/30/22	USA04	USA Blue Book	4704.44	428,564,5	PW/WATER & SEWER SUPPLIES
056371	11/30/22	VAL02	VALLEY ROCK PRODUCTS	543.92	008,066	PW/DWR & STREET SUPPLIES
056372	11/30/22	VAN00	VANTAGE POINT TRANSFER AG	1669.66	6858221	457 PLAN/304591
056373	11/30/22	VER03	Verizon Wireless	304.08	920755821	PW/SCADA COMPUTER/IPADS, PD-LAPTOP

REPORT.: Dec 01 22 Thursday
RUN....: Dec 01 22 Time: 13:11
Run By.: Leticia Espinosa

CITY OF ORLAND
Cash Disbursement Detail Report
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
056373	11/30/22	VER03	Verizon Wireless	78.47 164.04	920755822 920755823	REC/COMMUNICATIONS FD/MEASURE A - RESPONSE SERVICE FOR CITY ENGINE
			Check Total.....:	546.59		
056374	11/30/22	VLA00	RAYMOND J. VLACH	100.00	DEC2022	Measure A UNIFORMS
056375	11/30/22	WEL02	Wells Fargo Vendor Fin Se	148.70	502267524	BD-PLAN/COPIER LEASE
056376	11/30/22	WES16	West Mitsubishi	355.70	71914,718	PW/FLEET-SMOG
056377	11/30/22	WEX00	WEX BANK	6250.23 5396.25 215.16 62.58 1496.70	NOV2922 11292022 260805REC NOV2022BD NOV2022FD	PD/FUEL PW/FUEL REC/FUEL BLDG/FUEL FD/FUEL
			Check Total.....:	13420.92		
056378	11/30/22	WIR00	WIRELESS CONNECTION, LLC	815.00	752705	FD/MEASURE A- FCC LICENSING
056379	11/30/22	XYL00	Xylem Water Solutions USA	10932.91	8692	SEWER STATION SPARE PUMP
			Cash Account Total.....:	712901.23		
			Total Disbursements.....:	712901.23		
				=====		
			Cash Account Total.....:	.00		

**CITY OF ORLAND
RESOLUTION NO. 2022-04
RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS
DURING A PROCLAIMED STATE OF EMERGENCY**

WHEREAS, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

NOW THEREFORE, the City of Orland hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference.
2. The City Council of the City of Orland finds, by a majority vote, the following:
 - a. That there exists a proclaimed state of emergency; and
 - b. State or local officials have imposed or recommended measures to promote social distancing.

3. The City Council and any of its committees, joint committees, ad hoc groups, and staff is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.

4. This Resolution shall take effect December 6, 2022 and shall remain in effect for thirty (30) days thereafter (until January 3rd, 2022), provided the conditions set forth in Section 2 remain.

PASSED AND ADOPTED by the Orland City Council this Sixth day of December, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

Jennifer Schmitke, City Clerk

By: _____

I, Jennifer Schmitke, City Clerk of the City of Orland, hereby certify that the attached is a true and correct copy of a Resolution duly made by the City Council at a regular meeting of said City Council, at Orland, California, on the first day of November 2022, the original of which is on file in my office and duly and regularly entered in the official records of proceedings of the City Council of the City of Orland.

Dated: _____

Jennifer Schmitke, City Clerk

MINUTES OF THE ORLAND CITY COUNCIL
REGULAR MEETING HELD NOVEMBER 15, 2022

CALL TO ORDER

Meeting called to order by Mayor Hoffman at 6:30 p.m.

Meeting opened with Pledge of Allegiance led by Vice Mayor Jeffrey Tolley.

ROLL CALL

Councilmembers present:

Councilmembers Bruce Roundy, Chris Dobbs, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman

Councilmembers absent:

Councilmember Billy Irvin

Staff present:

City Manager Pete Carr; Assistant City Manager/Director of Administrative Services Rebecca Pendergrass; City Clerk Jennifer Schmitke; City Attorney Greg Einhorn; City Engineer Paul Rabo; Police Chief Joe Vlach; Recreation Director Joe Fenske; Library Director Jody Meza

ORAL AND WRITTEN COMMUNICATIONS

PUBLIC COMMENTS: None

CONSENT CALENDAR

- A. Warrant List (payable obligations)
- B. Approve City Council Minutes for November 1, 2022
- C. Receive and file Recreation Commission Minutes from June 22, 2022
- D. Receive and file Arts Commission Minutes from October 19, 2022
- E. Receive and file Economic Development Commission Minutes from May 10, 2022
- F. Receive and file Economic Development Commission Minutes from September 13, 2022
- G. Acceptance of IRWM Water Project Grant (p.70)
- H. Approval of Vacation of a Portion of Central Street (Agreement and Resolution)
- I. Approve Building Inspection Services Contract
- J. Approve Draft Letter to Glenn Ground Water Authority
- K. Adopt Resolution Accepting State Library Grant (no staff report)
- L. Award of Contract for Program Income Planning and Reporting Services

Mayor Hoffman stated that the City Manager asked to pull item 5.H. off the consent calendar until all information can be gathered.

Action: Councilmember Chris Dobbs moved, Vice Mayor Tolley seconded to approve all items except H on the consent calendar. The motion carried by a voice vote 4-0.

ADMINISTRATIVE BUSINESS

A. SOLID WASTE COLLECTION ANNUAL ADJUSTMENT

City Manager Pete Carr spoke to Council about the annual rate adjustment for contract solid waste collection services. Mr. Carr reminded Council that the City has a 10 year agreement with Waste Management (WM). Mr. Carr shared that the County, City of Willows and Orland partner together on rate services but each have their own rate structure.

Pursuant to the contract, the collection rates are subject to annual rate adjustments, increases or decreases, calculated pursuant to the most recent Consumer Price Index (CPI), diesel fuel and tipping fee rates, with an annual cap of 5%. Mr. Carr explained that this year the rate request was based on established adjustment factors that exceed the 5% cap set forth in the Master Franchise Agreement. Typical adjustments in recent years have been under 2%.

WM requests that the City Council consider the extreme unusual and significantly impactful fuel cost increase of nearly 50% and allow the total increase to exceed the 5% cap by an additional 1.71%. Based on the contract in place, the collection rates must be adjusted pursuant to the 5% cap amount. Mr. Carr stated he believed Willows and Glenn County were going to stick with the 5% and that legal counsel advised there is basis only for the 5% adjustment. Council at its discretion may consider the contractor's requested 6.71% rate increase or stay at the 5% cap.

Mayor Dennis Hoffman shared that the cap was put in place years ago to protect homeowners from rate adjustments increasing dramatically. Mayor Hoffman recommended that the Council keep the 5% cap.

Vice Mayor Tolley stated he would like to follow through with the planned rate adjustments, sharing that staying at the current 5% will hold residents and WM accountable.

Councilmember Roundy shared keeping the agreement at 5% makes the most sense. Councilmember Roundy stated the 5% rate cap protects homeowners and still allows WM to provide the necessary services they are contracted to do.

Action: Councilmember Dobbs moved; Councilmember Roundy seconded to approve the 5% rate adjustment effective January 1, 2023. The motion carried by a roll call vote 4-0.

AYES:	Councilmembers Bruce Roundy, Chris Dobbs, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman
NOES:	None
ABSTAIN:	None

B. ACCEPT DONATION OF SCOREBOARD

Recreation Director Joe Fenske spoke to Council about upgrades to Spence Park that Orland High School softball coach Kim Cutshall had presented to the Recreation Commission on October 24, 2022. Mr. Fenske explained that the upgrades would include a scoreboard for the southeast softball field, new bleachers, and cinder for the infields. Mr. Fenske noted that Coach Cutshall and Coach English were present at the meeting and were asking for approval of the new scoreboard.

Mr. Fenske presented pictures of similar scoreboards to show what the scoreboards could look like and showed on a map where the scoreboard would be installed in Spence Park. Mr. Fenske shared that the installation of the scoreboard will be donated and that the local contractors will coordinate with the Public Works Department for installation. Mr. Fenske stated that City Staff suggested including the City seal on the scoreboard. The Recreation Commission is recommending that Spence Park be posted on the scoreboard along with Orland Trojans. Mr. Fenske explained that if any local business helps with the purchase of the scoreboard, recognition for that business will also be placed on the scoreboard.

Action: Councilmember Dobbs moved, Vice Mayor Tolley seconded to accept the Recreation Commission recommendation. The motion carried by a roll call vote 4-0.

AYES:	Councilmembers Bruce Roundy, Chris Dobbs, Vice Mayor Jeffrey Tolley and Mayor Dennis Hoffman
NOES:	None
ABSTAIN:	None

C. PARKS FACILITIES SURVEY RESULTS

Mr. Fenske provided results from the recreation survey that City Staff sent out with the September water bills (2647 were sent in water bills) and were also available online. City Staff collected surveys from Oct 4th – October 26, 2022. Mr. Fenske stated to Council that some results from the online survey could have come back from people that do not reside inside City limits.

Mr. Fenske shared 391 surveys were returned, 230 were returned with water bills and 161 surveys were submitted online. Mr. Fenske presented an image of what the mailed out surveys looked like, sharing that they were sent out in both English and Spanish. Mr. Fenske stated that the surveys informed residents of projects that have been completed in the last 10 years, projects in progress and gave four ideas of future projects.

Mr. Fenske presented graphs for Council to review regarding results from the skatepark surveys.

Question one on the survey: With an estimated cost of \$1-2 million paid mostly by a grant, perhaps \$100,000 cost to City, is building a concrete skate park a high priority?

*300 votes 76.7% stated low priority

*91 votes 23.2% stated high priority

Question two: If Orland had a skatepark, would you or your family use it?

*306 votes 78.2% stated their family would not use a skate park

*85 votes 21.7% stated their family would use a skate park

Question three: Ranking the following in order of importance, #1 being the most important and #6 being the least important. Dog park, pool heater, skatepark, new multipurpose parks/soccer fields, improve baseball/softball fields or other.

#1 Improve Fields

#2 New Multi-Purpose Fields

#3 Pool Heater

#4 Dog Park

#5 Skate Park

#6 Other

Mr. Fenske stated that when residents listed “other” on their survey, many comments did not pertain to Recreation Department facilities. Mr. Fenske shared some examples of requests for more walking paths, beautifying the pond at Lely Park and fixing County roads. Councilmember Roundy stated he felt it was important for everyone on Council to know what residents listed and asked if Mr. Fenske could provide the results in each Councilmember’s mailbox.

Councilmember Roundy stated his appreciation for all residents that filled out the surveys and shared that he would take into advisement what residents are wanting.

Vice Mayor Tolley shared his comments and feelings on the skate park survey that was sent out by the City and compared numbers with the survey that went out from Orland Unified School District. Vice Mayor Tolley stated he felt the skate park should be discussed more.

Mr. Fenske stated that the Recreation Commission’s recommendation to the skate park committee was to move forward gathering more information, which they completed with the survey sent out by City Staff, to bring forward locations for the skate park and City will provide minimum costs not to exceed 5% of total project costs. Mr. Fenske asked if Council would like to allow the skate park committee to continue moving forward with the project.

Recreation Chairperson Karen Baldridge stated that the Recreation Commission has put the decision over the skate park into the City Council’s hands. Ms. Baldridge shared that the Recreation Commission asked for the survey and stated the Commission felt the survey would give the results to Council to enable them to decide on whether the skate park should proceed or not.

Skate park Committee representative Leilani Miller shared her feelings on the skate park and stated that the skate park committee would like to continue working on the skate park by finding a location and continue looking for funding or grants with City Staff.

Councilmember Roundy stated that the survey was to help find what hierarchal level the skate park was for residents before getting it on the recreation project list. Councilmember Roundy shared that when talking to youth and observing what kids are doing around town, he doesn’t see many kids skateboarding. Councilmember Roundy stated that the \$2 million is a lot of money to spend on a project that will only serve a small number of kids; he would like to see more interest from the youth for such a large amount being spent. Councilmember Roundy shared his advice to the skate park committee which was to get on the recreation list of priority projects, get more volunteers to help work on the skate park and to keep looking for locations and, most importantly, keep looking into grants to support project.

Diane Graves, County resident, asked Director Fenske if there is a master plan for the Recreation Department. Mr. Fenske stated that in July the Capital Improvements list was updated and gave Ms. Graves an update on projects that are currently being worked on as well as a list of items that the Recreation Department will be working on in the future. Mr. Fenske shared that items on the bottom of the list do not yet have funding and will not move up until the items on the top of the list are completed. Mr. Fenske stated if Council directed him to do so he would bring the skate park back to the Recreation Committee and ask that they put the skatepark on the Capital Improvement list.

Fernando Macias, Orland resident shared a little history of himself growing up in Orland without a skate park and shared his feedback on why he felt the Council and community should support the skate park project.

Mr. Carr shared that identifying the prioritization of projects on the Facilities Masterplans helps inform not only what the City can work on when impact fees come in but also helps the City decide what grants to apply for.

Karen Baldrige asked for clarification on if the Council asks the Recreation Commission to put the skate park onto the Recreation project list and when funding is available the City would be paying for the entire project. Ms. Baldrige stated that Vice Mayor Tolley came to the Recreation Commission he specifically stated the City would only pay 5% cost of the project and all other funding would come from grants. Ms. Baldrige shared that the money that goes toward projects on the Recreation improvement list comes from new homes being built. Mayor Hoffman stated that if the skate park committee quoted the Recreation Commission a price, they should hold up their end of the deal.

Councilmembers unanimously agreed to get the skate park onto the Recreation Commission improvement list and asked that the skate park committee continue working with City Staff to look for funding and land for the project.

D. VERBAL UPDATE ON DROUGHT CONDITIONS AND WATER SUPPLY PROJECT

City Manager Pete Carr provided an update on reported dry wells, stating there have been 3 new wells reported since the last City Council meeting. Currently the total of dry or at-risk wells being reported this year is 126. The total number of wells affected for this drought is now listed at 422 in Glenn County.

Mr. Carr shared with Council that the groundwater project is progressing and this week the City is sending out requests for contractors to bid on the new well. Engineering work and soil analysis are still underway before bids can go out for the storage tank, and main line construction in advanced stages of engineering.

Mr. Carr stated that the City's municipal wells remain stable. Mr. Carr showed a graph that was published November 8th, 2022 by the federal government that tracks droughts nationwide comparing the drought in California from last year to this year, which showed northern California has gone from exceptional drought conditions up to extreme drought.

Mr. Carr reminded Council that the City is still in stage 2 of the water contingency plan.

Councilmember Roundy stated he would like to see the City of Orland set aside funds for a deeper well in case there are severe problems in future years, this could be an investment in the future.

CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Roundy:

- Transportation and Transit meeting is cancelled for the month of November.
- LAFCo was cancelled for the month of November.
- Attended the League of Cities Conference via phone.
- November 26th there will be a Chamber event downtown including a tree lighting and parade.

- November 26th - 27th there will be a Craft Fair at the Fairgrounds.

Councilmember Dobbs:

- Shared that he ate at Old Town Lounge, the food and service were excellent.
- Attended the November 14th Volunteer Fire Department meeting.

Councilmember Irvin:

- Shared that his family attended Treat Street and they noted it was a great turn out.

Vice Mayor Tolley:

- Nothing to report.

Mayor Hoffman:

- Will be attending the Chamber of Commerce parade and tree lighting downtown November 26th at 5pm.
- Orland Craft Fair is November 26th -27th at the Fairgrounds.
- The Chamber of commerce is having a coffee get together every third Thursday of the month.

Mr. Carr updated Council on Queen Bee Bucks, digital gift cards that can only be used at participating locally owned businesses sharing that there are currently 28 merchants participating. Mr. Carr stated the gift cards sold out \$25,000 in the first week.

Mayor Hoffman thanked the community of Orland for allowing him to serve on City Council for the past 12 years, stating it has been an honor and privilege.

MEETING ADJOURNED AT 7:41 P.M.

Jennifer Schmitke, City Clerk

Dennis G. Hoffman, Mayor

Orland Library Commission Minutes of Monday, July 11, 2022

ITEM 1. Call to Order at 5:00 p.m. by S. Romano

ITEM 2. Roll Call

Commissioners Present: M. Deeming, A. Butler, D. Jolley, S. Romano

Staff/Council Present: Librarian J. Meza

ITEM 3. No Citizen Comments

ITEM 4. Items for Discussion or Action

1. **ACTION ITEM:** Approve minutes of the May 9, 2022 meeting. Motion made by A. Butler, minutes were approved unanimously.
2. **Reports from City Librarian on financial and monthly statistics:** Librarian provided statistical and financial reports and clarified that conference expenses were covered by staff training grant funds.
3. **Library Programs and Training:** The Library participated in both Glenn County Fair and Independence Day parades and won awards for both. Children's Services has had great attendance and participation at Summer Reading Program events. Parks Passes are available for checkout and the Library has been awarded the companion grant to add items to the collection to encourage and facilitate outdoor education. Glenn County Air Pollution Control District has applied for funds to purchase equipment that would allow the libraries to operate as clean air centers during qualified poor air quality events. The Library is exploring the possibility of using grant funds to purchase streaming video access to add to services.
4. **Website Redesign:** A local business person, Rose Duncan, has volunteered to redesign the library's website. The current website is outdated and not easily accessible by patrons. Ms. Duncan has extensive experience with design and marketing and has already completed a new website for the Willows Library to outstanding feedback from patrons.

ITEM 4. Commissioner and/or Friends of the Library Reports: The Friends of the Library met this month and requested more volunteers to help sort and haul books. The next sale is scheduled for October.

ITEM 5. Adjourned 5:30 p.m.

PLANNING COMMISSION MINUTES
August 18, 2022

1. Call to Order – The meeting was called to order by Vice Chairperson Stephen Nordbye at 5:30 PM

2. Pledge of Allegiance – Led by Commissioner Sharon Lazorko

3. Roll Call:

Commissioner's present –	Vice Chairperson Stephen Nordbye, Commissioner Doris Vickers and Commissioner Sharon Lazorko
Commissioners absent -	Chairperson Wade Elliott, Commissioner Michelle Romano
Councilmember present -	Mayor Dennis Hoffman
Staff present-	City Planner Scott Friend and City Clerk Jennifer Schmitke

4. ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments - None

5. CONSENT CALENDAR

- A. Approval of Prior Meeting Minutes: February 17, 2022
- B. Approval of Prior Meeting Minutes: April 21, 2022
- C. Approval of Prior Meeting Minutes: June 9, 2022
- D. Approval of Prior Meeting Minutes: July 21, 2022
- E. Compliance with AB361

Vice Chairperson Nordbye stated the Commission would be reviewing and approving each set of minutes separately. Commissioner Sharon Lazorko shared corrections that needed to be made to the February 17, 2022 meeting. Staff stated that the corrections would be made.

ACTION: Commissioner Lazorko moved, seconded by Commissioner Vickers to approve consent calendar item 5A. with the noted corrections and sending Commissioners a corrected version of the February 17, 2022 minutes. Motion carried, 3-0 by voice vote.

Vice Chairperson Nordbye shared corrections that needed to be made to the April 21, 2022 meeting.

ACTION: Commissioner Vickers moved, seconded by Commissioner Lazorko to approve consent calendar item 5B. with the noted corrections and sending Commissioners a corrected version of the April 21, 2022 minutes. Motion carried, 3-0 by voice vote.

ACTION: Commissioner Vickers moved, seconded by Commissioner Lazorko to approve consent calendar item 5C. Motion carried, 3-0 by voice vote.

Commissioner Lazorko shared corrections that needed to be made to the July 21, 2022 meeting.

ACTION: Commissioner Lazorko moved, seconded by Commissioner Vickers to approve consent calendar item 5D with the noted corrections. Motion carried, 3-0 by voice vote.

ACTION: Commissioner Lazorko moved, seconded by Commissioner Vickers to approve consent calendar item 5E. Motion carried, 3-0 by voice vote.

6. Public Hearing

A. Variance: VAR#2022-01 – Green: 1001 Benson Drive. Glenn County Assessor’s Parcel Number - 040-092-007.

City Planner Scott Friend presented a Variance request for 1001 Benson Drive. The applicant is requesting approval of the Variance to legalize and permit, and existing metal carport structure used to provide shade for his recreational vehicle.

The proposed project site has a General Plan designation of R-L, Low Density Residential and a zoning designation of R-1, Residential One-Family. Mr. Friend shared in the R-1 zoning designation, the side yard setback requirement is five (5) feet (Orland Municipal Code [OMC] Section 17.20.070).

The applicant is requesting a Variance to allow an exception to the minimum standard of five (5) feet. The Variance request is to reduce the western side-yard setback from five (5) feet to two (2) feet.

Mr. Friend stated that the Variance was started from a referral code from the City’s code enforcement hearing officer. Mr. Friend shared that the application was sent around to all departments within the City and received no feedback or input from any department. Mr. Friend went with both the Fire and Police Chief to the location where neither saw a problem with the structure.

Vice Chairperson Nordbye opened the Public Hearing at 5:49 PM.

Lloyd Green, Variance Applicant at 1001 Benson Dr, shared that the shade structure was installed more than 7 years ago and that he had never received a complaint or knew anything was wrong with the structure until he received the code enforcement letter this year. Mr. Green stated that he has hired many contractors in the past and has always relied on the contractors to know and follow City rules and regulations such as setback.

Cynthia Smith, 937 Benson Dr, shared her frustrations about the shade structure and stated she brought in letters years ago stating concerns and worries with the structure when it was being installed.

Earl Megginson, 1023 Trinity St, shared as a neighbor he doesn’t see an issue with the shade structure and wanted to let the Commission know not all neighbors are opposed to the structure.

Mr. Friend, responding to a comment made by Ms. Smith, clarified that the City does not keep random letters about specific addresses. Mr. Friend briefly explained how the Code Enforcement process was activated and shared that when a code enforcement action is started, a single letter is all that is needed to start action. Vice Chairperson Nordbye clarified that this Variance is only for 1001 Benson Drive.

All discussion ceased and Vice Chairperson Nordbye closed the Public Hearing at 6:02 PM.

ACTION: Commissioner Lazorko moved, seconded by Commissioner Vickers that the Planning Commission determine that the project is categorically exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Section §15305, Minor Alterations in Land Use

Limitations, and approve the request making the required findings for the action and approve the requested Variance (V#2022-02) which is a 3-foot western side yard setback. Motion carried, 3-0 by the following roll call vote.

AYES: Commissioners Vickers, Lazorko and Vice Chairperson Nordbye
NOES: None
ABSTAIN: None

B. Conditional Use Permit (CUP) #2022-03 – Stig Werelius, Applicant; Cross Petroleum, Landowner. Site Address - 1005 South Street.

Mr. Friend presented a request for a Conditional Use Permit (CUP#2022-03) on an existing parcel of land identified at 1001 South Street and further identified as Glenn County APN 040-310-011. Mr. Friend stated that the proposed project would permit the establishment of a new multi-pump fueling island which would be for compressed natural gas (CNG) only on the eastern side of the property. Currently there is a Card Fueling Network (CFN) located on the western side of the property.

Mr. Friend shared that the project site is zoned with the P-D, Planned Development zone district, where uses are required to establish zoning by granting of a use permit from the Planning Commission. Mr. Friend stated that no formal zoning has ever been assigned to this parcel via a Use Permit, so staff determined that the safest and best option for the City was to grant the use subject to a use permit, such that in perpetuity it is permitted on site.

Commissioners discussed the project and asked staff questions they had on the project.

Vice Chairperson Nordbye opened the Public Hearing at 6:17 PM.

Gary Simling, Landscape and Civil Engineer representatives from Stantech Consulting representing the project applicant, spoke to the Commission on project details such as sound barriers, landscaping, storm water retention and working with Butte College on fencing.

Zack Degarmo, Renewable Project Manager for Chevron talked about the renewable sourcing events that will happen once the project is complete. Mr. Degarmo shared his excitement for the project expanding across the state.

Vice Chairperson Nordbye closed the Public Hearing at 6:23 PM.

ACTION: Commissioner Lazorko moved, seconded by Vice Chairperson Nordbye that the Planning Commission approve the project (CUP 2022-01) and determine that the proposed action is exempt from further review pursuant to Section 15061.b.3 of the Government Code. Motion carried, 3-0 by a voice vote.

ACTION: Vice Chairperson Nordbye moved, seconded by Commissioner Vickers to approve Planning Commission Resolution PC 2022-10, approving Conditional Use Permit application #2022-03 subject of

the Conditions of Approval provided as Attachment C and findings shown on Attachment D. Motion carried, 3-0 by a voice vote.

7. ITEMS FOR DISCUSSION – Lot Line Adjustment

Mr. Friend asked the Commission to postpone this discussion until all Commissioners are present at a future meeting. The Commission was all in favor of waiting until all Commissioners could be available for the discussion at the next scheduled meeting.

8. STAFF REPORT

Mr. Friend stated that staff has approved the site plan for the proposed McDonalds quick-service restaurant which will be located next to Burger King on Frances Lane.

Mr. Friend shared that Maverik Inc., is currently in discussions with the Bureau of Reclamation and the Orland Unit Water Users about the irrigation ditch that runs along the northern parcel boundary.

Mr. Friend noted that the Woodward Family and Liberty Bell apartment projects have both started.

Mr. Friend explained that the Department of Water Resources (DWR) drought project is moving along quickly, sharing that City staff meets with DWR project leaders at least once a week.

Mr. Friend stated that he was informed that all necessary permits have been secured from Caltrans and the Bureau of Reclamation for the Orland Park project.

9. COMMISSIONERS REPORTS

Commission Vickers shared her concerns about traffic lights backing up and blocking traffic near Dutch Bros and Sixth Street.

Vice Chairperson Nordbye had nothing to report.

10. ADJOURNMENT – 6:37 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Wade Elliott, Chairperson

**PLANNING COMMISSION MINUTES
October 20, 2022**

1. Call to Order – The meeting was called to order by Chairperson Wade Elliott at 5:30 PM

2. Pledge of Allegiance – Led by Chairperson Elliott

3. Roll Call:

Commissioner's present –	Chairperson Wade Elliott, Vice Chairperson Stephen Nordbye, Commissioners Doris Vickers (left the meeting at 6:40 PM) and Sharon Lazorko
Commissioners present via Zoom -	Commissioner Michelle Romano
Councilmember present -	Mayor Dennis Hoffman
Staff present-	City Planner Scott Friend and City Clerk Jennifer Schmitke

4. ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments - None

5. CONSENT CALENDAR

A. Compliance with AB361

ACTION: Commissioner Vickers moved, seconded by Commissioner Lazorko to approve consent calendar item A. Motion carried unanimously by voice vote, 5-0.

6. Public Hearing

A. CONDITIONAL USE PERMIT: CUP 2022-03 – AMARIS BANQUET HALL (709 5TH STREET)

A public hearing will be held to consider a request for a Conditional Use Permit (CUP) to permit the use of an existing building as a "Social Hall" as required by Orland Municipal Code Section 17.40.040.37. The project is proposed to be located at 709 5th Street (APN 040-156-004) in the City of Orland. The property is currently owned by James & Leigh Ann Byerly and the property owner is also the project applicant.

The subject parcel is designated *Commercial (C)* on the City's General Plan land use diagram and is zoned in the C-2, *Community Commercial* zoning district. Pursuant to Orland Municipal Code (OMC) section 17.40.040(A)(37), Social Halls are permitted on the ground floor in a C-2 zone with approval of a CUP. The proposed Social Hall consists of a 1,000 square foot meeting space, a food and beverage area, two bathrooms, and a mop closet for a total of 1,980 square feet.

City Planner Scott Friend presented a request for Conditional Use Permit (CUP) to operate a social hall on an existing parcel located at 709 Fifth Street.

Mr. Friend reminded the Commission that the Orland Municipal Code (OMC) section 17.40.040 establishes the listing of the uses that require the granting of a Conditional Use Permit by the Planning Commission prior to their establishment. OMC section 17.40.040.37 lists “social halls” as a conditional use requiring the issuance of a Use Permit. The OMC chapter 17.08 does not provide a definition for a social hall however it is staff’s determination if the proposed use of the space would meet the “normal and customary” definition of a “social hall” as it pertains to uses in the City of Orland. As a result, the request has been forwarded to the Commission for action. Mr. Friend noted that the parcel is designated C-Commercial (C) on the General Plan land use map and located in the *C-2-Community Commercial* zoning district.

Mr. Friend asked the Commission to specifically read Condition of Approval numbers 19 (“All events/social gatherings and any other uses occurring at the proposed site shall end no later than midnight on weeknights, and 2:00 AM on weekends”) and 20 (“The owner/applicant or representative in charge of special events occurring onsite shall seek approval from the City of Orland Police Department prior to the event”) addressing noise and special event permitting. Mr. Friend also addressed Condition of Approval number 22, which states that “[t]he sidewalk out front of the “Social Hall” shall be always kept open to the public and unimpeded the “social Hall” is for interior use only”.

The proposed project would result in the approval of a use permit allowing the building to be used as a “social hall”. The owners are requesting a use permit for this space to be used as a banquet hall.

Mr. Friend stated that the proposed use has been reviewed by all City reviewing parties including the City of Orland Fire Chief, Public Works Director, City Engineer, and Police Chief. Mr. Friend explained that all concerns and issues expressed by the reviewing parties have been addressed to their satisfaction.

Mr. Friend indicated that no public input has been received on this item.

Commissioners voiced their concerns about the applicant having to seek approval from the City of Orland Police Department for every event held at the banquet hall. Mr. Friend reassured the Commission that it is not an approval that is being sought from the Police Chief it is simply a notification to alert the Department when there are 50 or more people planned to be at an event in case there is a need for more patrol or private security.

Commissioner Lazorko asked if the banquet room would have a separate entrance other than the front door to Farwood. Mr. Friend stated that he believed that there would be a separate front entrance and rear exit for the banquet hall.

Chairperson Elliott opened the Public Hearing at 5:40 PM.

Mayor Dennis Hoffman suggested that the wording in the Condition of Approval in number 20 be changed from “shall seek approval of the Orland Police Department” to “shall notify the Orland Police Department”.

All discussion ceased and Chairperson Elliott closed the Public Hearing at 5:42 PM.

ACTION: Vice Chairperson Nordbye moved, seconded by Commissioner Vickers to approve and determine that the proposed action is exempt from further CEQA review pursuant to Section 15061.b.3 of the Government Code and to approve Planning Commission Resolution #2022-14, approving Conditional Use Permit application #2022-03 subject to the Conditions of Approval provided as Attachment D and findings shown on Attachment E of the staff report with an amendment to Condition of Approval number 20 to indicate the applicant shall notify the Orland Police Department of events expected to involve more than 50 persons and noting that the notification of the Orland Police Department is in consist with the direction of the Orland City Code. Motion carried by voice vote, 5-0.

B. ZONING ORDINANCE TEXT AMENDMENT (ZCA 2022-01) – REASONABLE ACCOMMODATION

The Planning Commission will consider making a recommendation to the City Council to introduce an Ordinance amending the Orland Municipal Code in regard to the adoption of a Reasonable Accommodations for persons with disabilities; to support the California Fair Employment and Housing Act, the Federal Fair Housing Act, and the Americans with Disabilities Act (The Acts). The proposed amendment would create a new Section 17.10, *Reasonable Accommodation* to the Orland Municipal Code (OMC).

Mr. Friend gave a review of proposed amendment to the City of Orland's Municipal Code (OMC) to incorporate changes to the City Code resulting from changes to State and Federal law regarding reasonable accommodations for persons with disabilities or medical conditions necessitating the granting of a Reasonable Accommodation Request (RAR). The proposed action would provide an easier option for users of the OMC to identify the details associated with requests for a RAR. Mr. Friend reported that the City does not currently have an easily identifiable section of the OMC that gives guidance in identifying and implementing the necessary measures to process a request.

Mr. Friend stated that this amendment would allow the City Manager or his/her appointed designee (aka: reviewing authority) the ability to review the details and information of each individual's RAR and make a determination of its acceptance. Mr. Friend reminded the Commission that the request as it has been presented does not change existing law nor does it change any existing procedures, rules, or regulations in regard to anything that the City is legally required to do or does currently. Mr. Friend reiterated that this request is only attempting to make it easier within the structure of the City Code for a user to find the information about the making of a RAR.

Commissioner Lazorko asked if owners of a rental property would have to make the accommodation for their tenant. Mr. Friend stated that tenants could make Reasonable Accommodation Requests from the owner of the property if needed but that the City is not a party to such request and noting that he was not able to comment on an RAR request that would be between two private parties.

Chairperson Elliott opened the Public Hearing at 5:56 PM.

With no comments, Chairperson Elliott closed the Public Hearing at 6:23 PM.

ACTION: Commissioner Vickers moved, seconded by Commissioner Lazorko to adopt Planning Commission Resolution PC 2022-12, recommending for approval to the City Council, the Municipal Code

Amendment as presented, and approval of the Categorical Exemption as presented. Motion carried, 5-0 by a voice vote.

C. CONDITIONAL USE PERMIT: CUP 2022-05 – MAVERIK FUELING CENTER POLE SIGN (4473 COMMERCE LANE)

A public hearing will be held to consider a request for a Conditional Use Permit (CUP) to permit the use of a “Pole Sign” as required by Orland Municipal Code Section 17.78.250. The project is proposed to be located at 4463 Commerce Lane (APN 045-170-043) in the City of Orland. The property is currently owned by the Maverik, Inc..

The subject parcel is designated *Commercial (C)* on the City’s General Plan land use diagram and is zoned in the C-H, *Highway Service Commercial* zoning district. Pursuant to Orland Municipal Code (OMC) section 17.478.250(A), Pole Signs are permitted on the site with no development in a C-H zone with approval of a CUP. A convenience fueling station has been approved previously on the site and building plans have been approved prior to this action. Pursuant to OMC 17.48.250(B)(9) a CUP may be granted to exceed the allowable advertising surface for pole signs and OMC Section 17.48.410(A)(13) states that a CUP may be granted to exceed the maximum permitted pole sign height. The proposed action is request for both additional signage height and advertising area.

Mr. Friend presented the staff report regarding a request to approve a Conditional Use Permit (CUP) to permit the erection of a “Pole Sign” on an existing parcel identified as 4473 Commerce Lane. The parcel is currently in the process of being developed as a Maverik-branded fueling center. The subject parcel is designated *Commercial (C)* on the General Plan land use map and is in the C-H (*Highway Service Commercial*) zoning district. Mr. Friend stated that pursuant to Orland Municipal Code (OMC) Chapter 17.78.250 (A), the proposed action requires the approval of a Conditional Use Permit (CUP) by the Planning Commission due to the request involving an increase in the permitted sign advertising square footage and total sign pole height.

The proposed project/request would permit the installation of a Pole Sign onsite to be seen by passenger vehicles traveling on Interstate 5 on the frontage of Commerce Lane. The proposed sign would exceed advertisement space and pole height standards found in the Orland Municipal Code section 17.78.250 (B). The OMC provides a maximum advertisement space of 100 square feet and maximum Pole Sign height of 70 feet. The proposed sign would have approximately 863 square feet of total advertisement space composed of three individual signs and would be 100 feet in height.

Mr. Friend presented freeway sign graphics that the Maverik Corporation has provided to the Planning Commission to review.

Mr. Friend stated that the OMC has provisions for the treatment of the pole base and explained that none were provided in graphic and asked if a member of the Maverik team that was on the Zoom meeting would like to add anything about this topic.

Kevin Deis, Planning Project Manager for the Orland Maverik, Inc. project briefly explained why they are asking for the size and location of the pole and went on to explain the treatment that they are expecting to install at the base of the pole. Mr. Deis shared that he believed that the project should be under construction and fully open around the second or third quarter of next year.

Chairperson Elliott opened the Public Hearing at 6:12 PM.

Chairperson Elliott closed the Public Hearing at 6:12 PM with no comments made.

Chairperson Elliott ask Mr. Deis if he felt that there were any safety concerns when it came to the ingress or egress points as a result of the proposed pole sign. Mr. Deis shared he had met with Maverik's civil engineering team and indicated that they felt confident that there were no safety concerns related to the site triangle for the north entrance.

ACTION: Commissioner Lazorko moved, seconded by Commissioner Vickers to approve Planning Commission Resolution PC 2022-13, approving Conditional Use Permit application #2022-05 subject to the Conditions of Approval provided as Attachment C and Findings shown on Attachment D to the staff report and determining that the proposed action is exempt from further review pursuant to Section 15061.b.3 of the Government Code. Motion carried, 5-0 by a voice vote.

D. CONDITIONAL USE PERMIT: CUP 2022-06 – HIDDEN TREASURES SANCTUARY AND RESCUE (33 EAST WALKER STREET)

A public hearing will be held to consider a request for a Conditional Use Permit (CUP) to permit the use of a "Animal Hospital/Veterinary Office" as required by Orland Municipal Code Section 17.40.040(A)(2). The project is proposed to be located at 33 East Walker Street (APN 041-072-002) in the City of Orland. The property is currently owned by Ricky Quezada and Monica Mojica.

The subject parcel is designated *Commercial (C)* on the City's General Plan land use diagram and is zoned in the C-2, *Community Commercial* zoning district. Pursuant to Orland Municipal Code (OMC) section 17.40.040(A)(2), Animal Hospitals and Veterinary Clinics are permitted on the ground floor in a C-2 zone with approval of a CUP. The proposed Veterinary Clinic consists of a clinic limited to spaying/neutering, animal vaccine injections, micro-chip implants, and simple procedures such as mite and flea prevention for dogs and cats.

Mr. Friend presented the staff report regarding a request to approve a Conditional Use Permit (CUP) to permit the operation of a small animal Spay and Neuter Clinic/Kennel/Grooming facility on an existing developed parcel identified as 33 East Walker Street. The subject parcel is designated *Commercial (C)* on the General Plan land use map and located in the C-2 (*Community Commercial*) zoning district. Pursuant to Orland Municipal Code Chapter 17.40, the proposed action requires the approval of a Conditional Use Permit by the Planning Commission.

Mr. Friend spoke briefly on the attachments which included a general location map, zoning map, application materials, the Conditions of Approval for CUP# 2022-26, Required CUP findings #2022-06, Notice of Exemption for CUP #2022-06 and the Resolution.

Chairperson Elliott opened the Public Hearing at 6:20 PM.

Chairperson Elliott closed the Public Hearing at 6:21 PM with no comments.

Chairperson Elliott invited the applicant to come forward and speak about the project.

Valerie Johnson, Hidden Treasures Sanctuary and Rescue applicant shared with the Commission about her upcoming plans and programs for her project and spoke about the need for the facility in the Community.

Ms. Johnson spoke about the facilities strict policy on cleaning and explained that the facility will be cleaned and deodorized all-day, every day. The applicant has indicated to staff that all noise and emissions from the facility would meet both Glenn County and City of Orland standards and conditions of approval have been included in this regard. The facility is expected to generate noise from animals (i.e., dogs barking and cats meowing), however the applicant ensures that these will be kept at a minimum. Ms. Johnson explained her plan for boarding animals, stating that the only animals staying overnight would be cats. She explained that dogs are only accepted by appointment and only for grooming and/or spaying/neutering. She also explained that the facility is not planned to accommodate animals other than dogs or cats for activities other than grooming or spay/neuter actions.

Ms. Johnson briefly went over the facility lay out and spoke about possible additions she would like to bring to the facility in the future such as the addition of one or more “catios” (an outdoor screened-in area to allow cats to play in a safe, contained outdoor area).

Chairperson Elliott noted some potential concerns about aspects of the project such as the exclusion of canine kenneling overnight and potential noise issues. Chairperson Elliott also clarified with Ms. Johnson that all feline kenneling would be indoors in the evening, and Ms. Johnson verified.

Mr. Friend reminded the Commission that the Conditional Use Permit runs with the property in perpetuity and suggested the possibility of stating in the Conditions of Approval that no large animals would be accommodated at the site, only cats and dogs, in case the property is sold in the future.

Vice Chairperson Nordbye stated his concerns over the outdoor space. Vice Chairperson Nordbye wanted to make sure correct permits and inspections will be done on the project to verify that there isn’t any dangerous or hazardous conditions.

Mayor Dennis Hoffman asked if this Conditional Use Permit could be issued to Ms. Johnson only. Mr. Friend stated that it is his understanding that State law does not allow for a CUP to be issued to a specific applicant nor does the law allow a use to be approved or permitted to specific applicants. He again noted that any permit issue would run with the land in perpetuity.

Commissioner Lazorko asked if the CUP should be expanded on to clarify what is and is not allowed. Mr. Friend stated that if that was desired, the motion should be worded to clarify and specify what the Commission exactly. He noted that this could include detail as to the specific number of animals that are allowed at one time or stating that the facility was to be for cats and dogs only.

Chairperson Elliott stated his concerns with the matter and asked the applicant about the potential to push the approval of the project to the meeting next month, thereby allowing time for the applicant and Mr. Friend to consult and come to more precise wording on the CUP.

Vice Chairperson Nordbye suggested adding a note to the project Conditions of Approval not allowing dogs overnight, or adding a time limit in case the animal requires overnight monitoring due to a medical circumstance. Vice chairperson Nordbye also stated concerns over the number of animals that would be allowed in the building at one time.

Commissioner Lazorko stated she felt the language could have been decided at the meeting so that the applicant could have opened as planned.

Mr. Friend stated he would work with Ms. Johnson to rewrite the Conditions of Approval getting the wording correct and addressing the concerns of the Commissioners. Mr. Friend stated he would bring this item back at the next Planning Commission Meeting (scheduled for November 17, 2022).

ACTION: Chairperson Elliott moved, seconded by Vice Chairperson Nordbye that this item be continued to the next meeting to allow for additional time for staff to work with the project applicant to amend the Conditions of Approval as indicated during the meeting. Motion carried, 4-1 by a roll call vote.

AYES:	Commissioners Lazorko, Romano, Vice Chairperson Nordbye and Chairperson Elliott
ABSENT:	Commissioner Vickers
NOES:	None
ABSTAIN:	None

7. ITEMS FOR DISCUSSION OR ACTION

A. SB9

Mr. Friend briefly updated the Commission on new legislation that has passed recently the State legislature. Mr. Friend spoke about Senate Bill 9 (SB9) Housing Development: Approvals; AB 2011: Affordable Housing and High Road Jobs Act; SB897: Junior Accessory Dwelling Units; AB2344: Wildlife Connectivity and Transportation Projects; AB 2449, AB2647 and SB 932.

8. STAFF REPORT

Mr. Friend stated that a Conditional Use Permit for a freeway monument sign for McDonalds will be on the next Planning Commission Agenda in November.

Mr. Friend shared that on October 17, 2022 LAFCo approved the Westside annexation.

Mr. Friend shared that October 22, 2022, is a Rib Cook-off held by the Chamber of Commerce in Library Park from 9 AM-3PM.

Mr. Friend stated that the Woodward Family and Liberty Bell apartment projects have started.

9. COMMISSIONERS REPORTS

Commissioner Lazorko asked for an update on anything new going on around Orland. Mr. Friend shared the Habitat for Humanity project; the Liberty Bell and Woodward apartments are all in progress. Mr. Friend also shared that a new Mexican market/eatery is going in on Eighth Street.

Commissioner Romano had nothing to report.

Vice Chairperson Nordbye shared that the Liberty Bell and Woodward apartments construction areas are fenced off and construction power is on.

Chairperson Elliott had nothing to report.

10. ADJOURNMENT – 7:24 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Wade Elliott, Chairperson

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 11.A.

MEETING DATE: December 6, 2022

TO: Honorable Mayor and Council
FROM: City Manager Pete Carr and Library Director Jody Meza
SUBJECT: **Agreement for Library Funding** (Discussion/Action)

City staff will present a Memorandum of Understanding (MOU) for Council approval transferring administrative responsibility for Glenn County branch library operations to the City of Orland.

BACKGROUND

On August 2, City Council reviewed the operational history of Orland and County branch libraries, considered the expenses and budgets, and approved an MOU for transfer of responsibility for branch libraries to the City on what is essentially a pass-thru budget basis. Shared cost burden for the Orland Library remained an outstanding topic to resolve.

DISCUSSION

City Staff proposed an updated cost share framework with Glenn County that would more proportionately reflect the costs vs services used. Work on this analysis remains to be done in 2023. In the meantime, the County on November 29 adopted a good-faith "stop-gap" budget to adjust funding up 5% for the current fiscal year. This funding will be \$4500 above what the City had budgeted for revenue from the County for library cost share this fiscal year.

Attachment: Memorandum of Understanding between the County of Glenn and the City of Orland for Orland Free Library Annual Funding Disbursement

RECOMMENDATION

Approve proposed MOU with County of Glenn to establish cost share for library operations for this fiscal year.

Fiscal Impact of Recommendation: Positive \$4500 impact on Orland General Fund as compared to budget.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF GLENN AND THE CITY OF ORLAND
FOR THE CITY OF ORLAND BRANCH LIBRARY ANNUAL FUNDING DISBURSEMENT**

WHEREAS, for many years the City of Orland operated a city free library for the benefit of citizens, owning their own equipment, furniture, books, and other materials and assets;

WHEREAS, the City of Orland shall continue to operate a city free library;

WHEREAS, the County of Glenn shall provide an annual disbursement for the library operations;
and

NOW THEREFORE, the parties agree as follows:

I. PURPOSE

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of December 6, 2022 by and between the County of Glenn, herein referred to as "County" and the City of Orland, herein referred to as "City". The effective date of this agreement is July 1, 2022 through June 30, 2023. This MOU defines the respective roles and responsibilities of the County and City in relation to operation and the respective costs of the operations of the City of Orland Library.

II. SERVICES

1. Responsibility of City.

City shall provide full services for a public library operation and facility for the citizens. City Shall be responsible for building maintenance, construction and financing. City shall provide and own, but not limited to, equipment, furniture, books, and other materials and assets.

City shall continue to allocate funds as determined by their respective legislative bodies and shall endeavor to maintain the level of funding in the 2022-2023 budget. The City shall endeavor to increase the annual library budgets, taking into consideration the funds available, the services needed, and changes in the cost of living index. City shall maintain a strict accountability of all funds and report all receipts and disbursements. In the review of such budgets and budget recommendations, the records of revenue and expenditures for library services provided in the preceding year shall be available to the legislative bodies.

None of the provisions of this MOU shall be deemed to be an intention by the contracting parties to disestablish the City Library and the library shall retain its

individual identity under the control of its legislative body but subject to the terms of this MOU.

2. Compensation.

County will provide funding for library operation from the annual County library budget. City shall receive \$94,500 for fiscal year 2022-2023.

3. Relationship of Parties.

- A. County and City shall remain separate and distinct entities operated within the County of Glenn.
- B. All parties are and shall remain employees of their respective agencies and neither is an agent, officer or employee of the other party. The parties mutually understand that this MOU is between County and City and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
- C. City is and shall remain the sole employer of the Library Staff. The library staff shall continue to be governed by all terms and conditions of employment in accordance with the City's rules and policies. City is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments for its respective employee.
- D. Each party shall indemnify and hold the other party harmless from any liability which that party may incur because of the other party's failure to pay such obligations.

4. Dispute Resolution.

In the event of a dispute between County and City concerning the performance or direction of the staff that cannot be resolved, the parties to this agreement agree to refer the issue to the County Administrative Officer and City Manager for resolution.

If no mutually acceptable resolution of the dispute can be achieved both parties retain their rights to terminate this agreement as described in Section 14 of this Agreement.

5. Amendment.

The provisions of this Agreement may not be modified, except by a written instrument signed by both parties.

6. Hold Harmless.

- A. To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless City, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the County, its officers, agents, or employees. County responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.
- B. To the fullest extent permitted by law, City shall defend, indemnify, and hold harmless County, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the City, its officers, agents, or employees. City responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.

7. Insurance Requirements.

For the purpose of general liability insurance, workers compensation insurance, cyber liability and professional liability insurance, City and County are both members of Golden State Risk Management Association (GSRMA). As such, the two entities cannot obtain certificates from the pool listing another member as additional insured on their policies. In this case, both parties shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by itself, its agents, representatives, or employees from GSRMA. If either party gives notice that they are leaving the GSRMA pool, then the insurance requirements set forth in Exhibit A, which is attached hereto and incorporated herein by this reference, shall be required and if not satisfied will result in immediate termination of this Agreement.

8. Miscellaneous.

During the performance of this Agreement, no person shall, on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental

disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status be denied any benefits or be subject to unlawful discrimination.

9. Entire Understanding.

This Agreement comprises the entire written understanding between County and City and there are no other warranties or promises other than those contained in this written document. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. City specifically acknowledges that County relies solely upon the provisions contained in this Agreement and no others.

10. Governing Laws.

The laws of the State of California shall govern construction of this MOU.

11. Venue.

Each party agrees that the proper venue for any action brought in court or by arbitration (if arbitration is agreed to by both parties) will be in Glenn County, California.

12. Term of Agreement.

This agreement shall commence July 1, 2022, and continue through June 30, 2023, unless terminated earlier as provided herein.

13. Termination.

Both parties shall have the right to terminate this Agreement upon thirty (30) days' written notice of such termination.

County shall pay City the reasonable value of services rendered to date pursuant to this Agreement in addition to any amount previously billed amount by City, not to exceed the amount documented by City as work completed to date and subject to the limit set forth in "Compensation" above.

County may terminate the Agreement immediately upon written notice should funding for this Agreement either cease or be materially decreased.

14. Notices.

Any notices required under this Agreement shall be in writing and shall be deemed to have been fully served if delivered in person to the party for whom it is intended or sent by first class mail to the address of the person for whom it is intended as specified in this Agreement:

County of Glenn
Scott H. De Moss
County Administrative Officer
525 W. Sycamore St.
Willows, CA 95988

City of Orland
Pete Carr
City Manager
815 4th Street
Orland, CA 95963

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have affixed their hands on the day set forth below.

County of Glenn
Scott H. De Moss
County Administrative Officer

Date: _____

APPROVED AS TO FORM:

William J. Vanasek, County Counsel
Glenn County, California

City of Orland
Peter R. Carr
City Manager

Date: _____

EXHIBIT A – INSURANCE REQUIREMENTS

If either party provides notice that they are leaving the Golden State Risk Management pool, that party shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property that may arise from, or be in connection with, the performance of the work hereunder by the party and the party's agents, representatives, employees, and subcontractors.

A. Minimum Scope and Limit of Insurance.

1. Coverage shall be at least as broad as:

(i) Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

(ii) Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

(iii) Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (Not required if Consultant provides written verification it has no employees).

(iv) Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

(v) Cyber Liability Insurance with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

2. If the party maintains broader coverage and/or higher limits than the minimums shown above, the other party shall be entitled to the broader coverage and/or the higher limits

maintained by the party. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the other party.

The coverage types and limits required pursuant to this Agreement shall in no way limit the liability of the party.

B. Other Insurance Provisions.

1. The insurance policies are to contain, or be endorsed to contain, the following provisions:

(i) Additional Insured Status. The other party, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the party including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the party's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

(ii) Primary Coverage. For any claims related to this Agreement, the party's insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the other party, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the other party, its officers, officials, employees, or volunteers shall be excess of the party's insurance and shall not contribute with it.

(iii) Notice of Cancellation. Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the other party.

(iv) Waiver of Subrogation. The party hereby grants to the other party a waiver of any right to subrogation which any insurer of said party may acquire against the other party by virtue of the payment of any loss under such insurance. The party agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the other party has received a waiver of subrogation endorsement from the insurer.

(v) Self-Insured Retentions. Self-insured retentions must be declared to and approved by the other party. The other party may require the party to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or other party.

(vi) Acceptability of Insurers. Insurance is to be placed with insurers authorized to conduct business in the State of California with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the other party.

(vii) Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

(a) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work;

(b) Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the Services; and

(c) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the party must purchase "extended reporting" coverage for a minimum of five (5) years after completion of the Services.

2. Verification of Coverage. The party shall furnish the other party with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the other party before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the party's obligation to provide them. The other party reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

3. Subcontractors. The party shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and the party shall ensure that other party is an additional insured on insurance required from subcontractors.

4. Failure to Maintain Coverage. The party agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the other party. The other party shall have the right to withhold any payment due the party until the party has fully complied with the insurance provisions of this Agreement. In the event that the party's operations are suspended for failure to maintain required insurance coverage, the party shall not be entitled to an extension of time for completion of the work because of production lost during suspension.

CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: 11.B.

MEETING DATE: December 6, 2022

TO: Honorable Mayor and Council
FROM: City Manager Pete Carr
SUBJECT: **Proposal for Electric Vehicle Charging Stations** (Discussion/Direction)

City staff will present a proposal for installation of electric vehicle (EV) charging stations in the downtown area.

BACKGROUND

EV charging is already becoming available along our highway commercial corridor. Consistent with the City's fiscal year project objectives and ARPA budget, and with encouragement from the Orland Economic Development Commission and Orland Area Chamber of Commerce, City staff has been exploring options for locating EV charging stations in the downtown shopping district.

The objective is to encourage highway travelers to visit our locally-owned stores and restaurants while recharging their vehicle batteries. It is understood that some current parking spaces would need to be converted to EV use. Location of EV spaces and associated infrastructure is heavily influenced by availability and cost of power sourcing, as well as proximity to shopping.

DISCUSSION

One vendor, Rivian, has been responsive to the City's solicitations. Rivian prepared a concept layout and draft contract for City consideration. The proposed agreement we are working on would provide for exclusive lease to Rivian of twelve (12) parking spaces at or near the City's 5th Street parking lot for one 5-year initial term with 2 additional 5 year renewals at Rivian discretion, with several key conditions:

- a) Rivian would bear all cost to install underground and above-ground infrastructure.
- b) Rivian would re-pave the alley and re-stripe the lot with conformance to ADA requirements.
- c) Rivian would provide pole-mounted lighting and signage for spaces.
- d) 2 of the above spaces would be on 5th Street, one on the City-owned lot west of the alley, the balance along the south side of the existing City-owned lot.
- e) 6 spaces would be Rivian-only Level III (DC fast charging at 200 kW); one of those will support EV trucks towing trailers, located on the west side of the alley.
- f) 2 spaces on 5th St would be Rivian Waypoint Level II (11.5kW, compatible with other "J-plug" EV).

** Until Rivian Level III chargers become universally compatible with other vehicle brands, some of the level III spaces will be marked as available to non-EV parking for 60-90 minutes and Rivian will pay \$100/mo per Level III space until equipment becomes universal.*

- g) 4 spaces will be prepared for future expansion, available to all uses at this time.
- h) Rivian would be required to keep equipment in working order.
- i) City will continue to provide basic lot maintenance and cleaning.

Attachment:

Diagram depicting proposed location of EV spaces and equipment. This diagram, when finalized, will become an exhibit of the agreement.

Pictured at right are typical Rivian Adventure Network chargers in use.

Additional information about Rivian chargers is available online at:

<https://rivian.com/experience/charging>

RECOMMENDATION

Consider proposal concept and provide direction to City Staff. Agreement can be returned to Council for approval as early as December 20.

Fiscal Impact of Recommendation:

No cost to City. Potential positive impact up to \$600/mo for Orland General Fund, probably short-term.



