City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, September 2, 2025

6:00 PM

City Council

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING
6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:02 PM.

B. ROLL CALL

Council Members Present: Members Moreno, Garcia-Cadena, Vega, Mayor Pro Tem Stallard, and Mayor Lansburgh
Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by James Vorhees.

Land Acknowledgment Statement - *The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

1. SUBJECT: General Public Comments

   WRITTEN COMMUNICATIONS: This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communications submitted for items specific to this agenda will be attached as a file to the associated agenda item.

Mayor Lansburgh invited public comment. Speaking from the public was James Vorhees.

No further public comment was received.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

Verbal updates provided by Council Members/ Staff.

2. SUBJECT: Long Range Calendar

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

Received the Long Range Calendar for informational purposes only.

F. CONSENT CALENDAR

Mayor Pro Tem Stallard requested that item number F. 7. be removed for further discussion. City Manager Ken Hiatt presented the item and answered questions from the Council along with City Attorney Ethan Walsh and Community Services Director Christine Ferrara. Council directed staff to return with a report detailing cost-reduction measures for the maintenance of the Woodland Cemetery. Council agreed to include item F.7. in their vote on the Consent Calendar.

Mayor Lansburgh invited public comment. Speaking from the public was James Vorhees. No further public comment was received.

On a motion by Mayor Lansburgh, seconded by Mayor Pro Tem Stallard and carried on a 5-0 vote, Council Members approved Consent Calendar items No. 3 through 10.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh
NOES: None
ABSENT: None
ABSTAIN: None

3. SUBJECT: Proclamation in Honor of Hawaiian Spaniards

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation honoring the contributions of Hawaiian Spaniards as well as celebrating the upcoming Spanish Hawaiian Heritage Association's Academic & Cultural Conference.

Adopted a proclamation honoring the contributions of Hawaiian Spaniards as well as celebrating the upcoming Spanish Hawaiian Heritage Association's Academic and Cultural Conference.

Accepting the proclamation was Jennifer Hogan, who provided a presentation on the history of Hawaiian Spaniards.

4. SUBJECT: Proclamation Recognizing the Silver Anniversary of the Cache Creek Conservancy and Nature Preserve.

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing September 13, 2025 as the Silver Anniversary of the Cache Creek Conservancy and Nature Preserve.

Adopted a proclamation recognizing September 13, 2025, as the Silver Anniversary of the Cache Creek Conservancy and Nature Preserve.

Accepting the proclamation was Jim Smith, President of the Board of Directors and Sheila Pratt, Executive Director of the Cache Creek Nature Preserve.

5. SUBJECT: Public Works Semi-Annual Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation and accept the Public Works Semi-Annual Status Report for the period of January 2025 through June 2025.

Accepted the Public Works Semi-Annual Status Report for the period of January 2025 through June 2025.

6. SUBJECT: Appropriation of Funds for the 2025 Clean Air Funds Grant Budget

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No.____, authorizing a budget appropriation of $10,281.09 to Fund 1365 in Fiscal Year 2025/26 for the Clean Air Funds Grant.

Adopted Resolution No. 8561, AUTHORIZING THE APPROPRIATION OF FUNDS TO THE FISCAL YEAR 2025/26 CLEAN AIR FUNDS GRANT BUDGET.

7. SUBJECT: Authorize the Purchase and Appropriate Funds for One New Vehicle for the Pool Facilities Technician and Six (6) Replacement EV Lawn Mowers.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____,

1. Authorizing the appropriation of $40,000 in the Equipment Replacement Fund (2012) for the purchase of a new vehicle for the recently adopted position of Pool Facilities Technician at the Community Services Department (CSD);
2. Authorizing the appropriation of $132,434.96 in the Equipment Replacement Fund (2012) from collected reserved balances for the replacement purchases of equipment numbers #792, #813, #814, #815, #843 and #844 with six (6) new EV Lawn Mowers; and
3. Approving the equipment purchase contract totaling $132,434.96 for the purchase of six (6) EV mowers, and authorizing the City Manager to execute the contract.

Adopted Resolution No. 8562, AUTHORIZING THE APPROPRIATION IN THE EQUIPMENT REPLACEMENT FUND FOR THE PURCHASE OF A VEHICLE FOR THE POOL AND RECREATION FACILITIES TECHNICIAN POSITION AND APPROVING THE APPROPRIATION OF RESERVED BALANCES AND THE PURCHASE OF SIX (6) ELECTRIC LAWN MOWERS FOR THE COMMUNITY SERVICES DEPARTMENT.

8. SUBJECT: Increase Construction Contingency for the Downtown Parking Lot Rehabilitation Project, CIP 24-09, and First Street Parking Lot Rehabilitation Project, CIP 24-13

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ______ to approve an increase in construction contract contingency up to $251,672.97 for a total contract amount of up to $628,245.16 for the Downtown Parking Lot Rehabilitation Project (CIP 24-09) and the First Street Parking Lot Rehabilitation Project (CIP 24-13).

Adopted Resolution No. 8563, INCREASING THE CONSTRUCTION CONTINGENCY FOR THE DOWNTOWN PARKING LOT REHABILITATION PROJECT (CIP 24-09) AND FIRST STREET PARKING LOT REHABILITATION PROJECT (CIP 24-13).

9. SUBJECT: Authorize Additional Conservation Coordinator Position and Appropriate Funding for the Environmental Compliance Fund (1365)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. ____ Approving Changes to the Authorized Full-Time Equivalent Positions for Fiscal Year 2025/26 and Appropriating $125,135 to the Environmental Compliance Fund (1365).

Adopted Resolution No. 8564, APPROVING CHANGES TO AUTHORIZED FULL-TIME EQUIVALENT POSITIONS FOR FISCAL YEAR 2025/26 AND APPROPRIATING $125,135 IN THE ENVIRONMENTAL COMPLIANCE FUND (1365).

10. SUBJECT: City Council Meeting Minutes of August 19, 2025

RECOMMENDATION FOR ACTION: Staff recommend the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of August 19, 2025.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of August 19, 2025.

G. PUBLIC HEARINGS

11. SUBJECT: Development Agreement with Pacific Coast Producers - 1376 Lemen Avenue

RECOMMENDATION FOR ACTION: Staff recommends that the City Council hold a Public Hearing and take the following action:
Waive the First Reading and Introduce Ordinance No. ______, approving a Development Agreement by and between the City of Woodland and Pacific Coast Producers for the Lemen Avenue agricultural processing facility (1376 Lemen Avenue) and authorizing the execution of said agreement.

City Manager Ken Hiatt introduced the item. Erika Bumgardner, Deputy Director of Community Development, presented the item and answered questions from Council.

Mayor Lansburgh opened the public hearing. Speaking from the public were Sabrina Barr, James Vorhees, and Xóchitl Rodriguez. No further public comment was received. Mayor Lansburgh closed the public hearing.

On a motion by Councilmember Vega, seconded by Councilmember Garcia-Cadena, and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) waived the First Reading and Introduced Ordinance No. 1740, APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND PACIFIC COST PRODUCERS FOR THE LEMEN AVENUE AGRICULTURAL PROCESSING FACILITY (1376 LEMEN AVENUE) AND AUTHORIZING EXECUTION OF SAID AGREEMENT.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh
NOES: None
ABSENT: None
ABSTAIN: None

H. REPORTS OF THE CITY MANAGER

12. SUBJECT: 2026 Aquatics Programming and Use Fees

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an overview of aquatics programming for 2026 and adopt Resolution ____ authorizing new fees for aquatics programming.

Community Services Program Manager Kris Bain presented the item and answered questions from Council along with Community Services Director Christine Ferrara.

Mayor Lansburgh opened the floor to public comment. Speaking from the public was James Vorhees. No further public comment was received.

On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Moreno and carried on a 5-0 vote, Council Members 1) received an overview of aquatics programming for 2026 and 2) adopted Resolution No. 8565 AUTHORIZING NEW FEES FOR AQUATICS PROGRAMMING.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh
NOES: None
ABSENT: None
ABSTAIN: None

13. SUBJECT: Fire Station #4 – Project Update and Next Steps

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive an update on the project scope, proposed delivery method, and next steps for advancing the Fire Station #4 Project (CIP 16-10); and
2. Direct staff to proceed with issuing a Request for Proposal for Owner's Representative Services to assist the City in managing the Progressive Design Build Process for the project.

The item was introduced by City Manager Ken Hiatt. Community Development Director and City Engineer Brent Meyer presented the item and answered questions from Council along with Fire Chief Eric Zane.

Mayor Lansburgh opened the floor to public comment. Speaking from the public were Xóchitl Rodriguez, James Vorhees, and Woodland Fire Engineer Trevor Moureaux. No further public comment was received.

On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members 1) received an update on the project scope, proposed delivery method, and next steps for advancing the Fire Station #4 Project (CIP 16-10), and 2) directed staff to proceed with issuing a Request for Proposal for Owner's Representative Services to assist the City in managing the Progressive Design Build Process for the project.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh
NOES: None
ABSENT: None
ABSTAIN: None

I. ADJOURN

Meeting adjourned at 7:42 PM.