



# Willows City Council Regular Meeting

October 14, 2025  
Willows City Hall  
6:00 PM

City Council  
Evan Hutson, Mayor  
Rick Thomas, Vice Mayor  
Gary Hansen, Council Member  
Lorri Pride, Council Member  
Matt Busby, Council Member

City Manager  
Marti Brown

City Clerk  
Karleen Price

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

## Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/82228103576>

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

If you have documents you would like to submit to the Council, please deliver or mail them to the City Clerk at 201 N. Lassen St., Willows, CA 95988, or email [cityclerk@cityofwillows.org](mailto:cityclerk@cityofwillows.org).

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL MATTERS**
  - a. **Proclamation – National Wildlife Refuge Week**

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

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Council or City Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

- a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.  
Contact: Joanne Moore, Finance Director, [jmoore@cityofwillows.org](mailto:jmoore@cityofwillows.org)

- b. **Minutes Approval**

Recommended Action: Approve the September 23, 2025, meeting minutes.  
Contact: Karleen Price, City Clerk, [kprice@cityofwillows.org](mailto:kprice@cityofwillows.org)

c. **Administrative Analyst Job Classification - Fire and Community Development & Services Departments**

Recommended Action: Approve the attached job classification (Attachment 1) and salary schedule (Attachment 2) based on the approved FY 2025-26 budget authorizing the creation and addition of one full-time Administrative Analyst - Fire and Community Development & Services Departments.

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

d. **Amended Conditions of Approval for Cali Love LLC. CUP 25-01**

Recommended Action: Approve the amended Conditions of Approval (COA) (Attachment 1) for the Conditional Use Permit (CUP) 25-01 for Cali Love LLC.

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

e. **Planning Commission Appointment**

Recommended Action: Appoint Michael McNeil to the Willows Planning Commission for the term ending December 31, 2027.

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

## 7. PUBLIC HEARING

a. **Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) / 103 South Plumas Street**

Recommended Action: Adopt Ordinance XX-2025 entitled "AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001" by title only and waive the full reading of the ordinance (Attachment 1).

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

b. **Sale of Exempt Surplus Land – Public Hearing for Protest**

Recommended Action: Continue this agenda item to the October 28, 2025, City Council Meeting when the public noticing and posting will be complete.

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

## 8. DISCUSSION & ACTION CALENDAR

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a speaker card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

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a. **Community Development Block Grant Application – Project Consideration**

Recommended Action: Review and consider project options for a 2025 Community Development Block Grant (CDBG) application and provide direction to staff.

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

b. **Amend Budget to Execute Amended Contract for Human Resource Services**

Recommended Action: Authorize the City Manager to amend the budget for \$15,000 for Fiscal Year 2025-26 to fund ongoing human resource consulting services with Regional Government Services (RGS).

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

**9. COMMENTS & REPORTS**

a. **Council Correspondence**

b. **City Council Comments & Reports**

c. **City Manager's Report**

**10. CLOSED SESSION**

Pursuant to Government Code Sections §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

a. **Conference With Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

**11. ADJOURNMENT**

**This agenda was posted on October 9, 2025.**

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Karleen Price, City Clerk

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

City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 934-7041 to make such a request.

Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

*The City of Willows is an Equal Opportunity Provider.*



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# CEREMONIAL MATTERS



*City of Willows*

# *Proclamation*

## ***National Wildlife Refuge Week***

**WHEREAS**, the National Wildlife Refuge System, managed by the U.S. Fish and Wildlife Service, is the world's premier network of public lands dedicated to the conservation of fish, wildlife, plants, and their habitats for the benefit of present and future generations; and

**WHEREAS**, the **Sacramento National Wildlife Refuge Complex**, headquartered in **Willows, California**, manages thousands of acres of vital wetland and upland habitat across the Sacramento Valley, including the **Sacramento, Delevan, Colusa, and Sutter National Wildlife Refuges**; and

**WHEREAS**, the Refuge Complex provides sanctuary for millions of migratory birds along the Pacific Flyway and plays a critical role in protecting endangered species and maintaining the ecological health of Northern California's natural landscapes; and

**WHEREAS**, the dedicated staff and volunteers at the Sacramento National Wildlife Refuge Complex demonstrate exemplary stewardship, environmental leadership, and community engagement from their **Visitor Center and headquarters in the City of Willows**; and

**WHEREAS**, the second full week of October is designated as **National Wildlife Refuge Week**, celebrating the important role these refuges play in conserving our nation's natural heritage and supporting local communities.

**NOW, THEREFORE, BE IT RESOLVED**, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **October 12–18, 2025**, as **National Wildlife Refuge Week** in the **City of Willows**, and recognize with pride the **Sacramento National Wildlife Refuge Complex** for its outstanding contributions to wildlife conservation, environmental education, and the vitality of our local community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this 14th day of October, 2025.

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Evan Hutson, Mayor





# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**



City of Willows

## Payment Register

APPKT00493 - CHECK RUN 9-26-25

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount	
	**Void**		0.00
Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	<a href="#">55991</a>	09/26/2025	0.00
**Void Check	<a href="#">56014</a>	09/26/2025	0.00
**Void Check	<a href="#">56015</a>	09/26/2025	0.00
**Void Check	<a href="#">56016</a>	09/26/2025	0.00

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1008</a>	A.T. & T.					234.19
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<a href="#">55988</a>			09/26/2025	234.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">000024090213</a>	BAN - 9391061606 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	77.28	
<a href="#">000024090216</a>	BAN - 9391061610 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	-0.39	
<a href="#">000024090218</a>	BAN - 9391061615 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	0.24	
<a href="#">000024090219</a>	BAN - 9391061616 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	0.07	
<a href="#">000024090220</a>	BAN - 9391061617 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	31.41	
<a href="#">000024090221</a>	BAN - 9391061620 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	3.58	
<a href="#">000024090222</a>	BAN - 9391061621 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	29.85	
<a href="#">000024090223</a>	BAN - 9391061623 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	62.30	
<a href="#">000024090224</a>	BAN - 9391061624 - 8-19-25 TO 9-18-25 SERVICE	09/22/2025	09/22/2025	0.00	29.85	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2496</a>	ALLIANT INSURANCE SERVICE					110.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55989</a>				09/26/2025	110.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">3240413</a>	BUSINESS AUTO 7-1-25 TO 7-1-26 AMEND POLICY	09/22/2025	09/22/2025	0.00	110.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1172</a>	CALIFORNIA WATER SERVICE					5,604.76
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<a href="#">55990</a>			09/26/2025	5,604.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1053836442-090925</a>	LLAD ZONE C - SERVICE TO 9-9-25	09/22/2025	09/22/2025	0.00	113.37	
<a href="#">8491677777-091225</a>	SERVICE TO 9-12-25	09/22/2025	09/22/2025	0.00	5,491.39	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2513</a>	CHRISTINE WATSON					99.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55992</a>				09/26/2025	99.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">092625CW</a>	REIMBURSEMENT - LIVESCAN	09/23/2025	09/23/2025	0.00	99.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1252</a>	CLEARWAY ENERGY LLC					13,592.91
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55993</a>				09/26/2025	13,592.91
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1676231</a>	AUGUST 2025 SOLAR - SEWER	09/22/2025	09/22/2025	0.00	13,592.91	

# Payment Register

APPKT00493 - CHECK RUN 9-26-25

<b>Vendor Number</b> <a href="#">1255</a>	<b>Vendor Name</b> COASTLAND CIVIL ENGINEERI					<b>Total Vendor Amount</b> 2,220.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55994</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 2,220.00
<b>Payable Number</b> <a href="#">61180-A</a>	<b>Description</b> ADA CIVIC CENTER UPGRADES & JENSEN PARK	<b>Payable Date</b> 09/26/2025	<b>Due Date</b> 09/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 2,220.00	
<b>Vendor Number</b> <a href="#">1261</a>	<b>Vendor Name</b> COMCAST CABLE					<b>Total Vendor Amount</b> 157.91
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55995</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 157.91
<b>Payable Number</b> <a href="#">8155600290116196-091425</a>	<b>Description</b> SERVICE 9-19-25 TO 10-18-25 - FIRE	<b>Payable Date</b> 09/24/2025	<b>Due Date</b> 09/24/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 157.91	
<b>Vendor Number</b> <a href="#">1275</a>	<b>Vendor Name</b> CORBIN WILLITS SYSTEMS					<b>Total Vendor Amount</b> 518.96
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55996</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 518.96
<b>Payable Number</b> <a href="#">000C509151</a>	<b>Description</b> OCTOBER 2025 - MOM'S SOFTWARE - FIN	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 518.96	
<b>Vendor Number</b> <a href="#">2390</a>	<b>Vendor Name</b> CULLIGAN QUENCH USA, INC					<b>Total Vendor Amount</b> 140.31
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55997</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 140.31
<b>Payable Number</b> <a href="#">INV09645895</a>	<b>Description</b> OCTOBER 2025 SERVICE - CW	<b>Payable Date</b> 09/26/2025	<b>Due Date</b> 09/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 140.31	
<b>Vendor Number</b> <a href="#">1388</a>	<b>Vendor Name</b> EMPLOYERS INVESTIGATIVE S					<b>Total Vendor Amount</b> 659.90
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55998</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 659.90
<b>Payable Number</b> <a href="#">5051153</a>	<b>Description</b> BACKGROUND CHECK - FIRE	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 378.65	
<b>Payable Number</b> <a href="#">5051154</a>	<b>Description</b> BACKGROUND CHECK - FIRE	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 281.25	
<b>Vendor Number</b> <a href="#">1429</a>	<b>Vendor Name</b> FEDEX					<b>Total Vendor Amount</b> 33.27
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55999</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 33.27
<b>Payable Number</b> <a href="#">8-989-80610</a>	<b>Description</b> SEWER FINANCE PAYMENT	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 30.69	
<b>Payable Number</b> <a href="#">9-702-04516</a>	<b>Description</b> LATE FEE	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 2.58	
<b>Vendor Number</b> <a href="#">1650</a>	<b>Vendor Name</b> FIRE RISK MANAGEMENT SERVICES					<b>Total Vendor Amount</b> 106,139.50
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56000</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 106,139.50
<b>Payable Number</b> <a href="#">FRMS00588</a>	<b>Description</b> 2024 & 2025 SPECIAL ASSESSMENT - CW	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 106,139.50	
<b>Vendor Number</b> <a href="#">2511</a>	<b>Vendor Name</b> FREEDOM FOREVER NORTHERN CA LLC					<b>Total Vendor Amount</b> 262.55
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56001</a>				<b>Payment Date</b> 09/26/2025	<b>Payment Amount</b> 262.55
<b>Payable Number</b> <a href="#">PERMIT5369</a>	<b>Description</b> REFUND - PERMIT #5369 - 946 JUNIPER DR	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 262.55	



# Payment Register

APPKT00493 - CHECK RUN 9-26-25

<b>Vendor Number</b> <a href="#">1498</a>	<b>Vendor Name</b> GLENN CO. OFFICE OF EDUCATION - LIVESCAN					<b>Total Vendor Amount</b> 99.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56002</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">INV26-00208</a>	<b>Description</b> LIVE SCAN - NEW EMPLOYEE - AUGUST 2025	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 99.00	
<b>Vendor Number</b> <a href="#">2432</a>	<b>Vendor Name</b> IMPERIAL COUNTY OFFICE OF EDUCATION					<b>Total Vendor Amount</b> 2,108.98
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56003</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">INV25-01103</a>	<b>Description</b> FY25 Q4 MRC BILLING - Q4 MRC BILLING APRIL-JUNE 25	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 2,108.98	
<b>Vendor Number</b> <a href="#">1606</a>	<b>Vendor Name</b> JEREMY'S PEST STOMPERS					<b>Total Vendor Amount</b> 45.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56004</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">92259</a>	<b>Description</b> SEPTEMBER 2025 SERVICE - FIRE	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 45.00	
<b>Vendor Number</b> <a href="#">1301</a>	<b>Vendor Name</b> L.N. CURTIS & SONS					<b>Total Vendor Amount</b> 1,246.58
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56005</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">INV975077</a>	<b>Description</b> HURST SERVICE HYDRAULIC - FIRE	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 1,246.58	
<b>Vendor Number</b> <a href="#">1732</a>	<b>Vendor Name</b> MADSEN'S NEW ERA MOBILE & READY MIX					<b>Total Vendor Amount</b> 1,980.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56006</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">09092025A</a>	<b>Description</b> POUR & PRE POUR SET UP-ASPHALT REPLACEMENT-FIRE	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 1,980.00	
<b>Vendor Number</b> <a href="#">1760</a>	<b>Vendor Name</b> MATSON & ISOM TECHNOLOGY					<b>Total Vendor Amount</b> 7,920.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56007</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">99951</a>	<b>Description</b> 30 MICROSOFT 365 BUSINESS PREM LIC - ANNUAL - CW	<b>Payable Date</b> 09/23/2025	<b>Due Date</b> 09/23/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 7,920.00	
<b>Vendor Number</b> <a href="#">1763</a>	<b>Vendor Name</b> MAXIMUM SECURITY SYSTEMS					<b>Total Vendor Amount</b> 60.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56008</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">00036066</a>	<b>Description</b> QUARTERLY MONITORING SERVICE-OCT, NOV, DEC 2025	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 60.00	
<b>Vendor Number</b> <a href="#">2510</a>	<b>Vendor Name</b> MODERN BUILDING INC					<b>Total Vendor Amount</b> 47,226.40
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56009</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">WLBPR-1</a>	<b>Description</b> LIBRARY ROOF PROJECT - PAYMENT#1 - CIVIC CENTER	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 47,226.40	
<b>Vendor Number</b> <a href="#">2312</a>	<b>Vendor Name</b> NAPA AUTO PARTS					<b>Total Vendor Amount</b> 104.36
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56010</a>					<b>Payment Date</b> 09/26/2025
<b>Payable Number</b> <a href="#">713625</a>	<b>Description</b> DEF - SHOP SUPPLIES - PUBLIC WORKS	<b>Payable Date</b> 09/22/2025	<b>Due Date</b> 09/22/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 36.95	

Payment Register

APPKT00493 - CHECK RUN 9-26-25

<a href="#">714057</a>	CREEPER - STATION TOOLS - FIRE	09/24/2025	09/24/2025	0.00	67.41
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">2373</a>	ODP BUSINESS SOLUTIONS	231.53			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56011</a>	09/26/2025	231.53		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">434517285001</a>	EXPANDING POCKET FILES - OFFICE SUPPLIES - CW	09/22/2025	09/22/2025	0.00	231.53
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">1143</a>	PEDRO BOBADILLA	576.92			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56012</a>	09/26/2025	576.92		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">092625PB</a>	RECREATIONAL SERVICES - 9-13-25 TO 9-26-25	09/22/2025	09/22/2025	0.00	576.92
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">1917</a>	PG & E	18,046.39			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56013</a>	09/26/2025	18,046.39		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">0939281537-0-09152025</a>	SERVICE TO 9-15-25	09/22/2025	09/22/2025	0.00	18,046.39
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">2477</a>	RUSSELL, GALLAWAY ASSOCIATES, INC	260.00			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56017</a>	09/26/2025	260.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">15880</a>	POST INSTALLED ANCHOR RFI - LIBRARY BEAM REPAIR	09/22/2025	09/22/2025	0.00	130.00
<a href="#">15886</a>	CONSTRUCTION ADMIN - LIBRARY BEAM REPAIR	09/22/2025	09/22/2025	0.00	130.00
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">2080</a>	SILKE COMMUNICATIONS INC	630.73			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56018</a>	09/26/2025	630.73		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">INV-25001788</a>	MAINTANENCE & REPAIR COMMUNICATION - FIRE	09/22/2025	09/22/2025	0.00	630.73
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">2495</a>	SNL GROUP, INC	321,994.55			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56019</a>	09/26/2025	321,994.55		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">WLS72-5150-5</a>	LIFT STATION REHAB - PAYMENT 5 - SEWER	09/24/2025	09/24/2025	0.00	321,994.55
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">1567</a>	THE INKWELL	19.29			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56020</a>	09/26/2025	19.29		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">4931</a>	FILE FOLDER - CW	09/22/2025	09/22/2025	0.00	19.29
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">2433</a>	VESTIS	277.52			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check	<a href="#">56021</a>	09/26/2025	277.52		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">5066959923</a>	UNIFORM SERVICE - PUBLIC WORKS	09/22/2025	09/22/2025	0.00	140.26
<a href="#">5066966053</a>	UNIFORM SERVICE - PUBLIC WORKS	09/24/2025	09/24/2025	0.00	137.26

**Payment Register**
**APPKT00493 - CHECK RUN 9-26-25**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2272</a>	WESTERN READY MIX CONCRETE					4,730.64
Payment Type	Payment Number					Payment Date      Payment Amount
Check	<a href="#">56022</a>					09/26/2025      4,730.64
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">64314</a>	CONCRETE - ASPHALT REPLACEMENT PROJECT - FIRE	09/22/2025	09/22/2025	0.00	4,730.64	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2295</a>	WILLOWS ACE HARDWARE					1,165.56
Payment Type	Payment Number					Payment Date      Payment Amount
Check	<a href="#">56023</a>					09/26/2025      1,165.56
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">127478</a>	CONNECTORS - MALL SPRINKLER SPLICE - MALL AREA	09/22/2025	09/22/2025	0.00	24.99	
<a href="#">127779</a>	MARKING PAINT - JENSEN PARK - CAR SHOW - PW	09/22/2025	09/22/2025	0.00	21.73	
<a href="#">127826</a>	CHARCOAL - SUPPLIES - FIRE	09/22/2025	09/22/2025	0.00	56.52	
<a href="#">128385</a>	SPRINKLERS - MALL AREA - PW	09/22/2025	09/22/2025	0.00	50.87	
<a href="#">128922</a>	PAINT HANDLE & ROLLER - CURBS - STREETS	09/22/2025	09/22/2025	0.00	26.07	
<a href="#">128926</a>	HOSE & NOZZLE - PARKS	09/22/2025	09/22/2025	0.00	73.93	
<a href="#">129040</a>	BRACE & CASTERS - FIRE	09/22/2025	09/22/2025	0.00	84.76	
<a href="#">129060</a>	DRYWALL SUPPLIES - LIBRARY ROOF PROJECT - PW	09/22/2025	09/22/2025	0.00	61.51	
<a href="#">129078</a>	MARKING PAINT - PUBLIC WORKS	09/22/2025	09/22/2025	0.00	21.73	
<a href="#">129131</a>	HOT PATCH SUPPLIES - STREETS	09/22/2025	09/22/2025	0.00	67.39	
<a href="#">129163</a>	PULL UP TOOL - SPRINKLERS - PW	09/22/2025	09/22/2025	0.00	10.03	
<a href="#">129352</a>	MARKING PAINT - FALL SOCCER - REC	09/26/2025	09/26/2025	0.00	645.84	
<a href="#">129364</a>	CUTTING & GRINDING WHEEL - SMALL TOOLS - PW	09/24/2025	09/24/2025	0.00	20.19	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	29	18	0.00	474,964.04
Gen Chk	Voided **Void Check	0	3	0.00	0.00
Gen Chk	Check	29	14	0.00	63,532.67
Packet Totals:		58	36	0.00	538,496.71

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-538,496.71
Packet Totals:		-538,496.71



City of Willows

# Payment Register

APPKT00495 - CHECK RUN 9-30-25  
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">2454</a>	EDWARD GOMEZ					240.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	<a href="#">56024</a>			09/30/2025	240.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">100725EG</a>	BOUNCE HOUSE RENTAL - NATIONAL NIGHT OUT - CM	09/30/2025	09/30/2025	0.00	240.00		

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">2516</a>	HAWKS HONKERS & HOOTS					800.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	<a href="#">56025</a>			09/30/2025	800.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">101425HHH</a>	PRESENTATION - WILDLIFE REFUGE WEEK - CITY MANAGI	09/30/2025	09/30/2025	0.00	800.00		

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">2515</a>	HECTOR GUERRERO					437.50	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check	<a href="#">56026</a>			09/30/2025	437.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">100725HG</a>	DJ - NATIONAL NIGHT OUT - CITY MANAGER	09/30/2025	09/30/2025	0.00	437.50		

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	3	3	0.00	1,477.50
Packet Totals:		3	3	0.00	1,477.50

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-1,477.50
Packet Totals:		-1,477.50





City of Willows

# Payment Register

APPKT00492 - PAYROLL VENDORS SEPTEMBER 2025  
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1029</a>	AFLAC- FLEX ONE					499.39
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55983</a>	09/24/2025	499.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001411</a>	AFLAC DENTAL	09/26/2025	09/30/2025	0.00	140.89	
<a href="#">INV0001412</a>	AFLAC CANCER	09/26/2025	09/30/2025	0.00	103.33	
<a href="#">INV0001413</a>	AFLAC ACCIDENT	09/26/2025	09/26/2025	0.00	143.87	
<a href="#">INV0001414</a>	AFLAC STD	09/26/2025	09/30/2025	0.00	48.62	
<a href="#">INV0001416</a>	AFLAC EVENT/CRITICAL	09/26/2025	09/30/2025	0.00	21.66	
<a href="#">INV0001417</a>	AFLAC HOSPITAL	09/26/2025	09/30/2025	0.00	26.82	
<a href="#">INV0001418</a>	AFLAC VISION	09/26/2025	09/30/2025	0.00	14.20	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1194</a>	CALIFORNIA STATE DISBURSE					162.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55984</a>	09/24/2025	162.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001419</a>	CHILD SUPPORT	09/26/2025	09/26/2025	0.00	162.92	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1650</a>	FIRE RISK MANAGEMENT SERVICES					21,703.63
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55985</a>	09/24/2025	21,703.63			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001400</a>	MEDICAL	09/12/2025	09/30/2025	0.00	5,101.85	
<a href="#">INV0001401</a>	MEDICAL	09/12/2025	09/30/2025	0.00	5,592.01	
<a href="#">INV0001423</a>	MEDICAL	09/26/2025	09/30/2025	0.00	5,101.81	
<a href="#">INV0001424</a>	MEDICAL	09/26/2025	09/30/2025	0.00	5,591.96	
<a href="#">SEPTEMBER2025</a>	ROBINETTE/MISTROI RETIREE HEALTH INS	09/12/2025	09/12/2025	0.00	316.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1551</a>	HUMANA DENTAL/VISION					1,482.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55986</a>	09/24/2025	1,482.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001397</a>	DENTAL	09/12/2025	09/30/2025	0.00	287.42	
<a href="#">INV0001398</a>	DENTAL	09/12/2025	09/30/2025	0.00	334.21	
<a href="#">INV0001399</a>	DENTAL	09/12/2025	09/30/2025	0.00	42.77	
<a href="#">INV0001403</a>	VISION	09/12/2025	09/30/2025	0.00	37.46	
<a href="#">INV0001404</a>	VISION	09/12/2025	09/30/2025	0.00	32.88	
<a href="#">INV0001405</a>	VISION	09/12/2025	09/30/2025	0.00	6.44	
<a href="#">INV0001420</a>	DENTAL	09/26/2025	09/30/2025	0.00	287.39	
<a href="#">INV0001421</a>	DENTAL	09/26/2025	09/30/2025	0.00	334.13	
<a href="#">INV0001422</a>	DENTAL	09/26/2025	09/30/2025	0.00	42.77	
<a href="#">INV0001426</a>	VISION	09/26/2025	09/30/2025	0.00	37.46	
<a href="#">INV0001427</a>	VISION	09/26/2025	09/30/2025	0.00	32.88	
<a href="#">INV0001428</a>	VISION	09/26/2025	09/30/2025	0.00	6.44	

Payment Register

APPKT00492 - PAYROLL VENDORS SEPTEMBER 2025

Vendor Number	Vendor Name	Total Vendor Amount			
2223	UNITED PUBLIC EMPLOYEES A	190.16			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	55987	09/24/2025	190.16		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001425	PUBLIC SAFETY DUES	09/26/2025	09/30/2025	0.00	190.16

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	26	5	0.00	24,038.35
Packet Totals:		26	5	0.00	24,038.35

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-24,038.35
Packet Totals:		-24,038.35



City of Willows

# Payroll Check Register

## Checks

Pay Period: 9/8/2025-9/21/2025

Packet: PYPKT00484 - PAY PERIOD 9-8-25 TO 9-21-25 PAY DATE 9-26-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
BOWDEN, BRANDON	<a href="#">BOW00</a>	Regular	09/26/2025	6,859.93	41034
WILSON, KENZIE	<a href="#">WIL04</a>	Regular	09/26/2025	6,859.93	41035



City of Willows

# Payroll Check Register

## Direct Deposits

Pay Period: 9/8/2025-9/21/2025

Packet: PYPKT00484 - PAY PERIOD 9-8-25 TO 9-21-25 PAY DATE 9-26-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BROWN, MARTHA	<a href="#">BRO01</a>	09/26/2025	3,915.72	1682
PRICE, KARLEEN	<a href="#">PRI01</a>	09/26/2025	1,744.74	1683
HAZLETT, ROBIN	<a href="#">HAZ01</a>	09/26/2025	1,261.39	1684
MOORE, JOANNE	<a href="#">MOO01</a>	09/26/2025	2,661.28	1685
MOORE, JOANNE	<a href="#">MOO01</a>	09/26/2025	150.00	1685
RICHARDSON, TARYN	<a href="#">RIC00</a>	09/26/2025	1,022.93	1686
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	09/26/2025	1,629.39	1687
GAMBOA, YADIRA	<a href="#">GAM00</a>	09/26/2025	438.35	1688
LUNA-SARINAS, CRISTINA	<a href="#">LUN00</a>	09/26/2025	459.90	1689
MYERS, KEVIN M	<a href="#">MYE00</a>	09/26/2025	369.56	1690
WATKINS, COLLEEN	<a href="#">WAT00</a>	09/26/2025	459.90	1691
WATSON, CHRISTINE	<a href="#">WAT01</a>	09/26/2025	2,623.24	1692
CONNELLY, WILLIAM	<a href="#">CON00</a>	09/26/2025	1,191.74	1693
ENOS, KYLE	<a href="#">ENO00</a>	09/26/2025	2,109.64	1694
FUENTES, JAIME	<a href="#">FUE01</a>	09/26/2025	4,696.38	1695
HUTSON, EVAN C	<a href="#">HUT01</a>	09/26/2025	405.91	1696
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	09/26/2025	7,343.21	1697
LOPEZ, JOSE	<a href="#">LOP02</a>	09/26/2025	970.33	1698
PETERICH, JOHN	<a href="#">PET01</a>	09/26/2025	412.16	1699
RAKESTRAW, SHANE	<a href="#">RAK00</a>	09/26/2025	422.46	1700
MINGS, MICHAEL E	<a href="#">MIN00</a>	09/26/2025	1,735.33	1701
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	09/26/2025	1,395.88	1702
REED, JOSHUA	<a href="#">REE00</a>	09/26/2025	1,341.10	1703
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	09/26/2025	1,611.35	1704
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	09/26/2025	3,497.95	1705
MONCK, NATHANIAL T	<a href="#">MON00</a>	09/26/2025	2,930.37	1706
PFYL, NATISA N	<a href="#">PFY00</a>	09/26/2025	1,755.56	1707



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 9/8/2025-9/21/2025

Packet: PYPKT00484 - PAY PERIOD 9-8-25 TO 9-21-25 PAY DATE 9-26-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	09/26/2025	1705	4,808.00	421.86	888.19	3,497.95
BOWDEN, BRANDON	<a href="#">BOW00</a>	09/26/2025	41034	11,557.29	0.00	4,697.36	6,859.93
BROWN, MARTHA	<a href="#">BRO01</a>	09/26/2025	1682	6,513.46	908.45	1,689.29	3,915.72
CONNELLY, WILLIAM	<a href="#">CON00</a>	09/26/2025	1693	1,440.00	0.00	248.26	1,191.74
ENOS, KYLE	<a href="#">ENO00</a>	09/26/2025	1694	2,646.52	536.88	0.00	2,109.64
FUENTES, JAIME	<a href="#">FUE01</a>	09/26/2025	1695	6,237.80	346.62	1,194.80	4,696.38
GAMBOA, YADIRA	<a href="#">GAM00</a>	09/26/2025	1688	504.00	0.00	65.65	438.35
HAZLETT, ROBIN	<a href="#">HAZ01</a>	09/26/2025	1684	1,997.60	600.42	135.79	1,261.39
HUTSON, EVAN C	<a href="#">HUT01</a>	09/26/2025	1696	444.83	0.00	38.92	405.91
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	09/26/2025	1697	9,477.61	767.40	1,367.00	7,343.21
LOPEZ, JOSE	<a href="#">LOP02</a>	09/26/2025	1698	1,079.28	0.00	108.95	970.33
LUNA-SARINAS, CRISTINA	<a href="#">LUN00</a>	09/26/2025	1689	504.00	0.00	44.10	459.90
MINGS, MICHAEL E	<a href="#">MIN00</a>	09/26/2025	1701	2,570.45	304.89	530.23	1,735.33
MONCK, NATHANIAL T	<a href="#">MON00</a>	09/26/2025	1706	4,776.80	748.69	1,097.74	2,930.37
MOORE, JOANNE	<a href="#">MOO01</a>	09/26/2025	1685	4,759.07	733.29	1,214.50	2,811.28
MYERS, KEVIN M	<a href="#">MYE00</a>	09/26/2025	1690	405.00	0.00	35.44	369.56
PETERICH, JOHN	<a href="#">PET01</a>	09/26/2025	1699	451.68	0.00	39.52	412.16
PFYL, NATISA N	<a href="#">PFY00</a>	09/26/2025	1707	3,191.35	864.81	570.98	1,755.56
PRICE, KARLEEN	<a href="#">PRI01</a>	09/26/2025	1683	2,447.54	256.98	445.82	1,744.74
RAKESTRAW, SHANE	<a href="#">RAK00</a>	09/26/2025	1700	462.96	0.00	40.50	422.46
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	09/26/2025	1702	1,937.60	199.31	342.41	1,395.88
REED, JOSHUA	<a href="#">REE00</a>	09/26/2025	1703	1,937.60	409.36	187.14	1,341.10
RICHARDSON, TARYN	<a href="#">RIC00</a>	09/26/2025	1686	1,214.46	0.00	191.53	1,022.93
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	09/26/2025	1687	2,406.92	419.85	357.68	1,629.39
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	09/26/2025	1704	2,333.40	409.40	312.65	1,611.35
WATKINS, COLLEEN	<a href="#">WAT00</a>	09/26/2025	1691	504.00	0.00	44.10	459.90
WATSON, CHRISTINE	<a href="#">WAT01</a>	09/26/2025	1692	4,007.20	347.78	1,036.18	2,623.24
WILSON, KENZIE	<a href="#">WIL04</a>	09/26/2025	41035	11,557.29	0.00	4,697.36	6,859.93
<b>Totals:</b>				<b>92,173.71</b>	<b>8,275.99</b>	<b>21,622.09</b>	<b>62,275.63</b>



City of Willows

# Payroll Check Register Report Summary

Pay Period: 9/8/2025-9/21/2025

Packet: PYPKT00484 - PAY PERIOD 9-8-25 TO 9-21-25 PAY DATE 9-26-25

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	2	13,719.86
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	27	48,555.77
<b>Total</b>	<b>29</b>	<b>62,275.63</b>





# Willows City Council Regular Meeting Action Minutes

September 23, 2025  
Willows City Hall  
Regular Session: 6:00 PM

City Council  
Evan Hutson, Mayor  
Rick Thomas, Vice Mayor  
Matt Busby, Council Member  
Gary Hansen, Council Member  
Lorri Pride, Council Member

City Manager  
Marti Brown

City Clerk  
Karleen Price

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

## 1. CALL TO ORDER – 6:00 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

Councilmembers Absent: None

## 4. CHANGES TO THE AGENDA

## 5. CEREMONIAL MATTERS

- a. **Proclamation** – Global War on Terrorism & Desert Storm Veteran’s Appreciation Day received by John Benningfield and Kevin Triance.
- b. **Proclamation** – Breast Cancer Awareness Month received by Janice Smith, Survivor
- c. **Proclamation** – National Fire Prevention Week
- d. **Proclamation** – National Farmer’s Day received by Larry Domenighini, Glenn County Farm Bureau

## 6. PRESENTATION

- a. **Improving Park Safety and Infrastructure** presented by Joe Bettencourt, Community Development & Services Director

## 7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

- a. **Register Approval**  
Action: Approved general checking, payroll, and direct deposit check registers.
- b. **Minutes Approval**  
Action: Approved the September 9, 2025 meeting minutes.

c. **Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) / 103 South Plumas Street**

Action: Introduced an ordinance entitled “AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE AND PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR’S PARCEL NUMBER 002-113-001” and directed staff to proceed with scheduling the ordinance for a second reading and adoption.

**Motion to approve the consent calendar as presented.**

**Moved/Seconded:** Vice Mayor Thomas/Councilmember Hansen

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

**No:** None

**Absent:** None

**8. PUBLIC HEARING 7:01PM**

a. **Appeal of Conditional Use Permit Denial (File# CUP 25-02)**

Action: Motion to granting the appeal and approving Conditional Use Permit No. CUP 25-02 for a Retail/Dispensary Cannabis Business operated by WWCRS, Inc., for the property located at 130 N. Butte Street, Assessor’s Parcel Number 003-044-005 within the Central Commercial Zone. Motion amended to include modifications to Conditions #1, 16, and 37 of the CUP and adding a condition that revenue sharing is paid monthly.

**Public Hearing Open 7:01PM, Closed 7:18PM**

Public Comment #1: Karen Johnson

Public Comment #2, Manuel Treto

Public Comment #3: Lani Cleveland

Public Comment #4: Leslie Westch

Public Comment #5: Stefan Crespo

Public Comment #6: Shirley Benningfield

**Moved/Seconded:** Vice Mayor Thomas/Councilmember Busby

**Roll Call Vote**

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

**No:** None

**Absent:** None

**Motion Passes 5-0**

**Mayor Hutson recessed the meeting at 7:55PM. The meeting was reconvened at 8:03PM.**

**9. DISCUSSION AND ACTION CALENDAR**

**a. WWCRS, Inc. Retail/Dispensary Cannabis Business License, 130 North Butte Street**

Action: Motion to approve a resolution approving a Retail/Dispensary Cannabis Business License for WWCRS, Inc. for the property located at 130 N. Butte Street, Assessor's Parcel Number 003-044-005 within the Central Commercial Zone. Motion amended to include the amended Conditions of Approval as previously approved for the Conditional Use Permit.

**Public Comment Open ,Closed**

Public Comment #1: Reverend Linda Robert

Public Comment #2: Holly Meyers

Public Comment #3 Janice Smith

Public Comment #4: Sherry Brott, Planning Commission Chair

Public Comment #5: Shirley Benningfield

**Moved/Seconded:** Vice Mayor Thomas/Councilmember Busby

**Roll Call Vote**

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby

**No:** Councilmember Hansen and Councilmember Pride

**Absent:** None

**Motion Passes 3-2**

**Mayor Hutson recessed the meeting at 9:17PM. The meeting was reconvened at 9:25PM.**

**b. New Carpet for Library (Backroom)**

Action: Motion to approve a resolution authorizing the City Manager enter into an agreement for an independent Emergency Medical Services assessment study.

**Moved/Seconded:** Vice Mayor Thomas/Councilmember Busby

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

**No:** None

**Absent:** None

**c. Wayfinding Sign Design Review**

Action: Directed staff to present final designs to Planning Commission for final approval.

## 10. COMMENTS & REPORTS

### a. **Council Correspondence**

Mayor Hutson reported receiving an invitation from UC Agriculture and Natural Resources event and received an email regarding Willows Walmart Grand re-opening.

### b. **City Council Comments & Reports**

### c. **City Manager's Report**

City Manager Marti Brown advised Council of two upcoming events:

- National Night Out, Texas Style, to be held October 7, 2025 from 4:30 – 7:00 PM at Central Park.
- National Wildlife Refuge Week, October 14, 2025 from 4:30-6:00pm, including Hawks, Honkers, and Hoots Wildlife Show, a reception with Sacramento Wildlife Refuge, followed by a proclamation at the City Council meeting.

## 11. CLOSED SESSION 9:38 PM

### a. **Conference with Labor Negotiators (\$54957.6)**

Agency Designated Representatives:

Marti Brown, City Manager and Andrew Plett, City Attorney

Employee Organizations: UPEC, Fire and General Bargaining Units, and Management

**Report Out: Direction given to staff.**

### b. **Conference With Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

**Report Out: Direction given to staff.**

### c. **Conference With Legal Counsel—Existing Litigation**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: John Forbes, et al. v. County of Glenn, et al.;

Glenn County Superior Court Case No. 23CV03205

**Report Out: Direction given to staff.**

## 12. ADJOURNMENT – 10:26 PM

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Karleen Price, City Clerk



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Date: October 14, 2025

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief  
Joe Bettencourt, Community Services & Development Director  
Marti Brown, City Manager

Subject: Administrative Analyst Job Classification - Fire and Community Development & Services Departments

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**Recommendation:**

Approve the attached job classification (Attachment 1) and salary schedule (Attachment 2) based on the approved FY 2025-26 budget authorizing the creation and addition of one full-time Administrative Analyst - Fire and Community Development & Services (CD&S) Departments.

**Rationale for Recommendation:**

As part of the FY 2025-26 budget process, Council approved the budget for this new city position to start after January 1, 2026. However, at the time, it was determined that staff would return to the Council at a later date, but before recruiting for the position, for consideration and approval of the job classification and salary schedule for the new position.

**Background:**

After conducting an informal Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of City functions, the Fire Chief and Community Development & Services Director identified an immediate need for additional administrative support in both departments. As part of the FY 25-26 budget process, the City Council authorized and approved the budget for one full-time, permanent Administrative Analyst to be shared between the Fire and Community Development & Services Departments.

**Discussion & Analysis:**

While eventually a dedicated, full-time Administrative Analyst will likely be required for each department, this interim shared approach provides immediate and needed administrative support for both departments while the city continues to rebuild its General Fund Reserve (in light of the recent voter approved sales tax measure).

Under the proposed job classification, the position's time will be split 50/50 between the Fire and CD&S Departments. The successful applicant for this position will spend 50% of their time in the Fire

Department and 50% in the CD&S Department. At the Fire Station and under the direction of the Fire Chief, the Analyst will support management of the Fire Recovery USA Program, processing accounts receivable and payable, National Incident Fire Reporting System (NIFRS) management, Fire Prevention and Inspection Coordination, Grant Reporting, Training Records, Data Management, and Code Enforcement. At the Civic Center and under the direction of the CD&S Director, the Analyst will support and assist with Building, Code Enforcement, Engineering, Recreation, front counter coverage, and other administrative functions as needed.

This newly created position will allow more time for department heads and senior staff to focus on complex project management, ensuring that the community receives a higher level of service. The Fire Chief, Community Development & Services Director, and Finance Director jointly prepared the attached job classification (Attachment 1).

**Consistency with Council Priorities and Goals:**

This item is consistent with Priority #1, Fiscal Stability and Priority #3, Public Safety.

**Fiscal Impact:**

Since the funding for this position was already approved as part of the FY 2025-26 budget, there is no fiscal impact by approving the attached Job Classification and Salary Schedule.

**Attachments:**

- Attachment 1: Administrative Analyst Job Classification - Fire and Community Development & Services Departments
- Attachment 2: Salary Schedule

**CITY OF WILLOWS**  
**ADMINISTRATIVE ANALYST**  
**FIRE AND COMMUNITY DEVELOPMENT & SERVICES DEPARTMENTS**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

The Administrative Analyst - Fire and Community Development & Services Departments performs a variety of responsible administrative, technical, and clerical duties in support of the operations of both the Fire Department and the Community Development & Services Department. This position supports fire prevention and emergency medical services, planning, building, code enforcement, engineering, recreation and other related programs.

**DISTINGUISHING CHARACTERISTICS:**

This position performs a variety of administrative, technical, and clerical duties in support of the Fire and the Community Development & Services Departments. The role involves assisting with fire prevention, emergency and grant management, planning, building, code enforcement, engineering, and recreation activities. Responsibilities include preparing and processing technical documents, records, and reports; reviewing and organizing department materials; and supporting permitting and departmental processes. The position requires familiarity with or the ability to learn planning, building and fire terminology, attention to detail, and the ability to follow established procedures while working both independently and as part of a team.

Management reserves the right to add, modify, change or rescind work assignments and to make reasonable accommodation so that qualified employees may perform the essential functions of the job.

**SUPERVISION RECEIVED/EXERCISED:**

Receives supervision and direction from the Fire Chief and the Community Development & Services Director.

**ESSENTIAL FUNCTIONS:**

▪ **FIRE DEPARTMENT FUNCTIONS**

- Schedules meetings, records and prepares agendas and minutes for fire department meetings and other meetings as required. Other tasks include preparation of ordinances, resolutions, financial reports, and Brown Act compliance.

- Coordinate the prevention and inspection programs for the city's Fire Department. Perform inspections as needed.
- Prepare necessary documents for accounts payable and receivable.
- Administer Fire Recovery USA Program.
- Responsible for all incident responses and training being entered into incident reporting software and submitting required incidents reporting files to state and national agencies by required quarterly deadlines.
- Assist all personnel with special projects as needed by developing, completing, assembling, and coordinating project activities and document preparation.
- Maintain file retention programs and perform all necessary filing, both electronically and physically.
- Possess or demonstrate ability to learn extensive working knowledge of all software applications used within the fire department, such as word processing, spreadsheets, accounting, fire reporting, scheduling, and presentation and networking software.
- Provide administrative and operational assistance to all city employees, fire district members and volunteers, including responding to questions and documentation requests.
- Accurately enter, update, and validate information in department database in accordance with agency and state reporting standards.
- Maintain data integrity, confidentiality, and timely submission to support operational readiness and compliance.
- Assist with EMS credentialing and renewal of all required documents for fire department personnel.
- Enter, access, and transmit patient records in strict compliance with the Health Insurance Portability and Accountability Act (HIPAA), California's Confidentiality of Medical Information Act (CMIA), and safeguard Protected Health Information (PHI) in all EMS systems and permitting access/disclosure only as authorized.
- Perform other related duties as assigned.

▪ **COMMUNITY DEVELOPMENT & SERVICES DEPARTMENT FUNCTIONS**

- **Planning Functions:**  
Perform a variety of clerical and technical duties in support of field and office work for the professional planning staff, including:
  - design and drafting of charts, exhibits, video presentations, and other graphic representations.
  - Update maps, zoning and land use maps, records and other pertinent files.
  - Assist in preparing the Planning Commission agenda, staff reports, and minutes.
  - Research information and prepare materials for presentations at Planning Commission and City Council meetings.



- Assist professional staff members in field inspections and the collection, tabulation, and analysis of various information, including physical, social and economic characteristics of the city, statistical computations, and construction activity.
  - Create and maintain corresponding computer database and map files.
  - Provide general information to the public, development community and other government agencies pertaining to land use, zoning, base maps, ordinance violations, and City planning and development policies, procedures, and standards.
  - Accept and forward planning permit applications to the City Planner for processing.
  - Respond to general and routine Planning and zoning related questions.
  - Check legal descriptions of property, section maps, and regulations for appropriateness of lot size, and setback.
  - Obtain names and addresses of property owners from appropriate records for zoning hearing notices.
  - Process minor planning project applications.
  - Review applications and plans for completeness and route to appropriate parties for comments.
  - Prepare public notices, staff reports, and public presentations.
- **Building Functions:**
    - Respond in person, via email and/or phone to general and routine Building Division related questions.
    - Advise contractors, developers, engineers, architects and the public on permit process requirements and permit status.
    - Verify contractors' licenses, City business licenses, worker's compensation, insurance and property ownership.
    - Calculate permit fees and ensure all permit fees are paid or, if deferred, that appropriate documentation is recorded.
    - Review applications for completeness and accuracy.
    - Research and update permit application status in response to inquiries from staff and the public.
    - Enter data into automated system and log permit activity.
    - Collect and compile data in preparation for reports.
    - Circulate permit submittal to other departments and consultants for review and record responses.
    - Issue permits, as directed, that are in compliance with standardized requirements, State law and the City's Municipal Code.
    - Maintain Building and property files.
    - Prepare and issue bills, receipts, letters, statistical reports and other forms as directed and as necessary.
  - **Code Enforcement Functions:**
    - Accept, coordinate and track code enforcement complaints.

- Manage Code Enforcement case files.
- **Engineering Functions:**
  - Assist with issuing encroachment permits.
  - Coordinate with the City Engineer and track permits.
- **Recreation Functions:**
  - Act as the main point of contact for any issues related to park rentals and sports registration.
  - Route park rentals to appropriate staff for proper approval.
  - Assist the public in using city software to register for sports and park rentals.
- **Administrative Functions:**
  - Share City Hall front counter and phone duties with other administrative staff.
  - As needed, act as the Deputy City Clerk when the City Clerk is out of the office, including clerk City Council meetings, take minutes, and post agendas.
  - Issue and limited processing of other permit applications and fees including recreation, business license, and any other City related permits.
- **Other Job Functions:**
  - Perform other related duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends. Regular and consistent attendance is required.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**MINIMUM QUALIFICATIONS:**

**Education and/or Experience:**

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a high school diploma, or equivalent. Specialized coursework in fire, building, architecture or engineering with college course work with an AA or AS degree in a relevant field being desirable. Typical experience would include two (2) years, full-time equivalent, of increasingly responsible experience performing permit technician related duties involving public contact, preferably in planning, architecture, building, or engineering environments involving customer contact. General knowledge of fire, building, planning, and land development terminology, codes and regulations is preferred.

**License/Certificate:**

Possess a valid California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:**

**Knowledge of:**

Modern office procedures and practices; records management; alphabetic and numeric filing systems; modern office equipment, demonstrated competency with Microsoft Office and department-specific systems with strong attention to accuracy; specialized aspects of department/division policies, practices, and procedures; knowledge of relevant State/municipal codes and ordinances; effective customer service skills and techniques; and interpersonal communication skills.

**Ability to:**

Communicate clearly in person, by phone, and in writing; provide accurate information to the public regarding services provided by departments; and deliver professional front-counter service. Review applications for completeness, route submittals for review, calculate and collect fees, issue permits as directed, and maintain organized electronic/physical case files. Prepare agendas, minutes, correspondence, and statistical/activity reports; process basic accounts payable/ accounts receivable documents; and research and update the public on inquiries received. Enter, validate, and submit incident and training data in reporting software to meet State and national requirements within allowed deadlines; safeguard confidential and sensitive information, including PHI, in strict compliance with HIPAA and California's CMIA. Prioritize multiple assignments, interpret and apply relevant codes/policies, coordinate inspections/meetings, and create/maintain databases, create and/or update materials to support staff reports and public presentations.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Fire Department and Community Development and Services Administrative Analyst position and I certify that I have

ADMINISTRATIVE ANALYST- FIRE AND CD&S

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the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

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Applicant Signature

Date

**ADMINISTRATIVE ANALYST – FIRE AND COMMUNITY DEVELOPMENT & SERVICES DEPARTMENTS****ANNUAL SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$47,611	\$48,796	\$50,003	\$51,272	\$52,540	\$53,851	\$55,203	\$56,576	\$57,990

**HOURLY SALARY SCHEDULE**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$22.89	\$23.46	\$24.04	\$24.65	\$25.26	\$25.89	\$26.54	\$27.20	\$27.88



Date: October 14, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Amended Conditions of Approval for Cali Love LLC. CUP 25-01

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**Recommendation:**

Approve the amended Conditions of Approval (COA) (Attachment 1) for the Conditional Use Permit (CUP) 25-01 for Cali Love LLC.

**Rationale for Recommendation:**

Amending the COA for Cali Love LLC. will ensure consistency across the two cannabis retail businesses operating in the City. This recommended amendment is consistent with the already Council approved COA's for WWCRS Inc Cannabis Dispensary.

**Background:**

On August 5, 2025, the Planning Commission approved CUP 25-01 for Cali Love LLC. to operate a retail cannabis dispensary at 157 North Butte Street. The CUP included a COA that the applicant must implement to satisfy compliance and operate a dispensary within the city limits. Concurrently, CUP 25-02 for WWCRS Inc. was denied at the same Planning Commission meeting. Consequently, WWCRS Inc. appealed to the City Council. At the August 26 City Council meeting, the item was continued because the application had been revised and was not consistent with the original application submitted as part of the evaluation process. As a result, a new application with the correct new entity information was resubmitted, considered and approved at the September 23, 2025, City Council meeting. However, during the approval process, the Council modified several Conditions of Approval. Following these revisions and Council approval, it was recommended that the COAs for Cali Love LLC. be amended as well to reflect the updated standards adopted for WWCRS Inc and ensure consistent COAs between both dispensaries.

**Discussion & Analysis:**

When the City Council amended WWCRS Inc's COAs at its September 23 meeting, it created a higher standard of regulation for cannabis business operations within the City. To ensure fair and consistent compliance and regulation of both dispensaries, it was recommended that Cali Love LLC Conditions of

Approval also be amended to reflect the updated standards. The amended changes will ensure consistency and uniform enforcement of operational requirements. Attachment 2 is a redlined version of the previously approved Cali Love LLC. COA, so that additions, deletions and modifications are clearly shown and may be reviewed.

**Fiscal Impact:**

There is no fiscal impact associated with revising the COAs for Cali Love LLC.

**Attachments:**

- Attachment 1: Cali Love LLC. Amended COA
- Attachment 2: Cali Love LLC. Redlined COA

Conditions of Approval  
Conditional Use Permit (CUP 25-01)  
For Retail / Dispensary Cannabis Business License  
157 N Butte Street /APN: 002-162-006  
Planning Commission Approval Date: August 5, 2025  
City Council Modification Date: October 14, 2025

GENERAL

- (1) This Conditional Use Permit (CUP 25-01) allows for the operation of a cannabis retail / dispensary cannabis business (Storefront Retailer). Storefront Retailer is defined as a licensee that owns or operates a physical location where cannabis goods are sold directly to consumers. Storefront retailers may also provide delivery services under the same license. the required license for a Storefront Retailer is a Type 10 - Storefront Retailer (walk-in dispensary, with optional delivery) license issued by the State of California. Any future proposal for Storefront Retailer related use, that is not included in the Phase 1 or Phase 2 application shall be subject to separate review and approval in accordance with applicable zoning, licensing, and regulatory requirements.
- (2) Prior to commencing business operations pursuant to a cannabis retail/dispensary business license issued by the City of Willows, the applicant shall hold a certificate of authorization issued by the City of Willows. Certificates of authorization shall be issued only to applicants who hold (a) a retail/dispensary cannabis sales license issued by the City of Willows, (b) a use permit issued by the City of Willows planning commission, and (c) California state-issued Type 10- Storefront Retailer license.
- (3) In the event of any conflict between the Conditions of Approval for CUP 25-01 and the State of California (State) regulations, these Conditions of Approval shall prevail to the maximum extent of the City's legal authority; any provision for which the City lacks such authority shall defer to the applicable State of California regulation.
- (4) Where any system is referenced in Attachment 1 (Application Materials), the applicant shall install and use that system, and no deviation shall occur unless the City Manager authorizes a written exemption. The installed system shall match make/model, specifications, design and other details as described in Attachment 1. This includes but is not limited security systems, age verification systems, lighting systems, odor control systems, tracking systems labeling and packaging requirements, building plans and specifications and any other system as described in Attachment 1.
- (5) Hours of Operation. All permitted Storefront Retailer business premises shall be closed to the general public, including deliveries, shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m. Transporter deliveries and pick-ups shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m.
- (6) Odor Control. Odors shall be contained on the property on which the commercial cannabis activity is located. If the city receives any odor complaints, the cannabis business shall work with the building official or his designee to correct odor concerns. Unresolved or repeated odor complaints may be basis for suspension or revocation of the license or denial of license renewal.



- (7) Business Conducted within Building. No production, distribution, storage, display or wholesale of cannabis and cannabis-infused products shall be visible from the exterior of the building where the commercial cannabis activity is being conducted.
- (8) Security Measures. Maintain a commercial alarm monitoring system and video surveillance system in accordance with local, state and federal regulations.
- (9) Security Breach. A cannabis business shall notify the city and the Glenn County sheriff's office within 24 hours after discovering any of the following:
- a. Diversion, theft, loss, or any criminal activity involving the cannabis or cannabis product or any agent or employee of the permittee.
  - b. The loss or unauthorized alteration of records related to cannabis or cannabis product, registered qualifying patients, primary caregivers or employees or agents.
  - c. Significant discrepancies identified during inventory.
  - d. Any other material breach of security.
- (10) Labeling and Packages. Labels and packages of cannabis and cannabis products shall meet all state and federal labeling and packaging requirements.
- (11) Inspection Records. Inspections, if necessary, shall take place at a reasonable time with prior notice to the cannabis business. Notwithstanding the foregoing, upon reasonable suspicion of a material violation of the law or the provisions of this code or the conditions of a license, inspections may be made at any time, with or without prior notice. Upon request, the cannabis business shall timely provide the city official with reports and records related to the business including, but not limited to, sales reports, utility bills from the commercial energy provider for the premises. This section shall not limit any inspection authorized under any other provision of law or regulation.
- (12) In addition to a retail/dispensary cannabis business license, obtain and maintain a business license from the City of Willows.
- (13) Maintain at all times commercial general liability insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than \$1,000,000 per occurrence and comprehensive automobile liability (owned, nonowned, hired) providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than \$1,000,000. The commercial general liability policy shall provide contractual liability, shall include a severability of interest or equivalent wording, shall specify that insurance coverage afforded to the city shall be primary, and shall name the City of Willows, its officials, employees and attorneys as additional insured. Failure to maintain insurance as required herein at all times shall be grounds for suspension of the license immediately, and ultimately, revocation.
- (14) By accepting the license, each licensee agrees to indemnify, defend and hold harmless to the fullest extent permitted by law the City of Willows, its officers, employees, attorneys, agents and consultants from and against any and all actual and alleged damages, claims, liabilities, costs

(including attorney's fees), suits or other expenses resulting from and arising out of or in connection with licensee's operations, except such liability caused by the gross negligence or willful misconduct of City of Willows, its officers, employees, attorneys, agents and consultants.

{15} Maintain for a minimum of three years a written accounting or ledger of all cash, receipts, credit card and other financial transactions, and reimbursements (including any in-kind contributions) as well as records of all operational expenditures and costs incurred by the licensee in accordance with generally accepted accounting practices and standards typically applicable to business records, which shall be made available to the city, its auditors or consultants during business hours for inspection upon reasonable notice by the city manager and for purposes of audit.

{16} Inform the city manager, in writing, of any change including, but not limited to, any change in ownership of five percent or more in a single transaction or cumulatively.

{17} Notify the city manager within three days of any notices of violations or other corrective action ordered by a state or other local licensing authority, and provide copies of the relevant documents. [Ord. 745-19 § 6, 7-9-19; Ord. 736-17 § 7 (Exh. B), 11-28-17].

{18} Cannabis businesses that sell edible cannabis products shall have a valid Glenn County health permit. Permit holders shall comply with Health and Safety Code Section 13700 et seq., and Glenn County Health Department permit requirements.

{19} Drive-through or walk-up window services are prohibited at all retail/dispensary cannabis establishments in the City of Willows.

{20} An application for renewal of a retail/dispensary cannabis business license, together with all applicable fees, must be submitted to the city manager at least 90 days before the expiration of the then-current license. Failure to submit a renewal application at least 90 days prior to the expiration date of the then-current license will result in the automatic expiration of the license on the expiration date.

{21} A retail/dispensary cannabis business license is nontransferable to another person, entity or location, and no such transfer may be made except in accordance with this section. Any such transfer made without the prior consent of the City of Willows shall result in the revocation of the license. Any change in ownership of five percent or more, singly or cumulatively, shall be considered a "change in ownership" and constitute a "transfer" for purposes of this section.

{22} Whenever an enforcement officer has reason to believe that a nuisance exists or that an inspection is necessary to enforce any provision of this chapter, the officer may enter the premises at any reasonable time to perform the inspection or any other duty imposed by this title. The enforcement officer shall provide reasonable notice of the need to enter and inspect. Notwithstanding the foregoing, in the event there is reasonable suspicion of the existence of a nuisance or violation that presents an immediate or imminent danger to the health, safety or welfare of the employees of licensee, its customers or the community at large, the enforcement officer or other city official may enter the premises at any time without notice.

- a. The enforcement officer shall present proper identification, state the purpose of the visit and request permission of the owner or responsible person to enter the premises. If entry is refused, the enforcement officer shall have recourse to every remedy provided by law to secure entry. Any such refusal shall be grounds for suspension of the licensee's license.
- b. When the enforcement officer has first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or responsible person shall fail or neglect, after proper request is made as provided in this title, to promptly permit entry therein by the enforcement officer for the purpose of inspection and examination pursuant to this title. [Ord. 736-17 § 7 (Exh. B), 11-28-17]

(23) Electronic age verification will be utilized to verify the age and identity of any individuals purchasing cannabis goods. Cannabis will not be sold to the public without electronic age verification. Licensees shall ensure that no person less than 21 years of age is permitted to work as an employee of the Storefront Retailer.

(24) Cannabis goods will only be received by the customer.

(25) On-site consumption of cannabis is prohibited at all times by all individuals on the property.

(26) No cannabis or cannabis products or graphics depicting cannabis or cannabis products will be visible from the exterior of the business premises, or on any vehicles owned or used as part of the business.

(27) The front entrance of the dispensary will have a secure lobby and no products will be visible within this area.

(28) The entrance will maintain clear and legible notice, visibly posted stating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the commercial cannabis business is prohibited. No loitering signage will be posted. All signage for the facility will be submitted to the City of Willows for review including but not limited to signs required by local, state and federal regulations, identifying signs and all additional signs visible to the public.

(29) The business, operator, or employees will not provide free cannabis or cannabis products to any person and will abide by legal sales limits set by the Department of Cannabis Control.

(30) A current copy of the commercial cannabis business permit issued by the City and the State license will be posted inside the business premises in a location readily visible.

(31) That the applicant/developer shall enter into a *Pass-Through Agreement* with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.

(32) If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void, and such use shall not be made of the property except upon the granting of a new permit.

(33) All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager and Planning Commission for review and approval prior to use.

(34) All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.

(35) The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows and all state regulations

(36) All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. Facility shall operate in accordance with local laws.

(37) Changes in hours, days, or operating procedures must be approved by the Community Development Department.

(38) Revenue sharing shall be paid monthly by the applicant to the City of Willows.

#### BUILDING DEPARTMENT

(39) If you intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy of the building or structure or to erect, install, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, you shall first make application for a building permit and obtain the required permit for the development.

(40) Applicant shall submit a completed building permit application with detailed scope of work, 3 complete sets of plans, calculations, specifications, etc. for review. Appropriate plan review fees shall be paid at the time of submittal.

(41) All work shall comply with current applicable Federal, State, local building codes and ordinances and be shown on the plans submitted for building permit review.

(42) Conditions of approval shall be shown on the plans submitted for building permit review.

(43) Prior to issuance of a Building Permit for the construction of any structures on the site, a Final Lighting Plan shall be submitted to the City and reviewed by the Engineer. The final lighting plan shall include, but not limited to the following: (a) details regarding exterior lighting with lighting sources that are full cut-off, hooded, and down-cast, or otherwise shielded to ensure that light does adversely shine towards neighboring properties or toward the night sky, (b) lighting sources with the minimum wattage necessary to provide adequate security without causing excessively bright night glow, (c) sufficient details regarding the proposed wattage and area of coverage for all site lights.

#### FIRE DEPARTMENT

(44) All fire and security alarm systems must meet the approval of the Fire Chief per WMC Chapter 15.15.

(45) The Site shall be equipped with a Knox box holding a master key per WMC Chapter 15.15.

(46) Fire extinguishers shall be provided in accordance with the latest CFC.

(47) The building address shall meet all WMC Chapter 15.15. criteria and be reviewed and approved by the Fire Department prior to installation. An illuminated address sign shall be provided for the property.

(48) Provide illuminated exit signs over all exit doors in accordance with the latest CBC and CFC.

(49) All exit doors shall have no knowledge door locks, be posted "this door to remain unlocked when building occupied" and swing in the direction of exit travel.

(50) All utility rooms will need to be identified by signage.

(51) A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.

(52) Regular Fire Department safety inspections shall occur annually.

GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

(53) The applicant will need to plan check and obtain health/food permits from the Glenn County Environmental Health Department. A copy of the permits shall be provided to the City as well as renewals and any non-compliance issues

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the Planning Commission.

Cali Love Willows LLC.  
157 N. Butte St.  
Willows, CA 95988  
Entity #202565417229

.....  
Melissa Wight, Manager/Member  
PO Box 531  
Douglas City, CA 96024

.....  
Date

.....  
Stephen Sutton, Manager/Member  
PO Box 531  
Douglas City, CA 96024

.....  
Date

Conditions of Approval  
Conditional Use Permit (CUP 25-01)  
For Retail / Dispensary Cannabis Business License  
157 N Butte Street /APN: 002-162-006  
Planning Commission Approval Date: August 5, 2025  
City Council Modification Date: October 14, 2025

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GENERAL

- (1) This Conditional Use Permit (CUP 25-01) allows for the operation of a cannabis retail / dispensary cannabis business (Storefront Retailer). Storefront Retailer is defined as a licensee that owns or operates a physical location where cannabis goods are sold directly to consumers. Storefront retailers may also provide delivery services under the same license. the required license for a Storefront Retailer is a Type 10 - Storefront Retailer (walk-in dispensary, with optional delivery) license issued by the State of California. Any future proposal for Storefront Retailer related use, that is not included in the Phase 1 or Phase 2 applications such as delivery, shall be subject to separate review and approval in accordance with applicable zoning, licensing, and regulatory requirements.
- (2) Prior to commencing business operations pursuant to a cannabis retail/dispensary business license issued by the city of Willows, the applicant shall hold a certificate of authorization issued by the City of Willows. Certificates of authorization shall be issued only to applicants who hold (a) a retail/dispensary cannabis sales license issued by the City of Willows, (b) a use permit issued by the city of Willows planning commission, and (c) California state-issued Type 10- Storefront Retailer license.
- (3) In the event of any conflict between the Conditions of Approval for CUP 25-01 and the State of California (State) regulations, these Conditions of Approval shall prevail to the maximum extent of the City's legal authority; any provision for which the City lacks such authority shall defer to the applicable State of California regulation.
- (4) Where any system is referenced in Attachment 1 (Application Materials), the applicant shall install and use that system, and no deviation shall occur unless the City Manager authorizes a written exemption. The installed system shall match make/model, specifications, design and other details as described in Attachment 1. This includes but is not limited security systems, age verification systems, lighting systems, odor control systems, tracking systems labeling and packaging requirements, building plans and specifications and any other system as described in Attachment 1.
- (5) Hours of Operation. All permitted Storefront Retailer business premises shall be closed to the general public, including deliveries, shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m. Transporter deliveries and pick-ups shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m.
- (6) Odor Control. Odors shall be contained on the property on which the commercial cannabis activity is located. If the city receives any odor complaints, the cannabis business shall work with the building official or his designee to correct odor concerns. Unresolved or repeated odor complaints may be basis for suspension or revocation of the license or denial of license renewal.

- (7) Business Conducted within Building. No production, distribution, storage, display or wholesale of cannabis and cannabis-infused products shall be visible from the exterior of the building where the commercial cannabis activity is being conducted.
- (8) Security Measures. Maintain a commercial alarm monitoring system and video surveillance system in accordance with local, state and federal regulations.
- (9) Security Breach. A cannabis business shall notify the city and the Glenn County sheriff's office within 24 hours after discovering any of the following:
- a. Diversion, theft, loss, or any criminal activity involving the cannabis or cannabis product or any agent or employee of the permittee.
  - b. The loss or unauthorized alteration of records related to cannabis or cannabis product, registered qualifying patients, primary caregivers or employees or agents.
  - c. Significant discrepancies identified during inventory.
  - d. Any other material breach of security.
- (10) Labeling and Packages. Labels and packages of cannabis and cannabis products shall meet all state and federal labeling and packaging requirements.
- (11) Inspection Records. Inspections, if necessary, shall take place at a reasonable time with prior notice to the cannabis business. Notwithstanding the foregoing, upon reasonable suspicion of a material violation of the law or the provisions of this code or the conditions of a license, inspections may be made at any time, with or without prior notice. Upon request, the cannabis business shall timely provide the city official with reports and records related to the business including, but not limited to, sales reports, utility bills from the commercial energy provider for the premises. This section shall not limit any inspection authorized under any other provision of law or regulation.
- (12) In addition to a retail/dispensary cannabis business license, obtain and maintain a business license from the City of Willows.
- (13) Maintain at all times commercial general liability insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than \$1,000,000 per occurrence and comprehensive automobile liability (owned, nonowned, hired) providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than \$1,000,000. The commercial general liability policy shall provide contractual liability, shall include a severability of interest or equivalent wording, shall specify that insurance coverage afforded to the city shall be primary, and shall name the city of Willows, its officials, employees and attorneys as additional insured. Failure to maintain insurance as required herein at all times shall be grounds for suspension of the license immediately, and ultimately, revocation.
- (14) By accepting the license, each licensee agrees to indemnify, defend and hold harmless to the fullest extent permitted by law the city of Willows, its officers, employees, attorneys, agents and consultants from and against any and all actual and alleged damages, claims, liabilities, costs

(including attorney's fees), suits or other expenses resulting from and arising out of or in connection with licensee's operations, except such liability caused by the gross negligence or willful misconduct of city of Willows, its officers, employees, attorneys, agents and consultants.

{15}Maintain for a minimum of three years a written accounting or ledger of all cash, receipts, credit card and other financial transactions, and reimbursements (including any in-kind contributions) as well as records of all operational expenditures and costs incurred by the licensee in accordance with generally accepted accounting practices and standards typically applicable to business records, which shall be made available to the city, its auditors or consultants during business hours for inspection upon reasonable notice by the city manager and for purposes of audit.

{16}Inform the city manager, in writing, of any change ~~of or to any of the information submitted to the city in phase one and phase two applications, any renewal application, or any amendments thereto, within 10 days of any such change~~ including, but not limited to, any change in ownership of five percent or more in a single transaction or cumulatively.

{17}Notify the city manager within three days of any notices of violations or other corrective action ordered by a state or other local licensing authority, and provide copies of the relevant documents. [Ord. 745-19 § 6, 7-9-19; Ord. 736-17 § 7 (Exh. B), 11-28-17].

{18}Cannabis businesses that sell edible cannabis products shall have a valid Glenn County health permit. Permit holders shall comply with Health and Safety Code Section 13700 et seq., and Glenn County Health Department permit requirements.

{19}Drive-through or walk-up window services are prohibited at all retail/dispensary cannabis establishments in the City of Willows.

{20}An application for renewal of a retail/dispensary cannabis business license, together with all applicable fees, must be submitted to the city manager at least 90 days before the expiration of the then-current license. Failure to submit a renewal application at least 90 days prior to the expiration date of the then-current license will result in the automatic expiration of the license on the expiration date.

{21}A retail/dispensary cannabis business license is nontransferable to another person, entity or location, and no such transfer may be made except in accordance with this section. Any such transfer made without the prior consent of the city of Willows shall result in the revocation of the license. Any change in ownership of five percent or more, singly or cumulatively, shall be considered a "change in ownership" and constitute a "transfer" for purposes of this section.

{22}Whenever an enforcement officer has reason to believe that a nuisance exists or that an inspection is necessary to enforce any provision of this chapter, the officer may enter the premises at any reasonable time to perform the inspection or any other duty imposed by this title. The enforcement officer shall provide reasonable notice of the need to enter and inspect. Notwithstanding the foregoing, in the event there is reasonable suspicion of the existence of a nuisance or violation that presents an immediate or imminent danger to the health, safety or welfare of the employees of licensee, its customers or the community at large, the enforcement officer or other city official may enter the premises at any time without notice.



- a. The enforcement officer shall present proper identification, state the purpose of the visit and request permission of the owner or responsible person to enter the premises. If entry is refused, the enforcement officer shall have recourse to every remedy provided by law to secure entry. Any such refusal shall be grounds for suspension of the licensee's license.
- b. When the enforcement officer has first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or responsible person shall fail or neglect, after proper request is made as provided in this title, to promptly permit entry therein by the enforcement officer for the purpose of inspection and examination pursuant to this title. [Ord. 736-17 § 7 (Exh. B), 11-28-17]

(23) Electronic age verification will be utilized to verify the age and identity of any individuals purchasing cannabis goods. Cannabis will not be sold to the public without electronic age verification. Licensees shall ensure that no person less than 21 years of age is permitted to work as an employee of the Storefront Retailer.

(24) Cannabis goods will only be received by the customer.

(25) On-site consumption of cannabis is prohibited at all times by all individuals on the property.

(26) No cannabis or cannabis products or graphics depicting cannabis or cannabis products will be visible from the exterior of the business premises, or on any vehicles owned or used as part of the business.

(27) The front entrance of the dispensary will have a secure lobby and no products will be visible within this area.

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GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

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The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the Planning Commission.

Cali Love Willows LLC.  
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PO Box 531  
Douglas City, CA 96024

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Date

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Stephen Sutton, Manager/Member  
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Douglas City, CA 96024

.....  
Date



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Date: October 14, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Planning Commission Appointment

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**Recommendation:**

Appoint Michael McNeil to the Willows Planning Commission for the term ending December 31, 2027.

**Rationale for Recommendation:**

There is a vacancy on the Planning Commission that needs to be filled.

**Background:**

On August 27, 2025, Planning Commissioner Llanira Valencia resigned. Applications for a new commissioner were advertised on September 11, 2025, and none were received by the application deadline. Michael McNeil, who had previously applied and was interviewed for the position when Commissioner Bobadilla resigned, was contacted about the current vacancy and was still interested in the position.

**Discussion & Analysis:**

As a result of Mr. McNeil's continued interest in the Planning Commission appointment, the Ad Hoc Committee, consisting of Mayor Hutson and Councilmember Pride, support and recommend his appointment to the Planning Commission. Mr. McNeil's application (Attachment 1) and interview demonstrated experience and competence for the position. If approved, Michael McNeil will be sworn in at the November 3, 2025, Planning Commission Meeting.

**Consistency with Council Priorities and Goals:**

The proposed position is consistent with Council Priority #2: Economic Development.

**Fiscal Impact:**

There is no fiscal impact.

**Attachment:**

- Attachment 1: Planning Commission Application



# City of Willows

## Application for Appointment to the Planning Commission



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

THIS DOCUMENT IS PUBLIC RECORD

Name:

Michael McNeil

Residence Address:

535 S Murdock Ave. Willows, CA 95988

Mailing Address:

535 S Murdock Ave. Willows, CA 95988

E-Mail Address:

michaeljamesmcneil@gmail.com

Home Phone: (530) 355-6442

(916) 838-1544

Business Phone:

\* Are you a registered voter? Yes

Please list all prior experience on City or local service commissions, committees, boards, clubs, etc.:

From 2009-2011 I interned at the City of Sacramento's Planning division's Office of Historic Preservation. We  
focused on the built environment of the planning side and responding to CEQA requests for determining if a piece  
of the built environment was historic or not. I also interned at the California Office of Historic Preservation doing  
similar work but with properties throughout the state and not just Sacramento.

Please provide a statement as to why you wish to serve on the Planning Commission of the City of Willows at this time:

I would like to serve on the Planning Commission because I want to better embed myself in our community. I feel that I do have some experience that would be helpful, such as understanding the CEQA and NEPA processes. I also have a passion for history/historic buildings and I think it is always a good idea to properly assess historic properties when they are up for demolition or significant alteration. I also enjoy working with others who have different perspectives and ideas.

Applicant Signature

Michael F. McNeil

THIS BOX IS FOR CITY CLERK USE ONLY

Date: June 16, 2025

Time: 11:00 am

Signature:

Kathleen Puse



# PUBLIC HEARING



Date: October 14, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) /  
103 South Plumas Street

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**Recommendation:**

Adopt Ordinance XX-2025 entitled "AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001" by title only and waive the full reading of the ordinance (Attachment 1).

**Rationale for Recommendation:**

This matter is before the City Council pursuant to City of Willows Municipal Code (WMC) Chapters 18.20, 18.45 and 18.55.

**Background:**

On September 2, 2025, the Planning Commission held a public hearing and, by a 3-0 vote, approved a resolution recommending the City Council approve the proposed project (Attachment 2). The City Council introduced the ordinance and held the first reading, by title only, on September 23, 2025 (Attachment 3).

**Discussion & Analysis:**

The project site, located at 103 South Plumas Street (Assessor Parcel Number 002-113-001), consists of 0.43 acres and is currently developed with a structure originally constructed in 1920 as a single-family residence, along with a detached two-car garage. The site is zoned Central Commercial (CC) and has a General Plan land use designation of General Commercial (GC).

The property is currently used as an office for the owner's law firm. However, the owner wishes to also use the building as her residence. There is a kitchen located on the first floor, as documented in Attachment 4. Under the current zoning ordinance [Chapter 18.55.020\(18\)](#), residential uses are only permitted on the second story when the first story contains nonresidential uses. To comply, the property



owner would be required to construct a second-floor kitchen, which they have stated is financially infeasible.

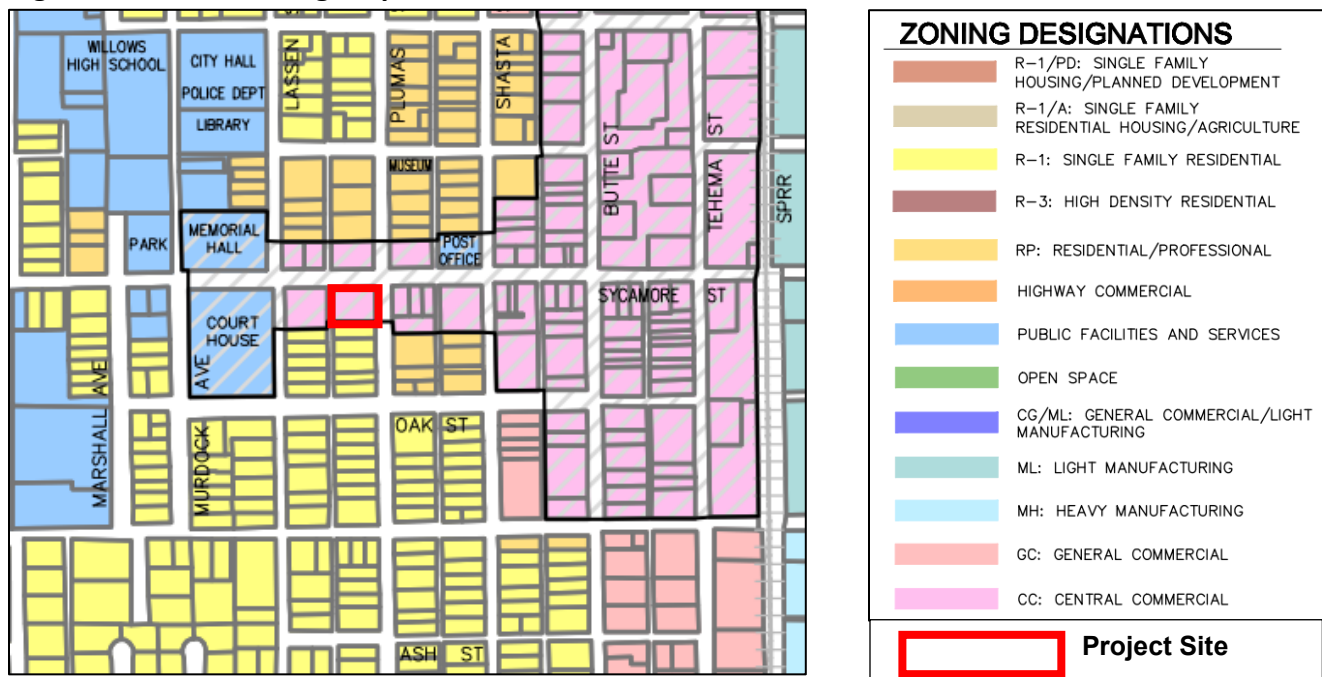
The project site is located at the southwest corner of South Plumas and Sycamore Streets. Surrounding zoning and development are summarized below:

Direction	Zoning	Use
North	Central Commercial	Undeveloped
South	Single Family Residential	Single family residence
East	Central Commercial	Henry's Trading Post
West	Central Commercial	State Farm office

No construction is proposed as part of this project. As shown in Attachment 4, the existing structure retains the appearance of a single-family residence, and approval of the rezone would not alter the character or development pattern of the neighborhood.

As illustrated in Figure 1, several surrounding parcels are already zoned RP, including the property to the southeast along Plumas Street and properties north of Sycamore Street. The rezoning would therefore be consistent with the established land use pattern.

**Figure 1: Current Zoning Map**



The proposed Multiple Residence – Professional Office (RP) zoning district would allow the property owner to both reside on the property and maintain a professional office (e.g. law office). This district is similar to the Central Commercial (CC) zoning district, which allows for a range of commercial uses, but the RP district also permits residential uses on the first floor.

Table 1 provides a comparison of permitted uses in the CC and RP districts pursuant to the Willows Municipal Code.

**Table 1: Permitted uses in the CC and RP Districts**

Central Commercial (CC)	Multiple Residence – Professional Office (RP)
<p>(1) Banks, business offices, food, hardware, variety, department, drug, jewelry, clothing stores, and general retail establishments.</p> <p>(2) Music and dance studios.</p> <p>(3) Blueprint shops and photographic stores.</p> <p>(4) Cafes, restaurants, and catering shops.</p> <p>(5) Art and antique shops, pawnshops, and florists.</p> <p>(6) Newspapers and commercial printing shops, and repair shops.</p> <p>(7) Laundries.</p> <p>(8) Barber shops and beauty parlors.</p> <p>(9) Libraries.</p> <p>(10) Movie theaters.</p> <p>(11) Museums and galleries.</p> <p>(12) Bakeries, including only retail sales on the premises and baking to supply not more than three retail outlets.</p> <p>(13) Outdoor advertising signs and structures pertaining to the use or operation on the site and not exceeding one and one-half square feet of sign per linear foot of site frontage.</p> <p>(14) Professional offices, studios, and clinics.</p> <p>(15) Public utility offices, substations, communications equipment buildings and related structures and uses unless a conditional use permit is required for such uses by other provisions of this title.</p> <p>(16) Incidental storage when contained within an enclosed building and when it is clearly incidental to and integral to the operation of the primary business.</p>	<p>(1) Uses permitted in the R-3 district as set forth in WMC <a href="#">18.40.020</a>.</p> <p>(2) Offices occupied by accountants, architects, dentists, physicians, engineers, attorneys, counselors, drugless practitioners, electrologists, geologists, optometrists, and psychologists.</p> <p>(3) Transitional and supportive housing as defined in Health and Safety Code Sections <a href="#">50675.2</a> and <a href="#">50675.14</a>.</p> <p><i>Uses permitted in the R-3 District:</i></p> <p>(1) One- or two-family dwellings, manufactured homes, including private garages, accessory buildings and uses.</p> <p>(2) Agriculture, horticulture, gardening, and keeping of animals as permitted by city ordinance but not including stands or structures for the sale of agricultural or nursery products.</p> <p>(3) Underground utility installations and aboveground utility installations for local service except that substations, generating plants, public utility communication buildings, and gas holders must be approved by the planning commission prior to construction. The route of any proposed transmission line shall be discussed with the planning commission prior to acquisition.</p> <p>(4) Rooming and boarding of not more than two persons.</p> <p>(5) Family day care homes serving 12 or fewer children exclusive of children who reside at the home.</p> <p>(6) Residential care facilities in accordance with Health and Safety Code Sections 1267.8, 1566.3, and 1568.08 (serving six or fewer persons).</p> <p>(7) Transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14.</p>

<p>(17) Other uses which, in the opinion of the planning commission, are similar to those uses listed above.</p> <p>(18) Residences, boardinghouses, transitional and supportive housing, and group dwellings; provided that residential units and quarters occupy only the second story or higher of structures whose first stories contain nonresidential uses, either permitted or permitted by conditional use permits in the CC district, except as authorized under WMC 18.110.090(8)</p>	
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**Environmental Review:**

The project is categorically exempt from the preparation of environmental documentation under the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15303 (Existing Facilities) as no new construction is proposed.

**Consistency with Council Priorities and Goals:**

The project is consistent with Priority #2: Economic Development by supporting professional office use and maintaining an active property within the city, the project contributes to the local economy and business environment.

**Fiscal Impact:**

There is no cost to the city associated with this application as the project has a Cost Recovery Agreement and deposit on file.

**Attachments:**

- Attachment 1: City Council Ordinance
- Attachment 2: Planning Commission Resolution
- Attachment 3: Minutes From First Reading
- Attachment 4: Photographs of Project Site



**City of Willows  
Ordinance XXX-2025**

**AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE AND PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.**

**WHEREAS**, the applicant and property owner, Jane E. Stansell, has submitted an application for a Rezone to amend the zoning from Central Commercial (CC) to Multiple Residence-Professional Office (RP) and a General Plan Amendment to amend the land use designation from General Commercial (GC) to Office and Professional (OP); and

**WHEREAS**, the project site is developed with a structure originally constructed in 1920 as a single family residence. No construction will be conducted as part of this rezone and general plan amendment; and

**WHEREAS**, the City of Willows Municipal Code Section Chapters 18.20.030 and 18.20.040 allows the Planning Commission to hold a public hearing and following the aforesaid hearing, submit a report of its findings and a summary of the hearing, together with its recommendation with respect to the proposed amendment to the City Council; and

**WHEREAS**, the Planning Commission did, on September 2, 2025, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

**WHEREAS**, the Planning Commission provided a recommendation to the City Council to approve the proposed Rezone and General Plan Amendment as the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 3) pursuant to the California Environmental Quality Act (CEQA) and consistent with the goals and policies of the General Plan; and

**WHEREAS**, the City Council has reviewed the recommendations of the Planning Commission following a public hearing held on September 2, 2025; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:**

The Rezone and General Plan Amendment is consistent with the City of Willows Municipal Code and General Plan, hereby approves Rezone # RZ-25-01 and General Plan Amendment # GPA-25-01, effective upon adoption.

**INTRODUCED** first reading on the 23<sup>rd</sup> day of September 2025.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 14<sup>th</sup> day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Evan Hutson, Mayor

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Karleen Price, City Clerk



**City of Willows  
Resolution 13-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE THAT WOULD AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.**

**WHEREAS**, the applicant and property owner, Jane E. Stansell, has submitted an application for a Rezone to amend the zoning from Central Commercial (CC) to Multiple Residence-Professional Office (RP) and a General Plan Amendment to amend the land use designation from General Commercial (GC) to Office and Professional (OP); and

**WHEREAS**, the project site is developed with a structure originally constructed in 1920 as a single family residence. No construction will be conducted as part of this rezone and general plan amendment; and

**WHEREAS**, the City of Willows Municipal Code Section Chapters 18.20.030 and 18.20.040 allows the Planning Commission to hold a public hearing and following the aforesaid hearing, submit a report of its findings and a summary of the hearing, together with its recommendation with respect to the proposed amendment to the City Council; and

**WHEREAS**, the Planning Commission did, on September 2, 2025, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

**WHEREAS**, the Planning Commission finds the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 3) pursuant to the California Environmental Quality Act (CEQA) and consistent with the Municipal Code and the goals and policies of the General Plan; and

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows recommends that the City Council [adopt/modify/reject] the proposed ordinance titled: AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.

**PASSED AND ADOPTED** by the Planning Commission of the City of Willows this 2<sup>nd</sup> day of September 2025, by the following vote:

AYES: Chair Brott, Vice Chair Corum, Commissioner Nygard

NOES: None

ABSENT: Commissioner Ocampo

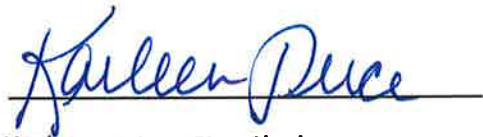
ABSTAIN: None

APPROVED:



Sherry Brott, Chair

ATTESTED:



Karleen Price, City Clerk



# Willows City Council Regular Meeting Action Minutes

September 23, 2025  
Willows City Hall  
Regular Session: 6:00 PM

City Council  
Evan Hutson, Mayor  
Rick Thomas, Vice Mayor  
Matt Busby, Council Member  
Gary Hansen, Council Member  
Lorri Pride, Council Member

City Manager  
Marti Brown

City Clerk  
Karleen Price

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

## 1. CALL TO ORDER – 6:00 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

Councilmembers Absent: None

## 4. CHANGES TO THE AGENDA

## 5. CEREMONIAL MATTERS

- a. **Proclamation** – Global War on Terrorism & Desert Storm Veteran’s Appreciation Day received by John Benningfield and Kevin Triance.
- b. **Proclamation** – Breast Cancer Awareness Month received by Janice Smith, Survivor
- c. **Proclamation** – National Fire Prevention Week
- d. **Proclamation** – National Farmer’s Day received by Larry Domenighini, Glenn County Farm Bureau

## 6. PRESENTATION

- a. **Improving Park Safety and Infrastructure** presented by Joe Bettencourt, Community Development & Services Director

## 7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Register Approval

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

### b. Minutes Approval

Action: Approved the September 9, 2025 meeting minutes.



c. **Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) / 103 South Plumas Street**

Action: Introduced an ordinance entitled "AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE AND PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001" and directed staff to proceed with scheduling the ordinance for a second reading and adoption.

**Motion to approve the consent calendar as presented.**

**Moved/Seconded:** Vice Mayor Thomas/Councilmember Hansen

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

**No:** None

**Absent:** None

8. **PUBLIC HEARING 7:01PM**

a. **Appeal of Conditional Use Permit Denial (File# CUP 25-02)**

Action: Motion to granting the appeal and approving Conditional Use Permit No. CUP 25-02 for a Retail/Dispensary Cannabis Business operated by WWCRS, Inc., for the property located at 130 N. Butte Street, Assessor's Parcel Number 003-044-005 within the Central Commercial Zone. Motion amended to include modifications to Conditions #1, 16, and 37 of the CUP and adding a condition that revenue sharing is paid monthly.

**Public Hearing Open 7:01PM, Closed 7:18PM**

Public Comment #1: Karen Johnson

Public Comment #2, Manuel Treto

Public Comment #3: Lani Cleveland

Public Comment #4: Leslie Westch

Public Comment #5: Stefan Crespo

Public Comment #6: Shirley Benningfield

**Moved/Seconded:** Vice Mayor Thomas/Councilmember Busby

**Roll Call Vote**

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

**No:** None

**Absent:** None

**Motion Passes 5-0**

## Site Photos

East Elevation<sup>1</sup>



North eastern Elevation



<sup>1</sup> Source: Zillow, referenced August 8, 2025: [https://www.zillow.com/homedetails/103-S-Plumas-St-Willows-CA-95988/2077441777\\_zpid/](https://www.zillow.com/homedetails/103-S-Plumas-St-Willows-CA-95988/2077441777_zpid/)



South Elevation



Full service kitchen on first floor





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Date: October 14, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Sale of Exempt Surplus Land – Public Hearing for Protest

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**Recommendation:**

Continue this agenda item to the October 28, 2025, City Council Meeting when the public noticing and posting will be complete.

**Rationale for Recommendation:**

The Council approved resolution dated August 26, 2025 for the sale of exempt surplus land states that a public hearing to hear public protest will be held on October 14, 2025; however, the proposed sale of exempt surplus land must be publicly noticed and posted prior to administering the Public Hearing and the noticing and posting will not be complete until after the agenda packet is posted. Because the approved resolution states that there will be a public hearing on October 14, 2025, staff were advised to present the item to Council and recommend its continuation to the October 28, 2025, City Council meeting.

**Background:**

At the March 25, 2025, City Council Meeting, the City Manager was authorized to sell city owned properties, Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006 in accordance with State law and municipal best practices.

**Discussion & Analysis:**

According to the California Surplus Land Act and based on certain statutory exemptions applicable to these particular properties, the city must take the following steps in order to move forward with the sale of its surplus land:

1. Via resolution (Resolution XX-2025), the City Council declares the three properties “exempt surplus land” at a regular scheduled meeting (August 26 proposed action).
2. Supply findings and resolution to HCD per Section 400(e) of HCD’s Surplus Land Act Guidelines at least 30 days prior to disposition (as cited in Attachment 1).

3. As deemed “exempt surplus land,” the city may sell the land without complying with the California Surplus Land Act.
4. However, the City must:
  - a. Publish Resolution XX-2025 (Attachment 1) declaring the property exempt from the Surplus Land Act and with the intention to sell said properties at least one time in a newspaper;
  - b. Post copies of the resolution on the subject properties; and
  - c. Hold a public hearing to listen to potential protests.

Staff are still in the process of publicly noticing and posting the published resolution announcing the City’s intention to sell exempt surplus land. The public noticing and posting will be complete **after** the October 14 and **before** the October 28 City Council meetings. Because the approved resolution states that there will be a public hearing on October 14, 2025, staff were advised to present the item to Council and recommend its continuation to the October 28, 2025, City Council meeting.

**Consistency with Council Priorities and Goals:**

The proposed action is consistent with the Council’s Fiscal Stability Priority, Goal #2: Seek Cost Savings and Revenue Generation Opportunities.

**Fiscal Impact:**

There is no fiscal impact to continuing this agenda item until October 28, 2025.





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# DISCUSSION & ACTION CALENDAR



Date: October 14, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Community Development Block Grant Application – Project Consideration

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**Recommendation:**

Review and consider project options for a 2025 Community Development Block Grant (CDBG) application and provide direction to staff.

**Rationale for Recommendation:**

The 2025 Notice of Funding Availability (NOFA) for CDBG applications has been released and staff seek Council direction to prepare a new CDBG application and submit it by the funding deadline of January 30, 2026.

**Background:**

The federal government typically releases Community Development Block monies to fund a variety of qualifying projects in low-income communities on an annual basis. For example, although only partially successful in 2024, the City of Willows applied for a \$3.3 million CDBG application for city sidewalk repairs and a \$500,000 Planning Grant to plan and develop construction drawings for future street improvements. While the Planning Grant was successful (and is currently underway), the grant for the Sidewalk Improvement Project was not awarded to the city. Now that the 2025 NOFA has been released, staff recommend moving forward with a new application. Please note, only one 2025 capital project application may be submitted by the governing agency.

**Discussion & Analysis:**

In 2024, the Council approved, and the city submitted an unsuccessful \$3.3 million CDBG application for city sidewalk repairs. As part of the application preparation, preliminary engineering was completed by Coastland Engineering for approximately \$8,000. While the city was not awarded the grant, the preliminary engineering work is still applicable and could be used for a 2025 CDBG application.

Other potential grant application projects could include partial funding to purchase a new Fire Engine 2 or construction of street improvements. However, for Fire Engine 2, there are other potential funds

that could be used for this project that are already available to the City (e.g., CDBG Programming Income). For construction of street improvements, stamped engineering construction drawings would have to be completed as part of the application process before the January 30, 2026, deadline. While the City did receive a Planning Grant to prepare engineering drawings for street improvements and that work is underway, it would be a heavy lift to complete the drawings in time for this application cycle. Furthermore, there are other funds available for street construction such as Gas Tax, Senate Bill 1 (SB1), Regional Surface Transportation Program (RSTP), and State Transportation Improvement Program (STIP) funding. The City could also apply for street construction funds as part of the 2026 CDBG application cycle if the previously mentioned street funds turn out to be insufficient.

Any other capital project ideas for this CDBG application cycle, besides purchase of a vehicle, would require the submission of stamped engineering and construction drawings as part of the application process by January 30, 2026. Since the city has no other shovel ready projects in the pipeline, staff recommend using the existing and funded engineering drawings to submit a robust 2025 CDBG application for city sidewalk repairs.

In conclusion, staff seek Council direction to move forward with preparation of a 2025 CDBG application.

**Consistency with Council Priorities and Goals:**

The proposed project is consistent with Council Priority #3, Public Safety, Goal #2: Right-Size and Enhance the Willows Fire Department, Including Expanded ALS Services; and Priority #4, Infrastructure Improvement, Goal #1: Invest in Deferred Maintenance.

**Fiscal Impact:**

There is no fiscal impact by directing staff to prepare a CDBG application to submit to the California State Housing & Community Development Department.





Date: October 14, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Amend Budget to Execute Amended Contract for Human Resource Services

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**Recommendation:**

Authorize the City Manager to amend the budget for \$15,000 for Fiscal Year 2025-26 to fund ongoing human resource consulting services with Regional Government Services (RGS).

**Rationale for Recommendation:**

While transitioning the FY 2025-26 budget preparation from the city's Finance Consultant to the Finance Director, a budget for contract human resource services was inadvertently overlooked and omitted from the budget process. Hence, staff recommends correcting the oversight now.

**Background:**

Prior to the current City Manager's appointment (2021), the City of Willows has contracted with RGS for human resource services. These services include but are not limited to consulting on bargaining and labor negotiations, complex disciplinary action and disability, worker's compensation, payroll (e.g., Fair Labor Standards Act (FLSA)) and updating and/or adding new HR policies.

**Discussion & Analysis:**

Typically, a recommendation for funding contract human resource services would be included during the budget process in May and June of each fiscal year. As previously stated, during the transition between the Finance Consultant and the Finance Director, the budgetary addition to fund contract HR services was overlooked. Hence, staff recommend a budget amendment of \$15,000 to fund these consulting services for the remainder of FY 2025-26.

**Consistency with Council Priorities and Goals:**

The recommended budget and contract is consistent with Priority #1, Financial Stability: Goal #3, Optimize In-House Staffing to Improve Financial Efficiency.

**Fiscal Impact:**

Should the Council approve the proposed budget amendment, the FY 2025-26 budget will show adjusted expenses during the Mid-Year Budget Review from \$7,265,993 to \$7,250,993 (in addition to other likely and unforeseen city expenses that will be addressed during the Mid-Year Budget Review).



# COMMENTS AND REPORTS



# CLOSED SESSION