



# Willows City Council Regular Meeting

October 28, 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/82821138636>

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 – Small Business Saturday**
  - b. **Proclamation – Veterans Day**

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 October 14, 2025, meeting minutes.  
Contact: Karleen Price, City Clerk, [kprice@cityofwillows.org](mailto:kprice@cityofwillows.org)



c. **Volunteer Fire Capacity Program Grant Match Funding Acceptance**

Recommended Action: Adopt Resolution 2025-XX (Attachment 1), authorizing the City Manager or her designee to sign and accept \$8,000 of grant funding through CAL FIRE's Volunteer Fire Capacity Program Grant.

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

**7. PUBLIC HEARING**

All matters in this section of the agenda are formal public hearings and will be 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. If you have any documentation that you would like distributed to the Council, please give it to the City Clerk for distribution.

a. **Public Hearing on Unmet Transit Needs in Glenn County**

Recommended Action: Conduct public hearing to receive public comment on Unmet Transit Needs in Glenn County and forward comments to the Glenn County Transportation Commission for consideration.

Contact: Carlos Linarez-Hernandez, Glenn County Transportation Planner, [chernandez@countyofglenn.net](mailto:chernandez@countyofglenn.net)

b. **Public Hearing to Protest the Sale of Exempt City-Owned Surplus Land**

Recommended Action: Open the public hearing and accept public protest regarding the sale of exempt surplus land, Assessor Parcel Numbers (APN) 002-101-009, 002-101-006, and 003-113-006 in accordance with State law.

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.

a. **Mayor and Vice-Mayor Election Cycle & Committee Appointments**

Recommended Action: Approve changing the Mayor and Vice-Mayor election cycle and committee appointments from annually to every two years starting with December 2025 whereby the current Mayor and Vice-Mayor would serve an additional year in 2026 and thereby complete a two-year term, and future elections and appointments would occur in December of even numbered years (e.g., 2026, 2028, 2030).

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

Requested by: Councilmember Hansen

**9. COMMENTS & REPORTS**

a. **Council Correspondence**

b. **City Council Comments & Reports**



c. City Manager's Report

10. ADJOURNMENT

**This agenda was posted on October 24, 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.*





# CEREMONIAL MATTERS





*City of Willows*

# *Proclamation*

## ***Small Business Saturday***

**WHEREAS**, small businesses are the backbone of the City of Willows' economy, representing the heart of our downtown and neighborhood communities, and contributing significantly to the city's character, culture, and prosperity; and

**WHEREAS**, the City of Willows values the essential contributions that small businesses make to local job creation, economic growth, and community well-being; and

**WHEREAS**, according to the U.S. Small Business Administration, there are millions of small businesses in the United States, employing nearly half of all private-sector workers and driving innovation and local investment across the nation; and

**WHEREAS**, small businesses help create and sustain vibrant, walkable communities and are key to the City's commitment to economic vitality, civic engagement, and quality of life; and

**WHEREAS**, Small Business Saturday was founded by American Express in 2010 and has been officially cosponsored by the U.S. Small Business Administration since 2011 to encourage shoppers to support small, independently owned businesses during the busiest shopping weekend of the year; and

**WHEREAS**, the City of Willows supports and recognizes the important role that small businesses play in strengthening our local economy and encourages residents and visitors alike to "Shop Small" and "Shop Local"; and

**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 **Saturday, November 29, 2025**, as **Small Business Saturday** in Willows, California, and encourages all citizens to support local businesses—on this day and throughout the year—to help strengthen the economic and social fabric of our community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this 28<sup>th</sup> day of October, 2025.

\_\_\_\_\_  
Evan Hutson, Mayor







## *Proclamation*

**WHEREAS**, each year on November 11, the people of the United States pause to honor the men and women who have served in our Armed Forces, defending our freedoms and preserving our way of life; and

**WHEREAS**, Veterans Day originated as Armistice Day, commemorating the end of World War I on November 11, 1918, and was later expanded to honor all American veterans of all wars; and

**WHEREAS**, the courage, dedication, and sacrifice of our veterans—past and present—serve as a powerful reminder of the cost of freedom and the enduring strength of our nation; and

**WHEREAS**, the City of Willows recognizes the deep debt of gratitude we owe to all who have worn the uniform of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, and Space Force; and

**WHEREAS**, our veterans have not only defended our country in times of war but have also contributed immeasurably to our communities in times of peace—as leaders, teachers, first responders, and role models for future generations; and

**WHEREAS**, we also honor the families of veterans and active-duty service members, whose love and support sustain them through service and sacrifice; and

**WHEREAS**, the City of Willows encourages all residents to join in recognizing and thanking veterans for their service and to participate in local observances that honor their courage and commitment;

**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 **Tuesday, November 11, 2025**, as **VETERANS DAY** in Willows, California, and urges all citizens to observe this day with respect, gratitude, and meaningful acts of remembrance for those who have served our nation.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this 28<sup>th</sup> day of October, 2025.

\_\_\_\_\_  
Evan Hutson, Mayor

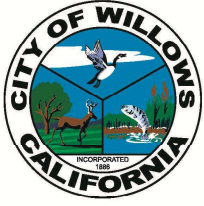






# PUBLIC COMMENT & CONSENT CALENDAR FORUM





City of Willows

# Payment Register

APPKT00501 - CHECK RUN 10-10-25

01 - Vendor Set 01

Bank: Gen Chk - General Checking

<b>Vendor Number</b> <a href="#">1014</a>	<b>Vendor Name</b> ACCESS	<b>Total Vendor Amount</b> 93.80
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56030</a>	<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">11832736</a>	<b>Description</b> OCTOBER 2025 SHREDDING SERVICE - CW	<b>Payable Amount</b> 93.80
	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025
	<b>Discount Amount</b> 0.00	

<b>Vendor Number</b> <a href="#">1068</a>	<b>Vendor Name</b> ANDY HEATH FINANCIAL SERV	<b>Total Vendor Amount</b> 4,537.50
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56031</a>	<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">25-08</a>	<b>Description</b> FINANCIAL CONSULTING 9-10-25 TO 10-8-25	<b>Payable Amount</b> 4,537.50
	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025
	<b>Discount Amount</b> 0.00	

<b>Vendor Number</b> <a href="#">1211</a>	<b>Vendor Name</b> CASCADE FIRE EQUIPMENT	<b>Total Vendor Amount</b> 314.67
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56032</a>	<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">21304</a>	<b>Description</b> HYDRANT WRENCH - FIRE	<b>Payable Amount</b> 314.67
	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025
	<b>Discount Amount</b> 0.00	

<b>Vendor Number</b> <a href="#">1261</a>	<b>Vendor Name</b> COMCAST CABLE	<b>Total Vendor Amount</b> 280.77
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56033</a>	<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">8155600290115941-092425</a>	<b>Description</b> SERVICE 9-29-25 TO 10-28-25 - CIVIC CENTER	<b>Payable Amount</b> 280.77
	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025
	<b>Discount Amount</b> 0.00	

<b>Vendor Number</b> <a href="#">1429</a>	<b>Vendor Name</b> FEDEX	<b>Total Vendor Amount</b> 20.06
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56034</a>	<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">9-007-77931</a>	<b>Description</b> SHIPPING CHARGES - HDL - BUSINESS LICENSE - CW	<b>Payable Amount</b> 20.06
	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025
	<b>Discount Amount</b> 0.00	

<b>Vendor Number</b> <a href="#">2519</a>	<b>Vendor Name</b> FRANCISCO RENTERIA	<b>Total Vendor Amount</b> 94.95
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56035</a>	<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">101025FR</a>	<b>Description</b> REFUND - SMIF FEES OVERCHARGED - BUILDING	<b>Payable Amount</b> 94.95
	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025
	<b>Discount Amount</b> 0.00	

<b>Vendor Number</b> <a href="#">1463</a>	<b>Vendor Name</b> GANDY & STALEY OIL CO	<b>Total Vendor Amount</b> 2,701.61
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56036</a>	<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">144381</a>	<b>Description</b> 40' CONTAINER RENTAL - LIBRARY ROOF PROJECT	<b>Payable Amount</b> 144.79
<a href="#">231155</a>	FUEL - PUBLIC WORKS & SEWER	394.28
<a href="#">231156</a>	FUEL - PUBLIC WORKS & SEWER	880.58
<a href="#">231575</a>	FUEL - PUBLIC WORKS & SEWER	970.92
<a href="#">231576</a>	FUEL - PUBLIC WORKS & SEWER	311.04
	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025
	<b>Discount Amount</b> 0.00	



**Payment Register**

**APPKT00501 - CHECK RUN 10-10-25**

<b>Vendor Number</b> <a href="#">1467</a>	<b>Vendor Name</b> GAYNOR TELESYSTEMS, INC.					<b>Total Vendor Amount</b> 1,500.43
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56037</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">INV000046627</a>	<b>Description</b> INSTALLATION CHARGE - CW	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 644.93	
<a href="#">SUB4245.0925</a>	SERVICES SEPTEMBER 2025 - CW	10/08/2025	10/08/2025	0.00	855.50	
<b>Vendor Number</b> <a href="#">2518</a>	<b>Vendor Name</b> GERMAN CONSTRUCTION					<b>Total Vendor Amount</b> 2.52
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56038</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">101025GC</a>	<b>Description</b> REFUND - SMIF FEES OVERCHARGED - BUILDING	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 2.52	
<b>Vendor Number</b> <a href="#">1564</a>	<b>Vendor Name</b> ITF - INDUSTRIAL TRUCK & FARM					<b>Total Vendor Amount</b> 90.44
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56039</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">649576</a>	<b>Description</b> CARBURETOR - HON1600-Z FOR GX160 - SPRAY RIG - PW	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 90.44	
<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="#">56040</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">101259</a>	<b>Description</b> OCTOBER 2025 SERVICE - FIRE	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 45.00	
<b>Vendor Number</b> <a href="#">1680</a>	<b>Vendor Name</b> LANNIE'S SEPTIC TANK SERV					<b>Total Vendor Amount</b> 146.81
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56041</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">27262</a>	<b>Description</b> PORTABLE TOILET RENT & SERVICE - REC - SOCCER	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 146.81	
<b>Vendor Number</b> <a href="#">1760</a>	<b>Vendor Name</b> MATSON & ISOM TECHNOLOGY					<b>Total Vendor Amount</b> 905.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56042</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">100016</a>	<b>Description</b> GAYNOR VOIP INSTALLATION PROJECT COMPLETE - CW	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 905.00	
<b>Vendor Number</b> <a href="#">1792</a>	<b>Vendor Name</b> MJB WELDING SUPPLY, INC					<b>Total Vendor Amount</b> 49.20
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56043</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">0001542872</a>	<b>Description</b> ACETYLENE CYL RENT - SHOP SUPPLIES - PW	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 49.20	
<b>Vendor Number</b> <a href="#">2389</a>	<b>Vendor Name</b> N & S TRACTOR					<b>Total Vendor Amount</b> 43.46
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56044</a>					<b>Payment Date</b> 10/10/2025
<b>Payable Number</b> <a href="#">IW60055</a>	<b>Description</b> LUBE - LEAF TRUCK #11 - PUBLIC WORKS	<b>Payable Date</b> 10/08/2025	<b>Due Date</b> 10/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 43.46	



Payment Register

APPKT00501 - CHECK RUN 10-10-25

Vendor Number <a href="#">2312</a>	Vendor Name NAPA AUTO PARTS						Total Vendor Amount 630.89	
Payment Type Check	Payment Number <a href="#">56045</a>						Payment Date 10/10/2025	Payment Amount 630.89
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
	<a href="#">714365</a>	LIFT & VALVE - REPAIR - ENGINE - 5 - FIRE	10/08/2025	10/08/2025	0.00	176.39		
	<a href="#">714381</a>	AIR FILTERS, BRAKE HOSE, COUPLING-ENGINE #5 - FIRE	10/08/2025	10/08/2025	0.00	257.48		
	<a href="#">714859</a>	CABIN AIR FILTER - ENGINE #5 - FIRE	10/09/2025	10/09/2025	0.00	51.50		
	<a href="#">714866</a>	EXCHANGE - CABIN AIR FILTER - ENGINE #5 - FIRE	10/09/2025	10/09/2025	0.00	-14.45		
	<a href="#">714913</a>	GASKET MAKER - LEAF TRUCK #11 - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	61.51		
	<a href="#">714949</a>	SURFACE PREP PAD - LEAF TRUCK #11 - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	23.91		
	<a href="#">715001</a>	GASKET MAKER - LEAF TRUCK #11 - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	61.51		
	<a href="#">715012</a>	PAINT & PRIMER - LEAF TRUCK #11 - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	13.04		
Vendor Number <a href="#">1829</a>	Vendor Name NCCSIF						Total Vendor Amount 11,204.75	
Payment Type Check	Payment Number <a href="#">56046</a>						Payment Date 10/10/2025	Payment Amount 11,204.75
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
	<a href="#">3067</a>	QUARTERLY WORKER COMPENSATION - FY2025-26 - CW	10/09/2025	10/09/2025	0.00	11,204.75		
Vendor Number <a href="#">2451</a>	Vendor Name PACIFIC PRODUCTS & SERVICES LLC						Total Vendor Amount 934.16	
Payment Type Check	Payment Number <a href="#">56047</a>						Payment Date 10/10/2025	Payment Amount 934.16
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
	<a href="#">36851</a>	STREET SIGNS - STREET MAINTENANCE	10/09/2025	10/09/2025	0.00	934.16		
Vendor Number <a href="#">1143</a>	Vendor Name PEDRO BOBADILLA						Total Vendor Amount 576.92	
Payment Type Check	Payment Number <a href="#">56048</a>						Payment Date 10/10/2025	Payment Amount 576.92
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
	<a href="#">101025PB</a>	RECREATIONAL SERVICE 9-27-25 TO 10-10-25 - REC	10/09/2025	10/09/2025	0.00	576.92		
Vendor Number <a href="#">2332</a>	Vendor Name PRENTICE LONG, PC						Total Vendor Amount 9,165.00	
Payment Type Check	Payment Number <a href="#">56049</a>						Payment Date 10/10/2025	Payment Amount 9,165.00
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
	<a href="#">7894</a>	SERVICES RENDERED THROUGH 9-26-25 - CA	10/09/2025	10/09/2025	0.00	9,165.00		
Vendor Number <a href="#">1978</a>	Vendor Name REGIONAL GOVERNMENT SERVI						Total Vendor Amount 693.90	
Payment Type Check	Payment Number <a href="#">56050</a>						Payment Date 10/10/2025	Payment Amount 693.90
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
	<a href="#">20121</a>	AUGUST 2025 HR SERVICES - CM	10/09/2025	10/09/2025	0.00	693.90		
Vendor Number <a href="#">2465</a>	Vendor Name ROCK CREEK CONSTRUCTION						Total Vendor Amount 2,909.66	
Payment Type Check	Payment Number <a href="#">56051</a>						Payment Date 10/10/2025	Payment Amount 2,909.66
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
	<a href="#">72-5155PMT#3</a>	FY 23/24 SIDEWALK MAINTENANCE PROJECT - PMT #3	10/09/2025	10/09/2025	0.00	2,909.66		



**Payment Register**
**APPKT00501 - CHECK RUN 10-10-25**

<b>Vendor Number</b> <a href="#">2517</a>	<b>Vendor Name</b> RYAN ELLIOTT					<b>Total Vendor Amount</b> 83.25
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56052</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 83.25
<b>Payable Number</b> <a href="#">101025RE</a>	<b>Description</b> REFUND - SMIF FEES OVERCHARGED - BUILDING	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 83.25	
<b>Vendor Number</b> <a href="#">2041</a>	<b>Vendor Name</b> SACRAMENTO VALLEY MIRROR					<b>Total Vendor Amount</b> 124.20
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56053</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 124.20
<b>Payable Number</b> <a href="#">4049</a>	<b>Description</b> LEGAL AD - PHN CUP #25-02- CANNABIS - PLANNING	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 124.20	
<b>Vendor Number</b> <a href="#">2334</a>	<b>Vendor Name</b> STREAM IT NETWORKS LLC					<b>Total Vendor Amount</b> 85.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56054</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 85.00
<b>Payable Number</b> <a href="#">2025-10000054</a>	<b>Description</b> OCTOBER 2025 INTERNET - PUBLIC WORKS	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 85.00	
<b>Vendor Number</b> <a href="#">2132</a>	<b>Vendor Name</b> SUN LIFE FINANCIAL					<b>Total Vendor Amount</b> 1,751.34
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56055</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 1,751.34
<b>Payable Number</b> <a href="#">5487105-0001-08252025</a>	<b>Description</b> AUGUST 2025 - GAP INSURANCE	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 875.67	
<b>Payable Number</b> <a href="#">5487105-0001-09242025</a>	<b>Description</b> SEPTEMBER 2025 GAP INSURANCE	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 875.67	
<b>Vendor Number</b> <a href="#">2187</a>	<b>Vendor Name</b> TONY TAPIA CONSTRUCTION					<b>Total Vendor Amount</b> 24.75
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56056</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 24.75
<b>Payable Number</b> <a href="#">101025TT</a>	<b>Description</b> REFUND - SMIF FEES OVERCHARGED - BUILDING	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 24.75	
<b>Vendor Number</b> <a href="#">2207</a>	<b>Vendor Name</b> TYLER TECHNOLOGIES, INC					<b>Total Vendor Amount</b> 250.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56057</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 250.00
<b>Payable Number</b> <a href="#">025-529581</a>	<b>Description</b> PROJECT MNGMT - PO 2025-528382-T8F4H6	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 250.00	
<b>Vendor Number</b> <a href="#">1798</a>	<b>Vendor Name</b> UBEO WEST, LLC					<b>Total Vendor Amount</b> 574.51
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56058</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 574.51
<b>Payable Number</b> <a href="#">565305430</a>	<b>Description</b> PRINTER USAGE 9-20-25 TO 10-20-25 & OVERAGE 8-9/25	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 574.51	
<b>Vendor Number</b> <a href="#">2395</a>	<b>Vendor Name</b> US BANK CORPORATE PAYMENT SYSTEMS					<b>Total Vendor Amount</b> 199.50
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">56059</a>				<b>Payment Date</b> 10/10/2025	<b>Payment Amount</b> 199.50
<b>Payable Number</b> <a href="#">BROWN092225-01</a>	<b>Description</b> AUDIO PROGRAM FOR COUNCIL MEETINGS	<b>Payable Date</b> 10/09/2025	<b>Due Date</b> 10/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 199.50	



Payment Register

APPKT00501 - CHECK RUN 10-10-25

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2233</a>	US BANK ST. PAUL CM-9703					125.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">56060</a>	10/10/2025	125.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">14945787</a>	BASE FEE 6-1-25 TO 8-31-25	10/09/2025	10/09/2025	0.00	125.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2248</a>	VERIZON WIRELESS					316.49
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">56061</a>	10/10/2025	316.49			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6124527934</a>	SEPTEMBER 2025 SERVICE	10/09/2025	10/09/2025	0.00	316.49	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2433</a>	VESTIS					274.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">56062</a>	10/10/2025	274.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5066971335</a>	UNIFORM SERVICE - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	137.26	
<a href="#">5066976665</a>	UNIFORM SERVICE - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	137.26	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2260</a>	WALMART COMMUNITY - CREDIT CARD					108.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">56063</a>	10/10/2025	108.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">604234-1665111640-01</a>	PRINTER INK - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	81.56	
<a href="#">604234-1665111640-02</a>	PHONE CASE - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	27.12	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2295</a>	WILLOWS ACE HARDWARE					428.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">56064</a>	10/10/2025	428.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">129461</a>	PAINT & SUPPLIES-LIBRARY ROOF PROJECT	10/09/2025	10/09/2025	0.00	253.46	
<a href="#">129536</a>	MARKING PAINT - USAS MARKING - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	21.73	
<a href="#">129554</a>	CUT OFF WHEEL - PARTS - PUBLIC WORKS	10/09/2025	10/09/2025	0.00	16.28	
<a href="#">129558</a>	CLAMPS - STREET SIGNS	10/09/2025	10/09/2025	0.00	14.97	
<a href="#">129559</a>	PAINT BRUSH - LIBRARY ROOF PROJECT	10/09/2025	10/09/2025	0.00	14.13	
<a href="#">129566</a>	CLAMPS - STREET SIGNS	10/09/2025	10/09/2025	0.00	2.82	
<a href="#">129610</a>	CAULK - LIBRARY ROOF PROJECT	10/09/2025	10/09/2025	0.00	4.99	
<a href="#">129634</a>	PADLOCKS - DUMPSTER - CC	10/09/2025	10/09/2025	0.00	58.70	
<a href="#">129672</a>	PAINT SUPPLIES - LIBRARY ROOF PROJECT	10/09/2025	10/09/2025	0.00	40.92	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2282</a>	WILLOWS HARDWARE, INC.					21.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">56065</a>	10/10/2025	21.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">374865</a>	SPRAYER - FIRE	10/09/2025	10/09/2025	0.00	21.74	



Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	59	36	0.00	41,308.48
Packet Totals:		59	36	0.00	41,308.48



Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-41,308.48
Packet Totals:		-41,308.48





City of Willows

# Payment Register

- PAY PERIOD 9-22-25 TO 10-5-25 PAY DATE 10-10-25 VENDORS  
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="#">56027</a>	10/09/2025	499.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001434</a>	AFLAC DENTAL	10/10/2025	10/31/2025	0.00	140.89	
<a href="#">INV0001435</a>	AFLAC CANCER	10/10/2025	10/31/2025	0.00	103.33	
<a href="#">INV0001436</a>	AFLAC ACCIDENT	10/10/2025	10/10/2025	0.00	143.87	
<a href="#">INV0001437</a>	AFLAC STD	10/10/2025	10/31/2025	0.00	48.62	
<a href="#">INV0001438</a>	AFLAC EVENT/CRITICAL	10/10/2025	10/31/2025	0.00	21.66	
<a href="#">INV0001439</a>	AFLAC HOSPITAL	10/10/2025	10/31/2025	0.00	26.82	
<a href="#">INV0001440</a>	AFLAC VISION	10/10/2025	10/31/2025	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="#">56028</a>	10/09/2025	162.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001441</a>	CHILD SUPPORT	10/10/2025	10/10/2025	0.00	162.92	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2223</a>	UNITED PUBLIC EMPLOYEES A					190.16
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">56029</a>	10/09/2025	190.16			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001446</a>	PUBLIC SAFETY DUES	10/10/2025	10/31/2025	0.00	190.16	



Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	9	3	0.00	852.47
Packet Totals:		9	3	0.00	852.47



Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-852.47
Packet Totals:		-852.47





City of Willows

# Payroll Check Register Checks

Pay Period: 9/22/2025-10/5/2025

Packet: PYPKT00490 - PAY PERIOD 9-22-25 TO 10-5-25 PAY DATE 10-10-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
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\*\*\* No Checks Created In This Packet \*\*\*





City of Willows

# Payroll Check Register

## Direct Deposits

Pay Period: 9/22/2025-10/5/2025

Packet: PYPKT00490 - PAY PERIOD 9-22-25 TO 10-5-25 PAY DATE 10-10-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	10/10/2025	3,564.08	
BROTT, SHERRY	<a href="#">BRO02</a>	10/10/2025	45.62	
BROWN, MARTHA	<a href="#">BRO01</a>	10/10/2025	3,967.63	
BUSBY, MATTHEW	<a href="#">BUS01</a>	10/10/2025	228.12	
CONNELLY, WILLIAM	<a href="#">CON00</a>	10/10/2025	1,057.01	
CORUM, RAYMOND	<a href="#">COR02</a>	10/10/2025	45.62	
ENOS, KYLE	<a href="#">ENO00</a>	10/10/2025	3,067.32	
FUENTES, JAIME	<a href="#">FUE01</a>	10/10/2025	3,636.00	
GAMBOA, YADIRA	<a href="#">GAM00</a>	10/10/2025	438.35	
HANSEN, GARY L	<a href="#">HAN02</a>	10/10/2025	228.12	
HAZLETT, ROBIN	<a href="#">HAZ01</a>	10/10/2025	1,297.89	
HUTSON, EVAN C	<a href="#">HUT01</a>	10/10/2025	228.12	
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	10/10/2025	2,183.44	
LUNA-SARINAS, CRISTINA	<a href="#">LUN00</a>	10/10/2025	468.11	
MINGS, MICHAEL E	<a href="#">MIN00</a>	10/10/2025	1,786.03	
MONCK, NATHANIAL T	<a href="#">MON00</a>	10/10/2025	2,930.38	
MOORE, JOANNE	<a href="#">MOO01</a>	10/10/2025	2,638.66	
MOORE, JOANNE	<a href="#">MOO01</a>	10/10/2025	250.00	
MYERS, KEVIN M	<a href="#">MYE00</a>	10/10/2025	436.02	
NYGARD, ROBYN	<a href="#">NYG00</a>	10/10/2025	45.62	
OCAMPO, CRISTINA	<a href="#">OCA00</a>	10/10/2025	45.62	
PFYL, NATISA N	<a href="#">PFY00</a>	10/10/2025	1,834.79	
PRICE, KARLEEN	<a href="#">PRI01</a>	10/10/2025	1,744.73	
PRIDE, LORRI A	<a href="#">PRI00</a>	10/10/2025	228.12	
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	10/10/2025	1,424.94	
REED, JOSHUA	<a href="#">REE00</a>	10/10/2025	1,376.72	
RICHARDSON, TARYN	<a href="#">RIC00</a>	10/10/2025	1,137.84	
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	10/10/2025	1,661.00	
THOMAS, RICHARD	<a href="#">THO00</a>	10/10/2025	228.12	
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	10/10/2025	1,641.21	
WATKINS, COLLEEN	<a href="#">WAT00</a>	10/10/2025	394.21	
WATSON, CHRISTINE	<a href="#">WAT01</a>	10/10/2025	2,677.00	





City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 9/22/2025-10/5/2025

Packet: PYPKT00490 - PAY PERIOD 9-22-25 TO 10-5-25 PAY DATE 10-10-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	10/10/2025		4,908.00	429.87	914.05	3,564.08
BROTT, SHERRY	<a href="#">BRO02</a>	10/10/2025		50.00	0.00	4.38	45.62
BROWN, MARTHA	<a href="#">BRO01</a>	10/10/2025		6,613.46	916.21	1,729.62	3,967.63
BUSBY, MATTHEW	<a href="#">BUS01</a>	10/10/2025		250.00	0.00	21.88	228.12
CONNELLY, WILLIAM	<a href="#">CON00</a>	10/10/2025		1,260.00	0.00	202.99	1,057.01
CORUM, RAYMOND	<a href="#">COR02</a>	10/10/2025		50.00	0.00	4.38	45.62
ENOS, KYLE	<a href="#">ENO00</a>	10/10/2025		3,900.84	536.88	296.64	3,067.32
FUENTES, JAIME	<a href="#">FUE01</a>	10/10/2025		4,543.33	380.99	526.34	3,636.00
GAMBOA, YADIRA	<a href="#">GAM00</a>	10/10/2025		504.00	0.00	65.65	438.35
HANSEN, GARY L	<a href="#">HAN02</a>	10/10/2025		250.00	0.00	21.88	228.12
HAZLETT, ROBIN	<a href="#">HAZ01</a>	10/10/2025		2,037.60	600.42	139.29	1,297.89
HUTSON, EVAN C	<a href="#">HUT01</a>	10/10/2025		250.00	0.00	21.88	228.12
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	10/10/2025		3,236.80	798.87	254.49	2,183.44
LUNA-SARINAS, CRISTINA	<a href="#">LUN00</a>	10/10/2025		513.00	0.00	44.89	468.11
MINGS, MICHAEL E	<a href="#">MIN00</a>	10/10/2025		2,648.63	304.89	557.71	1,786.03
MONCK, NATHANIAL T	<a href="#">MON00</a>	10/10/2025		4,776.80	748.70	1,097.72	2,930.38
MOORE, JOANNE	<a href="#">MOO01</a>	10/10/2025		4,899.07	741.04	1,269.37	2,888.66
MYERS, KEVIN M	<a href="#">MYE00</a>	10/10/2025		486.00	0.00	49.98	436.02
NYGARD, ROBYN	<a href="#">NYG00</a>	10/10/2025		50.00	0.00	4.38	45.62
OCAMPO, CRISTINA	<a href="#">OCA00</a>	10/10/2025		50.00	0.00	4.38	45.62
PFYL, NATISA N	<a href="#">PFY00</a>	10/10/2025		3,331.35	872.81	623.75	1,834.79
PRICE, KARLEEN	<a href="#">PRI01</a>	10/10/2025		2,447.54	256.99	445.82	1,744.73
PRIDE, LORRI A	<a href="#">PRI00</a>	10/10/2025		250.00	0.00	21.88	228.12
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	10/10/2025		1,977.60	199.31	353.35	1,424.94
REED, JOSHUA	<a href="#">REE00</a>	10/10/2025		1,977.60	409.36	191.52	1,376.72
RICHARDSON, TARYN	<a href="#">RIC00</a>	10/10/2025		1,368.00	0.00	230.16	1,137.84
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	10/10/2025		2,446.92	419.86	366.06	1,661.00
THOMAS, RICHARD	<a href="#">THO00</a>	10/10/2025		250.00	0.00	21.88	228.12
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	10/10/2025		2,373.40	409.40	322.79	1,641.21
WATKINS, COLLEEN	<a href="#">WAT00</a>	10/10/2025		432.00	0.00	37.79	394.21
WATSON, CHRISTINE	<a href="#">WAT01</a>	10/10/2025		4,107.20	355.54	1,074.66	2,677.00
<b>Totals:</b>				<b>62,239.14</b>	<b>8,381.14</b>	<b>10,921.56</b>	<b>42,936.44</b>





City of Willows

# Payroll Check Register Report Summary

Pay Period: 9/22/2025-10/5/2025

Packet: PYPKT00490 - PAY PERIOD 9-22-25 TO 10-5-25 PAY DATE 10-10-25  
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	32	42,936.44
<b>Total</b>	<b>32</b>	<b>42,936.44</b>





# Willows City Council Regular Meeting Action Minutes

October 14, 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

Item #10a - Closed Session was removed from the agenda.

## 5. CEREMONIAL MATTERS

- a. **Proclamation** – National Wildlife Refuge Week received by Kellie Moulden of Hawks, Honkers, and Hoots on behalf of the Sacramento Wildlife Refuge Complex.

## 6. 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 23, 2025 meeting minutes.

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

Action: Approved 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.

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



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

e. **Planning Commission Appointment**

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

Items #6c and 6d were pulled for discussion.

**Motion to approve items #6a, 6b, and 6e as presented.**

**Moved/Seconded:** Councilmember Hansen/Councilmember Busby

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

**No:** None

**Absent:** None

**Motion to approve Item #6c as presented.**

**Moved/Seconded:** Councilmember Pride/Councilmember Hansen

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

**No:** None

**Absent:** None

**Motion to approve Item #6d as amended.**

**Moved/Seconded:** Councilmember Busby/Councilmember Pride

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

**No:** None

**Absent:** None

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

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

Action: Adopted Ordinance 766-2025 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 waived the full reading of the ordinance.



**Public Hearing Open 6:15PM, Closed 6:16PM**

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

**Roll Call Vote**

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

**No:** None

**Absent:** None

**Motion Passes 5-0**

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

Action: Continued item to the October 28, 2025, City Council Meeting.

Public Hearing Open 6:17PM, Closed 6:17PM

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

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

**No:** None

**Absent:** None

**8. DISCUSSION AND ACTION CALENDAR**

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

Action: Directed staff to move forward as recommended with the 2025 Community Development Block Grant (CDBG) application.

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

Action: Authorized 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).

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

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

**No:** None

**Absent:** None

**9. COMMENTS & REPORTS**

**a. Council Correspondence**

Mayor Hutson received a letter from Lila Stokes and Donetta Kafader regarding the removal of mid-block wheelchair access at the Glenn County Courthouse. He also received a letter from Chris Ruhl, Glenn County Superior Court, in response to that complaint concerning wheelchair access. Additionally, Mayor Hutson received a notification regarding the Glenn County Farm



Bureau Annual Meeting scheduled for Thursday, November 6, 2025 at 5:30 at Ord Bend Hall in Glenn.

**b. City Council Comments & Reports**

Vice Mayor Thomas reported attending the Johns Manville 50-year Celebration on September 29, 2025, which included a tour of the facility. The City of Willows was presented with a crystal clock in recognition of the occasion.

Thomas also attended the Walmart Re-Grand Opening and Ribbon Cutting, and the Masters Gallery Ribbon Cutting where he also toured the facility.

Additionally, Vice Mayor Thomas attended a Zoom meeting with Community Development and Services Director Joe Bettencourt and Seema Bhagat regarding a dilapidated billboard along Interstate 5.

Councilmember Pride requested the Rotary Club's volunteer projects list to be shared with other service clubs. Pride suggested developing a list of city-identified projects that could be completed by volunteers under the new Volunteer Policy.

Councilmember Pride requested two future agenda items:

- An update on renegotiations for the Law Enforcement Services Contract and discussion of alternatives to the Sheriff's Contract.
- A Pioneer Energy agenda item and public announcement to inform the community that the program has been approved and will move forward in 2027

Councilmember Hansen reported that the Law Enforcement Ad-Hoc Committee will meet once updated information regarding the Law Enforcement Services Contract negotiations becomes available.

Hansen also provided an update on the Glenn Groundwater Authority Meeting and announced that a special joint meeting of the Glenn and Colusa Groundwater Authorities is scheduled for October 17, 2025.

Hansen expressed appreciation to City Clerk Karleen Price, City Manager Marti Brown, Fire Chief Monck, the Fire Department staff, and the Public Works team for their contributions to National Night Out.

Mayor Hutson reported attending the Walmart Re-Grand Opening, and the Masters Gallery Ribbon Cutting which included a tour of the facility.

Hutson commended staff for organizing National Night Out and the Bike, Trike, and Wagon Parade, praised Fire Chief Monck's cooking, and thanked all staff, sponsors, and community partners for their support and participation.

**c. City Manager's Report**

City Manager Marti Brown commented on the success of National Night Out and the Bike, Trike, and Wagon Parade, extending thanks to Fire Chief Monck and Fire Department volunteers for



their cooking efforts; Superintendent Pfyl and Public Works staff for park preparation; the Sheriff's Office, OES, and event sponsors including CalWater, PG&E, and Waste Management. Brown also announced that the Grand Opening and Ribbon Cutting Ceremony for the Sewer Lift Station will be held on Wednesday, November 5, 2025, at 11:30 a.m.

**10. ADJOURNMENT – 6:59 PM**

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Karleen Price, City Clerk





Date: October 28th, 2025

To: Honorable Mayor and Councilmembers

From: Nathan Monck, Fire Chief

Subject: Volunteer Fire Capacity Program Grant Match Funding Acceptance

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**Recommendation:**

Adopt Resolution 2025-XX (Attachment 1), authorizing the City Manager or her designee to sign and accept \$8,000 of grant funding through CAL FIRE's Volunteer Fire Capacity Program Grant.

**Rationale for Recommendation:**

The City of Willows Fire Department is in need of replacing portions of its wildland personal protective equipment, including gloves and fire shelters. These grant funds will support the procurement of this equipment, with costs covered at a 50 percent grant-funded rate.

**Background:**

The Volunteer Fire Capacity (VFC) Grant is a federally funded grant program that allows California to provide rural fire departments with firefighter training, communications, and safety equipment for their volunteer firefighters. The VFC program has a 50/50 match requirement. Awards are set for a minimum of \$500 and a maximum of \$20,000. The City of Willows is the type of community that the VFC was designed for. Applicants must serve a population less than 10,000 people and be in a rural setting. Grant awards are determined at the local CAL FIRE Unit level. As part of the grant acceptance process, CAL FIRE requires a resolution (Attachment 2) accepting the funds after the award date.

**Discussion & Analysis:**

Grant funds, if accepted, will be utilized to purchase 20 new fire shelters and 20 new sets of wildland gloves. Reliable personal protective equipment is an integral piece in the City of Willows Fire Department's core mission: To protect life, property, and environment.

**Consistency with Council Priorities and Goals:**

The staff recommendation helps achieve the following Council identified priorities: Priority 1 (Financial Stability), Priority 3 (Public Safety), Priority 6 (Quality of Life).



**Fiscal Impact:**

If the VFC grant is accepted, and council approves Resolution 2025-XX, the fiscal impact to the City of Willows is \$8,000. The VFC grant affords the City of Willows to purchase the needed equipment at a 50% discount. This is a reimbursable grant, and \$16,000 of expenditures must be made on grant related activities to receive reimbursement. Staff anticipated award of this grant and the grant required matching funds have already been built into the approved 2025-2026 budget.

**Attachments:**

Attachment 1: City of Willows Resolution

Attachment 2: CAL FIRE Required Resolution





**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT #7GF25025 FOR SERVICES  
FROM THE DATE OF LAST SIGNATORY ON PAGE 1 OF THE AGREEMENT TO AUGUST 31, 2026  
UNDER THE VOLUNTEER FIRE CAPACITY PROGRAM OF THE COOPERATIVE FORESTRY  
ASSISTANCE ACT OF 1978**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Willows as follows:

1. That said Council does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2025-26 up to and no more than the amount of \$8,000.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that Mayor Evan Hutson, Vice Mayor Rick Thomas and Fire Chief Nate Monck are hereby authorized and directed to sign and execute said Agreement, including any amendments hereto, on behalf of the City of Willows.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 28th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

Evan Hutson, Mayor

---

Karleen Price, City Clerk



**BEFORE THE CITY COUNCIL OF THE  
CITY OF WILLOWS  
COUNTY OF GLENN, STATE OF CALIFORNIA**

**IN THE MATTER OF:**

**Resolution Number: XX-2025**

**Approving the Department of Forestry and Fire Protection Agreement #7GF25025** for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

**BE IT RESOLVED** by the City Council of the City of Willows, that said Council does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2025-26 up to and no more than the amount of \$8,000.

**BE IT FURTHER RESOLVED** that Mayor Evan Hutson, Vice Mayor Rick Thomas and Fire Chief Nate Monck are hereby authorized and directed to sign and execute said Agreement, including any amendments hereto, on behalf of the City of Willows.

The foregoing resolution was duly passed and adopted by the City Council of the City of Willows, at a regular meeting thereof, held on the 28th day of October, by the following vote:

AYES:

\_\_\_\_\_  
Signature

NAYS:

ABSENT:

\_\_\_\_\_  
Evan Hutson, Mayor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Rick Thomas, Vice Mayor

-----**CERTIFICATION OF RESOLUTION**-----

**ATTEST:**

I Karleen Price, Clerk of the City of Willows,  
County of Glenn California do hereby certify that this is a true and correct copy of the original Resolution Number XX-2025.

WITNESS MY HAND AND OFFICIAL SEAL OF THE City of Willows, on  
this 28th day of October, 2025.

**OFFICIAL SEAL  
OR NOTARY CERTIFICATON**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Karleen Price, City Clerk





# PUBLIC HEARING





Date: October 28, 2025

To: Honorable Mayor and Councilmembers

From: Carlos Linarez-Hernandez, Glenn County Transportation Planner

Subject: Public Hearing on Unmet Transit Needs in Glenn County

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**Recommendation:**

Conduct public hearing to receive public comment on Unmet Transit Needs in Glenn County and forward comments to the Glenn County Transportation Commission for consideration.

**Rationale for Recommendation:**

Prior to allocating Transportation Development Act (TDA) funds, the Glenn County Transportation Commission, acting as the transportation planning agency, is required to hold a minimum of one public hearing to receive comments on unmet transit needs that may exist and that might be reasonable to meet. This is one of four public hearings being held; the other three are to be held before the City Council of Willows, the Glenn County Board of Supervisors and the Glenn County Transportation Commission.

**Background:**

In 1971, the California Legislature enacted the Transportation Development Act (TDA) to ensure "the efficient and orderly movement of people and goods in the urban areas of the state." The TDA provides two funding sources: the Local Transportation fund (LTF), a ¼-cent general sales tax collected statewide and the State Transit Assistance fund (STA) which is now derived from an excise tax on gasoline and diesel fuel.

TDA recognizes that rural counties have different transportation needs. Counties with a population under 500,000 as of the 1970 Census may use LTF funding for transit and local streets and roads provided that certain conditions are met first.

The TDA, Statutes and Administrative Code of Regulations, requires specific actions on the part of local transportation planning agencies. One of these requirements (Section 99401.5) is that the Local Transportation Commission (LTC) explicitly define the phrases "Unmet Transit Needs" and "Needs that are Reasonable to Meet" in terms of local conditions, and that these definitions be documented by resolution or within the agency's minutes. Definitions have been developed to both comply with legislative mandates and be responsive to actual community



need within the TDA funding guidelines.

Under TDA direction (Section 99401.5 (c)), the LTC has the authority to identify the unmet transit needs of their jurisdiction and those needs that are considered reasonable to meet. Staff has determined, through contact with Caltrans representatives, that clear and comprehensive definitions are helpful in ensuring clarity in this annual process. With the above in mind, the following discussion is offered:

An Unmet Transit Need can be found to exist when there is any identifiable group within the population that has no dependable and/or affordable access to community employment, medical, commercial, public, or social services. Transit needs are not static--they can fluctuate with such variables as unemployment, population demographics, land use and circulation patterns, and variations in the local economy. Because of this, transportation needs are annually re-evaluated and revised as necessary.

It was through this process that the need for a public transportation system was identified and implemented, which is Glenn Ride. Glenn Ride has been in operation for 25 years with ridership growing slight 2020.

#### **Discussion & Analysis:**

An unmet transportation need (as opposed to a desire) has, for purposes of our definition, two components:

1) A trip destination that provides a necessity of life, and 2) a physical or financial obstacle between the individual and the necessary destination, which the individual is unable to overcome.

Necessary trip purposes may be defined as follows:

- a) to obtain or maintain employment;
- b) to obtain non-emergency medical and/or dental care;
- c) shopping for necessities of life;
- d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals; and
- e) to obtain education
- f) for the maintenance of life, health, physical and mental well-being

The population groups with the greatest inferred needs are the very young, the handicapped, the economically disadvantaged, and the elderly. There may be considerable overlap among these groups; for instance, many of the elderly may be both economically disadvantaged and handicapped. However, it is not to be implied that all, or even most of these people are



transportation-disadvantaged. The aspects described simply identify sub-groups of the population that may tend to contain a disproportionately large number of people with transportation difficulties (in contrast to the general population).

An identified transportation need can be reasonably met by determining whether or not a transportation service can meet established need and meet the criteria found in the Transportation Development Act. This requires a cost-benefit analysis and feasibility study of alternative transit systems compared with existing service, level of performance, and cost. In any event, the cost of any transit system cannot exceed the apportionment for the jurisdiction providing or supporting the service.

Attached are the Glenn County adopted definitions of “Unmet Transit Needs” and “Needs that are Reasonable to Meet” (Attachment 1). The Glenn County Transportation Commission and Regional Transit Committee/Glenn Transit Service aim to meet as many if not all transportation needs for County residents, and currently offers several services to address these needs, such as follows.

Glenn Ride is a public transit system that provides transportation services to the general public—there are no barriers to entry or restrictions, except payment of fare. Glenn Ride has been in operation since August 1998 and experienced consistent ridership growth until the COVID-19 pandemic. Though Glenn Ride has continued to meet its required fare box return, as mandated by the Transportation Development Act, limited services and safety measure mandates during the pandemic significantly decreased ridership numbers, though numbers have been steadily recovering and increased by almost 7% this last fiscal year.

Glenn Transit also operates a specialized paratransit program known as Dial-A-Ride. The program operates within 1-1/2 mile radius of the respective city halls of Orland and Willows, and to the Cannella/Huggins Drive area, Leisure Mobile Home Park, east of Orland, and the Willows Mobile Home Park, west of Willows. Individuals qualifying are those 60 years of age and older, permanently disabled, low-income social service assisted or low-income non-social service assisted (income guidelines are provided on the transit card application required for service). Transportation is door-to-door to each requested destination.

Glenn Transit also provides non-emergency medical transportation to qualifying Glenn County residents through its Volunteer Medical Transportation program. Volunteer drivers from the community provide transportation to individuals for medical appointments. Qualifying individuals are those 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted.

The GCTC has requested this time and advertised this meeting as an opportunity for residents in the community to provide input on transit needs within the Glenn County region.

**Attachments:**

Attachment 1: Unmet Transit Needs Definition

Attachment 2: Unmet Transit Needs Public Comment Sheet



## I. UNMET TRANSIT NEEDS 2025-2026

For the purposes of allocating Transportation Development Act funds, an "Unmet Transit Need" is hereby recognized by the Glenn County Transportation Commission (GCTC) if any one or combination of the following criteria is found to exist:

1. Transportation needs identified by the GCTC which are desirable, but have not yet been implemented or addressed.
2. Transportation needs identified by the GCTC which have significant support, but have not yet been implemented or addressed.
3. Transportation needs identified through the public hearing process, whether delivered in writing or public testimony.
4. Those transit needs which, through transit needs studies or other methods approved by the Commission, are included by the Commission in the Regional Transportation Plan for Glenn County and have been designated a high need to be implemented or funded.

The above criteria for determining "Unmet Transit Needs" is further supplemented by the following guidelines:

1. A population group must have been defined and located which, by reason of age, physical or mental impairment, economic disadvantage, or a combination of these, has no reliable or accessible transportation for necessary trips. The size and location of the group must be such that the feasibility of providing service shall meet the criteria as defined as reasonable to meet. ("service" is defined as whatever accommodation or need is being requested by the public or partitioner).
2. Transit needs are to be determined in light of the following definition of "Necessary trips":
  - A. A trip destination that provides a necessity of life, and presence of a physical or financial obstacle between the individual and the necessary designation, which the individual is unable to overcome. Necessary trip purposes may be defined as follows:
    - a) to obtain or maintain employment;
    - b) to obtain non-emergency medical and/or dental care;
    - c) shopping for necessities of life;
    - d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;
    - e) to obtain education; and



f) for the maintenance of life, health, physical and mental well-being.

3. Unmet transit needs specifically exclude:

- A. Trips for social events, recreational, or religious purposes are not considered as necessary. It shall be the policy of the GCTC, however, to serve these desires if they can be served concurrently within the limits of other defined "transit needs".
- B. Individuals requiring the assistance of a medical attendant (in addition to the vehicle driver) are not considered as needing a transportation service and shall be deemed to be more properly served by a medical emergency vehicle.
- C. Trips of less than one mile in length made by individuals who are not elderly or disabled are not considered as "transit needs". An able-bodied person can walk this distance in a reasonable amount of time without undue physical strain. Provisions for the elderly and disabled are made through the existing dial-a-ride/paratransit system.
- D. Minor operational improvements or changes, involving issues such as bus stops, schedules, and minor route changes.
- E. Improvements funded or scheduled for implementation in the following fiscal year.
- F. Future transportation needs.
- G. Trips that would duplicate transportation services to the general public.



## **II. REASONABLE TO MEET**

### **2025/2026**

An "Unmet Transit Need" identified under the above criteria and guidelines, as it pertains to the allocation of Transportation Development Act funds, may be found "Reasonable to Meet" only if the following conditions and standards of performance prevail:

**Cost Effectiveness:** 1) The new, expanded or revised transit service would not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocation of Transportation Development Act Funds. 2) The new expanded or revised transit service would allow the responsible operator or service claimant to meet minimum state subsidy fare box and revenue ratios.

**Community Acceptance:** A significant level of support exists for the public subsidy of transit service designed to address the unmet transit need in Glenn County including, but not limited to, support from public groups and community meetings reflecting a public commitment to public transit.

**Equity:** The new, expanded or revised transit service is needed by, and will benefit, either the general public or the elderly and disabled population as a whole. Transit service cannot be provided for a specific subset of these groups.

**Operational Feasibility:** The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.

**Financial Feasibility:** 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

**ADA Conformity:** The new, expanded, or revised transit service, conforming to the requirements of the American with Disabilities Act, will not impose an undue financial burden on the transit operator or claimant if complementary paratransit services are subsequently required.

**System Impact:** The new, expanded, or revised transit service will not result in a negative impact on the overall system's measures of efficiency and effectiveness, such as average passenger load per hour, average cost per passenger per hour, passengers per mile, cost per mile, and cost per hour.

**Impact Limits:** 1) Transit services designed or intended to address an unmet transit need shall, in all cases, provide coordination efforts with transit services currently provided, either publicly or privately, and transit services shall not duplicate services currently or hereafter provided either publicly or privately. 2) No transit need shall be determined reasonable to meet until it has been reviewed and evaluated to the satisfaction of and obtained subsequent approval from the Glenn County Transportation Commission.



**GLENN COUNTY TRANSPORTATION COMMISSION  
UNMET TRANSIT NEEDS PROCESS  
PUBLIC COMMENT SHEET**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

COMMENT:

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Please mail to:

Glenn County Transportation Commission  
225 N. Tehama Street  
Willows, CA 95988

or fax to: (530) 934-6103  
or phone: (530) 934-6540

or email comments to: [transit@countyofglenn.net](mailto:transit@countyofglenn.net)





Date: October 28, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Public Hearing to Protest the Sale of Exempt City-Owned Surplus Land

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**Recommendation:**

Open the public hearing and accept public protest regarding the sale of exempt surplus land, Assessor Parcel Numbers (APN) 002-101-009, 002-101-006, and 003-113-006 in accordance with State law.

**Rationale for Recommendation:**

As part of disposing of exempt surplus land, State law requires that the governing agency hold a public hearing and accept public protest.

**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, 002-101-006, and 003-113-006 in accordance with State law and municipal best practices. Holding a public hearing to accept public protest of the sale of exempt surplus land is the next step in selling said properties.

**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 to move forward with the sale of its surplus land:

1. Via resolution (Attachment 1), the City Council declares the three properties “exempt surplus land” at a regular scheduled meeting.
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 and receive HCD approval (Attachment 2).
3. As deemed “exempt surplus land,” the city may sell the land without complying with the California Surplus Land Act.
4. If determined to be “exempt surplus land,” the City must:



- a. Publish Resolution 32-2025 (Attachment 1) declaring the property exempt from the Surplus Land Act and with the intention to sell said properties at least once in a newspaper (Attachment 3);
- b. Post copies of the resolution on the subject properties (Attachment 4); and
- c. Hold a public hearing to listen to potential public protest to the sales of exempt city owned surplus land.

Upon completion of the public hearing, staff will move forward with the sale of exempt surplus land by first offering the residential properties to the tenants for purchase. If the tenants are not interested in purchasing the residence that they occupy, staff will move forward with the public sale of the properties on the open market.

**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 by opening the public hearing and accepting public protest to the sale of exempt surplus land.

**Attachments:**

- Attachment 1: Resolution 32-2025
- Attachment 2: HCD Approval Letter
- Attachment 3: Proof of Publication
- Attachment 4: Proof Resolution 32-2025 Was Posted on Properties





**City of Willows  
Resolution 32-2025**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, DECLARING CERTAIN CITY-OWNED PROPERTIES AS EXEMPT SURPLUS LAND, DECLARING THE CITY'S INTENT TO SELL SAID PROPERTIES (ASSESSOR PARCEL NUMBERS 002-101-009, 002-101-006, AND 003-113-006) IN ACCORDANCE WITH CALIFORNIA LAW, AND FIXING THE TIME AND PLACE FOR RECEIVING ORAL OR WRITTEN PROTESTS TO SUCH SALE.**

**WHEREAS**, the City of Willows ("City") currently owns in fee the certain real property generally located at 139 North Lassen Street and which is more particularly identified as Parcel 1 on Exhibit A, attached hereto and made a part hereof; and

**WHEREAS**, the City of Willows ("City") currently owns in fee the certain real property generally located at 145 North Lassen Street and which is more particularly identified as Parcel 2 on Exhibit A, attached hereto and made a part hereof; and

**WHEREAS**, the City of Willows ("City") currently owns in fee the certain real property generally located at the vacant lot at the corner of South Yolo Street and East Sycamore Street, and which is more particularly identified as Parcel 3 on Exhibit A, attached hereto and made a part hereof; and

**WHEREAS**, the City has no use for these properties and desires to sell the Property on the open market; and

**WHEREAS**, California's Surplus Land Act (Government Code Section 54220 et seq. and hereafter the "Act") applies when a local agency disposes of "surplus land", as that term is defined in Government Code section 54221; and

**WHEREAS**, the Act exempts surplus land from its requirements, including, pursuant to Government Code section 54221(f)(1)(B), land that is less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes; and

**WHEREAS**, Parcel 1 measures less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes, and thus qualifies as exempt surplus land per Government Code section 54221(f)(1)(B); and

**WHEREAS**, Parcel 2 measures less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes, and thus qualifies as exempt surplus land per Government Code section 54221(f)(1)(B); and



**WHEREAS**, Parcel 3 measures less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes, and thus qualifies as exempt surplus land per Government Code section 54221(f)(1)(B).

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

**Section 1. Incorporation of Recitals.** The foregoing recitals are true and correct and are incorporated herein and made an operative part of this resolution.

**Section 2. CEQA Findings.** This resolution has been reviewed with respect to the applicability of the California Environmental Quality Act (Public Resources Code section 21000 et seq.) ("CEQA"). City staff determined that the declaration of Parcels 1, 2, and 3 as exempt surplus land under the Act does not constitute a project under CEQA, and no environmental assessment is required. Pursuant to CEQA, the City Council directs staff to file a Notice of Exemption with the County Clerk within five (5) working days of the adoption of this resolution.

**Section 3. Declaration of Exempt Surplus Land.** The City Council hereby declares that i) Parcels 1, 2, and 3, are not necessary for the City's use, and ii) Parcels 1, 2, and 3 are exempt from the Act pursuant to Government Code section 54221(f)(1)(B). The basis for this declaration is the finding that Parcels 1, 2, and 3 are each separately, and individually parcels that measure less than one-half acres in area and are not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes. The City Council directs staff to provide a copy of this resolution to the Department of Housing and Community Development (HCD) within five (5) working days of the adoption of this resolution.

**Section 4. Public Convenience and Necessity Findings.** The City Council hereby finds and determines that public convenience and necessity require the sale of Parcels 1, 2, and 3. The factors demonstrating the public convenience and necessity for the sale of these parcels include, but are not limited to, i) relieve the City of property maintenance responsibility for these surplus properties; ii) mitigate potential future liabilities; and iii) provide needed revenue to the City.

**Section 5. Declaration of Intent to Sell; Fixing of Hearing.** The City Council hereby declares its intent to sell Parcels 1, 2, and 3 and fixes October 14, 2025, at 6:00 p.m. or as soon thereafter that the matter can be heard at the City of Willows, City Council Chambers, located at 201 North Lassen Street, Willows, CA 95988, as the date, time, and location for hearing any protests to the proposed sale of the properties.

**Section 6. Publication and Posting.** In compliance with Government Code section 37423, the City Council hereby directs staff to publish this resolution at least once in a daily newspaper prior to October 14, 2025, and to post this resolution for not less than ten (10) days in at least three (3) conspicuous places upon the properties prior to October 14, 2025.



**Section 7. Severability.** If any provision of this Resolution is held invalid, the remainder of this Resolution shall not be affected by such invalidity, and the provisions of this Resolution are severable.

**Section 8. Effective Date.** This resolution shall become effective immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 26<sup>TH</sup> day of August 2025, by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:



Evan Hutson, Mayor

ATTESTED:



Karleen Price, City Clerk



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**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

651 Bannon Street, Suite 400, Sacramento, CA 95811  
(916) 263-2911 / FAX (916) 263-7453  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



September 29, 2025

Karleen Price, City Clerk / Assistant to the City Manager  
City of Willows  
201 North Lassen Street  
Willows, CA 95988

SENT VIA EMAIL TO: [kprice@cityofwillows.org](mailto:kprice@cityofwillows.org)

Dear Karleen Price:

**RE: HCD's Review of the City of Willows' Resolution No.3 2-2025 and Supporting Documentation Declaring Properties Located at 139 N. Lassen Street, 145 N. Lassen Street, and a Vacant Lot at the Corner of S. Yolo Street and E. Sycamore Street [APNs 002-101-009, 002-101-006, and 003-113-006] as "Exempt Surplus Land"**

Thank you for notifying the California Department of Housing and Community Development (HCD) of the City of Willows' (City) determination of the Properties of 139 N. Lassen Street, 145 N. Lassen Street, and a Vacant Lot at the Corner of S. Yolo Street and E. Sycamore Street [APNs 002-101-009, 002-101-006, and 003-113-006] (Properties), as "exempt surplus land." Your complete documentation was received on August 28, 2025.

HCD reviewed Resolution No. 32-2025 (Resolution) and supporting documentation pursuant to Section 400 of the Surplus Land Act Guidelines. As explained below, HCD finds that the Properties qualify as "exempt surplus land" under Government Code section 54221, subdivision (f)(1)(B).

### **Analysis**

Government Code section 54221, subdivision (f)(1)(B) states, "Surplus land that is less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes" is exempt surplus land.

The submitted Properties include 139 N. Lassen Street [APN 002-101-009] which measures 6,534 square feet (.15 acres), 145 N. Lassen Street [APN 002-101-006] which measures 6,534 square feet (.15 acres), and a vacant lot at the corner of S. Yolo Street and E. Sycamore Street [APN 003-113-006] which measures 6,969 square feet (.16 acres). The three Properties are not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes.



According to the Resolution, which was adopted on August 26, 2025, the Properties are owned by the City and are no longer necessary for the City's use. The City desires to sell the Properties on the open market in order to "i) relieve the City of property maintenance responsibility for these surplus properties; ii) mitigate potential future liabilities; and iii) provide needed revenue to the City."

On September 9, 2025 the City confirmed that the characteristics found in Government Code section 54221, subdivision (f)(2), do not apply to the Property and, therefore, a written notice of availability for open-space purposes is not required.

### **Conclusion**

If the submitted documentation and assertions by the City are complete and accurate, HCD finds that the Properties qualify as "exempt surplus land" under Government Code section 54221, subdivision (f)(1)(B).

If you have any questions or need additional technical assistance, please contact Stephanie Chan, Senior Housing Policy Specialist, at [stephanie.chan@hcd.ca.gov](mailto:stephanie.chan@hcd.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Laura Nunn". The signature is written in a cursive, flowing style.

Laura Nunn  
Housing Accountability Unit Chief  
Housing Policy Development



# PROOF OF PUBLICATION

No. **5644**

In the Matter of  
City of Willows Public Hearing for Protest

Tuesday, August 26, 2025

A Resolution of the City Council of the City of Willows,  
State of California, Declaring Certain City-Owned  
Properties as Exempt Surplus Land

State of California )  
County of Glenn ) ss

The undersigned resident of the County of Glenn,  
State of California, says:

That I am, and at all time herein mentioned was  
a citizen of the United States and not a party to  
nor interested in the above entitled matter; that I  
am the principal clerk of the publisher of:

In the Matter of

## **The Sacramento Valley Mirror**

That said newspaper is one of general circulation  
as defined by Section 6000 Government Code of  
the State of California, Case No. 27,207 by the  
Superior Court of the State of California, in and  
for the County of Glenn, Case #02CV00614; that  
said newspaper at all times herein mentioned  
was published once a week (on Fridays) in the  
town of Willows and County of Glenn; that the  
notice of which the annexed is a true printed  
copy, was published in said newspaper on the  
following days:

County of Glenn ) ss

October 17, 2025

I certify (or declare), under penalty of perjury, that  
the foregoing is true and correct, at the County  
of Glenn, Willows, California, on mentioned was  
a citizen of the United States and not a party to  
nor interested in the above entitled matter; that I  
Date October 17, 2025  
at Willows, California.

*Donna Settle*  
Donna Settle, Managing Editor

That said newspaper is one of general circulation  
as defined by Section 6000 Government Code of  
the State of California, Case No. 27,207 by the  
Superior Court of the State of California, in and  
for the County of Glenn, Case #02CV00614; that  
said newspaper at all times herein mentioned was  
published once a week (on Fridays) in the

## LEGAL NOTICE

### CITY OF WILLOWS Public Hearing for Protest

The City Council of the City of Willows on Tuesday August  
26, 2025, at the Willows City Hall, located at 201 North Lassen  
Street, adopted Resolution 32-2025:

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF WILLOWS, STATE OF CALIFORNIA, DE-  
CLARING CERTAIN CITY-OWNED PROPERTIES AS  
EXEMPT SURPLUS LAND, DECLARING THE CITY'S  
INTENT TO SELL SAID PROPERTIES (ASSESSOR  
PARCEL NUMBERS 002-101-009, 002-101-006, AND 003-  
113-006) IN ACCORDANCE WITH CALIFORNIA LAW,  
AND FIXING THE TIME AND PLACE FOR RECEIV-  
ING ORAL OR WRITTEN PROTESTS TO SUCH SALE.**

**NOTICE IS HEREBY GIVEN**, that the City Council of the  
City of Willows will conduct a public hearing pursuant to Gov-  
ernment Code Section 37422 on Tuesday, October 28, 2025,  
at 6:00 p.m. at the Willows City Hall, located at 201 North  
Lassen Street, to receive oral or written protests to such sale.  
The public is invited to attend and be heard. Documentation  
pertaining to the above item is available for review at the City  
Clerk's office of City Hall.

10/17



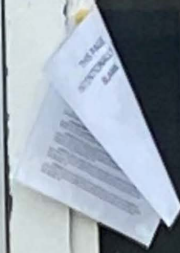
145 Lassen St





139 Lassen St

139





Vacant Lot







# DISCUSSION & ACTION CALENDAR





Date: October 28, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager  
Requested by: Councilmember Hansen

Subject: Mayor and Vice-Mayor Election Cycle & Committee Appointments

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**Recommendation:**

Approve changing the Mayor and Vice-Mayor election cycle and committee appointments from annually to every two years starting with December 2025 whereby the current Mayor and Vice-Mayor would serve an additional year in 2026 and thereby complete a two-year term, and future elections and appointments would occur in December of even-numbered years (e.g., 2026, 2028, 2030).

**Rationale for Recommendation:**

The recommended action would give time for new Mayors and Vice-Mayors to learn and understand procedural nuances and become more effective chairs, as well as reduce the disruption of leadership turnover just as a Mayor gains experience in the role. It would also allow Committee Members to become better acquainted with and enhance their understanding of the committees they serve on, especially since many of the committees only meet monthly or less frequently.

**Background:**

Currently, the City of Willows City Council elects a new Mayor and Vice-Mayor and appoints Councilmembers to internal and external committees on an annual basis. The proposal would move the election and appointment process to a biennial event on even-numbered years similar to the City of Chico's protocol.

**Discussion & Analysis:**

If approved, the recommended action would start December 2025. The current terms of the Mayor and Vice-Mayor would be extended for one more year (as they have both already served one year) and committee appointments would also remain intact for another year. In December 2026, a new Mayor and Vice-Mayor would be elected by the Council and new committee appointments would also occur. Moving forward, Mayor and Vice-Mayor elections and committee appointments would occur on even-numbered years (e.g., 2028, 2030, 2032).



For council-appointed Mayor and Vice-Mayor positions, two-year terms offer a better balance between leadership stability and democratic rotation within the council. It allows for more time to learn and understand legal protocol and procedures and grow into the role, helping Mayors and Vice-Mayors to become more effective chairs. By moving to a two-year cycle, councils encourage increased experience and relationship-building with staff, the public, and other governments while still providing two opportunities in a Councilmember's term to elect a new Mayor and Vice-Mayor.

In addition, two-year committee appointments provide continuity and consistency in representation at intergovernmental bodies, regional boards, and Council committees.

**Consistency with Council Priorities and Goals:**

There is no Council priority and/or goal that aligns with the recommended action.

**Fiscal Impact:**

There is no fiscal impact to the proposed recommendation.





# COMMENTS AND REPORTS