



Willows City Council Regular Meeting Action Minutes

November 25, 2025
Willows City Hall
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 – 6:01 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: Councilmember Busby

4. CHANGES TO THE AGENDA

5. CEREMONIAL MATTERS

- a. **Proclamation** – Pearl Harbor Remembrance Day received by Carol Lemenager, VFW Auxiliary Post 1770.

Councilmember Hansen requested a moment of silence to honor Roger Roberts, Retired Sheriff and USMC Veteran.

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 October 28, 2025 meeting minutes.

c. Letter of Support – 2026 Stanford Local Governance Summer Institute

Action: Authorized the City Manager to submit a Letter of Support as part of her application to the 2026 Stanford Local Governance Summer Institute Volunteer Fire Capacity Program Grant Match Funding Acceptance.

d. Notice of Completion for the Lift Station Rehabilitation Project

Action: Approved Resolution 37-2025 accepting the improvements for the Willows Lift Station

Rehabilitation Project and authorizing the Notice of Completion to be filed for the project.

e. **Notice of Completion for the Emergency Library Roof Failure Project**

Action: Approved Resolution 38-2025 accepting the improvements for the Emergency Library Roof Failure Project and authorizing the Notice of Completion to be filed for the project.

f. **Emergency Medical Services Assessment Study – Request for Proposal Award**

Action: Authorized the City Manager, or her designee, to execute a contract with Healthcare Strategist Solutions, in partnership with Glenn County and the City of Orland, for the purpose of performing an Emergency Medical Services System Assessment in an amount not to exceed \$48,000.

Motion to approve items #6a, 6b, 6c, 6d, 6e, and 6f as presented.

Moved/Seconded: Councilmember Hansen/Vice Mayor Thomas

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

7. **DISCUSSION AND ACTION CALENDAR**

a. **Finance & Measure I Oversight Committee (FMIOC) Membership**

Action: Reviewed and discussed Section D. Membership Guidelines of the Finance Committee's Bylaws.

The item was tabled to the January meeting.

b. **Library Board of Trustees Subcommittee Vacancy and Appointment Process**

Action: Elected a two Councilmember subcommittee to review applications, conduct interviews, and return to the full Council with a recommendation for appointment to the Library Board of Trustees to fill the remaining term, vacated by Lisa Kennedy, that is scheduled to expire on June 30, 2028.

Motion to appoint Mayor Hutson and Councilmember Pride to the subcommittee.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

c. **Street Banner Program**

Public Comment:

Public Comment #1: Laurel Hill-Ward, Resident

Action: Approved the renewal of the City's Street Banner Program contract with CGI. An amendment was included directing staff to utilize the designers who previously worked on the Wayfinding Sign project.

Motion to approve option A, as amended.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

d. **2026 Council Meeting Calendar & Schedule**

Action: Adopted Resolution 39-2025 establishing the 2026 Council Meeting Calendar and Schedule.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

Yes: Mayor Hutson, Vice Mayor Thomas, Councilmember Hansen, Councilmember Pride

No: None

Absent: Councilmember Busby

8. INFORMATIONAL

a. **Pioneer Community Energy – 2027 Campaign Launch**

Action: Staff provided information regarding the October 2027 launch of Pioneer Community Energy in the City of Willows.

9. COMMENTS & REPORTS

a. **Council Correspondence**

City Clerk Karleen Price distributed to the Council a letter from Planning Commissioner Brott and former Commissioners Valencia and Myers seeking clarification of the vote on the Retail Dispensary Cannabis Business item from the July 17, 2024 Planning Commission meeting. The amended minutes are scheduled for consideration by the Planning Commission on December 2, 2025.

b. **City Council Comments & Reports**

Vice Mayor Thomas provided a report on the Finance and Measure I Committee (FMiOC) Special Meeting of November 4.

Councilmember Pride reported on the activities of the LAFCO Meeting.

Councilmember Hansen reported on activities of the Glenn Groundwater Authority meeting of November 10 and the Regional Transit Committee meeting of November 20. He also provided an update on the Glenn County Transportation Committee and the Joint Glenn/Colusa Groundwater Authority meeting.

Councilmember Hansen expressed appreciation to the Public Works crew for their efforts on the Leaf Pickup Program and to the City Mechanic for his ongoing work. He further acknowledged City staff, Thunderhill Raceway, the Glenn County Sheriff's Department, and the U.S. Marine Corps for their role in honoring Sheriff Roger Roberts.

Councilmember Hansen announced the Willows Museum Grand Reopening and Ribbon Cutting scheduled for December 11 at 5:30 p.m.

Mayor Hutson reported that the new street signs have been well received and expressed appreciation to Public Works staff for their efforts on the leaf pickup program. He also noted the visible use of Measure I funds, specifically referencing the tree stumper.

c. City Manager's Report

City Manager Marti Brown announced that City Hall will be closed on Thursday and Friday in observance of the Thanksgiving holiday. She also announced the following upcoming events:

- Planning Commission Meeting: December 2, 2025, at 6:00 p.m.
- Library Board of Trustees Meeting: December 11, 2025, at 11:00 a.m.
- Grand Opening and Ribbon Cutting Ceremony: December 4, 2025, from 11:30 a.m. to 12:30 p.m. at the Sycamore Street Lift Station, west of Villa Ave.
- Geocache Adventure: December 4, 2025 at the Ribbon Cutting Ceremony
- Public Meeting for the Zoning Code Update – December 4, 2025, at 5:30 p.m. at The Ark. 222 N Butte St.

10. CLOSED SESSION – 7:11 PM

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Attorney

Report Out: Direction given to staff.

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code 54956.8)

Property: 459 S. Butte Street, Willows, CA

Agency negotiator: Marti Brown, City Manager

Negotiating parties: Dawley Clay K & Elizabeth JT

Under negotiation: Price and Terms of Payment
Report Out: Direction given to staff.

11. ADJOURNMENT – 7:59 PM

Karleen Price, City Clerk

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