



Willows City Council Regular Meeting Action Minutes

December 9, 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 – 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Mayor Hutson, Councilmembers Hansen, Councilmember Pride

Councilmembers Absent: Vice Mayor Thomas, Councilmember Busby

4. CHANGES TO THE AGENDA

5. CEREMONIAL MATTERS

- a. **Lifesaver Award** – Presented by Fire Chief Monck to Firefighters Jaimie Fuentes, Matt Lopez, Marshall Giesbrecht, Kenzie Wilson, Matt Randolph, Shane Rakestraw, Robbie Burt, and Evan Dyck.

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 November 25, 2025, meeting minutes.

c. Children's Librarian Position – Updated Job Classification & Salary Schedule

Action: Approved the updated job classification for the full-time Children's Librarian position, as well as the new salary schedule for the position.

d. Fire Captain – Updated Job Classification & Incentive Pay

Action: Adopted Resolution 40-2025 approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) incentive pay for Fire Captains and approved the updated and revised Fire Captain Job Classification.

- e. **Firefighter/Engineer - Updated Job Classification & Incentive Pay**
Action: Adopted Resolution 41-2025 approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for Firefighter/Engineers and approved the updated and revised Firefighter/Engineer job classification.
- f. **Part-Time Firefighter/Engineer - Updated Job Classification & Incentive Pay**
Action: Adopted Resolution 42-2025 approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for Part-Time Firefighter/Engineers and approved the updated and revised Part-Time Firefighter/Engineer Job Classification.
- g. **Fire Chief – Updated Job Classification & Incentive Pay**
Action: Adopted Resolution 43-2025 approving the implementation of Paramedic and Advanced Emergency Medical Technician (EMT) Incentive Pay for the Fire Chief position and approved the updated and revised Fire Chief Job Classification.
- h. **2026 Staffing and Adequate Fire and Emergency Response (SAFER) Grant**
Action: Approved Resolution 44-2025 authorizing the City Manager, or her designee, to sign and execute all agreements with JMCM Consulting for an amount not to exceed \$6500 to prepare a Staffing and Adequate Fire and Emergency Response (SAFER) Grant application for submission to the State.
- i. **Supplemental Funding to Purchase Tink Claw Backhoe Attachment**
Action: Authorized the City Manager to use Storm Drain Development Impact Fees to supplement existing funding to purchase a 520 Tink Claw in an amount not to exceed \$8,000.
- j. **2025 California Fire Code and Willows Municipal Code Chapter 15.15 Amendment**
Action: Introduced by title only and waived the full the reading of the text of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2025 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED, and scheduled a public hearing for the second reading and adoption of the Ordinance for the January 13, 2026 City Council Meeting.
- k. **2025 California Building Standards Code and Willows Municipal Code Title 15 - Buildings and Construction Amendment**
Action: Introduced by title only and waived the full reading of the text of AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE AND ADOPTING LOCAL AMENDMENTS THERETO IN TITLE 15 OF THE WILLOWS MUNICIPAL CODE, INCLUDING REPEALING AND RE-ENACTING CHAPTERS 15.10, 15.11, 15.20, 15.30, 15.35, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 AND 15.95.2., and

scheduled a public hearing for the second reading and adoption of the Ordinance for the January 13, 2026, City Council meeting.

I. Annual Developmental Impact Fee Report – FY 2024-25

Action: Received the Annual Mitigation Fee Act Report (AB 1600) on Development Impact Fees for Fiscal Year Ending June 30, 2025 and approved Resolution 45-2025.

Item #6I was pulled for discussion.

Motion to approve items #6a, 6b, 6c, 6d, 6e, 6f, 6g, 6h, 6i, 6j, 6k as presented.

Moved/Seconded: Councilmember Pride/Councilmember Hansen

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride

No: None

Absent: Vice Mayor Thomas, Councilmember Busby

Motion to approve Item #6I and resolution as presented.

Moved/Seconded: Councilmember Hansen/Councilmember Pride

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride

No: None

Absent: Vice Mayor Thomas, Councilmember Busby

7. DISCUSSION AND ACTION CALENDAR

a. WM Franchise Agreement – Annual Consumer Price Index Rate Increase

Action: Approved the WM Consumer Price Index (CPI) increase of 2.95%.

Moved/Seconded: Councilmember Hansen/Councilmember Pride

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride

No: None

Absent: Vice Mayor Thomas, Councilmember Busby

b. New Library Technology

Action: Authorized the City Manager, or her designee, to purchase new library technology using the Library Development Impact Mitigation Fees in an amount not to exceed \$12,000.

Moved/Seconded: Councilmember Pride/Councilmember Hansen

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride

No: None

Absent: Vice Mayor Thomas, Councilmember Busby

c. **City of Willows 140th Anniversary of Incorporation Celebration**

Action: Approved expending a not-to-exceed amount of \$10,000 for the City of Willows' 140th Anniversary of Incorporation Celebration and authorize the City Manager to distribute historical commemorative mementos from the city vault as part of this event.

Contact: Marti Brown, City Manager: mbrown@cityofwillows.org

Moved/Seconded: Councilmember Hutson/Councilmember Hansen

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride

No: None

Absent: Vice Mayor Thomas, Councilmember Busby

8. COMMENTS & REPORTS

a. **Council Correspondence**

Mayor Hutson received correspondence from 4-H for the February 26, 2026 Event and an invitation to judge the event.

Councilmember Pride also received the 4-H correspondence. Pride expressed thanks to the Walking in a Willows Wonderland Committee and commented on the event, parade, and tree lighting. Pride would like to see our City Website promote community events to engage tourism.

b. **City Council Comments & Reports**

Councilmember Hansen reported on activities of the Glenn Groundwater Authority meeting. Hansen announced the Museum's Grand Re-Opening and Ribbon Cutting Ceremony will be held Thursday, December 11 at 5:30 PM and will include live music.

Councilmember Hansen expressed appreciation to City staff for hard work and dedication, specifically recognizing the Fire Department and Public Works Department. He also expressed appreciation to the Walking in a Willows Wonderland Committee, including Jessica Tapia and Tara Rustenhoven, and commented on the success of the Craft Fair, Chili Cook-off and Parade.

Mayor Hutson commented on the strong attendance at the Willows Wonderland event, noting it reflected the community's desire to come together. He also praised Trunk or Treat as a successful event. Hutson reported attending the Title 18 Zoning public workshop, noting low attendance but stating the presentation and educational components were well done, and encouraged the public to attend similar events in the future. He also attended the Lift Station Ribbon Cutting Ceremony and commented on the facility's SCADA system and related safety mechanisms.

c. **City Manager's Report**

City Manager Marti Brown remarked on the strong attendance at the Grand Opening and Ribbon

Cutting Ceremony held December 4, 2025. She also noted that the Geocache Adventure was well received.

Brown announced the City has hired a new Finance Director, Joei Harrison, who will begin January 12, 2026. She also reported the Administrative Analyst position has been filled by Taryn Richardson, who will begin January 5, 2026.

Brown invited the public to join the City on Friday, January 16, 2026 (time to be determined) to celebrate the City's 140th Birthday, with more details to follow.

9. CLOSED SESSION – 7:07 PM

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov Code §54957)

Title: City Librarian

Report Out: No reportable action.

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov 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: Council has approved a purchase agreement for this property. The purchase price is \$215,000 with a 21 day or sooner escrow. The title and escrow fees will be split between the City and the seller. The property is being purchased As-Is.

10. ADJOURNMENT – 8:17 PM

Karleen Price, City Clerk