



Willows City Council Regular Meeting

May 27, 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/89859866725>

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.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL MATTERS**
 - a. **Proclamation – National Family Owned and Operated Business Day**
 - b. **Proclamation – National Forest Week**
 - c. **Proclamation – World Elder Abuse Awareness Day**

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

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: cityclerk@cityofwillows.org.

- a. **Register Approval**

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

- b. **Minutes Approval**

Recommended Action: Approve the April 22, 2025, May 5, 2025, and May 13, 2025 meeting minutes.

Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

c. Sale of City-Owned Property - Title and Appraisal Services Reports

Recommended Action: Authorize City Manager to execute contracts for Title and Appraisal Services for Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006, to Timios Title and North State Appraisals, the lowest responsive bidders, as well as solicit real estate services to sell the aforementioned city-owned properties at the most competitive commission rates.

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

d. Finance Consultant Contract

Recommended Action: Authorize the City Manager to execute a two-year contract with Andy Heath, the City's Finance Consultant.

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

e. Assistant Library Director Job Classification and Salary Schedule

Recommended Action: Approve the attached Assistant Library Director job classification and salary schedule in anticipation of recruiting for the new position in Fiscal Year 2025-26.

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

f. HOME Long Term Monitoring Guidelines

Recommended Action: Adopt the HOME Long-Term Monitoring Guidelines and authorize the City Manager to modify guidelines as needed.

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

g. Solid Waste Management Parcel Fee

Recommended Action: Adopt a resolution (Attachment 1) extending service charges imposed on improved real property within the incorporated area of the City of Willows for the use of and/or ability to use the Glenn County Solid Waste System during fiscal year 2025-26.

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

7. DISCUSSION & ACTION CALENDAR

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes as each agenda item is reviewed and discussed by Council. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: cityclerk@cityofwillows.org.

- a. **Masters Gallery Foods – Community Development Block Grant, Over-The-Counter Loan**
Recommended Action: Adopt Resolution XX-2025 authorizing the City Manager to pursue a CDBG OTC Program Income Only Application to offer a CDBG OTC loan to Masters Gallery Foods once the current Rumiano Cheese CDBG OTC loan has been paid off.
Contact: Marti Brown, City Manager, mbrown@cityofwillows.org
- b. **Temporary Moratorium on Future Applications for Mobile Food Trucks**
Recommended Action: Introduce the first reading, by title only, of an ordinance entitled “AN ORDINANCE OF THE WILLOWS CITY COUNCIL AUTHORIZING A TEMPORARY MORATORIUM ON NEW MOBILE FOOD TRUCK APPLICATIONS IN THE CITY OF WILLOWS” and waive the full reading of the ordinance. Direct staff to proceed with scheduling the ordinance for a second reading and adoption.
Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

8. PUBLIC HEARING

All matters in this section of the agenda are formal public hearings and will be acted on individually. Once the Mayor opens the public hearing, members of the public may request to speak. When you are called on by the Mayor, please state your name clearly for the audio recording. If you have any documentation that you would like to be distributed to the Council, please give it to the City Clerk for distribution.

- a. **Community Development Block Grant Program Income Application**
Recommended Action: Conduct a Public Hearing for the Application Submission Phase of the Community Development Block Grant (CDBG) Program Income Only Application; and Adopt a Resolution authorizing the Mayor of the City of Willows to execute an agreement, and any amendments thereto, with the State of California for the purpose of this grant.
Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

9. COMMENTS & REPORTS

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager’s Report

10. CLOSED SESSION

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

- a. **Conference with Labor Negotiators (§54957.6)**
Agency Designated Representatives:
Marti Brown, City Manager and Andrew Plett, City Attorney
Employee Organizations: Confidential Employees, UPEC, Fire and General Bargaining Units, and Management

b. **Conference with Legal Counsel - Anticipated Litigation (§54956.9(b))**

Significant exposure to litigation pursuant to §54956.9(b): (1 case)

c. **Liability Claims (§54956.95)**

Claimant: Steve Abold

Agency claimed against: City of Willows

11. ADJOURNMENT

This agenda was posted on May 23, 2025.

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. 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 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

***National Family Owned and Operated
 Business Day***

WHEREAS, family-owned and operated businesses are the backbone of the American economy, representing the strength, perseverance, and entrepreneurial spirit that define our communities; and

WHEREAS, the City of Willows is proud to be home to many family-owned enterprises that have served our residents and visitors with dedication, integrity, and passion across generations; and

WHEREAS, family businesses not only provide essential goods, services, and jobs, but also enrich the social and cultural fabric of our community through long-standing relationships, civic involvement, and local leadership; and

WHEREAS, these businesses often pass on more than just ownership—they pass down values, traditions, and a deep commitment to service and quality that have stood the test of time; and

WHEREAS, it is fitting to recognize and celebrate the contributions of family-owned and operated businesses that continue to shape the identity and prosperity of Willows; and

WHEREAS, the **Willows Chamber of Commerce** has been a steadfast supporter of local business owners, advocating for their success and honoring their vital role in the community;

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, does hereby proclaim **June 23, 2025** as **National Family-Owned and Operated Business Day** in the City of Willows, and I encourage all residents and visitors to support, celebrate, and express gratitude to the family-run businesses that continue to help our local economy and community thrive.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 27th day of May 2025.

Evan Hutson, Mayor





Proclamation

WHEREAS, Mendocino National Forest—headquartered in Willows, California—is a unique and cherished part of our national heritage, distinguished as the only national forest in California without a major paved road or highway crossing it, preserving its wild character and remote beauty; and

WHEREAS, spanning more than 900,000 acres across the Inner Coast Range, Mendocino National Forest provides critical habitat for wildlife, vital watersheds, and recreational opportunities that enrich the lives of residents and visitors alike; and

WHEREAS, the forest contributes significantly to the local economy and quality of life in Willows and surrounding communities through tourism, sustainable resource use, wildfire management, and job creation; and

WHEREAS, the dedicated professionals, volunteers, Indigenous communities, and partners who care for **Mendocino National Forest** exemplify a deep commitment to conservation, land restoration, and public engagement; and

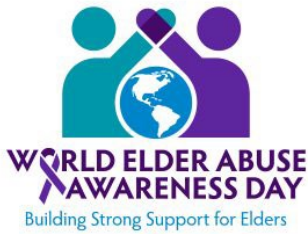
WHEREAS, National Forest Week is a time to celebrate the natural beauty and ecological importance of our public lands, and to recognize the shared responsibility we all have in protecting these spaces for future generations.

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 the week of **June 9 – 15, 2025**, as **National Forest Week** in Willows, California, and encourage all residents and visitors to explore, enjoy, and help protect the forest that defines so much of our region's identity and natural legacy.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 27th day of May, 2025.

Evan Hutson, Mayor





City of Willows
Proclamation

World Elder Abuse Awareness Day

WHEREAS, older adults are valued members of our society who deserve to live with dignity, respect, and security, free from abuse, neglect, and exploitation; and

WHEREAS, elder abuse is a global issue that affects individuals regardless of gender, race, culture, or socioeconomic status, and can take many forms, including physical, emotional, sexual, and financial abuse, as well as neglect and abandonment; and

WHEREAS, it is estimated that millions of older adults experience abuse each year, yet it remains vastly underreported due to fear, isolation, and lack of awareness; and

WHEREAS, Elder Abuse Awareness Day, observed annually on June 15th, provides an opportunity to promote awareness, education, and action against the mistreatment of older people in every community; and

WHEREAS, recognizing and preventing elder abuse is a shared responsibility that calls upon individuals, professionals, organizations, and government entities to work together to ensure the safety and well-being of all older adults; and

WHEREAS, the color purple symbolizes dignity and respect and is worn worldwide on this day to honor elder abuse victims and survivors and to demonstrate a commitment to protecting the rights of our aging population.

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 **June 15, 2025**, as **Elder Abuse Awareness Day**, and encourage all citizens to learn the signs of elder abuse, support preventative programs, and join in the effort to build a safe and caring community for older adults.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 27th day of May 2025.

Evan Hutson, Mayor





PUBLIC COMMENT & CONSENT CALENDAR FORUM



City of Willows

Payment Register

APPKT00424 - AP CHECK RUN 05.05.25
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount	
2418	WILLOWS LAMB DERBY PARADE	35.00	
Payment Type	Payment Number	Payment Date	Payment Amount
Check	55528	05/05/2025	35.00
Payable Number	Description	Payable Date	Due Date
INV0001193	2025 CITY COUNCIL PARADE ENTRY FEE	05/05/2025	05/05/2025
		Discount Amount	Payable Amount
		0.00	35.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	1	1	0.00	35.00
Packet Totals:		1	1	0.00	35.00

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-35.00
Packet Totals:		-35.00



City of Willows

Payment Register

APPKT00428 - CHECK RUN 5-9-25
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount
1014	ACCESS					92.33
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55529			05/09/2025	92.33	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11554069	MAY 2025 SHREDDING - CW	05/06/2025	05/06/2025	0.00	92.33	

Vendor Number	Vendor Name					Total Vendor Amount
1052	AMAZON CAPITAL SERVICES					500.97
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55530			05/09/2025	500.97	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1GRJ-TXFH-M7D3	ZIP BOOKS GRANT - LIBRARY	05/06/2025	05/06/2025	0.00	306.31	
1JYH-VRN1-FLRP	ZIP BOOKS - PRIME MEMBERSHIP - LIBRARY	05/06/2025	05/06/2025	0.00	194.66	

Vendor Number	Vendor Name					Total Vendor Amount
1233	CHICO ELECTRIC INC					1,279.42
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55531			05/09/2025	1,279.42	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
W21772	TROUBLESHOOT & MINIMAL REPR-SYCAMORE LIFT STN-S	05/06/2025	05/06/2025	0.00	1,279.42	

Vendor Number	Vendor Name					Total Vendor Amount
1243	CITY OF ORLAND					1,539.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55532			05/09/2025	1,539.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0424	JARVIS FAY-CAL PLANT-TO CONTEST TAX LIEN ON CITIES	05/06/2025	05/06/2025	0.00	1,539.00	

Vendor Number	Vendor Name					Total Vendor Amount
1256	CODE PUBLISHING COMPANY					830.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55533			05/09/2025	830.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
GC00130134	ANNUAL WEB FEES & UPDATE - CW	05/06/2025	05/06/2025	0.00	830.00	

Vendor Number	Vendor Name					Total Vendor Amount
1261	COMCAST CABLE					433.93
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55534			05/09/2025	280.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290115941-042420	SERVICE 4-29-25 TO 5-28-25 - CIVIC CENTER	05/06/2025	05/06/2025	0.00	280.77	
Check	55535			05/09/2025	153.16	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290116196-041420	SERVICES 4-19-25 TO 5-18-25 - FIRE	05/06/2025	05/06/2025	0.00	153.16	

Vendor Number	Vendor Name					Total Vendor Amount
1283	COUNTY OF GLENN - AIR POLLUTION					30.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55536			05/09/2025	30.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4022103	BURN PERMIT #1100449 - 11 ACRES - PUBLIC WORKS	05/07/2025	05/07/2025	0.00	30.00	

Payment Register

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Vendor Number 2390	Vendor Name CULLIGAN QUENCH USA, INC					Total Vendor Amount	
						128.34	
Payment Type Check	Payment Number 55537					Payment Date 05/09/2025	Payment Amount 128.34
Payable Number INV08780457	Description APRIL 2025 WATER SERVICE - CIVIC CENTER	Payable Date 05/06/2025	Due Date 05/06/2025	Discount Amount 0.00	Payable Amount 64.17		
INV8913818	MAY 2025 WATER SERVICE - CIVIC CENTER	05/06/2025	05/06/2025	0.00	64.17		
Vendor Number 1429	Vendor Name FEDEX					Total Vendor Amount	
						19.68	
Payment Type Check	Payment Number 55538					Payment Date 05/09/2025	Payment Amount 19.68
Payable Number 8-849-53184	Description POSTAGE - HDL BUSINESS LICENSE - CW	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 19.68		
Vendor Number 1972	Vendor Name FRIEGHTLINER NORTHWEST REDDING					Total Vendor Amount	
						4,618.84	
Payment Type Check	Payment Number 55539					Payment Date 05/09/2025	Payment Amount 4,618.84
Payable Number PC631036898-01	Description MODULE CENTINEL CONTROL - ENGINE #4 - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 2,664.21		
SR631003216-01	REPAIR LABOR & PARTS - ENGINE #4 - FIRE	05/07/2025	05/07/2025	0.00	1,954.63		
Vendor Number 1463	Vendor Name GANDY & STALEY OIL CO					Total Vendor Amount	
						1,519.62	
Payment Type Check	Payment Number 55540					Payment Date 05/09/2025	Payment Amount 1,519.62
Payable Number 228022	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 851.52		
228023	FUEL - PUBLIC WORKS & SEWER	05/07/2025	05/07/2025	0.00	668.10		
Vendor Number 1503	Vendor Name GLENN CO SHERIFFS DEPT					Total Vendor Amount	
						169,166.67	
Payment Type Check	Payment Number 55541					Payment Date 05/09/2025	Payment Amount 169,166.67
Payable Number 2035	Description GCSO MAY 2025 SERVICE - POLICE	Payable Date 05/08/2025	Due Date 05/08/2025	Discount Amount 0.00	Payable Amount 169,166.67		
Vendor Number 1493	Vendor Name GLENN CO. ENVIRONMENTAL HEALTH					Total Vendor Amount	
						535.39	
Payment Type Check	Payment Number 55542					Payment Date 05/09/2025	Payment Amount 535.39
Payable Number AEC-828	Description RECREATIONAL HEALTH FEES - POOL - REC	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 535.39		
Vendor Number 1469	Vendor Name GLENN COUNTY OFFICE OF EDUCATION - PRINTING					Total Vendor Amount	
						87.00	
Payment Type Check	Payment Number 55543					Payment Date 05/09/2025	Payment Amount 87.00
Payable Number INV25-00674	Description ENVELOPES PROVIDED PRINTED COLOR-W.A.GRT-FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 87.00		
Vendor Number 1560	Vendor Name ILLINOIS LIBRARY ASS. - IREAD					Total Vendor Amount	
						254.46	
Payment Type Check	Payment Number 55544					Payment Date 05/09/2025	Payment Amount 254.46
Payable Number 305677	Description CHILDREN'S SERVICES MATERIAL - LIBRARY	Payable Date 05/08/2025	Due Date 05/08/2025	Discount Amount 0.00	Payable Amount 254.46		

Payment Register

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Vendor Number 1564	Vendor Name ITF - INDUSTRIAL TRUCK & FARM					Total Vendor Amount 191.85	
Payment Type Check	Payment Number 55545					Payment Date 05/09/2025	Payment Amount 191.85
	Payable Number 637292	Description FLOORSWEEP-PAINT SPL ON LASSEN ST(NOT THE CITY)-P	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 45.52	
	637947	HON16100-Z-CARBURETOR FOR GX160-SPRAY RIG-PW	05/07/2025	05/07/2025	0.00	90.44	
	637994	SPRAY, GOVES, TIP, GASKET & CAP-SEWER SPRAY-PW	05/07/2025	05/07/2025	0.00	55.89	
Vendor Number 1606	Vendor Name JEREMY'S PEST STOMPERS					Total Vendor Amount 45.00	
Payment Type Check	Payment Number 55546					Payment Date 05/09/2025	Payment Amount 45.00
	Payable Number 512512	Description MAY 2025 SERVICE - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 45.00	
Vendor Number 2482	Vendor Name KARLEEN PRICE					Total Vendor Amount 565.60	
Payment Type Check	Payment Number 55547					Payment Date 05/09/2025	Payment Amount 565.60
	Payable Number 050625KP	Description CMAC CONFERENCE - SAN JOSE - CM	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 565.60	
Vendor Number 1670	Vendor Name L & T TOWING					Total Vendor Amount 3,312.00	
Payment Type Check	Payment Number 55548					Payment Date 05/09/2025	Payment Amount 3,312.00
	Payable Number 40231	Description CODE ENF - 879 BAYWOOD WAY-1991 HONDA WHITE - F	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 300.00	
	62428	REPAIRS & MAINT- ENGINE #4 2005 HME - FIRE	05/07/2025	05/07/2025	0.00	3,012.00	
Vendor Number 1710	Vendor Name LIFE ASSIST					Total Vendor Amount 429.56	
Payment Type Check	Payment Number 55549					Payment Date 05/09/2025	Payment Amount 429.56
	Payable Number 1593771	Description STAT PADZ & CANISTER - FIRST AID SUPPLIES - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 429.56	
Vendor Number 1770	Vendor Name MENDES SUPPLY COMPANY					Total Vendor Amount 487.41	
Payment Type Check	Payment Number 55550					Payment Date 05/09/2025	Payment Amount 487.41
	Payable Number R078592	Description BATH TISSUE, TRASH BAGS, CLEANER - JANT SUP - PW	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 319.97	
	R078753	PAPER TOWELS - JANITORIAL SUPPLIES - PW	05/07/2025	05/07/2025	0.00	167.44	
Vendor Number 1792	Vendor Name MJB WELDING SUPPLY, INC					Total Vendor Amount 49.20	
Payment Type Check	Payment Number 55551					Payment Date 05/09/2025	Payment Amount 49.20
	Payable Number 0001522897	Description ACETYLENE CYL RENT - SHOP SUPPLIES - PW	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 49.20	
Vendor Number 2312	Vendor Name NAPA AUTO PARTS					Total Vendor Amount 134.14	
Payment Type Check	Payment Number 55552					Payment Date 05/09/2025	Payment Amount 134.14
	Payable Number 704380	Description SIMPLE GREEN & PURPLE POWER-CLEANER - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 52.93	
	705300	MIRROR & PLUG - MAINT EINGINE #3 - FIRE	05/07/2025	05/07/2025	0.00	81.21	

Payment Register

APPKT00428 - CHECK RUN 5-9-25

Vendor Number 1828	Vendor Name NBS						Total Vendor Amount 4,031.66
Payment Type Check	Payment Number 55553						Payment Date 05/09/2025
Payable Number 202503-1744	Description DISCLOSURE RPT PREP-TPO BONDS 2021-FIN	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 2,015.83		
Payable Number 202503-1745	Description DISCLOSURE RPT PREP-COP-2021 SEWER SYS FIN PJT-FIN	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 2,015.83		
Vendor Number 1143	Vendor Name PEDRO BOBADILLA						Total Vendor Amount 576.92
Payment Type Check	Payment Number 55554						Payment Date 05/09/2025
Payable Number 050925PB	Description RECREATIONAL SERVICES 4-26-25 TO 5-9-25	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 576.92		
Vendor Number 1917	Vendor Name PG & E						Total Vendor Amount 153.81
Payment Type Check	Payment Number 55555						Payment Date 05/09/2025
Payable Number 1773553795-7-05012025	Description SERVICE TO 5-1-25	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 53.00		
Payable Number 4434252874-0-05022025	Description SERVICE TO 5-2-25	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 100.81		
Vendor Number 2332	Vendor Name PRENTICE LONG, PC						Total Vendor Amount 9,769.00
Payment Type Check	Payment Number 55556						Payment Date 05/09/2025
Payable Number 7529	Description SERVICES RENDERED THROUGH 4-26-25 - CA	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 9,165.00		
Payable Number 7530	Description N YOLO ST - SERVICES RENDERED THROUGH 4-26-25 - CA	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 604.00		
Vendor Number 2041	Vendor Name SACRAMENTO VALLEY MIRROR						Total Vendor Amount 469.20
Payment Type Check	Payment Number 55557						Payment Date 05/09/2025
Payable Number 2745	Description LEGAL ADS - PLANNING COMMISSION	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 469.20		
Vendor Number 2044	Vendor Name SAFETY TIRE SERVICE						Total Vendor Amount 133.84
Payment Type Check	Payment Number 55558						Payment Date 05/09/2025
Payable Number 64976	Description MAINT - 2023 RAM 1500 - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 133.84		
Vendor Number 2060	Vendor Name SCHOLASTIC INC.						Total Vendor Amount 6,864.67
Payment Type Check	Payment Number 55559						Payment Date 05/09/2025
Payable Number 71538732	Description LUNCH AT LIBRARY GRANT MATERIALS - LIBRARY	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 6,864.67		
Vendor Number 2419	Vendor Name SIMSUSHARE						Total Vendor Amount 495.00
Payment Type Check	Payment Number 55560						Payment Date 05/09/2025
Payable Number 20941	Description ANNUAL RENEWAL - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 495.00		

Payment Register

APPKT00428 - CHECK RUN 5-9-25

Vendor Number 2094	Vendor Name SONGBIRD LANDSCAPE SUPPLY					Total Vendor Amount 169.72
Payment Type Check	Payment Number 55561					Payment Date 05/09/2025
Payable Number 4467	Description WALK-ON FIR BARK - MALL AREA - PW	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 84.86	
4492	WALK-ON FIR BARK - MALL AREA - PW	05/08/2025	05/08/2025	0.00	84.86	
Vendor Number 2334	Vendor Name STREAM IT NETWORKS LLC					Total Vendor Amount 85.00
Payment Type Check	Payment Number 55562					Payment Date 05/09/2025
Payable Number 2025-05000048	Description MAY 2025 INTERNET - PUBLIC WORKS	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 85.00	
Vendor Number 2139	Vendor Name SWRCB FEES					Total Vendor Amount 3,000.00
Payment Type Check	Payment Number 55563					Payment Date 05/09/2025
Payable Number AL-0002749 CAA	Description EFFLUENT VIOLATION - WWTP - INFRAMARK TO REIMB	Payable Date 05/08/2025	Due Date 05/08/2025	Discount Amount 0.00	Payable Amount 3,000.00	
Vendor Number 1439	Vendor Name THE FIRST CHOICE COFFEE S					Total Vendor Amount 45.00
Payment Type Check	Payment Number 55564					Payment Date 05/09/2025
Payable Number 2040	Description MAY 2025 WATER FILTRATION - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 45.00	
Vendor Number 1567	Vendor Name THE INKWELL					Total Vendor Amount 495.61
Payment Type Check	Payment Number 55565					Payment Date 05/09/2025
Payable Number 4780	Description PAPER, LABEL, PENS, PADS,STAPLES - WA GRANT - FIRE	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 495.61	
Vendor Number 2194	Vendor Name TRACTOR SUPPLY CREDIT PLAN					Total Vendor Amount 135.90
Payment Type Check	Payment Number 55566					Payment Date 05/09/2025
Payable Number 200503406-01	Description CHEMICALS, COLOR & SPRAYER - PW	Payable Date 05/07/2025	Due Date 05/07/2025	Discount Amount 0.00	Payable Amount 135.90	
Vendor Number 2207	Vendor Name TYLER TECHNOLOGIES, INC					Total Vendor Amount 1,450.00
Payment Type Check	Payment Number 55567					Payment Date 05/09/2025
Payable Number 025-508675	Description CONFIGURE CODE ENFORCEMENT - CW	Payable Date 05/08/2025	Due Date 05/08/2025	Discount Amount 0.00	Payable Amount 1,450.00	
Vendor Number 1798	Vendor Name UBEO WEST, LLC					Total Vendor Amount 978.95
Payment Type Check	Payment Number 55568					Payment Date 05/09/2025
Payable Number 554477562	Description PRINTER USAGE 4-20-25 TO 5-20-25-OVER 1-25 TO 4-25	Payable Date 05/08/2025	Due Date 05/08/2025	Discount Amount 0.00	Payable Amount 978.95	

Payment Register
APPKT00428 - CHECK RUN 5-9-25

Vendor Number	Vendor Name					Total Vendor Amount	
2248	VERIZON WIRELESS					403.40	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	55569					05/09/2025	403.40
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
6112018306	APRIL 2025 SERVICE	05/08/2025	05/08/2025	0.00	403.40		

Vendor Number	Vendor Name					Total Vendor Amount	
2433	VESTIS					277.52	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	55570					05/09/2025	277.52
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
5066853204	UNIFORM SERVICE - PUBLIC WORKS	05/08/2025	05/08/2025	0.00	137.26		
5066858560	UNIFORM SERVICE - PUBLIC WORKS	05/08/2025	05/08/2025	0.00	140.26		

Vendor Number	Vendor Name					Total Vendor Amount
2260	WAL-MART COMMUNITY - CREDIT CARD					264.70
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	55571			05/09/2025	264.70	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
604234-1662157509-01	JANITORIAL SUPPLIES - STATION - FIRE	05/07/2025	05/07/2025	0.00	196.06	
604234-1662157509-02	PRINTER INK - PUBLIC WORKS	05/07/2025	05/07/2025	0.00	68.64	

Vendor Number	Vendor Name					Total Vendor Amount	
2280	WILBUR-ELLIS COMPANY					165.14	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	55572					05/09/2025	165.14
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
17083621	SPREADER & STICKER CHEMICAL MIX - PARKS - PW	05/07/2025	05/07/2025	0.00	165.14		

Vendor Number	Vendor Name						Total Vendor Amount
2295	WILLOWS ACE HARDWARE						267.63
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	55573				05/09/2025	267.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
122938	NYLON TRIMMER LINE - FIRE	05/07/2025	05/07/2025	0.00	7.50		
123052	WOODCUTTER BAR & SAW OIL - TREES - PW	05/07/2025	05/07/2025	0.00	37.53		
123112	BRASS KEYS - RECREATION SHED - REC - PW	05/07/2025	05/07/2025	0.00	17.12		
123208	LYSOL - JANITORIAL SUPPLIES - FIRE	05/07/2025	05/07/2025	0.00	16.28		
123338	TERMITE KILLFOAM- MALL MAINTENANCE	05/07/2025	05/07/2025	0.00	14.13		
123355	WIRE SPLICE & FASTENERS-MALL AREA SPRINKLERS - PW	05/07/2025	05/07/2025	0.00	6.41		
123368	PICK HANDLE - SMALL TOOLS - PW	05/07/2025	05/07/2025	0.00	41.31		
123378	FSTNRS, WIRE LOCK & SPLICE TAP-MALL AREA SPRKLR-PV	05/07/2025	05/07/2025	0.00	35.00		
123434	COMPOST - MALL AREA FLOWERS - PW	05/07/2025	05/07/2025	0.00	6.51		
123627	SUPPLIES - JENSEN ELECTRICAL - PARKS - PW	05/07/2025	05/07/2025	0.00	85.84		

Vendor Number	Vendor Name						Total Vendor Amount
2282	WILLOWS HARDWARE, INC.						236.63
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	55574				05/09/2025	236.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
323256	TOOLS SHARPENING & SCREEN CLEANING - PW	05/08/2025	05/08/2025	0.00	65.00		
323273	POLESAW TRIGGER REPAIR - PW	05/08/2025	05/08/2025	0.00	51.95		
323731	LINE SPOOL - PW	05/08/2025	05/08/2025	0.00	40.23		
324162	PIPE FITTINGS - BIRCH ST - LLAD ZONE C - PW	05/08/2025	05/08/2025	0.00	35.97		
331926	ROPE & STARTER REPAIR FOR BLOWER - PW	05/08/2025	05/08/2025	0.00	21.74		
361428	ROPE REWIND FOR BLOWER - BR 450- PW	05/08/2025	05/08/2025	0.00	21.74		

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	75	46	0.00	216,719.71
Packet Totals:		75	46	0.00	216,719.71

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-216,719.71
Packet Totals:		-216,719.71



City of Willows

Payment Register

APPKT00431 - PAYROLL VENDORS 5-9-25
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount			
1194	CALIFORNIA STATE DISBURSE	162.92			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	55575	05/09/2025	162.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001202	CHILD SUPPORT	05/09/2025	05/09/2025	0.00	162.92

Vendor Number	Vendor Name	Total Vendor Amount			
2223	UNITED PUBLIC EMPLOYEES A	213.93			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	55576	05/09/2025	213.93		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0001207	PUBLIC SAFETY DUES	05/09/2025	05/31/2025	0.00	213.93

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	2	2	0.00	376.85
Packet Totals:		2	2	0.00	376.85

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-376.85
Packet Totals:		-376.85



City of Willows

Payroll Check Register

Checks

Pay Period: 4/21/2025-5/4/2025

Packet: PYPKT00427 - PAY PERIOD 4-21-25 TO 5-4-25 PAYDAY 5-9-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
BOBADILLA, PEDRO D	BOB00	Regular	05/09/2025	45.62	41014
CANO, GABRIELA M	CAN01	Regular	05/09/2025	75.27	41015
CASTORENA, SOFIA	CAST01	Regular	05/09/2025	75.27	41016
GARCIA, AARON	GAR04	Regular	05/09/2025	176.92	41017
GARCIA, OMAR	GAR14	Regular	05/09/2025	86.58	41018
JIMENEZ, LUIS	JIM001	Regular	05/09/2025	90.33	41019
NEWTON-PALACIOS, MICHEI	NEW00	Regular	05/09/2025	218.32	41020
RANDOLPH, CORA	RAN02	Regular	05/09/2025	45.17	41021



City of Willows

Payroll Check Register

Direct Deposits

Pay Period: 4/21/2025-5/4/2025

Packet: PYPKT00427 - PAY PERIOD 4-21-25 TO 5-4-25 PAYDAY 5-9-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BUSBY, MATTHEW	BUS01	05/09/2025	228.12	1384
HANSEN, GARY L	HAN02	05/09/2025	228.12	1385
PRIDE, LORRI A	PRI00	05/09/2025	228.12	1386
THOMAS, RICHARD	THO00	05/09/2025	228.12	1387
BROWN, MARTHA	BRO01	05/09/2025	3,512.53	1388
PRICE, KARLEEN	PRI01	05/09/2025	1,793.63	1389
HAZLETT, ROBIN	HAZ01	05/09/2025	1,256.98	1390
MOORE, JOANNE	MOO01	05/09/2025	150.00	1391
MOORE, JOANNE	MOO01	05/09/2025	2,654.86	1391
BROTT, SHERRY	BRO02	05/09/2025	45.62	1392
CORUM, RAYMOND	COR02	05/09/2025	45.62	1393
OCAMPO, CRISTINA	OCA00	05/09/2025	45.62	1394
VALENCIA, LLANIRA	VAL01	05/09/2025	45.62	1395
RUSTENHOVEN, TARA L	RUS01	05/09/2025	1,660.99	1396
EHORN, CAITLIN A	EHO02	05/09/2025	1,126.68	1397
GAMBOA, YADIRA	GAM00	05/09/2025	350.60	1398
MYERS, KEVIN M	MYE00	05/09/2025	389.71	1399
SPENCE, KYLIEGH C	SPE02	05/09/2025	511.92	1400
VARGAS, GIOVANI	VAR00	05/09/2025	553.72	1401
BOBADILLA, TAVIAN	BOB02	05/09/2025	101.62	1402
GALLARDO-CANO, NATALY	GAL01	05/09/2025	90.33	1403
RAYGOZA, RODRIGO	RAY00	05/09/2025	114.97	1404
CHAPMAN, LOREN	CHA02	05/09/2025	151.62	1405
ENOS, KYLE	ENO00	05/09/2025	1,805.61	1406
FUENTES, JAIME	FUE01	05/09/2025	984.61	1407
HUTSON, EVAN C	HUT01	05/09/2025	630.93	1408
LOMBARD, TYLER JOSEPH	LOM00	05/09/2025	1,357.71	1409
LOPEZ, MATTHEW	LOP03	05/09/2025	746.76	1410
MINGS, MICHAEL E	MIN00	05/09/2025	1,509.72	1411
RANDOLPH, MATTHEW	RAN01	05/09/2025	1,299.54	1412
REED, JOSHUA	REE00	05/09/2025	1,628.83	1413
VASQUEZ, PEDRO CEASAR	VAS01	05/09/2025	1,502.98	1414
BETTENCOURT, JOSEPH	BET01	05/09/2025	3,537.62	1415
MONCK, NATHANIAL T	MON00	05/09/2025	3,107.88	1416
PFYL, NATISA N	PFY00	05/09/2025	1,646.18	1417



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 4/21/2025-5/4/2025

Packet: PYPKT00427 - PAY PERIOD 4-21-25 TO 5-4-25 PAYDAY 5-9-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
BETTENCOURT, JOSEPH	BET01	05/09/2025	1415	4,868.00	426.67	903.71	3,537.62
BOBADILLA, TAVIAN	BOB02	05/09/2025	1402	111.38	0.00	9.76	101.62
BOBADILLA, PEDRO D	BOB00	05/09/2025	41014	50.00	0.00	4.38	45.62
BROTT, SHERRY	BRO02	05/09/2025	1392	50.00	0.00	4.38	45.62
BROWN, MARTHA	BRO01	05/09/2025	1388	5,676.92	801.80	1,362.59	3,512.53
BUSBY, MATTHEW	BUS01	05/09/2025	1384	250.00	0.00	21.88	228.12
CANO, GABRIELA M	CAN01	05/09/2025	41015	82.50	0.00	7.23	75.27
CASTORENA, SOFIA	CAST01	05/09/2025	41016	82.50	0.00	7.23	75.27
CHAPMAN, LOREN	CHA02	05/09/2025	1405	166.16	0.00	14.54	151.62
CORUM, RAYMOND	COR02	05/09/2025	1393	50.00	0.00	4.38	45.62
EHORN, CAITLIN A	EHO02	05/09/2025	1397	1,539.20	164.57	247.95	1,126.68
ENOS, KYLE	ENO00	05/09/2025	1406	2,634.02	490.64	337.77	1,805.61
FUENTES, JAIME	FUE01	05/09/2025	1407	1,521.60	424.67	112.32	984.61
GALLARDO-CANO, NATALY	GAL01	05/09/2025	1403	99.00	0.00	8.67	90.33
GAMBOA, YADIRA	GAM00	05/09/2025	1398	396.00	0.00	45.40	350.60
GARCIA, AARON	GAR04	05/09/2025	41017	193.88	0.00	16.96	176.92
GARCIA, OMAR	GAR14	05/09/2025	41018	94.88	0.00	8.30	86.58
HANSEN, GARY L	HAN02	05/09/2025	1385	250.00	0.00	21.88	228.12
HAZLETT, ROBIN	HAZ01	05/09/2025	1390	1,988.62	596.63	135.01	1,256.98
HUTSON, EVAN C	HUT01	05/09/2025	1408	705.52	0.00	74.59	630.93
JIMENEZ, LUIS	JIM001	05/09/2025	41019	99.00	0.00	8.67	90.33
LOMBARD, TYLER JOSEPH	LOM00	05/09/2025	1409	2,320.85	733.73	229.41	1,357.71
LOPEZ, MATTHEW	LOP03	05/09/2025	1410	860.00	0.00	113.24	746.76
MINGS, MICHAEL E	MIN00	05/09/2025	1411	2,217.74	293.86	414.16	1,509.72
MONCK, NATHANIAL T	MON00	05/09/2025	1416	4,766.80	747.33	911.59	3,107.88
MOORE, JOANNE	MOO01	05/09/2025	1391	4,743.20	728.96	1,209.38	2,804.86
MYERS, KEVIN M	MYE00	05/09/2025	1399	429.00	0.00	39.29	389.71
NEWTON-PALACIOS, MICHE	NEW00	05/09/2025	41020	239.25	0.00	20.93	218.32
OCAMPO, CRISTINA	OCA00	05/09/2025	1394	50.00	0.00	4.38	45.62
PFYL, NATISA N	PFY00	05/09/2025	1417	3,010.00	847.11	516.71	1,646.18
PRICE, KARLEEN	PRI01	05/09/2025	1389	2,447.54	189.68	464.23	1,793.63
PRIDE, LORRI A	PRI00	05/09/2025	1386	250.00	0.00	21.88	228.12
RANDOLPH, MATTHEW	RAN01	05/09/2025	1412	1,789.81	182.26	308.01	1,299.54
RANDOLPH, CORA	RAN02	05/09/2025	41021	49.50	0.00	4.33	45.17
RAYGOZA, RODRIGO	RAY00	05/09/2025	1404	126.00	0.00	11.03	114.97
REED, JOSHUA	REE00	05/09/2025	1413	2,208.47	358.80	220.84	1,628.83
RUSTENHOVEN, TARA L	RUS01	05/09/2025	1396	2,446.91	419.86	366.06	1,660.99
SPENCE, KYLIEGH C	SPE02	05/09/2025	1400	561.00	0.00	49.08	511.92
THOMAS, RICHARD	THO00	05/09/2025	1387	250.00	0.00	21.88	228.12
VALENCIA, LLANIRA	VAL01	05/09/2025	1395	50.00	0.00	4.38	45.62
VARGAS, GIOVANI	VAR00	05/09/2025	1401	610.50	0.00	56.78	553.72
VASQUEZ, PEDRO CEASAR	VAS01	05/09/2025	1414	2,170.69	393.69	274.02	1,502.98
Totals:				52,506.44	7,800.26	8,619.21	36,086.97



City of Willows

Payroll Check Register Report Summary

Pay Period: 4/21/2025-5/4/2025

Packet: PYPKT00427 - PAY PERIOD 4-21-25 TO 5-4-25 PAYDAY 5-9-25

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	8	813.48
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	35	35,273.49
Total	43	36,086.97



Willows City Council Regular Meeting Action Minutes

April 22, 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, Vice Mayor Thomas, Councilmembers Busby and Hansen

Councilmembers Absent: Councilmember Pride

4. CHANGES TO THE AGENDA

Agenda Item #5c was moved directly after Agenda Item #5e.

5. CEREMONIAL MATTERS

- a. **Proclamation** – National Mental Health Matters Month - received by Bridget Estrada of Glenn County Behavioral Health.
- b. **Proclamation** – National Foster Care Month - received by Amber Arnold and Lisa Permann of Glenn County Child Welfare Service.
- c. **Proclamation** – National Small Business Week – received by Jaime Millen of Willows Chamber of Commerce.
- d. **Proclamation** – Light the Night for Fallen Firefighters – received by Fire Chief Nate Monck of Willows Fire Department.
- e. **Proclamation** – National Police Week – received by Sgt. Jon Owens of Glenn County Sheriff's Department

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comment Open: 6:26PM, Closed 6:33PM

Public Comment #1: Lan Zhou, Resident of Willows

Public Comment #2: Bill Sutherland, Resident of Willows

a. **Register Approval**

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

b. **Minutes Approval**

Action: Approved April 8, 2025, meeting minutes.

c. **Letter of Opposition to SB 634– Homelessness: Civil and Criminal Penalties**

Action: Approved a letter opposing Senate Bill (SB) 634 – Homelessness: Civil and Criminal Penalties.

d. **Annual Weed and Rubbish Abatement Schedule**

Action: Adopted Resolution 12-2025 declaring public nuisances for 2025 fire season; and approved the Weed and Rubbish Abatement Schedule for the 2025 fire season.

e. **Minor Revision and Update to Master Fee Schedule**

Action: Adopted Resolution 13-2025 amending the Master Fee Schedule to correct a clerical error related to the encroachment permit cost recovery.

f. **Updated Mechanic Job Classification & Salary Schedule**

Action: Approved the job classification and updated salary schedule for the Mechanic job classification and position.

Staff Recommendation item #6d: City Manager and Fire Chief clarified immediate upcoming need to shift use and expenditure of Weed Abatement Grant to address immediate life and safety hazard at 143 North Yolo Street. City Council authorized staff to use \$30,000 in weed abatement grant funds to demolish the burned-out structure. If necessary, staff will return to the Council to request additional funds should all of the grant funds be expended before completing the project.

Motion to approve items a, b, c, d, e, and amended item f on the consent calendar.

Moved/Seconded: Councilmember Hansen and Councilmember Busby

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

No: None

Absent: Councilmember Pride

7. **DISCUSSION AND ACTION CALENDAR**

a. **Expending Park Impact Fees**

Action: Received presentation, discussed options to use remaining Park Impact Fee funds, and provided input to staff. Staff will return at a later date with cost estimate to supplement the Sycamore Park Project, if necessary, and explore additional options to use remaining funds.

b. FY 2025-26 Proposed New Budget Acquisitions & Projects

Action: Reviewed presentation, discussed proposed budget, and provided feedback to staff.

8. COMMENTS & REPORTS

a. Council Correspondence

b. City Council Comments & Reports

Councilmember Busby provided an update on the activities of the Library Board.

Councilmember Hansen provided an update on the activities of the Glenn Groundwater Authority, the Regional Transit Committee, the Glenn County Transportation Commission, and the Joint Colusa Groundwater Authority and Glenn Groundwater Authority Meeting.

Mayor Hutson provided an update on the activities of the Regional Transit Committee.

Directed staff to evaluate electrical infrastructure upgrades at City Hall and the Fire Department, in coordination with planned solar improvements, to accommodate future EV charging stations.

c. City Manager's Report

City Manager Marti Brown advised Council that Fire Engine 3 and Truck 4 are back in operation and provided information regarding upcoming meetings:

- Council Priority Visioning Workshop will be held on Monday, May 5 from 2-5pm.
- City Council Meeting of June 10, 2025 has been cancelled.
- Special City Council Meeting to be held June 17, 2025 for 1st budget review.
- City Council Meeting June 24, 2025.

8. CLOSED SESSION – 7:57PM

a. Employee Negotiations - Conference with Labor Negotiators (\$54957.6)

Unrepresented Employee: City Manager

Report out: Direction given to employee negotiator.

b. Public Employee Performance Evaluation (§ 54957)

Title: City Manager

Report out: Evaluation complete.

9. ADJOURNMENT – 9:06 PM

Karleen Price, City Clerk



Willows City Council Special Meeting Action Minutes

May 5, 2025
Willows City Hall
2:00 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 – 2:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: No one.

4. PUBLIC COMMENT

5. CITY COUNCIL PRIORITIES & VISIONING WORKSHOP

Action: Council participated in a public Priorities & Visioning Workshop to update its 2025 Priorities and Goals, discussed the matters presented, and provided input.

Mayor Hutson left the meeting at 4:02PM

6. ADJOURNMENT – 4:03PM

Karleen Price, City Clerk



Willows City Council Regular Meeting Action Minutes

May 13, 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, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

Councilmembers Absent: No one.

4. CHANGES TO THE AGENDA

5. CEREMONIAL MATTERS

- a. **Proclamation** – National Nascar Day - received by Dave Vodden of Thunderhill Raceway.
- b. **Proclamation** – National Learn to Swim Day - received by Michelle O'Dell of Willows High School.
- c. **Proclamation** – National Poppy Day – received by Dan Roach, Veteran of Foreign War.
- d. **Proclamation** – Memorial Day – received by Kevin Triance, Veteran of Foreign War.
- e. **Proclamation** – May is Wildfire Awareness Month – received by Fire Chief Nate Monck, Willows Fire Department.
- f. **Proclamation** – Public Works Week – received by Joe Bettencourt, Natisa Pfyl, and the City of Willows Public Works Crew.

6. PRESENTATION

a. HDL Sales Tax Presentation

Action: Council received presentation from Matt Hinderliter, HDL Companies, and provided feedback.

7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comment Open: 6:42PM, Closed 6:48PM

Public Comment #1: Doug Ross, Resident of Willows

Public Comment #2: Adam Suhre, Resident of Willows

Public Comment #3: Travis Madsen, Resident of Willows

a. **Register Approval**

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

b. **Emergency Library Roof Failure Project**

Action: Approved Resolution 14-2025 authorizing the City Manager to execute a contract with Modern Building for emergency Library Roof Failure Project and approve an overall budget for the project.

c. **Weed Abatement Contract**

Action: Authorized the City Manager to award the Weed Abatement Contract to Robert Burt Construction and execute an agreement not to exceed \$40,000.

Motion to approve items a, b, and c on the consent calendar.

Moved/Seconded: Councilmember Hansen and Vice Mayor Thomas

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

No: None

Absent: None

8. PUBLIC HEARING

a. **Weed Abatement Special Assessment Public Hearing**

Action: Held a public hearing and adopted Resolution 15-2025 confirming declarations of nuisances as amended and confirming the order for abatement.

Moved/Seconded: Councilmember Hansen and Councilmembers Busby

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

No: None

Absent: None

9. DISCUSSION AND ACTION CALENDAR

a. **SB-1 Transportation Funds – Project List for FY25/26**

Action: Approved Resolution 16-2025 adopting a list of street improvement projects for fiscal year 2025-26 and recommending the use of SB 1 monies (The Road Repair and Accountability Act of 2017) to fund said projects and directed staff to proceed with submitting the FY 25-26 Road Maintenance and Rehabilitation Project List to the State for approval and authorized any

necessary budget changes.

Moved/Seconded: Councilmember Hansen and Vice Mayor Thomas

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

No: None

Absent: None

b. Preliminary Engineer's Report - Landscape and Lighting Assessment District

Action: Adopted Resolution 17-2025 of intention to levy and collect annual assessments, preliminarily approving the engineer's report for FY 2025-2026 for the City of Willows Landscaping and Lighting Assessment District and set the time and date of the public hearing (pursuant to the landscaping and lighting act of 1972) for June 24, 2025.

Moved/Seconded: Councilmember Pride and Councilmember Busby

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

No: None

Absent: None

c. FY 2024-25 Mid-Year Budget Review

Action: Approved the Mid-Year Budget Review and recommended adjustments.

Public Comment Open 7:56PM, Closed 7:56PM

Public Comment # 1: Caitlin Ehorn

Moved/Seconded: Councilmember Hansen and Councilmembers Busby

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

No: None

Absent: None

d. Council Chambers Use and Fee Policy

Action: Council directed staff to revise Option #1 to allow for use during regular business hours and to identify groups permitted to use the Chambers outside of the City of Willows operating hours. Staff will present the amended Option #1 to Council for approval at a later date.

10. COMMENTS & REPORTS

a. Council Correspondence

b. City Council Comments & Reports

Councilmember Pride provided an update on the activities of the Glenn County Waste Management Regional Agency, Glenn County Sheriff's Office, and Code Enforcement.

Councilmember Busby provided an update on the activities of the Library Board.

Councilmember Hansen provided an update on activities of the Lamb Derby Committee and the

Glenn Groundwater Authority.

Vice Mayor Thomas provided an update on the activities of the Lamb Derby Committee and LAFCO.

Mayor Hutson provided an update on the activities of the Lamb Derby Committee and Calwater.

c. City Manager's Report

City Manager Marti Brown provided information regarding upcoming events:

- National Public Works Week is May 18-24, 2025.
- Open House at the Corporation Yard on Thursday May 22, 2025 from 11am-1pm with food and drinks provided.
- City of Willows will be hosting the Rotary Club meeting at the Open House Event.
- Community Clean Up Day is Saturday June 7th, 2025.

8. CLOSED SESSION – 8:37PM

a. Employee Negotiations - Conference with Labor Negotiators (§54957.6)

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

Report Out: Direction given to staff.

b. Conference with Legal Counsel - Anticipated Litigation (§54956.9(b))

Significant exposure to litigation pursuant to § 54956.9(b): (1 case)

Report Out: Direction given to staff.

c. Public Employee Performance Evaluation (§ 54957)

Title: Library Director

Report Out: Direction given to staff.

9. ADJOURNMENT – 9:57 PM

Karleen Price, City Clerk



Date: May 27, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Sale of City-Owned Property - Title and Appraisal Reports

Recommendation:

Authorize City Manager to execute contracts for Title and Appraisal Services for Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006, to Timios Title and North State Appraisals, the lowest responsive bidders, as well as solicit real estate services to sell the aforementioned city-owned properties at the most competitive commission rates.

Rationale for Recommendation:

On March 25, 2025, the City Council authorized the City Manager to prepare three city-owned properties for public sale. Since then, staff have gathered the following bids for property appraisals and title searches for the city-owned properties and now seek budget authority to execute contracts and move forward with the sale of the properties.

Background:

On March 25, 2025, the City Council authorized the City Manager to sell city-owned properties, Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006 in accordance with State law and best municipal practices. The following recommendations are based on the Council's approval.

Discussion & Analysis:

To support the sale of city-owned properties (APNs 002-101-009, 005-101-006, and 003-113-006), title search and appraisal services are needed to verify ownership and determine current market value. In accordance with the City's procurement policies, bids were solicited for appraisal and title services. The lowest responsive bidders have been identified as follows:

Title Services:

City staff solicited bids for "Condition of Title Reports" and requests for bids were sent to four title companies: Timios Title, Old Republic Title Company, Mid Valley Title Company, and Fidelity National Title. Of those, only two companies submitted bids:

- Timios Title: \$400 per property (Total: \$1,200)
- Old Republic Title Company: \$500, \$600, and \$800 for the three properties (Total: \$1,900)

The lowest responsive bidder was identified as Timios Title, with a total cost of \$1,200 for all three properties.

Appraisal Services:

To determine the fair market value of the city-owned parcels, staff solicited appraisal bids from the following firms:

- North State Appraisals: \$500, \$500, and \$400 (Total: \$1,400)
- Malignaggi Appraisals: \$750, \$750, and \$700 (Total: \$2,200)
- Evans Appraisals: \$2,500 per property (Total: \$7,500)

The lowest responsive bidder was identified as North State Appraisals, with a total cost of \$1,400 for all three properties.

Realtor/Broker Services:

As realtors typically receive a commission after the sale of the property (along with the buyer's agent), no budget authority is requested. The commission is typically split between the listing agent (who represents the seller) and the buyer's agent. Staff recommend soliciting realtor bids to seek the lowest competitive commission rates once the property appraisals and title searches are complete.

Required State Reporting:

In 2019, Governor Newsom passed legislation requiring cities and counties to inventory and report surplus and excess local public lands to include in a statewide inventory (AB 1255, Robert Rivas, 2019). There are exceptions to the reporting requirements, which the City Attorney is currently researching. While additional research regarding reporting requirements is concluded, it is recommended that staff move forward with appraisals and title searches of the properties, concurrently. Once reporting requirements and the next steps are identified, staff will ensure compliance, incorporate any required documentation, and return to Council for any additional/final approvals as necessary.

Consistency with Council Priorities and Goals:

The staff recommendation advances Council Priority #1: Financial Stability by preparing surplus properties for sale and generating future revenue.

Fiscal Impact:

The total estimated cost for both Title and Appraisal services will not exceed \$3,000. The General Fund will be used to fund these efforts.



Date: May 27, 2025
To: Honorable Mayor and City Council
From: Marti Brown, City Manager
Subject: Finance Consultant Contract

Recommendation:

Authorize the City Manager to execute a two-year contract with Andy Heath, the City's Finance Consultant.

Rationale for Recommendation:

The City continues to need the support and financial expertise of Mr. Heath.

Background:

For the past four years, Andy Heath, Finance Consultant, has helped the city organize and stabilize its finances, as well as determine its available revenues in all Funds. As part of stabilizing the City's Finance Department, an Accounting Manager, Joanne Moore, was hired in November 2023 with the intention of promoting her to Finance Director soon thereafter. As part of the FY 2024-25 budget cycle, Joanne was promoted to Finance Director on July 1, 2025. Since then, Joanne has been leading the transition to Tyler Technologies (from other city software), training the Finance and HR Specialist, preparing the city budget, and taking over and learning a variety of other finance duties unique to city government.

Discussion & Analysis:

The City's Finance Department is still in transition and stabilizing as it continues to move all of its software programs to Tyler Technologies. In addition, staff anticipate adding another Tyler module in FY 2025-26 to its system (e.g., Utilities). In addition to learning the nuances of local government finance and reporting, the Finance Director is also learning to use the City's finance forecasting model, to complete various government reporting (e.g., Annual Streets Report, GASB 68, GASB 75), and preparing for the Annual Audit. As a result, the City continues to need Mr. Heath's expertise in the Finance Department, as well as his high-level public-sector finance knowledge and skill especially to build the annual budget and for audit prep (before the Auditor's visit City Hall to conduct the annual audit).

Over the next two years, management's plan is to slowly reduce and eventually eliminate the use of Mr. Heath's financial services. To that end and as part of the FY 2025-26 budget process, staff will recommend hiring a third finance employee in the fourth quarter of FY 2025-26. The new position

would be responsible for sewage billing (that the City is planning to bring back in house) and several routine tasks that the Finance Director is currently responsible for. Meanwhile, the Finance Director will continue to be responsible for the budget, mid-year budget, and preparation work for the audit, as well as more complex executive level duties.

In FY 2025-26, staff plan to transition all of the following duties from Mr. Heath to the Finance Director:

- Review, prepare and file annual reports (as necessary).
- Complete monthly journal entries and account reconciliations as necessary.
- Review and evaluate City's General Ledger/Accounting System (e.g., validation of balances), recommend and implement improvements as necessary.
- Other financial consulting needs as requested by the Finance Director and/or City Manager.

In Fiscal Year 2026-27, staff plan to transition the following:

- Preparation of the Annual Audit.
- Other financial consulting needs as requested by the Finance Director and/or City Manager.

Staff anticipate completing the transition of the aforementioned tasks and duties from Mr. Heath to the City's Finance Department by June 30, 2027.

Consistency with Council Priorities and Goals:

The proposed contract extension is consistent with Priority #1: Financial Stability, Goal 5: Optimize in-house staffing to improve financial efficiency.

Fiscal Impact:

Staff recommend budgeting \$40,000 in FY 2025-26 and anticipates \$25,000 in FY 2026-27.

In Fiscal Year 2023-24, the City spent approximately \$77,000 on Mr. Heath's contract. In FY 2024-25 and as of May 12, 2025, the city expended \$34,640. By June 30, it is anticipated that the City will spend approximately \$42,000 on Mr. Heath's Contract.



Date: May 27, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Assistant Library Director Job Classification & Salary Schedule

Recommendation:

Approve the attached Assistant Library Director job classification and salary schedule in anticipation of recruiting for the new position in Fiscal Year 2025-26.

Rationale for Recommendation:

Library staff and operations need oversight, especially when the library is open, by a full-time onsite manager and the Library Director is a part-time contractor who is typically onsite two days per week.

Background:

For several years, the Willows library has operated with only one part-time contract manager, the Library Director, who is onsite at the library an average of two days per week. There are no other management level staff in the library leaving non-management full- and part-time employees unsupervised the rest of the week when the library is open.

Discussion & Analysis:

It is strongly recommended that the City employ a full-time, permanent manager (e.g., Assistant Library Director) who will manage the library operations and staff onsite when the Library Director is not physically present at the library. Currently, the Library Director is present at the Willows Library two days per week, mostly on Tuesdays and Thursdays. Occasionally, she is also at the library on Fridays.

The Assistant Library Director classification would be a new position to the City of Willows and it would replace the current full-time Library Technician position. Many of the library technician duties have been included in the Assistant Library Director position along with management and supervision of non-management staff.

Consistency with Council Priorities and Goals:

The recommended job classification is consistent with Priority #1: Financial Stability, Goal 5: Optimize in-house staffing to improve financial efficiency.

Fiscal Impact:

There is no fiscal impact by adopting the proposed job classification and salary schedule.

If the Council approves the classification and salary schedule and directs staff to recruit for the new position (during the budget process), the fiscal impact will be neutral or break even, because the budget proposal will also include eliminating the full-time Library Technician position and the Council already approved reducing the Children's Librarian position from full-time (in FY 2024-25) to part-time (in FY 2025-26). Both positions bring sufficient cost savings to offset the cost of the increased salary of the Assistant Library Director position.

Attachments:

- Attachment 1: Assistant Library Director Job Classification
- Attachment 2: Salary Schedule

CITY OF WILLOWS
ASSISTANT LIBRARY DIRECTOR

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

DEFINITION:

The Assistant Library Director is responsible for all library operations in the absence of the Library Director, including supervision of non-management employees, and providing administrative and operational support to the Library Director as directed and as needed.

DISTINGUISHING CHARACTERISTICS:

The Assistant Library Director is an experienced mid-level library manager, fully competent to perform a wide range of administrative and operational duties including supervise and manage non-management library employees; assist with curriculum development of library programs, as well as execution of and support to all library programs as directed; execute circulation, public contact and library service duties; provide technical library support services such as cataloging and collection maintenance; and respond to technical reference or advisory service questions. Incumbents should be able to exercise independent judgment in the application of library policies and performance of patron services.

SUPERVISION RECEIVED/EXERCISED:

Receive supervision and direction from the Library Director.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervise and manage non-management library employees.
- Assist with curriculum development of library programs.
- Provide support and the execution of library programs.
- Execute circulation and library service duties.
- Provide technical library support services such as cataloging and collection maintenance.
- Respond to technical reference and/or advisory service questions.
- Exercise independent judgement in applying library policies and performance of patron services.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office

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

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: An associate's degree or certificate from an accredited college in Library Technology, Library Technician or library related studies and/or completed college level course work in library related studies and/or a minimum of three years of increasingly responsible experience performing administrative and supervisory duties in a library.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

- Computer programs and applications.
- Current and emerging standards, rules and best practices in cataloging, public libraries, library organizations and resources.
- Current best practices in library policies, administration and operations.
- Cataloging and collection maintenance.

Ability to:

- Manage non-management full- and part-time library employees.
- Work after regular business hours as needed (e.g., evenings, weekends).
- Execute library services and cataloging duties.
- Exercise independent judgement in applying library policies and performance of

- patron services.
- Supervise the preparation of materials to add to the library collection, including:
 - Catalog, classify and re-classify all materials added to the collection.
 - Search library software database and input City of Willows Library holdings in MARC format for the creation of the library's database and for adding Willows holdings to the California Statewide Database of library collections.
 - Evaluate and withdraw obsolete materials from the database; recommend replacement copies of worn/damaged materials.
 - Evaluate gift books for addition to the collection or for donation to the Friends of the Willows Library for book sales.
 - Maintain an inventory of office and book processing supplies; order new items and replacements as needed.
 - Maintain Records: maintain monthly and annual reports of cataloging statistics.
 - Read book reviews, journals, etc. and purchase recommendations for the library collection.
 - Manage Daily Mail Delivery: Open, sort, and distribute mail.
 - Assist with library staff recruitment including, interviews and selection process.
 - Coordinate training of new staff members, as well as supervise and train library volunteers.
 - Perform general circulation desk duties as a substitute for other library staff members.

Skill to:

- Operate a computer and library software.
- Manage and train employees and volunteers.
- Prepare grammatically correct correspondence and other documents as necessary.
- Provide customer service in person, over the phone and via email.
- Analyze problems and offer solutions.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Assistant Library Director position, and I certify that I can perform these functions.

Applicant Signature

Date

**ASSISTANT LIBRARY DIRECTOR
SALARY SCHEDULE**

9-Step, 2.5% per Step

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Assistant Library Director	\$49,245	\$50,476	\$51,738	\$53,031	\$54,357	\$55,715	\$57,109	\$58,537	\$60,000



Date: May 27, 2025

To: Honorable Mayor and Councilmembers

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

Subject: HOME Long Term Monitoring Guidelines

Recommendation:

Adopt the HOME Long-Term Monitoring Guidelines and authorize the City Manager to modify guidelines as needed.

Rationale for Recommendation:

The adoption of the HOME Long-Term Monitoring Guidelines is necessary to address a finding identified in a Management Decision Letter issued by the California Department of Housing and Community Development (HCD) on January 17, 2025. Adoption of formal monitoring procedures is required to resolve this finding and maintain compliance with program requirements.

Background:

The City of Willows administers HOME funds to support affordable housing initiatives. As part of its obligations under the HOME program, the City must ensure ongoing compliance with HCD requirements, including monitoring owner occupancy, verifying insurance and tax compliance, and maintaining accurate reporting records. Recent audits have identified deficiencies in the City's existing monitoring procedures, necessitating the development of a comprehensive compliance framework.

Discussion & Analysis:

The implementation of structured monitoring procedures will strengthen the City's ability to meet its regulatory obligations under the HOME program.

Consistency with Council Priorities and Goals:

This project is consistent with Council Priority #1: Financial Stability.

Fiscal Impact:

There is no fiscal impact.

Attachment:

- Attachment 1: HOME Program Long-Term Monitoring Guidelines



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



City of Willows HOME Program Long-Term Monitoring Policy

Purpose:

To ensure that the City of Willows meets the U.S. Department of Housing and Urban Development (HUD) and California Department of Housing and Community Development (HCD) requirements for long-term monitoring of HOME-assisted rental housing projects.

Monitoring Goals and Objectives

The City's objective is to ensure that HOME-assisted rental housing projects remain compliant with federal and state requirements throughout the affordability period.

Annual Monitoring Activities

For projects with 26 or more total units, the City will conduct annual on-site monitoring visits. Each visit will include:

- Review of 20% of tenant files for income and eligibility documentation.
- Physical inspection of 20% of HOME-assisted units, including common areas, using HCD/HOME physical inspection forms.
- Review of Affirmative Marketing Plans and reports.
- Verification of lease agreements, income certifications, utility allowances, and rent limits.
- Staff will use HOME reporting documents and forms as updated.

Monitoring Steps:

1. Site Visit Notification:

A notification letter will be sent to the project owner/manager at least two weeks before the site visit and will attempt to provide a 30-day notice.

2. On-site Visit and File Review:

- Verify tenant income certifications.
- Confirm rent and utility allowance compliance.
- Inspect units for property standards compliance.

3. Post-Monitoring Summary Letter:

- Document all findings or concerns.
- Specify corrective actions and required timelines (e.g., 30 days for routine findings, 48 hours for health and safety issues).

4. Clearance Letter:

- Issued once all corrective actions are completed and documented.

Record-Keeping Requirements:

The City will retain:

- Site visit notification letters.
- Completed monitoring checklists.
- Summary letters and clearance letters.
- Tenant file review checklists and inspection forms.

Compliance Focus Areas:

- Tenant income eligibility and annual recertifications.
- Rent and utility allowances in line with HUD guidelines.
- Compliance with Affirmative Marketing and Fair Housing laws.
- Maintenance of minimum property standards.

Corrective Action Process:

- **Findings:** Deficiencies in statutory or regulatory compliance.

- **Concerns:** Areas of potential noncompliance.

Findings will require corrective actions within specified timeframes, and technical assistance will be provided as necessary.

Project Schedule

Goal:

To implement a structured system for timely completion of HOME Program Long Term Monitoring Schedule.

Report/Task	Due Date	Responsible Party
Letter to Project	February 15	City Monitoring Staff
Annual Monitoring Report (Questionnaire)	March 1	City Monitoring Staff
Annual Project Compliance Report (Owner-completed)	March 1	Owner / City Staff Review
Utility Allowance Schedule (HUD-52667 or equivalent)	March 1	City Monitoring Staff
Monitoring Summary Letter to Owner/Agent	March 20, 2025	City Monitoring Staff
Clearance Letter (if applicable)	Upon issue resolution	City Monitoring Staff
Affirmative Marketing Analysis Report (Owner-completed)	March 1	Owner / City Staff Review
Physical Condition Report	March 15	City Monitoring Staff
Submission of all required reports to HCD	April 30	City Monitoring Staff

This plan aligns with HCD's monitoring and reporting requirements outlined in the findings letter and ensures structured follow-through to cure the monitoring deficiencies.

CITY OF WILLOWS

LOAN SERVICING POLICIES AND PROCEDURES

The City of Willows, hereafter called “Lender” has adopted these policies and procedures in order to preserve its financial interest in properties, who’s “Borrowers” have been assisted with public funds. The Lender will to the greatest extent possible follow these policies and procedures but each loan will be evaluated and handled on a case-by-case basis. The Lender has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the follow areas: 1) making required monthly payments or voluntary payments on a loan’s principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan; 8) Loan Payoffs; 9) Reconveyance

1. Loan Repayments:

Lender will collect monthly payments from those Borrowers who are obligated to do so, (or Lender will use a loan collection Company to collect payments). Late fees will be charged for payments received after the assigned monthly date, per the promissory note.

For deferred payment loans; the Lender may accept voluntary payments. All payments will be credited to the loan principal first and then to accrued interest. The borrower may repay the loan balance at any time with no penalty. All loans are subject to a recapture agreement, if applicable, which allows the Lender to obtain any funding that remains should the unit be sold or become out of compliance within the period of affordability as defined in the City of Willows’s homebuyer guidelines.

Owner Occupied Rehabilitation projects may result in a credit to the principal due to funds not being expended on the project. If this occurs a principal reduction will be made to the loan for amounts less than \$1,000. For amount exceeding \$1,000 a loan modification will be prepared and executed with the new loan amount.

Responsible Department: Finance

2. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, Borrowers must maintain property insurance coverage naming the Lender as loss payee in first position or additional insured if the loan is a junior lien. If Borrowers fail to maintain the necessary insurance, the Lender may take out force-placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower's new insurance.

When a property is located in a 100-year flood plain, the Borrowers will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance will be required at close of escrow. The lender will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes, the lender may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan. Impound accounts will be required for all homebuyer assistance loans. For housing rehabilitation loans, the Lender will encourage Borrowers to have impound accounts set up with their first mortgage wherein they pay their taxes and insurance as part of their monthly mortgage payment.

Responsible Department: Finance

3. Required Request for Notice of Default:

When the Program loan is in second position behind an existing or new first mortgage, it is the Lender's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Lender's loan. This document requires any senior lien holder listed in the notice to notify the lender of initiation of a foreclosure action. The Lender will then have time to contact the Borrower and assist them in bringing the first loan current. The Lender can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Lender is in a third position and receives notification of foreclosure from only one senior lien holder, it is in their best interest to contact any other senior lien holders regarding the status of their loans.

Responsible Department: Finance

4. Annual Occupancy Restrictions and Certifications:

Lender will require that Borrowers submit utility bill(s) and/or other documentation annually to prove the home is the primary residency during the term of the loan. Any loan that may have income and housing cost evaluations, which require a household to document that they are not able to make repayments, typically every five years, will not be completed per the note/deed of trust. These loan terms will not be enforced per this policy.

Responsible Department: Finance

5. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Lender in writing of any change. Lender and Borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI), as applicable.

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Lender's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at the current interest rate, provided the heir is at or below 80 percent of the AMI. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. All such changes are subject to the review and approval of the Lender's Loan Committee. All parties must provide the contact information for any probate representative and provide the notice of probate for the records. Failure to move forward with the inheritance/probate process may result in foreclosure.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner occupied to rental, the loan is due and payable, unless the project is CDBG funded and has allowance for low-moderate income rental program. An agreement with the investor will be required ensure the units will remain affordable. Annual

monitoring of the units will be required to ensure compliance. Subject to the approval of the Lender's Loan Committee.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Lender allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

Responsible Department: Finance

6. Requests for Subordinations:

When a Borrower wishes to refinance an existing senior lien, they must request a subordination by the Lender. The Lender will only subordinate their loan when there is no "cash out" as part of the refinance and places the Borrower in a more favorable position. Cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt pay offs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate and the total indebtedness on the property should not exceed the current market value.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the loan committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Lender.

Responsible Department: Finance

7. Process for Loan Foreclosure:

Upon any condition of loan default including but not limited to: 1) non payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; 4) default on senior loans, 5) Permitting unlawful acts upon said property, 6) change in occupancy; the Lender will send out a letter to the Borrower notifying them of the default situation. If the default situation continues, the Lender may start a formal process of foreclosure.

When a senior lien holder starts a foreclosure process and the Lender is notified via a Notice of Default, the Lender, who is the junior lien holder, may cancel the foreclosure proceedings by "reinstating" the senior lien holder. The reinstatement amount or payoff amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges and fees to date. must confer with Borrower to determine if, upon paying the senior

lien holder current, the Borrower can provide future payments. If this is the case then the Lender may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the Lender determines, based on information on the reinstatement amount and status of borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lien holder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Lender does not have sufficient funds to pay the senior lien holder in full, then they may choose to cure the senior lien holder and foreclose on the property themselves. As long as there is sufficient value in the property, the Lender can afford to pay for the foreclosure process and pay off the senior lien holder and retain some or all of their investment.

If the Lender decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about three (3) to six (6) months from the date of recording of the "Notice of Default." If the Lender fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Lender determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the Lender's lien may be eliminated due to insufficient sales proceeds.

Responsible Department: Finance

8. Lender as Senior Lien holder

When the Lender is first position as a senior lien holder, active collection efforts will begin on any loan that payments are 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Lender may consider foreclosure. Lender's staff will consider the following factors before initiating foreclosure:

- 1) Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
- 2) Can the Borrower refinance with a private lender and pay off the Lender?
- 3) Can the Borrower sell the property and pay off the Lender?
- 4) Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)

- 5) Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Lender may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Lender to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Lender should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the Lender of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Lender informed of the progress of the foreclosure proceedings.

When the process is completed, and if the property has "reverted to the beneficiary" at the foreclosure sale, the Lender may sell the home under a homebuyer program. The Lender may contract with a local real estate broker to list and sell the home and use those funds for program income eligible uses.

Responsible Department: Finance

9. Loan Payoffs

Borrower's are eligible to pay-off their loan at any time without penalty. The Lender maintains a master grant accounting worksheet with all calculated principal and interest accrued for each of loans that have been issued. A borrower may contact the Lender at any time to determine their exact lump sum payoff (including principal and interest) at anytime to determine this payment. These lump sum payoffs should be received by the Lender by a hand delivered check at the City Hall. The collection payoff amounts will be designated between program income or recaptured funds depending on the particular situation and funding source which is described in the table below:

HOME Loan Payoff Table:

Assisted Household	Continues to reside in the home	Ceases to reside in the home
During period of affordability	Program Income	Recaptured Funds
After period of affordability	Program Income	Program Income

Based on the table above, funds will be separated between a program income account and recaptured funds account. The Lender will then distribute these funds again based on the current housing program in place. For HOME, the Lender will utilize the program income or recaptured funds first before accessing any open grant contracts, pursuant to HOME regulations. For CDBG, the Lender will adhere to its Reuse Plan which will outline the distribution of these various funding sources.

Responsible Department: Finance

10. Reconveyance

Once the loan has been paid in full, the Lender's process for reconveyance of the deed of trust will be implemented. The borrower will ensure that all documentation and financial statements have been provided to the lender. Upon review and confirmation of payoff, the Lender will reconvey the deed of trust and will forward it to the borrower. It will be the responsibility of the borrower to ensure the updated deed of trust is submitted to the property title company for county recording.

Responsible Department: Finance



Date: May 27, 2025

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development & Services Director
Karleen Price, City Clerk/Assistant to the City Manager
Marti Brown, City Manager

Subject: Solid Waste Management Parcel Fee

Recommendation:

Adopt a resolution (Attachment 1) extending service charges imposed on improved real property within the incorporated area of the City of Willows for the use of and/or ability to use the Glenn County Solid Waste System during Fiscal Year 2025-26.

Rationale for Recommendation:

State law requires adopting an annual fee structure for the next fiscal year.

Background:

Residential, commercial, and industrial parcels in the City of Willows are charged a fee for disposal of solid waste at the Glenn County Disposal site. The County of Glenn collects a fee from all properties within the City of Willows, for the operation and maintenance of the solid waste facility per an agreement with the City dated March 17, 1998 (Attachment 2).

Sections 5470-5473 of the California Health and Safety Code provide for the Board of Supervisors of any County to establish a schedule of fees to be imposed for the operation and maintenance of county waste disposal sites. Section 5471 also provides that prior to imposing this fee, the Board of Supervisors shall obtain the consent of the legislative bodies of the cities.

Discussion & Analysis:

For FY 2025-26, the parcel fee is proposed to remain \$42.74 per unit reflecting no fee increase from the previous year.

Fiscal Impact:

There is no fiscal impact.

Attachments:

- Attachment 1: Resolution XX-2025
- Attachment 2: Solid Waste Agreement



**City of Willows
Resolution XX-2025**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2025/2026 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM

WHEREAS, California Health and Safety Code Section 5471 authorizes the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation; and

WHEREAS, California Health and Safety Code Section 5471 dictates that revenues derived from the collection of charges for services shall be used only for the acquisition, construction, reconstruction, maintenance, operation of those water, sewer, and/or sanitation systems; and

WHEREAS, California Health and Safety Code Section 5473 provides for said fees to be collected on the tax roll; and

WHEREAS, the Glenn County Board of Supervisors has determined that it is in the best interest of the residents, businesses, and property owners in the County to have the ability to use the Glenn County Solid Waste System; and

WHEREAS, the Willows City Council, as a member of the Glenn County Waste Management Agency, supports the operation of the Glenn County Solid Waste System; and

WHEREAS, the City of Willows does not have a City solid waste disposal site;

NOW THEREFORE, BE IT RESOLVED that the Willows City Council does hereby consent to the extension of an annual fee of \$42.74 to be imposed upon each dwelling unit and commercial/industrial establishment located on the real improved property within the incorporated areas of the City for the purpose of using or having the ability to use the Glenn County Solid Waste Disposal System.

PASSED AND ADOPTED by the City Council of the City of Willows this 27th day of May, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Evan Hutson, Mayor

ATTESTED:

Karleen Price, City Clerk

COUNTY CONTRACT

1174

COUNTY OF GLENN, a political
subdivision of the State of California,

First Party,

CITY OF WILLOWS, a municipal
corporation,

Second Party,

-and-

CITY OF ORLAND, a municipal
corporation,

Third Party.

JOINT EXERCISE OF
POWERS AGREEMENT
(Solid Waste Disposal and AB 939)

AN AGREEMENT made and entered into this 17th day of March, 1998 by and between COUNTY OF GLENN, a political subdivision of the State of California, hereinafter referred to as "COUNTY", as First Party; CITY OF WILLOWS, a municipal corporation, hereinafter referred to as "WILLOWS", as Second Party, and CITY OF ORLAND, a municipal corporation, hereinafter referred to as "ORLAND", as Third Party.

RECITALS:

AS A BASIS AND PREMISE for this Agreement, it is understood and acknowledged by the parties as follows:

1. **Solid Waste Disposal Cooperation.** WHEREAS, in order to reduce the hazards of air pollution and water pollution in the County of Glenn and in order to comply with air pollution and water quality standards of various federal and state regulatory bureaus and agencies, the County of Glenn and the cities of Willows and Orland wish to cooperate in the establishment, maintenance, and operation of a solid waste disposal site and plan for the use and benefit of all residents and property owners of the County and the two cities; and

2. **Solid Waste Disposal Site.** WHEREAS, the County leases and operates, under appropriate ordinances, laws, rules, and regulations, a solid waste disposal site near County Road 33 (approximately 4 miles due west of Artois) for the disposal of solid wastes

generated within the unincorporated areas of the County and within the incorporated limits of Willows and Orland; with said solid waste disposal site being named the "Glenn County Landfill Site"; being permitted and identified by the California Integrated Waste Management Board (CIWMB) by the Solid Waste Information System (SWIS) Number 11-AA-0001; and

3. *Solid Waste Fee for Disposal and AB 939.* WHEREAS, in order to :

(A) reimburse the County for the cost of acquisition, operation, and maintenance of the disposal site; and

(B) ensure sufficient funds for implementing the responsibilities of the County and cities pursuant to the California Integrated Waste Management Act (AB 939);

a fee shall be levied annually by the County, with the consent of each of the two cities, on properties located within the unincorporated areas of the County and within the incorporated limits of Willows and Orland; and

4. *Authorization to Form a Regional Agency.* WHEREAS, state legislation [California Public Resources Code (PRC), Section 40970 through 40975] allows cities and counties to form a REGIONAL AGENCY to implement PRC Division 30, Part 2 (Integrated Waste Management Plans), in order to reduce the cost of reporting and tracking disposal and diversion programs by individual cities and counties and to increase the diversion of solid waste from disposal facilities; and

5. *Purposes of the Regional Agency.* WHEREAS, the County, Willows, and Orland wish to establish a REGIONAL AGENCY for purposes of combining disposal and diversion quantities for determining compliance with AB 939 to allow for the efficient operation of diversion programs on a region-wide basis; to assume the responsibilities of the County and the cities for implementation of the multi-jurisdictional Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), and the Nondisposal Facility Element (NDFE) adopted by the County and the cities and any additional related elements or plans that may be required by state law including the Countywide Siting Element (SE) and the Summary Plan (SP); to revise, as necessary, any existing elements; to prepare any new subsequent elements; to serve as the single agency responsible for the *local approval and public review process* of these elements; to prepare the

annual reports for the reporting of progress toward AB 939 diversion goals; and to serve as the agency responsible for compiling the disposal information from haulers and facility operators for compliance with PRC Sections 41780 and 41821.5; and

6. *Responsibility for Any Civil Penalties.* WHEREAS, the County and the cities wish to assign responsibility for any civil penalties incurred pursuant to AB 939 to the REGIONAL AGENCY.

7. *Authorization of the Regional Agency to Act on behalf of the Member Jurisdictions with Respect to AB 939.* WHEREAS, the County and the cities wish to authorize the REGIONAL AGENCY to assume the responsibility for preparing, revising, reviewing, and locally approving AB 939 planning elements.

NOW, THEREFORE, IN CONSIDERATION of the mutual promises of the parties, it is AGREED as follows:

1. *Precedence of Agreement.* Except as otherwise provided herein, this agreement shall take precedence over and supersede any other such agreement between the parties dealing with solid waste management.

2. *Establishment of solid waste disposal fee.* On or before April 1st of each year, the County Department of Public Works (Department) will make a determination of the amount of funds required to fund the solid waste disposal program for the following fiscal year.

(A) The Department will make an estimate of revenues available from gate receipts and other sources (e.g. state grants, sale of salvage materials, etc.) to offset the funds required. The additional funds needed will be obtained through the imposition of solid Waste disposal fees; and

(B) The Department will obtain from the County Assessor's Office a listing of the number and type of parcels eligible for imposition of solid waste fees; and

(C) The Department will apportion the total tonnage received at the Glenn County Landfill Site between residential and non-residential sources and establish solid waste fees for residential and non-residential categories; and

(D) The Department will forward to the REGIONAL AGENCY the recommended solid Waste disposal fees. Prior to May 1st of each year, the REGIONAL AGENCY will review and adopt the solid waste fee schedule and recommend its adoption by the County Board of Supervisors with the consent of each City's City Council pursuant to the authority granted in California Government Code (GC) Sections 25830 and 25831; and

(E) Prior to June 1st of each year, each City Council shall, by resolution, consent to the levying of the solid waste fees by the County within the incorporated limits of each City; and

(F) On or before July 1st of each year, the County Board of Supervisors, by resolution or ordinance, adopt and levy the solid waste fees within the incorporated and unincorporated areas of the County. A list of the parcel designations with the solid Waste disposal fees to be imposed upon each parcel shall accompany the ordinance or resolution. The fees will be levied and collected by the County Tax Collector as provided in GC Section 25830; and

(G) The County will follow the provisions of GC Section 25830 pertaining to the collection of delinquent fees.

3. *Enterprise Fund.* All moneys, fees, and fees collected under this Agreement shall be deposited in the Enterprise Fund (Fund) established by County under Resolution Number 72-55. The Enterprise Fund shall be used by the County only for the:

(A) planning, acquisition, operation, and maintenance of the Glenn County Landfill Site; and

(B) financing and implementing solid waste management plans and programs pursuant to AB 939, including any waste collection, processing, reclamation and disposal services. The County shall disburse monies from the Fund for AB 939 in conformance with the recommendations of the REGIONAL AGENCY. The County shall provide an annual report to the REGIONAL AGENCY on the disbursements from and use of the Fund.

4. *Conformance with Applicable Rules and Regulations.* The operation and maintenance of the Glenn County Landfill Site, in conformity with all federal and state rules and regulations applicable thereto, shall be the function and responsibility of the County.

5. *Schedule of Fees.* The County shall establish a schedule of fees for the disposal of garbage, refuse, and waste at the disposal site which shall be uniform for all persons who are residents of or property owners within either the County, Willows or Orland. The County shall, upon payment of the appropriate disposal fees, permit any and all residents of and property owners within the County, Willows, or Orland residents, property owners, and all commercial collectors operating under a franchise, license, contract, or permit within the County, Orland, or Willows to dispose of waste at the disposal site providing all applicable regulations are adhered to.

6. *Formation and Description of Regional Agency.* This agreement is also made and entered into for the purpose of forming a REGIONAL AGENCY pursuant to California PRC Sections 40970 through 40975. The REGIONAL AGENCY shall:

- (A) Combine disposal and diversion quantities for determining compliance with AB 939;
- (B) Allow for the efficient operation of diversion programs on a region-wide basis. The REGIONAL AGENCY shall recommend to the County the money to be disbursed from the Fund for AB 939 programs pursuant to implementation of the SRRE, HHWE, NDFE, SE, and SP;
- (C) Assume the responsibilities of the County and the cities for the implementation of the multi-jurisdictional SRRE, HHWE, NDFE, and any other elements or plans required by AB 939;
- (D) Revise existing elements, as necessary; prepare any new subsequent elements; and be responsible for the required *local approval and public review process* for these elements;
- (E) Prepare the annual reports for reporting progress toward AB 939 diversion goals; and
- (F) Assign responsibility for any civil penalties incurred pursuant to AB 939 to the REGIONAL AGENCY; and
- (G) Compile and monitor disposal information from haulers and facility operators for compliance with PRC Sections 41780 and 41821.5.

7. *Name and Address of Regional Agency.* The name and address of the REGIONAL AGENCY are:

Glenn County Waste Management Regional Agency (GCWMRA)
c/o Glenn County Public Works Department
777 North Colusa Street
Willows, California 95988-2298

8. *Members of Regional Agency.* The members of the GCWMRA are: County of Glenn, City of Orland, and the City of Willows.

(A) The members shall establish the GCWMRA Governing Board (Board) comprised of:

- (i) Three members designated by the County Board of Supervisors; and
- (ii) Three (3) members appointed by the Glenn County City Selection Committee.

(B) The Board shall meet initially and develop by-laws, voting procedures, and governance policies, which shall be reviewed and approved by the County Board of Supervisors and each City Council.

(C) The parties hereby agree that this agreement is made and entered into for the mutual benefit of all member jurisdictions and, as such, each party agrees to grant to all other parties to this agreement, and to the residents, property owners, and businesses thereof, reasonable access to any existing or future waste management facilities located within the collective boundaries of the member jurisdictions.

(D) No party to this agreement may exact any tax, fee, surcharge, or other payment from any one or more parties, or the residents, property owners, and businesses thereof, to this agreement, that is not required of all parties or the residents, property owners, and businesses, thereof, unless otherwise mutually agreed to.

(E) The member jurisdictions do not anticipate that the GCWMRA will receive or disburse any monies at the present time. Prior to the receipt or disbursement of any monies by the GCWMRA, this agreement will be modified to :

- (i) provide strict accountability of all monies and a report of all receipts and disbursements, pursuant to GC Section 6505; and

- (ii) designate a chief financial officer from one of the member jurisdictions to be the depository and have custody of all GCWMRA monies and to perform the duties set forth in GC Section 6505.5.

(F) The member jurisdictions do not anticipate the acquisition of any property by the GCWMRA. If necessary, for the acquisition of property, this agreement will be modified to:

- (i) provide for the acquisition, disposition, division, or distribution of such property, pursuant to GC Section 6511; and
- (ii) designate a custodian of such property and to require the custodian to post an official bond determined and fixed by the GCWMRA pursuant to GC Section 6505.1.

9. *Payment of Civil Penalties.* The parties hereby agree that the responsibility for any civil penalties incurred pursuant to AB 939 shall be assigned to the GCWMRA. The parties hereby authorize the GCWMRA to allocate responsibility to the member jurisdictions based upon the population of each jurisdiction for the year in which the civil penalties are incurred. Each member jurisdiction shall be apportioned a share of any applicable civil or criminal penalty, fine, forfeiture, or expenditure in direct proportion to its population. Population determinations shall be based upon the "Official State Population Estimates for California Cities and Counties" published annually by the California Department of Finance, Demographic Research Unit.

10. *Contingency Plan if Regional Agency Is Abolished.* In the event that the GCWMRA agreement is terminated, individual member jurisdictions will assume responsibility for any civil penalties incurred by their jurisdiction. Each member jurisdiction will assume the responsibility for implementing integrated waste management programs as identified in the multi-jurisdictional SRRE, HHWE, NDFE, SE, and SP and preparing and submitting to the CIWMB the required AB 939 annual reports for the jurisdiction.

11. *Duties and Responsibilities of Member Jurisdictions.*

(A) The member jurisdictions will be responsible for participating in the GCWMRA ; assisting the GCWMRA with any subsequent revisions to the SRRE, HHWE, NDFE, and any other related AB 939 planning elements; and reviewing the development of solid Waste disposal fees to fund the solid waste planning and disposal programs; and

(B) In the event any member withdraws from GCWMRA, that member shall become an independent jurisdiction and shall assume full responsibility for the mandates and restrictions imposed by AB 939, including but not limited to, meeting all of the requirements of PRC Division 30, Part 2, Chapter 6, Article 1. This responsibility also includes independently meeting all diversion, disposal, and reporting requirements of Article 1. The members which remain in the GCWMRA will continue to operate as the GCWMRA under the terms and conditions stated herein.

12. *Description of Source Reduction, Recycling, and Composting Programs Implemented by the Regional Agency.* The GCWMRA will be responsible for implementation of the programs selected in the SRRE, HHWE, NDFE, and any other related AB 939 planning elements (including the SE and SP). The multi-jurisdictional SRRE, HHWE, and NDFE (approved by the CIWMB) are incorporated by reference into this agreement. These elements, as a whole, comprise the Glenn County Regional Agency Integrated Waste Management Plan.

13. *Approval by CIWMB.* This agreement shall be subject to review and require the approval by the CIWMB as meeting the requirements of a REGIONAL AGENCY pursuant to PRC 40973 (c).

14. *Amendments.* This agreement may be amended or modified at any time, in a manner consistent with and furtherance of the purposes of this agreement, with the written consent of each member jurisdiction.

15. *Term of Agreement.* This agreement shall remain in full force and effect and shall continue annually for each fiscal year thereafter unless terminated on June 30th of any succeeding year by written notice given on or before April 1st of such year by any one contracting party with the consent of one other contracting party.

DATED: March 17, 1998

COUNTY OF GLENN

By:

Lick Mudd
Chair, Board of Supervisors, County of Glenn

CITY OF WILLOWS

By:

[Signature]
Mayor, City of Willows

CITY OF ORLAND

By:

[Signature]
Mayor, City of Orland

Approved as to form by:

N.Y. Steen
County Counsel, County of Glenn

[Signature]
City Attorney, City of Willows

[Signature]
City Attorney, City of Orland



DISCUSSION & ACTION CALENDAR



Date: May 27, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Masters Gallery Foods – Community Development Block Grant (CDBG), Over The Counter (OTC) Loan

Recommendation:

Adopt Resolution XX-2025 authorizing the City Manager to pursue a CDBG OTC Program Income Only Application to offer a CDBG OTC loan to Masters Gallery Foods once the current Rumiano Cheese CDBG OTC loan has been paid off.

Rationale for Recommendation:

Masters Gallery Foods is purchasing Rumiano Cheese and has a strong interest in re-borrowing the program income funds once Rumiano Cheese pays off the loan and before the purchase of the company and facility is finalized.

Background:

Rumiano Cheese Company was founded in 1919 and has been located in and around Willows since the 1960's. Nearly a decade ago, the company realized that it needed to expand its operation and, at that time, considered leaving the Willows area. Instead, however, Rumiano Cheese Company partnered with the City of Willows to construct a new facility, and in August 2021, the company moved into the new building located at 101 Harvest Drive in South Willows.

As part of the construction and funding of the project, Rumiano Cheese was approved for and received a \$1,857,000 CDBG OTC loan to purchase new equipment and create new jobs. The company started paying back the loan once the facility re-opened for business in 2021. Thus far, the company has paid back \$281,827.50 (including interest) of the loan with an outstanding balance of a little more than \$1,662,937.21.

More recently, Rumiano has decided to sell its facility and operation to Masters Gallery Foods located in Wisconsin. Both companies are in the final stages of executing the sale and transaction, which is anticipated to be complete by the end of May 2025.

Discussion & Analysis:

With the sale of Rumiano Cheese to Masters Gallery Foods nearly complete, Rumiano Cheese will be requesting from the city an exact payoff amount for the CDBG OTC loan before selling the company. Rumiano Cheese intends to pay off the entire remaining CDBG OTC loan in the amount of \$1,662,937.21. As Masters Gallery Foods plans to complete capital projects to improve the Rumiano Cheese facility in the near future, the company has a strong interest in re-borrowing the CDBG OTC Program Income Funds to help fund the capital needs immediately following the purchase.

It's worth noting, CDBG program income funds are revenues generated from activities funded by the CDBG program (e.g., the OTC loan to Rumiano Cheese). Once repaid, CDBG OTC loan funds become CDBG program income funds that are eligible to be granted and/or re-loaned at the discretion of the State's Housing and Community Development Department (HCD) and the City Council.

Should the Council approve re-lending the CDBG program income funds to Masters Gallery Foods, staff would begin the process of submitting a CDBG Program Income Only Application to HCD for approval (as required under State regulations). Initial conversations with HCD suggest the new project would comply with CDBG regulations. That said, the city would still be required to submit a CDBG Program Income Only Application to HCD for final approval. Currently, the timeline for loan approval is approximately six to nine months. Additionally, the City would need to hire a consultant to prepare the comprehensive and complex application package to HCD using the CDBG Program Income funds. The consultant cost would be approximately \$35,000.

As the magnitude of this project could have a tremendous beneficial impact on the City of Willows and there is no other planned use for the program income funds, staff strongly recommends that the Council support the proposal to submit a CDBG OTC Program Income Only Application to HCD to loan to Masters Gallery Foods (once the Rumiano Cheese loan is paid off).

Consistency with Council Priorities and Goals:

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

Fiscal Impact:

Assuming HCD and Council approval of this project, the City would loan Masters Gallery Foods approximately \$1.7 million. This assumes Council approval of the ADA City Hall Door Project using these Program Income funds in the amount of \$188,000 and \$35,000 to prepare the HCD CDBG grant application. The City would need to hire a consultant to prepare the application package.

Attachment:

- Attachment 1: Resolution XX-2025



**City of Willows
Resolution XX-2025**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER TO PURSUE A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OVER THE COUNTER (OTC) PROGRAM INCOME ONLY LOAN APPLICATION TO OFFER A CDBG OTC LOAN TO MASTERS GALLERY FOODS ONCE THE CURRENT RUMIANO CHEESE CDBG OTC LOAN HAS BEEN PAID OFF

WHEREAS, the City of Willows previously partnered with Rumiano Cheese Company to construct a new facility at 101 Harvest Drive, South Willows, with the assistance of a \$1,857,000 Community Development Block Grant (CDBG) Over-the-Counter (OTC) loan to support expansion and job creation; and

WHEREAS, Rumiano Cheese Company has paid back approximately \$281,827.50 of the loan and intends to pay off the remaining \$1,662,937.21 balance upon the pending sale of the company to Masters Gallery Foods; and

WHEREAS, once repaid, the revenue will become CDBG Program Income Funds, which may be reloaned by the State's Housing & Community Development Department (HCD) and the City provided that the new project is approved by HCD and complies with CDBG regulations; and

WHEREAS, Masters Gallery Foods has expressed strong interest in borrowing the CDBG Program Income Funds to support capital improvements and expansion at the facility following the acquisition of Rumiano Cheese Company; and

WHEREAS, CDBG program income funds are revenues generated from activities funded by the CDBG program (e.g., the OTC loan to Rumiano Cheese); and

WHEREAS, once repaid, CDBG OTC loan funds become CDBG program income funds that are eligible to be granted and/or re-loaned at the discretion of the State's Housing and Community Development Department (HCD) and the City Council; and

WHEREAS, should Council approve this project, the city would prepare and submit a CDBG Program Income Only Application to HCD for final approval for the Masters Gallery Food project; and

WHEREAS, the proposed reloan is consistent with the City Council's Priority #2: Economic Development, and will promote continued local employment and economic stability in the City of Willows; and

WHEREAS, no other current use is planned for the CDBG Program Income Funds, and the proposed project would have a significant positive impact on the community.

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

1. The City Council hereby authorizes the City Manager to pursue approval from HCD for a CDBG Over-the-Counter Program Income Only Loan Application for Masters Gallery Foods project, contingent upon Rumiano Cheese Company's full repayment of the existing loan.
2. Should HCD approve the application, Masters Gallery Foods shall be subject to all applicable CDBG rules, regulations, and requirements.
3. The City Manager is further authorized to take all actions necessary to carry out the intent of this resolution, including hiring a consultant to prepare the HCD application in an amount not to exceed \$35,000 of Program Income Funds, submit the application to HCD for consideration and approval, and coordinate with HCD and legal counsel, as necessary.

PASSED AND ADOPTED by the City Council of the City of Willows this 27th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



Date: May 27, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Temporary Moratorium on Future Applications for Mobile Food Trucks

Recommendation:

Introduce the first reading, by title only, of an ordinance entitled "AN ORDINANCE OF THE WILLOWS CITY COUNCIL AUTHORIZING A TEMPORARY MORATORIUM ON NEW MOBILE FOOD TRUCK APPLICATIONS IN THE CITY OF WILLOWS" and waive the full reading of the ordinance (Attachment 1). Direct staff to proceed with scheduling the ordinance for a second reading and adoption.

Rationale for Recommendation:

On February 25, 2025, Councilmember Pride requested placing an item on a future Council agenda to consider placing a moratorium on any new mobile food trucks. The purpose of the moratorium is to allow time to update the Willows Municipal Code (WMC) to more clearly define mobile food trucks and identify the appropriate zoning districts in which they may operate.

Background:

On May 6, 2025, the Planning Commission held a public hearing and approved a resolution recommending the City Council modify and approve the proposed ordinance. The modification to the ordinance included adding the language "or until the adoption of the revised Chapter 18 of the WMC, whichever occurs first" (Attachment 2). This motion passed 3-1 with one Planning Commissioner recusing herself.

Mobile food trucks have been permitted to operate with a Conditional Use Permit (CUP) in the Central Commercial District and the General Commercial District. The Central Commercial District section of the WMC is the only section that includes language regarding outside sales and transient or mobile business operations, but they have been permitted in General Commercial Districts as well. The City of Willows currently has three mobile food trucks operating within the Central Commercial District.

Discussion & Analysis:

The terms "outside sales" and "transient/mobile" used in the WMC are ambiguous and can be interpreted in a variety of ways in which a mobile food truck is, in fact mobile, but it typically operates from a single fixed location.

The California Health and Safety Code 113831 has the following definitions:

113831. (a) “Mobile food facility” means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. “Mobile food facility” does not include a “transporter” used to transport packaged food from a food facility, or other approved source to the consumer.

(b) “Single operating site mobile food facilities” means at least one, but not more than four, unenclosed mobile food facilities, and their auxiliary units, that operate adjacent to each other at a single location.

(c) “Compact mobile food operation” means a mobile food facility that operates from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance.

As the State code and the City’s Municipal Code suggest, there are a variety of nuances to the definition of a “mobile food truck.” The final update of the City’s Municipal Code (e.g., 2026) will go a long way to clarifying the definition, uses, locations and hours of operation of future mobile food trucks in the city.

Consistency with Council Priorities and Goals:

This action aligns with the Council’s priority #2 Economic Development, Goal 3: Complete a code update to promote business opportunities.

Fiscal Impact:

There is no fiscal impact.

Attachments:

- Attachment 1: Ordinance
- Attachment 2: Redlined Ordinance
- Attachment 3: Planning Commission Resolution



**City of Willows
Ordinance XXX-2025**

**AN ORDINANCE OF THE WILLOWS CITY COUNCIL AUTHORIZING A TEMPORARY
MORATORIUM ON NEW MOBILE FOOD TRUCK APPLICATIONS IN THE CITY OF WILLOWS**

WHEREAS, the City Council of the City of Willows intends to impose a temporary moratorium on new applications for mobile food trucks to allow the City to study the impacts of such businesses and to formulate appropriate zoning requirements; and

WHEREAS, the City Council has reviewed the recommendations of the Planning Commission following a public hearing held on May 6, 2025, and the Planning Commission has recommended the adoption of this moratorium; and

WHEREAS, the City Council of the City of Willows has held a public hearing on this ordinance, and after due consideration, finds that the imposition of a moratorium is in the best interest of public health, safety, and welfare; and

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

SECTION 1. FINDINGS

The City Council finds and determines as follows:

1. Mobile food trucks are a growing industry within the City of Willows, and their operations are not currently regulated in a manner that adequately addresses the health, safety, traffic, and aesthetic concerns of the community.
2. A temporary moratorium is necessary to allow the City to conduct a thorough study of the impacts of mobile food trucks and to develop appropriate zoning regulations that address these issues.
3. The imposition of a temporary moratorium will allow the City time to evaluate these issues without the continued expansion of mobile food truck operations.

SECTION 2. TEMPORARY MORATORIUM

1. A temporary moratorium is hereby imposed on new applications for mobile food trucks in all zoning districts within the City of Willows.
2. No permits, licenses, or entitlements shall be issued for the operation of mobile food trucks within the City of Willows during the effective period of this moratorium, except that existing mobile food trucks currently operating under valid permits may continue operations pending further regulation.

SECTION 3. STUDY AND RECOMMENDATIONS

The City of Willows Planning Department, Planning Commission, and City Council shall update the Willows Municipal Code to clarify definitions and zoning requirements as they relate to mobile food trucks to address public health, safety, traffic, and other concerns, with a goal of completing the update by the conclusion of the 12-month moratorium period or until the adoption of the revised Chapter 18 of the WMC, whichever occurs first.

SECTION 4. SEVERABILITY

If any provision of this ordinance is found to be invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SECTION 5. DURATION

This moratorium shall remain in effect for a period of 12 months or until the adoption of the revised Chapter 18 of the WMC, whichever occurs first, commencing on the effective date of this ordinance, unless extended by the City Council.

SECTION 6. CEQA COMPLIANCE

This ordinance is exempt from the CEQA Guidelines Section 15061(b)(3), which applies when the activity is "not subject to CEQA" because it can be determined with certainty that there is no possibility that the activity may have a significant effect on the environment.

SECTION 7. EFFECTIVE DATE

This ordinance shall take effect 30 days after its adoption, in accordance with California Government Code.

SECTION 8. LEGAL AUTHORITY

This ordinance is adopted pursuant to the zoning authority granted by Government Code Section 65800 et seq.

PASSED AND ADOPTED by the City Council of the City of Willows this XX day of XXXXX 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



**City of Willows
Ordinance XXX-2025**

**AN ORDINANCE OF THE WILLOWS CITY COUNCIL AUTHORIZING A TEMPORARY
MORATORIUM ON NEW MOBILE FOOD TRUCK APPLICATIONS IN THE CITY OF WILLOWS**

WHEREAS, the City Council of the City of Willows intends to impose a temporary moratorium on new applications for mobile food trucks to allow the City to study the impacts of such businesses and to formulate appropriate zoning requirements; and

WHEREAS, the City Council has reviewed the recommendations of the Planning Commission following a public hearing held on May 6, 2025, and the Planning Commission has recommended the adoption of this moratorium; and

WHEREAS, the City Council of the City of Willows has held a public hearing on this ordinance, and after due consideration, finds that the imposition of a moratorium is in the best interest of public health, safety, and welfare; and

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

SECTION 1. FINDINGS

The City Council finds and determines as follows:

1. Mobile food trucks are a growing industry within the City of Willows, and their operations are not currently regulated in a manner that adequately addresses the health, safety, traffic, and aesthetic concerns of the community.
2. A temporary moratorium is necessary to allow the City to conduct a thorough study of the impacts of mobile food trucks and to develop appropriate zoning regulations that address these issues.
3. The imposition of a temporary moratorium will allow the City time to evaluate these issues without the continued expansion of mobile food truck operations.

SECTION 2. TEMPORARY MORATORIUM

1. A temporary moratorium is hereby imposed on new applications for mobile food trucks in all zoning districts within the City of Willows.
2. No permits, licenses, or entitlements shall be issued for the operation of mobile food trucks within the City of Willows during the effective period of this moratorium, except that existing mobile food trucks currently operating under valid permits may continue operations pending further regulation.

SECTION 3. STUDY AND RECOMMENDATIONS

The City of Willows Planning Department, Planning Commission, and City Council shall update the Willows Municipal Code to clarify definitions and zoning requirements as they relate to mobile food trucks to address public health, safety, traffic, and other concerns, with a goal of completing the update by the conclusion of the 12-month moratorium period or until the adoption of the revised Chapter 18 of the WMC, whichever occurs first.

SECTION 4. SEVERABILITY

If any provision of this ordinance is found to be invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SECTION 5. DURATION

This moratorium shall remain in effect for a period of 12 months or until the adoption of the revised Chapter 18 of the WMC, whichever occurs first, commencing on the effective date of this ordinance, unless extended by the City Council.

SECTION 6. CEQA COMPLIANCE

This ordinance is exempt from the CEQA Guidelines Section 15061(b)(3), which applies when the activity is "not subject to CEQA" because it can be determined with certainty that there is no possibility that the activity may have a significant effect on the environment.

SECTION 7. EFFECTIVE DATE

This ordinance shall take effect 30 days after its adoption, in accordance with California Government Code.

SECTION 8. LEGAL AUTHORITY

This ordinance is adopted pursuant to the zoning authority granted by Government Code Section 65800 et seq.

PASSED AND ADOPTED by the City Council of the City of Willows this XX day of XXXXX 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk



**City of Willows
Resolution XX-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THAT
THE CITY COUNCIL ADOPT AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON NEW
APPLICATIONS FOR MOBILE FOOD TRUCKS IN ALL ZONING DISTRICTS**

WHEREAS, mobile food trucks are a growing business model in the City of Willows and have potential impacts on traffic, safety, aesthetics, noise, and existing brick-and-mortar businesses; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on May 6th 2025 in accordance with California Government Code §§ 65853–65857, to consider a temporary 12 month moratorium on new applications for mobile food trucks in all zoning districts within the City; and

WHEREAS, the City of Willows does not currently have comprehensive regulations specifically governing the operation of mobile food trucks, including their definition and the zoning districts where they can operate; and

WHEREAS, the purpose of the moratorium is to provide the City time to study the impacts of mobile food truck operations and to develop appropriate amendments to the Willows Municipal Code regulating such uses; and

WHEREAS, this moratorium shall not affect the continued operation of mobile food trucks currently operating under valid permits within the City of Willows and;

WHEREAS, the Planning Commission has considered public testimony and staff reports, and finds that the temporary moratorium is necessary to preserve the public health, safety, and welfare by providing time to develop regulations that ensure mobile food trucks can operate in an orderly and predictable manner; and

WHEREAS, the Planning Commission further finds that the moratorium is consistent with the City's General Plan, particularly regarding land use, public safety, and community welfare; and

WHEREAS, the ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), as it can be seen with certainty that there is no possibility the moratorium may have a significant effect on the environment.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Willows recommends that the City Council [adopt/modify/reject] the proposed ordinance titled: AN ORDINANCE OF THE WILLOWS CITY COUNCIL AUTHORIZING A TEMPORARY MORATORIUM ON NEW MOBILE FOOD TRUCK APPLICATIONS IN THE CITY OF WILLOWS.

PASSED AND ADOPTED by the Planning Commission of the City of Willows this 6th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Pedro Bobadilla, Chair

ATTESTED:

Karleen Price, City Clerk



Date: May 27, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Community Development Block Grant Program Income Application

Recommendation:

Conduct a Public Hearing for the Application Submission Phase of the Community Development Block Grant (CDBG) Program Income Only Application; and Adopt a Resolution authorizing the Mayor of the City of Willows to execute an agreement, and any amendments thereto, with the State of California for the purpose of this grant.

Rationale for Recommendation:

The City of Willows is eligible to apply for funding through the CDBG Program Income Only Application under the 2024 CDBG Notice of Funding Availability (NOFA). In accordance with CDBG program requirements, a public hearing must be held to solicit public input and ensure transparency regarding the proposed use of program income funds.

Background:

The City of Willows was awarded CDBG CV2 and CV3 funds to support two capital improvement projects: the City Hall ADA Door Upgrade Project and the Jensen Park Pathway Improvement Project. Internal staff turnover and engineering delays contributed to overall deferment of the ADA Door Project. As a result, the City was unable to complete the ADA Door project before March 31, 2025, expenditure deadline for CDBG-CV funds, rendering the project ineligible for further CV2/3 funding.

To ensure the City can still complete the partially complete ADA Door Upgrade Project, staff wish to submit a Program Income (PI) Only Application. This application will enable the city to reallocate available CDBG program income toward the completion of the ADA Door project, consistent with CDBG objectives to improve access for low- and moderate-income residents and individuals with disabilities.

The source of the available CDBG Program Income that the city may apply for is from the paid back loan that was issued to Rumiano Cheese for the development and expansion of its facility in South Willows. In 2018, the City entered into a direct business assistance loan agreement with Rumiano Cheese through CDBG grant #17-CDBG-12031. The loan totaled \$1,857,000 and was issued for

equipment purchases as part of an economic development initiative. Repayment of the loan began in April 2022 structured with a 20-year term.

Discussion & Analysis:

Program income generated through these loan repayments is now available for re-use on eligible CDBG activities. By submitting a Program Income Only Application under the 2024 CDBG NOFA, the City seeks to allocate a portion of these funds to complete the ADA Door Upgrade Project, which remains a city priority for improving public accessibility to the Civic Center.

Consistency with Council Priorities and Goals:

The proposed project is consistent with the following Council Priorities and Goals:

- Priority #3: Public Safety, and
- Priority #5: Infrastructure Improvements.

Fiscal Impact:

Non-General Fund Program Income (CDBG) in the amount of \$188,000 would be used for the project.

Attachments

- Attachment 1 - CDBG Resolution
- Attachment 2 - City of Willows Resolution



Resolution of the Governing Body

RESOLUTION NO. Insert Number

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

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

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$188,000 for the following CDBG activities, pursuant to the 2024 CDBG NOFA:

List activities and amounts

Activity (e.g. <i>Public Services, Infrastructure, etc.</i>)	Dollar Amount Being Requested for the Activity
Public Facilities- ADA Door and Pathway Improvements	\$ 178,000
General Administration	\$ 10,000
	\$
	\$
	\$

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed \$188,000 for the CDBG activities described in Section 1.

SECTION 3:

The **City Council** acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The **City Council** hereby authorizes and directs the City Manager or designee*, to execute and deliver all applications and act on the **City's** behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the Mayor or designee*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement), any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the City Manager or designee*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the **City** of City of Willows held on 5/27/2025 by the following vote:

AYES: Enter # of votes or names

NOES: Enter # of votes or names

ABSENT: Enter # absentees or names

ABSTAIN: Enter # of abstains or names

Evan Hutson, Mayor
City Council

STATE OF CALIFORNIA
City of Willows

I, Karleen Price, **City** Clerk of the **City** of Willows, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 27th day of May, 2025 and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Karleen Price, **City** Clerk of the **City** of Willows, State of California

By: Karleen Price, City Clerk



City of Willows

RESOLUTION No: XX-2025

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

WHEREAS, the City of Willows is eligible to apply for the Housing and Community Development-Program Income Only Community Development Block Grant and has over 51% low/moderate income households within its Census Tract; and

WHEREAS, the City of Willows must hold a public hearing and adopt by Resolution a list of projects that will be applied for, which must include a description of the projects and amounts of each proposed project; and

WHEREAS, the City has undergone a public process to ensure public input into the community's priorities and the project application list;

WHEREAS, the funding from the Community Development Block Grant will provide financing for the City of Willows to complete City Hall ADA upgrades.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Willows, State of California, as follows:

1. The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$188,000 for the following CDBG activities, pursuant to the 2024 CDBG NOFA:

Activity (e.g. Public Services, Infrastructure, etc.)	Dollar Amount Being Requested for the Activity
Public Facilities- ADA Door and Pathway Improvements	\$ 178,000
General Administration	\$ 10,000

2. The City Council hereby approves the use of Program Income in an amount not to exceed \$188,000 for the CDBG activities described in Section 1.
3. The City Council acknowledges compliance with all state and federal public participation requirements in the development of its application(s).
4. The City Council hereby authorizes and directs the City Manager or designee*, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

5. If an application is approved, the Mayor or designee*, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement), any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.
6. If an application is approved, the City Manager or designee*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED by the Willows City Council this 27th day of May, 2025 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, Deputy City Clerk



COMMENTS AND REPORTS



CLOSED SESSION