



Willows City Council Regular Meeting Action Minutes

August 26, 2025
Willows City Hall
Closed Session: 5:00 PM
Regular Session: 6:00 PM

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

City Manager
Marti Brown

City Clerk
Karleen Price

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

1. CALL TO ORDER – 5:07 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

- Continued Items #9a & 10a to a future regularly scheduled Council Meeting.
- Moved Item #10c to be heard immediately following the Consent Calendar.

5. CLOSED SESSION – 5:10 PM

a. Public Employee Performance Evaluation

Title: City Manager

The City Council recessed to closed session at 5:10 PM.

The Council reconvened in open session at 5:46 PM.

Report Out: Evaluation held.

6. INTRODUCTION – NEW CITY LIBRARIAN – 5:46 PM

The regular meeting was reconvened at 6:02PM

7. CEREMONIAL MATTERS

- Proclamation** – Library Card Sign-Up Month - received by Christine Watson, City Librarian.
- Proclamation** – National Suicide Prevention Awareness Month - received by Elise Garrison, Glenn County Behavioral Health.

- c. **Proclamation** – National Recovery Month - received by Bella Bowdrie, Community Outreach Advocate.

8. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comments

Public Comment #1: Lauren Still, Glenn Medical Center

Public Comment #2: Scott Candell, NativeI

Public Comment #3: Jim Yoder, County Supervisor

- a. **Register Approval**

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

- b. **Minutes Approval**

Action: Approved the July 22, 2025 meeting minutes.

- c. **Spyglass Contract**

Action: Authorized the City Manager to execute an agreement with SpyGlass for Technology Expense Management Audits.

- d. **UPDATED: City Mechanic Salary Schedule**

Action: Increased the City Mechanic salary from a top step of \$62,000 to \$75,000 annually as part of the nine-step salary schedule for this position.

Motion to approve the consent calendar Items #8a, 8b, 8c, and 8d.

Moved/Seconded: Councilmember Busby/Councilmember Pride

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

No: None

Absent: None

9. PUBLIC HEARING

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

Action: Continued to a future City Council Meeting.

10. DISCUSSION AND ACTION CALENDAR

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

Action: Continued to a future City Council Meeting.

b. **Joint City Council & Library Board of Trustees Meeting**

Action: Directed staff to coordinate with the Library Board of Trustees to schedule a joint meeting.

c. **Cali Love Willows, LLC. Retail/Dispensary Cannabis Business License, 157 North Butte Street**

Public Comments

Public Comment #1: Steve Sutton, Cali Love Willows, LLC.

Motion to approve a resolution approving a Retail/Dispensary Cannabis Business License for Cali Love Willows, LLC. for the property located at 157 N. Butte Street, Assessor's Parcel Number 002-162-006 within the Central Commercial Zone.

Moved/Seconded: Vice Mayor Thomas/Councilmember Busby

Roll Call Vote

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

No: Councilmember Hansen

Absent: None

Motion Passed: 4-1

d. **General Fund & Apparatus Replacement Reserve Fund & Finance Committee Update**

Action: Approved changes and updates to the General Fund Reserve policy and add the previously Council approved Apparatus Replacement Reserve Fund.

Vice Mayor Thomas provided an update on the Finance and Measure I Committee Meeting of July 14, 2025.

Motion to approve the recommendations as presented.

Moved/Seconded: Vice Mayor Thomas/Councilmember Hansen

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

No: None

Absent: None

e. **Sale of City Owned Properties**

Motion to adopt resolution declaring certain City-owned properties as Exempt Surplus Land, declaring the City's intent to sell said properties (Assessor Parcel Numbers 002-101-009, 002-101-006, and 003-113-006) in accordance with California law, and fixing the time and place for receiving oral or written protests to such sale, with amendments to resolution correcting parcel numbers.

Moved/Seconded: Vice Mayor Thomas/Councilmember Busby
Yes: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride
No: None
Absent: None

11. COMMENTS & REPORTS

a. Council Correspondence

b. City Council Comments & Reports

Vice Mayor Thomas announced his marriage on August 8, 2025. He noted that the Council chamber chairs had been repainted by City Clerk Karleen Price and thanked the Car & Bike Show Committee and Public Works for the successful event at Jensen Park.

Councilmember Hansen congratulated Vice Mayor Thomas on his recent marriage. He then commended the Car & Bike Show Committee and Tony Wagenman for a fantastic event. Hansen also provided updates on the activities of the Glenn County Groundwater Authority, Glenn County Transportation Commission, and the Public Safety Committee.

Councilmember Busby reported that he was unable to attend the Library Board meeting.

Mayor Hutson reported the Library Board meeting was rescheduled to August 28, 2025. He also provided updates on several community matters, including the activities of the Regional Transit Committee, the closure of Glenn Medical Center, and the success of the recent Car & Bike Show. In addition, he requested that staff present a Park Update.

City Manager Marti Brown confirmed that the Park Update presentation is scheduled for September 9, 2025.

Community Development & Services Director Joe Bettencourt provided a brief update on the City Pool budget and timeline, and reported that Little Caesars will open in the Starbucks Plaza, while Jack in the Box is awaiting an encroachment permit from Caltrans.

Mayor Hutson further informed the Council and public about the Gifford and Pickett fires.

c. City Manager's Report

12. ADJOURNMENT – 7:35 PM

Karleen Price, City Clerk