



# Willows City Council Regular Meeting Action Minutes

September 9, 2025  
Willows City Hall  
Regular Session: 6:00 PM

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

City Manager  
Marti Brown

City Clerk  
Karleen Price

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

## 1. CALL TO ORDER – 6:00 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

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

Councilmembers Absent: None

## 4. CHANGES TO THE AGENDA

## 5. CEREMONIAL MATTERS

- a. Proclamation – Patriot Day received by Kevin Triance and Dan Roach.
- b. Proclamation – National POW/MIA Recognition Day received by Kevin Triance and Dan Roach.

## 6. PRESENTATION

- a. Transient Occupancy Tax Audit & Monitoring, 2021 - 2024 – presented by Keri Calloway, HdL

## 7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Register Approval

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

### b. Minutes Approval

Action: Approved the August 26, 2025 meeting minutes.

### c. SB 707 Letter of Opposition - Open Meetings: Meeting and Teleconference Requirements

Action: Approved a letter opposing Senate Bill (SB) 707 – Open Meetings: Meeting and Teleconference Requirements.

**Motion to approve the consent calendar as presented.**

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

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

**No:** None

**Absent:** None

## **8. DISCUSSION AND ACTION CALENDAR**

### **a. Mandatory Refuse and Recycling Collection Ordinance**

Action: Directed staff to provide Prentice Long with City Council's feedback and include as part of the Prentice Long's Municipal Code Update and bring back the item as part of the overall approval of the Update.

### **b. Emergency Medical Services Assessment Study**

Action: Motion to approve a resolution authorizing the City Manager enter into an agreement for an independent Emergency Medical Services assessment study.

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

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

**No:** Councilmember Hansen

**Absent:** None

### **c. Harris & Associates, Municipal Code Update, Title 18 – Revised Scope of Work**

Action: Motion to approve item #8c as presented to adopt Harris & Associates' revised Scope of Work to update Title 18, Zoning, of the City's Municipal Code adding an additional \$21,526.50 to the original approved Scope of Work and cost estimate for a total of \$81,526.50. Motion amended to include using RDBG Funds with remainder coming from the General Fund and adding a June 30, 2026 delivery date.

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

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

**No:** None

**Absent:** None

## **9. COMMENTS & REPORTS**

### **a. Council Correspondence**

Vice Mayor Thomas reported receiving a letter regarding the lack of accessible wheelchair

access mid-block in front of the Glenn County Courthouse.

Mayor Hutson reported receiving a letter from Glenn Medical Center noting that its campus at 1133 W. Sycamore Street is scheduled for closure on October 21, 2025.

**b. City Council Comments & Reports**

Vice Mayor Thomas reported that the Planning Commission recommends creating an Ad-Hoc Committee for the development and oversight of Wayfinding Signs. He suggested limiting the group to a very small membership to ensure a speedy resolution.

Councilmember Pride reported receiving an email from Senator Megan Dahle regarding a survey looking for input on Rural Health Transformation Programs. Pride commented on Proposition 50 and reported on the activities of the LAFCO meeting. Pride indicated that she will be attending the upcoming CalCities and North State Leadership Coalition meetings.

Councilmember Busby Reported on the activities of the August 28, 2025 Library Board Meeting, reporting on new City Librarian, the status of the Library roof and back room, and noting that the Friends of the Library Book sale is scheduled for September 11 and 12. Busby advised the Council that Lisa Kennedy resigned from the Board and thanked her for her service. Busby also made a statement regarding former Councilmember Forrest Sprague.

Councilmember Hansen reported on the activities of the Law Enforcement Services Committee Meeting and the City Librarian Meet & Greet event. Hansen thanked Lisa Kennedy for her service on the Library Board. Hansen noted that he met the new part-time Public Works employee and thanked Public Works for the service they provide to the public.

Mayor Hutson also thanked Lisa Kennedy and City staff.

**c. City Manager's Report**

City Manager Marti Brown gave the floor to Community Development & Services Director Joe Bettencourt. Bettencourt gave an update on the status of the Stop Signs and Street Name Signs. He reported that the quotes are within budget and are looking into flashing Speed Limit Signs and Historical Signs. Bettencourt noted that the Planning Commission gave good direction regarding the Wayfinding Signs and suggested bringing an item to council with options for action.

Councilmember Pride recommended that the Planning Commission receive the final mockups of Wayfinding Signs for review and approval.

**CLOSED SESSION 8:07 PM**

**a. Conference With Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (2 cases)

Report Out: Direction given to staff.

**b. Conference With Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

Report Out: Direction given to staff.

**10. ADJOURNMENT – 8:42 PM**

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Karleen Price, City Clerk