



Willows City Council Regular Meeting Action Minutes

September 8, 2026
Willows City Hall
Closed Session: 5:00 PM
Open Session: 6:00 PM

City Council
Evan Hutson, Mayor
Richard Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
John Lowe, Council Member

City Manager
Marti Brown

City Clerk
Karleen Price

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

1. **CALL TO ORDER – 5:00 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

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

Councilmembers Absent: None

4. **CHANGES TO THE AGENDA**
5. **CLOSED SESSION – 5:05 PM**

Public Comment

Public Comment #1: Marlana Sparkman

- a. **Public Employee Performance Evaluation (§ 54957)**
Title: City Manager
Report Out: Council met; No reportable action
- b. **Conference With Legal Counsel - Initiation of Litigation (54956.9(d)(4)) (one case)**
Report Out: Council met; No reportable action
- c. **Conference with Real Property Negotiators (§ 54956.8)**
Property: 139 North Lassen Street, Willows, CA 95988 / APN #002-101-009-000
Agency Negotiator: Marti Brown
Negotiating Parties: None
Under Negotiation: None
Report Out: Council met; No reportable action

RECONVENE IN OPEN SESSION – 6:00 PM

6. **CEREMONIAL**
 - a. **Proclamation:** Patriot Day - received by Fire Chief Monck
 - b. **Proclamation:** National POW/MIA Recognition Day – received by Carol Lemenager and Tom Kelly

Vice Mayor Thomas left the meeting at 6:06 p.m.

7. PRESENTATION

a. Annual Community Development & Services Presentation

Action: Received the annual Community Services & Development Presentation from Community Services & Development Director, Joe Bettencourt.

b. Park Grant Presentation

Action: Received the Park Grant Presentation from Community Services & Development Director, Joe Bettencourt.

8. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comments

Public Comment #1: LaVonne Hinton

Public Comment #2: Tom Kelly

Public Comment #3: Michelle Knight

Public Comment #4: Maria Ehorn

a. Register Approval

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

b. Minutes Approval

Action: Approved the minutes of the August 25, 2026, City Council Meeting.

c. Social Media Policy

Action: Approved the City of Willows Social Media Policy establishing standards for the use and management of official City social media accounts and employee use of social media in connection with City business.

d. Artificial Intelligence Use Policy

Action: Approved the City of Willows Artificial Intelligence (AI) Use Policy to establish guidelines for the responsible and appropriate use of artificial intelligence tools by City employees.

e. Privacy Policy

Action: Approved the City of Willows Privacy Policy establishing guidelines regarding the collection, use, disclosure, retention, and protection of personal information obtained through City services, websites, official communications, and social media platforms.

f. Federal Excess Personal Property

Action: Adopted Resolution 41-2026 approving continued participation in the Federal Excess Personal Property (FEPP) Program; approve Cooperative Agreement No. 992509 between the California Department of Forestry and Fire Protection (CAL FIRE) and the Willows Fire Department; and authorized Fire Chief Nathan Monck to execute the agreement and related program documents on behalf of the City.

g. **Police Officer - Job Classification & Salary Schedule**

Action: Approved the Police Officer job classification and salary schedule as part of the re-establishment of the Willows Police Department.

h. **Police Sergeant - Job Classification & Salary Schedule**

Action: Approved the Police Sergeant job classification and salary schedule as part of the re-establishment of the Willows Police Department.

i. **Police Administrative Services Technician - Job Classification & Salary Schedule**

Action: Approved the Police Administrative Services Technician classification and salary schedule as part of the re-establishment of the Willows Police Department.

j. **Police Community Service Officer - Job Classification & Salary Schedule**

Action: Approved the Police Community Service Officer job classification and salary schedule as part of the re-establishment of the Willows Police Department.

Motion to approve the consent calendar as presented.

Moved/Seconded: Councilmember Hansen/Councilmember Lowe

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe

No: None

Absent: Vice Mayor Thomas

9. **PUBLIC HEARING**

a. **Chapter 2.65 of the Willows Municipal Code**

Public Hearing Open: 7:34 PM, Closed 7:35 PM

Motion to adopt Ordinance 770-2026 acknowledging the re-establishment of the Willows Police Department and amending Chapter 2.65 of the Willows Municipal Code, by title only and waive the full reading of the text.

Moved/Seconded: Councilmember Pride/Councilmember Hansen

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe

No: None

Absent: Vice Mayor Thomas

10. **DISCUSSION & ACTION CALENDAR**

a. **Library Board of Trustee Appointments**

Motion to appoint Susan Domenighini, Laurel Hill-Ward, and Joyce Welch-Ksander to the Library Board of Trustees for terms ending June 30, 2029.

Moved/Seconded: Councilmember Pride/Councilmember Hansen

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe

No: None

Absent: Vice Mayor Thomas

b. **Willows Mobility, Recreation and Beautification Project**

Motion to adopt Resolution 42-2026 authorizing the City Manager to execute an agreement with REM Construction, Inc. in the amount of \$3,468,154.30 (base bid plus Alternates 1 and 2), with a 15% construction contingency of \$520,223.00, and to execute an agreement for construction management and inspection services, provided the total project cost does not exceed the total project funding of \$4,715,000.00 for the Willows Mobility, Recreation and Beautification Project at Sycamore Park and Community Pool Complex.

Moved/Seconded: Councilmember Hansen/Councilmember Lowe

Yes: Mayor Hutson, Councilmember Hansen, Councilmember Pride, Councilmember Lowe

No: None

Absent: Vice Mayor Thomas

11. **COMMENTS AND REPORTS**

a. **Council Correspondence**

Mayor Hutson reported receiving a PGE Flyer regarding Natural Gas Tips.

b. **City Council Comments & Reports**

Councilmembers reported on various community events and meetings attended.

Councilmember Pride announced the kick-off of the Willows Municipal Code Update Committee meetings and requested an update on the Street Banner Program.

Councilmember Lowe has been meeting with local business owners and will bring forward items for Council consideration.

Mayor Hutson requested that the interview and appointment process for the Planning Commission and the Library Board of Trustees be considered at a future meeting.

c. **City Manager's Report**

City Manager Marti Brown reminded the public about the upcoming Willows Water Fest, on Thursday, September 10, 2026, from 4:00 to 8:00 p.m. at Central Park. The event will feature a free barbecue, live music by Whitewater, a kids' cardboard boat race with trophies, water-themed activities, a Willows Fire Department spray demonstration, a drawing for an energy-efficient washing machine, food and treat vendors, and other family activities. Brown encouraged the community to attend and participate in the celebration. Brown noted that the City's portion of the event was made possible through grant funding provided by Pacific Gas and Electric Company.

12. **ADJOURNMENT – 7:56 PM**

Karleen Price, City Clerk