



Willows City Council Regular Meeting

September 22, 2026
Willows City Hall
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

Agenda

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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.

If you have documents you would like to submit to the Council, please deliver or mail them to the City Clerk at 201 N. Lassen St., Willows, CA 95988, or email cityclerk@cityofwillows.org.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL**
 - a. **Proclamation: Breast Cancer Awareness Month**
 - b. **Proclamation: Fire Prevention Week**
 - c. **Proclamation: Global War on Terrorism/Desert Storm Veterans Appreciation Day**

6. **PRESENTATION**

- a. **Annual Library Presentation**

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

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Council or City Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

- a. **Register Approval**

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

Contact: Joei Harrison, Finance Director, jharrison@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve the minutes of the September 8, 2026, City Council Meeting.

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

c. **Northern California Cities Self Insurance Fund Board of Director Appointments**

Recommended Action: Adopt Resolution XX-2026 approving the appointment of the Finance Director to the Northern California Cities Self Insurance Fund (NCCSIF) Board of Directors to represent the City's insurance interests, and the City Manager as the Alternate.

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

d. **Commercial Sewage Utility Billing**

Recommended Action: Accept California Water Service Company's letter terminating sewer billing services on behalf of the City of Willows and approve the staff recommendation to use the Tyler Utility Module for in-house commercial sewer billing on a quarterly basis.

Contact: Joei Harrison, Finance Director, jharrison@cityofwillows.org

8. **DISCUSSION & ACTION CALENDAR**

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **Cannabis Dispensaries - Hours of Operation**

Recommended Action: Discuss and consider WWCRS Cannabis Dispensary's request to amend the City's ordinance to extend permitted dispensary operating hours from 7:00 p.m. to 9:00 p.m., and provide direction to staff.

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

b. **Interim City Manager Appointment**

Recommended Action: Appoint Joseph Gorton as Interim City Manager effective Thursday, October 15, 2026, and authorize the City Attorney and City Manager to execute a contract in an amount not to exceed \$173,000 annually.

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

c. **Permanent City Manager Recruitment**

Recommended Action: Authorize the City Manager and City Attorney to execute a contract with Bob Murray & Associates executive recruiting firm to recruit for the permanent City Manager position in an amount not to exceed \$30,000.

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

d. **2026 Personnel Rules**

Recommended Action: Consider and adopt the 2026 Personnel Rules or continue the item to the October 13, 2026, Council meeting for further consideration and discussion.

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

e. **2026 Executive and Mid-Management Handbook**

Recommended Action: Consider and adopt the 2026 Executive and Mid-Management Benefits

Summary & Handbook or continue the item to the October 13, 2026, Council meeting for further consideration and discussion.

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

f. **City of Willows Donation Policy**

Recommended Action: Adopt Resolution No. XX-2026 (Attachment 1) approving the City of Willows Donations Policy (Exhibit A) establishing uniform procedures for the acceptance, administration, and recognition of donations made to the City.

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

g. **Community Facilities District to Fund Rebuilding the Police Department**

Recommended Action: Consider pausing efforts to establish a Community Facilities District to fund the re-establishment of the Willows Police Department while the City explores alternative funding options. No staff report.

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

9. COMMENTS & REPORTS

a. **Council Correspondence**

b. **City Council Comments & Reports**

c. **City Manager's Report**

10. ADJOURNMENT

This agenda was posted on September 18, 2026.

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 (530) 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.

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