

MINUTES OF THE CITY OF BIGGS  
REGULAR COUNCIL MEETING  
COUNTY OF BUTTE, STATE OF CALIFORNIA  
Call To Order

February 25, 2008

The regular council meeting was called to order at 6:02 p.m. by Mayor John Busch. Councilors Frith, Arnold and Crawford were present. Staff present: City Administrator Pete Carr, City Attorney Greg Einhorn, City Engineer Dave Swartz, City Engineering Staff Pauline Palmer and Lorie Adams, City Planner Scott Friend, and City Clerk / Finance Director Deanna Carbajal.

**1. COMMUNITY PARTICIPATION:** None

**4. PUBLIC HEARING:**

A. *Staff comments.* Engineering Staff Lorie Adams stated she was asking to approve transfer of \$60,000 Program Income/Economic Development Revolving Loan Funds to open contract 05-STBG-1376 West Side Storm Drainage Project for 10% set aside: sidewalk installation activity.

B. *Open the hearing to the public.*

1. Proponents. None
2. Opponents. None
3. Proponent's rebuttal. None
4. Opponent' rebuttal. None

C. *Close hearing to the public.*

D. *Council discussion.* Vice Mayor Frith asked if the \$60,000 was in addition to the matching funds and Lorie stated it was.

*Resolution 2008-06 Approving The Transfer Of Program Income From The Housing Rehabilitation RLA And The Economic Development RLA To The 05-STBG-1376 Grant For Use Under The Public Works Activity. (Frith/Crawford, MCU)*

**8. DEPARTMENT REPORTS:**

C. *Engineer:*

2. Consider Projects for 2008/2009 CDBG General Allocation Application. Lorie Adams stated the city was able to apply for CDBG funds under the 2008/2009 program year. The city was eligible to request a maximum amount per application of \$1.5 million.

Pauline Palmer gave alternatives the city could apply for. 1. Storm Drain Master Plan Priority #4 – Install storm drain on Seventh Street from E Street to Hamilton Slough. 2. Sewer Master Plan – Replace approximately 10,000 feet of existing sewer line and 100 existing sewer services. 3. Water Master Plan – Replace approximately 7,000 feet of waterline and services. The money could not be used for paving.

Lorie stated there was a critical timeline for this application. The application was due April 3, 2008 so a public hearing would need to be held before that time. Lorie said this should be addressed no later than the second week of March to give enough time to complete the application. Lorie was asking for a special meeting between March 17 and April 3, 2007.

Mayor Busch stated they would hold a special council meeting and Vice Mayor Frith confirmed the application cost was \$3,500.

2. **PRESENTATION:** Lorie Adams introduced Chris Westlake, Deputy Director for the Division of Financial Assistance for the Department of Housing and Community Development. Mr. Westlake presented Mayor Busch with a check for \$600,000 from the HOME Grant award.

Mr. Westlake gave a presentation on housing and how important it was to the economy. He stated his department was working on solutions to get buyers into housing with bond programs.

3. **SPECIAL BUSINESS:**

A. *Consider awarding contract for Waste Water Treatment Plant Plan.* City Administrator stated this item was accomplished at the special meeting on February 22, 2008.

B. *Consider Awarding CDBG PTA Grant Project to Tri-County EDC.* This item was moved to the March 17, 2008 meeting.

C. *Consider Roof Repair Contract Award.* Pete stated the roof needed to be repaired on the building council was meeting in. Pete received four bids and asked for direction from council. Councilor Crawford stated he was familiar with Roger's and Four Seasons Roofing.

Motion/Second to award the roofing contract to Roger's Roofing if the roof was guaranteed for 5 years, otherwise go with Four Season's Roofing. (Busch/Arnold, MCU)

D. *Consider Citizen Notification Technology.* Pete stated this technology would automatically notify residents whenever the city determined the need. The charge would be \$2.50 per household or business per year. Pete recommended joining Gridley in this contract. The total cost would be \$1,414 per year.

Motion/Second to incorporate the Citizen Notification Technology now. (Crawford/Arnold, MCU)

E. *Area of Concern Joint Meeting.* Pete stated there would be a meeting tomorrow night in Gridley to discuss the "Area of Concern" and it would be chaired by the county.

Tom Lando stated the general plan update was still moving ahead. He stated there could be an overlapping south line for a while. He stated the owners to the south wanted to be in our community.

Mayor Busch asked if Mr. Greer was adamant about keeping the development in one municipality and Tom Lando stated they wanted one process and one community. Dale Leishman, Brad Barrow, and council shared their frustration about this matter.

Councilor Crawford felt the two cities shared goals should be brought out at the upcoming county meeting.

5. **CONSENT CALENDAR:** Motion/Second to approve the consent calendar. (Frith/Busch, MCU)

6. **RESOLUTION:**

*Resolution 2008-07 A Resolution Of The City Council Of The City Of Biggs Authorizing The City Administrator To Execute Application With Office Of Emergency Services For Purpose Of Obtaining Federal Financial Assistance.* (Busch/Frith, MCU)

7. **ORDINANCE:** City Attorney Greg Einhorn introduced the ordinance intended to improve the City's procedures for filling Council vacancies. He stated council still had the discretion to appoint or not to appoint based on the qualification of the applicant. There was concern about the wording in Section 5 of the ordinance concerning filling the vacancy. Greg stated he would pull the ordinance and introduce it again with revisions.

8. **DEPARTMENT REPORTS:**

A. *Public Safety:*

1. Police Department. Mayor Busch stated he had not had correspondence with Chief Keeler for two months except during the storm. He would like to reestablish their monthly meetings.
2. Fire Department. None
3. Flood Control JPA. Mayor Busch stated a budget was adopted in the amount of \$500,000 by a loan funded by Yuba City and Sutter County.

Greg stated he should look into the JPA and find out what was going on with the funding. Pete stated the director of the JPA would like to make a presentation to the council.

B. *Planning Department:*

1. Council received Department Activity Report – January 2008 / February 2008 in their packets. No discussion.
2. Department Activity Update – Part 2. Scott Friend stated on March 7, 2008 he went to the LAFCO Board for reconsideration of a condition of approval for the Summit Estates annexation. The LAFCO Board agreed to remove the RD833 encroachment permit condition. There would be a 30 day period for RD833 to contest this decision.

The MOU from RD833 asked Biggs to install a masonry fence along the backside of the South Field Manor Subdivision, because they didn't feel the cyclone fence was satisfactory. They were also asking for a 20 foot buffer on both sides of both banks of Hamilton Slough to allow for maintenance equipment access. They were requesting the city amend its development standards, so that any project adjacent to the slough used a masonry wall and not wood or cyclone fencing, and accept maintenance responsibility along that portion of the slough where any project would front. Scott felt they were asking to address new things that happened a long time ago and were not looking forward.

Scott stated the MSR was still alive and moving forward.

3. Code Enforcement Activity Report: Council received a Code Enforcement Annual Activity Report and Activity Report January 2008 to Present in their packets. No discussion.

C. *City Engineer:*

1. Consider Pump Replacement for Trent Street Sewer Lift Station. City Engineer Dave Swartz gave background information on the Trent Street Lift Station. Based on conversations with the chief plant operator, Dave recommended replacing the pumps at the lift station at a cost of \$7,350. Other options included replacing one pump or have existing pumps rebuilt. Pete stated the cost would be covered by the sewer fund. Mayor Busch recommended researching this matter and completing as much work as possible at once.
2. Project Updates
  - a. Westside Storm Drain Rehabilitation Project. Pauline said all the concrete and paving work had been completed. The contractor will be working on cleanup, modifications to the storm drain lift station and installation of railing at West Biggs-Gridley Road and Bannock Street.

- b. USDA Water Rehabilitation Project. There was currently a stop notice filed on the project. SJ&B supervisor Kely told Pauline he had taken care of the potholes in the trenches and would come out once a week to check on them. Pauline stated Greg Einhorn had issued a letter to SJ&B's surety company to set up a meeting with the surety company and SJ&B to work out the completion of work.
- c. Safe Routes to School/TEA/C Street Project. This project was on schedule.
- d. Willard Well. Pauline stated the final permit for the well's emergency use had been submitted to the state for review and approval. The state reviewer anticipated review and approval in May or June of this year.
- e. Sixth Street Bridge. Preparation of environmental documents should commence in March with beginning engineering design in mid March. Once the environmental documents were approved, it was anticipated the engineering design would be submitted to the state in May. Dave anticipated receiving information from RD833, called Section 39, which would potentially take Hamilton Slough off of the US Army Corp jurisdiction.
- f. SSMP. Dave gave a verbal update with regards to the Sanitary Sewer Maintenance Plan. The last of the two requirements were the goal and organization elements which were working documents.

*D. Public Works:* No discussion.

*E. Electric Department - NCPA:* No discussion.

*F. BCAG/Air Quality:* Councilor Arnold would attend the BCAG meeting on Thursday. He had nothing to report on air quality. Mayor Busch stated there was legislation to ban wood stoves and backyard barbeques.

*G. Finance Department:* Council received a Department Activity Report – January 2008 / February 2008 in their agenda packet. Deanna stated she was able to catch up the bank account reconciliations through January. The city made the last payment this month for the accumulated sick time to Luella Tamagni. There was an increase of \$51,856 in the NCPA operating reserve. The bad debt write-off rate was steadily declining.

*H. City Administrator:*

Verbal Report / Update

1. Storm Response and Recovery. Pete stated he was applying for insurance and state OES money. The citizens reported about \$100,000 in damages from the January storm. The city was not able to receive help for the private citizens.
2. Public Works Training. Pete stated the public works department received Confined Space Safety Training that morning.
3. Prop 1B Funds. The application was submitted for Prop 1B.
4. Traffic Safety. Pete felt flashing amber lights would be a good way to catch attention in the school zones. Council agreed.
5. General Plan Update. Pete had nothing new to report on this matter.
6. NCPA Washington DC Trip. NCPA pays airfare and room for our commissioner. Council agreed Mayor Busch would attend this event again.
7. NCPA Renewable Initiative – Solar. Pete stated Biggs was part of a current investment in a solar array at the geysers geothermal electricity generation site with \$1,700 coming from our General Operating Reserves. The solar power generated would enable cheap power to run the pumps that feed reclaimed wastewater to inject into the stream fields. Pete also stated the NCPA Commission would be coming to Biggs March 27, 2008.

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8. City House. Pete stated he would advertise locally the sale with a minimum bid of \$20,000.
  9. Library Anniversary. Pete said the library was 100 years old this year and the community may want to consider some kind of celebration. It could be included in the Hometown Celebration in July.
  10. Information Technology and Communications for City Hall. Computer upgrades were complete in the office. Paul received a durable laptop to use in the field. The phone system was updated today.
  11. Employee Benefits. The EAP was approved. Employees could receive up to six visits per year in consultations. Pete was still working on flex spending and direct deposit was available.
9. **INFORMATIONAL:** Nothing to report.
10. **ADJOURNMENT:** Meeting adjourned by mutual consent at 10:04 p.m.

ATTEST:

APPROVED:

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Deanna Carbajal  
City Clerk

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John G. Busch  
Mayor, City of Biggs