

The regular council meeting was called to order at 6:00 p.m. by Mayor John Busch. Vice Mayor Frith and Councilors Crawford and Arnold were present. Staff present: City Administrator Pete Carr, City Attorney Greg Einhorn, City Planner Scott Friend, City Engineer Dave Swartz, Engineering Staff Pauline Palmer and Mike Vasquez, and City Clerk / Finance Director Deanna Carbajal.

**1. COMMUNITY PARTICIPATION:** None

**2. PRESENTATION:** Mike Thalhamer of Psomas presented the Wastewater Facilities Plan to council. He stated the contract with the city was in two stages. Stage one was to look at the existing facilities and evaluate them and the second stage was future nitrate requirements. Council received a report dealing with the existing wastewater facilities. City Engineer Dave Swartz stated the plant was currently being operated to meet discharge requirements. Mike suggested increasing the chlorination basin size to achieve 90 minute contact time, continuing to maintain rock filters by draining/drying beds on a regular basis and increasing aeration in ponds 1 and 2 to approximately 35 horsepower. Dave Swartz would follow up on the recommendation.

**5. DEPARTMENT REPORTS:**

*D.Engineer:*

2. Consider Wastewater Treatment Plant Facilities Plan – supplemental studies. City Engineer Dave Swartz stated there was an error on his study cost sheet on page 52 in the agenda packet. The price associated with the beneficial uses study should have said \$26,000. Vice Mayor Frith asked where the money would come from to pay for costs and Pete stated it would come from the sewer improvement fund.

Dave asked council to “allow Pete, Greg and himself to negotiate a contract augmentation with Psomas and Associates to get started on the studies”.

Motion/Second to provide direction to staff as per the previous quote from Dave. Councilor Crawford stated funds were also being authorized at this point and Dave stated the amount was \$96,129. Councilor Crawford questioned the ammonia compliance and Mike Thalhamer stated it would be in the current report that Psomas was doing. (Busch/Crawford, MCU)

Pete clarified that \$96,129 was being appropriated out of the sewer improvement fund.

**3. SPECIAL BUSINESS:**

- A. Kathryn Bowers of 3031 Sixth Street asked council to amend Section 5.20.010 of the Biggs Municipal Code to allow her to keep a potbellied pig as an exotic pet or give her an extension of time to allow her to find him a home.

Animal Control Officer Amy Egan stated the city received a complaint regarding the smell from the pig. Amy stated she already gave Kathryn 14 days to find the pig another home and the deadline would be tomorrow.

Council agreed the ordinance should not be changed to allow potbellied pigs as pets.

Motion/Second to direct staff to allow for no more than a two week extension from tomorrow for the placement of the pig. Should the animal be placed, animal control should be notified. If the animal is not able to be placed prior to the end of the extension, animal control should be contacted so they can take possession of the animal. Neighbors should be informed that cleanliness will be maintained until the animal is placed.

(Frith/Arnold, MCU)

**4. CONSENT CALENDAR:**

Council had questions on item E (Fire department apparatus rental agreement) of the consent calendar.

Motion/Second to approve the consent agenda and Table item E to the next regular meeting.  
(Frith/Busch, MCU)

**3. SPECIAL BUSINESS:**

B. Consider proposed approach to solicit funding agreements to share project costs for the current General Plan Update. Pete stated he was preparing to approach landowners within the designated Planning Area Boundary asking for their voluntary participation in helping the city to meet the expected GPU cost. Council discussed an appropriate amount to charge the landowners who want to participate.

Vice Mayor Frith suggested sending a letter to the landowners with the cost of participation, letting them know there were no guarantees and see what happens. Mayor Busch was concerned the landowners would not want to enter into an open ended contract, but agreed a letter should be sent to landowners to see what kind of interest there would be. Councilor Crawford expressed interest in finding a way to have entire cost of plan paid by landowners.

Motion/Second to authorize the city administrator to raise \$240,000 for the GPU.  
(Busch/Arnold, MCU)

**5. DEPARTMENT REPORTS:**

A. *Public Safety:* Council discussed preference for having a police officer present at council meetings. Pete to follow up.

B. *Public Works:* Vice Mayor Frith commented on the solar school speed zone signs and tree removal.

C. *Planning Department:*

1. Department Activity Report – July 2008 / August 2008. City Planner Scott Friend stated work had been completed on the Biggs Municipal Services Review (MSR). LAFCO staff was now reviewing the document. He stated the Area of Concern (AOC) MOU was moving forward.

Scott stated options were being discussed with Butte County relating to a building inspector in Biggs. Scott also reported on the Butte County General Plan Update. He said a kickoff meeting was being planned for the City of Biggs General Plan Update.

2. Consider electric utility location/connection policy formulation. Scott stated two different groups approached the city regarding the policy of electricity undergrounding. The City of Biggs General Plan currently states all new development shall underground utility infrastructure. Scott asked council what the intent of "all new development" was. Mayor Busch asked if this would apply to a new structure replacing a burned down house and Scott said yes if 75% of the house needed to be replaced. Council agreed that all new development included new infill projects.
3. July 2008 Code Enforcement Activity Report was presented to council in the agenda packet.

*D. Engineer:*

1. Engineering Staff Mike Vasquez stated council had questions at the last meeting regarding the water system inspection performed by the Department of Public Health. Mike stated he spoke with Richard Hinrichs and Ray Bruun of the Department of Public Health regarding the inspection recommendations. The first two recommendations could easily be taken care of by the Chief Plant Operator. The third recommendation asked to provide an additional source of supply of sufficient storage to meet maximum day demand. Mike discussed with Mr. Hinrichs and Mr. Bruun the improvements the city was making to the well system with the USDA Water Rehabilitation Project and they said this would fulfill the recommendation. Mike was currently making a formal response to the State's inspection on these recommendations. Pete stated recommendation #1 had already been resolved.
4. Discussion/Action: Mike Vasquez stated the Safe Routes to School/TEA/C Street/Prop 1B/West Biggs Gridley Road was bid on August 7, 2008 and the construction bid amount was 5% over the engineer's estimate, which would put the project over budget. Staff discussed with the Public Works Committee scope modifications to the project. Mike asked council to direct staff to enter into an agreement with Sierra Nevada Construction at the negotiated price and also with the reduced work scope.

Motion/Second to award construction project to Sierra Nevada Construction pending city engineer verification of Sierra Nevada being in fact the lowest price among responsive and responsible bidders, and of price consistent with funds available through identified project sources. (Arnold/Frith, MCU)

Mike guessed construction should begin in about three weeks.

3. Discussion/Action: City Engineer Dave Swartz asked council to consider North Biggs Estates request for a change to approved site improvement plans to allow

single phase rather than 3-phase power for the sewer lift station. Pete stated Gridley Electric strongly encouraged the 3-phase pump. Council did not approve the request by North Biggs Estates.

5. Project Updates.

- a. Westside Storm Drain Rehabilitation Project. Engineering Staff Pauline Palmer stated the project would be complete when the transformer to the lift station arrived and power was connected.
- b. USDA Waterline Rehabilitation Project. Pauline stated a Notice of Completion had been filed and the retention would be released to Safeco. Options were being discussed for the rehabilitation of existing wells.
- c. Willard Well. The well was tested for arsenic and perchlorates and the results are expected soon.
- d. North Biggs Estates. Waterline and storm drain junction boxes have been installed. Preparation of ponds has also begun.
- e. Sixth Street Bridge Rehabilitation. Draft environmental documents are in the design phase.

sub- Vice Mayor Frith asked Dave to report on how the North Biggs Estates got to this point of construction without council's knowledge? Dave said when a sub-divider receives an approved tentative map, it is an entitlement, and it allows the divider to pursue developing the subdivision. Dave stated there is not an approval process for allowing the sub-divider to build because the approval has already been granted with the adoption of the conditions of approval and the tentative map. Dave said, from now on, the city council will get copies of the plan specifications at the time the engineer is ready to sign off on them prior to construction.

*E. Electric Department:*

1. NCPA verbal update. Vice Mayor Frith reported there was a rewrite of an NCPA employee/employer relations manual. This raised questions of the City of Biggs employee manual and Vice Mayor Frith has asked Pete to examine these questions.

Pete reported he learned at the NCPA meeting that Alameda had a contract to procure electric power from Butte County. The contract has not been signed yet. The county will not tell their contactor they should work with Biggs and Gridley rather than Alameda. Pete stated he needed to convince the county and the contractor they could make more money working with Biggs. This would also keep the money in the county.

Mayor Busch stated he was hired by Thor Bailey as a business manager which will cause a conflict of interest in some situations.

2. Consider request by the City Administrator and Electric Commissioner to engage Byers Engineering to produce a Geographic Information System (GIS) map of the city's electric

system. Pete stated this would map the utility poles and their contents in the city and this would come out of the electric improvements fund.

Councilor Crawford suggested adding a fee to new subdivisions to expand the map. Council agreed.

Motion/Second direct the city administrator to enter into an agreement with Byers Engineering, not to exceed \$5,000, for GIS map of the city's electrical system.  
(Frith/Busch, MCU)

F. *BCAG/Air Quality*. Nothing to report.

G. *Finance Department*. Informational – A Department Activity Report – July 2008 / August 2008 was included in the agenda packet.

H. *City Administrator*:

1. Consider declaring city-owned boom truck as surplus. Pete stated the City of Gridley has offered to gift their old boom truck to the City of Biggs. There is a small crack in the boom that needs to be repaired at an estimated cost of \$5,000. Pete was asking council to declare the City of Biggs' boom truck as surplus to sell in order to pay for the repairs to the truck gifted by the City of Gridley.

Motion/Second to declare the city-owned truck as surplus, direct staff to sell same, and accept transfer of Gridley's surplus boom truck to Biggs, utilizing the funds from the sale of our truck to upgrade the Gridley truck. (Crawford/Frith, MCU)

2. Pete asked council to consider additional appropriation for Municipal Services Review. Motion/Second to approve up to \$3,000 in additional appropriations to cover MSR project costs. (Busch/Arnold, MCU)

3. Consider modification to the city investment policy. Pete stated this change would specify how interest would be allocated.

Motion/Second to approve the modified city investment policy as proposed.  
(Frith/Crawford, MCU)

4. Consider employee organization change. Pete asked that the Accounts Payable/Deputy City Clerk position be classified as a permanent position for the city.

Motion/Second to establish the Accounts Payable/Deputy City Clerk position as permanent and no change to position salary range is recommended at this time.  
(Crawford/Arnold, MCU)

5. Consider public works organization and staffing structure. Pete asked council to consider the Public Works Supervisor to be responsible for the water/wastewater functions. He also asked that the Public Works Supervisor position be changed to Public Works Superintendent with a 10 percent increase in salary. The increased cost to the city would be \$5,027 annually.

MINUTES OF THE CITY OF BIGGS  
REGULAR COUNCIL MEETING

August 18, 2008

Motion/Second to establish Public Works Superintendent position with specified salary range. (Busch/Frith, MCU)

6. Pete asked for authorization to offer supplemental insurance as an employee benefit on condition that there were no direct costs to the city.

Motion/Second to direct City Administrator to enter agreement with an insurance provider to offer supplemental insurance for non-bargaining unit employees on condition there are no direct costs to the City, and to seek approval from union to offer same for bargaining unit employees. (Busch/Crawford, MCU)

6. **INFORMATIONAL:** Pete reported progress was being made toward parallel water billing and should be included in the next billing. Our software company wants to charge per customer for utility bill level payment and staff was still trying to work with them on this issue. Pete stated an emergency procedures book was currently being written and was 75% complete.

7. **ADJOURNMENT:** Meeting adjourned by mutual consent at 10:35 p.m.

ATTEST:

APPROVED:

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Deanna Carbajal  
City Clerk

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John G. Busch  
Mayor, City of Biggs