

1. Call To Order

The special meeting of the Biggs City Council was called to order at 2:05 p.m. by Mayor Frith. Vice Mayor Crawford and Councilor Thompson were present. Councilor Arnold was absent. Staff present: City Administrator Pete Carr, City Planner Scott Friend, and City Clerk / Finance Director Deanna Carbajal.

2. SPECIAL MEETING COMMUNITY PARTICIPATION: None.

3. STUDY SESSION: Downtown Visualization Plan. City Administrator Pete Carr introduced Marc Nemanic, Executive Director of Tri-County Economic Development Corporation. Marc gave a presentation that covered the key points and recommendations for the downtown visualization plan.

Mayor Frith asked council to review the report by Marc and comment to Pete by email.

4. EXECUTIVE SESSION: Adjourned to Executive Session at 2:50 p.m.

Conference with Negotiator: Potential Real Property Purchase/Lease. Real property the negotiations may concern - AP #001-081-009.

5. RESUME SPECIAL SESSION: Resumed special study session at 3:14 p.m.

A. No announcement.

B. City Emergency Preparedness. Pete stated the city does have a major emergency plan which is mostly policies and council had asked for a checklist to use in case of an emergency. Last year, intern Patrick Walton began to develop the checklist. When he was no longer available, the project was assigned to Erin Dougherty to complete.

Erin reviewed the draft emergency plan checklist included in the agenda packet. Mayor Frith suggested using the term "incident commander" rather than "mayor" as the individual in charge of an emergency. Vice Mayor Crawford requested more detailed checklists complete with maps of key assets, and response structures with tree of responsibility.

Fire Captain Todd Tindall explained that the fire department is prepared to be first responder and incident commander for a wide variety of possible emergencies. He encouraged the city to see its role as primarily communication and coordination oriented, especially as to dealing with indirect impact to citizens.

6. ADJOURNMENT: Special meeting adjourned at 4:35 p.m.

MINUTES OF THE CITY OF BIGGS
SPECIAL COUNCIL MEETING

January 7, 2009

ATTEST:

APPROVED:

Deanna Carbajal
City Clerk

Roger L. Frith
Mayor, City of Biggs