

Call To Order

The regular council meeting was called to order at 6:00 p.m. by Mayor Frith. Vice Mayor Thompson, Councilmembers Arnold, Bottorff and Sheppard were present. Staff present: City Administrator Pete Carr, City Attorney Greg Einhorn, City Planner Scott Friend, City Engineer Steve Speights and City Clerk Roben Dewsnup.

**1. COMMUNITY PARTICIPATION: None**

**2. NEW BUSINESS:**

- A. City Administrator Pete Carr introduced intern Rebecca Feldstein. She informed council she was archiving City of Biggs history as an internship project for Chico State University. Council expressed appreciation for the work she was doing for the city and instructed her to keep working with Mr. Carr on the project.
- B. Mr. Carr stated the mid-year budget review indicates the budget is 100% on track and reviewed the actual revenues and expenses up to December 31, 2011. Sewer operations fund is running a slight deficit. CalTrans will cover 100% of the bridge replacement cost which now gives the bridge fund a \$70,000 surplus. No appropriations were being requested.
- C. Mr. Carr reviewed city accomplishments for 2011 and City Priorities for 2011 and 2012 included in the agenda packet. Council agreed with the outline Mr. Carr presented.
- D. Mr. Carr introduced Lori Adams from Adams Ashby Group who would be working on the 2012 CDBG Grant Project Application. She discussed possible projects and explained one of the challenges the city has is that the income survey has expired. The city is 48% TIG (Targeted Income Group at or below the median household income) community wide so any project the city would consider would require a target income survey or a complete income survey to determine whether Biggs' TIG is the right level.

Council discussed the different options and Ms. Adams requested direction on what type of application, if any, council would want to apply for and how the application should be put together.

Motion/Second to apply for the Homebuyer Program in the amount of \$250,000 with the \$100,000 set-aside to go toward the library ADA system. (Thompson, Arnold, MC; Noes: Sheppard, Frith)

Councilmember Bottorff asked what this would cost the city and Mr. Carr stated \$3500 for grant writing and undetermined professional staff support.

- E. Mr. Carr stated that USDA sometimes has funds available for rehabbing old public facilities buildings that will be used for something else. USDA contacted Mr. Carr in December informing him a program was available that could grant up to \$30,000 with at least a one-to-one cash match for the Biggs Community Hall Project. The public works committee asked the city engineer to propose what could be accomplished for total project values of \$60,000 and \$90,000. Mr. Carr proposed three different options.

Motion/Second to direct staff to proceed with option 2 – preparing and submitting an application for USDA grant assistance for Biggs Community Hall upgrades, with priorities identified as ADA and HVAC, and understanding that FY 2013 General Fund commitment would be required to meet the required match for project costs. (Thompson, Sheppard, MCU)

**3. CONSENT CALENDAR:**

- A. Approval of Council Minutes for Regular Meeting of December 19, 2011.
- B. Approval of warrants: #25657, 25813 - 25888; #8087 - 8102; Z00563 - Z00580 for month of December 2011 in the amount of \$326,882.83.
- C. Acknowledge receipt of Police Department Report for December 2011.
- D. Acknowledge receipt of Gridley-Biggs Animal Control Officer Report for December 2011.
- E. Acknowledge receipt of Biggs Fire Department Report for December 2011.
- F. Appoint Tim Bradford to serve as the City's representative to the Sutter Butte Flood Control Agency Citizen's Assessment District Advisory Committee.

Motion/Second to approve the consent calendar as is. (Thompson/Sheppard, MCU)

**4. DEPARTMENT REPORTS:**

A. Engineering:

City Engineer Steve Speights reviewed the activity report in the agenda packet which included the Sixth Street Bridge, Waste Water Treatment and SunWest Phase project.

B. Planning:

- 1. City Planner Scott Friend reviewed the Activity Report for December 2011 – January 2012 included in the agenda packet.
- 2. Mr. Friend asked for council input on how to amend the Biggs Municipal Code Provisions – Cultivation of Medical Marijuana. The City of Biggs does allow the growing of medical marijuana in a fully enclosed structure to avoid the sight and smell.

Mayor Frith suggested Mr. Friend hold off on making any changes and asked council to send comments and suggestions to Mr. Carr before the next council meeting. This way Mr. Friend and Mr. Einhorn can present suggested proposed changes at the next council meeting.

- 3. Mr. Friend presented a follow up to modifying the fence code. Two questions for discussion are: Should fences be allowed in the right-of-way and are the City's current regulations regarding decorative and lower-height fences in front yard areas appropriate? He reviewed the current fence code provisions and presented a summary of fence regulations of other jurisdictions in the region and gave a slide presentation showing different fence placements in the city.

After council discussion, Mr. Friend stated he will bring back new language next month that will work through an encroachment permit process, a minimum of at least a one foot setback for fences from the back of a sidewalk, maintain the visibility triangles, include a liability waiver and/or an agreement that the resident will be putting a fence on property that was not their property. There could also be provisions against putting fences around fire hydrants, power boxes and power poles.

C. Public Safety. Mayor Frith reported public works had done a good job with storm prep.

D. Councilmember Bottorff reported on the Sutter Butte Flood Control Meeting he attended.

- E. Pubic Works. Nothing to report.
- F. Electric. Mayor Frith stated there would be a strategic conference and a commissioner meeting this week.
- G. Vice Mayor Thompson asked Councilmember Sheppard to attend the BCAG/Air Quality Meetings for her this week.
- H. Solid Waste. Nothing to report.
- I. Councilmember Sheppard reported on Mosquito Abatement.
- J. Other commission reports. None
- K. City Administrator.
  - 1. Mr. Carr asked council to consider projects for use of the annual \$5000 Recycling Grant. Council suggested using the grant for a simple playground at the Trent Street Park. Mayor Frith suggested including an educational flyer in the city bills promoting recycling.
  - 2. Mr. Carr asked council where the Biggs Community Hall Sign should be placed. Vice Mayor Thompson suggested a temporary placement of the sign so council could drive by and determine if they liked the placement before it was permanently installed. Council concurred.
  - 3. Mr. Carr requested approval to participate in the second phase of planning for a possible NCPA Biogas Project at a cost of \$760. Council agreed.
  - 4. Mr. Carr asked council to consider approving the concept and a process for providing limited ancillary employee benefits to retirees as a pass-thru. There is no cost or liability to the city. There was a discussion about administration costs and benefits for dependants should the retiree pass away. Mr. Carr would come back with a draft policy for council approval.
  - 5. Mr. Carr stated the City of Biggs currently follows Roberts Rules of Order and was asked to consider an updated Rosenberg's Rules of Order. Council agreed to continue following the current procedures.

Mr. Carr stated for many years council members have shared the responsibility of signing checks, and contracts have been signed by the City Administrator and the mayor. The state government code states the mayor should sign everything unless Council wants to share the responsibility. Council would give ideas to Mr. Carr on this issue, and Mayor Frith would discuss with former mayors.

Mr. Carr suggested to avoid conflicts with holidays and other local functions, council may consider changing its regular meeting date to other than the third Monday. Council agreed to change the meeting to the second Tuesday at 6:30 p.m. and leave the last item being heard at 11:00 p.m.

Mr. Carr asked council if they would like to keep the newsletter bi-monthly or more often. Council agreed to keep bi-monthly and discontinue Council Connection.

5. **INFORMATIONAL:** Mr. Carr asked Council to let him know what size and color shirt they would like.

6. **ADJOURNMENT:** Meeting was adjourned at 10:57 p.m.

ATTEST:   
Roben Dewsnap, CITY CLERK

APPROVED:   
Roger L. Frith, MAYOR