

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

September 10, 2013

Call To Order

The regular council meeting was called to order at 6:30 p.m. by Mayor Frith. Vice Mayor Sheppard, Council Members Arnold and Thompson were present. Council Member Busch was absent. Staff present: City Administrator Mark Sorensen, City Attorney Greg Einhorn, City Planner Scott Friend and City Clerk Roben Dewsnap.

1. COMMUNITY PARTICIPATION: None

2. PUBLIC HEARING:

Municipal Code Amendment ZCA2013-02 – Temporary Occupancy of Manufactured Homes and Recreational Vehicles.

City Planner Scott Friend presented a draft zoning code amendment based on the direction provided by Council.

Mayor Frith opened the hearing to the public.

No public comment.

Mayor Frith closed the hearing to the public.

Motion/Second that the City Council find the proposed action to be exempt from CEQA pursuant to State of California Code Section 15305; and move to approve the first reading of Ordinance No. 399 by reading of title on, "AN ORDINANCE OF THE BIGGS CITY COUNCIL AMENDING THE BIGGS MUNICIPAL CODE TO MODIFY REGULATIONS IN SECTION 14.70 RELATING TO TEMPORARY OCCUPANCY OF MANUFACTURED HOMES AND RECREATIONAL VEHICLES IN THE CITY OF BIGGS." (Thompson/Frith, MCU; Absent: Busch)

3. CONSENT CALENDAR:

- A. Approval of warrants: 8400 – 8312; Z00888 – Z00904, and 27323 – 27377 for the month of August 2013 in the amount of \$228,422.33.
- B. Acknowledge receipt of Accountant's Compilation Reports for May, June and July 2013 and Recap of Discretionary Funds and Funds with Restricted Uses as of June 30, 2013.

Motion/Second to approve the consent calendar as presented. (Thompson/Sheppard, MCU; Absent: Busch)

4. DEPARTMENT REPORTS:

A. Planning.

- 1. City Planner Scott Friend gave a brief review of the Planning Activity Report included in the agenda packet and reported on City code enforcement issues.
- 2. City of Biggs 2014-2022 Housing Element Update. Mr. Friend stated he was seeking council approval of a contract in the amount of \$28,400 for PMC to prepare the Housing Element Update as required by the State of California.

Motion/Second to direct the City Administrator to enter into an agreement with PMC for \$28,400 to prepare the required update to the City's Housing Element pursuant to the proposal provided to the City by PMC dated August 20, 2013 and authorize the Mayor to sign the agreement on behalf of the City, including task # 2.
(Arnold/Sheppard, MCU; Absent: Busch)

B. Engineering.

City Administrator Mark Sorensen reviewed the City Engineer's Department Activity Report which included the Sixth Street Bridge Project, the Wastewater Treatment Plant Phase 1 Design and Funding, Wastewater Treatment Plant Phase 2 Funding and Sewer Treatment Plant Aerators. He stated nothing physical would begin on the Sixth Street Bridge project until May 1, 2014.

C. Public Safety. Assistant Police Chief Dean Price informed council that Sergeant Duncan and Officer Becky Reinhardt were retiring and Scott Smallwood had been promoted to Sergeant.

D. Sutter Butte Flood Control Agency (SBFCA). Vice Mayor Sheppard reported on the SBFCA Meeting he attended.

E. Pubic Works. No report.

F. Electric. No report.

G. BCAG. No report.

H. Air Quality. No report.

I. Solid Waste. No report.

J. Mosquito Abatement. Vice Mayor Sheppard stated nine human cases of the West Nile Virus had been reported in Butte County this year.

K. Other commission reports. Mayor Frith suggested moving forward with Night Heron bird nest removal.

L. City Administrator.

1. Vendor Agreement Review Schedule. Mr. Sorensen reviewed the vendor agreement schedule and discussed vendors that had been updated. Council discussed a proposed cycle for rebidding vendor agreements. Mayor Frith asked Council when they would like the process to start and how often it should take place. They also discussed conducting an annual review of vendors. Vice Mayor Sheppard asked if a date could be set for the city planner and the city attorney RFP. Council decided an RFP should be conducted every four years for vendors. Mr. Sorensen would bring back a revised rebid schedule to the next council meeting.

2. Funding for MUN Study and EIR. Mr. Sorensen stated at the meeting of June 28, 2013, Council heard this item and approved funding of \$15,000 for the MUN study by way of a \$7,500 payment in the current fiscal year and a \$7,500 payment in the next fiscal year. Staff has since learned that the entire \$15,000 is due in the current fiscal year.

Motion/Second to approve \$15,000 for the MUN study and EIR in the current fiscal year and authorize payments to the Central Valley Salinity Coalition and eliminate \$7,500 for the following fiscal year. (Sheppard/Frith, MCU; Absent: Busch)

3. Consideration of an Ordinance amending the Biggs Municipal Code regarding Encroachments. Mr. Sorensen asked Council for feedback and direction on the proposed draft ordinance. Mayor Frith suggested the encroachment for homeowners be different from a contractor encroachment. He also suggested if a fence permit is approved it should also approve an encroachment permit. Council would review draft ordinance and send comments to Mr. Sorensen.
4. Purchase Authority for Renewable Energy Certificates. Mr. Sorensen asked Council to consider and approve the purchase of Renewable Energy Certificates to enable the City of Biggs to attain its state mandated Renewable Portfolio Standard goals in calendar years 2013 and 2014.


Motion/Second to authorize the City Administrator to purchase up to \$30,000 of Renewable Energy Credits for calendar year 2013, to purchase up to \$45,000 of Renewable Energy Credits for calendar year 2014, and to execute any related purchase agreements. The funding source shall be Fund 054 Freely Allocated Greenhouse Gas Credits. And, to modify and increase the expense budget of Fund 054 by \$75,000. (Thompson/Arnold, MCU; Absent: Busch)

5. Authority to modify or amend waste water debt documents. Mr. Sorensen stated it is necessary to complete a modification of USDA loan document to allow additional levels of parity debt. A resolution would authorize the City Administrator to execute the documents without delay.

Motion/Second to adopt Resolution No. 2013-28 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS AUTHORIZING THE CITY ADMINISTRATOR TO REVISE, MODIFY AND/OR AMEND ONE OR MORE OF THE CITY'S UNDERLYING DEBT AGREEMENTS IN ORDER FOR THE CITY'S CURRENT WWTP PROJECT AND FINANCING TO PROCEED." (Frith/Thompson, MCU; Absent: Busch)

5. **INFORMATIONAL:** Mary Frith announced BCAA would be having a 14 mile yard sale on October 5th and the City cleanup day would be October 12th. Resident Chris Swanson thank Mr. Sorensen for helping procure a roll-up door for the old City municipal building.
6. **CLOSED SESSION:** Council adjourned to closed session at 9:00 p.m.
7. **RESUME REGULAR MEETING:** Council resumed the regular meeting at 10:10 p.m. No announcement.
8. **ADJOURNMENT:** The meeting was adjourned at 10:10 p.m.

ATTEST:


Roben Dewsnap, CITY CLERK

APPROVED:


Roger L. Frith, MAYOR