

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

May 13, 2014

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 Busch were present. Council Member Thompson was absent. Staff present: City Administrator Mark Sorensen, City Attorney Greg Einhorn, City Planner Scott Friend, City Engineer Brian Martin and City Clerk Roben Dewsnap.

1. COMMUNITY PARTICIPATION: None

2. 4th of JULY:

City Administrator Mark Sorensen stated a new 4th of July group had been formed under the umbrella of the North Valley Community Foundation for their financial needs. However, North Valley Community Foundation does not cover firework events. The only option to allow the event to go forward this year is for the City to deem the event a City event and consider the committee members to be volunteers.

Resident Mel McLaughlin asked that the funds that had been donated at the City be transferred to the 4th of July Committee.

Motion/Second that the City will designate the committee members and any other volunteers as volunteers of the City, that it is a City event, and authorize the City Administrator to enter into an MOU with North Valley Community Foundation, if required. (Frith/Sheppard, MCU; Absent: Thompson)

Motion/Second to transfer the existing donations at the City to the 4th of July Committee. (Sheppard/Arnold, MCU; Absent: Thompson)

Motion/Second to authorize collection of donations via utility bill or other means at the City for the 4th of July Committee with the funds being dispersed monthly. (Frith/Sheppard, MCU; Absent: Thompson)

3. CONSENT CALENDAR:

- A. Approval of Council Minutes for Regular Meeting of April 8, 2014.
- B. Approval of warrants: #8494 – 8503, 8603 & 8604; Z001034 – Z01052, and 27794 – 27892 for the month of April 2014 in the amount of \$484,358.79.
- C. Acknowledge receipt of Biggs Police Report for March & April 2014.
- D. Acknowledge receipt of Biggs Animal Control Report for March & April 2014.
- E. Acknowledge receipt of Biggs Fire Department Report for March & April 2014.
- F. Acknowledge receipt of Accountant's Compilation Report for March 2014 and Monthly Cash and Investments Report for March 2014 and Recap of Discretionary Funds – Committed vs. Uncommitted Funds and Cash Balance – Funds with Restricted Uses.
- G. Authorization to Write Off Old Utility Bills.
- H. Approve Resolution No. 2014-08, "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS CALLING A GENERAL MUNICIPAL ELECTION ON NOVEMBER 4, 2014 FOR THE PURPOSE OF ELECTING THREE MEMBERS TO THE CITY COUNCIL AND REQUESTING CONSOLIDATION OF THAT ELECTION WITH THE CONSOLIDATED GENERAL ELECTION TO BE HELD NOVEMBER 4, 2014."
- I. Approve 3CORE Economic Development District Contract for Services and Membership Cash Match of \$4,000 for Fiscal Year 2014-2015.

Motion/Second to approve the Consent Calendar. (Sheppard/Arnold, MCU; Absent: Thompson)

4. DEPARTMENT REPORTS:

A. Planning:

1. Planning / Code Enforcement: Mr. Friend reviewed the Activity Report for April 2014 / May 2014.
2. Code Enforcement – Biggs Downtown Area.

Mr. Friend stated staff was seeking input and direction from the City Council in regard to the appropriate approach to the pursuit of code enforcement actions in the Biggs downtown area and related specifically to the various vacant and/or dilapidated structures located on the south side of B Street and west of Sixth Street.

Property owner Gary Manwell, owner of the hotel, stated he would like to do something with the building. He was willing to put some money into the building but asked what was realistic and what the perceived compliance was. He recently secured the building and did some cleanup.

After much discussion, it was decided to form a committee to discuss options for downtown code enforcement.

B. Engineering

1. City Engineer Brian Martin reviewed the Department Activity Report – April 2014 / May 2014 which included funding for the WWTP Project, Regional Board Issues, and General Issues.
2. Task Order No. 22 to Contract with Bennett Engineering Services for Phase I Wastewater Improvement Project.

Mr. Martin stated the current contract with Bennett Engineering Services includes all work up through the bidding of the project. Task Order No. 22 is for the construction management services of this project which includes construction assistance, inspection, state revolving fund reimbursement and compliance, and SCADA system integration at a cost of \$414,485.

Motion/Second to approve task order No. 22 not to exceed \$414,485.
(Frith/Arnold, MCU; Absent: Thompson)

3. Casey Parcel Map.

Mr. Martin stated a tentative parcel map was submitted on May 13, 2013. The developer has complied with the conditions of the parcel map and has prepared a final map. The map has been reviewed and is now ready for final approval by Council.

Motion/Second to approve Resolution No. 2014-09 “RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS APPROVING THE FINAL PARCEL MAP FOR THE CASEY PARCEL MAP PROJECT.” (Sheppard/Arnold, MCU; Absent: Thompson)

4. Sixth Street Bridge Project, Progress Pay Estimate Number One.

Council agreed there was no need to bring pay estimates to council for approval.

Motion/Second to approve Progress Pay Estimate Number One in the amount of \$2018.75 with Shasta Constructors, Inc. for the Sixth Street Double Box Culvert Project. (Frith/Arnold, MCU; Absent: Thompson)

- C. Public Safety: Chief Dean Price informed Council that the police department had two new officers. The department was looking at body cameras for officers. The police motorcycle would be on the street tomorrow. Chief Price was currently working on the budget.

Police Captain Todd Tindill introduced new fire fighter Nick Upton and also stated weed abatement was under way.

- D. Sutter Butte Flood Control Agency (SBFCA). Vice Mayor Sheppard stated SBFCA was looking for someone to serve on the Citizen's Advisory Committee to Flood Control.

- E. Pubic Works. Nothing to report.

- F. Electric. Mayor Frith reported he attended meetings in Washington D. C.

- G. BCAG. Council Member Busch reported on the meeting he attended.

- H. Air Quality. Council Member Busch attended the Air Quality meeting for Council Member Thompson

- I. Solid Waste. Council Member Arnold stated there would be a meeting this month for Solid Waste.

- J. Mosquito Abatement. Vice Mayor Sheppard reported on the meeting he attended.

- K. Other commission reports. Vice Mayor Sheppard reported on the Water Advisory Committee Meeting he attended.

- L. City Administrator.

1. Water Conservation Program.

Mr. Sorensen stated as the city prepares a drought relief grant application for water improvements it may be advantageous to formulate a water conservation program as it may improve the city's scoring in a competitive grant process. Additionally, it does cost the City to pump and deliver each unit of water, so water conservation efforts can be an economic benefit to the water fund, as well as assist with conserving the City's limited ground water source.

Council agreed to consider the concept of water conservation.

2. Issuance of an RFP for Financial Auditing Services.

Council agreed to extend the contract with the current auditing service performed by Don Reynolds for one more year.

MINUTES OF THE CITY OF BIGGS
REGULAR COUNCIL MEETING

May 13, 2014

3. Review of Municipal Code section 10.30.050 and 10.60.060.

Mr. Sorensen stated at a previous council meeting, Council indicated the desire to review the Municipal Code regarding late payments.

Council agreed to review the code.

4. Appointment to the Butte County Water Advisory Committee.

Motion/Second to appoint Bo Sheppard to the Butte County Water Advisory Committee. (Frith/Arnold, MCU; Absent: Thompson)

5. Purchase Authority Computer Workstations.

Motion/Second to authorize the purchase for two new workstations not to exceed \$3200. (Sheppard/Arnold, MCU; Absent: Thompson)

5. **INFORMATIONAL:** Mayor Frith stated Council received a letter last month from John Harris of the Orchard Hospital Board.

6. **CLOSED SESSION:** Council adjourned to closed session at 9:22 p.m.

7. **RESUME REGULAR SESSION:** Council resumed regular session at 10:25 p.m.

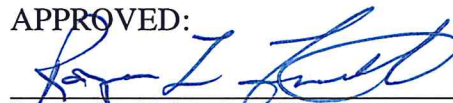
8. **ADJOURNMENT:** The regular meeting was adjourned at 10:25 p.m.

ATTEST:



Roben Dewsnap, CITY CLERK

APPROVED:



Roger L. Frith, MAYOR