

**1. SPECIAL MEETING CALLED TO ORDER:**

The Special Meeting of the Biggs City Council was called to order at 6:30 p.m. by Mayor Thompson. Vice Mayor Arnold and Councilmembers Frith, Sheppard and Wilkinson were present. Staff present: City Administrator Mark Sorensen, City Attorney Greg Einhorn and City Clerk Roben Dewsnup.

**2. PRESENTATIONS:** Contracting for Planning Services.

David Duda with 4Creeks Engineering and David Young and Jenny Gastelum with Michael Baker International gave presentations of their planning services to Council.

Motion/Second to authorize the City Administrator to negotiate a three-year contract with Michael Baker International with a 30 day no fault contract cancelation. (Frith/Wilkinson, MCU)

**3. DISCUSSION/ACTION ITEMS:**

A. Consideration of ADA Grievance Procedures.

Mr. Sorensen asked Council to consider approval of an ADA Grievance Procedure and stated an ADA Grievance Procedure is a good practice and may be required for certain funding opportunities.

Councilmember Sheppard left the room at 8:27 p.m.

Motion/Second to adopt the ADA Grievance Procedure. (Frith/Arnold, MCU; Absent: Sheppard)

Councilmember Sheppard returned.

B. Consideration of Event Insurance Reimbursement Policy.

Mr. Sorensen asked Council to consider creating a policy for reimbursement of event insurance expense for certain community events.

Some suggestions from Council for reimbursement were events must be non-profit, events should be on City property or City right of way, and a reimbursement cap of \$150.

Mr. Sorensen would bring this item back to Council for approval.

C. Consideration of Sales Tax Audit.

Mr. Sorensen asked Council to consider authorizing a contract for sales tax consulting services.

Motion/Second to authorize the City Administrator to contract with HDL for sales and use tax services. (Thompson/Wilkinson, MCU)

**4. ADJOURNMENT:** Council adjourned the special meeting at 9:05 p.m.

ATTEST:

  
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Roben Dewsnup  
City Clerk

APPROVED:

  
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Angela Thompson  
Mayor, City of Biggs