



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday October 23, 2023

Members of the Etna City Council met on this 23rd day of October, via TELECONFERENCE. Mayor Cliff Munson called the meeting to order and lead in the flag salute to the United States of America.

Roll Call:

Council members Brandon Fawaz, Jason Deppen, Mayor Cliff Munson, Charnna Gilmore, and John Stacher were present.

Oral Comments from the Public on Non-Agenda Items

None.

Consent Calendar:

- Minutes of the Special Meeting September 25, 2023
- Minutes of the Regular Meeting September 25, 2023
- Minutes of the Special Meeting October 2, 2023
- Invoice Approvals

Council member Gilmore moved to approve the consent calendar, council member Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

Current Business:

Discuss/Approve Proclamation of the 16th Annual “Read Across Siskiyou” Event Sponsored by First 5 Siskiyou Children and Families Commission. Mayor Munson read the proclamation. Council member Stacher moved to approve the proclamation; council member Fawaz seconded. Karen Pautz from First 5 Siskiyou gave comment and thanked the Council for their ongoing support for Read Across Siskiyou.

Discuss Staff Report Housing Element Update, Approve Resolution 2023-015 – A Resolution of the Etna City Council Adopting the 2023-2031 Housing Element Update. Vanessa Blodgett from Planwest Partners gave a presentation to the Council and audience detailing the project. The City is required to update the Housing Element to qualify for types of state funding. City Planner Richard Tinsman also gave a background on this topic and answered questions. Council member Gilmore made a motion that the council finds on the basis of the entirety of the record before them, including comments received, the proposed project could not have a significant adverse effect on the environment and also made a motion to adopt Resolution 2023-015 Adopting the 2023-2031 City of Etna Housing Element Update. Council member Deppen seconded, and the motion passed. Council member Fawaz asked about costs and future costs associated with the City’s General Plan and this project. Tinsman emphasized the importance of having a certified housing element to be able to qualify for grants. This project is grant funded. Mayor Munson called for a vote.

Ayes: Deppen, Munson, Gilmore Stacher

Abstain: Fawaz

Discuss/Approve New Fire Department Member Madison Emerick. Fire Chief Alan Kramer requested council approval for a new volunteer fire department member. Council member Deppen made a motion to approve the new hire, council member Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

Discuss/Approve Purchasing Crack Sealing and Surface Prep Materials for Street Maintenance. Public Works Director Dan Burbank requested council approval to purchase this equipment and materials to help with street maintenance. Scott Street is a newly paved street that has a seam crack running down the middle and along the new laterals. There are several streets that have seam cracks. Council member Fawaz moved to approve the purchase, council member Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

Discuss City Owned Vacant Lot on Charles Street. Tinsman explained that the lot is a substandard lot and explained the process of selling city owned lots if the council decides to. City staff will need to obtain the legal description for the lot. Burbank mentioned the water line that runs through this lot. More discussion regarding vacant properties. Tinsman is recommending that this be handed over to our city engineer's office. Council member Gilmore will look into getting the legal description for this property.

Discuss 1st Quarter Budget Review and Approve Amended Budget. City Clerk Pam Eastlick provided the council with the city's budget and requested approval for 1st quarter budget amendments. Council member Gilmore clarified that when a budget gets approved the numbers do not change. Gilmore asked about the discrepancy in total revenues for the general fund from the approved budget. Gilmore suggested tabling this item until the discrepancies are cleared up. Gilmore will get to Pam what she has picked out.

City Council/Department Reports:

Police Chief Josh Short apologized for not submitting a written report for the packet. Short updated the council on their new speed sign that can also display messages. The speed tracker sign also collects statistical data. Short mentioned the trunk or treat event that is coming up as well as the PAL Christmas Party that will be scheduled for the first Saturday in December. The Fort Jones Police Contract is finished, Pam attended the Fort Jones Council Meeting with Josh. Pam will be sending the contract out for signatures. Short also updated the council on the Troy Facey case.

Public Works Director Dan Burbank reported that he has been working on patching potholes throughout town. They replaced a water lateral on Main Street. Burbank will be working on winterizing the park, pool, and filter plant. Gilmore asked if the FOP's request for projects to be done at the pool have been completed. Burbank has been working on their requests. Gilmore also asked about the semi-truck that has been parked in the parking lot.

Fire Chief Alan Kramer reported that the city has been awarded partial funding for SCBAs. The department was denied the grant for extrication equipment. Kramer requested more information on the fire department replacement fund. The money in the fund was used to help the general fund on the promise that it was to be returned to the fund. Kramer emphasized the importance of having a plan to replace fire department equipment and having a stable replacement fund. The fire engines are 30 plus years old and cost more to maintain the older they become. Clerk Eastlick stated the general fund is not in the condition to repay any funds that it borrowed from. More discussion regarding general fund money grant opportunities for the fire department. Council member Deppen offered assistance with working on grants.

Ambulance Director Teri Arrwood gave a brief report and said that IT has been great with setting up her new computer and is curious what we do with old equipment.

City Clerk Pam Eastlick reported the City has paid off the sewer bond so the water bills will be \$4.50 less. Eastlick mentioned that the bill postcards are not supposed to be used for the water bills due to confidentiality issues. Eastlick will be gone for two days at a SCORE meeting. Discussion on upcoming holidays and meeting schedules. Gilmore asked about accepting ambulance payments via credit card. Wittman handles all the ambulance billing for the city, and it will need to be determined what city information would be provided to Wittman. More discussion. Eastlick has been researching credit card payments.

Gilmore would like the credit card fees to be on the next agenda in addition to facility use fees.

Eastlick volunteered to be on the LAWSX Board as an alternate and she is scheduled to attend a meeting in the beginning of November.

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Mayor Munson attended a LOLA meeting recently and the next LOLA meeting is in January.

Council member Gilmore stated that a community cleanup day is scheduled for the pool, she is working on an MOU with FOP to outline the purpose of the funding. There will be a CDBG meeting on Wednesday to discuss resurfacing of the pool. Gilmore would like an update on the Facey Foreclosure.

Council member Stacher commented on the amount of empty houses throughout town and historical houses and asked if there is any recourse regarding empty houses.

Council member Fawaz would like to review the TOT taxes and an update on the payroll audit.

Gilmore requested a closed session item to discuss the city manager search.

Adjournment

There being no further business Mayor Munson adjourned the closed session meeting at 8:40 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk