



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday December 11, 2023

Members of the Etna City Council met on this 11th day of December in person and via TELECONFERENCE (Zoom.) Mayor Cliff Munson called the meeting to order and lead in the flag salute to the United States of America.

1. Call to Order:

a. Roll Call

Councilmembers Jason Deppen, Mayor Cliff Munson, Charnna Gilmore, and John Stacher were present. Councilmember Fawaz was absent.

2. Public Comments on Non-Agenda Items:

None.

3. CLOSED SESSION: 5:30 – 6:00 pm

- a. Pursuant to Government Code §54956.9(d)(1) Pending/Existing Litigation (Non-Settlement) – Conference with Legal Counsel – Existing Litigation
 - a. Federal Home Loan Mortgage Corporation, as Trustee for the Benefit of the Freddie Mac Seasoned Credit Risk Transfer Trust, Series 2018-3 VS City of Etna; Albert E. Facey; Valeda M. Facey; Mid Valley Title Escrow Company; and Does 1-20, Inclusive
- b. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation
 - a. City Clerk
- c. Pursuant to Government Code §54956.9(d)(4) Anticipated Litigation – Conference with Legal Counsel Number of Cases: One (1)

Mayor Munson reported that the Council was partially finished with the closed session items. The Council unanimously approved moving forward with item ‘a’ of the closed session. The Council did not report any action on item ‘c,’ and they will resume item ‘b’ after the regular meeting.

4. Consent Calendar:

- Minutes of the Regular Meeting November 13, 2023
- Minutes of the Special Meeting November 20, 2023
- Invoice Approvals
- Resolution 2023-016 – A Resolution of the City Council of the City of Etna Establishing the City Council Regular Meeting Schedule
- 2024 Holiday Schedule

****Technical issue with audio**** The Council unanimously approved the Consent Calendar.

5. City Council/Department Reports:

Police Chief Josh Short gave a brief report and thanked staff for their help with the annual PAL Christmas party. Chief Short answered questions from the Council regarding dogs at large and the new city manager for Fort Jones.

City Clerk Pamela Eastlick reported that she has been working on current grants and reporting requirements.

Public Works Director Dan Burbank reported that they have been working on issues with the wastewater table. They replaced 30 feet of the main sewer section down Callahan, and they have been working on city vehicle repairs.

Mayor Munson wished everyone a Merry Christmas and Happy New Year.

Councilmember Gilmore reported that the flow meter is online, and they are working on calibration issues.

Councilmember Stacher commented on the flag needing to be lit.

6. Current Business:

a. Discuss/Approve Contract for Legal Services with the Law Office of Darrin W. Mercier.

Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

b. Discuss/Approve City Attorney Services with Colantuono, Highsmith, Whatley, PC.

Mayor Munson explained that the City of Yreka, Weed, and Montague use this city attorney as well. Councilmember Deppen asked how long the contract was for. Mayor Munson replied that this is an agreement to enter into a contract. Deppen made a motion to retain Colantuono, Highsmith, Whatley, PC as city attorney, Councilmember Gilmore seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

c. Discuss/Approve Siskiyou County Local Transportation Fund – Transportation Claim (LTC) 2023/2024 and Approve Budget Amendment.

Clerk Eastlick gave a background on this item and answered questions. Eastlick anticipated more money which is the reason for the budget amendment.

Councilmember Gilmore made a motion to approve the Siskiyou County Local Transportation Fund and moved to approve the budget amendment as recommended by the City Clerk. Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

d. Discuss/Approve Website Proposal from Town Web.

Clerk Eastlick requested approval to hire a professional company to redesign the City website. Fort Jones uses the same company. Eastlick reached out to the company, and they gave a presentation, and she is recommending working with this company. Councilmember Deppen asked about the payment portal, total cost, and which funds will pay for the website. Eastlick explained that all funds will contribute to the total cost of the new website. Chief Short mentioned that PAL, if connected to the website, can help with the cost of the website. Deppen made a motion to approve, Councilmember Gilmore seconded, and the motion passed. Gilmore clarified that it is a three-year subscription.

Ayes: Stacher, Gilmore, Munson, Deppen

e. Discuss/Approve Use of City Owned Facilities by the Community and Other Organizations.

Mayor Munson would like a fee to be established when City Hall is used by outside organizations. Clerk Eastlick said that City Hall gets used one to two times a month, and she expressed concern of not knowing who and when the building gets used. Eastlick commented on security risks etc. Councilmember Deppen recommended clarifying use between individuals and nonprofits. More discussion on tax paying citizens, heating of the building, and lights. Deppen recommended any use of a city facility should be approved by staff. Discussion on liability. The City Council tabled this item for the next meeting.

f. Discuss/Approve Charging the Usage Fee to the Customer for Credit Card Payments.

Historically the City of Etna waived the transaction fee for customers who make payments with a credit card/debit card fee. Councilmember Deppen made a motion to begin charging the transaction fee to the customer beginning February 2024. Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

g. Discuss/Approve Accepting Asst. Fire Chief Resignation and Approve Clint Whitchurch as Asst. Fire Chief.

Councilmember Deppen made a motion to accept and approve. Councilmember Gilmore seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

h. Discuss/Approve Ambulance Team Member Jayson Scroggins.

Councilmember Gilmore moved to approve Jayson Scroggins as a new team member for the ambulance department. Councilmember Stacher seconded and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

i. Discuss/Approve Hiring a Grant Writer.

Councilmember Deppen made a motion to send out a request for proposals (RFP) for a grant writer. Chief Short asked if this is for a writer, or a manager, or both. Deppen amended his motion to approve sending an RFP for a grant writer and administrator. Councilmember Gilmore asked if the RFP would come back for review. Eastlick will have grant writer job descriptions for review at the next regular meeting.

Ayes: Stacher, Gilmore, Munson, Deppen

j. Discuss/Approve Setting Interviews for the Pool Manager Position.

There are two applications that have been submitted for the position. Councilmember Deppen recommended setting up a workshop meeting to create an updated job description for the position before interviewing the potential candidates. Councilmember Gilmore will schedule a workshop meeting with Friends of the Pool, Pam, Dan, and Josh.

k. Discuss/Approve Providing Direction to Staff Regarding City Owned Vacant Lot on Charles Street.

The City Council approved tabling this item to a later meeting.

l. Discuss & Accept the Fiscal Year 2023 Annual Street Report.

Clerk Eastlick gave a background regarding this report that is required by the State. This report has been completed by our Auditor Charles Pillon. Councilmember Gilmore made a motion to accept the 2023 Annual Street Report. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

m. Discuss & Accept the June 30, 2023 & 2022 Local Transportation Audit.

Clerk Eastlick gave a background on the audit. This is Fund 29 in the budget and most of the money is used to pay for electricity for streetlights. Councilmember Gilmore made a motion to accept. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

7. Correspondence:

Clerk Eastlick explained that the City is no longer under contract with Garland Tech and is no longer offering IT services and call-in services. Mayor Munson will collaborate

with the City Clerk and Sean Garland from Garland Tech. Councilmember Deppen requested this topic to be on the next agenda.

8. City Council Statement and Requests:

None.

9. Adjournment

There being no further business Mayor Munson adjourned the regular session meeting at 7:00 pm and resumed closed session item “b”. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation

a. City Clerk

The City Council unanimously approved temporarily promoting City Clerk Pamela Eastlick to City Administrator. The promotion will be re-evaluated in June of 2024.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk