



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday January 8, 2024

Members of the Etna City Council met on this 8th day of January 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, were present. Councilmember John Stacher was absent, and Councilmember Brandon Fawaz arrived late.

2. Public Comments on Non-Agenda Items:

Fire Chief Alan Kramer updated the Council regarding their SCBAs.

3. PUBLIC HEARING: Discussion of possible City of Etna application for funding under the State Community Development Block Grant (CDBG) Program.

Mayor Munson opened the public hearing at 5:37 pm for comments. Councilmember Gilmore gave a background on the potential projects that would be eligible for this funding. No comments from the public.

4. Consent Calendar:

- Minutes of the Regular Meeting December 11, 2023
- Minutes of the Special Meeting December 18, 2023
- Invoice Approvals

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

Ayes: Deppen, Munson, Gilmore

5. Current Business:

a. Discuss/Approve Notice of Award to Whitehawk Construction for the 2024 Water System Improvement Project (Agreement #: 4600014615)

City Engineer Morgan Eastlick explained that the City received three bids and Whitehawk Construction was the lowest bid at 1.2 million. This project is funded by the Emergency Drought Preparedness Grant. This project includes a new water tank and smart meters. There is not enough funding for the well construction.

Councilmember Gilmore made a motion to approve the Notice of Award to Whitehawk Construction for the Water System Improvement Project.

Councilmember Deppen seconded, and the motion passed. The Council directed City Clerk Pamela Eastlick to provide information to the new attorney involving the well project.

Ayes: Deppen, Munson, Gilmore

b. Discuss/Approve Job Descriptions for Grant Writer/Administrator and Approve Requesting Proposals for the Position.

The Council was presented with three options for the job description and discussed them.

****Councilmember Fawaz arrived at 5:50 pm****

Councilmember Gilmore suggested advertising this position until the second meeting in March. Councilmember Deppen made a motion to adopt the third description with edits. Councilmember Fawaz seconded, and the motion passed.

Ayes: Fawaz, Deppen, Munson, Gilmore

c. Discuss/Approve New Fire Department Employee Adre van der Merwe

Councilmember Gilmore made a motion to approve, Councilmember Deppen seconded. Councilmember Fawaz asked about the practice to handle normal hiring in an open session with allowing for debate. More discussion regarding hiring policies and the format of the agenda. Deppen recommends asking the attorney about new hire policies.

Ayes: Gilmore, Deppen, Munson, Fawaz

d. Discuss/Approve Setting Interview for Pool Manager Position. Review and Approve Pool Manager Job Description

Councilmember Gilmore made a motion to approve the job description. Councilmember Fawaz recommended placing an hourly range of pay. Gilmore amended the motion to include the hourly pay range of \$18.00 to \$24.00 per hour in the job description. Councilmember Deppen seconded, and the motion passed.

Ayes: Gilmore, Munson, Deppen, Fawaz

6. Correspondence:

- a. 3rd Addendum to the Memorandum of Understanding & Agreement to Provide Dispatch & Record Services**
- b. E&S Engineers & Surveyors Civil Engineering & Land Surveying Services Rate Adjustment**

7. City Council Statement and Requests:

City Clerk Eastlick mentioned that SCORE representatives will be visiting Yreka February 1st and would like to meet with the Council. Eastlick will let them know what time they will be meeting. The Council would like to meet with them in Etna. More discussion.

8. Adjournment

There being no further business Mayor Munson adjourned the regular session meeting at 6:06 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk