



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday March 25, 2024

Members of the Etna City Council met on this 25th day of March in person and via TELECONFERENCE (Zoom.) Mayor Cliff Munson called the meeting to order and led in the salute to the flag of 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 Brandon Fawaz was absent.

2. Public Comments on Non-Agenda Items:

None.

3. Consent Calendar:

a. Minutes of the Regular Meeting March 11, 2024

b. Invoice Approvals

c. Bank Statements

Councilmember Deppen moved to approve the Consent Calendar, Councilmember Stacher seconded, and the motion passed. Mayor Munson was not present at the last meeting and did not cast his vote.

Ayes: Stacher, Gilmore, Deppen

4. Department Reports:

Police Chief Josh Short provided the Council with a written report in addition to call stats. Chief Short also reported that business has been as usual, he had a meeting regarding the Blue Grass Festival that will be in July. An event packet will be on the agenda for a future meeting. The festival will involve a PAL fundraiser and Scott Valley scholarships. Mayor Munson asked about the number of cases being 4 on the stats provided.

Public Works Director Dan Burbank reported that they removed the juniper tree from the park, and they are going to start filling potholes. Burbank is waiting for the lift to begin repairs on the City Hall building. Councilmember Stacher commented on the Little League Snack Shack building needing some repairs.

Fire Chief Alan Kramer reported that multiple fire departments in the area are continuing to work together. Their evaluation for a fire rating in town was decreased from a 5 to a 4 due to collaboration efforts between the departments. Chief Kramer encouraged the Council to attend a fire department meeting discussing combining the departments.

Ambulance Director Teri Arrwood reported that she has been working on grants for equipment replacement. Councilmember Gilmore asked about calls supporting areas outside of Etna. Arrwood keeps track of all calls outside of Etna.

City Clerk Pamela Eastlick reported that there will be a “meet and greet” with Jeff Mitchem tomorrow with department heads. The next LOLA meeting will be in Mt. Shasta.

Stacher asked about the travel trailer that is located behind the yard that belongs to Arrwood. Arrwood explained that they are planning on using the trailer for trainings and possibly a place to keep animals.

5. Current Business:

a. PUBLIC HEARING: City of Etna Housing Element Update.

Mayor Munson opened the Public Hearing at 5:48 pm.

Michelle Nielson from Planwest Partners was on Zoom and presented the Council the City of Etna Housing Element Update. Neilson explained that the project consists of review and consideration of the revised draft 6th Cycle Housing Element (2023-2031), which was amended following its adoption by the City Council on October 23, 2023, to respond to comments received from the California Department of Housing and Community Development (HCD), comply with state housing law, and obtain state certification. The City is currently working toward a deadline of April 30, 2024, to submit the adopted Housing Element to HCD for 60-day review, as required by law.

Councilmember Gilmore asked about the ten-year plan to end homelessness in Siskiyou County and recommended a change in wording in Program HE.5.1.1 on page 2-15 from “annually” to something more flexible such as “semi-annually.”

Mayor Munson closed the Public Hearing at 6:19 pm.

b. Discuss/Approve Resolution 2024-002 Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments.

Councilmember Deppen made a motion to make the finding that, on the basis of the entirety of the record before us, including comments received, the proposed project could not have a significant adverse effect on the environment and is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines. Councilmember Stacher seconded and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

Councilmember Deppen made a motion to adopt Resolution 2024-002, for the City Council Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments. Councilmember Stacher seconded and the motion passed.

Ayes: Munson, Deppen, Stacher, Gilmore

Mayor Munson adjusted the agenda to address item “e” – Discuss/Approve Trails End Music Festival June 28-29, 2024.

Lance Banks and Ariel Roumasset from Denny Bar requested Council approval for their annual music festival to take place June 28-29, 2024, and addressed the Council's questions and concerns. Their team will clean up Sunday morning and will contact other local businesses on Main Street to include them in the event.

Councilmember Gilmore made a motion to approve the Trails End Music Festival for June 28-29, 2024. Councilmember Stacher seconded the motion and it passed.

Ayes: Stacher, Gilmore, Munson, Deppen

Mayor Munson adjusted the agenda to address item "d" – Discuss/Approve The Siskiyou Child Abuse Prevention Council Collaborative Proclamation and Proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month and April 6-12, 2024, as Week of the Young Child.

Michelle Harris from First 5 Siskiyou was present to discuss with the Council and audience about child abuse prevention and the importance of strengthening families. Mayor Munson read the proclamation. Councilmember Gilmore moved to approve the proclamation, Councilmember Deppen seconded the motion and it passed.

Ayes: Stacher, Gilmore, Munson, Deppen

Councilmember Gilmore requested information to be included in the newsletter. Harris thanked the downtown area for being a space for families to gather and be together.

c. PUBLIC WORKSHOP: General Plan Land Use and Noise Element Updates.

City Planner Richard Tinsman was present and gave the Council a brief background on the project. Discussion regarding historical buildings and maintaining their structure. City Attorney Andrew Jared commented on the importance of ordinances, specifically the zoning code is consistent with the General Plan and all its elements. No action taken.

f. Discuss/Approve Consultant Services Agreement for City Administration/ Management Services with Jeff Mitchem.

Jeff Mitchem thanked the City Council and stated that he is looking forward to working with everyone and being a part of this community. Andrew Jared recommended that the Council announce the compensation and benefits of the agreement into public record per government code. Mayor Munson announced the appointment of Jeff Mitchem as City Administrator pursuant to consulting services agreement, the agreement is for an at-will consulting agreement with no term dates and no severance provision. Compensation is \$95.00 per hour capped at 832 hours annually, or \$6,586.67 per month, with no benefits. Mitchem shall obtain no rights to retirement and health benefits or other benefits which may accrue to other employees (e.g., insurance, sick leave, or vacation hours). The right to claim any such benefits is

expressly waived. There is no administration leave, vehicle stipend, or professional development stipend. The fiscal impact to the City could be up to \$79,040 per year.

Councilmember Deppen made a motion to accept the service agreement, Councilmember Gilmore seconded the motion. Councilmember Stacher asked about the writing of “administrator/manager.” The motion passed.

Ayes: Deppen, Munson, Gilmore, Stacher

h. Discuss/Approve Code Enforcement Officer/Police Officer Recruitment and Hire.

Chief Short has a candidate selected for this position and the funding for this position is already available in the budget. The position will transition from Code Enforcement to Police Officer after the necessary trainings are completed. Councilmember Gilmore made a motion to approve Code Enforcement Officer/Police Officer recruitment and hire. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

At a future meeting Chief Short will bring back the employee’s application for final approval.

6. Correspondence:

The City Attorney directed staff to remove this section from future agendas.

7. City Council Statements and Requests:

Councilmember Stacher requested that the topic of EV charging stations be on the next agenda and the possibility of grant funding.

Eastlick informed the Council that item “a-1” under Closed Session will be postponed to the next meeting.

8. CLOSED SESSION:

a. Pursuant to Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing Litigation

1. Federal Home Loan Mortgage vs. City of Etna

2. Klenk vs. City of Etna

City Clerk Eastlick gave the City Council an update.

b. Pursuant to Government Code §54956.9(d)(4) – Conference with Legal Counsel – Anticipated Litigation (City Initiated) – Number of Cases One (1)

The City Council gave directions to staff.

c. Pursuant to Government Code §54956.8 – Conference with Negotiator over Real Property Negotiator: Andrew Jared, Real Property Agreement with Phillip L. Coupland III and Danielle E. Coupland Living Trust

The City Council directed staff and the City Engineer Morgan Eastlick to review the plans for this project.

d. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation

1. City Clerk

By a unanimous vote the City Council approved a \$6,000 bonus to Pamela Eastlick.

9. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 7:36 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk