



**MINUTES**  
**REGULAR MEETING OF THE ETNA CITY COUNCIL**  
**Monday April 22, 2024**

Members of the Etna City Council met on this 22<sup>nd</sup> day of April 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 April 8, 2024**

**b. Invoice Approvals**

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

**Ayes: Stacher, Gilmore, Munson Deppen**

**4. Department Reports:**

Police Chief Josh Short provided a written report including stats in the Council's packet. Chief Short mentioned some new requirements regarding crosswalks.

Public Works Director Dan Burbank gave a brief report. Burbank has updated job descriptions for his department. They have been very busy getting the pool ready for this season and keeping up with the mowing at the park and little league field.

Fire Chief Alan Kramer gave a brief report. The department is hoping to do some training with CalFire soon.

City Clerk Pam Eastlick will begin working on the budget. Councilmember Stacher asked about the Museum. Eastlick said she will have numbers by June 1<sup>st</sup>.

City Administrator Jeff Mitchem shared information on AB 1234. Mitchem has been working with Clerk Eastlick on transferring some of the grant management tasks to him, he is also planning on setting up time with staff for one-on-one meetings. Mitchem has also been working on strategic planning for the City.

Councilmember Gilmore reported on the Cleanup Event that took place. The community was very appreciative.

**5. Current Business:**

**a. Discuss/Approve May Rodeo Parade to be held on Sunday May 5, 2024.**

Kory Hayden from the Scott Valley Pleasure Park Rodeo Board gave information about this event and requested the Council's approval. Councilmember Deppen moved to approve, Councilmember Gilmore seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**b. Discuss/Approve 2024-2026 Lease Between the City of Etna and Etna Police Activities League (PAL)**

Discussion with staff and Council regarding heating upstairs. Councilmember Stacher mentioned structural concerns that need to be addressed. Eastlick and Chief Short will meet to go over the lease agreement. Item tabled.

**c. Discuss/Presentation from Ambulance Director Teresa Arrwood Regarding Recently Attended Training.**

Director Arrwood gave a presentation to the Council. Arrwood recently attended a 40-hour weeklong class involving mass violence. Arrwood shared a short power point.

**d. Discuss/Approve Quarterly Budget Update.**

Clerk Eastlick presented the quarterly budget to the Council and staff. The General Fund is looking good. More discussion. Eastlick has some adjustments that need to be made with splitting certain expenses. The Council and staff went through each department's budget. Eastlick is continuing to work on reconciling the CDBG fund. Councilmember Deppen made a motion to approve the quarterly budget update. Councilmember Stacher seconded and the motion passed.

**Ayes: Stacher, Gilmore, Munson, Deppen**

**e. Discuss/Approve Two Public Works Job Descriptions and Approve Advertising for a 32-40 Hour Work Week Position.**

Public Works Director Burbank and Clerk Eastlick met recently and updated two job descriptions. Burbank requested approval to advertise for the 32–40-hour work week position and get it filled before moving the current public works employee down to 20 hours/week. Councilmember Deppen made a motion to approve the public works job description and job announcement. Councilmember Stacher seconded, and the motion passed.

**Ayes: Gilmore, Munson, Stacher, Deppen**

**6. City Council Statements and Requests:**

None.

**7. CLOSED SESSION:**

**a. Pursuant to Government Code §54957(b) Personnel Matters – Public Employment**

- 1. Public Works Position – 20hr/week**
- 2. Fire Department – Volunteer Fire Fighter**

**The Closed Session Items were cancelled.**

**8. Adjournment:**

There being no further business Mayor Cliff Munson adjourned the meeting at 7:39 pm.

Respectfully submitted,

Jenny Bennett  
Asst. City Clerk