



**MINUTES**  
**SPECIAL MEETING OF THE ETNA CITY COUNCIL**  
**Wednesday May 29, 2024**

Members of the Etna City Council met on this 29<sup>th</sup> day of May 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 Cliff Munson, Charnna Gilmore, and John Stacher. Councilmembers Brandon Fawaz and Jason Deppen were absent.

**2. Public Comments on Non-Agenda Items:**

None.

**3. Consent Calendar:**

**a. Minutes of the Regular Meeting May 13, 2024**

*The Council tabled item 'a' for the next meeting.*

**b. Accounts Payable Review**

**c. Resolution 2024-005 – A Resolution of the City Council of the City of Etna Establishing the City of Etna Workplace Violence Protection Program**

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

**Ayes: Stacher, Gilmore, Munson**

**4. Department Reports:**

Police Chief Josh Short provided a written report in the Council's packet.

Public Works Director Dan Burbank reported that they have been very busy at the pool and the pool has passed inspection by the County. Director Burbank has received positive feedback on the repairs made inside the building. The pool pump is still working.

Fire Chief Alan Kramer reported that the prescribed burn on his property went well, and it was a collaborated effort with other local fire departments. Chief Kramer recently submitted an application for the 50/50 Grant. The PPE needs to be replaced every ten years. Chief Kramer requested the budget to reflect \$20,000 to match the grant.

Ambulance Director Teresa Arrwood provided a written report in the Council's packet. Councilmember Gilmore commented about the big training event that recently took place.

City Clerk Pamela Eastlick reported that staff recently attended a 4-hour training. Dog licenses are coming due, and the letters will be going out soon. Eastlick has been

working on the budget update and it will include a COLA increase. The Emergency Drought Grant has gone through.

Gilmore commented that there is a CDBG meeting on Friday.

City Manager Jeff Mitchem thanked the staff and Council for responding to emails regarding strategic planning for the City. Gilmore asked about the solar project and about how Council and department heads can provide input on the budget before the 24<sup>th</sup> meeting.

## **5. Current Business:**

### **a. Discuss/Approve Pay Request #1 for Whitehawk Construction for the 2024 Water System Improvements Project \$252,859.75.**

City Engineer Morgan Eastlick was available for questions. Discussion on time it takes to receive reimbursement from the grant. Councilmember Gilmore made a motion to approve, Councilmember Stacher seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson**

### **b. Friends of the Etna Library Report.**

Leslie Tharp was introduced to the Council and audience. Tharp is the new Library Coordinator and gave an overview of the Etna and Fort Jones Libraries. No action taken.

### **c. Discuss/Approve Timeline and Funding for the Etna Museum Electrical Project.**

Councilmember Stacher asked for clarification and an update on the status of funding for the electrical project. Clerk Eastlick explained the program income portion of CDBG payments received by the city. There are problems with reconciling the payments and it is time-consuming. Eastlick is working on submitting the reports. Discussion regarding the process with the State reviewing and approving the reports to be submitted. No action taken.

### **d. Discuss/Approve Resolution 2024-006 A Resolution of the City Council of the City of Etna Establishing the City Council Regular Meeting Schedule.**

Mayor Munson clarified that the new meeting schedule will be effective July 1<sup>st</sup>. Councilmember Gilmore made a motion to approve, Councilmember Stacher seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson**

### **e. Discuss and Provide Direction on Purchasing Policies; Approve Emergency Purchase of Pool Pump.**

City Manager Jeff Mitchem explained that he has been reviewing previous and existing policies relating to city business. City Attorney Andrew Jarad (zoom) shared comments and explained the issues with the current purchase policies and them needing to be updated. Jared strongly recommended to the Council to update or create a purchasing policy specifically relating to public works projects and supplies. Clerk Eastlick asked about the current procurement policy. Public Works Director shared his concerns with the current pool pump. Councilmember Gilmore made a motion to approve, Councilmember Stacher seconded, and the motion passed.

**Ayes: Stacher, Gilmore, Munson**

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

None.

**7. CLOSED SESSION:**

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

**1. Public Works Department: Public Works Employee  $\frac{3}{4}$  Time Position**

No action taken.

**8. Adjournment:**

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

Respectfully submitted,

Jenny Bennett  
Asst. City Clerk