



**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday October 28, 2024**

Members of the Etna City Council met on this 28th day of October in person and 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 Brandon Fawaz, Jason Deppen, Mayor Cliff Munson, Charnna Gilmore, and John Stacher were present.

2. Public Comments on Non-Agenda Items:

None.

3. Consent Calendar:

- a. Minutes of the Regular Meeting September 23, 2024**
- b. Minutes of the Special Meeting September 26, 2024**
- c. Invoice Approval List**
- d. Resolution 2024-018 A Resolution of the City Council of the City of Etna Rescinding Resolution 2024-014 and Adopting a Revised Conflict of Interest Code Designating Positions for Which Conflict of Interest Filings are Required**
- e. Proclamation of the 17th Annual “Read Across Siskiyou” Event Sponsored by First 5 Siskiyou Children and Families Commission**

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

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

4. Public Workshop:

a. General Plan Update: Draft Open Space & Conservation Element

City Planner Richard Tinsman (Rico) was on Zoom to introduce the Open Space & Conservation Element of the General Plan update. The City Council had no requested changes, and there were no comments from the public. Mayor Munson closed the public workshop at 6:36 pm.

5. Current Business:

a. Discuss/Approve a Weekly/Bi-weekly Etna PAL Skate Night Street Closure at the Intersection of Howell and Harrison

Police Chief Josh Short gave a background on this item. Councilmember Deppen made a motion to approve the Etna PAL Skate Night, Councilmember Stacher seconded. More discussion. City Attorney Andrew Jared gave comments regarding liability.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

b. Discuss/Direct Staff Recommendation for Underground Utility District

City Administrator Jeff Mitchem updated the Council on this item. The next step would be moving forward enabling an ordinance to create the district and finalize the boundaries in coordination with Pacific Power. Discussion regarding costs to private property owners to upgrade. Councilmember Fawaz expressed concerns with this project potentially burdening a customer. Councilmember Deppen made a motion to direct staff to move forward, Councilmember Fawaz seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

c. Introduction and First Reading of an Ordinance Adding Establishing an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments and Finding Such Action Exempt from CEQA

City Attorney Andrew Jared gave a background on this item. Councilmember Gilmore made a motion to introduce and waive the first reading of ordinance establishing procedure of adoption of fees, charges, and assessments and finding such action exempt from California Environmental Quality Act (CEQA). Councilmember Stacher seconded and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

d. Discuss/Approve Consent & Waiver of Conflict of Interest with the Town of Fort Jones

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

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

e. Discuss/Approve Sending a Letter to State Water Resources Control Board to Remove City of Etna from All Scott River Curtailment Orders

Councilmember Stacher discussed the city's water usage and measurement issues. Councilmember Deppen asked whether the city has lost any revenue due to curtailments and whether the curtailment is working. More discussion. This item died due to lack of a motion.

f. Discuss/Approve Bulk Water Sale Policy & Approve Purchasing Two Hydrant Meters

Public Works Director Dan Burbank gave a background on this item. Council and staff discussed bulk pricing, and hydrant location etc. Councilmember Gilmore made a motion to approve the bulk water sale policy and approve purchasing two hydrant meters approximately costing \$3,000. Councilmember Stacher seconded the motion. More discussion. Councilmember Fawaz suggested a few changes/edits to the policy. Staff will make the requested edits.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

g. Discuss/Approve 24/25 COPS Growth Allocation & Approve Fund 53 COPS Showing Budgeted Allocation of \$94,663.46

City Clerk Pamela Eastlick requested approval for a COPS fund budget amendment. Councilmember Fawaz made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

h. Discuss Billing All Water/Sewer Accounts Regardless of Account Status

There are approximately 40 accounts that are in an inactive status and do not receive a bill. Director Burbank would like the Council to consider charging inactive accounts the flat fees for being connected to water and/or sewer. More discussion, no action taken.

i. Discussion on New Policy Content for the Personnel Policy

City Administrator Jeff Mitchem explained that this is a standing item that will be shared continuously until it is finalized and ready for approval. Mitchem will continue to ask for input. No action taken.

j. Discussion on New Plan Content for Strategic Planning

6. Department Reports:

Police Chief Josh Short reported that his department has been very busy. Chief Short explained the PD stats. They are preparing for the PAL Christmas Party that will be on December 7th. Chief Short updated the Council on current cases they have been working on.

Public Works Director Dan Burbank provided a written report in the council packet.

Ambulance Director Teresa Arrwood provided a written report in the council packet.

Assistant Fire Chief Larry Hicks reported that they have been organizing paperwork. The department is first on the list to provide services for a prescribed burn. They are actively working on mechanical issues with the fire engines, and other fire equipment. There are some building maintenance issues that need repaired. Hicks would also like the Council to consider having a washing machine purchased for the department. The Council would like the Fire Department to provide a list of requested equipment, and repairs. Hicks also shared concerns regarding water pressure in hydrants around town. Discussion regarding water pressure in fire hydrants. Councilmember Deppen asked about response time and fire personnel.

City Clerk Pamela Eastlick gave an update on grant reimbursements and completed projects. Eastlick gave a background on an annexation letter/resolution received from the County regarding TOT, and property taxes. More discussion regarding annexing property within city limits. City Attorney Andrew Jared gave more details discussing the resolution by the County. Eastlick reminded the Council that future meetings will be at 5:30 pm. The Council elected to reschedule the November 25th meeting to December 2nd due to Thanksgiving.

City Administrator Jeff Mitchem gave a brief report discussing the program income for CDBG. Mitchem updated the Council on grants. Councilmember Stacher asked about the status of the museum project. Clerk Eastlick replied that it has been submitted to the State.

7. City Council Statements and Requests:

Councilmember Stacher has been working on getting the noon whistle back up and running. Stacher updated the Council on plans for the Main Street project.

Councilmember Gilmore requested staff to start planning for the pool manager position. Mitchem has been researching the feasibility of creating a Parks and Recreation Director.

Councilmember Deppen asked about city email accounts and working with IT. Clerk Eastlick will reach out to IT to see if they can setup a training for the Council.

8. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 8:38 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk