



MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Monday December 2, 2024

Members of the Etna City Council met on this 2nd day of December in person and TELECONFERENCE (Zoom.) Mayor Pro-Tem Charnna Gilmore 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, Charnna Gilmore, and John Stacher were present. Councilmember Brandon Fawaz, and Mayor Cliff Munson were absent.

2. Public Comments on Non-Agenda Items:

An audience member inquired about the town Christmas tree.

3. Consent Calendar:

a. Minutes of the Regular Meeting October 28, 2024

b. Second Reading and Adoption of Ordinance 227 Establishing Procedures for Fees, Charges, and Assessments; Finding Such Exempt from CEQA

c. Invoice Approvals

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

Ayes: Stacher, Deppen, Gilmore

4. Public Hearing:

a. General Plan Update: Circulation, Noise, and Open Space and Conservation Elements Resolution 2024-019 – A Resolution of the City Council of the City of Etna Adopting the Circulation Element, Noise Element, and Open Space & Conservation Element Updates

City Planner Richard Tinsman gave a background on this item. Mayor Pro-Tem Gilmore opened the Public Hearing for comment and there were none. Gilmore declared the Public Hearing closed. Councilmember Stacher made a motion to move that on the basis, of the entirety of the record before us, we make the finding that the proposed project could not have a significant adverse effect on the environment, and that we adopt the recommended CEQA exemption. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Deppen, Gilmore

Councilmember Deppen made a motion to adopt Resolution 2024-019 and adopt the draft Circulation, Noise, and Open Space & Conservation Element updates. Councilmember Stacher seconded and the motion passed.

Ayes: Stacher, Deppen, Gilmore

5. Current Business:

- a. Discuss/Approve Authorizing Mayor Munson to Execute the Memorandum of Understanding Between City of Etna Fire Department, Town of Fort Jones Fire Department, and the Scott Valley Fire Protection District to Apply for Assistance to Firefighters Grant**

Fire Chief Clint Whitchurch gave a background on this item. Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Deppen, Gilmore

- b. Discussion to Generate Direction for Staff Regarding the Creation of a Recreation and Culture Staff Position by Repurposing the Pool Manager Position**

City Administrator Jeff Mitchem requested the Council to consider creating a new position/or repurposing the Pool Manager position to oversee recreation programs, special events, among other things, and act as a liaison between community organizations, businesses, and individuals to foster the development of new recreation, arts, and cultural programs and events. Discussion only.

- c. Continued – Discussion of Personnel Policy, Municipal Code Amendment Chapter 2.06 City Administrator**

Mitchem gave Council an update. Discussion only.

- d. Continued – Strategic Plan, Staff Direction to Prepare Public Review Draft**

Mitchem gave Council an update. Discussion only.

- e. Discussion Quarterly Budget Update**

Council and staff discussed the deficit in the pool budget. Discussion about how to generate more revenue. Councilmember Deppen asked for a timeline on being able to staff a strike team by fire season. No action taken.

6. Department Reports:

Police Chief Josh Short was not present, Officer Whitchurch gave a brief report on his behalf.

Fire Chief Whitchurch gave a brief report for the fire department. They are currently working on the 50/50 grant and recruiting new members.

Public Works Director Dan Burbank reported that he is waiting on parts to come in to continue mechanical repairs for engine 1411. They have been decorating around town and getting ready for the PAL party. Burbank explained the reasons for not getting a town tree this year, instead they will decorate the trees in the empty lot next to the hardware store. Councilmember Stacher asked about the potholes, Burbank is planning to fill them soon.

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

City Clerk Pamela Eastlick reported that the Annual Street Report, and the LTC audit has been completed. There were two bidders for the well project, they are planning to drill between the city shop and the park area for the emergency wells.

City Administrator Jeff Mitchem gave a brief report about the undergrounding project, a resolution needs to be created and brought to the County.

7. Closed Session:

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

1. City Clerk

2. Asst. City Clerk

City Council gave directions to staff.

8. City Council Statements and Requests:

9. Adjournment:

There being no further business Mayor Pro Tem Charnna Gilmore adjourned the meeting at 7:09 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk