



**MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Monday January 6, 2025**

Members of the Etna City Council met on this 6th day of January 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. Mayor Munson was absent, and Councilmember Brandon Fawaz arrived late.

2. Public Comments on Non-Agenda Items:

Community member Jen Bray commented about concerns with crime and drug problems in Etna and asked what can be done to prevent unsafe situations.

Community member Karen Hack commented on the situation on Main Street and shared the same concerns as Jen Bray.

3. Consent Calendar:

a. Minutes of the Special Meeting December 2, 2024

b. Invoice Approvals

c. Second Reading and Adoption of Ordinance 227 An Ordinance of the City of Etna Adding Chapter 3.34 Procedures for Fees, Charges, and Assessments on Real Property

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

Ayes: Stacher, Deppen, Gilmore

4. Current Business:

a. Approve Resolution 2025-001 Accepting Election Results

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

Ayes: Stacher, Deppen, Gilmore

City Clerk Pamela Eastlick swore in Gilmore, and Stacher. Councilmember Stacher made a motion to keep Cliff Munson as the Mayor and Charnna Gilmore as Mayor Pro-Tem, Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Deppen, Gilmore

b. Discuss/Approve Fund 21 – Sewer Improvement Fund Budget

Public Works Director Dan Burbank requested approval to transfer \$30,000 to the Sewer Improvement Fund. (Councilmember Fawaz arrived.) Councilmember Stacher made a motion to approve. More discussion. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Deppen, Fawaz, Gilmore

c. Approve Resolution 2025-002 Creating a Recreation and Culture Staff Position by Repurposing the Pool Manager Position

City Administrator Jeff Mitchem provided an update on this item. Councilmember Fawaz asked if this position would be seasonal. Mitchem explained that the pool manager portion of the position will be seasonal, but if there were a need for the position to extend beyond seasonal it would come to the Council for approval. More discussion. Mitchem would like to start recruiting for this position immediately so that grant funding for the position can be explored. Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Deppen, Fawaz, Gilmore

d. Continued – Discussion of Personnel Policy, Municipal Code Amendment Chapter 2.06 City Administrator

Mitchem gave an update on this item and is ready for the first reading of this policy. Council and staff discussed personnel related issues and commissioner roles. No action taken.

e. Continued – Strategic Plan, Staff Direction to Prepare Public Review Draft

Continued discussion. Mitchem has posted this information on the city's website. No action taken.

5. Department Reports:

Police Chief Josh Short provided stats in the Council's packet. Councilmember Deppen asked about the receivership process. Chief Short would like to revisit this topic.

Public Works Director Dan Burbank gave a brief report. The Council and staff discussed the town Christmas tree. They repaired a sewer problem down Callahan Way. Director Burbank believes that it was caused by grease. Councilmember Fawaz thanked Dan for keeping the turbidity levels down in the water. City Clerk Pamela Eastlick asked about the master meter situation at the Condos.

Fire Chief Clint Whitchurch, Ambulance Director Teresa Arrwood, and Council discussed the Fire Department and Ambulance Department merge. Chief Whitchurch updated the Council on some repairs at the Fire Hall. Director Burbank is still working on Engine 1411. Asst. Fire Chief is working on testing fire hydrants throughout town. Chief Whitchurch mentioned a grant that will be available to fund a full-time firefighter position for four years. Director Burbank asked about the SCORE safety money that is available to purchase safety equipment.

Ambulance Director Teresa Arrwood provided a written report in the Council's packet. Councilmember Gilmore thanked Teri for all her hard work in exploring and researching options to keep the ambulance sustainable.

City Clerk Pamela Eastlick reported that she has too much going on. Clerk Eastlick has been focusing on the CDBG audit, 20/21 audit, and grant reporting. Two of the grants require a lot of information. Eastlick mentioned billing errors occurred after the new meters were installed. Eastlick has been working from home for the past two months, not by her choice and it has been difficult for her to get her work done. Eastlick will have a revised quarterly budget update before the next meeting. More discussion regarding grants. Councilmember Fawaz asked about hiring someone on a contract basis to help with the workload.

City Administrator Jeff Mitchem will reach out to SCORE to get an update on the safety money available. Mitchem updated the Council on the undergrounding project and a resolution will be on the next agenda with more details.

City Council discussed form 700s and their city email issues.

6. City Council Statements and Requests:

City Council asked about the ¾ time position for the Fire/Ambulance department. Mitchem explained that the position is budgeted but spending is in a deficit. More discussion. Councilmember Fawaz made a motion to postpone item c in the closed session to the next meeting along with the budget update and have it agendaized for discussion in open session. Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Deppen, Fawaz, Gilmore

Mayor Pro-Tem Gilmore adjourned the open session meeting.

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. 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