



City of Etna

AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: August 24, 2026

TIME OF THE MEETING: 6:30 pm

PLACE OF THE MEETING: 442 Main Street Etna, CA, and TELECONFERENCE (Zoom)

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. PUBLIC COMMENT – NON-AGENDA ITEMS - The City Council cannot take action or comment on non-agenda items.

3. CONSENT CALENDAR

- a. Minutes of the Regular Meeting July 27, 2026
- b. Minutes of the Special Meeting August 19, 2026
- c. Expense Approval Report 7.22 – 8.21

4. CURRENT BUSINESS

- a. Discussion: Park & Pool Community Survey Results
- b. Discuss/Approve Advertising for a City Manager Position – Review Job Announcement

5. DEPARTMENT REPORTS

*Pool*Police*Public Works*Fire*Ambulance*City Clerk*Mayor*City Council/Committee

6. CITY COUNCIL STATEMENTS AND REQUESTS

7. CLOSED SESSION: The City Council will recess to Closed Session to discuss the below item(s). At the conclusion of the Closed Session, Open Session will be reconvened and reportable action, if any, will be announced.

Announcement of any action taken by the City Council in Closed Session required by the Ralph M. Brown Act (Government Code §54950 et. Seq.)

- a. Personnel Matters (Pursuant to Government Code §54957(b))
 1. Public Employee Appointment – Ambulance Department EMT

8. ADJOURNMENT

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 833 0994 6886

<https://us06web.zoom.us/j/83309946886>

The City of Etna does not discriminate based on disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available. If any accommodations are needed, please contact Pamela Eastlick at 530-467-5256 p.eastlick@etnaca.gov. Requests should be made as soon as possible but recommended between three days to one week prior to the scheduled meeting.



**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday July 27, 2026**

Members of the Etna City Council met on the 27th day of July 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

Council members Brandon Fawaz, Jason Deppen, Mayor Cliff Munson, Matt Eastlick, and John Stacher were present.

2. Public Comments on Non-Agenda Items:

None.

3. Consent Calendar:

- a. Minutes of the Regular Meeting June 22, 2026**
- b. Minutes of the Special Meeting July 1, 2026**
- c. Minutes of the Special Meeting July 14, 2026**
- d. Expense Approvals Report 7.13-7.21**
- e. Resolution 2026-014 – A Resolution of the City Council of the City of Etna Establishing a Live Scan Background Check Requirement for Volunteer Firefighter Applicants**

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

Ayes: Stacher, Eastlick, Munson, Deppen, Fawaz

4. Current Business:

a. Swear in New Etna Police Officer Eric Dowling

Mayor Cliff Munson swore in Officer Dowling.

b. Presentation: Pacific Power System Strengthening Projects

No action taken.

c. Discuss/Approve Event Application for Etna PAL/Scott Valley Skatepark Project Fundraiser

Nathan Chismar representing the Scott Valley Skatepark requested Council approval to hold an event on September 12th at the park. This event is a PAL associated event. Chismar gave a background on their fundraising efforts and also requested a letter of support from the city.

Councilmember Stacher made a motion to approve the support letter. Councilmember Fawaz seconded, and the motion passed.

Ayes: Stacher, Eastlick, Munson, Deppen, Fawaz

d. Discuss/Approve City of Etna Community Development Block Grant (CDBG) Housing Rehabilitation Program Guidelines

Brandy Caporaso from Great Northern Services presented an update to the program guidelines for Council to review and make any other changes. Discussion regarding the application process and the CDBG loan committee involvement. Councilmember Fawaz made a motion to approve the CDBG Guidelines as presented. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Eastlick, Munson, Deppen, Fawaz

e. Discuss/Approve 2026/2027 Budget

(Mayor Munson moved the Department Reports before item "e".)

City Clerk Pamela Eastlick presented the Council with the 2026/2027 budget. Discussion regarding the lieutenant position switching from full-time to part-time. The budget reflects a 2.8% COLA increase in addition to a step increase. Councilmember Stacher asked about the increase in vehicle fuel & oil line items for the police department.

Councilmember Fawaz questioned the math on the personnel budget for the lieutenant position. Clerk Eastlick explained that the way the budget stands there is not enough funding to fund the additional police officer position, and the EMT/Firefighter full-time position.

Councilmember Fawaz would like to see a summary page of all the funds and breakdown of the General Fund. Discussion regarding the Fort Jones police budget.

Clerk Eastlick explained that if the lieutenant switched from full-time back to half-time there would be enough funds to cover the vacant police officer position. Discussion about cutting positions. Councilmember Stacher asked about the audits.

Councilmember Deppen made a motion to approve the budget as it stands and to revisit at the regularly scheduled meeting in October. More discussion. Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Eastlick, Munson, Deppen, Fawaz

Discussion

5. Department Reports:

Police Chief Josh Short provided a written report and stats in the Council packet. Chief Short also reported that there have been an increase in scams and they are researching funding options for another spay/neuter clinic in the area.

Public Works Director Dan Burbank gave a brief report. He has received several applications for the open position in his department and is planning on doing interviews around August 10th.

Mayor Munson read the ambulance report.

City Clerk Pamela Eastlick gave a brief report.

Mayor Munson reported about the LOLA dinner that was hosted by Etna in the park.

6. City Council Statements and Requests:

7. Closed Session:

b. Personnel Matters (Pursuant to Government Code §54957(b))

1. Employee Performance Evaluation: City Attorney

The Council directed staff to send out an RFP for attorney services.

8. Adjournment:

There being no further business, Mayor Pro Tem Brandon Fawaz adjourned the meeting at 9:03 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk



**MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Wednesday August 19, 2026**

Members of the Etna City Council met on this 19th day of August in person. Mayor Cliff Munson called the meeting to order and dispensed with the salute to the flag of the United States of America.

1. Call to Order:

- a. Pledge of Allegiance
- b. Roll Call

Mayor Cliff Munson, Council Members Matt Eastlick, and John Stacher were present. Council Members Brandon Fawaz and Jason Deppen were absent.

2. Public Comment:

None.

3. Current Business:

- a. **Discuss/Approve Resolution 2026-015 – A Resolution of the City of Etna Providing for the Appointment to the Office of City Council Member for the Member, City Council, Short Term Seat, Ordering the Cancellation of Said Election for that Seat Pursuant to Elections Code Section 10229**

Mayor Munson removed this item from the agenda.

- b. **Discuss/Approve Main Street Change Order #1 for RB Aldrich Construction for \$40,750.00**

Mayor Munson explained that the Change Order is not well written and the Council unanimously approved tabling this item to a later meeting.

4. Closed Session:

- a. **Personnel Matters (Pursuant to Government Code §54957(b))**

1. Public Employee Appointment:

Public Works Department – Maintenance Worker I

The Council unanimously approved the hire for Public Works Maintenance Worker I.

5. City Council Statements & Requests:

None.

6. Adjournment:

There being no further business Mayor Munson adjourned the meeting at 6:05 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

DRAFT



Expense Approval Report

By Fund

Payment Dates 7/22/2026 - 8/21/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 10 - GENERAL FUND				
Department: 100 - City Council				
SISKIYOU COUNTY EDC	AR00000243	07/01/2026	Monthly MOU	500.00
Department 100 - City Council Total:				500.00
Department: 110 - City Clerk				
TYLER TECHNOLOGIES INC	025-560055	07/09/2026	FundBalance Migration	95.26
TYLER TECHNOLOGIES INC	025-561193	07/22/2026	FundBalance Migration	38.12
KELLEY CREATE	42641163	07/31/2026	Monthly Xerox	148.97
CHARLES W. PILLON	4884	07/31/2026	2025 FTR Questions	100.00
E & S ENGINEERS	5540	07/27/2026	Engineer Retainer	500.00
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	245.74
KIEP-ER KLEEN	INV0000026	07/31/2026	Cleaning Services	107.27
GENERAL CODE	PG000047506	06/25/2026	Municipal Code	6,771.00
Department 110 - City Clerk Total:				8,006.36
Department: 140 - Law Enforcement				
SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	842.41
TYLER TECHNOLOGIES INC	025-560055	07/09/2026	FundBalance Migration	95.25
TYLER TECHNOLOGIES INC	025-561193	07/22/2026	FundBalance Migration	38.10
DEPARTMENT OF JUSTICE AC...	058068	06/30/2026	PD Fingerprints	162.00
WILGUS FIRE CONTROL, INC S...	1396052126	05/21/2026	Extinguisher Services etc.	218.33
VALLEY TIRE & TACKLE INC.	INV0000017	07/25/2026	Auto Parts	278.85
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	99.09
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	49.41
FORT JONES ACE HARDWARE	INV0000020	07/25/2026	PD Maint & Supplies	72.97
ETNA HARDWARE, INC.	INV0000022	07/31/2026	Maint & Supplies	32.14
KIEP-ER KLEEN	INV0000026	07/31/2026	Cleaning Services	107.27
L.N. CURTIS & SONS	INV1096379	07/31/2026	Armor Carrier	78.57
Department 140 - Law Enforcement Total:				2,074.39
Department: 141 - Police - FJ Station				
SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	842.41
MOBILE MECHANIC	228542	06/22/2026	AC Repairs	815.82
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	99.06
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	49.41
Department 141 - Police - FJ Station Total:				1,806.70
Department: 150 - Fire Prevention				
SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	949.63
TYLER TECHNOLOGIES INC	025-560055	07/09/2026	FundBalance Migration	95.26
TYLER TECHNOLOGIES INC	025-561193	07/22/2026	FundBalance Migration	38.10
WILGUS FIRE CONTROL, INC S...	1396052126	05/21/2026	Extinguisher Services etc.	218.33
VALLEY TIRE & TACKLE INC.	INV0000017	07/25/2026	Batteries	452.20
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	83.44
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	85.55
ETNA HARDWARE, INC.	INV0000022	07/31/2026	Maint & Supplies	45.03
Department 150 - Fire Prevention Total:				1,967.54
Department: 200 - Government Buildings				
WILGUS FIRE CONTROL, INC S...	1396052126	05/21/2026	Extinguisher Services etc.	1,310.00
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	776.37
ETNA HARDWARE, INC.	INV0000022	07/31/2026	Maint & Supplies	14.98
SCOTT VALLEY DISPOSAL	INV0000023	07/31/2026	Monthly Trash	169.50
Department 200 - Government Buildings Total:				2,270.85
Department: 250 - Highways & Streets				
SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	285.91

Expense Approval Report

Payment Dates: 7/22/2026 - 8/21/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	31.97
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	27.19
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	1,797.84
ETNA HARDWARE, INC.	INV0000022	07/31/2026	Maint & Supplies	62.80
SCOTT VALLEY DISPOSAL	INV0000023	07/31/2026	Monthly Trash	169.50
Department 250 - Highways & Streets Total:				<u>2,375.21</u>

Department: 300 - Parks & Recreation

SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	69.95
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	56.89
ETNA HARDWARE, INC.	INV0000022	07/31/2026	Maint & Supplies	30.01
SCOTT VALLEY DISPOSAL	INV0000023	07/31/2026	Monthly Trash	169.50
KIEP-ER KLEEN	INV0000026	07/31/2026	Cleaning Services	107.29
Department 300 - Parks & Recreation Total:				<u>433.64</u>

Fund 10 - GENERAL FUND Total: 19,434.69

Fund: 20 - WATER IMPROVEMENT FUND

Department: 400 - Water

E & S ENGINEERS	5542	07/27/2026	21024 Water Treatment Plant...	67,082.35
SHASTA SERVICES, INC. DBA T...	INV0000024	06/30/2026	Water System Improvements ...	248,051.50
SHASTA SERVICES, INC. DBA T...	INV0000025	07/07/2026	Water System Improvements ...	569,695.27
Department 400 - Water Total:				<u>884,829.12</u>

Fund 20 - WATER IMPROVEMENT FUND Total: 884,829.12

Fund: 23 - SWIMMING POOL FUND

Department: 300 - Parks & Recreation

SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	121.57
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	684.85
ETNA HARDWARE, INC.	INV0000022	07/31/2026	Maint & Supplies	36.81
SCOTT VALLEY DISPOSAL	INV0000023	07/31/2026	Monthly Trash	169.50
LINCOLN AQUATICS	SN151990	07/31/2026	Pool Chemicals	2,041.15
Department 300 - Parks & Recreation Total:				<u>3,053.88</u>

Fund 23 - SWIMMING POOL FUND Total: 3,053.88

Fund: 24 - STIP PROJECT

Department: 250 - Highways & Streets

E & S ENGINEERS	5545	07/27/2026	Church, Oak, & Main STIP	8,045.00
E & S ENGINEERS	5548	07/27/2026	23063 Main Street Rehab	854.00
SISKIYOU DAILY NEWS	7740741	05/31/2026	Main Street Bid Notice	485.00
Department 250 - Highways & Streets Total:				<u>9,384.00</u>

Fund 24 - STIP PROJECT Total: 9,384.00

Fund: 40 - WATER FUND

Department: 400 - Water

SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	285.91
TYLER TECHNOLOGIES INC	025-560055	07/09/2026	FundBalance Migration	95.26
TYLER TECHNOLOGIES INC	025-561193	07/22/2026	FundBalance Migration	38.10
WILGUS FIRE CONTROL, INC S...	1396052126	05/21/2026	Extinguisher Services etc.	218.33
PACE ANALYTICAL	262805255	08/04/2026	Monthly August	208.80
FORT JONES LUMBER YARD, I...	378416	07/25/2026	Maint & Supplies	221.67
KELLEY CREATE	42641163	07/31/2026	Monthly Xerox	148.97
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	78.81
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	388.05
ETNA HARDWARE, INC.	INV0000022	07/31/2026	Maint & Supplies	247.44
Department 400 - Water Total:				<u>1,931.34</u>

Fund 40 - WATER FUND Total: 1,931.34

Fund: 45 - SEWER FUND

Department: 450 - Sewer

SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	285.91
TYLER TECHNOLOGIES INC	025-560055	07/09/2026	FundBalance Migration	95.26
TYLER TECHNOLOGIES INC	025-561193	07/22/2026	FundBalance Migration	38.10
KELLEY CREATE	42641163	07/31/2026	Monthly Xerox	148.97

Expense Approval Report

Payment Dates: 7/22/2026 - 8/21/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	31.97
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	401.37
Department 450 - Sewer Total:				<u>1,001.58</u>
Fund 45 - SEWER FUND Total:				<u>1,001.58</u>

Fund: 50 - AMBULANCE FUND

Department: 500 - Ambulance

SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	793.41
TYLER TECHNOLOGIES INC	025-560055	07/09/2026	FundBalance Migration	95.26
TYLER TECHNOLOGIES INC	025-561193	07/22/2026	FundBalance Migration	38.10
WILGUS FIRE CONTROL, INC S...	1396052126	05/21/2026	Extinguisher Services etc.	218.33
SIERRA-SACRAMENTO VALLEY...	2026-101	07/21/2026	Image Trend Fee	489.72
HENRY SCHEIN MEDICAL	59476726	07/15/2026	Medical Supplies	95.65
HENRY SCHEIN MEDICAL	59476807	07/15/2026	Medical Supplies	76.98
HENRY SCHEIN MEDICAL	59859689	07/24/2026	Medical Supplies	58.45
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	175.29
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	163.13
JIM KUTZER INSURANCE AGE...	INV0000021	06/24/2026	Commercial Auto - Ambulance	7,473.00
WITTMAN ENTERPRISES, LLC	WITT-000842	07/31/2026	Ambulance Billing	1,883.50
Department 500 - Ambulance Total:				<u>11,560.82</u>
Fund 50 - AMBULANCE FUND Total:				<u>11,560.82</u>

Fund: 53 - COPS PERSONNEL FUND

Department: 140 - Law Enforcement

SAN FRANCISCO-ALLIANT INS...	3584540	06/23/2026	AMVP RENEWAL PREMIUM	842.41
MOBILE MECHANIC	228542	06/22/2026	AC Repairs	815.83
SISKIYOU TELEPHONE	INV0000018	07/31/2026	Monthly Telephone	99.06
PACIFIC POWER	INV0000019	07/30/2026	Monthly Electric	49.41
Department 140 - Law Enforcement Total:				<u>1,806.71</u>
Fund 53 - COPS PERSONNEL FUND Total:				<u>1,806.71</u>
Grand Total:				<u>933,002.14</u>

Report Summary**Fund Summary**

Fund	Payment Amount
10 - GENERAL FUND	19,434.69
20 - WATER IMPROVEMENT FUND	884,829.12
23 - SWIMMING POOL FUND	3,053.88
24 - STIP PROJECT	9,384.00
40 - WATER FUND	1,931.34
45 - SEWER FUND	1,001.58
50 - AMBULANCE FUND	11,560.82
53 - COPS PERSONNEL FUND	1,806.71
Grand Total:	933,002.14

Account Summary

Account Number	Account Name	Payment Amount
10-100-6100	PROFESSIONAL & CONT...	500.00
10-110-6100	PROFESSIONAL & CONT...	340.65
10-110-6190	ENGINEERING FEES	500.00
10-110-6260	DUES AND SUBSCRIPTIO...	6,919.97
10-110-6330	TELEPHONE EXPENSE	245.74
10-140-6030	SCORE VEHICLE LIABILITY	842.41
10-140-6100	PROFESSIONAL & CONT...	402.62
10-140-6330	TELEPHONE EXPENSE	99.09
10-140-6350	ELECTRIC	49.41
10-140-6400	EQUIPMENT MAINTENA...	218.33
10-140-6420	VEHICLE MAINTENANCE	278.85
10-140-6440	MAINTENANCE & SUPPL...	105.11
10-140-6530	SPECIAL DEPT SUPPLIES ...	78.57
10-141-6030	SCORE VEHICLE LIABILITY	842.41
10-141-6330	TELEPHONE EXPENSE	99.06
10-141-6350	ELECTRIC	49.41
10-141-6420	VEHICLE MAINTENANCE	815.82
10-150-6030	SCORE VEHICLE LIABILITY	949.63
10-150-6100	PROFESSIONAL & CONT...	133.36
10-150-6330	TELEPHONE EXPENSE	83.44
10-150-6350	ELECTRIC	85.55
10-150-6400	EQUIPMENT MAINTENA...	218.33
10-150-6420	VEHICLE MAINTENANCE	452.20
10-150-6440	MAINTENANCE & SUPPL...	45.03
10-200-6350	ELECTRIC	776.37
10-200-6370	TRASH	169.50
10-200-6440	MAINTENANCE & SUPPL...	1,324.98
10-250-6030	SCORE VEHICLE LIABILITY	285.91
10-250-6330	TELEPHONE EXPENSE	31.97
10-250-6350	ELECTRIC	27.19
10-250-6370	TRASH	169.50
10-250-6440	MAINTENANCE & SUPPL...	62.80
10-250-6540	TRAFFIC SAFETY	1,797.84
10-300-6100	PROFESSIONAL & CONT...	107.29
10-300-6330	TELEPHONE EXPENSE	69.95
10-300-6350	ELECTRIC	56.89
10-300-6370	TRASH	169.50
10-300-6440	MAINTENANCE & SUPPL...	30.01
20-400-8040	EDWG-47100004-001	884,829.12
23-300-6330	TELEPHONE EXPENSE	121.57
23-300-6350	ELECTRIC	684.85
23-300-6370	TRASH	169.50
23-300-6440	MAINTENANCE & SUPPL...	36.81
23-300-6560	CHEMICALS	2,041.15
24-250-8050	STREET REHAB-RPL-5054...	9,384.00

Account Summary

Account Number	Account Name	Payment Amount
40-400-6030	SCORE VEHICLE LIABILITY	285.91
40-400-6100	PROFESSIONAL & CONT...	133.36
40-400-6240	LABORATORY TESTS	208.80
40-400-6260	DUES AND SUBSCRIPTIO...	148.97
40-400-6330	TELEPHONE EXPENSE	78.81
40-400-6350	ELECTRIC	388.05
40-400-6400	EQUIPMENT MAINTENA...	218.33
40-400-6440	MAINTENANCE & SUPPL...	469.11
45-450-6030	SCORE VEHICLE LIABILITY	285.91
45-450-6100	PROFESSIONAL & CONT...	133.36
45-450-6260	DUES AND SUBSCRIPTIO...	148.97
45-450-6330	TELEPHONE EXPENSE	31.97
45-450-6350	ELECTRIC	401.37
50-500-6030	SCORE VEHICLE LIABILITY	793.41
50-500-6080	COMMERCIAL AUTO	7,473.00
50-500-6100	PROFESSIONAL & CONT...	2,016.86
50-500-6260	DUES AND SUBSCRIPTIO...	489.72
50-500-6330	TELEPHONE EXPENSE	175.29
50-500-6350	ELECTRIC	163.13
50-500-6440	MAINTENANCE & SUPPL...	218.33
50-500-6600	MEDICAL SUPPLIES	231.08
53-140-6030	SCORE VEHICLE LIABILITY	842.41
53-140-6330	TELEPHONE EXPENSE	99.06
53-140-6350	ELECTRIC	49.41
53-140-6420	VEHICLE MAINTENANCE	815.83
	Grand Total:	933,002.14

Project Account Summary

Project Account Key	Payment Amount
None	933,002.14
Grand Total:	933,002.14



STAFF REPORT ETNA CITY COUNCIL

To: City Council Members
From: Park & Pool Grant Committee
Date: August 24, 2026
Subject: Presentation: Park and Pool Community Survey Results

RECOMMENDATION:

Receive the City of Etna Park & Pool Community Survey results regarding park and pool improvements.

DISCUSSION:

The Park & Pool Grant Committee recently conducted a community survey to better understand how residents and surrounding Scott Valley communities use the City Park and Pool and what improvements they believe should be prioritized.

The survey provides the City with useful community input that can help establish priorities for future capital improvements and grant applications. Staff recommends using the results to develop a prioritized list of park and pool projects.

The Park & Pool Committee members are:

Alex Burbank – Community Member
Dan Burbank – Public Works Director
Charnna Gilmore – Community Member
Josh Short – Police Chief
John Stacher - Councilmember

FINANCIAL IMPACT:

None.

ETNA PARK & POOL

YOUR VOICE. OUR COMMUNITY.

2026 COMMUNITY SURVEY RESULTS

221 COMMUNITY RESPONSES

STRONG SUPPORT FOR INVESTMENT

74%

PARK: IMPORTANT / VERY IMPORTANT

74%

SAFETY: IMPORTANT / VERY IMPORTANT

68%

PROGRAMS: IMPORTANT / VERY IMPORTANT

The park and pool are already well used: 35% visit the park weekly and 52% use the pool several times each week.

WHAT THE COMMUNITY WANTS MOST

CITY PARK

Restroom improvements 51%

New playground equipment 50%

Shade structures 27%

CITY POOL

Upgraded restrooms 45.2%

More shade 44.2%

Splash pad 40.9%

PROGRAMS & EVENTS

Concerts 73.7%

Farmers markets 73.7%

Community events 73.3%



WHAT WE HEARD

**Invest in the basics.
Add comfort and shade.
Create places to gather.**

These results will help guide park and pool improvements and support future grant funding.

THANK YOU, ETNA & SCOTT VALLEY!

Percentages reflect responses to each survey question; multi-select questions may total more than 100%.

Photos: Mel Fechter

City of Etna | 2026

CITY OF ETNA PARK & POOL SURVEY

COMMUNITY RESULTS FACT SHEET | AUGUST 2026

The community strongly values both facilities - especially the pool. Results below report the original survey counts and percentages. Denominators vary because some questions were optional or allowed multiple selections.

221 submissions	221 main responses	93.0% pool improvements important	77.5% park improvements important
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WHO RESPONDED

Residence

n = 221 respondents

Response	No.	%
Elsewhere in Scott Valley	124	56.1%
Within the City of Etna	82	37.1%
Outside the area	15	6.8%

Age group

n = 220 respondents

Response	No.	%
30-44	111	50.5%
45-59	45	20.5%
60-74	39	17.7%
18-29	14	6.4%
75+	10	4.5%
Under 18	1	0.5%

HOW THE FACILITIES ARE USED

City Park visits

n = 221

Response	No.	%
Weekly	77	34.7%
A few times a year	57	25.7%
Monthly	44	19.8%
Daily	25	11.3%
Rarely	16	7.7%
Never	2	0.9%

City Pool use

n = 221

Response	No.	%
Several times each week	114	51.4%
A few times each month	56	25.2%
Once or twice each summer	29	13.1%
Rarely	17	8.1%
Never	5	2.3%

WHO IN THE HOUSEHOLD USES THE PARK OR POOL CHECK ALL THAT APPLY |

Response	Number	Percent	Visual
Adults	168	75.7%	■■■■■■■■■
Children (0-12)	146	65.8%	■■■■■■■■■
Teens (13-17)	73	32.9%	■■■■
Visitors / guests	73	32.9%	■■■■
Seniors	53	23.9%	■■■
No one currently	7	3.2%	■

HOW IMPORTANT ARE IMPROVEMENTS?

Improvement	n	Very important	Important	Neutral	Not important
Pool improvements	215	156 72.6%	44 20.5%	13 6.0%	2 0.9%
Safety upgrades	207	100 48.3%	63 30.4%	40 19.3%	4 1.9%
Park improvements	209	79 37.8%	83 39.7%	37 17.7%	10 4.8%
Accessibility improvements	202	72 35.6%	69 34.2%	56 27.7%	5 2.5%
More community programs	202	76 37.6%	76 37.6%	44 21.8%	6 3.0%

Points of Interest:

Combined “Very Important” + “Important” ratings: Pool 93.0% • Safety 78.7% • Park 77.5% • Accessibility 69.8% • Community programs 75.2%

MOST REQUESTED CITY PARK IMPROVEMENTS CHOOSE UP TO 5 |

Response	Number	Percent	Visual
Restroom improvements	102	50.7%	■■■■■■
New playground equipment	100	49.8%	■■■■■■
Shade structures	54	26.9%	■■■
Walking paths	47	23.4%	■■■
Improved lighting	40	19.9%	■■
More picnic tables	39	19.4%	■■
Additional seating	32	15.9%	■■
Sports courts	31	15.4%	■■
Open green space	27	13.4%	■■
Better landscaping	16	8.0%	■
BBQ areas	16	8.0%	■

POOL PRIORITIES AND COMMUNITY PROGRAMMING

MOST REQUESTED CITY POOL IMPROVEMENTS CHOOSE UP TO 5 |

Response	Number	Percent	Visual
Upgraded restrooms	94	45.2%	■■■■■
More shade	92	44.2%	■■■■■
Splash pad	85	40.9%	■■■■■
Additional seating	59	28.4%	■■■
Water slide	59	28.4%	■■■
Better landscaping	50	24.0%	■■■
Zero-depth entry	45	21.6%	■■■
Diving board	44	21.2%	■■■
Family changing rooms	30	14.4%	■■

PROGRAMS OR EVENTS PEOPLE WOULD ATTEND CHECK ALL THAT APPLY |

Response	Number	Percent	Visual
Concerts	160	73.7%	■■■■■■■
Farmers markets	160	73.7%	■■■■■■■
Community events	159	73.3%	■■■■■■■
Family movie nights	145	66.8%	■■■■■■■
Food truck events	137	63.1%	■■■■■■■
Youth sports	118	54.4%	■■■■■■■
Fitness classes	109	50.2%	■■■■■
Swimming lessons	104	47.9%	■■■■■
Water aerobics	90	41.5%	■■■■■

WHAT THE NUMBERS SAY

- **The pool is the clearest community priority.** More than nine in ten respondents rated pool improvements important, and 114 people use the pool several times each week.
- **Restrooms lead both improvement lists.** Restroom upgrades ranked first for the park and pool, closely followed by playground equipment at the park and shade at the pool.
- **The facilities serve every generation.** Adults, children, teens, seniors, and visitors all appear prominently among users.
- **Community programming has broad appeal.** Concerts, farmers markets, and community events each drew interest from roughly three-quarters of respondents.

COMMUNITY COMMENTS AND SURVEY NOTES

OPEN-ENDED RESPONSE THEMES

Recurring theme	What respondents emphasized
Keep the pool open	Maintaining and resurfacing the pool, extending its season or hours, and preserving affordable access were repeated priorities.
Safety and maintenance	Respondents noted aging playground equipment, pool railings and surfaces, cleanliness, lighting, restrooms, and routine upkeep.
More shade and seating	Shade, picnic space, seating, landscaping, and green grass were frequent requests at both facilities.
Activities for all ages	Suggestions included concerts, markets, movie nights, fitness and senior classes, youth sports, swimming lessons, lap swim, and water aerobics.
Inclusive access	Zero-depth pool entry, family changing rooms, accessible tables and pathways, and safer spaces for young children were common accessibility ideas.
Additional ideas	Write-ins included a skate park, disc golf, pump track or bike trails, music venue or bandshell, splash features, longer pool hours, and year-round or expanded use.

HOW TO READ THESE RESULTS

Survey total: 225 submissions were recorded in the workbook. Three entries did not contain answers to the main usage questions; therefore those questions report n = 221.

Skipped questions: Percentages use the number of respondents who answered each question, not the total number of submissions.

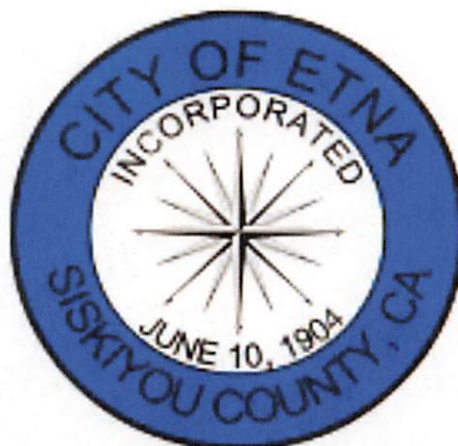
Multiple-choice questions: For “check all that apply” and “choose up to 5” questions, percentages do not add to 100% because each person could select more than one option.

Write-in responses: The tables report the survey’s listed response options. Individual write-in suggestions are represented in the open-ended themes above and remain available in the source workbook.

Rounding: Percentages are rounded to one decimal place; small differences may occur because of rounding.

COMMUNITY DIRECTION IS CLEAR

Protect the pool, address safety and maintenance, improve comfort and accessibility, and create more reasons for people of all ages to gather.



CITY OF ETNA



WE HEARD YOU

Community comments on Etna's park and pool

106 written comments

Photo by Mel Fechter

The community values these spaces - and wants them protected for the future.

1 Protect and prioritize the pool

Keep the pool open, affordable, and accessible. Many called it a community gem serving Etna, Scott Valley, and nearby towns.

2 Repair and extend its useful life

Resurface the pool, address the wobbly railing, improve landscaping, and explore longer hours, a longer season, or year-round use.

3 Invest in families and all ages

Residents value safe, healthy recreation, youth jobs, swimming skills, social connection, and low-cost access for every family.

4 Refresh and care for the park

Improve cleanliness, watering, paths, restrooms, gathering areas, utilities, the Hallie Daggett Cabin, and overall maintenance.

5 Create more ways to gather and play

Ideas included summer music, community events, a splash pad, skate space, walking and bike routes, maps, and added picnic shelters.

6 Keep spaces safe and welcoming

Comments asked for attentive supervision, respectful music, cleanliness, security, and thoughtful management of public spaces.

“

Mostly, we love the pool and we love the park. Most important is keeping them open and accessible.

Representative survey comment, lightly edited for length

THANK YOU FOR SHARING YOUR VOICE

Your comments will help guide grant planning and future improvements.

City of Etna | Park & Pool Community Survey

Summary reflects recurring themes and suggestions across the written responses.

ALL INDIVIDUAL SURVEY COMMENTS

City of Etna Park & Pool Community Survey

1. It would be nice to have maps for our trails and local "attractions", lakes and rivers/creeks/swim holes. Also, the cabin at the park needs to be cleaned.
2. Thank you for asking us and going a good job for the community!
3. One area of concern for me has been some of the music that I hear blaring from the high school or the baseball field. I understand loud music can't be avoided, but music with sexual messages and swearing should really not be something played in open spaces where people cannot avoid it. I can hear it from my house, unfortunately.
4. Keep it up
5. Great place to live, raise kids and find peace.
6. Pave main street
7. No
8. The city park shade is lovely- a sweet way to stay cool, since Main Street gets so hot. I wish Trails End divided the stages between Main Street and city park to connect the 2 locations and give folks a place to cool down, but also keep Main Street businesses hopping. Or, if not Trails End, Etna needs their own sponsored music events. Mucus in the park for summer concerts. Let me know if you need help doing this. It seems like it would be rather straight forward...like Etna Farmers Market evening market. Just all falls in place!
9. Thank you for helping keep Etna such a family friendly community!
10. Thank you for all your work keeping the parks and pool open!
11. I love Etna!
12. Our kids love both of these community assets. They really give Etna a special charm.
13. As a public space and greenway, the park is great; it is an amazing asset that should be used to host more community events. Even small local summer music or cornhole tournaments would be great, and with proper netting, a monthly 3D archery shoot would be a fun community event. The morning adult swim is also a great addition, and I would gladly pay \$50 a month for the availability of morning or evening lap swim
14. Please ensure the pool stays open!
15. I am grateful for our city park and our pool!
16. I believe the pool we have is a gem! Without it

- what does Etna have to offer? I always hear that the pool is a drain on the city but it's so incredible to have something that employs are youth, which is a job that can stay with them and be used throughout their lives! It gives the youths opportunity to get out and put down the devices, as well as adults and elderly to have somewhere to go and cool off.
17. wanted to take a moment to express how incredibly thankful my family is for our community pool and the opportunity it provides for so many children. For my own children, the pool has become one of the highlights of summer. It gives them a safe, healthy place to spend their days being active, building friendships, and making memories they'll carry with them for years. As a parent, it's comforting to know they have a supervised environment where they can simply enjoy being kids. I also think about the many families in our community who may not have access to other summer activities. Offering free admission removes a financial barrier and gives every child the chance to swim, stay active, and be somewhere safe during the long summer days. For some children, the pool may be the best place they have to spend their afternoons, and that is something truly valuable.
 18. The pool is a wonderful asset to the families in Scott Valley. The fact that it is free for people to swim is a bonus.
 19. Please improve the pool resurfacing and repair....there is so much needed....please do not close
 20. It would be a crime to loose such a wonderful and community oriented gem!!!
 21. We love the pool!!!! Such a gift for me and my kids in the summer. And we use the park at least once a week
 22. Please take advantage of grant opportunities to help our wonderful community! Also, please start swim team at 9:00 to encourage more families to participate.
 23. Pool Resurfacing
 24. Thank you for your work! I'm so glad you are investing in these resources, as encouraging families to stay here and have kids here is absolutely critical for the future of the valley!
 25. No
 26. We love the swimming pool and are so thankful

- for it!
27. Please keep the pool and if able an enclosure so kids can swim year around for their well being and fitness.
 28. How blessed I feel to have such a beautiful city pool & park!!!
 29. We believe the pool is such a gift to our community. So many kids and families use it daily because of it being sponsored by families!
 30. We appreciate you considering it! I love the city of Etna and we use the pool and playground so often. We appreciate having it but do believe it could be better!
 31. We love being a part of the Scott Valley Community and Etna is the hub of most of the things we enjoy!
 32. We love our little valley and the little cities in it, these improvements and opportunities are so important for our youth! Thank you!
 33. We love the park and pool!!
 34. I glad we have both spaces. They are an asset to the community
 35. The community outside of Etna relies on these spaces. There is no pool, no playground, not even a public park or restroom in Callahan.
 36. Thank you!
 37. Resurface the pool before it's too late
 38. I hope action is actually taken to improve these places, because they both need it very badly
 39. Please please focus on the pool. This is a key part of scott valley, and even into yreka since they don't have a pool. I know lots of people that come from yreka that depend on this pool.
 40. Etna is doing an amazing job. Would be wonderful if PAL could organize a van twice a day to take kids from Fort Jones to the pool....maybe in the future?
 41. Put the focus into the pool. It's a gem and the fact that swim days are sponsored are unheard of in the majority of other places. It's a special opportunity we have. We do not need a skate park and I wish that money would go into a facility that reach more age groups and abilities. Maybe make a dirt trail stopping the park for bikes and such, but not a full designated track/park. The pool serves more of the community.
 42. Easy walking paths with a stroller, could just be a mile long loop around the park.
 43. The pool is so important to the community's I work in Yreka and the lack of a pool is a daily complaint among my colleagues.
 44. I think it would also help the Pool budget if you had to pay a small entrance fee for the use of the pool. I know there are donors, but continue to use the donors and keep an entrance fee reasonable for families. That way their can be money for maintenance, landscaping...etc.
 45. No
 46. We appreciate the free entry to the pool
 47. We love Scott Valley and want to help it strive!
 48. No
 49. We love our town and the City of Etna. Keep up the good work.
 50. Etna is doing great things and it is awesome to see it thriving!
 51. The pool has always been the best place to go and it's the best pool in siskiyou county. I would love to see it open more and the green grass like I did as a kid.
 52. I appreciate all that you do
 53. No
 54. I live in Yreka but my kids live with me in Yreka and in Etna. I bring my stepdaughters to the Etna pool frequently and my kids use the pool daily. We love having the pool bring people to Etna, to showcase everything the town has to offer
 55. We love Etna!
 56. Pools are very expensive, but the health of a community depends on access to a swimming pool. And I am so grateful for the city of Etna that it provides a pool for all of Scott Valley. I'm a firm believer that every community within Scott Valley should pony up and invest in the pool, but even that in our economically disadvantage area that will not be enough. We need imaginative and aggressive Grant writers to bring money into our recreational facilities
 57. Sometimes there are people that stay in the park and they can be a little scary. We leave when they are there because it makes me uncomfortable to have the kids there. They usually only show up in the evenings.
 58. Thank you!
 59. The park and pool are enjoyed by many,

ALL INDIVIDUAL SURVEY COMMENTS

City of Etna Park & Pool Community Survey

important community assets.

60. Thank you so much for looking into finding a grant so the community can keep this great treasure that we have for our children to learn to swim, to play and to just enjoy some time being kids.

61. When my children were younger we utilized the pool and park daily.

62. Making improvements with young families in mind is a great way to keep them here and keep our youth thriving.

63. Get a better pool manager. Someone with more creative ideas. Nicer lifeguards.

64. Financial impropriety is rampant in small communities. Etna needs to get ahead of this unfortunately common problem to protect the valuable resources we have, including the pool, park, and awesome citizens.

65. Having a pool and park for families is so vital to the health of the overall community

66. The pool needs to stay open until September.

67. I am so grateful to have the pool. This summer the manager and lifeguards were excellent.

68. The pool is important to the Valley and should be preserved.

69. We do not want our town to be a dried up barren land. Not watering the places you want people to recreate is ridiculous.

70. Please do not allow vehicles to be parked at entrance of Etna at horse packing statue. Terrible look for our little town.

71. Maybe hiring someone who oversees or monitors the park for security and cleanliness.....ive honestly always thought a childrens museum would be great for etna ad the valley bc in winter months there is no where to take the little kids to burn off their energy. If this grant has leftover funding or any other grants out there to be used for something like that it would create more jobs for locals as well as be a great place for families and visitors to take young kids during winter months and even during summer when its hot itd be a nice cool place. Think ashland science museum but smaller scale. Hands on stem stuff for kids. U could have a little food shop area too where people could buy snacks and drinks. Outside garden exploration area .etc. i think the perfect location would be the empty lot between Collier and the hs orin between the bobs complex and the

Mormon church access from collier,

72. We've had several family events at the park and access to water and electricity are important

73. No

74. That I Love being able to use these areas

75. We love the park and love the pool, they are valued areas of our community and hope we are able to update them and not let them fall to the waste side

76. We need safe exercise for srs all year, not just in the summer.

77. Love to see more businesses downtown, force vacant property owners to do something with their buildings, more local owned and operated businesses

78. The bins by the library are being used as a dumpster, too much garbage on the ground, no one picks up.

79. You're doing a great job

80. Hikers sleeping on tables

81. We love the park, my husband and I spent a lot of time in the park before our daughter was born but it's so much more now that she's here. We'd love to see improvements as well!

82. It's been suggested to move the City Yard and expand the park with a music venue

83. The swimming pool and park are two very important assets to families in this community.

84. The pool should not be closed for the hottest part of the summer.

85. The incessant dog barking issue in Etna is out of control

86. A splash pad at either the park or the pool would be great

87. Think children if you want them to grow up and stay or return. The old school "no change" is driving this community into poverty. Allow people with the funds to use their funds to make this area better. That doesn't mean taking away the rural charm but it does mean opening more stores, restaurants, events and businesses that draw all ages. More places for people to stay when they visit. More businesses where they can spend money and provide funds to keep this community thriving instead of dying.

88. Very grateful for these wonderful community gems for families enrichment and enjoyment !!

Thank you

89. N/A

90. Keep up the good work!

91. We appreciate all that you do. Do you need someone to help with grant writing. I know two people who do grant writing. From Marjie Lawrence 541-292-2200

92. I think that the skate park is important for youth. Even though I would not use the skate park, I feel that it would be a big draw. At times it is also difficult to reserve the pavillion at the park. I think that if there were smaller BBQ/gathering/pavillions spaced, that during busy times of the year (graduation and wedding season, etc) that separate groups could resever and use the park simultaeously for fee use.

93. The land for the little League was gifted and is beautiful. Find another place for city maintenance equipment and make the sports area and park work as one.

94. Please prioritise the pool

95. The railing into pool is very wobbly! (hahaha)

96. Coming back to the valley in retirement so looking forward to enjoying the pool.

97. The city council needs to walk the park and see what we see..it's sad and frustrating!!!

98. We need a skate park.

99. Really appreciate being able house the pool-maybe more hours of beinnngbopen

100. The pool is very important to our family

101. We love our pool!

102. I love our town

103. It is so great to have a public pool anyone can go to and due to the free entry it is not limiting for people with lower income. That is awesome, please keep it up!!!

104. The ambulance is very important

105. Mostly that we love the pool and we love the park! We're happy with the way things are, of course some improvements could be good but most important is keeping them open and accessible.

106. Pool is an important part of providing our community with resources and access to healthy lifestyles across all ages and stages of life.



STAFF REPORT ETNA CITY COUNCIL

To: City Council Members
From: City Staff
Date: August 24, 2026
Subject: City Manager Position – Job Description

RECOMMENDATION:

Review and discuss the proposed City Manager position and provide direction regarding the desired position structure, compensation, qualifications, and recruitment process.

DISCUSSION:

The City of Etna has developed a City Manager position intended to provide professional leadership and administrative guidance to the City Council and oversee the City's day-to-day operations.

The position calls for strong leadership and organizational abilities, excellent written and verbal communication skills, and the ability to establish positive working relationships with the City Council, employees, residents, and community organizations.

FINANCIAL IMPACT:

The proposed position is structured as a part-time position of approximately 80 hours per month but may require more than 80 hours per month depending on workload.

At 80 hours per month the proposed range would result in estimated gross compensation of approximately \$2,800 to \$3,600 per month, or \$33,600 to \$43,200 annually, before consideration of benefits and other employment-related costs.

The City may also consider an alternative employment structure or contractual agreement, depending on the needs of the City.



City of Etna

City Manager Job Description

The City of Etna is excited to announce an employment opportunity to bring in a City Manager to assist the City Council in providing leadership and guidance to our city. Etna is a rural community located in Scott Valley in Siskiyou County, California.

Key Responsibilities:

Serve as the Chief Executive Officer of the City and oversee all City operations.

Provide leadership and direction to City staff and ensure effective communication and collaboration among departments.

Assist the City Council in the development and implementation of policies and procedures that promote the efficient and effective delivery of City services.

Prepare and manage the City's annual budget and ensure sound financial management practices.

Work closely with the City Council to develop long-range plans and goals for the City.

Represent the City in intergovernmental relations with community organizations, businesses, and residents.

Ensure compliance with applicable laws and regulations.

Minimum Qualifications:

Strong leadership and organizational skills.

Excellent written and verbal communication skills.

Ability to build and maintain positive relationships with stakeholders, including City Council, staff, residents, and community organizations.

Desired Qualifications

Bachelor's degree in public administration, business administration, or a related field is preferred.

At least five years of experience in a senior management role in a nonprofit or public agency.

Knowledge of local government finance, including budgeting and accounting principles.

Knowledge of laws and regulations related to municipal operations.

Salary Range/Financial Compensation

Part Time – 80 hours a month at \$35.00 to \$45.00 per hour (depending on qualifications), including employee benefits which includes retirement and health insurance. The City of Etna would potentially entertain another structure or contractual agreement.

To apply, interested candidates should submit a letter of interest and a resume to Mayor Cliff Munson at c.munson@etnaca.gov. The City of Etna is an equal opportunity employer and encourages applications from all qualified candidates.