



City of Etna

AGENDA FOR THE SPECIAL MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: August 31, 2026

TIME OF THE MEETING: 6:00 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**
4. **CURRENT BUSINESS**
 - a. Discuss/Approve Event Application Cancer Awareness Color Run
 - b. Discuss/Approve Going out to Bid for Electrical Work for the Pacific Power Underground Project
 - c. Discuss/Approve Siskiyou County Sheriff Contract for Dispatch & Records Services
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.)
8. **ADJOURNMENT**

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 871 3399 7399

<https://us06web.zoom.us/j/87133997399>

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.



STAFF REPORT ETNA CITY COUNCIL

To: City Council Members
From: Lorelei Claussen, Etna High School
Date: August 31, 2026
Subject: Event Application: Cancer Awareness Color Run

RECOMMENDATION:

Staff recommends that the City Council approve and support the proposed Cancer Awareness Color Run hosted by Etna High School and authorize the necessary coordination with school officials, emergency services, and public works to ensure the event is successful.

DISCUSSION:

Etna High School is requesting approval to host a Cancer Awareness Color run in Etna on September 16th from 4:45 pm to 6:30 pm. The event will provide an opportunity for the school and community to recognize cancer survivors and remember loved ones who have lost their lives to cancer.

FINANCIAL IMPACT:

None.



City of Etna

EVENT APPLICATION

Location of Event: ☐ Park ☒ Main Street ☐ Pool ☐ Other:	
ORGANIZATION INFORMATION	
Name of Organization: Etna High School	Event Contact Person: Lorelei Clauessen
Street Address: 400 Howell Ave, Etna, CA 96027	Phone Number(s): (530) 467-5256
EVENT INFORMATION	
Name of Event: Cancer Awareness Color Run	Event Date(s): Sept 16, 2026
Event Start Time: 4:45	Event End Time: 6:30
Event Description: EHS hosting a color run through the streets of Etna. we would like to use the balcony and speaker. (Spoke with Etna PD)	
Estimated Number of Participants: 100+	Estimated Number of Vendors: 0
Is there an outdoor bar that will serve alcohol? If yes, liquor & bartender licenses are necessary under separate application.	☐ Yes ☒ No
Will there be selling/serving food? If yes, you will need to contact Siskiyou County Health Department for proper permits.	☐ Yes ☒ No
Will there be merchandise for sale? If yes, each vendor must apply for a Peddler's License at City Hall.	☐ Yes ☒ No
Will there be musical entertainment? If yes, you are responsible for following City Noise Ordinance 9.05.030. Contact Etna PD with questions or for a Noise Permit.	☐ Yes ☒ No
Will your event require electricity? If yes, the Fire Department and Public Works Director will need to inspect prior to use.	☐ Yes ☒ No
Will your event require a street shut-down? If yes, you must contact the Etna Police Department for secondary approval.	☒ Yes ☐ No
Will you be providing portable restrooms & wash stations for the event?	☐ Yes ☒ No
Will there be fireworks? If yes, approval from the Fire Chief and Police Chief is required. Additional fee of \$150.00 is required for Fire & Police Standby.	☐ Yes ☒ No

INSURANCE REQUIREMENTS

For certain events, the Event Sponsor will obtain liability insurance with coverage no less than \$1,000,000 which names and endorses the City as an additional insured party. A copy is due within 15 days of the event. You will be notified if this is required.

DEPOSIT REQUIREMENTS

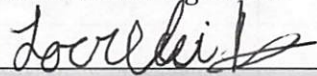
The applicant may be required to submit to the City a cleaning/damage deposit of \$200.00 per day for each scheduled day of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City reserves the right to retain the entire deposit if clean up is not completed to the satisfaction of the City. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary clean up associated with the permitted event to be completed within 12 hours after the conclusion of the event.

What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? **NO**

BINDING AGREEMENT

I have read understand this application and the requirements placed upon this applicant and organization. I agree to defend, indemnify, and hold harmless the City of Etna, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses relating to or alleged to have resulted from the acts, errors, mistakes or omissions of the applicant. I agree to abide by the City of Etna's regulations, laws and ordinances.

Authorized Signature:



Wendy Hulman ASB
Advisor

Date:

8/26/26

LIST OF FEES

\$	\$
\$	\$
\$	\$

Council Approval:

Date:

Police Chief Approval:

Date:

Fire Chief Approval:

Date:

Public Works Director Approval:

Date:

Deposit Amount:

Deposit Amount Returned:

Notes:



STAFF REPORT ETNA CITY COUNCIL

To: City Council Members
From: City Staff
Date: August 31, 2026
Subject: Pacific Power Underground Project

RECOMMENDATION:

Discuss and approve hiring an electrician to complete the electrical connections while the undergrounding work is being finalized.

DISCUSSION:

Current guidelines suggest that the financial responsibility of this portion of the project would be the responsibility of the property owners, and we cannot reasonably expect them to cover the cost. Therefore, this specific portion of the work would need to be funded by the city.

FINANCIAL IMPACT:

We do not know what the cost of hiring an electrician will be.



STAFF REPORT ETNA CITY COUNCIL

To: City Council Members
From: City Staff
Date: August 31, 2026
Subject: July 1, 2025 – June 30, 2030 City Contract for Sheriff Services

RECOMMENDATION:

Discuss and approve the updated contract between the City of Etna and Siskiyou County Sheriff's Office for dispatching and records retention.

DISCUSSION:

The Siskiyou County Sheriff's Office has provided the City of Etna with an updated contract for Sheriff services. The contract includes services such as dispatching, records retention, and reporting and has been approved by the Siskiyou County Board of Supervisors. The Sheriff's Office notes that the contract is being finalized later than originally anticipated due to changes and requests during the County's 2025 leadership transition. Final County approval was obtained on August 3, 2026.

Contract Changes:

- **Dispatch and Records Services:** The cost will be assigned on a per-citizen basis using the cost of payroll in the applicable County departments and the City's most recent census population.
- **Indirect Costs:** Indirect expenditures associated with providing services will be captured as a percentage of each invoice. The County has established a **15% fixed indirect rate** rather than conducting a study of actual costs.
- **Late Payments:** Invoices will be issued following the applicable quarterly payroll period. Payments received **90 days or more after the invoice due date** will be subject to a **1% late fee**.
- The Sheriff's Office has requested that the City return **three signed copies** of the contract. E-signatures are also acceptable

FINANCIAL IMPACT:

The contract establishes the City's costs for Sheriff dispatch and records services and includes a 15% fixed indirect cost rate. Past and current billings will be provided by the Sheriff's Office following execution of the contract.



Siskiyou County **SHERIFF'S OFFICE**

Jeremiah LaRue
Sheriff-Coroner

305 Butte Street
Yreka, CA 96097
(530) 842-8300

MEMO

To: City of Etna
442 Main St
Etna, CA 96027
(530) 467-5256

From: Siskiyou Sheriff – Fiscal Division
305 Butte St, Yreka CA 96097

Subject: City Contract for Sheriff Services – Request for Retuned Signatures

Hello,

The Sheriff is pleased to fulfill services requested by the City of Etna, inclusive of dispatching and records retention and reporting. The Contract has been approved by the County; therefore, we request your original signatures on the three copies provided.

The Contract covers the term July 1st, 2025 – June 30th, 2030. Terms of this agreement were driven by evolving direction of the Siskiyou County Board of Supervisors in 2025, and misc. County leadership. Our agency understands this Contract is arriving later than desired by the parties, but in order to accommodate the various received requests, we had to pivot various times, finally obtaining approval on August 3rd, 2026.

Changes from the previous Contract to the current one are summarized below for transparency.

For Dispatch & Records Services:

1. We are assigning a cost per citizen in Siskiyou County, based on the cost of payroll in the relevant departments. This rate is applied to each City's population, in accordance with the most recent census data.

For Late Payments:

1. The Sheriff's fiscal office will send an invoice following the close of the last applicable payroll period at the end of each quarter within the fiscal year. If payment is received ninety (90) days or more beyond the invoices due date will be billed a late fee of 1% of the impacted invoice.

2. If payment complexities are foreseen regarding 25/26 totals being billed in a lump sum once this Contract is fully executed, please partner with the Sheriff's fiscal office as soon as possible.



Siskiyou County **SHERIFF'S OFFICE**

Jeremiah LaRue
Sheriff-Coroner

305 Butte Street
Yreka, CA 96097
(530) 842-8300

All services are applicable to indirect expenditures to perform, now to be captured by a percentage of each invoice. Our agency felt it was in the interest of the City's budgets, and the timeliness of future Sheriff invoices, to lean on non-federal entity permissions to assign a fixed indirect rate of 15% vs a study of actuals; actuals leading to a higher figure.

If you have any questions or feedback now, or during the term generating any future changes to consider, please let me know. We ask this item be brought before a City meeting as soon as practical and returned to the address on Page 1 for final signatures to be obtained by the Siskiyou County Board of Supervisors. Past and current billings will arrive once a fully executed Contract is available.

E-signatures are allowable and can be e-scanned or mailed back to our office. If original, wet signatures are desired, please send back three copies. Scans of original signatures are not accepted by the County.

Thank you,

Courtney Greenley, Administrative Services Manager
cgreenley@co.siskiyou.ca.us
(530) 842-8326

Date

**SISKIYOU COUNTY SHERIFF'S OFFICE SERVICE AGREEMENT
FOR
LAW ENFORCEMENT, DISPATCHING, RECORDS SUPPORT**

This Agreement dated this **1st day of July, 2025**, by and between the County of Siskiyou, hereinafter referred to as the "County", and the **City of Etna**, hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described as law enforcement services, dispatching, and records support, and functions within its boundaries by the County of Siskiyou, hereinafter referred to as "city limits", and

WHEREAS, the County is agreeable to rendering such services selected by the City on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Article 1, Chapter 1, Part 2, Division 1, Title 5 of the Government Code of the State of California.

Service selection(s) by the City:

Law Enforcement _____ Dispatching x Records Management x

NOW THEREFORE, it is agreed as follows:

1. It is specifically understood between the parties hereto that all employees authorized and used in the pursuit of the provisions of this Agreement are employees of the County and, as such, are subject to the control and under the direction of the Sheriff in the performance of duty in accordance with this Agreement. The rendering of said service, the standards of performance, the discipline of County staff, and matters incident to the performance of such services and the control of personnel so employed, shall remain under the direct control of the Sheriff. In event of dispute between parties as to extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such services, the determination thereof made by the Sheriff shall be final and conclusive as between the parties hereto.
2. Subject to conditions set forth in budgetary planning, support service shall be provided by the County. Such services shall be as needed to maintain the level of services as set forth in this Agreement. County shall supply all necessary labor, supervision, equipment, communication, and supplies necessary to maintain the level of services to

be rendered hereunder. Notwithstanding the foregoing, the County shall not be responsible for interpretation, drafting, or amendment of City ordinances, but rather the City shall remain responsible for those functions.

3. For the purpose of performing services and functions pursuant to this Agreement and only for the purpose of giving official status to the performance thereof, the County, its officers, agents and employees engaged in performing any such services or functions as described in this Agreement shall have the immunities that they would normally enjoy, were they officers or employees of City, provided the services are within the scope of this Agreement and are municipal functions.
4. County, its officers and employees shall not be deemed to assume any liability for intentional or negligent acts of City or any officer, employee, or agent thereof, nor any dangerous or defective condition of the City's property; and City shall hold County and its officers and employees harmless therefrom; and City shall defend County and its officers and employees against any claim predicated thereon for any injury or damages resulting.
5. (a) The City is responsible for reimbursement thereof, but not directly for, providing any employment-related costs of the County employees performing services hereunder, including but not limited to, their salaries, wages, retirement, benefits, or other employment-related costs or union benefits.

(b) The City is not responsible for any injury or sickness to a County employee unless such injury arose as a result of the sole or comparative negligence or the other wrongful act or omission by the City or its employees. County agrees to defend, indemnify, and hold City harmless for any claims or actions of the type described in these subparts (a) and (b), shall bear the cost of defense, including attorneys' fees, and shall discharge and indemnify City for any resulting adverse judgment, except as otherwise provided in this subpart.

(c) In the event that City, or its employees, have caused, or contributed to, any injury or sickness of a County employee by reason of their sole or comparative negligence, or other wrongful act or omission occurring during the performance of this Agreement, City shall bear a pro-rata share of the cost of defense, including attorneys' fees, and shall contribute a pro-rata share of any adverse judgment for such claims based on City's percentage of fault pursuant to Government Code Section 895.6.
6. Except as otherwise expressly provided in paragraph 5 and paragraph 6, the parties hereto agree, pursuant to and as authorized by Government Code Sections 895.4 and 895.6, that in connection with the services contemplated by this Agreement and to be performed hereunder, the County shall assume all liability with respect to any third-party claims in accordance with performed services or actions by County, during

resulting from incidents that occur during the term of this Agreement, including the full expense of its own defense.

7. This Agreement shall not be construed as or deemed to be as Agreement for the benefit of any third party or parties, nor shall any third party have any right of action hereunder for any cause whatsoever.
8. The term of this Agreement shall be three years and shall commence on **July 1st, 2025, through June 30th, 2030**, with the option to modify or terminate through written notification, or aligning amendment sign by all parties, upon adoption by the Siskiyou County Board of Supervisors and the City Council. The permissions within this Agreement shall be automatically renewed on the first day of July of each and every year thereafter unless either party, at least six months prior to July 1st of any year, gives written notice of its intention not to renew said Agreement subject, however, to earlier termination as may be mutually agreed upon between the parties.
9. The County agrees to provide:
 - (a) Staffing levels will be arranged by and between the Sheriff, or designee.
 - (b) County shall honor employment provisions within union agreements altering applicable pay to staff assigned to dispatch and, or records.
 - (c) It is agreed that each position is subject to leave of absence due to vacation, sick leave, compensation time off, training, holiday, etc. Staffing levels shall be maintained to the Sheriff's best abilities to ensure adequate coverage. It is understood by all parties that adequate coverage can be provided in such a way as to allow for leave of absences due to vacation, sick leave, compensation time off, training, and holidays without the need to backfill the positions. Should unforeseen event(s) result in a possible decrease in coverage below this point, a representative from the Sheriff's Office will notify the City Manager and discuss the staffing levels and possible impacts to the City.
 - (d) City acknowledges any routine coverage, may be altered by major County incidents including but not limited to: major crimes, natural disasters, and mutual aid requests of neighboring agencies.
 - (e) Annual payments are due within thirty **(30) days** of receipt of invoice. Receipt is hereby acknowledged by the parties to equate seven (7) business days following date of mailing.
 - (i) Any payment dated more than 3 months beyond the due date will incur an additional 1% late fee, calculated against each applicable invoice total. Fees collected will be deposited towards the Sheriffs discretionary account supporting the canine program.

(ii) The due date shall be no less than fourteen (14) business days beyond the mailing date of each invoice.

(f) In the event of litigation to enforce provisions of all or part of this Agreement, the losing party agrees to pay all reasonable attorney's fees and costs of legal proceedings.

(g) City acknowledges the fixed annual contribution towards dispatch services and records support, will be calculated following issuance of annual Payroll Projections provided by the County to the Sheriff for designated positions, to be divvied between the most recent census count of the City, to be calculated as a rate per person, for such available services for the following fiscal year beginning on the first of July, pursuant to current census data within Section 11.

(h) City and County agree to apply an Overhead Fee (%) to each invoice total equating applicable service totals, to account for, but not limited to, professional services, software, office and field supplies, equipment, personnel training and travel, etc.

(i) The Overhead Fee shall be fifteen percent (15%) as permitted within CFR Title II Section 200.414(f).

11. Census Data from (2020-2030) for Dispatch & Records fees:

(a) City population rates shall be applied to the cost and hourly contributions of service within the Recommended Payroll Projections provided to the Sheriff's Office for the upcoming fiscal year, from the County Auditor-Controller's office; based on the overall cost of each department and the specific staff assigned to such.

(b) It is the responsibility of the City to review, modify, and or approve any census data below before Agreement execution.

CITY LOCATION	2020-2030 CENSUS RESULTS	AVG SERVICES / CITIZEN
SISKIYOU (RATE / PERSON)	44076	
DORRIS	860	0.01951175
DUNSMUIR	1707	0.03872856
MONTAGUE	1226	0.02781559
ETNA / FT JONES	1373	0.03115074
TULELAKE	902	0.02046465

12. City hereby agrees to provide to County, for no consideration other than the execution of this Agreement, a secure office within City limits for Sheriff personnel use. City

shall continue fire and any liability coverages on the referenced premises at the same limits as are in existence on the effective date of this Agreement by policies of insurance naming the County of Siskiyou, its agents, officers, and employees as additional insureds.

(a) This Agreement represents the final Agreement between the Parties regarding its subject matter and supersedes all prior and written agreements or communications. This Agreement may be amended only by a writing by both parties.

(Signatures Following)

In WITNESS WHEREOF, the **City of Etna**, by resolution duly adopted by its City Council causes the Agreement to be signed by its mayor and attested by its Clerk, and the County of Siskiyou by order of its Board of Supervisors has caused these presents to be subscribed by the Chairman of said Board and the seal of said Board to be affixed thereto and attested by the Clerk of said Board.

CITY OF ETNA

COUNTY OF SISKIYOU

By: _____

Name: Cliff Munson, Mayor

Date: _____

By: _____

Name: Jeremiah LaRue, Sheriff-Coroner

Date: _____

By: _____

Name: Pamela Eastlick, City Clerk

By: _____

Name: Ray A. Haupt, Chair

Siskiyou County Board of Supervisors

Date: _____

By: _____

Name: Josh Short, Police Chief

By: _____

(Deputy)

Name: Laura Bynum, County Clerk

FUND	ORG	ACCT	ACT	NTE	SUMMARY
1003	202220	560300	121	\$.01	LATE FEES
					<i>SECTION 10(e)(i)</i>
1002	202010	551400		\$.01	FIXED & RATE PAYMENTS
					<i>ANNUAL DISPATCH / RECORDS FEES</i>