

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday January 6, 2020

Members of the Etna City Council met on this 6th day of January 2020, at the Etna City Council Chambers. Mayor Erik Ryberg called the meeting to order and led in the salute to the flag of the United States of America.

Roll Call

Council members Lori Fleck, Erik Ryberg, Jaime Tarne, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Check Register
- Income Statement
- Minutes of the Regular Meeting December 16, 2019
- Minutes of the Special Meetings December 18, and 21, 2019
- Resolution 2020-001 Update Signatories and remove Jill Beckmann from the General Account through Mechanics Bank

Mayor Erik Ryberg moved to approve the Consent Calendar, Tarne seconded and the motion passed 4-0 with Fleck, Ryberg, Tarne, and Trost voting yes.

Current Business

Swear in Council Member Cate Trost. Mayor Ryberg swore in Cate Trost.

Discuss/Approve discount water bill for Etna Cemetery. Terry Drager requested council approval to reduce the water bill rate for the Etna Cemetery. Drager and the council discussed the original proposal for utilizing untreated water at a discounted rate, but council is still not interested in considering something that could potentially set a precedence. Council member Fleck offered to help Drager with reaching out to the community in hopes raise/fundraise money for the cemetery similar to what Friends of the Pool does. The council took no action.

Introduce new CSO Officers. Police Chief Short introduced the most recent hires for the Police Department. Bonnie Mortenson is the new Community Service Officer for the City of Etna, and Kelly York is the new Community Service Officer for Fort Jones. Chief Short also introduced Branden Buell, the new police officer that will be ready to start as soon as his background is completed. Council member Fleck suggested that the City hire Branden Buell to fill in as another Community Service Officer for Etna to work the remaining 20 hours to make the position full time again.

Update on Fort Jones Police regarding community response, personnel, location, supplies, training, and contract. Chief Short gave a brief update since Etna Police Department took over Fort Jones providing law enforcement services.

Update on cat complaint. Chief Short explained to the council that they have been receiving multiple complaints regarding a large number of cats on Fredrick Street. The cat owners were present at the meeting, and commented that the cats are rescued and are well taken care of, and all are spayed and/or neutered. Chief Short provided the council with several examples of ordinances addressing cats from other cities. The council does not see a realistic way for city staff to enforce an ordinance against cats.

Discuss/Approve option for city employee provided Healthcare to Opt-Out to receive Health Insurance Allowance at 50% of annual cost. City Clerk Kris Hargrove requested council approval to allow employees to opt-out of the health insurance that the City provides to employees in an effort to save the City money, and benefit the employee. Hargrove provided the council with a breakdown of how much savings the City could potentially have based on half of the employees electing to opt-out. \$46,815.30 is approximately what the City will save. Council member Tarne moved to approve allowing the City employees the option to opt-out of health insurance provided by the City and allowing them to cash out 50% of what the cost is for that employee, and health insurance rates/costs will be provided to the council for review annually. Council member Fleck seconded and the motion passed 5-0 with Fleck, Ryberg, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve creating a new CDBG/EDBG Loan Committee. Hargrove explained that each CDBG/EDBG loan contract through the City is required to have an annual review. The last time this committee met was three years ago. Council member Fleck, and C. Trost agreed to be members of the CDBG/EDBG Loan Committee along with any past members that would still be interested. Mayor Ryberg moved to approve Fleck, and C. Trost to participate on the CDBG/EDBG Loan Committee, Tarne seconded and the motion passed 5-0 with Fleck, Ryberg, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Cloud Storage Solution. Hargrove is requesting approval to look into a backup system that is not housed at City Hall. There is concern that if something happened as far as theft or damage to the building all of the data kept here could be destroyed. John McGonigal, Siskiyou Technical Services, has compared systems and recommends using BackBlaze. Council member Cate Trost has experience with IT and backup systems and commented that there is a better option for the City and will look into this item further, and bring back additional recommendations to consider.

Discuss/Approve 2020 Holiday Schedule. Hargrove provided the 2020 Holiday Schedule to the council for approval. Mayor Ryberg moved to approve the 2020 Holiday, Tarne seconded and the motion passed 5-0 with Fleck, Ryberg, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve switching PT Public Works position to FT Public Works position. Council member Tarne would like to postpone this item for a later meeting. No action taken.

Discuss/Approve redistributing council member commissions.

- Council member Fleck: CDBG/EDBG Committee, Ambulance Department,
- Council member Tarne: Public Works, Pool, Fire Department
- Council member Cate Trost: IT, Alternate Fire Department, CDBG/EDBG Committee, Business liaison

- Council member Mitch Trost: Parks

Council Reports:

Council member Tarne reported that the Fire Department is continuing to work toward combining the Fire Departments in Scott Valley. Fire Chief Alan Kramer added that the primary concern is that some firefighters are members of multiple Fire Departments, and they are working on developing a policy to address this concern. Tarne also reported that she is waiting to hear back from the attorney regarding definition of employees and job classifications.

Council member Fleck asked Brooks O'Conner-Cone to give the Ambulance report. Cone reported that they recently had a long distance gurney transfer, and two applications have been submitted for the other full-time paramedic position. Fleck will be attending the LOLA meeting in Mt. Shasta and requested the Mayor designate her so that she can vote on behalf of the City. Mayor Ryberg designated council member Fleck.

Council member Trost reported that trash is being dumped at the park illegally, and would like it addressed.

Kris Hargrove reported that each member of the council needs to complete their form 700 ASAP.

Mayor Ryberg reported that January 21st will be his last council meeting.

Adjournment

There being no further business the meeting was adjourned at 8:52 pm.

SUMMARY:

- **Council took no action on reducing the water bill for Etna Cemetery**
- **Council took no action on the complaints regarding cats**
- **Council approved the option to opt-out of health insurance provided by the City**
- **Council members Fleck, and C. Trost agreed to be on the CDBG/EDBG Loan Committee**
- **Council approved 2020 Holiday Schedule**
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PENDING ITEMS:

- **Lot line adjustment behind museum**
- **Switching the part-time Public Works position to a full-time public works position**
- **Off-site Backup**

Jenny Bennett,
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Tuesday January 21, 2020

Members of the Etna City Council met on this 21st day of January 2020, at the Etna City Council Chambers. Mayor Erik Ryberg called the meeting to order and led in the salute to the flag of the United States of America.

Roll Call

Council members Lori Fleck, Erik Ryberg, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Minutes from the Regular Meeting January 6, 2020
- Check Register
- Income Statement
- Resolution 20-001 A Resolution of the City Council of the City of Etna authorizing signatories for the Mechanics Bank General Fund Account

Council member Mitch Trost moved to approve the Consent Calendar, Mayor Ryberg seconded and the motion passed 5-0 with Fleck Ryberg, Tarne, C. Trost, and M. Trost voting yes.

Current Business

Discuss/Approve CDBG PI Waiver Project – Discuss additional work to open contract with RB Aldrich Construction. Council tabled this item for the next Regular Meeting Monday February 3, 2020.

Discuss/Approve Etna Ambulance ID's, forms, and ambulance operations update. Ambulance Director O'Conner-Cone informed the council that they have recently hired a new full-time paramedic for the department, and also explained the various forms that the department will be using for their employees. Council member Tarne would like the attorney to review the forms before approving them. Council approved Ambulance ID cards.

Discuss/Approve accepting credit card payments for water/sewer, park, pool, etc. City Clerk Kris Hargrove explained that City Hall is now able to accept credit card payments, but there is a fee that is associated with these transactions. Council member Tarne made a motion that any transaction over \$50.00 will incur a \$3.00 flat fee, Fleck seconded and the motion passed 5-0 with Fleck, Ryberg, Tarne, C. Trost, and M. Trost voting yes.

Discuss Airbnb Licensing and TOT. Council member Tarne informed the council that vacation rentals are legal in residential areas within the city limits with a conditional use permit from the City. There are currently five vacation rentals in the City. No action taken.

Discuss Business License approval process. Council member Tarne explained the ordinances regarding business licenses and the lack of approval. Mayor Ryberg stated that the council does not have the right to not approve a business license, and there are ordinances and zoning regulations in place to assure that businesses and their activity is legal. No action taken.

Discuss/Approve off-site backup system. Council member C. Trost informed the council that BackBlaze is the better option for the City for an off-site backup system.

Discuss/Approve resignation of Mayor Ryberg. Council member Fleck explained that because Jaime Tarne is the Mayor Pro-Tem she will automatically become the Mayor once Mayor Ryberg resigns. The council agreed that Jaime Tarne will become the Mayor until the next Regular Meeting, the council accepted Mayor Ryberg's resignation, and approved posting the vacancy.

Council Reports

O'Conner-Cone gave a brief report on the Ambulance Transfers.

Council member Tarne reported that the Public Works Department has been very busy with snow removal.

Council member Fleck gave a report about potential grants available for the City that she learned about from the LOLA meeting.

Council member M. Trost reported that the Hiker's Hut will no longer have hikers this season.

City Clerk Hargrove informed the council that the Auditor will be coming the beginning of February.

Adjournment

There being no further business the meeting was adjourned at 7:59 pm.

SUMMARY:

- **Council approved ID's for the Ambulance Department**
- **Council approved City Hall accepting credit card payments for water bills, among other things, but to exclude ambulance payments**
- **City Hall will use BackBlaze as on off-site backup system**
- **Council accepted Mayor Erik Ryberg's resignation.**

CLOSED SESSION: Pursuant to Government Code Section 54957

- **Discuss Personnel Matters and Employee Performance.**

PENDING ITEMS:

- **Lot line adjustment behind museum**
- **Switching the part-time Public Works position to a full-time public works position**

Jenny Bennett,
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday February 3, 2020

Members of the Etna City Council met on this 3rd day of February 2020, at the Etna City Council Chambers. Mayor Pro-Tem Jaime Tarne called the meeting to order and led in the salute to the flag of the United States of America.

Roll Call

Council members Lori Fleck, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

Mike Shafer commented that the trash can near the restroom on Main Street does not get collected as often as it should.

Consent Calendar

- Minutes from the Regular Meeting January 21, 2020
- Check Register
- Income Statement

Council member Trost moved to approve the Consent Calendar, Fleck seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Current Business

Discuss CDBG PI Waiver Project and additional work to open contract with RB Aldrich Construction. City Engineer Morgan Eastlick requested approval for a Contract Change Order to use additional PI Monies for lateral repairs on Sawyers Bar Road. Council member Fleck moved to approve the PI Waiver and additional work to be done on Sawyers Bar Road, Council member C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve holding all Mt. Shasta Ambulance invoices until billing issues have been corrected. Steve Molnar explained to the council that he and Ambulance Director Brooks O'Conner-Cone recently audited all of their calls from July 1st to December 31st. They have discovered possible billing errors by Mt. Shasta Ambulance and would like to request approval to not pay any future invoices submitted by them until they have corrected billing errors. They will be requesting all of the PCR's (Patient Care Reports) from Mt. Shasta Ambulance to review the billings. Mayor Pro-Tem Tarne moved to approve the City sending a letter to Mt. Shasta Ambulance requesting the PCR's to correct any billing errors, Fleck seconded allowing Mt. Shasta ten days to send the PCR's. The motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve appointment of Mayor and Mayor Pro-Tem. Council approved Mayor Pro-Tem Tarne to become the Mayor. Council approved Fleck to become Mayor Pro-Tem.

Council Reports

Mayor Tarne would like to schedule a staff meeting for February 12, 2020 at 11:00 am.

Public Works Director Dan Burbank reported that he and Morgan Eastlick have been working on getting other projects started up, and completed. He has been working with Deadwood to schedule a time to clean up the Park.

Officer Tony Stacher gave a report that he has been working with Fort Jones and getting their Municipal Code up to date. Stacher would like Fort Jones to adopt the same Municipal Code as Etna's. Since Fort Jones Municipal Code is so out of date they are unable to enforce anything such as problems with dogs.

Officer Clint Whitchurch reported that Alicia Pindell recently went to a PAL Conference in Santa Rosa for training. They had signs made and would like them to be mounted above the entrance upstairs.

Fire Chief Alan Kramer reported that they are continuing to improve response in the valley working with other departments. They are also working on all policies from other departments and consolidating them into one.

Steve Molnar reported that the new paramedic is moving here and will be able to start in a couple of weeks.

City Clerk Kris Hargrove reported that Charlie Pillon, the auditor will be here this week to start on the annual audit. Hargrove also reported that a mailing was recently sent out to collect unpaid/past due water bills, and business licenses. She also gave a brief report on CDBG/EDBG loans.

Mayor Tarne would like the Department Reports to be given after Budget Items on future Agendas.

Council member C. Trost would like the Council Meeting time to be changed to 6:30 pm.

Adjournment

There being no further business the meeting was adjourned at 8:15 pm.

SUMMARY:

- **Council approved CDBG PI Waiver for additional work with RB Aldrich Construction**
- **Council approved requesting PCR's from Mt. Shasta Ambulance to review billings**
- **Council approved Jaime Tarne as Mayor, and Lori Fleck as Mayor Pro-Tem**

PENDING ITEMS:

- **Lot line adjustment behind museum**
- **Change the Council Meeting times to 6:30 pm**
- **Commissioner responsibilities to be reviewed for the next Regular Meeting**

Jenny Bennett,

Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Friday February 7, 2020 3:30 pm

Members of the Etna City Council met on this 7th day of February 2020, at the Etna City Council Chambers. Mayor Jaime Tarne called the meeting to order and dispensed with the Flag Salute, and the roll call.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss/Approve relocate the Police Department to old clinic building. Police Chief Josh Short explained that the old clinic building on Diggles Street would be suitable for the Police Department. Some improvements/upgrades will need to be done to the building. Council member Trost moved to approve taking the Diggles Street building off of the market and moving the Police Department into that building, Fleck seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve purchase of Cal-Hypo equipment system. Public Works Director Dan Burbank would like to purchase a new water treatment system to eliminate the use of Chlorine Gas. Burbank has brought this item up in past meetings, and he has researched quotes. The County has been requesting Etna to make this upgrade due to the dangers of Chlorine Gas. Burbank also explained that this will cost approximately \$16,000 and it will be paid out of the Water Improvement Fund, which has sufficient funds available to cover the costs. Council member Fleck moved to approve the purchase with an Accounts Payable item of \$18,000 to be sure there is enough to cover expenses, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve consolidation of CDBG accounts in GL from 7 to 1 and EDBG from 5 to 1. City Clerk Kris Hargrove explained that Charlie Pillon, city auditor would like the council to approve the consolidation of the rehab accounts in order to make it easier for accounting. Mayor Tarne moved to approve consolidating the rehab loans for accounting purposes, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Mayor Tarne would like to adjust the Sewer Fund for electric to be dropped from \$4,000 to \$2,000, and Traffic Safety to be increased to \$1,300.

Mayor Tarne adjourned the meeting at 4:04 pm and the Council began the Closed Session meeting.

CLOSED SESSION: Pursuant to Government Code Section 54954.

- **Two employee wage Review and Job Descriptions.**

Adjournment

There being no further business; the meeting was adjourned at 4:43 pm.

SUMMARY:

- **Council approved relocating the Police Department to the Diggles Street building**
- **Council approved purchasing a new water treatment system**
- **Council approved consolidating the rehab loans for accounting purposes**

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Tuesday February 18, 2020

Members of the Etna City Council met on this 18th day of February 2020, at the Etna City Council Chambers. Mayor Jaime Tarne called the meeting to order and led in the salute to the flag of the United States of America.

Roll Call

Council members Lori Fleck, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

Audience member Chris Liles clarified that the city council can discuss items during oral comment, but cannot take action.

Budget Items

- City Clerk Kris Hargrove explained to the council that Asst. City Clerk Jenny Bennett's computer needs to be replaced soon per the recommendation of the IT Consultant. The cost is approximately \$1,000. Councilmember Fleck made a motion to approve replacing the computer, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

- Public Works Director Dan Burbank explained to the council that one of the work trucks is in need of some major repairs. The approximate cost for the repairs is \$1,500. Burbank would like it to come out of the water and sewer funds vehicle maintenance. Councilmember Fleck moved to approve the cost of \$1,500 to repair the work truck, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Councilmember Fleck requested to move "extend deadline for vacant City Council seat" to Current Business as an agenda item, Mayor Tarne seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Consent Calendar

- Minutes of the Regular Meeting February 3, 2020
- Minutes of the Special Meeting February 4, 2020, and February 7, 2020
- Check Register
- Income Statement
- Balance Sheets
- Resolution 2020-002 Approval of Amended Budget
- Resolution 2020-003 Change of Council Meeting time
- Resolution 2020-004 Appointing of Council Member Amber 'Cate' Trost

Councilmember Fleck moved to approve six of the items on the Consent Calendar, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Councilmember Fleck moved to approve Resolution 2020-003 Change of Council Meeting time, Tarne seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Councilmember Fleck moved to approve 2020-004 Appointing of Council Member Amber 'Cate' Trost, Tarne seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Council/Department Reports

Dan Burbank gave a brief report regarding future water line replacement and engineer surveying that recently was completed.

Officer Tony Stacher updated the council on law enforcement services in Fort Jones. The Town of Fort Jones has recently adopted Etna's Municipal Code and Ordinances.

Fire Chief Alan Kramer briefly reported on a dumpster fire that they responded to. Kramer reminded the council that March 7th is the Siskiyou County Firefighter of the Year Dinner.

City Clerk Kris Hargrove gave an update on the CDBG/EDBG committee and meeting in the future.

Councilmember Fleck reported that the Ambulance is continuing their training, and working on their policies/handbook.

Mayor Tarne reported that the staff meeting was successful, and would like the rest of the council to attend the next one.

Current Business

Discuss/Approve extending the deadline for the City Council seat vacancy.

Councilmember Fleck moved to approve extending the deadline to March 12th. Fleck explained that there is 60 days from the time the seat became vacant to fill it in order to avoid having an election. C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Wood PAL Signs. Officer Whitchurch requested council approval to hang wood signs that were made by Deadwood above the stairs below the Mason sign. Councilmember Fleck moved to approve hanging the signs, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve new Fire Department hire. Fire Chief Kramer requested council approval for Taylor Whitchurch to be hired for the Fire Department. Councilmember M. Trost moved to approve Taylor Whitchurch as a new hire for the Fire Department, Fleck seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve water bill adjustment for Frank Meyers. Frank Meyers explained to the council that he would like the previous balance on his account to be waived due to not receiving the bill when he first opened his account, and due to him being billed incorrectly he believes. Meyers does not agree that he should have been charged in the beginning for a food service restroom, and food service sink because they are inoperable. Councilmember Fleck

requested the City Clerk to contact the attorney regarding this matter, and to better understand what the council's authority is with water billing.

Discuss/Approve Councilmember Fleck attending a Grant Writing Workshop.

Councilmember Fleck would like to attend a grant writing workshop in Redding, and requested council approval. Fleck would like the City to cover the cost of one person to attend, and Friends of the Pool to cover the cost of another to attend. Mayor Tarne moved to approve sending Councilmember Fleck to attending the Grant Writing Workshop, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve delegation of City Commissioners. Councilmember Fleck presented a draft version of the Commissioner List and specific commissions. The Council tabled this item to a future workshop scheduled for Thursday March 21st at 3:30 pm.

Discuss/Approve LOLA Meeting request. Councilmember Fleck requested approval for the City of Etna to host the next Quarterly LOLA Meeting scheduled for July 8, 2020 located at the City Park. Mayor Tarne moved to approve the City hosting the Quarterly LOLA Meeting July 8, 2020 at the City Park, Fleck seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve CalPERS Retirement Contribution. City Clerk Kris Hargrove explained to the council that employees that were hired after 2013 are Pepra enrolled employees, and the employer/city cannot legally contribute to those employees' retirement. Hargrove would like the City to contribute that portion to a separate 457 retirement account. Councilmember C. Trost recommends continuing to contribute to the Pepra employees' retirement through a separate retirement account that complies with retirement laws in order to not penalize the current Pepra employees. Hargrove is still working on the numbers, and will contact the attorney regarding this, and will bring more information to the council at the next regular meeting. City Council tabled this item.

Adjournment

There being no further business the meeting was adjourned at 8:24 pm.

SUMMARY:

- **Council approved budget items new computer, and vehicle repair**
- **Council approved extending the deadline for council seat vacancy to March 12th**
- **Council approved hanging the wood signs that were made for PAL above the stairs in front of City Hall**
- **Council approve Taylor Whitchurch as a new Fire Department hire**
- **Council tabled water bill adjustment**
- **Council approved Fleck to attend a Grant Writing Workshop**
- **Council tabled Commissioner delegation**
- **Council approved hosting the Quarterly LOLA Meeting scheduled for July 8, 2020**
- **Council tabled CalPERS Retirement Contribution**

PENDING ITEMS:

- **Lot line adjustment behind museum**

- **Commissioner responsibilities to be reviewed at a workshop**
- **Water bill adjustment**
- **CalPERS Retirement Contribution**

Jenny Bennett,
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday March 2, 2020

Members of the Etna City Council met on this 2nd day of March 2020, at the Etna City Council Chambers. Mayor Jaime Tarne called the meeting to order and led in the salute to the flag of the United States of America.

Roll Call

Council members Lori Fleck, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

None.

Consent Calendar

- Minutes of the Regular Meeting February 18, 2020
- Check Register
- Income Statement
- Balance Sheets

Councilmember Fleck moved to approve the Consent Calendar, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Council/Department Reports

Officer Tony Stacher reported on the recent police activities with the Town of Fort Jones, and Etna. He also said that Brandon Buel has completed his background to become a police officer, and will shortly begin his FTO (field training hours.) The Council asked what the status was with the move from the PD to the Diggles Street building.

Fire Chief Alan Kramer reminded the Council about the Fire Fighter of the Year Dinner, and informed the Council that Brooklyn Tupman is the nominee for the Etna Fire Department.

Councilmember Fleck gave a brief report for the Ambulance Department. Fleck said she heard back from the attorney regarding the contract with Mt. Shasta Ambulance.

Assistant City Clerk Jenny Bennett gave a brief update regarding CalPERS and the MOU that the clerks have been working on. Bennett also reported that they have been working on water bill/landlord letters, and applications that will be sent out in a mailing.

Mayor Jaime Tarne reported that she has been working on the Conditional Use Permits pertaining to vacation rentals. Tarne also asked about the cleanup day, and whether or not it was going to happen this year. Fleck commented that so far nothing is planned for this event.

Mayor Tarne also asked about Friends of the Library sending a letter out with April billing. Council discussed that we will do what we have done in the past and they can split the cost of postage with the City.

Current Business

Discuss/Approve Award for Howell Rehabilitation Project. City Engineer Morgan Eastlick said that there was a lot of interest in this project, and there were seven bids that came in. R.B. Aldrich was the lowest bidder for the project. Eastlick is requesting approval for R.B. Aldrich Construction to complete the Howell Avenue Rehabilitation Project for \$504,007. M. Trost moved to approve awarding R.B. Aldrich Construction to complete the Howell Rehabilitation Project, Fleck seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve removing an employee from the Ambulance Department. Councilmember Fleck explained that Ambulance Director Brooks O'Connor-Cone and Operations Captain Steve Molnar would like to remove Zion Parker from the Ambulance Department. Mayor Tarne tabled this item due to no attendance from the Ambulance Department.

Discuss/Approve Water Bill. Frank Meyers presented his case regarding his water bill at the last meeting. Mayor Tarne explained that the information was given to the City Attorney for review, and the advice from the attorney is to not make any adjustments, and correct the billing rates back to commercial rates.

Meyers argued that the bill was initially being sent to the wrong address, and that is why the bill had been paid late. Assistant Clerk Jenny Bennett explained that the City made appropriate adjustments at the start of the account to correct any errors that may have happened, and Meyers was in agreement with the adjustment that was made going forward.

Because Meyers is residing in the downtown commercial district, he was initially being charged commercial billing rates. He contacted the Mayor at the time and argued that he was being billed at incorrect rates, and should be billed at residential rates because the property is no longer in business and all commercial equipment had been removed from the building. The Mayor directed the clerks to bill him residentially going forward, and make any adjustments to penalty fees against the commercial rates. The Council is not in agreement with the decision that was made by the Mayor to switch billing rates.

Meyers is claiming that the clerks refused him his bill when he asked for it, and he came into City Hall numerous times. He also explained that he has removed every piece of commercial equipment at the property and it will never be used as a commercial building/business, and that it is legal for a residential property according to the county. The council explained to Meyers that the property is located in the Downtown Commercial District and regardless if there is no commercial equipment in the building the property should have been billed at commercial rates. The property is not zoned residential, and in order to reside in the downtown district you must live on the second level of a building and have a conditional use permit approved by the City Council. The Council also explained that the Mayor does not have the authority to make changes to billing accounts without City Council approval. Mayor Tarne

said that the Council is now going to go with the advice of the attorney and switch the billing rates back to commercial rates, and no additional adjustments will be made to the bill.

Audience member Rick Kramer asked the Council if a variance could be applied for and approved by the City Council. The Council said that a variance can be applied for by the property owner. M. Trost commented that the Council is working towards having the Downtown Commercial District be zoned as a Historic District which will still not allow ground floor residents. M. Trost made a motion to switch the billing rates back to commercial rates effective for the next billing April 1st for March billing, Mayor Tarne seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

City Clerk Kris Hargrove reminded that there is a shut off pending for this account. M. Trost made a motion to extend the shut off for the account for 30 days, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes. Meyers requested that he receive our records regarding his bill. Asst. Clerk Bennett will have everything ready for him tomorrow morning.

Discuss Ordinance 17.18 Mobile Home Residential. Mayor Tarne explained that the County reviewed the Ordinance regarding buildings and determined that some language is out of date. Officer Stacher commented that some of the terminology needs to be changed. Council Fleck will work with the City Planner Rico on revising and updating the ordinance terminology. Fleck will report at the next meeting.

Discuss/Approve Council Commissions. The City Council discussed each commission and its responsibilities and assigned them to each member. Councilmember Fleck moved to approve the council commission changes, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Direct Deposit for Employees. City Clerk Kris Hargrove explained that we have the ability to do direct deposit for employees for \$400.00 a year plus \$25.00 per month plus \$.30 per paycheck. M. Trost moved to approve Direct Deposit for employees, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost.

Discuss/Approve Water and Sewer Contract. The clerks updated the water and sewer contract/agreement and sent it to the attorney for review. The attorney stated that the contract should be sent out to all new and current accounts. M. Trost moved to approve sending the application out with the water bills, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve letter being sent to property owners with past due water bill accounts. Assistant Clerk Jenny Bennett explained that we have been having issues with tenants moving in and moving out without notifying the city, and ultimately leaving unpaid balances. The letter hopefully will help with collecting bills, and informing landlord/property owners that they are responsible for any unpaid balances left by tenants. Fleck moved to approve sending out letter to landlords and property owners, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve MOU for CalPERS. Hargrove explained that the City does not have a current MOU with CalPERS, and is requesting approval for the draft version presented to Council. CalPERS is requiring the clerks to provide an MOU before we are able to move

forward with our Payroll Reporting. M. Trost moved to approve the MOU to be sent to CalPERS, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

City Clerk Kris Hargrove gave an update on the PCT Patches and the results.

Adjournment

There being no further business the meeting was adjourned at 8:20 pm.

SUMMARY:

PENDING ITEMS:

- **Lot line adjustment behind museum**
- **Councilmember Fleck will work with Rico regarding ordinance terminology update**
- **Remove employee Zion Parker from the Ambulance Department**

Jenny Bennett,

Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Wednesday March 11, 2020 4:00 pm

Members of the Etna City Council met on this 11th day of March 2020, at the Etna City Council Chambers. Mayor Jaime Tarne called the meeting to order and dispensed with the Flag Salute.

Roll Call: Councilmembers Lori Fleck, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss/Approve Letter of Interest for Vacant Council Seat, term ending November 2020. Mayor Tarne explained that Charnna Gilmore recently submitted a letter of interest for the vacant seat. Councilmember Mitch Trost moved to approve Charnna Gilmore as the newest Councilmember, Fleck seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Mayor Tarne and Councilmember Lori Fleck would like to schedule a Workshop/Town Hall Meeting regarding the Coronavirus. The meeting is tentatively scheduled for Wednesday March 18, 2020 after 3:30 pm. The Council wants to make sure that the City is prepared for when/if the Coronavirus spreads to Etna and information is available to the community.

Adjournment

There being no further business; the meeting was adjourned at 4:19 pm.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday March 2, 2020

Members of the Etna City Council met on this 2nd day of March 2020, at the Etna City Council Chambers. Mayor Jaime Tarne called the meeting to order and led in the salute to the flag of the United States of America.

Roll Call

Council members Lori Fleck, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

None.

Consent Calendar

- Minutes of the Regular Meeting February 18, 2020
- Check Register
- Income Statement
- Balance Sheets

Councilmember Fleck moved to approve the Consent Calendar, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Council/Department Reports

Officer Tony Stacher reported on the recent police activities with the Town of Fort Jones, and Etna. He also said that Brandon Buel has completed his background to become a police officer, and will shortly begin his FTO (field training hours.) The Council asked what the status was with the move from the PD to the Diggles Street building.

Fire Chief Alan Kramer reminded the Council about the Fire Fighter of the Year Dinner, and informed the Council that Brooklyn Tupman is the nominee for the Etna Fire Department.

Councilmember Fleck gave a brief report for the Ambulance Department. Fleck said she heard back from the attorney regarding the contract with Mt. Shasta Ambulance.

Assistant City Clerk Jenny Bennett gave a brief update regarding CalPERS and the MOU that the clerks have been working on. Bennett also reported that they have been working on water bill/landlord letters, and applications that will be sent out in a mailing.

Mayor Jaime Tarne reported that she has been working on the Conditional Use Permits pertaining to vacation rentals. Tarne also asked about the cleanup day, and whether or not it was going to happen this year. Fleck commented that so far nothing is planned for this event.

Mayor Tarne also asked about Friends of the Library sending a letter out with April billing. Council discussed that we will do what we have done in the past and they can split the cost of postage with the City.

Current Business

Discuss/Approve Award for Howell Rehabilitation Project. City Engineer Morgan Eastlick said that there was a lot of interest in this project, and there were seven bids that came in. R.B. Aldrich was the lowest bidder for the project. Eastlick is requesting approval for R.B. Aldrich Construction to complete the Howell Avenue Rehabilitation Project for \$504,007. M. Trost moved to approve awarding R.B. Aldrich Construction to complete the Howell Rehabilitation Project, Fleck seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve removing an employee from the Ambulance Department. Councilmember Fleck explained that Ambulance Director Brooks O'Connor-Cone and Operations Captain Steve Molnar would like to remove Zion Parker from the Ambulance Department. Mayor Tarne tabled this item due to no attendance from the Ambulance Department.

Discuss/Approve Water Bill. Frank Meyers presented his case regarding his water bill at the last meeting. Mayor Tarne explained that the information was given to the City Attorney for review, and the advice from the attorney is to not make any adjustments, and correct the billing rates back to commercial rates.

Meyers argued that the bill was initially being sent to the wrong address, and that is why the bill had been paid late. Assistant Clerk Jenny Bennett explained that the City made appropriate adjustments at the start of the account to correct any errors that may have happened, and Meyers was in agreement with the adjustment that was made going forward.

Because Meyers is residing in the downtown commercial district, he was initially being charged commercial billing rates. He contacted the Mayor at the time and argued that he was being billed at incorrect rates, and should be billed at residential rates because the property is no longer in business and all commercial equipment had been removed from the building. The Mayor directed the clerks to bill him residentially going forward, and make any adjustments to penalty fees against the commercial rates. The Council is not in agreement with the decision that was made by the Mayor to switch billing rates.

Meyers is claiming that the clerks refused him his bill when he asked for it, and he came into City Hall numerous times. He also explained that he has removed every piece of commercial equipment at the property and it will never be used as a commercial building/business, and that it is legal for a residential property according to the county. The council explained to Meyers that the property is located in the Downtown Commercial District and regardless if there is no commercial equipment in the building the property should have been billed at commercial rates. The property is not zoned residential, and in order to reside in the downtown district you must live on the second level of a building and have a conditional use permit approved by the City Council. The Council also explained that the Mayor does not have the authority to make changes to billing accounts without City Council approval. Mayor Tarne

said that the Council is now going to go with the advice of the attorney and switch the billing rates back to commercial rates, and no additional adjustments will be made to the bill.

Audience member Rick Kramer asked the Council if a variance could be applied for and approved by the City Council. The Council said that a variance can be applied for by the property owner. M. Trost commented that the Council is working towards having the Downtown Commercial District be zoned as a Historic District which will still not allow ground floor residents. M. Trost made a motion to switch the billing rates back to commercial rates effective for the next billing April 1st for March billing, Mayor Tarne seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

City Clerk Kris Hargrove reminded that there is a shut off pending for this account. M. Trost made a motion to extend the shut off for the account for 30 days, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes. Meyers requested that he receive our records regarding his bill. Asst. Clerk Bennett will have everything ready for him tomorrow morning.

Discuss Ordinance 17.18 Mobile Home Residential. Mayor Tarne explained that the County reviewed the Ordinance regarding buildings and determined that some language is out of date. Officer Stacher commented that some of the terminology needs to be changed. Council Fleck will work with the City Planner Rico on revising and updating the ordinance terminology. Fleck will report at the next meeting.

Discuss/Approve Council Commissions. The City Council discussed each commission and its responsibilities and assigned them to each member. Councilmember Fleck moved to approve the council commission changes, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Direct Deposit for Employees. City Clerk Kris Hargrove explained that we have the ability to do direct deposit for employees for \$400.00 a year plus \$25.00 per month plus \$.30 per paycheck. M. Trost moved to approve Direct Deposit for employees, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost.

Discuss/Approve Water and Sewer Contract. The clerks updated the water and sewer contract/agreement and sent it to the attorney for review. The attorney stated that the contract should be sent out to all new and current accounts. M. Trost moved to approve sending the application out with the water bills, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve letter being sent to property owners with past due water bill accounts. Assistant Clerk Jenny Bennett explained that we have been having issues with tenants moving in and moving out without notifying the city, and ultimately leaving unpaid balances. The letter hopefully will help with collecting bills, and informing landlord/property owners that they are responsible for any unpaid balances left by tenants. Fleck moved to approve sending out letter to landlords and property owners, M. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve MOU for CalPERS. Hargrove explained that the City does not have a current MOU with CalPERS, and is requesting approval for the draft version presented to Council. CalPERS is requiring the clerks to provide an MOU before we are able to move

forward with our Payroll Reporting. M. Trost moved to approve the MOU to be sent to CalPERS, C. Trost seconded and the motion passed 4-0 with Fleck, Tarne, C. Trost, and M. Trost voting yes.

City Clerk Kris Hargrove gave an update on the PCT Patches and the results.

Adjournment

There being no further business the meeting was adjourned at 8:20 pm.

SUMMARY:

PENDING ITEMS:

- **Lot line adjustment behind museum**
- **Councilmember Fleck will work with Rico regarding ordinance terminology update**
- **Remove employee Zion Parker from the Ambulance Department**

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday April 6, 2020

Members of the Etna City Council met on this 6th day of April 2020, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Council members Lori Fleck, Charnna Gilmore, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

None.

Consent Calendar

- Financial Reports
- Resolution 2020-005 Residential Water Service Termination Policy
- Resolution 2020-006 Acceptance of 2019 General Plan Progress Report

Council member Fleck moved to approve the Consent Calendar, M. Trost seconded and the motion passed 5-0 with C. Trost, Gilmore, M. Trost, Fleck, and Tarne voting yes.

City Clerk Kris Hargrove pulled the Resolutions from the Consent Calendar for approval.

Council/Department Reports

Police Chief Josh Short gave a brief report on how the Police Department has been handling current working conditions with COVID. Short also mentioned that he is currently working on a grant.

City Clerk Kris Hargrove and Assistant Clerk Jenny Bennett gave a brief report regarding working from home, as well as the office and it is going well.

Mayor Tarne has been keeping the Facebook page updated with current information on COVID. Council member Gilmore commented that other avenues should be used to keep the community updated.

Current Business

Discuss/Approve waiving owner responsibility of unpaid water/sewer bill balances. Ali Cloutman (property manager) received notices from City Hall regarding unpaid water bill balances. Cloutman requested that the City waive owner responsibility for tenants. Council member C. Trost made a motion that the tenants shall be responsible for unpaid balances, and property owners going forward will receive notices. M. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve negotiation past due water bill. Rosanne Ritchison sent an email that was forwarded to the council regarding her past due water bill. Ritchison requested approval to pay half of her total balance and then start the account at a zero balance, or reduce the amount of penalties that are owed against the account. Council member Fleck made a motion to allow tenants to work with the City Clerk to adopt a payment plan to resolve a past due amount and penalties are waived as long as the current bill is paid timely and payments towards the penalty balance are made monthly. M. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve part-time CSO Position. Mayor Tarne moved to approve filling a part-time CSO Position, Fleck seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve purchase of portable radios. Chief Short requested approval to purchase new hand-held radios. Two radios will be billed out of the Fort Jones budget. Gilmore moved to approve purchasing portable radios, C. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve action for out of county visitors. Mayor Tarne explained that the Public Health Department recently put a Declaration out for out of county visitors to self-quarantine for 14 days when they are visiting the area. Full support from all members of council.

Discuss Isolation Outreach Program. Council member Fleck explained that there are meal programs that have been delivering meals throughout the community for at least twice a week. The Berean Church is working with our local food bank. Fleck also mentioned providing Etna residents a colored piece of paper that can be placed in a front window to show if they are in need of assistance, or that everything is fine. Mayor Tarne made a motion to provide residents with a colored piece of paper to show if they are in need of assistance, Fleck seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss Drought Preparation Plan 2020. Council member Gilmore would like to form a committee to look at ways at what the city can do to address current drought issues, and come up with an action plan for 2020. Gilmore would like provisions put in place, and encourage the community to minimize water usage. Council member M. Trost, and Public Works Director Dan Burbank agreed to serve on this committee. Gilmore also asked audience member Duane Stacher to sit on the committee as well. The Council recognized the ad hoc Drought Response Committee with M. Trost, and Gilmore serving on it. Gilmore will identify who will serve on this committee at the next regular meeting.

Discuss/Approve accepting Siskiyou County Library MOU. Council member Fleck moved to approve accepting Siskiyou County Library MOU, M. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Summer Event Requests. Council member M. Trost commented that currently the park is closed. The council agreed to keep the park closed and review the situation on May 18th. Mayor Tarne made a motion to not accept any Event Applications for the park before May 18th, when the council reviews current COVID conditions. Fleck seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve SB988 Water Discontinuation Policy. City Clerk Hargrove explained the City is required to change the Water Discontinuation Policy with changes mandated by the state. Council member Fleck moved to approve the new Water Discontinuation Policy effective April 1st, Tarne seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve accepting the 2019 General Plan Annual Progress Report. Council member Fleck moved to approve accepting the 2019 General Plan Annual Progress Report, M. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve assigning Commissions to Charnna Gilmore. Mayor Tarne appointed council member Gilmore as the Police Department Commissioner along with the Drought Committee.

Adjournment

There being no further business the meeting was adjourned at 9:06 pm.

SUMMARY:

- **Council approved that tenants shall be responsible for unpaid water bill balances, and property owners will receive notices**
- **Council approved to set up a payment plan with Rosanne Ritchison with future penalties waived as long as the balance is being paid monthly**
- **Council approved for part-time CSO position to be filled**
- **Council approved for Chief Short to purchase portable radios**
- **Council supported the Declaration from the county regarding out of county visitors**
- **Council approved to provide residents with a colored piece of paper to be placed in front windows if they are in need of assistance**
- **Council supported council member Gilmore to form a committee to address drought concerns**
- **Council approved for Siskiyou County Library MOU**
- **Council approved not accepting any Special Event Applications until May 18th when they will meet again to assess COVID situation**
- **Council approved SB988 Water Discontinuation Policy**
- **Council approved 2019 General Plan Annual Progress Report**
- **Council member Gilmore appointed as Police Department Commissioner, and Drought Committee**

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Friday April 10, 2020 3:30 pm

Members of the Etna City Council met on this 10th day of April 2020. Mayor Jaime Tarne called the meeting to order and dispensed with the Flag Salute.

Roll Call: Council members Lori Fleck, Charnna Gilmore, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss/Approve past due balance changes for water/sewer billing. Discussion on Mr. Meyers's, Ms. Ritchison's separate Utility Billing accounts. City Council will look more into SB998 and its requirements. Council member C. Trost and Mayor Tarne will work together on making sure the City's policy is consistent with SB998.

Adjournment

There being no further business; the meeting was adjourned at 4:10 pm.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday April 20, 2020

Members of the Etna City Council met on this 20th day of April 2020, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Council members Lori Fleck, Charnna Gilmore, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

Approve Budget Amendment in IT, Parks, and COPS. City Clerk Kris Hargrove explained that Public Works would like to purchase a Lawn Vac for the park, and the pool. Council member C. Trost is recommending allocating \$40,000 for an IT Budget, and expressed concerns with outdated equipment, maintenance concerns, and updating the utility software that is currently being used. The Council expressed their concerns on the budget constraints. Mayor Tarne recommends moving this Budget Amendment to a Special Meeting.

Consent Calendar

- Financial Reports

Council/Department Reports

Operations Captain Steve Molnar gave a report on current COVID cases in Siskiyou County. Molnar also reported on transfer calls, and other calls that they have done. The department has been doing routine maintenance around the building, and on the ambulances. Molnar is confident that they have enough supplies to handle any COVID situations in the valley.

Council member Fleck reported that she listened in on an OES meeting and shared some information regarding a “soft opening.”

City Clerk Kris Hargrove reported that the office has switched payroll to direct deposit.

Mayor Tarne reported that the Census output from the City was poor, and encouraged the community to complete the Census.

Current Business

Discuss/Approve Fencing Variance. Tamila Medinnus submitted a Variance Application to increase the height of her garden fence to seven feet. The Council would like Medinnus to ask her neighbors permission before building the fence on the property lines. Council member M. Trost moved to approve accepting the Variance Application for Tamila Medinnus, C. Trost seconded and the motion failed 2-3 with Fleck, Gilmore, and Tarne voting no, and C. Trost, and M. Trost voting yes.

Mayor Tarne moved to approve allowing the seven foot fence to be built with neighbor permission, L. Fleck seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes. Medinnus will submit letters of approval from her neighbors to the City Clerk.

Discuss/Approve ADA Required External Discrimination Policy. Mayor Tarne moved to approve the ADA Required External Discrimination Policy, M. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Accepting COVID-19 Response Plan for SCORE WC. Mayor Tarne moved to approve accepting the COVID-19 Response Plan for SCORE WC, Council member C. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve reviewing Health Insurance Policy. Council member Fleck volunteered to work on the Employee Handbook with City Clerk Kris Hargrove, and Asst. City Clerk Jenny Bennett. No action taken.

Discuss/Approve Park Wi-Fi. Council member M. Trost moved to approve turning the Wi-Fi on at the park, Fleck seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Lawn Vac Purchase. Council member M. Trost moved to approve purchasing a Lawn Vac, C. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Drought Preparation Plan 2020. Council member Gilmore requested a budget line item to purchase equipment (ladders) to establish flow stations and Scott River Watershed Council will utilize staff to maintain the flow stations, but they do not have a budget to purchase this equipment. Gilmore stated that the approximate cost is about \$730.00. Council member Fleck stated that money from the Water Fund can be used to purchase the equipment. Council member Fleck moved to add the Drought Committee as identified by Gilmore and to be appointed by the City Clerk, Mayor Tarne seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost.

The Council set a date for a Special Meeting for Thursday April 23rd.

CLOSED SESSION:

Personnel Matters were discussed.

Adjournment

There being no further business the meeting was adjourned at 8:05 pm.

SUMMARY:

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday May 4, 2020

Members of the Etna City Council met on this 4th day of May 2020, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Council members Lori Fleck, Charnna Gilmore, Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

None.

Consent Calendar

- Financial Reports

Council/Department Reports

Mayor Tarne and Public Works Director Dan Burbank met with a resident to repair a broken water meter after a complaint was received.

Police Chief Josh Short gave a brief report that his call volume has increased, and they have started moving the department to the Diggles Street building.

Operations Captain Steve Molnar updated the council on the ambulance department's call volume.

Discussion on Phase 2 opening.

Mayor Tarne gave an update on the current COVID situation for the state.

Current Business

Discuss/Approve Water Service Replacement Project. City Engineer Morgan Eastlick requested council approval for partial pay estimate #4 for RB Aldrich Construction. Council member Fleck moved to approve partial pay estimate #4, M. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve LEAP Grant Funds and Resolution 2020-011. City Planner Richard Tinsman explained the LEAP Grant Funds program, and requested approval for Resolution 2020-011. Council member Fleck moved to approve LEAP Grant Funds proposal and Resolution 2020-011, C. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve I.T. Upgrade. Council member C. Trost recommends restructuring our IT and various upgrades. Council member Fleck requested to defer discussion on this topic until after several budget meetings. No action taken.

Discuss/Approve Grant Writer. Council member C. Trost would like the council to consider hiring a grant writer to help the city find grant funding opportunities. Amy Walton (grant writer) introduced herself, and is willing to volunteer to research potential funding opportunities for the city. If she found a grant then she would charge an hourly rate of \$30.00 to write the grant. C. Trost made a motion to move forward with using Amy Walton to research grant opportunities since Walton is willing to volunteer her time. M. Trost seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Farmers Market. The Farmers Market is scheduling their events and informed the council that they will be following all of the recommendations and safety guidelines issued by the county. They requested support from the Police Department to help with encouraging people to follow the safety guidelines. Council member Fleck moves to approve supporting the Farmers Market, Tarne seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve accepting Resolution 2020-012 EMS Week. Paramedic Terry Arrwood requested council approval to accept Resolution 2020-012 to bring recognition to Emergency Medical Services, and have a Proclamation signed by the Mayor. Council member Fleck moved to approve adopting Resolution 2020-012 and the Proclamation, Tarne seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve NAEMT Training Center. Ambulance Director Brooks O'Connor-Cone would like to implement an NAEMT Training Center. Molnar, and O'Connor-Cone explained that the costs would be covered with the tuition that would be charged. Council member Fleck moved to approve the Ambulance Department to go through the NAEMT application process, Gilmore seconded and the motion passed 5-0 with Fleck, Gilmore, Tarne, C. Trost, and M. Trost voting yes.

CLOSED SESSION:

Council approved removing Zion Parker off of the ambulance roster.

Adjournment

There being no further business the meeting was adjourned at 8:50 pm.

SUMMARY:

- **Council approved partial pay estimate #4 for RB Aldrich Construction**
- **Council approved LEAP Grants Funds proposal and Resolution 2020-011**
- **Council approved Amy Walton to research potential grant opportunities for the City as a volunteer**
- **Council approved supporting the Farmers Market**
- **Council approved Resolution 2020-012 EMS Week**

- **Council approved the Ambulance Department to go through the NAEMT application process at no cost to the City.**

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Tuesday May 19, 2020 1:30 pm

Members of the Etna City Council met on this 19th day of May 2020. Mayor Jaime Tarne called the meeting to order and dispensed with the Flag Salute.

Roll Call: Council members Lori Fleck, Charnna Gilmore, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss/Approve 19/20 Amended Budget. City Auditor Charlie Pillon was present to assist in any questions regarding the budget. City Council and various staff members went through each line item of the 19/20 budget and discussed and made certain recommendations where possible to balance the budget.

One possible recommendation is to furlough/temporary layoff some employees, and freeze all spending for the month of June.

The City Council scheduled another meeting to discuss the 19/20 Budget for Thursday May 21st at 5:00 pm

Adjournment

There being no further business; the meeting was adjourned at 5:45 pm.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Thursday May 21, 2020

Members of the Etna City Council met on this 21st day of May 2020 via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Council members Charnna Gilmore, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present. Council member Lori Fleck was absent.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

None.

Consent Calendar

Council/Department Reports

Mayor Tarne reported that the Police Department has completed their move to the Diggles building. Howell is almost ready to be paved, and will be completed sometime in the fall. Tarne also explained that there was miss-reporting on CDBG/EDBG and staff is working with the State to resolve this issue. City Clerk Kris Hargrove stated that our auditors are also working to resolve the issue.

Council member Gilmore gave a report on the Drought Committee and what they have been working on. Gilmore is working with Kory Hayden on a way to inform the community on drought concerns.

Current Business

Discuss CalFire Fuel Reduction and Forest Resiliency. Mayor Tarne explained that there will be a fuel reduction project that will take place on privately owned timber land. Crystal Creek and Johnson Creek are two areas closest to town that will have some activity. Fire Chief Alan Kramer has met with the company regarding details of the project.

Discuss/Approve pool and event openings. Mayor Tarne explained that community public pools are not in expanded stage 2, they are in stage 4, but the state is considering having community pools in stage 3 opening. Mayor Tarne recommends that we maintain the pool and have it ready for when we are able to open it, but does not recommend approving to open the pool at this time. Opening it to private pool parties where social distancing is possible could be considered. Tarne moved to approve having the pool ready and available for when they are able to open it in phase 3. Council member M. Trost would like the park to be included in the motion. Council member C. Trost recommends having plans in place for both the park and the pool for how they are going to reopen. Mayor Tarne amended her motion to include the park with plans developed describing the guidelines for reopening, C. Trost seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss opening Etna Library. Mayor Tarne explained how the library is planning to reopen. They will sanitize returned books, and hold them for three days before renting them out again.

Discuss/Approve Zoll Maintenance Contract. Operations Captain Steve Molnar is requesting approval renew the Zoll Maintenance Contract. C. Trost commented that this item should be included in the budget due to it being an annual contract, and should be approved at the 20/21 budget meeting. No action taken.

Adjournment

There being no further business the meeting was adjourned at 7:15 pm.

SUMMARY:

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday June 1, 2020

Members of the Etna City Council met on this 1st day of June 2020 via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Council members Charnna Gilmore, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present. Council member Lori Fleck was absent.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

None.

Consent Calendar

None.

Council/Department Reports

Council member Charnna Gilmore gave a report on the ad hoc meeting (Drought Committee.) Gilmore would like to send out an educational flyer to the community about drought preparedness to residents only, not commercial accounts. Gilmore asked City Clerk Kris Hargrove what it would cost to send out a mass mailing to the residents of Etna, and would like the flyer to be mailed out sometime in June. Gilmore will email the flyer to the Council to preview it.

Mayor Tarne gave a brief report regarding the 19/20 Budget that they have worked hard to balance, which involved furloughing some employees.

Current Business

Discuss/Approve Howell Rehab Project. City Engineer Morgan Eastlick is requesting Pay Estimate #1 for the Howell Rehabilitation Project for RB Aldrich Construction. Mayor Tarne stated that due to budget constraints they are able to approve the payment, but are not able to pay the invoice until July 1st. Eastlick explained that there is a 30 day turn around to pay an invoice by law. Council member M. Trost moved to approve Partial Pay Estimate #1 for the Howell Rehab Project, Gilmore seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve PCT Hiker Notice. Council member C. Trost would like to post notices around town so the PCT hikers know what the current amenities are during COVID. Council member M. Trost posted a notice at the summit to inform hikers that the park is closed. Mayor Tarne stated that the COVID conditions may change, but agreed it is important to get the word out to the hikers. C. Trost commented that there have been tents up at the park, and the

bathrooms are closed. Gilmore requested an update on where we are with COVID. Mayor Tarne explained that we are following the Siskiyou County guidelines.

Caller Brandon Fawaz requested to comment. Fawaz described all of the boards and committees he sits on and explained that if there is a plan developed for the reopening of the park the county will approve it and allow it to open. Mayor Tarne explained that with the budget constraints it is not feasible to do the extra cleaning that the bathrooms would require.

Caller Cliff Munson offered to help Gilmore with developing plans for reopening the City of Etna, and park.

Council member C. Trost reminded the Council that the notice is informational on what is currently available to hikers from the city, and if conditions change then a new notice will be posted. Council member M. Trost moved to approve posting a notice to show hikers what the available amenities are in Etna, Mayor Tarne seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Council member Gilmore will work with Council member M. Trost on developing a plan for reopening the park.

Discuss COVID business update. Topic was discussed earlier.

Discuss/Approve June employee hours. City Clerk Kris Hargrove explained that reduced working hours in June, and offering employees unpaid time off during June was an option that was discussed during the last budget meeting to save on employee costs. Council member C. Trost stated that this is not mandatory and is strictly up to the employee. Council member C. Trost moved to approve offering this June summer work schedule to all employees, Mayor Tarne seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost and M. Trost voting yes.

Caller Brandon Fawaz commented that there was no call for oral comment at the beginning of the meeting.

Adjournment

There being no further business the meeting was adjourned at 7:33 pm.

SUMMARY:

PENDING ITEMS:

Jenny Bennett,
Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Wednesday June 10, 2020 4:00 pm

Members of the Etna City Council met on this 10th day of June 2020. Mayor Jaime Tarne called the meeting to order and dispensed with the Flag Salute.

Roll Call: Council members Charnna Gilmore, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present. Council member Lori Fleck was absent.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss COVID Parks and Recreation. Council and various callers discussed options for the opening of the pool while following COVID guidelines. Brandon Fawaz offered a donation to help cover the extra costs for cleaning and disinfecting, and other callers volunteered to help in any way to prepare the pool for opening. Discussion only.

CLOSED SESSION:

Discussion on personnel matters and employee performance.

Adjournment

There being no further business; the meeting was adjourned at 5:34 pm.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday June 15, 2020

Members of the Etna City Council met on this 15th day of June 2020, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Council members Charnna Gilmore, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present. Council member Lori Fleck was absent.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

Accept 20/21 Budget. Mayor Tarne called for a vote to approve the 20/21 Budget. The motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Consent Calendar

Council/Department Reports

Council member Gilmore commented that her drinking water had a different taste than usual.

Police Chief Josh Short gave a brief report.

Public Works Director Dan Burbank reported that several of the city vehicles, one being the ambulance is down and in need for repairs.

Operations Captain Steve Molnar reported they are still in service despite one of the ambulances being down and in need of some repairs.

City Clerk Kris Hargrove gave a brief report.

Council member Gilmore gave a brief report on what the Drought Committee has been working on and emailed a flyer to the council for review, and would like approval to mail it out to the community.

Current Business

Discuss/Approve 18/19 City Audit Findings. City Auditor Charlie Pillon explained the 18/19 Audit Findings. Mayor Tarne moved to approve the 18/19 Audit, M. Trost seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Fund 40 Water LAIF Transfer. City Clerk Kris Hargrove requested approval to borrow \$142,000 from the LAIF account in order to pay for an outstanding invoice. Council member Trost moved to approve the LAIF transfer, C. Trost seconded and the motion passed 3-0 with Gilmore, Tarne, and C. Trost, voting yes. (Council member M. Trost had technical difficulties.)

Discuss/Approve Holiday Party Deduction. City Clerk Kris Hargrove requested council approval to allow employees to have a small deduction withheld from their check to contribute to an employee holiday party. Mayor Tarne stated that this does not need a motion and a vote, it is up to the employee. No action taken.

Discuss/Approve opening the pool 2020. Mayor Tarne shared the City of Etna COVID Plan for reopening the pool that is required by Siskiyou County. Mayor Tarne moved to approve the City of Etna COVID Plan, M. Trost seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Council member C. Trost motioned to open the pool July 1st, Mayor Tarne seconded and the motion passed 3-1 with Tarne, C. Trost, and M. Trost voting yes, and Gilmore voting no.

Caller Brandon Fawaz commented on this topic.

Discuss/Approve opening City Hall. Mayor Tarne explained that she has reviewed other city's plan for reopening City Halls, and shared a plan for Etna City Hall. Mayor Tarne moved to approve accepting the plan for opening City Hall, M. Trost seconded and the motion passed 3-1 with Tarne, C. Trost, and M. Trost voting yes, and Gilmore voting no.

Discuss/Approve council member leave of absence. Mayor Tarne explained that Lori Fleck submitted a letter of resignation from the City Council. Council member Gilmore moved to approve accepting Lori Fleck's resignation, Mayor Tarne seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve Contract Renewals. City Council discussed cheaper options for pre-audit work. Council member Gilmore moved to approve looking into cheaper options for pre-audit work and not renew the contract with AGT, Mayor Tarne seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve opening the park for 2020. Council member M. Trost explained the plan for opening the park and cleaning the restrooms. The park will be open for camping July 1st with the fee being increased to \$10.00 per person per night. Council member Gilmore moved to approve M. Trost's proposal for opening the park, Mayor Tarne seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve contract for I.T. Council member C. Trost shared the proposal from Network One/ACME Computer. Council member Gilmore moved to approve the contract for I.T. Network One/ACME Computer and not renew the contract with Siskiyou Technical Services. Council member M. Trost seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Mayor Tarne called for a motion and a second to accept the 20/21 Budget. Mayor Tarne moved to approve the 20/21 Budget, M. Trost seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Council member Gilmore accepted the chair for the CDBG Committee.

Adjournment

There being no further business the meeting was adjourned at 8:15 pm.

CLOSED SESSION:

Discuss personnel matters and employee performance.

SUMMARY:

- **Council approved the 20/21 Budget**
- **Council formally accepted 18/19 Audit Findings**
- **Council approved the LAIF Transfer**
- **Council approved the COVID Plan for opening the pool**
- **Council approved opening the pool July 1st**
- **Council approved the plan for opening City Hall**
- **Council accepted Lori Fleck's resignation from Etna City Council**
- **Council approved to not renew AGT's contract with the City**
- **Council approved the proposal to open the park and increase camping fee to \$10.00**
- **Council approved the I.T. contract with Network One/ACME Computer, and not renew contract with Siskiyou Technical Services**
- **Council member Gilmore accepted the chair for the CDBG Committee**

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday July 6, 2020

Members of the Etna City Council met on this 6th day of July 2020, via TELECONFERENCE. Council member Cate Trost called the meeting to order and dispensed with the flag salute.

Roll Call

Council members Charnna Gilmore, Cate Trost, and Mitch Trost were present. Mayor Jaime Tarne was not present.

Oral Comments from the Public on Non-Agenda Item

None.

Budget Items

Consent Calendar

- Financial Reports
- Resolution 2020-010 Accept RMRA Funds
- Resolution 2020-013 Safety Element

Council member M. Trost moved to approve the Consent Calendar, C. Trost seconded and the motion passed 3-0 with Gilmore, C. Trost, and M. Trost voting yes.

Council/Department Reports

Police Chief Josh Short gave a brief report.

Terry Arrwood, Director of Operations from the Ambulance Department gave a brief report.

City Clerk Kris Hargrove gave a brief report.

Council member Gilmore asked what the status was on the paving on Howell Avenue.

Current Business

Discuss/Approve Partial pay Howell Avenue Rehab Project. City Engineer Morgan Eastlick requested approval for Partial Pay Estimate #2 for \$167,668.73 for RB Aldrich Construction. Council member C. Trost moved to approve the Partial Pay Estimate #2 for RB Aldrich Construction, which will involve another loan from the LAIF account. M. Trost seconded and the motion passed 3-0 with Gilmore, C. Trost, and M. Trost voting yes.

Discuss/Approve Clean Up Day. Mark Gephart was not present at the meeting to speak on this item. Council tabled this item to a later date.

Discuss/Approve increasing camp fees. Council member M. Trost is recommending the camp fee be increased to \$10.00 per person per night to help cover the cost of the extra cleaning. Council member Gilmore moved to approve increasing the camp fees to \$10.00 for

2020, C. Trost seconded and the motion passed 3-0 with Gilmore, C. Trost, and M. Trost voting yes.

Discuss/Approve Main Street Bathroom. Council member M. Trost requested that the Main Street Bathroom be reopened for the general public. Council member C. Trost moved to approve opening the Main Street bathroom with daily cleaning, M. Trost seconded and the motion passed 3-0 with Gilmore, C. Trost, and M. Trost voting yes.

Discuss/Approve MOU Medical Supply Storage. Mayor Tarne was not present to speak on this item. Council tabled this to the next Regular Meeting July 20th.

Discuss/Approve Drought Committee Update. Council member Gilmore updated the Council and audience what the Drought Committee is working on, and stated the creek is holding well. Gilmore requested approval to send out the educational flyer that she shared at the last meeting, and requested the mailing list. Council member C. Trost moved to approve allowing the flyer to be sent out with City Hall staff using the mailing list, Gilmore seconded and the motion passed 3-0 with Gilmore, C. Trost, and M. Trost voting yes.

Discuss CDBG Committee update. Gilmore explained that there is a meeting scheduled with the committee in two weeks to begin the process of updating/cleaning up the loans.

Discuss/Approve COVID policies. Council member Gilmore requested more clarification on the City's COVID policies across all departments, specifically City Hall. City Clerk Kris Hargrove stated that she and Mayor Tarne will be meeting to address City Hall hours of operation and COVID concerns. No action taken.

Discuss/Approve Community Outreach. Council member Gilmore discussed issues with getting information out to the community and the current website. Gilmore also shared concerns with Minutes not being completed.

Caller Brandon Fawaz commented on this topic. No action taken.

Discuss/Approve on-line bill pay for water/sewer bill. City Clerk Kris Hargrove shared some research regarding on-line bill pay and explained the setup fees for this program. Council member M. Trost moved to approve on-line bill pay for water/sewer bill, Gilmore seconded and the motion passed 3-0 with Gilmore, C. Trost, and M. Trost voting yes.

Discuss/Approve contracting with David Wallace for general accounting and pre-audit work. Council member M. Trost moved to accept contracting David Wallace for general accounting and pre-audit work. Council member Gilmore recommended contacting references before accepting the contract. Council member C. Trost suggested getting more feedback from Mayor Tarne on this topic, and having HR contact references. No action taken.

Discuss/Approve department credit cards. City Clerk Kris Hargrove is requesting approval to have each department have their own credit cards so purchases that are made are easier to track. Council member Gilmore moved to approve department credit cards, M. Trost seconded and the motion passed 3-0 with Gilmore, C. Trost, and M. Trost voting yes.

Adjournment

There being no further business the meeting was adjourned at 8:06 pm.

SUMMARY:

- **Council approved Partial Pay Estimate #2 for RB Aldrich Construction**
- **Council approved increasing camp fees to \$10.00**
- **Council approved opening Main Street bathroom to general public**
- **Council approved mailing Drought Committee flyer**
- **Council approved on-line bill pay**
- **Council approved department credit cards**

PENDING ITEMS:

- **Mark Gephart Clean-up Day**
- **MOU Medical Supply Storage**
- **David Wallace Contract**
- **Closed Session Meeting – Personnel Matters**

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday July 20, 2020

Members of the Etna City Council met on this 20th day of July 2020, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Mayor Jaime Tarne and Council members Charnna Gilmore, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

Mayor Tarne read a Public Comment Letter submitted by Che'usa Wend, Etna resident. See attached.

Budget Items

Consent Calendar

- Financial Reports
- Minutes from the Regular Meetings – March 2, April 6, April 20, May 4, May 21, June 1, June 15, and July 6, 2020
- Minutes from the Special Meetings – March 11, May 19, and June 10, 2020

Council approved the Financial Reports, but tabled the Minutes to the next Regular Meeting Schedule for August 3, 2020.

Council/Department Reports

Current Business

Discuss/Approve CIIC Representative. Etna Resident Christopher Liles volunteered to be the CIIC Representative on behalf of the City Council. Motioned passed 3-0 (Council member M. Trost was not present at the moment).

Discuss update from Police Chief on Odd Fellows Hall. Police Chief Josh Short gave the Council a brief update on what work has been done on the Odd Fellows Hall building, and mentioned that he is looking into grant opportunities.

Discuss/Approve city employee mask use. Council member M. Trost moved to approve requiring all city employees to wear a mask when working with the public, Gilmore seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost, and M. Trost voting yes.

Discuss/Approve David Wallace contract. Council member M. Trost moved to approve accepting the contract with David Wallace for CPA/Pre-audit services, Mayor Tarne seconded and the motion passed 4-0 with Gilmore, Tarne, C. Trost and M. Trost voting yes.

Discuss/Approve increasing NSF Fee. City Clerk Kris Hargrove requested to increase the NSF Fee. City Council tabled this item to a later meeting.

CORRESPONDENCE:

See attached letter from Etna resident regarding Drought Preparedness Committee.

Adjournment

There being no further business the meeting was adjourned at 7:36 pm.

SUMMARY:

- **Council tabled Minutes to August 3rd meeting**
- **Council tabled NSF Fee increase to a later meeting**
- **Council approved Christopher Liles as CIIC Rep**
- **Council approved employees wearing masks when working with the public**
- **Council approved contract with David Wallace**

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday August 3rd, 2020

Members of the Etna City Council met on this 3rd day of August, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Mayor Jaime Tarne and Council members Charnna Gilmore, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

Kory Hayden complimented council member Gilmore for representing the City at a League of Cities Meeting she recently attended in Weed. Hayden also informed the council of a grant opportunity (CDBG Prop 68 Funds Per Capita) that she learned about from the same meeting.

Quintin Gaddy (Hayden's colleague) also commented on the grant opportunity (CDBG Funds) and encouraged the City to investigate it more. Gaddy stated that this opportunity could help the local businesses that need assistance due to COVID. It is a positive step to preserve future fiscal revenue to the City, Gaddy said.

Council member Gilmore stated that she would be interested in meeting with Gaddy to research these opportunities.

Mayor Tarne appreciated the willingness to volunteer in ways to help the City, and thanked Hayden and Gaddy.

Budget Items

Consent Calendar

- Minutes from the Regular Meetings – March 2, April 6, April 20, May 4, May 21, June 1, June 15, and July 6, 2020
- Minutes from the Special Meetings – March 11, May 19, and June 10, 2020
- Financial Reports

Council member M. Trost moved to accept the Consent Calendar, Gilmore stated that because she was not on City Council March 2nd, she would have to abstain and cannot comment on those minutes.

Gilmore commented on the April 6th Minutes and would like the minutes to reflect the approval of the equipment she requested to have set up at the flow station as a budget line item. Originally, she thought they may need two ladders, but one was enough.

Gilmore also requested an edit to the July 20th Minutes because she does not recall the Council approving the Financial Reports and she did not have time to review the reports before the meeting.

Mayor Tarne made a motion to accept the bulk of the Minutes except for April 6th, M. Trost seconded and the motion passed.

Ayes : C. Trost, M. Trost, Tarne

Abstain: Gilmore

Mayor Tarne made a motion to accept the April 6th Minutes with Gilmore's changes, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Mayor Tarne made a motion to accept the bulk of the Minutes for the Special Meetings, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Gilmore stated that the last meeting of July 20th she recalled tabling the entire Consent Calendar, which included the Financial Reports. Gilmore was concerned because there was handwriting on the LAIF Account. City Clerk Kris Hargrove explained that she had written in to show that the payment made to RB Aldrich had not been recorded yet.

Mayor Tarne made a motion to approve the Financial Reports with the understanding of the handwritten note, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Council/Department Reports

Public Works Director Dan Burbank gave a report about the City's water containing large amounts of sediment from the rain it received from a thunderstorm. Burbank stated that the water has cleared up but expects this type of situation to happen again when we experience more increase in flows. Burbank also reported that they have been working on water leaks throughout town.

Mayor Tarne thanked Dan Burbank for diligently working on the water situation, and thanked Gilmore for investigating what happened. Gilmore stated that it was chaos what happened to the creek. Mayor Tarne explained that you do not need to have a smart phone to be signed up for Code Red.

Fire Chief Alan Kramer reported on the current fire conditions and mentioned that people are still burning illegally throughout the County. Chief Kramer stated that one of the water tenders have been out twice, which will potentially bring in some income to the City. Mayor Tarne reported on the current fires on the Klamath National Forest.

Police Chief Josh Short reported that his department has been busy.

Ambulance Director Terri Arrwood gave a brief report and stated that Mike Slay has been looking into some grants that are available. Arrwood explained that there will be a multi-agency training that will be taking place at the high school Saturday the 15th depending on fire conditions and will also be doing a driving skills training as well.

City Clerk Kris Hargrove reported that FEMA has approved our Hazard Mitigation Plan and it will be good for five years. Hargrove mentioned that she recently had a conference call with Dee and Dave Wallace and will start the transition from Dee Rhoades to Dave Wallace. Hargrove has been working on the website as well.

Mayor Tarne briefly updated the council and audience on current COVID conditions. Mayor Tarne also requested that fellow council members, and department heads be on video camera during council meetings.

Council member Gilmore reported that the Drought Response Committee is working on ways to enforce/encourage water users to be more mindful of water usage. Gilmore also mentioned that the CDBG Committee will be meeting on Monday to continue to investigate the status of loans and grants.

Current Business

Discuss/Approve Howell Rehabilitation Project. City Engineer Morgan Eastlick requested council approval for Contract Change Order #1, and final pay estimate for RB Aldrich Construction. Eastlick explained that the contract price increased to \$505,707.00 for all three schedules. Total contract price is \$519,390.35. Council member Gilmore asked for clarification on some invoices and expressed concerns with borrowing from the LAIF account again to cover the invoice. Eastlick explained the two different projects, one being CDBG funding for water installation and there was an error with the PI Report, but CDBG approved future PI money to cover costs. Eastlick also explained that schedules A and C for the Howell Rehabilitation Project are STIP funded, Schedule B - Water Main Installation Project was funded with council approval with Water Capital Reserve Funds, which the project came under what was originally budgeted and there is no deficit there. Eastlick explained that the overrun is due to quantities coming in higher, about \$15,000 to \$20,000 higher than what STIP will reimburse, which again council approved using existing street funding to cover any overages on STIP funding. The City is using LAIF to cover STIP expenses, which are reimbursable after the invoices are paid. Gilmore questioned where this project was in the budget. Hargrove explained that the City is responsible for Schedule B which are Reserve Funds that are in the LAIF account and was already approved by council. Hargrove also explained that the first payment to RB Aldrich will be reimbursed, the second payment the City was responsible to cover, the final payment that needs to get approved will be reimbursed once it is paid. Gilmore stated that she has not seen the accounting for the funds and therefore is unwilling and supportive to vote yes on this item, and she is not in favor of a third borrow from LAIF. Mayor Tarne offered to meet with Gilmore and Hargrove to go over the funds and the accounting details. Eastlick explained that the STIP Funds are available to be reimbursed once the invoices are paid, the approximate \$15,000 dollar difference will come out of the street fund to accompany the STIP Funding to take care of this project. Eastlick stated that the City must spend the money in order to receive the reimbursements. Public Works Director Dan Burbank explained that the council approved to spend money out of the Capital Reserve Fund for part of this project, and the money from STIP will not be reimbursed until the invoice is paid.

Mayor Tarne moved to approve Contract Change Order #1, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Council member M. Trost moved to approve Pay Estimate #3 for RB Aldrich, Mayor Tarne seconded and the motion passed.

Ayes: C. Trost, M. Trost, Tarne

Council member Gilmore was not willing to vote.

Mayor Tarne moved to approve accepting the completed job for the Howell Rehabilitation Project and authorize the City Clerk to file a Notice of Completion, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss City Emergency Plan. Ginger Renner asked about the City's Emergency Plan. Mayor Tarne explained that the City is under the County's Emergency Plan. Mayor Tarne recommended forming a committee to help with the City's emergency plan and keep it up to date. Chief Kramer is supportive of having Ginger Renner work on this, and he agrees that the City should have its own plan. Mayor Tarne moved to approve Ginger Renner participating on the City Emergency Plan Committee along with Chief Short, Chief Kramer, Mayor Tarne, and others that are willing to participate, Gilmore seconded, and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve park camping fee collection. Council member Trost explained that there are issues with campers paying their camping fees. M. Trost proposed hiring a contractor to check on the campers and make sure they are paying the fee, and what they collect they keep 10%. C. Trost disagrees with the idea of having a contractor collect fees, it is too difficult to verify which camper paid their fee, and it is not enforceable. Police Chief Josh Short explained that there are ordinances in place that they have enforced in the past with issues at the park. Mayor Tarne suggests that the CSO Officer check the park. Chief Short suggested having staff volunteer to check the campers and make sure they pay their fees. Gilmore asked if there was a drop box for fees to be put in, M. Trost said it is located at the kiosk with additional information regarding fees etc. Mayor Tarne recommends posting something on the PCT Facebook page to remind campers to pay their fees. Chief Kramer commented that maybe additional signs be posted about what services the park provides and the fees help cover the costs. Chief Short said he would talk to his crew about checking the park more frequently and report back at the next meeting. Mayor Tarne recommends more signage for the park.

No action taken.

Discuss/Approve utility bill late fees. Asst. Clerk Jenny Bennett brought this item back for review. The council agreed to continue to not calculate penalties for water bills during COVID. Council member M. Trost suggested that until we are in Phase 3 Re-opening penalties should not be calculated. M. Trost also asked about the financial impact due to not calculating fees, which is about \$900.00 a month that the City will lose. Mayor Tarne would like to revisit this item in October.

No action taken.

Discuss/Approve Council Agenda Policy. City Clerk Kris Hargrove would like to make some changes to the Agenda Request Form, and is also requesting approval to update the

ordinance to have the council packets be sent out Thursday rather than Friday so the council has more time to go over material. Hargrove explained that Agenda Requests would be submitted by end of day Tuesday instead of Wednesday. Council member C. Trost moved to approve updated the Agenda Request procedure, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Council member Gilmore stated that the Minutes of March 2nd showed that council member Fleck was going to work with Rico on the mobile home ordinance, and Fleck was also going to work on the employee handbook health insurance policy. Gilmore wanted to make sure that these items do not fall through the cracks.

Police Chief Short requested a Special Meeting be scheduled to accept a patrol vehicle that is being offered through NSMIT. The cost of the vehicle will be reimbursed. City Clerk Hargrove will add it to the already scheduled Special meeting for Wednesday.

Adjournment

There being no further business the meeting was adjourned at 7:36 pm.

SUMMARY:

- **Council approved the Consent Calendar with some edits to the Minutes**
- **Council approved Contract Change Order #1 for RB Aldrich**
- **Council approved Final Pay for RB Aldrich**
- **Council approved accepting the completed job for the Howell Rehabilitation Project by RB Aldrich**
- **Council approve Ginger Renner to work on the City's Emergency Plan, and approved the Emergency Plan Committee**
- **Council approved City Clerk Hargrove to update the Council Agenda Request Ordinance**

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Wednesday August 5, 2020 4:00 pm

Members of the Etna City Council met on this 5th day of August 2020 via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the Flag Salute.

Roll Call: Council members Charnna Gilmore, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss/Approve accepting new police vehicle. Police Chief Josh Short explained that they have an opportunity to use NSMIT Asset Forfeiture Funding to purchase a new patrol vehicle for the department. Chief Short stated the cost of the vehicle will be reimbursed. Mayor Tarne asked if there were any other costs associated with purchasing this vehicle, Chief Short stated no, other than fuel. Asset Forfeiture money will be used to reimburse the City for the cost of the vehicle. Mayor Tarne moved to approve accepting the new police vehicle through NSMIT Asset Forfeiture Program, council member M. Trost seconded and the motion passed.

AYES: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve Fort Jones Police Contract. Chief Short explained a change to the contract being a three-year contract other than an annual contract. Council member Gilmore complimented Chief Short and stated that any feedback from Fort Jones is always positive. Council member C. Trost commented that it speaks volumes that Fort Jones is willing to enter a three-year contract. Council member M. Trost moved to approve the Fort Jones Police Contract, Gilmore seconded, and the motion passed.

AYES: Gilmore, C. Trost, M. Trost, Tarne

Adjournment

Mayor Tarne adjourned the Special Meeting at 4:14 pm and the City Council went into closed session.

CLOSED SESSION: Discuss Personnel Matter

City Council agreed on a wage increase for two city employees.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Friday August 7, 2020 4:00 pm

Members of the Etna City Council met on this 7th day of August 2020 via TELECONFERENCE.

Roll Call: Council members Charnna Gilmore, Cate Trost, and Mitch Trost were present. Mayor Jaime Tarne was not present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss/Approve applying for CDBG CV-1 Grant. Council member Gilmore explained that a Public Notice needs to be put out in order to have a Public Hearing for the next regular meeting August 17th. Gilmore stated that there is approximately \$56,000 that the City is eligible for and is requesting approval to enter the MOU with Siskiyou Economic Development Council managing the grant. Quintin Gaddy who works for Siskiyou Economic Development Council stated that this is CDBG CARES Funding that is available to city microenterprises to assist with financial and technical assistance. Gaddy explained that this is a 12-month program, and there is no additional workload that will be put on the City of Etna staff. This is a grant program for businesses in Etna. Council member C. Trost, and M. Trost agreed that this is a good program to help with community development. Gilmore thanked Gaddy for working with the City. C. Trost moved to approve applying for CDBG CV-1 Grant, M. Trost seconded and the motion passed.

AYES: C. Trost, M. Trost, Gilmore

Adjournment

There being no further business the meeting was adjourned at 4:22 pm.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday August 17, 2020

Members of the Etna City Council met on this 17th day of August, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Mayor Jaime Tarne and Council members Charnna Gilmore, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Minutes of the Regular Meeting August 3, 2020
- Minutes of the Special Meetings August 5, 2020, and August 7, 2020
- Financial Reports

Mayor Tarne edited the August 7th meeting. Council member Gilmore requested a review of the August 3rd meeting.

Council member M. Trost moved to approve the Consent Calendar, C. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Council/Department Reports

Police Chief Josh Short reported that his crew has been frequenting the park and contacting the campers. Chief Short also stated that Officer Buell has completed his field training. Council member C. Trost asked what the status is on the Odd Fellows Hall and if there has been any progress. Chief Short said he has been contacting the committee and is trying to get the building taken care of.

Ambulance Director Terri Arrwood gave a brief report about the multi-agency training that they recently had and that it was a success. The Ambulance Department has been able to provide coverage for all their calls.

The City Council reminded staff that they need to be wearing masks when around the public.

City Clerk Kris Hargrove reported that she and Jenny have been working on the budget. Council member C. Trost requested a change to the agenda for the Go To Meeting link and making it linkable.

Mayor Tarne gave a brief report about Etna being on CBS News. Tarne also researched the power outages and Pacific Power has no rolling blackouts planned for our area. Tarne also gave an update on COVID in our area.

Council member Gilmore reported that the CDBG Committee is almost finished going through all of the files, and the Drought Committee is planning to meet Wednesday to continue to look into the Conservation Plan that they have been working on.

Budget Items:

- **Laptop** – City Clerk Hargrove is requesting approval to purchase a new laptop.

Mayor Tarne moved to approve the budget item, C. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Current Business

PUBLIC HEARING: CDBG CV1 Grant – Mayor Tarne opened the Public Hearing at 6:50 pm.

Council member Gilmore explained the program Etna is eligible for approximately \$56,000. Siskiyou Economic Development will be managing the program. Quinton Gaddy explained the program in more detail and was available to answer questions.

Mayor Tarne closed the Public Hearing at 7:07 pm.

Council member Gilmore requested approval for Resolution 2020-014 CDBG CV1 Grant Acceptance. Mayor Tarne moved to approve Resolution 2020-014 A resolution of the city council of the city of Etna approving and the execution of a memorandum of understanding to apply for the 2020 Community Development Block Grant Coronavirus Response Round 1 (CDBG-CV1), NOFA dated June 5, 2020, C. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve new City of Etna Website. City Clerk Kris Hargrove presented to the council the new website by a shared screen. The council complimented Hargrove for the work she has put into the new website. Mayor Tarne moved to approve the new website, Gilmore seconded, and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve Peer Review Form. City Clerk Hargrove explained that this is a process for annual reviews and is meant to help by knowing what your peers' feedback is, and how each department is working together. Also, the form is confidential. Council member C. Trost moved to approve the Peer Review Form and start the process, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Christopher Liles recently attended a CIIC meeting and will provide minutes to the council in a couple of weeks.

City Clerk Hargrove explained to the council that there are three people that have submitted their applications for the three vacant seats, therefore there will be no need for an election.

Adjournment

There being no further business the meeting was adjourned at 7:29 pm.

SUMMARY:

- **Council approved Hargrove purchasing a new laptop**
- **Council approved Resolution 2020-014**
- **Council approved Hargrove launching the new city website**
- **Council approved beginning the peer review process**

PENDING ITEMS:

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Tuesday September 8, 2020

Members of the Etna City Council met on this 8th day of September, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Mayor Jaime Tarne and Council members Charnna Gilmore, Cate Trost, and Mitch Trost were present. (Mitch Trost called in approximately ten minutes late.)

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Minutes of the Regular Meeting August 21, 2020
- Financial Reports

Mayor Tarne called for a motion to accept the Consent Calendar. Due to requiring a three yes vote the Financial Reports were not approved but the Minutes of the Regular Meeting August 21, 2020 were approved.

Ayes: Gilmore, C. Trost, Tarne

Council/Department Reports

Current Business

Discuss/Approve USDA Water Grant & Deep Water Well. Audience member Jay Martin presented to the Council an opportunity to file for a grant to help the City drill a well. The well is beneficial to the community in case a disastrous situation occurs with the City's drinking water. Council member M. Trost agreed to assist Martin. Mayor Tarne moved to approve Jay Martin applying for the USDA Water Grant & Deep Water Well, council member Gilmore seconded, and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve 50/50 Grant and associated resolution. Fire Chief Alan Kramer requested approval to apply for the 50/50 Grant. Council member M. Trost moved to approve Kramer applying for the 50/50 Grant, C. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve vacation buy out. City Clerk Kris Hargrove and council member C. Trost explained that offering this to employees will help in preventing vacation caps. Several employees are maxed out with their vacation hours and because of a small staff it makes it difficult to leave for a vacation. Council member M. Trost moved to approve the option for employees to cash out a portion of the vacation hours, Gilmore seconded, and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve surplus ambulance tires. Council member C. Trost requested approval for the Ambulance Department to sell tires that they can no longer utilize because they are past the expiration date. Council member M. Trost moved to approve selling ambulance surplus tires, Gilmore seconded, and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve accepting Ford Foundation Grant. Mike Slay from the Ambulance Department recently applied for a grant through the Ford Foundation and requested Council approval to accept the funds to purchase a stair chair.

Ayes: Gilmore, C. Trost, M. Trost, Tarne

Discuss/Approve National Night Out. Ambulance Director Terri Arrwood and Police Chief Josh Short gave a brief description of the event and requested council approval. A Special Event Application will need to be submitted for approval at the next meeting. No action taken.

Discuss/Approve domestic animals. Mayor Tarne removed this item. No action taken.

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Adjournment

There being no further business the meeting was adjourned at 7:56 pm.

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday September 21, 2020

Members of the Etna City Council met on this 21st day of September, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Mayor Jaime Tarne and Council members Charnna Gilmore, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Check Register

Council member C. Trost moved to approve the Consent Calendar, M. Trost seconded and the motion passed.

Ayes: C. Trost, M. Trost, Tarne

No: Gilmore

Council/Department Reports

Police Chief Josh Short gave a brief report. The PD has been regularly helping with the fires.

Ambulance Director Terri Arrwood gave a brief report. The department has recently acquired a stair chair through a grant.

City Clerk Kris Hargrove gave a brief report. Fire fighters are utilizing the park and the showers while working on the fire near Callahan.

Fire Chief Alan Kramer gave a brief report. Fire equipment and our strike team have been out on fires.

Mayor Tarne reported on the current fires throughout the county.

Current Business

Swear in new council member Brandon Fawaz. Mayor Jaime Tarne swore in new council member Brandon Fawaz.

Discuss/Approve new CDBG Loan Process & Procedures. Council member Gilmore gave a background regarding this item. Gilmore has been working with Rod Myers from Great Northern. Mayor Tarne moved to approve the CDBG Loan Guidelines, M. Trost seconded and the motion passed.

Ayes: C. Trost, Gilmore, M. Trost, Fawaz, and Tarne

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Council member Gilmore asked for clarification on commissioners and working with Department Heads with their budgets on a monthly basis. Clerk Hargrove will be providing Department Heads with updated budgets by Friday.

Council member Fawaz asked if the City of Etna has a plan for in person meetings. The City is waiting on technology required to meet in person with the ability to social distance.

Adjournment

There being no further business Mayor Tarne adjourned the open meeting at 7:15 pm and the Council began their Closed Session meeting.

CLOSED SESSION: Pursuant to Government Code Section 54957 – Discuss personnel matters and confidential CDBG loan requests – The Council approved vacation payout for certain employees, and also approved amending two CDBG loan contracts.

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday October 5, 2020

Members of the Etna City Council met on this 5th day of October, via TELECONFERENCE. Council Member Cate Trost called the meeting to order and dispensed with the flag salute.

Roll Call

Council Members Charnna Gilmore, Brandon Fawaz, Cate Trost, and Mitch Trost were present. Mayor Jaime Tarne was absent.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Minutes of the Regular Meetings September 8, 2020, and September 21, 2020
- Check Register

Council Member Gilmore moved to approve the Minutes, M. Trost seconded and the motion passed.

Ayes: Gilmore, M. Trost, Fawaz, C. Trost

Council Member C. Trost moved to approve the Check Register, M. Trost seconded and the motion passed.

Ayes: Gilmore, Fawaz, M. Trost, C. Trost

Council/Department Reports

Public Works Director Dan Burbank gave a brief report.

Police Chief Josh Short gave a brief report on what his department has been working on.

Fire Chief Alan Kramer gave a brief report.

City Clerk Kris Hargrove gave a brief report.

Budget Items: Fund Balance License

Council Member C. Trost moved to approve purchasing another user license through Fund Balance, Fawaz seconded and the motion passed.

Ayes: Gilmore, Fawaz, M. Trost, C. Trost

Current Business

Discuss/Approve event application for National Night Out. Council Member C. Trost moved to approve the event application for National Night Out, Fawaz seconded and the motion passed.

Ayes: Gilmore, Fawaz, M. Trost, C. Trost

Discuss/Approve updated Purchase Policy. Council tabled this item.

Discuss/Approve past due water bill. Council Member M. Trost moved to approve sending the bill to collections, Gilmore seconded, and the motion passed.

Ayes: Gilmore, Fawaz, M. Trost, C. Trost

Discuss Halloween activities for the City. Council tabled this item to the next meeting.

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Adjournment

There being no further business Council Member C. Trost adjourned the open meeting at 7:17 pm and the Council began their Closed Session Meeting.

CLOSED SESSION: Pursuant to Government Code Section 54957 – Review and Approve 2 EDBG Loan Adjustments – The Council approved two loan adjustments.

Jenny Bennett,

Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday October 19, 2020

Members of the Etna City Council met on this 19th day of October, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Council Members Charnna Gilmore, Brandon Fawaz, Mayor Jaime Tarne, Cate Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Minutes of the Regular Meeting October 5, 2020
- Check Register

Councilmember M. Trost moved to approve the Consent Calendar, J. Tarne seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Council/Department Reports

Police Chief Josh Short gave a brief report.

Ambulance Director Terri Arrwood gave a brief report.

City Clerk Kris Hargrove gave a brief report.

Mayor Tarne gave a brief report.

Councilmember Gilmore gave a brief report.

Current Business

Discuss/Approve Water-Sewer Rate Study. The Council tabled this item to a later meeting in December. No action taken.

Discuss/Approve Trunk or Treat Event Application. Councilmember Fawaz moved to approve the Trunk or Treat Event, Gilmore seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Discuss/Approve reimbursable copier purchase. Councilmember M. Trost moved to approve purchasing a copier that will be reimbursed, Gilmore seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Discuss/Approve Resolution to accept AB2788 & Prop 172 Funds. Mayor Tarne moved to approve accepting the Resolution to accept AB2788 & Prop 172 Funds, M. Trost seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Discuss/Approve incorrect Ambulance billing. Councilmember C. Trost moved to approve accepting the loss and responsibility due to billing incorrectly, M. Trost seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Discuss/Approve updated Purchase Policy. Councilmember M. Trost moved to approve accepting the updated Purchase Policy, C. Trost seconded and the motion failed.

Ayes : M. Trost, C. Trost

Naes : Fawaz, Gilmore, Tarne

Discuss/Approve interim accountant/pre-auditor. Mayor Tarne moved to approve having Charlie Pillon complete the bank reconciliations, Gilmore seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Councilmember Fawaz would like the rest of the Council to consider going back to in person meetings.

Councilmember Gilmore would like to address the recycle bins at the next meeting.

Adjournment

There being no further business Mayor Tarne adjourned the open meeting at 8:23 pm and the Council began their Closed Session Meeting.

CLOSED SESSION: Pursuant to Government Code Section 54957 – Update on City legal items. No action taken.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday November 2, 2020

Members of the Etna City Council met on this 2nd day of November, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Councilmembers Charnna Gilmore, Brandon Fawaz, Mayor Jaime Tarne, and Mitch Trost were present. (Councilmember C. Trost called in late.)

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Minutes of the Regular Meeting October 19, 2020
- Check Register
- Resolution 2020-020 COPS 20/21 Growth Allocation Funding

Councilmember M. Trost moved to approve the Consent Calendar, Gilmore seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Council/Department Reports

Police Chief Josh Short gave a brief report.

Ambulance Director Terri Arrwood gave a brief report.

City Clerk Kris Hargrove gave a brief report.

Current Business

Discuss/Approve Proclamation 13th Annual Read Across America. Councilmember M. Trost moved to accept the 13th Annual Read Across America Proclamation to be signed by the Mayor, Gilmore seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Discuss/Approve Trash at the Recycle Bins. City Council and various staff members will discuss a plan to help with the cleanup of the area and add additional signage.

Discuss/Approve Utility Bill Late Fees. City Council discussed tabling this item to the first meeting in February 2021.

Discuss/Approve Acceptance of BJA Grant. Councilmember Fawaz moved to approve accepting the BJA Grant, M. Trost seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Discuss/Approve Blood Drive. Councilmember M. Trost moved to approve Etna Ambulance hosting a Blood Drive with all COVID Restrictions being followed, Gilmore seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

Discuss/Approve In Person Meetings. City Council tabled this item to be Current Business at a later meeting.

Discuss/Approve Commission Assignments. Mayor Tarne and the rest of the Council discussed commission/commissioner changes. Mayor Tarne moved to approve the new commissioners and their commissions, M. Trost seconded and the motion passed.

Ayes: Fawaz, Gilmore, M. Trost, C. Trost, Tarne

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Adjournment

There being no further business Mayor Tarne adjourned the open meeting at 8:26 pm.
Respectfully submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday November 16, 2020

Members of the Etna City Council met on this 16th day of November, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Councilmembers Charnna Gilmore, Brandon Fawaz, Mayor Jaime Tarne, C. Trost, and Mitch Trost were present.

Oral Comments from the Public on Non-Agenda Item

Ambulance Director Terri Arrwood asked why the City Council dispenses with the Flag Salute.

City Clerk Kris Hargrove read an email from Che'usa Wend for public comment.

Consent Calendar

- Check Register

Councilmember C. Trost moved to approve the Consent Calendar, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Fawaz, Tarne

Council/Department Reports

Mayor Tarne gave a brief report for the Fire Department.

Police Chief Josh Short gave a brief report.

Ambulance Director Terri Arrwood gave a brief report.

City Clerk Kris Hargrove gave a brief report.

Mayor Tarne gave a brief report regarding current COVID conditions.

Councilmember Fawaz gave a brief report responding to Mayor Tarne's report regarding the current COVID condition.

Councilmember Gilmore gave a brief report.

Current Business

Discuss/Approve Variance Application. Councilmember Fawaz moved to approve the Variance Application, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Fawaz, Tarne

Discuss/Approve Ambulance Volunteer Hire. M. Trost moved to approve Dawn Schott as a new volunteer hire for the Ambulance Department, Gilmore seconded, and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Fawaz, Tarne

Discuss/Approve PAL Holiday Party. Councilmember Gilmore moved to approve the PAL Holiday Party if the guidelines set out by the State and County reflect that the event is an acceptable activity then the City proceeds with all precautions set out by the City, Fawaz seconded. Gilmore amended the motion to include scheduling a Special Meeting the week before the event.

Ayes: Gilmore, M. Trost, Fawaz, Tarne

Naes: C. Trost

Discuss/Approve Noise Ordinance & Domestic Animal Party. Mayor Tarne has been doing some research on other city ordinances regarding chickens, roosters, other domestic animals/fowls, and lot size limitations. No action taken.

Discuss/Approve Per Capita Program Pool Solar. Councilmember Fawaz moved to approve the concept working towards the Solar Grant for the pool, M. Trost seconded and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Fawaz, Tarne

Discuss/Approve Purchase Policy and the CDBG PII Policy. Mayor Tarne moved to approve the Purchase Policy and the CDBG PII Policy, Gilmore seconded, and the motion passed.

Ayes: Gilmore, C. Trost, M. Trost, Fawaz, Tarne

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Adjournment

There being no further business Mayor Tarne adjourned the open meeting at 8:06 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Tuesday November 17, 2020 1:00 pm

Members of the Etna City Council met on this 17th day of November 2020 via TELECONFERENCE.

Roll Call: Councilmembers Charnna Gilmore, Brandon Fawaz, Cate Trost, Mitch Trost, and Mayor Jaime Tarne were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Approve 50/50 Grant. Mayor Tarne moved to approve applying for the 50/50 Grant with matching funds of \$15,000, Councilmember C. Trost seconded and the motion passed.

Ayes: Gilmore, Fawaz, C. Trost, M. Trost, Tarne

Discuss/Approve 20-21 Amended Budget. Mayor Tarne moved to approve the 20-21 Amended Budget, Councilmember M. Trost seconded and the motion passed.

Ayes: Gilmore, Fawaz, C. Trost, M. Trost, Tarne

***Councilmember Gilmore left the Special Meeting.**

Approve hiring an accountant for pre-audit assistance. Councilmember Fawaz moved to approve City Clerk Kris Hargrove and Charlie Pillon to develop an RFQ for accounting services, Councilmember M. Trost seconded and the motion passed.

Ayes: Fawaz, C. Trost, M. Trost, Tarne

Adjournment

There being no further business the meeting was adjourned at 4:21 pm.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Tuesday December 1, 2020 3:30 pm

Members of the Etna City Council met on this 1st day of December 2020 via TELECONFERENCE.

Roll Call: Councilmembers Charnna Gilmore, Brandon Fawaz, Cate Trost, Mitch Trost, and Mayor Jaime Tarne were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss/Approve PAL Party. Police Chief Josh Short explained the various modifications that will take place during the party to comply with current COVID guidelines. Councilmember Fawaz expressed the importance of going forward with the event and recommended to not go more strict with restrictions than what the County recommends. Councilmember Gilmore agreed with Fawaz and because the event is outside it adheres to the guidelines. Fawaz and Gilmore stated that the council does not have the qualifications and authority to make guidelines when it concerns our citizens. Gilmore stated that she does not want to regulate this type of event from her seat on the council. Councilmember C. Trost expressed concerns of having any city sanctioned event while we are in the purple tier and would like to see the community at future events. Councilmember M. Trost expressed the same concerns. Audience member Cliff Munson asked if the city will be turning the lights on the Christmas tree and whether the public will know. Munson recommended having the event organized and stated that it would be difficult to not have the public there for the lighting. Mayor Tarne stated her frustration with the County Public Health Director and how vague the available information is and agreed with C. Trost. Munson suggested that the gift drawing be different then how it has been done in the past and offered his assistance. Chief Short clarified that only the PAL members will be allowed in the drawing and the gifts will be delivered to them after the drawing. Fawaz made a motion that the city will leave Main Street open and announce when the Christmas tree lights will be turned on, Santa will arrive on a fire truck remaining outside and not have kids sitting on his lap or gathering around him, PAL will make their own arrangements for fulfilling gift deliveries in manners that satisfy the current conditions of the pandemic. M. Trost asked if there was a way to prevent people from wondering/gathering around, possibly having people remain in their vehicles. Chief Short explained that the restrictions/modifications regarding the event will be on the flyer that will be submitted to the schools, and only PAL members will be included in the drawing rather than how it has been done in the past. Gilmore seconded and the motion passed.

Ayes: Gilmore, Fawaz, Tarne

Noes: C. Trost, M. Trost

Adjournment

There being no further business the meeting was adjourned at 4:06 pm.

Respectfully Submitted,

Jenny Bennett
Asst. City Clerk

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday December 7, 2020

Members of the Etna City Council met on this 7th day of December, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

Roll Call

Councilmembers Mitch Trost, Cate Trost, Charnna Gilmore, Brandon Fawaz, and Mayor Tarne were present.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Check Register
- Minutes of the Regular Meeting November 2, 2020 & November 16, 2020
- Minutes of the Special Meeting November 17, 2020

Councilmember Gilmore requested that there be more specificity on what each person reported on.

Councilmember Fawaz moved to approve the Consent Calendar with the exception of receiving a copy of an invoice for attorney fees. Gilmore seconded and the motion passed.

Ayes: M. Trost, C. Trost, Gilmore, Fawaz, Tarne

Council/Department Reports

Councilmember Fawaz gave the Police Department report. Fawaz explained that Chief Short is in Medford shopping for PAL Christmas gifts.

City Clerk Kris Hargrove gave an update on the CDBG monitoring and will be setting up a meeting with all of the department heads to go through the ordinances and identify ones that need updates. She is hoping to have a list by February. Hargrove also reported that the city is required to have a COVID Plan, which she has completed.

Mayor Tarne gave a brief report and asked Hargrove to send the COVID training to all councilmembers. Tarne also gave a report on the current COVID situation for the county. Tarne also will set up the flag salute for future meetings.

Councilmember Gilmore gave a report on where she is at with solar at the pool. Gilmore stated that our application needs to be finalized by the end of 2021. Mayor Tarne recommended setting up a meeting with Dan, Josh, and herself in January.

Current Business

Discuss/Approve Council Chamber IT Upgrade. Councilmember C. Trost explained that there is a bid from Network One to upgrade IT equipment in the Chambers for councilmembers to begin meeting in person while allowing the meeting to be broadcasted to the

public. Additional IT money will need to be amended in the budget to cover the expenses for the upgrade. C. Trost is requesting to reallocate the expense for an election to IT since there was not an election. C. Trost moved to approve the Council Chamber IT audio video upgrade with the proposal that Network One provided. Councilmember M. Trost seconded and the motion passed.

Ayes: M. Trost, C. Trost, Gilmore, Fawaz, Tarne

Discuss/Approve posting for Accountant position. City Clerk Kris Hargrove created a job description and an RFP if needed with the assistance of City Auditor Charlie Pillon and is requesting council approval to post the job description. Councilmember Fawaz recommended pushing the date back because of the holidays coming up and would like it to be open through January 5th. Fawaz moved to approve posting the Accountant position with applications being accepted through January 5, 2021. Mayor Tarne seconded, and the motion passed.

Ayes: M. Trost, C. Trost, Gilmore, Fawaz, Tarne

Hargrove requested that an interview panel be setup so she can send them applications prior to scheduling interviews. Hargrove will contact Cliff Munson, and Charlie Pillon to see if they are willing to be on the panel. Gilmore will contact the CDBG Committee to see if anyone would be willing to be on the panel. Councilmember Fawaz agreed to be on the panel as well.

Discuss/Approve increasing cleaning fees. Hargrove explained that Dan Kiep is requesting a raise from \$14.50/hr to \$15.00/hr. Mayor Tarne moved to approve increasing the cleaning fees to \$15.00/hr. Councilmember M. Trost seconded and the motion passed.

Ayes: M. Trost, C. Trost, Gilmore, Fawaz, Tarne

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Adjournment

There being no further business Mayor Tarne adjourned the open meeting at 7:09 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk