

**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
MONDAY, August 3, 2015**

Members of the Etna City Council met this 3rd day of August, 2015, in the Etna City Library. Mayor Marilyn Seward called the meeting to order and dispensed the salute to the flag of the United States of America.

Roll Call

Council Members Diana Callahan, Lori Fleck, Chuck Jopson, Mitch Trost, Marilyn Seward were present.

Oral Comments from the Public on Non-Agenda Items

Che'usa Wend is wondering why the city council meetings can't start earlier than 7:30pm, perhaps 7:00pm. Fleck responded saying that there is a process to make this change. Amanda Schmalenburger announced that the Chamber will be having a meeting at Dotty's on August 10, 2015 at 5:30pm.

Consent Calendar

Minutes of the Regular Meeting of July 20, 2015 and Special Meeting of July 27, 2015, and Check Register, were presented for approval. Fleck inquired about two large purchases of chemicals for the pool. They are budgeted items for the pool, but exceed the purchase policy. Fleck prefers that whatever the purchase policy is, we follow it, and Fleck would like the purchase policies to be clearer. Callahan moved to approve the consent calendar. Jopson seconded and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Current Business:

City Clerk Sarah Griggs swore in Jenny Bennett, as Deputy City Clerk.

City Clerk Sarah Griggs swore in Derrick Killingsworth as Level II Reserve Officer.

Approve/Discuss receiving support from the City for Jammin on Main event August 22, 2015.

Amanda Schmalenberger is asking to be able to hang lights over Main Street using the city's electrical outlets. Schmalenberger would also like the City Hall to be open for public use of the restrooms. Trost expressed concerns for the front area of the office, Fleck likes the idea of the City giving this support for this event. Fleck moved to approve the City providing the support requested by Schmalenberger for the Jammin on Main event on August 22, 2015. Trost seconded and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Approve/Discuss the use of the Dance Hall for the lodge meetings once a month.

Demetri Iannios, and Bill Martin are requesting permission to use the Etna Dance Hall for their meetings once a month. They are currently meeting in Fort Jones, and they would like to be back in their community in Etna so they can be closer to where they are planning to rebuild their lodge. Seward offered the option of the City Hall Chamber, but Martin felt that the upstairs dance hall would provide more privacy and space. Trost moved to approve the use of the Dance Hall for the lodge meetings once a month. Fleck seconded and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Approve/Discuss creating a Facebook page for the city.

Sarah Griggs would like the city to have a Facebook page because it is quicker and easier to obtain information. Fleck likes the idea because it is a medium that everyone uses, but does not want it to be a source of information for the minutes or the agenda etc. Callahan moved to approve the city creating a Facebook page. Fleck seconded and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Approve Final Parcel Map No. 2015-01 for Robert and Linda Ward.

All fees, paperwork, and necessary documents are complete and the City Council needs to approve the final parcel map. Callahan moved to approve the Final Parcel Map No. 2015-01 for Robert and Linda Ward. Jopson seconded and the motion passed 4-1 with Callahan, Fleck, Jopson, and Seward voting yes, and Trost voting no.

Approve/Discuss Settlement Agreement and Stipulation from the State Water Resources Control Board.

Trost is unclear as to why the city is being fined \$19,000 from the State Water Resources Control Board. Seward provided additional clarification as to why the city is being fined. Jopson explained that we either settle for the \$19,000 fine, or fight it and risk costing the city more money, potentially \$30,000 to \$40,000, and still lose. Seward stated that the city attorney advised the city to pay the fine. Fleck would like to make sure that something like this never happens again. Seward spoke with Pam Russell about the issue of making copies of any correspondences and documentations. Chief Short agreed that we need the right checks and balances. Che'usa Wend asked if the state could provide any records or documentation, and whether or not as citizens of Etna can go above the state and fight this. Jopson responded saying that we need to read the agreement before any further action is taken. Also, the agreement states that we agree to settle the matter without any administrative, or civil litigation. Callahan moved to approve the Settlement Agreement and Stipulation from the State Water Resources Control Board. Jopson seconded and the motion passed 4-1 with Callahan, Fleck, Jopson, and Seward voting yes, and Trost voting abstain.

Approve/Discuss the 15/16 Budget.

Seward expressed that the city has a balanced budget with \$16,000 to the "good." Fleck requested \$300.00 for being a representative at Collier, Seward said that it needs to be an agenda item. Jan Gaynor asked if the city is in the "red," or the "black?" Seward answered that the city is in the black. Fleck had a question for Sarah about the salary spread, and is wondering why the Community Service salaries (pg. 8) are split in half. Sarah answered saying that they made a change on the salary distribution (40-40-20.) Fleck also is wondering where the \$19,000 is, Sarah said it should be under fund 45 (Sewer Fund.) Sarah said she double checked everything and it all should be correct. Callahan moved to approve the 15/16 Budget. Trost seconded and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Fleck commented that she still wants to discuss developing a committee to come up with the necessary checks and balances, council policies, and employee policies to prevent something like this from happening again. Seward responded stating that this is something that we can discuss at our next staff meeting. Fleck also commented that she wants the staff meetings to be changed to the afternoon due to some challenges that she will be having. Seward expressed that the time set for staff meetings is most convenient for the staff to attend, Callahan supported. Fleck also would like written staff reports from each department, and is requesting that each department provides a small/brief report of what has been done for the month, and what will be done for the next six weeks.

Approve Brooklyn Tuppman as a new hire for the Firefighter position.

Alan Kramer would like the council to approve this new hire. Tuppman was not present at the meeting. Trost moved to approve Brooklyn Tuppman as a new hire. Fleck seconded, and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Ambulance Department- No Report.

Police Department – No Report. Chief Short stated that he and Wes will be working on a report for the next meeting.

Fire Department Report- Fire Chief Alan Kramer stated that we are now officially in Fire Season. Siskiyou County has been fortunate that they have been able to pick up things, and they have all been working very hard. The county is strapped for resources, 20 engines are out on other fires. The Fork Complex consists of more than 40 fires. This evening there was a fire on Whiskey Butte, and they hooked that one. There was a fire on Moffet Creek, and Sugar Creek, that have both been caught.

Public Works Department- No Report.

City Clerk Statements and Requests- Sarah Griggs stated that Jenny Bennett is doing a great job. Che'usa Wend complimented both Sarah and Jenny. Sarah also stated that Jenny Bennett attends the council meetings on her own time.

Jopson visited the dam this afternoon, and when he arrived there was not any water going over the dam, it was right at the edge. Before he left, it began to just spill over the dam. Kramer commented that the water flow is benefiting from all of the smoke in the area.

Council Statements and Requests- Jan Gaynor asked how many staff meetings we have, and when they occur. Sarah responded that we have one staff meeting per month, and they are on the second Wednesday each month at 9:00 am. Trost asked if we could change that time, Callahan stated that there is a specific reason why we have it at that time, Seward again stated that it is the best time for the staff to get together. Trost stated that the time doesn't work for him, Callahan responded saying that if we changed it to the evenings that it mean paying overtime to the employees. Fleck recommends 3:00 pm, and employees can adjust their schedules to accommodate a different time to meet for staff meetings. Callahan stated that an afternoon time is a busy time for the staff. Fleck insists we have minutes for the staff meeting for the members that cannot attend for accountability reasons, and is frustrated and concerned because there is little to no accountability. Fleck does not know what expectations are set and how we can expect employees to feel good, or not, about the job, because we have not been clear on what is expected. Fleck also asked if we have an orientation check list set up for a new employee.

Jopson asked who is going to do an orientation check list. Fleck suggested that we identify the areas we want to have covered, and either have staff assigned, or council assigned. Jopson is concerned that if we prepare a whole bunch of formalized documents, no one will care. Fleck sees it has an opportunity for a discussion. Che'usa Wend commented that she thought that the accountability issues were dealt with. Seward stated that she feels that any accountability issues are being handled and taken care of. Wend is now concerned that she is hearing that only three council meetings attend staff meetings. Seward clarified the confusion between staff meetings and regular meetings. Seward further added that staff meetings are for city employees to talk about what their plans are to address specific things they are working on, such as pot

holes etc. Trost wants to know what goes on during staff meetings, and the only day he can't make it is Wednesday mornings.

Chief Short also added that staff meetings are for the department heads to communicate, not for decision making, and it is something that can be discussed at the next staff meeting. Seward asked Sarah if she thought there would be any reason why we couldn't change the time for the staff meeting, Sarah responded no, but Dan and Brandon get off work at 3:00 pm.

Sarah asked if it was necessary to take minutes and have a quorum if it is just a staff meeting, and decisions are not being made. Fleck is concerned that the two Public Works employees are always driving together, despite being encouraged to separate to be more productive. Fleck also encourages the Public Works to provide a written report to address some of the issues and concerns that she hears. Seward responded that the Public Works crew does keep a log for their records. Scmalenberger agrees with the idea of the Public Works providing a report. Fleck questions why the commissioner can't provide the report.

Chief Short further stated that staff meetings provide the structure for employees to communicate with the council. Each staff person can speak directly to the council. However, employees still need to be held accountable. Also, if something cannot be taken care of at a staff meeting, then that is when it goes to the agenda.

Fleck is also requesting that the agenda be put online for the public to see, along with other department reports. Fleck is tired of unprofessionalism, when department heads seem to not have a good idea of what is going on, and shooting from the hip. Jopson feels that prepared reports give a lot more "bs." Fleck asked Sarah when department heads provide a report, is it transcribed in the minutes, and Sarah answered no. Fleck said that's a problem. Chief Short stated that some people feel that when they come to an Etna meeting, compared to a Fort Jones meeting, the public feels attacked.

Fleck stated that when you have a quorum you have minutes.

Seward stated that when we have the next staff meeting, we will discuss a different time that best suits everyone.

CORRESPONDENCE

Adjournment

There being no further business; the meeting was adjourned at 8:58 pm.

Respectfully Submitted,

Sarah Griggs
City Clerk