

**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
MONDAY, September 8, 2015**

Members of the Etna City Council met this 8th day of September, 2015, at the Etna City Council Chambers. Mayor Marilyn Seward called the meeting to order and led in 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

Linda Moak asked what our water situation is currently. Seward confirms with Dan Burbank about giving a report later on tonight, which will entail what our current water situation is. Moak agrees to wait until the report is given.

Che'usa Wend read the 2013-2014 Civil Grand Jury report, which describes the findings, and recommendations for the city of Weed regarding the EDBG, CDBG loans. Wend also reads an email from Ron Stock, city manager of Weed, regarding Pamela Russell's situation with the Sewer System Management Plan and the \$19,000 settlement. Wend points out that Ron Stock is not licensed to practice law in California. Wend also states that she, like the rest of the citizens of Etna are unclear on how these loans work, and wonders if there is anyone who keeps track of everything that is involved statistically with these loans.

Consent Calendar

Minutes of the Regular Meeting of August 17, 2015, Special Meeting of August 19, 2015, and Check Register, were presented for approval. Fleck asked if the dollar amount changes for the 50/50 Grant. Sarah Griggs answered yes. Callahan moved to approve the Consent Calendar and the Minutes of the Regular Meeting on August 17, 2015, and Special Meeting of August 19, 2015. Trost seconded, and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Current Business:

Discuss/Approve Wes Dunkin to attend CSO Intermediate Course. Wes Dunkin explained that this course will take place in Anaheim, CA at Santiago Community College. Callahan moved to approve Wes Dunkin to attend the CSO Intermediate Course, and the CALPAL Conference. Fleck seconded, and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve the purchase of Duty Ammunition. Wes Dunkin explained that this was already approved at the last meeting, however, the prices were incorrect. Fleck moved to approve the revised purchase request of Duty Ammunition. Callahan seconded, and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Ordinance to Ban Formula Stores. Mitch Trost would like an ordinance to be approved to ban formula stores in order to keep our small town. Trost moved to approve an ordinance to

ban Formula Stores. Jopson seconded, and the motion failed 1-4, with Callahan, Fleck, Jopson, Seward voting no, and Trost voting yes.

Discuss/Approve Revising Budget to Include Contract for Janitorial/Custodial Services. Lori Fleck explained that these services are being provided by the Etna City staff. Fleck moved to approve revising the budget to include contract for janitorial/custodial services. Trost seconded, and the motion passed 4-1 with Callahan voting no, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Clarify Conflict between Council Policy & Procedures and Etna Municipal Code Regarding Agendas to Upload Agenda Packets to City's Website. Lori Fleck explained that she would like the agenda packet to be uploaded by the close of business on the Friday preceding the Monday meeting. Trost moved to approve to clarify the conflict between council policy & procedures and Etna municipal code regarding agendas to upload agenda packets to the city's website. Jopson seconded, and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Amend Council Policy and Municipal Code to Change the Meeting Time for Regular City Council Meetings to 6:00 pm. Lori Fleck would like the time to be changed because 7:30 pm is late. Fleck moved to approve to amend the council policy and municipal code to change the meeting time for regular city council meetings to 6:30 pm. Trost seconded and the motion failed 2-3 with Fleck, and Trost voting yes, Callahan, Jopson, and Seward voting no.

Discuss/Approve Revise Procurement Policy. Lori Fleck would like to revise the Procurement Policy to reflect that any one purchase (covered by funds included in current budget) of up to \$500 requires department head approval; purchases from \$501 to \$1,000 requires Department Head AND Mayor or Commissioner approval, and purchases \$1,000 or more must be brought before the Council for approval as an agenda item at a regular or special meeting. Fleck moved to approve revise of procurement policy. Trost seconded, and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Revise Employee Handbook to Add Section 21 – City Policies: Department Reports. Seward suggests discussing this at the staff meeting. Fleck agreed and moved to defer this item for the staff meeting. Jopson seconded, and the motion to defer this item passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Amend Employee Handbook Regarding Involuntary Termination to Align Lump Sum Pay Equal to Vacation Allowance of Affected Employee. Fleck moved to approve revise the Employee Handbook, section 17, paragraph L, Involuntary Termination to provide a lump sum payment for employees involuntarily terminated during the first five years of employment to equal 80 hours of regular pay, and 160 hours of regular pay for employees with more than five years of employment. Jopson seconded, and the motion passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Request for Inventory Report Be Completed for Each Department. Mayor Seward requested that this item be deferred to the next staff meeting, Fleck agreed. Fleck moved to defer this item for the next staff meeting. Callahan seconded, and the motion to defer this item passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Amend Council Policy and Municipal Code Regarding Agenda Order to be the same in Both Publications. Lori Fleck explained that she would like to bring back a tickler/priority list that involve things that are of real priority. Mayor Seward would like this item deferred to the next staff meeting,

Fleck agreed. Fleck moved to defer this item for the next staff meeting. Jopson seconded, and the motion to defer this item passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Discuss/Approve Amend Employee Handbook Regarding Working Hours/Schedule to Add Language for Water/Sewer/Roads/Public Works. Fleck moved to table this item to the next meeting. Trost seconded, and the motion to table this item passed 5-0 with Callahan, Fleck, Jopson, Seward, and Trost voting yes.

Ambulance Department- No Report.

Police Department- No Report.

Fire Department Report- Chief Alan Kramer gave a brief report. Most of the fires in our general area seem to be calm. It is about time for stuff to start picking up in southern California, there is a fire currently in Fresno County. Kramer stated our fire danger is still relatively high, but things are beginning to slow down.

Public Works Department- Dan Burbank stated that there has been an increase in water leaks, last week they fixed four. They did two new service installations today for the new business, Dollar General, and tomorrow will be assisting with the new hydrant installation. This has set them back for beginning their project on Scott Street, but they just got him the materials he needed a couple of days ago. Burbank stated that our water situation is looking good, and starting to come up a little in the morning. Jopson stated that the water level is almost exactly what it was in August. Fleck asked how long it will take him to replace all of the laterals in Etna, Burbank said he would like to get one street fixed every year. He also wants to coordinate with the repaving so they don't have to tear up the street to repair laterals.

City Clerk Statements and Requests- Sarah Griggs explained John from the State Controller's Office was here to do the street report. The auditors are planning on coming the beginning of November. Griggs stated that we met with Cal Recycle, and Jenny Bennett is heading up all the stuff that has to do with Cal Recycle. Also, we will be receiving a battery tube soon.

Council Statements and Requests- Chuck Jopson stated he is still working on the website. Diana Callahan wanted to clarify that the CDBG, and EDBG are grants, and not tax payers' money. Also, we are keeping excellent records regarding these grants. Fleck would like regular quarterly reports to be available for general information. Christopher Liles explained that one of the problems with these loans is that it causes their taxes to increase, making it difficult to have people apply for these loans. Fleck commented about the Collier Center, stating that she spent 5 hours there, and the month of August they had over 6,200 visitors. Mayor Seward commented on an email received from Cal Recycle regarding a free recycle day for household waste on September 19, 2015.

CORRESPONDENCE

Adjournment

There being no further business; the meeting was adjourned at 9:39 pm.

Respectfully Submitted,

Sarah Griggs
City Clerk