**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 laggers, 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