

Tulelake City Council
Regular Meeting Minutes
August 18, 2020

Mayor Ebinger called the meeting to order at 5:33 PM. Mayor Ebinger, Mayor Pro Tem Marcillac and Council Member Velador were present. Council Member Fensler joined the meeting on the conference call line at 6:15 PM. Also present were Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho; Director of Public Works, Brett Nystrom and Chief of Police, Tony Ross. Present on the conference call line were City Administrative Clerk, Heidi Cureton and City Treasurer, Sara Luscombe. City Clerk, Raul Figueroa Tamayo was absent.

APPROVAL OF THE AUGUST 04, 2020 REGULAR MEETING MINUTES

Council Member Velador made a motion to approve the August 04, 2020 regular meeting minutes. Mayor Pro Tem Marcillac seconded the motion. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-131)

APPROVAL OF THE BILLS

Council Member Velador made a motion to approve the bills presented. Mayor Ebinger seconded the motion. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-132)

RECOGNITION OF SERVICE AWARDS

Mayor Ebinger tabled this item until a later date because the recipients of the service awards were not present at the meeting.

At this time, Mayor Ebinger moved the Comments from the Public up because there were two people in attendance who wished to speak but didn't want to wait through the entire meeting.

REQUEST TO WORK FOR THE CITY A COUPLE DAYS A WEEK TO PAY FOR HIS MONTHLY WATER BILL AND ASKING COUNCIL TO FORGIVE THE WATER OVERAGE CHARGE OF \$109.99 AT HIS RESIDENCE FOR THE SERVICE DATES OF 06/24 THROUGH 07/23/2020

Mr. Gellis was not in attendance to present his request to Council. Mayor Ebinger tabled this item for the next meeting. No action was taken.

POSSIBLE APPROVAL OF RESOLUTION 20-11, A RESOLUTION OF INTENTION TO INITIATE AMENDMENTS TO THE TULELAKE MUNICIPAL CODE TITLE 17, ZONING, ADDING A NEW ZONING DISTRICT ON MAIN STREET, ASSIGNING ZONES TO CITY BLOCKS THAT ARE CURRENTLY UNCLASSIFIED AND CORRECTING PROPERTIES THAT WERE ZONED INCORRECTLY

The City Hall Administrator read Resolution 20-11 out loud and explained to Council that a public hearing to get input from the community was the next step in the process to pass the amended zoning ordinance. Mayor Ebinger made a motion to approve Resolution 20-11. Mayor Pro Tem Marcillac seconded the motion. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-133)

PUBLIC HEARING: FOR DISCUSSION OF ELIGIBLE ACTIVITIES FOR FUNDING UNDER THE CURRENT FISCAL YEAR (JULY 1 TO JUNE 30) STATE ADMINISTERED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CORONAVIRUS ROUND 1 (CDBG-CV1) PROGRAM

Alex McBride, Program Manager with Siskiyou Economic Development was on the conference call and spoke to the council about this Community Development Block Grant opportunity. She explained that the first round of funding would provide relief options to cities with small businesses, of 5 or less employees. There would be no cost to the city for the administrative services of the grant and we would be joining an MOU (Memorandum of Understanding) with other cities within Siskiyou County. No questions were asked from the public present and Mayor Ebinger closed the public hearing. No action was taken.

APPROVAL OF RESOLUTION 20-12, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE 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

The City Hall Administrator read Resolution 20-12 out loud. Mayor Ebinger made a motion to approve the resolution as written. Council Member Velador seconded. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-134)

APPROVAL OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1) MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SISKIYOU, THE CITIES OF DORRIS, DUNSMUIR, ETNA, FORT JONES, MONTAGUE, MT. SHASTA, TULELAKE, WEED, AND YREKA AND THE SISKIYOU COUNTY ECONOMIC DEVELOPMENT COUNCIL FOR PROGRAM MANAGEMENT AND IMPLEMENTATION OF AN ECONOMIC DEVELOPMENT PROGRAM FUNDED BY THE COMMUNITY DEVELOPMENT BLOCK GRANT- CORONAVIRUS RESPONSE ROUND 1

Mayor Ebinger made a motion to approve the MOU between the City of Tulelake, the County of Siskiyou and the above listed cities. Mayor Pro Tem Marcillac made the second. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-135)

REVIEW OF BIDS FOR VETERANS PARK EXPANSION PROJECT

The Director of Public Works gave an update to Council on the bids that were received for the Veterans Park Expansion Project. Two bids came in and both were over budget. Value engineering with the engineer and general contractor with the lowest bid is being reviewed now and there may be a special meeting called to finalize the bid if all parties agree. Information only. No action was taken.

PERMISSION TO PURCHASE A FIRE HYDRANT METER TO MEASURE THE WATER USAGE BY CUSTOMERS ACCURATELY. THE TOTAL PURCHASE PRICE WILL BE \$1,469.66, INCLUDING SHIPPING CHARGES

The Director of Public Works told council that they have been losing money by not having a meter to measure the amounts of water taken by tanker trucks. The city has been asking users to estimate how much water they have taken. Many projects in the area have required the usage of bulk water from the city. These include projects from the railroad, pipeline crews and the recent local fires. By installing a meter the City will be able to charge everyone accurately and fairly. Mayor Ebinger recommended we send out letters to our frequent bulk water users and inform them of the new water purchasing protocol. He then made a motion to approve the purchase of the new fire hydrant meter. Mayor Pro Tem Marcillac seconded. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-136)

PERMISSION TO PURCHASE A NEW RIDING MOWER FROM PAPE MACHINERY IN MERRILL, OREGON FOR \$3,799.00

The Director of Public works presented a letter along with a list of city parks and other locations around the city which are mowed by the Public Works Crew, twenty locations in total. He explained that the current equipment is old and in the shop for repair a lot. This investment would allow the crew to do their job more efficiently and in a timely manner. Currently, purchases and wages relating to mowing are all charged to the parks account, which comes out of the general fund. After looking over the list presented Jenny Coelho, the City Hall Administrator, asked if the cost of the mower could be split between some of the other departments since some of the mowing is at locations other than the city parks. Will Sargent, the City Finance Director, suggested figuring out by percentage which areas should be charged to parks and which should be charged to the Enterprise Fund. All were in agreement to split the cost of the mower between the parks, water, wastewater and streets departments. Mayor Ebinger made a motion to approve the purchase of the new mower. Mayor Pro Tem Marcillac seconded. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-137)

REVIEW OF CITY POLICY REGARDING PURCHASES, CREDIT CARD POLICY AND ACCOUNTS PAYABLE PROCESS

Mayor Ebinger put this agenda item on to remind all Department Heads that it was necessary to follow the City's policy regarding all purchases and that the use of the city credit cards was for emergency only. The City Finance Director reiterated that we had a policy in place and it was important to follow it and not make exceptions. No action was taken.

At this time the two closed sessions were switched so the City Attorney could attend by phone.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL ABOUT ANTICIPATED LITIGATION (GOVT CODE 54956.9 (D) (2))

Council went into closed session at 7:02 PM.

ANNOUNCEMENT OF CLOSED SESSION

Council resumed open session at 7:23 PM. No action was taken in closed session.

CLOSED SESSION: REVIEW OF PERFORMANCE EVALUATIONS OF PUBLIC WORKS EMPLOYEES GOVT CODE 54957(B)(1)

Council went back into closed session at 7:24 PM

ANNOUNCEMENT OF CLOSED SESSION

Council resumed open session at 7:36 PM. Nothing to report.

DISCUSSION OF POSSIBLE RAISES FOR PUBLIC WORKS EMPLOYEES

Brett Nystrom, Director of Public Works made the following recommendations for raises for the Public Works Department Crew Members:

Jose Perez to receive a one-step raise going from \$17.68 to \$18.12; Samuel Flores to receive a two-step raise going from \$13.44 to \$14.13; Scott Carroll to receive a one-step raise going from \$13.12 to \$13.45;

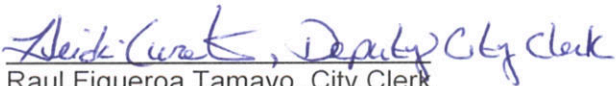
and Raymundo Coronado, to go from \$12.18 to \$13.12, in order to be in compliance with the new minimum wage effective January 01, 2021. Mayor Ebinger made a motion to accept the recommendations made by the Director of Public Works and to make the raises effective for the first pay period in January 2021. Council Member Fensler seconded. Mayor Ebinger asked for a roll call vote. All were ayes. Motion carried. (Motion 20-138)

ADJOURNMENT

Mayor Ebinger made a motion to adjourn the August 18, 2020 regular meeting at 7:42 PM. Council Member Velador seconded the motion. Motion carried. (Motion 20-139)


Henry A Ebinger, Mayor

Attest:


Raul Figueroa Tamayo, City Clerk

