

Tulelake City Council
Special Meeting Minutes
December 17, 2020

Mayor Ebinger called the meeting to order at 3:01 PM. Mayor Pro Tem Marcillac and Council Members Velador, Fensler and Williams were present. Also present were City Hall Administrator, Jenny Coelho; City Administrative Clerk, Heidi Cureton; City Treasurer, Sara Luscombe and Interim Director of Public Works, Jose Perez. Finance Director, Will Sargent; Chief of Police, Tony Ross and City Clerk, Raul Figueroa Tamayo were all absent.

City Treasurer, Sara Luscombe and Council Member, Gary Fensler were present for this meeting so before the agenda items were addressed, Mayor Ebinger asked them to retake the oath of office, having already taken the oath over the phone during the night of the regular Council meeting on December 15, 2020.

APPROVAL OF JOSE PEREZ AS INTERIM DIRECTOR OF PUBLIC WORKS WITH A PAY RAISE TO STEP 7 FOR \$20.01 PER HOUR EFFECTIVE FOR THE PAY PERIOD ENDING JANUARY 2, 2021

Due to the untimely retirement of the Director of Public Works, Brett Nystrom, it was determined that Jose Perez would do the job as interim until the City could hire a replacement. Council decided the added responsibility warranted a boost in pay so Mayor Ebinger made a motion to approve a pay raise to step 7 for \$20.01 per hour for Jose Perez. This raise will be effective for the pay period ending January 02, 2021. Council Member Fensler seconded the motion. Motion carried. (Motion 20-213)

APPROVAL TO SEND OUT RFP'S (REQUEST FOR PROPOSALS) FOR THE DIRECTOR OF PUBLIC WORKS POSITION

Much discussion took place regarding the ranking of our water/wastewater treatment facility. Council would like to know if our plant is a Level 1 or Level 2 plant before sending out RFP's. Mayor Ebinger suggested that it may not be necessary to have a need for a Wastewater Operator II so we should find out what the State of California now has us classified as before we advertise for the position. It was also discussed that the job description may have to be altered to fit the needs of the position desired. Mayor Ebinger stated we should have this as an agenda item on the next regular council meeting to find out what had been discovered regarding the city ranking. With more information a decision could then be made. No action was taken at this time.

APPROVAL TO SEND OUT RFP'S (REQUEST FOR PROPOSALS) FOR THE CITY ATTORNEY POSITION

Mayor Ebinger informed council that he was made aware that our current City Attorney may be retiring soon and we should start the process of finding a replacement. He made a motion for office staff to begin compiling a list of qualified attorneys to send out RFP's. It was seconded by Council Member Velador. Motion carried. (Motion 20-214)

CONVERSATION REGARDING CITY HALL OPENING ON FRIDAYS

Much discussion took place regarding opening City Hall on Fridays. A concern was that nobody was in the office to answer possible public works emergencies. In 2011, the then Finance Director closed the doors to the public on Friday's in order to get work done uninterrupted. This system seemed to work for the successor Finance Director as well but she went one step further by offering the City Hall full-time office staff the opportunity of working 4 ten hour days in order to save the City money on the overtime that was being accumulated. Council made a suggestion to offer a Public Work's emergency phone number first on the phone message at City Hall so the public would automatically be directed to the interim Public Works Director. Ultimately, it was decided to continue staying closed on Fridays since it has been working for almost 5 years, with the understanding that this matter could be up for debate again if necessitated. No action was taken.

ADJOURNMENT

Council Member Velador made a motion to adjourn the meeting. Council Member Fensler seconded the motion. Motion carried. Meeting adjourned at 3:50 PM. (Motion 20-215)


Henry A Ebinger, Mayor

Attest:


Raul Figueroa Tamayo, City Clerk