

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
May 02, 2023 - 5:30 PM

Mayor Penny Velador called the meeting to order at 5:32PM. Mayor Pro Tem Tom Cordonier, Council Member Teresa Williams and Council Member Julia Pena Larsen were present. Also in attendance was the City Clerk, Aissa Martinez; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez and City Administrative Clerk, Heidi Cureton. Chief of Police, Tom Hoy arrived at 5:47PM. Council Member Bryan Hendricks and City Treasurer, Sara Luscombe were both absent.

APPROVAL OF THE APRIL 18, 2023, REGULAR MEETING MINUTES

Mayor Pro Tem Cordonier made a motion to approve the April 18, 2023, regular meeting minutes. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 23-72)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Velador made a motion to approve paying the bills presented. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-73)

COMMENTS FROM THE PUBLIC

No comments.

REVIEW BIDS ON THE POSSIBLE PURCHASE OF A NEW GARBAGE TRUCK

Director of Public Works, Jose Perez, showed the Council pictures of a new garbage truck that he would like to purchase. He mentioned that the cost is \$246,138.00 which is about \$54,000 less than the truck he brought to the previous meeting and that if the Council approved it today, he could order it and it would be ready to be picked up in 30-60 days in Medford, OR. Finance Director, Will Sargent, stated that the money to buy the truck could be borrowed from the water and sewer funds. Mayor Velador made a motion to approve the purchase of a new garbage truck. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 23-74)

REVIEW AND POSSIBLE APPROVAL OF THE FIRST AMENDMENT FOR LEGAL SERVICES AGREEMENT BETWEEN THE CITY OF TULELAKE AND PRENTICE LONG, PC FOR ATTORNEY SERVICES

City Hall Administrator, Jenny Coelho, stated that the City Attorney, Margaret Long, had reminded her about the First Amendment for Legal Services Agreement between the City of Tulelake and Prentice Long, PC for attorney services ending as of April 30, 2023, and asked if the City was going to extend the agreement. Margaret Long stated that Prentice Long, PC would extend the agreement at the same cost. Mayor Velador made a motion to approve the First Amendment for Legal Services Agreement between the City of Tulelake and Prentice Long, PC for attorney services for 2 years. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-75)

APPROVAL OF RESOLUTION 23-05 ESTABLISHING A LIEN AGAINST PROPERTY LOCATED AT 408 MAIN STREET

City Administrative Clerk, Heidi Cureton, commented that she mailed the owners of this property a letter about a month ago, stating that Council was considering a lien on the property for non-payment of utility services. They were invited to attend this meeting if they wanted to be heard. No response was made, and no payment was received. The City Clerk, Aissa Martinez, read the title of Resolution 23-05 and Mayor Velador made a motion to approve Resolution 23-05, Establishing a Lien against property located at 408 Main Street. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-76)

REQUEST TO AMEND AG LAND LEASE BETWEEN NICK SCOTT AND THE CITY OF TULELAKE

Nick Scott requested to amend the Ag Land Lease with the City of Tulelake for an additional five-year and three months period through December 31, 2028. Director of Public Works, Jose Perez, commented that Nick Scott requested a contract for five years to qualify for a grant through NRCS to put in a better sprinkler system. He also mentioned that the attorney would have to approve this lease. Mayor Velador made a motion for the approval to amend Ag Land Lease between Nick Scott and the City of Tulelake pending attorney approval and any changes made. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-77)

INITIATE AN INCENTIVE PROGRAM FOR EACH EMPLOYEE WHO SAVES THE CITY AN ESTIMATED \$880 EVERY MONTH BY NOT HAVING HEALTH INSURANCE THROUGH THE CITY

Finance Director, Will Sargent, stated that there are three different types of benefits, FSA, HRA and a health stipend, for each employee who saves the City an estimated \$880 every month by not having health insurance through the City. FSA, flexible spending account, is strictly used for medical. The employees would have to submit their medical expenses to the employer and get reimbursed and each employee would get a total of \$500 per year. If the \$500 wasn't used, it was lost. HRA, health reimbursement arrangement, adds up each month and is there for when you need it. The employee does have to have insurance to have the HRA and it would not be taxable. The health stipend is more like a bonus. It could be used for anything and will go towards wages and retirement. It will also be taxed. Every employee would have the option of opting out of the City's insurance to receive this incentive, which would be a win for both the City and the employee. After much discussion, Mayor Velador made a motion to approve a health stipend in the amount of \$200 for each employee who opts out of the City's health insurance program. The stipend to be effective for current employees already not receiving health insurance as of the January 6, 2023, payroll. Each month, beginning with the May 26, 2023, payroll, \$100 will be added as a health stipend to each pay period, for a total of \$200 per month, for each employee participating in the health stipend incentive program. If an employee decides to drop the city insurance, the health stipend would become effective when the benefits stopped. Council Member Pena Larsen seconded the motion. All votes were aye. Motion carried. (Motion 23-78)

DISCUSSION AND POSSIBLE ACTION REGARDING UNSAFE VACANT BUILDINGS

City Hall Administrator, Jenny Coelho, stated that the bid to demolish the Old Mallard building came in at \$273,000.00, which means no one will take it on as a receivership. She stated that a judge ruled the building unsafe so now the responsibility falls to the City to figure out what to do with it. The Bowling Alley is another building that has deteriorated, and she urged the Council to take another look at the vacant building ordinance that was earlier rejected. Mayor Velador made a motion to revisit the ordinance on abandoned buildings and bring it back for review at the next meeting. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-79)

REVIEW OF VACANT LOTS AND HOUSING THAT ARE NOT CURRENTLY PAYING FEES IN THE CITY BILLING SYSTEM

The Director of Public Works, Jose Perez, commented that by this summer Public Works is going to be putting meters on every back house or ADU within the City. City Administrative Clerk, Heidi Cureton, mentioned that she had found around 62 hook-ups that don't pay any services at all in the city. Much discussion took place on this subject. Mayor Velador made a motion to table this item until more information could be gathered regarding properties "grandfathered" in and not having to pay sewer maintenance charges. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-80)

DEPARTMENT HEAD UPDATES:

Chief of Police: Tom Hoy commented that he is going to start working nights and mixing up his work schedule. He also commented that two former classmates, Brant Mauk and Joey Fiscal, from the academy are in the process of getting their background checks. He stated that he had 3 police cars he would like to remove all the police equipment from and sell directly or via surplus sale, if necessary. He also commented that he had found a used 2011 police vehicle for \$5,000.00 from the City of Newbery that he was interested in purchasing.

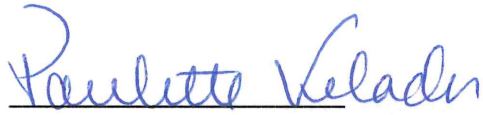
City Hall Administrator: Jenny Coelho stated that the nuisance abatement letter went out City wide. She also stated that the Chief of Police, Director of Public Works, TMCDF Fire Chief and the Building Inspector will be going around Wednesday, May 17, 2023, to inspect properties that may be deemed hazardous. They will compile a list for City Hall staff, who will then send out notices to the appropriate people to address the issues that were found. She also commented that a representative from the Yreka T-Mobile store stopped by the office to let us know they are giving out quarterly grants of up to \$50,000.00 to small cities. Murray Bolesta has already been in contact with them and was in the process of filling out the application, which is due by May 31st. Finally, she stated that Dollar General is still moving forward.

Director of Public Works: Jose Perez stated that Public Works started mowing last week. He also commented that he would like to continue the odd and even day watering schedule within the City. Jose talked to the Finance Director about hiring a seasonal worker to help out during the summer with mowing, watering, sewer, and garbage.

Finance Director: No comments.

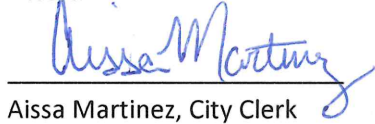
ADJOURNMENT

Mayor Velador made a motion to adjourn the meeting at 7:06pm. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 23-81)



Paulette Velador, Mayor

Attest:



Aissa Martinez, City Clerk

MINUTES
Special Meeting
TULELAKE CITY COUNCIL
May 24, 2023 - 5:30 PM

Mayor Penny Velador called the meeting to order at 5:34PM. Mayor Pro Tem Tom Cordonier and Council Member Teresa Williams were present. Council Member Julia Pena Larsen arrived at 5:45PM. Also in attendance was the City Clerk, Aissa Martinez; Finance Director, Will Sargent; Chief of Police, Tom Hoy; City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez and City Administrative Clerk, Heidi Cureton. Council Member Bryan Hendricks and City Treasurer, Sara Luscombe were both absent.

APPROVAL OF THE MAY 02, 2023, REGULAR MEETING MINUTES

Mayor Pro Tem Cordonier made a motion to approve the May 02, 2023, regular meeting minutes. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 23-82)

APPROVAL OF THE PAYMENT OF BILLS

This agenda item was placed on hold until the bill report could be presented.

COMMENTS FROM THE PUBLIC

Henry Ebinger made a brief comment on the Collier Interpretive & Information Center meeting that he attended.

CLOSED SESSION: POSSIBLE PUBLIC EMPLOYEE APPOINTMENT (GOVERNMENT CODE §54957(B)(1)) TITLE: POLICE OFFICER APPLICANTS

The council went into closed session at 5:46PM.

ANNOUNCEMENT OF CLOSED SESSION

The council returned from closed session at 6:21PM. A motion was made and seconded to move forward with the hiring of a new Police Officer. All votes were aye. Motion carried. (Motion 23-83)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Velador made a motion to approve paying the bills presented, holding the payment on the new garbage truck until the truck is received. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-84)

APPROVAL OF PAYING THE NEW POSSIBLE POLICE DEPARTMENT EMPLOYEE A WAGE RATE OF \$28.00 PER HOUR EFFECTIVE FOR THE PAY PERIOD ENDING JUNE 3, 2023

Mayor Velador made a motion to approve paying the new possible Police Department Employee a wage rate of \$28.00 per hour effective for the pay period ending June 3, 2023. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-85)

APPROVAL OF QUOTE FROM CITY'S IT CONSULTANT TO HAVE CITY WEBSITE UPGRADED TO ADA COMPLIANCE

City Hall Administrator, Jenny Coelho, commented that the quote for the City's IT Consultant to have the city website upgraded to ADA compliance would be \$3,890.00. She mentioned that the IT Consultant is giving the city a discount because he is training a new employee to upgrade the website. Mayor Velador made a motion to approve the quote from City's IT Consultant to have the city website upgraded to ADA compliance for \$3,890.00. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-86)

DISCUSSION AND POSSIBLE APPROVAL OF WHETHER TO CONTRIBUTE CITY FUNDING TO MALIN FIREWORKS SHOW IN THE PARK FOR THE FOURTH OF JULY CELEBRATION

City Hall Administrator, Jenny Coelho, commented that Malin is hosting the Fourth of July fireworks this year at Malin Park. The cost to put on the event will be \$15,000.00 and the City of Malin is hoping to raise money to help cover the cost. Mayor Velador made a motion to contribute \$2,500.00 to the Malin Fireworks show for this year's Fourth of July celebration. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-87)

APPROVAL OF NEW BUSINESS LICENSE FOR LULU'S MAIN STREET CAFÉ (FORMERLY THE JOLLY KONE) LOCATED AT 223 MAIN STREET

Aissa Martinez explained to the City Council that the new owner of the old Jolly Kone building had applied for a business license to open a new café called Lulu's Main Street Café. City Hall Administrator, Jenny Coelho, interjected and filled Council in on the proposed plans of the new business owner. Mayor Velador made a motion