

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
October 17, 2023 - 5:30 PM

Mayor Penny Velador called the meeting to order at 5:35PM. Mayor Pro Tem Tom Cordonier and Council Members Teresa Williams, Bryan Hendricks and Julia Pena Larsen were present. Also in attendance was the City Clerk, Aissa Martinez; Police Officer, Joey Fiscal; City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez; Planwest Partners Inc., Michelle Nielsen and Assistant City Admin, Jazlyn Chavolla. City Planner, Rico Tinsman, was present via conference call. Those absent were Finance Director, Will Sargent; City Treasurer, Sara Luscombe; Chief of Police, Tom Hoy and Police Officer, Brant Mauk.

APPROVAL OF THE OCTOBER 03, 2023, REGULAR MEETING MINUTES

Mayor Pro Tem Cordonier made a motion to approve the October 03, 2023, regular meeting minutes. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-190)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Pro Tem Cordonier made a motion to approve paying the bills presented. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-191)

COMMENTS FROM THE PUBLIC

No comments.

PUBLIC HEARING: REVIEW AND PUBLIC INPUT ON PROPOSED DRAFT OF THE 2023-2031 HOUSING ELEMENT UPDATE

Michelle Nielsen from Planwest Partners Inc. presented the draft of the 2023-2031 Housing Element to the Council. Mayor Velador opened the Public Hearing for any comments the public might have. No comments were made so Mayor Velador made a motion to close the Public Hearing. Council Member Pena Larsen seconded the motion. All votes were aye. Motion carried. (Motion 23-192)

APPROVAL OF THE PROPOSED DRAFT OF THE 2023-2031 HOUSING ELEMENT DOES NOT HAVE THE POTENTIAL TO RESULT IN A SIGNIFICANT IMPACT ON THE ENVIRONMENT

Mayor Velador motioned to move we make the finding that, on the basis of the entirety of the record before us, including comments received, the proposed project could not have a significant adverse effect on the environment. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-193)

ADOPT RESOLUTION 23-13, "A RESOLUTION OF THE TULELAKE CITY COUNCIL ADOPTING THE 2023-2031 HOUSING ELEMENT UPDATE"

Mayor Velador motioned to move that we adopt Resolution 23-13 recommending the City Council adopt the 2023-2031 City of Tulelake Housing Element Update. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-194)

SECOND READING AND APPROVAL OF ORDINANCE 23-202, TITLE 17, ZONING

Council Member Williams had some concerns regarding Ordinance 23-202, Title 17, Zoning, and mentioned having a workshop to discuss the concerns. Mayor Velador made a motion to table this item to discuss Ordinance 23-202, Title 17, Zoning at the workshop scheduled for Thursday, October 19th. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-195)

INFORMATION REGARDING CALIFORNIA STATE LAWS AND REQUIREMENTS FOR DEMOLITION OF BUILDINGS WITH HAZARDOUS MATERIALS

Mayor Velador made a motion to table this item until the next Council meeting. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-196)

APPROVAL TO PROMOTE AISSA MARTINEZ TO CITY ADMINISTRATIVE CLERK POSITION, WITH PAY RAISE TO \$20.70 PER HOUR EFFECTIVE OCTOBER 22, 2023

Mayor Velador made a motion for the approval to promote Aissa Martinez to City Administrative Clerk position, with pay raise to \$20.70 per hour effective October 22, 2023. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-197)

**APPROVAL TO PROMOTE JAZLYN CHAVOLLA TO ASSISTANT CITY ADMIN, WITH PAY RAISE TO \$16.04 PER HOUR
EFFECTIVE OCTOBER 22, 2023**

Mayor Velador made a motion for the approval to promote Jazlyn Chavolla to Assistant City Admin, with pay raise to \$16.04 per hour effective October 22, 2023. Council Member Pena Larsen seconded the motion. All votes were aye. Motion carried. (Motion 23-198)

**APPROVE REVISED FISCAL YEAR 2023/2024 POLICE PERSONNEL FUND (COPS GRANT) BUDGET TO INCLUDE
FISCAL YEAR 2022/2023 GROWTH ALLOCATION OF \$86,158.95**

Mayor Velador made a motion to approve revised Fiscal Year 2023/2024 Police Personnel Fund (Cops Grant) budget to include Fiscal Year 2022/2023 growth allocation of \$86,158.95. Council Member Pena Larsen seconded the motion. All votes were aye. Motion carried. (Motion 23-199)

APPROVAL FOR PUBLIC WORKS TO PURCHASE A USED VEHICLE FROM DESCHUTES COUNTY SHERIFF'S OFFICE

Director of Public Works, Jose Perez, commented that they would like to purchase a 2018 Ram Pickup for \$4000.00 from Deschutes County Sheriff's Office. Mayor Velador made a motion for the approval for Public Works to purchase a used vehicle from Deschutes County Sheriff's Office. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-200)

**APPROVAL TO HAVE AN ON-CALL CONTRACT WITH CASCADE INTEGRATION AND DEVELOPMENT, INC. FOR THE
WATER TELEMETRY SYSTEM**

Mayor Velador made a motion for the approval to have an on-call contract with Cascade Integration and Development, Inc. for the water telemetry system. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 23-201)

**REVIEW AND POSSIBLE APPROVAL OF HAZARDOUS MATERIALS QUOTES FROM GUZI-WEST REQUIRED FOR
DEMOLITION OF THE BUILDINGS LOCATED AT 347, 349, 355 MODOC AVENUE AND 507 MAIN STREET**

Mayor Velador motioned to table this item until the next Council meeting. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-202)

**PUBLIC HEARING: REVIEW AND PUBLIC INPUT ON PROPOSED ORDINANCE 23-201 THAT WOULD ESTABLISH
REASONABLE REGULATIONS TO PREVENT IMMEDIATE RISKS ASSOCIATED WITH ABANDONED AND DISTRESSED
REAL PROPERTIES WITHIN THE CITY OF TULELAKE**

The City Council had a brief discussion about the proposed Ordinance 23-201.

**INTRODUCTION AND FIRST READING OF PROPOSED ORDINANCE 23-201, TITLE 15 CHAPTER 4, ABANDONED,
ACCESSIBLE AND DISTRESSED REAL PROPERTY**

Mayor Velador made a motion to approve the introduction and first reading of proposed Ordinance 23-201, Title 15 Chapter 4, Abandoned, Accessible and Distressed Real Property. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-203)

DEPARTMENT HEAD UPDATES:

Chief of Police: Absent.

City Hall Administrator: Left meeting early.

Director of Public Works: Jose Perez commented that Public Works is working hard on getting Veterans Park going for the Halloween event coming up on Saturday.

Finance Director: Absent.

ADJOURNMENT

Mayor Velador made a motion to adjourn the meeting at 7:38pm. Council Member Pena Larsen seconded the motion. All votes were aye. Motion carried. (Motion 23-204)


Paulette Velador, Mayor

Attest:


Aissa Martinez, City Clerk

FORM B/C

SCHEDULE OF MOE CALCULATIONS (Based on Actual Allocation)*
City of Tulelake

City of Tulelake

RECEIPTS

[illegible]

MAINTENANCE OF EFFORT (MOE) CALCULATION - ADJUSTING BASE AMOUNT

EXPENDITURES	ESTIMATED																															
	9/29/93	9/30/94	9/4/95	9/5/96	9/6/97	9/7/98	9/8/99	9/9/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
BASE AMOUNT (92/93 LESS ADJ)	126,330	126,997	126,997	126,997	126,997	126,997	126,430	126,390	126,427	126,513	126,677	126,550	126,550	126,811	126,978	127,159	127,246	127,233	126,983	126,851	126,904	127,054	127,450	127,513	127,664	127,663	127,777	127,873	127,960	127,793	127,852	129,446
CALC OF BASE AMT ADJUSTMENT	NA	0	0	95	95	95	(40)	37	86	164	(249)	261	261	167	181	86	(13)	86	133	53	53	150	386	63	151	19	94	96	87	59	1,594	(46)
ADJUSTMENT TO BASE AMOUNT	126,330	126,997	126,997	0	95	(567)	(40)	37	86	164	(127)	0	261	167	181	86	(13)	86	(133)	133	53	150	386	63	151	19	94	96	87	59	1,594	(46)
ADJUSTED MOE REQUIREMENT	126,330	126,997	126,997	126,997	126,997	126,430	126,390	126,427	126,513	126,677	126,550	126,550	126,811	126,978	127,159	127,246	127,233	126,983	126,851	126,904	127,054	127,450	127,513	127,664	127,663	127,777	127,873	127,960	127,793	127,852	129,446	129,399
LOCAL ADOPTED BUDGET	126,330	172,420	172,420	184,014	184,014	145,659	141,709	158,668	145,650	151,864	153,955	166,791	178,032	178,032	178,032	178,032	213,652	213,652	195,888	168,328	202,067	251,318	204,012	205,325	194,320	197,985	201,660	201,161	202,891	213,870	225,754	237,154
REDUCTION IN PSAF ALLOCATION	NA	(45,518)	(45,518)	(57,017)	(57,584)	(19,289)	(15,282)	(32,175)	(19,173)	(25,334)	(27,405)	(38,980)	(51,054)	(50,673)	(50,786)	(86,419)	(86,669)	(69,037)	(41,424)	(75,013)	(123,868)	(76,499)	(77,661)	(66,637)	(70,208)	(73,187)	(73,201)	(75,098)	(86,018)	(96,308)	(107,755)	
Verified Prop 172 receipts with Banner																																

