

**MINUTES**  
**Special Meeting**  
**TULELAKE CITY COUNCIL**  
**July 22, 2024 - 5:30 PM**

**ADJOURNMENT OF JULY 2<sup>ND</sup> COUNCIL MEETING**

Council Member Ebinger made a motion to adjourn the July 2<sup>nd</sup> Council meeting as there was no quorum at that meeting to adjourn. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-137)

Mayor Tom Cordonier called the July 22, 2024 regular meeting to order at 5:31PM. Mayor Pro Tem Bryan Hendricks and Council Members Henry Ebinger and Julia Pena Larsen were present. Also in attendance were City Clerk, Aissa Martinez; Chief of Police, Tom Hoy; City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez and Assistant City Admin, Cecilia Alvarado. The Building Inspector, John Pemberton was present via conference call. Those absent were Council Member, Teresa Williams; City Treasurer, Sara Luscombe; Finance Director, Will Sargent; Chief Resilience Officer, Jose Fiscal and Police Officers Brant Mauk and Jorge Ruiz.

**APPROVAL OF THE JULY 02, 2024, REGULAR MEETING MINUTES**

Council Member Ebinger made a motion to approve the July 2, 2024, regular meeting minutes. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-138)

**APPROVAL OF THE PAYMENTS OF BILLS**

Mayor Cordonier made a motion to approve paying the bills presented. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-139)

**COMMENTS FROM THE PUBLIC**

No comments.

**LOCAL FIRE REPORT AND UPDATE OF RECENT FIRE HAZARDS AND POTENTIAL FIRE HAZARDS WITHIN THE CITY OF TULELAKE**

Tulelake Multi Fire Department Captain, Adam Alcorn, presented the potential fire hazard structures that are in the City. He also stated that they tested out the fire hydrants around those structures in case of fires. Mayor Cordonier made a motion to start citing the owners of these structures starting on Wednesday. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-140)

**UPDATE OF THE TULELAKE CULTURAL VISITOR CENTER PROJECT**

City Hall Administrator, Jenny Coelho, commented that a meeting was held on July 16<sup>th</sup> with the major stakeholders for this project. She commented that feedback is needed by the community on what they would like to see.

**APPROVAL OF BUSINESS LICENSE FOR STEPHANIE MILLER**

City Clerk, Aissa Martinez, commented that she wasn't sure what Stephanie Miller would be selling because there was not much information on the application. She commented that a couple messages were left for Stephanie and is waiting for a call back to make sure what exactly it is that she will be selling. Council Member Ebinger made a motion to approve the Business License for Stephanie Miller based on her having the required documentation. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-141)

**APPROVAL TO BEGIN THE PURCHASING PROCESS FOR A REPLACEMENT SEWER JETTER**

Director of Public Works, Jose Perez, commented that he could order a replacement sewer jetter without the City having to put any money down from U Rock Utility, who is the only company in northern California who can get a new machine. Jose Perez will also look at possible financing options. Council Member Ebinger made the motion to begin the purchasing process for a replacement sewer jetter. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-142)

**APPROVAL TO HIRE CECILIA ALVARADO SANCHEZ FOR THE FULL-TIME ASSISTANT CITY ADMIN POSITION STARTING AT \$16.56 PER HOUR**

Mayor Cordonier made a motion for the approval to hire Cecilia Alvarado Sanchez for the full-time Assistant City Admin position starting at \$16.56 per hour. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-143)

**APPROVAL TO RENT THE EXTRA OFFICE IN CITY HALL TEMPORARILY TO THE FAMILY RESOURCE CENTER IF OTHER SPACE IS NOT FOUND IN TOWN**

City Hall Administrator, Jenny Coelho, commented that the Family Resource Center will be staying in the building they are in now and if anything changes this item will be brought back in the future. Discussion only. No action taken.

**DRAFT OF THE CITY HALL ADMINISTRATION INTERDEPARTMENTAL COMMUNICATION AND REORGANIZATION PLAN**

City Hall Administrator, Jenny Coelho, gave Council a draft of the City Hall Administration interdepartmental communication and reorganization plan to look over and bring back any suggestions they might have. Discussion only. No action taken.

**DEPARTMENT HEAD UPDATES**

***Chief of Police:***

***Chief Resilience Officer:*** Absent.

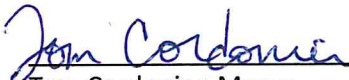
***City Hall Administrator:*** Jenny Coelho commented

***Director of Public Works:***

***Finance Director:*** Absent.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 6:55PM. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-144)

  
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Tom Cordonier, Mayor

Attest:

  
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Aissa Martinez, City Clerk