

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
March 05, 2024 - 5:30 PM

Mayor Pro Tem Tom Cordonier called the meeting to order at 5:30PM. Council Members Bryan Hendricks, Julia Pena Larsen and newly appointed Henry Ebinger were present. Council Member, Teresa Williams arrived at 5:35PM. Also in attendance were City Treasurer, Sara Luscombe; City Clerk, Aissa Martinez; Chief of Police, Tom Hoy; Chief Resilience Officer, Jose Fiscal; City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez and Assistant City Admin, Jazlyn Chavolla. City Planner, Rico Tinsman, was present via conference call. Those absent were Finance Director, Will Sargent and Police Officer, Brant Mauk.

APPROVAL OF THE FEBRUARY 20, 2024, REGULAR MEETING MINUTES

Mayor Pro Tem Cordonier made a motion to approve the February 20, 2024, regular meeting minutes. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-31)

APPROVAL OF THE PAYMENTS 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 24-32)

COMMENTS FROM THE PUBLIC

No comments.

APPOINTMENT OF NEW COUNCIL MEMBER

Mayor Pro Tem Cordonier made a motion to appoint Henry Ebinger as the new Council Member. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-33)

OATH OF OFFICE FOR APPOINTED CITY COUNCIL MEMBER

Henry Ebinger was sworn in by City Clerk, Aissa Martinez and upon taking his Oath of Office, assumed the seat as a Council Member.

APPOINTMENT OF NEW MAYOR AND MAYOR PRO TEM

Council Member Ebinger made a motion to appoint Tom Cordonier as Mayor and Bryan Hendricks as Mayor Pro Tem. Council Member Pena Larsen seconded the motion. All votes were aye. Motion carried. (Motion 24-34)

DETERMINATION OF COMMISSIONERS TO THE VARIOUS CITY DEPARTMENTS

City Hall Commissioner – Mayor Cordonier. Motion made by Mayor Cordonier, seconded by Council Member Ebinger. All votes were aye. Motion carried. (Motion 24-35)

Parks & Streets Commissioner – Council Member Ebinger. Motion made by Mayor Cordonier, seconded by Mayor Pro Tem Hendricks. All votes were aye. Motion carried. (Motion 24-36)

Garbage Commissioner – Council Member Williams. Motion made by Mayor Cordonier, seconded by Mayor Pro Tem Hendricks. All votes were aye. Motion carried. (Motion 24-37)

Library Commissioner – Council Member Williams. Motion made by Mayor Cordonier, seconded by Council Member Ebinger. All votes were aye. Motion carried. (Motion 24-38)

Police Commissioner – Council Member Pena Larsen. Motion made by Council Member Ebinger, seconded by Mayor Cordonier. All votes were aye. Motion carried. (Motion 24-39)

Water & Wastewater Commissioner – Mayor Pro Tem Hendricks. Motion made by Mayor Cordonier, seconded by Council Member Ebinger. All votes were aye. Motion carried. (Motion 24-40)

DETERMINATION OF CITY COUNCIL APPOINTED REPRESENTATIVES TO VARIOUS ORGANIZATIONS

SCORE (Small Cities Organized Risk Effort) – City Hall Administrator, Jenny Coelho with Assistant City Admin, Jazlyn Chavolla as alternate. Motion made by Mayor Cordonier, seconded by Mayor Pro Tem Hendricks. All votes were aye. Motion carried. (Motion 24-41)

LOLA (League of Local Agencies) – Mayor Cordonier. Motion made by Council Member Ebinger, seconded by Council Member Williams. All votes were aye. Motion carried. (Motion 24-42)

CIIC (Collier Interpretive & Information Center) – Mayor Cordonier and Council Member Williams with Council Member Ebinger as alternate. Motion made by Mayor Cordonier, seconded by Mayor Pro Tem Hendricks. All votes were aye. Motion carried. (Motion 24-43)

RKC (Rural Klamath Connects) – City Hall staff. Motion made by Council Member Ebinger, seconded by Mayor Pro Tem Hendricks. All votes were aye. Motion carried. (Motion 24-44)

Siskiyou Revitalization Network – City Hall Administrator, Jenny Coelho. Motion made by Council Member Ebinger, seconded by Mayor Cordonier. All votes were aye. Motion carried. (Motion 24-45)

Siskiyou County Integrated Waste Management Committee – Director of Public Works, Jose Perez with Council Member Williams as an alternate. Motion made by Mayor Cordonier, seconded by Council Member Ebinger. All votes were aye. Motion carried. (Motion 24-46)

SGMA (Sustainable Groundwater Management Act) – Director of Public Works, Jose Perez, and Council Member Ebinger. Motion made by Mayor Cordonier, seconded by Mayor Pro Tem Hendricks. All votes were aye. Motion carried. (Motion 24-47)

ACCEPTANCE OF 2023 GENERAL PLAN ANNUAL REPORT AND AUTHORIZATION OF STAFF TO SUBMIT TO STATE AND APPROVAL OF RESOLUTION 24-02

City Planner, Rico Tinsman, gave a brief discussion on the 2023 General Plan Annual Report. City Clerk, Aissa Martinez, read the title of Resolution 24-02. Council Member Ebinger made a motion to adopt Resolution 24-02 accepting the 2023 General Plan Annual Progress Report with attachments and approving transmittal of the report to the Governor’s Office of Planning and Research and the Department of Housing and Community Development. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-48)

AWARD OF CONTRACT FOR NOISE ELEMENT TO BOLLARD ACOUSTICAL CONSULTANTS, INC.

City Planner, Rico Tinsman, commented that only one proposal was received for the City’s Noise Element. He also commented that Bollard Acoustical Consultants, Inc. is well qualified and capable of preparing the City’s Noise Element, and the estimated cost is likely to have been highly competitive had additional proposals been received. Council Member Ebinger made a motion to authorize the City Hall Administrator to negotiate and enter into a professional services agreement with Bollard Acoustical Consultants, Inc., to prepare the Noise Element of the General Plan for a not-to-exceed cost of \$19,850. Mayor Cordonier seconded the motion. All votes were aye.

Motion carried. (Motion 24-49)

REVIEW AND DISCUSSION OF STAKEHOLDER LETTER AND PROCESS FOR TULELAKE VISITOR CULTURAL CENTER

Murray Bolesta commented that he and City Hall Administrator Jenny Coelho have been working on getting a grant for the Tulelake Visitor Cultural Center. He commented that he wrote a stakeholder letter and would like it to come from the Mayor. Mayor Cordonier made a motion to start the process for the Tulelake Visitor Cultural Center. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-50)

DISCUSSION AND POSSIBLE APPROVAL OF NEW SERVER FOR NEW REPORT WRITING SYSTEM

Chief of Police, Tom Hoy, commented that Bear Technologies will be putting up a new server for the new report writing system with an estimate of \$8,530.09 at the Police Department. He commented that this system will be easier for the police officers to file their reports and more. Council Member Ebinger made a motion for the approval of a new server for the new report writing system. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-51)

APPROVAL TO HIRE POLICE OFFICER, JORGE RUIZ, WITH HOURLY WAGE STARTING AT \$28.00 PER HOUR

Chief of Police, Tom Hoy, commented that Jorge passed his background check. He commented that Jorge will be up here on Saturday, March 9th, so he could go to the rifle training with the other police officers. Mayor Cordonier made a motion for the approval to hire Police Officer, Jorge Ruiz, with hourly wage starting at \$28.00 per hour. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-52)

APPROVAL TO PURCHASE A STORAGE SHED FOR \$8,050.00 FOR THE BOATS AT THE SEWER PONDS

Director of Public Works, Jose Perez, commented that he would like to purchase two storage sheds to cover the boats at the sewer ponds to stop from deteriorating from the sun. Mayor Cordonier made a motion for the approval to purchase two storage sheds for \$8,050.00 for the boats at the sewer ponds. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-53)

REVIEW OF RFP FOR TULELAKE VISITOR CULTURAL CENTER

City Hall Administrator, Jenny Coelho, presented the RFP for the Tulelake Cultural Center to the Council and commented that it is ready to be sent out to firms. Discussion only. No action taken.

APPROVAL TO APPOINT A NEGOTIATING COMMITTEE FOR PARCELS AND/OR PORTIONS OF APN'S 050-201-020-000 AND 050-201-020-000

Mayor Cordonier made a motion to appoint Council Member Henry Ebinger, Mayor Tom Cordonier and City Hall Administrator, Jenny Coelho to a negotiating committee for parcels and/or portions of APN's 050-201-020-000 and 050-201-020-000. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-54)

DEPARTMENT HEAD UPDATES

Chief of Police: Tom Hoy commented that Police Officer, Brant Mauk, is doing well at K9 school. He also gave a quick update on the City.

Chief Resilience Officer: Jose Fiscal commented that he received a grant for Clean California for \$10,000.00. He commented that he is looking into having a clean-up day in April for Earth Day. He is also applying for a Cool California grant that will help the elderly that are homebound with AC units.

City Hall Administrator: Jenny Coelho reminded the Council about their 700 forms being turned in by April 1st. She also reminded them to sign the City confidentiality forms if they haven't already. She commented that there is a SCORE meeting at the end of the month and says insurance is going up again. She wanted to thank everyone who stepped up while she was out for her husband's knee surgery. She let City Council know that City Hall staff is wanting to find a system to start sending utility bills through email.

Director of Public Works: Left early.

Finance Director: Absent.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 7:24PM. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 24-55)



Tom Cordonier, Mayor

Attest:



Aissa Martinez, City Clerk