

Tulelake City Council
Regular Meeting Minutes
December 01, 2020

Mayor Ebinger called the meeting to order at 5:30 PM. Mayor Pro Term Marcillac and Council Member Velador were present. Council Member Fensler was absent. City Hall Administrator, Jenny Coelho; City Clerk, Raul Figueroa; Chief of Police, Tony Ross and Finance Director, Will Sargent were also present. Present via Conference Call were Director of Public Works, Brett Nystrom; City Treasurer, Sara Luscombe and City Administrator Clerk, Heidi Cureton. Guests from the County of Siskiyou Economic Development Council were also on the phone to present their quarterly update.

APPROVAL OF THE NOVEMBER 17, 2020 REGULAR MEETING MINUTES

Council Member Velador made a motion to approve the November 17, 2020 regular meeting minutes. Mayor Pro Tem Marcillac seconded the motion. Motion carried. (Motion 20-191)

APPROVAL OF THE BILLS

Council Member Velador made a motion to approve the bills presented. Mayor Pro Term Marcillac seconded the motion. Motion carried. (Motion 20-192)

COMMUNITY ORGANIZATIONS AND/OR TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT UPDATE

No representatives were present at the meeting to give an update.

SISKIYOU EDC QUARTERLY UPDATE

Representatives Quintin Gaddy, Kory Hayden and Megan Peterson from the Siskiyou Economic Development Council (EDC) gave an update to the Council on the several projects being implemented by the organization. Such projects actively being done by the EDC are explained to be working with several small businesses around Siskiyou County, including two small businesses located within the City of Tulelake. They informed the Council over their efforts in helping small businesses to secure both funds and personal protection equipment to be able to run their businesses in a safe environment. Megan also spoke about the Discover Siskiyou website which is still operational amid the pandemic and working to launch two new projects, one being a podcast on the several activities and news happening on the east side of Siskiyou. Second, on expanding Tourism Strategies for Northern California and Oregon. Lastly, Kory informed the Council that they had been recognized for their efforts in supporting businesses all over the County. Informational only, no action taken.

APPROVAL OF RESOLUTION FOR SISKIYOU COUNTY GENERAL SERVICES TO APPLY FOR GRANTS FOR THE BEVERAGE CONTAINER RECYCLING PROGRAM

City Hall Administrator, Jenny Coelho, brought up to the Council a resolution from Jason Ledbetter from Siskiyou County Department of General Services, which would allow them to apply on behalf of the City of Tulelake to a greater variety of grants. Mayor Ebinger made a motion to approve the Resolution for Siskiyou County General Services to apply for Grants for the Beverage Container Recycling Program. Council Member Velador seconded the motion. Motion carried. (20-193).

DIALOGUE REGARDING LEASE ON TRI COUNTY AG

Teresa Williams, representing her father, came to the Council via conference call in regards to the lease violation with the City. She explained to the Council that her father had been having a hard time due to medical treatment that kept him away from his business. Thus, showing that her father was unable to keep a check on his property, she claims other people brought all the old cars, dishwashers, refrigerators, and other unwanted materials to the property. Therefore, she asked the Council to reinstate his business license and to give them a plan of compliance where they would have 30 days to remove all the unwanted materials and an updated version of the lease agreement between them and the City. Mayor Ebinger recommended that Teresa and her father should contact the City Attorney with any questions regarding the lease agreement as she was better suited to answer their questions. No action was taken.

APPROVAL OF CITY EMPLOYEES DONATING SOME OF THEIR SICK LEAVE HOURS TO PEACE OFFICER ANDERSON

Chief of Police, Tony Ross, made a request to Council to be able to transfer 500 hours of his own accumulated sick leave to Officer Justin Anderson. The reasoning being that he had been notified by Officer Anderson that he had been diagnosed with a rare form of lymphoma and would be unable to work for months due to the medical treatments he would need. Tony wanted to help him out so that he wouldn't have to worry about any potential financial problems and just focus on getting better. Mayor Ebinger made a motion to approve any City

employees wanting to donate some of their sick leave hours to Peace Officer Anderson. Council Member Velador seconded the motion. Motion carried. (20-194)

RECOMMENDATION TO CITY COUNCIL TO HIRE TEMPORARY CITY EMPLOYEE FOR CITY HALL AND THE TULELAKE LIBRARY STARTING AT \$13.12 PER HOUR

City Hall Administrator, Jenny Coelho informed the Council that two interviews had taken place and both applicants would be good in the position in question. However, both had availability issues that would only allow them to work for a few months. Mayor Ebinger made a motion to hire any qualified perspective applicant that would work in both positions as soon as possible. Council Member Velador seconded the motion. Motion carried. (20-195).

BASED ON CALIFORNIA STATE LAW REQUIRING ALL EXEMPT EMPLOYEES BE PAID TWICE AS MUCH AS MINIMUM WAGE, (GOING TO \$13.00 PER HOUR JANUARY 01, 2021); EFFECTIVE WITH THE PAY PERIOD ENDING ON JANUARY 02, 2021, CITY HALL ADMINISTRATOR, JENNY COELHO, WILL GO FROM \$24.00 TO \$26.00 AND DIRECTOR OF PUBLIC WORKS, BRETT NYSTROM, WILL GO FROM \$24.84 TO \$26.84

Finance Director, Will Sargent informed the council on the wage increases for City Hall Administrator and Director of Public Works following California labor law requiring all Exempt Employees be paid twice as much as the current minimum wage. These increases would cost around \$2,400 per employee, however, Will, mentioned they would not hurt the budget as he and Jenny had planned the budget for said increases. Mayor Ebinger made a motion to approve the wage increases effective with the pay period ending on January 02, 2021, for City Hall Administrator, Jenny Coelho, going from \$24.00 to \$26.00 and Director of Public Works, Brett Nystrom, from \$24.84 to \$26.84. Council Member Velador seconded the motion. Motion carried. (20-196)

BASED ON POSITIVE PERFORMANCE EVALUATIONS, THE FOLLOWING RECOMMENDED RAISES ARE TO BE EFFECTIVE WITH THE PAY PERIOD ENDING ON JANUARY 02, 2021, CITY ADMINISTRATIVE CLERK, HEIDI CURETON GOING FROM STEP 6, \$17. 40 TO STEP 8, \$18.28 PER HOUR AND TULELAKE LIBRARY BRANCH MANAGER, TRICIA PLASS, GOING FROM STEP 3, \$16.15 TO STEP 5 \$16.97 PER HOUR. CUSTODIAN, TEENA SALAZAR, WILL GO FROM \$12.18 TO THE NEW BASE RATE OF \$13.12 PER HOUR

Similar situation with previous agenda item regarding wage increases for said employees. Will mentioned the total cost of the raises for all 3 employees would be \$2,300 but he and Jenny had planned the budget around the increases. They did mention that the complete costs for all raises would amount to \$6,700, including the additional expenses for CalPERS. Mayor Ebinger made a motion to approve recommended raises to be effective with the pay period ending on January 02, 2021, City Administrative Clerk, Heidi Cureton going from step 6, \$17.40 to step 8 \$18.28 per hour and Tullake Library Branch Manager, Tricia Plass, going from step 3, \$16.15 to step 5, \$16.97 per hour and Custodian, Teena Salazar will go from \$12.18 to the new base rate of \$13.12 per hour. Council Member Velador seconded the motion. Motion carried. (20-197)

ADJOURNMENT

At 6:52 PM Mayor Ebinger made a motion to adjourn the meeting. Council Member Velador seconded. Motion carried. (Motion 20-198)


Henry A Ebinger, Mayor

Attest:


Raul Figueroa Tamayo, City Clerk