# Tulelake City Council Regular Meeting Minutes Via Conference Call April 06, 2021 – 5:30 PM

Mayor Henry Ebinger called the meeting to order at 5:33 PM. Council Members Penny Velador and Teresa Williams were present. Present on the conference call was Council Member Bryan Hendricks. Finance Director, Will Sargent; Chief of Police, Tony Ross; City Hall Administrator, Jenny Coelho; Interim Director of Public Works, Jose Perez; City Administrative Clerk, Heidi Cureton and City Clerk, Raul Figueroa were all present. Also present on the conference call was City Treasurer, Sara Luscombe. Council Member Gary Fensler was absent.

#### APPROVAL OF THE MARCH 16, 2021 REGULAR MEETING MINUTES

Council Member Velador made a motion to approve the March 16, 2021 regular meeting minutes. The motion was seconded by Council Member Williams. Motion carried. All Council Members present and on the conference call voted Aye. (Motion 21-60)

#### APPROVAL OF THE MARCH 18, 2021 SPECIAL MEETING MINUTES

Council Member Velador made a motion to approve the March 18, 2021 special meeting minutes. Council Member Williams seconded. Motion carried. All Council Members present and on the conference call voted Aye. (Motion 21-61)

#### APPROVAL OF BILLS

Council Member Velador made a motion to approve the bills presented. Council Member Williams seconded the motion. Motion carried. All Council Members present and on the conference call voted Aye. (Motion 21-62)

#### **COMMENTS FROM THE PUBLIC**

There were no public comments made.

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

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

#### REORGANIZATION OF COUNCIL MEMBER COMMISSIONS

The following assignments were decided upon by the City Council:

Position of Mayor: Henry Ebinger

Position of Mayor Pro Tem: Penny Velador

Water & Wastewater Commissioner: Council Member Bryan Hendricks

Parks & Streets Commissioner: Mayor Pro Tem Penny Velador Garbage Commissioner: Council Member Teresa Williams Library Commissioner: Council Member Teresa Williams Police Commissioner: Council Member Gary Fensler

After more discussion, Council decided upon the following representatives for the various organizations

the City is affiliated with:

SCORE: Mayor Pro Tem Velador and City Hall Administrator, Jenny Coelho; LOLA: Mayor Ebinger and Council Member Hendricks; Collier Interpretive & Information Center: Mayor Ebinger and Council Member Williams; Rural Klamath Connects: Mayor Ebinger and Council Member Williams; and Siskiyou Revitalization Network: Council Member Williams and Mayor Pro Tem Velador.

Revitalization Network. Council Member Williams and Mayor Pro Tem Velador.

Mayor Ebinger made a motion to accept all of the reorganization as mentioned. Council Member Williams seconded. All Council Members present and on the conference call voted Aye. (Motion 21-63)

## CITIZEN CONCERN REGARDING THE AMOUNT OF RABBITS AND DOGS RUNNING LOOSE AROUND THE CITY. THE DOGS WILL CHASE HIS CHILDREN WHEN THEY ARE OUTSIDE AND THE RABBITS ARE EATING HIS FLOWERS AND GARDEN

Mr. David Soto was present to let Council know that he is upset about the amount of rabbits that are running around town and getting into his flower gardens. He also told Council that the dogs running

loose around town have been chasing his children when they are outside playing. They have even nipped at them. Chief of Police, Tony Ross, was present and told Mr. Soto that he would address the issue and would start handing out citations to dog owners for not having them licensed and for not having them fenced in their yards or on a leash and running around town. It was asked who would do the follow-up for unpaid citations. Chief Ross suggested that City Hall staff should do the follow up and if the citations were not paid, the amount could be added to their water bill, which would make the dog owner eligible for water disconnection if not paid. He also said that he would try to trap the rabbits to get them out of town. No action was taken.

#### RECOMMENDATION FOR FILLING THE DIRECTOR OF PUBLIC WORKS POSITION

Council Member Hendricks announced that he would like to make a motion to hire Jose Perez as the Director of Public Works for the City of Tulelake. He stated that he and Greg Matthews, Director of Public Works for the City of Merrill, conducted an interview with Mr. Perez and they were both extremely impressed with his knowledge and commitment to his job. The only concern they had was regarding his lack of having the Wastewater II certificate, which was addressed with a letter from Jose stating his plans for acquiring the certificate. Discussion then took place regarding Jose's starting salary. It was decided that he would become an exempt employee and would begin earning \$26.00 per hour beginning April 11, 2021. After more discussion and questions amongst the Council, Mayor Ebinger seconded the motion of hiring Jose Perez for the Director of Public Works position. All Council Members present and on the conference call voted Aye. Motion carried. (Motion 21-64)

#### **CONCERNS ABOUT BURNING IN THE CITY LIMITS**

Council Member Hendricks mentioned that burning inside the City was becoming an issue and wanted to discuss it. Chief of Police, Tony Ross, stated that he will have the new proposed burning ordinance ready for Council to look at for the next council meeting. Mayor Pro Tem Velador asked if burning in an outside fire pit was permitted. Tony stated that is was permitted and that they would discuss this issue in greater detail at the next meeting. No action was taken.

# APPROVAL TO REMOVE FORMER COUNCIL MEMBER RICHARD MARCILLAC FROM THE CITY'S UMPQUA BANK ACCOUNTS AND ADD COUNCIL MEMBER BRYAN HENDRICKS AS A SIGNER TO THE UMPQUA ACCOUNT. SIGNERS FOR UMPQUA BANK WILL NOW BE HENRY A EBINGER, GARY FENSLER, PAULETTE (PENNY) VELADOR, TERESA WILLIAMS, BRYAN HENDRICKS AND SARA LUSCOMBE

Mayor Ebinger made a motion to remove former Mayor Pro Tem Richard Marcillac from all Umpqua Bank accounts and to add Council Member Bryan Hendricks to all said Umpqua Bank accounts and to give authorization to the Mayor to sign any and all paperwork required. Mayor Pro Tem Velador seconded. All Council Members present and on the conference call voted Aye. Motion carried. (Motion 21-65)

### APPROVAL OF QUOTE FROM GILMAN APPRAISAL FOR DOING THE APPRAISALS OF CITY OWNED PROPERTIES

City Hall Administrator, Jenny Coelho, brought to the City Council the bid from Gillman Appraisal for the much needed work to appraise the City owned properties for future usage or selling of said properties. Upon seeing the potential benefit to the city, Mayor Ebinger made a motion to approve the quote from Gillman Appraisal to complete the appraisals of all City owned properties presented. Mayor Pro Tem Velador seconded the motion. All members present and on the conference call voted Aye. Motion Carried. (Motion 21-66)

## APPROVAL OF ADDING A \$10.00 FEE TO ALL CREDIT CARD PAYMENTS THAT ARE MADE OVER THE PHONE IN ORDER TO HELP OFFSET THE RISING MERCHANT FEES THE CITY IS CHARGED AS WELL AS THE TIME FOR EMPLOYEES TO PROCESS THESE PHONE PAYMENTS

City Hall Administrator, Jenny Coelho, explained to the City Council the need to add a fee of \$10.00 to all phone in credit card payments in order to encourage residents to pay their bills using the new online pay service instead of phoning in their payments via credit card. She mentioned that the merchant fees for the City have increased greatly due to more customers calling to make a utility payment. This fee would help offset the merchant fees received by walk in customer payments as well as free up City Hall Staff to better use their time in conducting other important tasks. Mayor Ebinger made a motion to

approve the addition of a \$10.00 service fee to all credit card payments that are made over the phone in order to help offset the rising merchants fees the City is charged as well as the time for employees to process these payments. Mayor Pro Tem Velador seconded the motion. All members present and on the conference call voted Aye. Motion Carried. (Motion 21-67)

#### REQUEST TO HIRE A FULL TIME EMPLOYEE FOR THE PUBLIC WORKS DEPARTMENT

Director of Public Works, Jose Perez, brought up to the Council the status of the Public Works
Department and how they are currently short-handed in regards to operational effectiveness in projects
that are of utter importance to the City. His greatest concern right now is that he is the only one with
the legal licensing to drive the garbage truck. He would like to advertise to hire someone with a Class B
driver's license with airbrakes endorsement so he would have a backup driver for the garbage truck as
well as have the help needed to keep the parks looking good this summer. After much discussion on the
need for the help, Council Member Williams made a motion to approve the request to hire a full time
employee for the Public Works Department preferably with a CDL. If no one applies with those
credentials, then to hire someone who will be able to get it within 30-60 days after hiring. Pay range
with a CDL to begin at \$15.00 to \$16.00 per hour. Mayor Pro Tem Velador seconded the motion. All
members present and on the conference call voted Aye. Motion carried. (21-68)

### APPROVAL OF QUOTE FROM JAIME DIAZ TO DO SOME CONCRETE WORK BEHIND THE LIBRARY TO CONNECT THE EXISTING SIDEWALK TO THE NEW BACK DOOR

Jose explained to Council that he only received one bid to pour the 6'x10' slab with a step to connect the existing sidewalk to the new back door at the library. The bid was for \$2,000.00 from Jaime Diaz. Finance Director, Will Sargent, told Council that the money would come from the Parks budget. After more discussion, Mayor Pro Tem Velador made a motion to accept the bid from Jaime Diaz to do the project at the library. Council Member Williams seconded. All members present and on the conference call voted Aye. Motion carried. (Motion 21-69)

#### APPROVE THE PURCHASE OF AN INTERSECTION CAMERA FOR MAIN AND E STREET

Chief of Police, Toy Ross, informed the Council that the value and picture quality of the new proposed license plate camera would help combat the ignorance and speed violations by individuals occurring at the intersection of Main and E Street. He told Council that the \$865.37 purchase would be paid for from the Cops Grant. Mayor Ebinger made a motion to approve the purchase of the license plate camera for Main and E Street. Mayor Pro Tem Velador seconded the motion. All members present and on the conference call voted Aye. Motion carried. (Motion 21-70)

#### **ADJOURNMENT**

At 7:32 PM Mayor Ebinger made a motion to adjourn the April 06, 2021 regular meeting. The motion was seconded by Mayor Pro Tem Velador. Motion carried. All Council Members present and on the conference call voted Aye. (Motion 21-71)

Henry A Ebinger, Mayor

Raul Figueroa Tamaya, City Clerk