

**Tulelake City Council  
Regular Meeting Minutes  
In-Person and Via Conference Call  
October 5, 2021 – 5:30 PM**

Mayor Henry Ebinger called the meeting to order at 5:36 PM. Mayor Pro Tem Penny Velador, along with Council Members Bryan Hendricks and Teresa Williams were present. Chief of Police, Tony Ross; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho and City Administrative Clerk, Heidi Cureton, were also present. No one was present via conference call. Council Member Gary Fensler was absent as well as Director of Public Works, Jose Perez; City Clerk, Raul Figueroa Tamayo and City Treasurer, Sara Luscombe.

**APPROVAL OF THE SEPTEMBER 21, 2021 REGULAR MEETING MINUTES**

Mayor Pro Tem Velador made a motion to approve the minutes of September 21, 2021 regular meeting. Mayor Ebinger seconded. Council Member Williams abstained from voting. All other votes were Aye. Motion carried. (Motion 21-178)

**APPROVAL OF PAYMENT OF THE BILLS**

Mayor Pro Tem Velador made a motion to approve payment of the bills. Council Member Hendricks seconded. All votes were Aye. Motion carried. (Motion 21-179)

**COMMENTS FROM THE PUBLIC**

Art Ramirez, our Public Works Employee, announced that the crew have been working on the installation of the benches and sundial in Veterans Park.

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

No representatives were present.

**DISCUSSION ON FINDING A NEW HEARING OFFICER TO HEAR POSSIBLE DISPUTES THAT MAY ARISE FROM CITATIONS ISSUED BY CITY DEPARTMENT HEADS OR CITY POLICE OFFICERS**

There was discussion on who could serve as a Hearing Officer. Jenny Coelho said that County Supervisor Brandon Criss called and after he did some research found that the Hearing Officer could be anyone of the public. They could be from the state of Oregon and they did not have to be an attorney. Until a Hearing Officer is appointed, the Finance Director, Will Sargent and Mayor Ebinger, will fill in as the temporary hearing officers. Mayor Ebinger moved to appoint himself and the Finance Director, Will Sargent, as the City's temporary Hearing Officers until the position can be advertised and an official Hearing Officer is appointed. Mayor Pro Tem Velador seconded. All votes were Aye. Motion carried. (Motion 21-180)

**REMOVAL OF CERTAIN TREES WITHIN THE CITY AND REPLACING WITH APPROPRIATE TREES**

After discussion, the Council said there should be an assessment of trees within the City right of ways and along the City sidewalks for tree removal and for tree replacement. Mayor Ebinger made a motion to approve Public Works, after tree inventory assessment, to remove and replace City trees. Council Member Hendricks seconded. All votes were Aye. Motion carried. (Motion 21-181)

**APPROVE REVISED FY2021/2022 COPS GRANT (POLICE PERSONNEL FUND) BUDGET TO INCLUDE THE FY2020/2021 GROWTH ALLOCATION OF \$61,284.84**

City Hall Administrator, Jenny Coelho, presented a revised COPS Grant Budget to the Council. Siskiyou County has allocated \$61,284.84 from the Fiscal Year 2020-2021 growth allocation that needs to be included as part of the current Fiscal Year 2021-2022 COPS Grant Budget. Mayor Pro Tem Velador made a motion to approve the Revised COPS Grant Fiscal Year 2021-2022 Budget to include the Fiscal Year 2020-2021 Growth Allocation. Council Member Hendricks seconded. All Votes were Aye. Motion carried. (Motion 21-182)

**CONSIDERATION OF HIRING A CONSULTING FIRM ON THE RECOMMENDATION OF THE REVIEW COMMITTEE FOR CONSULTING SERVICES FOR THE CITY OF TULELAKE BROWNFIELD PROGRAM**

City Hall Administrator, Jenny Coelho, presented the results of the three Request for Qualifications received for the City's Brownfields Program in procuring a company for five years to do the EPA Assessment Grant as well as other City Brownfield Program grants for blight, cleanup and renovation. The selection committee, consisting of Jenny Coelho, Will Sargent and Heidi Cureton, recommended Cardno, a national company with an office out of Petaluma, CA. They are doing similar projects in small towns in southern Oregon as well as in California. They were also more familiar with the Tulelake area and the needs of the smaller communities. Mayor Ebinger moved to approve procuring Cardno for the City's Brownfields Program. Council Member Hendricks seconded. All Votes were Aye. Motion carried (Motion 21-183)

**APPROVAL TO WRITE-OFF AN UNCOLLECTIBLE DEBT FOR \$180.43**

Finance Director, Will Sargent, presented an uncollectible debt from utilities sent to collections. The customer paid the utility debt to collections and the \$180.43 is the portion of the debt the customer pays to the collection company that is the collection company's fee. Mayor Ebinger made a motion to approve the write-off of \$183.43 of uncollectible debt giving authorization for the Mayor to sign any documents needed. Mayor Pro Tem Velador seconded. All Votes were Ayes. Motion carried. (21-184)

**DEPARTMENT HEAD UPDATES:**


Chief of Police, Tony Ross gave the Council his proposed succession plan along with starting the next steps in training officers for the Police Department.

City Hall Administrator, Jenny Coelho reminded the Council of the Tulalake Revitalization meeting on Wednesday, October 13<sup>th</sup> as the committee will be planning for the Veterans Park Celebration on Wednesday, October 30<sup>th</sup>. On Wednesday, October 20, 2021, a Community Meeting for the Tulalake Arts and Cultural Visitor Center grant will be held at the Honker at 6:00 pm. This is to obtain more community input about the proposed project. The LOLA dinner will be in Fort Jones on October 13, 2021. Anyone interested in going needs to let City Hall staff know by October 06, 2021 to RSVP. She is working with CDBG in getting all the information to them for the demolition of the Clyde Hotel as well.

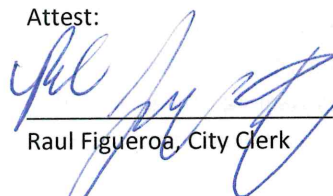
Finance Director, Will Sargent, said that he is working with the final information for the audit that will begin this next week. The audit should be finished within the next couple of months.

**ADJOURNMENT**

Mayor Ebinger made a motion to adjourn the October 5, 2021 regular meeting at 6:49 PM. The motion was seconded by Council Member Williams. All votes were Ayes. Motion carried. (Motion 21- 185)

  
Henry A Ebinger, Mayor

Attest:

  
Raul Figueroa, City Clerk