

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
December 07, 2021
5:30 PM

Mayor Henry Ebinger called the meeting to order at 5:31 PM. Mayor Pro Tem Penny Velador and Council Member Bryan Hendricks were present. Council Member Gary Fensler arrived at 6:00 PM. Also present were Chief of Police, Tony Ross; Police Officers, Justin Anderson and John Langford; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho; City Administrative Clerk, Heidi Cureton and City Clerk, Raul Figueroa. Present via conference call was City Treasurer, Sara Luscombe. Council Member Teresa Williams and Director of Public Works, Jose Perez were absent.

APPROVAL OF THE NOVEMBER 16, 2021 REGULAR MEETING MINUTES

This Agenda item was tabled due to the lack of attending Council Members that were present at said meeting.

APPROVAL OF PAYMENT OF THE BILLS

Mayor Pro Tem Velador made a motion to approve the payment of the bills that were submitted. Council Member Hendricks seconded the motion. All votes were Aye. Motion carried. (Motion 21-205)

COMMENTS FROM THE PUBLIC

Resident Jack Bittner was in the audience and told Council that he was still having issues with his water and insisted that the quality of water at his house was compromised. He explained that he had replaced the pipes in his house and he was still getting sediments in his water. He thought that the Director of Public Works should be able to flush the fire hydrant closest to his house in order to wash the sediment out of the lines and keep it from entering his pipes. He also stated that he thought there were fire hydrants in town that weren't working. Mr. Bittner told Council he had just put in a new filter a few days ago and he asked the Mayor to come to his house on Thursday or Friday so he could show the Mayor the amount of dirt that gets trapped in the filter. The Mayor agreed to go over on Thursday and look at his filter and try to find a solution to this problem. No action was taken.

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

No representatives from said organizations had any updates.

APPROVAL OF THE REVISED SALARY SCHEDULE

The City Hall Administrator explained to Council that the salary schedule needed to be updated in order to be in compliance with the California minimum wage. Mayor Ebinger made a motion to accept the new salary schedule containing the new minimum wage set by the state of California. Council Member Hendricks seconded. All votes were Ayes. Motion carried. (Motion 21-206)

MINIMUM WAGE WILL GO TO \$14.00 PER HOUR BEGINNING JANUARY 01, 2022. EFFECTIVE WITH THE PAY PERIOD ENDING ON JANUARY 01, 2022, CITY HALL ADMINISTRATOR, JENNY COELHO AND DIRECTOR OF PUBLIC WORKS, JOSE PEREZ, WILL GO FROM \$26.00 TO \$28.00, BASED ON CALIFORNIA STATE LAW REQUIRING ALL EXEMPT EMPLOYEES ARE PAID AT LEAST TWICE AS MUCH AS THE CURRENT MINIMUM WAGE

Mayor Ebinger made a motion to approve exempt employees Jenny Coelho and Jose Perez to go from \$26.00 per hour to \$28.00 per hour to be in compliance with California law, beginning with the pay period ending January 01, 2022. Council Member Hendricks seconded the motion. All votes were Ayes. Motion carried. (Motion 21-207)

APPROVAL OF ANNUAL PERFORMANCE RAISE FOR CITY ADMINISTRATIVE CLERK, HEIDI CURETON, TO GO FROM STEP 8 AT \$18.28 TO STEP 10 AT \$19.20 AS RECOMMENDED BY DEPARTMENT HEAD, JENNY COELHO, EFFECTIVE WITH THE PAY PERIOD ENDING JANUARY 01, 2022

Mayor Ebinger made a motion to approve the recommended raise for Heidi Cureton to go from Step 8 at \$18.48 per hour to Step 10 at \$19.20 per hour, effective with the pay period ending January 01, 2022. Council Member Hendricks seconded. All votes were Ayes. Motion carried. (Motion 21-208)

APPROVAL OF RAISES FOR ASSISTANT CITY ADMIN, AISSA MARTINEZ, TO GO FROM \$13.12 TO \$14.00 AND CUSTODIAN, TEENA SALAZAR, TO GO FROM \$13.12 TO \$14.00, EFFECTIVE WITH THE PAY PERIOD ENDING JANUARY 01, 2022

Mayor Pro Tem Velador made a motion to approve the increase for both Aissa Martinez and Teena Salazar, both going from \$13.12 per hour to \$14.00 per hour, effective with the pay period ending January 01, 2022. Council Member Hendricks seconded. All votes were Ayes. Motion carried. (Motion 21-209)

APPROVAL OF RAISE FOR LIBRARY BRANCH MANAGER, TRICIA PLASS, TO GO FROM STEP 5 AT \$16.97 TO STEP 7 AT \$17.83, EFFECTIVE WITH THE PAY PERIOD ENDING JANUARY 01, 2022

This item was tabled until the Library Commissioner could get the evaluation completed. No action taken.

APPROVAL OF ADDITIONS TO THE CITY OF TULELAKE PERSONNEL POLICY MANUAL REGARDING THE HANDLING OF COMPLAINTS AND THE PROCEDURES TO FOLLOW FOR NEGOTIATING COMMITTEES

Mayor Ebinger explained that this was a necessary update that needed to be added to the Personnel Policy Manual in order to avoid any confusion in procedures. He presented a possible write up for Council and Department Heads to look over. Chief Ross made a comment that he believed a sentence stating that “the person making the complaint could have it heard in open session” may go against the employees’ rights and suggested that part be reworded. Mayor Ebinger agreed and made a motion to approve the suggested write up with that change of rewording. Council Member Hendricks seconded. All votes were Ayes. Motion carried. (Motion 21-210)

APPROVAL OF TASK ORDER #2 FOR THE CLYDE HOTEL & MIX TIENDA BUILDING DEMOLITION

The City Hall Administrator explained that the task order was for preliminary engineering services for the demolition of the old Clyde Hotel (315 Main) and the Mix Tienda building (319 Main). She also mentioned that we still didn’t have a NEPA report yet for this project. Mayor Ebinger made a motion to approve task order #2 for the Clyde Hotel and Mix Tienda building demolition. Mayor Pro Tem Velador seconded the motion. All votes were Ayes. Motion carried. (Motion 21-211)

APPROVE QUOTE FROM BASIN FERTILIZER FOR VEGETATION STERILIZATION AROUND THE WASTEWATER PONDS

The Director of Public Works was not present for this meeting but Mayor Ebinger presented the item for him explaining that he wanted to sterilize the ground to keep the weeds at bay for about 5 – 6 years around the wastewater ponds. The concern was raised as to if the chemical would leach down and harm the fertile ground that the City leases out. Mayor Ebinger made a motion to table this item until more information could be found out about the effects to the lease property. Council Member Hendricks seconded. All votes were Aye. Motion carried. (Motion 21-212)

DEPARTMENT HEAD UPDATES:

Chief of Police, Tony Ross: N/A

City Hall Administrator, Jenny Coelho: EPA grant was submitted; Brownfield Assessment; Thanks to all who helped make the Christmas tree lighting a success this year; Employee Christmas party will be on December 15th at 5:00PM at Mike & Wanda’s. The City will pay for the employees from the city promotion budget, extra guests will pay for their own dinner. Head count is needed by Tuesday, December 14th.

Director of Public Works, Jose Perez: Absent

Finance Director, Will Sargent: Wrapping up the audit with Charlie; reminding Council that they need to get together to meet regarding trying to get a pharmacy to come to Tulelake. Council Member Fensler arrived and mentioned that he would love to see a pharmacy in town and suggested that since Council Member Williams had been in contact with some interested people regarding a pharmacy, she should be the lead on this project. A workshop will be scheduled in January.

City Treasurer, Sara Luscombe: Tree lighting was a success! The lighted parade was a huge hit and hopes it will grow. Donations received totaled \$195.00. We need to fix the power issues for next year.

APPROVAL OF THE NOVEMBER 16, 2021 REGULAR MEETING MINUTES

With the arrival of Council Member Fensler, we had a quorum to approve these minutes. Mayor Ebinger made a motion to approve the minutes from November 16, 2021. Council Member Hendricks seconded. Mayor Pro Tem Velador abstained. Motion carried. (Motion 21-213)

ADJOURNMENT

Mayor Ebinger made a motion to adjourn the regular meeting at 6:27 PM. The motion was seconded by Council Member Hendricks. All votes were Aye. Motion carried. (Motion 21- 214)


Henry A. Ebinger, Mayor

Attest:


Raul Figueroa, City Clerk

