

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
August 16, 2022 - 5:30 PM

Mayor Ebinger called the meeting to order at 5:30PM. Mayor Pro Tem Penny Velador and Council Members Teresa Williams and Julia Pena Larsen were present. Also present were Finance Director, Will Sargent, City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez; City Administrative Clerk, Heidi Cureton and City Clerk, Raul Figueroa. City Treasurer, Sara Luscombe and Building Inspector, John Pemberton were present via conference call. Council Member Bryan Hendricks and Chief of Police, Tony Ross were both absent.

APPROVAL OF THE AUGUST 03, 2022, SPECIAL MEETING MINUTES

Mayor Ebinger made a motion to approve the August 03, 2022, special meeting minutes. Council Member Williams seconded the motion. All votes were Ayes. Motion carried. (Motion 22- 151)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Pro Tem Velador motioned to approve the bills presented. Mayor Ebinger seconded the motion. All votes were Ayes. Motion Carried. (Motion 22- 152)

COMMENTS FROM THE PUBLIC

Lydia Gil, Shindig Organizer made very positive remarks toward the Public Works Department in regard to how beautiful Otis Roper Park looked for the event. She also stated that she was looking into a possible car show for the Shindig next year, which will be August 11, 2023. There has also been interest in possibility having a Farmer's Market once a month during appropriate months.

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

No representatives came to give an update.

APPROVAL TO GO OUT TO BID FOR THE REPAIR OF THE THEATER WALL LOCATED AT 325 MAIN STREET

City Building Inspector, John Pemberton explained to the Council the condition of the theater wall after the separation from the Clyde Hotel. All stucco from the west end of the building needs removing and stripped down to the studs, the existing support posts don't actually go all the way up and will need to be replaced. The front corner of the wall will also need to be redone and everything insulated and covered before winter to protect it. He stated that he and the city engineer thought stucco was too heavy a material to use. John suggested using a type of metal roofing material as an alternative that would be unique and bring texture and shading that would also compliment Veterans Park right across the street. After much discussion, Mayor Ebinger made a motion to approve City Hall to go out for bids for the repair of the Theater wall located at 325 Main St. The motion was seconded by Mayor Pro Tem Velador. All votes were Ayes. Motion carried. (Motion 22- 153)

APPROVAL OF CREDIT CARD FOR CITY HALL

City Finance Director, Will Sargent, mentioned that City Hall was in need of a credit card in order to make online purchases for operating supplies as needed. He suggested getting one that offered rewards of some kind. He explained to Council that many times ordering online wasn't an option unless the purchase was made by a staff member using a personal credit card and then reimbursed later. This puts unfair stress on staff members. Mayor Ebinger agreed, stating that he thought City Hall should have had a card years ago. He then made a motion to approve the opening of a credit card for City Hall. The motion was seconded by Mayor Pro Tem Velador. All votes were Ayes. Motion carried. (Motion 22- 154)

REQUESTING APPROVAL TO PURSUE A LINE OF CREDIT FOR THE CITY OF TULELAKE

City Finance Director, Will Sargent told Council that a line of credit was necessary in order to pay contractors in a timely manner for work done. The City has many grants in progress with most contractor bills due within 30-days of submittal. Requested payments from the grants are slow in coming and the City needs to stay in compliance with the contracts they sign with their contractors. The city does not have enough cash on hand to cover what is owed for these projects. Having a line of credit would allow the City to pay the bills due while waiting for reimbursement from the state. Mayor Ebinger made a motion to pursue opening a line of credit for the City. The motion was seconded by Mayor Pro Tem Velador. All votes were Ayes. Motion carried. (Motion 22- 155)

APPROVAL OF RESOLUTION 22-14 AND SUBMIT TO THE STATE CONTROLLERS' OFFICE TO CHANGE THE \$5,000 FORCE ACCOUNT LIMIT TO \$60,000 IN THE CITY OF TULELAKE PURCHASING POLICY AND PROCEDURES MANUAL, AS PER ASSEMBLY BILL 2249 (CHAPTERED 169, STATUTES OF 2018)

The City Finance Director summarized Resolution 22-14 for the Council stating that the recommendation from the State of California was to help speed up the bidding process for local projects that require repair, typically for projects around infrastructure. Projects costing \$60,000 or less could be performed by employees of the public agency by force account, negotiated contract or by purchase order. Projects costing up to \$200,000 or less could be contracted by informal bidding procedures and projects costing over \$200,000 are subject to the formal bidding process. Mayor Ebinger made a motion to approve Resolution 22-14 and change the \$5,000 force account limit to \$60,000 in the City of Tulelake Purchasing Policy and Procedures Manual. The motion was seconded by Council Member Williams. City Hall Administrator, Jenny Coelho, read the title of the resolution. All votes were Ayes. Motion carried. (Motion 22- 156)

FINAL READING AND POSSIBLE APPROVAL OF ORDINANCE 22-102, MERGER OF LOTS

City Hall Administrator, Jenny Coelho summarized the main points of the Resolution, which would allow the City and property owners to initiate the merger of lots under common ownership. Mayor Ebinger made a motion to approve Ordinance 22-102, for the Merger of Lots. The motion was seconded by Council Member Williams. All votes were Ayes. Motion carried. (Motion 22- 157)

APPROVAL OF REVISED AGREEMENT (NO. 2) TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR CITY OF TULELAKE BROWNFIELDS PROGRAM

City Hall Administrator, Jenny Coelho went over the revised agreement to provide professional consulting services for the City of Tulelake Brownfield Program on behalf of Cardno now Stantec. They will be responsible for the work on the grant and not city staff. Mayor Ebinger made a motion to approve the revised agreement with Cardno now Stantec. Mayor Pro Tem Velador seconded the motion. All votes were Ayes. Motion carried. (Motion 22- 158)

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957) - TITLE: CITY ATTORNEY

Council went into closed session at 5:54PM.

ANNOUNCEMENT OF CLOSED SESSION

Council returned to open session at 7:04PM. No action was taken.

DEPARTMENT HEAD UPDATES:

Chief of Police, Tony Ross: Not there for an update.

City Hall Administrator, Jenny Coelho: Informed Council that an inspection warrant was in hand and the inspection was set to take place at the 347 Modoc Avenue, The Old Mallard, this Wednesday at 2:00PM with City Engineer, Mike Moser and Building Inspector, John Pemberton.

Director of Public Works, Jose Perez: Explained he was busy trying to get everything ready for fair and was still on the lookout for the needed stripper machine to paint the crosswalks. He mentioned that the reader board for Veterans Park was going to be installed tomorrow, Wednesday. Trenching for is completed and it will just need to be registered with the city. Lastly, Rocky Mountain will be finishing some overlay on Siskiyou and First Streets.

Finance Director, Will Sargent: Informed Council he was working on audit preparation and was waiting on documents to finalize adjustments before having it ready for Charlie.

ADJOURNMENT

Mayor Ebinger made a motion to adjourn the meeting at 7:13PM. Mayor Pro Tem Velador seconded the motion. All votes were Ayes. Motion carried. (Motion 22-159)


Henry A. Ebinger, Mayor

Attest:


Raúl Figueroa, City Clerk