

**MINUTES**  
**Special Meeting**  
**TULELAKE CITY COUNCIL**  
**August 03, 2022 - 5:30 PM**

Mayor Henry Ebinger called the meeting to order at 5:32PM. Council Member Julia Pena Larsen and Mayor Pro Tem Penny Velador were also present. Staff present were City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez; City Clerk, Raul Figueroa; and City Administrative Clerk, Heidi Cureton. Council Member Teresa Williams joined the meeting by phone at 5:35PM. Finance Director, Will Sargent; City Treasurer, Sara Luscombe and Chief of Police, Tony Ross were absent.

**APPROVAL OF THE JULY 19, 2022, SPECIAL MEETING MINUTES**

Agenda Item was tabled until Council Member Williams could join the meeting via conference call because there was no quorum present otherwise.

**APPROVAL OF THE JULY 19, 2022, REGULAR MEETING MINUTES**

Council Member Williams joins the meeting via conference call. Mayor Pro Tem Velador made a motion to approve the regular meeting minutes. Council Member Pena Larsen seconded the motion. Mayor Ebinger abstained. All other votes were Ayes. Motion carried. (Motion 22-142)

**APPROVAL OF THE JULY 19, 2022, SPECIAL MEETING MINUTES**

Mayor Pro Tem Velador motioned to approve the July 19, 2022, special meeting minutes. Council Member Williams seconded the motion. Mayor Ebinger abstained. All other votes were Ayes. Motion carried. (Motion 22-143)

**APPROVAL OF 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 22-144)

**COMMENTS FROM THE PUBLIC**

Shindig Coordinator, Lydia Gil was very enthusiastic about announcing it was "Shindig Time" and that she was excited for all the vendors that would be present for this year's event.

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

No representatives were present.

**REVIEW AND APPROVE CHANGE ORDER NO. 1 FROM BOWEN ENGINEERING & ENVIRONMENTAL FOR THE CLYDE HOTEL & MIX TIENDA BUILDING DEMOLITION OF \$7,120**

City Hall Administrator, Jenny Coelho informed the Council of the extra expenses that had come about during the demolition of the Clyde Hotel with the discovery of a sewer line covered in asbestos that would have to be removed before continuing with the project. After some discussion, Mayor Ebinger made a motion to approve the change order from Bowen Engineering & Environmental for \$7,120. Mayor Pro Tem Velador seconded the motion. All votes were Ayes. Motion carried. (Motion 22-145)

**REVIEW AND POSSIBLY APPROVE QUALITY ELECTRIC QUOTE OF \$2,142 TO INSTALL THE READER BOARD AT VETERANS PARK FOR PARKS PER CAPITA GRANT**

City Hall Administrator, Jenny Coelho, alongside Director of Public Works, Jose Perez spoke about the costs for the installation of the Reader Board at Veterans Park. The quote of \$2,142 does not include labor to dig the trench for the conduit or the installation of the pole. The Public Works Department will do that part of the project. Mayor Ebinger made a motion to approve the Quality Electric quote of \$2,142 for the installation of the reader board at Veterans Park for the Parks Per Capita Grant. Mayor Pro Tem Velador seconded the motion. All votes were Ayes. Motion carried. (Motion 22-146)

**APPROVAL OF RESOLUTION 22-13 AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE AND EXECUTION FOR THE CITY OF TULELAKE DROUGHT RELIEF PROJECT**



City Hall Administrator, Jenny Coelho informed the Council of the need to approve Resolution 22-13 to be able to apply for grant funding from the Department of Water Resources, to address the immediate impacts on human health and safety issues due to the current drought. After Jenny read the title of the resolution, Mayor Ebinger made a motion to approve Resolution 22-13 for the Grant Application, Acceptance, and Execution for the City of Tulelake Drought Relief Project. Council Member Pena Larsen seconded the motion. All votes were Ayes. Motion carried. (Motion 22-147)

**RENEW EXISTING LEASE WITH NORTHSTATE PACKAGING, INC. UNTIL MARCH 16, 2025**

City Hall Administrator informed the Council that the current lease agreement with Northstate Packaging was up for renewal and they wished to extend their current lease for another three years, until March 2025, keeping all aspects of the lease the same. Mayor Ebinger made a motion to approve the renewal of the existing lease with Northstate Packaging, Inc. until March 16, 2025. The motion was seconded by Mayor Pro Tem Velador. All votes were Ayes. Motion carried. (Motion 22-148)

**REVIEW AND POSSIBLE APPROVAL OF ACCESS AND CONSTRUCTION REPAIR AGREEMENT BETWEEN CRYSTAL MCMAHON AND CITY OF TULELAKE FOR WALL REPAIR AT 325 MAIN STREET, AP NO. 050-053-190-000**

City Hall Administrator apprised the Council of the agreement between Crystal McMahon, owner of the old movie theater at 325 Main Street, and the City of Tulelake that would enable City workers and contracted personnel to go on the property during the demolition of the Clyde Hotel and Mixed Tienda buildings. The Agreement would also insure the proper repair of the movie theater wall. Mayor Ebinger made a motion to approve the Approval of Access and Construction Repair Agreement between Crystal McMahon and City of Tulelake for wall repair at 325 Main Street, APN 050-053-190-000. The motion was seconded by Mayor Pro Tem Velador. All votes were Ayes. Motion carried. (Motion 22-149)

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

Mayor Ebinger declared that Council would go into closed session at 5:49PM.

**ANNOUNCEMENT OF CLOSED SESSION**

Council returned to open session at 7:37PM. No action was taken.

**DEPARTMENT HEAD UPDATES:**

***Chief of Police, Tony Ross:*** Absent

***City Hall Administrator, Jenny Coelho:*** informed Council regarding the Clyde Hotel's progress looking to be on schedule and in two weeks for the area to be cleaned. She also mentioned that Will and she would be giving them information for opening a line of credit at the next Council meeting.


***Director of Public Works, Jose Perez:*** informed Council that he was having a hard time trying to find someone to stripe the City's crosswalks. He also mentioned that he may be bringing garbage truck bids to their attention at a future meeting.

**ADJOURNMENT**

Mayor Ebinger made a motion to adjourn the August 03, 2022, special meeting at 7:46PM. The motion was seconded by Mayor Pro Tem Velador. All votes were ayes. Motion carried. (Motion 22-150)

  
Henry A Ebinger, Mayor

Attest:

  
Raul Figueroa, City Clerk