

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
November 15, 2022 - 5:30 PM

Mayor Henry Ebinger called the meeting to order at 5:36PM. Mayor Pro Tem Penny Velador and Council Member Teresa Williams were present. Also present was Chief of Police, Tony Ross; Assistant Chief of Police, Tom Hoy; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho and City Administrative Clerk, Heidi Cureton. Council Member Bryan Hendricks, Council Member Julia Pena Larsen and Director of Public Works, Jose Perez, were absent. The City Treasurer, Sara Luscombe, was present via conference call.

APPROVAL OF THE NOVEMBER 01, 2022, REGULAR MEETING MINUTES

Mayor Pro Tem Velador made a motion to approve the minutes of November 01, 2022. Council Member Williams seconded. All votes were aye. Motion carried. (Motion 22-212)

APPROVAL OF THE NOVEMBER 07, 2022, SPECIAL MEETING MINUTES

Mayor Pro Tem Velador made a motion to approve the special meeting minutes of November 07, 2022. Council Member Williams seconded. All votes were aye. Motion carried. (Motion 22-213)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Pro Tem Velador made a motion to approve paying the bills presented. Council Member Williams seconded the motion. All votes were ayes. Motion carried. (Motion 22-214)

COMMENTS FROM THE PUBLIC

No comments were made.

UPDATE AND POSSIBLE APPROVAL OF BIDS ON THE THEATER WALL

City Hall Administrator, Jenny Coelho, informed the council that Will and Kale Baley had picked up plans for the theater wall and are interested in looking at the scope of work and possibly turning in a bid. She also stated that Brian Kinsman and Modoc Contracting were also interested. Mayor Ebinger advised having this topic as an agenda item for the next meeting in the hopes of having a few bids to review. No action was taken.

APPROVAL OF PAY APPLICATION #3 TO ROCKY MOUNTAIN CONSTRUCTION, LLC FOR \$174,102.70, FOR WORK COMPLETED FROM 08/27/2022 TO 11/01/2022 ON THE 2022 STIP STREET PROJECT

Mayor Ebinger made a motion to approve the pay application to Rocky Mountain Construction in the amount of \$174,102.70. Mayor Pro Tem Velador seconded the motion. All votes were ayes. Motion carried. (Motion 22-215)

APPROVAL OF FY21/22 FINAL BUDGET

Finance Director, Will Sargent, presented the final FY21/22 budget. Mayor Ebinger made a motion to approve the FY21/22 final budget. Mayor Pro Tem Velador seconded. All votes were aye. Motion carried. (Motion 22-216)

APPROVAL OF RESOLUTION 22-16, APPROVING A DEBT MANAGEMENT POLICY

Will Sargent explained that the City needed to update their debt management policy to meet the criteria for receiving a loan for grant management. After discussion, per Council request, City Hall Administrator read the title only of Resolution 22-16. Mayor Ebinger made a motion to approve Resolution 22-16, approving the debt management policy. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-217)

APPROVAL OF RESOLUTION 22-17, PROVIDING FOR THE BORROWING OF FUNDS IN ANTICIPATION OF THE RECEIPT OF STATE GRANTS AND THE ISSUANCE AND SALE OF NOTES IN ANTICIPATION OF THE RECEIPT THEREOF

Finance Director, Will Sargent, gave the Council a breakdown of the loan requirements within the resolution. He stated that this was not a line of credit but a regular loan. The term would be for 3 years with an interest rate of 4.8%. The loan amount is \$750,000 with approximately \$108,000 in interest for a total of \$858,000. They are hoping to pay off the loan early so the interest expense will not be as high. This loan is to be used entirely for grant funding for the 5 current grants in place: The 2018 Parks Bond Act – Parks Per Capita Grant,

Department of Housing and Community Development – Local early Action Planning Grant (LEAP), Department of Housing and Community Development – SB2 Planning Grant, Department of Toxic Substances Control – Equitable Communities Revitalization Grant (ECRG) and Department of Housing and Community Development – Homeownership Assistance Grant, Amended for Clearance and Demolition for Blight and Public Safety. After some discussion, Jenny Coelho read the title of the resolution. Mayor Ebinger made a motion to approve Resolution 22-17 providing for the borrowing of funds in anticipation of receiving state grants. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 22-218)

APPROVAL TO PUT THE GRANT ANTICIPATION NOTE FUNDS INTO A DESIGNATED ACCOUNT AS REQUIRED BY LOAN CRITERIA

Will Sargent, City Finance Director, said that around \$650,000 of the note will immediately go to pay the contractors for the demolition of the Clyde Hotel and suggested the remaining funds be placed in a money market account where the city can earn a little interest. He suggested IMS Capital Management as a good option. They offered minimal fees in comparison to other financial institutions, and he had heard good things about them from other business owners. Mayor Ebinger made a motion to move the remaining funds to an IMS Capital Management account. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-219)

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION - GOV'T. CODE §54957

Council went into closed session at 5:57PM.

ANNOUNCEMENT OF CLOSED SESSION

Council returned to open session at 7:13PM. Mayor Ebinger made an announcement that they had accepted a letter of resignation from Justin Anderson. A roll call vote was called by the Mayor. All votes were aye. Motion carried. (Motion 22-220)

ESTABLISH AND APPROVE A BASE SALARY FOR NEW ASSISTANT CHIEF OF POLICE POSITION

The City Finance Director recommended to Council that the position of Assistant Chief of Police should be a salaried position starting at \$70,000 per year, to be reevaluated in April 2023. He also suggested they put in a health stipend for employees not receiving health benefits through the City since they save the City money. Mayor Ebinger made a motion to accept the base salary at \$70,000 per year for the Assistant Chief of Police position and to investigate something for employees not receiving health benefits. Council Member Williams seconded. All votes were aye. Motion carried. (Motion 22-221)

DEPARTMENT HEAD UPDATES:

Chief of Police: Chief Tony Ross asked to add Tom Hoy to the agenda for all future updates. Tom mentioned he was reviewing the security in the Police Department and would be making a few changes.

Mayor Ebinger gave the Oath of Office to the new Assistant Chief of Police, Tom Hoy.

City Hall Administrator: Jenny Coelho announced that December 8th was the last day to certify the election and so far, had heard nothing. Planwest was going to give a presentation/public meeting during the December 6, 2022, City Council Meeting and encouraged all to come. She also announced the Christmas tree lighting was on December 3, 2022 and asked if Council had a preference to when the City had the staff Christmas party.

Will Sargent: Announced it was audit season and Charlie Pillon, Auditor, would be coming to the office on Thursday, November 17, 2022 and would hopefully have the audit finished by the first of the year.

ADJOURNMENT

Mayor Ebinger made a motion to adjourn the meeting at 7:35PM. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-222)



Henry A Ebinger, Mayor

Attest:



Deputy City Clerk