

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**December 6, 2022 - 5:30 PM**

Mayor Henry Ebinger called the meeting to order at 5:31PM. Mayor Pro Tem Penny Velador and Council Members Teresa Williams, Bryan Hendricks and Julia Pena Larsen were present. Also present were Assistant Chief of Police, Tom Hoy; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho; Assistant City Admin, Aissa Martinez and Director of Public Works, Jose Perez. City Administrative Clerk, Heidi Cureton was present via conference call. City Treasurer, Sara Luscombe and Chief of Police, Tony Ross were absent.

**APPROVAL OF THE NOVEMBER 15, 2022, REGULAR MEETING MINUTES**

Mayor Pro Tem Velador made a motion to approve the minutes of November 15, 2022. Council Member Williams seconded. All votes were aye. Motion carried. (Motion 22-223)

**APPROVAL OF THE PAYMENT OF BILLS**

Mayor Ebinger made a motion to approve paying the bills presented. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-224)

**COMMENTS FROM THE PUBLIC**

Director of Public Works, Jose Perez stated that he has been getting complaints about brown water. He said that he has been testing the City's drinking water for iron and magnesium and the results would be in next week. Barry Sutter from the State Water Resources Control Board was on the phone and commented on the Tulelake water quality. More discussion took place regarding the Tulelake water quality.

**PUBLIC WORKSHOP TO DISCUSS A PROPOSED UPDATE OF THE CITY'S HOUSING ELEMENT**

Vanessa Blodgett and Michelle Nielsen from Planwest Partners, Inc. gave a presentation on the Tulelake Housing Element. Several comments and questions were made by the public after the presentation. Discussion only, no action was taken.

**CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION – ACADEMY EMPLOYEE GOV'T. CODE §54957**

Council went into closed session at 6:34PM

**ANNOUNCEMENT OF CLOSED SESSION**

The Council returned to open session at 6:50PM. A motion was made and seconded to have Avery Fensler return to the Academy to go back and finish Module 1 in March 2023 that he didn't pass. A roll call vote was taken, all votes were aye. Motion carried. (Motion 22-225)

**APPROVAL OF MEMORANDUM OF INTENT FROM ASSISTANT CHIEF OF POLICE, TOM HOY, TO TRANSFER OWNERSHIP OF K-9, "CHIEF" TO THE CITY OF TULELAKE**

Mayor Ebinger made a motion to approve the MOU to transfer ownership of K-9, "Chief" to the City of Tulelake. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-226)

**UPDATE AND POSSIBLE APPROVAL OF BIDS ON THE THEATER WALL**

This item was tabled until the next regular Council meeting, scheduled for December 20, 2022.

**APPROVAL OF CHANGE ORDER #4 FROM ROCKY MOUNTAIN CONSTRUCTION LLC ADDING AN ADDITIONAL \$14,445.00 FOR #10 SHOULDER ROCK AND INCREASING THE CONTRACT COMPLETION DATE TO MAY 31, 2023, FOR THE 2022 STIP STREET PROJECT**

This item was tabled until more information is gathered.

**APPROVAL TO RESUBMIT REQUEST FOR PROPOSALS FOR ENVIRONMENTAL ASSESSMENT CONTRACTORS FOR THE EPA BROWNFIELDS ASSESSMENT GRANT AS PER EPA'S REQUEST**

Mayor Ebinger made a motion to resubmit the request for proposals for environmental assessment contractors for the EPA Brownfields Assessment Grant. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-227)

**APPROVAL OF THE SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION, LOCAL TRANSPORTATION FUND TRANSPORTATION CLAIM FOR THE CITY OF TULELAKE FOR FISCAL YEAR 2022/2023 IN THE AMOUNT OF \$46,359.00**

Mayor Ebinger made a motion to approve the claim for the City of Tulelake for the fiscal year 2022/2023 in the amount of \$46,359.00. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 22-228)

**APPROVAL TO MAKE AISSA MARTINEZ A FULL-TIME EMPLOYEE EFFECTIVE DECEMBER 18, 2022, PAYING HER THE HOURLY WAGE DETERMINED BY THE DECEMBER 20, 2022, SALARY SCHEDULE, AND HER ANNUAL PERFORMANCE EVALUATION**

Mayor Ebinger made a motion to approve making Aissa Martinez a full-time employee effective December 18, 2022. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-229)

**APPROVAL TO PURCHASE NEW SNOW TIRES FOR THE 2022 GMC PUBLIC WORKS PICKUP**

Mayor Pro Tem Velador made a motion to approve the purchase of new snow tires for the 2022 GMC Public Works pickup. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 22-230)

**DEPARTMENT HEAD UPDATES:**

***Assistant Chief of Police:*** Tom Hoy stated that he will be getting bids to transfer all the equipment from the Malin police vehicle to the Tulelake 2016 Chevy Tahoe so it can be more suitable for the K-9.

***Finance Director:*** Will Sargent announced that Charlie is still working on the audits, and he has most of the stuff he needs to finalize the product forms.

***City Hall Administrator:*** Jenny Coelho announced that she sent a report for SCORE for next year and a report on SB1 money that was spent last year. She also announced that the City will be having their Christmas party on Thursday, December 15th at Mike & Wanda's at 5:30PM.

***Director of Public Works:*** Jose Perez announced that he's glad to be back to work and wants to thank his crew for taking over while he was gone. He also stated he was going down to Galt in the next week to pick up the dumpsters that were bought for the City.

**APPROVAL OF RESOLUTION 22-18 APPOINTING THREE CITY COUNCIL, ONE CITY CLERK, AND ONE CITY TREASURER POSITIONS FOR A PERIOD OF FOUR YEARS IN LIEU OF AN ELECTION PURSUANT TO ELECTIONS CODE SECTION 10229**

Mayor Ebinger made a motion to pass Resolution 22-18 appointing three City Council, one City Clerk, and one City Treasurer positions for a period of four years. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-231)

**OATH OF OFFICE FOR NEW CITY CLERK, AISSA MARTINEZ**

Mayor Ebinger swore in Aissa Martinez as the new City Clerk with term ending December 2026.

**OATH OF OFFICE FOR CITY TREASURER, SARA LUSCOMBE**

Sara Luscombe was absent, so the Council tabled the Oath of Office for City Treasurer until the December 20, 2022, City Council meeting.

**OATH OF OFFICE FOR CITY COUNCIL MEMBER, BRYAN HENDRICKS**

City Clerk, Aissa Martinez swore in Bryan Hendricks as Council Member with term ending December 2026.

**OATH OF OFFICE FOR CITY COUNCIL MEMBER, TERESA WILLIAMS**

City Clerk Aissa Martinez swore in Teresa Williams as Council Member with term ending December 2026.

**OATH OF OFFICE FOR NEW CITY COUNCIL MEMBER, TOM CORDONIER**

City Clerk Aissa Martinez swore in Tom Cordonier as a new Council Member with term ending December 2026.

**DETERMINATION OF CITY COUNCIL POSITIONS AND OF COMMISSIONERS TO THE VARIOUS CITY DEPARTMENTS**

The Council determined who would be Mayor and Mayor Pro Tem.

Council Member Cordonier made a motion to nominate Mayor Pro Tem Velador as the new Mayor for the City of Tulelake. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 22-232)

Mayor Velador made a motion to nominate Council Member Cordonier as new Mayor Pro Tem for the City of Tulelake. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 22-233)

The determination of Commissioners was tabled until the December 20, 2022, regular City Council meeting.

**DETERMINATION OF CITY COUNCIL APPOINTED REPRESENTATIVES TO VARIOUS ORGANIZATIONS, IE: SCORE, LOLA, ETC.**

This item was tabled until the December 20, 2022, City Council meeting.

**APPROVAL OF ADDING COUNCIL MEMBER TOM CORDONIER AS A CHECK SIGNER FOR THE CITY OF TULELAKE UMPQUA BANK ACCOUNTS AND REMOVING HENRY EBINGER AS A CHECK SIGNER FROM THOSE SAME ACCOUNTS**

Mayor Velador made a motion to have Mayor Pro Tem Cordonier added as a check signer for the City of Tulelake Umpqua bank accounts. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 22-234)

**ADJOURNMENT**

Mayor Pro Tem Cordonier made a motion to adjourn the meeting at 8:19PM. Mayor Velador seconded the motion. All votes were aye. Motion carried. (Motion 22-235)



Paulette Velador, Mayor

Attest:

  
Aissa Martinez, City Clerk