

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
January 17, 2023 - 5:30 PM

Mayor Penny Velador called the meeting to order at 5:33PM. Mayor Pro Tem, Tom Cordonier and Council Members Bryan Hendricks and Teresa Williams were present. Council Member Julia Pena Larsen arrived at 5:45PM. Also present were the City Clerk, Aissa Martinez; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho; City Administrative Clerk, Heidi Cureton and Library Branch Manager, Tricia Plass. The City Treasurer, Sara Luscombe, was present via conference call. Those absent were Chief of Police, Tom Hoy and Director of Public Works, Jose Perez.

APPROVAL OF THE JANUARY 03, 2023, REGULAR MEETING MINUTES

This item was put on hold until Council Member Pena Larsen arrived.

APPROVAL OF THE PAYMENT OF BILLS

Mayor Pro Tem Cordonier made a motion to approve paying the bills presented. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-09)

COMMENTS FROM THE PUBLIC

No comments were made.

APPROVAL OF CHANGE ORDER #4 AND PAY APPLICATION #4 FROM ROCKY MOUNTAIN CONSTRUCTION FOR 2020 STIP, 2022 TULELAKE STREET PROJECT

Mayor Velador made a notation that Change Order #4 listed on the agenda for approval was incorrect and should be Change Order #5. She then made a motion to approve Change Order #5 and to approve Pay Application #4 to Rocky Mountain Construction in the amount of \$108,809.39. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-10)

APPROVAL OF TASK ORDER #7, CONSISTING OF CONDUCTING AN INFILTRATION AND INFLOW STUDY FOR THE WASTEWATER COLLECTION SYSTEM FOR THE CITY OF TULELAKE

Mayor Velador made a motion to table this item until more information is gathered. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-11)

APPROVAL OF THE JANUARY 03, 2023, REGULAR MEETING MINUTES

Mayor Velador made a motion to approve the January 03, 2023, regular meeting minutes. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-12)

APPROVAL OF UPDATED MEMORANDUM OF UNDERSTANDING BETWEEN THE SISKIYOU COUNTY LIBRARY OF SISKIYOU COUNTY AND THE CITY OF TULELAKE FOR LIBRARY SERVICES

Library Branch Manager, Tricia Plass, explained to the Council that she had read through the MOU and found nothing objectionable. She did note that the signature page referred to the city as "contractor" instead of "community", as in the rest of the MOU. Mayor Velador made a motion to approve the Memorandum of Understanding between the Siskiyou County Library and the City of Tulelake making the noted change on the signature page. Council Member Williams seconded. All votes were aye. Motion carried. (Motion 23-13)

APPROVAL OF T-MOBILE REPLACING THE EXISTING GENERATOR IN THE WATER TOWER YARD WITH A SLIGHTLY BIGGER ONE AND DETERMINING A REASONABLE INCREASE IN THEIR RENT

Mayor Velador made a motion to allow T-Mobile to replace the existing generator in the water tower yard with a reasonable increase in their rent. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-14)

APPROVAL TO ACCEPT THE REPAIR PROPOSAL FROM METAL MASTERS, IN THE AMOUNT OF \$1001.56, FOR WORK NEEDED ON THE CITY HALL HVAC SYSTEM

Mayor Velador made a motion for the approval to accept the repair proposal from Metal Masters, in the amount of \$1001.56, for work needed on the City Hall HVAC system. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-15)

APPROVAL TO HAVE ANNUAL MAINTENANCE ON THE HVAC UNIT AT CITY HALL

After discussion on the importance of preventative maintenance, Mayor Velador made a motion to approve the annual maintenance proposal from Metal Masters for the HVAC unit at City Hall. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-16)

UPDATE AND POSSIBLE APPROVAL OF BIDS ON THE THEATER WALL

City Hall Administrator, Jenny Coelho, explained that Mike Moser with Adkins Engineering, was redrawing the plans to show the updated information regarding how far up the existing beams go and that the trusses are just resting on the beams and are not anchored to them. The drawings will then be sent out to the original bidders to allow them a chance to rebid the project with the new information. No action was taken.
Discussion only.

DEPARTMENT HEAD UPDATES:

Chief of Police: Tom Hoy was absent.

City Hall Administrator: Jenny Coelho announced that she and Heidi will be heading to Redding on Friday, January 27, 2023, for a SCORE meeting. Also, she is still working with EPA to re-bid for the Environmental grant. She also stated that we are moving forward with Dollar General.

Director of Public Works: Jose Perez was absent.

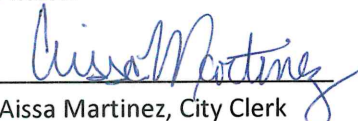
Finance Director: Will Sargent stated that Charlie is still working on audits. He should be finishing up with them soon. Also, the City bought a new TV and router which should speed up the internet to help when Council has video conferences. He would also like to project agenda items on the screen to help eliminate paper waste from all the copies that are thrown away.

ADJOURNMENT

Mayor Pro Tem Cordonier made a motion to adjourn the meeting at 6:37PM. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 23-17)


Paulette Velador, Mayor

Attest:


Aissa Martinez, City Clerk