

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**February 21, 2023 - 5:30 PM**

Mayor Penny Velador called the meeting to order at 5:34PM. Mayor Pro Tem, Tom Cordonier and Council Member Bryan Hendricks were present. Also in attendance was the City Clerk, Aissa Martinez; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho and City Administrative Clerk, Heidi Cureton. City Treasurer, Sara Luscombe was present via conference call. Those absent were Council Members, Julia Pena Larsen and Teresa Williams; Chief of Police, Tom Hoy and Director of Public Works, Jose Perez.

**APPROVAL OF THE FEBRUARY 07, 2023, REGULAR MEETING MINUTES**

Mayor Velador made a motion to approve the February 07, 2023, regular meeting minutes. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-27)

**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 23-28)

**COMMENTS FROM THE PUBLIC**

No comments were made.

**DISCUSSION WHETHER TO PURCHASE A TABLE FOR THE TULELAKE BUTTE-VALLEY FAIR FRIENDS FUNDRAISER ON MARCH 4, 2023. THE COST IS \$300.00 FOR A TABLE OF EIGHT (8)**

City Hall Administrator, Jenny Coelho, mentioned that the cost of \$300.00 for the table would be coming out of the City Promotion fund. Mayor Velador commented that it was important to support our local fair and made a motion to purchase the table for \$300.00 for the Tulalake Butte-Valley Fair Friends Fundraiser on March 4, 2023. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-29)

**APPROVAL TO OFFICIALLY DESIGNATE EITHER MARCH 29<sup>TH</sup> OR MARCH 30<sup>TH</sup> AS “WELCOME HOME VIETNAM VETERANS DAY” FOR THE CITY OF TULELAKE**

National “Welcome Home Vietnam Veterans Day” is the hero’s welcome they never received. It underscores the need to heal their painful wounds and allows us the occasion each year to pause and give respect, admiration and thanks to the patriotic men and women who sacrificed so much in service to their nation. Mayor Pro Tem Cordonier made a motion to officially designate March 29<sup>th</sup> as “Welcome Home Vietnam Veterans Day” for the City of Tulalake. Mayor Velador seconded the motion. All votes were aye. Motion carried. (Motion 23-30)

**APPROVAL OF RESOLUTION 23-02, APPROVING AB2788 MAINTENANCE OF EFFORT (MOE) REQUIREMENT FOR PUBLIC SAFETY**

Mayor Velador made a motion for the approval of Resolution 23-02, approving AB2788 Maintenance of Effort Requirement for Public Safety. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-31)

**DECISION FOR THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC) OF WHICH ENTITY TO CONTACT FOR A PUBLIC CONVENIENCE OR NECESSITY (PCN) DETERMINATION**

Mayor Velador made a motion that the City Council of the City of Tulalake will make determinations of Public Convenience or Necessity (PCN) for persons/premises applying for an Alcoholic Beverage Control (ABC) license. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-32)

**APPROVAL TO PURCHASE FOUR ERGONOMIC CHAIRS FOR THE CITY HALL OFFICE FOR A TOTAL COST OF \$2,030.76 WHICH IS REIMBURSABLE BY THE SCORE LOSS CONTROL GRANT**

Mayor Pro Tem Cordonier made a motion to purchase four ergonomic chairs for the City Hall office for a total cost of \$2,030.76, which will be reimbursed by the SCORE loss control grant. Mayor Velador seconded the motion. All votes were aye. Motion carried. (Motion 23-33)

**UPDATE ON THEATER WALL AND POSSIBLE APPROVAL OF CONTRACT WITH CRYSTAL MCMAHON FOR WALL REPAIRS**

City Hall Administrator, Jenny Coelho, mentioned there are two bids in so far for the theater wall repair project and presented a draft contract between the owner of the theater and the City for Council to look over. Much discussion took place regarding the concerns the owner was having on the struggle to get bids and the expense to have the wall repaired. No action was taken.

**REVIEW AND POSSIBLE APPROVAL OF THE VETERANS MEMORIAL PLANS, AND APPROVAL OF APPROXIMATE COSTS AS PROVIDED BY VENDOR**

More discussion took place regarding the design of the presented Memorial Wall. Mayor Velador made a motion to move forward with the Veterans Memorial Wall plans. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-34)

**REVIEW CD RATES OF VARIOUS FINANCIAL INSTITUTIONS AND POSSIBLE APPROVAL OF REINVESTMENT OF THE GARBAGE IMPROVEMENTS CD THAT EXPIRES ON FEBRUARY 23, 2023**

Finance Director, Will Sargent, recommended that the City invest in Washington Federal bank for the garbage improvements CD that expires with Umpqua Bank on February 23, 2023. Mayor Velador made a motion to reinvest the Garbage Improvements CD with Washington Federal Bank for a seven-month period. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-35)

**REVIEW OF FY 22-23 BUDGET AND FINANCIALS THROUGH DECEMBER 31, 2022**

Finance Director, Will Sargent, discussed the FY 22-23 budget and financials through December 31, 2022. No action was taken.

**DEPARTMENT HEAD UPDATES:**

**Chief of Police:** Tom Hoy was absent.

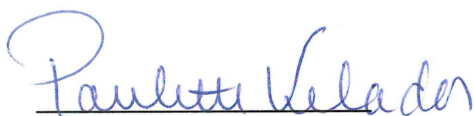
**City Hall Administrator:** Jenny Coelho stated that the City got approval and sent the request for the Clyde Hotel reimbursement and would have the grant wrapped up within six weeks. She also stated that eight RFQ's were sent out for the EPA Grant. She commented that the City was still waiting for a court decision on the "East Side property". Also, SCORE insurance will be going up by approximately 20% in each area. She also let everyone know that the Tulelake Revitalization Committee will be hosting a Multicultural Event on March 18<sup>th</sup> at the Tulelake Fairgrounds. Finally, she stated that the city really needed to hire a grant writer.

**Director of Public Works:** Jose Perez was absent.

**Finance Director:** Will Sargent had no comments.

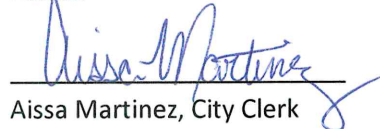
**ADJOURNMENT**

Mayor Velador made a motion to adjourn the meeting at 7:07pm. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-36)



Paulette Velador, Mayor

Attest:



Aissa Martinez, City Clerk