

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**June 06, 2023 - 5:30 PM**

Mayor Penny Velador called the meeting to order at 5:32PM. 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; Director of Public Works, Jose Perez and City Administrative Clerk, Heidi Cureton. City Planner, Rico Tinsman, was present via conference call. Council Members Teresa Williams and Julia Pena Larsen; City Treasurer, Sara Luscombe; Chief of Police, Tom Hoy and City Hall Administrator, Jenny Coelho were all absent.

**APPROVAL OF THE MAY 24, 2023, SPECIAL MEETING MINUTES**

Mayor Velador made a motion to approve the May 24, 2023, special meeting minutes. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-93)

**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 23-94)

**COMMENTS FROM THE PUBLIC**

Lydia Gil updated the Council on the upcoming Tulelake Shindig Street Fair & Bazaar on August 12<sup>th</sup>. She stated that she has different food vendors lined up and this year there will also be a car show.

**PUBLIC HEARING: REVIEW AND PUBLIC INPUT REGARDING ESTABLISHING A FEE SCHEDULE FOR CITY PLANNING SERVICES IN THE CITY OF TULELAKE**

City Planner, Rico Tinsman, presented the Fee Schedule for City Planning in the City of Tulelake to the Council. Mayor Velador opened the Public Hearing for any comments the public might have. No comments were made so Mayor Velador proceeded to close the Public Hearing.

**REVIEW AND POSSIBLE ADOPTION OF RESOLUTION 23-07 ESTABLISHING FEES FOR PLANNING SERVICES AND ACCESSORY DWELLING UNITS**

Mayor Velador made a motion to adopt Resolution 23-07 Establishing Fees for Planning Services and Accessory Dwelling Units. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-95)

**OPEN SEALED BIDS FROM THE 2023 CITY SURPLUS SALE REVIEW AND POSSIBLY AWARD WINNERS OF SURPLUS ITEMS**

Mayor Velador opened the sealed bids from the 2023 City Surplus Sale. There was one bid on the Chevy utility truck and four bids on the Dodge Chargers. Jack Hill was the highest bidder on the 1994 Chevy utility truck at \$500.00, James Klass was the high bidder on two of the 2007 Chargers at \$2,250.00 each and William Carter had the winning bid for the 2009 Charger at \$2,100.00. Mayor Velador made a motion to accept the high bids given on each vehicle from the 2023 City Surplus Sale. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-96)

**REVIEW AND APPROVAL OF TASK ORDER #9 WITH ADKINS ENGINEERING AND SURVEYING, INC. TO DO DESIGN AND INSPECTIONS FOR INSTALLATION OF VETERANS PARK MEMORIAL MONUMENT FOOTINGS, SURROUNDING WALKING AREA ALONG WITH REDESIGN OF KIOSK AT THE FRONT ENTRANCE OF THE PARK**

The Council reviewed Task Order #9 consisting of the Veterans Park design of the Monument foundation, and partial site plan. Mayor Velador made a motion to approve Task Order #9 with Adkins Engineering and Surveying, Inc. to do design and inspections for the installation of the Veterans Park Memorial monument footings, surrounding walking area along with redesign of kiosk at the front entrance of the park. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-97)

**REVIEW AND APPROVAL OF CHANGE ORDER #6 OF THE 2020 STIP, 2022 TULELAKE STREET PROJECT WITH ROCKY MOUNTAIN CONSTRUCTION TO USE THE REMAINING 2020 STIP FUNDS, AND THE CITY'S LOCAL TRANSPORTATION, SB1 AND GAS TAX FUNDING TO PROCEED WITH THE CONSTRUCTION TO FIX THE INTERSECTION AT MAIN STREET AND EAST WEST ROAD**

Change Order #6 was not available. The Director of Public Works left the meeting to go print an email at his office that the City Engineer had sent him earlier which would explain what the change was. He arrived back at the meeting about 10 minutes later and presented his email to Mayor Velador. The email from Adkins Engineering included an updated bid schedule from Rocky Mountain Construction, raising the project total from \$212,700.00 to \$219,493.00 to cover the increasing costs of supplies. Even though Change Order #6 was not presented, Mayor Velador made a motion to approve the increase, pending receipt of Change Order #6 showing the changes as presented on the email, so the project would not be held up. Mayor Pro Tem Cordonier made the second. All votes were aye. Motion carried. (Motion 23-98)

**DEPARTMENT HEAD UPDATES:**

**Chief of Police:** Absent

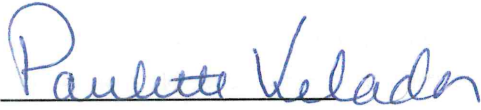
**City Hall Administrator:** Absent

**Director of Public Works:** No comments.

**Finance Director:** Will Sargent mentioned that he and Heidi met with EPA Brownfields earlier that day and roamed the city looking at many of the empty buildings in town which have the potential of reuse in one form or another. It was mentioned, for future reference, that the city should have a Phase 1 completed on any property before it is transferred into our name.

**ADJOURNMENT**

Mayor Velador made a motion to adjourn the meeting at 6:17pm. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-99)



Paulette Velador, Mayor

Attest:



Aissa Martinez, City Clerk