

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**April 04, 2023 - 5:30 PM**

Mayor Penny Velador called the meeting to order at 5:35PM. Mayor Pro Tem Tom Cordonier and Council Member Bryan Hendricks were present. Council Member Julia Pena Larsen arrived at 5:38PM. Also in attendance was the City Clerk, Aissa Martinez; Chief of Police, Tom Hoy; Retired Annuitant, Tony Ross; Building Inspector, John Pemberton; Finance Director, Will Sargent; City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez; City Administrative Clerk, Heidi Cureton and Tulelake Fire Chief, Nick Scott. The City Treasurer, Sara Luscombe was present via conference call. Council Member, Teresa Williams was absent.

**APPROVAL OF THE MARCH 21, 2023, REGULAR MEETING MINUTES**

Mayor Pro Tem Cordonier made a motion to approve the March 21, 2023, regular meeting minutes. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-57)

**APPROVAL OF THE MARCH 21, 2023, SPECIAL MEETING MINUTES**

Council Member Hendricks made a motion to approve the March 21, 2023, special meeting minutes. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-58)

**APPROVAL OF THE PAYMENT OF BILLS**

Council Member Hendricks made a motion to approve paying the bills presented. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-59)

**COMMENTS FROM THE PUBLIC**

Kelly Harris, from the Human Resource Center, wanted to thank the Council for the approval of Child Abuse Awareness month and stated she had signs and pinwheels available for businesses and residents who would like to display them to show their support.

**PRESENTATION OF UNSAFE VACANT BUILDINGS AND NUISANCE ABATEMENT PROPERTIES WITHIN THE CITY AND POSSIBLE APPROVAL OF AN ACTION PLAN**

Chief of Police, Tom Hoy, stated that there was a meeting about nuisance abatement in the City right before the Council Meeting. City Administrative Clerk, Heidi Cureton, put together a Powerpoint of many of the properties within the City that are currently in violation of City Ordinances. Chief of Police, Tom Hoy, stated that letters will be sent out to all residents, notifying them about these nuisances and that they will be addressed aggressively. The Fire Chief, Nick Scott, commented that the liability on some of these places are very bad. He also commented that the Fire Department can help identify hazards around the City. Building Inspector, John Pemberton, commented that these problems need to be dealt with. He stated that some kind of action needs to be taken for people to clean up their properties. Mayor Velador made a motion for the approval of putting a plan into action for nuisance abatement properties. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-60)

**APPROVAL TO PROCEED WITH THE NEXT STEPS IN THE HIRING PROCESS OF A LATERAL BACKGROUND CHECK AND OTHER REQUIRED TESTING FOR OFFICER FERRIS**

Chief of Police, Tom Hoy, stated that he is lucky to have an Officer with so much experience interested in working for the City. He also stated that the cost would be about \$2600 for the background check for Officer Ferris. Chief Hoy commented that he wanted to have a discussion later about possibly hiring another Officer he met at his training in San Jose. He also commented that Avery Fensler was no longer attending the Police Academy, so it would be in the budget to hire another Police Officer. His goal is to have a total of three Officers, including himself, and possibly keep Tony Ross as a Reserve. Mayor Velador made a motion to proceed with the next steps in the hiring process of a lateral background check and other required testing for Police Officers. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-61)

**REVIEW AND POSSIBLE APPROVAL OF THE 2022 ANNUAL GROUNDWATER SUSTAINABILITY PLAN REPORT**

Hank Ebinger stated that he wanted the Council to look over the documents before deciding on the approval of the 2022 Annual Groundwater Sustainability Plan Report. He also stated that the county would require a resolution to submit the report. Discussion only. No action taken.

**REVIEW, SUGGESTIONS, AND POSSIBLE APPROVAL OF FIRST DRAFT OF VETERANS PARK MEMORIAL FROM MONUMENT COMPANY**

Suggestions were made to change the wording on the monument to make it look even. Also, the memorial star needed to be gold instead of yellow. Discussion only. No action taken.

**APPROVAL OF PROFESSIONAL SERVICE AGREEMENT WITH BLUE WATER RECYCLING CORP.**

Director of Public Works, Jose Perez, stated that he and Jenny wrote up a year's contract for Blue Water Recycling Corp., adding wording to include insurance and had the City attorney review it as well. If the council approves the contract, they will send it to Blue Water Recycling. Mayor Velador made a motion to approve sending the Professional Service Agreement to Blue Water Recycling Corp. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-62)

**REVIEW AND POSSIBLE APPROVAL OF FISCAL YEAR 21/22 AUDIT**

Finance Director, Will Sargent, stated that Charlie was finished with the audit. He briefly went over each document stating that the financial statements are correct. One significant change for this fiscal year is the way in which the City will now need to report City Lease income. Mayor Velador made a motion to approve the audit for Fiscal Year 21/22. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-63)

**APPROVAL TO WRITE OFF UNCOLLECTIBLE DEBTS FROM 2014 TO 2018**

Finance Director, Will Sargent, commented that these customers were sent to a collection agency between the years 2014 to 2018 and the City has not received any payment and it was unlikely that any would be received. Mayor Velador made a motion to approve writing off the uncollectible debts from 2014 to 2018. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-64)

**DEPARTMENT HEAD UPDATES:**

**Chief of Police:** Tom Hoy stated that he finished his month-long training and passed his California Certification. He also commented that he has been busy at the High School with parents and students.

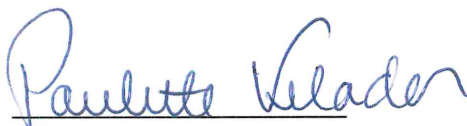
**City Hall Administrator:** Jenny Coelho commented that she went to the SCORE meeting and learned that the liability insurance is going down and workman's comp is going up. She stated that the Attorney for League of Cities did a presentation on the Brown Act. She also commented that she sent out the property renewal on vehicles and needs them in by next week. She stated that she closed out the Clyde Hotel Grant and the original Veterans Park Grant. She also stated that she went to the RKC meeting today and they will be giving the Tulalake Revitalization Committee \$5000 for beautification projects and/or façade grants.

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

**Finance Director:** Will Sargent commented that he's looking to restructure his working schedule. He stated that he would like to hire someone to take his place here at Tulalake, but he would still oversee the work.

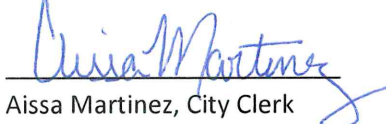
**ADJOURNMENT**

Mayor Velador made a motion to adjourn the meeting at 7:17pm. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-65)



Paulette Velador, Mayor

Attest:



Aissa Martinez, City Clerk