

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
August 01, 2023 - 5:30 PM

Mayor Penny Velador called the meeting to order at 5:40PM. Mayor Pro Tem Cordonier and Council Members Williams and Hendricks were present. Also in attendance were City Treasurer, Sara Luscombe; City Clerk, Aissa Martinez; Finance Director, Will Sargent; Police Officer, Brant Mauk; City Hall Administrator, Jenny Coelho and City Hall Staff, Jazlyn Chavolla. Those absent were Council Member, Pena Larsen; Chief of Police, Tom Hoy and Public Works Director, Jose Perez.

APPROVAL OF THE JULY 18, 2023, REGULAR MEETING MINUTES

Mayor Velador made a motion to approve the July 18, 2023, regular meeting minutes. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-133)

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 23-134)

COMMENTS FROM THE PUBLIC

Lydia Gil commented that the Tulelake Shindig is ready to go and there will be lots of new stuff this year.

APPROVAL TO ADVERTISE AND POST THE JOB DESCRIPTION FOR JS22-011 CITY OF TULELAKE CHIEF RESILIENCE OFFICER PER THE AWARD OF THE CALIFORNIA OFFICE OF EMERGENCY SERVICES, PREPARE CALIFORNIA JUMPSTART GRANT

City Hall Administrator, Jenny Coelho, commented that a job description needs to be developed for the Tulelake Chief Resilience Officer position. She commented that they can advertise and hire someone through the City and later be reimbursed by the grant. The candidate will also be entitled to full City benefits. Mayor Velador made a motion for the approval to advertise and post the job description for JS22-011 City of Tulelake Chief Resilience Officer per the award of the California Office of Emergency Services, Prepare California Jumpstart Grant. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-135)

APPROVAL OF TASK ORDER NO. 10 WITH ADKINS ENGINEERING AND SURVEYING, INC. FOR WELL REHABILITATION AND EMERGENCY WATER SUPPLY

City Hall Administrator, Jenny Coelho, stated that the Small Communities Drought Relief grant will cover the fees to fix Well #1 and Well #2. The estimated cost is \$177,000.00 for the engineering portion. Mayor Velador made a motion for the approval of Task Order No. 10 with Adkins Engineering and Surveying, Inc for Well Rehabilitation and Emergency Water Supply. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-136)

APPROVAL TO HIRE THE CANDIDATE RECOMMENDED BY THE INTERVIEW COMMITTEE FOR THE FULL TIME CITY STAFF POSITION AT \$15.50 PER HOUR

City Hall Administrator, Jenny Coelho, stated that three interviews were held at City Hall for the full time City Staff position. After careful consideration, the interview committee recommended Jazlyn Chavolla for the full-time position starting at minimum wage. Mayor Velador made a motion for the approval to hire Jazlyn Chavolla recommended by the interview committee for the full time City Staff position at \$15.50

per hour. Council Member Hendricks seconded the motion. All votes were aye.
Motion carried. (Motion 23-137)

**APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
SISKIYOU COUNTY HEALTH & HUMAN SERVICES AGENCY/PUBLIC HEALTH DIVISION
AND THE CITY OF TULELAKE FOR A VACCINATION CLINIC**

City Hall Administrator, Jenny Coelho, commented that Siskiyou County Public Health reached out wanting to set up a vaccination clinic at Veterans Park on October 1, 2023. They will have all types of vaccinations available for the community and they will carry their own insurance. Siskiyou County Public Health sent out MOU's to every City where they plan to have the vaccination clinic. Mayor Velador made a motion for the approval to enter into a Memorandum of Understanding (MOU) between Siskiyou County Health & Human Services Agency/Public Health Division and the City of Tulelake for a Vaccination Clinic. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-138)

CLOSED SESSION: PERFORMANCE OF PROFESSIONAL CONDUCT, GOV'T. CODE §54957

Mayor Velador made a motion to table this item until the next meeting so all of Council can be present. Mayor Pro Tem Cordonier seconded the motion. All votes were aye
Motion carried. (Motion 23-139)

DEPARTMENT HEAD UPDATES

Chief of Police: Absent.

City Hall Administrator: Jenny Coelho reminded everyone that the Tulelake Shindig will take place on Saturday, August 12th. She also commented that Crystal McMahon will be hosting an event at the Theater on August 18th. She stated that the City will be having a booth at the fair this year. Rural Klamath Connects will be providing the insurance. She asked what the Council wanted to do with the gun that was won at Casino night. It was agreed to create fundraising tickets to be available at the Tulelake Shindig, at the fair and also at the Halloween event in October. The money will be used toward Downtown Revitalization.

Director of Public Works: Absent.

Finance Director: Will Sargent stated that everything is wrapped up for the 22/23 Fiscal Year and the audit will start sometime in October.

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 23-140)



Paulette Velador, Mayor

Attest:



Aissa Martinez, City Clerk