

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**December 17, 2024 - 5:30 PM**

Mayor Tom Cordonier called the meeting to order at 5:30PM. Mayor Pro Tem, Bryan Hendricks, Council Member Henry Ebinger and newly appointed Council Member Margaret Cordonier were present. Also in attendance were City Treasurer, Sara Luscombe; City Clerk, Aissa Martinez; City Hall Administrator, Jenny Coelho and Assistant City Admin, Cecilia Alvarado. Finance Director, Will Sargent, was present via conference call. Those absent were Council Member Williams; Chief of Police, Tom Hoy; Director of Public Works, Jose Perez and Police Officer Jorge Ruiz.

**APPROVAL OF THE DECEMBER 03, 2024, REGULAR MEETING MINUTES**

Mayor Pro Tem Hendricks made a motion to approve the December 03, 2024, regular meeting minutes. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-219)

**APPROVAL OF THE PAYMENTS OF BILLS**

Council Member Ebinger made a motion to approve paying the bills presented. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-220)

**COMMENTS FROM THE PUBLIC**

Margie Cordonier thanked City Staff for all their help and support and for letting the seniors use the Council chambers for their monthly senior lunch. She commented that the Senior Cornerstone Advocacy is going to have a big fundraiser on May 3<sup>rd</sup> at the fairgrounds and is wanting to raise \$20,000.00 for meals and transportation for the seniors.

**APPROVAL TO HIRE KAILEE WOOD FOR THE TULELAKE LIBRARY MANAGER POSITION**

City Hall Administrator, Jenny Coelho, commented that there were four applicants for the Tulelake Library Manager position. She commented that the hiring committee came back with the recommendation of hiring Kailee Wood for the position and could start on Monday, December 30<sup>th</sup>. Council Member Ebinger made a motion for the approval to hire Kailee Wood for the Tulelake Library Manager position with a starting wage of \$17.00 per hour. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-221)

**OATH OF OFFICE FOR APPOINTED CITY COUNCIL MEMBER, MARGIE CORDONIER**

City Clerk, Aissa Martinez, swore in newly appointed City Council Member, Margie Cordonier with term ending December 2028.

**OATH OF OFFICE FOR APPOINTED CITY COUNCIL MEMBER, HENRY EBINGER**

City Clerk, Aissa Martinez, swore in newly appointed City Council Member, Henry Ebinger with term ending December 2028.

**APPOINTMENT OF MAYOR AND MAYOR PRO TEM**

Council Member Ebinger made a motion to approve Tom Cordonier to remain as Mayor. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-222).

Mayor Cordonier made a motion to approve Bryan Hendricks to remain as Mayor Pro Tem. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-223)

**DETERMINATION OF COMMISSIONERS TO THE VARIOUS CITY DEPARTMENTS**

Mayor Cordonier made a motion for the approval of determination of Commissioners to the various City Departments as follows:

City Hall Commissioner – Mayor Tom Cordonier

Parks & Streets Commissioner – Council Member Henry Ebinger

Garbage & Library Commissioner – Council Member Margie Cordonier

Police Commissioner – Mayor Pro Tem Bryan Hendricks

Water & Wastewater Commissioner – Teresa Williams

Margie Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-224)

**DETERMINATION OF CITY COUNCIL APPOINTED REPRESENTATIVES TO VARIOUS ORGANIZATIONS, I.E.: SCORE, LOLA, ETC.**

Mayor Cordonier made a motion for the approval of determination of City Council appointed representatives to the following various organizations:  
Small Cities Organized Risk Effort (SCORE) – City Hall Administrator, Jenny Coelho with City Administrative Clerk, Aissa Martinez as an alternate  
League of Local Agencies (LOLA) – Mayor Tom Cordonier  
Collier Interpretive & Information Center (CIIC) – Mayor Tom Cordonier with Council Member Margie Cordonier as an alternate  
Rural Klamath Connects (RKC) – Council Member Henry Ebinger  
Siskiyou Revitalization Network – Assistant City Admin, Cecilia Alvarado with Council Member Margie Cordonier as an alternate  
Siskiyou County Integrated Waste Management Committee – Director of Public works, Jose Perez and Council Member Margie Cordonier  
Sustainable Groundwater Management Act (SGMA) – Council Member Henry Ebinger with Director of Public Works, Jose Perez as an alternate  
Tulelake Revitalization Committee – Council Members Henry Ebinger and Margie Cordonier  
Council Member Ebinger seconded the motion. All voted were aye. Motion carried.  
(Motion 24-225)

**PRESENTATION OF SCHEMATIC OF TULELAKE CULTURAL VISITOR CENTER**

City Hall Administrator, Jenny Coelho, presented the schematic of the Tulelake Cultural Visitor Center. Council Member Ebinger made a motion to approve the schematic of the Tulelake Cultural Visitor Center. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-226)

**APPROVAL OF TASK ORDER NO. 16, FOR CITY OF TULELAKE INFRASTRUCTURE ASSET LIST UPDATE**

Council Member Ebinger made a motion for the approval of Task Order No. 16, for City of Tulelake Infrastructure Asset List Update. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-227)

**APPROVAL OF FISCAL YEAR 2024/2025 CITY OF TULELAKE SALARY SCHEDULE WITH NEW MINIMUM WAGE EFFECTIVE DECEMBER 15, 2024**

Mayor Cordonier made a motion for the approval of Fiscal Year 2024/2025 City of Tulelake Salary Schedule with new minimum wage effective December 15, 2024, keeping exempt positions exempt. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-228)

**REORGANIZATION OF CITY HALL STAFF**

City Hall Administrator, Jenny Coelho, commented that she would like to move Aissa Martinez to the position of Interim City Hall Administrator and Cecilia Alvarado to the position of City Administrative Clerk, as she moves into the Chief Resilience Officer position. Council Member Ebinger made a motion for the approval of reorganization of City Hall Staff. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-229)

**APPROVAL OF ANNUAL HOURLY WAGE INCREASES FOR CITY HALL STAFF, PUBLIC WORKS STAFF AND POLICE DEPARTMENT STAFF**

Council Member Cordonier made a motion for the approval of wage increases for Chief of Police, Tom Hoy, going from \$36.00 to \$37.36, Interim City Hall Administrator, Aissa Martinez, going from \$20.70 to \$26.00, City Administrative Clerk, Cecilia Alvarado, going from \$16.56 to \$20.00, Chief Resilience Officer, Jenny Coelho, going from \$32.00 to \$38.46, Custodian, Teena Salazar, going from \$16.00 to \$16.50, Director of Public Works, Jose Perez, going from \$32.00 to \$33.00 and Public Works Employees, Scott Carroll, going from \$18.36 to \$19.60; Sam Flores, going from \$19.00 to \$20.99; Arturo Ramirez, going from \$20.36 to \$22.49 and Marco Medina, going from \$16.50 to \$17.08, effective December 29, 2024. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 24-230)

**APPROVAL TO RETURN CHIEF HOY HIS 30 HOURS OF SICK TIME THAT HE DONATED TO OFFICER MAUK**

City Clerk, Aissa Martinez, commented that Officer Mauk did not use the 30 hours of sick time that Chief Hoy donated to him so he would like to request them back. Council Member Ebinger made a motion for the approval to return Chief Hoy his 30 hours of sick time that he donated to Officer Mauk. Mayor Cordonier seconded the motion. All votes were aye. Motion carried.

(Motion 24-231)

**APPROVAL OF ADDING MARGIE CORDONIER AS A CHECK SIGNER TO ALL UMPQUA BANK ACCOUNTS AND REMOVING JULIA PENA LARSEN AS CHECK SIGNER ON ALL UMPQUA BANK ACCOUNTS**

Council Member Ebinger made a motion for the approval of adding Margie Cordonier as a check signer to all Umpqua Bank accounts and removing Julia Pena Larsen as a check signer on all Umpqua Bank accounts. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 24-232)

**DISCUSSION AND APPROVAL OF INCREASING THE MONTHLY PAY FOR ELECTED OFFICIALS, MAYOR AND CITY CLERK TO \$400 AND COUNCIL MEMBERS AND CITY TREASURER TO \$350**

Mayor Cordonier commented that he would like to increase the monthly pay for Elected Officials. He commented that the Mayor and City Clerk should be getting more because they have more to do. Finance Director, Will Sargent, commented that City Council has not got a monthly increase for their pay for a while and that it is in the budget to give this raise. Mayor Cordonier made a motion for the approval of increasing the monthly pay for Elected Officials, Mayor and City Clerk to \$400 and Council Members and City Treasurer to \$350. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-233)

**APPROVAL TO ADVERTISE FOR A POSITION FOR CITY HALL AND POLICE DEPARTMENT**

City Hall Administrator, Jenny Coelho, commented that with the transition, City Hall will need to advertise for a full-time position that can be split with the Police Department. Council Member Ebinger made a motion for the approval to advertise for a position for City Hall and Police Department. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-234)

**DEPARTMENT HEAD UPDATES**

**Chief of Police:** Absent.

**City Hall Administrator:** Jenny Coelho commented that Northstate Packaging will be terminating their lease of property in 30 days. She also wanted to thank everyone that attended the work Christmas Party and wished everybody a happy holiday.

**Director of Public Works:** Absent.

**Finance Director:** Will Sargent wished everybody a Merry Christmas.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 7:19PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 24-235)

  
\_\_\_\_\_  
Tom Cordonier, Mayor

Attest:

  
\_\_\_\_\_  
Aissa Martinez, City Clerk

