

AGENDA
Special Meeting
TULELAKE CITY COUNCIL
February 11, 2025
5:30 PM

Dial in Number: 712-432-3900 – Conference id: 419973 #

If you are unable to attend in person, join the meeting by dialing the number listed above and entering the Conference ID No.

1. Call to order the special meeting of February 11, 2025.
2. Pledge of Allegiance
3. Approval of the January 21, 2025, regular meeting minutes. Discussion/Action.
4. Approval of the payments of bills. Discussion/Action.
5. Comments from the public.

This is the time set aside for citizens to address the Council on matters not on the agenda. Comments should be limited to matters within the jurisdiction of the Council. If your comment concerns an item on the agenda, please address the Council after that item is open for public comment. By law, the Council cannot discuss or act on matters that are not on the agenda. The mayor reserves the right to limit the duration of each speaker to three (3) minutes. Speakers may not give their time to others.

6. Approval to do a surplus sale for City equipment. Discussion/Action. (Director of Public Works)
7. Approval of quote to service City generators with Peterson CAT. Discussion/Action. (Director of Public Works)
8. Local Fire Report and update of recent fire hazards and potential fire hazards within the City of Tulelake. (Adam Alcorn, TMCFD)
9. Approval of Contract Amendment #2, Task Order # 11 for Permanent Local Housing Allocation (PLHA) 2020 commitment to do planning and preliminary engineering. Discussion/Action. (Chief Resilience Officer)
10. Approval of City Planner's quote for Permanent Local Housing Allocation (PLHA) 2020 commitment to do planning for PLHA site. Discussion/Action. (Chief Resilience Officer)
11. Approval of Resolution 25-02 "Authorizing Amendment of Resolution No. 22-15 of City of Tulelake Authorizing the Application and Adopting the PLHA Plan for the Permanent Local Housing Allocation Program" amending authorized signers/designee for the PLHA grant. Discussion/Action. (Chief Resilience Officer)
12. Update, review and approval of final architectural schematic for the Tulelake Cultural Visitor Center and approval to start the Phase 2 RFP process. Discussion/Action. (Chief Resilience Officer)
13. Approval of quote from Stacy and Dennis IT for a new desktop computer and monitors for the front desk. Discussion/Action. (Chief Resilience Officer)
14. Approval to dismiss and forgive 123 extra hours of used comp time by Chief Hoy. Discussion/Action. (Mayor Pro Tem Hendricks)
15. Approval to hire Christian Marquez Alcala for the full-time Assistant City Admin position starting at \$17.08 per hour. Discussion/Action. (Interim City Hall Administrator)

16. Approval to purchase new radar unit for patrol car. Discussion/Action. (Officer Ruiz/Chief Hoy)
17. Approval to cash out 30 hours of comp time as exempt from taxes. Discussion/Action. (Officer Ruiz/Chief Hoy)
18. Department Head updates. Discussion/Action.
 - a. Chief of Police, Tom Hoy
 - b. Chief Resilience Officer, Jenny Coelho
 - c. Interim City Hall Administrator, Aissa Martinez
 - d. Director of Public Works, Jose Perez
 - e. Finance Director, Will Sargent

COMMENTS FROM ADMIN AND STAFF:

19. Comments from City Engineer
20. Comments from City Attorney
21. Comments from City Building Inspector (Steve Sluss)
22. Comments from Library Branch Manager (Kaylee Wood)
23. Comments from Chief of Police (Tom Hoy)
24. Comments from Chief Resilience Officer (Jenny Coelho)
25. Comments from Police Officer (Jorge Ruiz)
26. Comments from Director of Public Works (Jose Perez)
27. Comments from Finance Director (Will Sargent)
28. Comments from City Treasurer (Sara Luscombe)
29. Comments from City Clerk (Aissa Martinez)
30. Comments from City Administrative Clerk (Cecilia Alvarado)
31. Comments from Council Member Henry Ebinger
32. Comments from Council Member Margie Cordonier
33. Comments from Council Member Teresa Williams
34. Comments from Council Member Bryan Hendricks
35. Comments from Council Member Tom Cordonier
36. Adjournment

Meetings convene in the Council Chambers at City Hall located at 591 Main Street, Tulelake, CA 96134.

Parties with a disability as provided by the American Disabilities Act who require special accommodations or aids to participate in a public hearing should make the request to City Hall Staff at least 48 hours prior to the meeting.

The City Attorney, Margaret Long, may appear by telephone from 2240 Court Street, Redding, CA 96001 (530) 691-0800.

The City Finance Director, Will Sargent, CPA, may appear by telephone from 125 Riverside Drive, Klamath Falls, OR 97601 (541) 882-2668.

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
January 21, 2025 - 5:30 PM

ADJOURNMENT OF JANUARY 07, 2025, REGULAR CITY COUNCIL MEETING

Council Member Ebinger made a motion for the approval of adjournment of January 07, 2025, regular City Council meeting. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-04)

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

APPROVAL OF THE DECEMBER 17, 2024, REGULAR MEETING MINUTES

Council Member Ebinger made a motion for the approval of the December 17, 2024, regular meeting minutes. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-05)

APPROVAL OF THE JANUARY 07, 2025, REGULAR MEETING MINUTES

Council Member Ebinger made a motion for the approval of the January 07, 2025, regular meeting minutes. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-06)

APPROVAL OF THE PAYMENTS OF BILLS

Mayor Cordonier made a motion to approve paying the bills presented. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-07)

COMMENTS FROM THE PUBLIC

No comments.

RESCIND RESOLUTION 24-12 THAT WAS PASSED ON DECEMBER 3, 2024. REVIEW AND APPROVE RESOLUTION 25-01, A "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE APPROVING THE PURCHASE OF THE PROPERTY GENERALLY KNOWN AS APN# 050-071-120-000, LOT 5, BLOCK 11, 463A MAIN STREET, TULELAKE, CA AND APN# 050-071-050-000, LOT 5, BLOCK 11, 463 MAIN STREET, TULELAKE, CA FROM THE ESTATE OF DONALD AND ADELINE IDA DURYEE FOR FUTURE ADDITION AND DEVELOPMENT OF THE MIKE BUNCH PARK"

Chief Resilience Officer, Jenny Coelho, commented that Resolution 24-12 needed to be rescinded because the City is paying all closing costs on this property. City Clerk, Aissa Martinez, read the title of Resolution 25-01. Mayor Cordonier made a motion for the approval of Resolution 25-01, a "Resolution of the City Council of the City of Tulelake approving the purchase of the property generally known as APN# 050-071-120-000, Lot 5, Block 11, 463A Main Street, Tulelake, CA and APN# 050-071-050-000, Lot 5, Block 11, 463 Main Street, Tulelake, CA from the Estate of Donald and Adeline Ida Duryee for future addition and development of the Mike Bunch Park." Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-08)

APPROVAL OF POSSIBLE QUOTE FROM CUMMINS TO SERVICE AND REPAIR CITY GENERATORS

Mayor Cordonier made a motion to table this item until Director of Public Works, Jose Perez, could find more quotes. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-09)

APPROVAL TO ADD INTERIM CITY HALL ADMINISTRATOR, AISSA MARTINEZ AND CITY ADMINISTRATIVE CLERK, CECILIA ALVARADO AS CONTACTS FOR BANK OF AMERICA CREDIT CARD

Interim City Hall Administrator commented that to be a contact for Bank of America Credit Card they must be approved at a regular City Council meeting and the Council also must sign a letter and send it to Bank of America. Council Member Ebinger made a motion for the approval to add Interim City Hall Administrator, Aissa Martinez and City Administrative Clerk, Cecilia Alvarado as contacts for Bank of America Credit Card. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-10)

APPROVAL TO SEND CHIEF HOY AND K-9 TET TO K-9 SCHOOL FOR A TOTAL OF \$6500.00

Chief of Police, Tom Hoy, commented that he does not have a certified dog now so he would like to take his K-9 Tet to get certified. He commented that it is a 5-week course so Police Officer, Jorge Ruiz and Retired Annuitant, Tony Ross will be covering for the days he's not here. He also commented that the total is \$6500.00, and he will be using the money out of Public Safety. Mayor Cordonier made a motion for the

approval to send Chief Hoy and K-9 Tet to K-9 school for a total of \$6500.00. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-11)

REVIEW AND DISCUSSION OF COMP TIME OVERPAYMENT FOR STANDBY TIME FROM 2023

Chief of Police, Tom Hoy, commented that when he was hired, he had a lot of overtime and instead of getting it paid out he saved it for his days off. He commented that he used all those hours and went over. He asked the Council for their advice on what actions he can take due to his phone is going off all the time, so he has been putting in a lot of overtime. They suggested he keeps a record of all the hours he works. Discussion only. No action taken.

DISCUSSION AND APPROVAL OF CHANGING DAYS OF OPERATION FOR THE TULELAKE LIBRARY

Council Member Cordonier commented that they would like to change the days of operation for the Tulelake Library to Tuesday through Thursday, keeping the same hours, 12:00PM to 5:00PM. Library Branch Manager, Kailee Wood, commented that she asked people that go into the library if they would be fine with changing the days of operation and they said yes because most Mondays are closed for holidays, and they would like to come in later in the week. Mayor Cordonier made a motion for the approval of changing days of operation for the Tulelake Library to Tuesday, Wednesday and Thursday. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-12)

UPDATE ON OUT OF STATE VEHICLES WITHIN THE CITY LIMITS

Chief of Police, Tom Hoy, commented that the letters about people changing their out of state vehicles within City limits went out and he had a lot of complaints. Police Officer, Jorge Ruiz, commented that they are also receiving positive feedback from the community because this issue should have been fixed a long time ago. He commented that they have been citing people and it's starting to work, also having the help from State Police. They will continue to enforce this law. Discussion only. No action taken.

DEPARTMENT HEAD UPDATES

Chief of Police: Tom Hoy commented that they have been moving and towing cars in the City. He also commented that he has 6 applicants for a new Police Officer.

Chief Resilience Officer: Jenny Coelho commented that she met with the Library Branch Manager, Kailee Wood, and they found a California State Libraries grant that will help build a safe play place for kids at the library. She also commented that she met with Nick Scott and Stacey Todd and will begin writing an Urban Fire plan.

Interim City Hall Administrator: Aissa Martinez commented that City Hall has 6 applicants for the Assistant City Admin position and would like to have interviews next Wednesday. She also commented that there will be CPR training on February 20th at 8:00AM with Adam Alcorn for everyone to attend. Finally, she commented that Will Sargent joined a larger organization called Capstone Certified Public Accountants and will now be at their location on South 5th Street in Klamath Falls.

Director of Public Works: Absent.

Finance Director: Absent.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 7:14PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-13)

Tom Cordonier, Mayor

Attest:

Aissa Martinez, City Clerk

City of Tulelake
Posted General Ledger Transactions - City Council Bills to Approve

Bills Submitted for Approval on 02-04-2025 - API25005 for Weeks 01/2/2025-02/04/2025				
Name	Document Number	Document Amount	Document Description	Fund Code
BEAR TECHNOLOGIES	25266	410.00	Monthly Server Maintenance - February	01
BEAR TECHNOLOGIES	25267	87.50	Endpoint Detection & Response	01
CAPITAL ONE SPARK BUSINESS	CP 01/07/2025	16.90	Maintenance on Equipment - PW	01
CAPITAL ONE SPARK BUSINESS	CP 01/13/2025	25.43	Meal - PW	04
CAPITAL ONE SPARK BUSINESS	CP 01/14/2025	26.72	Meal - PW	04
CAPITAL ONE SPARK BUSINESS	CP 01/15/2025	100.00	Fuel - PW	02
CAPITAL ONE SPARK BUSINESS	CP 01/16/2025	63.45	Aatrix W2's	01
CAPITAL ONE SPARK BUSINESS	CP 1/14/2025	163.83	Hotel - PW	02
CAPITAL ONE SPARK BUSINESS	CP 1/15/2025	34.17	Meal - PW	04
CAPITAL ONE SPARK BUSINESS	CP 12/23/2024	191.98	Membership Fee for Amazon Prime	01
CERTIFIED LABORATORIES	9010234	192.14	Androil Aerosol - Fire Hydrants	02
ED STAUB & SONS PETROLEUM,	11967665	608.07	Propane - CH	01
ED STAUB & SONS PETROLEUM,	331147	380.87	Fuel - PD	01
ED STAUB & SONS PETROLEUM,	331157	770.72	Fuel - PW	02
JUHL ENTERPRISES INC	J&P 1/30/2025	1,918.30	Metal for Gym - PD	01
JUNIPER PAPER & SUPPLY	820889	148.67	Toilet Tissue	01
LANGAN ENGINEERING AND	1000305	8,385.00	Environmental Services	01
LEAGUE OF CALIFORNIA CITIES	5439	100.00	Membership Dues for Sacramento Valley	01
MODOC COUNTY SHERIFF'S	TLPD 12.24	147.00	LiveScan - PD	01
NATIONWIDE	NW 1/13/2025	105.00	Surety Bond 1/29/25 - 1/28/26	01
PACIFIC POWER	41972561-002 8 1/25	1,741.41	Streetlights	11
PACIFIC POWER	41972561-003 6 1/25	1,170.04	Parks	01
PACIFIC POWER	41972561-004 4 1/25	233.75	C St	03
PACIFIC POWER	41972561-006 9 1/25	2,138.10	Booster Pump	02
PACIFIC POWER	41972561-007 7 1/25	279.31	400 Blk Main Library	01
PACIFIC POWER	41972561-011 9 1/25	3,368.50	1001 Dean Callas Way	03
PACIFIC POWER	41972561-013 5 1/25	13.84	Park St	03
PACIFIC POWER	41998321-001 6 1/25	1,864.73	101 Siskiyou St	02
PACIFIC POWER	41998321-004 0 1/25	368.87	Main & E St	01
PAPE MACHINERY, INC.	15835850	1.78	Maintenance on Equipment - Parks	01
PAPE MACHINERY, INC.	15835870	255.54	Maintenance on Equipment - Parks	01
PAPE MACHINERY, INC.	15844068	7.93	Maintenance on Lawn Mower	01
PAPE MACHINERY, INC.	15844076	77.16	Maintenance on Lawn Mower	01
RICHARD TINSMAN	2024-04	5,913.75	SB2 & LEAP Grant: May 2024	01
RICHARD TINSMAN	2024-06	5,937.50	SB2 & LEAP Grant: July & August 2024	01
RICHARD TINSMAN	2024-07	4,013.75	SB2 & LEAP Grant: September 2024	01
RICHARD TINSMAN	2024-08	4,370.00	SB2 & LEAP Grant: October & November	01
RICHARD TINSMAN	2025-05	4,773.75	SB2 & LEAP Grant: June 2024	01
SARGENT CERTIFIED PUBLIC	0374	2,500.00	Finance Director - December 2024	01
SMALL CITIES ORGANIZED RISK	Tul Install 2	17,172.72	Q3 Liability Insurance Installment FY24/25	01
SMALL CITIES ORGANIZED RISK	TulQ3FY25	14,144.33	3rd Quarter Premium WC	01
SOLID WASTE	003814	790.44	TS Gate Fees: Nov. 7, 2024	04
SOLID WASTE	003851	914.30	TS Gate Fees: Nov. 14, 2024	04
SOLID WASTE	003875	891.34	TS Gate Fees: Nov. 21, 2024	04
SOLID WASTE	003958	1,737.12	TS Gate Fees: Dec. 5, 2024	04
SOLID WASTE	003983	36.00	TS Gate Fees: Dec. 12, 2024	04
SOLID WASTE	003984	857.64	TS Gate Fees: Dec. 12, 2024	04
SOLID WASTE	004001	774.48	TS Gate Fees: Dec. 19, 2024	04

City of Tulelake
Posted General Ledger Transactions - City Council Bills to Approve

STANTEC CONSULTING SERVICES	2343087	2,865.50	Tulelake DTSC ECRG Assessment FY24	01
INC.	599760	12.08	Lamp - PW	02
STATELINE AUTO PARTS SUPPLY,	600913	100.77	Operating Supplies - PW	02
TULE TILLERS 4X4 AUTOMOTIVE	3954	676.00	Maintenance on 2019 Ram - PD	01
TULE TILLERS 4X4 AUTOMOTIVE	3955	140.00	Maintenance on 2019 Dodge Charger - PD	05
U.S. CELLULAR	0704672843	171.55	US Cellular - PW	02
VERIZON WIRELESS	6103578322	141.51	Verizon - PD	05
Total Bill Amount		\$94,331.24		
		Approved at the Regular Meeting on February 04, 2025		
	Pay Dates: 01/31/2025		Fund Account Codes:	
PAY PERIOD:	01/12/2025-01/25/2025			
<i>Police Department: (4 Employees)</i>	\$3,977.09		01- General Fund	
<i>Chief Resilience Officer (1 Employee)</i>	\$2,192.69		02- Enterprise Fund - Water	
<i>Public Works: (6 Employees)</i>	\$6,618.42		03- Enterprise Fund - Sewer	
<i>City Hall: (4 Employees, including Library & Custodial)</i>	\$3,664.70		04- Enterprise Fund - Garbage	
<i>Council & Elected Officials: (7 persons)</i>	\$2,054.90		05- Police Personnel (COPS Grant)	
			11- Gas Tax Fund (Streets)	
Total Amount of Payroll DD's		\$18,507.80	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - February 04, 2025:		\$112,839.04		



Date: 1/23/2025

Proposal# DKG240160N
Prevailing Wage Y/N Y

Customer Value Agreement (CVA)

Prepared for:

City of Tulelake

Acct #: 1047390
Name: Jose 'Chewy' Perez
Phone: 530 281 9150
E-mail: chewy.perez@cityoftulelake.co
Billing Address: PO Box 847, Tulelake CA 96134

Prepared By: Dennis Gordon
Title: Product Support Sales Representative
Phone: 530 227 2923
E-mail: dkgordon@petersonpower.com

Peterson Power Systems, Inc. agrees to perform the services listed below for City of Tulelake

The agreement will be for a period of: Two Years
Commencing on: Acceptance Date
These services will be performed on the units listed below at the stated price:
The units are located at: Various Locataions Tulelake

The services have been designed around the Manufacturer's Recommended Standards, will be performed on a flat fee basis and include labor, travel and service parts as indicated below. Taxes, if applicable, are not reflected, unless otherwise noted. Following is a summary of charges for the agreement.

The services listed below include, but are not limited to, the following. For a complete listing of service options available through Peterson Power please see Attachment B.

An **Inspection** includes an individual inspection of each unit. The technician will verify the fluid levels (oil, coolant and fuel), service the batteries, ensure proper operation of battery charging system, perform an operational check of the engine and generator (as applicable), and provide a completed service report detailing the service and any potential problems that should be addressed.

An **Annual Service** includes a full inspection (see description above) of each unit and a full service which includes; the replacement of engine oil, oil filters and fuel filters. Air filters are replaced on an as needed basis for an additional charge. Please contact your PSSR if you would like your air filters replaced.

Load Bank Testing is recommended annually for any generator that is not run "under load" (maintaining a load of at least 30% of its kilowatt (kW) rating) regularly, to ensure the proper operation of your generator. A Load Bank Test will include the connection of a portable resistive Load Bank. Load test duration is specified below in the pricing Spreadsheet.

Every three years, engine manufacturers recommend replacement of cooling system belts, cooling system hoses and coolant. In addition, the (PM-3) includes upgrading block heater hoses to high temperature silicone hoses. Block heater isolation ball valves will be installed on any engine not already (if applicable) equipped. Engine thermostat and radiator cap are also replaced.

Batteries are recommended for replacement on a three year cycle and will be replaced with Maintenance Free batteries unless otherwise specified by the customer.

**Peterson Power Systems
Detail of Services Offered
Attachment B**

Inspection Service

Before Starting Engine:

- Check engine oil and coolant levels
- Check block heater (should maintain a coolant temperature of 90° F in the block)
- Check fuel level in storage tank
- Check battery water level and top as necessary
- Check battery terminals for corrosion and connections for tightness (lead acid)

With Engine Running:

- Check oil pressure
- Check fuel pressure
- Check oil level and add oil as required
- Check RPM (frequency)
- Check generated voltage
- Check for leaks or unusual noises

After Stopping Engine:

- Check/verify all switches are in proper positions for automatic start.
- Check fuel level in tank
- Record battery charger volts, check for proper operation
- Remove, clean and reinstall all battery connections (lead acid)
- Inspect generator for cleanliness

Reporting:

- Provide written service report for each visit
- Advise customer of any/all unusual situations or potential problems which will require further attention
- Advise when main fuel tank is below $\frac{3}{4}$ full

Annual Service

Includes all Inspection Services and the following:

- Drain crankcase oil and replace with new oil
- Remove and replace oil and fuel filters
- Inspect air filter(s)
- Check generator output
- Take oil sample for analysis

Load Test

Start engine and load with contractor supplied resistive load bank. As per NFPA 110 (2013 Edition)
Code 8.4.2.3

Three Year Service (PM-3)

- Replace all rubber coolant hoses
- Replace drive belts
- Replace block heater hoses
- Replace coolant regulators (Thermostat) - Thermostats are not included on the Cat C175 Engines
- Replace rad cap
- Standard antifreeze will be replaced every three years

Extended life coolants will be upgraded after the first three years and replaced after six years
Additional services upon request

Thermal Image Inspections:

Thermo Images reveal temperature variations that signal electrical and mechanical problems before they become failures.

Fuel Conditioning/Polishing:

Extend life of stored diesel fuel by adding CAT Diesel Fuel Conditioner and polishing with high efficiency kidney loop filtration system.

Building Load Transfer with Visual inspection:

Inspect enclosure, anchorage, door seal, connections for thermal variance, loose or damaged wires, overheating or mechanical malfunction, and indicator lamps. Transfer load up to 30 minutes (as permitted).

Level 1 ATS Energized Preventative Maintenance (conforms NFPA 110 2018)

- Clean interior of ATS if safe to do so.
- Record utility voltage and amperage.
- Measure and record voltage drop across contacts (Utility Power)
- Perform functional test (Transfer load from utility to emergency power if permitted by customer)
- Record emergency voltage, frequency, and amperage
- Measure and record voltage drop across contacts (Emergency Power)
- Check for excessive heat build-up with infrared thermometer or camera.
- Verify time delays and voltage set points.
- Provide customer with a report of findings and recommendations for additional services.

Level 2 ATS De-energized Preventative Maintenance

- Work with customer to de-energize and isolate ATS.
- Perform contact resistance test with Digital Low Resistance Ohmmeter (DLRO)
- Inspect clean and polish contacts if required by DLRO testing.
- Inspect arc chutes, insulation, control wiring, switches, and relays.
- Check torque on all cables and wires.
- Check mounting hardware and function of mechanical components.
- Lubricate all mechanical components as needed.
- Perform Level 1 service after **re-energized work to confirm proper operation.**
- Provide customer with written documentation of service procedures, any findings and recommendations for additional services.

Level 3- Bypass 'Energized' Service

Bypass Isolation switches keep your facility powered 24/7, for maintenance purposes these transfer switches also have an additional circuit which allows the Automatic Transfer Switch to be isolated for an inspection with minimal arc concerns/PPE needs. Level 4 Bypass ATS Service is available as an energized service. Bypass ATS will be connected to source of facility's choice, either Utility or Emergency Generator for duration of inspection** to allow for safe isolated inspection of ATS contactor. ATS will be racked out and then inspected/cleaned before being racked back into the Bypass ATS.

***If outage was to occur during inspection, switch may need to be manually racked to alternate source. Depending on switch manufacturer, Time to bring the EPSS fully back online may range between 10 to 25 minutes. Please contact your*

Product Support Rep for details or to develop more detailed plan based on site and equipment specifics; full job site walk with lead technician may be necessary based on facility concerns and equipment onsite.

Level 4- Bypass 'De-Energized' Service

Level 4 service requires full de-energization of the Bypass Transfer Switch (Utility and E-Gen Shutdown). Level 4 service includes our Level 3 Scope of work, plus the addition of checking the mechanical torque of connections and lubrication of micro switches. Service is suggested to be combined with major shutdowns or based on manufacturer's specifications.

Megger Testing: (Insulation resistance testing)

Vibration, general usage or moisture can break down generator insulation and cause electrical shorts. Megohmmeter testing identifies decreasing generator insulation before it becomes a major repair or replacement. CAT recommends annual testing.

Emergency Servicing: Provide 24-hour emergency repair coverage **800.963.6446**



CONTRACT AMENDMENT #2

Project: Task Order #11 - PLHA Planning & Preliminary Engineering

Job Number: 1012-5811

This Amendment Agreement ("Agreement #2") is made as of January 31, 2025, between Adkins Engineering & Surveying, Inc. and City of Tulelake.

This Agreement #2 amends the Contract with an effective date of November 7, 2023 by and between the parties. If there is any conflict between the provisions of this Agreement #2 and those elsewhere in the Original Agreement, the provisions of this Agreement #2 govern. Except as expressly stated otherwise in this Agreement #2, all provisions of the Original Agreement remain in full force and effect.

This Agreement #2 is to provide the following additional services for Activities 1 and 2 for the project utilizing available 2020 funds associated with City of Tulelake Contract No. 22-PLHA-17892:

Section 6. Payments to Engineer

Table with 3 columns: Description of Service, Amount, Basis of Compensation. Rows include Activity 1, Activity 2, and TOTAL COMPENSATION.

IN WITNESS WHEREOF, the parties execute this Agreement as of the Effective Date. Each person who signs this Agreement below represents that such person is fully authorized to sign this Agreement on behalf of the applicable party.

Accepted by:

Approved by: Adkins Engineering & Surveying, Inc.

By: _____

By: [Signature] _____

Name: _____

Name: Michael Moser _____

Title: _____

Title: Principal/Project Manager _____

Date: _____

Date: January 31, 2025 _____

1435 Esplanade Ave, Klamath Falls, OR 97601

o 541.884.4666 / f 541.884.5335 / w AdkinsEngineering.com

Additional Consultant Service No. 4
Scope of Services - Task Order No. PLHA-01

February 4, 2025

Pursuant to the March 2, 2021, professional services agreement between the City of Tulelake (City) and Richard Tinsman (Consultant) for Planning Consulting Services, this scope outlines tasks to be completed by Consultant specific to a Permanent Local Housing Allocation (PLHA) Program Grant (Agreement No. 22-PLHA-17892) awarded to the City by the California Department of Housing and Community Development (HCD).

A. Scope of Work

Task 1: Planned Development Ordinance & Zone Change

To facilitate and encourage the development of affordable housing on an approximately four- to six-acre PLHA project site, Consultant will prepare a planned development ordinance for the site that, when adopted, would establish residential development standards for single-family and multifamily uses consistent with proposed buildout of the site. The draft ordinance will be presented to the City Council for review and consideration accompanied by the buildout plan prepared by the City Engineer and the CEQA document prepared for the City by Rabe Consulting under separate contract.

Deliverables: Planned Development ordinance, staff report, findings, public notices, and at least one public hearing.

Task 2: Development Plan Support

Consultant will coordinate with the City, City Engineer, and others as needed to assist City Engineer in the development of a buildout plan for the PLHA project site.

Deliverables: Review of draft plans, maps, street and utility alignments, etc., and remote participation in regularly scheduled project management meetings.

B. Completion Schedule & Budget

Task	Completion Date	Budget
Task 1 – PD Ordinance & Zone Change	June 15, 2026	\$9,500
Task 2 – Development Plan Support	June 15, 2026	\$2,750
Total Estimated Cost		\$12,250

C. Acceptance

By signature, the parties each accept the provisions of the Task Order No. PLHA-01 and authorize Consultant to proceed at the direction of the City's representative in accordance with the Scope of Services.

DATED this 4th day of February, 2025.

CITY OF TULELAKE

CONSULTANT

By: _____
TOM CORDONIER, MAYOR

By:  _____
RICHARD TINSMAN, PRINCIPAL

RESOLUTION NO. 25-02

Tulelake City Council

AUTHORIZING RESOLUTION OF Tulelake City Council

AUTHORIZING THE APPLICATION AND AMENDING THE PLHA PLAN FOR THE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM

A necessary quorum _____ of the
Tulelake City Council _____ of
the City of Tulelake, a municipality,
Tulelake City Council hereby consents to, adopts, and ratifies the following
resolution:

- A. WHEREAS, the Department is authorized to provide up to \$296 million under the SB 2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2))).
- B. WHEREAS, the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 10/15/2024 under the Permanent Local Housing Allocation (PLHA) Program;
- C. WHEREAS, Tulelake City Council is an eligible Local government who has applied for program funds to administer one or more eligible activities, or a Local or Regional Housing Trust Fund to whom an eligible Local government delegated its PLHA formula allocation.
- D. WHEREAS, the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement, and other contracts between the Department and PLHA grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

- 1. If Applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.

11. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB 2 Guidelines published by the Department.

12. The Mayor, City Hall Administrator, Chief Resilience Officer or Mayor's Designee _____ is/are authorized to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the PLHA grant awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Tulelake City Council this
4th day of, February 2025, by the following vote:

AYES: _____ ABSTENTIONS: _____ NOES: _____ ABSENT: _____

Signature of Approving Officer: _____

Mayor

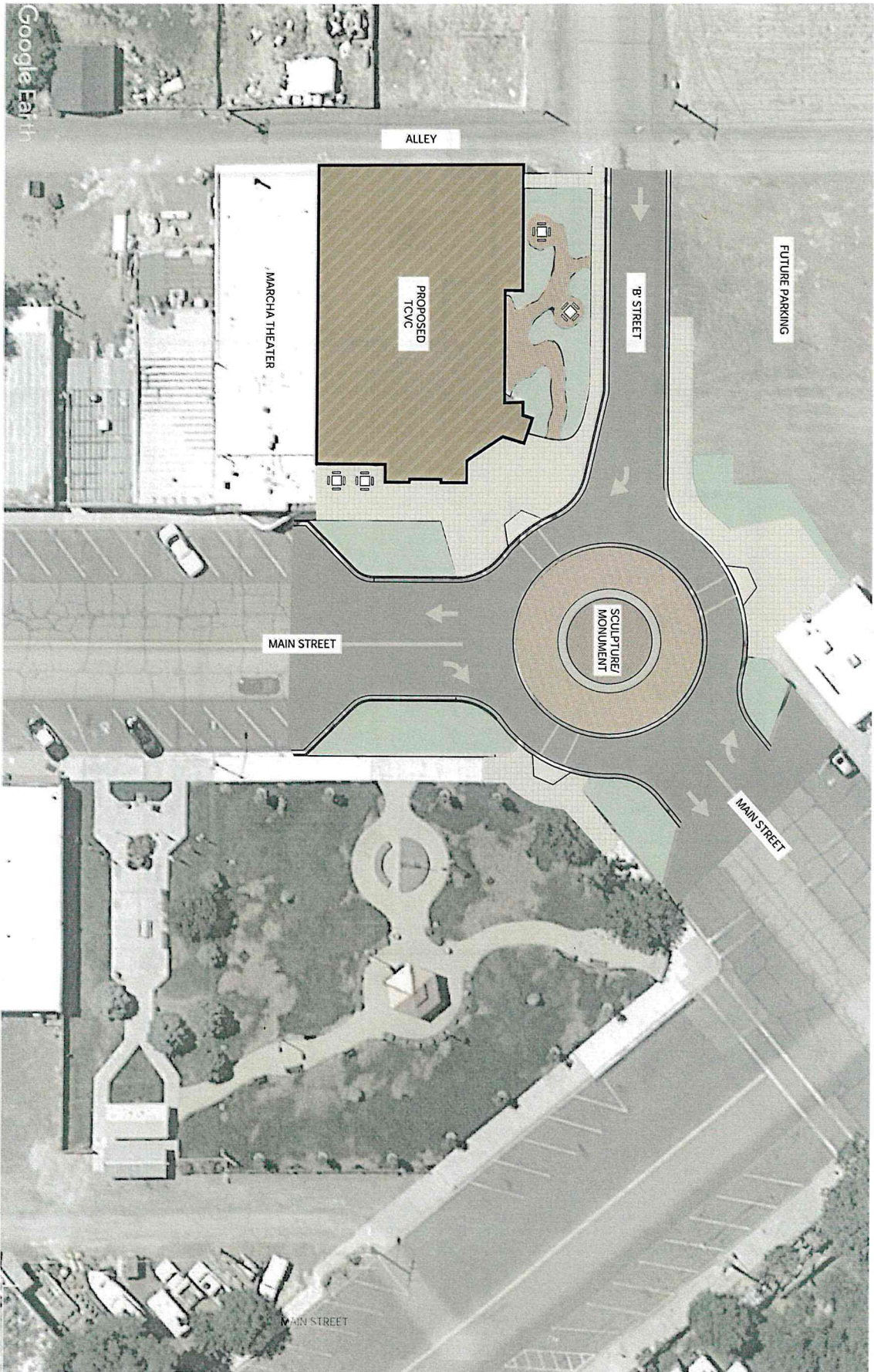
INSTRUCTION: The attesting officer cannot be the person identified in the resolution as the authorized signor.

CERTIFICATE OF THE ATTESTING OFFICER

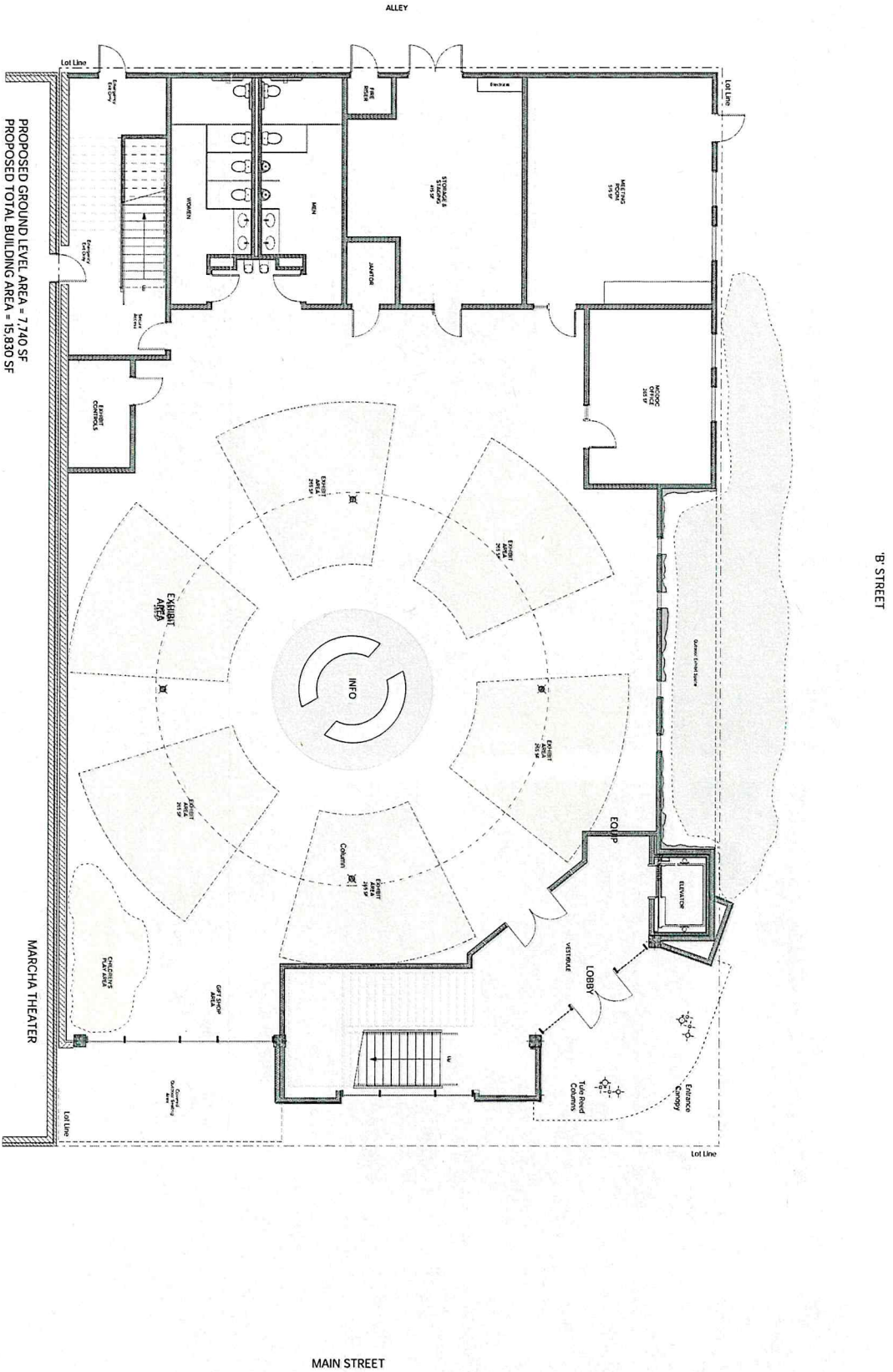
The undersigned, Officer of City Clerk, Aissa Martinez does hereby attest and certify that the forgoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the Tulelake City Council which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST: _____
Signature of Attesting Officer

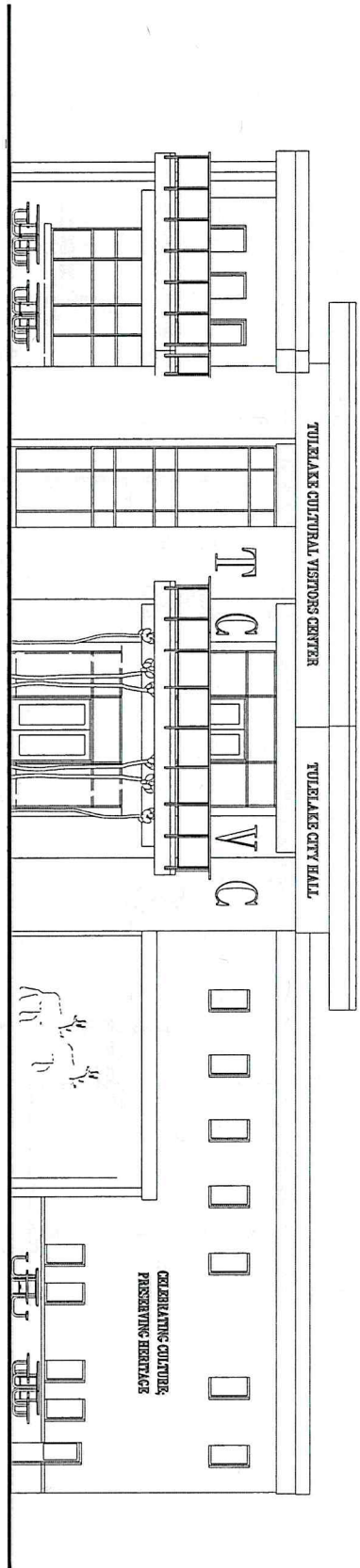
Aissa Martinez, City Clerk
Print Name and Title of Attesting Officer



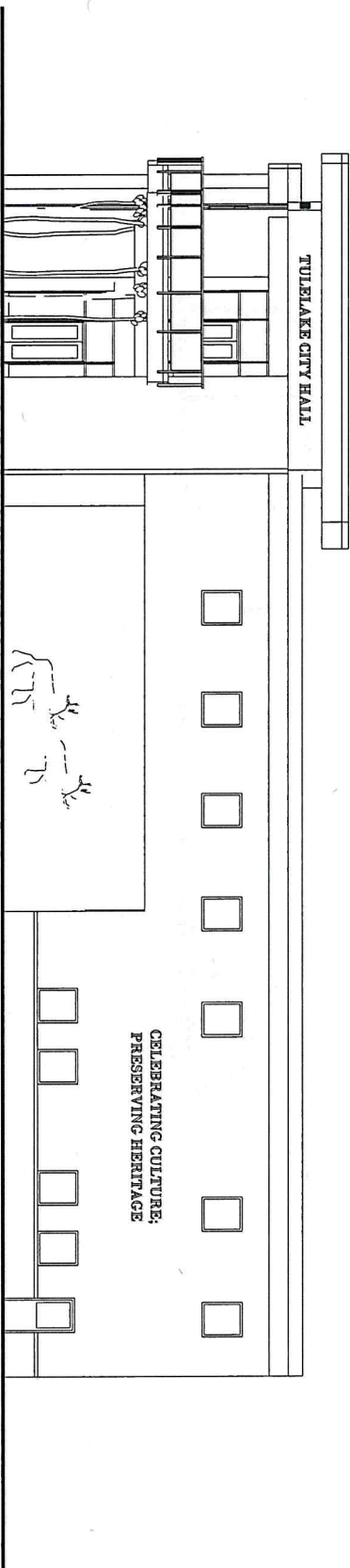
N
 SCHEMATIC SITE CONTEXT PLAN
 SCALE: 1/16" = 1'-0"



TULELAKE CULTURAL VISITOR CENTER
 CONCEPTUAL DESIGN - SCHEME C1

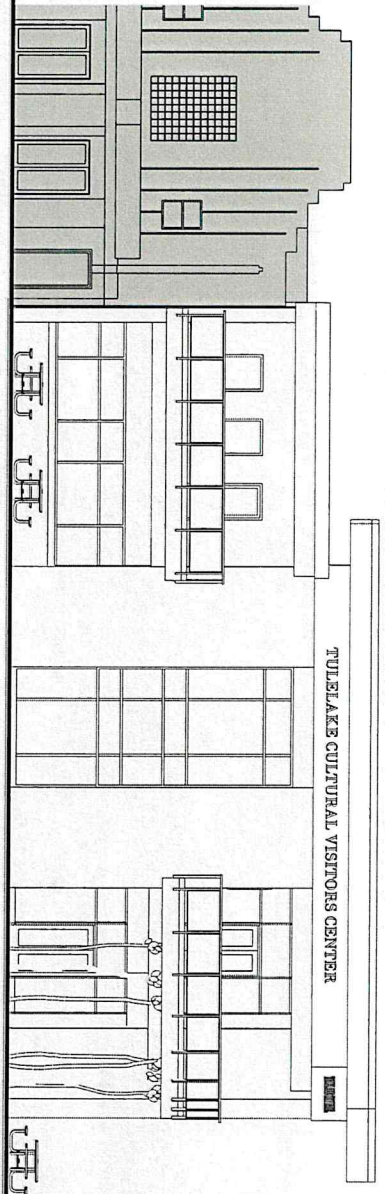


SCHMATIC "FRONT" ELEVATION
SCALE: 3/16" = 1'-0"



SCHMATIC NORTH ELEVATION
SCALE: 3/16" = 1'-0"

TULELAKE CULTURAL VISITOR CENTER
CONCEPTUAL DESIGN - SCHEME C1



SCHMATIC EAST ELEVATION
SCALE: 3/16" = 1'-0"



SCHMATIC BUILDING SECTION
SCALE: 3/16" = 1'-0"

TULLAKE CULTURAL VISITOR CENTER
CONCEPTUAL DESIGN - SCHEME C1

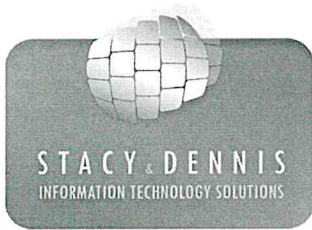
PROJECT NO. 2202
TULLAKE CULTURAL
VISITOR CENTER
35 MAIN STREET
TULLAKE, CA 95134





SCHEMATIC RENDERING - VIEW FROM MAIN STREET ACROSS TRAFFIC CIRCLE

TULELAKE CULTURAL VISITOR CENTER
 CONCEPTUAL DESIGN - SCHEME C1



541-882-2479
4745 South Sixth Street
Klamath Falls OR 97603

Estimate

Name / Address
City of Tulelake PO Box 847 Tulelake, CA 96134

Date	Estimate #
2/6/2025	e25-0088
	Project

Qty	Description	Cost	Total
	Quote for new workstation:		
1	New PC - Special Order - Lenovo SFF M70s i5-14400 16GB-512GB - Windows 11 Professional - 3 Year On-site Warranty	1,019.00	1,019.00
1	Kingston ValueRAM 16GB D5-5600 Udimm	65.00	65.00
2	MSI PRO 24.5-inch IPS 1920 x 1080 (FHD) Computer Monitor, 100Hz, Adaptive-Synch, HDMI, VGA Port, VESA Mountable, Tilt, Speaker, 1ms, Black	115.00	230.00

It is your responsibility to back up your data. Stacy & Dennis IT Solutions will not be responsible for data loss. All items left for more than 90 days will be considered abandoned and disposed of. Payment is due upon Receipt. An annual service charge of 12% will be assessed monthly after 30 days from the invoice date for any unpaid balance. All past due accounts are subject to collection fees per ORS 697.115 for collection of commercial debt. By signing below, you agree to the terms of the Master Service Agreement (MSA) located at www.sndits.com/msa or available upon request. You understand that the MSA terms are subject to change without notice. If you cannot access the MSA or do not agree to the terms, do not sign below.

Total \$1,314.00

Customer Signature _____