

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL
March 04, 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 March 04, 2025.
2. Pledge of Allegiance
3. Approval of the February 18, 2025, regular meeting minutes. Discussion/Action.
4. Approval of the February 24, 2025, special meeting minutes. Discussion/Action.
5. Approval of the payments of bills. Discussion/Action.
6. 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.

7. Approval of Resolution 25-03, "A Resolution of the City Council of Tulelake, California, approving the Library Manager, Kailee Wood, to apply for and accept grant funds for the update and improvement of the City of Tulelake Library. Discussion/Action. (Library Branch Manager)
8. Discussion and possible approval to apply for a grant through the Department of Interior for slip-on tanks for both the Tulelake Multi-County Fire Department and the City of Tulelake. Discussion/Action. (Director of Public Works/TMCFD Fire Chief)
9. Discussion and possible approval of sponsoring the 4th grade AAU Basketball Team. Discussion/Action. (Officer Ruiz)
10. Discussion and approval of City hosting movies in Otis Roper Park in the warm nights of spring and summer. Discussion/Action. (Officer Ruiz)
11. Discussion on the ability to bank holiday hours and use as time off later. Discussion/Action. (Officer Ruiz)
12. Approval of annual raise for Officer Ruiz on his one-year anniversary to step 9 base pay. Discussion/Action. (Chief Hoy, Officer Ruiz)
13. 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:

14. Comments from City Engineer

15. Comments from City Attorney
16. Comments from City Building Inspector (Steve Sluss)
17. Comments from Library Branch Manager (Kaylee Wood)
18. Comments from Police Officer (Jorge Ruiz)
19. Comments from City Treasurer (Sara Luscombe)
20. Comments from City Administrative Clerk (Cecilia Alvarado)
21. Comments from Council Member Henry Ebinger
22. Comments from Council Member Margie Cordonier
23. Comments from Council Member Teresa Williams
24. Comments from Council Member Bryan Hendricks
25. Comments from Council Member Tom Cordonier
26. Adjournment

Meetings are held 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
February 18, 2025 - 5:30 PM

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

APPROVAL OF THE FEBRUARY 11, 2025, SPECIAL MEETING MINUTES

Council Member Ebinger made a motion for the approval of the February 11, 2025, special meeting minutes. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-28)

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 25-29)

COMMENTS FROM THE PUBLIC

Police Officer, Jorge Ruiz, commented that he would like to host movies in the park during summer. He also commented that it would be something fun for the community since there isn't much going on in the City. He also commented that he will bring it to the next meeting as an agenda item.

APPROVAL OF MOU BETWEEN THE TULELAKE LIBRARY AND TULELAKE EARLY HEAD START, FOR THE PURPOSE OF ESTABLISHING A PARTNERSHIP TO HOST A MONTHLY PLAYGROUP AT THE LIBRARY AND ASSIST IN DISTRIBUTING FLYERS AND INFORMATION TO THE INDIVIDUALS AND FAMILIES SERVED BY EARLY HEAD START

Council Member Ebinger made a motion for the approval of MOU between the Tulelage Library and Tulelage Early Head Start, for the purpose of establishing a partnership to host a monthly playgroup at the Library and assist in distributing flyers and information to the individuals and families served by Early Head Start. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-30)

APPROVAL OF MOU BETWEEN THE TULELAKE LIBRARY AND THE TULELAKE SHINDIG, FOR THE PURPOSE OF ESTABLISHING A PARTNERSHIP TO OFFER A BOOTH WITH CHILDREN'S ACTIVITIES AT THE TULELAKE SHINDIG COMMUNITY EVENT

Mayor Cordonier made a motion for the approval of MOU between the Tulelage Library and the Tulelage Shindig, for the purpose of establishing a partnership to offer a booth with children's activities at the Tulelage Shindig community event. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-31)

APPROVAL OF MOU BETWEEN THE TULELAKE LIBRARY AND THE TULELAKE REVITALIZATION COMMITTEE, FOR THE PURPOSE OF ESTABLISHING A PARTNERSHIP TO OFFER A BOOTH WITH CHILDREN'S ACTIVITIES AT THE TULELAKE REVITALIZATION COMMITTEE'S COMMUNITY EVENTS

Council Member Cordonier made a motion for the approval of MOU between the Tulelage Library and the Tulelage Revitalization Committee, for the purpose of establishing a partnership to offer a booth with children's activities at the Tulelage Revitalization Committee's community events. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-32)

REVIEW AND POSSIBLE APPROVAL OF FY22/23 AUDIT

Mayor Cordonier made a motion for the approval of FY22/23 Audit. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-33)

DEPARTMENT HEAD UPDATES

Chief of Police: Absent.

Chief Resilience Officer: Jenny Coelho commented that she had a meeting about all the snow and is developing a plan for what needs to be done in case it snows over 2 feet again. She commented that she is looking for grants for snow equipment. She also commented that she is developing a plan for an emergency phone calling system.

Interim City Hall Administrator: Aissa Martinez commented that the City Attorney will provide a mandatory training with the Council on March 12th at 10:00AM. She also commented that the City will be purchasing a table at Casino Night on March 1st for anyone that would like to attend. She also reminded the Council again about the CPR training on Thursday, February 20, 2025, at 8:00AM.

Director of Public Works: Absent.

Finance Director: Absent.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 6:10PM. Mayor Pro Tem Bryan seconded the motion. All votes were aye. Motion carried. (Motion 25-34)

Tom Cordonier, Mayor

Attest:

Aissa Martinez, City Clerk

MINUTES
Special Meeting
TULELAKE CITY COUNCIL
February 24, 2025 - 5:00 PM

Mayor, Tom Cordonier called the meeting to order at 5:02PM. Council Member Henry Ebinger was present. Council Member Margie Cordonier was present via conference call. Also in attendance were Chief Resilience Officer, Jenny Coelho; Director of Public Works, Jose Perez; City Administrative Clerk, Cecilia Alvarado and City Engineer, Dan Scalas. Those absent were Mayor Pro Tem, Bryan Hendricks; Council Member, Teresa Williams; City Treasurer, Sara Luscombe; City Clerk, Aissa Martinez; Finance Director, Will Sargent; Chief of Police, Tom Hoy; Police Officer, Jorge Ruiz and Assistant City Admin, Christian Marquez.

COMMENTS FROM THE PUBLIC

No comments.

UPDATE ON WASTEWATER PONDS

Director of Public Works, Jose Perez, commented that due to the snow we have got in the last couple of weeks the wastewater ponds are to the max with water. He commented that he is discharging lots of water into the fields. He commented that if he were to let the sewage go out into the streets the state would fine the City about \$10,000 to \$20,000 a day. He also commented that maybe in the future the City should consider adding more ponds to avoid this issue. City Engineer, Dan Scalas, commented that he has been working with the state and letting them know what is going on. He also commented that a bigger pump is needed, and he will be going after a grant to get one. Director of Public Works, Jose Perez, also commented that he and his crew are checking the drains every two hours.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 5:20PM. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-35)

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 03-04-2025 - API25011 for Weeks 02/19/2025-03/04/2025				
Name	Document Number	Document Amount	Document Description	Fund Code
ADKINS ENGINEERING AND	61547	30,294.80	SCDRG Well Rehabilitation & Emergency	02
ADKINS ENGINEERING AND	61548	1,800.00	Wastewater Improvements TO#15	03
ADKINS ENGINEERING AND	61564	1,370.12	PLHA Planning TO#11	01
BEAR TECHNOLOGIES	25338	87.50	Endpoint Detection & Response	01
BEAR TECHNOLOGIES	25339	410.00	Monthly Server Maintenance	01
CAPITAL ONE SPARK BUSINESS	C1 01/20/2025	129.64	Office Supplies	02
CAPITAL ONE SPARK BUSINESS	C1 01/27/2025	139.25	Office Supplies	01
CAPITAL ONE SPARK BUSINESS	C1 01/30/2025	27.99	1099's	01
CAPITAL ONE SPARK BUSINESS	C1 01/31/2025	30.29	Business Lunch	02
CAPITAL ONE SPARK BUSINESS	C1 02/05/2025	583.80	Small Tools & Equipment	11
CAPITAL ONE SPARK BUSINESS	C1 02/14/2025	321.97	Small Tools	02
CHARLES W PILLON, CPA	4708	4,550.00	Audit Services: 1/1/2025 - 2/13/2025	01
CITY OF WEED	1714	671.32	Building Inspector: 1/8/2025 - 1/29/2025	01
ED STAUB & SONS PETROLEUM, INC	12043069	713.27	Propane - CH	01
ED STAUB & SONS PETROLEUM,	12112984	593.70	Propane - PD	01
ED STAUB & SONS PETROLEUM,	340690	421.88	Fuel - PD	01
ED STAUB & SONS PETROLEUM,	340699	1,089.92	Fuel - PW	01
FERGUSON WATERWORKS #3011	1305550	542.08	Operating Supplies	02
LANGAN ENGINEERING AND	90024705	5,427.50	Environmental Services 12/28/2024 -	01
METAL MASTERS, INC	69293	260.00	Maintenance on Furnace	01
METAL MASTERS, INC	69302	130.00	Maintenance on Furnace	01
OFFICE TECHNOLOGIES, INC.	51177	44.78	Copier Maintenance - CH	01
PACIFIC POWER	41972561-002 8 02/25	1,749.03	Streetlights	11
PACIFIC POWER	41972561-004 4 02/25	253.48	C St - Lift Station	03
PACIFIC POWER	41972561-006 9 02/25	2,200.72	A6325 C Street	02
PACIFIC POWER	41972561-007 7 02/25	456.59	400 Blk Main Library	01
PACIFIC POWER	41972561-009 3 03/25	688.97	470 C St #A	01
PACIFIC POWER	41972561-011 9 02/25	3,254.75	1001 Dean Callas Way	03
PACIFIC POWER	41972561-013 5 02/25	99.65	Park St	03
PACIFIC POWER	41998321-001 6 02/25	2,090.83	101 Siskiyou St	02
PACIFIC POWER	41998321-004 0 02/25	369.66	Main & E St	01
POWER PAC	173271	2.08	Finance Charge	01
POWER PAC	18031-1	1,504.00	Tractor/Loader/ Rental	11
STACY & DENNIS	25CW-1104	2,112.00	Microsoft 365 Business Premium for 1 Year	01
STACY & DENNIS	25CW-1178	232.50	IT Support - CH	01
STANTEC CONSULTING SERVICES	2358780	1,347.62	Tulelake DTSC ECRG Assessment FY24	01
STATELINE AUTO PARTS SUPPLY,	603050	183.75	Maintenance on PW Vehicles	02
THOMAS CORDONIER	TC 02/25/2025	116.40	Reimburse for CIIC Meeting	01
VERIZON WIRELESS	6106025429	476.95	Verizon - PD	05
Total Bill Amount		\$66,778.79		
	PAY PERIOD: Pay Dates: 02/28/2025 02/09/2025-02/21/2025	Approved at the Regular Meeting on March 04, 2025	Fund Account Codes:	
<i>Police Department:</i> <i>(3 Employees)</i>	<i>\$5,056.97</i>		01- General Fund	
<i>Chief Resilience Officer (1</i> <i>Employee)</i>	<i>\$2,192.68</i>		02- Enterprise Fund - Water	

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

<i>Public Works: (6 Employees)</i>	<i>\$7,044.82</i>		03- Enterprise Fund - Sewer	
<i>City Hall: (5 Employees, including Library & Custodial)</i>	<i>\$4,869.57</i>		04- Enterprise Fund - Garbage	
<i>Council & Elected Officials: (7 persons)</i>	<i>\$2,054.90</i>		05- Police Personnel (COPS Grant) 11- Gas Tax Fund (Streets)	
Total Amount of Payroll DD's		\$21,218.94	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - March 04, 2025:		\$87,997.73		

RESOLUTION 25-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE, CALIFORNIA, APPROVING THE LIBRARY MANAGER, KAILEE WOOD, TO APPLY FOR AND ACCEPT GRANT FUNDS FOR THE UPDATE AND IMPROVEMENT OF THE CITY OF TULELAKE LIBRARY.

WHEREAS, the City of Tulelake values the importance of its public library in supporting the educational and informational needs of the community; and

WHEREAS, the City of Tulelake seeks to improve and modernize the Kailee Wood Library to provide better access to resources, enhance learning experiences, and ensure the library meets the needs of the community; and

WHEREAS, the City has identified a potential grant opportunity that will assist in funding the necessary upgrades and improvements to the library; and

WHEREAS, the City of Tulelake City Council recognizes the significance of the Kailee Wood Library Manager's role in securing and managing the grant funds to support these improvements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tulelake, California, as follows:

1. **Approval:** The City Council hereby approves Kailee Wood, Library Manager, to apply for the grant funds for the purpose of updating and improving the Kailee Wood Library.
2. **Authority:** The City Council authorizes Kailee Wood, Library Manager, to execute any necessary documents, agreements, and actions required to apply for and accept the grant funds on behalf of the City of Tulelake.
3. **Grant Fund Use:** The grant funds, if awarded, shall be used solely for the purpose of upgrading the facilities and resources of the Kailee Wood Library, in alignment with the goals set forth by the City of Tulelake and the library's needs.
4. **Reporting:** Kailee Wood, Library Manager, will provide periodic updates and final reports to the City Council regarding the use and progress of the grant funds as required.
5. **Effective Date:** This resolution shall take effect immediately upon its adoption.

IT IS HEREBY CERTIFIED that the foregoing Resolution 25-03, is passed and duly adopted at a regular meeting of the Tulelake City Council held this 4th day of March 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINS:

Thomas L. Cordonier, Mayor

Attest:

Aissa Martinez, City Clerk