

**MINUTES**  
**Special Meeting**  
**TULELAKE CITY COUNCIL**  
**February 11, 2025 - 5:30 PM**

Mayor, Tom Cordonier called the meeting to order at 5:30PM. Mayor Pro Tem Bryan Hendricks and Council Members Henry Ebinger; Teresa Williams and Margaret Cordonier were present. Also in attendance were City Clerk, Aissa Martinez; Chief of Police, Tom Hoy; Chief Resilience Officer, Jenny Coelho; Police Officer, Jorge Ruiz; Director of Public Works, Jose Perez; City Administrative Clerk, Cecilia Alvarado and Tulelake Multi Fire Department Captain, Adam Alcorn. Those absent were City Treasurer, Sara Luscombe and Finance Director, Will Sargent.

**APPROVAL OF THE JANUARY 21, 2025, REGULAR MEETING MINUTES**

Mayor Cordonier made a motion for the approval of the January 21, 2025, regular meeting minutes. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-14)

**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 25-15)

**COMMENTS FROM THE PUBLIC**

No comments.

**APPROVAL TO DO A SURPLUS SALE FOR CITY EQUIPMENT**

Director of Public Works, Jose Perez, commented that he would like to have a surplus sale to get rid of some equipment in the City that is not being used. Council Member Ebinger made a motion for the approval to do a surplus sale for City equipment. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-16)

**APPROVAL OF QUOTE TO SERVICE CITY GENERATORS WITH PETERSON CAT**

Director of Public Works, Jose Perez, commented that Peterson CAT gave him a quote of \$15,697.00 for two years to service four of the City generators. Mayor Cordonier made a motion for the approval of quote to service City generators with Peterson CAT. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-17)

**LOCAL FIRE REPORT AND UPDATE OF RECENT FIRE HAZARDS AND POTENTIAL FIRE HAZARDS WITHIN THE CITY OF TULELAKE**

Tulelake Multi Fire Department Captain, Adam Alcorn, gave an update on the recent fire hazards and the potential fire hazards within the City of Tulelake. No action was taken.

**APPROVAL OF CONTRACT AMENDMENT #2, TASK ORDER #11 FOR PERMANENT LOCAL HOUSING ALLOCATION (PLHA) 2020 COMMITMENT TO DO PLANNING AND PRELIMINARY ENGINEERING**

Mayor Cordonier made a motion for the approval of Contract Amendment #2, Task Order #11 for Permanent Local Housing Allocation (PLHA) 2020 Commitment to do planning and preliminary engineering. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-18)

**APPROVAL OF CITY PLANNER'S QUOTE FOR PERMANENT LOCAL HOUSING ALLOCATION (PLHA) 2020 COMMITMENT TO DO PLANNING FOR PLHA SITE**

Mayor Cordonier made a motion for the approval of City Planner's quote for Permanent Local Housing Allocation (PLHA) 2020 commitment to do planning for PLHA site. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-19)

**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**

City Clerk, Aissa Martinez, read the title of Resolution 25-02. Mayor Cordonier made a motion for the 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. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-20)

**UPDATE, REVIEW AND APPROVAL OF FINAL ARCHITECTURAL SCHEMATIC FOR THE TULELAKE CULTURAL VISITOR CENTER AND APPROVAL TO START THE PHASE 2 RFP PROCESS**

Chief Resilience Officer, Jenny Coelho, presented the Council with the final schematic for the Tulelake Cultural Visitor Center. She also commented that they are ready to start the phase 2 RFP process. Mayor Cordonier made a motion for the approval of final architectural schematic for the Tulelake Cultural Visitor Center and to start the phase 2 RFP process. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-21)



**APPROVAL OF QUOTE FROM STACY AND DENNIS IT FOR A NEW DESKTOP COMPUTER AND MONITORS FOR THE FRONT DESK**

Chief Resilience Officer, Jenny Coelho, received a quote of \$1,314.00 from Stacy and Dennis IT for a new desktop computer and monitors for the front desk. She also commented that it will be coming out of the Chief Resilience Officer budget because she took her computer into her new office. Mayor Cordonier made a motion for the approval of quote from Stacy and Dennis IT for a new desktop computer and monitors for the front desk. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-22)

**APPROVAL TO DISMISS AND FORGIVE 123 EXTRA HOURS OF USED COMP TIME BY CHIEF HOY**

Mayor Pro Tem Hendricks commented that the extra 123 hours of comp time used by Chief Hoy should be forgiven and dismissed because it was an accounting mistake. Mayor Cordonier made a motion for the approval to dismiss and forgive 123 extra hours of used comp time by Chief Hoy. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-23)

**APPROVAL TO HIRE CHRISTIAN MARQUEZ ALCALA FOR THE FULL-TIME ASSISTANT CITY ADMIN POSITION STARTING AT \$17.08 PER HOUR**

Interim City Hall Administrator, Aissa Martinez, commented that there were six interviews and thought that Christian was the most qualified. Council Member Cordonier made a motion for the approval to hire Christian Marquez Alcala for the full-time Assistant City Admin position starting at \$17.08 per hour. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-24)

**APPROVAL TO PURCHASE NEW RADAR UNIT FOR PATROL CAR**

Police Officer, Jorge Ruiz, commented that Deschutes County sent a radar unit to the Police Department and will eventually charge them \$1,600.00 for it. Council Member Cordonier made a motion for the approval to purchase the radar unit from Deschutes County for the patrol car. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-25)

**APPROVAL TO CASH OUT 30 HOURS OF COMP TIME AS EXEMPT FROM TAXES**

Police Officer, Jorge Ruiz, commented that he would like 30 hours of his comp time paid out deciding to be nonexempt from taxes. Mayor Cordonier made a motion for the approval to cash out 30 hours of comp time as exempt from taxes. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-26)

**DEPARTMENT HEAD UPDATES**

**Chief of Police:** Tom Hoy commented that the seniors in Tulelake are in bad shape, and he has been helping them by taking them food and offering shelter. He also commented that he has someone that he would like to hire who has already gone to the academy and he will be bringing him up here to introduce to everyone. He commented that he has been helping plow driveways and has raised \$3500.00 that will be going towards the K-9 fund. Finally, he stated that on April 4<sup>th</sup> there will be a K-9 Fund Dinner with the Police Department at the Tulelake Fire Department.

**Chief Resilience Officer:** Jenny Coelho commented that she will be having an Emergency Planning Committee Meeting on Thursday at 1:30PM and the main focus will be about all the snow that the City has gotten. She commented that they are finally finishing up with the 22/23 Audit and will bring it to the next Council meeting.

**Interim City Hall Administrator:** Aissa Martinez reminded everyone about the CPR training next Thursday, February 20 at 8:00AM.

**Director of Public Works:** Jose Perez commented that his crew is doing the best they can with the little equipment they have to clean up the snow.

**Finance Director:** Absent.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 7:06PM. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-27)

  
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Tom Cordonier, Mayor

Attest:

  
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Aissa Martinez, City Clerk