

**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 ADELINA 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Chief Resilience Officer, Jenny Coelho, commented that Resolution 24-12 needed to be rescinded because the City is paying all closing costs on this property.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  
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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 20<sup>th</sup> 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 5<sup>th</sup> 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)

  
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Tom Cordonier, Mayor

Attest:  
  
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Aissa Martinez, City Clerk