AGENDA Regular Meeting TULELAKE CITY COUNCIL

March 18, 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 18, 2025.
- 2. Pledge of Allegiance
- 3. Approval of the March 04, 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. Discussion about City Farm Lease. Discussion/Action. (Nick Scott)
- 7. Discussion and approval for the Mayor to sign the proclamation for Child Abuse Prevention Month in April and have the City of Tulelake adopt the proclamation making a stance against Child Abuse Prevention. Discussion/Action. (Allison Scull, First 5 Siskiyou Coordinator)
- 8. Discussion about City Pig Pens. Discussion/Action. (Mayor Cordonier/Jolene Moxon)
- 9. Approval of Task Order No. 18, for Grant Application for Tulelake Waterline Replacement, Meter Replacement and Backflow Protection Project Construction Funding. Discussion/Action. (Director of Public Works)
- 10. Discussion about requesting an opening for Police MOU. Discussion/Action. (Officer Ruiz)
- 11. Approval of appointing a new City Clerk. Discussion/Action. (City Clerk)
- 12. Discussion and possible approval of City of Tulelake's Security Policy and Procedures for PCI Compliance. Discussion/Action. (Chief Resilience Officer)
- 13. Closed Session: Public Employee Performance Evaluation (§54957) Title: Director of Finance. Discussion/Action. (Mayor Cordonier)
- 14. Announcement of Closed Session.
- 15. 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:

- 16. Comments from City Engineer
- 17. Comments from City Attorney
- 18. Comments from City Building Inspector (Steve Sluss)
- 19. Comments from Library Branch Manager (Kaylee Wood)
- 20. Comments from Police Officer (Jorge Ruiz)
- 21. Comments from City Treasurer (Sara Luscombe)
- 22. Comments from City Administrative Clerk (Cecilia Alvarado)
- 23. Comments from Assistant City Admin (Christian Marquez)
- 24. Comments from Council Member Henry Ebinger
- 25. Comments from Council Member Margie Cordonier
- 26. Comments from Council Member Teresa Williams
- 27. Comments from Council Member Bryan Hendricks
- 28. Comments from Council Member Tom Cordonier
- 29. 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 March 04, 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 Margie Cordonier were present. Also in attendance were City Treasurer, Sara Luscombe; City Clerk, Aissa Martinez; Chief Resilience Officer, Jenny Coelho; Director of Public Works, Jose Perez; City Administrative Clerk, Cecilia Alvarado; Assistant City Admin, Christian Marquez and Library Branch Manager, Kaylee Wood. Police Officer, Jorge Ruiz was present via conference call. Those absent were Finance Director, Will Sargent and Chief of Police, Tom Hoy.

APPROVAL OF THE FEBRUARY 18, 2025, REGULAR MEETING MINUTES

Council Member Ebinger made a motion for the approval of the February 18, 2025, regular meeting minutes. Council Member Cordonier seconded the motion. Four votes were aye with one abstaining. Motion carried. (Motion 25-36)

APPROVAL OF THE FEBRUARY 24, 2025, SPECIAL MEETING MINUTES

Mayor Cordonier made a motion for the approval of the February 24, 2025, special meeting minutes. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-37)

APPROVAL OF THE PAYMENT OF BILLS

Council Member Ebinger made a motion for the approve paying the bills presented. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-38)

COMMENTS FROM THE PUBLIC

No comments.

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

Council Member Ebinger made a motion for the 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. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-39)

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

Director of Public Works, Jose Perez, commented that he and Fire Chief, Nick Scott, would like to purchase slip-on tanks and a couple of vehicles through a grant. Chief Resilience Officer, Jenny Coelho, commented that they would obtain more money if they applied from the City and the Fire Department as the other entity. She also commented that she is going to have a meeting tomorrow with the Fire Chief, Nick Scott and Fire Captain, Adam Alcorn, to see if they are willing to join this grant with the City. Council Member Ebinger made a motion for the 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. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-40)

DISCUSSION AND POSSIBLE APPROVAL OF SPONSORING THE 4TH GRADE AAU BASKETBALL TEAM

Police Officer, Jorge Ruiz, commented that the 3rd and 4th grade AAU Basketball Team is looking to be sponsored for uniforms and entry fees for tournaments. He commented that they had a fundraiser selling tamales and got some money out of that, but he asked the Council if they would like to be involved and do something nice for the kids. Mayor Pro Tem Hendricks made a motion to not approve the sponsoring of the 4th grade AAU Basketball Team and encouraged local fundraising. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-41)

DICUSSION AND APPROVAL OF CITY HOSTING MOVIES IN OTIS ROPER PARK IN THE WARM NIGHTS ON SPRING AND SUMMER

Police Officer, Jorge Ruiz, commented that he would like to start hosting movies in Otis Roper Park when it starts getting warmer. He commented that he talked with Linda Woodley from Rural Klamath Connects and she let him know that she has a projector that he could use. He also commented that he would need to purchase some loudspeakers. Emily Hall from Tulelake Revitalization Committee commented that they are trying to do something similar but in the Marcha Theater. She suggested to Jorge that he should attend a Revitalization Meeting so they could talk more about this. Council Member Cordonier made a motion to table this item until Jorge could attend a Tulelake Revitalization Committee meeting. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-42)

DISCUSSION ON THE ABILITY TO BANK HOLIDAY HOURS AND USE AS TIME OFF LATER

Police Officer, Jorge Ruiz, commented that he would like to bank his holiday hours and use them later as a day off. Chief Resilience Officer, Jenny Coelho, commented that CalPERS won't let him do that because his holiday hours must be recorded. Mayor Cordonier asked City Clerk, Aissa Martinez, to check into CalPERS and let him know what the rules are. Discussion only. No action taken.

APPROVAL OF ANNUAL RAISE FOR OFFICER RUIZ ON HIS ONE-YEAR ANNIVERSARY TO STEP 9 BASE PAY

Mayor Cordonier made a motion to table this item until Chief of Police, Tom Hoy, could present Officer Ruiz's evaluation at the next City Council Meeting. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-43)

DEPARTMENT HEAD UPDATES

Chief of Police: Absent.

Chief Resilience Officer: Jenny Coelho commented that the bowling alley is ready to fall and said that the grant people won't be able to start demolishing until May or June, and that's if they have federal funding. She also commented that they did a regulated building materials on the old telephone building, and they did an estimate on how much they would charge to remove the asbestos on the building and Langan Engineering quoted them \$23,000.00. She commented that she is having a meeting tomorrow with the Fire Chief, Nick Scott, and Fire Captain, Adam Alcorn, regarding the grant for the slip-on tanks. She is also looking for a grant to do landscaping around Lulu's Café through Rural Klamath Connects.

Interim City Hall Administrator: Aissa Martinez reminded the Council about the training with the City Attorney next Wednesday at 10:00AM.

Director of Public Works: Jose Perez commented that they are still having issues with the plant. He commented that they are still pumping about 700,000 gallons of water a day. He also commented that Public Works are taking shifts day and night monitoring it because they don't want to lose their ponds.

Finance Director: Absent.

ADJOURNMENT

Mayor Co	rdonier made a moti	Council Member Ebinger seconded the			
motion. All votes were aye. Motion carried.				(Motion 25-44)	
Tom Cordo	onier, Mayor				
Attact.					
Attest:					
Aissa Mar	tinez, City Clerk				

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

Name	Document Number	Document Amount	Document Description	Fund Code
BANK OF AMERICA BUSINESS CARD	000083	334.00	IncFile LLC	01
BANK OF AMERICA BUSINESS	018270	107.64	Appriver	01
BANK OF AMERICA BUSINESS	033706	201.10	Police Supplies	05
BANK OF AMERICA BUSINESS	054116	230.00	Emergency Housing	01
U.S. CELLULAR	0710812082	172.48	U.S. Cellular - PW	02
BANK OF AMERICA BUSINESS	109764	499.00	Police Stickers for Vehicles	05
ED STAUB & SONS PETROLEUM,	12150806	395.24	Propane - CH	01
BOB'S EXCAVATING, INC.	12446	1,297.17	Water Repair	02
POWER PAC	17327	103.80	Steel Chisel, Point, Breaker	01
TRILOGY ARCHITECTURE	1779		TCVC Architectural Project	01
	2022926		Concrete Mix/Blacktop Patch	11
LIFELINE TRAINING AND	2025-1		CPR Training	01
LES SCHWAB	23100277506		Flat Tire Repair - PW	02
STANTEC CONSULTING SERVICES			Tulelake DTSC ECRG Assessment FY24	01
SIERRA SPRINGS	24382086 030725		Sierra Springs Water	01
SIERRA SPRINGS	24387498 011025		Sierra Springs Water - Late Fee - PD	01
SIERRA SPRINGS	24387498 020725		Sierra Springs Water - PD	01
SIERRA SPRINGS	24387498 101824		Sierra Springs Water - PD	01
SIERRA SPRINGS	24387498 111524		Sierra Springs Water - Late Fee - PD	01
	24387498 121324		Sierra Springs Water - PD	01
SIERRA SPRINGS			New Workstation - CH	01
STACY & DENNIS	25-0164		HDMI Adapter	01
STACY & DENNIS	25-0196		Work Lunch	01
BANK OF AMERICA BUSINESS	256729		CHARLES AND THE STATE OF THE ST	01
ED STAUB & SONS PETROLEUM,	345456	0.0000000000000000000000000000000000000	Fuel - PD	01
ED STAUB & SONS PETROLEUM,	345466		Fuel - PW	
BANK OF AMERICA BUSINESS	354391		Work Lunch	05
BANK OF AMERICA BUSINESS	369299		Work Lunch	
AMERICAN SANITATION, INC	39726		Portable Toilet: 12/19/2024 - 1/15/2025 - BR	
TULE TILLERS 4X4 AUTOMOTIVE	3984		Maint. on 2016 Chevy Tahoe	01
HEATON STEEL & SUPPLY, INC	416014		Street Signs	11
PACIFIC POWER	41972561-003 6 03/25	1,133.90		01
PACIFIC POWER	41972561-010 1 03/25		489 Fifth St	02
COUNTRY SUPPLIER-SUPPORT	485243/47		Operating Supplies	02
CANON SOLUTIONS AMERICA, STATELINE AUTO PARTS SUPPLY,	6011122062 603433		Maint. on Copier - PD Operating Supplies	01
INC. STATELINE AUTO PARTS SUPPLY,	603810	48.10	Operating Supplies	03
STATELINE AUTO PARTS SUPPLY,			Operating Supplies	03
STATELINE AUTO PARTS SUPPLY,			Oil - PW	02
BANK OF AMERICA BUSINESS	620162		Training Lunch	01
BANK OF AMERICA BUSINESS	624031		Stamps for Citations	01
BANK OF AMERICA BUSINESS	685845		Whitepages	01
THE RESIDENCE OF THE PARTY OF T			Attorney Fees	01
PRENTICE LONG, PC	7339		Operating Supplies	02
MERRILL LUMBER COMPANY	B265098		Office Supplies - PW	03
MERRILL LUMBER COMPANY	C253365		Cal-Ore Telephone	03
CAL-ORE TELEPHONE CO. CAPSTONE CERTIFIED PUBLIC	Cal-Ore 03/2025 INV22286		Finance Director: January & February 2025	01

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

LEXIPOL, LLC	INVPRA11249664	388.86	PoliceOne Academy Annual Rate Per User	01
THE MERRILL CLINIC, LLC	JP 07/22/2024	150.00	Physical - PW	02
KEVIN COBB'S BACKFLOW &	KC's 3/3/2025	255.00	Backflows Tested - Veterans, Earl Ager &	02
WOODHOUSE FARMING & SEED	S27880	15.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S28132	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S28151	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S28170	30.00	Weight Fees	04
Total Bill Amount		\$24,875.96		
	Pay Dates: 02/14/2025	Approved at the Regular Meeting	Found & account Code	
	02/23/2025-03/08/2025	on March 18, 2025	Fund Account Codes:	
Police Department:	#4.0E4.1E		01- General Fund	-
(3 Employees)	\$4,954.15		01- General Fund	
Chief Reslilience Officer (1 Employee)	\$2,192.67		02- Enterprise Fund - Water	
Public Works:	42/252/01			
(6 Employees)	<i>\$7,696.66</i>		03- Enterprise Fund - Sewer	
City Hall: (5 Employees, including Library & Custodial)	<i>\$4,897.67</i>		04- Enterprise Fund - Garbage	
Council & Elected Officials: (7 persons)			05- Police Personnel (COPS Grant)	
			11- Gas Tax Fund (Streets)	
Total Amount of Payroll DD's		\$19,741.15	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - March 18, 2025:		\$44,617.11		







April 2025

The Siskiyou Child Abuse Prevention Council Collaborative Proclamation

Whereas, to become healthy adults, all children deserve to live in safe, stable and nurturing homes and communities;

Whereas, children are vital to Siskiyou County's prosperity and future success;

Whereas, the people of Siskiyou County believe in the celebration of life, inclusion, and hope through our children, and deplore and condemn acts of violence committed upon the children of our communities;

Whereas, the lives of children--who have been hurt or lost to child abuse--are honored by studying their stories in order to prevent future abuse and protect the innocence, health and lives of all our county's children; Whereas, child abuse, rape, sexual assault and sexual harassment impact our society;

Whereas, child abuse, neglect and sexual assault prevention is a community responsibility affecting both the current and future generations;

Whereas, research has shown the enormous impact that positive parenting practices have on a child's social, emotional, and intellectual development and future success;

Whereas, communities that understand the importance of prevention and support for the well-being of citizens, thrive and prosper;

Whereas, effective child abuse and sexual assault prevention succeed because of partnerships among citizens and all sectors of the county;

Whereas, April is the month to focus public attention on the needs of all children, and prevention of sexual assault;

Whereas, with leadership, dedication, and encouragement, there is evidence that we can be successful in preventing child abuse and sexual violence in Siskiyou County;

Therefore, we hereby proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month—as well as / gro fan

Tom Cordonier, Mayor, City of Tulelake	Date	
nilies, thereby preventing child abuse and strengthening families	s in the communities in whi	ch we live.
ups, medical facilities, elected leaders and businesses to increas	se their participation in effo	rts to support
April 5h-11h, 2025 as Week of the Young Child. We call up	on all citizens, community	agencies, taith

TASK ORDER FORM

This	is Task Or	der
No.	18	, consisting
of 3 pages.		

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated <u>September 15, 2020</u> ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

Effective Date of Task Order: March 5, 2025 City of Tulelake Owner: b. Adkins Engineering & Surveying, Inc. Engineer: c. Grant Application for Tulelake Waterline Replacement, Meter Specific Project (title): d. Replacement and Backflow Protection Project Construction **Funding** This project consists of drafting a grant application to secure Specific Project (description): e. Construction Funding for the Tulelake Waterline Replacement, Meter Replacement and Backflow Project to be submitted to

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
 - 1. Draft grant application for the State of California Water Resources Control Board to secure construction funding for the Tulelake Waterline Replacement, Meter Replacement and Backflow Project.

the State of California Water Resources Control Board.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are as follows:

Other services that may be requested in association with the grant application for the Safe Drinking Water Revolving Loan Fund Program.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: (None)

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation	
1. Construction Funding Application	\$3,000	Time & Material	
TOTAL COMPENSATION	\$3,000		

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

See Paragraph 1.

8. Other Modifications to Agreement and Exhibits:

Exhibit A – (Not applicable to this Task Order)

Exhibit B - (Not applicable to this Task Order)

Exhibit C - (Not applicable to this Task Order)

Exhibit D – (Not applicable to this Task Order)

Exhibit E – (Not applicable to this Task Order)

Exhibit F – (Not applicable to this Task Order)

Exhibit G – (Not applicable to this Task Order)

Exhibit H – (Not applicable to this Task Order)

Exhibit I – (Not applicable to this Task Order)

Exhibit J – (Not applicable to this Task Order)

Exhibit K – (Not applicable to this Task Order)

9. Attachments:

None

10. Other Documents Incorporated by Reference:

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective	Date of this	Task Order is	March 5, 2025	
THE LHECTIVE	Date of tills	I dak Oldel is	IVIGION DI LOLO	

OWNER: City of Tulelake		ENGINEER: Adkins Consulting Engineering, LLP		
Ву:		Ву:		
Print Name:		Print Name: Daniel Scalas		
Title:		Title: Partner/Project Manager		
DESIGNAT	TED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:		
Name: _	Chewy Perez	Name: Daniel Scalas		
Title:	Director of Public Works	Title Partner/Project Manager :		
Address:	PO Box 847 591 Main Street Tulelake, CA 96134	Add ress: 1435 Esplanade Ave Klamath Falls, OR 97601		
E-Mail Address:	Chewy.perez@cityoftulelake.com	E-Mail Address: dscalas@adkinsengineering.com		