

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL

April 15, 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 regular meeting of April 15, 2025.
2. Pledge of Allegiance
3. Approval of the April 01, 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. Appointment of City Clerk. Discussion/Action. (Mayor Cordonier)
7. Oath of office for appointed City Clerk. Discussion/Action. (Mayor Cordonier)
8. Amending Resolution 25-03, A Resolution of the City Council of the City of Tulelake, California, approving the Tulelake Library Branch Manager, to apply for and accept grant funds for the update and improvement of the City of Tulelake Library. Discussion/Action. (Mayor Cordonier)
9. Approval of Resolution 25-04, A Resolution of the City Council of the City of Tulelake approving the use of the City property east of sewer ponds for fair project use for our youth to use for livestock pens. Discussion/Action. (Mayor Cordonier)
10. Discussion on K-9 funds being put back in Public Safety. Discussion/Action. (Chief of Police)
11. Approval to add Juneteenth as a paid holiday for all City employees. Discussion/Action. (Mayor Pro Tem, Hendricks)
12. Discussion regarding possible removal of Public Works Shop foundation. Discussion/Action. (Director of Public Works)
13. Approval of Director of Public Works and Public Works Staff, Marco Medina, to attend training in Lake Tahoe. Discussion/Action. (Director of Public Works)
14. Update on out of state license plates. Discussion/Action. (Mayor Cordonier)
15. Closed Session: Public Employee Performance Evaluation (§54957) Title: Director of Finance. Discussion/Action. (Mayor Cordonier)
16. Announcement of Closed Session.
17. 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:

- 18. Comments from City Engineer
- 19. Comments from City Attorney
- 20. Comments from City Building Inspector (Steve Sluss)
- 21. Comments from Library Branch Manager (Kaylee Wood)
- 22. Comments from Police Officer (Jorge Ruiz)
- 23. Comments from City Treasurer (Sara Luscombe)
- 24. Comments from City Administrative Clerk (Cecilia Alvarado)
- 25. Comments from Assistant City Admin (Christian Marquez)
- 26. Comments from Council Member Henry Ebinger
- 27. Comments from Council Member Margie Cordonier
- 28. Comments from Council Member Teresa Williams
- 29. Comments from Council Member Bryan Hendricks
- 30. Comments from Council Member Tom Cordonier
- 31. 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
April 01, 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 video call. Also in attendance were City Treasurer, Sara Luscombe; Interim City Hall Administrator, Aissa Martinez; Chief of Police, Tom Hoy; Chief Resilience Officer, Jenny Coelho; Director of Public Works, Jose Perez and City Administrative Clerk, Cecilia Alvarado. Library Manager, Kailee Wood was present via conference call. Those absent were Council Member, Teresa Williams; Finance Director, Will Sargent; Police Officer, Jorge Ruiz and Assistant City Admin, Christian Marquez.

APPROVAL OF THE MARCH 18, 2025, REGULAR MEETING MINUTES

Mayor Cordonier made a motion for the approval of the March 18, 2025, regular meeting minutes. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-55)

APPROVAL OF THE PAYMENT OF BILLS

Council Member Ebinger made a motion to approve paying the bills presented. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-56)

COMMENTS FROM THE PUBLIC

No comments.

DISCUSSION AND APPROVAL OF HAVING A FREE CLEAN UP DAY FOR THE CITY

Director of Public Works, Jose Perez, commented that the City won't be able to get a grant from Caltrans this year for a free cleanup day for the City. He commented that the City has done this free cleanup day in the past at the City's expense and it will cost between \$1500 and \$1800. Mayor Cordonier made a motion for the approval to have free clean up days on May 16th and May 17th from 8:00AM to 5:00PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-57)

APPROVAL OF HIRING MARCO MEDINA FULL-TIME FOR PUBLIC WORKS

Director of Public Works, Jose Perez, commented that Marco Medina is a very hard worker, and he would like to hire him full-time for Public Works. Mayor Cordonier made a motion for the approval of hiring Marco Medina full-time for Public Works. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-58)

DISCUSSION AND POSSIBLE APPROVAL OF RAISING THE MISCELLANEOUS FEES IN THE CITY

Council Member Cordonier made a motion to approve raising the miscellaneous fees in the city to the following fees:

Deposit for Utilities: \$250

Reconnect Water Service for Non-Payment: \$100

After Hours Call out for Water Reconnection: \$150

After Hours Water Turn/Off for Customer Repairs: \$100

Water Service Modification: \$100

Water Service Standby: \$50

Water Meter Tampering: \$150

Returned Payment (NSF): \$40

Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-59)

DISCUSSION REGARDING RKC STIPEND FOR TULELAKE LIBRARY

Council Member Cordonier commented that RKC would like to create an MOU with the City of Tulelake to have the Library Manager help maintain the Community Website for RKC. She commented that they will provide a stipend of \$2000 a year to cover any overtime hours the Library Manager would work. Council Member Ebinger made a motion for the approval to create an MOU with RKC and the City of Tulelake to help with the Community Website. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-60)

POSSIBLE APPROVAL OF PURCHASING A NEW COMPUTER FOR THE TULELAKE LIBRARY

Library Manager, Kailee Wood, commented that the Library needs four computers replaced. She commented that Friends of the Library will be purchasing two computers, and the County will lend the Library one until they can get it replaced. She asked if the City could purchase two of the computers for the Library. Chief Resilience Officer, Jenny Coelho, commented that the City would only be able to purchase one computer because it's not in the budget to purchase two. Mayor Cordonier made a motion for the approval of purchasing a new computer for the Tulelake Library. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-61)

APPOINT A NEGOTIATING COMMITTEE FOR NORTHSTATE PACKAGING, INC. TO LEASE THE WAREHOUSE

Council Member Ebinger made a motion to appoint Mayor Cordonier and Mayor Pro Tem Hendricks for the negotiating committee for Northstate Packaging, Inc. to lease the warehouse. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-62)

CLOSED SESSION: NEGOTIATION OF 2 RAY OEHLERICH WAY LEASE

The negotiating committee went into Closed Session at 6:07PM.

ANNOUNCEMENT OF CLOSED SESSION

The negotiating committee returned from Closed Session at 6:18PM. An announcement was made that the lease will be continued at the same amount.

POSSIBLE APPROVAL OF LEASE FOR 2 RAY OEHLERICH WAY PROPERTY

Council Member Ebinger made a motion for the approval of lease for 2 Ray Oehlerich Way property. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-63)

DEPARTMENT HEAD UPDATES

Chief of Police: Tom Hoy commented that he finished his 6-week course, and his K-9 is now certified. He also reminded everyone that the K-9 dinner is on Friday starting at 5:00PM.

Chief Resilience Officer: Jenny Coelho commented that she received a grant for the Tulelake Cultural Visitor Center. She commented that she sent out RFQ's for the construction of the TCVC and is due next Monday. She also commented that she has finished the emergency call list.

Interim City Hall Administrator: Aissa Martinez reminded everyone about the LOLA meeting next Wednesday, at Senor Tequilas starting at 5:00PM.

Director of Public Works: Jose Perez commented that he would like to send Staunton Farms a letter of thank you for lending them pumps for the wastewater ponds. He also commented that he is still having problems with the ponds.

Finance Director: Absent.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 6:53PM. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-64)

Tom Cordonier, Mayor

Attest:

Jenny Coelho, Deputy City Clerk

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

Bills Submitted for Approval on 04-15-2025 - API25015 for Weeks 04/02/2025-04/15/2025				
Name	Document Number	Document Amount	Document Description	Fund Code
BANK OF AMERICA BUSINESS	028369	110.25	Gas for Truck - PD	01
BANK OF AMERICA BUSINESS	030165	12.90	Working Lunch	05
BANK OF AMERICA BUSINESS	067516	1,000.00	Tires for Truck - PD	01
BANK OF AMERICA BUSINESS	077112	100.00	Gas for Truck - PD	01
BANK OF AMERICA BUSINESS	172415	49.16	Gas for Truck - PD	01
BANK OF AMERICA BUSINESS	181187	71.48	Gas for Truck - PD	01
BANK OF AMERICA BUSINESS	384767	70.26	Meals for Training - PD	01
BANK OF AMERICA BUSINESS	696977	5.99	Whitepages	01
BANK OF AMERICA BUSINESS	733447	19.99	Car Wash	05
BANK OF AMERICA BUSINESS	745227	107.64	APPRIVER	01
BANK OF AMERICA BUSINESS	758991	79.13	Gas for Truck - PD	01
BANK OF AMERICA BUSINESS	870994	179.98	Ink for Printer	01
BANK OF AMERICA BUSINESS	877298	81.48	Oil Change for Truck - PD	01
BANK OF AMERICA BUSINESS	893812	100.00	Gas for Truck - PD	01
BANK OF AMERICA BUSINESS	971766	125.40	Lunch for Training - PD	01
BOB'S EXCAVATING, INC.	12549	4,325.00	Pump Rent	03
CALIFORNIA BUILDING	BSA 3/2025	4.00	Building Standards Jan 01 - March 31, 2025	01
CAL-ORE TELEPHONE CO.	Cal-Ore 04/2025	967.03	Cal-Ore Telephone	01
CANON SOLUTIONS AMERICA,	6011447247	55.87	Copier Maintenance - PD	01
CHARLES W PILLON, CPA	4728	481.25	Accounting Fees	01
CITY OF WEED	1725	575.54	Building Inspector - March 2025	01
DEPARTMENT OF CONSERVATION	SMI 3/2025	1.65	Quarterly SMI Hazard Fee Jan 01 - March 31,	01
ED STAUB & SONS PETROLEUM,	354875	228.33	Fuel - PD	01
ED STAUB & SONS PETROLEUM,	354886	997.44	Fuel - PW	02
HOME DEPOT CREDIT SERVICES	3024043	228.68	Gym Supplies	01
HOME DEPOT CREDIT SERVICES	3024046	186.76	Gym Supplies	01
JUNIPER PAPER & SUPPLY	823574	191.76	Toilet Tissue for Parks	01
KAILEE WOOD	KW 04/07/2025	142.50	Library Managers Meeting	01
KC SIGNS	2210	564.46	Magnetic Signs - PD	01
MERRILL LUMBER COMPANY	C253363	11.57	Operating Supplies - PW	01
MERRILL LUMBER COMPANY	C253806	15.40	Operating Supplies - PW	03
MERRILL LUMBER COMPANY	C253867	67.96	Small Tools & Equipment - PW	01
PACIFIC POWER	41972561-003 6 04/25	906.17	Kiwanis Park	01
PACIFIC POWER	41972561-006 9 04/25	2,388.28	A6325 C Street	02
PACIFIC POWER	41972561-010 1 04/25	314.24	489 Fifth St	02
PACIFIC POWER	41972561-011 9 04/25	4,721.43	1001 Dean Callas Way	03
PACIFIC POWER	41998321-008 1 04/25	162.35	2 Ray Oehlerich Way	01
PRENTICE LONG, PC	7435	1,960.00	Attorney Fees	01
SIERRA SPRINGS	24382086 040425	74.48	Sierra Springs Water	01
SMALL CITIES ORGANIZED RISK	Tul Install 3	17,172.72	Q4 Liability Insurance Premium	01
SMALL CITIES ORGANIZED RISK	TulQ4FY25	14,144.33	4th Qtr Premium for WC Insurance	01
SOLID WASTE	004189	720.72	Gate Fees	04
SOLID WASTE	004214	803.88	Gate Fees	04
SPRING STREET ANALYTICAL LLC	1421	9,500.00	Waste Water Lab Test	03
STACY & DENNIS	25CW-1340	875.00	IT Support - CH	01
STACY & DENNIS	25CW-1397	945.00	IT Support - CH	01
STATELINE AUTO PARTS SUPPLY,	603186	3.05	Engine Oil Drain Plug - PW	02
STATELINE AUTO PARTS SUPPLY,	607177	91.61	Oil Filter - PW	02

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

STUKEL SAW SHOP	0816	5.98	Chainsaw for Parks	01
TRILOGY ARCHITECTURE	1791	2,100.00	TCVC Architectural Project	01
TULELAKE IRRIGATION DISTRICT	14302	2,808.00	Private Land O & M Tolls	03
TULELAKE IRRIGATION DISTRICT	14312	5,560.00	Private Land O & M (69.50 acres)	03
WOODHOUSE FARMING & SEED	S28187	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S28204	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S28222	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S28247	30.00	Weight Fees	04
Total Bill Amount		\$76,536.10		
	PAY PERIOD:	Pay Dates: 04/11/2025 03/23/2025-04/05/2025	Approved at the Regular Meeting on April 15, 2025	Fund Account Codes:
<i>Police Department: (3 Employees)</i>		<i>\$4,560.56</i>		01- General Fund
<i>Chief Resilience Officer (1 Employee)</i>		<i>\$2,196.87</i>		02- Enterprise Fund - Water
<i>Public Works: (6 Employees)</i>		<i>\$6,623.60</i>		03- Enterprise Fund - Sewer
<i>City Hall: (5 Employees, including Library & Custodial)</i>		<i>\$4,898.42</i>		04- Enterprise Fund - Garbage
<i>Council & Elected Officials: (7 persons)</i>				05- Police Personnel (COPS Grant) 11- Gas Tax Fund (Streets)
Total Amount of Payroll DD's		\$18,279.45		13- Local Transportation (TDA)
Total Amount Submitted for Approval - April 15, 2025:		\$94,815.55		

RESOLUTION 25-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE, CALIFORNIA, APPROVING THE TULELAKE LIBRARY BRANCH MANAGER, 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 Tulelake 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 Tulelake Library Branch 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 the Library Branch Manager, to apply for the grant funds for the purpose of updating and improving the Tulelake Library.
2. **Authority:** The City Council authorizes the Tulelake Library Branch 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 Tulelake Library, in alignment with the goals set forth by the City of Tulelake and the library's needs.
4. **Reporting:** The Tulelake Library Branch 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 15 day of April 2025, by the following vote:

AYES:

Resolution 25-03, Approving the Tulelake Library Branch Manager to apply for and accept grant funds for updates and improvements of the Tulelake Library.

NAYS:

ABSENT:

ABSTAINS:

Thomas L. Cordonier, Mayor

Attest:

Aissa Martinez, City Clerk

RESOLUTION 25-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE APPROVING THE USE OF THE CITY PROPERTY EAST OF SEWER PONDS FOR FAIR PROJECTS USE FOR OUR YOUTH TO USE FOR LIVESTOCK PENS.

WHEREAS, the City of Tulelake will provide the property located east of sewer ponds for the youth to keep their livestock for fair projects; and

WHEREAS, if the livestock owner is in 4H or FFA, the leader shall have the responsibility of meeting with City Staff each year prior to allowing animals into pens to go over livestock pen rules and regulations: and

WHEREAS, children and parents will complete current rental agreement, liability form, paid rental fees and any additional forms required by the City of Tulelake and the 4-H Program for the current show year; this includes any unpaid fees from previous years and prior to animals being allowed into pens; and

WHEREAS, each livestock owner will be assigned a pen once they have signed the rental agreement and paid corresponding fees; and

WHEREAS, pens will have assigned locks, once the City of Tulelake has obtained the signed rental agreement and fees are paid, livestock owner will be provided with corresponding combination for pen assigned; and

WHEREAS, all livestock (pig, sheep or goats) to be housed in the pens will have to be approved by the 4-H Leaders and the City of Tulelake; and

WHEREAS, livestock will have drinking water, be checked and be fed every day; and

WHEREAS, livestock will be vaccinated and dewormed according to food standards and to be eligible to sell at the fair; and

WHEREAS, livestock pens will be cleaned every day or every other day. Livestock pen waste will be dumped in the designated area as directed by the Director of Public Works; and

WHEREAS, livestock can only be kept in pens after livestock Auction up to a week; and

WHEREAS, if pen users bring any trash on the premises, they are to take it out with them, this means empty feed bags and anything that generates trash or waste. The City will not provide trash bins due to garbage expenses; and

WHEREAS, no livestock animal will be left out of its pen without the owner present; and

WHEREAS, all livestock, at night will be in their assigned pens.

Resolution 25-04 the use of the City property east of the sewer ponds for the youth to use for their livestock project

WHEREAS, water will not be left on and flowing into the pens.

WHEREAS, any maintenance issue or something broken at facility, Director of Public Works will be contacted to resolve the issue; and

WHEREAS, only livestock owner and parent are allowed at the facility unless you have permission from the owners, City or the 4-H program to be present; and

WHEREAS, no children or parent will touch another child's project unless it is an emergency, for emergencies, call 911; and

WHEREAS, the livestock pen gate will be closed, and the City of Tulelake, Director of Public Works, will provide verbal and written gate regulations and rules through the entrance of the dump that are to be respected at all times; and

WHEREAS, University of California, Davis (UC Davis) is providing new pens which include cement slabs, roofing and a water station for each pen; and

WHEREAS, once UC Davis has completed the project, UC Davis will sign the pen site over to the City to become an asset for the City, UC Davis does not retain ownership or liability after the project is completed; and

WHEREAS, this resolution will be revised at the end of the year to review and make any necessary changes

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tulelake to give permanent use of the City property located east of the sewer ponds to be used for livestock pens for the youth in the forthcoming years

IT IS HEREBY CERTIFIED that the foregoing Resolution 25-04, is passed and duly adopted at a regular meeting of the Tulelake City Council held this 15th day of April 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINS:

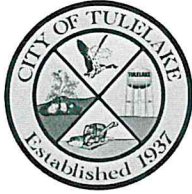
Thomas L. Cordonier, Mayor

Resolution 25-04 the use of the City property east of the sewer ponds for the youth to use for their livestock project

Attest:

Jenny Coelho, Deputy City Clerk

Resolution 25-04 the use of the City property east of the sewer ponds for the youth to use for their livestock project



CITY OF TULELAKE

OATH OF OFFICE

for the office of City Clerk

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature _____

Term Expires with term expiring December 2026

State of California
County of Siskiyou

Subscribed and sworn to (or affirmed) before me on,

This 15th day of April, 2025

by Thomas Cordonier, Mayor

Proved to me on the basis of satisfactory evidence to be the person who appeared before me.

(Seal)

Signature _____

By Sara Lennon



Juneteenth, now a federal holiday commemorating the emancipation of enslaved African Americans, is celebrated on the anniversary of June 19, 1865 when Major General Gordon Granger read the proclamation of freedom for slaves in Galveston, Texas. General Order Number 3 began most significantly with: “The people of Texas are informed that in accordance

with a Proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of rights and rights of property between former masters and slaves, and the connection heretofore existing between them becomes that between employer and hired laborer.”

President Abraham Lincoln had issued the Emancipation Proclamation on January 1, 1863, promising freedom to the slaves in the rebellious parts of Southern secessionist states of the Confederacy, but not in federally held territories such as Delaware, Maryland, and West Virginia. It took over two years for the law to make its way across the country as enforcement relied on the advance of Union troops. When emancipation finally came to Texas, the last state to hear the official news as the southern rebellion collapsed, celebration was widespread. While that date didn’t mark the unequivocal end of slavery, June 19 became a day of celebration across the United States —created, preserved, and spread by African Americans.

Writes Kelly E. Navies, Museum Specialist of Oral History for the **National**