

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL

May 20, 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 May 20, 2025.
2. Pledge of Allegiance
3. Approval of the May 6, 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. Approval of giving Officer Jorge Ruiz a pay raise back dated to his one-year anniversary. Discussion/Action. (Chief of Police)
7. Approval to reinstate Officer Brant Mauk as a part-time reserve with a pay rate of \$32.00 per hour. Discussion/Action. (Chief of Police)
8. Approval to send at least two backgrounds off to the academy. Discussion/Action. (Chief of Police)
9. Approval to write off a debt in the amount of \$72,367.97 which has been deemed uncollectible. Discussion/Action. (Interim City Hall Administrator)
10. Planning communication for the FY23/24 Audit. Discussion/Action. (Charles Pillon)
11. Discussion and possible approval to support Malin Community Service Club for the 2025 Fourth of July Fireworks and Malin Park Car Show. Discussion/Action. (Interim City Hall Administrator)
12. Appoint an interview committee for a Code Enforcement Officer in the City. Discussion/Action. (Mayor Cordonier)
13. Update on out-of-state vehicle plates. Discussion/Action. (Mayor Cordonier)
14. 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:

15. Comments from City Engineer

16. Comments from City Attorney
17. Comments from City Building Inspector (Steve Sluss)
18. Comments from Library Branch Manager (Kailee Wood)
19. Comments from City Treasurer (Sara Luscombe)
20. Comments from City Clerk (Casey Joiner)
21. Comments from City Administrative Clerk (Cecilia Alvarado)
22. Comments from Assistant City Admin (Christian Marquez)
23. Comments from Council Member Henry Ebinger
24. Comments from Council Member Margie Cordonier
25. Comments from Council Member Teresa Williams
26. Comments from Council Member Bryan Hendricks
27. Comments from Council Member Tom Cordonier
28. 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
May 6th, 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 and Margie Cordonier were present. Also in attendance were City Treasurer, Sara Luscombe; City Clerk, Casey Joiner; Chief of Police, Tom Hoy; 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, Kailee Wood. Interim City Hall Administrator, Aissa Martinez was present via conference call. Council Member, Teresa Williams was absent.

APPROVAL OF THE APRIL 15, 2025, REGULAR MEETING MINUTES

Council Member Cordonier made a motion for the approval of the April 15, 2025, regular meeting minutes. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-75)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Cordonier made a motion to approve paying the bills presented. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-76)

COMMENTS FROM THE PUBLIC

Jack Bittner commented that he was tired of his water filter being dirty and that he had called the EPA. Per EPA he needed a petition of at least 10 people to get an investigation opened. He presented the petition to the Council.

Murray Kullrich commented that he wanted to know if the tree that had been in front of his office, now cut down, if the stump would be removed so a new tree could be planted in its place.

DISCUSSION OF PETITION TO KEEP OFFICER RUIZ EMPLOYED WITH THE TULELAKE POLICE DEPARTMENT

Christina Alvarez spoke on behalf of Officer Ruiz and provided many petitions regarding Officer Ruiz's integrity. Officer Ruiz commented that he realized that this was a department head decision and wanted the Council to see that he had the support of the community. Chief of Police, Tom Hoy commented that he had received a voluntary resignation letter from Officer Ruiz and that he had valid reasons for letting Officer Ruiz go. Discussion only. No action taken.

APPROVAL OF ADDITIONAL SCOPE OF SURVEY SERVICES OF TOPOGRAPHIC SURVEY OF THE SOUTHERN PORTION OF APN 050-201-020-000 SOUTH OF RAY OEHLERICH WAY

Mayor Cordonier made a motion to approve \$8500 for the survey out of the PHLA grant that had already been approved in a prior meeting. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-77)

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES FOR THE PREPARE CA JUMPSTART GRANT FOR THE TULELAKE CITY COUNCIL APPROVING THE AUTHORIZED AGENTS FOR DOCUMENT SUBMISSION

Council Member Cordonier made a motion to approve the Designation of Applicant's Agent Resolution for Non-State Agencies for the Prepare CA Jumpstart Grant. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-78)

REVIEW AND APPROVAL OF TRILOGY ARCHITECTURE'S REQUEST FOR QUALIFICATIONS BUDGET FOR THE TULELAKE CULTURAL VISITOR CENTER

Mayor Cordonier made a motion to approve Trilogy Architecture's Request for qualifications budget for the Tulalake Cultural Center. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-79)

APPROVAL TO PURCHASE AN ID CARD PRINTER FOR CARRY CONCEALED WEAPON LICENSING

Chief of Police, Tom Hoy, commented that the current paper cards that are used for carry concealed weapons are not legal and easily fall apart. Chief Hoy also commented that the printer would also be able to be used for other cards needed for the Police Department and Fire Department. Council Member Ebinger made a motion to approve the purchase of an ID card printer for the carry concealed weapon licensing. Mayor Pro Tem Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 25-80)

DISCUSSION ABOUT ENFORCING NUISANCE ABATEMENT IN THE CITY

Mayor Cordonier made a motion to employ a part-time Code Enforcement Officer for the City to help with nuisance abatement. The position would be about 15 hours a week and would also help the Fire Department in enforcing nuisance abatement. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-81)

DISCUSSION REGARDING CITY VEHICLES BEING PARKED PER SCORE INSURANCE AND AUTHORIZING ONLY CITY EMPLOYEES TO DRIVE AND RIDE IN CITY VEHICLES

Chief Resilience Officer, Jenny Coelho commented that City vehicles need to be housed at the address on insurance in case of an accident. Discussion only. No action taken.

DISCUSSION REGARDING TIMECARDS BEING SIGNED BEFORE RUNNING PAYROLL

Mayor Cordonier commented that timecards should be signed before running payroll and should be turned in by Monday before 12:00PM per the policy manual. Discussion only. No action taken.

DISCUSSION ABOUT EXEMPT EMPLOYEES LEAVING WORK EARLY

Mayor Cordonier commented that exempt employees should be tracking their hours even if they work overtime. Discussion only. No action taken.

DEPARTMENT HEAD UPDATES

Chief of Police: Tom Hoy commented that he has three good applicants that he could send to the academy in June.

Chief Resilience Officer: Jenny Coelho commented that she wants to request a special meeting on June 29th at 5:30 for the Small Communities Grant.

Interim City Hall Administrator: Absent.

Director of Public Works: Jose Perez commented that an EPA employee is coming this Thursday to help figure out why a citizen’s water filters are so dirty.

Finance Director: Absent.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 7:35PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-82)

Tom Cordonier, Mayor

Attest:

Casey Joiner, City Clerk

| Bills Submitted for Approval on 05-20-2025 - API25020 for Weeks 05/07/2025-05/20/2025 | | | | |
|---|--|--|--|-----------|
| Name | Document Number | Document Amount | Document Description | Fund Code |
| ALPHA CARD SYSTEM, LLC | cc7366217 | 52.54 | Webcam - PD | 01 |
| AMERICAN SANITATION, INC | 40232 | 140.00 | Portable Toilet - Dump - 3/6 - 4/3/2025 | 01 |
| CAL-ORE TELEPHONE CO. | CAL-ORE 05/2025 | 954.80 | CAL-ORE Telephone | 01 |
| CANON SOLUTIONS AMERICA, | 6011786644 | 32.78 | Copier Maintenance - PD | 01 |
| CANON SOLUTIONS AMERICA, | 6011792566 | 24.22 | Copier Maintenance - PD | 01 |
| CAPSTONE CERTIFIED PUBLIC | 28982 | 2,515.00 | Finance Director - April 2025 | 01 |
| CITY OF WEED | 1733 | 1,066.51 | Building Inspector - April 2025 | 01 |
| ED STAUB & SONS PETROLEUM, | 364668 | 434.58 | Fuel-PD | 01 |
| ED STAUB & SONS PETROLEUM, INC | 364678 | 469.01 | Fuel-PW | 01 |
| HOME DEPOT CREDIT SERVICES | 112937 | 34.97 | Operating Supplies Water | 02 |
| HOME DEPOT CREDIT SERVICES | 5021934 | 363.58 | Tool Supplies PW | 01 |
| HOME DEPOT CREDIT SERVICES | 9022724 | 109.04 | PD Gym Supplies | 01 |
| INTERNATIONAL CODE COUNCIL | Q15000030286 | 170.00 | Building Department Dues | 01 |
| JUNIPER PAPER & SUPPLY | 824951 | 247.53 | Toilet Tissue Towels | 01 |
| LANGAN ENGINEERING AND | 90038579 | 8,263.55 | Professional Services March 29 - April 25, | 01 |
| LES SCHWAB | 23100281345 | 184.96 | New Tire on PW Truck | 02 |
| MERRILL LUMBER COMPANY | B267460 | 74.96 | Operating Supplies - PW | 03 |
| MERRILL LUMBER COMPANY | B267516 | 39.77 | Operating Supplies - CH | 01 |
| MERRILL LUMBER COMPANY | B268266 | 41.30 | Operating Supplies - PW | 02 |
| MERRILL LUMBER COMPANY | C255262 | 87.11 | Cleaning & Operating Supplies - PW | 01 |
| SIERRA SPRINGS | 24382086050225 | 93.47 | Bottled Water | 01 |
| STATELINE AUTO PARTS SUPPLY, | 610194 | 11.25 | Oil for Chopper | 01 |
| STATELINE AUTO PARTS SUPPLY, | 610544 | 381.64 | Battery for Generator - PD | 01 |
| STATELINE AUTO PARTS SUPPLY, | 611095 | 222.91 | Maintenance on Vehicles - PW | 02 |
| WOODHOUSE FARMING & SEED | S28265 | 15.00 | Weight Fees | 04 |
| WOODHOUSE FARMING & SEED | S28281 | 30.00 | Weight Fees | 04 |
| WOODHOUSE FARMING & SEED | S28303 | 30.00 | weight fees | 04 |
| WOODHOUSE FARMING & SEED | S28320 | 30.00 | Weight fees | 04 |
| WOODHOUSE FARMING & SEED | S28335 | 15.00 | Weight Fees | 04 |
| Total Bill Amount | | \$16,135.48 | | |
| | | | | |
| | Pay Dates: 05/09/2025 PAY PERIOD: 04/20/2025-05/03/2025 | Approved at the Regular Meeting on May 20, 2025 | Fund Account Codes: | |
| Police Department: (3 Employees) | \$5,288.38 | | 01- General Fund | |
| Chief Resilience Officer (1 Employee) | \$2,193.85 | | 02- Enterprise Fund - Water | |
| Public Works: (6 Employees) | \$6,990.37 | | 03- Enterprise Fund - Sewer | |
| City Hall: (5 Employees, including Library & Custodial) | \$4,927.34 | | 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 | | \$19,399.94 | 13- Local Transportation (TDA) | |
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City of Tulelake
Posted General Ledger Transactions - City Council Bills to Approve

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|---|--|--------------------|--|--|
| Total Amount Submitted for Approval - May 20, 2025: | | <u>\$35,535.42</u> | | |
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