

AGENDA  
Regular Meeting  
TULELAKE CITY COUNCIL  
**August 19, 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 August 19, 2025.
2. Pledge of Allegiance
3. Approval of the August 5, 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 Resolution No. 25-11, A Resolution of the City Council of the City of Tulelake Adopting Policies and Procedures for Granting Priority Sewer and Water Service for Affordable Housing Developments Pursuant to Government Code Section 65589.7. Discussion/Action. (City Planner, Rico Tinsman)
7. Approval of Resolution No. 25-12, A Resolution of the City Council of the City of Tulelake Authorizing the Execution of Agreements with the Weist Law Firm and California Municipal Advisors LLC for Pension Management, Rate Study, Capital Project Financing, and Related Services. Discussion/Action. (Cameron Weist)
8. Approval to accept the proposal submitted by Whitney Cantrell as City Finance Director. Discussion/Action. (City Hall Administrator)
9. Discussion about all the cars parked on Main Street in front of Tule Tillers. Discussion/Action. (Code Enforcement Officer)
10. Department Head updates. Discussion/Action.
  - a. Chief of Police, Tom Hoy
  - b. Chief Resilience Officer, Jenny Coelho
  - c. City Hall Administrator, Aissa Martinez
  - d. Director of Public Works, Jose Perez

**COMMENTS FROM ADMIN AND STAFF:**

11. Comments from City Engineer
12. Comments from City Attorney
13. Comments from City Building Inspector (Mike Britton)
14. Comments from Library Branch Manager (Kailee Wood)
15. Comments from City Treasurer (Sara Luscombe)
16. Comments from City Clerk (Casey Joiner)
17. Comments from Assistant City Admin (Christian Marquez)
18. Comments from City Staff (Anna Perez)
19. Comments from Council Member Henry Ebinger

20. Comments from Council Member Margie Cordonier
21. Comments from Council Member Teresa Williams
22. Comments from Council Member Bryan Hendricks
23. Comments from Council Member Tom Cordonier
24. 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.

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**August 05, 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 Chief of Police, Tom Hoy; City Clerk, Casey Joiner; City Hall Administrator, Aissa Martinez; Chief Resilience Officer, Jenny Coelho; Director of Public Works, Jose Perez; Assistant City Admin, Christian Marquez and City Staff, Anna Perez. Council Member Teresa Williams and City Treasurer, Sara Luscombe were absent.

**APPROVAL OF THE JULY 15, 2025, REGULAR MEETING MINUTES**

Council Member Cordonier made a motion for the approval of the July 15, 2025, regular meeting minutes. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-142)

**APPROVAL OF THE PAYMENT OF BILLS**

Council Member Ebinger made a motion to approve paying the bills presented. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-143)

**COMMENTS FROM THE PUBLIC**

No comments.

**PRESENTATION BY WEIST LAW FIRM REGARDING PROP 218 PROCESS, CALPERS UNFUNDED LIABILITY AND GRANT LOAN BRIDGE FUNDING**

Cameron Weist gave a short presentation about the services that Weist Law Firm can provide for the City of Tulelake in regards to Prop 218, CalPers, Unfunded Liability and Grant Loan Bridge Funding. It was decided to ask for a proposal from Weist Law Firm. Discussion only. No action taken.

**REVIEW AND POSSIBLE APPROVAL OF BIDS FOR SMALL COMMUNITIES DROUGHT RELIEF PROGRAM GRANT**

Council Member Ebinger made a motion to approve the bid for Small Communities Drought Relief Program grant to Shasta Services, Inc and to divide it into three projects. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-144)

**DISCUSSION ABOUT PUBLIC WORKS MAINTAINING THE PROPERTY AT 571 MAIN STREET**

Discussion only. No action taken.

**APPROVAL TO PURCHASE A STREET STRIPER TO STRIPE THE CROSS WALKS IN THE CITY**

Council Member Ebinger made a motion to approve the purchase of a street striper. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-145)

**UPDATE ON NUISANCE ABATEMENT IN THE CITY**

Discussion only. No action taken.

**APPROVAL OF RESOLUTION NO. 25-10 ADOPTING THE SISKIYOU COUNTY HAZARD MITIGATION AS THE OFFICIAL HAZARD MITIGATION PLAN OF THE CITY OF TULELAKE**

Mayor Cordonier made a motion to approve Resolution No. 25-10 adopting the Siskiyou County Hazard Mitigation as the official Hazard Mitigation Plan of the City of Tulelake. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-146)

**REAPPOINT NEGOTIATING COMMITTEE FOR 507 MAIN STREET, APN #050-101-010-000**

Mayor Cordonier made a motion to reappoint negotiating committee for 507 Main Street, APN #050-101-010-000 to Mayor Pro Tem, Bryan Hendricks; Chief Resilience Officer, Jenny Coelho; and Assistant City Admin, Christian Marquez. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-147)

**DISCUSSION ABOUT THE CITY ENTERING THE TULELAKE BUTTE-VALLEY FAIR PARADE**

Council Member Ebinger made a motion that Mayor Cordonier and Mayor Pro Tem, Bryan Hendricks ride in Bryan's Cheville while the rest of the Council Members ride in the Code Enforcement vehicle for the Tulelake Butte-Valley Fair Parade. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-148)

**UPDATE ON OUT OF STATE LICENSE PLATES**

Chief of Police Hoy presented a registration notice that he is going to leave on vehicles that have out of state license plates. Discussion only. No action taken.

**DEPARTMENT HEAD UPDATES**

**Chief of Police:** Tom Hoy commented that he is still working on going through the process of being able to police in Bonanza. He also commented that he bought two lambs from the Klamath District Fair from the K-9 Unit Fund and is planning on purchasing an animal or two from the Tulelake Butte-Valley Fair.

**Chief Resilience Officer:** Jenny Coelho commented that she had a call with Receivership over the Mallard. She

*Minutes of August 5, 2025 – Regular*



also commented that she was working on construction funding for the Cultural Center.  
**Interim City Hall Administrator:** Aissa Martinez commented that the City had only received one proposal application for the position of Financial Director, Whitney Cantrell. She also commented that Shasta Stories will be at Sr. Tequilla at 6:30PM on Wednesday September 13<sup>th</sup>.  
**Director of Public Works:** Jose Perez commented that he had been working on getting the fluctuator fixed and that it was still under warranty.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 7:17PM. Council Member Ebinger seconded the motion. All votes were aye. Motion carried. (Motion 25-149)

\_\_\_\_\_  
Tom Cordonier, Mayor

Attest:

\_\_\_\_\_  
Casey Joiner, City Clerk

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

Bills Submitted for Approval on 08-19-2025 - <a href="#">API26004</a> for Weeks 08/06/2025-08/19/2025				
Name	Document Number	Document Amount	Document Description	Fund Code
BANK OF AMERICA BUSINESS CARD	092145	41.20	Gym Supplies	01
BANK OF AMERICA BUSINESS	121031	107.64	Appriver	01
BANK OF AMERICA BUSINESS	128261	5.99	Whitepages	01
BANK OF AMERICA BUSINESS	166070	64.42	Fuel - PD	05
BANK OF AMERICA BUSINESS	168323	66.64	Fuel - PD	05
BANK OF AMERICA BUSINESS	183463	99.99	CCW Card Printer	01
BANK OF AMERICA BUSINESS CARD	284896	68.10	Fuel - PD	05
BANK OF AMERICA BUSINESS	430998	519.09	Printer Cartridges	01
BANK OF AMERICA BUSINESS	586059	189.00	PO Box Yearly Fee	05
BANK OF AMERICA BUSINESS	643187	45.84	Fuel - PD	05
BANK OF AMERICA BUSINESS	795627	25.00	Fuel - PD	05
CAL-ORE TELEPHONE CO.	Cal-Ore 08/2025	952.14	Cal-Ore Telephone	01
CASCADE FABRICATION &	5201	13,594.12	Standard Airless Line Striper	11
CITY OF WEED	1755	1,013.51	Building Inspector	01
DEAN-SLABAUGH LLC	2024-2025-003	891.66	September Rental Pmt - Jesse Alonso	05
ED STAUB & SONS PETROLEUM,	12816933	100.00	Tank Rent - PD	01
ED STAUB & SONS PETROLEUM,	12858727	19.31	Propane - CH	01
ED STAUB & SONS PETROLEUM,	395100	451.30	Fuel - PD	01
ED STAUB & SONS PETROLEUM,	395111	616.53	Fuel - PW	02
HOME DEPOT CREDIT SERVICES	5025882	361.86	Operating Supplies	01
JENINE COELHO	JC 08/08/2025	214.59	Supplies for Party	01
LES SCHWAB	23100287484	20.98	Maintenance on Vehicle - PW	02
MERRILL LUMBER COMPANY	B271602	5.98	Operating Supplies - PW	02
MERRILL LUMBER COMPANY	B272854	9.06	Operating Supplies - PW	02
PRENTICE LONG, PC	7767	1,161.00	Attorney Fees	01
SPRING STREET ANALYTICAL LLC	2221	230.00	Water Testing	02
STACY & DENNIS	25CW-1756	250.00	IT Support - CH	01
STATELINE AUTO PARTS SUPPLY,	620729	110.83	Maintenance on Vehicles - PW	02
STATELINE AUTO PARTS SUPPLY,	620747	32.59	Oil Filter	02
STATELINE AUTO PARTS SUPPLY,	621577	75.63	Maintenance on Vehicle - PW	11
T-MOBILE	T-Mobile 08/2025	211.38	T-Mobile Cell	01
TRILOGY ARCHITECTURE	1827	1,050.00	Trilogy - Tulelake Visitor Center	01
WOODHOUSE FARMING & SEED	S282367	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S282384	45.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S282403	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S282419	30.00	Weight Fees	04
WOODHOUSE FARMING & SEED	S282432	30.00	Weight Fees	04
Total Bill Amount		\$22,770.38		
	<b>Pay Dates: 08/15/2025</b>	<b>Approved at the Regular Meeting on August 19, 2025</b>		
<b>PAY PERIOD:</b>	<b>07/27/2025-08/09/2025</b>		<b>Fund Account Codes:</b>	
Police Department: (3 Employees)	\$5,009.85		01- General Fund	
Chief Resilience Officer (1 Employee)	\$2,228.47		02- Enterprise Fund - Water	

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

Public Works: (6 Employees)	\$7,170.92		03- Enterprise Fund - Sewer	
City Hall: (5 Employees, including Library & Custodial)	\$5,385.65		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		\$19,794.89	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - August 19, 2025:		\$42,565.27		

RESOLUTION NO. 25-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE  
ADOPTING POLICIES AND PROCEDURES FOR GRANTING PRIORITY SEWER AND WATER  
SERVICE FOR AFFORDABLE HOUSING DEVELOPMENTS PURSUANT TO  
GOVERNMENT CODE SECTION 65589.7

**WHEREAS**, the California legislature has declared the lack of affordable housing a matter of vital statewide importance; and

**WHEREAS**, the City of Tulelake is committed to the fair and equitable provision of sewer and water services within its service area, in conformance with state law and city policies; and

**WHEREAS**, Government Code Section 65589.7 requires sewer and water service providers to grant priority service to residential developments that include units affordable to lower-income households; and

**WHEREAS**, the City of Tulelake's Housing Element (6<sup>th</sup> Cycle) includes Program HE 1.4.1 for the adoption of policies and procedures in compliance with Government Code Section 65589.7; and

**WHEREAS**, the City of Tulelake has prepared policies and procedures for the provision of priority sewer and water service for residential developments with affordable housing consistent with Government Code Section 65589.7; and

**WHEREAS**, adoption of these policies and procedures will allow the City of Tulelake to be in compliance with Government Code 65589.7; and

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Tulelake adopts the following policies and procedures: "Provision of Sewer Service to Residential Developments with Affordable Housing Units" attached hereto as Exhibit "A" and "Provision of Water Service to Residential Developments with Affordable Housing Units" attached hereto as Exhibit "B."

**IT IS HEREBY CERTIFIED** that the foregoing Resolution 25-11 was duly adopted on a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ at a regular meeting of the City of Tulelake City Council held on the 19<sup>th</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF TULELAKE CITY COUNCIL

\_\_\_\_\_  
Tom Cordonier, Mayor

WITNESS, my hand and seal this 19<sup>th</sup> day of August 2025

\_\_\_\_\_  
Casey Joiner, City Clerk



## **RESOLUTION NO. 2025-12**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE AUTHORIZING THE EXECUTION OF AGREEMENTS WITH THE WEIST LAW FIRM AND CALIFORNIA MUNICIPAL ADVISORS LLC FOR PENSION MANAGEMENT, RATE STUDY, CAPITAL PROJECT FINANCING, AND RELATED SERVICES**

**WHEREAS**, the City of Tulelake ("City") is a member of the California Public Employees' Retirement System ("CalPERS") and is obligated under the Public Employees' Retirement Law and its CalPERS contract to fund pension benefits and amortize unfunded accrued liabilities; and

**WHEREAS**, the City must also undertake Proposition 218-compliant rate studies for its water, wastewater, and solid waste services to ensure that utility rates are proportional, transparent, and compliant with applicable legal requirements; and

**WHEREAS**, the City is pursuing funding for the Tulelake Cultural Visitor Center and intends to apply for and secure grant and loan funding from the United States Department of Agriculture ("USDA") for the City's upcoming Water Improvement Project; and

**WHEREAS**, the City requires the services of qualified legal and financial professionals to assist in the development and implementation of a pension management plan and policy, to conduct long-term financial plans and rate studies, and to provide legal and financial advisory services in connection with potential financing transactions and capital projects; and

**WHEREAS**, The Weist Law Firm will provide bond counsel services, including legal support for pension planning, rate studies, and financing transactions, under the terms set forth in the Agreement for Bond Counsel Services; and

**WHEREAS**, California Municipal Advisors LLC ("CalMuni") will provide municipal advisory and consulting services, including financial modeling, rate study preparation, capital financing structuring, and USDA funding support, under the terms set forth in the Agreement for Consulting Services; and

**WHEREAS**, both agreements have been structured to minimize costs to the City by making all financing-related fees contingent upon the successful closing of a financing transaction, with such fees to be paid from financing proceeds rather than City funds; and

**WHEREAS**, the City Council finds that entering into these agreements is in the best interest of the City to obtain necessary expertise, maintain compliance with applicable laws, and position the City to secure critical funding for infrastructure improvements and long-term financial stability.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Tulelake as follows:



**Section 1. Recitals and Findings.** The City Council hereby specifically finds and declares that each of the statements, findings and determinations of the City set forth in the recitals set forth above are true and correct and are incorporated herein by reference.

**Section 2. Authorized Representatives.** The Mayor, City Manager and Chief Resilience Officer, and any other person authorized by the City Manager to act on behalf of the City shall each be an “Authorized Representative” of the City for the purposes of structuring and providing for the matter to be brought back to the City Council for further consideration, and are hereby authorized, jointly and severally, in each of their discretion, to effectuate the actions which the City Council has approved in this Resolution.

**Section 3. Approval of Agreements for Professional Services.** The City Council approves the agreement for bond counsel services with the Weist Law Firm and the agreement for consulting services with California Municipal Advisors LLC, each in substantially the form on file with the City Clerk. The Mayor or City Manager are each authorized and directed to execute such agreements for and on behalf of the City.

**Section 4. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

**PASSED AND ADOPTED** by the City Council of the City of Tulelake at a regular meeting thereof held on the 19th day of August 2025, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

\_\_\_\_\_

# CITY OF TULELAKE

## AGENDA REPORT

MEETING DATE: August 19, 2025

TO: Honorable Mayor and Members of the City Council

FROM:

**SUBJECT: Resolution No. 2025-XXX, Approving Agreements with The Weist Law Firm and California Municipal Advisors LLC for Pension Management, Rate Study, Capital Project Financing, and Related Services**

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### RECOMMENDED COUNCIL ACTION

Staff recommends the City Council authorize the Mayor to execute agreements with:

1. The Weist Law Firm for bond counsel services; and
2. California Municipal Advisors LLC (CalMuni) for municipal advisory and consulting services,

to provide pension management planning, Proposition 218 rate study support, cultural facility financing assistance, USDA loan and grant application support, and other related services as described in each agreement.

### BACKGROUND

The City faces several interrelated financial and infrastructure challenges that require specialized legal and financial expertise.

Key needs include:

- Development of a Pension Management Plan and Policy to address long-term CalPERS unfunded liabilities.
- Preparation of Proposition 218–compliant rate studies for water, wastewater, and solid waste services.
- Evaluation and pursuit of funding for the Tulelake Cultural Visitor Center Project.

- Structuring and securing USDA loan and grant funding for the City's upcoming Water Improvement Project.

As a small, rural community with limited in-house staff and financial resources, the City does not have the capacity to perform these highly specialized tasks internally. Engaging qualified professionals will help ensure the work is completed correctly, on time, and in compliance with all applicable legal, financial, and regulatory requirements.

## **SUMMARY OF PROPOSED AGREEMENTS**

### **1. The Weist Law Firm – Bond Counsel Services**

Weist Law will serve as bond counsel, providing:

- Legal review and drafting of the Pension Management Plan and Policy, LTFP, and related resolutions.
- Legal oversight and document preparation for Proposition 218 rate setting.
- Legal structuring and closing of any financing transactions, including USDA-related loans and grants.

### **2. California Municipal Advisors LLC – Municipal Advisory and Consulting Services**

CalMuni will serve as municipal advisor, providing:

- Financial modeling and scenario analysis for pension management and LTFP development.
- Rate study preparation and financial analysis for water, wastewater, and solid waste services.
- Financial planning and structuring for the Cultural Visitor Center Project and Water Improvement Project.
- Coordination of USDA funding applications, credit rating presentations, and financing team management.

## **FEE STRUCTURE AND COST CONTROL**

Both agreements are structured to minimize risk and cost to the City:

- **Contingent Transactional Fees:** All fees for financing transactions are 100% contingent on the successful closing of the financing. If no financing occurs, the City pays nothing for those services.



- **Hourly and Fixed Fees for Planning Work:** Pension management planning, rate studies, and other non-transactional work are billed on an hourly or capped basis, with clear “not-to-exceed” amounts.
- **Financing Fee Recovery:** For any financing completed, fees for Weist Law and CalMuni will be built into the financing plan and paid from proceeds, not from the City’s general fund or operating revenues.
- **Shared Commitment to Cost Efficiency:** Both firms have committed to keeping fees as low as possible given the City’s size and resources, while delivering comprehensive services that protect the City’s legal and financial interests.

## **BENEFITS TO THE CITY**

- Access to specialized legal and financial expertise the City does not have in-house.
- Compliance assurance with complex legal frameworks (CalPERS law, Proposition 218, USDA funding requirements).
- No out-of-pocket transactional cost for financings unless successfully completed.
- Enhanced ability to secure grants and low-cost financing for critical infrastructure.
- Long-term strategies for pension cost control and financial sustainability.

## **FISCAL IMPACTS**

Planning-related services will be billed at agreed hourly rates with “not-to-exceed” limits as stated in each agreement. Financing-related fees are contingent and will be paid from financing proceeds.

## **ALTERNATIVES**

The City Council’s options are:

1. Adopt the Resolution without any changes;
2. Adopt the Resolution with changes and revisions; or
3. Reject the Resolution entirely.

Attachments:

1. Attachment A – Resolution No. 2025-XXX
2. Attachment B – CalMuni Professional Services Agreement
3. Attachment C – WeistLaw Professional Services Agreement

Whitney Cantrell  
18977 Maupin Rd  
Malin, OR 97632  
(541) 891-4702  
whitneyking130@gmail.com  
July 30, 2025

To Whom It May Concern:

I am writing to express my strong interest in providing financial management services for the City as outlined in your recent Request for Proposal. I have a dual B.S. in Accounting and Finance, an active Oregon Licensed Tax Preparer certification, and over a decade of experience in small business finance along with my recent municipality accounting within the last three years being employed by Sargent CPA. With these qualifications I feel that I am prepared to oversee the City's financial operations with transparency, compliance, and efficiency.

In my prior roles, I have managed full-cycle accounting including accounts payable/receivable, financial reporting, and budgeting. My experience with grant management includes financial oversight, compliance reporting, and audit preparation for both state and federally funded programs. I am organized and able to collaborate with department heads to align budgets while continuously improving accounting policies, internal controls, and procurement procedures.

Beyond technical skills, I have strong leadership qualities and have supervised administrative and financial personnel to ensure operational continuity. I am confident in my ability to guide the City through annual audits preparation, prepare accurate financial reports for external agencies, and maintain a sound system of internal controls that comply with state and federal guidelines.

I would welcome the opportunity to discuss my past experiences that align with the City of Tulelake's needs for this position. Thank you for considering my proposal. I am available for further discussion at your convenience and look forward to the possibility of working together.

I currently am employed part-time as Tulelake Irrigation District Finance and Office Admin.

My hourly rate for professional services would be \$125/hour with an estimate of 20-24 hrs per month.

Warm regards,  
Whitney Cantrell

Please see attachment A & attachment B

## **Attachment A**

**Schedule of fees and hourly rate** for all project personnel and any expenses to be reimbursed shall be included in the project costs. - Non applicable

### **Services offered include:**

Monthly Bank Reconciliation to oversee and manage daily accounts payable, accounts receivable, and loan receivables

Annual depreciation calculation

Annual budget preparation

Grant management reporting

Reporting to county and state tax authorities

Annual audit workpaper preparation, work directly with auditor for necessary reports

**Professional Qualifications-** Please see attachment B for my personal resume. No other individual or firm will be assigned to the city.