

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL
November 04, 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 November 04, 2025.
2. Pledge of Allegiance
3. Approval of the October 21, 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 to accept Mayor Pro Tem, Bryan Hendricks, resignation letter. Discussion/Action. (Mayor Cordonier)
7. Oath of Office for new Police Officer, Jesse Alonso. Discussion/Action. (City Clerk)
8. Approval of Proclamation of the 18th Annual “Read Across Siskiyou” Event. Discussion/Action. (Allison Scull, Karen Pautz)
9. Local fire report and update of recent fire hazards and potential fire hazards within the City of Tulelake. Discussion/Action. (Adam Alcorn, TMCFD)
10. Approval of adding Patricia Taylor as a check signer to all Umpqua Bank accounts and removing Henry Ebinger as a check signer on all Umpqua Bank accounts. Discussion/Action. (City Hall Administrator)
11. Review and approval of the City of Tulelake Snow Removal Policy. Discussion/Action. (Chief Resilience Officer)
12. Discussion and approval of putting a camera system in the City. Discussion/Action. (Chief of Police)
13. Discussion about the vehicles parked on Main Street. Discussion/Action. (Mayor Cordonier)
14. Discussion and approval to purchase all season tires for snowplow. Discussion/Action. (Director of Public Works)
15. Introduction regarding a non-interest, non-fee revolving loan from North State Jobs First for the Tulelake Cultural Visitor Center. Discussion/Action. (Chief Resilience Officer)
16. Review and possible approval of surveying proposal for the Tulelake Cultural Visitor Center. Discussion/Action. (Chief Resilience Officer)
17. Closed Session: Real Estate Negotiation regarding APN’s 050-021-100-000 and 050-021-

110-000. Discussion/Action. (Mayor Cordonier)

18. Announcement of Closed Session.

19. 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:

- 20. Comments from Library Branch Manager (Kailee Wood)
- 21. Comments from City Treasurer (Sara Luscombe)
- 22. Comments from City Clerk (Casey Joiner)
- 23. Comments from Assistant City Admin (Christian Marquez)
- 24. Comments from City Administrative Clerk (Anna Perez)
- 25. Comments from Code Enforcement Officer (Arturo Ramirez)
- 26. Comments from Council Member Patricia Taylor
- 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.

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
October 21, 2025 - 5:30 PM

Mayor Tom Cordonier called the meeting to order at 5:31PM. Mayor Pro Tem, Bryan Hendricks and Council Member Margie Cordonier were present via Microsoft Teams. Also in attendance were City Clerk, Casey Joiner; Chief Resilience Officer, Jenny Coelho; City Hall Administrator, Aissa Martinez; City Staff, Anna Perez; Library Branch Manager, Kailee Wood; and newly appointed Council Member Patricia Taylor. Director of Public Works, Jose Perez was present via conference call. Council Member Teresa Williams; City Treasurer, Sara Luscombe; Assistant City Admin, Christian Marquez; Code Enforcement Officer, Art Ramirez and Chief of Police, Tom Hoy were absent.

APPROVAL OF THE SEPTEMBER 16, 2025, REGULAR MEETING MINUTES

Council Member Cordonier made a motion for the approval of the September 16, 2025, regular meeting minutes. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-165)

APPROVAL OF THE PAYMENT OF BILLS

Council Member Cordonier made a motion to approve paying the bills presented for October 7, 2025 and October 21, 2025. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-166)

COMMENTS FROM THE PUBLIC

No comments.

APPOINTMENT OF CITY COUNCIL MEMBER

Mayor Cordonier made a motion to approve the appointment of City Council Member, Patricia Taylor. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-167)

OATH OF OFFICE FOR APPOINTED CITY COUNCIL MEMBER

City Clerk, Casey Joiner swore in newly elected City Council Member, Patricia Taylor.

APPROVAL OF RESOLUTION 25-15, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE AMENDING THE GENERAL PLAN SAFETY ELEMENT AND ADOPTING THE LOCAL HAZARD MITIGATION PLAN BY REFERENCE

Mayor Cordonier made a motion that we make the finding that the project does not have the potential to result in a significant adverse effect on the environment and is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3). Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-168). Mayor Cordonier made a motion that we adopt Resolution 25-15 to amend the Safety Element and adopt the Local Hazard Mitigation Plan by reference. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-169)

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 POSSIBLE SERVICES OF PENSION MANAGEMENT, RATE STUDY, CAPITAL PROJECT FINANCING AND RELATED SERVICES

Mayor Cordonier made a motion to approve 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 possible services of pension management, rate study, capital project financing and related services. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-170)

REVIEW AND POSSIBLE APPROVAL OF THE REVISED TULELAKE CULTURAL CENTER PLANS

It was discussed that it would be up to the TCVC committee to approve any changes to the revised Tulelake Cultural Center Plans. Discussion only. No action taken.

APPROVAL TO PROMOTE ANNA PEREZ TO FULL-TIME CITY ADMINISTRATIVE CLERK STARTING AT \$20.00 AN HOUR

Mayor Cordonier made a motion to promote Anna Perez to full-time City Administrative Clerk starting at \$20.00 an hour back dating to October 5, 2025. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-171)

APPROVAL FOR TULELAKE LIBRARY TO PAINT THE TRIM ON LIBRARY BUILDING AND BOOK BOX, ADD ADDITIONAL GUTTERS OVER BOOK BOX AND UPDATE LIGHTING IN FRONT OF THE LIBRARY

Mayor Cordonier made a motion to approve of the Tulelake Library painting the trim on library building and book box, add additional gutters over book box and update lighting in front of the library, as well as painting the inside of the library. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-172)

DISCUSSION AND APPROVAL OF PUTTING A CAMERA SYSTEM IN THE CITY

Chief of Police, Tom Hoy, was not present.

DISCUSSION AND APPROVAL TO PURCHASE A LAPTOP FOR PUBLIC WORKS

Mayor Cordonier made a motion to approve the purchase of a new laptop for Public Works. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-173)

APPROVAL OF CHANGE ORDER NO. 1 TO REMOVE THE RUBBLE FROM WELL #2

Mayor Cordonier made a motion to approve Change Order No. 1 to remove the rubble from Well #2. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-174)

APPROVAL OF ESTIMATE FROM R.B. ALDRICH CONSTRUCTION FOR THE NEW PUBLIC WORKS SHOP

Mayor Cordonier made a motion to approve the estimate from R.B. Aldrich Construction for the new Public Works shop. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-175)

APPROVAL OF THE REVISED FY25/26 COPS GRANT BUDGET WITH THE FY25/26 GROWTH ALLOCATION

Mayor Cordonier approved the revised FY25/26 COPS Grant Budget with the FY25/26 growth allocation. Council Member Cordonier seconded the motion. All votes were aye. Motion approved. (Motion 25-176)

REVIEW AND APPROVAL OF THE CITY OF TULELAKE SNOW REMOVAL POLICY

Discussion only. No action taken.

APPROVAL OF TCVC ADVISORY COMMITTEE’S RECOMMENDATION OF THE SELECTED PROPOSAL FROM A GEOTECHNICAL FIRM FOR THE TULELAKE CULTURAL VISITOR CENTER PROJECT

Mayor Cordonier made a motion to approve the TCVC Advisory Committee’s recommendation of the selected proposal from a geotechnical firm for the Tulelake Cultural Visitor Center project. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-177)

DISCUSSION ABOUT THE COMMITTEE THAT WAS FORMED FOR THE VEHICLES PARKED ON MAIN STREET

No action taken.

DISCUSSION ABOUT CITY COUNCIL MEMBERS’ PAY PER REGULAR MEETINGS

Mayor Cordonier made a motion to approve that starting in November, 2025, City Council Members will start getting paid per meeting in attendance instead of a flat monthly sum. Council Member Taylor seconded the motion. Three votes were aye and one was nay. Motion carried. (Motion 25-178)

DEPARTMENT HEAD UPDATES

Chief of Police: Absent.

Chief Resilience Officer: Jenny Coelho commented that she has gone to several trainings and conferences lately and was asked to present twice.

City Hall Administrator: Aissa Martinez commented that she will be going on maternity leave on November 6, 2025 and will be out for 90 days. She also commented that City Hall is still looking for a part-time employee for when she is on maternity leave and will repost for another 10 days.

Director of Public Works: Absent.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 7:34PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-179)

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 11-04-2025 - API26009 for Weeks 10/22/2025-11/04/2025 | | | | |
|---|----------------------|-----------------|---|-----------|
| Name | Document Number | Document Amount | Document Description | Fund Code |
| SISKIYOU COUNTY TAX COLLECTOR | 001-210-120-2025 | 1,217.69 | Property Tax 2025-2026 | 03 |
| ADKINS ENGINEERING AND SURVEYING, INC. | 62111 | 350.00 | Cultural Visitor Center- Assist City, Topo | 01 |
| ADKINS ENGINEERING AND SURVEYING, INC. | 62127 | 43,560.00 | Wastewater Improvments TO#15 | 03 |
| ALLIANT INSURANCE SERVICES, INC. | 3287050 | 258.00 | Alliant Renewal Premium | 02 |
| AM CONSTRUCTION SUPPLY, INC | 42452 | 140.00 | Burn Pit Portable Toilet | 04 |
| AMERICAN SANITATION, INC | 42617 | 140.00 | Portable Toilet - 9/20 - 10/18/2025 - TS | 01 |
| BEAR TECHNOLOGIES | 25979 | 410.00 | Monthly Server Maintenance | 01 |
| BEAR TECHNOLOGIES | 25980 | 110.00 | Service Call for RIMS Updates | 01 |
| CAPITAL ONE SPARK BUSINESS | COC 10/28/2025 | 964.52 | Capital One Credit Card Pmt- 09/17-10/17/2025 | 01 |
| CAPITAL ONE SPARK BUSINESS | COC 10/28/2025 #1 | 516.88 | Capital One Credit Card Pmt. 10/2025 | 01 |
| CAPITAL ONE SPARK BUSINESS | COC 10/28/2025 #2 | 86.59 | Capital One Credit Card Pmt. 10/2025 | 01 |
| CAPITAL ONE SPARK BUSINESS | COC 10/28/2025 #3 | 27.84 | Capital One Credit Card Pmt. 10/2025 | 01 |
| CITY OF WEED | 1772 | 817.12 | Building Inspector 9/3-9/24/2025 | 01 |
| ED STAUB & SONS PETROLEUM, INC | 13163035 | 415.46 | City Hall- Propane | 01 |
| ED STAUB & SONS PETROLEUM, INC | 13163036 | 447.20 | PD- Propane | 01 |
| ED STAUB & SONS PETROLEUM, INC | 420883 | 639.77 | PD-Fuel | 01 |
| ED STAUB & SONS PETROLEUM, INC | 420895 | 588.88 | PW- Fuel | 01 |
| KAILEE WOOD | KW 10/24/2025 | 184.95 | Supplies & Cleaning Supplies for Library | 01 |
| LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES, INC. | 1810 #90061124 | 437.50 | Professional Services from 8/23-9/26/2025 | 01 |
| MARCO MEDINA | MM 10/26/2025 | 175.00 | Work Boots - PW | 02 |
| MERRILL LUMBER COMPANY | C263838 | 28.98 | Gloves & Shovel; Operating Supplies | 02 |
| OFFICE TECHNOLOGIES, INC. | INV57366 | 90.54 | Maintenance of Kyocera | 01 |
| ONSITE DRUG & ALCOHOL TESTING, LLC | 12520 | 65.00 | Drug Testing | 02 |
| PACIFIC POWER | 41972561-002 8 11/25 | 2,048.07 | Street Lights | 11 |
| PACIFIC POWER | 41972561-006 9 11/25 | 1,459.06 | Booster Pump | 02 |
| PACIFIC POWER | 41972561-009 3 11/25 | 100.37 | 470 C St #A | 01 |
| PACIFIC POWER | 41972561-011 9 11/25 | 2,108.50 | 1001 Dean Callas Way | 03 |
| PACIFIC POWER | 41998321-001 6 11/25 | 1,783.23 | 101 Siskiyou St | 02 |
| PACIFIC POWER | 41998321-004 0 11/25 | 58.86 | Main & E St | 01 |
| SAM FLORES, JR. | SF 10/25/2025 | 150.47 | Work Boots - PW | 02 |
| SCOTT CARROLL | SC 10/27/2025 | 134.99 | Steel Toe Boot- Saftey Clothing | 02 |

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

| | | | | |
|---|---|---|---|----|
| SIERRA SPRINGS | 24382086 101725 | 91.54 | Sierra Spings Water- PW & CH | 01 |
| SISKIYOU COUNTY TAX COLLECTOR | 050-051-010-2025 | 63.00 | Property Tax 2025-2026 | 04 |
| SISKIYOU COUNTY TAX COLLECTOR | 050-071-030-2025 | 63.00 | Property Tax 2025-2026 | 04 |
| SISKIYOU COUNTY TAX COLLECTOR | 050-072-010-2025 | 63.00 | Property Tax 2025-2026 | 04 |
| SISKIYOU COUNTY TAX COLLECTOR | 050-081-040-2025 | 63.00 | Property Tax 2025-2026 | 04 |
| SISKIYOU COUNTY TAX COLLECTOR | 050-201-020-2025 | 189.00 | Property Taxes 2025-2026 | 04 |
| STATELINE AUTO PARTS SUPPLY, INC. | 629482 | 3.78 | Bucket Truck Maintenance | 11 |
| STATELINE AUTO PARTS SUPPLY, INC. | 629946 | 6.20 | PW- Vehicle Maintenance- Scott | 02 |
| THOMAS CORDONIER | TC 10/29/2025 | 151.30 | Mileage & Meals Reimbursment for Tom Cordonier | 01 |
| T-MOBILE | T-Mobile 11/2025 | 211.44 | T-Mobile - Cell | 01 |
| VERIZON WIRELESS | 6125988951 | 273.51 | Verizon - PD | 05 |
| Whitney Cantrell | 1021 | 1,250.00 | Finance Director- 8/27, 10/8, 9/2, & 10/29 | 01 |
| Total Bill Amount | | \$61,944.24 | | |
| | | | | |
| | PAY PERIOD: Pay Dates: 10/24/2025 10/05/2025-10/18/2025 | Approved at the Regular Meeting on November 4, 2025 | Fund Account Codes: | |
| Police Department: (3 Employees) | \$5,059.08 | | 01- General Fund | |
| Chief Resilience Officer (1 Employee) | \$2,228.48 | | 02- Enterprise Fund - Water | |
| Public Works: (6 Employees) | \$7,230.16 | | 03- Enterprise Fund - Sewer | |
| City Hall: (5 Employees, including Library & Custodial) | \$5,692.90 | | 04- Enterprise Fund - Garbage | |
| Council & Elected Officials: (7 persons) | \$1,831.68 | | 05- Police Personnel (COPS Grant) 11- Gas Tax Fund (Streets) | |
| | | | | |
| Total Amount of Payroll DD's | | \$22,042.30 | 13- Local Transportation (TDA) | |
| | | | | |
| Total Amount Submitted for Approval - November 4, 2025: | | \$83,986.54 | | |
| | | | | |



Siskiyou County
PROCLAMATION

18th ANNUAL “READ ACROSS SISKIYOU” 2025 EVENT

Sponsored By First 5 Siskiyou Children and Families Commission

WHEREAS, the ultimate goal of the First 5 Siskiyou Children and Families Commission is that all of Siskiyou’s children from prenatal through 5 years of age will be healthy, ready to learn, and supported in safe, nurturing families and communities; and

WHEREAS, children in Siskiyou County from prenatal through 5 years of age have a successful start in life through daily reading with supportive and nurturing families, caregivers, educators and community leaders; and

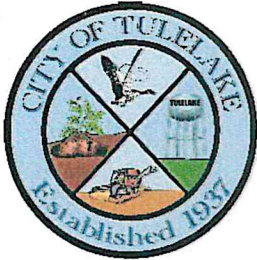
WHEREAS, early literacy is the foundation for academic, social emotional, and economic success; and

WHEREAS, First 5 Siskiyou, in partnership with Siskiyou County Library, dedicates one day each year to promote early literacy by providing the same titled book to be read by guest readers to children in various preschools, kindergartens, child care settings, libraries and online events throughout Siskiyou County on the same day and provide each child with a copy of that book to take home.

THEREFORE, the City of Tulelake hereby proclaims November 12, 2025 as the 18th anniversary of “Read Across Siskiyou” and be it that this body enthusiastically endorses daily reading, singing and playing with children as a critical foundation for healthy development and life long success.

Signed: _____ Date: _____
Tom Cordonier, Mayor, City of Tulelake





City of Tulelake Snow Removal Policy

Date: November 4, 2025

Snow Removal

Snow removal operations will begin when a depth of **four inches** is measured at the intersection of Modoc Avenue and Main Street. This measurement will be conducted by the Director of Public Works or Public Works staff or as determined by the Tulelake Chief of Police. In the event a winter storm advisory is forecast by the National Weather Service, this site will be monitored on an hourly basis by Public Works staff.

Sidewalks

- The City is not responsible for the clearing of driveways or sidewalks other than those which front City- owned Facilities.
- Sidewalk clearing is up to the owner of residential and commercial properties, so if you have elderly or disabled neighbors, lend a hand!
- Please do not shovel or move snow from your property into the street.

Siskiyou County Road Department

Siskiyou County Road Department is responsible for snow removal on East West Road that goes through the City of Tulelake and on Main Street from G Street to Wright Road along with all other county roads that surround the City of Tulelake.

Caltrans

Caltrans is responsible for snow removal and sanding on California State Highway 139.

Parking

If there is a significant snow fall event expected the business owners, residents and patrons shall not park along Main Street or Modoc Avenue in order to allow snow removal equipment to plow, stock piling snow in center median of the streets and allowing snow removal for parking access. For residential snow removal streets, the City asks that residents please move cars to their residential driveways. For residents who do not have a driveway, the Public Works Department may post a notice on your residence door asking you to move your car to another location on a certain date and time while they proceed with snow removal from your street.

Street Posting Notifications

"The following streets are of insufficient width and parking is prohibited thereon during such snow conditions when the same are posted giving notice thereof:"

- Ridgeview from Main Street to Dean Callas Way
- Dean Callas Way from Ridgeview to G Street
- G Street from Park Street to Dean Callas Way

- C Street from Modoc Avenue to City Water Yard
- Highway Street from First Street to Siskiyou Street

The Director of Public Works shall post the aforesaid streets in accordance with severity of snowfall accumulation.

Excessive Snowfall

In the event of excessive snowfall and any long-term power outage, 3 hours or longer, the Tulelake Library, Tulelake Fire Department and Tulelake City Hall shall be opened up for warming places if there is sufficient generator power for their operation.

Emergency Shelters

If there is a need for emergency shelters, arrangements will be made by the City of Tulelake and/or the Tulelake Multi- County Fire Department with various local entities that will be able to provide emergency shelter.

Driveways

Snow moved by snowplows may collect in front of or on driveways. This inconvenience is unfortunate, but unavoidable, as the City's Public Works Department is focused on making the streets safe and passable. The City does not clear private residential driveways. Please try to wait until after your street is plowed before removing snow from your driveway. Please note that your street may be plowed more than once, or not at all, depending on a number of different variables.

The City typically clears snow from the centerline of the residential streets to make it passable for drivers as soon as possible, with snowplows possibly returning to widen the cleared area. Please be aware this could increase snow buildup on or in front of your driveway.

Driveway Snow Removal Tip

If you clear the snow from your driveway before your street has been plowed, be sure to clear an area of snow to the right of the driveway (when you are facing the driveway from the street). This cleared area will allow most of the snow on the plow to be deposited before it gets to your driveway. The larger the area cleared the less snow will be moved in front of your driveway.

Snow Removal Order of Streets

View the order that the City generally removes snow from streets. This is subject to change depending on conditions and other circumstances. **The First Priority** is to provide access for essential emergency services of the City. The order of this work is to be as follows:

1. Ray Oehlerich Way from CA Hwy 139 to Dean Callas Way for Tulelake Multi- County

Fire Department

2. C Street from Modoc Avenue to Main Street for Tulelake Police Department
3. Main Street from Hwy 139 to G Street
4. Modoc Avenue from G Street through Main Street Intersection
5. Wastewater Treatment Plant and Water Treatment Facilities as required

The remainder of the City is to be plowed and/or sanded in the second and third priority order.

The Second Priority is to provide access to the Tulelake Elementary, Tulelake High School and Tulelake Butte Valley Fairgrounds.

1. B Street from Second Street to Main Street
2. Second Street from B to East West Rd
3. C Street from Water Yard to Main Street
4. D Street from Second Street to Main Street
5. G Street from Dean Callas Way to Park Street

The Third Priority is to provide snow removal for all residential and multi-family housing streets. This can be done in any order that the Director of Public Works or Chief of Police believes is necessary. This snow removal can be done in four quadrants for the Northeast, Northwest, Southeast and Southwest portions of the City.