

AGENDA  
Regular Meeting  
TULELAKE CITY COUNCIL  
November 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 regular meeting of November 18, 2025.
2. Pledge of Allegiance
3. Approval of the November 4, 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 Art Ramirez, Code Enforcement Officer, resignation letter. Discussion/Action. (Mayor Cordonier)
7. Discussion and approval to accept applications for the vacant city council seat. Discussion/Action. (Mayor Cordonier)
8. Review of bids to install a 3" pipe for the Bottle Filling Station and approval of possible change order #2 for the Small Communities Drought Relief Program grant. Discussion/Action. (Director of Public Works)
9. Discussion about missing Refrigeration Trailer from the Ag Property. Discussion/Action. (Mayor Cordonier)
10. Approval of Budget Increase #1 for Langan Engineering and Environmental Services, LLC. Discussion/Action. (Chief Resilience Officer)
11. 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:**

12. Comments from Library Branch Manager (Kailee Wood)
13. Comments from City Treasurer (Sara Luscombe)
14. Comments from City Clerk (Casey Joiner)
15. Comments from Assistant City Admin (Christian Marquez)
16. Comments from City Administrative Clerk (Anna Perez)
17. Comments from Code Enforcement Officer (Arturo Ramirez)
18. Comments from Council Member Patricia Taylor
19. Comments from Council Member Margie Cordonier
20. Comments from Council Member Teresa Williams

21. Comments from Council Member Tom Cordonier

22. 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**  
**November 4, 2025 - 5:30 PM**

Mayor Tom Cordonier called the meeting to order at 5:34PM. Council Members Margie Cordonier, Patricia Taylor, and Teresa Williams were present. Also in attendance were Chief of Police, Tom Hoy; City Treasurer, Sara Luscombe; City Clerk, Casey Joiner; Chief Resilience Officer, Jenny Coelho; Assistant City Admin, Christian Marquez; City Staff, Anna Perez and Director of Public Works, Jose Perez. City Hall Administrator, Aissa Martinez; Code Enforcement Officer, Art Ramirez and Library Branch Manager, Kailee Wood were absent.

**APPROVAL OF THE OCTOBER 21, 2025, REGULAR MEETING MINUTES**

Council Member Cordonier made a motion for the approval of the October 21, 2025, regular meeting minutes. Council Member Taylor seconded the motion. Three votes were aye and one abstained. Motion carried. (Motion 25-180)

**APPROVAL OF THE PAYMENT OF BILLS**

Mayor Cordonier made a motion to approve paying the bills presented for November 4, 2025. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-181)

**COMMENTS FROM THE PUBLIC**

No comments.

**APPROVAL TO ACCEPT MAYOR PRO TEM, BRYAN HENDRICKS, RESIGNATION LETTER**

Mayor Cordonier made a motion to approve the acceptance of Mayor Pro Tem, Bryan Hendricks, resignation letter. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-182)

**OATH OF OFFICE FOR NEW POLICE OFFICER, JESSE ALONSO**

City Clerk, Casey Joiner swore in newly appointed police officer, Jesse Alonso.

**APPROVAL OF PROCLAMATION OF THE 18<sup>TH</sup> ANNUAL "READ ACROSS SISKIYOU" EVENT**

Mayor Cordonier made a motion to approve the Proclamation of the 18<sup>th</sup> Annual "Read Across Siskiyou" event. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-183).

**LOCAL FIRE REPORT AND UPDATE OF RECENT FIRE HAZARDS AND POTENTIAL FIRE HAZARDS WITHIN THE CITY OF TULELAKE**

Adam Alcorn gave an updated report of recent and potential fire hazards. He commended the city for replacing five new hydrants within city limits. He also commented on the progress being made on potential fire hazards and noted where there were existing and new potential fire hazards.

**APPROVAL OF ADDING PATRICIA TAYLOR AS A CHECK SIGNER TO ALL COLUMBIA BANK ACCOUNTS AND REMOVING HENRY EBINGER AS A CHECK SIGNER ON ALL COLUMBIA BANK ACCOUNTS**

Council Member Cordonier made a motion to approve of adding Patricia Taylor as a check signer to all Columbia Bank accounts and removing Henry Ebinger as a check signer on all Columbia Bank Accounts. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-184).

**REVIEW AND APPROVAL OF THE CITY OF TULELAKE SNOW REMOVAL POLICY**

Mayor Cordonier made a motion to approve of the City of Tulelake snow removal policy with the condition that the policy be updated annually. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-185)

**DISCUSSION AND APPROVAL OF PUTTING A CAMERA SYSTEM IN THE CITY**

Council Member Williams made a motion to approve of putting a camera system in the city. Mayor Cordonier seconded the motion. Three votes were aye and one vote was nay. Motion carried. (Motion 25-186)

**DISCUSSION ABOUT THE VEHICLES PARKED ON MAIN STREET**

Chief of Police, Tom Hoy, and Director of Public works made comments about removing four parking spots in front of the medical clinic and four spots by C Street. Discussion only. No action taken.

**DISCUSSION AND APPROVAL TO PURCHASE ALL SEASON TIRES FOR SNOWPLOW**

Council Member Cordonier made a motion to approve the purchase of all season tires for the snowplow. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-187)

**INTRODUCTION REGARDING A NON-INTEREST, NON-FEE REVOLVING LOAN FROM NORTH STATE JOBS FIRST FOR THE TULELAKE CULTURAL VISITOR CENTER**

Chief Resilience Officer, Jenny Coelho, will be bringing more information on this topic to the next meeting. Discussion only. No action taken.

**REVIEW AND POSSIBLE APPROVAL OF SURVEYING PROPOSAL FOR THE TULELAKE CULTURAL VISITOR CENTER**

Discussion only. No action taken.

**CLOSED SESSION: REAL ESTATE NEGOTIATION REGARDING APN'S 050-021-100-000 AND 050-021-110-000**

Council went in to Closed Session at 7:07PM.

**ANNOUNCEMENT OF CLOSED SESSION**

Council returned from Closed Session at 7:35PM. A motion was made to contact the lawyer and start the proceedings. All votes were aye. Motion carried. (Motion 25-188)

**DEPARTMENT HEAD UPDATES**

**Chief of Police:** Tom Hoy commented that Tony was going to start leaving notices on out of state vehicles.

**Chief Resilience Officer:** Jenny Coelho commented that the injury and illness plan needed to be updated per SCORE and that there may be an opportunity with Northstate Jobs to collaborate on a pharmacy.

**City Hall Administrator:** Absent.

**Director of Public Works:** Jose Perez commented that the Thanksgiving decorations would be going up a few days before Thanksgiving. He also commented that the Christmas Tree lighting would be on Monday December 8<sup>th</sup>.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 8:14PM. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-189)

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Tom Cordonier, Mayor

Attest:

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Casey Joiner, City Clerk

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

Bills Submitted for Approval on 11-18-2025 - <a href="#">API26010</a> for Weeks 11/5/2025-11/13/2025				
Name	Document Number	Document Amount	Document Description	Fund Code
ADKINS ENGINEERING AND SURVEYING, INC.	62130	437.50	TO#1 Misc. Services	01
ADKINS ENGINEERING AND SURVEYING, INC.	62131	12,600.00	Wastewater Improvments TO#15	03
AMERICAN SANITATION, INC	42452	140.00	Portable Toilet - Burn Pit	04
BANK OF AMERICA BUSINESS CARD	BOA 10/22/2025	113.63	Bank of America Credit Card Pmt- 11/2025	01
BOB'S EXCAVATING, INC.	12934	33,106.67	Hydrant Repair	11
CAL-ORE TELEPHONE CO.	0324003564 11/2025	949.07	Cal-Ore Telephone - Phone & WiFi Service	01
CAPITAL ONE SPARK BUSINESS	COC 11/5/202	159.98	Steel Toe Boots	02
CITY OF WEED	1780	1,049.97	Building Inspector 10/2025	01
CONTINENTAL UTILITY SOLUTIONS, INC.	BF10364	309.63	CUSI- Pastcards for Billing	02
ED STAUB & SONS PETROLEUM, INC	107352	27.57	470 C St. - Tulelake Police Department	01
ED STAUB & SONS PETROLEUM, INC	13230702	29.35	Propane LP - Stateline Rd	01
ED STAUB & SONS PETROLEUM, INC	425981	478.67	PD- Fuel	01
ED STAUB & SONS PETROLEUM, INC	425992	635.28	PW-Fuel & Garbage Truck	02
HOME DEPOT CREDIT SERVICES	hDC 11/25/2025	110.17	Operating Supplies	02
HOME DEPOT CREDIT SERVICES	HDC 11/5/2025	337.91	Saw, Diablo, Rod- Operating Supplies	02
JENINE COELHO	11/10/2025	36.04	Office Supplies- Veterans Day	01
JENINE COELHO	JC 11/4/2025	49.20	Fall Decor/ Water Bottles	01
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES, INC.	1810 #90065709	11,361.20	Professional Services form 9/27-10/24/2025	01
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES, INC.	1810 #90066437	481.25	Surveying	01
LES SCHWAB	1629	353.47	New Tube For Backhoe	11
MERRILL LUMBER COMPANY	487 10/31/2025	33.20	Maint. of Equipment	02
OREGON METER REPAIR & WATER SOLUTIONS, LLC	1327	1,465.00	Meters	02
SHASTA SERVICES, INC. DBA TIMBERWORKS	TW 10/30/2025	107,748.29	Applicaton #2 - SCDRP Grant	02
SISKIYOU COUNTY	001-210-120-000 11/2	1,217.69	Property Tax 2025-2026	03
SPRING STREET ANALYTICAL LLC	2784	130.00	Water Testing	02
STACY & DENNIS	#25CW-2296	2,134.75	IT Support	01
STACY & DENNIS	25-1110	1,300.00	PW- Thinkpad	02
STATELINE AUTO PARTS SUPPLY, INC.	630935	186.64	2006 GMC Sierra/ Maintenance	02
STATELINE AUTO PARTS SUPPLY, INC.	630941	52.94	1989 Chevrolet/ Spark Plug/ Maintenance	02
WOODHOUSE FARMING & SEED CO.	S282562	30.00	Weights	04
WOODHOUSE FARMING & SEED CO.	S282577	45.00	Weights	04

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

WOODHOUSE FARMING & SEED CO.	S282591	30.00	Weights	04
WOODHOUSE FARMING & SEED CO.	S282605	30.00	Weights	04
Total		<b>177,170.07</b>		
	<b>PAY PERIOD: 10/19/2025-11/1/2025</b>		<b>Approved at the Regular Meeting on November 18, 2025</b>	
			<b>Fund Account Codes:</b>	
<i>Police Department: (3 Employees)</i>	<i>\$4,865.86</i>		01- General Fund	
<i>Chief Resilience Officer (1 Employee)</i>	<i>\$2,228.47</i>		02- Enterprise Fund - Water	
<i>Public Works: (6 Employees)</i>	<i>\$7,225.78</i>		03- Enterprise Fund - Sewer	
<i>City Hall: (5 Employees, including Library &amp; Custodial)</i>	<i>\$5,578.74</i>		04- Enterprise Fund - Garbage	
<i>Council &amp; Elected Officials: (7 persons)</i>	<i>\$0.00</i>		05- Police Personnel (COPS Grant) 11- Gas Tax Fund (Streets)	
			13- Local Transportation (TDA)	
<b>Total Amount of Payroll DD's</b>		<b>\$19,898.85</b>		
<b>Total Amount Submitted for Approval - November 18, 2025:</b>		<b>\$197,068.92</b>		

## BUDGET INCREASE REQUEST #1

**TO:** Ms. Jenny Coelho – Chief Resilience Officer – City of Tulelake  
**FROM:** Elizabeth Kimbrel, PE; Dorinda Shipman, PG, CHG  
**DATE:** 10 November 2025  
**PROJECT:** Tulelake Community Wide Assessment Grant  
Tulelake, California  
Project 760613502

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**Proposal/Contract Date:** 21 March 2023  
**Proposal/Contract No.:** 760613502  
**Original Authorized Budget:** \$450,000 (Environmental Services)  
**Requested Budget Increase Amount:** \$45,000  
**Revised Authorized Budget:** \$495,000

### **Reason for Budget Increase: Additional Grant Administrative Services**

This budget increase request is for additional environmental services associated with the City of Tulelake's United States Environmental Protection (US EPA) Community-wide Assessment Grant in Tulelake, California (Project Area).

In Langan's original *Scope of Services, Terms, Conditions and Fees for Professional Consulting Brownfields Program Services* contract executed between the City of Tulelake (City) and Langan on 21 March 2023, Langan was authorized to the City in administering their Grant. As presented in this contract, Langan was authorized a budget of \$450,000, which would be used for administration, Brownfield site identification, environmental assessment, funding, community engagement and reuse planning activities. Langan's originally authorized budget amount of \$450,000 accounts for approximately 90 percent of the Grant's total budget of \$500,000. Langan initially assumed the remaining amount (\$50,000) of the Grant would be used by the City for planning and administrative purposes. However, based on a discussion with the City on 27 October 2025, Langan understands that the City would like a majority (\$45,000) of the remaining Grant funds to be used by Langan for environmental assessment, reuse planning, community engagement and/or grant management activities (collectively referred to as Grant Administration Activities). Langan understands that the City would like to use the remaining \$5,000 for administrative purposes and/or travel associated with state and/or federal Brownfield Conference(s).

### **SCOPE OF SERVICES**

The following is a summary of Langan's proposed scope of services.

**Task 1 – Grant Administration Activities**

Langan will continue to conduct Grant Administrative Activities associated with the Grant, as presented in Tasks 3 through 7 of *Scope of Services, Terms and Conditions and Fees Professional Consulting Brownfields Programs Services* proposal dated 10 March 2023. In general, this includes conducting additional environmental assessments (Phase I and II environmental site assessments), researching alternative grant funding alternatives for the City, engaging and soliciting community feedback and/or preparing remedial alternative plans and conceptual site reuse plans. Langan notes that not all of these services can be provided with the remaining Grant budget; therefore, Langan will coordinate with the City to conduct critical activities and next steps for City-identified higher priority Brownfield sites.

**ESTIMATED COSTS**

We propose to perform our services on a time-and-materials basis, in accordance with our original contract dated 21 March 2023. We will not exceed the estimate fee unless the scope of services changes and we receive your prior authorization.

<b>Tasks</b>	<b>Estimated Fee</b>
Task 1 .....	\$45,000
<b>Total Estimated Fee .....</b>	<b>\$45,000</b>

We appreciate the opportunity to present you with this proposal and look forward to working with you.

If you have any questions, please call Elizabeth Kimbrel at 503-880-8398.

Sincerely yours,  
**Langan Engineering and Environmental Services, LLC.**



Elizabeth Kimbrel, PE  
Senior Project Manager



Dorinda Shipman, PG, CHG  
Principal/Vice President

**AUTHORIZATION:**

When you are ready to proceed, please provide a contract change order amending our existing contract, or sign in the space below, upon which this document will amend our contract dated 21 March 2023. If you have any questions, please don't hesitate to contact us.

**Client Approval for Budget Increase:**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE