

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL
December 2, 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 December 2, 2025.
2. Pledge of Allegiance
3. Approval of the November 18, 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. Discussion and approval to promote Officer Mauk to Sargent, remaining at the same hourly pay rate. Discussion/Action. (Chief of Police)
7. Review and possible approval of Stantec grant assistance Proposal. Discussion/Action. (Chief Resilience Officer)
8. Review and possible approval of Langan Engineering and Environmental Services surveying proposal. Discussion/Action. (Chief Resilience Officer)
9. Discussion regarding City Christmas events. (Chief Resilience 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 Library Branch Manager (Kailee Wood)
12. Comments from City Treasurer (Sara Luscombe)
13. Comments from City Clerk (Casey Joiner)
14. Comments from Assistant City Admin (Christian Marquez)
15. Comments from City Administrative Clerk (Anna Perez)
16. Comments from Council Member Patricia Taylor
17. Comments from Council Member Margie Cordonier
18. Comments from Council Member Teresa Williams
19. Comments from Council Member Tom Cordonier
20. 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 18, 2025 - 5:30 PM

Mayor Tom Cordonier called the meeting to order at 5:30PM. Council Members Margie Cordonier, Patricia Taylor, and Teresa Williams were present. Also in attendance were City Treasurer, Sara Luscombe; City Clerk, Casey Joiner; Chief Resilience Officer, Jenny Coelho; City Staff, Anna Perez and Director of Public Works, Jose Perez. Chief of Police, Tom Hoy was in attendance via phone conference. City Hall Administrator, Aissa Martinez; Assistant City Admin, Christian Marquez; and Library Branch Manager, Kailee Wood were absent.

APPROVAL OF THE NOVEMBER 4, 2025, REGULAR MEETING MINUTES

Council Member Cordonier made a motion for the approval of the November 4, 2025, regular meeting minutes. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-190)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Cordonier made a motion to approve paying the bills presented for November 18, 2025. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-191)

COMMENTS FROM THE PUBLIC

Andrew Weiss commented that he is with the Lava Beds Butte Valley Resource Conservation District and that they are promoting conservation projects to local landowners currently focusing on fuel and soil and water later.

APPROVAL TO ACCEPT ART RAMIREZ, CODE ENFORCEMENT OFFICER, RESIGNATION LETTER

Mayor Cordonier made a motion to approve the acceptance of Art Ramirez, Code Enforcement Officer, resignation letter. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-192)

DISCUSSION AND APPROVAL TO ACCEPT APPLICATIONS FOR THE VACANT CITY COUNCIL SEAT

Mayor Cordonier made a motion to approve the acceptance of applications for the vacant city council seat through December 15, 2025, interview at the December 16, 2025 city council meeting and appoint at that time. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-193)

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

Council Member Cordonier made a motion to approve the review of bids to install a 3" pipe for the Bottle Filling Station and approve the possible change order #2 for the Small Communities Drought Relief Program Grant. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-193).

DISCUSSION ABOUT MISSING REFRIGERATION TRAILER FROM THE AG PROPERTY

Chief of Police, Tom Hoy, and Director of Public Works, Jose Perez, commented that they are following up on possible leads. Discussion only. No action to be taken.

APPROVAL OF BUDGET INCREASE #1 FOR LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

Mayor Cordonier made a motion to approve of the budget increase #1 for Langan Engineering and Environmental Services, LLC. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-194).

DEPARTMENT HEAD UPDATES

Chief of Police: Tom Hoy commented that his K-9 is now internationally certified. He also commented that Jesse Alonso graduated from the Police Academy on December 13, 2025.

Chief Resilience Officer: Jenny Coelho commented that she had a meeting with a Siskiyou Economic Development Counsel that has hired the Dahlberg Group to do a climate analysis paid for by California Strategic Counsel on a potential Climate Control Growth Grant by the state. She commented that the grant would help towns be prepared in certain situations. She also commented that they had not been aware of the grasshopper situation during the drought.

City Hall Administrator: Absent.

Director of Public Works: Jose Perez commented that the Christmas lights were up and ready for Christmas.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 6:33PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-195)

Tom Cordonier, Mayor

Casey Joiner, City Clerk

Minutes of November 18, 2025 – Regular

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

Bills Submitted for Approval on 12-2-2025 - API26012COR for Weeks 11/17/2025-12/2/2025				
Name	Document Number	Document Amount	Document Description	Fund Code
SOLID WASTE	0101	860.16	Gate Fee 7/3/2025	04
SOLID WASTE	0136	808.08	Gate Fee 7/31/2025	04
SOLID WASTE	0167	896.28	Gate Fee 8/7/2025	04
SOLID WASTE	0190	906.36	Gate Fee 8/14/2025	04
SOLID WASTE	0225	916.44	Gate Fee 8/21/2025	04
SOLID WASTE	0271	1,869.00	Gate Fee 9/4/2025	04
SOLID WASTE	0312	851.76	Gate Fee 9/11/2025	04
SOLID WASTE	0344	985.32	Gate Fee 9/18/2025	04
SOLID WASTE	0368	926.94	Gate Fee 9/25/2025	04
SISKIYOU COUNTY TAX COLLECTOR	050-071-120-000 2025	63.00	Property Tax 2025-2026	04
SOLID WASTE	071725TL310	846.72	Gate Fee 7/17/2025	04
ED STAUB & SONS PETROLEUM, INC	107396	534.11	PW & Garbage Fuel	02
SIERRA SPRINGS	24382086 111425	134.55	Water for PW & CH	01
BEAR TECHNOLOGIES	26048	87.50	Endpoint Detection & Response	01
BEAR TECHNOLOGIES	26049	410.00	Monthly computer Maintenance 12/2025	01
BEAR TECHNOLOGIES	26050	110.00	Service call to perform RIMS updates 12/2025	01
PACIFIC POWER	41972561-002 8 12/25	2,048.07	Street Lights	11
PACIFIC POWER	41972561-004 4 12/25	32.00	C St Tulelake	03
PACIFIC POWER	41972561-006 9 12/25	1,342.77	A6325 C Street City Water Tulelake	02
PACIFIC POWER	41972561-007 7 12/25	49.15	400 Blk Main Library Tulelake	01
PACIFIC POWER	41972561-011 9 12/25	2,992.38	1001 Dean Callas Way Tulelake	03
PACIFIC POWER	41998321-001 6 12/25	2,001.17	101 Siskiyou St Tulelake	02
PACIFIC POWER	41998321-004 0 12/25	369.53	Main & E St Tulelake	01
AMERICAN SANITATION, INC	42920	140.00	Portable Toilet - Burn Pit	04
AMERICAN SANITATION, INC	43013	140.00	Portable Toilet - Dump	01
ED STAUB & SONS PETROLEUM, INC	431145	573.12	Fuel for Police Department	01
SOLID WASTE	4824	829.08	Gate Fee 7/3/2025	04
SOLID WASTE	4853	810.60	Gate Fee 7/10/2025	04
VERIZON WIRELESS	6128482242	273.51	Cellular Service - PD	05
ADKINS ENGINEERING AND SURVEYING, INC.	62154	19,525.90	SCDRG Well Rehab. & Energy Water Supply TO#10	02
STATELINE AUTO PARTS SUPPLY, INC.	632322	187.58	Water & Waste Water Operating Supplies-Gloves	02



Stantec Consulting Services Inc.
1383 North McDowell Boulevard, Suite 250
Petaluma CA 94954-7118

November 25, 2025

Project/File: 238001897

City of Tulelake

Jenny Coelho
City of Tulelake, Chief Resilience Officer
P.O. Box 847
Tulelake, CA 96134

Reference: Proposal for Grant Writing Services – FY 2026 USEPA Community-wide Assessment Grant

Dear Ms. Coelho,

Stantec Consulting Services Inc. (Stantec) is pleased to submit this proposal to the City of Tulelake (the City) to provide assistance with one application to the United States Environmental Protection Agency (USEPA) for a brownfield Community-wide Assessment Grant. It is anticipated that the grant application will focus on assessment and reuse planning for contaminated, vacant, or underutilized sites in one or more identified focus areas. The grant application will be submitted during the USEPA fiscal year (FY) 2026 brownfield grant competition.

Scope of Work

Stantec will lead in application preparation with appropriate support from the City. One area Stantec will need significant assistance from the City is in identifying community-based organizations or other entities who will be featured as community engagement partners under the grant. Stantec application assistance activities will include:

- Working closely with City staff to obtain and review relevant background documents and conducting research to prepare various sections of the grant application.
- Virtual/conference call meetings with City staff as needed throughout the grant application process.
- Assisting the City in the preparation of a draft grant application that will be substantially completed two weeks prior to the submittal deadline.
- Addressing City staff comments on the draft narrative prepared by Stantec and providing revised narrative for final review at least three days prior to the submittal deadline.
- Assisting City staff with assembling the final application package for submittal to USEPA.
- Other activities identified by Stantec and the City that will increase the likelihood of a successful application.

Approach

Vince Battaglia and Neil Doran, Stantec's highly experienced California grant writers, will lead preparation of the grant application supported by team members with diverse and specialized technical skill sets such as historical research, demographic/economic/health data mining, geographic information systems, environmental inquiry, and public involvement planning. Our grant writers collaborate across USEPA regions, sharing information and insights that allow us to create compelling grant applications. Senior staff provide expert level review and help ensure that grant applications align with evolving USEPA standards. We will leverage our extensive experience in conveying the needs and benefits of the City's brownfield project, including:

- Demonstrating financial need and impact of brownfields on disadvantaged populations.
- Documenting health, welfare, and environmental justice impacts.
- Documenting economic impacts.
- Defining the project scope, schedule, and budget.
- Engaging with the community and project partners.

In addition to the strategies noted above, we will work closely with the City to ensure that each section of the application meets all USEPA requirements and addresses USEPA key points of concern to ensure a complete and compelling application.

Assumptions

Although we will assist with all grant application activities, the nature of the project requires a strong partnership with the City and Stantec working together to deliver a superior application that will be selected for funding. We find the best results come when grantees are fully engaged in the grant writing process. Therefore, we request the following support from City staff:

- Attend a kick-off meeting and assist with identifying key background documents.
- Lead any community engagement activities recommended as part of the grant application process.
- Provide timely response to questions, reviews, and requested feedback throughout the grant application process.
- The City will complete any necessary registrations with the grants.gov and sam.gov systems at least one month prior to the application deadline. Stantec is happy to assist with this.

Project Schedule

The table below identifies an example schedule for the grant preparation process.

Tasks	Start Date and Anticipated Completion Date
Grant application kick-off call and check-in calls	Stantec will schedule a kick-off call immediately upon receiving authorization to proceed. We will also schedule check-in calls with City staff throughout the grant application preparation period.

Reference: Proposal for Grant Writing Services – FY 2026 USEPA Community-wide Assessment Grant

Tasks	Start Date and Anticipated Completion Date
Write grant application and submit draft narrative text to City	We will begin research and preliminary preparation of the grant application immediately following the kick-off meeting. Our team will work on the application continuously, including obtaining a review from the Center for Creative Land Recycling and seasoned Stantec grant writers. We anticipate providing a substantially complete draft narrative text to the City two weeks prior to the submittal deadline.
Revise grant application per comments from City	We will address comments from the City, prepare supporting grant package materials, and provide final draft narrative text to the City for review a minimum of three days prior to the submittal deadline.

Proposed Compensation

Stantec proposes to provide application assistance as detailed in this proposal for a lump sum fee of \$5,000.


Closing

If this proposal is acceptable, please sign below authorizing Stantec to proceed with the work in accordance with the terms and conditions outlined herein or provide a purchase order or similar contracting agreement.

Thank you for your consideration of Stantec for this project. Please do not hesitate to contact us should you have any questions regarding our proposal. We look forward to continuing our relationship with the City.

Sincerely,

Stantec Consulting Services Inc.



Neil Doran, PG
Principle Geologist
Phone: (916) 472-3933
Mobile: (510) 919-0059
neil.doran@stantec.com



Vince Battaglia
Project Manager
Phone: (707) 658-4709
Mobile: (707) 780-8576
vince.battaglia@stantec.com

stantec.com

Attachment: Professional Services Terms and Conditions

Reference: Proposal for Grant Writing Services – FY 2026 USEPA Community-wide Assessment Grant

By signing this proposal, _____ authorizes Stantec to proceed
Client Company Name
with the services herein described and the Client acknowledges that it has read and agrees to be bound by
the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the _____ of _____, _____.
Day Month Year

Per: _____
Client Company Name

Print Name & Title

Signature



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

Description of Work: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

Terms and Conditions: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

Compensation: Payment is due to Consultant within 28 days of receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make electronic payment of the invoices, the details of which can be obtained or verified by contacting ar@stantec.com. Consultant provides no guarantee or warranty that the Client's Project requirements can be achieved within its proposed Project budget or schedule. Any services to redesign, value-engineer or make changes to the Client's Project requirements, whether for cost-saving, schedule efficiency, or otherwise, constitute additional services.

Notices: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

Termination: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

Environmental: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

Professional Responsibility: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

Indemnity: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

Limitation of Liability: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$100,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

Documents: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be



used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

Field Services: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

Governing Law/Compliance with Laws: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

Dispute Resolution: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

Assignment: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

Severability: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

Force Majeure: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

Contra Proferentem: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

Business Practices: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.