

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL
December 16, 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 16, 2025.
2. Pledge of Allegiance
3. Approval of December 2, 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. Closed Session: Interviews of City Council applicants for appointment of open City Council position, Gov't Code § 54957. Discussion/Action. (Mayor Cordonier)
7. Announcement of closed session. (Mayor Cordonier)
8. Oath of office for appointed City Council Member. Discussion/Action. (City Clerk)
9. Appointment of Mayor and Mayor Pro Tem. Discussion/Action. (Mayor Cordonier)
10. Determination of Commissioners to the various City Departments. Discussion/Action. (Mayor)
11. Determination of City Council appointed representatives to various organizations, i.e.: SCORE, LOLA, etc. Discussion/Action. (Mayor)
12. Approval of Fiscal Year 2025/2026 City of Tulelake Salary Schedule with new minimum wage effective December 14, 2025. Discussion/Action. (Chief Resilience Officer)
13. Discussion and approval to promote Officer Mauk to Sargent, remaining at the same hourly pay rate. Discussion/Action. (Chief of Police)
14. Review and approval of Amendment to Task Order #10 for Adkins Engineering for the additional construction administration for the SCDRG Program: Well Rehabilitation and Emergency Water Supply. Discussion/Action. (Director of Public Works/Chief Resilience Officer)
15. Appoint a negotiating committee for 2 Ray Oehlerich Way. Discussion/Action. (Chief Resilience Officer)
16. Closed Session: Re: Real Estate located at 2 Ray Oehlerich Way. Gov't Code § 54956.8. Discussion/Action. (Mayor)
17. Announcement of Closed Session.

18. Possible approval of lease for 2 Ray Oehlerich Way property. Discussion/Action. (Mayor)
19. Discussion and approval of closing the restrooms for the winter and possibly renting portable restrooms for Veteran's Park. Discussion/Action. (Director of Public Works)
20. Discussion and approval of giving \$2 an hour raise for Jesse Alonso post-graduation from the academy. Discussion/Action. (Chief of Police)
21. 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
 - e. Tulelake Library Branch Manager, Kailee Wood

COMMENTS FROM ADMIN AND STAFF:

22. Comments from Library Branch Manager (Kailee Wood)
23. Comments from City Treasurer (Sara Luscombe)
24. Comments from City Clerk (Casey Joiner)
25. Comments from Assistant City Admin (Christian Marquez)
26. Comments from City Administrative Clerk (Anna Perez)
27. Comments from Council Member Margie Cordonier
28. Comments from Council Member Patty Taylor
29. Comments from Council Member Teresa Williams
30. Comments from Council Member (Newly Appointed)
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
December 2, 2025 - 5:30 PM

Mayor Tom Cordonier called the meeting to order at 5:33PM. Council Members Margie Cordonier, Patricia Taylor, and Teresa Williams were present. Also in attendance were City Clerk, Casey Joiner; Chief Resilience Officer, Jenny Coelho; City Staff, Anna Perez; Assistant City Admin, Christian Marquez; City Staff, Alejandra Garcia; and Director of Public Works, Jose Perez. City Hall Administrator, Aissa Martinez; Chief of Police, Tom Hoy; City Treasurer, Sara Luscombe; and Library Branch Manager, Kailee Wood were absent.

APPROVAL OF THE NOVEMBER 18, 2025, REGULAR MEETING MINUTES

Mayor Cordonier made a motion for the approval of the November 18, 2025, regular meeting minutes. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-196)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Cordonier made a motion to approve paying the bills presented for December 2, 2025. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-197)

COMMENTS FROM THE PUBLIC

No comments.

DISCUSSION AND APPROVAL TO PROMOTE OFFICER MAUK TO SARGENT, REMAINING AT THE SAME HOURLY PAY RATE

Chief of Police, Tom Hoy, was absent. Will have this topic on the next agenda.

REVIEW AND POSSIBLE APPROVAL OF STANTEC GRANT ASSISTANCE PROPOSAL

Mayor Cordonier made a motion to approve the Stantec Grant Assistance Proposal. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-198)

REVIEW AND POSSIBLE APPROVAL OF LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES SURVEYING PROPOSAL

Discussion only. No action taken.

DISCUSSION REGARDING CITY CHRISTMAS EVENTS

Discussion only. No action to be taken.

DEPARTMENT HEAD UPDATES

Chief of Police: Absent

Chief Resilience Officer: Jenny Coelho commented that she has been busy filing reports for grants.

City Hall Administrator: Absent.

Director of Public Works: Jose Perez commented that he is wanting to close the restrooms at Veteran's Park.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 6:48PM. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-199)

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 12-16-2025 - API26013 for Weeks 12/3/2025-12/11/2025				
Name	Document Number	Document Amount	Document Description	Fund Code
ADKINS ENGINEERING AND SURVEYING, INC.	62162	2,835.72	CRRSAA - TO#12	13
ADKINS ENGINEERING AND SURVEYING, INC.	62163	15,800.00	2022 STIP TO#13	13
ADKINS ENGINEERING AND SURVEYING, INC.	62164	17,000.00	2022 STIP TO#14	13
BASIN TIRE SERVICE, INC.	321142	917.20	Snow Tires- Sams Truck	02, 03, 04
C&S PUBLISHING	4626	270.00	Advertisement	02
C&S PUBLISHING		270.00	Advertisement	02
CAL-ORE TELEPHONE CO.	0324003564 12/2025	964.54	Telephone & Internet	01
Whitney Cantrell	1023	1,375.00	Finance Director - 11/2025	01
CAPITAL ONE SPARK BUSINESS	COC10/22/2025	28.00	Donuts for 10/22/2025 Training	01
CHARLES W PILLON, CPA	4783	1,181.25	Audit Services 06/30/2025 - 11/30/2025	01, 02, 03, 04
CHARLES W PILLON, CPA	4789	1,500.00	2025 Annual Streets Report	11, 13
CONTINENTAL UTILITY SOLUTIONS, INC.	INVC-13535	240.00	SSL Renewal	02
ED STAUB & SONS PETROLEUM, INC	13330289	515.45	Propane - 591 Main St, Tulelake	01
ED STAUB & SONS PETROLEUM, INC	13360355	552.75	Tulelake Police Department - Propane	01
ED STAUB & SONS PETROLEUM, INC	436070	629.81	PD - Fuel	01
ED STAUB & SONS PETROLEUM, INC	436080	551.19	PW & Garbage Truck Fuel	02, 03, 04
GOVINVEST INC.	#2025-6140	2,756.25	FY25GASB 75 Full Valuation Fee	01
LES SCHWAB	23100294371	80.98	Tire Repair	11
MERRILL LUMBER COMPANY	C265067	78.96	Supplies for Streets	11
NATIONWIDE	849096043 12/2025	105.00	Bond Insurance	01
ONSITE DRUG & ALCOHOL TESTING, LLC	12652	225.00	2026- Administrative Fee	02
PACIFIC POWER	41972561-009 3 12/25	688.31	470 C St #A Tulelake, Police Department	01
PACIFIC POWER	41972561-010 1 12/20	158.50	489 Fifth Street, Tulelake	02
PRENTICE LONG, PC	164	1,939.29	Investigation	01
PRENTICE LONG, PC	8045	1,458.00	Legal Fees 10/2/2025-10/24/2025	01
PRENTICE LONG, PC	8046	165.00	Legal Fees 10/23/2025-10/25/2025	01
PRENTICE LONG, PC	8165	990.00	Legal Fees 10/28/2025-11/18/2025	01
SPRING STREET ANALYTICAL LLC	2931	130.00	Colilert - CA	02
STACY & DENNIS	25-1185	310.00	Laptop Updates - Chewy	02
STACY & DENNIS	25CA-2426	405.00	IT Support	01
STATELINE AUTO PARTS SUPPLY, INC.	633829	112.60	Tank Heater	02

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

T-MOBILE	205898822 12/2025	211.44	Cellular Services- PW & CH	01
TRILOGY ARCHITECTURE CORPORATION	1860	45,299.00	Tulelake Visitor Center - (Fixed Fee)	01
TRILOGY ARCHITECTURE CORPORATION	1867	26,000.00	Tulelake Visitor Center - Phase 02	01
VERITONE, INC	1043366	300.00	Veritone 11/18/25 - 11/17/26	01
WOODHOUSE FARMING & SEED CO.	S282620	30.00	Weights 11/9/2025	04
WOODHOUSE FARMING & SEED CO.	S282630	30.00	Weights 11/15/2025	04
WOODHOUSE FARMING & SEED CO.	S282643	30.00	Weights 11/22/2025	04
WOODHOUSE FARMING & SEED CO.	S282660	30.00	Weights 11/31/2025	04
STATE WATER RESOURCES CONTROL BOARD	WD-0301209	3,945.00	Annual Permit Fee	03
STATE WATER RESOURCES CONTROL BOARD	WD-0301217	32,505.00	Annual Permit Fees	03
Total		162,614.24		
	Pay Dates: 12/5/2025			
	PAY PERIOD: 11/16/2025-11/29/2025		Fund Account Codes:	
<i>Police Department: (4 Employees)</i>	\$6,338.65		01- General Fund	
<i>Chief Resilience Officer (1 Employee)</i>	\$2,458.48		02- Enterprise Fund - Water	
<i>Public Works: (6 Employees)</i>	\$7,119.93		03- Enterprise Fund - Sewer	
<i>City Hall: (6 Employees, including Library & Custodial)</i>	\$3,696.29		04- Enterprise Fund - Garbage	
<i>Council & Elected Officials: (6 persons)</i>	\$0.00		05- Police Personnel (COPS Grant)	
			11- Gas Tax Fund (Streets)	
Total Amount of Payroll DD's		\$19,613.35	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - December 16, 2025:		\$182,227.59		

This is EXHIBIT K, consisting of 1 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services – Task Order Edition dated 9/15/2020.

Amendment To Task Order No. 10

1. Background Data:

- a. Effective Date of Task Order: 7/25/2023
- b. Owner: City of Tulelake
- c. Engineer: Adkins Engineering and Surveying, Inc.
- d. Specific Project: SCDRG Program: Well Rehabilitation and Emergency Water Supply

2. Description of Modifications

- a. Engineer shall perform the following Additional Services: Additional effort for construction administration including, contract negotiations, special inspections and testing.
- b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation: \$20,000

3. Task Order Summary (Reference only)

- a. Original Task Order amount: \$177,000
- b. Net change for prior amendments: \$0
- c. This amendment amount: \$20,000
- d. Adjusted Task Order amount: \$197,000

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is 12/9/2025.

OWNER:

ENGINEER:

By: _____

By: _____

Title: _____

Title: _____

Date _____

Date _____

Signed: _____

Signed: _____