

AGENDA  
Regular Meeting  
TULELAKE CITY COUNCIL  
**January 6, 2026**  
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 January 6, 2026.
2. Pledge of Allegiance
3. Approval of December 16, 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. Public Hearing regarding the ABCA's for the EPA Brownfields Clean-up Grant application for 436/444 C Street and 800 G Street. Discussion/Action. (Chief Resilience Officer)
7. Approval of Amended Agreement for Text My Gov, who acquired UpAhead. Discussion/Action. (Chief Resilience Officer)
8. Discussion and possible approval of annual step raises' for City Staff based on recommendations from Department Heads, Council and Finance Director. Discussion/Action (Finance Director/Mayor Cordonier)
9. 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:**

10. Comments from Library Branch Manager (Kailee Wood)
11. Comments from City Treasurer (Sara Luscombe)
12. Comments from City Clerk (Casey Joiner)
13. Comments from Assistant City Admin (Christian Marquez)
14. Comments from City Administrative Clerk (Anna Perez)
15. Comments from Council Member Margie Cordonier
16. Comments from Council Member Patty Taylor
17. Comments from Mayor Pro Tem Penny Velador
18. Comments from Council Member Teresa Williams
19. Comments from Mayor 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**  
**December 16, 2025 - 5:30 PM**

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

**APPROVAL OF THE December 2, 2025, REGULAR MEETING MINUTES**

Council Member Cordonier made a motion for the approval of the December 2, 2025, regular meeting minutes. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-200)

**APPROVAL OF THE PAYMENT OF BILLS**

Mayor Cordonier made a motion to approve paying the bills presented for December 16, 2025. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-201)

**COMMENTS FROM THE PUBLIC**

Davis Soto came to the meeting to ask about the bowling alley, if there is a plan to have it taken down as he is concerned about it hurting someone if it were to fall down on its own as well as when so the public can go back to using the street between the bowling alley and the bus barn. Council commented that they are waiting for the EPA to sign a contract with their contractor, once signed the City has a grant to have the bowling alley demolished. Davis also wanted to know what the plan is for ticketing those with Oregon license plates. Chief of Police Hoy commented that they are currently working on finding a solution.

**CLOSED SESSION: INTERVIEWS OF CITY COUNCIL APPLICANTS FOR APPOINTMENT OF OPEN CITY COUNCIL POSITION, GOV'T CODE § 54957**

Council went in to Closed Session at 6:05PM.

**ANNOUNCEMENT OF CLOSED SESSION**

Council returned from Closed Session at 7:41PM. A motion was made to appoint Paulette (Penny) Velador to the open city council position. Three votes were aye, one vote was nay. Motion carried. (Motion 25-202)

**OATH OF OFFICE FOR APPOINTED CITY COUNCIL MEMBER**

City Clerk, Casey Joiner, swore in newly appointed City Council Member, Paulette Velador.

**APPOINTMENT OF MAYOR AND MAYOR PRO TEM**

Council Member Cordonier made a motion to approve Tom Cordonier to remain as Mayor. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-203) Mayor Cordonier made a motion to approve Penny Velador as Mayor Pro Tem. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-204)

**DETERMINATION OF COMMISSIONERS TO THE VARIOUS CITY DEPARTMENTS**

Mayor Cordonier made a motion to approve Council Member Williams to stay with Water & Wastewater. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-205) Mayor Cordonier made a motion to approve Council Member Taylor to Parks & Streets. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 25-206) Mayor Cordonier made a motion to approve Council Member Cordonier to remain with Garbage. Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 25-207) Mayor Cordonier made a motion to approve Council Member Cordonier to remain with the Library. Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 25-208) Council Member Cordonier made a motion to approve Mayor Pro Tem Velador to Police. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-209) Mayor Pro Tem made a motion to approve Mayor Cordonier to remain as City Hall. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-210)

**DETERMINATION OF CITY COUNCIL APPOINTED REPRESENTATIVES TO VARIOUS ORGANIZATIONS, I.E.: SCORE, LOLA, ETC.**

Mayor Cordonier made a motion to approve Jenny Coelho and Aissa Martinez as alternate to stay with SCORE. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 25-211) Council Member Cordonier made a motion to approve Mayor Cordonier to stay with LOLA (League of Local Agencies). Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-212) Mayor Pro Tem Velador made a motion to approve Mayor Cordonier and Council Member Cordonier to stay with CIIC (Collier Interpretive & Information Center). Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-213) Mayor Cordonier made a motion to approve Jenny Coelho with Patty Taylor as alternative with RKC (Rural Klamath Connects). Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 25-214) Mayor Pro Tem Velador made a motion to approve Jose Perez and Council Member Cordonier to stay with Siskiyou County Integrated Waste Management Committee. Mayor Cordonier

seconded the motion. All votes were aye. Motion carried. (Motion 25-215) Mayor Cordonier made a motion to approve Mayor Pro Tem Velador and Jose Perez as alternate for Sustainable Groundwater Management Act (SGMA). Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-216) Mayor Cordonier made a motion to approve Council Member Taylor and Council Member Cordonier to stay with Tulelake Revitalization Committee. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 25-217)

**APPROVAL OF FISCAL YEAR 2025/2026 CITY OF TULELAKE SALARY SCHEDULE WITH NEW MINIMUM WAGE EFFECTIVE DECEMBER 14, 2025**

Mayor Cordonier made a motion to approve the Fiscal Year 2025/2026 City of Tulelake Salary Schedule with New Minimum Wage Effective for the first pay period paid on January 2, 2026. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-218)

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

Officer Mauk was not present. No action was taken.

**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**

Mayor Cordonier made a motion to approve Amendment to Task Order #10 for Adkins Engineering for the additional construction administration for the SCDRG Program: Well Rehabilitation and Emergency Water Supply. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 25-219).

**APPOINT A NEGOTIATING COMMITTEE FOR 2 RAY OEHLERICH WAY**

Mayor Cordonier made a motion to rent the back section of 2 Ray Oehlerich Way from January to June of 2026 and to have Jenny, Chewy and Teresa on the negotiating committee. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-220)

**CLOSED SESSION: RE: REAL ESTATE LOCATED AT 2 RAY OEHLERICH WAY. GOV'T CODE § 54956.8**

Council went in to Closed Session at 8:23PM.

**ANNOUNCEMENT OF CLOSED SESSION**

Council returned from Closed Session at 8:29PM. No action taken.

**POSSIBLE APPROVAL OF LEASE FOR 2 RAY OEHLERICH WAY PROPERTY**

No action taken.

**DISCUSSION AND APPROVAL OF CLOSING THE RESTROOMS FOR THE WINTER AND POSSIBLY RENTING PORTABLE RESTROOMS FOR VETERAN'S PARK**

Discussion only. No action taken.

**DISCUSSION AND APPROVAL OF GIVING \$2 AN HOUR RAISE FOR JESSE ALONSO POST-GRADUATION FROM THE ACADEMY**

Mayor Cordonier made a motion to approve giving a \$2 an hour raise for Jesse Alonso post-graduation from the academy. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 25-221)

**DEPARTMENT HEAD UPDATES**

**Chief of Police:** Tom Hoy commented that this years K-9 Fundraising dinner will be held March 7<sup>th</sup> at the fairgrounds. Tom also commented that he has had 3 DUI's since Halloween night. He also commented that he has put a hold on the cameras for now as the price keeps changing every time he talks to the company.

**Chief Resilience Officer:** Jenny Coelho commented that she is going to apply for cleanup and city wide assessment grants. Jenny also commented that the Urban Fire Plan is next on her list to finish up.

**City Hall Administrator:** Absent.

**Director of Public Works:** Jose Perez had no comments.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 8:40PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 25-222 )

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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		<b>162,614.24</b>		
	<b>Pay Dates: 12/5/2025</b>			
<b>PAY PERIOD:</b>	<b>11/16/2025-11/29/2025</b>		<b>Fund Account Codes:</b>	
<i>Police Department: (4 Employees)</i>	<i>\$6,338.65</i>		01- General Fund	
<i>Chief Resilience Officer (1 Employee)</i>	<i>\$2,458.48</i>		02- Enterprise Fund - Water	
<i>Public Works: (6 Employees)</i>	<i>\$7,119.93</i>		03- Enterprise Fund - Sewer	
<i>City Hall: (6 Employees, including Library &amp; Custodial)</i>	<i>\$3,696.29</i>		04- Enterprise Fund - Garbage	
<i>Council &amp; Elected Officials: (6 persons)</i>	<i>\$0.00</i>		05- Police Personnel (COPS Grant) 11- Gas Tax Fund (Streets)	
<b>Total Amount of Payroll DD's</b>		<b>\$19,613.35</b>	13- Local Transportation (TDA)	
<b>Total Amount Submitted for Approval - December 16, 2025:</b>		<b>\$182,227.59</b>		

# TextMyGov

TextMyGov

P.O. Box 3784

Logan, Utah 84323

435-787-7222

## Partnership Agreement

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### Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, **97% of smartphone owners text regularly.**

The technology analysts at Compuware reported **that 80 to 90% of all downloaded apps are only used once and then eventually deleted** by users.



# Implementation

## Getting Started

- After the execution of the Agreement Confirmation page, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

## Configuration

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

## Media Kit

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

## Unlimited Training and Support

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

This quote represents a subscription to TextMyGov with an annual recurring charge for an initial period through 5/31/27 (the "Initial Term"). The agreement is set to automatically renew on the anniversary date of this agreement, after the Initial Term. Support and service fees may increase following the Initial Term but will increase no more than 5% per year. See below for package price and other details.

*Terms and conditions can be printed and attached as Exhibit A or viewed at [www.TextMyGov.com/terms](http://www.TextMyGov.com/terms)*

## Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual\* cost, upon request.

<p>EMA Package</p> <ul style="list-style-type: none"> <li>• Core Package</li> <li>• IPAWS Integrations</li> <li>• NOAA/Weather Alerts</li> </ul>	Price based on Population	Annual
<p>Premium Package</p> <ul style="list-style-type: none"> <li>• Core Package</li> <li>• EMA Package</li> <li>• <a href="#">Enhanced Media Care Package</a></li> <li>• Citizen Surveys <ul style="list-style-type: none"> <li>○ The Citizen Surveys add-on allows municipalities to collect feedback from residents via SMS, Email, or Social Media. This feature enables automated survey distribution, real-time response tracking, and data insights to enhance community engagement.</li> </ul> </li> <li>• Voice Calls</li> <li>• Mass Emailing</li> </ul>	Price based on Population	Annual
Citizen Requests	Price based on Population	Annual
Monthly Uploads	Price based on Population	Annual
Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000) Unlimited texts are available as well. See your Account Executive for details	Price based on amount of text messages	Annual
Unlimited Text Messages	Price based on Population	Annual

# Twilio Contact Authorization

## Twilio Authorized Contacts

Employee Name (1):

Email:

Phone Number:

Job Position:

Business Title:

Employee Name (2):

Email:

Phone Number:

Job Position:

Business Title:

I confirm that my nominated authorized representatives agree to be contacted by Twilio.

*\*\*Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts. \*\**