

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**March 17, 2026 - 5:32 PM**

Mayor Tom Cordonier called the meeting to order at 5:32PM. Mayor Pro Tem, Penny Velador and Council Members Margie Cordonier, Patricia Taylor, and Teresa Williams were present. Also in attendance were Chief Resilience Officer, Jenny Coelho; Director of Public Works, Jose Perez; Chief of Police, Tom Hoy and City Administrative Clerk, Anna Perez. City Hall Administrator, Aissa Martinez; Assistant City Admin, Christian Marquez; Finance Director, Whitney Cantrell; Library Branch Manager, Kailee Wood and City Treasurer, Sara Luscombe were absent.

**APPROVAL OF MARCH 17, 2026, REGULAR MEETING MINUTES**

Council Member Cordonier made a motion for the approval of March 17, 2026, regular meeting minutes. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-34)

**APPROVAL OF THE PAYMENT OF BILLS**

Mayor Pro Tem Velador made a motion to approve paying the bills presented. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-35)

**COMMENTS FROM THE PUBLIC**

Anup Kumar, the new owner of Jocks Supermarket, was invited by Council Member Williams to address the Council and share his plans for the store. He intends to transform it into a full-service market, with a focus on providing fresh meat and vegetables, aiming to better serve and support the local community.

**APPOINTMENT OF CITY CLERK**

Council Member Cordonier made a motion to appoint Anna Perez as City Clerk. Council Member Velador seconded the motion. All votes were aye. Motion carried. (Motion 26-36)

**OATH OF OFFICE FOR APPOINTED CITY CLERK**

Mayor Cordonier swore in newly appointed City Clerk, Anna Perez with term ending December 2026.

**APPROVAL OF RESOLUTION 26-03, A RESOLUTION OF THE CITY OF TULELAKE CITY COUNCIL ACCEPTING THE 2025 GENERAL PLAN ANNUAL PROGRESS REPORT AND APPROVING TRANSMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INITIATIVE AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

City Planner, Rico Tinsman presented Resolution 26-03 to the Council. Council Member Cordonier made a motion to adopt Resolution 26-03 accepting the 2025 General Plan Annual Progress Report and approving transmittal of the report to HCD and LCI. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-37)

**DISCUSSION AND APPROVAL FOR THE MAYOR TO SIGN THE PROCLAMATION FOR CHILD ABUSE PREVENTION MONTH IN APRIL AND HAVE THE CITY OF TULELAKE ADOPT THE PROCLAMATION MAKING A STANCE AGAINST CHILD ABUSE PREVENTION**

First 5 Siskiyou Coordinator, Allison Scull, gave a presentation on Child Abuse Prevention and requested that the City of Tulelake adopt a proclamation recognizing Child Abuse Prevention Month. She also informed the Council that a Parent Café is held every Monday at Tiny Mighty & Strong. Mayor Cordonier signed the proclamation.

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

Adam Alcorn will be present at the next meeting. No Action taken.

**DISCUSSION OF FIRE HAZARDS AND ENFORCEMENT OF NUISANCE ABATEMENT**

Chief Resilience Officer, Jenny Coelho, discussed fire hazards and the enforcement of nuisance abatement. She informed the Council that the Tulelake Multi County Fire Department plans to add a fine to the City contract if properties are not properly cleaned up. She also noted that if a fire occurs under these conditions, the City of Tulelake could be held liable. The matter will be brought back for further discussion at the next meeting following Adam's discussion. Discussion only. No Action taken.

**APPROVAL TO REMOVE BRYAN HENDRICKS AS A CHECK SIGNER FROM ALL COLUMBIA BANK ACCOUNTS AND ADDING PAULETTE VELADOR AS A CHECK SIGNER ON ALL COLUMBIA BANK ACCOUNTS**

City Administrative Clerk, Anna Perez and Chief Resilience Officer, Jenny Coelho, requested that the Council remove Bryan Hendricks as a signer on all Columbia Bank accounts and add Mayor Pro Tem, Paulette Velador as a new authorized signer on all Columbia Bank accounts. Council Member Williams made a motion for the approval of removing Bryan Hendricks from all Columbia Bank accounts as a check signer and adding Mayor Pro Tem, Paulette Velador as a check signer on all Columbia Bank accounts. Council Member Cordonier seconded the motion. There were four ayes and one abstained. Motion Carried. (Motion 26-38)

**SECOND READING AND APPROVAL OF ORDINANCE 26-01, "AN ORDINANCE OF THE CITY COUNCIL, CITY OF TULELAKE, CALIFORNIA, AMENDING CHAPTER 2.08.03 OF THE TULELAKE MUNICIPAL CODE PERTAINING TO SALARIES OF THE MAYOR AND MEMBERS OF THE CITY COUNCIL"**

Mayor Cordonier had a discussion to amend Chapter 2.08.03 of the Tulelake Municipal Code regarding the salaries of the Mayor and City Council Members, allowing for three excused absences from regular Council meetings between January 1<sup>st</sup> and December 31<sup>st</sup>. Council Member Cordonier made a motion for the approval of Ordinance 26-01, An Ordinance of the City Council, City of Tulelake, California, amending Chapter 2.08.03 of the Tulelake Municipal Code pertaining to salaries of the Mayor and members of the City Council. Council Member Taylor seconded the motion. Motion carried. (Motion 26-39)

**AMENDMENT OF ORDINANCE TITLE 15, CHAPTER 15.2 MANUFACTURED HOME STANDARDS**

City Administrative Clerk, Anna Perez and Chief Resilience Officer, Jenny Coelho, presented and discussed a proposed amendment to Ordinance Title 15, Chapter 15.2, regarding Manufactured Home Standards. The proposed amendment would require that any manufactured home brought into the City be no more than 10 years old. This item was for discussion only and constituted the first reading.

**APPROVAL OF DIRECTOR OF PUBLIC WORKS TO GO TO TRAINING IN LAKE TAHOE, TO GET ICUS CREDITS FOR THE YEAR. TRAINING WILL BE APRIL 27<sup>TH</sup> – 30<sup>TH</sup>, 2026**

Director of Public Works, Jose Perez, requested approval to attend a training course in Lake Tahoe to obtain ICUS credits for the year. The training is scheduled for April 27–30, 2026. Mayor Cordonier made a motion to approve the Director of Public Works attendance at the Lake Tahoe training from April 27–30, 2026. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-40)

**APPROVAL TO PURCHASE A TABLE FOR CASINO NIGHT AT THE TULELAKE BUTTE-VALLEY FAIRGROUNDS FOR \$450.00**

City Administrative Clerk, Anna Perez, reported that the City of Tulelake would like to support the Tulelake Butte-Valley Fairgrounds fundraiser through the purchase of a table for City staff and City Council. Council Member Cordonier made a motion to approve the purchase of a table for Casino Night in the amount of \$450.00. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-41)

**Chief of Police:** Tom Hoy reported that the K-9 Dinner was highly successful, raising approximately \$25,000–\$30,000. He expressed interest in having the City's Finance Director oversee management of the K-9 fund. Tom also shared his intent to make improvements to the dog pound and inquired whether the City could assist with funding for these upgrades.


**Chief Resilience Officer:** Jenny Coelho commented that the AOS Bike Ride will be held on Memorial Weekend.

**City Hall Administrator:** Absent.

**Director of Public Works:** No comments.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 7:45PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-42)

  
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Tom Cordonier, Mayor

Attest:

  
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Anna Perez, City Clerk