

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
April 7, 2026 - 5:30 PM

Mayor Tom Cordonier called the meeting to order at 5:30PM. 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; City Clerk, Anna Perez; City Hall Administrator, Aissa Martinez; Assistant City Admin, Christian Marquez and Library Branch Manager, Kailee Wood. Finance Director, Whitney Cantrell and City Treasurer, Sara Luscombe, were absent.

Mayor Tom Cordonier amended the agenda to add approval of MOU for the library with Siskiyou County after comments from the public.

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 26-43)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Cordonier made a motion to approve paying the bills presented. Mayor Pro Tem Velador seconded the motion. There were four ayes and one nay. Motion carried. (Motion 26-44)

COMMENTS FROM THE PUBLIC

No comments.

APPROVAL OF MOU FOR LIBRARY WITH SISKIYOU COUNTY

Library Branch Manager, Kailee Wood, presented the new Memorandum of Understanding (MOU) for the library from Siskiyou County to the Council for review and approval. Mayor Cordonier made a motion to approve the MOU. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-45)

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

Adam Alcorn discussed concerns regarding abandoned properties, including several residential properties that pose fire hazards. He noted that these issues had been raised previously, but no action had been taken. He informed the Council that changes will be made to the existing agreement with the City, and penalties will be applied for noncompliance. Discussion only. No Action taken.

DISCUSSION OF FIRE HAZARDS AND ENFORCEMENT OF NUISANCE ABATEMENT

Chief Resilience Officer, Jenny Coelho, reported that she met with Jeff Boyd and the Fire Chief. She stated that the Fire Department may pursue legal action against the City if it does not comply with its nuisance abatement ordinance. She also recommended holding a public hearing on the identified properties at the next meeting. Council Member Cordonier made a motion to have a public hearing on nuisance abatement in the City at the next council meeting, April 21, 2026. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-46)

APPROVAL FOR DIRECTOR OF PUBLIC WORKS TO PURCHASE TIRES FOR PUBLIC WORKS PICKUP

Public Works Director, Jose Perez, requested Council approval to purchase new tires for a Public Works pickup and presented three quotes for consideration. Mayor Cordonier made a motion to approve the purchase of new tires from Hanson Tires for the Public Works pickup. Council Member Taylor seconded the motion. All votes were aye. Motion Carried. (Motion 26-47)

DISCUSSION ABOUT GARBAGE SERVICES

Public Works Director, Jose Perez, discussed issues regarding residents requesting to suspend garbage service while on vacation or out of town. He noted that although exceptions have been granted in the past, the current ordinance requires that every residential structure within the City always has a garbage can and pays for all services. Council Member Cordonier made a motion to approve that the current policy is put into place. Council Member Taylor seconded the motion. Motion carried. (Motion 26-48)

REVIEW OF POSSIBLE APPROVAL OF REQUEST FOR CHANGE ORDER FROM MID PACIFIC ENGINEERING, INC. FOR DEEPER GEOTECH DRILLING FOR THE TULELAKE CULTURAL VISITOR CENTER

Chief Resilience Officer, Jenny Coelho, discussed modifying the drill depth to 100 feet. Mayor Cordonier made a motion to approve of the request for change order from Mid Pacific Engineering, Inc. for deeper Geotech drilling for the Tulelake Cultural Visitor Center. Council Member Taylor seconded the motion. Motion carried. (Motion 26-49)

REVIEW OF FIRST DRAFT OF CITY'S URBAN FIRE PLAN

Chief Resilience Officer, Jenny Coelho, discussed the need to develop the City's Urban Fire Plan for 2026. She stated that she will return to the next meeting with additional information. Discussion only. No action taken.

REQUEST AN ADDITIONAL ABILA USER LICENSE TO ALLOW ACCESS FOR FINANCE DIRECTOR AND PRE AUDITOR
City Hall Administrator, Aissa Martinez, requested approval for an additional Abila user license. This would allow Finance Director, Whitney Cantrell and Pre-Auditor, Jeff Heign, to access the system, as the current license only permits two users at a time, requiring staff to log out to accommodate others. Mayor Cordonier made a motion to approve an additional Abila user license to allow access for Finance Director and Pre Auditor. Council Member Williams seconded the motion. Motion carried. (Motion 26-50)

SECOND READING AND APPROVAL OF ORDINANCE 26-02, "MANUFACTURED HOME STANDARDS"
Mayor Cordonier stated that the only change to the ordinance is the age requirement for homes, which is being revised from 20 years to 10 years. City Clerk, Anna Perez, conducted the second reading of the ordinance. Mayor Cordonier made the motion to approve the change in the Ordinance 26-02 "Manufactured Home Standards." Council Member Cordonier seconded the motion. Motion carried. (Motion 26-51)

Chief of Police: Tom Hoy commented that the officer being sent to the academy has passed his background check. He informed the candidate that he will not be able to offer full-time employment upon completion of the academy. He also noted that a volunteer has been riding along with him. He stated that he will reimburse the Police Grant Account for any expenses incurred related to the K9 program. He further reported that the contract in Bonanza has begun. Additionally, he expressed his intent to provide a scholarship to a student at Tulelake High School.

Chief Resilience Officer: Jenny Coelho commented that she will bring the first draft for the Proposition 218 to the next meeting. She also asked if anyone is available to assist with serving lunch during the AOS bike ride. She informed the group that liability insurance will increase by 8%, while Workers' Compensation will decrease by 3%. Additionally, she emphasized that all required training must be completed, as the City may face fines if it is not in compliance.

City Hall Administrator: Aissa Martinez reported that she had a meeting with Jeff and Whitney. She also stated that staff should refrain from contacting Jenny regarding office-related matters and instead direct those inquiries to her.

Director of Public Works: No comments.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 7:58PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-52)



Tom Cordonier, Mayor

Attest:



Anna Perez, City Clerk