

# AGENDA

## TAHLEQUAH CITY COUNCIL - REGULAR MEETING

**Date/Time of Meeting:** Tuesday, January 2, 2024 at 5:30 p.m.  
**Place of Meeting:** The meeting will be held at **111 Cherokee Ave. Tahlequah, OK 74464** (voting members of the public body will be present in person).

Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When the City Council desires more information on an item, the City Council may refer the matter to City staff or to a committee for further consideration. Under certain circumstances, items may be deferred to a specific date or stricken from the agenda entirely.

Members of the public may attend the meeting in person remotely by Zoom using the instructions for remote attendance, provided below. The remote attendance option is provided to the general public to encourage and facilitate an informed citizenry.

**Join “Zoom” Meeting**  
**Meeting ID: 876 5580 2260**  
**Passcode: 4560651**

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### 1. MEETING CONVENED

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**Meeting called to order**

**Roll call**

**Invocation –Chief of Police Nate King,**

**Flag Salute**

**Public Notice:** A Public Notice of meeting was provided November 7, 2023 at 11:00 a.m. to the Secretary of State of Oklahoma and additional notice was provided **December 22, 2023 at 11:45 a.m.** at 111 Cherokee Ave. Tahlequah, OK 74464.

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### 2. PUBLIC INSTRUCTIONS:

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**Instructions for public attendance at the meeting:** the public, nonvoting elected officials, and City staff may remotely attend this meeting by joining the Zoom meeting via the web or the Zoom app ([www.zoom.us](http://www.zoom.us)). **Access Code: 876 5580 2260 Password: 4560651.** If you wish to receive a copy of any materials that are presented to the City Council, please submit your request to [cityclerk@tahlequah.gov](mailto:cityclerk@tahlequah.gov).

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### 3. PUBLIC COMMENTS

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Comments will be accepted from the general public concerning topics that are **not** included in the meeting’s agenda. Individuals will be **limited to 3 minutes** of speaking time and the cumulative total of all comments from the public shall **not exceed 15 minutes**. Preference will be given to Tahlequah residents. In compliance with the Oklahoma Open Meeting Act,

no action or discussion is permitted by the City Council on any issue or topic raised by a speaker during this public comment period.

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#### 4. CONSENT AGENDA

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These items are placed on the **Consent Agenda** so that members of the City Council, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with the approval of all Council members will **be removed** and heard in Regular Session.

- a) Approve the **minutes** from the **December 4, 2023** City Council meeting. **(1-5)**
- b) Acknowledge receipt of the **October 2023 Investment Schedule**. **(6-7)**
- c) Acknowledge receipt of the **November 2023 Investment Schedule**. **(8)**
- d) Acknowledge receipt of the **November 2023 Financial Statement**. **(9)**
- e) Acknowledge receipt of the **December 2023 Check Register**. **(10-13)**
- f) Acknowledge receipt of the **December 2023 Open PO Report**. **(14-20)**
- g) Acknowledge receipt of the **December 2023 Purchasing Card Statement**. **(21-28)**
- h) Acknowledge receipt of the **Tahlequah Regional Development Authority Fiscal Year 2022-2023 audit** **(29)**
- i) Accept donation from **Cherokee Nation** and amend the budget accordingly, placing the funds in the **Restricted Donation Account** to be used for **Downtown Lighting Match**. **(30)**
- j) Acknowledge receipt of the **Tahlequah Regional Development Authority** monthly report. **(31-32)**
- k) Acknowledge receipt of the **Eastern Oklahoma Library Systems Board** monthly report. **(33-35)**
- l) Accept donations from **Cherokee Nation, MCM Solutions, Inc., and Petco Love** in the total amount of \$13,500.00 and amend budget accordingly, placing the funds in the **Restricted Donation Account** to be used for the **Animal Shelter/Animal Control Vaccinations Clinic**. **(36-39)**
- m) Enter into a lease agreement for **Brookside** with Debra Coyote. **(40-45)**
- n) Authorize the Mayor to sign an **Affirmation for Right to Use** a street, drainage and utility easement for Lake Region to provide fiber services on property located on Corn Street described as the South 20.0 feet of a tract of land lying in and being a part of the NE4 NE4 NE4 of Section 29, Township 17 North, Range 22 East, more particularly described as follows, to-wit: Commencing 165.0 feet South and 110.0 feet West of the Northeast Corner of Said NE4 NE4 NE4 for the Point of Beginning; thence West 490.0 feet; thence East 490.0 thence North 165.0 feet to the Point of Beginning. **(46-47)**
- o) Authorize **Change Order** for Pavilion Fence Project in the amount of \$3,800 to add 16 ft. gate at the small pavilion. **(48)**
- p) **Accept donation** of table in the Council Chambers. **(40)**
- q) Accept resignation from **Alan Chapman** effective December 29, 2023. **(40)**
- r) Hire **Heather Hoehn** as **Part Time Administrative Assistant** at a rate of \$12.00 per hour. Start date January 8 2024. **(40)**
- s) To appoint **Amber Payton** as **Deputy City Clerk** effective January 3, 2024. **(40)**
- t) Accept the resignation of **Zachary Wheaton** as **Volunteer Firefighter**. **(49-50)**
- u) Accept acknowledgement letter from the **UKB** recognizing the City of Tahlequah as **AHJ** for inspections and code enforcement on UKB properties. **(51-52)**

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## 5. ANNOUNCEMENTS & PRESENTATIONS (53)

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Recognition of Years of Service by Human Resource Director M'Lynn Pape  
Casey Baker, Fire Chief – 30 Years

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### REGULAR SESSION

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6. Discussion and possible action on items removed from the **consent** agenda.
7. First Reading Only. **Ordinance 1373-2024**, an Ordinance closing an easement located at 3319 Mountain View Drive, Tahlequah, OK. Richard Coffron and Ray Hammons/Planning & Development (54-55)
8. Discussion and possible action to approve, approve with modifications, or deny the **Solid Waste** purchase of a small roll-off chassis, **Freightliner M2 106 Plus** (chassis only), in the amount of \$104,388.00 from **GL account 115658701/State Contract SW035T**. Solid Waste Superintendent Chris Armstrong (56-57)
9. Discussion and possible action to approve, approve with modifications, or deny Preliminary /Final Plat of **Heritage Heights Addition**. Richard Coffron and Ray Hammons/Planning & Development (58-59)
10. Discussion and possible action to approve, approve with modifications, or deny **Resolution No. 01-02-2024**, a changing the zoning from Single Family Residential High Density (RS-3) to Multifamily Residential High Density (RM-3) on a property located at 904 & 906 Callie Drive, Tahlequah, Oklahoma. Richard Coffron and Ray Hammons/Planning & Development (60-63)
11. Discussion and possible action to approve and authorize or deny the Mayor to enter into an agreement with **Hudson Prince Engineering & Inspection, PLLC** for construction inspection services for the South Muskogee Improvement Project in an amount not to exceed \$359,287.80. City Administrator Taylor Tannehill (64-72)
12. Discussion and possible action to approve, approve with modifications, or deny the purchase of **new light poles and fixtures** for the downtown area and Norris Park from **Voss Lighting** in the amount of \$485,994.00 under **Oklahoma State Contract OMES SW 0817 L**. City Administrator Taylor Tannehill (73-77)
13. Presentation by **Sonya Davidson** of **traffic data** near schools and recommendation, then discussion and possible action on presentation. Richard Coffron and Ray Hammons/Planning & Development (78-85)
14. Discussion on American Rescue Plan Funds. City Administrator Taylor Tannehill (86-90)
15. Discussion and possible action on scheduling a community input meeting with residents of Tahlequah. City Administrator Taylor Tannehill & Mayor Suzanne Myers (91)

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**16. PROPOSED EXECUTIVE SESSION-Motion to exit Regular Session and enter into Executive Session (92)**

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- ❖ Pursuant to §25-307(B)(1) discussion related to the employment of a Finance Director.
- ❖ Pursuant to §25-307(B)(3) discussion related to the appraisal of real property located at 124 W. Shawnee St.

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**17. Discussion and possible action related to the employment of a Finance Director. City Attorney JT Hammons**

**18. Discussion and possible action related to the appraisal of real property located at 124 W. Shawnee St. City Attorney JT Hammons**

**19. Adjourn.**