

APPROVED

**MINUTES
TAHLEQUAH CITY COUNCIL
REGULAR MEETING – JANUARY 2, 2024 - 5:30 PM**

1. MEETING CONVENED

Meeting **called to order** by Mayor Suzanne Myers at 5:30 pm.
City Clerk, Whitney Shaw, called **the roll** as follows:

Present:	Councilor Ward I	Danny Perry
	Councilor Ward II	Keith Baker
	Councilor Ward III	Stephen Highers
	Councilor Ward IV	Josh Allen

Others present: Mayor Suzanne Myers, City Attorney JT Hammons, City Administrator Taylor Tannehill, City Treasurer Marty Hainzinger, City Clerk Whitney Shaw, and IT Support Mario De La Hoya

Invocation: Chief of Police Nate King
Flag salute: Led by Mayor Suzanne Myers

2. PUBLIC INSTRUCTIONS

Access Code: 876 5580 2260 **Password:** 4560651

3. PUBLIC COMMENTS

No public comments

4. CONSENT AGENDA

Councilor Allen made a motion and Councilor Baker seconded to approve the consent agenda as follows:

- a) Approve the **minutes** from the **December 4, 2023** City Council meeting.
- b) **Removed by Councilman Keith Baker.**
- c) Acknowledge receipt of the **November 2023 Investment Schedule.**
- d) **Removed by Councilman Keith Baker.**
- e) Acknowledge receipt of the **December 2023 Check Register.**
- f) Acknowledge receipt of the **December 2023 Open PO Report.**
- g) Acknowledge receipt of the **December 2023 Purchasing Card Statement.**
- h) Acknowledge receipt of the **Tahlequah Regional Development Authority Fiscal Year 2022-2023 audit**

- 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**.
- j) Acknowledge receipt of the **Tahlequah Regional Development Authority** monthly report.
- k) Acknowledge receipt of the **Eastern Oklahoma Library Systems Board** monthly report.
- 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**.
- m) **Removed by Councilman Josh Allen.**
- 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.
- o) Authorize **Change Order** for Pavilion Fence Project in the amount of \$3,800 to add 16 ft. gate at the small pavilion.
- p) **Accept donation** of table in the Council Chambers.
- q) Accept resignation from **Alan Chapman** effective December 29, 2023.
- r) **Removed by Councilman Josh Allen.**
- s) To appoint **Amber Payton** as **Deputy City Clerk** effective January 3, 2024.
- t) Accept the resignation of **Zachary Wheaton** as **Volunteer Firefighter**. Accept acknowledgement letter from the **UKB** recognizing the City of Tahlequah as **AHJ** for inspections and code enforcement on UKB properties.
- u) Accept acknowledgement letter from the **UKB** recognizing the City of Tahlequah as **AHJ** for inspections and code enforcement on UKB properties.

Vote: *Ayes: Allen, Baker, Highers, Perry*

Nays: None

Motion carried

5. ANNOUNCEMENTS, PRESENTATIONS, AND REPORTS

Announcement of 30 yrs. of Service by Fire Chief Casey Baker moved to February 2024 agenda.

REGULAR SESSION

6. Discussion and possible action on items removed from the consent agenda as follows:

- b) Acknowledge receipt of the October 2023 Investment Schedule.**

Councilor Highers made a motion and Councilor Baker seconded to approve **item b** from the consent agenda.

Vote: *Ayes: Highers, Baker, Perry, Allen*

Nays: None

Motion carried

d) Acknowledge receipt of the **November 2023 Financial Statement**.

Councilor Highers made a motion and Councilor Baker seconded to approve **item d** from the consent agenda.

Vote: Ayes: Highers, Baker, Perry, Allen Nays: None Motion carried

m) Enter into a lease agreement for **Brookside** with Debra Coyote.

No Action Taken

r) Hire **Heather Hoehn** as **Part Time Administrative Assistant** at a rate of \$12.00 per hour. Start date January 8 2024.

No Action Taken

7. 1st reading of **Ordinance 1373-2024**

8. Councilor Highers made a motion and Councilor Baker seconded to approve **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**.

Vote: Ayes: Highers, Baker, Perry, Allen Nays: None Motion carried

9. Council Allen made a motion and Councilor Perry seconded to approve Preliminary/Final Plat of **Heritage Heights Addition**.

Vote: Ayes: Allen, Perry, Highers, Baker Nays: None Motion carried

10. Council Allen made a motion and Councilor Highers seconded to approve **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.

Vote: Ayes: Allen, Highers, Perry (Baker abstains) Nays: None Motion carried

11. Councilor Allen made a motion and Councilor Highers seconded to authorize 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.

Vote: Ayes: Allen, Highers, Baker, Perry Nays: None Motion carried

12. Councilor Highers made a motion and Councilor Allen seconded to approve 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**.

Vote: Ayes: Highers, Allen, Baker, Perry Nays: None Motion carried

13. Councilor Allen made a motion and Councilor Perry seconded to direct the City Administrator to implement recommendations from the traffic study by the TPS Active Living and Transportation Committee. Recommendations presented by Sonya Davidson.

Vote: Ayes: Allen, Perry, Baker, Highers Nays: None Motion carried

14. Discussion only of ARPA funds. No motions made or votes taken.

15. Discussion of Community Input meeting. **All** Council members and Mayor agreed to schedule the meeting for January 22, 2024 at 5:30p.m.

16. Councilor Allen made a motion and Councilor Perry seconded to exit Regular Session and enter into **Executive Session** at 6:32 p.m.

Vote: Ayes: Highers, Allen, Perry, Baker Nays: None Motion carried

Council exited Executive Session at 7:43 p.m.

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17. Councilor Allen made a motion and Councilor Perry seconded to employ Michele Collins as Finance Director for the amount of \$75,000. plus all other benefits City of Tahlequah are entitled to receive.

Vote: Ayes: Allen, Perry, Highers Nays: Baker Motion carried

18. **NO ACTION TAKEN.**

19. Meeting **adjourned** at 7:44 p.m.