

MINUTES

TAHLEQUAH CITY COUNCIL - SPECIAL MEETING

A Special Meeting was called by the Mayor and Council to be held at the following location and for the following purposes.

Date/Time of

City Council Meeting:

Monday, June 21, 2021 at 5:30 p.m.

Place of Meeting:

The meeting was held at 111 Cherokee Ave. Tahlequah, OK 74464 and by Videoconference and/or Teleconference. *See* 25 O.S. §307.1(C).

All voting members of the public body attended the meeting in person, any member of the public, nonvoting elected officials, and/or City staff was able to attend the meeting in person with appropriate distancing or remotely by Zoom Videoconference and/or Teleconference. Instructions for remote attendance are provided below.

1. **MEETING CONVENED**

Meeting **called to order** by Mayor Catron at 5:30 p.m.

2. City Clerk DeAnna Hammons called the Roll call as follows:

Present:

Councilor Ward I	Bree Long
Councilor Ward II	Keith Baker
Councilor Ward III	Stephen Highers
Councilor Ward IV	Trae Ratliff

Others Present:

Mayor Sue Catron, City Attorney Grant Lloyd, City Clerk DeAnna Hammons, City Administrator Alan Chapman, City Treasurer Marty Hainzinger

Absent: None

3. **Public Notice:** A Public notice of meeting was provided at 3:50 p.m. June 17, 2021.

4. **PUBLIC INSTRUCTIONS:**

Videoconference and/or Teleconference Access Instructions for Public Attendance at the Meeting: the Public may remotely attend this meeting by joining the Zoom meeting via the web or the Zoom app (www.zoom.us) **Access Code 813 0562 1752 Password: 657131.** Materials presented electronically to Councilors that attend remotely will be made available to those Councilors via the Zoom meeting platform and/or or another digital platform. If you wish to receive a copy of any materials that are presented to the City Council via Zoom or otherwise, please submit your request to cityclerk@cityoftahlequah.com.

Videoconference and/or Teleconference Notice: This meeting will include communication by City Staff to the City Council, and those communications may be by auditory communication or by visual and auditory communication. Communication by and between the City Council and/or members of the Public may be limited to auditory only communication.

The Public may ask questions during the discussion of each agenda item by typing the word “question” along with his or her name in the chat bar and waiting to be called on. If communicating via the Zoom Videoconference and/or Teleconference, the Mayor will call upon you to unmute yourself so that you may speak. Only questions spoken out loud are allowed to be responded to. Please do not type out your questions in the chat bar.

Should there be any technical difficulties during the meeting please refer to the City of Tahlequah website and/or City of Tahlequah Facebook page as the City will address any issues and/or provide further instructions.

5. PUBLIC COMMENTS – There were no public comments made.

6. Mayor’s comments related to the agenda for the meeting.
➤ Mayor Catron moved agenda items 40, 41, and 42 to be heard before agenda item 7.
40. Councilor Ratliff made a motion and Councilor Long seconded **to exit Regular Session and enter into Executive Session at 5:33 p.m.**

Vote: Ayes: Long, Baker, Highers, Ratliff Nays: none Motion carried

❖ Discussion related to the **City Administrator’s evaluation**, as provided by 25 O.S. § 307 (B) (1).

41. Councilor Ratliff made a motion and Councilor Highers seconded to reconvene into Regular Session at 6:51 p.m.

Vote: Ayes: Highers, Ratliff, Long, Baker Nays: none Motion carried

42. Councilor Highers made a motion and Councilor Baker seconded to accept the **City Administrator’s evaluation and include a copy in his personnel file.**

Vote: Ayes: Ratliff, Long, Baker, Highers Nays: none Motion carried

7. Councilor Long made a motion and Councilor Ratliff seconded to approve **Resolution No. 06-21-2021, adopting the FY 2021-2022 Tahlequah City Budget.**

Vote: Ayes: Long, Baker, Highers, Ratliff Nays: none Motion carried

8. Councilor Long made a motion and Councilor Highers seconded to **renew the Interlocal Agreement on the Handling of Juvenile Cases between the District Court, Fifteenth Judicial District, and the City of Tahlequah, Oklahoma** for an additional year from July 1, 2021 through June 30, 2022.

Vote: Ayes: Baker, Highers, Ratliff, Long Nays: none Motion carried

9. Councilor Long made a motion and Councilor Ratliff seconded to lift the moratorium and **hire Mohamed Bassime as the Stormwater Manager in the Managerial Department at a T117 annual salary of \$43,000.**

Vote: Ayes: Highers, Ratliff, Long, Baker Nays: none Motion carried

10. Councilor Long made a motion and Councilor Ratliff seconded to lift the moratorium and **hire Jarren Robbins at a T112 Laborer in the Parks and Recreation Department.**

Vote: Ayes: Ratliff, Long, Baker, Highers Nays: none Motion carried

11. Councilor Ratliff made a motion and Councilor Long seconded to lift the moratorium and **hire Lane Gordon a 999 Laborer in the Parks and Recreation Department.**

Vote: Ayes: Long, Baker, Highers, Ratliff Nays: none Motion carried

12. Councilor Highers made a motion and Councilor Long seconded to **renew the contract** for services for **Sheldon Migletto**, DBA Pinnacle Management and Consulting, LLC for grant writing services for FY2022.

Vote: Ayes: Baker, Highers, Ratliff, Long Nays: none Motion carried

➤ Mayor Catron moved agenda item 38 to be heard before agenda item 13.

38. After discussion, there was no formal action taken regarding any department head and/or employee of the City of Tahlequah seeking a **grant(s) or funding of a project(s)** for the City of Tahlequah to have the opportunity to come before **city council and gain approval before proceeding.**

13. There was discussion to allow **Firefighters, Zack Frazier and Robert Duncan in the Fire Department** to carry over additional vacation time due to being on short staffed shift.

14. Councilor Ratliff made a motion and Councilor Baker seconded to approve **Ordinance Number 1324-2021**; an ordinance changing the zoning from General Commercial District (C-2) to Open Display Commercial District (C-3) for the

purposes of Open Display of Merchandise at **17165 W. Mud Valley Rd**; more particularly described as follows:

A tract of land lying in Lot 4, Section 5, Township 16 North, Range 22 East, Beginning 604.74 feet West of the NE Corner of the Lot 4 for the Point of Beginning; thence S01°56'49"E along the Highway 62 bypass Right of Way 40 feet, then N88°14'04"E along the Highway 62 bypass Right of Way 147.32 feet, thence S05°22'48"E along the Westerly bounding of Highway 62 bypass 167 feet, thence S01°56'49" along Highway 62 bypass 548 feet, thence West 185 feet, thence North 755 feet more or less to the Point of Beginning, thence east 29.68 feet to the Point of Beginning.

Vote: Ayes: Highers, Ratliff, Long, Baker Nays: none Motion carried

15. Councilor Ratliff made a motion and Councilor Long seconded to approve entering into a **Memorandum of Agreement with the Cherokee Nation in order to facilitate funding for Downing and Cedar intersection improvements.**

Vote: Ayes: Ratliff, Long, Baker, Highers Nays: none Motion carried

16. Councilor Ratliff made a motion and Councilor Highers seconded to **confirm the appointments of the City of Tahlequah Redistricting Recommending Committee** as required every 10 years by the City Charter:

- Ken Purdy – Appointed by Mayor Sue Catron
- Laura Doss – Appointed by Ward 1 Councilor, Bree Long
- Mark Vance – Appointed by Ward 2 Councilor, Keith Baker
- Connie Parnell – Appointed by Ward 3 Councilor, Stephen Highers
- Jimmy Chaffin – Appointed by Ward 4 Councilor, Trae Ratliff

Vote: Ayes: Ratliff, Long, Baker, Highers Nays: none Motion carried

17. There was a review and discussion related to **duties and responsibilities of City Council and Mayor** as defined by City Charter and City Ordinances.

18. **After discussion, there was no formal action** taken regarding the **grievance** filed on **Councilor Baker.**

- Mayor Catron called for a 5 minute break at 8:21 p.m. and reconvened at 8:25 p.m.

19. There was discussion of **issues and concerns** of the Fire Department.

20. There was discussion of **issues and concerns** of the Police Department.

21. There was no discussion of **issues and concerns** of the Street Department.

22. There was discussion of **issues and concerns** of the Solid Waste Department.

23. There was no discussion of **issues and concerns** of the Parks and Recreation Department.
24. There was discussion of **issues and concerns** of Compliance Departments.
 - Councilor Highers excused himself at 9:07 p.m. and returned at 9:10 p.m.
25. There was discussion of **issues and concerns** of Planning and Development.
26. There was discussion of **issues and concerns** of the Municipal Court Department.
 - Councilor Ratliff excused himself at 9:23 p.m. and returned by 9:25 p.m.
27. There was no discussion of **issues and concerns** of the Maintenance Department.
28. There was discussion of **issues and concerns** of the Information Technology Department.
29. There was discussion of **issues and concerns** of the Finance Department.
30. There was discussion of **issues and concerns** of the Airport.
31. There was no discussion of **issues and concerns** of the Cemetery Department.
32. There was discussion of **issues and concerns** of the Emergency Management Department.
33. There was discussion of **issues and concerns** of Human Resources.
34. There was discussion of **issues and concerns** of the City Attorney.
35. There was discussion of **issues and concerns** of the City Clerk
36. There was discussion of a process to identify **deviations from City Code related to assigned duties and responsibilities** of **elected officials** and proposed resolution to same.
37. Councilor Baker made a motion and Councilor Highers seconded to have the **City Clerk's office space and files of the City Clerk remain in their currently location at City Hall.**
 - Preceding to the above motion, Mayor asked that the Council and attendees tour the City Clerk's current office, vault, and jail cells used for storage of City documents at City Hall at 10:58 p.m.

Vote: Ayes: Baker, Highers, Ratliff, Long Nays: none Motion carried

38. Mayor Catron had previously moved agenda item 38 to be heard before agenda item 13.

39. **After discussion, there was no formal action** taken regarding the **engineering proposal** to be considered **regarding the 4th street** construction project.

40-42. Mayor Catron had previously moved agenda items 40, 41 and 42 to be heard before agenda item 7.

43. Councilor Highers made a motion and Councilor Ratliff seconded **to adjourn meeting at 11:22 p.m.**

Vote: Ayes: Long, Baker, Highers, Ratliff Nays: none Motion carried