

AGENDA

TAHLEQUAH CITY COUNCIL - REGULAR MEETING

Date/Time of
City Council Meeting: Monday, October 5, 2020, at 7:00 p.m.
Place of Meeting: The meeting will be held by Videoconference and/or
Teleconference. *See* 25 O.S. §307.1(C).

City Councilors Bree Long, Dower Combs, Stephen Highers, and Trae Ratliff as well as Mayor Sue Catron, City Attorney Grant Lloyd, City Clerk DeAnna Hammons, Interim City Administrator Alan Chapman, and City Treasurer Marty Hainzinger may attend the meeting remotely by Zoom Videoconference and/or Teleconference. Instructions for remote attendance by the public are provided below.

Join “Zoom” Meeting
Meeting ID: 813 4505 8763
Passcode: 283771

1. **Meeting called to order**
2. **Roll call.**
3. **Public Notice:** A Public Notice of meeting was provided September 28, 2020 at 12:14 p.m.
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 4505 8763 Password 283771**. 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

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.

If you wish to comment type the word "Comment" along with your name in the chat bar and wait to be called on.

6. CONSENT AGENDA

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) To approve the minutes of the September 8, 2020, & September 21, 2020 City Council meetings.
- b) To approve the monthly check register for September 2020.
- c) To approve the City of Tahlequah's annual 2021 Holiday Calendar.
- d) To accept the resignation of Dylan Harman, Gracie McNeil, Meg Wynn, Jacie Yell, Torey Snell, Taylor Payne and Logan Curtis as Life Lifeguards in the Parks and Recreation Department effective the last day worked.
- e) To approve mid-year salary adjustments.
- f) To amend the job description and title of Administrative Assistant to Executive Administrative Assistant as per job descriptions.

7. ANNOUNCEMENTS, PRESENTATIONS AND REPORTS

Report from Library
Report from Chamber of Commerce
Report from Tour Tahlequah a Department of the Tahlequah Area Chamber of Commerce
Report from the Tahlequah Main Street Association

REGULAR SESSION

8. Discussion and possible action on items removed from the **consent** agenda.
9. Discussion and **update** from the **Crisis Task Force**. Councilor Bree Long
10. Discussion and **update** from the **Recovery Task Force**. Councilor Trae Ratliff
11. Discussion and recognition of the City of Tahlequah's **Employee of the Month**, October 2020. Director of Human Resources M'Lynn Pape

12. Discussion and possible action to approve **Essential Service Pay** in the amount of **\$1,500.00 for all full-time employees and \$750.00 for all non-seasonal** part-time, employees as listed in Council Packet. The Essential Service Pay excludes seasonal part-time, elected officials and contract employees effective October 30, 2020. Mayor Sue Catron
13. Discussion and possible action to provide **marketing funds** for **Shop Home for the Holidays campaign** as requested jointly by the Chamber of Commerce and the Main Street Association. Mayor Sue Catron
14. Discussion regarding **Ordinance No. 1310-2020** amending Part 12, Planning, Zoning, and Development; Chapter 2, Zoning, General and District Provisions; Chapter 3 Zoning, Additional Regulations; Chapter 6, **Factory Built Structures and Travel Trailer Regulations** of the Code of Ordinances of the City of Tahlequah. Planning and Zoning Director Taylor Tannehill
15. Discussion and possible action to approve the **closure of alley in Block 94** of City of Tahlequah Original Townsite south of 303 S. Water Ave. Planning and Zoning Director Taylor Tannehill
16. Discussion and possible action to **establish the CARES Act Fund for \$1,296,412.32 ensuring segregation and accounting for the special revenue.** City Treasurer Marty Hainzinger
17. Discussion and possible action to approve the **construction of portable streeteries** for Muskogee Ave. and picnic tables for Norris Park not to exceed \$35,000. Councilor Trae Ratliff
18. Discussion and possible action to **accept grant** award from the Oklahoma Department of Commerce - CDBG - **2020 Small Cities** grant contract #17983 in the amount of **\$152,222.22** for street improvement project Mimosa, Raney & Mahaney; Obligating matching/leverage funds in the amount of \$244,941.78; amending affected budgets accordingly. Interim City Administrator Alan Chapman
19. **PROPOSED EXECUTIVE SESSION – Motion to exit Regular Session and enter into Executive Session**

 - ❖ Discussion related to conducting a job evaluation for the Interim City Administrator and to consider the terms of his employment as provided by 25 O.S. § 307 (B) (1)

20. Reconvene Regular Session.
21. Discussion and possible action related to conducting a **job evaluation for the Interim City Administrator** and to consider the terms of his employment.
22. **Adjourn.**

POSTED at Tahlequah City Hall, 111 S. Cherokee Ave., Tahlequah, OK at 2:26 am/pm

on 10/01/20 by *Debra J. Hammon*