

AGENDA

TAHLEQUAH CITY COUNCIL - SPECIAL MEETING

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

Date/Time of

City Council Meeting:

Monday, June 21, 2021 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) and by Videoconference and/or Teleconference.

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

Join “Zoom” Meeting
Meeting ID: 813 0562 1752
Password: 657131

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1. **Meeting called to order**
 2. **Roll call.**
 3. **Public Notice:** A Public notice of meeting was provided at 9:51 a.m. June 10, 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 COMMENT

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. Mayor’s comments related to the agenda for the meeting. Mayor Sue Catron
7. Discussion and possible action to approve **Resolution No. 06-21-2021, adopting the FY 2021-2022 Tahlequah City Budget**. Mayor Sue Catron
8. Discussion and possible action 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. City Attorney Grant Lloyd
9. Discussion and possible action to lift the moratorium and **hire a Stormwater Manager** in the Managerial Department. Director of Human Resources M’Lynn Pape
10. Discussion and possible action to lift the moratorium and **hire a Laborer in the Parks and Recreation** Department. Director of Human Resources M’Lynn Pape
11. Discussion and possible action to lift the moratorium and **hire a 999 Laborer in the Parks and Recreation** Department. Director of Human Resources M’Lynn Pape

12. Discussion and possible action to **renew contract** for services for **Shelldon Miggetto**, DBA Pinnacle Management and Consulting, LLC for grant writing services for FY2022. City Administrator Alan Chapman
13. 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. Director of Human Resources M'Lynn Pape
14. Discussion and possible action 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. Planning and Development Director Taylor Tannehill
15. Discussion and possible action to approve entering into an Annual Memorandum of Agreement with the Cherokee Nation in order to facilitate funding for Downing and Cedar intersection improvements. City Administrator Alan Chapman and Planning Director Taylor Tannehill
16. Discussion and possible action to **appoint the following as the City of Tablequah Redistricting Recommending Committee** as required every 10 years by the City Charter:
 - Ken Purdy - Mayor Sue Catron
 - Laura Doss – Ward 1 Councilor, Bree Long
 - Mark Vance – Ward 2 Councilor, Keith Baker
 - Connie Parnell – Ward 3 Councilor, Stephen Highers
 - Jimmy Chaffin – Ward 4 Councilor, Trae RatliffMayor Sue Catron
17. Review and discussion related to **duties and responsibilities of City Council and Mayor** as defined by City Charter and City Ordinances. Mayor Sue Catron, City Attorney Grant Lloyd

18. Discussion and possible action regarding **grievance** filed on **Councilor Baker**. Mayor Sue Catron and Human Resources Director M'Lynn Pape
19. Discussion of **issues and concerns** of the Fire Department. Mayor Sue Catron and Chief Baker
20. Discussion of **issues and concerns** of the Police Department. Mayor Sue Catron and Chief King
21. Discussion of **issues and concerns** of the Street Department. Mayor Sue Catron and Commissioner Smith
22. Discussion of **issues and concerns** of the Solid Waste Department. Mayor Sue Catron and Superintendent Armstrong
23. Discussion of **issues and concerns** of the Parks and Recreation Department. Mayor Sue Catron and Coordinator Torrento
24. Discussion of **issues and concerns** of Compliance Departments. Mayor Sue Catron and Coordinator Ray Hammons
25. Discussion of **issues and concerns** of Planning and Development. Mayor Sue Catron and Director Taylor Tannehill
26. Discussion of **issues and concerns** of the Municipal Court Department. Mayor Sue Catron and Judge Dallis
27. Discussion of **issues and concerns** of the Maintenance Department. Mayor Sue Catron and Supervisor Mark Manship
28. Discussion of **issues and concerns** of the Information Technology Department. Mayor Sue Catron and Director Randy Powell
29. Discussion of **issues and concerns** of the Finance Department. Mayor Sue Catron and Treasurer Marty Hainzinger
30. Discussion of **issues and concerns** of the Airport. Mayor Sue Catron and Director Kelly Crittenden
31. Discussion of **issues and concerns** of the Cemetery Department. Mayor Sue Catron and Coordinator Jennifer Cruwell
32. Discussion of **issues and concerns** of the Emergency Management Department. Mayor Sue Catron and Director Mike Underwood

33. Discussion of **issues and concerns** of Human Resources. Mayor Sue Catron and Director M'Lynn Pape
34. Discussion of **issues and concerns** of the City Attorney. Mayor Sue Catron and Attorney Grant Lloyd
35. Discussion of **issues and concerns** of the City Clerk. Mayor Sue Catron and City Clerk DeAnna Hammons
36. Discussion of a process to identified **deviations from City Code related to assigned duties and responsibilities** of elected officials and proposed resolution to same. Mayor Sue Catron
37. Discussion and possible action regarding the **office space and files of the City Clerk** of the City of Tahlequah to remain where they are currently located in city hall. Councilor Keith Baker
38. Discussion and possible action that 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**. Councilor Keith Baker
39. Discussion and possible action of **engineering proposal** to be considered **regarding the 4th street** construction project. Councilor Keith Baker, Planning and Development Director Taylor Tannehill
40. **PROPOSED EXECUTIVE SESSION – Motion to exit Regular Session and enter into Executive Session.**
 - ❖ Discussion related to the City Administrator's **evaluation**, as provided by 25 O.S. § 307 (B) (1).
41. Reconvene Regular Session.
42. Discussion and possible action regarding the **City Administrator's evaluation**.
43. **Adjourn.**

POSTED at Tahlequah City Hall, 111 S. Cherokee Ave., Tahlequah, OK at 3:50 am/pm
on June 17, 2021 by DeAnna Hammons