

# MINUTES

## TAHLEQUAH CITY COUNCIL - REGULAR MEETING

Date/Time of  
City Council Meeting: Monday, June 1, 2020, at 7:00 p.m.  
Place of Meeting: The meeting was held by Videoconference and/or  
Teleconference. *See 25 O.S. §307.1(C).*

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### 1. MEETING CONVENED

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Meeting **called to order** by Mayor Catron at 7:05 pm.  
City Clerk DeAnna Hammons Called the **Roll call as follows:**

#### 2. Roll call: Present:

Councilor Ward I	Bree Long
Councilor Ward II	Dower Combs
Councilor Ward III	Stephen Highers
Councilor Ward IV	Trae Ratliff

#### Others Present:

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

3. **Public Notice:** A Public Notice of meeting was provided December 3, 2019 at 4:55 p.m. to the Secretary of State of Oklahoma and additional notice was provided 10:04 a.m. on May 29, 2020.
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### 4. PUBLIC INSTRUCTIONS:

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**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](http://www.zoom.us)) **Access Code 833 5617 6839 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](mailto: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 may 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.

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## 5. PUBLIC COMMENTS

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There were no public comments.

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## 6. CONSENT AGENDA

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Councilor Highers made a motion and Councilor Ratliff seconded to approve the consent agenda as follows:

- a) To approve the minutes of the May 4, 2020, May 18, 2020 City Council meetings.
- b) To acknowledge the monthly check register for May 2020.
- c) To acknowledge receipt of April 2020 Financials.
- d) **Councilor Highers removed** to be heard in regular session.
- e) To approve vacating a 1.6' x 21' parcel located on the west property line of at 112 W. Shawnee St. Tahlequah, OK aka: the old Teague Heat and Air building.
- f) To accept the retirement (15 years of service) of James Russell Nelson, Chief Mechanic, in the Street Department, effective September 30, 2020.
- g) To accept the resignation of Nicholas Bogart, Volunteer Fire Fighter, in the Fire Department, effective May 14, 2020.
- h) To accept the resignation of Joshua Tyler Keys, Volunteer Fire Fighter, in the Fire Department, effective July 1, 2020.
- i) To accept the resignation of Christa Flynn, Cashier, in the Managerial Department, effective June 1, 2020.
- j) To accept the resignation of Maggie Glory and Hannah Thompson as Lifeguards in the Parks and Recreation Department effective the last day worked.
- k) To lift the moratorium to hire Lauren Terrapin, Lifeguard at \$8.90 per hour in the Parks and Recreation Department.
- l) **Councilor Long removed** to be heard in regular session.
- m) **Councilor Highers removed** to be heard in regular session.
- n) To approve the Legal Services Agreement 2020/2021 with the City of Tahlequah Prosecuting Attorney BJ Baker.
- o) To approve the Legal Services Agreement 2020/2021 with the City of Tahlequah City Attorney Grant Lloyd.
- p) To approve the Service Agreement with Interim City Administrator Alan Chapman.

*Vote:* Ayes: Long, Combs, Highers, Ratliff      Nays: none      Motion carried.

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## 7. ANNOUNCEMENTS, PRESENTATIONS AND REPORTS

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Recognition of Years of Service for **June** Employees:

- **Chase Reed – 5 years - Police Department**

- **Kendall Hale – 15 years – Recreation Department**
- **Gary Smith - 20 years – Police Department**

Report from Library- no report given.

Report from Chamber of Commerce- no report given.

Report from Tour Tahlequah a Department of the Tahlequah Area Chamber of Commerce-written report provided.

Report from the Tahlequah Main Street Association- no report given.

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## REGULAR SESSION

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8. The following were removed from consent:

Councilor Highers removed item “d”

- No Action was taken to acknowledge receipt of the TPWA 2019 annual audit from Arledge & Associates.

Councilor Long removed item “l”

- Councilor Long made a motion and Councilor Ratliff seconded to accept the updated job descriptions for the following positions: Cemetery Secretary/Recorder/Coordinator, Compliance Coordinator, Parks and Recreation Administrative Coordinator, and Director of Planning and Development with recommended revision of including a date created and/or date revised on each description.

*Vote:* Ayes: Highers, Ratliff, Long, Combs                      Nays: none      Motion carried.

Councilor Highers removed item “m”

- Councilor Combs made a motion and Councilor Long seconded to approve the Professional Service Agreement for Management Consultant - Tahlequah Municipal Golf Course with Mike Palmer.

*Vote:* Ayes: Ratliff, Long, Combs, Highers                      Nays: none      Motion carried.

9. Discussion item only, Councilor Long provided an **update** from the **Crisis Task Force**.

10. Discussion item only, Councilor Ratliff provided an **update** from the **Recovery Task Force**.

11. Councilor Ratliff made a motion and Councilor Combs seconded to **waive all garage sale fees on June 5 & 6, 2020** for the purpose of a Tahlequah Community Wide Yard Sale.

*Vote:* Ayes: Combs, Highers, Ratliff, Long                      Nays: none      Motion carried.

12. Councilor Long made a motion and Councilor Highers seconded to approve an easement release on a particular area of Cherokee Springs Plaza more particularly

described as followed: **A tract of land located in the Northeast Quarter (NE/4) of Section Nine (9), Township Sixteen (16) North, Range Twenty-Two (22) East of the Indian Base and Meridian, Cherokee County, State of Oklahoma, being more particularly described as follows:**

**BEGINNING at the Southwest corner of said NE/4; thence North 01°42'36" West and along the West line of said NE/4, for a distance of 20.00 feet; thence North 88°21'19" East and parallel with the South line of said NE/4, for a distance of 1983.24 feet to a point on the West line of the SE/4 SE/4 NE/4; thence South 01°33'12" East and along said West line, for a distance of 20.00 feet to a point on said South line; thence South 88°21'19" West and along said South line, for a distance of 1983.18 feet to the POINT OF BEGINNING.**

*Vote:* Ayes: Highers, Ratliff, Long, Combs Nays: none Motion carried.

13. Councilor Long made a motion and Councilor Highers seconded to approve a service contract between the **Boys & Girls Club of Tahlequah and the City of Tahlequah.**

*Vote:* Ayes: Long, Combs, Highers Abstained: Ratliff Motion carried.

14. No Action was taken to approve a **Lease Agreement** with **SAC Counties Nutrition Project** related to the Senior Citizens Building located at 230 E. 1<sup>st</sup> Street, Tahlequah, OK 74464.

15. Councilor Combs made a motion and Councilor Highers seconded to approve **blocking off parking spaces** directly adjacent to **Cashmere Lane while mural** is being created by Lance Hunter.

*Vote:* Ayes: Combs, Highers, Ratliff, Long Nays: none Motion carried.

16. Councilor Ratliff made a motion and Councilor Combs seconded to approve the **Mayor's recommendation for the 2020 Charter Review Committee to include Brian Duke, Brian Hale, Dower Combs, Bree Long, Mark Gish, JD Carey, Linda Spyres, Carol Choate, Yolett Ross, & Peggy Glynn.**

*Vote:* Ayes: Highers, Ratliff, Long, Combs Nays: none Motion carried.

17. Councilor Long made a motion and Councilor Ratliff seconded to **TABLE** the proposed **Capital Inventory and Asset Policy** for the City of Tahlequah.

*Vote:* Ayes: Ratliff, Long, Combs, Highers Nays: none Motion carried.

18. Councilor Highers made a motion and Councilor Long seconded to approve **Resolution No. 06-01-20, adopting the FY 2020-2021 Tahlequah City Budget modifying the total resources available to read \$32,123,322 and the total fund departmental appropriations to read \$22,876,649.**

*Vote:* Ayes: Long, Combs, Highers, Ratliff Nays: none Motion carried.

19. **Councilor Combs made a motion and Councilor Highers seconded to exit Regular Session and enter into Executive Session at 8:19 p.m.**

*Vote:* Ayes: Combs, Highers, Ratliff, Long Nays: none Motion carried.

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❖ **Discussion pertaining to the 2020-2021 contract and related documents with IAFF Local 4099, as provided in 25 O.S. §307 (B) (2)**

❖ **Discussion regarding confidential communications related to *City of Tahlequah v. Springwater Properties, LLC, et al.*, Cherokee County District Court, State of Oklahoma, Case Nos. CV-2018-43 and CJ-2020-56, as provided by 25 O.S. § 307 (B) (3), (4), and/or (7).**

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20. Councilor Combs made a motion and Councilor Long seconded to reconvene Regular Session at 9:10 p.m.

*Vote:* Ayes: Highers, Ratliff, Long, Combs Nays: none Motion carried.

21. Councilor Long made a motion and Councilor Ratliff seconded to approve the **2020-2021 contract and related documents with IAFF Local 4099 as recommended by Interim City Administrator.**

*Vote:* Ayes: Ratliff, Long, Combs, Highers Nays: none Motion carried.

22. **No action** was taken related to *City of Tahlequah v. Springwater Properties, LLC, et al.*, Cherokee County District Court, State of Oklahoma, Case Nos. CV-2018-43 and CJ-2020-56.

23. There will be a **mid-month special meeting held on June 15, 2020 at 5:30 p.m.**

24. **There was no new business pertaining to any matter not known about or which could not have been reasonably foreseen prior to the time of the posting.**

25. **Councilor Ratliff made a motion and Councilor Combs seconded to adjourn meeting at 9:14 p.m.**

*Vote:* Ayes: Combs, Highers, Ratliff, Long Nays: none Motion carried.