

MINUTES

TAHLEQUAH CITY COUNCIL - SPECIAL MEETING

Date/Time of
City Council Meeting: Monday, June 15, 2020, at 5:30 p.m.
Place of Meeting: The meeting was held by Videoconference and/or
Teleconference. *See 25 O.S. §307.1(C).*

1. MEETING CONVENED

Meeting **called to order** by Mayor Catron at 5:32 p.m.

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, City Treasurer Marty Hainzinger

Absent: none

3. Public Notice: A Public Notice of meeting was provided June 11, 2020 at 4:31 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 811 0291 2674 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

There were no public comments.

- **Mayor Catron moved agenda item #15 to be heard before agenda item #6.**
- 15. Councilor Long made a motion and Councilor Ratliff seconded to acknowledge receipt of the **TPWA and City Light & Water Auditor’s Report dated June 30, 2019** from Arledge & Associates, P.C.

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

6. Discussion and **update only** from the **Crisis Task Force**.

7. Discussion and **update only** from the **Recovery Task Force**.

8. Councilor Long made a motion and Councilor Highers seconded to authorize a contract for **overtime reimbursement on OCDETF Investigation SW-OKE-0075H** and creation of accounts.

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

9. No action was taken to approve logistics for the July 11, 2020 **Walk a Mile** event hosted by Help In Crisis.

10. Councilor Long made a motion and Councilor Ratliff seconded to **pay up to 40 hours over max allowed accrued vacation** leave related to the **Coronavirus Cares Act Reimbursement** and extend the max carry forward deadline as stated in Section 403-Annual Leave of the Employee Handbook of Personnel Polices for an additional 90 days ending September 30, 2020, due to Executive Order No. 2020-3.

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

11. Councilor Ratliff made a motion and Councilor Combs seconded to accept the resignation from Dillon Dorler, Mechanic in the Solid Waste Department, effective June 5, 2020.

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

12. Councilor Highers made a motion and Councilor Long seconded to accept the retirement of Ray Hammons as Fire Chief of the Tahlequah Fire Department, effective June 30, 2020, and transfer Ray Hammons to Compliance Coordinator in the Managerial Department, as reflected in this in the FY 2020/2021 Budget, effective July 1, 2020.

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

13. Councilor Ratliff made a motion and Councilor Long seconded to confirm the appointment of Casey Baker as Fire Chief of the Tahlequah Fire Department effective July 1, 2020, as reflected in the FY 2020/2021 Budget.

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

14. Councilor Ratliff made a motion and Councilor Long seconded to accept the updated job descriptions for Lifeguard/Swimming Instructor and Senior Lifeguard/Swimming Instructor.

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

15. Mayor Catron move agenda item to be heard before agenda item #6.

16. Councilor Long made a motion and Councilor Ratliff seconded to approve renegotiated contract with CivicPlus for web site design and hosting services.

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

17. Councilor Ratliff made motion and Councilor Highers seconded to approve a Lease Agreement with SAC Counties Nutrition Project related to the Senior Citizens Building located at 230 E. 1st Street, Tahlequah, OK 74464 with updating the dates to reflect current year and new director Carol Thomas.

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

18. Councilor Highers made a motion and Councilor Ratliff seconded to TABLE possible action to approve the proposed **Capital Inventory and Asset Policy** for the City of Tahlequah.

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

19. **Councilor Highers made a motion and Councilor Ratliff seconded to exit Regular Session and enter into Executive Session at 6:38 p.m.**

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

❖ **Discussion related to employment and/or hiring a Director of Planning and Development in the Managerial Department, as provided in 25 O.S. §307 (B) (1).**

20. Councilor Long made a motion and Councilor Highers seconded to reconvene Regular Session at 7:12 p.m.

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

21. Councilor Combs made a motion and Councilor Long seconded to lift moratorium and hire Taylor Tannehill as a **Director of Planning and Development** in the Managerial Department at a T122 with a starting salary of \$58,000.

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

22. **Councilor Combs made a motion and Councilor Ratliff seconded to adjourn at 7:13 p.m.**

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