

MINUTES
TAHLEQUAH CITY COUNCIL - REGULAR MEETING
MONDAY, AUGUST 1, 2022 - 5:30 PM
CITY HALL COUNCIL CHAMBERS – 111 S. CHEROKEE AVE.

1. MEETING CONVENED

Meeting **called to order** by Mayor Catron at 5:36 pm.

City Clerk Whitney Shaw 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 Prosecutor BJ Baker (sitting for City Attorney Grant Lloyd), City Administrator Alan Chapman, City Treasurer Marty Hainzinger, City Clerk Whitney Shaw

Absent: City Attorney Grant Lloyd

Invocation – Pastor Josef Tschirhart - Tahlequah

Flag salute.

Public Notice of meeting provided - A Public Notice of meeting was provided July 25, 2022 at 2:20pm at 111 S. Cherokee Ave. Tahlequah, OK.

2. PUBLIC INSTRUCTIONS:

Videoconference and/or teleconference access instructions for public attendance at the Meeting: the public, nonvoting elected officials, and City staff may remotely attend this meeting by joining the Zoom meeting via the web or the Zoom app (www.zoom.us) **Access Code 856 5537 8918 Password 4560651**. If you wish to receive a copy of any materials that are presented to the City Council, please submit your request to cityclerk@cityoftahlequah.com.

Videoconference and/or Teleconference Notice: This meeting may include communication by members of the public, nonvoting elected officials, and/or City staff to the City Council, and those communications may be by auditory communication or by visual and auditory communication.

Those attending via the Zoom videoconference 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.

3. PUBLIC COMMENTS

Linda Cheatham from Habitat for Humanity

4. CONSENTAGENDA

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

- a) To approve the minutes of the July 5, 2022 City Council meeting.
- b) To approve receipt of June 2022 P-card statement.
- c) To acknowledge receipt of the May 2022 financial statement.
- d) To approve the Cooperative Interagency Agreement by and between the City of Tahlequah and the Oklahoma Conservation Commission.
- e) To approve the Airport Board's recommendation for a lease transfer for Hangar 14 from Gail Bogle to Trey Pierce.
- f) To approve Resolution No. 08-01-2022: The City of Tahlequah supports participation in the 2022/2023 Oklahoma Main Street Center with the specific goal of revitalizing the historic business district using the Main Street 4-Point Approach™ to economic revitalization.
- g) **Removed by Councilor Long**
- h) Authorize Mayor to establish an easement for the City of Tahlequah for sewer line expansion located on the East side of River Links Golf Course, more particularly described as the West 20.0 feet of the Southeast 10 acres of Lot 1 and the West 20.0 feet of the North 309.2 feet of the East 20 acres of Lot 2, all in Section 30, Township 17 North, Range 22 East, Cherokee County, Oklahoma.
- i) To appoint Pamela Coonce to the Abatement Board representing Ward II, term ending May 2027.
- j) To appoint Armando Duke to the Planning Commission filling open position for Ward II, with term ending May 2025.
- k) To appoint Matt Cochran to the Airport Board, filling open position for Ward I, with term ending May 2026.
- l) Approve paying overtime in lieu of compensatory time to employees who work during the Cherokee Nation's 2022 National Holiday.
- m) **Removed by Councilor Ratliff**
- n) To accept the resignation from Emaline Bolding, Ally Smith, Kaili Crawford, and Shyann Fishinghawk, Lifeguards in the Parks and Recreation Department, effective July 21, 2022.
- o) To accept the resignation from Linzi Woolard, Lifeguard in the Parks and Recreation Department, effective July 30, 2022.

- p) To accept the transfer of Brealyn Johnson from Administrative Assistant in Managerial Department to Deputy Municipal Court Clerk in the Municipal Court with no change in salary, effective July 11, 2022.
- q) To accept the transfer of Larry Blackman, Foreman in the Solid Waste Department to Foreman in the Cemetery Department with no change in salary, effective June 26, 2022.
- r) To hire Jeremy Schlarb as a Mechanic in the Solid Waste Department at a salary of \$30,500.00 annually, effective August 11, 2022.
- s) To hire Ethan Gentry as a Part Time Laborer in the Solid Waste Department, at \$11.13 per hour, effective August 11, 2022.
- t) To hire Whitney Baker, Laborer in the Parks and Recreation Department, at \$13.85 per hour, effective August 11, 2022.
- u) To hire Charity Curtis, Dispatcher in the Police Department, at \$14.10 per hour, effective August 11, 2022.
- v) To hire Tacoma Maples, Labor/Operator in the Street Department, at \$14.49 per hour, effective August 11, 2022.
- w) To hire Michael James, Part Time Laborer in the Cemetery Department, at \$11.13 per hour, effective July 18, 2022.
- x) To approve the extension of all leave time accrued through June 30, 2022 for the IT Department, extended from July 1, 2022 to September 30, 2022.
- y) To approve the updated Pay Grades with a 4% increase to starting salaries/pay for future new hires.

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

5. ANNOUNCEMENTS, PRESENTATIONS AND REPORTS

Recognition of Years of Service for July Employees:

- **Henry Walker – Police Department (School Cross Guard) – 5 years**

Recognition of the City of Tahlequah’s **Employee of the Month** for August **2022** presented: Ricky Hicks,

Report from Library- Verbal report

Report from Chamber of Commerce – Verbal report by Nathan Reed

Report from Tour Tahlequah a Department of the Tahlequah Area Chamber of Commerce-Verbal report by Nathan Reed

Report from the Tahlequah Main Street Association – Verbal report by Jamie Hale

REGULAR SESSION

- 6. There were two (2) items removed from the Consent Agenda. Councilor Long had requested the removal of consent agenda item **g** and Councilor Ratliff requested the removal of consent agenda item **m**.

g) Councilor Long made a motion and Councilor Ratliff seconded to approve the contract between TACC and City of Tahlequah related to the Hotel/Motel Tax for the 2022-2023 fiscal year.

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

m) Councilor Ratliff made a motion and Councilor Long seconded to accept the retirement from Brandon Vick, Lieutenant in the Police Department, effective July 29, 2022.

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

7. Discussion related to the US Small Business Disaster Relief Program.
8. Councilor Highers announced the discussion and presentation from Cherokee Nation Indian Child Welfare needed moved to the September 2022 agenda.
9. Councilor Ratliff made a motion and Councilor Highers seconded to deny Ordinance No. 1341-2022. An ordinance changing the zoning from Local Commercial District (C-1) to General Commercial District (C-2) for welding supply store located at 200 W. Choctaw Street, more particularly described as follows:

Lots 5 and 6 and the East 17' feet of Lot 7, Block 81, Original Townsite, City of Tahlequah, Cherokee County, Oklahoma.

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

- ❖ **Mayor Sue Catron called for a 5 minute break at 7:40pm**
- ❖ **Meeting reconvened at 7:46pm**
- ❖ **Mayor Sue Catron moved agenda items 16 and 17 to item 10 in order to accommodate guest speaker for items 16 and 17.**

16. Councilor Ratliff made a motion and Councilor Highers seconded to approve the First Amendment to Amended and Restated Trust Indenture of the Tahlequah Regional Development Authority.

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

17. Councilor Highers made a motion and Councilor Ratliff seconded to approve Resolution No. 08-01-2022-A, a resolution accepting beneficial interest in the Tahlequah Regional Development Authority, for and on behalf of the City of Tahlequah, Oklahoma.

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

- 10.** Discussion of Ordinance No. 1342-2022. An ordinance changing the zoning from Single Family Residential District (R-1) to Two-Family Residential District (R-2) for a duplex located approximately 100 feet North of the intersection of Sooner Drive and E. 1st Street on the East side of Sooner Drive, more particularly described as follows:

A tract of land beginning 175 feet West and 376 feet South of the NE corner of the SW NW SW of Section 34, Township 17 North, Range 22 East, thence West 155 feet; thence South 188 feet; thence East 155 feet; thence North 188 feet to the Point of Beginning, less the North 113 feet thereof, City of Tahlequah, Cherokee County, State of Oklahoma

- 11.** Councilor Highers made a motion and Councilor Long second to approve a variance/special exception to reduce the minimum side yard setback of 25 feet for a structure built 6.5 feet over the side yard setback line at 2494 Woodsman Circle Tahlequah, OK, more particularly described as follows:

Lot 5, Block 1, Northwoods Subdivision, City of Tahlequah, Cherokee County, Oklahoma.

Vote: Ayes: Long, Baker, Highers Nays: Ratliff (abstained) **Motion carried**

- 12.** Councilor Highers made a motion and Councilor Ratliff seconded to approve Ordinance No. 1345-2022. An Ordinance closing and/or vacating a portion or all of the alley located in Block 21 of the Original Townsite of the City of Tahlequah, Cherokee County, Oklahoma. Block 21 is bounded by Pendleton Street to the north, Smith Street to the south, Seminary Avenue to the east, and Dale Avenue to the west.

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

- 13.** Councilor Ratliff made a motion and Councilor Baker seconded to table until the mid-month meeting August 16, 2022 the discussion and possible action to approve, approve with modifications, or deny Ordinance No. 1329-2021. An ordinance amending Part 12, Planning, Zoning, and Development; Chapter 1 - Boards and Commissions, Chapter 2 – Zoning, General and District Provisions, Chapter 3 – Zoning, Additional Regulations, Chapter 6 Factory Built Structures and Travel Trailer Regulations, Chapter 9 – Historic Preservation Zoning, Chapter 9 - Sign Regulations, Chapter 11 – Cell and Wireless Communications Towers and Antennas, Chapter 13 – Sexually Oriented Business, Chapter 14 – Commercial Landscaping Regulations of the Code of Ordinances of the City of Tahlequah and the official zoning map.

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

❖ **Councilor Highers left meeting at 8:56pm and returned at 8:58pm**

- 14.** Councilor Ratliff made a motion and Councilor Long seconded to approve the Airport Board's recommendation to award the bid for project #5125 to Hoidale Co. Inc. in the amount of \$213,998.34 for the City of Tahlequah Airport Fuel Island Relocation and amend the budget accordingly.

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

- 15.** Councilor Ratliff made a motion and Councilor Highers seconded to approve the purchase of a Skid Steer Loader for the amount of \$70,905.20 under State Contract # SW192 and amend the budget accordingly.

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

- 18.** Councilor Highers made a motion and Councilor Long seconded to exit Regular session and move to Executive session at 9:06pm.

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

❖ **Discussion related to the employment of a Finance Director. As provided by 25 O.S. §307 (B) (1).**

- 19.** Reconvened into Regular Session at 10:00 p.m.

- 20.** Councilor Highers made a motion and Councilor Long seconded to schedule an August mid-month special meeting for 5:30 p.m. on August 16, 2022.

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

- 21.** Councilor Ratliff made a motion and Councilor Highers seconded to adjourn.

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