

# MINUTES

## TAHLEQUAH CITY COUNCIL - REGULAR MEETING

Date/Time of City Council Meeting: Monday, August 2, 2021 at 5:30 p.m.  
Place of Meeting: The meeting was held at 111 Cherokee Ave. Tahlequah, OK 74464 (voting members of the public body were present in person) and by Videoconference and/or Teleconference.

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

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### 1. MEETING CONVENED

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Meeting **called to order** by Mayor Catron at 5:30 p.m.

Court Clerk Jeannie Secratt 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 B.J. Baker, Court Clerk Jeannie Secratt, Deputy Court Clerk Gina Champlain City Administrator Alan Chapman, City Treasurer Marty Hainzinger

**Absent:** None

**Public Notice:** A Public Notice of meeting was provided December 8, 2020 at 3:32 p.m. to the Secretary of State of Oklahoma and additional notice was provided July 28, 2021 at 5:30 p.m.

### 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](http://www.zoom.us)) **Access Code 833 5076 0625 Password 631392.** 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](mailto: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.

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### 3. PUBLIC COMMENTS

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Jenny Robbins spoke regarding drainage issues at 303 Minor.  
J.D. Hudgins of Cherokee County Conservation District, spoke regarding Community Resiliency Project; Yard by Yard.  
Georgette Richardt provided her concerns related to information on Covid-19.

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### 4. CONSENT AGENDA

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

- a) To approve the minutes of the July 2, 12, 16, & 19, 2021 City Council meetings.
- b) To acknowledge receipt of the monthly check register for July 2021.
- c) To acknowledge receipt of the June 2021 financials.
- d) To close out the LED Lighting Phase I.
- e) To close out the Airport Taxiway Lighting Grant.
- f) To accept the engagement letter for FY 2020-2021 Audit by Arledge & Associates.
- g) To approve the Airport Boards recommendation to approve a lease to Brian Berry for hangar site #2.
- h) To approve the Airport Boards recommendation to approve a lease to Nick Hand for hangar site #19.
- i) To approve the Airport Boards recommendation to approve a lease to Chris DuVall for hangar site #39.
- j) To approve the purchase of a Cab, Chassis, & Dump Bed and a Sand Spreader & Snow Plow – State Contract.
- k) To accept the resignations from Lilly Reed, Dorothy Swearingen, Linzi Woolard, Maggie Renfro, Katelyn Renfro, and Brice Miggetto, Lifeguards, in the Parks and Recreation Department, effective July 25, 2021.
- l) To accept the resignation of Katelynn Deason, Sr. Lifeguard, in the Parks and Recreation Department, effective July 25, 2021.
- m) To approve and accept an access easement from Holderworth Leasing, LLC.
- n) To approve and accept a utility easement from William D. Jones and Lynda F. Jones.

- o) To appoint Trae Ratliff to the Eastern Oklahoma Development District (EODD) Board of Directors.
- p) To approve an extension of the closing date to on or before August 20, 2021 on real estate purchase contract associated with property located at 310 Basin Avenue

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

**5. ANNOUNCEMENTS, PRESENTATIONS AND REPORTS**

Recognition of Years of Service for **August 2021** Employees:

- **Michele Collins – Finance Department – 5 years**
- **Todd Carnes – Police Department – 15 years**

Recognition of the City of Tahlequah’s **Employee of the Month** Chris McClure. Presented by Director of Human Resources M’Lynn Pape

Report from Library – no report/absent

Report from Chamber of Commerce – verbal report provided

Report from Tour Tahlequah a Department of the Tahlequah Area Chamber of Commerce – written and verbal reports provided

Report from the Tahlequah Main Street Association – no report/absent

**REGULAR SESSION**

- 6. No items were removed from consent.
- 7. Discussion related to **Covid-19 Pandemic**. Councilor Bree Long provided and update from the Crisis Task Force.
- 8. Councilor Ratliff made a motion and Councilor Highers seconded to approve **Urban Funding Agreement with ODOT for East Fourth Street Improvements**.

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

- 9. Councilor Long made a motion and Councilor Baker seconded in regard to **promoting Matthew Frits** from Patrolman to Sergeant within the **police department** and set pay according to the current CBA.

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

- 10. Councilor Long made a motion and Councilor Highers seconded in regard to entering into a **lease agreement** for four **(4) Dodge Charger police vehicles**.

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

11. Councilor Long made a motion and Councilor Highers seconded to follow the Airport Boards recommendation to **designate the west tie-down ramp adjacent to the golf course as long term parking.**

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

12. Councilor Ratliff made a motion and Councilor Highers seconded to **accept grant from the Oklahoma Department of Commerce - State Energy Program** in the amount of \$80,000 for Phase II LED street lighting conversion.

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

13. Councilor Ratliff made a motion and Councilor Long seconded to authorize **solicitation of competitive bids for Phase II LED street lighting fixtures** and to appoint Alan Chapman, Mike Doublehead, Gary Stephens or Shelldon Miggetto as city representatives to attend bid opening for phase II LED lighting project at the conclusion of the bidding period.

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

14. Councilor Ratliff made a motion and Councilor Long seconded to **authorize Mike Doublehead and Alan Chapman to award lowest or most responsible bid to LED lighting vendor** for the purchase of lighting fixtures within established grant budget.

*Vote:* Ayes: Ratliff, Long, Mayor      Nays: Baker, Highers      Motion carried.

15. Councilor Ratliff made a motion and Councilor Highers seconded to authorize grant writer **Shelldon Miggetto to apply for funding from the Oklahoma Department of Environmental Quality - Brownfields program** for remediation and reclamation of the former Tahlequah transfer station/landfill located at E 7th Street & Basin Avenue.

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

16. Councilor Ratliff made a motion and Councilor Long seconded to approve expenditure of up to \$20,000 for **preliminary testing and/or engineering fees** related to remediation and reclamation associated with Brownfields grant application; authorizing mayor or city administrator to engage such professionals. Funds to be allocated out of Stormwater Management budget.

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

Councilor Ratliff made a motion and Councilor Long to **exit Regular Session and enter into Executive Session at 6:45 p.m.**

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

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❖ Discussion pertaining to the 2021-2022 contract with **IAFF Local 4099**, as provided in 25 O.S. §307 (B) (2).

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17. Councilor Long made a motion and Councilor Baker seconded Reconvene Regular Session at 7:14 p.m.

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

18. No action was taken pertaining to the 2021-2022 contract with the IAFF.

19. There will be a special mid-month meeting held June 16, 2021 at 5:30 p.m.

20. Councilor Ratliff made a motion and Councilor Highers seconded to adjourn meeting at 7:30 p.m.

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