

# MINUTES

## TAHLEQUAH CITY COUNCIL – REGULAR MEETING

Date/Time of

City Council Meeting:

Monday, October 5, 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 7:02 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 IV  | Trae Ratliff    |
| Councilor Ward III | Stephen Highers |

**Absent:** None

**Others Present:**

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

3. **Public Notice:** A Public Notice of meeting was provided September 28, 2020 at 12:14 p.m.
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### 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](http://www.zoom.us)) **Access Code 813 4505 8763 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 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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## 5. PUBLIC COMMENTS

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There were no public comments made.

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## 6. CONSENT AGENDA

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

- a) To approve the minutes of the September 8, 2020, & September 21, 2020 City Council meetings.
- b) To approve the monthly check register for September 2020.
- c) To approve the City of Tahlequah’s annual 2021 Holiday Calendar.
- d) To accept the resignation of Dylan Harman, Gracie McNeil, Meg Wynn, Jacie Yell, Torey Snell, Taylor Payne and Logan Curtis as Life Lifeguards in the Parks and Recreation Department effective the last day worked.
- e) To approve mid-year salary adjustments.
- f) To amend the job description and title of Administrative Assistant to Executive Administrative Assistant as per job descriptions.

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

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## 7. ANNOUNCEMENTS, PRESENTATIONS AND REPORTS

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Report from Tour Tahlequah a Department of the Tahlequah Area Chamber of Commerce- Verbal and written

Report from the Tahlequah Main Street Association – Verbal

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## REGULAR SESSION

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8. There were no items removed from consent.
9. Discussion and **update** from the **Crisis Task Force**.
10. Discussion and **update** from the **Recovery Task Force**.

11. Discussion and recognition of Debra Coyote as the City of Tahlequah's **Employee of the Month for October 2020.**

12. Councilor Highers made a motion and Councilor Combs seconded to approve **Essential Service Pay** in the amount of **\$1,500.00 for all full-time employees and \$750.00 for all non-seasonal part-time employees and/or volunteer fire fighters. Total amount of Essential Service Pay in the amount of \$210,000.00.** The Essential Service Pay excludes seasonal part-time, elected officials and contract employees effective October 30, 2020.

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

13. Councilor Ratliff made a motion and Councilor Combs seconded to table agenda item pertaining to providing **marketing funds** for **Shop Home for the Holidays campaign** as requested jointly by the Chamber of Commerce and the Main Street Association until after agenda item #17.

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

14. Discussion only regarding **Ordinance No. 1310-2020** amending Part 12, Planning, Zoning, and Development; Chapter 2, Zoning, General and District Provisions; Chapter 3 Zoning, Additional Regulations; Chapter 6, **Factory Built Structures and Travel Trailer Regulations** of the Code of Ordinances of the City of Tahlequah.

15. Councilor Ratliff made a motion and Councilor Long seconded to approve the **closure of alley in Block 94** of City of Tahlequah Original Townsite South of 303 S. Water Ave.

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

16. Councilor Ratliff made a motion and Councilor Combs seconded to **establish the CARES Act Fund for \$1,296,412.32 ensuring segregation and accounting for the special revenue.**

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

17. Councilor Long made a motion and Councilor seconded Combs to approve the **construction of portable streeteries** for Muskogee Ave. and picnic tables for Norris Park not to exceed \$35,000.00 out of the CARES ACT Fund.

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

- **Agenda item #13 was tabled to be heard after agenda item # 17.**
- **#13. Councilor Ratliff made a motion and Councilor Combs seconded to provide marketing funds in the amount of \$3,675.00 out of the CARES**

**ACT Fund for Shop Home for the Holidays campaign** as requested jointly by the Chamber of Commerce and the Main Street Association.

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

18. Councilor Ratliff made a motion and Councilor Long seconded to **accept grant** award from the Oklahoma Department of Commerce - CDBG - **2020 Small Cities** grant contract #17983 in the amount of **\$152,222.22** for street improvement project Mimosa, Raney & Mahaney; Obligating matching/leverage funds in the amount of \$244,941.78 from the Street and Sidewalk Fund; and amending affected budgets accordingly.

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

19. Councilor Long made a motion and Councilor Highers seconded to exit Regular Session and enter into **Executive Session at 8:35 p.m.**

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

- City Attorney Grant Lloyd excused himself from the meeting.
- City Attorney BJ Baker attended executive session.

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❖ Discussion related to conducting a job evaluation for the Interim City Administrator and to consider the terms of his employment as provided by 25 O.S. § 307 (B) (1).

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20. Councilor Ratliff made a motion and Councilor Long seconded to reconvene Regular Session at 9:34 p.m.

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

21. Councilor Ratliff made a motion and Councilor Combs seconded to **enter into a contract** with former interim City Administrator **Alan Chapman** to have him continue serving the city as **full time City Administrator** with a salary of \$98,280.00 per year effective October 11, 2020.

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

22. Councilor Long made a motion and Councilor Highers seconded to adjourn meeting at 9:38 p.m.

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

