

MINUTES
TAHLEQUAH CITY COUNCIL
MONDAY, DECEMBER 4th , 2017 - 7:00 PM
CITY HALL COUNCIL CHAMBERS – 111 S. CHEROKEE AVE.

1. MEETING CONVENED

Meeting **called to order** by Mayor Nichols at 7:07pm.
City Clerk DeAnna Hammons Called the **Roll call as follows:**

Present:	Councilor Ward I	Bree Long
	Councilor Ward II	Dower Combs
	Councilor Ward III	Stephen Highers
	Councilor Ward IV	Joshua Bliss

OTHERS PRESENT: City Attorney Grant Lloyd, City Administrator Ed Carr, Street Commissioner Wayne Ryals, Finance Director Danya Curtis, Fire Chief Ray Hammons, , Planning and Development Director Clinton Johnson, Personnel Director Jessica Petty, Solid Waste Les Ford, Parks Department Charles Poteet, Public Relations Jamie Murphy, Administrative Assistant Jessie Barnard, News Media Tesina Jackson.

2. PUBLIC COMMENTS

There were no comments from the public.

3. CONSENT AGENDA

Councilor Combs made the motion and Councilor Long seconded to approve the Consent agenda as follows:

Approve the 2018 Calendar of meetings for The Tahlequah Hospital Authority Board.
Accept the Resignation of Emily Van Dyke as Encumbering Clerk, in the Managerial Department, effective November 8, 2017.
Accept the Resignation of Tyler Eisensmith as an Operator, in the Street Department, effective November 17, 2017.
To hire Jess Robbins, as a part-time, 999 laborer, in the Parks Department.
To hire Kelby Huffacker, as a part-time, 999 laborer, in the Parks Department.
To hire Kolby Allphin, as a part-time, 999 laborer, in the Parks Department.

Approve the following Public Utility Easements: The Resource Group L.L.C. to City of Tahlequah and Fair House Family Farm, L.L.C. to City of Tahlequah.

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

4. ANNOUNCEMENTS, PRESENTATIONS AND REPORTS

Recognition of Years of Service for December Employees:

Rick Dye -15 years- Solid Waste

Report from Library – written

Report from Tahlequah Convention and Visitors Bureau – none provided

Report from Chamber of Commerce – none provided

Report from the Tahlequah Main Street Association – none provided

Reports from City Departments: Street Department – written, Solid Waste – written

REGULAR SESSION

5. Discussion and possible action on items removed from the **consent** agenda. The following Items were removed from the Consent Agenda and addressed as followed:

- Councilor Highers made a motion and Councilor Combs seconded to approve the **minutes** of the November 6th, 2017 City Council Meetings with the following corrections: remove “to accept Lease Agreement with SAC Counties Nutrition Project” from item 3, correcting the spelling of Jessie Barnard in item 20, and modifying item 25 to read Withdrawn by Councilor Bliss- Discussion on the **Creation of Training and Continuing Education policy** for the **City of Tahlequah Employees**.

Vote: Ayes: Bliss, Long, Highers, Combs Nays: none Motion Carried

- Councilor Combs made a motion and Councilor Highers seconded to acknowledge receipt of the June, July and August 2017 Financial Reports.

Vote: Ayes: Highers, Long, Bliss, Combs Nays: none Motions Carried

- Councilor Highers made a motion and Councilor Combs seconded to accept the changes in the job descriptions for the Animal Control Officer, Code Compliance Officer, and Building Inspector and further modify the same to “3) must possess Property Maintenance Certificate” from the Animal Control Officer and Code

Compliance Officer job descriptions and adding a signature block on all three job descriptions.

Vote: Ayes: Bliss, Combs, Highers, Long Nays: none Motion Carried

- Councilor Highers made a motion and Councilor Combs seconded to approve payments related to Interlocal Agreement between the City of Tahlequah and Tahlequah Industrial Authority dated October 18, 2017, to City Administrator in a monthly amount of \$400 and to City Finance Director in a monthly amount of \$300, both retroactive to the date said Interlocal Agreement was entered and so long as said Interlocal Agreement is in effect; payments are not subject to retirement contributions.

Vote: Ayes: Bliss, Highers, Combs Abstained: Long Motion Carried

6. **There was a Public Hearing:** regarding the **annexation** of the property located on the East side of **Cherokee Springs Road** in the Cherokee Springs Plaza Addition, more particularly described as follows; a tract of land situated in the SE4 and in the SE4, SW4, NE4 of Section 9, Township 16 North, Range 22 East, Cherokee County, Oklahoma.
7. Councilor Long made a motion and Councilor Bliss seconded to **adopt Ordinance No. 1250-2017**, annexing the property located on the **East side of Cherokee Springs Road** in Cherokee Springs Plaza.

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

8. Councilor Bliss made a motion and Councilor Combs seconded to approve **Resolution 12-04-2017** regarding the Oklahoma Department of Transportation to select proposed S.H.82 [PJ27101(04)] Alternate 9-5.

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

Councilor Long made a motion and Councilor Combs seconded to recess for five minutes (at 8:29 pm)

Ayes: Combs, Long, Highers Nays: Bliss Motion carried

Councilor Combs made a motion and Councilor Long seconded to reconvene meeting (at 8:44 pm)

Ayes: Combs, Highers, Long Nays: Bliss Motion carried

9. Councilor Bliss made a motion and Councilor Long seconded to **adopt Ordinance No. 1249-2017**, rezoning the property located at the northwest corner of the intersection of **College Avenue and Morgan Street**, from Two-Family Dwelling District (R-2) to Neighborhood Commercial District (C-1).

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

10. Councilor Combs made a motion and Councilor Highers seconded to direct that notice be provided in order to adopt **Ordinance No. 1251-2017, annexing the property located on the East side of the Highway 82 Bypass, North of Downing Street, West of Legion Road, and South of Crafton Street**, more particularly described as follows; multiple tracts of land lying all in Section 27, Township 17 North, Range 22 East, Cherokee County, Oklahoma, total land to be annexed, 78 acres, more or less.

Vote: Ayes: Highers, Long, Combs, Abstained: Bliss Motion carried

11. Discussion only, no action taken on the **Special Needs Park**.

12. Councilor Bliss made a motion and Councilor Combs seconded to approve **Resolution 12-04-2017-A** concerning selection of a **Bridge Inspection Contractor** for the period of April 1, 2018 to March 31, 2020 in order to comply with National Bridge Inspection Standards.

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

13. Councilor Highers made a motion and Councilor Combs seconded to enter into an **Agreement** with Armstrong Bank **for a 48 month lease purchase of a CASE 721G Waste Handler Wheel Loader for the total amount of \$224,367.72.**

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

14. Councilor Combs made a motion and Councilor Highers seconded to approve a 12 month **rental Agreement in the amount of \$350 per month with CASA for office space** at the Armory Municipal Center and allowing the Mayor, City Attorney, and City Administrator to revise lease Agreement prior to entry, as need be.

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

15. Councilor Combs made a motion and Councilor Long seconded to declare 11 City phones **surplus**.

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

16. Councilor Combs made a motion and Councilor Highers seconded to **amend Section 405-Illness and Injury**, of the Employee Handbook of Personnel Policies as presented (an employee may accumulate a maximum of 1040 hour of Sick Leave, at any given time), effective January 1, 2018.

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

17. Councilor Highers made a motion and Councilor Combs seconded to **amend Section 403-Annual Leave**, of the Employee Handbook of Personnel Policies as presented, with the correction of a typo from twelve to thirty.

Vote: Ayes: Combs, Highers, Bliss, Abstained: Long Motion carried

- 18.** Councilor Highers made a motion and Councilor Combs seconded to **pay eligible employees 100% of their Sick Leave accrued in excess of 1040 hours on December 31, 2017, to be paid as part of the January 2018 mid-month payroll.**

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

- 19.** Councilor Long made a motion and Councilor Bliss seconded to **hire Jericca Cramer as Encumbering Clerk** in the Managerial Department at a T112 Step 1.

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

- 20.** Councilor Bliss made a motion and Councilor Highers seconded to exit regular session and enter into executive session to discuss the potential purchase of real properties, as provided in 25 O.S. § 307(B)(3). 10:07 pm

Vote: Ayes: Long, Combs, Highers, Nays: Bliss Motion carried

- 21.** **Reconvene** regular meeting Mayor Nichols **reconvened** Regular Meeting at 10:26 pm.

- 22.** **Councilor Combs made a motion and Councilor Highers seconded** that the City **purchase** the real property located at 211 Basin Ave. Tahlequah, OK in the amount of \$24,500.

Vote: Ayes: Combs, Highers, Mayor Abstained: Bliss Nays: Long Motion carried

- 23.** There will be no scheduled **mid-month** special **meeting** for December.

- 24.** Councilor Long made a motion and Councilor Highers seconded to **Adjourn** at 10:40 pm.

Vote: Ayes: Highers, Bliss, Long, Nays: Combs Motion carried