

**NOTICE OF A REGULAR MEETING OF THE
CHEROKEE DEVELOPMENT AUTHORITY
112 NORTH GRAND
CHEROKEE, OK 73728
WEDNESDAY, NOVEMBER 10TH, 2021, AT 6:00 P.M.**

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission, or committee.

CALL TO ORDER: MAYOR KOLBY ARNOLD

- 1. PLEDGE OF ALLEGIANCE**
- 2. INVOCATION**
- 3. ROLL CALL—AMBER K. WILHITE, CITY CLERK**
- 4. CONSENT AGENDA**
 - 1. CONSIDER AND VOTE TO APPROVE, DENY, AMEND OR REVISE MINUTES FROM THE OCTOBER 13TH, 2021, REGULAR MEETING.**
 - 2. CONSIDER AND VOTE TO APPROVE, DENY, AMEND OR REVISE THE CLAIMS LIST.**
- 5. ITEMS REMOVED FROM CONSENT AGENDA**
- 6. ORDINANCES**
 - 1. CONSIDER AND VOTE TO APPROVE, DENY, AMEND, OR REVISE TAKING ACTION ON ADOPTING ORDINANCE 2021-24, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHEROKEE, OKLAHOMA, AMENDING CHAPTER 2, SECTION 2-122 OF THE CHEROKEE MUNICIPAL CODE 2020, ADOPTING THE UPDATED CITY OF CHEROKEE POLICY AND PROCEDURES MANUAL; REPEALER; SAVINGS; CODIFICATION; SEVERABILITY; AND DECLARING AN EMERGENCY.**
 - 2. CONSIDER AND VOTE TO APPROVE OR DENY DECLARING THE ABOVE ORDINANCE, ORDINANCE 2021-24, AN EMERGENCY.**
- 7. REPORTS OF DEPARTMENTS, BOARDS, OR COMMITTEES**
 - 1. OCTOBER 2021 FINANCIALS PRESENTED BY RSMEACHAM CPA'S.**
 - 2. MANAGER'S REPORT.**
- 8. BUSINESS**

1. **CONSIDER CONVENING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:**
 - A. **THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING OR RESIGNATION OF CITY CLERK AMBER K. WILHITE. THIS EXECUTIVE SESSION PERMITTED BY (25 O.S. 307 (B) (1).)**
 - B. **VOTE TO CONVENE OR NOT CONVENE INTO EXECUTIVE SESSION.**
 - C. **VOTE TO ACKNOWLEDGE RETURN TO REGULAR SESSION**
 - D. **CONSIDER TAKING ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.**
2. **CONSIDER HOLDING A PUBLIC MEETING ON DECEMBER 8TH, 2021, TO ALLOW PUBLIC COMMENT ON ELECTRICAL SYSTEM SALE FUND APPROPRIATIONS AND USE OF \$100,000 LOCAL MATCHING FUNDS FOR CALENDAR YEAR 2021.**
 - **\$43,750 TO BE USED FOR WATER WELL REPAIR.**
 - **\$17,500 TO BE USED FOR WATER FILL STATION REPAIRS.**
 - **\$38,750 TO BE USED FOR INTERIOR RECOATING OF THE NORTH WATER TOWER.**
3. **CONSIDER AND VOTE TO APPROVE OR DENY TO AWARDING AMI RFP BIDDING PROJECT TO THE LOWEST RESPONSIBLE BIDDER.**
 - A. **BIDS RECEIVED.**
 - **UTILITY TECHNOLOGY SERVICES WITH A BID BASE PRICE OF \$503,060.**
 - **SECURE VISION OF AMERICA WITH A BID BASE PRICE OF \$417,358.29 AND ALTERNATE OPTION 1 OF \$66,000 AND/OR OPTION 2 OF \$6,600.**
 - **WESTERN MUNICIPAL SUPPLY WITH A BID BASE PRICE OF \$348,295 AND ALTERNATE 1 OPTION OF \$51,000 AND/OR ALTERNATE 2 OPTION OF \$5,100.**
 - B. **MIKE JONES, CITY MANAGER, REVIEWED THE BIDS AND WESTERN MUNICIPAL SUPPLY IS THE LOWEST RESPONSIBLE BIDDER. THIS COMPANY HAS EXPERIENCE IN THIS TYPE OF WORK. CITY MANAGER RECOMMENDS THAT THE CITY OF CHEROKEE AWARD THE PROJECT TO WESTERN MUNICIPAL SUPPLY.**
4. **CONSIDER AND VOTE TO APPROVE OR DENY TAKING ACTION ON THE PURCHASE OF A TRAILER MOUNTED LKT800 HYDRO EXCAVATOR FOR FROM MAGNUS INDUSTRIES LLC FOR \$45,000.**
9. **NEW BUSINESS (IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25)**
10. **REMARKS AND INQUIRIES BY THE GOVERNING BODY MEMBERS**
11. **NEXT SCHEDULED MEETING WILL BE HELD ON DECEMBER 8TH, 2021.**

ADJOURNMENT

ATTEST:

FILED IN THE OFFICE OF THE CITY OF CHEROKEE, NOVEMBER 9TH, 2021, AT 4:00 P.M.

AMBER K. WILHITE, CITY CLERK

**NOTICE OF A REGULAR MEETING
OF THE CITY OF CHEROKEE
112 NORTH GRAND
CHEROKEE, OK 73728
WEDNESDAY, NOVEMBER 10, 2021
IMMEDIATELY FOLLOWING CDA MEETING**

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CALL TO ORDER: MAYOR KOLBY ARNOLD

- A. ROLL CALL—AMBER K. WILHITE, CITY CLERK**
- B. AWARDS AND SPECIAL RECOGNITION**
- C. CONSENT AGENDA**
 - 1. CONSIDER AND VOTE TO APPROVE, DENY, AMEND OR REVISE THE MINUTES FROM THE OCTOBER 13, 2021, REGULAR MEETING.**
 - 2. CONSIDER AND VOTE TO APPROVE, DENY, AMEND OR REVISE THE CLAIMS LIST.**
- D. ITEMS REMOVED FROM CONSENT AGENDA**
- E. ORDINANCES**
 - 1. CONSIDER AND VOTE TO APPROVE, DENY, AMEND, OR REVISE TAKING ACTION ON ADOPTING ORDINANCE 2021-24, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHEROKEE, OKLAHOMA, AMENDING CHAPTER 2, SECTION 2-122 OF THE CHEROKEE MUNICIPAL CODE 2020, ADOPTING THE UPDATED CITY OF CHEROKEE POLICY AND PROCEDURES MANUAL; REPEALER; SAVINGS; CODIFICATION; SEVERABILITY; AND DECLARING AN EMERGENCY.**
 - 2. CONSIDER AND VOTE TO APPROVE OR DENY DECLARING THE ABOVE ORDINANCE, ORDINANCE 2021-24, AN EMERGENCY.**
- F. REPORTS OF DEPARTMENTS, BOARDS, OR COMMITTEES**
 - 1. OCTOBER 2021 FINANCIALS PRESENTED BY RSMEACHAM CPA'S.**
 - 2. MANAGER'S REPORT.**
- G. BUSINESS**
 - 1. COUNCIL TO DISCUSS AND CONSIDER APPOINTMENT OF COMMISSIONER WARD 1.**
 - A. INDIVIDUALS THAT HAVE EXPRESSED INTEREST IN THE POSITION:**
 - CHRISTOPHER MUHLBAIER
 - CLAYTON KOLB

- B. CITY MANAGER TO MAKE RECOMMENDATION OF CHRISTOPHER MUHLBAIER FOR APPOINTMENT AS COMMISSIONER FOR WARD 1.
- C. MAYOR KOLBY ARNOLD TO ADMINISTER OATH OF OFFICE TO APPOINTED COMMISSIONER WARD 1.
- 2. CONSIDER CONVENING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:
 - A. THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING OR RESIGNATION OF LLOYD CROSS OR BEST QUALIFIED CANDIDATE. THIS EXECUTIVE SESSION PERMITTED BY (25 O.S. 307 (B) (1)).
 - B. VOTE TO CONVENE OR NOT CONVENE INTO EXECUTIVE SESSION.
 - C. VOTE TO ACKNOWLEDGE RETURN TO REGULAR SESSION
 - D. CONSIDER TAKING ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.
- 3. CONSIDER AND VOTE TO APPROVE OR DENY CHIEF FIRE AND SAFETY CO., INC. QUOTE OF \$41,754.61 TO PROVIDE AND INSTALL LEGACY 2, 13 CFM 6000 PSI COMPRESSOR AND 2 BOTTLE FILL STATION, AND TO PROVIDE AND INSTALL NFPA CO MONITOR, AND TO PROVIDE AND INSTALL 4-BOTTLE CASCADE, ATTACH IT TO A WALL WITH UNISTRUT AND PLUMB TO COMPRESSOR SYSTEM.
- 4. CONSIDER AND VOTE TO APPROVE OR DENY CHIEF FIRE AND SAFETY CO., INC. QUOTE OF \$31,155 FOR 2 DRAGER SCBAS, 12 DRAGER FPS-COM 7000, 2 DRAGER- 4500 PSI, AND 1 DRAGER QUICK CONNECT SCBA FILL CONNECTION.
- 5. CONSIDER AND VOTE TO APPROVE OR DENY WESTERN EQUIPMENT, L.L.C. QUOTE OF \$16,433.59 FOR A JOHN DEERE 17G COMPACT EXCAVATOR WITH EXTENDED WARRANTY FOR \$26,433.59 LESS TRADE IN VALUE FOR A KUBOTA U17 COMPACT EXCAVATOR OF \$10,000.
- 6. CONSIDER AND VOTE TO APPROVE OR DENY CITY PROPERTY, PARCEL ID #0180-00-061-003-0-000-00.
- 7. CONSIDER AND VOTE TO APPROVE PARTICIPATION IN THE OKLAHOMA TAX COMMISSION WARRANT INTERCEPT PROGRAM.

- H. NEW BUSINESS (IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25)
- I. REMARKS AND INQUIRIES BY THE GOVERNING BODY MEMBERS
- J. NEXT SCHEDULED MEETING WILL BE HELD ON DECEMBER 8TH, 2021.

ADJOURNMENT

ATTEST:

FILED IN THE OFFICE OF THE CITY OF CHEROKEE, NOVEMBER 9, 2021, AT 4:00 P.M.

AMBER K. WILHITE, CITY CLERK



CITY OF CHEROKEE

112 N. GRAND AVE, CHEROKEE, OK 73728
P (580) 596-3052 | F (580) 596-2878

City Manager's Report

Date: November 10, 2021
To: Honorable Mayor and Council Members
From: Michael Jones, City Manager
Subject: Manager's Report

"THE MARINES I HAVE SEEN AROUND THE WORLD HAVE THE CLEANEST BODIES, THE FILTHIEST MINDS, THE HIGHEST MORALE, AND THE LOWEST MORALS OF ANY GROUP OF ANIMALS I HAVE EVER SEEN. THANK GOD FOR THE UNITED STATES MARINE CORPS."

ELEANOR ROOSEVELT

Cherokee Development Authority

- Water / Sewer line project on 6th Street has been completed.
- We have begun the process of digitalizing our water and sewer maps. This project is being paid for from a grant awarded through OWRB.
- There is a sinkhole in the 700 Block of Oklahoma caused from a customer sewer line collapsing. Road will be repaired the next time we have a cement truck.
- Datahighway + Gateway at RO plant is beginning to fail, and software is obsolete. To keep our RO Plant working properly, this needs to be replaced with an updated model. This purchase was authorized for \$9,593.00.
- The City of Cherokee was ranked priority #4 for the water valve replacement program. Without additional funds added to the grant by the State of Oklahoma, there will not be funding available after completing project ranked priority #1.
- Water pump and motor on Skid 1 failed on Sunday. Both have been replaced. The old pump/motor will be evaluated to compare pricing of refurbishing or purchasing new.
- We have received one month of the water rate increases. The amount we received is higher than expected for Phase 1. If next month is higher than expected, I will recommend that we suspend Phase 2 of water rate increases until June 1, 2022, to allow us more time to collect data.
- The City of Cherokee was not awarded the REAP to extend the 12" waterline to the elementary school. We have \$85,000.00 in match funds that have been appropriated to this project.

City of Cherokee

- Street Department
 - Culvert on E Jefferson has been replaced.
 - City street in front of residence on S. Oklahoma has been repaired.

- Numerous streets have been patched.
- The change order for the CDBG grant was accepted. This change order frees up approximately \$150,000.00 of appropriated funds designed for streets. I recommend that extend the scope of the project to include W 7th (from Ohio to Oklahoma). With remaining funds focus on Ohio Street, between 5th and Main and E 10th Street.
- Community
 - Special thanks to the First Christian Church Youth Group for painting picnic tables at the RV park as well as repairing / painting trash cans at the Cherokee Municipal Cemetery.
 - Attended meeting in Alva on 10/28 in reference to joining other communities to bid one large infrastructure project. There will be a future meeting in Alva on 11/15 and a meeting in OKC on 11/17.
 - Rural Housing Initiative sponsored by NODA (see page 3 & 4)
 - Had a meeting about the Safe Route to School – TAP Grant on 11/8/21. 90% Plans have been submitted. Hoping project will begin by May 2022. Due to the increase of pricing, it is possible Phase 1 will have to be scaled back to ensure we do not go over budget. We will know more once a bid for the project is accepted.
- Donations received
 - The Roberta J. Patton Trust issued the following donations:
 - Cherokee Fire Department - \$110,072.36
 - Cherokee Municipal Cemetery - \$55,036.18
- Personnel
 - Open Enrollment for employee’s insurance was held on 10/28.
- Airport
 - Ordered approximately \$1,000 of lighting / safety equipment to replace defective and inoperable equipment.
 - Fencing project has been delayed due to shipping delay of fencing fabric. Once material is received, project will be completed.
- Library (Please see page 5)
- City Clerk (Please see page 6)
- Police Department

2021 FINE REVENUE

Month	Year	Fine Amount
July	2021	\$7,945.00
August	2021	\$3,670.00
September	2021	\$5,000.00
October	2021	\$4,685.00
November	2021	
December	2021	
January	2022	
February	2022	
March	2022	
April	2022	
May	2022	
June	2022	
TOTALS		\$21,300.00

Thank you for the opportunity to serve!

Respectfully submitted,

Michael Jones
City Manager

Rural Housing Initiative

A guide for rural town governments



Contacts

David Ritchie

Oklahoma Home Builders Association
Chisholm Creek Development, L.L.C.
580-242-3400
chisholmcreekdev@yahoo.com

Jessica Jantzen

Economic Development Coordinator
NODA
Jessica@noda-ok.org
580-798-0768

What is the goal of this program?

Revitalize and grow Oklahoma's rural communities by making funds and land available for citizens who wish to build a new home.

Who can apply for this program?

Qualifying OK income:
1-4 member households ≤ \$91,900
5+ member households ≤ \$121,300

Agree to personally occupy the dwelling as their primary residence

Be a U.S. Citizen, U.S. non-citizen national or Qualified Alien

Links

Oklahoma Municipal League

<https://www.oml.org/rural-housing>
*local governments may submit available lots here

SFHGLP

<https://www.rd.usda.gov/programs-services/single-family-housing-programs/single-family-housing-guaranteed-loan-program>

**For Rural Communities
with
<20,000
residents**

How may the funds be used?

- New residential property to be used as a permanent residence. Structures can be detached or attached, PUDs allowed (Cannot be an income-producing property). Closing costs and reasonable/customary expenses associated with the purchase may be included in the transaction.
- Purchaser cannot have any active participation in the building of the structure.
- Essential household equipment such as wall-to-wall carpeting, ovens, ranges, refrigerators, washers, dryers, heating, and cooling equipment if the equipment is conveyed with the dwelling
- Site preparation costs, including grading, foundation plantings, seeding or sod installation, trees, walks, fences and driveways

Lot Requirements

- Can be privately or city owned
- Must have a warranty deed , title insurance, abstract
- Lot minimum of width of 50'
- Available utilities: Water, sewer, electricity, Natural Gas
- Lot must be clean (ready-to-build condition)
- To be included in the municipal pool for 12 months
- Locked price (set by seller) -Price cannot change once listed



Responsibilities of the city

- Locate and Identify available lots
- Check lots to ensure they meet above qualifications
- Compose list of available properties and submit them to the Oklahoma Municipal League
- Market this program to local residents, employers, and schools
- Pass local ordinances on agreeing to participate in the program (available from the Oklahoma municipal league)

Residents Interested in Building

Must be pre-qualified. Gather your information and call:

Lisa Stone NMLS # 360572

Mobile: 817.822.5604 ***Office:*** 469.505.3361 ***Fax:*** 866.851.4169

Lisa.Stone@MidAmericaMortgage.com

12531 Spectrum Dr. #405, Addison, TX, 75001

“Equal Housing Lender”



“Selling Points” of this program:

Buyer chooses lot price

Beautify rural towns by eliminating dilapidated structures

Bring more jobs, residents to town

100% financing for pre-qualified applicants

Notes:

Thank you for your consideration. Please call, e-mail or visit our office with any questions or to jump in on the program! -Jessica Jantzen

October Library Report:

Another busy month in the library! With a total of 398 patrons in the library, we had a total of 11 programs, some in the library, and some outreach. It was a good month for CCCL.

Program break-down:

Our most popular program this month was an outreach, CCCL had a booth at the Family Fun Festival at the Fairgrounds on October 23, with 22 different people stopping by our booth to see what new things are happening at the library. We had books on display, library card applications, and flyers for several different upcoming programs. It was a good afternoon. At the same time, CCCL was open on Grand to participate in October Stroll, and we had our Book Sale going on. I'm told it was a big day.

The other big program for the month continues to be our Adult Book Club (ABC). This month we are reading *All Boys Aren't Blue* by George M. Johnson, a memoir manifesto. In December, we will read *Concrete Rose* by Angie Thomas.

Circulation:

Our circulation numbers in house are 536, and electronic are 198, both are good numbers for a library of this size. I would like to see the electronic numbers go up, and I'm still devising a strategy on how to make that happen.

New Book Arrivals:

In October, we only had 18 Juvenile books, and 19 Adult books arrive at the library. There are lots of different reasons for this, but it's easiest to explain that the companies that have our orders are experiencing the same supply difficulties that everyone else is.

Upcoming Events:

In November, Cherokee will have the opportunity to write a book on Gratitude and publish it in the library. Each Tuesday afternoon, time is set aside for writing in the library called "Gratitude Attitude" from 4-6p; we are going to take all those writings and use one of our machines and publish a book to be available for check-out in the future.

Partnering with OSU Extension Office, CCCL is hosting a 4 month cooking class call "What's Cookin' Cherokee" beginning Nov. 19 at 6:00p. And we will be closed Nov. 11 for Veteran's Day, and Nov. 25-28 for Thanksgiving.

City of Cherokee
Permits and Licensing
2021

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>	<u>Fees</u>	<u>Money Collected</u>
Contractor License	0	0	3	1	0	1	2	2	2	2	0		11	\$ 20.00	\$ 220.00
Plumbing License	0	0	0	2	0	0	3	1	0	0			6	\$ 10.00	\$ 60.00
Electrical License	0	0	0	1	1	0	1	0	0	0			3	\$ 10.00	\$ 30.00
Peddlers License *** Daily	0	0	0	1	17	0	0	0	0	2	4		24	\$ 5.00	\$ 120.00
*** Monthly	0	0	0	0	0	0	0	0	0	2	0		2	\$ 20.00	\$ 40.00
*** Annual	0	0	0	0	0	2	0	0	0	0	1		3	\$ 75.00	\$ 225.00
Dispensary License	0	0	0	0	0	0	1	2	0	0			3	\$ 600.00	\$ 1,800.00
Grower's Facility License	0	0	0	1	0	0	0	0	0	0			1	\$ 1,500.00	\$ 1,500.00
Processor's Facility License	0	0	0	0	0	0	0	1	0	0			1	\$ 1,500.00	\$ 1,500.00
Cultivation License	0	0	0	0	0	0	0	0	0	1	0		1	\$ 1,500.00	\$ 1,500.00
													0	\$ 750.00	\$ -
Alcoholic Beverage License	2	1	0	0	0	0	0	0	0	0	0		3	\$ 100.00	\$ 300.00
Annual Aerial Applicator Permit	0	0	0	2	0	0	0	0	0	0	0		2	250	\$ 500.00
Building Permit	2	1	6	1	5	6	2	0	2	2	1		26	\$ 25.00	\$ 650.00
Cemetery Permits	0	0	1	0	0	0	0	0	0	0	0		1	\$ 20.00	\$ 20.00
Animal Permits	6	4	4	5	6	10	0	4	5	1			45	\$ 4.00	\$ 180.00
UTV Permits	3	0	2	2	2	2	3	0	0	0			14	\$ 40.00	\$ 560.00
														Total	\$ 9,205.00

** Specialized includes: Tree trimming, Roofing, Glass, etc.

*** Peddler's License: Daily \$5, Monthly \$20, Annually \$75

Repealed Chapter 5 Section 5-113/04-08-2020