

**NOTICE OF A REGULAR MEETING OF THE  
CHEROKEE DEVELOPMENT AUTHORITY  
112 NORTH GRAND  
CHEROKEE, OK 73728  
WEDNESDAY, APRIL 14TH, 2021 at 6:00 P.M.**

**CALL TO ORDER: MAYOR KAREN HAWKINS**

- A. PLEDGE OF ALLEGIANCE**
- B. INVOCATION**
- C. ROLL CALL—AMBER K. WILHITE**
- D. APPROVAL OF MINUTES FROM THE MARCH 10TH, 2021, REGULAR MEETING**

**BUSINESS (TO DISCUSS AND POSSIBLE TAKE ACTION ON THE FOLLOWING):**

- A. APPROVAL OF THE CLAIMS LISTS**
- B. MARCH 2021 FINANCIALS PRESENTED BY RSMEACHAM CPA'S**
- C. CONSIDER AND DISCUSS AMY MADISON WATER BILL.**
- D. CONSIDER AND DISCUSS MANAGER'S SEWER-MAIN BREAK EMERGENCY NOTIFICATION DATED 03-18-21.**

**MANAGER'S REPORT**

**NEW BUSINESS (IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25)**

**ADJOURNMENT**

**ATTEST:**

**FILED IN THE OFFICE OF THE CITY OF CHEROKEE, APRIL 13, 2021, AT 4:00 P.M.**

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**AMBER K. WILHITE, CITY CLERK**

**NOTICE OF A REGULAR MEETING  
OF THE CITY OF CHEROKEE  
112 NORTH GRAND  
CHEROKEE, OK 73728  
WEDNESDAY, APRIL 14TH, 2021  
IMMEDIATELY FOLLOWING THE CDA MEETING**

**CALL TO ORDER: MAYOR KAREN HAKWINS**

- A. ROLL CALL—AMBER K. WILHITE**
- B. APPROVAL OF MINUTES FROM THE MARCH 10<sup>TH</sup>, 2021, REGULAR MEETING**

**BUSINESS (TO DISCUSS AND POSSIBLE TAKE ACTION ON THE FOLLOWING):**

- A. APPROVAL OF THE CLAIMS LISTS**
- B. FEBRUARY 2021 FINANCIALS PRESENTED BY RSMEACHAM CPA'S**

**MANAGER'S REPORT**

**NEW BUSINESS (IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25)**

**ADJOURNMENT**

**ATTEST:**

**FILED IN THE OFFICE OF THE CITY OF CHEROKEE, APRIL 13TH, 2021, AT 4:00 P.M.**

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**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: April 14, 2021  
To: Honorable Mayor and Council Members  
From: Michael Jones, City Manager  
Subject: Manager's Report

*"A GREAT LEADER'S COURAGE TO FULFILL HIS VISION COMES FROM PASSION, NOT POSITION."*

JOHN C. MAXWELL

### Cherokee Development Authority

- The 720' of sewer main along 5<sup>th</sup> Street has been repaired
- City was notified of a sewer backup at 105 E Adams. It was determined there was a problem with the City Main. Jet rodder was used to allow the main to begin flowing properly.
- We received a citizen's complaint of smell of sewer in the area of 414 E 7<sup>th</sup>. It was determined there was a problem with the sewer service line, causing a sewer backup. The resident was notified and given 10 days to address the problem. Failure to comply will result in water service being discontinued and citations issued.
- There is a water main that needs repaired at 4<sup>th</sup> and Penn. To make this repair, water service to the City of Cherokee will be temporarily suspended. During this time, we will also address a leaking fire hydrant at 10<sup>th</sup> and Penn and install a shut-off valve to the fire sprinkler system at 1100 Memorial Drive. This is scheduled to occur next week. The exact date will be determined when we receive the appropriate supplies to make the repairs.

### City of Cherokee

- Election Results
  - There will be a Special Meeting on Monday, May 3, 2020 at 8:30AM. During this meeting, the Mayor will be sworn in, vacant seats will be appointed and sworn in, and a new vice-mayor will be elected.
- Appreciation meet and greet for Mayor Hawkins
  - 5:30 PM at City Hall. This event will be open to the community, providing an opportunity to say "thank you" for Karen Hawkins many years of service.
- Insurance Update
  - OMAG conducted a reassessment of all City property. Due to the increased appraisals our annual insurance premiums will go up from \$16,952 to \$21,656 for a difference \$4,704.

- Insurance Update (cont.)
  - Will receive \$58,004.75 from insurance claim on Old City Hall
    - I will be receiving quotes on demoing the front offices, allowing space for future business to have storefront access to our Downtown district.
  - Will receive \$5,138.62 from insurance claim on Airport lounge.
    - I will be receiving quotes to repair floor in Airport lounge, as well as address water damage near the west doors of the lounge.
- Streets
  - After the cold weather in February, Ohio Street has gotten worse. With the help of Alfalfa County, a thin layer of asphalt has been laid on Ohio Street over the worse part of the road.
  - We will be ordering another load of cold-lay asphalt to repair the large potholes throughout town. Depending on weather, this is scheduled to be completed within 2-weeks.
- Cemetery
  - Received \$1,650 from Roberta Jean Patton Trust Fund
  - Cemetery is scheduled to be sprayed within the next week
- Pool
  - Swimming Pool is scheduled to be cleaned and prepped by May 12<sup>th</sup> to prepare for an opening of May 29<sup>th</sup>.
  - The baby pool at City Park has been sandblasted and ready to be repainted.
- Community
  - Alfalfa County will be tearing down the old grain elevator on Main Street
  - We are in the process of preparing Bid Documents to have properties owned by the City on N. Texas Ave to be properly cleaned-up
- City Hall
  - I have requested quoted from three companies to replaced top panel of glass in City Hall community room, frame-in and insulate Police Department, and make current bathrooms ADA compliant.
- Baker Building
  - An animal fell through the ceiling of the east side of the building and caused some damage. Traps have been set, but the animal was not caught. It is believed that the animal escaped back through the ceiling. This room will need to be repaired. While repairs are being make, I will have the bathroom floors re-tiled as the tile is breaking and coming up.
- City Website
  - Need pictures and bios
- Library
  - Purchased new software to allow for greater online security for the internet service we provide to our community
  - We have applied and been granted a grant to help pay for this software
  - Jenny is currently working on a grant to purchase new computers for the Library
- Personnel
  - Carolyn Mathis will be retiring at the end of the month. Her last day will be Friday, April 30<sup>th</sup>. Job announcement has been posted and we are hoping to interview for the position next week.

- Fire Department
  - 6 members currently attending Structural Firefighter Class in Goltry, OK
  - FD received \$3,300 from the Roberta Jean Patton Trust Fund
  - FD Command Truck was recently striped. Installation of emergency equipment and radio has been scheduled.
  - FD has received 8 new SCBA's. Two were purchased through a grant the City received, the remaining 8 were purchased by Alfalfa County.
  
- Police Department
  - Chief McNeil complete an advanced K-9 school with partner Zach
  - Officers Hall and Fink will attend a refresher EVOC class in OKC this week
  - The Cherokee Police Department along with members of the Alfalfa County, Blaine County, Major County Sheriff's Offices and Helena Police Department will be participating in an active shooter training event April 14th – 16th. Officer Cross is the liaison for this training.
  - PD has begun citing properties for grass/weed violations
  - Police fine revenue chart:

**FY 2021 FINE REVENUE**

Month	Year	Fine Amount
January	2021	\$5,125.00
February	2021	\$2,255.00
March	2021	\$3,180.00
April	2021	
May	2021	
June	2021	
July	2021	
August	2021	
September	2021	
October	2021	
November	2021	
December	2021	
<b>TOTALS</b>		<b>\$10,560.00</b>

- City Clerk
  - License and Permits (please see attached page)

Thank you for the opportunity to serve!

Respectfully submitted,

Michael Jones  
City Manager

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										3	\$ 20.00	\$ 60.00
Plumbing License	0	0	0										0	\$ 10.00	\$ -
Electrical License	0	0	0										0	\$ -	\$ -
Peddlers License *** Daily	0	0	0										0	\$ 5.00	\$ -
*** Monthly	0	0	0										0	\$ 20.00	\$ -
*** Annual	0	0	0										0	\$ 75.00	\$ -
Dispensary License	0	0	0										0	\$ 600.00	\$ -
Cultivation License	0	0	0										0	\$ 1,500.00	\$ -
													0	\$ 750.00	\$ -
Alcoholic Beverage License	2	1	0										3	\$ 100.00	\$ 300.00
Building Permit	2	1	6										9	\$ 25.00	\$ 225.00
Cemetery Permits	0	0	1										1	\$ 20.00	\$ 20.00
Animal Permits	6	4	4										14	\$ 4.00	\$ 56.00
UTV Permits	3	0	2										5	\$ 40.00	\$ 200.00
														Total	<u>\$ 861.00</u>

\*\* Specialized includes: Tree trimming, Roofing, Glass, etc.  
\*\*\* Peddler's License: Daily \$5, Monthly \$20, Annually \$75