

# NEW CORDELL CITY COUNCIL

## Meeting Minutes of Regular Session

Monday, March 20, 2023

The New Cordell City Council met at the Cordell Community Center at 101 East Main behind City Hall on March 20, 2023 with eight council members present including: Zetta Penner, Sheri Parsons, Steve McLaughlin, Jamie Bardwell, Lowell Holman, Tad Boone, Earlene Smith, and James Newman. Also present were Mayor Jerry Beech, City Attorney Johnny Beech, Interim City Administrator Vicki Hagerman, and City Clerk Karla Ferrero. Others in attendance were Dacia Phillips of RSMeacham CPAs, Police Chief Dustin Denney, Heather Flores, Amy Riggs, and Carl Ramsey.

### **CALL TO ORDER, ROLL CALL AND DECLARATION OF A QUORUM:**

Mayor Beech called the meeting to order at 6:00 pm. City Clerk Ferrero called roll, and a quorum was declared to be present.

### **MOTION AND VOTE TO ADOPT AGENDA**

Council Member McLaughlin made a motion to adopt the agenda. The motion was seconded by Council Member Boone.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman, Smith.

Nay: 0

Motion carried: Aye: 8

Nay: 0

**INFORMATION ITEMS:** (Information items are presented for information only, they can be discussed but do not require action.)

- a) Receive reports.
- b) Representative from RSMeacham CPAs to present financial reports.
- c) Representative from FFIT Consulting, LLC to present monthly report.

Dacia Phillips from RSMeacham CPAs presented the financials through February for the first 8 months of the fiscal year. Unrestricted cash is at \$3,336,553, and restricted cash is at \$951,630 for a total of \$4,288,183. That is \$422,282 higher than the end of the previous fiscal year and \$54,716 higher than the prior month primarily in restricted cash. At this point in the fiscal year, revenues should be at 66.67% or higher and expenditures should be at 66.67% or lower. In the General Fund total revenue is at \$1,160,185, and all primary sources of revenue are at or exceeding budget. The two under budget are “rentals, sales, miscellaneous” and “ambulance billings received”, but total revenue is at 86.24%. Expenditures are at \$895,505 which is 52.67% of budget. Some departments are over budget but most are under. After interest income and transfers, revenues exceed expenditures by \$164,635. \$350,000 were budgeted to be transferred from NCUA, but those transfers have not been necessary. In the Light and Water fund the electric department is at operating income of \$427,372 with one large expenditure this month of \$26,230 for utility poles. In the water department, without the waterline projects, operational income is at \$177,921. In the water projects the city has spent \$1,163,847, almost \$900,000 is from OWRB. Sewer department operating income is at \$112,280. Garbage operating income is at \$51,207. After administrative revenue and expenditures net income is at \$86,106. In the Capital Projects fund the only activity is interest income and the monthly transfer of \$25,500. Sales and Use tax are shown through March. March Sales tax was \$89,631, Use tax was \$12,226. For Sales Tax for the first nine months of the fiscal year, the city has collected \$901,790.18 compared to the same period last year of \$839,855.21 for

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an increase of \$61,934.97 or 7.37%. In Use tax for the first nine months of the fiscal year, the city has collected \$185,932 compared to \$138,944.19, for an increase of \$46,986.13.

Interim City Administrator Vicki Hagerman gave reports on the departments and city operations. She is working on getting packets together for new council members. She spoke on the progress at Family Dollar, and stated that the foreman was moved to a different town and things are moving forward much quicker. She furthered that this process has shown that it would have been nice to have a certified inspector the city could contract with on large projects, where the fees would be passed to the builder or homeowner. Hagerman stated that she, along with RSMeachams and the mayor, have begun working on the budget. Vicki Hagerman, Lawana Price, and Karla Ferrero attended a Human Resources training. The Police Department had 262 calls for service, including 140 traffic stops and 20 animal calls, with 4 animals being impounded. The code Ford pickup got a new belt tensioner and is running again. The PD issued 42 citations for revenue of almost \$9,000 last month. Denney and a new officer, if hired, will be attending code enforcement training. City Hall has generated a new form for the town-wide cleanup to test in response to previous issues. Electric set new poles at the RV park and hooked up a transformer; they also fixed broken poles and underground at Dollar General and fixed a broken pole due to winds. Street has been spraying weeds, preparing for spring, and replacing blacktop in areas with water leaks and potholes. In the Sewer Department, David has been training Donnevan and Mason to take over when he retires. In the Water Department has been fixing many leaks. A company was hired to wash and sandblast the clearwell, and there have been no nitrate readings over 7.6. On March 20<sup>th</sup> the reading was 7.4. On the Water Tower Project the pipe and fittings are done and ready to be connected, but additional pipe repairs under the tower were found and a change order, once generated will be brought to you. They are still waiting on the butterfly valve. Once this is complete, the tower will be ready for disinfectant. On the waterline replacements, the waterlines have been completed and site cleanup and sodding is in progress. There is some contingency money left on the water line replacement project and the City has asked DEQ for more lines. They have indicated that is a possibility, and if so there will be a change order on a future agenda. The CDBG water line project has started on Crider and they intend to begin installation along Grant street.

**PUBLIC REMARKS:** (This time is set aside to allow the public opportunity to remark on agenda items only. Time will be limited to 3 minutes.)  
None.

**DISCUSSION ITEMS:**

- a) Building at 106 S College  
Council Member McLaughlin stated that he asked for this item to be on the agenda because nothing has changed since the previous owner. Council Member Boone stated that he was unsure if he was clear to start, but that he was ready to begin working anytime, but wanted to make sure that he was clear to start. City Attorney Johnny Beech gave a brief history of the actions taken regarding the property. The previous owner deposited approximately \$2,000 as a fine, and was ordered that he had 90 days to clean up the property. The 90 days has since expired, and the funds are clear to be deposited with the clerk into the General Fund as fine monies. Boone asked if the funds could be used for the building and Attorney Beech responded that council would then have to appropriate the funds and assign them to building repair. Council Members McLaughlin and Smith stated that since a council member owns the building they do not think it would look good to assign those funds as such. Attorney Beech stated that he would have to abstain. Council

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Member Newman stated that he thought the reason they city had not touched it to begin with was to avoid placing liability on the city. Mayor Beech asked what Boone planned to do with the property; Boone responded a garage. Attorney Beech stated that in this matter, he was legally clear to start work. He further stated that he would give the funds to the clerk to deposit into the General Fund.

b) Foss Reservoir Master Conservancy District 2023 Budget Letter

Mayor Beech and Council Member McLaughlin explained background on Foss and the current issues in the budget together. The City of New Cordell is part of a conservancy with Bessie, Hobart, and Clinton that set up a contract to help insure the towns always had a water supply. These are 50 year contracts, and the city is only about 20 years in. McLaughlin is on the Foss Reservoir Conservancy Board for New Cordell. They explained that Foss was completing a project to change the filtration system and replace the outdated system. McLaughlin explained why the construction and system changes were needed, and that keeping the current system would be cost prohibitive as well, but over a longer timeframe. Beech stated that his primary concern was the pass through cost to the citizens. They further explained that the City does not have a say in the budget, except that they pick the person to fill New Cordell's seat on the Board. That seat is up to be appointed, and McLaughlin intends to step down. Beech stated to council the importance of picking someone who understands water systems, city budgets, and that will fight for the city. He further stated that this appointment will appear as a voting item on a future agenda.

### CONSENT AGENDA:

- a. **Approve Minutes from Regular Meeting on March 21, 2023.**
- b. **Approve Financial Reports Period 8, February 2023.**
- c. **Approve Expenditures Period 8, February 2023.**
- d. **Approve Payment to Myers Engineering in the amount of \$3,782.98 for Invoice #221262-3 Cordell – 2021 CDBG Water Project.**
- e. **Approve Payment to Myers Engineering in the amount of \$7,288.50 for Invoice #221039-19 Cordell – Water System Improvements.**

Council Member Bardwell made a motion to adopt the consent agenda. The motion was seconded by Council Member Holman.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman, Smith.

Nay: 0

Motion carried: Aye: 8

Nay: 0

### POTENTIAL VOTING BUSINESS:

- A. **Consider, discuss and/or possible take action on Agreement for Physician Medical Director for the Cordell EMS.**

Administrator Hagerman explained that in order for an ambulance or fire department to provide medical treatment the Department of Health requires that they have a Physician Medical Director to provide emergency authorization. Mayor Beech further explained that they are actually required to keep two physicians retained so there can be someone on call 24/7. This is one reason

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the City is looking at using a contractor, because there are not two doctors in Cordell currently. The council asked if they were tied to this company, or if they could go back to two doctors in Cordell if another doctor came to town. Beech explained that they are one-year contracts, and they can discontinue with them following any contract term.

Council Member Newman made a motion to approve the Agreement for Physician Medical Director for the Cordell EMS. The motion was seconded by Council Member Bardwell.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman, Smith.

Nay:

Motion carried: Aye: 8

Nay: 0

### **B. Consider, discuss and/or possible take action on Agreement for Physician Medical Director for the Cordell Fire Department.**

Council Member Newman made a motion to approve Agreement for Physician Medical Director for the Cordell Fire Department. Motion was seconded by Council Member Bardwell.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman, Smith.

Nay: 0

Motion carried: Aye: 8

Nay: 0

### **C. Consider, discuss and/or possible take action on Chicken Ordinance 2023-01.**

City Attorney Johnny Beech spoke to the chicken ordinance, stating that he looked at similar ordinances from other towns including El Reno. Council Member Earlene Smith stated that she didn't like the rooster, and believed that 20 ft from the neighbor's house was too little. Council Member Jamie Bardwell stated that he had several citizens specifically mention wanting a rooster, and he felt we should allow. Council Member Earlene Smith stated that if it does not work out it can always be changed.

Council Member Bardwell made a motion to approve Chicken Ordinance 2023-01. Motion was seconded by Council Member Newman.

Vote called: Aye: Parsons, Bardwell, Holman, Boone, Newman, Smith.

Nay: Penner, McLaughlin.

Motion carried: Aye: 6

Nay: 2

### **D. Consider, discuss and/or possible take action on Stop Signs Around the Courthouse.**

Council Member McLaughlin started the discussion stating that he asked for this item to be on the agenda. He stated that he believed that the outside stop signs around the square should be yield signs, and that as it stands, if a large vehicle or trailer stops at the stop signs they block multiple

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lanes of traffic. Council Member Boone stated that those were supposed to be yield signs per the Department of Transportation manual but that DoT put in stop signs due to supply availability. Mayor Beech recommended the city ask DoT to make the outside signs yield signs. No motion was made. Mayor Beech appointed Administrator Hagerman to call Department of Transportation and ask them what it would take to get the outside stop signs around the square changed back to yield signs.

**E. Consider, discuss and/or possible take action on Payment to Inman Excavating in the amount of \$158,852.91 for Pay Application No. 1 – Water System Improvements – Waterline Replacements 18752 CDBG 18 & 18549 CDBG 21.**

Council Member Parsons made a motion to approve Payment to Inman Excavating in the amount of \$158,852.91 for Pay Application No. 1 – Water System Improvements – Waterline Replacements 18752 CDBG 18 & 18549 CDBG 21. Motion was seconded by Council Member Smith.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman, Smith.

Nay: 0

Motion carried: Aye: 8

Nay: 0

**F. Consider, discuss and/or possible take action on Approving up to \$7,500 for Fireworks.**

Council Member Smith made a motion to approve up to \$7,500 for Fireworks. Motion was seconded by Council Member Holman.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman, Smith.

Nay: 0

Motion carried: Aye: 8

Nay: 0

**NEW BUSINESS:** (Non-Agenda items or business. Discussion can be held, but action will be deferred until the next or some subsequent Regular or Special Meeting.)  
None.

### COUNCIL REMARKS:

Council Member Newman stated that this being their final meeting, he wanted to thank Council Members Bardwell, McLaughlin, Penner, and Mayor Beech. He further stated that he believed Interim City Administrator Vicki Hagerman to be one of Mayor Beech's greatest finds. Council Member Smith stated that she was very proud of what this council had accomplished, and cited the water projects. Council Member Boone stated that he has enjoyed the work and thanked the council. He suggested the city could hire a Public Information Officer to help spread word of the accomplishments. Smith added that she believed a mayor's column in the paper may be a useful tool. Boone stated he felt the city needed more online presence on social media and a website. Smith stated that the city has a website, it just needs

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updated. Council Member McLaughlin stated that water has been his goal, and now it is done. Boone stated that he has a request for there to be a budget workshop for this year's budget.

**MAYOR REMARKS:**

Mayor Beech stated that he appreciated everyone who helped with the water projects, past and current council members; the residents; a good accounting firm; Vicki; and Johnny. He furthered that this council has completed a lot of projects. He also asked that the council keep in mind that there are still a lot of projects still to complete—the swimming pool; street replacements; the electric; finishing the water; and increasing wages so the city can retain good employees.

**ADJOURNMENT:**

Council Member McLaughlin made a motion to adjourn. Motion was seconded by Council Member Newman.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman,  
Smith.

Nay: 0

Motion carried: Aye: 8

Nay: 0

The meeting was adjourned at 7:08 pm.

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Jerry Beech/ Mayor

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Karla Ferrero/ City Clerk