

NEW CORDELL CITY COUNCIL
Meeting Minutes of Regular Session
Monday, August 21, 2023

The New Cordell City Council met at the Cordell Community Center at 101 East Main behind City Hall on August 21, 2023 with six council members present including: Blake Reed, Sheri Parsons, Greg Cox, Bruce Wesner, Tad Boone, and Cheri Nabors. Also present were Mayor Phil Kliewer, City Attorney Shane Regier, Interim City Administrator Vicki Hagerman, and City Clerk Karla Ferrero. Council Members Lowell Holman and Earlene Smith were absent. The agenda was posted on Friday, August 18, 2023 before 6 pm in the front window of City Hall.

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

Mayor Kliewer called the meeting to order at 6:03 pm. City Clerk Ferrero called roll, and a quorum was declared to be present.

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.

Representative from RSMeacham CPAs was unable to attend. Interim City Administrator Hagerman gave a brief presentation of the financials through July for the first 1 month of the fiscal year.

Interim City Administrator Vicki Hagerman gave reports on the departments and city operations. In the Fire and EMS Departments they had 38 transports, the 2015 ambulance has been down with fuel pump issues, and they helped the school conduct a fire drill. The Police Department issued 89 tickets in July for a total of \$21,390. They also received the used PD units ordered on last year's budget with insurance and city funds, and received upgrades to 2021 Ford Explorers at no additional cost. Their body cameras are not working, and they are working out the cost and the budget. Denney and Newberry are training the rest of the department on Code Enforcement, there are 20 open tickets and several closed out. Any citizen wishing to initiate a complaint needs to come to City Hall and fill out a form. Hagerman looked into upkeep of alleys and verified is the responsibility of the property owner. Nabors asked about people who were incapable of performing property maintenance and Boone suggested they reach out to churches about assistance programs for mowing yards. The FEMA grant on the sirens came out to a cost difference of approximately \$86,000 which the City has requested from FEMA. The total cost on the project came out to \$126,290. At the airport there was water running into the north hangars, but dirt work has been done to divert flow. Charlie Brown retired from full-time and has been cleaning at the airport on a part-time basis. Since his retirement Department Heads have been reinstated and moving forward Mike, Mason, Chance, and Josh will be the heads of their departments. There will be CPR training on August 28th for department heads and any city staff that wants to and attend. At the pool the Electric department fixed the pool cleaner averting a \$6,000 expense, and a full report will be given on the pool season at the next meeting. The Electric department has the repaired OCR back, the extra has not arrived yet. They also took down the poles at the cemetery. The Street department picked up 72 dump truck loads following the last storm and has been black-topping around town. They also fixed a washout at the filter house. The Water department has been rotating wells to keep nitrates down, and the nitrates are back under 10, sitting at 9.8. There was a leak today (August 21, 2023) that caused low pressure in part of town. Inman is working on Crider now, and there may be water off in that area next Wednesday in the afternoon. Hagerman added that if there were any unreported complaints, those need to be turned in for the final review of the project.

NEW CORDELL CITY COUNCIL

Meeting Minutes of Regular Session

Monday, August 21, 2023

The City did receive the MODA grant in the amount of \$25,000. The plaques that were being cleaned and refinished are now completed. For the demolition and beautification projects Hagerman is working on putting together RFPs, which will be published on August 30th and September 6th. Bids should appear on September's agenda. Regarding Family Dollar, the City has been dealing with the contractors, property managers, and Family Dollar to resolve the drainage issue. The City has received a new set of plans for a drainage proposal, which has been given to the engineers. There are also still electrical issues inside the building. DEQ has released new mandates for lead and copper service lines which requires all lines must be inventoried by October 16, 2024. This inventory must include all service lines, public and private. Hagerman will attend a meeting on the 24th to get more details on the project. The City needs updated mapping of lines in place, ORWA has mapping assistance and the City will be working on updating maps as possible with this information.

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:

None.

CONSENT AGENDA:

- a) **Approve Minutes from Regular Meeting on July 17, 2023.**
- b) **Approve Financial Reports Period 1, July 2023.**
- c) **Approve Expenditures Period 1, July 2023.**
- d) **Approve Mediclaims Write-offs in the Amount of \$3,473.69.**

Council Member Boone stated that he had asked for vendor fees to be addressed on the next agenda, not a future agenda and asked that Item A be removed from the consent agenda.

Council Member Boone made a motion to adopt the consent agenda without Item a). The motion was seconded by Council Member Wesner.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

POTENTIAL VOTING BUSINESS:

- A. **Consider, discuss and/or possible take action to acknowledge acceptance of fiscal year 2022 audit as presented by Britton, Kuykendall, and Miller CPA's PC.**

James Kuykendall of Britton, Kuykendall, and Miller CPA's PC presented the Fiscal Year 2022 Audit. Kuykendall stated that the audit went well except for a software issue on a report with the software company that has been fixed. Everything looked to be in good order, and following compliance at the state and federal level.

Council Member Parsons made a motion to acknowledge acceptance of Fiscal Year 2022 audit as presented by Britton, Kuykendall, and Miller CPA's PC. The motion was seconded by Council Member Cox.

NEW CORDELL CITY COUNCIL

Meeting Minutes of Regular Session

Monday, August 21, 2023

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

**B. Consider, discuss and/or possible take action on Sealed Bids received on Tract 1:
Agricultural Land Lease.**

Tract 1 had two bids. City Clerk Ferrero opened the envelopes and passed them to Interim City Administrator Hagerman to announce. Brent Ball bid \$1,200/year, and Landon Jones bid \$1,650/year.

Council Member Cox made a motion to accept Landon Jones's bid in the amount of \$1,650/year for Tract 1. Motion was seconded by Council Member Boone.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

**C. Consider, discuss and/or possible take action on Sealed Bids received on Tract 2:
Agricultural Land Lease.**

Tract 2 had one bid. City Clerk Ferrero opened the envelope and passed it to Interim City Administrator Hagerman to announce. Brent Ball bid \$150/year.

Council Member Cox made a motion to accept Brent Ball's bid in the amount of \$150/year for Tract 2. Motion was seconded by Council Member Reed.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

**D. Consider, discuss and/or possible take action on Sealed Bids received on Tract 4:
Agricultural Land Lease.**

Tract 4 had one bid. The bidder, Allen Wedel, put his bids for both Tract 4 and Tract 5 in one envelope. City Clerk Ferrero opened the envelope and passed it to Interim City Administrator Hagerman to announce. Allen Wedel bid \$2,133/year on Tract 4.

Council Member Nabors made a motion to accept Allen Wedel's bid in the amount of \$2,133/year for Tract 4. Motion was seconded by Council Member Parsons.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

NEW CORDELL CITY COUNCIL

Meeting Minutes of Regular Session

Monday, August 21, 2023

E. Consider, discuss and/or possible take action on Sealed Bids received on Tract 5: Agricultural Land Lease.

Tract 5 had one bid. The bidder, Allen Wedel, put his bids for both Tract 4 and Tract 5 in one envelope. The envelope was opened to view the bid for Tract 4. Once a motion was made on Tract 4, Interim City Administrator Hagerman announced the bid on Tract 5. Allen Wedel bid \$401/year on Tract 5.

Council Member Parsons made a motion to accept Allen Wedel's bid in the amount of \$401/year on Tract 5. Motion was seconded by Council Member Boone.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

F. Consider, discuss and/or possible take action to Authorizing Application for Financial Assistance through the T-Mobile Grant Program.

Interim City Administrator Hagerman explained what the grant could be used for, and stated she would appreciate any suggestions Council had for what Cordell needed within those uses.

Council Member Boone made a motion to authorize application for financial assistance through the T-Mobile Grant Program. Motion was seconded by Council Member Cox.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

G. Consider, discuss and/or possible take action to approve Letter of Support for TSET Innovations in Built Environment Grants.

Melinda Laird from Cordell Memorial Hospital explained what the grant would be for, and some information on getting the grant. Council asked questions regarding the TSET Grant and whether it would be the City or the Hospital actually going out for the grant. Hagerman, Kliewer, and Laird explained that the Hospital was the entity going out for the grant, but that a letter of support from the City goes a long way in the application process.

Council Member Boone made a motion to approve Letter of Support for TSET Innovations in Built Environment Grants sought by the Cordell Memorial Hospital. Motion was seconded by Council Member Parsons.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

H. Consider, discuss and/or possible take action on Payment to Inman Excavating in the amount of \$97,364.47 for invoice for Pay Application No. 5 – Water System Improvements-Waterline Replacements 18752 CDBG 18 & 18549 CDBG 21.

NEW CORDELL CITY COUNCIL
Meeting Minutes of Regular Session
Monday, August 21, 2023

Council Member Boone made a motion to approve Payment to Inman Excavating in the amount of \$97,364.47 for invoice for Pay Application No. 5 – Water System Improvements- Waterline Replacements 18752 CDBG 18 & 18549 CDBG 21. Motion was seconded by Council Member Wesner.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
 Nay: 0

Motion carried: Aye: 6
 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 Boone asked about social media presence, Facebook access, and about the City hiring a Public Information Officer (PIO) to put something positive out there. Boone also stated he would like to see more information on the website. Hagerman responded with information about the website alerts, that she would work to get Facebook access, and with the costs associated with a PIO along with explaining that it is uncommon for small towns to have one. Hagerman further added that she has worked in many towns, and they all face the same types of social media groups that exist in Cordell. Hagerman furthered that she would add the suggestions for the website to the list. Mayor Kliewer suggested that a PIO can be a discussion for in the future, but that the City has enough on its plate right now. Boone suggested Council Member information should be made available at City Hall. Hagerman stated that they can put one together for e-mails but would like input from individual members for more contact information. Council Member Nabors stated that we are all in this together, and all have so much on our plates already. Nabors also inquired about the line item on the Inman Invoice for tree removal, Hagerman and Kliewer explained there are many background costs and compliance measures that fall behind each of these line items to meet grant requirements, especially with federal funding.

MAYOR REMARKS:

Mayor Kliewer provided information on beautification and demolition projects and funding. He stated that when the demolition begins, the parking lot behind the building will need to be kept clear for approximately three weeks. Funding for downtown landscaping is \$88,700, with about \$38,700 of that funding from sources other than the City and the MODA grant. Kliewer further stated that approximately another 20-25 thousand is needed, and that he wants to make sure to include recognition for the donors in the updates. City Administrator Hagerman explained that the funds would appear on the financials under Capital Projects and was being tracked separately via an excel spreadsheet. Kliewer stated that he has asked Hagerman to verify the City is getting competitive rates on accounts such as CDs and checking accounts. Kliewer thanked Vicki Hagerman for her hard work, both on the days she is here and for all the work she does from home. Kliewer updated council that the city is close on the gun range, and making progress on pickleball. Kliewer and Hagerman commented on potential future decisions for the pool area and grant funds. Council asked about looking into a penny tax to help cover pool updates potentially. Kliewer stated he tried a half-cent tax last time he was mayor, but it did not go through.

NEW CORDELL CITY COUNCIL
Meeting Minutes of Regular Session
Monday, August 21, 2023

ADJOURNMENT:

Council Member Boone made a motion to adjourn. Motion was seconded by Council Member Cox.

Vote called: Aye: Reed, Parsons, Cox, Wesner, Boone, Nabors.
Nay: 0

Motion carried: Aye: 6
Nay: 0

The meeting was adjourned at 7:26 pm.

Phil Kliewer/ Mayor

Karla Ferrero/ City Clerk