

NEW CORDELL CITY COUNCIL

Meeting Minutes of Regular Session

Monday, November 21, 2022

The New Cordell City Council met at the Cordell Community Center at 101 East Main behind City Hall on November 21, 2022 with seven council members present including: Zetta Penner, Sheri Parsons, Steve McLaughlin, Jamie Bardwell, Lowell Holman, Tad Boone, and James Newman. Also present were Mayor Jerry Beech, City Attorney Johnny Beech, Interim City Administrator Vicki Hagerman, and Deputy City Clerk Karla Ferrero. Council Member Earlene Smith was absent. Others in attendance were Dacia Phillips of RSMeacham CPAs, Clyde Morgan of SWODA, Police Chief Dustin Denney, and Officer Duell Newberry.

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

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

MOTION AND VOTE TO ADOPT AGENDA:

****Council Member Lowell Holman Arrived at 6:02****

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

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman.
Nay: 0

Motion carried: Aye: 7
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 the first 4 months, through October 31st. On the cash schedule the city has \$2,882,750 in cash accounts, most of which is in NCUA. In CD's there is \$397,724. This gives a total of \$3,280,474 in unrestricted cash. Total restricted cash is at \$978,351 which is primarily ARPA funds and the Grant Funds 2 Account. Total cash is at \$4,258,825 which is an increase of \$511,059 over the prior month and over \$392,924 from the end of the previous fiscal year. 4 months is 33% of the way through the year, so the revenue goal is to be at about 33%. For expenditures the city would like to be at 33% or lower. Total revenue for the city is \$608,758 or 45%. The primary sources of revenue mostly are at or exceed budget. Total expenditures are at \$487,671 or 29%. The only expenditure that stands out is a \$2,500 repair to the backhoe in the Street Department. After interest income and transfers, the city has collected \$66,099 more than the city has spent. That is up about \$19,000 over the prior month. Electric operating income is at \$276,628 or 37% with a large expenditure of \$16,562 for a transformer for Family Dollar. Water operating income shows expenditures of \$503,558 more than revenue, but \$639,00 of that is the water projects year to date this fiscal year. Sewer operating income is at \$58,728 and had a large expenditure of \$4,810 for chemical treatment. Garbage operating income is at \$27,403, which is at 30%. After administrative revenues and expenditures, the city has total

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net income to date of \$140,019 which is down \$11,809 from the prior month primarily due to a transfer of \$116,511 to the Capital Project fund for the sirens. In Capital Projects Capital Outlay is \$114,290 with \$104,750 of that is for the sirens. The year to date net income is \$3,741 in Capital Projects. In Sales Tax for the month of November the city collected \$102,676. Compared to the same period of time last year through the first 5 months of the fiscal year the city has collected \$40,714 or 8.54% more. In Use Tax for the month of November the city collected \$13,650 which is pretty close to last November with \$13,528. Year to date the city is up \$43,473 through the first five months of the fiscal year compared to the same period last year for an increase of 61.02%. That increase came from August use taxes.

Council asked what the answer is for ambulance billing being at 21%. Hagerman responded that as a result of them being at Paramedic School they got behind on submitting billing. Council asked if the city would be reimbursed for the Family Dollar transformer, and was informed that the city already was, but that the revenues hit a different month. Hagerman added that the sirens are the opposite, they have already paid for them but are trying to get more reimbursement from FEMA.

Interim City Administrator Vicki Hagerman gave reports on the departments and city operations. In the Police Department one officer quit in October, causing reserves to be heavily used. One applicant has been interviewed, she has correctional experience but is not CLEET certified. Chief Denney went to Chief school. The Police had 238 calls for service. There was an assault and robbery at the hotel, the OSBI are involved. There was an incident of bank fraud, and the City Police are working with the Oklahoma Attorney General. The Police Department received one grant but did not receive the DoC grant. Hagerman completed the closeout on the 2017 FEMA grant for debris removal, the city is waiting on the state portion. The ARPA funds took longer to be delivered than expected, but the City received \$1124 more than was expected. The DWSRF loan forgiveness application is currently waiting on DEQ Environmental Review, the application is expected to be submitted by January. Attended workshop/webinar for the ARPA/OWRB grant. Request for Proposal sent to four engineers for the Water Project the city only received two responses, and on a point system Myers received the contract. Hagerman, Price, and Ferrero attended the CDBG training, and the PeopleSoft account for the grant has been set up. The Water and Electric installed a new Polar Shed at Adams Lake for the chlorine room. Eve Adams from DEQ inspected Cordell's system and left happy. Duke serviced 6,000 feet of the worst sewer line, with a coating that clears and protects the lines and is guaranteed for two years. All paperwork for the Family Dollar has been completed, and demolition has started. The City held a City-Wide Dump Week the last week of October, and collected 30 dump trucks worth of trash, and 15 of tree limbs. This filled seven rolloff dumpsters. The tree limbs were burned 11-21-22. The City has hauled in salt and sand for the winter. The new ambulance is here, and the crew is working on fitting it, and getting it ready for certification. Approximately 75% of the Water Line Replacement Project lines have been installed, and two fire hydrants were moved for access. The contractor plans to make the connection to the existing main at Dena at 14th next week and has been advised to clean up at the sites more thoroughly once finished. There are some lines where the hole is being left open because they are stalled waiting for parts. On the Water Tower Project the tower safety devices have been installed and the city is also waiting for parts there. The conversion to chloramine is nearly completed, and sampling was within DEQ specifications.

Council Member Parsons asked how long the certification process on the ambulance may take. Hagerman responded that in some places it takes 3 or more months and there are some repairs needed that are being completed.

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.

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DISCUSSION ITEMS:

None.

CONSENT AGENDA:

- a) Approve Minutes from Regular Meeting on October 17, 2022.
- b) Approve Financial Reports Period 4, October 2022.
- c) Approve Expenditures Period 4, October 2022.
- d) Approve Payment to Myers Engineering in the amount of \$10,745.70 for Invoice #221039-15 Cordell — Water System Improvements.
- e) Approve Payment to Myers Engineering in the amount of \$1,892.80 for Invoice #220065.19 Potable Water System Hydraulic Model and Analysis and Disinfection Feed.
- f) Approve Payment to Myers Engineering in the amount of \$16,006.08 for Invoice #221262-1 for Cordell—2021 CDBG Water Project.
- g) Approve Payment to METCO in the amount of \$349.25 for Invoice #14850CC for Cordell Water Vault.
- h) Approve Payment to Lonehickory Cattle L.L.C. in the amount of \$94,225.75 for Pay Application No. 2.
- i) Approve Payment to Young Contracting, LLC in the amount of \$19,284.64 for Pay Application #10, for Project #Y2114 Cordell Water System Improvements.
- j) Approve Payment to Young Contracting, LLC in the amount of \$19,423.77 for Pay Application #11, for Project #Y2114 Cordell Water System Improvements.

Council Member Newman 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.
Nay: 0

Motion carried: Aye: 7
Nay: 0

POTENTIAL VOTING BUSINESS:

A. Consider, discuss and/or possible take action on 2023 City of New Cordell City Council Regular Meeting Schedule.

Council Member Boone made a motion to approve the 2023 City of New Cordell City Council Regular Meeting Schedule. The motion was seconded by Council Member Bardwell.

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

Motion carried: Aye: 7
Nay: 0

B. Consider, discuss and/or possible take action on 2023 City of New Cordell Holiday Schedule and make the Appropriate changes in the Employee Handbook.

Council Member Parsons made a motion to approve the 2023 City of New Cordell Holiday Schedule and make the Appropriate changes in the Employee Handbook. Motion was seconded by Council Member Holman.

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Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman.
Nay: 0

Motion carried: Aye: 7
Nay: 0

C. Consider, discuss and/or possible take action on Purchase Order: 2021CDBG23-0001, for CDBG Project Administration, Invoice ID 3386 in the amount of \$6,000.

Council Member Newman made a motion to approve the Purchase Order: 2021CDBG23-0001, for CDBG Project Administration, Invoice ID 3386 in the amount of \$6,000. Motion was seconded by Council Member Boone.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman.
Nay: 0

Motion carried: Aye: 7
Nay: 0

D. Consider, discuss and/or possible take action on Bids for Water System Improvements—Waterline Replacement, Project 18549 CDBG 21 Grant. Options:

- i. City approve an extra \$19,190.68 towards this project.
- ii. Submit Request to Oklahoma Department of Commerce for the additional \$19,190.68.
- iii. Request Change Order to reduce the project by the \$19,190.68.

Hagerman informed council that the bid tabulation was completed after the agenda was sent out and the amount was different than expected; rather than an additional \$22,613.86 needed, it was an additional \$19,190.68 needed.

Council Member Parsons made a motion to Submit Request to Oklahoma Department of Commerce for the additional \$19,190.68. Motion was seconded by Council Member Newman.

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman.
Nay: 0

Motion carried: Aye: 7
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:

None.

MAYOR REMARKS:

None.

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ADJOURNMENT:

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

Vote called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Newman.
Nay: 0

Motion carried: Aye: 7
Nay: 0

The meeting was adjourned at 6:28 pm.

Jerry Beech/ Mayor

Karla Ferrero/ Deputy City Clerk