

**NEW CORDELL CITY COUNCIL**  
**Meeting Minutes of Regular Session**  
**Monday, May 16, 2022**

The New Cordell City Council met at the Cordell Community Center at 101 E Main behind City Hall on May 16, 2022 with eight council members present including: Zetta Penner, Sheri Parsons, Steve McLaughlin, Jamie Bardwell, Buddy Holman, Tad Boone, Earlene Smith, and James Newman. Also present were Mayor Jerry Beech, Interim City Administrator Vicki Hagerman, and Deputy City Clerk Karla Ferrero. Others in attendance were Dacia Phillips, James Kuykendall, Sarah Lau, Darryl Anthony, Robert Venable, Bob Plummer, Lincoln Hunter, Seth Slaughterback, Melinda Laird.

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

Mayor Jerry Beech called the meeting to order at 6:04 pm. Deputy City Clerk Karla 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. Motion was seconded by Council Member Penner.

Vote Called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Smith, Newman  
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 Briton, Kuykendall & Miller, CPAs, PC to present FY 2020/2021 Audit**

**c) Representative from RSMeacham CPAs to present financial reports.**

**d) Representative from FFIT Consulting, LLC to provide monthly report.**

James Kuykendall from Briton, Kuykendall & Miller, CPAs, PC presented the Fiscal Year 2020/2021 Audit. Financially the city is better off than the year prior. General governmental activities were up \$491,000 compared to the year before. Business type activities were up \$530,796 compared to the previous year. Combined they are \$1,021,896 up from the previous year. For governmental activities, revenues, including transfers, were up roughly \$437,000 and expenditures were down \$31,000 compared to last year. Business type utilities, revenues were down about \$37,000 and expenditures were up 66,000 compared to last year. The net position of governmental activities was up about \$459,000, and the net position of business activities was down about \$105,000. Overall, the city did reduce out outstanding debt and bonds in both by about \$134,000. Our schedule of debt and service coverage, required to have a 1.2 ratio, the city has a 10.45 ratio. Regarding compliance with budget requirements the results are favorable, the city did not exceed appropriations, so requirements were met. Financial improvement since the previous year. Briton, Kuykendall & Miller have two opinions regarding the audit. Firstly, that they feel the financial statements presented here do represent the city fairly for the governmental and business activities for the period ended June 30, 2021. And secondly that based on internal controls, there are adequate controls and are meeting the regulatory requirements towards the city.

Dacia Phillips from RSMeacham CPAs presented the April financial report. The schedule of cash for the first 10 months of the year, as of April 30<sup>th</sup> is as follows, total unrestricted cash is at \$3,055,217, which is

up \$188,895 over last month. Restricted cash is at \$785,400 which is down \$100,634 from last month primarily from funds being used on the water projects. In total cash is up \$88,261 over the prior month. Within the general fund, looking at the first 10 months, the goal is for revenues to be at 83.33% or higher, and for expenditures to be at 83.33% or lower. Total revenues are at \$1,316,254 which is at 103% of annual budget, so the General Fund has already exceeded the annual budget. She stated that the budget amendments will increase that accordingly. Total expenditures are \$1,295,084 which is at 72% of budget. After transfers in and out there is at net loss of \$75,486 primarily because no operating has been transferred from Light and Water. A transfer from Light and Water will occur this month for General Fund to break even. The transfer will not be for the full amount that was budgeted. Within Light and Water, looking at the first 10 months, the goal is for revenues to be at 83.33% or higher, and 83.33% or lower for expenditures. Electric is at 90% of revenues and 98% of expenditures. Water operational revenue is at 80% and at 78% of operating expenditures. There is also the water project, lined separately, which was not budgeted, that is being fixed in the budget amendments. Garbage is at 80% revenue and 81% of expenditures. After non-operating type items, the city is at a net income of \$522,778, more of that will be expended in bond proceeds. Capital projects expenditures are \$327,158, and the transfer in is the monthly amount transferred in from the NCUA to cover capital expenditures. After incomes and expenses, the city has a loss of \$46,971 on the budget basis. In sales tax for the first 11 months of the year the city has collected \$1,025,805 compared to last year \$1,010,173 so the city is up about \$15,632 or about 1.55%. In use tax for the first 11 months of the year the city is at \$175,425 compared to last year at this point the city was at \$174,512, so the city is up about \$913 or 0.52%.

Interim City Administrator Vicki Hagerman presented reports on the Police, Code Enforcement/Animal Control, Customer Service, Trash, Water & Sewer, Streets, Parks, EMS/Fire, and Electric Departments. The Police Department has finished the background investigation of 3 more applications for Police Chief, two of the applicants are moving forward to interviews. The Police Department has created notice to claim property, a property release form, and a property transfer form, and held a training on how to use these. Dylan Roberts graduated CLEET, meaning all three officers are certified. One still out on workers' compensation but is hopeful to come back soon. The Police Department spent a lot of time dealing with Red Rock Behavioral Health, with officers were working with them for over three days. The Police Department had 221 calls for service, 1 citation, 2 domestics, 1 child abuse, 1 DUI, 1 collision, 3 burglaries, 1 carrying a weapon while under the influence. Code/ACO issued 5 warnings for dogs, 3 were left on premise, 17 code violation warnings, 6 of which he wrote tickets for. The city completed and submitted the project and expenditure report for the ARPA money. ORWB and Senator Inhofe's office are putting together a list of water and wastewater needs across Oklahoma. Mayor Beech and Interim City Administrator Hagerman submitted the wastewater treatment plant and the lagoon projects that were previously submitted for the extra ARPA funds. The project has been received and is being reviewed for eligibility. If the project is eligible, it will be ranked and added to the fundable portion of the Clean Water State Revolving Fund. REAP closeout documents for the \$65,000 were completed, for the telemetry portion of the water project. CDBG grant application has been submitted from the resolution approved at the last meeting. Interim City Administrator Hagerman worked with the department heads, Dacia, and the mayor to prepare the budget presented today. The office staff have been working on collections that are past due and some of the aged accounts that will have to be wrote off. Hagerman spoke with Crystal Bennett from Allied Waste after the last council meeting, she had been in contact with the General Manager, but Crystal Bennett is over city requests. Bennett would like a list of everything the city may want costs on, and Hagerman requested that she itemize costs by item. Bennett did say that they could shift the hours of the existing dump week to later in the day at no cost. Hagerman stated that once this was on the agenda, she would go more in depth on proposals for this. Hagerman asked that the council email her anything else they would want the trash company to price. In the sewer department they met with Young Construction and the electric contractors on SCADA projects and reviewed locations that needed to be completed first as the city is having a lot of problems with our current SCADA system. David, our wastewater department head, will be retiring at the first of next year, so training has been put in place for Mason and Donovan to learn his job. Street department has put in several tin horns and have been

spraying for weeds downtown and on the highway. The parks department is working on opening the pool. They have repaired piping to the chlorinator for the pool and have installed new vinyl tiles on the counter. They had 95 red tags this month. EMS and Fire Departments had 22 medical emergency fire/gas leak calls, and EMS went out on 25 calls. April 25<sup>th</sup> Fire/EMS class was presented training. Electric has had 16 outages, trimmed 7 trees, has been working with cable companies to fix and move lines, changed 9 cross-arms, and changed a transformer. Hagerman has been working with OMPA on our line maintenance membership, currently the city has about \$56,000-57,000 sitting in that fund that needs to be used by the end of June. However, the city cannot get needed materials on that timeline, these crews help cities to complete projects they couldn't complete otherwise. Hagerman and Chance LaVelle will meet with them next Wednesday to see what can be done to extend that or otherwise not lose that money. Hagerman held several planning sessions with LaVelle to see what needs fixed in the city. Hagerman is currently working on renewing our SAM.gov SAMs number, the official government-wide identifier used for federal awards. The issue is that Cordell's number shows us doing business as a Utility Authority as opposed to a municipality. On the water project, the polar shed structure has been bolted into the foundation and the grating has been placed over the primary and secondary trenches, all sewer and water lines have been installed, and they are tying in the new building. Next will be constructing the static mixer bolt on North side of Booster station which should begin this week. Sidewalk and remaining concrete work should also begin this week. On the water tower the new ladders and catwalks have been installed and the interior has been sandblasted and painted. Exterior will begin sandblasting and painting next week, supposed to be completed in the next four weeks. Waterlines west through town with Long Hickory hopes to move forward this week as well. No further contact on sirens, believed to still be waiting on poles.

**PUBLIC REMARKS:**

None.

**DISCUSSION ITEMS:**

None.

**CONSENT AGENDA:**

- a) **Approve Minutes from Regular Meeting on April 18, 2022.**
- b) **Approve Financial Reports Period 10, April 2022.**
- c) **Approve Expenditures Period 10, April 2022.**
- d) **Approve Payment to Myers Engineering in the amount of \$7,168.00 for Invoice #220065.14 Potable Water System Hydraulic Model and Analysis and Disinfection Feed.**
- e) **Approve Payment to Myers Engineering in the amount of \$9,849.50 for Invoice #221039-9 Cordell – Water System Improvements.**
- f) **Approve Payment to Young Contracting, LLC in the amount of \$74,307.66 for Pay Application #5, for Project #Y2114 Cordell Water System Improvements.**
- g) **Approve Payment to Elite Towers, Inc in the amount of \$314,804.10 for Pay Application #1, for Project No. 52-22-1001 Elevated Water Storage Tank Rehabilitation.**

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

Vote Called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Smith, Newman  
Nay: 0

Motion Carried: Aye: 8  
Nay: 0

**POTENTIAL VOTING BUSINESS:**

**A. Consider, discuss and/or possible take action to Approve the Proposed 2021-2022 Budget Amendments.**

Dacia Phillips from RSMeacham spoke to the council about the Proposed 2021-2022 Budget Amendments.

Council Member McLaughlin made a motion to approve the Proposed 2021-2022 Budget Amendments. Council Member Boone seconded the motion.

Vote Called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Smith, Newman  
Nay: 0

Motion Carried: Aye: 8  
Nay: 0

**B. Consider, discuss and/or possible take action on Resolution No. 2022-5. A Resolution of the City of New Cordell, Oklahoma, The New Cordell Utilities Authority and The Cordell Development and Redevelopment Authority adopting the Fiscal Year 2022-2023 and establishing amendment authority.**

Dacia Phillips from RSMeacham spoke to the council about the timeline the city is required to follow under the Municipal Budget Act. She also went over some of the highlights of the budget to give the council an overview on what it would look like. The council asked if it would be possible to have more time to review the budget. Phillips suggested that the council could hold individual briefings or a budget workshop meeting. Council Member Parsons made a motion to acknowledge receipt of the Fiscal Year 2022-2023 Budget. Council Member Bardwell seconded the motion.

Vote Called: Aye: Penner, Parsons, McLaughlin, Bardwell, Holman, Boone, Smith, Newman  
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 Members Newman and Parsons offer their congratulations to Seth and Amanda from the Cordell Fire Department for completing an EMT training class. Newman also asked if the electric department got the OCR at the substation replaced. Interim City Administrator Hagerman stated that yes, that has been taken care of.

**MAYOR REMARKS:**

None.

**ADJOURNMENT:**

Council Member McLaughlin made a motion to adjourn. Council Member Newman seconded the motion.

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

Nay: 0

Motion Carried: Aye: 8  
Nay: 0

The meeting was adjourned at 7:12 pm.

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Jerry Beech/ Mayor

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Karla Ferrero/ Deputy City Clerk