

# HARTSHORNE CITY COUNCIL REGULAR MEETING MINUTES

Hartshorne City Council  
City of Hartshorne  
520 S. 5<sup>th</sup> and Modoc  
(use cafeteria entrance)  
Hartshorne, OK 74547  
Date: 03.22.2021  
Time: 6:30 PM

Council Members, Gary Jackson, Roger Hemphill, Lauren Miller, Jessica Hackler, Sheryl Baker, Paul Marean, City Attorney, Joe Tate, Mayor, Ashley Faulkner, City Clerk, Elizabeth Wilson, and City Treasurer, Renee Montgomery, Open to Public.

1. Call to Order Time 8:07

2. Roll Call

Open Seat	1 _____
Paul Marean	2 <u>Present</u>
Sheryl Baker	3 <u>Present</u>
Jessica Hackler	4 <u>Present</u>
Open Seat	5 _____
Lauren Miller	6 <u>Present</u>
Gary Jackson	7 <u>Present</u>
Roger Hemphill	8 <u>Present</u>

- **Move to Item B**

B. Corrina Brown to address Council concerning tree that fell on property

- Ms. Brown voiced concerns about past damage to property and future concerns about possible property damage that could occur.

- Mayor advised Ms. Brown to stop at City Hall and pick up a Tort Claim from City Clerk.

C. Discussion, consideration and possible action concerning Corrina Brown's property.

- **STRIKE**

- **Move to Reports**

3. Reports

• **Financial Report**

- Verbal (Mike Kern)

- **Nutrition Report**
  - Will continue to serve delivery/pick up meals only. Unsure when in house dining will be opened back up to public. Stigler and Wilburton is open for meals ONLY with Social Distancing in place, following CDC Guidelines.
- **Clerk-Court/Ticket Report**
  - Report in Packet
- **Police Report**
  - N/A
- **Fire Report**
  - Report in Packet
  - There have already been over 30 calls for the month of March.
  - The licensing for construction of PWA Radio's is requiring a license with the FCC. The cost to do this is going to run between \$400.00 and \$500.00. Mayor advised to proceed.
- **Treasurer Report**
  - Packet
- **Street & Alley Maintenance Report**
  - Verbal – Wes Miller
  - Mayor advised she had spoken with County Commissioner, Charlie Rogers about a Pay and Partner with the County to asphalt roads
- **Code Enforcement/Animal Control Report**
  - Verbal/Email
- **Mayor Report**
  - Mentioned above in Street/Alley Report
- **Council Reports**
  - Ward 1 – Nothing to report
  - Ward 2 – Nothing to report
  - Ward 3 – Asked about advertising bids for the audit
  - Ward 4 – Nothing to report

4. Agenda

- A. Motion to approve Regular Minutes from the 02.22.2021 Meeting. (Miller requested that minutes be amended to reflect request to make meetings/minutes visible on website. This is currently on the minutes. Amendment does not need to be made.)

Motion \_\_\_\_\_ Hackler \_\_\_\_\_ Second \_\_\_\_\_ Miller \_\_\_\_\_

Roll Call

Vacant	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 - YES    0 - NO    Motion Passes

- D. David Spears to address council concerning move on structure at 1123 Shawnee.

- STRIKE

- E. Motion to table move on structure at 1123 Shawnee. If Code Enforcement provisions are met resident can proceed.

Motion \_\_\_\_\_ Hemphill \_\_\_\_\_ Second \_\_\_\_\_ Jackson \_\_\_\_\_

Roll Call

Vacant	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>No</u>
Jessica Hackler	4 <u>No</u>
Vacant	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>No</u>
Roger Hemphill	8 <u>Yes</u>

3 - YES    3 - NO    Motion Fails

- F. Motion to approve publication of annexation of property description 0000-01-04N-16E-0-411-01 located in PITTSBURG COUNTY, annexed to the City of Hartshorne Property (Ward 3). Property owners are Curtis Gregory Baker and Sheryl Christine Baker. Property address, as assigned by Public Service Company of Oklahoma is 511 South 3rd, Hartshorne, OK 74547.

Motion Jackson Second Hemphill

**Roll Call**

Vacant 1 \_\_\_\_\_  
Paul Marean 2 Yes  
Sheryl Baker 3 Pass  
Jessica Hackler 4 Yes  
Vacant 5 \_\_\_\_\_  
Lauren Miller 6 Yes  
Gary Jackson 7 Yes  
Roger Hemphill 8 Yes

4 - YES 1 - Pass Motion Passes

- G. Motion to convene into executive session in accordance with 25 O. S. § (B) (1) to discuss Police Chief pay from salary to hourly.

Motion Baker Second Hackler

**Roll Call**

Vacant Seat 1 \_\_\_\_\_  
Paul Marean 2 Yes  
Sheryl Baker 3 Yes  
Jessica Hackler 4 Yes  
Vacant Seat 5 \_\_\_\_\_  
Lauren Miller 6 Yes  
Gary Jackson 7 Yes  
Roger Hemphill 8 Yes

6 - YES 0 - NO Motion Passes

- H. Motion to table changing Police Chief position from a salaried position to an hourly position.

Motion Baker Second Miller

**Roll Call**

Vacant Seat 1 \_\_\_\_\_  
Paul Marean 2 Yes  
Sheryl Baker 3 Yes  
Jessica Hackler 4 Yes  
Vacant Seat 5 \_\_\_\_\_  
Lauren Miller 6 Yes  
Gary Jackson 7 Yes  
Roger Hemphill 8 Yes

6 - YES 0 - NO Motion Passes

- I. Discussion, consideration, and possible action on repealing Chapter 20, Article 1, Section 20-3 – Side by Side Business Trash Requirement

- **STRIKE**

- J. Discussion, consideration, and possible action to approve emergency clause for Chapter 20, Article 1, Section 20-3 – Side by Side Business Trash Requirement

- **STRIKE**

- K. Motion to approve the Revised Employee Leave Policy as follows:

Vacation:

*3.08.01 Paid Annual leave is granted to full-time associates*

*3.08.02 Part-Time and temporary associates are not eligible to accrue annual leave.*

*3.08.03 Full-time associate is eligible to use accrued annual leave after he or she has completed ninety (90) calendar days of employment with the City of Hartshorne.*

*3.08.03.1 Annual leave will accrue during a full-time associates first ninety (90) days of employment in a full-time position; however, it may not be used until the pay period following the completion of the ninety (90) days.*

*3.08.04 Requests for annual leave must be made to the associate's supervisor/manager for consideration.*

*3.08.05 Available annual leave balance is paid out upon separation of employment.*

*3.08.05.1 Annual leave shall be forfeited due to theft and/or embezzlement.*

*3.08.05.2 Annual leave shall be forfeited due to lack of proper two week notice.*

*3.08.06 0-3 service years as full-time associate 40 hours annual leave 3 service years and up as full-time associate 80 hours annual leave. No accrual.*

*3.08.07 Use it or lose it by December 31<sup>st</sup> annually*

Sick Leave:

*3.09.01 Paid sick leave is granted to full-time associates*

3.09.02 Part-Time and temporary associates are not eligible to accrue sick leave.

3.09.03 Sick leave shall be used by the associate to care for themselves or the associate's immediate family member due to an illness, accident, or medical appointment for a limited period of time.

3.09.04 Full-time associate is eligible to use accrued sick leave after he or she has completed ninety (90) calendar days of employment with the City of Hartshorne.

3.09.04.1 Sick leave will accrue during a full-time associates first ninety (90) days of employment in a full-time position; however, it may not be used until the pay period following the completion of the ninety (90) days.

3.09.04 Requests for sick leave must be made to the associate's supervisor/manager for consideration.

3.09.05 Associates shall provide verifiable documentation from a medical provider to their immediate supervisor upon request. If an associate is off work for longer than three (3) days, such documentation shall include instructions on when the associate is permitted to return to work.

3.09.05.1 Any medical documentation received by the supervisor/manager must be submitted to timekeeper upon request.

3.09.06 Available sick leave balance is not paid out upon separation of employment or change in status from full-time to part-time or temporary.

3.09.07 Accrual for full-time associates is 80 sick leave hours annually for full-time associates or 3.08 hours each pay period. Not to exceed 120 hours.

Motion     Miller     Second     Hackler    

**Roll Call**

Vacant Seat	1 <u>    </u>
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 <u>    </u>
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO                      Motion Passes

L. Motion to convene into executive session in accordance with 25 O. S. § (B) (1) to discuss accepting the resignation of Carolyn Holt

Motion Baker Second Hackler

**Roll Call**

Vacant Seat	1	<u>      </u>
Paul Marean	2	<u>Yes</u>
Sheryl Baker	3	<u>Yes</u>
Jessica Hackler	4	<u>Yes</u>
Vacant Seat	5	<u>      </u>
Lauren Miller	6	<u>Yes</u>
Gary Jackson	7	<u>Yes</u>
Roger Hemphill	8	<u>Yes</u>

6 – YES    0 – NO        Motion Passes

M. Motion to accept resignation of Carolyn Holt.

Motion Baker Second Hackler

**Roll Call**

Vacant Seat	1	<u>      </u>
Paul Marean	2	<u>Yes</u>
Sheryl Baker	3	<u>Yes</u>
Jessica Hackler	4	<u>Yes</u>
Vacant Seat	5	<u>      </u>
Lauren Miller	6	<u>Yes</u>
Gary Jackson	7	<u>Yes</u>
Roger Hemphill	8	<u>Yes</u>

6 – YES    0 – NO        Motion Passes

N. Motion to convene into executive session in accordance with 25 O. S. § (B) (1) to discuss hiring Kathy Wilcox at the Nutrition Center.

Motion Jackson Second Hemphill

**Roll Call**

Vacant Seat	1	<u>      </u>
Paul Marean	2	<u>Yes</u>
Sheryl Baker	3	<u>Yes</u>
Jessica Hackler	4	<u>Yes</u>
Vacant Seat	5	<u>      </u>
Lauren Miller	6	<u>Yes</u>
Gary Jackson	7	<u>Yes</u>
Roger Hemphill	8	<u>Yes</u>

6 – YES    0 – NO        Motion Passes

O. Motion to hire Kathy Wilcox at the Nutrition Center.

Motion \_\_\_\_\_ Baker \_\_\_\_\_ Second \_\_\_\_\_ Miller \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO            Motion Passes

P. Motion to approve the following abatements:

- Lot 8 & W 25' of Lot 9 Blk 99 A, 1125 Lehigh Avenue: CH 14, Art. 1, Sect. 14-1, (A.) 1, 2, 3, 5, 17 (B.) (C.) Dilapidated, unsecure structure, standing water, high grass & weeds. W.O. # 206
- Lot 6 Blk 130, 311 S.7th: Ch 14 Art. 1, Sect. 14-1, (A.) 1, 2, 3, 5, 14, 15,17 (B.) (C.) Dilapidated, unsecure, structure, high grass and weeds, multiple inoperable vehicles. W.O. #208
- Lot 8 Blk 130, 717 Carbon Avenue: Ch 14, Art. 1, Sect. 14-1, (A.) 1, 2, 3, 5, 17 (B.), (C.) Dilapidated, unsecure Structure, standing water. W.O.# 210
- Lots 10 & 11 Blk 148, 715 E. Choctaw Avenue: Ch 14, Art 1, Sect 14-1, (A) 1,2,3,5,12,13,14,15 (B) (C) Inoperable vehicle in easement, Inoperable vehicles in public view, extreme trash & debris in public view high grass. W. O. # 212
- Lot 3 Blk 156, 115 E. Choctaw Avenue: Ch14, Art1, Sect 14-1, 1, 2, 3, 5, 14, 15 (B) (C). Ch 23, Art2. Sect 23-11 (A) (AB) 1,2,3,5, 14,15, (B) (E) Inoperable travel trailers, Inoperable vehicles, Debris, inoperable vehicles in easement where potential underground utilities are present. W.O. # 214

Motion \_\_\_\_\_ Baker \_\_\_\_\_ Second \_\_\_\_\_ Hemphill \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO            Motion Passes



**Q.** Motion to place the remaining \$82,441.00 from the CARES ACT into a 3-6 month CD to use for a structure to house City Hall.

Motion \_\_\_\_\_ Jackson \_\_\_\_\_ Second \_\_\_\_\_ Miller \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO            Motion Passes

**R.** Motion to approve quote from Wav11 and make purchase of new PC's for Office Administration.

Motion \_\_\_\_\_ Jackson \_\_\_\_\_ Second \_\_\_\_\_ Hemphill \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO            Motion Passes

**S.** Motion to remove Weston Montgomery from the Fire Department.

Motion \_\_\_\_\_ Hemphill \_\_\_\_\_ Second \_\_\_\_\_ Jackson \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO            Motion Passes

T. Motion to remove Tyler Gwin from the Fire Department.

Motion Jackson Second Hemphill

**Roll Call**

Vacant Seat	1
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES 0 – NO Motion Passes

U. Motion to hire outside contract services to perform a property survey at City Hall, 1101 Pennsylvania Avenue to confirm property lines and legal description

Motion Jackson Second Hemphill

**Roll Call**

Vacant Seat	1
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES 0 – NO Motion Passes

V. Motion to accept proposals for the city ballfield contract. Proposal of Chris Burchfield is accepted contingent to providing insurance

Motion Baker Second Hackler

**Roll Call**

Vacant Seat	1
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES 0 – NO Motion Passes

W. Motion to pay the bills for the month of 02.01.2021 through 02.28.2021.

Motion \_\_\_\_\_ Baker \_\_\_\_\_ Second \_\_\_\_\_ Miller \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO            Motion Passes

**New Business**

Motion to open cleaning bids and accept the bid of Haven Bailey-Morgan in the amount of \$275.00 per month.

Motion \_\_\_\_\_ Baker \_\_\_\_\_ Second \_\_\_\_\_ Miller \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

6 – YES    0 – NO            Motion Passes

Motion to hire 3 seasonal employees, Jeffery Logston, Dusty Wright, and Richie Fry at \$8.00 per hour.

Motion \_\_\_\_\_ Baker \_\_\_\_\_ Second \_\_\_\_\_ Hemphill \_\_\_\_\_

**Roll Call**

Vacant Seat	1 _____
Paul Marean	2 <u>Yes</u>
Sheryl Baker	3 <u>Yes</u>
Jessica Hackler	4 <u>Yes</u>
Vacant Seat	5 _____
Lauren Miller	6 <u>Yes</u>
Gary Jackson	7 <u>Yes</u>
Roger Hemphill	8 <u>Yes</u>

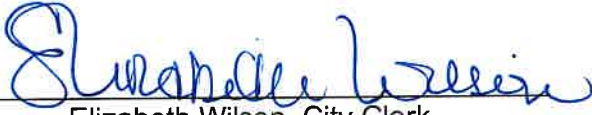
6 – YES    0 – NO            Motion Passes

Adjournment

Time 10:22



Ashley Faulkner, Mayor



Elizabeth Wilson, City Clerk

