

**MINUTES OF THE
REGULAR MEETING
OF THE
SOUTH COFFEYVILLE TOWN COUNCIL**

City Hall – 419 Willow
South Coffeyville, OK 74072
August 7, 2023
6:00 P.M.

1. The meeting was called to order by Mayor Aaron LeLaChœur.
2. The Pledge of Allegiance and prayer was led by Mayor Aaron LeLaChœur.
3. Answering roll call was Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.
4. Citizen Comments—Connie Henry addressed the council about the park on North Etchen. She had asked previously about an extra trash can and wooden swing for adults to swing on as well as a tether ball for the pole and the trash dumped. The trash was dumped and a tetherball had been placed on the pole. Maintenance would be bringing in another trash can and information on a swing was still being looked in to.
5. Vice Mayor Sarah Key made the motion to approve the minutes for the July 17, 2023 regular meeting and purchase orders for the Utility Fund, General Fund, Street & Alley, Fireman's Fund, and Meter Deposits Payable. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur. Jerome Gnatek abstained. He was not present at the July 17 meeting.
6. There were no consideration of items to be removed from the Consent Agenda.
7. Dorothy Perkins made the motion to approve a Building Permit at 204 E 7th to move an existing storage building. Jerome Gnatek seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.
8. Vice Mayor Sarah Key made the motion to approve the Town-Wide Fall Clean Up on October 14, 2023 from 8:00 a.m. to 2:00 p.m. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.
9. Mears Engineering addressed the council about the Hydraulic Analysis that had been done. Mayor Aaron LeLaChœur made the motion to move forward to the next phase in the process. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur. The town needed to complete a survey of citizens and find the percentage of Native American population for the town. The booster pump for the water tower and the amount of steel water lines were



discussed. The water tower capacity was sufficient, but was not filling 100%. A master plan to be made for future years was suggested.

10. Mayor Aaron LeLaChœur made the motion to table the action on the Dog Holding facility for South Coffeyville. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur. A few volunteers would like to create a nonprofit organization for the facility that currently houses 16 dogs.
11. Vice Mayor Sarah Key made the motion to accept and sign the Memorandum of Understanding between the Cherokee Nation and South Coffeyville Fire Department. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.
12. Vice Mayor Sarah Key made the motion to approve payment for poles and transformers from the ARPA Funds. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.
13. Vice Mayor Sarah Key made the motion to approve the Amendment to the waste collection agreement between the Town of South Coffeyville and Waste Connections of Oklahoma, Inc. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur. This will limit the number of bulk orders each week to 5 per week.
14. Vice Mayor Sarah Key made the motion to maintain \$20,000 in the General Fund Account and if a need to go below that amount, a consensus agreement will be needed by 3 council members. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur. Mayor Aaron LeLaChœur stated a purchase requisition would need to be turned in to the office prior to having something repaired.
15. Vice Mayor Sarah Key made the motion to approve to take the salary for the deputy clerk/treasurer from the Utility Account instead of the General Fund Account. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur. Kyle Lowrey and Jerome Gnatek abstained from the vote.
16. Mayor Aaron LeLaChœur made the motion to advertise for a full time and part time person for City hall. The part time position can not go over 32 hours. Vice Mayor Sarah Key seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.
17. Jerome Gnatek made the motion to convene to Executive Session to discuss an employee of the Town pursuant to Title 25 O.S. Section 307b(1). Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.



18. Vice Mayor Sarah Key made the motion to return to regular meeting and Mayor's Statement of Executive Session. Jerome Gnatke seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur

Mayor's Statement of Executive Session—Jenifer Hanigan resigned and her last day will be August 17, 2023.

19. Mayor Aaron LeLaChœur made the motion to accept Jenifer Hanigan's letter of resignation effective August 17, 2023. Vice Mayor Sarah Key seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.

20. New Business—None

21. Reports from the Departments:

Report from Wade Lamb, Chief of Police —Absent

Report from Jim Wilson, Fire Chief —Absent. Mitch Lakey reported Jim Wilson had been recognized as the state of Kansas Paramedic of the year 2023 recently.

Report from Steven Soule, Maintenance Superintendent —No report.

Report from Jenifer Hanigan, Deputy Clerk —No report.

Report from Mitch Lakey, Emergency Manager —No report.

Report from Aaron LeLaChœur, Mayor—No report.

22. Dorothy Perkins made the motion to adjourn. Vice Mayor Sarah Key seconded the motion. Yes votes were made by Dorothy Perkins, Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaChœur.

The meeting concluded at 8:29 P.M.

City Clerk/Treasurer:

A handwritten signature in black ink, reading "Jamie K Conley". The signature is written in a cursive, flowing style. The first name "Jamie" is written with a large, looped "J". The middle initial "K" is small and placed between the first and last names. The last name "Conley" is written with a large, looped "C" and a trailing flourish.