

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

City Hall -- 419 Willow  
South Coffeyville, OK 74072  
December 18, 2023  
6:00 P.M.

1. The meeting was called to order by Mayor Aaron LeLaCheur.
2. The Pledge of Allegiance was led by Mayor Aaron LeLaCheur, and prayer was led by Wade Lamb.
3. Answering roll call was Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur. Dorothy Perkins and Kyle Lowrey were absent.
4. Citizen Comments--None
5. Vice Mayor Sarah Key made the motion to approve the minutes for the December 4, 2023 regular meeting and purchase orders for the Utility Fund, General Fund, Street & Alley, Fireman's Fund, and Meter Deposits Payable. Jerome Gnatek seconded the motion. Yes votes were made by Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.
6. There were no consideration of items to be removed from the Consent Agenda.

Kyle Lowrey entered the meeting at 6:11.

7. David Clanin, CPA presented the FY23 Audited Financial Statements to the council. If possible next year preliminary books could be looked over April/May, and then departments could do their budgets May/June.
8. Jerome Gnatek made the motion to accept FY23 Audited Financial Statements as presented. Vice Mayor Sarah Key seconded the motion. Yes votes were made by Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.
9. David Clanin, CPA presented FY24 Budget and Estimate of Needs to the council.
10. Vice Mayor Sarah Key made the motion to approve the FY24 Budget and Estimate of Needs as presented. Mayor Aaron LeLaCheur seconded the motion. Yes votes were made by Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.
11. Vice Mayor Sarah Key made a motion to convene to Executive Session to discuss employees of the Town pursuant to Title 25 O.S. Section 307b (1). Jerome Gnatek seconded the motion. Yes votes were Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.



12. Vice Mayor Sarah Key made the motion to return to regular meeting. seconded the motion. Kyle Lowrey seconded the motion. Yes votes were made by Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.

Mayor's Statement of executive session—We discussed budgets up to July 2024. We will approve the budget minus the raises. We will review raises again in June/July 2024.

13. Raises were discussed regarding employees of the Town of South Coffeyville following executive session. Chief Wade Lamb asked if he needed to redo his budget because he had cut his budget to include raises. The council said it was not necessary. The council wanted to make sure the accounts were still improving before giving out raises.
14. Vice Mayor Sarah Key made the motion to approve Departmental budgets as presented, but without the raises. Kyle Lowrey seconded the motion. Yes votes were made by Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur. Raises would be reevaluated in June 2024.
15. Kyle Lowrey made the motion to approve the increase in water rates  
Residential –3% minimum with a multiplier of .00712  
Commercial—6% minimum with a multiplier of 1,000< at .00812 100,000< at .00912  
Industrial—24%minimum with a multiplier of 1,000< at .00812 500,000 at .00912  
750,000 at .0112 1,000,000 at .0125
16. Mayor Aaron LeLaCheur made the motion to approve the electric fuel cost at a rate of .0381541. Vice Mayor Sarah Key seconded the motion. Yes votes were made by Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.
17. Mayor Aaron LeLaCheur made the motion to transfer \$35,800.00 from the Fireman's Special Account into the Police Savings Account. Vice Mayor Sarah Key seconded the motion. Yes votes were made by Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.
18. The council discussed street lights in town and will reevaluate later.
19. New Business-None

**20. Reports from the Departments:**

**Report from Wade Lamb, Chief of Police** —Reported the past few years has hit us hard since Covid in 2020. The general fund is starting to come back up. The new police truck from the grant came in last Wednesday. They are working to get bids for lights and sirens. He had to order tires for the Durango. He appreciated the Christmas bonus from the town. He had a question as to which department was to budget court, judge, and attorney—administration budget?

**Report from Jim Wilson, Fire Chief** —Absent Steve Soule reported the FD had ordered foam and structure gloves.

**Report from Steven Soule, Maintenance & Office Superintendent** –Reported they had a renewal class for DEQ License for wastewater and water. Lane would be going for wastewater and water D license the next 3 days. Daniel was getting his class c lab license in February. The dump truck needs to go to another mechanic. The new hire no longer works for the town. He is still waiting on Ram Jack to call back. He encourages people to order online and have it shipped for the town to benefit the taxes.

**Report from Mitch Lakey, Emergency Manager** –Absent.

**Report from Aaron LeLaCheur, Mayor**–Reported a new refinery would be built in Cherryvale in 2025. It will bring 1500-2000 workers. The town would benefit to have the water study completed by Meers, but we need \$80,000 to have it done. The grow house in town sold and the new owner wanted to put in a 10,000 square foot building.

21. Vice Mayor Sarah Key made the motion to adjourn. Kyle Lowrey seconded the motion. Yes votes were made by Kyle Lowrey, Jerome Gnatek, Vice Mayor Sarah Key, and Mayor Aaron LeLaCheur.

**The meeting concluded at 8:06 P.M.**

City Clerk/Treasurer:

A handwritten signature in cursive script, reading "Janice K. Conley". The signature is written in dark ink and is positioned to the right of the printed text "City Clerk/Treasurer:". The signature is fluid and appears to be a personal signature.