

Regularly Scheduled <u>Vinita Utilities Authority (VUA) Meeting</u>
Tuesday, August 15, 2023, 5:30 p.m., City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma.

AGENDA

- 1. The Pledge of Allegiance and the Salute to Oklahoma Flag.
- 2. Roll Call.
- 3. Recognition of Visitors and Public Comments.
- 4. Consideration to approve Consent Agenda:
 - A. Minutes from the August 1, 2023 VUA Meeting.
- 5. Discussion, consideration and possible action to approve bid from contractor on Project NO: 23-07 for Sanitary Sewer Replacement; Rail Road Crossing Attucks.
- 6. VUA Superintendent Report.
- 7. Vote to enter into executive session:
 - A. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest 25 O.S. 307 (B)(4); Discussion of possible litigation against Orr Construction for work performed on Train #3 at Water Treatment Plant.
- 8. Vote to return to open session.
- Statement of Executive Session.
- Discussion, consideration and possible action on items discussed in Executive Session;
 Investigation or litigation against Orr Construction for work performed on Train #3 at Water Treatment Plant.
- 11. New Business.

12. Adjourn.

Brian Prince, Secretary

Posted August 11, 2023, at 1.30 Pm.

The regularly scheduled <u>Vinita Utilities Authority (VUA) Meeting</u> was held on Tuesday, August 1, 2023, 5:30 p.m., in the City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma. Public notice of the meeting was given by posting the agenda at City Hall on July 28, 2023 at 3:15 p.m. Legal Counsel: Leonard Logan

Mayor Josh Lee called the meeting to order at 5:30 p.m.

MEETING MINUTES

- 1. The Pledge of Allegiance and Salute to Oklahoma Flag was led by Michalyn and Preston Coppedge with Boy Scout Troop 1875 and Troop 934.
- 2. Roll Call. Members attending: Kevin Wofford, Roger Tyler, Stephanie Hoskin, Dale Haire, Danny Lankford, Skip Briley, Terry Young. Absent: John Swift.
- 3. Recognition of Visitors and Public Comments.

No cards or emails were submitted.

- 4. Consideration to approve Consent Agenda:
 - A. Minutes from the July 18, 2023 VUA Meeting.
 - B. VUA July 2023 Bills Payable.

Motion by Wofford, seconded by Young, to approve Consent Agenda. Motion: Passed.

5. Discussion, consideration and possible action on Invoice 23053191233 Renewal of Service Annual Public Water Supply in the amount of \$8,246.48.

Motion by Haire, seconded by Wofford, to approve Invoice 23053191233 Renewal of Service Annual Public Water Supply in the amount of \$8,246.48.Motion: Passed.

6. Discussion, consideration and possible action on Invoice 23060960138 Annual Non-Industrial Discharge Permit in the amount of \$8,803.54.

Motion by Young, seconded by Haire, to approve Invoice 23060960138 Annual Non-Industrial Discharge Permit in the amount of \$8,803.54.Motion: Passed.

7. VUA Superintendent Report.

Utility continued to make repairs on the distribution lines.

WWTP cleaned and drained Clarifier #2.

WWTP worked on the drying beds.

WTP ordered screens for the clear well completing the NOV per DEQ.

Solid Waste total tons to landfill 119.47.

8. New Business.

None.

9. Adjourned at 5:35 p.m.

Motion by Briley	v. seconded by	v Haire.	to adio	urn. Motion:	Passed.
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ATTEST:	Josh D. Lee, Chairman
Brian Prince, Secretary	

Vinita Utility Authority Superintendent report

Distribution

442455 E 200rd - service line

921 W. Canadian - 2" Main

819 W Canadian - 3/4 Main

460 N. Wilson - 2" Main

736 N Brown - 2" Main

434 N 2nd - 1" service line

102 Lewis Ave - 2" Main

122 S Brown - 3/4 service line

641 S Smith - riser/meter stop

Waste Water Treatment Plant

New call out system installed and is running properly

Installed new blades on Bobcat Mower

Fixed fuel leak on Bobcat Skid Steer

Received quotes for clarifier repairs and coating

Fixed grease issue on rotor number 1

Water Treatment Plant

Clarifier screens completed

Cleaned North Pond

Solid Waste

Replacing hydraulic lines on trailer 27



Regularly Scheduled Vinita City Council Meeting

Tuesday, August 15, 2023, immediately following the Vinita Utilities Authority (VUA) Meeting at 5:30 p.m., in the City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma.

AGENDA

- Roll Call.
- 2. Recognition of visitors.
- Veteran Recognition.
- 4. Consideration to approve Consent Agenda:
 - A. Actions taken during the VUA meeting.
 - B. Minutes from the August 1, 2023, City Council meeting.
 - C. Request from Vinita Chamber of Commerce for street closures for the Will Rogers Rodeo Parade August 23, 2022 starting at South
- 5. Discussion, consideration, and possible action regarding possible public nuisances:
 - A. Silas Hardrick; No Address: Legal Description: The North 50 feet of Lot 10 in Block 103 of the City of Vinita, Craig County, Oklahoma, according to the United States Government Survey and Plat thereof
 - B. Amos Yargee; 215 N. Foreman: Legal Description: The Southerly 50 feet of Lot 6 in Block 40 in the City of Vinita, County of Craig, State of Oklahoma
 - C. Debbie Tyler; 403 S. First: Legal Description: The N. 116.2 feet of Lot Two (2), in Block Ninety-three (93), in the City of Vinita, Oklahoma, according to the recorded Plat thereof, on file and of record in the office of the County Clerk of Craig County, State of Oklahoma
 - D. Clu D. Colvin; 524 N. Scraper: Legal Description: Lots 9 and 10, in Block 7, College Addition in the City of Vinita, Oklahoma, according to the United States Government Survey and approved Plat thereof
 - E. Velma Copland; 622 N. Gunter: LEGAL DESCRIPTION: Lots 15 & 16, Block 3, n Cherokee Addition to the City of Vinita, Oklahoma, according to the recorded Plat thereof, on file and of record in the office of the County Clerk, Craig County, Oklahoma
 - F. Jennifer Woolman; 134 S. Third: LEGAL DESCRIPTION: The Southerly Fifty (50) feet of Lot Ten (10), in Block One Hundred Eleven (111), to the City of Vinita, Oklahoma, Craig County



-Cont Agenda

- 6. Discussion, consideration, and possible action to appoint Jeff Woods as Emergency Management Director for the City of Vinita.
- 7. Discussion, consideration, and possible action with recommendations from the Public Safety Committee for accusation of the Oklahoma Humane/PAAS Building to be used as Vinita Animal Shelter.
- 8. Discussion, consideration, and possible action to retract payment from Police M/O Invoice No 668-233 from LensLock, Inc and pay payment out of Police Grant Fund in the amount of \$10,887.00.
- 9. Discussion, consideration and possible action to hire Gene Hernandez as Full-Time Cemetery/Parks Employee effective August 15, 2023.
- 10. Discussion, consideration, and possible action to approve Agreement with Okie Safety Consulting for the purpose of performing new and existing plan reviews/inspections, fire suppression, mechanical, electrical, plumbing, and or other plan reviews as needed.
- 11. Discussion, consideration, and possible action on Invoice RS00007641 in the amount of \$7,209.29 to MGMT and Enterprise Services for Liability Prop/Auto for Vinita Fire Department.
- 12. Discussion, consideration, and possible action on AFG Grant EMW-2022-FG05502 in the amount of \$165,000.00 for the purchase of 22 SCBA's.
- 13. Department Reports:
 - A. City Administrator Allen Goforth
 - B. Cemetery/Parks/Street Department James Tracy
 - C. Library Vanessa Hicks
 - D. Police Chief Mark Johnson
 - E. Fire Chief Kevin Huxtable
 - F. Code Enforcement Henry Goforth
 - G. City Clerk Brian Prince
 - H. Treasurer Paula Butcher
 - I. Mayor Josh Lee
- 14. New Business.
- 15. Adjourn.

Brian Prince, City Clerk

Posted August 11, 2023 at _/:30Pm

The regularly scheduled <u>Vinita City Council Meeting</u> was held on Tuesday, August 1, 2023 immediately following the Vinita Utilities Authority (VUA) Meeting at 5:30 p.m., in the City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma. Public notice of the meeting was given by posting the agenda at City Hall on July 28, 2023 at 3:45 p.m.

Legal Counsel: Leonard Logan

Mayor Josh Lee called the meeting to order at 5:35p.m.

MEETING MINUTES

1. Roll Call. Members attending: Kevin Wofford, Roger Tyler, Stephanie Hoskin, Dale Haire, Danny Lankford, Skip Briley, Terry Young. Absent: John Swift.

Motion by Young, seconded by Wofford, to approve roll call from VUA Meeting. Motion: Passed.

2. Recognition of Visitors and Public Comments.

No cards or emails were submitted.

- 3. Consideration to approve Consent Agenda:
 - A. Actions taken during the VUA meeting.
 - B. Minutes from the July 18, 2023, City Council meeting.
 - C. Minutes from the July 20, 2023, Special City Council meeting.

Motion by Haire, seconded by Young to approve Consent Agenda. Motion: Passed.

4. Discussion, consideration and possible action on Finance Ordinance 3818; Bills Payable.

Revise the Bills Payable:

Remove PO# 10933 in the amount of \$1,008.01 Change PO#115158 in the amount of \$1,110.60 to account 01-07-02 Fire M/O Change PO# 113030 in the amount of \$50,467.05 to account 01-14-22 Parks/REC Outlay.

Motion by Hoskin, seconded by Tyler, to approve Finance Ordinance 3818; Bills Payable with revision. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

Discussion, consideration and possible action on Finance Ordinance 3818 Emergency Clause.

Motion by Briley, seconded by Hoskin, to approve Finance Ordinance 3818 Emergency Clause. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

6. Discussion, consideration and possible action on North race route road closures for Hornet 5K Run September 23, 2023.

Motion by Wofford, seconded by Haire, to approve road closures for Hornet 5K Run September 23, 2023. Motion: Passed.

7. Discussion, consideration, and possible action on Resolution 2023-3819; CDBG Section 3 Plan, contract awarded from the Oklahoma Department of Commerce.

This is a section of the ADA Library CDBG Grant Documentation needed to receive the funding source.

Motion by Young, seconded by Wofford, to approve Resolution 2023-3819; CDBG Section 3 Plan, contract awarded from the Oklahoma Department of Commerce. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

8. Discussion, consideration and possible action on MOU between the Cherokee Nation and City of Vinita Police Department; mutually agreeing to achieve compliance with the use of resources provided the (RRR) Respond, Recover, and Rebuild Plan; Providing programs/services not limited to law enforcement, emergency dispatch, emergency medical and emergency fire response services.

Expenses from funds will be proposed to Public Safety Committee.

Motion by Hoskin, seconded by Tyler, to approve MOU between the Cherokee Nation and City of Vinita Police Department; mutually agreeing to achieve compliance with the use of resources provided the (RRR) Respond, Recover, and Rebuild Plan; Providing programs/services not limited to law enforcement, emergency dispatch, emergency medical and emergency fire response services. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

9. Discussion, consideration, and possible action on Invoice 668-233 from LensLock INC, in the amount of \$10,887.00

To be paid out of Police M/O.

Motion by Young, seconded by Tyler, to approve Invoice 668-233 from LensLock INC, in the amount of \$10,887.00. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

10. Discussion, consideration and possible action with recommendations from Police Chief Mark Johnson to hire Reina Jackson as a Full-Time Dispatcher effective August 1, 2023

Motion by Lankford, seconded by Hoskin, to approve to hire Reina Jackson as a Full-Time Dispatcher effective August 1, 2023. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

11. Discussion, consideration and possible action on AFG EMW-2022-FG-0115 Award Letter from Department of Homeland Security for the approval in the amount of \$351,251.00 overall grant for purchase of Tanker/Tender fire apparatus.

The cost to the City for match will be \$16,726.24 of the \$351,251.00 total grant.

Motion by Wofford, seconded by Briley, to approve AFG EMW-2022-FG-0115 Award Letter from Department of Homeland Security for the approval in the amount of \$351,251.00 overall grant

for purchase of Tanker/Tender fire apparatus. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

12. Discussion, consideration and possible action to approve Notice to be given as part of proposed annexation and directing publication thereof.

The proposal for annexation has been prepared with legal description and Exhibits with map and plan for extended services. This annexation will include up to 8 sq miles as permitted by statute. The letters of notice to all landowners and adjacent properties are being prepared by Logan and Lowry Law firm and set for the date of August 22, 2023 at 3:00 pm.

Motion by Lankford, seconded by Briley, to approve Notice to be given as part of proposed annexation and directing publication thereof. Roll Call: Aye votes: Tyler, Wofford, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

13. Department Reports:

Allen Goforth gave an update on the budget and continuing to work with developers and engineers on multiple projects.

Library Vanessa Hicks gave an update from the library and thanked the parks department for the new bike rack for the library.

Electronic reports were given by Chief of Police and Fire Chief on month end response calls.

14. New Business.

None.

15. Adjourned at 6:32 p.m.

Motion by Tyler, seconded by Briley to adjourn. Motion: Passed.

	Josh D. Lee, Mayor
ATTEST:	
Brian Prince, City Clerk	



Invoice

LensLock Inc. 13125 Danielson Street #112 Poway, CA 92064 866-536-7562

www.Lenslock.com

Chief Mark Johnson
Vinita Police Department
104 E Illinois Ave
Vinita, OK 74301

Invoice Number: 668-233 Date: 6/23/2023



Customer ID #	MEA Start Date	Sales Representative	Payment Terms	Due Date
222-668	7/15/2022	Zach Hernandez - ZSH@LensLock.com	Net 15	7/8/2023
Quantity		Description	Unit Price	1 Year Cost
	LensLock	5 year Equipment & Service Program		
9	Genesis 12 Body Worr	n Camera Service - EAP Discount	\$899.00	\$8,091.00
4	Genesis 12 Body Worr	n Camera Service - Reserve Officer	\$699.00	\$2,796.00
3	Genesis 12 Body Worr	Camera Service - Admin	\$1,099.00	Included
16	BWC Miscellaneous A	ccessories & UNLIMITED Data Plan	\$0.00	Included
1	Veritone Redaction - H	ourly	\$100.00	Included
1	CAD Integration	JUL 1 0 2023	\$0.00	Included
1		Maintenance Fee: Annual Fee	\$495.00	Included
	540 4 294 1 444 4 5 4 5 4 5 4 5 4 5 4 5 4 5 4 5	erm Period: 7/15/2023 - 7/14/2024	Sub Total	\$10,887.00
		"We Serve Heroes Every Day"	Sales Tax:	Exempt
	The	ank you for your business	TOTAL DUE	\$10,887.00
	Please send payments t	o: LensLock Inc. 13125 Danielson Street, #112 Pow	ay, CA 92064	



CITY OF VINITA

The City of Vinita, a City organized under the laws of the State of Oklahoma, and Okie Safety Consulting enter into this agreement August 15, 2023, for the purpose of performing permitting, new and existing building plan reviews/inspections, sprinkler suppression system plan reviews, fire alarm plan reviews, mechanical, electrical and plumbing reviews, CO2 system reviews, hood suppression system plan reviews, residential review and inspections, and annually required reviews and inspections.

City of Vinita and Okie Safety Consulting, upon subscription hereto by authorized representative, agree to the following terms and conditions:

1.0 STATEMENT OF WORK

- 1.1 Review and evaluate project designs to ensure drawings, specifications and supporting documents required are submitted properly and in compliance with adopted codes.
- 1.2 Conduct onsite inspections to evaluate life safety building elements, mechanical, electrical, plumbing and fire protection systems.

2.0 METHOD OF PAYMENT

The trade contractor and building contractor will pay the set amount per square foot directly to Okie Safety Consulting upon the submittal of plans. For any permits that Okie Safety issues, the City of Vinita will receive \$50.00.

FEE SCHEDULE

FEE SCHEDULE									
CODE COMPLIANO	CODE COMPLIANCE REVIEWS								
Plan Review Minimum Permit Fee	\$300.00								
Rates where total exceeds the Minimum Permit Fee are as follows:									
Commercial Fire and Life Safety Building Plan Review	\$.10/sqft								
Fire Suppression Plan Review	\$300.00 per system								
Sprinkler Plan Review	\$.03/sqft								
Fire Alarm or Hardwire Smoke Alarm Plan Review	\$.03/sqft								
Inspection fee	\$125.00 per hour 3 hour minimum								
Daycare Inspections – To be done annually, all will be completed in the same week	\$200.00								
Firework Stand Inspections	\$200.00								
State Required Inspections	\$300.00								
Civil Review and Inspection	\$125/hr with a \$300 minimum								
MEP Review	\$0.06/sqft *Per Trade or \$0.18/sqft *combined with a \$300 minimum								
Neighborhood Developments (Waterlines, Hydrants, Access Roads, and Entrances) Fees includes final inspection and plan review *Phased projects may impact fees	\$800.00 : 1-50 dwellings \$1,400.00: 51-100 dwellings +\$300.00 per every 50 additional dwellings								
Code Consulting	\$125.00/hr								

The agreement may be terminated by either party during the term upon thirty (30) days written notice to the other party or immediately upon breach of any term of this agreement. Upon termination the submitting parties shall pay Okie Safety for all work and services rendered, up to the time of the notice of termination, in accordance with the terms, limits and conditions of this Contract and Okie Safety shall tender any and all remaining documents in its possession to Vinita.

Jonathan Strahorn OKIE Safety	City of Vinita Official



INVOICE

Invoice No: Invoice Date: Page: RS00007641 08/03/2023 1 of 1

Customer No: Payment Terms

Payment Terms: Due Date: 0000030922 On Receipt 08/03/2023

Bill To:

VINITA FIRE DEPARTMENT 203 W CANADIAN AVE. VINITA OK 74301 AMOUNT DUE:

7,209.29

Please Remit To:

MGMT AND ENTERPRISE SERVICES Accounts Receivable PO Box 248984 OKLAHOMA CITY, OK 73124-8984 Amount Remitted

For billing questions, please call 405-535-6851

Line	Description	Quantity	UOM Unit Amt	Net Amount
1 2	FY24 Combined Liability FY24 Prop/Auto Physical Damage	1.0000 1.0000	864.00 6,345.29	864.00 6,345.29
			Subtotal:	7,209.29
			AMOUNT DUE:	7,209.29

FY24 FDIP Fire Department Policy Premium effective 8/1/23 - 7/31/24 Payment Due 45 Days from receipt of this Invoice For Questions or Information contact OMES Risk Management - Fire District Program 405-521-4999 or 888-521-7475 fax: 405-522-0403

Award Letter

U.S. Department of Homeland Security Washington, D.C. 20472

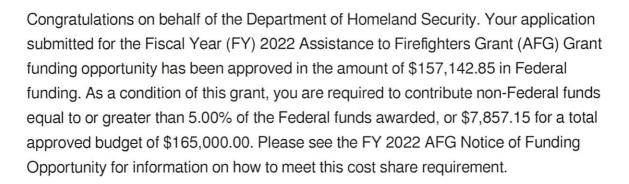
FEMA

Effective date: 08/07/2023

Kevin Huxtable CITY OF VINITA PO BOX 329 203 W CANADIAN AVE VINITA, OK 74301

EMW-2022-FG-05502

Dear Kevin Huxtable.



Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- · Summary Award Memo included in this document
- Agreement Articles included in this document
- Obligating Document included in this document
- 2022 AFG Notice of Funding Opportunity (NOFO) incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

PAMELA WILLIAMS

Pls Will-

Assistant Administrator, Grant Programs

Summary Award Memo

Program: Fiscal Year 2022 Assistance to Firefighters Grant

Recipient: CITY OF VINITA UEI-EFT: CMCVNM7SJ5X6 DUNS number: 072399884

Award number: EMW-2022-FG-05502

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2022 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$165,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$157,142.85
Non-federal	\$7,857.15
Total	\$165,000.00
Program Income	\$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2022 AFG NOFO.

Approved request details:

Personal Protective Equipment (PPE)

SCBA: SCBA Unit includes: Harness/Backpack, Face Piece and 2 cylinders

DESCRIPTION

Cost 1

Purchase 22 new NFPA compliant SCBA's to replace 22 non-compliant and broke SCBA's

QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
22	\$7,500.00	\$165,000.00	Equipment

August 15

City Administrator Report

On Saturday July 29 my self and Justin were called out for low water pressure in the Industrial Park. Finding the water tower low Justin manually opened the valve to fill the tower. It took approximately 40 minutes to fill. Justin will be getting the same company work on it as did the foreman tower.

Monday worked on the budget as well meet with Craig 2 water district about their rates and how we are going redo the contract.

Working on drafting a proposal for trash service west of cabin creek to 69 junction. We are looking at options on trash out east. meet with an electrical contractor and a water engineer this morning they both just walked in.

Mayor Lee had lunch delivered for all city employees today it was very nice. Working on the CDBG grant get some of the paperwork signed and sent back to Grand Gateway.

Had to lock the doors to work on the budget. attended public safety meeting and a negotiation meeting. meet with Amber one thing that needs fixed before next year. We have a list to work on over the winter. The pool will close on the 13 of august. Next year we will look at closing on the 2 of august Miami and Grove both clauses on the first of august. Attending the grand gateway board meeting. meeting with department of commerce and the Hartland group as well as utilities company s

Bid opening on the Attucks sewer line project we have a 5 pm meeting with the Hartland group over flood plain issues.

parks, cemetery and, street Report

To whom it may concern since the last council meeting the crews have been busy!

- . mowing parks ,picking up trash, and cleaning bathrooms
- . mowing airport, city hall, library, water towers, gun range, chamber parking lot, city animal shelter, and sports complex
- . pothole patching
- . hanging rodeo banners
- . picking up brush from wind damage
- . trimming tall grass on corners that homeowners have neglected to take care of. only doing this because it is a traffic hazard.
- . working on mowers and equipment
- . hauling rock to restock for patching.
- . watering flowers
- . hauled kioti mow tractor to john's tractor to be worked on
- . digging graves and locating plots
- . mowing and weed eating at cemetery.
- . cleaning storm grates
- . box blading and filling holes in alleys
- . brush hogging and spraying weeds in sidewalks
- . fixing road signs that have been knocked down.

If you have any questions or concerns, feel free to contact street commissioner James Tracy at street department office (918-256-6580) or work cell (918-915-1545) Thank you.

Council Meeting

Date: August 15th 2023

Employees:

On 07-3-2023 interviews for Patrol Officer were conducted. The interview board consisted of Terry Young, Allan Gofourth, Lt. Pat Garrett, Lt. Det. Jared Langley, and Ptl. Officer Danny Garrett. The committee submitted Phillips Ashley to continue to the next level in the interview process. Lt. Pat Garrett administered the physical agility test. Phillip had a time of 1 minute and 26 seconds. Phillip was then sent to the Chiefs interview. After interviewing Phillip I extended a job offer. Phillip's accepted the job offer. Phillip's start date is set for August 29th.

Vehicles:

Unit 22 was diagnosed by Dodge. The transfer case is needing replaced. I am waiting on the quote from Llyod's for repair. Unit 12 has overheated and we are waiting for it to come back from C.L.E.E.T. to be checked out.

Training

Ptl. Damin Chuckluck, Ptl. Joshuah Heilig, and Ptl. Tanner Colby attended the A-1 conference. The A-1 conference is a 4 day training starting August 1st and ending August 4th. Each day they receive 8 hours of C.L.E.E.T. accredited training. The training spans drug interdiction, below 100, interview skill, and many other topics. The conference tuition for these officers was paid for by the District Attorneys Office. Domestic Violence training is being conducted at the Vinita Police Department training room on August 28th for the Officers. Dispatcher's are currently completing training on NIMS. We are in the process of getting the dispatchers certified EMD (Emergency Medical Dispatch). This would give 911 dispatchers the ability to walk citizens through the use of CPR over the phone.

Community:

The Rodeo Parade will be August 23rd. All Officers will be in attendance to block the parade route. Officers will also be assisting Craig County Sheriffs Office for rodeo weekend.



Vinita Fire Department 203 W. Canadian Ave 918-256-2674 www.vinitafire.com chief@vinitafire.com

Mayor and Council,

Day to day operations continue to run smoothly. I am happy to inform you that I have attached an award letter, with the award package for an AFG Operations and Safety grant that was awarded to us. I will get this put on the agenda for Tuesday night. Inside the package it will give you the details of the grant.

Incidents

As of today, Friday the 11th we have responded to 50 incidents for this month. It has been very busy, and we have responded to a lot of first response incidents, many due to heat related issues.

Personnel

Our employee that had surgery is now at home and recovering. Surgery went well and he has a follow up appointment today. I will keep you updated as to when he can return on light duty.

Classes & Training

We have still been training on OSU's training tower nearly every morning. We were able to attend a stop the bleed class held by Emergency management at the community building this past Monday. It focused on trauma and blood loss. We were also given free tourniquets for attending the class.

As always, feel free to reach out if you have any questions.



Code Enforcement

Report

July 28, 2023, to August 10, 2023

I mowed nine lots including our five city lots.

Investigated a complaint of tall grass. Upon investigation I found there was tall grass and weeds. I left a courtesy notice.

Investigated a complaint of tall grass. Upon investigation I found there was tall grass and weeds. I left a courtesy notice.

Investigated a complaint of tall grass. Upon investigation I found there was tall grass and weeds. I left a courtesy notice. Since then, the grass has been mowed.

I mowed seven lots.

I met with a property owner who had questions about installing a carport and possibly putting rock down for his drive to the garage. I explained the setbacks and requirements for the carport and rocking the driveway.

I reviewed four building permits and plans.

I have been finding violations and doing follow-ups.

I have attached the unresolved cases and graphs to this report.

The following properties are on the agenda for tall grass and weeds.

- A. No Address: Legal Description: The North 50 feet of Lot 10 in Block 103 of the City of Vinita, Craig County, Oklahoma, according to the United States Government Survey and Plat thereof
- B. 215 N. Foreman: Legal Description: The Southerly 50 feet of Lot 6 in Block 40 in the City of Vinita, County of Craig, State of Oklahoma
- C. 403 S. First: Legal Description: The N. 116.2 feet of Lot Two (2), in Block Ninety-three (93), in the City of Vinita, Oklahoma, according to the recorded Plat thereof, on file and of record in the office of the County Clerk of Craig County, State of Oklahoma

I will have current pictures of these properties the day of the council meeting.





Unresolved Case

Case Number		Ac	Idress	Code Violation	Date/Time of Contact	Citation Issued	Abated Date
2023-0102	427	W.	Excelsior	4-3-6 § 23: Objectionable Deposits	05/04/2023 00:00		
2023-0103	438	S.	Miller	4-4-3: Weeds & Grass	05/04/2023 10:03		
2023-0192	623	N.	Foreman	4-4-3: Weeds & Grass	08/01/2023 10:02		
2023-0193	1104	W.	Delaware	4-4-3: Weeds & Grass	08/01/2023 10:15		
2023-0194	245	S.	Adair	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	08/01/2023 10:19		
2023-0195	338	S.	Adair	4-4-3: Weeds & Grass	08/01/2023 10:22		
2023-0104		S.	Miller	4-4-3: Weeds & Grass	05/04/2023 10:03		
2023-0105	204	S.	Third	4-3-6 § 15A: Dangerous Buildings	04/10/2023 09:55		
2023-0106	211	S.	Third	4-3-6 § 15A: Dangerous Buildings	04/10/2023 09:56		
2023-0107	547	N.	First	4-3-6 § 15A: Dangerous Buildings, 4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	04/10/2023 10:03		
2023-0112	524	N.	Scraper	4-4-3: Weeds & Grass	05/11/2023 10:00		
2023-0117	202	N.	Brown	4-4-3: Weeds & Grass	05/15/2023 10:44		
2023-0119	455	N.	Adair	4-4-3: Weeds & Grass	05/16/2023 10:05		
2023-0122		S.	First	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	05/18/2023 10:28		
2023-0097	301	W.	Delaware	4-3-6 § 15A: Dangerous Buildings, 4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	04/24/2023 10:22		7/18/2023
2023-0125	403	S.	First	4-3-6 § 23: Objectionable Deposits, 4-4- 3: Weeds & Grass	05/18/2023 10:32		
2023-0189	326	N.	Fourth	4-4-3: Weeds & Grass	07/31/2023 10:36		

Thursday, August 10, 2023

Case Number		Ad	dress	Code Violation	Date/Time of Contact	Citation Issued	Abated Date
2023-0190	512	N.	Gunter	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	07/27/2023 09:53		
2023-0191	627	N.	Foreman	4-4-3: Weeds & Grass	08/01/2023 10:02		
2023-0196	829	W.	Illinois	4-4-3: Weeds & Grass	08/01/2023 10:27		
2023-0197	732	N.	Thompson	4-4-3: Weeds & Grass	08/03/2023 10:08		
2023-0198	415	S.	Second	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	08/07/2023 10:58		
2023-0199	221	N.	Second	4-3-6 § 15A: Dangerous Buildings, 4-4-3: Weeds & Grass	08/08/2023 10:11		
2023-0200	311	N.	Second	4-3-6 § 15A: Dangerous Buildings, 4-4-3: Weeds & Grass	08/08/2023 10:14		
2023-0201	471	N.	Second	4-4-3: Weeds & Grass	08/08/2023 10:16		
2023-0136		E.	Martin Dr.	4-4-3: Weeds & Grass	05/25/2023 10:07		
2023-0137	1015	E.	Park Dr.	4-4-3: Weeds & Grass	05/25/2023 10:08		
2023-0140	929	W.	Clyde	10-4-7: Storage & Parking of Trailer, Commercial Vehicles	06/07/2023 09:59		
2023-0141	309	E.	Illinois	4-3-6 § 15A: Dangerous Buildings, 4-3-6 § 15B: Dangerous Buildings, 4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	06/14/2023 10:17		
2023-0144	415	N.	Fifth	4-4-3: Weeds & Grass	06/14/2023 09:58		
2023-0147	238	N.	Second	4-4-3: Weeds & Grass	06/14/2023 10:08		
2023-0149	603	N.	Third	4-4-3: Weeds & Grass	06/14/2023 10:21		
2023-0150	534	N.	Third	4-4-3: Weeds & Grass	06/14/2023 10:21		
2023-0151	528	N.	Second	4-4-3: Weeds & Grass	06/14/2023 10:23		
2023-0152	455	N.	Second	4-4-3: Weeds & Grass	06/14/2023 10:25		
2023-0155	212	N.	Foreman	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	06/22/2023 10:37		
2023-0157	325	W.	North	4-4-3: Weeds & Grass	06/26/2023 09:32		

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Case Number	Ac	Idress	Code Violation	Date/Time of Contact	Citation Issued	Abated Date
2023-0158	451 N.	Miller	3-6-7: Junk Motor Vehicles, 4-3-6 § 19: Vehicle Storage, 4-3-6 § 23: Objectionable Deposits	06/26/2023 09:36		
2023-0159	925 W.	Delaware	4-3-6 § 23: Objectionable Deposits	06/26/2023 09:54		
2023-0162	313 N.	Brewer	4-4-3: Weeds & Grass	06/27/2023 10:06		
2023-0163	309 N.	Brewer	4-4-3: Weeds & Grass	06/27/2023 10:06		
2023-0164	549 N.	Adair	4-4-3: Weeds & Grass	06/27/2023 10:26		
2023-0168	S.	Foreman	4-4-3: Weeds & Grass	07/05/2023 10:03		
2023-0170	138 S.	Gunter	4-4-3: Weeds & Grass	07/05/2023 10:13		
2023-0202	N.	Second	4-4-3: Weeds & Grass	08/08/2023 10:18		
2023-0172	E.	Attucks	4-4-3: Weeds & Grass	07/10/2023 10:38		
2023-0173	S.	Fourth	4-4-3: Weeds & Grass	07/10/2023 10:38		
2023-0174	S.	Fourth	4-4-3: Weeds & Grass	07/10/2023 10:38		
2023-0175	607 N.	Bell	3-6-7: Junk Motor Vehicles, 4-3-6 § 19: Vehicle Storage, 4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	07/11/2023 09:00		
2023-0176	703 N.	Bell	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	07/11/2023 09:00		
2023-0177	426 N.	Wilson	4-3-6 § 15A: Dangerous Buildings, 4-4-3: Weeds & Grass	07/25/2023 09:24		
2023-0178	438 N.	Wilson	4-4-3: Weeds & Grass	07/25/2023 09:26		
2023-0179	N.	Vann	4-4-3: Weeds & Grass	07/25/2023 09:29		
2023-0180	675 N.	Wilson	4-4-3: Weeds & Grass	07/25/2023 09:32		
2023-0181	N.	Wilson	4-4-3: Weeds & Grass	07/25/2023 09:36		
2023-0182	703 N.	Scraper	4-4-3: Weeds & Grass	07/25/2023 09:37		
2023-0183	533 N.	Smith	4-4-3: Weeds & Grass	07/25/2023 09:49		

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Case Number	JL	Address	Code Violation	Date/Time of Contact	Citation Issued	Abated Date
2023-0184	216	N. Smith	4-4-3: Weeds & Grass	07/25/2023 09:52		
2023-0185	804	W. Flint	4-4-3: Weeds & Grass	07/26/2023 09:45		
2023-0188		N. Adair	4-4-3: Weeds & Grass	07/26/2023 09:55		
2023-0203	808	N. First	9-10-1: Swimming Pool Enclosures	08/08/2023 10:20		
2023-0204		N. Fifth	4-4-3: Weeds & Grass	08/08/2023 10:29		
2023-0205	234	N. First	4-4-3: Weeds & Grass	08/08/2023 10:46		
2023-0206	335	W. Dwain Willis Ave	4-4-3: Weeds & Grass	08/08/2023 14:24		
2023-0207	235	N. Thompson	4-4-3: Weeds & Grass	08/09/2023 09:48		
2023-0208	548	N. Thompson	3-6-7: Junk Motor Vehicles, 4-3-6 § 19: Vehicle Storage, 4-4-3: Weeds & Grass	08/09/2023 09:52		
2023-0209	434	N. Miller	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	08/09/2023 10:04		
2023-0008	345	N. Foreman	4-3-6 § 15A: Dangerous Buildings	01/05/2023 11:09		
2023-0021	711	N. First	4-3-6 § 23: Objectionable Deposits	01/12/2023 10:02		
2023-0025	532	N. Second	3-6-7: Junk Motor Vehicles, 4-3-6 § 15A: Dangerous Buildings, 4-3-6 §	01/26/2023 11:15		
			15A: Dangerous Buildings, 4-3-6 § 19: Vehicle Storage, 4-3-6 § 23: Objectionable Deposits			
2023-0027	420	E. Flint	4-3-6 § 23: Objectionable Deposits	02/03/2023 11:01	02/03/2023 10:45	
2023-0040	220	S. Brewer	4-3-6 § 23: Objectionable Deposits	02/10/2023 10:30		
2023-0042	403	S. First	4-3-6 § 23: Objectionable Deposits	02/13/2023 10:00		
2023-0044	547	N. Third	4-3-6 § 23: Objectionable Deposits	02/14/2023 10:31		
2023-0045	607	N. Third	4-3-6 § 23: Objectionable Deposits	02/14/2023 10:34		
2023-0047	234	S. Fourth	4-3-6 § 23: Objectionable Deposits	02/15/2023 10:06		
2023-0055	434	N. Miller	4-3-6 § 15A: Dangerous Buildings, 4-3-6 § 23: Objectionable Deposits	03/06/2023 10:30		

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Case Number		Ad	dress	Code Violation	Date/Time of Contact	Citation Issued	Abated Date
2023-0059	215	N.	Foreman	4-3-6 § 23: Objectionable Deposits	03/07/2023 10:45		
2023-0062	314	N.	Brewer	3-6-7: Junk Motor Vehicles, 4-3-6 § 15A: Dangerous Buildings, 4-3-6 § 15B: Dangerous Buildings, 4-3-6 § 23: Objectionable Deposits	03/08/2023 10:22		
2023-0067	317	N.	Foreman	4-3-6 § 23: Objectionable Deposits, 4-4-3: Weeds & Grass	04/03/2023 09:35		4/24/2023
2023-0069	546	N.	Vann	4-4-3: Weeds & Grass	04/04/2023 09:34		4/25/2023
2023-0070	252	N.	First	4-4-3: Weeds & Grass	04/04/2023 09:52		4/25/2023
2023-0071	439	N.	Fourth	4-4-3: Weeds & Grass	04/04/2023 09:56		4/25/2023
2023-0072	103	S.	Gunter	4-4-3: Weeds & Grass	04/04/2023 10:13		4/25/2023
2023-0073	619	W.	Illinois	4-4-3: Weeds & Grass	04/04/2023 10:13		4/25/2023
2023-0074	223	N.	Second	4-4-3: Weeds & Grass	04/04/2023 10:24		4/25/2023
2023-0075	235	N.	Second	4-4-3: Weeds & Grass	04/04/2023 10:24		4/25/2023
2023-0076	146		Haner Cr.	4-4-3: Weeds & Grass	04/06/2023 09:59		4/27/2023
2023-0077	224	N.	Wilson	4-4-3: Weeds & Grass	04/06/2023 10:46		4/27/2023
2023-0078	334	N.	Brewer	4-4-3: Weeds & Grass	04/06/2023 10:50		4/27/2023
2023-0079	911	W.	Tahlequah	4-4-3: Weeds & Grass	04/06/2023 10:51		4/27/2023
2023-0080	330	S.	Miller	4-4-3: Weeds & Grass	04/06/2023 11:15		4/27/2023
2023-0091	222	W.	Tahlequah	10-4-7: Storage & Parking of Trailer, Commercial Vehicles	04/13/2023 11:03		

Thursday, August 10, 2023 Page 5 of 5

Vinita Public Library Department Report to City Council August 15, 2023

New Youth Director, Danielle, is doing a wonderful job! She has collaborated with the high school to plan a Pizza & Trivia Night for Teens on Tuesday, August 22 at 5:30 pm.

RELEGION SAPRIVIA

STATES AND STATES AT 5:30 PM

The Vinita Public Library
215 W Illinois Ave
918.265.2115

RSVP BY AUG 21ST

The event will be co-hosted by the VHS Academic Bowl Team.

We also have planned a children's story & craft for Friday, Aug. 18 at 12:30 pm.





We are submitting our Annual Report to the Oklahoma Department of Libraries this week, seeking to qualify for a State Aid grant this fiscal year. This grant provides invaluable support for library operations. In past years we have used it toward technology upgrades, furniture, and summer reading.

Book Club meets on the second Thursday every month at 5:30 pm at the library. Next month the book is "Hell in the Heartland" by Jax Miller.

ACTIVITY	June	July
New memberships	49	28
Materials circulation (books and audiovisuals)	2,530	1,810
Materials (physical) added to local collection	131	34
Public computer sessions (average 58 min/session)	311	339
Library visits	2,618	2,227
Circulation from OK Virtual Library Consortium	708	777

Respectfully submitted, Vanessa Hicks, Library Director

Vinita Public Library

July 1, 2022 – June 30, 2023

Annual Report of the Library Board to Vinita City Council

Oklahoma Statutes §11-31-108. Annual report of board.

The library board shall make, on or before the thirty-first day of July in each year, an annual report to the municipal governing body stating:

- 1. The condition of its trust on the thirtieth day of June of that year;
- 2. The various sums of money and property received from the library fund and other sources, and how such moneys have been expended and for what purposes;
- 3. The budget for the library for the next fiscal year;
- 4. Statistics on the general character and number of books and periodicals which:
 - a. are on hand;
 - b. are lost or missing;
 - c. have been added by purchase, gift or otherwise during the year; and
 - d. have been loaned out during the year;
- 5. The number of persons making use of the library during the year; and
- 6. Such other information, statistics and suggestions as it may deem of general interest.

Submitted by:

Jon 7 more

Toni Moore

President, Board of Directors

Prepared by:

Vanessa Hicks Library Director

1	Condition	of its	Trust	as of June	30.	2023:

Petty Cash		200.00
Total Cash		\$200.00
Breakdown by Designated Fund:		
Annabelle Southern Bequest	7,406.22	
Karr Bequest	3,504.94	
Boling Bequest	4,798.38	
General Fund		
Donations, Memorials & Honoraria	2,669.00	
Grant - 2023 State Aid Grant (\$8,287.00)	0	
Total:	•	\$18,432

2. Operating Income and Expenses:

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ome.	
Total Local Funds (City Budget used)	\$128,655.02
State Aide Grant	8,287.00
Designated Memorials and Donations	2669.00
Fines Collected (net of collection expenses)	(2,120.25) to the city
Sales of Used, Weeded and Donated	
Books & Magazines and Surplus Equipment	
(net after sales tax remitted)	558.82
Other (printing, fax, photocopies, etc)	(<u>889.98) to the city</u>
	\$143,180.07
penses:	

Exp

penses.	
Personal Services does not include Benefits	100,313.88
Staff Training & Dues	0
Utilities (Maurice Haynes Building)	12,241.14
Building Expense	0
Books & Other Collection Materials	4,539.44
Electronic Materials (OK Virtual Library)	3,000.00
Programs for Children	572.00
Technology & Software (License renewals)	4,859.14
Furniture & Equipment, Supplies	15,417.70
Other Operational Expenses	1,166.44

Total Expenses:

142,109.74

Unused Budgeted Funds returned to City:

\$3,903.37

Requested City Budget for Next Fiscal Year:

Category	FY2023 - 2024
Personal Services (incl. Benefits)	\$103,000
Maintenance & Operation	13,500
Utilities	13,700
Materials & Publications	5,000
Total	\$137,200

3. Statistics on the General Character and Number of Books and Periodicals:

a.	On Hand:	Physical Books	14,641
		Audio Materials	368
		Video Materials	3,724
		Uncataloged Paperbacks (estimate)	800
		Magazines/Newspapers	1
		Electronic Databases	18
b.	Lost, Withdra	wn (Weeded), or Missing:	125
c.	Added during	Year:	539
d.	Physical Item	s Loaned during Year:	22.912
e.	Electronic Ma	aterials Loaned during Year:	8,220 (901 inci

- e. Electronic Materials Loaned during Year: 8,220 (901 increase from last year)
 f. Public Computer Sessions during Year: 4,136 (556 increase from last year)
- 4. Persons Making Use of Library: We have 2,495 active registered members (1,662 adults, 832 children), with 256 (149 adults, 107 children) being new this year. "Active" is defined as using the library account within the last four years. Membership is free to Craig County residents. We have hundreds of visitors each year from the area and around the world. Eastern Trails Museum occupies 3,000 square feet of the Maurice Haynes Memorial Building. Overall, we counted 28,993 building visits through the east and west doors of the main library during the fiscal year. (*4,504 increase in visits from last year)

5. Other Information:

- We support a network of 18 public computers featuring educational and productivity software.
- We have 1 self-checkout stations. Wireless Internet access 24/7 (filtered) is available for local citizens as well as tourists.
- Internet access is obtained at no cost to the City of Vinita, through grants from the Federal Universal Service Fund ("E-Rate") and the State of Oklahoma. Our bandwidth is 1,000 Mbps.
- The library catalog is online, allowing patrons to check their accounts, review books, suggest purchases, place reserves and renew materials any time.
- We have been members of the OK Virtual Library Consortium for 12 years, made possible by grants from the State Aid funds, and the city budget for materials. The cost is \$3,000 annually.
- We provide public access to online databases, magazines and newspapers for all ages.
- We have a book club, "Vinita Bookmarkers" which meets monthly in the Heritage Room.
- We plan and conduct a popular Summer Reading Program every year, and many area children participate in our Birthday Book Club which is sponsored by the K. C. Montana Randolph Fund. We provided 132 children with new books from the BBC in FY22-23.
- We cataloged and circulated 20 items through the Interlibrary Loan Program. (Last year was 13)
- The library website, is ADA compliant, and is updated regularly including Open Meeting Act postings.
- Our social media includes a Facebook page and Instagram account which enables us to transmit important messages to the public, and we attribute much of our summer reading participation increase and programing to this vibrant communication tool. Currently we have 1,366 followers on Facebook and 142 on Instagram. When I began working at the Library in Aug. 2019 we had around 700 Facebook followers. The community enjoys seeing the great things we are doing at the library on Facebook!
- We continue to respond quickly to community needs, while dealing with increasing nationwide demands for services from libraries. The trend continues with increased virtual programs, assignments, meetings, and online applications. We currently maintain our Internet services with the Junction to meet internet demands.
- Vinita Public Library is open 40 hours per week, with a current staffing level of 3.2 FTE.