



Regularly Scheduled **Vinita Utilities Authority (VUA) Meeting**

Tuesday, March 19 2024, 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 March 5, 2024 VUA Meeting.
5. Discussion, consideration and possible action relating to items removed from Consent Agenda.
6. Discussion, consideration and possible action with recommendations from the Finance and General Government committee to mandate CPR training for all VUA Employees and include in VUA Handbook.
7. Discussion, consideration and possible action on City Wide Clean up week April 22- 27.
8. Discussion, consideration and possible action on Mears Engineers Report on DWSRF Report.
9. VUA Superintendent Report.
10. New Business.
11. Adjourn.

  
Brian Prince, City Clerk

Posted March 15, 2024, at 3:25Pm.

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The regularly scheduled **Vinita Utilities Authority (VUA) Meeting** was held on Tuesday, March 5, 2024, 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 March 1, 2024 at 3:35 p.m.

Legal Counsel: Ryan Olsen

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 City Clerk Brian Prince.
2. Roll Call. Members attending: Kevin Wofford, Roger Tyler, John Swift, Stephanie Hoskin, Dale Haire, Danny Lankford, Terry Young. Absent: Skip Briley.
3. Recognition of Visitors and Public Comments.  
  
No cards or emails were submitted
4. Consideration to approve Consent Agenda:
  - A. Minutes from the February 20, 2024 VUA Meeting.
  - B. VUA February 2024 Bills Payable.  
Motion by Haire, seconded by Swift, to approve Consent Agenda. Motion: Passed.
5. Discussion, consideration and possible action relating to items removed from Consent Agenda.  
  
No action needed.
6. VUA Superintendent Report.  
  
Justin Smith submitted a report with multiple distribution leak repairs, Water Plant update and Solid Waste with over 532 Tons of Solid Waste accepted at the facility.
7. New Business.  
  
None.
8. Adjourned at 5:34 p.m.  
  
Motion by Haire, seconded by Tyler, to adjourn. Motion: Passed.

\_\_\_\_\_  
Josh D. Lee, Chairman

ATTEST:

\_\_\_\_\_  
Brian Prince, Secretary

ITEM	DESCRIPTION	QTY	U/M	TOTAL
ANBP100-110...	1.00 – 1.10mm, U.C. Anthracite in c.f. bags on pallets	425	cu/ft	\$12,750.00
FSBP35-45UC14	.35 - .45mm, U.C. 1.4 Filter Sand in c.f. bags on pallets	221	cu/ft	\$3,576.18
GBP60	#60 Mesh Garnet in fifty-pound bags on pallets (73.5 cf)	192	bags	\$4,363.64
GBP08-12	#08 - #12 Mesh Garnet in fifty-pound bags on pallets (71.4 cf)	200	bags	\$4,545.45
FGBP38X316	3/8 x 3/16 Filter Gravel in c.f. bags on pallets	72	cu/ft	\$1,035.49
FGBP34X38	3/4 x 3/8 Filter Gravel in c.f. bags on pallets	72	cu/ft	\$1,132.36
FGBP112X34	1 1/2 x 3/4 Filter Gravel in c.f. bags on pallets	131	cu/ft	\$2,060.27
Freight (Estimate)	Delivered to Water Plant			\$8,500.00
Bead Media, Clarifier	Media, AC, 50/50 VIRGIN/R&S (MS107/MS110), NSF APP	560	cu/ft	\$179,200.00
Freight (Estimate)	Delivered to the Water Plant			\$6,400.00
Labor/Equipment	Media Installation			\$55,000.00
Labor/Equipment	Underdrain fabrication and installation			\$19,000.00
<b>TOTAL</b>				<b>\$297,563.39</b>

*Current availability of the above media is running approximately four weeks after the release of the shipment.*

*Current availability of the Bead Media is running approximately six to eight weeks after the release of the shipment.*

Quote valid for 30 days on the Filter Media

Quote valid for 15 days on the Bead Media

Terms are Net 30 days from delivery.

Price based on OMNI Water Consultants, Inc. being the sole provider of all the products listed in this quote.

Again, thank you for your interest in our products and services. If we can be of any assistance, please do not hesitate to call us at 918-323-0001.

Sincerely,

Charles Schneider

Vice President

918-766-2493

cschneider@omni-water.net

*“Service, Support and Solutions”*



Regularly Scheduled **Vinita City Council Meeting**

Tuesday, March 19, 2024, 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**

1. Roll Call.
  2. Recognition of Visitors and Public Comments.
  3. Veteran Recognition Jim Sharp
  4. Consideration to approve Consent Agenda:
    - A. Actions taken during the VUA meeting.
    - B. Minutes from the March 5, 2024, City Council meeting.
  5. Discussion, consideration and possible action relating to items removed from Consent Agenda.
  6. Discussion, consideration and possible action with recommendations from Finance Committee:
    - A. Repurpose of designated ARPA Funds in the amount of \$348,812.72 from WWTP and Capital and Infrastructure Investment to Water Treatment Facility.
    - B. IFB-24-106 purchase of media for water treatment in the amount of \$297,563.39 purchased from Omni Water using ARPA reallocated funds.
    - C. Reallocate designated funds from Economic Development FY 23-24 Budget in the amount of \$33,199.04 to fund initial steps of Comprehensive Plan.
    - D. Approve Comprehensive Plan Contract.
    - E. Mandate CPR training for all City Employees and include in Gen Government Handbook.
    - F. Increase PAAS Contract an additional \$2,000.00 per month to hire a Kennel Tech.
    - G. Addendum to City Administrators Contract to allow for sale back of accumulated time earned.
  7. Discussion, consideration and possible action with recommendations from Park Committee to allow Tim Thomas to paint art on the Vinita Skate Park ramps.
  8. Discussion, consideration and possible action to promote probationary James Hubert to full-time employee effective March 27, 2024.
  9. Discussion, consideration, and possible action on IFB-24-101 for Pest Control Services to be awarded to Jims Pest Control, LLC in the amount of \$440.00 per month beginning April 1, 2024 until June 30, 2025.
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**-CONT AGENDA**

10. Discussion, consideration and possible action on Invoice 089195 by OSU FST in the amount of \$5,100.00 to be funded out of SAFER Grant.
11. 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. Economic & Community Development Coordinator Misty Deffenbaugh
  - H. City Clerk Brian Prince
  - I. Treasurer Paula Butcher
  - J. Mayor Josh Lee
12. New Business.
13. Adjourn.

  
Brian Prince, City Clerk

Posted March 15, 2024 at 3:25 pm

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Legal Counsel: Ryan Olsen

Mayor Josh Lee called the meeting to order at 5:34 p.m.

### MEETING MINUTES

1. Roll Call. Members attending: Kevin Wofford, Roger Tyler, John Swift, Stephanie Hoskin, Dale Haire, Danny Lankford, Terry Young. Absent: Skip Briley.
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 February 20, 2024, City Council meeting.  
Motion by Wofford, seconded by Haire to approve Consent Agenda. Motion: Passed.
4. Discussion, consideration and possible action relating to items removed from Consent Agenda.  
  
No action needed.
5. Discussion, consideration, and possible action to transfer designated funds for the City of Vinita Gen Gov FY 23-24 Budget:
  - A. \$4,000.00 from General Gov Building/Property/Support to Municipal Court M/O.  
  
Motion by Hoskin, seconded by Swift, to approve transfer of designated funds for the City of Vinita Gen Gov FY 23-24 Budget of \$4,000.00 from General Gov Building/Property/Support to Municipal Court M/O. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Young. Nay votes: None. Motion carried.
  - B. \$1,000.00 from General Gov Building/Property/Support to Zoning Commission  
  
Motion by Hoskin, seconded by Wofford, to approve transfer of designated funds for the City of Vinita Gen Gov FY 23-24 Budget of \$1,000.00 from General Gov Building/Property/Support to Zoning Commission. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Young. Nay votes: None. Motion carried.
6. Discussion, consideration and possible action on Finance Ordinance 3837; Bills Payable.  
  
Motion by Hoskin, seconded by Tyler to approve Finance Ordinance 3837; Bills Payable. Motion: Passed.

7. Discussion, consideration and possible action on Finance Ordinance 3837 Emergency Clause.

Motion by Hoskin, seconded by Tyler to approve Finance Ordinance 3837 Emergency Clause.  
Motion: Passed.

8. Discussion, consideration, and possible action regarding authorization for the Mayor, his agents, and/or Logan & Lowry, LLP to take appropriate action to terminate Vinita Municipal Airport Hangar Land Lease Agreements for breach pursuant to the terms of said lease agreements and applicable law.

Motion by Lankford, seconded by Haire, to approve to take appropriate action to terminate Vinita Municipal Airport Hangar Land Lease Agreements for breach pursuant to the terms of said lease agreements and applicable law. No Vote was taken

Discussion: Hoskin stated there are some concerns on the language of this item. Appropriate action to terminate should be heard by council and action taken by council as we do for any other contract or public nuisance.

Dr Lankford requested to amend his motion:

Motion by Lankford, seconded by Haire, to move for authorization for the Mayor, his agents, and/or Logan & Lowry, LLP to take appropriate action to terminate Vinita Municipal Airport Hangar Land Lease Agreements for breach pursuant to the terms of said lease agreements and applicable law by sending 10-day notices of breach to appear before City Council if said lessee wishes to object to the termination of lease. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Young. Nay votes: None. Motion carried.

9. Discussion, consideration and possible action on acceptance of Grant JAG-LLE-2023-VINITA CI-00043 in the amount of \$10,000 for purchase of 2 lap tops.

To be deposited into Police Grant Fund.

Motion by Young, seconded by Hoskin to approve acceptance of Grant JAG-LLE-2023-VINITA CI-00043 in the amount of \$10,000 for purchase of 2 lap tops Motion: Passed.

10. Discussion, consideration and possible action to purchase two Panasonic Toughbooks quote # NTJZ841 from CDW-G in the amount of \$10,027.92.

Funds from Police Grant Fund will be used.

Motion by Hoskin, seconded by Young to approve to purchase two Panasonic Toughbooks quote # NTJZ841 from CDW-G in the amount of \$10,027.92. Motion: Passed.

11. Discussion, consideration and possible action on acceptance of NOEC Operation Round up Grant in the amount of \$10,000.00 for the purchase of Battery Powered Extrication Tools.

Funds to be deposited in Fire Grant

Motion by Hoskin, seconded by Wofford to approve acceptance of NOEC Operation Round up Grant in the amount of \$10,000.00 for the purchase of Battery Powered Extrication Tools.  
Motion: Passed.

12. Discussion, consideration, and possible action to purchase ion spreader with lighted handle from Davenport Fire Equipment Sales, LLC in the amount of \$13,249.00.

This will purchase battery operated MVA Extrication Tools.

Motion by Hoskin, seconded by Swift to approve purchase ion spreader with lighted handle from Davenport Fire Equipment Sales, LLC in the amount of \$13,249.00. Motion: Passed.

13. Discussion, consideration and possible action on acceptance of Oklahoma Department of Libraries LSTA Grant in the amount of \$3,845.00 for Technology Equipment.

Motion by Hoskin, seconded by Tyler to approve acceptance of Oklahoma Department of Libraries LSTA Grant in the amount of \$3,845.00 for Technology Equipment. Motion: Passed.

14. Discussion, consideration and possible action on Invoice 091640 from OSU FST in the amount of \$30,500 for Advanced EMT Class to be paid out of SAFER Grant .

Motion by Hoskin, seconded by Young to approve Invoice 091640 from OSU FST in the amount of \$30,500 for Advanced EMT Class to be paid out of SAFER Grant. Motion: Passed.

15. Discussion, consideration, and possible action on IFB-24-101 for Pest Control Services to be awarded to Jims Pest Control, LLC in the amount of \$440.00 per month beginning April 1, 2024 until June 30, 2025.

Table item.

16. Discussion, consideration, and possible action IFB-24-103 Subcontractor for Roll Offs to be awarded to All Terrain and/or Pryor Waste & Recycling, LLC.

Allen Goforth requested that the bid go to All Terrain but would like to have Pryor Waste & Recycling, LLC as a backup. He noted that we might need either company at all but is here in place if the City gets over ran with orders for roll-offs.

Motion by Tyler, seconded by Young to approve IFB-24-103 Subcontractor for Roll Offs to be awarded to All Terrain and/or Pryor Waste & Recycling, LLC. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Young. Nay votes: None. Motion carried.

17. Department Reports:

Several electronic reports were included in the packet with no additions.

Mayor Lee gave an update on the American Heartland Theme Park project. He noted that several rumors had been on Social Media and noted that these statements were not true. He noted the KTUL News article and they had confirmed that the project was moving ahead and with Crossland Construction. Mayor Lee also noted that a 35 Million Dollar Senate Bill had passed several stages moving the bill closer to final approval for Water and Wastewater for the City of Vinita AMHTP Project



18. Vote to enter into executive session:

A. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to Title 25 O.S. 307 (B)(1): Probationary Police Officer, Kara Fields

Motion by Swift, seconded by Wofford to approve to enter into executive session Motion: Passed.

19. Vote to return to open session.

Motion by Hoskin, seconded by Tyler to approve to return to open session. Motion: Passed.

20. Statement of Executive Session.

No other action or business was discussed.

21. Discussion, consideration and possible action on items discussed in Executive Session on the employment, hiring, appointment, promotion, demotion, disciplining or resignation of Probationary Police Officer Kara Fields.

Motion by Young, seconded by Haire, to approve to extend probation, six months, until September 20, 2024 for Probationary Police Officer Kara Fields. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Young. Nay votes: None. Motion carried.

22. New Business.

None.

23. Adjourned at 6:48 p.m.

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

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Josh D. Lee, Mayor

ATTEST:

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Brian Prince, City Clerk

FIRST ADDENDUM TO THE  
AGREEMENT FOR EMPLOYMENT OF CITY ADMINISTRATOR

This FIRST ADDENENDUM to the Agreement for Employment of the City Administrator dated September 6, 2022, hereinafter referred to as "Agreement," shall be effective this \_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF VINITA a Municipal Corporation, hereinafter referred to as "City," and Alan Goforth of Vinita, Oklahoma, hereinafter referred to as "Employee."

The following provision shall be added to the Agreement at Section 4, Compensation of Employee, as Section 4, paragraph b)(1), to wit:

b)(1) Employee shall have the option to sell the City up to Two Hundred Forty (240) hours of accumulated paid time off, personal time off, and/or sick leave during the fiscal year at the rate of his salary divided by 2,080 (for example, \$70,000.00/2,080=\$33.65 per hour). No more than 120 hours can be sold in any one (1) quarter of the fiscal year; sell back can be in back-to-back quarters, but Employee shall not have the option to sell back May 15<sup>th</sup> through June 30<sup>th</sup> in the fourth quarter of the City's fiscal year. Notice shall be given to the City Clerk's office by the 15<sup>th</sup> of the month and shall be paid at the end of the month.

All other provisions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in Vinita, Craig County, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Josh D. Lee, Mayor

Attest:  
(Seal)

\_\_\_\_\_  
Brian Prince, City Clerk

\_\_\_\_\_  
Alan Goforth, City Administrator



**FIRE SERVICE TRAINING**  
 College of Engineering, Architecture and Technology

Oklahoma State University  
 Fire Service Training  
 1723 West Tyler  
 Stillwater, OK 74078-8041  
 800-304-5727  
 fax 405-744-7377  
 www.osufst.org

# Invoice

Invoice #: 089195  
 Purchase Order #:  
 Prepared On: 9/28/2023  
 Prepared by: V. Adair  
 Coordinator: C. Greenwood  
 FEI: 73-6017987

**Bill To:**

Vinita Fire Dept  
 203 West Canadian Ave  
 Vinita, OK 74301-3715

Qty	Description	Unit Price	Amount
1	Vehicle Rescue Technician Level I Part A (89195), starting 9/16/2023, held at Vinita Fire Dept Event Price	\$5,100.00	\$5,100.00
		<b>Subtotal</b>	<b>\$5,100.00</b>
		<b>Total</b>	<b>\$5,100.00</b>

Please remit payment to:  
 Oklahoma State University  
 Office of the Bursar  
 113 Student Union  
 Stillwater, OK 74078  
 405-744-5993

For online credit card or webcheck payments, please go to the following website:  
[www.bursar.okstate.edu](http://www.bursar.okstate.edu)

Cards accepted are: Mastercard, American Express and Discover

***Thank you for your business!***

# Administrator report

## March 19

Every thing moving along normally. Attended an RTPPO meeting at division 8 headquarters in Tulsa going over the regional transportation plan. For northeast Oklahoma. Meet with the architect and electrician as well as the contractor at the library To go over the progress. It is moving along fine for now. Attended the 911 board meeting. We had a finance meeting. On the 15 I am meeting with Nick Bowers from Bolt to discuss Internet issues. I am also meeting with the Dixon brother about water usage at their homes.

The water department moved beads from train 3 to train 4 and put it back in service. We are looking at getting the funding to get train 3 back up and running.

As always if you need anything just give me a call please.

# **parks, cemetery and, street**

## **Report**

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

- . ditching
- . removing dead tree from west side of city hall
- . installing culverts for new driveways
- . pothole patching
- . removing broken sidewalk so owner can replace it.
- . picking up bagged leaves also picking up trash that community service workers have collected around town.
- . spraying cemetery for weeds
- . working on equipment and cleaning/organizing shop and shop yard
- . removing fence around skate park
- . Running street sweeper
- . cleaning storm drains and ends of culverts so water can flow.
- . mulching leaves in the parks
- . box blading alleys and adding rock.
- . cleaning flood plain ditches
- . cleaning up trees and limbs that have fallen into the street due to high winds.

**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.**  
**James.tracy@cityofvinita.com**



Vinita Public Library  
 Department Report to City Council  
 March 19, 2024

READY, SET, LIBRARY! National Library Week is in April and we will be celebrating at the Vinita Public Library! Visit the library during the week of April 7-13<sup>th</sup> and enter to win prizes. There will be a drawing for prizes for age groups kids, teens, and adults. Also, guess the number checkouts from April 1, 2023 to April 1, 2024. The closest guess wins a prize. Throughout the week, we will promote the library services and reading for all ages with articles in the newspaper and on social media.

Programs at the library:

- March 12 - Reading Journal craft project for adults.
- March 14 – Book Club at 5:30 pm. At 116 S. Scrapper
- March 18-29 - Guess how many Easter Eggs? challenge with prize.
- March 27 – Children’s storytime and Take and Make for Easter.

Library Board will meet on Tuesday, April 2 at noon. The meeting will be at 116 S. Scrapper.

ACTIVITY	Jan	Feb
New memberships	23	17
Materials circulation (books and audiovisuals)	1,672	1,554
Materials (physical) added to local collection	17	41
Public computer sessions (average 58 min/session)	151	129
Library visits	2,317	1,505
Circulation from OK Virtual Library Consortium	1,042	927

Respectfully submitted,  
*Vanessa Hicks*, Library Director



## **Economic and Community Development Coordinator Update**

March 19, 2024

*Misty Deffenbaugh, City of Vinita Economic and Community Development Coordinator*

### **Industry/Retail:**

- I am completing application information for the SITES program with the Department of Commerce to have free, professional site evaluation of two properties for potential industrial park expansion. Brian and I had phone meetings with 2 large developers regarding this project.
- Allen and I attended an Open House of Omni Water's new state certified lab in Tulsa.
- Brian and I met with Tim McCracken with KAMO to discuss possible economic development collaboration opportunities.
- We continue research into the process and return on investment of establishing a rail spur into the industrial park.
- VIDA board is scheduled to meet at 3:30 on March 19. This is a standing meeting scheduled on the 3<sup>rd</sup> Tuesday of each month.

### **Community:**

- I met with a new Vinita business upon request to brainstorm ways for them to network with other businesses.
- We are moving ahead with organizational details needed to move up a level in the OK Main Street program. Beth Hilburn is taking a lead role.
- I am helping facilitate, and participating in, the Mayor's Business Survey team.

### **Grants:**

- Continuing research on grant opportunities for playground equipment.

### **Tourism:**

- I am assisting on the Route 66 Festival committee as requested.

### **Upcoming Summer Event Dates**

- |  |               |
|--|---------------|
| • City of Vinita Clean Up (pending Council approval) | April 22-27   |
| • Badges and Bobbers at Vinita Lake Park             | April 27      |
| • Vinita Area Chamber Citywide Garage Sale           | May 3 & 4     |
| • Vinita Route 66 Festival                           | June 14 & 15  |
| • Juneteenth & Pony Express Relays                   | June 22       |
| • Vinita Area Chamber of Commerce Fireworks          | July 2        |
| • Craig County Fairgrounds Fair                      | July 28-Aug 3 |
| • Will Rogers Memorial Rodeo                         | Aug 7-10      |
| • Vinita Area Chamber of Commerce Calf Fry           | Sept 21       |



## Code Enforcement Report

March 14, 2024

### 1. Residential Inspections

#### Installation of Rebar

- N. First: Inspected and found compliant.
- S. Second: Inspected and found compliant.
- S. Third: Inspected and found compliant.
- \*Post Tension Cables\*:
  - Inspected and found compliant.

#### Rough Plumbing Installation

- N. First: Inspected and found compliant.
- S. Second: Inspected and found compliant.
- S. Third: Inspected and found compliant.

#### Temporary Electric Installation

- Inspected and found compliant.

#### Final Inspection

- Completed and found compliant.

### 2. Business Inspections

#### Solar Panel Installation

- Inspected and found compliant.

#### Rough Electric Installation

- Inspected and found compliant.

#### Generator Installation

- Inspected and found compliant.



### **3. Other Inspections**

#### **Service Panel Replacement**

- Inspected and found compliant.

#### **Replacement Wastewater Lines**

- Inspected and found compliant.

#### **Investigation of Trash Complaint**

- Courtesy notice issued to property owner for trash in front and back yards.

### **Follow-Up Actions**

- Conducted follow-up inspections and addressed new violations discovered.
- Attached detailed reports and graphs for reference.

### **Conclusion**

Overall, the inspections revealed satisfactory compliance with building codes and regulations. Follow-up actions will continue to ensure ongoing compliance and address any emerging issues promptly.