



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

Tuesday, November 21, 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 and appropriate action relating to a request for VUA approval of the Consent Agenda:
  - A. Minutes from the November 7, 2023 VUA Meeting.
5. Discussion, consideration, and possible action relating to items removed from Consent Agenda.
6. Adjourn.

A handwritten signature in blue ink that reads 'Brian K Prince'.

Brian Prince, Secretary

Posted November 17, 2023, at 3:30 pm.

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The regularly scheduled **Vinita Utilities Authority (VUA) Meeting** was held on Tuesday, November 7, 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 November 3, 2023 at 3:15 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 Councilor Skip Briley
2. Roll Call. Members attending: Kevin Wofford, Roger Tyler, John Swift, Stephanie Hoskin, Dale Haire, Danny Lankford, Skip Briley, Terry Young. Absent: None.

3. Recognition of Visitors and Public Comments.

No cards or emails were submitted

4. Consideration to approve Consent Agenda:

A. Minutes from the October 17, 2023 VUA Meeting.

B. VUA October 2023 Bills Payable.

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

5. Discussion, consideration and possible action on Resolution No. 2023-3825; Authorizing Application from the Rural Economic Action Plan Fund for the Phase II Industrial Park waste water line extension in the said City of Vinita.

This will allow application for a REAP Grant for waste water line extension.

Motion by Hoskin, seconded by Swift, to approve Resolution No. 2023-3825; Authorizing Application from the Rural Economic Action Plan Fund for the Phase II Industrial Park waste water line extension in the said City of Vinita. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

6. Update on Orr Construction Contract and Filter #3 at Vinita Water Plant.

Mayor Lee noted that City Council had authorized the Mayor and Logan Law Firm to work on the agreement with ORR Construction on the water treatment filter repair.

After communication an agreement was made for ORR Construction to remove all filter media at no cost. This project has been completed and is ready for new media. Allen Goforth will put a bid application together and will update council with the bids.

7. VUA Superintendent Report.

Electronic report was submitted and repairs are being completed.

Also replaced the solid waste tarp on truck #24.

8. New Business.

None

9. Adjourned at 5:36 p.m.

Motion by Young, seconded by Wofford, to adjourn. Motion: Passed.

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Josh D. Lee, Chairman

ATTEST:

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Brian Prince, Secretary



Regularly Scheduled **Vinita City Council Meeting**

Tuesday, November 21, 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**

1. Roll Call.
  2. Recognition of visitors.
  3. Veteran Recognition: General H.M. "Bud" Wyatt.
  4. Consideration and appropriate action relating to a request for City Council approval of the Consent Agenda:
    - A. Actions taken during the VUA meeting.
    - B. Minutes from the November 7, 2023, City Council meeting.
    - C. Holiday schedule for 2024.
    - D. Meeting schedules for 2024: City Council, Planning Commission, Regional Planning Commission, and Library Board.
  5. Discussion, consideration, and possible action relating to items removed from Consent Agenda.
  6. Discussion, consideration, and possible action on CDBG Library Renovation to accept bid from Horizon Roofing & Construction, INC in the amount of \$290,777.00 for complete construction project.
  7. Discussion, consideration, and possible action on temporary library location agreement.
  8. Discussion, consideration, and possible action to hire John White as Full-Time Street Employee effective November 20, 2023.
  9. Discussion, consideration, and possible action to hire Angel Davis as Full-Time Dispatcher effective November 21, 2023.
  10. Discussion, consideration, and possible action on the resignation of Vinita Probationary Patrolman Adam Daane.
  11. Discussion, consideration, and possible action regarding the seeking of reimbursement from, or on behalf of, former Vinita Probationary Patrolman Adam Daane, for the cost of CLEET training and salary paid to him while completing the basic police course by the City of Vinita.
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## CONT AGENDA

12. Department Reports:
  - A. City Administrator Allen Goforth
  - B. Cemetery/Parks/Street Department James Tracy
  - C. Library Director 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
13. New Business.
14. 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, Seung Joom Kim.
15. Vote to return to open session.
16. Statement of Executive Session.
17. 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 Seung Joom Kim.
18. Adjourn.

  
Brian Prince, City Clerk

Posted November 17, 2023 at 3:30 PM

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The regularly scheduled **Vinita City Council Meeting** was held on Tuesday, November 7, 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 November 3, 2023 at 3:15 p.m.

Legal Counsel: Ryan Olsen

Mayor Josh Lee called the meeting to order at 5:37 p.m.

### MEETING MINUTES

1. Roll Call. Members attending: Kevin Wofford, Roger Tyler, John Swift, Stephanie Hoskin, Dale Haire, Danny Lankford, Skip Briley, Terry Young. Absent: None.

Motion by Hoskin, seconded by Swift, 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 October 17, 2023, City Council meeting.

C. Closure of Roads: W Canadian between Scraper & Smith December 2, 2023 for Christmas Tree Lighting.

D. Road Closures for December 7, 2023 Chamber of Commerce Christmas Parade Route.

E. Reappointment of Eddy Allensworth as VIDA Trustee as of October 7, 2023.

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

4. Discussion, consideration and possible action relating to items removed from Consent Agenda.

No Action.

5. Discussion, consideration and possible action on Finance Ordinance 3827; Bills Payable.

Motion by Hoskin, seconded by Tyler, to approve Finance Ordinance 3827; Bills Payable.

Motion: Passed.

6. Discussion, consideration and possible action on Finance Ordinance 3827 Emergency Clause.

Motion by Wofford, seconded by Tyler, to approve Finance Ordinance 3827 Emergency Clause

Motion: Passed.

7. Discussion, consideration and possible action on Resolution No. 2023-3826; Authorizing Application from the Rural Economic Action Plan Fund for the Phase II Industrial Park water line extension in the said City of Vinita.

This will allow application for a REAP Grant for water line extension in the Industrial Park.

Motion by Young, seconded by Hoskin, to approve Resolution No. 2023-3825; Authorizing Application from the Rural Economic Action Plan Fund for the Phase II Industrial Park waste

water line extension in the said City of Vinita. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

8. Discussion, consideration and possible action on the Project Cost Reimbursement Agreement by and Between the City of Vinita and Mansion Entertainment Group, LLC to be used for proposed project plan costs with The Public Finance Law Group PLLC not to exceed \$110,000.00.

This would be an upfront payment to hire PFLG to review and possibly create a TIF District for the new developments in the newly annexed City

Motion by Young, seconded by Briley, to approve Project Cost Reimbursement Agreement by and Between the City of Vinita and Mansion Entertainment Group, LLC to be used for proposed project plan costs with The Public Finance Law Group PLLC not to exceed \$110,000.00. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

9. Discussion, consideration and possible action on Agreement for Tax Increment Finance Counsel Services with The Public Finance Law Group PLLC.

This will allow PFLG to move ahead and provide Counsel Service for a possible TIF District.

Motion by Briley, seconded by Wofford, to approve Agreement for Tax Increment Finance Counsel Services with The Public Finance Law Group PLLC. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

10. Discussion, consideration and possible action on Resolution No. 2023-3328: a Resolution of the City of Vinita, Oklahoma (the "City") declaring the intent to consider approval of a project and creation of a Tax Increment District under the Local Development Act; directing preparation of a Project Plan; appointing a Review Committee; directing the review Committee to make findings as to eligibility and financial impact, if any, on taxing jurisdictions and business activities within the District; directing the Review Committee to make a recommendation with respect to the proposed Project Plan; directing the Planning Commission to make a recommendation with respect to the proposed Project Plan; and containing other provisions relating thereto.

Motion by Young, seconded by Swift, to approve Resolution No. 2023-3328: a Resolution of the City of Vinita, Oklahoma (the "City") declaring the intent to consider approval of a project and creation of a Tax Increment District under the Local Development Act; directing preparation of a Project Plan; appointing a Review Committee; directing the review Committee to make findings as to eligibility and financial impact, if any, on taxing jurisdictions and business activities within the District; directing the Review Committee to make a recommendation with respect to the proposed Project Plan; directing the Planning Commission to make a recommendation with respect to the proposed Project Plan; and containing other provisions relating thereto. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

11. Discussion, consideration and possible action on Agreement with Peaceful Animal Adoption Shelter (PAAS Vinita).

This will agreement begin December 1, 2023 in the amount of \$3,000.00 a month.

Motion by Briley, seconded by Young, to approve Agreement with Peaceful Animal Adoption Shelter (PAAS Vinita). Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

12. Discussion, consideration and possible action on Invoice 089193 to OSU Fire Service training in the amount of \$7,000.00 with designated SAFER Grant Funds.

Motion by Hoskin, seconded by Tyler, to approve Invoice 089193 to OSU Fire Service training in the amount of \$7,000.00 with designated SAFER Grant Funds. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

13. Discussion, consideration and possible action to make payments on Invoice # 265437 to Casco Industries, Inc. in the amount of \$166,755.00 for Fire Department SCBA's with designated monies:

A. AFG Grant \$157,142.85

Motion by Hoskin, seconded by Swift, to approve to make payments on Invoice # 265437 to Casco Industries, Inc. in the amount of \$157,142.85 for Fire Department SCBA's with designated monies AFG Grant: Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

B. Fire M/O \$9,612.15

Motion by Hoskin, seconded by Swift, to approve to make payments on Invoice # 265437 to Casco Industries, Inc. in the amount of \$9,612.15 for Fire Department SCBA's with designated monies Fire M/O: Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

14. Discussion, consideration and possible action with recommendation from Police Chief Mark Johnson on OMAG Claim 213786-1, settlement of \$9,485.00 on 2014 Dodge Charger VIN#309994.

This is a complete total vehicle and OMAG will pick up vehicle.

Motion by Young, seconded by Tyler, to approve OMAG Claim 213786-1, settlement of \$9,485.00 on 2014 Dodge Charger VIN#309994. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

15. Department Reports:

Police Chief Mark Johnson invited everyone to participate in Shop with a Cop which is a fund raiser for Cops & Kids. This year, being the 8<sup>th</sup> year to sponsor has a goal of \$7,500.00. The event will be held December 10, 2023 at 8:00 am

16. New Business.

None.



17. 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, Adam Daane.

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

18. Vote to return to open session.

Motion by Briley, seconded by Wofford, to approve to return to open session. Motion: Passed.

19. Statement of Executive Session.

Mayor Lee stated that no other business or action was conducted in executive session.

20. 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 Adam Daane.

Motion to extend probation period to 18 months and complete a safety driving course.

Motion by Lankford, seconded by Briley, to approve motion to extend probation period to 18 months and complete a safety driving course. Roll Call: Aye votes: Wofford, Tyler, Swift, Hoskin, Haire, Lankford, Briley, Young. Nay votes: None. Motion carried.

21. Adjourned at 7:01 p.m.

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

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

ATTEST:

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

**2024  
HOLIDAY SCHEDULE**

**CITY OF VINITA**

New Year's Day .....Monday – January 1, 2024  
Martin Luther King's Birthday.....Monday – January 15, 2024  
President's Day.....Monday – February 19, 2024  
Memorial Day.....Monday – May 27, 2024  
Independence Day.....Thursday - July 4, 2024  
Labor Day.....Monday – September 2, 2024  
Veteran's Day .....Monday – November 11, 2024  
Thanksgiving.....Thursday & Friday – November 28 & 29, 2024  
Christmas.....Tuesday & Wednesday – December 24 & 25, 2024

City Hall  
104 E. Illinois  
Vinita, OK 74301  
918-256-6468

Filed in the Office of the City Clerk at 8:00 a.m. on November 22, 2023

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Brian Prince, City Clerk

**2024  
SCHEDULE OF REGULAR MEETINGS**

***REGIONAL PLANNING COMMISSION  
CITY OF VINITA***

<b>DATE</b>	<b>TIME</b>	<b>MEETING LOCATION</b>
March 11	Immediately following the 6:00 p.m. Planning Commission Meeting	City Hall Meeting Room
June 10	Immediately following the 6:00 p.m. Planning Commission Meeting	City Hall Meeting Room
September 9	Immediately following the 6:00 p.m. Planning Commission Meeting	City Hall Meeting Room
December 9	Immediately following the 6:00 p.m. Planning Commission Meeting	City Hall Meeting Room

City Hall Meeting Room  
104 E. Illinois  
Vinita, OK 74301-0329  
918-256-6468

Filed in the Office of the City Clerk at 8:00 a.m. on November 22, 2023

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Brian Prince, City Clerk

**2024  
SCHEDULE OF REGULAR MEETINGS**

***PLANNING COMMISSION*  
CITY OF VINITA**

<b>DATE</b>	<b>TIME</b>	<b>MEETING LOCATION</b>
March 11	6:00 p.m.	City Hall Meeting Room
June 10	6:00 p.m.	City Hall Meeting Room
September 9	6:00 p.m.	City Hall Meeting Room
December 9	6:00 p.m.	City Hall Meeting Room

City Hall Meeting Room  
104 E. Illinois  
Vinita, OK 74301-0329  
918-256-6468

Filed in the Office of the City Clerk at 8:00 a.m. on November 22, 2023

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Brian Prince, City Clerk

**2023  
SCHEDULE OF REGULAR MEETINGS**

**VINITA UTILITY AUTHORITIES  
CITY OF VINITA**

<b>DATE</b>	<b>TIME</b>	<b>MEETING LOCATION</b>
January 2 & 16	5:30 p.m.	City Hall Meeting Room
February 6 & 20	5:30 p.m.	City Hall Meeting Room
March 5 & 19	5:30 p.m.	City Hall Meeting Room
April 2 & 16	5:30 p.m.	City Hall Meeting Room
May 7 & 21	5:30 p.m.	City Hall Meeting Room
June 4 & 18	5:30 p.m.	City Hall Meeting Room
July 2 & 16	5:30 p.m.	City Hall Meeting Room
August 6 & 20	5:30 p.m.	City Hall Meeting Room
September 3 & 17	5:30 p.m.	City Hall Meeting Room
October 1 & 15	5:30 p.m.	City Hall Meeting Room
November 5 & 19	5:30 p.m.	City Hall Meeting Room
December 3 & 17	5:30 p.m.	City Hall Meeting Room

City Hall Meeting Room  
104 E. Illinois  
Vinita, OK 74301-0329  
918-256-6468

Filed in the Office of the City Clerk at 8:00 a.m. on November 22, 2023

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

**2024  
SCHEDULE OF REGULAR MEETINGS**

***CITY COUNCIL*  
CITY OF VINITA**

<b>DATE</b>	<b>TIME</b>	<b>MEETING LOCATION</b>
January 2 & 16	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
February 6 & 20	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
March 5 & 19	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
April 6 & 16	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
May 7 & 21	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
June 4 & 18	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
July 2 & 16	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
August 6 & 20	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
September 3 & 17	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
October 1 & 15	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
November 5 & 19	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room
December 3 & 17	Immediately following the 5:30 p.m. VUA Meeting	City Hall Meeting Room

City Hall Meeting Room  
104 E. Illinois  
Vinita, OK 74301-0329  
918-256-6468

Filed in the Office of the City Clerk at 8:00 a.m. on November 22, 2023

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Brian Prince, City Clerk

**2024  
SCHEDULE OF REGULAR MEETINGS**

***LIBRARY BOARD*  
CITY OF VINITA**

<b>DATE</b>	<b>TIME</b>	<b>MEETING LOCATION</b>
January 16	12:00 Noon	Library Heritage Room
March 19	12:00 Noon	Library Heritage Room
May 21	12:00 Noon	Library Heritage Room
July 16	12:00 Noon	Library Heritage Room
September 17	12:00 Noon	Library Heritage Room
November 19	12:00 Noon	Library Heritage Room

Vinita Public Library Heritage Room  
215 W. Illinois  
Vinita, OK 74301-0329  
918-256-2115

Filed in the Office of the City Clerk at 8:00 a.m. on November 22, 2023

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Brian Prince, City Clerk

## 2024 CALENDAR YEAR

### Vinita Public Library

Schedule of Regular Meetings of the Library Board

TIME 12:00 noon – PLACE Heritage Room

**3rd Tuesday of Jan, Mar, May, Jul, Sep, Nov**

DATE	NOTES
<b>January 16<sup>th</sup></b>	
<b>March 19<sup>th</sup></b>	Election of new board members; terms begin May 1 <sup>st</sup>
<b>May 21<sup>th</sup></b>	Elect new officers Followed by VPL Foundation Board meeting
<b>July 16<sup>th</sup></b>	Annual reports to City Council and Dept. of Libraries
<b>September 17<sup>st</sup></b>	Set meeting dates/times for 2025
<b>November 19<sup>th</sup></b>	

### BOARD ROSTER

Term 2023 - 2026		
Danny Lankford mongo@junct.com 918-256-8600 <p style="text-align: right;"><b>Vice-President</b></p>	Jewell Morgan pilgrimpresby@junct.com 918-629-1389 <p style="text-align: right;"><b>Treasurer</b></p>	Jo Montana montana@junct.com 918-244-3764
Term 2021 - 2024		
Toni Moore 39tfmoore@gmail.com 918-323-2717 <p style="text-align: right;"><b>President</b></p>	Bill Corbett corbetmj@gmail.com 918-772-8716	Steven Tamplen Steven.tamplen@edwardjones.com 918-852-4764
Term 2022 - 2025		
Barbara Wiles barbarawiles@att.net 918-256-5695	Linda Hatcher lindahatcher1943@gmail.com 918-256-8383- landline 918-323-1280-cell	Irene Conine mimorene9triplets2002@gmail.com 918-636-6402 <b>Secretary</b>





OK LIC # 80000126  
P.O.274 Welch, Ok 74369  
918-961-3898  
Ok License #80000126  
TERO 3/26/2020-2

[horizon@ruralinet.net](mailto:horizon@ruralinet.net)

**Proposal submitted to: Vinita City Library ADA Ren. Bid # 239-001.21**

**Proposal submitted by: Horizon Roofing & Construction, Inc.**

Ok Lc# 80000126  
TERO 3/26/2020-2

**TERMS OF PAYMENT**

**PROJECT DESCRIPTION**

A. A. Summary Project Description: The project consists of the Design-Bid-Build of a two-story commercial building in the City of Vinita, Oklahoma on an existing property on the intersection of West Illinois Avenue & South Thompson Street, on the parcels 285/150 block 50, lots1-3. The project consists of base bids with no alternatives. The public assembly building whose occupancy is solely for the use of a library and museum. The areas of the building used for museum purposes are not in the scope of this project except for the museum's main entrance to address ADA accessibility. Within this building will host a variety of types of uses; on the first floor they are primarily described as a public reception desk, lobby area, hallways, vestibules, break rooms, break rooms, restrooms, community room, utility & storage closets; on the second floor it consists solely of a storage room and is not in the scope of work. On the site there are existing plantings and ground covered areas, trees, monuments, sidewalks, parking, and patios. Modifications of the site to include signage, ADA sidewalks, paved outdoor circulation areas, and ADA ramps

\* GRAND TOTAL \$290,777.00

\*We propose hereby to furnish material and labor complete in accordance with above specifications. All materials are guaranteed to be as specified. Any extra roof decking that may need to be replaced will be extra. All work to be completed in a professional manner. Any alteration or deviation from the above proposal involving extra cost will be executed upon time of change and will become an extra charge over cost of the above estimate. This proposal may be renegotiated if not accepted within 30 days.

*(AUTHORIZED SIGNATURE)*

*HORIZON ROOFING & CONSTRUCTION, INC.*

*Shannon Walker*                      *DATE 11/14/2023*

\*Acceptance of proposal - The above prices, specifications & conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as stated above.

(AUTHORIZED SIGNATURE) \_\_\_\_\_

DATE \_\_\_\_\_

HORIZON ROOFING & CONSTRUCTION  
QUALITY SERVICE, COMMITTED TO THE CUSTOMER  
357 S. Commercial, Welch OK 74369  
(918)788-3169

## November 21 report

### Administrator

All seems to be running well. The departments are moving forward with projects. Street has been installing drain culverts on south Vann. Witch will be paid for by the landowner. The water department has been fixing leaks and jetting sewers. We interviewed 6 possible candidates for employment. We will have to see if they want to come to work for the city, we are in need of 1 at the cemetery, 1 at the transfer station and 1 in the water department. We had some good candidates this time around. This is the first time since before covid we had this many to interview. We opened a bid for the ADA project at the library it came at 290,777.00 the only bidder was Horizon roofing and construction a local company from Welch. We are proceeding with the help of Grand Gateway to get this project started. We are also looking into where we can move the library temporarily while construction is under way.

# VINITA PUBLIC LIBRARY



## HOLIDAY EVENTS



### NOVEMBER

### DATE

Food for Fines.....	All Month
Bookish Bingo.....	All Month
Story Time & Turkey Craft (ages 0-5)....	Nov 16th @11:00am
CLOSED Thanksgiving.....	Nov 23rd&24th
Mug Craft (ages 5-Teen).....	Nov 27th @3:15pm

### DECEMBER

### DATE

Food for Fines.....	Ends Dec 20
Bookish Bingo.....	All Month
Christmas Wreath Craft, (ages Adult)....	Dec 5th @noon
Yoga at the Library .....	Dec 6th @ noon
SANTA at the Library (all ages).....	Dec 6th @5:00pm
Monthly Plant seminar.....	Dec 7th @5:30pm
Story Time & Ornament craft (ages0-5)	Dec 11th @11:00am
Book Club.....	Dec 14th @5:30pm
CLOSED Christmas Holiday.....	Dec 23rd,25th&26th

### JANUARY

### DATE

CLOSED New Years Day .....	Dec 30 & Jan 1st
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918-256-2115



Vinita Public Library  
Department Report to City Council  
Nov. 21, 2023

The library is offering a program for members to reduce their library fines and do some local good! It is called “Food For Fines”. Library patrons can donate nonperishable food items and receive \$1 off fines per item. We have partnered with Neighbors Helping Neighbors, where we will be taking the donated items. The program ends on Dec. 20.

The local chapter of the Daughters of the American Revolution have their “Patriot Tree” on display at the Vinita Library in honor of Veterans Day. It will be on display during the month of November.

**SANTA** at the  
Library  
**DEC 6th**

WRITE A LETTER TO SANTA  
STORY TIME AT 5PM  
PHOTOS WITH SANTA AT 5:30

THE VINITA PUBLIC LIBRARY  
215 W Illinois Ave  
Vinita, OK 74301  
918.256.2115

We have a lot of programs planned for children and adults coming up; Children’s programs are a Sharpie Mug Craft on Dec. 5 at 3:15 pm; and Santa will be at the library on Dec. 6. We will have activities for children, including Story time and writing a letter to Santa starting at 5 pm. Santa will make his appearance at 5:30 pm; story time and ornament craft for ages 0-5 on Dec. 11 at 11 am.

Adult programs are DIY Christmas wreath making on Dec. 5 at noon; the monthly seminar on Edible and Medicinal Plants will be on Dec. 7 at 5:30. We have also partnered with Grand Gateway which will offer Yoga at the Library on Wednesdays at noon beginning on Dec. 6.

Book Club will meet on Dec. 14 to discuss the book “1225 Christmas Tree Lane” by Debbie Macomber. Everyone is welcome to attend. Bring recommendations for next year’s book list!

The library will close for Thanksgiving on Nov. 24 & 25.

Respectfully submitted,  
*Vanessa Hicks*, Library Director



## Code Report

November 8, 2023, to November 17, 2023

Meet with contractors at a site for a new dwelling. We discussed setbacks, utilities, driveway. The contractor stated the information was helpful and they would be submitting plans soon.

Assisted a dispensary with compliance information for the state.

Inspected a dispensary for certificate of occupancy.

Inspected the installation of electrical service for sparklight for their service box they have installed.

Investigated a complaint of objectionable deposits at a residence. There were deposits on the property. I spoke to the property owner. The property owner advised they would work on correcting the violations.

Meet Jack Smith at his property on east Sequoyah. Jack has installed his fence and finished removing the items from the pasture. The items in yard on the property on second street is for roofing his house. Jack advised he would be starting on it soon to get it on before winter arrives.

Investigated a complaint of objectionable deposits at a residence. There were several tree limbs down and opening in the roof of the accessory building. Due to this location being vacant I sent the property owner a courtesy notice.

Investigated a complaint of objectionable deposits at a residence. There were deposits scattered around the yard. I attempted contact with occupants but had no response. I left a courtesy notice on the door.

Inspected the repair of gas line at a residence. The repair was done, and the line was holding pressure.

Meet with an investor looking at a property. They had questions about the flood zone, setbacks, use, and permits.

Corresponded with an architect who has been asked to draw up a set of plans for a remodel of a business.

Corresponded with an architect and signage for remodel and signage for a vacant commercial building.

Corresponded with a local business attempt to get a letter of map removal from FEMA. We have submitted it and are waiting for a response from FEMA.

Spoke with an individual about a proposed structure being built and requirements.

Reviewed three applications for solar panel installation.

Spoke to solar company about a location to see if it is in city limits.



Reviewed building plans for a residence.

Reviewed building plans for a large accessory building

Reviewed building plans for demolition of an old accessory building and replacement with a new building.

Inspected footings for a new business being built.

Inspected rough plumbing installation for a new business.

Assisted Grand Gateway with information they needed for a project they are working on.

I am sure I am leaving something out as it has been busy. The volume of phone calls, emails, and in person questions about codes have increased.

I have been doing follow-ups and finding new violations. I have attached my usual charts and graphs to this report.

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

November 21, 2023

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

### **Industry/Retail:**

- The VIDA board met on 11/7 with progress reports on environmental studies, easement surveys, and planning for road location on the industrial park expansion. The next meeting is scheduled for December 5 at 3:30 at City Hall.
- Michelle Blish with NORA came to explain the training we will receive as part of their RCDI grant which will include asset mapping, small business development, retail strategies and workforce development. More details to follow.
- I am creating a one pager flyer with demographics, traffic counts, etc, for retail prospects.
- We partnered with NTC on a marketing class for local businesses with 10 attending. Participants also received promotional items for Small Business Saturday. We will post a list of businesses who will be open on 11/25 and are helping promote the Chamber's "Elf on a Shelf" shop local holiday campaign.

### **Community:**

- Brian and I attended the South Grand Lake Chamber banquet. The Vinita Chamber banquet is scheduled for December 12 at the Fairgrounds.
- I am continuing research for a RFP for a Comprehensive Plan to determine cost and potential firms interested.
- Our team met with Crystal Campbell from Senator Mullin's office for an update on potential planning grant needs from federal programs.

### **Grants:**

- Bids were opened for the library renovation project.
- We continue to implement the PREP grant awarded for industrial park roads.

### **Tourism:**

- Discussed Main Street status and potential grants for Route 66 Centennial (2026) activities with Kerry Barrick from Dept of Commerce/Main Street. Details to follow.