



Cherokee Nation Tax Commission

P.O. Box 948 Tahlequah, OK 74465

Steve Wilson,
Tax Commissioner

Fan Robinson,
Tax Commissioner

Michael Doublehead,
Tax Commissioner

CHEROKEE NATION TAX COMMISSION MEETING

Munson House Conference Room

March 11, 2020

4:30 P.M.

Commission Present: Chairman Wilson, Commissioners Robinson, and Doublehead

Staff Present: Sharon Swepston, Shelia Sawney, Chelsea Fisher, and Fonda Gritts

Visitors: Paiten Taylor-Qualls-Attorney General's Office

Meeting was called to order by Chairman Wilson at 4:37pm. Quorum established with Commissioner's Robinson and Doublehead present.

The Commission began with agenda items #1 – Approval of Minutes for December 11, 2019. Commissioner Robinson made a motion to approve the minutes. Commissioner Doublehead second the motion. Motion carried.

Commissioner Robinson ask regarding the December minutes Agenda # 18-23. She ask if Paiten had sent Sharon the email citation relevant to her advice concerning "**RT: 01-1-105 –Quorum of Commissioners**". Paiten had not emailed the information to Sharon. Paiten said she would email it to Sharon after our meeting. (FYI- Paiten emailed the citation to Sharon on March 12, 2020. Sharon emailed all commissioners the information at that time. See attachment)

Commissioner Robinson stated with the change added she would make a motion for the December 11th minutes be approved. Commissioner Doublehead second the motion. Motion carried.

Agenda item #2 – MV: 01-1-104 - This agenda item was removed from the agenda for later review.

Agenda item # 3 – Monthly Reports

Motor Vehicle

Year to date there is an increase 6.77% compare to this time last year. Month to Month and increase of 15.4% comparison. This was for the month of December.

Retail Sales

Year to date is an increase of 7.84 % for Tobacco/Cigarettes, most of it is retail sale and alcohol tax. The month to month is 7.49%.

Sharon gave a brief report on the Catoosa Tag Office. We have a draft to look at for the new office for Catoosa. They said they have had an issue with the waterline and that has slowed the process down. But that has been worked out.

Sharon stated she has been ask several times from Council to see if it would be feasible to open up a tag office in Stilwell. Sharon has been looking at numbers and trying to pull revenue for FY “19” for any citizen that had residents from Adair County, so she can see where those revenues were at and how much the revenues were. Then we can see if that will sustain an office in that area. There was a brief discussion.

Sharon wanted to visit with the Commission regarding the Covid-19. Sharon has been visiting with Chief of Staff. Housekeeping in Tahlequah has been coming to the Tag office and wiping it down two or three times a day. But all the outside offices do not have housekeeping. All agents are behind window and each has a bottle of hand sanitizer at their station. They are instructed to use hand sanitizer after each customer. And they are encouraged to wash their hands as often as possible. We have turn in a big order of mask, gloves, wipes, Lysol spray. But everything is on backorder. They use Clorox and Lysol wipes to wipe down their counters and behind the counters. At the sub offices she stated they go out into the lobby and wipe down where the customers sign in.

Sharon said she will be attending to an Executive Directors meeting tomorrow on the protocol and further instructions. She is going to ask Administration if it would be suitable for temporary that all VIN inspections

be conducted by the customer. Then the agents can notarized their signature for them.

Commissioner Robinson made a motion to approve the Monthly Reports, Commissioner Doublehead second the motion. Motion carried.

Agenda Item # 4 – Consideration, discussion, and possible approval regarding any matter not known about or which could not have reasonably been foreseen prior to the time of posting.

Sharon stated she has three items that she would like the agenda to be amended.

#1 She stated she received a business license from the Cherokee Phoenix this week. They will be selling shirts, cups, and different items, and they were unaware that they needed to be licensed to sell items. Sharon asked the Commission instead of doing a temporary license, we would like to go ahead and issue a regular license.

#2 we had people parking in the Tahlequah parking lot collecting signatures for a petition. At this time we do not have a policy for that. Paiten drafted up a policy and we would like to add that to the agenda. Sharon stated although she knew the commission didn't have to approve the policy, she wanted the commission to be made aware and review the policy.

#3 when the legal age for purchasing tobacco products moved to 21. It is not in the law but there is a section in our rules and regulations that states (18) years of age.

Sharon stated we need the commission's permission to change the age to 21. Although we are working on updating the rules and regulations, she didn't want this one to wait. Shelia handed out copies of the current rules and regulations.

Commissioner Doublehead made a motion to approve with legal counsel and go ahead and post the policy. And if the commission has an issue with it they can bring it up in the next quarterly meeting for amendment or corrections. Commissioner Robinson second the motion. Motion carried.

Commissioner Doublehead made a motion to approve the business license for the Cherokee Phoenix. Commissioner Robinson second the motion. Motion carried.

Commissioner Doublehead made a motion to approve the amendment to the Rules and Regulations reflecting the age minimum of (21) years of age.

Commissioner Robinson second the motion. Motion carried.

Commissioner Doublehead said he thanked Sharon and her staff for doing an excellent job which lead to Mr. Wilson and himself being reappointed to the Tax Commission.

Chairman Wilson made a motion to adjourn. Commissioner Doublehead second the motion. Motion carried.

Adjourn 5:00PM



Commission Approval