



FEBRUARY 01, 2016

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 1ST day of February 2016 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Mayor Ross called the meeting to order at 5:36 p.m.

ITEM 1. Call to Order / Roll Call / Opening Prayer / Pledge of Allegiance

MAYOR AND COUNCIL

PRESENT: Hank Ross, Mayor
 John Toland
 Kimberly Loggins
 Phylis Steelman
 Mike Sutterfield
 R.P. Ashanti-Alexander
 Howard Carpenter
 Christopher Ferguson
 Blake Elliott

STAFF

Alan Guard, City Manager
Tom Frailey, Attorney
Lena Smith, Asst. City Manager/HR Director
Gina Snedeker, Finance Director
Tina Smith, City Clerk
Stewart Steele, Police Chief
Brian Zalewski, Fire Chief
Steve Chapman, Park and Recreation Director
Susan Jones, Executive Assistant
Jim McClain, Public Work Director
Kathleen Easley, Community Development Director
Lillie Huckaby, Library Director

Council Member Sutterfield gave the invocation and led the pledge of allegiance.

ITEM 2. Visitor Presentation / Citizen and Council Communication.

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(City Council Rules and Regulations limit visitor comments to a maximum of three minutes.)

Gilbert Copeland, Small Engine Service asked the Mayor and Council to table the bids for the mowers and place them on a work session.

Lacie with ACO, brought Moose, he's going to Ohio for rescue. Adoption fee's \$40.00

Council Communication:

Council Member Ashanti-Alexander asked about a Tort Claim that was denied by OMAG. And questioned the up keep of the Memorial Park at 6th and Chickasha Ave.

Council Member Sutterfield had lunch with Craig and Danny, Department of Disable Veterans, talked about the care of the facility at Shannon Springs Park. And the Care of the homeless Veterans. Meetings are currently being held at Canadian Valley Technology Center.

Council Member Carpenter thanked Jim McClain, Public Works Director for being nice and professional, when he showed him around and pointed out what's going on in Chickasha.

Council Member Ferguson stated that the lights at 9th and Grand are not working correctly, City Manager stated the a contractor working on the Goodwill damage the lights, and the lights are going to be fixed.

ITEM 3.

Consent Docket: ITEM 3a through ITEM 3e.

ITEM 3a.

Consider approving the minutes of the January 19, 2016, regular meeting

Approval is requested for the minutes of the January 19,2016 regular meeting.

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 3b.

Consider approving Purchase Order list ratifying special utility payments made on January 19, 2016 in the amount of \$103,890.60; the Purchase Order list for the first half of February 2016, in the amount of \$846,180.01; Payroll Claims for January 2016 in the amount of \$805,851.72; and estimated Payroll Claims for March 2016 in the approximate amount of \$749,500.

Approve Purchase Order list ratifying special utility payments made on January 19, 2016 in the amount of \$103,890.60; the Purchase Order list for the first half of February 2016,

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in the amount of \$846,180.01; Payroll Claims for January 2016 in the amount of \$805,851.72; and estimated Payroll Claims for March 2016 in the approximate amount of \$749,500.

Staff Recommendation: Approve Purchase Order, and approve payments

ITEM 3c. Consider approving the request from the Rotary Club to conduct the 22nd Annual 5K/10K/1 Mile Run and waive the fees for utilization of the east pavilion and the bathhouse on Saturday, April 2, 2016.

A request has been received from the Rotary Club to change the date of the 5K/10K/1 Mile Run at Shannon Springs from Saturday, May 21, 2016 to Saturday, April 2, 2016. This was originally approved by Council on the October 19, 2015 Council Agenda but due to a request from the Rotary Club, Staff is requesting approval for the new date of April 2, 2016. This event will begin approximately at 6:45 a.m. and conclude around noon.

The Chickasha Rotary Club is giving all proceeds derived from this event to various local projects. Therefore, they are requesting that all fees be waived for this event.

The Rotary Club is requesting utilization of the east pavilion and the bathhouse for this event from 6:45 to Noon.

An Indemnification Agreement will be prepared for their signature.

Staff Recommendation: Approve request from the Rotary Club to conduct the 22nd Annual 5K/10K/1 Mile Run and waive the fees for utilization of the east pavilion and the bathhouse; and approve utilization of City Streets for the 5K/10K/1 Mile Run on Saturday, April 2, 2016.

ITEM 3d. Consider approving request from the Chickasha Area Arts Council to utilize the Shannon Springs Bathhouse Thursday, June 30th, Friday, July 1st and Saturday, July 2, 2016 for a garage sale fundraiser, waiving all fees.

Staff has received a request from the Chickasha Area Arts Council for permission to utilize the Shannon Springs Bathhouse for June 30th, July 1st and July 2, 2016 for a fundraising garage sale. The Chickasha Area Arts Council wishes to have the fees waived for the use of this facility also.

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They will comply with all requirements of the City Code as they have done in the past years. Everything will be conducted along the same guidelines as approved by the Mayor and Council previously.

The Chickasha Area Arts Council will provide a Certificate of Liability Insurance naming the City of Chickasha as an additional insured, and also sign the Indemnification Agreement.

Staff Recommendation: Approve request from the Chickasha Area Arts Council to utilize the Shannon Springs Bathhouse on June 30th, July 1st and July 2, 2016 for a fundraising garage sale and to waive fees associated with the facility.

Motion by Council Member Elliott, second by Council Member Sutterfield to approve the Consent Docket: ITEM 3a through ITEM 3d.

Roll call vote:

“Ayes:”	Loggins, Steelman, Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter and Ferguson
“Nays:”	None
“Abstain:”	None
Motion carried.	9-0

ITEM 4. Discussion/Approval of Items Removed from Consent Docket:

No action taken on ITEM 4.

ITEM 5. Ordinances and Resolutions:

ITEM 5a Consider an ordinance amending Chapter 4: Building, Fire Prevention, Life Safety, Plumbing, Mechanical, Electrical, and Property Codes.

Staff is proposing to adopt all 2015 international building and property maintenance codes except 2009 International Residential Code. The state of Oklahoma has already adopted these codes and the city is required to adopt the codes as a minimum standard.

Amendment to the code is as follows:

Sec. 4-1-1. Adoption of Building, Fire Prevention, Life Safety, Plumbing, Mechanical, Electrical and Property Codes and Other Codes.

The International Residential Code (IRC) 2009, as modified by the Oklahoma Uniform Building Code Commission, is hereby established and adopted as the minimum standard

for residential building construction for one and two family dwellings and townhouses in the City of Chickasha. Chapter 4, Building, Fire Prevention, Life Safety, Plumbing, Mechanical, Electrical, Property Codes, Article 1. Building Codes and Regulations is hereby amended to “The International Residential Code 2009”; “The International Plumbing Code/200915”; “The International Fire Code/200915”; “The International Mechanical Code/200915”; “The International Building Code/200915”; “The International Property Maintenance Code/200915”; “The National Electric Code/200814”; “The International Existing Building Code/200915”; “The International Fuel Gas Code/200915”; and by amending Subsection (a) to Section 4-1-1. Said subsection 4-1-1(a) shall henceforth read as follows: (Amended 06/06/2011, Ord. No. 2011-11.)

(a) Modifications in IRC 2009

All modifications in the International Residential Code 2009-adopted by the Oklahoma Uniform Building Code Commission shall apply to residential construction in the City.

Staff Recommendation: Staff recommends approval of the proposed amendment to Chapter 4.

Mayor Ross asked if the City adopts State Codes, Kathleen stated yes, Building Code adoption as uniformed.

*Motion by Council Member Carpenter, second by Council Member Sutterfield to approve Ordinance No. 2016-04. *

Roll call vote:

“Ayes:”	Steelman, Toland, Ross, Sutterfield, Elliott Ashanti-Alexander, Carpenter, Ferguson, and Loggins
“Nays:”	None
“Abstain:”	None
Motion carried.	9-0

ITEM 6.

Consideration and Discussion:

ITEM 6a

Consider request from Washita Valley Community Action Council to make 10th and 11th Streets between Iowa Avenue and Minnesota Avenue be one-way.

Washita Valley Community Action Council is moving into the former West School renting from the Board of Education. They are requesting the city make 10th and 11th Streets between Iowa Avenue and Minnesota Avenue to be one way for the safety of children being dropped off and picked up by parents and buses on those two streets.

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If Council approves this change, an Ordinance will be brought to the next Council meeting for passage.

Staff Recommendation: Staff recommends approval of the request.

Council Member Carpenter asked the traffic count, it's unknown. Carpenter stated that he wants the stop signs to stay.

Sharlotte Keys spoke, The Bill Wallace is open and has 160 students at this time.

Motion by Council Member Sutterfield, second by Council Member Elliott to approve making 10th and 11th Streets between Iowa and Minnesota Avenue one-way.

Roll call vote:

“Ayes:” Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Ferguson, Loggins and Steelman

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 6b. Consider authorizing Staff to setup a Sports Complex checking account for paying umpires and reimbursing tournament deposits.

Because just about all sports complexes and schools in the state pay their umpires immediately after the game is completed, it is very difficult to get umpires to wait on their money when they can go other places to umpire for cash. For this reason we have setup a receipt method of paying the umpires cash for their services.

During some of the larger tournaments and during prolonged league play we handle up to \$5,000.00 in cash at times. As director of the department I have taken it on myself to reconcile the cash payments and to make sure that the tax rules are followed. I have several concerns with this method of accountability.

I have visited with the City's Auditor and he agrees that a checking account would be a better answer to the cash distribution. The checks would be completed and signed by either myself or Jared White the Sports and Recreation Coordinator for payments to be made at the complex at the completion of the day's games. Receipts will be issued as well, showing the number of games worked, check amount and check number. This account will be reconciled by the Finance Director at the end of each month where activity has taken place.

We will also use this account to hold tournament deposit funds. For the first time we are requiring the tournament sponsor to put up a deposit to hold the facility for their event. If the tournament is rained out or cancelled by us the deposit is returned. We will issue a check for the returned deposit. If the tournament is held then the deposit is put toward the

tournament fee and a check will be issued to the City Clerk for deposit in the General Fund. This will also occur if the deposit is forfeited because the tournament is cancelled without cause. This will streamline the accounting process and keep the Parks Department from holding cash or checks until the tournament is held.

Again this is a much better paper trail than handling cash.

Staff Recommendation: Authorize Parks and Recreation Staff to setup a Sports Complex checking account for paying umpires and reimbursing tournament deposits.

Council Member Sutterfield asked if we have checked the law, Steve Chapman stated the he talked to the City Auditor.

Motion by Council Member Elliott, second by Council Member Sutterfield to authorizing staff to setup a Sports Complex checking account for paying umpires and reimbursing tournament deposits.

Roll call vote:

“Ayes:”	Ross, Sutterfield, Elliott Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman and Toland
“Nays:”	None
“Abstain:”	None
Motion carried.	9-0

ITEM 6c. Consider authorizing Staff to purchase zero turn riding mowers from State Contract SW190 for the Parks Maintenance and Sports Complex Divisions.

Staff has finished evaluating our current mowers conditions after this past mowing season and we are asking to purchase some replacement as well as additional mowers to add to our inventory.

Current Inventory:

Park Maintenance: 5-zero turn mowers

Sports Complex: 3-zero turn mowers

At least two of these mowers will not make another complete mowing season.

Staff is asking to purchase 4-new John Deere mowers. We will replace the mowers that are worn out to the point that they are becoming maintenance problems and keep the old mowers that are still capable of being used safely. We hope to utilize a couple of extra mowers with either part-time employees, Inmate labor or volunteers this coming mowing season to help us stay caught up.

Staff Recommendation:

Authorize Staff to purchase zero turn riding mowers from State Contract SW190 for the Parks Maintenance and Sports Complex Divisions for a total of four mowers at a purchase amount of \$32,172.00 and authorize the Mayor and Staff to execute the agreements.

Motion by Council Member Carpenter, second by Council Member Ferguson to tabled and moved to a work session the purchase zero turn riding mowers from state contract.

Roll call vote:

“Ayes:” Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman, Toland and Ross

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 7

Bid Opening and Awards

ITEM 7a. Consider awarding a bid to US Foods for Concession Food and Materials.

Staff solicited bids for the purchase of Concession Food and Materials for use at the Sports Complex and Parks as needed.

We received only one bid for these items. This being from US Food, the company that holds the current contract to supply these items. They were also the only bidder last year. There are ten pages of items on this bid. They range from potato chips to wieners.

Staff recommends awarding the bid to US Foods. As we have done this last year we compare the price to what we can purchase the item from the local stores and if US Foods is not competitive we purchase the item from the local vendor. We have found them to be very competitive.

The complete bid including prices is available for your review in the Park Director’s Office.

Staff Recommendation: Award a bid to US Foods for Concession Food and Materials for the purchase of items to be used at the Sports Complex and Park Facilities as shown in their bid documents.

Motion by Council Member Elliott, second by Council Member Carpenter to award bid to US Foods for Concession Food and Materials.

Roll call vote:

“Ayes:”	Elliott, Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman, Toland, Ross and Sutterfield
“Nays:”	None
“Abstain:”	None
Motion carried.	9-0

ITEM 7b. Consider awarding a bid to DeAngelo Brothers LLC for Invasive Weed Spraying.

Staff solicited bids for the spraying of invasive weeds on four parcels of land that is owned by the City. The spraying is primarily for thistle which is a regulated weed in Oklahoma and must be treated to avoid fines from the Department of Agriculture.

The bids were received for this services. One bid was disqualified as being unresponsive. The second bid is being recommended for award:

First Spraying Parcel A:	\$3,668.25
Second Spraying Parcel A:	\$3,091.50
First Spraying Parcel B:	\$1,467.30
Second Spraying Parcel B:	\$1,082.02
First Spraying Parcel C:	\$4,401.87
Second Spraying Parcel C:	\$2,937.12
First Spraying Parcel D:	\$733.65
Second Spraying Parcel D:	\$618.30

The Parcels will be contracted separately. We may then evaluate the parcels before and after the first spraying to determine if the parcel is to be sprayed once or twice.

The complete bid tabulation sheet is available in the Park Director’s Office.

Staff Recommendation: Award the bid to DeAngelo Brothers LLC for Invasive Weed Spraying and authorize the Mayor and Staff to execute the agreements.

Council Member Carpenter asked how the City notifies vendors that are not on State Contract. And if they could put bid notices on water bills. Advertise in the paper, website, we don’t reach out to all vendors. On the City of Chickasha website, a vendor can register and will be notified when a bid out. Council Member Loggins stated that most businesses should know how to bid if they want to deal with municipal government.

Motion by Council Member Sutterfield, second by Council Member Elliott to award bid to DeAngelo Brothers LLC for invasive weed spraying..*

Roll call vote:

“Ayes:” Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman
Toland, Ross, Sutterfield and Elliott
“Nays:” None
“Abstain:” None
Motion carried. 9-0

ITEM 7c. Consider awarding a bid to various vendors for Sports Complex Field Materials.

Staff solicited bids for the purchase of Sports Complex Field Maintenance Materials. The following is Staff’s recommendation for award. All recommendations are the lowest bid received:

Field Paint:	Pioneer Mfg.	\$39.50/5-gallons
Aerosol Can Field Paint:	American Soccer	\$39.95/12-12-oz cans
Infield Conditioner:	Pennington Seed	\$8.00/bag
	Blessing Gravel	\$72.44/pallet
Drying Agent:	Pennington Seed	\$8.25/bag
	Pennington Seed	330.00/pallet
Mound Clay:	Pennington Seed	9.50/bag
	Pennington Seed	380.00/pallet

A total of eight vendors submitted bids for these items.

The complete bid tabulation sheet is available in the Park Director’s Office.

Staff Recommendation: Award the bid to various vendors, as indicated in the background, for Sports Complex Field Materials and authorize the Mayor and Staff to execute the agreements.

Motion by Council Member Elliott, second by Council Member Loggins to award bid to various vendors for Sports Complex Field Materials.

Roll call vote:

“Ayes:” Carpenter, Ferguson, Loggins, Steelman Toland, Ross, Sutterfield
Elliott and Ashanti-Alexander
“Nays:” None
“Abstain:” None
Motion carried. 9-0

ITEM 7d. Consider awarding a bid to Midwest Fence Company for Sports Complex Fencing.

Staff solicited bids for fencing to be added at the Sports Complex at the new practice area.

Six bids were received for this project. The low bid is from Midwest Fence Company in Glenpool, Oklahoma. Their bid is as follows:

Item #1 PVC Fencing (220 ft)	\$2,310.00
Item #2 5' Chain Link Fencing (250 ft)	\$5,160.00

The complete bid tabulation sheet is available in the Park Director's Office.

Staff Recommendation:

Award the bid to Midwest Fence Company for Sports Complex Fencing and authorize the Mayor and Staff to execute the agreements.

Motion by Council Member Elliott, second by Council Member Sutterfield to award bid to Midwest Fence Company for Sports Complex Fencing.

Roll call vote:

"Ayes:" Ferguson, Loggins, Steelman Toland, Ross, Sutterfield, Elliott
Ashanti-Alexander and Carpenter
"Nays:" None
"Abstain:" None
Motion carried. 9-0

ITEM 7e. Consider awarding a bid to Bordwine Development for Sports Complex Batting Cage.

Staff solicited bids for the construction of a chain link batting cage to be added at the Sports Complex at the new practice area.

Five bids were received for this project. The low bid is from Bordwine Development. Their bid is for \$17,400.00. This includes dirt work, concrete edging and the fence work for the cage.

The complete bid tabulation sheet is available in the Park Director's Office.

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Staff Recommendation: Award the bid to Bordwine Development for Sports Complex Batting Cage and authorize the Mayor and Staff to execute the agreements.

Council Member Sutterfield asked how many bids were received. Steve Chapman stated 5.

Motion by Council Member Elliott, second by Council Member Carpenter to award bid to Bordwine Development for Sports Complex Batting Cage.*

Roll call vote:

“Ayes:” Loggins, Steelman Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander and Carpenter
“Nays:” Ferguson
“Abstain:” None
Motion carried. 8-1

ITEM 7f. Consider awarding a bid to Bordwine Development for General Trenching and Boring Services.

Staff solicited bids for General Trenching and Boring Services. Only one bid was received.

This bid is for an as needed contract to provide trenching and boring services as needed for projects such as electrical installation for lighting in the parks. This would be for larger projects where City crews would not have the time to pull off of their normal duty to complete the work. Smaller projects would be completed with our own crews.

The bid received is from Bordwine Development as follows:

Item #1 Open and close utility trench: 6” wide 24 to 30 inches deep	\$3.75/ft
Item #2 Open and close utility trench: 6” wide 31 to 36 inches deep	\$4.75/ft
Item #3 Open and close utility trench: 8” wide 24 to 30 inches deep	\$5.75/ft
Item #4 Open and close utility trench: 8” wide 31 to 36 inches deep	\$6.75/ft
Item #5 Open and close utility trench: 10” wide 24 to 30 inches deep	\$7.75/ft
Item #6 Open and close utility trench: 10” wide 31 to 36 inches deep	\$8.75/ft
Item #7 Boring – 2 to 3 inch diameter	\$25.00/ft
Item #8 Boring – 4 to 5 inch diameter	\$45.00/ft
Item #9 Boring – 6 inch diameter	\$65.00/ft

This includes opening and closing the ditch as well as dressing the area for mowing.

Staff Recommendation: Award the bid for General Trenching and Boring Services to Bordwine Development.

Council Member Sutterfield asked how many bids did the City receive, Chapman replied only one. Sutterfield asked if there was a reason we only received one. Steve said he talked to many vendors but couldn't get them to bid.

Council Member Elliott asked Steve if there were high bids, Yes, but these are small projects.

Council Member Ferguson asked if there was a change order, No.

Council Member Ashanti-Alexander asked large projects, Chapman said no small that was an error.

Motion by Council Member Carpenter, second by Council Member Elliott to award bid to Bordwine Development for general trenching and boring services.*

Roll call vote:

“Ayes:”	Steelman Toland, Ross, Elliott, Ashanti-Alexander, Carpenter and Loggins
“Nays:”	Ferguson and Sutterfield
“Abstain:”	None
Motion carried.	7-2

ITEM 7g. Consider authorizing Staff to purchase Concession Beverages from the Dr. Pepper Distributor.

Staff solicited bids for the purchase of Concession beverages for use at the Sports Complex and Parks as needed. We received no bids for this item.

Staff is requesting permission to extend the contract with the local Dr. Pepper Distributor for the purchase of these items.

Staff Recommendation: Allow Staff to purchase Concession Beverages from the local Dr. Pepper dealer for items to be used at the Sports Complex and Park Facilities.

Motion by Council Member Sutterfield, second by Council Member Loggins to authorizing staff to purchase concession beverages from the Dr. Pepper Distributor.*

Roll call vote:

“Ayes:” Steelman Toland, Ross, Elliott, Ashanti-Alexander, Carpenter and Loggins
“Nays:” Ferguson and Sutterfield
“Abstain:” None
Motion carried. 7-2

ITEM 7h. Consider awarding Bid #2016-032 for the purchase and installation of new vinyl flooring for the Children’s area of the Library.

Staff was authorized to solicit bids for new flooring for the Children’s area of the Library as part of the remodeling of the Children’s area. As the result of that solicitation of bids, four bids were received as follows:

<u>Vendor</u>	<u>Bid Amount</u>
OK Carpet	\$4,300.00
Andeco Flooring & Blinds	\$3,736.90
Chickasha Flooring	\$6,552.05
Carpet Market	\$3,927.00

The bids included materials and installation.

Staff Recommendation: Award the bid to the lowest bidder, Andeco Flooring & Blinds in the amount \$3,736.90.

Council Member Ashanti-Alexander praised on the professional in the Library.

Motion by Council Member Sutterfield, second by Council Member Carpenter to award bid 2016-032 for the purchase and installation of new vinyl flooring for the children’s area at the library.*

Roll call vote:

“Ayes:” Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman and Toland
“Nays:” None
“Abstain:” None
Motion carried. 9-0

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ITEM 8. **Motion to Adjourn.**

No further business Mayor Ross called the meeting adjourned.

TIME: **6:09 P.M**

[Handwritten signature]

Hank Ross, Mayor

ATTEST:

[Handwritten signature]

Smith, City Clerk



Approved this 15th day of February, 2016.