



FEBRUARY 15, 2016

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 15th 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 5:30 p.m.

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

MAYOR AND COUNCIL

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

STAFF

Alan Guard, City Manager
Deborah Sterkel, Attorney
Lena Smith, Asst. City Manager/HR Director
Gina Snedeker, Finance Director
Tina Smith, City Clerk
Stewart Steele, Police Chief
Brian Zalewski, Fire Chief
Susan Jones, Executive Assistant
Kathleen Easley, Community Development Director

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

ITEM 2. Visitor Presentation / Citizen and Council Communication.

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

Presentation of Retirement watch by Mayor Ross to Doug Black Fire/Ems.

Kimberley Loggins

Term to Expire: Expires under the terms of the CIA
Charter

Staff Recommendation: Approve appointments of Tim Elliot, Steve LaForge and Kimberley Loggins to the Economic Development Sales Tax Oversight Committee with terms expiring as noted.

ITEM 3d.

Consider authorizing staff to make payment of normal monthly invoices received in March 2016, and ratify the payment on the April 4, 2016 agenda.

Due to there being only one Council meeting in March staff is requesting permission to pay the normal monthly invoices for March and place the invoices on the April 6, 2016 agenda claims list for ratification. This will allow us to avoid paying late fees and inconvenience our vendors.

Staff Recommendation: Authorize staff to make payment of normal monthly invoices received in March 2016, and ratify the payment on the April 4, 2016 agenda.

ITEM 3e.

Consider Authorizing Staff to solicit bids for the modification of the Shannon Springs events primary electrical disconnect panels.

The Parks Department has reviewed the primary-panels that are used in Shannon Springs Park for the Festival of Light and other events held in the park. The existing panels are currently housed in wooden structures that are in need of replacement. Staff wishes to remove the existing structures and replace them with five-foot high chain link fencing with privacy slats.

To make this possible, we need to remove the existing structures. Because most of the electrical equipment that was originally installed is not rain tight we will need to replace the equipment and reinstall it where the top is no higher than five-feet.

Once this work is completed we will request authorization for the fence phase of this project. These two phases will make the equipment safer and give us better access to the equipment. It will also be a cleaner look for the park.

Bid specifications are available in the Parks and Recreation Director's Office for your review.

Staff Recommendation: Authorize Staff to solicit bids for the modification of the Shannon Springs events primary electrical disconnect panels.

Council Member Carpenter pulled Item 3e.

ITEM 3f. Consider authorizing Staff to solicit bids for the modification of the Shannon Springs electrical sub-panels.

The Parks Department has reviewed the sub-panels that are used in Shannon Springs Park for the Festival of Light and other events held in the park. The existing panels need extensive work to repair the enclosures as well as the receptacles that are attached to the units. Currently the panels require an electrician to connect them to the power line anytime the panel is needed. Staff would like to modify the connections where they will just be plugged into an industrial type connection. This will be safer and will eliminate the need for an electrician each time we connect any of the panels up to power.

Bid specifications are available in the Parks and Recreation Director's Office for your review.

Staff Recommendation: Authorize Staff to solicit bids for the modification of the Shannon Springs electrical sub-panels.

ITEM 3g Consider authorizing staff to solicit bids for new flooring for the community meeting room at the Library.

The Library wishes to replace the carpet that is currently in the meeting room with tile to provide better cleanup options. Staff is requesting authorization to solicit bids for the purchase and installation of the materials.

Staff Recommendation: Authorize staff to solicit bids.

ITEM 3h. Consider authorizing Staff to solicit bids for periodic cleaning services for City's rental facilities.

The Parks Department would like to solicit bids for a monthly cleaning of the City's facilities that we rent. I consistently hear that the Depot is dust and dirty. This service would be to do a thorough cleaning once a month on these facilities. Park Staff would do light cleaning as needed.

Bid specifications are available in the Parks and Recreation Director's Office for your review.

Staff Recommendation: Authorize Staff to solicit bids for periodic cleaning services for City's rental facilities.

ITEM 3i. Consider all parts of Centennial Park CDBG Phase II as complete.

Phase II of the Centennial Park Project consisted of several components. The primary component was construction of a new playground and associated infrastructure. This work was completed by various vendors and volunteers. The project total including all materials, equipment, labor and miscellaneous items was: \$177,956.00 which includes the \$88,978.00 from the CDBG Small Cities Grant with the balance being the City's match for the grant.

All work has been completed and accepted by the Architect. Staff is requesting that the City Council accept the project as complete and authorize Staff to submit close-out documents to the Department of Commerce.

Staff Recommendation: Accept all parts of Centennial Park Phase II as complete and authorize Staff to submit the close-out documents to the Department of Commerce and request final reimbursement in the amount of \$19,689.00.

ITEM 3j. Consider authorizing Staff to solicit bids for construction of Shade Covers at the Shannon Springs Park Swimming Pool.

The Parks Department would like to install shade covers over the kiddy pool and concession area of the municipal pool. We will use the same type of shade structures as we have at the Sports Complex. They have held up to the sun and wind very well.

Bid specifications are available in the Parks and Recreation Director's Office for your review.

Staff Recommendation: Authorize Staff to solicit bids for construction of Shade Covers at the Shannon Springs Park Swimming Pool.

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

5:30 p.m.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 6.

Consideration and Discussion:

ITEM 6a

Consider declaring items as surplus and authorize Staff to sell, auction, donate or dispose of the items in such a way as it is determined will provide the City with the most cost effective means of disposal.

The various Departments have the following item that we would like to declare as surplus and dispose of as deemed appropriate.

Staff Recommendation: Declare item as surplus and authorize Staff to sell, auction, donate or dispose of the items in such a way as it is determined will provide the City with the most cost effective means of disposal.

Council Member Carpenter stated that on the last surplus he asked for feedback on where everything went. City Manager Guard said he would get the records.

*Motion by Council Member Sutterfield, second by Council Member Elliott to approve staff to sell, auction, donate or dispose of items. *

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 6b.

Consider authorizing Staff to remove the old Shannon Springs Park Restroom/Pavilion Complex in the southwest corner of the park.

Located in the southwest corner of Shannon Springs Park is a restroom/shelter complex that was constructed in the 1970's. The restrooms have been closed for many years due to

5:30 p.m.

poor design, vandalism and ADA compliance issues. Staff wishes to remove this facility from the park. We anticipate doing this with City crews and equipment. We are also asking to take out the foot bridge located adjacent to this facility. The bridge does not meet ADA requirements and is a constant maintenance issue.

Our future plan for this area is to construct a new pavilion, similar to the one soon to be under construction, at Centennial Park. We will bring the new construction back to the Council soon for your consideration.

Staff Recommendation: Authorize Staff to remove the old Shannon Springs Park Restroom/Pavilion and foot bridge in the southwest corner of the park.

Council Members Carpenter and Elliott would like to see another restroom installed in the park. Alan Guard stated he would talk to Steve Chapman and maybe next year as a capital project.

*Motion by Council Member Elliott, second by Council Member Loggins to authorizing staff to remove the old Shannon springs park restrooms/pavilion complex in the southwest corner of the park. *

Roll call vote:

“Ayes:”	Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman, Ross, Sutterfield and Elliott
“Nays:”	None
“Abstain:”	None
Motion carried.	8-0

ITEM 6c. Consider authorizing Staff to purchase toilet valves and side mount auto flush operators for the Sports Complex Restroom from Buyboard.

The Parks Department would like to replace the broken and poorly operating flush valves and automatic operators on the toilets and urinals in the restrooms at the Sports Complex.

We currently have a menagerie of operators and flush valves in the restroom. This is from attempts to fix issues one at a time in the facilities. Staff has inventoried the parts and we would need 32-automatic operators, 3-urinal flush valves and 12-toilet flush valves to make everything uniform and work properly.

We have located the items on BuyBoard and would like authorization to purchase the items for Staff to install.

5:30 p.m.

Roll call vote:

“Ayes:”	Ferguson, Loggins, Steelman, Ross, Sutterfield, Elliott, Ashanti-Alexander and Carpenter
“Nays:”	None
“Abstain:”	None
Motion carried.	8-0

ITEM 6e. Consider approving a contract extension for the Chickasha Area YMCA to operate the Shannon Springs Swimming Pool during the 2016 summer season.

The Chickasha Area YMCA has operated the Shannon Springs Swimming Pool for several years as a partner of the Chickasha Parks and Recreation Department. We are again requesting that the Council approve the YMCA operations contract for the 2016 Summer Season. The current contract will have no changes and if approved will be extended as written for the 2016 season.

Staff Recommendation: Approve a contract extension for the Chickasha Area YMCA to operate the Shannon Springs Swimming Pool during the 2016 summer season and authorize the Mayor and Staff to execute the agreements.

*Motion by Council Member Sutterfield, second by Council Member Loggins to approve contract extension for the Chickasha YMCA to operate the Shannon Springs Swimming Pool during the 2016 summer season. *

Roll call vote:

“Ayes:”	Loggins, Steelman, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter and Ferguson
“Nays:”	None
“Abstain:”	None
Motion carried.	8-0

ITEM 6f. 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:

Chickasha City Council Meeting 02-15-2016
5:30 p.m.

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. After questions were raised about the brand of mowers to be purchased, I compared the repair expenditures for all of our mowers and found that the average maintenance cost for items repaired on the mowers, not to include blade replacement, averaged \$300.00/year/mower no matter which brand it was. We have not kept a log of operation hours for each mower so I am not able to break the cost down by operational hour to determine which mower was used the most during the comparison time frame but it is my observation that the John Deere mowers that we currently have were used for many hour more than the Hustler or Big Dog mowers that we have.

Comparing the price for the mowers, I have found that the John Deere price is a little bit lower than the quote provided by Small Engine Service.

My employees tell me that the greasing and maintenance of the John Deere is by far easier than the Hustler. The location of the grease fittings is on top of the deck not under it and the Hustler deck tends to accumulate wet grass in the corners and discharge it in clumps as it releases when you hit a hole or just by pure weight.

We have four mowers that have in excess of 1,000 hours. One is a John Deere the other three are Big Dog brand. The big Dog mowers are primarily used as back up mowers at this time. We will be offering two of these mowers to the Fire Department to use for property maintenance at the two fire stations. They will be used no more than once a week to mow the small yards at the stations. This is light duty compared with what we put them through in the parks.

With all of this said it comes back to what the employee is comfortable with. They are used to running the John Deere as well as maintaining the mower. This is clear in the maintenance cost based on the given number of days that the mower is used. We also have spare belts and blade that will fit the John Deere model we are requesting.

We maintain over 200 acres of park grounds annually. This is a lot of mowing and wear and tear on this equipment. We have been more than happy with the service we have gotten from the John Deere and the way they have stood up to this task.

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 \$31,743.04 as adjusted with the quantity discount and authorize the Mayor and Staff to execute the agreements.

*Motion by Council Member Loggins, second by Council Member Elliott to authorize staff to purchase a zero turn riding mowers from State Contract SW190 for the Parks Maintenance and Sports Complex Divisions. *

Roll call vote:

“Ayes:” Steelman, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Ferguson and Loggins
“Nays:” None
“Abstain:” None
Motion carried. 8-0

ITEM 6g. Consider selling land located at 726 and 728 Frisco to Trent McKenna.

Trent McKenna is requesting the city sell the property located at 726 and 728 Frisco: Lots 8 and 9 Block 18 Askew Addition. Mr. McKenna is not proposing to build on the property at this time, but is willing to maintain the property and plant some trees on it. He is proposing to pay 5% of the liens plus \$300.00 for the land. The liens total \$7445.86. 5% of the liens total \$372.29 plus \$300.00 = \$672.29. He currently lives within the same block on Oklahoma Avenue. The property is zoned R2 two-family residential. The property is within the special flood hazard zone AE. Any new construction in AE flood zone will require the lowest floor elevated at least one foot above the base flood elevation.

Council requested staff prepare a checklist for determining city land donation/lien waiver requests:

Is the person requesting the property proposing to build/rebuild?	No
If yes, does the person requesting land/ waiver experienced with building/construction?	N/A
Is it a buildable lot(s)?	Yes
Zoning district?	R2
Is it in the floodplain?	Yes
What is the size of the lot(s)?	both are 8,250 sq. ft.

Staff Recommendation: Staff recommends approval.

*Motion by Council Member Elliott, second by Council Member Loggins to authorize selling land located at 726 and 728 Frisco to Trent McKenna. *

Chickasha City Council Meeting 02-15-2016
5:30 p.m.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 7. **Motion to Adjourn.**

No further business Mayor Ross called the meeting adjourned.

TIME: 5:51 P.M

[Handwritten signature]

Hank Ross, Mayor

ATTEST:

[Handwritten signature]

Tina Smith, City Clerk



Approved this 7th day of March, 2016.