CITY OF
CHICKASHA

April 04, 2016

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 4th day of April 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
John Toland
Kimberly Loggins
Phylis Steelman
Mike Sutterfield
Howard Carpenter
Jerry Pittman
Blake Elliott

STAFF

Alan Guard, City Manager
Lena Smith, Asst. City Manager
Tom Frailey, Attorney
Steve Chapman, Park and Recreation 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
Jim McClain, Public Works 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.

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

Layce Graham with the Chickasha Animal Shelter had Mercy as the pet of the month, she loves playing ball, playing with other dogs and they are now working on potty training Mercy.

David Harper-Head, believes we need the sales tax to pass, but says the current money isn't being spent well, what's going to happen if the vote doesn't pass.
Harper-Head questioned why the citizens wasn't informed about City Manager Guards evaluation, he stated the council shouldn't keep Guard.

Ronnie Hightower, wants the City to accept his proposal for a Hanger at the Chickasha Airport, he feels it's taking too long.
City Manager stated he had only received one email and need planning time and needs to go to council with the request, the City could have an answer by mid-June.

Violet Lolar, would like asphalt overlay at 2nd and Missouri, it's a very traveled road, when the city patches the road the first rain washes back out.
City Manager Guard stated we would look into that address.

Council Communication:

Council Member Sutterfield questioned the lights at 81 and Country Club, he waited 15 minutes for the light to change. Public Works Director McClain has called and the problem should be fixed.

Council Member Loggins applause the Chickasha Police Department on the traffic control for the Rotary 5K Run. And the great remolded job at the communication center, and the great job the communication worker does, takes a special person to do that job.

Mayor Ross presented Joel Hatchett retirement watch, Joel has worked for the City of Chickasha for 32 years.

ITEM 3. **Consent Docket: ITEM 3a through ITEM 3e. & 3g. through 3j.**

ITEM 3a. **Consider approving the minutes of the March 07, 2016, regular meeting**

Approval is requested for the minutes of the March 07,2016 regular meeting.

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 3b. **Consider approving the Purchase Order list ratifying special utility payments made on March 17, 2016 in the amount of $60,982.62; Purchase Order list for the last**

half of March 2016 in the amount of $105,241.78; Purchase Order list for the first half April 2016 in the amount of $607,432.07; Payroll Claims for March 2016 in the amount of $1,205,373.71; and estimated Payroll Claims for May 2016 in the approximate amount of $750,000.

Approve the Purchase Order list for the last half March 2016 in the amount of $105,24178; Special utility payments made on March 17,2016 in the amount of $60,982.62; Payroll Claims for March 2016 in the amount of $1,205,373.71; and estimated Payroll Claims for May 2016 in the approximate amount of $750,000.

Staff Recommendation: Approve Purchase Order, and approve payments

ITEM 3c. **Consider authorizing Staff to solicit bids for the purchase of Park amenities such as benches, tables and drinking fountains and other accessories to be utilized in the City's parks.**

Staff has prepared specification for the solicitation of bid to purchase Park amenities such as benches, tables and drinking fountains and other accessories to be utilized in the City's parks.

Types and quantities of these items will be determined after prices are evaluated after the bids are open.

Bid specifications are available for review in the office of the Parks and Recreations Director.

Staff Recommendation: Authorize Staff to solicit bids for the purchase of Park amenities such as benches, tables and drinking fountains and other accessories to be utilized in the City's parks.

ITEM 3d. **Consider authorizing Staff to solicit bids for the mowing and removal for trees and brush from overpasses.**

Staff has prepared specification for the solicitation of bid to hire a contractor to remove the trees, brush and vegetation off of the approaches to the turnpike and highway overpasses. This will clean the areas up and make it easier and safer for the Parks Department to mow and maintain the approaches.

Bid specifications are available for review in the office of the Parks and Recreations Director.

Staff Recommendation: Authorize Staff to solicit bids for the mowing and removal for trees and brush from overpasses.

ITEM 3e. **Consider authorizing Chisholm Trail Consulting for engineering services for street projects on Grand Ave. and 17th street resurfacing**

Staff is seeking approval to have Chisholm Trail Consulting design 2 bids.

Project A - Staff is seeking approval for the design and assistance by Chisholm Trail Consulting on Grand Avenue from 4th street to 29th Street.

Project B - Staff is seeking approval for the design and assistance by Chisholm Trail Consulting on 17th Street, from Grand to Idaho.

Both projects will include traffic layouts and control

Staff Recommendation: Authorize staff to have Chisholm Trail Consulting design bids for both of the above projects, as well as assist us with these bids.

ITEM 3f. **Consider authorizing Staff to solicit bids for the installation of 4' chain link fence for the community garden in Borden Park.**

Staff is developing a space for a community garden east of 21st Street on the South side of Iowa Ave. The fenced area will be approximately 100' x 50' and will be constructed of 4' chain link fence. The garden will be developed inside this fenced area using raised beds.

Funding for this project will come from the Parks Department Capital Fund. We estimate that the fencing will cost between $3,000 and $4,500.

Specifications are available in the office of the Parks and Recreation Director for your review.

Staff Recommendation: Authorize Staff to solicit bids for the installation of 4' chain link fence for the community garden in Borden Park.

Item 3f. pulled

ITEM 3g. **Consider authorizing Staff to solicit bids for Janitorial Services for the City's facilities.**

Staff has utilized Jan Pro for our janitorial services for City Hall, Library, Police Department and the Public Works office since 2013. Staff has suggested several changes for this service including adding some other facilities. We have also had some interest from several companies that wish to submit proposals on this service.

Specifications are available in the office of the Parks and Recreation Director for your review.

Staff Recommendation: Authorize Staff to solicit bids for Janitorial Services for the City's facilities.

ITEM 3h. **Consider authorizing Staff to solicit bids for the replacement of the in-line debris trap for the Shannon Springs Park Swimming Pool.**

The Parks Department would like to replace the 12-inch in-line debris trap on the filtration system on the Shannon Springs Swimming Pool. The existing trap is rusted through and is leaking into the plumbing pit.

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

Staff Recommendation: Authorize Staff to solicit bids for the replacement of the in-line debris trap for the Shannon Springs Park Swimming Pool.

ITEM 3i. **Consider authorizing Staff to solicit bids for Library Landscaping.**

Staff has developed a plan to complete the landscaping of the north side of the Library. This project will include the soft and hardscape to dress up the front of the library and address some drainage issues.

This is a budgeted Capital Improvements Project for this fiscal year.

Specifications are available in the office of the Parks and Recreation Director for your review.

Staff Recommendation: Authorize Staff to solicit bids for the Library Landscaping Project.

ITEM 3j. **Consider authorizing Staff to solicit bids for installation of Disk Golf concrete Tee Pads in Shannon Springs Park.**

Staff has received many request to install concrete Tee Pads on the Disk Golf Course at Shannon Springs. We have visited several courses throughout the area and have developed a specification for the pads. We believe this project along with the replacement of missing signage will enhance the enjoyment of the park for many users.

Specifications are available in the office of the Parks and Recreation Director for your review.

Staff Recommendation: Authorize Staff to solicit bids for installation of Disk Golf concrete Tee Pads in Shannon Springs Park.

Motion by Council Member Sutterfield, second by Council Member Loggins to approve the Consent Docket: ITEM 3a through ITEM 3e. & 3g. through 3j.

Roll call vote:

"Ayes:"	Loggins, Steelman, Toland, Sutterfield, Ross, Elliott, Carpenter and Pittman
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

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

NO action taken on ITEM 4

ITEM 5. **Ordinances and Resolutions:**

ITEM 5a **Consider the amendment of the Chickasha Code of Ordinances by revising Chapter 3, Animals, Article1, General Provisions, Section 3-1-1.**

Staff request that the Chickasha Code of Ordinances be amended by revising, Chapter 3, Animals, Article 1, General Provisions, Section 3-1-1-1. Definitions, to include definitions for the terms "pinch or prong collar", "Tether", and "Trolley System", by adding a new article 12, Animal Restraint restrictions, to Chapter 3, Animals.

Staff Recommendation: Amend the Chickasha Code of Ordinances by revising Chapter 3, Animals, Article1, General Provisions, Section 3-1-1, updating definitions, and adding new article 12 to Chapter 3, Animal Restraint Restrictions.

*Motion by Council Member Elliott, second by Council Member Loggins to approve amendment of the Chickasha Code Ordinances by revising Chapter 3, Animals, Articile 1, General Provisions, Section 3-1-1. *

Roll call vote:

"Ayes:"	Steelman, Toland, Ross, Elliott, Carpenter, Pittman and Loggins
"Nays:"	Sutterfield
"Abstain:"	None
Motion carried.	7-1

ITEM 5b. **Consider approving Ordinance No. 2016-07 - Adopting and enacting a new code for the City of Chickasha, Oklahoma; providing for the repeal of certain Ordinances; providing a penalty for the violations; and amending the Code Book;**

On April 14, 2014, Mayor and Council approved the City of Chickasha to enter into an agreement with Municode for the service of professional codification of the City of Chickasha Code Book.

All ordinances enacted on or before December 7, 2015, and not included in the Code are repealed. By approving Ordinance No. 2016-07 minor additions and amendments have been incorporated in the Code.

In law, codification is the process of collecting and restating the law of a jurisdiction in certain areas, usually by subject, forming a legal code or book of law. Codification is the defining feature of civil law jurisdictions.

Recodification refers to a process where existing codified statutes are reformatted and rewritten into a new codified structure.

Staff Recommendation: Approving Ordinance No. 2016-07 - Adopting and enacting a new code for the City of Chickasha, Oklahoma; providing for the repeal of certain Ordinances; providing a penalty for the violations; and amending the Code Book;

*Motion by Council Member Sutterfield, second by Council Member Loggins to approve Ordinance No. 2016-07. *

Roll call vote:

"Ayes:"	Toland, Ross, Sutterfield, Elliott, Carpenter, Pittman, Loggins and Steelman
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 5c. **Consider a resolution in support of transferring housing funds to Washita Valley Community Action Council.**

Washita Valley Community Action Council has requested the City of Chickasha transfer their Banked Match funds in the amount of $22,888.75 to acquire Home Investment Partnership Program (HOME) funds through the Oklahoma Housing Finance Agency. The primary goal of the OHFA HOME Program is to retain and increase the supply of decent, safe, and sanitary affordable housing and develop public partnerships with local government nonprofit organizations, private sector development entities, financial institutions, and debt and equity capital outlets. By transferring the match funds to WVCAC, the city and Washita Valley CAC continue our efforts as partners in the pursuit of providing affordable, safe, healthy housing for the special needs individuals and low income families within the Chickasha community.

Staff Recommendation: Approve Resolution #2016-6R in support of transferring the banked match funds in the amount of $22,888.75.

*Motion by Council Member Sutterfield, second by Council Member Elliott to approve Resolution No. 2016-6R. *

Roll call vote:

"Ayes:"	Ross, Sutterfield, Elliott, Carpenter, Pittman, Loggins, Steelman and Toland
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 6. **Consideration and Discussion:**

ITEM 6a **Consider authorizing placement of refund from the Oklahoma Municipal Assurance Group (Workers' Compensation Plan) to be used to pay premiums.**

Staff received correspondence from OMAG regarding the fact that the City of Chickasha will receive a Rate Stabilization Reserve (RSR) fund in the amount of $30,194.00 and that they have placed these funds in our Escrow Account.

Staff is requesting your approval to pay Plan premiums with the RSR funds when the next payment becomes due.

Staff Recommendation: Authorize the use of the RSR funds from the Oklahoma Municipal Assurance Group (Workers' Compensation Plan) to be used to pay Plan premiums.

*Motion by Council Member Elliott, second by Council Member Loggins authorizing placement of refund from the Oklahoma Municipal Assurance Group (Workers' Compensation Plan) to be used to pay premium. *

Roll call vote:

"Ayes:"	Sutterfield, Elliott, Carpenter, Pittman, Loggins, Steelman, Toland and Ross
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 6b. **Consider approving the 2016-2017 Philips cardiac monitor service agreement.**

Chickasha emergency medical services utilizes seven cardiac monitors placed on each unit to provide advanced life support and cardiac monitoring to our patients. The service agreement keeps the department from encumbering large repair bills due to structural or electrical damage.

The service agreement is budgeted in line item 23-5302-018. The one-year service agreement is $3941.00.

Staff Recommendation: Approve the 2016-2017 Philips cardiac monitor service

Tabled

*Motion by Council Member Sutterfield, second by Council Member Loggins to table 6b. approving the 2016-2017 Philips cardiac monitor service agreement. *

Roll call vote:

"Ayes:"	Elliott, Carpenter, Pittman, Loggins, Steelman, Toland, Ross and Sutterfield
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 6c. **Consider the lease purchase of (11) Police vehicles from Bob Howard Dodge.**

The Police Department is requesting the lease purchase of eleven (11) Police cars. The cars will be 2016 models, (7) being marked Patrol units, (2) in Investigations, (1) will be operated by Neighborhood Services and (1) by the Communications Supervisor/Relief Sergeant.

Bob Howard Dodge is the state contract approved vendor the vehicles are to be purchased from. The State Contract to be used is # SW035. Bob Howard Dodge will also be overseeing the up fitting of the vehicles utilizing Quality Custom Up fitters which is a State contract approved up fitter #0000363275 Contract ID# 3629. Their service is available under Oklahoma State Contract #SW767.

The total cost for this purchase, including the up fit of police equipment, with principal and interest will be $394,281.14 over four (4) years. The annual payment for this lease purchase will be $98,570.28 and will be paid from line item 11-41-541-6300-040.

Staff Recommendation: Accept the lease purchase and up fit of eleven (11) police cars from Bob Howard Dodge.

Council Member Carpenter said good luck on finding the money, he knows we need them and going to vote yes, just not sure about the money.
City Manager Guard stated that the money was budgeted every year.
Council Member Toland asked if the first payment would be July 2017, Yes.

*Motion by Council Member Elliott, second by Council Member Loggins to authorizing lease purchase of (11) Police vehicles from Bob Howard Dodge. *

Roll call vote:

"Ayes:"	Carpenter, Pittman, Loggins, Steelman, Toland, Ross, Sutterfield and Elliott
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 6d **Consider accepting Liberty National Bank's financing for the lease purchase of (11) Police cars**

The Police Department is requesting acceptance of Liberty National Bank's financing proposal for the lease purchase of eleven (11) Police cars. The cars will be 2016 models, (7) being marked Patrol units, (2) in Investigations, (1) will be operated by Neighborhood Services and (1) by the Communications Supervisor/Relief Sergeant.

Bob Howard Dodge is the state contract approved vendor the vehicles are to be purchased from. The State Contract to be used is # SW035.

9 banks were contacted regarding submitting interest rates for the four (4) year financing of the lease purchase. 3 banks submitted qualifying bids with the following interest rates:

Oklahoma State Bank—1.98 %
Liberty National Bank—1.99 %
First National Bank & Trust Co.—2.65%

A fourth bank, Arvest Bank, submitted a five (5) year financing interest rate, however a four (4) year term was desired.

The total cost for this purchase with principal and interest will be $396,157.40 over four (4) years.

Liberty National Bank will be paid $99,035.99 annually for this lease purchase and will be paid from line item 11-41-541-6300-040.

Staff Recommendation: Accept Liberty National Bank's terms for financing the lease purchase of eleven (11) police cars.

*Motion by Council Member Elliott, second by Council Member Loggins to accept Liberty National Bank's financing for the lease purchase of (11) Police cars. *

Roll call vote:

"Ayes:"	Pittman, Loggins, Steelman, Toland, Ross, Sutterfield, Elliott, and Carpenter
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 6e. **Consider allowance of a road closure for a television filming crew from the Discovery Channel to film episode(s) of "Street Outlaws".**

Staff was contacted by a Discovery Channel television producer about the possibility of filming an episode of the street car racing show" Street Outlaws". The producer proposed filming on 18th Street between Frisco Avenue and Charles Allen. This is a straight stretch of roadway behind the Gabriel facility. The races are 1/8 mile in length. Usually 5-10 races are held on a night. The roadway is closed off by local Police to protect the public. The show brings in lighting and portable restroom facilities that are rented from local businesses and the crew is fed by local caterers. The show has professional stunt coordinators for safety and has a law enforcement consultant on staff to enhance safety planning. The show pays the expenses for any public safety overtime or hires off duty public safety to fill their safety needs. The road would be closed down from 4PM on the date of filming till 6AM the next morning. When the filming is completed, the show hires a rubber removal contractor to clean the roadway surface. The show uses local electricians and production assistants and buys substantial amounts of local gasoline. Estimated impact on the local economy can be $30,000-$50,000 according to the show producer. The show generally donates funds to any cause the Council or Chamber of Commerce are in support of after completion of the filming. There is a possibility that several episodes of "Street Outlaws" may be filmed at this location for this upcoming season.

Staff Recommendation: Authorize staff to negotiate a date and safety details to allow the closing of a city street for purposes of filming the television episode(s).

Deleted

ITEM 6f. **Consider authorizing Chisholm Trail Consulting for engineering services for street projects on Grand Ave. and 17th street resurfacing**

Staff is seeking approval to have Chisholm Trail Consulting design 2 bids.

Project A - Staff is seeking approval for the design and assistance by Chisholm Trail Consulting on Grand Avenue from 4th street to 29th Street.

Project B - Staff is seeking approval for the design and assistance by Chisholm Trail Consulting on 17th Street, from Grand to Idaho.

Both projects will include traffic layouts and control

Staff Recommendation: Authorize staff to have Chisholm Trail Consulting design bids for both of the above projects, as well as assist us with these bids.

*Motion by Council Member Sutterfield, second by Council Member Loggins to authorizing Chisholm Trail consulting for engineering services for streets project on Grand Ave. and 17th street resurfacing. *

Roll call vote:

"Ayes:"	Loggins, Steelman, Toland, Ross, Sutterfield, Elliott, Carpenter and Pittman
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 6g. **Consider approving a city-wide yard sale for the City of Chickasha for May 12th through May 15th, 2016 and waive the permit requirements for this event.**

Every year the Chickasha Antique Auto Club holds the Chickasha Antique Auto Swap Meet the 2nd full weekend in May. The City of Chickasha has been requested by the administration of the Antique Auto Club to conduct a city-wide yard sale in tandem to their event. Staff is requesting that the permit required to conduct a yard sale be waived for each participant of this event.

This is a fun way to add an activity for those visiting our town, perhaps bring in others, and knowing that we never have enough stuff.

Staff Recommendation: Approve the city-wide yard sale to be held May 12th through May 15th, 2016 and waive the required permits.

*Motion by Council Member Sutterfield, second by Council Member Loggins to approve a city-wide yard sale for May 12th through May 16th, 2016 and waive the permit requirements for this event. *

Roll call vote:

"Ayes:"	Steelman, Toland, Ross, Sutterfield, Elliott, Carpenter, Pittman and Loggins
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 7. **Bid Openings and Awards:**

ITEM 7a. **Consider awarding bid #2016-041 to allow the purchase and installation of new vinyl flooring for the Community Room.**

Staff received authorization from Council on February 15, 2016 to solicit bids for the replacement of the flooring located in the Library's Community Meeting Room. It was the intentions of Staff to replace the flooring with an easier to maintain flooring thus making it more versatile and aesthetically appealing. Stone look vinyl flooring with replaceable squares was selected.
As the result of the solicitation for bids, four bids were received as follows:

Ok Carpet, Chickasha	$8,000.00
Andeco Flooring, Edmond	$6,253.00
First Construction Corp, Edmond	$11,887.77
Scott Rice, Oklahoma City	$4,189.29

Staff Recommendation: Award the bid to purchase and install new flooring to the lowest bidder, Scott Rice for the price of $4,189.29.

Council Member Loggins stated that we need new floors, are we sure Scott Rice knows what we need done, Library Director Huckaby said yes, just a low bid.

*Motion by Council Member Sutterfield, second by Council Member Elliott to award Bid 2016-041 for new vinyl flooring in the Community Room. *

Roll call vote:

"Ayes:"	Toland, Ross, Sutterfield, Elliott, Carpenter, Pittman, Loggins and Steelman
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 8. **Executive Session:**

*Motion by Council Member Sutterfield, second by Council Member Loggins to adjourn City Council Meeting 6:00pm and return after Chickasha Municipal Airport Authority Meeting for Executive Session. *

Roll call vote:

"Ayes:"	Ross, Sutterfield, Elliott, Carpenter, Pittman, Loggins, Steelman and Toland
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 8a. **Discussion, consideration and possible action to enter into executive session pursuant to 25 O.S. §307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee (evaluation of City Manager Alan Guard:**

Staff wishes to enter into an Executive Session pursuant to 25 O.S. §307(B)(1).

Staff Recommendation: Enter into Executive Session.

*Motion by Council Member Sutterfield, second by Council Member Loggins to reconvene the City Council Meeting 6:08pm and enter into Executive Session. *

Roll call vote:

"Ayes:"	Ross, Sutterfield, Elliott, Carpenter, Pittman, Loggins, Steelman and Toland
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 8b. **Consider to reconvene the open meeting and take appropriate action on any matter discussed in executive session.**

Chickasha City Council Meeting 04-04-2016
5:30 p.m.

Staff wishes to reconvene meeting to take action on matters discussed in Executive Session.

Staff Recommendation: Reconvene meeting to take action on any matters discussed in Executive Session.

*Motion by Council Member Sutterfield, second by Council Member Elliott to reconvene the opening meeting and take appropriate action on any matter discussed in executive session. *

Roll call vote:

"Ayes:"	Pittman, Loggins, Steelman, Toland Ross, Sutterfield, Elliott and Carpenter,
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

No action taken

ITEM 9. **Motion to Adjourn.**

No further business Mayor Ross called the meeting adjourned.

TIME: **6:17 P.M**

Hank Ross, Mayor

ATTEST:

Tina Smith, City Clerk

(SEAL)

CITY OF CHICKASHA SEAL STATE OF OKLAHOMA

Approved this 18th day of April, 2016.