CITY OF
CHICKASHA

April 18, 2016

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 18th 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
Ashanti-Alexander

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
Shannon McClain, Asst. 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 Tessy, as the pet of the month, she a pit-mix likes all animals, potty trained and ready for adoption for $40.00

Nick Timmons with the Chickasha Fire Department has been promoted to Diver and was pinned by Ashley Perkins.

Chris Brunner (CJ) talked about a disc golf tournament at Shannon Springs Park either the last Saturday of July or the first Saturday in August, they would like to sell chili and use the pavilion.

Harvey Taylor questioned a $7.00 drainage fee if it would only be for occupied homes or all owned homes.
Mayor Ross stated that the City was still in discussion, nothing has been taken place, will be on a work session.

Carol Bingham said her family have lived in Chickasha since 1978, since then they have opened businesses and have rental properties. She feels that codes are not being enforced after she was told to change her properties from signs, driveways and painting. Carol also spoke about Cathy Spivey and the Chickasha Complex not holding tournaments.
Mayor Ross said there was a town wide sweep, had over 100 cars, 150 with debris, painting and upgrades needed with 6 months to repair.
City Manager Guard stated there are no fines or tickets issued and we will work with the citizens.

David Harper-Head said the vote didn't pass feel that speaks how the citizens feel, the City has cut and added new positions, Harper-head said to cut overtime a salary person should work a shift.
He agrees with Carol Bingham some citizens are getting notices and some aren't thinks people are being targeted, and that City employees aren't being fined and on the budget he doesn't want services cut just wants to vote out people.
Mayor Ross replied that a contractor was hired to do the sweep of the City, everyone has been treated the same and we have a one million loss on the budget.

Council Communication:

Council Member Ashanti-Alexander said we need to let the citizens know the City is willing to work with them on the time frame and assisting them.
Street issues at 2nd and Washington and Missouri, and cutting the grass on Congo area.

Council Member Steelman said that the Main Street has been having meetings, Lauren Pettit has been meeting with all the business owners, April 21st will be the first downtown event on shop Chickasha, the businesses will be open 5:00 to 8:00.

Council Member Carpenter stated that when looking at the budget on wishes and desires he will be voting agaist.

ITEM 3. **Consent Docket: ITEM 3a through ITEM 3f.**

ITEM 3a. **Consider approving the minutes of the April 04, 2016, regular meeting**

Approval is requested for the minutes of the April 04,2016 regular meeting.

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 3b. **Consider approving the Purchase Order list ratifying special utility payments made on April 6, 2016 in the amount of $36,494.68; and the Purchase Order list for the last half of April 2016 in the amount of $836,725.63.**

Approve the Purchase Order list ratifying special utility payments made on April 6, 2016 in the amount of $36,494.68; and the Purchase Order list for the last half of April 2016 in the amount of $836,725.63.

Staff Recommendation: Approve Purchase Order, and approve payments

ITEM 3c. **Consider authorizing Staff to solicit bids for the renovation of the Shannon Springs Amphitheater.**

Staff has been working with an Architect from Crafton-Tull on plans for the renovation of the WPA Amphitheater in Shannon Springs for several months. The plans and specifications are nearing completion and Staff would like to go ahead and get authorization to solicit bids for the project.

The plans may be reviewed at the Office of the Parks and Recreation Director or at: http://chickasha.org/DocumentCenter/View/1353

Funds for this project are allocated under the City's Capital Improvements Plan.

Staff Recommendation: Authorize Staff to solicit bids for the renovation of the Shannon Springs Amphitheater.

ITEM 3d. **Consider authorizing Staff to solicit bids for commonly used items.**

Staff solicits bids annually for Commonly Used Items, such as bulk concrete, rock and asphalt to be used by various departments in the maintenance of City infrastructure. We do an annual bid so that small projects may be completed in a timely and cost effective manner.

Staff Recommendation: Authorize Staff to solicit bids for Commonly Used Items.

ITEM 3e. **Consider casting votes to elect two (2) members to the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year terms commencing July 1, 2016**

Staff has received the OFFICIAL BALLOT for the governing body of the City of Chickasha to use in electing two (2) members to the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year terms commencing July 1, 2016.

Staff Recommendation: Approve the selection of two (2) members to the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year term commencing July 1, 2016, Michael Bailey and Gina Snedeker and authorize City staff to submit the proper documents to Oklahoma Municipal Assurance Group.

ITEM 3f. **Consider appointments to the Library Board.**

Two appointments need to be made to the Library Board due to the vacated positions The Mayor puts forward the following appointments:

Dr. Brenda Brown — Term to expire: 06-30-2018
Professor of English at USAO

Ms. Darlene Harrison — Term to expire: 06-30-2018
Retired High School English Teacher

Staff Recommendation: Approve appointments as presented by the Mayor.

Motion by Council Member Steelman, second by Council Member Carpenter to approve the Consent Docket: ITEM 3a through ITEM 3f.

Roll call vote:

"Ayes:"	Loggins, Steelman, Toland, Sutterfield, Ross, Ashanti-Alexander, 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

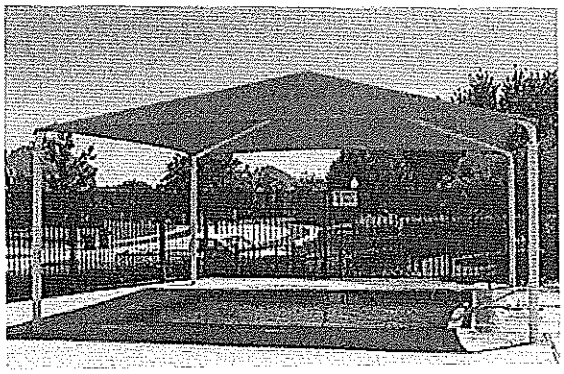
ITEM 5. **Consideration and Discussion:**

ITEM 5a **Consider authorizing Staff to purchase two shade structures for the Municipal Swimming Pool complex from Buy Board.**

Staff made several improvements to the Municipal Swimming Pool last spring. We are still working on improvements that will enhance the visitor's use of this facility. This year we would like to add two shade structures to the facility. We have received several request for a place for visitors to get out of the sun. Currently the only shade is under the roof at the front entrance. This is not available to visitors once they enter the pool complex.

Staff is requesting authorization to purchase the shade structures from USA Shade. This product has been awarded under a Buy Board contract. The shade structures are the same product that we have over the bleachers at the Sports Complex. These structures have stood up very well to the wind, snow and ice loads that have damaged several other type structures that we have used over the years. These structures are also the same type that car dealers use to protect their vehicles.

One shade structure will be installed over the top of the kiddie pool. This will provide protection for our youngest customers. The other structure will be installed over the picnic tables located on the west side of the concession building. This will provide a spot for visitors to relax and get out of the mid-day sun. We feel that will make the pool even more popular with our customers and provide a more enjoyable atmosphere.



The total cost for the project, including delivery and installation is $19,649.00. This is a budgeted project under our capital improvement budget. The picture is a sample of the structure that will be used.

Staff Recommendation: Authorize Staff to purchase two shade structures for the Municipal Swimming Pool complex from Buy Board and authorize the Mayor and Staff to execute the agreements.

Council Member Pittman asked if lifeguards have covers, Steve Chapman Park and Recreation Director stated no only umbrellas and that the life guards change shift more often.
The Health inspector said we couldn't have covers but if they were allowed we would get them. Council Member Sutterfield ask Mr. Chapman to check again on the covers for life guards.

*Motion by Council Member Toland, second by Council Member Loggins to authorize staff to purchase two shade structures for the Municipal swimming pool complex. *

Roll call vote:

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

ITEM 5b. **Consider awarding a contract to Chisholm Trail Consulting for construction inspections services for the 4th and Grand Project southbound left turn lane.**

In the April 4th, 2016 council meeting, it was approved to go out for bids for the 4th and Grand Project.

This project will align the intersection to the entrance of the new shopping center, as well as make improvements to the intersection.

The Oklahoma Department of Transportation is requiring the City to hire a licensed engineer to serve as construction inspector for this project.

This contract with Chisholm Trail Consulting will not exceed the amount of $52,000 for this project.

Staff Recommendation: Approve the contract.

Council Member Toland asked if it's required by state, Alan Guard yes

*Motion by Council Member Loggins, second by Council Member Carpenter to award a contract to Chisholm Trail Consulting for construction inspections services for the 4th and Grand Project southbound left turn lane. *

Roll call vote:

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

ITEM 5c. **Consider implementing an Information Technology Acceptable Use Policy**

In January, 2016 the City of Chickasha invested in Information Technology (IT) in order to protect sensitive and proprietary information, to assure all City information back up is redundant and secure, and to provide City staff with the appropriate technology to perform their work. City administration, along with the assistance of IT professionals at Manage IT, the City's IT vendor, have determined best practices for limiting the use of City technology for purposes other than City business and to present City staff with clear expectations on what is an appropriate use of City information and technology.

Administration looks to safeguard the IT asset it has acquired by implementing a series of IT policies written using best IT practices. The first of many policies to be implemented is called the Information Technology Appropriate Use Policy. This policy is a standard document that serves as a tool for IT users that will help the City prevent unnecessary or illegal use of City IT. This policy was written with consideration for all types of technology that the City offers, including information accessed from remote locations or mobile devices, access to information restricted by the Health Insurance Portability and Accountability Act (HIPAA), and other sensitive document storage.

This document will be reviewed by staff on a scheduled basis and changes will be made as technology changes.

Staff Recommendation: Staff recommends implementing the IT Acceptable Use Policy.

*Motion by Council Member Sutterfield, second by Council Member Loggins to implement an information technology acceptable use policy. *

Roll call vote:	
"Ayes:"	Ross, Sutterfield, Ashanti-Alexander, Carpenter, Pittman, Loggins, Steelman and Toland
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 5d. **Consider the purchase of ten (10) TASERS from the Police Department's DARE Donation Account.**

The Police Department currently has seven TASERS. All seven TASERS are out of warranty, three of the TASERS do not function at all, and only four TASERS are currently used by officers. To date, the department needs 26 additional TASERS.

The Police Department is requesting to purchase 10 TASERS by repurposing money from the department's Drug Abuse Resistance Education (DARE) program account. The department does not have a DARE program, nor has the department had one for almost a

full decade. The DARE account holds a balance of $10,775.30. The cost of 10 TASERS, holsters, and data ports will cost $10,630.74.

Due to the department's need for new TASERS and the fact that the DARE account has sat unutilized, the police department made an effort to reach out to the donors listed on the DARE account (as far back as August 26, 1993), to ask their thoughts on repurposing the money to purchase 10 TASERS. As such, there are 12 donors listed on the account and of the 12, four individuals could not be located, three are businesses that are now closed, one donor is now deceased, one donor was anonymous, and contact was made with the remaining three donors. Of the three donors contacted, all stated they did not have any issue repurposing the money to purchase TASERS for the Police Department.

If approved the 10 TASERS will be purchased from the Police DARE Donation Account Fund 20-20-5310-002.

Staff Recommendation: Approve the purchase of ten (10) TASERS utilizing the funds in the Police DARE Account.

Council Member Carpenter asked if we have a DARE program, Asst. Chief McClain that it was phased out with the past Chief but we do have the Anti-Drug program with the schools.

*Motion by Council Member Sutterfield, second by Council Member Loggins to approve the purchase of ten (10) TASER from the Police Departments DARE donation account. *

Roll call vote:	
"Ayes:"	Sutterfield, Ashanti-Alexander, Carpenter, Pittman, Loggins, Steelman, Toland and Ross
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 5e. **Consider authorizing Staff to enter into an agreement for On-Line Reservation Services.**

Staff has been researching on-line reservation services for several months. We have located a company that specializes in Park and Recreation facilities reservation services.

Maxgalaxy has a proven product that is web-based and provides a very user friendly application that will allow customers to review the different facilities offered by the Park Department for rental as well as check availability, submit a request for facility use and make the necessary on-line payment to lock in the reservation and show it as reserved on the web site.

This product also offers some very cool web based graphic interfaces where the camping spaces for Lake Chickasha. The spaces are mapped and to help you select a space it will change the color of the reserved spaces when you enter the dates you would like to reserve. This very quickly helps you see the available spaces and allows you to immediately reserve a space for the desired date(s).

The cost for the service includes setup, training and support. The first year is $6,500.00. If we elect to continue the services it is $3,000.00 annually after the first year.

This will be a very useful service where we can see from anywhere that a facility is available or rented and will allow the customer to reserve a space or facility twenty-four hours a day seven days per week. The manual system we use now is cumbersome and takes a lot of man hours to process. Also, we only take reservations in person so the office has to be open to institute a reservation. This will save a lot of time and confusion over the current system.

Cost for this service will be shared between the Lake and Parks Departments.

Staff Recommendation: Authorize Staff to enter into an agreement for On-Line Reservation Services with Maxgalaxy and authorize the Mayor and Staff to execute the agreements.

*Motion by Council Member Sutterfield, second by Council Member Carpenter to authorize staff to enter into an agreement for On-Line Reservation Services. *

Roll call vote:	
"Ayes:"	Ashanti-Alexander, Pittman, Loggins, Steelman, Toland, Ross and Sutterfield
"Nays:"	Carpenter
"Abstain:"	None
Motion carried.	7-1

ITEM 6. **Bid Openings and Awards:**

ITEM 6a **Consider Authorizing Staff to reject both bids for the replacement of the Swimming Pool In-line Trap.**

Staff solicited bids for the replacement of the in-line trash trap at the Municipal Swimming Pool. This is a cast-iron trap that allows us to catch large debris, such as leaves, before they enter the sand filter. The current trap has a small leak from rust deposits. We have used a sump pump to deal with the water released from this leak.

We received two bids for this project. One for $17,021.00 and the other for $7,947.00. Both bids are higher than we anticipated. At this time, we do not have the funds available in the pool maintenance account to make this purchase. We have looked at the current trap and we believe it will last through this season.

Staff is recommending that we reject this bid and review the replacement at a later date.

Staff Recommendation: Authorize Staff to reject both bids for the replacement of the Swimming Pool In-line Trap.

*Motion by Council Member Sutterfield, second by Council Member Carpenter authorizing staff to reject both bids for the replacement of the swimming pool in-line trap. *

Roll call vote:	
"Ayes:"	Carpenter, Pittman, Loggins, Steelman, Toland, Ross, Sutterfield and Ashanti-Alexander
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 6b. **Consider authorizing staff to enter into agreement with MTZ on the Hwy 81 and Chickasha Ave. Drainage Project.**

The Engineering firm Smith, Roberts, and Baldischwiler sent out bids for the Hwy 81 and Chickasha Ave. Drainage Project.

Sealed bids were opened on March 30, 2016 at the Public Works Building.

MTZ Construction has been identified as the low bidder for this project, the amount being $63,437.00

Others who bid for this project are listed below:
Brewer Construction - $64,728.70
Cimarron Construction - $69,770.00
Redlands Contracting - $78,300.50
Krapff-Reynolds - $84,515.00

Funds for this project will be coming out of account # 52-552-6450-016

Staff Recommendation: Authorize staff to have MTZ Construction complete the Hwy 81 and Chickasha Ave. Drainage project in the amount of $63,437.00.

Council Member Carpenter asked the reason for the drain, it will relieve Chickasha Down Town flooding.

*Motion by Council Member Loggins, second by Council Member Steelman to authorizing staff to enter into an agreement with MTZ on the Hwy 81 and Chickasha Ave drainage project. *

Roll call vote:	
"Ayes:"	Pittman, Loggins, Steelman, Toland, Ross, Sutterfield, Ashanti-Alexander and Carpenter
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 7. **Executive Session:**

ITEM 7a. **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 Loggins, second by Council Member Sutterfield to enter into Executive Session and inviting City Attorney Tom Frailey and City Manager Alan Guard at 6:10 pm. *

Roll call vote:	
"Ayes:"	Loggins, Steelman Toland, Ross, Sutterfield, Ashanti-Alexander, Carpenter and Pittman
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

Visitor David Harper-Head requested to go into the Executive Session, Finance Director Gina Snedeker had City Attorney Tom Frailey come out of Executive Session and speak with Mr. Harper-Head.

ITEM 7b. **Consider to reconvene the open meeting and take appropriate action on any matter discussed in executive session.**

Chickasha City Council Meeting 04-18-2016
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 Ashanti-Alexander to reconvene the opening meeting and take appropriate action on any matter discussed in executive session at 6:47. *

Roll call vote:

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

No action taken on ITEM 7a.

ITEM 8. **Motion to Adjourn.**

No further business Mayor Ross called the meeting adjourned.

TIME: **6:47 P.M**

Hank Ross, Mayor

ATTEST:

Lina Smith, City Clerk

(SEAL)

Approved this 2nd day of May, 2016.