



April 18, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** 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 6:47 p.m.

**ITEM 1.**                    **Call to Order / Roll Call**

**CHAIRMAN AND TRUSTEES**

**PRESENT:**                Hank Ross, Mayor  
                                John Toland  
                                Kimberly Loggins  
                                Phylis Steelman  
                                Mike Sutterfield  
                                Howard Carpenter  
                                Jerry Pittman  
                                Ashanti-Alexander

**STAFF**

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

**ITEM 2.**                    **Consent Docket: ITEM 2a through ITEM 2d.**

**ITEM 2a.**                    **Consider approving the minutes of the April 04, 2016 regular meeting.**

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**Staff Recommendation:** Approve minutes, and authorize filing thereof.

**ITEM 2b.** Consider approving the Purchase Order list ratifying special utility payments made on April 6, 2016 in the amount of \$18,364.03; and the Purchase Order list for the last half of April 2016 in the amount of \$298,089.71.

**Staff Recommendation:** Consider approving the Purchase Order list ratifying special utility payments made on April 06, 2016 in the amount of \$18,364.03; Purchase Order list for the last half of April 2016 in the amount of \$298,289.71

**ITEM 2c.** 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 2d.** Consider authorizing Staff to solicit bids for Water / Wastewater Line Utility Materials

Staff solicits bids annually for Water/Wastewater Line Utility Materials to be used by various departments in the maintenance of City water/wastewater 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 Water/Wastewater Line Utility Materials.

\*Motion by Trustee Sutterfield, second by Trustee Loggins to approve Consent Docket: ITEM 2a through ITEM 2d.\*

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

**ITEM 3.**                    **Discussion / Approval of Items Removed from Consent Docket:**

No action taken on ITEM 3

**ITEM 4.**                    **Consideration and Discussion:**

**ITEM 4a.**                    **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 Trustee Sutterfield, second by Trustee Loggins to authorizing staff to make the intersection at 12<sup>th</sup> enter into agreement for On-Line Reservation services. \*

Roll call vote:

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

**ITEM 4b. Consider authorizing staff to make the intersection at 12<sup>th</sup> and Michigan a 4-way stop**

The intersection at 12<sup>th</sup> and Michigan is currently a 2-way stop; Staff is requesting to make it a 4-way stop to create safer and easier traffic flow. This has been requested by the Canadian Valley Technical School Administration.

**Staff Recommendation:** Authorize staff to make the intersection at 12<sup>th</sup> and Michigan from a 2-way stop into a 4-way stop.

\*Motion by Trustee Sutterfield, second by Trustee Carpenter to approve staff to make the intersection at 12<sup>th</sup> and Michigan a 4-way stop. \*

Roll call vote:

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

**ITEM 4c. Consider authorizing staff to enter into an agreement with Myers Engineering for preparation of a preliminary plat of the Chickasha Airport Industrial Park.**

In order to begin completing development agreements at the Chickasha Airport Industrial Park it is now necessary to plat the property into lots with legal descriptions. Myers Engineering has completed the topographical survey work at the AIP and is the logical choice to continue the development process. This item is an amendment to the original contract with Myers.

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**Staff Recommendation:** Accept the proposal and hire Meyers Engineering to complete survey work at the Airport Industrial Park for the amount not to exceed \$34,900.

Council Member Sutterfield asked if 4c. should be on the master plan for the Airport, City Manager Guard stated that it shouldn't, it's not Airport land.

\*Motion by Trustee Loggins, second by Trustee Steelman to approve staff to enter into an agreement with Myers Engineering for preparation of preliminary plat of the Chickasha Airport Industrial Park. \*

Roll call vote:

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

**ITEM 4d. Consider reducing liens for new property owner.**

Matt Bramblett has purchased several properties from the county auction, on the north side, properties delinquent on their taxes, some of which has liens on them from the previous owners. The Bramblett's have recently purchased and demolished two dilapidated buildings on the north side: 622 N. 7th and 627 N. 8th. Other properties purchased recently by the Bramblett's include:

627 Oklahoma	\$5,643.53 in weed liens
613 N. 6th	\$912.45 in weed liens
900 blk Michigan	\$2,051.01 in week liens

Mr. Bramblett is offering to pay 5% of the liens if the city will reduce what is owed and release the liens.

Council requested staff prepare a checklist for determining city land donation/lien reduction. Staff proposes the following criteria for determining whether to reduce said liens:

Is the person requesting the lien reduction proposing to build/rebuild?	No - city does not recommend building in floodplain
If yes, does the person requesting lien waiver experienced with building/construction?	N/A
Is it a buildable lot?	Yes - R2 zoning district * city does not recommend building in floodplain

Is it in the floodplain?	Yes - 100 yr - can build up - not recommended
What is the size of the lot?	8000 square feet *
Is the property adjacent to the person requesting reduction?	Yes

\* There shall be a lot area of not less than six thousand (6,000) square feet for a single-family dwelling; seven thousand (7,000) square feet for a two-family dwelling or a single-family dwelling and a garage apartment on the same lot.

**Staff Recommendation:** The liens placed on the property were due to negligence of the former owner prior to county taking the property for nonpayment of taxes. The current owner has been maintaining the property and has done a lot of cleanup work in and around the north side. Staff recommends approval.

\*Motion by Trustee Sutterfield, second by Trustee Loggins to reduce liens for new property owners. \*

Roll call vote:

“Ayes:”

Loggins, Steelman, Toland, Ross, Sutterfield, Ashanti-Alexander  
Carpenter and Pittman

“Nays:”

None

“Abstain:”

None

Motion carried.

8-0

**ITEM 4e.**

**Consideration and discussion of a cost sharing proposal for the Contribution-In-Aid-Of-Construction to bring electrical service to the Chickasha Airport Industrial Park.**

The Public Service Company of Chickasha has been working with City staff on bringing electrical service to the Chickasha Airport Industrial Park. Staff has recommended that the main electrical system be brought along the west side of the property and then brought underground to each of the lots as needed by the developer. In order to set up this main line, PSO has requested a contribution-in-aid-of-construction of \$419,667.46. Staff has discussed the issue with the EDC President and makes the following cost-sharing proposal:

Chickasha Industrial Authority	\$100,000.00
Chickasha Municipal Authority	\$100,000.00
Economic Development Sales Tax Fund	<u>\$219,667.46</u>
	\$419,667.46

The Chickasha Municipal Authority currently has a fund balance of \$8.8 million.

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**Staff Recommendation:** Approve the cost sharing proposal and authorize the use of \$100,000 of CMA fund balance for the contribution.

\*Motion by Trustee Loggins, second by Trustee Steelman to approve the proposal for the Contribution-In-Aid-Of-Construction to bring electrical service to the Chickasha Airport Industrial Park. \*

Roll call vote:

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

**ITEM 4f. Consider authorizing staff to have a surplus backhoe repaired for Wastewater Plant, by OCT Equipment who has the State Contract for those repairs.**

The Public Works department has recently received a 1982 Case 580 D backhoe from the surplus done at Chickasha Lake.

The engine crank case was full of water; the engine was removed and sent out to be checked.

The block and cylinder head needs to be repaired and overhauled

OCT Equipment has sent a quote for \$8,913.66 from the state bid for these repairs.

This backhoe will reside at the Wastewater Plant so it can be used whenever necessary.

Funding for this will be taken out of account 31-535-6400-018.5 (Rehab/upgrade for Wastewater Plant)

**Staff Recommendation:** Authorize staff to have repairs made by OCT Equipment in the quoted amount of \$8,913.66 from State Contract # 3722

\*Motion by Trustee Loggins, second by Trustee Steelman to authorize staff to have a surplus backhoe repaired for the Wastewater Plant. \*

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

**ITEM 5.**

**Executive Session:**

**ITEM 5a.**

**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 Trustee Sutterfield, second by Trustee Toland to enter into Executive Session at 6:59 pm and inviting Tom Frailey, Alan Guard and Christy Elkins to join the Executive Session. \*

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

**ITEM 5b.**

**Discussion, consideration and possible action to enter into an executive session pursuant to 25 O.S. §307.B(3) for purposes of discussing the purchase or appraisal of real property.**

Staff wishes to enter into an Executive Session pursuant to 25 O.S. §307.B(3).

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**Staff Recommendation:** Enter into Executive Session.

\*Motion by Trustee Carpenter, second by Trustee Toland to enter into Executive Session at 6:59 pm and inviting Tom Frailey, Alan Guard and Christy Elkins to join the Executive Session. \*

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

**ITEM 5c.** Consider to reconvene the open meeting and take appropriate action on any matter discussed in executive session.

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 Trustee Sutterfield, second by Trustee Toland to reconvene the open meeting at 7:22 pm and take appropriate action on any matter discussed in executive session. \*

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

**ITEM 5a.** Trustee Carpenter made motion on to Authorize staff to negotiate an Economic Development agreement for the construction of a manufacturing facility at the Chickasha Airport Industrial Park including a loan not to exceed \$1,000,000 from the Economic Development Sales Tax Fund, for terms to be determined.

**ITEM 5b.** NO ACTION

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**Motion to Adjourn**

Mayor Ross reported no further business and that the meeting was adjourned.

TIME: 7:25 P.M.

*[Handwritten signature]*

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Hank Ross, Mayor

ATTEST:

*[Handwritten signature]*  
\_\_\_\_\_  
Tina Smith, Secretary



Approved this 2<sup>nd</sup> day of May, 2016.