



May 16, 2016

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 16th day of May, 2016 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Vice-Mayor Toland called the meeting to order at 5:31 p.m.

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

MAYOR AND COUNCIL

PRESENT: John Toland, Vice-Mayor
Kimberly Loggins
Phylis Steelman
Mike Sutterfield
Howard Carpenter
Jerry Pittman

STAFF

Lena Smith, Asst. City Manager
Ryan Riddel, Attorney
Steve Chapman, Park and Recreation Director
Tina Smith, City Clerk
Stewart Steele, Police Chief
Brian Zalewski, Fire Chief
Susan Jones, Executive Assistant
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.

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

Lacey Graham with the Chickasha Animal Shelter Had Scooter a 2-year-old, house broke puppy, and he can use a doggie door, love other animals. He is available for adoption at the Chickasha Shelter for \$40.00.

5:31 p.m.

A request has been received for permission to conduct the annual children’s fishing derby on Saturday, June 18, 2013 from 8:00am – 12:00pm at Shannon Springs Park.

They have provided their Certificate of Insurance; and the Indemnification Agreement will be prepared for the Chickasha Elks Lodge#2125 to sign once their request receives approval.

Staff Recommendation: Approve request from the Chickasha Elks Lodge #2125 to conduct their annual children’s fishing derby on Saturday, June 18, 2016 at 8:00am – 12:00pm at Shannon Springs Park.

ITEM 3e. Consider approving the request from the Chickasha Optimist to conduct a 5K Run at 8:00 a.m. on December 3, 2016.

A request has been received from the Chickasha Optimist to conduct a 5K Run at 8:00 a.m. on December 3, 2016.

The route information has been reviewed and there are no objections to the route.

An Indemnification Agreement has been prepared for their signature.

Staff Recommendation: Approve request from the Chickasha Optimist to conduct a 5K Run on December 3, 2016.

Motion by Council Member Steelman, second by Council Member Loggins to approve the Consent Docket: ITEM 3a. through ITEM 3b. and ITEM 3d. through ITEM 3e.

Roll call vote:

“Ayes:” Loggins, Steelman, Toland, Sutterfield, Carpenter and Pittman

“Nays:” None

“Abstain:” None

Motion carried. 6-0

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

ITEM3c. Council Member Sutterfield would like more information and background, Kathleen Easley, stated they were business owners, Mayor Ross has talked to both, it’s never random people, has to someone that are known.

Council Member Loggins asked if they are appointed by the Mayor, yes they are.

5:31 p.m.

ITEM 5b. Consider an ordinance approving the rezoning of property located at 422 and 426 W. Almar Drive to C2: General Commercial.

The applicant is requesting the property be rezoned from R1: Single Family Residential to C2: General Commercial. Property to the north and west are currently zoned C2. The property to the south and east are zoned R1. The properties are not within a special flood hazard area.

Legal Description:

Tract 1: ALL THAT PART OF THE NORTHWEST QUARTER OF NORTHEAST QUARTER OF SOUTHEAST QUARTER (NW/4 NE/4 SE/4) OF SECTION 4, TOWNSHIP 6 NORTH, RANGE 7 WEST OF THE INDIAN MERIDIAN, GRADY COUNTY, OKLAHOMA, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 264 FEET EAST OF THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER OF NORTHEAST QUARTER OF SOUTHEAST QUARTER (NW/4 NE/4 SE/4) OF SAID SECTION 4, THENCE EAST 66 FEET, THENCE NORTH 660 FEET; THENCE WEST 66 FEET; THENCE SOUTH 660 FEET TO THE POINT OF BEGINNING, LESS AND EXCEPT ALL OIL, GAS AND OTHER MINERALS;

AND

Tract 2: ALL THAT PART OF THE NORTHWEST QUARTER OF NORTHEAST QUARTER OF SOUTHEAST QUARTER (NW/4 NE/4 SE/4) OF SECTION 4, TOWNSHIP 6 NORTH, RANGE 7 WEST OF THE INDIAN MERIDIAN, GRADY COUNTY, OKLAHOMA, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 198 FEET EAST OF THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER OF NORTHEAST QUARTER OF SOUTHEAST QUARTER (NW/4 NE/4 SE/4) OF SAID SECTION 4, THENCE EAST 66 FEET; THENCE SOUTH 650 FEET; THENCE WEST 66 FEET; THENCE NORTH 650 FEET TO THE POINT OF BEGINNING, LESS AND EXCEPT ALL OIL, GAS AND OTHER MINERALS.

Planning Commission reviewed the rezone request at the April 12, 2016 meeting and recommends approval.

Staff Recommendation: Approve Ordinance # 2016-09 rezoning of this property to C2: General Commercial.

Council Member Loggins thanked Mr. Snedeker for his patients

5:31 p.m.

*Motion by Council Member Sutterfield, second by Council Member Loggins to approve ordinance #2016-09 rezoning of property located at 422 and 426 W. Almar to C2. *

Roll call vote:

“Ayes:” Sutterfield, Carpenter, Pittman, Loggins, Steelman and Toland

“Nays:” None

“Abstain:” None

Motion carried. 6-0

ITEM 5c. Consider an ordinance approving the use on review of property located at 422 and 426 W. Almar Drive for an RV park.

The applicant is requesting a Use on Review for an RV park. The property to the west is currently an RV park. The owners of the existing RV Park are wanting to expand the park onto the property previously addressed as 422 and 426 W. Almar Drive. The properties are not within a special flood hazard area.

Legal Description:

Tract 1: ALL THAT PART OF THE NORTHWEST QUARTER OF NORTHEAST QUARTER OF SOUTHEAST QUARTER (NW/4 NE/4 SE/4) OF SECTION 4, TOWNSHIP 6 NORTH, RANGE 7 WEST OF THE INDIAN MERIDIAN, GRADY COUNTY, OKLAHOMA, DESCRIBED AS FOLLOWS:

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AND

Tract 2: ALL THAT PART OF THE NORTHWEST QUARTER OF NORTHEAST QUARTER OF SOUTHEAST QUARTER (NW/4 NE/4 SE/4) OF SECTION 4, TOWNSHIP 6 NORTH, RANGE 7 WEST OF THE INDIAN MERIDIAN, GRADY COUNTY, OKLAHOMA, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 198 FEET EAST OF THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER OF NORTHEAST QUARTER OF SOUTHEAST QUARTER (NW/4 NE/4 SE/4) OF SAID SECTION 4, THENCE EAST 66 FEET; THENCE SOUTH 650 FEET; THENCE WEST 66 FEET; THENCE NORTH 650 FEET TO THE POINT OF BEGINNING, LESS AND EXCEPT ALL OIL, GAS AND OTHER MINERALS.

Planning Commission reviewed the use on review request at the April 12, 2016 meeting and recommends approval.

Staff Recommendation: Approve Ordinance # 2016-10 the use on review for an RV park.

Council Member Carpenter stated he has issues with approving, there has been a gentleman come twice for his RV park and both times it's been denied, never made it out of a work session, Mr. Carpenter feels we are showing favoritism.

Council Member Pittman stated it was apples to oranges, it's a long time lease on City Property, and the other is private owned property and it would be unfair to delay Mr. Snedeker, Kathleen Easley said Timeout RV is in the flood plan and is City owned property.

*Motion by Council Member Sutterfield, second by Council Member Loggins to approve ordinance #2016-10 use of review of property located at 422 and 426 W. Almar for RV park. *

Roll call vote:

"Ayes:" Pittman, Loggins, Steelman, Toland and Sutterfield

"Nays:" Carpenter

"Abstain:" None

Motion carried. 5-1

ITEM 6.

Consideration and Discussion:

ITEM 6a Consider implementing a Light Duty Policy and Temporary Light Duty Work Assignment Form

The City of Chickasha does not currently have a Light Duty Policy. The purpose of the proposed Light Duty Policy is to establish a citywide policy regarding the assignment of employees to Light Duty. Light Duty is intended for employees recovering from a medically documented mental or physical illness or injury sustained on the job who have work restrictions, and who are expected to return to unrestricted work.

Staff Recommendation: Staff recommends implementing the updated Light Duty Policy and Temporary Light Duty Work Assignment Form.

Council Member Sutterfield said he was surprised we didn't already have this in place.

5:31 p.m.

*Motion by Council Member Sutterfield, second by Council Member Steelman to implementing a light duty policy and temporary duty work assignment form. *

Roll call vote:

“Ayes:” Pittman, Loggins, Steelman, Toland, Sutterfield and Carpenter

“Nays:” None

“Abstain:” None

Motion carried. 6-0

ITEM 6b. Consider adopting a City of Chickasha Password Change Policy for employees.

Passwords are the primary form of user authentication used to grant access to the City of Chickasha’s information systems. To ensure that passwords provide as much security as possible, they must be carefully created and used. Without strict usage guidelines the potential exists that passwords will be created that are easy to break, thus allowing easier illicit access to the City of Chickasha’s information systems, and thereby compromising the security of those systems.

The City’s IT Acceptable Use Policy also outlines guidelines for passwords, however this document will hold the IT user accountable for misuse of access to City IT through the logging-in process.

Staff Recommendation: Approve payment to the Oklahoma Municipal League in the amount of \$16,012.14 for the 2016-2017 Service Fees for Chickasha.

*Motion by Council Member Toland second by Council Member Loggins to approve adopting a City of Chickasha password change policy for employees. *

Roll call vote:

“Ayes:” Loggins, Steelman, Toland, Sutterfield, Carpenter and Pittman

“Nays:” None

“Abstain:” None

Motion carried. 6-0

ITEM 6c. 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.

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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 agreement.

*Motion by Council Member Sutterfield second by Council Member Carpenter to approve the 2016-2017 Philips cardiac monitor service agreement. *

Roll call vote:

| | |
|-----------------|---|
| “Ayes:” | Steelman, Toland, Sutterfield, Carpenter, Pittman and Loggins |
| “Nays:” | None |
| “Abstain:” | None |
| Motion carried. | 6-0 |

ITEM 6d. Consider modifying the current employee Probation Period Policy

The current Personnel Manual does not outline a time period for employee probation. Staff requires more direction regarding the employee probationary period. Staff suggests the following additions/changes:

1. Staff finds that the unofficial six-month probationary period is not long-enough to determine if an employee is a “good fit” as a City employee. Staff is proposing a 12-month probationary period. Employees currently in their probationary period would be subjected to an additional 6-months of probation. Staff does not suggest additional probationary time for those who have successfully completed their 6-month probationary period.
2. Employees who transfer positions within the City will be required to successfully pass a 6-month probationary period. Staff suggests this be applied to those who transfer after this policy is considered.
3. Employees who are in their probationary period will not be considered for promotions or transfer.
4. A completed form will confirm a change in an employee’s status.
5. Human Resources is included in the final decision to not extend full employment to an employee.

Staff Recommendation: Staff recommends implementing the modified Probation Policy.

Council Member Sutterfield asked if extra 6 months will gain the City anything, 6 months or 90 days is the normal 1 year is a long time.

Lena Smith ACM/HR Director 6 months wasn’t enough time; some employees can do really good in 6 months but giving a year they can do even better.

5:31 p.m.

Sutterfield asked if we could still separate at 6 months if they're not working out, Lena stated yes, anytime if they're not a good fit.

Council Member Pittman said 1 year is a long time to be on probation.

Council Member Steelman said she had worked in State Government and that's 12 months is the normal.

Council Member Loggins said 12 months is a good starting place.

*Motion by Council Member Steelman second by Council Member Loggins to modify the current probation period policy. *

Roll call vote:

"Ayes:" Toland, Sutterfield, Carpenter, Loggins, and Steelman

"Nays:" Pittman

"Abstain:" None

Motion carried. 5-1

ITEM 6e. Consider the purchase and installation of a new 911 Solutions from Emergency Call Works.

The Police Department is requesting to purchase a new 911 Solutions to replace the current out of date system currently utilized in Communications.

Emergency Call Works (owned by Motorola) is the system the Department is requesting to purchase. This system offers a 10-year full warranty, all updates for new additions free of charge, ability to answer calls from a map, refresh equipment at the beginning of year 6, 24-7 on screen support, and is part of the HGAC purchasing contract.

This solution would provide us with 2 seats at the dispatch center, and 1 seat at the Police Department as an emergency backup center. This is also a non-hosted solution meaning the server will be on site.

The total cost for this 911 Solution is \$295,400.00.

The City would make this purchase utilizing the 911 fund. The 911 fund can only be utilized for public safety communication projects.

Staff Recommendation: Purchase the 911 Solution from Emergency Call Works.

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ITEM 6f. Consider authorizing the purchasing of communication equipment from State Contract.

The Police Department is requesting the purchase of communication equipment (Radios) for Police/ Dispatch, Fire, and Public Works. The City would purchase the radios from Motorola utilizing NASPO Contract Number: SW1053M. The total cost of the radio/communication equipment is \$696,034.66. A detailed listing of the equipment with the quote is attached. The breakdown of cost per department is as follows:

| | |
|------------------|--------------|
| Police/Dispatch- | \$279,875.54 |
| Fire- | \$311,962.73 |
| Public Works- | \$104,196.39 |
| | |
| Total Cost- | \$696,034.66 |

Staff Recommendation: Authorize Staff to purchase radio/communication equipment from State Contract.

Council Member Sutterfield ask Chief Steele to explain where the funding comes from. Chief Steele state that CMA and City funds 911. Fire/Police comes out of City and Public works comes out of CMA.

Council Member Carpenter said he understands Police and Fire but public works, why spend the money for them. Steele said the radios we use now won't support the old ones and it's hard to find parts, Carpenter asked if we have grants, Chief Zalewski stated he had applied.

*Motion by Council Member Sutterfield second by Council Member Loggins to authorize the purchasing of communication equipment from State Contract. *

Roll call vote:

| | |
|-----------------|---|
| "Ayes:" | Sutterfield, Carpenter, Pittman, Logging, Steelman and Toland |
| "Nays:" | None |
| "Abstain:" | None |
| Motion carried. | 6-0 |

ITEM 6g. Consider awarding the financing of the lease purchase of communication equipment to Liberty National Bank.

The Police Department has solicited quotes for the lease purchase of the communication equipment (Radios) for Police/ Dispatch, Fire, and Public Works. The City would purchase the radios from Motorola utilizing NASPO Contract Number: SW1053M.

3 financial institutions submitted qualifying bids with the following interest rates:

- Motorola- 4 year- 3.33%
- Liberty National- 4 year- 1.99%
- First National Bank and Trust- 4 year- 2.65%

Based on Liberty Nationals proposal the following is the payment schedule:

| Liberty National Bank, Chickasha, OK | 20% Down Payment | 1 st payment due 05/2017 | 2 nd payment due 05/2018 | 3 rd payment due 05/2019 | 4 th payment due 05/2020 |
|--------------------------------------|------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Total Amount Due | \$139,206.93 | \$146,298.86 | \$146,298.86 | \$146,298.86 | \$146,298.86 |
| Police | \$55,975.11 | \$58,826.77 | \$58,826.77 | \$58,826.77 | \$58,826.77 |
| Fire | \$62,392.55 | \$65,571.15 | \$65,571.15 | \$65,571.15 | \$65,571.15 |
| Public Works | \$20,839.27 | \$21,900.94 | \$21,900.94 | \$21,900.94 | \$21,900.94 |

The City would make a 20% down payment of \$118,367.66 (85.03% of full payment due) from 911 funds for the Police/Dispatch and Fire portion of the payment, (The 911 funds can only be utilized for public safety communication projects), and Public Works will make a payment of \$20,839.27 (14.97% of full payment due) from the Chickasha Municipal Account. The Departments would then make the remaining four annual payments each year for the Police/Dispatch and Fire portion from the 911 funds and Public Works will then make the remaining four annual payments for their portion from the Chickasha Municipal Account.

Staff Recommendation: Accept Liberty National Bank's terms for financing the communication equipment (Radios) from Motorola.

*Motion by Council Member Sutterfield second by Council Member Carpenter to award the financing of the lease purchase of communication equipment to Liberty National Bank. *

Roll call vote:

- "Ayes:" Carpenter, Pittman, Loggins, Steelman, Toland and Sutterfield
- "Nays:" None
- "Abstain:" None
- Motion carried. 6-0

ITEM 6h. Consider a sole source purchase for citywide AEDs

The Fire Department has secured twenty-four demo automated external defibrillators (AEDs) to be strategically located within city buildings and various supervisor vehicles. The AEDs will be provided by Philips Medical and work with the Fire Department's current cardiac monitors. This will allow for the use of a single set of defibrillation pads versus two sets with another manufacturer.

Staff Recommendation: Authorize staff to purchase the demo automated external defibrillators from Philips Medical.

*Motion by Council Member Steelman second by Council Member Loggins to use a sole source purchase for citywide AED's. *

Roll call vote:

"Ayes:" Pittman, Loggins, Steelman, Toland, Sutterfield and Carpenter

"Nays:" None

"Abstain:" None

Motion carried. 6-0

ITEM 7. Bid openings and Awards:

ITEM 7a. Consider awarding a bid for Library Landscaping to Ellis Lawn Care for their bid of \$22,200.00.

Staff developed bid specification for the installation of hard and soft scape at the library to include a new irrigation system, concrete work, bicycle racks and a water feature.

Bids were opened on April 18, 2016 with two bids submitted. The bid specification left it up to the bidders to submit a plan for the plants and water feature to be used with some required guidance to be followed.

The bids were as follows:

Bordwine Development: \$29,800.00

Ellis Lawn Care: \$22,200.00

The information submitted by Ellis Lawn Care is in line with the bid specifications. Staff recommends awarding the bid to this bidder. Bid specifications are on file in the Parks and Recreation Director's Office for anyone wishing to review them.

5:31 p.m.

This project has been budgeted under the Capital Improvements Program. We will still spend a few dollars more as the City will be providing the park bench and the bicycle rack components for the project. We are currently working on obtaining these item for the project.

Staff Recommendation: Award the bid for Library Landscaping to Ellis Lawn Care for their bid of \$22,200.00 and authorize the Mayor and Staff to execute the agreements.

Council Member Steelman asked if this was everything, Steve Chapman stated everything but tuff.

*Motion by Council Member Steelman, second by Council Member Loggins to award a bid for Library landscaping to Ellis Lawn Care for their bid of \$22,200. *

Roll call vote:

| | |
|-----------------|---|
| “Ayes:” | Loggins, Steelman, Toland, Sutterfield, Carpenter and Pittman |
| “Nays:” | None |
| “Abstain:” | None |
| Motion carried. | 6-0 |

ITEM 7b. Consider awarding a janitorial contract to SourceOne Management Services for City Hall, Police, Library, Public Works, Airport and Parks Rental Facilities.

Staff solicited bids for janitorial services to be performed at the City Hall, Police Department, Library, Public Works, Airport and Parks and Recreation rental facilities. In the past we have received very poor cleaning service with Jan-Pro. In the bid we were more specific in the details of duties and added additional facilities that were not in the previous contract.

The following companies submitted proposals:

| | |
|-------------------------------|-----------------------------------|
| SourceOne Management Services | TKO Janitorial & Maintenance, LLC |
| Mercury Mechanical | GT Clean, LLC |

After reviewing the proposals, calling references and completing interviews with each company, Staff recommends we award the contract to SourceOne Management Services.

The contract price is as follows:

| | | |
|---------------|--------------|----------------|
| City Hall: | \$1749.00/mo | \$20,988.00/yr |
| Police: | \$1049.00/mo | \$12,588.00/yr |
| Library: | \$1995.00/mo | \$23,940.00/yr |
| Public Works: | \$495.00/mo | \$5,940.00/yr |

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| | | |
|----------------------|-------------|---------------|
| Airport: | \$235.00/mo | \$2,820.00/yr |
| (3) Park Facilities: | \$379.00/mo | \$4,548.00/yr |

The price submitted by SourceOne is not the lowest or highest but after checking references and visiting the companies it was determined that SourceOne has the experience and qualifications to do the work as required.

The cost for service under this contract is higher than what we paid Jan-Pro but we added City facilities and more detailed duties. We believe the cost will be more than justified in the service that we will receive.

Staff Recommendation: Award a janitorial contract to SourceOne Management Services for City Hall, Police Department, Library, Public Works, Airport and (3) Park Facilities at the cost indicated in the background information.

Council Member Loggins asked if JanPro submitted a bid, Steve Chapman no.

*Motion by Council Member Sutterfield, second by Council Member Loggins to award janitorial contract to SourceOne Management Services. *

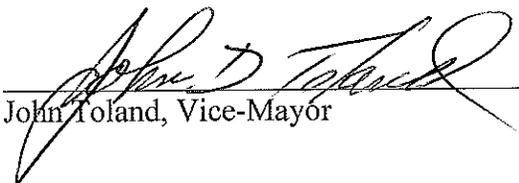
Roll call vote:

| | |
|-----------------|---|
| "Ayes:" | Steelman, Toland, Sutterfield, Carpenter, Pittman and Loggins |
| "Nays:" | None |
| "Abstain:" | None |
| Motion carried. | 6-0 |

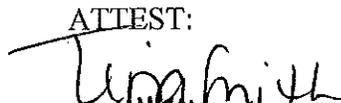
ITEM 8. **Motion to Adjourn.**

No further business Vice-Mayor Toland called the meeting adjourned.

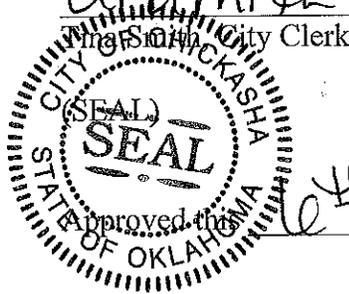
TIME: 5:58 P.M



 John Toland, Vice-Mayor

ATTEST:


 Kim Smith, City Clerk



Approved this 16th day of May, 2016.