



May 16, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** 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 5:58 p.m.

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

CHAIRMAN AND TRUSTEES

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
Brian Zalewski, Fire Chief
Stewart Steele, Police Chief
Susan Jones, Executive Assistant
Kathleen Easley, Community Development Director
Lillie Huckaby, Library Director

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

ITEM 2a. **Consider approving the minutes of the May 02, 2016 regular meeting.**

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 2b. **Consider approving the Purchase Order list ratifying special checks made on May 2, 2016 in the amount of \$1,800.66; Purchase Order list ratifying special utility**

payments made on May 11, 2016 in the amount of \$35,167.32; and Purchase Order list for the last half of May 2016 in the amount of \$288,006.44.

The Purchase Order list ratifying special checks made on May 2, 2016 in the amount of \$1,800.66; the Purchase Order list ratifying special utility payments made on May 11, 2016 in the amount of \$35,167.32; and the Purchase Order list for the last half May 2016 in the amount of \$288,006.44 needs approval by Chairman and Trustees.

Staff Recommendation: Approve the Purchase Order list ratifying special checks made on May 2, 2016 in the amount of \$1,800.66; Purchase Order list ratifying special utility payments made on May 11, 2016 in the amount of \$35,167.32; and Purchase Order List for the last half of May 2016 in the amount of \$288,006.44.

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

Roll call vote:

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

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

No action taken on ITEM 3

ITEM 4. Bid Openings and Awards:

ITEM 4a. 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
Mercury Mechanical

TKO Janitorial & Maintenance, LLC
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
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.

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

Roll call vote:

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

ITEM 5. Consideration and Discussion:

ITEM 5a. 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

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radio/communication equipment is \$969,034.66. 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.

*Motion by Trustee Steelman, second by Trustee Loggins to authorizing the purchasing of communication equipment from State Contract. *

Roll call vote:

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

ITEM 5b. 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 National's proposal the following is the payment schedule:

Liberty National Bank, Chickasha, OK	20% Down Payment	1st payment due 05/2017	2nd payment due 05/2018	3rd payment due 05/2019	4th payment due 05/2020
Total	\$139,206.93	\$146,298.86	\$146,298.86	\$146,298.86	\$146,298.86

Amount Due					
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 Trustee Loggins, second by Trustee Steelman to award the financing of the lease purchase of communication equipment to Liberty National Bank. *

Roll call vote:

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

ITEM 5c. Consideration and discussion approving a contract with Meyers Engineering to perform a topographical survey of the 40 acres at Grand Avenue and Ada Sipel Avenue and develop conceptual designs for same said property.

The City of Chickasha is receiving substantive interest in the City owned property at the corner of Grand Avenue and Ada Sipel Avenue. It has been requested from a prospective buyer that we provide a topographical survey of the property. In addition, in order to assist in the future marketing of the property staff requests that Meyers Engineering also prepare some conceptual designs or drawings.

Funds are available in the engineering and design account in the CMA General Government division.

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Staff Recommendation: Approve the contract with Meyers Engineering and authorize the City Manager to sign the contract.

Council Member Sutterfield ask what the purpose is, Steve Chapman said it's for the drainage survey.

*Motion by Trustee Steelman, second by Trustee Loggins to approve a contract with Meyers Engineering to perform a topographical survey of the 40 acres at Grand Ave. and Ada Sipuel Ave. and develop conceptual designs for the same property. *

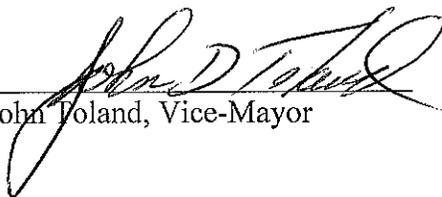
Roll call vote:

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

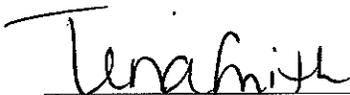
Motion to Adjourn

Vice-Mayor Toland reported no further business and that the meeting was adjourned.

TIME: 6:02 P.M.


John Toland, Vice-Mayor

ATTEST:


Tina Smith, Secretary



Approved this 6th day of May, 2016.