



July 05, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 5th day of July 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 6:11 p.m.

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

CHAIRMAN AND TRUSTEES

PRESENT: Hank Ross, Mayor
 Phylis Steelman
 Howard Carpenter
 Jerry Pittman
 Ashanti-Alexander
 Blake Elliott

STAFF

Alan Guard, City Manager
Tom Frailey, Attorney
Lena Smith, Assistant City Manager
Brian Zalewski, Fire Chief
Stewart Steele, Police Chief
Susan Jones, Executive Assistant
Lillie Huckaby, Library Director
Gina Snedeker, Finance Director
Jim McClain, Public Works Director
Kim Kohler, Special Event Manager

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

ITEM 2a. **Consider approving the minutes of the June 20th, 2016 regular meeting.**

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 2b. **Consider approving the Purchase Order List for the first half of July 2016 in the amount of \$245,674.92; and**

special utility payments made on June 22, 2016 in the amount of \$2,168.66.

The Purchase Order List for the first half of July 2016 in the amount of \$245,674.92; and special utility payments made on June 22, 2016 in the amount of \$2,168.66 needs approval by Chairman and Trustees.

Staff Recommendation: Approve the Purchase Order List for the first half of July 2016 in the amount of \$245,674.92; and special utility payments made on June 22, 2016 in the amount of \$2,168.66 needs.

ITEM 2c. Consider authorizing Staff to solicit bids for the Lake Chickasha Agricultural Leases.

The Lake Chickasha Agricultural Leases have been under contract for the last several years. The contract allowed for renewals of the leases through this current calendar year. Staff has reviewed and modified the bid specifications and lease documents and we are ready to solicit bids.

The primary change in the lease documents is to clarify the public access and use of the leases areas as well as the requirement to provide liability insurance.

The bid specifications are on file in the office of the Parks and Recreation Director.

Staff Recommendation: Authorize Staff to solicit bids for the Lake Chickasha Agricultural Leases.

ITEM 2d. Consider authorizing Staff to go out for RFP's (Request for Proposals) on the Storm Water Management Plan

This is part of the overall plan to address the drainage issues all over the City of Chickasha. This will help in determining projects, and their relationship to all drainage locations for the best overall approach in correcting these problems.

Staff Recommendation: Authorize Staff to go out for RFP's on the Storm Water Management Plan

ITEM 2e. Consider authorizing Staff to solicit quotes for annual purchase of Diesel and Unleaded fuel; and authorize payment of the invoice within 10 days.

Due to the volatile nature of fuel pricing, Staff has received permission from the Council in the past to solicit quotes for the purchase of fuel for city use at the time of purchase rather than soliciting bids from vendors. Quotes are solicited from several vendors and the lowest written quote is awarded the purchase of fuel in the quantity requested. The invoice

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is then paid within ten days of delivery to avoid penalties enforced by the vendor as part of their quote.

Staff will review this policy each year and will continue to follow these guidelines until such time as changes need to be made and then this item will be brought back to Council for additional action. If no changes are made to the policy this practice will continue on from year to year as needed.

Staff Recommendation: Authorize staff to solicit written quotes for Diesel and Unleaded fuel when a purchase needs to Be made and award the purchase to the vendor offering the lowest price at the time of delivery; And authorize staff to pay the invoice within the required 10 days.

Motion by Trustee Steelman, second by Trustee Elliott to approve Consent Docket: ITEM 2a through ITEM 2e.

Roll call vote:

“Ayes:” Steelman, Ross, Elliott, Ashanti-Alexander, Carpenter and Pittman

“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. Consideration and Discussion:

ITEM 4a. Consider accepting Permit Issued by ODEQ for Sewer Line and authorize Staff to solicit bids for this project.

On June 9th, 2016, ODEQ (Oklahoma Department of Environmental Quality) sent the permit for the construction of 2,516 linear feet of 15” HDPE sewer line and all appurtenances to serve the City of Chickasha.

The location of this project is between Colorado Ave. and Iowa. From 6th Street to 1st Street.

The permit number issued to this project (2017-002) is SL000026160378

The permit, along with the plans approved are available at the office of the Public Works Director.

Staff Recommendation: Accept permit issued by ODEQ for the construction of 2,516 linear feet of sewer line, and authorize Staff to solicit bids for this project.

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*Motion by Trustee Elliott, second by Trustee Steelman to accept permit issued by ODEQ for sewer line and authorize staff to solicit bids for this project. *

Roll call vote:

“Ayes:”	Elliott, Ashanti-Alexander, Carpenter, Pittman, Steelman and Ross
“Nays:”	None
“Abstain:”	None
Motion carried.	6-0

ITEM 4b. Consider accepting the Permit issued by ODEQ for Highland, Harbors, and Honda Lane Lift Stations and authorize staff to solicit bids for this project.

On June 10th, 2016, ODEQ (Oklahoma Department of Environmental Quality) sent the permit for the reconstruction of the following Lift Stations:

- Honda Lane Lift Station (SL000026160385)
- Highland Lift Station (SL000026160386)
- Harbors Lift Station (SL000026160387)

At Honda Lane, the plan states that there will be construction of 24 linear feet of 8” DIP and 321 linear feet of 8” PVC pipe for force main, 53 linear feet of 8” PVC pipe for sanitary collection, a lift station with 2 pumps, each having the capacity of 630 GPM, and all appurtenances to serve the Honda Lane Lift Station located at Honda Lane and 18th Street.

At Highland Drive, the plan states that there will be construction of 32 linear feet of 4” PVC pipe and 15 linear feet of 4” DIP for a force main, 87 linear feet of 8” PVC pipe for sanitary collection line, and a lift station with 2 pumps with capacity of 100GPM, and all appurtenances to serve Highland Dr. Lift Station, located at Highland Dr. and 4th Street service road.

At the Harbors, the plan states that there will be construction of 16 linear feet of 6” DIP, 40 linear feet of 6” PVC pipe for a force main, five linear feet of 8” PVC pipe, a lift station with 2 submersible pumps with a capacity of 180 GPM each, and all appurtenances to serve the Harbors Lift Station located at University Rd. and Grand Ave.

Staff Recommendation: Accept permit issued by ODEQ for the construction of the 3 above mention Lift stations, and authorize staff to proceed with the bidding process.

*Motion by Trustee Elliott, second by Trustee Steelman to accept permit issued by ODEQ for Highland, Harbors, and Honda Lane lift stations and authorize staff to solicit bids for this project. *

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Roll call vote:

“Ayes:” Ashanti-Alexander, Carpenter, Pittman, Steelman, Ross and Elliott
“Nays:” None
“Abstain:” None
Motion carried. 6-0

ITEM 4c. Consider accepting the Permit issued by ODEQ for Sewer Line and authorize Staff to solicit bids for this Project.

On June 9th, 2016, ODEQ (Oklahoma Department of Environmental Quality) sent the permit for the construction of 789 linear feet of 10” HDPE sewer line, 791 linear feet of 12” HDPE sewer line, and all appurtenances to serve the City of Chickasha.

The location of these sewer lines are on North 16th and Illinois, and in the area of Shannon Springs Park.

The permit number issued to this project (2017-003) is SL000026160379

The permit, along with the plans approved are available at the office of the Public Works Director.

Staff Recommendation: Accept permit issued by ODEQ for the construction of 789 linear feet of sewer line, 791 linear feet of sewer line, and proceed with the bidding process.

*Motion by Trustee Elliott, second by Trustee Steelman to accept permit issued by ODEQ for sewer line and authorize staff to solicit bids for this project. *

Roll call vote:

“Ayes:” Carpenter, Pittman, Steelman, Ross, Elliott and Ashanti-Alexander
“Nays:” None
“Abstain:” None
Motion carried. 6-0

ITEM 4d. Consider authorizing Staff to purchase a vehicle from the State Contract for Public Works Dept.

Staff is requesting authorization to purchase a new vehicle for the Projects Manager. A Chevrolet C1500, ½ ton, 4-Wheel Drive Pickup in the amount of \$27,415.

The truck is on State Contract SW035

This truck will be for the new position, Projects Manager, in Public Works Administration.

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Funding for this vehicle will come out of account 31-532-6300-040

Staff Recommendation: Authorize Staff to purchase a Chevrolet C1500, ½ ton, 4-Wheel Drive Pickup from State contract SW035 to Hudiburg Auto Group in the amount of \$27,415.00.

*Motion by Trustee Elliott, second by Trustee Steelman to authorize staff to purchase a vehicle from the State Contract for Public Works Dept. *

Roll call vote:

“Ayes:” Carpenter, Steelman, Ross, Elliott, Ashanti-Alexander and Pittman

“Nays:” None

“Abstain:” None

Motion carried. 6-0

ITEM 4e. Consider authorizing Staff to purchase a vehicle from the State Contract for Cemetery Dept.

Staff is requesting authorization to purchase a new vehicle for the Cemetery Sexton. A Chevrolet C2500, ¾ ton, 4-Wheel Drive Pickup in the amount of \$27,841.

The truck is on State Contract SW035

This truck will be used by the cemetery sexton for cemetery use and parts and materials hauling.

Funding for this vehicle will come out of account 56-506-6450-013.3

This will replace a 2002 Dodge 1500 with 96,733 miles.

Staff Recommendation: Authorize Staff to purchase a Chevrolet C2500, ¾ ton, 4-Wheel Drive Pick from contract SW035 to Hudiburg Auto Group in the amount of \$27,841.00.

*Motion by Trustee Elliott, second by Trustee Steelman to authorize staff to purchase a vehicle from the State Contract for Cemetery Dept. *

Roll call vote:

“Ayes:” Steelman, Ross, Elliott, Ashanti-Alexander, Carpenter and Pittman

“Nays:” None

“Abstain:” None

Motion carried. 6-0

ITEM 4f. Consider a Request Change order #1 for the automated meter reading solution (AMR)

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UTS has come up short 250 meters for the automated meter reading solution change out program bid number 2015-010R. They have informed us they need the following additional meters

- 200 - 1" meters at \$299.00 each
- 25 - 1 ½" meters at \$616.00 each
- 25 - 2" meters at \$851.00 each

Staff Recommendation: Approve change order for bid 2015-010R in the amount of \$96,475.00 to UTS.

*Motion by Trustee Elliott, second by Trustee Steelman to change order #1 for the automated meter readings solution (AMR). *

Roll call vote:

"Ayes:"	Steelman, Ross, Elliott, Ashanti-Alexander, Carpenter and Pittman
"Nays:"	None
"Abstain:"	None
Motion carried.	6-0

ITEM 4g. Authorize an agreement between the Chickasha Municipal Authority, the Bradfords and Chickasha Travel Plaza LLC stipulating the LLC has assumed the Bradford's right of first refusal obligation from the original contract.

In 2014 Chickasha Municipal Authority sold property to Scott Bradford and Michael Bradford for the construction of a travel plaza. Thinking that they would want to own title in the name of a corporation or an LLC, we included in the contract that they could assign the contract to a company in which they were 100% of the owners. However, they elected not to do that prior to closing. As negotiated in the sale transaction, at closing the Bradfords granted to Chickasha Municipal Authority a right of first refusal for a term of 3 years from the date of closing. A couple of weeks ago, without the consent of the CMA, Bradfords conveyed the property to Chickasha Travel Plaza, LLC, a limited liability company owned solely by Scott and Michael Bradford.

We were notified by the attorney for the Bradford's and Chickasha Travel Plaza, LLC requesting that the CMA waive any claim that it might have under the right of first refusal arising from the transfer from the individuals to their company. Chickasha Travel Plaza is trying to obtain a construction loan and needs to get the issue of a possible breach of the right of first refusal agreement resolved

If the CMA is willing to work with them to resolve this matter, I would recommend that CMA, Bradfords and Chickasha Travel Plaza, LLC enter into a stipulation whereby CMA approves the conveyance from Bradford to the LLC and they stipulate and agree that the LLC has assumed the Bradfords' obligations under the right of first refusal and the LLC's

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ownership is subject to the CMA right of first refusal which is a binding obligation upon the LLC. There is not a lot of time left under the right of first refusal which was executed on April 9, 2014. It will expire April 9, 2017.

Staff Recommendation: Approve the agreement.

*Motion by Trustee Elliott, second by Trustee Carpenter to approve contact Bradfords and Chickasha Travel Plaza LLC. *

Roll call vote:

"Ayes:"	Ross, Elliott, Ashanti-Alexander, Carpenter, Pittman and Steelman
"Nays:"	None
"Abstain:"	None
Motion carried.	6-0

Motion to Adjourn

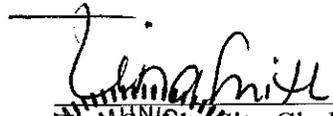
Mayor Ross reported no further business and that the meeting was adjourned.

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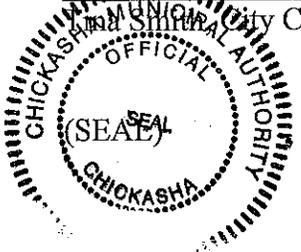


Hank Ross, Mayor

ATTEST:



Jenahille, City Clerk



Approved this 18th day of July, 2016.