



July 18, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 18th 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 6:25 p.m.

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

CHAIRMAN AND TRUSTEES

PRESENT: Hank Ross, Mayor
 Kimberly Loggins
 Howard Carpenter
 Jerry Pittman
 Ashanti-Alexander
 Blake Elliott
 John Toland
 Mike Sutterfield

STAFF

Alan Guard, City Manager
Tom Frailey, Attorney
Brian Zalewski, Fire Chief
Stewart Steele, Police Chief
Susan Jones, Executive Assistant
Lillie Huckaby, Library Director
Gina Snedeker, Finance Director
Tina Smith, City Clerk
Summer Sanders, Recreation Coordinator
Steve Chapman, Park and Recreation Director
Jim McClain, Public Works Director
Kim Kohler, Special Event Manager
Kathleen Easley, Community Development Director

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

ITEM 2a. **Consider approving the minutes of the July 5, 2016
regular meeting.**

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 2b. Consider approving the Purchase Order List ratifying miscellaneous and special utilities made on July 14, 2016 in the amount of \$47,090.40; and the Purchase Order list for the last half of July 2016 in the amount of \$380,240.77.

The Purchase Order List ratifying miscellaneous and special utilities made on July 14, 2016 in the amount of \$47,090.40; and the Purchase Order list for the last half of July 2016 in the amount of \$380,240.77 needs approval by Chairman and Trustees.

Staff Recommendation: Approve the Purchase Order List ratifying miscellaneous and special utilities made on July 14, 2016 in the amount of \$47,090.40; and the Purchase Order list for the last half of July 2016 in the amount of \$380,240.77.

ITEM 2c. Consider authorizing Staff to solicit RFP's (Request for Proposals) for preparing a master plan for Lake Chickasha.

In April 2016, the City Council conducted a tour of Lake Chickasha and heard a proposal for redevelopment of the property for use as a City park.

The proposal generated a significant response in the community and from lease holders at the lake. A committee of the leaseholders was formed, Save Lake Chickasha, and they brought forth a counter proposal.

Staff has met with Lake Committee members and have rendered compromise on several issues. Council has also asked staff to consider private development alternative for both the east and west sides of the lake.

Staff is requesting permission to solicit request for proposals for a firm to prepare a master plan that would look at all possible alternatives to redeveloping the lake.

Staff Recommendation: Authorize Staff to solicit RFP's for the preparation of a master plan for Lake Chickasha.

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

Roll call vote:

"Ayes:" Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Pittman and Loggins

"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 revising the City Purchasing Policy concerning bidding requirements for Chickasha Municipal Authority and Chickasha Airport Authority.**

At the June 13, 2016 Council Work Session Staff presented a request for a Purchasing Policy revision to increase the bidding limit for the Chickasha Municipal Authority (CMA) and the Chickasha Airport Authority (CAA). The currently policy requires bidding of any purchases of \$3,500.00 or more. This is required by the City Charter for the City's General Government operations. The current policy extends this amount to the Authorities as well.

Under state law the two Authorities are not governed by the City's Charter. One of the primary reasons to have an authority is to give the operations under the authorities control greater autonomy in their day to day activities. Under our current Purchasing Policy we have taken this autonomy away.

State law sets the bidding requirement for the Authorities at \$50,000.00. Staff is requesting that we amend the City's Purchasing Policy to allow the Authorities to purchase without going through the formal bidding process in an amount not to exceed \$25,000.00. Under the proposed change the authorities could make purchases up to \$10,000.00 without bids or quotes. The departments would be expected to use their best judgment in obtaining the materials and services at the best possible price. Purchases from \$10,001.00 to \$25,000.00 would require a minimum of two (2) documented quotes. Purchases over \$25,000.00 would require formal bidding procedures to be followed.

We are asking for this change in an effort to speed up our project implementation and maintenance schedule. Cost continue to rise and we are seeing more and more emergency purchase request due to the cost of materials such as pumps, pipe, valves, etc. that are used in infrastructure repairs. A lot of project and repairs just can't wait on the bidding process due to service outages.

Staff believes that this will save the City money because it will allow us to negotiate better pricing than we would receive in a formal bid. An example of this is the Centennial Park Entrance Sign. On this project the Engineer's estimate was \$14,000.00, the bid amount was over \$30,000.00 and we negotiated a price of \$10,000.00 to build the sign.

Controls will still be in place, through oversight by the City Manager, City Auditor and the City Council through the claims approval process.

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6:25 P.M.

Staff is request authorization to purchase one Chevrolet C1500 Double Cab (Extended) ½ Ton Pick-Up – State Contract #CC15753 – from Hudiburg Chevrolet in the amount of \$23,488.

This will replace a 1996 Ford F150 with over 122,000 miles. This vehicle is in need of an extensive amount of repairs and it is not cost efficient to have those repairs done.

This item will be funded from line item 31-515-6300-040 -

Recommendation: Award State Contract #CC15753 – for one Chevrolet C1500 Double Cab (Extended) ½ Ton Pick-Up from Hudiburg Chevrolet in the amount of \$23,488.

*Motion by Trustee Toland, second by Trustee Loggins to approve the purchase of a replacement vehicle for water technician. *

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 5. **Bid Openings and Awards:**

ITEM 5a. **Consider awarding Bid # 2017-001 (Replacement of the 12th and Penn Lift Station Roof and Awning**

On July 22nd, 2016, sealed bids were opened for project #2017-001 (Replacement of 12th and Penn Lift Station Roof and Awning). Bids were opened at 1:30pm at the Public Works Building

Listed below is a list of the companies who submitted a bid, along with the total price bid:

- Crawford Roofing Inc. (\$18,000.00)

Crawford Roofing Inc. was the lowest bid, in turn the only bid received for this project. We have used this company before, and have always had a good turn out with their work.

Staff Recommendation: Award bid #2017-001 to Crawford Roofing Inc. in the amount of \$18,000.00.

*Motion by Trustee Carpenter, second by Trustee Ashanti-Alexander to award Bid#2017-001. *

6:25 P.M.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 6. Executive Session:

ITEM 6a. 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).

Staff Recommendation: Enter into Executive Session.

Motion by Trustee Sutterfield, second by Trustee Loggins to enter into executive session at 6:31pm.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 6b. 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 Elliott to reconvene from executive session at 6:54pm

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

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6:25 P.M.

No action taken

Motion to Adjourn

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

TIME: 6:54 P.M.

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Hank Ross, Mayor

ATTEST:

Tina Smith

Tina Smith, City Clerk



Approved this 1st day of August, 2016.