



August 01, 2016

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 1st day of August 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 5:30 p.m.

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

MAYOR AND COUNCIL

PRESENT: Hank Ross, Mayor
John Toland
Howard Carpenter
Jerry Pittman
Blake Elliott
Phylis Steelman
Kimberly Loggins
Mike Sutterfield

STAFF

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

Council Member Toland 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.)

****Citizens Communications****

Mr. Kean Spellman with the Grady Memorial Hospital thanked Council and presented council with certificates of appreciate.

Jim Hopkins talked about the boat dock on the north end, it has no floor.

Staff has talked about removing it.

Bobbi Wallis asked if the animals for the Paws in the park had to stay on the pavement like the vendors.

Col Clark Southard stated he was on Hinton, Anadarko and formally on Chickasha Airport Board, Mr. Southard requested that agenda item 4a on the CMAA meeting be removed or even tabled to save the 14-year-old business Chickasha Wings. He believes that the complaint is one sided also volunteered to be a mediator between the City of Chickasha and Chickasha Wings.

Mayor Ross called for a 10-minute recess at 5:41 to meet with City Manager and Mitch Williams. Came back at 5:46 and said we have agreed to meet outside of council Monday August 17, 2016 at 8:30am with Mayor Ross, Council Member Sutterfield City Manager Guard, Assistant City Manager Smith and Williams.

Mitch Williams thanked everyone that came out to support him and would like everyone to hold comments until resolved.

Harvey Taylor asked about the weeds on both sides of the street on 4th. And the washed out spot on Country Club.

****Council Communications****

Council Member Steelman agreed with picture at lake Chickasha and have had many compliments on the improvements at the lake.

Council Member Carpenter thinks the dock looks solid and would like to just rebuild it.

Council Member Toland has received a call from a citizen about the application for a reduction on the drainage fee, City Manager stated need to follow guidelines, proof of income.

Council Member Pittman stated he had the same kind of call, many pages for a \$3.00 credit. Mayor Ross asked to add it with the work session with rate.

ITEM 3.

Consent Docket: ITEM 3a through ITEM 3h.

ITEM 3a.

Consider approving the minutes of the July 18, 2016, regular meeting

Approval is requested for the minutes of the July 18, 2016 regular meeting.

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 3b.

Consider approving the Purchase Order List ratifying miscellaneous and special utility payments made on July 18, 2016 in the amount of \$5,112.87; the Purchase Order List ratifying miscellaneous and special utility payments made on July 20, 2016 in the amount of \$49,240.93; the Purchase Order list for the first half of August 2016 in the amount of \$237,667.00; Payroll Claims for July 2016, in the amount of \$863,353.07; and estimated Payroll Claims for September 2016 in the approximate amount of \$850,000.

The Purchase Order List ratifying special utility payments made on July 18, 2016 in the amount of \$5,112.87; the Purchase Order List ratifying miscellaneous and special utility payments made on July 20, 2016 in the amount of \$49,240.93; the Purchase Order list for the first half of August 2016 in the amount of \$237,667.00; Payroll Claims for July 2016, in the amount of \$863,353.07; and estimated Payroll Claims for September 2016 in the approximate amount of \$850,00 needs approval by Mayor and Council.

Staff Recommendation: Approve the Purchase Order List ratifying special utility payments made on July 18, 2016 in the amount of \$5,112.87; the Purchase Order List ratifying miscellaneous and special utility payments made on July 20, 2016 in the amount of \$49,240.93; the Purchase Order list for the first half of August 2016 in the amount of \$237,667.00; Payroll Claims for July 2016, in the amount of \$863,353.07; and estimated Payroll Claims for September 2016 in the approximate amount of \$850,000.

ITEM 3c.

Consider Approving Agreement with Festival of Light for 2016 Season.

The revised Agreement with the Festival of Light for the 2016 Season has been submitted. The changes requested are listed below:

- Installation of lighting displays, electrical service, park operation and various other activities between the dates of September 15, 2016 and February 28, 2017.
- Exclusive use of the bathhouse from October 1, 2016 through January 31, 2017.
- Permission for second party vendors from November 22, 2016 through December 31, 2016.
- Clean up dates of Shannon Springs Park to be completed no later than February 28, 2017.
- City will provide professional light hanging services for hanging and removal of lights and displays.

The Agreement is attached for your review and information.

Staff Recommendation: Approve agreement with Festival of Lights for the 2016 Season

ITEM 3d. Consider authorizing staff to solicit bids to retain a contractor for tree trimming and removal service at various locations throughout the City.

Staff is requesting permission to solicit bids to retain a contractor for tree trimming and removal service at various locations throughout the City.

The Contractor will respond to specific requests for tree work from the Parks and Recreation Department and must receive authorization for additional work that may come to the Contractor's attention that was not requested by the City. Throughout the term of the contract, it may become necessary for the Contractor to assist the Department in providing emergency tree service.

Bid documents and specifications will be available for review in the Parks and Recreation office.

Staff Recommendation: Authorize staff to solicit bids to retain a contractor for tree trimming and removal service at various locations throughout the City.

ITEM 3e. Consider authorizing Staff to Solicit Bids for Mowing of City Owned Lots.

Staff wishes to solicit bids for mowing City owned lots.

The mowing of these lots will not only add to the beautification process, but also help Code Enforcement so they don't have to guess which are owned by the City and which are not.

As it stands right now, the City of Chickasha owns 88 properties, totaling 95 acres of property.

Staff Recommendation: Authorize Staff to Solicit Bids for Mowing of City Owned Lots.

ITEM 3f. Consider authorizing Reshelle Pettit, Payroll Clerk as the Authorizing Agent for Oklahoma Municipal Retirement Fund (OMRF).

Oklahoma Municipal Retirement Fund (OMRF) request that the Authorized Agent for the City of Chickasha be designated in writing and approved by the governing body.

Requesting approve to authorize Reshelle Pettit, Payroll Clerk as the Authorized Agent on the behalf of the City of Chickasha. She shall act as the agent for the City in matter

pertaining to the Plan and Fund. Her duties will include contribution and payroll information, forms and applications for the Plan participants.

Recommendation: Approve authoring Reshelle Pettit, Payroll Clerk as the Authorizing Agent for the Oklahoma Municipal Retirement Fund (OMRF).

ITEM 3g. Consider approving request from Epworth United Methodist Church to conduct a Movie in the Park at Shannon Springs Park on September 2, 2016 and waive any fees.

A request has been received for permission to conduct a Movie in the Park at Shannon Springs Park by Epworth United Methodist Church on Friday, September 2, 2016.

They will provide a Certificate of Insurance listing the City of Chickasha as an additional insurer; and the Indemnification Agreement will be prepared for the signature of a Epworth United Methodist Church representative, once their request receives approval.

Staff Recommendation: Approve request from Epworth United Methodist Church to conduct a Movie in the Park at Shannon Springs Park on Friday, September 2, 2016.

ITEM 3h. Consider appointments to the Planning Commission and to the Board of Adjustments

Two appointments need to be made due to members unable to continue to serve. The Mayor puts forward the following appointments:

Planning Commission:
Glen Snedeker – Replacing Eric Mottinger Term to expire: 06-30-2017
Private business owner

Board of Adjustment
Laci Steele – Replacing Don Brown Term to expire: 06-30-2018
Master’s Degree in Education

Staff Recommendation: Approve appointments as presented by the Mayor.

Motion by Council Member Elliott, second by Council Member Carpenter to approve the Consent Docket: ITEM 3a. through ITEM 3h.

Roll call vote:

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

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

No action taken on ITEM 4.

ITEM 5. Consideration and Discussion:

ITEM 5a. Consider authorizing Staff to sole source purchase cardiac monitor upgrades from Philips medical

Our current Philips cardiac monitors have been in use since 2008. These cardiac monitors are used each and every day and are in need of replacement with an estimated cost of \$175,000. In lieu of replacement, Philips Medical offers a complete system upgrade to our existing monitors that replaces everything but the capacitor. The capacitor is covered by our yearly service agreement. The estimated cost is \$39,250.

Funding is available in capital account #23-02-4300-055. Funds will be reimbursed to the city from the Grady County 522 EMS District.

Allow staff to sole source purchase defibrillators upgrades from Philips Medical

*Motion by Council Member Carpenter, second by Council Member Loggins to authorize staff to sole source purchase cardiac monitor upgrades from Philips medical. *

Roll call vote:

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

ITEM 5b. Consideration and Discussion of an Agreement with Strategic Government Resources for the provision of Strategic Planning for the Fire Department

The Chickasha Fire Department has been through significant transition over the past year with the naming of a new chief, Emergency Management Coordinator and the Training Officer. Chief Brian Zalewski prepared a document for the city manager outlining the areas needing development over time to move the department forward.

In order to put a plan together to implement these concepts we discussed the need to have a strategic planning session with the Chief, Training Officer, EM Coordinator and Captains. This strategic plan can serve as an operational blue print, a tool for planning future budgets and a resource for improving Fire and EMS services to the community over the next five to ten years.

This plan can also have tangible benefits to the community by providing direction that can lead to accreditation and reductions in the City's ISO rating, which can lead to a reduction in property insurance rates for property owners in Chickasha.

Staff is recommending hiring Strategic Government Resources to lead the session. Mike Mowery from SGR is a specialist in strategic planning and is also a former Fire Department Chaplain. His background and experience will ensure that this planning session is successful.

The cost for this session is \$6,000 plus expenses. The proposal is attached for your review and information.

Staff Recommendation: Authorize the City Manager to enter into an agreement with Strategic Government Resources for Fire Department.

*Motion by Council Member Loggins second by Council Member Toland to authorize agreement with Strategic Government Resources for the provision of Strategic Planning for the Fire Department. *

Roll call vote:

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

ITEM 5c.

Consider waiving the bid requirements for purchase made during the parks department's installation of lights for Festival of Light celebration, due to the unique nature of this project and the uncertainty as to what materials will need to be purchased at time of installation and what equipment will be necessary to install the equipment due to unique circumstances and the nature of the project.

The Park Department will again this year be installing the lights in the trees for the annual Festival of Light Celebration. As with last year we are asking that the bid requirements be waived for equipment and materials that the department will need to purchase or rent for this project. Due to the nature of the project it is very difficult to know what we will need for the project since weather and access to the trees could extend the time limit or require us to change the type of equipment or materials needed to complete the work in the time allotted for the work.

The largest purchase will be the rental of the lifts needed to install the lights. Last year we completed the project at a cost of approximately \$24,000.00 including labor, materials

and equipment. We believe we will be able to complete the work for approximately the same amount. We are working with the Festival for reimbursement of the cost we incur. We will track the cost and provide the Council and FOL an accounting of the cost as we go.

Staff Recommendation: Approve waiving the bid requirements for purchase made during the Park Department's installation of lights for the Festival of Light Celebration.

*Motion by Council Member Carpenter second by Council Member Steelman to approving waving the bid requirements for purchases made during the parks department installation of lights for Festival of Lights celebration. *

Roll call vote:

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

ITEM 5d. Consider accepting the Highway 81 and Chickasha Avenue Drainage Project as complete.

MTZ Construction has completed the drainage project at Hwy 81 and Chickasha Ave. Staff has inspected the project and has approved it as complete.

Funds for this project will be coming out of account # 52-552-6450-016

Staff Recommendation: Accept the Highway 81 and Chickasha Avenue Drainage project as complete and authorize payment in the amount of \$63,437.00 to MTZ Construction.

*Motion by Council Member Elliott second by Council Member Carpenter to accept the highway 81 and Chickasha Avenue drainage project as complete. *

Roll call vote:

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

ITEM 5e. Consider authorizing Staff to remount the 2008 Frazer EMS unit

Med four was first purchased in 2008 and was our first Frazer EMS unit. This unit has over 134,000 hard miles on it and needs to be replaced. The current and best option is to have the EMS module remounted on a new cab and chassis. This saves about \$50,000

over purchasing a new unit. The EMS module will be repainted, updated where needed, and brought back to like-new condition. The cab and chassis will be a 2017 4 X 4 Dodge Ram 4500. The current quote from Frazer is \$165,150 but could go up or down depending on what they find when they actually receive the EMS unit in Houston.

Pending approval, the EMS unit has a slot in the October rotation.

Funding is available in capital account #23-02-4300-055. Funds will be reimbursed to the city from the Grady County 522 EMS District.

Staff Recommendation: Allow staff to remount our 2008 Frazer EMS unit on a 2017 Dodge cab and chassis

*Amended Motion by Council Member Sutterfield second by Council Member Loggins to authorize Staff to remount the 2008 Frazer EMS unit through BuyBoard. *

Roll call vote:

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

ITEM 5f. Consider approving request to declare old council/courtroom chairs as surplus.

When the Police Department relocated to their new building the old courtroom chairs were left behind since they were no longer needed. These were the old gold colored chairs that were once used but the City Council during their meetings.

Staff has evaluated the chairs and have found most to be in a state of disrepair. There are approximately 40 of the chairs remaining. Staff wishes to try to negotiate the sale of the chairs. Formal sealed bids, with advertising would cost more that the chairs are worth. If we are unable to sale the chairs we would offer them up to non-profit agencies for their use. Any chairs not claimed by one of the organizations will be sent to the landfill.

Staff Recommendation: Approve request to declare old council/courtroom chairs as surplus and authorize staff to dispose of as appropriate.

*Motion by Council Member Sutterfield second by Council Member Loggins to approve Staff to declare old council/courtroom chairs as surplus. *

Roll call vote:

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

Chickasha City Council Meeting 08-01-2016

TIME: 5:30

Recess to Chickasha Municipal Authority Meeting and Chickasha Municipal Airport Authority Meeting at 6:06 pm

Roll call vote:

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

Reconvene Chickasha City Council Meeting at 6:14

Roll call vote:

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

ITEM 6.

Executive Session:

ITEM 6a.

Discussion, consideration and possible action to enter into executive session for the following purposes:

- (a) Discussing collective bargaining negotiations concerning IAFF Local 2041 and FOP Lodge 129 pursuant to 25 O.S. §307(B)(2).**

Staff wishes to enter into an Executive Session for the following purposes:

- (a) Discussing collective bargaining negotiations concerning IAFF Local 2041 and FOP Lodge 129 pursuant to 25 O.S. §307(B)(2).

Staff Recommendation: Enter into Executive Session.

*Motion by Council Member Steelman second by Council Member Toland to enter into Executive Session at 6:16 pm. *

Roll call vote:

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

ITEM 6b. Consider to reconvene meeting to take action on any matters discussed in Executive Session.

Staff wishes to reconvene meeting to take action on any matters discussed in Executive Session.

Staff Recommendation: Reconvene meeting to take action on any matters discussed in Executive Session.

*Motion by Council Member Carpenter second by Council Member Loggins to reconvene from Executive Session at 6:36 pm. *

Roll call vote:

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

No action taken

ITEM 6a. Discussion, consideration and possible action to enter into executive session for the following purposes:

- (b) Discussion, consideration and possible action to enter into an executive session to discuss confidential communications between the City and the City Attorney concerning a pending investigation, claim or action if the City with the advice of the City Attorney, determines that disclosure will seriously impair the ability of the City to process the claim or conduct the pending investigation, litigation, or proceeding in the public interest under the provisions of 25 O.S. 307B.4 (Inquiry into the classification and approval process of purchase orders and the claims list of the City of Chickasha, Chickasha Industrial Authority, Chickasha Municipal Authority, and Chickasha Airport Authority.)**

Staff wishes to enter into an Executive Session for the following purposes:

- (b) Discussion, consideration and possible action to enter into an executive session to discuss confidential communications between the City and the City Attorney concerning a pending investigation, claim or action if the City with the advice of the City Attorney, determines that disclosure will seriously impair the ability of the City to process the claim or conduct the pending investigation, litigation, or

proceeding in the public interest under the provisions of 25 O.S. 307B.4 (Inquiry into the classification and approval process of purchase orders and the claims list of the City of Chickasha, Chickasha Industrial Authority, Chickasha Municipal Authority, and Chickasha Airport Authority.)

Staff Recommendation: Enter into Executive Session.

*Motion by Council Member Carpenter second by Council Member Sutterfield to enter into Executive Session at 6:37 pm. *

Roll call vote:

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

Gina Snedeker, Finance Director was asked into Executive Session at 7:01 pm

ITEM 6b. Consider to reconvene meeting to take action on any matters discussed in Executive Session.

Staff wishes to reconvene meeting to take action on any matters discussed in Executive Session.

Staff Recommendation: Reconvene meeting to take action on any matters discussed in Executive Session.

*Motion by Council Member Sutterfield second by Council Member Elliott to reconvene from Executive Session at 8:00 pm. *

Roll call vote:

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

No action taken

ITEM 7. Motion to Adjourn.

No further business Mayor Ross called the meeting adjourned.

TIME: 8:00 P.M

— 1 n

Hank Ross, Mayor

ATTEST:

Jana Smith

Jana Smith, City Clerk



Approved this

15th

day of

August

, 2016.