



August 01, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** 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 6:06 p.m.

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

CHAIRMAN AND TRUSTEES

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

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
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
Rob Camp, Capital Project Manager
Kristal Kuhn, Emergency Management Director

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

ITEM 2a. Consider approving the minutes of the July 18, 2016 regular meeting.

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 2b. Consider approving the Purchase Order List ratifying miscellaneous and special utility payments made on July 19, 2016 in the amount of \$1,053.01; and the Purchase Order List ratifying miscellaneous and special utility payments made on July 20, 2016 in the amount of \$500.00; and the Purchase Order list for the first half of August 2016 in the amount of \$36,048.15.

The Purchase Order List ratifying miscellaneous and special utility payments made on July 19, 2016 in the amount of \$1,053.01; and the Purchase Order List ratifying miscellaneous and special utility payments made on July 20, 2016 in the amount of \$500.00; and the Purchase Order List for the first half of August 2016 in the amount of \$36,048.15 needs approval by Chairman and Trustees.

Staff Recommendation: Approve the Purchase Order List ratifying miscellaneous and special utility payments made on July 19, 2016 in the amount of \$1,053.01; and the Purchase Order List ratifying miscellaneous and special utility payments made on July 20, 2016 in the amount of \$500.00; and the Purchase Order List for the first half of August 2016 in the amount of \$36,048.15.

ITEM 2c. 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 2d. 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.

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

Roll call vote:

"Ayes:"	Steelman, Toland, Ross, Sutterfield, Elliott, 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 authorizing staff to submit permit applications to ODEQ for approval of engineering plans for the construction of 2 Lift Stations (12th and Pennsylvania, and 7th and Illinois)**

Olsson and Associates has completed engineering plans and documents to be submitted to ODEQ for approval, so that the following lift stations can be put out for bids for construction.

12th and Pennsylvania Lift Station

7th and Illinois Lift Station

Staff Recommendation: Authorize staff to submit permit applications to ODEQ for the approval of engineering plans for the 2 above listed Lift Stations.

*Motion by Trustee Sutterfield, second by Trustee Elliott to authorize staff to submit permit applications to ODEQ for approval of engineering plans for the construction of 2 lift stations. *

6:06 P.M.

Roll call vote:

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

ITEM 4b. Consider accepting Permit Issued by ODEQ for Spencer, and Sentry Lift Stations and Authorize Staff to solicit Bids for this Project.

On July 11th, 2016, ODEQ (Oklahoma Department of Environmental Quality) sent the permits for the reconstruction of the following Lift Stations:

- Sentry Lift Station (SL000026160520)
- Spencer Lift Station (SL000026160521)

At Sentry Lift Station, the plan states that there will be reconstruction of 15 linear feet of 8” PVC pipe, 115 linear feet of 6” PVC pipe for force main, and 400 gpm (Gallons Per Minute) capacity lift station and all appurtenances to serve the City of Chickasha Sentry Lift Station located at Vermont Avenue and 12th Street.

At Spencer Lift Station, the plan states that there will be reconstructed 25 linear feet of 8” PVC pipe, and 20 linear feet of 6” PVC pipe and 16 linear feet of 6” DIP for force main, and a 385 gpm (Gallons Per Minute) capacity Lift Station to serve the City of Chickasha, located at Iowa Avenue and Spencer Street.

Staff Recommendation: Accept permit issued by ODEQ for the reconstruction of the 2 above mention Lift stations, and authorize staff to proceed with the bidding process.

* Motion by Trustee Elliott, second by Trustee Loggins to accept permits issued by ODEQ for Spencer and Sentry lift stations and authorize staff to solicit bids for this project. *

Roll call vote:

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

ITEM 4c. Discussion and consideration to solicit Request for Proposals for a sale and rehabilitation of the 117 S. 4th Street (the Settle Building)

6:06 P.M.

Staff would like to request proposals for the re-development of 117 N. 4th Street in Downtown Chickasha. The building has been vacant for more than 20 years and the Authority recently acquired it with the expressed intention of demolition and the creation of addition of a pocket plaza and additional parking. The building is in an extremely deteriorated condition.

The Chickasha Historic Preservation Commission voted to suspend any demolition of the building for 120 days with that time period expiring on July 6, 2016. During that time City staff has collected information regarding the rehabilitation of the building. If a party or parties come forth that meet the criteria established in the RFP, the CMA will consider a public auction to award the building to the party with the highest and best bid.

The purpose of this RFP is to identify any interested developers that will invest sufficient resources into the building to fully restore it as a functioning commercial building and do so in a way that it will be sustainable for the next 30 to 50 years. The CMA and City staff want to ensure that any such plans are carried out in such a manner that the building does not fall back into immediate disrepair and becomes, again, a dilapidated structure in need of demolition.

Staff Recommendation: Staff recommends approving the request to solicit Request for Proposals for the sale and rehabilitation of the Settle Building

*Motion by Trustee Elliott, second by Trustee Loggins to approve staff to solicit request for proposals for a sale and rehabilitation of the 117 S. 4th street. *

Roll call vote:

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

ITEM 4d. Consider authorizing staff to enter into an agreement with Myers Engineering for engineering services at the Chickasha Airport Industrial Park.

As we continue to make progress at the Chickasha Airport Industrial Park it is now necessary to begin engineering design of infrastructure related to sanitary sewer and drainage. Myers Engineering has completed the topographical survey work and the re-plat at the AIP and is the logical choice to continue the development process. This agreement will provide services all the way through the construction process of this specific infrastructure.

Funding is available for this project in the Chickasha Municipal Authority and the Economic Development Sales Tax Fund.

Chickasha Municipal Authority Meeting 08-01-2016
6:06 P.M.

Staff Recommendation: Accept the proposal and hire Meyers Engineering to complete survey work at the Airport Industrial Park for the amount not to exceed \$157,500.

*Motion by Trustee Carpenter, second by Trustee Loggins to approve staff to enter into an agreement with Myers Engineering for engineering services at the Chickasha Airport Industrial Park. *

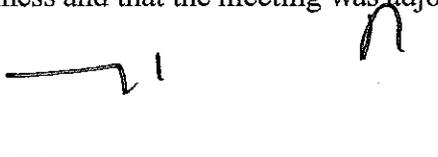
Roll call vote:

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

Motion to Adjourn

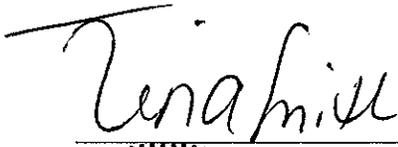
Mayor Ross reported no further business and that the meeting was adjourned.

TIME: 6:12 P.M.



Hank Ross, Mayor

ATTEST:



Tina Smith, City Clerk



Approved this 15th day of August, 2016.