



September 06, 2016

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 6th day of September 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
Ashanti-Alexander
Phylis Steelman
Kimberly Loggins
Blake Elliott
Mike Sutterfield (at 5:36 pm)

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
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 Loggins gave the invocation and lead 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.)

Mayor Ross Presented Shannon McClain with his retirement watch, McClain worked 26 years for the Chickasha Police Department.

****Citizens Communications****

Julie Gordon, Kara Bacon and Tracy Dorman talked about the upcoming Domestic Violence Awareness Event October 1, 2016 "Together we Heel"

Romelda Barboza asked when the City started the outsource billing for the EMS, it has been about year and half.

Jim Hopkins questioned the roofing permit ordinance, and driveway permits.

Mayor Ross addressed the drainage update, said we passed fee starting October 1, 2016 for residents and commercial rates haven't been set there will be meetings on the rates September 14, 2016 at 12:30 p.m., 4:00 p.m., and 6:00 p.m. The City is working on putting a cap on commercial, we are willing to listen to everyone, the council and City are working to get it right.

Council Member Carpenter believes we are proactive and that as a council we should slow down, were not on a time line, 2 years.

Council Member Pittman stated we need to stand and do what we think is right for the whole city.

Lorne Willeford stated that it's a lot of money and man hours and if there is guarantee.

Torry Wise wants the question brought to the citizens and that the city wait until DEQ forces the issue.

Douglas Black wanted to know how the City determines who gets charged the fee.

Mark Keeling asked what's fair on how the city charges? He stated that the form for drainage deduction fee was unbelievable, could have purchase a home with the form. Said that the city of Norman was half the cost of Chickasha's

Keeling had a petition with 800 citizens against the drainage, would like a vote of the people.

Tom Rose stated he wasn't apposed of the drainage, just the cost. The city chooses to except some, Woodward has a \$60.00 and Chickasha would be \$460.00 month, there's to many problems so kill it now and get it right.

Harvey Taylor wants to do away with the drainage fee and wait until we are forced.

****Council Communications****

Council Member Toland if citizens could look at their water bill online and see the usages, Finance Director stated we are looking into that software, it hasn't been budgeted this year.

Council Member Pittman asked how many meters need to be installed? Under 150.

Council Member Ashanti-Alexander gave a letter to Mayor Ross that he received.

Arts Festival being conducted at the Rock Island Train Depot. The group will have volunteers at each intersection to stand at the intersections with signs to show they are temporarily closed.

An Indemnification Agreement will be prepared if approved.

Staff Recommendation: Approve the request from the Grady County Coordinated Community Response Team to conduct a fund raising event (Together We Heel) on October 1, 2016.

ITEM 3d. Consider approving the annual renewal for integrated library system (ILS) support, as a sole source of supply.

The Library's ILS (integrated library system) software from The Library Corporation (TLC) maintains the circulation and catalog functions, acquisitions, and customer notification modules. The annual support is \$8,149. This is sole source from TLC. It is a budgeted item under the Library's "Other Services & Contracts" budget line item 11-08-5302-001.

Staff Recommendation: Approve the annual renewal of the Library's ILS (integrated library system) software from The Library Corporation in the amount \$8,149.

ITEM 3e. Consider approve declaring, as surplus, books that have been withdrawn from the Library's collection, and donated items to the Library that are not needed, and authorize the donation of those items to the Friends of the Library.

Twice each year the Friends of the Chickasha Public Library hold a used-book sale to raise money for the Library. Books that have been withdrawn from the Library's collection and outside donations that are not needed have been given to the Friends for their book sales.

Some of them are quite old. We are treating them differently than the usual withdrawn and donated books that we sell twice a year. We want to have 2 special Antique Book Sales, one in the fall at which we will have the quite old books and one in the winter for the really old books like the ones from the 1800s and very early 1900s.

Due consideration is being given to the value, both monetary and historical, and also the intangible value of these books and the appropriate handling and distribution of them.

Staff Recommendation: Declare books surplus and donate to the Friends of the Library.

ITEM 3f. Consider approving the request from the Chickasha High School Student Council to conduct the annual homecoming parade on Friday, September 30, 2016.

A request has been received from the Chickasha High School Student Council for permission to conduct the annual Homecoming Parade on Friday, September 30, 2016 beginning at 4:00 p.m.

The proposed parade route will be from 3rd and Colorado to the 12th and Chickasha Avenue; and they are requesting that the designated streets be temporarily barricaded off during the parade. They wish to begin lining up at 3:30 p.m. for the parade at 3rd Street in the area of the old Chickasha Lumber Building and also the First Baptist Church. They are requesting that the police escort begin at the old Chickasha Lumber Supply building on 3rd Street and continue along Chickasha Avenue west to 12th Street.

Staff Recommendation: Staff recommends approving the request from the Chickasha High School Student Council for the street barricades and police escort for the Homecoming Parade on Friday, September 30, 2016 at 4:00 p.m.

ITEM 3g. Consider approving final payment for the construction of the Centennial Park Entrance Sign.

Staff solicited bids for the construction of the entrance Sign at Centennial Park in December 2015. At the January 4, 2016 Council Meeting the one and only bid received for the project was from Willowbrook Development for \$32,035.00 was reviewed and rejected at Staff's recommendation. As part of the recommendation Staff asked to be allowed to act as the General Contractor on the project and complete the sign in a cost effective manner.

The project is now complete and has been accepted by Staff. We are requesting permission to pay Bordwine Development for their invoiced amount of \$10,000.00.

We do have one issue where we will need to replace some of the tiles that were used as they were not fired which caused the paint to wash off during recent rains. Staff will take care of this repair since it was not the fault of the contractor. We have fired tiles to use as replacements.

Staff Recommendation: Approve final payment for the construction of the Centennial Park Entrance Sign to Bordwine Construction in the amount of \$10,000.00.

Motion by Council Member Steelman, second by Council Member Loggins to approve the Consent Docket: ITEM 3a. through ITEM 3g.

Roll call vote:

“Ayes:” Loggins, Steelman, Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter and Pittman
 “Nays:” None
 “Abstain:” None
 Motion carried. 9-0

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

No action taken on ITEM 4.

ITEM 5. Ordinances and Resolutions:

ITEM 5a. Consider an Ordinance adopting new permitting and licensing for roof and general contractors.

In order to provide the City of Chickasha with adequate planning, zoning and building services, staff is recommending a permit be required for all roof installations and repairs, a license and registration be required for all roofing contractors and a license and registration required for all general contractors. Ordinance attached.

Staff Recommendation: Approve Ordinance #2016-20 adding a new section 10-34 requiring roofing permits; adding a new section 10-203 requiring roofing contractors to be licensed and registered and by adding a new section 10-204 requiring general contractors to be licensed and registered.

*Motion by Council Member Elliott, second by Council Member Toland to approve Ordinance #2016-20. *

Roll call vote:

“Ayes:” Steelman, Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Pittman and Loggins
 “Nays:” None
 “Abstain:” None
 Motion carried. 9-0

ITEM 5b. Consider a resolution adopting new development fees.

In order to provide the City of Chickasha with adequate planning, zoning and building services, staff is recommending a license and registration be required for all roofing contractors and a license and registration required for all general contractors. Proposed fees are attached.

In addition, renewal fees and a footnote for the journeyman and apprentice requiring them to have a valid city registration at all times on job sites was inadvertently left off

the last fee increase. Staff recommends the fees to be increased as proposed on the attached fee schedule.

Staff Recommendation: Approve Resolution # **2016-14R** adopting renewal license fees, roof contractor license fees, and general contractor license fees.

*Motion by Council Member Toland, second by Council Member Loggins to approve Resolution #2016-14R. *

Roll call vote:

“Ayes:”	Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Pittman, Loggins and Toland
“Nays:”	None
“Abstain:”	None
Motion carried.	9-0

ITEM 6.

Consideration and Discussion:

ITEM 6a.

Consider authorizing the addition of pay items for 4” Mountable Concrete Curb and 6” Barrier Concrete Curb, deleting Unclassified Excavation pay item and replacing with added Earthwork pay item to the US81 Roadway and Traffic Signal Modifications Project. This would be Change Order #1 to this project.

The two curb pay items are necessary to complete the construction, but were inadvertently omitted from the original contract. 4” Mountable curb will be used to build the new median and 6” Barrier curb will be used along the outside of the widened pavement. Mountable curb is intended to allow errant tires to traverse the island without causing excessive damage to the vehicle or to the curb and barrier curb is needed to deter vehicles from driving over it, as well as to provide channelization of surface water runoff at the edges of the pavement. Replacing the Unclassified Excavation pay item with the Lump Sum Earthwork pay item will simplify field measurements of the small quantity of earthwork.

NEW PAY ITEMS

Item No.	Item Description	Qty	Units	Unit Price	Unit Total	Days Req'd
609(A)	CONCRETE CURB (4" MNTBLE-INTEGRAL)	1,873.00	LF	\$ 10.00	\$ 18,730.00	3
609(A)	CONCRETE CURB (6" BARRIER-INTEGRAL)	1,532.00	LF	\$ 12.00	\$ 18,384.00	3
209(H)	EARTHWORK	1.00	L.SUM	\$ 48,690.00	\$ 48,690.00	5
TOTALS					\$ 85,804.00	11

OLD PAY ITEM (TO BE DELETED)

Item No.	Item Description	Qty	Units	Unit Price	Unit Total	Days Req'd
209(A)	UNCLASSIFIED EXCAVATION	1,623.00	CY	\$ 30.00	\$ 48,690.00	5
TOTALS					\$ 48,690.00	5

OVERRUN: \$ 37,114.00 NET CHANGED DAYS: 6

The change order amount would be less than the statutory limit of 10% of the original contract amount. Based on the original contract amount, the statutory limit is \$104,799.09. The net change to the contract would be an additional 6 day's contract time and an additional contract cost of \$37,114.00. This would increase the total project cost to \$1,085,104.85.

Staff Recommendation: Authorize Staff to initiate Change Order #1 to Rudy Construction Co. for adding pay items for 4" Mountable Concrete Curb and 6" Barrier Concrete Curb, deleting Unclassified Excavation pay item and replacing with added Earthwork pay item in order to.

Rob Camp explained that it was missed in the first bid. Council Member Loggins asked if this was normal to miss, and if we can fix this. Mr. Camp stated we were rushed, that's how it was missed. Council Member Ashanti-Alexander wanted to know what we could do, to make sure it doesn't happen again.

*Motion by Council Member Toland, second by Council Member Loggins to authorize staff to pay the addition items to US81 Roadway and traffic signal modifications projects. *

Roll call vote:

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

"Nays:" None

"Abstain:" None

Motion carried. 9-0

ITEM 6b. Consider Authorizing T & G Construction to overrun Cold Milling Pavement, Superpave, Type S3 (Patching) and Construction Traffic Control pay items in order to

ITEM 6c. Consider approving renewal of health plan and stop coverage rates for health insurance plans year 2016-17.

Plexus Group, the City’s strategic insurance solutions vendor, took the City’s current plan to the insurance marketplace for rates for the 2016-17 insurance year. Plexus Group suggested the following:

1. Keep our medical insurance with United Health Care
2. Keep our Dental insurance with Delta Dental
3. Keep our Vision Insurance with MetLife
4. Change City paid Life/AD&D and employee paid Life/AD&D to Dearborn National

Coverage:

Medical Self Insured

United Health Care: 24/12 with \$75,000 Specific Coverage

	2016 (Current)	2017 (Proposed)
Total Estimated Annual Fixed Cost:	\$355,761.36	\$359,662.32
Total Annual Increase/Decrease to Fixed Costs	35.60%	1.10%
Total Expected Annual Increase/Decrease	54.73%	-2.17%

Dental Self Insured

Dental – Delta Option 1 – PPO/ASO- Responds to your employees’ request to have improved benefits along with a true PPO network of dental providers.

Delta PPO/ASO

Vision Insurance (Employee Paid)

Vision – MetLife/VSP Renewal–Voluntary

No change from 2015-16:

\$10/\$25 Copay – Exam/Materials

\$130 Frame Allowance (1 set each 12 months)

2 lenses each 12 months

\$25 single vision; other types vary in pricing; Contact lenses allowance \$130

Guarantee 12 months

Employee Only Rate: \$7.39/month

Employee & Spouse Rate: \$14.82/month

Employee & Children Rate: \$12.54/month

Family & Children Rate: \$20.68/month

Basic Employee Only Life (100% Paid by City)

Basic Life & AD&D – Dearborn National Option 3– Estimated annual savings 2.3%

Cost per \$1,000: Proposed \$0.126

Estimated Annual Premium: Proposed \$2,328.48

(Current: \$0.258)

(Current: \$2,393.92)

Voluntary Life (Employee Only Pay)

Voluntary Life – Dearborn Nation – New offering, voluntary

Dearborn National: Opportunity for members to purchase additional Life Insurance at

group rates.

Rates and issued amounts vary. (Employee only cost)

- 3) The City of Chickasha is a self-insured entity and employer. The City purchases stop loss coverage in order to protect the City from large claims. Staff recommends approving the stop loss insurance coverage rates for the period of 11/01/2016- 10/31/2017 as follows:

Specific Deductible per Covered Person: \$75,000.00

Annual Amount of Liability per Covered Person per Plan Year: Unlimited.

Aggregate Terminal Liability is not included.

Monthly Aggregate Deductible Factors:	Single: \$479.96	Family:
\$1,323.59		

Minimum Annual Aggregate Deductible: \$1,613,604.00

Limit of liability for the Policy Period: \$1,000,000.00

Loss limit per Covered Person for the Policy Period:\$75,000.00

Specific Loss Coverage Rates: Monthly	Single: \$97.93	Family:
\$227.59		

Minimum Annual Specific Stop Loss Premium: \$285,398.00

Aggregate Stop Loss Coverage Rates: Monthly Employee: \$11.89

Staff Recommendation: Award health care services to the following: Medical Reinsurance - Zurich Insurance Group Ltd; PPO Network & Claims Administration - UMR/United Healthcare; Dental Reinsurance ASO/PPO - Delta Dental; Vision - MetLife/VSP; Basic and Voluntary Employee Life Insurance – Dearborn National; Approve the stop loss limits, and authorize the Mayor and Staff to execute the necessary documents

Motion by Council Member Sutterfield, second by Council Member Elliott to approve renewal of health plan and stop loss coverage rates for health insurance plans year 2016-17.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 6d. Consider accepting Project Number 2015-030 Chickasha Disinfection By-Products Control Implementation as complete and authorizing payment

The City of Chickasha awarded Bid # 2015-030 Chickasha Disinfection By-Products Control Implementation to J. S. Haren Company for \$1,012,900.00. The final contract price is \$1,090,170.00. The project was completed on August 17, 2016 with a Certificate of Completion from Guernsey Engineering as Larry W. Roach, PE as the reviewing engineer. The final payment for the completed project is \$ 54,508.50.

Staff Recommendation: Accept project as complete and authorize final payment to J. S. Haren Company in the amount of \$ 54,508.50 and commence the warranty phase of the project as stated in the contract.

*Motion by Council Member Loggins, second by Council Member Ashanti-Alexander to accept project number 2015-030 Chickasha Disinfection By-Products Control Implementation as complete and authorizing payment. *

Roll call vote:

“Ayes:” Ashanti-Alexander, Carpenter, Pittman, Loggins, Steelman, Toland, Ross, Sutterfield and Elliott
 “Nays:” None
 “Abstain:” None
 Motion carried. 9-0

ITEM 7. Bid Opening and Awards:

ITEM 7a. Consider awarding Shannon Springs Caretaker’s House Remodel Phase I to CMS Willowbrook.

Staff solicited bids for the Remodel of Shannon Springs Caretaker’s House Phase I. The bid consisted of all materials, equipment and labor necessary for the completion of floor replacement and/or repair.

ITEM #1	BASE PRICE
Bordwine Development	\$14,747.00
CMS Willowbrook	\$8,749.09
Tupos Services, LLC	\$9,460.00

ITEM #2	PRICE PER SQ. FT HARDWOOD SPOT FILL
Bordwine Development	\$15.00

CMS Willowbrook	\$25.00
Tupos Services, LLC	\$25.00

Item #2 is for repair of the existing floor prior to installing the new subfloor material. The repairs will be marked and approved by Staff prior to the work being completed. This cost will be added to the base contract price.

After reviewing the proposals, Staff recommends we award the bid to CMS Willowbrook.

The price submitted by CMS Willowbrook is the lowest and they have the qualifications to do the work as required.

Staff Recommendation: Award Shannon Springs Caretaker’s House Remodel Phase I to CMS Willowbrook for the base price of \$8,749.09 plus spot repair cost.

*Motion by Council Member Carpenter, second by Council Member Loggins to award Shannon Springs Caretaker’s house remodel phase 1 to CMS Willowbrook. *

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 7b. Consider awarding Tree Trimming and Removal Service Contract to Phillips Lawn Care.

Staff solicited bids August 1, 2016 for Tree Trimming and Removal Services. The bid consisted of all materials, equipment and labor necessary for the completion of each task and/or request.

The contractor will respond to specific requests for tree work from City Departments 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.

After reviewing the proposals, Staff recommends we award the bid to Phillips Lawn Care. This bid came in at the lowest price and they have all the qualifications to do the work as required.

Staff Recommendation: Award the Tree Trimming and Removal Service Contract to Phillips Lawn Care for the bid price specified in the attached bid tabulation.

TABLED

*Motion by Council Member Sutterfield, second by Council Member Loggins to table tree trimming removal service to Phillip Lawn Care. *

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 7c. Consider awarding Bid # 2017-013 Street Intersection Replacement Project (2nd and Missouri, 2nd and Florida, and 2nd and Washington)

On August 29, 2016, sealed bids were opened for project #2017-013 Street Intersection Replacement Project (2nd and Missouri, 2nd and Florida, and 2nd and Washington). 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:

- MTZ Construction Company, Inc \$ 239,400.00
- Nash Construction Company \$ 247,680.00
- Rudy Construction Company \$ 305,100.00

MTZ Construction Company, Inc. was the lowest bid, for this project. We have used this company before, and have always had good results in their work.

Staff Recommendation: Authorize the award of bid # 2017-013 Street Intersection Replacement Project in the amount of \$ 239,400.00.

*Motion by Council Member Loggins, second by Council Member Steelman to award Bid #2017-013 street intersection replacement project. *

Roll call vote:

“Ayes:” Loggins, Steelman, Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter and Pittman
“Nays:” None
“Abstain:” None
Motion carried. 9-0

**Motion by Council Member Carpenter, second by Council Member Loggins to recess the City Council meeting and enter into the Chickasha Municipal Meeting and the Chickasha Municipal Airport Authority meeting at 6:54 pm. **

Roll call vote:

“Ayes:” Steelman, Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Pittman and Loggins
“Nays:” None
“Abstain:” None
Motion carried. 9-0

**Motion by Council Member Sutterfield, second by Council Member Carpenter to reconvene the City Council meeting at 6:58 pm. **

Roll call vote:

“Ayes:” Steelman, Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Pittman and Loggins
“Nays:” None
“Abstain:” None
Motion carried. 9-0

ITEM 8.

Executive Session:

ITEM 8a.

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, which the City with the advice of the City Attorney has determined that disclosure will seriously impair 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. 307.B(4) (update on the status of inquiry into the classification and approval process of purchase orders and claims lists of the City of Chickasha, Chickasha Industrial Authority, Chickasha Municipal Authority and Chickasha Municipal Airport Authority).

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

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, which the City with the advice of the City Attorney has determined that disclosure will seriously impair 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. 307.B(4) (update on the status of inquiry into the classification and approval process of purchase orders and claims lists of the City of Chickasha, Chickasha Industrial Authority, Chickasha Municipal Authority and Chickasha Municipal Airport Authority).

Staff Recommendation: Enter into Executive Session.

*Motion by Council Member Elliott, second by Council Member Loggins to enter into executive session at 7:01 pm. *

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 9-0

City Manager Alan Guard and City Attorney Tom Frailey were both asked into the Executive Session.

ITEM 8b. Consideration and possible action to reconvene regular City Council Meeting and take any action deemed appropriate on 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 Elliott second by Council Member Carpenter to reconvene from Executive Session at 7:56 pm. *

Chickasha City Council Meeting 09-06-2016

TIME: 5:30

Roll call vote:

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

“Abstain:” None

Motion carried. 9-0

No action taken

ITEM 7. Motion to Adjourn.

No further business Mayor Ross called the meeting adjourned.

TIME: 7:56 P.M

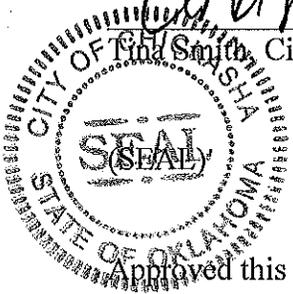
Handwritten initials "H R" and a letter "n".

Hank Ross, Mayor

ATTEST:

Tina Smith

Tina Smith, City Clerk



Approved this 19th day of September, 2016.