



February 6, 2017

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 6th day of February 2017 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  
Phylis Steelman  
Kimberly Loggins  
Mike Sutterfield  
Dr. Ashanti-Alexander  
Jerry Pittman

**STAFF**

Debi Sterkel, Attorney  
Tina Smith, City Clerk  
Stewart Steele, Police Chief  
Brian Zalewski, Fire Chief  
Susan Jones, Executive Assistant  
Kim Kohler, Special Event Manager  
Kathleen Easley, Community Development Director  
Lena Smith, Asst. City Manager  
Rob Camp, Capital Project Manager  
Kristal Kuhn, Emergency Management Director  
Summer Sanders, Recreation Coordinator  
Stewart Fairburn, Consultant

Council Member Sutterfield 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.)*

*Proclamation for Chickasha Teachers of the year: Cassidy Edwards Bill Wallace, Holly Howard-Hutton Grand Avenue, Greg Chilton Chickasha High School, Skip Ashworth Chickasha Middle School and Greg Gibson Lincoln Elementary.*

***\*Visitor Communications\****

*Kendall Brashears 3909 Hickorystick, apposed of Home Creations building the patio homes. 1200 square foot or less doesn't meet the agreement.*

*Tom Rose would like a committee made with the community and citizens for the interview process on hiring the City Manager.*

*Phillip Willis would like update from the Attorney on the ag lease.*

*Charles (Charlie) Burruss 201 St. James, stated he was here for the third time questioning the railroad closings, would like to attend a work session and have some of the closing reversed.*

***\*Council Communications\****

*Council Member Ashanti-Alexander stated he received email on a water leak, using 900 gallons a day. Council Member Sutterfield and Toland asked if more training was received on the new system.*

*Council Member Carpenter questioned the angle of the median by McDonalds, Rob Camp stated the project was completed and would be getting with the engineer to check the paper and the specific were correct, will discuss if it needs changed. Stewart Fairburn said with the new two turn lanes needed the angle. Council Member Pittman asked if there were many complaints, Council Member Loggins asked if it was because it was new and different, Rob Camp stated yes.*

**ITEM 3.**

**Consent Docket: ITEM 3a through ITEM 3j.\***

**ITEM 3a.**

**Consider approving the minutes of the January 17, 2017 regular meeting and the minutes of the January 23, 2017 special meeting.**

Approve the minutes of the January 17, 2017 regular meeting and January 23, 2017 special meeting and authorize filing hereof.

**Staff Recommendation:** Approve minutes, and authorize filing thereof.

**ITEM 3b.**

**Consider approving Purchase Order list ratifying special utility payments made on January 20, 2017 in the amount of \$18,580.91; the Purchase Order list for the first half of February 2017, in the amount of \$219,518.24; Payroll Claims for January 2017 in the amount of \$809,064.20; and estimated Payroll Claims for March 2017 in the approximate amount of \$735,700.**

**Staff Recommendation:** Approve Purchase Order list ratifying special utility payments made on January 20, 2017 in the amount of \$18,580.91; the Purchase Order list for the first half of February 2017, in the amount of \$219,518.24; Payroll Claims for January

2017 in the amount of \$809,064.20; and estimated Payroll Claims for March 2017 in the approximate amount of \$735,700.

**ITEM 3c. Consider approving request from the Chickasha Area Arts Council to utilize the Rock Island Depot and Depot Pavilion to conduct their annual Arts Festival to include the Wine and Brewery Tasting event on Friday, October 6, 2017, through Sunday, October 8, 2017, waiving all fees.**

Staff has received a request from the Chickasha Area Arts Council for permission to utilize the Rock Island Depot area for their annual Arts Festival to include the wine and brewery tasting event on Friday, October 6, 2017 through Sunday, October 8, 2017. The event is open to the public 10:00 a.m. to 9:00 p.m. Friday, 10:00 a.m. to 9:00 p.m. on Saturday and noon. to 4:00 p.m. on Sunday.

They will comply with all the requirements of the City Code as they have done in past years. Everything will be conducted along the same guidelines as approved by the Mayor and Council previously.

The Chickasha Area Arts Council will provide the Certificate of Insurance name the City of Chickasha as an additional insured, and sign the Indemnification Agreement form.

**Staff Recommendation:** Approve request from the Chickasha Area Arts Council to utilize the Rock Island Depot area to conduct their annual Arts Festival to include the Wine and Brewery Tasting event on Friday, October 6, 2017 through Sunday, October 8, 2017, subject to providing the appropriate Certificate of Insurance and signed Indemnification Agreement and waiving all fees.

**ITEM 3d. Consider amending meeting dates for the calendar year 2017 for the Chickasha City Council.**

On the November 7, 2016 Council Agenda, City Council approved the 2017 calendar year meeting dates, work session dates and employee holidays for the Chickasha City Council, Chickasha Municipal Authority, Chickasha Municipal Airport Authority, and various boards, commissions, and committees. Due to the date of elections set for council member vacancies is in April this year, the date for the Oath of Office for Council Members needs to be set for April 17, 2017. This change is the only amendment.

**Staff Recommendation:** Approve the Amended Public Notice amending the date of Oath of Office for New Council Members.

**ITEM 3e. Consider authorizing Staff to solicit bids for Sports Complex Concession Beverages, Concession Food and Supplies, and Infield Materials.**

Staff is requesting authorization to solicit bids for products and materials to be used during the upcoming season at the Sports Complex.

The bid specifications are available for your review in the Office of the Parks and Recreation Director.

**Staff Recommendation:** Authorize Staff to solicit bids for Sports Complex Concession Beverages, Concession Food and Supplies, and Infield Materials.

**ITEM 3f. Consider authorizing Staff to solicit bids for the spraying of invasive thistles on City property along E. Grand Ave and City property south of the dam at Chickasha Lake.**

State statutes require property owners to control invasive thistle and other invasive weeds located upon their property. The fields north of the Sports Complex, around the Time Out RV Park and the property south of the Lake Dam are covered in thistle. We have been notified by the Department of Agriculture that we need to control these plants. We have hired a contractor in the past to do one spraying of the area directly north of the Sports Complex but we did not get a good kill.

Staff wishes to solicit bids so that we may do two sprayings as recommended in the OSU Fact Sheet on this issue.

Bid Specifications for this project are available for your review in the office of the Parks and Recreation.

**Staff Recommendation:** Authorize staff to solicit bids for the spraying of invasive thistles on City property along E. Grand Ave. and south of the Chickasha Lake dam.

**ITEM 3g. Consider re-appointment to the Economic Development Sales Tax Oversight Committee of the City of Chickasha.**

A re-appointment needs to be made to the Economic Development Sales Tax Oversight Committee. The Mayor puts forward the following re-appointment:

James Winslow

Term to expire: 01-01-2020

**Staff Recommendation:** Approve re-appointment of James Winslow the Economic Development Sales Tax Oversight Committee with term expiring January 1, 2020.

**ITEM 3h. Consider authorizing staff to make payment of normal monthly invoices received in March 2017, and ratify the payment on the April 3, 2017 agenda.**

Due to there being only one Council meeting in March staff is requesting permission to pay the normal monthly invoices for March and place the invoices on the April 3, 2017 agenda claims list for ratification. This will allow us to avoid paying late fees and inconvenience our vendors.

**Staff Recommendation:** Authorize staff to make payment of normal monthly invoices received in March 2017, and ratify the payment on the April 3, 2017 agenda.

**ITEM 3i.** **Approve declaring as surplus books that have been withdrawn from the collection, and donations that are not needed, and authorize donating to the Friends of the Library.**

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

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

**ITEM 3j.** **Consider the request to withdraw capital purchase project with Philips cardiac monitors.**

During the August 1, 2016 city council meeting, the Fire Department was approved to start an upgrade project with our Philips cardiac monitors. We waited several months while the company moved its corporate offices from one side of the country to the other. This placed long delays in orders and upgrades. During that time, our ambulance fleet became the primary focus in our capital improvement needs. With those funds being needed elsewhere and a continuing delay with Philips Medical existing, we are asking to reallocate those funds towards our ambulanced purchases. Funds will be made available from the Grady County EMS District in the next fiscal budget year to complete the project.

**Staff Recommendation:** Allow staff to withdraw the defibrillator upgrade project with Philips Medical.

*Council Member Carpenter asked why it was being removed, Fire Chief Zalewski stated its just being moved for a later date.*

\*Motion by Council Member Carpenter, second by Council Member Ashanti-Alexander to approve the Consent Docket: ITEM 3a. through ITEM 3j.\*

Roll call vote:

“Ayes:” Loggins, Steelman, Toland, Ross, Sutterfield, Ashanti-Alexander, 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. Ordinances and Resolutions:**

**ITEM 5a. Consider a request for a Planned Unit Development for a portion of Sleepy Hollow Phase 3**

The applicant is proposing to construct a single family residential development located on the south side of W. Country Club Road and on the west side of Sleepy Hollow Boulevard. The applicant is proposing 48 single family residential homes on 8.702 acres. This is only a portion of the 3<sup>rd</sup> Addition. The entire 3<sup>rd</sup> Addition is 46.22 acres, the remainder of which will meet all lot requirements for R1 zoning district. The plan shows 2.38 acres of common area in 3 separate locations, 2 of which are within the PUD portion of this addition and one directly adjacent to the west. The next phase of this development will have an abundance of open space due to the floodplain area that will be reserved. Adjacent to the site is residential homes to the east, south and west and commercial and health facilities to the north and east. The development concept is attached for your review. The following are the requirements this PUD is requesting to vary:

	<u>R1</u>	<u>PUD</u>
Minimum lot size:	6,000 sq ft	4,000 sq ft
Maximum lot coverage	35%	60%
Density	1 du per 6,000 sf	1 du per 4,000 sf
Minimum lot width	50'	40'
Front yard setback	25'	20'
Rear yard setback	20'	15'

A PUD shall be considered a special zoning district; and it may be authorized for any use or a combination of uses permitted in the city’s zoning code. The PUD establishes new and specific requirements for amount and type of land use, residential densities, development regulations, and location of specific elements of the development, such as open space, landscaping, and screening. Because the PUD provides the opportunity for higher densities, greater design flexibility, mixed land uses, and improved marketability. Review and approval of a PUD is a process of negotiation between the City government and the applicant to achieve the intents and purposes of these regulations and the Comprehensive Plan. Design of the PUD may provide for modification of conventional zoning ordinance requirements for such elements as yard areas, densities, setbacks and

height on individual lots in accordance with the PUD Master Plan. Building Code requirements shall not be reduced or modified in the design of a PUD. The Master Development Plan Map shall show graphically the treatments that will be employed to separate the PUD from abutting properties, including commitments to landscaping, screening earth berms, or similar techniques. The developer has prepared a preliminary plat for the entire 3<sup>rd</sup> addition. A final plat will be prepared for review, approval, and filing of record according to procedures established by the Subdivision Regulations.

At the January 24, 2017 Planning Commission meeting, staff recommended additional landscaping and fencing along Sleepy Hollow Boulevard adjacent to the area of the PUD to be approved by Planning Commission at time of construction of these homes.

The city engineer has reviewed and approved the plat and drainage report for this project. Staff has requested the portion of the PUD design statement referencing encroachments into the side setback be stricken.

**Staff Recommendation:** Approve the Planned Unit Development request for 48 lots within Sleepy Hollow Phase 3.

*Kathleen Easley, Community Development Director, stated that phase 3 would be 48 lots, single family R1 are smaller homes less than 1500 square foot also known as Patio homes.*

*Kendall Brashears homeowner Association for Sleepy Hollow stated that the homes don't meet the covenant guidelines. Ms. Easley stated the City's doesn't enforce covenants and this was the first-time Mr. Brashears stated concerns with phase 3 and Home Creations.*

*Council Member Pittman stated that the package doesn't show where the planning commission didn't approve. Kathleen stated it was a 2-2 vote.*

*Council Member Loggins asked if the other phase beside phase 3 needed approval, asked about separate entrances and sharing the same Sleepy Hollow name Kathleen said only phase 3 since it wasn't platted, doing extra landscaping on the new entrance.*

*Council Member Toland stated he would rather have the Patio homes then duplexes.*

*Jason Spencer engineer with Home Creations stated that 48 lots for Patio homes, good fit for Chickasha 1200-1500 square foot price range \$129,000 to \$165,000. Entrance off Country Club.*

*Council Member Sutterfield asked if there would be fences, yes.*

*Council Member Carpenter asked about the storm water drainage, Kathleen stated the drainage plans have been submitted, all fire codes reviewed and approved.*

*Council Member Loggins asked about the new entrance from the overpass, it's 350 feet.*

*Christy Elkins, EDC President stated that were trying to fill a need for the community.*

*Mayor Ross said he supports the new homes being built.*

*Council Member Loggins asked if the City or Home Creations asking for approval, Kathleen said Home Creations is the applicate and believes it's important to support, not everyone wants a big home.*

*Loggins asked if the movement on the bigger homes would stop and if we need to settle if Phase 3 will be a part of Sleepy Hollow, Kathleen stated that Sleepy Hollow isn't bonded.*

*Brashears said he was proud of the homes that Home Creations have built. Questioned if they could call it Sleepy Hollow #3 since its separate, concerned about the safety of the new entrance it's difficult exiting Sleepy Hollow now.*

*Council Member Ashanti-Alexander asked the timeline on selling the homes.*

*Council Member Toland asked if approved it's only for R-1 single family homes and not duplexes.*

*Council Member Pittman is concerned about receiving the package Friday, Mayor Ross once it goes to the planning commission it automatically comes to council for approval. Loggins stated there is a miscommunication on the name.*

\*Motion by Council Member Carpenter, second by Council Member Sutterfield to approve Ordinance 2017-04 for a planned Unit Development for a portion of Sleepy Hollow phase3. \*

Roll call vote:

“Ayes:” Sutterfield, Carpenter, Pittman, Steelman, Toland and Ross

“Nays:” Ashanti-Alexander

“Abstain:” Loggins

Motion carried. 6-1

**ITEM 6.** **Consideration and Discussion:**

**ITEM 6a.** **Consider reviewing and accepting Audit FYE June 30, 2016, and authorize payment.**

Staff provided Mayor and Council with the audit report for fiscal year ending June 30, 2016 for review and information. Chris Angel, Angel Johnston & Blasingame, PC, reported the findings from the FYE 2016 Audit at the Special Work Session on January 23, 2017.

**Staff Recommendation:** Accept Audit for FYE – June 30, 2016, and authorize payment.

\*Motion by Council Member Sutterfield second by Council Member Loggins to accept Audit FYE June 30,2016 and authorize payment. \*

Roll call vote:

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

“Nays:” Carpenter

“Abstain:” None

Motion carried. 7-1

**ITEM 6b.** **Consider Final Payment be made to Willowbrook, LLC for the Shannon Springs Caretaker’s House, and Accept Project as Complete.**

Bid 2016-004, Shannon Springs Caretaker’s House Remodel Phase 1 was awarded to the lowest bidder, Willowbrook, LLC on September 6<sup>th</sup>, 2016 Council Meeting for the amount of \$8,749.09 plus spot repair costs.

The project was completed on time, and was completed for the base cost of \$8,749.09

The project was inspected on December 20, 2016 in which the work passed inspection.



**Staff Recommendation:** Accept Shannon Springs Caretaker's House Remodel Phase 1 as complete, and Submit Final Payment to Willowbrook, LLC in the amount of \$8,749.09.

*Council Member Sutterfield asked how much more work? Summer Sanders stated phase #1 was flooring, phase 32 will be walls. Sutterfield stated that over the years City Manager has stated that the Veterans would be able to have an office there and have had to set up at the Canadian Valley Technology Center a few days a week.*

\*Motion by Council Member Toland second by Council Member Steelman authorize final payment to Willowbrook, LLC for the Shannon Springs Caretaker's house and accept project as complete. \*

Roll call vote:

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

**ITEM 6c. Consider waiving the building permit fee for Grady Memorial Hospital.**

Warren Kean Spellman, President and Chief Executive Officer with Grady Memorial Hospital is requesting the building permit fees on the new hospital construction by waived. Letter and permit attached.

**Staff Recommendation:** Approve the waiver as requested.

*Council Member Ashanti-Alexander stated he wasn't against the hospital but losing fees. Council Member Carpenter stated it's a business like others. Council Member Pittman wanted to remind Council that 80% or more support the hospital the City has the most to lose if it fails. Needs to be all in for it to be running fully.*

\*Motion by Council Member Loggins second by Council Member Steelman authorize waving only \$11,352.73 of the building permit fees for Grady Memorial Hospital. \*

Roll call vote:

"Ayes:" Toland, Ross, Sutterfield, Ashanti-Alexander, Pittman, Loggins and Steelman  
"Nays:" Carpenter  
"Abstain:" None  
Motion carried. 7-1

\*Motion by Council Member Carpenter, second by Council Member Ashanti-Alexander to recess the City Council meeting and enter into Chickasha Municipal Authority and Chickasha Municipal Airport Authority at 6:58 pm. \*

Roll call vote:

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

\*Motion by Council Member Sutterfield, second by Council Member Carpenter to reconvene the City Council meeting at 7:01 pm. \*

Roll call vote:

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

**ITEM 7.**

**Executive Session:**

**ITEM 7a.**

**Discussion, consideration and possible action to enter into executive session pursuant to 25 O.S. §307(B)(1) regarding the hiring of a City Manager.**

Staff wishes to enter into an Executive Session pursuant to 25 O.S. §307(B)(1) regarding the hiring of a City Manager.

**Staff Recommendation:** Enter into Executive Session.

\*Motion by Council Member Sutterfield, second by Council Member Carpenter to enter into Executive Session at 7:02 p.m.\*

Roll call vote:

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

\*Motion by Council Member Sutterfield, second by Council Member Carpenter to Reconvene from Executive Session at 7:37 p.m.\*

Chickasha City Council Meeting 02-06-2017

TIME: 5:30

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

**ITEM 7b. Consideration and possible action on items discussed in executive session regarding hiring of a City Manager.**

Staff wishes to reconvene open session and consider possibly take action on items discussed in executive session regarding hiring of a City Manager.

**Staff Recommendation:** Reconvene open session and consider possible action on items discussed in executive session.

*No action*

**ITEM 8. Motion to Adjourn.**

No further business Mayor Ross called the meeting adjourned.

TIME: 7:37 P.M

*[Handwritten signature]*

\_\_\_\_\_  
Hank Ross, Mayor

ATTEST:

*[Handwritten signature]*  
\_\_\_\_\_  
Tina Smith, City Clerk



Approved this \_\_\_\_\_ day of February, 2017.