

Agenda posted on Durant City Hall Entry Door at This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 3:45 p.m. on the 6th day of January, 2017.

MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY COUNCIL OF January 10, 2017 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma

CALL TO ORDER

Mayor Hoffman called the meeting to order at 6:05 p.m.

INVOCATION

The invocation was provided by James Dalton.

ROLL CALL

Present: Council Member Chad Hitchcock	City Attorney Pat Phelps
Council Member Billy L. Orr	City Manager Tim Rundel
Council Member Jerry Tomlinson	City Clerk Cynthia J Price
Vice-Mayor Destry Hawthorne	
Mayor Stewart Hoffman*	(*denotes partial attendance)

Absent: None

Mayor Hoffman declared a quorum.

1. Presentations

- a. Present Employee Service Awards for 4th Quarter 2016

Mayor Hoffman and City Manager Tim Rundel presented the following employees with Employee Service Awards:

Lacy Dillingham - 5 years - Police Department
Jason Carr - 10 years - Fire Department
Chase Condor - 10 years - Fire Department
Jeffrey Orlando - 10 years - Fire Department
Marty Cook - 10 years - Community Development
Aaron Walkup - 10 years - Community Development
Darrell Jones - 20 years - Maintenance & Operations

2. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of December 13, 2016
- b. Consider Approval of Special Called Meeting Minutes of December 20, 2016
- c. Consider Approval of Claims for December 2016
- d. Consider Acceptance of \$400 Donation to Library from WasteQuip
- e. Consider Adoption Of The 2017 Citizen Participation Plan - Required For 2017 Community Development Block Grant (CDBG) Applications And Projects.

Approved

Council Member Tomlinson asked that Item 2(d) be removed for further discussion.

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve remaining consent items as presented. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

3. Consider Items Removed from Consent

3d - Council Member Tomlinson recognized WasteQuip for their \$400 donation to the Donald W Reynolds Library.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to accept \$400.00 donation from WasteQuip to the Donald W. Reynolds Library. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

4. Administration

- a. Consider Award of Bid to 3B Grave Service LLC for 2014 Dodge Ram 3500 Cemetery Truck

Approved

Cynthia Price, City Clerk and Cemetery Superintendent, addressed council and stated there was only one bid received in the amount of \$28,001 from 3B Grave Service LLC. Ms. Price confirmed that the bid was accompanied by a bank letter of credit guaranteeing funds were available.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to award bid to 3B Grave Service LLC for 2014 Dodge Ram 3500 Cemetery Truck. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- b. Consider Recommendation for Appointment of New Parks and Recreation Advisory Committee Member to Fill Vacant Seat for Unexpired Term

Approved

Chad Hitchcock addressed council in his capacity as Chairman of the Parks and Recreation Advisory Board. Mr. Hitchcock stated Matt Gregory had provided his verbal resignation to both the Board Secretary and himself as Board Chairman but had not provided a written letter of resignation.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve recommendation and appoint Josie Mendenall to serve as new Parks and Recreation Advisory Board Member for unexpired term of seat vacated by Matt Gregory. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- c. Consider Authorization For City Manager And Vice-Mayor To Be Approved As Authorized Officials For Grant Projects In The OKGrants Electronic System.

Approved

Rebecca Collins, Grants Coordinator, addressed council and stated the purpose of this request is to allow for additional city officers to execute grant documents in the event the mayor is not available.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve City Manager and Vice-Mayor to be authorized officials for grant projects in the OKGrants Electronic System. Motion Passed with the following

vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- d. Consider Approval of Resolution 2017-01 Calling for Non-Partisan General Election of Council Member for Ward One and Ward Two in the City of Durant, Oklahoma

Approved

Cynthia Price, City Clerk, addressed council and stated this Resolution is required by Oklahoma Statute and will be filed with the Bryan County Election Board and published in the local newspaper in accordance with statute requirements.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve Resolution 2017-01 calling for Non-Partisan General Election of Council Member for Ward One and Ward Two in the City of Durant, Oklahoma. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- e. Consider Approval of Request For Authorization To Purchase Materials for Reconstruction Of Evergreen From North 16th to North 19th (RFAP # 2017-002)

Approved

James Young, Street Superintendent, addressed council and provided an overview of the project. Mr. Young said this item was budgeted.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Request for Authorization to Purchase Materials for Reconstruction of Evergreen from North 16th to North 19th (RFAP #2017-002). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- f. Consider Approval of Request for Authorization to Purchase for Municipal Insurance to Oklahoma Municipal Assurance Group in the Amount of \$251,611 (RFAP #2017-003)

Approved

Cynthia Price, City Clerk, addressed council and stated this request is for annual premiums for liability and property insurance for the City of Durant. Ms. Price said the premium amount is reduced \$15,403 from 2016.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for Municipal Insurance to Oklahoma Municipal Assurance Group in the amount of \$251,611 (RFAP# 2017-003). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

5. Public Hearings

- a. Consider Approval of Ordinance # 1815 Requesting a Zoning Change from R-1 Single Family to C-O Business and Professional Office for Property Located near Delivery Lane and Oak Hills Drive

Approved

Marty Cook, Community Development Manager, addressed council. The hearing was opened to the public. Kinion Whittington stood before council and made himself available for questions from council and the public. There was no public comment. Public hearing closed.

Motion was made by Jerry Tomlinson and seconded by Bill Orr to approve Ordinance 1815, Section 1, requesting a zoning change from R-1 Single Family to C-O Business and Professional Office for property located near Delivery Lane and Oak Hills Drive. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Ordinance 1815, Section 2 (Emergency Clause). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

6. Information Items

- a. Planning Commission Meeting Minutes of November 15, 2016 (WILL BE PRESENTED)
- b. Human Resources Department Outcomes and Metrics 2016 (WILL BE PRESENTED)
- c. Community Development Monthly Report for December 2016 (WILL BE PRESENTED)

- d. Police Department Monthly Report - December 2016 (WILL BE PRESENTED)
- e. Emergency Management Report - December 2016 (WILL BE PRESENTED)
- f. Parks/Durant Multi Sports Complex Report - December 2016 (WILL BE PRESENTED)
- g. Utility Monthly Report - December 2016 (WILL BE PRESENTED)
- h. Solid Waste Collection Monthly Report - December 2016 (WILL BE PRESENTED)
- i. Water Treatment Plant Operation Reports - December 2016 (WILL BE PRESENTED)
- j. Water and Sewer Line Maintenance & Operations Monthly Report - December 2016 (WILL BE PRESENTED)
- k. Financial Statements - November 2016
- l. Fire Department Monthly Report - December 2016
- m. Library Report - December 2016
- n. Cemetery Monthly Report - December 2016
- o. Street Department Report - December 2016
- p. Grants Department Report - December 31, 2016
- q. Projects Manager Monthly Report - December 2016

7. Citizen Comments on Non-Agenda Items

Citizens wishing to address the council regarding matters which are not listed on the agenda will be required to sign up no later than 5 minutes prior to the scheduled starting time of the meeting. The sign-in sheet will contain space for citizen's name, address, phone number, and topic to be discussed. In this way, city staff will be able to follow-up on any issues presented if necessary.

There were no citizen comments.

8. Executive Session

- a. Consider Executive Session for Confidential Communications with Attorney Concerning Pending Claim and Possible Litigation by Taxpayers (This Executive Session Authorized by Title 25, Section B(4) of the Oklahoma State Statutes)

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to enter into Executive Session for confidential communications with attorney concerning pending claim and possible litigation by taxpayers (7:17 p.m.). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to re-enter regular session. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- b. Consider Action Pursuant to Item 8(a) Above

No Action Taken

9. New Business

Vice Mayor Hawthorne stated his concerns regarding drainage issues and road erosion within Highland Cemetery. Cynthia Price, Cemetery Superintendent, stated both drainage and road erosion have been ongoing concerns. Ms. Price stated she appeared before the Capital Improvement Committee in 2016 and received approval for costs of the first phase of a multi-year plan for repair/rebuild of roads and drainage pipes with Highland Cemetery. Ms. Price stated this work was not approved for assignment internally and will need to be contracted out. Ms. Price stated steps are already being taken, in partnership with the Street Department, to identify the high priority areas and receive quotes for repair/rebuild. Ms. Price suggested also partnering with the Parks Department for dirt work in low lying areas within the cemetery to prevent further erosion and minimize costs.

ADJOURNMENT

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to adjourn meeting. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson