

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 10th day of November, 2015 and that an agenda of said meeting was posted at the place of such meeting at 6:30 p.m. on the 5th day of May, 2016.

MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY COUNCIL OF May 10, 2016 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, Durant City Hall

CALL TO ORDER

The meeting was called to order at 6:22 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 Sarah Sherrer
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. Airport Advisory Board Introduction to Council

JJ Wilson, Project Director for the City of Durant, introduced Dr. Dan Craige, President of the Airport Advisory Board. Dr. Craige introduced the other members of the board - Casey Dufur, David Bray, Quentin McLarry, George Jacox, Tommy Kramer, Al Olson. Larry Nolan, Dewayne Williams, and Council Member Chad Hitchcock.

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 Minutes of April 12, 2016
- b. Consider Approval of Claims - April 2016
- c. Consider Approval of Budget Amendment 2016-07
- d. Select Two Nominees and Authorize Ballot to Fill Expiring Terms of Two Trustees on the Oklahoma Municipal Assurance Group Board of Trustees
- e. Acknowledge Receipt of Oklahoma Department of Environmental Quality Permit No.: WL000007150799 for Construction of Approximately 1,230 Linear Feet of Ten (10) Inch PVC Waterline and Appurtenances to Serve the City of Durant Southeastern Oklahoma State University Transmission Line Relocation Project
- f. Consideration To Approve Request For Authorization To Purchase (RFAP) 2016-014 EQP (Equipment) For The Supervisory Control and Data Acquisition) SCADA System Improvement (C-2016-34) Relating to Community Development Block Grant 16436 CDBG 15
- g. Consider Renewal of Eagle Med Membership for Air Ambulance for FY 2016-2017 (C-2016-33)
- h. Request Council Accept Oklahoma Homeland Security Grant #650.069 for the Purchase of Supplemental Equipment for the Regional Deployment Communications Trailer # 2
- i. Consider Request of Ron Boyer, Bryan County Commissioner, to Grant a Permanent Easement for Construction of a Bridge Crossing Little Blue River on Bryan Road
- j. Consider Approval of Resolution 2016-06 Authorizing the City of Durant to Participate in Federal-Aid Railroad Project RRCS-207D(057)CS for Railroad Crossing Improvements at Gates Avenue According to the Terms in Contract 2016-31 Which Require Local Matching Funds in the Amount of \$16,742
- k. Consider Approval of Resolution 2016-07 Authorizing the City of Durant to Participate in Federal-Aid Railroad Project RRCS-207D(058)CS for Railroad Crossing Improvements at 2nd Avenue According to the Terms in Contract 2016-32 Which Require Local Matching Funds in the

Amount of \$19,530.00

- I. Consider Approval of Request for Authorization to Purchase (RFAP-2016-073) for Railroad Crossing Improvements in the Amount of \$36,272 at 2nd Avenue and Gates Avenue

Approved

Council Member Tomlinson asked that Item 2(d), 2(g), 2(i), 2(j), 2(k), and 2(l) be removed for further discussion.

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

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

3. Consider Items Removed from Consent

Motion was made by Jerry Tomlinson and seconded by Bill Orr to recommend vote for Dea Mandevill and Mary Rupp to fill two positions on the Board of Trustees of the Oklahoma Municipal Assurance Group. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Council Member Tomlinson wanted to confirm that every employee was covered. City Manager Sherrer stated the coverage also extends to the household of the employee. Kari Dosh stated that 210 membership slots was sufficient to cover all city employees. Ms. Dosh further stated that in the event additional membership slots were needed, the contract could be amended.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve renewal of Eagle Med Membership for Air Ambulance for Fiscal Year 2016-2017 (C-2016-33). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Council Member Tomlinson thought this item had been approved previously. City Attorney Pat Phelps stated when the construction of the new bridge began it became evident there was not enough room. This easement allows 30 feet on each

side of the bridge to be raised for flood prevention.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve request of Ron Boyer, Bryan County Commissioner, to grant a permanent easement for construction of a bridge crossing Little Blue River on Bryan Road. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

City Manager Sherrer stated all railroad improvement projects through Oklahoma Department of Transportation within any city in the State of Oklahoma requires a 10% match. This contract and resolution are procedural in nature.

Mayor Hoffman stated he is employed by the railroad and so will be voting accordingly.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Resolution 2016-06 authorizing the City of Durant to participate in Federal-Aid Railroad Project RRCS-207D(057)CS for railroad crossing improvements at Gates Avenue according to the terms in Contract 2016-31 which require local matching funds in the amount of \$16,742. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Orr, Tomlinson

Abstain: Hoffman

City Manager Sherrer stated all railroad improvement projects through Oklahoma Department of Transportation within any city in the State of Oklahoma requires a 10% match. This contract and resolution are procedural in nature.

Mayor Hoffman stated he is employed by the railroad and so will be voting accordingly.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Resolution 2016-07 authorizing the City of Durant to participate in Federal-Aid Railroad Project RRCS-207D(058)CS for railroad crossing improvements at 2nd Avenue according to the terms in Contract 2016-32 which reu. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Orr, Tomlinson

Abstain: Hoffman

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Request for Authorization to Purchase (RFAP-2016-073) for railroad crossing improvements in the amount of \$36,272 at 2nd Avenue and Gates Avenue. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Orr, Tomlinson

Abstain: Hoffman

4. Administration

- a. Consider Approval of Ordinance 1791 Amending Title III, Chapter 32, Section 32.060 and Title IX, Chapter 90, Section 90.35 of the Durant Code of Ordinances Changing the Composition of the Parks and Recreation Advisory Board and Declaring An Emergency

Approved

City Manager Sherrer stated the city code as written calls for the Recreation Marketing Manager to serve on the Parks and Recreation Advisory Board. City Manager Sherrer stated It is more appropriate for the Recreation Marketing Manager to serve on the Organized Sports Committee. The proposed Ordinance will allow for the city manager or her or his designee to serve on the Parks and Recreation Advisory Board. The city code refers to the Parks and Recreation Advisory Board in two different sections. This ordinance will amend both sections to read identically.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Ordinance 1791, Section 1 and Section 2, amending Title III, Chapter 32, Section 32.060 and Title IX, Chapter 90, Section 90.35 of the Durant Code of Ordinances changing the composition of the Parks and Recreation Advisory Board. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Ordinance 1791, Section 3 declaring an emergency. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- b. Consider Approval of Resolution 2016-08 Establishing Fees and Schedule for Carl Albert Swimming Pool

Approved

The Parks Department is working to get the city pool ready. Shaina Crites has been hired as the pool manager. Blue sheets were provided to the city council members showing the most recent schedule and price updates to the proposed Resolution. The pool will close earlier this year due to low attendance numbers at the end of season last year. The opening time of the pool will be at the discretion of the pool manager.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Resolution 2016-08 establishing fees and schedule for Carl Albert Swimming Pool as presented. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- c. Consider Approval of Commercial Metals Company Tax Increment Financing Economic Development Plan

Tabled

- d. Consider Award of Bid (RFB #2016-012) for Lawn & Grounds Maintenance Services

Approved

The following groups will be awarded to True Grit Works as the lowest bidder: Group 1 - City Hall in the bid amount of \$3,500.00; Group 2 - Library in the bid amount of \$11,680.00; Group 3 - Airport in the bid amount of \$9,290.00; Group 5 - Clover Leaf Group #1 in the bid amount of \$8,180.00; Group 6 - Clover Leaf Group #2 in the bid amount of \$21,380.00; for a total amount of \$54,030.00.

The following groups will be awarded to Lynch Lawn & Landscaping as the lowest bidder: Group 4 - Drug Task Force Unit in the amount of \$3,640.00; Group 7 - Median Group #1 in the amount of \$3,160.00; for a total amount of \$6,800.00.

Group 8 will not be awarded for the reason that the Keep Durant Beautiful Committee will maintain those areas.

Motion was made by Chad Hitchcock and seconded by Jerry Tomlinson to approve award of bid for Lawn & Grounds Maintenance Services for Groups 1

through 7 to the lowest bidder with no award on Group 8. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- e. Consider Approval of Request for Authorization to Purchase (RFAP-2016-074) for 2016 Growing Season Lawn & Grounds Maintenance Services

Approved

City Manager Sherrer will approve the Request for Authorization to Purchase for Lynch Lawn & Landscaping in the amount of \$6,800.00 outside of this meeting.

Motion was made by Chad Hitchcock and seconded by Jerry Tomlinson to approve Request for Authorization to Purchase (RFAP-2016-074) for 2016 Growing Season Lawn & Grounds Maintenance Services to True Grit Works for Group 1 - City Hall, Group 2 - Library, Group 3 - Airport, Group 5 - Clover Leaf Group #1; and Group 6 - Clover Leaf Group #2, in the adjusted amount of \$54,030.00. Motion Passed with the following vote:

- f. Consider Approval of Lawn and Grounds Maintenance Services Contract C-2016-37

Approved

City Manager Sherrer will approve Lawn and Grounds Maintenance Services Contract C-2016-39 to Lynch Lawn & Landscaping for the period of May 14, 2016 to June 30, 2017 in the amount of \$6,800.00 for Group 4 - Drug Task Force Unit, and Group 7 - Median Group #1.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve Lawn and Grounds Maintenance Services Contract C-2016-37 to True Grit Works for the period of May 14, 2016 to June 30, 2017 in the amount of \$54,030.00 for Group 1 - City Hall, Group 2 - Library, Group 3 - Airport, Group 5 - Clover Leaf Group #1, and Group 6 - Clover Leaf Group #2. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

5. Public Hearings

- a. Consideration Ordinance # 1790, Requests a Rezoning for Property Located in the 2500 Block of Rodeo Road from the Agriculture "A-1" District to the Two-Family Residential "R-2" District.

Approved

Marty Cook, Interim Community Development Director, addressed council. Mr. Cook stated this request by passed by the Planning Commission with 3-1 vote. Mr. Cook took questions from city council. The hearing was opened to the public for comment.

Three citizens addressed city council.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to deny Ordinance #1790 requesting a rezoning of property located in the 2500 block of Rodeo Road from Agricultural A-1 District to Two-Family Residential R-2 District. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

6. Information Items

- a. Street Department Report April 2016
- b. Financial Statements for March 2016
- c. Library Report for April 2016
- d. Durant Police Department Monthly Report - March 2016
- e. Durant Intermediate School Traffic Report
- f. Community Development Monthly Report- April 2016
Monthly Report April 2016
- g. Planning Commission Meeting Minutes - December 2015
- h. Planning Commission Meeting Minutes - January 2016
- i. Fire Department Monthly Report May 2016

- j. Parks/Durant Multi Sports Complex Schedule - April 2016
- k. Emergency Management Report April 2016
- l. Grants Department Summary Report April 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 Entering Into Executive Session as Authorized by Title 25 O.S. Section 307 B (1) to Discuss Six Month Performance Evaluation of City Manager

Approved

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to recess out of regular session to conduct regular scheduled meetings of Durant Community Facilities Authority and Durant Airport Authority. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Motion was made by Chad Hitchcock and seconded by Bill Orr to enter back into regular session from executive session. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

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

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to enter back into regular session from DAA.. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- b. Consider Action Pursuant to Agenda Item 7.a. Six Month Performance Evaluation of City Manager

Approved

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve recommendation of the city council that Mayor Hoffman speak on their behalf and meet with City Manager Sherrer to review her six month performance evaluation. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

9. New Business

There was no new business.

ADJOURNMENT

The meeting adjourned at 9:15 pm.

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

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson