

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 4:30 p.m. on the 10th day of June, 2016.

MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY COUNCIL OF June 14, 2016 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, Durant City Hall

CALL TO ORDER

Mayor Hoffman called the meeting to order at 6:23 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	Acting City Manager Donnalla Miller
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.

Mayor Hoffman recognized Donnalla Miller, Acting City Manager, and Jacque Wilson, Projects Manager, for the additional time and energy they have contributed while the city has been without a city manager.

Mayor Hoffman welcomed Paul Buntz who will be serving as a consultant until a city manager is hired.

1. Presentations

- a. Presentation of 3B Grave Services by Matt Barnhill

Cemetery Superintendent Cynthia Price stated this presentation was for informational purposes only. Ms. Price stated that since June 2015, the cemetery department has been partially staffed by two parks department staff members and the city clerk. Ms. Price stated this arrangement over time has

put a significant strain on the parks department prompting a search for an alternative solution. Ms. Price introduced Matt Barnhill, owner of 3B Grave Services. Mr. Barnhill provided an overview of the services his company provides to the city and to the community. A question and answer period followed.

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 Special Called Meeting Minutes of May 9, 2016
- b. Consider Approval of Regular Meeting Minutes of May 10, 2016
- c. Consider Approval of Special Called Meeting Minutes of May 24, 2016
- d. Consider Approval of Special Called Meeting Minutes of May 26, 2016
- e. Consider Approval of Special Called Meeting Minutes of June 7, 2016
- f. Consider Approval of Special Called Meeting Minutes of June 9, 2016
- g. Consider Approval of Claims - May 2016
- h. Acknowledge and Accept Filing of Fiscal Year 2016-17 Financial Plans with City Council
- i. Consider Approval of City of Durant Budget Policy for Fiscal Year 2016-17
- j. Consider Approval of Terms of Special Event Permit for Colton's Main Street Run
- k. Consider Approval of Terms of Special Event Permit for Be A Hero 5K
- l. Consider Approval of Terms of Special Event Permit for Southeastern Oklahoma State University Tailgate Alley
- m. Consider Approval of CivicPlus Website Design Contract (# Pending)

RFAP (# 2016-084)

- n. Consider Acceptance of Special Projects Agreement Between the Oklahoma Department of Corrections - Madill Work Center and Durant / Bryan County Emergency Management
- o. Consider Approval of School Resource Officer Contract Between Durant Police Department and Durant Independent Schools District
- p. Consider Acceptance of Donation from XTO Energy for the Sum of One Thousand Dollars (\$1,000.00)
- q. Consider Granting a Permanent Easement from City to Alan Hobbs For Ingress and Egress to His Property
- r. Request Council Approval of an Annual Contract between the City of Durant - Regroup Mass Notification for Mass Notification Services (July 1, 2016 - June 30, 2017)

Approved

Mayor Hoffman asked that Item 2(m) be removed for further discussion.

Vice Mayor Hawthorne asked that Item 2(r) be removed for further discussion.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne 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

3(m) - Mayor Hoffman stated this item was pulled to allow for a power point presentation by David May of CivicPlus, a municipal website design company seeking a partnership with the City of Durant. Mr. May provided an overview of the services provided by CivicPlus. A question and answer period followed. Acting City Manager Donnalla Miller recommended approval of the contract under Option 2.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve Master Services Agreement (C-2016-48) Option #2 and Request for Authorization to Purchase (RFAP 2016-084). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

3(r) - James Dalton and Ken Eppler addressed council. Mr. Dalton stated that Regroup Mass Notification is rated top vendor in the United States. Mr. Dalton stated this contract would save the city approximately \$1,250.00. Ken Eppler stated he anticipates a smooth transition from Blackboard to Regroup Mass Notification. Mr. Eppler stated that a citizen can simply text their cell phone number to 888777 to be signed up.

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve annual contract between the City of Durant and Regroup Mass Notification for Mass Notification Services (July 1, 2016 - June 30, 2017). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

4. Administration

- a. Consider Approval of City of Durant FY2016-2017 Proposed Budget and Resolution 2016-12 Approving Adoption of City of Durant Fiscal Year 2016-17 Proposed Budget

Approved

Motion was made by Jerry Tomlinson and seconded by Bill Orr to approve City of Durant FY2016-2017 Proposed Budget and Resolution 2016-12 approving adoption of City of Durant Fiscal Year 2016-2017 Proposed Budget. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- b. Consider Approval of Resolution 2016-01 Consenting and Agreeing to a Supplement to the Trust Indenture of Durant Industrial Authority, Accepting Beneficial Interest Therein

No Action Taken

- c. Consideration To Decline Community Development Block Grant For Economic Development 16423 CDBG-ED 15 (C-2015-47) Relating To The Tile Shop Business Expansion Project

Approved

Rebecca Collins, Grant Coordinator, addressed council. The Tile Shop has requested to decline the utilization of the grant. All previous bids have already been rejected by city council at the May 26, 2016 Special Called Meeting. Ms. Collins said an official motion by the council is required for notification to the Oklahoma Department of Commerce.

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to decline Community Development Block Grant for Economic Development 16423 CDBG-ED 15 (C-2015-47) relating to The Tile Shop Expansion Project. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- d. Consider Selection of Engineer Firm Based On Staff Recommendation For The Infrastructure Improvements Serving The Commercial Metals Company
 - 1. Consideration To Authorize Jacque Wilson, City of Durant Project Manager, To Negotiate Engineer Work Order And Fees With Selected Engineer Firm, Based Upon USDA Rural Development Fee Schedule

Approved

Rebecca Collins, Grants Coordinator, addressed council. Ms. Collins stated a three member committee was selected by Acting City Manager Donnalla Miller according to grant guidelines. Five engineering firms were solicited in writing. Three engineering firms responded. Requests for qualifications were sent to the respondents. One of the three firms that responded declined to participate. The committee recommendation is Wall Engineering of Durant, Oklahoma.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to select Wall Engineering for the infrastructure improvements serving the Commercial Metals Company. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Rebecca Collins, Grants Coordinator, addressed council.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Jacque Wilson, City of Durant Project Manager, to negotiate engineer work order and fees based upon USDA Rural Development Fee Schedule. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- e. Consideration and Action of the New Durant Industrial Authority Bylaws to Change Number of Trustees

No Action Taken

This item is for informational purposes only and does not require action by council.

- f. Consideration and Action on the Supplement to the Durant Industrial Authority Trust Indenture

Approved

Mayor Hoffman stated that all voting members must live within city of Durant. All terms are four (4) year terms with the exception of the rotating non-chartered bank which is a two (2) year term.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve the Supplement to the Durant Industrial Authority Trust Indenture as presented. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

5. Public Hearings

- a. Public Hearing for Resolution #2016-10; Requests Approval of a Conditional Use Permit for Property Located at 1097 Gerlach Drive

Approved

Marty Cook, Interim Director of Community Development, addressed council. Fusion Bible applied for approval of a conditional use contract. Planning Commission unanimously approved the request on May 17, 2016. Mr. Cook stated all worship assemblies require a conditional use permit however they are allowed in any zone. Representative from Fusion Bible were in attendance to answer any questions. No public comment. Public hearing closed.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve Resolution 2016-10 for a conditional use permit for property located at 1097 Gerlach Drive. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- b. Public Hearing For Closeout Of 16081 Community Development Block Grant (CDBG) 14 Relating To The Filter Media Improvements At The Water Treatment Plant

Public hearing for the 16081 CDBG 14 (C-2014-34) closeout will be led

by Becca Collins. Upon completion of the Public Hearing, the following items will be presented for consideration:

1. Consideration To Accept The Filter Media Improvements Project #619 As Complete Contingent Upon Payment Documentation For Final Engineer Services Payment.

2. Consideration To Approve The 16081 CDBG 14 Closeout Documents
Approved

Rebecca Collins, Grants Coordinator, addressed council. Ms. Collins stated the City of Durant has met 1-1 cash match. Steve Gray, Water Treatment Plant Superintendent, informed Ms. Collins that the project was successful and operating as it should. The project came in under budget by \$45,300. No public comments. Public hearing closed.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to accept project as complete contingent upon final payment documentation being provided. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve the 16081 Community Development Block Grant (CDBG) 14 Closeout Documents. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- c. Public Hearing For Community Development Block Grant Economic Development Project (CDBG-ED) 16 Application Phase Relating To The Water and Sewer Infrastructure Improvements Benefiting The Commercial Metals Company Facility To Create New Jobs.

Public hearing for the CDBG-ED Application Phase will be led by Becca Collins. Upon completion of the Public Hearing, the following items will be presented for consideration:

1. Consider Approval of Resolution 2016-09 To Submit the Community Development Block Grant Economic Development (CDBG-ED) Application To Oklahoma Department Of Commerce.

2. Consider Authorization For The Mayor To Sign Related CDBG-ED Grant Application Documents.

Approved

Rebecca Collins, Grant Coordinator, addressed council. Ms. Collins stated the amount of grant is \$1 Million Dollars and which would provide funding for the water and sewer infrastructure improvements that will directly benefit Commercial Metals Company to create new jobs. Opened for public comments. No public comments. Public hearing closed.

Motion was made by Chad Hitchcock and seconded by Bill Orr to approve Resolution 2016-09 to submit the Community Development Block Grant Economic Development (CDBG-ED) Application to Oklahoma Department of Commerce. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Rebecca Collins, Grants Coordinator, addressed council.

Motion was made by Chad Hitchcock and seconded by Jerry Tomlinson to authorize mayor to sign related Community Development Block Grant Economic Development (CDBG-ED) grant application documents. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

6. Information Items

- a. Financial Statements for April 2016
- b. Library Report for May 2016
- c. Street Department Report May 2016
- d. Durant Police Department Monthly Report - April 2016
- e. Community Development
Monthly Report May 2016
- f. Fire Department Monthly Report May 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 The Hiring Of A City Manager

Approved

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to enter into executive session as authorized by Title 25 O.S. Section 307 B(1) to discuss the hiring of a city manager. 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 Agenda Item 8a To Discuss The Hiring Of A City Manager

Approved

Motion was made by Stewart Hoffman and seconded by Chad Hitchcock to authorize Acting City Manager to post the city manager position at various locations. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

9. New Business

There is no new business.

ADJOURNMENT

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