

MINUTES  
CITY COUNCIL OF DEL CITY  
REGULAR MEETING  
February 6, 2017 – 6:00 P.M.  
3701 SE 15<sup>th</sup> Street – City Hall

(Agenda posted on the council bulletin board at 5:00 p.m. on February 3, 2017.)

1. CALL TO ORDER AT 6:03 P.M. BY MAYOR LINLEY

2. ROLL CALL

In Attendance: Council Members Floyd Eason, Ken Bartlett, Bill Giles, Michael Dean and Mayor Brian Linley.

City Employees: City Manager Mark Edwards, Deputy City Clerk Melissa Jones, and City Attorney Jack Fried.

3. INVOCATION – Given by Council Member Ken Bartlett.

PLEDGE OF ALLEGIANCE – Led by Judge Blaine Nice.

4. PUBLIC AND COUNCIL INPUT

A. Public: Richard Hutchison, 4604 SE 33<sup>rd</sup>. Pave biking trails near Eagle Lake.

B. Council:

- Eason: Gravel on west shoulders of Branch Rd needs to be removed.
- Giles: Thank City Manager for looking into sewer hook-up situation and writing a report on it.
- Dean: Recommends biker trails from Draper to Lake Overholster; Appreciate fast improvement on street repairs.

5. CITY MANAGER’S REPORT:

- Apologies for not being able to attend the Chambers of Banquet.
- Attended COMCD meeting to discuss engineering report on condition of the water quality in the lake.
- Recent State Governors tax proposal effect on Municipalities.

CITY CLERK’S REPORT: None

6. MINUTES

To approve minutes of regular meeting of the Council of January 17, 2017.

**MOTION: TO APPROVE MINUTES**

02-06-17

MOVED BY: EASON        SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

7.    CONTRACT FOR UPDATED AERIAL PHOTOS

Discussion, consideration, possible action to approve/deny Agreement for Services with Fugro Geospatial, Inc., for an amount not to exceed \$2,975.00 for professional surveying and mapping services resulting in delivery of updated, high-resolution digital orthophotos and related data; authorize Mayor to endorse same.

Council Member Giles stepped out of meeting.

**MOTION: TO APPROVE AGREEMENT FOR SERVICES WITH FUGRO GEOSPATIAL, INC., FOR AN AMOUNT NOT TO EXCEED \$2,975.00 FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES RESULTING IN DELIVERY OF UPDATED, HIGH-RESOLUTION DIGITAL ORTHOPHOTOS AND RELATED DATA; AUTHORIZE MAYOR TO ENDORSE SAME.**

MOVED BY: EASON        SECOND: BARTLETT  
AYES: EASON, BARTLETT, DEAN AND LINLEY  
NAYS: NONE

8.    ASSESS ABATEMENT COSTS TO PROPERTY OWNER

Discussion, consideration, possible action to approve and ratify assessment costs in the total amount of \$544.54 to property owner for cleanup of property previously abated, in accordance with Del City Code Sections 13-106 through 13-114. Requested by City Planner Monica Cardin

- (1) 4125 S.E. 22<sup>nd</sup> Street  
Owner: Stan Dubiel II (Oklahoma City, OK)  
Contractor Fee .....\$175.00  
Administrative Expenses .....\$353.54  
Mailings, photos, processing, copying, etc.....\$16.00  
Total Expenses.....\$544.54

Council Member Giles returned to meeting.

**MOTION: TO APPROVE AND RATIFY ASSESSMENT COSTS IN THE TOTAL AMOUNT OF \$13,629.02 TO PROPERTY OWNER:**

- (1) 4125 S.E. 22<sup>nd</sup> Street  
Owner: Stan Dubiel II (Oklahoma City, OK)  
Total Expenses.....\$544.54

MOVED BY: EASON                      SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

9.    DISPOSAL OF RECORDS AND OTHER DOCUMENTS – COMMUNITY SERVICES  
      DEPARTMENT

Discussion, consideration, possible action to declare/deny thirteen (13) boxes of community services records and non-record documents, as listed in Exhibit A to the Council agenda, as no longer necessary for city operations; authorize disposal thereof.

**MOTION: TO DECLARE THIRTEEN (13) BOXES OF COMMUNITY SERVICES RECORDS AND NON-RECORD DOCUMENTS, AS LISTED IN EXHIBIT A TO THE COUNCIL AGENDA, AS NO LONGER NECESSARY FOR CITY OPERATIONS; AUTHORIZE DISPOSAL THEREOF.**

MOVED BY: EASON                      SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

10.   DISPOSAL OF RECORDS AND OTHER DOCUMENTS – FINANCE DEPARTMENT AND  
       MUNICIPAL COURT

Discussion, consideration, possible action to declare/deny the following records as no longer necessary for city operations; authorize disposal thereof: FY 2009-2010 and FY 2010-2011 sealed bids, purchase orders, manual checks, bank statements, pool contract, revenue receipts, CLEET, tax collection, GO bond payments, P/Card report processing, citations, RFP, ITP, and vendors.

**MOTION: TO DECLARE THE FOLLOWING RECORDS AS NO LONGER NECESSARY FOR CITY OPERATIONS; AUTHORIZE DISPOSAL THEREOF: FY 2009-2010 AND FY 2010-2011 SEALED BIDS, PURCHASE ORDERS, MANUAL CHECKS, BANK STATEMENTS, POOL CONTRACT, REVENUE RECEIPTS, CLEET, TAX COLLECTION, GO BOND PAYMENTS, P/CARD REPORT PROCESSING, CITATIONS, RFP, ITP, AND VENDORS.**

MOVED BY: EASON                      SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

11.   ORDINANCE – ADOPTION OF 2015 INTERNATIONAL CODE SERIES AND RELATED  
       REGULATIONS

A.     Public Hearing

Discussion, consideration, possible action to approve/deny holding a public hearing regarding an ordinance adopting codes and standards for development, construction, property maintenance and fire protection and setting forth regulations related to the administration of these codes and standards.

**MOTION: TO HOLD PUBLIC HEARING.**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

Director of Community Services, Tom Leatherbee explained ordinance adopting codes, standards, updates and answered questions.

Council Member Giles asked question about qualified inspectors, maintenance codes, and contractor licensing.

Council Member Dean asked about qualified inspectors and occupancy fees.

**MOTION: TO CLOSE PUBLIC HEARING**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

B.     Ordinance

Discussion, consideration, possible action to approve or approve with modifications or not approve Ordinance No. 1388, an ordinance of the City of Del City making certain findings of fact, amending Chapter 5 (Buildings and Building Regulations) and Chapter 7 (Fire Protection and Prevention) of the City of Del City Code of Ordinances; adopting codes and standards and supplemental regulations for development, construction, alteration, use and occupancy, location, maintenance, protection from hazard and removal or demolition of all premises, structures and/or appurtenances thereto within the City; adopting regulations for licensing of contractors and other construction workers; establishing standards and procedures for appeals and variances; defining violations, establishing responsibility and penalties therefor and providing for abatement thereof; promulgating a fee schedule; amending other portions of the Code of Ordinances to conform to these regulations and facilitate efficient administration; authorize Mayor to endorse same; authorize Mayor to execute documents as required by the Oklahoma Uniform Building Code Commission.

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

**MOTION: TO DECLARE EMERGENCY.**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

12.    EXECUTIVE SESSION

Discussion, consideration, possible action to approve recessing to executive session pursuant to the Oklahoma Open Meeting Act, 25 O.S. § 301 et seq. for the purpose of the following:

## 12. EXECUTIVE SESSION

Discussion, consideration, possible action to approve recessing to executive session pursuant to the Oklahoma Open Meeting Act, 25 O.S. § 301 et seq., for the purpose of the following:

- A. Discussion concerning matters pertaining to economic development, including the transfer of property, financing or the creation of proposal to entice a business to locate within the City of Del City as provided in 25 O.S. § 307(C)(10). Requested by City Manager Mark Edwards
- B. Discussion concerning the purchase or appraisal of real property pursuant to 25 O.S. § 307(B)(3). Requested by City Manager Mark Edwards
- C. Discussion concerning pending investigations, claims, and actions pursuant to 25 O.S. § 307(B)(4). Requested by City Attorney Jack Fried

City Attorney Jack Fried stated that in his opinion these matters qualify for Executive Session.

### **MOTION: TO RECESS TO EXECUTIVE SESSION AT 7:02PM**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

### **RECONVENE FROM EXECUTIVE SESSION AT 8:00PM**

## 13. ACTION FROM EXECUTIVE SESSION

- A. Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in executive session concerning matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to locate within the City of Del City.

### **MOTION: TO PROCEED AS DISCUSSED.**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

- B. Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in executive session concerning matters pertaining to the purchase or appraisal of real property.

### **MOTION: TO PROCEED AS DISCUSSED.**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

- C. Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in executive session concerning pending investigations, claims, and actions, including but not limited to: authorize City Manager to settle claim with Oklahoma Gas and Electric Company (OG&E).

**MOTION: TO PROCEED AS DISCUSSED.**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

- 14. COUNCIL INPUT: Mayor Linley wishes Council Member Bartlett a Happy Birthday today.
- 15. ADJOURNMENT

**MOTION: TO ADJOURN AT 8:01PM**

MOVED BY: BARTLETT      SECOND: GILES  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

Approved this 21<sup>st</sup> day of February, 2017.

MINUTES  
DEL CITY MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
February 6, 2017 – 6:00 P.M  
3701 SE 15<sup>th</sup> Street – City Hall

(Agenda posted on the council bulletin board at 5:00 p.m. on February 3, 2017.)

1. CALL TO ORDER AT 8:01 P.M. BY CHAIRMAN LINLEY

2. ROLL CALL

In Attendance: Trustees Floyd Eason, Ken Bartlett, Bill Giles, Michael Dean and Chairman Brian Linley.

City Employees: City Manager Mark Edwards, Deputy City Clerk Melissa Jones, and City Attorney Jack Fried.

3. PUBLIC AND TRUSTEE INPUT

A. Public: None

B. Trustees: None

4. MANAGER'S REPORT: OK Water Resource Board.

5. MINUTES

To approve minutes of regular meeting of the DCMSA of January 17, 2017.

**MOTION: TO APPROVE MINUTES**

MOVED BY: EASON SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

6. TRUST INPUT- None

7. ADJOURNMENT

**MOTION: TO ADJOURN AT 8:03 P.M.**

MOVED BY: BARTLETT SECOND: GILES  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

Approved this 21<sup>st</sup> day of February, 2017.

02-06-17

MINUTES  
OKLAHOMA MUNICIPAL RETIREMENT FUND COMMITTEE  
REGULAR MEETING  
February 6, 2017 – 6:00 P.M  
3701 SE 15<sup>th</sup> Street – City Hall

(Agenda posted on the council bulletin board at 5:00 p.m. on February 3, 2017.)

1. CALL TO ORDER AT 8:04 P.M. BY CHAIRMAN LINLEY

2. ROLL CALL

In Attendance: Trustees Floyd Eason, Ken Bartlett, Bill Giles, Michael Dean and Chairman Brian Linley.

City Employees: City Manager Mark Edwards, Deputy City Clerk Melissa Jones, and City Attorney Jack Fried.

3. PUBLIC AND TRUSTEE INPUT

A. Public: None

B. Trustees: None

4. MINUTES

To approve minutes of regular meeting of the OMRF Committee of August 15, 2016.

**MOTION: TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE OMRF COMMITTEE OF AUGUST 15, 2016.**

MOVED BY: EASON           SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

5. RETIREMENT APPLICATION

Discussion, consideration, possible action to approve former City employee William Kelough to receive a one-time lump sum payment in the amount of \$1,511.24 from the Oklahoma Municipal Retirement Fund, per request from employee and Oklahoma Municipal Retirement Fund. This payment will be in lieu of an estimated \$13.00 per month retirement check.

**MOTION: TO APPROVE FORMER CITY EMPLOYEE WILLIAM KELOUGH TO RECEIVE A ONE-TIME LUMP SUM PAYMENT IN THE AMOUNT OF \$1,511.24 FROM THE OKLAHOMA MUNICIPAL RETIREMENT FUND, PER REQUEST FROM EMPLOYEE AND OKLAHOMA MUNICIPAL RETIREMENT FUND.**



MOVED BY: EASON            SECOND: BARTLETT  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

6. COMMITTEE INPUT: None

7. ADJOURNMENT

**MOTION: TO ADJOURN AT 8:06 P.M.**

MOVED BY: BARTLETT            SECOND: GILES  
AYES: EASON, BARTLETT, GILES, DEAN AND LINLEY  
NAYS: NONE

Approved this 21<sup>st</sup> day of February, 2017.