

MINUTES  
CITY COUNCIL OF DEL CITY  
REGULAR MEETING  
October 16, 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 October 13, 2017.)

1. CALL TO ORDER AT 6:00 P.M. BY MAYOR BRIAN LINLEY.

2. ROLL CALL

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

City Employees: City Manager Mark Edwards, City Clerk Carol Noble, and City Attorney Jack Fried.

3. INVOCATION – Given by Council Member Ken Bartlett.

PLEDGE OF ALLEGIANCE – Led by Community Services Director Tom Leatherbee.

PROCLAMATION:

- Halloween Recognition – Read by Mayor Linley, official date of Halloween is Tuesday, October 31, 2017 from sundown to 9:30pm.

4. PUBLIC AND COUNCIL INPUT

A. Public: James Staley – 8025 Sleepy Meadow Dr. Jones, OK suggest Public Work employees need pay raise.

B. Council:

- Finch: Citizens reported at 840 Scott Street loud music and speeding cars during late night.

5. CITY MANAGER’S REPORT:

- Will soon start to replace roof at Post Office.

CITY CLERK’S REPORT:

- Net sales tax is up <\$96,828> <3.01%>
- Use tax is up <\$3,875> <4.32%>
- Tobacco tax is up <\$2,732> <6.62%>
- Hotel/Motel tax is up <\$23,940> <54.96%>

6. MINUTES

Discussion, consideration, possible action to approve minutes of regular meeting of the Council of October 2, 2017.

**MOTION: TO ACCEPT MINUTES**

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

7. RENEWAL OF LIABILITY, FLEET, AND PROPERTY INSURANCE

Discussion, consideration, possible action to:

- A. Approve renewal of property insurance with Chubb Insurance, agent Glenn Harris & Associates, in the total amount of \$136,100, city share \$68,050, DCMSA share \$68,050 for the period of November 1, 2017 through October 31, 2018.

**MOTION: TO APPROVE RENEWAL OF PROPERTY INSURANCE WITH CHUBB INSURANCE, AGENT GLENN HARRIS & ASSOCIATES, IN THE TOTAL AMOUNT OF \$136,100, CITY SHARE \$68,050, DCMSA SHARE \$68,050 FOR THE PERIOD OF NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018.**

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

- B. Approve renewal of Liability/Fleet insurance with Hudson Insurance, agent Glenn Harris & Associates Insurance, in the total amount of \$172,321, city share \$86,160.50, DCMSA share \$86,160.50 for the period November 1, 2017 through October 31, 2018.

**MOTION: TO APPROVE RENEWAL OF LIABILITY/FLEET INSURANCE WITH HUDSON INSURANCE, AGENT GLENN HARRIS & ASSOCIATES INSURANCE, IN THE TOTAL AMOUNT OF \$172,321, CITY SHARE \$86,160.50, DCMSA SHARE \$86,160.50 FOR THE PERIOD NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018.**

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

- C. Approve renewal of Liability insurance for law enforcement, public officials, and employment practices with Hudson Insurance, agent Glenn Harris & Associates Insurance, in the total amount of \$111,734.60, city share \$90,232.50, DCMSA share \$21,502.10 for the period November 1, 2017 through October 31, 2018.

**MOTION: TO APPROVE RENEWAL OF LIABILITY INSURANCE FOR LAW ENFORCEMENT, PUBLIC OFFICIALS, AND EMPLOYMENT PRACTICES WITH HUDSON INSURANCE, AGENT GLENN HARRIS & ASSOCIATES INSURANCE, IN THE TOTAL AMOUNT OF \$111,734.60, CITY SHARE \$90,232.50, DCMSA SHARE \$21,502.10 FOR THE PERIOD NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018.**

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

8.    INVITATION TO BID (ITB) NO. 1806 – CONCRETE AND ASPHALT REPAIRS

Discussion, consideration, possible action to award/deny ITB No. 1806 – Concrete and Asphalt Repairs to the lowest responsible bidder, EMC Services LLC, for an amount not to exceed \$80,949.70. The work is required to accomplish concrete and asphalt repairs at various locations throughout the City.

**MOTION: TO AWARD ITB NO. 1806 – CONCRETE AND ASPHALT REPAIRS TO THE LOWEST RESPONSIBLE BIDDER, EMC SERVICES LLC, FOR AN AMOUNT NOT TO EXCEED \$80,949.70.**

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

9.    SPECIAL USE PERMIT – PC/UR 480-17 (4809 SE 20TH STREET)

A.      Public Hearing

Discussion, consideration, possible action to approve/deny holding a public hearing with regard to the above-referenced application for a Special Use Permit.

**MOTION: TO OPEN HEARING**

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

Community Service Director Tom Leatherbee explained application.

Richard Rice – 1401 S Douglas #A – MWC attorney for applicant, requesting six more month for moving business to another address. Also, questioned Del City ordinances regarding daycare centers.

**MOTION: TO OPEN CLOSE HEARING**

MOVED BY: EASON          SECOND: BARTLETT  
AYES: EASON, BARTLETT, FINCH, DEAN AND MAYOR LINLEY

NAYS: NONE

B. Council Action

Discussion, consideration, possible action to approve or approve with modifications or not approve the above-referenced application for a Special Use Permit to permit the use of Child Care Center, a use permitted on review within the Single Family Residential Detached (R-1-D) zoning district, for the purpose of authorizing the operation of a home-based day care in accordance with all supplemental zoning regulations.

**MOTION: TO NOT APPROVE THE ABOVE-REFERENCED APPLICATION FOR A SPECIAL USE PERMIT TO PERMIT THE USE OF CHILD CARE CENTER.**

MOVED BY: EASON            SECOND: BARTLETT

AYES: EASON, BARTLETT, FINCH, DEAN AND MAYOR LINLEY

NAYS: NONE

10. REQUEST FOR PROPOSAL (RFP) NO. 1807 – ELECTRONIC ACCESS CONTROL AND INTRUSION DETECTION SYSTEM FOR NEW FIRE STATION

Discussion, consideration, possible action to award/deny RFP No. 1807 – Electronic Access Control and Intrusion Detection System to the only bidder, Stampsco, for an amount not to exceed \$51,000.00, for an out-of-scope project for the construction of the new Central Fire Station and Fire Administration Building. The project includes surveillance cameras, monitors and door access controls. Stampsco has done previous projects for the City, and has a reputable work history with us.

**MOTION: TO AWARD RFP NO. 1807 – ELECTRONIC ACCESS CONTROL AND INTRUSION DETECTION SYSTEM TO THE ONLY BIDDER, STAMPSCO, FOR AN AMOUNT NOT TO EXCEED \$51,000.00, FOR AN OUT-OF-SCOPE PROJECT FOR THE CONSTRUCTION OF THE NEW CENTRAL FIRE STATION AND FIRE ADMINISTRATION BUILDING.**

MOVED BY: EASON            SECOND: BARTLETT

AYES: EASON, BARTLETT, FINCH, DEAN AND MAYOR LINLEY

NAYS: NONE

11. REQUEST FOR PROPOSAL (RFP) NO. 1808 – AUDIO VISUAL EQUIPMENT FOR NEW FIRE STATION

Discussion, consideration, possible action to award/deny RFP No. 1808 – Audio Visual Equipment to the only bidder, Stampsco, for an amount not to exceed \$19,460.00, for an out-of-scope project for the construction of the new Central Fire Station and Fire Administration Building. The project includes an in-ceiling projection screen, projector, amplifier/receiver, speakers, and A/V rack.

**MOTION: TO AWARD RFP NO. 1808 – AUDIO VISUAL EQUIPMENT TO THE ONLY BIDDER, STAMPSCO, FOR AN AMOUNT NOT TO EXCEED \$19,460.00, FOR AN OUT-OF-SCOPE PROJECT FOR THE CONSTRUCTION OF THE NEW CENTRAL FIRE STATION AND FIRE ADMINISTRATION BUILDING.**

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

12. REQUEST FOR PROPOSAL (RFP) NO. 1809 – PUBLIC ADDRESS SYSTEM FOR NEW FIRE STATION

Discussion, consideration, possible action to award/deny RFP No. 1809 – Public Address System to the only bidder, Stampco, for an amount not to exceed \$18,500.00, for an out-of-scope project for the construction of the new Central Fire Station and Fire Administration Building. This project includes speakers in the building and apparatus area, an amplifier, microphones and assorted cabling.

**MOTION: TO AWARD RFP NO. 1809 – PUBLIC ADDRESS SYSTEM TO THE ONLY BIDDER, STAMPSCO, FOR AN AMOUNT NOT TO EXCEED \$18,500.00, FOR AN OUT-OF-SCOPE PROJECT FOR THE CONSTRUCTION OF THE NEW CENTRAL FIRE STATION AND FIRE ADMINISTRATION BUILDING.**

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

13. SURPLUS AND DONATION OF 2008 POLICE VEHICLE

Discussion, consideration, possible action to declare/deny one 2008 Police car (VIN#2FAFP71V88X109222) including attached emergency equipment, as surplus to the City's needs, and donate it to the Cimarron County Sheriff Department; authorize the final disposition as approved by the City Manager.

**MOTION: TO DECLARE ONE 2008 POLICE CAR (VIN#2FAFP71V88X109222) INCLUDING ATTACHED EMERGENCY EQUIPMENT, AS SURPLUS TO THE CITY'S NEEDS, AND DONATE IT TO THE CIMARRON COUNTY SHERIFF DEPARTMENT; AUTHORIZE THE FINAL DISPOSITION AS APPROVED BY THE CITY MANAGER.**

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

City Manager Mark Edwards explained donation.

14. AGREEMENT FOR GIS SERVICES

Discussion, consideration, possible action to approve/deny Professional Services Agreement with Meshek & Associates, LLC for GIS Web Viewer Hosting and Maintenance and Miscellaneous GIS Services, authorize Mayor to endorse same.

**MOTION: TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MESHEK & ASSOCIATES, LLC FOR GIS WEB VIEWER HOSTING AND MAINTENANCE AND MISCELLANEOUS GIS SERVICES, AUTHORIZE MAYOR TO ENDORSE SAME.**

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

Community Services Director Tom Leatherbee explained agreement.

15. RESOLUTION – TEMPORARY DEVELOPMENT MORATORIUM

Discussion, consideration, possible action to approve/deny Resolution No. 10-16-17A, a resolution establishing the Scott Street North Reno Redevelopment Study Area; declaring a temporary development moratorium within the Study Area; directing the commencement of studies related to development and redevelopment of this area; authorizing an administrative delay on the processing of any applications related to development and redevelopment in this area; providing for exceptions to this moratorium; setting forth a procedure for administrative review; and providing for appeals; authorize Mayor to endorse resolution.

**MOTION: TO APPROVE RESOLUTION NO. 10-16-17A; AUTHORIZE MAYOR TO ENDORSE RESOLUTION.**

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

Community Services Director Tom Leatherbee explained resolution.

16. 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:

Discussion concerning pending investigations, claims, and actions pursuant to 25 O.S. § 307(B)(4).

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

**MOTION: TO RECESS TO EXECUTIVE SESSION AT 7:10PM**

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

**RECONVENE FROM EXECUTIVE SESSION @ 8:23PM**

17. ACTION FROM EXECUTIVE SESSION

Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in executive session concerning pending investigations, claims, and actions.

**MOTION: REGARDING CYNTHIA HARWELL VS. CITY OF DEL CITY CASE NO. CM-2015-01284J WORKERS' COMPENSATION COURT, STATE OF OKLAHOMA; AUTHORIZE CITY MANAGER TO NEGOTIATE SETTLEMENT OR PROCEED TO TRIAL; REGARDING OTHER MATTERS DISCUSSED IN EXECUTIVE SESSION, PROCEED AS DISCUSSED.**

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

18. COUNCIL INPUT: None

19. ADJOURNMENT

**MOTION: TO ADJOURN AT 8:24PM**

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

Approved this 6<sup>th</sup> day of November, 2017.

MINUTES  
DEL CITY MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
October 16, 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 October 13, 2017.)

1. CALL TO ORDER AT 8:24 P.M. BY CHAIRMAN LINLEY.
2. ROLL CALL

In Attendance: Trustee Floyd Eason, Ken Bartlett, Pam Finch, Michael Dean and Chairman Brian Linley.

City Employees: City Manager Mark Edwards, City Clerk Carol Noble, and City Attorney Jack Fried.

3. PUBLIC AND TRUSTEE INPUT

A. Public: None

B. Trustees: None

4. MANAGER'S REPORT: None
5. MINUTES

Discussion, consideration, possible action to approve minutes of regular meeting of the DCMSA of October 2, 2017.

**MOTION: TO APPROVE MINUTES OF REGULAR MEETING OF THE DCMSA OF OCTOBER 2, 2017.**

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

6. RENEWAL OF LIABILITY, FLEET, AND PROPERTY INSURANCE

Discussion, consideration, possible action to:

- A. Approve renewal of property insurance with Chubb Insurance, agent Glenn Harris & Associates, in the total amount of \$136,100, city share \$68,050, DCMSA share \$68,050 for the period of November 1, 2017 through October 31, 2018.



**MOTION: TO APPROVE RENEWAL OF PROPERTY INSURANCE WITH CHUBB INSURANCE IN THE TOTAL AMOUNT OF \$136,100 FOR THE PERIOD NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018.**

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

- B.    Approve renewal of Liability/Fleet insurance with Hudson Insurance, agent Glenn Harris & Associates Insurance, in the total amount of \$172,321, city share \$86,160.50, DCMSA share \$86,160.50 for the period November 1, 2017 through October 31, 2018.

**MOTION: TO APPROVE RENEWAL OF LIABILITY/FLEET INSURANCE WITH HUDSON INSURANCE IN THE TOTAL AMOUNT OF \$172,321 FOR THE PERIOD NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018.**

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

- C.    Approve renewal of Liability insurance for law enforcement, public officials, and employment practices with Hudson Insurance, agent Glenn Harris & Associates Insurance, in the total amount of \$111,734.60, city share \$90,232.50, DCMSA share \$21,502.10 for the period November 1, 2017 through October 31, 2018.

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

7.    AGREEMENT FOR GIS SERVICES

Discussion, consideration, possible action to approve/deny Professional Services Agreement with Meshek & Associates, LLC for GIS Infrastructure Mapping Updates; authorize Trust Chairman to endorse same.

**MOTION: TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MESHEK & ASSOCIATES, LLC FOR GIS INFRASTRUCTURE MAPPING UPDATES; AUTHORIZE TRUST CHAIRMAN TO ENDORSE SAME.**

MOVED BY: EASON            SECOND: DEAN

AYES: EASON, BARTLETT, FINCH, DEAN AND CHAIRMAN LINLEY  
NAYS: NONE

8. TRUST INPUT: None

9. ADJOURNMENT

**MOTION: TO ADJOURN AT 8:28 P.M.**

MOVED BY: BARTLETT SECOND: DEAN

AYES: EASON, BARTLETT, FINCH, DEAN AND CHAIRMAN LINLEY  
NAYS: NONE

Approved this 6<sup>th</sup> day of November, 2017.

MINUTES  
DEL CITY ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
October 16, 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 October 13, 2017.)

1. CALL TO ORDER AT 8:28 P.M. BY CHAIRMAN BARTLETT.
2. ROLL CALL

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

City Employees: City Manager Mark Edwards, City Clerk Carol Noble, 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 DCEDA of September 18, 2017.

**MOTION: MOTION: TO APPROVE MINUTES OF REGULAR MEETING OF THE DCEDA OF SEPTEMBER 18, 2017.**

MOVED BY: EASON SECOND: FINCH

AYES: EASON, FINCH, DEAN, LINLEY AND CHAIRMAN BARTLETT.

NAYS: NONE

5. FNB-MIDWEST CITY LINE OF CREDIT EXTENSION

Discussion, consideration, possible action to approve Line of Credit Extension at FNB-Midwest City; authorize Trust Chairman to approve.

**MOTION: TO APPROVE LINE OF CREDIT EXTENSION AT FNB-MIDWEST CITY; AUTHORIZE TRUST CHAIRMAN TO APPROVE.**

MOVED BY: EASON SECOND: DEAN

AYES: EASON, FINCH, DEAN, LINLEY AND CHAIRMAN BARTLETT.

NAYS: NONE

6. TRUST INPUT: None

7. ADJOURNMENT

**MOTION: TO ADJOURN AT 8:30 PM**

MOVED BY: DEAN SECOND: LINLEY

AYES: EASON, FINCH, DEAN, LINLEY AND CHAIRMAN BARTLETT.

NAYS: NONE

Approved this 6<sup>th</sup> day of November, 2017.