



# WATONGA CITY COUNCIL AGENDA

## AUGUST 6, 2019

*In accordance with the Oklahoma Open Meeting Law, this Agenda was posted August 2, 2019 Prior to 5:00 PM. at the Watonga City Hall, on the door of the City Clerk's office, located at 117 North Weigle, Watonga Oklahoma.*

*Amended August 5, 2019*

**The City Council of the City of Watonga will meet at 6:00 PM on Tuesday, August 6, 2019 in the Council Room of the Watonga City Hall, located at 117 North Weigle, Watonga, Oklahoma for a regular scheduled meeting.**

- **Invocation & Pledge of Allegiance:**
- **Council Present:**
- **Declaration of Quorum:**

### CONSENT AGENDA

- a. **Approval of minutes** of the last regular meeting held July 16, 2019
- b. **Approval of the financial reports** from RS Meacham CPA.

### ACTION AGENDA

1. **Consideration, Discussion and Action:** To approve the claims against the City of Watonga for the month of July 2019.
2. **Consideration, Discussion and Action:** To approve or not approve a contract for Professional Services with Oklahoma Municipal Management Services at the rate of \$500.00 per month. Presented by Steve Whitlock. The Council Meeting did approve membership with OMMS at the Council Meeting on July 2, 2019.
3. **Consideration, Discussion and Action:** To approve the bid for the Liberty Theater Marquee repair as recommended by the Building Committee and Luke Tallant.
4. **Consideration, Discussion and Action:** To approve the bid for the Armory roof repairs as recommended by the Building Committee and Luke Tallant.
5. **Consideration, Discussion and Action:** A request from the Building Committee and Luke Tallant to proceed with installing overhead doors in the south wall of the Armory. \$40,000.00 has been budgeted for this project. A quote (not a bid) to cut and frame the doorways to make ready for doors is just under \$10,000.00 for both openings. An estimate for the large overhead doors is under \$5000.00 each, installed. A Structural Engineer has reviewed and approved this project. The project will not start until after the Cheese Festival.

6. **Consideration, Discussion and Action:** To proceed to seek bids to abate the Old Lumber Yard at 222 North Noble and the Rec. Center at 201 East Main as a single bid. The Building Committee ask for approval to proceed to advertise for bids and to set the final acceptance date. The sealed bids to be opened at a following Building Committee Meeting. The Building Committee to return a recommendation to the City Council for final approval. Property Legal Description for 222 N. Noble: BLK 37, LOTS 4 – 9, CITY OF WATONGA. Legal Description for 201 East Main: BLK 49, S 75' OF LOTS 7-9 & W20' OF S75' OF LOT 10 & 10' EASEMENT ON E 10' OF S75' OF W20' OF LOT 10 WATONGA CITY
7. **Consideration, Discussion and Action:** A recommendation of the Parks Committee and Donnie Dunn to construct a pavilion on the the unused tennis court at Legion Park. \$30,000.00 has been allocated for this project. The Parks Committee ask for approval to proceed to advertise for bids and to set the final acceptance date. The sealed bids to be opened at a following Parks Committee Meeting. The Parks Committee to return a recommendation to the City Council for final approval.
8. **Consideration, Discussion and Information:** The Parks Committee agreed with the purchase of a used pickup for \$1800.00 to be used by the Parks Department primarily to move mowers and other equipment around town and avoid borrowing a truck from another department. Monies had been allocated for a new pickup, but it was felt a new truck is not needed at this time, and the funds are needed elsewhere.
9. **Consideration, Discussion and Action:** A recommendation of the Parks Committee and Donnie Dunn to solicit bids to resurface the Splash Pad and other minor repairs to the Splash Pad. The surface is becoming worn and difficult to keep clean. Funds not used for a new pickup to be reallocated for this purpose. The Parks Committee ask for approval to proceed to advertise for bids and to set the final acceptance date. The sealed bids to be opened at a following Parks Committee Meeting. The Parks Committee to return a recommendation to the City Council for final approval.
10. **Consideration, Discussion and Action:** At the recommendation of City Attorney Dan Webber, for a resolution of the Mayor and the City Council of the City of Watonga, Oklahoma, regarding amendment to the City Code Section 12 - 210(A), Zoning Ordinance. This is as recommended by the Floodplain Board of the City of Watonga and Watonga Planning and Zoning Commission. This is to re-zone certain properties already designated floodplain in Watonga for agriculture (A1) even though the property size does not meet minimum requirements for A1. This would allow for livestock to help keep waterways clear. This action was approved in principle at the in the City Council Meeting May 7, 2019. If passed this will be Resolution number 2019 - 10
11. **Consideration, Discussion and Action:** At the recommendation of City Attorney Dan Webber for a resolution of the Mayor and the City Council of Watonga, Oklahoma, Authorizing a subsurface easement and right of way with ACACIA Explorations Partners, LLC. If passed this will be Resolution number 2019 – 11.

12. **Consideration, Discussion and Action:** At the recommendation of the City Attorney Dan Webber for an Ordinance of the Mayor and the City Council of the City of Watonga, Oklahoma, amending the City Code by amending Part 2, Administration and Government Chapter 7, City Boards and Commissions thereof, qualifications of members, by amending Section 2-702 Thereof, Subsection 2 by creating an exception for residency requirements of the City of Watonga Library Board. This action was approved in principle in the City Council Meeting May 21, 2019 Ordinance number to be assigned.
13. **Consideration, Discussion and Action:** Possible executive session pursuant to Title 25 O.S. Section 307.B(1) to discuss a recommendation of the Personnel Committee as suggested by Warren Rice and Josh Shannon to hire Kaleil Pendleton for the Light and Water Department at \$15.00 per hour.
14. **Consideration, Discussion and Action;** To hire and set the pay scale for Kaleil Pendleton as an employee of the Light and Water Department.
15. **Consideration, Discussion and Action:** Possible executive session pursuant to Title 25 O.S. Section 307.B(1) a recommendation of the Personnel Committee as suggested by Justin Woldridge to discuss the hiring of Jeramya Mouton for the Street and Alley Department at \$14.50 per hour.
16. **Consideration, Discussion and Action;** To hire and set the pay scale for Jeramya Mouton as an employee of the Street Department.
17. **Consideration, Discussion, and Action:** A recommendation of the Personnel Committee and Amanda Black, changes to the City of Watonga Employee Handbook concerning holiday pay. Presented by Amanda Black.
18. **Consideration, Discussion and Action:** Questions by Amanda Black concerning employee time clock policy.
19. **Consideration, Discussion, and Action:** A recommendation of the Personnel Committee to set pay for the position of City Clerk a total of \$41,600 per year and to instruct the City Attorney to draft the appropriate ordinance or ordinances. This is \$26,000 annually as set in Council Meeting January 15, 2019 for statutory duties and \$15,600 annually to administer the other assigned duties as follows:
  - Deputy Municipal Court Clerk
  - Preparation of purchase orders, for general fund, park, airport, street, fire and police
  - Prepare forms, keep records, and issue city licenses and permits.
  - Maintain all personnel records for employees of the City
  - Maintain records of all employee insurance plans and records
  - Maintain records of all retirement plans for the benefit of City employees
  - Serve as Secretary of Watonga Public Works Authority and Watonga Economic Development and other Committee Meetings

Maintain records of all airport hangar rents and leases.  
Maintain all records and supervise placement of all insurance coverage and policies for the city. (Health Insurance, Life Insurance, vehicle and property insurance)  
Maintain all records, give all notices and provide necessary forms for all requirements set out under the nuisance provisions of the Municipal Code. As well as all actions taken in conjunction with enforcement of ordinances concerning weeds, trash, dilapidated buildings and junk vehicular ordinances. Filing the required liens and lien releases.  
Maintain, process and mail to Department of Environmental Quality of the State of Oklahoma all necessary forms and reports prepared in conjunction with the water and sewer services provided by the City.  
Random Drug Test and Drug Abuse Program Administrator  
Coordinator of safety programs  
Coordinate the bidding processes  
Maintain records for the Ferguson Home.  
File and advertise documents concerning Elections for the City of Watonga.  
Coordinate the renting of the City Buildings used by the Public.  
NODA and CDBG Grants  
Prepare FEMA documentation for all disaster claims as required  
Technology Administrator  
Any other current duties.

20. **Consideration, Discussion and Action:** For Executive Session pursuant to Title 25 O.S. Section 307 (1 & 4): To discuss and/or review change of the current contract / terms for City Attorney.

21. **Consideration, Discussion and Action:** Changes to the current contract / terms for the City Attorney.

22. **Council Comments:**

23. **Mayor Comments:**

24. **Adjourn:**