**CITY OF** **SPENCER**

**Regular Joint City Council & Utility Authority Meeting**

**Thursday, May 20, 20221 at 7:00 p.m.**

Pursuant to legal notice required by the Oklahoma Open Meeting Act, including posting of an agenda as required by the terms, thereof, the Spencer City Council & Utility Authority met in regular session on May 20, 2021, in the Municipal Building (City Hall), 8200 N.E. 36th Street, Spencer, Oklahoma 73084.

**Item No.**

1. Meeting was called to order at 7:07 p.m.
2. Roll Call and declaration that a quorum is present.

|  |  |  |
| --- | --- | --- |
|  | **Present** | **Absent** |
| Chairman/Mayor Calvin | X |  |
| Vice Chairman/Mayor Scanlan | X |  |
| Trustee/Council Member Williams | X |  |
| Trustee/Council Member Fair | X |  |
| Trustee/Council Member Canaday |  | X |

**A quorum was declared, and the meeting went forward.**

1. The Flag Salute lead by Vice Mayor Scanlan and Invocation by Chairman/Mayor Calvin
2. Nomination and Appointment of the Mayor and Vice Mayor of the City of Spencer.

Vice Chairman/Mayor Scanlan motioned to nominate current Chairman/Mayor Calvin as Mayor for another term and Trustee/Council Member Fair seconded the motion. The vote was as follows: Yeas: Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin. Abstain: None Nays: Trustee/Council Member Williams.

Nomination and Appointment of the Vice Mayor of the City of Spencer.

Trustee/Council Member Fair motioned to nominate current Vice Chairman/Mayor Scanlan as Vice Mayor for another term and Chairman/Mayor Calvin seconded the motion. The vote was as follows: Yeas: Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin. Abstain: None Nays: Trustee/Council Member Williams.

1. Citizens desiring to be heard Citizens desiring to be heard will be given three (3) minutes to speak on any item on the agenda. Citizens must have signed up by 12 Noon the Wednesday before the meeting to be recognized. Public Participation Resolution # 35-07-05.

**Dianna Tubby – Not Present**

1. **NEW BUSINESS.** Discussion, consideration, and possible of New Business item/s, and direct City Staff to take appropriate action... (“New Business,” as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.)

**None**

1. **CONSENT DOCKET:** (individual items may be deleted from the Consent Docket under item #6).

7.1. Approval/Ratification of the Joint City Council & Utility Authority meeting minutes from April 15, 2021. (GG)

7.2. Approval/Ratification of April 2021 bi-weekly Payroll and Accounts Payables. (GG)

7.3. Approval/Ratification of Interlocal Mutual Aid Agreement between the City of Del City and the City of Spencer.

7.4. Approval/Ratification of Contract with City of Midwest City for Jail Services Agreement

7.5. Approval/Ratification of Contract with City of Midwest City for Animal Welfare Agreement

7.6. Approval/Ratification of Contract for Firefighters Agreement.

**Discussion**: Question was asked by Trustee/Council Member Williams if the statement can be revised regarding the birthday clause. Explanation was that the firefighter would use their personal leave. Statements cannot be changed because firefighter go through their union in which it would have to through arbitration to change any statements in their contract this is per the City of Spencer Attorney.

**Vice Chairman/Mayor Scanlan motioned to approve CONSENT DOCKET item 7.1-7.4 & 7.6. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

1. Discussion on items to be removed from the Consent Document. (GO & UA)

**Removed from Consent Docket item 7.5.**

**Discussion: For small animal detainment will be taken to the small shelter behind the Police Department and the larger animals will be taken to the Part-time Animal Welfare officer’s property until they can fine, tag or dispose of the animal.**

**Vice Chairman/Mayor Scanlan motioned to approve Consent Docket item 7.5. Chairman/Mayor Calvin seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams Vice Chairman/Mayor Scanlan and** **Chairman/Mayor Calvin Abstain: Nays:**

**9. BUSINESS AGENDA:** Discussion consideration and possible action:

9.1. Discussion and approval of Audit by Elfink & Associates.

Discussion: Elfrink and Associates presented the audit for fiscal year June 30, 2020. The areas that were audited where the City of Spencer and the Spencer Utility Authority. Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. There are four Opinion Units governmental activities, business type activities, each major fund which includes general fun and utilities authority fund. Elfrink and Associates responsibility is to provide an opinion as to the fair presentation of the financial statements including the modified cash basis of accounting as describe in the financial statement footnotes 1B. Elfrink is pleased to say that their opinion was unmodified for all four opinion unites. There were no chances in the financial statement transportation. There was a significant estimate associated with the useful life of capital assets based on historical experience as well as practiced by similar entities. Elfrink highlights of our financial statements was the city’s token net position at the government level increased by $150,923. The city showed a net position of 900 and that was for each of the 12 financial statement the council has now that shows the net position of $987,168. This includes $716,045 in capital asset net of related debt and $521,828 deposited in trust accounts for direct debt service. After subtracting these amounts the city had been in an unrestricted position of $250,070. During the year, the city suspended government activities for $1,000,442 and one funded by program revenues of $209,327 and further funded and transfers that total $1,0062,196 you can find this information on page 13 of the financial statements.

For the full audit report audit report, you may go to YouTube search for City of Spencer Council meeting May 20, 2021, or use the link provided <https://youtu.be/8jixf3yACOY>.

**Vice Chairman/Mayor Scanlan motioned to approve approval of Audit by Elfink & Associates. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Williams Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Nays:**

9.2. Discussion and approval of Hinkle & Company as Auditors.

Discussion regarding item #9.2. is available on YouTube search for City of Spencer Council meeting May 20, 2021, or use the link provided <https://youtu.be/8jixf3yACOY>.

**Trustee/Council Member Fair motioned to approve approval of Hinkle & Company as Auditors. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Williams Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Nays:**

9.3. Project Consultant Update:

A. ODEQ-Sunset Cleanup

B. IQC Vision 23

1. ODEQ-Sunset Cleanup
   1. We are nearing the end of this project. We have the sign here at City Hall. Mr. Long stated that he has talked with Takisha will work with Public Works to get the signs placed on the property. Mr. Long informed the council that this is a $18,000 grant which is the first grant that has been received by the city to go in and clean up a piece of property that was literally a landfill and being used as a landfill and people being charged to use it as a landfill in our city and it was a bad situation. This is a two-phase project once we get the initial surface cleaned then we are going to go back and probably apply for another grant because likely there is probably some underground debris that has been deposited on that site that will require cleanup as well. In talking with ODEQ they felt, and I agreed totally our best position let us aesthetically get it cleaned up, so we have a nice-looking neighborhood. He also mentioned that there is a new house being built right there along that site. Because of the weather the contractor is near completion but due to the inclement weather it has been delayed. After everything is complete will be submitting the invoice to ODEQ for payment
2. IQC Vision 23 update
   1. Mr. Long stated that we are rounding the corner on this project nearing completion. For the council’s information this project is a rebranding of 23rd Street collaboration with the City of Midwest City and working with them doing something dynamic on 23rd street. The project will run from Midwest Blvd to Post Road. Also, in the incorporation into the county as we go further east. By including Sooner Road to this project, it will incorporate the county’s portion into it and getting them to also recognize this total project and get their buy in as well. Mr. Long explained what this will do through this collaboration we would mirror ordinances; we would work with Midwest City, and they will work with the City of Spencer. He continued to say that we could add in the code enforcement of this project. We would look at the potential of sidewalks, beautification of 23rd street, signage and traffic patterns, traffic hazards, looked at ingress and egress. Mr. Long stated that there are about 23 OU students working with us on this project and he wanted to tell the council that they have done an incredible job. He also said that they will be doing will be working with the chamber and do a collaboration with them. This will be included Spencer Chamber as well as Midwest City Chamber. They will be making a presentation to our people and Midwest City from that we are going to set strategy because there is a survey that goes along with this, so we want to know what the business owners on 23rd street what they are looking for and to get their input. It is particularly important that we get their input because it is essential and critical in this entire process. Once the survey goes out and once

9.4. Discussion and approval of change order number 1 to smart meter project to add commercial meter at cost of $58,629.50.

**Discussion****:** Detailed information is provided in the council’s agenda packets. To hear the full discussion is available on YouTube search for City of Spencer Council meeting May 20, 2021, or use the link provided <https://youtu.be/8jixf3yACOY>.

**Vice Chairman/Mayor Scanlan motioned to approve of change order number 1 to smart meter project to add commercial meter at cost of $58,629.50. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

**Trustee/Council Member Williams motioned to approve Emergency Clause for item 8.3. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas:** **Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Canaday Nays:**

9.5. Discussion and approval for Food Truck Event for City of Spencer, June 25, 2021.

Discussion: City Manager Jackson, stated that when she was hired, she came in as a community outreach specialist and director. She was responsible for and asked to do was create some activities that would allow the citizens to feel valued again and give them a reason to get out and socialize with one another and to create some revenue driven things. It was suggested by some citizens that a Food Truck Friday would be great to have. This will allow us to receive vendor fees and then also sales tax. She also feels that this would be a cool thing for us to have in Spencer since we do not really get to have these types of events/activities in our area. The question was asked were will it be held and the proposed location will be McCoy Park behind City Hall. Currently waiting on the completion of the tree limb removal. Tentative date is June 25, 2021. If the removal has not been completed by this date, we will have to look at a new date.

**Trustee/Council Member Williams motioned to approval for Food Truck Event for City of Spencer, June 25, 2021. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

9.6. Discussion and approval to work with Oklahoma County Health Dept. (OCCHD) to offer vaccinations for Back-to-School students in the Spencer area.

Discussion: City Manager Jackson reached out to some partnerships and relationship that she had made before coming to the City of Spencer and bring some resources to an under-resourced community. Through this partnership they have been wanting to provide services out in the Spencer community and did not have a contact with OKCPS to focus on Spencer’s students for vaccinations for the school year, because the numbers have been so low in the Spencer community. They are wanting to create a Hub that the Spencer community can come to out in this every and will not have to travel to city for the services.

**Trustee/Council Member Fair motioned approval to work with Oklahoma County Health Dept. (OCCHD) to offer vaccinations for Back-to-School students in the Spencer area. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Williams Nays:**

9.7. Discussion and approval to work with Embark to provide transportation to Seniors at Roscoe Dunjee Senior Living Center residents twice a month.

**Trustee/Council Member Williams motioned approval to work with Embark to provide transportation to Seniors at Roscoe Dunjee Senior Living Center residents twice a month. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

9.8. Discussion and approval to order name plates for Tonni Canaday, Renita Fair and LaTonya Williams. Approximately $50.00 dollars for all three (3).

**Trustee/Council Member Fair motioned approval to order name plates for Tonni Canaday, Renita Fair and LaTonya Williams. Approximately $50.00 dollars for all three (3). Trustee/Council Member Williams seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

9.9. Discussion and approval for Code of Conduct.

**Discussion:** Detailed information is provided in the council’s agenda packets. To hear the full discussion is available on YouTube search for City of Spencer Council meeting May 20, 2021, or use the link provided <https://youtu.be/8jixf3yACOY>.

**Vice Chairman/Mayor Scanlan motioned approval for Code of Conduct. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams,** **Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

10. Remark and Comments

Will hold remarks and comments until the end of the Utility Authority meeting.

11. RCC Adjournment:

**Time meeting adjournment: 8:45 p.m.**

**Vice Chairman/Mayor Scanlan motioned to Adjourn. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

**PAUSED CITY COUNCIL TO MOVE TO UTILITY AUTHORITY MEETING: 8:46 P.M.**

**1. Meeting of the Utility Authority meeting was called to order at 8:46 p.m.**

2. Roll Call & Declaration - Quorum is still Present.

**3. CITIZENS DESIRING TO BE HEARD:** *Citizens desiring to be heard will be given three (3) minutes to speak on any item on the agenda. Citizens must have signed up by 12 Noon the preceding Wednesday before the meeting in-order to be recognized.* (Public Participation Resolution #35-07-05)

**None**

**4.NEW BUSINESS:** Discussion consideration and possible actions of New Business items to direct City Staff to take appropriate action. (“New Business,” as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.) (UA)

**None**

5. CONSENT DOCKET: (individual items may be deleted from the Consent Docket under item #6). Assignment

5.1. Approval/Ratification of the Joint City Council & Utility Authority meeting minutes from March 18, 2021. (GG)

5.2. Approval/Ratification of April 2021 bi-weekly Payroll and Accounts Payables. (UA)

5.3. Approval/Ratification of Contract with City of Midwest City for Animal Welfare Agreement

**Vice Chairman/Mayor Scanlan motioned to approve the CONSENT DOCKET items 5.1-5.3. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Williams Nays:**

6. Discussion, consideration, and possible action on items removed from the Consent Docket.

**None**

**7.** BUSINESS AGENDA: Discussion, consideration, and possible action:

7.1. Discussion and approval of Audit by Elfink & Associates.

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**Vice Chairman/Mayor Scanlan motioned to approve approval of Audit by Elfink & Associates. Chairman/Mayor Calvin seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Williams Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Nays:**

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7.3. Discussion and approval of change order number 1 to smart meter project to add commercial meter at cost of $58,629.50.

**Discussion:** Detailed information is provided in the council’s agenda packets. To hear the full discussion is available on YouTube search for City of Spencer Council meeting May 20, 2021, or use the link provided <https://youtu.be/8jixf3yACOY>.

**Trustee/Council Member Fair motioned to approve approval of Hinkle & Company as Auditors. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Williams Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Nays:**

7.4. Project Consultation Update:

A. Smart Meter

B. INFRAMARK Transition

C. Water/Wastewater Improvements

**Updates:** To hear the full discussion is available on YouTube search for City of Spencer Council meeting May 20, 2021, or use the link provided <https://youtu.be/8jixf3yACOY>.

7.5. Discussion of bid for Waste Management/ trash services.

**Discussion:** Detailed information is provided in the council’s agenda packets. To hear the full discussion is available on YouTube search for City of Spencer Council meeting May 20, 2021, or use the link provided <https://youtu.be/8jixf3yACOY>.

**Vice Chairman/Mayor Scanlan motioned to approve Waste Management/ trash services. Trustee/Council member Williams seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

7.6. Discussion to declare old water meters for surplus.

**Trustee/Council Member Williams motioned to approve old water meters for surplus. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

**8.** Remarks and Comments.

No Comment:

Trustee/Council Member Williams: Is excited to work with the Council

Trustee/Council Member Fair: Welcomed the newest member of the council Mrs. Williams. Wished her much success.

Vice Chairman/Mayor Scanlan: Also, welcomed Mrs. Williams to the council.

City Manager Jackson: Wanted to say thank you again for the giving her the opportunity to service. Looking forward to the projects that we have going on. Especially the meters being swapped out, the different things that the fire department is doing. As well as the relationship we are continuing to build outside of Spencer. There are a lot of interested parties that want to come in and be a resource to Spencer.

Mr. Long: Declaring the future is bright for Spencer, OK that will have to start issuing out Ray-Bans to all the citizens.

Chairman/Mayor Calvin: Thanked Ms. Mary for sitting through the meeting as well as Ms. Brenda Mendoza for doing the videoing of the meeting and Ms. Takisha. Thanked Mrs. Williams thank you for being here and being an apart of the council and helping us to continue to move forward.

9. Adjournment

The City Council & Utility Authority meeting adjourned at 9:09 p.m.

**Vice Chairman/Mayor Scanlan motioned to Adjourn. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Williams, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

Respectfully Submitted,

Tanya Mustin

Tanya Mustin, Minute Taker