**CITY OF** **SPENCER**

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

**Thursday, March 18, 2021 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 March 18, 2021, via Zoom virtual meeting.

**Item No.**

1. Meeting was called to order at 7:05 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 Talley |  | 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. 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 in order to be recognized. Public Participation Resolution # 35-07-05.

**None**

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.)

**Keith Hilterbran 5634 N Douglas Blvd, Spencer, OK 73084. Suggested that the City would have available online the fencing and code requirements. Stating that it would make the process a lot easier.**

**Danell Tipton 4500 N Outpost, Spencer, OK 73084. Stated that he would like to be a part as well as have a voice with what’s going on with our city parks in particularly Kringlen Park since he’s held numerous Rodeos for years held there. Also, stated that he would like to be on the Park Board.**

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

6.1. Approval/Ratification of the Joint City Council & Utility Authority meeting minutes from

January 15, 2021. (GG)

6.2. Approval/Ratification of the Joint City Council & Utility Authority meeting minutes from

February 18, 2021. (GG)

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

6.4. Approval/Ratification of Ordinance for adopting and enacting the codifying of all ordinances. **REMOVED for more discussion**

6.5. Discussion, consideration, and possible action on extending mask resolution to July 1, 2021

**Vice Chairman/Mayor Scanlan motioned to approve CONSENT DOCKET item 6.1, 6.2, 6.3 & 6.5. 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 Canaday Nays:**

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

6.4. Approval/Ratification of Ordinance for adopting and enacting the codifying of all ordinances.

Discussion: City Attorney Vincent stated the 2017 for some reason it was not done. The plan is to bring it up to date and will continue to get codify to bring current.

**Trustee/Council Member Canaday motioned to Approval/Ratification of Ordinance for adopting and enacting the codifying of all ordinances. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

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

8.1. Preliminary Plat of Chisolm Springs Subdivision (Planning Commission Recommended Conditional

**Vice Chairman/Mayor Scanlan motioned to approve Preliminary Plat of Chisolm Springs Subdivision (Planning Commission Recommended Conditional. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

8.2. Lot Split Tiffanie Carter, Tract A: 2610 Donna Lane, Spencer Oklahoma (Planning Commission Recommended Approval)

**Vice Chairman/Mayor Scanlan motioned to approve Lot Split Tiffanie Carter, Tract A: 2610 Donna Lane, Spencer Oklahoma (Planning Commission Recommended Approval). Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

8.3. Redistricting Public Hearing Requesting Change in Zoning from R-1Single Family Dwelling District to R-2 Two Family Dwelling District by property owner Tiffanie Carter for the following described property: Legal Description: The North 98.21feet of Lot 5, Block 1, Petty Heights, an Addition to Oklahoma County, Oklahoma containing 8,973.10 square feet or 0.206 acres, more commonly known as 2610 Donna Lane, Spencer, Oklahoma (Planning Commission Recommended Approval)

**Vice Chairman/Mayor Scanlan motioned to approve Lot Split Tiffanie Carter, Tract A: 2610 Donna Lane, Spencer Oklahoma (Planning Commission Recommended Approval). Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

8.4. Rezoning approved Ordinance to change the zoning map from R-1 district at 2610 Donna Lane, Spencer Oklahoma (Separate Vote on emergency Clause)

**Vice Chairman/Mayor Scanlan motioned to approve Rezoning approved Ordinance to change the zoning map from R-1 district at 2610 Donna Lane, Spencer Oklahoma (Separate Vote on emergency Clause). Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

**Vice Chairman/Mayor Scanlan motioned to approve Emergency Clause for item 8.4. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:**

8.5. Library proposal: Mayor Calvin Frank; **Report only**

For the past two years several citizens have strongly wanted a stand-alone library for the City of Spencer. Mayor Calvin and the citizens has been in contact with Metropolitan Library to bring this desire to fruition. This project will be a long-term process in which the process which is projected take at least ten years. During the meeting with Metropolitan Libraries strong discussion were had and Metropolitan Libraries want to really a library for the City of Spencer. Mayor Calvin also reported the discussion of a location for the library which need to be on at least 2-3 acres. The suggested location is the south edge of Kringlen Park. For the interim is having a Kiosk in which a person can order materials to checkout and will be delivered through the Kiosk. Proposed location for the Kiosk because of the size need is next to the Senior Citizen building. The City will be required to provide electricity, a metal covering awing and a valance.

8.6. Project Consultant Update:

1. Kringlen Park & Kringlen Park Debris Removal
   1. Mr. Long reported that the demolition company has been asked to stand down on the project until all the debris has been removed. The next step will be to setup a meeting with the Park Board regarding the growth development of the park. Final inspection will be made some time next week.
2. Kringlen Park Debris Removal (See items A.)
3. ODEQ-Sunset Cleanup
   1. Several inspections had been made at this site. Mr. Barry Kindle was the contractor and is doing an incredible job. Meet with Mr. Kindle on some additional items that we did not feel sufficient. He is working on that. Final inspection for this should be early next week. Once this is complete that is Phase 1 of the project. We asked him to provide a bid on Phase 2 and that is to the south of the existing two properties that was authorized for condemnation. We are in the process of working that plan of that will come to council. We also asked him to give us a bid on that project as well. Third, finally there is a house just off Sunset as you enter the south portion of that property that we cleaned up which was approved by the council. They will be providing a price for this clean up. This project is coming along quite well. Finally, after all of this we will be looking into security cameras and working on signages. This is the first grants from ODEQ that Spencer has ever received.
4. IQC Vision 23 update
   1. Finally contacted the University of Oklahoma and contacted City of Midwest City and we plan to meet on March 31st. This will be the small administrative committee. You will hear more about that and receiving your invitations. This will give us the opportunity to develop strategy and logistical plans. The city-wide meeting will be coming soon. Also talked with OU about the opportunity for Interns in the area of planning and zoning. They will be submitting resumes for review. Once Mr. Long receive those, he will turn them over the City Manager for further discussion.

8.7. Animal Bites...Report only: Councilwoman Canaday

1. Report only...Councilwoman Canaday: Re directing staff to update policy & procedures to reflect local procedures, as well as new State Health Dept. procedures, for reporting all animal bites.
   1. Dog bites – Updates: Report was generated to the State Health Department wants to make sure this is updated.
2. Report only... Councilwoman Canaday: Update and review of staff regarding fencing as it pertains to domestic and livestock on the loose.
   1. Ask staff to review existing codes for fencing livestock/dogs.
3. Report only...Councilwoman Canaday: Finalized code that was produced regarding property minimum and description for livestock.

**No report but only requesting staff to gather the afore mentioned information.**

9. Remark and Comments

10. RCC Adjournment:

**Time meeting adjournment: 7:50 p.m.**

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

**PAUSED CITY COUNCIL TO MOVE TO UTILITY AUTHORITY MEETING: 7:50 P.M.**

**1. Meeting of the Utility Authority meeting was called to order at 7:50 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)

**Lisa Janloo, 8621 NE 52nd Street, Spencer, OK 73084. As the Vice President of the Spencer Chamber of Commerce she wanted to lend support to Keith Hilterbran for his business zoning be acted on in a timely matter.**

**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

January 15, 2021. (GG)

5.2. Approval/Ratification of the Joint City Council & Utility Authority meeting minutes from

February 18, 2021. (GG)

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

**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 Canaday 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. Authorizing Spencer Utility Authority to pursue Cares Entitlement Funding in the amount of approximately 650,00 under the CARES ACT for the purpose of refurbishing City of Spence utility storage facility i.e., Water Towers... Mayor Frank Calvin

**Discussion**: Mayor Calvin stated that the State will distribute the CARE Act to under 50,000 municipalities. The estimated allotment expected is $640,000 - $650,000. The allotment will be used to upgrade the Water System and Water Towers.

**Trustee/Council Member Canaday motioned to approve Authorizing Spencer Utility Authority to pursue Cares Entitlement Funding in the amount of approximately 650,00 under the CARES ACT for the purpose of refurbishing City of Spence utility storage facility i.e., Water Towers. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays**

7.2. Ratification of the service contract for Waste-Water services during the most recent

inclement weather, provided by lnframark, LLC.

**Discussion**: Mr. Long requested a full report from Inframark, LLC. on the water plant that has been down for a long period of time. Inframark came out man the plant they got everything fixed and as of Monday the plant is fully operational. Currently a person is out at the plant once a week to make sure that it is still working properly. Mayor Calvin gave a thank you to the City Manager and the staff for working on this project.

**Trustee/Council Member Canaday motioned to approve Ratification of the service contract for Waste-Water services during the most recent inclement weather, provided by lnframark, LLC. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays**

7.3. Awarding Water/Wastewater Operations Proposal to lowest and best bidder and authorizing City Attorney and staff to negotiate agreement for City Council/Utility Authority approval.

\*A copy of the summary has been provided in the Council’s packets.

**Trustee/Council Member Canaday motioned to approve Awarding Water/Wastewater Operations Proposal to lowest and best bidder and authorizing City Attorney and staff**

**to negotiate agreement for City Council/Utility Authority approval. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays**

* 1. **Project Consultant Update:**

**City Engineer Peacock Reporting:**

A. REAP Grant 50ᵗʰ Street Waterline Replacement for Shadynook to Baker

Started work on the waterline, received approval from ODEQ and the contractor has moved in on that site and started working on this project.

B. Water/Wastewater Pump & Lift Stations Improvements

Completed and repairs, replaced all the piping in the well house and the well is back online. Will be bringing in an external storehouse for necessary supplies for the water/wastewater pump and lift stations for disinfection.

C. Water Tower Inspections

One problem has developed at the 33rd Street Water Tower has developed a leak and we will have to drain that and inspect it. We will probably have to do that prior to the Care Act funding come in it will take at least 60 days.

**Mr. Long Reporting:**

D. Smart Meter Update

Good news is on Monday, March 22nd will Jay Jenkins Comp Tech is the collector installer. Bill, City Manager Jackson and Mr. Long will need to meet onsite at 1 p.m. on Monday. They will begin the installation it will take about three days. They will do a total inventory. Once the collectors are installed, he stated that City Manager has been working to receive the sim cards ordered they will be working with the individuals. City Manager stated that the sim cards are in. This project is working expeditiously

E. Wastewater Treatment Plant Assessment & Startup

Enough has been said earlier regarding the Wastewater Treatment plant

F. Lift Station Generator Fuel Plan

Good news is Matthew Trenching carries fuel with them. They have agreed to refuel every generator that the city has and now is all is not operational.

**8.** Remarks and Comments.

No Comment:

Mr. Long: Said that he appreciates all the kind words. He said that it has never been an I it We, we are a team and without the team we wouldn’t get anything done.

Trustee/Council Member Canaday: We are coming into Tornado season and would like to Council members to identify available shelters in the city.

Trustee/Council Member Fair: Commends the City staff, Mr. Long, Council members Public Works on their work regarding the infrastructure of the city. Hats off to you.

Vice Chairman/Mayor Scanlan: Commends Mr. Peacock and Mr. Long for bringing our infrastructure up to date. Also, Shamia Jackson for stepping up and taking control to get things done as well as Mayor Calvin. Also, remember Council elections will be April 6th.

City Manager Jackson: It has been a pleasure to serve the City of Spencer. She stated that she will remain genuine and be ethical to the growth of the city. Also, thanked Mr. Long and Mayor Calvin for the guidance and support.

Chairman/Mayor Calvin: Thank you to the council and staff for making things happen to move Spencer forward. Thanked Ms. Jackson for how she handled everything well even with obstacles.

9. Adjournment

**The City Council & Utility Authority meeting adjourned at 9:12 p.m.**

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

Respectfully Submitted,

Tanya Mustin

Tanya Mustin, Minute Taker