**CITY OF** **SPENCER**

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

**Thursday, April 15, 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 April 15, 2021, via Zoom virtual meeting.

**Item No.**

1. Meeting was called to order at 7:01 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.)

**None**

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 March 18, 2021. (GG)

6.2. Approval/Ratification of City Council Special Meeting minutes from April 8, 2021. (GG)

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

**Vice Chairman/Mayor Scanlan motioned to approve CONSENT DOCKET item 6.1-6.3. Trustee/Council Member Talley seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Talley 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)

**None**

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

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

**Tabled until next meeting**

8.2. Project Consultant Update:

A. Kringlen Park

B. ODEQ-Sunset Cleanup

C. IQC Vision 23

1. Kringlen Park
   1. Mr. Long reported that he visited with the City Manager today regarding Kringlen Park. Stating that the last action with council was everything will be on hold until everything had been cleaned out, the chips especially. The chips are still there so we are still on hold. This afternoon the Chair of the Park Board called that in the coming weeks to go look at a couple parks in the metropolitan area. Mr. Long told him to give him a call when he is available. He also stated that they will sit down and reiterate what was going to be discussed at the regular Park Board meeting. The plan is to meet in a couple weeks from tonight.
2. ODEQ-Sunset Cleanup
   1. In the process of getting this project completed. Two lots have been cleaned, signs have been ordered and we will submit for reimbursement of funds from ODEQ.
3. IQC Vision 23 update
   1. It is back on track. Mr. Long stated that he had two meetings one with IQC out of Midwest City and OU and one with Spencer and OU. They are in working a community wide survey and once the survey completed it will go out to the citizens of Spencer to get their perspective of 23rd street and all the things that are involved with this project. Mr. Long stated that he was extremely impressed the details that the OU students were evaluating. They looked at ingress, egress, crime, traffic, zoning etc. Once this is completed we will have another meeting around mid or end of May. Then we will come to planning commission and council for review and consideration.

8.3. Ordinance Amending Lot Width in the R-1 District to 50 feet.

**Discussion**: Detailed information was provided in the council’s agenda packets. Mr. Eaton presented this ordinance was recommended by the Planning Commission and submitted to the Council for final approval. There are a couple reasons what this ordinance is being brought forward. The current subdivision and design standards conflict with our R1 zoning requirements with the width of the lots. The subdivision regulations allow the lots to have 50ft at the front building lots when the preliminary and final plats are prepared. R1 zoning district ordinance requirements is 60ft. So, we have a developer who has followed the subdivision regulations and designed several of his plats at 50ft. Mr. Eaton informed him that he would need to he would not be able to receive a building permit unless the city council changes it ordinance in the R1 district to allow for 50ft lots. Mr. Eaton stated that other reason for this discussion is we have received several people who want to build a house on that they cannot build unless they go to the council for change. Basically, we need to bring our subdivision regulations and R1 district zoning into a match. Mr. Eaton also stated that the standard zoning changes will be published if council approves.

**Vice Chairman/Mayor Scanlan motioned to approve Ordinance Amending Lot Width in the R-1 District to 50 feet. Trustee/Council Member Talley seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Fair, Trustee/Council Member Talley, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Canaday, Nays:**

**Trustee/Council Member Talley 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 Talley, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Trustee/Council Member Canaday Nays:**

8.4. Authorization to clean 3.30-acres of illegal dump site at 5301 Sunset Terrace, Spencer, Oklahoma at contractor bid of $8,500.

**Discussion**: Mr. Eaton reported that Phase 1 will be reimbursed by ODEQ. Phase 2 of $8500 will also be reimbursed from ODEQ. This is part of the illegal dump site on Sunset Terrace.

**Trustee/Council Member Talley** motioned to approve Authorization to clean 3.30-acres of illegal dump site at 5301 Sunset Terrace, Spencer, Oklahoma at contractor bid of $8,500. Vice Chairman/Mayor Scanlan seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair, Trustee/Council Member Talley, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays:

8.5. Demolition of 5131 N Sunset Terrace – contractors bid of $4,000.00

**Mr. Eaton requested that item 8.5 be removed from the agenda. He stated that the residents had not been properly notified.**

9. Remark and Comments

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

10. RCC Adjournment:

**Time meeting adjournment: 7:34 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: 7:34 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)

**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 March 2021 bi-weekly Payroll and Accounts Payables. (UA)

**Vice Chairman/Mayor Scanlan motioned to approve the CONSENT DOCKET items 5.1-5.2. 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:**

5.3. Approval/Ratification of FY2020 Annual Financial Report.

Tables until next meeting

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

**None**

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

7.1. Project Consultation Update

A. Smart Meter

B. INFRAMARK Transition

C. Water/Wastewater Improvements

1. Smart Meter
   1. Mr. Long stated during the council meeting that the smart meter project is

We have had several meetings with our Smart Meter people, all the electrical work has been completed on the towers, the three collectors have been installed and the team that is out installing the meters has targeting 25 meters a day. He also wanted to commend the Public Works department for staying ahead of the installers. They have changed out 15 meters boxes and that is a huge detail for them to achieve. The City Manager has set goals for them to achieve to stay ahead in this project.

The consummation of this project will be within two to three weeks at the most. They are moving rapidly on this project Mr. Long also reported that during all of this we have been coordinating with four different contractors that involves electrical, installation of the collectors, waterline installers and the meter installers. Everything is going smoothly with this process. We did experience a small glitch on the electrical side but was still able to complete all the electrical work in one day. Inframark is in the process of transitioning. They will be evaluating every aspect of our systems (water and sewer). Project Manager from Inframark, City Manager and Mr. Long met and discussed several issues as well as prioritize several issues. Need to have as well as want to have. One of the things that was discovered the blowers was pulling 260 amps and every time it was turned on it was blowing fuses. The blower was exceeded over 60 amps beyond its capacity and flipping the switches. It is critical to have both blowers working. If one goes down, then you are back to ground zero and you will have to literally start over.

1. Water/Wastewater Improvements
   1. Mr. Long reported that everything is moving forward. Talked with the engineer he is in the process of working up the specs for rehab of all the water towers. McClain electric is working currently at Donna Lane doing all the improvement at the station. Once that finished then Matthew trenching will move over to the Post Road site. And remove all the deteriorating piping from the chlorine injection system. Once they complete the REAP Grant on 50th they will move to Post Road.

Everything is moving as it should be. Mr. Long thinks you will be incredibly pleased with the final project.

7.2. Discussion and approval for purchase of Blower #1 for Waste-Water Treatment Plant – cost $8950

**Discussion**: Mr. Long suggested to the City Manager to go ahead and get this taken care now before they take over that plant. That way you still have the $25,000 in the maintenance account because we do not know what is ahead.

**Vice Chairman/Mayor Scanlan motioned to approve purchase of Blower #1 for Waste-Water Treatment Plant – cost $8950. Trustee/Council Member Fair seconded the motion. The vote was as follows. Yeas: Trustee/Council Member Canaday, Trustee/Council Member Fair, Trustee/Council Member Talley, Vice Chairman/Mayor Scanlan and Chairman/Mayor Calvin Abstain: Nays**

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

**Tabled until next meeting**

**8.** Remarks and Comments.

No Comment:

Trustee/Council Member Canaday: Would like to start forecasting as we begin working on budgeting yea and created a five-year budget projection. She stated that this will be a huge help for the City of Spencer. Especially if it is not an emergency every time.

Trustee/Council Member Fair: Agreed with Council Member Canaday regarding Budget forecasting.

Trustee/Council Member Talley: Congratulations to Mr. Scanland and Mr. Calvin for their election win. Also, encourage the City of Spencer to keep moving forward.

Vice Chairman/Mayor Scanlan: Excited that the transition of Inframark is going well. He stated that he appreciates everyone working together for a better Spencer

City Manager Jackson: Wanted to say thanks to everyone for their continued efforts and to the council for making sure that all your concerns are brought to the forefront so that we can address them. Really excited about the growth and agree with Mr. Talley that we are definitely moving forward. Also, agrees with Mrs. Canaday being transparent as all our department will help us and the relationship that we are developing with Inframark will help us to meet that goal. Looking forward to working with everyone.

Chairman/Mayor Calvin: Thank you to Mr. Talley for his time served on council and the all the things he as done for the City of Spencer. It has been a great pleasure serving with Mr. Talley. Welcome Ms. Williams to the council. She will be sworn in on this Monday. Looking forward to working with her. To the staff and Chamber of Commerce thanks for doing a great job.

9. Adjournment

The City Council & Utility Authority meeting adjourned at 7:59 p.m.

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

Respectfully Submitted,

Tanya Mustin

Tanya Mustin, Minute Taker