



WATONGA CITY COUNCIL MEETING MINUTES FOR NOVEMBER 16, 2021

In accordance with the Oklahoma Open Meeting Law, this Agenda was posted November 12, 2021 Prior to 5:00 PM at the Main Street Entrance of Watonga City Hall, located at 410 West Main Street, Watonga, Oklahoma.

The City Council of the City of Watonga did meet at 6:00 PM on Tuesday, November 16, 2021 in the Conference Room of Watonga City Hall, located at 410 W. Main Street, Watonga, Oklahoma for a scheduled meeting.

Invocation & Pledge of Allegiance:

Council Present: Mayor Bill Seitter, Travis Bradt, Allen Cowan, Lindsey Doyel, Ladina Willis. Also present, City Manager Karrie Beth Little, City Attorney Jared Harrison and City Clerk Verlen Bills.

Declaration of a Quorum: at 6:01 PM.

AGENDA

1. **Approve the Minutes** of the previous Council Meeting held October 19, 2021.

Motion to approve the Minutes of the previous Council Meeting held October 19, 2021 was made by Allen Cowan and seconded by Lindsey Doyel.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

2. **Approve the Minutes** of the Special Council Meeting October 28, 2021.

Motion to approve the Minutes of the Special Council Meeting held October 28, 2021 was made by Travis Bradt and seconded by Ladina Willis.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

3. **Approve the Monthly Reports** from EMS, Fire Department, City Treasurer, Library, Police Department, Community Development, Park's Department, Light & Water Department, Street & Alley Department and the Airport.

Mr. Cowan asked of City Treasurer Rodney Jacks about the current balance of the General Fund and why is it so low?

Mr. Jacks: There have been more expenses from the General Fund this year over last year. We have had to pay EMS payroll from the General Fund because the lack of County 522 Funds, that is coming up in the agenda. And there were three payrolls in one month. It has been a perfect storm. We will get the EMS funds put back after we get an agreement with the County 522 Board. Our timing is adjusting as we move to paying invoice from once a month to every 2 weeks and this should balance out shortly.

Expenses are up, for a long time we have been moving just \$100,000 a month from Light and Water into the General Fund. We are talking about increasing this to \$125,000 a month. It does look bad on paper at the moment but we should recover and get things aligned next month.

Mr. Cowan thanked Ms. Little and Mr. Jacks for all the reports. He appreciates the information.

Mayor Seitter asked, is this cutting into our carryover that we allowed for in the budget?

Mr. Jacks replied, yes this is cutting into this some and he explained having to move some funds around to help the situation.

Ms. Little: We have increased expenditures, but we have not increased the amount we receive from Light and Water into the General Fund. It has been \$100,000 per month for some time. I think we need to adjust this up to \$125,000 to offset the increase in expenses.

There was discussion as to why and how we need to adjust this. The consensus was, we cannot keep spending more with out increasing more.

Mr. Jacks, another item I need to mention, is that some of the moving expenses that should have been paid from the Sales Tax account got paid from the General Fund and I need to transfer Sales Tax funds to cover this.

There was discussion of Oil and Gas revenues and how that is reflected in the different accounts.

Mayor Seitter commented about the drop in Sales Tax.

No one could offer an explanation.

Dacia Phillips with RS Meacham offered that there is a confidential report available to some but we must be careful how this information is disbursed.

Ms. Phillips and Mr. Jacks thought this might be a time to look at that report to see why sales tax is down.

Mayor Seitter asked, where are we with Police Department staffing?

Ms. Little: We are in the process of hiring a full time officer and we have added two reserve officers to the schedule. We are only down one officer.

Motion to approve the Monthly Reports from EMS, Fire Department, City Treasurer, Library, Police Department, Community Development, Park's Department, Light & Water Department, Street & Alley Department and the Airport was made by Allen Cowan and seconded by Lindsey Doyel.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

4. **Review and accept the list of Claims** against the City of Watonga for the month of October 2021.

Mr. Cowan asked of Ms. Phillips: What causes the monthly payroll charge to fluctuate so much month to month?

Ms. Phillips: That is much more than just the cost of payroll. I think what you are looking at is our total billing for the month and that will fluctuate some. We recently did an internal audit and that took some hours to do. I do not have the detail billing with me, but some of that may have to do with the Estimate of Needs. We also assisted with preparation for the annual audit. The way our billing shows on the Invoice list may not be best way to abbreviate the description. Ms. Phillips offered to send out a detailed breakdown of their billing.

Mr. Cowan asked about the annual Turf Grass Research Foundation?

Ms. Little replied that is a conference that Park Superintendent Donnie Dunn and another Park Employee GR (Gene Ray Greer) are attending at this time. They will be back on Thursday.

Mr. Cowan asked, do we still have turf grass?

That is not just a turf grass conference, it is similar to Oklahoma Municipal League in that they cover a lot of different areas, including certifications.

Mr. Bradt asked, also in the Parks Department, it shows an invoice from J & P Supply dated 4/12/2021 and a due date of 5/12/2021.

Ms. Little: I will need to review that, but sometimes there is a lack of a proper date so the contract dates are used for the Invoice List.

Mr. Bradt: Do we have a dog?

Ms. Little: We do not have a Police Dog. That is for feeding dogs at the Dog Pound. We purchase food as needed. There may be times we do not have any dogs and other times we have several.

More discussion incurred of the Dog Pound and are we still trying to place dogs?

Mr. Cowan asked about the gas at the Love's Store. Do some of our Police Units hold \$110.00 worth of gas?

Ms. Little: I believe some of that might be combination of several units or more than one fill-up. We might be combining several invoices into one payment.

Interim Police Chief Jason Porter: I think that is several fill-ups over several days for a single unit.

Mr. Jacks: The billing runs on a weekly cycle. Gasoline Tax at Love's was discussed at the last Council Meeting. I have been talking with Love's to try and get Excise Tax removed, it is 34.9 cents per gallon. We should not be charging any gas to Love's at this time.

Mayor Seitter asked, is this an open account charge or is this on a fuel card?

Ms. Little replied, it is on a fuel card.

Mayor Seitter commented, we should continue to use our local vendors as much as we can. Love's has more convenient hours but they do not provide the service that our local vendors do.

The Council and attendants agreed with the Mayor.

Mr. Cowan asked about the Verizon Phone bill for the Police Department. He noted that some numbers are listed twice with the same dates for a total of 16 phones. Are we being charged twice?

Officer Porter replied, some of these are for the mobile hot spots for the patrol units for network access. We did an inventory and found that we do not have 16 units. Currently we have 9 units and the others were returned some time previous. I am not sure why they are still on the invoice.

Ms. Little: We discovered this error about a week ago, and I asked Officer Porter to do this inventory to try and get the Verizon billing properly adjusted.

Mr. Cowan thanked the efforts of Ms. Little and Officer Porter for working on some of these issues.

Motion to accept the list of Claims against the City of Watonga for the month of October 2021 was made by Travis Bradt and seconded by Ladina Willis.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

5. **Approve the Monthly Financial Report** for October 2021 from RS Meacham.

Ms. Phillips: This report is for the first four months of the fiscal year. We are a third of the way through this fiscal year. She explained what each of the columns show. The last column is the percentage column and that is what we're going to look at. As we are a third of the way through the year so we want expenditures to be 33.3% or less and revenues to be at 33.3% or greater.

Our total revenue in the General Fund is 41% so we are over budget. Most of our major sources of revenue exceeds budget. Sales Tax is at 42% and Use Tax is at 48%. There is some revenue categories that are under budget. Ambulance receipts are sitting at 25%. That may have to do with how claims are being filed and received. I am not concerned about this at this time. Franchise Tax is at 24%. Again, not something that bothers me because we do receive some Franchise Taxes annually. Police Revenues are down right now at 23%, but that could actually be that we have not transferred any funds over.

Mr. Jacks added that there is about \$12,000 in that account that could be transferred.

Ms. Phillips continued: The 522 receipts are at 25%, but we know why and that will be dealt with later in the agenda this evening.

We are holding expenditures down at 32%. General Government is over budget, but sometimes annual or quarterly payments insurance premiums can affect how this looks. Overall total expenditures look good. After transfers in and out, our expenditures exceed revenue by \$34,198. And, as Mr. Jacks noted earlier, this was a month with three payrolls, so overall this is not bad.

The next part of the report is the Light and Water. Our electric operating income, which is direct electric revenue, and direct electric expenses, we have an operating income of \$602,134 which is at 58% of budget. Water operating income is at \$132,054 which is 85% of budget. We did have a large expense of \$9150 for a four inch valve in that department this month. Sewer operating income is at \$26,254. We did actually budget a loss for this department so we are good there. Garbage revenue was also budgeted for a loss, but we have net income year-to-date of \$65,338. And then with administrative income, our capital improvement fees, ambulance fees and transfers, we have a net income of \$457,758 on the budget basis. I think the Council would want to see the capital items, because when we do our annual report and we draft the annual report, we will pull any capital purchases and depreciate those items over the useful life. But as far as the tracking budget, we need to see this on budget basis. So after capital items, we have a net income of \$556,351.

Mayor Seitter ask, does this include the Power Cost Adjustment?

Ms. Phillips replied, the Power Cost Adjustment of the electric bill is just a flow through for us. The City does not make anything from that and it does not show on this report. Ms. Phillips mentioned a video that Ms. Little had posted online that helps to explain the Power Cost Adjust to the consumer.

Ms. Phillips continued, The next part of the report is the Grant Fund. There is not much to report for this account, except the good news is the American Recovery Plan Act Grant Funds (ARPA) of \$248,098. were deposited in October. And the Fire Grant funds of \$4763. We did pay for some police department radar equipment from these funds. Today we have net income of \$248,540. Of course, the ARPA Money will sit there until we decide how we need to use this.

Mr. Cowan asked, are the ARPA Funds restricted funds?

Ms. Phillips replied yes, and then continued: In Public Works, as of today, we have had a net loss of \$35,469. That is primarily because we have already expended funds as part of the FAA grant. This is on the capital outlay line. We have spent \$98,542 so far on the engineering but this will be 100 percent reimbursed.

Mr. Jacks: Airport Manger Jena Ohman has the final closeout paper work to turn in for the Engineering, and we can close out that part of the project and get the reimbursement.

Ms. Phillips: We want the same 33% in the Sales Tax Fund, this Fund is where the half cent goes. There were other expenses and other income. We did transfer some to PWA for some lease payments on the Trash Truck. We have net income of \$29,618 year-to-date in sales tax. There will be some transfers to General Fund to cover moving expense that were to be paid from the Sales Tax Fund. The reasoning for this is because the Sales Tax Fund is restricted for Capital Improvements and we should spend restricted funds before we spend unrestricted funds when possible.

Ms. Phillips: In the Street and Alley Fund, we have a net income of \$10,609. I think, 100% of that is capital outlay for the Workman and A St. project. We show a loss of \$145,009 but we did budget for this project. But, we have something that will serve the City for a very long time.

At the end of the report is the Sales Tax Trend Graph. For the first 5 months of the fiscal year, we have collected \$895,598.89 in Total Sales Tax, That is up \$41,758.13 or 4.89% above the same five months of the prior year. That is positive. On Use Tax, for the first five months, we have collected \$105,767.24. That is up \$18,288.10 or 20.9%.

Mr. Cowan asked, the Sales Tax listed in the Report on the first page and the Sales tax collects on the graph will never match?

Ms. Phillips answered correct, and explained that some items will show in one report and others may not be included.

Mr. Jacks noted that the newspaper will show a large amount of sales tax collections but the public does not understand that the City does not get all that money. For example, two cents goes straight to the Hospital.

Ms. Phillips and Mr. Jacks explained how the City just collects and then passes the funds through to others. There was discussion as to how this shows on the monthly reports.

Mayor Seitter commented, the Hospital gets almost as much Sales Tax as the City.

Ms. Willis ask, why is the Hospital not being used to the potential we are paying for? Maybe we need to address the issue?

Mayor Seitter, people I know that have been to the Hospital say that the people there are just great. Patients are treated well and the staff is friendly.

City Attorney Jared Harrison: We had been in discussion with the Hospital on several items. It may be time to open those discussions again. One item we have not seen in some time is the Hospital Annual Financial report.

Ms. Phillips noted, in the Auditor's Report that we will be seeing in a few weeks, it is reported that the Hospital Sales Tax Special Revenue Fund collected \$810,443 as of year's end June 30, 2021.

More discussion of the Hospital incurred.

Allen Cowan made the motion to approve the Financial Report for October 2021 from RS Meacham as presented by Dacia Phillips. Motion was seconded by Lindsey Doyel Mayor Seitter, hearing no further comment, called for a vote:
T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye
Motion carried.

6. **Acknowledge** the hiring of John Noriega as Chief of Police for the City of Watonga.

City Manager acknowledged that John Noriega was hired as Chief of Police for the City of Watonga and will start Monday December 6, 2021.

Mr. Bradt ask, would it be possible to have all the Police Officers attend a Council Meeting sometime, just so we can see their faces.

Ms. Little allowed, that could be arranged.

Ms. Willis also liked the idea.

7. **Consideration, Discussion and Action:** To approve 18241 CDBG 21 administrative contract with Mareta Woodard – Parkhill/Cardinal Engineering in the amount of \$25,500.00. (these funds will come from the grant)

Ms. Little explained that there were technical oversights on the Agenda when we approved this contract before. Nothing has changed, it is the same agreement.

Travis Bradt made the motion to approve 18241 CDBG 21 Administrative Contract with Mareta Woodard – Parkhill/Cardinal Engineering in the amount of \$25,500.00 to be paid from the grant funds. Ladina Willis seconded the motion.
Mayor Seitter, hearing no further comment, called for a vote:
T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye
Motion carried.

8. **Consideration, Discussion and Action:** To approve the Watonga City Council Meeting Schedule for 2022.

Motion to approve the Watonga City Council Meeting Schedule for 2022 was made by Allen Cowan and seconded by Lindsey Doyel.

Mayor Seitter asked City Clerk Bills to verify, all the meetings are scheduled for the third Tuesday of each month?

Clerk Bills replied yes, and we also checked for holiday conflicts.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

9. **Consideration, Discussion and Action:** To approve the Holidays for the City of Watonga Employees for 2022.

Mayor Seitter ask, is this the same schedule as last year?

Clerk Bills replied yes.

Ms. Little added, there were a few minor differences when it came to the observed holidays and how that fell in with a weekend.

Ladina Willis made the motion to approve the Holidays for the City of Watonga Employees for 2022. Motion was seconded by Travis Bradt.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

10. **Consideration, Discussion and Action:** To open any sealed bids received for the surplus property of the “temporary” office partitions located in the building at 410 W. Main Street. To sell the office partitions, associated tables and cabinets, in one lot, and award the bid to the highest best bid. The City of Watonga reserves the right to reject any and all bids as noted in the bid specification.

One bid was received from Andrea Lauminick of Stewart Real Estate located at 100 E. Main St. The bid was opened and read by Mayor Seitter. The Bid amount was for \$100.00.

Ms. Little: I do not recommend we except this bid.

Ms. Doyel suggested that the partitions are worth more than a \$100.00

Mr. Cowan asked, how did we advertise this?

Ms. Little: We did get several inquires about this but we did not get this publicized very well. Right before the holidays may not be the best time for this type of thing either. We hope, after we get our new website up and running, we will be able to get our notices and advertising better distributed. I recommend we disassemble and store the partitions at the Armory and try again after the first of the year, or we may have our own use for the partitions.

There was discussion about advertising and others that might be able to help us reach interested parties. Most agreed that the bid was not enough.

Ladina Willis made the motion to reject all bids. Allen Cowan seconded the motion to reject all bids.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

11. **Consideration, Discussion and Action:** To open any sealed bids received for the surplus property of heat and air conditioning remote control equipment consisting of 11 pieces of equipment located in the building at 410 W. Main Street as one lot, to the highest best bid. The City of Watonga reserves the right to reject any and all bids as noted in the bid specifications.

No bids were received.

There was discussion about the value of the equipment and how we might try to advertise these bids again after the first of the year.

No action taken.

12. **Consideration, Discussion and Action:** To accept the 2021 American Recovery Plan Act (ARPA) Grant dated September 24, 2021 for the City of Watonga in the amount of \$248,097.88.

Ms. Little: this is one of two payments we will receive. The next payment is anticipated to be after July 1, 2022, which will coincide with our budget year. It will be for approximately the same amount. It is the recommendation of the Oklahoman Municipal League to pause and not be in a hurry to spend this money because it is restricted funds that need to be properly appropriated and we will discuss that at a later time. At this time we just need to receive the funds and then hold them.

Mr. Jacks noted, these funds have already been deposited in the bank.

Motion to accept the 2021 American Recovery Plan Act Grant dated September 24, 2021 for the City of Watonga in the amount of \$248,097.88 was made by Allen Cowan and seconded by Ladina Willis.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

13. **Consideration, Discussion and Action:** To accept the 2021 ARPA Grant dated October 21, 2021 for the Watonga Public Library in the amount of \$6,281.00.

Travis Bradt made the motion to accept the 2021 American Recovery Plan Act Grant dated October 21, 2021 for the Watonga Public Library in the amount of \$6,281.00 Motion was seconded by Lindsey Doyel.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

14. **Consideration, Discussion and Action:** To expend the 2021 ARPA Library Grant funds for the purchase of an Aurora Solar Canopy (solar powered umbrella charging station) for \$5,449.00, an umbrella base for \$300.00 and a picnic table for approximately \$600.00 with the balance over and above the grant funds to be paid from the Library Huff Lorang Oil and Gas Revenue.

Ms. Little described this in purchase, it will be an outside table where people can charge their mobile devices. It will be with in reach of the WiFi from the Library. The charging will be by plug in wire, it will not be wireless charging. The canopy with the solar panels is positioned above the table. The Library is where many go to get Internet Service anyway so this just makes sense.

We actually received more on this grant than we might have otherwise because we had already had this project planned.

Ms. Little continued, because of the time this project is requiring, some suppliers would not give us an precise quote, only an estimate. If Council approves this, we will call the suppliers tomorrow and get a price committed to.

Mr. Cowan liked this idea, but ask, what about maintenance?

Ms. Little replied, Library Director Mrs. Terri Crawford has contacted other communities about this. Everyone she talked to thought this was positive addition to their services. There is some maintenance to this but it is minor. It should be something we can handle.

Motion to expend the 2021 American Recovery Plan Act Grant for the Watonga Public Library for the purchase of an Aurora Solar Canopy (solar powered umbrella charging station) for \$5,449.00, an umbrella base for \$300.00 and a picnic table for approximately \$600.00 with the balance over and above the grant funds to be paid from the Library Huff Lorang Oil and Gas Revenue was made by Ladina Willis and seconded by Lindsey Doyel.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

15. **Consideration, Discussion and Action:** To approve the Watonga Public Library's annual subscription for the Niche Academy in the amount of \$740.00.

Ms. Little: This is the annual renewal for Niche Academy Service. The reason it was brought to Council is because there are terms of service to it. Mr. Harrison reviewed the agreement and there is nothing of concern.

Mr. Harrison: It could be argued that this is a contract, if so, then the Council will need to approve this agreement.

Mr. Bradt asked, what is the Niche Academy?

Ms. Little: It is mainly a platform that ties together online resources for the Library. It ties into the Library's Website and keeps all of their information organized and accessible. It includes graphics and video resources that they use quite often for the younger children. This is a library function that we really need to have.

Mr. Bradt asked, we have been doing this for many years?

Ms. Little confirmed, yes, for a long time.

Travis Bradt made the motion to approve the Watonga Public Library's annual subscription for the Niche Academy for the amount of \$740.00. Motion was seconded by Lindsey Doyel.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

16. **Consideration Discussion and Action:** To approve Karrie Beth Little, City Manager to execute the application process on behalf of the City of Watonga in obtaining status of Affiliate Member with the Keep America Beautiful Organization with an annual fee of \$60.00 and a one time certification fee of \$1,500.00.

Ms. Little: I would like to let the council know that I am working with Keep America Beautiful because I believe Watonga was, in the past, an affiliate member. Being a previous member, we could get the \$1,500 application fee lowered or waived. When that gets decided we can move forward with the application. I would also like to let the Council know that this will allow us to apply for grants with keep American Keep America Beautiful Organization which can be in excess of \$60,000, but we have to be a member in order to apply.

Mr. Bradt asked, this is a one time application fee?

Ms. Little, yes, but, again, Watonga had been a member in the past and I am hoping to get the fee wavered or reduced.

Mayor Seitter asked, is there any training or meeting requirements?

Ms. Little, there is, but most of this will be virtual. There is also great opportunities for networking with others to learn what they have done, but I think, the main focus at this point is the available grants to help Watonga look more appealing.

Mr. Bradt asked, have we ever received any grants from this before?

Ms. Little replied, none that I am aware of.

There was brief talk of why we might have dropped this membership in past. No one had an answer.

Ladina Willis made the motion to approve Karrie Beth Little, City Manager to execute the application process on behalf of the City of Watonga in obtaining status of Affiliate Member with the Keep America Beautiful Organization for an annual fee of \$60.00 and a one time certification fee of \$1,500.00. Lindsey Doyel seconded the motion.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

17. **Consideration, Discussion and Action:** To renew the Broker Service Agreement with NFP Corp. for planning, design, funding, administration, and communication of the City of Watonga employee benefits plan.

Ms. Little: This also a contract agreement. We have been with this company for 15 years. I met with the Vice President a few days back. They provide services for Employee Benefit Administration.

They do some additional services for us because we are a tenured client with them. They assist us with Employee Benefits for medical, dental and vision and see to all the enrollments. They also assist with part of Worker's Comp. I would recommend this contract, they are eager to serve us. We actually met with them and there are some services that we can tap into such as surveys to our staff to see how we can improve, change and move forward with the benefits we offer.

Mayor Seitter asked, are there other companies that provide this service?

Ms. Little: There are and I reached out to several through OML. The other companies do not offer the same package of services. I believe, about three years ago, the City actually did a review of the benefits and considered three bids. At that time NFP was consider to have the best package and they are continuing with those same services.

Mr. Cowan asked, what is our cost for this service?

Ms. Little: I think it is \$2,200 a month for this. We get a full range of services for this, from open enrollment to advice on lifestyle changes, there are a lot of services that they provide us, and they are an Oklahoma Company.

Mayor Seitter: I assume this is one of the contracts that has not come to us annually in the past?

Mr. Harrison: We have talked about consent agendas and this would be one of those items that we approve every year in June as part of the budget process.

Motion to renew Broker Service Agreement with NFP Corp. for the City of Watonga employee benefits plan was made by Allen Cowan and seconded by Lindsey Doyel.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

18. **Consideration, Discussion and Action:** To accept the donation from the Oklahoma Department of Parks and Recreation of ten (10) dumpsters from Roman Nose State Park.

Ms. Little: I did meet with the Park Managers about this. They replaced their dumpsters early this year and these are surplus that they will donate to the City. We currently have possession of the dumpsters.

If the Council accepts this donation, our intent is to refurbish and keep these available for special events and loaners. We will paint the dumpsters something different so that they can be recognized as City Property. There are 10 dumpsters in our possession and we just need to follow up with officially accepting this donation.

Motion to accept the donation from the Oklahoma Department of Parks and Recreation of ten (10) dumpsters from Roman Nose State Park was made by Travis Bradt and seconded by Ladina Willis.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

19. **Consideration, Discussion and Action:** To purchase a Diamond Attachments RBM-C-W 16' Boom Mower, priced on State Contract by P&K Equipment of Kingfisher OK for \$32,940.00. Parks Department to pay 50 percent of the cost with the other 50 percent to be paid from Sales Tax.

Ms. Little: I would like to advise the council and this is based on a prior conversation we had at another meeting regarding special mowers. There is a need for this equipment, based on what we are needing to do on Highway 281 in the ditches and waterways south of Watonga to the Casino. We cannot mow these areas on a regular basis as they are constantly full of water and we do not have the equipment to do that with. This equipment will allow us to do that. The equipment being requested on the agenda will fit both the Parks Department tractor and the Street and Alley tractor so that they can both use it. There are other areas where mowing is a problem due to standing water and this equipment will allow us to mow these areas also. I have consulted with Ms. Phillips and we determined that we should split this cost between the Parks Department and the Sales Tax Account.

Mayor Seitter asked to clarify, this is from the Huff Lorang Oil and Gas Revenue?

Mr. Jacks replied, the Parks Department has about \$64,000 in savings at this time.

Mayor Seitter: Is this for the rotary mower head or the flair mower head?

There was lengthy discussion of the different types of mower heads and which style would better suit our needs.

Mr. Cowan asked, why we were thinking of paying for this equipment in this manner? Especially considering the possible short falls in General Fund Sales Tax and the Parks Department has ample funding?

Ms. Phillips: The thinking was that the equipment would be used in both departments somewhat equally.

Mr. Jacks noted, to pay this from the Sales Tax Account would not directly effect the General Fund Carry-over.

Mayor Sitter suggested that the flair mower head would not be the best choice for us.

Several agreed.

Mayor Seitter also noted that it looks like the equipment will get mounted on and stay on just one tractor. Trying to move it back and forth between tractors could get involved.

Ms. Willis noted that it does come with a 5 year warranty.

After brief discussion it was determined that all the Council was “on the same page”

Ladina Willis made the motion to purchase a Diamond Attachments RBM-C-W 16' Boom Mower with the 40 inch rotary mower head, priced on State Contract by P&K Equipment of Kingfisher OK for \$32,940.00 with 50 percent to be paid from the Parks Department's Huff Lorang Oil and Gas Revenue and 50 percent to be paid from Sales Tax. Lindsey Doyel seconded the motion.

Mr. Cowan asked, did we price this from any other supplier?

Ms. Little: This is State Contract pricing.

Mr. Harrison gave a brief description as to how State Contract Pricing works.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried.

20. Council Comments:

Mr. Cowan: Several people have asked when will be picking up tree limbs and brush?

Ms. Little: That schedule should be on the website, if not, it will get it there.

Mr. Cowan suggested adding that schedule to the utility billing.

Mr. Cowan: I see that the Christmas Decorations are being put up, when will they be fired up?

Ms. Little: Empathically, after Thanksgiving.

There was discussion of the process needed to get the Decorations up and lit.

21. Mayor Comments:

Mayor comments: We need to have a Special Council Meeting for a Financial Workshop to help us understand City Finances and Ms. Little reports that our Auditor is ready to present the Annual Audit and we should have a Special Council Meeting to “Accept the Audit”. We need to determine a time to schedule this Special Meeting.

There was discussion among the group of a good date and time that all could attend. The next regular Council Meeting is December 21 and it was thought that was too close to the Audit due date if there were to be any anomalies. After several minutes the consensus of the group for the Special Meeting was Tuesday December 7, 2021 at 4:00 PM.

Mayor Seitter: I want to express appreciation to our City Employees. They get a lot done this time of year and we are fortunate to have them.

Mayor Seitter continued, It seems to me that we have not had any problems with the electricity since we repaired the issue with the underground cable between the substations.

Several agreed with that.

22. City Manager Comments:

Ms. Little: I would like to let the Council know Department Head Meetings are going well, we are going over a lot of things and Department Heads seem to like the meetings. Those meetings are on Tuesdays and Thursdays at 8:00 AM and they usually last no more than an hour.

We do have new positions open that were posted today. We put them on the website and it will be in the newspaper for a couple of weeks. We have vacancies for a Light and Water Foreman and Light and Water Operators. We have an opening for one Utility Clerk full time and one Utility Clerk to work part time. These openings are effective until November 30. We had been budgeted for the part time position but it had never been filled. We should go ahead and fill this position at this time while we are hiring.

Ms. Little continued: There are a couple of more items to mention, the Chamber of Commerce is doing their Sparkle Spree Event. This will be December 3, a Friday evening and will entail closing off some city streets temporarily, just for the evening. We look forward to that event. On December 4 is the Holiday Bizarre at the fairgrounds. And the last thing I'd like to mention to the Council is when we start to talk about ARPA Grant funds, there is a requirement that has to be a separate line item, anytime we talk about those funds or disperse those funds. Even though they are in the Grant Account, if it is ARPA related funds, the Federal Government requires that to be a separate line item on the agenda or in budget reports. And, I have been asked to speak at Kiwanis Club tomorrow.

23. **Adjourn:**

Motion to adjourn was made by Allen Cowan and seconded by Travis Bradt.

Mayor Seitter, hearing no further comment, called for a vote:

T. Bradt aye A. Cowan aye L. Doyel aye L. Willis aye B. Seitter aye

Motion carried at 7:40 PM.

Mayor Bill Seitter

City Clerk, Verlen Bills