



City Commission Meeting

October 01, 2024 at 6:00 PM

City Administration Building at 130 N Oklahoma Ave.

Record of Minutes

The Commission of the City of Mangum will meet in regular session on October 1, 2024, at 6:00 PM, in the City Administration Building at 130 N. Oklahoma Ave, Mangum, OK for such business as shall come before said Commission.

ORDER OF BUSINESS

CALL TO ORDER

Mayor Menasco called the meeting to order at 6:00pm.

ROLL CALL AND DECLARATION OF QUORUM

PRESENT

Commissioner Michelle Huckabay
Commissioner Judith McCaslin
Commissioner Dixie Peterson
Commissioner Mark Chapman

ALSO PRESENT

Mayor Jackie Menasco
City Manager Erma Mora

CONSENT AGENDA

The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member (or a community member through a Board member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Board members should so note before adoption of the Consent Agenda.

1. Approve September 3, 2024 meeting minutes as presented.
2. Approve September 20, 2024 special meeting minutes as presented.
3. Approve August 2024 financials for all funds.
4. Approve September 2024 claims.
5. Approve October 2024 estimated payroll.

Motion to approve all items.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

FURTHER DISCUSSION

Consideration of any items removed from the consent agenda.

None.

REMARKS

Remarks or inquiries by the audience not pertaining to any item on the agenda.

Shirley Vaughn stated that the home across the street from her home is a mess. She spoke to the code enforcement officer before the meeting started and he told her he would be by to check on it. She stated she would like for the person to clean their property up.

REPORTS

6. Financial Report for August by the City Manager.

City Manager Mora presented the August financial report.

General Fund

Sales Tax \$48,305, down .7% from July , down 11.6% from last year.

Use Tax \$11,161, up 14.7% from July , up 5% from last year.

Alcohol Beverage Tax \$7,415, down 12.4% from July, up 27.1% from last year.

Franchise tax \$684, down 81% from July, up 167.4% from last year due to just beginning franchise tax.

Other Revenue \$60,868, up from July and last year due to sales of surplus items.

Fines & Forfeitures \$2,097, up by 49.3% from July.

Transfers of \$96,000 were made, easement was \$14,750.

Miscellaneous \$5,656.

Total Revenue \$247,568, \$31,248 in the positive.

MUA

Water Revenue \$85,058, up 60.9% from July, up \$18,511 from last year.

Water System Rehab fee \$3,782, down .5% from July.

Electric Revenue \$345,278, up 80% from July.

Wind Power Revenue \$55,205, up 80.6% from July.

Sanitation Revenue \$37,998, down 2.4% from July.

MUA Revenue \$557,632, overall decrease for MUA revenue.

Cash on hand \$534,258, this does not include CDs of Savings.

Mora stated that next year will be more comparable because last year everything was bundled in a couple of places.

7. Police Report for August by the Chief of Police.

Chief Taylor presented the August police report.

427 calls for service: 1 accident with no injury, 9 alarm calls with 6 business and 3 residential, 10 disturbances being domestic and fights, 5 extra patrol, 1 fight no weapon, 179 calls for information, 4 intoxicated individuals, 3 EOD, 1 missing person, 2 noise disturbances, 10 reckless drivers, 2 repos, 2 shots fired/heard, 2 stolen property, 1 suicide threat, 7 suspicious persons, 3 suspicious vehicles, 2 threats of bodily harm, 4 trespassing, 6 welfare checks.

19 incident reports: 3 burglary/breaking and entering, 2 thefts from motor vehicle, 1 missing person, 3 EODs, 1 unattended death, 4 warrants served

8. Fire Report for September by the Acting Fire Chief.

Acting Fire Chief Christian presented the September fire report.

14 total runs: 6 helicopters, 3 grass fires, 2 alarm calls, 2 wrecks and 1 medical assist.

Christian informed the board that he received the Community Fire Assistance Grant which is an 80/20 grant for \$20,000.00 and this will be used for bunker gear. He gave the board members a report that compares 2022, 2023 and 2024 on the types of runs they have had. There is a report that shows how many times they have been to the Golden Age Apartments this year and the types of calls. There is also a report that shows number of calls to the hospital for the helicopter and the amount of time spent on each call. Huckabay asked if the apartments were billed for all the calls to the apartments. There are currently no charges but Christian thinks this may need to be a conversation at some point. The City Clerk stated that there have been some issues with the alarm panel which has been fixed now. Christian stated that the calls are down from last year but that sometimes there are 3 or 4 calls a night.

ORDINANCES & RESOLUTIONS

9. Discussion and possible action to approve Resolution No. 2024-1001-01 accepting and amending the FY 2025 budget for the PD Grant Revenue Fund for the Marathon Petroleum Grant in the amount of \$1,875.00 and GM First Responders Grant in the amount of \$2,500.00.

Chief Taylor explained that the Marathon grant is specifically for protective gear and that they are needing to order four more sets of those. The money that is left over they will be using for individual first aid kits in case they ever have a situation with mass casualties they will be able to immediately start rendering aid. If anything is left over, they are considering looking into a ballistic shield. The GM grant is specifically for anything law enforcement related. They are waiting and see how much more they need for radios and body cams and possibly roll that money into one of those items.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

10. Discussion and possible action to approve Resolution No. 2024-1001-02 amending the FY 2025 budget and accepting \$2,150.00 plus the amount of \$8130.00 for a total amount of \$10,280.00 from Purple Wave Auction into the City's Surplus Revenue Fund, then transfer and expense the \$2,150.00 as follows:

Hospital-\$400.00

Parks-\$1750.00

Mora explained this was part of the purplewave surplus items and the resolution is to amend our current budget, putting the money to the proper departments.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson
Voting Abstaining: Commissioner Chapman

11. Discussion and possible action to approve Resolution No. 2024-1001-03 amending the FY 2025 budget for the SWODA Grant Revenue Fund for the Rural Fire Operational Grants in the amount of \$10,017.32 and transferring to the Fire Grant Expense Fund.

Christian explained this is the grant that they get every year and it went up a little bit this year.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

OTHER ITEMS

12. Discussion and possible action to allowing hunting on City property that is South of town off the river, requested by the Game Warden. (Mayor Menasco)

Mayor Menasco stated that the game warden that lives here in town has come to her and stated he was interested in hunting on the land South of town where the dump used to be. Mora called the city attorney for his input on the matter. Kendall stated that it would have to be bid out to allow this. The property used to be leased out but it was shut down due to the development of sink holes. Peterson asked what liabilities the city would have if it was leased out and they accidentally shot someone. Kendall stated we would be indemnified by the land owner but that does not mean we could not be included in a possible lawsuit. The other question is what would happen if a sink hole developed and damaged someone's vehicle or even a person. The Mayor asked is it worth it and how much is made off the lease. The lease was previously for 3 years and around \$300 per year. Chapman stated that he has receive a few calls from people surrounding this area and they do not want it leased for hunting. Peterson thinks with the liability risks and lack of profitability for the city is not worth it.

Motion to not accept the game warden's proposal.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

13. Discussion and possible action to consider accepting additional grant money from FEMA for additional administrative costs during the February 2021 winter storm in the amount of \$1,949.58. (Mayor Menasco)

Mayor Menasco stated that Billy Sizemore had called her about a grant that we have received in the past. Billy Sizemore with Oklahoma State Department of Emergency Management introduced himself. He stated this was on disaster 4587 and that the city has already received \$59,000 for emergency protective measures for project 96. For public utilities for Cat F the city has received \$28,357.20. When they do a project there is a total of three and the last part of the project is Cat Z which is the administrative costs. This would cover the city clerk that is having to handle paperwork, the supervisors going out with FEMA officials or supervisors going out with emergency management to take pictures. The money for the Cat Z is money that is used to pay administration. There is a total of \$4,874.38 that the city is eligible to receive. The city has to prove that we paid the administration. He stated so far there is \$1,495 that has been sent in for proof of how much the admin was paid. He stated that since the agreement has not been signed yet we can go after the rest of the money and that he would be happy to come down and sit with the city

manager and help locate any paperwork needed. Peterson asked if we will have to reapply for the FEMA grant or if we just have to present proof. Sizemore stated that we just have to prove it and they will send us a check. He stated that the money comes to the city, not to the specific administration workers and that we have already paid this time. This is just reimbursement for those hours. The city clerk stated that she has emailed back and forth with a representative and submitted all paperwork, time sheets and paystubs that we had available. Mora added that she had worked on all that information when the disaster happened but the remainder of the information is in the old email system that we no longer have access to. The clerk added that the representative kept asking for more items but that she had already sent what she had available and that she wanted a form signed by Billy and Dave which she had been told were no longer working here. Sizemore stated that the agreement was with the old city manager and that since he is no longer here it will fall to the Mayor to sign off on the close out paperwork.

Motion to approve receiving the \$1,949.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

14. Discussion and possible action to apply for CENA funding in the amount of \$15,000.00 to possibly re-open the community meal site. (Mary Jane Scott)

Mary Jane Scott stated that she wanted everyone to know that they do not just want this to be a senior meals site, they want it to be for everyone. She stated that she and Carolyn have been checking with some other meal sites and everyone else is charging money. She stated that they went in and looked at the meal site building and she knows there has been an issue about the utilities and other things that will need to be discussed. She stated that if they get the money it will come to the city to be handled and distributed. They invoices will also go to the city to be handled. Peterson asked if they had reached out to the director of Southwest Community Alliance. Scott stated they spoke to her at a meeting and that they cannot go back and do the title three like before. This will have to be funded with grants, donations and people coming in a paying. Peterson stated that she was told the Cena Grant is still regulated the same as the other and chances of being approved are very unlikely. Scott stated that she was not told that, but she will check into it. She stated that before they are approved, they will have to show that they have a place for the meal site and that they have the volunteers to run it. She stated that she will write the grant and then the city will have to take care of the money. She stated that she needs them to vote to give her permission to apply for the grant. Peterson stated this would need to be discussed more because it is also putting more on the admin to manage the grant money and could put the city in a situation where we have another building to fund utilities for.

15. Discussion and possible action regarding approving or rejecting the bid of JAM Construction for the wastewater discharge improvement project in the amount of \$323,825.00. The bid must be approved by October 14, 2024. However, due to not having an easement approved from the landowner, even if the bid is accepted, we still could not begin work on the project. (Clyde Morgan)

Clyde Morgan stated that we still do not have the easements and we have kept the bid open for six months which by state law is the longest we can keep it. The only thing he knows to do would be to reject it and then when the easements are finalized it can go back out for bids. Kendall is still working on negotiating the easements but the landowner is not budging. The engineer has been reaching out to Kendall to try to work something out. Kendall stated via phone call that the engineer advised to reject the bid now which will give us more time to get everything put together. We do not have to have the project completed

until March 2025 so this will give us a little more time to get the easements finished. The mayor asked if the bid would be higher if we have to rebid. Morgan stated that it could but that it could also be lower. Kendall stated that the engineer thinks the bid will actually come down some. Mora added that they could possibly not rebid.

Motion to reject the bid.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

16. Discussion and possible action to approve the Parks Department to do a capital improvement to the City Hall administrative building to include painting the exterior, excluding the brick. (Parks Department)

Mora explained that everyone has been cleaning up. They guys are planning to power wash the front and they are wanting to paint the the areas that are fading. This is city property so they cannot just go paint without getting approval. they were also hoping to take it our of administration side but it is not in our budget .She also stated she did not want them to have to pay for all of it and had considered splitting it up between everyone in the building.

Motion to allow the City Manager to decide how to distribute the cost of the paint for the administration building.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

17. Discussion and possible action to approve monthly payments due on the 15th of each month in the amount of \$8,333.33 paid to Greer County Sheriff's Office for Dispatch Services as agreed upon in the Interlocal Agreement.

Mora explained on October 1st the County took over dispatch and the City received their first invoice for the agreed amount of \$8,333.33 due on the 15th of each month. The city needs permission to be able to pay this amount monthly. She stated the Sheriff spoke to her about monthly payments or paying in full, but she would recommend the monthly payments until next year's budget.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

18. Discussion and possible action to schedule a meeting to include the City Commissioners, Mangum Hospital Board, Hospital Administrator, and Cohesive CEO to discuss any questions or concerns about the Mangum Regional Medical Center. (City Manager)

Mora explained that the consultants suggested with all the new people in place that the boards get together and see if anything is needed or if there are any questions. The consultants asked how involved our board is with the hospital. It would be a special meeting for our board to be put on the Hospital agenda for the fourth Tuesday of the month.

Motion to approve scheduling a special meeting with the hospital board.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.
Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson
Voting Abstaining: Commissioner Chapman

19. Discussion and possible action to review and approve new contracts for a folding and inserting machine due to the contract with Pitney Bowes for the current folding and inserting machine that ended September 30, 2024 and sign a new contract.

Mora explained that we have used Pitney Bowes for our folding machine for a long time. Since we have gotten the newest machine we have had to hand fold the bills several times. We have fought trying to get them out here to fix it and it has been a struggle. Our contract ended with them on September 30th, so we had to wait for our meeting to make any decisions. When you call them, you have to start a ticket and then it takes about 3 days to get anyone down here to check it. We are having to pull all employees in to help fold the bills. The city clerk stated that the sales rep from Summit had reached out to her just before the contract ended. He has assured us that paper thickness will not be an issue which is also one of the problems Pitney is having. Prior to Summit reaching out Pitney had sent a quote for a lesser machine, and she did give a copy of that to the board along with Summit's quote. They did not want to give me an additional quote for an upgrade until we figured out if we would be continuing with the insert. The quote from Summit is cheaper than what we are currently paying with Pitney Bowes and if we decide to move forward, they will put a rush on the order to get it here before bills are due. The clerk recommends switching to Summit as there have been many ongoing issues with Pitney's machine.

Motion to approve the new contract.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.
Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson,
Commissioner Chapman

STAFF AND BOARD REMARKS

Remarks or inquiries by the governing body members, City Manager, City Attorney or City Employees

Mora introduced the code enforcement officer Lynn Youngblood. Youngblood presented the code enforcement report for September. 7 warnings, 9 notices of nuisance, set up 3 properties for dilapidation to be demolished, 9 abatements, 3 cleaned and mowed by code enforcement, 1 lien, 5 cleaned and mowed due to warnings. In July they sent out 30 warnings, 18 notice of nuisance, 3 dilapidations, 13 abatements, 6 properties have been cleaned by code enforcement, 6 liens, 22 properties mowed due to warnings. They have also demolished 3 properties since July. There was an issue at the animal shelter, and they had to euthanize 28 dogs, and it was closed for about a week. It is now back open, and they have had 77 dog calls. He stated he is going through different neighborhoods and will start walking properties. He wants to get things cleaned up and is hoping to see changes soon. Mora added that we will have forms at the front desk if anyone would like to put in a nuisance complaint. The meter readers are going to let us know if there is an address that needs to be checked, and the PD and Fire can do the same. He is only one person and is doing as much as he can.

NEW BUSINESS

Discussion and possible action on any new business which has arisen since the posting of the Agenda that could not have been reasonably foreseen prior to the time of the posting (25 O.S. 311-10)

None.

ADJOURN

Motion to Adjourn

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

Meeting adjourned at 7:12pm.

Jackie Menasco, Mayor

Codi Gutierrez, City Clerk