



# Special City Commission Meeting

February 05, 2024 at 5:00 PM

City Administration Building at 130 N Oklahoma Ave.

## Record of Minutes

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*The Commission of the City of Mangum will meet in a Special session on February, 5, 2024 at 5:00 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 this meeting to order at 5:01pm.

#### ROLL CALL AND DECLARATION OF QUORUM

##### PRESENT:

Commissioner Michelle Huckabay  
Commissioner Judith McCaslin  
Commissioner Dixie Peterson  
Commissioner Mark Chapman  
Mayor Jackie Menasco

##### Also Present:

Interim City Manager  
City Attorney

#### 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 January 2nd, 2024 meeting minutes as presented.
2. Approve January 19th, 2024 Special Meeting Minutes as presented.
3. Approve December 2023 financials for all funds.
4. Approve January 2024 claims.
5. Approve February estimated payroll.

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.*

Alexis Allen spoke regarding her street, presented the board with pictures. States she is aware the City is currently working to fix the hole but looking for compensation from the City for tires her husband has had to replace. Her son has fallen into this hole at one point and had to take him to the hospital. Again, thankful the city is addressing the road but seeking help for damages.

Greg Miller spoke, questioned why the meeting was moved to the 5th. Wanted to know if the Board was aware that commissioners were conducting business at the City Christmas Meeting. Mayor Menasco addressed Mr. Miller stating that was false information.

## **REPORTS**

6. Financial Report for December 2023 by the Interim City Manager.

Interim City Manager Erma Mora reports- Last month Mayor Menasco had questions as to why we were down in revenue from our general account from last year to current, after some digging we realized it is from monthly transfers. After discussing with the City Attorney we do have a line item on our budget for us to transfer from the MUA into departments such as easements, pool, golf, general fund, capital improvement, etc. Between City Managers and the changes we did not have a resolution in place to do these transfers but plan to have that ready for the March meeting. Currently not seeing any concerns overall. Collections will soon continue with Perdue Brandon Collection Services after getting in touch with them in recent days but happy to report in house our Collections department has collected a little over \$4K.

7. Police Report for December 2023 by Chief Taylor.

Chief Taylor reports 382 calls for Service, of those 17 Reports were filed, charges on 6 and 4 arrests made.  
64 total traffic stops.

## **ORDINANCES & RESOLUTIONS**

8. Discussion and possible action regarding adopting Ordinance No. 466 Amending Title 8, Chapter 3, Section 8-3-3 of the City of Mangum's, Oklahoma, Code of Ordinances, by adding a new subsection (d) waiving all charges and fees associated with the burial of an infant one-year-old or younger; providing severance and repeal of all ordinances and resolutions at the variance; and declaring an emergency. (*Erma Mora, Interim City Manager*)

Motion to adopt Ordinance No. 466 Amending Title 8, Chapter 3, Section 8-3-3 by adding a new subsection (d) and declaring an emergency made by Commissioner Peterson,  
Seconded by Commissioner Chapman.

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

9. Discussion and possible action to approve Joint Resolution 2024-0102-01 allowing Interim City Manager and/or Interim City Clerk to make changes to CD accounts as it pertains to City Policy such as renew, close, and open as they reach maturity. (*Tabled in City Commission Meeting January 1st, 2024*)

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

## OTHER ITEMS

10. Discussion and possible action to waive the fee for block #7, lot #4, N.W space, in the amount of \$218.00 for infant buried in "Baby land" at Roselawn cemetery. (*Erma Mora, Interim City Manager*)

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

11. Discussion and possible action in regard to closing a portion of Dhaila Street for public use. Closing a portion of Dhaila Street will not impact any public utilities currently in the public easement. (*Citizen*)

City Attorney advises the City Manager in the steps needed to move forward in temporarily closing a portion of Dhaila Avenue. City must provide notice to surrounding residents, land owners, etc as they are entitled to bring forward any objections to the potential closing. Once the proper people are notified and publication is made then the City can make an executive decision on whether to move forward or not.

Motion to provide notice in accordance with statue and ordinance made by Commissioner Peterson, Seconded by Commissioner McCaslin.

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

12. Discussion and possible action to approve the Local Government Testing Consortium (LGTC) Agreement for drug & alcohol testing. This service provides the required training to a designated person in office of your choice the ability to collect specimen onsite, generate random testing for administration, and retrieve results in a timely manner. (*Erma Mora, Interim City Manager*)

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

13. Discussion and possible action regarding an audit update from Cohesive for Mangum Regional Hospital for the 2021 year. (*Commissioner McCaslin*)

City Manager Erma states this item has been on the agenda several times with Cohesive and continues to fall short however we did receive an update today that the 2021 Audit is complete, we are pending the report but it is scheduled on the Hospital's agenda for their next meeting later this month.

Kelley reports the plan is to discuss the potential agreed upon procedures of the state for the FY2018 and FY2019 in this coming meeting as well as the discoveries of FY2021.

14. Discussion and possible action to update the requirements with the City of Mangum and Cohesive Healthcare Management LLC regarding yearly state required audits.

City Manager states FY2021 audit is complete however moving forward how would the Board like audits done for the coming years? We need to review the contract with the Hospital on what was required and possibly update that if the Board feels its in the best interest of the City.

City Attorney states 2021 is a full audit and the Hospital will be discussing plans for 2022 and 2023, he believes 2018/2019 were only the minimum state requirements due to only two firms in the state capable of doing hospital/municipal and them being behind. Corry is recommending to close the gap we approve Cohesive doing an AUP audit because that is state sufficient, cost effective and quicker turn around, then doing a full Audit for FY2024.

Commissioner Peterson is asking that we look into the contract and see what is in place and go from there, its concerning to have so many gaps in their audits and then request to approve the minimum state requirements. If we had full Audits performed for the previous years knowing what they essentially walk into then I believe we as a board could agree to the AUP with a full blown audit possibly every X amount of years but as of right now we have no information.

Table to review the full 2021 Audit and compare with the state requirements, then decide moving forward if its necessary for the X amount of years.

15. Discussion and possible action in considering options, plans, for the City of Mangum's Golf Course. (*Commissioner McCaslin*)

Commissioner Peterson states at this time it is hard to make a decision until closer to Budget, As of right now there is no money currently budgeted due to the agreement previously made with the School. Grants are not available unless the City budgets money towards it. Currently the Parks Department maintains the grounds however its been reported there are broken pipes in need of repair.

Commissioner McCaslin feels we need to consider other possibilities for the golf course such as a potential housing development. Does not believe the Golf Course can sustain enough money to keep it going.

No Action

16. Discussion and possible action in regards to 'animals at large' continuing to be an issue. (*Commissioner McCaslin*)

Commissioner McCaslin spoke on the issue and asks the City Manager on ways this can be handled. This is not personal to the ACO but a problem we are struggling to stay on top off. City Manager, Erma Mora spoke that this has been reported often and she believes the ACO is doing the best she can however was placed in the position by the previous City Manager and has asked to return to Parks, she feels we need to be better at advertising adoptions and open house for people to see what is out there. The problem is they stay full with nowhere to place animals, tickets are not being wrote and often the solution for people are to replace as opposed to picking up at the shelter. City Superintendent spoke highly of the current ACO saying she takes pride in her work, the shelter is very clean and often when someone calls in the animal is gone by the time she gets there. Most of the time these dogs escape and return home. Commissioner McCaslin again states this isn't directed to our ACO, she is sweet and does show up anytime she has called but still an

issue we need to look into, specifically ways to help. Commissioner Peterson states perhaps notifying the public on the current policy and issue citations for animals at large. Better screening of people that come to adopt.

17. Discussion and possible action to review, renew, re-negotiate or terminate all independent contractors' contracts and all lease agreements including airport hangar contracts, currently with the City of Mangum. (*City of Mangum*)

Accounts Payable spoke on the breakdown of the spreadsheet provided, basically the expenses include the insurance cost, Harmon Electric (Airport), and Summit verses the Revenue coming in for hanger rentals or building lease.

City Manager explains these contracts have not been reviewed in several years and seeing our expenses, we are seeking the boards opinion on a possible increase. What amount would be sufficient? We are not looking for a huge increase but something to maybe break even.

Commissioner Peterson makes a motion to allow City Manager to re-negotiate leasing contracts based off of the information at hand and come up with an increase. Seconded by Commissioner McCaslin.

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

Mayor Menasco opens closed bids for IT/Network Administrator, three presented.

#1 Ray Heiskell for an annual service charge of \$38,000

#2 Ionix provided two options for monthly services. "Essential" monthly rate \$1,204.00 or "Premium" monthly rate \$3,941.00

#3 Joseph Marsh for an annual service charge of \$16,120

Commissioner Peterson makes a motion to approve Joseph Marsh's contract, Second made by Commissioner McCaslin.

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

18. Discussion and possible action to approve moving the City of Mangum Dispatch location from the Greer County Jail to 130 N Oklahoma after the review of costs and recommendations per OLETS.(Erma Mora, Interim City Manager)

Motion made by Commissioner Peterson, Seconded by Commissioner McCaslin.

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

19. Discussion and possible action to surplus vehicles, equipment and other items that has accumulated over time ranging no less than \$1.00 and no more than \$5000.00. Funds received from the surplus items will be put in the proper departments budget the items came from.

Motion to declare surplus and allow City Manager to surplus items how she deems it feasible made by Commissioner Peterson, Seconded by Commissioner Chapman.

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

20. Discussion and possible action to consider the Right of Way Access Agreement from Dobson Fiber in providing fiber optics throughout this area and negotiate a rate for the use of City owned poles needed to provide fiber internet.

Tabled for information

### **EXECUTIVE SESSION**

21. Discussion and possible action to enter into executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee. Specifically to discuss details regarding the Interim City Manager, In accordance with 25 O.S. 307(B)(1).

Motion to enter into Executive Session made by Commissioner Peterson, Seconded by Commissioner Chapman.

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

6:53pm

### **OPEN SESSION**

22. Discussion and possible action in regard to executive session, if needed.

Mayor Menasco declares out of Executive Session at 7:01

Motion to amend Interim City Manager contract made by Commissioner Peterson, Seconded by Commissioner Chapman.

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

### **EXECUTIVE SESSION**

23. Discussion and possible action to enter into executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee. Specifically to discuss details regarding the City Attorney In accordance with 25 O.S. 307(B)(1).

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

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

7:01pm

### **OPEN SESSION**

24. Discussion and possible action in regard to executive session, if needed.

Mayor Menasco declares out of Executive Session at 8:10

No Action

### **EXECUTIVE SESSION**

25. Discussion and possible action to enter into executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee. Specifically to discuss details regarding the Assistant Chief of Police, In accordance with 25 O.S. 307(B)(1).

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

8:10pm

## **OPEN SESSION**

26. Discussion and possible action in regard to executive session, if needed.

Mayor Menasco declares out of Executive Session at 8:25pm.

No Action

## **STAFF AND BOARD REMARKS**

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

None.

## **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 McCaslin.  
Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

8:54pm

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*Jackie Menasco, Mayor*

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*Ally Kendall, Interim City Clerk*