



## **City Commission Meeting**

**March 04, 2025 at 6:00 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 regular session on MARCH 4th 2025, 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 06:00pm**

#### **ROLL CALL AND DECLARATION OF QUORUM**

##### **PRESENT**

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

##### **ALSO PRESENT**

City Manager Erma Mora  
City Attorney Corry Kendal  
City Clerk Steve Kyle

#### **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.*

**City Manager Mora requested to remove the last name Scott from the Mayor's last name on the minutes.**

Motion to approve with the amendments.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

1. Approve February 4, 2025 meeting minutes as presented.
2. Approve February 27, 2025 special meeting minutes as presented.
3. Approve January 2025 financials for all funds.

4. Approve February 2025 claims.
5. Approve March 2025 estimated payroll.
6. Approve the current Interlocal Agreement with the Greer County Dispatch and the City of Mangum with no changes made.

#### **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.*

**Citizen Gary Kerbo discussed what he considered city code infractions next to four of his properties as follows: a property next to him is an unlicensed burrito shop with which is not commercial property that has improper gas and electric lines, there is a sand pit and metal building next to his property at 209 N Penn that is not legal in the city limits and it is residential used for commercial and also presents a fire hazard from a container less than 16ft from the property line, there is a liquor store on a property that he was told was residential and the owner is now using two other residential properties as commercial. Mr. Kerbo would like the city to stop these practices. Mayor Menasco said she understood his concerns and thanked Mr. Kerbo adding they will check into it.**

#### **REPORTS**

7. Financial Report for January 2025 by the City Manager.

City Manager Mora presented the January 2025 Financial Report. Sales Tax is \$52,844 7.1% up from last month. Use Tax is \$13,00 8.7 up from last month. Alcohol Beverage Tax is \$6,919 down by 13% from last month. Franchise Tax is \$2,381 up 90%. City Manager Mora stated she told the board this the Franchise Tax was placed in the wrong spot thus indicating the increase. Other revenue is up by 186% due to getting rid of scrap metal and other stuff by cleaning up at our own properties. This is why this item increased. Transfers have stayed the same. Fines from PD and collecting from old tickets is up by 3% making \$3,730 in fines. These leaves the city with a positive of \$52,000 for January. Revenue for MUA Water is \$44,915 down 15%. Revenue for Electric is \$157,873 down 1.7. The MUA side we were in the negative by \$54,000 due to two sets of negative transfers in January because it was not done in the December month. Cash on hand is \$583,881 not including any CD's or savings.

8. Police Report by the Chief of Police.

Chief Taylor presented the Police Report for February 2025. 29 incident reports with 34 total offences, 6 simple assaults, DUI, Drug/Narcotic violation, larceny, 2 unattended deaths, 1 runaway, 1 sexual assault, 2 stolen motor vehicles, threats of intimidation, vandalism and, various warrants from other agencies of which 2 went on board to DA's office for charge, 11 were cleared by arrest. The department recorded 326 calls of those as follows: 3 collisions, 1 hit and run. 11 911 transfers, 2 accidents without injuries, a business alarm, 2 residential alarms, 13 animal calls, 6 bolos, 1 other agency assist, 1 breaking and entering, 3 disturbances, 1 domestic, 1 additional drunk driving, 2 extra patrols, 15 follow ups, 128 individuals requesting information, 1 larceny, 1 noise disturbance, 5 request to speak with an officer related to stolen vehicles, 8 suspicious individuals, 1 suspicious

vehicle.

9. Fire Report by the Fire Chief

Chief Gambill presented the February 2025 Report. Recorded 23 calls and of those were: 2 motor vehicles, 1 grass fire, 8 helicopter standby, 2 lift assist, 2 leaky fire hydrants, 1 smoke alarm and 2 calls from people smelling smoke.

10. Code Enforcement Report by the Code Enforcement Officer.

Lynn Youngblood presented the February 2025 Code Enforcement Report. On the animal side he reported 25 animal control calls with 2 after hours and 2 Police Department assist. They issued 9 warnings. He noted with spring and summer coming up, the calls would increase. On the Code Enforcement side he reported 1 dilapidation and 1 abatement. He noted they are continuing a cleanup on a property on Van Buren due to Oklahoma weather. They filed 2 liens, issued 2 permits, removed 3 inoperable vehicles from properties and checked a bunch of complaints.

Commissioner Peterson asked if the department had posted on their link that the city could not take any more animals. Mr. Youngblood said yes.

## ORDINANCES & RESOLUTIONS

11. Discussion and possible action to approve Fair Housing Resolution No. 2025-0304-01 for the City of Mangum.

Motion to approve.

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

## OTHER ITEMS

12. Discussion and possible action to approve the purchase of a roll off box for \$5400.00 using the scrap metal money collected on the sale of junk metal and old meters that were scraped.

Operations Manager Kyle stated they have received approximately \$12,000 for scrap metal including water meters.

Motion to approve.

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

13. Discussion and possible action to surplus a utility trailer and a 2008 ford pickup belonging to the water department to be sold either by auction, advertised, or individually at the City Managers discretion.

Operations Manager Kyle stated the utility trailer was replaced by another last month and they are unable to keep the truck running so it is not used. City Manager Mora questioned if this was the Water Department truck that had a hole the gas tank that could not run the

streets. Commissioner Peterson asked if these would be sold by advertisement or Purple Wave. City Manager Mora answered Purple Wave.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

14. 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.

City Manager Mora stated this is a renewal for the current company used. She further stated that the fee's did go up almost \$40. They perform all random and pre-employment testing.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

15. Discussion and possible action to continue expensing the remaining balance of the dispatch salary funds in the monthly amount of \$13,330.68 and allocate it to the workman's comp, employee insurance, City Manager's training, City Manager's Professional fees, and the miscellaneous items fund expenses for each department to be divided accordingly for the remainder of FY 2025 budget.

City Manager Mora stated that in October of 2024, they approached the City Commissioners with the increases of Workers Comp, Insurance, Unemployment, Encode, SPMR and new assistant for eclectic water meters. She continued that the clerk put the wrong number down. It should have been \$13,330.68. She stated they ask for this item to be reviewed in February 2025. This amount would cover the cost of the aforementioned items. This amount will get the city by until the new budget.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

16. Discussion and possible action to approve Resolution No. 2025-0304-2 authorizing the City Clerk to be able at any time throughout FY 2025 to amend the City of Mangum's budget for the fiscal year 2025 in making any corrections from one line item to another in within the departments budget or from one object category to another.

City Manager Mora stated cannot go into the budget and make any corrections even if Accounts Payable charged something to the incorrect account by journal entry without this resolution. The last one was March 2023 and is about to expire. This does not increase or decrease the amounts and only allows for the changing of account, so it does not show as a negative at the end of the fiscal year before it is turned into the auditors. This resolution is from the consultant of the auditors.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

17. Discussion and possible action regarding the citizen residing at 418 Garfield and the concerns with the property on Florida St and the spoils pile.

City Manager Mora stated that last week Ms. June Gambill requested to be on the agenda. She called today and said she was sick and was unable to make it. Ms. Gambill wanted to talk about the area. City manager Mora stated Operations Manager Kyle was familiar with this area. He stated they were actively cleaning the area and have a lot of it up. He continued what she (Ms. Gambill) was concerned with as the spoils pile would need a place to take it. In addition, this is something that DEQ would approve and could not be taken to the dump. He is actively searching for a site. Commissioner Peterson asked if Ms. Gambill was satisfied with this. Operations Manager Kyle stated he thought so but people told her she could get more money for her home if this were gone or fenced. City Manager Mora said she (Ms. Gambill) was very nice and that she just wanted to talk to the city about it. She asked to be placed on the agenda the next meeting.

Tabled for April 1st, 2025

## **EXECUTIVE SESSION**

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

Motion made to enter Executive Session.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

Mayor Menasco declared in session at 06:20pm

Mayor Menasco declared out of session at 06:59

## **OPEN SESSION**

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

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

## **STAFF AND BOARD REMARKS**

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

## **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)*

## **ADJOURN**

Motion to adjourn.

Motion approved.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

Meeting adjourned at 07:02pm.

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*Jackie Menasco, Mayor*

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*Steve Kyle, City Clerk*