

Guymon
Meeting Minutes

01/29/2015 - Regular Meeting of the Guymon City Council - 219 NW 4th St - 6:00
PM

The City Council of the City of Guymon, Texas County, State of Oklahoma, City of Guymon, Oklahoma, met in Regular Session on the 29th day of January, 2015.

Present: Kim Peterson, Mayor; Larry Swager, Vice Mayor; William King, Council Member; Sergio Alvidrez, Council Member; David K. Petty, City Attorney; Kimberly Meek, City Manager; Lavoana Martinez, City Clerk; Elaine Campbell, Treasury Clerk; Ivan Clark, Public Works Director; Michael Babb, Chief of Police; Rachel Sides, Librarian

Absent: John Van Meter, Council Member; Sally Hawkins, City Treasurer

Others: Emmanuel DeHerrera, PTCL; Jessica Crawford, Guymon Daily Herald; Chet Krone, David Black, Sharon Morgan, Library Board

1. Call To Order

The meeting was called to order at 6:00 p.m.

2. Approval of Consent Agenda

Motion was made to approve the consent agenda.

Moved By: Vice Mayor Swager

Seconded By: Council Member Alvidrez

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		
Larry Swager	X		

2.1 Approve the Minutes of the January 8, 2015 Regular Meeting and the Minutes of the January 19, 2015 Special Meeting

2.2 Approve the Purchase Orders for the Current Month

General Fund	\$ 198,081.82
E-911 Fund Cash	25,743.36
Golf Course Fund Cash	6,088.63
Grants Fund	1,250.00

Hotel Motel Tax Fund	7,282.49
Sales Tax General CIF Fund	3,025.00
Sales Tax GUA CIF Fund	110,070.58
Guymon Airport Authority	11,553.00
Total Purchase Orders	<u>\$ 363,094.88</u>

2.3 Approve the Estimated Payroll For The Current Month

Estimated (\$) Final (\$)

General Fund

Gross Salaries	\$ 309,855.86	\$ 308,416.05
Matching FICA	17,929.93	17,759.82
Health & Life Insurance	29,749.77	83,902.79
Matching Fire Pension	9,682.22	9,818.60
Matching Police Pension	9,058.65	7,836.05
OMRF Retirement	19,347.60	19,894.36
Total General Fund	\$ 395,624.03	\$ 447,627.67

Golf Fund

Gross Salaries	15,543.57	11,212.44
Matching FICA	1,160.27	816.08
Health and Life Insurance	250.62	3,049.12
OMRF Retirement	1,773.29	1,390.90
Total Golf Carts Fund	\$ 18,727.75	\$ 16,468.54

Hotel/Motel Fund

Gross Salaries	707.66	586.57
Matching FICA	54.14	44.88
Total Hotel/Motel Fund	<u>\$ 761.80</u>	<u>\$ 631.45</u>

3. Public Comments and Announcements

There were none.

4. Discussion of Monthly Budget Report By Fund

City Manager Kimberly Meek stated this was the final budget report for 2014. Meek stated the General Fund Revenues came in at 96%, The Guymon Utilities Authority came in at 98% and the Miscellaneous Fund came in at 90%.

5.

Update on Travel and Training

There were none.

6. Discussion and Possible Action on Authorizing Resolution No.15-03 for the Section 5311 Program Grant Application to the U.S. Department of Transportation, Federal Transit Administration for Capital, Administration, and Operation Funding for "The Ride" for the Year 2016

Public Works Director Ivan Clark stated this was the first step in applying for the grant that the City applied for annually. This item would give Mayor Kim Peterson the authority to sign the submitted application. Motion was made to authorize Resolution No. 15-03 for the Section 5311 Program Grant Application to the U.S. Department of Transportation.

Moved By: Council Member King

Seconded By: Council Member Alvidrez

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		
Larry Swager	X		

7. Discussion and Possible Action on Approval of Contract Between Three Oaks Hospitality Inc and the City of Guymon

City Manager Kimberly Meek stated this was the agreement presented to Council at an earlier date. The agreement had been sent to City Attorney David K. Petty for some language changes. The changes had been made and accepted by Three Oaks Hospitality. If approved, the company would be here next week. Dickie Schriber would stay at the Golf Course during the transitional phase but she would then come work in the Utility Billing Office. The consultation company adhered to Industrial Standard Practices. Vice Mayor Larry Swager requested a hard copy of those practices be presented to Council. Motion was made to approve the contract between Three Oaks Hospitality Inc and the City of Guymon.

Moved By: Council Member Alvidrez

Seconded By: Vice Mayor Swager

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		

Larry Swager X

8. Discussion and Possible Action on Approval of Agreement Between ETS (Electronic Transaction Systems Corporation) and City of Guymon for Credit Card Processing

City Manager Kimberly Meek stated the fees associated in processing credit cards with the company the City was currently using had gotten larger and larger. City Clerk Lavoana Martinez and City Treasurer Elaine Campbell researched ways to save in this area. Electronic Transaction Systems Corp. (ETS) submitted a proposal and upon checking their references, the company would save the City \$8.56 a day. The company was recommended by INCODE, the City of Guymon's processing company. Motion was made to approve the agreement between ETS and City of Guymon for credit card processing.

Moved By: Council Member King

Seconded By: Council Member Alvidrez

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		
Larry Swager	X		

9. Discussion and Possible Action on Approving the Professional Fire Fighters of Guymon Local 4256 Union Agreement for 2015

City Manager Kimberly Meek stated the fire fighters agreed to the terms from the 2014 Union Agreement with the addition of the 25 cent raise budgeted for all City employees. Motion was made to approve the Professional Fire Fighters of Guymon Local agreement for 2015.

Moved By: Vice Mayor Swager

Seconded By: Council Member King

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		
Larry Swager	X		

10. Discussion and Possible Action on Accepting a Plan4College Partnership Grant up to \$2000 from the Oklahoma State Regents for higher Education for the City of Guymon (Public Library & Arts Center)

City Manager Kimberly Meek stated this item was brought to her attention by Council Member Alvidrez, Meek then turned it over to Librarian Rachel Sides. Sides stated a part of the "Plan4College" partnership grant was "Prepare for College" which would offer \$2,000 to go toward the cost of a computer with the purpose to help parents and students to find grants, locate a college that fits your needs as well as applying for college. The program was geared toward Juniors, Seniors and their parents. Motion was made to accept a Plan4College Partnership Grant from the Oklahoma State Regents for Higher Education for the City of Guymon (Public Library & Arts Center).

Moved By: Council Member Alvidrez

Seconded By: Vice Mayor Swager

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		
Larry Swager	X		

11. New Business

There was none.

12. Adjourn

There being no further business, the meeting was adjourned at 6:18 PM.

Guymon

Meeting Minutes

01/29/2015 - Regular Meeting of the Guymon Utilities Authority - 219 NW 4th St -
6:00 PM Following Council

The Trustees of the Guymon Utilities Authority, Texas County, State of Oklahoma, City of Guymon, Oklahoma, met in Regular Session on the 29th day of January, 2015.

Present: Kim Peterson, Chairman; Larry Swager, Vice Chairman; William King, Trustee; Sergio Alvidrez, Trustee; David K. Petty, City Attorney; Kimberly Meek, City Manager; Lavoana Martinez, Secretary; Elaine Campbell, Treasury Clerk; Ivan Clark, Public Works Director; Michael Babb, Chief of Police; Rachel Sides, Librarian

Absent: John Van Meter, Trustee; Sally Hawkins, City Treasurer

Others: Emmanuel DeHerrera, PTCI; Jessica Crawford, Guymon Daily Herald; Chet Krone, David Black, Sharon Morgan, Library Board

1. Call to Order

The meeting was called to order at 6:00 PM.

2. Approval of Consent Agenda

Motion was made to approve the consent agenda.

Moved By: Vice Chairman Swager

Seconded By: Trustee Alvidrez

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		X
John Van Meter	X		
Sergio Alvidrez	X		
Larry Swager			

2.1 Approve the Minutes of the Regular Meeting

2.2 Approve the Purchase Orders for the Current Month

Guymon Utilities Authority **\$ 168,510.77**

2.3 Approve the Estimated Payroll for the Month

	Estimated	Final
Gross Salaries	\$ 98,476.20	\$ 103,018.29
Matching FICA	7,492.10	7,730.95
Health & Life Insurance	2,469.23	27,586.63
OMRF Retirement	12,801.95	13,379.24
Total GUA Fund	<u>\$ 121,239.48</u>	<u>\$ 151,715.11</u>

3. Public Comments and Announcements

There were none.

4. Note in Minutes Received Permit No WW000070140981 for the Construction of a Public Water Supply Well (Replacement Well 11A) 600ft, 500gpm to Serve the City of Guymon, Texas County, Oklahoma

So noted.

5. Note in Minutes Received Permit No WL000070140982 for the Construction of a Replacement Pump Station Complete with all Appurtenances to Serve the City of Guymon, Texas County, Oklahoma

So noted.

6. Discussion and Possible Action on Approval of Change Order No 2 in the Amount of \$5893.00 for 1Million Gallon Water Storage Reservoir Rehabilitation

Public Works Director Ivan Clark stated this item was regarding Well No. 11. The well was still functioning but had a lot of issues. Clark stated in the future, drilling for a well in that area would be a necessity. Clark stated the amendment would also cover the cost to redesign the City logo on the water storage since the placement of the last logo was too low and the cost to repair the roof of the storage unit which had extensive rust. Motion was made to approve Change Order No 2 in the amount of \$5,893.00 for 1 Million Water Storage Reservoir Rehabilitation.

Moved By: Trustee King

Seconded By: Trustee Alvidrez

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		
Larry Swager	X		

7. Discussion and Possible Action going to Go Out for Bids for One (1) New and Unused Day Cab Tractor for the Sanitation Department

Public Works Director Ivan Clark stated this item was budgeted for and would be used to haul trash to Liberal, KS. Motion was made to approve action to go out for bids for one new and unused day cab tractor for the Sanitation Department.

Moved By: Vice Chairman Swager

Seconded By: Trustee Alvidrez

	Aye	Nay	Absent
Kim Peterson	X		
William King	X		
John Van Meter			X
Sergio Alvidrez	X		
Larry Swager	X		

8. New Business

There was none.

9. Adjournment

There being no further business, the meeting was adjourned at 6:24 PM.