

City Hall
3701 SE 15th Street
Del City, Oklahoma 73115



(405) 677-5741
www.cityofdelcity.com
email: info@cityofdelcity.com

The City of Del City

Floyd A. Eason, Mayor

Michael Dean, Council Member..... Ward 1

Pam Finch, Council Member & Vice-Mayor Ward 2

Jacque Mooney, Council Member Ward 3

Kyle Gandy, Council Member Ward 4

(Contact info at: cityofdelcity.com/mayor-and-city-council)

Mike Cantrell, Acting City Manager

Melissa Jones, City Clerk

Beverly Palmer, City Attorney

Public Notice of Meeting

Regular Meeting City Council

City Hall – Council Chambers
3701 SE 15th Street
Del City, Oklahoma

October 18, 2021 at 6:00 p.m.

The City of Del City encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours before the scheduled meeting is encouraged to make the necessary accommodations.

Posted for public view at **5:00 p.m.** on **October 15, 2021.**

Signed: *s/Melissa Jones, City Clerk*

City Clerk/Deputy City Clerk

Agenda

1. Call to Order

2. Roll Call

3. Invocation

Pledge of Allegiance

4. Public and Council Input

(A maximum of thirty (30) minutes has been set aside for those wishing to discuss non-agenda items. Citizens may speak for a maximum of five (5) minutes during this time. Personal character assassination and attacks on City personnel will not be heard or tolerated.)

- A. Public
- B. Council

**5. City Manager's Report
City Clerk's Report**

6. Consent Docket

Discussion, consideration, possible action to approve the following items by unanimous consent, with one motion:

(This item is placed on the agenda so the Council, by unanimous consent, may designate those routine agenda items they wish to approve or acknowledge by one motion. If any proposed item does not meet with approval of all Council members, the item will be heard in regular order.)

- A. Budget Amendment
Approve budget amendment for FY 2021-2022, as shown in Exhibit A to the Council agenda. Requested by City Clerk Melissa Jones
- B. Minutes
Approve minutes of regular meeting of the Council of October 4, 2021. Requested by City Clerk Melissa Jones
- C. Blanket Purchase Order – Code Enforcement Abatements
Approve blanket purchase order for Steven K. Wesnidge (Steve's Contractor Service) in the amount of \$5,000 from Account No. 35-510-363 for Code Enforcement Abatements for FY 2021-2022. Requested by City Planner Kelly Wilborn

- D. **Blanket Purchase Order – Code Enforcement Abatements**
Approve blanket purchase order for Zachary Logan Contractor Lawn Service in the amount of \$5,000 from Account No. 35-510-363 for Code Enforcement Abatements for FY 2021-2022. Requested by City Planner Kelly Wilborn

7. Monthly Update from the Fire Chief

Discussion, consideration, possible action to approve receiving a monthly update from the Fire Chief. Requested by Mayor Floyd Eason

8. Nomination – Appointment

Discussion, consideration, possible action to accept the resignation of Richard Hutchison from the Mayor’s Appointment position on the Park and Recreational Commission; approve Mayor’s nomination (name to be submitted) to the Park and Recreational Commission position, said term not to exceed October 1, 2023; or declare/deny said position vacant. Requested by Mayor Floyd Eason

9. Partnership with Mid-Del Schools for the Oklahoma Association of Student Councils

Discussion, consideration, possible action to approve/deny partnering with Mid-Del Schools for the Oklahoma Association of Student Councils to be held at Del City High School in the amount of \$3,000; declare/deny a public purpose. Requested by Acting City Manager Mike Cantrell

10. Holiday Decorating Contest – City Buildings

Discussion, consideration, possible action to approve/deny holding a holiday decorating contest between city buildings; appropriate \$2,500 to be distributed between City Hall (\$500), Fire Station 1 (\$500), Community Center (\$500), and the Police Station (\$1000); declare/deny a public purpose. Requested by Acting City Manager Mike Cantrell

11. Disposal of Records – Finance and Municipal Court

Discussion, consideration, possible action to approve disposal of records as listed in Exhibit B to the Council agenda. Requested by City Clerk Melissa Jones

12. Disposal of Records – Human Resources

Discussion, consideration, possible action to approve disposal of the following records dated January 1, 2011 through December 31, 2013: timesheets; IRS Form W-2’s; insurance billing statements; and miscellaneous other payroll records. Requested by HR Comp/Benefit Supervisor Jan Butler

13. Amendment to Personnel Ordinance

Discussion, consideration, possible action to approve amending the Del City Code of Ordinances, Chapter 15, Article II – Personnel Ordinance, Section 15-21 – Pay plan, paragraph (c)(2), Section 15-24 Appointments; transfers; demotions; reemployment, paragraphs (a)(1) and (4), and Section 15-25 – Probation, paragraphs (a)(2) and (b), by changing the new hire probationary period from one (1) year to six (6) months in order to increase recruiting of new personnel; direct staff accordingly. Requested by Human Resources Director Michelle Stull

14. Discussion Only – Unsolicited Offer to Purchase Del City Post Office

Discussion, consideration, possible action to approve/deny holding a discussion concerning an unsolicited offer from Postal Realty Trust to purchase the Del City Post Office located at 4500 SE 28th Street in the amount of \$225,000. Requested by Economic Development Director JD Hock

15. Storm Drain Replacement

Discussion, consideration, possible action to award/deny replacement of the storm drain at 3368 Del Aire Place for an amount not to exceed \$38,500 to EMC Services LLC, the lowest responsible bidder. The existing storm drain is deteriorating and causing sinkholes. Requested by Public Works Director Mike Hatfield

16. JT PowerSports LLC – Lease Agreement for City Property

Discussion, consideration, possible action to approve/deny entering into a Lease Agreement with JT Powersports LLC for use of City property located between Reno Avenue and NE 4th Street, east of Del City Public Works and west of Vickie Drive (address to be created upon completion of lot separation) for the amount of \$1,000 per month; authorize Mayor to endorse same; direct staff accordingly. Requested by Economic Development Director JD Hock

17. Snow Removal from City Streets

Discussion, consideration, and possible action to approve/deny a snow removal agreement with Sandstone Construction LLC for the use of two graders and two operators to remove snow from the city streets on an as-needed basis for a rate of \$165 per hour. Requested by Public Works Director Mike Hatfield

18. Executive Session

Discussion, consideration, possible action, if any, to approve recessing to executive session pursuant to the Oklahoma Open Meeting Act, 25 O.S. § 301 et seq. for purpose of the following:

Discussion concerning confidential matters pertaining to pending investigations, claims, and actions, including but not limited to Gregory Bruno vs. Willow Creek Apartments and City of Del City, Oklahoma County case number CJ-2021-3428, pursuant to 25 O.S. § 307 (B) (4), as the Council, on advice of its attorney, has determined that disclosure will seriously impair the ability of the Council to process the claim or conduct a pending investigation or litigation in the public interest. Requested by City Attorney Beverly Palmer

19. Action from Executive Session

Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in executive session concerning confidential matters pertaining to pending investigations, claims, and actions, including but not limited to Gregory Bruno vs. Willow Creek Apartments and City of Del City, Oklahoma County case number CJ-2021-3428, as the Council, on advice of its attorney, has determined that disclosure will seriously impair the ability of the Council to process the claim or conduct a pending investigation or litigation in the public interest. Requested by City Attorney Beverly Palmer

20. Council Input

21. Adjournment

CITY OF DEL CITY
 FY 2021-22 BUDGET
 October 18, 2021

EXHIBIT A

GENERAL FUND (01)

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
Revenue					
01-4602	Donations/Contributions	600	10,000 10,000	10,600	Donation from DC Rotary Club
Expense					
01-515-257	Equipment Repair/Replace	10,600	10,000 10,000	20,600	Donation for Playground Improvements at Rotary Park

ECONOMIC DEV FUND (34)

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
Expense					
34-510-801	Unappropriated Fund Balance	3,393,917	-285,000	3,108,917	Purchase of Property
34-575-450	Purchase of Property	0	285,000 0	285,000	2836 Linda Lane

Exhibit B

FY11/12

Cash Receipts
General Ledger Reports
Daily Collection Reports
Pool Contracts
Bank Statements
Check Register

FY12/13

Cash Receipts
Daily Cash Collection Reports

FY08-15

Cash Receipt Books

FY12-15

Warning Citation

FY14/15

Journal Entries
Posting Reports
Cash Receipts

FY2017

Utility Applications

FY2018

Utility Applications
Service Orders
Utility Bill Stubs
Meter Read Reports

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Michael Dean, Vice Chair
Pam Finch, Secretary
Jacque Mooney, Trustee
Kyle Gandy, Trustee

Mike Cantrell, Acting Trust Manager
Melissa Jones, City Clerk
Beverly Palmer, City Attorney

Public Notice of Meeting

Regular Meeting Del City Municipal Services Authority (DCMSA)

City Hall – Council Chambers
3701 SE 15th Street
Del City, Oklahoma

October 18, 2021 at 6:00 p.m.

The DCMSA encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours before the scheduled meeting is encouraged to make the necessary accommodations.

Posted for public view at **5:00 p.m.** on **October 15, 2021.**

Signed: *s/Melissa Jones, City Clerk*
City Clerk/Deputy City Clerk

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Public and Trustee Input**

- A. Public
- B. Trustees

4. **Manager's Report**
5. **Minutes**

Discussion, consideration, possible action to approve minutes of the regular meeting of the DCMSA of October 4, 2021. Requested by City Clerk Melissa Jones

6. **Revision to DCMSA Leak Adjustment Policy**

Discussion, consideration, possible action to approve/deny the revised leak adjustment policy pertaining to utility bills; authorize Acting Trust Manager to amend policy; direct staff accordingly. Requested by Assistant to the City Manager Brittany Parrott

7. **Trust Input**
8. **Adjournment**

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Public Notice of Meeting

Regular Meeting Del City Economic Development Authority (DCEDA)

City Hall – Council Chambers
3701 SE 15th Street
Del City, Oklahoma

October 18, 2021 at 6:00 p.m.

The DCEDA encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours before the scheduled meeting is encouraged to make the necessary accommodations.

Posted for public view at **5:00 p.m.** on **October 15, 2021.**

Signed: *s/Melissa Jones, City Clerk*
City Clerk/Deputy City Clerk

Agenda

1. Call to Order

2. Roll Call

3. Public and Trustee Input

- A. Public
- B. Trustees

4. Minutes

Discussion, consideration, possible action to approve minutes of regular meeting of the DCEDA of September 20, 2021. Requested by City Clerk Melissa Jones

5. Extension/Renewal of Scott Street Note with FNB Community Bank

Discussion, consideration, possible action to approve/deny renewing and signing a Letter of Commitment for FNB Community Bank to renew the existing \$5 million note for the Scott Street Development; authorize Chair and Acting Trust Manager to endorse same; direct staff accordingly. Requested by Economic Development Director JD Hock

6. Executive Session

Discussion, consideration, possible action to approve recessing to executive session pursuant to the Oklahoma Open Meeting Act, 25 O.S. § 301 et seq. for the purpose of the following:

A. Economic Development

Discussion concerning confidential matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to locate within the City of Del City as provided in 25 O.S. § 307(C)(11), as the public disclosure of the matter discussed would interfere with the development of products or services, and public disclosure would violate the confidentiality of the business(es). Requested by Economic Development Director JD Hock

B. Purchase or Appraisal of Real Property

Discussion concerning the purchase or appraisal of real property, including but not limited to property in the vicinity of I-40 and Scott Street, pursuant to 25 O.S. § 307(B)(3). Requested by Economic Development Director JD Hock

7. Action from Executive Session

A. Economic Development

Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in executive session concerning confidential matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to locate within the City of Del City, as the public

disclosure of the matter discussed would interfere with the development of products or services, and public disclosure would violate the confidentiality of the business(es). Requested by Economic Development Director JD Hock

B. Purchase or Appraisal of Real Property

Discussion, consideration, possible action deemed appropriate, if any, arising from discussions held in executive session concerning matters pertaining to the purchase or appraisal of real property, including but not limited to property in the vicinity of I-40 and Scott Street. Requested by Economic Development Director JD Hock

8. Trust Input

9. Adjournment