

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

November 7, 2022 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 **November 3, 2022.**

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

Agenda

1. Call to Order

2. Roll Call

3. Invocation

Pledge of Allegiance

Proclamation: Small Business Saturday

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 2022-2023, as shown in Exhibit A to the Council agenda. Requested by City Clerk Melissa Jones

B. Minutes of Regular Meeting

Approve minutes of the regular meeting of Council of October 17, 2022. Requested by City Clerk Melissa Jones

C. Blanket Purchase Order – Fleet Maintenance Division

Approve blanket purchase order for Fleet Maintenance Division for FY 2022-2023 under account 01-518-218, as follows. Requested by Public Works Director Mike Hatfield

01-0316	Advance Auto Parts	\$1,000.00
01-0750	Auto Zone	1,000.00
01-0578	Midwest Hose	500.00
01-176	Pro Power Equip	<u>500.00</u>
	Total	\$3,000.00

7. Employee Benefits for 2023

A. Presentation – Dillingham Benefits

Discussion, consideration, possible action to approve/deny receiving a presentation by Dave Ortloff of Dillingham Benefits regarding employee benefits for 2023. Requested by Human Resources Director Michelle Stull

B. Employee Health Insurance Renewal for 2023

Discussion, consideration, possible action to approve/deny moving forward with renewal for the administrative services for City employees and retirees’ health insurance benefits for calendar year 2023; renew health and prescription drug plan through BlueCross and BlueShield of Oklahoma as shown in the Renewal; authorize Mayor or Acting City Manager to endorse necessary documents; direct staff accordingly. Requested by Human Resources Director Michelle Stull

C. Employee Assistance Program (EAP) Employee Benefits for 2023

Discussion, consideration, possible action to approve/deny a contract with ComPsych Corporation for the administrative services for City employees’ EAP benefits for calendar year 2023 for an amount not to exceed \$3,845; authorize Mayor to endorse same; direct staff accordingly. Requested by Human Resources Director Michelle Stull

8. Monthly Update from the Police Department

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

9. 2022 Tree Lighting Ceremony

Discussion, consideration, possible action to approve/deny a cost of \$3,000 for the 2022 Tree Lighting Ceremony; declare/deny a public purpose. The event is scheduled for Friday, December 2, 2022 at the Del City Community Center located at 4505 SE 15th Street at 6:00 p.m. Requested by Assistant to the City Manager Brittany Parrott

10. Presentation – New Website Reveal

Discussion, consideration, possible action to approve/deny a presentation from Economic Development Staff to reveal the new Del City website. Requested by Economic Development Director JD Hock

11. Election

A. Election Proclamation

Discussion, consideration, possible action to approve/deny Election Proclamation, wherein the Mayor of the City of Del City calls a primary election to be held on February 14, 2023, and a general election to be held on April 4, 2023, for the purpose of the election by registered qualified electors of the said respective wards of the following officers: Mayor, for a four (4) year term, and Ward 1 and Ward 3 council members, each for a four (4) year term; specifying polling places; authorize Mayor to endorse same. Requested by City Attorney Beverly Palmer

B. Election Resolution

Discussion, consideration, possible action to approve/deny Resolution No. _____, giving notice of election, calling for a primary election to be held on Tuesday, February 14, 2023, and a general election to be held on Tuesday, April 4, 2023, for the following officers: Mayor, for a four (4) year term, voting at large, and Ward 1 and Ward 3 council members, each for a four (4) year term, voting by ward; the qualifications for said offices; that said election will be nonpartisan and other information necessary, including filing period of December 5, 2022 through December 7, 2022; notifying the County Election Board of same; authorize Mayor and Vice Mayor to endorse same. Requested by City Attorney Beverly Palmer

12. Surplus Equipment – City Hall

Discussion, consideration, possible action to declare/deny items listed in Exhibit B to the Council agenda as surplus to the City’s needs; authorize final disposition of items as approved by the Acting City Manager. Requested by City Clerk Melissa Jones

13. Comprehensive Plan Miscellaneous Expenses

Discussion, consideration, possible action to approve/deny allocating funds for miscellaneous expenses used at comprehensive planning events throughout the planning process in an amount not to exceed \$2,500; declare/deny a public purpose. Requested by Economic Development Director JD Hock

14. Assess Abatement Costs to Property Owners

Discussion, consideration, possible action to approve and ratify or deny and remove assessment costs in the total amount of \$21,291.09 to property owners for cleanup of property previously abated, in accordance with Del City Code Sections 13-106 through 13-114. Requested by Chief Code Enforcement Officer Antonio Singleton

(1) Location: 3117 Overland Dr.

Owner: Quail 2006 LLC (Oklahoma City, OK)

Contractor Fee	\$1,350.00
Administrative Expenses	\$353.54
Mailings, photos, processing, copying, etc.....	<u>\$16.00</u>
Total Expenses.....	\$1,719.54

- (2) Location: 3201 Lazy Ln.
 Owner: Amerika Iqraa (Oklahoma City, OK)
 Contractor Fee\$4,800.00
 Administrative Expenses\$353.54
 Mailings, photos, processing, copying, etc.....\$16.00
 Total Expenses.....\$5,169.54
- (3) Location: 4105 S.E. 10th St.
 Owner: Lane Danial M (San Antonio, TX)
 Contractor Fee\$450.00
 Administrative Expenses\$353.54
 Mailings, photos, processing, copying, etc.....\$16.00
 Total Expenses.....\$819.54
- (4) Location: 3220 S.E. 16th St.
 Owner: Dubiel Properties (Oklahoma City, OK)
 Contractor Fee\$3,500.00
 Administrative Expenses\$353.54
 Mailings, photos, processing, copying, etc.....\$16.00
 Total Expenses.....\$3,869.54
- (5) Location: 4109 S.E. 43rd St.
 Owner: Moses J & Sadie Mast (Spencer, OK)
 Contractor Fee\$1,850.00
 Administrative Expenses\$353.54
 Mailings, photos, processing, copying, etc.....\$16.00
 Total Expenses.....\$2,219.54
- (6) Location: 205 S. Matthews Pl.
 Owner: Maddox Thurman & Ola (Del City, OK)
 Contractor Fee\$3,050.00
 Administrative Expenses\$353.54
 Mailings, photos, processing, copying, etc.....\$16.00
 Total Expenses.....\$3,419.54
- (7) Location: 3701 Veterans St.
 Owner: Leinbach Francis & Laveta (Yukon, OK)
 Contractor Fee\$1,750.00
 Administrative Expenses\$353.54
 Mailings, photos, processing, copying, etc.....\$16.00
 Total Expenses.....\$2,119.54
- (8) Location: 4760 SE 28th St.
 Owner: Brown Charles K & Mary E (Midwest City, OK)
 Contractor Fee\$700.00
 Administrative Expenses\$176.77
 Mailings, photos, processing, copying, etc.....\$8.00
 Total Expenses.....\$884.77

- (9) Location: 4301 SE 38th St.
 Owner: Moisant Charles Lewis (Tecumseh, OK)
 Contractor Fee\$550.00
 Administrative Expenses\$176.77
 Mailings, photos, processing, copying, etc.....\$8.00
 Total Expenses.....\$734.77

- (10) Location: 3345 SE 22nd St.
 Owner: Colbaugh Michelle Gaenzle (Del City, OK)
 Contractor Fee\$150.00
 Administrative Expenses\$176.77
 Mailings, photos, processing, copying, etc.....\$8.00
 Total Expenses.....\$334.77

15. Resolution Continuing Special Exception Moratorium

Discussion, consideration, possible action to approve or approve with modifications or deny Resolution No. _____, continuing the special exception moratorium until the adoption of the 20-year Comprehensive Plan for Del City, as recommended by the Del City Planning Commission; authorize Mayor to endorse same. Requested by Economic Development Director JD Hock

16. Special Use Permit – PC/UR 642-22 (4535 SE 29th Street, ECO Electronics)

A. Public Hearing

Discussion, consideration, possible action to approve/deny holding a public hearing on the above-referenced application for special use permit. Requested by City Planner Kelly Abell

B. Council Action

Discussion, consideration, possible action to approve or approve with modifications or deny the above-referenced application for a special use permit to allow retail sales and services of used merchandise in an (A-C) Arterial Commercial zoning district. Requested by City Planner Kelly Abell

17. Special Use Permit – PC/LS 643-22 (4407 SE 29th Street, Naughty Axes Playhouse, LLC)

A. Public Hearing

Discussion, consideration, possible action to approve/deny holding a public hearing on the above-referenced application for special use permit. Requested by City Planner Kelly Abell

B. Council Action

Discussion, consideration, possible action to approve or approve with modifications or deny the above-referenced application for a special use permit to allow the sale of

mixed beverages, beer, and wine in their indoor entertainment establishment.
Requested by City Planner Kelly Abell

18. Special Use Permit – PC/LS 644-22 (5213 S. E. 15th Street, Take 5 Car Wash)

A. Public Hearing

Discussion, consideration, possible action to approve/deny holding a public hearing on the above-referenced application for special use permit. Requested by City Planner Kelly Abell

B. Council Action

Discussion, consideration, possible action to approve or approve with modifications or deny the above-referenced application for a special use permit to allow Automotive Equipment: Light in the A-C Zoning District. Requested by City Planner Kelly Abell

19. Council Input

20. Adjournment

EXHIBIT A

GENERAL FUND (01)

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
01-4630	Sale of Personal Property	561,073	8,605	569,678	1625 Elm Drive
01-4325	ARPA	1,905,102	1,904,989	3,810,091	American Rescue Plan Act-Relief Funds
			1,913,594		

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
01-549-801	Fund Balance	1,011,450	8,605	1,020,055	Sale of Land
01-518-377	ARPA Expenses	1,905,102	1,904,989	3,810,091	ARPA Projects
01-517-307	Insurance	80,000	25,000	105,000	Insurance Policy Renew
01-517-104	Retirement-Comm	278,211	(25,000)	253,211	Use for Policy Increase
			1,913,594		

SPEC REV/LIMITED PURPOSES (03)

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
03-514-448	ODOT -15th Street Project	100,000	(100,000)	-	Correction/Do not need
03-514-429	Street Repairs	4,814	100,000	104,814	Walking Trails
			-		

ECONOMIC DEV FUND (34)

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
34-4801	Available Fund Balance	3,211,996	(2,000,000)	1,211,996	Loan# 99897
			(2,000,000)		
34-575-801	Unappropriated Fund Balance	3,060,496	(2,500,000)	560,496	Principal Payment towards Loan/Walking Trails
34-575-376	Professional Services	409,500	500,000	909,500	Walking Trails reimbursable by CDBG funds
			(2,000,000)		

EXHIBIT B

Brother Printer
Model: DCP-7065DN
Serial No.: U62712J3N963718



Brother Printer
Model: DCP-7065DN
Serial No.: U62712G1N749321



Brother Printer
Model: HL-L2320D
Serial No.: U63877H6N931996



Brother Printer
Model: HL-22
Serial No.: U62709E3N989599



Dell Printer
Model: OM644K
Serial No.: CN-OM644K-48730-017-0C6P



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, Chairman
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

November 7, 2022 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 **November 3, 2022.**

Signed: *s/Melissa Jones*
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. **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 Trust, 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 Trust members, the item will be heard in regular order.)

- A. **Budget Amendment**

Approve budget amendment for FY 2022-2023, as shown in Exhibit A to the DCMSA agenda. Requested by City Clerk Melissa Jones

- B. **Minutes of Regular Meeting**

Approve minutes of the regular meeting of DCMSA of October 17, 2022. Requested by City Clerk Melissa Jones

6. **Employee Benefits for 2023**

- A. **Employee Health Insurance Renewal for 2023**

Discussion, consideration, possible action to approve/deny moving forward with renewal for the administrative services for City employees and retirees' health insurance benefits for calendar year 2023; renew health and prescription drug plan through BlueCross and BlueShield of Oklahoma as shown in the Renewal; authorize Mayor or Acting City Manager to endorse necessary documents; direct staff accordingly. Requested by Human Resources Director Michelle Stull

- B. **Employee Assistance Program (EAP) Employee Benefits for 2023**

Discussion, consideration, possible action to approve/deny a contract with ComPsych Corporation for the administrative services for City employees' EAP benefits for calendar year 2023 for an amount not to exceed \$3,845; authorize Mayor to endorse same; direct staff accordingly. Requested by Human Resources Director Michelle Stull

7. **Trust Input**

8. **Adjournment**

DEL CITY MUNICIPAL SERVICES AUTHORITY
 FY 2022-23 BUDGET
 November 7, 2022

EXHIBIT A

ENTERPRISE FUND DCMSA (20)

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
Revenue					
20-4631	Misc Collections/Sewer	1,000	50,000 50,000	51,000	Propert Damage Claim 0661798099

Acct.		Current Budget	Budget Increase	Amended Budget	Notes/Reason for Change
Expense					
20-537-428	Equipment Purchase	81,000	50,000 50,000	131,000	Ford Truck/Jetter