

MINUTES  
CITY COUNCIL OF DEL CITY  
REGULAR MEETING  
May 03, 2021 – 6:00 P.M.  
3701 SE 15<sup>th</sup> Street – City Hall

(Agenda posted on the council bulletin board at 5:00 p.m. on April 30, 2021.)  
CALL TO ORDER AT 6:00 P.M. BY MAYOR EASON

In Attendance: Council Members Michael Dean, Pam Finch, J.D. Hock, Kyle Gandy, and Mayor Floyd Eason.

City Employees: Deputy City Manager Tom Leatherbee, City Clerk Melissa Jones, and City Attorney Beverly Palmer.

2. OPENING ITEMS

- A. INVOCATION: Given by Councilman J.D. Hock.
- B. PLEDGE OF ALLEGIANCE: Led by Public Works Director Mike Hatfield.
- C. PUBLIC AND COUNCIL INPUT
- D. PUBLIC AND COUNCIL INPUT
  - I. Public: None
  - II. Council
    - Councilman Michael Dean, Sequoyah park cleanup this past weekend with citizens.
    - Mayor Floyd Eason, Kudos to the neighborhood watch president.
- E. CITY MANAGER’S REPORT: Fire department had a structure fire on Royalwood.
- F. CITY CLERK’S REPORT: None
- G. PROCLAMATION
  - 1. BUCKY OLIVER DAY: Read by Mayor Floyd Eason

3. CONSENT DOCKET

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

- A. Minutes

Approve minutes of regular meeting of the Council of April 19,2021.

B. Budget Amendment

Approve budget amendment for FY 2020-2021 as shown in exhibit A to the Council agenda.

C. Blanket Purchase Order - Code Enforcement Abatements

Approve a blanket purchase order for Steven K. Wesnidge (Steve's Mowing Service) in the amount of \$10,000.00 for Code Enforcement Abatements for FY 2020-2021 from Account No. 35-510-363.

D. Blanket Purchase Order - Code Enforcement Abatements

Approve a blanket purchase order for Rios Junk Removing and Hauling LLC in the amount of \$10,000.00 for Code Enforcement Abatements for FY 2020-2021 from Account No. 35- 510-363.

**MOTION: TO APPROVE A, B, C, & D WITH ONE MOTION.**

Councilman Michael Dean, thank you to code enforcement for finding second contractor.

MOVED BY: FINCH            SECOND: GANDY  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

4. PRESENTATIONS

A. Monthly Update from the Chief of Police

Discussion, consideration, possible action to approve receiving a monthly update from the Chief of Police.

**MOTION: TO APPROVE RECEIVING A MONTHLY UPDATE FROM THE CHIEF OF POLICE.**

MOVED BY: HOCK            SECOND: DEAN  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

Police Chief Steve Robinson gave monthly update.

- 3,937 Calls for service.

- 329 Reports taken.
- 178 Animal Control Calls.
- 44 Animals Impounded.
- 16 DUI arrests 9 Alcohol 7 Drugs.
- 24 Motors assists.
- 30 Accidents.
- New dispatcher starts Monday.

B. Annual Audit Report for FY 2019-2020

Discussion, consideration, possible action to approve presentation, discussion, receipt of the Annual Fiscal Report with accompanying independent auditor's report for the fiscal year ended June 30, 2020.

**MOTION: TO APPROVE PRESENTATION, DISCUSSION, RECEIPT OF THE ANNUAL FISCAL REPORT WITH ACCOMPANYING INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020.**

Jake Winkler with Arledge discussed the audit report and answered questions.

MOVED BY: FINCH            SECOND: HOCK  
 AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
 NAYS: NONE

**MOTION: TO CLOSE DISCUSSION**

MOVED BY: FINCH            SECOND: DEAN  
 AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
 NAYS: NONE

5. GENERAL ACTION ITEMS

A. Purchase and Installation of Audio/Visual Encoder and Related Equipment for Council Chamber

Discussion consideration possible action to approve/deny purchase of audio visual encoder and related equipment along with installation, in the amount of \$5,909.15 from Limitless Live Productions; authorize staff to sign necessary order documents; direct staff accordingly.

**MOTION: TO APPROVE PURCHASE OF AUDIO VISUAL ENCODER AND RELATED EQUIPMENT ALONG WITH INSTALLATION, IN THE AMOUNT OF \$5,909.15 FROM LIMITLESS LIVE PRODUCTIONS; AUTHORIZE STAFF TO SIGN NECESSARY ORDER DOCUMENTS; DIRECT STAFF ACCORDINGLY.**

Deputy City Manager Tom Leatherbee spoke about the equipment for council chamber.

MOVED BY: FINCH            SECOND: DEAN  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

B. Upgrades to City's Financial Management and Management Information System - Incode 10

Discussion, consideration , possible action to approve/deny Sales Quotations 2020-119842 and 2021-126095 from Tyler Technologies in the total amount of \$98,865.00 for the purpose of upgrading the City's existing financial management and management information system to Incode X and adding modules not currently in use including Personnel Management/Human Resources, Customer Relationship Management/Work Orders Court/Defense Attorney Po11al as well as Tyler Content Manager; authorize Mayor to endorse quotations; direct staff accordingly. These products and services are considered an upgrade and will be governed by the existing contract with Tyler Technologies.

**MOTION: TO APPROVE AS WRITTEN; AUTHORIZE MAYOR TO ENDORSE QUOTATIONS; DIRECT STAFF ACCORDINGLY.**

Deputy City Manager Tom Leatherbee spoke about Incode update.

Councilwoman Pam Finch asked if the City is PCI compliant, Deputy City Manager Tom Leatherbee stated that PCI compliance does not apply to the City.

MOVED BY: FINCH            SECOND: HOCK  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

C. Purchase of Parks and Recreation Management Software

Discussion, consideration, possible action to approve/deny purchase of CivicRec Parks and Recreation Management Software from CivicPlus for the amount of \$7,125.00 from GSA Contract GS-35F-0124U; authorize Mayor and/or staff to endorse Statement of Work and related documents.

**MOTION: TO APPROVE PURCHASE OF PURCHASE OF CIVICREC PARKS AND RECREATION MANAGEMENT SOFTWARE FROM CIVICPLUS; AUTHORIZE MAYOR AND/OR STAFF TO ENDORSE STATEMENT OF WORK AND RELATED DOCUMENTS.**

Deputy City Manager Tom Leatherbee explained use of software and answered questions.

MOVED BY: HOCK            SECOND: GANDY  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON

NAYS: NONE

D. Animal Shelter Contract Renewal with Oklahoma City

Discussion consideration possible action to approve renewal of contractual agreement between City of Oklahoma City (Animal Welfare division) and City of Del City for fiscal year 2021-2022; authorize Mayor to endorse same.

**MOTION: TO APPROVE RENEWAL OF CONTRACTUAL AGREEMENT BETWEEN CITY OF OKLAHOMA CITY (ANIMAL WELFARE DIVISION) AND CITY OF DEL CITY FOR FISCAL YEAR 2021-2022; AUTHORIZE MAYOR TO ENDORSE SAME.**

MOVED BY: FINCH           SECOND: DEAN  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

E. Local Fund Contribution for Regional Transportation Authority

Discussion, consideration, possible action to approve payment of the City's Local Fund Contribution for FY2 1-22 to the Regional Transportation Authority of Central Oklahoma in the amount of \$29,113, direct staff accordingly

**MOTION: TO APPROVE AS WRITTEN; DIRECT STAFF ACCORDINGLY.**

Deputy City Manager Tom Leatherbee discussed RTA local fund.

Don Vick spoke on RTA and answered questions.

MOVED BY: FINCH           SECOND: GANDY  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

**MOTION: TO RECESS TO DCMSA AT 6:43 P.M.**

MOVED BY: DEAN           SECOND: GANDY  
AYES: DEAN, HOCK, GANDY, FINCH, AND MAYOR EASON  
NAYS: NONE

**RECONVENE FROM DCMSA AT 7:22 PM**

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. Matters Pertaining to Economic Development

Discussion concerning 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).

B. Purchase or Appraisal of Real Property

Discussion concerning the purchase or appraisal of real property including but not limited to real property in the vicinity of SE 15th Street and Sooner Road, in the vicinity of NE 4th Street and Sunnyside Road, in the vicinity of Hidden Creek Way and Crooked Creek Road, in the vicinity of Reno Avenue and Vickie Drive and in the vicinity of SE 29th Street and Epperly Drive, pursuant to 25 O.S. § 307(B)(3).

**MOTION: TO RECESSING TO EXECUTIVE SESSION AT 7:24 P.M.**

MOVED BY: HOCK                      SECOND: DEAN  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

City Attorney Beverly Palmer stated yes in her opinion these items constitute an executive session under the Open Meetings Act.

**MOTION: TO RECONVENE AT 8:22 P.M.**

MOVED BY: DE                      SECOND: HOCK  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

7. ACTION FROM EXECUTIVE SESSION

A. Matters Pertaining to Economic Development

Discussion consideration possible action deemed appropriate, if any, arising from discussions held in executive session concerning 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.

**MOTION: TO TAKE NO ACTION.**

MOVED BY: FINCH                      SECOND: DEAN  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

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 real property in the vicinity of SE 15th Street and Sooner Road in the vicinity of NE 4th Street and Sunnyslane Road, in the vicinity of Reno Avenue and Vickie Drive and in the vicinity of SE 29th Street and Epperly Drive.

**MOTION: TO TAKE NO ACTION.**

MOVED BY: FINCH                      SECOND: GANDY  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

8. COUNCIL INPUT: Councilman J.D. Hock Parade May 15<sup>th</sup> and 10:00 A.M.

9. ADJOURNMENT:

**MOTION: TO ADJOURN AT 8:24 P.M.**

MOVED BY: DEAN                      SECOND: HOCK  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

Approved this 17<sup>th</sup> day of May 2021

MINUTES  
DEL CITY MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
May 03, 2021 – 6:00 P.M  
3701 SE 15<sup>th</sup> Street – City Hall

(Agenda posted on the council bulletin board at 5:00 p.m. on April 30, 2021.)

1. CALL TO ORDER AT 6:43 P.M. BY CHAIRMAN EASON.

2. OPENING ITEMS:

A. ROLL CALL

In Attendance: Trustee’s Michael Dean, Pam Finch, J.D. Hock, Kyle Gandy, and Chairman Floyd Eason.

City Employees: Deputy Trust Manager Tom Leatherbee, City Clerk Melissa Jones, and City Attorney Beverly Palmer.

B. PUBLIC AND TRUSTEE INPUT

- Public:
  - Kenneth O’Dell 3913 S.E. 10<sup>th</sup> St, code enforcement issue.
- Trustees:
  - J.D. Hock: does utility customers only receive bills via email?
  - Michael Dean: working on water quality from Lake Thunderbird.

3. CONSENT DOCKET

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

A. Minutes

Approve minutes of regular meeting of the DCMSA of April 19, 2021.

B. Budget Amendment

Approve budget amendment for FY 2020-2021 as shown in Exhibit A to the Council agenda.

**MOTION: TO APPROVE CONSENT DOCKET ITEMS A & B AS WRITTEN.**

MOVED BY: DEAN

SECOND: HOCK

05-03-2021



AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

4. ACTION ITEM(S)

A. Voluntary Recycling Service

Discussion, consideration possible action to approve/deny promotion and marketing of recyclops as a means to offer voluntary recycling service to utility customers at no additional cost to the DCMSA; direct staff accordingly.

**MOTION: TO APPROVE DISCUSSION, PROMOTION AND MARKETING OF RECYCLOPS AS A MEANS TO OFFER VOLUNTARY RECYCLING SERVICE TO UTILITY CUSTOMERS AT NO ADDITIONAL COST TO THE DCMSA; DIRECT STAFF ACCORDINGLY**

Deputy Trust Manager Tom Leatherbee gave discussion and answered questions.

MOVED BY: HOCK SECOND: FINCH  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

B. Annual Audit Report for FY 2019-20

Discussion, consideration possible action to approve presentation discussion receipt of the Annual Fiscal Report with accompanying independent auditor's report for the fiscal year ended June 30, 2020.

**MOTION: TO APPROVE PRESENTATION DISCUSSION RECEIPT OF THE ANNUAL FISCAL YEAR REPORT WITH ACCOMPANYING INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020. PRESENTATION ALREADY GIVEN.**

MOVED BY: DEAN SECOND: FINCH  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

C. RFP No. 2202 - Chemicals and Polymer

Discussion, consideration possible action to award/deny RFP No. 2202 - Chemicals and Polymer to be used at the water treatment plant during the upcoming fiscal year on an as- needed basis to the lowest responsible bidders, Mid America Hydro Tech, Brenntag Southwest Inc Univar Solutions and Hawkins Inc. according to the products each vendor supplies.

**MOTION: TO APPROVE AND AWARD RFP NO. 2202- CHEMICALS AND POLYMER**

**TO BE USED AT THE WATER TREATMENT PLANT DURING THE UPCOMING FISCAL YEAR ON AN AS NEEDED BASIS TO THE LOWEST RESPONSIBLE BIDDERS, MID-AMERICA HYDRO TECH, BRENNTAG SOUTHWEST INC, UNIVAR SOLUTIONS AND HAWKINS INC ACCORDING TO THE PRODUCTS EACH VENDOR SUPPLIES; AUTHORIZE MAYOR TO SIGN AND DIRECT STAFF. ACORDINGLY.**

MOVED BY: EASON            SECOND: DEAN  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

D.    RFP No. 2203 - Carbon Filter Media

Discussion, consideration possible action to approve / deny awarding RFP 2203 Carbon Filter Media to the lowest and most responsible bidder, Cabot Norit Americas Inc. for the purpose of replacing the carbon filter media at the Del City Water Plant.

**MOTION: TO APPROVE AWARDING RFP 2203 CARBON FILTER MEDIA TO THE LOWESR AND MOST RESPONSIBLE BIDDER, CABOT NORIT AMERICAS INC FOR THE PURPOSE OF REPLACING THE CARBON FILTER MEDIA AT THE DEL CITY WATER PLANT; AUTHORIZE MAYOR TO SIGN AND DIRECT STAFF ACORDINGLY.**

MOVED BY: DEAN            SECOND: HOCK  
AYES: FINCH, DEAN, HOCK, GANDY, AND MAYOR EASON  
NAYS: NONE

5.    TRUST INPUT:
- Trustee Pam Finch received the May Del City newsletter, appreciates Miranda putting it all together.

6.    ADJOURNMENT: AT 7:22 P.M.

**MOTION: TO ADJOURN BACK TO THE DEL CITY COUNCIL MEETING AT 7:22 P.M.**

MOVED BY: DEAN            SECOND: GANDY  
AYES: DEAN, HOCK, GANDY, FINCH, CHAIRMAN EASON  
NAYS: NONE

Approved this 17<sup>th</sup> day of May 2021.