



# City Commission Meeting

November 05, 2024 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 November 5, 2024, 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 6:00pm.

#### ROLL CALL AND DECLARATION OF QUORUM

##### PRESENT

Commissioner Michelle Huckabay

Commissioner Judith McCaslin

Commissioner Dixie Peterson

Commissioner Mark Chapman

##### ALSO PRESENT

Mayor Jackie Menasco

City Attorney Corry Kendall

City Manager Erma Mora

#### SWEARING IN OF MANGUM'S NEW POLICE OFFICERS

1. Swearing in of Aaron Lowry
2. Swearing in of James Sartain

Oath administered to Officers Aaron Lowery and James Sartain by Police Chief Taylor.

#### 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.*

1. Approve October 1, 2024 meeting minutes as presented.
2. Approve September 2024 financials for all funds.
3. Approve October 2024 claims.

4. Approve November 2024 estimated payroll.

Motion to approve the consent agenda.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

#### **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.*

None.

#### **REPORTS**

5. Financial Report for September by the City Manager.

City Manager Mora presented the September Financial Report.

City

Sales Tax \$51,518 for September, up 6% from last month.

Use Tax \$10,813 for September, down 3% from last month.

Alcohol Beverage Tax \$7,225 for September, down 2% from last month.

Franchise Fees \$693.

Expenses \$168,912 and were down from last month.

MUA

Revenue \$543,850

Expenses \$196,000 and were down from last month.

Cash on hand 661,267.43.

6. Police Report for September by the Chief of Police.

Chief Taylor presented the September police report.

443 calls

3 accidents, 9 alarm calls, 1 assault, 19 beyond lookouts, breaking and entering, death notification, 8 disturbances, 3 domestic disputes, multiple EMS assists, 3 fights with no weapons, 22 follow-ups, 2 frauds, 4 harassments, 161 calls for information, 3 intoxicated persons, 2 emergency orders of detention, 2 missing/runaways, 3 noise disturbances, 2 houses with open doors, 6 reckless drivers, 1 shots fired, 4 stolen property reports, 8 suspicious individuals, 3 suspicious motor vehicles, 3 vandalisms, 7 welfare checks.

21 reports

Animal cruelty, 3 assaults, restraining order violation, drunkenness, 2 larcenies, 2 stolen property, 4 vandalism, 8 warrants to include ours and other agencies. Of these reports there were 7 arrests made, charges filed on 6 others.

7. Fire Report for October by the Acting Fire Chief.

Acting Fire Chief Christian presented the October fire report.

24 runs

1 power line down in town that caused a grass fire, 1 power line down from the storm, 1 investigation, 3 gas leaks, 2 helicopters, 2 grass fires, 4 car wrecks, 1 burning trash in town, 2 alarms, 1 structure, assisted the water department on a water break, 5 EMS lift assists.

8. Code Enforcement Report for September by the Code Enforcement Officer.

Code enforcement officer Youngblood presented the code enforcement report.

28 total animal control calls with 1 after hours call out by PD, 2 citations and 1 warning issued.

Code enforcement issued 2 warnings, 8 notices of nuisance, 6 notices of dilapidation, 6 properties were declared for abatement, 8 properties cleaned and mowed, 5 liens, 2 permits, 1 citation, took multiple complaints and phone calls, 1 property was demoed by owner after receiving a notice, just finished a demo, there are 19 properties they are watching and taking care of.

## **ORDINANCES & RESOLUTIONS**

9. Discussion and possible action to approve Resolution No. 2024-1105-01 to assign the Board of Commissioners a said number to their titles to comply with the State of Oklahoma Election Board.

Mora explained she was notified that in order to comply with the State Election Board the commissioners need to be numbered rather than by title. The resolution states we are adding the numbers to the commission titles.

Commissioner of Highways will be Commissioner #1, Commissioner of Utilities will be Commissioner #2, Commissioner of Finance will be Commissioner #3, Commissioner of Police, Fire, Cemetery and Sanitation will be Commissioner #4.

Motion to approve changes.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

## **OTHER ITEMS**

10. Discussion and possible action to approve The Mangum Fire Department to purchase 'protection gear' with the 80/20 grant with the OK Dept of Agriculture Food and Forestry Services -CFA in the amount of \$26,007.27 to be reimbursed in the amount of \$20,000.00 after the 'Proof of Purchase' gets turned in making the actual total purchase being \$6007.27. Items include 7 sets of coats, pants, boots, gloves, helmets and 12 hoods.

Acting Fire Chief Christian explained the grant was budgeted for at the beginning of the year. They have to spend \$26,000 to get back \$20,000. They will be spending this on protective gear.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner McCaslin.

Voting Yea: Commissioner Huckabay, Commissioner McCaslin, Commissioner Peterson, Commissioner Chapman

11. Discussion and possible action to approve calendar year 2025 meeting dates, payroll calendar, court schedule and holiday schedule.

Mora explained we have to approve these every year and we made the City's match what the County has so that we are either both open or both closed.

Motion to approve the calendar year for 2025.

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

12. Discussion and possible action to re-allocate the remaining balance of the dispatch salary funds in the amount of \$10,833.67 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.

Mora explained this will be the remaining balance that was being transferred for dispatch. She is requesting to move the money to the areas listed. Workers comp has went up and is higher than what was originally budgeted, insurance rates have also increased a little, there are professional fees that were not budgeted for and the new water meter interface has caused Incode to increase.

Motion to approve reallocation of funds for dispatch.

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

13. Discussion and possible action to surplus 2 utility trailers belonging to the parks department to be sold either by auction, advertised, or individually at the City Manager's discretion.

Mora explained there are 2 utility trailers that parks would like to surplus and put on Purplewave.

Motion to approve.

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

14. Discussion and possible action to review and approve the best quote to purchase 2 utility trailers for the Parks Dept be paid out of the department's Purplewave Fund.

Operations Manager Kyle explained the trailers will be longer and wider than the ones that are being sold. He went over each of the quotes and made his recommendation.

Motion to approve the best option for new trailers.

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

15. Discussion and possible action to review ideas or future projects to allocate the remaining balance of the ARPA funds to be turned in by minutes, resolution and purchase requests by December 31, 2024, and officially spent December 31, 2026.

Mora explained that the remaining balance of the ARPA funds needs to be allocated by December 31, 2024. Peterson discussed using these funds to purchase a rolloff truck since it would be equipment for infrastructure and we would not need to take out a loan for it. Mora explained we will need to have resolution ready and a decision for the next meeting and the representative from ARPA will be at that meeting. We will have to have the resolution signed with the minutes and an actual purchase request for the items in to them by December 31.

Motion to potentially purchase a rolloff truck with the remainder of the ARPA funds.

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

### **EXECUTIVE SESSION**

16. Discussion and possible action to enter executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee, specifically to review the performance of the City Manager In accordance with 25 O.S. 307(B)(1) per the City Manager's request.

Motion to enter executive session.

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

Entered executive session at 6:31pm.

### **OPEN SESSION**

17. Discussion and possible action with regard to executive session.

Returned to open session at 7:33 pm. No action.

### **EXECUTIVE SESSION**

18. Discussion and possible action to enter executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee, specifically to review the performance of the Police Chief and Police Officers In accordance with 25 O.S. 307(B)(1).

Motion to enter executive session.

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

Entered executive session at 7:33pm.

### **OPEN SESSION**

19. Discussion and possible action with regard to executive session.

Return to open session at 8:39pm. No action.

**STAFF AND BOARD REMARKS**

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

Mora reminded the community that the billing clerks up front are doing the best they can. Please remember we are all human, we all have rough days and we don't always know what is going on behind the scene. City Hall open is to talk to anyone, please come in and talk to us before turning to Facebook to bash us.

**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)*

None.

**ADJOURN**

*Motion to Adjourn*

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

Meeting adjourned at 8:41pm.

Jackie Menasco, Mayor

Codi Gutierrez, City Clerk

