



## Special City Commission Meeting

June 11, 2024 at 6:00 PM

City Administration Building at 130 N Oklahoma Ave.

### Record of Minutes

*The Commission of the City of Mangum will meet in a special session on June 11, 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 Dixie Peterson  
Commissioner Mark Chapman

##### ABSENT

Commissioner Judith McCaslin

##### 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.*

Motion to approve consent agenda items as presented.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

1. Approve May 7, 2024 Meeting Minutes as presented.
2. Approve May 13, 2024 Special City Commissioner Budget Retreat Meeting Minutes as presented.
3. Approve April 2024 Financials for all funds.
4. Approve May 2024 claims.
5. Approve June estimated payroll.

## FURTHER DISCUSSION

*Consideration of any items removed from the consent agenda.*

## REMARKS

*Remarks or inquiries by the audience not pertaining to any item on the agenda.*

Dale Clayton from the audience speaks and thanks the board for the opportunity to speak and thanks them for serving. He expresses his concern on the pelican street sweeper that was sold in February 2024 through purple wave auction. He wanted to give the board a chance to try and buy it back. He says that he was told that that it wasn't an option and said he didn't understand why only one person can make a decision like that. Dale asks the board how it is decided for any item to be considered surplus. He states that the street sweeper is fixable and the city should really try to buy it back.

## REPORTS

6. Financial Report for April 2024 by the Interim City Manager.

Interim City Manager Erma Mora informs the board that she she has been out on medical leave and will briefly go over financials. She explains that she has worked extremely hard on budget and fiscal year. Erma states that the audit from the previous year is almost wrapping up as well and has been in close contact with the consultants. Sales tax are down from last year and used tax are up from last year. Erma's only concern is the revenue of collecting on tickets is down from last year.

7. Police Report for April 2024 by Chief Taylor.

Chief Taylor goes over the Police Department reports for April. He states that this is the most calls they have had in a month. 452 calls for service, 33 animals calls, 4 assaults, breaking and entering, 3 disturbances, 5 EMS calls, 166 calls for information and 2 public intoxication, and a larceny.

## ORDINANCES & RESOLUTIONS

8. Discussion and possible action to approve Resolution No. 2024-0611-01, a Resolution of the City of Mangum, Oklahoma, Adopting the annual budget for the City of Mangum, Oklahoma, for the Fiscal Year 2025.

Erma Mora informs the board of the budget retreat they previously had and the future plans for the city's revenues and expenses. Also, informs the audience regarding the major focus being the clean up of the city and the street repairs that need done.

Motion to approve Resolution 2024-0611-01.

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

9. Discussion and possible action regarding adopting an ordinance setting building requirements for tiny homes built within the corporate city limits of Mangum, OK.

City Attorney Mr. Kendall explains that tiny homes is becoming a new trend. He says he has spoken a lot with the operations manager, Steve Kyle regarding ordinances and other towns. He asks the board of what ordinances the board would like to see with the tiny homes. Corry gave the example of Blair taking their modular home ordinances and

incorporated those to the tiny home ordinances. Mayor Menasco asks Mr. Kendall if he knows why any places would prohibit them. He says curb appeal and property values is the most common reasons. Mr. Kendall explains to the board he will be getting some ordinances together for the board to review.

Motion to approve for an ordinance to be created similar to the module ordinance.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

**OTHER ITEMS**

- 10. Discussion and Possible action to adopt the Fiscal Year 2025 Annual Budget as presented by the Interim City Manager on the attached budget summary.

Motion to approve adopting the FY 2025 budgeted presented by Interim City Manager.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

- 11. Discussion and possible action regarding adopting a policy related to online bill payments, including the possibility of implementing a potential date each month where online bill payments will no longer be processed or discontinuing service. (Interim City Manager Erma Mora/ Commissioner Peterson) *Tabled May 7, 2024*

Erma Mora explains that the billing clerk and herself are reviewing a better plan for online payments.

Tabled until July 2nd meeting.

- 12. Discussion and possible action regarding the approval of a non-exclusive facilities license agreement between the City of Mangum and Chisolm Broadband to allow Chisolm to mount broadband internet equipment at the top of each of the City's water towers.

Chisolm Broadband is requesting to use the water towers to provide internet for mostly out of the city area in Mangum. They are wanting to extend coverage to the areas that Dobson Fibers isn't reaching. Erma asks them if they city employees will need to do anything with their project. Answered no.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

- 13. Discussion and possible action regarding accepting the payment of \$83,245.00 from the Purplewave Auction of items declared surplus on February 5, 2024, with such proceeds being distributed as follows: Golf - \$15,205 Police - \$13,700 Parks/Cemetery - \$8,350 Streets - \$7,100 Electric - \$4,625 Water - \$25,575 Shop - \$3,155 Recycle \$3,125 Animal Control - \$300 General - \$2,110

Motion to approve.

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

14. Discussion and possible action regarding paying the invoice in the amount of \$5,185 to RSMeacham CPA & Advisor for work on the FY23 Audit.

Erma Mora explained that Meacham's goes into our software and pulls the work for the actual auditors. She informs the board that while she was out on medical, they did a lot of work and that is the invoice for 2 years they are doing.

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

15. Discussion and possible action regarding soliciting bids from all banking institutions within the City of Mangum for competitive rates and authorization to allow the City Manager to withdraw and deposit funds with the banking institutions that provides the best rates for the City's depository accounts.

Motion to approve.

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

16. Discussion and possible action regarding accepting a \$2,000.00 donation from Kingdom Community for the purchase of new badges for the Police Department.

Motion to approve.

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

17. Discussion and possible action regarding entering into an Interlocal Agreement with the Greer County Sheriff's Office that includes conveying the Armory Building to Greer County for conversion into a county jail and determining the consideration for the conveyance which may include services in kind, a monetary payment, a reversionary interest, relocation of dispatch to a city-owned building, or other fair compensation.

Sheriff Steve McMahan speaks on hoping to finalize some agreement with conveying the City Armory into a jail for Greer County. He explains to the board that they have been back & forth for a few months and needs to get an answer to the contractors for the future jail. Commissioner Peterson suggests that there be a special meeting held between the City Commissioners and County Commissioners to come to an agreement. Mr. McMahan informs the board that if they can't get something figured out, that his contractors have said they can build a new one just the same at no cost to the citizens.

No action taken.

18. Discussion and possible action regarding the status of relocating dispatch to a city-owned building including the possibility of hiring or assigning another entity or third party to accelerate the move, with the expectation that the relocation be completed on or before July 1, 2024.

No action.

19. Discussion and possible action regarding the approval of the letter of interest to the Oklahoma Department of Aerospace & Aeronautics for consideration in the Airport Construction Program which may provide financing for runway rehabilitation or repair during the State's FY2027 budget year.

Gordon Layman operations of our facilities explains to the board the letter of interest from Oklahoma Department Aerospace & Aeronautics for financing for runway or repair for the States FY 2027.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

20. Discussion and possible action regarding terminating the New Generation Conceptual Engineering Study from Sargent & Lundy, approved by the City Commissioners on February 8, 2022. Sargent & Lundy completed Phase I of the study and submitted its invoice and conclusions from the study on May 7, 2024. Phase 1 of the study cost \$13,850.00.

Motion made to terminate the study with Sargent & Lundy.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

21. Discussion and possible action to approve the use of \$23,275.00 in ARPA funds to be paid out as Department Head Bonuses, Longevity pay, Hire of Bonuses, etc. per the City Managers request.

Motion to approve.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

## EXECUTIVE SESSION

22. Discussion and possible action to enter into executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee. Specifically, to discuss details regarding the Interim City Manager, in accordance with 25 O.S. 307(B)(1).

Motion to enter into executive session 7:05pm.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

Corry Kendall declared out of executive session at 7:50pm

#### OPEN SESSION

23. Discussion and possible action in regard to executive session, if needed.

Motion made to put Erma Mora as full-time City Manager effective July 1st, 2024.

Motion made by Commissioner Peterson, Seconded by Commissioner Huckabay.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

#### EXECUTIVE SESSION

24. Discussion and possible action to enter into executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee. Specifically, to discuss details regarding the City Attorney in accordance with 25 O.S. 307(B)(1).

Motion to enter into executive session at 7:52pm.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

Corry Kendall declared out of executive session at 8:07pm

#### OPEN SESSION

25. Discussion and possible action in regard to executive session, if needed.

No action.

#### EXECUTIVE SESSION

26. Discussion and possible action to enter into executive session to discuss the employment, hiring, appoint, promotion, demotion, discipling or resignation of any individual salaried public officer or employee. Specifically, to discuss details regarding the Interim City Clerk in accordance with 25 O.S. 307(B)(1).

Motion to enter into executive session at 8:08pm.

Motion made by Commissioner Peterson, Seconded by Commissioner Chapman.

Voting Yea: Commissioner Huckabay, Commissioner Peterson, Commissioner Chapman

Corry Kendall declared out of executive session at 8:37pm.

#### OPEN SESSION

27. Discussion and possible action in regard to executive session, if needed.

Motion to put Codi Gutierrez as the Interim City Clerk effective July 1st, 2024.

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

#### EXECUTIVE SESSION

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

Motion to enter into executive session at 8:38pm.

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

Corry Kendall declared out of executive session at 8:59pm.

#### OPEN SESSION

29. Discussion and possible action in regard to executive session, if needed.

No action.

#### STAFF AND BOARD REMARKS

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

None.

#### 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)*

Erma Mora requests a new mower be purchased for the Parks department for a new mower. Both mowers are broke down and they got quotes to purchase a new one in the amount of \$7350.00.

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

Steve Kyle, Operations Manager speaks about the list of roads to start repair to chip and seal. He explains that the original cost for those streets are \$135,000.00 but he got a quote for \$. He also informs the board that there is \$101,000.00 in his streets and alley fund.

Mr. Kendall states we need to publish it and have bids to comply with the competitive bid act.

Motion to approve getting bids to chip and seal the streets.

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

#### ADJOURN

*Motion to Adjourn*

Motion to adjourn at 9:15pm.

  
\_\_\_\_\_  
Jackie Menasco, Mayor

  
\_\_\_\_\_  
Erma Mora, City Clerk

