

**NOTICE AND AGENDA OF THE REGULAR MEETING OF THE MARIETTA CITY COUNCIL**

**Tuesday, October 11, 2022 at 6:00 PM**

**Marietta Municipal Building, 700 S. Highway 77, Marietta, Oklahoma**

BUSINESS TO BE CONDUCTED (which may include discussion, consideration, action for approval or disapproval, voting to take any appropriate action, and the revision, amendment and passage of resolutions on the following agenda items):

**CALL TO ORDER.**

**DECLARATION OF QUORUM.**

**INVOCATION.**

**CONSENT AGENDA.**

All matters listed under this section are considered by the City Council to be routine and will be enacted by one motion and vote. Any council member, however, may remove any item from the consent agenda by request.

1. Consideration and possible action relating to the approval of the agenda as part of the minutes.
2. Consideration and possible action relating to the approval of the minutes of the regular meeting on September 13, 2022.
3. Consideration and possible action relating to the approval of financial reports.
4. Consideration and possible action relating to the approval of purchase orders and expenditures from the following accounts/funds, if any: general fund; sanitation fund; cemetery care fund; expense account; grant fund; police asset forfeiture account; payroll account.
5. Consideration and possible action relating to the appointment of Noah Miller as a volunteer firefighter.

**ITEMS REMOVED FROM CONSENT AGENDA.**

Any matter removed from the consent agenda at the request of a council member will be considered separately.

**PUBLIC PARTICIPATION.**

This is an opportunity for citizens to address the City Council. Remarks shall be addressed to the governing body as a whole. Any issues presented will not be further discussed by the City Council or Mayor at this meeting. Comments must be limited to three minutes or less.

**CITY ADMINISTRATOR’S REPORT.**

The City Administrator will provide updates regarding recent and upcoming events and projects, and general operations of the City. No action will be taken.

**REGULAR BUSINESS.**

1. Consideration and possible action relating to a proposal by Love County 4-H regarding the placement of a book exchange station at Shellenberger Park.
2. Consideration and possible action relating to a presentation by Georganne Westfall regarding regulations for buildings and properties located on West Main Street.
3. Consideration and possible action relating to the final inspection and walk-through of renovated municipal building.
4. Consideration and possible action relating to creation of a community liaison position, and the approval of a job description for said position.
5. Consideration and possible action relating to the display of overhead signs and/or banners on streets and highways.
6. Consideration and possible action relating to a Marietta Schools all-class reunion.

#### **MAYOR'S COMMENTS.**

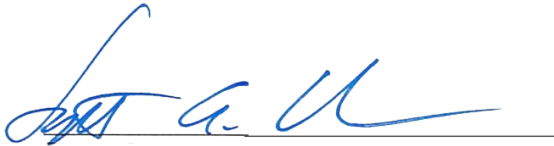
The Mayor will provide updates regarding recent and upcoming events and projects, and general operations of the City. No action will be taken.

#### **NEW AND UNFORESEEN BUSINESS.**

Discussion and possible action with respect to any matter not known, or which could not reasonably be foreseen, prior to the time of posting this agenda.

#### **ADJOURN.**

I, the undersigned Clerk of the City of Marietta, certify that the foregoing Notice and Agenda of the Regular Meeting of the Marietta City Council was posted in prominent public view at the Marietta Municipal Building, located at 700 S. Highway 77, and online at [www.mariettaok.city](http://www.mariettaok.city), at 5:00 p.m. on Friday, October 7, 2022.



Dottie Gwin, City Clerk  
Scott Chaney, Deputy City Clerk

**MINUTES OF THE REGULAR MEETING OF THE MARIETTA CITY COUNCIL****Tuesday, September 13, 2022 at 6:00 PM****Marietta Public Works Authority Building, 303 W Main Street, Marietta, OK**

BUSINESS TO BE CONDUCTED (which may include discussion, consideration, action for approval or disapproval, voting to take any appropriate action, and the revision, amendment and passage of resolutions on the following agenda items):

**CALL TO ORDER.**

Meeting called to order at 6:00 p.m. by Mayor Fraire.

**ROLL CALL AND DECLARATION OF QUORUM.****PRESENT**

Mayor Kimberly Fraire  
Council Member Kermit McKinney  
Council Member Lawrence Anderson  
Council Member Angela Vega  
Council Member Richard Barker  
Council Member Brandy Valenzuela  
Council Member Tambre Sanders

**ABSENT**

Council Member KorDale Lornes

**INVOCATION.**

Invocation given by Lawrence Anderson.

**CONSENT AGENDA.**

All matters listed under this section are considered by the City Council to be routine and will be enacted by one motion and vote. Any council member, however, may remove any item from the consent agenda by request.

Motion made by Council Member McKinney, Seconded by Council Member Barker to approve the Consent Agenda.

Voting Yea: Council Member McKinney, Council Member Anderson, Council Member Vega, Council Member Barker, Council Member Valenzuela, Council Member Sanders, Council Member Rushing

1. Consideration and possible action relating to the approval of the agenda as part of the minutes.

2. Consideration and possible action relating to the approval of the minutes of the regular meeting on June 12, 2022.
  
3. Consideration and possible action relating to the approval of financial reports.
  
4. Consideration and possible action relating to the approval of purchase orders and expenditures from the following accounts/funds, if any: general fund; sanitation fund; cemetery care fund; expense account; grant fund; police asset forfeiture account; payroll account.
  
5. Consideration and possible action relating to the authorization of an application for funds under the Justice Assistance Grant - Local Law Enforcement program and approval of expenditures for approved equipment.

**ITEMS REMOVED FROM CONSENT AGENDA.**

Any matter removed from the consent agenda at the request of a council member will be considered separately.

None.

**PUBLIC PARTICIPATION.**

This is an opportunity for citizens to address the City Council. Remarks shall be addressed to the governing body as a whole. Any issues presented will not be further discussed by the City Council or Mayor at this meeting. Comments must be limited to three minutes or less.

None.

**CITY ADMINISTRATOR’S REPORT.**

The City Administrator will provide updates regarding recent and upcoming events and projects, and general operations of the City. No action will be taken.

Mayor Fraire filled in for City Administrator Scott and stated contractors will be back next week, City Building should be ready for the meeting in October and the bond was approved and already forgiven for the MMA.

**REGULAR BUSINESS.**

1. Consideration and possible action relating to the giving notice of a hearing, as requested by BancFirst, to permanently vacate and foreclose the reopening of the alleyway described as follows: All that part of the alley running North and South in Block 25 (Twenty-Five) in the Original Townsite of Marietta, Love County, Oklahoma, according to the recorded plat thereof and being more particularly described as follows: Beginning at the Southwest corner of said North and South alley, said point being the Southeast corner of Lot 14, Block 25; Thence Northerly, along the West line of said North and South alley to the Northeast corner of said Lot

14; Thence Easterly, along the South line of the alley running East and West through Block 25, to the Northwest corner of Lot 12, Block 25; Thence Southerly, along the East line of said North and South alley, to the Southwest corner of Lot 13, Block 25; Thence Westerly, along the North line of West Chickasaw Street to the True Point of Beginning.

Attorney Cochran addressed the Council and explained the procedure to permanently vacate the alley.

Motion made by Council Member Barker, Seconded by Council Member McKinney to approve the Notice as presented.

Voting Yea: Council Member McKinney, Council Member Anderson, Council Member Vega, Council Member Barker, Council Member Valenzuela, Council Member Sanders, Council Member Rushing

2. Consideration and possible action relating to an ordinance rezoning property described as Lots 1, 2, 3, 4, and the north 22.9 feet of Lot 5, Block 3, and Lots 12 and 13, Block 1, Fraley Heights Addition to the City of Marietta, Love County, Oklahoma, from R-1 single-family residential district to I-1 light industrial district.

Mr. & Mrs. Thurman addressed the Council with their concerns regarding the rezoning.

Motion made by Council Member Sanders, Seconded by Council Member McKinney to adopt Ordinance No. 2022-04.

Voting Yea: Council Member McKinney, Council Member Vega, Council Member Sanders

Voting Nay: Council Member Anderson, Council Member Barker, Council Member Valenzuela, Council Member Rushing

Motion Fails.

3. Consideration and possible action relating to the modification of pay grade for the Chief of Police job description.

Motion made by Council Member Barker, Seconded by Council Member Valenzuela to adopt Resolution 2022-41 with the exception of adding the language that the raise is retroactive to July 1, 2022.

Voting Yea: Council Member McKinney, Council Member Anderson, Council Member Vega, Council Member Barker, Council Member Valenzuela, Council Member Rushing - Council Member Sanders stepped outside for a phone call.

4. Consideration and possible action relating to the display of overhead signs and/or banners on streets and highways.

City Administrator Scott has reached out to ODOT regarding hanging signs. Kermit said their policy is for main roads not the Main Streets in a City.

Motion made by Council Member Valenzuela, Seconded by Council Member Barker to table Item No. 4.

Voting Yea: Council Member McKinney, Council Member Anderson, Council Member Vega, Council Member Barker, Council Member Valenzuela, Council Member Sanders, Council Member Rushing

## **MAYOR'S COMMENTS.**

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The Mayor will provide updates regarding recent and upcoming events and projects, and general operations of the City. No action will be taken.

Mayor is thankful for staff and employees trying to keep everything done.

**NEW AND UNFORESEEN BUSINESS.**

Discussion and possible action with respect to any matter not known, or which could not have been reasonably foreseen, prior to the time of posting this agenda.

Chief of Police stated the School wants to close Main Street and any adjacent streets on October 6 from 4-8 for homecoming. This item was unforeseen and could not be placed on the Agenda.

Motion made by Council Member Sanders, Seconded by Council Member Anderson to adopt Resolution 2022-42.

Voting Yea: Council Member McKinney, Council Member Anderson, Council Member Vega, Council Member Barker, Council Member Valenzuela, Council Member Sanders, Council Member Rushing

**ADJOURN.**

Meeting adjourned at 6:38 p.m.



Dottie Gwin, City Clerk

Scott Chaney, Deputy City Clerk

# City of Marietta, Oklahoma Job Description

<b>Position Title: Community Liaison</b>	<b>Department: Office Management</b>
<b>Pay Grade: Q</b>	<b>Supervisor: City Administrator</b>

**Position Purpose:** The Community Liaison is responsible for managing communications between the City of Marietta, through it's various departments and programs, and local institutions and organizations, and coordinating promotional events and activities to benefit local citizens and community visitors.

**Essential Functions and Duties:**

- Build positive relationships with members of the community.
- Boost customer satisfaction and work to resolve any conflicts with the public.
- Represent the City of Marietta at various community organization meetings and functions.
- Manage and create original content for social media platforms.
- Maintain the City of Marietta’s website.
- Serve as a liaison between the City and various contractors, suppliers and utilities.
- Coordinate special events within the City, working with planning groups to facilitate the best use of City services and resources.
- Serve as a liaison between the City of Marietta, Love County Government, and surrounding government agencies.
- Coordinate with non-profit organizations to provide assistance as necessary.
- Other duties as assigned or requested.

**Education and Experience:**

- Bachelor’s Degree required, Masters Degree preferred.
- Minimum five (5) years experience in public writing/speaking/leadership capacity.
- Minimum five (5) years experience working with volunteer groups and community organizations.

**Certificates and Licenses:**

- Valid driver’s license.
- Preference for valid commercial driver’s license, or willingness to obtain such.

**Knowledge and Skills:**

- Communicate clearly and concisely, both orally and in writing.
- Knowledge of advertising and promotions.
- Knowledge of City government, procedures and policies.
- Knowledge of the community.
- Working knowledge of print and digital media production.
- Working knowledge of Microsoft Office, Adobe Creative Suite, desktop publishing software and photography, etc.

**Physical Job Requirements:**

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift up to 25 pounds			X	
Walk			X		Lift up to 50 pounds		X		
Sit			X		Work Outdoors			X	
Use hands to finger, Handle, or feel		X			Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Climb or balance		X							
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell	X								

**Conditions of Employment:**

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment fit for duty examination
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age