

**NOTICE AND AGENDA OF THE REGULAR MEETING OF THE MARIETTA CITY COUNCIL****Tuesday, November 08, 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 October 11, 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 notice of regular meetings of the City Council for the calendar year 2023.
- [6.](#) Consideration and possible action relating to the establishment of City holidays for the calendar year 2023.
- [7.](#) Consideration and possible action relating to the designation of a Christmas tree lighting organized by the Love County Chamber of Commerce as a special event, and necessary street closures.
- [8.](#) Consideration and possible action relating to the designation of a Christmas parade organized by the Love County Frontier Days Committee as a special event, and necessary street closures.
- [9.](#) Consideration and possible action relating to the appointment of Scott Chaney to the Southern Oklahoma Development Authority Board of Directors.

**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. Public Hearing regarding the Petition and Application of BancFirst to Vacate and Foreclose the reopening of the Alleyway located east of Lots 14 and 15, Block 25, in the Original Townsite of Marietta, Love County, Oklahoma with the legal description of the Alleyway described as follows:

**LEGAL DESCRIPTION:**

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.

2. Consideration and possible action relating to an ordinance vacating an alleyway located east of Lots 14 and 15, Block 25, in the Original Townsite of Marietta, Love County, Oklahoma, with said property being fully described in Regular Business agenda item #1 above.
3. Consideration and possible action relating to a presentation by Georganne Westfall regarding regulations for buildings and properties located on West Main Street.
4. Consideration and possible action relating to the purchase and installation of acoustic panels in the Council Chambers/Courtroom of the Marietta Municipal Building.
5. Consideration and possible action relating to project sponsorship for Transportation Alternative Program application and authorization to submit said application.
6. Consideration and possible action relating to creation of a community liaison position, and the approval of a job description for said position.
7. Consideration and possible action to convene in executive session to discuss the appointment of William Chambers as a police officer, pursuant to Title 25 O.S. Section 307.B.1, as well as the hours, duties, and pay for said position.
8. Consideration and possible action relating to the appointment of William Chambers as a police officer, as well as the hours, duties, and pay for said position.
9. Consideration and possible action relating to holiday bonuses for City employees and volunteers.
10. Consideration and possible action relating to the display of overhead signs and/or banners on streets and highways.

**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 foreseen, prior to the time of posting this agenda.

**ADJOURN.****NOTICE OF POSTING:**

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, November 4, 2022.



Dottie Gwin, City Clerk



# **MINUTES 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**

## **CALL TO ORDER.**

Meeting called to order by Mayor Fraire at 6:01 p.m.

## **DECLARATION OF QUORUM.**

A quorum was declared.

## **PRESENT**

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

## **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 Lornes to approve the Consent Agenda with statement that the date on Item #2 of the previous minutes be corrected, Seconded by Council Member Barker. Voting Yea: Council Member Lornes, 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 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.

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.

Bobby Anderson addressed the Council regarding all three railway crossings being blocked in case of emergency. City Administrator Scott responded to the inquiry. He stated an alternate route would need to be used and we have fire stations on both sides of the track.

#### **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.

City Administrator Scott addressed the Council and stated the waterline project is complete and there were extra costs incurred to replace valves; the company who did the waterline project was awarded the bid and they have been here this week assessing the project and marking utility locations; we submitted an application for the Tap Grant for the Depot restoration and there is a site visit scheduled for next week. The estimate for the repair is about \$1,500,000.

#### **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.

Laura Minyard with the 4H and the Love County Librarian addressed the Council regarding a book exchange. Nesha explained the Library would maintain the book exchange and the 4H will get donors to fund the project.

Motion made by Council Member Barker to approve the book exchange project, Seconded by Council Member Rushing.

Voting Yea: Council Member Lornes, 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 a presentation by Georganne Westfall regarding regulations for buildings and properties located on West Main Street.

Motion made by Council Member Lornes to table this item until next meeting; Seconded by Council Member Sanders. Voting Yea: Council Member Lornes, Council Member McKinney, Council Member Anderson, Council Member Vega, Council Member Barker, Council Member Valenzuela, Council Member Sanders, Council Member Rushing

3. Consideration and possible action relating to the final inspection and walk-through of renovated municipal building.

City Administrator Scott discussed the new Municipal building and any changes needed.

Meeting adjourned at 6:19 p.m. to tour the new building and reconvened at 6:34 p.m.

Motion made by Council Member McKinney to accept the final inspection and walk-through of the building, Seconded by Council Member Valenzuela. Voting Yea: Council Member Lornes, Council Member McKinney, Council Member Anderson, Council Member Vega, Council Member Barker, Council Member Valenzuela, Council Member Sanders, Council Member Rushing

4. Consideration and possible action relating to creation of a community liaison position, and the approval of a job description for said position.

City Administrator Scott addressed the Council regarding this position. Everyone at the City has a job title and description but all pull together to do what needs to be done. He would like someone to help promote the City and work to help work on future projects, plan community activities and help with grants. This position has not been budgeted. Funds would need to be moved around to pay for the position and it would be \$40-\$41,000 per year.

No action will be taken tonight and will be brought to the next meeting.

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

Mayor Fraire stated ODOT says no to overhead signs or banners are allowed. If we do it then the City will be liable for any damage. Attorney Cochran talked with other towns and they stated ODOT looks the other way.

Mayor Fraire directed Attorney Cochran to prepare an Ordinance regarding Overhead Signs/Banners.

6. Consideration and possible action relating to a Marietta Schools all-class reunion.

Councilman McKinney stated a class reunion is being planned for a 50 year school reunion and they are wondering if the City is opposed to it being held at the end of April.

No action taken.

## **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.

Thanked the City employees for all their hard work and thanked everyone for being here.

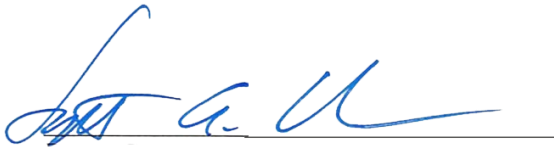
**NEW AND UNFORESEEN BUSINESS.**

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

None.

**ADJOURN.**

Meeting adjourned at 6:56 p.m.

A handwritten signature in blue ink, appearing to be "D. Gwin", is written over a horizontal line.

Dottie Gwin, City Clerk

Scott Chaney, Deputy City Clerk

## RESOLUTION \_\_\_\_\_

### A RESOLUTION PROVIDING NOTICE OF THE REGULARLY SCHEDULED MEETINGS OF THE MARIETTA CITY COUNCIL FOR CALENDAR YEAR 2023

**WHEREAS**, pursuant to Title 25 O.S. Section 311, the City of Marietta is required to give notice in writing to the municipal clerk of the City of Marietta of the schedule showing the date, time, and place of the regularly scheduled meetings of the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

1. Regular meetings of the City Council will be held at the Marietta Municipal Building, located at 700 S. Highway 77, Marietta, Love County, Oklahoma, at 6:00 PM on the second Tuesday of every month, more specifically described as:

January 10	April 11	July 11	October 10
February 14	May 9	August 8	November 14
March 14	June 13	September 12	December 12

2. A copy of this Resolution shall be filed with the municipal clerk of the City of Marietta.

**PASSED BY THE CITY COUNCIL** and **SIGNED BY THE MAYOR** of the City of Marietta this 8<sup>th</sup> day of November 2022.

CITY OF MARIETTA

ATTEST:

\_\_\_\_\_  
KIMBERLY FRAIRE, MAYOR

\_\_\_\_\_  
DOTTIE GWIN, CLERK



## RESOLUTION \_\_\_\_\_

### A RESOLUTION ESTABLISHING CITY HOLIDAYS AND CITY OFFICE CLOSURES FOR CALENDAR YEAR 2023

**WHEREAS**, it is the desire of the City Council to formally establish annual City holidays for city employees and to inform the public of planned city office closures.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta that the following days will be official City holidays:

Monday, January 2	New Year's Day
Monday, January 16	Martin Luther King Day
Monday, February 20	Presidents' Day
Friday, April 7	Good Friday
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus/Native American Day
Friday, November 10	Veterans Day
Thursday, November 23	Thanksgiving
Friday, November 24	Thanksgiving
Monday, December 25	Christmas
Tuesday, December 26	Christmas

**PASSED BY THE CITY COUNCIL** and **SIGNED BY THE MAYOR** of the City of Marietta this 8<sup>th</sup> day of November 2022.

CITY OF MARIETTA

ATTEST:

\_\_\_\_\_  
KIMBERLY FRAIRE, MAYOR

\_\_\_\_\_  
DOTTIE GWIN, CITY CLERK

## RESOLUTION \_\_\_\_\_

### DECLARING A CHRISTMAS CELEBRATION ORGANIZED BY THE LOVE COUNTY CHAMBER OF COMMERCE A SPECIAL EVENT AND AUTHORIZING STREET CLOSURES TO ACCOMMODATE THE EVENT

**WHEREAS**, the Love County Chamber of Commerce is planning a special event to be held within the corporate limits of the City of Marietta on Monday, December 5, 2022; and

**WHEREAS**, it will be necessary to close various streets within the City of Marietta to accommodate the celebration; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

1. The Love County Christmas Celebration, scheduled for December 5, 2022, is recognized as a special event within the City of Marietta.
2. The Chief of Police may authorize the closure of City streets located adjacent to the event area to provide for safe and effective movement of traffic and pedestrians.

**PASSED** by the City Council and **SIGNED** by the Mayor this 8<sup>th</sup> day of November, 2022.

CITY OF MARIETTA

ATTEST

\_\_\_\_\_  
KIMBERLY FRAIRE, MAYOR

\_\_\_\_\_  
DOTTIE GWIN, CITY CLERK

## RESOLUTION \_\_\_\_\_

### DECLARING A CHRISTMAS PARADE ORGANIZED BY THE LOVE COUNTY FRONTIER DAYS COMMITTEE A SPECIAL EVENT AND AUTHORIZING STREET CLOSURES TO ACCOMMODATE THE EVENT

**WHEREAS**, the Love County Frontier Days Committee is planning a Christmas parade to be held within the corporate limits of the City of Marietta on Monday, December 5, 2022; and

**WHEREAS**, it will be necessary to close various streets within the City of Marietta to accommodate the celebration; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

1. The Love County Christmas Celebration Parade, scheduled for December 5, 2022, is recognized as a special event within the City of Marietta.
2. The Chief of Police may authorize the closure of City streets located adjacent to the event area to provide for safe and effective movement of traffic and pedestrians.

**PASSED** by the City Council and **SIGNED** by the Mayor this 8<sup>th</sup> day of November, 2022.

CITY OF MARIETTA

ATTEST

\_\_\_\_\_  
KIMBERLY FRAIRE, MAYOR

\_\_\_\_\_  
DOTTIE GWIN, CITY CLERK



### CERTIFICATE OF APPOINTMENT

This is to certify that the Marietta City Council met on November 8, 2022, to appoint the following person to serve as its representative on the Board of Directors of the Southern Oklahoma Development Association:

NAME: Scott Chaney  
 TITLE: Deputy City Clerk  
 MAILING ADDRESS: 700 S. Hwy 77 Marietta, OK 73448  
 TELEPHONE: 580-276-5569  
 FAX: 580-276-5804  
 CELL: 580-238-0109  
 EMAIL: schaney@mariettaok.city  
 COUNTY: Love

Board Packet: Mail or Email (please circle one)

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

(SEAL)

Note: The term of this Board position starts on the above date of appointment and runs for three years thereafter. Return this certificate by mail or email to:

Southern Oklahoma Development Association  
 Attn: Joye Angel  
 P.O. Box 709  
 Durant, OK 74702-0709  
 jangel@soda-ok.org

For federal grant purposes, SODA is required to report the race of SODA board members. Please circle below the race of your appointee:

Caucasian African American Hispanic Asian Native American Other \_\_\_\_\_

RESOLUTION 2022-36

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARIETTA AUTHORIZING THE CITY ATTORNEY TO DISCLAIM ANY INTEREST IN AN ALLEY LOCATED DIRECTLY EAST OF LOTS 14 AND 15, BLOCK 25, IN THE CITY OF MARIETTA**

**WHEREAS**, staff received a summons in case CV-2022-72, Love County District Court, on July 11, 2022 regarding an Application to Vacate an alley located directly East of Lots 14 (Fourteen) and 15 (Fifteen), Block 25 (Twenty-Five), in the Original Townsite of Marietta, Love County, Oklahoma; and

**WHEREAS**, BancFirst is the owner of the above-described real property adjacent to the alley; and

**WHEREAS**, the vacating of said alley will not affect access of the adjoining property owners or other adjacent public roads and alleys; and

**WHEREAS**, staff recommends authorizing the City Attorney to appear on behalf of the City and disclaim any interest in said alley;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

**SECTION 1.** The City Attorney is authorized to appear before the Love County District Court on behalf of the City of Marietta in case CV-2022-72, and disclaim any interest in an alley located directly East of Lots 14 (Fourteen) and 15 (Fifteen), Block 25 (Twenty-Five), in the Original Townsite of Marietta, Love County, Oklahoma.

**PASSED** by the City Council and **SIGNED** by the Mayor this 9th day of August, 2022.

ATTEST

  
DOTTIE GWIN, CITY CLERK



CITY OF MARIETTA

  
KIMBERLY FRAIRE, MAYOR

**CITY OF MARIETTA,**  
**LOVE COUNTY, STATE OF OKLAHOMA**  
**ORDINANCE NO.**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MARIETTA, STATE OF OKLAHOMA, PERMANENTLY VACATING AND CLOSING THE PUBLIC WAY, ALLEYWAY AND EASEMENTS AND FORECLOSING THE RIGHT TO REOPEN THE PUBLIC WAY, ALLEYWAY AND/OR EASEMENTS AS SET FORTH HEREIN.

BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF MARIETTA, STATE OF OKLAHOMA, THAT:

**WHEREAS**, The City Council of Marietta, Oklahoma held a public hearing on this matter on this date and there were no objections to Bancfirst's request. Notice of the public hearing was published in the Marietta Monitor on September 22, 2022.

**WHEREAS**, The City Council of Marietta, Oklahoma, hereby agrees that it is in the best interest of the City of Marietta, Oklahoma County to adopt this Ordinance approving the permanent vacating and closing of the public way, alleyway and easements and foreclosing the right to reopen the public way, alleyway and easements regarding the specific property, to wit:

**LEGAL DESCRIPTION (subject property):**

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. (Surface Estate Only).

A copy of the 2022 Survey of the subject property is hereby attached to this Ordinance for reference purposes.

**WHEREAS**, BANCFIRST, as the owner of the adjacent real property, by virtue of documents of record in the County Clerk's office of Love County, Oklahoma, submits this Application to permanently vacate the alleyway and easements identified as the subject property and foreclose any opportunity to reopen said alleyway, which is approved by the City Council of the City of Marietta, Love County, State of Oklahoma.

**WHEREAS**, the subject property has never been accepted or used as a public street or alleyway. Accordingly, the City Council of the City of Marietta agrees upon the transfer of ownership to the alleyway referenced as the subject property, is hereby established in Bancfirst, and that the title to Bancfirst in and to the subject property is hereby approved herein.

**WHEREAS**, the property owner, BANCFIRST, has filed a Petition and Application in the District Court of Love County, State of Oklahoma, CV-2022-72 requesting judicial approval to permanently close the public way, alleyway and easements and foreclose the right to reopen the public way, alleyway and easements.

**THEREFORE, BE IT RESOLVED this \_\_\_\_\_ day of November 2022.**

**CITY COUNCIL OF THE CITY  
OF MARIETTA, OKLAHOMA**

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Kimberly Fraire, Mayor

ATTEST:

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DOTTIE GWIN, City of Marietta Clerk



## RESOLUTION \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PURCHASE OF  
EQUIPMENT, MATERIALS, AND/OR SUPPLIES FOR THE CITY OF MARIETTA**

**WHEREAS**, the purchase of equipment, materials and supplies is necessary to perform the duties relative to the functions lawfully imposed upon or assumed by the City of Marietta; and

**WHEREAS**, the following described equipment is needed to allow for the performance of the above described duties/functions; and

**WHEREAS**, in accordance with Section 2-172 of the Code of Ordinances, the following competitive bids for ACOUSTIC PANELS FOR COUNCIL CHAMBERS were submitted by PERDUE ACOUSTICS - \$6,840.00  
NOISE CONTROL SPECIALIST - \$12,256.82  
DEWALLS ACOUSTIC SPECIALTIES - \$ NO BID; and

**WHEREAS**, staff recommend the purchase of equipment as submitted by PERDUE ACOUSTICS, based upon the following justification: LOWEST BID; ARCHITECTS RECOMMENDATION; KNOWLEDGEABLE STAFF; and

**WHEREAS**, funding is available to provide for this expenditure within the budget of the current fiscal year, under the following department/account: 01-20-800  
WITH AMENDMENT.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

1. The purchase of ACOUSTIC PANELS as submitted by \_\_\_\_\_ is hereby approved.
2. The expenditure for the purchase will be deducted from the following department/account: 01-20-800 WITH AMENDMENT.

**PASSED** by the City Council and **SIGNED** by the Mayor this 8TH day of NOVEMBER, 2022.

CITY OF MARIETTA

ATTEST

\_\_\_\_\_  
KIMBERLY FRAIRE, MAYOR

\_\_\_\_\_  
DOTTIE GWIN, CITY CLERK

## RESOLUTION \_\_\_\_\_

### RESOLUTION OF PROJECT SPONSORSHIP FOR A TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION AND MAINTENANCE COMMITMENT

A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF MARIETTA TO SUBMIT AN APPLICATION TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FORTH BY IJA FOR THE DEPOT RENOVATION PROJECT IN THE CITY OF MARIETTA AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN THIS APPLICATION.

**WHEREAS**, the City of Marietta, Oklahoma, is submitting an application to the Oklahoma Department of Transportation for transportation alternatives program funds in the amount of \_\_\_\_\_ set forth by MAP-21 and as outlined in ODOT's transportation alternatives program guidance & application packet for 2017 and 2018; and

**WHEREAS**, the City of Marietta, Oklahoma, is participating as an eligible project sponsor in the Oklahoma Department of Transportation's transportation alternatives program set forth by IJA; and Whereas, federal monies are available under a transportation alternatives program set forth by IJA,

**WHEREAS**, federal monies are available under a transportation alternatives program set forth by IJA, administered by the state of Oklahoma, Department of Transportation, for the purpose of creating and promoting the planning and development of active transportation facilities and programs in Oklahoma; and

**WHEREAS**, the City of Marietta, Oklahoma, acknowledges availability of the required local match of no less than 20%; and,

**WHEREAS**, after appropriate public input and due consideration, the governing body of the City of Marietta, Oklahoma, has recommended that an application be submitted to the state of Oklahoma for the Depot Renovation project.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the City of Marietta, Oklahoma:

**Section 1.** That the City of Marietta, Oklahoma, does hereby authorize the City Administrator to submit an application to the Oklahoma Department of Transportation for transportation alternatives program funds set forth by IJA on behalf of the citizens of City of Marietta, Oklahoma.

**Section 2.** That the City of Marietta, Oklahoma, hereby assures the Oklahoma Department of Transportation that sufficient funding for the Depot Renovation project is available.

**Section 3.** That the City of Marietta, Oklahoma, hereby assures the Oklahoma Department of Transportation that sufficient funding for the operation and maintenance of the Depot Renovation project will be available for the life of the project.

**PASSED BY THE CITY COUNCIL** and **SIGNED BY THE MAYOR** of the City of Marietta this 8<sup>th</sup> day of November 2022.

CITY OF MARIETTA

ATTEST:

\_\_\_\_\_  
KIMBERLY FRAIRE, MAYOR

\_\_\_\_\_  
DOTTIE GWIN, CITY CLERK

## City of Marietta, Oklahoma Job Description

<b>Position Title: Administrative Specialist</b>	<b>Department: Office Management</b>
<b>Pay Grade: O</b>	<b>Supervisor: City Administrator</b>

### **Position Purpose:**

In addition to general administrative support functions benefiting the City's elected officials and City administration, the Administrative Specialist is responsible for managing communications between the City of Marietta and citizens and local institutions, coordinating promotional events and activities, and the research, application and administration of various grants and programs.

### **Essential Functions and Duties:**

- Upon their absence, perform duties of other Office Management department staff (i.e., assist customers, answer phone calls, respond to general inquiries, assist staff with various needs and tasks)
- Respond to and resolve citizen inquiries and complaints.
- Assist department administrators with researching grant opportunities and drafting grant proposals and supporting documents.
- Serve as a liaison between the City and various contractors and suppliers, local charity, non-profit and community organizations, and local governments to provide assistance as necessary.
- Coordinate special events within the City, working with planning groups to facilitate the best use of City services and resources.
- Manage and create original content for social, print and digital media production and for the City website.
- Design forms, publications, and flyers to be utilized by various City departments and programs.
- Other duties as assigned or requested.

### **Education and Experience:**

- High School Diploma or GED; Bachelor's degree preferred.
- Three (3) years of experience in organization and promotion of public events and activities, preferred.
- Experience in the application and implementation of grant funding programs.

### **Certificates and Licenses:**

- Valid driver's license.

### **Knowledge and Skills:**

- Communicate clearly and concisely, both orally and in writing.
- Ability to work and interact with departments throughout the organization and the general public.
- Able to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists.

- Knowledge of applicable city policies, laws, codes, regulations, statutes and standards.
- 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, and feel				X	Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Climb and balance		X							
Stoop, kneel, crouch, and crawl		X							
Talk and hear				X					
Taste and Smell	X								

**Conditions of Employment:**

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

# RESOLUTION \_\_\_\_\_

## APPOINTMENT OF EMPLOYEE FOR THE CITY OF MARIETTA

**WHEREAS**, it is necessary to employ a number of personnel to exercise the powers and perform the duties relative to the functions lawfully imposed upon or assumed by the City of Marietta;

**WHEREAS**, a vacancy exists within the City of Marietta based on the number of personnel funded by the budget of the current fiscal year;

**WHEREAS**, the following applicant was selected on the basis of their experience, aptitudes and abilities;

**WHEREAS**, this resolution serves to memorialize the action of the governing body regarding the hours, duties, compensation, and benefits for the employee and position described herein;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

1. WILLIAM CHAMBERS is hereby appointed as an employee of the City of Marietta to the position of POLICE OFFICER of the POLICE Department, under the supervision of CHIEF OF POLICE, to be effective 11/20/22.
2. Said position shall be classified as a ☒ full-time ☐ part-time ☐ volunteer employee as defined by Section 207 of the City of Marietta Employee Handbook of Personnel Policies and is eligible for all benefits prescribed by this classification.
3. Compensation for said employee shall be ☒ hourly ☐ salaried, based on rate P1 of the Grade and Step Structure adopted by City Council on November 12, 2019.
4. Employment is subject to a probationary period as outline in Section 207.A of the City of Marietta Employee Handbook of Personnel Policies.

**PASSED** by the City Council and **SIGNED** by the Mayor this 8TH day of NOVEMBER, 2022.

CITY OF MARIETTA

ATTEST

\_\_\_\_\_  
KIMBERLY FRAIRE, MAYOR

\_\_\_\_\_  
DOTTIE GWIN, CITY CLERK

## RESOLUTION \_\_\_\_\_

### AUTHORIZING HOLIDAY BONUS FOR FULL-TIME AND PART-TIME EMPLOYEES AND POLICE AND FIRE DEPARTMENT VOLUNTEERS

**WHEREAS,** City of Marietta employees have voluntarily participated in the Insure Oklahoma program, which provides to the City, a rebate on qualified benefit plan premiums; and

**WHEREAS,** said rebates from the Insure Oklahoma program have totaled more than \$15,000 over the last twelve (12) months; and

**WHEREAS,** the City Council desires to return a portion of said rebates to full-time and part-time employees and police and fire department volunteers in the form of a holiday bonus;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

1. Full-time employees shall be issued a holiday bonus in the gross amount of \$750.
2. Part-time employees shall be issued a holiday bonus in the gross amount of \$300.
3. Reserve police officers and volunteer firefighters shall be issued a holiday bonus in the gross amount of \$125.

**PASSED BY THE CITY COUNCIL** and **SIGNED BY THE MAYOR** of the City of Marietta this 8<sup>th</sup> day of November 2022.

CITY OF MARIETTA

ATTEST:

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KIMBERLY FRAIRE, MAYOR

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DOTTIE GWIN, CITY CLERK