

**CITY OF ADA
REGULAR MEETING
JULY 16, 2018**

The Ada City Council met in regular session, Monday, July 16, 2018 at 5:45 p.m. at City Hall in the Dr. Ray L. Stout City Council Chamber. Advanced public notice was given by posting the agenda on the City Hall bulletin boards on Friday, July 13, 2018 at 1:45 p.m.

Council Members Present: Tre' Landrum, Ben McFarlane,
Randy McFarlin, Guy Sewell

Council Members Absent: Bryan Morris

Mayor Landrum called the meeting to order at 5:45 p.m.

Discussion of and action on Consent Agenda

- 1. Consideration of the Minutes (June 29, 2018 meeting).**
- 2. Consideration of receipt of Oklahoma Department of Environmental Quality (ODEQ) Construction Permit No. WL000062180397 (Roland Heights).**
- 3. Consideration of supplemental appropriation to the General Fund Police budget.**
- 4. Consideration of supplemental appropriation to the Special Revenue Fund Sales Tax-Infrastructure Asphalt Plant budget.**
- 5. Consideration of transfer of appropriations within the Special Revenue Fund Sales Tax-Infrastructure budget.**
- 6. Consideration of receipt of committee/board recommendations and reports:**

Ada Airport Commission Minutes, May 8, 2018
Ada Metropolitan Area Planning & Zoning Commission Minutes June 21, 2018
- 7. Written reports from departments.**

Motion was made by **Councilman McFarlin**, seconded by **Councilman Sewell** to approve the Consent Agenda as presented. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Discussion of and action on items removed from the Consent Agenda

There were no items removed from the Consent Agenda.

Discussion of and action on approval of Water Use Agreement between Carolyn Cook, Pontotoc County Rural Water District No. 7, and the City of Ada/Ada Public Works Authority

City Manager Holcomb reported this Agreement would allow for the City of Ada to provide water service to Carolyn Cook until the time that Rural Water District No. 7 constructs a waterline extension to service her address.

City Attorney Frank Stout stated he had contacted the attorney for Rural Water District No. 7, concerning making Ms. Cook a permanent City of Ada customer, but the attorney stated Ms. Cook could only be a temporary customer of the City of Ada. The City Attorney advised a major portion of the lawsuit had to do with protecting the boundaries of Rural Water District No. 7.

Mrs. Cook addressed the Council, stating Rural Water District No. 7 had told her to contact the City of Ada for water service, but she would contact them again.

The agenda item died for lack of a motion.

Public hearing and discussion of and action on an ordinance providing for the re-zoning of certain property within the City of Ada, Oklahoma, from R-1, One-Family District, to R-2, Two-Family District and declaring an emergency for the following described property:

The south 185' of west 75', Lot 4, Sunnyside Acres Subdivision, Ada, Pontotoc County, Oklahoma.

This property is also known as 802 East Gardena.

(If passed, must consider Emergency Clause.)

Mr. Brent Rustin of Silver Moon Properties, LLC spoke before the Council concerning this plans for construction of a duplex at 802 East Gardena.

Motion was made by **Councilman McFarlane**, seconded by **Councilman Sewell** to adopt **Ordinance No. 18-07, an ordinance providing for the re-zoning of certain property within the City of Ada, Oklahoma, from R-1, One-Family District, to R-2, Two-Family District and declaring an emergency.** Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Motion was made by **Councilman McFarlane**, seconded by **Councilman Sewell** to invoke the emergency clause. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Discussion of and action on approval of Professional Services Contract with Retail Attractions, LLC

The City Manager reported this is a renewal of the City's contract with Retail Attractions to provide assistance with our retail economic development efforts. Mr. Holcomb stated there was no increase in the monthly cost of \$3,000.00 per month.

Motion was made by **Councilman McFarlin**, seconded by **Councilman McFarlane** to approve Professional Services Contract with Retail Attractions, LLC. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Discussion of and action on approval of Agreement with The Capital Group, LLC for consulting services

City Manager Holcomb presented an Agreement with The Capital Group, LLC, to provide consulting services pertaining to legislation affecting the City of Ada at the state level. The City Manager advised the contract amount is \$4,000.00 per month.

Motion was made by **Councilman Sewell**, seconded by **Councilman McFarlane** to approve Agreement with The Capital Group, LLC for consulting services. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Discussion of and action on approval of Professional Services Agreement with Shepherd Engineering Design Company, Inc. to provide preliminary engineering design for a new transfer station, including completion of a Tier II Permit Application for a Solid Waste Processing Facility

The City Manager provided information about the Shepherd Engineering Design Company agreement, stating a conceptual design and layout of a solid waste transfer station, recycling facility and compost facility would be provided. Mr. Holcomb also reported Shepherd Engineering would provide services related to completing a Tier II Permit Application for a Solid Waste Processing Facility that will be submitted to the Oklahoma Department of Environmental Quality.

Motion was made by **Councilman McFarlane**, seconded by **Councilman Sewell** to approve Professional Services Agreement with Shepherd Engineering Design Company, Inc. to provide preliminary engineering design for a new transfer station, including completion of a Tier II Permit Application for a Solid Waste Processing Facility. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Discussion of and action on a resolution amending “Chapter 5. Pay Plan and Pay Administration” of the *Employee Handbook* of the City of Ada, Oklahoma, by replacing with “Chapter 5. Salary Administration and Performance Management System”

City Manager Holcomb stated the proposed resolution provided for a revision to the longevity policy that provides employees with a one-time payment of \$300.00 for every five years of service and two (2) additional days of vacation that must be used in the twelve months following the anniversary date. The City Manager explained this compensation would be paid out at the five-year, ten-year etc. anniversary date. Mr. Holcomb also stated this amendment is retroactive to July 1, 2016 for employees currently employed as of the date this resolution is approved.

Motion was made by **Councilman McFarlin**, seconded by **Councilman Sewell** to adopt **Resolution 18-17A, a resolution amending “Chapter 5. Pay Plan and Pay Administration” of the Employee Handbook of the City of Ada, Oklahoma, by replacing with “Chapter 5. Salary Administration and Performance Management System.** Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Discussion of and action on a resolution amending Subsection D of Section 6-3 of “Chapter 6. Fringe Benefits” of the Employee Handbook of the City of Ada, Oklahoma

City Manager Holcomb advised this resolution if approved would allow for employees to take vacation time in two-hour increments, whereas the current policy requires employees to take a minimum of four hours of vacation time when taking vacation leave.

Motion was made by **Councilman McFarlin**, seconded by **Councilman Sewell** to adopt **Resolution No. 18-18A, a resolution amending Subsection D of Section 6-3 of “Chapter 6. Fringe Benefits” of the Employee Handbook of the City of Ada, Oklahoma.** Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Reports by City Manager

Public Information Officer Lisa Bratcher gave an update of upcoming community events for the City.

Persons to be heard on any matter not on the agenda

There were no persons to be heard on any matter not on the agenda.

Motion was made by **Councilman McFarlane**, seconded by **Councilman Sewell** to recess the regular meeting of the Ada City Council and convene as the governing body of the Ada Public Works Authority. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Following the Ada Public Works Authority meeting, **Councilman McFarlane**, seconded by **Councilman McFarlin** to reconvene the regular meeting of the Ada City Council. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Executive Session to discuss threatened or pending litigation [as provided in Title 25, Oklahoma Statutes, Section 307 (B)(4)]

Motion was made by **Councilman McFarlin**, seconded by **Councilman Sewell** to enter into Executive Session to discuss threaten or pending litigation [as provided in Title 25, Oklahoma Statutes, Section 307 (B)(4)]. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

The Council returned to the Council Chamber at 6:43 p.m., the motion was made by **Councilman McFarlane**, seconded by **Councilman Sewell** to reconvene the regular meeting of the Ada City Council. Mayor Landrum called for the vote recorded as follows:

AYE Landrum, McFarlane, McFarlin, Sewell

NAY: None

Motion carried 4-0.

Adjournment

There being no further business to come before the Ada City Council, Mayor Landrum adjourned the meeting of the Ada City Council.

Attest: Sally Pool, City Clerk

Tre' Landrum, Mayor