PUBLIC NOTICE OF A REGULAR MEETING
OF THE PUBLIC WORKS AUTHORITY
TUESDAY, MARCH 18, 2008 AT 5:30 PM
CLINTON CITY HALL

AGENDA

Meeting status: Completed

1. Call to Order
2. Opening Prayer Doyle Kinney, First Christian Church
3. Consent Agenda
    A. Consider Approval of Minutes of Regular Meeting on March 4, 2008
4. Action Items:
    A. Request authorization to purchase a Used Boring Machine for Not to Exceed $40,000.00
    B. Consider Expenditure for Impeller on Filter Pump at Wastewater Treatment Plant Impeller Illustration
5. City Managers Report
6. Recognition of Registered Audience
7. Adjournment

Filed this 14th Day of March, 2008. Posted on the bulletin board in the lobby of the Clinton City Hall on March 14, 2008 at 1:30 p.m.

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Not recorded

PW030408

MINUTES OF THE PUBLIC WORKS AUTHORITY MEETING, MARCH 4, 2008

Minutes of the regular meeting of the Chairman and Trustees of the Clinton Public Works Authority of Clinton, Oklahoma, Custer County, held in the City Council Room, City Hall on Tuesday, March 4, 2008 at 5:30 P.M. A notice of this meeting with agenda was posted on the bulletin board in the lobby of Clinton City Hall on February 29, 2008.

Chairman Norman called the meeting to order with the following present;

CHAIRMAN: Lynn Norman
TRUSTEES: Bob Marcy, Mark Hendrickson, Terry Wheeler, Allen Bryson
CITY MANAGER: Grayson Bottom
CITY CLERK: Absent
CITY TREASURER: Debra Blanchard
DEPUTY CLERK: Rhonda Williams
CITY ATTORNEY: Ryan Meacham
NEWS MEDIA: Gerald Green and Mike Smith
OTHERS: Bob Gauger, Charles Fry and David Crabtree

Trustee Allen Bryson opened the meeting with prayer and Trustee Bob Marcy led the Pledge of Allegiance.

AGENDA ITEM NO. 3: CONSENT AGENDA

A. Minutes of the Regular Meeting of February 19, 2008
B. Consider Claims

Moved by Trustee Hendrickson and seconded by Trustee Bryson, that Consent Agenda Item No. 3 (a-b) be approved.

Chairman put the motion to a roll call vote:

Aye: Hendrickson, Bryson, Wheeler, Marcy, Norman
Nay: None

Chairman declared the motion carried.

AGENDA ITEM NO. 4 ACTION ITEMS

AGENDA ITEM 4A: Request Authorization to go to bid for repairs to the Clarifiers located at the Water Treatment Plant.

Chairman Norman asked City Manager, Grayson Bottom about the repairs that were needed and the City Manager referred this item to Assistant City Manager Bob Gauger to explain. Bob said the clarifiers will need to be sandblasted and painted and that each clarifier will need to taken off line one at a time for these repairs.

The specifications from the engineers are completed and he would like to send them out ASAP so that we could get them back and have the job awarded by April 1, 2008 to have the job completed before May 1, 2008, that being the approximate time for water consumption to start increasing. Trustee Marcy asked how long it would take to complete the job, Bob said about one month.

Motion made by Trustee Wheeler and seconded by Trustee Marcy to authorize staff to go to bid for repairs to the clarifiers located at the Water Treatment Plant.

Chairman put the motion to a roll call vote:

Aye: Wheeler, Marcy, Hendrickson, Bryson, Norman
Nay: None

Chairman declared the motion carried.

AGENDA ITEM 4B: Consider Approval of Amendment to CDBG-EDIF Contract for roof improvements to building located at 2300 S. 13th extending the contract time frame.

Chairman Norman and Trustee Bryson ask why the additional time was needed. City Manager Grayson Bottom explained that everything just didn't workout to start this project and that now we are ready to proceed. Trustee Hendrickson ask if this additional time would allow us to draw down the money within the allowable time, The City Manager said yes.

Moved by Trustee Hendrickson and seconded by Trustee Bryson, that the extension be approved.

Chairman put the motion to a roll call vote:

Aye: Hendrickson, Bryson, Wheeler, Marcy, Norman
Nay: None

Chairman declared the motion carried.

AGENDA ITEM NO .5: CITY MANAGER'S REPORT

City Manager Grayson Bottom gave a report on the two (2) quotes that the City received for the funding for the purchase of the Solid Waste Truck. Requests were sent out to several firms and were to be received at City Hall no later than 5:00pm Monday, March 3, 2008. The companies that sent us quotes were DLL Public Finance, out of Kansas City, and Oklahoma Bank and Trust here in Clinton. Since the difference in the quotes will amount to about $ 787.00 overall, The City Manager would like to recommend that we keep this transaction here in Clinton.

AGENDA ITEM NO. 6: RECOGNITION OF REGISTERED AUDIENCE

None

AGENDA ITEM NO. 7: ADJOURNMENT

Moved by Trustee Marcy and seconded by Trustee Hendrickson that the meeting adjourn.

Chairman put the motion to a roll call vote

Aye: Marcy, Hendrickson, Wheeler, Marcy, Norman
Nay: None

Chairman declared the meeting adjourned at 5:45 pm.

Clinton
Hub City of Western Oklahoma

Memo

To: Grayson Bottom, City Manager

From: Arnold Adams, Water Superintendent

Date: 03/14/2008

Re: Boring Machine Purchase

We budgeted $40,000 in this years budget to purchase a boring machine. This machine would allow for repairs to be made underground to avoid tearing up the roads. In addition, when the NE Quadrant Water Line project begins, it will pay for itself on that project alone.

In the last calendar year we spent $10,615 with local vendors to do the boring for us on several different projects. The upcoming NE Quadrant project involves 140 taps that will require boring under the roadway to the individual meters. Each of these bores would be about 32 feet in length. At $5 per foot, this would cost approximately $22,500. In addition, the preliminary plans that we have call for 2,673' of larger 6" bores. These are usually about $30 per foot, which would result in a cost of $80,190 for boring.

As you can see, not only would we be saving money by having a machine of our own, but we would also be able to make repairs and new taps with minimal damage to roads and yards.

I have found a couple of used boring machines that I will be going to take a look at. I would like authorization to spend up to $40,000 to purchase a machine if I find one that meets our specifications.

Clinton
Hub City of Western Oklahoma

Memo

To: Grayson Bottom, City Manager

From: Bob Gauger

Date: 03/13/2008

Re: Request permission to purchase impeller for WWTP

The impeller on the filter pump at the Wastewater Treatment Plant is in need of replacement. The impeller has been in service on this pump since 1993. Over the years, the normal wear from use and its location in such acidic water has caused the pump to not carry the volume that is necessary.

The pump was made in Japan. The staff at the treatment plant have contacted the manufacturer and an impeller is available for $11,722. However; they indicated that it will have a six month delivery date at minimum. This does not include the possible waiting time in customs that we have experienced on some other parts orders.

Trying to find other alternatives, staff also contacted a company in Port Arthur, Texas by the name of Standard Alloys. A representative came to the plant and made a sketch of the impeller and provided a quote in the amount of $12,867 to make a custom fabrication of the impeller. This price includes a one-time charge of $3724 to make the casting for the impeller. They keep the casting on file indefinitely and in the event that we need to have another impeller produced, the casting fee would be waived. The delivery date is estimated at 4 – 6 weeks.

Considering the fact that parts for this type of pump are scarce due to its limited application and foreign ability, I would recommend that we purchase the impeller from Standard Alloys since they have a much faster delivery time. A replacement in the future would also be much cheaper since we would not have to pay the casting/tooling fee.

PUBLIC NOTICE OF A REGULAR MEETING
OF THE SOLID WASTE AUTHORITY
TUESDAY, MARCH 18, 2008 AT 5:30 PM
CLINTON CITY HALL

AGENDA

Meeting status: Completed

1. Call to Order
2. Opening Prayer Doyle Kinney, First Christian Church
3. Consent Agenda
    A. Consider Approval of Minutes of Regular Meeting on March 4, 2008
4. Action Items:
    A. Consider Lease Purchase Agreement with Oklahoma Bank & Trust for a Solid Waste Truck
    B. Consider Expenditure of Solid Waste Funds for Repairs to Solid Waste Truck
5. City Managers Report
6. Recognition of Registered Audience
7. Adjournment

Filed this 14th Day of March, 2008. Posted on the bulletin board in the lobby of the Clinton City Hall on March 14, 2008 at 1:30 p.m.

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Not recorded

SW030408

MINUTES OF THE SOLID WASTE AUTHORITY, MARCH 4, 2008

Minutes of the regular meeting of the Chairman and Trustees of the Clinton Solid Waste Authority of Clinton, Oklahoma, Custer County, held in the City Council Room, City Hall on Tuesday, March 4, 2008 at 5:30 p.m. A notice of this meeting with agenda was posted on the bulletin board in the lobby of Clinton City Hall on February 29, 2008.

Chairman Norman called the meeting to order with the following present;

CHAIRMAN: Lynn Norman
TRUSTEES: Bob Marcy, Mark Hendrickson, Terry Wheeler, Allen Bryson
CITY MANAGER: Grayson Bottom
CITY CLERK: Absent
CITY TREASURER: Debra Blanchard
DEPUTY CLERK: Rhonda Williams
CITY ATTORNEY: Ryan Meacham
NEWS MEDIA: Gerald Green and Mike Smith
OTHERS: Bob Gauger, Charles Fry, David Crabtree and others.

Trustee Allen Bryson opened the meeting with prayer and Trustee Bob Marcy led the Pledge of Allegiance.

AGENDA ITEM NO. 3: CONSENT AGENDA

A. Minutes of the Regular Meeting of February 5, 2008
B. Consider Claims

Moved by Trustee Marcy and seconded by Trustee Bryson, that Consent Agenda Item No. 3 (a-b) be approved.

Chairman put the motion to a roll call vote:

Aye: Marcy, Bryson, Hendrickson, Wheeler, Norman
Nay: None

Chairman declared the motion carried.

AGENDA ITEM NO. 4 ACTION ITEMS

None

AGENDA ITEM NO .5: CITY MANAGER'S REPORT

None

AGENDA ITEM NO. 6: RECOGNITION OF REGISTERED AUDIENCE

None

AGENDA ITEM NO. 7: ADJOURNMENT

Moved by Trustee Hendrickson and seconded by Trustee Bryson that the meeting adjourn.

Chairman put the motion to a roll call vote

Aye: Hendrickson, Bryson, Marcy, Wheeler, Norman
Nay: None

Chairman declared the meeting adjourned at 5:35 pm.

CITY OF CLINTON

MEMO

DATE: March 13, 2008

FROM: Robert Mayfield, PW SW Supervisor

TO: City Council

RE: Request for SW Truck Transmission

I am asking permission from the City Council to spend $9500 to replace the transmission in our solid waste truck, unit 21.

Sincerely,

Robert Mayfield

PUBLIC NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
TUESDAY, MARCH 18, 2008 AT 5:30 PM
CLINTON CITY HALL

AGENDA

Meeting status: Completed

1. Call to Order
2. Opening Prayer Doyle Kinney, First Christian Church
3. Consent Agenda
    A. Consider Approval of Minutes of Regular Meeting on March 4, 2008
4. Action Items:
    A. Request Authorization to go to Bid for Administrative Vehicle
    B. Consider Amended Clinton Police Department Policies
    C. First Reading of Ordinance Number 907 regarding annexation of property
    D. First Reading of Ordinance Number 908 regarding sale of low point beer
    E. Request Authorization to go to bid for Re-Striping of Frisco Avenue from 4th Street to 12th Street
    F. Consider Authorization for Application for BIA grant for Wildland Gear and Floating Water Pump
5. City Managers Report
6. Recognition of Registered Audience
7. Adjournment

Filed this 14th Day of March, 2008. Posted on the bulletin board in the lobby of the Clinton City Hall on March 14, 2008 at 1:30 p.m.

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Not recorded

MINUTES OF THE CLINTON CITY COUNCIL
MARCH 4, 2008

Minutes of the regular meeting of the Mayor and City Council of the City of Clinton, Oklahoma, Custer County, held in the City Council Room, City Hall on Tuesday, March 4, 2008 at 5:30 p.m. A notice of this meeting with agenda was posted on the bulletin board in the lobby of Clinton City Hall on February 29, 2008.

Mayor Lynn Norman called the meeting to order with the following present;

MAYOR: Lynn Norman
COUNCIL: Bob Marcy, Mark Hendrickson, Terry Wheeler, Allen Bryson
CITY MANAGER: Grayson Bottom
CITY CLERK: Absent
CITY TREASURER: Debra Blanchard
DEPUTY CITY CLERK: Rhonda Williams
CITY ATTORNEY: Ryan Meacham
NEWS MEDIA: Gerald Green and Mike Smith
OTHERS: Charles Fry, Bob Gauger, and David Crabtree.

Councilman Allen Bryson opened the meeting with prayer and Councilman Bob Marcy led the Pledge of Allegiance.

AGENDA ITEM NO. 3: CONSENT AGENDA

A. Minutes of Regular Meeting of February 19, 2008
B. Consider Claims

Moved by Councilman Hendrickson and seconded Councilman Bryson, that Consent Agenda Item No. 3 (a-b) be approved.

Mayor put the motion to a roll call vote:

Aye: Hendrickson, Bryson, Wheeler, Marcy, Norman
Nay: None

Mayor declared the motion carried.

AGENDA ITEM NO. 4 ACTION ITEMS

AGENDA ITEM 4A. Consider Change Order # 2 with Value Added Management for Bid Packet # 6 Survey for Acme. Brick Park

Mayor Norman ask if anyone had any discussion on this item, there was no discussion. Mayor Norman ask for an update on the progress on the ball fields. City Manager, Grayson Bottom gave a brief update stating that there is additional grading to be done and explained the grading process and that he would like for the Mayor and Council to go to Acme sometime in the near future and see the progress.

Motion was made by Councilman Bryson and seconded by Councilman Wheeler to approve the Change Order for Acme Brick Park

Mayor put the motion to a roll call vote:

Aye: Bryson, Wheeler, Marcy, Hendrickson, Norman
Nay: None

Mayor declared the motion carried.

AGENDA ITEM 4B. Consider Nominations for Trustee for Oklahoma Municipal Assurance Group

Mayor Norman explained what the OMAG Board was and then asked if there were any nominees. There were none from the Council members; Mayor Norman said that the City Manager Grayson Bottom would like to serve on this board so Mayor Norman nominated City Manager Grayson Bottom.

Motion was made by Councilman Marcy and seconded by Councilman Bryson to approve the nomination.

Mayor put the motion to a roll call vote:

Aye: Marcy, Bryson, Wheeler, Hendrickson, Norman
Nay: None

Mayor declared the motion carried.

5. CITY MANAGER'S REPORT

City Manager, Grayson Bottom reported on the new fire truck that will be used to fight brush fires. He said that the truck should arrive in the next few weeks. Also the area Fire Departments have started a task force, this task force will travel to large fires in the area. Councilman Wheeler ask how much water does this truck hold, Grayson said he thought it was 500 gallons. City Manager Grayson Bottom also reminded the Council that budget time was approaching, and that Debra Blanchard; City Treasurer has handed out the worksheets about two (2) weeks ago. Work sessions would begin sometime in late April. Grayson also reported that he has talked to several local financial people and will be having a round table discussion pertaining to the state of the of the local economy later this month.

AGENDA ITEM NO. 7: ADJOURNMENT

Moved by Councilman Bryson and seconded Councilman Hendrickson, to adjourn the meeting.

Mayor put the motion to a roll call vote:

Aye: Hendrickson, Bryson, Wheeler, Marcy, Norman
Nay: None

Mayor declared the meeting adjourned at 6:00 P.M.

Memorandum

To: Grayson Bottom, City Manager

CC:

From: Lisa Anders, City Clerk

Date: 3/14/2008

Re: Administrative Vehicle

As you will recall, the 2007-2008 budget included the replacement of the Administrative Vehicle. The proposal was for the purchase of a sports utility type vehicle with the trade in of the 1999 Windstar van.

The 1999 Windstar van was purchased as a used vehicle and has been used by all city departments as transportation to various meetings and training sessions all across the state. It has served the city well but is showing signs of wear and tear with some safety concerns.

Staff request authorization to surplus the Windstar and trade it in on a Programmed Vehicle that is no more than two years and with no more than 20,000 miles.

CLINTON POLICE DEPARTMENT POLICY

TAKEN FROM POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
TO BE APPROVED BY CLINTON CITY COUNCIL

POLICY AND PROCEDURE MANUAL

All directives affecting agency policy, procedure, conduct, rules, and regulations shall be accomplished in writing and disseminated to the affected personnel. Those directives shall govern the operation of the Department. All members of this Department shall read, adhere to and be held accountable for all policies, procedures, rules, regulations, and instructional material set forth in any manual or manuals or posted on the department bulletin boards. It will be the responsibility of each member to read and be familiar with the contents of the Department's Standard Operational Procedures and other manual(s), which may be assigned to them. Upon successful completion of training, each member to the Department will be required to sign a statement that he/she has read, understands, and agrees to abide by the directive appropriate manual(s).

OATH OF OFFICE

All commissioned police officers shall be required to take the oath of office before assuming sworn status with this department. The oath of office will be given by the City Clerk or the City Manager. After taking the oath, Officers shall sign the Oath and it will be placed in the Officer's personnel file.

BUDGETING

The Chief of Police will have ultimate authority and responsibility for the fiscal management of the Department. This will include budget preparation and control of expenditures. He may designate other Department members who shall participate in the budget process. At his discretion, other persons may be responsible for fiscal matters as they relate to their areas of responsibility. All employees shall prepare and present budget ideas and proposals to the Chief of Police for their area of responsibility. This will be done in compliance with the City timetables for budget preparation. The Department budget shall be presented to the City Manager in the approved format and with the proper justification. Items shall be purchased in compliance with the instructions issued by the City Purchasing Policy, City Ordinance, and State Law. The Chief of Police may request supplemental appropriations in accordance with the City policy. The request shall be in the form of a memo to the City Manager and must have his/her approval before the funds may be appropriated.

PUBLIC INFORMATION

The Department recognizes that the public should have accurate, authentic information concerning events that affect the public welfare or the public interest. The public should be informed of Departmental actions when it is possible to give such information without interfering with the performance of vital emergency police services or jeopardizing the results of a Police investigation.

GRIEVANCE POLICY

A grievance by any employee will be in compliance with the City of Clinton Personnel Handbook. The Chief of Police shall maintain a file of all grievances. Access to this file shall be limited to the Chief of Police or the City Manager or Personnel Officer. The Chief of Police or his designee shall conduct an annual review of all grievances to determine if any trends exist and to prepare a report for the City Manager.

SEXUAL HARASSMENT POLICY

The employees of the City of Clinton Police Department shall abide by the Sexual Harassment Policy as established in the Personnel Handbook.

EQUAL OPPORTUNITY EMPLOYMENT

The Department will follow those Equal Employment Opportunity guidelines as established by the City and the Equal Employment Opportunity Commission. The Department may alter this policy at any time so as to maintain compliance with the appropriate laws and court rulings. The City of Clinton Police Department is an equal opportunity employer.

SUPERCEDE STATEMENT

In any instance where there is a conflict of directives between the City of Clinton Employee Handbook and the Police Department Standard Operational Procedures Manual, the City of Clinton Employee Handbook will take supremacy and should be followed.

Copies of the policy will be on file with the Chief of Police, squad room, and the City Manager for viewing.



D. E. CRABTREE
CHIEF OF POLICE

ORDINANCE NO. 908

AN ORDINANCE ON THE REVOCATION OF PERMITS
FOR THE SALE OF LOW POINT BEER

Whereas, it is a violation of 37 O.S. § 163.2 and of 4-2-3 of the Clinton City Code for any person under the age of 21 to consume, possess, purchase or attempt to purchase low-point beer;

Whereas, 4-2C-3 of the Clinton City Code imposes liability, for the actions of employees, upon the holder of a city permit for the sale of low point beer;

Now therefore, be it ordained by the City Council of the City of Clinton, Oklahoma:

A. Any license issued pursuant to the provisions of Clinton, City Code Title 4 Chapter 2, by order of the City Manager, after due notice and hearing, may be revoked or suspended if the City Manager finds or has grounds to believe that the licensee has:

1. Violated 37 O.S. § 163.2, 4-2-3 of the Clinton City Code, 4-2C-3 of the Clinton City Code;

2. Had any permit or license issued by the Oklahoma Tax Commission and required by the Oklahoma Alcoholic Beverage Control Act, suspended or revoked by the Tax Commission;

B. Definitions.

Owner: Any person(s), partnership, limited liability company, or corporation of whatsoever nature that owns, controls, manages, or oversees the operations of any establishment that sells low point beer or other intoxicating beverages as a part of the goods or products sold and/or distributed in any manner provided for by a permit issued by the City of Clinton.

Employee: Any person that has the responsibility of taking monies, credit card transactions, personal checks, or personal credit transactions for the sale or exchange of goods or products to include low point beer and other intoxicating beverages.

C. The licensee shall have the right to appeal a determination of the City Manager, in Subsection A, to the District Court within 10 days. If the District Court shall find by a preponderance of the evidence as in civil cases that the holder of a license has knowingly sold any alcoholic beverage to any person under the age of twenty-one (21) years, after a public hearing it shall revoke said license and no discretion as to said revocation shall be exercised by the District Court.

D. Penalties.

1. First Violation by Owner and Employee

   a. Employee
      - Punishable as provided in Section 1-4-1 of this Code

   b. Owner
      - Official Warning put on Record of the Municipal Court

   c. Owner Acting as Employee
      - Punishable as provided in Section 1-4-1 of this Code with Official Warning put on Record of the Court

   d. Employee and Owner meet with the City Manager within 24 hours of Court Appearance

2. First Violation by Owner and Second by Employee Within 24 Months

   a. Employee
      - Punishable as provided in Section 1-4-1 of this Code

   b. Owner
      - Official Warning put on Record of the Court

   c. Owner Acting as Employee
      - Punishable as provided in Section 1-4-1 of this Code
      - Two week suspension of City Permit by City Manager

   d. Employee and Owner meet with the City Manager within 24 hours of Court Appearance

3. Second Violation Within 24 Months

   a. Employee
      - Punishable as provided in Section 1-4-1 of this Code

   b. Owner
      - Punishable as provided in Section 1-4-1 of this Code
      - One month suspension of City Permit by City Manager
      - Notification to County Clerk and the ABLE Commission

   c. Owner Acting as Employee
      - Punishable as provided in Section 1-4-1 of this Code
      - One month suspension of City Permit by City Manager
      - Notification to County Clerk and the ABLE Commission

4. Third Violation Within 24 Months*

   a. Employee
      - Punishable as provided in Section 1-4-1 of this Code

   b. Owner
      - Punishable as provided in Section 1-4-1 of this Code
      - Three month suspension of City Permit by City Manager
      - Notification to County Clerk and the ABLE Commission

   c. Owner Acting as Employee
      - Fine and/or jail sentence as set by City Judge

- Three month suspension of City Permit by City Manager
- *New 24 month period started
- Notification to County Clerk and the ABLE Commission of habitual violations

5. Fourth Violation

a. Employee
   - Punishable as provided in Section 1-4-1 of this Code

b. Owner
   - Punishable as provided in Section 1-4-1 of this Code
   - Revocation of City Permit by City Manager
   - Notification to County Clerk and the ABLE Commission of permanent revocation

c. Owner Acting as Employee
   - Punishable as provided in Section 1-4-1 of this Code
   - Revocation of City Permit by City Manager
   - Notification of the County Clerk and ABLE Commission of permanent revocation

E. The failure of any licensee to pay a fine or serve a suspension imposed by the ABLE Commission shall result in the revocation of the license of said licensee.

F. If the City Council finds that public health, safety or welfare require emergency action, and incorporates a finding to that effect in its order, summary suspension of a license may be ordered pending proceeding for revocation or other action, pursuant to the provisions of Section 314 of Title 75 of the Oklahoma Statutes.

Passed and approved this _____ day of _____, 2008.

_____
Mayor

ATTEST:

_____
City Clerk

Memorandum

To: Grayson Bottom, City Manager

From: Wade Anders, Fire Chief

Date: 03/14/08

Re: BIA Grant Request

This is a 90/10 match grant. We are requesting authorization to follow through on this application. It is due March 15, 2008.

What we are requesting is 14 sets of wildland gear valued at $4,900.00, and a floating water pump valued at $2,500.00. The grand total would be $7,400.00. Our cost would be 10% of this figure ($740.00).