CITY OF PERKINS
MINUTES
Regular Meeting

Tuesday, April 12, 2016, 6:00 p.m.
Commission Boardroom, City Hall Annex, 102 N. Main

I. **Call to order, roll call and establish quorum** - The regular meeting of the Perkins City Commission was called to order at 6:02 p.m. on Tuesday, April 12, 2016. Roll was called, present were Robert Johnson, Brian Norton, David Lara, and Jason Shilling. Amber Johnston was absent. Bob Ernst, Matt Devlin, and Rashel Carnefix were also present.

II. **Prayer**

III. **Pledge of Allegiance of the United States of America**

IV. **Presentation to outgoing Mayor Robert Johnson in recognition of his years of service to the city** – Brian Norton presented Mayor Robert Johnson a recognition plaque and expressed appreciation for his service.

The meeting was recessed at 6:05 p.m. for refreshments.

The meeting reconvened at 6:10 p.m.

V. **Oath of Office, Mayor Jason Shilling** – The Oath of Office was administered to Mayor Jason Shilling by City Attorney Matt Devlin.

VI. **Nomination and Election of Vice-Mayor** – David Lara nominated Brian Norton for Vice-Mayor. Jason Shilling seconded the nomination. Brian Norton was elected vice-mayor by unanimous vote as follows: Yea: Shilling, Norton, Lara Nay: None.

VII. **Consideration and action on Consent Agenda** – Brian Norton moved to approve the Consent Agenda. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

- **A. Approval of minutes of the regular meeting March 8, 2016**
- **B. Approval of minutes of the public hearing March 8, 2016**
- **C. Approval of minutes of the special meeting March 29, 2016**
- **D. Approval of Purchase Orders**
- **E. Financial Reports**
- **F. Acknowledge acceptance of letter of resignation, effective April 11, 2016, of Ward 2 Commissioner Jason Shilling**
- **G. PIDA Trust Reappointment of Max Rudd, Term to End April 2019**
- **H. Planning Commission and Flood Plain Board Reappointment of Ron Thompson, Term to End June 2019**
- **I. Planning Commission and Flood Plain Board Appointment of Matthew Ore to replace Norman McNickle, Term to End June 2019**
- **J. Budget Amendment – Public Works Interest Payment/Contract Services**
- **K. Budget Amendment – Emergency Management Capital Outlay**
- **L. Budget Amendment – Fire Department Payroll for OSU Intern**
- **M. City Manager's Report**

VIII. **Consideration of items removed from the Consent Agenda** – None.

IX. **Consideration, discussion, and possible action declaring a vacancy of the Ward Four Commissioner's position** – Brian Norton moved to declare a vacancy of the Ward Four Commissioner's position. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

X. **Consideration, discussion, and possible action declaring a vacancy of the Ward Two Commissioner's position** – Brian Norton moved to declare a vacancy of the Ward Two Commissioner's position. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XI. **Consideration, discussion, and possible action to appoint a commissioner for Ward Four** – No action.

XII. **Consideration, discussion, and possible action to appoint a commissioner for Ward Two** – Brian Norton moved to appoint Amber Johnston as commissioner for Ward Two. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XIII. **Oath of Office, Amber Johnston, Ward Two Commissioner** – No action.

XIV. **Bid opening for Fire Department self-contained breathing apparatus (SCBA) (21 Scott Air-Pak 4.5 SCBA, 17 Scott 2.2 Wire Frame SCBA, 5 Scott 2.2 Wire Frame SCBA missing regulators, 4 Scott SCBA Storage Bags, 11 Scott 2.2 Aluminum Cylinders)** – No bids were received.

XV. **Bid opening for Fire Department 5 Michelin Tires, size 395 85R 20, and 5 Aluminum Rims for same** – No bids were received.

XVI. **Public appearances, petitions, remonstrances, communications and personal appearances** – None.

XVII. **Consideration, discussion, and possible action to award bid for Fire Department self-contained breathing apparatus (SCBA) (21 Scott Air-Pak 4.5 SCBA, 17 Scott 2.2 Wire Frame SCBA, 5 Scott 2.2 Wire Frame SCBA missing regulators, 4 Scott SCBA Storage Bags, 11 Scott 2.2 Aluminum Cylinders)** – No action.

XVIII. **Consideration, discussion, and possible action to declare Fire Department self-contained breathing apparatus (SCBA) (21 Scott Air-Pak 4.5 SCBA, 17 Scott 2.2 Wire Frame SCBA, 5 Scott 2.2 Wire Frame SCBA missing regulators, 4 Scott SCBA Storage Bags, 11 Scott 2.2 Aluminum Cylinders) as scrap and authorize staff to dispose of them** – Brian Norton moved to declare the SCBA equipment as scrap and to authorize staff to dispose of it. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XIX. **Consideration, discussion, and possible action to award bid for Fire Department 5 Michelin Tires, size 395 85R 20, and 5 Aluminum Rims for same** – No action.

XX. **Consideration, discussion, and possible action to declare Fire Department 5 Michelin Tires, size 395 85R 20, and 5 Aluminum Rims for same as scrap and authorize staff to dispose of them** – Brian Norton moved to declare the tires and rims as scrap and to authorize staff to dispose of them. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXI. **Consideration and discussion of Fiscal Year 2016-2017 budget** – Finance Director Rashel Carnefix presented information and answered questions about the proposed Fiscal Year 2016-2017 budget.

XXII. **Consideration, discussion, and possible action to call for a special meeting of the City Commission on Tuesday, April 19, 2016, at 6 p.m., to complete action required for the General Obligation Bond Water Tower Project** – Jason Shilling moved to call for a special meeting of the City Commission on Tuesday, April 19, 2016. Brian Norton seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXIII. **Consideration, discussion, and possible action to go out to bid for 12 Self-Contained Breathing Apparatus (SCBA), 24 cylinders, and 25 face pieces as described in the bid specifications provided by Perkins Fire Department** – Fire Chief Joe Barta addressed the Commission about the need to replace older equipment that does not meet the standards for SCBA. Brian Norton moved to go out to bid for SCBA. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXIV. **Consideration, discussion, and possible action to approve the Fire Station Number 1 renovation in an amount not to exceed $24,000** – Brian Norton moved to approve the renovation in an amount not to exceed $24,000. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXV. **Consideration, discussion, and possible action to approve Parks and Recreation Games and Practice Field Use Agreement** – Brian Norton moved to approve the Games and Practice Field Use Agreement. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXVI. **Consideration, discussion, and possible action to accept of Pay Application No. 3 in the amount of $46,280.01 from Ferguson Enterprises for the Project: Automated Meter Reading System Project** – Brian Norton moved to accept Pay Application No. 3. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXVII. **Consideration, discussion, and possible action regarding acceptance of Invoice No. 1 in the amount of $4,104 from Eric Smith, Inspector for the Project: Automated Meter Reading System Project** – Brian Norton moved to accept Invoice No. 1. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXVIII. **Consideration, discussion, and possible action to accept of Reconciliation Change Order No. 2 reflecting a deduction in the amount of $59,701.02 for the Project: Automated Meter Reading System** – Brian Norton moved to accept Reconciliation Change Order No. 2. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXIX. **Consideration, discussion, and possible action regarding acceptance of Automated Meter Reading Project and authorizing City staff to complete OWRB closeout forms for the Project: Automated Meter Reading System Project** – Brian Norton moved to accept the AMR Project and authorize City staff to complete closeout forms. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXX. **Consideration, discussion, and possible action regarding acceptance of an Oklahoma Department of Environmental Quality application for permit to construct and agency review fee in the amount of $1,068.71 for the Project: FY-2016 CDBG Well Project** – Brian Norton moved to accept the DEQ application for permit and review fee. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXXI. **Consideration, discussion and action to select two (2) nominees from the list of nominees on the 2016 Oklahoma Municipal Assurance Group Official Ballot for Board of Trustees election** – David Lara moved to select Mary Rupp and Mark Skiles from the list of nominees. Brian Norton seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXXII. **Consideration, discussion and action to submit two (2) selected nominees as City of Perkins official vote on the election of trustees on the 2016 Oklahoma Municipal Assurance Group Official Ballot** – Brian Norton moved to submit Mary Rupp and Mark Skiles as the City's official vote. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXXIII. **Consideration, discussion, and possible action to proclaim the week of April 11, 2016 through April 15, 2016 as Week of the Young Child in conjunction with the National Association for the Education of Young Children** – Jason Shilling moved to proclaim April 11-15, 2016, as Week of the

Young Child. Brian Norton seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXXIV. **Consideration, discussion, and possible action to proclaim May 6, 2016, as House Speaker Pro Tempore Lee Denney Day** – Brian Norton moved to proclaim May 6, 2016, as House Speaker Pro Tempore Lee Denney Day. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

Brian Norton moved to recess the meeting. Jason Shilling seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

The meeting recessed to the Perkins Public Works Authority meeting at 6:35 p.m.

The meeting reconvened at 6:38 p.m.

XXXV. **Executive Session Pursuant to 25 O.S. Sec. 307(1) Concerning the Employment and Hiring of City Manager** – Brian Norton moved to enter Executive Session. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

The meeting moved to Executive Session at 6:38 p.m.

The meeting resumed at 6:42 p.m.

XXXVI. **Consideration, discussion and action as a result of Executive Session** – Brian Norton moved that the cost-of-living raise given to all City employees also apply to the City Manager's position. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

XXXVII. **New Business – Under the open meeting act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda** – None.

XXXVIII. **Adjourn** – Brian Norton made the motion to adjourn. David Lara seconded the motion, which passed as follows: Yea: Shilling, Norton, Lara Nay: None.

The regular meeting of the Perkins City Commission was adjourned at 6:45 p.m. on Tuesday, April 12, 2016.

Signed Rashel Carnefix
Rashel Carnefix, City Clerk

Signed Jason Shilling
Jason Shilling, Mayor

NOTICE OF THIS MEETING was posted in prominent public view at the principal office of the City of Perkins, Oklahoma, prior to 5:00 o'clock p.m. on Friday, April 8, 2016.