

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE/INVOCATION

Cameron Whaley, Pastor, Canadian Valley Baptist Church

C. ROLL CALL

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

F. CONSENT AGENDA

These items are considered on the Consent Agenda so that members of the City Council by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Councilmembers that item will be removed and heard in regular order.

1. Approval of **12/20/16** City Council Minutes.
- *2. Claims List for **FY'17**.
- *3. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
4. Approval to Turn **Past Due Library Accounts** over to the Collection Agency.
5. Approval to Renew **Memorandum of Understanding** between the City of Mustang and the Canadian County Health Department for Mass Immunization Events.
6. Approval to Renew **Memorandum of Understanding** between the City of Mustang and the Canadian County Health Department for a Task Force in Mass Immunization Events.

G. INFORMATION/REPORTS

1. City Manager
2. City Council

H. DISCUSSION ITEMS

1. **Discussion, Consideration and Possible Action** regarding Reappointment of Municipal Judge Steve Huddleston and Alternate Judge Chris Box in accordance with Chapter 26, Section 26-62 of the City of Mustang, Oklahoma Municipal Codes.
- *2. **Discussion, Consideration and Possible Action** regarding Approval of Change Order #2 and Final Payment for the Project Labeled Waste Water Treatment Plant Improvements.

J. CITY ATTORNEY'S REPORT

None.

K. ADJOURNMENT

***Items Considered Concurrently on the MIA Agenda.**

**MUSTANG CITY COUNCIL
DECEMBER 20, 2016**

The Mustang City Council met in regular session on Tuesday, December 20, 2016, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, December 16, 2016, at 1:30 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Mayor Adams called the meeting to order at **7:00 p.m.**

B. PLEDGE OF ALLEGIANCE/INVOCATION (Jim Harris, Pastor, Clear Springs Free Will Baptist Church)

Pastor Harris led the assembly in the Pledge and Invocation. He thanked the Council for the opportunity to be a part of the Council meetings stating he has been representing Clear Springs Church for just over 21 years in Mustang. He stated the Church has their traditions for the Christmas season such as caroling on Wednesday evening and holding services on Christmas Eve and Christmas Day.

C. ROLL CALL

Councilmembers Present:	Riley
	Leete
	Grider
	Jones
	Hagan
	Schweinberg
	Adams

Councilmembers Absent:	None
-------------------------------	-------------

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

None

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

None.

F. CONSENT AGENDA

1. Approval of **12/06/16** City Council Minutes.
- *2. Claims List for **FY'17**.
3. **Acknowledgement of Transfer** of City Property, Glock Mod. 23 C .40 Caliber S/N HNV237, to Captain James Davis, Comm. #304 upon his Honorable Retirement Effective December 30, 2016, in compliance with Police Department Policy, PERSONNEL 02.03-RETIREMENT Item 5, which has been the historical past practice of the Department.
4. Approval of **Resolution No. 17-029**, making changes in the Library Fund Budget by making a Supplemental Appropriation to Increase the 2016-2017 Fiscal Year Budget by \$633.
5. Approval of **Oklahoma Highway Safety Grant** AL-17-03-07-03 for Targeting Impaired Driving to Reduce Alcohol Related Crashes, October 01, 2016 thru September 30, 2017.
6. Approval of **Resolution No. 17-030**, making changes in the General Fund Budget by making a Supplemental Appropriation to Increase the 2016-2017 Fiscal Year Budget by \$26,500.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Grider**, to approve Items F-1 through F-6 of the Consent Agenda.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams

NAY: None

G. INFORMATION/REPORTS

1. City Manager

City Manager Rooney stated he did not have anything to report in addition to the City Manager Report provided in the agenda packet and available online.

Mayor Adams stated he was happy to see the Sara Road project engineering information in the City Manager's Report.

Rooney stated the City of Mustang and the City of Oklahoma each submitted five engineering firms stating three of the firms submitted by Mustang were in the Turnpike Authority's top four.

2. **City Council**

Mayor Adams asked the Councilmembers if they had anything to report in their respective Wards:

Councilman Riley did not have anything to report at this time.

Councilman Leete stated he received a letter at the last meeting from Ms. Lindsay Selvey regarding issues with drainage ditches stating he would get with the City Manager to discuss.

Councilman Grider stated he received a call from the schools thanking the Fire Department for their help after a sprinkler head had burst. He also stated the annual "Shop with a Cop" had a great response. He reminded everyone of Captain Davis' retirement party on Friday, December 30th and congratulated Detective Mike Wallace on his promotion.

Councilman Jones asked Pastor Harris to extend their appreciation to all the pastors for their participation in the meetings and that the City appreciates them.

Councilwoman Hagan did not have anything to report at this time.

Councilman Schweinberg wished **Councilman Riley** a Happy Birthday and also congratulated Councilwoman Hagan for having another three years on Council.

Mayor Adams also thanked the Fire Department stating he got to see them in action as a neighbor's house had caught fire. He stated to remember those who will be working for us on Christmas Day such as Firefighters and Policemen. He stated "Shop with a Cop" was a great time and asked everyone to remember the reason for the season.

The Council also wished everyone a Merry Christmas.

H. DISCUSSION ITEMS

1. **Discussion** regarding Proposed Appointment of Municipal Judge Steve Huddleston and Alternate Judge Chris Box in accordance with Chapter 26, Section 26-62 of the City of Mustang, Oklahoma Municipal Codes.

City Manager Rooney stated no action was needed in this meeting stating the term of the Municipal Judge runs for a two year period with renewal needed on odd numbered years. He stated the current Judge and Alternate Judge, Steve Huddleston and Chris Box, have expressed a desire to continue in these positions if the Council chooses to reappoint them. **Rooney** stated the appointment would be made in the next City Council meeting, January 3, 2017.

2. **Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1141**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 90, of the Code of Ordinances of the City of Mustang, Oklahoma, by Adding Section 90-6, Partially Vacating a Portion of West Rancho Drive as dedicated to the City of Mustang and reflected on the Plat of Rancho Addition, an Addition to the City of Mustang, Canadian County, Oklahoma, According to the Recorded Plat Thereof, as more particularly described herein; Declaring Repealer; and Providing for Severability.

Community Development Director Helsel stated the applicant submitted this request to vacate a portion of the City's right-of-way easement for the west 15 feet of W. Rancho Drive in the Rancho Addition stating the application was submitted by the property owners on the south and north sides of the street. She stated the purpose for the vacation was to preserve the peace and harmony of Rancho Estates and to provide the continuance of the utility easement.

Helsel stated recently, the property owner at 302 S. Owen Dr applied for, and was granted, an application to place a gate along their rear property line as an access point to W. Rancho Drive stating this vacation action would restrict her access to W. Rancho Drive.

Helsel stated several utility companies have lines in this area stating Oklahoma Natural Gas submitted a letter of objection to the easement vacation and CK Energy (formerly Caddo Electric) called to voice concerns. She stated Staff does not recommend approval of this Ordinance as they do not see this benefits the City of Mustang to release this right-of-way stating Staff does not see a direct correlation between the purpose of the request and the best interests of the City.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilwoman Hagan**, to Open the Public Hearing.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Oscar Codapony, Director of Operations at CK Energy, 14089 State Highway 152, addressed the Council stating he spoke with one of the landowners and inspected the property and CK Energy, depending on how you look at it, conditionally opposes or conditionally approves this request stating they do not wish to lose any rights they have to either access or locating of their facilities that go through this property. He stated if an easement in perpetuity is granted to the utilities to maintain its facilities there, then CK Energy would not have an objection to it, but under that condition only.

Joe Weaver, Bass Law Firm, Box 57, El Reno, OK, on behalf of the Applicants, addressed the Council stating if the Ordinance is enacted, it will close the last 15 feet of that road; however, without judicial action, the property would not go the applicants, stating that would be another step. He stated Staff recommends to deny the Ordinance as it doesn't benefit the City, but he stated he begged to differ as it does benefit the two applicants who are Mustang residents as well as others on Rancho Dr.

Weaver stated Rancho Dr is very small and has no curbs or gutters and dead ends to Ms. Jansak's property, which is agricultural. He stated his clients' concern is having a residential area here, Rancho Estates, then unplatted property which is agricultural stating they are incompatible uses and Mustang's Comprehensive Plan is trying to separate incompatible uses. He stated his clients knew when they purchased the property it was next to agricultural, but when in a residential area, there are things you don't have to worry about such as farm animals, equipments, trucks, etc running up and down your road and if a gate is installed at that location, there would be no separation, but instead opening up an avenue to connect incompatible properties.

Weaver stated his clients are not asking to restrict access, but to leave it the way it is stating there is other access to the property. If the gate is there, any number of people could use it for ropings, combines, tractors, etc. and we are trying to protect the neighborhood and the residential aspects of it.

Weaver stated they are asking to pass the Ordinance and asking to be consistent with the overall theme of the Mustang 20/20 Comprehensive Plan showing there are areas reserved for agriculture and areas reserved for residential. He stated by passing the Ordinance to close the last 15 feet of the road, nothing could happen with any of the utilities in place by law and stated his clients are willing to provide whatever easements are needed in that 15 feet for utilities. Weaver also stated this road is actually a cul de sac as it has one entrance and exit, and not a stub street. (Handout was provided and is located in the City Clerk's office.) Weaver stated his clients were also willing to install a wooden gate with lock, at their expense, to protect her property where emergency services could enter if needed. He asked if this Ordinance is not passed, then his clients request the permit be revoked.

Deborah Jansak, 302 S. Owen Dr, addressed the Council to clarify inadvertent statements made at the last meeting. (Handout was provided and is located in the City Clerk's office.) She stated the following misstatements were made by Sarah Moore, attorney for the applicants:

- Access road to the north
Ms. Jansak stated this was a private road and was informed their subdivision covenants precludes access;
- Large farm equipment brought in
Ms. Jansak stated both property owners drive pickups, a large motorhome as well as previously had a large tractor. She stated she has a utility trailer, a couple of small trailers, zero turn mower and a pickup stating she has no intention or need to bring in large agricultural equipment, but does reserve the right to have hay delivered;
- A precedent would be set if Ordinance is denied
Ms. Jansak stated this would not set a precedent, rather the opposite would be true.

Jansak stated she would like to use the gate as an escape route to the east and the ability to have hay delivered and stated the fence has been there since 1999. She stated everyone knows the land is zoned agricultural and the City has a multitude of current ordinances precluding her from developing it. She stated as for the peace and harmony, she stated there was a lot split of four where the applicants live and Rancho Dr was extended to accommodate the additional homes. She also stated the road was a stub street and not a cul de sac.

Jansak pleaded the Council deny the Ordinance with prejudice stating the installation of the gate has been started. She stated she would request to preserve the right to have hay delivered and in case of fire, remove her horses that direction.

Michelle Fuller, 448 E Carson Lane, addressed the Council stating she had been following this item in the news stating she lives at the end of a dead-end street which butts up to agricultural land stating there was a strip of land that belongs to the City. She stated she has mowed and performed weed-eating on that strip for 20 years and if this Ordinance is approved, she will be next in line asking the City to vacate that strip of property. She stated she heard the attorney mention the applicants building a wood gate and asked how that was any different than Ms. Jansak wanting to build one.

Jeff Lindsay, 1250 W. Rancho Dr, Applicant, addressed the Council stating they were not looking to block development, but would welcome it, and also stated with the gate, there would be an issue with the dirt and mud flowing onto Rancho Dr and they already have flooding issues. He provided handouts and stated four houses were developed at the same time on the north side of Rancho Dr and the street was designed to have a cul de sac stating this is the only piece of paper in the building files showing how the road was to be constructed. Lindsay stated a cul de sac is considered to be a minor street traffic circulation for residential property that has access to it and City ordinances state thru traffic is to be discouraged. He stated Chris Preston who developed the land stated he never filed any plats, deeds, etc. in 2003 and all building permits were let within nine months of each other stating this would preclude that from being a short form subdivision and by law should have been platted into Rancho Addition.

Lindsay provided pictures to the Council of a gate at the back end of Magnolia Trace. He stated the gate has a padlock on it that only the Fire Department can access stating this could serve to keep the agricultural and residential property temporarily separated. He stated if the Ordinance passes, they would build the gate at their expense and provide signage to not block the emergency exit. Lindsay stated this would ensure codes aren't violated, keep agricultural & residential property separated, conserve the peace and harmony of Rancho Addition, and provide Ms. Jansak an emergency gate healing the situation with the codes and take the responsibility off the Council to not break the law. He stated the gate breaks Chapter 106 in the Comprehensive Plan if allowed vehicular access.

Mayor Adams stated the Comprehensive Plan was not law, but is a plan that guides Council for future decisions and by denying this Ordinance, Council would not be breaking a law or getting arrested. He stated he understood the importance of what he is putting forward, and the gate might be non-conforming to the plan, but there was a significant difference between plans and laws.

Lindsay stated the Comprehensive Plan puts the apportionment of the Plan on the Council as they are the public policy making body.

Councilman Grider asked if he was telling them they would be breaking the law if they do not vote his way.

Lindsay stated that was not what he said, but stated testing the issue before you deny it would be the simplest way to make sure Chapter 106 and the Comprehensive Plan are followed. He stated he didn't want to file this vacation, but just wanted to stop the gate so Chapter 106 would not be broken.

Grider stated he did file for a vacation of the easement and asked why he didn't file a stop work order if that is what he was wanting.

Lindsay stated he filed for a vacation of the west 15 feet of Rancho Dr, not vacation of the easement, in order to establish the utility easement and preserve the peace and harmony of Rancho Estates. He stated he asked about the stop work order, but **Community Development Director Helsel** stated there was no way it would be turned over and had to search for other options. He stated they would install the gate and everybody would be satisfied stating Ms. Jansak would get an emergency escape gate and they would get peace and harmony and not have vehicles driving up and down the street tracking dirt and mud.

Shawn Tidwell, 1255 W. Rancho Dr., Applicant, addressed the Council stating he was a neighbor of Ms. Jansak with his driveway being the closest to her property stating they do not see eye to eye. He stated he has medical problems and has had to have emergency services come to the house and worries hay trucks may block his driveway blocking the emergency service. He also stated he had a couple of surveys done and both surveys state her fence is on his property, but stated this was another action.

Norma Brown, 230 S. Owen Dr, addressed the Council stating she is a neighbor to everyone involved and had read an article in the paper which caught her attention. She stated she was the landowner to the north of Ms. Jansak and to the north and east of the Tidwells. She stated the paper said Ms. Jansak could have access to her property on the north side stating that is not possible as there are three houses and all are in a covenant and this road is a private road, therefore, she would not be able to enter and exit her property from the north side.

Jeff Lindsay stated it did not matter if it was a private or public road and in the event of an emergency, police, fire and any other public agency that needs access to that has free access.

Deborah Jansak stated the fence was put in by survey and would plead Council not to include this in their decision about the gate as this would be dealt with appropriately in another venue. She stated she would still have to install another gate as she would not want to bother the Fire Department for a key. She stated she was asking as a citizen to have access to a public road.

It was stated Ms. Jansak has access to a public road from the west.

Jimmy Rodriguez, 1247 W. Rancho Dr, addressed the Council stating their houses sit south of Rancho Dr and are lower than street level and was concerned about the mud and other debris that could be tracked down the road by farm trucks, etc stating it could get very messy.

Jansak stated she was planning on putting gravel down and stated she was also downhill of everybody.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Jones**, to Close the Public Hearing.

AYE: **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

Councilman Grider asked what zoning would be an appropriate buffer for agriculture. **Community Development Director Helsel** stated R-E which is a combination of some agricultural uses and residential.

Mayor Adams asked when looking at the platting for this little extension, they are saying it is part of the original Rancho plat, is this correct. **Helsel** stated it is part of the original plat of Rancho Estates stating the original Rancho Estates plat did not show a cul de sac. **Adams** stated he believes this was platted around 1961.

Adams stated he is a proponent of following staff recommendation, but also makes sure he looks at all of it. He stated he has been a planner all his life and is surprised there is such division between R-E and Agricultural stating usually it is High Density Residential or Commercial. He stated this is the first time in his 12+ years there has been concern about the compatibility of R-E and Agricultural stating they are basically alike except for acreages. **Adams** stated utility companies have issue with this as does Staff. He stated Ms. Fuller from earlier was right, if the Council allows the vacation of property at the end of any street, people would be hitting the Council with requests on a regular basis, plus additional phases of a subdivision could not be built.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilwoman Hagan**, to Deny **Ordinance No. 1141**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 90, of the Code of Ordinances of the City of Mustang, Oklahoma, by Adding Section 90-6, Partially Vacating a Portion of West Rancho Drive as dedicated to the City of Mustang and reflected on the Plat of Rancho Addition, an Addition to the City of Mustang, Canadian County, Oklahoma, According to the Recorded Plat Thereof, as more particularly described herein; Declaring Repealer; and Providing for Severability.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

J. CITY ATTORNEY'S REPORT

None.

K. ADJOURNMENT

MOTION was made by **Councilman Grider**, seconded by **Councilman Jones**, to adjourn.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams

NAY: None

The meeting was adjourned at **7:56 p.m.**

Jay Adams, Mayor

Attest:

Lisa Martin, City Clerk

FUND: 01 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01 MAYOR AND COUNCIL						
17-0042	01-C0245	CRAWFORD & ASSOCIATES, PC	GASB COMPLIANCE	12/2016	10317	480.00
17-0002	01-H0045	RALPH STEVEN HUDDLESTON	COURT APPEARANCES	1/2017	201612294454	1,600.00
17-0073	01-M0302	MONNET, HAYES, BULLIS, THOMATTORNEY FOR MID-CON HEAR		12/2016	8	275.00
17-0093	01-W0001	WHEATLEY, SEGLER, OSBY & MIMONTHLY RETAINER FEES		12/2016	17312	2,330.45
DEPARTMENT TOTAL:						4,685.45
DEPARTMENT: 11 CITY MANAGER						
17-1118	01-A0164	LAURA ANDERSON	EE APPRECIATION WEEK, SUP	12/2016	201612274448	227.10
17-0068	01-M0001	STAR COMMUNICATION CORPORAT	LEGAL PUBLICATIONS	12/2016	1679	25.70
17-0066	01-M0180	MUSTANG CHAMBER OF COMMER	CHAMBER LUNCHEONS	12/2016	12435	24.00
17-0070	01-M0234	MUSTANG TIMES	LEGAL PUBLICATIONS	12/2016	mt100732	9.10
17-0374	01-00069	OK MUNICIPAL LEAGUE	ANNUAL FEE FOR PROGRAM	12/2016	29243	550.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	70.00
17-0200	01-W0009	WORKERS ASSISTANCE PROGRAM,	EMPLOYEE ASSISTANCE PROG	12/2016	201612274428	302.60
DEPARTMENT TOTAL:						1,208.50
DEPARTMENT: 12 LIBRARY						
17-0243	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	12/2016	5014366257	211.88
17-0248	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR CHILDREN & TEEN	12/2016	5014365290	924.45
17-0675	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	12/2016	5014365291	190.15
17-0247	01-M0263	MIDWEST TAPE, LLC	NON PRINT MATERIALS	12/2016	94518466	27.89
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	12.00
DEPARTMENT TOTAL:						1,366.37
DEPARTMENT: 13 PARKS AND RECREATION						
17-1108	01-A0101	CHRISTINA ANGLIN	REFUND FOR RENTAL	12/2016	150897	37.50
17-0021	01-A0114	PHIL & HELEN SCHUMINSKY	MUSSTORAGE SERVICES	12/2016	201612284451	87.00
17-1012	01-B1026	B&C APPAREL	BASKETBALL SHIRTS	12/2016	32354	1,492.00
17-1105	01-00055	OG&E COMPANY	ELECTRIC SERVICE	12/2016	201612274439	25.71
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	150.00
17-0328	01-S0328	SPRINT SPECTRUM, LP	CELL PHONE ASP/CAMP	12/2016	5997274785-104	155.62
DEPARTMENT TOTAL:						1,947.83

FUND: 01 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15 GENERAL GOVERNMENT						
17-0021	01-A0114	PHIL & HELEN SCHUMINSKY	MUSSTORAGE SERVICES	12/2016	201612284451	133.00
17-0041	01-C0278	COX COMMUNICATIONS, INC.	TELEPHONE/INTERNET	12/2016	201612274437	6,550.14
17-0022	01-I0015	TYLER TECHNOLOGIES, INC	UB/COURT COMPONENTS/HOST	12/2016	025-176942	250.00
17-0003	01-K0127	KG HOLDINGS	STAGE INCENTIVE PAY	1/2017	201612294455	4,833.33
17-0061	01-K0127	KG HOLDINGS	CASH SAVER INCENTIVE PAY	1/2017	201612294456	5,000.00
17-0081	01-P1051	PITNEY BOWES BANK, INC	BULK POSTAGE	12/2016	201612274440	5,118.49
17-0013	01-S0093	SMART TECHNOLOGIES INC	OPERATOR SYSTEM MAINTENAN	12/2016	717162	3,179.95
DEPARTMENT TOTAL:						25,064.91
DEPARTMENT: 18 TOWN CENTER						
17-1038	01-C0254	CENTRAL GLASS & MIRROR, INC	REPAIR WINDOW IN LIBRARY	12/2016	100723	291.58
17-0202	01-P0055	PLUMBCO, INC	RESTROOM REPAIRS	12/2016	201612274443	470.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	27.00
17-0857	01-S1165	INTERLINE BRANDS, INC	CLEANING SUPPLIES	12/2016	386649289	968.75
17-0755	01-W0139	WEATHERMAN MECHANICAL, INC	REPAIRS TO H&A	12/2016	2157215417A	273.05
17-0942	01-W0139	WEATHERMAN MECHANICAL, INC	SERVICING HVAC	12/2016	2157215417B	17.05
17-1010	01-W0139	WEATHERMAN MECHANICAL, INC	REPLACE HEAT UNIT RTU 12	12/2016	2157215417	50.00
DEPARTMENT TOTAL:						2,097.43
DEPARTMENT: 19 BALL COMPLEX						
17-0533	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	12/2016	6623574	56.65
17-0958	01-P0055	PLUMBCO, INC	WINTERIZING @ POOL/BALLFI	12/2016	201612274442	550.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	58.00
DEPARTMENT TOTAL:						664.65
DEPARTMENT: 20 AQUATICS						
17-0958	01-P0055	PLUMBCO, INC	WINTERIZING @ POOL/BALLFI	12/2016	201612274442	550.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	21.00
DEPARTMENT TOTAL:						571.00

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 21 FINANCE						
17-0080	01-P8888	PITNEY BOWES GLOBAL FINANCIS	MART MAILER-MAILER MACHI	12/2016	36302387111	2,196.72
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	50.00
DEPARTMENT TOTAL:						2,246.72
DEPARTMENT: 31 COMMUNITY DEVELOPMENT						
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	83.00
17-0737	01-V0050	CELLCO PARTNERSHIP	CELL PHONE BILL	12/2016	9777432170A	120.09
DEPARTMENT TOTAL:						203.09
DEPARTMENT: 41 POLICE						
17-0133	01-C0232	SCHOENBERGER, MICHAEL J.	BALLISTIC VEST REPLACEMEN	12/2016	20161765	770.00
17-0137	01-F0078	DAIOHS USA, INC	COFFEE SERVICE	12/2016	161688	156.10
17-1111	01-M0129	ASHLEY MORAN	MILEAGE REIMBURSEMENT	12/2016	201612274427	50.76
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	762.00
17-0100	01-V0050	CELLCO PARTNERSHIP	MOBILE DATA TERMINAL USAG	12/2016	9777432170	32.17
17-0245	01-W0167	DYLAN WILSON	TUITION REIMBURSEMENT	12/2016	201612274444	850.00
DEPARTMENT TOTAL:						2,621.03
DEPARTMENT: 42 ANIMAL CONTROL						
17-0769	01-P0055	PLUMBCO, INC	PLUMBING REPAIRS	12/2016	201612274441	150.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	2.00
17-0100	01-V0050	CELLCO PARTNERSHIP	MOBILE DATA TERMINAL USAG	12/2016	9777432170	32.17
DEPARTMENT TOTAL:						184.17
DEPARTMENT: 51 FIRE						
17-1029	01-A0039	A.S.C. INC.	VEHICLE REPAIR & MAINT.	12/2016	53969	28.48
17-1044	01-C0231	CONRAD FIRE	AUTOPUMP COMPRESSOR	12/2016	513589	460.18
17-0120	01-C1118	GLOBAL BUSINESS, INC.	UNIFORM CLEANING	12/2016	1109867	6.00
17-0122	01-G0040	GENTRY SERVICE & REPAIR, INS	SERVICE HVAC	12/2016	161514	400.00
17-1021	01-P0123	RUSH TRUCK CENTERS OF OKLAH	DIAGNOSTIC/REPAIR GENERAT	12/2016	3004831572	334.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294459	845.00
17-0875	01-W0020	WALMART COMMUNITY BRC	MISC. CHARGES	12/2016	201612274446	75.16
17-1033	01-W0020	WALMART COMMUNITY BRC	MISC. CHARGES	12/2016	201612274447	13.11
17-0579	01-W0056	ANDREW J WILLRATH	TUITION REIMBURSEMENT	12/2016	201612274445	700.00
DEPARTMENT TOTAL:						2,861.93

12/29/2016 2:21 PM

P U R C H A S E O R D E R C L A I M R E G I S T E R

PAGE: 4

FUND: 01 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 61 STREETS						
17-1105	01-00055	OG&E COMPANY	ELECTRIC SERVICE	12/2016	201612274439	134.76
DEPARTMENT TOTAL:						134.76
FUND TOTAL:						45,857.84

12/29/2016 2:21 PM

PURCHASE ORDER CLAIM REGISTER

PAGE: 5

FUND: 07 - LIBRARY FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07		ADMINISTRATION				
17-1107	01-00216	OK MUSEUM NETWORK	HOGWARTS PROGRAM	12/2016	201612274426	200.00
DEPARTMENT TOTAL:						200.00
FUND TOTAL:						200.00

FUND: 39 - LIMITED PURPOSE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15 GENERAL GOVERNMENT						
17-1046	01-S0093	SMART TECHNOLOGIES INC	GOV'T EXCHANGE SERVER	12/2016	717157	6,888.83
DEPARTMENT TOTAL:						6,888.83
DEPARTMENT: 18 TOWN CENTER						
17-0941	01-W0139	WEATHERMAN MECHANICAL, INC	NEW UNIT FOR SENIOR CTR	12/2016	2157215417D	647.85
DEPARTMENT TOTAL:						647.85
DEPARTMENT: 31 COMMUNITY DEVELOPMENT						
17-0530	01-H0106	HALFF ASSOCIATES, INC.	COMPREHENSIVE PLANNING	12/2016	219689	11,962.10
DEPARTMENT TOTAL:						11,962.10
FUND TOTAL:						19,498.78

FUND: 69 - RISK MANAGEMENT

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
17-1093	01-D0049	DEACONESS HEALTH SYSTEM, LLWORKERS COMP CLAIM		12/2016	201612274425	147.30
17-1117	01-W0108	WORKERS COMPENSATION RX SOLWORKERS COMP CLAIM		12/2016	201612274449	1,220.86
17-1116	01-Y0011	BRAEDEN YAEGER	WORKERS COMP CLAIM	12/2016	201612274450	39.30
DEPARTMENT TOTAL:						1,407.46
FUND TOTAL:						1,407.46
GRAND TOTAL:						301,768.89

DECEMBER 2016 PAYROLL

<u>DEPT</u>		
511	CITY MANAGER	\$ 33,871.35
512	LIBRARY	\$ 27,704.80
513	PARKS & RECREATION	\$ 72,681.67
518	TOWN CENTER	\$ 24,771.30
519	BALL COMPLEX	\$ 17,690.20
520	AQUATICS	\$ 2,829.74
521	FINANCE	\$ 37,469.74
531	COMMUNITY DEVELOPMENT	\$ 33,202.31
541	POLICE	\$ 204,355.23
542	ANIMAL CONTROL	\$ 3,120.25
543	OHSO GRANT	\$ 151.57
551	FIRE	\$ 140,542.91
TOTAL		\$ 598,391.07

DECEMBER 2016 VISA

<u>DEPT</u>		
511	CITY MANAGER	\$ 2,000.00
512	LIBRARY	\$ 1,500.00
513	PARKS & RECREATION	\$ 6,500.00
515	GENERAL GOVERNMENT	\$ 5,000.00
518	TOWN CENTER	\$ 4,000.00
521	FINANCE	\$ 100.00
531	COMM. DEV.	\$ 200.00
541	POLICE	\$ 10,000.00
551	FIRE	\$ 2,000.00
TOTAL		\$ 31,300.00

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-3
2. **DATE:** January 3, 2017
3. **TITLE:** Approval to turn past due utility accounts over to the collection agency
4. **COUNCIL ACTION:** Approve or Deny
5. **INITIATOR:** Janet Watts, Finance Director
6. **BACKGROUND:** The attached utility accounts are past due and need to be sent to collections. Total balance is \$ 3,394.40 excluding collection agency fees.
7. **STAFF SOURCE:** Janet Watts, Finance Director
8. **FINANCIAL IMPACT:** Bad debt write-off of \$ 3,394.40
9. **STAFF COMMENTS:** Recommends turning accounts over to collections.
10. **CITY ATTORNEY'S COMMENTS:**
11. **RESOLUTION/ORDINANCE NO.** N/A

JANA FERRELL - COLLECTIONS

01/03/2016

ACCOUNT NUMBER	NAME	SERVICE ADDRESS	MAILING ADDRESS	BALANCE	AGENCY FEE	TOTAL FEE
13-0042-08	AGUILAR, EDDIE	410 W CHANTILLY WAY MUSTANG, OK 73064	410 W CHANTILLY WAY MUSTANG, OK 73064	\$ 268.12		
START DATE:						
FINAL DATE:						
06-0052-05	ALDRIDGE, AMANDA	1038 W GRIGGS WAY MUSTANG, OK 73064	1038 W GRIGGS WAY MUSTANG, OK 73064	\$ 217.16		
START DATE:						
FINAL DATE:						
13-0203-16	AUSTIN, JUSTIN	418 W APPLE BRANCH WAY MUSTANG, OK 73064	217 W BRANCHES WAY MUSTANG, OK 73064	\$ 72.79		
START DATE:						
FINAL DATE:						
05-0143-07	CARROLL, CRYSTOL	1237-A W HUNTINGTON WAY MUSTANG, OK 73064	2557 S CANADIAN RD HINTON, OK 73047	\$ 37.11		
START DATE:						
FINAL DATE:						
06-0249-03	COXWELL, HOLLISE & ANGELA	923 W RIDGEHAVEN WAY MUSTANG, OK 73064	923 W RIDGEHAVEN WAY MUSTANG, OK 73064	\$ 166.29		
START DATE:						
FINAL DATE:						
15-0055-07	DELATORRE, GRACIE	734 S GLEN LN MUSTANG, OK 73064	734 S GLEN LN MUSTANG, OK 73064	\$ 449.81		
START DATE:						
FINAL DATE:						
09-0338-07	DIX, AVIS	510 S SHEPHERD COURT DR MUSTANG, OK 73064	1917 W OAK VALLEY WAY MUSTANG, OK 73064	\$ 167.51		
START DATE:						
FINAL DATE:						
21-0223-11	GOLDEN, JANORA	2018 EAST HILL TERR MUSTANG, OK 73064	5725 S WESTMINSTER RD OKC, OK 73150	\$ 237.49		
START DATE:						
FINAL DATE:						
05-0224-10	KRAUS, JOSEPH	1180 W WESTCHESTER WAY MUSTANG, OK 73064	1180 W WESTCHESTER WAY MUSTANG, OK 73064	\$ 64.15		
START DATE:						
FINAL DATE:						
21-0098-06	LILES, JAMES	618 N OAKWOOD TERR MUSTANG, OK 73064	11009 SW 39TH CT MUSTANG, OK 73064	\$ 224.88		
START DATE:						
FINAL DATE:						
05-0233-17	LUGO, JOSHUA	1228 W WESTCHESTER WAY MUSTANG, OK 73064	1228 W WESTCHESTER WAY MUSTANG, OK 73064	\$ 169.58		
START DATE:						
FINAL DATE:						
05-0240-04	MEACHAM, RAQUEL & FORREST	930 W TESIO WAY MUSTANG, OK 73064	1885 US 70 W MARION, NC 28752	\$ 134.51		
START DATE:						
FINAL DATE:						
13-0502-06	MILLER, PATRICIA & JEREMIAH	421 W PINES WAY MUSTANG, OK 73064	7901 S COUNCIL RD #86 OKC, OK 73169	\$ 87.31		
START DATE:						
FINAL DATE:						
21-0201-12	PHELPS, TRUDY	2011 EAST HILL TERR MUSTANG, OK 73064	4704 MARSTON CT NORMAN, OK 73072	\$ 151.23		
START DATE:						
FINAL DATE:						
22-0196-03	RUSH, KAYTE	304 E CHARLOTTE TERR MUSTANG, OK 73064	1228 S W 14TH ST YUKON, OK 73099	\$ 107.88		
START DATE:						
FINAL DATE:						
18-0574-00	SHEPPARD & SONS CONST	1218 E HIGHLINE (1216) MUSTANG, OK 73064	PO BOX 939 MUSTANG, OK 73064	\$ 116.33		
START DATE:						
FINAL DATE:						
14-0026-07	STEVENS, CLINT	813 S JONES LN MUSTANG, OK 73064	14000 SW 65TH MUSTANG, OK 73064	\$ 156.28		
START DATE:						
FINAL DATE:						
07-0180-10	STONE, COLLEEN	834 W FOREST DR MUSTANG, OK 73064	834 W FOREST DR MUSTANG, OK 73064	\$ 16.42		
START DATE:						
FINAL DATE:						
13-0232-07	TRENT, DEELEAH	222 W BRANCHES WAY MUSTANG, OK 73064	55 N RANCHWOOD BLVD #123 YUKON, OK 73099	\$ 255.96		
START DATE:						
FINAL DATE:						
06-0368-07	WEST, KACIA & JACK	401 N SHANNON WAY MUSTANG, OK 73064	720 WANDERING WAY OKC, OK 73170	\$ 82.36		
START DATE:						
FINAL DATE:						
05-0193-12	ZAMORA, BRITTNEY	1114 W JOHNATHAN WAY MUSTANG, OK 73064	1114 W JOHNATHAN WAY MUSTANG, OK 73064	\$ 211.23		
START DATE:						
FINAL DATE:						

ACCOUNTS: 21

TOTALS: \$ 3,394.40 \$ 1,188.04 \$ 4,582.44

CITY OF MUSTANG
AGENDA ITEM COMMENTARY

- 1. ITEM NO.** F-4
- 2. MEETING DATE:** January 03, 2017
- 3. TITLE:** Approval to turn past due library accounts over to collection agency.
- 4. COUNCIL ACTION:** Approve/Deny
- 5. INITIATOR:** Desiree Webber, Library Director
- 6. BACKGROUND:**
The attached library accounts are past due and need to be sent to collections.
The total balance is \$1,003.91 collection agency fees.
- 7. FINANCIAL IMPACT:**
Inventory loss of \$1,003.91
- 8. STAFF COMMENTS:** Recommend Approval
- 9. STAFF SOURCE:** Desiree Webber, Library Director
- 10. CITY ATTORNEY COMMENTS:**
- 11. RESOLUTION/ORDINANCE NO.** N/A

Council Copy
Accounts Sent to Collections
for December, 2016

	A	B	C	D	E
1	Acct #	NAME/RESPONSIBLE PARTY	CITY, STATE, ZIP	BOOK BALANCE	
2	0066094	Lori K. Kazee	Mustang, OK 73064	\$98.88	
3	0066824	Catherine Rickie Gooch	Yukon, OK 73099	\$59.93	
4	0069351	Hillary F. Hamblin	Yukon, OK 73099	\$98.81	
5	0064894	Ashley Nicole Beller	Mustang, OK 73064	\$61.70	
6	0063913	Beverly J. Bowers	Yukon, OK 73099	\$56.97	
7	0040538	Mary Elizabeth Brawner	Mustang, OK 73064	\$75.02	
8	0069401	Markaus William Carpenter	Mustang, OK 73064	\$71.93	
9	0068429	Amy D. Davis	Oklahoma City, OK 73169	\$53.95	
10	0069308	Laura Michelle Deaver	Oklahoma City, OK 73179	\$65.86	
11	0069434	Ellynn Chandler Escobar	Yukon, OK 73099	\$105.83	
12	0069274	Jamie Lee Power	Mustang, OK 73064	\$89.15	
13	0069273	Jamie Lee Power	Mustang, OK 73064	\$80.42	
14	0054943	Brodie Frazier	Mustang, OK 73064	\$11.98	
15	0069167	Brodie Frazier	Mustang, OK 73064	\$18.49	
16	0069206	Brodie Frazier	Mustang, OK 73064	\$54.99	
17					
18					
19					
20					
21					
22			TOTAL FOR INDIVIDUALS	\$1,003.91	
23					
24			TOTAL FOR ILL	0.00	
25					
26			OVERALL TOTAL	1,003.91	
27					

CITY OF MUSTANG

COUNCIL AGENDA ITEM COMMENTARY

1. ITEM NO: F-5

2. MEETING DATE: 01/03/2017

3. TITLE: Discussion, Consideration and Possible Action on Renewing Memorandum of Understanding Between the City of Mustang and the Canadian County Health Department for Mass immunization Events

4. COUNCIL ACTION: Approve / Deny

5. INITIATOR: Carl W. Hickman, Fire Chief

6. BACKGROUND: This memorandum of understanding (MOU) has been in effect since 2011. The MOU allows city facilities to be used for mass immunization operations during a public health emergency response. The health emergency has to be declared by proclamation by the Oklahoma Governor and the State Health Commissioner for the use of facilities to take effect.

7. FINANCIAL IMPACT: None

8. STAFF COMMENTS: Staff recommends approval.

9. STAFF SOURCE: Carl W. Hickman, Fire Chief

10. RESOLUTION / ORDINANCE NO: _____

MEMORANDUM OF UNDERSTANDING
For Mass Immunization and Prophylaxis Strategy
Point of Dispensing Site

This agreement is made and entered into by and between the Canadian County Health Department and The City of Mustang.

Whereas it is the policy of the state to authorize and provide coordination of activities relating to disaster prevention, preparedness, response, and recovery.

Whereas, the parties recognize the vulnerability of the people and communities located within the County to damage, injury, and loss of life and property resulting from disasters and/or civil emergencies and recognize that disasters and/or civil emergencies may present equipment, manpower, and facility requirements beyond the capacity of the County.

Whereas, a Mass Immunization/Prophylaxis Point of Dispensing (POD) is where immunization/prophylaxis is provided to a large number of citizens within a short time period, in response to an emergency that involves an actual or imminent infectious disease threat. . This Health Emergency will be a Proclamation by the Governor of the State of Oklahoma and the Oklahoma State Department of Health Commissioner

The parties here do mutually desire to reach an understanding that will result in making the Mustang City Hall and Mustang Community Center or other facility on site available to the Canadian County Health Department for use during a public health emergency response.

Now, therefore, it is mutually agreed between the parties as follows:

1. The City of Mustang agrees that it will permit to the extent of its ability and upon the request of the Canadian County Health Department, the use of the Mustang City Hall and Mustang Community Center or other facility on site by the Canadian County Health Department within 24 hours of the request and for the time period being requested, for mass clinics and/or warehouse for disease prevention and control activities.
2. The parties shall review this agreement at least annually. Modifications shall be made upon mutual written agreement of the parties. Either party may terminate this agreement upon written notice to the other party.

The parties having read and understood the foregoing terms of this agreement do by their respective signatures dated below hereby agree to the terms thereof. This MOU will need updated every 3 years.

Entity/Facility-Authorized Representative

Date _____

Canadian County Health Department
Authorized Representative

Date _____

CITY OF MUSTANG

COUNCIL AGENDA ITEM COMMENTARY

1. ITEM NO: File
2. MEETING DATE: 01/03/2017
3. TITLE: Discussion, Consideration and Possible Action on Renewing Memorandum of Understanding Between the City of Mustang and the Canadian County Health Department for a Task Force in Mass immunization Events
4. COUNCIL ACTION: Approve / Deny
5. INITIATOR: Carl W. Hickman, Fire Chief
6. BACKGROUND: This memorandum of understanding (MOU) has been in effect since 2011. The agreement is for the establishment of a dispensing task force for a mass immunization /prophylaxis event. In simple terms, it allows the health department and the City of Mustang to work together to dispense life saving medications to city employees and citizens in a mass immunization event. The health emergency has to be declared by proclamation by the Oklahoma Governor and the State Health Commissioner for the use of facilities to take effect.
7. FINANCIAL IMPACT: None
8. STAFF COMMENTS: Staff recommends approval.
9. STAFF SOURCE: Carl W. Hickman, Fire Chief
10. RESOLUTION / ORDINANCE NO: _____

MEMORANDUM OF UNDERSTANDING (MOU)

Between
Canadian County Health Department
&
The City of Mustang, OK

TASK FORCE AGREEMENT FOR A MASS IMMUNIZATION/PROPHYLAXIS EVENT

1. **Purpose.** This agreement is made and entered into between the Canadian County Health Department and the City of Mustang, OK.
2. **Agreement.** The parties hereto mutually desire to reach an understanding that will result in the provision of medication to the first responders and citizens of the City of Mustang, OK for a mass immunization/prophylaxis event.

The City of Mustang, OK agrees to dispense live saving medications to their first responders and citizens in a mass immunization/prophylaxis event under the guidelines set forth by the Canadian County Health Department and in accordance with the Canadian County Mass Immunization and Prophylaxis Strategy. This program is designed to prepare communities for a successful response to a mass immunization/prophylaxis event. The Program's components are as follows:

- Joining (by signing the MOU)
- Education & Training (public health will assist)
- Planning (organization dispensing plan)
- Activating (when determined necessary)
- Exercising (you are encouraged to participate in local exercises)

3. **Witness.** In witness thereof, the Canadian County Health Department has caused this Agreement to be executed by the Canadian County Health Department Administrator and The City of Mustang, OK has caused this agreement to be executed by the appropriate management representatives. This said agreement to become effective and operative upon the fixing of the last signature hereto.

Signing on behalf of:

The City of Mustang

Management Rep Name, Title

Date Signed

Canadian County Health Department

CHD Administrator Name, Administrator

Date Signed

City of Mustang
City Council
Agenda Item Commentary

1. ITEM NO. H-1
2. MEETING DATE: January 3, 2017
3. TITLE: Approve Reappointment of Municipal Judge Steve Huddleston and Alternate Judge Chris Box
4. COUNCIL ACTION: Approve/Deny
5. INITIATOR: Timothy Rooney, City Manager
6. BACKGROUND: The term of the Municipal Judge for the City of Mustang runs for a two year period resulting in the need for renewal on the odd numbered years. Steve Huddleston and Chris Box have expressed a desire to continue as Judge and Alternate Judge should the Council choose to reappoint them.

According to Chapter 26, Section 26-62 of the Municipal Code, the Judge and the Alternate Judge shall be appointed by the Mayor with the consent of the City Council.
7. STAFF COMMENTS: None
8. STAFF SOURCE: Timothy Rooney, City Manager
9. RESOLUTION / ORDINANCE: None.

(d) Costs of incarceration shall be a debt of the inmate owed to the municipality responsible for the operation of the jail and may be collected as provided by law for collection of any other civil debt or criminal penalty.

(Ord. No. 952, § 1, 12-6-2005)

State law reference—Defendant to pay cost of incarceration, 22 O.S. § 979a

Sec. 26-45. Jury trials; qualifications of jurors.

In all prosecutions in the municipal court for any offense for which the city with the concurrence of the court, seeks imposition of a fine of more than \$500.00, excluding court costs, or imprisonment, or both such fine and imprisonment, a jury trial shall be had unless waived by the defendant and the city, provided that the city has compiled its penal ordinances in accordance with the provisions of 11 O.S. §§ 14-109 and 14-110. If the city has not compiled its ordinances as provided by law, the fine shall not exceed \$50.00. In prosecutions for all other offenses, or in cases wherein a jury trial is waived by the defendant and the city, trial shall be to the court. A jury in the municipal court shall consist of six jurors, five of whom may return a verdict. Jurors shall be good and lawful men and women, citizens of the county in which the court sits, having the qualifications of jurors in the district court.

(Ord. No. 986, § 1, 12-19-2006)

Sec. 26-46. Enforcement of alcohol laws fund.

(a) There is hereby established an enforcement of alcohol laws fund to be used to defray costs for enforcement of laws relating to juvenile access to alcohol, other laws relating to alcohol and other intoxicating substances, and traffic-related offenses involving alcohol or other intoxicating substances.

(b) Fifty dollars of each alcohol-related fine or deferral fee collected by the municipal court shall be set aside for the enforcement of alcohol laws fund. The court clerk shall deposit the monies set aside pursuant to this subsection into the appropriate fund in accordance with municipal ordinance.

(c) The enforcement of alcohol laws fund shall be a separate fund, not supplanting normal training or equipment funds established within the municipal budget.

(Ord. No. 1087, § 1, 6-4-2013)

State law reference—Enforcement and penalties for violation of municipal ordinances, 11 O.S. § 14-111.

Secs. 26-47—26-60. Reserved.

DIVISION 2. JUDGE*

Sec. 26-61. Number of judges.

There shall be one judge of the court.
(Code 1977, § 2.40.040)

State law reference—Number of judges to be fixed by ordinance, 11 O.S. § 27-104(A).

Sec. 26-62. Appointment.

Judges and alternate judges shall be appointed by the mayor with the consent of the city council. A proposed appointment shall be submitted in writing to the city council at the next to the last regularly scheduled meeting prior to the date upon which the appointment is to take effect, and shall be acted upon at the next regularly scheduled meeting. The city council may decide upon the proposed appointment by a majority vote of a quorum present and acting. Failure of decision upon a proposed appointment shall not prevent action thereon at a later regularly scheduled meeting of the city council, unless the mayor, in writing, withdraws the proposed appointment.

(Code 1977, § 2.40.080)

State law reference—Appointment of judges, 11 O.S. § 27-104(A).

Sec. 26-63. Term.

The term of the judge expires on January 13 in each odd-numbered year.

(Code 1977, § 2.40.050)

State law reference—Term of judge, 11 O.S. § 27-104(A).

***Cross reference**—Officers and employees, § 2-61 et seq.

State law reference—Judge generally, 11 O.S. § 27-104 et seq.

CITY OF MUSTANG
AGENDA COMMENTARY

1. **ITEM:** H-2
2. **MEETING DATE:** January 3, 2017
3. **TITLE:** Approval of change order #2 and final payment for project labeled Waste Water Treatment Plant Improvements
4. **COUNCIL ACTION:** Approve/Deny
5. **INITIATOR:** Michael Taylor, Cowan Group Engineering
6. **BACKGROUND:** The waste water treatment plant improvements address the headworks of the waste water plant, site piping modifications, SCADA/SBR communications, aerators in storm water and waste activated sludge basin, and adding flow meter to/from storm holding basin.

Please see attached breakdown for change order items. A deduction for sanitary sewer spill fine from Oklahoma Department of Environmental Quality paid by the City of Mustang is included as the issue was caused by the construction company. A voltage drop for pump relays in the head works is also included.

Change order #2: Deduct \$9,000
Contract amount including change orders: \$913,000
7. **FINANCIAL IMPACT:** Deduct \$9,000
8. **STAFF'S COMMENTS:** Staff recommends approval
9. **STAFF SOURCE:** Justin Battles, Assistant City Manager

LETTER OF TRANSMITTAL



Date: December 20, 2016

COWAN GROUP ENGINEERING, LLC.
7100 N. Classen Blvd, Suite 500
Oklahoma City, Oklahoma 73116
T 405.463.3369 F 405.463.3381

TO: Lisa Martin, City Clerk
City of Mustang
1501 N. Mustang Road
Mustang, OK 73064

SUBJECT: Mustang Wastewater Treatment Plant Improvements
Bid No. MUS-SS15-001
Pay Application #8

ITEMS TRANSMITTED:

No.	Date	Description
1	12/19/16	Pay Application #8 with supporting documentation
1	12/19/16	Change Order #2

COMMENTS:

Lisa,

Enclosed please find Pay Application #8 and Change Order #2 for the Wastewater Treatment Plant Improvements project. This is the final pay application and change order.

Please contact me if you have any questions or need anything. Thanks.


Lynelle Nichols, PE

Copy to: File 14236

Progress Billing

Project: Waste Water Treatment Plant Improvements

To Owner: City of Mustang
1501 N. Mustang Rd.
Mustang, OK. 73064-7211

Application: 8
Period: 12/08/2016

From Contractor: HCCCo, LLC
10800 E. 51st Street
Tulsa, Ok 74146

Via Engineer: Cowan Group Engineering, LLC.
437 W. Wilshire, Ste A
Oklahoma City, OK 73116

Application For Payment On Contract

Original Contract.....	915,000.00
Net Change by Change Orders.....	-2,000.00
Contract Sum to Date.....	913,000.00
Total Complete to Date.....	913,000.00
Total Retained.....	0.00
Total Earned Less Retained.....	913,000.00
Less Previous Billings.....	869,250.00
Current Payment Due.....	43,750.00
Balance on Contract.....	0.00

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: [Signature] Date: 12/8/16

Inspector and Engineer's Certificate for Payment

In accordance with the contract documents, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with the contracts documents, and the Contractor is entitled to payment of the amount certified.

AMOUNT CERTIFIED.....\$ 43,750.00

Inspector: _____
By: _____ Date: _____

Engineer: Cowan Group Engineering, LLC.

By: [Signature] Date: 12/20/2016

Owner's Approval:

City of Mustang/ Mustang Improvement Authority
Owner: _____ Date: _____
Title: _____

PROGRESS BILLING

Application: 8

Period: 12/08/2016

Schedule of Work Completed

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
BI #1 Mob./Bonds/Insurance	50,000.00		50,000.00	50,000.00			50,000.00	100.00		
BI #2 Demo & Install Pumps	25,000.00		25,000.00	25,000.00			25,000.00	100.00		
New Pump Electrical	35,000.00		35,000.00	35,000.00			35,000.00	100.00		
New Pumps	75,000.00		75,000.00	75,000.00			75,000.00	100.00		
BI#3 New Piping & Valves	50,000.00		50,000.00	50,000.00			50,000.00	100.00		
BI #4 Floating Aerators	145,000.00		145,000.00	145,000.00			145,000.00	100.00		
Electrical for Aerators	55,000.00		55,000.00	55,000.00			55,000.00	100.00		
BI #5 WAS Aeration Equipme	75,000.00		75,000.00	75,000.00			75,000.00	100.00		
Installation of Equipment	33,000.00		33,000.00	33,000.00			33,000.00	100.00		
WAS Aeration Electrical	27,000.00		27,000.00	27,000.00			27,000.00	100.00		
BI#6 Install Bar Screen/Bypa	98,000.00		98,000.00	98,000.00			98,000.00	100.00		
Equipment	175,000.00		175,000.00	175,000.00			175,000.00	100.00		
Electrical	12,000.00		12,000.00	12,000.00			12,000.00	100.00		
BI #7 Install New Flow Meter	20,000.00		20,000.00	20,000.00			20,000.00	100.00		
Flowmeter/Scada	25,000.00		25,000.00	25,000.00			25,000.00	100.00		
Electrical	15,000.00		15,000.00	15,000.00			15,000.00	100.00		
CO 1.1		-3,392.00	-3,392.00		-3,392.00		-3,392.00	100.00		
CO 1.2		7,556.00	7,556.00		7,556.00		7,556.00	100.00		
CO 1.3		4,638.00	4,638.00		4,638.00		4,638.00	100.00		
CO 1.4		-8,802.00	-8,802.00		-8,802.00		-8,802.00	100.00		
CO 1.5		4,500.00	4,500.00		4,500.00		4,500.00	100.00		
CO 1.6		2,500.00	2,500.00		2,500.00		2,500.00	100.00		
CO 2.1		1,000.00	1,000.00		1,000.00		1,000.00	100.00		
CO 2.2		-10,000.00	-10,000.00		-10,000.00		-10,000.00	100.00		
Totals:	915,000.00	-2,000.00	913,000.00	915,000.00	-2,000.00		913,000.00	100.00		

AFFIDAVIT FOR CONTRACTS OR PAYMENTS IN EXCESS OF \$25,000.00

STATE OF OKLAHOMA)
)SS
County of Tulsa)

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished to the affiant. Affiant further states that (s)he has made no payment directly or indirectly, to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment or the invoice or procure the contract or purchase order pursuant to which an invoice is required.

HCCC Co. LLC
 (Business Name)
[Signature]
 (Affiant Signature)

Subscribed and sworn to before me this 8th day December, 2016.

Opal Barclay
(Notary Public)

My Commission Expires: Jan. 28, 2017

My Commission Number: 05001028



NOTE: 62 Ok.St. Ann., §310.9B, authorizes counties executing more than one contract, exceeding \$25,000.00 during the fiscal year, with an architect, contractor, supplier or engineer to accept one affidavit applying to all work, services or materials completed or supplied under the terms of awarded contracts, or which are needed on the continual basis; such affidavit to be in lieu of all individual affidavits for each invoice submitted in relation to such contract.

CONTRACT CHANGE ORDER

Change Order Number: <u> #2 </u>	Engineer: <u> Cowan Group Engineering </u>
Date: <u> December 8, 2016 </u>	Address: <u> 7100 N Classen, Suite 500 </u>
Bid Number: <u> MUS-SS15-001 </u>	<u> Oklahoma City, OK 73116 </u>
Project Name: <u> Mustang WWTP </u>	Phone: <u> (405) 463-3369 </u>
<u> Improvements </u>	Fax: <u> (405) 463-3381 </u>
Contractor: <u> HCCCO </u>	Owner (Grantor): <u> Mustang Improvement Authority </u>
Address: <u> 1325 E 15th St., Suite 205 </u>	Address: <u> 1501 N. Mustang Road </u>
<u> Tulsa, OK 74120 </u>	<u> Mustang, OK 73064 </u>
Phone: <u> (918) 794-0392 </u>	Phone: <u> (405) 376-4521 </u>
Fax: <u> (918) 794-0393 </u>	Fax: <u> </u>

THE FOLLOWING CHANGES ARE HEREBY AMENDED INTO THE CONTRACT PLANS AND SPECIFICATIONS

ITEM	DESCRIPTION	UNIT	UNIT PRICE	CONTRACT QUANTITY	AMENDED QUANTITY	COST
Base Bid						
CO 2.1	Voltage Drop for Pump Relays	LSUM	\$1,000.00	0.00	1.00	\$1,000.00
CO 2.2	ODEQ Fine for Sanitary Overflow	LSUM	-\$10,000.00	0.00	1.00	(\$10,000.00)
				0.00	1.00	\$0.00
				0.00	1.00	\$0.00
				0.00	1.00	\$0.00
				0.00	1.00	\$0.00
Net Change Order Amount						(\$9,000.00)
Original Contract Amount						\$915,000.00
Total of Previous Change Order(s)						\$7,000.00
Total Contract Amount To Date						\$913,000.00

This Change Order (\$9,000.00) Contract Time by 0 Days

Justification:	2.1 - Voltage drop was required for relays because low voltage was not available at box as anticipated. 2.2 - Sanitary sewer overflow due to pump around failure led to Oklahoma Departement of Environmental Qaulity fine.
----------------	--

CONTRACT CHANGE ORDER

Change Order Number: #2
Date: December 8, 2016
Bid Number: MUS-SS15-001
Project Name: Mustang WWTP
Improvements



RECOMMENDED:

Engineer Signature

Cowan Group Engineering

Engineer

BY:

Lynelle Nichols, P.E.

Printed Name

Project Engineer

Title

12/20/16
Date

ACCEPTED:

Contractor Signature

HCCCO

Contractor

BY:

Printed Name

Title

12/8/16
Date

APPROVED:

Owner Signature

Mustang Improvement Authority

Owner

BY:

Printed Name

Title

Date

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

D. CONSENT AGENDA

These items are considered on the Consent Agenda so that members of the Improvement Authority by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Trustees that item will be removed and heard in regular order.

1. Approval of **12/20/16** MIA Minutes
- *2. Claims List for **FY'17**
- *3. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.

E. INFORMATION/REPORTS

1. Trustee Manager
2. Trustees

F. DISCUSSION ITEMS

- *1. **Discussion, Consideration and Possible Action** regarding Approval of Change Order #2 and Final Payment for the Project Labeled Waste Water Treatment Plant Improvements.

G. ADJOURNMENT

***Items Considered Concurrently on the City Council Agenda.**

**MUSTANG IMPROVEMENT AUTHORITY
DECEMBER 20, 2016**

The Mustang Improvement Authority met in regular session on Tuesday, December 20, 2016, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, December 16, 2016, at 1:30 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Chairman Adams called the meeting to order at **7:56 p.m.**

B. ROLL CALL

Trustees Present: Riley
Leete
Grider
Jones
Hagan
Schweinberg
Adams

Trustees Absent: None

C. NEW BUSINESS

None.

D. CONSENT AGENDA

1. Approval of **12/06/16** MIA Minutes
- *2. Claims List for **FY'17**

MOTION was made by **Trustee Grider**, seconded by **Trustee Leete**, to approve Items D-1 thru D-2 of the Consent Agenda.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams

NAY: None

E. INFORMATION/REPORTS

1. **Trustee Manager**
None
2. **Trustees**
None.

F. DISCUSSION ITEMS

None.

G. ADJOURNMENT

MOTION was made by **Trustee Grider**, and seconded by **Trustee Jones**, to adjourn.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams

NAY: None

Meeting was adjourned at **7:57 p.m.**

Jay Adams, Chairman

Attest:

Lisa Martin, Secretary

FUND: 68 - IMPROVEMENT AUTHORITY

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68 GENERAL GOVERNMENT						
17-0015	01-B0024	BANCFIRST	2009 QWRB NOTES PAYABLE	1/2017	201612294453	21,939.67
17-0026	01-B0024	BANCFIRST	2013 BOND PAYMENT	1/2017	201612294452	94,156.18
17-0022	01-I0015	TYLER TECHNOLOGIES, INC	UB/COURT COMPONENTS/HOST	12/2016	025-176942-	192.00
17-0058	01-I0015	TYLER TECHNOLOGIES, INC	ANNUAL MAINTENANCE FEES	12/2016	025-176428	365.84
17-0019	01-M0210	MUSTANG IMPROVEMENT	TRANSFER TO MIA RESERVE	1/2017	201612294457	31,000.00
17-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	1/2017	201612294458	6,250.00
DEPARTMENT TOTAL:						153,903.69
DEPARTMENT: 75 SEWER						
17-1114	01-00055	OG&E COMPANY	ELECTRIC SERVICE	12/2016	201612274438	81.95
DEPARTMENT TOTAL:						81.95
DEPARTMENT: 78 SANITATION						
17-0076	01-00121	O.E.M.A.	MONTHLY SANITATION	12/2016	68779	80,819.17
DEPARTMENT TOTAL:						80,819.17
FUND TOTAL:						234,804.81