



City Council of the City of Perry

City Agenda – Regular Meeting

December 1, 2025 @ 6:15 P.M.

Municipal Building | 729 Cedar Street, Perry, Oklahoma 73077

Meeting Called to Order

Roll Call

Declaration of Quorum

Invocation

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item. The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City Manager, staff, attorney or to the recommending board, commission, or committee. All Agenda Items Are for Discussion and Whatever Further Action the City Council Deem Necessary or Advisable to Discharge Constitutional, Home Rule Charter, and Statutory Powers of Government.

1. Consent Agenda

All Items Listed under the Consent Agenda Are Deemed to Be Non-controversial and Routine in Nature by the Governing Body. They Will Be Approved by One Motion of the Governing Body. The Items on the Consent Agenda Will Not Be Discussed. Any Member of the Governing Body Desiring to Discuss an Item on the Consent Agenda May Request That It Be Removed from the Consent Agenda and Placed in its Proper Order on the Regular Agenda. It Will Then Be Considered at That Time.

A. Receive and Approve the Minutes of the Regular City Council Meeting of November 17, 2025.

B. Receive and Approve the Minutes of the Special City Council, Planning Commission and HP Historic Preservation Commission Meetings of November 17, 2025.

2. Items Removed from Consent Agenda for Discussion.

3. Consider and act on items removed from the Consent Agenda, if any.

4. Comments from Those Assembled Pertaining to Items on the City Agenda or Citizens presenting their concerns or comments. (Note: Only items listed on the agenda can be discussed between the commentor and the governing body members. If there is any agenda item that any person wishes to address, such person shall raise their hand to be recognized by the Mayor or other Presiding Officer. Such a person should stand before the podium and address their remarks to a specific agenda item. A maximum three (3) minute address by such person may be provided. For commentors on items not on the agenda, such persons shall be provided a maximum of three (3) minutes, but no discussion should occur between such commentor and the governing body.

If discussion is desired, the item should be directed to be placed on the next regular or special agenda. The Mayor or Presiding Officer may provide additional time. This procedure is to ensure that no violation of the Oklahoma Open Meeting Act occurs.

5. **Proclamations, Commendations, Reports, and Inquiries by the Governing Body.** No action may be taken on any report or inquiry made by the governing body during this section of the agenda (unless the item is specifically listed herein below and then action may be taken) and is only for the purpose of identifying issues that may be subject to a future agenda item. Each report given should be for the purpose of informing the other members and the public of the activity of the member or ad hoc, recommendation only committee and in the event discussion is desired, the item should be placed on the next regular or special agenda. This procedure is to ensure that no violation of the Oklahoma Open Meeting Act occurs.

a. Council Reports

- Ward 1,2,3, and 4 Councilpersons have an opportunity to report any new developments or work performed since the last meeting.

6. **Chief Financial Officer Remarks and monthly invoice.**

Attachment: Invoice for November 2025 is attached with remarks made at the meeting.

7. **Presentation of City Attorney Report and monthly invoice.**

Attachment: Invoice for November 2025 is attached and City Attorney Report to be presented at the meeting.

8. **Consider Approval of Ordinance No. 2025-24 of the City Council of the City of Perry, Oklahoma, Amending Chapter 1, Article 7, of the Perry Municipal Code 2022 by the Adoption of a New Article Entitled “City Records”; Providing for Section 2-701 Entitled “Purpose; Providing for Section 2-702 Entitled “Statement of Policy”; Providing for Section 2-703 Entitled “Appointment of Open Record and Record Retention Custodians”; Providing for Section 2-704 Entitled “Open Record Requests”; Providing for Section 2-705 Entitled “Processing Record Requests”; Providing for Section 2-706 Entitled “Scope of Record Search”; Providing for Section 2-707 Entitled “Records In Storage”; Providing for Section 2-708 Entitled “Computer Records”; Providing for Section 2-709 Entitled “Fees for Records”; Providing for Section 2-710 Entitled “Accountability for Funds”; Providing for Section 2-711 Entitled “Open Record Form Adopted”; Providing for Section 2-712 Entitled “Legal Questions”; Providing for Section 2-713 Entitled “Reserved”; Retaining Section 7-214 Entitled Destruction of Public Records; Scanning and Storing Public Records; Providing for the Repealer of the Current Section 2-701 through 2-713 and Sections 2-711, 2-712 and 2-713 of Chapter 18 Entitled “Fee Schedule”; Providing for Savings; Providing for Codification; Providing for Severability; and Declaring an Emergency.**

Background: In SB 535, the Oklahoma Legislature approved some amendments to the Oklahoma Open Record Act Title 51, Oklahoma Statutes §24A.1 *et seq.*

These amendments help municipalities in working with records requests that do not describe the requested records with reasonable specificity. To have reasonable specificity, a request shall: "a) specify a general time frame within which the requested records would have been created or transmitted, b) seek identifiable records, rather than general information without any qualifiers or other specifications, and c) include search terms that are sufficiently specific to assist the public body in identifying the requested records. If a public body has engaged with the requestor to seek the information needed to fulfill the request and to identify the records sought by the requestor, including providing the requestor with general topics or a specific list of records related to the request, the request may be denied if it is still not reasonably specific." Additionally, SB 535 allows a municipality to require advance payment of the estimated authorized fees when the estimated cost exceeds Seventy-five Dollars (\$75.00) or if the requestor has outstanding fees from previous requests. Any portion of an advance payment that exceeds the costs of responding to the request must be returned to the requestor.

To implement these changes a review of the existing article controlling open records was reviewed. City administration determined it was simpler to adopt a new article rather than amend the existing article. The current provisions on destruction and scanning of public records are retained. The Article adopts a new open record form to be used by the requestor and City in responding to requests.

This agenda item was continued until this meeting to permit further review of the ordinance, policy and fees.

Attachment: Ordinance No. 2025-24

Recommendation: Approval

9. Consider Approval of the Emergency Clause for Ordinance No. 2025-24.

Note: At least seven (7) affirmative votes are required to pass the emergency clause.

10. Discuss and if deemed appropriate, set date and time for Strategic Plan Work Session.

Background: Potential dates and time for a strategic plan work session are:

- January 12th 5-8pm
- January 21st 5-8pm
- February 9th 5-8pm
- February 11th 5-8pm

Consider setting date and time for the Strategic Plan Work Session.

11. Consider setting Utility Rebate Cap for Commercial and Residential Projects Paid under the OMPA's Ways I Save Electricity (WISE) Program.

Background: OMPA's WISE Program provides rebate checks, ½ funded by OMPA and ½ funded by the City, for programs related to saving electricity, including the use of heat pumps, ceiling insulation, hot water tanks, smart thermostats and DEEP (Demand Emergency Efficiency Program).

The City recently issued a rebate check for approximately \$10,000 for the Seth Wadley DEEP project, with ½ funded by OMPA and ½ by the City. That project narrowly missed qualifying for a \$39,000 rebate, which would have come directly from our capital project funds. Given the significant growth expected in the coming months, OMPA recommends that we adopt a rebate cap similar to many other cities. The suggested cap is \$10,000 per year for commercial projects and \$10,000 per year for residential projects. Once these annual funds are exhausted, no additional rebates will be issued until the next fiscal year. Many cities also set commercial rebates at \$10,000 and residential at \$5,000, ending the program for the year once those amounts are fully allocated. The City Manager will provide additional insight and explanation.

Recommendation: Set Utility Rebate Cap for Commercial and Residential Projects Paid under OMPA’s Ways I Save Electricity (WISE) Program.

12. **Consider Award of Bid and Entering into the Public Construction Contract with Anytime Roofing, Inc., in the amount of \$66,500.00 Concerning the Roof System at Office/Hangar Building #1 at the Perry Municipal Airport; Authorizing the Award of the Contract to Anytime Roofing, Inc., as the Lowest Responsible Bidder; Detailing reasons in the public record why the bid was not awarded to the lowest bidder; Authorizing Payments and other Actions and the Signatures required for all Related Documents and Transactions.**

Background: Due to newly discovered leaks at the airport office/hangar #1 that are already causing operational issues, this roof work needs to be completed as soon as possible. Three bids were received including:

Bidder	Bid
Anytime Roofing, Inc.	\$66,500.00
Olvera’s Roofing	\$55,000.00
Standard Roofing	\$150,010.00

Staff recommends Anytime Roofing because their proposal uses a less invasive metal sheeting overlay and the company has an established, proven record (Anytime installed the new metal roof sheathing at the water treatment plant). Olvera’s recently completed a smaller project at the Armory and did quality work, but as this was our first time using them, staff would prefer to ensure that project holds up before awarding a job of this magnitude. The City Manager will include a memorandum setting out all the reasons for choosing Anytime Roofing and the reasons should be addressed in the official minutes for the meeting.

Attachments: Bid Canvas, Estimate/Invoice/Contract

Recommendation: Authorize Awarding of Bid and Entering into contract with Anytime Roofings, Inc., as the lowest responsible bidder and detail the reasons for not warding to the lowest bidder in the official minutes.

13. **Consider Purchase of Backhoe from _____ in the amount of _____; Required Purchases; Take Required Actions to Authorize the purchases and amend the General Fund Budget, if required.**

Background: Additional information will be provided on the need and cost of the backhoe, types of backhoes, and regarding the billing for the damaged backhoe located at the shop. The backhoe has been having issues for the past four months. The cost to repair the backhoe is estimated at more than \$22,000.00 and it is still not repaired. By selling city-owned brass fittings to metal scrappers and trading in the owned backhoe, city staff is expecting sufficient proceeds to purchase a new backhoe on a state bid for \$65,000.00.

Attachments:

Recommendation: After being fully advised, take appropriate action

14. **New Business (matters not known about or which could not reasonably be foreseen prior to the time of posting. (Title 25, Section 311A.9 of Oklahoma Statutes as amended).**
15. **Consider Convening into Executive Session To Confer On A Matter Pertaining To The Economic Development Of The City Of Perry To Discuss A Proposal To Entice The Location Of Residential Developer to the community to build single-family dwellings, and thereby approve the economic development of the City, As Public Disclosure of the Proposal Will Interfere With The Development And Implementation Of this Proposal (Pursuant To 25 O.S.307C11 of the Oklahoma Statutes as amended)**
16. **Reconvene into regular session.**
17. **Take any action deemed necessary pursuant to such executive session.**
18. **Adjourn**

Posted at Perry City Hall & Council Chambers.

November 26, 2025 @ _____ P.M.

Christy Conrad, City Clerk



Board of Trustees of the Perry Municipal Authority

Agenda – Regular Meeting

December 1, 2025 @ 6:15 P.M.

Municipal Building | 729 Cedar Street, Perry, Oklahoma 73077

Meeting Called to Order

Roll Call

Declaration of Quorum

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its Trust Manager, staff, attorney or to the recommending board, commission, or committee. All Agenda Items Are for Discussion and Whatever Further Action the Authority Deems Necessary or Advisable to Discharge Their Statutory Powers of Government.

1. Consent Agenda

All Items Listed under the Consent Agenda Are Deemed to Be Non-controversial and Routine in Nature by the Governing Body. They Will Be Approved by One Motion of the Governing Body. The Items on the Consent Agenda Will Not Be Discussed. Any Member of the Governing Body Desiring to Discuss an Item on the Consent Agenda May Request That It Be Removed from the Consent Agenda and Placed in its Proper Order on the Regular Agenda. It Will Then Be Considered at That Time.

A. Receive and Approve the Minutes of the Regular PMA Meeting of November 17, 2025.

2. Items Removed from Consent Agenda for Discussion.

3. Consider and act on items removed from the Consent Agenda, if any.

4. Comments from Those Assembled Pertaining to Items on the PMA Agenda or Citizens presenting their concerns or comments. (Note: Only items listed on the agenda can be discussed between the commentor and the governing body members. If there is any agenda item that any person wishes to address, such person shall raise their hand to be recognized by the Presiding Officer. Such a person should stand before the podium and address their remarks to a specific agenda item. A maximum three (3) minute address by such person may be provided. For commentors on items not on the agenda, such persons shall be provided with a maximum of three (3) minutes, but no discussion should occur between such commentor and the governing body.

If discussion is desired, the item should be directed to be placed on the next regular or special agenda. The Presiding Officer may provide additional time. This procedure is to ensure that no violation of the Oklahoma Open Meeting Act occurs.

5. Ratify the Utility Rebate Cap for Commercial and Residential Projects Paid under the OMPA's Ways I Save Electricity (WISE) Program.

Background: OMPA's WISE Program provides rebate checks, ½ funded by OMPA and ½ funded by the City, for programs related to saving electricity, including the use of heat pumps, ceiling insulation, hot water tanks, smart thermostats and DEEP (Demand Emergency Efficiency Program). The City recently issued a rebate check for approximately \$10,000 for the Seth Wadley DEEP project, with ½ funded by OMPA and ½ by the City. That project narrowly missed qualifying for a \$39,000 rebate, which would have come directly from our capital project funds. Given the significant growth expected in the coming months, OMPA recommends that we adopt a rebate cap similar to many other cities. The suggested cap is \$10,000 per year for commercial projects and \$10,000 per year for residential projects. Once these annual funds are exhausted, no additional rebates will be issued until the next fiscal year. Many cities also set commercial rebates at \$10,000 and residential at \$5,000, ending the program for the year once those amounts are fully allocated. The City Manager will provide additional insight and explanation.

Recommendation: Ratify Utility Rebate Cap for Commercial and Residential Projects Paid under OMPA's Ways I Save Electricity (WISE) Program.

6. Ratify Award of Bid and Entering into the Public Construction Contract with Anytime Roofing, Inc., in the amount of \$66,500.00 Concerning the Roof System at Office/Hangar Building #1 at the Perry Municipal Airport; Authorizing the Award of the Contract to Anytime Roofing, Inc., as the Lowest Responsible Bidder; Detailing reasons in the public record why the bid was not awarded to the lowest bidder; Authorizing Payments and other Actions and the Signatures required for all Related Documents and Transactions.

Background: Due to newly discovered leaks at the airport office/hangar #1 that are already causing operational issues, this roof work needs to be completed as soon as possible. Three bids were received including:

Bidder	Bid
Anytime Roofing, Inc.	\$66,500.00
Olvera's Roofing	\$55,000.00
Standard Roofing	\$150,010.00

Staff recommends Anytime Roofing because their proposal uses a less invasive metal sheeting overlay and the company has an established, proven record (Anytime installed the new metal roof sheathing at the water treatment plant). Olvera's recently completed a smaller project at the Armory and did quality work, but as this was our first time using them, staff would prefer to ensure that project holds up before awarding a job of this magnitude. The City Manager will include a memorandum setting out all the reasons for choosing Anytime Roofing and the reasons should be addressed in the official minutes for the meeting.

Perry Municipal Authority Regular Meeting Agenda
December 1, 2025
Page 3

Attachments: Bid Canvas, Estimate/Invoice/Contract

Recommendation: Ratify Awarding of Bid and Entering into contract with Anytime Roofings, Inc., as the lowest responsible bidder and detail the reasons for not awarding to the lowest bidder in the official minutes.

7. New Business (matters not known about or which could not reasonably be foreseen prior to the time of posting. (Title 25, Section 311A.9 of Oklahoma Statutes as amended).

8. Adjourn

Posted at Perry City Hall & Council Chambers.

November 26, 2025 @ _____ P.M.

Christy Conrad, Secretary



Board of Trustees of the Perry Facilities Authority

Agenda – Regular Meeting

December 1, 2025 @ 6:15 P.M.

Municipal Building | 729 Cedar Street, Perry, Oklahoma 73077

Meeting Called to Order

Roll Call

Declaration of Quorum

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item. The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its Trust Manager, staff, attorney or to the recommending board, commission, or committee. All Agenda Items Are for Discussion and Whatever Further Action the Authority Deems Necessary or Advisable to Discharge Their Statutory Powers of Government.

1. Consent Agenda

All Items Listed under the Consent Agenda Are Deemed to Be Non-controversial and Routine in Nature by the Governing Body. They Will Be Approved by One Motion of the Governing Body. The Items on the Consent Agenda Will Not Be Discussed. Any Member of the Governing Body Desiring to Discuss an Item on the Consent Agenda May Request That It Be Removed from the Consent Agenda and Placed in its Proper Order on the Regular Agenda. It Will Then Be Considered at That Time.

A. Receive and Approve the Minutes of the Regular PF12A Meeting of November 17, 2025.

2. Items Removed from Consent Agenda for Discussion.

3. Consider and act on items removed from the Consent Agenda, if any.

4. Comments from Those Assembled Pertaining to Items on the PFA Agenda or Citizens presenting their concerns or comments.

(Note: Only items listed on the agenda can be discussed between the commentor and the governing body members. If there is any agenda item that any person wishes to address, such person shall raise their hand to be recognized by the Presiding Officer. Such a person should stand before the podium and address their remarks to a specific agenda item. A maximum three (3) minute address by such person may be provided. For commentors on items not on the agenda, such persons shall be provided with a maximum of three (3) minutes, but no discussion should occur between such commentor and the governing body. If discussion is desired, the item should be directed to be placed on the next regular or special agenda. The Presiding Officer may provide additional time. This procedure is to

ensure that no violation of the Oklahoma Open Meeting Act occurs.

Perry Facilities Authority Regular Meeting Agenda

December 1, 2025

Page 2

- 5. New Business (matters not known about or which could not reasonably be foreseen prior to the time of posting. (Title 25, Section 311A.9 of Oklahoma Statutes as amended).**
- 6. Adjourn**

Posted at Perry City Hall & Council Chambers.

November 26, 2025 @_____P.M.

Christy Conrad, Secretary