

**MINUTES OF THE CLINTON CITY COUNCIL
DECEMBER 16, 2008**

Minutes of the regular meeting of the Mayor and City Council of the City of Clinton, Oklahoma, Custer County, held in the City Council Room, City Hall on Tuesday, December 16, 2008 at 5:30 p.m. A notice of this meeting with agenda was posted on the bulletin board in the lobby of Clinton City Hall on December 12, 2008.

Vice-Mayor Allen Bryson called the meeting to order with the following present;

MAYOR: Absent

COUNCIL: Terry Wheeler, Allen Bryson, Mark Hendrickson, Bob Marcy

CITY MANAGER: Grayson Bottom

CITY CLERK: Lisa Anders

CITY TREASURER: Debra Blanchard

DEPUTY CITY CLERK: Rhonda Williams

CITY ATTORNEY: Ryan Meacham

NEWS MEDIA: Gerald Green

OTHERS: Gene McCullough, David Crabtree, Arnold Adams, Brad Aneshansley, John Jordan, and others.

Councilman Mark Hendrickson opened the meeting with prayer and Councilman Bob Marcy led the Pledge of Allegiance.

AGENDA ITEM NO. 3: CONSENT AGENDA

A. Minutes of Regular Meeting of December 2, 2008

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

Vice-Mayor put the motion to a roll call vote:

Aye: Hendrickson, Marcy, Wheeler, Bryson

Nay: None

Vice-Mayor declared the motion carried.

AGENDA ITEM NO. 4 ACTION ITEMS

AGENDA ITEM 4A. CONSIDER ORDINANCE NO. 913 REGARDING CITY PURCHASING POLICY

City Manager Grayson Bottom said following the first reading of proposed Ordinance No. 913, he had received no comments or recommendations for change so it is being presented as previously read. He said Treasurer Debra Blanchard had provided a memo to Council confirming that staff, financial advisers and legal advisers have all reviewed and approved the suggested amendments to the current policy.

Treasurer Debra Blanchard said the recommended changes are just to bring the City to current standards and still maintain control.

Councilman Marcy asked how big a problem the \$7,500 limit has been.

City Manager Bottom said he could only recall one time during the some repairs to Chapman Road that the purchase of asphalt was an issue. He said he contacted each Council member prior to the purchase and then it was listed as an agenda item on the next meeting to reaffirm the action taken.

Councilman Hendrickson said he felt a balance is needed to give staff the opportunity to operate appropriately and he felt this policy makes sense.

Assistant City Attorney Ryan Meacham said the state statute serves as a ceiling for every city in the state but each city has to determine what is appropriate for their city.

Motion was made by Councilman Wheeler and seconded by Councilman Hendrickson to approve Ordinance 913 regarding the City Purchasing Policy.

Vice-Mayor put the motion to a roll call vote:

Aye: Wheeler, Hendrickson, Marcy, Bryson

Nay: None

Vice-Mayor declared the motion carried.

Motion was made by Councilman Marcy and seconded by Councilman Hendrickson to approve the emergency clause for Ordinance No. 913.

Vice-Mayor put the motion to a roll call vote:

Aye: Marcy, Hendrickson, Wheeler, Bryson

Nay: None

Vice-Mayor declared the motion carried.

4B. PREVIEW UPDATED CITY OF CLINTON WEBSITE HOMEPAGE

City Manger Grayson Bottom said one of the first project has had given Gene McCullough was to review the city's website.

Gene McCullough presented the revised website and said additional modifications would be made.

4C. CONSIDER PROPOSAL FOR ACME BRICK PARK WIRING FOR PUMPS BY WILLIAMS ELECTRIC

City Manager Grayson Bottom said the application to drill the well at Acme Brick Park had been approved and the placement of the pumps in the wells had been approved. He said the change from one big well to two smaller wells had been approved and this had provided for better water quality and supply. The proposal presented is for wiring from the pump station to both wells and water type fittings and elbows.

Motion was made by Councilman Hendrickson and seconded by Councilman Wheeler to accept the proposal from Williams Electric for \$10,490.00 for the Acme Brick Park wiring for pumps.

Vice-Mayor put the motion to a roll call vote:

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

Vice-Mayor declared the motion carried.

4D. CONSIDER RECESSING THE MEETING TO ACME BRICK PARK TO VIEW PROJECT PROGRESS

Motion was made by Councilman Marcy and seconded by Councilman Hendrickson to table this item until the weather is more favorable for a tour of the facility.

Vice-Mayor Bryson put the motion to a roll call vote:

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

Vice-Mayor declared the motion carried.

5. CITY MANAGER'S REPORT

City Manager Grayson Bottom reported on the following items:

- Acme Brick Park contracts are near completion
- Weather has delayed the golf course improvement project
- Notification of extraordinary income from oil company of over \$31,000.00
- Grand Opening of Braum's Dairy Store at new location

6. AUDIENCE PARTICIPATION

None

AGENDA ITEM NO. 7: ADJOURNMENT

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

Vice-Mayor put the motion to a roll call vote:

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

Vice-Mayor declared the meeting adjourned at 6:20 P.M.

ORDINANCE NUMBER 913

AN ORDINANCE APPROVING THE MODIFICATION OF THE CITY OF CLINTON'S PURCHASING POLICY

Whereas, Article 4-3 of the Clinton Charter allows the Council to prescribe regulations for contracts and purchases;

Whereas, Article 4-3 of the Clinton Charter allows the Council to establish amounts, above which, the Council must give approval;

Whereas, Article 4-3 of the Clinton Charter allows the Council to transfer some of the power granted to the City manager by Section 4-3 to an administrative officer, subordinate to the City Manager;

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

1. Definition.
 - (a) Supplies and materials: include but not limited to jail supplies, tire repair service, minor tools or parts, cleaning and office supplies, small orders of materials for construction and/or repair.
2. Purchases of routinely needed supplies, materials, and repair services not exceeding \$250.00 may be made without the prior approval of the Finance Department in the Purchase Order process.
 - (a) This type of purchase will require a Purchase Order number issued and approved by the department supervisor or his/her designee only.
 - (b) Single purchases of materials and services exceeding \$250.00 **will not** be split between two Purchase Orders.
 - (c) Supervisors will be responsible for collection of all Purchase Orders, with tickets/invoices attached, from their department employees and must forward to Finance on a **daily basis**.
 - (d) During June of each fiscal year, this subsection will be suspended, unless otherwise authorized by Finance.
3. Purchases of supplies, materials, and repair services exceeding \$250.00 will require the issuance of a Purchase Order number from the department supervisor or his/her designee and availability of funds approval through Finance.

4. Any Purchase Order of \$2,500.00 or more will require the approval of the Department supervisor and City Manager, or his designee in the extended absence of the City Manager, prior to being forwarded to Finance for availability of funds approval. Items may not be ordered until the completed document is signed off by Finance.
5. Any Purchase Order of \$15,000.00 to \$25,000.00 for the purchase of normal consumable operating supplies and materials, such as fuel, chemicals, etc. and normal operating services, such as repair costs, etc., will require the approval of two City Officials, to include the City Manager and City Clerk. If the purchase of these types of materials is greater than \$25,000.00, prior approval by the governing body must be obtained before the purchase can be made.
6. Vehicles and equipment purchased at a cost greater than \$10,000.00 must have prior approval of the governing body. Vehicles or equipment acquired by donation, forfeiture, trade or other means must have prior approval of the City Manager. In addition, a minimum of three (3) written quotes must be provided before purchase is approved. If Oklahoma State Purchasing Contracts are used, the written quotes may be waived. The City may choose to utilize the Oklahoma Competitive Bidding Statutes for the purchase of vehicles and equipment when it is beneficial to the City.

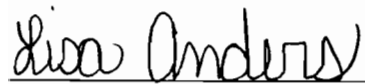
WHEREFORE, an emergency is hereby declared to exist and this ordinance shall be in full force and effect immediately from and after its passage and proof of publication.

Passed and approved this 16th day of December, 2008.



Allen Bryson, Vice-Mayor

ATTEST:



Lisa Anders, City Clerk