

MINUTES OF A SPECIAL MEETING OF CLINTON CITY COUNCIL, CLINTON PUBLIC WORKS AUTHORITY, CLINTON HOSPITAL AUTHORITY, CLINTON SOLID WASTE AUTHORITY, CLINTON RECREATIONAL AUTHORITY, CLINTON AIRPORT AUTHORITY AND CLINTON INDUSTRIAL AUTHORITY

TUESDAY, MAY 10, 2011

Minutes of a special meeting of the Mayor/ Chairman and Council/Trustees of the City of Clinton, Oklahoma, Custer County, held at the Frisco Center on Tuesday, May 10, 2011, 9:00 A.M. A notice of this meeting with agenda was posted on the bulletin board in the lobby of the Clinton City Hall on May 5, 2011.

Mayor/Chairman Allen Bryson called the meeting to order with the following present:

Trustee/ Council: Don Rodolph, Bob Marcy, Steve Jones, Phyllis Smith

City Manager: Steve Hewitt

City Clerk: Lisa Anders

News Media: Gerald Green

Others: Arnold Adams, Gene McCullough, D'Lese Travis, David Crabtree, Jordan Parman, Debra Blanchard, Wade Anders, and Rhonda Williams.

2. REVIEW OF 2011-2012 FISCAL YEAR BUDGET

City Manager Steve Hewitt explained the budget being presented is conservative and efficient in operations. He said a 3% Cost of Living increase and a 12% health insurance premium increase has been included in the budget. He said capital items along with five months of obligations for Acme debt are included in the budget. Hewitt explained that the Consumer Price Index is 2.1% and the water, sewer and solid waste rates have been adjusted accordingly. He said one area needing clarification is the line item for Contributions to other Agencies. Currently the proposed budget for this item is set at \$50,000.00.

City Treasurer Debra Blanchard said the reserve level of 20% had been set by City Manager Steve Hewitt. She explained that Hewitt had met with each of the Department Heads to review their budgets to accomplish the 20% reserve. Blanchard said the City retirement required contribution has increase about 1% this year and while the actual increase of health insurance premiums is closer to 12% the budget reflects a 15% increase. Blanchard pointed out that the Parks and Recreation Department has been moved to the General Fund with the exception of the Golf Course budget.

CONTRIBUTION TO OTHER AGENCIES

City Manager Steve Hewitt reported that he had met with Julie Menge of the Chamber of Commerce to discuss the Chamber Agreement. It has been recommended that the agreement be increased by \$12,000 per year to cover expenses associated with events such as the Route 66 Festival so the \$5,000 listed in the Contribution to Other Agencies can be eliminated.

City Manager Hewitt reported that CARE and Eastside Academy have made separate request for funding. He said that CARE wants to move to a separate facility.

Mayor Bryson reviewed the request individually and it was decided to continue with the following funding:

Action Associates	\$16,000.00
AARP	\$ 3,500.00
Chamber of Commerce	included in agreement
Clinton Free Medical Clinic	donation of equipment
Summer Playground	\$ 8,000.00
Multi County Youth Service	\$16,000.00
OK Arts Council Grant	\$10,000

Councilwoman Smith said she felt that a building has been provided for activities and there is no need for a second facility. She said she felt that CARE is not meeting the needs to real people. She said no numbers have been presented. She said there is only a small segment of involvement and she does not support a second building.

Mayor Bryson said Eastside Academy needs space and he would like to see \$2,000 of contribution for CARE included in the budget but not distributed until the City Manager meets with CARE and they define their future. He said he wants feedback from CARE and no disbursement will be made until the City is comfortable with their scope of work.

City Manager Steve Hewitt said an agreement is needed before any organization is funded by the City.

Mayor Bryson said that Eastside Academy hopes to get back to a situation where they are eligible for grants and he recommended budgeting \$4,000 funding.

It was determined that the request for Boy Scouts would be denied since they had other sources of income.

GENERAL FUND

Mayor Bryson said the budget includes a 3% raise.

Councilman Rodolph said he had discussed the 3% raises with City Manager Hewitt.

City Manager Hewitt said in previous budget years employees had received benefits that had not been available to Department Heads. He said he felt the Cost of Living increase would be fair. He said a gap needs to be established between the ranks and Department Heads.

He said the goal is for all employees to grow and increase. He said break out information would be provided to employees to show them the value of their benefit package.

Police Department

Police Chief David Crabtree said the Police Department has a required mandate of 25 hours per year continuing education. He said much of this training is done in-house. He said fuel is a large part of his budget and is an estimate for the year. He said the budget was prepared as a zero base budget.

City Manager Hewitt said he wants to build retention in the staff. He said money invested in training is money invested in the employees. He said they are seeking ways to improve retention.

Fire Department

Fire Chief Wade Anders said much of the required training is done in-house at the Fire Department. He reported there is no retention problem with the Fire Department.

Councilman Marcy asked in the bond issue were passed, if this would be run through the Fire budget or through a construction budget.

City Manager Hewitt said a separate budget would be established. He said facility repairs were not included in the Police or Fire Budget in anticipation of the upcoming election.

Councilwoman Smith asked if any of the Fire staff are eligible for retirement.

Fire Chief Wade Anders said half of his staff has completed 20 years of service and is eligible for retirement. He explained that the Volunteer Firefighters receive the same training as the Paid Firefighters and when an opening occurs, several of the Volunteers have expressed interest in filling those positions. He said there is a total of 30 personnel in the Fire Department, consisting of Paid and Volunteer Firefighters.

INSPECTION

City Manager Hewitt explained that Robert McDown has replaced the retiring Building Inspector Charles Fry. He said McDown is in the training process and it is understood that the Inspection Department is there to help growth and assist in what is needed to build or renovate.

SWIMMING POOL

City Manager Hewitt said the swimming pool budget has been transferred to the General Fund. He said currently there is no Recreational Director but we are trying to make it work. He said he is looking at issues and concerns but that an investment is needed each year to a facility of this type. He said capital repairs are needed. He said the lifeguards have been hired and are updating their training. He said there will be a mix of college students and high school students hired as lifeguards to address the issue of having to close the pool in early

August. Hewitt said the pool will remain open through mid-August and then on weekends through Labor Day. He added that the longer the pool is open the more additional cost there will be. He said regardless if the pool is open for business, chemicals are needed.

ACME BRICK PARK FIELDS

City Manager Steve Hewitt said more tournament will be scheduled for Acme Brick Park in an attempt to bring in out-of-town teams. He said this will require addition cost to the maintaining the fields at a high level but the additional revenue from the tournaments will offset the cost.

Councilman Marcy stated that the sidewalk to the soccer fields is about half the needed size.

City Manager Hewitt said that could be an off-season project that could be addressed in-house.

STREETS

Public Works Director Arnold Adams said there is very little change from last years budget. He said the overlay project remains in the Capital budget.

City Manager Hewitt said there could be future adjustments in the funding. He recommended patching areas and treating issues with a regular maintenance program.

CEMETERY

City Clerk Lisa Anders reported no changes in the budget from last year.

FACILITY MAINTENANCE

City Manager Steve Hewitt said he is looking at a having a central purchase for supplies.

I.T. Manager Gene McCullough reported he is working on converting to desk top computers which will have upfront expense but will result in a reduction in capital expenses in the future. He said the new equipment will be in the server rack at City Hall.

City Manager Hewitt said the City will be in compliance with software licenses.

CAPITAL

City Manager Hewitt said numerous Capital request had been submitted but with the funding of the Acme Brick Park Phase II payment requirements, there has been a reduction in capital recommendations. He suggested a balance of lease purchases be reduced.

Mayor Bryson asked about the docks and landing grant.

City Manager Hewitt said he hoped it would be in this budget year but it is in the hands of the state right now.

Administration

City Manager Hewitt said the furniture in the Clerks and Executive Secretary offices will be replaced and transferred to replace the furniture in the Utility Office.

Parks

City Manager Hewitt said an agreement has been made with an individual to operate the miniature golf course this year. He said the agreement is similar to past agreement with miniature golf course operators. He has been fixing up the facility.

City Manager Hewitt said \$5,000 has been budgeted for tennis court repairs. He said this is not enough to take care of the problem but it will help. He said he would talk with Clinton Public Schools about the courts.

Acme Brick Park Center

City Manager Hewitt said the center has been experiencing leaks and an evaluation of the interior will be made.

Acme Brick Park Ballfields

City Manager Hewitt said there is not enough funding for the two proposed fields discussed earlier for Acme. He said he had talked with Aaron Hunter regarding the fields and they agree that the focus needs to be on backstops and shades. He said he did not support investing money in field that would not be possible for several years.

Councilwoman Smith asked about tarps for the pool.

City Manager Hewitt said he did not recommend tarping the pool. He said the City's drains the pool each year for safety issues but they could discuss winterizing the pool with water in it.

Councilman Jones said the tarps were for coverage of the waterslide. He said this was discussed in hope to reduce the weather exposure to the slide.

Manager Hewitt said we could look at the feasibility for that as an in-house project.

PUBLIC WORKS AUTHORITY

City Manager Hewitt said a 2.1% rate increase has been incorporated into the budget.

Trustee Marcy asked about the ambulance fee being assessed to Arapaho customers.

Chairman Bryson said a county-wide program would be beneficial.

City Manager Hewitt said the budget is conservative and explained it is easier to estimate revenues since we have a history of usage and revenue is based on usage.

Trustee Marcy asked about the condition of Lake Clinton.

Public Works Director Arnold Adams said the lake is down by eight feet. He said we could have to reduce the water from Lake Clinton and increase the demand from Foss. He said the Water Resource Board is conducting a study on silting of lakes. He estimated that within ten years we could have to dredge the lake or shut it down.

Chairman Bryson asked is drilling wells is an option.

City Manager Hewitt said the City is looking at all options.

Trustee Marcy asked about the Severn Trent agreement.

City Manager Hewitt said he felt the decision to contract with Severn Trent for the water and wastewater treatment had been a good decision. He said that Arnold Adams is the contract facilitator and has on-going monitoring duties. He said they are doing a good job at both facilities. He reported that the capacity of the Wastewater Treatment plant has been reduced by 50%.

GENERAL FUND-RECREATION

Jordan Parman, Fitness Coordinator at Acme Brick Park, reported on the plans for an after-school program. She said one to two college students and several high school students would be hired to work the program for kindergarten through 6th grade students beginning in August. She said the program would run until 6 PM each weekday.

City Manager Hewitt said the program would increase the budget and the revenues would offset the costs.

Mayor Bryson recommended the reduction of rates at the swimming pool. He suggested \$3.00 per day and \$2.00 per day for seniors. He also suggested amending the Season pass to \$75.00 and Family Season passes to \$125.00.

Councilman Marcy asked about scholarship for recreational facilities.

City Manager Hewitt said Jordan Parman would be developing the criteria for scholarship for the pool and Acme Brick Park. He said the rate recommendation would be brought to the Council at the next Council meeting.

SOLID WASTE

City Manager Steve Hewitt said the Authority has contracted with Allied Waste. The rate adjustment follows the Consumer Price Index of 2.1%.

Trustee Marcy asked if there are any issues at the Glenn Smith collection site.

Public Works Director Arnold Adams said putting strips in the existing fence had been discussed but he felt the fence would be damaged if they were installed.

Trustee Smith said the site is clean but it is not attractive and it is at one of the major entrances to our community.

City Manager Hewitt said we would look at a new fence that could be screened.

AIRPORT

City Manager Hewitt said he had met with Cobb Engineering and FAA to discuss the design work for the hangar project at the airport.

Trustee Rodolph said we need to work on oil and gas revenues for the Airport Authority.

City Clerk Lisa Anders said the last time bids were sought for oil and gas revenue for the airport, no bids were received.

City Manager Hewitt said the airport could be an economic development project. He said jet fuel availability and the expansion of the runway have been discussed. He said this could also increase the need for additional hangars.

RECREATIONAL AUTHORITY

City Manager Steve Hewitt said he thought staff does a nice job of maintaining the park but he felt more focus is needed on McLain Rogers Park. He said updates are needed for the City's regional parks and he said the City has an abundance of parks.

Trustee Marcy said he felt the amphitheater is underutilized.

Jordan Parman said plans are being made to have more activities at the amphitheater. She said the facility is rented for \$25 for four hours and \$10 for each hour thereafter. Other facilities that are available for rent include Engleman Park and the pavilion at McLain Rogers Park.

Jordan Parman reported that the drivers for the train have been confirmed. She said the train will operate four days per week.

City Manager Steve Hewitt recommended making the Golf Pro and his staff city employees. He said this would give the City more control of the operation and supervision of staff. He suggested a low salary for the Golf Pro and allow him to continue with the sales of concessions, beer and the pro shop. He said he has sample contracts from other communities with this same arrangement. He said the Golf Advisory Board has heard the recommendation and is support of the change. Hewitt said he would bring the contract back for review.

City Manager Hewitt said the golf course is still continuing the recovery from the renovation of the golf course. He said golf is a fragile sport based on the economy and he does not recommend a rate increase at this time.

A break for lunch was taken at 11:45 A.M. The meeting reconvened at 12:20 p.m.

INDUSTRIAL AUTHORITY

City Manager Steve Hewitt said the TIF District should be completed by June 30th.

City Treasurer Debra Blanchard said a separate fund has been set up for the TIF District.

Blanchard explained that any project for Economic Development throughout the year would be run through the Industrial Authority. He said rents for the Cotton Oil Mill property are budgeted in the Industrial Authority.

Frisco Center Director D'Lese Travis said the revenue from the Frisco Center have been increasing each year. She said a lot of the rental have come from the oil industry and with the reduction in the economy, it is starting to come back.

City Manager Steve Hewitt asked Travis with other communities building conference centers, how will Clinton stand out.

Travis said customer service is very important. She said having state-of-the-art audiovisual equipment and competitive rates are also important.

CENTRAL GARAGE

City Manager Hewitt said this is the maintenance of the City's fleet and equipment. He said the facility is in bad condition and he is looking for ways to improve it.

HOSPITAL AUTHORITY

The budget consists of annual lease funds and interest earnings. City Manager Hewitt said he had spoken with Integris to help facilitate improvements.

RECREATIONAL CONSTRUCTION

City Manager Hewitt said there is a balance of \$12,000 left in the account. He said this could be used to top dress the soccer fields and do the necessary work in the sidewalk at the soccer field. He said the purchase of necessary equipment could be made and wrap this up by the end of the season.

HOPE HOUSING

City Manager Steve Hewitt said an open house of the housing project would be scheduled in 30-45 days.

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It was determined that a special meeting for Tuesday, May 17, 2011 at 4:30 P.M. at Clinton City Hall would be called. This would allow for a review of the budget following the changes today being implemented.

ADJOURN

The meeting adjourned at 1:15 P.M.