



WATONGA CITY COUNCIL MEETING MINUTES FOR JUNE 21, 2022

In accordance with the Oklahoma Open Meeting Law, this Agenda was posted June 16, 2022, Prior to 5:00 PM at the Main Street Entrance of Watonga City Hall, located at 410 West Main Street, Watonga, Oklahoma.

The City Council of the City of Watonga did meet at 6:00 PM on Tuesday, June 21, 2022 in the Large Meeting Room of Watonga City Hall, located at 410 W. Main Street, Watonga, Oklahoma for a scheduled meeting.

Invocation & Pledge of Allegiance:

Council Present: Mayor Bill Seitter, Travis Bradt, Allen Cowan, Adam Tock and Ladina Willis. Also present, City Manager Karrie Beth Little, City Attorney Jared Harrison and City Clerk Verlen Bills.

Declaration of a Quorum: at 6:02 PM

AGENDA

1. **Approve the Minutes** of the previous Council Meeting held May 17, 2022.

Motion was made by Travis Bradt and seconded Ladina Willis to approve the Minutes of the previous Council Meeting held May 17, 2022.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

2. **Approve the Minutes** of the Special Council Meeting held June 1, 2022.

Motion was made by Ladina Willis and seconded by Travis Bradt to approve the Minutes for the Special Council Meeting held June 1, 2022.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

3. **Approve the Monthly Reports** from EMS, Fire Department, City Treasurer, Library, Police Department, Municipal Court, Community Development, Park's Department, Light & Water Department, Street & Alley Department, and the Airport.

Mr. Cowan asked, have we had any banking problems with the new Bank 7 (previously Corner Stone Bank)?

City Treasurer answered, there have been a few hiccups but we are getting these worked out. Banking expenses / fees are still the same as before.

Mayor Seitter: How are we doing with mowing the ditches south of town? I know we had purchased a boom mower to get this work done.

City Manager Karrie Beth Little: We have not been able to catch up with the mowing yet this year and being short staffed is hindering us. We anticipate getting this done, we just need more manpower. The Park's Department is doing really good just to keep up with the grass in town.

Mayor Seitter agreed that growing grass will slow down eventually: I understand that the Parks Department was told not to mow the ditches south of town?

Ms Little: I just had a conversation with an engineer from the Oklahoma Department of Transportation (ODOT) regarding those ditches. We do not own those ditches so we have to get a permit to mow that. We will be having a follow up conversation about this problem. The engineer has a different thought on how this needs to be done.

Mayor Seitter: I see that the NAPA Store and another business are mowing their highway ditches. Do they have permits?

Ms. Little indicated no: We were told by an ODOT representative, prior to me meeting with an engineer, that we could not mow the ditches because we do not have a permit. Then, the engineer came by just last week and said, that's a different permit. He was checking on this and he got me some information last week. We will follow up with this.

Mayor Seitter: The State is not going to mow the ditches because they are in our City Limits but we cannot mow the ditches because we do not have a permit.

Several asked for more explanation.

Ms. Little: I understand that the previous ODOT Supervisor for this area, Mr. Wigington did mow these ditches. Now there is a new Supervisor and we are to keep up with the mowing. I called Mr. Mark Wray, he said, they are not ours and we are not to mow the ditches. The engineer that I met with last week has just now clarified that we are to mow them.

Mayor Seitter: So we are going to mow these ditches? The report stated the Street and Alley were cleaning out gutters and ditches. What area was this?

Ms. Little: In the area of Weigle and B st. We will continue as personnel and time allow.

There was more discussion about the lack of personnel in the Street and Alley Department.

Ms. Little: We want to get this other work done but garbage collection has to have priority.

Mayor Seitter noted that people can haul their own brush.

Ms. Little: There is a place at the Disposal Plant / Transfer Station where the Public can drop off brush.

Mr. Tock: Have we hired any summer help for the Parks Department?

Ms. Little: We have three seasonal people hired. Two of those are High School people.

Mr. Cowan asked about the Staffing for the Street and Alley Department.

Ms. Little: No one has brought an application to work in the Street Department. No one wants to work the back of the trash truck or they do not have a CDL License or they do not meet other requirement.

Oklahoma Environmental Management Authority (OEMA) was going to look at entering into a local agreement with us for garbage service but as you can see, that is not the case any longer, it is coming up on the agenda.

Ms. Willis and Mr. Tock asked about the Job Fair and Employment Advertising.

Ms. Little: We did get some response, but we did not want to hire someone and then turn around and have to let them go because we are going to be outsourcing our garbage service. We thought the process would be much quicker because OEMA was looking to contract with us, but that did not happen.

Mr. Tock asked about the Airport Runway Project.

Ms. Little: It is going well.

Mr. Tock: I drove by the Splash Pad, it does not look quite right.

Ms. Little: We could not get the blue paint. Our choices of paint color were tan or gray. We chose gray. It may not look as snazzy as it used to but the plumbing has all been redone. It is painted and operating.

Several noted that the kids were enjoying the Splash Pad no matter the color.

Motion to approve the Monthly Reports from from EMS, Fire Department, City Treasurer, Library, Police Department, Municipal Court, Community Development, Park's Department, Light & Water Department, Street & Alley Department, and the Airport was made by Allen Cowan and Seconded by Adam Tock.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

4. **Review and accept the list of Claims** against the City of Watonga for the month of May 2022.

Mayor Seitter: In the Police Department, the Finish Line Fleet invoices, one is over \$900.00 and another is for \$850.00?

Ms. Little: That is for fuel for the Police Units. That is paid by invoices every 2 weeks. That is not per vehicle but for several vehicles in that period frame.

Mayor Seitter: Do we get a report showing fuel use per vehicle?

Ms. Little answered yes.

Mayor Seitter asked about purchases by the Parks Department done with the City Clerk Petty Cash Box.

Ms. Little: Yes, it is sometimes easier to use cash with Tractor Supply.

Mayor Seitter: Tractor Supply will not charge with an open account to the City?

City Clerk Bills: We do have a store card but it is awkward to use for smaller items.

Ms. Little: And it's not utilized frequently enough.

City Treasurer Rodney Jacks: Their Revolving Account Billing Cycle along with the mail delay causes problems. We may show that the account is paid and try to use the card for a another purchase, but they show an outstanding balance and deny the purchase. We are better off not using the card.

Mayor Bill Seitter: In Code Enforcement there was a payment to an individual?

Ms. Little: This is a error correction, it is a reimbursement to an individual that got coded in to the system incorrectly.

Ms. Willis: What did we purchase from the City Pharmacy?

Ms. Little: That was for some of the diabetic supplies that EMS is required to keep in the ambulances, and sometimes the regular suppliers can not keep us in fresh inventory. The local Drug Stores have been very helpful with this.

Mr. Bradt: About the invoice to Brenden Parker Music LLC?

Ms. Little: That was for our "Arts in the Park" event. We have to pay for this and then the Arts Council will reimburse us for half of this.

Ms. Little, Mr. Cowan and Mr. Tock commented that these kids projects / programs seem to be going well.

Mayor Seitter: There are a lot of invoices to SPC Office Supply?

Ms. Little: That is supplies we have ordered in bulk for next year and we did get a price break for some of this because we could by in larger quantity.

Ms. Willis: What about the invoice for Sugar Free Allstars?

Ms. Little: That was also for a Special Summer Library Program.

Mayor Seitter: Under General Government, City Clerk's Cash Box, for laundry?

Ms. Little: We are washing our own rags now.

Mr. Cowan: Are we behind paying Meacham's invoices? I see one dated back in January.

Ms. Dacia Phillips with RS Meacham: There could be one invoice that got overlooked, but I am not aware of this, I am not in the Accounts Receivable loop.

Motion was made by Alan Cowan and seconded by Travis Bradt to accept the list of Claims against the City of Watonga for the month of May 2022.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

5. **Approve the Monthly Financial Report** for May 2022 from RS Meacham.

Ms. Dacia Phillips: This financial Report is for first 11 months of the fiscal year. There's a lot of information here so we will just go over the highlights for year-to-date or total income.

We are at \$2,066,920 That is \$208,778 more than we collected for the same 11 months last year. That is primarily due to increase in Sales Tax and an increase in oil and gas income. As for comparing to the annual budget, we're already at 105% of our Annual Budget for revenues. We wanted to be at least 91.66 percent, we have collected more than we budgeted for the entire year. For Non-operating Income, which is primarily transfers, we are at \$1,764,319 year-to-date. This time last year we were \$1,198,354 or \$565,965 less last year at this time.

We have just recently started breaking out and showing the different sources of transfers. We do not have a prior year to show. But we are at 94.33 percent of budget.

For year-to-date expenditures, the total is \$3,179,019. And, even though our income is up, our expenditures are down, year-to-date from the prior year was \$3,219,567. We had \$40,584 less in expenditures this year. Expenditures this year are at 84 percent of budget and we would like to see this at 91.66 percent or less so we are in good shape.

Mr . Cowan asked, how much of that can be contributed to the decrease in payroll expense?

Ms. Phillips: I do not have that broken down that way. I just have department totals. I will look this up and get back to you by email.

Ms. Phillips continued, this year-to-date, we have collected \$558,697 more in revenue than paid out in expenditures. This time last year we showed a \$339,737 loss (expenditures more than revenue). The only notable item was the \$15,000 ODOT reimbursement.

The Light and Water, Electric Operating Income year-to-date is \$1,739,641, an increase of \$806,537 over the prior year and we have exceeded the Annual Budgeted amount of \$1,038,604.

In Water Operating income we have \$305,874 year-to-date or 152 percent of projections verses a loss for last year, but that included some capital items.

Sewer Operating Income is at \$66,547 year-to-date. Last year at this time we had a loss of \$45,337 but this also included capital items. There was a lot of sewer expense and repairs last year. This year we are 238 percent of budget.

We have \$137,091 for Garbage Operating Income which includes direct expenses. Last year this time we were at \$27,204. We have exceeded the projected loss, but I think that probably has a lot to do with some expenses coming from the General Fund.

After Administrative Revenue, Capital Improvement Fees and transfers to other funds, we have Net Income of \$1,074,261 versus a loss last year \$301,621.

There was no activity to discuss for May in the Grant Fund.

Ms. Phillips continued: In PWA we had net income of \$187,250 year-to-date versus \$229,897 for the previous year. That difference is approximately the difference in grant income. Our expenses are \$288,502 year-to-date versus \$284,536 for last year at this time. That is about where it needs to be. Other Income is primarily transfers. Year-to-date we have spent \$112,742 more than we have brought in and that is primarily for engineering on the Airport Project. We will get FAA Grant funds for this.

In the Sales Tax Fund, year-to-date, we have total income of \$201,869 which is 105 percent of the total anticipated in the Annual Budget. Our expenses are \$169,878 which is primarily capital outlay or capital purchases of \$109,198. After other income, we have spent \$12,346 more than we brought in for the current year.

The Street and Alley Fund is at \$31,248. We have the capital project at Workman and A st. of \$167,268 so we have expended \$135,913 more than we brought in for the current year. But again, this was restricted funds and we fulfilled the purpose of those funds.

In the Sales Tax trends, in June, the City brought in to retain \$101,833. For the entire 12 month period this year, we collected approximately \$1,313,000 versus the prior year of \$1,185,057. That's an increase of almost \$128,000 in sales tax, that the City retained. That is an increase of 10.8 percent over the prior fiscal year. The Use Tax is up \$11,324 for this fiscal year or .05 percent.

There was brief debate as to how much more Sales Tax we could expect because we have paid off the Sales Tax over payment.

Mr Cowan asked of Ms. Phillips, what do you think has contributed to approximately \$800,000 turn around from last year?

Ms. Phillips: Much of that, like we talked about, we have collected more in Sales Tax, there has been more Oil and Gas income than projected and we have been able to transfer more in from Light and Water because of our good customers.

Mr. Cowan: Our expenses are less than they were a year ago. We have had very good management.

Ms. Phillips agreed.

Mr. Cowan made the motion to approve the Financial Report from RS Meacham for May 2022 as presented by Dacia Phillips. Motion was seconded by Travis Bradt.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

6. **Consideration, Discussion and Action:** To approve Budget Amendments for the Fiscal Year 2021 – 2022 as recommend by RS Meacham.

Ms. Phillips: In the original Budget we projected a loss of approximately \$800,000. In the February Amendments we increased the fund balance or the cash balance by \$188,045. In the Amendments proposed this evening, we are going to add almost another \$500,000. Overall, the Budget will have a net decrease of \$121,234. Ms. Little and I have talked about this and there is some leeway to make sure everything is covered and that we are not over budget or at least we break even and we can finish the capital projects.

The increases and decreases are on the first page of the Budget Memo.
Ms. Phillips read the Memo to Council as it is listed here;

General Fund: Net Impact - Increase in fund balance of \$133,955

Revenue increase of \$103,500 consisting mainly of:

- Increase in Sales tax of \$35,000 based on year-to-date collections
- Increase in Franchise tax of \$2,000 based on year-to-date collections.
- Decrease in Beverage tax of <\$10,000> based on year-to-date collections.
- Decrease in Police revenues of <\$20,000> based on year-to-date collections.
- Increase in 522 receipts of \$8,000 based on actual amounts received.
- Increase in rentals, sales, and miscellaneous income of \$10,500 based on year-to-date collections.
- Increase in oil & gas income of \$80,000 based on year-to-date collections.
- Decrease in licenses & permits of <\$2,000> based on year-to-date collections.

Expenditures net decrease of <\$40,000> based on year-to-date activity consisting mainly of:

- Increase in Managerial expenses of \$5,000 based on year-to-date expenditures
- Increase in City Attorney expenditures of \$20,000 based on year-to-date activity.
- Decrease in Police Department expenses of \$25,000 based on year-to-date activity.
- Increase in Fire department of \$25,000 based on year-to-date activity.
- Decrease in EMS department of \$25,000 based on year-to-date activity.
- Increase in Street department of \$35,000 based on year-to-date activity.
- Decrease in Library of <\$75,000> largely related to unexpended capital projects.

Other income and expenses net decrease to fund balance of <\$62,045> consisting of:

- Increase in transfers in from other funds of \$17,955 based on year-to-date activity.
- Increase in transfers out to other funds of \$80,000 based on year to date activity.

Light and Water: Net Impact - Increase of \$294,000

Revenue increase of \$319,000

- Increase in utility collections of \$250,000 based on year-to-date collections
- Increase in Miscellaneous revenues of \$4,000 based on year-to-date collections
- Increase of \$5,000 in Penalty revenues based on year-to-date collections
- Increase in transfers in of \$60,000 for transfers from the GF for capital assets.
- Decrease of \$ 1,000 in interest income based on year-to-date collections

Expense increase of \$25,000 related to transfers out of other funds.

Public Works Authority: Net Impact - Increase in fund balance of \$134,945

Revenue net increase of \$73,945

- Increase in hanger rent of \$5,000 based on year-to-date activity.
- Increase in airport fuel sales of \$22,000 based on year-to-date collections.
- Decrease in interest income of <\$55> based on year-to-date interest actually received.
- Increase in miscellaneous revenues of \$5,000 based on year-to-date activity.
- Increase of \$42,000 in transfers in related to debt service for the police cars.

Expenses decrease of <\$61,000> largely related to:

- Increase in materials and supplies of \$22,000 related to jet fuel purchase in May.
- Increase in other services and charges of 25,000 largely related to jet fuel purchase in May.
- Decrease in capital outlay of \$50,000 largely related to capital outlay not expended.
- Increase in debt service of \$42,000 related to police car payment offset with transfer.
- Decrease in transfers of \$100,000 related to transferring EMS expense/522 funds.

Sales Tax Fund: Net Impact - Decrease in Fund Balance of <\$5,683>

Revenue increase of \$27,000 related to sales tax collections and transfers in.

Expense net increase of \$32,683 largely related to transfers out for police car payment made in PWA fund.

Street & Alley Fund: Net Impact - Decrease in Fund Balance of <\$8,100>

Revenue decrease of \$8,100

- Decrease in miscellaneous revenue of <\$8,000> based on year-to-date collections
- Decrease in interest income of <\$ 100> based on year-to-date collections.

Hospital Special Revenue Fund: No change in Fund Balance

Revenue and expense increase of \$28,000 related to sales tax collections restricted for the hospital.

Grant Fund: Net Impact - Decrease in Fund Balance of <\$5,000>

Expenditures increase in transfers out of \$5,000 based on year-to-date activity.

Library Special Revenue Fund: Net Impact - No change in Fund Balance

Revenue and expense increase of \$6,054 related to additional grant funds received and expended.

Mayor Seitter asked, the top three funds are up about \$567,000?

Ms. Phillips replied yes.

Mr. Cowan asked, does the income that the City derives from oil and gas revenues reflect the market prices?

Mr. Jacks admitted that it is difficult to keep up with and he has little experience in the Oil and Gas industry. Mr. Jacks gave a brief rundown of the different wells we are receiving income from.

Ms. Phillips: Over time, it appears to average out.

Motion To approve Budget Amendments for the Fiscal Year 2021 – 2022 as recommend by RS Meacham was made by Allen Cowan and seconded by Adam Tock.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

7. **Consideration, Discussion and Action:** To approve a contract with Western Enterprises, Inc, at the request of Watonga Lions Club, to purchase 4th of July Fireworks in the amount of \$5500.00 and to be reimbursed by Watonga Lions Club for the 4th of July Fireworks for display at Huff Lorang Park and to approve a Fireworks Permit for a Class 1.3G (Class B) Fireworks display at Huff Lorang Park.

Mr. Tock: If there is incimate weather can this event be rescheduled?

Ms. Little replied yes.

Ms. Willis asked if we had issued a public notice about fireworks?

Ms. Little allowed that she did have this ready and was waiting for Fire Chief Robert Daugherty to review. For the record, fireworks are legal in Watonga from June 28 to July 4 from 8:00 AM to Midnight.

There was brief discussion that some people do use and appreciate the information on our web site.

Motion was made by Allen Cowan To approve a contract with Western Enterprises, Inc, as requested of Watonga Lions Club, to purchase 4th of July Fireworks in the amount of \$5500.00 and to be reimbursed by Watonga Lions Club for the 4th of July Fireworks to be displayed at the Huff Lorang Park and to approve a Fireworks Permit for a Class 1.3G (Class B) Fireworks display at Huff Lorang Park. Motion was seconded by Ladina Willis.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

8. **Consideration, Discussion and Action:** To appoint Planning and Zoning Committee Members as recommend by City Manager Karrie Beth Little.

Ms. Little referenced a list of suggested Committee Members: This list of people was compiled from the suggestions of you, the Council Members. I did assign term lengths as names were brought to me.

Mr. Cowan asked, everyone on the list is willing to serve?

Ms. Little: I can only assume so as I did not talk directly to any of these people myself except for Mr. Gary Olsen and he did say that he was willing to serve.

Mayor Seitter: He did discuss this with the individual that he was recommending.

Ms. Little: After Council approves these people, I will send out a letter and make contact with them. The goal for Planning and Zoning is to meet monthly, we already received another application for re-zoning. For the Board of Adjustments, they might meet just quarterly, but they will meet and determine this themselves.

Travis Bradt made the motion to appoint Planning and Zoning Committee Members as recommend by City Manager Karrie Beth Little listed as follows;

Gary Olsen for a 1 year term 2022 - 2023

Dorene Flaming for a 2 year term 2022 - 2024

Amy Adams for a 2 year term 2022 – 2024

Mark Taylor for a 3 year term 2022 – 2025

Carla Flynn for a 3 year term 2022 – 2025

Motion was seconded by Ladina Willis.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

9. **Consideration, Discussion and Action:** To appoint Board of Adjustments Committee Members as recommended by City Manager Karrie Beth Little.

Allen Cowan made the motion to appoint the Board of Adjustments Members as recommend by City Manager Karrie Beth Little listed as follows;

Adam Lovitt for a 1 year term 2022 - 2023

Joe Bryant for a 2 year term 2022 - 2024

Carla Flynn for a 2 year term 2022 – 2024

Aaron Clewell for a 3 year term 2022 – 2025

John Morris for a 3 year term 2022 – 2025

Motion was seconded by Adam Tock.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

10. **Consideration, Discussion and Action:** To renew the Agriculture Lease with Brian Sawyer for the third year of the three (3) year lease for the property known as the Huff Lorang Agriculture Lease, with the same terms as the current lease agreement. Said property is approximately 63.23 acres.

Alan Cowan made the motion To renew the Agriculture Lease with Brian Sawyer for the third year of the three (3) year lease for the property known as the Huff Lorang Agriculture Lease, with the same terms as the current lease agreement. Said property is approximately 63.23 acres. Motion was seconded by Ladina Willis.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

11. **Consideration, Discussion and Action:** To authorize the listing and sale of the south part of the property, currently the location of the Watonga Chamber of Commerce building per the lease agreement.

Mayor Seitter: That was not clear to me?

Ms. Little noted the legal description of the property being leased to the Chamber of Commerce: The Chamber of Commerce Office only occupies the south part of the property. We need to decide what portion of that property we are going to sell.

Mr. Cowan: We need to list this property?

Ms. Little replied yes.

Mr. Seitter: What about the lease agreement?

Ms. Little: The Chamber owns the building but the City owns the land.

Ms. Willis: The lease with the Chamber is not for all of the property?

Ms. Little, referring to a map: This shows the total property and the Chamber Lease is just for the south part and we do not want to sell all of the property. The Chamber wants to sell their building, but they cannot sell the property.

Mr. Bradt: We do not know exactly how much property that is and what are we going to do with rest of the property?

There was discussion as to how much property was involved and who would pay for a survey?

Mr. Bradt: The responsibility for the survey could be part of the negotiations for purchase.

Ms. Willis: Do we know how much we are asking for the property?

Mr. Bradt: We do have a copy of the lease agreement with the Chamber?

Ms. Little replied yes.

Ms. Willis and Mr Bradt debated selling the property without knowing exactly how much property is involved.

Ms. Little: The issue is that the Chamber can not sell the building without the property and the City can not sell the property without selling the building. It needs to be a joint venture. That is how the Chamber Building was created, that is how it was built on City Property, it was a joint venture. When we get to the lease agreement you will see how dated this agreement is.

The lease agreement was located and put on display and did include a legal description of the leased property and approximate size.

City Attorney Jared Harrison: I have not had a chance to properly review this, but from what I have heard this agreement was a fifty / fifty split.

Several commented that it will still need to be surveyed.

Ms. Willis questioned how to proceed with this?

Mr. Harrison: Yes, we will need a new contract when the time comes to sell this property and we will all need to agree to the terms. This is just the first hurdle, but as long as everyone's mindset is that we want to make progress and move forward we can work this out. This is step one in several steps.

Mayor Seitter: We are just wanting to know if we are willing to advertise this property for sale?

Ms. Little: Yes, and my understanding is that would be a joint or co-listing with the building and the land, then we would name an individual as the primary contact for the Chamber and the Mayor for the City.

Mr. Harrison noted a few technical concerns with a contract. It will need to come back to Council for approval.

Mayor Seitter: Do we need to declare this property surplus before we can sell it?

Ms. Little: It does not need to be declared surplus to list the property. We are just listing at this time so we can start the process.

Several expressed concerns as to how this was going to work with the Chamber.

Mr. Tock asked, do we have any foreseeable use for this building?

Mr. Bradt: It is only 750 square feet and it is in bad repair.

Mayor Seitter: If someone wanted all the property, could we not sell all the property?

Ms. Little: There is a lot of City infrastructure on the north end of this property.

There was more debate about selling part of the property verses all of the property.

There was brief discussion about the current lease with the Chamber of Commerce for the office space at 410 W. Main St.

Mayor Seitter pointed out that we did not want to “tie our hands” with this either way.

Ms. Little: If we had a valid offer, could we not bring it back to the Council and ask to have the whole property declared surplus?

Mr. Harrison: I think we are asking to list this because ideally, that is probably what is going to sell. But if someone wants to make us a better offer, we can always bring that back to the Council. It is just not going to be what has been listed. Anybody can make an offer at any time and if it's something worthwhile, it can come to Council.

Mayor Seitter: The people doing this discussion will have the authority to respond?

Mr. Harrison: They will always have that ability.

Ms. Little: The goal is to see what interest there is in this property. We have heard of a lot of interest. What are the serious dollar value can we expect?

Motion was made by Travis Bradt to authorize the listing and sale of the south part of the property, currently the location of the Watonga Chamber of Commerce building per the lease agreement. Motion was seconded by Ladina Willis.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

12. **Consideration, Discussion and Action:** To approve the continuation of Pioneer Voice over IP (VOIP) phone service to the City of Watonga for the Fiscal Year of 2022-2023.

Mayor Seitter: There is not an installation fee for this any longer?

Ms. Little: The document you are looking at was just provided for reference. This was the agreement to install and initiate the service. Now we are asking Council to agree to ongoing annual service. VOIP is a digital phone service verses the standard landline phone. Previously our phone service was approximately \$2,500. This is costing us about \$800.

Motion was made by Ladina Willis to approve the continuation of Pioneer Voice over IP (VOIP) phone service to the City of Watonga for the Fiscal Year of 2022-2023. Motion was seconded by Adam Tock.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

13. **Consideration, Discussion and Action:** To approve a proposal for financial auditing with Jana A Walker CPA PLLC for the City of Watonga for Fiscal Year ending June 30, 2022.

Mayor Seitter: This is auditor that RS Meacham recommended last year?

Ms. Phillips indicated yes.

Mayor Seitter: I thought they did a good job last year.

Mr. Cowan: This will not exceed \$14,500?

Ms. Phillips: A Single Audit could be have additional expenses as there is more compliance work that needs to be done and the complications of the ARPA funds and the FAA project.

Ms. Little noted that Ms. Walker was able to help get this done for us, on time, last year even with the short notice.

Mr. Cowan: And she did stay within the estimated cost.

Ms. Little: We wanted to make sure this was scheduled in a timely manner, this is one of the steps needed for a Financial Planner.

Motion was made to Allen Cowan to approve a proposal for financial auditing with Jana A Walker CPA PLLC for the City of Watonga for Fiscal Year ending June 30, 2022. Motion was seconded by Adam Tock.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

14. Consideration, Discussion and Action: To approve the continuation of Municode services for Ordinance codification and web publishing for the City of Watonga for the Fiscal Year of 2022-2023.

Mr. Cowan: This was part of the process changing to our new website?

Ms, Little replied yes.

Ms. Cowan: What are we paying for this service?

Ms. Little: I think it is approximately \$2,200 a year.

Mr. Cowan: We have not had to pay for a full year of service.

Ms. Little: There is still some time left on the current contract. We are trying to follow Mr. Harrison's direction to get these contracts inline with the budget year.

Mr. Cowan asked, it will be prorated for the year.

Ms. Little replied yes.

Mayor Seitter: This is just to renew what we approved last year.

There was brief discussion of the Municode Company. They do business nation wide and they are based out of Tallahassee Florida.

Mr. Cowan: Do we need to see the Contract before we approve this?

Mr. Harrison: This is a continuous agreement and will continue with Council's approval. If something were to change, then it would need to come back to Council.

Allen Cowan made the motion to approve the continuation of Municode services for Ordinance codification and web publishing for the City of Watonga for the Fiscal Year of 2022-2023.

Motion was seconded by Travis Bradt.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

15. **Consideration, Discussion and Action:** To approve the bid for \$77,402.00 from Stan's Asphalt & Construction from Enid, OK for asphalt overlay for the following locations:
Moreland from 1st Street to 2nd Street
1st Street from Laing to Moreland
1st Street from Wikoff to Harmon
with the bid option of a 2-inch base lift at 1st and Moreland as recommended by City Manager Karrie Beth Little.

Opinions of several was that this was a very good bid.

Mayor Seitter commented, we should have added more to this.

Ms. Little: We didn't know, if you remember, we had to write the bid this way because we only had \$130,000 allocated and we were not sure that was going to be enough.

There were several more comments about the bid being much less than anticipated and why the bid specification was done the way it was.

Mr. Cowan: Was this the only bid?

Ms. Little: Yes.

Mr. Travis: Have we used this company previously?

Ms. Little: No, but Street and Alley Supervisor Justin Woldridge has contacted others and he feels confident with this bid.

Mayor Seitter: And you are recommending the 2 inch base left option?

Ms. Little: Yes and that is included in the \$77,402 amount. This will leave some unused funds for more street repairs elsewhere.

Mr. Tock: Would there be a cost advantage to do additional work while this contractor is here?

Ms. Little: Once this bid is approved we can turn around and bid some other street repairs while the contractor is getting this first job scheduled.

Mr. Bradt asked about the bond fee?

Mr. Harrison: There will be a performance bond with the contract.

Ms. Little: The 5 percent bond seen with this bid is just to cover the bid process. In place of a bond they could issue a check that we just hold on to until the project is completed.

Mayor Seitter for clarification: There is the 5 percent bond to cover our cost of the bidding process, then there will be a performance bond with the contract.

Motion was made by Ladina Willis To approve the bid for \$77,402.00 from Stan's Asphalt & Construction from Enid, OK for asphalt overlay for the following locations:

Moreland from 1st Street to 2nd Street

1st Street from Laing to Moreland

1st Street from Wikoff to Harmon

with the bid option of a 2-inch base lift at 1st and Moreland as recommended by City Manager Karrie Beth Little. Motion was seconded by Travis Bradt.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried.

16. Council Comments:

Mr. Cowan: I would like to move forward as quick as we can to spend the balance of the \$130,000 we had allocated for street repairs.

Mayor Seitter: I think that we plan to bid more street repairs or overlay as soon as we can get it done.

Mr. Cowan: We should try to do a similar sized project.

Ms. Little: Mr. Woldridge has assigned a grade to all the streets and it is mapped out. We will just move up to the next worst street on the list.

There were multiple conversations about locations and street conditions.

Mr. Cowan asked about the road surface at 4-Corners (Highway Jct 33 and 281)

Ms. Little: We will need to talk to ODOT about that. I have a map of ODOT's Eight Year Plan and Blaine County is not on the map for the next eight years.

Mr. Cowan noted that ODOT is doing a major project east of Watonga.

There was more discussion of the Eight Year Plan and the lack of any activity in our area.

Mr. Cowan asked how many phone calls did we receive about the flashing signal light at 4-Corners during harvest?

One (Undetermined) Council Member mentioned that he had received only 2 calls.

The consensus that there were few calls overall.

Mr. Cowan: Were there any accidents during the 2 week period that required a Police Report?

Ms. Little: Only one minor accident that I know of.

There was brief discussion about the length of harvest in our area as it pertained to the timing of the flashing traffic signal.

Mr. Cowan: I want you to know, these guys on the trash truck are hard at work even out in this heat. We really do appreciate them.

Ms. Willis: I think I saw Mr. Woldridge driving the truck today.

Others noted that those employees are truly appreciated.

17. Mayor Comments:

Mayor Seitter asked where we were with the plan for a Financial Planner?

18. City Manager Comments:

Ms. Little: I have one more Finance Meeting with RS Meacham. Then I should have a recommendation by the next Council for a Financial Planner.

We did have a Staff Appreciation last month that went really well. The attendance of some of the Council Members was appreciated.

The Planning and Zoning Hearing on May 23 went well.

We also had a pre-construction meeting on the Highway 281 project with the CDBG grant. That project will tentatively start July the 18th.

Closing out the end of the Financial Year will be the project for the next 30 days.

19. Adjourn:

Motion to adjourn was made by Allen Cowan and seconded by Travis Bradt.

Mayor Seitter, hearing no further discussion, called for a vote;

T. Bradt aye A. Cowan aye A. Tock aye L. Willis aye B. Seitter aye.

Motion carried at 7:20 PM.

Mayor Bill Seitter

City Clerk, Verlen Bills