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NOTICE OF MEETING AND MINUTES
COMMERCE CITY COUNCIL

Tuesday April 9, 2024

Immediately following the Commerce Development Authority meeting

COUNCIL CHAMBERS AT COMMERCE CITY HALL
618 Commerce Ave., Commerce, Oklahoma

1. Roll call.

Present are Mayor Keith Rush, Council Members Gary Howard, Sandra Ross, and Joe Waldon. Andrew Lacy is not present. Also present is City Administrator Michael Hart, City Clerk Tammy Holland, Deputy City Clerk Laura Duncan, Assistant Police Chief Vernon Moyer, Fire Chief Jared McDonald, Code Compliance Officer Adam Grider, Parks Committee Chairman BJ Osburn, Parks Committee Members Laura Parker, Michael Sweeten, and Carol Smith, and community members Crystal Bolles, Nick Smith, Angie Moyer, Wyatt Vanatta, and Frances Teeter, (see attached sign-in sheet).

2. Approve/Disapprove the March 12, 2024 meeting minutes.

*Motion: Gary Howard Second: Sandra Ross Vote: 3-1 Approve
Andrew Lacy not present*

3. Approve/Disapprove the March 21, 2024 special meeting minutes.

*Motion: Gary Howard Second: Joe Waldon Vote: 3-1 Approve
Andrew Lacy not present*

4. Approve/Disapprove purchase orders.

*Motion: Joe Waldon Second: Gary Howard Vote: 3-1 Approve
Andrew Lacy not present*

5. Discussion, consideration and presentation of municipal budgeting rules and timeline.

- City Administrator Michael Hart presented budget timeline to the council, per the Municipal Budget Act 11.0.2 ss 17-201-17-216. Proposed first draft of 2024-2025 budget to be presented to the Council at the 5-14-2024 meeting. Mayor Rush would like to schedule work studies on 5-14-2024 and 5-28-2024 prior to the June meeting.*
6. Discussion, consideration, and possible vote to approve/disapprove work order #1031746 from Empire District Electric Company.
*City Administrator Michael Hart outlined the work order from Empire District Electric Company for light replacements.
Motion: Gary Howard Second: Joe Waldon Vote: 3-1 Approve
Andrew Lacy not present*
 7. Discussion, consideration, and possible vote to approve/disapprove letter of engagement with Turner and Associates for compilation of annual financial statements for FY 23-24.
*City Administrator Michael Hart presented the yearly letter of engagement with Turner & Associates. This is the same letter that is presented each year for approval, only the dates have been updated to reflect the current FY 2023-24.
Motion: Gary Howard Second: Sandra Ross Vote: 3-1 Approve
Andrew Lacy not present*
 8. Discussion, consideration, and possible vote to approve/disapprove letter of engagement with Turner and Associates for FY 24-25 budget services.
*City Administrator Michael Hart presented the yearly letter of engagement with Turner & Associates. This is the same letter that is presented each year for approval, only the dates have been updated to reflect FY 2024-25.
Motion: Gary Howard Second: Sandra Ross Vote: 3-1 Approve
Andrew Lacy not present*
 9. Discussion, consideration, and possible vote to approve/disapprove an ordinance amendment for Appendix A - Fee Schedule, Utilities, Solid Waste, and annual adjustment to the Solid Waste rates according to the CPI.
City Administrator Michael Hart: The cost of doing business with Cards continues to rise each year. At this point, the City has ceased to cover the expenses. The numbers were discussed at the last special meeting,

and based on those numbers, an ordinance amendment has been drafted for approval by the Council. See attached amendment.

*Motion: Gary Howard Second: Sandra Ross Vote: 3-1 Approve
Andrew Lacy not present*

10. Discussion, consideration, and possible vote to approve/disapprove employee healthcare benefits for 2024-2025.

City Administrator Michael Hart presented cost comparison provided by The Lillard Co. with regard to benefits packages. Additionally, five employees were identified as eligible to receive Insure Oklahoma benefits. Because of this, we are able to retain the same plan as in previous years, and still save approximately \$500/year. Mr. Hart proposes approval and adopting plan P8K1ADT.

*Motion: Gary Howard Second: Sandra Ross Vote: 3-1 Approve
Andrew Lacy not present*

11. Discussion, consideration, and possible vote to surplus following item:

- a. 1997 Chevy Brush Truck, VIN: 1GCGD34J2FF446728

City Administrator Michael Hart advised it has just been brought to his attention the above listed year is incorrect, the truck is a 1985 model year. Mr. Howard made a motion to surplus the 1985 Chevy Brush Truck, VIN: 1GCGD34J2FF4456728.

*Motion: Gary Howard Second: Sandra Ross Vote: 3-1
Approve*

Andrew Lacy not present

12. Discussion, consideration, and possible vote to accept/reject bids for:

- a. BID #2024-1: Kubota Excavator, Model Number: KX121-3ST, Serial Number: 71992

Received two bids, one from Collins for \$5000, and the other from James Karleskint for \$5150.

Gary Howard made a motion to approve Mr. Karleskint's bid.

*Motion: Gary Howard Second: Sandra Ross Vote: 3-1 Approve
Andrew Lacy not present*

- b. BID #2024-2: 2002 Sewer Equipment of America Jet Rodder, VIN: 1S9KU21222C381545

Mr. Hart advised we have received no bids from the State/Federal Auction sites. Mr. Howard suggested contacting local plumbing companies to see if they would be interested.

13. Vote to enter into executive session in accordance with O.S. Title 25, Section 307, Paragraph B, Subsection 1.

*Motion: Gary Howard Second: Joe Waldon Vote: 3-1 Approve
Andrew Lacy not present*

14. Vote to return to regular session.

*Motion: Gary Howard Second: Joe Waldon Vote: 3-1 Approve
Andrew Lacy not present*

15. Discussion, consideration in regard to process and timeline for hiring a new police chief.

Mayor Rush advised that we would begin accepting applications this week and until May 15, 2024. Interviews will be scheduled as needed. He is hopeful that three viable candidates will be presented to the Council at the June meeting.

16. City Administrator report.

Michael Hart: Sales Tax \$51,276 /Use Tax 10,345; overall numbers are up as compared to prior years. There is a special meeting scheduled for 4-11-24 to consider audit report from Mr. Clannon. Grants are due prior to the next meeting for which these numbers are required to be approved by council. Grand Gateway grant due 5-2-2024 for \$600k. We are in a holding pattern for automated water meters grant funding, notification should occur by June 15, 2024, 580k number is still a good number. Midway Village road repair complete, ODOT assisted with materials, etc. FD striping still waiting to be completed, still waiting on Commissioner Furnas to schedule. QSADEQ project still ongoing. A citizen came to Ms. Ross about an issue with house on North Vine, which can be handled by Adam Grider, and a semi-truck traveling/parking on North Vine, which can be handled by Assistant Police Chief Vernon Moyer. Both of these issues are already on the city's radar, and are being handled appropriately.

17. Code Enforcement Officer report.

Adam Grider: 26 notices, abatement at 309 N Vine, another abatement upcoming on North Main. 217 South Vine update: Owner passed away,

property is in probate, and nothing can move forward on the property until out of probate. Demolition hearing scheduled for 4-10-2024, if no one shows for the hearing, then demolition can proceed. Nothing new on the property with the swimming pool. Code enforcement can legally fill the pool. Mayor Rush requested to get a price for dirt to fill the pool. Notice going out for grass. West side of D Street and part of Main Street cleanup with high school students performed 4-5-2024, lots of trash removed. This will probably be a reoccurring event.

18. Police Department report.

Assistant Police Chief Vernon Moyer: Department is running pretty smoothly with current manpower. March: 13 reports filed, 6 charges filed, 4 assaults, 2 dog bites, 1 theft, 2 property damage, 35 traffic stops, 25 tickets issued. More could be written, but he was told to cap court appearances at 25-30/month per Court Clerk. Semi-truck owner has been advised that he cannot park truck where it has been parked. Mr. Moyer will be issuing a ticket the next time the truck is seen driving on city streets. Ms. Ross: What can be done about loose dogs? Mr. Moyer: Nothing much can be done. Mayor Rush: What can be done about dog bites? Mr. Moyer: If animal has a known owner, a report is made, emergency room filed obtained, and the owner is required to quarantine at the vet for 10 days. If no owner, same procedure, but then Kenny is called and animal is quarantined at dog pound to check for rabies. Post quarantine, the animal is more than likely put down at the city's cost.

19. Fire Department report.

Fire Chief Jared McDonald: 57 calls for service, pretty average. Engine repair complete and back in service. Addition is complete, overhead door installed. Six days total start to finish on addition project. Now working on finalizing electric, etc. ISO Class change received, effective July 1, 2024, moving to Class III from Class V. Approximately 10-15% savings on homeowner's insurance. Will be accepting sealed bids for surplus truck. Mr. Howard: How are Fire Department subscriptions broken down? Mr. McDonald: Per plot.

20. Emergency Management report.

Jared McDonald: Everything functioning well. Citizen reached out because they didn't hear the weekly test. Manual test was run and

everything is working fine. Quapaw Nation Emergency Management Director informed grant for additional sirens and shelters has been submitted. In final stages, we are being directed to identify locations for three additional storm shelters and sirens.

21. Parks Department report.

Parks Chairman BJ Osburn: Operation RoundUp Grant received, \$3000, to resurface basketball courts at Swaim Park (on Main Street). Would like to also add more pilons and cables to stop people from driving on basketball courts if possible. First Friday commencing 5-3-2024.

22. Public input and unscheduled appearances.

Crystal Bolles, 319 N Cedar: Daughter's bunnies were killed by dog, why can't anything be done? Why can't police take the dogs? What do we do?

23. Any matter not known about or which could not have been foreseen prior to the posting of this agenda.

None

24. Vote to adjourn.

*Motion: Gary Howard Second: Joe Waldon Vote: 3-1 Approve
Andrew Lacy not present*