

Office
(580) 492-5777

City of Elgin
P.O. Box 310
Elgin, OK 73538

Fax
(580) 492-5787

PUBLIC HEARING

DATE: February 16, 2023
TIME: 6:00 PM
PLACE: Elgin City Hall
8183 State Hwy 17

Public Hearing started at 6:00 PM

1. Consideration of Ordinance 23-10 rezoning a tract of land requesting to change from R-2 Single Family Residential to R-5 Multi-Family Residential. City of Elgin, Comanche County, Oklahoma. Legal: Block 41 Lots 1-7, and Block 41 Lots 8-10.
2. Close Public Hearing. Time: 6:02 PM

SPECIAL MEETING AMENDED CITY COUNCIL MINUTES

DATE: February 16, 2023
TIME: 6:00 PM
PLACE: Elgin City Hall
8183 State Hwy 17

Invocation and flag salute.

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 staff, attorney or to the recommending board, commission or committee.

1. Mayor Francais called meeting to order at 6:33pm
2. Members present were JJ Francais, Kevin Mitchell, Nettie Evans, Fred Guevara, Sean Bateman, and Machel Reynolds, Clerk/Treasurer. All members were present. A quorum was declared.
3. Consideration of Consent Agenda.
 - A. Acceptance of the minutes of Council meetings held January 10, 2023.
 - B. Acceptance of the payment of purchase orders.

- C. Acceptance of estimated payroll for March 2023.
- D. Acceptance of Treasurer's Report.
- E. Acceptance of Police Report.
- F. Acceptance of Fire Report.
- G. Acceptance of Library Report.
- H. Authorization to send bids out for Concession Stand Remodel at Elgin Youth Complex
- I. Authorization to send out bids for Power Bank installed at Parking Lot of Elgin Youth Complex
- J. Authorization to send out bids to Expand Freedom Pond
- K. Authorization to send out bids to build a new Park located on Commercial Loop
- L. Authorization to send out bids to construct an awning at Rockbridge Park
- M. Authorization to send out bids for Construction and Design of Fire Station 2 located in Country Aire.
- N. Authorization to send out bids for Project 1 fencing at Municipal Park the perimeter of the ball field fences.
- O. Authorization to send out bids for Project 2 fencing at Municipal Park to include demolition of all fencing and replacement.
- P. Authorization to send out bids for Project 3 Municipal Park demolition and replacement of backstop & dugouts.
- Q. Acceptance of warranty Deed from Larry & Janice Glover for two (2) tracts of land.

Tract 1: A tract of land located in the Southwest Quarter of Section 30, Township 4-N, Range 10-W, of the Indian Meridian, Comanche County, Oklahoma; Commencing at the Southwest corner of the Southwest Quarter of Section 30, Township 4-N, Range 10-W, of the Indian Meridian, Comanche County, Oklahoma this point being the Southwest corner of Lot 4, said section 30; Thence N00°59'30"E; Thence S89°37'30"E a distance of 33.00 feet; Thence N00°59'30"E a distance of 1393.64 feet parallel with the west line of Lot 3 and Lot 4 said section 30 to a point on the Right-of-Way line of H.E. Bailey Turnpike; Thence 89°47'12"W a distance of 33.00 feet following said Right-of-way line to a point on the west line of Lot 3 and Lot 4 said section 30; Thence S00°59'30"W a distance of 1393.54 feet on the west line of said Lot 3 and Lot 4 said section 30 to the point of Beginning containing 1.56 acres more or less. Basis of Bearing: West line Lot 3 and 4, Section 30=N00°59'30"E: And

Tract 2: A tract of land located in the Southwest Quarter of Section 25, Township 4-N, Range 11-W, of the Indian Meridian, Comanche County, Oklahoma; Beginning at the Southeast corner of the Southeast Quarter of Section 25, Township 4-N, Range 11-W, of the Indian Meridian, Comanche County, Oklahoma; Thence N00°59'30"E a distance of 793.21 feet on the east line of said Southeast Quarter; Thence continuing N00°59'30"E a distance of 1384.28 feet on the east line of said Southeast Quarter to a point on the Right-of-Way line of H.E. Bailey Turnpike; Thence S35°07'32"W following said Right-of-way line a distance of 58.81 feet, to a point 33.00 feet West of the East line of said Southeast Quarter; Thence S00°59'30"W a distance of 2128.80 feet parallel with the East line of said Southeast Quarter, to the South line of said Southeast Quarter; Thence S88°59'14"E a distance of 33.00 feet to the Point of Beginning

containing 1.63 acres more or less. Basis of Bearing: East line of the Southeast quarter, Section 25=N00°59'30"E:

R. Authorization to approve Library Board By-Laws.

Motion by Bateman 2d by Mitchell pull items M,N,&O and approve the remainder consent agenda items. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.

4. Discussion and possible action on items removed from Consent Agenda. Strike M,N,&O until next month.
5. Mayor's report and presentation.
 - Presentation of Proclamations
 - Presentation of If I Were Mayor by Josie Chandler
 - Presentation from OSU/OKC concerning Road Scholar Program
 - Mayor's update concerning nuisance abatement compliance
 - Mayor's update concerning immediate priorities
 - Presentation of Mayor's Memo 2-1
 - Presentation of Mayor's Memo 2-2
 - Presentation of Mayor's Memo 2-3
 - Presentation of Mayor's Memo 2-4
6. Remarks from Council.
7. Discussion, consideration, and possible action to approve Ordinance 23-10 amending the Official Zoning Districts Map of the City of Elgin, Oklahoma, amended by changing the Zoning District classification for the following tract from Single Family Residential (R-2) to Multi-Family Residential (R-5).
Legal: Block 41 Lots 1-10, Elgin OK.
Motion by Evans 2d by Guevara to approve Ordinance 23-10. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
8. Discussion, consideration, and possible action to approve 2023 Resolutions Book. Strike until next month.
9. Discussion, consideration, and possible action to approve an update to the Fee Arrangement with Amanda Mullins PLLC to \$185.00 per hour beginning July 1, 2023. Motion by Bateman 2d by Guevara to approve fee arrangement with Amanda Mullins PLLC to \$185 per hour with start date of July 1, 2023. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
10. Discussion, consideration, and possible action to approve hiring cleaning Co. for cleaning of the Civic Center, Fire Department, City Hall, and Library. Motion by Bateman 2d by Mitchell to approve hiring Chapman Cleaning Company for the next 4 months to see how it works out, Civic Center, Fire Department, and Library will all be weekly, City Hall will be bi-weekly with amount not exceeding \$400 a week. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
11. Discussion, consideration, and possible action to approve 84-month lease from Liberty National Bank with payment amount of \$4,834.19 a month for a lease to purchase from Fire master a Freightliner Pumper Tanker 2023 chassis in the amount of \$345,000. CIP account. (03-20-700). Motion by Guevara 2d by Evans to approve 84 month lease purchase from Liberty with payment amounts of \$4834.19 monthly. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
12. Discussion, consideration, and possible action to approve to pay for Cove Acres a 2021 F350 VIN 1FDRFNXMEC69699 balance remaining on Liberty National Bank loan #504653 is \$10,011.48 and authorize acceptance to transfer into City of Elgin.(03-20-700)

Motion by Evans 2d by Guevara to approve pay for 2021 F350 with balance remaining of \$10,059. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.

13. Discussion, consideration, and possible action to approve Ordinance 23-03 amending title 8, chapter 3, section 8-3-5 of the Code of Ordinances of the City of Elgin to provide that sewer rates and fees shall be set by Resolution of the City Council; to remove the specific fees from the Ordinances to allow the fees to be set by Resolution; amending title 8, chapter 3, section 8-3-6 of the Code of Ordinances of the City of Elgin to provide that the sewer jetter use and fees shall be set by Resolution of the City Council; to remove the specific fees from the Ordinances to allow the fees to be set by Resolution. Motion by Bateman 2d by Guevara to approve Ordinance 23-03. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
14. Discussion, consideration, and possible action to approve emergency clause for Ordinance 23-03. Motion by Guevara 2d by Evans to approve emergency clause for Ordinance 23-03. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
15. Discussion, consideration, and possible action to approve Ordinance 23-04 amending title 9, chapter 2, section 9-2-1 of the Code of Ordinances of the City of Elgin to provide that building permit fees and administrative fees shall be set by Resolution of the City Council; removing the fees to allow the setting by Resolution; amending title 9, chapter 2, section 9-2-5 of the Code of Ordinances of the City of Elgin to provide that the fee for a Certificate of Occupancy shall be set by Resolution of the City Council; removing the fee to allow the setting by Resolution. Motion by Guevara 2d by Mitchell to approve Ordinance 23-04. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
16. Discussion, consideration, and possible action to approve emergency clause for Ordinance 23-04. Motion by Mitchell 2d by Guevara to approve emergency clause for Ordinance 23-04. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
17. Discussion, consideration, and possible action to approve Ordinance 23-05 amending title 9, chapter 2, article A, section 9-2A-1 of the Code of Ordinances of the City of Elgin to provide that house moving permit fees shall be set by Resolution of the city council; removing the fees to allow the setting by Resolution; amending title 9, chapter 2, article A, section 9-2A-3 of the Code of Ordinances of the City of Elgin to provide that the fee for a ditching permit shall be set by Resolution of the city council; removing the fee to allow the setting by Resolution; amending title 9, chapter 2, article A, section 9-2A-4 of the Code of Ordinances of the City of Elgin to provide that the permit for laying pipes across streets or upon public ways or places shall be set by Resolution of the City Council. Motion by Evans 2d by Bateman to approve Ordinance 23-05. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
18. Discussion, consideration, and possible action to approve emergency clause for Ordinance 23-05. Motion by Guevara 2d by Bateman to approve emergency clause for Ordinance 23-05. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
19. Discussion, consideration, and possible action to approve Ordinance 23-06 amending title 3, chapter 4, section 3-4-2 B of the Code of Ordinances of the City of Elgin to provide that fees for licenses for itinerant vendors solicitors or peddlers shall be set by Resolution of the City Council; to remove the specific fees from the Ordinances to allow the fees to be set by Resolution. Motion by Evans 2d by Guevara to approve Ordinance 23-06. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.

20. Discussion, consideration, and possible action to approve emergency clause for Ordinance 23-06. Motion by Evans 2d by Mitchell to approve emergency clause for Ordinance 23-06. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
21. Discussion, consideration, and possible action to approve Ordinance 23-07 amending title 8, chapter 1, section 8-1-5 of the Code of Ordinances of the City of Elgin to provide that when a customer's utility service has been turned off due to delinquency or acts of customer a charge to turn the utility service on shall apply which shall be set by Resolution of the city council. Motion by Guevara 2d by Evans to approve Ordinance 23-07. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
22. Discussion, consideration, and possible action to approve emergency clause for Ordinance 23-07. Motion by Mitchell 2d by Guevara to approve emergency clause for Ordinance 23-07. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
23. Discussion, consideration, and possible action to approve Ordinance 23-08 amending the Elgin Code of Ordinances title 8 utilities chapter 4 Solid Waste collection 8-4-4 part a by repealing part B in its entirety to provide a new part B charges for solid waste collection and disposition to provide that disposition shall be set by Resolution approved by council. Motion by Guevara 2d by Bateman to approve Ordinance 23-08. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
24. Discussion, consideration, and possible action to approve emergency clause for Ordinance 23-08. Motion by Guevara 2d by Evans to approve emergency clause for Ordinance 23-08. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
25. Discussion, consideration, and possible action to approve Resolution 23-03 amending The Master fee schedule for services adopted on May 10, 2022 to establish utility rates; sewer rates and fees, sewer jetter use and fees, building permit fees and administrative fees, Certificate of Occupancy, house moving permit fees, fee for a ditching permit, permit for laying pipes across streets or upon public ways or places, fees for licenses for itinerant vendors solicitors or peddlers, customer's utility service has been turned off due to delinquency or acts of customer a charge to turn the utility service on shall apply, increase in charges for solid waste collection and disposition. Motion by Evans 2d by Mitchell to approve Resolution 23-03, with removing the fee increase for solid waste and removing the bulk pickup info from Resolution. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
26. Discussion, consideration, and possible action to approve Resolution 23-04 amending the City of Elgin employee handbook/personnel policies by repealing all current policies and adopting new policies. Motion by Guevara 2d by Evans to approve Resolution 23-04. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
27. Discussion, consideration, and possible action to approve Resolution 23-06 adopting a "Best Practices" handbook for the City Council of the City of Elgin and authorizing participation in the OMAG recognition program. Stricken
28. Discussion, consideration, and possible action to approve creating and hiring a full-time Events Coordinator, depending on experience pay start on pay scale A1 \$21.66 to A6 \$24.51. Motion by Mitchell 2d by Bateman to approve hiring a full time Events Director (not Coordinator) with pay starting anywhere from A1 to A6 on pay scale. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.
29. Discussion, consideration, and possible action to approve a four step increase for Streets employee Lee Burney increase from Step D7 to Step D11 for completion of 88 hours of Road Scholar classes. Motion by Evans 2d by Guevara to approve four step

increase for Lee Burney. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.

30. Discussion, consideration, and possible action to approve a four step increase for Streets Department Head Stephen Harris increase from Step A2 to A6 for completion of 88 hours of Road Scholar classes. Motion by Guevara 2d by Evans to approve Stephen Harris a 6 step increase, move to A8. Ayes; Mitchell, Evans, Guevara, and Bateman. Nays; None. Motion Carried.

31. Meeting Adjourned at 8:45 pm.

PASSED, APPROVED AND ADOPTED THE 7th DAY OF MARCH 2023:

Machelle Reynolds, City Clerk