

City of Tonkawa

November 21, 2023

The City Council of Tonkawa, Oklahoma held a meeting at 5:30 P.M. in Council Chamber located at 115 South 7<sup>th</sup> Street on the above referenced date. Mayor Stacy Burns, Vice Mayor Charles Conaghan, and Council members, Brandt Harris, Kenneth Smith, and Reece Simpson were present. Mayor Stacy Burns called the Meeting to order. Vice Mayor Charles Conaghan gave the Invocation and Mayor Stacy Burns led the Salute to the Flag.

**The minutes from the regular meeting on October 17, 2023, and the Special Meeting Minutes on November 14, 2023, and were reviewed and stand approved.**

**The Claims for October 2023 were reviewed.**

Charles Conaghan made a motion to approve the city claims for October 2023

Reece Simpson seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**Braden Sweet with RS Meacham CPAs presented the October 2023 Financial Report.**

Charles Conaghan made a motion to approve the Financial Report for October 2023

Reece Simpson seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the contractor's pay application #6 in the amount of \$121,954.46 and/or change orders for Circle B Underground, LLC for 18602 CDBG 22 and DWSRF #P40-2003603-03 waterline improvements projects for approval.**

Charles Conaghan made a motion to approve the contractor's pay application #6 in the amount of \$121,954.46 and/or change orders for Circle B Underground, LLC for 18602 CDBG 22 and DWSRF #P40-2003603-03 waterline improvements projects.

Brandt Harris seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the Tonkawa Municipal Handbook regarding "Best Practices" "Step 1 of the Oklahoma Municipal Group Assurance Recognition Program Grant" for approval.**

Kenneth Smith made a motion to approve the Tonkawa Municipal Handbook regarding "Best Practices" for the Recognition Program Grant".

Stacy Burns seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the Oklahoma Municipal Assurance Group Coverage for Property and Auto Liability Insurance policies for the City of Tonkawa "Step 2 of the Oklahoma Municipal Group Assurance Recognition Program Grant" for approval.**

Charles Conaghan made a motion to approve the Oklahoma Municipal Assurance Group Coverage for Property and Auto Liability Insurance policies for the City of Tonkawa of the Oklahoma Municipal Group Assurance Recognition Program Grant.

Kenneth Smith seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the required Training "Step 3 of the Oklahoma Municipal Group Assurance Recognition Program Grant" for approval.**

Charles Conaghan made a motion to approve required Training of the Oklahoma Municipal Group Assurance Recognition Program Grant.

Reece Simpson seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented** the governing body completes the Stability Test and the results of the test are reviewed by the governing body. "Step 4 of the Oklahoma Municipal Group Assurance Recognition Program Grant".

This item was tabled until the next regular meeting in December.

**City Manager Kirk Henderson presented:**

CITY RESOLUTION NO. 2023-11-01

A RESOLUTION AUTHORIZING PARTICIPATION IN THE OMAG RECOGNITION PROGRAM.

Kenneth Smith made a motion to approve City Resolution No. 2023-11-01

Charles Conaghan seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented accepting the Bids for the Tonkawa FAP Loan - Wells, Treatment Plant, Waterlines and Standpipe.**

Charles Conaghan made a motion to accept the Bids for the Tonkawa FAP Loan - Wells, Treatment Plant, Waterlines and Standpipe.

Kenneth Smith seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented Parkhill's letter of recommendation for the approval of the next best and lowest bid of \$984,891.00 from Diversified Construction of Oklahoma and authorize the signing the Notice of Award with approval from OWRB for the Tonkawa FAP Loan -Wells, Treatment Plant, Waterlines and Standpipe for approval.**

Charles Conaghan made a motion to approve the next best and lowest bid of \$984,891.00 from Diversified Construction of Oklahoma and authorize the signing the Notice of Award with approval from OWRB for the Tonkawa FAP Loan - Wells, Treatment Plant, Waterlines and Standpipe.

Reece Simpson seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the schedule for Regularly Scheduled Council Meeting Dates for the calendar year of 2024 for approval.**

Stacy Burns made a motion to approve the schedule for Regularly Scheduled Council Meeting Dates for the calendar year of 2024.

Charles Conaghan seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented a recommendation from the Library Board for the appointment of Debbie Randall to the Library Board for approval.**

Charles Conaghan made a motion to approve the appointment of Debbie Randall to the Library Board.

Stacy Burns seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented:**

**RESOLUTION 2023-11-02**

**A RESOLUTION AUTHORIZING OMAG TO DISTRIBUTE ESCROW ACCOUNT FUNDS.**

Kenneth Smith made a motion to approve OMAG RESOLUTION 2023-11-02

Reece Simpson seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the Annual Stipend for City of Tonkawa Employees in December 2023 for approval.**

Charles Conaghan made a motion to approve the Annual Stipend of \$200.00 for all full-time employees and \$75.00 for all part-time employees who work for the City and TMA.

Stacy Burns seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the 2023 National Criminal History Improvement and Policy (NCHIP) Award Grant in the amount of \$12,955.00 to purchase Livescan System for the Tonkawa Police Department for approval.**

Charles Conaghan made a motion to approve the 2023 National Criminal History Improvement and Policy (NCHIP) Award Grant in the amount of \$12,955.00 to purchase Livescan System for the Tonkawa Police Department

Reece Simpson seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented the recommendation from the Pride Committee to spend up to \$2,250.00 for landscaping and plants to beautify the exterior grounds around the Library building for approval.**

Charles Conaghan made a motion to approve the recommendation from the Pride Committee to spend up to \$2,250.00 for landscaping and plants to beautify the exterior grounds around the Library building.

Stacy Burns seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**Bryan Mitchell with Parkhill Engineering presented Task Order #2 from Parkhill Engineering for the Tonkawa 2023 ODOT Waterline Relocation JP-33362 project for approval.**

Charles Conaghan made a motion to approve Task Order #2 from Parkhill Engineering for the Tonkawa 2023 ODOT Waterline Relocation JP-33362 project.

Reece Simpson seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Manager Kirk Henderson presented** advertise and sell the following four vacant lots:

City of Tonkawa 3760-00-007-011-0-000-00; 506 N.11<sup>th</sup>, Tonkawa, OK 7465-0000;

Tonk-UPS Addition Block 7, Lot 11,

City of Tonkawa 3760-00-011-003-0-000-00; 411 N 9<sup>th</sup> St., Tonkawa, OK 74653-0000

Tonk-UPS Addition Block 11, Lot 3

City of Tonkawa 3000-00-034-019-0-000-00; 108 S. 10<sup>th</sup> St., Tonkawa, OK 74653-000; Tonkawa – O.T. Block 34, Lots 19-21

City of Tonkawa 3000-00-034-017-0-000-00; 106 S. 10<sup>th</sup>, Tonkawa, OK 74653-0000; Tonkawa – O.T. Block 34, Lots 17-18

This item was tabled.

**City Manager Kirk Henderson presented the Tonkawa Fire Department Mutual Aid Agreement with Blackwell for approval.**

Charles Conaghan made a motion to approve the Tonkawa Fire Department Mutual Aid Agreement with Blackwell.

Brandt Harris seconded the motion.

The following voted Aye: Stacy Burns, Kenneth Smith, Charles Conaghan, Reece Simpson, and Brandt Harris

**City Attorney Lee Stout** – regarding the Youth Director that was discussed from the Special Meeting on November 14<sup>th</sup>. Kirk had asked about the potential for liability, for the most part if the City is going run the program and we will have to rely on volunteers to do coaching and do everything for the program. We will need to be careful because the Boy Scouts of America were sued and had to declare bankruptcy, because they are staffed by Adult Volunteers and Youth volunteers over the youth attending the camps. The claims for sexual abuse in different states have changed. The statues of limitations in these states for claims of sexual abuse opened the door to forever to file a claim and the Boy Scouts of America were dealing with claims from 50 and 60 years ago. Oklahoma's statues of limitations against the entity is 2 years once the victim turns 18, and on the person who is accused is up until the victim turns 40. If the City is going to do this, we need to implement the background checks on all Volunteers and provide Youth protective training education.

**Mayor Stacy Burns** – nothing further to report.

**City Manager Kirk Henderson** – OMAG's response to adding a position for Youth Director is that they will cover the City up to the limits allowed by our policy, but the City bares the increased risk of exposure of the adult volunteers. November 30<sup>th</sup> will be the tree lighting at 6:30 P.M. and the Christmas parade right after the lighting. We plan to turn on the lights Wednesday, November 23<sup>rd</sup> for Thanksgiving and then turned the lights off until the night of the parade. One police officer is going to Kay County Sheriff Office and another police officer moving to Oregon. .

Being no further business, Mayor Stacy Burns adjourned the meeting.

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Nancy Skipper  
City Clerk

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Stacy Burns  
Mayor