

The regularly scheduled **Vinita Utilities Authority (VUA) Meeting** was held on Tuesday, November 7, 2017, 5:30 p.m., City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma. Public notice of the meeting was given by posting the agenda at City Hall on November 6, 2017, at 1:45 p.m.

Legal Counsel: Leonard Logan

Chairperson Ronnie Starks called the meeting to order at 5:30 p.m.

MEETING MINUTES

1. The Pledge of Allegiance was led by Boy Scout Zach Millarr
2. Roll Call. Members present: Danny Lankford, Denver Davenport, Dale Haire, Lawana Downing, Skip Briley, Jim Wisdom.
3. Recognition of visitors.

No cards were submitted
4. Discussion, consideration and possible action to approve the minutes from the October 17, 2017, VUA Meeting.

Motion by Downing, seconded by Davenport, to approve the minutes from the October 17, 2017, VUA Meeting. Aye votes: Haire, Downing, Davenport, Lankford, Wisdom, Briley. Nay votes: None. Motion carried.
5. Vote to enter into executive session:
 - A. Discuss employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to Title 25 O.S. 307 (B)(1): VUA Employees

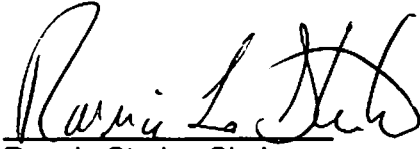
Motion by Downing, seconded by Davenport, to enter into executive session. Aye votes: Haire, Downing, Davenport, Lankford, Wisdom, Briley. Nay votes: None. Motion carried.
6. Vote to return to regular meeting.

Motion by Downing, seconded by Haire, to return to regular meeting. Aye votes: Haire, Downing, Davenport, Lankford, Wisdom, Briley. Nay votes: None. Motion carried.
7. Action taken from Executive Session.

Motion by Downing, seconded by Lankford, to approve Monte Satterwhite a pay increase to \$16.00 an hour and Jon Peetoom a pay increase to \$19.50 an hour effective November 8, 2017. Aye votes: Haire, Downing, Davenport, Lankford, Wisdom. Nay votes: Skip Briley. Motion carried.
8. New Business.

None
9. Adjourned at 6:23 pm




Ronnie Starks, Chairman

ATTEST:


Brian Prince, Secretary

1. The first part of the document is a letterhead containing the name of the organization and the date of the document.

MEMORANDUM

2. The second part of the document is the subject line, which states the purpose of the memorandum.

3. The third part of the document is the body of the memorandum, which contains the main text.

4. The fourth part of the document is the conclusion, which summarizes the main points of the memorandum.

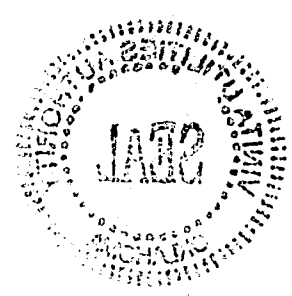
5. The fifth part of the document is the signature block, which includes the name and title of the author.

6. The sixth part of the document is the distribution list, which indicates to whom the memorandum is being sent.

7. The seventh part of the document is the date of the memorandum.

8. The eighth part of the document is the footer, which contains any additional information.

9. The ninth part of the document is a handwritten note or signature.



10. The tenth part of the document is a handwritten signature or date.

The regularly scheduled **Vinita City Council Meeting** was held on Tuesday, November 7, 2017, immediately following the Vinita Utilities Authority (VUA) Meeting at 5:30 p.m., in the City Council Meeting Room, 104 East Illinois, Vinita, Oklahoma. Public notice of the meeting was given by posting the agenda at City Hall November 6, 2017, at 1:45 p.m.

Legal Counsel: Leonard Logan

Mayor Ronnie Starks called the meeting to order at 6:23 pm.

MEETING MINUTES

1. Roll Call - Members present: Danny Lankford, Denver Davenport, Dale Haire, Lawana Downing, Skip Briley, Jim Wisdom.

2. Recognition of visitors.

No cards were submitted.

3. Discussion, consideration and possible action to approve minutes from the October 17, 2017, City Council meeting.

Remove the word amended in top opening.

Motion by Downing, seconded by Davenport, to approve minutes from the October 17, 2017, City Council meeting with removing the word amended in opening. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

4. Discussion, consideration and possible action to approve actions taken during the VUA meeting.

Motion by Downing, seconded by Davenport, to approve actions taken during the VUA meeting. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

5. Discussion, consideration and possible action on:

- A. Finance Ordinance No. 3669

Motion by Downing, seconded by Davenport, to approve Finance Ordinance No. 3669. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

- B. Emergency Clause.

Motion by Downing, seconded by Davenport, to approve Emergency Clause. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

6. Discussion, consideration, and possible action from The Vinita Area Chamber of Commerce requests (included in the 17-18 budget).

- A. Christmas Bucks \$1,500.00

Motion by Downing, seconded by Davenport, to approve Christmas Bucks \$1,500.00. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

B. Economic Development \$100.00

Motion by Downing, seconded by Davenport, to approve Economic Development \$100.00. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

- 7. Discussion, consideration, and possible action to update the Regional Emergency Medical Ambulance Service Agreement and MOU.**

Motion by Downing, seconded by Davenport, to update the Regional Emergency Medical Ambulance Service Agreement and MOU. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

- 8. Discussion, consideration, and possible action, per recommendation from Fire Chief Kevin Wofford, to approve end of 1 year probation period for Todd Hess, Probationary Firefighter, and promote to Fire Fighter I, effective November 5, 2017, with a salary increase of \$1.56 per hour.**

Motion by Davenport, seconded by Downing, to approve end of 1 year probation period for Todd Hess, Probationary Firefighter, and promote to Fire Fighter I, effective November 5, 2017, with a salary increase of \$1.56 per hour. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

- 9. Discussion, consideration, and possible action, per recommendation from Fire Chief Kevin Wofford, to hire probationary firefighter.**

Motion by Davenport, seconded by Downing, to approve to hire probationary firefighter. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

- 10. Discussion, consideration and possible action on:**

A. Holiday schedule for 2018.

Motion by Downing, seconded by Davenport, to approve Holiday schedule for 2018. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

B. Meeting schedules for 2018: VUA, City Council, Planning Commission, Regional Planning Commission, and Library Board.

Motion by Downing, seconded by Davenport, to approve Meeting schedules for 2018: VUA, City Council, Planning Commission, Regional Planning Commission, and Library Board. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

- 11. Discussion, consideration, and possible action on replacing the 3 stationary cameras in parks for \$1,799.97.**

Motion by Wisdom, seconded by Davenport, to approve replacing the 3 stationary cameras in parks for \$1,799.97. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

12. Discussion, consideration and possible action on request from Glen Passmore to assign and transfer title of his hangar and transfer land lease of space 3 in block 4 at the Vinita Municipal Airport, to Bryce Millikan.

Motion by Downing, seconded by Davenport, to approve Glen Passmore to assign and transfer title of his hangar and transfer land lease of space 3 in block 4 at the Vinita Municipal Airport, to Bryce Millikan. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

13. Discussion, consideration and possible action regarding request by Terrie Thompson to close portion of alley in Block 7 of Cherokee Addition to City.

Thompson would like to build fence and the northern part of block is already vacated she would like to vacate southern part. Council agrees to move forward with letters to Franchises in alley and neighbors. Council agreed to have planning Commission have a meeting on December 11, 2017 to make recommendation.

Motion by Downing, seconded by Davenport, to approve Planning Commission to have a meeting on December 11, 2017. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

14. Department Head reports.

Fire Chief Kevin Wofford reported annual testing of hydrants is going on.

Treasurer Edna Smith reporting after attending a Treasurer Conference that she would like to review a few policies for some updated changes.

Director of Operations Jim Whisenant reported FEMA Flood Maps will be posted in City Hall for review of updated maps. Also reporting that November 14-15 the City will be hosting a downtown revitalization program with the University of Oklahoma and Oklahoma Municipal League.

15. New Business.

None

16. Vote to enter into executive session:

- A. Discuss employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to Title 25 O.S. 307 (B)(1): Jim Whisenant

Motion by Downing, seconded by Davenport, to approve to enter into executive session. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

17. Vote to return to regular meeting.

Motion by Downing, seconded by Davenport, to approve to return to regular meeting. Aye votes: Downing, Briley, Wisdom, Davenport, Lankford, Haire. Nay votes: None. Motion carried.

18. Action taken from Executive Session.

No action taken.

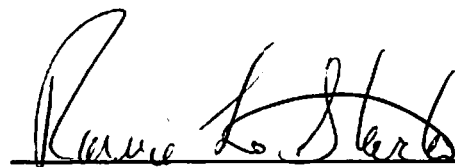
19. Adjourned at 7:19 pm

ATTEST:



Brian Prince, City Clerk





Ronnie Starks, Mayor