

**MINUTES
TOWN OF MANNFORD
BOARD OF TRUSTEES
RESCHEDULED REGULAR MEETING
MAY 15, 2018**

The Board of Trustees of the City of Mannford, Oklahoma met in a rescheduled regular session on Tuesday, May 15, 2018, in the City Hall Meeting Room.

I. OPEN

Mayor Tyler Buttram called the meeting to order and requested roll call at 6:04 p.m.

II. ROLL CALL

Present:

Adam Gilbert
Tyler Buttram
Johnnie Bozarth

Absent:

Raylene Kelley
Clay Abercrombie
Lucky Miller, Police Chief

Staff Present:

Sharon Crisjohn, Interim Town Administrator
David Weatherford, Town Attorney
Joyce Martin, City Clerk
Rita Bougher, City Treasurer
Dawn Ell Carson, Finance Director
Tracy Campbell, Utility Director
JJ Minet, Activity Center Director
Colleen Branson, Librarian
Carolyn Smythe, Ambulance Director
Bob Evans, Fire Chief

III. PLEDGE OF ALLEGIANCE

Mayor Tyler Buttram led the Pledge of Allegiance.

IV. INVOCATION

Vice Mayor Adam Gilbert gave the Invocation.

V. TOWN ADMINISTRATOR'S REPORT

Verbal report given by Interim Town Administrator Crisjohn regarding the following:

- Sales Tax was \$107,838.96 and Use Tax was \$10,143.11 for funds received in May for April collections.

VI. CONSIDERATION OF CONSENT AGENDA

- A. Approval of the April 17, 2018 Minutes of the Town of Mannford Board of Trustees Special Meeting.
- B. Acknowledgement of the May 8, 2018 Minutes of the Mannford Planning Commission Regular Meeting.
- C. Acknowledgement of the May 3, 2018 Minutes of the Mannford Public Library Board Regular Meeting.

Motion by Gilbert, second by Bozarth to approve the Consent Agenda as presented.

Aye: Gilbert, Buttram, and Bozarth
Nay: None

Motion carried.

VII. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT AGENDA

There were no items removed from the Consent Agenda for separate consideration.

VIII. EXECUTIVE SESSION

A. Discussion and possible action on personnel matters:

1. Proposed executive session as authorized by 25 Oklahoma Statutes, Section 307.B.1. for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation, retirement, compensation, benefits, and evaluation of any individual salaried public officer or employee as designated below:

a) Town Administrator/City Manager

2. Motion by Gilbert, second by Bozarth to enter into executive session at 6:38 p.m.

Aye: Gilbert, Buttram, and Bozarth

Nay: None

Motion carried.

3. The executive session convened at 6:38 p.m.

4. The public meeting re-convened in open session at 7:23 p.m.

5. Discussion of **Resolution No. 2018-02**, as it pertains to the hiring process for a Town Administrator/City Manager for the City of Mannford, establishing policies and procedures for said hiring process.

IX. RESOLUTIONS

A. Motion by Gilbert, second by Bozarth to approve **Resolution No. 2018-02** with the removal of paragraphs 1.b and 5, as it pertains to the hiring process for a Town Administrator/City Manager for the City of Mannford, establishing policies and procedures for said hiring process.

Aye: Gilbert, Buttram, and Bozarth

Nay: None

Motion carried.

B. No action taken on **Resolution No. 2018-03**, as it pertains to nominating a candidate to fill an open position on the Board of Trustees of the Oklahoma Municipal Retirement Fund (OkMRF) representing District 1 for a five (5) year term beginning October 1, 2018, through October 1, 2023.

X. SCHEDULED BUSINESS

A. Motion by Bozarth, second by Gilbert to nominate Craig Stephenson, City Manager of Ponca City, and Mark Whinnery, City Manager of Drumright, to the Board of Trustees of the Oklahoma Municipal Assurance Group (OMAG) for three-year terms commencing July 1, 2018.

Aye: Gilbert, Buttram, and Bozarth
Nay: None

Motion carried.

B. Motion by Bozarth, second by Gilbert to approve annual renewal of the agreement with Phelps IGA Inc. as it pertains to Sales Tax Contribution.

Aye: Gilbert, Buttram, and Bozarth
Nay: None

Motion carried.

C. Motion by Gilbert, second by Bozarth to approve attaching a \$20.00 technology fee on all citations.

Aye: Gilbert, Buttram, and Bozarth
Nay: None

Motion carried.

D. The Board considered and discussed the proposed 2018/2019 Fiscal Year Budget as presented by Interim Town Administrator Crisjohn. Next consideration of the proposed 2018/2019 Fiscal Year Budget will be at the June 14, 2018 Public Hearing.

No action was taken.

XI. NEW BUSINESS

There were no new business items to discuss.

XII. ADJOURNMENT

Mayor Buttram adjourned the meeting at 7:25 p.m.

Joyce Martin, City Clerk

Tyler Buttram, Mayor