

**NOTICE OF REGULAR MEETING**  
**OF THE**  
**CHICKASHA CITY COUNCIL**

In compliance with Title 25, Oklahoma Statutes, Section 301-314, the Oklahoma Open Meeting Act, including the posting of notice and agenda, be advised that the Chickasha City Council, Chickasha Municipal Authority, and Chickasha Municipal Airport Authority of the City of Chickasha, Oklahoma, will conduct a **REGULAR MEETING ON MONDAY, FEBRUARY 6, 2023, AT 6:30 PM.** Said meeting will be held in the Council Chambers, City Hall, 117 North 4<sup>th</sup> Street, Chickasha, Oklahoma.

The City of Chickasha encourages participation from all its citizens. If participation is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

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 City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

Agenda items are attached.

I, Susan M. McDaniel, City Clerk, posted this Agenda on the official City of Chickasha bulletin board in the Municipal Building, 117 North 4th Street Chickasha, OK, 73018, which is accessible to the public twenty-four hours each day at 4:30 p.m. on Friday, February 3, 2023.



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Susan M. McDaniel, CMC

Sworn to and subscribed before me on this 3rd day of February, 2023.

My Commission Expires: 10-1-2026



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Notary Public, State of Oklahoma



**CHICKASHA CITY COUNCIL**

**AGENDA**

**LOCATION OF MEETING**

**CITY HALL COUNCIL CHAMBERS**

**117 NORTH FOURTH STREET**

**CHICKASHA, OKLAHOMA 73018**

**TIME OF MEETING**

**6:30 PM**

**DATE OF MEETING**

**FEBRUARY 6, 2023**

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**1. Call to Order / Roll Call / Opening Prayer / Pledge of Allegiance.**

**2. Citizen Comments.**

**3. Council Communications.**

- a. Downtown Grants - Presentation by Jim Cowan, Director of Chickasha Economic Development Council.

**4. Consent Docket:**

- a. Acceptance of the Minutes for the January 17, 2023 regular meeting.
- b. Acceptance of the Claims List.

- c. Acceptance of the 2022 Junior Social Worker's grant award for the Animal Welfare Division in the amount of \$450.00.
- d. Accept and authorize the Interim Police Chief to enter into a State Incident Based Reporting System (SBIRS) User Agreement with OSBI
- e. Acceptance of the surplus and reallocation of 5 ASI wall mounted hand soap dispensers to the Parks Department.
- f. Acceptance of the surplus and reallocation of the briefing room table at the Police Department to the Public Works Department.
- g. Acceptance of the appointment of Robert Brooks as City Treasurer.
- h. Accept and authorize the Mayor to execute the "Local Elected Official Consortium Agreement" on behalf of the City of Chickasha.

**5. Discussion/Approval of Items Removed from Consent Docket:**

**6. Discussion and Consideration**

- a. Discussion, consideration and possible action to authorize payment to City Manager Keith Johnson the \$10,000.00 moving allowance set forth in paragraph 2.13 of Johnson's employment contract due to Johnson contracting to lease or purchase a home in the City limits of Chickasha.
- b. Discussion, consideration, and possible action to appoint Tracey Austin, Personnel/Payroll Manager, as the Authorizing Agent for Oklahoma Municipal Retirement Fund (OMRF).
- c. Discussion, consideration, and possible action to approve the 6th Annual Open Streets event scheduled for Saturday, May 6, 2023 and waive any fees.
- d. Discussion, consideration, and possible action on a tort claim filed by Ronda Evans.
- e. Discussion, consideration, and possible action to approve grant reimbursement for Chickasha Today in the amount of \$100,000 as recommended by the Chickasha Economic Development Council, Inc. (123/125 W. Chickasha Ave.)
- f. Discussion, consideration, and possible action on a request for an extension to February 8, 2023 on Economic Development Project of Chickasha Today, LLC - 117 Chickasha Ave.
- g. Discussion, consideration and possible action to repeal and replace Chapter 5: Leaves of Absence, 5.03 Sick Leave and Sick Leave Pool Policy, Section XIII. Sick Leave Pool effective immediately.

**7. Motion to Adjourn.**



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Administration**

**Agenda Item No. 3.a.**

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**AGENDA ITEM: Downtown Grants - Presentation by Jim Cowan, Director of Chickasha Economic Development Council.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b>                   | Fund   | Account | Amount |
|                                          | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: City Clerk**

**Agenda Item No. 4.a.**

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**AGENDA ITEM: Acceptance of the Minutes for the January 17, 2023 regular meeting.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

Accept the Minutes of the January 17, 2023 regular meeting.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                                         |        |         |        |
|---------------------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br>Susan M. McDaniel, City Clerk | Fund   | Account | Amount |
|                                                         | (To)   |         |        |
|                                                         | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023                | (From) |         |        |

**V. ATTACHMENTS:**

1. City 1-17-2023

**January 17, 2023**

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 17th day of January 2023 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Mayor Mosley called the meeting to order at 6:30 p.m.

**ITEM 1.      Call to Order / Roll Call / Opening Prayer / Pledge of Allegiance**

**MAYOR AND COUNCIL**

**PRESENT:** Chris Mosley, Mayor  
Zachary Grayson, Vice-Mayor  
Kelly Boyd  
Oscar Nelson  
Georgianne Hebblethwaite  
R. P. Ashanti-Alexander – arrived at 6:32 p.m.  
Brian Gerdes

**ABSENT:** Nate McCalla  
Kea Ginn

**STAFF**

**PRESENT:** Cindy Rogers, Asst. City Manager  
Susan McDaniel, City Clerk  
Tony Samaniego, Fire Chief  
G. G. Music, Interim Police Chief  
Jim Crosby, Public Works Director  
Darren Martin, Chief Building Inspector  
Spencer Winzenried, Parks & Rec Director  
Rachel Bernish, Community Development Director  
Shae Mortimer, Marketing & Civic Engagement Manager

**ITEM 1.      Call to Order/Roll Call/Opening Prayer/Pledge of Allegiance:**

Council Member Boyd gave the invocation and Council Member Nelson lead the Pledge of Allegiance.

**ITEM 2.**                      **Citizen Comments:**

*(City Council Rules and Regulations limit visitor comments to a maximum of three minutes.)*

**ITEM 3.**                      **Council Communications.**

Council Member Boyd asked about the stripping needed on 16<sup>th</sup> Street.

Mayor Mosley noted that the light at 9<sup>th</sup> and Grand was having rotation issues.

**ITEM 4.**                      **Consent Docket: ITEM 4a through ITEM 4b.**

**ITEM 4a.**      **Acceptance of the Minutes of the January 3, 2023, regular meeting.**

**ITEM 4b.**      **Acceptance of the Claims List.**

\*Motion by Council Member Nelson, second by Council Member Boyd to approve the Consent Docket: ITEM 4a thru ITEM 4b.

Roll call vote:

Ayes:”                      Nelson, Hebblethwaite, Grayson, Ashanti-Alexander, Boyd, Gerdes and Mosley.

“Nays:”                      None

“Abstain:”                      None.

Motion carried.                      7-0

**ITEM 5.**                      **Discussion/Approval of Items Removed from Consent Docket:**

No Action Taken.

**ITEM 6.**                      **Discussion and Consideration Items:**

**ITEM6a.**      **Discussion, consideration, and possible action to accept State Aid for the library in the amount of \$18,575.**

\*Motion by Council Member Hebblethwaite and second by Council Member Gerdes to accept State Aid for the library in the amount of \$18,575 and authorize Staff and Mayor to execute the appropriate documents.

Roll call vote:

“Ayes:”                      Nelson, Hebblethwaite, Grayson, Boyd, Gerdes, Ashanti-Alexander, and Mosley.

City Council Meeting 1-17-2023  
6:30 p.m.

“Nays:” None.  
“Abstain:” None.  
Motion passed. 7-0

**ITEM 6b. Discussion, consideration, and possible action to change the surplus of a 1992 E-1 International Pumper from sale on consignment to sell to the Grady County Fire Department for a price of \$5,000.00.**

\*Motion by Council Member Hebblethwaite and second by Council Member Boyd Gerdes to change the surplus of a 1992 E-1 International Pumper from sale on consignment to sell to the Grady County Fire Department for a price of \$5,000.00.

Roll call vote:

“Ayes:” Hebblethwaite, Grayson, Ashanti-Alexander, Gerdes, Boyd, Nelson, and Mosley.  
“Nays:” None.  
“Abstain:” None.  
Motion passed. 7-0

**ITEM 6c. Discussion, consideration, and possible action to purchase 15 new MSA SCBA’s with spare cylinders and spare face pieces under State Contract #SW17241 for a price not to exceed \$138,777.00.**

\*Motion by Council Member Nelson and second by Council Member Hebblethwaite to authorize the purchase 15 new MSA SCBA’s with spare cylinders and spare face pieces under State Contract #SW17241 for a price not to exceed \$138,777.00.

Roll call vote:

“Ayes:” Hebblethwaite, Grayson, Ashanti-Alexander, Gerdes, Boyd, Nelson, and Mosley.  
“Nays:” None.  
“Abstain:” None.  
Motion passed. 7-0

**ITEM 6d. Discussion, consideration, and possible action to declare approximately 7,50 rounds of .38 & approximately 7,500 rounds of .45 ammunition surplus and authorize the Police Department to exchange it for new 9mm ammunition from R&M Arms of Minco, Oklahoma.**

\*Motion by Council Member Gerdes and second by Council Member Grayson to declare approximately 7,50 rounds of .38 & approximately 7,500 rounds of .45 ammunition surplus and authorize the Police Department to exchange it for new 9mm ammunition from R&M Arms of Minco, Oklahoma.



City Council Meeting 1-17-2023  
6:30 p.m.

Roll call vote:

“Ayes:” Grayson, Ashanti-Alexander, Hebblethwaite, Gerdes, Boyd,  
Nelson, and Mosley.

“Nays:” None.

“Abstain:” None.

Motion passed. 7-0

**ITEM 6e. Public Hearing – to discuss and consider the request for the Final and Preliminary plat of the 12<sup>th</sup> Street Addition for applicant Elliott Cousins, Oklahoma Limited Partnership.**

**Hearing opened at 6:40 p.m.**

**No speakers.**

**Hearing closed at 6:41 p.m.**

**ITEM 6f. Discussion, consideration, and possible action to approve the Final and Preliminary plat for the 12<sup>th</sup> Street Addition for applicant Elliott Cousins, Oklahoma Limited Partnership.**

\*Motion by Council Member Hebblethwaite and second by Council Member Gerdes to approve the Final and Preliminary plat for the 12<sup>th</sup> Street Addition for applicant Elliott Cousins, Oklahoma Limited Partnership.

Roll call vote:

“Ayes:” Boyd, Gerdes, Ashanti-Alexander, Nelson, Hebblethwaite,  
Grayson, and Mosley.

“Nays:” None.

“Abstain:” None.

Motion passed. 7-0

**ITEM 7. Adjournment:**

**Motion by Council Member Boyd and second by Council Member Hebblethwaite to adjourn the meeting.**

**Meeting adjourned.**

**TIME: 6:43 P.M.**

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Chris Mosley, Mayor

City Council Meeting 1-17-2023

6:30 p.m.

ATTEST:

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Susan M. McDaniel, CMC - City Clerk

Approved this 6th day of February 2023.



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Finance**

**Agenda Item No. 4.b.**

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**AGENDA ITEM: Acceptance of the Claims List.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

Accept Claims List.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b>                   | Fund   | Account | Amount |
|                                          | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**

1. 2.6.23 COUNCIL REPORT\_Redacted

| DEPARTMENT             | FUND         | VENDOR NAME                                                                                       | DESCRIPTION                | AMOUNT          |
|------------------------|--------------|---------------------------------------------------------------------------------------------------|----------------------------|-----------------|
| NON-DEPARTMENTAL       | GENERAL FUND | COLONIAL LIFE & ACCIDENT INSURANCE COM<br>METLIFE<br>CITY OF CHICKASHA<br>CITY OF CHICKASHA       | COLONIAL LIFE & ACCIDENT I | 125.20          |
|                        |              |                                                                                                   | METLIFE JAN 23             | 101.93          |
|                        |              |                                                                                                   | COMBINED INSURANCE         | 37,500.00       |
|                        |              |                                                                                                   | COMPENSATED ABSENCES       | <u>8,480.84</u> |
|                        |              |                                                                                                   | TOTAL:                     | 46,207.97       |
|                        |              |                                                                                                   |                            |                 |
| ADMINISTRATION         | GENERAL FUND | EXPRESS STAR                                                                                      | PUBLISH ORD 2023-09        | 26.05           |
|                        |              |                                                                                                   | PUBLISH ORD. 2023-03       | 63.25           |
|                        |              |                                                                                                   | PUBLISH ORD 2023-07        | 25.75           |
|                        |              |                                                                                                   | PUBLISH ORD 2023-06        | 41.05           |
|                        |              |                                                                                                   | PUBLISH ORD 2023-05        | 85.60           |
|                        |              |                                                                                                   | PUBLISH ORD 2023-04        | 65.50           |
|                        |              |                                                                                                   | PUBLISH ORD. 2023-02       | 36.10           |
|                        |              |                                                                                                   | PUBLISH ORD. 2023-01       | 36.40           |
|                        |              |                                                                                                   | PUBLISH ORD 2023-08        | 33.55           |
|                        |              |                                                                                                   | PUBLISH COC-2301           | 113.46          |
|                        |              | INTERNATIONAL INSTITUTE<br>OKLAHOMA MUNICIPAL RETIRE<br>TRANSFER ACCOUNT                          | 2023-2023 IIMC MEMBERSHIP  | 210.00          |
|                        |              |                                                                                                   | OMRF3                      | 446.15          |
|                        |              |                                                                                                   | FICA                       | 533.34          |
|                        |              |                                                                                                   | MEDICARE                   | <u>124.73</u>   |
|                        |              |                                                                                                   | TOTAL:                     | 1,840.93        |
|                        |              |                                                                                                   |                            |                 |
|                        |              |                                                                                                   |                            |                 |
|                        |              |                                                                                                   |                            |                 |
|                        |              |                                                                                                   |                            |                 |
|                        |              |                                                                                                   |                            |                 |
| FIRE ADMINISTRATION    | GENERAL FUND | OKLAHOMA FIREFIGHTERS<br>TRANSFER ACCOUNT                                                         | FIRE PENSION               | 979.96          |
|                        |              |                                                                                                   | FICA                       | 58.86           |
|                        |              |                                                                                                   | MEDICARE                   | <u>107.60</u>   |
|                        |              |                                                                                                   | TOTAL:                     | 1,146.42        |
| POLICE ADMINISTRATION  | GENERAL FUND | GRADY COUNTY LAW ENFORCEMENT CENTER<br>CITY OF CHICKASHA-(ACH) OKLAHOMA POLIC<br>TRANSFER ACCOUNT | MONTHLY BILL               | 550.00          |
|                        |              |                                                                                                   | POLICE PENSION             | 500.00          |
|                        |              |                                                                                                   | FICA                       | 333.37          |
|                        |              |                                                                                                   | MEDICARE                   | <u>77.97</u>    |
|                        |              |                                                                                                   | TOTAL:                     | 1,461.34        |
| CEMETERY SERVICES      | GENERAL FUND | TRANSFER ACCOUNT                                                                                  | FICA                       | 93.56           |
|                        |              |                                                                                                   | MEDICARE                   | 21.88           |
|                        |              | WYNN, JEFFREY                                                                                     | GRAVE OPENING & CLOSING    | <u>2,650.00</u> |
|                        |              |                                                                                                   | TOTAL:                     | 2,765.44        |
| HUMAN RESOURCES        | GENERAL FUND | TRANSFER ACCOUNT                                                                                  | FICA                       | 157.36          |
|                        |              |                                                                                                   | MEDICARE                   | 36.80           |
|                        |              | OKLAHOMA EMPLOYMENT SECURITY COMMISSIO                                                            | OESC INVOICE               | <u>2,836.00</u> |
|                        |              |                                                                                                   | TOTAL:                     | 3,030.16        |
| LIBRARY                | GENERAL FUND | TRANSFER ACCOUNT                                                                                  | FICA                       | 486.88          |
|                        |              |                                                                                                   | MEDICARE                   | <u>113.88</u>   |
|                        |              |                                                                                                   | TOTAL:                     | 600.76          |
| STREET & STORM DRAINAG | GENERAL FUND | EXPRESS SERVICES INC                                                                              | CONTRACT LABOR             | 2,783.91        |
|                        |              |                                                                                                   | CONTRACT LABOR             | 599.94          |
|                        |              |                                                                                                   | CONTRACT LABOR             | 639.12          |
|                        |              | MARSHALL AUTO PARTS                                                                               | PARTS AND SUPPLIES         | 36.18           |
|                        |              |                                                                                                   | PARTS & SUPPLIES           | 345.93          |
|                        |              |                                                                                                   | PARTS & SUPPLIES           | 10.37           |
|                        |              |                                                                                                   | PARTS AND SUPPLIES         | 21.64           |
|                        |              |                                                                                                   | PARTS AND SUPPLIES         | 242.14          |
|                        |              |                                                                                                   | PARTS AND SUPPLIES         | 837.74          |
|                        |              |                                                                                                   |                            |                 |
|                        |              |                                                                                                   |                            |                 |
|                        |              |                                                                                                   |                            |                 |
|                        |              |                                                                                                   |                            |                 |

| DEPARTMENT             | FUND         | VENDOR NAME                            | DESCRIPTION        | AMOUNT        |
|------------------------|--------------|----------------------------------------|--------------------|---------------|
|                        |              |                                        | PARTS AND SUPPLIES | 184.32        |
|                        |              |                                        | PARTS AND SUPPLIES | 228.37        |
|                        |              |                                        | PARTS AND SUPPLIES | 108.44        |
|                        |              |                                        | PARTS AND SUPPLIES | 409.18        |
|                        |              | TRANSFER ACCOUNT                       | FICA               | 515.80        |
|                        |              |                                        | MEDICARE           | <u>120.63</u> |
|                        |              |                                        | TOTAL:             | 7,083.71      |
| ACCOUNTING SERVICES    | GENERAL FUND | TRANSFER ACCOUNT                       | FICA               | 513.53        |
|                        |              |                                        | MEDICARE           | <u>120.10</u> |
|                        |              |                                        | TOTAL:             | 633.63        |
| COMM DEVEL/PLANNING SE | GENERAL FUND | TRANSFER ACCOUNT                       | FICA               | 441.95        |
|                        |              |                                        | MEDICARE           | <u>103.36</u> |
|                        |              |                                        | TOTAL:             | 545.31        |
| BUILDING SERVICES      | GENERAL FUND | TRANSFER ACCOUNT                       | FICA               | 298.09        |
|                        |              |                                        | MEDICARE           | <u>69.71</u>  |
|                        |              |                                        | TOTAL:             | 367.80        |
| FIRE OPERATIONS        | GENERAL FUND | CASCO INDUSTRIES INC                   | QUICK CONNECT ADAP | 104.79        |
|                        |              | OKLAHOMA FIREFIGHTERS                  | FIRE PENSION       | 450.68        |
|                        |              |                                        | FIRE PENSION       | 8,512.74      |
|                        |              | TRANSFER ACCOUNT                       | PEHP 0045685001    | 10,000.00     |
|                        |              |                                        | MEDICARE           | 46.68         |
|                        |              |                                        | MEDICARE           | <u>938.20</u> |
|                        |              |                                        | TOTAL:             | 20,053.09     |
| PATROL SERVICES        | GENERAL FUND | CITY OF CHICKASHA-(ACH) OKLAHOMA POLIC | POLICE PENSION     | 4,298.59      |
|                        |              | TRANSFER ACCOUNT                       | FICA               | 2,860.69      |
|                        |              |                                        | MEDICARE           | <u>669.04</u> |
|                        |              |                                        | TOTAL:             | 7,828.32      |
| INVESTIGATIONS         | GENERAL FUND | CITY OF CHICKASHA-(ACH) OKLAHOMA POLIC | POLICE PENSION     | 1,100.98      |
|                        |              | TRANSFER ACCOUNT                       | FICA               | 549.30        |
|                        |              |                                        | MEDICARE           | <u>128.47</u> |
|                        |              |                                        | TOTAL:             | 1,778.75      |
| ANIMAL CONTROL         | GENERAL FUND | TRANSFER ACCOUNT                       | FICA               | 289.51        |
|                        |              |                                        | MEDICARE           | <u>67.70</u>  |
|                        |              |                                        | TOTAL:             | 357.21        |
| MUNICIPAL COURT        | GENERAL FUND | TRANSFER ACCOUNT                       | FICA               | 97.38         |
|                        |              |                                        | MEDICARE           | <u>22.77</u>  |
|                        |              |                                        | TOTAL:             | 120.15        |
| DISPATCH SERVICES      | GENERAL FUND | DEPARTMENT OF PUBLIC SAFETY            | DECEMBER INVOICE   | 535.00        |
|                        |              | TRANSFER ACCOUNT                       | FICA               | 644.76        |
|                        |              |                                        | MEDICARE           | <u>150.79</u> |
|                        |              |                                        | TOTAL:             | 1,330.55      |
| PARK MAINTENANCE       | GENERAL FUND | EXPRESS SERVICES INC                   | 1/18/23            | 2,274.30      |
|                        |              |                                        | 1/24/23            | 1,979.04      |
|                        |              | TRANSFER ACCOUNT                       | FICA               | 560.67        |
|                        |              |                                        | MEDICARE           | <u>131.13</u> |
|                        |              |                                        | TOTAL:             | 4,945.14      |

| DEPARTMENT              | FUND               | VENDOR NAME                                                                        | DESCRIPTION          | AMOUNT     |
|-------------------------|--------------------|------------------------------------------------------------------------------------|----------------------|------------|
| SPORTS COMPLEX          | GENERAL FUND       | EXPRESS SERVICES INC                                                               | 1/11/23              | 722.19     |
|                         |                    |                                                                                    | 1/18/23              | 1,165.08   |
|                         |                    |                                                                                    | 1/24/23              | 1,396.50   |
|                         |                    | TRANSFER ACCOUNT                                                                   | FICA                 | 155.83     |
|                         |                    |                                                                                    | MEDICARE             | 36.44      |
|                         |                    |                                                                                    | TOTAL:               | 3,476.04   |
| SHANNON SPRINGS (FOL)   | GENERAL FUND       | EXPRESS SERVICES INC                                                               | 1/11/23              | 1,556.10   |
|                         |                    |                                                                                    | TOTAL:               | 1,556.10   |
| NON-DEPARTMENTAL        | EMERGENCY MED SERV | CITY OF CHICKASHA<br>CITY OF CHICKASHA                                             | COMBINED INSURANCE   | 450.00     |
|                         |                    |                                                                                    | COMPENSATED ABSENCES | 2,250.00   |
|                         |                    |                                                                                    | TOTAL:               | 2,700.00   |
| EMERGENCY MEDICAL SERV  | EMERGENCY MED SERV | QUICK MED HOLDINGS LLC<br>OKLAHOMA FIREFIGHTERS                                    |                      | 4,403.17   |
|                         |                    |                                                                                    | FIRE PENSION         | 452.89     |
|                         |                    | TRANSFER ACCOUNT                                                                   | FIRE PENSION         | 146.56     |
|                         |                    |                                                                                    | FIRE PENSION         | 6,413.69   |
|                         |                    |                                                                                    | PEHP 0045685001      | 9,500.00   |
|                         |                    |                                                                                    | FICA                 | 305.35     |
|                         |                    | EMERGENCY VEHICLE                                                                  | MEDICARE             | 46.91      |
|                         |                    |                                                                                    | MEDICARE             | 15.18      |
|                         |                    |                                                                                    | MEDICARE             | 779.78     |
|                         |                    |                                                                                    | 2022 AMBULANCE CHASS | 71,840.00  |
|                         |                    |                                                                                    | TOTAL:               | 93,903.53  |
| NON-DEPARTMENTAL        | CHICKASHA INDUST A | CITY OF CHICKASHA                                                                  | COMPENSATED ABSENCES | 37.50      |
|                         |                    |                                                                                    | TOTAL:               | 37.50      |
| CHICKASHA INDUSTRIAL A  | CHICKASHA INDUST A | CHICKASHA CHAMBER OF COMMERCE<br>ECONOMIC DEVELOPMENT COUN<br>TRANSFER ACCOUNT     | MEMBERSHIP DUES 2023 | 155.00     |
|                         |                    |                                                                                    | EDC JAN 2023 PYMNT   | 30,866.66  |
|                         |                    |                                                                                    | FICA                 | 155.43     |
|                         |                    |                                                                                    | MEDICARE             | 36.35      |
|                         |                    |                                                                                    | TOTAL:               | 31,213.44  |
| NON-DEPARTMENTAL        | CHICKASHA MUNICIPA | CITY OF CHICKASHA<br>CITY OF CHICKASHA                                             | COMBINED INSURANCE   | 16,683.33  |
|                         |                    |                                                                                    | COMPENSATED ABSENCES | 287.50     |
|                         |                    |                                                                                    | TOTAL:               | 16,970.83  |
| UTILITY BILLING         | CHICKASHA MUNICIPA | RALPH AND SONS TIRE CENTE<br>TRANSFER ACCOUNT                                      | 4 TIRES              | 601.84     |
|                         |                    |                                                                                    | FICA                 | 348.82     |
|                         |                    |                                                                                    | MEDICARE             | 81.57      |
|                         |                    |                                                                                    | TOTAL:               | 1,032.23   |
| CMMA - CAPITAL PROJECTS | CHICKASHA MUNICIPA | AMERICAN WATERWORKS SUPPLY, INC<br>OKLAHOMA CONTRACTORS SUPP<br>PIONEER SUPPLY LLC | 3/4" MXU ANGLE       | 2,087.50   |
|                         |                    |                                                                                    | HEAVY LID TAP SADDLE | 2,500.00   |
|                         |                    |                                                                                    | MUSHROOM VALVE LID   | 3,095.00   |
|                         |                    |                                                                                    | 6.84X7.24X7,5 CLAMP  | 318.60     |
|                         |                    | UTILITY TECHNOLOGY SERVICES                                                        | CTS POLY PIPE        | 2,960.10   |
|                         |                    |                                                                                    | TOTAL:               | 10,961.20  |
| CMMA GENERAL            | CHICKASHA MUNICIPA | CHICKASHA CHAMBER OF COMMERCE<br>CITY OF CHICKASHA                                 | MEMBERSHIP DUES 2023 | 155.00     |
|                         |                    |                                                                                    | OPERATING TRANSFER   | 163,333.33 |
|                         |                    |                                                                                    | TOTAL:               | 163,488.33 |
| PUBLIC WORKS ADMIN      | CHICKASHA MUNICIPA | HUNZICKER BROTHERS INC                                                             | 8' T8 LIGHT BULBS    | 314.12     |

| DEPARTMENT            | FUND                 | VENDOR NAME                                | DESCRIPTION               | AMOUNT          |
|-----------------------|----------------------|--------------------------------------------|---------------------------|-----------------|
|                       |                      | RALPH AND SONS TIRE CENTE                  | 4 TIRES                   | 682.60          |
|                       |                      | TRANSFER ACCOUNT                           | FICA                      | 318.37          |
|                       |                      |                                            | MEDICARE                  | 74.46           |
|                       |                      | DUNCAN OVERHEAD DOOR OF CHICKASHA          | SERVICE CALL, 30" CABLE   | <u>378.00</u>   |
|                       |                      |                                            | TOTAL:                    | 1,767.55        |
| SANITATION DEPARTMENT | CHICKASHA MUNICIPAL  | GREENBELT TURF MANAGEMENT                  | DEBRIS REMOVAL            | 65,000.00       |
|                       |                      | TRANSFER ACCOUNT                           | FICA                      | 72.48           |
|                       |                      |                                            | MEDICARE                  | <u>16.95</u>    |
|                       |                      |                                            | TOTAL:                    | 65,089.43       |
| LINE MAINTENANCE DEPT | CHICKASHA MUNICIPAL  | HERC RENTALS                               | equipment rental          | 1,780.00        |
|                       |                      | BOBCAT OF OKLAHOMA CITY                    | LATCH & HINGE             | 140.47          |
|                       |                      | TRANSFER ACCOUNT                           | FICA                      | 896.41          |
|                       |                      |                                            | MEDICARE                  | <u>209.65</u>   |
|                       |                      |                                            | TOTAL:                    | 3,026.53        |
| BUILDING MAINTENANCE  | CHICKASHA MUNICIPAL  | TRANSFER ACCOUNT                           | FICA                      | 94.71           |
|                       |                      |                                            | MEDICARE                  | 22.15           |
|                       |                      | MEGATRONICS INTERNATIONAL CORP             | system contract&service   | <u>2,595.00</u> |
|                       |                      |                                            | TOTAL:                    | 2,711.86        |
| NON-DEPARTMENTAL      | AIRPORT              | CITY OF CHICKASHA                          | COMBINED INSURANCE        | 3,825.00        |
|                       |                      | CITY OF CHICKASHA                          | COMPENSATED ABSENCES      | <u>57.17</u>    |
|                       |                      |                                            | TOTAL:                    | 3,882.17        |
| AIRPORT               | AIRPORT              | CHICKASHA CHAMBER OF COMMERCE              | MEMBERSHIP DUES 2023      | 155.00          |
|                       |                      | DAVID SCHULTZ AIRSHOWS LLC                 | AIRSHOW COORDINATION      | 1,500.00        |
|                       |                      | TRANSFER ACCOUNT                           | FICA                      | 177.30          |
|                       |                      |                                            | MEDICARE                  | <u>41.47</u>    |
|                       |                      |                                            | TOTAL:                    | 1,873.77        |
| CAPITAL PROJECTS      | CAPITAL PROJECTS F   | VAUGHN, R. SCOTT                           | PROFESSIONAL SERVICES     | 2,002.50        |
|                       |                      |                                            | LAKE DAM INSPECTION       | 1,500.00        |
|                       |                      |                                            | WATER DISTRIBUTION IMPROV | <u>8,582.50</u> |
|                       |                      |                                            | TOTAL:                    | 12,085.00       |
| NON-DEPARTMENTAL      | AP/PAYROLL CASH FUND | DEPARTMENT OF CHILDREN AND FAMILY SERVICES |                           | 287.00          |
|                       |                      |                                            |                           | 125.00          |
|                       |                      | DEPARTMENT OF HUMAN SERVICES               |                           | 266.57          |
|                       |                      |                                            |                           | 133.38          |
|                       |                      |                                            |                           | 164.87          |
|                       |                      |                                            |                           | 180.00          |
|                       |                      |                                            |                           | 151.75          |
|                       |                      |                                            |                           | 177.56          |
|                       |                      |                                            |                           | 100.00          |
|                       |                      |                                            |                           | 126.37          |
|                       |                      |                                            |                           | 175.78          |
|                       |                      |                                            |                           | 311.57          |
|                       |                      |                                            |                           | 106.75          |
|                       |                      | OKLAHOMA FIREFIGHTERS                      | FIRE PENSION BUY BACK     | 174.01          |
|                       |                      |                                            | FIRE PENSION              | 580.87          |
|                       |                      |                                            | FIRE PENSION              | 94.22           |
|                       |                      |                                            | FIRE PENSION              | 10,225.54       |
|                       |                      | CITY OF CHICKASHA-(ACH) OKLAHOMA POLICE    | POLICE PENSION            | 3,630.50        |
|                       |                      | OKLAHOMA MUNICIPAL RETIRE                  | OMRF3                     | 446.15          |

| DEPARTMENT | FUND | VENDOR NAME                            | DESCRIPTION                | AMOUNT    |
|------------|------|----------------------------------------|----------------------------|-----------|
|            |      | TRANSFER ACCOUNT                       | ENTITY 0037102001          | 400.00    |
|            |      |                                        | ENTITY 0037102001          | 50.00     |
|            |      |                                        | ENTITY 0037102001          | 4,650.00  |
|            |      |                                        | PEHP 0045685001            | 5,392.80  |
|            |      |                                        | FEDERAL WITHHOLDING        | 362.23    |
|            |      |                                        | FEDERAL WITHHOLDING        | 37.00     |
|            |      |                                        | FEDERAL WITHHOLDING        | 25,722.65 |
|            |      |                                        | STATE INCOME TAX           | 173.00    |
|            |      |                                        | STATE INCOME TAX           | 24.00     |
|            |      |                                        | STATE INCOME TAX           | 9,635.00  |
|            |      |                                        | FICA                       | 10,959.75 |
|            |      |                                        | MEDICARE                   | 93.59     |
|            |      |                                        | MEDICARE                   | 15.18     |
|            |      |                                        | MEDICARE                   | 4,303.58  |
|            |      | CITY OF CHICKASHA FLEX SPENDING ACCOUN | UNREIMBURSED MEDICAL 23-19 | 1,532.07  |



| DEPARTMENT       | FUND             | VENDOR NAME     | DESCRIPTION | AMOUNT    |
|------------------|------------------|-----------------|-------------|-----------|
| NON-DEPARTMENTAL | POLICE BOND FUND | ELMORE, AARON H | CT REFUNDS  | 154.00    |
|                  |                  | ELMORE, AARON H | CT REFUNDS  | 289.00    |
|                  |                  |                 | TOTAL:      | 81,251.74 |

===== FUND TOTALS =====

|              |                          |            |
|--------------|--------------------------|------------|
| 11           | GENERAL FUND             | 107,128.82 |
| 23           | EMERGENCY MED SERV FUND  | 96,603.53  |
| 25           | CHICKASHA INDUST AUTH    | 31,250.94  |
| 31           | CHICKASHA MUNICIPAL AUTH | 265,047.96 |
| 39           | AIRPORT                  | 5,755.94   |
| 52           | CAPITAL PROJECTS FUND    | 12,085.00  |
| 64           | POLICE BOND FUND         | 443.00     |
| 99           | AP/PAYROLL CASH FUND     | 80,808.74  |
| -----        |                          |            |
| GRAND TOTAL: |                          | 599,123.93 |
| -----        |                          |            |

TOTAL PAGES: 6

## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 99-AP VENDOR LIST  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 1/18/2023 THRU 2/07/2023  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 1/18/2023 THRU 2/07/2023  
-----

## PAYROLL SELECTION

PAYROLL EXPENSES: NO  
CHECK DATE: 0/00/0000 THRU 99/99/9999  
-----

## PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Department  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: COUNCIL REPORT 2.6.2023  
SIGNATURE LINES: 0  
-----

## PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
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City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Police Department**

**Agenda Item No. 4.c.**

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**AGENDA ITEM: Acceptance of the 2022 Junior Social Worker's grant award for the Animal Welfare Division in the amount of \$450.00.**

**I. BACKGROUND/DESCRIPTION:**

In 2022, the Police Department made an application to Junior Social Worker's of Chickasha for their annual community grant. The application was in the amount of \$935.76 specifically for pet carriers and cat dens for the Animal Welfare Division. On 01.17.2023, Junior Social Workers awarded the Police Department \$450.00 to be used for that purpose. Due to the funding being about half of the application, we will need to use all the funds towards the total purchase and supplement the difference, or buy fewer amounts of the items mentioned.

**II. RECOMMENDED ACTION:**

Staff recommends the Council approve the acceptance of the funds to be used for the purchase of the items applied for in whichever form is most advantageous.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                                                   |        |         |        |
|-------------------------------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br>Goebel Music<br>Interim Chief of Police | Fund   | Account | Amount |
|                                                                   | (To)   |         |        |
|                                                                   | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br><b>02.06.2023</b>                         | (From) |         |        |

**V. ATTACHMENTS:**

1. JSW Application
2. JSW Award





## CHICKASHA POLICE DEPARTMENT

*Professionalism | Respect | Integrity | Dedication | Excellence*

11.03.2021

TO: Kendra Meador, Proceeds Chair  
Junior Social Workers of Chickasha  
P.O. Box 355, Chickasha, OK. 73023

FROM: Interim Chief Music

RE: Application for Funding

Mrs. Meador,

In 2019, JSW allowed me to begin making **Application for Funding** in typewritten form. I appreciate JSW allowing me to do so. This allows me to present a professional document and not risk misunderstandings with hand writing. Please view the following.

If I have failed to include any information or if JSW needs any clarification regarding this request, I will be glad to provide whatever information is required.

Respectfully,

A handwritten signature in blue ink, appearing to read "G.G. Music, Jr." with a stylized flourish at the end.

G.G. Music, Jr., #301  
Interim Chief of Police  
Chickasha Police Department  
405.222.6070  
[goebel.music@chickashapd.org](mailto:goebel.music@chickashapd.org)

# **JSW-Application For Funding-2022**

## **1. Name and brief history of organization**

The Chickasha Police Department was established in approximately 1902. After searching through records & the Chickasha Historical Society, no specific records can be located detailing the exact date.

City Ordinance #15-15 was approved by Council in February 1980. This section of ordinance established the Animal Control Division for the City of Chickasha. The ordinance provided for the Chief of Police to appoint the Animal Control personnel charging them with the care and maintenance of the animals.

In 2002, Council approved the site and construction of the current Chickasha Animal Shelter located at 203 N. Genevieve Street. Previously, the Animal Shelter was located at the old City Barn, which is the current location of the Chickasha Sports Complex.

The administrative umbrella of the Police Department has grown to include the oversight of Animal Welfare, E911 Communications, Criminal Investigation Division (CID) and Special Services.

The Police Department is currently staffed with a total of 18 full-time Commissioned Officers (one is in the academy), 2 Reserve-Commissioned Officers, 2 full-time Animal Welfare Officer, 1 part-time Animal Welfare Kennel Technician, 3 Civilian staff (Record's Clerk, Court Clerk and Administrative Assistant) and 5, E911 Communication Specialists (4 full-time and 1 part-time). Full-time Animal Welfare staff is required to complete the State's Animal Control Academy and complete annual Continuing Education requirements.

## **2. Address, phone number and name of contact person or organization**

2001 W. Iowa Avenue, 405.222.6070, Assistant Chief G.G. Music, Jr.

## **3. Project Description (include anticipated beginning / completion dates of project)**

The project description is described as providing transport equipment and supplies needed for the safe transfer and rehoming of animals entrusted to the care of the Chickasha Animal Shelter. The Chickasha Animal Shelter (Animal Welfare Division) is currently staffed by two full-time Animal Control Officers with a part-time Kennel Technician. Daily operations of the Animal Shelter are overseen by ACO Supervisor, Layce Graham. The division is overseen by Lt. Traye Alexander.

Since January 2022, the Chickasha Animal Shelter processed just over 725 animals. Of those intakes, 78 were returned to their owner, 85 were adopted, 323 were otherwise rehomed. Through the dedicated efforts of our staff, the Chickasha Animal Shelter maintains a live release rate of more than 96% and has conducted just over 500 low-cost spay & neuters. Each of these animals has to be safely transported.

Thanks to 2020 JSW funding, every animal coming into the shelter is housed for 10 days in a new, stainless steel quarantine unit. In 2021, JSW assisted us with the purchase of personal protective bite guard gloves and cable leads.

Getting feral animals safely to the veterinarian or to a rescue is a primary concern. Our current equipment is old and broken down, exposing both the animals and the humans to possible injury. We need to purchase: (1) Neighborhood Cats Dens specifically for feral cats, (2) transport crates allow each animal to be transported safely to various rescue destinations and prevent animals from becoming aggressive toward each other.

Neighborhood Cats Dens are used as a cat handler for transporting or to provide a quiet place to hide within larger holding cages. These dens provide the option of letting a cat enter the side port door by themselves for treats or to hide them quickly shutting the port door to trap the cat inside for transport without having to handle the cat directly. These dens measure 17L x 12W x 12H" and are constructed of an easy to clean high density polyethylene.



Pet Carriers are made of heavy-duty material with 360-degree upper surround ventilation making it perfect for traveling or training pets of many sizes.

Most come with easy, squeeze latch doors. Carriers come in various sizes. The number of each to be determined if an award is granted.

The anticipated beginning date of the project would be with the receipt of funds to purchase the items. Projected delivery dates would be about 30 days after order. The cat dens are available through Tomahawk Live Trap, a leading supplier to Animal Shelters and Veterinarians. Pet transport carriers will either be purchased through a local vendor or Amazon.

The Chickasha Animal Shelter needs to replace our current carriers and add cat dens to our inventory:

| <u>Item</u>              | <u>Number</u>   | <u>Cost</u>  |
|--------------------------|-----------------|--------------|
| Pet Transport / Carriers | 5 @ \$99.00 ea. | \$495.00     |
| Neighborhood Cats Dens   | 5 @ \$96.25 ea. | \$481.25     |
| <u>Shipping</u>          |                 | <u>54.56</u> |
| TOTAL:                   |                 | \$935.76     |

**4. Please list the names and title of current officers and or Board Members**

The current administrative members of the Chickasha Police Department are:

G.G. Music, Jr., Interim Chief of Police

The current City Manager for the City of Chickasha is Mr. Keith Johnson

The current Finance Director for the City of Chickasha is Cindy Rogers, CPA, CGMA

**5. Please list the normal dates and place of the meeting of the Board of Directors**

The Chickasha Police Department does not function under a Board of Directors. Under a City Manager / Mayoral form of government, department heads answer directly to the City Manager. The City Manager answers directly to the City Council. The Chief of Police answers directly to the City Manager. The Assistant Chief of Police answers directly to the Chief, but in her absence answers directly to the City Manager.

The Chickasha City Council meets openly twice a month and more frequently when required. All department heads are required to meet with the City Manager twice a month, more frequently when and if required. When dealing with special projects such as this, face to face meetings take place more often for clarification within finance and other divisions of City Administration. Grant funds awarded are placed on the Council agenda for approval. Usage and accountings are administered through the Police Department and confirmed through the City's finance department. An accounting of all funds and purchases is provided to the donor after all purchases are delivered in satisfactory condition.

**6. Does your organization sponsor other local fund drives? If so, please list the types, number of yearly drives, and the populations solicited.**

This question is not applicable to the Chickasha Animal Shelter or the Police Department. Both the Shelter and the Police Department are active within the community providing goodwill and education to as many as we can reach. Some donations are received at local adoption events, but it is generally not enough to purchase a bag of food or litter. A local non-profit assists the shelter with some monies to offset our veterinarian expenses and a hand-full of dedicated volunteers assist in animal transports for rehoming as well as fostering activities.



7. Does your organization maintain a set of accounts: if so, would you make these available to Junior Social Workers' accountants?

Yes. Any specialized or "ear-marked" funds are deposited to specific line items within the department's budget. The entire City's budget is provided on-line for complete transparency. Specific reports can be generated on a line-item and presented to your accountants. With any funds awarded to the department, an accounting of all funds is maintained internally as well as within the finance department of City Hall. All grantors are provided with an official accounting.

8. Financial Needs:

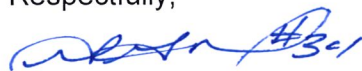
- a. Total estimated funds required for this project. Total dollar amount \$935.76
- b. Total outside funds None
- c. Names and amounts of outside funding None
- d. Total amount requested from Junior Social Workers \$935.76

Thank you for the opportunity to submit this application. These items will be used to ensure the health & safety of all our four-footed friends so they can be rehomed, as well as the safety of our staff and volunteers.

Assuming we are successful in the request, the Police Department would like to provide proper credit to Junior Social Workers of Chickasha by doing the following:

1. Photographs of the equipment with members of JSW & the Animal Welfare staff will be publicized on all our Social Media sites, Channel 3 and a story submitted to the Express Star.
2. The same information will be provided to George Plummer at KOOL 105.
3. Lastly, as in the past I'd like to discuss the possibility of a JSW "sponsored" adoption day at the shelter. This will not only benefit our animal population in being rehomed but would also showcase JSW's funding of the new stainless steel quarantine units you helped make a reality.

Respectfully,



G.G. Music, Jr., #301  
Interim Chief of Police  
Chickasha Police Department

JUNIOR SOCIAL WORKERS, INC.  
OUR COUNTRY COOKIN'  
P.O. BOX 355  
CHICKASHA, OK 73023-0355

8242

86-46/1031

1-9-23

Date

CHECK ARMOR  
FOR UP PROTECTION

Pay to the  
Order of

Chickasha Police

\$ 450.00

Four hundred fifty and no/100 Dollars

Photo  
Safe  
Deposit  
Circles on back



National Bank & Trust Co.  
Chickasha, Oklahoma 73018  
Minco, Rush Springs, Alex, Tuttle  
Newcastle, Blanchard, Cyril, SWOKC

For

SD22 Proceeds

Ashley Forayman





City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Police Department**

**Agenda Item No. 4.d.**

---

**AGENDA ITEM: Accept and authorize the Interim Police Chief to enter into a State Incident Based Reporting System (SBIRS) User Agreement with OSBI**

**I. BACKGROUND/DESCRIPTION:**

The Chickasha Police Department is a Certified agency with OSBI for Incident Based Reporting and is certified under our vendor, Spillman Flex. The Chief is no longer employed and our Records Clerk has resigned. OSBI needs an updated SIBRS User Agreement. SIBRS is designed to collect data on all crimes and includes the FBI's NIBRS requirements. There is no cost to the agency or the City for the SIBRS User Agreement or to update it.

**II. RECOMMENDED ACTION:**

Staff recommends Council approve the Interim Police Chief to execute an updated User Agreement with OSBI for SIBRS reporting.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                                                                 |        |         |        |
|---------------------------------------------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br><b>Goebel Music</b><br><b>Interim Chief of Police</b> | Fund   | Account | Amount |
|                                                                                 | (To)   |         |        |
|                                                                                 | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br><b>02.06.2023</b>                                       | (From) |         |        |

**V. ATTACHMENTS:**

1. OSBI SIBRS Certification Letter
2. OLD 2601 Chickasha PD SIBRS uploading 7.21.2021
3. Amended OSBI SIBRS User Agreement





# Oklahoma State Bureau of Investigation

RICKY ADAMS  
*Director*

BRYAN RIZZI  
*Deputy Director*

February 10, 2022

Chief Kathryn Rowell  
Chickasha Police Department  
2001 West Iowa Avenue  
Chickasha, OK 73018

Dear Chief Rowell;

Congratulations! Your agency has been certified for Incident Based Reporting (IBR) through your records management system vendor, Spillman Flex. The Chickasha Police Department will be added to the OSBI website as a certified agency under your vendor.

The Chickasha Police Department has successfully completed the certification process by submitting three consecutive test files with an error rating of under two percent. In addition, a detailed audit was conducted of your agency and all necessary updates were implemented.

The OSBI commends you on this achievement and recognizes the hard work and tenacity involved in attaining this goal. For continued success, it is important to ensure that your vendor maintains the interface by timely implementing all future updates required by the FBI. We look forward to the future as the criminal justice community reaps the benefits of your participation in this advancement in crime reporting.

It has been a pleasure working with your agency through this process.

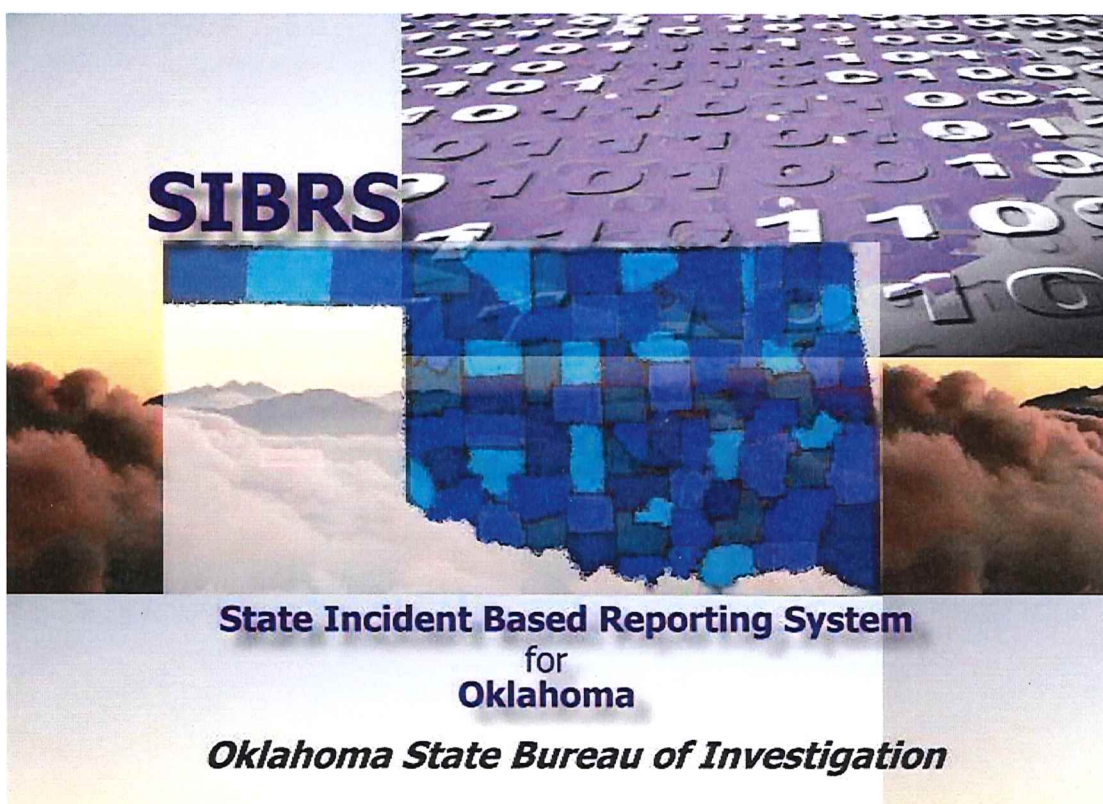
Sincerely,

Erin N. Henry  
Assistant Director  
Information Services Division

---

HEADQUARTERS  
6600 N. Harvey  
Oklahoma City, OK 73116-7910  
(405) 848-6724  
Fax (405) 843-3804  
TDD (405) 843-7303





## **SIBRS USER AGREEMENT**

**January 2018**

|                                      |          |
|--------------------------------------|----------|
| <b>1.0 DEFINITIONS</b>               | <b>1</b> |
| <b>2.0 PURPOSE OF AGREEMENT</b>      | <b>3</b> |
| <b>3.0 TERMS – General</b>           | <b>3</b> |
| <b>4.0 SIGNING AUTHORITY</b>         | <b>4</b> |
| <b>5.0 TERMINATION OF AGREEMENT</b>  | <b>4</b> |
| <b>6.0 TRAINING</b>                  | <b>4</b> |
| <b>7.0 SECURITY CLEARANCE</b>        | <b>4</b> |
| <b>8.0 OPEN RECORDS ACT REQUESTS</b> | <b>4</b> |
| <b>APPENDIX</b>                      |          |
| <b>SIBRS Participation Form</b>      |          |

OKLAHOMA STATE BUREAU OF INVESTIGATION  
State Incident Based Reporting System (SIBRS)  
User Agreement

This document constitutes an AGREEMENT between the Oklahoma State Bureau of Investigation (OSBI) and the following entity for participation in the State Incident Based Reporting System (SIBRS) as a hosted or non-hosted agency:

Agency: Chickasha Police Department  
ORI: OK 0260100  
Address: 2001 W. IOWA Ave.  
Chickasha, OK 73018

The entity identified above (hereinafter referred to as the USER) is an Oklahoma state, municipal, county, or other law enforcement agency. This AGREEMENT grants the USER access to and use of SIBRS for direct data entry and/or submission of incident records from certified records management systems, and to search records for law enforcement information sharing purposes. This AGREEMENT also outlines the rights, responsibilities, and requirements of the OSBI and the USER regarding SIBRS.

#### 1.0 Definitions

**IBR Reporting:** Oklahoma's incident based reporting (IBR) system designed to collect data on every single crime occurrence and on each incident and arrest within the occurrence. This includes the FBI's NIBRS requirements, plus additional information specific to Oklahoma. SIBRS is designed to collect categories made up of specific crimes called Group A and Group B offenses. Additionally, non-criminal offenses can be reported.

**Group A Offenses – Primary Categories:** Arson, Assault, Bribery, Burglary/Breaking and Entering, Counterfeiting/Forgery, Destruction/Damage/Vandalism of Property, Drug/Narcotic Offenses, Embezzlement, Extortion/Blackmail, Fraud, Gambling, Homicide, Kidnapping/Abduction, Larceny/Theft, Motor Vehicle Theft, Pornography/Obscene Material, Prostitution, Robbery, Sex Offenses, Forcible; Sex Offenses, Non-forcible; Stolen Property, Weapon Law Violations, Human Trafficking, Animal Cruelty.

**Group B Offenses:** Bad Checks, Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, Driving Under the Influence, Drunkenness, Family Offenses/Nonviolent, Liquor Law Violations, Peeping Tom, Runaway, Trespass of Real Property, All Other Offenses.

**SIBRS Hub:** A state and local crime reporting integration framework that uses web-based technologies to allow all agencies within a state or other region to share resources, realize value from IBR at the local level, support non-intrusive integration with disparate systems, and information sharing.

**OSBI SIBRS Site:** A super-site that contains Incident Based Reporting for the participating Oklahoma Law Enforcement Agencies and can include the following services: submitting SIBRS data, searching, systems notifications, and links to other related sites.

**Agency SIBRS Home Page:** A web site reserved for a specific law enforcement agency to report incident data in the formats required.



**User:** Any law enforcement agency authorized to access SIBRS.

**SIBRS Agency Administrator:** An employee appointed by the reporting agency to perform system administrator tasks as defined by OSBI.

**SIBRS Data Elements:** Full information for each incident entered into the database on the victim, offender, reporting party, witness, parent (where the victim is a minor), reporting officer, and narrative.

**Hosted Agency:** An agency approved by the OSBI to use SIBRS as its primary records management system and enters incident based data directly into the SIBRS repository.

**Non-hosted Agency:** A law enforcement agency that uses the OSBI SIBRS Site to submit incident based data from its records management system to OSBI via an XML interface.

**RMS:** A computerized police records management system.

**XML:** Extensible Markup Language, a computer code designed to tag data sets for information sharing.

**ICD:** An Interface Control Document that defines the functional characteristics required to exist to ensure compatibility between the OSBI and a SIBRS non-hosted participating agency.

**Governing Documents:** Any documents published by the OSBI that govern the use of SIBRS software or access to SIBRS data.

**Internet Access:** The ability to access the worldwide web through an Internet Service Provider.

**Web Browser:** The System may be accessed with various browsers, however, Firefox or Internet Explorer is recommended.

**SIBRS Agency:** A participating agency that is authorized by the state to report IBR data.

## **2.0 Purpose of AGREEMENT**

The OSBI agrees to establish a SIBRS Home Page, to accept and host incident based data for any law enforcement agency that is required to report crime statistics under 74 O. S., Section 150.10 that meets the internet access and web browser requirements, and requests access to SIBRS.

OSBI SIBRS Administrators will authorize agencies' participation in SIBRS, create user profiles, assign user ID's and initialize passwords, disable members or agencies, assign or change hosting and non-hosting designations, and allow direct access to SIBRS, and provide contact information for each SIBRS agency upon request.

## **3.0 Terms of AGREEMENT – General**

This AGREEMENT shall remain in effect until June 30 of the year in which the AGREEMENT is initially signed, automatically renewing annually until either party cancels the same with thirty (30) days' written notice or otherwise cancelled or suspended by either party. The OSBI reserves the right to suspend or terminate immediately all or portions of the services provided under this AGREEMENT should the USER be found not to be in compliance with the provisions of SIBRS governing documents. Services may be reinstated to the USER in part or full, at the discretion of the OSBI, upon receipt of written documentation and assurance satisfactory to the OSBI that all violations have been corrected and will not recur.

The USER shall abide by all laws of the United States and the State of Oklahoma in the use of any provided services. The USER also agrees to abide by all current or future rules, regulations, or policies as set forth by the OSBI.

The USER agrees to enter each month's reportable incidents into SIBRS by the following month so that scheduled data extractions will reflect a true representation of crimes occurring in Oklahoma. The USER understands that any incidents not entered by the following month may not be reported to the FBI and may not be included in the agency's crime index rate or reported in the "Crime in Oklahoma" or "Crime in the United States" publications.

The AGENCY retains sole ownership of and sole responsibility for the information it contributes, to include the accuracy of the information. Each contributing AGENCY has the sole responsibility to ensure that information it contributes was not obtained and is not maintained in violation of any federal, state, or local law applicable to that agency. In addition, each contributing AGENCY has the sole responsibility and accountability for ensuring compliance with all laws, regulations, policies, and procedures applicable to its entry and sharing of information into SIBRS.

The USER understands that the State Incident-Based Reporting System was designed for information sharing at the state and national levels of law enforcement in as close to "real time" as is possible. The USER agrees to share all non-sensitive data with other law enforcement agencies to achieve this goal and authorizes the Oklahoma State Bureau of Investigation (OSBI) to provide this information to agencies and networks connected to the State Incident-Based Reporting System (SIBRS). At his or her discretion, however, the head of a SIBRS-reporting agency may withhold classified information until such time as that information is no longer deemed classified. The USER further understands that the data entered into SIBRS is for the use of law enforcement agencies only and shall not be shared outside of law enforcement.

#### **FOR ODIS AGENCIES ONLY:**

By signing this agreement, an administrative user account will be created in ODIS to allow the OSBI regional Crime Reporting Field Representative to access and assist your agency with incident reports and coordinate data sharing with the state repository. NOTE: This user account will not affect your overall user account total for billing purposes.

Non-hosted agencies will maintain an uploading error rate below two percent as required for certification. Failure to maintain an acceptable error rate may result in the termination of this agreement. USERS agree to stay current with all future FBI updates.

#### **4.0 Signing Authority**

The head of the law enforcement agency receiving access to SIBRS must sign this AGREEMENT. The OSBI must be notified within five working days of any change in the position of the signing authority or change in RMS, at which time a new AGREEMENT may be executed at the discretion of the OSBI.

#### **5.0 Termination of AGREEMENT**

The OSBI or the USER may, upon 30 days' written notice, terminate this AGREEMENT in whole or in part for any reason whatsoever. Such termination may result in the removal of all or part of the described services. OSBI reserves the right to terminate this agreement immediately under the appropriate circumstances and conditions previously set forth in this AGREEMENT.

#### **6.0 Training**

OSBI Field Services Unit employees provide training for SIBRS participants as they come online. To make the most of available resources, the OSBI will select training sites, dates and times with the goal of reaching the greatest number of participants possible. User agrees to participate and cooperate in training and bear any travel costs associated with the User's attendance.

#### **7.0 Security Clearance**

USER agrees only law enforcement personnel who, at a minimum, have not been convicted of a felony and are not a fugitive from justice may have access to SIBRS. It is up to the USER to determine the suitability of employees granted access. Failure to comply may result in the immediate termination of this agreement.

#### **8.0 Open Records Act Requests**

The parties understand and agree that from time to time, one or both parties may receive Open Records Act requests for information contained within SIBRS. The parties agree that information submitted to SIBRS by a USER shall still be under the effective control of the USER for Open Records Act requests.

The parties agree that should the OSBI directly receive an Open Records Act request for information submitted by a USER, the OSBI may respond to said Open Records Act request by referring the requestor to the USER agency for a response.

The USER agrees they are responsible to notify the OSBI of any records to be removed or expunged.

The USER agrees to indemnify the OSBI for any attorney fees or costs incurred in defending any litigation concerning Open Records Act requests resulting from the USER'S failure to promptly and properly respond to such requests pursuant to state law and this AGREEMENT.

This AGREEMENT will become effective on JULY 21, 2021, \_\_\_\_\_.  
In witness whereof, the parties hereto caused this AGREEMENT to be executed by the proper officer and officials:

Oklahoma State Bureau of Investigation

Signature *Ricky Adams*  
Title Director  
Date 07-21-21

User

Signature *K.D. Rowell 300*  
Printed Name *K.D. Rowell 300*  
Title *Chief of Police*  
Date *07-19-2021*  
Agency *Chickasha Police Department*  
ORI *OK 0260100*



## SIBRS PARTICIPATION FORM

**HOSTED SIBRS AGENCY PORTAL ACCOUNT** ☐

**HOSTED ODIS AGENCY PORTAL ACCOUNT** ☐

**NON-HOSTED AGENCY PORTAL ACCOUNT** ☒

The following information is required before a user profile can be completed for your SIBRS Portal Account. Once completed, the form may be e-mailed to [IBR.Admin@osbi.ok.gov](mailto:IBR.Admin@osbi.ok.gov) or faxed to the Field Services Unit, OSBI Headquarters, (405) 879-2966. Your request will be routed to the appropriate field representative who will set up your account and arrange for training.

**Please Print**

|                                                                  |                                        |
|------------------------------------------------------------------|----------------------------------------|
| <b>Agency Name and ORI</b>                                       | Chickasha Police Department OK 0260100 |
| <b>Agency Street Address</b>                                     | 2001 W. Iowa Ave, Chickasha, OK 73018  |
| <b>Agency Mailing Address (if different from street address)</b> | 117 N. 4th St.,                        |
| <b>City, State, Zip</b>                                          | Chickasha, OK 73018                    |
| <b>Telephone Number</b>                                          | 405-222-6050                           |
| <b>FAX Number</b>                                                | 405-574-1005 or 405-574-1009           |
| <b>Chief or Sheriff's Name</b>                                   | K.D. Rowell                            |
| <b>Email Address</b>                                             | kathryn.rowell@chickashapd.org         |
| <b>Request Date</b>                                              | 07-19-2021                             |

**Please Print**

| <b>Designated Agency SIBRS Administrator</b> |                         |
|----------------------------------------------|-------------------------|
| <b>Name</b>                                  | Ashton Zelinski         |
| <b>Title</b>                                 | Records Clerk           |
| <b>Address</b>                               | 2001 W. Iowa Ave.       |
| <b>City, State, Zip</b>                      | Chickasha, OK 73018     |
| <b>Work Telephone</b>                        | 405-222-6043            |
| <b>Cell Phone</b>                            | N/A                     |
| <b>E-mail Address</b>                        | records@chickashapd.org |

| AGENCY SIBRS USERS          |  |
|-----------------------------|--|
| Name                        |  |
| Title                       |  |
| Unit Number (if applicable) |  |
|                             |  |
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## SIBRS USER AGREEMENT

**January 2018**

|                                 |                                  |          |
|---------------------------------|----------------------------------|----------|
| <b>1.0</b>                      | <b>DEFINITIONS</b>               | <b>1</b> |
| <b>2.0</b>                      | <b>PURPOSE OF AGREEMENT</b>      | <b>3</b> |
| <b>3.0</b>                      | <b>TERMS – General</b>           | <b>3</b> |
| <b>4.0</b>                      | <b>SIGNING AUTHORITY</b>         | <b>4</b> |
| <b>5.0</b>                      | <b>TERMINATION OF AGREEMENT</b>  | <b>4</b> |
| <b>6.0</b>                      | <b>TRAINING</b>                  | <b>4</b> |
| <b>7.0</b>                      | <b>SECURITY CLEARANCE</b>        | <b>4</b> |
| <b>8.0</b>                      | <b>OPEN RECORDS ACT REQUESTS</b> | <b>4</b> |
| <b>APPENDIX</b>                 |                                  |          |
| <b>SIBRS Participation Form</b> |                                  |          |



OKLAHOMA STATE BUREAU OF INVESTIGATION  
State Incident Based Reporting System (SIBRS)  
User Agreement

This document constitutes an AGREEMENT between the Oklahoma State Bureau of Investigation (OSBI) and the following entity for participation in the State Incident Based Reporting System (SIBRS) as a hosted or non-hosted agency:

Agency: Chickasha Police Department

ORI: OK0260100

Address: 2001 W. Iowa Avenue,  
Chickasha, OK. 73018

The entity identified above (hereinafter referred to as the USER) is an Oklahoma state, municipal, county, or other law enforcement agency. This AGREEMENT grants the USER access to and use of SIBRS for direct data entry and/or submission of incident records from certified records management systems, and to search records for law enforcement information sharing purposes. This AGREEMENT also outlines the rights, responsibilities, and requirements of the OSBI and the USER regarding SIBRS.

## 1.0 Definitions

**IBR Reporting:** Oklahoma's incident based reporting (IBR) system designed to collect data on every single crime occurrence and on each incident and arrest within the occurrence. This includes the FBI's NIBRS requirements, plus additional information specific to Oklahoma. SIBRS is designed to collect categories made up of specific crimes called Group A and Group B offenses. Additionally, non-criminal offenses can be reported.

**Group A Offenses – Primary Categories:** Arson, Assault, Bribery, Burglary/Breaking and Entering, Counterfeiting/Forgery, Destruction/Damage/Vandalism of Property, Drug/Narcotic Offenses, Embezzlement, Extortion/Blackmail, Fraud, Gambling, Homicide, Kidnapping/Abduction, Larceny/Theft, Motor Vehicle Theft, Pornography/Obscene Material, Prostitution, Robbery, Sex Offenses, Forcible; Sex Offenses, Non-forcible; Stolen Property, Weapon Law Violations, Human Trafficking, Animal Cruelty.

**Group B Offenses:** Bad Checks, Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, Driving Under the Influence, Drunkenness, Family Offenses/Nonviolent, Liquor Law Violations, Peeping Tom, Runaway, Trespass of Real Property, All Other Offenses.

**SIBRS Hub:** A state and local crime reporting integration framework that uses web-based technologies to allow all agencies within a state or other region to share resources, realize value from IBR at the local level, support non-intrusive integration with disparate systems, and information sharing.

**OSBI SIBRS Site:** A super-site that contains Incident Based Reporting for the participating Oklahoma Law Enforcement Agencies and can include the following services: submitting SIBRS data, searching, systems notifications, and links to other related sites.

**Agency SIBRS Home Page:** A web site reserved for a specific law enforcement agency to report incident data in the formats required.

**User:** Any law enforcement agency authorized to access SIBRS.

**SIBRS Agency Administrator:** An employee appointed by the reporting agency to perform system administrator tasks as defined by OSBI.

**SIBRS Data Elements:** Full information for each incident entered into the database on the victim, offender, reporting party, witness, parent (where the victim is a minor), reporting officer, and narrative.

**Hosted Agency:** An agency approved by the OSBI to use SIBRS as its primary records management system and enters incident based data directly into the SIBRS repository.

**Non-hosted Agency:** A law enforcement agency that uses the OSBI SIBRS Site to submit incident based data from its records management system to OSBI via an XML interface.

**RMS:** A computerized police records management system.

**XML:** Extensible Markup Language, a computer code designed to tag data sets for information sharing.

**ICD:** An Interface Control Document that defines the functional characteristics required to exist to ensure compatibility between the OSBI and a SIBRS non-hosted participating agency.

**Governing Documents:** Any documents published by the OSBI that govern the use of SIBRS software or access to SIBRS data.

**Internet Access:** The ability to access the worldwide web through an Internet Service Provider.

**Web Browser:** The System may be accessed with various browsers, however, Firefox or Internet Explorer is recommended.

**SIBRS Agency:** A participating agency that is authorized by the state to report IBR data.

## **2.0 Purpose of AGREEMENT**

The OSBI agrees to establish a SIBRS Home Page, to accept and host incident based data for any law enforcement agency that is required to report crime statistics under 74 O. S., Section 150.10 that meets the internet access and web browser requirements, and requests access to SIBRS.

OSBI SIBRS Administrators will authorize agencies' participation in SIBRS, create user profiles, assign user ID's and initialize passwords, disable members or agencies, assign or change hosting and non-hosting designations, and allow direct access to SIBRS, and provide contact information for each SIBRS agency upon request.

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The USER shall abide by all laws of the United States and the State of Oklahoma in the use of any provided services. The USER also agrees to abide by all current or future rules, regulations, or policies as set forth by the OSBI.

The USER agrees to enter each month's reportable incidents into SIBRS by the following month so that scheduled data extractions will reflect a true representation of crimes occurring in Oklahoma. The USER understands that any incidents not entered by the following month may not be reported to the FBI and may not be included in the agency's crime index rate or reported in the "Crime in Oklahoma" or "Crime in the United States" publications.

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#### **FOR ODIS AGENCIES ONLY:**

By signing this agreement, an administrative user account will be created in ODIS to allow the OSBI regional Crime Reporting Field Representative to access and assist your agency with incident reports and coordinate data sharing with the state repository. NOTE: This user account will not affect your overall user account total for billing purposes.

Non-hosted agencies will maintain an uploading error rate below two percent as required for certification. Failure to maintain an acceptable error rate may result in the termination of this agreement. USERS agree to stay current with all future FBI updates.

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The head of the law enforcement agency receiving access to SIBRS must sign this AGREEMENT. The OSBI must be notified within five working days of any change in the position of the signing authority or change in RMS, at which time a new AGREEMENT may be executed at the discretion of the OSBI.

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#### **6.0 Training**

OSBI Field Services Unit employees provide training for SIBRS participants as they come online. To make the most of available resources, the OSBI will select training sites, dates and times with the goal of reaching the greatest number of participants possible. User agrees to participate and cooperate in training and bear any travel costs associated with the User's attendance.

#### **7.0 Security Clearance**

USER agrees only law enforcement personnel who, at a minimum, have not been convicted of a felony and are not a fugitive from justice may have access to SIBRS. It is up to the USER to determine the suitability of employees granted access. Failure to comply may result in the immediate termination of this agreement.

#### **8.0 Open Records Act Requests**

The parties understand and agree that from time to time, one or both parties may receive Open Records Act requests for information contained within SIBRS. The parties agree that information submitted to SIBRS by a USER shall still be under the effective control of the USER for Open Records Act requests.

The parties agree that should the OSBI directly receive an Open Records Act request for information submitted by a USER, the OSBI may respond to said Open Records Act request by referring the requestor to the USER agency for a response.

The USER agrees they are responsible to notify the OSBI of any records to be removed or expunged. The USER agrees to indemnify the OSBI for any attorney fees or costs incurred in defending any litigation concerning Open Records Act requests resulting from the USER'S failure to promptly and properly respond to such requests pursuant to state law and this AGREEMENT.

This AGREEMENT will become effective on \_\_\_\_\_, \_\_\_\_\_.  
In witness whereof, the parties hereto caused this AGREEMENT to be executed by the proper officer and officials:

Oklahoma State Bureau of Investigation

User

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Title\_\_\_\_\_

Printed Name Goebel G. Music, Jr.

Date\_\_\_\_\_

Title Interim Chief

Date 02.07.2023

Agency Chickasha Police Department

ORI OK0260100





## SIBRS PARTICIPATION FORM

**HOSTED SIBRS AGENCY PORTAL ACCOUNT** ☐

**HOSTED ODIS AGENCY PORTAL ACCOUNT** ☐

**NON-HOSTED AGENCY PORTAL ACCOUNT** ☒

The following information is required before a user profile can be completed for your SIBRS Portal Account. Once completed, the form may be e-mailed to [IBR.Admin@osbi.ok.gov](mailto:IBR.Admin@osbi.ok.gov) or faxed to the Field Services Unit, OSBI Headquarters, (405) 879-2966. Your request will be routed to the appropriate field representative who will set up your account and arrange for training.

**Please Print**

|                                                                  |                                                                                |
|------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Agency Name and ORI</b>                                       | Chickasha Police Department OK0260100                                          |
| <b>Agency Street Address</b>                                     | 2001 W. Iowa Avenue                                                            |
| <b>Agency Mailing Address (if different from street address)</b> | 117 N. 4th Street                                                              |
| <b>City, State, Zip</b>                                          | Chickasha, OK. 73018                                                           |
| <b>Telephone Number</b>                                          | 405.222.6050                                                                   |
| <b>FAX Number</b>                                                | 405.574.1005 or 405.574.1009                                                   |
| <b>Chief or Sheriff's Name</b>                                   | Goebel G. Music, Jr.                                                           |
| <b>Email Address</b>                                             | <a href="mailto:goebel.music@chickashapd.org">goebel.music@chickashapd.org</a> |
| <b>Request Date</b>                                              | 02.07.2023                                                                     |

**Please Print**

| <b>Designated Agency SIBRS Administrator</b> |                                                                                                                                                          |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                  | Susie Earnest                                                                                                                                            |
| <b>Title</b>                                 | Administrative Assistant / Records Clerk                                                                                                                 |
| <b>Address</b>                               | 2001 W. Iowa Avenue                                                                                                                                      |
| <b>City, State, Zip</b>                      | Chickasha, OK. 73018                                                                                                                                     |
| <b>Work Telephone</b>                        | 405.222.6064 or 405.222.6043                                                                                                                             |
| <b>Cell Phone</b>                            | N/A                                                                                                                                                      |
| <b>E-mail Address</b>                        | <a href="mailto:susie.earnest@chickashapd.org">susie.earnest@chickashapd.org</a> or <a href="mailto:records@chickashapd.org">records@chickashapd.org</a> |

| AGENCY SIBRS USERS                 |  |
|------------------------------------|--|
| <b>Name</b>                        |  |
| <b>Title</b>                       |  |
| <b>Unit Number (if applicable)</b> |  |
|                                    |  |
| <b>Name</b>                        |  |
| <b>Title</b>                       |  |
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| <b>Title</b>                       |  |
| <b>Unit Number (if applicable)</b> |  |
|                                    |  |
| <b>Name</b>                        |  |
| <b>Title</b>                       |  |
| <b>Unit Number (if applicable)</b> |  |
|                                    |  |





City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Police Department**

**Agenda Item No. 4.e.**

---

**AGENDA ITEM: Acceptance of the surplus and reallocation of 5 ASI wall mounted hand soap dispensers to the Parks Department.**

**I. BACKGROUND/DESCRIPTION:**

The Police Department has 5 ASI stainless steel wall mounted hand soap dispensers that are not being used. The Director of the Parks Department is willing to accept them and put them to use in public areas of the City.

**II. RECOMMENDED ACTION:**

Staff recommends Council approve the surplus and reallocation of 5 ASI wall mounted hand soap dispensers from the Police Department to the Parks Department.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                                         |        |         |        |
|---------------------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br>Goebel Music<br>Interim Chief | Fund   | Account | Amount |
|                                                         | (To)   |         |        |
|                                                         | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br><b>02.06.2023</b>               | (From) |         |        |

**V. ATTACHMENTS:**

1. ASI soap dispensers



ASI wall mounted hand soap dispenser





City of  
**CHICKASHA**

---

**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Police Department**

**Agenda Item No. 4.f.**

---

**AGENDA ITEM: Acceptance of the surplus and reallocation of the briefing room table at the Police Department to the Public Works Department.**

**I. BACKGROUND/DESCRIPTION:**

The Police Department moved to its current location in 2015. We are currently in the process of relocating the Communications Center to the Police Department and need to surplus and reallocate our Briefing Room table to another city department. Public Works wants and can use the table. The table was purchased new from Oklahoma Correctional Industries and is in excellent condition. The table measures about 16' L x 54" W & 30"H. The Police Department needs space for Communications equipment and the Director of Public Works wants the table for his Division.

**II. RECOMMENDED ACTION:**

Staff recommends the surplus and reallocation of the Police Department Briefing Room table to Public Works.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                                         |        |         |        |
|---------------------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br>Goebel Music<br>Interim Chief | Fund   | Account | Amount |
|                                                         | (To)   |         |        |
|                                                         | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br><b>02.06.2023</b>               | (From) |         |        |

**V. ATTACHMENTS:**

1. PD Briefing Room Table







**Police Department Briefing Room Table located at 2001 W. Iowa Avenue**

**Approximate measurements: 16' L x 54" W & 30"H**



City of  
**CHICKASHA**

---

**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: City Clerk**

**Agenda Item No. 4.g.**

---

**AGENDA ITEM: Acceptance of the appointment of Robert Brooks as City Treasurer.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

Accept the appointment of Robert Brooks as City Treasurer.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b>                   | Fund   | Account | Amount |
|                                          | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**



City of  
**CHICKASHA**

---

**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: City Clerk**

**Agenda Item No. 4.h.**

---

**AGENDA ITEM: Accept and authorize the Mayor to execute the "Local Elected Official Consortium Agreement" on behalf of the City of Chickasha.**

**I. BACKGROUND/DESCRIPTION:**

This Consortium Agreement includes County Commissioners and Municipal Mayors from 8 counties. This Agreement is being presented by South Central Oklahoma Workforce Board (SCOWB).

**II. RECOMMENDED ACTION:**

Accept and authorize the Mayor to execute the "Local Elected Official Consortium Agreement" on behalf of the City of Chickasha.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b>                   | Fund   | Account | Amount |
|                                          | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**

1. Local Elected Official Consortium Agreement - 2023

**LOCAL ELECTED OFFICIAL CONSORTIUM AGREEMENT  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
SOUTH CENTRAL OKLAHOMA WORKFORCE DEVELOPMENT AREA,  
OKLAHOMA**

This Consortium Agreement is amongst the counties of Caddo, Comanche, Cotton, Grady, Jefferson, McClain, Stephens and Tillman, in conjunction with the lead cities of Chickasha, Duncan and Lawton; hereinafter, referred to as "the Parties."

**WHEREAS**, the Oklahoma State Legislature has authorized inter-local cooperation agreements between and amongst governmental entities; and

**WHEREAS**, the Workforce Innovation and Opportunity Act (WIOA) authorizes local units of government to enter into agreements for the purpose of receiving funds under this Act; and

**WHEREAS**, the Governor has designated the local workforce development area for the South-Central Oklahoma area, and this area includes eight counties, and the designation is consistent with guidelines in WIOA; and

**WHEREAS**, WIOA specifies that if any local area so designated includes more than one unit of general local government, the chief elected officials of such units may execute an agreement to describe their responsibilities for carrying out the roles and responsibilities under the Act; and

**WHEREAS**, the local elected officials (LEOs), comprised of one county commissioner from each county and the lead city mayors of the specified area, have legal authority to provide the governmental function which is the subject matter of this Agreement, and find that the performance of this Agreement is in the common interest of the Parties; **NOW THEREFORE**,

**FOR AND IN CONSIDERATION** of the mutual covenants set out herein, the Parties hereto agree as follows:

**1. Purpose**

The purpose of this agreement is to establish a unified workforce development system throughout the South-Central Oklahoma Workforce Development Area. This Agreement also establishes a Chief Local Elected Official (CLEO) which shall act as the designee of the entire group of Local Elected Officials and shall act upon workforce development issues for the Parties, and designates a Fiscal Agent for this Consortium of Local Elected Officials.

**2. Term**



The term of this Agreement shall be effective from the date of execution and shall remain in effect until June 30, 2023. Thereafter, the Agreement shall be renewed automatically for a one-year period on July 1 of each year unless terminated in accordance with this paragraph or otherwise by Oklahoma law.

Any party may terminate this agreement by giving advance written notice to each of the other parties on or before January 1 of the year in which termination is to occur. Termination shall be effective June 30.

### **3. Appointment of Chief Local Elected Official**

The LEOs have elected Glen Murray to serve as their Chief Local Elected Official at a consortium meeting.

Glen Murray, Chief Local Elected Official  
Commissioner for McClain County  
McClain County Commissioners Office  
PO Box 130  
Wayne, OK 73095

The LEOs have chosen to share their workforce development responsibilities by designating the CLEO to make decisions unilaterally for the body. The local elected officials have chosen to elect a Vice CLEO to serve as an alternate signatory in the case of an extended or emergency absence of the CLEO.

Kirk Painter, Vice Chief Local Elected Official  
Commissioner for Grady County  
Grady County Commissioners Office  
326 W Choctaw  
Chickasha, OK 73018

### **Roles and Responsibilities**

Pursuant to WIOA §107(b)(2), the CLEO shall:

- Appoint the members of the South-Central Oklahoma Workforce Development Board (SCOWB) for the South-Central Oklahoma Workforce Development Area. (See Article 6 of this Agreement).
- Be responsible for calling any needed meetings of the LEOs and chairing any such meeting when called.
- Sign any SCOWB documents on behalf of the LEOs.
- SCOWB must develop a budget subject to the approval of the CLEO. SCOWB with the assistance of the grant recipient/fiscal agent shall develop a budget consistent with the local plan for its activities and submit the budget to the CLEO for approval. (See Article 4 of this Agreement)

- Collaborate with the other local boards and chief elected officials from such other local areas in the preparation and submission of a regional plan as described in WIOA §106 (c) (2). The regional plan must be consistent with the state plan and be approved by the Governor through the Workforce Systems Oversight Committee.
- Develop in collaboration with the Board, the local workforce plan, which specifies the types of services that will be provided as described in WIOA § 108. The local plan must be consistent with the regional and state plan and be approved by the Governor through the Workforce Systems Oversight Committee.
- The local board, with agreement of the CLEO, must develop and enter into a Memorandum of Understanding (MOU) concerning the operation of the one-stop delivery system in the local area with the One-Stop Partners as described under WIOA §121. The completed MOUs shall be subject to CLEO approval and shall be reviewed and approved by the CLEO and SCOWB at scheduled meetings.
- Be involved in defining and establishing skill standards that will drive the Request for Proposal process and assist in determining appropriate vendors for the procurement of WIOA funded services.
- SCOWB, with the agreement of the CLEO for the local area, must designate and certify a one-stop operator through a competitive process.
- In partnership with SCOWB, the CLEO shall conduct oversight for local youth workforce investment activities authorized under section 129 (c), local employment and training activities authorized under subsections (c) and (d) of section 134, and the one-stop delivery system in the local area. Oversight must ensure the appropriate use and management of the funds provided under Subtitle B for the activities and system and for workforce development activities. Oversight must also ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA §116. Results shall be reported to the CLEO and SCOWB and shall be reviewed and approved at scheduled meetings.
- SCOWB, the CLEO and the Governor must negotiate the performance levels that will be applicable to the local area as described in WIOA §116 (c).

#### **4. Fiscal Agent Designation**

Pursuant to WIOA, the LEOs shall serve as the local grant recipient for funds allocated to the South-Central Oklahoma Workforce Development Area. To assist in the administration of grant funds, the LEOs may designate an entity to serve as a local fiscal agent. The entity designated by the LEOs to serve as fiscal agent for WIOA funds for the area is:

Central Oklahoma Workforce Investment Board  
3813 N Santa Fe, Suite 135  
Oklahoma City, OK 73118  
405-622-2026  
FEI Number: 20-2127210



The fiscal agent is designated in accordance with federal and state legislation governing workforce development programs. Such designation shall not relieve the LEOS of the liability for any misuse of grant funds as described in Article 5 below.

The fiscal agent shall, unless legally improper, disburse grant funds as required by the Workforce Development Board, pursuant to local and regional plans and in accord with the following jointly developed fiscal procedures.

- ❖ Accounting for WIOA funds will be performed by the fiscal agent in accordance with the State of Oklahoma procurement policies and procedures.
- ❖ The fiscal agent shall use appropriate cost allocation methodology for all of its federal and state fiscal reporting systems.
- ❖ The fiscal agent will be responsible for the general accounting functions of WIOA funds which includes the maintenance of the general ledger, revenue and expenditure accounts, payroll and account payable.
- ❖ The fiscal agent shall retain sufficient administrative funds to employ staff to perform the fiscal duties above, including fiscal monitoring of WIOA programs.
- ❖ All required fiscal reports will be prepared and set to the CLEO after review and input by the fiscal agent.

A separate agreement between SCOWB and the Fiscal Agent will set forth further designated requirements.

## **5. Liability**

Liability pursuant to this Agreement shall be covered as follows:

- First priority – recover funds from the contractor, agent or third party incurring the liability;
- Second priority – recover the funds from an insurance carrier or bond insurer;
- Third priority – the fiscal agent shall repay the disallowance from its funds as permitted by law;
- Fourth priority – shared by LEOs based on the proportion of their respective populations.

SCOWB shall indemnify and hold harmless the LEOs for any expenditures not made in accordance with approved contracts or approved operating budgets of the parties to this agreement. The LEOs shall be indemnified and held harmless by the WIOA Board for cash received by the WIOA Board in excess of amounts disbursed under approved contracts and budgets.

Prior to or upon execution of this agreement:

- SCOWB shall provide the LEOs with satisfactory evidence of adequate insurance coverage including, but not limited to, general and special liability

insurance, audit exception insurance and all state and federal mandated insurance;

- SCOWB shall require all subcontractors and agents to provide to the WIOA Board satisfactory evidence of insurance indemnifying the WIOA Board and the LEOs as named insured's;
- All insurance shall be in such kind, form and amount as the LEOs, through mutual written agreement, shall require;
- Liability insurance shall be maintained at all times as directed by the LEO's, provided, however, the Consortium may procure audit liability only as is available at a reasonable financial cost;
- Notice shall be given to each of the LEOs about any claim or suit filed.
- Any proposed settlement of a claim or suit filed against the LEOs which exceeds liability insurance coverage limits must be approved by a majority of the members.
- Any monetary liability shall be apportioned among the recipients of the funds in direct proportion to total funds allocated for the specific program for which the liability rose.

The LEOs have agreed to protect themselves or be prepared for potential disallowed costs by:

- Considering the track record of the designated fiscal agent;
- Fiscal agent providing satisfactory evidence of adequate insurance coverage;
- SCOWB requiring all subcontractors and agents to provide to the Board satisfactory evidence of insurance;
- Notice shall be given to each of the LEOs regarding any claim or suit filed;
- Any proposed settlement of a claim or suit filed against the LEOs which exceeds liability insurance coverage limits must be approved by a majority of the members;
- With insurance, recover funds from the carrier or bond insurer;
- Shared liability based on the proportion of their respective populations.

## **6. WIOA Board Appointments**

WIOA requires the State to establish criteria for appointing members to local Workforce Development Boards. The Act indicates that Chief Elected Officials will make appointments to the Local Workforce Development Board. The following membership criteria has been established in Oklahoma, the full text of which is found in *Oklahoma Workforce Development Issuance #05-2017 issued on May 21, 2020*.

WIOA requires that a majority of the members of the Local Board must be representatives of business in the local area. The Act specifies that certain representatives must be nominated for Board membership by particular organizations. The Act indicates that business representatives to the Local Workforce Board must be appointed from nominees of "local business organizations or business trade associations." Lead city business or trade organizations should nominate business representatives from their local labor market areas.

If the need to add new WIOA Board members arises, the local Workforce Development Board staff must seek appropriate nominations and submit them to the CLEO for action. The CLEO may again request more nominations than there are vacancies in order to exercise discretion (2 for 1, 3 for 2, etc.) for business representative appointments. Likewise, the CLEO may also initiate the process of appointing new members by seeking appropriate nominations, if necessary, and making appointments in accordance with membership requirements, etc. Members can be dismissed for cause only as indicated in the Workforce Development Board Bylaws.

Other Workforce Development Board members from the public sector are mandated by the Act, and appointed by their respective agencies, and a complete listing is set out in the above Oklahoma Workforce Development Issuance. The Board may include any such other individuals or representatives of entities as the CLEO may determine to be appropriate.

## **7. Other Consortium Issues**

The LEOs will meet at times as determined necessary by the CLEO.

The CLEO will be responsible for calling a meeting.

SCOWB may also call a meeting of the LEO's.

Parties will be notified in writing at least three (3) days in advance of such meetings. The notice shall include the time and place for the meeting and the proposed agenda, and shall conform with all requirements of the Oklahoma Open Meeting Act.

A quorum for such meeting will 3 LEOs present to conduct business.

Disputes between consortium members will be resolved informally to the extent possible. A meeting will be called expressly to resolve the specific dispute.



If information resolution is unsuccessful, the CLEO may engage the services of a mediator.

If mediation is unsuccessful, the CLEO shall select an arbitrator. The arbitrator so selected may schedule and hold an arbitration hearing. The parties shall be bound by final decisions of the arbitrator.

Members can be changed for a variety of reasons. A new jurisdiction may wish to join, a new LEO might be elected which would replace a present LEO in the consortium. New members would be included as from the onset by agreeing to the Consortium Agreement in place and thereby accepting liability as stated in the agreement.

Decision will be made by the consortium by a majority vote of the members present.

## **8. Various Issues**

No individual, in a decision-making capacity, including SCOWB and LEO members, shall engage in any activity, including participation in the selection, award or administration of a sub-grant or contract supported by WIOA funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when an individual, and/or a member of the individual's immediate family, has a financial or other interest in the firm or organization selected for an award. The officers, employees, or agents of the agency making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. SCOWB and LEO members shall not participate in financial matters before their respective bodies that pertain to organizations which they represent. A LEO or SCOWB member shall not cast a vote on or participate in any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. Neither membership on the LEO Consortium nor SCOWB, nor the receipt of WIOA funds to provide training and related services shall be construed, by themselves, to violate the provision of this section.

In the event SCOWB has reasonable cause to believe it cannot meet any or all of the obligations placed upon it by the terms of this Agreement, the LEOs must be notified immediately in writing. The LEOs shall make all reasonable efforts to assist the SCOWB in meeting its obligations under this Agreement. If within thirty days of notification, SCOWB remains unable to comply with its obligations under this agreement, the LEOs here shall seek amendment or modification in accordance with the set procedures for the purpose of the effective continuation of the Act.

In the event that an impasse should arise between the LEOs and SCOWB regarding the terms and conditions, the performance, or administration of this Agreement, the parties agree to attempt to resolve disputes by mutually satisfactory negotiations in

lieu of litigation. To this effect, they shall consult and negotiate with each other in good faith, and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to all parties. If a committee is formed from members of each body to resolve the dispute, the committee shall report the resolution to both the full LEO and SCOWB. Continued performance during disputes is required.

Any amendment to this agreement shall require the approval of each party.

Agreement amendments for the purpose of adding additional counties, shall be referred to the LEOs for voting. Amendments must be approved by two-thirds vote of the LEOs. This agreement may be amended at any time by written, signed consent of the LEOs. This may be accomplished by mail or email.

Should any part of this agreement be invalidated or otherwise rendered null and void, the remainder of this agreement shall remain in full force and effect.

**AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures.

\_\_\_\_\_  
Signature  
Caddo County Commissioner

\_\_\_\_\_  
Date



**AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

\_\_\_\_\_  
Signature  
Comanche County Commissioner

\_\_\_\_\_  
Date

**AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

\_\_\_\_\_  
Signature  
Cotton County Commissioner

\_\_\_\_\_  
Date

**AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

\_\_\_\_\_  
Signature

Grady County Commissioner

\_\_\_\_\_  
Date

**AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

\_\_\_\_\_  
Signature  
Jefferson County Commissioner

\_\_\_\_\_  
Date

## **AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

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Signature

McClain County Commissioner, CLEO

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Date

## **AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

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Signature

Stephens County Commissioner

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Date

## **AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

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Signature

Tillman County Commissioner

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Date



**AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

\_\_\_\_\_  
Signature  
City of Chickasha Mayor

\_\_\_\_\_  
Date

**AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

\_\_\_\_\_  
Signature  
City of Duncan Mayor

\_\_\_\_\_  
Date

## **AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

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Signature

City of Lawton Mayor

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Date

## **AUTHORITY AND SIGNATURES**

The undersigned officials are properly authorized to execute this Agreement on behalf of the parties, and each party certifies to the others that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

Executed by the individual parties on the dates of their respective signatures

On behalf of the Fiscal Agent:

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Signature

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Date



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: City Clerk**

**Agenda Item No. 6.a.**

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**AGENDA ITEM: Discussion, consideration and possible action to authorize payment to City Manager Keith Johnson the \$10,000.00 moving allowance set forth in paragraph 2.13 of Johnson's employment contract due to Johnson contracting to lease or purchase a home in the City limits of Chicksha.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

Authorize payment to City Manager Keith Johnson the \$10,000.00 moving allowance set forth in paragraph 2.13 of Johnson's employment contract.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                                         |        |         |        |
|---------------------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br>Susan M. McDaniel, City Clerk | Fund   | Account | Amount |
|                                                         | (To)   |         |        |
|                                                         | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023                | (From) |         |        |

**V. ATTACHMENTS:**



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: City Clerk**

**Agenda Item No. 6.b.**

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**AGENDA ITEM: Discussion, consideration, and possible action to appoint Tracey Austin, Personnel/Payroll Manager, as the Authorizing Agent for Oklahoma Municipal Retirement Fund (OMRF).**

**I. BACKGROUND/DESCRIPTION:**

The Oklahoma Municipal Retirement Fund (OMRF) request that the Authorized Agenda for the City of Chickasha be designated in writing and approved by the governing body.

Authorize Agent acts as the agent for the City in matters pertaining to the Plan and Fund. These duties include contributions and payroll information, forms and applications for the Plan participants.

**II. RECOMMENDED ACTION:**

Approve appointing Tracey Austin, Personnel/Payroll Manager as the Authorizing Agent for Oklahoma Municipal Retirement Fund (OMRF).

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b>                   | Fund   | Account | Amount |
|                                          | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**

1. Authorize Agent Notification Form (2)





Oklahoma Municipal Retirement Fund  
AUTHORIZED AGENT NOTIFICATION FORM

**AUTHORIZED AGENT DESIGNATION PROCESS**

An Authorized Agent shall be designated in writing by the Plan's Retirement Committee (governing body) and shall act as the agent of the Employer in matters pertaining to the Plan and the Fund to centralize in one person the local administration and coordination of Plan activities including contribution and payroll information, forms and applications for Plan participants and to assist Participants, the Employer and Committee regarding Plan matters. Please refer to the Authorized Agent Role and Responsibilities section of this form or the plan document for specific duties.

If you, as Authorized Agent, want to designate another Authorized Signer (please complete a Notice of Authorized Signer).

**AUTHORIZED AGENT INFORMATION** (Please print clearly using black or blue ink)

NAME OF MUNICIPALITY OR ENTITY: CITY OF CHICKASHA

FEDERAL TAX ID NUMBER: 73-6005139

APPROVED AUTHORIZED AGENT: TRACEY AUSTIN

TITLE: PERSONNEL/PAYROLL MANAGER

AUTHORIZED AGENT SIGNATURE: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

MAILING ADDRESS: 117 N 4TH STREET CHICKASHA OK 73018

PHONE NUMBER: (405) 222-6000 FAX NUMBER: (405) 222-6029

EMAIL ADDRESS: TRACEY.AUSTIN@CHICKASHA.ORG

**AUTHORIZATION**

The undersigned hereby certifies that the foregoing information was introduced before the \_\_\_\_\_  
(governing body) of CHICKASHA Oklahoma and was duly approved on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

City of CHICKASHA

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Mayor or Chairman)

\_\_\_\_\_  
Date Seal

\_\_\_\_\_  
City Clerk

PLEASE CONTINUE TO PAGE 2 FOR AUTHORIZED AGENT'S ROLE AND RESPONSIBILITIES DEFINITION



## **AUTHORIZED AGENT ROLE AND RESPONSIBILITIES**

### **EXCERPT FROM SECTION 9.1 (b) OF THE MASTER DEFINED BENEFIT PLAN**

**Authorized Agent:** An Authorized Agent shall be designated in writing by the Committee and shall act as the agent of the Employer (but not the agent of the Trustees or the Trust Service Provider of the Oklahoma Municipal Retirement Fund the "Fund") in matters pertaining to the Plan and the Fund, to centralize in one person the local administration and coordination thereof, and to file payroll and contribution information, to file claims, forms and applications for Participants, and to advise Participants, the Employer and the Committee. The Authorized Agent, under the control and direction of the Committee, shall have such general duties as the Employer and the Committee may deem necessary and proper for such purposes, which duties shall include but not be limited to, the following:

- (1) to coordinate the deduction of Participant contributions and to see that Employer and Participant contributions are properly received and forwarded promptly to the Fund for management and investment;
- (2) to forward any communications directed to Participants and Beneficiaries by the Trustees, the Trust Service Provider or the Fund;
- (3) to lend assistance to Participants and Beneficiaries in filing applications for benefits, and in communicating with the Employer, the Committee and the Trustees or the Trust Service Provider of the Fund and to forward such communications to the addressees;
- (4) to keep the Employer and Committee informed regarding Employer contribution rates and funds required to meet the costs of the Plan;
- (5) to assist the Committee in determining whether Employees are eligible for participation in the Plan;
- (6) to certify at the direction of the Committee that an Employee is on an Authorized Leave of Absence, paid or unpaid; and
- (7) to file at the direction of the Committee a petition or nomination and cast a ballot for election of Trustees of the Fund.

### **EXCERPT FROM SECTION 10.1 (b) OF THE MASTER DEFINED CONTRIBUTION PLAN**

**Authorized Agent:** An Authorized Agent shall be designated in writing by the Committee and shall act as the agent of the Employer (but not the agent of the Trustees or the Trust Service Provider of the Oklahoma Municipal Retirement Fund the "Fund") in matters pertaining to the Plan and the Fund, to centralize in one person the local administration and coordination thereof, and to file payroll and contribution information, to file claims, forms and applications for Participants, and to advise Participants, the Employer and the Committee. The Authorized Agent, under the control and direction of the Committee, shall have such general duties as the Employer and the Committee may deem necessary and proper for such purposes, which duties shall include but not be limited to, the following:

- (1) to coordinate the deduction of Participant contributions and to see that Employer and Participant contributions are properly received and forwarded promptly to the Fund for management and investment;
- (2) to forward any communications directed to Participants and Beneficiaries by the Trustees, the Trust Service Provider or the Fund;
- (3) to lend assistance to Participants and Beneficiaries in filing applications for benefits, and in communicating with the Employer, the Committee and the Trustees or the Trust Service Provider of the Fund and to forward such communications to the addressees;
- (4) to assist the Committee in determining whether Employees are eligible for participation in the Plan;
- (5) to certify at the direction of the Committee that a Participant is on an authorized leave of absence, paid or unpaid; and
- (6) to file at the direction of the Committee a petition or nomination and cast a ballot for election of Trustees of the Fund.



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: City Clerk**

**Agenda Item No. 6.c.**

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**AGENDA ITEM:**

**Discussion, consideration, and possible action to approve the 6th Annual Open Streets event scheduled for Saturday, May 6, 2023 and waive any fees.**

**I. BACKGROUND/DESCRIPTION:**

The Open Streets Committee has requested to hold its 6th Annual Open Streets event on Saturday, May 6, 2023, from 10:00 a.m. to 2:00 p.m. in downtown Chickasha. This event is free and open to the public. The purpose of the event is to encourage physical fitness in the community.

Preparations for the event will begin at 9:00 a.m. and be completed by 3:00 p.m. They have requested street closures as shown on the attached sample map. Placement of participants on the map provided is expected to be altered should there be construction activities or other restrictive reasons present at that time. City Staff and appropriate departments will be notified of the event.

Fees associated with this activity have been requested to be waived.

An Indemnification Agreement will be executed prior to the event. The Certificate of Liability Insurance has already been provided and attached to this Agenda Item.

**II. RECOMMENDED ACTION:**

Approve the request from the Open Streets Committee to hold the 6th Annual Open Streets Event; closing Chickasha Avenue from the Rock Island Depot to 3rd Street on May 6, 2023 from 9:00 a.m. to 3:00 p.m. waiving all fees upon the execution of the required Indemnification Agreement.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

| Dept. Director: | Fund | Account | Amount |
|-----------------|------|---------|--------|
|-----------------|------|---------|--------|

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| Susan M. McDaniel, City Clerk            | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>Februart 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**

1. Letter of Request & sample map
2. Certificate of Liability Insurance



January 20, 2023

Honorable Mayor and City Council  
City of Chickasha  
117 N. 4<sup>th</sup> Street  
Chickasha, Oklahoma 73018

Dear Honorable Mayor and Chickasha City Council,

On behalf of the Open Streets Committee, this request is to hold the 6<sup>th</sup> annual Open Streets Event on Saturday, May 6<sup>th</sup>, 2023, from 10 am to 2 pm in Downtown Chickasha. This event would be free and open to the public. The purpose of the Open Streets Event is to encourage physical fitness in the community. We will be having vendors from the Chickasha community to promote different types of fitness (i.e., walking, jogging, bicycling, and more!).

The preparations of the event will take place beginning at 9am and be completed by 3 pm. We are requesting that permission be granted to host the event in Downtown Chickasha on Chickasha Avenue starting at N 3<sup>rd</sup> Street and to extend through N 1<sup>st</sup> Street just past the Rock Island Depot. (Please refer to the included sample Open Streets map)

Please see the attached the Certification of Insurance for the event.

Thank you for your time and for your support in our community activities.

Best regards,

Lewis Knisley  
E: [lknisley@ymcaokc.org](mailto:lknisley@ymcaokc.org)  
P: 405-224-2281

5TH ANNUAL  

**OPEN**   
**STREETS**  
 CHICKASHA

**SATURDAY, APRIL 30**  
**10 A.M. TO 2 P.M.**

**5TH ANNUAL**

**FESTIVAL MAP**



1. Chickasha Community Theatre
2. Grady County Sheriff
3. FNBT
4. BTG Fitness
5. USAO Art Dept
6. Chickasha Express-Star Newspaper
7. Cricket Wireless
8. Chickasha Life Church
9. Focus Federal Credit Union
10. Chickasha Chamber Water Slide
11. Chickasha Chiropractic Clinic
12. TSET Healthy Living Program
13. Southwestern Oklahoma Development Authority
14. Oklahoma Department Of Human Services-Adult Protective Services
15. Popworth's Kettlecorn LLC
16. KOOL 105.5

17. Rick Johnston State Farm Insurance
18. Chickasha Area YMCA
19. Arvest Bank
20. Grady County 4-H
21. Century 21 Mosley
22. Chickasha Public School Foundation
23. Around the Clock Home Care
24. Canadian River Brewery
25. Fourbees
26. Oh18
27. Chickasha Kiwanis Club
28. Jungle Ice
29. Chickasha Fire Department
30. Chickasha Area Arts Council
31. Standley Systems, LLC
32. Grady Memorial Hospital
33. The Chickasha Optimist Club
34. Alpacas of Oklahoma

This community event is made possible by our generous sponsors.

**Performances/Demonstrations**  
 (Intersection of 2nd & Chickasha Ave)

**11:00-11:30 – Grand Spirit Squad**

*Information and Raffle Entry at the  
 Chickasha Area YMCA booth.*







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                    |  |                                                                                                                                                                                   |  |
|--------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Sterling Management Group<br>2901 NW 156th Street<br><br>Edmond OK 73013                        |  | <b>CONTACT NAME:</b> Kathy Randall<br><b>PHONE (A/C, No, Ext):</b> (405) 530-4019<br><b>FAX (A/C, No):</b> (405) 530-4038<br><b>E-MAIL ADDRESS:</b> kathyrandall@loftiswetzel.com |  |
| <b>INSURED</b><br><br>YMCA of Greater Oklahoma City<br>500 N Broadway Suite 500<br><br>Oklahoma City OK 73102-6298 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Crum & Forster Indemnity Co<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F:                              |  |

## COVERAGES

CERTIFICATE NUMBER: 22/23 GL

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                       | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                            |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>Owners & Contractors Protective<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | 506-904326-1  | 07/01/2022              | 07/01/2023              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 1,000,000<br>Employee Benefits 1m/1m \$ 1,000,000 |
| A        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br>HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                                                     |           |          | 506-904326-1  | 07/01/2022              | 07/01/2023              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>Uninsured motorist \$ 1,000,000                                                                                      |
| A        | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                                |           |          | 582-118930-8  | 07/01/2022              | 07/01/2023              | COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000<br>EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$<br>PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>                                                                                                        |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                         | N/A       |          |               |                         |                         | E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                                                                                                          |
| A        | Blanket Property & Business Personal<br>Business Personal Prop Agreed Value                                                                                                                                                                                                                             |           |          | 506-904326-1  | 07/01/2022              | 07/01/2023              | Blanket Limit/Special For 97,950,000<br>All Other Peril Ded 25,000<br>W&H Ded 50,000                                                                                                                                                                                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Cert holder shall be an additional insured in accordance with all the terms, conditions & limitations of the policy & then only with respect to liability caused by the negligent acts or omissions of the Named Insured  
Open Streets Chickasha. The date is May 6, 2023, from 10a-2p

## CERTIFICATE HOLDER

|                                                                  |
|------------------------------------------------------------------|
| City of Chickasha<br>117 N. 4th Street<br><br>Chickasha OK 73018 |
|------------------------------------------------------------------|

## CANCELLATION

|                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| AUTHORIZED REPRESENTATIVE<br><br>William R. Egan                                                                                                               |

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City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: City Clerk**

**Agenda Item No. 6.d.**

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**AGENDA ITEM: Discussion, consideration, and possible action on a tort claim filed by Ronda Evans.**

**I. BACKGROUND/DESCRIPTION:**

- OMAG has investigated the claim and finds no liability on the City regarding this incident.
- OMAG has denied coverage and forwarded back to the City for disposition. Typically the City would deny the claim based on OMAG investigations and findings of no liability.

**II. RECOMMENDED ACTION:**

Deny Claim based on OMAG findings.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                                         |        |         |        |
|---------------------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br>Susan M. McDaniel, City Clerk | Fund   | Account | Amount |
|                                                         | (To)   |         |        |
|                                                         | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023                | (From) |         |        |

**V. ATTACHMENTS:**

1. Tort Claim - R. Evans
2. OMAG Correspondence - Ronda Evans





# NOTICE OF TORT CLAIM

## OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

### A. CLAIMANT REPORT

To the

City of Chickasha

Public entity you are filing this claim against.

### PLEASE PRINT OR TYPE AND SIGN

**IMPORTANCE NOTICE:** The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply (See Oklahoma Statutes Title 51, Section 151-172).

CLAIMANT(S) Ruth Evans

CLAIMANT(S) SOCIAL SECURITY NO. [REDACTED]

ADDRESS [REDACTED]

CLAIMANT(S) DATE OF BIRTH [REDACTED]

Pocasset, OK. 73079

PHONE: HOME (405) [REDACTED] BUS. ( )

1. DATE AND TIME OF INCIDENT 10-11-22 11 a.m. 18:30 p.m.

Continue on another sheet if needed for any information requested

2. LOCATION OF INCIDENT 820 N 29th St. Chickasha OK

3. DESCRIBE INCIDENT I was traveling North on 29th St. Just passed over Bridge a utility truck was coming Traffic slightly pulled into center to center Bridge I stayed near shoulder of road hit a deep large pothole causing To blow out Front & Rear Tire, caused to Bend & Damage To Both Rims and under

4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES: Care of Mercedes

**BODILY INJURY:** WAS CLAIMANT INJURED? YES ☐ NO ☒ If yes, complete this section

Describe injury \_\_\_\_\_

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ☐ NO ☒ If so, please give name, address and phone number of company

NAME OF DOCTOR OR HOSPITAL \_\_\_\_\_

ALL MEDICAL BILLS (attach Copies) \$ 0  
LIST OTHER DAMAGES CLAIMED \$ 0  
TOTAL BODILY INJURY..... \$ 0

**PROPERTY DAMAGE:** Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE NAME Mercedes BODY TYPE E 550 YEAR 2009

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS \_\_\_\_\_

PROPERTY DAMAGE (Attach repair bills or two estimates) \$ 2001.40  
LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_  
TOTAL PROPERTY ..... \$ \_\_\_\_\_

5. NAME OF YOUR INSURANCE CO. \_\_\_\_\_ POLICY NO. \_\_\_\_\_ AMOUNT CLAIMED \_\_\_\_\_ AMOUNT RECEIVED 0

6. The names of any witnesses known to you.

Name Officer Jason Myko Address Chickasha Police Dep. Phone Number \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

TOTAL CLAIM ..... \$ 2001.40

Ruth Evans  
SIGNATURE(S)

12-19-2022  
DATE



January 26, 2023

Ms. Ronda Evans  
1516 County ST 2820  
Pocasset, Oklahoma 73079

RE: Member : City of Chickasha  
Claimant : Ronda Evans  
Date of Loss : October 11, 2022  
Claim No. : 212292-1-BD

Dear Ms. Evans:

As the adjuster for the Oklahoma Municipal Assurance Group, the insurer for the City of Chickasha, I am recommending denial of this claim and find no liability on the City of Chickasha's part for this claim.

Our investigation determined the damage to your vehicle occurred when you left the travel portion of the roadway. Based off this information we see no liability on this claim.

Sincerely,

Brad Doublehead,  
Claims Supervisor

cc: City of Chickasha



January 26, 2023

City of Chickasha  
Attn: Susan McDaniel  
117 N. 4th Street  
Chickasha, Oklahoma 73018-2601

RE: Member : City of Chickasha  
Claimant : Ronda Evans  
Date of Loss : October 11, 2022  
Claim No. : 212292-1-BD

Dear Ms. McDaniel:

OMAG has completed its investigation regarding the above referenced claim. It is OMAG's recommendation that this claim be denied because OMAG finds no liability on the City part regarding this incident. The City is not required nor obligated to take any formal action on this Claim. However, if the City opts to do so, please let us know.

Thank you,

A handwritten signature in black ink, appearing to read "Brad Doublehead".

Brad Doublehead,  
Claims Supervisor



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Administration**

**Agenda Item No. 6.e.**

---

**AGENDA ITEM: Discussion, consideration, and possible action to approve grant reimbursement for Chickasha Today in the amount of \$100,000 as recommended by the Chickasha Economic Development Council, Inc. (123/125 W. Chickasha Ave.)**

**I. BACKGROUND/DESCRIPTION:**

- This grant is from funds earmarked for economic development.

**II. RECOMMENDED ACTION:**

Approve grant reimbursement for Chickasha Today in the amount of \$100,000 as recommended by the Chickasha Economic Development Council, Inc. (123/125 W. Chickasha Ave.)

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |                        |         |              |
|------------------------------------------|------------------------|---------|--------------|
| <b>Dept. Director:</b>                   | Fund                   | Account | Amount       |
|                                          | (To)                   |         |              |
|                                          | FUND                   | ACCOUNT | AMOUNT       |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) 26-526-6500-049 |         | \$100,000.00 |

**V. ATTACHMENTS:**

1. Council Action Form 2-15-2021 - 6i
2. 123 Chickasha - 1of2 reimbursement request
3. 123-125 Chickasha Ave. 2of2 reimbursement request





City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-15-2021**

**Meeting Date: 2/15/2021**

**Department: Administration**

**Agenda Item No. 6.i.**

---

**AGENDA ITEM: Discussion, consideration and possible action to approve additional grant reimbursement for Chickasha Today, LLC as recommended by the Chickasha Economic Development Council, Inc.**

**I. BACKGROUND/DESCRIPTION:**

- On January 12, 2021 the CEDC voted unanimously to grant additional funds to Chickasha Today, LLC in an amount of \$32,333.00.
- The grant is from funds earmarked for economic development with payment due upon issuance of the Certificate of Occupancy
- This address was part of the original request from Chickasha Today, LLC in the amount of \$450,000. This is an additional amount.

**II. RECOMMENDED ACTION:**

Staff recommends approval of the economic development grant in the additional amount of \$32,333.00 to Chickasha Today, LLC as recommended by the CEDC; and further authorizing Acting City Manager to amend budget to reflect the project.

**III. FISCAL INFORMATION - This is a budgeted item**

26-26-6500-045

**IV. FUND INFORMATION:**

|                                                             |                       |         |        |
|-------------------------------------------------------------|-----------------------|---------|--------|
| <b>Dept. Director:</b><br>Chris Mosley, Acting City Manager | Fund                  | Account | Amount |
|                                                             | (To)                  |         |        |
|                                                             | FUND                  | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 15, 2021                   | (From) 26-26-6500-045 |         |        |

**V. ATTACHMENTS:**

1. Letter of Request from CEDC - Chickasha Today - 125 W. Chickasha Ave.
2. CEDC Minutes - January 12, 2021 Meeting (2)
3. Grant Agreement - Chickasha Today, LLC - additional funds for 125 W. Chickasha Ave.



*Make Your Move*  
**CHICKASHA**  
**ECONOMIC DEVELOPMENT COUNCIL**  
221 W. Chickasha Ave. PO Box 575 Chickasha, OK 73018-405-424-0737

January 15, 2021

City of Chickasha

Re: Grant Amendment for Grant Reimbursement Process for Chickasha Today, LLC/125 W. Chickasha Ave.

On January 12, 2021 at the CEDC monthly board meeting the motion as stated below was voted on unanimously by the CEDC Board of Directors on the process to fund the grant amendment to Chickasha Today, LLC:

Motion made by Elliott, second by Walker to recommend to City Council for approval of grant reimbursement amendment for \$32,333.000/bringing total to \$100,000.00 to Chickasha Today, LLC from funds earmarked for economic development grants with payment due upon issuance of Certificate of Occupancy. Motion passed with all voting in favor.

We are requesting that this recommendation be placed on the City Council's February 15, 2021 meeting agenda for their approval.

Respectfully,

Jim Cowan

Director of Economic Development Council



**Chickasha Area Economic Development Council, Inc.**

January 12, 2021

**Minutes of Meeting**

**Present:** Kyle Abrahams, Rick Croslin, Seth DeHart, Weston Dehart, Jen Jantzen, John Mosley  
Cale Walker, Chris Mosley, Tim Elliott, Ronnie Bogle & John Noblitt

**Absent:** Ryan Posey, Tom Avant(Excused), Cassandra Ersland(Excused), John Feaver(Excused)  
Kirk Painter

**Staff:** Shayla Roth

**Guests:** Kimmy Loggins, Cody White, Andy Maher, Steve LaForge, Leasa Furr, Cary DeHart  
Chris Gray, Pat Brooks, Mitch Williams & Tim Hushbeck

**I. Call to Order**

At 7:32 a.m. it was determined a quorum was present and Chairman Abrahams called the meeting to order.

**II. Motion for Discussion/Approval/Denial/Vote of the December 2020 Board Minutes**

Motion made by John Mosley, second by Tim Elliott to accept the December 2020 Board minutes as presented. Motion passed with all voting in favor.

**III. Motion for Discussion/Approval/Denial/Vote of December 2020 Financials**

Motion made by Tim Elliott, second by Cale Walker to accept the December 2020 as presented. Motion passed with all voting in favor.

**IV. Discussion of Economic Outlook**

Maher reported that the upcoming Stockman's Showcase at the fairgrounds will be bringing a lot of people into town and there are a lot of events planned around town, with the help of Jim Cowan and local businesses.

Mr. Mosley reports that the housing market is good.

Dr. Croslin reports that the upcoming bond election is very exciting, being the first in 10 years and a lot of great new improvements are to come of it.

Ronnie Bogle reports that CVTech has had a lot of interest from people wanting to hire their graduates, which is a good sign.

**V. Motion for Discussion/Approval/Vote on CEDC Board Meeting Location Change to Grady County Fairgrounds through June 2021**

**Motion made by Weston DeHart, second by Ronnie Bogle. Motion passed with all voting in favor.**

**VI. Community Development Committee Update**

Abrahams reports that we are still going over crosswalk designs that meet code and make sense for downtown. We are also in the process of identifying building owners and spaces for murals on buildings, we already have 4 identified sites that we have permission to add a mural and will be sending out an RFP through the Arts Council. Will also be trying to coordinate with the city to add bike lanes and bike racks. Will be looking to add pole banners as you enter town and onto downtown lamp posts.

**VII. CEDC Update**

Update will be emailed out this next week.

**VIII. Consideration to enter into Executive Session to Discuss:**

- A. Pursuant to 25 O.S. 307C(10) for the purpose on the matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within their jurisdiction upon a determination that public disclosure of the matter discussed would interfere with the development of products or services or violate the confidentiality of the business  
(Possible public private partnership agreement with Chickasha Today LLC)  
(Possible public private partnership agreement with Cody White)  
(Grant Amendment Request for 125 W. Chickasha Ave. Due to Change in Project Scope)
- B. Discussion, consideration and possible action to reconvene open session and take appropriate action on any matter discussed in executive session.

**Motion made by Tim Elliott, second by John Mosley to enter into Executive Session. Motion passed with all in favor. Executive session begins at 7:59 a.m.**

**Motion made by Tim Elliott, second by Seth DeHart to reconvene Open Session. Motion passed with all in favor. Open Session reconvenes at 8:06 a.m.**

**Motion made by Tim Elliott, second by Seth DeHart to approve the Grant Application For Cody White/320 W. Chickasha Ave. Motion passed with all in favor.**

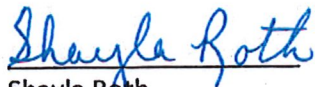
**Motion made by Tim Elliott, second by Jen Jantzen to approve the Grant Application For Chickasha Today LLC/101 & 103 W Chickasha Ave. Motion passed with all in favor. Kyle Abrahams & Weston DeHart abstain.**

**Motion made by Tim Elliott, second by Cale Walker to approve the Grant Amendment**

Request for 125 W. Chickasha Ave. Motion passed with all in favor. Kyle Abrahams & Weston DeHart abstain.

- IX. New Business  
None reported at this time.
- X. Closing Comments, Announcements, & Adjournment  
Motion made to adjourn by Weston DeHart, second by Seth DeHart.  
Meeting Adjourned at 8:11 a.m.

Respectfully submitted by:

  
Shayla Roth

  
\_\_\_\_\_  
Kyle Abrahams, Chairman





2:1 Grant Agreement  
July 29, 2019

**Purpose:** to encourage Downtown property owners located between 1<sup>st</sup> – 6<sup>th</sup> street and Kansas and Choctaw Avenue to make improvements to their properties being used for retail trade producing sales tax dollars for the City of Chickasha.

**Incentive:** A \$1 public match for each \$2 of private funds invested, with a cap on the public match of \$20 per square foot, based on improvement square footage, to be used for purchase, façade, structural, utility improvements, roof repair/replacement, off-street parking, equipment, demolition, ADA compliance, flood proofing, and other qualifying uses.

**Guidelines:**

To be considered for a grant, applicants must complete the application form. Complete proposals must contain all information and materials requested in the Proposal Contents Checklist (See below). **Incomplete proposals will not be considered.**

1. The resulting property usage must be at least partially for retail producing sales tax dollars for the City of Chickasha. public walk-in business. Residential rental space improvements on upper floors also qualifies.
2. Projects must result in tangible, permanent improvements.
3. Properties being purchased for demolition qualify if resulting space usage is important for support of other retail business in the district.
4. One applicant may apply for and qualify for more than one grant If more than one building/business is involved, so long as the two to one match guideline is followed in the aggregate.
5. Applications are reviewed in the order presented. Applicants must be in good standing with the City of Chickasha and Grady County relative to payments of utilities, taxes, and other assessments.
6. The improved property, or supported business, must continue in qualifying retail usage, or be available for occupancy for retail usage for a period of seven years after acquisition/completion, or the match funding must be returned to the City. The City of Chickasha will be granted a lien on the property, subordinate to any owner financing, to be released after seven years, to enforce such usage.
7. All proposed projects must be planned, constructed, and completed by the applicant. Chickasha EDC is not responsible for the completion of any proposed projects awarded 2:1 matching grant funds.
8. Proposed projects should comply with all federal, state, and local laws, ordinances, rules, and regulations. The applicant shall obtain all required local, state, and federal permits prior to commencing construction. Chickasha EDC is not responsible for obtaining any required permits for the proposed project.

9. All applicants will be required to indemnify CEDC and the City of Chickasha against all claims. In addition, liability insurance for the applicant, contractors, etc. (as appropriate) will be required for proposed construction projects. A Certificate of Liability Insurance must be submitted to CEDC listing CEDC and the City of Chickasha as additional insured entities prior to the disbursement of grant funds.
10. Applicants must provide proof of available funds to complete project. Applicants may not count any state/federal tax credits toward the proof of available funding.

**Approval Process:** The Downtown Economic Development Grant applications will be reviewed with the following steps:

1. Chickasha Economic Development Council Staff
2. Chickasha Economic Development Council Executive Committee
3. Chickasha Economic Development Council Board
4. Chickasha City Council

A project application may be declined/turned down during any of the fore-mentioned steps at the discretion of the Chickasha EDC, its Executive Committee, its Board of Directors, and/or Chickasha City Council with or without notice to the applicant prior to the declining of the project application.

**Proposal Contents Checklist**

- Complete Application
- Map of proposed project location
- Certificate of Liability Insurance
- Budget Summary (to include job estimates or quotes, if available)
- Copies of acquired permits and/or approvals (if applicable)
- Color photographs of the project area
- Schematic drawings of proposed project
- Proof of available funds for financing

**Grant Awards:** Grant funds awarded by the Chickasha EDC will be a \$1 public match for each \$2 of private funds invested, with a cap on the public match of \$20 per square foot. Chickasha EDC reserves the right to modify grant award amounts to meet program budget requirements; therefore, applicants may be offered an amount less than the total requested funds.

Projects must be completed no later than 12 months after the approval of the project by Chickasha City Council. An extension(s) may be permitted for projects determined to be incomplete by the appropriate deadline. The extension period will be determined on a case-by-case basis at the discretion of the Chickasha EDC/Chickasha City Council. Failure to complete the project by the deadline of 12 months after the approval of the project by Chickasha City Council or by the deadline of an extension period permitted by the Chickasha EDC will result in forfeiture of Grant Awards from this 2:1 Grant.

Projects may be organized into phases of completion. Upon completion of a phase of the project, the applicant may be eligible for a portion of the 2:1 grant funds. The applicant must submit all required documentation for a phase of the project to be eligible for a portion of the 2:1 grant funds.



An applicant must detail any phases in the project's application. Failure to do so will result in all 2:1 grant funds to be held until completion of the project.

Grant recipients will be required to display signage at the project site to denote Chickasha EDC's financial contribution to the project. Signage will be provided by Chickasha EDC.

**Approval Process:** Once the project has been completed, and the applicant has submitted all required documentation, Chickasha EDC will reimburse the applicant with its share of grant funds. Applicants that organized their project into phases will receive the remaining 2:1 grant funds held for their project upon its completion and submission of all required documentation.

**Finalizing the Grant:** Following grant approval, individual grant awards are considered pending until the applicant and CEDC sign a Grant Fulfillment Agreement. The Agreement will describe the project, the project budget and the amount of funding awarded by the CEDC. Upon execution of the Agreement, the grant is considered finalized and grant funds may be distributed based upon the conditions outlined in the Agreement.

  
Signature – Applicant

1/12/2021  
Date

  
Signature – Chickasha EDC

1/22/2021  
Date

  
Notary Public, State of Oklahoma

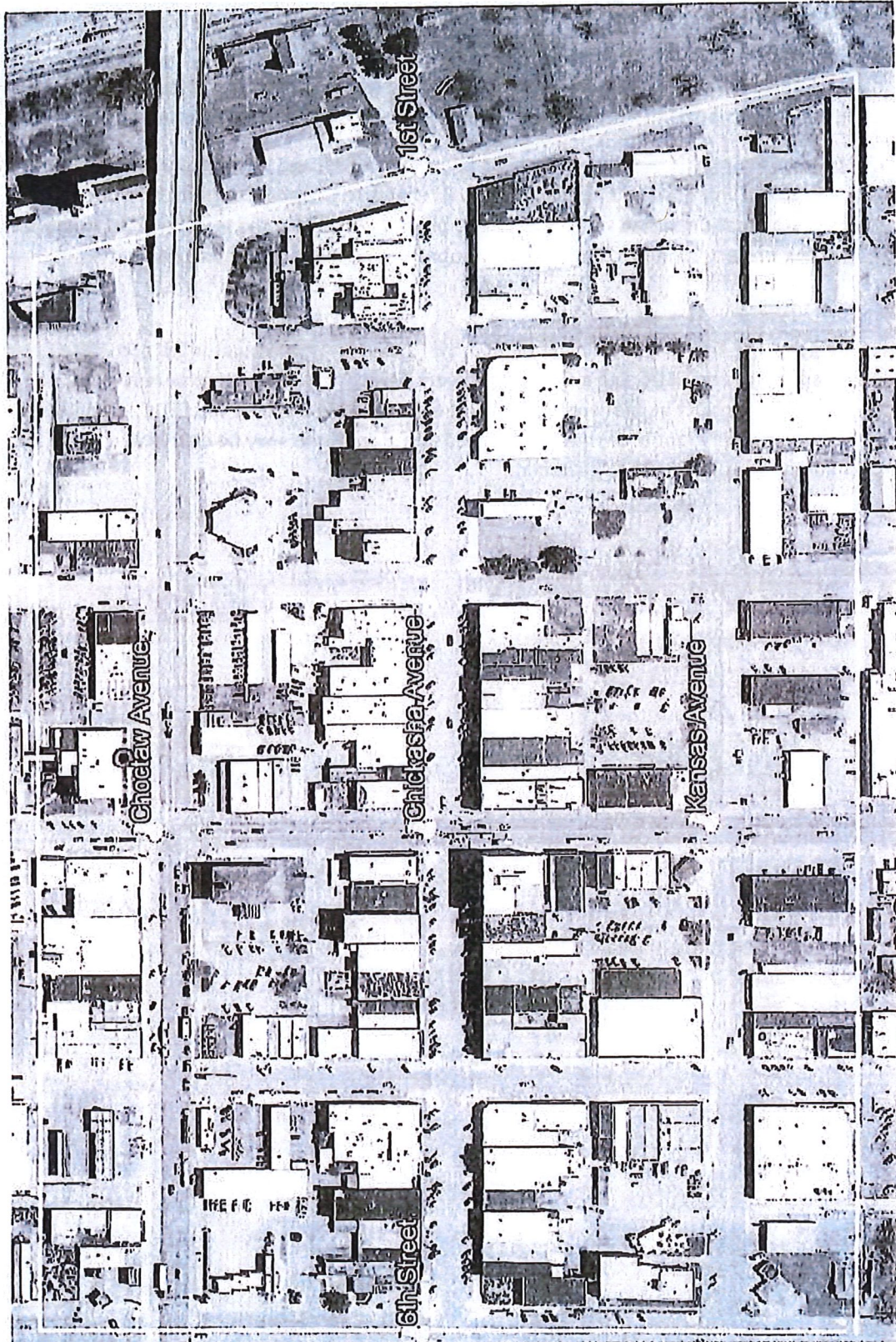
1/22/2021  
Notarization Date

My Commission Expires:  
5/3/21





DOWNTOWN 2:1 GRANT REVITALIZATION DISTRICT







## 2:1 GRANT PROGRAM

### Application

The information requested below will be used to process your application under the terms and conditions of the Chickasha Economic Development Council's "Economic Development Grant Program"

#### I. Applicant Information

1. Applicant(s) name: Chickasha Today, LLC  
Mailing address: PO Box 1130  
City: Chickasha State: OK Zip: 73023  
Federal Tax ID or Social Security Number: [REDACTED]
2. Applicant's daytime telephone number: 405-420-2700  
Cell# (405) 574-6806 Facsimile# (405) 574-3785  
E-mail address: pwrchuteok@sbcglobal.net
3. Status of applicant (please check one)  
☒ Property owner with vacant facility  
☐ Property owner with tenant business  
☐ Property owner/operator of existing business on property
4. Owner of property is a/an (please check one)  
☐ Individual  
☐ Partnership (attach copy of Partnership Agreement)  
☒ Corporation/profit (attach copy of Articles of Incorporation)  
☐ Corporation/nonprofit (attach list of officers and directors)  
☐ Trust (attach copy of Trust Agreement)  
Other
5. Length of ownership: 25 months  
Date purchased: 12/6/2018

#### II. Property Information

1. Address of property to be improved: 125 W Chickasha Ave
2. Legal description of subject property: *(Attach information, if needed)*



Lots 7 and 8 in block 44 in the City of Chickasha, Grady  
County, Oklahoma

3. Tax Assessor Parcel Number(s): C001-00-044-007-0-000-00

4. Year built: 1923 Square footage: 5000

5. What are the current types of businesses occupying the building? N/A

6. Name and phone number of tenant(s) if applicable: (Attach additional names/numbers, if needed)  
N/A

7. Use of building after construction: Retail

8. Number of parking spaces provided: 0 Proposed: 0 Total: 0

9. Current zoning: DHD/Historic Downtown Urban Center

10. Is a zoning amendment required? Yes \_\_\_ No X  
If yes, has the rezoning process started? Yes \_\_\_ No \_\_\_

11. Attach architectural and elevation renderings.

### III. Project Description

1. Description of Proposed Improvements. Please provide a detailed description of your proposed improvements. Attach a copy of your architectural or design plans. Identify the materials to be used, such as the type of paint or stain (i.e., exterior latex, color, etc.). Include details of new signs or awnings, etc. Provide color photos of the subject property and those adjacent prior to and after the improvements are made.

Description: See Attached Narrative

☒ Designs Attached

☒ Before Picture(s) Attached

#### IV. Work Estimates

Please attach estimates for each component of the proposed improvement. Eligible costs shall be the cost of materials, equipment, and contracted labor to complete eligible improvements. Professional fees such as architects, engineers, and solicitors are not eligible costs. Labor provided by the Applicant or tenant of the building is not an eligible cost.

1. Name/Company and Phone Number of Preferred Contractor:

CMS Willowbrook (405) 600-9207  
Amount: \$375,048

2. Name/Company and Phone Number of Second Contractor:

local/area subcontractors will be used  
Amount: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Additional Estimates/Comments: (Please attach additional quotes, as required)

4. Total estimated costs of your improvements: 375,048

5. Estimated completion date for your improvements? Within 12 months

#### V. Loan Information

Amount of financing requested: to be determined

Source of equity and applicant's percentage of ownership: \_\_\_\_\_

Equity vs financing arrangements in process

Participating Bank and Contact: FNBT, Chickasha - Ed Stanton, Lender  
\_\_\_\_\_  
\_\_\_\_\_

#### VI. Financial Information:

Financial statements on business or individual for the *Current Year*, (within 45 days) and *Past Three (3) Years*, including profit and loss statements and tax returns. If the business is new, submit your personal tax returns for the *Past Three (3) Years*.

#### VII. Credit References: Names and Addresses of three references

waiver requested  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VIII. Signature of Owner/Authorized Agent-Affidavit or Sworn Declaration

I/We, Chickasha Today, LLC,  
of the City of Chickasha, County of Grady, State of Oklahoma, make oath and say (or  
solemnly declare) that the information contained in this application is true and that the  
information contained in the documents that accompany this application in respect of the  
application is true.

I/We hereby authorize inspections of my/our property to be improved.

I/We acknowledge that any work carried out prior to written confirmation of grant  
approval may not be eligible.

I/We acknowledge receiving, understanding, and accepting the terms and conditions of the  
Chickasha Economic Development Council's Economic Development Grant Program

I/We, Chickasha Today, LLC am the owner of the land that is the subject of  
this Application and, for the purposes of the Freedom of Information and Protection of Privacy  
Act, I/we authorize and consent to the use by or the disclosure to any person or public body of  
any personal information that is collected under the authority of the \_\_\_\_\_ for the purposes of  
processing this application.

Sworn to (or declared before me), Brandi Winters, a  
Notary Public in and for the State of Oklahoma, on this the 12th day of January,  
2021.



Cary DeHart  
Applicant

\_\_\_\_\_  
Co-Appllcant

\_\_\_\_\_  
Notary Public, State of Oklahoma

My Commission Expires: 5/3/21

**IX. Authorization for Agent** *(complete only if Applicant is not the registered Owner)*

I/We, \_\_\_\_\_ the  
owner of the subject property, hereby authorize \_\_\_\_\_  
(Agent) to act on my behalf with respect to the application.

01/12/2021  
Date

\_\_\_\_\_  
Signature of Owner(s)

Note: Information provided in this application will become part of a public record.





DOWNTOWN REVITALIZATION  
2:1 Grant Program Budget  
Summary Worksheet

General Information

Applicant Name: Chickasha Today, LLC

Phone Number: 405-224-1554

Email Address: cary.dehart@cmswillowbrook.com

Project Name: Cornerstone

Budget Summary

Provide the subtotals for each of the following line items as budgeted for the proposed project:

|                            | Amount            |
|----------------------------|-------------------|
| Design/Consulting Services | \$ -              |
| Supplies and Materials     | \$ 45,000         |
| Equipment                  | \$ -              |
| Labor                      | \$ 60,000         |
| Contractual Services       | \$ 265,000        |
| Taxes                      | \$ 5,048          |
| Other Expenses             | \$ -              |
| <b>TOTAL COSTS</b>         | <b>\$ 375,048</b> |

Please attach copies of all job estimates, quotes, and invoices to this worksheet.



## GRANT FULFILLMENT AGREEMENT

Applicant name \_\_\_\_\_

Project address \_\_\_\_\_

1. Description of Project

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2. Project Budget

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---

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3. Completion Date \_\_\_\_\_

4. Amount Awarded by CEDC \_\_\_\_\_

Applicant Signature

---

CEDC Signature

---

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notarization Date

Commission Expires:





with some brick wall repair, lighting, HVAC, finishings on floor and ceiling, bar and other tap room interior construction, restrooms, fire code compliance, flood zone compliance, and front facade replacement (almost completed). We consider this property and tenant will become an anchor tenant for the overall repurposing of the buildings in the 100 block of Chickasha Avenue.

### **Property 5**

The Cornerstone building is a newer building, but will have to have the roof replaced as part of the renovation. We currently have a retail prospect considering this location for up to three related retail needs/opportunities for our community. The prospective tenant is an existing successful retail business in Chickasha and sees the opportunity to expand and eventually own this space. Anticipated renovations may include removing the front wall of the property and creating protected patio area at the front entrance for outside seating in conjunction with the food service portion of their business plan. Interior renovations will likely include wall relocations, restroom improvements, new floor treatments, wall treatments, ceiling replacement in some portions of the property, commercial kitchen, and HVAC upgrade, along with updating fire and flood compliance.

### **January 2021 Update:**

The cornerstone building is now being developed to house 2 separate 25ft x 100ft retail spaces, one of which is already under contract. Renovation costs are now expected to exceed the \$300,000 required to meet the \$20 per square foot maximum reimbursement. This includes the tenant space currently being built out, plus the additional space immediately to its west that is being actively marketed in order to build out soon. Original total budget was \$203,000 for the building. However, with the revised plans the budget has increased to \$375,048 in construction costs, which is in addition to the \$65,000 purchase price. As a result, we are requesting that the grant amount for the Cornerstone building be amended from \$67,667 to \$100,000, which would yield a new request of \$32,333 to be added to the amount previously approved. There will be separate restrooms and utilities for each space. Also, entire façade is currently being redone to accommodate two storefronts and modernize the aesthetic. Tenant for the western half of building will likely be retail in nature.



Chickasha Today, LLC  
CEDC Incentive Match Application  
January, 2019  
Planned improvements and usage

**Properties 1 & 2**

The Savoy and Speak buildings will require extensive restoration on their interiors. Details are attached, totaling \$582,000 (\$82/SF). The estimate does not include tenant improvements or kitchen improvements. Our priority usage for the space is a restaurant/lounge venue. Discussions are ongoing with a target tenant. Alternative usage could be adult social/lounge/dance venue. These costs are for the first floor only. While the Savoy has a second floor and Speak has two upper floors, costs of renovation thereof is not considered economical at this time. Further alternative retail usage could evolve as the spaces are being renovated.

**Property 3**

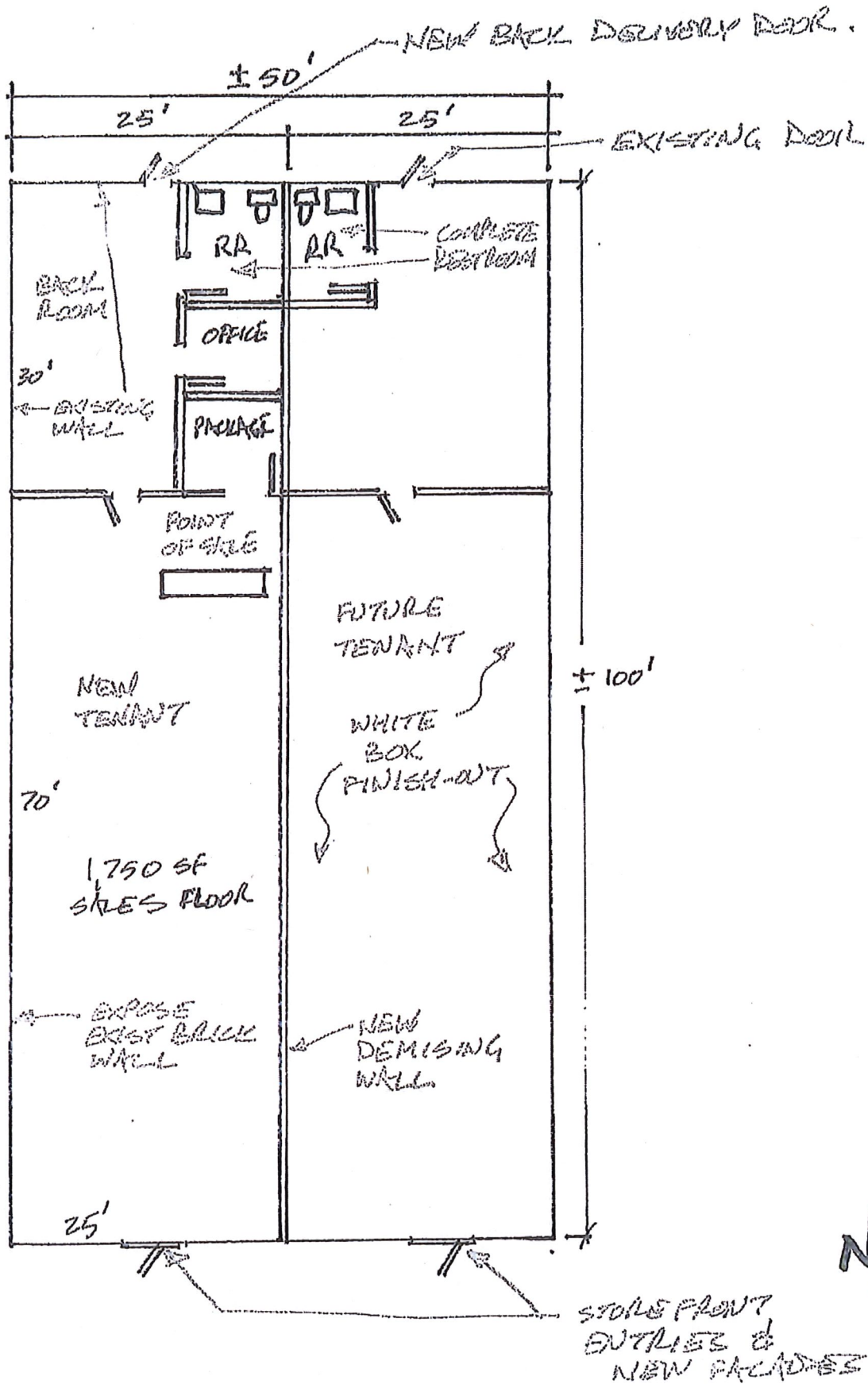
The Jim-N-I building will require extensive restoration on its interior. In addition, the front facade replacement is substantially completed. The interior improvements will include brick wall restoration, floor repair/sealing, ceiling installation, wall relocations, lighting/electric, HVAC, restroom construction and water/sewer line construction, fire protection compliance, flood zone compliance, and paint/finishings. Discussions are currently ongoing with two different retail business tenants interested in occupying either this property or property 5, below.

**Property 4**

The Parking Garage building (50 ft frontage) is unique in that it has a concrete floor and ceiling, with bricked walls. It is very well built, and is capable of having an outside patio area on the roof. It is a large open space capable of being designed for unique usage. We are in advanced stages of planning usage of the space with an Grady County resident who will establish a micro-brewery and tap room in the space. The micro-brewery will initially occupy the east half of the space with new stainless steel equipment which will be enclosed by a glass wall, but visible to the retail tap room to be located on the west side of the space. The building allows for the future phase installation of a bottling line at such time as the tenant desires to expand in to the product bottling in addition to barrel production. The build out of the building for these comparable uses will require very special electrical and plumbing installation, room/wall construction along

# CORNER STONE CHICKASHA, OK

8-25-20















620 NE 36th Street  
Oklahoma City, OK 73105  
405.600.9207 tel  
405.600.9213 fax  
www.cmswillowbrook.com

November 18, 2020

Re: Cornerstone Building – Tenant Renovation  
Chickasha, OK  
Construction Proposal

CMSWillowbrook Inc. is pleased to submit our Design/Build proposal for the tenant renovation of the existing Cornerstone Building located downtown, Chickasha, OK 73018. This proposal is based on attached conceptual sketch dated 08-25-2020 and our understanding of your requirements regarding quality, budget and schedule.

We propose to renovate approximately 5,000 sf of existing building into one separate 2,500 sf tenant area that will be finished out and one separate 2,500 sf tenant area that will be white boxed for \$375,048.00, Three Hundred Seventy-Five Thousand and Forty Eight Dollars.

We propose to complete the new facility in 12 weeks.

The proposal includes the following:

- On-site supervision.
- General conditions and general requirements.
- Sales tax.
- Building permit.
- Plan drafting.
- General liability insurance.
- Builders risk insurance.
- Saw cut and remove existing slab for new plumbing.
- Interior building systems demolition.
- Removal of existing brick veneer at front of building.
- Replace slab on grade at plumbing revisions.
- Rough carpentry and wood blocking.
- New front of building facade system.
- New TPO roofing system.
- Fire safing and sealants as required.
- New hollow metal door frames.
- Solid core wood doors and hollow doors including associated hardware.
- Access doors if required.
- Wood framing window systems at front of building.
- Gypsum board ceiling at restrooms, office and package room.
- Metal stud framing with 5/8" type X gypsum board and sound insulation at demising wall and partition walls.
- Tape, bed and paint new drywall systems.
- LVT flooring through-out East tenant area.
- Patch and paint existing walls to remain.
- Paint door and frames.



Oklahoma City Office  
405.600.9207

Chickasha Office  
405.224.1554

Tulsa Office  
918.978.4828



620 NE 36th Street  
Oklahoma City, OK 73105  
405.600.9207 tel  
405.600.9213 fax  
www.cmswillowbrook.com

- Room ID signage.
- Toilet accessories at restrooms.
- 10 lb fire extinguisher and cabinet per tenant space.
- Plumbing system and fixtures for two restrooms.
- New water line and meter.
- Tie-in to existing sanitary waste system.
- Exposed spiral duct from three existing units for East tenant area only.
- Make operable three existing roof top units. No ductwork in the West space.
- Electrical power and light system for East tenant area and restrooms only.
- Rough-in for electrical at West tenant area.
- Rough-in for access control and security systems.
- Fire alarm system.

The West tenant area to be white box as follows:

- The walls will be tape & bed only.
- The restroom will be finished-out.
- There is no floor finish or ceiling.
- There will be minimal lighting for safety.
- There will be no HVAC system re-work.
- There will be no power of lighting system.
- The entry storefront and façade will be completed.

The proposal excludes the following:

- Hazardous material removal.
- Fire suppression system.
- Tenant fixtures and furnishings.

It is our pleasure to work with you during preconstruction planning, estimating, design and construction. CMSWillowbrook looks forward to being a member of your construction team. Please call if you have any questions, or if we can be of further assistance.

Sincerely,

CMSWILLOWBROOK

*Sam Johnson*

Sam Johnson  
Chief Estimator



March 14, 2022

City of Chickasha

ATTN: Tyler Brooks

RE: Grant Reimbursement Process for Chickasha Today/123 W. Chickasha Ave., Tammie's Bling Boutique

On March 8, 2022 at the CEDC monthly board meeting the motion as stated below was voted on unanimously by the CEDC Board of Directors on the process to fund the grant reimbursement to Chickasha Today/123 W. Chickasha Ave., Tammie's Bling Boutique:

Motion made by Posey, second by Elliott to recommend to City Council for approval of grant funds of \$50,000 to Chickasha Today/123 W. Chickasha Ave. from funds earmarked for economic development grants. Motion passed with all voting in favor. Abrahams and Stanton abstained.

We are requesting that this recommendation be placed on the City Council's agenda at the earliest opportunity for approval.

Respectfully,

A handwritten signature in black ink that reads "Jim Cowan". The signature is written in a cursive style with a large, stylized "J" and "C".

Jim Cowan

CEDC Executive Director



## **Chickasha Area Economic Development Council, Inc.**

March 8, 2022

### **Minutes of Meeting**

**Present:** Ralph Beard, John Feaver, Rick Croslin, Tyler Brooks, Chris Mosley, Ryan Posey, Cale Walker, Andy Maher, Kea Ginn, Ed Stanton, Kyle Abrahams, Tim Elliott

**Absent:** Ronnie Bogle (Excused), Weston DeHart (Excused), John Mosley

**Guests:** Dwain Sehon, Torry Wise, Troy Avant, Whitney Palesano, Steve LaForge, Susan McDaniels, Rob Miles, Erin Glass, Scott Smith, Cindy Rogers, David Forrester, Mitch Williams, Shae Mortimer, Tim Hushbeck, Jim Allen

**Staff:** Jim Cowan, Matt Brooks, Shayla Roth

#### **I. Call to Order**

At 7:30 a.m. it was determined that a quorum was present and Chairman Abrahams called the meeting to order.

#### **II. Motion for Discussion/Approval/Vote of February Minutes**

Motion made by Posey, second by Walker to accept the February Minutes as presented.  
Motion passed with all voting in favor.

#### **III. Motion for Discussion/Approval/Vote of February Financial Statements**

Motion made by Elliott, second by Stanton to accept the February Financial Statements as Presented. Motion passed with all voting in favor.

#### **IV. Discussion of Economic Outlook**

Walker reports that it's a great time to money in the market. Stanton states that gross receipts were up last month by 12%. Annual inflation in January hit 7.5%. All tax collections and gross productions were up again. US unemployment was 3.9% and Oklahoma was 2.3%. Avant reports that diesel was \$5.17 a gallon in Midland Sunday evening. Wheat was at an all-time high at around \$8. Maher states that the fairgrounds will be hosting SW OK Skills contest and should have 400-500 students in town. They should break ground on a new stall barn soon and should bridge the gap between them and other competitors in the state. Beard reports that they have purchased the building to the east of the Chamber and will be housing the Grady County Health Dept. He commended all the fire departments and volunteers that recently worked together with all the fires due to wind. Dr. Feaver reports that enrollment is up this spring and the fall recruitment is on schedule. Smith on CVTC reports that they held a job fair recently and it was a great event. Dr. Croslin reports that they just hired a new Asst. Principal for early childhood center, Amanda Townley. They are

trying to host all events that they can to utilize their activity center. Brooks reports on the city that they have received the official Airport deed to finally start moving forward, so they can create a more comprehensive plan for that area. They are going through their budgeting cycle now. Staff is meeting weekly to try and maximize their potential with their grant money and make sure to find things that are sustainable and save them money long term. The tournament that was recently held at the Sports Complex went well and visitors were impressed by the facilities and fields. Hushbeck reports that any bill that didn't pass in the first Legislative session is now dead and will have to be rewritten. PSO will be doing several new transmission projects soon. Ginn reports that the biggest challenges facing the healthcare industry are labor and supply chain shortages. Posey states that HSI Sensing is also still facing supply chain shortages and are building what they have the parts to build. They are facing challenges with shipping and material movement. Palesano states that the Chamber Membership is up and Leadership Chickasha graduation is coming up with an Alumni gathering afterwards at the Brewery.

- V. **Discussion/Approval/Vote on Motion to recommend to City Council a grant payment for reimbursement to Chickasha Today for Tammie's Bling Boutique/123 W. Chickasha Ave. for \$50,000. Motion made by Posey, second by Elliott to recommend to City Council the grant payment for reimbursement to Chickasha Today. Motion passed with all voting in favor. Abrahams and Stanton abstained.**
- VI. **Motion for Discussion/Approval/Vote on Troy Avant to replace Tom Avant on EDC Board. Motion made by Elliott, second by Beard to accept the nomination. Motion passed with all voting in favor.**
- VII. **Community Development Committee Update**  
Cowan reports that several projects are dealing with supply chain issues. There has been another building approved for our second mural. Also waiting on warmer weather to do any painting. The light posts and trash cans downtown are in line to be sanded and repainted. Chickasha was on the Chickasaw's top 10 City List of Placemaking for Tourism. All these projects we are already working on is lining up with their guidelines, esp. the new downtown park. Exciting to see all these things getting done so people can see all the changes happening. Hoping that the Streateries will start happening soon.
- VIII. **CEDC Update**  
Cowan reports that the OSA Conference will be held at the Fairgrounds April 19th-21st and it is a chance for us to showcase Chickasha and all that we are doing. The downtown park donor dinner was held for informational and donation purposes and it all went well. Elliott & Pat Brooks are doing follow-ups for the Community Foundation, playing the role to help raise the money for the park. Everything is on schedule with the park to be able to have the grand opening ceremony this fall. We want this holiday season to be a spike instead of a bump in terms of sales tax, meaning a spike for local businesses. He recently visited with Brooks about the EDC, Chamber and the City working together in forming a Community Alliance group to try and tackle the homelessness, people battling addictions, people

needing a hand up, not a hand out, in Chickasha. LifeSkills Institute, Salvation Army and the City will be involved to look at our weaknesses and see what we can do together to make things better and what role everyone will play. Hotel/Motel tax is 8% and that is on average the same as other cities. It has such a huge impact on tourism and funds so much of the really positive things that we can do here in Chickasha and he is optimistic that that will continue to trend.

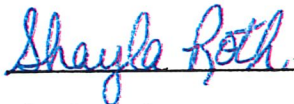
**IX. New Business**

Todd Russ will be at the Standley's office for a meet & greet and fundraiser who is running for State Treasurer.

**X. Closing Comments, Announcements & Adjournment**

Motion made to adjourn by Stanton, second by Posey. Meeting adjourned at 8:27 a.m.

**Respectfully Submitted by:**

  
\_\_\_\_\_  
Shayla Roth

  
\_\_\_\_\_  
Kyle Abrahams, Chairman



**CHICKASHA EDC**  
**CENTRAL BUSINESS DISTRICT BUILDING RESTORATION/IMPROVEMENT**  
**GRANT PROGRAM**

**REIMBURSEMENT REQUEST FORM:**

**PROGRAM PARTICIPANT:** CHICKASHA TODAY, LLC

**PROJECT DESCRIPTION/ADDRESS:** Tammie's Bling Boutique

123 W Chickasha Avenue

(east half of Cornerstone Building, on application)

**COMPLETION DATE:** 04/07/2021

**TOTAL QUALIFYING EXPENDITURES:**

\$ 320,579.61

(Itemization attached)

**TOTAL REIMBURSEMENT REQUEST (1/2)**

\$ 50,000.00

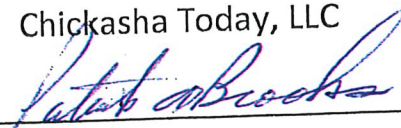
Attachments include building permits, occupancy permit, detail of expenditures, evidence of payment, and any other relevant documentation.

I HEREBY MAKE FORMAL REQUEST FOR REIMBURSEMENT OF THE EXPENSE AMOUNT SET FORTH ABOVE, INCURRED IN IMPROVING THE SUBJECT PROPERTY UNDER THE CHICKASHA EDC CENTRAL BUSINESS DISTRICT RESTORATION AND IMPROVEMENT GRANT PROGRAM. I CERTIFY THAT THE EXPENSES INCURRED ARE AS LISTED AND HAVE ATTACHED PAID INVOICES AND COPIES OF CANCELLED CHECKS IN SUPPORT OF THE CLAIM.

**DATE:** 02/22/2022

Applicant:

Chickasha Today, LLC





#20-000419

# CERTIFICATE OF OCCUPANCY

City of Chickasha, OK | Building Department

This certificate is issued pursuant to the requirements of the 2015 International Residential Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of this agency regulating building construction or use for the following:

## Issued To

Brandi Whitehead  
CMSWillowbrook, Inc.  
3108 S. 9th Street  
Chickasha, OK 73018

## Issued Location

123 Chickasha Ave,  
Chickasha, OK 73018

## PROJECT INFORMATION

Project Title: (C) Remodel Building Permit (clone IC5)

Property Owner:

Zoning: -

APPROVED BY:

Signature

04/07/2021  
Date

# Building Permit Application

Permit # \_\_\_\_\_



The City of  
**CHICKASHA**  
COMMUNITY DEVELOPMENT DEPARTMENT

|            |                              |
|------------|------------------------------|
| FLOODPLAIN | YES <input type="checkbox"/> |
|            | NO <input type="checkbox"/>  |

(PLEASE PRINT)

|                                                                                                                                                           |                            |                                                                                                                                    |                   |                                                                                                                         |                |                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Address:</b><br>125 Chickasha Ave, Chickasha, OK 73018                                                                                         |                            |                                                                                                                                    |                   |                                                                                                                         |                |                                                                                                                                                 |
| Legal Description                                                                                                                                         | Lot #                      | Block #                                                                                                                            | Subdivision       | <input type="checkbox"/> Attach additional sheet if metes and bounds or split lots                                      |                |                                                                                                                                                 |
| <b>Owner of Property:</b> Chickasha Today, LLC                                                                                                            |                            |                                                                                                                                    |                   |                                                                                                                         |                |                                                                                                                                                 |
| Name                                                                                                                                                      |                            |                                                                                                                                    | Phone #           |                                                                                                                         |                |                                                                                                                                                 |
| <b>Mailing Address:</b> 3108 S. 9th Street Chickasha OK 73018                                                                                             |                            |                                                                                                                                    |                   |                                                                                                                         |                |                                                                                                                                                 |
| Street #                                                                                                                                                  |                            |                                                                                                                                    | City              | State                                                                                                                   | Zip            |                                                                                                                                                 |
| <b>Contractor/Applicant:</b> CMSWillowbrook, Inc. 405-224-1554                                                                                            |                            |                                                                                                                                    |                   |                                                                                                                         |                |                                                                                                                                                 |
| Name                                                                                                                                                      |                            |                                                                                                                                    | Phone #           |                                                                                                                         |                |                                                                                                                                                 |
| <b>Mailing Address:</b> 3108 S. 9th Street Chickasha OK 73018                                                                                             |                            |                                                                                                                                    |                   |                                                                                                                         |                |                                                                                                                                                 |
| Street #                                                                                                                                                  |                            |                                                                                                                                    | City              | State                                                                                                                   | Zip            |                                                                                                                                                 |
| Existing Use of Land/Bldg:                                                                                                                                | Proposed Use of Land/Bldg: | Number of Units                                                                                                                    | Number of Stories | Overall Height                                                                                                          | Estimated Cost | Square Footage                                                                                                                                  |
| empt <input checked="" type="checkbox"/> building                                                                                                         |                            | 1                                                                                                                                  | 1                 |                                                                                                                         |                |                                                                                                                                                 |
| (Please check only one. If more than one applies, list in remarks below)                                                                                  |                            |                                                                                                                                    |                   |                                                                                                                         |                |                                                                                                                                                 |
| <input type="checkbox"/> New Construction<br><input type="checkbox"/> Add on                                                                              |                            | <input checked="" type="checkbox"/> Remodel<br><input type="checkbox"/> Move on                                                    |                   | <input type="checkbox"/> Fire Restoration<br><input type="checkbox"/> Install                                           |                | <input type="checkbox"/> Modular<br><input type="checkbox"/> Foundation Only<br><input type="checkbox"/> Demolish/Remove                        |
| <b>Service Information</b><br>Water Supply<br><input type="checkbox"/> Well<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Other |                            | HVAC Type/Size (Tons / BTU)<br><input type="checkbox"/> Electric<br><input type="checkbox"/> Gas<br><input type="checkbox"/> Other |                   | Sewer Type<br><input type="checkbox"/> Septic System<br><input type="checkbox"/> City<br><input type="checkbox"/> Other |                | Electric Service/Size (Amps)<br><input type="checkbox"/> Above Ground<br><input type="checkbox"/> Underground<br><input type="checkbox"/> Other |

(All Other Boxes Checked Must be explained in the Remarks Section)

**Applicant Remarks:** This permit is to change the current facade of the building from 1 space to 2 spaces. The east side would be a retail boutique and the west side would be shelled out for a future tenant. We would do a wooden storefront but would paint it black.

☐ Check here to have Occupancy Certificate mailed to Contractor/Applicant.

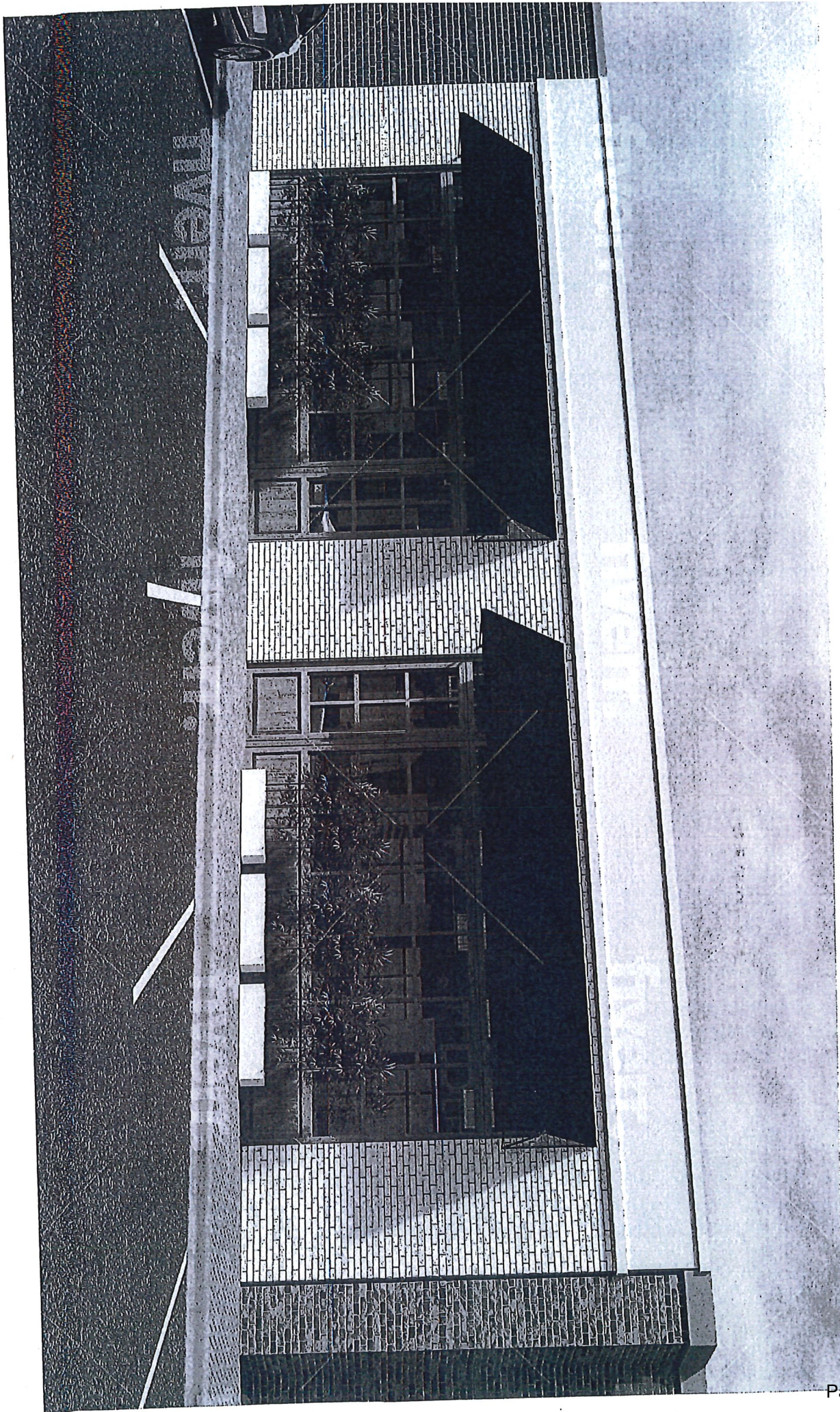
I hereby certify that the statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Chickasha and that all electrical, plumbing, heat & air, fence, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered with the City of Chickasha.

Date 8/12/2020 Print Name Brandi Whitehead Signature Brandi Whitehead

Fill in all applicable information (Check primary contract person)

|                                                |                             |         |                     |       |       |
|------------------------------------------------|-----------------------------|---------|---------------------|-------|-------|
| <input checked="" type="checkbox"/> Owner      | <u>Chickasha Today</u>      | Phone # | <u>405-224-1554</u> | Fax # | _____ |
| <input checked="" type="checkbox"/> Contractor | <u>CMSWillowbrook, Inc.</u> | Phone # | <u>405-224-1554</u> | Fax # | _____ |
| <input type="checkbox"/> Architect/Designer    | <u>NA</u>                   | Phone # | _____               | Fax # | _____ |
| <input type="checkbox"/> Engineer              | <u>NA</u>                   | Phone # | _____               | Fax # | _____ |







November 18, 2020

Re: Cornerstone Building – Tenant Renovation  
Chickasha, OK  
Construction Proposal

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- Gypsum board ceiling at restrooms, office and package room.
- Metal stud framing with 5/8" type X gypsum board and sound insulation at demising wall and partition walls.
- Tape, bed and paint new drywall systems.
- LVT flooring through-out East tenant area.
- Patch and paint existing walls to remain.
- Paint door and frames.

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 1812d-PA1

To Owner: Chickasha Today  
3108 S 9th St  
Chickasha, OK 73018

Project: 1812d. Cornerstone Building

Application No.: 1

Period To: 1/5/2021

Distribution to:  
☐ Owner  
☐ Architect  
☐ Contractor

From Contractor: CMSWillowbrook Inc.  
P.O. Box 807  
Chickasha, OK 73023

Via Architect

Project Nos:

Contract Date:

Contract For:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

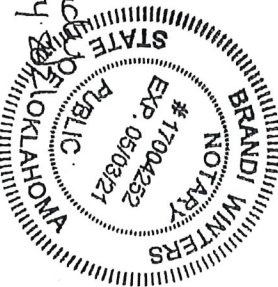
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: CMSWillowbrook Inc.

By: W. W. W. W. Date: 1/5/2021

State of: Oklahoma  
Subscribed and sworn to before me this  
Notary Public: Brandi Winters  
My Commission expires: 5/3/21

5th day of January 2021  
County of: Grady



1. Original Contract Sum ..... \$375,048.00
2. Net Change By Change Order ..... \$0.00
3. Contract Sum To Date ..... \$375,048.00
4. Total Completed and Stored To Date ..... \$155,579.61
5. Retainage:
  - a. 0.00% of Completed Work ..... \$0.00
  - b. 0.00% of Stored Material ..... \$0.00
- Total Retainage ..... \$0.00
6. Total Earned Less Retainage ..... \$155,579.61
7. Less Previous Certificates For Payments ..... \$0.00
8. Current Payment Due ..... \$155,579.61
9. Balance To Finish, Plus Retainage ..... \$219,468.39

AMOUNT CERTIFIED \$155,579.61

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on th Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| CHANGE ORDER SUMMARY                               |           |            |
|----------------------------------------------------|-----------|------------|
|                                                    | Additions | Deductions |
| Total changes approved in previous months by Owner | \$0.00    | \$0.00     |
| Total Approved this Month                          | \$0.00    | \$0.00     |
| TOTALS                                             | \$0.00    | \$0.00     |
| Net Changes By Change Order                        | \$0.00    |            |



# CONTINUATION SHEET

Page 3 of 3

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No.: 1  
Application Date: 01/05/21  
To: 01/05/21  
Architect's Project No.:

Invoice #: 1812d-PA1 Contract: 1812d. Cornerstone Building

| A<br>Item No. | B<br>Description of Work        | C<br>Scheduled Value | D<br>Work Completed             |                      | F<br>Materials Presently Stored | G<br>Total Completed and Stored To Date (D+E+F) | H<br>% (G / C) | I<br>Balance To Finish (C-G) | Retainage |
|---------------|---------------------------------|----------------------|---------------------------------|----------------------|---------------------------------|-------------------------------------------------|----------------|------------------------------|-----------|
|               |                                 |                      | From Previous Application (D+E) | This Period In Place |                                 |                                                 |                |                              |           |
| 3000          | Acoustic Ceiling                | 6,867.00             | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 6,867.00                     |           |
| 3100          | Paint and Patch Walls and Doors | 16,796.00            | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 16,796.00                    |           |
| 3200          | Signage                         | 450.00               | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 450.00                       |           |
| 3300          | Toilet Accessories              | 840.00               | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 840.00                       |           |
| 3400          | Fire Extinguisher & Cabinet     | 762.00               | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 762.00                       |           |
| 3500          | Plumbing                        | 18,550.00            | 0.00                            | 11,130.00            | 0.00                            | 11,130.00                                       | 60.00%         | 7,420.00                     |           |
| 3600          | New Water Meter and Service     | 3,640.00             | 0.00                            | 3,640.00             | 0.00                            | 3,640.00                                        | 100.00%        | 0.00                         |           |
| 3700          | Spoil Removal from Site         | 800.00               | 0.00                            | 800.00               | 0.00                            | 800.00                                          | 100.00%        | 0.00                         |           |
| 3800          | New Sanitary Waste              | 4,590.00             | 0.00                            | 4,590.00             | 0.00                            | 4,590.00                                        | 100.00%        | 0.00                         |           |
| 3900          | HVAC - Exposed Spiral Duct      | 13,950.00            | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 13,950.00                    |           |
| 4000          | HVAC Curbs                      | 1,500.00             | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 1,500.00                     |           |
| 4100          | HVAC Programmable Thermostats   | 300.00               | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 300.00                       |           |
| 4200          | HVAC Replace Gas Line           | 1,950.00             | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 1,950.00                     |           |
| 4300          | Electrical                      | 31,500.00            | 0.00                            | 18,900.00            | 0.00                            | 18,900.00                                       | 60.00%         | 12,600.00                    |           |
| 4400          | Light Fixture Material          | 3,564.00             | 0.00                            | 3,564.00             | 0.00                            | 3,564.00                                        | 100.00%        | 0.00                         |           |
| 4500          | Fire Alarm System               | 5,772.00             | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 5,772.00                     |           |
| 4600          | Material Sales Tax              | 3,043.00             | 0.00                            | 0.00                 | 0.00                            | 0.00                                            | 0.00%          | 3,043.00                     |           |
| 4700          | General Liability               | 2,855.00             | 0.00                            | 2,855.00             | 0.00                            | 2,855.00                                        | 100.00%        | 0.00                         |           |
| 5000          | CM Fee                          | 14,425.00            | 0.00                            | 4,327.50             | 0.00                            | 4,327.50                                        | 30.00%         | 10,097.50                    |           |
| Grand Totals  |                                 | 375,048.00           | 0.00                            | 155,579.61           | 0.00                            | 155,579.61                                      | 41.48%         | 219,468.39                   | 0.00      |

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 18124-PA2

To Owner: Chickasha Today  
3108 S 9th St

Project: 18124 Cornerstone Building

Application No.: 2

Distribution to:  
☐ Owner  
☐ Architect  
☐ Contractor

Chickasha, OK 73018

From Contractor: CMSWillowbrook Inc.  
P.O. Box 807  
Chickasha, OK 73023

Via Architect

Period To: 8/31/2021

Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

|                                                  |              |
|--------------------------------------------------|--------------|
| 1. Original Contract Sum .....                   | \$375,048.00 |
| 2. Net Change By Change Order .....              | \$0.00       |
| 3. Contract Sum To Date .....                    | \$375,048.00 |
| 4. Total Completed and Stored To Date .....      | \$333,911.85 |
| 5. Retainage:                                    |              |
| a. 0.00% of Completed Work .....                 | \$0.00       |
| b. 0.00% of Stored Material .....                | \$0.00       |
| Total Retainage .....                            | \$0.00       |
| 6. Total Earned Less Retainage .....             | \$333,911.85 |
| 7. Less Previous Certificates For Payments ..... | \$155,579.61 |
| 8. Current Payment Due .....                     | \$178,332.24 |
| 9. Balance To Finish, Plus Retainage .....       | \$41,136.15  |

| CHANGE ORDER SUMMARY                                  | Additions | Deductions |
|-------------------------------------------------------|-----------|------------|
| Total Changes Approved<br>in previous months by Owner | \$0.00    | \$0.00     |
| Total Approved this Month                             | \$0.00    | \$0.00     |
| TOTALS                                                | \$0.00    | \$0.00     |
| Net Changes By Change Order                           | \$0.00    |            |

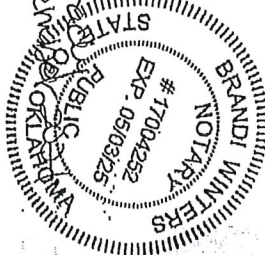
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: CMSWillowbrook Inc.

By: [Signature] Date: 9/1/21

State of: Oklahoma  
Subscribed and sworn to before me this  
Notary Public: Brandi Winters  
My Commission expires: 9/3/25

County of: Grady  
1st day of September



**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$178,332.24

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

Page 3 of 3

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Invoice #: 1812d-PA2

Contract: 1812d, Cornerstone Building

Application No.: 2

Application Date: 08/31/21

To: 08/31/21

Architect's Project No.:

| A<br>Item No. | B<br>Description of Work        | C<br>Scheduled Value | D<br>Work Completed                |             | E<br>In Place | F<br>Materials Presently Stored<br>(Not in D or E) | G<br>Total Completed and Stored To Date<br>(D+E+F) | H<br>%<br>(G / C) | I<br>Balance To Finish<br>(C-G) | J<br>Retainage |
|---------------|---------------------------------|----------------------|------------------------------------|-------------|---------------|----------------------------------------------------|----------------------------------------------------|-------------------|---------------------------------|----------------|
|               |                                 |                      | From Previous Application<br>(D+E) | This Period |               |                                                    |                                                    |                   |                                 |                |
| 3000          | Acoustic Ceiling                | 6,867.00             | 0.00                               | 6,867.00    | 0.00          | 6,867.00                                           | 100.00%                                            | 0.00              |                                 |                |
| 3100          | Paint and Patch Walls and Doors | 16,796.00            | 0.00                               | 15,116.40   | 0.00          | 15,116.40                                          | 90.00%                                             | 1,679.60          |                                 |                |
| 3200          | Signage                         | 450.00               | 0.00                               | 450.00      | 0.00          | 450.00                                             | 100.00%                                            | 0.00              |                                 |                |
| 3300          | Toilet Accessories              | 840.00               | 0.00                               | 619.70      | 0.00          | 619.70                                             | 73.77%                                             | 220.30            |                                 |                |
| 3400          | Fire Extinguisher & Cabinet     | 762.00               | 0.00                               | 0.00        | 0.00          | 0.00                                               | 0.00%                                              | 762.00            |                                 |                |
| 3500          | Plumbing                        | 18,550.00            | 11,130.00                          | 3,585.00    | 0.00          | 14,715.00                                          | 79.33%                                             | 3,835.00          |                                 |                |
| 3600          | New Water Meter and Service     | 3,640.00             | 3,640.00                           | 0.00        | 0.00          | 3,640.00                                           | 100.00%                                            | 0.00              |                                 |                |
| 3700          | Spoil Removal from Site         | 800.00               | 800.00                             | 0.00        | 0.00          | 800.00                                             | 100.00%                                            | 0.00              |                                 |                |
| 3800          | New Sanitary Waste              | 4,590.00             | 4,590.00                           | 0.00        | 0.00          | 4,590.00                                           | 100.00%                                            | 0.00              |                                 |                |
| 3900          | HVAC - Exposed Spiral Duct      | 13,950.00            | 0.00                               | 9,365.00    | 0.00          | 9,365.00                                           | 67.13%                                             | 4,585.00          |                                 |                |
| 4000          | HVAC Curbs                      | 1,500.00             | 0.00                               | 0.00        | 0.00          | 0.00                                               | 0.00%                                              | 1,500.00          |                                 |                |
| 4100          | HVAC Programmable Thermostats   | 300.00               | 0.00                               | 0.00        | 0.00          | 0.00                                               | 0.00%                                              | 300.00            |                                 |                |
| 4200          | HVAC Replace Gas Line           | 1,950.00             | 0.00                               | 0.00        | 0.00          | 0.00                                               | 0.00%                                              | 1,950.00          |                                 |                |
| 4300          | Electrical                      | 31,500.00            | 18,900.00                          | 12,500.00   | 0.00          | 31,500.00                                          | 100.00%                                            | 0.00              |                                 |                |
| 4400          | Light Fixture Material          | 3,564.00             | 3,564.00                           | 0.00        | 0.00          | 3,564.00                                           | 100.00%                                            | 0.00              |                                 |                |
| 4500          | Fire Alarm System               | 5,772.00             | 0.00                               | 5,772.00    | 0.00          | 5,772.00                                           | 100.00%                                            | 0.00              |                                 |                |
| 4600          | Material Sales Tax              | 3,043.00             | 0.00                               | 2,282.25    | 0.00          | 2,282.25                                           | 75.00%                                             | 760.75            |                                 |                |
| 4700          | General Liability               | 2,855.00             | 2,855.00                           | 0.00        | 0.00          | 2,855.00                                           | 100.00%                                            | 0.00              |                                 |                |
| 5000          | CM Fee                          | 14,425.00            | 4,327.50                           | 6,491.25    | 0.00          | 10,818.75                                          | 75.00%                                             | 3,606.25          |                                 |                |
| Grand Totals  |                                 | 375,046.00           | 155,579.61                         | 178,332.24  | 0.00          | 333,911.85                                         | 89.03%                                             | 41,136.15         |                                 | 0.00           |



Account Number: 10023807  
Capture Date: February 18, 2021  
Item Number: 15250000064335  
Posted Date: February 18, 2021  
Posted Item Number: 49003817  
Serial Number: 1089  
Amount: 75,000.00

CHICKASHA TODAY LLC  
KYLE ABRAHAM  
PO BOX 1130  
CHICKASHA OK 73023-1130

**CHICKASHA TODAY LLC**  
PO BOX 1130  
CHICKASHA, OK 73023

Date 2-16-21

1089  
86-46/1031

**PAY to the order of** Cms Willowbrook

Seventy-five thousand & 00/100 \$ 75,000.00

**The First National Bank & Trust Co.**  
Chickasha, Oklahoma 73018  
Munco, Rush Springs, Alex, Tuttle  
Newcastle, Blanchard, Cynl, SWOKC

FOR Inv# 1812d-PA1

*[Signature]*

10023807

000469001481060 103100467 02/18/21

**PAY TO THE ORDER OF**  
FIRST NATIONAL BANK & T  
FOR DEPOSIT ONLY  
CMS WILLOWBROOK

49003817



Account Number: 10023807  
Capture Date: April 30, 2021  
Item Number: 5250000552742  
Posted Date: April 30, 2021  
Posted Item Number: 120010202  
Serial Number: 1101  
Amount: 80,579.61

CHICKASHA TODAY LLC  
KYLE ABRAHAM  
PO BOX 1130  
CHICKASHA OK 73023-1130

|                                                                                                                                           |  |                                |
|-------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|
| <b>CHICKASHA TODAY LLC</b><br>PO BOX 1130<br>CHICKASHA, OK 73023                                                                          |  | 1101<br>06-46/1031             |
| Date <u>4-22-21</u>                                                                                                                       |  | CHECK NUMBER                   |
| PAY to the order of <u>CMS Willowbrook Inc</u>                                                                                            |  | \$ <u>80579.61</u>             |
| <u>Eighty thousand Five hundred Seventy nine + 61/100</u> Dollars                                                                         |  | Photo Safe Deposit Box on back |
| <br>National Bank & Trust Co.<br>Chickasha, Oklahoma 73018<br>Mingo, Rush Springs, Alex, Tuttle<br>Newcastle, Blanchard, Cynthiana, SWOKC |  | <u>Kyle Abraham</u>            |
| FOR <u>2nd pmt of Ind 1872 - PAI</u>                                                                                                      |  |                                |
| ⑈001101⑈ ⑆103100467⑆                                                                                                                      |  | ⑈10023807⑈                     |

|                                    |  |                             |
|------------------------------------|--|-----------------------------|
| 000469001731550 103100467 04/30/21 |  | U.S. BANK INC.              |
|                                    |  | PAY-TO-ORDER OF             |
|                                    |  | FIRST NATIONAL BANK & TRUST |
|                                    |  | FOR DEPOSIT ONLY            |
|                                    |  | CMS WILLOWBROOK             |
|                                    |  | 40067229                    |
|                                    |  | CHECK HERE IF NOT DEPOSIT   |
|                                    |  | FOR DEPOSIT ONLY            |





Account Number: 10023807  
Capture Date: September 10, 2021  
Item Number: 5250001611180  
Posted Date: September 10, 2021  
Posted Item Number: 253009695  
Serial Number: 1119  
Amount: 165,000.00

CHICKASHA TODAY LLC  
KYLE ABRAHAM  
PO BOX 1130  
CHICKASHA OK 73023-1130

|                                                                                                                                      |                      |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------|
| <b>CHICKASHA TODAY LLC</b><br>PO BOX 1130<br>CHICKASHA, OK 73023                                                                     |                      | 1119<br>66-46/1031                                          |
| Date <u>9-7-21</u>                                                                                                                   |                      | <input checked="" type="checkbox"/> CHECK NUMBER            |
| <b>PAY to the order of</b> <u>Cms Willowbrook</u>                                                                                    | \$ <u>165,000.00</u> |                                                             |
| <u>One hundred sixty five thousand &amp; 00/100</u> Dollars                                                                          |                      | <input checked="" type="checkbox"/> PHOTO SAFE DEPOSIT ONLY |
| <br>National Bank & Trust Co.<br>Chickasha, Oklahoma 73018<br>Munco, Rush Springs, Alex, Tuttle<br>Newcastle, Blanchard, Cyni, SWOKC |                      | <u>Kyle Abrahams</u>                                        |
| FOR <u>7/18/21-PAY - partial amt</u>                                                                                                 |                      |                                                             |
| ⑈001119⑈ ⑆103100467⑆                                                                                                                 |                      | ⑈10023807⑈                                                  |

|                                    |  |                                                                                                                                                                                                                                                                                                                              |
|------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 000469002265750 103100467 09/10/21 |  | <div>ENDORSE HERE</div> <div><input checked="" type="checkbox"/> PAY TO THE ORDER OF<br/>FIRST NATIONAL BANK &amp; TRUST<br/>FOR DEPOSIT ONLY<br/>CMS WILLOWBROOK<br/>40067229</div> <div><input type="checkbox"/> CHECK 4111 111811 0911<br/>cannot cash at a different branch<br/>or for a different type of deposit</div> |
|------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **Chickasha Area Economic Development Council, Inc.**

March 8, 2022

### **Minutes of Meeting**

**Present:** Ralph Beard, John Feaver, Rick Croslin, Tyler Brooks, Chris Mosley, Ryan Posey, Cale Walker, Andy Maher, Kea Ginn, Ed Stanton, Kyle Abrahams, Tim Elliott

**Absent:** Ronnie Bogle (Excused), Weston DeHart (Excused), John Mosley

**Guests:** Dwain Sehon, Torry Wise, Troy Avant, Whitney Palesano, Steve LaForge, Susan McDaniels, Rob Miles, Erin Glass, Scott Smith, Cindy Rogers, David Forrester, Mitch Williams, Shae Mortimer, Tim Hushbeck, Jim Allen

**Staff:** Jim Cowan, Matt Brooks, Shayla Roth

#### **I. Call to Order**

At 7:30 a.m. it was determined that a quorum was present and Chairman Abrahams called the meeting to order.

#### **II. Motion for Discussion/Approval/Vote of February Minutes**

**Motion made by Posey, second by Walker to accept the February Minutes as presented. Motion passed with all voting in favor.**

#### **III. Motion for Discussion/Approval/Vote of February Financial Statements**

**Motion made by Elliott, second by Stanton to accept the February Financial Statements as Presented. Motion passed with all voting in favor.**

#### **IV. Discussion of Economic Outlook**

Walker reports that it's a great time to money in the market. Stanton states that gross receipts were up last month by 12%. Annual inflation in January hit 7.5%. All tax collections and gross productions were up again. US unemployment was 3.9% and Oklahoma was 2.3%. Avant reports that diesel was \$5.17 a gallon in Midland Sunday evening. Wheat was at an all-time high at around \$8. Maher states that the fairgrounds will be hosting SW OK Skills contest and should have 400-500 students in town. They should break ground on a new stall barn soon and should bridge the gap between them and other competitors in the state. Beard reports that they have purchased the building to the east of the Chamber and will be housing the Grady County Health Dept. He commended all the fire departments and volunteers that recently worked together with all the fires due to wind. Dr. Feaver reports that enrollment is up this spring and the fall recruitment is on schedule. Smith on CVTC reports that they held a job fair recently and it was a great event. Dr. Croslin reports that they just hired a new Asst. Principal for early childhood center, Amanda Townley. They are

trying to host all events that they can to utilize their activity center. Brooks reports on the city that they have received the official Airport deed to finally start moving forward, so they can create a more comprehensive plan for that area. They are going through their budgeting cycle now. Staff is meeting weekly to try and maximize their potential with their grant money and make sure to find things that are sustainable and save them money long term. The tournament that was recently held at the Sports Complex went well and visitors were impressed by the facilities and fields. Hushbeck reports that any bill that didn't pass in the first Legislative session is now dead and will have to be rewritten. PSO will be doing several new transmission projects soon. Ginn reports that the biggest challenges facing the healthcare industry are labor and supply chain shortages. Posey states that HSI Sensing is also still facing supply chain shortages and are building what they have the parts to build. They are facing challenges with shipping and material movement. Palesano states that the Chamber Membership is up and Leadership Chickasha graduation is coming up with an Alumni gathering afterwards at the Brewery.

- V. **Discussion/Approval/Vote on Motion to recommend to City Council a grant payment for reimbursement to Chickasha Today for Tammie's Bling Boutique/123 W. Chickasha Ave. for \$50,000. Motion made by Posey, second by Elliott to recommend to City Council the grant payment for reimbursement to Chickasha Today. Motion passed with all voting in favor. Abrahams and Stanton abstained.**

- VI. **Motion for Discussion/Approval/Vote on Troy Avant to replace Tom Avant on EDC Board. Motion made by Elliott, second by Beard to accept the nomination. Motion passed with all voting in favor.**

VII. **Community Development Committee Update**

Cowan reports that several projects are dealing with supply chain issues. There has been another building approved for our second mural. Also waiting on warmer weather to do any painting. The light posts and trash cans downtown are in line to be sanded and repainted. Chickasha was on the Chickasaw's top 10 City List of Placemaking for Tourism. All these projects we are already working on is lining up with their guidelines, esp. the new downtown park. Exciting to see all these things getting done so people can see all the changes happening. Hoping that the Streateries will start happening soon.

VIII. **CEDC Update**

Cowan reports that the OSA Conference will be held at the Fairgrounds April 19th-21st and it is a chance for us to showcase Chickasha and all that we are doing. The downtown park donor dinner was held for informational and donation purposes and it all went well. Elliott & Pat Brooks are doing follow-ups for the Community Foundation, playing the role to help raise the money for the park. Everything is on schedule with the park to be able to have the grand opening ceremony this fall. We want this holiday season to be a spike instead of a bump in terms of sales tax, meaning a spike for local businesses. He recently visited with Brooks about the EDC, Chamber and the City working together in forming a Community Alliance group to try and tackle the homelessness, people battling addictions, people



needing a hand up, not a hand out, in Chickasha. LifeSkills Institute, Salvation Army and the City will be involved to look at our weaknesses and see what we can do together to make things better and what role everyone will play. Hotel/Motel tax is 8% and that is on average the same as other cities. It has such a huge impact on tourism and funds so much of the really positive things that we can do here in Chickasha and he is optimistic that that will continue to trend.

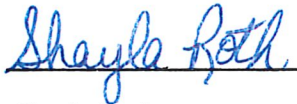
**IX. New Business**

Todd Russ will be at the Standley's office for a meet & greet and fundraiser who is running for State Treasurer.

**X. Closing Comments, Announcements & Adjournment**

**Motion made to adjourn by Stanton, second by Posey. Meeting adjourned at 8:27 a.m.**

**Respectfully Submitted by:**



**Shayla Roth**



**Kyle Abrahams, Chairman**

**CHICKASHA EDC**  
**CENTRAL BUSINESS DISTRICT BUILDING RESTORATION/IMPROVEMENT**  
**GRANT PROGRAM**

**REIMBURSEMENT REQUEST FORM:**

**PROGRAM PARTICIPANT:** CHICKASHA TODAY, LLC

**PROJECT DESCRIPTION/ADDRESS:** Tammie's Bling Boutique

123 W Chickasha Avenue

(east half of Cornerstone Building, on application)

**COMPLETION DATE:** 04/07/2021

**TOTAL QUALIFYING EXPENDITURES:**

\$ 320,579.61

(Itemization attached)

**TOTAL REIMBURSEMENT REQUEST (1/2)**

\$ 50,000.00

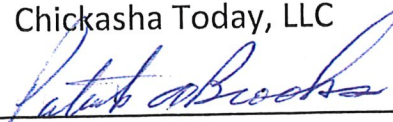
Attachments include building permits, occupancy permit, detail of expenditures, evidence of payment, and any other relevant documentation.

I HEREBY MAKE FORMAL REQUEST FOR REIMBURSEMENT OF THE EXPENSE AMOUNT SET FORTH ABOVE, INCURRED IN IMPROVING THE SUBJECT PROPERTY UNDER THE CHICKASHA EDC CENTRAL BUSINESS DISTRICT RESTORATION AND IMPROVEMENT GRANT PROGRAM. I CERTIFY THAT THE EXPENSES INCURRED ARE AS LISTED AND HAVE ATTACHED PAID INVOICES AND COPIES OF CANCELLED CHECKS IN SUPPORT OF THE CLAIM.

**DATE:** 02/22/2022

**Applicant:**

Chickasha Today, LLC







#20-000419

# CERTIFICATE OF OCCUPANCY

City of Chickasha, OK | Building Department

This certificate is issued pursuant to the requirements of the 2015 International Residential Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of this agency regulating building construction or use for the following:

## Issued To

Brandi Whitehead  
CMSW/Willowbrook, Inc.  
3108 S. 9th Street  
Chickasha, OK 73018

## Issued Location

123 Chickasha Ave,  
Chickasha, OK 73018

## PROJECT INFORMATION

Project Title: (C) Remodel Building Permit (clone IC5)

Property Owner:

Zoning: -

APPROVED BY:

Signature

04/07/2021  
Date

# Building Permit Application

Permit # \_\_\_\_\_



The City of  
**CHICKASHA**  
COMMUNITY DEVELOPMENT DEPARTMENT

|            |     |                          |
|------------|-----|--------------------------|
| FLOODPLAIN | YES | <input type="checkbox"/> |
|            | NO  | <input type="checkbox"/> |

(PLEASE PRINT)

|                                                                   |                                                                          |                                             |                                           |                                                                                    |                |                                          |
|-------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------|----------------|------------------------------------------|
| <b>Project Address:</b><br>125 Chickasha Ave, Chickasha, OK 73018 |                                                                          |                                             |                                           |                                                                                    |                |                                          |
| Legal Description                                                 | Lot #                                                                    | Block #                                     | Subdivision                               | <input type="checkbox"/> Attach additional sheet if metes and bounds or split lots |                |                                          |
| <b>Owner of Property:</b> Chickasha Today, LLC                    |                                                                          |                                             |                                           |                                                                                    |                |                                          |
| Name                                                              |                                                                          |                                             | Phone #                                   |                                                                                    |                |                                          |
| <b>Mailing Address:</b>                                           |                                                                          | 3108 S. 9th Street                          |                                           | Chickasha                                                                          | OK             | 73018                                    |
|                                                                   |                                                                          | Street #                                    | City                                      | State                                                                              | Zip            |                                          |
| <b>Contractor/Applicant:</b> CMSWillowbrook, Inc. 405-224-1554    |                                                                          |                                             |                                           |                                                                                    |                |                                          |
| Name                                                              |                                                                          |                                             | Phone #                                   |                                                                                    |                |                                          |
| <b>Mailing Address:</b>                                           |                                                                          | 3108 S. 9th Street                          |                                           | Chickasha                                                                          | OK             | 73018                                    |
|                                                                   |                                                                          | Street #                                    | City                                      | State                                                                              | Zip            |                                          |
| Existing Use of Land/Bldg:                                        | Proposed Use of Land/Bldg:                                               | Number of Units                             | Number of Stories                         | Overall Height                                                                     | Estimated Cost | Square Footage                           |
| empt <input checked="" type="checkbox"/> building                 |                                                                          | 1                                           | 1                                         |                                                                                    |                |                                          |
| Permit Information                                                | (Please check only one. If more than one applies, list in remarks below) |                                             |                                           |                                                                                    |                | <input type="checkbox"/> Modular         |
|                                                                   | <input type="checkbox"/> New Construction                                | <input checked="" type="checkbox"/> Remodel | <input type="checkbox"/> Fire Restoration |                                                                                    |                | <input type="checkbox"/> Foundation Only |
|                                                                   | <input type="checkbox"/> Add on                                          | <input type="checkbox"/> Move on            | <input type="checkbox"/> Install          |                                                                                    |                | <input type="checkbox"/> Demolish/Remove |
| Service Information                                               | Water Supply                                                             | HVAC Type/Size (Tons / BTU)                 | Sewer Type                                | Electric Service/Size (Amps)                                                       |                |                                          |
|                                                                   | <input type="checkbox"/> Well                                            | <input type="checkbox"/> Electric           | <input type="checkbox"/> Septic System    | <input type="checkbox"/> Above Ground                                              |                |                                          |
|                                                                   | <input checked="" type="checkbox"/> City                                 | <input type="checkbox"/> Gas                | <input type="checkbox"/> City             | <input type="checkbox"/> Underground                                               |                |                                          |
|                                                                   | <input type="checkbox"/> Other                                           | <input type="checkbox"/> Other              | <input type="checkbox"/> Other            | <input type="checkbox"/> Other                                                     |                |                                          |

(All Other Boxes Checked Must be explained in the Remarks Section)

**Applicant Remarks:** This permit is to change the current facade of the building from 1 space to 2 spaces. The east side would be a retail boutique and the west side would be shelled out for a future tenant. We would do a wooden storefront but would paint it black.

☐ Check here to have Occupancy Certificate mailed to Contractor/Applicant.

I hereby certify that the statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Chickasha and that all electrical, plumbing, heat & air, fence, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered with the City of Chickasha.

Date 8/12/2020 Print Name Brandi Whitehead Signature Brandi Whitehead

Fill in all applicable information (Check primary contract person)

|                                                |                             |         |                     |       |       |
|------------------------------------------------|-----------------------------|---------|---------------------|-------|-------|
| <input checked="" type="checkbox"/> Owner      | <u>Chickasha Today</u>      | Phone # | <u>405-224-1554</u> | Fax # | _____ |
| <input checked="" type="checkbox"/> Contractor | <u>CMSWillowbrook, Inc.</u> | Phone # | <u>405-224-1554</u> | Fax # | _____ |
| <input type="checkbox"/> Architect/Designer    | <u>NA</u>                   | Phone # | _____               | Fax # | _____ |
| <input type="checkbox"/> Engineer              | <u>NA</u>                   | Phone # | _____               | Fax # | _____ |

**CITY OF CHICKASHA**  
**Community Development Department**  
**Building Inspection Division**  
**(405) 222-6010**

**Applicant Responsibility**

*All applicants requesting a building permit are advised that it is the applicant's responsibility to ensure compliance with the following requirements:*

- ✧ The Americans with Disabilities Act (ADA) imposes certain barrier free environments and certain special accommodations. Applicants and their architect should ensure compliance with these federal requirements.
- ✧ Essential utility service lines and easements are located throughout the City. City Staff will assist with locating these utilities when possible; however, it is the responsibility of the applicant and his architect/engineer/surveyor to ensure no utilities are damaged or that no part of the structure, fence or other improvement are constructed on or over any utility or street easement.  
For utility location other than the City of Chickasha call OKIE toll free at 1-800-522-6543
- ✧ It is the responsibility of the applicant to maintain setbacks of buildings and roofs to a minimum clearance for high voltage electrical power lines, even though there may be a zero setback requirement per zoning ordinances.
- ✧ City Staff will assist applicants identify boundaries and elevations on the **FEMA FLOODPLAIN MAPS**. It is the responsibility of the applicant and his architect/engineer/surveyor to ensure the FEMA requirements are met. All Building Permit Applications that are located in the floodplain as determined by the City's Floodplain Administrator shall be accompanied by a Certified Flood Elevation Certificate before it will be processed.
- ✧ City Staff will assist applicants with building code interpretation when possible; however, it is the responsibility of the applicant and his architect/engineer to ensure the structural integrity, tensile strength, and windload capacity of all structures.
- ✧ When possible, City Staff will assist applicants in assuring zoning setback requirements are met; however, it is the responsibility of the applicant and his architect/engineer/surveyor to ensure that all buildings are placed on the building site property.
- ✧ The applicant hereby assumes full responsibility for any and all known and unknown requirements, easements, codes, regulations, etc., as they apply to this building project.

XXXX 200202

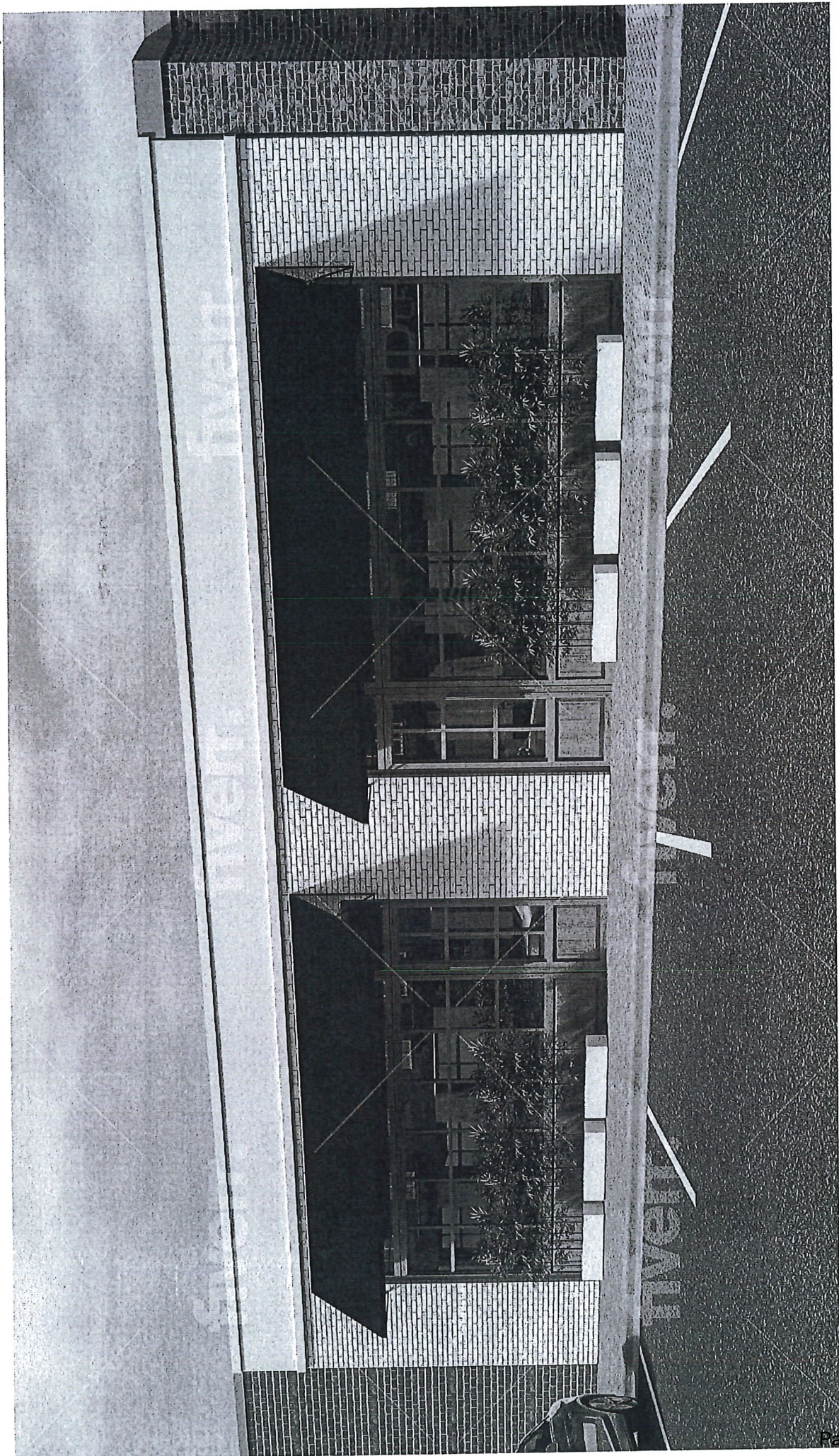
Date

*Brandi Whitehead*

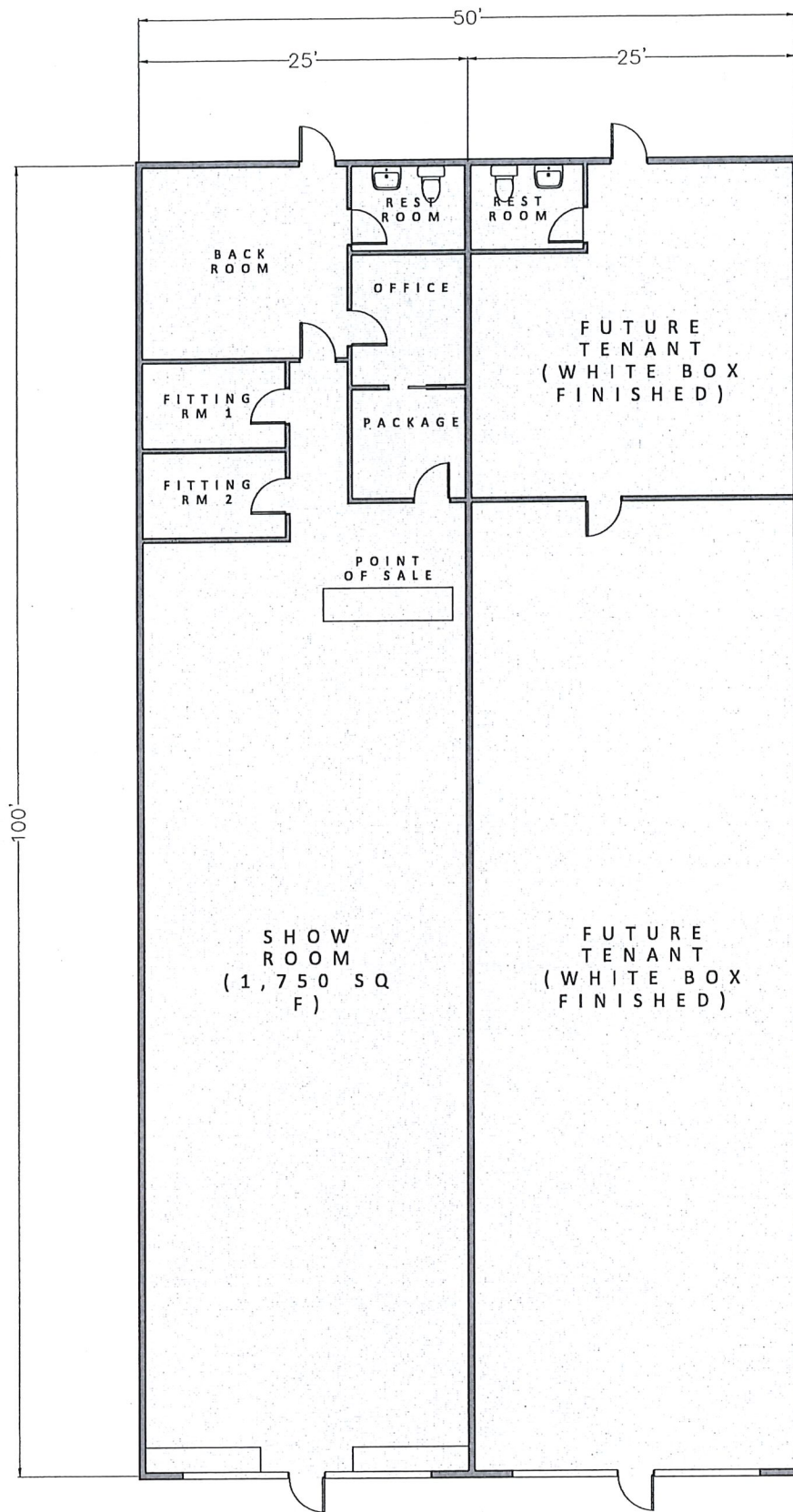
Applicant's Signature

Rev. 6/2002









PROPOSED  
FLOOR PLAN





620 NE 36th Street  
Oklahoma City, OK 73105  
405.600.9207 tel  
405.600.9213 fax  
www.cmswillowbrook.com

November 18, 2020

Re: Cornerstone Building – Tenant Renovation  
Chickasha, OK  
Construction Proposal

CMSWillowbrook Inc. is pleased to submit our Design/Build proposal for the tenant renovation of the existing Cornerstone Building located downtown, Chickasha, OK 73018. This proposal is based on attached conceptual sketch dated 08-25-2020 and our understanding of your requirements regarding quality, budget and schedule.

We propose to renovate approximately 5,000 sf of existing building into one separate 2,500 sf tenant area that will be finished out and one separate 2,500 sf tenant area that will be white boxed for \$375,048.00, Three Hundred Seventy-Five Thousand and Forty Eight Dollars.

We propose to complete the new facility in 12 weeks.

The proposal includes the following:

- On-site supervision.
- General conditions and general requirements.
- Sales tax.
- Building permit.
- Plan drafting.
- General liability insurance.
- Builders risk insurance.
- Saw cut and remove existing slab for new plumbing.
- Interior building systems demolition.
- Removal of existing brick veneer at front of building.
- Replace slab on grade at plumbing revisions.
- Rough carpentry and wood blocking.
- New front of building facade system.
- New TPO roofing system.
- Fire safing and sealants as required.
- New hollow metal door frames.
- Solid core wood doors and hollow doors including associated hardware.
- Access doors if required.
- Wood framing window systems at front of building.
- Gypsum board ceiling at restrooms, office and package room.
- Metal stud framing with 5/8" type X gypsum board and sound insulation at demising wall and partition walls.
- Tape, bed and paint new drywall systems.
- LVT flooring through-out East tenant area.
- Patch and paint existing walls to remain.
- Paint door and frames.



Oklahoma City Office  
405.600.9207

Chickasha Office  
405.224.1554

Tulsa Office  
918.978.4828

- Room ID signage.
- Toilet accessories at restrooms.
- 10 lb fire extinguisher and cabinet per tenant space.
- Plumbing system and fixtures for two restrooms.
- New water line and meter.
- Tie-in to existing sanitary waste system.
- Exposed spiral duct from three existing units for East tenant area only.
- Make operable three existing roof top units. No ductwork in the West space.
- Electrical power and light system for East tenant area and restrooms only.
- Rough-in for electrical at West tenant area.
- Rough-in for access control and security systems.
- Fire alarm system.

The West tenant area to be white box as follows:

- The walls will be tape & bed only.
- The restroom will be finished-out.
- There is no floor finish or ceiling.
- There will be minimal lighting for safety.
- There will be no HVAC system re-work.
- There will be no power or lighting system.
- The entry storefront and façade will be completed.

The proposal excludes the following:

- Hazardous material removal.
- Fire suppression system.
- Tenant fixtures and furnishings.

It is our pleasure to work with you during preconstruction planning, estimating, design and construction. CMSWillowbrook looks forward to being a member of your construction team. Please call if you have any questions, or if we can be of further assistance.

Sincerely,

CMSWILLOWBROOK

*Sam Johnson*

Sam Johnson  
Chief Estimator



Account Number: 10023807  
Capture Date: April 30, 2021  
Item Number: 5250000552742  
Posted Date: April 30, 2021  
Posted Item Number: 120010202  
Serial Number: 1101  
Amount: 80,579.61

CHICKASHA TODAY LLC  
KYLE ABRAHAM  
PO BOX 1130  
CHICKASHA OK 73023-1130

|                                                                                                                                  |  |                                |
|----------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|
| <b>CHICKASHA TODAY LLC</b><br>PO BOX 1130<br>CHICKASHA, OK 73023                                                                 |  | 1101                           |
| Date <u>4-22-21</u>                                                                                                              |  | 86-46/1031                     |
| PAY to the order of <u>CMS Willowbrook Inc</u>                                                                                   |  | CHECK AMOR                     |
| <u>Eighty thousand five hundred seventy nine + 61/100</u> Dollars                                                                |  | Photo safe deposit box on back |
| FOR 2nd prnt of Inv 18122-PA1                                                                                                    |  |                                |
| National Bank & Trust Co.<br>Chickasha, Oklahoma 73018<br>Munco, Rush Springs, Alex, Tuttle<br>Newcastle, Blanchard, Cynl, SWOKC |  |                                |
| KYLE ABRAHAM                                                                                                                     |  |                                |
| ⑈001101⑈ ⑆103100467⑆                                                                                                             |  | ⑈10023807⑈                     |

|                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------|--|
| 000469001731550 103100467 04/30/21                                                                    |  |
| PAY-TO-THE-ORDER OF<br>FIRST NATIONAL BANK & TRUST<br>FOR DEPOSIT ONLY<br>CMS WILLOWBROOK<br>40067229 |  |
| CHECK HERE IF YOU WANT TO DEPOSIT<br>FOR DEPOSIT ONLY                                                 |  |



Account Number: 10023807  
Capture Date: September 10, 2021  
Item Number: 5250001611180  
Posted Date: September 10, 2021  
Posted Item Number: 253009695  
Serial Number: 1119  
Amount: 165,000.00

CHICKASHA TODAY LLC  
KYLE ABRAHAMS  
PO BOX 1130  
CHICKASHA OK 73023-1130

|                                                                                                                                      |  |                      |
|--------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|
| <b>CHICKASHA TODAY LLC</b><br>PO BOX 1130<br>CHICKASHA, OK 73023                                                                     |  | 1119                 |
| Date <u>9-7-21</u>                                                                                                                   |  | 86-46/1031           |
| PAY to the order of <u>Cms Willowbrook</u>                                                                                           |  | \$ <u>165,000.00</u> |
| <u>One hundred sixty five thousand &amp; 00/100</u>                                                                                  |  | Dollars              |
| <br>National Bank & Trust Co.<br>Chickasha, Oklahoma 73013<br>Manco, Rush Springs, Alex, Tuttle<br>Newcastle, Blanchard, Cynl, SWOKC |  |                      |
| FOR <u>Jul 22 - P22 - partial print</u>                                                                                              |  | <u>Kyle Abrahams</u> |
| ⑈001119⑈ ⑆103100467⑆                                                                                                                 |  | ⑈10023807⑈           |

|                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------|--|
| 000469002265750 103100467 09/10/21                                                                    |  |
| PAY TO THE ORDER OF<br>FIRST NATIONAL BANK & TRUST<br>FOR DEPOSIT ONLY<br>CMS WILLOWBROOK<br>40067229 |  |
| CHECK ALN 1119 BILL DI 0511                                                                           |  |



# CONTINUATION SHEET

Page 2 of 3

Application and Certification for Payment, containing Contractor's signed certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

Application No.: 1  
Application Date: 01/05/21  
To: 01/05/21  
Architect's Project No.:

Invoice #: 1812d-PA1 Contract: 1812d. Cornerstone Building

| A<br>Item No. | B<br>Description of Work                           | C<br>Scheduled Value | D                                  |                                        | E         |      | F<br>Materials Presently Stored<br>(Not in D or E) | G<br>Total Completed and Stored To Date<br>(D+E+F) | H<br>Balance To Finish<br>(C-G) | I<br>Retainage |
|---------------|----------------------------------------------------|----------------------|------------------------------------|----------------------------------------|-----------|------|----------------------------------------------------|----------------------------------------------------|---------------------------------|----------------|
|               |                                                    |                      | From Previous Application<br>(D+E) | Work Completed This Period<br>In Place |           |      |                                                    |                                                    |                                 |                |
| 1             | Cornerstone Church                                 | 0.00                 | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 0.00                            |                |
| 100           | General Conditions and Requirements                | 65,986.00            | 0.00                               | 19,795.80                              | 19,795.80 | 0.00 | 19,795.80                                          | 19,795.80                                          | 46,190.20                       |                |
| 200           | Building Permit                                    | 1,250.00             | 0.00                               | 1,250.00                               | 1,250.00  | 0.00 | 1,250.00                                           | 1,250.00                                           | 0.00                            |                |
| 300           | Drafting                                           | 1,600.00             | 0.00                               | 1,600.00                               | 1,600.00  | 0.00 | 1,600.00                                           | 1,600.00                                           | 0.00                            |                |
| 400           | Small Tools                                        | 500.00               | 0.00                               | 500.00                                 | 500.00    | 0.00 | 500.00                                             | 500.00                                             | 0.00                            |                |
| 500           | Equipment Rental                                   | 3,200.00             | 0.00                               | 960.00                                 | 960.00    | 0.00 | 960.00                                             | 960.00                                             | 2,240.00                        |                |
| 600           | Periodic Cleanup                                   | 6,000.00             | 0.00                               | 1,800.00                               | 1,800.00  | 0.00 | 1,800.00                                           | 1,800.00                                           | 4,200.00                        |                |
| 700           | Dumpsters                                          | 3,375.00             | 0.00                               | 3,083.81                               | 3,083.81  | 0.00 | 3,083.81                                           | 3,083.81                                           | 291.19                          |                |
| 800           | Final Cleaning                                     | 1,750.00             | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 1,750.00                        |                |
| 900           | Sawcut Floor                                       | 180.00               | 0.00                               | 180.00                                 | 180.00    | 0.00 | 180.00                                             | 180.00                                             | 0.00                            |                |
| 1000          | Remove Concrete Floor                              | 2,135.00             | 0.00                               | 2,135.00                               | 2,135.00  | 0.00 | 2,135.00                                           | 2,135.00                                           | 0.00                            |                |
| 1100          | Misc. Interior Demolition                          | 8,000.00             | 0.00                               | 8,000.00                               | 8,000.00  | 0.00 | 8,000.00                                           | 8,000.00                                           | 0.00                            |                |
| 1200          | Remove Front Brick Veneer                          | 2,990.00             | 0.00                               | 2,990.00                               | 2,990.00  | 0.00 | 2,990.00                                           | 2,990.00                                           | 0.00                            |                |
| 1300          | Haul Interior Demo to Waste (including slab)       | 2,475.00             | 0.00                               | 2,475.00                               | 2,475.00  | 0.00 | 2,475.00                                           | 2,475.00                                           | 0.00                            |                |
| 1400          | Slab-on-Grade                                      | 8,625.00             | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 8,625.00                        |                |
| 1500          | Rough Carpentry                                    | 1,500.00             | 0.00                               | 450.00                                 | 450.00    | 0.00 | 450.00                                             | 450.00                                             | 1,050.00                        |                |
| 1600          | Front of Building Facade                           | 8,100.00             | 0.00                               | 810.00                                 | 810.00    | 0.00 | 810.00                                             | 810.00                                             | 7,290.00                        |                |
| 1700          | Thermo-Plastic Roofing                             | 42,000.00            | 0.00                               | 42,000.00                              | 42,000.00 | 0.00 | 42,000.00                                          | 42,000.00                                          | 0.00                            |                |
| 1800          | Fire Safing                                        | 750.00               | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 750.00                          |                |
| 1900          | Sealing/Caulking                                   | 750.00               | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 750.00                          |                |
| 2000          | Install Doors & Hardware                           | 455.00               | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 455.00                          |                |
| 2100          | Hollow Metal Doors and Frames (Material)           | 3,323.00             | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 3,323.00                        |                |
| 2200          | Wood Doors (Material)                              | 3,660.00             | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 3,660.00                        |                |
| 2300          | Access Doors & Panels                              | 350.00               | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 350.00                          |                |
| 2400          | Alum. Storefront Anodized Finish                   | 26,000.00            | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 26,000.00                       |                |
| 2500          | Hardware Sets                                      | 6,000.00             | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 6,000.00                        |                |
| 2600          | LVT Flooring                                       | 16,250.00            | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 16,250.00                       |                |
| 2700          | Gyp Board Ceilings                                 | 2,032.00             | 0.00                               | 0.00                                   | 0.00      | 0.00 | 0.00                                               | 0.00                                               | 2,032.00                        |                |
| 2800          | Rock 2 Sides on 3-5/8" Metal Studs with Insulation | 9,858.00             | 0.00                               | 7,393.50                               | 7,393.50  | 0.00 | 7,393.50                                           | 7,393.50                                           | 2,464.50                        |                |
| 2900          | Rock 2 Sides on 6" Metal Studs with Insulation     | 13,800.00            | 0.00                               | 10,350.00                              | 10,350.00 | 0.00 | 10,350.00                                          | 10,350.00                                          | 3,450.00                        |                |



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 1812d-PA1

To Owner: Chickasha Today  
3108 S 9th St  
Chickasha, OK 73018

Project: 1812d. Cornerstone Building  
Application No.: 1  
Period To: 1/5/2021  
Distribution to:  
Owner ☐  
Architect ☐  
Contractor ☐

From Contractor: CMSWillowbrook Inc.  
P.O. Box 807  
Chickasha, OK 73023

Project Nos:

Contract Date:

Contract For:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

|                                                  |              |
|--------------------------------------------------|--------------|
| 1. Original Contract Sum .....                   | \$375,048.00 |
| 2. Net Change By Change Order .....              | \$0.00       |
| 3. Contract Sum To Date .....                    | \$375,048.00 |
| 4. Total Completed and Stored To Date .....      | \$155,579.61 |
| 5. Retainage:                                    |              |
| a. 0.00% of Completed Work                       | \$0.00       |
| b. 0.00% of Stored Material                      | \$0.00       |
| Total Retainage .....                            | \$0.00       |
| 6. Total Earned Less Retainage .....             | \$155,579.61 |
| 7. Less Previous Certificates For Payments ..... | \$0.00       |
| 8. Current Payment Due .....                     | \$155,579.61 |
| 9. Balance To Finish, Plus Retainage .....       | \$219,468.39 |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: CMSWillowbrook Inc.

By: Walter Pelt Date: 1/5/21

State of: Oklahoma  
Subscribed and sworn to before me this  
Notary Public: Brandi Winters  
My Commission expires: 5/3/21



County of: Grady  
5th day of January 2021

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$155,579.61

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on this Continuation Sheet that are changed to conform with the amount certified.)

## ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| CHANGE ORDER SUMMARY                               | Additions | Deductions |
|----------------------------------------------------|-----------|------------|
| Total changes approved in previous months by Owner | \$0.00    | \$0.00     |
| Total Approved this Month                          | \$0.00    | \$0.00     |
| TOTALS                                             | \$0.00    | \$0.00     |
| Net Changes By Change Order                        | \$0.00    |            |

# CONTINUATION SHEET

Page 3 of 3

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 1

Application Date : 01/05/21

To: 01/05/21

Architect's Project No.:

Invoice #: 1812d-PA1

Contract : 1812d. Cornerstone Building

| A<br>Item<br>No. | B<br>Description of Work        | C<br>Scheduled<br>Value | D<br>Work Completed                   |            | E<br>This Period<br>In Place | F<br>Materials<br>Presently<br>Stored<br>(Not in D or E) | G<br>Total<br>Completed<br>and Stored<br>To Date<br>(D+E+F) | H<br>Balance<br>To Finish<br>(C-G) | I<br>Retainage |
|------------------|---------------------------------|-------------------------|---------------------------------------|------------|------------------------------|----------------------------------------------------------|-------------------------------------------------------------|------------------------------------|----------------|
|                  |                                 |                         | From Previous<br>Application<br>(D+E) |            |                              |                                                          |                                                             |                                    |                |
| 3000             | Acoustic Ceiling                | 6,867.00                | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 6,867.00                           |                |
| 3100             | Paint and Patch Walls and Doors | 16,796.00               | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 16,796.00                          |                |
| 3200             | Signage                         | 450.00                  | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 450.00                             |                |
| 3300             | Toilet Accessories              | 840.00                  | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 840.00                             |                |
| 3400             | Fire Extinguisher & Cabinet     | 762.00                  | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 762.00                             |                |
| 3500             | Plumbing                        | 18,550.00               | 0.00                                  | 11,130.00  | 0.00                         | 0.00                                                     | 11,130.00                                                   | 7,420.00                           |                |
| 3600             | New Water Meter and Service     | 3,640.00                | 0.00                                  | 3,640.00   | 0.00                         | 0.00                                                     | 3,640.00                                                    | 0.00                               |                |
| 3700             | Spoil Removal from Site         | 800.00                  | 0.00                                  | 800.00     | 0.00                         | 0.00                                                     | 800.00                                                      | 0.00                               |                |
| 3800             | New Sanitary Waste              | 4,590.00                | 0.00                                  | 4,590.00   | 0.00                         | 0.00                                                     | 4,590.00                                                    | 0.00                               |                |
| 3900             | HVAC - Exposed Spiral Duct      | 13,950.00               | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 13,950.00                          |                |
| 4000             | HVAC Curbs                      | 1,500.00                | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 1,500.00                           |                |
| 4100             | HVAC Programmable Theromstats   | 300.00                  | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 300.00                             |                |
| 4200             | HVAC Replace Gas Line           | 1,950.00                | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 1,950.00                           |                |
| 4300             | Electrical                      | 31,500.00               | 0.00                                  | 18,900.00  | 0.00                         | 0.00                                                     | 18,900.00                                                   | 12,600.00                          |                |
| 4400             | Light Fixture Material          | 3,564.00                | 0.00                                  | 3,564.00   | 0.00                         | 0.00                                                     | 3,564.00                                                    | 0.00                               |                |
| 4500             | Fire Alarm System               | 5,772.00                | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 5,772.00                           |                |
| 4600             | Material Sales Tax              | 3,043.00                | 0.00                                  | 0.00       | 0.00                         | 0.00                                                     | 0.00                                                        | 3,043.00                           |                |
| 4700             | General Liability               | 2,855.00                | 0.00                                  | 2,855.00   | 0.00                         | 0.00                                                     | 2,855.00                                                    | 0.00                               |                |
| 5000             | CM Fee                          | 14,425.00               | 0.00                                  | 4,327.50   | 0.00                         | 0.00                                                     | 4,327.50                                                    | 10,097.50                          |                |
| Grand Totals     |                                 | 375,048.00              | 0.00                                  | 155,579.61 | 0.00                         | 0.00                                                     | 155,579.61                                                  | 219,468.39                         | 0.00           |



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 1812d-PA2

To Owner: Chickasha Today  
3108 S 9th St

Project: 1812d. Cornerstone Building

Distribution to:  
Owner ☐  
Architect ☐  
Contractor ☐

Chickasha, OK 73018

Application No.: 2

Via Architect

From Contractor: CMSWillowbrook Inc.

P.O. Box 807

Chickasha, OK 73023

Period To: 8/31/2021

Contract For:

Project Nos:

Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

|                                            |              |
|--------------------------------------------|--------------|
| 1. Original Contract Sum                   | \$375,048.00 |
| 2. Net Change By Change Order              | \$0.00       |
| 3. Contract Sum To Date                    | \$375,048.00 |
| 4. Total Completed and Stored To Date      | \$333,911.85 |
| 5. Retainage:                              |              |
| a. 0.00% of Completed Work                 | \$0.00       |
| b. 0.00% of Stored Material                | \$0.00       |
| Total Retainage                            | \$0.00       |
| 6. Total Earned Less Retainage             | \$333,911.85 |
| 7. Less Previous Certificates For Payments | \$155,579.61 |
| 8. Current Payment Due                     | \$178,332.24 |
| 9. Balance To Finish, Plus Retainage       | \$41,136.15  |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: CMSWillowbrook Inc.

By: *Wesley D. Pitt* Date: 9/1/21

State of: Oklahoma  
Subscribed and sworn to before me this  
Notary Public: *Ryan C. Lesintars*  
My Commission expires: 9/3/25



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$178,332.24

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| CHANGE ORDER SUMMARY                               | Additions | Deductions |
|----------------------------------------------------|-----------|------------|
| Total changes approved in previous months by Owner | \$0.00    | \$0.00     |
| Total Approved this Month                          | \$0.00    | \$0.00     |
| TOTALS                                             | \$0.00    | \$0.00     |
| Net Changes By Change Order                        | \$0.00    |            |

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No.: 2

Application Date: 08/31/21

To: 08/31/21

Architect's Project No.:

Invoice #: 1812d-PA2

Contract: 1812d. Cornerstone Building

| A<br>Item<br>No. | B<br>Description of Work                           | C<br>Scheduled<br>Value | D<br>Work Completed                   |                         | F<br>Materials<br>Presently<br>Stored<br>(Not in D or E) | G<br>Total<br>Completed<br>and Stored<br>To Date<br>(D+E+F) | H<br>Balance<br>To Finish<br>(C-G) | I<br>Retainage |
|------------------|----------------------------------------------------|-------------------------|---------------------------------------|-------------------------|----------------------------------------------------------|-------------------------------------------------------------|------------------------------------|----------------|
|                  |                                                    |                         | From Previous<br>Application<br>(D+E) | This Period<br>In Place |                                                          |                                                             |                                    |                |
| 1                | Cornerstone Church                                 | 0.00                    | 0.00                                  | 0.00                    | 0.00                                                     | 0.00                                                        | 0.00                               |                |
| 100              | General Conditions and Requirements                | 65,986.00               | 19,795.80                             | 29,693.70               | 0.00                                                     | 49,489.50                                                   | 16,496.50                          |                |
| 200              | Building Permit                                    | 1,250.00                | 1,250.00                              | 0.00                    | 0.00                                                     | 1,250.00                                                    | 0.00                               |                |
| 300              | Drafting                                           | 1,600.00                | 1,600.00                              | 0.00                    | 0.00                                                     | 1,600.00                                                    | 0.00                               |                |
| 400              | Small Tools                                        | 500.00                  | 500.00                                | 0.00                    | 0.00                                                     | 500.00                                                      | 0.00                               |                |
| 500              | Equipment Rental                                   | 3,200.00                | 960.00                                | 1,920.00                | 0.00                                                     | 2,880.00                                                    | 320.00                             |                |
| 600              | Periodic Cleanup                                   | 6,000.00                | 1,800.00                              | 3,600.00                | 0.00                                                     | 5,400.00                                                    | 600.00                             |                |
| 700              | Dumpsters                                          | 3,375.00                | 3,083.81                              | 291.19                  | 0.00                                                     | 3,375.00                                                    | 0.00                               |                |
| 800              | Final Cleaning                                     | 1,750.00                | 0.00                                  | 1,312.50                | 0.00                                                     | 1,312.50                                                    | 437.50                             |                |
| 900              | Sawcut Floor                                       | 180.00                  | 180.00                                | 0.00                    | 0.00                                                     | 180.00                                                      | 0.00                               |                |
| 1000             | Remove Concrete Floor                              | 2,135.00                | 2,135.00                              | 0.00                    | 0.00                                                     | 2,135.00                                                    | 0.00                               |                |
| 1100             | Misc. Interior Demolition                          | 8,000.00                | 8,000.00                              | 0.00                    | 0.00                                                     | 8,000.00                                                    | 0.00                               |                |
| 1200             | Remove Front Brick Veneer                          | 2,990.00                | 2,990.00                              | 0.00                    | 0.00                                                     | 2,990.00                                                    | 0.00                               |                |
| 1300             | Haul Interior Demo to Waste (including slab)       | 2,475.00                | 2,475.00                              | 0.00                    | 0.00                                                     | 2,475.00                                                    | 0.00                               |                |
| 1400             | Slab-on-Grade                                      | 8,625.00                | 0.00                                  | 8,625.00                | 0.00                                                     | 8,625.00                                                    | 0.00                               |                |
| 1500             | Rough Carpentry                                    | 1,500.00                | 450.00                                | 1,050.00                | 0.00                                                     | 1,500.00                                                    | 0.00                               |                |
| 1600             | Front of Building Facade                           | 8,100.00                | 810.00                                | 7,290.00                | 0.00                                                     | 8,100.00                                                    | 0.00                               |                |
| 1700             | Thermo-Plastic Roofing                             | 42,000.00               | 42,000.00                             | 0.00                    | 0.00                                                     | 42,000.00                                                   | 0.00                               |                |
| 1800             | Fire Safing                                        | 750.00                  | 0.00                                  | 750.00                  | 0.00                                                     | 750.00                                                      | 0.00                               |                |
| 1900             | Sealing/Caulking                                   | 750.00                  | 0.00                                  | 0.00                    | 0.00                                                     | 0.00                                                        | 750.00                             |                |
| 2000             | Install Doors & Hardware                           | 455.00                  | 0.00                                  | 455.00                  | 0.00                                                     | 455.00                                                      | 0.00                               |                |
| 2100             | Hollow Metal Doors and Frames (Material)           | 3,323.00                | 0.00                                  | 2,492.25                | 0.00                                                     | 2,492.25                                                    | 830.75                             |                |
| 2200             | Wood Doors (Material)                              | 3,660.00                | 0.00                                  | 2,745.00                | 0.00                                                     | 2,745.00                                                    | 915.00                             |                |
| 2300             | Access Doors & Panels                              | 350.00                  | 0.00                                  | 262.50                  | 0.00                                                     | 262.50                                                      | 87.50                              |                |
| 2400             | Storefronts & Entrances                            | 26,000.00               | 0.00                                  | 26,000.00               | 0.00                                                     | 26,000.00                                                   | 0.00                               |                |
| 2500             | Hardware Sets                                      | 6,000.00                | 0.00                                  | 4,500.00                | 0.00                                                     | 4,500.00                                                    | 1,500.00                           |                |
| 2600             | LVT Flooring                                       | 16,250.00               | 0.00                                  | 16,250.00               | 0.00                                                     | 16,250.00                                                   | 0.00                               |                |
| 2700             | Gyp Board Ceilings                                 | 2,032.00                | 0.00                                  | 2,032.00                | 0.00                                                     | 2,032.00                                                    | 0.00                               |                |
| 2800             | Rock 2 Sides on 3-5/8" Metal Studs with Insulation | 9,858.00                | 7,393.50                              | 2,464.50                | 0.00                                                     | 9,858.00                                                    | 0.00                               |                |
| 2900             | Rock 2 Sides on 6" Metal Studs with Insulation     | 13,800.00               | 10,350.00                             | 3,450.00                | 0.00                                                     | 13,800.00                                                   | 0.00                               |                |



# CONTINUATION SHEET

Page 3 of 3

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 2

Application Date : 08/31/21

To: 08/31/21

Architect's Project No.:

Invoice #: 1812d-PA2 Contract: 1812d. Cornerstone Building

| A<br>Item<br>No. | B<br>Description of Work        | C<br>Scheduled<br>Value | D<br>Work Completed                   |  | E<br>This Period<br>In Place | F<br>Materials<br>Presently<br>Stored<br>(Not in D or E) | G<br>Total<br>Completed<br>and Stored<br>To Date<br>(D+E+F) | H<br>Balance<br>To Finish<br>(C-G) | I<br>Retainage |
|------------------|---------------------------------|-------------------------|---------------------------------------|--|------------------------------|----------------------------------------------------------|-------------------------------------------------------------|------------------------------------|----------------|
|                  |                                 |                         | From Previous<br>Application<br>(D+E) |  |                              |                                                          |                                                             |                                    |                |
| 3000             | Acoustic Ceiling                | 6,867.00                | 0.00                                  |  | 6,867.00                     | 0.00                                                     | 6,867.00                                                    | 0.00                               |                |
| 3100             | Paint and Patch Walls and Doors | 16,796.00               | 0.00                                  |  | 15,116.40                    | 0.00                                                     | 15,116.40                                                   | 1,679.60                           |                |
| 3200             | Signage                         | 450.00                  | 0.00                                  |  | 450.00                       | 0.00                                                     | 450.00                                                      | 0.00                               |                |
| 3300             | Toilet Accessories              | 840.00                  | 0.00                                  |  | 619.70                       | 0.00                                                     | 619.70                                                      | 220.30                             |                |
| 3400             | Fire Extinguisher & Cabinet     | 762.00                  | 0.00                                  |  | 0.00                         | 0.00                                                     | 0.00                                                        | 762.00                             |                |
| 3500             | Plumbing                        | 18,550.00               | 11,130.00                             |  | 3,585.00                     | 0.00                                                     | 14,715.00                                                   | 3,835.00                           |                |
| 3600             | New Water Meter and Service     | 3,640.00                | 3,640.00                              |  | 0.00                         | 0.00                                                     | 3,640.00                                                    | 0.00                               |                |
| 3700             | Spoil Removal from Site         | 800.00                  | 800.00                                |  | 0.00                         | 0.00                                                     | 800.00                                                      | 0.00                               |                |
| 3800             | New Sanitary Waste              | 4,590.00                | 4,590.00                              |  | 0.00                         | 0.00                                                     | 4,590.00                                                    | 0.00                               |                |
| 3900             | HVAC - Exposed Spiral Duct      | 13,950.00               | 0.00                                  |  | 9,365.00                     | 0.00                                                     | 9,365.00                                                    | 4,585.00                           |                |
| 4000             | HVAC Curbs                      | 1,500.00                | 0.00                                  |  | 0.00                         | 0.00                                                     | 0.00                                                        | 1,500.00                           |                |
| 4100             | HVAC Programmable Theromstats   | 300.00                  | 0.00                                  |  | 0.00                         | 0.00                                                     | 0.00                                                        | 300.00                             |                |
| 4200             | HVAC Replace Gas Line           | 1,950.00                | 0.00                                  |  | 0.00                         | 0.00                                                     | 0.00                                                        | 1,950.00                           |                |
| 4300             | Electrical                      | 31,500.00               | 18,900.00                             |  | 12,600.00                    | 0.00                                                     | 31,500.00                                                   | 0.00                               |                |
| 4400             | Light Fixture Material          | 3,564.00                | 3,564.00                              |  | 0.00                         | 0.00                                                     | 3,564.00                                                    | 0.00                               |                |
| 4500             | Fire Alarm System               | 5,772.00                | 0.00                                  |  | 5,772.00                     | 0.00                                                     | 5,772.00                                                    | 0.00                               |                |
| 4600             | Material Sales Tax              | 3,043.00                | 0.00                                  |  | 2,282.25                     | 0.00                                                     | 2,282.25                                                    | 760.75                             |                |
| 4700             | General Liability               | 2,855.00                | 2,855.00                              |  | 0.00                         | 0.00                                                     | 2,855.00                                                    | 0.00                               |                |
| 5000             | CM Fee                          | 14,425.00               | 4,327.50                              |  | 6,491.25                     | 0.00                                                     | 10,818.75                                                   | 3,606.25                           |                |
| Grand Totals     |                                 | 375,048.00              | 155,579.61                            |  | 178,332.24                   | 0.00                                                     | 333,911.85                                                  | 41,136.15                          | 0.00           |





Account Number: 10023807  
Capture Date: February 18, 2021  
Item Number: 15250000064335  
Posted Date: February 18, 2021  
Posted Item Number: 49003817  
Serial Number: 1089  
Amount: 75,000.00

CHICKASHA TODAY LLC  
KYLE ABRAHAMS  
PO BOX 1130  
CHICKASHA OK 73023-1130

|                                                                                                                                   |                     |                                    |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------|
| <b>CHICKASHA TODAY LLC</b><br>PO BOX 1130<br>CHICKASHA, OK 73023                                                                  |                     | 1089<br>86-46/1031                 |
| Date <u>2-16-21</u>                                                                                                               |                     | CHECK NUMBER                       |
| <b>PAY to the order of</b> <u>Cms Willowbrook</u>                                                                                 | \$ <u>75,000.00</u> |                                    |
| <u>Seventy-five thousand &amp; 00/100</u>                                                                                         | Dollars             |                                    |
|                                                                                                                                   |                     | Photo Safe Deposit Details on back |
| FOR INV# 1812d-PA1                                                                                                                |                     |                                    |
| National Bank & Trust Co.<br>Chickasha, Oklahoma 73018<br>Munco, Rush Springs, Alex, Tuttle<br>Newcastle, Blanchard, Cyril, SWOKC |                     |                                    |
| ⑈001089⑈ ⑆103100467⑆ ⑈10023807⑈                                                                                                   |                     |                                    |

|                                    |  |                                                                                                                                          |
|------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------|
| 000469001481060 103100467 02/18/21 |  | Endorsement<br>PAY TO THE ORDER OF<br>FIRST NATIONAL BANK & TRUST<br>FOR DEPOSIT ONLY<br>CMS WILLOWBROOK<br>CHECK # 10023807<br>DI PO.11 |
|                                    |  |                                                                                                                                          |



December 20, 2022

City of Chickasha  
Attn: Keith Johnson, City Manager

RE: Grant Reimbursement for Chickasha Today 123/125 Chickasha Ave.

On December 13, 2022 the Chickasha EDC voted on the second disbursement to Chickasha Today LLC for 123/125 Chickasha Ave in the amount of \$50,000 from funds earmarked for economic development grants. Motion was made by Cale Walker and seconded by Tim Elliott. Vote was taken by roll call vote. Motion passed.

We are requesting that this recommendation be placed on the City Council's agenda at the earliest opportunity for approval.

Respectfully,

A handwritten signature in black ink that reads "Jim Cowan".

Jim Cowan  
Director, Economic Development Council

*Attached: 12/13/22 EDC Board Meeting Agenda, Minutes and Roll call vote,  
Written request from Chickasha Today*

**Chickasha Area Economic Development Council, Inc.**

**December 13, 2022**

**Minutes of Meeting**

**Present:** Kyle Abrahams, Ryan Posey, Tim Elliott, Ronnie Bogle, Rick Croslin, Weston Dehart, Kea Ginn, Andy Maher, John Mosley, Ed Stanton, Cale Walker, Chris Mosley, Keith Johnson, Jim Cowan

**Absent:** Troy Avant, Ralph Beard, John Feaver

**Guests:** Susan McDaniel, Shea Mortimer, Tim Hushbeck, Kimmy Loggins, Steve LaForge, Dwain Sehon, Erica Alexander, Mitch Williams, Scott Smith, Johnny Trammell, Tiffany Clark, Angie Lewis, Eric Anderson, Demeka Norwood, Zach Grayson, David Foster, Heather Roehrick, Jamie Jones, Jordan Vinyard, Shawn F, Parker Denton, Cody Alexander, Brian Gerdes

**Staff:** Matt Brooks, Whitney Palesano

**I. Call to Order / Chairman's Comments**

Meeting called to order at 7:31 a.m. It was determined that a quorum was present and Kyle Abrahams called the meeting to order.

**II. Motion for Discussion/Approval/Vote of November 2022 Minutes**

Motion made by Cale Walker, seconded by Tim Elliott to approve the November 2022 Board Minutes as presented. Motion passed with all voting in favor.

**III. Motion for Discussion/Approval/Vote of November 2022 Financials**

Motion made by Tim Elliott, seconded by Ed Stanton to approve the November 2022 Financial Statements as presented. Motion passed with all voting in favor.

**IV. Motion for Discussion/Approval/Vote to recommend to City Council a payment for grant reimbursement to Chickasha Today for 123 & 125 Chickasha Ave in the amount of \$50,000.**

Motion made by Cale Walker, seconded by Tim Elliott to recommend to City Council a payment for grant reimbursement to Chickasha Today for 123 & 125 Chickasha Ave in the amount of \$50,000. Roll call vote was taken. Copy attached. Motion passed.

**V. Motion for Discussion/Approval/Vote to recommend to City Council a grant extension until February 8, 2023 to Chickasha Today for 117 Chickasha Ave, to match 101 Chickasha Ave.**

Motion made by Tim Elliott, seconded by Andy Maher to recommend to City Council a grant extension until February 8, 2023 to Chickasha Today for 117 Chickasha Ave, to match 101 Chickasha Ave. Roll call vote was taken. Copy attached. Motion passed.

**VI. Motion for Discussion/Approval/Vote on adoption of EDC purchasing policy.**

Motion made by Ed Stanton, seconded by Weston Dehart to adopt the attached EDC purchasing policy. Roll call vote was taken. Copy attached. Motion passed.

**VII. Discussion of Economic Outlook**

Report given. No action taken.

**VIII. Community Development Committee Update**

Reports given. No action taken.

**IX. CEDC Update**

Report given. No action taken.

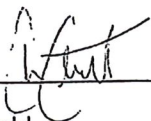
**X. New business**

No new business was presented.

**XI. Closing Comments, Announcements & Adjournment**

Motion made by Weston Dehart, seconded by Cale Walker to adjourn. Meeting adjourned at 8:50 a.m.

Respectfully submitted by:

  
\_\_\_\_\_  
Cheryl Critchfield

  
\_\_\_\_\_  
Kyle Abrahams, Chairman



123 & 125 Chickasaw new

Item IV

|                      | Yes                                 | No                       | Abstain                             |
|----------------------|-------------------------------------|--------------------------|-------------------------------------|
| <b>BOARD MEMBERS</b> |                                     |                          |                                     |
| ✓ Kyle Abrahams      | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ✓ Ryan Posey         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| ✓ Tim Elliott        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Troy Avant           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Ralph Beard          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| ✓ Ronnie Bogle       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| ✓ Rick Croslin       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| ✓ Weston DeHart      | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| John Feaver          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| ✓ Kea Ginn           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ✓ Andy Maher         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| ✓ John Mosley        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| ✓ Ed Stanton         | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ✓ Cale Walker        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

Chickasha Today  
PO Box 1130  
Chickasha, OK 73023

Jim Cowen  
Chickasha EDC  
221 W. Chickasha Ave  
Chickasha, OK 73018

December 7, 2022

RE: 123 & 125 Chickasha Avenue Grant Reimbursement

Dear Jim,

We are pleased to submit our 2<sup>nd</sup> reimbursement request for 123/125 Chickasha Ave for recommendation to City Council for payment. Please find the attached information and backup. We are very pleased with the warm reception that our redevelopment of the old Cornerstone Church building received and for the business traffic for our tenant, Tammies Bling. As promised in our approved grant agreement from Feb. of 2021, we removed the entire front façade of this building and replaced it with a nostalgic brick retail storefront with two tenant spaces. A vast improvement from the 1960s era social security office façade that remained. All new water, sewer, electric, and HVAC systems were installed and the building will continue to house businesses on our main street for decades to come. We are currently in negotiations with a tenant for the second retail space and will be excited to announce that soon.

Sincerely,



Chickasha Today

REQUEST #2

**CHICKASHA EDC**  
**CENTRAL BUSINESS DISTRICT BUILDING RESTORATION/IMPROVEMENT**  
**GRANT PROGRAM**

**REIMBURSEMENT REQUEST FORM:**

**PROGRAM PARTICIPANT:** CHICKASHA TODAY, LLC

**PROJECT DESCRIPTION/ADDRESS:** 125 W. CHICKASHA AVE

**COMPLETION DATE:** 04/07/2021

**TOTAL QUALIFYING EXPENDITURES:** \$ 320,579.61

(Itemization attached)

**TOTAL REIMBURSEMENT REQUEST (2/2)** \$ 50,000.00

Attachments include building permits, occupancy permit, detail of expenditures, evidence of payment, and any other relevant documentation.

I HEREBY MAKE FORMAL REQUEST FOR REIMBURSEMENT OF THE EXPENSE AMOUNT SET FORTH ABOVE, INCURRED IN IMPROVING THE SUBJECT PROPERTY UNDER THE CHICKASHA EDC CENTRAL BUSINESS DISTRICT RESTORATION AND IMPROVEMENT GRANT PROGRAM. I CERTIFY THAT THE EXPENSES INCURRED ARE AS LISTED AND HAVE ATTACHED PAID INVOICES AND COPIES OF CANCELLED CHECKS IN SUPPORT OF THE CLAIM.

**DATE:** 12/2/22

**Applicant:**

Chickasha Today, LLC

Wendy Bellant



*Make Your Move*  
**CHICKASHA**  
**ECONOMIC DEVELOPMENT COUNCIL**  
221 W. Chickasha Ave. P.O. Box 878 Chickasha, OK 73018-0878

January 15, 2021

City of Chickasha

Re: Grant Amendment for Grant Reimbursement Process for Chickasha Today, LLC/125 W. Chickasha Ave.

On January 12, 2021 at the CEDC monthly board meeting the motion as stated below was voted on unanimously by the CEDC Board of Directors on the process to fund the grant amendment to Chickasha Today, LLC:

Motion made by Elliott, second by Walker to recommend to City Council for approval of grant reimbursement amendment for \$32,333.000/bringing total to \$100,000.00 to Chickasha Today, LLC from funds earmarked for economic development grants with payment due upon issuance of Certificate of Occupancy. Motion passed with all voting in favor.

We are requesting that this recommendation be placed on the City Council's February 15, 2021 meeting agenda for their approval.

Respectfully,

  
Jim Cowan

Director of Economic Development Council



## **Chickasha Area Economic Development Council, Inc.**

January 12, 2021

### **Minutes of Meeting**

Present: Kyle Abrahams, Rick Croslin, Seth DeHart, Weston Dehart, Jen Jantzen, John Mosley  
Cale Walker, Chris Mosley, Tim Elliott, Ronnie Bogle & John Noblitt

Absent: Ryan Posey, Tom Avant(Excused), Cassandra Ersland(Excused), John Feaver(Excused)  
Kirk Painter

Staff: Shayla Roth

Guests: Kimmy Loggins, Cody White, Andy Maher, Steve LaForge, Leasa Furr, Cary DeHart  
Chris Gray, Pat Brooks, Mitch Williams & Tim Hushbeck

#### **I. Call to Order**

At 7:32 a.m. it was determined a quorum was present and Chairman Abrahams called the meeting to order.

#### **II. Motion for Discussion/Approval/Denial/Vote of the December 2020 Board Minutes** **Motion made by John Mosley, second by Tim Elliott to accept the December 2020 Board minutes as presented. Motion passed with all voting in favor.**

#### **III. Motion for Discussion/Approval/Denial/Vote of December 2020 Financials** **Motion made by Tim Elliott, second by Cale Walker to accept the December 2020 as presented. Motion passed with all voting in favor.**

#### **IV. Discussion of Economic Outlook**

Maher reported that the upcoming Stockman's Showcase at the fairgrounds will be bringing a lot of people into town and there are a lot of events planned around town, with the help of Jim Cowan and local businesses.

Mr. Mosley reports that the housing market is good.

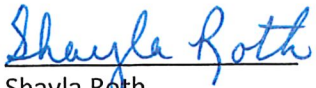
Dr. Croslin reports that the upcoming bond election is very exciting, being the first in 10 years and a lot of great new improvements are to come of it.

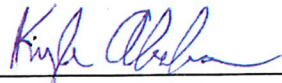
Ronnie Bogle reports that CVTech has had a lot of interest from people wanting to hire their graduates, which is a good sign.

Request for 125 W. Chickasha Ave. Motion passed with all in favor. Kyle Abrahams & Weston DeHart abstain.

- IX. New Business  
None reported at this time.
- X. Closing Comments, Announcements, & Adjournment  
Motion made to adjourn by Weston DeHart, second by Seth DeHart.  
Meeting Adjourned at 8:11 a.m.

Respectfully submitted by:

  
Shayla Roth

  
\_\_\_\_\_  
Kyle Abrahams, Chairman



2:1 Grant Agreement  
July 29, 2019

**Purpose:** to encourage Downtown property owners located between 1<sup>st</sup> – 6<sup>th</sup> street and Kansas and Choctaw Avenue to make improvements to their properties being used for retail trade producing sales tax dollars for the City of Chickasha.

**Incentive:** A \$1 public match for each \$2 of private funds invested, with a cap on the public match of \$20 per square foot, based on improvement square footage, to be used for purchase, façade, structural, utility improvements, roof repair/replacement, off-street parking, equipment, demolition, ADA compliance, flood proofing, and other qualifying uses.

**Guidelines:**

To be considered for a grant, applicants must complete the application form. Complete proposals must contain all information and materials requested in the Proposal Contents Checklist (See below). **Incomplete proposals will not be considered.**

1. The resulting property usage must be at least partially for retail producing sales tax dollars for the City of Chickasha. public walk-in business. Residential rental space improvements on upper floors also qualifies.
2. Projects must result in tangible, permanent improvements.
3. Properties being purchased for demolition qualify if resulting space usage is important for support of other retail business in the district.
4. One applicant may apply for and qualify for more than one grant If more than one building/business is involved, so long as the two to one match guideline is followed in the aggregate.
5. Applications are reviewed in the ordered presented. Applicants must be in good standing with the City of Chickasha and Grady County relative to payments of utilities, taxes, and other assessments.
6. The improved property, or supported business, must continue in qualifying retail usage, or be available for occupancy for retail usage for a period of seven years after acquisition/completion, or the match funding must be returned to the City. The City of Chickasha will be granted a lien on the property, subordinate to any owner financing, to be released after seven years, to enforce such usage.
7. All proposed projects must be planned, constructed, and completed by the applicant. Chickasha EDC is not responsible for the completion of any proposed projects awarded 2:1 matching grant funds.
8. Proposed projects should comply with all federal, state, and local laws, ordinances, rules, and regulations. The applicant shall obtain all required local, state, and federal permits prior to commencing construction. Chickasha EDC is not responsible for obtaining any required permits for the proposed project.

9. All applicants will be required to indemnify CEDC and the City of Chickasha against all claims. In addition, liability insurance for the applicant, contractors, etc. (as appropriate) will be required for proposed construction projects. A Certificate of Liability Insurance must be submitted to CEDC listing CEDC and the City of Chickasha as additional insured entities prior to the disbursement of grant funds.
10. Applicants must provide proof of available funds to complete project. Applicants may not count any state/federal tax credits toward the proof of available funding.

**Approval Process:** The Downtown Economic Development Grant applications will be reviewed with the following steps:

1. Chickasha Economic Development Council Staff
2. Chickasha Economic Development Council Executive Committee
3. Chickasha Economic Development Council Board
4. Chickasha City Council

A project application may be declined/turned down during any of the fore-mentioned steps at the discretion of the Chickasha EDC, its Executive Committee, its Board of Directors, and/or Chickasha City Council with or without notice to the applicant prior to the declining of the project application.

**Proposal Contents Checklist**

- Complete Application
- Map of proposed project location
- Certificate of Liability Insurance
- Budget Summary (to include job estimates or quotes, if available)
- Copies of acquired permits and/or approvals (if applicable)
- Color photographs of the project area
- Schematic drawings of proposed project
- Proof of available funds for financing

**Grant Awards:** Grant funds awarded by the Chickasha EDC will be a \$1 public match for each \$2 of private funds invested, with a cap on the public match of \$20 per square foot. Chickasha EDC reserves the right to modify grant award amounts to meet program budget requirements; therefore, applicants may be offered an amount less than the total requested funds.

Projects must be completed no later than 12 months after the approval of the project by Chickasha City Council. An extension(s) may be permitted for projects determined to be incomplete by the appropriate deadline. The extension period will be determined on a case-by-case basis at the discretion of the Chickasha EDC/Chickasha City Council. **Failure to complete the project by the deadline of 12 months after the approval of the project by Chickasha City Council or by the deadline of an extension period permitted by the Chickasha EDC will result in forfeiture of Grant Awards from this 2:1 Grant.**

Projects may be organized into phases of completion. Upon completion of a phase of the project, the applicant may be eligible for a portion of the 2:1 grant funds. The applicant must submit all required documentation for a phase of the project to be eligible for a portion of the 2:1 grant funds.



An applicant must detail any phases in the project's application. Failure to do so will result in all 2:1 grant funds to be held until completion of the project.

Grant recipients will be required to display signage at the project site to denote Chickasha EDC's financial contribution to the project. Signage will be provided by Chickasha EDC.

**Approval Process:** Once the project has been completed, and the applicant has submitted all required documentation, Chickasha EDC will reimburse the applicant with its share of grant funds. Applicants that organized their project into phases will receive the remaining 2:1 grant funds held for their project upon its completion and submission of all required documentation.

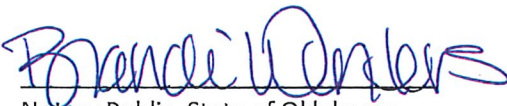
**Finalizing the Grant:** Following grant approval, individual grant awards are considered pending until the applicant and CEDC sign a Grant Fulfillment Agreement. The Agreement will describe the project, the project budget and the amount of funding awarded by the CEDC. Upon execution of the Agreement, the grant is considered finalized and grant funds may be distributed based upon the conditions outlined in the Agreement.

  
Signature – Applicant

1/12/2021  
Date

  
Signature – Chickasha EDC

1/22/2021  
Date

  
Notary Public, State of Oklahoma

1/22/2021  
Notarization Date

My Commission Expires:  
5/3/21



DOWNTOWN 2:1 GRANT REVITALIZATION DISTRICT







## 2:1 GRANT PROGRAM

### Application

The information requested below will be used to process your application under the terms and conditions of the Chickasha Economic Development Council's "Economic Development Grant Program"

#### I. Applicant Information

1. Applicant(s) name: Chickasha Today, LLC  
Mailing address: PO Box 1130  
City: Chickasha State: OK Zip: 73023  
Federal Tax ID or Social Security Number: [REDACTED]
2. Applicant's daytime telephone number: 405-420-2700  
Cell# (405) 574-6806 Facsimile# (405) 574-3785  
E-mail address: pwrchuteok@sbcglobal.net
3. Status of applicant (please check one)  
☒ Property owner with vacant facility  
☐ Property owner with tenant business  
☐ Property owner/operator of existing business on property
4. Owner of property is a/an (please check one)  
☐ Individual  
☐ Partnership (attach copy of Partnership Agreement)  
☒ Corporation/profit (attach copy of Articles of Incorporation)  
☐ Corporation/nonprofit (attach list of officers and directors)  
☐ Trust (attach copy of Trust Agreement)  
☐ Other
5. Length of ownership: 25 months  
Date purchased: 12/6/2018

#### II. Property Information

1. Address of property to be improved: 125 W Chickasha Ave
2. Legal description of subject property: *(Attach information, if needed)*

Lots 7 and 8 in block 44 in the City of Chickasha, Grady  
County, Oklahoma

3. Tax Assessor Parcel Number(s): C001-00-044-007-0-000-00

4. Year built: 1923 Square footage: 5000

5. What are the current types of businesses occupying the building? N/A

6. Name and phone number of tenant(s) if applicable: *(Attach additional names/numbers, if needed)*

N/A

7. Use of building after construction: Retail

8. Number of parking spaces provided: 0 Proposed: 0 Total: 0

9. Current zoning: DHD/Historic Downtown Urban Center

10. Is a zoning amendment required? Yes \_\_\_ No X  
If yes, has the rezoning process started? Yes \_\_\_ No \_\_\_

11. Attach architectural and elevation renderings.

### III. Project Description

1. Description of Proposed Improvements. Please provide a detailed description of your proposed improvements. Attach a copy of your architectural or design plans. Identify the materials to be used, such as the type of paint or stain (i.e., exterior latex, color, etc.). Include details of new signs or awnings, etc. Provide color photos of the subject property and those adjacent prior to and after the improvements are made.

Description: See Attached Narrative

☒ Designs Attached

☒ Before Picture(s) Attached



#### IV. Work Estimates

Please attach estimates for each component of the proposed improvement. Eligible costs shall be the cost of materials, equipment, and contracted labor to complete eligible improvements. Professional fees such as architects, engineers, and solicitors are not eligible costs. Labor provided by the Applicant or tenant of the building is not an eligible cost.

1. Name/Company and Phone Number of Preferred Contractor:

CMS Willowbrook (405) 600-9207

Amount: \$375,048

2. Name/Company and Phone Number of Second Contractor:

local/area subcontractors will be used

Amount: \_\_\_\_\_

3. Additional Estimates/Comments: (Please attach additional quotes, as required)

4. Total estimated costs of your improvements: 375,048

5. Estimated completion date for your improvements? Within 12 months

#### V. Loan Information

Amount of financing requested: to be determined

Source of equity and applicant's percentage of ownership: \_\_\_\_\_

Equity vs financing arrangements in process

Participating Bank and Contact: FNBT, Chickasha - Ed Stanton, Lender

#### VI. Financial Information:

Financial statements on business or individual for the *Current Year*, (within 45 days) and *Past Three (3) Years*, including profit and loss statements and tax returns. If the business is new, submit your personal tax returns for the *Past Three (3) Years*.

#### VII. Credit References: Names and Addresses of three references

waiver requested

**VIII. Signature of Owner/Authorized Agent-Affidavit or Sworn Declaration**

I/We, Chickasha Today, LLC,  
of the City of Chickasha, County of Grady, State of Oklahoma, make oath and say (or  
solemnly declare) that the information contained in this application is true and that the  
information contained in the documents that accompany this application in respect of the  
application is true.

I/We hereby authorize inspections of my/our property to be improved.

I/We acknowledge that any work carried out prior to written confirmation of grant  
approval may not be eligible.

I/We acknowledge receiving, understanding, and accepting the terms and conditions of the  
Chickasha Economic Development Council's Economic Development Grant Program

I/We, Chickasha Today, LLC am the owner of the land that is the subject of  
this Application and, for the purposes of the Freedom of Information and Protection of Privacy  
Act, I/we authorize and consent to the use by or the disclosure to any person or public body of  
any personal information that is collected under the authority of the \_\_\_\_\_ for the purposes of  
processing this application.

Sworn to (or declared before me), Brandi Winters, a  
Notary Public in and for the State of Oklahoma, on this the 12<sup>th</sup> day of January,  
2021.



\_\_\_\_\_  
Notary Public, State of Oklahoma

My Commission Expires: 5/3/21

Cary DeHart  
Applicant

\_\_\_\_\_  
Co-Applicant

IX. Authorization for Agent *(complete only if Applicant is not the registered Owner)*

I/We, \_\_\_\_\_ the  
owner of the subject property, hereby authorize \_\_\_\_\_  
(Agent) to act on my behalf with respect to the application.

01/12/2021  
Date

\_\_\_\_\_  
Signature of Owner(s)

Note: Information provided in this application will become part of a public record.



DOWNTOWN REVITALIZATION  
2:1 Grant Program Budget  
Summary Worksheet

General Information

Applicant Name: Chickasha Today, LLC

Phone Number: 405-224-1554

Email Address: cary.dehart@cmswillowbrook.com

Project Name: Cornerstone

Budget Summary

Provide the subtotals for each of the following line items as budgeted for the proposed project:

|                            | Amount            |
|----------------------------|-------------------|
| Design/Consulting Services | \$ -              |
| Supplies and Materials     | \$ 45,000         |
| Equipment                  | \$ -              |
| Labor                      | \$ 60,000         |
| Contractual Services       | \$ 265,000        |
| Taxes                      | \$ 5,048          |
| Other Expenses             | \$ -              |
| <b>TOTAL COSTS</b>         | <b>\$ 375,048</b> |

Please attach copies of all job estimates, quotes, and invoices to this worksheet.



Chickasha Today, LLC  
CEDC Incentive Match Application  
January, 2019  
Planned improvements and usage

**Properties 1 & 2**

The Savoy and Speak buildings will require extensive restoration on their interiors. Details are attached, totaling \$582,000 (\$82/SF). The estimate does not include tenant improvements or kitchen improvements. Our priority usage for the space is a restaurant/lounge venue. Discussions are ongoing with a target tenant. Alternative usage could be adult social/lounge/dance venue. These costs are for the first floor only. While the Savoy has a second floor and Speak has two upper floors, costs of renovation thereof is not considered economical at this time. Further alternative retail usage could evolve as the spaces are being renovated.

**Property 3**

The Jim-N-I building will require extensive restoration on its interior. In addition, the front facade replacement is substantially completed. The interior improvements will include brick wall restoration, floor repair/sealing, ceiling installation, wall relocations, lighting/electric, HVAC, restroom construction and water/sewer line construction, fire protection compliance, flood zone compliance, and paint/finishings. Discussions are currently ongoing with two different retail business tenants interested in occupying either this property or property 5, below.

**Property 4**

The Parking Garage building (50 ft frontage) is unique in that it has a concrete floor and ceiling, with bricked walls. It is very well built, and is capable of having an outside patio area on the roof. It is a large open space capable of being designed for unique usage. We are in advanced stages of planning usage of the space with an Grady County resident who will establish a micro-brewery and tap room in the space. The micro-brewery will initially occupy the east half of the space with new stainless steel equipment which will be enclosed by a glass wall, but visible to the retail tap room to be located on the west side of the space. The building allows for the future phase installation of a bottling line at such time as the tenant desires to expand in to the product bottling in addition to barrel production. The build out of the building for these comparable uses will require very special electrical and plumbing installation, room/wall construction along

with some brick wall repair, lighting, HVAC, finishings on floor and ceiling, bar and other tap room interior construction, restrooms, fire code compliance, flood zone compliance, and front facade replacement (almost completed). We consider this property and tenant will become an anchor tenant for the overall repurposing of the buildings in the 100 block of Chickasha Avenue.

### **Property 5**

The Cornerstone building is a newer building, but will have to have the roof replaced as part of the renovation. We currently have a retail prospect considering this location for up to three related retail needs/opportunities for our community. The prospective tenant is an existing successful retail business in Chickasha and sees the opportunity to expand and eventually own this space. Anticipated renovations may include removing the front wall of the property and creating protected patio area at the front entrance for outside seating in conjunction with the food service portion of their business plan. Interior renovations will likely include wall relocations, restroom improvements, new floor treatments, wall treatments, ceiling replacement in some portions of the property, commercial kitchen, and HVAC upgrade, along with updating fire and flood compliance.

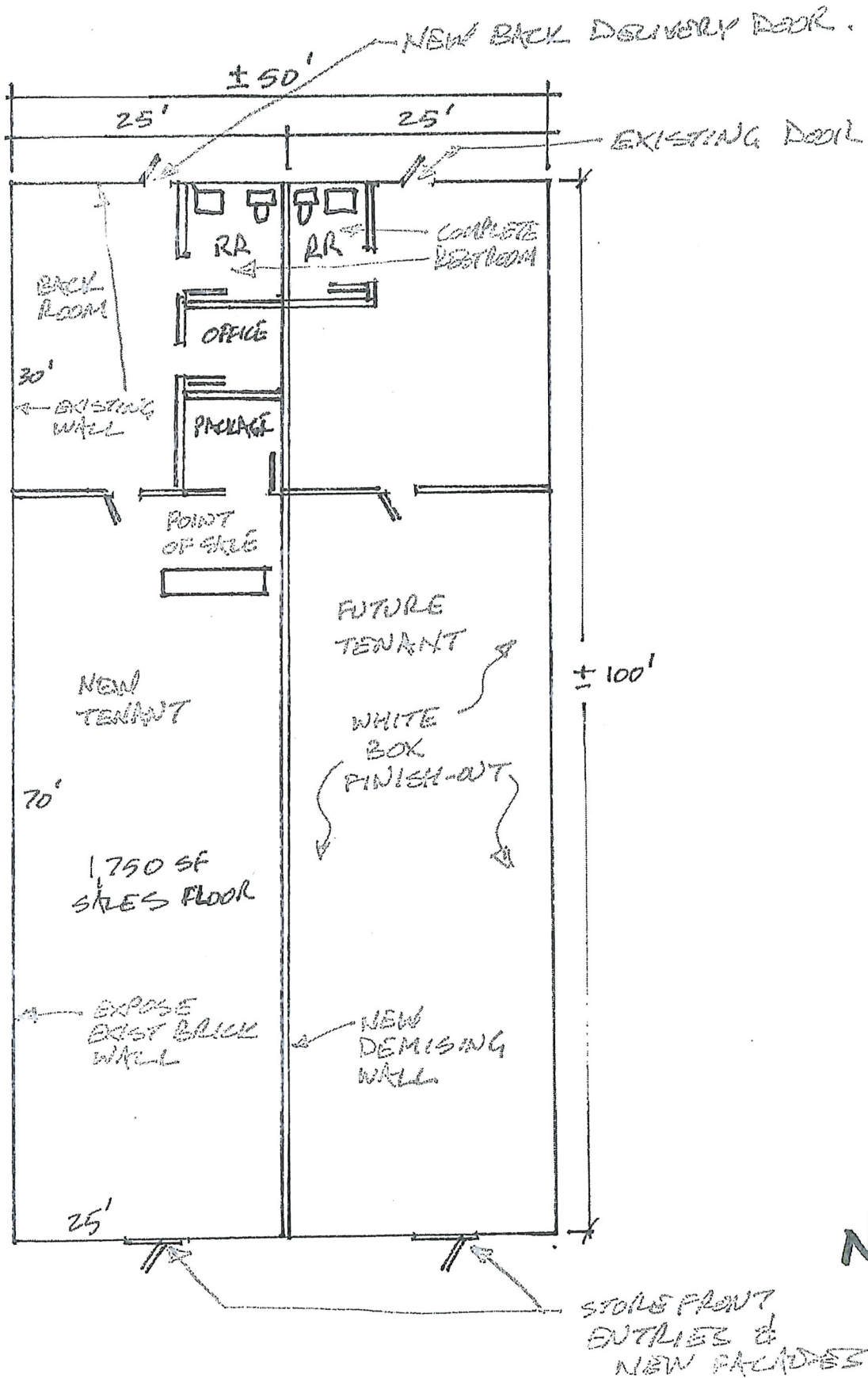
### **January 2021 Update:**

The cornerstone building is now being developed to house 2 separate 25ft x 100ft retail spaces, one of which is already under contract. Renovation costs are now expected to exceed the \$300,000 required to meet the \$20 per square foot maximum reimbursement. This includes the tenant space currently being built out, plus the additional space immediately to its west that is being actively marketed in order to build out soon. Original total budget was \$203,000 for the building. However, with the revised plans the budget has increased to \$375,048 in construction costs, which is in addition to the \$65,000 purchase price. As a result, we are requesting that the grant amount for the Cornerstone building be amended from \$67,667 to \$100,000, which would yield a new request of \$32,333 to be added to the amount previously approved. There will be separate restrooms and utilities for each space. Also, entire façade is currently being redone to accommodate two storefronts and modernize the aesthetic. Tenant for the western half of building will likely be retail in nature.



# CORNER STONE CHICKASHA, OK

8-25-20











620 NE 36th Street  
Oklahoma City, OK 73105  
405.600.9207 tel  
405.600.9213 fax  
www.cmswillowbrook.com

November 18, 2020

Re: Cornerstone Building – Tenant Renovation  
Chickasha, OK  
Construction Proposal

CMSWillowbrook Inc. is pleased to submit our Design/Build proposal for the tenant renovation of the existing Cornerstone Building located downtown, Chickasha, OK 73018. This proposal is based on attached conceptual sketch dated 08-25-2020 and our understanding of your requirements regarding quality, budget and schedule.

We propose to renovate approximately 5,000 sf of existing building into one separate 2,500 sf tenant area that will be finished out and one separate 2,500 sf tenant area that will be white boxed for \$375,048.00, Three Hundred Seventy-Five Thousand and Forty Eight Dollars.

We propose to complete the new facility in 12 weeks.

The proposal includes the following:

- On-site supervision.
- General conditions and general requirements.
- Sales tax.
- Building permit.
- Plan drafting.
- General liability insurance.
- Builders risk insurance.
- Saw cut and remove existing slab for new plumbing.
- Interior building systems demolition.
- Removal of existing brick veneer at front of building.
- Replace slab on grade at plumbing revisions.
- Rough carpentry and wood blocking.
- New front of building facade system.
- New TPO roofing system.
- Fire safing and sealants as required.
- New hollow metal door frames.
- Solid core wood doors and hollow doors including associated hardware.
- Access doors if required.
- Wood framing window systems at front of building.
- Gypsum board ceiling at restrooms, office and package room.
- Metal stud framing with 5/8" type X gypsum board and sound insulation at demising wall and partition walls.
- Tape, bed and paint new drywall systems.
- LVT flooring through-out East tenant area.
- Patch and paint existing walls to remain.
- Paint door and frames.



Oklahoma City Office  
405.600.9207

Chickasha Office  
405.224.1554

Tulsa Office  
918.978.4828



620 NE 36th Street  
Oklahoma City, OK 73105  
405.600.9207 tel  
405.600.9213 fax  
www.cmswillowbrook.com

- Room ID signage.
- Toilet accessories at restrooms.
- 10 lb fire extinguisher and cabinet per tenant space.
- Plumbing system and fixtures for two restrooms.
- New water line and meter.
- Tie-in to existing sanitary waste system.
- Exposed spiral duct from three existing units for East tenant area only.
- Make operable three existing roof top units. No ductwork in the West space.
- Electrical power and light system for East tenant area and restrooms only.
- Rough-in for electrical at West tenant area.
- Rough-in for access control and security systems.
- Fire alarm system.

The West tenant area to be white box as follows:

- The walls will be tape & bed only.
- The restroom will be finished-out.
- There is no floor finish or ceiling.
- There will be minimal lighting for safety.
- There will be no HVAC system re-work.
- There will be no power or lighting system.
- The entry storefront and façade will be completed.

The proposal excludes the following:

- Hazardous material removal.
- Fire suppression system.
- Tenant fixtures and furnishings.

It is our pleasure to work with you during preconstruction planning, estimating, design and construction. CMSWillowbrook looks forward to being a member of your construction team. Please call if you have any questions, or if we can be of further assistance.

Sincerely,

CMSWILLOWBROOK

*Sam Johnson*

Sam Johnson  
Chief Estimator



Oklahoma City Office  
405.600.9207

Chickasha Office  
405.224.1554

Tulsa Office  
918.978.4828



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Administration**

**Agenda Item No. 6.f.**

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**AGENDA ITEM: Discussion, consideration, and possible action on a request for an extension to February 8, 2023 on Economic Development Project of Chickasha Today, LLC - 117 Chickasha Ave.**

**I. BACKGROUND/DESCRIPTION:**

A request has been received from Chickasha Today LLC for an extension to February 8, 2023 on the Economic Development Project - 117 Chickasha Ave.

This request was approved by the Chickasha Economic Development Council at their December 13, 2022 meeting.

**II. RECOMMENDED ACTION:**

Approve request for extension to February 8, 2023 on Economic Development Project of Chickasha Today, LLC - 117 Chickasha Ave.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b>                   | Fund   | Account | Amount |
|                                          | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**

1. Request for Extension from Chickasha Today to CEDC dated 12-7-2022
2. CEDC Minutes 12-18-2022
3. Request for Extension from CEDC to City of Chickasha dated 12-20-2022





Chickasha Today  
PO Box 1130  
Chickasha, OK 73023

Jim Cowen  
Chickasha EDC  
221 W. Chickasha Ave  
Chickasha, OK 73018

December 7, 2022

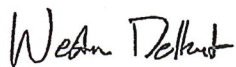
RE: 117 Chickasha Avenue Grant Extension

Dear Jim,

Chickasha Today is extremely excited for the upcoming opening of two additional restaurants in the 100 block of Chickasha Avenue. 101 W. Chickasha Avenue will house Brandi's Grill and next door at 117 W. Chickasha Avenue will be the Flower shop Pizza and Winery. These two restaurants will share an outdoor courtyard for concerts and seating with a covered stage, artificial turf for the kids to play on, and plenty of yard games for family entertainment! This location was previously owned and operated as a Junkyard complete with a dangerous guard dog that would not allow children to walk down the public sidewalk. We had conversations with Mayor Mosley and council members about this hazard but the City was unsuccessful in addressing this danger. So, thanks to the partnership of the downtown grant, we were able to purchase this property and restore it to something positive for the residents of Chickasha to enjoy.

We will be completing both renovations in the coming weeks. 101 W. Chickasha Avenue is a stand-alone grant award with a deadline of February 8, 202<sup>3</sup>. The Flowershop Pizza at 117 W. Chickasha Avenue is part of our original grant award which included 102, 114, 117, 121, & 125 Chickasha Ave. A letter was delivered to the EDC on July 2, 2021 requesting an 18 month extension for this property, however it does not appear that this extension was brought to <sup>3</sup> council. By delivery of this letter we would ask that the EDC recommend to Council an extension to February 8, 202<sup>3</sup> to match 101 W. Chickasha Avenue to allow the successful completion of these important projects to the restoration of downtown.

Sincerely,



Chickasha Today

Chickasha Area Economic Development Council, Inc.

December 13, 2022

Minutes of Meeting

**Present:** Kyle Abrahams, Ryan Posey, Tim Elliott, Ronnie Bogle, Rick Croslin, Weston Dehart, Kea Ginn, Andy Maher, John Mosley, Ed Stanton, Cale Walker, Chris Mosley, Keith Johnson, Jim Cowan

**Absent:** Troy Avant, Ralph Beard, John Feaver

**Guests:** Susan McDaniel, Shea Mortimer, Tim Hushbeck, Kimmy Loggins, Steve LaForge, Dwain Sehon, Erica Alexander, Mitch Williams, Scott Smith, Johnny Trammell, Tiffany Clark, Angie Lewis, Eric Anderson, Demeka Norwood, Zach Grayson, David Foster, Heather Roehrick, Jamie Jones, Jordan Vinyard, Shawn F, Parker Denton, Cody Alexander, Brian Gerdes

**Staff:** Matt Brooks, Whitney Palesano

**I. Call to Order / Chairman's Comments**

Meeting called to order at 7:31 a.m. It was determined that a quorum was present and Kyle Abrahams called the meeting to order.

**II. Motion for Discussion/Approval/Vote of November 2022 Minutes**

Motion made by Cale Walker, seconded by Tim Elliott to approve the November 2022 Board Minutes as presented. Motion passed with all voting in favor.

**III. Motion for Discussion/Approval/Vote of November 2022 Financials**

Motion made by Tim Elliott, seconded by Ed Stanton to approve the November 2022 Financial Statements as presented. Motion passed with all voting in favor.

**IV. Motion for Discussion/Approval/Vote to recommend to City Council a payment for grant reimbursement to Chickasha Today for 123 & 125 Chickasha Ave in the amount of \$50,000.**

Motion made by Cale Walker, seconded by Tim Elliott to recommend to City Council a payment for grant reimbursement to Chickasha Today for 123 & 125 Chickasha Ave in the amount of \$50,000. Roll call vote was taken. Copy attached. Motion passed.

**V. Motion for Discussion/Approval/Vote to recommend to City Council a grant extension until February 8, 2023 to Chickasha Today for 117 Chickasha Ave, to match 101 Chickasha Ave.**

Motion made by Tim Elliott, seconded by Andy Maher to recommend to City Council a grant extension until February 8, 2023 to Chickasha Today for 117 Chickasha Ave, to match 101 Chickasha Ave. Roll call vote was taken. Copy attached. Motion passed.

**VI. Motion for Discussion/Approval/Vote on adoption of EDC purchasing policy.**

Motion made by Ed Stanton, seconded by Weston Dehart to adopt the attached EDC purchasing policy. Roll call vote was taken. Copy attached. Motion passed.

**VII. Discussion of Economic Outlook**

Report given. No action taken.

**VIII. Community Development Committee Update**

Reports given. No action taken.

**IX. CEDC Update**

Report given. No action taken.

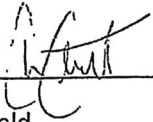
**X. New business**

No new business was presented.

**XI. Closing Comments, Announcements & Adjournment**

Motion made by Weston Dehart, seconded by Cale Walker to adjourn. Meeting adjourned at 8:50 a.m.

Respectfully submitted by:



Cheryl Critchfield



Kyle Abrahams, Chairman

Item 5

117 Chickasha

|                      | Yes                                 | No                       | Abstain                             |
|----------------------|-------------------------------------|--------------------------|-------------------------------------|
| <b>BOARD MEMBERS</b> |                                     |                          |                                     |
| Kyle Abrahams        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ryan Posey           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Tim Elliott          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Troy Avant           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Ralph Beard          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Ronnie Bogle         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Rick Croslin         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Weston DeHart        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| John Feaver          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Kea Ginn             | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Andy Maher           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| John Mosley          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Ed Stanton           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cale Walker          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |





*Make Your Move*  
**CHICKASHA**  
**ECONOMIC DEVELOPMENT COUNCIL**  
221 W. Chickasha Ave / PO Box 875 Chickasha, OK 73018 / 405-224-0737

December 20, 2022

City of Chickasha  
Attn: Keith Johnson, City Manager

RE: Request for extension for Chickasha Today LLC 117 W Chickasha Ave

On December 13, 2022 the Chickasha EDC voted on extending the expiration date on the grant to Chickasha Today LLC / 117 W Chickasha Ave to February 8, 2023, to match the grant for 101 W Chickasha Ave. Motion was made by Tim Elliott and seconded by Andy Maher. Vote was taken by roll call vote. Motion passed.

We are requesting that this recommendation be placed on the City Council's agenda at the earliest opportunity for approval.

Respectfully,

Jim Cowan  
Director, Economic Development Council

*Attached: 12/13/22 EDC Board Meeting Agenda, Minutes and Roll call vote  
Request from Chickasha Today*



City of  
**CHICKASHA**

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**Meeting Type: Council Agenda 2-6-2023**

**Meeting Date: 2/6/2023**

**Department: Human Resources**

**Agenda Item No. 6.g.**

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**AGENDA ITEM: Discussion, consideration and possible action to repeal and replace Chapter 5: Leaves of Absence, 5.03 Sick Leave and Sick Leave Pool Policy, Section XIII. Sick Leave Pool effective immediately.**

**I. BACKGROUND/DESCRIPTION:**

- A new policy manual was adopted in 2017.
- This policy manual included section 5.03 Sick Leave and Sick Leave Pool Section XIII. Sick Leave Pool.
- This specific section allowed employees to donate time to a sick leave pool during an open enrollment period so that employees in need would be able to use donated sick leave.
- The sick pool was never implemented and open enrollments were not offered.
- From time to time, we do have situations where an employee is in need of sick leave and others are willing to donate. Without the implementation of the current Section XIII. Sick Leave Pool, it leaves us without a process to allow donations of sick leave to take place.
- The attached revised policy removes the open enrollment period and allows time to be donated upon completion of the donation form.
- All other sections of Chapter 5: Leaves of Absence will remain unchanged.
- The revised section 5.03 Sick Leave and Sick Leave Pool Section XIII will become effective immediately upon approval from Council.

**II. RECOMMENDED ACTION:**

Staff recommends

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

|                                          |        |         |        |
|------------------------------------------|--------|---------|--------|
| <b>Dept. Director:</b><br>NAME, TITLE    | Fund   | Account | Amount |
|                                          | (To)   |         |        |
|                                          | FUND   | ACCOUNT | AMOUNT |
| <b>Meeting Date:</b><br>February 6, 2023 | (From) |         |        |

**V. ATTACHMENTS:**

1. Sick Leave Donation Policy REVISION

**XIII. Sick Leave Donation****A) Purpose**

A Sick Leave Donation program has been established consisting of accrued sick leave hours donated by employees to help reduce hardship due to a prolonged or catastrophic off-the-job illness, injury, or disease that forces and eligible employee to exhaust all accrued paid leave time for medically related reasons due to a serious health condition of self or dependent or for the time off for the birth or adoption of a child as described in Section IV of this policy. This is a voluntary program.

**B) Definitions**

1. Prolonged or catastrophic illness or injury. Any illness, injury, or disease which causes an employee to be unable to perform, with reasonable continuity, the substantial, material and essential functions of his/her job for medically related reasons due to a serious health condition of self, spouse, parent or child, as certified by a licensed health care provider.
2. Member. An employee who has been employed for a minimum of one (1) year and has submitted a leave donation form or a leave donation request.
3. Eligible Employee. In order to earn additional sick leave from Sick Leave Donation, an employee must meet all the criteria set forth below:
  - a. Has exhausted all accrued paid leave (including sick, vacation, and compensatory time);
  - b. Has met job performance and work rules prior to application;
  - c. Has requested time from Sick Leave Donation;
  - d. Is not off of work due to an on-the-job injury or receiving workers' compensation;
  - e. Works a minimum of 30 hours per week.

**C) Contribution of Time**

1. In order to donate hours to the Sick Leave Donation program, the employee must have at least 40 hours of sick leave accrued prior to contributing to the donation program.
2. In order to donate hours to the Sick Leave Donation program, an employee must complete a donation form and submit to the Human Resources department.
3. Minimum donations must be equal to accrual rates. i.e Regular Full-Time employee- 8 hours Part-Time employee- 4 hours.
4. Maximum donation cannot exceed 24 hours per pay period and the donating employee must maintain a minimum balance of 40 hours of sick leave.

**D) Continuation of Benefits**

Health insurance premiums and other benefit premiums will continue to be deducted appropriately as pay is received by the employee.

**E) Request and Use of Time**

1. An eligible employee must complete and submit a Sick Leave Donation Request form. If the employee is incapacitated, the request may be completed by an immediate family member or Department Director.



2. The Sick Leave Donation Request form will be turned into the Human Resources department. Documentation must be provided from the appropriate health care provider. The Human Resources department will determine eligibility of the employee to receive sick leave hours from donation. And employee who is dissatisfied with the decision of the Human Resources department may appeal the decision to the City Manager within ten (10) calendar days of the receipt of the decision of the Human Resources department. The City Manager shall issue an opinion within ten (10) calendar days of the receipt of the appeal.
3. An approved employee may use 240 hours in a calendar year. Additional hours, if needed, must be approved by the City Manager. Documentation of continued need will be required.
4. The Sick Leave Donation program may only be used to increase an employee's potential sick leave benefits prospectively. An employee who has exhausted all of his/her sick leave and has taken unpaid sick leave before requesting time from the Sick Leave Donation program cannot draw from donations to be reimbursed for those past unpaid sick leave days.
5. For bargaining unit employees, the recently adopted union contract supersedes and replaces the City of Chickasha policy manual for issues addressed in the union contract; if the union contract does not address a particular item or issue, this manual will apply.