

CHICKASHA MUNICIPAL AUTHORITY

AGENDA
LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING
6:30 PM

DATE OF MEETING
NOVEMBER 20, 2023

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.

- 1. Call to Order / Roll Call.**
- 2. Consent Docket:**
 - a. Acceptance of the Minutes of the November 6, 2023 regular meeting.
 - b. Acceptance of the Claims List.
 - c. Acceptance of the Financials for October 2023.
 - d. Accept and ratify Changer Order No. 1 for CMA-2302 - a/k/a 18608 CDBG 22 - Water Distribution Improvements and authorize the Mayor to execute the same.
 - e. Accept and ratify action to authorize the Mayor to sign all contract related documents for CDBG waterline replacement project 18608 CDBGSC 22.
- 3. Discussion/Approval of Items Removed from Consent Docket:**

4. Motion for Adjournment.



City of
CHICKASHA

Meeting Type: CMA Agenda 11-20-2023

Meeting Date: 11/20/2023

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the November 6, 2023 regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept the Minutes of the November 6, 2023 regular meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan m. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: November 20, 2023	(From)		

V. ATTACHMENTS:

1. CMA 11-6-2023

November 6, 2023

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 6th day of November 2023 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Mosley called the meeting to order at 7:29 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Chris Mosley, Chairman
Zachary Grayson, Vice Mayor
Kelly Boyd
Oscar Nelson
Georgianne Hebblethwaite
R. P. Ashanti-Alexander
Brian Gerdes

ABSENT:

Kea Ginn
Rick Croslin

STAFF

PRESENT:

Keith Johnson, City Manager
Amanda Mullins, City Attorney
Rachel Bernish, Asst. City Manager
Susan M. McDaniel, City Clerk
G. G. Music, Interim Police Chief
Jim Crosby, Public Works Director
Lille Huckaby, Library Director
Darren Martin, Chief Building Inspector
Tony Samaniego, Fire Chief
Elaine Jensen, Finance Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a thru ITEM 2d

ITEM 2a.

Acceptance of the Minutes of October 16, 2023, regular meeting.

ITEM 2b.

Acceptance of the Claims List.

ITEM 2c.

Accept change of Entity Name for Depo Lease.

TIME 7:11 P.M.

ITEM 2d. Acceptance of the meeting dates and employee holidays for the calendar year 2024 for the Chickasha City Council, Chickasha Municipal Authority, Chickasha Municipal Airport Authority, and various Boards, Commissions, and Committees.

*Motion by Trustee Ashanti-Alexander, second by Trustee Gerdes to approve Item 2a thru Item 2d.

Roll call vote:

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

"Nays:" None

"Abstain:" None

Motion carried. 7-0

ITEM 3. Discussion / Approval of Items Removed from Consent Docket:

No action taken on Item 3.

ITEM 4. Motion to Adjourn.

*Motion by Trustee Ashanti-Alexander, second by Trustee Hebblethwaite to adjourn.

Meeting adjourned.

TIME: 7:30 PM

Approved this 20th day of November 2023.

Chris Mosley, Chairman

(ATTEST)

Susan M. McDaniel, CMC
City Clerk



City of
CHICKASHA

Meeting Type: CMA Agenda 11-20-2023

Meeting Date: 11/20/2023

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept the Claims List.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: November 20, 2023	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: CMA Agenda 11-20-2023

Meeting Date: 11/20/2023

Department: Finance

Agenda Item No. 2.c.

AGENDA ITEM: Acceptance of the Financials for October 2023.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: November 20, 2023	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: CMA Agenda 11-20-2023

Meeting Date: 11/20/2023

Department: Public Works

Agenda Item No. 2.d.

AGENDA ITEM: Accept and ratify Changer Order No. 1 for CMA-2302 - a/k/a 18608 CDBG 22 - Water Distribution Improvements and authorize the Mayor to execute the same.

I. BACKGROUND/DESCRIPTION:

The Change Order No. 1 is necessary to compensate the Contractor for cost increases incurred since the project was awarded on June 20, 2023 and Notice to Proceed has been delayed.

II. RECOMMENDED ACTION:

Accept and ratify Changer Order No. 1 for CMA-2302 - a/k/a 18608 CDBG 22 - Water Distribution Improvements and authorize the Mayor to execute the same.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Jim Crosby, Public Works Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: November 20, 2023	(From)		

V. ATTACHMENTS:

1. Change Order No. 1



Chickasha Municipal Authority
CHANGE ORDER

Project: CMA-2302, a.k.a. 18608 CDBG 22, Water Distribution Improvements		Change Order No. 1
Project Description: Construct new water mains to loop existing water mains, install new fire hydrants and install new isolation valves on existing water mains. New water mains are to be constructed on Missouri Ave from 3 rd to 4 th and on Virginia from Shepherd to Henderson and on Henderson from Virginia to the alley to the north.		
Requested Changes & Reasons: To compensate the Contractor for cost increases incurred since the project was awarded on June 20, 2023 and Notice to Proceed has been delayed.		
Location: Entire Project	From Station: N/A	To Station: N/A

The above will necessitate the following changes in quantities and estimates, which will be shown as overruns and underruns on future progressive estimates and vouchers.

OVERRUN

Part No.	Item No.	Item Description	Qty	Units	Unit Price	Unit Total	Days Req'd
ALL	ALL	COST INCREASE COMPENSATION	1	EACH	\$ 56,830.40	\$ 56,830.40	0
TOTAL						\$ 56,830.40	0

OVERRUN: \$ 56,830.40 NET CHANGED DAYS: 0

The prices for additional items have been compared with other contract prices and are fair for the amount of work involved.

Date

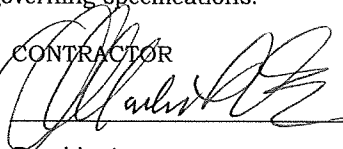
Owner's Representative

Approved by the Chickasha Municipal Authority this _____ day of _____, 20____.

FOR THE CHICKASHA MUNICIPAL
AUTHORITY

Chairman

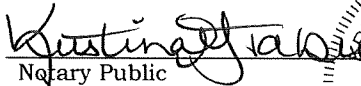
We, Marsau Enterprises, Inc. contractor on the above project, do hereby agree to a net change in the contract of \$ \$56,830.40 and/or 0 days as full compensation for making the above changes in accordance with the governing specifications.

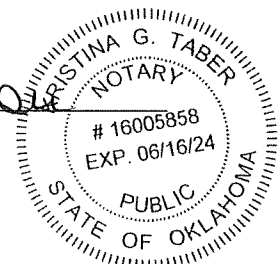
CONTRACTOR
BY: 
TITLE: President Marlin L. Esau

Subscribed and sworn before me this _____ day of _____, 20____.

My Commission Expires:

06/16/2024


Notary Public



CO1



City of
CHICKASHA

Meeting Type: CMA Agenda 11-20-2023

Meeting Date: 11/20/2023

Department: Public Works

Agenda Item No. 2.e.

AGENDA ITEM: Accept and ratify action to authorize the Mayor to sign all contract related documents for CDBG waterline replacement project 18608 CDBGSC 22.

I. BACKGROUND/DESCRIPTION:

This is a budgeted item.

II. RECOMMENDED ACTION:

Accept and ratify action to authorize the Mayor to sign all contract related documents for CDBG waterline replacement project 18608 CDBGSC 22.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: November 20, 2023	(From) 31-530-6450-006		

V. ATTACHMENTS:

- 20231117140032578

Susan McDaniel

From: Jim Crosby
Sent: Tuesday, November 14, 2023 11:40 AM
To: Susan McDaniel
Subject: FW: [EXTERNAL] FW: Chickasha

Please check the memo from Mareta Woodward.

From: rscottv11@gmail.com <rscottv11@gmail.com>
Sent: Friday, November 10, 2023 10:32 AM
To: Jim Crosby <jim.crosby@chickasha.org>
Subject: [EXTERNAL] FW: Chickasha

Sincerely,

R. Scott Vaughn, P.E., CFM
Chisholm Trail Consulting, LLC
rscottv11@gmail.com
2124 Scott Lane
Duncan, Ok 73533
580-467-8130



From: Mareta Woodard <MWoodard@Parkhill.com>
Sent: Friday, November 10, 2023 10:29 AM
To: rscottv11@gmail.com
Subject: FW: Chickasha

Make sure this is on the city agenda and not the PWA. Or they can put it on both agendas.

FYI – anything CDBG related needs to be on the city agenda. Because the grant was awarded to the city and not the PWA. Lots of city's want to put everything on the PWA agendas.

Mareta Woodard

From: Mareta Woodard
Sent: Friday, November 10, 2023 10:26 AM
To: rscottv11@gmail.com
Subject: Chickasha

Have this be the agenda item. We are passed the 120 day construction contract award date. We do not want ODOC make us rebid. But since they did approve the bid for Marsau we should state the agenda item like this:

- 1) Discussion and possible action to authorize mayor to sign all contract related documents for CDBG waterline replacement project 18608 CDBGSC 22.

Mareta Woodard
Grants and Projects Administrator

PARKHILL

3300 Oklahoma Avenue Suite 1100
Woodward, OK 73801
Work 580-254-3514 Cell 580-747-0238
Web: www.Parkhill.com
MWoodard@Parkhill.com

Susan McDaniel

From: Mareta Woodard <MWoodard@Parkhill.com>
Sent: Friday, November 10, 2023 12:32 PM
To: Susan McDaniel
Cc: rscottv11@gmail.com
Subject: [EXTERNAL] CDBG Budget Modification Letter and Forms
Attachments: Chickasha Budget Mod Request Letter.docx; 401.1 Leverage Match Certification Form Excel.pdf; Detailed Line Item budget.pdf

Susan,
Because the city is committing additional local funds to CDBG project we will need to do a budget modification to add the additional funds to the grant budget.
Please print the attached CDBG budget modification request letter on city letterhead and have the mayor sign.
Have him sign the form 401.1 Leverage certification form also. (attached)
Note: Have mayor sign the bottom portion of the form by the red X.
Return both forms to me once you have signatures.

I have also attached the original budget that was submitted with the grant application. (This is what I will change to add in the additional local match funds)

Please do not hesitate to contact me if you have any questions or concerns.

Thanks,
Mareta

Mareta Woodard
Grants and Projects Administrator

PARKHILL

3300 Oklahoma Avenue Suite 1100
Woodward, OK 73801
Work 580-254-3514 Cell 580-747-0238
Web: www.Parkhill.com
MWoodard@Parkhill.com

Has been Permitted



Leverage Commitment Certification

DATE 11/10/2023

GRANTEE NAME City of Chickasha

GRANTEE CONTRACT NUMBER 18608 CDBGSC 22

I confirm that the leverage amount committed at the time of application and agreed to by our Application Resolution has not changed and is dedicated and available for use on this CDBG Contract.

Authorized Official - Print Name & Title

Authorized Official - Signature

Date

Amended Leverage / Match Certification

The leverage committed, as applicable, at the time of the application, has changed and requires the submittal of a budget modification request in OKGrants. Please refer to the CDBG Project Management Guide Policies & Procedures, Policy 401, Program Management. Please enter the original commitment information, as applicable, and changes to reflect the total amount to be committed toward the project. Required supporting documentation: **1) for commitment of funds provided by other entities, provide the commitment letter or contract; 2) for commitment of local funds, please provide a commitment letter signed by the Authorized Official or commitment by Board passed resolution.** Upon ODOC approval of the budget modification in OKGrants, the grantee will be prompted to update the application budget and re-submit for completion.

Who is providing the Source of Funding	Original Leverage Amount Committed	Add / Deduct (-)	New Total Funding
City of Chickasha - Construction	\$ 135,057.00	\$ 237,533.00	\$ 372,590.00
City of Chickasha -		\$ -	\$ -
Engineering/Grant Admin	\$ 60,657.00	\$ -	\$ 60,657.00
			\$ -
			\$ -
			\$ -
			\$ -
REVISED TOTAL(S)	\$ 195,714.00	\$ 237,533.00	\$ 433,247.00

Chris Mosley, Mayor

Authorized Official - Print Name & Title

X

Authorized Official - Signature

Date

CDBG Detailed Line Item Budget

Itemized Description of Construction Activity:	Funding Source CDBG Grant	Funding Source cash - City of Chickasha	Funding Source	Funding Source	Funding Source	Total Project Expenditures
8" PVC WATER MAIN, INSTALLED 970 LF @ \$95 LF	\$92,150.00					\$92,150.00
8" MJ GATE VALVE W/ BOX, INSTALLED 6 EA @ \$3k ea	\$18,000.00					\$18,000.00
6" MJ GATE VALVE W/ BOX, INSTALLED 34 EA @ \$2500 ea		\$85,000.00				\$85,000.00
6" X 6" MJ TEE, INSTALLED 10 EA @ \$750 ea	\$7,500.00					\$7,500.00
FIRE HYDRANT ASSY INSTALLED 10 EA @ \$7500 EA	\$24,943.00	\$50,057.00				\$75,000.00
DISINFECTION LS	\$3,500.00					\$3,500.00
HYDROSTATIC PRESSURE TESTING LS	\$3,500.00					\$3,500.00
PAVEMENT RESTORATION 136 SY @ \$275 SY	\$37,400.00					\$37,400.00
CONSTRUCTION TRAFFIC CONTROL LS	\$8,721.00					\$8,721.00
Total Construction Activity:	\$195,714.00	\$135,057.00	\$0	\$0	\$0	\$330,771.00 X
Professional & Non Construction						
Engineering/Architect Funds		\$45,000.00				\$45,000.00
Inspection Funds						\$0
Other						

CDBG Detailed Line Item Budget

Total Professional & Non Const:	\$0	\$45,000.00	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000.00
Administrative Costs									
Activity Delivery Funds		\$15,657.00							\$15,657.00
Total Administration	\$0	\$15,657.00	\$0	\$0	\$0	\$0	\$0	\$0	\$15,657.00
Planning (CIP Participants only)									\$0
Total Project Costs:	\$195,714.00	\$195,714.00	\$0	\$0	\$0	\$0	\$0	\$0	\$391,428.00

November 10, 2023



Robin Slawson, Program Manager
Okla. Department of Commerce
900 N. Stiles
Oklahoma City, OK 73126

RE: City of Chickasha – 18608 CDBGSC 22
Water System Improvements/Waterline Replacement - Budget Modification

Dear Ms. Slawson:

The City of Chickasha is requesting approval for a CDBG budget modification. The city will be committing an additional \$237,533.00 towards the construction costs of the project. These funds will be obtained from city's _____ account. Thank you for your consideration.

CDBG BUDGET (Construction Costs):

CDBG:	\$195,714.00
ORIGINAL LOCAL FUNDS:	\$135,057.00
ADDITIONAL LOCAL FUNDS:	<u>\$237,533.00</u>
TOTAL:	\$568,304.00 (construction bid/contract award)

Sincerely,

Chris Mosley, Mayor
City of Chickasha