

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
FEBRUARY 17, 2025

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 February 3, 2025, regular meeting.
 - b. Acceptance of the Claims List.
 - c. Accept and ratify Resolution No. 2025-04R adopting the updated employee manual.
 - d. Acceptance of the Financials for January 2025.
 - e. Authorize Chairman to execute a Subscribers Service Agreement with Cherokee Temps for temporary workers.

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

4. Motion for Adjournment.

CHICKASHA

Meeting Type: CMA Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the February 3, 2025, regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
February 17, 2025

V. ATTACHMENTS:

1. CMA 2-3-2025

February 3, 2025

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 3rd day of February 2025 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Grayson called the meeting to order at 6:59 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Oscar Nelson
Kea Ginn
John P. Smith
Erica Alexander
Charlie Burruss
Brian Gerdes

ABSENT:

Kelly Boyd

STAFF

PRESENT:

Jim Crosby, City Manager
Rachel Bernish, Asst. City Manager
Amanda Mullins, City Attorney
Susan M. McDaniel, City Clerk
Tony Samaniego, Fire Chief
Chief Music, Police Dept.
Darren Martin, Chief Building Inspector & Airport Manager
Omar Fierro, Public Works Director
Robert Brooks, Comptroller
Lillie Huckaby, Library Director
Spencer Winzenried, Parks & Rec Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2b.

ITEM 2a.

Acceptance of the Minutes of the January 21, 2025, regular meeting.

ITEM 2b.

Acceptance of the Claims List.

*Motion by Trustee Hebblethwaite, second by Trustee Alexander to approve Items 2a – 2b.

Roll call vote:

Ayes:” Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 8-0

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

No action taken on Item 3.

ITEM 4. **Motion to Adjourn.**

*Motion by Trustee Alexander, second by Trustee Gerdes to adjourn.

Meeting adjourned.

TIME: 7:00 PM

Approved this 17th day of February 2025.

Zachary Grayson, Chairman

Susan M. McDaniel, CMC – City Clerk

(ATTEST)

CHICKASHA

Meeting Type: CMA Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
February 17, 2025

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Human Resources

Agenda Item No. 2.c.

AGENDA ITEM: Accept and ratify Resolution No. 2025-04R adopting the updated employee manual.

I. BACKGROUND/DESCRIPTION:

It is necessary for the CMAA to pass Resolution No. 2025-04R to adopt the updated employee manual.

II. RECOMMENDED ACTION:

Adopt Resolution 2025-04R as presented.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. Res. 2025-04R CMA Resolution Emp Manual

RESOLUTION NO. 2025-04R

A RESOLUTION OF THE CHAIRMAN AND BOARD OF TRUSTEES OF THE CHICKASHA MUNICIPAL AUTHORITY ADOPTING A NEW EMPLOYEE MANUAL AND REPEALING ANY PRIOR EMPLOYEE POLICIES OR MANUALS IN CONFLICT HEREWITH.

WHEREAS, the Chickasha Municipal Authority recognizes the need to establish clear and consistent policies and procedures governing the rights, responsibilities, and expectations of its employees; and

WHEREAS, the Authority has undertaken a comprehensive review and revision of its Employee Manual to reflect current laws, best practices, and the operational needs of the Authority; and

WHEREAS, the previous Employee Manual was adopted in 2017, and changes in laws and regulations necessitate the adoption of an updated manual; and

WHEREAS, the Board of Trustees of the Chickasha Municipal Authority finds that adoption of the new Employee Manual is in the best interest of the Authority and its employees to promote efficiency, consistency, and compliance with applicable employment laws and regulations; and

WHEREAS, it is necessary to repeal and replace any prior employee manuals, handbooks, or policies that are inconsistent with the new Employee Manual to ensure consistency with the City of Chickasha employee policies.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board of Trustees of the Chickasha Municipal Authority, as follows:

SECTION 1. The City Manager as the Trust Manager has recommended that the Chickasha Municipal Authority adopt the new Employee Manual, attached hereto as Exhibit A and incorporated herein by reference. Therefore Exhibit A is hereby adopted as the new Employee Manual for the Chickasha Municipal Authority.

SECTION 2. All prior employee manuals, handbooks, policies, or procedures previously adopted by the Board of Trustees that are in conflict with the new Employee Manual are hereby repealed and replaced in their entirety by the new Employee Manual.

SECTION 3. The Trust Manager, or designee, is hereby authorized and directed to distribute the new Employee Manual to all Authority employees and to take necessary steps to implement and enforce its provisions.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED this 17th day of February 2025.

CHICKASHA MUNICIPAL AUTHORITY

Zachary Grayson, Chairman

ATTEST:

Susan M. McDaniel, CMC - Secretary

CHICKASHA

Meeting Type: CMA Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Finance

Agenda Item No. 2.d.

AGENDA ITEM: Acceptance of the Financials for January 2025.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
February 17, 2025

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Public Works

Agenda Item No. 2.e.

AGENDA ITEM: Authorize Chairman to execute a Subscribers Service Agreement with Cherokee Temps for temporary workers.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Authorize Chairman to execute a Subscribers Service Agreement with Cherokee Temps for temporary workers.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Omar Fierro, Public Works Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

- 20250212133358158

