

TOWN OF DAVENPORT BOARD OF TRUSTEES MEETING MINUTES

The Davenport Board of Trustees met in **Regular Session on Tuesday, June 1, 2010 at 7:00 p.m.**, Davenport Town Hall, 214 Broadway, Davenport, OK.

At least 24 hours prior to June 1, 2010 and on May 28, 2010 at 3:00 p.m. notice was posted in prominent view of the public stating the time, date, and agenda for said meeting.

1. Call To Order

Trustee Lora McElroy called the meeting to order at 7:05 p.m.

2. Roll Call of Members

3 Members Present: Marsha Baldwin, Trustee
Lora McElroy, Trustee
Jerry White, Trustee

1 Members Absent: Scott Bromley, Mayor

1 Members Vacant: Alan McBroom, Trustee

Staff Present: Jane C. Bromley, Town Clerk
Marion Iles, Town Treasurer
Patrick Taylor, Assistant Chief of Police
Richard Bailey, Volunteer Fire Chief
T.J. Smith, Water/Wastewater/Maintenance Lead Operator
James Jackson, Water/Wastewater/Maintenance Operator

Media: None

Guests: John Greenfield, Superintendent of Davenport Schools
Anne Marie Elfrink, MS, CPA

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3. Approval of meeting minutes for May 2010

Motion was made by Jerry White and **Second** by Marsha Baldwin to approve the Davenport Board of Trustees meeting minutes for May 2010.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

4. Approval of claims

Motion was made by Jerry White and **Second** by Marsha Baldwin to approve claims 10814 through 10856.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

5. Petitions, Memorials, Hearing of Citizens, Other Communications—Discussion Only

None

6. Consideration of discount regarding new 2-inch tap at 3rd Street & East Ave for Davenport Schools, Rusty Clark—Discussion/Action

Motion was made by Jerry White and **Second** by Marsha Baldwin to charge the School the Town's cost for parts and labor only for the 2-inch water taps that will provide water to the new practice field and new little league fields to be built.

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Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

7. **Consideration to approve letter of engagement to complete Agreed-Upon Procedure (AUP) for the year ending June 30, 2010, prepare the Annual Survey of City and Town Finances for the FY 2009-2010 (Form SA&I 2643), and prepare the Estimate of Needs for 2010-2011 with accompanying Financial Statement of the Fiscal Year 2009-2010 with Anne Marie Elfrink, MS, CPA— Discussion/Action**

Motion was made by Lora McElroy and **Second** by Marsha Baldwin to approve letter of engagement to complete Agreed-Upon Procedure (AUP) for the year ending June 30, 2010, prepare the Annual Survey of City and Town Finances for the FY 2009-2010 (Form SA&I 2643), and prepare the Estimate of Needs for 2010-2011 with accompanying Financial Statement of the Fiscal Year 2009-2010 with Anne Marie Elfrink, MS, CPA.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

8. **Budget vs. Actual Report**
- a. **General Fund**
 - b. **Street & Alley**
 - c. **Capital Improvement**

Questions were asked and answered.

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9. Consideration to approve Resolution 2010-4 appointing William H. Sides as Floodplain Administrator—Discussion/Action

Motion was made by Lora McElroy and **Second** by Jerry White to approve Resolution 2010-4 appointing William H. Sides as Floodplain Administrator.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

10. Consideration to add Ordinance #2010-2 regarding floodplain, declaring an emergency—Discussion/Action

Motion was made by Jerry White and **Second** by Marsha Baldwin to add Ordinance #2010-2 regarding floodplain.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

Motion was made by Jerry White and **Second** by Marsha Baldwin to declare an emergency regarding Ordinance #2010-2

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

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11. Fire Department—Discussion/Action

None

12. Police Department—Discussion/Action

- a. **Device/Antenna to boost signal for both MobileCop laptop interface devices, \$629.00**
- b. **Memory upgrades, extending to 1.5GB each, for both MobileCop laptops, \$170.00**

Motion was made by Lora McElroy and **Second** by Marsha Baldwin to purchase device/antenna to boost signal for both MobileCop laptop interface devices costing \$629.00 total and memory upgrades, extending to 1.5GB each, for both MobileCop laptops costing \$170.00 total.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

13. Consideration to purchase tires for Ford F250 work truck—Discussion/Action

Motion was made by Lora McElroy and **Second** by Jerry White to approve the total cost of \$317.14 to purchase two mud tires for the Ford F250 work truck.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

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14. Part-time Maintenance Employee—Discussion/Action

Motion was made by Lora McElroy and **Second** by Jerry White to hire a part-time, temporary maintenance employee to replace the existing one who resigned, working up to 24 hours per week, with pay being \$8.00 per hour.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

**15. Emergency Repair of bridge at East 3rd Street and Cleason—
Discussion/Action**

Motion was made by Jerry White and **Second** by Marsha Baldwin to approve the cost of \$828.00 for 9 yards of concrete for the emergency repair of the bridge at East 3rd Street and Cleason Avenue.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

**16. Consideration of survey of East 3rd Street to be opened up for traffic—
Discussion/Action**

Motion was made by Jerry White and **Second** by Lora McElroy to approve the cost, up to \$500.00, to survey land located on East 3rd Street where this road is being cleared and opened for traffic.

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3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

17. July Fireworks Display—Discussion/Action

- a. Consideration to approve:
 - i. Declaration allowing discharge of fireworks on Sunday, July 4, 2010
 - ii. Cost of \$1,000.00 toward fireworks display
 - iii. Who will pick up fireworks and who will perform the fireworks display

Motion was made by Jerry White and **Second** by Lora McElroy to approve the declaration allowing discharge of fireworks on Sunday, July 4, 2010; the cost of \$1,000 to be obtained by donations; T.J. Smith to pick up the fireworks; and T.J. Smith, Police Department, and Fire Department to perform the fireworks display.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

18. Insurance—Discussion/Action

- i. Consideration to:
 - 1. **Renew Oklahoma Municipal Assurance Group (OMAG)
2010-2011 Worker's Comp Plan**
 - 2. **Set special meeting regarding 2010-2011 Life and Health Benefits Plan**

Motion was made by Lora McElroy and **Second** by Jerry White to renew the OMAG 2010-2011 Worker's Compensation Plan using our Escrow Credit of \$4,553.88 to reduce our 2010-2011 fee for renewal of participation.

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1	Vacant:	Alan McBroom

The OMAG invoice amount is \$5,814.00. OMAG has applied an Interest Credit of \$409.44 and a Premium Credit of \$133.00. After applying the Escrow Credit of \$4,553.88, the remaining balance due will be \$717.68.

19. Unfinished Business—Discussion/Action
a. Consideration to approve EMS Policy

Motion was made by Lora McElroy and **Second** by Marsha Baldwin to approve the EMS Policy.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

20. New Business—Discussion Only
(any matter not known or which could have been reasonably foreseen prior to the time of posting the agenda in accordance with Sec. 111.0, Title 25, Oklahoma Statutes)

None

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21. Adjourn

Motion was made by Lora McElroy and **Second** by Marsha Baldwin to adjourn the meeting.

Vote:

3	Ayes:	Marsha Baldwin Lora McElroy Jerry White
0	Nays:	None
1	Absent:	Scott Bromley
1	Vacant:	Alan McBroom

The meeting ended at 8:20 p.m.

Jane C. Bromley, Secretary

Scott Bromley, Chairman