

**CITY OF ADA  
REGULAR MEETING  
August 1, 2022**

The Ada City Council met in a regular meeting, Monday, August 1, 2022 at 5:45 p.m., at Ada City Hall, in the Dr. Ray L. Stout City Council Chamber, 231 S. Townsend. Advanced public notice was given by posting the agenda on the City Hall bulletin board on Friday, July 29, 2022 at 11:15 a.m., and posting on the City of Ada web site Friday, July 29, 2022.

**Council Members Present:** John Hargrave, Karen Hudson, Randy McFarlin  
Bryan Morris, Yoli Vazquez

**Council Members Absent:** None

The meeting of the Ada City Council was called to order by Mayor Randy McFarlin.

Mayor McFarlin led the audience in the Pledge of Allegiance.

Mayor McFarlin called for a moment of silence.

**Discussion of and action on Consent Agenda**

1. **Consideration of the Minutes (July 18, 2022 meeting).**
2. **Consideration of supplemental appropriations or transfer of appropriations within the General Fund budget.**
3. **Consideration of supplemental appropriations or transfer of appropriations within the Sub-Funds to the General Fund budget.**
4. **Consideration of supplemental appropriations or transfer of appropriations within the Special Revenue Funds budget.**
5. **Consideration of supplemental appropriations or transfer of appropriations within the Other Funds budget.**
6. **Consideration of receipt of committee/board recommendations and reports:**  
  
**Ada Municipal Planning Commission Minutes July 21, 2022**
7. **Written reports from departments.**

Motion was made by **Council Member Hudson**, seconded by **Council Member Morris** to approve the Consent Agenda as presented. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez  
NAY: None  
Motion Carried 5-0.

#### **Discussion of and action on items removed from the Consent Agenda**

There were no items removed from the Consent Agenda.

#### **Executive Session to discuss threatened or pending litigation [as provided in Title 25, Oklahoma Statutes, Section 307(B)(4)]**

Motion was made by **Council Member Vazquez**, seconded by **Council Member Hudson** to adjourn out of Regular Session and convene into Executive Session to discuss threatened or pending litigation [as provided in Title 25, Oklahoma Statutes, Section 307(B)(4)]. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez  
NAY: None  
Motion Carried 5-0.

Council Members convened into Executive Session at 5:47 p.m.

Council Members returned to the Council Chambers at 6:20 p.m., a motion was made by **Council Member Hargrave**, seconded by **Council Member Morris** to adjourn out of the Executive Session and convene into the Regular Session. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez  
NAY: None  
Motion Carried 5-0.

#### **Discussion of and action on a resolution to approve participation in Opioid Distributors Oklahoma Settlement Agreement and authorization for Mayor and City Attorney to execute all documents required to effectuate said settlement**

City Attorney Frank Stout provided information regarding a global settlement with three opioid distributors in Oklahoma that had been discussed in Executive Session.

Motion was made by **Council Member Morris**, seconded by **Council Member Hargrave** to adopt **Resolution No. 22-17A, a resolution to approve participation in Opioid Distributors Oklahoma Settlement Agreement and authorization for Mayor and City Attorney to execute all documents required to effectuate said settlement.** Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on approval of Mallinckrodt PLC Statewide Sharing Agreement and authorization for Mayor and City Attorney to execute all documents necessary to effectuate said approval**

Motion was made by **Council Member Hargrave**, seconded by **Council Member Hudson** to approve Mallinckrodt PLC Statewide Sharing Agreement and authorization for Mayor and City Attorney to execute all documents necessary to effectuate said approval. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on a resolution to approve participation in Janssen Oklahoma Subdivision Opioid Settlement Agreement and authorization for Mayor and City Attorney to execute all documents required to effectuate said settlement**

Motion was made by **Council Member Hudson**, seconded by **Council Member Vazquez** to adopt **Resolution No. 22-18A, a resolution to approve participation in Janssen Oklahoma Subdivision Opioid Settlement Agreement and authorization for Mayor and City Attorney to execute all documents required to effectuate said settlement.** Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on a resolution authorizing the use of certain property in an R-1, One-Family District, within the City of Ada, for a Use Permitted on Review in an R-1, One-Family District, for a plant nursery**

City Manager Holcomb advised the Use Permitted on Review in an R-1, One-Family District, for a Plant Nursery was presented by Mr. Jerry Yarberry for property located at 831 and 901 West 14<sup>th</sup>. Mr. Holcomb provided a definition of a plant nursery from the Code of Ordinances, as any land used to raise trees, shrubs, flowers, or other plants for sale or means for transplanting. Also, the Code of Ordinances refers to the Plant Nursery term, as a business which sells nursery stock and related garden supplies, which include pottery, yard ornaments, etc. The definition for the plant nursery does not include the sale of vegetables or product.

To summarize, the City Manager advised a garden is allowed by right in the R-1 District, which would allow the growing of produce but would not allow the sale of products at that location. Mr. Holcomb explained the Use Permitted on Review would allow the applicants to continue their business to some extent at this location. By definition in the Code of Ordinances, a plant nursery as a Use Permitted on Review in the R-1 District can have no building maintained in connection therewith. Mr. Yarberry does have an existing 800 sq. ft. building located on the site, but the applicant cannot use this structure in connection with the plant nursery business but can use the building to store their own items, but the building cannot be used to display, sell, or in any way use it as a part of the business.

City Manager Holcomb reported city staff found no compelling circumstances that would indicate approval of the request would be detrimental to the surrounding area. Also reported the Planning Commission had recommended approval of the request to include four parking spaces.

Ms. Hunter Nowell, 830 W. 14<sup>th</sup>, did address the Council on behalf of the property owner.

Motion was made by **Council Member Hudson**, seconded by **Council Member Morris** to adopt **Resolution No. 22-19A, a resolution authorizing the use of certain property in an R-1, One-Family District, within the City of Ada, for a Use Permitted on Review in an R-1, One-Family District, for a plant nursery**, with four parking spaces outside of the right-of-way on private property. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

#### **Discussion of and action on a resolution supporting continued participation in the Main Street Program in Ada, Pontotoc County, Oklahoma**

City Manager Holcomb reported each year the Ada City Council passes a resolution supporting our participation in the Main Street Program, so that Ada may continue as a Main Street Community and receive accreditation from the State Office. Mr. Holcomb advised this is the 35<sup>th</sup> year Ada has been a participant in the Oklahoma Main Street Program.

Motion was made by **Council Member Hargrave**, seconded by **Council Member Morris**, to adopt **Resolution No. 22-20A, a resolution supporting continued participation in the Main Street Program in Ada, Pontotoc County, Oklahoma**. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on a resolution of the City of Ada, Oklahoma, casting a vote for Trustee of the Oklahoma Municipal Retirement Fund (OkMRF) to fill the expiring term of Trustee representing District 3**

Motion was made by **Council Member Vazquez**, seconded by **Council Member Hudson** to adopt **Resolution No. 22-20A, a resolution of the City of Ada, Oklahoma, casting a vote for Trustee of the Oklahoma Municipal Retirement Fund (OkMRF) to fill the expiring term of Trustee representing District 3, casting a vote for Donna Doolen**. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on Professional Consulting Services Agreement with Bolton to complete a classification and pay compensation study, in the amount of \$44,400.00**

City Manager Holcomb presented the Agreement with Bolton, to complete a study of our classification and compensation structure for the City of Ada.

Motion was made by **Council Member Hudson**, seconded by **Council Member Morris** to approve Professional Consulting Services Agreement with Bolton to complete a classification and pay compensation study, in the amount of \$44,400.00. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action Professional Consulting Services Agreement with Matrix Consulting Group to perform comprehensive analysis of current operations of Police Department, Fire Department, and Central Dispatch (911) Services, in the amount not to exceed \$79,900.00**

City Manager Holcomb presented an Agreement for consideration with Matrix Consulting Group to determine the current and long-term public safety needs of our community. The City Manager advised this Agreement would conduct a comprehensive analysis of Police, Fire and Central Dispatch services.

Motion was made by **Council Member Hargrave**, seconded by **Council Member Morris** to approve Professional Consulting Services Agreement with Matrix Consulting Group to perform comprehensive analysis of current operations of Police Department, Fire Department, and Central Dispatch (911) Services, in the amount not to exceed \$79,900.00. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on Engagement Letter with Crawford and Associates to perform Internal Control Review and Workflow Documentation for the Finance, Utilities, Purchasing and Payroll Departments, in the amount not to exceed \$42,000.00**

The City Manager presented the contract with Crawford and Associates for Council consideration.

The City Manager stated the Finance Division would like Crawford and Associates to perform a “best practices” review and documentation of workflows for its Finance, Utilities, Purchasing, City Clerk and Payroll departments.

Motion was made by **Council Member Vazquez**, seconded by **Council Member Hudson** to approve an Engagement Letter with Crawford and Associates to perform Internal Control Review and Workflow Documentation for the Finance, Utilities, Purchasing and Payroll departments, in the amount not to exceed \$42,000.00. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on Honorary Street Name Designation Policy**

The Honorary Street Name Designation Policy was presented by the City Manager. Mr. Holcomb advised the policy would provide application and approval criteria and procedures for honorary street name designations for residential City-owned streets. The policy allows organizations the opportunity to honor deceased individuals who have made significant contributions to the community, subject to approval by the Council

Motion was made by **Council Member Hudson**, seconded by **Council Member Vazquez** to approve the Honorary Street Name Designation Policy. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on request for honorary street name designation for Charles Miller**

City Manager Holcomb reported a request had been received to designate an honorary street for Charles Miller.

Motion was made by **Council Member Hargrave**, seconded by **Council Member Hudson** to approve honorary street name designation for Charles Miller, granting the authority to the City Manager to approve the appropriate application when submitted. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

#### **Discussion of and action on appointments to the Ada Water Resources Board**

City Manager Holcomb presented the names of Dr. Guy Sewell and Dick Scalf for reappointment to the Ada Water Resources Board, and the appointment of Duane Smith to the Board.

Motion was made by **Council Member Morris**, seconded by **Council Member Hargrave** to approve the reappointments of Dr. Guy Sewell and Mr. Dick Scalf, and the appointment of Mr. Duane Smith to the Ada Water Resources Board. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

#### **Reports by City Manager and/or City Staff**

Public Information Officer Lisa Bratcher provided information on upcoming city activities, and also provided an update on active street projects.

#### **Persons to be heard on any matter not on the agenda**

Mr. James Allen, 130 N. Crownpoint, addressed the Council concerning the cyber crime services provided by the Ada Police Department.

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Motion was made by **Council Member Hudson**, seconded by **Council Member Morris** to recess the meeting of the Ada City Council, and reconvene as the governing body of the Ada Public Works Authority. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

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Motion was made by **Council Member Morris**, seconded by **Council Member Hudson** to reconvene the meeting of the Ada City Council. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Executive session for discussion of annual performance evaluation of the City Manager [as provided in Title 25, Oklahoma Statutes, Section 307(B)(1)]**

Motion was made by **Council Member Hudson**, seconded by **Council Member Vazquez** to adjourn out of Regular Session and convene into Executive Session for discussion of annual performance evaluation of the City Manager. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

Council Members convened into Executive Session at 7:32 p.m.

Council Members returned to the Council Chamber at 9:51 p.m., a motion was made **Council Member Morris**, seconded by **Council Member Hudson** to adjourn out of the Executive Session and convene into the Regular Session of the Ada City Council. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.

**Discussion of and action on Employment Agreement for City Manager**

**Council Member Hargrave** made the motion to approve the Employment Agreement for City Manager Robert Cody Holcomb, with a three percent increase. The motion was seconded by **Council Member Hudson**. Mayor McFarlin called for a vote taken with the following result:

AYE: Hargrave, Hudson, McFarlin, Morris, Vazquez

NAY: None

Motion Carried 5-0.



**Adjournment**

There being no further business to come before the Ada City Council, Mayor McFarlin adjourned the meeting at 9:52 p.m.

Attest: Sally Pool, City Clerk

Randy McFarlin, Mayor