

TO: City Managers in Northeast Oklahoma
SUBJECT: Small Cities Interchange Workshop
FROM: Jim Whitlock, President, City Management Association
of Oklahoma
DATE: March 25, 1975

You are invited to attend a Small Cities Interchange Workshop on April 10, 1975, from 10:00 a.m. to 4:00 p.m. The meeting will be at Ward's Cafeteria, Sand Springs Plaza Shopping Center, Sand Springs.

This will be the third of four workshops to be conducted in Oklahoma as a pilot project to determine the effectiveness of this method for exchanging ideas and discussing mutual problems of concern to you as a municipal official. Although participation in future workshops may be expanded, this meeting is designed for City Managers only.

The agenda is flexible, but to stimulate discussion, the following have been identified as major items of concern and resource persons will be prepared to lead if necessary:

- Heat Resource Recovery Systems (Solid Waste)
- Ambulance Systems
- Election Law

No registration fee will be charged, so your only expense will be travel and any meals necessary. Mark your calendar now and plan to attend this educational experience!

You may request additional information or details from Royce Hunter, City Manager of Sand Springs, P. O. Box 607, Sand Springs, 74063, telephone (918) 245-9533 or Bill Moyer, Associate Director, OML, 201 N.E. 23rd, Oklahoma City, 73105, telephone (405) 528-7515.

CITY MANAGEMENT ASSOCIATION OF OKLAHOMA
MINUTES OF BOARD OF DIRECTORS
MARCH 19, 1975

RECEIVED
MAR 21 1975
OKLAHOMA
MUNICIPAL LEAGUE

The Board of Directors of the City Management Association of Oklahoma met at 10:00 a.m. at the Oklahoma Municipal League Building in Oklahoma City with President James Whitlock presiding.

Members of the board present were: President James Whitlock, Vice-President Dale Baker, Secretary-Treasurer William Frueh, Director Zack Taylor, Director Mac L. McCrory, Director Mike Drea, Bill Moyer from the Oklahoma Municipal League and Mr. Jerry Wade, Assistant City Manager of Oklahoma City.

Mr. Frueh gave a report on two possible programs for the Spring Conference of the association slated for June 11-13 at Texoma State Lodge. The proposal was received for a Management By Objectives Workshop sponsored by the University of Oklahoma at an estimated fee of \$1,000. The second proposal had been received from the Menninger Foundation for a 1 1/2 day seminar at an estimated cost of \$2,000 plus expenses. After due and careful consideration, it was moved by Mr. McCrory and seconded by Mr. Drea that the proposal from the University of Oklahoma be accepted and that the Spring Conference program be designed around a Management By Objectives Program. Motion carried unanimously.

Various ramifications of the arrangements and program preparation were discussed. After due and careful consideration, it was moved by Mr. Frueh, seconded by Mr. McCrory that the duties of preparing the program and making final arrangements for the Spring Conference be delegated to the Oklahoma Municipal League with the understanding that the cost would be reimbursed by the City Management Association. Motion carried unanimously.

Various items regarding the program were further discussed with the president declaring that there would be a dance after the formal dinner on Thursday night. The Oklahoma Municipal League was instructed to make arrangements for such a social occasion.

Discussion was held with regard to honorary membership in the Oklahoma Municipal League. Mr. Frueh moved that the board go on record that only persons who had at least ten years of service as the City Manager in Oklahoma, has retired from active city management, and over the age of 50, would be eligible for recognition as a life member of the association. Motion carried unanimously.

Discussion was held with regard to a continuation of the "small city workshops". Mr. Moyer from the Municipal League noted that many managers had requested continuation of that program. President Whitlock instructed the Municipal League in the preparation of the program to designate the Wednesday afternoon session as a "small city workshop session".

President Whitlock noted that Mrs. Whitlock had previously conducted flower arranging classes and requested an authorization for funds for such a program. After due and careful consideration, it was moved by Mr. Baker and seconded by Mr. McCrory that up to \$100 of association funds be available to Mrs. Whitlock to continue the flower arranging programs for the wives attending the Spring Conference. Motion carried unanimously.

Concerning the notices and preregistration for the Spring Conferences, President Whitlock instructed the Municipal League to make final arrangements and send out the notices in mid-April.

Director Zack Taylor noted that the Assistant City Manager Organization would like to have an assistant meeting during the program and suggested that a Thursday morning breakfast be set aside for Assistant City Managers. President Whitlock directed the Municipal League to make arrangements for this both at the convention and on the program.

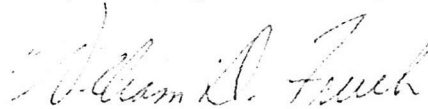
The necessity for a formal agreement between the City Management Association of Oklahoma and the Oklahoma Municipal League was discussed. A similar agreement in Kansas was presented and after due and careful consideration, it was moved by Mr. McCrory and seconded by Mr. Baker that the President be authorized to prepare a proposed contract of services which would be approved by the Oklahoma Municipal League and ready for formal approval by the City Management Association of Oklahoma at the Spring Conference. Motion carried unanimously.

President Whitlock noted that his representative on the ICMA Policy Alert Network, Mr. Gerald Wilkins, was requested to attend a conference on the Policy Alert Network in Washington during February. President Whitlock requested approval of the expenses incurred by Mr. Wilkins in the attendance of the conference on behalf of the association. He noted that the total expenses were \$174.32. It was moved by Mr. Frueh, seconded by Mr. Drea that the expenses be approved. Motion carried unanimously.

Discussion was then held with regard to a Goals Committee and it was the consensus of the Board of Directors that a Goals Committee be approved and have recommendations with regard to dues and membership categories at the Spring Conference. President Whitlock said that he would appoint the members of the committee and he would stress to them that a report would be requested at the Spring Conference for discussion by the general membership.

There being no further business to come before the Board of Directors, the meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "William D. Frueh".

William D. Frueh
Secretary-Treasurer

kkk

CITY MANAGEMENT ASSOCIATION OF OKLAHOMA

MINUTES OF JUNE 12-13, 1975 MEETING

The semi-annual business meeting of the City Management Association of Oklahoma was held on Thursday, June 12, 1975, at Texoma Lodge with President James Whitlock presiding.

President Whitlock called the meeting to order at 3:45 p.m. and stated that the purpose of the meeting was to elect the officers and discuss the dues and budget for the coming fiscal year.

President Whitlock noted that he had earlier appointed a nominating committee and requested a report from the committee. Committee member Gene Walker stated that the committee had reviewed the procedure in making nominations and suggested that the membership consider the possibility of rotating the presidency in the future between cities over 15,000 population and cities with less than 15,000 population. Mr. Walker stated that the committee felt that this would be a good idea and as a result, the officers were being nominated under that basis. Mr. Walker then reported the nominating committee's recommendations and moved for nominations as follows:

President	Dale Baker	City Manager	Midwest City
Vice-President	Ron Bourbeau	City Manager	Lindsay
Secretary-Treasurer	Gene Walker	City Manager	McAlester
Director - 1 year	Mike Drea	City Manager	Guymon
Director - 1 year	Jim Whitlock	City Manager	Del City
Director - 1 year	Harold Amrick	Asst. City Manager	Bethany
Director - 2 years	Chester Simons	City Manager	Henryetta
Director - 3 years	Howard McMahan	City Manager	Oklahoma City

Motion was seconded by Leonard Briley and President Whitlock then asked for any nominations from the floor. There being none, Mr. Briley moved that the nominations cease and that the recommended slate of officers be elected by acclamation. Motion was seconded by Mr. Jack Weaver and the motion carried unanimously.

President Whitlock then adjourned the meeting to 11:30 a.m. on June 13, 1975.

The business meeting of the City Management Association of Oklahoma is reconvened at 11:30 a.m. on Friday, June 13, 1975 at Lake Texoma Lodge.

Chairman Whitlock called for discussion on the program that was presented at the Spring Conference. Discussion generally followed the theme that the contents of the program was good, however, the membership requested that more free time be allowed to spend on family activities.

Chairman Whitlock then called upon the secretary-treasurer to present items of business that he had for the association. Mr. Frueh noted that he had the minutes of the previous association meeting on January 17, 1975, and the minutes of the Board of Directors on the same date and on March 19, 1975. Jim Lockett moved that the minutes be approved as presented. Motion was seconded by Chester Simons and the motion carried unanimously.

Mr. Frueh then reviewed the status of the present membership fees and expenses. He noted that the \$5 membership for fees brings in approximately \$575 per year and that the expenses for the past were in the neighborhood of \$1,500. He then presented a suggested budget for the coming year based upon the concept of a dues increase to approximately \$20 per year which would allow a budget of approximately \$2,000. The proposed expenditure budget was as follows:

Office Supplies

Misc. Office Expenses	50.00	
OML Services	480.00	
Telephone	<u>40.00</u>	570.00

Winter Conference

Hospitality Room	150.00	
Miscellaneous	<u>50.00</u>	200.00

Spring Conference

Hospitality Room	150.00	
Ladies Program	50.00	
Program Subsidy (Honorariums)	<u>500.00</u>	700.00

Officer Expenses

Trips to Regional ICMA		
Meetings for State Officers	<u>530.00</u>	<u>530.00</u>

TOTAL ESTIMATED BUDGET

\$2,000.00

Paul Rice suggested that the new officers and Board of Directors review the dues structure and budget and prepare a recommendation for the membership to consider at the January meeting. Mr. Frueh explained that the budget year would begin on July 1 and that this would handicap the officers by not having an idea as to the total amount of funds available to the association during the first seven months of the fiscal year.

After due and careful consideration, it was moved by Mr. Long and seconded by Mr. Whitlock that the tentative budget and due structure be tentatively approved with the final decision regarding the raising of dues to be considered at the Winter Conference.

A substitute motion was then made by Mr. Briley, seconded by Mr. Baker that the association approve the attendance of the three executive officers of the association for attendance at the ICMA Regional State Officers Meetings and that the Board of Directors contact the Goals and Objectives Committee and request a report as soon as possible on a Dues Structure and Budget Program. The motion further read that if the Goals and Objectives Committee did not have a report, that the Board of Directors assemble a report on the matter for consideration of the membership in January, 1976. Chairman Whitlock then called for a vote on whether to consider the substitute motion. The vote was unanimous to consider the substitute motion. Chairman Whitlock then called for a vote on the substitute motion and it carried unanimously.

Secretary Frueh then reviewed a proposed contract with the Oklahoma Municipal League for the handling of administrative services by the Oklahoma Municipal League for the City Management Association of Oklahoma.

~~After due and careful consideration, it was moved by Mr. Cook and seconded by Mr. Blake that the contract be approved.~~ Motion carried unanimously.

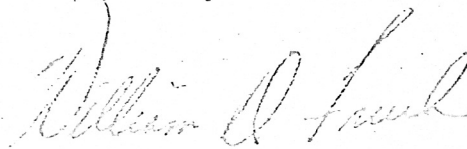
A motion was then made by Mike Blake that the City Management Association of Oklahoma pay the expenses for the officer's wives to attend the ICMA Regional Conference. After asking for a second three times, the Chairman declared the ~~motion dead~~ for lack of a second.

Jim Cook then stated that he personally objected to the use of CMAO dues for the payment of hospitality room expenses. Mr. Cook suggested that the Board of Directors investigate this problem and that consideration of alternate ways of paying for the hospitality room be discussed by the Board of Directors and be included in the recommendations regarding dues structure and budget at the coming Winter Conference. Incoming President Baker stated that the Board of Directors would do so.

President Whitlock noted that there was still requests from municipal supply companies to provide hospitality rooms for the Winter and Spring Conferences. He asked if the membership wished to reaffirm the policy that municipal supply companies would not be welcome at the CMAO meeting. It was moved by Mr. Cook and seconded by Mr. Smith that the Association policy be reaffirmed. Motion carried unanimously.

There being no further business to come before the meeting, upon motion duly made and seconded, the meeting adjourned.

Respectfully submitted,



William D. Frueh
Secretary-Treasurer

kkk

MAYOR
ROY H. SADLER

THE CITY OF SHAWNEE

DRAWER 1448

COMMISSIONERS

GEORGE D. SNIDER
JOHN EDGIN
ED E. EDWARDS
ARNOLD T. DAVIS, JR.
JACK W. KIZZIA
RAYMOND E. BELFORD

WILLIAM D. FRUEH
CITY MANAGER

SHAWNEE, OKLAHOMA 74801

BERTHA ANN YOUNG
CITY TREASURER

July 3, 1975

Mr. Gene Walker
Secretary-Treasurer
City Management Association of Oklahoma
City Manager's Office
City Hall
McAlester, Oklahoma

Dear Gene:

Enclosed is a Treasurer's Report which gives an accounting of the funds of the City Management Association of Oklahoma, as of June 30, 1975. The report indicates that we have an Accounts Payable to Texoma Lodge in the amount of \$1,279.39, and to Oklahoma University for \$1,000. The Accounts Receivable total \$1,645 and the Oklahoma Municipal League is completely handling the Accounts Receivable. They have been forwarding the checks to me prior to June 30 and from this date on they will forward the checks to you.

I am forwarding to you a cashier's check in the amount of \$438.45, which represents the checking account balance on July 1. The checking account has been completely eliminated and I would suggest that you start a checking account at a bank of your choice with this amount. I am also enclosing the two Certificates of Deposit which are listed in the Treasurer's Report. I have talked to the Federal National Bank and they understand that in the future you will be able to sign on behalf of the City Management Association with regard to the Certificates of Deposit.

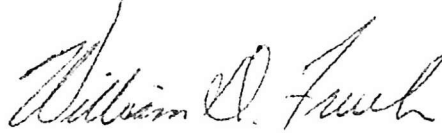
Gene, I would suggest that you wait a few weeks and build up your checking account balance from the funds received from the Oklahoma Municipal League for the Spring Conference Registration. When that builds up to the \$1,300 level, I would suggest that you pay the Lake Texoma bill, which I am also enclosing with this letter. On or shortly after July 23, 1975, I would suggest that you cash in the \$1,000 CD and utilize that to pay the \$1,000 Oklahoma University bill for presenting the Spring Conference Program. I talked to Larry Fisher this morning and Larry tells me that the bill will be placed in the mail today to you for payment, so it should arrive about the same time as this letter.

I am also enclosing two files, the CMAO Secretary File for the fiscal year 1974-75 which has all correspondence and materials from that office, and the official copies of the CMAO minutes of the past fiscal year.

As soon as I receive the final bank statements, I will assemble these in the Treasurer's File and forward them to you.

If you have any questions with regard to the financial transactions, or any other matters, please feel free to contact me. It has been a pleasure to serve the Association as Secretary-Treasurer and I wish you and the organization the best of luck in the future.

Very truly yours,

A handwritten signature in cursive script, reading "William D. Frueh".

William D. Frueh
City Manager

kkk

cc: President Dale Baker
Ron Bourbeau
Mike Drea
Jim Whitlock
Harold Emrick
Chester Simons
Howard McMahan

CITY MANAGEMENT ASSOCIATION OF OKLAHOMA
TREASURER'S REPORT

Reporting Period Ending: June 30, 1975

Bank Balances as of June 30, 1975

Federal National Bank, C.D. #1853 (matures 7/23/75)	\$1,000.00
Federal National Bank, C.D. #1989 (matures 11/13/75)	2,000.00
Federal National Bank, Checking Account	<u>438.45</u>
TOTAL	<u>\$3,438.45</u>

Reconciliation

Checking Account Balance, December 31, 1974 \$ 31.15

Receipts:

Drawing from Savings Account for Hospitality Room	\$100.00	
Membership Dues from 112 Members	560.00	
Close-out of Passbook Savings	217.11	
Spring Conf.-Registration Fees	<u>530.00</u>	1,407.11

Disbursements:

Hospitality Room - Winter Conf.	\$ 96.05	
Hospitality Room - OSU Student Union	203.74	
Southwestern Bell - Phone Bills	33.53	
Champion Trophy Company - John Hammond Trophy	19.08	
Henthorn Printing Co. - Stationery	25.24	
Oklahoma Municipal League - Secretarial Services & Printing	266.86	
Hospitality Room - Spring Conf.	78.31	
Flowers - Spring Conference	114.68	
FNB - Checkbook Service Charge	18.00	
Gerald Wilkins - Washington Trip Exp.	<u>144.32</u>	<u>999.81</u>

Checking Account Balance, July 1, 1975 \$438.45

Accounts Payable

Lake Texoma Lodge - Spring Conference	\$1,279.39	
Oklahoma University - Spring Conference Program	<u>1,000.00</u>	
TOTAL		<u>\$2,279.39</u>

Accounts Receivable

Spring Conference Registration Fees	<u>\$1,645.00</u>
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William D. Smith