

**AGENDA OF A REGULAR MEETING OF THE
MAYOR AND BOARD OF COMMISSIONERS
OF
THE CITY OF ARDMORE, OKLAHOMA,
HELD ON 04/20/2020 AT 7:00 PM IN THE
COMMISSION CHAMBERS**

This meeting will be conducted via videoconferencing pursuant to Oklahoma Senate Bill No. 661 on the Zoom Cloud Meetings system due to the recommendation of the U.S. Center of Disease Control to avoid gathering in groups of more than ten people. Also, the proceedings of this meeting will be broadcast to the public on Cable Channel 56, allowing the same opportunity to participate as in previous traditional meetings.

**1. VIDEO CONFERENCE MEETING
INSTRUCTIONS**

Topic: Ardmore City Commission Meeting
Time: Apr 6, 2020 07:00 PM Central Time (US and Canada)

You may join the Zoom Meeting as soon as 6:30pm and you will be placed in a waiting room. At 7:00pm the waiting room will be opened into the meeting. Your connection will be muted.

You will also be able to view it via Facebook Live on the City of Ardmore - Government Page

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/382688643>

Or iPhone one-tap :

US: +16699009128,,382688643# or +13462487799,,382688643#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 382 688 643

International numbers available:

<https://us02web.zoom.us/j/382688643>

2. **CALL TO ORDER**

3. **INVOCATION**

4. **PLEDGE OF ALLEGIANCE**

5. **ROLL CALL**

6. **APPROVE AGENDA - ORDER OF BUSINESS AND CONTENTS**

7. **APPROVE MINUTES**

7.A. **City Commission Regular Minutes of the City Commission Regular Meeting held on April 6, 2020**

Documents:

[MINUTES OF 04-06-20.PDF](#)

8. **CONSENT AGENDA**

All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or a citizen so requests, in which event the item will be removed from the consent status and considered in its normal sequence on the agenda.

8.A. **Consent A**

Consideration and Possible Action to Confirm Mayor and City Commissions Appointment to the Ardmore Public Library Board to Serve a First Three (3) Year Term to be Bonnie Watson with

**Term to Expire in May of 2023
(Daniel Gibbs, Director of Ardmore Pubic Library)**

Documents:

[CONSENT A.PDF](#)

8.B. **Consent B**

**Consideration and Possible Action to Declare Forty-Three (43) Ardmore Police Department Mobile Unit Radios as Surplus and Authorize Disposal of Said Property via Auction; OK Iron & Metal Company; Southern Oklahoma Regional Disposal Landfill or Donation
(Ken Grace, Chief of Police)**

Documents:

[CONSENT B.PDF](#)

9. **REGULAR BUSINESS**

9.A. **PURCHASE(S)**

9.A.1. **Purchase 1**

**Consideration and Possible Action for the Purchase of Arcade Games for The Clubhouse from Betson in the Total Amount of \$307,187.40
(Teresa Ervin, Director of Parks and Recreation)**

Documents:

[PURCHASE 1.PDF](#)

9.B. **AGREEMENT(S)**

9.B.1. **Agreement 1**

**Consideration and Possible Action for the Hach Company a Sole Source Provider to Repair and Replace Equipment Utilized for the Measurement of the Turbidity located at the Water Treatment Plant including a Warranty Plus Agreement in the Total Amount of \$33,787.06
(Shawn Geurin, Director of Utilities)**

Documents:

[AGREEMENT 1.PDF](#)

10. **ADJOURN**

10.A. **Adjourn To Ardmore Public Works Authority Meeting**

**MINUTES
OF
A REGULAR MEETING OF THE MAYOR AND BOARD OF COMMISSIONERS OF
THE CITY OF ARDMORE, OKLAHOMA, HELD ON APRIL 6, 2020
AT 7:00 PM IN THE COMMISSION CHAMBERS**

Present:	John Moore	Mayor
	Doug Pfau	Vice-Mayor
	Sheryl Ellis	Commissioner
	Beth Windel	Commissioner
	Martin Dyer	Commissioner
	J.D. Spohn	City Manager
	Sissy Burge	Acting City Clerk

This meeting was held in compliance with the Oklahoma Open Meeting Act (OSS 25)

2. CALL TO ORDER, BY THE MAYOR

Mayor Moore called the meeting to order.

3. INVOCATION

The invocation was led by Robert Newell, Director of Information Technology.

4. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Ellis

5. ROLL CALL

The Acting City Clerk called roll. All were present.

Mayor Moore - In Person
Vice-Mayor Pfau - In Person
Commissioner Ellis - In Person
Commissioner Windel - Video Conference
Commissioner Dyer - Video Conference

6. APPROVE AGENDA – ORDER OF BUSINESS AND CONTENTS

Motion was made by Commissioner Dyer and seconded by Vice-Mayor Pfau to approve the agenda with the addition of Item 9.C.1 New Business.

Ayes: Ellis, Windel, Dyer, Pfau, Moore
Nays: None

7. APPROVE MINUTES

A. of the City Commission Regular Meeting held on March 16, 2020

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Pfau to approve the minutes of the City Commission Regular Meeting of March 16, 2020 as written.

Ayes: Ellis, Dyer, Pfau, Moore
Abstain: Windel
Nays: None

8. CONSENT

A. Consideration and Possible Action of a Cooperation Agreement between the City of Ardmore and the Chickasaw Nation Division of Housing and Chickasaw Housing Authority for Utility Services at Two (2) locations within the City Limits of the City of Ardmore

The Chickasaw Nation requests that the City of Ardmore enter into a Cooperation Agreement for two (2) single-family residences to receive same utility services (Water, Sewer, Garbage) as other residents would receive. This is a common agreement that the Commissions have approved in the past.

B. Consideration and Possible Action to Accept a Warranty Deed by Sue M. Clowe, Trustee of the Sue M. Clowe Family Trust for the North Rockford Road Widening Project

As a part of the proposed North Rockford Road Extension Project, the City will be widening the street within the existing right of way, which right of way has been granted to the City by easement. The parcel covered by the easement is situated along the east side of North Rockford Road north of Veterans Boulevard. The landowner, Sue M. Clowe, Trustee of the Sue M. Clowe Family Trust under Trust Agreement dated January 10, 1992, has requested the parcel be permanently conveyed by Warranty Deed to the City.

C. Consideration and Possible Action of the Renewal for the Annual Maintenance Agreement with Tyler Technologies for Incode Applications in the Total Amount of \$25,172.93

Incode is an application suite that handles the financial workflow for the City of Ardmore. The modules renewed at this time include: AP, Network Support, Cash Collection, Check Reconciliation, General Ledger, Payroll, Purchase Orders and Utility CIS. The renewal for Incode will be valid from May 1, 2020 to April 30, 2021 from Tyler Technologies in the total amount of \$25,172.93. This is a budgeted item in Fiscal Year 2019/2020.

D. Consideration and Possible Action to Declare Ardmore Police Unit 90 a 2013 Ford Taurus; Unit 101 a 2014 Chevrolet Tahoe SUV; Unit 133 a 2013 Ford Taurus, and their Lightbars as Surplus and Authorize Disposal of Said Property via Auction; OK Iron & Metal Company; Southern Oklahoma Regional Disposal Landfill or Donation

The Ardmore Police Department requests permission to declare Ardmore Police Unit 90 a 2013 Ford Taurus; Unit 101 a 2014 Chevrolet Tahoe SUV; Unit 133 a 2013 Ford Taurus, and their lightbars as surplus and authorize disposal of said property via auction; OK Iron & Metal Company; Southern Oklahoma Regional Disposal Landfill or donation. The units and equipment are outdated, obsolete and no longer used by the Police Department.

E. Consideration and Possible Action to Declare Forty-Three (43) Ardmore Police Department Handheld Radios as Surplus and Authorize Disposal of Said Property via Auction; OK Iron & Metal Company; Southern Oklahoma Regional Disposal Landfill or Donation

The Ardmore Police Department requests permission to declare forty-three (43) Ardmore Police Department handheld radios as surplus and authorize disposal of said property via auction; OK Iron & Metal Company; Southern Oklahoma Regional Disposal Landfill or donation. The radios are outdated, obsolete and no longer used by the Police Department.

F. Consideration and Possible Action to Declare Parks and Recreation Property which Includes a Television (1); Irrigation Tower (1); Irrigation Receiver (1); Chainsaws (2); Blower (1); Weed Eater (1), and Casket Lowering Devices (2) as Surplus and Authorize Disposal of Said Property via OK Iron & Metal Company or Southern Oklahoma Regional Disposal Landfill

The Ardmore Parks and Recreation Department requests permission to declare property which includes a television (1); irrigation tower (1); irrigation receiver (1); chainsaws (2); blower (1); weed eater (1), and casket lowering devices (2) as surplus and authorize disposal of said property via OK Iron & Metal Company or Southern Oklahoma Regional Disposal Landfill. This will allow for the yard area to remain clean from debris and provide a safe work environment.

G. Consideration and Possible Action of an Amendment to the Right of Way Contract Mowing Services Agreement between the City of Ardmore and Deaver Lawn Care for Additional Mowing Services at the Ardmore Downtown Executive Airport in a Monthly Increase of Payment from \$5,700.00 to \$7,800.00

Staff currently has a contract with Deaver Lawn Care, Inc., in the amount of \$5,700.00 a month. The current contract allows for partial mowing of the Ardmore Downtown Executive Airport. The amendment to the Right of Way Contract Mowing Services Agreement is between the City of Ardmore and Deaver Lawn Care for additional mowing services at the Ardmore Downtown Executive Airport in a monthly increase of payment from \$5,700.00 to \$7,800.00. Deaver Lawn Care has committed to have the equipment and manpower to provide this additional mowing. Amending the Right of Way Mowing Agreement will ensure that staff stays in compliance with FAA guidelines and provide a clear and safe runway.

Motion was made by Vice-Mayor Pfau and seconded by Commissioner Ellis to approve Consent Agenda Items 8.A. - 8.G.

Ayes: Ellis, Windel, Dyer, Pfau, Moore
Nays: None

9. REGULAR BUSINESS

A. ORDINANCE(S)

1. Consideration and Possible Action of an Ordinance Amending Chapter 17, Article 1, Entitled Court Costs and Fees; for Assessment of Fees and Use of Fees

A presentation was made by Sissy Burge, City Treasurer, to the Commission. She stated that the Finance Department and the Ardmore Municipal Court staff requests consideration and action to adopt an Ordinance amending the Code of Ordinances for the City of Ardmore, Chapter 17, Article I, entitled Court Costs and Fees; Providing for Assessment of Fees and Use of Fees. The proposed language changes would broaden the use of the generated revenue to allow more education opportunities for our community and staff. This Ordinance would be effective beginning June 1, 2020.

Motion was made by Commissioner Dyer and seconded by Commissioner Windel to approve Ordinance No. 3088.

Ayes: Ellis, Windel, Dyer, Pfau, Moore
Nays: None

B. AGREEMENT(S)

1. Consideration and Possible Action of a Crossing Surface Installation Agreement between the City of Ardmore and BNSF Railway Company for the Sunset Drive Street Improvement Project with Reimbursement Cost to BNSF Railway Company in an Amount Not to Exceed \$73,500.00

A presentation was made by Kevin Boatright, Assistant City Manager, to the Commission. He stated that in order to commence work on the Sunset Drive Street Improvement Project, the BNSF Railroad crossing (railroad crossing) must be widened and improved. The railroad crossing work needs to be undertaken and completed as a part of the City street work. The work involves replacement and extension of the crossing structure and new signage. The BNSF Railroad (Railroad) requires the City to enter into an agreement to reimburse the Railroad for so much of their modifications necessary to make the improvements. The work by the Railroad includes engineering and construction of a new concrete crossing surface and all related and necessary track upgrades to accommodate staff's work. The estimated cost of the Railroad work is \$66,764.00. Given staff experience with such estimates, it would be prudent to expect a variance, would recommend a budget and the Commissions approve a contingency of ten percent or a total of \$73,500.00.

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Pfau to approve a Crossing Surface Installation Agreement between the City of Ardmore and BNSF Railway Company for the Sunset Drive Street Improvement Project with reimbursement cost to BNSF Railway Company in an amount not to exceed \$73,500.00.

Ayes: Ellis, Windel, Dyer, Pfau, Moore
Nays: None

2. Consideration and Possible Action of Change Order No. 3 for the Ardmore East Main Streetscape Phase 2 Project in the Increased Amount of \$39,341.69

A presentation was made by Kevin Boatright, Assistant City Manager, to the Commission. He stated that in December of 2018, the City of Ardmore received a grant from the Oklahoma Department of Transportation (ODOT) for Phase 2 of the Streetscape Grant TAP-210E (067 TP Project). The second phase is under the direction of ODOT, including construction, and the City is responsible for all costs that exceed the grant amount of \$693,605.00. Change Order No. 3 is for increase in quantities for engineering construction costs in the amount of \$39,341.69.

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Pfau to approve Change Order No. 3 for the Ardmore East Main Streetscape Phase 2 Project in the increased amount of \$39,341.69.

Ayes: Ellis, Windel, Dyer, Pfau, Moore
Nays: None

9. NEW BUSINESS

C. RESOLUTION(S)

1. Consideration and Possible Action of an Emergency Resolution of the City of Ardmore, Oklahoma Ordering Stay in Place Regulations for the City; Providing for Exceptions for Essential Businesses and for Certain Described Activities; Providing for Restrictions on Public Meetings and Continuing Court Matters in the Municipal Court.

A presentation of the Resolution was made by Mayor Moore.

Motion was made by Commissioner Dyer and seconded by Commissioner Windel to approve Resolution 4127.

Ayes: Ellis, Windel, Dyer, Pfau, Moore
Nays: None

10. ADJOURN

Motion was made by Commissioner Dyer and seconded by Vice-Mayor Pfau to adjourn from this meeting.

Ayes: Ellis, Windel, Dyer, Pfau, Moore
Nays: None

CITY OF ARDMORE
Ardmore Public Library

Council Letter No. 4803
Meeting Date: 04-20-2020

Mayor and City Commission
City of Ardmore, Oklahoma

Re: Appointments to the Ardmore Public Library Board

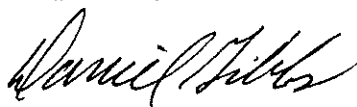
Dear Commission Members:

The Commission is requested to consent to the Mayor's appointment of the following individual to the Ardmore Public Library Board:

Appointment of Bonnie Watson to serve a First Three (3) Year Term (Expire Date: May 2023)

Staff respectfully recommends approval of the appointment to the Ardmore Public Library Board.

Respectfully submitted,



Daniel Gibbs
Library Director

Reviewed by _____


City Manager

Council Letter No. 4804
Meeting Date: April 20, 2020

Mayor and City Commission
City of Ardmore, Oklahoma

RE: Declaration of Surplus and Disposal – Mobile Unit Radios

Dear Commission Members:

The Ardmore Police Department is requesting permission from the City Commission to declare the attached list of mobile unit radios surplus and dispose of the radios via auction, OK Iron and Metal, landfill or donation. The radios are outdated, obsolete and no longer used by the Department.

Staff respectfully recommends that the attached list of mobile unit radios be declared surplus and asks permission to dispose of the radios via auction, OK Iron and Metal, landfill or donation.

Respectfully,



Ken Grace
Chief of Police

Attachment: Mobile Unit Radios for Disposal

Reviewed by: 
City Manager

Mobile Unit Radios for Disposal
April 20, 2020

Acquisition Date	Manufacturer	Serial #	Value	Asset #
12/4/2012	Motorola XTL2500	518CNX0425	\$3,002.60	008633
6/30/2008	Motorola XTL2500	518CJK0025	\$2,473.82	007875
4/15/2011	Motorola XTL2500	518CMD0687	\$3,024.20	008446
3/29/2007	Motorola XTL2500	518CMD0647	\$2,539.76	007693
2/4/2009	Motorola XTL2500	518CJX0422	\$2,936.91	008031
6/30/2008	Motorola XTL2500	518CJK0024	\$2,473.82	007872
12/4/2012	Motorola XTL2500	518CNX0422	\$3,002.60	008630
6/28/2006	Motorola XTL2500	518CGH0946	\$2,344.12	009539
3/29/2007	Motorola XTL2500	518CHD0646	\$2,539.76	007693
2/29/2012	Motorola XTL2500	518CND0308	\$2,806.40	008525
4/15/2011	Motorola XTL2500	518CMD0684	\$3,024.20	008444
12/17/2014	Motorola XTL2500	518CPZ0531	\$2,798.80	008805
3/29/2007	Motorola XTL2500	518CHM2222	\$2,539.00	009540
4/15/2011	Motorola XTL2500	518CMD0685	\$3,024.20	008447
6/30/2008	Motorola XTL2500	518CJK0026	\$2,473.82	007871
3/29/2007	Motorola XTL2500	518CHD0648	\$2,539.76	007694
Unknown	Motorola CM300	922TNA3714	Unknown	NFAS
6/30/2008	Motorola XTL2500	518CJK0023	\$2,473.82	007873
6/30/1997	Unknown	776AUQ0834	\$1,000.00	006697
4/12/2012	Motorola XTL2500	518CNF1025	\$3,066.70	008530
6/30/2008	Motorola XTL2500	518CJK0022	\$2,473.82	007874
Unknown	Motorola XTL2500	518CGM0948	\$2,344.11	007379
Unknown	Motorola CM300	922TNC0530	Unknown	NFAS
1/16/2014	Motorola XTL2500	518CPZ0530	\$2,798.80	008804
2/4/2009	Motorola XTL2500	518CJX0421	\$2,936.91	008032
2/29/2012	Motorola XTL2500	518CND0307	\$2,806.40	008523
4/6/2010	Motorola XTL2500	518CLH0140	\$3,014.14	008315
4/6/2010	Motorola XTL2500	518CLH0135	\$3,014.14	008310
Unknown	Motorola XTL2500	518LNF1024	Unknown	NFAS
Unknown	Motorola XTL2500	518CGH0949	Unknown	07378
Unknown	Motorola CM300	922TNA3717	Unknown	NFAS
4/6/2010	Motorola XTL2500	518CLH0136	\$3,014.14	008311
6/30/2008	Motorola XTL2500	518CJK0027	\$2,473.82	007870
4/22/2016	Kenwood	B5C00022	\$1,363.78	009629
4/22/2016	Kenwood	B5C00031	\$1,363.78	009628
4/6/2010	Motorola XTL2500	518CLH0139	\$3,014.14	008314
Unknown	Motorola CM300	922TNA3606	Unknown	NFAS
Unknown	Motorola XTL2500	518CGH0947	\$2,344.11	007380
6/30/1997	Motorola Radius M400	176ASA0077	\$1,000.00	006668
4/6/2010	Motorola XTL2500	518CLH0138	\$3,014.14	008313
4/6/2010	Motorola XTL2500	518CLH0137	\$3,014.14	008312
12/4/2012	Motorola XTL2500	518CNX0424	\$3,002.60	008632
12/4/2012	Motorola XTL2500	518CNX0426	\$3,002.60	008634

CITY OF ARDMORE
Parks and Recreation Department

Council Letter No. 4805
Meeting Date: April 20, 2020

Mayor and City Commission
City of Ardmore, Oklahoma

Re: Approval of the RFP to purchase arcade games from Betson in the amount of \$307,187.40.

Dear Commission Members:

The City of Ardmore advertised a RFP for purchasing arcade games for The Clubhouse. Request for Proposals were opened on April 16, 2020 and two vendors responded. Betson which is located in Dallas, Texas submitted an RFP in the amount of \$307,187.40 which includes 34 games, 57 player positions, installation, training, and recommendations for operations. The funds are available in Reserve Management.

Staff recommends approval of the Request for Proposal from Betson in the amount of \$307,187.40

Thank you for your consideration.

Respectfully submitted,



Teresa Ervin
Parks and Recreation Director

Reviewed by: 
City Manager

CITY OF ARDMORE
PUBLIC UTILITIES DIVISION

Council Letter No. 4806
Meeting Date April 20, 2020

Mayor and City Commission
City of Ardmore, Oklahoma

Re: Request to make repair to system to analyze turbidity at the
Water Treatment Plant with the Hach Company

Dear Commission Members:

Staff would like to request to repair and replace the equipment utilized for the measurement of the turbidity at the Water Treatment Plant through the Hach Company. The current equipment in place is manufactured by Hach and will be replaced with the compatible Hach replacement. The total cost for this project is \$33,787.06 which includes 9 turbidimeters, 5 controllers and cables as well as the WarrantyPlus Agreement as provided only by Hach as a sole source. The WarrantyPlus provides for the decommissioning, installation, calibration of all equipment. It also provides a second visit to check the hardware, perform factory recommended maintenance, calibration and additional training as needed as well as no additional charge for all parts, labor and travel for on-site repairs, unlimited technical support calls and firmware updates. There is money budgeted in the Water Plant's current fiscal year budget for this repair.

It is my recommendation to repair and replace the equipment utilized for the measurement of the turbidity at the Water Treatment Plant through the Hach Company and described above including the WarrantyPlus as a sole source in the amount of \$33,787.06.

Respectfully submitted,



Shawn Geurin, Utilities Director

Reviewed by: _____
City Manager