

**AGENDA OF A MEETING OF THE TRUSTEES
OF
THE ARDMORE PUBLIC WORKS
AUTHORITY
HELD ON 09/08/2020 AT 7:00 PM IN THE
COMMISSION CHAMBERS AFTER REGULAR
CITY COMMISSION MEETING**

1. REMOTE VIEWING INSTRUCTIONS

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84600087721>

Or iPhone one-tap :

US: +16699009128,,84600087721# or
+12532158782,,84600087721#

Or Telephone:

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

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or
+1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 846 0008 7721

International numbers available:

<https://us02web.zoom.us/j/84600087721>

2. CALL TO ORDER

3. ROLL CALL

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

5. APPROVE MINUTES

**5.A. Ardmore Public Works Authority Regular Minutes
of July 20, 2020**

Documents:

[APWA MINUTES 07-20-20.PDF](#)

6. CONSENT AGENDA

All items listed are considered to be routine by the Authority and will be enacted by one motion. There will be no separate discussion of these items unless a Trustee 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.

6.A. Consent A

**Consideration and Possible Action to Consent to Ratify an Approval by the Ardmore City Commission for an Agreement Renewal with New Edge Services, LLC to Continue Hosting Services for City Works Application to Maintain Inventory; Infrastructure; Work Order System, and Assisting with Building Permits, and Code Enforcement in a Total Amount of \$25,000.00 of which \$9,000.00 will be paid by the City and \$16,000.00 to be Paid by Ardmore Public Works Authority
(Robert Newell, Director of Information Technology)**

Documents:

[CONSENT A.PDF](#)

7. ADJOURN

**MINUTES OF A REGULAR MEETING OF THE TRUSTEES OF THE
ARDMORE PUBLIC WORKS AUTHORITY HELD ON
JULY 20, 2020 AT 7:00 PM IN THE COMMISSION CHAMBERS**

Present:	Doug Pfau	Chairman
	Beth Windel	Vice-Mayor
	Sheryl Ellis	Trustee
	John Moore	Trustee
	Martin Dyer	Trustee
	Kevin Boatright	Assistant Manager
	Lori Linney	Secretary

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

1. VIDEO CONFERENCE INSTRUCTIONS

2. CALL TO ORDER BY THE CHAIRMAN

Chairman Pfau called the meeting to order.

3. ROLL CALL

The Secretary called roll. All were present.

Chairman Pfau - In Person
Vice-Chairman Windel - In Person
Trustee Ellis - In Person
Trustee Dyer - In Person
Trustee Moore - In Person

4. APPROVE AGENDA – ORDER OF BUSINESS AND CONTENTS

Motion was made by Trustee Moore and seconded by Trustee Ellis to approve the agenda as written.

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

5. APPROVE MINUTES

A. of the Ardmore Public Works Authority Regular Meeting held on July 6, 2020

Motion was made by Trustee Dyer and seconded by Trustee Ellis to approve the minutes of the Ardmore Public Works Authority Regular Meeting of July 6, 2020 as written.

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

6. REGULAR BUSINESS

A. AGREEMENT(S)

1. Consideration and Possible Action of a Memorandum of Understanding as Required by the Federal Aviation Administration between the City of Ardmore; Ardmore Public Works Authority, and Ardmore Development Authority for the Ardmore Municipal Airport Wastewater Treatment Plant Project

A presentation was made by Shawn Geurin, Director of Utilities, to the Trustees. He stated that the Memorandum of Understanding (MOU) as required by the Federal Aviation Administration (FAA) is between the City of Ardmore; Ardmore Public Works Authority, and Ardmore Development Authority as part of the Ardmore Municipal Airport Wastewater Treatment Plant Project. This MOU outlines the purpose of the project; federal requirements; rent, and terms; Wastewater Treatment boundaries; Wastewater Treatment Plant funding; responsibility of parties; personnel; fees; amendments, and termination.

Motion was made by Trustee Ellis and seconded by Trustee Moore to approve a Memorandum of Understanding as required by the Federal Aviation Administration between the City of Ardmore; Ardmore Public Works Authority, and Ardmore Development Authority for the Ardmore Municipal Airport Wastewater Treatment Plant Project.

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

7. ADJOURN

Motion was made by Trustee Dyer and seconded by Trustee Ellis to adjourn from this meeting.

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

CITY OF ARDMORE
Information Technology Department

Council Letter No. 4965
Meeting Date: September 8th, 2020

Ardmore Public Works Authority
City of Ardmore, Oklahoma

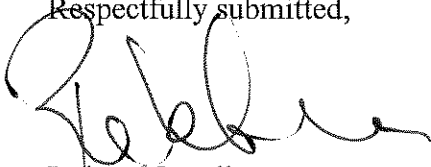
RE: Agreement Renewal - Hosting Services for City Works Application

Dear Trustees:

The City of Ardmore entered into an agreement with New Edge Services, LLC in the 14/15 fiscal year for hosting services for the City Works application. The APWA utilizes City Works by Azteca to maintain inventory, infrastructure and a work order system and Development Services uses the application to assist with building permits and code enforcement.

It is staff's recommendation that the City approve the agreement renewal to continue hosting services with New Edge Services, LLC in the amount of \$25,000.00 of which APWA will pay \$16,000 and the City will pay the remainder. This is a budgeted item in the 20/21 fiscal year.

Respectfully submitted,



Robert Newell
Director of Information Technology

Reviewed by: 

CITY OF ARDMORE
PURCHASE REQUISITION

Phone (580) 221-2548

Department: I.T.

Department Account Number: _____

Date: 9/1/2020 Date Required: _____

Deliver to: 317 Veterans Blvd 23 S. Washington

Amount:
\$0 - \$499
\$500 - \$999
\$1,000 - \$7,499
\$7,500 and up

Required:
No Quote
3 Verbal Quotes
3 Written Quotes
Must be Bid. C/C Approval.

Requisitioned by: Robert Newell 3238
Employee to Contact Tele Ext #

I hereby authorize the Purchasing Agent to commit budgeted funds for the purchase thereof:

9/1/2020
Date 
Department Head Signature

NOTES/COMMENTS:

City Commission Approved Purchase on: _____

ITEM	Quantity	Units	Pack	Give complete, accurate, detailed descriptions Description and Specifications	Budget Amount
1.				Hosting services for City Works renewal	\$25,000.00
2.					
3.					
4.					

FREIGHT (Must be included in Quote) 

VENDOR: 1	New Edge	VENDOR: 2	VENDOR: 3
ITEM 1 -		ITEM 1 -	ITEM 1 -
ITEM 2 -		ITEM 2 -	ITEM 2 -
ITEM 3 -		ITEM 3 -	ITEM 3 -
ITEM 4 -		ITEM 4 -	ITEM 4 -
FREIGHT		FREIGHT	FREIGHT
GRAND TOTAL:	\$25,000.00	GRAND TOTAL:	GRAND TOTAL:

Selected Vendor New Edge
Date Ordered 9/1/2020
Date Promised _____
Date Complete _____

- QUOTE/BID
- STATE CONTRACT
- SINGLE SOURCE, include *AFFIDAVIT*
- TEAR DOWN (see below for definition)
- EMERGENCY (see below for definition)

Contract / Agreement / Quote / Bid # (if known) _____

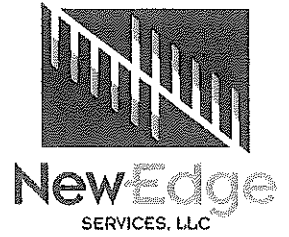
To Be Picked Up By:

Will Be Delivered By Vendor

Date Purchasing Agent

CODE OF ORDINANCES:
Section 2-66. Emergencies:
Shall be limited to conditions resulting from a sudden unexpected happening or unforeseen occurrence or condition and situation wherein the public health or safety is endangered.
Section 3-4. Tear Downs:
When the occasion arises and equipment must be "broken down" to determine the exact problem and what parts will be needed, the City shall not require separate bids or quotes for the parts if they are over the \$500.00 limit. However, approval from the Department Head is required prior to repair. It should not be expected of a repair shop to do the labor and allow the City to gather bids or quotes from competitors for parts. Therefore the City will allow on these rare occasions an exception to the bid rule as stated in Section 4 of this purchasing manual.

**FAILURE TO FILL OUT PURCHASE REQUISITION COMPLETELY WILL RESULT IN REQUEST
BEING RETURNED TO DEPARTMENT**



INVOICE

INVOICE TO:

Robert Newell
18-045 - Ardmore Hosting (2018-2021)
320 E Street NW
Ardmore, OK 73401 USA

INVOICE # 2096
DATE 08/13/2020
TERMS Net 30
PO 082118a-bc

DESCRIPTION	AMOUNT
Year 6 of Hosting Services 08/2020 - 08/2021	25,000.00
<hr/>	
BALANCE DUE	\$25,000.00

Please note:

IF EFT is not being used, please send payment to:

NewEdge Services, LLC
9191 Kyser Way, Suite 103
Frisco, Texas 75033