

**MINUTES  
OF  
A REGULAR MEETING OF THE MAYOR AND BOARD OF COMMISSIONERS OF  
THE CITY OF ARDMORE, OKLAHOMA, HELD ON OCTOBER 7, 2019  
AT 7:00 PM IN THE COMMISSION CHAMBERS**

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

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

**1. CALL TO ORDER, BY THE MAYOR**

Mayor Moore called the meeting to order.

**2. INVOCATION**

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

**3. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Kent Tucker, Past District Commander of American Legion Post 65.

**4. ROLL CALL**

The City Clerk called roll. All were present.

**5. PRESENTATION(S)**

**A. Presentation by Senator Frank Simpson to Philip Rose, Commander of American Legion Post 65 and Kent Tucker, Past District Commander**

Senator Simpson presented a proclamation to Philip Rose, Commander of American Legion Post 65 and Kent Tucker, Past District Commander.

**B. Presentation by Mayor John Moore to Philip Rose, Commander of American Legion Post 65 and Kent Tucker, Past District Commander, Declaring October as American Legion Post 65 Month in the City of Ardmore, Oklahoma**

Mayor Moore presented a proclamation to Philip Rose, Commander of American Legion Post 65 and Kent Tucker, Past District Commander, Declaring October as American Legion Post 65 Month in the City of Ardmore, Oklahoma.

**C. Presentation by Mayor John Moore to Robert Newell, Director of Information Technology, Declaring the Month of October as National Cybersecurity Awareness Month in the City of Ardmore, Oklahoma**

Mayor Moore presented a proclamation to Robert Newell, Director of Information Technology, Declaring the Month of October as National Cybersecurity Awareness Month in the City of Ardmore, Oklahoma.

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

Motion was made by Commissioner Dyer and seconded by Vice-Mayor Pfau to approve the agenda as written.

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

**7. APPROVE MINUTES**

**A. of the City Commission Regular Meeting held on September 16, 2019**

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to approve the minutes of the City Commission Regular Meeting of September 16, 2019 as written.

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

**8. CONSENT**

**A. Consideration and Possible Action to Declare Fifty-Two (52) Club Car Golf Carts of the Lakeview Golf Course as Surplus and Authorize Disposal of Said Property by Trade-In for an Allowance of \$119,600.00 Towards the Purchase of New Carts**

On September 16, 2019 the City Commission approved the purchase of fifty-two (52) Club Car Golf Carts for Lakeview Golf Course. Staff requests permission from the City Commission to declare fifty-two (52) existing Club Car Golf Carts as surplus. The disposal of said property will be by trade-in for an allowance in the amount of \$119,600.00.

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

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

**9. REGULAR BUSINESS**

**A. RESOLUTION(S)**

**1. Consideration and Possible Action of a Resolution for the Spending of Excess Funds from the Insurance Recovery Fund for Non-Insurance Claim Expenditures in the Amount of \$10,000.00**

A presentation was made by Sandy Doughty, Director of Finance, to the Commission. She stated that the Resolution is needed to spend the funds in the Insurance Recovery Fund for items other than the repair or replacement of equipment or vehicles for which insurance money was received. State Law requires that to use any overage accumulated in this fund for expenses not related to the insurance claims, than approval of the governing body by Resolution is required. There is an overage from the past several years of \$60,000.00 and there is a need throughout the fiscal year to replace items for safety issues or property damage not insured. The Resolution approves the release \$10,000.00 of the Insurance Recovery Fund for various purchases of the City.

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Pfau to approve Resolution No. 4113.

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

**2. Consideration and Possible Action of a Resolution for the Selection of Engineers to Perform Bridge Inspections According to National Bridge Inspection Standards**

A presentation was made by Thomas Mansur, City Engineer, to the Commission. He stated that the Oklahoma Department of Transportation (ODOT) will conduct inspections of certain city bridges beginning April of 2020. These periodic inspections are funded by ODOT employing pre-qualified engineering firms. There are several options available to select the engineers; the most expeditious option is to simply let ODOT select such engineering firm.

Motion was made by Commissioner Dyer and seconded by Commissioner Ellis to approve Resolution No. 4114.

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

**B. AGREEMENT(S)**

**1. Consideration and Possible Action of Supplemental Budget Amendments to the Fiscal Year 2018/2019 Budget**

A presentation was made by Sandy Doughty, Director of Finance, to the Commission. She stated that the Supplemental Budget Amendments for Fiscal Year 2018/2019 are needed to bring the original approved budget into compliance. All of the expenses were either related to grants which were not known at the time of the original budget, or an increase of tax revenue received over the budgeted revenue which then are sent to other entities creating the additional expense. All budget increases are covered by additional revenues or by the contingency funds.

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Pfau to approve the Supplemental Budget Amendments to the Fiscal Year 2018/2019 Budget.

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

**2. Consideration and Possible Action of Supplemental Budget Amendments to the Fiscal Year 2019/2020 Budget**

A presentation was made by Sandy Doughty, Director of Finance, to the Commission. She stated that the Supplemental Budget Amendments for Fiscal Year 2019/2020 are needed to bring the original approved budget into compliance. One budget amendment is a correction to a transfer for The Clubhouse showing in the budget going into Ardmore Public Works Authority and the transfer should be TIF. All other expenses are budget project from Fiscal Year 2018/2019 that have not been completed and items that will be covered by grant funds for Fiscal Year 2019/2020, not know during the budget process. All budget increases are covered by additional revenues/grants or by the contingency funds.

Motion was made by Vice-Mayor Pfau and seconded by Commissioner Windel to approve the Supplemental Budget Amendments to the Fiscal Year 2018/2019 Budget.

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

**3. Consideration and Possible Action of Change Order No.2 of the Contract between the City of Ardmore and Lambert Construction for The Clubhouse located in Regional Park with a Total Net Increase of \$160,186.00**

A presentation was made by Teresa Ervin, Director of Parks and Recreation, to the Commission. She stated that Change Order No. 2 results in a net increase in the cost of the contract in the amount of one hundred and sixty thousand one hundred and eight six dollars (\$160,186.00). Change Order No. 2 reflects the change in several specified items in the original plan. The engineer requested some alterations to the exterior wall system of the main building which would simplify the construction method and expedite erection of the building. With the revisions and time lapse it took to finalize these changes between all parties the metal supplier had a large order come in before ours. This will result in a delay of product and an increase in the General Contractor labor costs. The Change Order No. 2 includes some deductions involving the laying of the gas line, light poles, metal framing, and steel.

Motion was made by Commissioner Dyer and seconded by Vice-Mayor Pfau to approve Change Order No.2 of the contract between the City of Ardmore and Lambert Construction for The Clubhouse located in Regional Park with a total net increase of \$160,186.00.

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

**4. Consideration and Possible Action to Consent to the Re-Assignment of a Lease for the Hanger located at 2540 Executive Airport Drive, also known as Tract S-6 from Tyler C. Barker to Russell Noble Trust**

A presentation was made by Kevin Boatright, Assistant City Manager, to the Commission. He stated that the ground lease of the hangar located at 2540 Executive Airport Drive, also known as Tract S-6 is currently between the City of Ardmore and Tyler C. Barker. The consent of the City Commission is necessary for the re-assignment of the lease of the hangar located at the Ardmore Downtown Executive Airport. The re-assignment if approved by the City Commissions will be from Tyler C. Barker to Russell Noble Trust for the hangar located on Tract S-6. The current lease will expire on January 31, 2022.

Motion was made by Commissioner Windel and seconded by Commissioner Ellis to approve the re-assignment of a lease for the hangar located at 2540 Executive Airport Drive, also known as Tract S-6 from Tyler C. Barker to Russell Noble Trust.

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

**5. Consideration and Possible Action of an Ardmore Downtown Executive Airport Ground Lease Agreement located at 1541 Executive Airport Drive, also known as Tract 18 between the City of Ardmore and Bulard Air Services, LLC**

A presentation was made by Kevin Boatright, Assistant City Manager, to the Commission. He stated that this Ground Lease Agreement located at the Downtown Executive Airport at 1541 Executive Airport Drive, also known as Tract 18, is made between the City of Ardmore and Bulard Air Services, LLC. The City of Ardmore is co-sponsor, along with the State of Oklahoma, ex rel Oklahoma Planning and Resources Board, of the area known as the Ardmore Downtown Executive Airport, which is located in Southern Ardmore and in the northern portion of Lake Murray State Park. The initial term of this lease shall be for a term commencing on October 7, 2019 and continuing for a period of five (5) years. The rental to be paid by Bulard Air Services, LLC to the City of Ardmore for the leased premises is \$6,875.00 per year.

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Pfau to approve an Ardmore Downtown Executive Airport Ground Lease Agreement located at 1541 Executive Airport Drive, also known as Tract 18 between the City of Ardmore and Bulard Air Services, LLC.

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

**6. Consideration and Possible Action to Acknowledge and Consent to Surety Bond no. 72189496 Issued by Oklahoma Municipal Assurance Group contracted between Western Surety Company and Ardmore Development Authority**

A presentation was made by J.D. Spohn, City Manager, to the Commission. He stated that the Surety Bond is issued by Oklahoma Municipal Assurance Group (OMAG) contracted between Western Surety Company and Ardmore Development Authority. The Ardmore Development Authority requests the Ardmore City Commission acknowledge and consent to Surety Bond No. 72189496 with a Faithful Performance Blanket Position Bond Coverage of \$100,000.00.

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to approve to acknowledge and consent to Surety Bond no. 72189496 issued by Oklahoma Municipal Assurance Group contracted between Western Surety Company and Ardmore Development Authority.

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

**7. Consideration and Possible Action of a Cooperative Agreement between the City of Ardmore and Chickasaw Nation for Street and Storm Sewer Improvements on Chickasaw, Locust and Harris Streets**

A presentation was made by Thomas Mansur, City Engineer, to the Commission. He stated that the Chickasaw Nation desires to construct improvements to street and storm sewers in the area of their Ardmore campus, particularly on segments of Chickasaw Boulevard, Locust Street and Harris Street. Staff has developed a proposed cooperative agreement for the Chickasaw Nation and City approval whereby the Chickasaw Nation prepares plans, solicits bids, funds and constructs the street works and the City pays for so much of the improvements on Harris Street. The exact amount and cost of the work to be performed on Harris Street would be determined by open bid as a part of the overall project. At that time, if the Commission then so approves, the Harris Street work may thereafter be included in the project work.

Motion was made by Vice-Mayor Pfau and seconded by Commissioner Dyer to approve a Cooperative Agreement between the City of Ardmore and Chickasaw Nation for street and storm sewer improvements on Chickasaw, Locust and Harris Streets.

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

**8. Consideration and Possible Action to Grant an Easement to Oklahoma Gas and Electrical Company for New Electrical Service to the Regional Park Lift Station**

A presentation was made by Thomas Mansur, City Engineer, to the Commission. He stated that as a part of the Regional Park Lift Station improvements Oklahoma Gas and Electric (OG&E) Company will need to relocate and upgrade overhead lines to the station. In order to do so OG&E needs a new easement. The easement is to be a 25 foot wide strip of some 450 feet in length from Rockford Road to the lift station (in the NW/4 SW/4 SW/4). The easement parallels the access road to the station.

Motion was made by Commissioner Dyer and seconded by Vice-Mayor Pfau to approve to grant an easement to Oklahoma Gas and Electrical Company for new electrical service to the Regional Park Lift Station.

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

**C. BID(S)**

**1. Consideration and Possible Action of a Bid Received from Schiralli Construction for the Rosehill City Cemetery Paving Project in the Total Amount of \$99,565.50**

A presentation was made by Thomas Mansur, City Engineer, to the Commission. He stated that the City received bids September 26, 2019 for the paving of the streets at Rosehill City Cemetery. The work includes application of a chip seal pavement to approximately 16,000 feet of the existing asphalt and gravel roads and trails. Staff received one (1) bid from Schiralli Construction, the unit prices and total which is in-line with our estimates. The bid tabulation as follows:

Schiralli Construction, Inc.	\$ 99,565.50
Engineer's Estimate	\$103,500.00

Motion was made by Commissioner Windel and seconded by Commissioner Ellis to approve a bid received from Schiralli Construction for the Rosehill City Cemetery Paving Project in the total amount of \$99,565.50.

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