

**MINUTES OF A REGULAR MEETING OF THE MAYOR AND BOARD OF  
COMMISSIONERS OF THE CITY OF ARDMORE, OKLAHOMA, HELD ON  
JUNE 7, 2021 AT 7:00 PM IN THE COMMISSION CHAMBERS**

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Present:	Sheryl Ellis	Vice-Mayor
	Doug Pfau	Commissioner
	John Credle, Jr.	Commissioner
	David Plesher	Commissioner
	Kevin Boatright	City Manager
	Lori Linney	City Clerk
Absent:	Beth Glasgow	Mayor

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

**1. CALL TO ORDER**

Vice-Mayor Ellis 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 Commissioner Plesher.

**4. ROLL CALL**

The City Clerk called roll. All were present except Mayor Glasgow.

**5. PRESENTATION(S)**

**A. Presentation by Mayor Glasgow of Certificate of Recognition for Budget Preparation and a Distinguished Budget Presentation Award for Fiscal Year Beginning July 1, 2020, to Sandy Doughty, Director of Finance**

Vice-Mayor Ellis presented to Sandy Doughty, Director of Finance, a certificate of recognition for budget preparation and a distinguished budget presentation award for fiscal year beginning July 1, 2020, to Sandy Doughty, Director of Finance.

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

Motion was made by Commissioner Plesher and seconded by Commissioner Pfau to approve the agenda as written.

Ayes: Pfau, Credle, Plesher, Ellis  
Nays: None  
Absent: Glasgow

**7. APPROVE MINUTES**

**A. of the City Commission Regular Meeting held on May 17, 2021**

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to approve the minutes of May 17, 2021 as written.

Ayes: Pfau, Credle, Plesher, Ellis  
Nays: None  
Absent: Glasgow

**B. of the City Commission Special Meeting held on May 27, 2021**

Motion was made by Commissioner Credle and seconded by Commissioner Plesher to approve the minutes of May 27, 2021 as written.

Ayes: Pfau, Credle, Plesher, Ellis  
Nays: None  
Absent: Glasgow

**8. CONSENT**

**A. Consideration and Possible Action to Confirm Mayor and City Commissions Appointments to the Cemetery Advisory Board to Serve a First Three Year Term to be Mike Thomas and to Serve a Second Three Year Term to be Bob Humphrey with Terms to Expire in May of 2024 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

The Mayor and City Commission confirmed the appointments to the Cemetery Advisory Board to serve a first three year term to be Mike Thomas and to serve a second three year term to be Bob Humphrey with terms to expire in May of 2024.

**B. Consideration and Possible Action to Confirm Mayor and City Commissions Appointments to the Parks and Recreation Advisory Board to Serve a First Three Year Term to be Jadean Fackrell and to Serve a Second Three Term to be Luciana McCallister with Terms to Expire in May of 2024 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

The Mayor and City Commission confirmed the appointments to the Parks and Recreation Advisory Board to serve a first three year term to be Jadean Fackrell and to serve a second three year term to be Luciana McCallister with terms to expire in May of 2024.

**C. Consideration and Possible Action to Confirm Mayor and City Commissions Appointment to the Board of Adjustment to Serve a Second Three Year Term to be Carolyn Yeager with Term to Expire in May of 2023 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

The Mayor and City Commission confirmed the appointment to the Board of Adjustment to serve a second three year term to be Carolyn Yeager with term to expire in May of 2023.

**D. Consideration and Possible Action of a Cooperation Agreement between the City of Ardmore and the Chickasaw Housing Authority for Construction of One New Single Family Residence to be located at 708 C Street SE, Ardmore and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

The Chickasaw Nation requests the City to approve a Cooperation Agreement for property located at 708 C Street SE, Ardmore. The Chickasaw Housing Authority is interested in placing one single family residence on the lot.

**E. Consideration and Possible Action of a Partial Lump Sum Distribution to Ms. Joanie Burns from the Oklahoma Municipal Retirement Fund and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

Mrs. Joanie Burns requests a partial lump sum of her retirement account with the Oklahoma Municipal Retirement Fund (OkMRF). Under the requirements of the OkMRF agreement with the City of Ardmore it is required the City Commission approve any lump sum distribution.

**F. Consideration and Possible Action of an Annual Payment to the Oklahoma Municipal Assurance Group for the City's Liability and Auto Insurance for Policy Year July 1, 2021 to June 30, 2022 in the Total Amount of \$173,117.00 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

Staff requests the City Commission approve the annual fee of \$173,117.00 to Oklahoma Municipal Assurance Group for the City's liability and auto insurance. This is a \$3,972.00 decrease from last year's annual fee. The fee is paid quarterly with an estimated amount of \$43,279.25 being paid each quarter. This is for Policy Year July 1, 2021 to June 30, 2022. This is a budgeted item.

**G. Consideration and Possible Action of an Annual Payment to Oklahoma Municipal League Assurance Group for the City's Property Insurance for Policy Year July 1, 2021 to June 30, 2022 in the Total Amount of \$158,823.00 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

Staff requests the City Commission approve the annual fee of \$158,823.00 to Oklahoma Municipal Assurance Group for the City's property insurance. The annual fee is \$14,918.00 greater than the previous year; this is due to the addition of The Clubhouse. The fee is paid quarterly with an estimated amount of \$39,705.75 being paid each quarter. This is for Policy Year July 1, 2021 to June 30, 2022. This is a budgeted item.

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

Ayes:	Pfau, Credle, Plesher, Ellis
Nays:	None
Absent:	Glasgow

**9. REGULAR BUSINESS**

**A. RESOLUTION(S)**

**1. Consideration of Adoption or Rejection of Resolution Number 4171 a Resolution Adopting a Budget for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022 and Consideration of Adoption or Rejection of Any Amendments to the Proposed Resolution as may be Considered by the City Commission at the Meeting**

A presentation was made by Sandy Doughty, Director of Finance, to the Commission. She stated that at the City Commission meeting of May 17, 2021, the required public hearing was held for the proposed budget for Fiscal Year 2021/2022. There were no citizens that spoke regarding the budget. The total amount of new expenses is \$66,496,966.00; the amount of internal transfers is \$16,198,463 for a grand total amount of \$82,695,429.00. State law requires the new budget to be approved by resolution at least seven days before the beginning of the new fiscal year starting July 1, 2021.

Motion was made by Commissioner Credle and seconded by Commissioner Pfau to approve Resolution Number 4171.

Ayes:	Pfau, Credle, Plesher, Ellis
Nays:	None
Absent:	Glasgow

## **B. AGREEMENT(S)**

### **1. Consideration and Possible Action of an Engagement Letter between the City of Ardmore and Casey Russell for Accounting Consultation and Audit Preparations for Fiscal Year 2020/2021 in the Total Amount of \$25,000.00 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Sandy Doughty, Director of Finance, to the Commission. She stated that Casey Russell has performed the outside audit for nine years, and staff is pleased with his performance. Mr. Russell has done an outstanding job, and it is now time to sign an Engagement Letter for his services for the Fiscal Year 2020/2021. The Engagement Letter is between the City of Ardmore and Casey Russell for accounting consultation and audit preparations for Fiscal Year 2020/2021 in the total amount of \$25,000.00.

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to approve an Engagement Letter between the City of Ardmore and Casey Russell for accounting consultation and audit preparations for Fiscal Year 2020/2021 in the total amount of \$25,000.00.

Ayes:	Pfau, Credle, Plesher, Ellis
Nays:	None
Absent:	Glasgow

### **2. Consideration and Possible Action of an Engagement Letter between the City of Ardmore and Crawford & Associates for Accounting Consultation and Audit Preparations for Fiscal Year 2020/2021 in the Total Amount of \$55,000.00 Plus Expenses and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Sandy Doughty, Director of Finance, to the Commission. She stated that Crawford & Associates have been the City's consultants for nine years, and are more than pleased with their performance. It is now time to sign an Engagement Letter for their service for the current Fiscal Year 2020/2021. Crawford & Associates price has remained the same at \$55,000.00 plus expenses and is budgeted in the Fiscal Year 2020/2021 budget in the General Fund/Finance Department.

Motion was made by Commissioner Plesher and seconded by Commissioner Pfau to approve an Engagement Letter between the City of Ardmore and Crawford & Associates for accounting consultation and audit preparations for Fiscal Year 2020/2021 in the total amount of \$55,000.00 plus expenses.

Ayes:	Pfau, Credle, Plesher, Ellis
Nays:	None
Absent:	Glasgow

**3. Consideration and Possible Action of Change Orders with Merritt Companies for the Regional Park Pickleball Courts with Change Order Number 1 in the Amount of \$5,909.12 for Labor Cost of a View Pad, and Change Order Number 2 in the Amount of \$4,581.00 for Additional Leveling to Asphalt with the Total Increased Amount of Change Order Number 1 and Change Order Number 2 being \$10,490.12 with the Project Cost in the Total Amount of \$164,339.12 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Kevin Boatright, City Manager, to the Commission. He stated that Change Order Number 1 and Change Order Number 2 results in a net increase in the total amount of \$10,490.12. Change Order Number 1 reflects the labor cost for the view pad that was necessary to complete for the shade structures and connecting with the courts. Change Order Number 2 results in additional leveling to the asphalt before the surfacing could be applied in order to prevent pooling of water. The items in the Change Orders are mostly a result of decisions that were made in the field with the guidance of the contractor and a result of things unforeseen prior to the start of the construction process. This project was funded from donations from the Jerome Westheimer Family Foundation, Ardmore Institute of Health, and Regional Park Trust Authority. As well many business in the community provided in-kind donations prior to Merritt Companies beginning construction. Total projection cost is \$164,339.12.

Motion was made by Commissioner Credle and seconded by Commissioner Plesher to approve Change Orders with Merritt Companies for the Regional Park Pickleball Courts with Change Order Number 1 in the amount of \$5,909.12 for labor cost of a view pad, and Change Order Number 2 in the amount of \$4,581.00 for additional leveling to asphalt with the total increased amount of Change Order Number 1 and Change Order Number 2 being \$10,490.12 with the project cost in the total amount of \$164,339.12.

Ayes: Pfau, Credle, Plesher, Ellis  
Nays: None  
Absent: Glasgow

**4. Consideration and Possible Action of the Renewal of a Maintenance Agreement with Azteca Systems, Inc. for Cityworks Application to Maintain Inventory and Infrastructure as well as a Work Order System from July 1, 2021 to June 30, 2022 with the Ardmore Public Works Authority Paying \$30,000.00 and the City of Ardmore Paying \$9,000.00 for a Total Amount of \$39,000.00 for the Renewal Period and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Robert Newell, Director of Information Technology, to the Commission. He stated that the Ardmore Public Works Authority currently use Cityworks by Azteca to maintain inventory and infrastructure as well as a work order system. The renewal period is from July 1, 2021 to June 30, 2022 with the Ardmore Public Works Authority paying \$30,000.00 and the City of Ardmore paying \$9,000.00 for a total amount of \$39,000.00. This is an annual update and software support for Fiscal Year 2021/2022.

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to approve the renewal of a Maintenance Agreement with Azteca Systems, Inc. for Cityworks Application to maintain inventory and infrastructure as well as a work order system from July 1, 2021 to June 30, 2022 with the Ardmore Public Works Authority paying \$30,000.00 and the City of Ardmore paying \$9,000.00 for a total amount of \$39,000.00 for the renewal period.

Ayes: Pfau, Credle, Plesher, Ellis  
Nays: None  
Absent: Glasgow

**5. Consideration and Possible Action to Consent to a Ground Sublease Agreement between the Ardmore Development Authority, a Public Trust of the City of Ardmore and WP Global, LLC for the Lease of Certain Property located in the Ardmore Municipal Airport and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Kevin Boatright, City Manager, to the Commission. He stated that the Ground Sublease Agreement (Lease Agreement) is between the Ardmore Development Authority, a public trust of the City of Ardmore (ADA) and WP Global, LLC, an Oklahoma limited liability company (Lessee). The ADA leases from the City of Ardmore the Ardmore Municipal Airport (Airport) in Ardmore, Oklahoma. The ADA desires to sublease property to Lessee and Lessee hereby subleases from the ADA property at the Airport to include; a tract of land located in Sections 7 & 18, Township 3S, Range 3 E for an initial term of forty years with an initial annual lease rate of \$5,000.00 Lessee likewise desires to sublease such property under the same terms and conditions for the purpose of developing a multimodal transportation hub at the Ardmore Municipal Airport.

Motion was made by Commissioner Plesher and seconded by Commissioner Pfau to approve a Ground Sublease Agreement between the Ardmore Development Authority, a Public Trust of the City of Ardmore and WP Global, LLC for the lease of certain property located in the Ardmore Municipal Airport.

Ayes: Pfau, Credle, Plesher, Ellis  
Nays: None  
Absent: Glasgow

**6. Consideration and Possible Action to Consent to an Agreement between the Ardmore Development Authority, a Public Trust of the City of Ardmore and WP Global, LLC for the Purpose of Developing a Multimodal Transportation Hub at the Ardmore Municipal Airport and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Kevin Boatright, City Manager, to the Commission. He stated that the Ardmore Development Authority (ADA) requests the City Commission consent to a Development Agreement. The Development Agreement is between the ADA, a public trust of the City of Ardmore and WP Global, LLC, an Oklahoma limited liability company, for the purpose of developing a multimodal transportation hub at the Ardmore Municipal Airport.

Motion was made by Commissioner Credle and seconded by Commissioner Pfau to approve a Development Agreement between the Ardmore Development Authority, a Public Trust of the City of Ardmore and WP Global, LLC for the purpose of developing a multimodal transportation hub at the Ardmore Municipal Airport.

Ayes: Pfau, Credle, Plesher, Ellis  
Nays: None  
Absent: Glasgow



**7. Consideration and Possible Action of an Encroachment Easement between the City of Ardmore and Oklahoma Natural Gas, a Division of ONE Gas, Inc. an Oklahoma Corporation (ONE Gas) for the Exit 29 Waterline Project and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Shawn Geurin, Director of Utilities, to the Commission. He stated that staff requests approval to enter an Encroachment Easement between the City of Ardmore and Oklahoma Natural Gas, a Division of ONE Gas, Inc. an Oklahoma Corporation (ONE Gas) for the Exit 29 Waterline Project. A portion of the project along Hedges Road crosses a ONE Gas line and they have asked the City to enter into the Encroachment Easement. Mr. David Davis, City Attorney, has reviewed and approves the Encroachment Easement. There is no cost for this easement.

Motion was made by Commissioner Plesher and seconded by Commissioner Pfau to approve an Encroachment Easement between the City of Ardmore and Oklahoma Natural Gas, a Division of ONE Gas, Inc. an Oklahoma Corporation (ONE Gas) for the Exit 29 Waterline Project.

Ayes:	Pfau, Credle, Plesher, Ellis
Nays:	None
Absent:	Glasgow

**10. NEW BUSINESS**

None

**11. ADJOURN**

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to adjourn from this meeting.

Ayes:	Pfau, Credle, Plesher, Ellis
Nays:	None
Absent:	Glasgow