

**MINUTES OF A REGULAR MEETING OF THE MAYOR AND BOARD OF  
COMMISSIONERS OF THE CITY OF ARDMORE, OKLAHOMA, HELD ON  
DECEMBER 20, 2021 AT 7:00 PM IN THE COMMISSION CHAMBERS**

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

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

**1. CALL TO ORDER**

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 Vice-Mayor Pfau.

**4. ROLL CALL**

The City Clerk called roll. All were present.

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

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

Ayes:	Sjulín, Credle, Plesher, Pfau, Ellis
Nays:	None

**6. APPROVE MINUTES**

**A. of the City Commission Regular Meeting held on December 6, 2021**

Motion was made by Commissioner Sjulín and seconded by Commissioner Credle to approve the regular minutes of December 6, 2021 as written.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**7. PUBLIC HEARING(S)**

**A. Public Hearing for the Purpose of Hearing and Considering Any Objections and/or Complaints Concerning the Request for a Conditional Use Permit to Add an Additional Detached Dwelling Unit in the Rs-6 (Residential Single Family) Zoning District at 1125 McLish Street SW**

A presentation was made by Jessica Scott, Director of Community Development, to the Commission. She stated that the City received a Conditional Use Permit application from the property owners of 1125 McLish Street SW, requesting approval to allow an additional detached dwelling unit at this location. In keeping with the requirements of Section 314 of the Unified Development Code, a public hearing is now required before the City Commission.

Present to Speak For: Ms. Jodie Prickett, property owner of 1125 McLish Street SW.

No One Present to Speak Against

Public Hearing Closed

**Commissioner Sjulín recused herself from the meeting at 7:05 P.M.**

**8. CONSENT**

**A. Consideration and Possible Approval to Confirm Mayor and City Commissions Appointments to the Ardmore Development Authority to Serve First Three (3) Year Terms to be Eric Howard, Patrick McGuire and Steve Rhines with Terms to Expire in January of 2025 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

The Ardmore Development Authority recommends the appointments to the Ardmore Development Authority to serve first three (3) year terms to be Eric Howard, Patrick McGuire and Steve Rhines with terms to expire in January of 2025.

**B. Consideration and Possible Approval to Accept a Permanent Easement from Rickie Sweeney Hodges and Leann Winn Hodges for the Exit 29 Water Line Project and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

Staff requests the acceptance of a signed permanent easement from Rickie Sweeney Hodges and Leann Winn Hodges. This easement will be utilized for the Exit 29 Water Line Project.

**C. Consideration and Possible Approval to Accept a Permanent Easement from Elvin Sweeten and Flora Sweeten of the Elvin and Flora Sweeten Family Trust for the Cool Creek Crossing Raw Water Line Repair Project and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

Staff requests the acceptance of a signed permanent easement from Elvin Sweeten and Flora Sweeten of the Elvin and Flora Sweeten Family Trust. This easement will be utilized for the Cool Creek Crossing Raw Water Line Repair Project.

**D. Consideration and Possible Approval of Updates to the City of Ardmore Emergency Operations Plan Assignment Roster for the State of Oklahoma Emergency Operations Plan and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

Staff recently updated the Emergency Operations Plan Assignment Roster. This is a yearly requirement to complete for the State of Oklahoma Emergency Operations Center.

**E. Consideration and Possible Approval for Continuation of the Annual Lease Agreement with Standley Systems from the Oklahoma State Lifecycle Contract SW1013S for Centralized Printer/Copiers with Managed Print Services to be Effective from December 22, 2021 to December 22, 2026, in the Total Amount of \$293,892.00 and Authorize Payments Each Year of \$58,778.40**

Stanley Systems is the supplier of the Ricoh/Savin Copiers for all departments and facilities in the City. The City has been with Standley since 2008 when we changed to a centralized printing model. Calculating the savings since 2008 on the centralized printing model the City has saved approximately \$750,000.00. The annual lease maintenance support agreement will be valid from December 22, 2021 to December 22, 2026 in the total cost of \$293,892.00 with payments each year in the amount of \$58,778.40. This is being purchased from Oklahoma State Lifecycle Contract SW1013S. This is budgeted in the Fiscal Year 2021/2022.

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

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

**Commissioner Sjulín returned to the meeting at 7:09 P.M.**

**9. REGULAR BUSINESS**

**A. RESOLUTION(S)**

- 1. Consideration of Adoption or Rejection of Resolution Number 4198, a Resolution for a Conditional Use Permit to Add an Additional Detached Dwelling Unit in RS-6 (Single Family Detached/Attached) Zoning District at 1125 McLish Street SW, Ardmore 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 Jessica Scott, Director of Community Development, to the Commission. She stated that on December 6, 2021, the Planning Commission considered the request by Jodie and David Prickett for a Conditional Use Permit to add an additional detached dwelling in the RS-6 (Single Family) Zoning District for 1125 McLish Street SW, Ardmore. The Prickett's are proposing to add an additional detached dwelling as a residence on the property. The Planning Commission voted (6-0) to recommend approval of the Conditional Use Permit in the RS-6 (Single Family Detached/Attached) Zoning District.

Motion was made by Commissioner Plesher and seconded by Vice-Mayor Pfau to approve Resolution Number 4198.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

- 2. Consideration of Adoption or Rejection of Resolution Number 4199, a Resolution for the Notice of Election for the Positions of City Commissioner Ward 1 (Northwest) and City Commissioner Ward 4 (Southeast) 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 Lori Linney, City Clerk, to the Commission. She stated that this Resolution is for the purpose of calling an election for the positions of City Commissioner Ward 1 (Northwest) and City Commissioner Ward 4 (Southeast). The Resolution sets out the following:

- Filing period from 8:00 A.M. to 5:00 P.M.; Monday, February 7, 2022 through Wednesday, February 9, 2022.
- Election shall be held on April 5, 2022.

Motion was made by Commissioner Pfau and seconded by Commissioner Credle to approve Resolution Number 4199.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**3. Consideration of Adoption or Rejection of Resolution Number 4200, a Resolution Concerning Coronavirus Local Fiscal Recovery Funds for Non-Entitlement Units of Government (ARPA Funds) Authorizing the Acceptance of the Funds, the Appropriate Budget Amendments, and the Execution of All Necessary Agreements and Related Documents 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 Kevin Boatright, City Manager, to the Commission. He stated that the American Rescue Plan Act (ARPA) has designated \$4,313,637.06 to the City of Ardmore in non-entitlement funding. In each of fiscal years 2021/2022 and 2022/2023, the City will receive \$2,156,181.53. Crawford and Associates, the City's audit consultant firm has advised that a Resolution be adopted to accept the funds; the execution of the appropriate budget amendments, and the execution of all necessary agreements and related documents. There is no match requirement for this grant funding.

Motion was made by Commissioner Credle and seconded by Commissioner Sjulín to approve Resolution Number 4200.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**4. Consideration of Adoption or Rejection of Resolution Number 4201, a Resolution Declaring the Real Property Described as Lot Five (5), Block Two Hundred Forty Six (246), Map of Subdivision of Property Formerly Owned by the Healdton and Santa-Fe Railway as Surplus Property and Authorizing the City Manager to Dispose of Same by Competitive Bids 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 Kevin Boatright, City Manager, to the Commission. He stated that the Resolution is declaring the real property as surplus to the needs of the City of Ardmore, Oklahoma, and authorizing the City Manager to dispose of property by competitive bids as provided by the Ardmore Code of Ordinance and declaring an emergency.

Real Property described as follows:

Lot Five (5), Block Two Hundred Forty Six (246), MAP OF SUBDIVISION OF PROPERTY FORMERLY OWNED BY THE HEALDTON AND SANTA-FE-RAILWAY and granted to the City of Ardmore, Oklahoma, into streets, avenues and alleys, and into lots within, adjacent to and made a part of present Block 246 of said City of Ardmore, Carter County, Oklahoma according to the recorded plat.

Motion was made by Commissioner Sjulín and seconded by Commissioner Credle to approve Resolution Number 4201.

Ayes:	Sjulín, Credle, Plesher, Pfau, Ellis
Nays:	None

**5. Consideration of Adoption or Rejection of Resolution 4202, a Resolution of the City of Ardmore (The "City") Declaring the Intent to Consider Approval of an Amendment to Increment District Number Two, City of Ardmore Under the Local Development Act; Directing Preparation of an Amendment to Project Plan; Reconvening the Review Committee; Directing the Review Committee to Make Findings as to Eligibility and Financial, Impact, if Any on Taxing Jurisdictions within the District; Directing the review Committee to make a Recommendation with Respect to the Proposed Amendment to Project Plan; Directing the Planning and Zoning Commission to make a Recommendation with Respect to the Proposed Amendment to Project Plan; and Containing other Provisions Relating Thereto, 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 Kevin Boatright, City Manager, to the Commission. He stated that the Resolution is declaring the City of Ardmore's intent to consider approval of an amendment to the project plan of the Increment District Number Two. The original Ardmore Reinvestment Project Plan was created by Ordinance in 2003. Since that time, several amendments have been made to the Increment District Number Two with the last being approved by the City Commission in 2019. Increment District Number Two was created to invest in the district's infrastructure and/or fund other economic development projects within the district. Staff feels that this amendment with the additional project will be beneficial to move traffic off of 12<sup>th</sup> Street and to further enhance the Market Street at Ardmore. As part of the process of making a proposed amendment the Tax Increment Review Committee, The Planning Commission, and the Ardmore

City Commission will have to approve the amendment to the project plan. Two public hearings will also be held.

Motion was made by Commissioner Plesher and seconded by Vice-Mayor Pfau to approve Resolution Number 4202.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**6. Consideration of Adoption or Rejection of Resolution Number 4203, a Resolution Approving Emergency Shelter Activities Proposed by the Grace Center of Southern Oklahoma which are to be located in the City of Ardmore, Carter County, Oklahoma and Authorizing the Mayor to Execute the Certificate of Approval Required by the Oklahoma Department of Commerce 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 Kevin Boatright, City Manager, to the Commission. He stated that the Resolution is to authorize the Mayor to sign the certification of local government approval for nonprofit organizations for an Oklahoma Department of Commerce Grant application on behalf of the Grace Center of Southern Oklahoma. Ms. Laura Akers, Director of The Grace Center of Southern Oklahoma made a presentation to the Commission and was available for questions.

Motion was made by Commissioner Credle and seconded by Commissioner Sjulín to approve Resolution Number 4203.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**B. BID(S)**

**1. Consideration and Possible Approval of the Bid Received from Haynes Equipment Co., LLC for the Replacement of the SCADA Systems at the Water Treatment and Wastewater Treatment Plants in a Total Amount of \$183,133.00 of which \$89,642.00 is for the Water Treatment Plant and \$93,491.00 for the Wastewater Treatment Plant and Approval of 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 one (1) bid was received on December 6, 2021, for the replacement of the SCADA systems at the Water Treatment and Wastewater Treatment Plants. The one (1) bid received was from Haynes Equipment Co., LLC and they do meet the minimum bid specifications. The bid total is \$183,133.00 of which \$89,642.00 is for the Water Treatment Plant and \$93,491.00 is for the Wastewater Treatment Plant. This project is in the fiscal year budget under the GAPS Tax.

Motion was made by Commissioner Plesher and seconded by Commissioner Sjulín to approve the bid received from Haynes Equipment Co., LLC for the replacement of the SCADA Systems at the Water Treatment and Wastewater Treatment Plants in a total amount of \$183,133.00 of which \$89,642.00 is for the Water Treatment Plant and \$93,491.00 for the Wastewater Treatment Plant.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

### **C. AGREEMENT(S)**

#### **1. Consideration and Possible Approval of Proposed Ardmore Cemetery Rate Increases for Lots and Services and Providing for Effective Date of February 1, 2022 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Teresa Ervin, Director of Parks and Recreation, to the Commission. She stated the City of Ardmore owns and operates two (2) cemeteries Clearview located at 1551 Ross Northeast and Rosehill located at 1558 C Southeast. Staff also opens and closes for Mt. Zion and St. Mary's Cemeteries. In the beginning as staff looked at the rates in similar cities and took in consideration the frequency and the increase in weekend requests. These factors lead the Cemetery Advisory Board and staff to look at our rates closely and evaluate the situation at this time. Staff gathered rates from fifteen (15) other cemeteries. Four (4) were eliminated due to size of the community. Out of the eleven (11) cities remaining our rates was either the lowest or next to the lowest. The rates for the cemeteries have not been changed since 1987. The increase in rates will be effective beginning February 1, 2022.

Motion was made by Commissioner Plesher and seconded by Commissioner Sjulín to approve proposed Ardmore cemetery rate increases for lots and services and providing for effective date of February 1, 2022.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**2. Consideration and Possible Approval of Proposed Rate Increases at the Lakeview Golf Course Providing for Effective Date of February 1, 2022 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting**

A presentation was made by Teresa Ervin, Director of Parks and Recreation, to the Commission. She stated the current fees at Lakeview Golf Course have been in place since January 1, 2012. The Lakeview Golf Advisory Board met with the Parks and Recreation staff in early fall of 2021 to discuss some changes regarding the fees at Lakeview Golf Course. After a rate study was completed and a careful look at surrounding courses the advisory board recommends the following changes beginning February 1, 2022 as follows:

- Increase all the daily fees by one dollar (\$1.00).
- Increase all annual fees by ten percent (10%), with the exception of the school fees.

The rate changes are being made to try to keep in line with the current market values and to help offset the increasing cost of products, management, and other needed improvements.

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to approve proposed rate increases at the Lakeview Golf Course providing for effective date of February 1, 2022.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**3. Consideration and Possible Approval of an Agreement for Tax Increment Finance Counsel Services between the City of Ardmore and the Public Finance Law Group PLLC, in an Amount Not to Exceed \$25,000.00 with Additional Expenses Not to Exceed \$3,000.00 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 agreement with Public Finance Law Group PLLC is for Tax Increment Finance Council Services. The services provided include consultation with various City of Ardmore representatives regarding the process to amend Increment District Number Two, preparation of all documents for formal approval of the amendment, and attendance to all meetings or hearings as requested by the City. The amount paid to Public Law Finance Group PLLC for council services shall not exceed \$25,000.00 with additional expenses for transcript production, filing, and publication, recording or printing costs not to exceed \$3,300.00.

Motion was made by Commissioner Sjulín and seconded by Commissioner Credle to approve an Agreement for Tax Increment Finance Counsel Services between the City of Ardmore and the Public Finance Law Group PLLC, in an amount not to exceed \$25,000.00 with additional expenses not to exceed \$3,000.00.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**4. Consideration and Possible Approval to Ratify the Tax Increment Financing Public Hearing Dates to Amend the Project Plan of Increment District Number Two with Public Hearings to be held on January 3, 2022 and January 18, 2022 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 as part of the process to declare the intent to amend the project plan to Increment District Number Two, two (2) public hearing will be required. The first hearing will be held at the City Commission Meeting on Monday, January 3, 2022. The second public hearing shall be held at the City Commission Meeting on Tuesday, January 18, 2022.

Motion was made by Commissioner Plesher and seconded by Commissioner Pfau to approve to ratify the Tax Increment Financing Public Hearing Dates to amend the Project Plan of Increment District Number Two with public hearings to be held on January 3, 2022 and January 18, 2022.

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None

**Commissioner Sjulín rescued herself from the meeting at 8:02 P.M.**

**5. Consideration and Possible Approval to Consent to a Sublease Agreement between the Ardmore Development Authority a Public Trust of the City of Ardmore and Xtreme Aviation, LLC dba Xtreme MRO OK a Limited Liability Company for Hanger 102 located 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 Sublease Agreement (Agreement) entered into is between the Ardmore Development Authority, a public trust of the City of Ardmore and Xtreme Aviation, LLC dba Xtreme MRO OK a Limited Liability Company (Company) which will allow certain property to be subleased located within the Ardmore Municipal Airport (Airport), which property is 710 Boeing Street - Hangar 102 and is encompassed within the Lease by the City of Ardmore, a consenting party to this Agreement to the Ardmore Development Authority of the

Ardmore Municipal Airport. The Authority desires to sublease the property to the Company for purpose of operating a full repair and installation shop, and MRO facility with mechanics shop to overhaul and repair Aircraft. The Agreement is for an initial term of ten (10) years and up to two (2) additional ten (10) year renewals. The Sublease Agreement requires approval by the City Commission. Ms. Mita Bates, President, Ardmore Chamber of Commerce, was present to answer questions of the Ardmore City Commissioners.

Motion was made by Commissioner Credle and seconded by Commissioner Plesher to approve to consent to a Sublease Agreement between the Ardmore Development Authority a Public Trust of the City of Ardmore and Xtreme Aviation, LLC dba Xtreme MRO OK a Limited Liability Company for Hanger 102 located at the Ardmore Municipal Airport.

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

**6. Consideration and Possible Approval to Consent to a Ground Sublease Agreement between the Ardmore Development Authority, a Public Trust of the City and Skydwellor US, Inc. an Oklahoma Corporation for a Parcel of Land located at the Ardmore Municipal Airport to Include; a Tract in the NE/4 of the SW/4 and the NW/4 of the SE/4 of Section 17, Township 3 South, Range 3 East Carter County Oklahoma Containing 10 Acres More or Less 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 Skydwellor US, Inc., an Oklahoma Corporation (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 in the NE/4 of the SW/4 and the NW/4 of the SE/4 of Section 17, Township 3 South, Range 3 East Carter County Oklahoma for the purpose of construction and operation of a hangar and unmanned aircraft operations center at the Ardmore Municipal Airport. Ms. Mita Bates, President, Ardmore Chamber of Commerce, was present to answer questions of the Ardmore City Commissioners.

Motion was made by Commissioner Plesher and seconded by Commissioner Pfau to approve to consent to a Ground Sublease Agreement between the Ardmore Development Authority, a Public Trust of the City and Skydweller US, Inc. an Oklahoma Corporation for a parcel of land located at the Ardmore Municipal Airport to include; a Tract in the NE/4 of the SW/4 and the NW/4 of the SE/4 of Section 17, Township 3 South, Range 3 East Carter County Oklahoma Containing 10 Acres More or Less.

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

**Commissioner Sjulín returned to the meeting at 8:11 P.M.**

**10. NEW BUSINESS**

None

**11. ADJOURN**

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

Ayes: Sjulín, Credle, Plesher, Pfau, Ellis  
Nays: None