

**MINUTES  
OF  
A REGULAR MEETING OF THE MAYOR AND BOARD OF COMMISSIONERS OF  
THE CITY OF ARDMORE, OKLAHOMA, HELD ON JANUARY 21, 2020  
AT 7:00 PM IN THE COMMISSION CHAMBERS**

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

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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**

Vice-Mayor Pfau 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 Windel.

**4. ROLL CALL**

The City Clerk called roll. All were present except Mayor Moore and Commissioner Dyer.

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

Motion was made by Commissioner Windel and seconded by Commissioner Ellis to approve the agenda as written.

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

**6. APPROVE MINUTES**

**A. of the City Commission Regular Meeting held on January 6, 2020**

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Pfau to approve the minutes of the City Commission Regular Meeting of January 6, 2020 as written.

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

**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 Locate a 145' Monopole Cell Tower at 2410 Autumn Run Road**

A presentation was made by Jessica Scott, Director of Community Development, to the Commissioners. She stated that the City received a Conditional Use Permit application from CRB Companies for the property located at 2410 Autumn Run Road requesting approval to allow a 145' Monopole Cell Tower at this location. In keeping with the requirements of Section 314 of the Unified Development Code, a public hearing was held before the Planning Commission on December 11, 2019. Per Section 314, a public hearing is now required before the City Commission.

Present to Speak for: Carl Dugan, CRB Companies

No One Present to Speak Against

Public Hearing Closed

**B. Public Hearing for the Purpose of Hearing and Considering Any Objections and/or Complaints Concerning the Request to Rezone 1.3 Acres located at 401 1st Avenue SW and 425 1st Avenue SW from O (Office) to CD (Downtown Commercial)**

A presentation was made by Jessica Scott, Director of Community Development, to the Commissioners. She stated that the City received a Rezoning Application from the property owner of 1.3 acres located at 401 1<sup>st</sup> Avenue SW and 425 1<sup>st</sup> Avenue SW, requesting rezoning of the subject property from O (Office) to CD (Downtown Commercial). In keeping with the requirements of Section 314 of the Unified Development Code, a public hearing was held before the Planning Commission on December 11, 2019. Per Section 314, a public hearing is now required before the City Commission.

Present to Speak for: Ken Bohannon, Executive Director of the Goddard Center

No One Present to Speak Against

Public Hearing Closed

**8. CONSENT**

**A. Consideration and Possible Action to Confirm Mayor and City Commissions Appointment to the HFV Wilson Community Center Advisory Board to be Carl Oblander to Fulfill the Unexpired Term of Roger Price with Term to Expire in June of 2022**

The Mayor and City Commissions confirmed the appointments to the HFV Wilson Community Center Advisory Board to be Carl Oblander to fulfill the unexpired term of Roger Price with term to expire in June of 2022.

**B. Consideration and Possible Action by Resolution of the Final Plat of 1 Lot on 2.9 Acres of the One Way Addition located at 1601 Refinery Road**

On January 9, 2020, the Planning Commission considered the application to approve the Final Plat of the One Way Addition. The Planning Commission voted (5-1) to recommend approval of the Final Plat.

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to approve Consent Agenda Items 8.A. - 8.B with Item 8.B. by Resolution No. 4120.

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

**9. REGULAR BUSINESS**

**A. ORDINANCE(S)**

**1. Consideration and Possible Action of an Ordinance Amending the Code of Ordinances of the City of Ardmore, Chapter 2, Article XI Pertaining to the Trails and Greenways Commission**

A presentation was made by Kevin Boatright, Assistant City Manager, to the Commission. He stated that staff has met with and had discussions with several citizen groups in the past year regarding the need for additional trails and/or sidewalks. The citizens that attended both the Quality of Life Committee meetings, as well as the Visioning 2025 meetings have also expressed the need to evaluate and actively pursue the development of additional trails. A Trails and Greenways Commission was established by ordinance in 2005 with a sunset provision to terminate the activity of the group on July 1, 2005. As a result of that previous groups working with City of Ardmore staff, additional trails were built in 2006 from Ardmore Regional Park going east on Veterans Boulevard to Mount Washington. This ordinance clearly defines the role of the Trails and Greenways Commission and how the nine (9) members will work with City staff and make recommendations to the City Commission.

Motion was made by Commissioner Windel and seconded by Commissioner Ellis to approve Ordinance No. 3081.

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

**2. Consideration and Possible Action of an Ordinance Rezoning 1.3 Acres located at 401 1st Avenue SW and 425 1st Avenue SW from O (Office) to CD (Downtown Commercial)**

A presentation was made by Jessica Scott, Director of Community Development, to the Commission. She stated that staff received a request from Ken Bohannon, for property located at 401 1<sup>st</sup> Avenue SW and 425 1<sup>st</sup> Avenue SW to rezone this property from O (Office) to CD (Downtown Commercial). The Planning Commission voted (6-0) to recommend approval of the rezoning to CD (Downtown Commercial) zoning district.

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to approve Ordinance No. 3082.

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

**B. RESOLUTION(S)**

**1. Consideration and Possible Action of a Resolution for a Conditional Use Permit to allow a 145' Monopole Cell Tower to be located at 2410 Autumn Run Road**

A presentation was made by Jessica Scott, Director of Community Development, to the Commission. She stated that on December 11, 2019, the Planning Commission considered the request by CRB Companies for a Conditional Use Permit to allow a 145' Monopole Cell Tower located at 2410 Autumn Run Road. The Planning Commission voted (8-0) to recommend approval of the Conditional Use Permit to allow a 145' Monopole Cell Tower to be built at 2410 Autumn Run Road.

Motion was made by Commissioner Windel and seconded by Commissioner Ellis to approve Resolution No. 4121.

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

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

#### **1. Consideration and Possible Action of a Memorandum of Understanding between the City of Ardmore and Ardmore Beautification Council to Maintain the Downtown Raised Planters along West Main and Washington Streets**

A presentation was made by J.D. Spohn, City Manager, to the Commission. He stated that staff requests the City Commissioners approve the Memorandum of Understanding (MOU) between the City of Ardmore (City) and the Ardmore Beautification Council (ABC). The ABC will maintain the vegetation and irrigation system of the downtown raised bed planters along the West Main and Washington Streets in Ardmore, Oklahoma. This will include all seasonal plantings, maintenance of any small trees or shrubs planted in the raised beds. This will include maintenance of the irrigation system, not related to the structural workings of the beds, plus the seasonal decorations in the beds. The City will provide general liability insurance for the property owned or controlled by the City; occasionally aid the ABC with any removal of vegetation or trees or provide "in-kind" aid of labor for the purpose of maintenance of the planter beds. The agreement is renewable from year to year although may be terminated by either party, for any reason, by giving thirty (30) days written notice. Julie Maher, Executive Director of Ardmore Beautification Council was present for questions from the Commissions.

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to approve a Memorandum of Understanding between the City of Ardmore and Ardmore Beautification Council to maintain the downtown raised planters along West Main and Washington Streets.

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

**2. Consideration and Possible Action to Declare an Ardmore Police Department Glock 9mm Pistol as Surplus and Authorize Disposal of Said Property by Awarding to Captain Eric Hamblin who is Retiring in Good Standing from the Ardmore Police Department after 25 Years of Service**

A presentation was made by Ken Grace, Chief of Police, to the Commission. He stated that the Ardmore Police Department requests permission to declare surplus a Glock 9 mm Pistol and dispose of by awarding the pistol to Captain Eric Hamblin who is retiring in good standing from the department after 25 years of service to the citizens and the City of Ardmore. Awarding his service sidearm would be in compliance with Ardmore Police Department Policy 1.3.15.

Motion was made by Commissioner Windel and seconded by Commissioner Ellis to approve to declare an Ardmore Police Department Glock 9mm Pistol as surplus and authorize disposal of said property by awarding to Captain Eric Hamblin who is retiring in good standing from the Ardmore Police Department after 25 years of service.

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

**3. Consideration and Possible Action of Change Order No. 3 to the 2018/2019 Street Improvements Project for a Contract Price Increase of \$129,783.53**

A presentation was made by Thomas Mansur, City Engineer, to the Commission. He stated that the purpose of Change Order No. 3 is to authorize the pay for the increase of \$129,783.53 in the cost of work required to finish Lake Murray Drive and Merrick Drive Circle. The cost adjustment will increase the contract price from \$2,625,345.00 to \$2,755,128.53. The total increase over the life of the project due to changes in quantities and asphalt index price is \$279,515.18 or 11.2%.

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to approve Change Order No. 3 to the 2018/2019 Street Improvements Project for a contract price increase of \$129,783.53.

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

**4. Consideration and Possible Action for the Appointments of New Members to the Trails and Greenways Commission to be Mary Cavner, Jake Charnock, Curtis Davidson, Larry Greathouse, Andy Harlow, John Moore, Pat Weaver Myers, Michelle Sinkler and Mike Whitson**

A presentation was made by Kevin Boatright, Assistant City Manager, to the Commission. He stated that City of Ardmore staff has met and had discussions with several citizen groups in the past year regarding the need for additional trails and/or sidewalks. The citizens that attended both the Quality of Life Committee meetings, as well as the Visioning 2025 meetings have also expressed the need to evaluate and actively pursue the development of additional trails. With the approval of the previous amendments of the Trails and Greenways Ordinance by the City Commission, City staff would like to recommend the appointments of new members to the Trails and Greenways Commission to be Mary Cavner, Jake Charnock, Curtis Davidson, Larry Greathouse, Andy Harlow, John Moore, Pat Weaver Myers, Michelle Sinkler and Mike Whitson.

Motion was made by Commissioner Windel and seconded by Commissioner Ellis to approve the appointments of new members to the Trails and Greenways Commission to be Mary Cavner, Jake Charnock, Curtis Davidson, Larry Greathouse, Andy Harlow, John Moore, Pat Weaver Myers, Michelle Sinkler and Mike Whitson.

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

**5. Consideration and Possible Action of Change Order No. 1 to the Ardmore East Main Streetscape Phase 1 Traffic Circle Lighting Contract between the City of Ardmore and Wynn Construction in a Total Net Increase of \$5,014.20**

A presentation was made by Kevin Boatright, Assistant City Manager, to the Commission. He stated that Change Order No. 1 results in a net increase in the cost of the Traffic Circle Contract in the amount of \$5,014.20. Change Order No. 1 reflects the change in several specified items in the original plan for the construction of the traffic circle. The items in Change Order No. 1 are the result of changes that needed to be made in the original construction and are being done with the guidance of the consultant. The primary sources of the increase are due to modifications that needed to be made to the lighting of the traffic circle. Due to the removal of brick pavers, the addition of a pull box and the addition of three (3) LED light drivers. The contract is between the City of Ardmore and Wynn Construction for the Ardmore East Main Streetscape Phase 1 Project in the net increased amount of \$5,014.20.

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to approve Change Order No. 1 to the Ardmore East Main Streetscape Phase 1 Traffic Circle Lighting Contract between the City of Ardmore and Wynn Construction in a total net increase of \$5,014.20.

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

**10. ADJOURN**

Motion was made by Commissioner Ellis and seconded by Commissioner Windel to adjourn from this meeting.

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