

**MINUTES
OF
A REGULAR MEETING OF THE MAYOR AND BOARD OF COMMISSIONERS OF
THE CITY OF ARDMORE, OKLAHOMA, HELD ON SEPTEMBER 8, 2020
AT 7:00 PM IN THE COMMISSION CHAMBERS**

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

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

1. VIDEO CONFERENCE INSTRUCTIONS

2. CALL TO ORDER, BY THE MAYOR

Mayor Pfau called the meeting to order.

3. INVOCATION

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

4. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Ellis.

5. ROLL CALL

The City Clerk called roll. All were present.

Mayor Pfau - In Person
Vice-Mayor Windel - In Person
Commissioner Dyer - In Person
Commissioner Ellis - In Person
Commissioner Moore - In Person

6. **PRESENTATION(S)**

A. Presentation of Certificate of Recognition by Mayor Pfau to Police K-9 "Boss" Honoring Him on His Retirement from the Ardmore Police Department

Mayor Pfau presented a Certificate of Recognition to Police K-9 "Boss" honoring him on his retirement from the Ardmore Police Department.

B. Presentation of a Proclamation by Mayor Pfau to Royce Groeschel, Daughters of the American Revolution Constitution Week Chairman, Declaring September 17th to September 23rd as Constitution Week in Ardmore, Oklahoma

Mayor Pfau presented a Proclamation to Royce Groeschel, Daughters of the American Revolution Constitution Week Chairman, declaring September 17th to September 23rd as Constitution Week in Ardmore, Oklahoma.

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

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

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

8. **APPROVE MINUTES**

A. of the City Commission Regular Meeting held on August 17, 2020

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Windel to approve the minutes of the City Commission Regular Meeting of August 17, 2020 as written.

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

9. **CONSENT**

A. Consideration and Possible Action to Consent to the Assignment and Assumption of a Contract Agreement with Cardinal Engineering, LLC/Lemke Land Surveying, LLC for the 8th Avenue NW Improvements Project

The Engineering Department requests the City Commissions consent to the assignment and assumption of a Contract Agreement with Cardinal Engineering, LLC/Lemke Land Surveying, LLC who has recently merged with Parkhill, Smith, and Cooper, Inc. (PSC) on June 25, 2020. The Engineering Department currently has a contract open with Cardinal Engineering (Cardinal) on our 8th Avenue NW Improvements Project. This agreement will allow the Engineering Department to continue working with Cardinal with the understanding that Cardinal has now been acquired by PSC. The terms of the existing contract will be honored including pertinent scope; budget; fee schedule, and insurance commitments. Staff will retain the same Project Manager and team.

B. Consideration and Possible Action of an Ardmore Downtown Executive Airport Ground Lease Agreement for Tract 20 between the City of Ardmore and David Little

The Ground Lease Agreement is located at the Ardmore Downtown Executive Airport and is between the City of Ardmore and Lessee as follows:

David Little

Leased Premises: 1223 Executive Airport Drive, also known as Tract 5

The City of Ardmore is the 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 the Ground Lease Agreement shall be for a term commencing on February 1, 2020 and ends on January 31, 2030, with the option of two (2) additional five (5) year extensions.

Motion was made by Commissioner Moore and seconded by Commissioner Dyer to approve Consent Agenda Items 9. A-B.

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

10. REGULAR BUSINESS

A. ORDINANCE(S)

- 1. Consideration and Possible Action of Ordinance No. 3092, Repealing Rezoning Ordinance 3090 Adopted on June 25, 2020, which Rezoned Property located at 5035 Myall Rd., from RS-9 (Single Family Residential 9,000 SQ FT MIN) Zoning District to RS-6 (Single Family Residential 6,000 SQ FT MIN) Zoning District Providing for Severability and Declaring an Emergency**

A presentation was made by J.D. Spohn, City Manager, to the Commission. He stated that an application was filed with the Mayor and City Commissioners of the City of Ardmore, to amend Ordinance No. 2583, known as the Unified Development Code, to change the property hereinafter described as RS-9 (Single Family Residential) to RS-6 (Single Family Residential), and on June 25, 2020, Ordinance No. 3090 was adopted and approved by the City Commissioners of the City of Ardmore, Oklahoma, purporting to rezone property located at 5035 Myall Road. Ordinance No. 3090, incorrectly described the property to be rezoned by describing the property with an incomplete legal description. The City Commissioners of the City of Ardmore has determined that the incorrect legal description rendered the ordinance and rezoning of the property ineffective.

Motion was made by Commissioner Ellis and seconded by Commissioner Moore to approve Ordinance No. 3092.

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

1. A. Consideration and Possible Action to Approve Section 1 and 2 of Ordinance No. 3092

Motion was made by Commissioner Dyer and seconded by Commissioner Ellis to approve Section 1 and 2 of Ordinance No. 3092.

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

1. B. Consideration and Possible Action to Approve Section 3 (Emergency Clause) of Ordinance No. 3092

Motion was made by Commissioner Moore and seconded by Commissioner Dyer to approve Section 3 (Emergency Clause) of Ordinance No. 3092.

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

B. RESOLUTION(S)

- 1. Consideration and Possible Action of a Resolution Confirming that all Public Safety Personnel Costs are "Substantially Dedicated" to the COVID-19 Response Efforts of the City of Ardmore for the CARES Act Coronavirus Relief Fund (CRF) Allocation in an Amount of \$1,903,727.41**

A presentation was made by J.D. Spohn, City Manager, to the Commission. He stated that the 2020 CARES Act Funding Manual has advised that a resolution be adopted to confirm that it is the policy of the City of Ardmore that all Public Safety personnel costs are “Substantially Dedicated” to the COVID-19 response efforts of the City of Ardmore through the ongoing State of Emergency. The manual, which was compiled by Crawford & Associates and Oklahoma Municipal Assurance Group (OMAG) is a step-by-step guide for Oklahoma municipalities for receipt of Coronavirus Aid, Relief Security (CARES) Act Funding. The City of Ardmore has been allocated \$1,903,727.41 in grant funding from the CARES Act Coronavirus Relief Fund (CRF). The amount is determined on a formula of \$77.00, per capita. There is no match requirement.

Motion was made by Commissioner Ellis and seconded by Vice-Mayor Windel to approve Resolution No. 4138.

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

C. AGREEMENT(S)

1. Consideration and Possible Action to Declare Equipment and Rolling Stock of City Departments as Surplus and Authorize Disposal of Said Property by Solicitation of Sealed Bids

A presentation was made by Thomas Mansur, City Engineer, to the Commission. He stated that City departments have several items of equipment and rolling stock which are old, worn-out, and not economically repairable and need to be disposed of. The City Maintenance Superintendent has personally determined that these items are neither economically repairable nor appropriate for their intended and original use. Staff proposes to dispose of the equipment by the solicitation of sealed bids in accordance with procedures established by the Purchasing Department, subject to Commission approval.

Motion was made by Vice-Mayor Windel and seconded by Commissioner Dyer to approve to declare equipment and rolling stock of City Departments as surplus and authorize disposal of said property by solicitation of sealed bids.

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

2. Consideration and Possible Action to Declare Ardmore Police Department K-9 "Boss" as Surplus and to be Retired to his K-9 Handler, Corporal Jared Johnson

A presentation was made by Ken Grace, Chief of Police, to the Commission. He stated that the Ardmore Police Department requests approval to declare Police K-9 "Boss" (Asset No. 009998) surplus and to be retired to his K-9 Handler, Corporal Jared Johnson. K-9 Boss has developed age-related health issues impacting his performance thus necessitating his retirement. Corporal Johnson will accept full responsibility for his care, custody and control.

Motion was made by Commissioner Moore and seconded by Commissioner Ellis to approve to declare Ardmore Police Department K-9 "Boss" as surplus and to be retired to his K-9 handler, Corporal Jared Johnson.

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

3. Consideration and Possible Action to Declare a JVC Camcorder with Tripod and Draper Projector Screen of the Ardmore Police Department as Surplus and Authorize Disposal of Said Property by Donation to Heroes with Hope of Southern Oklahoma, a Community Nonprofit Benefitting Children

A presentation was made by Ken Grace, Chief of Police, to the Commission. He stated that the Ardmore Police Department requests permission to declare a JVC Camcorder with tripod (Asset No. 008319) and Draper Project Screen (Asset No. 008051) as surplus and dispose of via donation to Heroes with Hope of Southern Oklahoma. The camcorder system is outdated, obsolete and no longer used by the Police Department.

Motion was made by Commissioner Ellis and seconded by Commissioner Moore to approve to declare a JVC Camcorder with tripod and Draper Projector Screen of the Ardmore Police Department as surplus and authorize disposal of said property by donation to Heroes with Hope of Southern Oklahoma, a community nonprofit benefitting children.

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

4. Consideration and Possible Action to Declare Unit 228 a 2015 Chevrolet Caprice of the Ardmore Police Department as Surplus and Authorize Disposal of Said Property to be Released to the Insurance Company

A presentation was made by Ken Grace, Chief of Police, to the Commission. He stated that the Ardmore Police Department requests permission to declare Ardmore Police Unit 228, a 2015 Chevrolet Caprice (Asset No. 009614) as surplus to be released to the insurance company. This Unit was deemed totaled by the insurance company.

Motion was made by Commissioner Dyer and seconded by Vice-Mayor Windel to approve to declare Unit 228 a 2015 Chevrolet Caprice of the Ardmore Police Department as surplus and authorize disposal of said property to be released to the insurance company.

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

5. Consideration and Possible Action to Upgrade to Biometric/Thermal/Voice Activation Terminals from Andrews Technology HMS, Inc. a Sole Source Vendor for a Timekeeping and Attendance System in a Total Amount of \$232,640.00

A presentation was made by Robert Newell, Director of Information Technology, to the Commission. He stated that since May of 2015, the City of Ardmore has used the Biometric Time Keeping System. In light of Covid-19 concerns, it has been advised that staff upgrade the Biometric Terminals to ones that include a Temperature Reader and Voice Activation. The purchase of the upgraded terminal is for the timekeeping and attendance system for the City of Ardmore employees from Andrews Technology. This upgrade also includes sixty (60) months of maintenance. The total cost of this upgrade will be \$232,640.00. The City will be applying for a CARES Grant to pay for this upgrade.

Motion was made by Vice-Mayor Windel and seconded by Commissioner Dyer to approve to upgrade to Biometric/Thermal/Voice Activation Terminals from Andrews Technology HMS, Inc. a sole source vendor for a timekeeping and attendance system in a total amount of \$232,640.00.

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

6. Consideration and Possible Action for the Continuation of Annual Software Support with Omnigo Software for CAD/RMS an Application Suite that Assists Law Enforcement; Medical; Fire, and Dispatch in Maintaining Records on First Responder Activities in a Total Amount of \$45,686.67

A presentation was made by Robert Newell, Director of Information Technology, to the Commission. He stated that CAD/RMS from Omnigo Software is an application suite that assists law enforcement; medical; fire, and dispatch in maintaining records on first responder activities in the City of Ardmore. The application keeps track of all incidents from initial reporting to resolution. The application was initially purchased in 2005. The annual software support provides the City with help desk support and software updates for the next twelve (12) months. The annual software support renewal for CAD/RMS will be valid from October 1, 2020 to September 30, 2021 for a total cost of \$45,686.67. This is a budgeted item in Fiscal Year 2020/2021.

Motion was made by Commissioner Ellis and seconded by Commissioner Moore to approve the continuation of annual software support with Omnigo Software for CAD/RMS an application suite that assists law enforcement; medical; fire, and dispatch in maintaining records on first responder activities in a total amount of \$45,686.67.

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

7. Consideration and Possible Action for the 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

A presentation was made by Robert Newell, Director of Information Technology, to the Commission. He stated that the City of Ardmore entered into an agreement with New Edge Service, LLC in Fiscal Year 2014/2015 for hosting services for the City Works application. The Ardmore Public Works Authority utilizes City Works by Azteca to maintain inventory; infrastructure, and a work order system. The Development Services Department uses the application to assist with building permits and code enforcement. The Agreement Renewal is to continue hosting services with New Edge Service, LLC in the amount of \$25,000.00 of which \$9,000.00 will be paid by the City and the remaining amount of \$16,000.00 to be paid by the Ardmore Public Works Authority. This is a budgeted item in Fiscal Year 2020/2021.

Motion was made by Commissioner Moore and seconded by Vice-Mayor Windel to approve the 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.

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

D. PURCHASE(S)

1. Consideration and Possible Action for the Purchase of New World Enterprise Combined LE/Fire/EMS CAD from Tyler Software to Manage Dispatch and Police Records in a Total Amount of \$639,820.00

A presentation was made by Robert Newell, Director of Information Technology, to the Commission. He stated that the City of Ardmore in 2005 purchased, and has been using, Omnigo CAD/RMS formerly ITI to manage dispatch and police records. Federal and State mandates required the CAD/RMS system to be SIBRS and NIBRS compliant. For the past eighteen (18) months Omnigo has been given the opportunity with staff's encouragement to become compliant. As of this date they have failed to become compliant. Staff has been led to believe that they will not be able to meet the States requirements. Staff received a short list of CAD/RMS vendors which met the States requirements. Staff contacted all on the list and New World was the only one that presented their solution. One other went out of business last year and the other is pulling out of the State of Oklahoma due to the States requirements. A cross section of Police Department users was presented with the New World Application and unanimously chose to switch to New World. The implementation will take anywhere from twelve (12) to eighteen (18) months. This will span two (2) fiscal years for a total of \$639,820.00. Staff was asked to pay the software portion of the bill the first year totaling \$408,020.00 and then the remaining \$231,800.00 the second year. This will be paid from the GAPS Tax. This purchase is from the Source Well Contract which both the State and the City are members.

Motion was made by Commissioner Dyer and seconded by Commissioner Ellis to approve the purchase of New World Enterprise Combined LE/Fire/EMS CAD from Tyler Software to manage dispatch and police records in a total amount of \$639,820.00.

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

11. ADJOURN

Motion was made by Commissioner Dyer and seconded by Commissioner Moore to adjourn from this meeting.

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