

**MINUTES OF A REGULAR MEETING OF THE MAYOR AND BOARD OF
COMMISSIONERS OF THE CITY OF ARDMORE, OKLAHOMA, HELD ON
JUNE 6, 2022 AT 7:00 PM IN THE COMMISSION CHAMBERS**

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

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, Chief Information Officer.

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Sjulín.

4. ROLL CALL

The Acting City Clerk called roll. All were present except Mayor Pfau and City Clerk Linney.

5. APPROVE AGENDA – ORDER OF BUSINESS AND CONTENTS

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to approve the agenda with the removal of Item 8.C.1 - Bid 1.

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

6. APPROVE MINUTES

A. of the City Commission Regular Meeting held on May 16, 2022

Motion was made by Commissioner Plesher and seconded by Commissioner Sjulín to approve the regular minutes of May 16, 2022 as written.

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

7. CONSENT

A. Consideration and Possible Action to Confirm Mayor and City Commissions Appointments to the H.F.V. Wilson Community Center Trust Authority to Serve a Second Three (3) Year Term to be Donna Blackmon, Andy Harlow and Josh McGee with Terms to Expire in June of 2025

The Mayor and City Commissions confirmed the appointments to the H.F.V. Wilson Community Center Trust Authority to serve second three (3) year terms to be Donna Blackmon, Andy Harlow and Josh McGee with terms to expire in June of 2025.

B. Consideration and Possible Action to Confirm Mayor and City Commissions Appointments to the Lakeview Golf Course Advisory Board to Serve a Five (5) Year Term to be Harold Butler and Scott Neher with Terms to Expire in May of 2027

The Mayor and City Commissions confirmed the appointments to the Lakeview Golf Course Advisory Board to serve five (5) year terms to be Harold Butler and Scott Neher with terms to expire in May of 2027.

C. Consideration and Possible Action to Confirm Mayor and City Commissions Appointments to the Parks and Recreation Advisory Board to be Jessica Fannin and Garrett Parkhurst to Serve First Three (3) Year Terms with Terms to Expire in May of 2025

The Mayor and City Commission confirmed the appointments to the Parks and Recreation Advisory Board to be Jessica Fannin and Garrett Parkhurst to serve first three (3) year terms with terms to expire in May of 2025.

D. Consideration and Possible Action of a Cooperation Agreement between the City of Ardmore and the Chickasaw Nation Division of Housing and Chickasaw Housing Authority and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting

The Chickasaw Nation contacted the City of Ardmore (City) to request a Cooperation Agreement for the fifty (50) new Chickasaw Nations varies properties within the City. The Chickasaw Housing Authority is interested in placing one single family residence on each lot.

E. Consideration and Possible Action to Accept a Permanent Easement and Right of Way from Carlaw, LLC for the Sunset & Hollingsworth Resurfacing and Storm Sewer Project

As a part of the improvements proposed along Sunset Drive and Hollingsworth Drive which include new surfacing and storm sewer installation between Cloverleaf and 6th Avenue SW, the City of Ardmore needs additional right-of-way along the eastern side of Sunset Drive. One of the required parcels belongs to Carlaw, LLC. The additional right-of-way is a strip of land which lies along the parallel to Sunset Drive that is 20 feet in width and approximately 256 feet in length. This amounts to approximately 0.12 acres. Carlaw, LLC has agreed to provide said Easement.

Motion was made by Commissioner Sjulín and seconded by Commissioner Credle to approve Consent Agenda Items 7.A. - 7.E.

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

8. REGULAR BUSINESS

A. RESOLUTION(S)

1. Consideration of Adoption or Rejection of Resolution Number 4217, a Resolution Approving the Application Process for a Community Development Block Grant (CDBG) State Small Cities Program, along with the Adopting the City of Ardmore Citizen Participation Plan, and the Comprehensive Statement of Needs; and Commitment of Leverage 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 Teresa Ervin, Director of Parks and Recreation, to the Commission. She stated that the Oklahoma Department of Commerce has allocated the City of Ardmore \$195,715.00 through the CDBG State Small Cities Program for Fiscal Year 2022. The City of Ardmore (City) proposes to use this funding to make improvements to Whittington park in the 2020 Census Block Group BGEOD: 40019892811; 2020 Census Tract: 892801. This is a 1:1 grant. The City Consultant's cost estimate for these improvements will not exceed \$391,430.00. CDBG funds will provide \$195,715.00 and the City's committed leverage (match) of \$195,715.00 will be budgeted in the Community Enhancement Fund. In accordance with grant requirements the application

process, the Citizen Participation Plan, and the Comprehensive Statement of Needs must be adopted and signed by the Mayor at a regular scheduled Commission meeting.

Motion was made by Commissioner Credle and seconded by Commissioner Sjulín to adopt Resolution Number 4217.

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

2. Consideration of Adoption or Rejection of Resolution Number 4218, a Resolution Approving City of Ardmore Match Funds to be Taken from the Community Enhancement Fund for the Fiscal Year 2022 State Small Cities Program Grant through the Community Development Block Grant from the Oklahoma Department of Commerce in an Amount Not to Exceed \$195,715.00 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 Teresa Ervin, Director of Parks and Recreation, to the Commission. She stated that the City of Ardmore (City) will apply for a State Small Cities Program grant through the Community Development Block Grant from the Oklahoma Department of Commerce in the amount not to exceed \$195,715.00. In accordance with the grant, the City must have a Resolution in place, declaring what fund our leverage (match) for this grant will be budgeted. The City will use the funding to make improvements to Whittington Park in 2020 Census Block Group GEOID: 400198928011 Tract Number 892801 in a total project amount of \$391,430.00. CDBG Funding will provide \$195,715.00 and the City will provide \$195,715.00 from the Community Enhancement Fund.

Motion was made by Commissioner Sjulín and seconded by Commissioner Plesher to adopt Resolution Number 4218.

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

3. Consideration of Adoption or Rejection of Resolution Number 4219, a Resolution a Adopting a Budget for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023 in the Total Amount of \$117,383,301.00 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 last Commission meeting, the required public hearing was held on the proposed budget for Fiscal Year 2022/2023. There were no citizens that spoke regarding the budget. The total amount of new expenses is \$101,264,803.00; the amount of internal transfers is \$16,118,498.00 for a grand total amount of \$117,383,301.00. State law requires the new budget to be approved by resolution at least seven (7) days before the beginning of the new fiscal year starting July 1, 2022.

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to adopt Resolution Number 4219.

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

B. AGREEMENT(S)

1. Consideration and Possible Action of an Engagement Letter with Casey Russell for Accounting Consultation and Audit Preparations of the City of Ardmore for Fiscal Year 2021-2022 in the Amount of \$25,500.00 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 several 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 Fiscal Year 2021/2022.

Motion was made by Commissioner Plesher and seconded by Commissioner Sjulin to approve an Engagement Letter with Casey Russell for accounting consultation and audit preparations of the City of Ardmore for Fiscal Year 2021-2022 in the amount of \$25,500.00.

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

2. Consideration and Possible Action of an Engagement Letter with Crawford & Associates for Accounting Consultation and Audit Preparations of the City of Ardmore for Fiscal Year 2021-2022 in the 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 of Ardmore consultants for several years and staff is more than pleased with their performance. It is now time to sign an engagement letter for services for Fiscal Year 2021/2022. Crawford's price has remained the same at \$55,000.00 plus expenses and is budgeted in the Fiscal Year 2021/2022 budget in the General Fund/Finance Department.

Motion was made by Commissioner Credle and seconded by Commissioner Sjulín to approve an Engagement Letter with Crawford & Associates for accounting consultation and audit preparations of the City of Ardmore for Fiscal Year 2021-2022 in the amount of \$55,000.00 plus expenses.

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

3. Consideration and Possible Action of a Lease Agreement between the City of Ardmore and Mr. David Smith for a Lease of Certain Property Described as a Tract of Land being part of the SE/4 of the SW/4 of the SE/4, Section 13 T4S R1E, I.M. in Ardmore, Carter County, Oklahoma 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 Lease Agreement is made between the City of Ardmore and David Smith. The Lease Agreement is for certain property described as follows:

A TRACT OF LAND BEING PART OF THE SE/4 OF THE SW/4 OF THE SE/4, SECTION 13 T4S R1E, I.M. IN ARDMORE, CARTER COUNTY, OKLAHOMA

The initial term of this lease shall be for a term commencing on July 1, 2022 and ending on June 30, 2027, with the option to extend the term of the lease for an additional five (5) years. The sum of one thousand dollars (\$1,000.00) per year is to be paid by David Smith to the City of Ardmore on the 1st day of July each year the lease is in effect.

Motion was made by Commissioner Sjulín and seconded by Commissioner Plesher to approve a Lease Agreement between the City of Ardmore and Mr. David Smith for a lease of certain property described as a Tract of Land being part of the SE/4 of the SW/4 of the SE/4, Section 13 T4S R1E, I.M. in Ardmore, Carter County, Oklahoma.

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

4. Consideration and Possible Action of a Contract Agreement between the City of Ardmore and Invoice Card for the Customer Service and the Municipal Court Divisions of the Finance Departments for Accepting Various Payment Options and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting

A presentation was made by Sissy Burge, City Treasurer, to the Commission. She stated that on behalf of the Customer Service and the Municipal Court Divisions of the Finance Department, staff requests consideration and action for the City of Ardmore (City) to enter into a contract with Invoice Cloud for accepting various payment options. The City will be saving a substantial amount of money in credit card fees and eBilling statements with this new vendor. Mr. David Davis, City Attorney, has reviewed the contract and had given his approval. This contract will go into effect July 1, 2022 and will automatically renew annually.

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to approve a Contract Agreement between the City of Ardmore and Invoice Cloud for the Customer Service and the Municipal Court Divisions of the Finance Departments for accepting various payment options.

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

5. Consideration and Possible Action of a Surcharge for a Freightliner Cab and Chassis for the Operation Pride Department from the Oklahoma State Contract from Premier Truck Group Oklahoma City in the Amount of \$3,800.00 which will bring the New Total Price to \$94,802.85 and Approval or Rejection 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 of a surcharge for a Freightliner cab and chassis that was approved for purchase on March 21, 2022 for the Operation Pride Department from the Oklahoma State Contract from Premier Truck Group Oklahoma City. Per Daimler Truck North America, “the continued challenging and domestic economic conditions have made it necessary for Daimler Truck North America to implement an additional price surcharge on all MY23 Freightliner & Western Star trucks.” The original price for the truck was \$91,002.85 and the new surcharge in the amount of \$3,800.00 will bring the new price to \$94,802.85. This will be a replacement for Unit Number 140. This item is in the current fiscal year budget under the Operation Pride Department.

Motion was made by Commissioner Sjulín and seconded by Commissioner Credle to approve a surcharge for a Freightliner cab and chassis for the Operation Pride Department from the Oklahoma State Contract from Premier Truck Group Oklahoma City in the Amount of \$3,800.00 which will bring the New Total Price to \$94,802.85.

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

C. BID(S)

1. Consideration and Possible Action of a Bid Received from V and R Enterprises Inc. for the 2022 Concrete Labor Contract in the Total Amount of \$606,100.00 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting

Item Removed from Agenda

2. Consideration and Possible Action of a Bid Received from Silverstar Construction Company for the 2022 Major Streets Project - Heavy Maintenance in the Total Amount of \$302,540.15 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting

A presentation was made by Josh Randell, Interim City Engineer, to the Commission. He stated that the City of Ardmore (City) advertised for and received construction bids on May 19, 2022 for the subject project which involves asphalt pavement overlays of various streets in the City. Staff received three (3) bids as follows:

Silverstar Construction Co.	\$302,540.15
J & L Paving, LLC	\$317,438.58
Pavers, Inc.	\$358,547.65

Staff recommends and requests that the Commissions approve the award of the 2022 Major Street Improvements Project - Heavy Maintenance to Silverstar Construction Company in the amount of \$302,540.15. The cost of this project will be paid from Fund 21 for Street Improvements.

Motion was made by Commissioner Plesher and seconded by Commissioner Credle to approve a bid received from Silverstar Construction Company for the 2022 Major Streets Project - Heavy Maintenance in the Total Amount of \$302,540.15.

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

3. Consideration and Possible Action of a Bid Received from Intermountain Slurry Seal, Inc. for the 2022 Major Streets Project - Light Maintenance in the Total Amount of \$444,102.60 and Approval or Rejection of Any Amendments Proposed and Considered by the City Commission at the Meeting

A presentation was made by Josh Randell, Interim City Engineer, to the Commission. He stated that the City of Ardmore (City) advertised for and received construction bids on May 19, 2022 for the subject project which involves micro surfacing pavement of various streets in the City. Staff received a single bid from an experience and competent contracting firm. Staff recommends and requests that the Commission approve the award of the 2022 Major Street Improvements Project - Light Maintenance to Intermountain Slurry Seal, Inc. in the amount of \$44,102.60. The cost of this project will be paid from Fund 21 for Street Improvements.

Motion was made by Commissioner Credle and seconded by Commissioner Sjulín to approve a bid received from Intermountain Slurry Seal, Inc. for the 2022 Major Streets Project - Light Maintenance in the total amount of \$444,102.60.

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

D. NEW BUSINESS

None

E. ADJOURN

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

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