



City of Enid
401 W. Owen K Garriott
P.O. Box 1768
Enid, Oklahoma 73702
580-234-0400

BOARD OF COMMISSIONERS

NOTICE OF REGULAR MEETING

Mayor and Board of Commissioners of the City of Enid, Oklahoma, the Trustees of the Enid Municipal Authority, a Public Trust, and the Trustees of the Enid Economic Development Authority, a Public Trust

Notice is hereby given that the Mayor and Board of Commissioners of the City of Enid, Oklahoma, the Trustees of the Enid Municipal Authority, a Public Trust, and the Trustees of the Enid Economic Development Authority, a Public Trust, will meet in regular session at 6:30 p.m. on the 18th day of October, 2011, in the Council Chambers of the City Administration Building, located at 401 W. Owen K. Garriott Road in said city, and the agenda for said meeting is as follows:

- AGENDA -

MAYOR AND BOARD OF COMMISSIONERS REGULAR MEETING

1. CALL TO ORDER/ROLL CALL.
2. INVOCATION.
3. FLAG SALUTE.
4. CONSIDER APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 4, 2011 AND SPECIAL MEETING OF OCTOBER 11, 2011.
5. AWARDS, PRESENTATIONS, AND ORGANIZATIONAL BUSINESS.
 - 5.1 PRESENT PET AVAILABLE FOR ADOPTION AT THE CITY ANIMAL SHELTER.
 - 5.2 CONSIDER APPOINTMENTS TO THE SISTER CITIES INTERNATIONAL BOARD.

BACKGROUND: The City Clerk has advertised for vacancies on the above board. The following appointments are to be considered:

SISTER CITIES INTERNATIONAL BOARD

Three (3) vacancies to be filled by any interested citizen of the city of Enid. Copies of applications and ballot are attached for consideration.

One (1) vacancy to be filled by a representative of the City of Enid's Higher Education System. One (1) application has been received from Doctor Cheryl Evans, a copy of which is attached.

PRESENTER: Joan Riley, Assistant City Manager.

ATTACHMENTS: Advisory board applications and ballot.

RECOMMENDATION: Consider appointments.

6. HEARINGS.

6.1 NONE.

7. COMMUNITY DEVELOPMENT.

7.1 NONE.

8. ADMINISTRATION.

8.1 AN ORDINANCE AMENDING THE ENID MUNICIPAL CODE, 2003, TO ADD A SIDEWALK PARTNERSHIP PROGRAM FOR COMMERCIAL PROPERTIES, AND TO REPLACE THE REQUIREMENT FOR ALL COMMERCIAL DEVELOPMENTS TO INCLUDE SIDEWALKS THAT PARALLEL CITY STREETS WITH THE REQUIREMENT FOR COMMERCIAL DEVELOPMENTS TO INCLUDE SIDEWALKS THAT PARALLEL ONLY CERTAIN CATEGORIES OF STREETS.

BACKGROUND: This ordinance will amend Title 7, Chapter 1, Section 7-1-6 and Title 12, Chapter 6, Section 12-6-2 of the Enid Municipal Code, 2003. The amendment adds a sidewalk partnership program for commercial properties. The Commercial Partnership Program will be similar to the Residential Sidewalk Repair Partnership Program. However, it will be available only to existing businesses that were not required to include sidewalks when the property, on which the business is located, was developed. The amendment will also replace the requirement for all commercial developments to include sidewalks with the requirement that commercial developers only include sidewalks if the development abuts Owen K. Garriott Road, an arterial highway, an auxiliary service highway, an arterial street or a collector street.

PRESENTER: Jen O'Steen, Assistant City Attorney.

ATTACHMENTS: Ordinance.

RECOMMENDATION: Approve.

8.2 DISCUSS AND AUTHORIZE THE CITY MANAGER TO PURSUE FINANCING OPTIONS FOR THE RENAISSANCE PROJECT TO INCLUDE A VARIABLE RATE LINE OF CREDIT AND TO BRING BACK TO THE COMMISSION FOR FURTHER CONSIDERATION.

BACKGROUND: The City of Enid recently awarded a contract to build an event center for \$17,444,444.00, and to renovate Convention Hall for \$7,082,000.00, for a total of \$24,526,444.00. The City of Enid has cash reserves on hand to pay for this project, but it is prudent to have the flexibility to retain some cash on hand for any emergencies or opportunities that may arise. The City of Enid's financial advisors, Municipal Finance Services, Inc., are here to present their analysis of the City of Enid's cash position and make financing recommendations for consideration.

PRESENTER: Jerald Gilbert, Chief Financial Officer; and Jon Wolff and Alan Brooks, Municipal Finance Services, Inc. (MFS).

ATTACHMENTS: None.

RECOMMENDATIONS: Approve and authorize the City Manager to pursue a low rate variable line of credit for the Renaissance project.

9. CONSENT.

9.1 ACCEPT PROJECT FOR THE REMOVE RUBBER BUILD-UP AND REMARK RUNWAY 17/35, AIP PROJECT 3-40-0028-024-2011, AT ENID WOODRING REGIONAL AIRPORT.

BACKGROUND: This project was completed in September, 2011, inspected, and found to be complete in accordance with all the plans and specifications.

The total cost of this project was \$144,070.00. Ninety-five percent (95%) of the total cost was covered by the FAA grant with the balance of \$7,203.50 paid by the City of Enid.

PRESENTER: Dan Ohnesorge, Director of Aviation.

ATTACHMENTS: None.

RECOMMENDATION: Accept project.

9.2 APPROVE AMENDMENT NO. 8 TO OWNER-ENGINEER AGREEMENT DATED SEPTEMBER 18, 2007 (CITY OF ENID--COBB ENGINEERING) FOR STROMWATER DRAINAGE IMPROVEMENTS AT ENID WOODRING REGIONAL AIRPORT, AIP 3-40-0028-25-2012.

Background: This amendment is required to update the ongoing engineering consultant contract with Cobb Engineering Company. The project for the upcoming year will repair and improve deteriorating storm water drains along the Airport's southeast ramp area. Cobb Engineering Company will perform the grant administration and provide the plans and specifications at a cost not to exceed \$30,000.00. Ninety-five percent (95%) of the project will be funded by FAA grant funds.

PRESENTER: Dan Ohnesorge, Director of Aviation.

ATTACHMENTS: Amendment No. 8 to Contract.

RECOMMENDATION: Approve Amendment No. 8.

9.3 ACCEPT UTILITY EASEMENT FROM OKLAHOMA DEPARTMENT OF HUMAN SERVICES AND ACCEPT WATER LINE PROJECT, W-0710A.

BACKGROUND: Oklahoma Department of Human Services (OK DHS) developed and constructed a number of housing units on its property at 30th Street and Willow Road. A public water line was extended by OK DHS to provide water service and fire protection for the units. This Item will accept the public waterline extension and the utility easement that allows for operation and maintenance of the waterline extension.

PRESENTER: Robert Hitt, P.E., Director of Engineering Services.

ATTACHMENTS: None. Easement is on file in the Office of the City Clerk.

RECOMMENDATION: Accept utility easement and water improvement project.

9.4 APPROVE CHANGE ORDER NO. 1 FOR THE CONSTRUCTION OF HANGARS AND APRONS AT WOODRING REGIONAL AIRPORT, PROJECT A-1101A.

BACKGROUND: This project constructs two (2) hangars at Enid Woodring Regional Airport. The first is a large hangar capable of sheltering several aircraft. The Oklahoma Strategic Military Commission is providing a total of \$333,000.00 in grant assistance to help fund the large hangar. It will be used regularly for military traffic. The second hangar will shelter two medium size aircraft, filling a demand for hangar space at the airport.

Change Order No. 1 is required to increase the building height by one foot. Additional clearance is needed when the door is raised. The door is different compared to what the Airport is currently using, and the problem was not recognized when the initial plans and specifications were drawn out.

The original contract amount was \$756,000.00. Change Order No. 1 will increase the contract by \$6,361.00, for a total revised contract amount of \$762,361.00. An additional seven (7) calendar days will be added to the work schedule.

Sufficient funds are available to cover the increased cost in the Airport Fund.

PRESENTER: Dan Ohnesorge, Director of Aviation.

ATTACHMENTS: Change Order No. 1 is on file in the Office of the City Clerk.

RECOMMENDATION: Approve.

9.5 EXECUTE CONTRACT BETWEEN NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY AND THE CITY OF ENID FOR SEWER MANHOLE INSPECTION.

BACKGROUND: Northern Oklahoma Development Authority (NODA) has provided the City of Enid with manhole inspections, photography, and Global Positioning System locations as part of the City's Capacity, Management, Operations and Maintenance (CMOM) sewer program since 2009. Under this contract, NODA will continue to provide these services through June 30, 2012, for a cost of \$50,000.00.

PRESENTER: Jennifer O'Steen, Assistant City Attorney.

ATTACHMENTS: Agreement.

RECOMMENDATION: Execute Contract.

9.6 APPROVE AND EXECUTE CONTRACTS FOR SERVICES BETWEEN THE CITY OF ENID COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND THE SANDBOX LEARNING CENTER; ENID PUBLIC TRANSIT AUTHORITY; AGNES HOUSE, INC; ENTER HIS GATES; BOOKER T. WASHINGTON; ENID ARTS & SCIENCE FOUNDATION, D/B/A LEONARDO'S DISCOVERY WAREHOUSE; FIRST CHUCH OF THE NAZARENE; COMMUNITY DEVELOPMENT SUPPORT ASSOCIATION (CDSA;) AND CHRISTMAS IN ACTION (CIA), TO ADMINISTER THE B-11-MC-40-0006 GRANT FUNDED ACTIVITIES.

BACKGROUND: Funding allocations were appropriated to the Sandbox Learning Center in the amount of \$19,050.00 for Americans with Disability Act (ADA) restroom upgrades; Enid Public Transit Authority in the amount of \$5,000.00 to administer the bus pass program; Agnes House, Inc. in the amount of \$15,801.00 for installation of siding to both halfway houses; Booker T. Washington Community Center in the amount of \$10,000.00 to replace exterior doors; Booker T. Washington Community Center in the amount of \$6,824.56 to provide after school

tutoring and to purchase recreational equipment; Enid Arts & Science Foundation, d/b/a Leonardo's Discovery Warehouse in the amount of \$20,000.00 to provide family membership scholarships; First Church of the Nazarene in the amount of \$50,000.00 for Interim Assistance to clean up the Garfield Neighborhood. Community Development Support Association housing program in the amount of \$65,000.00 to provide emergency repairs and barrier removal; Community Development Support Association in the amount of \$20,000.00 to administer HOME activities; and Christmas In Action in the amount of \$40,000.00 to provide roof and home repairs.

As part of the Fiscal Year 2011 Community Development Block Grant (CDBG), funding was approved by the Commission in May of 2011. These agencies and the funded activities further the goals as submitted in the five year consolidated plan to address decent housing, redevelopment activities, and assist in the enhancement of public/social service activities.

PRESENTER: Stephanie Carr, CDBG Coordinator.

ATTACHMENTS: Contracts are on file in the Office of the City Clerk.

RECOMMENDATION: Approve and execute contracts.

9.7 APPROVE AND EXECUTE MEMORANDUM OF UNDERSTANDING FOR SERVICES BETWEEN THE CITY OF ENID COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND THE CODE ENFORCEMENT DEPARTMENT AND THE PARKS AND STORMWATER DEPARTMENT TO ADMINISTER THE B-11-MC-40-0006 GRANT FUNDED ACTIVITIES.

BACKGROUND: Funding allocations were appropriated to the Code Enforcement Department and the Parks and Stormwater Department. The Code Enforcement Department was awarded \$40,000.00 for Demolition assistance and the Parks and Stormwater Department was awarded \$75,000.00 for rehabilitation assistance for Champlin Swimming Pool. As part of the Fiscal Year 2011 Community Development Block Grant (CDBG), funding was approved by the Commission in May of 2011. These departments and the funded activities further the goals as submitted in the five year consolidated plan to address decent housing, redevelopment activities, and assist in the enhancement of public/social service activities.

PRESENTER: Stephanie Carr, CDBG Coordinator.

ATTACHMENTS: Contract is on file in the Office of the City Clerk.

RECOMMENDATION: Approve and execute contract.

9.8 APPROVAL OF CLAIMS IN THE AMOUNT OF \$4,743,476.64.

ATTACHMENTS: List of claims.

RECOMMENDATION: Approve.

10. RECESS TO CONVENE AS THE ENID MUNICIPAL AUTHORITY.
11. TRUSTEES OF THE ENID MUNICIPAL AUTHORITY REGULAR MEETING.
12. ENID MUNICIPAL AUTHORITY REGULAR MEETING.
 - 12.1 A RESOLUTION INCREASING THE 2011-2012 FISCAL FINANCIAL PLAN FOR THE ENID MUNICIPAL AUTHORITY IN THE AMOUNT OF \$500,000.00.

BACKGROUND: The original \$250,000.00 planned for downtown real estate purchases from the Enid Economic Development Authority (EEDA) financial plan has been expended. More funding is needed in the amount of \$500,000.00 to continue purchasing downtown properties for future renovation. The funding from EEDA is provided by the Enid Municipal Authority (EMA). The additional amount will be transferred from EMA to EEDA.

Funds are available to increase the fiscal financial plan from the Enid Municipal Authority Fund.

PRESENTER: Jerald Gilbert, Chief Financial Officer.

ATTACHMENTS: Resolution.

RECOMMENDATION: Approve.

- 12.2 APPROVAL OF CLAIMS IN THE AMOUNT OF \$130,595.91.

ATTACHMENTS: List of claims.

RECOMMENDATION: Approve.

13. ADJOURN TO CONVENE AS THE ENID ECONOMIC DEVELOPMENT AUTHORITY.
14. TRUSTEES OF THE ENID ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING.
15. ENID ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING.
 - 15.1 A RESOLUTION INCREASING THE 2011-2012 FISCAL FINANCIAL PLAN FOR THE ENID ECONOMIC DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$500,000.00.

BACKGROUND: The original \$250,000.00 planned for downtown real estate purchases from the Enid Economic Development Authority (EEDA) financial plan has been expended. More funding is needed in the amount of \$500,000.00 to continue purchasing downtown properties for future renovation. The funding from EEDA is provided by the Enid Municipal Authority (EMA). The additional amount will be transferred from EMA to EEDA for expenditure.

PRESENTER: Jerald Gilbert, Chief Financial Officer.

ATTACHMENTS: Resolution.

RECOMMENDATION: Approve.

15.2 APPROVAL OF CLAIMS IN THE AMOUNT OF \$251,928.00.

ATTACHMENTS: List of Claims.

RECOMMENDATION: Approve.

16. ADJOURN TO RECONVENE AS THE ENID CITY COMMISSION.

17. PUBLIC DISCUSSION.

18. EXECUTIVE SESSION.

18.1 CONSIDER CONVENING INTO EXECUTIVE SESSION TO DISCUSS IAFF NEGOTIATIONS FOR FISCAL YEARS 2011-2013; AND TO RECONVENE INTO REGULAR SESSION TO TAKE ANY NECESSARY ACTION.

BACKGROUND: The City Attorney recommends the Mayor and Board of Commissioners go into Executive Session pursuant to 25 Okla. Stat. § 307(B)(2), discussing negotiations with employee groups, and 25 Okla. Stat. § 307(B)(4), attorney/client privilege to engage in confidential communications concerning these matters because disclosure would serve only to impair the ability of the public body to proceed appropriately.

19. ADJOURN.