



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

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BOARD OF COMMISSIONERS

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**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 20<sup>th</sup> day of March, 2012, 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 MARCH 6, 2012.
5. AWARDS, PRESENTATIONS, AND ORGANIZATIONAL BUSINESS.
  - 5.1 PRESENT PET AVAILABLE FOR ADOPTION AT THE CITY ANIMAL SHELTER.
6. HEARINGS.
  - 6.1 NONE.

7. COMMUNITY DEVELOPMENT.

7.1 NONE.

8. ADMINISTRATION.

8.1 A RESOLUTION AMENDING THE 2011-2012 CAPITAL IMPROVEMENT FUND BUDGET BY APPROPRIATING ADDITIONAL FUNDS IN THE AMOUNT OF \$731,630.00 TO INCREASE THE 2011-2012 APPROPRIATED AMOUNTS FOR THE CAPITAL IMPROVEMENT DEPARTMENT.

**BACKGROUND:** This is a companion to Items 8.2 and 12.1. The kitchen equipment for the renovated Convention Hall has been bid and is ready to be awarded. Furniture, fixtures, and equipment were considered, but were not included in the bricks and mortar budget. A supplemental appropriation must be made to fund the award. The funds will be transferred from the Enid Municipal Authority to the Capital Improvement Fund. The Capital Improvement Department budget will be increased by \$731,630.00 to encumber the kitchen equipment.

**PRESENTER:** Jerald Gilbert, Chief Financial Officer.

**ATTACHMENTS:** Resolution.

**RECOMMENDATION:** Approve.

8.2 AWARD PURCHASE OF FOOD SERVICE EQUIPMENT TO HOTEL & RESTAURANT SUPPLY, MEMPHIS, TENNESSEE, FOR ENID RENAISSANCE FOOD SERVICE EQUIPMENT FOR CONVENTION HALL RENOVATION AND NEW EVENT CENTER, M-1109G.

**BACKGROUND:** This is a companion to Items 8.1 and 12.1. This project will supply food service equipment for the renovated Convention Hall full kitchen facility and concession equipment for the new Event Center.

Six (6) bids were received. The apparent low bid was submitted by Hotel & Restaurant Supply in the amount of \$731,630.00 for both facilities.

Both Hotel & Restaurant Supply and Johnson-Lancaster reversed the amounts for Convention Hall and the new Event Center lump sum line items on the proposal, and provided documentation that these items were inadvertently reversed having no effect on the total bid amount.

Per industry standards, warranty work will be provided by the equipment manufacturer's regional representative regardless of the supplying contractor.

Funding for this project is from the Capital Improvement Fund.

**PRESENTER:** Bob Myers, Carter and Associates.

**ATTACHMENTS:** Canvass of Bids.

**RECOMMENDATION:** Award the purchase of food service equipment to Hotel & Restaurant Supply.

**8.3 AWARD A CONTRACT TO RJR ENTERPRISES, INC., ROGERS, ARKANSAS, FOR THE CONSTRUCTION OF CHAMPION PARK SPLASH PAD, P-1203A, AND AUTHORIZE THE MAYOR TO EXECUTE ALL CONTRACT DOCUMENTS AFTER REVIEW BY THE CITY ATTORNEY.**

**BACKGROUND:** This project will relocate and reconstruct the Splash Pad presently located at 7<sup>th</sup> Street and Pine Avenue (Gore Park). The new proposed location of a two thousand, eight hundred eighty square foot (2,880 SF) splash pad will be on North 9<sup>th</sup> Street and East Chestnut Avenue.

This relocation is necessary as part of the land trade with Enid Public Schools for new school construction.

Two (2) bids were received with recommended alternates. The bid submitted by A-Tech Paving, Edmond, Oklahoma, is non-responsive due to failure to provide additional bid documents per project specifications. RJR Enterprises, Inc. submitted the lowest responsible bid in the amount of \$267,217.50.

Add Alternate No. 1 extends the Warranty and Maintenance Bond from one (1) year to three (3) years at an additional cost of \$2,500.00. Add Alternate No. 3 provides for coloring the concrete pad to resemble a football field at an additional cost of \$8,640.00.

Deduct Alternate No. 1 will provide for re-use of existing water features from Gore Park at a deduct amount of \$20,473.00 from the base bid.

All work will be complete, and the facility will be open before the July 4, 2012, holiday.

The total amount for this project after alternates is \$257,884.50.

Funding for this project is from the Capital Improvement Fund with re-payment from Enid Public Schools.

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

**ATTACHMENTS:** Canvass of Bids.

**RECOMMENDATION:** Award a contract to RJR Enterprises, Inc. in the amount of \$257,884.50, and authorize the Mayor to execute all contract documents after review by the City Attorney.

**8.4 AWARD A CONTRACT TO RICK LORENZ CONSTRUCTION, INC., ENID, OKLAHOMA, FOR THE 2012 LOCAL STREET PROGRAM, PROJECT NO. R-1201A, AND AUTHORIZE THE MAYOR TO EXECUTE ALL CONTRACT DOCUMENTS AFTER REVIEW BY THE CITY ATTORNEY.**

**BACKGROUND:** This project will reconstruct the following streets with six inch (6”) concrete (unless otherwise noted):

- Westchester Drive from Chestnut Avenue north to dead-end
- Yorkshire Drive from one hundred seventy five feet (175 ft.) west of Westchester Drive to three hundred thirty feet (330 ft.) east
- 9<sup>th</sup> Street from Chestnut Avenue to Walnut Avenue
- Jefferson Street from Broadway Avenue to Maine Street
- Jackson Street from Oak Avenue to Walnut Avenue
- Walnut Avenue from Jackson Street west to dead-end
- Alley between the Enid Public Library and the Post Office
- Service Center Road will receive one thousand (1,000) linear feet of eight inch (8”) concrete

Five (5) bids were received ranging from \$908,246.25 to \$1,069,757.90. The lowest responsible bid was submitted by Rick Lorenz Construction, Inc. in the amount of \$908,246.25. Contract time for the work is three hundred ninety-five (395) calendar days.

Funding for this project is from the Street and Alley Fund.

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

**ATTACHMENTS:** Canvass of Bids.

**RECOMMENDATION:** Award a Contract to Rick Lorenz Construction.

**8.5 CONSIDER AND TAKE POSSIBLE ACTION WITH RESPECT TO THE PROPOSED REFINANCING OF THE ENID MUNICIPAL AUTHORITY SERIES 2003 PROMISSORY NOTE TO OKLAHOMA WATER RESOURCES BOARD.**

**BACKGROUND:** This is a companion to Item 12.3. On March 6, 2012, and March 20, 2012, Public Finance Law Group and Municipal Finance Services presented options to the Commission to refinance the existing 2003B Oklahoma Water Resource Board (OWRB) loan. This is an opportunity to lower the interest rate and quickly resolve the debt.

**PRESENTER:** Allan Brooks, Public Finance Law Group, and Jon Wolff, Municipal Finance Services.

**ATTACHMENTS:** Water Tower Project and Financing Status Report; Refinancing of Series 2003 Promissory Note to OWRB.

**RECOMMENDATION:** Approve solicitation of bank bids to refinance the Enid Municipal Authority Series 2003 Promissory Note.

- 8.6 CONSIDER AND TAKE POSSIBLE ACTION WITH RESPECT TO THE PROPOSED FINANCING BY THE ENID MUNICIPAL AUTHORITY OF CERTAIN WATER SYSTEM IMPROVEMENTS TO INCLUDE TWO (2) NEW WATER TOWERS AND A BOOSTER PUMP STATION, WITH SAID FINANCING TO BE ACCOMPLISHED THROUGH THE OKLAHOMA WATER RESOURCES BOARD DRINKING WATER STATE REVOLVING FUND PROGRAM.**

**BACKGROUND:** This is a companion to Item 12.4. On March 6, 2012, and March 20, 2012, Public Finance Law Group and Municipal Finance Services presented financing options to the Commission for two (2) water towers. Loan financing qualifies for possible grant funding up to \$500,000.00. Potential loan maturities are eight (8), ten (10), fifteen (15), and twenty (20) year terms.

**PRESENTER:** Allan Brooks, Public Finance Law Group, and John Wolff, Municipal Finance Services.

**ATTACHMENTS:** Water Tower Project and Financing Status Report.

**RECOMMENDATION:** Approve application for Oklahoma Water Resource Board Drinking Water State Revolving Fund loan for two (2) water towers.

**9. CONSENT.**

- 9.1 ACCEPT AND APPROVE THE AUDIT ENGAGEMENT LETTER FOR THE YEAR ENDED JUNE 30, 2012, WITH THE INDEPENDENT AUDITOR, RONALD C. COTTRELL, FOR THE CITY OF ENID, OKLAHOMA, AND ITS RELATED AUTHORITIES.**

**BACKGROUND:** This is a companion to Items 12.2 and 15.1. Ronald C. Cottrell, CPA, has audited the City of Enid for four (4) years. It is time to renew the audit engagement letter for the fiscal year ended June 30, 2012. The professional auditing fees will be \$58,000.00 plus actual out-of-pocket expenses estimated to be \$10,000.00 or less. The City of Enid and its Authorities are included in the scope of the audit. Oklahoma law and various federal and state agencies for which the City of Enid receives grants require an annual financial audit.

**PRESENTER:** Jerald Gilbert, Chief Financial Officer.

**ATTACHMENTS:** Independent Auditor's Engagement Letter for the Year ended June 30, 2012.

**RECOMMENDATIONS:** Approve.

**9.2 APPROVAL OF CLAIMS IN THE AMOUNT OF \$2,986,063.42.**

**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 \$731,630.00.**

**BACKGROUND:** This is a companion to Items 8.1 and 8.2. Funds must be transferred from the Enid Municipal Authority Operations Department to the Capital Improvement Fund Capital Improvement Department to provide funding for the kitchen equipment in the renovated Convention Hall. This item will increase the Enid Municipal Authority financial plan by \$731,630.00 and transfer it to the Capital Improvement Fund. The 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 ACCEPT AND APPROVE THE AUDIT ENGAGEMENT LETTER FOR THE YEAR ENDED JUNE 30, 2012, WITH THE INDEPENDENT AUDITOR, RONALD C. COTTRELL, FOR THE CITY OF ENID, OKLAHOMA, AND ITS RELATED AUTHORITIES.**

**BACKGROUND:** This is a companion to Items 9.1 and 15.1. Ronald C. Cottrell, CPA, has audited the City of Enid for four (4) years. It is time to renew the audit engagement letter for the fiscal year ended June 30, 2012. The professional auditing fees will be \$58,000.00 plus actual out-of-pocket expenses estimated to be \$10,000.00 or less. The City of Enid and its Authorities are included in the scope of the audit. Oklahoma law and various federal and state agencies for which the City of Enid receives grants require an annual financial audit.

**PRESENTER:** Jerald Gilbert, Chief Financial Officer.

**ATTACHMENTS:** Independent Auditor's Engagement Letter for the Year ended June 30, 2012.

**RECOMMENDATIONS:** Approve.

**12.3 CONSIDER AND TAKE POSSIBLE ACTION WITH RESPECT TO THE PROPOSED REFINANCING OF THE ENID MUNICIPAL AUTHORITY SERIES 2003 PROMISSORY NOTE TO OKLAHOMA WATER RESOURCES BOARD.**

**BACKGROUND:** This is a companion to Item 8.5. On March 6, 2012, and March 20, 2012, Public Finance Law Group and Municipal Finance Services presented options to the Commission to refinance the existing 2003B Oklahoma Water Resource Board (OWRB) loan. This is an opportunity to lower the interest rate and quickly resolve the debt.

**PRESENTER:** Allan Brooks, Public Finance Law Group, and Jon Wolff, Municipal Finance Services.

**ATTACHMENTS:** Water Tower Project and Financing Status Report; Refinancing of Series 2003 Promissory Note to OWRB.

**RECOMMENDATION:** Approve solicitation of bank bids to refinance the Enid Municipal Authority Series 2003 Promissory Note.

**12.4 CONSIDER AND TAKE POSSIBLE ACTION WITH RESPECT TO THE PROPOSED FINANCING BY THE ENID MUNICIPAL AUTHORITY OF CERTAIN WATER SYSTEM IMPROVEMENTS TO INCLUDE TWO (2) NEW WATER TOWERS AND A BOOSTER PUMP STATION, WITH SAID FINANCING TO BE**

**ACCOMPLISHED THROUGH THE OKLAHOMA WATER RESOURCES BOARD DRINKING WATER STATE REVOLVING FUND PROGRAM.**

**BACKGROUND:** This is a companion to Item 8.6. On March 6, 2012, and March 20, 2012, Public Finance Law Group and Municipal Finance Services presented financing options to the Commission for two (2) water towers. Loan financing qualifies for possible grant funding up to \$500,000.00. Potential loan maturities are eight (8), ten (10), fifteen (15), and twenty (20) year terms.

**PRESENTER:** Allan Brooks, Public Finance Law Group, and John Wolff, Municipal Finance Services.

**ATTACHMENTS:** Water Tower Project and Financing Status Report.

**RECOMMENDATION:** Approve application for Oklahoma Water Resource Board Drinking Water State Revolving Fund loan for two (2) water towers.

**12.5 APPROVAL OF CLAIMS IN THE AMOUNT OF \$33,366.37.**

**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 ACCEPT AND APPROVE THE AUDIT ENGAGEMENT LETTER FOR THE YEAR ENDED JUNE 30, 2012, WITH THE INDEPENDENT AUDITOR, RONALD C. COTTRELL, FOR THE CITY OF ENID, OKLAHOMA, AND ITS RELATED AUTHORITIES.**

**BACKGROUND:** This is a companion to Items 9.1 and 12.2. Ronald C. Cottrell, CPA, has audited the City of Enid for four (4) years. It is time to renew the audit engagement letter for the fiscal year ended June 30, 2012. The professional auditing fees will be \$58,000.00 plus actual out-of-pocket expenses estimated to be \$10,000.00 or less. The City of Enid and its Authorities are included in the scope of the audit. Oklahoma law and various federal and state agencies for which the City of Enid receives grants require an annual financial audit.



**PRESENTER:** Jerald Gilbert, Chief Financial Officer.

**ATTACHMENTS:** Independent Auditor's Engagement Letter for the Year ended June 30, 2012.

**RECOMMENDATIONS:** Approve.

**15.2 APPROVAL OF CLAIMS IN THE AMOUNT OF \$4,171.00.**

**ATTACHMENTS:** List of Claims.

**RECOMMENDATION:** Approve.

**16. ADJOURN TO RECONVENE AS THE ENID CITY COMMISSION.**

**17. PUBLIC DISCUSSION.**

**18. ADJOURN.**