



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

BOARD OF COMMISSIONERS

NOTICE OF SPECIAL 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 special session at 5:30 p.m. on the 3rd day of July, 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 SPECIAL MEETING

1. CALL TO ORDER/ROLL CALL.
2. INVOCATION.
3. FLAG SALUTE.
4. CONSIDER APPROVAL OF MINUTES OF SPECIAL MEETING OF JUNE 19, 2012.
5. AWARDS, PRESENTATIONS, AND ORGANIZATIONAL BUSINESS.
 - 5.1 PRESENT PET AVAILABLE FOR ADOPTION AT THE CITY ANIMAL SHELTER.
 - 5.2 EMPLOYEE RECOGNITION.

6. HEARINGS.

6.1 NONE.

7. COMMUNITY DEVELOPMENT.

7.1 CONSIDER APPROVAL OF THE FINAL PLAT FOR NEWGRANGE SQUARE SECTION ONE, LOTS 1 AND 2, BLOCK 1.

BACKGROUND: The NewGrange Square Section One is located west of Van Buren on the north side of Norman Road, and is zoned as an R-1 Residential Estate District. The first phase of the final plat will develop this section with two (2) lots as single family residences.

The preliminary plat was approved by the Metropolitan Area Planning Commission (MAPC) on April 16, 2012.

City staff reviewed the final plat. It conforms to the preliminary plat, and is in compliance with all provisions of Title 12, Chapter 5, "The Final Plat of the City of Enid Subdivision Regulations."

OPTIONS:

- OPTION A: Approve the Final Plat.
- OPTION B: Do not approve the Final Plat.

OPTION A:

- ADVANTAGES: Permits the applicant to develop the property according to current zoning requirements.
- DISADVANTAGES: None.

OPTION B:

- ADVANTAGES: None.
- DISADVANTAGES: None.

2012-2013 BUDGETED ITEM: Not applicable.

FUNDING SOURCE: Not applicable.

ATTACHMENTS: Final Plat.

PRESENTER: Chris Bauer, Planning Administrator.

8. ADMINISTRATION.

8.1 CONSIDER APPROVAL OF AMENDMENT NO. 9 WITH COBB ENGINEERING COMPANY, OKLAHOMA CITY, OKLAHOMA, FOR RUNWAY 17-35 EXTENSION PROJECT AT ENID WOODRING REGIONAL AIRPORT.

BACKGROUND: This project will extend Runway 17-35 at Woodring Regional Airport to 8,000 feet. It will update the Airport Layout Plan; conduct an Environmental Assessment, Noise and Wildlife Hazard Study, and Topographical Survey; acquire land and relocate Southgate Road; replace the Medium-Intensity Approach Lighting System with a Runway Alignment Indicator (MALSR), glide slope, and Runway 35 Precision Approach Path Indicating System (PAPIS); provide project design; and extend the runway and taxiway pavement.

Amendment No. 9 supports the Airport Layout Plan, Environmental Assessment, and Topographical Survey in the amount of \$171,200.00.

OPTIONS:

- OPTION A: Approve Amendment No. 9.
- OPTION B: Do not approve Amendment No. 9.

OPTION A:

- **ADVANTAGES:** Conducts the initial actions required before construction.
- **DISADVANTAGES:** None.

OPTION B:

- **ADVANTAGES:** None.
- **DISADVANTAGES:** Will halt the extension of Runway 17-35.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: Airport Fund.

ATTACHMENTS: None. Amendment No. 9 is on file in the Office of the City Clerk.

PRESENTER: Sami Gaines, Airport Operations Manager.

- 8.2 **CONSIDER AWARDING A CONTRACT TO HENSON CONSTRUCTION COMPANY, ENID, OKLAHOMA, FOR THE CITY OF ENID RANDOLPH WALKWAY RENOVATION 2012, M-1110A, AND AUTHORIZE THE MAYOR TO EXECUTE ALL CONTRACT DOCUMENTS AFTER REVIEW BY THE CITY ATTORNEY.**

BACKGROUND: This project will upgrade the open-air walkway located at 214 West Randolph Avenue, and restore the un-fired brick, as well as paint the steel arch entrance.

Bids were solicited to include the following recommended Alternates:

- Base Bid will install a new eight (8) foot brick wall with stone cap, a prefinished metal wall panel to the top of the existing wall, and new caps over the existing masonry parapets.
- Alternate No. 1 will restore and paint the south steel façade.
- Alternate No. 2 will increase the maintenance period from one (1) year to three (3) years.

One (1) bid was received from Henson Construction Company with a responsible Base Bid of \$178,000.00, with 180 calendar days to complete the project; an Alternate No. 1 of \$12,800.00, with 60 additional calendar days; and Alternate No. 2 of \$3,800.00. This project was budgeted in the Fiscal Year 2012-2013 General Fund.

OPTIONS:

- **OPTION A:** Award a contract to Henson Construction Company in the amount of \$178,000.00, with a contract time of 180 calendar days.
- **OPTION B:** Award a contract to Henson Construction Company in the amount of \$190,800.00 including Alternate No. 1, with a contract time of 240 calendar days.
- **OPTION C:** Award a contract to Henson Construction Company in the amount of \$194,600.00 including Alternate No. 1 and Alternate No. 2, with a contract time of 240 calendar days.
- **OPTION D:** Reject this bid, and authorize staff to rebid the project.

OPTION A:

- **ADVANTAGES:** Seals the existing wall to eliminate further water intrusion.

- **DISADVANTAGES:** Does not address the deteriorated condition of the steel facade.

OPTION B:

- **ADVANTAGES:** In addition to the above advantage, restoration of the steel façade will enhance the downtown character.
- **DISADVANTAGES:** Any problems with materials or workmanship after one (1) year will have to be addressed using another contractor.

OPTION C:

- **ADVANTAGES:** In addition to the two (2) advantages above, provides guaranteed workmanship and material for three (3) years.
- **DISADVANTAGES:** Cost increase of two (2) percent.

OPTION D:

- **ADVANTAGES:** None.
- **DISADVANTAGES:** The walkway and façade will continue to deteriorate, and may lead to claims for damage of abutting buildings.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: Capital Improvement Fund.

ATTACHMENTS: Canvass of Bids.

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

- 8.3 CONSIDER A RESOLUTION DECLARING THE INTENT TO CONSIDER APPROVAL OF AN ECONOMIC DEVELOPMENT PROJECT AND CREATION OF A TAX INCREMENT DISTRICT UNDER THE LOCAL DEVELOPMENT ACT; DIRECTING PREPARATION OF A PROJECT PLAN; APPOINTING A REVIEW COMMITTEE; DIRECTING THE REVIEW COMMITTEE TO MAKE FINDINGS AS TO ELIGIBILITY AND FINANCIAL IMPACT, IF ANY, ON TAXING JURISDICTIONS WITHIN THE DISTRICT; AND DIRECTING THE REVIEW COMMITTEE TO MAKE A RECOMMENDATION WITH RESPECT TO THE PROPOSED PROJECT.**

BACKGROUND: On June 5, 2012, Vector Securities Corporation announced a project to redevelop Oakwood Mall. It is appropriate to

appoint a review committee to review and give recommendations concerning the creation of a tax increment financing district (TIF) and the approval of an economic development plan. This resolution creates the tax increment review committee with Commissioner Mike Stuber as the City representative and chairman.

OPTIONS:

- Option A: Adopt the Resolution.
- Option B: Do not adopt the Resolution.

OPTION A:

- **ADVANTAGES:** Creates a review committee to study and make recommendations to the City regarding the proposed project. If and when a TIF is approved for the project, the tax incentives would come from the whole county rather than just the City of Enid.
- **DISADVANTAGES:** None.

OPTION B:

- **ADVANTAGES:** None.
- **DISADVANTAGES:** A TIF would not be considered, and any tax incentives approved would come solely from the City of Enid.

2012-2013 BUDGETED ITEM: Not applicable.

FUNDING SOURCE: Not applicable.

ATTACHMENTS: Resolution.

PRESENTER: Andrea Springer, City Attorney.

8.4 CONSIDER APPROVAL OF AN AGREEMENT WITH POE & ASSOCIATES, INC., OKLAHOMA CITY, OKLAHOMA, FOR THE DESIGN OF DOWNTOWN STREET AND SIDEWALK IMPROVEMENTS, PROJECT NO. R-1205A.

BACKGROUND: This project designs the reconstruction of Grand Avenue and Independence Street from Maine Street to Garriott Road. It will replace all sidewalks on these designated streets, widen Independence Street to a standard four (4) lanes, rehabilitate street surfaces, and install new signalization at the intersections of these designated streets

along Garriott Road. All designs will comply with the Americans with Disabilities Act (ADA) requirements.

Construction will be completed in two (2) phases. Phase I will replace all sidewalks around the Event Center, and is projected to be completed before the grand opening date in April 2013. Phase II will complete the remaining sidewalks and streets at the designated areas, but will not commence until the summer of 2013 to prevent conflict with other Renaissance construction projects.

State law requires negotiation for Professional Engineering Services over \$50,000.00. The City of Enid solicited five (5) qualified firms, and received four (4) proposals. Poe and Associates, Inc. was selected based on qualifications and experience. A contract was negotiated in an amount not to exceed \$212,500.00.

OPTIONS:

- OPTION A: Approve Agreement.
- OPTION B: Do not approve Agreement.

OPTION A:

- ADVANTAGES: Designs a plan to reconstruct sidewalks adjacent to the Event Center to meet ADA standards before the grand opening, and establishes future street improvement plans that will enhance access to buildings in the downtown area.
- DISADVANTAGES: None.

OPTION B:

- ADVANTAGES: Existing sidewalks will open adjacent to the Event Center during its ongoing construction.
- DISADVANTAGES: Delays ADA compliance and improvements to sidewalks adjacent to the Event Center, and reduces road and sidewalk quality accessing the downtown area.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: Capital Improvement Fund.

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

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

8.5 CONSIDER APPROVAL OF A CONTRACT WITH AT&T TO UPGRADE THE ENID/GARFIELD COUNTY 911 SYSTEM TO THE NEW MICRO DATA SYSTEM.

BACKGROUND: This contract will upgrade the current 911 system installed in 2006. It is no longer supported by AT&T, and is not compatible with Next Generation 911. The new system is a Hosted 911 system that updates computers, software, technical support, and maintenance related to 911 databases, network services, and T-1 lines. It provides portability in emergency situations and emergency 911 services to the Enid/Garfield County taxpayers.

OPTIONS:

- OPTION A: Approve the Contract.
- OPTION B: Do not approve the Contract.

OPTION A:

- **ADVANTAGES:** Upgrades the existing system to a Hosted 911 system, and continues to provide 911 services to the citizens of Enid/Garfield County.
- **DISADVANTAGES:** None.

OPTION B:

- **ADVANTAGES:** None.
- **DISADVANTAGES:** AT&T will no longer provide technical support or maintenance for the existing equipment and software; therefore, Enid/Garfield County will have to contract with another county to provide its 911 service.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: Enid/Garfield County 911 fees approved by the taxpayers of Garfield County.

ATTACHMENTS: Master Service Agreement.

PRESENTER: Brian O'Rourke, Chief of Police.

9. CONSENT.

9.1 ACCEPT A PUBLIC HIGHWAY EASEMENT AND A TEMPORARY CONSTRUCTION EASEMENT FROM HUNTER'S HILL PROPERTIES, INC. FOR THE WILLOW ROAD WIDENING PROJECT, R-0303D.

BACKGROUND: This public highway easement will provide additional right-of-way at Hunter's Hill Addition, and is required to widen lanes at Willow Road, between Cleveland Street and Oakwood Road, to four (4) lanes. The temporary construction easement will provide workspace to build a drainage structure. The cost of this right-of-way is \$28,725.00 of which \$1,920.00 is for damages.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: Capital Improvement Fund.

ATTACHMENTS: Location Map. Easement is on file in the Office of the City Clerk.

RECOMMENDATION: Accept the public highway and temporary construction easements.

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

9.2 APPROVE AN AGREEMENT WITH GARVER ENGINEERING, OKLAHOMA CITY, OKLAHOMA, FOR INSPECTION SERVICES AND CONSTRUCTION ADMINISTRATION SERVICES FOR ELEVATED WATER STORAGE TANKS, PROJECT NO. W-0820B.

BACKGROUND: Construction management and inspection services are required to construct two (2) elevated water storage tanks and a booster pump station due to the structural efficacy, welding requirements, and supporting base.

These services will provide detailed on-site inspections, review and approval of structural details and shop drawings, and provide administration services including the review of pay requests, change orders, and field clarification of plans and specifications.

The City of Enid solicited seven (7) qualified firms, and received two (2) proposals. Garver Engineering was selected, and a contract was negotiated for an amount not to exceed \$349,500.00. An estimated 420 calendar days are necessary to complete the project.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: Capital Improvement Fund.

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

RECOMMENDATION: Approve Agreement with Garver Engineering in the amount of \$349,500.00.

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

9.3 APPROVE AND EXECUTE A CONTRACT WITH TYLER TECHNOLOGIES, INC., DALLAS, TEXAS, FOR COURT SOFTWARE, AND AUTHORIZE THE MAYOR TO EXECUTE ALL CONTRACT DOCUMENTS.

BACKGROUND: In February 2012, the Legal Department solicited bids for Municipal Court software, and three (3) proposals were received. After review of the proposals and demonstration, Incode software from Tyler Technologies, Inc. was selected. The upgrade will be paid from the Technology Fees collected by the Court.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: General Fund.

ATTACHMENTS: Contract.

RECOMMENDATION: Approve and execute a contract with Tyler Technologies, Inc.

PRESENTER: Andrea Springer, City Attorney.

9.4 APPROVE AND EXECUTE A NON-BINDING LETTER OF INTENT WITH VECTOR SECURITIES, INC.

BACKGROUND: On June 5, 2012, Vector Securities Corporation (Vector) announced a project to redevelop Oakwood Mall. The City of Enid is willing to assist Vector with financial incentives for this economic development, and this letter of intent is a non-binding expression of that desire.

2012-2013 BUDGETED ITEM: Not applicable.

FUNDING SOURCE: Not applicable.

ATTACHMENTS: Letter of Intent.

RECOMMENDATION: Approve and execute a non-binding Letter of Intent with Vector Securities, Inc.

PRESENTER: Andrea Springer, City Attorney.

9.5 APPROVE AND EXECUTE A LOCAL FUNDING PROGRAM CONTRACT WITH THE ENID ARTS AND SCIENCE FOUNDATION DOING BUSINESS AS LEONARDO'S.

BACKGROUND: In accordance with Okla. Const. Art. 10, §§ 14 and 17, the Mayor and Board of Commissioners of the City of Enid approved this local service, which provides a proper public purpose, and made appropriations for the local program in the City of Enid's Fiscal Year 2012-2013 budget. This contract sets forth the terms and conditions with which Leonardo's shall comply in order to receive funding.

2012-2013 BUDGETED ITEM: Yes.

FUNDING SOURCE: General Fund.

ATTACHMENTS: Contract.

RECOMMENDATION: Approve and execute a contract with Enid Arts and Science Foundation.

PRESENTER: Andrea Springer, City Attorney.

9.6 APPROVAL OF CLAIMS IN THE AMOUNT OF \$1,332,259.44.

ATTACHMENTS: List of claims.

10. RECESS TO CONVENE AS THE ENID MUNICIPAL AUTHORITY.

11. TRUSTEES OF THE ENID MUNICIPAL AUTHORITY SPECIAL MEETING.

12. ENID MUNICIPAL AUTHORITY SPECIAL MEETING.

12.1 APPROVAL OF CLAIMS IN THE AMOUNT OF \$712,312.32.

ATTACHMENTS: List of claims.

13. ADJOURN TO RECONVENE AS THE ENID CITY COMMISSION.

14. PUBLIC DISCUSSION.

15. CONSIDER CONVENING INTO EXECUTIVE SESSION TO CONSIDER THE EMPLOYMENT CONTRACT AND SALARY OF CITY ATTORNEY ANDREA SPRINGER, AND TO RECONVENE INTO SPECIAL SESSION TO TAKE ANY NECESSARY ACTION.

BACKGROUND: The City Attorney recommends the Mayor and Board of Commissioners go into Executive Session pursuant to 25 O.S. § 307(B)(1), employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried employee.

16. ADJOURN.