

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
February 15, 2016

Southwest Business Products E1113067LD

Pursuant to notice as required by law, the Ponca City Board of Commissioners met in work session at 2:00 p.m. in the Commission Chamber at City Hall, 516 E. Grand Avenue, with Mayor Homer Nicholson presiding:

Present: Homer Nicholson, Mayor  
Lanita Chapman, Commissioner  
Ryan Austin, Commissioner  
Nancy Rathbun, Commissioner  
Mary Beth Moore, Commissioner  
Craig Stephenson, City Manager  
Michael Vanderburg, City Attorney  
Marc LaBossiere, Finance Director/City Clerk

Absent: None

Others Present: Tana McKinley, Jim Sindelar, Rhonda Skrapke, Aaron Michaud, Sherri Tapp, Will Tripp, Mike Lane, Anthony Rogers, Chris Henderson, Phil Johnston, City staff; Steve Dye, Ponca City News, Beverly Bryant, TEAM Radio.

1. CALL TO ORDER.

Mayor Nicholson called the meeting to order at 2:00 p.m.

2. DISCUSS GRANT FUNDING OPPORTUNITY RELATING TO THE "SAFE ROUTE TO SCHOOLS PROGRAM" THROUGH OKLAHOMA DEPARTMENT OF TRANSPORTATION.

City Grants Administrator Rhonda Skrapke began by distributing a handout illustrating a map with the Ponca Lake Trail Segment 1, and cost estimates. Skrapke detailed a recent grant that was announced by the Oklahoma Department of Transportation (ODOT), which is targeting improvements for safe routes to schools and has no local grant match requirements. Skrapke then reviewed Segment 1, which runs from Redbud Park to N. Pecan, on Hartford Avenue, with a cost estimate of \$650,000.

Skrapke explained that staff would like Commission consideration to apply for the \$400,000 limit on grant funds, and use the dedicated Street Improvement Sales Tax Fund to cover the remaining \$250,000. If consensus is positive, an action item will be on the agenda of the next regularly scheduled City Commission meeting. Skrapke then reviewed further details on the proposed trail as 8 feet wide and concrete, on North side of Hartford, running 2,387 linear feet. Skrapke qualified that the planned Ponca Lake Trail has 5 segments total, and she then outlined the ODOT process for considering grant proposals. Discussion ensued.

3. RECEIVE REVISED PCUA ELECTRIC CUSTOMER SERVICE GUIDELINES MANUAL.

Utility Billing Office Manager Sherri Tapp explained that the Customer Service Guidelines came about as a product on OMPA's Competitive Utilities Program, or CUP. This was developed over twenty years ago when deregulation was a threat, and municipal utilities began to get more professional and competitive. Tapp informed all that the manual has been revised three times since its original adoption, and is now in need of another update.

Tapp then reviewed the topics that each section of the manual addresses, and concluded by explaining details of the 18 individual proposed changes.

4. RECEIVE OVERVIEW ON THE BUDGET PROCESS FOR FISCAL 2016-17.

City Manager Craig Stephenson gave commissioners an update on preparation of the proposed budget for the fiscal year that will begin on July 1, 2016. Stephenson reviewed some budget related issues, including recent passage of the dedicated sales tax for Street Improvements. Stephenson noted that staff has been requested to submit a flat budget and that there will be 27 pay periods in the next fiscal year, but clarified that the cost has been pre-funded for the General Fund so it will have no impact. Stephenson concluded by reminding commissioners of two key dates, April 18 & 19, when all day budget meeting will be held at open commission meetings, where each department will review their operations.

Finance Director Marc LaBossiere continued by reviewing the budget process for commissioners. LaBossiere then outlined a series of budget issues that have a material impact on the upcoming budget. LaBossiere and Stephenson expressed gratitude to the current and previous City Commissions for their support and fiscal responsibility. Discussion ensued.

5. COMMENTS FROM MAYOR AND COMMISSIONERS.

Commissioner Austin encouraged all to enjoy the beautiful weather.

6. CITY MANAGER COMMENTS.

City Manager Craig Stephenson informed commissioners that the annual employee health fair will be held on March 22, 2016. The fair usually draws approximately 150 employees and gets them a fairly detailed report on health measures. It also gives City management an aggregate report to use as a basis on where to focus wellness initiatives. Stephenson qualified that participants get four hours of vacation leave for participating as well as the report which can be used as a baseline to gauge future health reporting from.

Stephenson concluded by informing commissioners of a sewage backup that occurred at the Public Safety Center basement during the previous weekend. A professional remediation company was called in and is in process of cleaning and drying the damage.

7. ENTERTAIN MOTION TO ENTER EXECUTIVE SESSION PURSUANT TO TITLE 25 SECTION 307B SUBSECTION 4 OKLAHOMA STATUTES FOR PURPOSES OF DISCUSSING THE PURCHASE OR APPRAISAL OF REAL PROPERTY.

At 3:01 p.m. a motion was made by Commissioner Moore to enter into executive session. Commissioner Rathbun seconded.

Roll: Yeas; Moore, Rathbun, Nicholson, Chapman, Austin. Nays; None. Motion Carried.

8. RETURN TO REGULAR SESSION AND TAKE ANY NECESSARY ACTION, IF APPROPRIATE, ON ITEMS DISCUSSED IN EXECUTIVE SESSION.

The Board of Commission returned to regular session with no action being taken.

9. ADJOURN.

A motion was made by Commissioner Austin to adjourn. Commissioner Chapman seconded.

Roll: Yeas; Austin, Chapman, Nicholson, Moore, Rathbun. Nays; None. Motion carried.

Mayor Nicholson adjourned the meeting at 3:25 p.m.

*PASSED IN SESSION AND APPROVED THIS 22<sup>ND</sup> DAY OF FEBRUARY 2016.*



Honey Wilkinson  
MAYOR

ATTEST:

M. Nicholson  
CITY CLERK

