

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS
PONCA CITY, OKLAHOMA
November 7, 2016

Southwest Business Products E1505510LD

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

Absent: None

Others Present: Don Bohon, Anthony Rogers, Jim Sindelar, Chris Henderson, Rhonda Skrapke, Tana McKinley, City staff; citizens; 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. RECEIVE SEMI-ANNUAL REPORT ON PONCA CITY AQUATIC AND FAMILY CENTER- YMCA

Shane Harland, Executive Director of the YMCA, began a power point presentation highlighting member engagement, which includes a little over 7,000 members, or 3,064 billing units. Harland qualified that the current retention rate is 64%, and that in 2016, 2,490 individuals received financial assistance. YMCA Director of Programs Stephanie Williams continued, informing all that a new focus on re-branding is underway and reviewed reasons why the YMCA is important to individuals and the community.

Harland reviewed recent changes to add value to members, such as youth sports being free for members and \$10 swim lessons, as well as marketing efforts to educate the community on the various assets the facility has to offer. As part of re-branding, Williams listed several recent community events where the YMCA has been present, such as Octoberfest, Dorado Foods Health Fair, and the Veteran's Day Parade. The YMCA is also increasing communications through e-mail blasts to members, Facebook presence, and I am Y bumper stickers.

Harland continued, explaining the VIP "Everybody in the Pool" program that teaches Ponca City 2nd graders how to swim. Since inception, over 1,000 youth have gone through the program, which offers a brief introduction of CPR, water safety, and swim lessons. Next, sports leagues occurring at the facility were reviewed. Williams then reviewed information on a new "Healthy Living Series" that is free to members and open to non-members for a \$10 fee. Topics presented include leftovers for lunch, soups and sides, and are presented by Kat Long. Harland then noted that a new "Home School PE" started in September on Tuesday and Thursday mornings, and that it is open to members free of charge and non-members for a \$5 fee.

Williams relayed that the YMCA held a Parents Night Out this past Saturday, with 23 kids attending. She noted that two more are scheduled, one in December and one in January. Williams then reviewed a staff recognition program that has been started, and gave details. Discussion of a great variety of topics then ensued.

3. DISCUSS THE RECREATION CENTER OPERATING AGREEMENT

City Manager Craig Stephenson informed all that City staff has met with YMCA staff and some of their board members three times since August to discuss operations and finances. Stephenson reminded all that the Ponca City Aquatic & Family Center-YMCA is a great facility, and an important one to have available for our community. Stephenson explained that the YMCA has requested some changes to the current operating agreement, and detailed each, including a request to reduce the Capital Reserve Account requirement from 5% of gross revenue to 2.5%, reduce the threshold for capital purchases from \$5,000 to \$2,500, shift the responsibility for paying property insurance costs from the YMCA to the City, and to be reimbursed for all PCUA utility expenses that they pay.

Stephenson then explained that City staff evaluated each request, and considered other possible changes that make sense, and could assist the YMCA. These included the City assuming responsibility for the property insurance costs, which will save the YMCA approximately \$48,000 annually. Stephenson explained the second staff proposed change to reduce the Capital Reserve Account requirement to zero for 2016, 2.5% for 2017 and 2018, and then return to 5% of gross revenue in 2019, all of which will help cash flow immediately and in near future. The third staff proposed change includes the City taking over property maintenance outside the main facility foot print, including the parking lot, ball fields, and outlying grassy areas, a change that is estimated to save the YMCA \$21,000 annually. Stephenson noted that staff is also considering an employee wellness initiative that is not part of the operating agreement, but could add to the membership base and increase YMCA revenue. Stephenson concluded, relaying that the proposed operating agreement termination date would be pushed out from April 2017 to December 31, 2017. Discussion ensued.

4. COMMENTS FROM MAYOR AND COMMISSIONERS.

Mayor Homer Nicholson relayed that the Veteran's Day Parade was a great success, and expressed gratitude to all City staff and volunteers that contributed to making a wonderful day.

Commissioner Ryan Austin gave praise to the recent Goblins on Grand event put on by Ponca City Main Street, and added that it was very well attended.

Commissioner Mary Beth Moore also commended Main Street for the event, which brought out a lot of families and had spill over benefits to other Ponca City restaurants and businesses.

5. CITY MANAGER COMMENTS.

City Manager Craig Stephenson echoed praise for the awesome Veteran's Day Parade. Stephenson then noted Park & Recreation staff is busy around Ponca City, with flags on Grand Avenue, putting up Festival of Angel light displays, erecting the holiday Christmas Tree over City Hall fountain, and upcoming Thanksgiving banners downtown. Stephenson concluded by relaying upcoming events, including a retirement reception for Assistant Fire

Chief Skip Jump on Friday, November 11, 2016 at 3:00 p.m. Also noted was the City's Lighted Christmas Parade to be held on Friday, December 2, 2016, and the Chamber Business After Hours at the Marland Mansion on December 13, 2016, and a meeting that evening at the Ponca Theater, hosted by Ponca City Main Street, as a think tank of what the community desires of its downtown.

6. ADJOURN

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

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

Mayor Nicholson adjourned the meeting at 3:21 p.m.

PASSED IN SESSION AND APPROVED THIS 14TH DAY OF NOVEMBER 2016.



Homer Nicholson
MAYOR

ATTEST:

W. Van Johnson
CITY CLERK

