

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS
PONCA CITY, OKLAHOMA
November 14, 2016

Southwest Business Products E1505510LD

Pursuant to notice as required by law, the Ponca City Board of Commissioners met in regular session at 5:30 p.m. in the Commission Chamber at City Hall, 516 E. Grand, with Mayor Homer Nicholson presiding:

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

Absent: Ryan Austin, Commissioner

Others Present: Tana McKinley, Terry Brown, Don Bohon, Butch Herring, Gary Wilson, Paula Cain, Mike Lane, Jim Fairbanks, Dave Williams, City staff; citizens; Steve Dye, Ponca City News, Beverly Bryant, TEAM Radio.

1. CALL TO ORDER
Mayor Homer Nicholson called the meeting to order at 5:30 p.m.
2. INVOCATION – Tana McKinley, Assistant City Manager
3. PLEDGE OF ALLEGIANCE

****CEREMONIES & PROCLAMATIONS****

4. Character Trait for November: Gratefulness

****CONSENT AGENDA****

The Board of Commissioners found items #5 through #14 non-controversial and routine in nature. Commissioner Rathbun made the motion to approve the consent agenda as read. Commissioner Moore seconded.

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

5. Consider And Vote Upon Minutes Of The Ponca City Board Of Commissioners Regular Session Held October 24, 2016 And Work Session Held November 7, 2016.
6. Consider And Vote Upon Resolution Appropriating Money For Payment Of Claims.

RESOLUTION NO. 6261

A RESOLUTION APPROPRIATING MONEY FOR THE PAYMENT OF CLAIMS.

7. Consider And Vote Upon Resolution Designating Certain City Employees As Purchasing Officers With Authority To Make Purchases Against City And Municipal Trust Appropriations.

RESOLUTION NO. 6262

A RESOLUTION DESIGNATING CERTAIN CITY EMPLOYEES AS PURCHASING OFFICERS WITH AUTHORITY TO MAKE PURCHASES AGAINST CITY AND MUNICIPAL TRUST APPROPRIATIONS.

8. Consider And Vote Upon A Resolution Appointing Members To Various Boards And Commissions And Establishing The Terms Of Office Thereof.

RESOLUTION NO. 6263

A RESOLUTION APPOINTING MEMBERS TO VARIOUS BOARDS AND COMMISSIONS AND ESTABLISHING THE TERMS OF OFFICE THEREOF.

<u>BOARD OR COMMISSION</u>	<u>NAME</u>	<u>TERM</u>	<u>TERM OF OFFICE</u>
Board of Adjustment	David H Baur Jr.	Appointed	11-15-16 TO 5-31-18

9. Consider And Vote Upon Awarding A Contract, In The Amount Of \$41,584.20, To Rick Scott Construction For Project No. Gen 17-5, Sidewalk Improvement Project, Third Street From Grand To Cleveland.
10. Consider And Vote To On The Final Change Order, Acknowledge Final Acceptance, And Authorize Final Payment In The Amount Of \$4,313.20 On Contract No. 16439 CDBG 15 - Project No. Gen 16-6, Sidewalk Improvements – South Avenue, 6th Street To 12th Street.
11. Consider And Vote On The Agreement For The Emergency Management Performance Grant Program Between The State Of Oklahoma And The City Of Ponca City.
12. Consider And Vote On The Ponca City Emergency Operation Plan Update.
13. Consider And Vote Upon Final Payment, In The Amount Of \$4,070, To G & G Dozer Company LLC Of Caney, Kansas, To Accept All Work As Complete For “Demolition And Removal Of The Hutchins Memorial Auditorium, 5th Street And Overbrook Avenue,” Project No. GEN 16-7.
14. Consider And Vote Upon Authorizing Advertisement Of Bids To Obtain Unit Prices For Items Of Work Performed For Sidewalk Maintenance During The Period January 1, 2017 Through June 30, 2017.

****ITEMS REMOVED FROM THE CONSENT AGENDA****

15. None.

****COMMUNICATIONS FROM MAYOR AND COMMISSIONERS****

16. Commissioner Nancy Rathbun relayed attending a Town Hall meeting sponsored by Main Street where City employees and the forward thinking City official were praised for their work and efforts to improve the Downtown District along with other areas in the City.

****REPORTS****

17. CITY MANAGER’S REPORT

City Manager Craig Stephenson stated that on November 17, 2016, the City staff will be holding a table top exercise in which the Emergency Operations Center will be activated, and

staff will work through various emergency scenarios. This is an annual requirement to maintain funding from the State of Oklahoma's Office of Emergency Management.

Stephenson invited the public to Ponca Politics, State of the County Forum, on Friday, November 18, 2016, in the City Commission Chamber, 12:00 p.m. to 1:00 p.m. There will be presentations from Brian Hermanson, Christy Kennedy, Tammy Reese, and Vance Johnson.

Stephenson noted that the State of the City report is scheduled to be inserted into the Ponca City News on Sunday, November 20, 2016.

Stephenson announced that December 2, 2016 will be the City's Lighted Christmas Parade downtown.

Stephenson reminded everyone that the City and Chamber of Commerce will host the Business After Hours on December 13, 2016 at the Marland Mansion from 5:00 p.m. to 7:00 p.m. It is usually the largest attended Business After Hours meeting.

Stephenson mentioned the Oklahoma Housing Finance Agency (OHFA) meets November 16, 2016 to consider tax incentive projects in Oklahoma. The Community Place Apartments, a proposed downtown project, will be considered for funding at that time.

Stephenson informed the public that next week is Thanksgiving week, and City offices will be closed Thursday and Friday, November 24 and 25, 2016. Emergency services will be staffed appropriately.

Stephenson welcomed new Technical Services Director, Dave Williams, to the staff and to the meeting.

18. Receive Budget Status Report For The First Quarter Ended September 30, 2016.

Finance Director Marc LaBossiere gave a summary report of budget to actual results for the first quarter ended September 30, 2016.

****NEW BUSINESS****

19. Consider And Vote On Resolution Calling For General Election For The Purpose Of Electing Commission Positions 1 And 3, In 2017, Currently Held By Commissioners Lanita Chapman And Mary Beth Moore, Respectively, Establishing Filing Period And Date Of Election, And Directing Mayor To Issue Proclamation Calling For Election.

RESOLUTION NO. 6264

A RESOLUTION CALLING FOR GENERAL ELECTION FOR THE PURPOSE OF ELECTING COMMISSION POSITIONS 1 AND 3, IN 2017, CURRENTLY HELD BY COMMISSIONERS LANITA CHAPMAN AND MARY BETH MOORE, RESPECTIVELY, ESTABLISHING FILING PERIOD AND DATE OF ELECTION, AND DIRECTING MAYOR TO ISSUE PROCLAMATION CALLING FOR ELECTION.

Commissioner Rathbun made the motion to approve the Resolution calling for the General Election for Positions 1 and 3, and directing the Mayor to issue proclamation calling for the election. Commissioner Moore seconded.

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

20. Consider And Vote On A Resolution Designating Certain Fund Balance Accounts Of Governmental Fund Types, And Directing The Finance Director To Implement The Terms Of This Resolution.

RESOLUTION NO. 6265

A RESOLUTION DESIGNATING CERTAIN FUND BALANCE ACCOUNTS OF GOVERNMENTAL FUND TYPES, AND DIRECTING THE FINANCE DIRECTOR TO IMPLEMENT THE TERMS OF THIS RESOLUTION.

Commissioner Chapman made the motion to approve item #20 as stated. Commissioner Rathbun seconded.

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

21. Consider And Vote On Accepting The Bid And Awarding A Contract In The Amount Of \$49,999 To HGACBuy For The Purchase Of Extraction Equipment For The Ponca City Fire Department As Funded And Set Forth In The Assistance To Firefighters Grant.

Commissioner Chapman made the motion to approve item #21 as stated. Commissioner Rathbun seconded.

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

****CITIZENS COMMENTS****

22. None.

23. ADJOURN

The motion to adjourn was made by Commissioner Rathbun and seconded by Commissioner Moore.

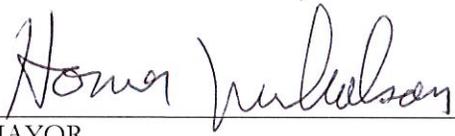
Roll: Yeas; Rathbun, Moore, Nicholson, Chapman. Nays; None. Motion carried.

Mayor Homer Nicholson adjourned the Board of Commissioners meeting at 6:10 p.m.

PASSED IN SESSION AND APPROVED THIS 28TH DAY OF NOVEMBER 2016.

ATTEST

CITY CLERK


MAYOR

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY UTILITY AUTHORITY
November 14, 2016

Pursuant to notice as required by law, the Board of Trustees of the Ponca City Utility Authority met in regular session at 5:30 p.m. in the Commission Chamber at City Hall, 516 E. Grand, with Chairman Homer Nicholson presiding.

Present: Homer Nicholson, Chairman
Mary Beth Moore, Trustee
Lanita Chapman, Trustee
Nancy Rathbun, Trustee
Craig Stephenson, City Manager
Michael Vanderburg, Trust Attorney
Marc LaBossiere, Secretary

Absent: Ryan Austin, Trustee

Others Present: Tana McKinley, Terry Brown, Don Bohon, Butch Herring, Gary Wilson, Jim Fairbanks, Dave Williams, City staff; citizens; Steve Dye, Ponca City News, Beverly Bryant, TEAM Radio.

1. CALL TO ORDER

Chairman Homer Nicholson called the meeting to order at 6:10 p.m.

****CONSENT AGENDA****

The Board of Trustees found items #2 through #4 noncontroversial and routine in nature by the governing body and are approved by one motion.

Trustee Moore made the motion to approve the consent agenda as presented. Trustee Chapman seconded.

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

2. Consider And Vote Upon The Minutes Of The Regular Session Held October 24, 2016.

3. Consider And Vote Upon A Resolution Appropriating Money For Payment Of Claims.

RESOLUTION NO. 980

***A RESOLUTION APPROPRIATING MONEY FOR THE PAYMENT OF CLAIMS AGAINST THE
PONCA CITY UTILITY AUTHORITY OF PONCA CITY, OKLAHOMA***

4. Consider And Vote Upon Authorizing Chairman To Submit Monthly Operating Statement To OWRB.

****ITEMS REMOVED FROM THE CONSENT AGENDA****

5. None.

****NEW BUSINESS****

None

6. ADJOURN

Trustee Rathbun made the motion to adjourn the meeting of the Ponca City Utility Authority. Trustee Moore seconded.

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

Chairman Homer Nicholson adjourned the PCUA Board of Trustees at 6:12 p.m.

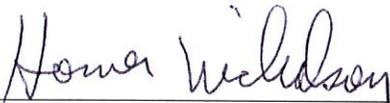
PASSED IN SESSION AND APPROVED THIS 28TH DAY of NOVEMBER 2016.



ATTEST:



TRUST SECRETARY



CHAIRMAN