

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
MARCH 5, 2012

Southwest Business Products E815989JB

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  
~~Diane Anderson, Commissioner~~  
Lanita Chapman, Commissioner  
Steve Hermann, Commissioner  
R. Mark Macy, Commissioner  
Craig Stephenson, City Manager  
Marc LaBossiere, Finance Director/City Clerk

Absent: Kevin Murphy, City Attorney

Others Present: Mike Chapman, Chris Henderson, Rhonda Skrapke, Rob Dick, Phil Johnston, Steve Shea, Jim Fairbanks, Tana McKinley, Dwaine Vincent, City staff; Beverly Bryant, Ponca City News

1. Mayor Nicholson called the meeting to order at 2:00 p.m.
2. RECEIVE REPORT ON IVR SYSTEM AND PHONE NUMBER UPDATES AT PONCA CITY ENERGY.

City Manager Craig Stephenson reminded commissioners that an incident management system for PCUA was budgeted for in the current year, and is in the process of being implemented. Ponca City Energy Manager Phil Johnston began by giving a history of how PCUA after hour trouble calls were handled by City staff. Johnston explained that over the past decade, several incidents have prompted a need for an automated voice response system that can take customer calls, predict where the outage occurred, and work with existing SCADA system to speed up the repair process. Johnston then discussed the product recently purchased from Millsoft and distributed a draft brochure that could go to customers. Discussion ensued.

3. RECEIVE A STAFF REPORT ON THE CITY'S CURRENT STORMWATER POLLUTION PREVENTION ORDINANCES AND DISCUSS PROPOSED AMENDMENT THERETO IN ORDER TO MEET IMPENDING STATE AND FEDERAL MANDATES AS WELL AS LOCAL PREFERENCES.

Development Services Director Chris Henderson gave a history of stormwater management in Ponca City. Henderson explained that after a severe storm in early 2000 several homes were flooded. The City adopted a stormwater utility in the wake of that, including a fee to fund initiatives to improve stormwater management and manage Department of Environmental Quality (DEQ) mandates.

To date, the utility has developed a Stormwater Master Plan and three members of City staff have attained certified Flood Plain Coordinator status. DEQ audited the City's stormwater prevention program last Fall, and came up with recommendations for improvement. Henderson stated a belief that the City should adopt best management practices into the current ordinance. Henderson then introduced City staff members working on the stormwater program. Discussion ensued.

4. RECEIVE A REPORT ON THE CODE ENFORCEMENT DIVISION OF THE DEVELOPMENT SERVICES DEPARTMENT ON PROPOSED POLICIES AND PROCEDURES ASSOCIATED WITH THE ABATEMENT OF HIGH GRASS AND WEEDS NUISANCES THIS UPCOMING YEAR.

Development Services Director Chris Henderson began with an update for commissioners on policies and direction related to code enforcement of high grass and weeds. Henderson reviewed the \$15,000 budget earmarked for abatement of high grass and weeds and reviewed the corrective actions taken against local owners and out of town owners. Henderson then reviewed how the City identifies problem properties, including a cooperative effort of various departments. Discussion ensued on how to better inform the public on their responsibilities as owners and how to report nuisance properties.

5. COMMENTS FROM MAYOR AND COMMISSIONERS.

Mayor Nicholson welcomed new commissioners Macy and Hermann and expressed appreciation for their willingness to serve. Commissioner Hermann expressed excitement to be on the Commission. Commissioner Macy echoed Hermann's comments and passed along complimentary remarks on the City Manager's Office Jan Rodd, and her helpfulness. Macy noted he will not be attending regular evening meetings until May, due to a previous professional commitment. Commissioner Chapman also welcomed the new members.

6. CITY MANAGER COMMENTS.

City Manager Craig Stephenson reminded commissioners that the Leadership Ponca City class would be touring City departments on the following Wednesday, and invited them to lunch with the class. Stephenson noted that the annual election of Vice-Mayor would be on the agenda of the next regular meeting. Stephenson then passed along recent news that the City received a certification of merit as a "Healthy Community." Stephenson continued by updating the Commission on the status of budget preparation, and notice that he and the Mayor would attend the upcoming OWRB meeting where the re-financing of some PCUA debt would be considered. Stephenson concluded by showing an example "sales tax at work" sign that would be placed around the community to inform the public of designated street sales tax funded improvement projects.

7. ADJOURN.

Commissioner Anderson made the motion to adjourn. Chapman seconded.

Yeas: Nicholson, Anderson, Chapman, Macy, and Hermann. Nays: none. Motion carried.

Mayor Nicholson adjourned the meeting at 3:08 p.m.



CITY

RESOLVED IN SESSION AND APPROVED THIS 26<sup>TH</sup> DAY OF MARCH 2012.

*Home Nicholson*

MAYOR