

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
MARCH 18, 2013

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: Lanita Chapman, Vice Mayor  
R. Mark Macy, Commissioner  
Steve Hermann, Commissioner  
Diane Anderson, Commissioner  
Craig Stephenson, City Manager  
Kevin Murphy, City Attorney  
Marc LaBossiere, Finance Director/City Clerk

Absent: Homer Nicholson, Mayor

Others Present: Don Bohon, Dwaine Vincent, Chris Henderson, Jim Sindelar, Tana McKinley, City staff; Vearl Caid, Laura Corff, Rich Cantillon, Crystal Bickford, Jayne Detten, Rhonda Skrapke, J.D. Combs, citizens; Beverly Bryant, Ponca City News.

1. Vice Mayor Chapman called the meeting to order at 2:05 p.m.
2. RECEIVE REQUESTS FROM OUTSIDE AGENCIES FOR "CONTRACTUAL SERVICES" FOR FISCAL 2013-14.

City Manager Craig Stephenson explained that each year those agencies that provide contract services for the City come before the City Commission in Spring as the budget is planned to discuss services and answer questions. Stephenson invited representatives from Tourism to begin.

Tourism Coordinator Crystal Bickford began by stating that the requested budget is the same as current. Bickford explained that funding is used mostly for advertising, including radio, print, trade shows, and other methods. Bickford noted that they are planning a new video in the coming year to help promote Ponca City, and have also contracted with a new graphic designer to update the tourism web site. Stephenson qualified that all funding for the tourism effort comes from the Hotel/Motel Tax. Discussion about tourism strategies and advertising ensued.

Rich Cantillon, representing the Community Wide Holiday Giveaway was next. Cantillon noted that the event is the largest holiday retail event by any chamber of commerce in Oklahoma. Cantillon stated that the City funds are used exclusively to advertize in southern Kansas to encourage shopping in Ponca City. Cantillon reported that over 1,400,000 tickets were distributed this past year, representing over \$14,000,000 in retail sales. Cantillon expressed a belief that the event has a real and positive impact on local economy, and that some new initiatives are planned for the coming year to further enhance its' success. Discussion ensued.

Main Street Executive Director Jayne Detten relayed that the agency request was the same as recent years and gave a handout to commissioners detailing work plan projects and activities. Detten noted that goals this year include increasing membership, increase occupancy of downtown buildings, and to generate sufficient revenues to cover program expenses. Detten informed the Commission that the majority of work done by Main Street is carried out by 50



volunteers through the year. Detten informed all that their big project for the coming year will be the planned Veterans Memorial Plaza, which is in partnership with Fred Boettcher and the City, and will be a tribute to veterans and public gathering place. Discussion ensued.

Laura Corff, local manager of Cimarron Transit reported that the agency request was the same as prior years. Corff noted that some financial report information is distorted as Cimarron is part of United Community Action Program (UCAP) of Pawnee, and include all transit program information, not just Cimarron. Corff stated that the agency gets extra points for local match, when receiving State funding. Corff discussed some local transit shuttle programs that are targeted at seniors, working youth, and families. Discussion ensued.

Northern Oklahoma Youth Services (NOYS) Director Vearl Caid noted that the agency was requesting the same amount as recent years and that it was based on a contract for services including 14 specific items that are listed on the request. Caid discussed the region served by NOYS, and emphasized that the majority of services are rendered in Ponca City. Caid reviewed other funding sources such as community United Way agencies and the Newkirk Community Chest, and noted that local funds allow the agency to leverage grants. Caid stated that of total funding 95% is from grants with 5% coming from local match. Finance Director Marc LaBossiere clarified that the NOYS contract was funded from juvenile fine revenues, which must be spent on juvenile programs. Discussion ensued.

3. DISCUSS POSSIBILITY OF AN ORDINANCE CHANGE ALLOWING FOR THE DISCHARGE OF FIREARMS INSIDE THE CITY LIMITS IN CERTAIN SITUATIONS PURSUANT TO CONSTRUCTION OF AN INDOOR GUN RANGE.

City Manager Craig Stephenson informed commissioners that a local resident wants to develop an indoor gun range in the City limits, but that it would conflict with current ordinances and as such cannot go forward unless City is willing to change the ordinance. Police Chief Don Bohon then described what current restrictions are and clarified that no State or federal laws regulate development of gun ranges. Bohon suggested that the City could restrict new ordinance language very tightly, and noted that Development Services Director Chris Henderson and City Attorney Kevin Murphy have discussed the matter. Discussion ensued.

Prospective developer D.J. Combs clarified that the range would be open to age 21 and older. Stephenson identified the proposed site on South 14<sup>th</sup> Street, between Dominos Pizza and Sonic and noted the land was not currently zoned correctly. Stephenson emphasized that the first step is to determine if the City Commission has any desire to allow the plan to move forward, and if so then staff will assist doing so, and if not, the matter is dead. With no stated opposition, Stephenson stated that staff will draft an ordinance for consideration. Bohon noted that the change would include some small changes to align our local law with the State's conceal/carry laws.

4. COMMENTS FROM MAYOR AND COMMISSIONERS.

None.

5. CITY MANAGER COMMENTS.

City Manager Craig Stephenson informed all that Ponca Politics would be held in the Commissioner's Room on the coming Friday, with guest Senator Fields and Representative

Vaughan presenting updates from the State. Stephenson noted that the forum would be videotaped and re-played on the City channel.

Stephenson then reminded all of the 2<sup>nd</sup> Annual Free Health & Wellness Fair that is sponsored by the Park & Recreation Department and is to be held at the Hutchins Auditorium on March 26, 2013. The event is open free to the public. Stephenson then reminded commissioners of the all day budget meetings set for April 15 & 16<sup>th</sup>.

6. ADJOURN.

A motion was made by Commissioner Anderson to adjourn. Commissioner Macy seconded.

Roll: Yeas; Anderson, Macy, Chapman, Hermann. Nays; none. Motion carried.

Vice Mayor Chapman adjourned the meeting at 2:59 p.m.

*PASSED IN SESSION AND APPROVED THIS 25<sup>TH</sup> DAY OF MARCH 2013.*



*[Signature]*  
MAYOR