

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS
PONCA CITY, OKLAHOMA
OCTOBER 6, 2014

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
R. Mark Macy, Commissioner
Steve Hermann, Commissioner
Craig Stephenson, City Manager
Kevin Murphy, City Attorney
Marc LaBossiere, Finance Director/City Clerk

Absent: Mary Beth Moore, Commissioner

Others Present: Tana McKinley, Mike Lane, Chris Henderson, Don Bohon, Johnny Baron, Rhonda Skrapke Jim Fairbanks, City staff; citizens; Steve Dye, Ponca City News.

1. CALL TO ORDER.

Mayor Nicholson called the meeting to order at 2:01 p.m.

2. DISCUSS AMENDMENTS TO SPECIFIC DEFINITIONS CONTAINED IN THE CITY'S ZONING ORDINANCE AS THEY PERTAIN TO GASOLINE STATIONS, CONVENIENCE STORES, AND TRUCK STOPS.

Development Services Director Chris Henderson relayed that while reviewing the development proposal at Grand & Waverly, it became apparent that definitions in City Code were not clear enough. Henderson then read the current ordinance language and discussed components. Henderson then discussed the NAICS, a resource often used in matters concerning land use, and that their definitions were also lacking and of little help.

Henderson explained he then reviewed ordinances from other towns in Oklahoma and finally attempted to craft ordinance language that better defines use of each type of fuel sale stores. Henderson then read his proposed definitions, and discussion ensued. Consensus was to move forward with the proposed item on the next meeting agenda for consideration.

3. RECEIVE REPORT ON TRAFFIC IMPACT ANALYSIS OF PROPOSED CONVENIENCE STORE AT GRAND AVENUE AND WAVERLY STREET.

Traffic Engineering Manager Mike Lane stated that he would review the main points from the Traffic Impact Analysis report and explained the purpose of the report as a way to project traffic generation for a particular development. Lane then discussed Institute Transportation Engineers (ITE) tables and how they work, as well as assumptions used to project additional traffic to be generated. Lane reviewed the increases as 3,788 per day, 197 per hour in the morning, and 267 per hour in the evening. The 3,788 is trip ends, meaning approximately 1,900 coming and 1,900 going.

Next, Lane explained, the analysis determined where the traffic coming from and headed, and found 75% Waverly based, and 25% Grand Avenue based. The point is to estimate which way the traffic will be moving to consider necessity of turn lanes, traffic control, etc.

Lane continued, noting that the analysis at this point has identified expected generated traffic, where that traffic is coming from, and next it needs to anticipate turning movements at the driveways. The developer proposes two entrances on Waverly, and two entrances on Grand Avenue. Lane clarified that the City's Access Management Ordinance specifically limits driveways to the number that is needed for peak time at a facility, and stated that a single drive would serve peak numbers for the proposed development. The ordinance also allows for additional drives under certain circumstances, but based on the Access Management Ordinance, Lane recommended one drive on each street.

Lane then discussed speed limit study results, noting that school safety at the site is a concern. Lane stated that he completed two types of studies, the results of which showed the City could retain the existing base speed limit of 45 mph and school zone limit of 20 mph with additional traffic enforcement and traffic control devices to improve visibility of the school zone. Discussion ensued.

4. DISCUSS AN AMENDMENT TO THE CURRENT PCUA HOUSING INCENTIVE PROGRAM (HIP 2014), SPECIFICALLY TO INTRODUCE AN AFFORDABLE COMPONENT WHOSE PURPOSE AND INTENT IS TO ADDRESS THE CURRENT SHORTAGE OF AFFORDABLE HOUSING OPPORTUNITIES IN PONCA CITY BY OFFERING REBATES TO QUALIFIED BUILDERS WHO CONSTRUCT AFFORDABLE SINGLE FAMILY HOUSING UNITS.

City Manager Craig Stephenson noted that the HIP 2014 is the 3rd rendition of the program, and while there has been some success with first two, they have not created the inertia we had hoped for. Stephenson qualified that Ponca City has workforce issues and affordable housing issues, and continued by giving recent examples such as new teachers with our school system and attempts to hire several hundred jobs among industrial park employers.

Stephenson clarified that staff believes there is a need for affordable housing and is proposing to modify the existing HIP to provide builders of new housing selling for \$90,000 to \$150,000 a flat \$15,000 rebate and any below \$90,000 is flat \$10,000 rebate. Discussion ensued. Consensus was to move forward with approval of AHIP, as well as allowing the current program to run through the end of 2014.

5. RECEIVE PRESENTATION AND PROGRESS REPORT REGARDING THE IMPLEMENTATION OF THE CITY'S STORMWATER MASTER PLAN, AS PART OF THE CITY'S COMMUNITY RATING SYSTEM (CRS) ANNUAL REPORT.

Assistant City Engineer Johnny Barron gave a powerpoint presentation on the topic, and began by noting that the City participates in the voluntary Community Rating System (CRS) program. Barron outlined the City's class 5 ranking, and the related benefit on flood insurance prices for residents. Barron continued, noting that the City gets points for the stormwater master plan that we have adopted, and that we need to gradually implement it. Barron then reviewed the list of priority issues and progress to date on each. Commissioners expressed gratitude to Barron for the update and progress.

6. COMMENTS FROM MAYOR AND COMMISSIONERS.

Mayor Nicholson applauded the recent Oktoberfest event as a great success.

7. CITY MANAGER COMMENTS.

City Manager Craig Stephenson reminded all that that this year's Household Hazardous Waste Event will be on October 25th, from 9:00AM till 2:00 PM in the North Parking lot of Phillips 66 located at South Avenue and Oak Street. This will be in conjunction with the Drug Take Back Program. As a reminder you can drop off unused prescriptions at the Police Department any time during the year.

In recognition of Public Power Week and Ponca City Energy's Customer Appreciation Day, Ponca City Energy will be holding an Open House at City Hall with popcorn and give a ways. The event will be on Wednesday October 8, from 1:00 PM to 4:00 PM in the City Hall lobby. Stephenson followed up Mayor Nicholson comments on the success of this year's Oktoberfest, which is likely to be another record setting year.

Stephenson informed commissioners that he had made a presentation at the PTI (Public Technology Institute) Conference during the previous week on the City's "Community Infrastructure and Disaster Recovery Project." Stephenson reminded the Commission that the City won a 2013-14 Solutions Award from this group as well.

8. ENTERTAIN A MOTION TO ENTER EXECUTIVE SESSION PURSUANT TO TITLE 25 SECTION 307 FOR PURPOSES OF DISCUSSING NEGOTIATIONS WITH THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF).

At 3:23 p.m., Commissioner Hermann moved to enter executive session to discuss negotiations with the IAFF. Commissioner Macy seconded.

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

At 3:59 p.m. the Commission returned to regular session.

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

None.

10. ADJOURN.

Commissioner Macy moved to adjourn the meeting. Commissioner Hermann seconded.
Yeas: Macy, Hermann, Nicholson, Chapman. Nays: none. Motion carried

Mayor Nicholson adjourned the meeting at 3:59 p.m.

PASSED IN SESSION AND APPROVED THIS 27TH DAY OF OCTOBER 2014.

ATTEST:

CITY CLERK



Homer Nicholson
MAYOR

