

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS
PONCA CITY, OKLAHOMA
September 6, 2016

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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
Marc LaBossiere, Finance Director/City Clerk

Absent: Michael Vanderburg, City Attorney

Others Present: Tana McKinley, Anthony Rogers, Don Bohon, Chris Henderson, Jim Sindelar, Terri Sherbon, Mike Lane, Hong Fu, City staff; Brett Cabbiness, Cabbiness Engineering; Steve Dye, Ponca City News, Beverly Bryant, TEAM Radio.

1. CALL TO ORDER.

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

2. RECEIVE PRESENTATION AND DISCUSS PARTNERING WITH CITY OF ENID ON KAW LAKE INTAKE.

City Manager Craig Stephenson introduced the concept of going to Kaw Lake as a City water supply. Stephenson reminded commissioners that staff has looked at three options to partner with the City of Enid, who is pursuing a waterline to Kaw Lake for supply, but that all options were very expensive. Stephenson noted that Garver Engineering has presented one more option to participate in the intake structure and wet well (40mgd). With this fourth option, no other costs would be incurred until such time as we would use water from the source. Stephenson clarified that he wanted to bring the fourth option as an item for discussion, and that Environmental Services Director Hong Fu will go through a powerpoint presentation with background and numbers.

Fu began by reviewing the three types of existing water rights that Ponca City currently holds, including our main supply source in the wellfield at 12.54MGD and Lake Ponca as a secondary source at 2.26MGD. Fu then reminded all that the third source is Kaw Lake at 12.53MGD, which has never been exercised. Fu reviewed the three scenarios for partnering with the City of Enid that were previously evaluated. The first uses our existing valve in the dam, with a new pump station and new line, along with plant upgrades at an estimated \$61M. The second also uses the existing valve, with gravity flow on a new line along with plant upgrades, at an estimated \$54M. The third scenario includes partnering with Enid on a new shared intake structure, pump station, and pipeline, along with plant upgrades at an estimated \$69-\$89M.

Fu then presented the new fourth scenario, which includes a limited partnership with Enid on an access road, shared intake structure, pump station, pipes, valves and screens for pump intake and wet well, at a maximum projected immediate cost of \$8.95M. Fu then reviewed advantages and disadvantages of the option. Discussion ensued.

3. RECEIVE UPDATE ON PROPOSED NEW POLICE STATION.

City Manager Craig Stephenson informed all that four staff members recently attended a three day workshop in Edmond on the planning, design and construction of a new Police Station. As Edmond had just finished a new facility, it was presented there by the architectural firm that designed it. Stephenson noted that the workshop was very interesting and eye opening. Stephenson then relayed a list of aspects of a Police Station that have changed significantly over the past few decades when considering design of a new one. Staff has a draft Request For Qualifications (RFQ) to assist in the hiring of an architect to do a needs assessment and architectural design. These would be key components if the City were to bring a proposition to the voters of Ponca City for consideration to fund the project.

Police Chief Don Bohon continued, noting that a city can no longer simply build a square building to put a police station in, but rather many specialty needs must be designed for security issues, adjacencies, logistics of work flows, safety, jail standards, and ancillary services. Bohon confirmed that there are several architectural firms across the America that specialize solely in the design of police stations. The first step is a detailed needs assessment, where the architect comes into the existing operations and interviews all areas, spending a great deal of time defining what it is that the Ponca City Police Department needs for optimum operations. Bohon emphasized that the security of officers and employees is of the utmost importance in the design. Discussion ensued.

4. DISCUSS THE PROPOSED INSTALLATION OF AN HVAC UNIT AT UNITY GYM THAT WAS REMOVED FROM HUTCHINS MEMORIAL.

Park & Recreation Director Jim Sindelar informed commissioners that staff was able to remove a 2013 air conditioning unit from the Hutchins Memorial Auditorium before demolition, one which could be installed at Unity Gym. Sindelar qualified that the gym is not currently air conditioned; so its use is somewhat limited, and the addition of this unit at little cost could greatly expand the usability of the facility.

City Manager Craig Stephenson noted that the installation will add a central duct unit down the middle of facility, and cost approximately \$12,000 for the installation and ductwork. Stephenson was optimistic that the upgrade will make Unity Gym a much better place in summer, and allow for more programming. Discussion ensued.

5. DISCUSS THE PROCESS OF FORMALLY RESOLVING AND TERMINATING THE HOUSING INCENTIVE PROGRAM (HIP) AND THE AFFORDABLE HOUSING INCENTIVE PROGRAM (AHIP) AND DETERMINING AN EFFECTIVE DATE.

City Manager Craig Stephenson reminded commissioners that staff has provided much background on these programs since 2002, and in the end they were a victim of the oil bust. Development Services Director Chris Henderson continued by reviewing details of the HIP and AHIP programs. Henderson informed all that there are currently four outstanding applicants, including 10 houses in Hampton Heights, where only one has sold. Habitat for Humanity has two applications, one that has recently sold, and a second that has not yet begun so it is terminated. Henderson relayed that the final two are individual houses on Mockingbird where the owner just moved in, and one on Pecan, which is currently for sale. Henderson clarified that staff is looking for an exit strategy at this time, perhaps extending deadline dates to a future set date, and any applications where the sale has not been closed and audited at that time are null and void and not be eligible for the rebate. Henderson then

outlined the appeal process that is in place. Discussion ensued around details to be included in a resolution that would effectively extend the programs, but set a final date.

6. COMMENTS FROM MAYOR AND COMMISSIONERS.

None.

7. CITY MANAGER COMMENTS.

City Manager Craig Stephenson reminded all that the Household Hazardous Waste Collection Day will be held on September 24, 2016. The City has partnered with Phillips 66 to provide this event, which contributes greatly to its success. Stephenson informed all that the OMPA annual elector meeting will be on September 8, 2016 at the OMPA offices in Edmond. Stephenson noted that he and Mayor Nicholson would be attending the event.

Stephenson then relayed information about a Historic Preservation Advisory Panel reception prior to the September 12, 2016 City Commission meeting, from 5-5:30 p.m. The reception will celebrate Historic Preservation Month, where cookies and punch will be served. Stephenson concluded with an announcement that many staff members along with City commissioners will be attending the annual Oklahoma Municipal League conference in Oklahoma City of the following week, and that Mayor Nicholson will be inducted into the Oklahoma Cities and Towns Hall of Fame at the banquet on Thursday evening.

8. ENTERTAIN MOTION TO ENTER EXECUTIVE SESSION PURSUANT TO TITLE 25 SECTION 307B SUBSECTION 3 OKLAHOMA STATUTES FOR PURPOSES OF DISCUSSING THE PURCHASE OR APPRAISAL OF REAL PROPERTY.

At 3:51 p.m., a motion was made by Commissioner Rathbun to enter executive session. Commissioner Moore seconded.

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

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

The Board of Commission returned to regular work session with no action being taken.

10. 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 4:06 p.m.

PASSED IN SESSION AND APPROVED THIS 26TH DAY OF SEPTEMBER 2016.

ATTEST

CITY CLERK



VICE MAYOR

