

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
February 20, 2017

Southwest Business Products E1505510LD

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  
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: Chris Henderson, Mike Lane, Rod Alexander, Todd Looper, Dave Williams, Tana McKinley, John Andrew, Don Bohon, City staff; Shasta Scott, Commissioner-elect; citizens; Steve Dye, Ponca City News, Beverly Bryant, TEAM Radio.

1. CALL TO ORDER.

Mayor Nicholson called the meeting to order at 2:00 p.m.

2. RECEIVE OVERVIEW ON THE BUDGET PROCESS FOR FISCAL 2017-18.

City Manager Craig Stephenson began, noting that sales tax collections have been trending down over the past 21 months. Stephenson reminded commissioners that internet sales to residents has long been cutting into sales tax collections, but that a new agreement between the State of Oklahoma and Amazon will result in them beginning to collect taxes on March 1<sup>st</sup>. Stephenson relayed that he had given City departments direction to submit a flat budget for the coming year, and qualified that means a real budget decrease when factoring in inflations, but that extraordinary increases among departments will be considered individually.

Stephenson requested commissioners put April 17 & 18, 2017 on their calendars, when the two all day budget meetings with departments are scheduled to occur. At that time, the proposed budget will include all departmental capital requests, not only the ones being recommended for funding, as there is a finite pot of money. Stephenson then commended City staff for doing a great job at fiscal responsibility and providing quality services. Stephenson concluded by asking commissioners for input they may have on concerns or projects early in the budget preparation process, and distributed a handout representing a 5-year history of utility rate increases, by department. Discussion ensued.

Finance Director Marc LaBossiere reviewed the budget preparation process and calendar for commissioners, explaining the various steps from planning to adoption. LaBossiere then reviewed a series of issues that affect the City budget and discussed general fiscal information of major funds. LaBossiere concluded by soliciting input from commissioners of feedback from constituents that may affect the budget. Discussion ensued.

3. RECEIVE UPDATE ON THE CONCEPTUAL PLAN OF A DRIVING RANGE/SHORT GAME RANGE AT THE LEW WENTZ GOLF COURSE.

Rod Alexander, PGA Golf Professional at the Wentz Golf Course began by distributing handouts of a powerpoint presentation to commissioners, complete with many drawings and images of the proposed driving range facility. Alexander then explained the benefits of a driving range and the design of a proposed facility. The design architect projects a total cost of \$303,936 to construct the facility. Discussion ensued.

4. RECEIVE A STATUS REPORT ON A MEDIAN MODIFICATION PROJECT LOCATED AT THE INTERSECTION OF PROSPECT AND 14<sup>TH</sup> STREET FOR THE PURPOSE OF INCREASING SIGHT DISTANCE FOR LEFT TURNING MOVEMENT.

Traffic Engineering Manager Mike Lane began, reminding commissioners that the intersection improvement is in this year's budget, but that before starting the project staff wanted to give commissioners an update so they can understand it. Lane explained that the City has 15 intersections with flashing yellow left turns. On a powerpoint presentation, Lane showed statistics and highlighted three problem areas, all on 14<sup>th</sup> Street, at Prospect, Hartford, and Highland. Accidents are not tied completely to volume, but it is a big factor. Lane then showed a graphic of the 14<sup>th</sup> & Prospect intersection and what change would occur. The final plans are done, and it will go to bid soon. Lane qualified that the project will create inconvenience for that intersection as it is the busiest in town, but construction will occur at night. Discussion ensued.

5. REVIEW AND DISCUSS A DRAFT LICENSE AND USE AGREEMENT DOCUMENT BETWEEN THE CITY OF PONCA CITY AND COMMUNITY PLACE SENIOR HOUSING, LP, FOR ON-STREET PARKING SPACES TO BE USED IN CONJUNCTION WITH THE MACO SENIOR HOUSINGS PROJECTS.

Community Development Director Chris Henderson began, explaining that he wanted to bring the Commission up to date on two pending housing projects for the downtown. Henderson showed a map on powerpoint and identified the two areas for development, the Community Building at Third & Grand, and a green space on 4<sup>th</sup>, from Cleveland to Chestnut. Downtown projects rely on on-street parking for residents. Henderson highlighted the location of the 4<sup>th</sup> Street project, which will have little trouble with on street parking as the area is open and parking seldom used. The Community Building is somewhat more problematic as parking in the area is more congested.

The developer has requested that ten parking spaces be reserved for residents only. Henderson noted he has a draft agreement that needs legal review before being considered for action. Henderson reminded commissioners that the City has made a lot of investment in the downtown to create a place for people to be, and that foot traffic helps the retail piece and creates vibrancy that is important to downtown. Discussion ensued.

6. COMMENTS FROM MAYOR AND COMMISSIONERS.

Mayor Nicholson welcomed Commissioner-elect Shasta Scott to the meeting, and relayed that he hates to see Commissioner Moore leave her post. Nicholson informed all that he will be in Washington D.C. next week on City business, so Vice Mayor Moore will run the City Commission meeting that is to be her last.

Commissioner Moore congratulated Scott as well and expressed sadness about departing from her commissioner role.

Commissioner-elect Scott expressed gratitude for winning the Commission seat and that she looks forward to serving.

7. CITY MANAGER COMMENTS.

City Manager Craig Stephenson informed all that a reception will be held at 5:00p.m. in the City Commission Chambers on February 27, 2017 before the next meeting to honor outgoing Commissioner Mary Beth Moore and incoming Commissioner Shasta Scott. Oaths will be sworn that evening, and new commissioners begin their duties on March 1<sup>st</sup>. Stephenson then noted that on the agenda of the March 13, 2017 Board of Commissioner's meeting there will be an agenda item to elect a new Vice-Mayor for the coming year. Stephenson concluded with news of a broken 18 inch waterline in the area of Lemon Tree Lane, and that staff is on-site now working to repair it.

8. ENTERTAIN MOTION TO ENTER EXECUTIVE SESSION PURSUANT TO TITLE 25 SECTION 307B SUBSECTION 1 OKLAHOMA STATUTES FOR PURPOSES OF ANNUAL REVIEW OF CITY MANAGER'S PERFORMANCE.

A motion was made at 3:24 p.m. by Commissioner Chapman to enter executive session. Commissioner Moore seconded.

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

The Executive Session began at 3:26 p.m. In attendance were Nicholson, Chapman, Rathbun and Moore as Commissioners; City Attorney Michael Vanderburg took minutes, and Craig Stephenson was the employee being reviewed. After approximately 30 minutes, Craig left the meeting.

At the end of the discussion, in which no vote or decision was taken, Commissioner Moore moved to adjourn the Executive Session, seconded by Commissioner Rathbun.

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

9. ADJOURN

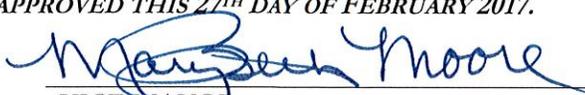
A motion was made by Commissioner Moore to adjourn. Commissioner Chapman seconded.

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

Mayor Nicholson adjourned the meeting at 4:16 p.m.

PASSED IN SESSION AND APPROVED THIS 27<sup>TH</sup> DAY OF FEBRUARY 2017.

 ATTEST:  
  
CITY CLERK

  
VICE MAYOR

