

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
October 23, 2017

Southwest Business Products E1505510LD

Pursuant to notice as required by law, the Ponca City Board of Commissioners met in regular session at 5:30 p.m. in the Commission Chamber at City Hall, 516 E. Grand, with Mayor Homer Nicholson presiding:

Present: Homer Nicholson, Mayor  
Nancy Rathbun, Commissioner  
Ryan Austin, Commissioner  
Lanita Chapman, Commissioner  
Shasta Scott, Commissioner  
Tana McKinley, Assistant City Manager  
Michael Vanderburg, City Attorney  
Marc LaBossiere, Finance Director/City Clerk

Absent: Craig Stephenson, City Manager

Others Present: Chris Henderson, Rhonda Skrapke, Paula Cain, Terry Brown, John Warner, Phil Johnston, Anthony Rogers, Dave Williams, Butch Herring, City Staff; David Myers, PCDA: citizens; Steve Dye, Ponca City News.

1. CALL TO ORDER  
Mayor Homer Nicholson called the meeting to order at 5:30 p.m.
2. INVOCATION – Mike Vanderburg, City Attorney
3. PLEDGE OF ALLEGIANCE

**\*\*CONSENT AGENDA\*\***

The Board of Commissioners found items #4 through #7 non-controversial and routine in nature. Commissioner Austin made the motion to approve the consent agenda. Commissioner Scott seconded.

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

4. Consider And Vote Upon Minutes Of The Ponca City Board Of Commissioners Regular Session Held October 2, 2017.
5. Consider And Vote Upon Resolution Appropriating Money For Payment Of Claims.

**RESOLUTION NO. 6326**

**A RESOLUTION APPROPRIATING MONEY FOR THE PAYMENT OF CLAIMS.**

6. Consider And Vote Upon Resolution Designating Certain City Employees As Purchasing Officers With Authority To Make Purchases Against City And Municipal Trust Appropriations.

**RESOLUTION NO. 6327**

***A RESOLUTION DESIGNATING CERTAIN CITY EMPLOYEES AS PURCHASING OFFICERS WITH AUTHORITY TO MAKE PURCHASES AGAINST CITY AND MUNICIPAL TRUST APPROPRIATIONS.***

7. Consider And Vote Upon A Resolution Appointing Members To Various Boards And Commissions And Establishing The Terms Of Office Thereof.

**RESOLUTION NO. 6328**

***A RESOLUTION APPOINTING MEMBERS TO VARIOUS BOARDS AND COMMISSIONS AND ESTABLISHING THE TERMS OF OFFICE THEREOF.***

<u>BOARD</u>	<u>NAME</u>	<u>TERM</u>	<u>TERM OF OFFICE</u>
Personnel Board	Stacy Froese	Appointed	10-23-17 to 5-31-18
Personnel Board	Linda Smith	Appointed	10-9-17 to 5-31-19

**\*\*ITEMS REMOVED FROM THE CONSENT AGENDA\*\***

8. None.

**\*\*COMMUNICATIONS FROM MAYOR AND COMMISSIONERS\*\***

9. Commissioner Nancy Rathbun praised the recent completion of the War Memorial Walking Trails project and noted it was a great addition to the community. Commissioner Lanita Chapman thanked Paula Cain for keeping the community informed in regards to the weather.

**\*\*REPORTS\*\***

10. CITY MANAGER'S REPORT

Assistant City Manager Tana McKinley announced that the Ponca City Senior Citizens Center is scheduling appointments this week for Medicare Part D, Rx Drug, Computer Modeling at the Pioneer Technology Center. To schedule an appointment, please call the Senior Citizens Center at 580-763-8051.

McKinley stated that Ponca City Main Street's Goblin's on Grand event is October 26, 2017 from 5:30 p.m. to 7:30 p.m. In order to facilitate the setup for the event, 4th Street and 5th Street from Grand to the alleyways will be closed starting at 3:30 p.m. and reopen after the event. Additionally, Grand Avenue from 3<sup>rd</sup> to 6<sup>th</sup> Street will be closed at 3:30 p.m. and reopen after the event.

McKinley reported that Senator Lankford will be in Ponca City for the Ponca Politics on October 27, 2017 in the Commission Chamber of City Hall from Noon to 1:00 p.m. It will be rebroadcast on the City of Ponca City's web page, Facebook, and Twitter.

McKinley informed the public that beginning Monday, October 30, 2017, work will begin to reconstruct a section of Pecan Road beginning south of the intersection of Lake Road and extending 200 feet south. The existing deteriorated asphalt road is being replaced with new concrete pavement. Construction is scheduled to take 21 calendar days, barring weather delays. Pecan Road between Lake Road and Kelley Avenue (Big Snake Bridge) will be closed to through traffic for the duration of the project. Traffic will be detoured to 14<sup>th</sup> Street. The City of Ponca City has entered into a contract with Hembree & Hodgson Construction, LLC of Ponca City, OK to perform this improvement project.

McKinley noted the next Lesson and Learn lecture series at the Marland's Grand Home will be Celebrating Native American Heritage: History of the Osage Tribe. It will be held Saturday, November 18, 2017 at 10:00 a.m.

11. RECEIVE BUDGET STATUS REPORT FOR THE FOURTH QUARTER ENDED JUNE 30, 2017.

Finance Director Marc LaBossiere reviewed fiscal results for the year ended June 30, 2017 for major funds.

**\*\*NEW BUSINESS\*\***

12. Consider And Vote On The Agreement For The Emergency Management Performance Grant Program Between The State Of Oklahoma And The City Of Ponca City.

Commissioner Scott made the motion to approve item #12. Commissioner Rathbun seconded.

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

13. Consider And Vote On Contract 17035 CDBG 17 In The Amount Of \$100,159 Between The Oklahoma Department Of Commerce And The City Of Ponca City.

Commissioner Austin made the motion to approve item #13. Commissioner Chapman seconded.

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

**\*\*CITIZENS COMMENTS\*\***

14. None.

15. ADJOURN

The motion to adjourn was made by Commissioner Rathbun and seconded by Commissioner Chapman.

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

Mayor Nicholson adjourned the Board of Commissioners meeting at 5:55 p.m.

*PASSED IN SESSION AND APPROVED THIS 13TH DAY OF NOVEMBER 2017.*



ATTEST

CITY CLERK

*Henry Nicholson*

MAYOR

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY UTILITY AUTHORITY  
October 23, 2017

Pursuant to notice as required by law, the Board of Trustees of the Ponca City Utility Authority met in regular session at 5:30 p.m. in the Commission Chamber at City Hall, 516 E. Grand, with Chairman Homer Nicholson presiding.

Present: Homer Nicholson, Chairman  
Nancy Rathbun, Trustee  
Ryan Austin, Trustee  
Lanita Chapman, Trustee  
Shasta Scott, Trustee  
Tana McKinley, Assistant City Manager  
Michael Vanderburg, Trust Attorney  
Marc LaBossiere, Secretary

Absent: Craig Stephenson, City Manager

Others Present: Terry Brown, John Andrew, John Warner, Phil Johnston, Dave Williams, Anthony Rogers, Chris Henderson, Butch Herring, citizens; Steve Dye, Ponca City News.

1. CALL TO ORDER

Chairman Homer Nicholson called the meeting to order at 5:55 p.m.

**\*\*CONSENT AGENDA\*\***

The Board of Trustees found items #2 through #4 noncontroversial and routine in nature by the governing body and are approved by one motion.

Trustee Scott made the motion to approve the consent agenda as presented. Trustee Austin seconded.

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

2. Consider And Vote Upon The Minutes Of The Regular Session Held October 9, 2017.
3. Consider And Vote Upon A Resolution Appropriating Money For Payment Of Claims.

**RESOLUTION NO. 1011**

***A RESOLUTION APPROPRIATING MONEY FOR THE PAYMENT OF CLAIMS AGAINST THE PONCA CITY UTILITY AUTHORITY OF PONCA CITY, OKLAHOMA***

4. Consider And Vote Upon Authorizing Chairman To Submit Monthly Operating Statement To OWRB.

**\*\*ITEMS REMOVED FROM THE CONSENT AGENDA\*\***

5. None

**\*\*NEW BUSINESS\*\***

6A. Consider And Vote On Contract With Asplundh Tree Expert Co. In The Amount Of \$394,500 For Tree And Brush Trimming Of Areas 5, 11, 15, and 21.

6B. Consider And Vote On Contract With Asplundh Tree Expert Co. For Hourly Tree And Brush Trimming.

Trustee Chapman made the motion to approve items 6A and 6B. Trustee Rathbun seconded.

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

7. ADJOURN

A motion to adjourn was made by Trustee Rathbun and seconded by Trustee Chapman

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

Chairman Nicholson adjourned the Ponca City Utility Authority meeting at 6:01 p.m.

***PASSED IN SESSION AND APPROVED THIS 13TH DAY of NOVEMBER 2017.***



ATTEST:

  
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TRUST SECRETARY

  
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CHAIRMAN