

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
February 12, 2018

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  
Craig Stephenson, City Manager  
Michael Vanderburg, City Attorney  
Marc LaBossiere, Finance Director/City Clerk

Absent: None

Others Present: Anthony Rogers, Terry Brown, Gary Wilson, Pam Jones, Jim Fairbanks, Eric Newell, Tana McKinley, John Andrew, Todd Smith, Dave Williams, Dana Bright, City Staff; Andy Cromer, Arledge & Associates; citizens; Steve Dye, Ponca City News, Beverly Bryant, TEAM Radio.

1. CALL TO ORDER  
Mayor Homer Nicholson called the meeting to order at 5:30 p.m.
2. INVOCATION – Pastor Jim White, Ponca Indian Mission United Methodist Church
3. PLEDGE OF ALLEGIANCE

**\*\*CEREMONIES & PROCLAMATIONS\*\***

4. Character Trait for February: Honesty

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

The Board of Commissioners found items #5 through #8 non-controversial and routine in nature. Commissioner Scott made the motion to approve the consent agenda. Commissioner Austin seconded.

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

5. Consider And Vote Upon Minutes Of The Ponca City Board Of Commissioners Regular Session Held January 22, 2018 And Work Session Held February 5, 2018.
6. Consider And Vote Upon Resolution Appropriating Money For Payment Of Claims.

**RESOLUTION NO. 6345**

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

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

**RESOLUTION NO. 6346**

***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>
Park & Recreation Advisory	Mike Arnold	Appointed	2-12-18 to 5-31-21

8. Consider And Vote On A Resolution Waiving City Code Sec. 7-1-4 (Number Of Garage Sales In A Given Year) For A City-Wide Garage Sale Day On April 14, 2018 And Waiving \$5 Permit Fee In Conjunction With The City's Annual Spring Cleanup Which Will Be Held April 14 Through April 21, 2018.

**RESOLUTION NO. 6347**

***A RESOLUTION WAIVING CITY CODE SEC. 7-1-4 (NUMBER OF GARAGE SALES IN A GIVEN YEAR) FOR A CITY-WIDE GARAGE SALE DAY ON APRIL 14, 2018 AND WAIVING \$5 PERMIT FEE IN CONJUNCTION WITH THE CITY'S ANNUAL SPRING CLEANUP WHICH WILL BE HELD APRIL 14 THROUGH APRIL 21, 2018.***

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

9. None.

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

10. Commissioner Nancy Rathbun thanked everyone involved with the upkeep of Ponca City streets.  
Mayor Homer Nicholson stated that he hoped everyone was avoiding the flu when possible.

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

11. CITY MANAGER'S REPORT

City Manager Craig Stephenson reminded the public that Project Amnesty will run through March 31, 2018 for anyone with outstanding warrants or fines dated on or before December 31, 2017. During Project Amnesty, citizens may take advantage of a 30% reduction on all outstanding fines and warrants due to the Municipal Court, if paid in full. Police Officers will continue to serve warrants during Project Amnesty, so those with outstanding warrants are encouraged to take advantage of the program before they are arrested. A listing of all outstanding City warrants can be found on the City of Ponca City's website under Municipal Court.

Stephenson informed everyone that United Community Action Program, Inc./Cimarron Public Transit will hold a community forum at City Hall on February 13, 2018 at 11:00 a.m. in the Barnes Room. This forum is for the public to make comments related to public transportation for Kay County.

Stephenson invited the community to attend a reception on Monday, February 26, 2018, at 5:00 p.m. in the Commission Chamber of City Hall honoring the outgoing and incoming City Commissioners. Ryan Austin and Paul Taylor will be sworn in as incoming City Commissioners during the City Commission meeting, which will begin at 5:30 p.m. Judge Bill Kirkpatrick will administer the oath of office. City Commissioner Nancy Rathbun, who has served since March of 2015, has an expiring term and did not run for another term. Ryan Austin ran unopposed for Commission Seat #4, and Paul Taylor ran unopposed for Commission Seat #2. Austin and Taylor will assume office on Wednesday, March 1, 2018.

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

12. Consider And Vote Upon The Final Payment, In The Amount Of \$20,490.00, To Benchmark Enterprises, LLC And To Accept All Work As Complete For "Attucks Park Splash Pad," Project No. GEN 18-2.

Commissioner Austin made the motion to approve item #12. Commissioner Chapman seconded.

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

13. Consider And Vote Upon Awarding The Contract And Authorizing The Execution Of The Contract Documents In The Amount Of \$314,762.82 To River Ridge Construction, LLC Of Newkirk, Oklahoma For Street And Water Line Improvement Project, Elm Street – Oklahoma Avenue To Grand Avenue," Project No. GEN 18-3.

Commissioner Chapman made the motion to approve item #13 as stated. Commissioner Rathbun seconded.

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

14. Consider And Vote On Receiving Fiscal Year 2016-17 Annual Financial Statements And Accompanying Independent Auditor's Report For The City Of Ponca City, Oklahoma From Arledge & Associates, P.C., For The Fiscal Year Ended June 30, 2017.

Commissioner Chapman made the motion to approve item #14 as stated. Commissioner Austin seconded.

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

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

15. None.

16. 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 5:58 p.m.

***PASSED IN SESSION AND APPROVED THIS 26<sup>TH</sup> DAY OF FEBRUARY 2018.***

ATTEST:

CITY CLERK



*[Handwritten signature]*

*[Handwritten signature: Henry Nicholson]*  
MAYOR

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY UTILITY AUTHORITY  
February 12, 2018

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  
Craig Stephenson, City Manager  
Michael Vanderburg, Trust Attorney  
Marc LaBossiere, Secretary

Absent: None

Others Present: Anthony Rogers, Terry Brown, Gary Wilson, Pam Jones, Jim Fairbanks, Eric Newell, Tana McKinley, John Andrew, Todd Smith, Dave Williams, Dana Bright, City Staff; Andy Cromer, Arledge & Associates; citizens; Steve Dye, Ponca City News, Beverly Bryant, TEAM Radio.

1. CALL TO ORDER

Chairman Homer Nicholson called the meeting to order at 5:58 p.m.

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

The Board of Trustees found items #2 through #5 noncontroversial and routine in nature by the governing body and are approved by one motion.

Trustee Austin made the motion to approve the consent agenda. Trustee Chapman seconded.

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

2. Consider And Vote Upon The Minutes Of The Regular Session Held January 22, 2018.
3. Consider And Vote Upon A Resolution Appropriating Money For Payment Of Claims.

**RESOLUTION NO. 1019**

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

4. Consider And Vote On Acknowledging Receipt Of Construction Permit No. WL000036170814 For Construction Of 1,000 LF Of 8-Inch Waterline For The East Albany Avenue Waterline Replacement Project And Construction Permit No. WL000036170912 For Construction Of 814 LF Of 6-Inch Waterline For The Elm Street To Oklahoma Avenue To Grand Avenue Project.
5. Consider And Vote On Acknowledgement And Approval Of Septic Hauler Use Permit And DEQ Consent Form For P K Septic Services For Calendar Year 2018.

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

6. None

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

7. Consider And Vote Upon Awarding The Contract And Authorizing The Execution Of The Contract Documents In The Amount Of \$187,790.06 To Sober Brothers, Inc. Of Ponca City, Oklahoma For "Young Park Detention Pond Construction," Project No. PCUA 18-3.

Trustee Chapman made the motion to approve item #7. Trustee Scott seconded.

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

8. Consider And Vote On Construction Contract In The Amount Of \$164,435 With Krapff Reynolds Construction Co. For The 30" Well Line Replacement Project At Turkey Creek.

Trustee Austin made the motion to approve item #8. Trustee Rathbun seconded.

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

9. Consider And Vote On Receiving Fiscal Year 2016-17 Annual Financial Statements And Accompanying Independent Auditor's Report For The Ponca City Utility Authority From Arledge & Associates, P.C., For The Fiscal Year Ended June 30, 2017.

Trustee Rathbun made the motion to approve the item. Trustee Chapman seconded.

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

10. ADJOURN

A motion to adjourn was made by Trustee Rathbun and seconded by Trustee Austin.

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

Chairman Nicholson adjourned the Ponca City Utility Authority meeting at 6:10 p.m.

***PASSED IN SESSION AND APPROVED THIS 26<sup>TH</sup> DAY of FEBRUARY 2018.***

ATTEST  
  
TRUST SECRETARY

  
CHAIRMAN