

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS
PONCA CITY, OKLAHOMA
October 15, 2018

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
Ryan Austin, Commissioner
Lanita Chapman, Commissioner
Shasta Scott, Commissioner
Paul Taylor, Commissioner
Craig Stephenson, City Manager
Michael Vanderburg, City Attorney
Marc LaBossiere, Finance Director/City Clerk

Absent: none

Others Present: Don Bohon, Eric Newell, John Andrew, Chris Henderson, Dave Williams, Tana McKinley, City staff; Beverly Bryant, TEAM Radio

1. CALL TO ORDER.

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

2. RECEIVE PRESENTATION ON AN ORDINANCE ESTABLISHING THE RATE STRUCTURE FOR PONCA CITY BROADBAND RESIDENTIAL SERVICE.

Technology Services Director Dave Williams reminded all that Ponca City Utility Authority (PCUA) rates are set by ordinance, so with progress toward creating a fiber to home broadband business, rates need to be set soon for marketing purposes. Williams explained that staff is proposing an activation fee, which can be paid in a flat fee of \$200 at the start of services, or \$10 per month for 24 months. Regarding monthly rates, Williams relayed the staff proposal of three tiers, \$60 per month for 50 Mb, \$100 per month for 100 Mb, and \$250 a month for 1 Gb. Williams qualified that these proposed rates are for residential service only, and explained details on speeds and definitions.

City Manager Craig Stephenson reiterated that marketing will need to start soon, so staff is working to prepare details for the Phase 1 build-out of the new network. Discussion ensued.

3. RECEIVE A PRESENTATION FOR THE NEW BROADBAND UTILITY MARKETING PLAN AND DISCUSS THE NAMING OF THE NEW UTILITY.

Technology Services Director Dave Williams handed out a sample door hanger and explained that staff has met with a local marketing to begin developing pre-sign up material that will be placed on doors of homes in the Phase 1 area. Williams noted that other marketing pieces with more details and FAQ's will also be developed to include in PCUA utility bills as well as in public spaces such as the library. A web page for the utility will also be developed and available on the City's web site.

In order to market the utility, Williams explained that a name must be decided upon. For

the past 13 years of serving business customers, the name has been Ponca City Broadband. Williams outlined what other cities are doing in naming their utilities, explained options, and concluded that staff's recommendation is to stay with Ponca City Broadband. City Manager Craig Stephenson confirmed that the name is well respected and has a good reputation, so staff feels it is best to stick with it. Discussion ensued, with Commission consensus to adopt the recommendation.

4. RECEIVE PRESENTATION ON THE PURCHASE OF A CLASS C BLOCK OF PUBLIC IP ADDRESSES TO SERVICE THE FIBER TO THE HOME PROJECT.

Technology Services Director Dave Williams defined what an IP address is, and how they work. Williams explained that there are a finite number of IP addresses, and that Ponca City Broadband will need at least one for each customer. Williams outlined how they are sold, the current market prices, and the timeline to acquire them. Williams concluded by noting that staff will recommend purchasing a block of 4,094 IP addresses at a cost not to exceed \$100,000, and authorize the City Manager to sign required documents. Discussion ensued.

5. COMMENTS FROM MAYOR AND COMMISSIONERS.

Mayor Nicholson welcomed Leadership Class member Stacy Hobbs to the meeting. Commissioner Scott expressed gratitude to Technology Services Director Dave Williams for educating commissioners on complicated topics and all of his work on the Ponca City Broadband utility.

6. CITY MANAGER COMMENTS.

City Manager Craig Stephenson relayed that the City and Phillips 66 hosted a Household Hazardous Waste Collection Day this past Saturday. There were 419 vehicles that brought materials in to be disposed. Those numbers are down about a third from the past couple of events, due in part to poor weather. Stephenson expressed hope that we are steadily removing those stored up materials from the community. Although the final numbers on the amount collected are not in yet, we should know in a week or two.

Stephenson informed all that the Oklahoma Municipal Power Authority (OMPA) has begun conducting its biennial statewide customer survey in member cities. The selected vendor for this survey is GreatBlue Research out of Connecticut. These email and phone surveys help inform OMPA and its members about needed changes to programs and services offered, customer satisfaction in key areas, and opinions on industry issues.

Stephenson then announced that applications are now available for the 23rd session of the Citizen's Police Academy. Applications are available at the Ponca City Police Department, Monday through Friday, from 8:00 a.m. until 5:00 p.m. Applications are also available on the City of Ponca City's website. Applications are due by 5:00 p.m. on Friday, December 21, 2018. Classes meet each Thursday evening from 6:30 p.m. to 9:30 p.m. The first class will be held on Thursday, January 17, 2019. Classes will conclude in late March of 2019 and be followed by a graduation reception. Weekly attendance is required, as each session builds on the previous session.

Ponca City Main Street's Annual Goblins on Grand Halloween carnival will be held on Thursday, October 25. Conoco and Phillips 66 retirees will be available to assist and guide individuals enrolling in Medicare Part D. Enrollment will be held from October 22 to October 26, at the Pioneer Technology Center and Senior Center. Please call Senior Center at 763-8051 to schedule an appointment.

Mayor Nicholson stated that he and Stephenson attended a rail summit the previous Friday, in an effort to maintain a presence to get rail service to Oklahoma.

7. CONSIDER VOTE TO CONDUCT AN EXECUTIVE SESSION FOR THE CONFIDENTIAL COMMUNICATIONS BETWEEN THE COMMISSION AND ITS ATTORNEY ON THE PENDING CONTRACT CLAIMS OVER THE OPERATION OF THE PONCA CITY AQUATIC CENTER. THE CITY ATTORNEY ADVISES THAT DISCLOSURE WILL SERIOUSLY IMPAIR THE ABILITY OF THE COMMISSION TO PROCESS THE CLAIM AND ANY POSSIBLE LITIGATION AUTHORIZED THEREFROM IN THE PUBLIC INTEREST. AUTHORITY FOR THE EXECUTE SESSION IS 25 O.S. § 307B.4.

At 2:38 p.m. a motion was made by Commissioner Chapman to enter executive session. Commissioner Austin seconded the motion.

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

At 3:30 p.m. the Commission returned to regular work session.

8. ADJOURN

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

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

Mayor Nicholson adjourned the meeting at 3:30 p.m.

PASSED IN SESSION AND APPROVED THIS 22TH DAY OF OCTOBER 2018.



Mayor Nicholson
MAYOR

ATTEST:

[Signature]
CITY CLERK

