

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
November 11, 2019

Southwest Business Products E1809727KV

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  
Ryan Austin, Commissioner  
Lanita Chapman, Commissioner  
Shasta Scott, Commissioner  
Paul Taylor, Commissioner  
Craig Stephenson, City Manager  
Michael Vanderburg, City Attorney  
Holly Wallen, Deputy City Clerk

Absent: Marc LaBossiere, Finance Director/City Clerk

Others Present: Mike Lane, Terry Brown, Chris Henderson, Kevin Jeffries, John Andrews, Don Nuzum, Butch Herring, Tana McKinley, Hong Fu, City Staff, citizens; Beverly Bryant, Team Radio, Mike Seals, Ponca City News.

1. CALL TO ORDER  
Mayor Homer Nicholson called the meeting to order at 5:30 p.m.
2. PLEDGE OF ALLEGIANCE

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

3. Character Trait for November: Gratefulness

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

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

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

4. Consider And Vote Upon Minutes Of The Ponca City Board Of Commissioners Regular Session Held October 28, 2019.
5. Consider And Vote Upon Resolution Appropriating Money For Payment Of Claims Against The City of Ponca City, Oklahoma.

**RESOLUTION NO. 6485**

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

6. Consider And Vote To Acknowledge Final Acceptance And Authorize Final Payment On Project No. Gen 19-7, 14th & Highland Median Revisions, In The Amount Of \$194,276.45.

7. Consider And Vote To Purchase Real Property At 1400 W. Hubbard Road, Ponca City, Authorize The Mayor To Sign Related Documents, And Direct The City Clerk To Issue A Manual Payment For The Property And Ancillary Closing Costs.

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

8. None

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

9. Commissioner Lanita Chapman commented on the very cold day.

Commissioner Shasta Scott thanked all the Veterans who have served.

Commissioner Paul Taylor noticed that gratefulness is a good character trait and to be grateful for things. Taylor said that Wentz looks great; all the cedar trees have been cleaned out, and it looks majestic.

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

10. CITY MANAGER'S REPORT

City Manager Craig Stephenson let the public know that Ponca City Energy has contracted with Mid-Con Energy for several transmission pole replacements starting north of Lake Road on Pecan Road. Construction on the project began today November 11, 2019, and will continue through the week. Please be aware of large trucks entering and exiting Pecan Road while accessing utility easement to complete project. A slight road closure will be required on November 14, 2019 from 9:00 a.m. to 1:00 p.m. During closure the Ponca City Country Club will remain accessible from Lake Road and all residents north of the Country Club will remain accessible from Hartford Avenue. All efforts will be made to minimize road closure and open Pecan Road back as soon as possible.

Stephenson also let it be known that the City of Ponca City has contracted with Evans & Associates for a street improvement project on Hartford Avenue and Kygar Road. Construction on the project began November 11, 2019. The work begins on Hartford Avenue at Academy Road and extends east around the curve at Kygar Road, and then south on Kygar Road approximately 1600 feet. Portions of the roadway will be milled and overlaid and will remain open to local residential traffic only. The curve will be reconstructed and will be closed to all traffic during construction. Local residential traffic will access Academy Road and Stoneridge Road on Hartford Avenue from the west only. Access to West Lake Ponca will be on Kygar Road from the south only. The contract time for this project is 45 calendar days. Stephenson mentioned the upcoming holiday and the City of Ponca City offices will be closed November 28, 2019 and November 29, 2019 for the Thanksgiving Holiday.

Stephenson announced that in celebration of Native American Heritage Month, the Native American Collection at Marland's Grand Home will be featured on *Discover Oklahoma* on December 7, 2019 at 6:30 p.m. on KFOR TV channel 4, KTUL TV channel 8, and KSWO TV channel 7.

Stephenson informed all that the City of Ponca City's *Autumn Leaf Collection* will begin on November 18, 2019 and end on January 24, 2020. The City's Crew will be working the City section by section, so it may take two weeks or more to collect the leaves due to the large volumes expected. Leaf collection will also be available by special pickup anytime during the year. Call 767-0411 for information on special pickups. Special pickups carry a minimum charge of thirty-nine dollars and nine cents (\$39.09).

Stephenson reminded the public that the Moonlight Turkey Trot will be held November 26, 2019 at 6:00 p.m. Registration through November 7, 2019 guarantees a t-shirt, however registration will be permitted up to the evening of the event. The registration fee for 17 years & under is \$8.00 and 18 years & over is \$12.00. Go to: [www.poncacityok.gov/parksandrec-registration](http://www.poncacityok.gov/parksandrec-registration) for details or call Parks and Recreation at 580-767-0430 for more information.

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

11. Consider And Vote On A Resolution Setting A Date For Municipal Election And Runoff Election, If Necessary, Stating Offices To Be Filled, Setting Filing Period, Stating Term Of Office, Specifying Qualification For Said Offices In Accordance With City Charter, That All Offices May Be Filled By Voting At Large, Directing The Election Be Conducted As A Non-Partisan Election By The County Election Board; And Authorizing The Mayor To Sign A Proclamation Calling These Elections.

**RESOLUTION NO. 6486**

***A RESOLUTION SETTING A DATE FOR MUNICIPAL ELECTION AND RUNOFF ELECTION, IF NECESSARY, STATING OFFICES TO BE FILLED, SETTING FILING PERIOD, STATING TERM OF OFFICE, SPECIFYING QUALIFICATION FOR SAID OFFICES IN ACCORDANCE WITH CITY CHARTER, THAT ALL OFFICES MAY BE FILLED BY VOTING AT LARGE, DIRECTING THE ELECTION BE CONDUCTED AS A NON-PARTISAN ELECTION BY THE COUNTY ELECTION BOARD; AND AUTHORIZING THE MAYOR TO SIGN A PROCLAMATION CALLING THESE ELECTIONS.***

Commissioner Austin made the motion to approve item #11. Commissioner Taylor seconded.

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

- 12a. Consider And Vote To Remove Item B) Below From Table, And;

Commissioner Taylor made the motion to remove from the table. Commissioner Scott seconded.

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

- 12b. Consider And Vote On A Petition For A Special Use Permit In The CBD (Central Business District) To Permit A Residential Care Facility At 120 South 3rd Street.

Chris Henderson Development Services Director presented a PowerPoint explaining the Special Use Permit.

Commissioner Taylor made the motion to approve item #12b for special use permit in the Central Business District to permit a Residential Care Facility at 120 S. 3<sup>rd</sup> St. with the following conditions: It is limited in scope to a Residential Care Facility providing residential accommodations, food service, and supportive assistance to older adults who are ambulatory and are essentially capable of managing their own affairs but do not routinely require skilled or intermediate nursing care. The range of support of assistance shall not be extended to include persons in drug, alcohol, juvenile, child, parole, family shelter, battered spouse shelters, half-way houses, and other programs of treatment, and care supervision and is subject to annual inspections by the City until such time that the commission is comfortable with the operations of the facility. Commissioner Chapman seconded.

Roll: Yeas; Taylor, Chapman, Nicholson, Austin. Nays; Scott. Motion carried.

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

13. None

**RECESS TO THE PONCA CITY UTILITY AUTHORITY MEETING**

Commissioner Austin made the motion to recess to the Ponca City Utility Authority Meeting. Commissioner Taylor seconded.

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

At 6:21 p.m. Mayor Nicholson recessed to the Ponca City Utility Authority Meeting.

14. Consider And Vote To Conduct An Executive Session For The Confidential Communication Between The Commission And Its Staff On Discussing Negotiations Concerning Employees And Representatives Of Employee Groups. The City Attorney Advises That Public Disclosure Will Seriously Impair The Ability Of The Commission To Process The Information And Negotiate A Resolution Of The Issues In Discussion. Authority For The Executive Session Is 25 O. S. §307B.2.

At 6:26 p.m. Commissioner Scott made the motion go in to both Ponca City Utility Authority as well as City Commission executive session. Commissioner Austin seconded.

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

At 7:29 p.m. the Commission returned to regular session.

15. Return To Regular Session And Take Any Necessary Action, If Appropriate, On Items Discussed In Executive Session.

No action was taken.

16. ADJOURN


The motion to adjourn was made by Commissioner Taylor and seconded by Commissioner Scott.

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

Mayor Nicholson adjourned the Board of Commissioners meeting at 7:30 p.m.

***PASSED IN SESSION AND APPROVED THIS 25<sup>TH</sup> DAY OF NOVEMBER 2019.***

ATTEST:

  
CITY CLERK



  
MAYOR



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY UTILITY AUTHORITY  
November 11, 2019

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  
Ryan Austin, Trustee  
Lanita Chapman, Trustee  
Shasta Scott, Trustee  
Paul Taylor, Trustee  
Craig Stephenson, City Manager  
Michael Vanderburg, Trust Attorney  
Holly Wallen, Secretary

Absent: Marc LaBossiere, Secretary

Others Present: Mike Lane, Terry Brown, Chris Henderson, Kevin Jeffries, John Andrews, Don Nuzum, Butch Herring, Tana McKinley, Hong Fu, City Staff; citizens; Beverly Bryant, Team Radio, Mike Seals, Ponca City News.

1. CALL TO ORDER

Chairman Homer Nicholson called the meeting to order at 6:21 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 Scott made the motion to approve the consent agenda. Trustee Chapman seconded.

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

2. Consider And Vote Upon The Minutes Of The Regular Session Held October 28, 2019.
3. Consider And Vote Upon A Resolution Appropriating Money For Payment Of Claims Against The Ponca City Utility Authority Of Ponca City, Oklahoma.

**RESOLUTION NO. 1083**

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

4. Consider And Vote To Acknowledge Receipt Of Oklahoma Department Of Environmental Quality Construction Permit No. SL000036190758 For The Construction Of 439.8 Linear Feet Of 12-Inch PVC Pipe and Appurtenances For Sanitary Sewer to Serve the 200 And 300 Blocks of South Third and Fourth Street.
5. Consider And Vote On The Purchase Of A Wheel Loader From OCT Equipment, LLC, Tulsa, Oklahoma, In The Amount Of \$143,809.04.

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

6. None

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

7. Consider And Vote To Conduct An Executive Session For The Confidential Communication Between The Board And Its Staff To Confer On Matters Pertaining To Economic Development And/Or The Creation Of A Proposal To Entice A Business To Construct Within The Jurisdiction. The City Attorney Advises That Public Disclosure Will Interfere With The Development Of The Products Or Services Involved And Would Violate The Confidentiality Of The Business. Authority For The Executive Session Is 25 O. S. § 307C.11.

At 6:26 p.m. Commissioner Scott made the motion to enter into executive session. Commissioner Austin seconded.

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

At 6:40 p.m. the Commission returned to regular session.

8. Return To Regular Session And Take Any Necessary Action, If Appropriate, On Items Discussed In Executive Session.

No action was taken.

9. ADJOURN

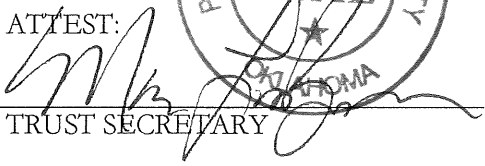
A motion to adjourn was made by Trustee Chapman and seconded by Trustee Scott.

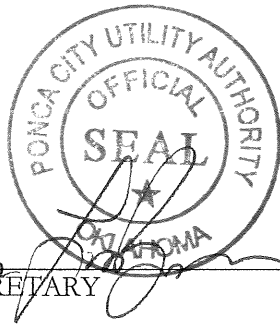
Roll: Yeas; Chapman, Scott, Nicholson, Austin, Taylor. Nays; None. Motion carried.


Chairman Nicholson adjourned the Ponca City Utility Authority meeting at 6:41 p.m.

***PASSED IN SESSION AND APPROVED THIS 25<sup>TH</sup> DAY of November 2019.***

ATTEST:

  
TRUST SECRETARY



  
CHAIRMAN