

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
May 11, 2020

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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 (In Person)  
Ryan Austin, Commissioner (Teleconference)  
Lanita Chapman, Commissioner (Teleconference)  
Shasta Scott, Commissioner (Teleconference)  
Paul Taylor, Commissioner (In Person)  
Craig Stephenson, City Manager  
John Andrew, Interim City Attorney  
Marc LaBossiere, Finance Director/City Clerk

Absent: None

Others Present: Tana McKinley, Eric Newell, Chris Henderson, Tim McNew, Terry Brown, David Keathly, Dave Williams, Randy Tyner, Butch Herring, City Staff; citizens.

1. CALL TO ORDER

Mayor Home Nicholson called the meeting to order at 5:30 p.m.

A verbal roll call was taken by the City Clerk to confirm commissioner attendance listed above.

2. PLEDGE OF ALLEGIANCE

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

3. Emergency Medical Services Proclamation

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

The Board of Commissioners found items #4 through #10 non-controversial and routine in nature. Commissioner Taylor made the motion to approve the consent agenda as presented. Commissioner Austin seconded.

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

4. Consider And Vote Upon Minutes Of The Ponca City Board Of Commissioners Regular Session Held April 27, 2020.

5. Consider And Vote Upon Resolution Appropriating Money For Payment Of Claims Against The City of Ponca City, Oklahoma.

**RESOLUTION NO. 6508**

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

6. Consider And Vote Upon A Resolution Of The Board Of Commissioners Of The City Of Ponca City, Oklahoma, Appointing Members to Various Boards and Commissions and Establishing The Terms Of The Office Thereof.

**RESOLUTION NO. 6509**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA, APPOINTING MEMBERS TO VARIOUS BOARDS AND COMMISSIONS AND ESTABLISHING THE TERMS OF THE OFFICE THEREOF.***

7. Consider And Vote Upon Award No. 2020-VD-BX-0314 Between Department Of Justice, Office Of Justice Programs, Bureau Of Justice Assistance And The City Of Ponca City As It Relates To The Ponca City Police Department Coronavirus Response Project And Authorize The Mayor To Execute All Necessary Documents In The Amount Of \$48,751.00
8. Consider and Vote Upon A Variance To The Agreement With Ruby Nutrition PC LLC Leasing Office Space At The Ponca City RecPlex To Operate Concessions, Allowing For Waiving The April 2020 Rent And A Prorated May 2020 Rental Amount.
9. Consider And Vote On A Contract With HCC LIFE For Individual And Aggregate Re-Insurance On The City's Health Insurance Benefit Plan For The Fiscal Year Beginning July 1, 2020, And Authorize The Mayor To Execute All Related Documents.
10. Consider And Vote On Authorizing The Police Department To Submit The FY2020 Bulletproof Vest Partnership Grant To The United States Department of Justice.

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

11. None

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

12. None

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

13. CITY MANAGER'S REPORT

City Manager Craig Stephenson let the public know that this week is Police Week and Friday is Peace Officers Memorial Day. In 1962, President John F. Kennedy signed a proclamation which designated May 15 as Peace Officers Memorial Day, and the week in which that date falls, as Police Week.

Stephenson reminded the public that the Governor announced the reopening of the economy of the State in a three phase approach, Open Up and Recover Safely (OURS). We are still in Phase 1 and planning for the implementation of Phase 2. Reminder; this is subject to change and is as follows:

The Library will extend hours from 9:00 a.m. to 6:00 p.m. beginning on Saturday May 16-2020. Patrons are slowly coming back to the Library and are glad they are open.

The Marland Mansion and Grand Home will remain on their current schedules and follow guidelines from the CDC and State.

The Senior Center began last week with the drive up delivery of meals for regular seniors. The first pick up saw approximately 60 seniors participate. The Senior Center is still closed.

The RecPlex opened last Monday much to the relief of members. In accordance with Phase 2 of the State's OURS plan, Basketball courts, racquetball courts, steam rooms, dry sauna, and hot tub, will remain closed. All sports activities and leagues including volleyball, basketball, and pickleball remain suspended as well as special events and facility rentals. Limited fitness programming will resume for some populations on May 18, 2020. The Kid Zone reopens on May 18, 2020. The hours will be 8:00 a.m. to 1:00 p.m., 4:00 p.m. to 7:00 p.m. Monday through Friday and 10:00 a.m. to 2:00 p.m. Saturday and Sunday. There will be limited in-person aquatic programming and classes for some populations on May 18, 2020 as well. The ball fields will reopen up for Practice only on May 16, 2020.

Stephenson let it be known that the City of Ponca City and Phillips 66 will host a Household Hazardous Waste event on May 30, 2020 at the Phillips 66 parking lot on the corner of Pine Street and South Avenue. There have been informational bulletins mailed in the utility bills. The information is also posted on the City's website.

Stephenson stated that Monte R Lee sent out bid packets for Phases 2 and 3 of the Ponca City Broadband Project on May 6, 2020. There will be a mandatory pre-bid meeting on May 28, 2020, and will be Virtual as well, for vendors. Bids currently will be opened June 11, 2020 with a potential Contract Award on the last meeting on June 22, 2020

Stephenson announced that the bids for Runway 17-35 Reconstruction were opened May 7, 2020. Good bids and pricing were received with base bid a little over \$7.3 million and an alternate No.1 in the ad amount of \$238,870. It is anticipated that after the FAA reviews the bids and approves of the lowest and best bid the City will be making the award sometime in June.

Stephenson concluded by stating that ADG is finalizing the plans for the bidding of the new Police Station. It is anticipated that bids packets will be sent out the end of May. With an anticipated bid opening the week of June 15-19, 2020, with Contract Award to follow after reviews of the bids.

**\*\*PUBLIC HEARINGS\*\***

14. Conduct A Public Hearing On The Proposed Budget For Fiscal Year 2020-21.

Finance Director Marc LaBossiere introduced the proposed budget and gave details.

No public comment was received.

- 15a. Conduct A Public Hearing On Subparagraph (B) Hereof;

Development Services Director Chris Henderson introduced the agenda item and reviewed details.

No public comment was received.

- 15b. Consider And Vote Upon An Ordinance Zoning Real Property Located At 1701 West Grand Avenue, More Particularly Described Below, From R-1 Single Family Residential To R-2 Two Family Residential, And Directing The Development Services Director To Change The Official Zoning Map Of The City Accordingly, And Directing The City Clerk To File Of Record.

**ORDINANCE NO. 6277**

***AN ORDINANCE ZONING REAL PROPERTY LOCATED AT 1701 WEST GRAND AVENUE, MORE PARTICULARLY DESCRIBED BELOW, FROM R-1 SINGLE FAMILY RESIDENTIAL TO R-2 TWO FAMILY RESIDENTIAL, AND DIRECTING THE DEVELOPMENT SERVICES DIRECTOR TO CHANGE THE OFFICIAL ZONING MAP OF THE CITY ACCORDINGLY, AND DIRECTING THE CITY CLERK TO FILE OF RECORD.***

Commissioner Taylor made the motion to approve the item. Commissioner Scott seconded.

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

- 16a. Conduct A Public Hearing On Subparagraph (B) Hereof;

Development Services Director Chris Henderson introduced the agenda item and reviewed details.

No public comment was received.

- 16b. Consider And Vote Upon An Ordinance Extending The Corporate Limits Of The City Of Ponca City, And Designating The Areas Or Tracts Included In Such Extension, Repealing All Ordinances In Conflict Or Parts Of Ordinances In Conflict Herewith; And Establishing An Effective Date.

**ORDINANCE NO. 6278**

***AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF PONCA CITY, AND DESIGNATING THE AREAS OR TRACTS INCLUDED IN SUCH EXTENSION, REPEALING ALL ORDINANCES IN CONFLICT OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND ESTABLISHING AN EFFECTIVE DATE.***

Commissioner Taylor made the motion to approve item #16b. Commissioner Austin seconded.

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

17a. Conduct A Public Hearing On Subparagraph (B) Hereof;

Development Services Director Chris Henderson introduced the agenda item and reviewed details.

No public comment was received.

17b. Consider And Vote Upon A Petition For A Special Use Permit In The R-1 Single Family District To Permit A Contractor Services Business To Be Established At 3420 North Pecan Road.

Commissioner Taylor made the motion to approve item #17b with limitations, including no dirt, rock, or other materials be stock-piled on the site, and no heavy earth moving equipment shall be parked on the side. Commissioner Chapman seconded.

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

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

NONE

18. ADJOURN

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

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

Mayor Nicholson adjourned the Board of Commissioners meeting at 6:08 p.m.

***PASSED IN SESSION AND APPROVED THIS 26TH DAY OF MAY 2020.***

ATTEST:

  
CITY CLERK





MAYOR



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY UTILITY AUTHORITY  
May 11, 2020

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 (In Person)  
Ryan Austin, Trustee (Teleconference)  
Lanita Chapman, Trustee (Teleconference)  
Shasta Scott, Trustee (Teleconference)  
Paul Taylor, Trustee (In Person)  
Craig Stephenson, City Manager  
John Andrew, Interim Trust Attorney  
Marc LaBossiere, Secretary

Absent: None

Others Present: Tana McKinley, Chris Henderson, Tim McNew, Dave Williams, Randy Tyner, Butch Herring, City Staff; citizens.

1. CALL TO ORDER

Mayor Homer Nicholson called the meeting to order at 6:08 p.m.

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

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

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

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

2. Consider And Vote Upon The Minutes Of The Ponca City Utility Authority Regular Session Held April 27, 2020.
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. 1098**

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

4. Consider And Vote Upon A Resolution Of The Ponca City Utility Authority, Ponca City, Oklahoma Amending The Operating Budget Of Various PCUA Funds For Fiscal Year 2019-20.

**RESOLUTION NO. 1099**

**A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR FISCAL YEAR 2019-20.**

5. Consider And Vote On An Annual Pledge And Guarantee Document Which Is Part Of A Participation Agreement With ALFA (Association For Landfill Financial Assurance).

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

6. None

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

7. Consider And Vote On The Purchase Of Fiber Optic Network Cabling For Ponca City Broadband Phase 2 From Power And Telephone Supply Company In The Amount Not To Exceed \$255,000.00 And Outside Plant Supplies And Equipment In The Amount Not To Exceed \$425,000.00.

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

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

6. ADJOURN

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

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

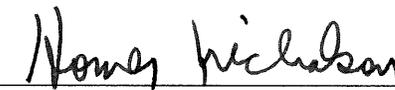
Mayor Nicholson adjourned the Ponca City Utility Authority meeting 6:17p.m.

***PASSED IN SESSION AND APPROVED THIS 26<sup>TH</sup> DAY of MAY 2020.***

ATTEST:

  
TRUST SECRETARY



  
CHAIRMAN