

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
May 26, 2020

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 (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: Don Bohon, Don Nuzum, Butch Herring, Ryan Hafen, Rob Dick, Terry Brown, Eric Newell, Dave Williams, Hong Fu, Tana McKinley, City Staff, citizens.

1. CALL TO ORDER

Mayor Home Nicholson called the meeting to order at 5:31 p.m.

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

2. PLEDGE OF ALLEGIANCE

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

The Board of Commissioners found items #3 through #8 non-controversial and routine in nature. Commissioner Taylor made the motion to approve the consent agenda as presented. Commissioner Scott seconded.

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

3. Consider And Vote Upon Minutes Of The Ponca City Board Of Commissioners Regular Session Held May 11, 2020.

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

**RESOLUTION NO. 6510**

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

5. Consider And Vote Upon A Resolution Of The Board Of Commissioners Of The City Of Ponca City, Oklahoma Amending The Operating Budget of Various Funds For Fiscal Year 2019-20.

**RESOLUTION NO.6511**

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

6. Consider And Vote Upon Issuing Western Enterprises, Inc. A Permit To Conduct A Fireworks Display At West Lake Ponca Dam on July 4, 2020 And Authorizing The Mayor To Execute A Pyrotechnical Production Contract For The Event With Western Enterprises, Inc., In The Amount of \$30,000.00.
7. Consider and Vote On Amendment No. 2 To LBR, Inc. For Professional Airport Consulting Services for "Rehabilitate Runway 17-35 And Improve Drainage," AIP Project 3-40-0078-018-2020 Through June 30, 2021.
8. Consider And Vote On The Oklahoma Municipal Assurance Group's Municipal Property Protection Plan For The City Of Ponca City For The Policy Period Of July 1, 2020 through June 30, 2021.

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

9. None

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

10. Commissioner Taylor encouraged residents of Kay County to act and be counted in the Census 2020.

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

11. CITY MANAGER'S REPORT

City Manager Craig Stephenson reminded the public the City of Ponca City and Phillips 66 will host a Household Hazardous Waste event on May 30, at the Phillips 66 parking lot on the corner of Union 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 made it known that Household Hazardous Waste Volunteers are needed for May 29, 2020 at 11:00 a.m. or 11:30 a.m. for no more than 30 minutes of training, and May 30, 2020 from 9:00 a.m. to 1:00 p.m. If you would like to get out of the house and still be safe, there are a variety of positions available. With each four-hour shift, each volunteer will receive a t-shirt, as well as refreshments at the meeting and event. Social distancing guidelines will be followed to ensure the safety of all volunteers. Each volunteer will be issued a mask, gloves, and a safety vest. Make plans with a friend to join us as a volunteer. To register and get more details call Paula Cain, 767-0380.

Stephenson explained 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 at the meeting on June 22, 2020.

Stephenson made it known ADG is finalizing the plans for the bidding of the new Police Station. It is anticipated that bids packets will be sent soon with an anticipated bid opening sometime in June with contract award to follow after reviews of the bids.

Stephenson reminded the public that households that receive the 2020 Census invitation packets are strongly encouraged to respond promptly to the 2020 Census using the census ID included in the questionnaire packet. People can respond online, by phone, or by completing and returning the paper form by mail. Responding with the census ID or by completing and returning the paper questionnaire helps ensure the best count for our community. During the 2010 Census, only three out of every four Oklahoma residents participated. As a result, the number of Oklahoma residents was undercounted. This potentially cost Oklahoma billions of federal funding during the past decade. Kay County's response rate is almost to 59 percent – way to go Kay County, keep it up!

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

12. Consider And Vote Upon A Resolution Of The Board Of Commissioners Of The City Of Ponca City, Oklahoma Approving The Operating Budgets Of The Various City Funds, More Specifically Delineated As Exhibits 1, 2, And 3 Attached Hereto For The Fiscal Year 2020-21.

**RESOLUTION NO. 6512**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA APPROVING THE OPERATING BUDGETS OF THE VARIOUS CITY FUNDS, MORE SPECIFICALLY DELINEATED AS EXHIBITS 1, 2, AND 3 ATTACHED HERETO FOR THE FISCAL YEAR 2020-21.***

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

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

13. Consider And Vote Upon A Resolution Setting Non-Utility Rates, Fees, And Charges For The City Of Ponca City Parks and Recreation Department.

**RESOLUTION NO. 6513**

***A RESOLUTION SETTING NON-UTILITY RATES, FEES, AND CHARGES FOR THE CITY OF PONCA CITY PARKS AND RECREATION DEPARTMENT.***

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

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

14. 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 5:52 p.m.

***PASSED IN SESSION AND APPROVED THIS 8TH DAY OF JUNE 2020.***



*Henry Nicholson*  
MAYOR

ATTEST:

*[Handwritten Signature]*  
CITY CLERK

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY UTILITY AUTHORITY  
May 26, 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: Don Bohon, Don Nuzum, Butch Herring, Ryan Hafen, Rob Dick, Terry Brown, Eric Newell, Dave Williams, Hong Fu, Tana McKinley, City Staff; citizens.

1. CALL TO ORDER

Mayor Homer Nicholson called the meeting to order at 5:52 p.m.

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

The Board of Trustees found items #2 through #7 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 Chapman seconded.

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

2. Consider And Vote Upon The Minutes Of The Ponca City Utility Authority Regular Session Held May 11, 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. 1100**

***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. 1101**

***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 Upon Authorizing Chairman To Submit Monthly Operating Statement to OWRB.
6. Consider And Vote On The Final Payment To Klassmeyer Construction, Inc., And To Accept All Work As Complete For Phase 1, Fiber To The Home, In the Amount of \$72,598.12.
7. Consider And Vote On Change Order No. 1 To Construction Contract With Restek, Inc. Of Edmond In the Add Amount of \$10,902.92 For the Lake Ponca Dam Spillway Crest Repair Project, Acknowledge That The Project Is Complete, And Authorize The Final Payment.

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

8. None

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

9. Consider And Vote Upon A Resolution Of The Board Of Trustees Of The Ponca City Utility Authority Approving The Operating Budgets Of The Water, Ponca City Energy, Ponca City Broadband, Solid Waste, Landfill Closure, Solid Waste Depreciation Reserve, Utility Billing, Wastewater, Stormwater, And Technology Services Funds, More Specifically Delineated As Exhibits 1 and 2 Attached Hereto, For The Fiscal Year 2020-21.

**RESOLUTION NO. 1102**

***A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PONCA CITY UTILITY AUTHORITY APPROVING THE OPERATING BUDGETS OF THE WATER, PONCA CITY ENERGY, PONCA CITY BROADBAND, SOLID WASTE, LANDFILL CLOSURE, SOLID WASTE DEPRECIATION RESERVE, UTILITY BILLING, WASTEWATER, STORMWATER, AND TECHNOLOGY SERVICES FUNDS, MORE SPECIFICALLY DELINEATED AS EXHIBITS 1 AND 2 ATTACHED HERETO, FOR THE FISCAL YEAR 2020-21.***

Trustee Taylor made the motion to approve item #9. Trustee Scott seconded.

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

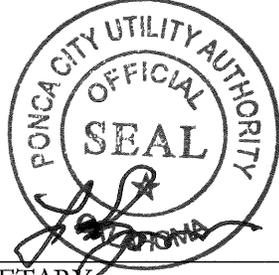
10. ADJOURN

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 5:57 p.m.

*PASSED IN SESSION AND APPROVED THIS 8<sup>TH</sup> DAY of JUNE 2020.*



ATTEST:

*[Handwritten Signature]*  
\_\_\_\_\_  
TRUST SECRETARY

*[Handwritten Signature: Henry Wilkerson]*

\_\_\_\_\_  
CHAIRMAN

