

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS  
PONCA CITY, OKLAHOMA  
October 12, 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)  
Paul Taylor, Commissioner (In Person)  
Craig Stephenson, City Manager  
John Andrew, City Attorney  
Marc LaBossiere, Finance Director/City Clerk

Absent: Shasta Scott, Commissioner

Others Present: Tana McKinley, Chris Henderson, Rhonda Skrapke, Kevin Jeffries, Steve Sullivan, Butch Herring, Dave Williams, Hong Fu, Eddie Randall, 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 as 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 Austin seconded.

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

3. Consider And Vote Upon Minutes Of The Ponca City Board Of Commissioners Regular Session Held September 28, 2020.

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

**RESOLUTION NO. 6545**

**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 2020-21.

**RESOLUTION NO. 6546**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS FUNDS FOR FISCAL YEAR 2020-21.***

6. Consider And Vote Upon A Resolution Designating Certain City Employees As Purchasing Officers With Authority To Make Purchases Against City And Municipal Trust Appropriations.

**RESOLUTION NO. 6547**

***A RESOLUTION DESIGNATING CERTAIN CITY EMPLOYEES AS PURCHASING OFFICERS WITH AUTHORITY TO MAKE PURCHASES AGAINST CITY AND MUNICIPAL TRUST APPROPRIATIONS.***

7. 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 Office Thereof.

**RESOLUTION NO. 6548**

***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 OFFICE THEREOF.***

8. Consider And Vote On A Resolution Designating Certain Fund Balance Accounts Of Governmental Fund Types, And Directing The Finance Director To Implement The Terms Of This Resolution.

**RESOLUTION NO. 6549**

***A RESOLUTION DESIGNATING CERTAIN FUND BALANCE ACCOUNTS OF GOVERNMENTAL FUND TYPES, AND DIRECTING THE FINANCE DIRECTOR TO IMPLEMENT THE TERMS OF THIS RESOLUTION.***

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

9. None.

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

10. Mayor Nicholson relayed that sales tax collections recently reported were up 7.74% over the same month of the prior year, and expressed gratitude to residents for shopping locally.

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

11. CITY MANAGER'S REPORT

City Manager Craig Stephenson encouraged all citizens that getting a flu vaccine is more important than ever during 2020-2021 to protect yourself, your family and your community from flu. A flu vaccine this season can also help reduce the burden on your healthcare system responding to the COVID-19 pandemic and save medical resources for care of COVID-19 patients. It takes about two weeks after vaccination for antibodies to develop in the body and provide protection against influenza virus infection. That's why it's best to get vaccinated before influenza viruses start to spread in your community. With that in mind, the Kay County Health Department will have a FREE Drive-thru Flu Shot event on October 16, 2020 8:00 a.m. to 4:00 p.m. at the RecPlex as well as October 23, 2020 and October 30, 2020. Shots will be given BY APPOINTMENT ONLY, so please call 580-762-1641 to make your appointment. The October 16, 2020 is already full but they are still taking appointments for the October 23 and 30, 2020.

Stephenson stated that the Health Department will offer free COVID-19 testing from 11:00 a.m. to 4:00 p.m. on October 29, 2020, in the parking lot of the RecPlex. To sign up for testing, go to <https://portal.immylabs.com>, where you will be able to click on the "Make Appointment" button. Select your designated "Collection Site" location from the dropdown (type in Ponca City for this location). Select a day and time fill out the form, and click "Next". You will then review all the information you entered and click "Submit". On the day and time of your scheduled appointment, you will come to the drive-thru location for testing. After testing, you will receive a text and an email within two business days with a link to access your results.

Stephenson announced that the Ponca City Police Department's "Drug Take Back" program will be held on October 24, 2020 from 9:00 a.m. to 4:00 p.m. at the RecPlex parking lot.

Stephenson made it known The Veterans' Day Parade will be held on November 7, 2020 beginning at 10:45 a.m. The parade will be held on Grand Avenue and the public is encouraged to attend. Please wear a mask and social distance. This year marks the 75<sup>th</sup> Anniversary of the Battle of Iwo Jima.

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

12a. Conduct A Public Hearing On Subparagraph (B) Hereof;

Development Services Director Chris Henderson gave background on the item.

No public comment was received.

12b. Consider And Vote On An Ordinance Authorizing The Closing Of Certain Streets And Utility Easements Located Within A Portion Of Block 3, Block 6, And Block 7, Quail Creek Addition To The City Of Ponca City, Kay County, Oklahoma.

**ORDINANCE NO. 6283**

***AN ORDINANCE AUTHORIZING THE CLOSING OF CERTAIN STREETS AND UTILITY EASEMENTS LOCATED WITHIN A PORTION OF BLOCK 3, BLOCK 6, AND BLOCK 7, QUAIL CREEK ADDITION TO THE CITY OF PONCA CITY, KAY COUNTY, OKLAHOMA.***

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

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

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

13. Consider And Vote On An Application From Rural Water District #3 For A Commercial Water Meter To Be Placed On A Tract Of Land Located At 1265 Church Street, Kildare, Oklahoma.

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

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

14. Consider And Vote On Contract 17982 CDBG 20 Between The Oklahoma Department Of Commerce And The City Of Ponca City, In The Amount Of \$152,222.00.

Commissioner Taylor made the motion to approve item #14. Commissioner Chapman seconded.

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

15. ADJOURN

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

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

Mayor Nicholson adjourned the Board of Commissioners meeting at 5:55 p.m.

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

ATTEST:

CITY CLERK



MAYOR

*Norma Wilkins*

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY UTILITY AUTHORITY  
October 12, 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)  
Paul Taylor, Trustee (In Person)  
Craig Stephenson, City Manager  
John Andrew, Trust Attorney  
Marc LaBossiere, Secretary

Absent: Shasta Scott, Trustee

Others Present: Tan McKinley, Chris Henderson, Kevin Jeffries, Steve Sullivan, Butch Herring, Dave Williams, Hong Fu, Eddie Randall, City Staff; citizens.

1. CALL TO ORDER

Chairman Homer Nicholson called the meeting to order at 5:55 p.m.

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

The Board of Trustees found items #2 through #4 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. Nays; None. Motion carried.

2. Consider And Vote Upon The Minutes Of The Ponca City Utility Authority Regular Session Held September 28, 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. 1114**

***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 2020-21.

**RESOLUTION NO. 1115**

***A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR FISCAL YEAR 2020-21.***

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

5. None

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

6. Consider And Vote On The Authorizing The Execution Of The Contract Documents With American Demolition Of Tulsa, Oklahoma For The Demolition And Removal Of The #2 Cooling Tower At The Ponca City Power Plant, In The Amount Of \$56,790.00.

Trustee Taylor made the motion to approve item #6. Trustee Austin seconded.

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

7. Consider And Vote On A Contract With Cabbiness Engineering To Provide Preliminary Engineering, Design, Bidding Services, And Construction Administration For The North 6<sup>th</sup> Street Water Main Replacement Project In The Not-To-Exceed Amount Of \$41,500.00

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

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

8. ADJOURN

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

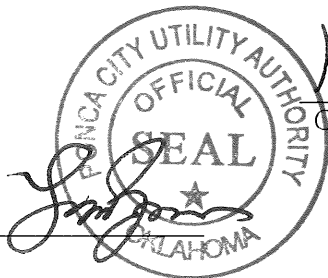
Roll: Yeas; Taylor, Austin, Nicholson, Chapman. Nays; None. Motion carried.

Chairman Nicholson adjourned the Ponca City Utility Authority meeting 6:04 p.m.

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

ATTEST:

TRUST SECRETARY



*Nancy Nicholson*

CHAIRMAN