

**MINUTES OF A
MEETING OF THE NEWCASTLE PUBLIC WORKS AUTHORITY
(Opening Prayer & Flag Salute)**

DATE: December 12, 2011

TIME: 6:00 P.M.

PLACE: NEWCASTLE MULTI-PURPOSE CENTER
705 NW 10TH STREET

ITEM 1: CALL TO ORDER/ROLL CALL

Chairman Karl Nail called the meeting to order at 6:03 p.m.

PRESENT: Chairman Karl Nail
Vice Chair Linda Molsbee
Trustee Cindy Frizzell

ABSENT: Trustee Wayne McDoulett
Trustee Chris Turner

OTHERS PRESENT: Nick Nazar, General Manager; Kevin Self, Assistant General Manager; Ted Haxel, City Attorney; Camille Dowers, NPWA Secretary; Sharon Ferguson, City Treasurer; Ian Crittenden, City Planner; Gordon Harness, Planning Commission Chairman; Kenny Sullivan, P.E., Glenn Sullivan & Associates, City Engineer; Jon Tankersley, Deputy Emergency Manager

ITEM 2: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF THE AGENDA

Motion was made by Linda Molsbee and seconded by Cindy Frizzell to approve the agenda. Board polled: Linda Molsbee, yes; Cindy Frizzell, yes; Karl Nail, yes. Motion carried.

ITEM 3: CITIZENS' COMMENTS

None

ITEM 4: CONSENT AGENDA

- A. Minutes:**
 - November 14, 2011
 - December 2, 2011
- B. Claims**
- C. Transfer of funds**
- D. Appropriation of funds**
- E. Budget Amendments**
- G. OKC Connection claims**
- H. Approval of claims in excess of \$25,000.00**
- I. Receipt of ODEQ permit for 2,314 linear ft. of 8 in. and 172 linear ft. of 6 in. water line (No. WL000044110622 Early Childhood Center)**

City Treasurer Sharon Ferguson requested approval to move some funds to Certificates of Deposit. The consensus of the trustees was to invest \$1,500,000.00 in Certificates of Deposit in multiple quantities of smaller increments at Sooner State Bank which offered the best interest rate.

Motion was made by Cindy Frizzell and seconded by Linda Molsbee to approve the consent agenda as amended to include budget amendment #12-04 for purchase of ODOT right-of-way as presented by Sharon Ferguson, City Treasurer. Board polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 5: DISCUSSION AND POSSIBLE ACTION REGARDING ADJUSTMENT OF UTILITY ACCOUNT NO. 15492-2734, SERVICE ADDRESS: 200 N. MAIN STREET, SUITE D (ROBIN FIELDER)

Appearance was made by Jan Hancock, bookkeeper, on behalf of Robin Fielder requesting adjustment of utility account #15492-2734. Motion was made by Cindy Frizzell and seconded by Karl Nail to approve waiver of late charges in the amount of \$414.93 under Item 5. Board polled: Linda Molsbee, yes; Cindy Frizzell, yes; Karl Nail, yes. Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF PAY REQUEST NO. 1 FROM WEE CONSTRUCTION CO. FOR WORK ON OKC CONNECTION, PHASE I, IN THE AMOUNT OF \$468,280.21 AND RATIFICATION OF DRAW ON LINE OF CREDIT AT FIRST NATIONAL BANK & TRUST CO.

Kenny Sullivan, City Engineer, appeared and recommended approval of Item 6. Motion was made by Cindy Frizzell and seconded by Linda Molsbee to authorize payment to Wee Construction Co. in the amount of \$468,280.21, and ratify draw for said sum on existing line of credit at First National Bank & Trust Co. Board polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 7: DISCUSSION AND POSSIBLE ACTION FOR AUTHORIZATION TO ENTER INTO FINANCING IN THE AMOUNT OF \$55,824.00 WITH CHICKASHA BANK & TRUST FOR THE PURCHASE OF APPROXIMATELY 6.04 ACRES FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

Motion was made by Cindy Frizzell and seconded by Linda Molsbee to approve financing proposal of Chickasha Bank & Trust under Item 7 in the amount of \$55,824.00 for 5 years at 3.01% interest. Board polled: Linda Molsbee, yes; Cindy Frizzell, yes; Karl Nail, yes. Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION FOR AUTHORIZATION TO ENTER INTO FINANCING IN THE AMOUNT OF \$19,261.00 WITH FIRST NATIONAL BANK & TRUST CO. FOR THE PURCHASE OF 2011 CHEVROLET CREW CAB PICKUP

Motion was made by Linda Molsbee and seconded by Cindy Frizzell to approve financing proposal of First National Bank & Trust Co. under Item 8 in the amount of \$19,261.00 at 3.25% for 36 mos. Board polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON EMPLOYEE COST-OF-LIVING PAY INCREASES AND PROVIDING FOR EFFECTIVE DATE OF JULY 6, 2011

General Manager Nick Nazar proposed a 3% cost-of-living pay increase for employees to be retroactively effective from July 6, 2011. Motion was made by Linda Molsbee and seconded by Cindy Frizzell to approve a 3% employee pay increase effective July 6, 2011, under Item 9, excepting fire and police union employees, and excepting the City Manager, but including the City Treasurer. Board polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 10: GENERAL MANAGER'S COMMENTS

General Manager Nick Nazar reported the booster station bids will be opened on Thursday, December 15th. Construction cost estimates are being prepared for a planned 600,000 gal. water tower to be located in The Ridge. Work continues on the school projects.

ITEM 11: TRUSTEES' COMMENTS

None

ITEM 12: ADJOURNMENT

Motion was made by Cindy Frizzell and seconded by Linda Molsbee to adjourn. The motion unanimously passed and the meeting was adjourned at 6:31 p.m.

Except for motions, the minutes only constitute an outline of discussion made by the Council/NPWA and legal advice by the City Attorney.

Chairman

Vice Chairman

Trustee

Trustee

Trustee

**MINUTES OF A
MEETING OF THE NEWCASTLE CITY COUNCIL**

DATE: December 12, 2011

TIME: 6:00 P.M.

PLACE: NEWCASTLE MULTI-PURPOSE CENTER
705 NW 10TH STREET

ITEM 1: CALL TO ORDER/ROLL CALL

Mayor Karl Nail called the meeting to order at 6:32 p.m.

PRESENT: Mayor Karl Nail
Vice Mayor Linda Molsbee
Council Member Cindy Frizzell

ABSENT: Council Member Wayne McDoulett
Council Member Chris Turner

OTHERS PRESENT: Nick Nazar, City Manager; Kevin Self, Assistant City Manager; Ted Haxel, City Attorney; Camille Dowers, City Clerk; Sharon Ferguson, City Treasurer; Ian Crittenden, City Planner; Gordon Harness, Planning Commission Chairman; Kenny Sullivan, P.E., Glenn Sullivan & Associates, City Engineer; Jon Tankersley, Deputy Emergency Manager

ITEM 2: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF THE
AGENDA

Motion was made by Linda Molsbee and seconded by Cindy Frizzell to approve the agenda. Council polled: Linda Molsbee, yes; Cindy Frizzell, yes; Karl Nail, yes. Motion carried.

ITEM 3: CITIZENS' COMMENTS

None

ITEM 4: CONSENT AGENDA

- A. Minutes:**
 - November 14, 2011
 - December 2, 2011
- B. Claims**
- C. Transfer of Funds**
- D. Appropriation of Funds**
- E. Budget Amendments**
- G. OKC Connection Claims**
- H. Approval of claims in excess of \$25,000.00**
- I. Declare as surplus property:**
 - 1996 Dodge Pickup 1500—VIN #98016
 - 1995 Chevrolet S10 Pickup—VIN #51160
 - 2007 Ford Crown Victoria—VIN #23208
 - 2007 Ford Crown Victoria—VIN # 07779

1998 Ford F150 Pickup—VIN #61680

1989 Stewart Rock Trailer—VIN #12891

J. Receipt of ODEQ permit for 2,314 linear ft. of 8 in. and 172 linear ft. of 6 in. water line (No. WL000044110622 Early Childhood Center)

Motion was made by Cindy Frizzell and seconded by Linda Molsbee to approve the consent agenda as amended to include budget amendment #12-05 presented by Sharon Ferguson, City Treasurer. Council polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 5: DISCUSSION AND POSSIBLE ACTION FOR AUTHORIZATION TO ENTER INTO FINANCING IN THE AMOUNT OF \$55,824.00 WITH CHICKASHA BANK & TRUST FOR THE PURCHASE OF APPROXIMATELY 6.04 ACRES FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

Motion was made by Cindy Frizzell and seconded by Linda Molsbee to approve financing proposal of Chickasha Bank & Trust under Item 5 in the amount of \$55,824.00 for 5 years at 3.01% interest. Council polled: Linda Molsbee, yes; Cindy Frizzell, yes; Karl Nail, yes. Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION FOR AUTHORIZATION TO ENTER INTO FINANCING IN THE AMOUNT OF \$19,261.00 WITH FIRST NATIONAL BANK & TRUST CO. FOR THE PURCHASE OF 2011 CHEVROLET CREW CAB PICKUP

Motion was made by Linda Molsbee and seconded by Cindy Frizzell to approve financing proposal of First National Bank & Trust Co. under Item 6 in the amount of \$19,261.00 at 3.25% for 36 mos. Council polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON RE-APPOINTMENT OF MUNICIPAL JUDGE KYLE SAUNDERS THROUGH JUNE 15, 2012, AND APPOINTMENT OF GORDON HARNES AS ALTERNATE MUNICIPAL JUDGE

Motion was made by Cindy Frizzell and seconded by Linda Molsbee to re-appoint Judge Kyle Saunders as municipal judge, and to appoint Gordon Harness as alternate municipal judge, with each appointment to run through June 15, 2012. Council polled: Linda Molsbee, yes; Cindy Frizzell, yes; Karl Nail, yes. Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF \$100.00 INCREASE IN MONTHLY SALARY FOR MUNICIPAL JUDGE POSITION FROM \$700.00 TO \$800.00 PER MONTH

Motion was made by Linda Molsbee and seconded by Cindy Frizzell to approve Item 8, effective immediately. Council polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON EMPLOYEE COST-OF-LIVING PAY INCREASES AND PROVIDING FOR EFFECTIVE DATE OF JULY 6, 2011

City Manager Nick Nazar proposed a 3% cost-of-living pay increase for employees to be retroactively effective from July 6, 2011. Motion was made by Linda Molsbee and seconded by Cindy Frizzell to approve a 3% employee pay increase effective July 6, 2011, under Item 9, excepting fire and police union employees, and excepting the City Manager, but including the City Treasurer. Council polled: Cindy Frizzell, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 10: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF CONTRACT WITH OKLAHOMA NATURAL GAS COMPANY FOR RELOCATION OF 4-IN. NATURAL GAS PIPELINES AT NE 16TH ST. AND HWY. 62, FOR TOTAL ESTIMATED COST OF RELOCATION IN THE AMOUNT OF \$64,018.00, WITH CITY TO REIMBURSE AND PAY PROPORTIONATE AMOUNT OF 69.62% (\$44,569.00) AND ONG TO SHARE 30.38% (\$19,449.00) OF COSTS FOR 16TH ST. BRIDGE PROJECT

No action was taken.

ITEM 11: CITY MANAGER'S COMMENTS

Nick Nazar reported that two (2) diesel Hummers were purchased for the police department from government surplus for \$800.00 each. The street department is stabilizing the parking lot at the old police station location in preparation for paving.

ITEM 12: COUNCIL MEMBERS' COMMENTS

Council member Linda Molsbee expressed appreciation for help with her flat tire.

ITEM 13: ADJOURNMENT

Motion was made by Cindy Frizzell and seconded by Linda Molsbee to adjourn. The motion unanimously passed and the meeting was adjourned at 6:50 p.m.

Except for motions, the minutes only constitute an outline of discussion made by the Council/NPWA and legal advice by the City Attorney.

Mayor

Vice Mayor

Council Member

Council Member

Council Member