

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

DATE: January 9, 2017
TIME: 6:00 P.M.
PLACE: NEWCASTLE MULTI-PURPOSE CENTER
705 NW 10TH STREET

ITEM 1: CALL TO ORDER/ROLL CALL

Karl Nail called the meeting to order at 6:00 p.m.

PRESENT: Chair Karl Nail
Vice Chair Gene Reid
Trustee Tommy Clay
Trustee Tiffany Elczyn
Trustee Mike Fullerton

ABSENT: None

OTHERS PRESENT: Nick Nazar, General Manager; Kevin Self, Assistant General Manager; Camille Dowers, NPWA Secretary; Kimberly Coffman, City Treasurer; Rebecca Brewster, Community Development Director; Gordon Harness, Planning Commission Chair; Scott Hannan, IT Director; Gary Norman, Newcastle Police Chief; Kenny Sullivan, P.E., Glenn Sullivan & Associates, City Engineer; Ted Haxel, City Attorney

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

Motion was made by Gene Reid and seconded by Mike Fullerton to approve the agenda. Board polled: Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Karl Nail, yes. Motion carried.

ITEM 3: CITIZENS' COMMENTS

None

ITEM 4: CONSENT AGENDA
A. Minutes: December 12, 2016
B. Claims
C. Transfer of Funds
D. Appropriation of Funds
E. Budget Amendments
F. Approval of Claims in excess of \$25,000.00

Motion was made by Tommy Clay and seconded by Tiffany Elczyn to approve the consent agenda. Board polled: Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Karl Nail, yes. Motion carried.

ITEM 5: TREASURER’S MONTHLY FINANCIAL REPORT

Kim Coffman presented the monthly financial report.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON ADJUSTMENT OF UTILITY ACCOUNT #16821-4787, SERVICE ADDRESS: 1920 NW 4th PLACE (Debbie Bohannan)

Appearances were made by Debbie Bohannan and her son-in-law, Chris Turner. She was notified by the Water Department that she had a leak and presented the board with a receipt for repairs. Motion was made by Gene Reid and seconded by Tommy Clay to adjust the December water bill and the January bill, if needed, to the average of the previous twelve months. Board polled: Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Karl Nail, yes. Motion carried.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON SUBMITTING PLANS, APPLICATION FOR PERMIT TO CONSTRUCT, AND APPLICATION FEE OF \$1,358.33 TO ODEQ FOR THE NEWCASTLE ACRES WATER SYSTEM IMPROVEMENTS

Kenny Sullivan recommended approval of Item 7 and stated this is the Grigsby Road waterline. Motion was made by Tiffany Elczyn and seconded by Mike Fullerton. Board polled: Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Karl Nail, yes. Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF CASH HANDLING POLICY AND CASH HANDLING GUIDELINES

Kevin Self presented a proposed written policy and guidelines for cash-handling which was compiled by Kevin Self, Kim Coffman and Nick Nazar. Gene Reid inquired about the City Treasurer’s review for compliance with the guidelines and policy, and what subsequent procedures would be conducted. Kevin Self stated it proposed that non-compliance would be reported by the Treasurer to the City Manager. Gene Reid also inquired about Item 6 regarding the Treasurer’s duties to ensure adequate documentation be maintained by departments. After discussion, motion was made by Gene Reid and seconded by Mike Fullerton to adopt the Cash Handling Policy and Guidelines with the changes noted. Board polled: Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Karl Nail, yes. Motion carried.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON AMENDMENTS TO PERSONNEL MANUAL “LEAVE” POLICIES:

A. Section 310—Bereavement Leave

Motion was made by Tommy Clay and seconded by Gene Reid to approve Item 9(A) increasing the named relatives entitling employees to bereavement leave. Board polled: Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Karl Nail, yes. Motion carried.

B. Section 305—Holiday Leave

Motion was made by Tiffany Elczyn and seconded by Gene Reid to approve Item 9(B) adding Martin Luther King, Jr. day and Presidents’ Day to city holidays. Board polled: Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Karl Nail, yes. Motion carried.

C. Section 304—Annual Leave

Motion was made by Tommy Clay and seconded by Mike Fullerton to approve Item 9(C) adding an increased accrual rate of paid leave for employees beginning at the sixteenth year of employment. Board polled: Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Karl Nail, yes. Motion carried.

ITEM 10: GENERAL MANAGER’S COMMENTS

Nick Nazar stated projects beginning include Hilltop Acres, the 2016 Water System Upgrade, the Woodland Hills water crossing and fire hydrant installation, and Newcastle Acres/Grigsby. The Portland Ave. waterline has been lowered for the road construction profile.

ITEM 11: TRUSTEES’ COMMENTS

None

ITEM 12: ADJOURNMENT

Motion was made by Tiffany Elczyn and seconded by Mike Fullerton 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.

Chair

Vice Chair

Board Member

Board Member

Board Member

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

DATE: January 9, 2017
TIME: 6:00 P.M.
PLACE: NEWCASTLE MULTI-PURPOSE CENTER
705 NW 10TH STREET

ITEM 1: CALL TO ORDER/ROLL CALL

Karl Nail called the meeting to order at 6:50 p.m.

PRESENT: Mayor Karl Nail
Vice Mayor Gene Reid
Council Member Tommy Clay
Council Member Tiffany Elczyn
Council Member Mike Fullerton

ABSENT: None

OTHERS PRESENT: Nick Nazar, City Manager; Kevin Self, Assistant City Manager; Camille Dowers, City Clerk; Kimberly Coffman, City Treasurer; Rebecca Brewster, Community Development Director; Gordon Harness, Planning Commission Chair; Scott Hannan, IT Director; Gary Norman, Police Chief; Kenny Sullivan, P.E., Glenn Sullivan & Associates, City Engineer; Ted Haxel, City Attorney

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

Motion was made by Gene Reid and seconded by Tiffany Elczyn to approve the agenda. Council polled: Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Karl Nail, yes. Motion carried.

ITEM 3: CITIZENS' COMMENTS

None

ITEM 4: CONSENT AGENDA

- A. Minutes: December 12, 2016**
- B. Claims**
- C. Transfer of Funds**
- D. Appropriation of Funds**
- E. Budget Amendments**
- F. Approval of Claims in excess of \$25,000.00**
- G. Approval of Contracts**
- H. Surplus Property: iPhone 5, Serial Number 013970006332786**
- I. Non-waiver of Sales/Use Tax Penalties and Interest:
Approximately \$1.07 from Zungular Corp.**

Motion was made by Tommy Clay and seconded by Mike Fullerton to approve the consent agenda, including Budget Amendment #17-06 as presented. Council polled: Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Karl Nail, yes. Motion carried.

ITEM 5: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION NO. 2017-01 FOR ASSIGNMENT OF 9-1-1 FEES TO 9-1-1 ACOG FOR FISCAL YEAR ENDING JUNE 30, 2017

Motion was made by Gene Reid and seconded by Mike Fullerton to approve Item 5. Council polled: Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Karl Nail, yes. Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION TO ADOPT THE CITY OF NEWCASTLE HEALTHY FOOD RETAIL RESOLUTION NO. 2017-02 AND TO FORM A TASK FORCE FOR THE CERTIFIED HEALTHY INITIATIVE

Rebecca Brewster presented Resolution No. 2017-02 and stated that a 2 to 6 person task force would need to be created to research healthy food availability in Newcastle. The initiative would involve locally-owned food retailers. Laura Matlock, Healthy Initiative Coordinator, also appeared to answer questions from the Council. Motion was made by Gene Reid and seconded by Mike Fullerton to approve Item 6. Council polled: Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Karl Nail, yes. Motion carried.

ITEM 7: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ON PLANNING COMMISSION RECOMMENDATION TO APPROVE APPLICATION OF LIFE SPRINGS CHURCH OF THE NAZARENE, INC., FOR REZONING AND ADOPTION OF ORDINANCE NO. 777 TO REZONE FROM PUD (PLANNED UNIT DEVELOPMENT) TO PUD-AMENDED (PLANNED UNIT DEVELOPMENT), PROPERTY LOCATED IN THE N/2 NE/4 NE/4 AND THE NW/4 NE/4 N/2 OF SW/4 NE/4 OF SEC. 18, TOWNSHIP 9 NORTH, RANGE 4 WEST, I.M., MCCLAIN COUNTY, OKLAHOMA, (TRACT 1 OF THE FINAL PLAT OF BROOKFIELD ESTATES) PROPERTY ADDRESS: 3220 NW 16TH STREET, NEWCASTLE, OKLAHOMA (R2016-015)

Gordon Harness appeared and presented the recommendation of the Planning Commission to approve the Amended PUD Agreement which applies to Lot 1 only, allowing the use of a church, and rezoning to PUD (Amended) by adoption of Ordinance No. 777. He stated there were no objections at the Planning Commission meetings. Additional requirements were that the overlay district requirements be imposed. Also, public road access will be as near as possible to the west property line and onto NW 16th St. No access will be on Hwy. 76. There was no public comment. Motion was made by Tommy Clay and seconded by Mike Fullerton to approve Item 7 and adopt Ordinance No. 777. Council polled: Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Karl Nail, yes. Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF EMERGENCY CLAUSE OF ORDINANCE NO. 777

Motion was made by Mike Fullerton and seconded by Tommy Clay to adopt the Emergency Clause of Ordinance No. 777. Council polled: Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Karl Nail, yes. Motion carried.

ITEM 9: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ON PLANNING COMMISSION RECOMMENDATION TO APPROVE APPLICATION OF LINDA MORRIS FOR REZONING AND ADOPTION OF ORDINANCE NO. 778 TO REZONE FROM A (AGRICULTURE) TO E-2 (URBAN ESTATE)

RESIDENTIAL), TRACT LOCATED IN THE E/2 SW/4 OF SECTION 6, TOWNSHIP 9 NORTH, RANGE 4 WEST, I.M., MCCLAIN COUNTY, OKLAHOMA. PROPERTY LOCATION: 3633 NW 24TH, NEWCASTLE, OK (R2016-007)—TRACT B

Gordon Harness appeared and stated that family lots were initially divided without rezoning or lot split approval. Rezoning for Tract A was approved at the December 12, 2016 council meeting. He presented the recommendation of the Planning Commission to approve the rezoning for Tract B under this rezoning application, and also for Tract C under Item 11 below. There was no public comment. Motion was made by Gene Reid and seconded by Tiffany Elczyn to approve Item 9 and adopt Ordinance No. 778. Council polled: Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Karl Nail, yes. Motion carried.

ITEM 10: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF EMERGENCY CLAUSE OF ORDINANCE NO. 778

Motion was made by Mike Fullerton and seconded by Tommy Clay to adopt the Emergency Clause of Ordinance No. 778. Council polled: Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Karl Nail, yes. Motion carried.

ITEM 11: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ON PLANNING COMMISSION RECOMMENDATION TO APPROVE APPLICATION OF CHRIS MORRIS FOR REZONING AND ADOPTION OF ORDINANCE NO. 779 TO REZONE FROM A (AGRICULTURE) TO E-2 (URBAN ESTATE RESIDENTIAL), TRACT LOCATED IN THE E/2 SW/4 OF SECTION 6, TOWNSHIP 9 NORTH, RANGE 4 WEST, I.M., MCCLAIN COUNTY, OKLAHOMA. PROPERTY LOCATION: 3633 NW 24TH, NEWCASTLE, OK (R2016-007)—TRACT C

There was no public comment. Motion was made by Gene Reid and seconded by Tiffany Elczyn to approve Item 11 and adopt Ordinance No. 779. Council polled: Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Karl Nail, yes. Motion carried.

ITEM 12: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF EMERGENCY CLAUSE OF ORDINANCE NO. 779

Motion was made by Mike Fullerton and seconded by Tommy Clay to adopt the Emergency Clause of Ordinance No. 779. Council polled: Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Karl Nail, yes. Motion carried.

ITEM 13: DISCUSSION AND POSSIBLE ACTION ON DESIGNATION OF DELEGATE AND ALTERNATE DELEGATE(S) TO SERVE ON THE 9-1-1 ACOG BOARD OF DIRECTORS

Motion was made by Tommy Clay and seconded by Gene Reid to approve the designation of Tiffany Elczyn as the delegate to represent Newcastle on the 9-1-1 ACOG Board of Directors, with Mike Fullerton and Tommy Clay to continue as alternate delegates. Council polled: Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Karl Nail, yes. Motion carried.

ITEM 14: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF CASH HANDLING POLICY AND CASH HANDLING GUIDELINES

Motion was made by Gene Reid and seconded by Mike Fullerton to approve Item 14 with noted changes as approved by the NPWA board. Council polled: Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Karl Nail, yes. Motion carried.

ITEM 15: DISCUSSION AND POSSIBLE ACTION ON AMENDMENTS TO PERSONNEL MANUAL “LEAVE” POLICIES:

A. Section 310—Bereavement Leave

Motion was made by Tiffany Elczyn and seconded by Mike Fullerton to approve Item 15(A) as proposed. Council polled: Mike Fullerton, yes; Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Karl Nail, yes. Motion carried.

B. Section 305—Holiday Leave

Motion was made by Gene Reid and seconded by Tiffany Elczyn to approve Item 15(B) as proposed. Council polled: Gene Reid, yes; Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Karl Nail, yes. Motion carried.

C. Section 304—Annual Leave

Motion was made by Tommy Clay and seconded by Tiffany Elczyn to approve Item 15(C) as proposed. Council polled: Tommy Clay, yes; Tiffany Elczyn, yes; Mike Fullerton, yes; Gene Reid, yes; Karl Nail, yes. Motion carried.

ITEM 16: DISCUSSION AND POSSIBLE ACTION ON SUBMITTAL OF REQUEST TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR SIGNAGE, LIGHTING AND/OR OTHER SAFETY IMPROVEMENTS TO SH-76

Nick Nazar stated he spoke with ODOT official Kevin Bloss. Signage changes need to be done through ODOT. Additional lighting could be done by Newcastle with nothing placed in the “clear zone”. The radar speed signs may be done by Newcastle. Prices for trailers are being checked. Gene Reid asked about prices for permanent signs. Police Chief Gary Norman distributed statistics regarding accidents occurring in 2016 on State Hwy. 76. Mike Fullerton recommended that a request be made to ODOT for left-turn lanes at the State Hwy. 130, SW 16th St. and SW 24th St. intersections on Hwy. 76. After discussion, Nick Nazar was directed to explore options and pricing for purchase of lighted text signs with radar readings and lighting for the intersections. He will also contact ODOT regarding signage and left-turn lanes.

ITEM 17: DISCUSSION AND POSSIBLE ACTION ON SUBMITTING PLANS, APPLICATION FOR PERMIT TO CONSTRUCT, AND APPLICATION FEE OF \$1,358.33 TO ODEQ FOR THE NEWCASTLE ACRES WATER SYSTEM IMPROVEMENTS

Motion was made by Tiffany Elczyn and seconded by Gene Reid to approve Item 17.

ITEM 18: ASSISTANT CITY MANAGER’S COMMENTS

None

ITEM 19: CITY MANAGER'S COMMENTS

Nick Nazar stated crews have a lot of projects underway around the city. He distributed his written City Manager's report.

ITEM 20: COUNCIL MEMBERS' COMMENTS

None

ITEM 21: ADJOURNMENT

Motion was made by Tommy Clay and seconded by Tiffany Elczyn to adjourn. The motion unanimously passed and the meeting was adjourned at 7:48 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