

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

DATE: June 12, 2017
TIME: 6:00 P.M.
PLACE: NEWCASTLE MULTI-PURPOSE CENTER
705 NW 10TH STREET

ITEM 1: CALL TO ORDER/ROLL CALL

Gene Reid called the meeting to order at 6:02 p.m.

PRESENT: Chair Gene Reid
Vice Chair Joe Covey
Trustee Mike Fullerton
Trustee Jimmy Gurley
Trustee Karl Nail

ABSENT: None

OTHERS PRESENT: Nick Nazar, General Manager; Kevin Self, Assistant General Manager; Dinah Alizadeh, Executive Administrative Assistant; Camille Dowers, NPWA Secretary; Kimberly Coffman, City Treasurer; Rebecca Brewster, Community Development Director; Gordon Harness; Planning Commission Chair; Ted Haxel, City Attorney

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

Motion was made by Mike Fullerton and seconded by Jimmy Gurley to amend the agenda to move NPWA agenda Item 6 to the end of the NPWA agenda. Board polled: Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Gene Reid, yes. Motion carried.

ITEM 3: CITIZENS' COMMENTS

Terry Tidwell, 1801 NW 32nd St., appeared with information available online about developer and builder Tony Meek and the numerous companies in which he has an interest. He reported about problems his daughter had with construction of her house and in obtaining an certificate of occupancy.

Cindy Frizzell, 620 Westwind Drive, appeared and inquired about whether water rationing is in effect for Newcastle and for Oklahoma City as a supplier for Newcastle. She said Newcastle should have plenty of water.

ITEM 4: CONSENT AGENDA

- A. Minutes: May 8, 2017
May 22, 2017**
- B. Claims**
- C. Transfer of Funds**
- D. Appropriation of Funds**
- E. Budget Amendment #17-08**
- F. Approval of Claims in excess of \$25,000.00**
- G. Approval of Contracts**

- i. OMAG 2017-2018 Workers Comp Renewal**
- ii. OMAG 2017-2018 Property and Liability Renewal**

Motion was made by Mike Fullerton and seconded by Jimmy Gurley to approve the consent agenda. Board polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes; Gene Reid, yes. Motion carried.

ITEM 5: TREASURER'S MONTHLY FINANCIAL REPORT

Kim Coffman presented the monthly report of the City Treasurer. She reported that a budget amendment will be presented for city council approval for payment of the recent park land purchase.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2017-02 OF THE GOVERNING BODY OF THE NEWCASTLE PUBLIC WORKS AUTHORITY FOR APPROVAL OF ANNUAL BUDGET FOR FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018

Gene Reid announced Item 6 is deferred to the end of the meeting.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON ADJUSTMENT OF UTILITY ACCOUNTS:

- A. #03-1579-01, Service address: 1804 S. Country Club Rd. (Kristen Goodhue)**

No action was taken.

- B. #10-2220-00, Service address: 200 Naomi Lane (Stonetown Tri-City, LLC)**

Ken Worth appeared for Stonetown Tri-City, LLC. Motion was made by Mike Fullerton and seconded by Joe Covey to adjust the water account billing for the two months in question to the average of the previous 12 months. Board polled: Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes; Mike Fullerton, yes; Gene Reid, yes. Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON PURCHASE OF EASEMENT FOR EXTENSION OF SEWER LINE ALONG SE 16TH AND HWY. 62

No action was taken.

ITEM 9: DISCUSSION AND POSSIBLE ACTION FOR AUTHORIZATION TO ADVERTISE FOR BIDS FOR EXTENSION OF SEWER LINE FOR THRU-TUBING JOINT VENTURE

No action was taken.

ITEM 10: DISCUSSION AND POSSIBLE ACTION TO RETAIN PROFESSIONAL SERVICES FOR PROJECT DESIGN, ENGINEERING AND INSPECTION OF STREET AND DRAINAGE PROJECTS FOR PARK LAND AND FORMER GARRETT PROPERTY PURCHASED BY THE NEWCASTLE PUBLIC WORKS AUTHORITY FOR TRACT SITUATED IN THE WEST HALF (W/2) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE FOUR (4) WEST OF THE INDIAN MERIDIAN, McCLAIN COUNTY, OKLAHOMA, AND

IN FULFILLMENT OF CONTRACTUAL OBLIGATIONS WITH MEEK DEVELOPMENT, LLC

Nick Nazar recommended engaging Crafton Tull for engineering services. He said that Crafton Tull was working for the developer of the rest of the property and that a successful job could be performed for both the city and the developer. He was directed to obtain a proposal to be presented to the council. No action was taken.

ITEM 11: GENERAL MANAGER’S COMMENTS

Nick Nazar reported on water supply issues by a potential waterline break. A newsletter is planned for the next water bill. Notification was made on Facebook. Oklahoma City is requiring odd-even rationing and Newcastle is under contractual obligation with Oklahoma City to ration as well.

ITEM 12: TRUSTEES’ COMMENTS

None

ITEM 13: ADJOURNMENT

Motion was made by Mike Fullerton and seconded by Jimmy Gurley to adjourn and reconvene at the end of the city council meeting to discuss and act on the NPWA budget. The motion passed unanimously and the meeting was adjourned at 6:57 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

Trustee

Trustee

Trustee

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

DATE: June 12, 2017
TIME: 6:00 P.M.
PLACE: NEWCASTLE MULTI-PURPOSE CENTER
705 NW 10TH STREET

ITEM 1: CALL TO ORDER/ROLL CALL

Gene Reid called the meeting to order at 6:58 p.m.

PRESENT: Mayor Gene Reid
Vice Mayor Joe Covey
Council Member Mike Fullerton
Council Member Jimmy Gurley
Council Member Karl Nail

ABSENT: None

OTHERS PRESENT: Nick Nazar, City Manager; Kevin Self, Assistant City Manager; Dinah Alizadeh, Executive Administrative Assistant; Camille Dowers, NPWA Secretary; Kimberly Coffman, City Treasurer; Rebecca Brewster, Community Development Director; Gordon Harness; Planning Commission Chair; Ted Haxel, City Attorney

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

Motion was made by Joe Covey and seconded by Mike Fullerton to approve the agenda as amended, moving Item 5 and Item 6 to the end of the agenda. Council polled: Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Gene Reid, yes. Motion carried.

ITEM 3: CITIZENS' COMMENTS

Cindy Frizzell, 620 Westwind Drive, appeared and commented that her son had been in an accident coming out of Eagle Lake Estates onto Hwy. 130 on Sunday. His vehicle collided with a wrecker pulling a car. She thanked the emergency response teams for their rapid response and excellent service. She inquired about installing flashing lights and signs on Hwy. 130 near the intersection.

She also commented on the safety of the narrow bridges over the H.E. Bailey turnpike. She said on the NW 24th St. bridge there has been a red line painted in the center of the bridge. She requested that the Country Club bridge be striped with a centerline as well.

Gene Reid read a "letter of apology" from Debbie Garrett at her request, regarding comments made at the May 30, 2017, special council meeting. A copy of her letter is attached hereto.

ITEM 4: CONSENT AGENDA
A. Minutes: May 8, 2017
May 22, 2017
May 30, 2017
B. Claims

- C. Transfer of Funds
- D. Appropriation of Funds
- E. Budget Amendments #17-11 and #18-01
- F. Approval of Claims in excess of \$25,000.00
- G. Approval of Contracts
 - i. OML Service Fees
 - ii. OMAG 2017-2018 Workers Comp Renewal
 - iii. OMAG 2017-2018 Property and Liability Renewal
- H. Non-waiver of Sales/Use Tax Penalties and Interest:
Approximately \$3.50 from Hugg & Hall Equipment Co.

Motion was made by Mike Fullerton and seconded by Jimmy Gurley to approve the consent agenda with correction to the minutes of the May 30, 2017 meeting, correcting remarks made by Jimmy Gurley under Item 4 to read "Commercial areas should *not* be allowed to be developed for residential." Council polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes; Gene Reid, yes. Motion carried.

ITEM 5: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2017-06 OF THE GOVERNING BODY OF THE CITY OF NEWCASTLE FOR ADOPTION OF THE ANNUAL BUDGET FOR FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018

Item 5 was deferred to the end of the agenda.

ITEM 6: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTON ON RESOLUTION NO. 2017-07 OF THE GOVERNING BODY OF THE CITY OF NEWCASTLE FOR APPROVAL OF THE ANNUAL BUDGET FOR THE NEWCASTLE ECONOMIC DEVELOPMENT AUTHORITY FOR FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018

Item 6 was deferred to the end of the agenda.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATION OF PARKS BOARD FOR APPROVAL OF VETERANS PARK TRAIL PROJECT COST ESTIMATES OF \$5,000 FOR PURCHASES INCLUDING MILE MARKERS, 3 ADULT BENCHES AND 3 CHILD BENCHES

Rebecca Brewster reported on information received from the Placemaking Conference she attended at OU regarding grant opportunities. Cindy Frizzell, Parks Board Chair, reported on the recommendation of the Parks Board for purchase of mile markers and benches for the Veterans Park walking trail. Motion was made by Gene Reid and seconded by Mike Fullerton to approve the expenditures under Item 7 from the 2017-18 Budget. Council polled: Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes; Mike Fullerton, yes; Gene Reid, yes. Motion carried.

ITEM 8: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION TO APPROVE PLANNING COMMISSION RECOMMENDATION TO DENY AN APPLICATION TO CLOSE A PORTION OF THE EASEMENT FOR BEVERLY LANE LOCATED IN A TRACT OF LAND 422 FEET E AND 695.8 FEET N OF THE SW/CORNER OF THE SE/4, SW/4 OF SECTION 31, TOWNSHIP 10 NORTH, RANGE 4 WEST, MCCLAIN COUNTY OKLAHOMA FOR THE

GENERAL ASSEMBLY AND CHURCH OF THE FIRSTBORN. PROPERTY LOCATION: NORTH ON BEVERLY LANE, NEWCASTLE, OK

Gordon Harness presented the Planning Commission recommendation to deny the application to close a portion of roadway easement for Beverly Lane. Appearance in support of the Planning Commission recommendation was made by Cale Maddy, Attorney-at-Law, of Moore, Oklahoma on behalf of Robert Yocham and family, adjacent landowner. Motion was made by Jimmy Gurley and seconded by Joe Covey to approve the Planning Commission's recommendation to deny the application of Church of the Firstborn to close a portion of Beverly Lane. Council polled: Karl Nail, yes; Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Gene Reid, yes. Motion carried.

ITEM 9: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION TO CONSIDER AN APPLICATION FOR REZONING FOR DANIEL AND MINDY COCHRAN FROM A (AGRICULTURE) TO E-2 (URBAN ESTATE RESIDENTIAL) LOCATED IN PART OF THE SE/4 NW/4 OF SECTION 20, TOWNSHIP 9 NORTH, RANGE 4 WEST, I.M., MCCLAIN COUNTY, OKLAHOMA, AND FOR ADOPTION OF ORDINANCE NO. 788. PROPERTY LOCATION: 2830 SW 6TH STREET, NEWCASTLE, OKLAHOMA. (R2017-007)

Gordon Harness presented the Planning Commission recommendation to approve the request for rezoning to E-2 under Item 9. Appearance was also made by Dr. David Cochran. Motion was made by Jimmy Gurley and seconded by Mike Fullerton to approve the recommendation of the Planning Commission and to adopt Ordinance No. 788. Council polled: Karl Nail, yes; Joe Covey, absent (having temporarily left the room); Mike Fullerton, yes; Jimmy Gurley, yes; Gene Reid, yes. Motion carried.

ITEM 10: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF FINAL PLAT OF BRADFORD VI

Gordon Harness appeared and requested Item 11 be continued to the July 10, 2017 meeting for submittal and review of the final corrected plat. Motion was made by Joe Covey and seconded by Mike Fullerton to continue Item 10 to the July 10th regular meeting. Council polled: Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Gene Reid, yes. Motion carried.

ITEM 11: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF FINAL PLAT OF DELTA CROSSING

Gordon Harness presented the recommendation of the Planning Commission. Appearance was also made by developer Rick Peters. Motion was made by Joe Covey and seconded by Jimmy Gurley to approve the Final Plat for Delta Crossing subject to obtaining an engineer's estimate for the purchase of performance bonds, and subject to other minor corrections to the Final Plat. Council polled: Mike Fullerton, absent (having temporarily left the room); Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes; Gene Reid, yes. Motion carried.

ITEM 12: DISCUSSION AND POSSIBLE ACTION ON DRIVEWAY PERMITS INCLUDING DRAINAGE REQUIREMENTS

No action was taken.

ITEM 13: DISCUSSION AND POSSIBLE ACTION ON MAILBOX REQUIREMENTS

No action was taken.

ITEM 14: DISCUSSION REGARDING COMPREHENSIVE PLAN

Nick Nazar presented a draft Comprehensive Plan dated December 2010 and prepared with assistance of the University of Oklahoma Division of Regional and City Planning. He reported it is missing a chapter on land use. No action was taken. The consensus was to schedule a joint meeting of the Planning Commission and the City Council.

ITEM 15: DISCUSSION AND POSSIBLE ACTION ON PROPOSAL FOR REQUIREMENT OF 4/5 AFFIRMATIVE VOTE OF THE COUNCIL IN EVENT OF CITIZEN PROTEST OF ACTION TO REZONE PROPERTY

No action was taken.

ITEM 16: DISCUSSION AND POSSIBLE ACTION ON PROPOSAL TO REQUIRE MAILING OF NOTICE TO ADJOINING PROPERTY OWNERS FOR PUBLIC HEARING ON APPROVAL OF PRELIMINARY PLATS AND FINAL PLATS

Rebecca Brewster reported that the cities of Yukon, Moore and Mustang do not require notices described in Item 16. Joe Covey commented that Yukon required a notice on a plat he recently worked on. Gordon Harness stated the function of the Planning Commission is to review and make recommendations to the City Council regarding approval of plats. Joe Covey will draft a proposed Ordinance and will work with the Community Development Director.

ITEM 17: DISCUSSION AND POSSIBLE ACTION TO RETAIN PROFESSIONAL SERVICES FOR PROJECT DESIGN, ENGINEERING AND INSPECTION OF STREET AND DRAINAGE PROJECTS FOR PARK LAND AND FORMER GARRETT PROPERTY PURCHASED BY THE NEWCASTLE PUBLIC WORKS AUTHORITY FOR TRACT SITUATED IN THE WEST HALF (W/2) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE FOUR (4) WEST OF THE INDIAN MERIDIAN, McCLAIN COUNTY, OKLAHOMA, AND IN FULFILLMENT OF CONTRACTUAL OBLIGATIONS WITH MEEK DEVELOPMENT, LLC

No action was taken. A written proposal will be presented at a future meeting.

ITEM 18: DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF MEMBER(S) TO BOARD OF ADJUSTMENTS

Nomination was made by Gene Reid and seconded by Joe Covey to appoint Carl Rose to the Board of Adjustments to serve a three-year term. Council polled: Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes; Mike Fullerton, yes; Gene Reid, yes. Motion carried.

Nomination was made by Gene Reid and seconded by Joe Covey to appoint Will Wright to the Board of Adjustments to serve a three-year term. Council polled: Karl Nail, yes; Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Gene Reid, yes. Motion carried.

ITEM 19: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF INVOICE FROM RETAIL STRATEGIES, LLC FOR PROFESSIONAL CONSULTING AND RELATED SERVICES

Motion was made by Gene Reid and seconded by Karl Nail to approve payment to Retail Strategies, LLC for the third year under the current contract. Council polled: Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, no; Karl Nail, yes; Gene Reid, yes. Motion carried.

ITEM 20: DISCUSSION AND POSSIBLE ACTION FOR AUTHORIZATION TO ADVERTISE FOR BIDS FOR EXTENSION OF SEWER LINE FOR THRU-TUBING JOINT VENTURE

No action was taken.

ITEM 21: DISCUSSION AND POSSIBLE ACTION ON SCHEDULING A JOINT PLANNING COMMISSION, NPWA AND CITY COUNCIL MEETING

No action was taken.

At 9:50 p.m. Gene Reid called a short recess. The meeting was reconvened at 9:56 p.m. as a joint meeting of the NPWA and the City Council.

At this time Gene Reid called Item 6 of the NPWA agenda for approval of the 2017-2018 Budget of the Newcastle Public Works Authority. Motion was made by Gene Reid and seconded by Mike Fullerton to approve the 2017-2018 Annual Budget for the Newcastle Public Works Authority and adoption of NPWA Resolution No. 2017-02. Council polled: Mike Fullerton, yes; Jimmy Gurley, no; Karl Nail, yes; Joe Covey, yes; Gene Reid, yes. Motion carried.

Gene Reid at this time called Item 5, above, for approval of the 2017-2018 Budget of the City of Newcastle. Motion was made by Mike Fullerton and seconded by Karl Nail for approval of the 2017-2018 Budget of the City of Newcastle and adoption of Resolution No. 2017-06. Council polled: Jimmy Gurley, no; Karl Nail, yes; Joe Covey, yes; Mike Fullerton, yes; Gene Reid, yes. Motion carried.

Gene Reid at this time called Item 6, above, for approval of the 2017-2018 Budget of the Newcastle Economic Development Authority. Motion was made by Mike Fullerton and seconded by Karl Nail for approval of the 2017-2018 Budget of the City of Newcastle and adoption of Resolution No. 2017-07. Council polled: Karl Nail, yes; Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Gene Reid, yes. Motion carried.

ITEM 22: ASSISTANT CITY MANAGER'S COMMENTS

Kevin Self reported the FEMA grant for storm shelter cost reimbursement is close to being completed.

ITEM 23: CITY MANAGER'S COMMENTS

Nick Nazar reported the first lift on the Portland Avenue street project has been completed and the second lift will occur tomorrow. Improvements to 24th street will be made next and the gazebo project at the cemetery is nearing completion.

ITEM 24: COUNCIL MEMBERS' COMMENTS

Gene Reid commented on improving time management of meetings. The source of funds for the cemetery gazebo project was questioned and clarified.

ITEM 25: A. DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO AN EXECUTIVE SESSION AS PERMITTED UNDER 25 O.S. SECTION 307(B)(2) DISCUSSING NEGOTIATIONS CONCERNING EMPLOYEES AND REPRESENTATIVES OF EMPLOYEE GROUPS (TWIN CITIES LODGE #135 AND IAFF LOCAL #3910)

Motion was made by Mike Fullerton and seconded by Jimmy Gurley to convene the meeting of the Newcastle City Council into executive session to include the City Attorney, Assistant City Attorney and the City Manager. Council polled: Joe Covey, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Gene Reid, yes. The motion carried and the Council convened into executive session at 10:55 p.m.

At 11:12 p.m. motion was made by Jimmy Gurley and seconded by Joe Covey to reconvene the open meeting of the Newcastle City Council. Council polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes; Gene Reid, yes. The open meeting was reconvened at 11:13 p.m.

B. DISCUSSION AND POSSIBLE ACTION ON ANY ITEMS DISCUSSED IN EXECUTIVE SESSION

No action was taken.

ITEM 26: ADJOURNMENT

Motion was made by Mike Fullerton and seconded by Jimmy Gurley to adjourn the joint meeting of the NPWA and City Council. The motion passed unanimously and the meeting was adjourned at 11:14 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