

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

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

ITEM 1: CALL TO ORDER/ROLL CALL

Chairman Gene Reid called the meeting to order at 6:00 p.m.

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

ABSENT: None

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

Mike Fullerton moved to accept the agenda as presented, seconded by Nail and Covey. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 3: CITIZENS' COMMENTS

None

ITEM 4: CONSENT AGENDA
A. Minutes: September 11, 2017
B. Claims
C. Transfer of Funds
D. Appropriation of Funds
E. Budget Amendments
F. Approval of Claims in excess of \$25,000.00

Mike Fullerton moved to approve the consent agenda, seconded by Nail. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

**ITEM 5: DISCUSSION AND POSSIBLE ACTION ON ADJUSTMENT OF UTILITY
ACCOUNT #07-4293-00 FOR SERVICE ADDRESS OF 4550 S WESTERN
AVENUE (JOSHUA AND TRACY O'NEAL)**

Joe Covey moved to postpone consideration of Item 5 (adjustment of utility account #07-4293-00) to the next regular meeting, seconded by Nail. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON CORRECTION TO PUBLIC UTILITY EASEMENT IN LOT 3 OF BLOCK 10, RIVERVIEW ESTATES, SECTION III

Jimmy Gurley moved to accept the new permanent 5-foot public utility easement, seconded by Covey. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

Joe Covey moved to release the east 5 feet of previous existing easement as described in the Release of Easement to be recorded with the records of the McClain County Clerk, seconded by Gurley. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH GLENN SULLIVAN & ASSOCIATES, INC. TO PROVIDE ENGINEERING AND INSPECTION SERVICES ASSOCIATED WITH CONSTRUCTION OF A NEW MUNICIPAL WATER WELL

Joe Covey moved to postpone consideration of Item 7 to the next regular meeting, seconded by Reid. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH GLENN SULLIVAN & ASSOCIATES FOR FIELD WORK AND CALCULATIONS TO DETERMINE THE CAPACITY OF GRAVITY SEWER LINE FROM EXISTING MANHOLE WEST OF EUNICE AVENUE AND 10TH STREET, DOWNSTREAM TO THE WASTEWATER TREATMENT PLANT TO INCLUDE PROPOSED FLOWS FROM THE WYNDEMERE DEVELOPMENT

No motion was made and no action was taken on Item 8.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON AUTHORIZATION OF CITY ENGINEER TO PROCEED WITH NEGOTIATIONS WITH THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY REGARDING CONSTRUCTION OF NEW WASTEWATER TREATMENT PLANT

Gene Reid moved to authorize the city engineer to proceed with negotiations with the Oklahoma Department of Environmental Quality (ODEQ) regarding construction of new wastewater treatment plant, seconded by Fullerton. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 10: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF AMENDMENT TO OWRB GREEN PROJECT LOAN BUDGET (ODEQ FORM DW-271) FOR FINANCING OF MUNICIPAL WATER WELL PROJECT, ENGINEERING AND ASSOCIATED COSTS SUBJECT TO ODEQ APPROVAL

Mike Fullerton moved to approve the amendment to OWRB Green Project loan budget (ODEQ Form DW-271) for financing of municipal water well project, engineering and associated costs, subject to ODEQ approval, seconded by Fullerton. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 11: TREASURER'S MONTHLY FINANCIAL REPORT

Treasurer Kim Coffman presented the monthly Treasurer's Report.

ITEM 12: ASSISTANT GENERAL MANAGER'S COMMENTS

Kevin Self, Assistant General Manager, reported on NPWA projects and operations.

ITEM 13: GENERAL MANAGER'S COMMENTS

None

ITEM 14: TRUSTEES' COMMENTS

Citizen Joshua O'Neal requested the indulgence of the board and apologized for arriving late for being a part of discussion for Item 5 (adjustment of utility account #07-4293-00). Chairman Reid permitted a brief explanation of the situation from the citizen and referred the matter to staff for more investigation and review to prepare for the next regular council meeting.

Joe Covey commented on trucks entering and exiting onto Hwy. 76 for work being done for the Oklahoma Turnpike Authority at the H.E. Bailey overpass. Gene Reid commented on the need for workshop meetings.

ITEM 15: A. DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO AN EXECUTIVE SESSION AS PERMITTED UNDER 25 O.S. 307(B)(3) DISCUSSING THE PURCHASE OR APPRAISAL OF REAL PROPERTY (NE 16TH & PORTLAND AVENUE)

In the interest of efficiency, Chairman Gene Reid recessed the meeting of the NPWA at 7:39 p.m. until the matters under Executive Session could be considered concurrently with the City Council executive session. The NPWA meeting was resumed concurrently with the City Council meeting at 8:55 p.m.

Gene Reid moved to enter executive session for the purposes indicated under Item 15 of the NPWA agenda along with other eligible items from the City Council agenda, seconded by Gurley. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail) The council requested that Assistant City Manager Kevin Self, City Attorney Ted Haxel, and City Engineer Kenny Sullivan remain for parts of the executive session.

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

Gene Reid moved to exit executive session, seconded by Gurley. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

Gene Reid moved to direct Kevin Self to pursue getting appraisals for 30 acres and 60 acres of real property locations for proposed city improvements, seconded by Fullerton. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 16: ADJOURNMENT

Motion was made by Joe Covey and seconded by Mike Fullerton to adjourn. The motion unanimously passed and the meeting was adjourned at 10:35 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: October 10, 2017
TIME: 6:00 P.M.
PLACE: NEWCASTLE MULTI-PURPOSE CENTER
705 NW 10TH STREET

ITEM 1: CALL TO ORDER/ROLL CALL

Mayor Gene Reid called the meeting to order at 7:44 p.m.

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

ABSENT: None

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

Joe Covey moved to accept the agenda as presented, seconded by Fullerton. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 3: CITIZENS' COMMENTS

None

ITEM 4: CONSENT AGENDA

- A. Minutes: September 11, 2017**
- B. Claims**
- C. Transfer of Funds**
- D. Appropriation of Funds**
- E. Budget Amendments**
- F. Claims in excess of \$25,000.00**
- G. Dedication and acceptance of easement of the east 50 ft. of the E/2 SE/4 NE/4 NE/4 of Sec. 16-9N-4WIM, McClain County, Oklahoma from Jay W. Jeffries & Cheryl L. Jeffries**

Mike Fullerton moved to accept the consent agenda as presented, seconded by Nail. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 5: DISCUSSION AND POSSIBLE ACTION ON CORRECTION TO PUBLIC UTILITY EASEMENT IN LOT 3 OF BLOCK 10, RIVERVIEW ESTATES, SECTION III

Joe Covey moved to accept the new permanent 5-foot public utility easement, seconded by Gurley. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

Joe Covey moved to release the east 5 feet of previous existing easement as described in the Release of

Easement to be recorded with the records of the McClain County Clerk, seconded by Gurley. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH GLENN SULLIVAN & ASSOCIATES, INC., TO PROVIDE FIELD WORK AND TO PRESENT FINDINGS ON EXISTING DRAINAGE INFRASTRUCTURE FOR THE AREA OF SE 40TH STREET AND SANTA FE AVENUE, DOWNSTREAM TO THE MOTORSPORTS COMPLEX

No motion was made and no action was taken on Item 6.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH GLENN SULLIVAN & ASSOCIATES FOR FIELD WORK AND CALCULATIONS TO DETERMINE THE CAPACITY OF GRAVITY SEWER LINE FROM EXISTING MANHOLE WEST OF EUNICE AVENUE AND 10TH STREET, DOWNSTREAM TO THE WASTEWATER TREATMENT PLANT TO INCLUDE PROPOSED FLOWS FROM THE WYNDEMERE DEVELOPMENT (Item tabled from 9-11-17)

No motion was made and no action was taken on Item 7.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF COST ESTIMATES AND PARTICIPATION WITH THE CHICKASAW NATION FOR INSTALLATION OF CROSSWALKS AT NORTH 24TH STREET AND STATE HIGHWAY 62 / NORTH MAIN STREET AND AUTHORIZATION TO PROCEED

No motion was made and no action was taken on Item 8. Staff was asked to further review the issue.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF BID FROM BRITT OVERSTREET FOR SIDEWALKS AND A.D.A PLATES ON NORTH 24TH STREET AND STATE HIGHWAY 62 / NORTH MAIN STREET

No motion was made and no action was taken on Item 9.

ITEM 10: DISCUSSION AND POSSIBLE ACTION TO CONFIRM APPOINTMENT BY THE MAYOR OF MEMBER(S) TO THE LOCAL PLANNING AND ADVISORY COMMITTEE (LPAC)

Mayor Reid requested additional input from staff for recommendations.

ITEM 11: DISCUSSION AND POSSIBLE ACTION ON ODOT PROPOSAL FOR HWY. 130 (Item tabled from 9-11-17)

No motion was made and no action was taken on Item 11.

ITEM 12: DISCUSSION AND POSSIBLE ACTION ON DESIGNATION OF DATE FOR CITY-WIDE HALLOWEEN TRICK-OR-TREAT NIGHT

Joe Covey moved to designate October 31 as City-wide Halloween Trick-or-Treat, seconded by Fullerton. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 13: ASSISTANT CITY MANAGER'S COMMENTS

None

ITEM 14: CITY MANAGER'S COMMENTS

None

ITEM 15: COUNCIL MEMBERS' COMMENTS

Mike Fullerton commented on the processes for rezoning applications and lot splits. Jim Gurley commented on stop signs on Hwy. 130. He also commented on Oklahoma Rolloff trucks using Fox Lane and Jake brakes being used near the asphalt plant at 16th and Portland. Joe Covey commented on maintenance of a private road west of McDonalds off Hwy 37. Gene Reid commented on developing a City Council Guidebook and participating in the Council Stability Test proposed by OMAG.

ITEM 16: A. DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO AN EXECUTIVE SESSION AS PERMITTED UNDER 25 O.S. 307 (B)(1) DISCUSSING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING OR RESIGNATION OF ANY INDIVIDUAL SALARIED PUBLIC OFFICER OR EMPLOYEE (CITY TREASURER'S EVALUATION)

B. DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO AN EXECUTIVE SESSION AS PERMITTED UNDER 25 O.S. 307 (B)(1) DISCUSSING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING OR RESIGNATION OF ANY INDIVIDUAL SALARIED PUBLIC OFFICER OR EMPLOYEE (CITY MANAGER'S EVALUATION)

At 8:55 pm, Mayor Reid reconvened the meeting of the Public Works Authority. Gene Reid moved to enter Executive Session under Item 15 of the NPWA agenda and under Item 16 of the City Council agenda, to run concurrently, and to include the City Engineer, Assistant City Manager, and City Attorney as needed, seconded by Gurley. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

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

Gene Reid moved to exit executive session, seconded by Gurley. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

Gene Reid moved to direct Kevin Self to pursue getting appraisals for 30 acres and 60 acres of real property locations for proposed city improvements, seconded by Fullerton. The motion was adopted. Ayes (Reid, Covey, Fullerton, Gurley, Nail)

ITEM 17: ADJOURNMENT

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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