

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

**DATE:** May 14, 2018  
**TIME:** 6:00 P.M.  
**PLACE:** NEWCASTLE MULTI-PURPOSE CENTER  
705 NW 10<sup>TH</sup> STREET

**ITEM 1: CALL TO ORDER/ROLL CALL**

Joe Covey called the meeting to order at 6:00 p.m.

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

**ABSENT:** Chair Gene Reid

**OTHERS PRESENT:** Kevin Self, Interim City Manager; Jeanie Skeen, City Treasurer; Dinah Alizadeh, Executive Administrative Assistant; Camille Dowers, City Clerk; Todd Kennemer, Community Development Director; Ted Haxel, City Attorney; Kenny Sullivan, P.E., City Engineer; Gordon Harness, Planning Commission Chair

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

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

**ITEM 3: CITIZENS' COMMENTS**

None

**ITEM 4: CONSENT AGENDA**

- A. Minutes: April 9, 2018  
April 30, 2018**
- B. Claims**
- C. Transfer of Funds**
- D. Appropriation of Funds**
- E. Budget Amendments: #18-05**
- F. Approval of Contracts**
- G. Approval of Claims in excess of \$25,000.00**
- H. Approve DW-271 Pay Request #17 (OWRB Loan, Green Projects-Municipal Water Well)**
- I. Authorization for payment to Meyer Pump Service Pay Application No. 2, Municipal Water Well)**
- J. Dedication and acceptance of 20 ft. permanent utility easement from Silver Ram Investments, LLC, situated in parts of Sections 1,2, 11 and 12, Township 8 North, Range 4 West I.M., McClain Co., Oklahoma**

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

**ITEM 5: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF INDEPENDENT ANNUAL AUDIT REPORT OF HBC CPA'S AND ADVISORS FOR FISCAL YEAR JULY 1, 2016 THROUGH JUNE 30, 2017**

Lonnie Heim of HBC CPA's and Advisors appeared and presented the Audit Report. Motion was made by Mike Fullerton and seconded by Joe Covey to approve the Audit Report for FY July 1, 2016 through June 30, 2017. Board polled: Karl Nail, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Joe Covey, yes. Motion carried.

**ITEM 6: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF SUBMITTAL OF APPLICATION AND FEE FOR ODEQ PERMIT TO CONSTRUCT TOGETHER WITH PLANS AND SPECIFICATIONS FOR 494 L.F. OF 8" GRAVITY SEWER LINE EXTENSION FROM POND CREEK LIFT STATION BY NEWCASTLE PUBLIC WORKS AUTHORITY TO SERVE THRU TUBING SOLUTIONS**

Kenny Sullivan appeared and recommended submittal of Application for Permit to Construct to ODEQ under Item 6. Motion was made by Mike Fullerton and seconded by Joe Covey to approve Item 6. Board polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes. Motion carried.

**ITEM 7: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF SUBMITTAL OF APPLICATIONS FOR ODEQ PERMITS TO CONSTRUCT TOGETHER WITH PLANS AND SPECIFICATIONS FOR 4,500 L.F. OF 6 IN. WATERLINE AND 1,400 L.F. OF 8 IN. SANITARY SEWER LINE BY THRU TUBING SOLUTIONS**

Kenny Sullivan appeared and recommended submittal of Application for Permit to Construct to ODEQ under Item 7 for Thru Tubing Solutions for water and sewer lines. Board polled: Jimmy Gurley, yes; Karl Nail, yes; Mike Fullerton, yes; Joe Covey, yes. Motion carried.

**ITEM 8: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF SUBMITTAL OF APPLICATIONS FOR ODEQ PERMITS TO CONSTRUCT TOGETHER WITH PLANS AND SPECIFICATIONS FOR 1,873 L.F. OF 8 IN. WATERLINE, 700 L.F. OF 6 IN. WATERLINE, AND 1,200 L.F. OF 12 IN. SANITARY SEWER LINE AND 249 L.F. OF 8 IN. SANITARY SEWER LINE, SERVING MEADOW CREEK ADDITION, SECTION 2**

Kenny Sullivan appeared and recommended submittal of Application for Permit to Construct to ODEQ under Item 8 for Meadow Creek, Sec. 2, for water and sewer lines. Board polled: Karl Nail, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Joe Covey, yes. Motion carried.

**ITEM 9: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF NPWA RESOLUTION NO. 2018-02 ESTABLISHING LIFT STATION USER FEES**

Motion was made by Karl Nail and seconded by Mike Fullerton to adopt NPWA Resolution No. 2018-02 with an effective date of June 1, 2018. Board polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes. Motion carried.

**ITEM 10: TREASURER'S MONTHLY FINANCIAL REPORT**

Jeanie Skeen presented the monthly Treasurer's Financial Report.

**ITEM 11: INTERIM GENERAL MANAGER'S COMMENTS**

Kevin Self reported that the NPWA is working closely with Blanchard, Tuttle and Goldsby to determine their increasing water needs, and the water contracts with these communities will be amended.

Kenny Sullivan reported on the wastewater treatment facility and the environmental clearance. A subcontractor has been hired regarding the wetlands found in the southwesterly portion of the property. Data is being gathered from the existing plant. Population and flow projections are being prepared. Kevin Self added that staff will be meeting with Municipal Financial Consultants for their services for the wastewater treatment facility project.

**ITEM 12: TRUSTEES' COMMENTS**

None

**ITEM 13: ADJOURNMENT**

Motion was made by Karl Nail and seconded by Mike Fullerton to adjourn. The motion unanimously passed and the meeting was adjourned at 6:34 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.

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Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

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

**DATE:** May 14, 2018  
**TIME:** 6:00 P.M.  
**PLACE:** NEWCASTLE MULTI-PURPOSE CENTER  
705 NW 10<sup>TH</sup> STREET

**ITEM 1: CALL TO ORDER/ROLL CALL**

Joe Covey called the meeting to order at 6:35 p.m.

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

**ABSENT:** Mayor Gene Reid

**OTHERS PRESENT:** Kevin Self, Interim City Manager; Jeanie Skeen, City Treasurer; Dinah Alizadeh, Executive Administrative Assistant; Camille Dowers, City Clerk; Todd Kennemer, Community Development Director; Ted Haxel, City Attorney; Kenny Sullivan, P.E., City Engineer; Gordon Harness, Planning Commission Chair

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

Joe Covey requested Item 21 be moved on the agenda to immediately follow Item 4. Motion was made by Jimmy Gurley and seconded by Mike Fullerton to approve the agenda as amended. Council polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes.

**ITEM 3: CITIZENS' COMMENTS**

Larry Ritter, 777 NW 34<sup>th</sup> St., appeared regarding dilapidated buildings west of Marconi's and asked to be placed on the agenda at the next meeting.

**ITEM 4: CONSENT AGENDA**

- A. Minutes: April 9, 2018  
April 30, 2018**
- B. Claims**
- C. Transfer of Funds**
- D. Appropriation of Funds**
- E. Budget Amendments: #18-08**
- F. Approval of Contracts**
- G. Claims in excess of \$25,000.00**
- H. Approval of DWSRF Pay Request #17 (OWRB Loan, Green Projects-Municipal Water Well)**
- I. Declare as Surplus Property: iPhone 6, IMEI 355787070637718 (Street Dept.)  
iPhone 5, IMEI 013998000666974 (Police Dept.)**
- J. Approval of appointment of Jeannette Lore McNally to the Pioneer Library System Board**

- K. Approve renewal of 2018-19 Pioneer Library System Agreement for Library Services, Facilities and Maintenance**
- L. Approval of two (2) temporary turnaround easements to the City of Newcastle from Lohman Investments, LLC in the SW/4 of Sec. 15-9N-4W (Wyndemere Phase 1)**
- M. Dedication and acceptance of Utility and Drainage Easements from Lohman Investments, LLC (Wyndemere Phase I, II and III):**
  - i. Permanent Drainage Easement 766 s.f. or 0.02 acres in the SW/4 of Sec. 15-9N-4W (Common Area 'A')**
  - ii. Permanent 10 ft. Utility Easement in the W/2 of Sec. 15-9N-4W (St. James Place)**
  - iii. Permanent 25 ft. Utility Easement in the NW/4 of Sec. 15-9N-4W (additional easement along Country Club Road)**
  - iv. Permanent 10 ft. Utility Easement in the SW/4 of Sec. 15-9N-4W (NW 5<sup>th</sup> St.)**
  - v. Permanent Drainage Easement 7430 s.f. or 0.17 acres in the NW/4 of Sec. 15-9N-4W (Garrett Drive)**
  - vi. Permanent 10 ft. Utility Easement along Lots 1-8, Bl. 3 (Wyndemere Ph. I)**
  - vii. Permanent Utility Easement in the NW/4 of Sec. 15-9N-4W (Wyndemere Ph. III, Bl. 17)**
- N. Dedication and acceptance of offsite utility easements from The Meadows Development, LLC, pt. of the SW/4 of Sec. 10-9N-4W (Meadow Creek, Sec. 2)**
- O. Non-waiver/Waiver of Sales/Use Tax Penalties and Interest:**
  - OTC estimate of \$2.50 from Sams West Inc. for City of Newcastle
  - OTC estimate of \$44.00 from Arby's Roast Beef for City of Newcastle
- P. Acknowledgment of ODEQ Permit to Construct No. WL000044180328, Arrowhead Residential**

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

(Joe Covey called Item 21 at this time.)

**ITEM 5: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF INDEPENDENT ANNUAL AUDIT REPORT OF HBC CPA'S AND ADVISORS FOR FISCAL YEAR JULY 1, 2016 THROUGH JUNE 30, 2017**

Motion was made by Karl Nail and seconded by Jimmy Gurley to approve Item 5. Council polled: Karl Nail, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Joe Covey, yes. Motion carried.

**ITEM 6: PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF PLANNING COMMISSION RECOMMENDATION FOR REZONING FROM "A" (AGRICULTURE) TO "E-3" (RESIDENTIAL ESTATE DISTRICT) FOR MICHAEL JOHN STALSWORTH AND DELILAH DAWN STALSWORTH, CHASE MICHAEL STALSWORTH, AND CHARLES JIMMY STALSWORTH OF PROPERTY LOCATED IN THE E/2 NW/4 SW/4 SE/4 OF SEC. 16, TOWNSHIP 9 NORTH, RANGE 4 WEST I.M., McCLAIN COUNTY, OKLAHOMA; PROPERTY LOCATION 2004 NW 4<sup>TH</sup> STREET, NEWCASTLE, OK (R2018-006), AND FOR ADOPTION OF ORDINANCE NO. 812**

Jimmy Gurley left the council chambers at this time and was noted as absent from the meeting. Todd Kennemer presented the recommendation of the Planning Commission. Gordon Harness also appeared

and commented. Motion was made by Mike Fullerton and seconded by Karl Nail to approve the recommendation of the Planning Commission to approve the applicants' request for rezoning and for adoption of Ordinance No. 812. Council polled: Mike Fullerton, yes; Jimmy Gurley, absent; Karl Nail, yes; Joe Covey, yes. Motion carried.

**ITEM 7: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF EMERGENCY CLAUSE OF ORDINANCE NO. 812**

No action was taken. Jimmy Gurley returned to the Council meeting at this time and was noted as present.

**ITEM 8: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF FINAL PLAT OF FOX HOLLOW, PHASE I**

Phil Hagan, P.E., of Crafton Tull engineering firm appeared and agreed that additional off-site easements would be provided and recorded prior to recording of the Final Plat. The easements will be delivered to City Hall when the Final Plat mylar is delivered. Motion was made by Karl Nail and seconded by Mike Fullerton to approve the Final Plat for Fox Hollow, Phase I, subject to "no parking" along the outside perimeter of Block 3, and subject to "no access" from SE 3<sup>rd</sup> Street to adjoining commercial properties on Hwy. 62. Council polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes. Motion carried.

**ITEM 9: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF SUBMITTAL OF APPLICATIONS FOR ODEQ PERMITS TO CONSTRUCT TOGETHER WITH PLANS AND SPECIFICATIONS FOR 1,873 L.F. OF 8 IN. WATERLINE, 700 L.F. OF 6 IN. WATERLINE, AND 1,200 L.F. OF 12 IN. SANITARY SEWER LINE AND 249 L.F. OF 8 IN. SANITARY SEWER LINE, SERVING MEADOW CREEK ADDITION, SECTION 2**

Kenny Sullivan appeared and recommended approval of Item 9. Motion was made by Mike Fullerton and seconded by Jimmy Gurley to approve Item 9. Council polled: Jimmy Gurley, yes; Karl Nail, yes; Mike Fullerton, yes; Joe Covey, yes. Motion carried.

**ITEM 10: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF ORDINANCE NO. 813 ESTABLISHING TRAFFIC IMPACT FEES**

No action was taken.

**ITEM 11: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF EMERGENCY CLAUSE OF ORDINANCE NO. 813**

No action was taken.

**ITEM 12: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF CITY OF NEWCASTLE RESOLUTION NO. 2018-03 ESTABLISHING LIFT STATION USER FEES**

Motion was made by Karl Nail and seconded by Mike Fullerton to adopt Resolution No. 2018-03 with an effective date of June 1, 2018. Council polled: Karl Nail, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Joe Covey, yes. Motion carried.

**ITEM 13: DISCUSSION REGARDING IBTS CODE INSPECTION COSTS**

Kevin Self answered questions from Council Members and reported that Ken Bradley has been hired by the City as the new code inspector and has started work. He is preparing for the electric and HVAC certification examinations. IBTS will continue to perform commercial inspections until the code inspector is certified.

**ITEM 14: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF CONTRACT WITH DELTA COMMUNITY ACTION FOUNDATION, INC. FOR THE DELTA PUBLIC TRANSIT PROGRAM**

Motion was made by Karl Nail and seconded by Mike Fullerton to approve Item 14. Council polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes. Motion carried.

**ITEM 15: DISCUSSION AND POSSIBLE ACTION ON DESIGNATION OF COMMUNITY DEVELOPMENT DIRECTOR TODD KENNEMER TO THE ACOG AREAWIDE PLANNING AND TECHNICAL ADVISORY COMMITTEE (APTAC)**

Motion was made by Karl Nail and seconded by Mike Fullerton to approve Item 15. Council polled: Jimmy Gurley, yes; Karl Nail, yes; Mike Fullerton, yes; Joe Covey, yes. Motion carried.

**ITEM 16: DISCUSSION AND POSSIBLE ACTION ON DESIGNATION OF TODD KENNEMER TO THE ACOG INTERMODAL TRANSPORTATION TECHNICAL COMMITTEE (ITTC)**

Motion was made by Karl Nail and seconded by Mike Fullerton to approve Item 16. Council polled: Karl Nail, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Joe Covey, yes. Motion carried.

**ITEM 17: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF RESOLUTION NO. 2018-04 AUTHORIZING PARTICIPATION IN THE OMAG RECOGNITION PROGRAM AND ADOPTION OF COUNCIL HANDBOOK**

Motion was made by Jimmy Gurley and seconded by Mike Fullerton to approve Item 17 and adopt Resolution No. 2018-04. Council polled: Mike Fullerton, yes; Jimmy Gurley, yes; Karl Nail, yes; Joe Covey, yes. Motion carried.

**ITEM 18: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF RESOLUTION NO. 2018-05 APPROVING COLLECTION OF A THREE PERCENT 9-1-1 LANDLINE TELEPHONE SERVICE FEE RATE FOR CALENDAR YEAR 2019 IN ASSOCIATION WITH 9-1-1 ACOG**

Motion was made by Karl Nail and seconded by Jimmy Gurley to approve Item 18 and adopt Resolution No. 2018-05. Council polled: Jimmy Gurley, yes; Karl Nail, yes; Mike Fullerton, yes; Joe Covey, yes. Motion carried.

**ITEM 19: DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF RESOLUTION NO. 2018-06 APPROVING THE APPLICATION TO THE OKLAHOMA TOURISM AND RECREATION DEPARTMENT, DIVISION OF STATE PARKS, FEDERAL GRANTS SECTION, FOR LAND AND WATER CONSERVATION FUNDS FOR THE VETERANS PARK SPLASH PAD PROJECT**

Motion was made by Karl Nail and seconded by Mike Fullerton to approve Item 19 and adopt Resolution No. 2018-06 to approve proceeding with the grant application under Item 19 for the Veterans Park Splash

Pad Project in the amount of \$350,000. Council polled: Karl Nail, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Joe Covey, yes. Motion carried.

**ITEM 20: DISCUSSION AND POSSIBLE ACTION ON HOW COUNCIL WILL PROCEED REGARDING CITY MANAGER POSITION**

Motion was made by Karl Nail and seconded by Mike Fullerton to delay any action or advertisement for the City Manager's position for at least six (6) months and re-evaluate the process at that time. Council polled: Mike Fullerton, yes; Jimmy Gurley, no; Karl Nail, yes; Joe Covey, yes. Motion carried.

**ITEM 21: DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF PLANNING COMMISSION MEMBERS:**

(Item 21 was called immediately following Item 4.)

**A. Declaration of vacancy**

Motion was made by Mike Fullerton and seconded by Karl Nail to declare a vacancy for the position of Kyle Brooks. Council polled: Jimmy Gurley, yes; Karl Nail, yes; Mike Fullerton, yes; Joe Covey, yes. Motion carried.

**B. Appointment of member(s):**

- **Will Wright**

Motion was made by Mike Fullerton and seconded by Karl Nail to confirm the Mayor's appointment of Will Wright to Planning Commission to serve a three (3) year term. Council polled: Karl Nail, yes; Mike Fullerton, yes; Jimmy Gurley, yes; Joe Covey, yes. Motion carried.

**ITEM 22: INTERIM CITY MANAGER'S COMMENTS**

Kevin Self reported the Street Department is working on Country Club Road between NW 24<sup>th</sup> Street and Hwy. 37. The asphalt overlay will be applied within the next week. Trees were cut back at Hwy. 76 and Hwy. 130. "No Trucks" traffic signs were installed on NW 24<sup>th</sup> Street. More signs have been ordered for NW 16<sup>th</sup> Street.

**ITEM 23: COUNCIL MEMBERS' COMMENTS**

Mike Fullerton commented that an evaluation of drainage is needed where heavy oilfield traffic occurs. Joe Covey reported on citizen comments received regarding the 4-way stops at 24<sup>th</sup> Street and Rockwell.

**ITEM 24: ADJOURNMENT**

Motion was made by Karl Nail and seconded by Mike Fullerton to adjourn. The motion unanimously passed and the meeting was adjourned at 8:09 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.



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Mayor

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Vice Mayor

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Council Member

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Council Member

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Council Member