

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

DATE: May 9, 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 6:06 p.m. City Treasurer Sharon Ferguson was appointed to serve as acting Secretary for the meeting.

PRESENT: Chairman Karl Nail
Trustee James Inskeep
Trustee Wayne McDoulett
Trustee Linda Molsbee
Trustee Chris Turner

ABSENT: None

OTHERS PRESENT: General Manager Nick Nazar; Assistant General Manager Kevin Self; City Treasurer Sharon Ferguson; City Attorney, Ted Haxel; City Planner Ian Crittenden; City Engineer Kenny Sullivan, P.E., of Glenn Sullivan & Associates; and Pete Garcia of Clark Construction

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

Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve the agenda. Board polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

ITEM 3: RECOGNITION AND PRESENTATION OF PLAQUE FOR CINDY
FRIZZELL

Outgoing council member Cindy Frizzell was presented a plaque in recognition and appreciation for her service on the City Council, representing Ward 1.

ITEM 4: CITIZENS' COMMENTS

None

ITEM 5: CONSENT AGENDA

A. Minutes:
April 11, 2011
April 29, 2011

- B. Claims
- C. Transfer of funds
- D. Appropriation of funds
- E. Budget Amendments
- F. OKC Connection claims
- G. Approval of claims in excess of \$25,000.00
- H. Receipt of ODEQ Notice of Violation No. S-20615-11-1

Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve the consent agenda under Item 5. Board polled: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Karl Nail, yes. Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON ADVERTISING FOR RE-BID FOR PURCHASE OF TWO (2) PORTABLE DIESEL GENERATORS FOR WATER SYSTEM IMPROVEMENTS, OKC CONNECTION—PHASE II

Recommendation was made by City Engineer Kenny Sullivan, P.E. and Ted Haxel to re-advertise for bids for generators under Item 6. Motion was made by Linda Molsbee and seconded by Chris Turner to approve Item 6. Board polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON ADVERTISING FOR BIDS ON OKC CONNECTION WATER LINE—PHASE I

Motion was made by Chris Turner and seconded by Wayne McDoulett to approve Item 7. Board polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON ADVERTISING FOR BIDS ON OKC CONNECTION BOOSTER STATION

Motion was made by Linda Molsbee and seconded by Jim Inskeep to approve Item 8. Board polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON OWRB LOAN AND POSSIBLE PROJECTS RELATING TO OKC CONNECTION WATER SYSTEM IMPROVEMENTS

No action was taken.

ITEM 10: DISCUSSION AND POSSIBLE ACTION ON SUBMITTING PLANS, APPLICATION AND PERMIT FEE TO ODEQ FOR MODIFYING THE CHLORINATION SYSTEM AT THE WATER TREATMENT PLANT

Appearance was made by Kenny Sullivan, P.E. Plans will be ready to submit next week. Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve Item 10 and authorize payment of ODEQ permit application fee of \$230.00. Board polled: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Karl Nail, yes. Motion carried.

ITEM 11: DISCUSSION AND POSSIBLE ACTION ON AWARD OF BID FOR SEWER JETTER AND AUTHORIZATION TO SOLICIT FINANCING AND PURCHASE

Motion was made by Jim Inskeep and seconded by Wayne McDoulett for award of bid to Frontier Equipment Sales, L.L.C., in the amount of \$34,500.00, with authorization for purchase of add-on equipment in the additional amount of \$3,000.00, and authorization for payment. Board polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

ITEM 12: DISCUSSION AND POSSIBLE ACTION REGARDING REPORT OF ANNUAL AUDIT BY HBC CPA'S & ADVISORS FOR FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010

Report of annual audit was presented by Lonnie Heim, CPA, of HBC CPA's & Advisors. Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve the annual audit report for fiscal year July 1, 2009 to June 30, 2010. Board polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 13: DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF LETTER OF ENGAGEMENT DATED APRIL 28, 2011 FROM CRAWFORD & ASSOCIATES, P.C. FOR PROFESSIONAL ACCOUNTING AND CONSULTING SERVICES

Motion was made by Linda Molsbee and seconded by Chris Turner to approve Item 13. Board polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

ITEM 14: GENERAL MANAGER'S COMMENTS

None

ITEM 15: TRUSTEES' COMMENTS

None

ITEM 16: OLD BUSINESS

None

ITEM 17: NEW BUSINESS

None

ITEM 18: ADJOURNMENT

Motion was made by Jim Inskeep and seconded by Linda Molsbee to adjourn. Chairman Karl Nail declared the meeting adjourned at 6:40 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: May 9, 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 6:41 p.m.

PRESENT: Mayor Karl Nail
Vice Mayor James Inskeep
Council Member Wayne McDoulett
Council Member Linda Molsbee
Council Member Chris Turner

ABSENT: None

OTHERS PRESENT: General Manager Nick Nazar; Assistant General Manager Kevin Self; City Treasurer Sharon Ferguson; City Attorney, Ted Haxel; City Planner Ian Crittenden; City Engineer Kenny Sullivan, P.E., of Glenn Sullivan & Associates; and Pete Garcia of Clark Construction

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

Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve the agenda.
Council polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

ITEM 3: CITIZENS' COMMENTS

None

ITEM 4: CONSENT AGENDA

- A. Minutes:
 - April 11, 2011
 - April 29, 2011
- B. Claims
- C. Transfer of Funds
- D. Appropriation of Funds
- E. Budget Amendments
- F. OKC Connection Claims
- G. Approval of claims in excess of \$25,000.00
- H. Receipt of ODEQ Notice of Violation No. S-20615-11-1
- I. Declare as surplus 2001 Chevrolet Impala, VIN 37798

City Treasurer Sharon Ferguson announced claims from Chase in the amount of \$3,216.89 and Cintas in the amount of \$126.50 to be added bringing the total general government claims to \$145,688.61. Motion was made by Jim Inskeep and seconded by Chris Turner to approve the consent agenda. Council polled: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Karl Nail, yes. Motion carried.

ITEM 5: DISCUSSION AND POSSIBLE ACTION ON CHANGE ORDERS FOR POLICE STATION CONSTRUCTION PROJECT:

Pete Garcia of Clark Construction appeared and recommended approval of the following Change Orders for the Police Station Construction project.

A. CCTV and Access Control – 01 Revised

Correction to change order due to transposed numbers on Original Contract \$37,351.00 will be corrected to \$37,531.00. Pioneer Security Solutions will furnish labor and material to install (3) ARD-R10 Mullion Reader, (3) 110V/24 Volt Relays, and (1) Relay Enclosure. The Change Order (Addition) is in the amount of \$2,346.20. The Original Contract Amount \$37,531.00 will increase to \$39,877.20. Approval for change was by City Council on March 4, 2011 and Change Order Form was submitted March 14, 2011. Corrected documentation provided May 9, 2011.

Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve Item 5(A). Council polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

B. Division 8 & 10 Materials - 05

Per Owner's Request – Lockers located in Men's Locker 115 (18 - 15"22"x36" Lockers) and Women's Locker 116 (6 - 15"x22"x36") have been specified to all welded integrated frames with number plates, flat tops, recess single point latches, no locks, no legs or bases, color to be standard Lyon's colors. Original specification was for Lyon Ready to Assemble Steel Locker with Latching Pull Handle in the amount of \$4,440.00. New cost for All Welded Integrated Frames is \$5,862.00. Cost difference of \$1,422.00. Change Order (Addition) Division 8 & 10 Materials – 05 in the amount of \$1,422.00. The previous Contract Amount of \$32,934.00 will increase to \$34,356.00.

Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve Item 5(B). Council polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF AIA APPLICATION AND CERTIFICATE FOR PAYMENT NO. 009 WITH RETAINAGE PRESENTED BY CLARK CONSTRUCTION, INC., IN THE AMOUNT OF \$88,209.66, INCLUDING AMOUNTS FOR REIMBURSABLE EXPENSES, FOR PERIOD ENDING MAY 6, 2011 FOR POLICE STATION CONSTRUCTION PROJECT

Motion was made by Jim Inskip and seconded by Linda Molsbee to approve Item 6 in the amount of \$88,209.66, including some retainage accounts. Council polled: Jim Inskip, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

ITEM 7: DISCUSSION AND POSSIBLE ACTION REGARDING REPORT OF ANNUAL AUDIT BY HBC CPA'S & ADVISORS FOR FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010

Motion was made by Jim Inskip and seconded by Linda Molsbee to approve Item 7. Council polled: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskip, yes; Karl Nail, yes. Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF LETTER OF ENGAGEMENT DATED APRIL 28, 2011 FROM CRAWFORD & ASSOCIATES, P.C. FOR PROFESSIONAL ACCOUNTING AND CONSULTING SERVICES

Motion was made by Linda Molsbee and seconded by Chris Turner to approve Item 8. Council polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskip, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF CINDY FRIZZELL TO THE NEWCASTLE PARKS, RECREATION AND BEAUTIFICATION BOARD

Motion was made by Linda Molsbee and seconded by Jim Inskip to approve Item 9. Council polled: Chris Turner, yes; Jim Inskip, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 10: DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATIONS OF PARKS, RECREATION AND BEAUTIFICATION BOARD

Parks Board Agenda Item 9 (April 20, 2011 Meeting):

DISCUSSION AND POSSIBLE ACTION ON CHRISTMAS TREE COMMUNITY LIGHTING—continued

- A. The Parks, Recreation and Beautification Board recommends purchase of the Deodar Pine tree to plant in Veteran's Park to use for the Christmas Community Tree Lighting

Motion was made by Jim Inskip and seconded by Chris Turner to approve Item 10(A) for purchase of a 15 ft. tree not to exceed \$450.00. Council polled: Jim Inskip, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

Parks Board Agenda Item 10 (April 20, 2011 Meeting):

DISCUSSION AND POSSIBLE ACTION ON PARKS PLANS—continued

- B. The Parks, Recreation and Beautification Board recommends signage for the Veteran's Park bathrooms

No action was taken.

ITEM 11: DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CONTRIBUTION FROM NEWCASTLE ECONOMIC DEVELOPMENT AUTHORITY TO NEWCASTLE CHAMBER OF COMMERCE FOR "WELCOME TO" AND "THANK YOU" SIGNS FOR THE TRI-CITY AND MAIN STREET SHOPPING DISTRICTS IN THE AMOUNT OF \$2,000.00

Motion was made by Jim Inskeep and seconded by Chris Turner for approval of Item 11 in the amount of \$2,000.00. Council polled: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Karl Nail, yes. Motion carried.

ITEM 12: DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATIONS OF PLANNING AND ZONING COMMISSION

Planning Commission Agenda Item 8(April 25, 2011 Meeting):
A PUBLIC HEARING TO CONSIDER AN APPLICATION FOR USE PERMITTED ON REVIEW FOR OKLAHOMA GAS AND ELECTRIC COMPANY FOR THE USE OF ADDING A 190' LATTICE TOWER FOR OG&E SMART GRID LOCATED IN SECTION 35, TOWNSHIP 10 NORTH, RANGE 4 WEST, I.M., McCLAIN COUNTY, OKLAHOMA. PROPERTY ADDRESS: 801 NE 34TH STREET (UPOR 2011-004)

A. The Planning and Zoning Commission recommends approval of the UPOR for OG&E pursuant to the application as filed.

Motion was made by Jim Inskeep and seconded by Chris Turner to approve Item 12(A). Council polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

ITEM 13: DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATION OF LOCAL PLANNING ADVISORY COMMITTEE REGARDING CAPITAL IMPROVEMENT PLAN

Motion was made by Jim Inskeep and seconded by Chris Turner to approve Item 13. Council polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 14: ANNUAL REPORT OF FINDINGS OF OVERSIGHT COMMITTEE

Motion was made by Linda Molsbee and seconded by Jim Inskeep to approve Item 14. Council polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

ITEM 15: DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF BUDGETED AMOUNT OF \$5,844.47 FOR OKLAHOMA MUNICIPAL LEAGUE SERVICE FEES FOR FISCAL YEAR 2011-2012

Motion was made by Linda Molsbee and seconded by Chris Turner to approve Item 15. Council polled: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Karl Nail, yes. Motion carried.

ITEM 16: DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENTS TO OVERSIGHT COMMITTEE FOR TWO (2) VACANCIES EACH TO SERVE 5-YEAR TERMS

No action was taken.

ITEM 17: DISCUSSION AND POSSIBLE ACTION ON COUNCIL MEMBERS' CONFIRMATION OF MAYOR'S APPOINTMENT(S) TO LOCAL EMERGENCY PLANNING COMMISSION

Mayor Karl Nail appointed Ron Hammett to serve on the Local Emergency Planning Commission. Motion was made by Jim Inskeep and seconded by Linda Molsbee to confirm the Mayor's appointment of Ron Hammett under Item 17. Council polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

ITEM 18: DISCUSSION AND POSSIBLE ACTION ON ELECTION OF THREE (3) MEMBERS TO THE BOARD OF TRUSTEES OF THE OKLAHOMA MUNICIPAL ASSURANCE GROUP

Motion was made by Karl Nail and seconded by Jim Inskeep to elect Camille Dowers, Newcastle; Pam Polk, Collinsville; and Earl Burson, Harrah; to the Board of Trustees for the Oklahoma Municipal Assurance Group. Council polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

ITEM 19: CITY MANAGER'S COMMENTS

The police station construction being finalized and transfer of the department to the new building is underway.

ITEM 20: COUNCIL MEMBERS' COMMENTS

Comments were made regarding the upcoming Memorial Day ceremony.

ITEM 21: OLD BUSINESS

None

ITEM 22: NEW BUSINESS

None

ITEM 23: ADJOURNMENT

Motion was made by Jim Inskeep and seconded by Chris Turner to adjourn. Mayor Karl Nail declared the meeting adjourned at 7:30 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