

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

**DATE:** April 29, 2011

**TIME:** 5:00 P.M.

**PLACE:** NEWCASTLE MULTI-PURPOSE CENTER  
705 NW 10<sup>TH</sup> STREET

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

Immediately preceding the meeting, Mayor Karl Nail administered the Oath of Office to newly-elected council member Wayne McDoulett and to incumbent Linda Molsbee. The meeting of the Trustees of the Newcastle Public Works Authority was called to order at 5:02 p.m.

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

**ABSENT:** None

**OTHERS PRESENT:** Nick Nazar, General Manager; Kevin Self, Assistant General Manager; Ted Haxel, City Attorney; Camille Dowers, NPWA Secretary; Ian Crittenden, City Planner; Dinah Alizadeh, Administrative Assistant; Pete Garcia, Clark Construction, Inc.

**ITEM 2: NOMINATION AND ELECTION OF NPWA CHAIR AND VICE CHAIR**

Nominations were made by Linda Molsbee and seconded by Chris Turner to elect Karl Nail as Chair and Jim Inskeep as Vice Chair of the Newcastle Public Works Authority. Board polled: Jim Inskeep, abstain; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Karl Nail was elected to serve as Chair and Jim Inskeep was elected to serve as Vice Chair.

**ITEM 3: 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: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Karl Nail, yes. Motion carried.

**ITEM 4: DISCUSSION AND POSSIBLE ACTION APPROVING MODIFICATION OF ELIGIBILITY REQUIREMENTS FOR EMPLOYEE 401(K) PLAN CHANGING MINIMUM PARTICIPATION AGE FROM 21 TO 18**

Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve Item 4. Board polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

**ITEM 5: DISCUSSION AND POSSIBLE ACTION APPROVING MODIFICATION TO EMPLOYEE 401(K) PLAN FOR ELIMINATION OF SIX (6) MONTH ELIGIBILITY WAITING PERIOD FOR FULL-TIME EMPLOYEES HAVING CONTINUOUSLY SERVED IN ANY EMPLOYMENT CAPACITY WITH THE CITY OF NEWCASTLE IMMEDIATELY PRECEDING PARTICIPATION IN THE PLAN**

Motion was made by Jim Inskeep and seconded by Chris Turner to approve Item 5. Board 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 ACQUIRING ADDITIONAL RIGHT-OF-WAY FOR OKC CONNECTION WATERLINE, PHASE I**

No action was taken.

**ITEM 7: DISCUSSION AND POSSIBLE ACTION ON AMENDING CITY PERSONNEL POLICIES REGARDING SICK LEAVE USAGE**

Motion was made by Chris Turner and seconded by Jim Inskeep to approve Item 7 regarding changes to approved use of sick leave for illnesses of certain family members and others residing in an employee's home. 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 DELTA TRANSIT PROGRAM COSTS**

No action was taken.

**ITEM 9: GENERAL MANAGER'S COMMENTS**

General Manager Nick Nazar reported the waterline is nearly complete, with the exception of right-of-way needs to be discussed in executive session.

**ITEM 10: TRUSTEES' COMMENTS**

None

**ITEM 11: ADJOURNMENT**

Motion was made by Jim Inskeep and seconded by Linda Molsbee to adjourn. Chairman Karl Nail declared the meeting adjourned at 5:14 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.

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Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

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

**DATE:** April 29, 2011

**TIME:** 5:00 P.M.

**PLACE:** NEWCASTLE MULTI-PURPOSE CENTER  
705 NW 10<sup>TH</sup> STREET

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

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

**ABSENT:** None

**OTHERS PRESENT:** Nick Nazar, City Manager; Kevin Self, Assistant City Manager; Ted Haxel, City Attorney; Camille Dowers, City Clerk; Ian Crittenden, City Planner; Dinah Alizadeh, Administrative Assistant; Pete Garcia, Clark Construction, Inc.

**ITEM 2: NOMINATION AND ELECTION OF MAYOR AND VICE MAYOR**

Nominations were made by Linda Molsbee and seconded by Wayne McDoulett to elect Karl Nail as Mayor and Jim Inskeep as Vice Mayor. Council polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Karl Nail was elected to serve as Mayor and Jim Inskeep was elected to serve as Vice Mayor.

**ITEM 3: 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: Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Karl Nail, yes. Motion carried.

**ITEM 4: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF AIA APPLICATION AND CERTIFICATE FOR PAYMENT NO. 008 PRESENTED BY CLARK CONSTRUCTION, INC., IN THE AMOUNT OF \$333,688.77, INCLUDING AMOUNTS FOR REIMBURSABLE EXPENSES, FOR PERIOD ENDING APRIL 22, 2011 FOR POLICE STATION CONSTRUCTION PROJECT**

Pete Garcia, Clark Construction, Inc., appeared and requested approval of payment in the corrected amount of \$330,688.77. Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve Item 4 in the amount of \$330,688.77. Council polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

**ITEM 5: DISCUSSION AND POSSIBLE ACTION ON ACQUIRING ADDITIONAL RIGHT-OF-WAY FOR OKC CONNECTION WATERLINE, PHASE I**

No action was taken.

**ITEM 6: DISCUSSION AND POSSIBLE ACTION ON AMENDING CITY PERSONNEL POLICIES REGARDING SICK LEAVE USAGE**

Motion was made by Chris Turner and seconded by Jim Inskeep to approve Item 6 regarding changes to approved use of sick leave for illnesses of certain family members and others residing in an employee's home. Council polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried.

**ITEM 7: DISCUSSION AND POSSIBLE ACTION ON DELTA TRANSIT PROGRAM COSTS**

Assistant City Manager Kevin Self presented a clarification of costs for the Delta Transit Program to the Council. No action was taken.

**ITEM 8: DISCUSSION AND POSSIBLE ACTION ON PAVING ASSOCIATED WITH POLICE STATION AND EMERGENCY ACCESS ROAD**

Motion was made by Jim Inskeep and seconded by Chris Turner to approve Item 8 in the estimated amount of \$11,000.00. Council polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried.

**ITEM 9: DISCUSSION AND POSSIBLE ACTION APPROVING MODIFICATION OF ELIGIBILITY REQUIREMENTS FOR EMPLOYEE 401(K) PLAN CHANGING MINIMUM PARTICIPATION AGE FROM 21 TO 18**

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

**ITEM 10: DISCUSSION AND POSSIBLE ACTION APPROVING MODIFICATION TO EMPLOYEE 401(K) PLAN FOR ELIMINATION OF SIX (6) MONTH ELIGIBILITY WAITING PERIOD FOR FULL-TIME EMPLOYEES HAVING CONTINUOUSLY SERVED IN ANY EMPLOYMENT CAPACITY WITH THE CITY OF NEWCASTLE FOR SIX (6) MONTHS IMMEDIATELY PRECEDING PARTICIPATION IN THE PLAN**

Motion was made by Jim Inskeep and seconded by Linda Molsbee to approve Item 10. Council polled: Linda Molsbee, yes; Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Karl Nail, yes. Motion carried.

**ITEM 11: CITY MANAGER'S COMMENTS**

City Manager Nick Nazar reported the new police station construction is progressing. Bids were opened for a new Sewer Jetter. A "new" used van has been purchased for use by the meter reader. Work is being done on approval of siren installation locations.

**ITEM 12: COUNCIL MEMBERS' COMMENTS**

New council member Wayne McDoulett was welcomed by the other council members.

**ITEM 13: 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 (CHARLES YON)**

Motion was made by Jim Inskeep and seconded by Chris Turner to enter into executive session, to include City Attorney Ted Haxel, City Manager Nick Nazar and Assistant City Manager Kevin Self. Council polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried and executive session was convened at 5:30 p.m.

Motion was made by Jim Inskeep and seconded by Linda Molsbee to adjourn executive session and reconvene the open meeting of the Newcastle City Council. Council polled: Chris Turner, yes; Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Karl Nail, yes. Motion carried and the open session of the Newcastle City Council meeting was reconvened at 5:36 p.m.

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

Motion was made by Jim Inskeep and seconded by Linda Molsbee to authorize the City Manager and City Attorney to proceed with settlement of easement issues with Charles Yon for the OKC Connection waterline project. Council polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes.

**ITEM 14: ADJOURNMENT**

Motion was made by Jim Inskeep and seconded by Linda Molsbee to adjourn. Council polled: Jim Inskeep, yes; Wayne McDoulett, yes; Linda Molsbee, yes; Chris Turner, yes; Karl Nail, yes. Motion carried and the meeting was adjourned at 5:39 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

\_\_\_\_\_  
Council Member

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Council Member