

BOARD OF CITY COMMISSIONERS PROCEEDINGS

AUGUST 15, 2016 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, August 15, 2016 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. Upon roll call, the following members were in attendance.

Wes Mainord

Mayor

Dub Bushong

Commissioner Ward 1

Ron Gillham

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Keith Hall

Commissioner Ward 4

Absent

Commissioner Ward 5

Absent

Commissioner Ward 6

ABSENT: Lesa Shaw, Micheal Dykstra

INVOCATION

The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the August 1, 2016 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for July 2016
 - Project Payment Report for July 2016
 - Planning Commission Minutes from the July 6, 2016 meeting
- c. Budget Amendment – 2016 Community Development Building Grant (CDBG) Entitlement Grant Fund
Allocate Fiscal Year 2016-2017 CDBG award

- d. Acknowledge Oklahoma Municipal Retirement Fund Early Retirement for Pamela Billus.
- e. Accept water line improvements for Sac & Fox Wikipapi Addition and placing the maintenance bond into effect.
- f. Accept water line improvements for Golden Acres Cottages II and placing the maintenance bond into effect.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the Consent Agenda Item No. 1(a-f). Motion carried 5-0.

AYE: Hall, Harrod, Mainord, Bushong, Gillham

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Mr. Tom Claybrook spoke regarding a recent Freedom of Information Act request.

Mr. Mike Little expressed his appreciation with current City of Shawnee staff and encouraged the new Commission to continue with the existing relationship between staff and local contactors/builders.

Ms. Alesha Hill representing Faith Christian Outreach spoke about a waterline being installed outside of the city limits. Ms. Hill was directed to contact Rural Water District No. 3 for assistance.

AGENDA ITEM NO. 3:

Presentation by City Manager to Employee of the Month, James (Nick) Auld, Fire Department.

Mr. James (Nick) Auld was not present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

AGENDA ITEM NO. 4:

Public hearing and consideration of an ordinance to rezone property located at 4706

N. Harrison Street from A-1; Rural Agricultural District to C-3; Highway Commercial District. Case No. P06-16; Applicant: Nelmon Brauning

Mayor Mainord declared a public hearing in session to consider an ordinance rezoning property located at 4706 N. Harrison Street from A-1; Rural Agricultural District to C-3; Highway Commercial District. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Commissioner Gillham, seconded by Commissioner Hall, to approve the ordinance rezoning property located at 4706 N. Harrison from A-1; Rural Agricultural District to C-3; Highway Commercial District, with the following conditions:

1. A six (6') foot sidewalk along Harrison Ave.
2. Landscaping to cover 10% of the overall site.
3. Façade treatment to a total of 60% where facing Harrison Ave.
4. Appropriate off-street parking.

Ordinance No. 2585NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING AT A POINT 1378 FEET NORTH OF THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4) OF SECTION THIRTY-ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE WEST 348 FEET; THENCE SOUTH 200 FEET; THENCE EAST 348 FEET; THENCE NORTH 200 FEET TO THE POINT OF BEGINNING. ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM A-1; RURAL AGRICULTURAL DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 5-0.

AYE: Gillham, Hall, Bushong, Harrod, Mainord

NAY: None

Ordinance No. 2585NS was adopted by the City Commission.

AGENDA ITEM NO. 5:

Consideration of a Final Plat for Shawnee Park Addition located on the southeast corner of Transportation Drive and North

Harrison Street. Case No. S14-16.
Applicant: Zimmerman Properties
Development, LLC

Justin DeBruin, Community Development Director explained that a total of 108 apartment units are proposed and that the development includes two lots and one tract of land to serve as a common area. Mr. DeBruin stated that staff recommends approval with conditions.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a Final Plat for Shawnee Park Addition located on the southeast corner of Transportation Drive and North Harrison Street, with the following conditions:

1. Four (4') foot sidewalk required along Transportation Parkway.
2. Final construction documents must be approved by the City Engineer prior to construction.
3. The final engineered drainage plan must be approved by the City Engineer prior to construction.
4. All other applicable City standards apply.

Motion carried 5-0.

AYE: Harrod, Gillham, Mainord, Hall, Bushong

NAY: None

AGENDA ITEM NO. 6:

Consideration of a Final Plat for Wyndemere Section 2 located south of MacArthur Street and west of Bryan Street. Case No. S15-16. Applicant: Greg Brown Homes, LLC

Community Development Director Justin DeBruin explained that the applicant wishes to construct twenty-nine additional single family residential homes in the Wyndemere Addition. Mr. DeBruin noted that this is the final phase of the addition.

A motion was made by Commissioner Hall, seconded by Commissioner Bushong, to approve a Final Plat for Wyndemere Section 2 located south of MacArthur Street and west of Bryan Street, with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. All other applicable City standards apply.

Motion carried 5-0.

AYE: Hall, Bushong, Gillham, Harrod, Mainord

NAY: None

AGENDA ITEM NO. 7:

Consideration of a Final Plat for Belmont Park Phase 2 located on the northeast corner of MacArthur Street and Acme Road. Case No. S16-16. Applicant: Belmont Park LLC *(Deferred by City Commission at July 18, 2016 meeting.) (Deferred by Planning Commission to September 7, 2016 meeting.)*

Staff advised that this item was deferred by the Planning Commission to the September 7, 2016 meeting.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to defer this item until the September 19, 2016 City Commission meeting. Motion carried 5-0.

AYE: Harrod, Hall, Bushong, Gillham, Mainord

NAY: None

AGENDA ITEM NO. 8:

Discussion, consideration and possible action to authorize staff to purchase two 2016 Ford Interceptor K9 Utility Vehicles (fully equipped) in the amount of \$50,313.51 each and one 2016 Chevrolet Silverado 4WD pickup (fully equipped) in the amount of \$38,154.67.

Police Chief Mason Wilson briefly explained the County Drug Task Force and the City's involvement with them. Chief Wilson stated that Task Force arrests have resulted in the City of Shawnee receiving approximately \$192,000.00. Staff is requesting to purchase vehicles for future use in drug related programs.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to authorize staff to purchase two 2016 Ford Interceptor K9 Utility Vehicles (fully equipped) in the amount of \$50,313.51 each and one 2016 Chevrolet Silverado 4WD pickup (fully equipped) in the amount of \$38,154.67. Motion carried 5-0.

AYE: Harrod, Hall, Bushong, Gillham, Mainord
NAY: None

AGENDA ITEM NO. 9: Discussion, consideration and possible action to approve a Budget Amendment for the money seized in case no. CF-2015-300.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve a Budget Amendment for the money seized in case no. CF-2015-300. Motion carried 5-0.

AYE: Harrod, Hall, Bushong, Gillham, Mainord
NAY: None

AGENDA ITEM NO. 10: Acknowledge Sales Tax Report received August 2016.

Assistant Finance Director Diane Smith reported that August sales tax collected was \$1,530,245.89, which is down 3.6% from August 2015.

AGENDA ITEM NO. 11: Consider Bids:

a. Remote Control Slope Mower (Award)

Director of Operations James Bryce announced that one (1) bid was received and after review and consideration it is staff's recommendation to award the bid to P&K Equipment of Kingfisher, Oklahoma in the total amount of \$51,000.00.

A motion was made by Commissioner Hall, seconded by Commissioner Bushong, to accept staff's recommendation and award the bid to P&K Equipment in the total amount of \$51,000.00. Motion carried 5-0.

AYE: Hall, Bushong, Gillham, Harrod, Mainord
NAY: None

AGENDA ITEM NO. 12:

Administrative Reports:

a. Justin DeBruin – ODOT TAP Grant Update

Community Development Director Justin DeBruin explained that the Oklahoma Department of Transportation (ODOT) Transportation Alternatives Program (TAP) provides funding for non-driving public forms of transportation. The City is responsible for twenty percent of the project cost, of which the Avedis Foundation will provide a ten percent matching grant, and ODOT will cover the remaining eighty percent of the total project cost. Mr. DeBruin noted that the Avedis Foundation has contributed to various sidewalk projects around the city; such as the proposed fourteen miles of sidewalk connecting schools and parks, a recently constructed four foot sidewalk along Union Street to Shawnee Middle School and a ten foot sidewalk on Bryan Street.

AGENDA ITEM NO. 13:

New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 14:

Commissioners Comments

Commissioner Bushong stated that he has enjoyed the cool weather and encouraged citizen to take advantage of it as well.

Commissioner Gillham commented on the new lighting around the Airport Track. He also mentioned looking forward to the sidewalk projects being completed.

Vice Mayor Harrod said that the Parks Department is doing a good job of keeping up with landscaping around the city.

Commissioner Hall thanked Mr. Mike Little for his kind words and appreciation of City Staff.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (7:09 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (7:12 P.M.)

AGENDA ITEM NO. 15:

Consider an Executive Session to discuss
annual evaluations of the City Manager and
City Treasurer pursuant to 25 O.S.
§307(B)(1) "Discussing the employment,
hiring, appointment, demotion, disciplining
or resignation of any individual salaried
public officer or employee."

A motion was made by Vice Mayor Harrod, seconded by Commissioner
Bushong, to enter into Executive Session to discuss annual evaluations of the City
Manager and City Treasurer pursuant to 25 O.S. §307(B)(1) "Discussing the
employment, hiring, appointment, demotion, disciplining or resignation of any
individual salaried public officer or employee." Motion carried 5-0.

AYE: Harrod, Bushong, Gillham, Mainord, Hall
NAY: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:13 P.M. WITH
ALL MEMBERS PRESENT

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 7:52 P.M.
WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 16:

Consider matters discussed in Executive
Session regarding discussion of annual
evaluations of City Manager and City
Treasurer pursuant to 25 O.S. §307(B)(1)
"Discussing the employment, hiring,
appointment, demotion, disciplining or
resignation of any individual salaried public
officer or employee."

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to give City Manager Justin Erickson a merit raise of two and one half percent (2½%) retro-active to July 1, 2016. Motion carried 5-0.

AYE: Harrod, Hall, Bushong, Gillham, Mainord
NAY: None

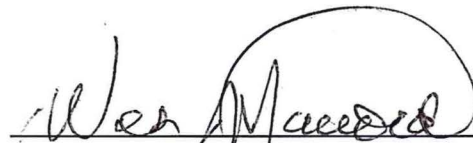
A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to give City Treasurer Cynthia Arnold a merit raise of two and one half percent (2½%) retro-active to July 1, 2016. Motion carried 5-0.

AYE: Harrod, Bushong, Gillham, Mainord, Hall
NAY: None

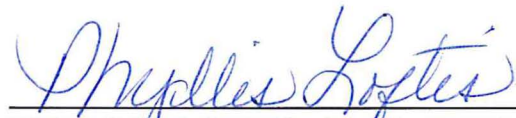
AGENDA ITEM NO. 17: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:55 p.m.)




WES MAINORD, MAYOR

ATTEST:



PHYLLIS LOFTIS, CMC, CITY CLERK