BOARD OF CITY COMMISSIONERS PROCEEDINGS
JULY 17, 2017 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, July 17, 2017 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Dub Bushong Commissioner Ward 1	Ron Gillham Commissioner Ward 2
Absent Commissioner Ward 3-Vice Mayor	Darren Rutherford Commissioner Ward 4
Lesa Shaw Commissioner Ward 5	Ben Salter Commissioner Ward 6

ABSENT: James Harrod

INVOCATION Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

a. Minutes from the June 19, 2017 regular meeting.

b. Acknowledge the following reports and minutes:
- License Payment Report for June 2017
- Project Payment Report for June 2017
- Traffic Commission Minutes from October 25, 2016 meeting.

c. Traffic Commission Recommendations

1) Approval of October 25, 2016 Minutes

STAFF RECOMMENDATION: Staff recommends approval of request.
BOARD RECOMMENDATION: Board recommends approval of request.

2) Consideration of request by Staff, to add flexible delineator devices along the centerline of Highland west of Harrison.

STAFF RECOMMENDATIONS: Staff recommends approval of request.
BOARD RECOMMENDATIONS: Board recommends to defer the request to the July 25, 2017 meeting.

d. Mayor's Appointments

Airport Advisory Board
Will Smallwood 2nd Full Term Expires 07/01/2020
Reappointment

e. Lake Lease Renewal/Transfer:

TRANSFER:
Lot 7 Green Tract, 32005 Hornbeck Road
From: Lon and Kathryne Spencer
To: Robert and Lisa Silvy

f. Approve renewal of the Pioneer Library System Agreement for library services, facilities, and maintenance for FY 2017-2018.

g. Approval of a Memorandum of Understanding with District Attorney's Office, 23rd Judicial District, for services to victims of domestic violence and sexual assault.

h. Approval of an interlocal agreement between the City of Shawnee and Pottawatomie County for the paving/repair of streets and roads owned by the City.

i. Budget Amendment – Fund 190
To allocate 2017-2018 Federal Award for CDBG.

j. Acceptance of the EXPO Conference Center Flooring Project and place warranties into effect.

k. Request Authorization to advertise for bids for the Santa Fe Parking Lot Improvements Project.

l. Request Authorization to negotiate a contract with IMS (Infrastructure Management Services) for Pavement Management, Inspection, Condition Rating, and Reporting Services, and then bring back for City Commission consideration.

Mayor Finley asked to pull Consent Agenda Items Nos. 1(c)(2) and 1(k) for separate consideration.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to approve Consent Agenda Item Nos. 1(a-l), less items 1(c)(2) and 1(k). Motion carried 6-0.

AYE: Gillham, Rutherford, Shaw, Salter, Bushong, Finley
NAY: None

Regarding Consent Agenda Item No. 1(c)(2), Mayor Finley stated that the Traffic Commission recommended deferring this item to the July 25, 2017 Traffic Commission meeting.

A motion was made by Commissioner Gillham, seconded by Commissioner Salter, to defer Consent Agenda Item No. 1(c)(2) to the August 7, 2017 City Commission meeting. Motion carried 5-0-1.

AYE: Gillham, Salter, Bushong, Finley, Rutherford
NAY: None
ABSTAIN: Shaw

Regarding Consent Agenda Item No. 1(k), Mayor Finley stated the current plans of the Santa Fe Parking Lot Improvement Project do not provide access to a neighboring property. Mayor Finley asked if the item should be deferred until plans can be corrected. City Manager Justin Erickson explained that staff recommends the authorization to advertise for bids. He noted the plans were only

fifty to sixty percent complete and there is enough time to move forward with said plans and accommodate the landowner, if possible. Mr. Erickson stated the final plans will return before the Commission for approval.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to authorize staff to advertise for bids for the Santa Fe Parking Lot Improvements Project, Consent Agenda Item No. 1(k). Motion carried 6-0.

AYE: Gillham, Rutherford, Shaw, Salter, Bushong, Finley
NAY: None

AGENDA ITEM NO. 2: Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)

Mr. Monty Garner introduced himself as the neighbor and contractor of the Pottawatomie County Museum. Mr. Garner explained that the access issue would be worked out in the plans, but he had concerns of heavy dirt work in the area damaging the new road and parking lot. Mr. Garner stated that he felt that the parking lot project was out of sequence with the construction of the Pottawatomie County Museum.

Ms. Kate Joyce thanked the Commission and City Staff for the contract received to support the Senior Citizen services. She announced the Fifty's Dance Event being held on July 29, 2017 at the Senior Center from 7:00 p.m. to 9:30 p.m.

AGENDA ITEM NO. 3: Presentation by City Manager to Employee of the Month, Sabrina Hutchinson, Building Maintenance.

Sabrina Hutchinson was present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

AGENDA ITEM NO. 4: Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Zane Qualls.

A motion was made by Commissioner Bushong, seconded by Commissioner Gillham, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Zane Qualls. Motion carried 6-0.

AYE: Bushong, Gillham, Finley, Rutherford, Shaw, Salter
NAY: None

AGENDA ITEM NO. 5: Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Daniel Murrell.

A motion was made by Commissioner Gillham, seconded by Commissioner Bushong, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Daniel Murrell. Motion carried 6-0.

AYE: Gillham, Bushong, Salter, Shaw, Rutherford, Finley
NAY: None

AGENDA ITEM NO. 6: Authorize staff to purchase three (3) 2017 Ford Police Interceptor SUV's at the state bid price of $52,000.00 each.

Police Chief Mason Wilson noted that the purchase of these vehicles was in the approved budget. He explained that the vehicles come fully equipped and will be purchased at the state bid priding of $52,000.00 each. Commissioner Shaw asked about a price increase from the approved budget. Chief Wilson said there was a $2,000.00 increase due to paint and graphic cost rising.

A motion was made by Commissioner Shaw, seconded by Commissioner Rutherford, to authorize staff to purchase three (3) 2017 Ford Police Interceptor SUV's at the state bid price of $52,000.00 each. Motion carried 6-0.

AYE: Shaw, Rutherford, Salter, Bushong, Gillham, Finley
NAY: None

AGENDA ITEM NO. 7: Consider approval of a professional services agreement with the Center for Economic Development Law to review and possibly update the City's Tax Increment Financing District.

City Manager Justin Erickson gave a brief background on the City's Tax Increment Financing (TIF) District. He explained the district was established in 2003 to support downtown revitalization efforts, and is set to expire after 15 years. In the last 13 years, the area has generated approximately $692,000.00 to assist

with streetscape efforts. With the completion of the Main Street Streetscape Project, staff would like to reevaluate the TIF District. The Center for Economic Development Law assisted the City of Shawnee with the creation of the original TIF District. Mr. Erickson stated that if this item is approved tonight, a review committee will be created to assist with the process. Mr. Erickson said he is confident City staff will be able to conduct as much work in-house as possible keeping the estimated cost approximately $30,000.00. Commissioner Shaw requested a cap of $30,000.00 be implemented and require Commission approval should cost exceed that amount.

A motion was made by Commissioner Shaw, seconded by Commissioner Gillham, to approve a professional services agreement with the Center for Economic Development Law to review and possibly update the City's Tax Increment Financing District, capped at $30,000.00 maximum with required City Commission approval should cost exceed that amount. Motion carried 6-0.

AYE: Shaw, Gillham, Finley, Rutherford, Shaw, Salter
NAY: None

AGENDA ITEM NO. 8: Consider acceptance of Main Street Streetscape Project and placing maintenance bond into effect.

City Manager Justin Erickson stated that staff was pleased with the work performed on the Main Street Streetscape Project. The project was 8.9% over budget due to unforeseen infrastructure issues. The overage was funded by the Street Department and Shawnee Municipal Authority funds.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to accept the Main Street Streetscape Project and placing maintenance bond into effect. Motion carried 6-0.

AYE: Shaw, Bushong, Gillham, Finley, Rutherford, Salter
NAY: None

AGENDA ITEM NO. 9: Acknowledge Sales Tax Report received July 2017.

Finance Director Cindy Arnold reported that July sales tax collected this month was $1,537,860.00, which is up 4.22% or $62,340.00 from July of 2016.

AGENDA ITEM NO. 10: City Manager Report

City Manager Justin Erickson gave updates on the following city issues:

a. The International Youth Finals Rodeo (IFYR) was held at The Heart of Oklahoma Exposition Center from July 9th to July14th. This year marked the 25th Anniversary of this event. Many great complements were received about the new facility; the remodel project is about 90% complete.

b. The demolition on Fire Station No. 2 has begun. A grand opening for the Station is scheduled for the Spring of 2018.

c. The Police Department is actively pursuing many grant opportunities; including the Edward Byrne Memorial Justice Assistance Grant, which will provide for the purchase of rifle plates and extra ballistic protection for our Police Officers.

d. The official Blue Zones Launch Event will kick off on August 26th at the Shawnee High School Performing Arts Center from 10:00 a.m. to 12:00 p.m.

e. The Cops and Kids event will be held at Woodland Park on August 26th from 1:00 p.m. to 4:00 p.m. This event will include fun activities, food, and members of all local Law Enforcement.

AGENDA ITEM NO. 11: 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. 12: Commissioners Comments

Commissioner Gillham commented on how peaceful the current Commission is and stated his appreciation that the Commission as a whole can work together in one direction.

Mayor Finley echoed Commissioner Gillham's statement.

Commissioner Rutherford thanked all the volunteers that assisted with the International Finals Youth Rodeo (IFYR).

Commissioner Rutherford shared his excitement for the Cops and Kids event on August 26th; he also mentioned Shawnee Splash would be open that day.

Commissioner Shaw spoke about the Traffic Commission. She addressed concerns regarding their board having only met one time this year. She asked that City staff work with the Traffic Commission. Commissioner Shaw mentioned the closing of University Street and that the Traffic Commission should have been able to give their recommendation regarding that issue.

Commissioner Shaw also stressed the importance of recommendations to accommodate all businesses and intersections, not only specific businesses. She stated her appreciation for the Centracs Management System being implemented.

Commissioner Shaw stated that she wanted to be able to knowledgably inform citizens of new businesses coming to Shawnee. She asked that the City keep citizens informed of what is being built within the City.

Commissioner Salter reminded everyone of the Downtown Block Party this Friday, July 21st, starting at 6:00 p.m. He also mentioned several visitors returning to Shawnee this weekend for the 50th reunion of the Shawnee High School Class of 1967.

AGENDA ITEM NO. 13: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:03 p.m.)

for James Harrod
RICHARD FINLEY, MAYOR

ATTEST:

THE CITY OF SHAWNEE SEAL OKLAHOMA

KACIE BACHHOFER, DEPUTY CITY CLERK