

Notice of Meeting

Shawnee Civic & Cultural Development Authority

Type of Meeting (Please Check)

Regular Meeting (X)
Rescheduled Regular Meeting ()
Special Meeting ()
Continued or
Emergency Meeting ()
Reconvened Meeting ()
Canceled Meeting ()

Date

Time

Place of Meeting

June 20, 2019 12:30PM

Heart of Oklahoma Exposition Center

1700 W. Independence

Shawnee, OK 74804

To be completed by person filing notice:

Name: Stephanie Meiler-Gideon

Title: MARKETING MANAGER

Address: PO Box 1466
Shawnee, OK 74802-1466

Phone: 405-275-7020

Filed in the office of the municipal clerk at 4 55 AM~~PM~~.

On: June 17, 2019.

Signed: uck

For City Clerk's Office Use Only

Date Notice released to news media: 6/17/19

Person filing notice: Stephanie Meiler-Gideon

Notice verified by: Karen Eck

Shawnee Civic & Cultural Development Authority
June 20, 2019
2:12:30 PM
Heart of Oklahoma Exposition Center

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum.
4. Approval of minutes of the regularly scheduled Meeting of May 2019.
5. Review and Acknowledgment of Monthly Activity Report.
6. Approval of Monthly Financial Report.
7. Approval of Claims: General Account.
8. Approval of Claims: Expo Center Special Events.
9. Approval of Claims: Shavings Account.
10. Presentation by CBEW Group (Mr. Chuck Crooks) on audit of the SC&CDA for year ending December 31, 2018.
11. Discussion Consideration and Possible Action to remove Chris Dunlap from all SC&CDA Bank Accounts on Deposit, Transfers and Check Signing with Arvest Bank, First National Bank, BancFirst, and First United Bank.
12. Discussion Consideration and Possible Action for the Internationals Finals Youth Rodeo (IFYR) to utilize The Heart of Oklahoma Expo Center Facility including Otto Krause building, Fred Humphrey Pavilion, the Grandstands, Arena, Grandstands East & West, Concession Area, Ticket Office, Secretary Office, Practice Pen, and all the RV Hook-ups (set up, tear down and clean up all included for the week). This is a No Charge Event from the SC&CDA/Management Group for Facility Usage.
13. Discussion Consideration and Possible Action for Contract Personnel for International Finals Youth Rodeo (IFYR).
14. IFYR Up-Date.
15. Committee Reports.
16. Administrative Reports.
17. Old Business.
18. New Business.
19. Public & Trustee Comments.
20. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
MAY 16, 2019 @ 12:30PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY WAS ORIGINALLY SCHEDULED TO HAVE THEIR REGULAR MEETING DATE THURSDAY, MAY 16, 2019 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON MAY 14, 2019 AT 9:10AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:38PM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. KARL KOZEL
MR. RANDY GILBERT
MS. RACHAEL MELOT
MR. CARL PACKWOOD
MR. ERIC BENSON
MR. TIM BARRICK

TRUSTEES ABSENT: MR. LANCE WORTHAM

*RACHAEL MELOT LEFT BOARD MEETING AT 1:00PM

*GUESTS ALSO IN ATTENDANCE: CITY COMMISSIONER DARREN RUTHERFORD, MIKE MCCORMICK, SUZIE CAMPBELL W/ COUNTYWIDE NEWS.

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES FROM THE APRIL 2019
REGULAR SCHEDULED MEETING.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BENSON TO APPROVE THE MINUTES FROM THE REGULAR SCHEDULED MEETING MARCH 2019. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, BARRICK, GILBERT, BENSON, KOZEL
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.6

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE BENSON TO APPROVE THE MONTHLY FINANCIAL REPORT AS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, BARRICK, GILBERT, BENSON, KOZEL
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.7

APPROVAL OF CLAIMS: GENERAL ACCOUNT &
ADD ONS.

THE MOTION MADE BY TRUSTEE BENSON, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE CLAIMS FOR THE GENERAL ACCOUNT AS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, BARRICK, GILBERT, BENSON, KOZEL
NAY: NONE
ABSTAIN: NONE

General Claims:

Monthly Bills:

1. MetTel	\$921.16
2. AT&T Mobility	\$56.23
3. OK Tax Commission	\$1,115.28
4. ONG (7)	\$1,018.33
5. John Deere Financial Payment	\$1,037.18
6. John Deere Chrg Acct	\$1,108.58
7. Shawnee Municipal Authority	\$455.77
8. OG&E	\$9,606.32
9. City of Shawnee Surcharge	\$465.00
10. Fuelman (2)	\$4,861.87
11. John Deer	\$1,801.71
12. Vyve	\$1.19

Legal Fees:

1. Stuart & Clover	\$262.50
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Office:

1. Finley & Cook	\$805.00
2. INS	\$734.00
3. FUB SMG	\$95.00
4. FUB CD	\$522.07
5. Staples	\$73.04

Marketing:

1. Vann & Associates	\$1,187.00
2. Sign Factory	\$292.00

Equipment Maintenance:

1. CH&W	\$1,281.58
2. NAPA	\$68.59
3. A Team	\$1,157.00

Rentals:

1. Herc Rentals	\$ 1,480.32
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Temp Services:

1. Express (3)	\$1,830.15
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Bldg & Grounds Maintenance:

1. Grimsley's	\$1,469.29
2. Marsh Electric	\$472.50

3. Chuck Jones	\$600.00
4. Airgas	\$19.40
5. Hunzicker Brothers	\$14.98
6. Armstrong Termite & Pest	\$150.00
7. South Central Industries	\$174.48

Add ons:

General Claims:

Monthly:

1. AT&T	\$391.39
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Temp Labor:

1. Express	\$664.00
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AGENDA ITEM NO.8

APPROVAL OF CLAIMS: SPECIAL ACCOUNT & ADD
ON

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO APPROVE
THE CLAIMS FOR THE SPECIAL ACCOUNT WITH ADD ONS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, BARRICK, GILBERT, BENSON, KOZEL
NAY: NONE
ABSTAIN: NONE

Special Claims:

Marketing:

1. Vann & Associates	\$1,187.00
2. OTE Berry	\$3,000.00
3. IPRA	\$3,000.00
4. Rainbow Racing Systems	\$363.10
5. Celebrations Entertainment	\$100.00
6. Countywide & Sun	\$550.00

Add ons:

Special Claims:

Bldg & Grounds Maintenance:

1. Chuck Jones	\$4,500.00
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AGENDA ITEM NO.9

APPROVAL OF CLAIMS: SHAYINGS ACCOUNT

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO APPROVE THE CLAIMS FOR THE SHAYINGS ACCOUNT AS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, BARRICK, GILBERT, BENSON, KOZEL
NAY: NONE
ABSTAIN: NONE

Shaving Claims:

1. Xylo of Oklahoma

\$4,536.00

AGENDA ITEM NO. 10

IFYR UPDATE

*SENT OUT GOAT CONTRACT FOR IFYR
* CHRIS GAVE STATS OF RODEO
*CONTRACTS ARE IN & #S ARE RISING

AGENDA ITEM NO. 11

COMMITTEE REPORTS

*RACHAEL MELOT REPORTED THAT THE FINAL NEGOTIATIONS OF CONTRACT WITH COMCAST ARE IN WORKS
*CITY COMMISSIONS AGENDA MONDAY MAY 20TH
* MAYOR RICHARD FINLEY APPOINTED COMMITTEE MEMBERS:
LANCE WORTHAM, RACHAEL MELOT, DARREN RUTHERFORD, CHANCE ALLISON, & ERIC BENSON
*TARGET DATE IS JULY 1ST FOR COMCAST

AGENDA ITEM NO. 12

ADMINISTRATIVE REPORTS

ADMINISTRATIVE REPORT SENT TO ALL BOARD MEMBERS BEFORE MEETING
*CONFERENCE CENTER UPSTAIRS LED LIGHTING IS ALMOST DONE. MOVING TO THE BARN, EXPECT TO BE COMPLETED IN JUNE.
* KEEPING UP WITH MAINTENANCE ON GROUNDS

AGENDA ITEM NO. 13 & 14

OLD BUSINESS & NEW BUSINESS

NONE

AGENDA ITEM NO. 15

PUBLIC & TRUSTEE COMMENTS

NONE.

AGENDA ITEM NO. 16

ADJOURNMENT @ 1:11PM

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: PACKWOOD, BARRICK, GILBERT, BENSON, KOZEL
NAY: NONE
ABSTAIN: NONE

CHAIRMAN: MR. RANDY GILBERT

INTERIM SECRETARY: MR. ERIC BENSON

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Arvest-General	46,813.41
Bancfirst-0161902-Shavings	5,885.76
FNB - 1020390 (Capital Improve)	4,410.63
FUB-282367-Payoff	1,114.17
FUB-603708-Special	69,816.10
FUB-603910-Ticket	386,490.14
Total Checking/Savings	514,530.21
Accounts Receivable	
Accounts Receivable	-3,370.81
Total Accounts Receivable	-3,370.81
Other Current Assets	
Concession Receivable	-3,178.95
Total Other Current Assets	-3,178.95
Total Current Assets	507,980.45
Fixed Assets	
Land Improvements	47,350.44
Parking Lot Improvements	265,886.47
RV Park	
600 Section	246,317.00
Total RV Park	246,317.00
Accum Depr- Land Improvements	-746,754.28
Accum Depr- Vehicles	-110,953.19
Accum Depr-Audiovisual Equip	-56,887.35
Accum Depr-Buildings	-4,915,354.19
Accum Depr-Business Mach	-68,505.52
Accum Depr-Comm. Equip	-5,080.64
Accum Depr-Furniture	-49,425.22
Accum Depr-Mach. & Tools	-1,846,344.36
Appliances	4,448.14
Audiovisual Equipment	68,623.71
Buildings	8,436,669.42
Business Machines	25,786.79
Communications Equipment	68,849.24
Furniture	102,813.33
Land	645,821.42
Machinery & Tools	2,083,890.68
Parks & Recreation Equip.	29,503.09
Vehicles	124,513.19
Total Fixed Assets	4,351,168.17
TOTAL ASSETS	4,859,148.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Rodeo Income	
Awards	-13,050.00
Entry Fees	394,560.00
Rodeo Expenses	-20,211.68
Sponsorship	40,658.00
Total Accrued Rodeo Income	401,956.32

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of May 31, 2019

	May 31, 19
Sales Tax Payable	-581.23
Total Other Current Liabilities	401,375.09
Total Current Liabilities	401,375.09
Long Term Liabilities	
N/P John Deere	44,365.40
Total Long Term Liabilities	44,365.40
Total Liabilities	445,740.49
Equity	
County Money for Improvements	458,651.00
Fund Balance	
Restricted	3,771,858.53
Total Fund Balance	3,771,858.53
Retained Earnings	191,779.84
Net Income	-8,881.24
Total Equity	4,413,408.13
TOTAL LIABILITIES & EQUITY	<u>4,859,148.62</u>

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
One Month and Five Months Ended, May 31, 2019

	May 19	Jan - May 19
Ordinary Income/Expense		
Income		
Auction Income	0.00	8,948.70
Additional Charges	12,846.50	39,540.84
Booth Income	0.00	875.00
Clean Up Fee	250.00	250.00
Concession/Catering Income	3,448.50	12,695.50
Conference Center	1,580.00	29,895.00
Discounts	0.00	-666.87
Fred Humphrey Pavilion	7,920.00	41,245.00
Interest Income	82.81	353.57
Otto Krause Building	2,800.00	9,835.00
Rodeo Income		
Concession	400.00	400.00
Total Rodeo Income	400.00	400.00
RV Spaces	5,925.00	26,224.18
Shavings	7,668.00	20,802.50
Total Income	42,920.81	190,398.42
Expense		
Accounting	805.00	9,210.13
Advertising	550.00	3,928.50
Marketing	2,374.00	11,870.00
Bank Charges	110.38	482.26
Contract Labor	2,494.15	14,122.73
Contribution	0.00	900.00
Credit Card Discounts	287.27	980.13
Dues	50.00	100.00
Equipment		
Office	0.00	238.96
Total Equipment	0.00	238.96
Equipment Rental	0.00	678.76
Fuel/Deisel	4,861.87	8,946.00
Insurance	0.00	2,345.25
Interest - Loan	0.00	-1,281.48
Internet expense	618.26	6,673.75
Legal	262.50	3,746.25
Maintenance		
Bldg & Grounds	3,494.79	18,711.10
Computer	734.00	3,670.00
Equipment	12,700.60	28,348.96
Vehicle	68.59	954.79
Total Maintenance	16,997.98	51,684.85
Meals	0.00	2,000.00
Postage	0.00	332.27
Refund	0.00	955.00
Return Check	0.00	0.00
Rodeo Expense		
Advertising	0.00	3,376.00
IFYR Payoffs	0.00	0.00
Permits Pd to IFYR	0.00	3,000.00
Rodeo Expenses	0.00	1,070.00
Total Rodeo Expense	0.00	7,446.00
Shavings & Bedding	4,536.00	16,110.00
Subscription	0.00	300.00
Supplies - Other	610.62	-873.48
Taxes-Other	1,345.47	4,208.12
Telephone	977.39	5,000.06
Uniforms	0.00	398.00

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
One Month and Five Months Ended, May 31, 2019

	May 19	Jan - May 19
Utility		
Electric	9,606.32	43,669.79
Gas	1,866.00	32,524.44
Water	455.77	2,583.37
Total Utility	11,928.09	78,777.60
Total Expense	48,808.98	229,279.66
Net Ordinary Income	-5,888.17	-38,881.24
Other Income/Expense		
Other Income		
City Contribution -SEDF	10,000.00	30,000.00
City Contributions	49,804.07	184,446.55
Total Other Income	59,804.07	214,446.55
Other Expense		
Fringe Benefits		
Health Insurance	3,073.60	15,436.36
Life Insurance	46.18	233.01
Retirement	1,840.06	6,500.77
Worker Compensaton Insurance	55.47	55.47
Total Fringe Benefits	5,015.31	22,225.61
General Insurance	0.00	0.00
Miscellaneous	88.02	760.10
Payroll Taxes	2,551.85	9,115.20
Salaries	34,770.14	126,920.07
Temp Labor	7,378.75	25,425.57
Total Other Expense	49,804.07	184,446.55
Net Other Income	10,000.00	30,000.00
Net Income	4,111.83	-8,881.24

General Claims:

Monthly Bills:

1. Constellation	\$33.30
2. MetTel	\$922.51
3. AT&T Mobility	\$56.23
4. AT&T	\$391.39
5. OK Tax Commission	\$1,459.31
6. ONG (9)	\$853.67
7. John Deere Financial Payment	\$1,037.18
8. John Deere Chrg Acct	\$1,921.56
9. Shawnee Municipal Authority	\$1,127.97
10. OG&E	\$10,054.92
11. City of Shawnee Surcharge	\$183.75
12. Fuelman	\$3,217.60
13. Vyve	\$5.48
14. OMAG	\$2,345.25
15. Pitney Bowes Power Purchase	\$197.46
16. Pitney Bowes	\$190.50
17. Thyssenkrupp	\$3,209.23

Legal Fees:

1. Stuart & Clover	\$225.00
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Refunds:

1. OK Pigeon Association	\$150.00
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Office:

1. Finley & Cook	\$172.50
2. INS	\$734.00
3. FUB SMG	\$425.04
4. FUB CD	\$795.32
5. Staples	\$1,144.14

Marketing:

1. Vann & Associates	\$4,074.50
2. De Fine	\$210.00

Equipment Maintenance:

1. CH&W	\$240.47
2. Preferred Material	\$99.40
3. A Team	\$90.00
4. Stewart Wholesale	\$36.47

5. Fred's Tire	\$217.24
6. NAPA	\$3.99
7. City Grease Trap	\$225.00
8. James Supplies	\$135.93
9. Automatic Fire Control	\$1,199.90
10. Tennant	\$1,384.88

Rentals:

1. Charley's Golf Carts	\$241.45
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Temp Services:

1. Express	\$3,170.60
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Bldg & Grounds Maintenance:

1. Ask About Windows	\$216.00
2. Marsh Electric	\$95.00
3. Buford White's	\$2,040.06
4. Chuck Jones	\$1,875.00
5. Total Alarm Technology	\$1,400.00
6. Armstrong Termite & Pest	\$150.00
7. Personal Plumbing	\$441.44
8. Airgas	\$123.81
9. Shawnee Milling	\$299.40

Special Claims:

Marketing:

1. Vann & Associates	\$2,374.00
2. National Band & Tag	\$223.62
3. Sign Factory	\$895.00
4. Copp Media Services	\$5,547.88
5. The Seminole Producer	\$136.50
6. Demco	\$100.00
7. KIRC	\$125.00
8. Countywide & Sun	\$25.00

IFYR 2019:

1. US Specialty Coatings	\$799.46
2. First United Bank-SMG	\$334.10
3. Ringmasters	\$1,000.00
4. Twister Saddles	\$8,450.00

Bldg & Grounds Maintenance:

1. A Team	\$1,250.00
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Shaving Claims:

1. Benita Ceceille	\$180.00
2. Constellation	\$180.71
3. OK Tax Commission	\$50.00
4. SEFF	\$1,951.53