

BOARD OF CITY COMMISSIONERS PROCEEDINGS
JUNE 17, 2019 AT 6:00 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, June 17, 2019 at 6:00 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

Ed Bolt
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Absent
Commissioner Ward 4

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: Darren Rutherford

INVOCATION

Don Lynch,
Emergency Management Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the June 3, 2019 regular meeting and the June 10, 2019 special call meeting.

- b. Acknowledge the following reports and minutes:
 - License Payment Report for May 2019
 - Project Payment Report for May 2019
 - Planning Commission Minutes from the April 3, 2019 and May 1, 2019 regular meetings and May 22, 2019 special call meeting
 - Wes Watkins Reservoir Oversight Committee Minutes from the March 7, 2019 meeting
- c. Approve renewal of the following agreements for Fiscal Year 2019-2020:
 - 1) Agreement with Pottawatomie Independent School District No. 93 to provide police officers for Shawnee High School and Middle School.
 - 2) Agreement with Pioneer Library System for library services, facilities, and maintenance.
- d. Approve renewal of excess liability policy for Workers' Compensation with Midwest Employers Casualty Corporation for July 1, 2019 through June 30, 2020; and July 1, 2020 through June 30, 2021.
- e. Approval of maintenance bond for Bison Crossing Phase I and II located at 3930 North Kickapoo for waterline improvements.
- f. Authorize staff to purchase a light pole for Lions Club Ball Fields.
- g. Acknowledge the Sister Cities updated Bylaws adopted by Shawnee Sister Cities Council.
- h. Acknowledge the resignation of Link Cowen from the Planning Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to approve Consent Agenda Item Nos. 2 (a-h). Motion carried 6-0.

AYE: Harrod, Bolt, Gillham, Finley, Sehorn, Salter
NAY: None

AGENDA ITEM NO. 3:

Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Couch presented a black and white male domestic short hair kitten.

AGENDA ITEM NO. 4:

Presentation of FEMA Advanced Professional Series Certificate of Achievement to Matt Miller by Shimeka Mack from the Oklahoma Department of Emergency Management.

Emergency Management Director Don Lynch introduced Ms. Shimeka Mack from the Oklahoma Department of Emergency Management. Ms. Mack presented the FEMA Advanced Professional Series Certificate of Achievement to Matt Miller.

AGENDA ITEM NO. 5:

Ratification of final contract with Global Spectrum dba Spectra for management services of the Heart of Oklahoma Exposition Center.

Interim City Manager Eric Benson provided a staff report and presents contract for approval.

A motion was made by Commissioner Bolt, seconded by Commissioner Sehorn, to approve the final contract with Global Spectrum dba Spectra for management services of the Heart of Oklahoma Exposition Center. Motion carried 6-0.

AYE: Bolt, Sehorn, Salter, Gillham, Harrod, Finley

NAY: None

AGENDA ITEM NO. 6:

Consideration of the following budget amendments:

- a. Fund 001 General Fund – Reflects additional revenue received in Fiscal Year 2019. Adjusts budget to reflect current projections for maintenance, software, and other items.

- b. Fund 105 Spay/Neuter Fund – To properly appropriate fund balance to cover spay/neuter expenses.
- c. Fund 106 Hotel Motel Fund – To correct prior year pooled cash adjustment and properly budget for 1% administrative charge transfer to General Fund, per ordinance.
- d. Fund 107 Police Sales Tax Fund – To increase appropriation for transfer to General Fund due to increased sales tax collections during Fiscal Year 2019.
- e. Fund 108 Fire Sales Tax Fund – To increase appropriation for transfer to General Fund due to increased sales tax collections during Fiscal Year 2019.
- f. Fund 113 Drug Forfeiture Fund – Budgeting additional revenue received in Fiscal Year 2019 for use in the police department.
- g. Fund 301 Capital Improvement Fund – To cover the cost of Advanced Metering Infrastructure engineering projects and Computer-Aided Dispatch software.
- h. Fund 303 2018 Capital Improvement Fund – To account for additional revenue and cover purchase of public safety software and reimbursement of the General Fund for early expenses.
- i. Fund 350 Aquatic Center Fund – Reflects the changes that have occurred since July 1, 2018.
- j. Fund 701 Library Fund – To properly budget transfers from General Fund.
- k. Fund 704 Senior Citizens Fund – To transfer fund balance to General Fund to close out fund.
- l. Fund 706 Gifts and Contributions – To properly appropriate gifts and contribution expected revenues and expenditures.

Finance Director Chance Allison explained these budget amendments were a result of the end of the year budgeting monitoring process. He stated that him and

Assistant Ashley Neel reviewed estimated revenues and expenditures against actuals in each fund from what was originally budgeted. He advised that they reviewed all of appropriations that were originally appropriated in the budgets or amended compared to actual expenditures. He also advised that Agenda Item 6(a) a couple of errors that were discovered in the original publication of the that budget amendment, which included an account code error and a couple of error of other funds from and to the general fund. An amended budget for that item was handed out correcting those errors.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to approve the budget amendments listed in Agenda Item Nos. 6 (a-l). Motion carried 6-0.

AYE: Harrod, Bolt, Gillham, Finley, Sehorn, Salter
NAY: None

AGENDA ITEM NO. 7: Consider approval of Fiscal Year 2019-2020 budget.

Finance Director Chance Allison advised that the proposed budget is to form and complies with the Municipal Budget Act. There are no significant changes to the proposed budget from the presentation at the public hearing held on June 10, 2019. Mr. Allison stated that the budget is balanced.

A motion was made by Commissioner Gillham, seconded by Vice Mayor Harrod, to approve the Fiscal Year 2019-2020 budget. Motion carried 6-0.

AYE: Gillham, Harrod, Finley, Sehorn, Salter, Bolt
NAY: None

AGENDA ITEM NO. 8: Consideration of a resolution adopting the budget for the City of Shawnee for the period of July 1, 2019 through June 30, 2020 finding all things requisite and necessary have been done in preparation and presentation of budget.

The Finance Director explained this resolution is required to appropriate each fund related to Agenda Item No. 7.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Sehorn, to approve a resolution adopting the budget for the City of Shawnee for the period of July 1, 2019 through June 30, 2020 finding all things requisite and necessary have been done in preparation and presentation of budget.

Resolution No. 6589 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR THE CITY OF SHAWNEE, OKLAHOMA FOR THE PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020 FINDING ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTATION OF SAID BUDGET.

Motion carried 6-0.

AYE: Harrod, Sehorn, Salter, Bolt, Gillham, Finley
NAY: None

AGENDA ITEM NO. 9:

Consideration of a resolution of the City of Shawnee nominating Tamera Johnson as a candidate to fill an open position on the Board of Trustees of the Oklahoma Municipal Retirement Fund (OkMRF) representing District 4 for a five-year term beginning October 1, 2019, through October 1, 2024.

The Interim City Manager explained that Tamera Johnson was the previous trustee for this position. It is Staff's recommendation to nominate her to complete another term.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to approve a resolution of the City of Shawnee nominating Tamera Johnson as a candidate to fill an open position on the Board of Trustees of the Oklahoma Municipal Retirement Fund (OkMRF) representing District 4 for a five-year term beginning October 1, 2019, through October 1, 2024.

Resolution No. 6590 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE NOMINATING TAMERA JOHNSON AS A CANDIDATE TO FILL AN OPEN POSITION ON THE BOARD OF TRUSTEES OF THE OKLAHOMA MUNICIPAL RETIREMENT FUND (OkMRF) REPRESENTING DISTRICT 4 FOR A FIVE-YEAR TERM BEGINNING OCTOBER 1, 2019, THROUGH OCTOBER 1, 2024.

Motion carried 6-0.

AYE: Gillham, Bolt, Harrod, Finley, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 10:

Consideration of a resolution of the City of Shawnee nominating Robert Johnston as a candidate to fill an open position on the Board of Trustees of the Oklahoma Municipal Retirement Fund (OkMRF) representing the entire membership for a five-year term beginning October 1, 2019, through October 1, 2024.

The Interim City Manager explained that Robert Johnston was the previous trustee for this position. It is Staff's recommendation to nominate him to complete another term.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a resolution of the City of Shawnee nominating Robert Johnston as a candidate to fill an open position on the Board of Trustees of the Oklahoma Municipal Retirement Fund (OkMRF) representing the entire membership for a five-year term beginning October 1, 2019, through October 1, 2024.

Resolution No. 6591 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE NOMINATING ROBERT JOHNSTON AS A CANDIDATE TO FILL AN OPEN POSITION ON THE BOARD OF TRUSTEES OF THE OKLAHOMA MUNICIPAL RETIREMENT FUND (OkMRF) REPRESENTING THE ENTIRE MEMBERSHIP FOR A FIVE-YEAR TERM BEGINNING OCTOBER 1, 2019, THROUGH OCTOBER 1, 2024.

Motion carried 6-0.

AYE: Harrod, Gillham, Finley, Sehorn, Salter, Bolt

NAY: None

AGENDA ITEM NO. 11:

Consideration of a resolution establishing the Senior Center Citizens of Shawnee Board for the City of Shawnee; setting forth various provisions and official duties.

Director of Operations James Bryce explained this resolution is to establish a new board for the Senior Center as the old board has chosen to dissolve. The new board will be an advisory board to the City Commission. It will consist of one (1) City Commission and nine (9) at-large members. He stated that other requirements to serve on the board are to be of the age of fifty-five or older, be residents of City of Shawnee or Pottawatomie County, business or property owners with the City, or employee within the City. Staff recommends approval of the resolution creating the board.

A motion was made by Commissioner Bolt, seconded by Commissioner Sehorn, to approve a resolution establishing the Senior Citizens of Shawnee Board for the City of Shawnee; setting forth various provisions and official duties

Resolution No. 6592 was introduced.

A RESOLUTION ESTABLISHING THE SENIOR CITIZENS OF SHAWNEE BOARD FOR THE CITY OF SHAWNEE; SETTING FORTH VARIOUS PROVISIONS AND OFFICIAL DUTIES.

Motion carried 6-0.

AYE: Bolt, Sehorn, Salter, Gillham, Harrod, Finley
NAY: None

AGENDA ITEM NO. 12:

Consideration of an appointment of a City Commissioner to the Senior Center Citizens of Shawnee Board.

Commissioner Salter volunteered to serve on the Senior Citizens of Shawnee Board.

A motion was made by Mayor Finley, seconded by Commissioner Bolt, to appoint Commissioner Ben Salter to serve on the Senior Citizens of Shawnee Board. Motion carried 6-0.

AYE: Finley, Sehorn, Salter, Bolt, Gillham, Harrod
NAY: None

AGENDA ITEM NO. 13:

Consideration of approval of a preliminary plat for Woodsong Addition Phase III, a 27.99-acre property located east of North Harrison Avenue, west of North Bryan Avenue, and north of East 45th Street for the purpose of a single-family residential development. Case No. S01-19, Applicant: Crafton Tull.

Planning Director Rebecca Blaine gave a staff report. Ms. Blaine explained that this plat meets all requirements. She stated that citizen feedback was received regarding drainage issues. After reviewing the plat, it appears most of the drainage will go to a drainage pond as development continues. Staff and the Planning Commission recommend approval.

A motion was made by Commissioner Bolt, seconded by Commissioner Gillham, to approve a Preliminary Plat for Woodsong Addition Phase III, a 27.99-acre property located east of North Harrison Avenue, west of North Bryan Avenue, and north of East 45th Street, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with final plat approval;
2. Drainage plans must be approved by the City Engineer concurrent with final plat approval; and
3. All other applicable City standards apply.

Motion carried 6-0.

AYE: Bolt, Gillham, Harrod, Finley, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 14:

Public hearing and consideration of an ordinance to rezone property located at 604 East Anna Street from R-1 (Single Family Residential) to R-2 (Combined Residential) for the purpose of a duplex. Case No. P06-19, Applicant: Acock Properties.

Planning Director Rebecca Blaine gave a staff report. Ms. Blaine explained that the proposed purpose of this rezone is for duplexes. Staff and the Planning Commission recommend approval of this item.

Mayor Finley declared a public hearing in session to consider an ordinance rezoning property located at 604 East Anna Street from R-1 (Single Family Residential) to R-2 (Combined Residential). No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to approve the ordinance rezoning property located at 604 East Anna Street from R-1 (Single Family Residential) to R-2 (Combined Residential).

Ordinance No. 2667NS 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: LOTS FIVE (5) AND SIX (6), BLOCK ONE (1), KEENE'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, FROM ZONING CLASSIFICATION R-1; SINGLE FAMILY RESIDENTIAL DISTRICT TO R-2; COMBINED RESIDENTIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

AYE: Gillham, Bolt, Harrod, Finley, Sehorn, Salter

NAY: None

Ordinance No. 2667NS was adopted by the City Commission.

AGENDA ITEM NO. 15:

Public hearing and consideration of an ordinance to rezone property located at 4900 North Harrison Avenue from C-3 (Highway Commercial) to a commercial PUD (Planned Unit Development) for the purpose of commercial development. Case No. P08-19, Applicant: TLP Associates, Inc. *(Deferred by the Planning Commission to the July 3, 2019 meeting.)*

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to defer this item. Motion carried 6-0.

AYE: Harrod, Bolt, Gillham, Finley, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 16:

Discussion, consideration, and possible action to convey real estate owned by the City by entering into, signing, and acknowledging a certain proposed Warranty Deed, between the City of Shawnee, as Grantor, and the Independent School District No. 93 of Pottawatomie County, Oklahoma, aka Shawnee Public Schools, as Grantee, specifically regarding the following property: A tract of land and improvements within the City of Shawnee, Pottawatomie County, Oklahoma described as follows: Beginning at a point 1463.18 feet south of the NW Corner of the NW/4 of Section Thirteen (13), Township Ten (10) North, Range Three (3) East of the Indian Meridian, thence East 400 feet; thence South 260 feet; thence West 400 feet; thence North 260 feet to the point of the beginning, and containing 2.388 acres, more or less. And, also authorizing the Mayor to sign, execute, and enter into said Deed on behalf of the City.

The Interim City Manager explained this property is the land where the tennis courts are located at Shawnee High School. He stated that by transferring the property back to Shawnee Public Schools (SPS), it will allow the school the right to maintain and upgrade the property. He stated that the City proposes to deed it back to the SPS for One Dollar (\$1.00), which is the same amount the City paid SPS when the City originally received it.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Sehorn, to authorize the Mayor to enter into, sign and acknowledge a certain proposed Warranty Deed between the City of Shawnee, as Grantor, and the Independent School District No. 93 of Pottawatomie County Oklahoma, aka Shawnee Public Schools, as Grantee, specifically regarding the following property: A tract of land and improvements within the City of Shawnee Pottawatomie County Oklahoma described as follows: Beginning at a point 1463.18 feet south of the NW Corner of the NW/4 of Section Thirteen (13), Township Ten (10) North, Range Three (3) East of the Indian Meridian, thence East 400 feet; thence South 260 feet; thence West 400 feet; thence North 260 feet to the point of the beginning,

and containing 2.388 acres, more or less. And, also authorizing the Mayor to sign, execute, and enter into said Deed on behalf of the City. Motion carried 6-0.

AYE: Harrod, Sehorn, Salter, Bolt, Gillham, Finley

NAY: None

AGENDA ITEM NO. 17:

Administrative Reports:

- a. Fire Chief Rodney Foster – Recognition of the Shawnee Fire Department for 100 years of membership to the Oklahoma State Firefighters Association

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Fire Chief Rodney Foster announced the recognition of the Shawnee Fire Department for 100 years of membership to the Oklahoma State Firefighters Association.

- b. Director of Operations James Bryce – Independence Day Parade and Celebration

Director of Operations James Bryce announced that the Fourth of July parade will be on July 4th at 9:30 a.m. beginning at Main Street and Beard Avenue. The parade will end at the Veterans Memorial Park.

AGENDA ITEM NO. 18:

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

There was no New Business.

AGENDA ITEM NO. 19:

Commissioners Comments

Vice Mayor Harrod announced the Knights Car Show at Boy Scout Park will be this Saturday, June 22nd.

Commissioner Bolt announced a Block Party would be held this Friday and Saturday, June 21st and 22nd downtown Shawnee. He also announced that Shawnee Trails Art, Wine & Brewers Festival would be Saturday, June 22nd.

The Mayor and Commissioners thanked the Finance Department for their work on the Fiscal Year 2019-2020 Budget.

AGENDA ITEM NO. 20:

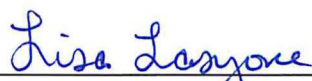
Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:32 p.m.)

ATTEST:




RICHARD FINLEY, MAYOR


LISA LASZYONE, CMC, CITY CLERK