BOARD OF CITY COMMISSIONERS PROCEEDINGS
JUNE 5, 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, June 5, 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
James Harrod Commissioner Ward 3-Vice Mayor	Darren Rutherford Commissioner Ward 4
Lesa Shaw Commissioner Ward 5	Ben Salter Commissioner Ward 6

ABSENT: None

INVOCATION Emergency Management Director Don Lynch

FLAG SALUTE

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

a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 13.

b. Minutes from the May 16, 2017 regular meeting and May 18, 2017 Special Call meetings.

c. Budget Amendment – Fund 104
To amend the budget for the Expo Center renovations from sale of property

d. Lake Lease Renewals/Transfers:

TRANSFERS:
Lot 5 Johnston Tract, 16712 Magnino Road
From: Lora Davis
To: Lora Davis and James Hunter

Lot 1 Coffman Tract, 15407 Perry Road
From: Stanley and Jacqueline Mills
To: Raymond and Jennifer Burrell

Lot 12 Eckel Tract, 15105 Eckel Road
From: Peggy Downey
To: Frank and Mary Sims

e. Acknowledge the Central Disposal Contract for FY 2017-2018.

f. Acknowledge receipt of Pioneer Library System Budget for July 1, 2017 through June 30, 2018.

g. Approve renewal of the following agreements for FY 2017-2018:

1) Pottawatomie County District Court to establish, develop and implement programs for juvenile misdemeanor offenders.
2) Fingerprint Service for The Housing Authority of the City of Shawnee.
3) Agreement with South Central Industries, Inc. for Right-of-Way Maintenance Services.
4) Pottawatomie Independent School District No. 93 for maintenance of tennis courts.
5) Project H.E.A.R.T., Inc. for providing meals to elderly persons.
6) Agreement with Pottawatomie Independent School District No. 93 to provide police officers for Shawnee High School and Middle School.
7) Contract with Stuart & Clover, PLLC for City Attorney services.
8) Agreement with City of McLoud for dispatch services.

h. Approve Community Service Contract Review Committee Recommendations for Fiscal Year 2017-2018:

1) Consider entering into a contract with Historical Shawnee Alliance for FY 2017-2018.

RECOMMENDATION: To enter into a contract with Historical Shawnee Alliance in the amount of $4,000.00 for administration and to provide $12,000.00 in funds for the Façade Grant Program for FY 2017-2018.

2) Consider renewal of contract with Senior Citizens of Shawnee, Inc. for FY 2017-2018.

RECOMMENDATION: To renew contract for FY 2017-2108 in the amount of $108,000.00.

3) Consider renewal of contract with Shawnee Economic Development Foundation for FY 2017-2018.

RECOMMENDATION: To renew the contract for FY 2017-2018 in the amount of $231,000.00; if the merger between Shawnee Economic Development Foundation and Shawnee Chamber of Commerce occurs then the contract amount is increased an additional $50,000.00.

4) Consider renewal of the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit for FY 2017-2018.

RECOMMENDATION: To renew the contract for FY 2017-2018 in the amount of $60,000.00 contingent upon proof of insurance documentation being provided.

5) Consider renewal of the contract with Safe Events for Families for FY 2017-2018.

RECOMMENDATION: To renew the contract for FY 2017-2018 to reimburse expenses for events up to $58,000.00.

6) Consider renewal of the contract with Visit Shawnee, Inc. for FY 2017-2018.

RECOMMENDATION: To renew contract for FY 2017-2018 to collect hotel/motel tax and to distribute 94% of such collection to Visit Shawnee, Inc.

Mayor Finley pulled Consent Agenda Items Nos. 1(h)(4) and 1(h)(6) for separate consideration.

Commissioner Shaw asked that Agenda Item No. 1(h) be pulled in entirety for separate consideration.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to approve the Consent Agenda Item Nos. 1(a-h), less item 1(h). Motion carried 7-0.

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

Regarding Consent Agenda Item No. 1(h), Commissioner Shaw asked about the origin and structure of the Community Service Contract Review Committee. City Manager Justin Erickson responded. The City Clerk will provide additional information to Commissioner Shaw.

Regarding Agenda Item No. 1(h)(4), Mayor Finley explained there was an error in the renewal request submitted from Central Oklahoma Community Action Agency/Central Oklahoma Transit. The request should have been for $66,000.00 instead of $60,000.00.

A motion was made by Mayor Finley, seconded by Vice Mayor Harrod, to approve Consent Agenda Item No. 1(h)(4), with the corrected amount of $66,000.00. Motion carried 7-0.

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

Regarding Consent Agenda Item No. 1(h)(6), a motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to defer this item until the June 19, 2017 City Commission meeting. Motion carried 7-0.

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

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve the remainder of Consent Agenda Item No. 1(h). Motion carried 6-1.

AYE: Harrod, Gillham, Finley, Rutherford, Salter, Bushong
NAY: Shaw

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

Ms. Holly Gordon announced the Shawnee Trail Days event would be starting June 16, 2017.

AGENDA ITEM NO. 3: Presentation by Michelle Briggs, President/CEO of the Avedis Foundation regarding a matching grant for recreation.

Michelle Briggs, President/CEO of the Avedis Foundation announced that the Avedis Foundation will be providing a matching grant of $10,000.00 for swimming lessons for Shawnee Splash.

Recreation Director Kerri Foster expressed gratitude on behalf of Shawnee Splash to the Avedis Foundation. Mrs. Foster also explained how children can develop through Shawnee Splash swimming lessons, remaining with the various programs offered and eventually become life guards for the facility.

AGENDA ITEM NO. 4: Presentation by Junior Service League of Shawnee regarding Wayfinding sponsorship.

Junior Service League members Katie Cannon, Katie Ford, and Kelly Ann Rollins announced that they are contributing to the cost of one new Gateway sign in honor of their 75th year of service in the Shawnee area.

AGENDA ITEM NO. 5: Presentation by Visit Shawnee, Inc. regarding Wayfinding signage funding.

Mr. Randy Gilbert and Ms. Emily Lutz with Visit Shawnee, Inc. presented a check in the amount of $68,175.00 toward the Wayfinding signage project.

AGENDA ITEM NO. 6: Public hearing for Fiscal Year 2017-2018 budget.

Finance Director Cindy Arnold gave a brief presentation of the Fiscal Year 2017-2018 budget.

Mayor Finley declared a public hearing in session to consider the budget for Fiscal Year 2017-2018. No one appeared in favor or against said budget. The public hearing was closed.

AGENDA ITEM NO. 7: Consideration of a resolution to adopt the Shawnee Strategic Plan.

Resolution No. 6542 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE SHAWNEE STRATEGIC PLAN 2017-2022.

City Manager Justin Erickson provided a brief background and noted that four public meetings had been held to educate citizens regarding the Strategic Plan. Commissioners discussed the lack of attendance at these meetings. Commissioner Shaw voiced her concern stating that her preference had been for each city ward to host a Strategic Plan meeting. Mr. Erickson noted that the community survey that was taken several months ago also provided citizen input which was used in creating the Strategic Plan.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a resolution for the Shawnee Strategic Plan. Motion carried 6-0-1.

Prior to the vote being taken, Commissioner Shaw stated she could not vote for adoption of the Shawnee Strategic Plan because she has concerns about the public process that was used.

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

AGENDA ITEM NO. 8: Consider a resolution approving renewal of certain lease agreement with Motorola Credit Corporation.

Resolution No. 6543 was introduced.

A RESOLUTION APPROVING RENEWAL OF A CERTAIN LEASE AGREEMENT WITH MOTOROLA CREDIT CORPORATION.

Emergency Management Director Don Lynch explained the renewal of the lease agreement with Motorola Credit Corporation.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a resolution approving renewal of certain lease agreement with Motorola Credit Corporation. Motion carried 7-0.

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

<u>AGENDA ITEM NO. 9:</u> Consideration and possible action on a resolution renewing a contract with A. T. & T. for telephone service.

Resolution No. 6544 was introduced.

A RESOLUTION APPROVING RENEWAL OF A CERTAIN SERVICE AGREEMENT WITH A. T. & T. CORPORATION.

Emergency Management Director Don Lynch explained the renewal of the contract with A. T. & T. Corporation for telephone services.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve a resolution renewing a contract with A. T. & T. Corporation for telephone services. Motion carried 7-0.

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

<u>AGENDA ITEM NO. 10:</u> Discussion, consideration and possible action on Clint Latham's appeal of an Administrative Order requiring the demolition of the residential structure located at 703 South Pottenger.

Community Development Director Justin DeBruin announced that Mr. Clint Latham requested to defer this appeal until the June 19, 2017 City Commission meeting.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to defer this item to the June 19, 2017 City Commission meeting. Motion carried 7-0.

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

<u>AGENDA ITEM NO. 11:</u> Consideration and possible action to cancel the July 3, 2017 City Commission meeting.

City Manager Erickson advised the Commission that this meeting falls the day before a holiday and there is a possibility that a quorum would not be available to meet. In response to a question from Commissioner Shaw, he stated that should an issue arise that could not wait until the July 17^{th} meeting, a Special Called meeting could be held at any time with proper notice.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to approve the cancellation of the July 3, 2017 City Commission meeting. Motion carried 7-0.

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

<u>AGENDA ITEM NO. 12:</u> Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Rex Hennen.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Rex Hennen. Motion carried 7-0.

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

<u>AGENDA ITEM NO. 13:</u> Consideration of approval for a correction to the Final Plat of Rolling Hills Addition, adjusting the location of a twenty (20') foot utility easement. Case No. S11-16. Application: Absentee Shawnee Housing Authority *(Originally considered and*

approved at the May 16, 2016 City Commission meeting.)

Community Development Director Justin DeBruin explained that the applicant is requesting a minor correction to the Final Plat of Rolling Hills Addition in order to adjust a portion of an existing utility easement. Staff recommends approval of this item.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to approve a correction to the Final Plat of Rolling Hills Addition, adjusting the location of a twenty (20') foot utility easement. Motion carried 7-0.

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

AGENDA ITEM NO. 14: Consider Bids:

a. FY 16-17 Rehab Concrete Streets Project, Contract No. COS-PW-16-04 (Award)

City Manager Justin Erickson requested the bid award for the Rehab Concrete Streets Project be deferred to the June 19, 2017 City Commission meeting.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to defer the bid award to the June 19, 2017 City Commission meeting. Motion carried 7-0.

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

b. Gateway & Park Signage Project, Contract No. COS-PW-16-05 (Award)

City Manager Erickson announced that two (2) bids were received and after review and consideration it was staff's recommendation to award only the base bid portion of the Gateway & Park Signage Project to Randy's Signs of Shawnee, Oklahoma in the total amount of $144,475.00. Additional phases of the project will come back to the City Commission for approval.

A motion was made by Commissioner Shaw, seconded by Commissioner Gillham, to accept Staff's recommendation and award only the base bid portion of the Gateway & Signage Project to Randy's Signs in the total amount of $144,475.00. Motion carried 7-0.

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

AGENDA ITEM NO. 15: 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. 16: Commissioners Comments

Commissioner Bushong thanked the City Manager for sharing a letter he received concerning Corporal Shawn Parson which commended him for his actions during an occurrence at Shawnee Splash.

Commissioner Gillham announced that the Shawnee High School parking lot was being completely redone and commented on how well the baseball fields were looking. He stated that good things were happening in Ward 2.

Vice Mayor Harrod stated he appreciated all the work Commissioner Shaw did on the Strategic Plan.

Vice Mayor Harrod thanked the Avedis Foundation for always coming through and assisting the community when it is needed.

Commissioner Shaw said she appreciated Kerri Foster for sharing her vision of the Aquatics Department.

Commissioner Shaw said she received a call from a Sac and Fox tribal member with concerns for the Bryan Street Interchange on Interstate 40. She said she spoke with a County Commissioner who shared the same concerns. Commissioner Shaw requested the City seek to reallocate the funds from Oklahoma Department of Transportation (ODOT) earmarked for Bryan Street to a different ODOT project in Shawnee.

Commissioner Salter thanked everyone for their work on the Strategic Plan. He also thanked Finance Director Cindy Arnold for her work on the budget.

Mayor Finley stated that the funds from ODOT for the Bryan Street Interchange project are not transferable, and cannot be applied to another project. He stated that he understands the tribal concerns but noted that the two extra miles of frontage that the Bryan Street interchange would create would contribute to economic development for the community.

Vice Mayor Harrod said he had been to several meetings with ODOT and that it would be impossible to reallocate funds.

Commissioner Shaw stated that she has also spoken to ODOT as well as federal officials and they having differing opinions on this issue.

Commissioner Gillham stated the community would continue to see a problem with traffic on Harrison Street if the Bryan Street Interchange was not constructed.

Mayor Finley said he shares the enthusiasm of staff regarding Shawnee Splash. He also thanked the City Manager and Finance Director for their hard work.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:20 p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:25 p.m.)

AGENDA ITEM NO. 17: 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 Gillham, 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 7-0.

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

COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT 7:26 P.M. WITH ALL MEMBERS PRESENT.

COMMISSIONERS RECONVENED FROM EXECUTIVE SESSION AT 7:48 P.M. WITH ALL MEMBERS PRESENT.

<u>AGENDA ITEM NO. 18:</u> Consider matters discussed in 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."

No action was taken.

<u>AGENDA ITEM NO. 19:</u> Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:49 p.m.)

THE CITY OF SHAWNEE SEAL OKLAHOMA

Richard Finley

RICHARD FINLEY, MAYOR

ATTEST:

Phyllis Loftis

PHYLLIS LOFTIS, CMC, CITY CLERK