

COMMUNITY SERVICE CONTRACT REVIEW COMMITTEE

EOC CONFERENCE ROOM AT CITY HALL  
16 W. 9<sup>TH</sup> STREET, SHAWNEE, OKLAHOMA  
May 21, 2018 at 3:00 p.m.

AGENDA

1. Declaration of a Quorum
2. Approval of minutes from the April 30, 2018 meeting.
3. Discussion, consideration, and possible action regarding a contract with Visit Shawnee, Inc. for FY 2018-19.
4. Adjournment

Respectfully submitted,



Phyllis Loftis, CMC, City Clerk

COMMUNITY SERVICE CONTRACTS REVIEW  
MEETING MINUTES  
APRIL 30, 2018  
3:00 P.M.

COMMITTEE MEMBERS  
IN ATTENDANCE:

Richard Finley  
James Harrod  
Ray Belford  
Ken McDowell

COMMITTEE MEMBERS ABSENT  
AT ROLL CALL:

None

OTHERS IN ATTENDANCE:

Phyllis Loftis, City Clerk  
Kacie Eck, Deputy City Clerk  
James Bryce, Director of Operations  
Justin Erickson, City Manager  
Joe Vorndran, City Attorney

Chairman Finley called the meeting to order at 3:00 p.m. with all committee members in attendance.

Agenda Item No. 1: Declaration of a Quorum

Roll was called and a quorum was declared.

Agenda Item No. 2: Approval of minutes from the April 16, 2018 meeting.

A motion was made by McDowell, seconded by Belford, to approve the minutes of the April 11, 2017 meeting. Motion carried 4-0.

AYE: McDowell, Belford, Finley, Harrod

NAY: None

Agenda Item No. 3: Discussion, consideration, and possible action regarding a contract with Senior Citizens Center, Inc. for FY 2018-19.

The board discussed the operations and activities with Director of Operations James Bryce. Mr. Bryce stated that the Senior Citizens Board of Directors will soon be establishing a Finance Committee to oversee the income and expenditures of the Senior Citizens Center. The board discussed the need for Senior Citizens Center, Inc. policies to be consistent with City of Shawnee policies.

After further discussion, a motion was made by Harrod, seconded by McDowell, to approve the contract with Senior Citizens Center, Inc. for FY 2018-19 with a two and one-half percent (2½) increase from last year's contracted amount of \$113,843.16. Motion carried 4-0.

AYE: Harrod, McDowell, Finley, Belford

NAY: None

A motion was made by Finley, seconded by Belford, to request that Senior Citizens Center, Inc. adopt policies to conduct business consistent with City of Shawnee policies. Motion carried 4-0.

AYE: Finley, Belford, McDowell, Harrod

NAY: None

Agenda Item No. 4: Discussion, consideration, and possible action regarding a contract with Shawnee Forward for FY 2018-19.

City Manager Justin Erickson provided draft copies of a proposed agreement with Shawnee Forward. The contract is based on the same outline as Shawnee Economic Development Foundation (SEDF), with the majority of the language being the same. Mr. Erickson also stated that in order to avoid any appearance of a conflict of interest, he asked attorney Matt Thomas, who has no involvement with the City of Shawnee nor Shawnee Forward to review the proposed agreement. Staff recommends approving the contract for the amount of \$286,000.00. Commissioner Harrod questioned the appropriateness of the ninety (90) day breach of agreement clause.

A motion was made by Belford, seconded by Harrod, to approve the contract with Shawnee Forward in the amount of \$286,000.00 and revise Section V (Breach of Agreement) to reflect sixty (60) days to cure any breach. Motion carried 4-0.

AYE: Belford, Harrod, McDowell, Finley  
NAY: None

Agenda Item No. 5: Discussion, consideration, and possible action regarding a contract with Visit Shawnee, Inc. for FY 2018-19.

City Manager Justin Erickson said he has met with Visit Shawnee Inc. (VSI) to discuss the oversight of the daily operations of the Pottawatomie County Museum once it is completed. Due to additional questions regarding completion, operations and proposed county involvement, Mr. Erickson requested that this item be deferred to a later date.

After further discussion, a motion was made by McDowell, seconded by Harrod, to defer this item to the next Community Service Contract Review meeting on May 21, 2018 at 3:00 p.m. to allow staff to continue exploring options. Motion carried 4-0.

AYE: McDowell, Harrod, Belford, Finley  
NAY: None

Agenda Item No. 6: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (3:44 p.m.)

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Chairman

Attest:

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Phyllis Loftis, CMC, City Clerk