

COMMUNITY SERVICE CONTRACTS REVIEW  
MEETING MINUTES  
APRIL 16, 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 11, 2017 meeting.

A motion was made by Harrod, seconded by McDowell, to approve the minutes of the April 11, 2017 meeting. Motion carried 3-0-1.

AYE: Harrod, McDowell, Finley

NAY: None

ABSTAIN: Belford

Agenda Item No. 3: Discussion, consideration, and possible action regarding a contract with the Historical Shawnee Alliance for FY 2018-19.

City Manager Justin Erickson explained Historical Shawnee Alliance (HSA) is requesting the same amount of funds as in the current contract. The Committee discussed the amount of façade grants paid in the previous year and what HSA is doing to increase the amount of grants dispersed. Staff recommends approval of this contract at the requested amount of \$16,000.00.

A motion was made by Harrod, seconded by Belford, to renew the contract with Historical Shawnee Alliance for FY 2018-19 in the amount of \$16,000.00. Motion carried 4-0.

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

Agenda Item No. 4: Discussion, consideration, and possible action regarding a contract with Senior Citizens Center, Inc. for operation of the Municipal Auditorium for FY 2018-19.

It was noted that the contract is not for operation of the Municipal Auditorium, only the Senior Center.

After discussion among Committee members, Staff recommended deferring this item until the next Community Service Contract Review meeting on April 30, 2018 at 3:00 p.m. to allow staff time to gather more information.

A motion was made by Harrod, seconded by Belford, to defer the item to the next Community Service Contract Review meeting on April 30, 2018 at 3:00 p.m. to allow staff time to gather more information. Motion carried 4-0.

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

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

City Manager Justin Erickson stated this contract needs to transition to the Shawnee Forward organization which is the combination of the Greater Shawnee Chamber of Commerce and the Shawnee Economic Development Foundation. He said a new contract would be created to reflect board changes. Mr. Erickson noted there were no monetary changes from the current contract. Staff recommended deferring this item to the next Community Service Contract Review meeting on April 30, 2018 at 3:00 p.m. to allow staff to reconstruct the contract.

A motion was made by McDowell, seconded by Harrod, to defer this item to the next Community Service Contract Review meeting on April 30, 2018 at 3:00 p.m. to allow staff to reconstruct the contract. Motion carried 4-0.

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

Agenda Item No. 6: Discussion, consideration, and possible action regarding a contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit for FY 2018-19.

City Manager Justin Erickson noted this organization has been operating well under the new management. Staff recommends approval of this contract at the requested amount of \$66,000.00.

A motion was made by McDowell, seconded by Belford, to renew contract for FY 2018-19 in the amount of \$66,000.00. Motion carried 4-0.

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

Agenda Item No. 7: Discussion, consideration, and possible action regarding a contract with Safe Events for Families for FY 2018-19.

City Manager Justin Erickson stated that Save Events for Families (SEFF) is requesting the same amount as in the current contract. The committee discussed Visit Shawnee, Inc.'s involvement with SEFF. Staff recommends approval of this contract at the requested amount of \$58,000.00.

A motion was made by Harrod, seconded by Belford, to renew the contract for FY 2018-19 in the amount of \$58,000.00. Motion carried 4-0.

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

Agenda Item No. 8: Discussion, consideration, and possible action regarding a contract with Visit Shawnee, Inc. for FY 2018-19.

Committee members discussed the possibility of providing a portion of the Hotel/Motel Tax to the Pottawatomie County Museum.

After further discussion, a motion was made by Harrod, seconded by Belford, to defer this item to the next Community Service Contract Review meeting on April 30, 2018 at 3:00 p.m. to allow staff gather additional information on the Pottawatomie County Museum. Motion carried 4-0.

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

Agenda Item No. 9: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (3:40 p.m.)

  
Chairman

Attest:

  
Kacie Eck, Secretary