

COMMUNITY SERVICE CONTRACTS REVIEW
MEETING MINUTES
APRIL 11, 2017
9:00 A.M.

COMMITTEE MEMBERS
IN ATTENDANCE:

Richard Finley
Joe Vorndran
Cindy Arnold
James Harrod
Ken McDowell

COMMITTEE MEMBERS ABSENT
AT ROLL CALL:

None

OTHERS IN ATTENDANCE:

Phyllis Loftis, City Clerk
Kacie Bachhofer, Deputy City Clerk
James Bryce, Director of Operations
Justin Erickson, City Manager

Chairman Finley called the meeting to order at 9:00 a.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 25, 2016 meeting.

A motion was made by Harrod, seconded by Vorndran, to approve the minutes of the April 25, 2016 meeting. Motion carried 5-0.

AYE: Harrod, Vorndran, Arnold, McDowell, Finley

NAY: None

Agenda Item No. 3: Discuss and consider entering into a contract with the Historical Shawnee Alliance for FY 2017-18.

Ms. Arnold 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 the administration funds contribute to.

A motion was made by Arnold, seconded by McDowell, to renew the contract with Historical Shawnee Alliance for FY 2017-18 in the amount of \$16,000.00. Motion carried 5-0.

AYE: Arnold, McDowell, Finley, Vorndran, Harrod

NAY: None

Agenda Item No. 4: Discuss and consider renewal of the contract with Senior Citizens Center, Inc. for operation of the Municipal Auditorium for FY 2017-18.

Ms. Arnold explained that \$107,202.00 was the total amount funded to Senior Citizens Center, Inc. (SCSI) for fiscal year 2016-17. That amount included the \$100,000.00 of the initial contract and \$7,202.00 for employee raises and insurance coverage.

Mr. James Bryce said that the Municipal Auditorium needed to be pulled from the contract, stating the Aquatics Director is now over the auditorium. He further explained the current goal is to open a position for one person to be over the Community Center and the Municipal Auditorium. This individual would coordinate events and operate all programs at both locations. Mr. Bryce announced the City is looking into a establishing a possible system to reserve rooms and parks online.

Mr. Vorndran suggested striking paragraphs 10, 11, 12, 13, and 14 from the contract. He also mentioned adding a clause regarding SCSI employees meeting or exceeding City of Shawnee employment standards.

After further discussion among Committee members, a motion was made by Harrod, seconded by McDowell, to table the item and direct City Attorney Joe Vorndran to make changes to the contract and bring before the Committee for final review and approval. Motion carried 5-0.

AYE: Harrod, McDowell, Finley, Vorndran, Arnold

NAY: None

Agenda Item No. 5: Discuss and consider renewal of the contract with Shawnee Economic Development Foundation for FY 2017-18.

Ms. Arnold explained that Shawnee Economic Development Foundation (SEDF) was requesting an extra \$50,000.00 for fiscal year 2017-18. This additional funding is being requested to help fund the possible merger of SEDF and Shawnee Chamber of Commerce. It was suggested to approve the renewal of the contract with the additional funds being granted only if said merger were to happen.

A motion was made by Arnold, seconded by McDowell, to renew contract for FY 2017-18 in the amount of \$231,000.00, with the additional funding in the amount of \$50,000.00 contingent on the merger of Shawnee Economic Development Foundation and Shawnee Chamber of Commerce. Motion carried 3-0-2.

AYE: Arnold, McDowell, Harrod

NAY: None

ABSTAIN: Vorndran, Finley

Agenda Item No. 6: Discuss and consider renewal of the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit for FY 2017-18.

A motion was made by Arnold, seconded by Vorndran, to renew contract for FY 2017-18 in the amount of \$60,000.00 contingent upon providing proof of adequate insurance. Motion carried 5-0.

AYE: Arnold, Vorndran, Harrod, McDowell, Finley

NAY: None

Agenda Item No. 7: Discuss and consider renewal of the contract with Safe Events for Families for FY 2017-18

Ms. Arnold stated that Save Events for Families (SEFF) is requesting the same amount as the previous year.

A motion was made by Arnold, seconded by McDowell, to renew the contract for FY 2017-18 in the amount of \$58,000.00. Motion carried 5-0.

AYE: Arnold, McDowell, Harrod, Mainord, Vorndran
NAY: None

Agenda Item No. 8: Discuss and consider renewal of the contract with Visit Shawnee, Inc. for FY 2017-18.

Committee members discussed the mission of Visit Shawnee, Inc. (VSI) and 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 Vorndran, to table this item to allow additional information to be gathered on the Pottawatomie County Museum. Motion carried 5-0.

AYE: Harrod, Vorndran, Arnold, McDowell, Finley, Vorndran
NAY: None

Agenda Item No. 9: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (10:00 a.m.)

Chairman

Attest:

Phyllis Loftis, CMC, City Clerk