**BOARD OF CITY COMMISSIONERS PROCEEDINGS**
APRIL 4, 2016 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, April 4, 2016 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. Upon roll call, the following members were in attendance.

Wes Mainord
Mayor

| | |
|---|---|
| Vacant<br>Commissioner Ward 1 | Linda Agee<br>Commissioner Ward 2 |
| James Harrod<br>Commissioner Ward 3-Vice Mayor | Keith Hall<br>Commissioner Ward 4 |
| Lesa Shaw<br>Commissioner Ward 5 | Micheal Dykstra<br>Commissioner Ward 6 |

ABSENT: None

INVOCATION — The Lord's Prayer

FLAG SALUTE — Led by Commissioner Agee

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. 9.

b. Minutes from the March 21, 2016 regular meeting and March 25, 2016 special call meeting.

c. Mayor's Appointments

Shawnee Civic and Cultural Development Authority
Lance Wortham 1st Full Term Expires 12/31/2020
*Replaces Casey Bell – Termed Out*
*(Originally appointed March 7, 2016. Reconsidered to correct term expiration date)*

d. Acceptance of Roadway Easement(s) along North Union Street.

A motion was made by Commissioner Dykstra, seconded by Vice Mayor Harrod, to approve the Consent Agenda Item Nos. 1 (a-d). Motion carried 6-0.

AYE: Dykstra, Harrod, Mainord, Hall, Shaw, Agee
NAY: None

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

There was no Citizens Participation.

AGENDA ITEM NO. 3: Mayor's Proclamations:
"Fair Housing Month"
April 2016

Justin DeBruin accepted the Mayor's Proclamation for "Fair Housing Month" presented by Mayor Mainord.

"National Public Safety
Telecommunications Week"
April 10-16, 2016

Christina Brown accepted the Mayor's Proclamation for "National Public Safety Telecommunications Week" presented by Mayor Mainord.

AGENDA ITEM NO. 4: Discussion, consideration and possible action to authorize staff the enter into an agreement with Fritz Baily architects of Tulsa, Oklahoma to provide design, engineering and biddable construction documents for the repair and renovation of Fire Station #2 located at 1401 North Bryan.

A staff report was given by Fire Chief Dru Tischer, explaining that Phase I of the renovation project has been completed and he is requesting the Commission approve Phase II, which will cost $94,000.

City Attorney Joe Vorndran discussed the agreement and addressed Commission questions.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to authorize staff the enter into an agreement with Fritz Baily architects of Tulsa, Oklahoma to provide design, engineering and biddable construction documents for the repair and renovation of Fire Station #2 with the stipulation that before the final documents are ready for bid the City Commission will approve all plans and specifications. Motion carried 6-0.

AYE: Harrod, Agee, Mainord, Hall, Shaw, Dykstra
NAY: None

AGENDA ITEM NO. 5: Discussion, consideration and possible action to approve a Budget Amendment for design, engineering and biddable construction documents for the repair and renovation of Fire Station #2 located at 1401 N. Bryan. Transfer from General Fund to Capital Fund. *(Tabled from February 16, 2016.)*

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve a Budget Amendment transfer from the general fund to the capital fund for design, engineering and biddable construction documents for the repair and renovation of Fire Station #2.

AYE: Harrod, Hall, Dykstra, Agee, Mainord
NAY: Shaw

AGENDA ITEM NO. 6: Discussion, consideration and possible action to declare an emergency and authorize staff to replace stadium lighting fixtures in the Grandstands at Shawnee Heart of Exposition Center.

A staff report was given explaining that one of the 100 foot light poles at the Grandstand had fallen. After examination it was determined that the remaining three stadium lights also need to be replaced. Current plans include lowering the lights from 100 feet to 80 feet in length for better stabilization. Shawnee Lighting was the only company providing a quote on the project in the amount of $102,351.00. It was also noted that $45,000 will be received from an insurance claim on the fallen pole.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to declare an emergency and award the bid to Shawnee Lighting in the amount of $102,351.00.

AYE: Harrod, Hall, Shaw, Dykstra, Agee, Mainord
NAY: None

AGENDA ITEM NO. 7: Discussion, consideration and possible action to approve a Budget Amendment to replace stadium lighting fixtures in the Grandstands at Shawnee Heart of Exposition Center.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve a Budget Amendment to replace stadium lighting fixtures in the Grandstands at Shawnee Heart of Exposition Center. Motion carried 6-0.

AYE: Harrod, Dykstra, Agee, Mainord, Hall, Shaw
NAY: None

AGENDA ITEM NO. 8: Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Charles Huff.

A motion was made by Commissioner Hall, seconded by Commissioner Dykstra, to approve the Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Charles Huff. Motion carried 6-0.

AYE: Hall, Dykstra, Agee, Harrod, Mainord, Shaw
NAY: None

AGENDA ITEM NO. 9: Consider Bids:

a. Procurement and Installation of Antennas, Feed Line and Hardware for North Radio Tower Site (Open)

| **BIDDER** | **AMOUNT** |
|---|---|
| Sky Tower<br>Yukon, OK | Non valid bid |
| Midwest Underground Technologies Inc.<br>Edmond, OK | $70,815.00 |

Emergency Management Director Don Lynch noted that Sky Tower of Yukon, Oklahoma did not provide a valid bid document. He read the bid from Midwest Underground Technologies Inc. of Edmond, Oklahoma into the record requested that the bid be awarded in the total amount of $70,815.00.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to accept staff's recommendation and award the bid to Midwest Underground Technologies Inc. in the total amount of $70,815.00. Motion carried 6-0.

AYE: Harrod, Shaw, Dykstra, Agee, Mainord, Hall
NAY: None

AGENDA ITEM NO. 10: Administrative Reports

a. Don Lynch, Emergency Management Director – Presentation Regarding Tornado Preparedness

Mr. Lynch gave a presentation regarding tornado awareness and safety measures. He provided information on weather alerts and warnings, outdoor warning devices and public shelters. He also spoke of keeping pets safe during the storm and the dangers of driving during a flood event.

AGENDA ITEM NO. 11: City Manager Update

a. Wayfinding

City Manager Justin Erickson reported that the Wayfinding consultant was in Shawnee this week and has presented a good plan. The current plan is to start implementing the wayfinding signage this summer with emphasis on the Downtown, the Heart of Oklahoma Exposition Center, as well as cultural and education centers.

AGENDA ITEM NO. 12: 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. 13: Commissioners Comments

There were no Commissioners comments

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:25 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:26 P.M.)

AGENDA ITEM NO. 14: Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to enter into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property. Motion carried 6-0.

AYE: Harrod, Dykstra, Agee, Mainord, Hall, Shaw
NAY: None

AGENDA ITEM NO. 15: Discussion, consideration and possible action to go into Executive Session to discuss potential claims, litigation or other options regarding emergency (911) wireless telephone fees that were collected and not remitted to the City; as authorized by 25 O.S. §307(B)(4).

A motion was made by Commissioner Dykstra, seconded by Vice Mayor Harrod, to enter into Executive Session to discuss potential claims, litigation or other options regarding emergency (911) wireless telephone fees that were collected and not remitted to the City; as authorized by 25 O.S. §307(B)(4). Motion carried 6-0.

AYE: Dykstra, Harrod, Agee, Mainord, Hall, Shaw
NAY: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:28 P.M. WITH ALL MEMBERS PRESENT

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 8:04 P.M. WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 16: Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

No action taken.

AGENDA ITEM NO. 17: Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding emergency (911) wireless telephone fees that were collected and not remitted to the City; as authorized by 25 O.S. §307(B)(4).

No action taken.

AGENDA ITEM NO. 18: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:05 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK