BOARD OF CITY COMMISSIONERS AND
THE BOARD OF TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY
CITY OF SHAWNEE
SPECIAL CALLED SESSION
MARCH 25, 2016

The Board of City Commissioners and The Board of Trustees of the Shawnee Municipal Authority met in Special Called Session at the Heart of Oklahoma Exposition Center, Highway 177 and Independence Street, Shawnee, Oklahoma, Friday, March 25, 2015 at 9:00 a.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Wes Mainord
Chairman

Vacant
Commissioner Ward 1

Linda Agee
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Keith Hall
Commissioner Ward 4

Lesa Shaw
Commissioner Ward 5

Micheal Dykstra
Commissioner Ward 6

Absent: None

The Call for said meeting was entered upon the records by the City Clerk, said Call being as follows:

NOTICE OF A CALLED SPECIAL SESSION OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA

You and each of you are hereby notified that by virtue of a call issued by me on this 22nd day of March, 2016, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Municipal Authority, Oklahoma at the Heart of Oklahoma Exposition Center, Highway 177 and Independence Street, Shawnee, Oklahoma at 9:00 a.m. on the 25th day of March, 2016, and you are hereby notified to be present at said meeting. The purpose of the meeting is a work session for general discussion of issues within city government and Shawnee Municipal Authority, including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies.

Witness my hand this 22nd day of March, 2016.

(SEAL)

ATTEST:

s/s Phyllis Loftis	s/s Justin Erickson
PHYLLIS LOFTIS, CMC	JUSTIN ERICKSON
CITY CLERK	CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 22nd day of March, 2016 at 10:39 o'clock a.m., and executed the same by delivering a true and correct copy thereof to the Mayor and to each of the Commissioners of the Board of City Commissioners for the City of Shawnee and the Board of Trustees of the Shawnee Municipal Authority, Oklahoma as follows:

A read verification was received from Mayor Wes Mainord via e-mail at 8:33 a.m. on March 24, 2016

A read verification was received from Commissioner Linda Agee via e-mail at 7:00 o'clock p.m. on March 22, 2016

A read verification was received from Commissioner/Vice Mayor James Harrod via e-mail at 6:26 p.m. on March 23, 2016

A read verification was received from Commissioner Keith Hall via e-mail at 3:38 p.m. on March 23, 2016

A read verification was received from Commissioner Lesa Shaw via e-mail at 10:22 p.m. on March 24, 2016

A read verification was not received from Commissioner Michael Dykstra via e-mail.

s/s Phyllis Loftis
Phyllis Loftis, CMC, City Clerk

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA TO BE HELD ON THE 25TH DAY OF MARCH, 2016 AT 9:00 A.M. AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 177 AND INDEPENDENCE STREET, SHAWNEE, OKLAHOMA. THE PURPOSE OF THE MEETING IS A WORK SESSION FOR GENERAL DISCUSSION OF ISSUES WITHIN CITY GOVERNMENT AND SHAWNEE MUNICIPAL AUTHORITY, INCLUDING POSSIBLE NEW INITIATIVES; GENERAL DISCUSSION OF CITY PRIORITIES, PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS; AND GENERAL DISCUSSION OF COMMISSION POLICIES.

By virtue of the authority vested in me by Section 4, Article IV of the Charter of the City of Shawnee, Oklahoma, a Special Session of the Board of City Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Municipal Authority, Oklahoma is hereby called to meet at the Heart of Oklahoma Exposition Center, Highway 177 and Independence Street, Shawnee, Oklahoma at 9:00 a.m. on the 25th day of March, 2016 for the purpose of a work session for general discussion of issues within city government and Shawnee Municipal Authority, including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies.

Witness my hand this 22nd day of March, 2016.

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JUSTIN ERICKSON
CITY MANAGER

(SEAL)

ATTEST:

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PHYLLIS LOFTIS, CMC, CITY CLERK

THE BOARD OF CITY COMMISSIONERS AND THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN SPECIAL CALLED SESSION AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 177 AND INDEPENDENCE STREET, SHAWNEE, OKLAHOMA, FRIDAY, MARCH 25, 2016 AT 9:00 A.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. MAYOR MAINORD PRESIDED AND CALLED THE MEETING TO ORDER. THE FOLLOWING MEMBERS WERE IN ATTENDANCE.

CALL TO ORDER AT 9:00 A.M.

PRESENT AT ROLL CALL: Agee, Harrod, Mainord, Shaw

DECLARATION OF A QUORUM.

Hall arrived at 9:05 a.m.
Dykstra arrived at 9:24 a.m.

ABSENT: None

DECLARATION OF A QUORUM

OTHERS IN ATTENDANCE:

Reuben Peltier
Dell Kerbs
Darren Rutherford

Media: Vicki Misa, Shawnee News Star
Wayne Trotter, Countywide News

City Staff: James Bryce, Director of Operations
Dru Tischer, Fire Chief
Don Lynch, Emergency Management
Cynthia Arnold, Finance Director
Justin Erickson, City Manager
Phyllis Loftis, City Clerk
Tony Morales, Attorney

AGENDA ITEM NO. 1: General discussion of issues within city government and Shawnee Municipal Authority (SMA), including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies.

The following topics were set for discussion and proceeded in the following order:

FORMER CVB/CHAMBER PROPERTY

City Manager Justin Erickson began the workshop with a discussion of the former Convention and Visitor Bureau/Chamber of Commerce property that now belongs to the City of Shawnee. During the discussion, it was noted that should the City decide to sell the property, any proceeds from the sale must be used for tourism related projects. It is staff's recommendation to sell the property and utilize the funds for Expo Center capital needs and long range plans. Mr. Erickson stated that an Executive Session will be placed on an agenda in the near future to review the appraisal of the property and to determine how to market and sell.

REGIONAL PARK LAND

Mr. Erickson said that this land consists of 160 acres purchased for $800,000.00. It was noted that there are challenges associated with utilization of this land including access, extension of utilities and costs associated with making the needed improvements. Vice Mayor Harrod stated that he is opposed to selling the property and asked the City Manager to investigate the possibility of installing wind energy generators on the property. He also discussed the construction of additional soccer fields at that location. Mayor Mainord and Commissioner Agee were both in favor of selling the property and using the proceeds to upgrade the four city parks identified as "key parks" in the recent Master Parks Plan. Commissioner Shaw stated she is opposed to the wind generator plan, but wants to look at all options. Mr. Erickson listed three options regarding the property: 1) Sell all and use funds for recreational upgrades to existing park facilities; 2) sell part and retain part for recreation; or 3) keep the status quo by continuing to lease the grazing rights and keep options open for future discussion.

RESIDENTIAL WATER/SEWER RATES

Mr. Erickson discussed the need to increase water/sewer rates in small increments to keep up with inflationary costs as opposed to leaving rates static and having to possibly raise them in larger amounts in the future. It was staffs' recommendation to implement a 3% water and sewer rate increase in January 1, 2017 and in January 1, 2018. After further discussion, Commissioners agreed that they want to see any increases tied to capital projects. Commissioner Shaw would like to look at different percentages than those mentioned, noting that fixed income residents would suffer with those increases. It was determined that staff will structure different options and will address this issue during the budgetary process.

HOTEL/MOTEL SURCHARGE

The topic of increasing the lodging tax from 5% to 8% was discussed next. Mr. Erickson noted that the additional 3% could be used for substantial Expo Center improvements, such as reroofing facilities, conference center and arena upgrades. Commissioner Agee provided copies of an article from The Oklahoman newspaper, referencing the City of Edmond's upcoming sales tax election. Among other projects, the additional revenue would fund downtown revitalization projects in downtown Edmond. Commissioner Agee stated that we cannot ignore what is needed for downtown Shawnee. Staff asked whether Commissioners were in favor of putting this lodging tax increase on the ballot in November. Commissioner Dykstra questioned whether it would be more economical for the City to sell the Expo Center, stating that he doesn't think the City needs to raise taxes to support it. Many of the Commissioners were opposed to selling the Expo stating that we would no longer have control over what events were held there. Commissioner Agee thinks we need to market the facilities differently to increase usage. Commissioner Shaw asked for information regarding how much the City of Shawnee has paid for Expo improvements in the last two years, as well as how much we have spent in comparison to other cities in Oklahoma.

FIRE STATION OPTIONS

The City Manager spoke of options that could finance the estimated $1.1 million cost of the Shawnee Fire Station No. 2 Rehab Project. Fire Chief Dru Tischer provided copies of the Evaluation of Fire Station No. 2 from Fritz Baily Architects. Vice Mayor Harrod stated that cost was still much higher than he is comfortable with and asked to go over the specifications so that he can find areas to save money. Most of the discussion focused on a $3.4 million loan which would cover the costs of the fire station and finance some additional projects. Those projects were purchasing two new fire trucks, implementation of the Master Parks Plan, a new cemetery building and a new roof for the Santa Fe Depot. Commissioners also reviewed the City's current debt service and bonding capacity. The City Manager noted that we have very little debt. Staff will continue to pursue options regarding this issue.

AFFORDABLE HOUSING TAX CREDIT REQUESTS

The commissioners discussed establishing a commission policy citing criteria for granting affordable housing tax credit requests. Commissioner Hall stated that he feels we do need a policy that provides for mixed income properties, not just lower income. Staff proposed that the policy include the following criteria:

- Property in Downtown Shawnee
- Senior Housing
- Mixed-income projects setting a minimum percentage at the market rate
- Proposals from designated housing authorities.

The City Manager will draft a policy for Commission review.

ADDITIONAL DISCUSSION ITEMS

Other discussion at this time included a question from the City Manager regarding making a request to the County to put the "Liquor on Sundays" vote on the November ballot.

Each Commissioner then presented a list of topics for discussion or future consideration.

Mayor Mainord:

1. City employee health insurance. He noted that the preliminary insurance premium estimates show substantial increases which will hit city employees really hard. He also noted that some city employees do not make $12.00 per hour. He further discussed the city's Insurance Work Group and praised Dustin Brand from Insurica for his assistance with the group.

Commissioner Shaw:

1. City Boards and Commissions. She stated that she would like to see an on-line system that shows all city appointed boards, their by-laws, board members and other pertinent information such as meeting times and places.

2. Comprehensive Plan. She would like it consistently updated.

3. Budget. She would like the upcoming budget to include funds for a procurement specialist and assistant city manager. She would like to see the city develop a simple policy and procedure for purchasing and to move away from the state bid system.

4. Cedar trees. Requests that staff keep the Commission informed on the status of cedar trees and the removal process.

5. Drought Management Plan. She is concerned about the limited amount of rain and wonders if we have a good plan in place when eventual drought conditions occur in the future.

Commissioner Dykstra:

1. Public transportation. He feels that the City should get more involved and provide citizens with designated bus routes.

2. Homeless/transient situation solution. It was noted that the situation is less prevalent than six months ago. He also spoke of Federal funds being provided for homeless veterans on foreclosed homes.

3. Crime activity. He noted that he had received reports of an area in his ward that has frequent criminal activity, including drugs and burglaries.

4. Publication of deannexation ordinance. He asked for clarification regarding a recent newspaper article regarding an error in the manner in which a previous deannexation ordinance was published.

Commissioner Agee:

1. Storm water utility fee. She asked about adding a small amount, normally $2.00, to water bills to keep storm drains, ditches, culverts, etc. cleared by staff so that flooding will be minimized.

2. Landscaping after the Streetscape Project. There was discussion regarding whether an additional Parks Department employee should be hired or if the landscaping should be contracted to an independent firm.

3. Streets. When asked about the status of streets improvements, the City Manager advised that the City Engineer is preparing this item for discussion at a future City Commission meeting.

Commissioner Hall:

1. Sidewalks. He would like to see a policy regarding the option of contractors/builders installing sidewalks or paying into an "in-lieu of sidewalk" fund. He noted that currently, because in some cases it is less expensive to build them, sidewalks are being built where they are not needed. He would prefer a fund which would allow the City to determine where the sidewalks are most needed.

2. Bike stations. He noted that these are convenience centers which provide bikers with areas in which to air up tires or tools to perform simple maintenance. He mentioned talking to local colleges about partnering on the project.

3. Bryan Street exit. He asked the City Manager about the status. Mr. Erickson stated that the new Sac & Fox chief is still analyzing the issue and has not reached a determination.

Vice Mayor Harrod:

1. Park property. Regarding the 160 acres north of town, he repeated his desire to retain the property instead of selling it. He would like to see soccer fields and/or wind generators built.

2. South Kickapoo Project. He wants to see this project move forward to completion.

3. Wayfinding. Wants this project completed as well.

4. Master calendar. He spoke of his desire to see all city and other associated organizations share calendar information to develop a master calendar to help alleviate scheduling conflicts.

5. Water & sewer improvements. He is in favor of a 2% per year increase.

6. Budget procedure. Because most of the Maintenance and Operations budget consists of salaries, he is only interested in reviewing the Capital requests.

<u>AGENDA ITEM NO. 2:</u> ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Chair (2:07 p.m.).

Wes Mainord

WES MAINORD, MAYOR

(SEAL)

THE CITY OF SHAWNEE
SEAL
OKLAHOMA

ATTEST:

Phyllis Loftis

PHYLLIS LOFTIS, CMC
CITY CLERK