BOARD OF CITY COMMISSIONERS PROCEEDINGS
MARCH 7, 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, March 7, 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 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	Absent Commissioner Ward 6

ABSENT: Dykstra

INVOCATION — The Lord's Prayer

FLAG SALUTE — Led by Vice Mayor Harrod

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. 14.

b. Minutes from the February 16, 2016 regular meeting.

c. Acknowledge the following reports and minutes:
- License Payment Report for February 2016
- Project Payment Report for February 2016
- Shawnee Civic and Cultural Development Authority Minutes from January 21, 2016 meeting

- Shawnee Beautification Committee Minutes from January 14, 2016 meeting
- Planning Commission Minutes from February 3, 2016

d. Acceptance of 1989 Ford school bus donated by the Shawnee Young Men's Christian Association (YMCA) to the Shawnee Fire Department for training.

e. Budget Amendment – General Fund
To adjust budget for leave payouts

f. Acknowledge Workers Compensation Settlement – Rhonda Dennie

g. Acknowledge application for Advocate Officer Grant with the Victims of Crime Act (VOCA) and the Oklahoma District Attorney's Council.

h. Acceptance of Utility Easement from David Little.

i. Mayor's Appointments

<u>Shawnee Civic and Cultural Development Authority</u>
Lance Wortham 1st Full Term Expires 12/31/2018
Replaces Casey Bell- Termed Out

Regarding Agenda Item No. 1(e), Commissioner Shaw questioned who the leave payouts were for. Staff explained that it was for the three police officers that recently retired.

A motion was made by Commissioner Shaw seconded by Vice Mayor Harrod, to approve the Consent Agenda Item Nos. 1 (a-i). Motion carried 5-0.

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

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

Dawn Gambrell asked for an update on the Animal Shelter. Mayor Mainord advised her that the item was not listed on the agenda as a discussion item so no comments could be made by Commissioners. He directed her to contact the City Manager's office for a full status report of the animal shelter.

AGENDA ITEM NO. 3: Mayor' Proclamations:
"Arbor Week"
March 13-19 2016

James Bryce accepted the Mayor's Proclamation for "Arbor Week" from Mayor Mainord. Mr. Bryce stated that in honor of Arbor Week, a Redbud tree will be planted at Larch-Miller Park on March 17, 2016 at 4:00 p.m. He also informed everyone that a Trash-Off event will be held on April 9, 2016 from 9:00 a.m. to 12:00 p.m., with Kids Space Park designated at the meeting place.

AGENDA ITEM NO. 4: Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Chris Dunlap.

A motion was made by Commissioner Hall, seconded by Commissioner Shaw, to approve the Oklahoma Retirement Fund lump sum payment from Defined Benefit Plan for Chris Dunlap. Motion carried 5-0.

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

AGENDA ITEM NO. 5: Consider an ordinance calling for a general and runoff election for Mayor, Ward 2, Ward 3, and Ward 4 and filling the unexpired term of Ward 1.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve an ordinance calling for a general and runoff election for Mayor, Ward 2, Ward 3, and Ward 4 and filling the unexpired term of Ward 1.

Ordinance No. 2579NS was introduced.

AN ORDINANCE CALLING AND PROVIDING FOR THE HOLDING OF NONPARTISAN GENERAL AND GENERAL RUNOFF ELECTIONS IN THE CITY OF SHAWNEE, OKLAHOMA, FOR THE PURPOSE OF NOMINATING AND ELECTING CANDIDATES FOR THE OFFICE OF MAYOR, AND THE OFFICES OF CITY COMMISSIONER OF THE SECOND WARD, CITY COMMISSIONER OF THE THIRD WARD AND CITY COMMISSIONER OF THE FOURTH WARD AND THE UNEXPIRED TERM OF THE OFFICES OF CITY COMMISSIONER OF THE FIRST WARD; ESTABLISHING A FILING PERIOD AND QUALIFICATIONS FOR SUCH OFFICES;

DESIGNATING THE MANNER OF ELECTING THE VARIOUS CITY OFFICES NAMED HEREIN; PROVIDING FOR SAID ELECTIONS TO BE CONDUCTED BY THE POTTAWATOMIE COUNTY ELECTION BOARD; PROVIDING FOR VOTING BY ABSENTEE BALLOT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 5-0.

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

Ordinance No. 2579NS was adopted by the City Commission

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve emergency clause relating to Ordinance No. 2579NS. Motion failed 4-1.

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

<u>AGENDA ITEM NO. 6:</u> Discussion, consideration and possible action regarding the Shawnee Branding Report and Plan.

City Manager Justin Erickson gave a presentation on the current branding effort and requested official approval of the design. The new design will serve as the community brand with some flexibility in design and coloration. Mr. Erickson answered questions from the Commissioners.

A motion was made by Commissioner Shaw, seconded by Commissioner Agee, to approve the proposed branding for the City of Shawnee. Motion carried 5-0.

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

<u>AGENDA ITEM NO. 7:</u> Discussion, consideration and possible action regarding an amended agreement with Safe Events for Families (SEFF) to provide additional goods and services in support of the "Trail Days" event, officially combining "Trail Days" and the "Glory Days" Fourth of July celebration.

City Manager Justin Erickson explained that there is no longer an individual coordinating the Glory Days event and the City is not in a position to organize the event or raise funds from donors at this time. Therefore, staff requests that the "Glory Days" and "Trail Days" events be combined under the name of "Trail Days" and that Safe Events for Families (SEFF) oversee the event. The City proposes to allocate funds previously earmarked for the "Glory Days" to SEFF to fund the combined event. The event will be June 17 - 18, 2016, with a fireworks display set for June 18th.

A motion was made by Commissioner Hall, seconded by Commissioner Agee, to approve an amended agreement with Safe Events for Families (SEFF) to provide additional goods and services in support of the "Trail Days" event, officially combining "Trail Days" and the "Glory Days" Fourth of July celebration. Motion carried 5-0.

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

AGENDA ITEM NO. 8: Discussion, consideration and possible action regarding a Resolution of Support for Oklahoma Education Initiatives and Increased Education Funding.

Resolution No. 6508 was introduced.

A RESOLUTION EXPRESSING SUPPORT FOR OKLAHOMA EDUCATION FUNDING BY THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO GOVERNOR MARY FALLIN.

Commissioner Shaw shared with Commissioners information regarding state education funding cuts. She noted that the Governor is proposing to cut $329,000.00 from the Education Budget. She stressed the need to support the Shawnee School System and state education.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve Resolution of Support for Oklahoma Education Initiatives and Increased Education Funding. Motion carried 5-0.

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

AGENDA ITEM NO. 9: Consideration of approval of a Preliminary Plat for Vision Bank Addition Section II, located at 4301 North Harrison Street. Case No. S01-16 Applicant: Vision Bank, NA

A staff report was given by Justin DeBruin, Community Development Director.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve a Preliminary Plat for Vision Bank Addition Section II, located at 4301 North Harrison Street, with the following conditions:

1. Submittal of construction plans for sewer, water, and paving along with final plat application.
2. Before Final Plat approval, present for review and approval and appropriate Letter of Map Revision (LOMR) from FEMA, indicating any changes to the floodplain due to channelization.
3. Final construction documents must be approved by the City Engineer concurrent with Final Plan approval.
4. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval
5. All other applicable City standards apply.

Motion carried 5-0.

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

AGENDA ITEM NO. 10: Consideration of approval of a Preliminary Plat for Rolling Hills Addition located at the Northeast intersection of Main Street and Bryan Avenue. Case No. S02-16 Applicant: Absentee Shawnee Housing Authority

A staff report was given by Justin DeBruin, Community Development Director.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve a Preliminary Plat for Rolling Hills Addition located at the Northeast intersection of Main Street and Bryan Avenue, with the following conditions:

1. The sanitary sewer presented along the north boundary of the site is not within the property boundaries. Any existing utility easements from the Crestline Heights Addition shall be affixed to the preliminary plat.
2. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
3. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
4. Four (4') foot sidewalks to be built at the time of building permit approval.
5. All other applicable City standards apply.

Motion carried 5-0.

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

<u>AGENDA ITEM NO. 11:</u> Consideration of approval of a Final Plat for Avonlea Addition located at 789 West Country Grove Drive. Case No. S03-16 Applicant: United Senior Properties

A staff report was given by Justin DeBruin, Community Development Director.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve a Final Plat for Avonlea Addition located at 789 West Country Grove Drive, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with final plat approval.
3. Landscape Plans will be required concurrent with building permit.
4. A four (4') foot sidewalk will be required along Country Grove Drive.
5. Prior to the recording of the final plat, all instrument numbers and dedications shall be affixed to the plat.
6. All other applicable City standards apply.

Motion carried 5-0.

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

<u>AGENDA ITEM NO. 12:</u> Consideration of approval of a Preliminary Plat for Regal Addition located at 4200

North Harrison Street. Case No. S04-16 Applicant: Forum Investments, LLC

A staff report was given by Justin DeBruin, Community Development Director.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve a Preliminary Plat for Regal Addition located at 4200 North Harrison Street, with the following conditions:

1. Show how and where sanitary sewer service is to be extended to the subject lot.
2. Submittal and approval of sanitary sewer plans by the City Engineer.
3. Submittal and approval of drainage/detention plans by the City Engineer.
4. All other applicable City standards apply.

Motion carried 4-1.

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

AGENDA ITEM NO. 13: Consideration of approval of a Final Plat for Regal Addition located at 4200 North Harrison Street. Case No. S05-16 Applicant: Forum Investments, LLC

A staff report was given by Justin DeBruin, Community Development Director.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve a Final Plat for Regal Addition located at 4200 North Harrison Street, with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans shall be submitted concurrent with building permit.
4. Six (6') foot sidewalk required along Harrison Ave, and four (4') foot sidewalk required along Country Grove Dr.
5. All other applicable City standards apply.

Motion carried 4-1.

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

AGENDA ITEM NO. 14: Consider Bids:

a. Lease of the City of Shawnee Property Located at the N.E. Corner of Leo Street and Westech Road, Shawnee, OK for the Purpose of Pasture Land (Award)

Director of Operations James Bryce announced that one (1) bid was received and after review and consideration it was staff's recommendation to award the bid to Dace Dockrey of Shawnee, Oklahoma in the total amount of $5,000.00 per year.

A motion was made by Commissioner Shaw, seconded by Commissioner Hall, to accept staff's recommendation and award the bid to Dace Dockrey in the total amount of $5,000.00 per year. Motion carried 5-0.

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

b. Auditorium HVAC Project (Open)

BIDDER	**AMOUNT**
S.E. Hardesty Co. d/b/a Hardesty Team, Oklahoma City, OK	$633,028.00
Voluntary Alternate – DOAS-1 Equipment: (optional)	$ N/A
Voluntary Alternate – VRF Equipment: (optional)	$N/A
Additive Alternate – New LED Lighting:	$49,772.00
Additive Alternate – New Ceiling Tiles:	$75,868.00

Director of Operations James Bryce read one (1) bid into the record and requested that the bid award be deferred to the next City Commission meeting on March 21, 2016.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to defer the bid award to the March 21, 2016 City Commission meeting. Motion carried 5-0.

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

AGENDA ITEM NO. 15: City Manager Report

a. Special call workshop meeting

City Manager Justin Erickson reported that a special call workshop will be held at 9:00 a.m. on March 25, 2016 at the Heart of Oklahoma Exposition Center.

<u>AGENDA ITEM NO. 16:</u> 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.

<u>AGENDA ITEM NO. 17:</u> Commissioners Comments

Commissioner Shaw commented about the Pioneer Library's "Read Across America" program and the grant sponsored by the Junior Service League of Shawnee.

Commissioner Shaw also spoke of attending a program by the Avedis Foundation where guest speaker Mr. Bill Millett stressed the importance of supporting education.

Commissioner Shaw reminded everyone of the Shawnee Economic Development Foundation and Shawnee Beautification Committee meetings coming up this week and the beginning of daylight savings time.

Commissioner Shaw further stressed to local businesses the importance of good customer service by recounting a recent experience she had with a local business (Jimmy's Egg).

Vice Mayor Harrod discussed the new sidewalks being built that do not connect to any existing sidewalks. He noted that builders have told him that it was cheaper for them to build a sidewalk than to pay the in-lieu-of fee.

Vice Mayor Harrod noted that the Main Street Project was moving along nicely.

<u>AGENDA ITEM NO. 18:</u> Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:27 p.m.)

WES MAINORD, MAYOR

THE CITY OF SHAWNEE
SEAL
OKLAHOMA

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK