

BOARD OF CITY COMMISSIONERS PROCEEDINGS

MARCH 2, 2020 AT 6:00 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 2, 2020 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 3:45 p.m. on February 28, 2020. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley

Mayor

Ed Bolt

Commissioner Ward 1

Ron Gillham

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Darren Rutherford

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Ben Salter

Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch

Emergency Management Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 2:

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 City Commission Agenda Item No. 7.

- b. Minutes from the February 18, 2020 regular meeting.
- c. Acknowledge the following minutes:
 - Shawnee Parks and Recreation Committee Minutes from the January 9, 2020 meeting
 - Shawnee Community Beautification Committee Minutes from the January 16, 2020 meeting

A motion was made by Commissioner Bolt, seconded by Commissioner Rutherford, to approve Consent Agenda Item Nos. 2 (a-c). Motion carried 7-0.

AYE: Bolt, Rutherford, Sehorn, Salter, Gillham, Harrod, Finley
NAY: None

AGENDA ITEM NO. 3: Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Kayla Young presented Rex, a male dog. His adoption fee would be \$10.00.

AGENDA ITEM NO. 4: Presentation of independent auditor's reports for the Comprehensive Annual Financial Report and Single Audit.

Finance Director Ashley Neel introduced Jim Denton with Arledge and Associates.

Mr. Denton stated that audit was for the Fiscal Year ending June 30, 2019. He stated that the opinion was an unmodified opinion, which means that the financial statements are fairly stated. Under the single audit report, which is the compliance report with the audit, there was a clean opinion on compliance. He stated there were two findings, which were both improvements on last year's findings - one being one of the budget items was over budget amount by a few thousand dollars and another was a negative fund balance of a few thousand dollars. He stated it was a marked improvement over the past year.

Ms. Neel stated that the City received unmodified opinions on both on the financial statements and compliance with major federal programs. This means that with the financial statements conforms with General Accepted Accounting Principles (GAAP) and they are free from material misstatements. She stated that City also complied in all material respects with the federal grant requirements.

She stated there were a couple of compliance issues. The City exceeded budgeted appropriations in the general government and recreation and culture areas. She advised that Staff has already taken steps to ensure that that does not happen again. The monthly budget report will allow consistent monitoring of departmental expenditures so that this does not occur again. There were three funds – General Fund, Street and Alley Fund, and the Capital Improvement Fund – that reported negative fund balances. She stated that Staff is consistently monitoring expenditures and projecting of expected revenues and expenditures on a continual basis to make sure that the City stays within limits.

Ms. Neel advised that the City's net position increased 7.6%, which comes to approximately \$5.7 million. She stated this is a marked increase from 2018 when the City experienced a major drop. This was also a major increase from 2015 and 2016.

Ms. Neel explained there has been fund balance increase of \$1.1 million in the General Fund. This is after the City had seen continuous decreases in general fund balance since before 2015. For the first time since 2016, revenue came in above budget. She advised that \$22.1 million was budgeted for revenue and the City received \$22.5 million. Also, expenditures came in under budget for the first time since 2015. The City budgeted \$21.8 million and expended \$21.4 million.

AGENDA ITEM NO. 5:

Consideration to enter into a contract with the Pottawatomie County Historical Society.

City Manager Chance Allison stated that the Pottawatomie County Museum – Paul and Ann Milburn Center is a tourist opportunity for the City of Shawnee. He stated that the proposed contract will provide assistance to the Pottawatomie County Historical Society to assist in completing the museum and provides a graduated plan to help jumpstart the operation.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to approve a contract with the Pottawatomie County Historical Society. Motion carried 7-0.

AYE: Gillham, Bolt, Harrod, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 6:

Consideration of a resolution 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, City Commissioner of the Second Ward, City Commissioner of the Third Ward, and City Commissioner of the Fourth 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.

City Manager Chance Allison advised that the proposed resolution was required by the State Election Board to call for and provide the general and runoff elections.

Resolution No. 6608 was introduced.

A RESOLUTION 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 OFFICES OF MAYOR, CITY COMMISSIONER OF THE SECOND WARD, CITY COMMISSIONER OF THE THIRD WARD, AND CITY COMMISSIONER OF THE FOURTH 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.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a resolution 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, City Commissioner of the Second Ward, City Commissioner of the Third Ward, and City Commissioner of the Fourth Ward; establishing a filing period and qualifications for such officers; designating the manner of electing the various city officers named herein; providing for said elections to be conducted by the Pottawatomie County Election Board; providing for voting by absentee ballot. Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt
NAY: None

AGENDA ITEM NO. 7:

Consider Bids/Requests for Qualifications
(RFQ):

- a. Remodel of property located at 514 North Patchin Avenue, Block 5
Lots 17 thru 20, Shawnee, OK 74801 (Open)

BIDDER

AMOUNT

D & K Renovations
Edmond, OK

\$37,022.00

L.G. Construction Co., Inc.
Oklahoma City, OK

\$47,985.00

Bryan Logan, Community Development Program Manager, read two bids into the record. Mr. Logan asked that the bid award be deferred to a future meeting to allow staff time to review each bid submission.

A motion was made by Commissioner Sehorn, seconded by Commissioner Rutherford, to accept staff's recommendation and defer the bid to a future City Commission meeting. Motion carried 7-0.

AYE: Sehorn, Rutherford, Salter, Bolt, Gillham, Harrod, Finley
NAY: None

AGENDA ITEM NO. 8:

New Business (Any matter not known or
which could not have been reasonably
foreseen prior to the posting of the agenda.)

There was no New Business.

AGENDA ITEM NO. 9:

Commissioners Comments

Commissioner Bolt stated that he was glad to hear good news on the budget and was happy with the contract for the Pottawatomie County Museum.

Commissioner Gillham stated that after his vote in favor of negotiating a contract with Freese and Nichols for design of the Broadway Street Project at the last City Commission meeting, he has reconsidered and does not believe he can support the project at this time.

Vice Mayor Harrod stated that the was glad to see the Pottawatomie County Museum back in place.

He advised that the County Livestock show is Wednesday and Thursday of this week, with the premium show on Friday night. He encouraged everyone to attend.

Commissioner Rutherford stated he was glad to see a step forward with the Pottawatomie County Museum. He stated that it was funded by tourism dollars to help promote tourism.

Commissioner Sehorn stated that he was happy with the budget and audit reports and that the museum was moving forward.

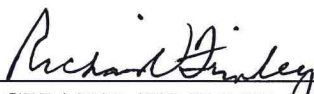
AGENDA ITEM NO. 10:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:26 p.m.)

ATTEST:





RICHARD FINLEY, MAYOR



LISA LASYONE, CMC, CITY CLERK