

A MEETING OF THE SHAWNEE  
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY  
FEBRUARY 21, 2019 @ 12:30PM  
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY WAS ORIGINALLY SCHEDULED TO HAVE THEIR REGULAR MEETING DATE THURSDAY, FEBRUARY 21, 2019 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON FEBRUARY 20, 2019 AT 11:50AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:30PM BY VICE CHAIRMAN KARL KOZEL.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. KARL KOZEL  
MR. LANCE WORTHAM  
MS. RACHEL MELOT  
MR. CARL PACKWOOD  
MR. ERIC BENSON

TRUSTEES ABSENT: MR. RANDY GILBERT & MR. TIM BARRICK

\*GUESTS ALSO IN ATTENDANCE: FINANCIAL DIRECTOR/ ASSISTANT CITY MANAGER CHANCE ALLISON, COUNTY COMMISSIONER ED BOLT & DARREN RUTHERFORD, MIKE MCCORMICK, MATT GRIFFITH, SHELLY WELCH W/ FINLEY & COOK, SUZIE CAMPBELL W/ COUNTYWIDE NEWS AND SEVERAL IFYR VOLUNTEERS.

AGENDA ITEM NO.4

DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO REMOVE KARL KOZEL AS A BOARD MEMBER AND NAME MR KOZEL AS THE "CHAIRMAN EMERITUS" OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY.

MR. KOZEL EXPLAINED TO THE ROOM THAT THERE MUST HAVE BEEN SOME SORT OF MISUNDERSTANDING AS HE WAS NOT STEPPING DOWN FROM HIS SEAT ON THE SC&CDA BOARD. HE ACKNOWLEDGED THAT DUE TO A FALL AND HEALTH ISSUES FOLLOWING THAT EVENT, THAT HE HAD BEEN ABSENT FOR AN EXTENDED PERIOD OF TIME BUT ASSURED THE ROOM THAT HE IS HEALTHY NOW AND ABLE TO BE IN ATTENDANCE FOR MEETINGS. TRUSTEE KOZEL STATED THAT HE HAS RELIABLE TRANSPORTATION LINED UP AS WELL TO GET HIM TO AND FROM THE EXPO CENTER EASILY. AGENDA ITEM # 4 WAS READ ALOUD TO THE ROOM AND NO TRUSTEE CHOSE TO MAKE A MOTION SO THE ITEM DIED.

AGENDA ITEM NO. 5

DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO ACCEPT THE COUNTY COMMISSIONERS RECOMMENDATION FOR MATTHEW GRIFFITH TO BE APPOINTED TO THE SC&CDA BOARD IN A COUNTY POSITION.

NO MOTION - NO ACTION

AGENDA ITEM NO.6

ADMINISTER OATH OF OFFICE TO MR. GRIFFITH

NO MOTION - NO ACTION FROM PREVIOUS ITEMS ABOVE.

AGENDA ITEM NO.7

APPROVAL OF THE MINUTES FROM THE JANUARY  
2019 REGULAR SCHEDULED MEETING.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE MELOT TO APPROVE THE  
MINUTES FROM THE REGULAR SCHEDULED MEETING JANUARY 2019. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, WORTHAM, BENSON, KOZEL  
NAY: NONE  
ABSTAIN: NONE

AGENDA ITEM NO.9

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE WORTHAM TO APPROVE  
THE MONTHLY FINANCIAL REPORT AS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, WORTHAM, BENSON, KOZEL  
NAY: NONE  
ABSTAIN: NONE

AGENDA ITEM NO.10

APPROVAL OF CLAIMS: GENERAL ACCOUNT

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE WORTHAM TO APPROVE  
THE CLAIMS FOR THE GENERAL ACCOUNT AS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, WORTHAM, BENSON, KOZEL  
NAY: NONE  
ABSTAIN: NONE

General Claims:

Monthly Bills:

|                                 |            |
|---------------------------------|------------|
| 1. *Constellation               | \$5,364.12 |
| 2. MetTel                       | \$887.79   |
| 3. AT&T Mobility                | \$56.42    |
| 4. OK Tax Commission            | \$495.79   |
| 5. ONG (9)                      | \$3,350.69 |
| 6. John Deere Financial Payment | \$1,044.02 |
| 7. John Deere Charge Acct       | \$555.30   |
| 8. Shawnee Municipal Authority  | \$493.24   |
| 9. OG&E                         | \$9,951.38 |
| 10. AT&T                        | \$391.69   |

Legal:

|                    |            |
|--------------------|------------|
| 1. Stuart & Clover | \$1,027.50 |
|--------------------|------------|

Membership Fees:

|              |         |
|--------------|---------|
| 1. FMCA Dues | \$50.00 |
|--------------|---------|

Office:

|                              |            |
|------------------------------|------------|
| 1. Finley & Cook             | \$1,523.75 |
| 2. INS                       | \$734.00   |
| 3. Staples (2)               | \$120.76   |
| 4. FUB SMG                   | \$330.12   |
| 5. City of Shawnee Surcharge | \$136.25   |
| 6. FUB CD                    | \$2,917.88 |
| 7. Shawnee Office Systems    | \$137.11   |
| 8. ComTech                   | \$250.00   |

Marketing:

|                      |            |
|----------------------|------------|
| 1. Vann & Associates | \$1,187.00 |
| 2. Shawnee News-Star | \$203.50   |

Equipment Maintenance:

|                      |            |
|----------------------|------------|
| 1. CH&W              | \$1,660.89 |
| 2. Stewart Wholesale | \$151.71   |

Supplies:

|                            |          |
|----------------------------|----------|
| 1. Airgas (2)              | \$19.88  |
| 2. Shawnee Milling Company | \$300.00 |
| 3. Chuck Jones             | \$900.00 |
| 4. Rent-A-Tent             | \$678.76 |

Temp Services:

|                |            |
|----------------|------------|
| 1. Express (6) | \$3,700.35 |
|----------------|------------|

Bldg & Grounds Maintenance:

|                             |                     |
|-----------------------------|---------------------|
| 1. Grimsley's               | \$1,737.47          |
| 2. Ask About Windows        | \$216.00            |
| 3. Armstrong Termite & Pest | \$150.00            |
| 4. Fuelman                  | \$2,098.04          |
| 5. <del>Lowe's</del>        | <del>\$265.73</del> |

AGENDA ITEM NO.11

APPROVAL OF CLAIMS: SPECIAL WITH ADD ONS.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE MELOT TO APPROVE THE CLAIMS FOR THE SPECIAL ACCOUNT WITH ADD ONS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, WORTHAM, BENSON, KOZEL  
NAY: NONE  
ABSTAIN: NONE

Special Claims:

Marketing:

- |                      |            |
|----------------------|------------|
| 1. Vann & Associates | \$1,187.00 |
|----------------------|------------|

Award:

- |                            |            |
|----------------------------|------------|
| 1. Shawnee Animal Hospital | \$3,800.00 |
| 2. Twister Saddles         | \$8,450.00 |

IFYR 2019:

- |            |          |
|------------|----------|
| 1. De Fine | \$720.00 |
|------------|----------|

AGENDA ITEM NO.12

APPROVAL OF CLAIMS: SHAVINGS ACCOUNT WITH  
ADD ONS.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE WORTHAM TO APPROVE  
THE CLAIMS FOR THE SHAVINGS ACCOUNT AS PRESENTED. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, WORTHAM, BENSON, KOZEL  
NAY: NONE  
ABSTAIN: NONE

Shaving Claims:

- |               |            |
|---------------|------------|
| 1. Atwood's   | \$3,520.00 |
| 2. Xylo of Ok | \$3,402.00 |
| 3. Rempel's   | \$423.75   |

Shavings Claims:

Sponsor:

- |          |          |
|----------|----------|
| 1. PCJLS | \$900.00 |
|----------|----------|

AGENDA ITEM NO. 13

DISCUSSION, CONSIDERATION, & POSSIBLE  
ACTIONS ON ACCEPTING THE ENGAGEMENT  
LETTER FROM CBEW FOR THE 2018 YEAR END  
AUDIT.

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE  
ENGAGEMENT LETTER AS PRESENTED FOR THE 2018 YEAR END AUDIT WITH SAME TERMS AS ALWAYS. -  
MOTION CARRIED.

AYE: MELOT, PACKWOOD, WORTHAM, BENSON, KOZEL  
NAY: NONE  
ABSTAIN: NONE

AGENDA ITEM NO. 14

IFYR UPDATE

- \*IFYR YOUTH DIRECTORS ATTENDED IFR IN OKC
- \*SENT OUT PERSONNEL PACKETS, STOCK PACKETS AND SEVERAL TIN STAR MARKET PACKETS
- \*GETTING SEVERAL INQUIRIES ABOUT FOOD VENDORS FOR IFYR
- \*IN NEGOTIATIONS WITH (2) BUCKLE COMPANIES FOR IFYR CHAMPION BUCKLES
- \*AMERICAN HAT COMPANY WANTS TO GET BACK INVOLVED WITH IFYR, MEETING WITH SHORTY'S HATTERY TO ADDRESS ANY CONCERNS SHE HAS AS OUR OFFICIAL HATTERY.

AGENDA ITEM NO. 15

COMMITTEE

- \*COMMITTEE FORMED: RACHAEL MELOT, TIM BARRICK, RANDY GILBERT, & A CITY COMMISSIONER DARREN RUTHERFORD.
- \*RACHAEL MELOT SPOKE TO THE ROOM ABOUT THE LENGTHS THEY HAVE GONE TO IN INVESTIGATING THE MANAGEMENT COMPANY OPTIONS AVAILABLE FOR A FACILITY OUR SIZE. 3 COMPANIES WERE SOLICITED AND 2 HAVE RESPONDED FAVORABLY, WITH ONE SHOWING NO INTEREST. SHE ALSO MENTIONED THAT WITH PROPOSALS BEING CURRENTLY SENT IN SHE FELT THAT THE SPECIFICS FROM THE INITIAL SITE VISIT ON 2/20/19 BY COMCAST SPECTACOR SHOULD BE KEPT WITHIN THE COMMITTEE UNTIL THE DEADLINE HAS PAST AND MORE INSIGHT IS OBTAINED BY THE COMMITTEE IN GENERAL. ALL RFP PROPOSALS ARE DUE BACK TO THE GROUP BY MARCH 11<sup>TH</sup> SO MORE INFORMATION SHOULD BE AVAILABLE IN THE MARCH SC&CDA BOARD MEETING.

AGENDA ITEM NO. 16

ADMINISTRATIVE REPORTS

- ADMINISTRATIVE REPORT SENT TO ALL BOARD MEMBERS BEFORE MEETING
- \*MARKETING REPORT FOR STEPHANIE WAS PRESENTED TO ALL BOARD MEMBERS PRESENT
- \*MULTIPLE EVENTS HAVE BEEN ON GROUNDS THIS MONTH WITH MANY HAPPENING AT THE SAME TIME AS ANOTHER EVENT (BUSY BUSY PLACE)
- \*LED LIGHTING INFO TO COME TO THE BOARD IN MARCH 2019
- \*EVENT WRAP UP SURVEYS ARE COMING BACK IN FAVORABLY

AGENDA ITEM NO. 17 & 18

OLD BUSINESS & NEW BUSINESS

NONE

AGENDA ITEM NO. 19

PUBLIC & TRUSTEE COMMENTS

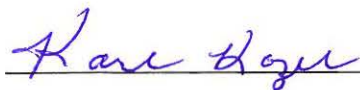
CHAIRMAN GILBERT WAS BACK IN HOSPITAL WITH BP ISSUES, EVERYONE SENDS HIM WELL WISHES. KARL KOZEL RETURNS TO THE HEAD OF THE TABLE AFTER A LONG PERIOD OFF AND EVERYONE WAS EXCITED ABOUT HIS RETURN AND GRATEFUL HIS HEALTH IS IN A GOOD STATE.

AGENDA ITEM NO. 20

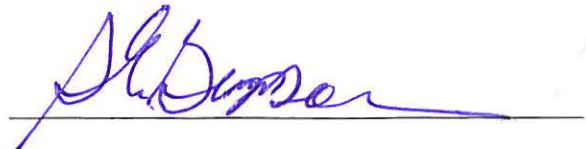
ADJOURNMENT @ 1:05PM

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE PACKWOOD TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: MELOT, PACKWOOD, WORTHAM, BENSON, KOZEL  
NAY: NONE  
ABSTAIN: NONE



VICE CHAIRMAN: MR. KARL KOZEL



INTERIM SECRETARY: MR. ERIC BENSON