

BOARD OF CITY COMMISSIONERS PROCEEDINGS
FEBRUARY 20, 2018 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, Tuesday, February 20, 2018 at 6:00 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Dub Bushong
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Absent
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: Lesa Shaw

INVOCATION

The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes for February 5, 2018 regular meeting.
- b. Acknowledge the following reports:
 - License Payment Report for January 2018
 - Project Payment Report for January 2018
- c. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Randy Newton.

- d. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Diane Smith.
- e. Acknowledge a Declaration of Gift for a 2013 White Ford Taurus Sedan to the City of Shawnee Police Department.

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

AYE: Harrod, Gillham, Finley, Rutherford, Salter, Bushong

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:

Presentation by City Manager to Employee of the Month, Rebecca Reyes, Utility Billing Department.

Rebecca Reyes was present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

AGENDA ITEM NO. 4:

Consider a resolution of appreciation to Diane Smith for over 33 years of service to the City of Shawnee and presentation to Diane Smith.

Diane Smith was present to accept the resolution of appreciation presented by Mayor Finley.

Resolution No. 6555 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO DIANE SMITH FOR OVER 33 YEARS OF LOYAL SERVICE TO 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 DIANE SMITH.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Salter, to approve a resolution of appreciation to Diane Smith for over 33 years of service to the City of Shawnee. Motion carried 6-0.

AYE: Harrod, Salter, Bushong, Gillham, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 5:

Consider approval of a contract with RDG Planning and Design for an update to the City's Comprehensive Plan.

Community Development Director Justin DeBruin gave a brief background on the City's Comprehensive Plan. Mr. DeBruin explained that eight firms submitted plans and four of those were selected for interviews. The Selection Committee is recommending RDG Planning and Design for this project. A Plan Advisory Committee will be formed of eight to ten people to provide direction and to assist with any mid-course correction. The total process should be finished in thirteen to fourteen months.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve a contract with RDG Planning and Design for an update to the City's Comprehensive Plan. Motion carried 6-0.

AYE: Harrod, Rutherford, Salter, Bushong, Gillham, Finley

NAY: None

AGENDA ITEM NO. 6:

Discussion, consideration, and possible action to approve a prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018. (Deferred from the February 5, 2018 City Commission meeting.)

City Manager Justin Erickson stated staff recommends approval of this item. The original contract was approved on June 5, 2017.

A motion was made by Commissioner Rutherford, seconded by Commissioner Bushong, to approve a prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018. Motion carried 5-0-1

AYE: Rutherford, Bushong, Gillham, Finley, Salter

NAY: None

ABSTAIN: Finley

AGENDA ITEM NO. 7: Acknowledge Sales Tax Report received February 2018.

Finance Director Cindy Arnold reported that January sales tax collected this month was \$1,652,541.00, which is down 1.42% from 2017. For the year, the City is up 1.12%, which is slightly below budget.

AGENDA ITEM NO. 8: City Manager

City Manager Justin Erickson gave updates on the following:

- a. C-SPAN – The Shawnee special will air on March 3rd and 4th, and will also be available online at c-span.org/citiestour.
- b. City Commission Special Call Meeting – A Special Call Workshop will be held Thursday, March 1, 2018 at 11:00 a.m. at the Heart of Oklahoma Exposition Center.
- c. Website Redesign – Training on the new website will be held tomorrow. All Department Heads will have the chance to make changes to their pages before the website launches in mid-March.

AGENDA ITEM NO. 9: 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. 10: Commissioners Comments

The Commissioners reminded citizens to be careful during the winter weather we are experiencing.

AGENDA ITEM NO. 11:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:13 p.m.)



Kacie Eck
KACIE ECK, DEPUTY CITY CLERK

Richard Finley
RICHARD FINLEY, MAYOR