BOARD OF CITY COMMISSIONERS PROCEEDINGS
JANUARY 17, 2023 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, 16 West 9th Street, Shawnee, Oklahoma on, Tuesday, January 17, 2023 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 5:18 p.m. on January 12, 2023. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews Commissioner Ward 1	Cami Engles Commissioner Ward 2
Travis Flood Commissioner Ward 3	Absent Commissioner Ward 4-Vice Mayor
Mark Sehorn Commissioner Ward 5	Lauren Richter Commissioner Ward 6

ABSENT: Darren Rutherford

INVOCATION — Commissioner Travis Flood

FLAG SALUTE

AGENDA ITEM NO. 1: Presentation by the Oklahoma Law Enforcement Accreditation Commission (OLEAC) Chairman Kevin McCullough to recognize the accomplishments of the Shawnee Police Department.

Mr. Kevin McCullough, OLEAC Chairman, recognized the City of Shawnee Police Department, Chief Mason Wilson, and Corporal Kevin Nichols for reaccreditation credentials through the OLEAC.

AGENDA ITEM NO. 2: Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Mr. Joe Vorndran, City Attorney, reviewed the guidelines and expectations during Citizens Participation.

Ms. Leslie Gilbert gave her time to Mr. Travis Gilbert. Mr. Travis Gilbert gave his time to Mr. Rob Morris.

Mr. Beau Dorrough, Mr. Joe Ford, Mr. Mark Stewart, Mr. Rick Young, and Mr. Rob Morris spoke during Citizens Participation.

AGENDA ITEM NO. 3: Consider approval of Consent Agenda:

a. Minutes from the December 19, 2022 regular meeting.

b. Acknowledge the following minutes and reports:

- Planning Commission Minutes from the October 5, 2022, November 2, 2022, and December 7, 2022 regular meetings
- License Payment Report for December 2022
- Project Payment Report for December 2022

c. Mayor's Appointments:

Shawnee Urban Renewal Authority
Glenda Pierce 1st Full Term Expires: February 2, 2026
Replaces Abby Flood – Resigned (Effective February 2, 2023)

Carol Valentine 1st Full Term Expires: February 2, 2026
Replaces Candida Hurley – Resigned

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve Consent Agenda Item Nos. 3(a-c). Motion carried 6-0.

AYE: Matthews, Sehorn, Richter, Engles, Flood, Bolt
NAY: None

AGENDA ITEM NO. 4: Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Theresa Touchet introduced Sissie, a one-and-a-half-year-old lab mix. Currently, the shelter has twenty-four (24) dogs. The adoption fee for Sissie is Five Dollars ($5.00).

AGENDA ITEM NO. 5: Presentation by OG&E regarding vegetation.

Mr. Chris Martin, Vegetation Supervisor with OG&E provided a presentation over vegetation. Topics he discussed included, but were not limited to power distribution, work area; planning/notification; primary benefits; and storm/brush policy.

AGENDA ITEM NO. 6: Consideration of an Agreement between the City of Shawnee and Burns and McDonnell Engineering Company, Inc. for Engineering Services.

Mr. Seth Barkhimer, Director of Engineering, stated this is the third and final agreement for on-call engineering design services for American Rescue Plan Act (ARPA)-funded water distribution and wastewater collection project design.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve an Agreement between the City of Shawnee and Burns and McDonnell Engineering Company, Inc. for Engineering Services. Motion carried 6-0.

AYE: Matthews, Flood, Bolt, Sehorn, Richter, Engles
NAY: None

AGENDA ITEM NO. 7: Consideration of Task Order Number One in accordance with the agreement between the City of Shawnee and Burns and McDonnell Engineering Company, Inc. for Water System Improvements behind Lowe's.

Mr. Seth Barkhimer, Director of Engineering, explained this is the first Task Order for Burns and McDonnell Engineering Company, Inc. for design services. The project scope including in the proposed Task Order includes survey, preliminary and final design, easement descriptions for three (3) permanent utility easements and bidding assistance. The cost is Sixty-Nine Thousand Five Hundred Dollars ($69,500.00). Staff recommends approval of the Task Order.

A motion was made by Commissioner Flood, seconded by Commissioner Engles, to approve Task Order Number One in accordance with the agreement between the City of Shawnee and Burns and McDonnell Engineering Company, Inc. for Water System Improvements behind Lowe's. Motion carried 6-0.

AYE: Flood, Engles, Bolt, Sehorn, Richter, Matthews
NAY: None

AGENDA ITEM NO. 8: Consideration of a contract between Central Oklahoma Community Action Agency and the City of Shawnee Community Development Block Grant program for administration of Transitional Housing for property owned by the Shawnee Urban Renewal Authority.

Mr. Rian Harkins, Community Development Director, stated the proposed contract with Central Oklahoma Community Action Agency (COCAA) will allow COCAA to do the administrative services of the transitional housing program for the property located at 1309 East Highland. Staff recommends approval.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve a contract between Central Oklahoma Community Action Agency and the City of Shawnee Community Development Block Grant program for administration of Transitional Housing for property owned by the Shawnee Urban Renewal Authority. Motion carried 6-0.

AYE: Matthews, Flood, Bolt, Sehorn, Richter, Engles
NAY: None

AGENDA ITEM NO. 9: Consideration of an agreement with Emergency Services Consulting International for an operational review of the Shawnee Fire Department.

Ms. Andrea Weckmueller-Behringer, City Manager, provided a Staff report. She advised that the operational review would include a focus on the following areas to ensure a comprehensive analysis:

1. Evaluation of current response capabilities in comparison to best practices.
2. Evaluation of current station locations and future station considerations.
3. Evaluation of apparatus inventory and equipment, including the fleet maintenance program.
4. Evaluation of current service levels and performance.
5. Identification of areas and services where performance levels can be improved.
6. Evaluation of current policies and standard operation procedures as well as identification of potential gaps.
7. Evaluation of department morale including its relation to retention and performance.
8. Evaluation of the number of personnel needed in each division of the department to provide necessary services, including minimum manning levels by shift and by station.
9. Projection of future workload and service demands and the need to add additional personnel or stations.

Ms. Weckmueller-Behringer advised that the proposed agreement with Emergency Services Consulting is in the amount of Thirty-Eight Thousand Five Hundred Fifty Dollars ($38,550.00).

A motion was made by Commissioner Sehorn, seconded by Commissioner Engles, to approve an agreement with Emergency Services Consulting International for an operational review of the Shawnee Fire Department. Motion carried 6-0.

AYE: Sehorn, Engles, Flood, Bolt, Richter, Matthews
NAY: None

AGENDA ITEM NO. 10: Acknowledge the Official Certificate of Votes from the January 10, 2023 special election relating to a one half of one percent (0.5%) excise tax (sales tax).

Ms. Andrea Weckmueller-Behringer, City Manager, presented the Commission with the results from the January 10, 2023 Sales Tax vote that were included on the Official Certificate of Votes.

AGENDA ITEM NO. 11: Public hearing and consideration of an ordinance to rezone property located on Transportation Parkway, containing approximately 5 acres, from C-3 (Automotive Commercial District) with a PUD (Planned Unit Development) to R-3 (Multifamily Residential District). Case No. RZ01-23, Applicant: Nelmon Brauning.

Mr. Rian Harkins, Community Development Director, stated that after public notification, but prior to the January 4, 2023, Planning Commission meeting, the applicant withdrew the application.

There was no action taken.

AGENDA ITEM NO. 12: Consideration of a Preliminary Plat for Shawnee Marketplace, Phase 2 located at 4700 Marketplace Boulevard, containing approximately 6.23 acres. Case No. PPL01-23, Applicant: Brady Ali Properties, LLC.

Mr. Rian Harkins, Community Development Director, provided a Staff report. He advised that the Planning Commission and Staff recommend approval.

A motion was made by Commissioner Engles, seconded by Commissioner Flood, to approve a Preliminary Plat for Shawnee Marketplace, Phase 2 located at 4700 Marketplace Boulevard, containing approximately 6.23 acres. Case No. PPL01-23, Applicant: Brady Ali Properties, LLC. Motion Carried 6-0.

AYE: Engles, Flood, Bolt, Sehorn, Richter, Matthews
NAY: None

AGENDA ITEM NO. 13: Consideration of a Final Plat for Shawnee Marketplace, Phase 2 located at 4700 Marketplace Boulevard, containing approximately 6.23 acres. Case No. FPL01-23, Applicant: Brady Ali Properties, LLC.

Mr. Rian Harkins, Community Development Director, provided a Staff report. He advised that the Planning Commission and Staff recommend approval.

A motion was made by Commissioner Sehorn, seconded by Commissioner Matthews, to approve a Final Plat for Shawnee Marketplace, Phase 2 located at 4700 Marketplace Boulevard, containing approximately 6.23 acres. Case No. FPL01-23, Applicant: Brady Ali Properties, LLC. Motion carried 6-0.

AYE: Sehorn, Matthews, Engles, Flood, Bolt, Richter
NAY: None

AGENDA ITEM NO. 14: Consideration of a budget amendment for Fiscal Year 2022-2023 for Fund 001 General Fund to fund an agreement for Fire Department Operational Review with sales tax revenues exceeding budget estimates.

Ms. Lindsey McNabb-Fox, Finance Director, provided a Staff report.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve the budget amendment for Fiscal Year 2022-2023 for Fund 001 General Fund to fund an agreement for Fire Department Operational Review with sales tax revenues exceeding budget estimates. Motion carried 6-0.

AYE: Matthews, Engles, Flood, Bolt, Sehorn, Richter
NAY: None

AGENDA ITEM NO. 15: Acknowledge monthly Sales Tax Report.

Ms. Lindsey McNabb-Fox, Finance Director, reported sales tax is up One Million Nine Hundred Thirty-Three Thousand One Hundred Fourteen Dollars ($1,933,114.00) or Fourteen Point Zero Seven Percent (14.07%), over the projected budget year-to-date. She stated that use tax collections are up approximately Thirty-Six Thousand Nine Hundred Six Dollars ($36,906.00) or One Point Nine Four Percent (1.94%), above the projected budget year-to-date.

AGENDA ITEM NO. 16: Administrative Reports:

a. 2018 Half-cent Sales Tax Update – Lindsey McNabb-Fox, Finance Director

Ms. Lindsey McNabb-Fox, Finance Director, provided an update on the 2018 Half-Cent Sales Tax. She discussed topics that included the history of the 2018 sales tax election and investment updates.

b. Community Engagement and Strategic Plan – Andrea Weckmueller-Behringer, City Manager

Ms. Andrea Weckmueller-Behringer, City Manager, provided a presentation of the Community Engagement and Strategic Plan. Topics included, but were not limited to, history of the adoption of the 2017 Five-Year Strategic Plan, community survey, and strategic planning.

c. 2023 – 0.5% Sales Tax Implementation – Jacob Foos, Assistant City Manager

Mr. Jacob Foos, Assistant City Manager, provided a presentation on the recently passed Zero Point Five Percent (0.5%) Sales Tax, including an implementation timeline.

AGENDA ITEM NO. 17: 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. 18: Commissioners Comments

The Mayor and Commissioners congratulated the Police Department on the re-accreditation and thanked Staff.

Commissioner Matthews spoke regarding the success of the Dunbar Heights event, sales-tax numbers, and stated he was looking forward to working on Charter changes.

Commissioner Engles commented on moving to one meeting per month and the Lake Master Plan.

Commissioner Flood commented regarding Dunbar Heights and moving to one meeting a month.

Commissioner Sehorn commented on the sales-tax trends and the sales-tax election.

Commissioner Richter stated she was happy to have a timeline on ward-specific voting, encouraged citizens to adopt a pet, and spoke regarding citizens posting on social media.

Mayor Bolt expressed his appreciation for administrative reports and everyone that voted. He also spoke regarding sales-tax numbers, Dunbar Heights, and his excitement about the public engagement effort.

AGENDA ITEM NO. 19: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:55 p.m.)

ED BOLT, MAYOR

THE CITY OF SHAWNEE SEAL OKLAHOMA

ATTEST:

Lisa Lasyone

LISA LASYONE, CMC
CITY CLERK