BOARD OF CITY COMMISSIONERS AND
THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND
THE SHAWNEE MUNICIPAL AUTHORITY
CITY OF SHAWNEE
SPECIAL CALLED SESSION
JANUARY 17, 2018

The Board of City Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority met in Special Called Session at the Heart of Oklahoma Exposition Center, Highway 177 and Independence Street, Shawnee, Oklahoma, Tuesday, January 17, 2018 at 11:00 a.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Richard Finley
Chairman

Dub Bushong Commissioner Ward 1	Ron Gillham Commissioner Ward 2
James Harrod Commissioner Ward 3-Vice Mayor	Darren Rutherford Commissioner Ward 4
Lesa Shaw Commissioner Ward 5	Absent Commissioner Ward 6

Absent: Ben Salter

The Call for said meeting was entered upon the records by the City Clerk, said Call being as follows:

NOTICE OF A CALLED SPECIAL SESSION OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA

You and each of you are hereby notified that by virtue of a call issued by me on this 10th day of January, 2018, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma at the Heart of Oklahoma Exposition Center, 1700 West Independence Street, Shawnee, Oklahoma at 11:00 a.m. on the 17th day of January, 2018, and you are hereby notified to be present at said meeting. The purpose of the meeting is a work session for general discussion of issues within city government, the Shawnee Airport Authority and the Shawnee Municipal Authority, including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies; and presentation by C.H. Guernsey & Company regarding Master Plan Professional Services.

Witness my hand this 10th day of January, 2018.

(SEAL)

ATTEST:

/s/ Phyllis Loftis
PHYLLIS LOFTIS, CMC
CITY CLERK

/s/ Justin Erickson
JUSTIN ERICKSON
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 10th day of January, 2018 at 4:35 p.m., and executed the same by delivering a true and correct copy thereof to the Mayor and to each of the Commissioners of the Board of City Commissioners for the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma as follows:

A read verification was received from Mayor Richard Finley via e-mail at 7:54 a.m. on January 15, 2018

A read verification was received from Commissioner Dub Bushong via e-mail at 11:12 a.m. on January 11, 2018.

A read verification was not received from Commissioner Ron Gillham.

A read verification was received from Commissioner/Vice Mayor James Harrod via e-mail at 9:34 p.m. on January 12, 2018.

A read verification was received from Commissioner Darren Rutherford via e-mail at 12:44 p.m. on January 12, 2018.

A read verification was not received from Commissioner Lesa Shaw.

A read verification was received from Commissioner Ben Salter via e-mail at 8:44 a.m. on January 11, 2018.

/s/ Phyllis Loftis
PHYLLIS LOFTIS, CMC,
CITY CLERK

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA TO BE HELD ON THE 17TH DAY OF JANUARY, 2018 AT 11:00 A.M. AT THE HEART OF OKLAHOMA EXPOSITION CENTER, 1700 WEST INDEPENDENCE STREET, SHAWNEE, OKLAHOMA. THE PURPOSE OF THE MEETING IS A WORK SESSION FOR GENERAL DISCUSSION OF ISSUES WITHIN CITY GOVERNMENT, THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, INCLUDING POSSIBLE NEW INITIATIVES; GENERAL DISCUSSION OF CITY PRIORITIES, PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS; AND GENERAL DISCUSSION OF COMMISSION POLICIES; AND PRESENTATION BY C.H. GUERNSEY & COMPANY REGARDING MASTER PLAN PROFESSIONAL SERVICES.

BY VIRTUE OF THE AUTHORITY VESTED IN ME BY SECTION 4, ARTICLE IV OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, A SPECIAL SESSION OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA IS HEREBY CALLED TO MEET AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 1700 WEST INDEPENDENCE STREET, SHAWNEE, OKLAHOMA AT 11:00 A.M. ON THE 17TH DAY OF JANUARY, 2018 FOR THE PURPOSE OF THE MEETING IS A WORK SESSION FOR GENERAL DISCUSSION OF ISSUES WITHIN CITY GOVERNMENT, THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, INCLUDING POSSIBLE NEW INITIATIVES; GENERAL DISCUSSION OF CITY PRIORITIES, PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS; AND GENERAL DISCUSSION OF COMMISSION POLICIES; AND PRESENTATION BY C.H. GUERNSEY & COMPANY REGARDING MASTER PLAN PROFESSIONAL SERVICES.

Witness my hand this 10th day of January, 2018.

/s/ Justin Erickson
JUSTIN ERICKSON, CITY MANAGER

(SEAL)

ATTEST:

/s/ Phyllis Loftis
PHYLLIS LOFTIS, CMC, CITY CLERK

THE BOARD OF CITY COMMISSIONERS AND THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN SPECIAL CALLED SESSION AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 177 AND INDEPENDENCE STREET, SHAWNEE, OKLAHOMA, FRIDAY, JANUARY 17, 2018 AT 11:00 A.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. MAYOR FINLEY PRESIDED AND CALLED THE MEETING TO ORDER. THE FOLLOWING MEMBERS WERE IN ATTENDANCE.

CALL TO ORDER AT 11:00 A.M.

PRESENT AT ROLL CALL: Bushong, Gillham, Harrod, Finley, Rutherford, Shaw
ABSENT: Salter

DECLARATION OF A QUORUM

City Staff in Attendance:	Justin Erickson, City Manager Joe Vorndran, City Attorney Don Lynch, Emergency Management Cynthia Arnold, Finance Director/Treasurer Chief Dru Tischer, Fire Department Justin DeBruin, Planning Director James Bryce, Director of Operations Steve Nelms, Utility Director Tammy Johnson, HR Director Michael Ludi, Assistant City Engineer Chris Dunlap, Assistant Expo Manager Phyllis Loftis, City Clerk
Others in Attendance:	Vicki Misa, Shawnee News Star

AGENDA ITEM NO. 1: General discussion of issues within city government, the Shawnee Airport Authority (SAA) and Shawnee Municipal Authority (SMA), including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies.

City Manager Justin Erickson opened by introducing the outline for the workshop. The items and issues included were updates on on-going projects, SMA Master Plan update by Guernsey & Associates and general discussion regarding future capital projects.

ON-GOING PROJECTS

Fire Chief Dru Tischer gave a construction update regarding Fire Station No. 2. He provided recent pictures showing the current state of construction and explained the key changes being made to the new building. The pictures showed most exterior walls framed in and Chief Tischer noted that the additional red iron will make the building more solid than in the past. In response to a question from Commissioner Shaw, he said that drainage should no longer be an issue as water will now be directed away from the building. Chief Tischer also explained that an error was made by a plumbing sub-contractor who mistakenly cut post tension cables. He announced that the general contractor, Jim Cooley Construction, will take responsibility for the error and it will be repaired with no additional costs to the City. Chief Tischer explained the change order that will be presented for Commission approval in the amount of $31,611.00 at the February 5, 2018 City Commission meeting. The summary of the change order includes gas line relocation, plumbing and glass revisions, refurbishing of the apparatus bay floor and additional steel bracing.

City Manager Erickson then gave a brief update on the following projects:

- Comprehensive Plan – Eight submittals were received and narrowed down to four. A contract and recommendation should be provided for Commissioners during one the February City Commission meetings.

- Kickapoo Street Phase 2 – We anticipate receiving Oklahoma Department of Transportation's right-of-way plans within a couple of months which will allow the City to start acquiring rights-of-ways. The City may be able to start that process by Spring 2018.

- City website redesign – The new website should be ready to roll-out in the next couple of weeks and should be up and running within the next 30 days.

- Expo Master Plan – The Expo Board has been actively involved and will review it once more before a draft is presented to the City Commission for their review at the next City Commission meeting.

- Citywide Street Assessment – The City Commission recently approved a contract with a company that will provide information regarding the condition of each street/roadway in the City. Results are expected in approximately six months.

BUDGET

Finance Director Cindy Arnold provided a budget report showing sales tax collected for fiscal year 2016-17. She noted that sixty-five percent of the City's budget revenue is sales tax receipts. The report showed how the tax was divided up between the General Fund, Street Fund, Capital Improvement Fund, Economic Development Fund, Police Fund and Fire Fund. She stated that as of January 15, 2018, the City showed $11,814,169.00 in Revenues and $12,565,929.00 in Expenses. She explained that Expenses are more than Revenues at this time because of the three payrolls in December, 2017 and the sales tax reporting gap from some businesses who report and pay sales tax after the 15th of the month. Ms. Arnold expects this to self-correct with the next sales tax report.

AGENDA ITEM NO. 2: Presentation by C.H. Guernsey & Company regarding Master Plan Professional Services.

Mr. Larry Rhodes, Guernsey Project Manager, provided the presentation and gave status reports on the design phase of the Water Treatment Plant, the Southside Waste Water Treatment Plant and the Northside Waste Water Treatment Plant.

Regarding the Water Plant, Mr. Rhodes gave an in-depth explanation of the water purification process and provided pictures of the improvements that will be made at the plant.

Each of the Waste Water Treatment Plants were discussed separately with an explanation of the current state of each and a status report given on the design phase of each.

Mr. Rhodes then responded to questions from Commissioners.

COMMISSION RETURNS TO DISCUSSION UNDER AGENDA ITEM NO. 1.

CAPITAL PROJECTS AND FUNDING

The following proposed Capital Projects and the approximate costs with each were presented for discussion.

Parks Master Plan – Phase 1	$7.0 million +
Road & Street Improvements	$10.0 million+
Police Headquarters	$3.0 million
Other Public Safety Improvements	$3.0 million+
Expo Facility Upgrades (first phase)	$5.0 million+
Other Quality of Life Items (Santa Fe Depot, Community Center Library, etc.)	$5.0 million+

The conversation was directed toward funding of these projects with several revenue generating scenarios discussed.

A one-quarter or one-half cent sales tax was discussed. City Manager Erickson distributed information that compared Shawnee sales tax with other municipalities in surrounding communities and also information showing Shawnee's standing among the top twenty municipalities, by population, in the state. The handout shows that at 3.0% city sales tax, Shawnee

has one of the lowest municipal taxes in the state. However, the addition of the county and state tax makes our current sales tax 8.995%. It was noted that the latest county sales tax may be a detriment to seeking an additional tax from voters. Ideally, the promotion of a tax increase would be endorsed by the Chamber of Commerce, civic organizations and tribal governments which would help promote the increase to voters. Commissioners Gillham stated that voters would more likely vote in favor of an increase if it was tied to specific projects.

A utility rate increase was also discussed. It was noted that it has been several years since the last increase. Finance Director Arnold would like to align utility rates with the Public Service Index which would adjust rates on an annual basis as opposed to having to discuss rate increases every few years. Commissioners will consider a utility rate increase at a City Commission meeting in the near future.

GENERAL DISCUSSION

Staff:

Emergency Management Director Don Lynch spoke of the recent false emergency warning in Hawaii. He stated that the City's warning system cannot be accidently deployed and it will take several steps to activate it.

Mayor Finley then directed Mr. Lynch to continue to identify storm shelters around the city that may be used as public shelters.

Director of Operations James Bryce spoke of the continued infrastructure repairs needed to City buildings.

Human Resources Director Tammy Johnson addressed employee wages and stressed the importance of paying employees competitive wages.

Assistant Expo Manager Chris Dunlap gave a brief outline of the Expo Master Plan. He noted that roofs and insulation are the number one need. Other needs are the remodeling of concession stands, tearing down the shops that are an eyesore and replacement of lighting.

Commissioners:

Commissioner Shaw questioned what other businesses will be located at 45th and Harrison. Staff replied that the City has no direct involvement in business recruitment but at this time no contracts have been signed with anyone. It was mentioned that additional tenants may not come on board until after the signalization of Bruton Drive is completed.

It was determined that a follow-up work session will be held March 1, 2018 from 11:00 a.m to 4:00 p.m. at the Expo Center.

AGENDA ITEM NO. 3: ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Chair.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK