

AMENDED

AGENDA
BOARD OF CITY COMMISSIONERS
NOVEMBER 20, 2023 AT 6:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Presentation of Certificate of Recognition for Shawnee City Clerk Staff.
2. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
3. Consider approval of Consent Agenda:
 - a. Minutes from the October 16, 2023 regular meeting and November 6, 2023 special call meeting.
 - b. Acknowledge the following minutes and reports:
 - Shawnee Beautification, Parks, and Recreation Committee Minutes from the September 21, 2023 regular meeting.
 - Shawnee Senior Citizens Advisory Board Minutes from the August 8, 2023 regular meeting.
 - License Payment Report for October 2023.
 - Project Payment Report for October 2023.
 - c. Lake Lease Transfer:

- Eckel Tract Lot A, 15205 Turtle Bay
From: Doris Norton
To: Merge Lane Properties, LLC
- d. Acknowledge the resignation of Ian Hayes from the Beautification, Parks, and Recreation Committee.
 - e. Mayor Appointments:

Shawnee Senior Citizens Advisory Board
 Gary Dowdy 1st Partial Term Expires: July 1, 2025
Replaces Shirley Gregory, Deceased
 - f. Acknowledge the City of Shawnee Holiday Schedule for 2024.
4. Presentation of the Pet of the Month by Animal Control.
 5. Mayor's Proclamation(s)
 - a. "Recognize Outsiders Production Company & Play It Loud", November 2023.
 - b. "Shop Shawnee Day", November 25, 2023
 6. Consideration of the Calendar Year 2024 Schedule of Regular Meetings for the Board of City Commissioners, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority.
 7. Consideration of an ordinance amending portions of Article XI, Sections 8-600 through 8-603 of Chapter 8 of the Shawnee Municipal Code, regulating meal operations in the downtown area; providing for repeal; providing for severability; providing for codification; and providing for emergency clause.
 8. Consideration of an emergency clause as it relates to Agenda Item No. 7 for the protection of the public's health, safety, and welfare, an emergency is declared to exist per Oklahoma State Statute Title 11, Article XIV, Section 14-103.
 9. Consideration of an ordinance amending portions of the Shawnee Municipal Code, Chapter 21 "Parks and Recreation"; providing for repeal; providing for codification; providing for severability; and providing for codification.
 10. Consider the cancellation of Lease Agreement for 15512 Nickens Road,

Belcher Tract Lot 2.

11. Consideration of a task order in accordance with the agreement between the City of Shawnee and Del Sol Consulting for consulting services related to the April 19, 2023, storm event.
12. Consideration of an amendment to the Contract between the City of Shawnee and DebrisTech, LLC for debris removal monitoring services.
13. Consideration of a Professional Services Agreement with Brandstetter Carroll Inc. for Design Services for Fire Station No. 3 Remodel.
14. Consideration of a resolution for the selection of City of Shawnee Bridge Inspectors for the Oklahoma Department of Transportation Bridge Inspection Program.
15. Consideration of a resolution adopting a Code of Ethics for elected and appointed municipal leaders.
16. Consideration of a resolution adopting the Board of City Commissioners - Best Governance Practices Handbook.
17. Consideration of the following budget amendments for Fiscal Year 2023 – 2024.
 - a. General Fund - Fund 001 - to appropriate fund balance for FY22-23 Encumbrances for which goods or services were received and paid for in FY23-24.
 - b. Capital Improvement Fund - Fund 301 - to appropriate sales tax revenue for lease payments and to appropriate fund balance for FY22-23 Encumbrance for which goods or services were received and paid for in FY23-24.
 - c. Street Improvement Fund - Fund 302 - to appropriate sales tax revenue to fund the Clearpond Rd Culvert Project that exceeded budget estimates.
 - d. 2018 Capital Improvement Fund - Fund 303 - to appropriate fund balance for FY22-23 Encumbrances for which goods or services will be received or rendered in FY23-24.
 - e. Hotel/Motel Surcharge Fund - Fund 106 - to appropriate additional revenues

to fund various line items in the Tourism Department.

- f. Aquatic Center Fund - Fund 350 - to appropriate fund balance for an FY22-23 Encumbrance for which goods or services were received and paid for in FY23-24.
- g. Insurance Recovery Fund - Fund 603 - to fund anticipated property damage repairs with insurance recovery revenue.

18. Consider Bid(s):

- a. FY-24 Micro-Surfacing Streets Project (Award)
- b. N. Park Avenue 14 in. Waterline Replacement (Award)

19. Consideration of a Task Order in accordance with the agreement between the City of Shawnee and Cowan Group Engineering, LLC (Cowan) for Owner's Representative Inspection Services for North Park Avenue 14-inch Water Line Replacement project.

20. Acknowledge Monthly Sales Tax and Budget Reports.

21. Administrative Report(s):

- a. Progress Update on the Unified Development Code - Rian Harkins, Community Development Director
- b. Santa Fe Depot, Roof and Exterior Rehabilitation Project Update - Danny Vise Jr., Assistant City Manager

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

23. Commissioners Comments

24. Consider an executive session to discuss annual evaluation of the City Manager pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee."

25. Consider an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney

concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding PFAS settlement.

26. Consider matters discussed in executive session regarding discussion of annual evaluation of City Manager pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee." (*Deferred from October 16, 2023 City Commission Meeting.*)
27. Consider matters discussed in executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding PFAS settlement.
28. Discussion and presentation of City Commissioner Ward 3 applicants:

Theresa Cody
Lauren Craig
Yannah Frazier
Robert Keil
Tanner Kelly
29. Discussion, consideration and possible action to appoint a Ward 3 Commissioner to complete remainder of term, expiring 2024.
30. Swearing in of Ward 3 Commissioner. (*This item only occurs if a Commissioner for Ward 3 is appointed during Agenda Item No. 29.*)
31. Discussion and consideration of an appointment of a City Commissioner to the Shawnee Beautification, Parks, and Recreation Committee.
32. Adjournment

Respectfully submitted,

A handwritten signature in blue ink that reads "Lisa Lasyone". The signature is written in a cursive style with a small dot above the 'i' in Lisa.

Lisa Lasyone, MMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)