

BOARD OF CITY COMMISSIONERS PROCEEDINGS

APRIL 15, 2024 AT 6:00 PM

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, Monday, April 15, 2024 at 6:00 PM, pursuant to notice duly posted as prescribed by law on Friday, April 12, 2024 at 12:04 PM. Mayor Bolt presided and Ms. Delila Alber 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

Yannah Frazier
Commissioner Ward 3

Absent
Commissioner Ward 4 - Vice Mayor

Mark Sehorn
Commissioner Ward 5

Lauren Richter
Commissioner Ward 6

ABSENT: Darren Rutherford

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Recognition of North Rock Creek High School Archery Team State Championship Win.

Mayor Bolt presented a Certificate of Recognition of 2024 State Championship Win to the North Rock Creek High School Archery Team.

2. Recognition of Pleasant Grove School Lady Warriors Basketball Division III Championship Win.

Mayor Bolt presented a Certificate of Recognition of 2024 ORES Division III Championship Win to the Pleasant Grove Lady Warriors Basketball Team.

3. Recognition of Claudia Thomason, Shawnee Middle School, Girls Wrestling Regional Championship Win.

Mayor Bolt presented a Certificate of Recognition of 2024 Regional Championship Win to Miss Claudia Thomason.

4. Recognition of Shawnee High School Girls Swim Team State Championship Win.

Mayor Bolt presented a Certificate of Recognition of 2024 State Championship Win to the Shawnee High School Girls Swim Team.

5. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

Mr. John Bobb Semple, Ms. Nelmon Brauning, Mr. Richard Kunze, Ms. Reva Ingram, Mr. Rob Morris, Ms. Mayda Shorney, Ms. Jennifer Stafford, Mr. Rick Young, Ms. Cyndi Berger, and Ms. Sarita Hayes spoke during Citizens Participation.

6. Consider approval of Consent Agenda:

a. Minutes from the March 18, 2024 regular meeting.

b. Acknowledge the following minutes and reports:

- Board of Adjustment Minutes from the January 18, 2024, regular meeting.
- Planning Commission Minutes from the February 7, 2024, regular meeting.

- Shawnee Beautification, Parks, and Recreation Committee Minutes from the February 15, 2024 regular meeting.
- License Payment Report for March 2024.
- Project Payment Report for March 2024.
- Use of City Manager Contingency in the General Fund.

c. Lake Lease Transfer:

- Johnston Tract Lot 13B, 16624 Stevens Rd #B
From: Raymond Burton
To: Raymond Burton, Ron and Mindee Duffell

d. Acknowledge the resignation of Mindy Mew-Palmer from the Planning Commission.

e. Mayor Appointments:

- Planning Commission
Jamie Hembree 1st Full Term Expires: June 1, 2027
Replaces Mindy Mew-Palmer, Resigned

f. Acceptance of Belmont Park Addition Phase II public improvements and placing the Maintenance Bonds into effect.

- g. Authorize a right-of-way easements be given to Oklahoma Gas and Electric Company to serve the Wastewater Treatment Plant.
- h. Acknowledge Change Order No. 3 for Clearpond Road Culvert Replacement.
- i. Acknowledge Change Order No. 2 for Traffic Signal Storm Damage Repair project.
- j. Approve renewal of the following agreements for Fiscal Year 2024-2025:
 - Agreement with the Pioneer Library System for Library Services, Facilities, and Maintenance.

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

AYE: Engles, Matthews, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

7. Presentation of the Pet of the Month by Animal Control.

Animal Control Officer Theresa Touchet introduced Girlie, an approximate 2-year-old dog.

8. Mayor's Proclamation(s)

- a. "National Animal Control Officer Appreciation Week", April 14 through April 20, 2024

Animal Control Officers Theresa Touchet, Carl Moore, Randall McElroy and

Kim Fackler accepted the Mayor's Proclamation for "National Animal Control Officer Appreciation Week" from Mayor Bolt.

- b. "National Public Safety Telecommunications Week", April 14 through April 20, 2024

Communications Manager Christina Brown and Dispatcher Haley Wright accepted the Mayor's Proclamation for "National Public Safety Telecommunications Week" from Mayor Bolt.

COMMISSIONER FRAZIER LEFT THE MEETING AT 6:57 P.M.

- c. "National Arbor Day", April 26, 2024

Girl Scout Troop No. 240 accepted the Mayor's Proclamation for "National Arbor Day" from Mayor Bolt.

COMMISSIONER FRAZIER RETURNED TO THE MEETING AT 6:59 P.M.

- d. "Loyalty Day", May 1, 2024

Mr. Don Plumley with Shawnee VFW Post 1317 accepted the Mayor's Proclamation for "Loyalty Day" from Mayor Bolt.

- e. "Professional Municipal Clerks Week", May 5 through May 11, 2024

City Clerk Staff Lisa Lasyone and Kacie Eck accepted the Mayor's Proclamation for "Professional Municipal Clerks Week" from Mayor Bolt.

- f. "National Economic Development Week", May 6 through May 10, 2024

Shawnee Forward President and CEO Crystal Romanyszyn accepted the Mayor's Proclamation for "National Economic Development Week" from Mayor Bolt.

- g. "National Police Week", May 12 through May 18, 2024

Cpl. Greg VanBrunt, Sgt. Robert Barton, and Lt. Russell Conner accepted the Mayor's Proclamation for "National Police Week" from Mayor Bolt.

9. Shawnee Forward Presentation.

Shawnee Forward President and CEO Crystal Romanyszyn gave a

presentation. She discussed topics that included:

- SITES (Supporting Industrial Transformation and Economic Success) Program
- Why Invest in Infrastructure?
 - Demand: Oklahoma's Project Pipeline
 - Oklahoma's Bottlenecks to Success
- OG&E's Community Assessment Program
- Quarter 1 - 2024
- Shawnee by the Numbers
 - Shawnee Sales Tax Collections
 - 5 Year Sales Tax Comparison
 - Permits
 - Housing

AGENDA ITEM NOS. 23 AND 24 MOVED BEFORE AGENDA ITEM NO. 10 BY POWER OF THE CHAIR.

23. Public Hearing regarding a request to rezone from A-1 (Rural Agricultural District) to I-1 (Limited Light Industrial District), an approximately 160-acre parcel located north of Westech Road and approximately one-half (1/2) mile west of North Kickapoo Avenue.

Case No.: RZ01-24 | Applicant: City of Shawnee, Oklahoma

City Planner Rachel Clyne provided a Staff report. She advised that Shawnee Forward approached the City regarding a potential grant for a feasibility study. In order to be able to participate and to apply for the grant, the property must be zoned industrial or in the process of being rezoned industrial. Ms. Clyne advised that the Planning Commission unanimously voted to rezone to I-1 (Limited Light Industrial District) rather than I-2 (Light Industrial District). Staff supports the Planning Commission's recommendation.

Mayor Bolt declared a public hearing in session to consider a request to rezone from A-1 (Rural Agricultural District) to I-1 (Limited Light Industrial District), an approximately 160-acre parcel located north of Westech Road and approximately one-half (1/2) mile west of North Kickapoo Avenue. No one appeared in favor of the rezoning. Ms. Nelmon Brauning, Mr. Jacob Kiper, Ms. Cyndi Berger, Ms. Alexis Harper, Mr. Rob Morris, Ms. Mayda Shorney, and Mr. Rick Young spoke against the rezoning. The public hearing was closed.

24. Consideration of an ordinance to rezone from A-1 (Rural Agricultural District)

to I-1 (Limited Light Industrial District), an approximately 160-acre parcel located north of Westech Road and approximately one-half (1/2) mile west of North Kickapoo Avenue.

Case No.: RZ01-24 | Applicant: City of Shawnee, Oklahoma

Discussion was held among the Commission and Staff.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve an ordinance to rezone from A-1 (Rural Agricultural District) to I-1 (Limited Light Industrial District), an approximately 160-acre parcel located north of Westech Road and approximately one-half (1/2) mile west of North Kickapoo Avenue.

Ordinance No. 2802NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP ELEVEN (11) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA. FROM ZONING CLASSIFICATION A-1 (RURAL AGRICULTURAL DISTRICT) TO I-1 (LIMITED LIGHT INDUSTRIAL DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 4-2-0.

AYE: Matthews, Engles, Bolt, Sehorn,

NAY: Frazier, Richter

ABSTAIN: None

RECESS BY POWER OF THE CHAIR AT 8:45 P.M.

RECONVENE BY POWER OF THE CHAIR AT 8:57 P.M.

AGENDA ITEM NO. 20 MOVED BEFORE AGENDA ITEM NO. 10 BY POWER OF THE CHAIR.

20. Consideration of an appeal of an Administrative Order regarding property located at 602 South Park Avenue. (*Deferred from March 18, 2024 City*

Commission Meeting.)

City Attorney Joe Vorndran stated that at the last City Commission meeting, the appellant was given a thirty (30) day extension to allow the parties to remedy ownership of the property. At this time, there has been no change in the legal ownership of the property nor has the City been provided any documentation to show the appeal party has the legal authority to file the appeal. Staff requests denial of the appeal and the administrative hearing officer's recommendation of demolition be upheld.

A motion was made by Commissioner Engles, seconded by Commissioner Sehorn, to support Staff's recommendation for denial of the appeal of an Administrative Order regarding property located at 602 South Park Avenue. Motion carried 6-0-0.

AYE: Engles, Sehorn, Richter, Matthews, Frazier, Bolt

NAY: None

ABSTAIN: None

10. Presentation of the Fiscal Year 2024-2025 Proposed Budget.

Finance Director Lindsey McNabb-Fox gave a presentation on the Fiscal Year 2024-2025 Proposed Budget. She discussed topics that included:

- Municipal Funding
- Budgeting & Financial Planning Policies
 - Revenue Projection
 - Needs vs. Revenues
- General Fund Overview
- General Fund Revenues
- General Fund Expenditures by Department
- Additional Funds
- Budget Timeline

11. Consideration of a resolution authorizing Mayor Ed Bolt to cast a ballot for the 2024 Oklahoma Municipal Assurance Group (OMAG) Election of Two Trustees.

City Manager Andrea Weckmueller-Behringer provided a Staff report. A motion was made by Commissioner Matthews, seconded by Commissioner

Engles, to approve a resolution authorizing Mayor Ed Bolt to cast a ballot for the 2024 Oklahoma Municipal Assurance Group (OMAG) Election of Two Trustees.

Resolution No. 6731 was introduced.

A RESOLUTION AUTHORIZING AND DIRECTING ED BOLT, MAYOR, AN AUTHORIZED AGENT OF THE CITY OF SHAWNEE, OKLAHOMA, TO CAST VOTES FOR TRUSTEES OF THE OKLAHOMA MUNICIPAL ASSURANCE GROUP TO FILL EXPIRING TERMS OF TRUSTEES.

Motion Carried 6-0-0.

AYE: Matthews, Engles, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

12. Consideration and adoption of a resolution authorizing the City of Shawnee's submittal of an Opioid Abatement Grant Application to the Oklahoma Opioid Abatement Board.

City Manager Andrea Weckmueller-Behringer advised that Staff is requesting authorization to apply for the Opioid Abatement Grant.

A motion was made by Commissioner Sehorn, seconded by Commissioner Matthews, to approve and adopt a resolution authorizing the City of Shawnee's submittal of an Opioid Abatement Grant Application to the Oklahoma Opioid Abatement Board.

Resolution No. 6732 was introduced.

A RESOLUTION AUTHORIZING THE CITY OF SHAWNEE TO SUBMIT AN OPIOID ABATEMENT GRANT APPLICATION TO THE OKLAHOMA OPIOID ABATEMENT BOARD.

Motion carried 6-0-0.

AYE: Sehorn, Matthews, Engles, Frazier, Bolt, Richter

NAY: None

ABSTAIN: None

13. Consideration and adoption of a resolution for project sponsorship for the

Oklahoma Department of Transportation (ODOT) Transportation Alternatives Program (TAP) Application and Maintenance Commitment for the Wallace Street sidewalk project.

Director of Engineering Seth Barkhimer stated that the City of Shawnee aims to enhance pedestrian accessibility by adding ADA-compliant sidewalks on the north side of Wallace Street from Kickapoo to Harrison, as outlined in the current Capital Improvement Plan. To fund this project, the City is pursuing a Transportation Alternatives Program grant from the Oklahoma Department of Transportation.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve and adopt a resolution for project sponsorship for the Oklahoma Department of Transportation (ODOT) Transportation Alternatives Program (TAP) Application and Maintenance Commitment for the Wallace Street sidewalk project.

Resolution No. 6733 was introduced.

RESOLUTION OF PROJECT SPONSORSHIP FOR A TRANSPORTATION
ALTERNATIVES PROGRAM APPLICATION AND MAINTENANCE
COMMITMENT

A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF
SHAWNEE TO SUBMIT AN APPLICATION TO THE OKLAHOMA
DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION
ALTERNATIVES PROGRAM FUNDS SET FORTH BY INFRASTRUCTURE
INVESTMENT AND JOBS ACT FOR THE WALLACE STREET SIDEWALK
PROJECT, SHAWNEE, OKLAHOMA AND AUTHORIZING THE CITY
MANAGER TO SIGN THIS APPLICATION.

Motion carried 6-0-0.

AYE: Matthews, Sehorn, Richter, Engles, Frazier, Bolt

NAY: None

ABSTAIN: None

14. Consideration of a resolution to adopt the City of Shawnee Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan.

Assistant City Manager Danny Vise provided a Staff report.

A motion was made by Commissioner Engles, seconded by Commissioner Sehorn, to approve a resolution to adopt the City of Shawnee Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan.

Resolution No. 6734 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE ADOPTING THE CITY OF SHAWNEE AMERICANS WITH DISABILITIES (ADA) ACT SELF-EVALUATION AND TRANSITION PLAN.

Motion Carried 6-0-0.

AYE: Engles, Sehorn, Richter, Matthews, Frazier, Bolt

NAY: None

ABSTAIN: None

15. Consideration of a resolution to surplus a Kubota Model No. ZD1211RL-72 mower.

Public Works Director Brad Schmidt stated that Staff is requesting to surplus a 72" Kubota mower that has passed its useful lifespan due to its age and hours of operation.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve a resolution to surplus a Kubota Model No. ZD1211RL-72 mower.

Resolution No. 6735 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SELL OR DISPOSAL AT THE CITY'S DISCRETION.

Motion Carried 6-0-0.

AYE: Matthews, Engles, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

16. Consideration of an amendment to the Management Agreement between the

City of Shawnee and Global Spectrum, L.P.

City Manager Andrea Weckmueller-Behringer stated that the city-owned Heart of Oklahoma Exposition Center (Expo) is currently managed through a contract with Global Spectrum, L.P., which is set to expire June 30, 2024. The City recently advertised a Request for Qualifications to receive proposals for management and operation of the Expo. City Staff anticipates that proposal review, selection, negotiation, and contract approval will be complete by June 30, 2024. However, as several major events could potentially be affected by management contract changes, City Staff is requesting an extension of the existing contract to minimize any disruptions to these scheduled events.

A motion was made by Commissioner Sehorn, seconded by Commissioner Richter, to approve an amendment to the Management Agreement between the City of Shawnee and Global Spectrum, L.P. Motion carried 6-0-0.

AYE: Sehorn, Richter, Matthews, Engles, Frazier, Bolt

NAY: None

ABSTAIN: None

17. Consideration of a Task Order in accordance with the agreement between the City of Shawnee and Freese and Nichols, Inc. for water system improvements within the Midland Addition.

Director of Engineering Seth Barkhimer stated that this is one of the last American Rescue Plan Act (ARPA) projects. This Task Order includes the replacement of approximately one thousand one hundred (1,100) feet of existing two (2) inch water line that runs along Scott Street and North Minnesota Avenue in the Midland Addition. The project scope includes survey, preliminary and final design, bidding, and limited construction administration. The amount of the Task Order is Eighty-Two Thousand Six Hundred Forty-Five Dollars (\$82,645.00).

A motion was made by Commissioner Engles, seconded by Commissioner Matthews, to approve a Task Order in accordance with the agreement between the City of Shawnee and Freese and Nichols, Inc. for water system improvements within the Midland Addition. Motion carried 6-0-0.

AYE: Engles, Matthews, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

18. Consider approval to authorize City Manager to negotiate and execute a

contract with Landmark Construction to provide Construction Manager at Risk Services for the Shawnee Fire Department Station 3 Remodel.

Assistant City Manager Danny Vise stated that the City requested qualifications from qualified firms for Construction Manager at Risk (CMAR) services for the Shawnee Fire Station 3 Remodel Project and received two (2) qualified responses. The CMAR is a delivery method which entails a commitment by the Construction Manager (CM) to deliver the project within a Guaranteed Maximum Price (GMP), which is based on the construction documents and specifications at the time of the GMP plus any reasonably inferred items or tasks. The CMAR provides professional services and acts as a consultant to the City in the design and construction phases. Based upon evaluation scores of the two qualified responses, Staff is requesting approval authorizing the City Manager to negotiate a contract with Landmark Construction to provide CMAR services for this project in an amount not to exceed One Hundred Seventy-Five Thousand Dollars (\$175,000.00).

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to authorize the City Manager to negotiate and execute a contract with Landmark Construction to provide Construction Manager at Risk Services for the Shawnee Fire Department Station 3 Remodel. Motion carried 6-0-0.

AYE: Engles, Matthews, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

19. Consideration of a resolution updating the City Fee Schedule by amending portions of the Shawnee Fairview Cemetery fees pursuant to Sections 10-9 and 10-11 of Chapter 10 of the City Code.

Public Works Director Brad Schmidt stated that the Shawnee Fairview Cemetery fees was last updated in 2010. Upon review, it was discovered current fees are inadequate to cover operating costs. The proposed fee changes would cover costs of personnel and equipment.

A motion was made by Commissioner Engles, seconded by Commissioner Sehorn, to approve a resolution updating the City Fee Schedule by amending portions of the Shawnee Fairview Cemetery fees pursuant to Sections 10-9 and 10-11 of Chapter 10 of the City Code.

Resolution No. 6736 was introduced.

A RESOLUTION UPDATING THE CITY FEE SCHEDULE BY AMENDING PORTIONS OF THE SHAWNEE FAIRVIEW CEMETERY FEES PURSUANT TO SECTIONS 10-9 AND 10- 11, OF CHAPTER 10 OF THE CITY CODE.

Motion carried 6-0-0.

AYE: Engles, Sehorn, Richter, Matthews, Frazier, Bolt

NAY: None

ABSTAIN: None

21. Consideration of an appeal of the Administrative Order regarding property located at 315 South Osage Avenue.

Director of Engineering Seth Barkhimer stated that the structure and property are not being maintained and the owner has not made an effort to clean the property or establish water service. Staff requests denial of appeal and right to proceed with demolition.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve Staff's recommendation to deny the appeal of the Administrative Order regarding property located at 315 South Osage Avenue. Motion carried 6-0-0.

AYE: Matthews, Engles, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

22. Consider the Petition for Annexation request by LaVerne Douglas for purposes of future construction and authorize Staff to proceed with notice and hearing requirements.

City Planner Rachel Clyne advised that the City received the Petition for Annexation to annex property located at 14002 Acme Road. It is Staff's recommendation to accept the Petition and set it for public hearing on May 20, 2024.

A motion was made by Commissioner Engles, seconded by Commissioner Richter, to accept the Petition for Annexation and set matter for public hearing on May 20, 2024. Motion carried 6-0-0.

AYE: Engles, Richter, Matthews, Frazier, Bolt, Sehorn

NAY: None

ABSTAIN: None

25. Consideration of an ordinance of the City of Shawnee, Oklahoma amending a certain portion of Chapter 7 (Buildings and Building Regulations), Article III (Electricity) of the Shawnee Municipal Code; and providing for severability, codification, repealer, and declaring an emergency.

Director of Engineering Seth Barkhimer provided Staff report.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve an ordinance of the City of Shawnee, Oklahoma amending a certain portion of Chapter 7 (Buildings and Building Regulations), Article III (Electricity) of the Shawnee Municipal Code; and providing for severability, codification, repealer, and declaring an emergency.

Ordinance No. 2803NS was introduced.

AN ORDINANCE OF THE CITY OF SHAWNEE, OKLAHOMA AMENDING A CERTAIN PORTION OF CHAPTER 7 (BUILDINGS AND BUILDING REGULATIONS), ARTICLE III ELECTRICITY) OF THE SHAWNEE MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, CODIFICATION, REPEALER, AND DECLARING AN EMERGENCY.

Motion carried 6-0-0.

AYE: Matthews, Sehorn, Richter, Engles, Frazier, Bolt

NAY: None

ABSTAIN: None

26. Consideration of an Emergency Clause as it relates to Agenda Item No. 25 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.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve an Emergency Clause as it relates to Agenda Item No. 25 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. Motion carried 6-0-0.

AYE: Matthews, Engles, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

27. Public Hearing regarding an amendment to Section 22-299 to 22-309 of the Zoning Code, which provides guidance regarding Short-Term Rentals (STR) in the City of Shawnee, Oklahoma.

Case No.: TXT01-24 | Applicant: City of Shawnee, Oklahoma (*Deferred from March 18, 2024, City Commission Meeting.*)

City Planner Rachel Clyne stated that the proposed text amendment is to Section 22-299 to 22-309 of Chapter 22 for short-term rentals. She advised that the Planning Commission and Staff recommend approval.

Mayor Bolt declared a public hearing in session to consider a request regarding an amendment to Section 22-299 to 22-309 of the Zoning Code, which provides guidance regarding Short-Term Rentals (STR) in the City of Shawnee, Oklahoma. No one appeared in favor of the amendment. Ms. Cyndi Berger spoke against the amendment. The public hearing was closed.

28. Consideration of an ordinance amending Section 22-299 to Section 22-309 of the Zoning Code of the City of Shawnee, Pottawatomie County, Oklahoma, more specifically known as Reserved, to Short Term Rental, Residential, by amending said Sections of said Zoning Code; providing for repeal, providing for severability, and providing for codification.

Case No.: TXT01-24 | Applicant: City of Shawnee, Oklahoma

City Planner Rachel Clyne stated that there is currently nothing in existence for Short-Term Rentals and the proposed text amendment is to allow permitting and regulations, enforce contact, safety, and the appropriate number of persons in the dwelling.

A motion was made by Commissioner Engles, seconded by Commissioner Frazier, to approve an ordinance amending Section 22-299 to Section 22-309 of the Zoning Code of the City of Shawnee, Pottawatomie County, Oklahoma, more specifically known as Reserved, to Short Term Rental, Residential, by amending said Sections of said Zoning Code; providing for repeal, providing for severability, and providing for codification.

Ordinance No. 2804NS was introduced.

AN ORDINANCE AMENDING SECTION 22-299 TO SECTION 22-309 OF THE ZONING CODE OF THE CITY OF SHAWNEE, POTTAWATOMIE

COUNTY, OKLAHOMA, MORE SPECIFICALLY KNOWN AS RESERVED, TO SHORT TERM RENTAL, RESIDENTIAL. BY AMENDING SAID SECTIONS OF SAID ZONING CODE: PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR CODIFICATION.

Motion Carried 6-0-0.

AYE: Engles, Frazier, Bolt, Sehorn, Richter, Matthews

NAY: None

ABSTAIN: None

29. Consideration of a resolution updating the City Fee Schedule by amending portions of the Zoning Code of the City of Shawnee pursuant to Section 22-301 of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve a resolution updating the City Fee Schedule by amending portions of the Zoning Code of the City of Shawnee pursuant to Section 22-301 of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.

Resolution No. 6737 was introduced.

A RESOLUTION UPDATING THE CITY FEE SCHEDULE BY AMENDING PORTIONS OF THE ZONING CODE OF THE CITY OF SHAWNEE PURSUANT TO SECTIONS 22-301 OF CHAPTER 22 OF THE CITY CODE; AND PROVIDING FOR THE RE-ADOPTION OF THE CITY FEE SCHEDULE IN WHOLE.

Motion Carried 6-0-0.

AYE: Matthews, Engles, Frazier, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

30. Consideration of a Preliminary Plat for Shawnee Twin Lakes, Lake No. 1, Phase II.

Case No.: PPL01-24 | Applicant: City of Shawnee, Oklahoma

City Planner Rachel Clyne stated that the Preliminary Plat of the Shawnee Twin Lakes – Lake No. 1, Phase II subdivision was completed to define the boundaries of the “lake lot leases” and “common areas” located within the city limits of Shawnee, Oklahoma. There are three (3) areas containing lake lot leases: Damron, Seck, and Belcher. She advised that the Planning Commission and Staff recommend approval.

A motion was made by Commissioner Engles, seconded by Commissioner Sehorn, to approve a Preliminary Plat for Shawnee Twin Lakes, Lake No. 1, Phase II. Motion carried 6-0-0.

AYE: Engles, Sehorn, Richter, Matthews, Frazier, Bolt

NAY: None

ABSTAIN: None

31. Consider Bid(s):

a. Demolition of Shawnee Regional Airport Hangar 16 (Award)

Assistant City Manager Danny Vise announced that two (2) bids were received. Staff recommends awarding the base bid to M&M Wrecking of Blanchard, Oklahoma for the total amount of Forty Thousand Eight Hundred Ninety Dollars (\$40,890.00).

A motion was made by Commissioner Sehorn, seconded by Commissioner Richter, to award the Demolition of Shawnee Regional Airport Hangar 16 to M&M Wrecking for the amount of Forty Thousand Eight Hundred Ninety Dollars (\$40,890.00), which includes the base bid only. Motion carried 6-0-0.

AYE: Sehorn, Richter, Matthews, Engles, Frazier, Bolt

NAY: None

ABSTAIN: None

32. Acknowledge Monthly Sales Tax and Budget Reports.

Finance Director Lindsey McNabb-Fox reported sales tax collections are up One Million Five Hundred Thirty-Nine Thousand Fifteen Dollars (\$1,539,015.00) or Six Point Three Percent (6.3%), over the projected budget year-to-date. She stated that use tax collections are up approximately Six Hundred Sixty-Eight Thousand Two Hundred Sixty-Eight Dollars (\$668,268.00) or Twenty-One Point Four Percent (21.4%), above the projected budget year-to-date.

33. Administrative Report(s):

- a. Presentation of the Quarterly 2018 Half-Cent Sales Tax Report - Lindsey McNabb-Fox, Finance Director

Finance Director Lindsey McNabb-Fox provided a presentation on the Quarterly 2018 Half-Cent Sales Tax Report. Topics discussed included:

- 2018 Sales Tax Election
- Investment Updates
 - Investment Updates - 3rd Quarter FY24

- b. Presentation on Homeless Program, City Cost, Community Donations, and Volunteer Hours - Andrea Weckmueller-Behringer, City Manager

City Manager Andrea Weckmueller-Behringer provided a presentation on the Homeless Program, City Cost, Community Donations, and Volunteer Hours. Topics discussed included:

- Homeless Program - Cost & Impact
 - City Funding
 - AmeriCorps VISTAS
 - Homeless Resource Center
 - Community Partnerships
- Other City Departments - Cost & Impact
 - Police
 - Code Enforcement
 - Fire Supression & EMS
 - Public Works
 - City Manager and City Attorney

34. 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.

35. Commissioners Comments

Commissioner Matthews commented on the one (1) year anniversary of April 19, 2023 tornado.

Commissioner Engles stated she was looking forward to participating in a walk to commemorate one (1) year after April 19, 2023 tornado.

Commissioner Frazier commented on the upcoming clean-up day on April 20, 2024 and the feasibility study.

Mayor Bolt commented on one (1) year since the tornado and there is still help available for tornado damage.

36. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (10:30 p.m.)



ED BOLT, MAYOR

ATTEST:



LISA LASYONE, MMC
CITY CLERK