

BOARD OF CITY COMMISSIONERS PROCEEDINGS
DECEMBER 18, 2017 AT 6:30 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, Monday, December 18, 2017 at 6:30 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

Don Lynch, Emergency Management Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes for December 4, 2017 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for November 2017
 - Project Payment Report for November 2017
- c. Budget Amendment – Fund 001
To amend budget for the 1st year award of the Community Oriented Police Services (COPS) Grant

- d. Budget Amendment – Fund 001
To amend budget for the VOCA (Victims of Crime Act) Police Grant
- e. Acknowledge receipt of Pioneer Library System Revised Budget for July 1, 2017 through June 30, 2018.
- f. Authorize staff to proceed with a Request for Qualifications (RFQ) for a City insurance consultant.
- g. Acknowledge Oklahoma Municipal Retirement Fund normal retirement for Janice Carr.
- h. Mayor's Appointments

Shawnee Beautification Committee

Ethan Birdwell

1st Full Term

Expires 1/1/2022

Appointment to New Committee

- i. Acknowledge resignation of Harvey Valentine from the Shawnee Housing Authority Board.
- j. Authorize the City Manager to vote in the affirmative on the Shawnee Chamber of Commerce Special Meeting Proxy Card and Ballot.
- k. Authorize the City Manager to utilize funds from the lodging surcharge account to purchase a mobile stage in partnership with Visit Shawnee, Inc. and Safe Events for Families.
- l. Confirm and approve City Manager's hiring of Bonnie Wilson as Airport Manager.

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

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

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:

Public hearing and consideration of an ordinance to rezone property located at 1420 East 45th Street from RE; Residential Estates District to C-3; Highway Commercial District. Applicant: Doris Townsend Case No. P14-17. *(No action needed – applicant withdrew application.)*

No action was taken.

AGENDA ITEM NO. 4:

Discussion, consideration and possible action regarding an ordinance to approve the annexation of 506 acres (more or less) owned by St. Gregory's University and the Benedictine Fathers of Sacred Heart Mission, Inc., located in Section 2, Township 10 North, Range 3 East; and providing for its immediate effect and enforceability upon passage and publication through the emergency clause.

Mayor Finley stated that due to his previous announcement that two public hearings would be held regarding this annexation, although only one is required by law, the Commission will hold two public hearings.

Mayor Finley declared a public hearing in session to consider an ordinance to approve the annexation of 506 acres (more or less) owned by St. Gregory's University and the Benedictine Fathers of the Sacred Heart Mission, Inc., located in Section 2, Township 10 North, Range 3 East. No one appeared in favor or against the said annexation. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to defer this item to the January 16, 2018 City Commission meeting. Motion carried 6-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter, Bushong
NAY: None

AGENDA ITEM NO. 5: Discussion, consideration and possible action to approve a contract with Infrastructure Management Services (IMS) for Pavement Management, Inspection, Condition, Rating and Reporting Services.

Assistant City Engineer Michael Ludi gave a staff report explaining the scope of services included in this contract. Infrastructure Management Services (IMS) will laser scan all streets and state highways within the City of Shawnee and will rate each street as to their condition. The results of these scans will be downloaded into a software program which will assist city staff in identifying the streets most in need of repair. The GIS information received from this program will also show street signs and storm drains and their condition can be determined as well.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a contract with Infrastructure Management Services (IMS) for Pavement Management, Inspection, Condition, Rating and Reporting Services. Motion carried 6-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter, Bushong
NAY: None

AGENDA ITEM NO. 6: Presentation, discussion, consideration and possible action regarding a resolution to approve the Design Phase of the Parks Master Plan.

City Manager Justin Erickson provided a brief background on the Parks Master Plan. Mr. Erickson stated that two public meetings had been held and that the document attached to the agenda packet were proposed layouts of the parks and not construction documents. He then introduced Mr. Brian Patric with CLS and Associates, LLC. Mr. Patric gave a presentation showing proposed designs for KidSpace Park, Celebration of Life Park, Rotary Park, Woodland Veterans Park, Optimist Park and Dean Weigant Park.

Resolution No. 6553 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE DESIGN PHASE OF THE PARK MASTER PLAN.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve a resolution to adopt the Design Phase of the Parks Master Plan. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 7:

Consider a resolution to surplus certain City of Shawnee vehicles and donate to the Heart of Oklahoma Exposition Center.

City Manager Justin Erickson gave a staff report.

Resolution No. 6554 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE CONATION OF SAID ITEMS TO THE HEART OF OKLAHOMA EXPOSITION CENTER.

A motion was made by Commissioner Gillham, seconded by Commissioner Bushong, to approve a resolution to surplus certain City of Shawnee vehicles and donate to the Heart of Oklahoma Exposition Center. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 8:

Acknowledge Sales Tax Report received December 2017.

Finance Director Cindy Arnold reported that November sales tax collected this month was \$1,436,804.00 which is up \$31,439.00 or 2.24% from 2016. For the year, the City is up 1.63% which is slightly below budget.

AGENDA ITEM NO. 9:

City Manager

City Manager Justin Erickson gave updates on the following:

- a. City Commission – Starting January 16, 2018, all City Commission and Related Authority meetings will begin at 6:00 p.m.
- b. Shop with a Cop – This event was held on December 12th. Local Law Enforcement Agencies helped underprivileged children shop for Christmas gifts. Ball Pipe and Supply sponsored the event.
- c. City Insurance Consultant – The City of Shawnee is requesting qualifications from firms interested in acting as the City's insurance consultant. He noted that any insurance consultant can submit a proposal. All RFQs should be submitted by January 19, 2018.
- d. Airport Manager – Airport Manager Keenan English has accepted a position in Phoenix, Arizona and will soon be leaving the City of Shawnee. This is the last City Commission meeting he will be attending.

AGENDA ITEM NO. 10:

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. 11:

Commissioners Comments

Commissioner Bushong wished everyone Happy Holidays.

Vice Mayor Harrod expressed his appreciate to the other Commissioners for sponsoring the employee luncheon last week.

Mayor Finley read a statement regarding St. Gregory's University in response to Chairman Barrett's column in the Citizen Potawatomi Nation (CPN) Tribal newsletter.

AGENDA ITEM NO. 12:

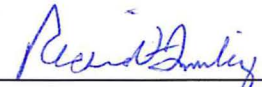
Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:01 p.m.)





PHYLLIS LOFTIS, CMC, CITY CLERK



RICHARD FINLEY, MAYOR