BOARD OF CITY COMMISSIONERS PROCEEDINGS
NOVEMBER 7, 2016 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, November 7, 2016 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
Lesa Shaw Commissioner Ward 5	Absent Commissioner Ward 6

ABSENT: Micheal Dykstra

INVOCATION The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

a. Minutes from the October 17, 2016 regular meeting.

b. Acknowledge the following minutes:
- Traffic Commission Minutes from October 27, 2015 meeting.

c. Traffic Commission Recommendations

1) Approval of October 27, 2015 Minutes

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

2) Approval of 2017 Calendar of Meetings

STAFF RECOMMENDATION: Staff recommends approval of request.
BOARD RECOMMENDATION: Board recommends approval of request.

3) Consideration of request by Staff, to Remove the No Parking restriction of South Beard Street from 7th Street to Main Street on the East side.

STAFF RECOMMENDATION: Staff recommends approval of request.
BOARD RECOMMENDATION: Board recommends approval of request.

d. Budget Amendment – General Fund 001
To adjust budget for two (2) grants received by the Police Department – From OSHA (Oklahoma Highway Safety Office) and the Attorney General for overtime for speed enforcements and policing high crime areas.

e. Budget Amendment – General Fund 001
To adjust budget for the VOCA (Victims of Crime Act) Grant and the Red Cross Shelter Grant

f. Acknowledge resignation of Regena Morton from the Planning Commission.

g. Authorize City Manager to execute an agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant funds.

h. Authorize staff to purchase a 2017 Chevrolet Suburban from Hudiburg Chevrolet in the amount of $45,753.00, for the Fire Department.

i. Authorize staff to purchase a 2017 Chevrolet Silverado 1500 Crew Cab Pickup in the amount of $31,285.00 using county sales tax funds, for the Fire Department.

j. Transfer of funds to Shawnee Community Foundation in the amount of $30,000.00 for black granite panels to be installed in the Veterans Memorial Park.

k. Accept water line improvements for Haag Addition and placing the maintenance bond into effect.

l. Grant an easement to Canadian Valley Electric Cooperative, Inc. to serve an existing City Lake Lot Lease site at Shawnee Twin Lakes.

Commissioner Shaw asked that Agenda Item Nos. 1(a), 1(b), and 1(c) be pulled for separate consideration.

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

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

Regarding Agenda Item No. 1(a), Commissioner Shaw stated that she would like Agenda Item No. 10 of the City Commission Minutes, regarding ward boundaries, to include additional language; and on Agenda Item No. 12 she requested that her statement made after the Executive Session be included in the minutes.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve changes to Agenda Item No. 1(a). Motion carried 6-0.

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

Regarding Agenda Item No. 1(b), Commissioner Shaw asked to be educated on the Traffic Commission by-laws. City Manager Justin Erickson explained the by-laws of the Traffic Commission. Commissioner Shaw stated that in the future, she does not want to see that kind of length of time between the Traffic Commission meeting and the minutes being acknowledged by the City Commission. Commissioner Rutherford and Commissioner Gillham, both former Traffic Commission members, explained the meetings are held when citizens make requests to the Traffic Commission for consideration, and that no meetings are held if requests have not been received. Commissioner Shaw encouraged citizens to contact the Traffic Commission with their street and traffic concerns.

A motion was made by Commissioner Shaw, seconded by Commissioner Gillham, to approve Agenda Item No. 1(b). Motion carried 6-0.

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

Regarding Agenda Item No. 1(c), Commissioner Shaw asked about the Centracs System referred to in the minutes from the Traffic Commission meeting. Specifically, Commissioner Shaw questioned why the completion was approximately four years out. City Manager Justin Erickson explained that the reason for the completion timeline is to allow for budgetary phasing in.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve Agenda Item No. 1(c). Motion carried 6-0.

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

<u>AGENDA ITEM NO. 2:</u> Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)

There was no Citizens Participation.

<u>AGENDA ITEM NO. 3:</u> Presentation by City Manager to Employee of the Month, James Kriwanek, Fire Prevention.

James Kriwanek was present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

AGENDA ITEM NO. 4: Consideration of a resolution supporting the Avedis Blue Zones Project.

A report was given by City Manager Justin Erickson stating that staff does recommend approval of this item. Mayor Finley explained that the Avedis Blue Zones Project is a collaborative effort to pursue healthy habits in our community in an effort to improve the quality of life and longevity for our citizens. Mayor Finley discussed his experiences when visiting Albert Lea, Minnesota. Commissioner Gillham spoke regarding his enthusiasm for the project. Commissioner Shaw asked for clarification regarding the collaborative assessment process.

Resolution No. 6527 was introduced.

A RESOLUTION PROCLAIMING SUPPORT FOR THE AVEDIS BLUE ZONES PROJECT, A COMMUNITY-WIDE WELL-BEING IMPROVEMENT INIATIVE IN THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THE CITY MANAGER TO COLLABORATE IN THE COMMUNITY ASSESSMENT PROCESS AND REPORT ACTION REQUIRED OF THE CITY TO BECOME A BLUE ZONE COMMUNITY; PROVIDING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a resolution supporting the Avedis Blue Zones Project. Motion carried 6-0.

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

AGENDA ITEM NO. 5: Consideration of a resolution to declare certain items surplus property and authorizing the sale of said items at auction.

Resolution No. 6528 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY PUBLIC AUCTION.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to approve a resolution to declare certain items surplus property and authorizing the sale of said items at auction. Motion carried 6-0.

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

<u>AGENDA ITEM NO. 6:</u> Discussion, consideration and possible action to approve an agreement with Excel Auctions, LLC, to auction surplus City property.

Director of Operations James Bryce explained that the auction will begin at 10:00 a.m. He also noted that the auction will not be exclusive to the City of Shawnee items, but that City's surplus items will be added to an existing auction.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve an agreement with Excel Auctions, LLC, to auction surplus City property. Motion carried 6-0.

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

<u>AGENDA ITEM NO. 7:</u> Consideration of estimate of probable costs for Fire Station No. 2 renovation and possible action to authorize staff to proceed with final plans, specifications and bid documents.

Fire Chief Dru Tischer announced that he had been working closely with Don Collins and Fritz Bailey Architects to create a plan for Fire Station No. 2. Chief Tischer explained that the building will be constructed with durability in mind with the intention to construct a facility that will endure for 40 years or longer. He noted that the footprint of the building will not change but that interior walls would be moved to create a more functional facility. Chief Tischer provided a power point presentation showing diagrams of the exterior and interior of the building. He stated the estimated cost would be $1,255,641.61.

The City Manager noted that the architects are still three months from completing the plans and that the Commission will see this item again before it goes out for bids. All costs will be itemized in conjunction with the budget at that time.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to authorize staff to proceed with final plans, specifications and bid documents. Motion carried 6-0.

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

AGENDA ITEM NO. 8: Discuss and consider setting one or more special call meetings with regard to a workshop to discuss city projects, goals, long term needs, budget, and funding options.

The Commissioners held discussion regarding potential plans for a retreat to hold a special call meeting to discuss various city business. It was decided that the retreat be held locally. Mayor Finley suggested that two retreats be held; one before the end of the year and the second one after. Staff was advised to reach out to Commissioners to determine dates for the retreat and to coordinate the details with everyone.

Commissioner Shaw mentioned an on-going retreat discussion list containing city needs and goals that she would like to continue to discuss at the up-coming retreat. She asked the City Clerk and City Manager to forward that list to Commissioners. Commissioner Shaw also asked that all city boards and committees be invited to attend the retreat.

AGENDA ITEM NO. 9: Authorization to negotiate a contract for the Park Planning and Design.

Director of Operations James Bryce announced that staff is requesting authorization to begin contract negotiations with CLS and Associates, LLC for the Park Planning and Design Project. Mr. Bryce explained the details of the project and stated that staff recommends approval. He noted that this company has worked with the City in the past and has recently completed the bison statues for Oklahoma Baptist University.

Mayor Finley requested that city staff also work with those involved with the Blue Zone Project to incorporate some of their ideas into park planning and design.

Commissioner Shaw said she would like to see the Chamber of Commerce's Beautification Committee and City's Beautification Committee have input on this project as well.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to defer this item until the December 19, 2016 City Commission meeting. Motion carried 6-0.

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

AGENDA ITEM NO. 10: City Manager Report

City Manager Justin Erickson gave updates on the following city issues:

a. The third phase of the Downtown Streetscape Project should be completed toward the end of December.

b. The Auditorium HVAC project is about ninety percent completed.

c. The milling and overlay of Mall Drive from Kickapoo to just west of Harrison was completed last week.

d. The Community Survey will be mailed out to 2,200 random households. The results should be ready in time for the second Commission retreat.

AGENDA ITEM NO. 11: 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. 12: Commissioners Comments

Vice Mayor Harrod commented on the Fire Station No. 2 noting that rather than build a new fire station, the rebuilding of the current station will allow them to keep aspects such as red iron and concrete structures which are important to the integrity of the floor and building.

Commissioner Shaw wanted to alert the Human Resource Department of the FLSA (Fair Labor Standards Act) that will be going into effect as of December 1, 2016.

Commissioner Shaw also asked citizens to remember Veterans Day on November 11 and thanked all those who have served.

AGENDA ITEM NO. 13: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:29 p.m.)

THE CITY OF SHAWNEE SEAL OKLAHOMA

Richard Finley
RICHARD FINLEY, MAYOR

ATTEST:

Phyllis Loftis
PHYLLIS LOFTIS, CMC, CITY CLERK