

BOARD OF CITY COMMISSIONERS PROCEEDINGS
OCTOBER 21, 2019 AT 6:00 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, October 21, 2019 at 6:00 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

Ed Bolt
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch,
Emergency Management Director

FLAG SALUTE

AGENDA ITEM NO. 1:

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

Mr. Daniel Shaughnessy spoke and said that he visited the Lion's Club Park on Saturday for the Grand Opening. He said attendance was high and everyone appreciated how much effort was put forward to make the park special. Mr. Shaughnessy thanked the City of Shawnee for their assistance with the project.

Ms. Michelle James and Mr. Randy James addressed their concerns with the proposed bike lane along Broadway Avenue. They asked that a meeting be held to bring all citizens and staff together to discuss the bike lanes.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the October 7, 2019 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for September 2019
 - Project Payment Report for September 2019
 - Shawnee Parks and Recreation Committee Minutes from the July 11, 2019 regular meeting
- c. Mayor's Appointments:

Senior Citizens of Shawnee Board
Shirley Gregory 1st Partial Term Expires: July 1, 2022
Appointment to new board
- d. Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2020.
- e. Authorize staff to enter into an agreement with Stephanie Moffitt to provide assistance with the preparation of Shawnee Urban Renewal Authority 2020 – 2024 Consolidated Plan in the total amount of \$26,290.26.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Sehorn, to approve Consent Agenda Item Nos. 2 (a-e). Motion carried 7-0.

AYE: Harrod, Sehorn, Salter, Bolt, Gillham, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 3:

Presentation by Animal Control to present the Pet of the Week.

There was no Pet of the Week presented.

AGENDA ITEM NO. 4:

Discussion regarding advisory boards to the City of Shawnee.

Mayor Finley discussed each City Advisory Board, detailing the current number of seats and vacancies. He stated that if anyone is interested in serving on any of the boards, that information is on the City's website.

AGENDA ITEM NO. 5:

Consideration of a resolution to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion.

Director of Operations James Bryce gave a staff report for Agenda Items Nos. 5 and 6. Mr. Bryce explained all items declared surplus will be auctioned off on November 30, 2019 at the Heart of Oklahoma Exposition Center by Excel Auction. Any items that are not sold will be disposed of at the City's discretion.

Resolution No. 6600 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 AND, IN THE EVENT ITEMS DO NOT SELL AT PUBLIC AUCTION, DISPOSAL AT THE CITY'S DISCRETION.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to approve a resolution to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion. Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 6:

Discussion, consideration, and possible action to approve an agreement with Excel Auction to auction surplus City property.

Director of Operations James Bryce stated the cost to the City will be Ten Percent (10%) of the total sales of items that sell less than One Thousand Dollars (\$1,000.00). The City will not be charged for any item sold over One Thousand Dollars (\$1,000.00). Excel Auction will subtract the amount owed before the funds are remitted to the City.

A motion was made by Commissioner Bolt, seconded by Commissioner Gillham, to approve an agreement with Excel Auction to auction surplus City property. Motion carried 7-0.

AYE: Bolt, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter
NAY: None

AGENDA ITEM NO. 7: Discussion, consideration, and possible action to approve the 2019 Comprehensive Plan. *(Deferred from the October 7, 2019 City Commission meeting.)*

City Planner Rebecca Blaine stated that RDG Planning and Design did a presentation of the 2019 Comprehensive Plan at the October 7, 2019 City Commission meeting. Ms. Blaine advised that it is a living document and may have changes in the future as the needs of the City change.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve the 2019 Comprehensive Plan. Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt
NAY: None

AGENDA ITEM NO. 8: Consider bids:

a. Community Center Roofing Project (Award)

Director of Operations James Bryce announced that four (4) bids were received and after review and consideration it was Staff's recommendation to award the bid to Quality Homes, Inc. of Oklahoma City, Oklahoma in the total amount of Twenty-Six Thousand Nine Hundred Dollars (\$26,900.00).

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to accept Staff's recommendation and award the bid to Quality Homes, Inc. in the total amount of Twenty-Six Thousand Nine Hundred Dollars (\$26,900.00). Motion carried 7-0.

AYE: Harrod, Rutherford, Sehorn, Salter, Bold, Gillham, Finley
NAY: None

b. Park Improvement Planning Request for Professional Service Qualifications (Award)

Director of Operations James Bryce announced that five (5) Professional Service Qualifications were received and after review and consideration it was Staff's recommendation to award the service to Planning Design Group (PDG, LLC) of Tulsa, Oklahoma in the total amount of Two Hundred Seven Thousand Five Hundred Dollars (\$207,500.00). He stated that One Hundred Seventy-Six Thousand Dollars (\$176,000.00) is for construction document development, Six Thousand Five Hundred Dollars (\$6,500.00) is for bidding management, and Twenty-Five Thousand Dollars (\$25,000.00) is for construction administration.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to accept Staff's recommendation and award the bid to Planning Design Group (PDG, LLC) in the total amount of Two Hundred Seven Thousand Five Hundred Dollars (\$207,500.00). Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 9: Acknowledge monthly Sales Tax and Budget Report.

Finance Director Ashely Neel reported sales tax is up \$275,113.00, or 3.78%, over the projected budget year-to-date. She stated that use tax collections are up approximately \$347,494.00, or 65.68%, over the projected budget year-to-date.

AGENDA ITEM NO. 10: 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.

AGENDA ITEM NO. 11: Commissioners Comments

The Mayor and Commissioners thanked Finance Director Ashley Neel for her work on the budget reports.

Commissioner Bolt announced the Boo on Bell Event will be held in Downtown Shawnee this week starting Thursday, October 24, 2019 at 12:00 p.m. and conclude Saturday, October 26, 2019.

Vice Mayor Harrod reminded citizens the Salvation Army Spaghetti Day will be Thursday, October 24th at The Salvation Army, 200 East 9th Street. Lunch will be served from 11:00 a.m. to 2:00 p.m. and dinner will be served from 4:00 p.m. to 7:00 p.m.

Commissioner Rutherford stated the Halloween Town Event that was held at the Heart of Oklahoma Exposition Center Monday, October 14th, had great attendance.

Commissioner Salter thanked Mr. and Mrs. James for attending the meeting and expressing their concerns.

Mayor Finley advised that the Financial Report was available for the public to view.

AGENDA ITEM NO. 12:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:28 p.m.)

ATTEST:

The seal of the City of Shawnee, Oklahoma, is a circular emblem. It features a five-pointed star in the center, with the word "SEAL" written across it. The outer ring of the seal contains the text "THE CITY OF SHAWNEE" at the top and "OKLAHOMA" at the bottom, separated by small stars.
Lisa Laszone
LISA LASYONE, CMC, CITY CLERK

The signature of Richard Finley is written in blue ink above a horizontal line.
RICHARD FINLEY, MAYOR