

BOARD OF CITY COMMISSIONERS PROCEEDINGS

OCTOBER 15, 2018 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 15, 2018 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:

Consider approval of Consent Agenda:

- a. Minutes from the October 1, 2018 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for September 2018
 - Project Payment Report for September 2018
 - Planning Commission Minutes from September 5, 2018 meeting
 - Shawnee Community Beautification Committee Minutes from August 16, 2018 meeting

- c. Approve renewal of agreement with the Housing Authority of the City of Shawnee for supplemental police services.
- d. Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2019.
- e. Acknowledge receipt of Pioneer Library System Audit for Year Ended June 30, 2018.
- f. Approve appointment of Jennifer Greenland as Oklahoma Municipal Retirement Fund Authorized Agent.
- g. Lake Lease Transfer:

TRANSFER:

Lot 4 Coffman Tract, 15401 Perry Road

From: Perry & Elizabeth Gatewood

To: Perry & Elizabeth Gatewood Trust

- h. Budget Amendments – Funds 101, 102, 104, 105, 106, 107, 108, 112, 113, and 190
To amend FY2019 estimated revenues and expenditures to be consistent with historical activity and properly appropriate the estimated revenues.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to approve Consent Agenda Item Nos. 1(a-h). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 2:

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

Animal Control Officer Derek Woody introduced Charlie Brown, an approximately four-year-old pit-bully mix. His adoption fee is \$5.00. If the adopter resides within the City limits, there is a \$5.00 city license fee.

AGENDA ITEM NO. 3:

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

Ms. Gayle Stacy thanked James and Kaye Harrod and the City Commission for allowing them to start Pickle Ball in the Municipal Auditorium.

Ms. Miriam Bell, Blue Zones Organization Lead, talked about Blue Zones Worksites. She noted that one scope is to impact worksites and the worksite well-being. Eleven organizations in Pottawatomie County are Blue Zones approved and three more are working toward the approval status.

Ms. Kate Joyce, Senior Center Director, advised that the Shawnee Senior Citizens Center is a Blue Zones approved worksite. She also announced that Saturday, October 27th from 10:00 a.m. to 2:00 p.m. the Senior Center will be a drop off area for National Prescription Drug Take Back Day, hosted in conjunction with Gateway to Prevention and Recovery.

Ms. Bethany Haskins, Blue Zones Engagement Lead, stated they have recently partnered with Shawnee Police Chief Mason Wilson and the Shawnee Police Department for a Sidewalk Campaign. They are alerting citizens that it is illegal to block a sidewalk if they are parking in a driveway.

Ms. Taylor Shekarabi, Blue Zones Project Manager, provided an update on the International Walk to School Day. Five schools participated in this event and approximately 400 miles were walked by students and faculty. Ms. Shekarabi thanked the Shawnee Police Department for making this event possible by assisting with street crossings.

AGENDA ITEM NO. 4:

Presentation by Acting City Manager to Employee of the Month, Kelsey Byers, Dispatch.

Christina Brown, Dispatch Supervisor, presented the Employee of the Month certificate to Kelsey Byers, Dispatch.

AGENDA ITEM NO. 5:

Consideration of approval of a Final Plat for The Grove Retirement Homes located at 3900 North Union Avenue. Case No. S11-18. Applicant: Crafton Tull.

Community Development Director Justin DeBruin provided a staff report and announced that staff recommends approval of this item with the three listed conditions.

A motion was made by Commissioner Bolt, seconded by Commissioner Sehorn, to approve a Final Plat for The Grove Retirement Homes located at 3900 North Union Avenue, with the following conditions:

1. Final improvement plans shall be approved by the City Engineer prior to construction.
2. Prior to filing (recording) the final plat, the applicant shall commence with making the required public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
3. All other applicable City standards apply.

Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 6:

Consider annexation request by North Rock Creek School for purposes of future construction and authorize staff to proceed with Notice and Hearing Requirements.

Community Development Director Justin DeBruin gave a staff report. He explained that over the last seven years North Rock Creek Schools has been approved for two annexations, with this being the third annexation. This parcel is a two-acre lot that will house an administrative building.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to authorize staff to proceed with Notice and Hearing Requirements per the request for annexation by North Rock Creek School for purposes of future construction. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 7:

Discussion, consideration, and possible approval of an ordinance amending Article IV of Chapter 15 of the Shawnee Municipal Code to regulate the use of tobacco products and vapor products; and also providing for severability, codification, and repealer; and declaring an emergency.

Mayor Finley stated there was an error in the ordinance language. A motion was made by Mayor Finley, seconded by Commissioner Rutherford, to defer this item to the November 5, 2018 City Commission meeting. Motion carried 7-0.

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

AGENDA ITEM NO. 8:

Acknowledge monthly Sales Tax and City Treasurer Report.

Finance Director Chance Allison gave the monthly Sales Tax and City Treasurer report.

AGENDA ITEM NO. 9:

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. 10:

Commissioners Comments

Commissioner Bolt announced that the Boo on Bell event will begin this Thursday, October 18, 2018 and conclude on Saturday, October 20, 2018.

Commissioner Rutherford stated the city wide Trick-or-Treat will be on Wednesday, October 31, 2018. The Shawnee Mall will host its Trick-or-Treat event on Saturday, October 27, 2018.

Commissioner Sehorn stated that a constituent spoke to him regarding the congestion near Grove School when school lets out in the afternoon. He said the majority of the crowding is in the east bound lane when school is dismissed.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (6:19 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (6:20 P.M.)

AGENDA ITEM NO. 11:

Discussion, consideration, and possible
action to enter into executive session for
discussion related to the hiring of a
Municipal Judge in accordance with 25 O.S.
§ 307(B)(1) "Discussing the employment,
hiring, appointment, demotion, disciplining,
or resignation of any individual salaried
public officer or employee."

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to enter into executive session for discussion related to the hiring of a Municipal Judge in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee.". Motion carried 7-0.

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

COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT 6:21 P.M.
WITH ALL MEMBERS PRESENT.

COMMISSIONERS RECONVENED FROM EXECUTIVE SESSION AT 6:58
P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 12:

Consider matters discussed in executive
session related to the hiring of a Municipal
Judge in accordance with 25 O.S. §
307(B)(1) "Discussing the employment,
hiring, appointment, demotion, disciplining,
or resignation of any individual salaried
public officer or employee."

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to form a subcommittee of three commissioners to interview applicants for the Municipal Judge position. Motion carried 7-0.

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

Mayor Finley appointed Commissioner Bolt, Commissioner Rutherford, and Commissioner Sehorn to the three-member subcommittee for the purpose of interviewing applicants for the Municipal Judge position.

AGENDA ITEM NO. 13: Receive governing body training from Oklahoma Municipal Assurance Group (OMAG).

Mr. Bill Tackett, Oklahoma Municipal Assurance Group (OMAG), and Mr. David Weatherford, Birmingham, Morley, Weatherford, and Priore, presented the governing body training to the Mayor and Commissioners.

AGENDA ITEM NO. 14: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:56 p.m.)



Lisa Laszoni
LISA LASYONE, CMC
CITY CLERK

Richard Finley
RICHARD FINLEY, MAYOR