

BOARD OF CITY COMMISSIONERS PROCEEDINGS

JANUARY 19, 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, Tuesday, January 19, 2016 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. Upon roll call, the following members were in attendance.

Wes Mainord

Mayor

Vacant

Commissioner Ward 1

Linda Agee

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Keith Hall

Commissioner Ward 4

Lesa Shaw

Commissioner Ward 5

Micheal Dykstra

Commissioner Ward 6

ABSENT: None

INVOCATION

The Lord's Prayer led by Mayor Mainord

FLAG SALUTE

Led by Boy Scout Troop

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the December 21, 2015 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for December 2015
 - Project Payment Report for December 2015
 - Planning Commission Minutes for December 2, 2015 meeting
 - Shawnee Urban Renewal Authority Minutes for December 8, 2015 meeting
 - Shawnee Civic and Cultural Development Authority Minutes for November 19, 2015

- Shawnee Beautification Committee Minutes for September 10, 2015 meeting
- c. Approve lease with Raymond Utter for North Airport Property land and facilities.
- d. Acknowledge Preliminary 2016-2017 Budget Schedule.
- e. Lake Lease Transfer:

TRANSFERS

- Lot 10 Coffman Tract, 15201 Perry Rd.
From: David Griffin and Jeremy Higdon
To: Jeremy and Sage Higdon
 - f. Mayor's Appointments
- Shawnee Housing Authority
Harvey Valentine 1st Full Term Expires 02/14/2019
Replaces Lauri Fluke - Termed Out
- g. Acceptance of Utility Easement from Shawnee Milling Company.
 - h. Acceptance of Utility Easement Release from Shawnee Milling Company.

Vice Mayor Harrod requested that Agenda Item No. 1 (c) be pulled for separate consideration.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve Consent Agenda Item Nos. 1(a-h), less item (c). Motion carried 6-0.

AYE: Harrod, Hall, Shaw, Dykstra, Agee, Mainord
NAY: None

Regarding Agenda Item No. 1(c), Vice Mayor Harrod stated that it is his understanding the contract is still being negotiated.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to defer this item until the contract is complete. Motion carried 6-0.

AYE: Harrod, Shaw, Dykstra, Agee, Mainord, Hall

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: Presentation by City Manager to Employee of the Month, Keipher Hotella, Fire Department.

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

AGENDA ITEM NO. 4: Consider a resolution of appreciation to Greg Gibson for over 30 years of service to the City of Shawnee and presentation to Greg Gibson.

Greg Gibson was present to accept the resolution of appreciation presented by Mayor Mainord.

Resolution No. 6504 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO GREG GIBSON FOR OVER 30 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO GREG GIBSON.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve a resolution of appreciation to Greg Gibson for over 30 years of service to the City of Shawnee and presentation to Greg Gibson. Motion carried 6-0.

AYE: Hall, Harrod, Shaw, Dykstra, Agee, Mainord
NAY: None

AGENDA ITEM NO. 5: Consider a resolution of appreciation to John Leathers for over 25 years of service to the City of Shawnee and presentation to John Leathers.

John Leathers was not present to accept the resolution of appreciation presented by Mayor Mainord. Interim Chief Mason Wilson accepted on his behalf.

Resolution No. 6505 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO JOHN LEATHERS FOR OVER 25 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO JOHN LEATHERS.

A motion was made by Commissioner Hall, seconded by Commissioner Shaw, to approve a resolution of appreciation to John Leathers for over 25 years of service to the City of Shawnee and presentation to John Leathers. Motion carried 6-0.

AYE: Hall, Shaw, Dykstra, Agee, Harrod, Mainord
NAY: None

AGENDA ITEM NO. 6: Consider a resolution of appreciation to Ken King for over 25 years of service to the City of Shawnee and presentation to Ken King.

Ken King was not present to accept the resolution of appreciation presented by Mayor Mainord. Interim Chief Mason Wilson accepted on his behalf.

Resolution No. 6506 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO KEN KING FOR OVER 25 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN

THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA;
AND AUTHORIZING A COPY BE PRESENTED TO KEN KING.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve a resolution of appreciation to Ken King for over 25 years of service to the City of Shawnee and presentation to Ken King. Motion carried 6-0.

AYE: Hall, Harrod, Shaw, Dykstra, Agee, Mainord

NAY: None

AGENDA ITEM NO. 7: Presentation and discussion by Visit Shawnee, Inc. to include a six-month update of operations and activities

Mr. Randy Gilbert, Chairman of Visit Shawnee, Inc., (VSI) and Ms. Danna Fawble, President of Visit Shawnee, Inc., spoke about the progress and accomplishments made by VSI during the past six months. Both spoke of the development of a smartphone application tool which is now operational and will assist visitors in finding events, restaurants, lodging, etc. They spoke of upcoming beneficial projects such as branding and implementation of wayfinding signs as other helpful tools for visitors. They each thanked the Commission for their support.

AGENDA ITEM NO. 8: Presentation, discussion, and possible action on Community Branding effort led by Visit Shawnee, Inc.

Mr. Tripp Muldrow, of Arnett, Muldrow and Associates, presented to the City Commission the results of the Community Branding effort. Mr. Muldrow spoke of the advantages of an easily recognizable city brand that can be adapted for all segments of the City and throughout the community. Mr. Muldrow listed Shawnee's assets which include location, friendliness, volunteers and improving tribal relations. During his presentation, he showed the different logos currently in use by the City and other agencies. Mr. Muldrow then presented the proposed new City logo which features a redbud flower with the slogan "Great Things on the Horizon". Different city departments and other agencies' logos would feature a variation of this design. In response to a question from Commissioner Shaw, it was noted that any feedback should be directed to City Manager Justin Erickson.

AGENDA ITEM NO. 9:

Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Charles Huff.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the Oklahoma Retirement Fund lump sum payment from Defined Benefit Plan for Charles Huff. Motion carried 6-0.

AYE: Harrod, Hall, Shaw, Dykstra, Agee, Mainord

NAY: None

AGENDA ITEM NO. 10:

Consideration of approval of a Final Plat for Shawnee Auto Mall located on Shawnee Mall Drive, east of Union. Case No. S14-15 Applicant: Huitt-Zollars, Inc. (Deferred from December 7, 2015 City Commission Meeting. Planning Commission deferred item to February 2016.)

Justin DeBruin, Community Development Director, gave a brief staff report noting that this item was deferred by the Planning Commission and asking the City Commission to defer as well.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to defer the item to the February 16, 2016 City Commission meeting. Motion carried 6-0.

AYE: Harrod, Dykstra, Agee, Mainord, Hall, Shaw

NAY: None

AGENDA ITEM NO. 11:

Consideration of approval of a Preliminary Plat for Vision Bank Addition, Section I, located at 4301 North Harrison Street. Case No. S17-15 Applicant: Vision Bank, NA

Justin DeBruin gave the staff report and recommended approval with the four conditions listed. It was also noted that the Planning Commission recommending approval of this item as well.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the Preliminary Plat for Vision Bank Addition, Section I, located at 4301 North Harrison Street, with the following conditions:

1. Before Final Plat approval, present for review and approval an appropriate letter of Map Revision (LOMR) from FEMA, indicating any changes to the floodplain due to channelization.
2. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval
3. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval
4. All other applicable City standards apply.

Motion carried 6-0.

AYE: Hall, Harrod, Mainord, Shaw, Dykstra, Agee

NAY: None

AGENDA ITEM NO. 12:

A public hearing and consideration of an ordinance to rezone property located at 1500 East Independence Street from R-1; Single Family Residential District to R-2; Combined Residential District. Case No. P15-15 Applicant: The Landrun Group, LLC (Planning Commission deferred item.)

Justin DeBruin, Community Development Director, gave a staff report and asked that the item be deferred.

Commissioner Shaw noted that her Neighborhood Association had met regarding this proposed rezoning. The concerns of the Association are traffic, noise, crime and the environmental impact if the proposed duplexes are built. She also noted the many protest letters that have been received by the City and asked that they be considered when the Planning Commission discusses the issues at their next meeting.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to defer this item until the second City Commission meeting in February. Motion carried 6-0.

AYE: Harrod, Dykstra, Agee, Mainord, Hall, Shaw

NAY: None

AGENDA ITEM NO. 13:

A public hearing and consideration of an ordinance to rezone property located at 2202 North Leo Street from R-1; Single Family

Residential District to R-2; Combined Residential District. Case No. P16-15
Applicant: Darrin Marical

Justin DeBruin, Community Development Director, gave the staff report. He noted that staff and the Planning recommends approval. Mayor Mainord declared a public hearing in session to consider an ordinance rezoning property located at 2202 North Leo Street from R-1; Single Family Residential District to R-2; Combined Residential District. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve the ordinance rezoning property located at 2202 North Leo Street from R-1; Single Family Residential District to R-2; Combined Residential District.

Ordinance No. 2578NS 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: LOT FOUR (4), BLOCK EIGHT (8), GOLDEN ACRES ADDITION, TO SHAWNEE, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, REZONING SAID PROPERTY FROM R-1; SINGLE FAMILY RESIDENTIAL DISTRICT TO R-2; COMBINED RESIDENTIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

AYE: Harrod, Agee, Mainord, Hall, Shaw, Dykstra

NAY: None

Ordinance No. 2578NS was adopted by the City Commission.

AGENDA ITEM NO. 14: Acknowledge Sales Tax Report received
January 2016.

Cynthia Arnold, Finance Director, reported that January sales tax collected this month was \$1,546,951.00, which is up 3.19% from 2014. Ms. Arnold also stated that for the fiscal year 2015-2016 it is up 4.66% over fiscal year 2014-2015.

AGENDA ITEM NO. 15:

City Manager Update

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

- a) Downtown Streetscape Project has kicked off as of today, January 19, 2016.
- b) Animal Control hours of operation have been extended to 6:00 p.m. Monday thru Friday, and is now open half a day on Saturdays from 8:00 a.m. to 12:00 p.m. This is to allow more time for displaced animals to be adopted or claimed by owners. Regarding euthanasia, staff has met with local veterinarians and proposal packets have been sent out.
- c) The City and Visit Shawnee Inc. have each set aside money to fund the Wayfinding project. The Community Branding is the first step in the process and provides a good opportunity to start the Wayfinding signage.

In response to questions from Commissioners, Mr. Erickson addressed the following issues as well:

Commissioner Agee asked where the new signage will be placed. Mr. Erickson said signage will be placed at most key entry points in the City and well-traveled streets. More information will be provided as the transition gets closer.

Vice Mayor Harrod asked about the Fire Station on Bryan Street. Mr. Erickson informed him that he would provide an update at the February 1, 2016 City Commission meeting.

AGENDA ITEM NO. 16:

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. 17:

Commissioners Comments

Commissioner Agee asked that citizens continue to use the businesses downtown during the Streetscape construction. She also summarized all the

wonderful things going on in the City, mentioning the new branding and VSI phone application, sidewalks and trails, Downtown Streetscape, HVAC at the Municipal Auditorium, the Pottawatomie County Historical Society, Municipal Pool, and new businesses in the downtown area.


Commissioner Shaw stated that the individuals contracted by the City, as well as City staff, have been very productive. She also congratulated Visit Shawnee, Inc. for all of their hard work, and thanked the Boy Scout Troop for attending the meeting.

AGENDA ITEM NO. 11:


Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:30 p.m.)





WES MAINORD, MAYOR



PHYLLIS LOFTIS, CMC, CITY CLERK