

AGENDA  
BOARD OF CITY COMMISSIONERS  
December 17, 2012 AT 6:30 P.M.  
COMMISSION CHAMBERS AT CITY HALL  
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

REV. DAVID HENRY  
CALVARY BAPTIST

FLAG SALUTE

1. Consider approval of Agenda:
2. Consider approval of Consent Agenda:
  - a. Minutes from the December 3, 2012 regular meeting.
  - b. Acknowledge the following minutes and reports:
    - Planning Commission minutes from October 10, 2012 and November 7, 2012
    - Shawnee Urban Renewal Authority minutes from September 5, 2012
    - Project Payment Report for November 2012
    - License Payment Report for November 2012
  - c. Shawnee Urban Renewal Authority  
  
Stephen Rice – 2nd Full Term Expires 02-02-15  
Re-Appointment  
  
Patty Nida – 2nd Full Term Expires 02-02-15  
Re-Appointment  
  
Shawnee Civic and Cultural Development Authority (Expo Center)  
  
David W. Harmon – 1st Partial Term Expires 12-31-15  
Replaces Lance Wortham – Termed Out
  - d. Acknowledge receipt of DEQ Permit to Construct Water Line Along the Kickapoo Paving Project
  - e. Acknowledge receipt of DEQ Permit to Construct Sanitary Sewer to Serve Shawnee Mission Plaza 8
  - f. Request Authorization to Advertise the Bell Street Sidewalk Project from 7th to Farrall, with enhanced lighted crosswalk at Farrall.

- g. Approve ODOT Maintenance Agreement for Highway Lighting along I-40.
  - h. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Jim Bierd.
  - i. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Matthew Duncan.
3. Citizens Participation (A three minute limit per person)  
(A twelve minute limit per topic)
  4. Mayor's Presentation of Beautification Committee Awards for yards and landscaping.
  5. A public hearing to consider an ordinance rezoning property located at 4016 and 4020 North Kickapoo from R-1; Residential Single Family Dwelling and C-1; Neighborhood Commercial, to C-3; Automotive, Commercial and Recreational. Case #P21-12 Applicant: Nelmon Brauning  
*Deferred by Planning Commission until their January 2, 2013 meeting*
  6. Presentation by Anne Masters, Pioneer Library Systems.
  7. Discussion, consideration and possible action on appointment of a committee to establish a city/county calendar of events that might be of interest to the citizens.
  8. Discussion, consideration and possible action on appointment of a water conservation committee to suggest possible ways to save on water usage.
  9. Discussion, consideration and possible action to approve OG&E cost proposal for providing decorative lighting along Bell Street from 7th to Farrall.
  10. Discussion, consideration and possible action to approve a Resolution in the Selection of City of Shawnee Bridge Inspectors for ODOT Bridge Inspection Program.
  11. Discussion, consideration and possible action regarding Central Oklahoma Economic Development District (COEDD) Lease.
  12. Acknowledge Sales Tax report received December 2012.
  13. Consider Bids:
    - a. Federal Street Bridge Rehab Project Contract No. COS-PW-12-02 (Open)
  14. New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
  15. Administrative Reports
  16. Commissioners Comments
  17. Adjournment

Respectfully submitted

**Phyllis Loftis, City Clerk**

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

**Regular Board of Commissioners**

**2. a.**

**Meeting Date:** 12/17/2012

CC Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Minutes from the December 3, 2012 regular meeting.

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Attachments

CC Minutes

**BOARD OF CITY COMMISSIONERS PROCEEDINGS**  
**DECEMBER 3, 2012 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 3, 2012 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

Absent

Commissioner Ward 1

Linda Agee

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Keith Hall

Commissioner Ward 4

John Winterringer

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

ABSENT: Pam Stephens

INVOCATION

Rev. Amy Perkins  
United Presbyterian

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Agenda.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the Agenda. Motion carried 6-0.

AYE: Harrod, Hall, Winterringer, Smith, Agee, Mainord

NAY: None

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids/proposals as set forth in Shawnee Municipal Authority Agenda Item No. 2 a.
- b. Minutes from the November 19, 2012 regular meeting.
- c. Budget Amendment  
*Money was budgeted for finishing wood floors at the senior center – did not complete – need to bring money up from fund balance*
- d. Acknowledge the following minutes:
  - Shawnee Civic and Cultural Development Authority minutes from October 18, 2012
- e. Approve Board of Commissioners and Authorities meeting schedule for 2013.
- f. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Elaine Shrum.
- g. Approve agreement with the Shawnee Youth Athletic Association for operation of the youth sports program at Lions Club Park.
- h. Approve agreement with the YMCA for operation of the Dockery Park ball fields.
- i. Mayor's appointments:

Shawnee Public Library Board

David Houghton – 1<sup>st</sup> Full Term      Expires 6-30-15  
*Replaces Nancy Cook-Senn termed out*

Kevin Huddleston – 1<sup>st</sup> Full Term      Expires 6-30-15  
*Replaces Bob Perry moved to Pioneer Library Systems Board*

Alfonso Nieves – 1<sup>st</sup> Full Term      Expires 6-30-15  
*Replaces Keith Whitmore termed out*

Robert Currie – 1<sup>st</sup> Partial Term Expires 6-30-14  
*Replaces Michael Affentranger*

Tourism Advisory Committee

Randy Floyd – 2<sup>nd</sup> Full Term Expires 12-31-15  
*Re-appointment*

Traffic Commission

Ron Duffell – 1<sup>st</sup> Full Term Expires 1-1-2016  
*Re-appointment*

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the Consent Agenda Items a-i. Motion carried 6-0.

AYE: Hall, Harrod, Mainord, Winterringer, Smith, Agee

NAY: None

AGENDA ITEM NO. 3: Citizens Participation  
(A three minute limit per person)  
(A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 4: City Manager's Presentation of Oklahoma Municipal League certificates to employees with 25 or more years of service with the City of Shawnee.

Russell Frantz  
Rick Greenland  
Freeland Wood

Russell Frantz and Freeland Wood accepted the Oklahoma Municipal League Certificates to employees with 25 or more years of service with the City of Shawnee presented by City Manager Brian McDougal.

AGENDA ITEM NO. 5: Consideration and possible action on a Supplemental and Modification Agreement

with the Oklahoma Department of Transportation on the Kickapoo Street Project, from Kickapoo Spur north to MacArthur Street.

A Supplement and Modification Agreement was presented to the Commission from Oklahoma Department of Transportation. City Engineer John Krywicki stated the City would pay 100% of the non-participating costs, which includes the entire cost of the waterline replacement. He also stated the City was capped at \$136,000.00 for participating road costs.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Winterringer, to approve a Supplemental and Modification Agreement with the Oklahoma Department of Transportation on the Kickapoo Street Project, from Kickapoo Spur north to MacArthur Street. Motion carried 6-0.

AYE: Harrod, Winterringer, Smith, Agee, Mainord, Hall

NAY: None

AGENDA ITEM NO. 6:

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. 7:

Administrative Reports

There was no Administrative Reports.

AGENDA ITEM NO. 8:

Commissioners Comments

Commissioner Hall asked staff when the Kickapoo project would begin. City Engineer John Krywicki estimated March 2013.

AGENDA ITEM NO. 9:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:44 p.m.)



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WES MAINORD, MAYOR

ATTEST:

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PHYLLIS LOFTIS, CMC, CITY CLERK

**Regular Board of Commissioners**

**2. b.**

**Meeting Date:** 12/17/2012

Acknowledge

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge the following minutes and reports:

- Planning Commission minutes from October 10, 2012 and November 7, 2012
  - Shawnee Urban Renewal Authority minutes from September 5, 2012
  - Project Payment Report for November 2012
  - License Payment Report for November 2012
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Attachments

Planning Minutes 10-10-12

Minutes Planning 11-7-2012

Minutes SURA 9-5-2012

Project Pymt Rpt

License Pymt Rpt

**PLANNING COMMISSION MINUTES**  
**SPECIAL MEETING**  
**DATE: OCTOBER 10, 2012**

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Commission Chambers, at City Hall, 9<sup>th</sup> and Broadway, on Wednesday, October 10, 2012 at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

**AGENDA ITEM NO.1:**                      **Roll Call**

Upon roll call the following members were present:

Brad Carter, Kirk Hoster, Shawna Turner, Chris Silvia, Taylor Prince, Ben Salter

A quorum was declared present and the meeting was called to order.

**AGENDA ITEM NO. 2:**                      **Case #P13-12 (continued from September 5, 2012 Planning Commission Meeting) A public hearing for consideration of approval to rezone property from C-3; Automotive, Commercial and Recreation to C-4; Central Business with a Conditional Use Permit for a Boarding House or Rooming House Homeless Shelter (34 beds, plus three family units), food pantry, dining hall (soup kitchen), office, and other services for property located at 204 N. Louisa.**

**Applicant: Mike Little Construction**

Chairman Turner called for the staff report. Justin Erickson presented the staff report. Staff gave an overview summary from October 3, 2012 Planning Commission Meeting, including new information obtained since then. Also, reported that the applicant provided further information with answers to questions from the Commissioners at that previous meeting.

Staff recommends approval of the rezoning request from C-3 to C-4; Central Business District.

Staff recommends denial of the current Conditional Use Permit request as presented and proposed by the Shawnee Rescue Mission.

However, Staff does recommend approval of a Conditional Use Permit in a limited form for a boarding house/overnight shelter with the following conditions:

1. Upon completion of all other conditions and code requirements, the proposed 31-bed boarding house/homeless shelter may only be utilized during severe inclement winter weather events as defined as when the National Weather Service issues a Winter Storm Warning, Ice Storm Warning or Blizzard Warning. When the overnight shelter is operational, security shall be provided at all hours. Violation of this condition shall result in the immediate revocation of the Conditional Use Permit.
2. Utilization of the shelter in a method other than that identified in #1 above, shall require approval from the Shawnee City Commission upon recommendation by the Shawnee Planning Commission following the Conditional Use Permit requirements outlined in the Shawnee Zoning Code.
3. The building and proposed parking lot shall have security lighting and the lighting shall be shielded so that it does not impact adjacent residential properties.
4. The Shawnee Rescue Mission shall provide annual reports to the Shawnee City Commission related to all aspect of operation. These reports shall occur in May of each year and shall begin in May of 2013.
5. All applicable building, fire and zoning code standards apply and must be met before the building is occupied for an overnight shelter or any other use.

There was a lengthy discussion between the Commissioners and Justin Erickson clarifying portions of the staff report.

Chairman Turner asked the applicant to come forward for any questions from Commissioners. Melinda Blankenship, Director of the Shawnee Rescue Mission read a statement on the need for a second homeless shelter in the community.

Commissioner Silvia asked about the significance of 31-beds as proposed and the residents that frequent the Mission. Ms Blankenship said it is designed for 10 beds for men, 10 beds for women and 11 beds designated for occupants of the family shelter. She stated that the residents of Shawnee Rescue Mission are from Shawnee, there is no reason to bring them in from Oklahoma City. The Mission frequently transports the

homeless to other agencies or specialized facilities. One program provides bus tickets to reconnect the homeless with family members in other states.

Ms Blankenship answered questions from the Commission. She stated the Shawnee Rescue Mission has a strict policy regarding drug and alcohol abuse. They plan on modeling an 8 month substance abuse program after the City Rescue Mission. Those with mental health issues will be evaluated by paid staff and connected with various agencies.

She assured the Commission that security monitoring systems are in place with more to be added. There are currently two security guards for the food pantry and they plan to have full time security if this proposal is passed.

Chairman Shawna Turner turned the discussion toward the financial area of the project such as funding for staff and the completion of the project. Ms Blankenship turned it over to the Chairman of the Board for the Shawnee Rescue Mission and Director of Development, Bill Holly. Mr Holly remains confident that funding sources will be available if needed through successful funding efforts. Mr Holly states the Rescue Mission has operated on a sound budget. Plans are to seek grants that will help this construction project, and funding campaigns will begin shortly.

Mr Holly answered questions from the Commissioners. Mr Holly stated they have applied for an AHP grant but it is conditional upon the Planning Commission approving the Conditional Use Permit as proposed.

With this grant, the goal is to get the day shelter fully operational as soon as possible. Mr Holly stated without the night shelter opening, the day shelter would be delayed because the funding is tied to the night shelter.

Tom Jones, President of the Oklahoma City Rescue Mission spoke before the Commission. Mr Jones offered a suggestion to redesign the 31-bed count plan for family units only. This would ensure that the Shawnee Rescue Mission would receive the AHP grant. Jones noted that this would allow the Shawnee Rescue Mission to prove to the Planning Commission and community that they can operate successfully. Shawnee Rescue Mission could then return to the Planning Commission with modifications at a later date to include single adults.

Chairman Turner asked Mr Jones about substance abuse policies and mental health issues at the Shelter. Mr Jones states drugs and alcohol will not be allowed at the Shelter. He stated that when the word gets out those eligible come to the Mission and immediately start the program of recovery. Those who don't want the help won't stay. Mr Jones acknowledged the Mission is not a mental health facility. However, they help connect those with mental health issues to other organizations. Once they have been evaluated the Shawnee Rescue Mission can shelter many who are on medication.

Commissioner Chris Silvia voiced concern when Mr Jones stated "when word gets out". He does not want to increase levels of homeless, substance abuse or mental health issues in Shawnee. Silvia noted that he would like to see an additional recommendation from staff stating they must have a Shawnee address.

Chairman Turner's concern is the Shawnee Rescue Mission may become a congregation point and may impact the surrounding neighbor's health and safety. Mr Jones answered that most of the congregating activity would be conducted during day time hours. Once the overnight shelter is in place, a strict 7:00pm curfew would exist.

Commissioner Prince asked Melissa Blankenship her view on changing the 31-bed issue to more family orientated as suggested by Mr Jones. She agreed the Shawnee Rescue Mission would be open to the changes mentioned.

Chairman Turner asked Holly Gordon to come forward. Turner asked her if she has noticed any changes with the safety concerns she mentioned at the meeting on September 5, 2012. Ms Gordon stated she received a phone call from another organization confirming the homeless are being sent from the City Rescue Mission in Oklahoma City to the Shawnee Rescue Mission. She continues to see the same issues she originally voiced to the Commission. Ms Gordon said she bought her historic home seven years ago to renovate, but is concerned about the value of her home should she decide to sell.

Chairman Turner asked a representative from South Central Industries to come forward. Tina Hanna, Executive Director stated that many physically and mentally challenged individuals work, live and shop in this area. Several parents wrote letters of concerns to South Central about increased criminal activity. Ms Hanna commented she thinks the security cameras and security guards will help, but she is concerned regarding the security guards jurisdiction which stops at the Shawnee Rescue Mission property line.

Justin Erickson clarified questions from the Commission regarding police activity reports obtained.

Chairman Turner asked a representative from Angel's Acres to come forward. Mike Little spoke on behalf of Angel's Acres detailing the letter of support for the Shawnee Rescue Mission project.

Chairman Turner asked for Commissioners comments before bringing it to a vote.

Commissioner Ben Salter commented that he remembers this issue being discussed almost 30 years ago. That was Angel's Acres and has turned out to be good for the area. He feels management has a lot to do with the organizational success. Since the last meeting he has driven in the area of the Shawnee Rescue Mission daily and has not observed the activity mentioned.

Commissioner Prince stated he lives in the area and therefore drives in the neighborhood several times a day. Mr Prince stated that it appeared that activity has seemed tapered down in the last 30 days. He recognized people in the neighborhood as former business clients. He mentioned he shares Commissioner Silvia's concerns about determining if the clients are residents of Shawnee and not servicing individuals outside the community. Prince agrees with Mr Jones' proposition to change the 31-beds to family units.

Commissioner Silvia states he believes rezoning and conditional use permit requests are seen by the Planning Commission too often. Often, where an applicant purchases a piece of property for a use other than what the current zoning allows, or has begun renovation or other construction projects without proper authorization prior to beginning. Silvia referred to the staff report quoting zoning regulations, and it was Staff's opinion that the proposed use will have impact on the character of the neighborhood, traffic congestion and general welfare of the community. There are potential negative impacts on the City and surrounding neighborhood. Commissioner Silvia noted that to him, the Shawnee Rescue Mission has not shown that a need outside of the family units exist. He does feel the Shawnee Rescue Mission is filling a role of that which is a benefit to the impoverished in the local area and some homeless. However, it appears other agencies are not at full capacity. Silvia noted his concern that the size of the project is scaled more to the size of the grant than the need. Negative neighborhood impact would worsen if an overnight

shelter was allowed especially if it was open beyond Shawnee's borders allowing someone to come to Shawnee to find rescue. Staff recommended that the Shawnee Rescue Mission provide letters from other service providers in the community, noting partnership agreements and/or submit more information detailing the existing gaps in service that the Shawnee Rescue Mission can provide. This has not been done. Silvia questioned whether the \$2.3 million dollars planned to manage the Shawnee Rescue Mission is the most effective use of the money. Rezoning this property with the Conditional Use Permit would stretch the boundaries, eliminate the natural barrier of this property once provided to the single family residential surrounding the property and would see a drop in property values. To grant the rezoning to C-4 with Conditional Use Permit as requested would be irresponsible.

Commissioner Hoster stated that the applicant should apply for rezoning first. His main concern is for the safety of the homeowners. Bigger buffer zone is needed so if anything were to pass, the family units might be safer. Certainly feels there is a need, but very concerned about the homeowners in the area.

Commissioner Carter commented this issue is problematic. When the issue of homelessness fails to provide nuance, it becomes easy to dismiss or not able to talk about. Antidotal evidence has been provided and not sure that is helpful in reaching a decision. Too many outstanding variables have not been addressed adequately to make an informed decision. Some consideration of this would be feasible since the Mission is already operating as a day shelter and offering services to clients. Appears if this should pass it would improve the facilities and services. It has also been suggested that it may improve the neighborhood as well. Carter stated this would be difficult for the Planning Commission to pass 31-beds without elaboration on the plan.

Chairman Turner thanked everyone in attendance for their support, time and effort to this cause. Turner stated that at this point she is not in support of approving the application as given. She thanked Mr Jones for his recommendations to consider changing the 31-bed overnight shelter proposal to family units because it does have merit.

Chairman Turner made a recommendation to table this matter until a new packet of information can be presented by the Shawnee Rescue Mission to consider options of family care as presented by Mr Jones.



Commissioner Silvia voiced that he is not in favor of the rezone, making the Conditional Use Permit request non-applicable.

Chairman Turner asked Staff to clarify the zoning classification.

After discussion with Staff and City Attorney Mary Ann Karns, Chairman Turner reminded the applicant of the opportunity to withdraw the application before it goes to the City Commission. If any changes are made to the application prior to the City Commission meeting, Shawnee Rescue Mission may resubmit to the Planning Commission without further charges incurred.

Chairman Turner asked for a motion for the rezoning portion of the application request. Chairman Turner made the motion to approve the rezone to C-4; Central Business District. Commissioner Prince seconded the motion.

Motion passed:

**AYE:** Turner, Prince, Carter, Hoster, Salter

**NAY:** Silvia

**ABSTAIN:**

Chairman Turner called for a motion for the Conditional Use Permit as presented by the application. Carter made a motion to deny the Conditional Use Permit as per the recommendation from Staff. Motion seconded by Commissioner Silvia.

Motion carried:

**AYE:** Carter, Silvia, Hoster, Turner, Prince, Salter

**NAY:**

**ABSTAIN:**

Chairman Turner asked for motion. Commissioner Silvia made the motion to approve the Conditional Use Permit per the 5 recommendations from Staff with two additional points. They must show proof of Shawnee residency or a prior Shawnee resident and the facility must be verified only as family units. Commissioner Prince seconded. After discussion to clarify motion from Commissioners, Commissioner Prince withdrew his second motion. No one seconded the motion.

Chairman Turner asked for another motion. Commissioner Prince made a motion to approve the Conditional Use Permit as per Staff's recommendations 3, 4 and 5, (excluding Staff recommendations 1 and 2) and to add the conditions that shelter residents must be Shawnee residents or be a prior Shawnee resident and the facility must be developed to include only family units. Commissioners discussed clarification of motion. Second was made by Commissioner Hoster.

Motion passed:

**AYE:** Prince, Hoster, Carter, Turner, Salter

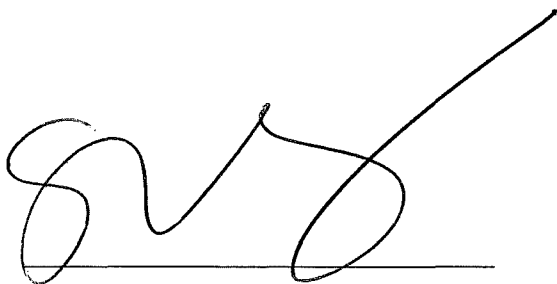
**NAY:** Silvia

**ABSTAIN:**

**AGENDA ITEM NO. 3:**                      **Discussion and possible action on memo to City Commission regarding the Planning Commission request to consider bicycle lanes along Bryan Street.**

Chairman Turner called for the Staff report. Stephanie Clary presented changes to the memorandum as per the Planning Commission recommendations. The Planning Commission approved changes as requested and directed Staff to forward to the Traffic Commission and the City Commission.

**AGENDA ITEM NO. 4:**                      **Adjournment**  
Meeting was adjourned.



Chairman/Vice-Chairman

***Linda Burg***

Linda Burg, Planning Commission Secretary

## PLANNING COMMISSION MINUTES

DATE: November 7, 2012

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Commission Chambers, at City Hall, 9<sup>th</sup> and Broadway, on Wednesday, November 7, 2012 at 1:30 p.m., pursuant to notice duly posted as prescribed by law. Justin Erickson, Planning Director for the City of Shawnee, and Staff presented the staff reports. Staff reports are available upon request.

**AGENDA ITEM NO.1:                      Roll Call**

Upon roll call the following members were present:

Brad Carter, Kirk Hoster, Shawna Turner, Chris Silvia, Taylor Prince, Ben Salter

A quorum was declared present and the meeting was called to order.

**AGENDA ITEM NO. 2:                      Approval of the minutes from the October 3, 2012  
Planning Commission Meeting.**

Chairman Shawna Turner asked for a motion. Commissioner Salter made a motion to approve, seconded by Commissioner Prince to approve the October 3, 2012 minutes.

Motion passed:

**AYE:** Salter, Prince, Carter, Hoster, Turner, Silvia

**NAY:**

**ABSTAIN:**

**AGENDA ITEM NO. 3:                      Approval of the minutes from the October 10, 2012  
Planning Commission Meeting.**

Chairman Shawna Turner asked for changes or corrections to minutes. Commissioner Prince asked for corrections to Item No. 2, pages 5 and 7. Commissioner Carter then made a motion with a second from Commissioner Silvia to approve the minutes from the October 10, 2012 meeting with changes.

Motion passed:

**AYE:** Carter, Silvia, Hoster, Turner, Prince, Salter

**NAY:**

**ABSTAIN:**



**AGENDA ITEM NO. 7:**

**Case #S12-12 (Continued from October 3, 2012 Planning Commission Meeting) Consideration of approval for a Final Plat for Shawnee Medical Center located at Kethley Road and MacArthur Street.**

**Applicant: Shawnee Real Estate Holdings, LLC**

Chairman Turner called for staff report. Stephanie Clary presented the staff report. Staff recommends approval of the Shawnee Medical Center Final Plat.

Chairman Turner opened the public portion asking if anyone would like to come forward and speak in favor. Joe Covey, land surveyor from Oklahoma City spoke before the Commission. No one came forward against the proposal. Chairman Turner closed the public portion.

Chairman Turner asked for a motion. Commissioner Prince made the motion to approve the Final Plat for Shawnee Medical Center. Second motion made by Commissioner Carter.

Motion carried:

**AYE:** Prince, Carter, Bergsten, Hoster, Turner, Silvia, Salter

**NAY:**

**ABSTAIN:**

**AGENDA ITEM NO. 8:**

**Case #P18-12 A public hearing for consideration of approval of a Conditional Use Permit in C-3; Automotive, Commercial Recreation district to allow for the sale of beer and alcohol for on premise consumption and off premise consumption for property located at 4420 North Kickapoo.**

**Applicant: Dao and Cynthia Nguyen  
(Nelmon Brauning Agent)**

Chairman Turner asked for the staff report. Justin Erickson presented staff report. Staff recommended approval of the Conditional Use Permit for the following uses:

1. On-premise consumption of alcohol as part of an eating place or other permitted use.
2. Establishment of a liquor store and the sale of alcohol and beer for off premise consumption.

Chairman Turner opened the public portion asking anyone who would like to speak in favor of the proposal. No one came forward. Turner asked if anyone against the proposal come forward. Wanda Brown stated she lives two blocks behind the property. She is concerned about the additional traffic and noise this proposal would create for the neighborhood. Chairman Turner assured Ms. Brown privacy fencing would be in place to reduce noise and provide a barrier for the neighborhood. Further discussion included landscaping, a substantial privacy fence, parking, shielded lighting and site design.

Chairman Turner asked for a motion. Commissioner Prince made a motion to approve the Conditional Use Permit as presented by Staff. Commissioner Silvia seconded.

Motion carried:

**AYE:** Prince, Silvia, Bergsten, Carter, Hoster, Turner, Salter

**NAY:**

**ABSTAIN:**

**AGENDA ITEM NO. 9:**

**Case #S15-12 Consideration of approval of a Preliminary Plat for G.E. Oil & Gas Addition located at 14311 Highway 177**

**Applicant: Landes Engineering**

Chairman Turner asked for staff report. Stephanie Clary presented a combined staff report for the Preliminary and Final plat for G.E. Oil & Gas Addition. Staff recommended approval of the applicant's request for Preliminary and Final Plat approval subject to the following conditions;

1. Final infrastructure and construction plans (including an engineered drainage plan) shall be submitted by the applicant and approved by the City and the City Engineer prior to construction.

2. A 20-foot utility easement shall be indicated on the Final Plat along the Highway 177 frontage in incorporate the existing City waterline.
3. Prior to filing the Final Plat, the applicant shall commence with making the required and proposed public site improvements in accordance with the construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
4. All other applicable City standards apply.
5. Allow for fee in lieu of sidewalk construction on American Way.

Chairman Turner asked Mr. Landes, Landes Engineering, to come forward to answer questions from the Commission. Mr. Landes spoke regarding the expansion of the facility.

Chairman Turner opened the public portion. No one came forward.

Chairman Turner asked for a motion. Commissioner Silvia made the motion to approve the Preliminary Plat located at 14311 Highway 177. Second motion came from Commissioner Hoster.

Motion carried:

**AYE:** Silvia, Hoster, Bergsten, Carter, Turner, Prince, Salter

**NAY:**

**ABSTAIN:**

**AGENDA ITEM NO. 10:**

**Case #S16-12 Consideration of approval of a Final Plat for G.E. Oil & Gas Addition located at 14311 Highway 177**

**Applicant: Landes Engineering**

Stephanie Clary presented staff report with the previous item.

Chairman Turner asked for a motion for the Final Plat. Commissioner Silvia made a motion to approve G.E. Oil and Gas Final Plat with the conditions as outlined by staff. Second was made by Commissioner Bergsten.

Motion carried:

**AYE:** Silvia, Bergsten, Carter, Hoster, Turner, Prince, Salter

**NAY:**

**ABSTAIN:**

**AGENDA ITEM NO. 11:**

**Case #19-12 A public hearing for consideration of approval of a Conditional Use Permit to allow for a mobile home for property located at 31909 Lake Road**

**Applicant: Chelsey Beauchamp**

Chairman Turner called for staff report. Stephanie Clary presented combined staff reports for consideration of a Conditional Use Permit and consideration of a Hardship Request by the applicant. Staff recommends approval of the Conditional Use Permit with the following two conditions:

1. The manufactured home must meet the zoning setback requirements for the A-1 Zone.
2. The manufactured home must be the pictured 1995 structure or a similar manufactured home of a better quality as determined by the Zoning Administrator.

After a lengthy discussion among Commissioners and Staff, Chairman Turner called the applicant, Chelsey Beauchamp to come forward. Ms Beauchamp and Commissioners discussed the use of the property at length, which included the aerobic system and number of homes proposed for the one acre site.

Chairman Turner opened the public portion. Julie Akerman came forward to speak against the proposal. She voiced concerns about the depreciation of property values with a mobile home on the property and aesthetics matching the surrounding property homes. Akerman also mentioned that this location once had a gas station on the property and understands there are still fuel tanks buried on the property.

Discussion continued between Justin Erickson and the Commission. Erickson explained zoning codes pertaining to the property surrounding the lake.

James Spurgen, Director of Real Estate for the Commissioners of the Land Office, came to speak against the proposal. He stated that mobile homes are not allowed on school land lots directly across from the applicant's property.



Next to speak against the proposal was Joe Crall. He states he lives ¼ mile south of the applicants property. Mr Crall's concern is if a septic system is placed on the slope of the land it could possibly drain into Shawnee Lake. He also mentioned the possibility of underground fuel tanks from a prior business on the property.

Chairman Turner asked Justin Erickson about the likelihood of fuel tanks. Erickson stated the City has no record of tanks. The Corporation Commission regulates this and does require clean-up. He has been in contact with them and not been able to verify if they have a record of the tanks.

Commissioner Silvia requested the applicant, Chelsey Beauchamp, return to the podium. Shawn Beauchamp, husband to the applicant, spoke on her behalf. He has talked to the Oklahoma Corporation Commission. He has contacted contractors for estimates to remove tanks. The Corporate Commission states that since they have no records, it is possible it was considered agricultural.

Chairman Turner closed the public portion. After an extensive discussion among Commissioners and Justin Erickson regarding rezoning restrictions, the hardship application and the process involved with possible variables, Chairman Turner called for a motion.

Commissioner Prince made the motion to approve the Conditional Use Permit based on the two staff recommendations and to include:

1. The Conditional Use Permit is non-transferable.
2. The structure must be attached with skirting allowing the home style to fit the neighborhood.

Commissioner Silvia suggested changing the staff recommendation regarding the age of the manufactured mobile home from 1995 to 15 years of age or younger unless approved by the zoning administrator. Commissioner Prince agreed to amend his motion.

A second was made by Commissioner Silvia.

Motion carried:

**AYE:** Prince, Silvia, Bergsten, Carter, Hoster, Turner, Salter

**NAY:**

**ABSTAIN:**

**AGENDA ITEM NO. 12:**

**Case #20-12 A public hearing for consideration of approval of a Hardship Request for a temporary placement of a mobile home for property located at 31909 Lake Road**

**Applicant: Chelsey Beauchamp**

Stephanie Clary presented the staff report with the previous item. Staff recommended denial of the requested Hardship Request due to the following:

1. The property is only one acre and placement of a second structure on the property would allow for a density considerably higher than the one dwelling unit per five acres that is allowed by the zoning code.
2. The applicant has not demonstrated sufficient need.

Chairman Turner opened the public portion

Chairman Turner asked for a motion. Commissioner Silvia made the motion to deny the Hardship Request. A second from Commission Carter.

Motion carried:

**AYE:** Silvia, Carter, Bergsten, Hoster, Turner, Salter

**NAY:** Prince

**ABSTAIN:**

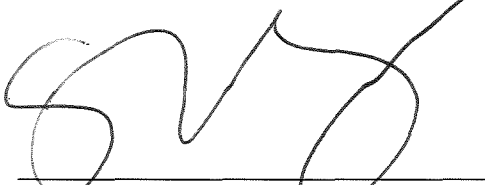
**AGENDA ITEM NO. 13:**

**Planning Director's Report**

Justin Erickson gave an overview of the City Commission Meeting of November 19, 2012. He also gave a report regarding the bike lanes on Bryan Street from the Traffic Commission Meeting. Mr Erickson recommended adding a workshop for Code Revisions to the agenda for the next Planning Commission Meeting.

**AGENDA ITEM NO. :**

**Adjournment**  
Meeting was adjourned.



Chairman/Vice-Chairman

***Linda Burg***  
Linda Burg, Planning Commission Secretary

**SHAWNEE URBAN RENEWAL AUTHORITY  
MINUTES OF SEPTEMBER 5, 2012**

The Board of Commissioners of the *Shawnee Urban Renewal Authority* met for a regular meeting Wednesday, September 5, 2012 at 9:00 a.m. in the 4<sup>th</sup> Floor Conference Room, Masonic Building, 23 E. 9<sup>th</sup>, Room 440, Shawnee, Oklahoma.

**Chairman Stephen Rice** called the meeting to order at 9:00 a.m.

**AGENDA ITEM NO. 2**

**ROLL CALL:**

Roll call was taken showing the following members present:

Chairman	Stephen Rice
Commissioner	Monte Cockings
Commissioner	Ron Henderson
Commissioner	Patty L. Nida

Absent:       Commissioner       Tiffany Barrett

Also present:

Justin Erickson, Program Director  
Mike Wolf, Program Manager, SURA  
Carla Clemons, Planning Assistant, SURA  
Elaine Shrum, Administrative Specialist, SURA

A quorum was declared.

**AGENDA ITEM NO. 3**

**APPROVAL OF MINUTES:**

A motion to approve the minutes of August 7, 2012 was made by **Commissioner Cockings** seconded by **Commissioner Nida**. Motion carried with no abstentions.

VOTING YES:       Rice, Cockings, Henderson and Nida

VOTING NO:       None

**AGENDA ITEM NO. 4  
APPROVAL OF CLAIMS:**

A motion to approve claims totaling \$ 11,730.72 was made by **Commissioner Henderson**, seconded by **Commissioner Cockings**. Motion carried with no abstentions.

VOTING YES: Rice, Cockings, Henderson and Nida  
VOTING NO: None

**AGENDA ITEM NO. 5  
REQUEST FOR ASSISTANCE:**

**Mike Wolf, Program Manager** reported on the following request:

- a) Emergency Assistance: Elsie Arrington, 1127 E. 9<sup>th</sup>

Ms. Arrington is 68 years old and has lived in her home for 19 years. She is on Social Security and is income qualified. The home needs an electrical rewire.

A motion to approve the request for assistance was made by **Commissioner Nida**, seconded by **Commissioner Cockings**. Motion carried with no abstentions.

VOTING YES: Rice, Cockings, Henderson and Nida  
VOTING NO: None

**AGENDA ITEM NO. 6  
BID OPENINGS:**

- a) Emergency Assistance: Dorothy Ingram, 622 W. Kirk  
Cost Estimate: \$ 9,000.00

<u>Contractor</u>	<u>Amount</u>
LG Construction:	\$ 9,680.00
Benchmark:	\$ 8,100.00

A motion to refer bids to staff for review and award was made by **Commissioner Cockings**, seconded by **Commissioner Nida**. Motion carried with no abstentions.

VOTING YES: Rice, Cockings, Henderson and Nida  
VOTING NO: None

b) Emergency Assistance: Elsie Arrington, 1127 E. 9<sup>th</sup>  
Cost Estimate: \$ 10,800.00

<u>Contractor</u>	<u>Amount</u>
LG Construction:	\$ 9,980.00
Benchmark:	\$ 7,700.00

A motion to refer bids to staff for review and award was made by **Commissioner Henderson**, seconded by **Commissioner Cockings**. Motion carried with no abstentions.

VOTING YES: Rice, Cockings, Henderson and Nida  
VOTING NO: None

**AGENDA ITEM NO. 7**  
**OLD BUSINESS:**

**Mike Wolf, Program Manager** reported that Kingworks LLC received the bid to clean up 808 N. Hobson. The house will be sold to a First Time Home Buyer.

**AGENDA ITEM NO. 8**  
**NEW BUSINESS:**

**Mike Wolf, Program Manager** reported that a grantee, Karen Benavides, is wanting to refinance to lower her payments and her bank is requesting that SURA subordinate on the mortgage. SURA is in second place now and will continue to be in second place if approved by the Board.

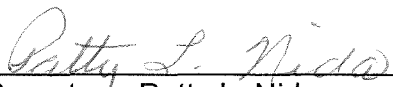
A motion to subordinate the mortgage was made by **Commissioner Henderson**, seconded by **Commissioner Nida**. Motion carried with no abstentions.

VOTING YES: Rice, Cockings, Henderson and Nida  
VOTING NO: None

**AGENDA ITEM NO. 9  
ADJOURNMENT**

There being no further business to come before the Board at this time, a motion to adjourn at 9:15 a.m. was made by **Commissioner Henderson**, seconded by **Commissioner Nida**. Motion carried with no abstentions.

VOTING YES: Rice, Cockings, Henderson and Nida  
VOTING NO: None

  
Secretary, Patty L. Nida

  
Chairman, Stephen Rice

12/10/2012 1:24 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 4  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 11/01/2012 TO 11/30/2012  
SORTED BY: PROJECT

\*\*\* SEGMENT CODE TOTALS \*\*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	1,906.53CR
B2-ADD	BUILDING CONSTRUCTION ADD	114.40CR
B3-REMODEL	BUILDING CONSTRUCTION REM	8,772.59CR
B4-OTHER	BUILDING CAPORT/SHELTER	189.70CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	295.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,151.00CR
P2-ADD	PLUMBING ADDITION	154.50CR
P3-REMODEL	PLUMBING REMODEL	1,289.00CR
P4-WELL	WELL PERMIT	100.00CR
X-BORE/CUT	BORING & PAVING CUT PERMI	50.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	100.00CR
X-DEMO	DEMOLITION PERMIT	300.00CR
Z-OCCUP	OCCUPANCY PERMIT	100.00CR
Z-REZONING	REZONING REQUEST	280.00CR
	TOTAL	14,802.72CR

12/10/2012 1:24 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 6

PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 11/01/2012 TO 11/30/2012  
SORTED BY: PROJECT

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	344.00CR
001-4202	BUILDING PERMITS	10,011.22CR
001-4203	PLUMBING PERMITS	1,200.00CR
001-4204	ELECTRICAL PERMITS	250.00CR
001-4205	ZONING PERMITS & APPLICATIONS	280.00CR
001-4206	HEATING & A/C PERMITS	1,074.50CR
001-4249	OTHER PERMITS	400.00CR
001-4822	OTHER MISC. REVENUE	43.00CR
101-4249	OTHER PERMITS	150.00CR
501-4510	WATER TAPS	1,050.00CR
799-1023	BANCFIRST GENERAL	14,802.72



\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	FEE	PAYMENT DISTRIBUTION			TOTAL PAI
			PENALTY	TAX	INTEREST	
ALARM	BURGLAR/FIRE ALARM LICENSE	7	175.00CR			175.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	10	150.00CR			150.00
BEER1	BEER CONSUMPTION ON PREMISE	1	20.00CR			20.00
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR			75.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	3	300.00CR			300.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	4	300.00CR			300.00
HUNT2	MIGRATORY FOWL	10	80.00CR			80.00
LAKE-IN	LAKE LEASE CITY RESIDENT	1	200.00CR			200.00
LAKE-OUT	LAKE LEASE NON RESIDENT	3	1,200.00CR			1,200.00
LAKEINSP	LAKE LEASE INSPECTION	2	150.00CR			150.00
LAKELEASE	LAKE LEASE	4	1,947.00CR			1,947.00
MECH1	MECHANICAL CONTRACTOR INTIAL	1	100.00CR			100.00
MECH2	MECHANICAL CONTRACTOR RENEW	6	450.00CR			450.00
PLUM1	PLUMBING CONTRACTOR INITIAL	2	200.00CR			200.00
PLUM2	PLUMBING CONTRACTOR RENEW	6	450.00CR			450.00
RESAL	RESIDENTIAL SALE	73	730.00CR			730.00
SOLIC	SOLICITOR ANNUAL LICENSE	1	50.00CR			50.00
TREE	TREE TRIMMING LICENSE FEE	1	25.00CR			25.00
TOTAL			6,602.00CR			6,602.00

**Regular Board of Commissioners**

**2. c.**

**Meeting Date:** 12/17/2012

Mayors Appointments

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Shawnee Urban Renewal Authority

Stephen Rice – 2nd Full Term Expires 02-02-15

Re-Appointment

Patty Nida – 2nd Full Term Expires 02-02-15

Re-Appointment

Shawnee Civic and Cultural Development Authority (Expo Center)

David W. Harmon – 1st Partial Term Expires 12-31-15

Replaces Lance Wortham – Termed Out

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**Regular Board of Commissioners**

**2. d.**

**Meeting Date:** 12/17/2012

Acknowledge DEQ Kickapoo

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge receipt of DEQ Permit to Construct Water Line Along the Kickapoo Paving Project

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Attachments

DEQ Kickapoo



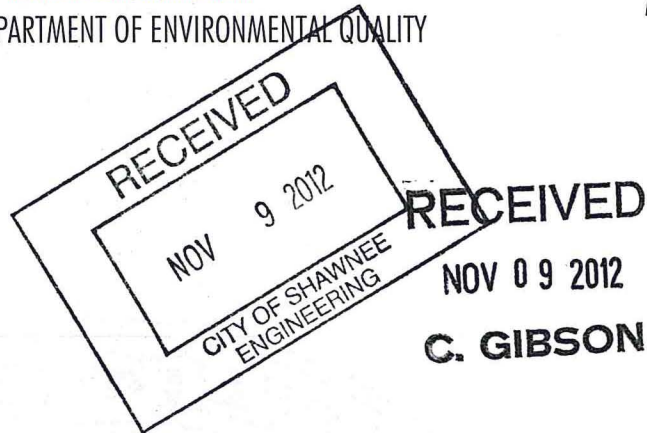
STEVEN A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

November 01, 2012

Mr. James C. Collard, City Manager  
Shawnee, City of  
16 West 9th Street, PO Box 1448  
Shawnee, Oklahoma 74802-1448



Re: Permit No. WL000063120882  
existing waterline along Kickapoo Street (Spur to MacArthur)  
Facility No. 1020504

Dear Mr. Collard:

Enclosed is Permit No. WL000063120882 for the construction of 5,667 feet of sixteen (16) inch PVC, 515 feet of twenty-four (24) inch DIP, 219 feet of thirty (30) feet of HDPE waterline distribution and all appurtenances to serve the existing waterline along Kickapoo Street (Spur to MacArthur), Pottawatomie County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on November 01, 2012. Any deviations from the approved plans and specifications affecting capacity, flow or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the Shawnee, City of, after which it should be made a matter of permanent record.

We are returning one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Very truly yours,

Wendy S. Sheets  
Construction Permit Section  
Water Quality Division

WSS/RC/bg

Enclosure

c: David Golden, Regional Manager, DEQ  
Tecumseh DEQ Office  
Cassidy Doescher, P.E., Engineering Services and Testing, Inc.





STEVEN A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

**Permit No WL000063120882**

**WATER LINES**

**PWSID No. 1020504**

**PERMIT TO CONSTRUCT**

November 01, 2012

Pursuant to O.S. 27A 2-6-304, the Shawnee, City of is hereby granted this Tier I Permit to construct 5,667 feet of sixteen (16) inch PVC, 515 feet of twenty-four (24) inch DIP, 219 feet of thirty (30) feet of HDPE waterline distribution and all appurtenances to serve the existing waterline along Kickapoo Street (Spur to MacArthur), located in Sections 6,7 ,& 18 T-10-N, R-4-E, Pottawatomie County, Oklahoma, in accordance with the plans approved November 01, 2012.

By acceptance of this permit, the permittee agrees to operate and maintain the facility in accordance with the Public Water Supply Operation rules (OAC 252:631) and to comply with the State Certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That the Oklahoma Department of Environmental Quality shall be kept informed on occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 5) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with Public Water Supply Construction Standards [OAC 252:626-19-2].





STEVEN A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

**Permit No WL000063120882**

**WATER LINES**

**PWSID No. 1020504**

**PERMIT TO CONSTRUCT**

- 6) That before placing this facility into service, at least two samples of the water, taken on different days, shall be tested for bacteria to show that it is safe for drinking purposes.
- 7) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.
- 8) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 9) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 10) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. Section 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (GP-005) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 11) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.
- 12) That water lines shall be located at least fifteen (15) feet from all parts of septic tanks and absorption fields, or other sewage treatment and disposal systems.
- 13) That whenever plastic pipe is approved and used for potable water, it shall bear the seal of the National Sanitation Foundation and meet the appropriate commercial standards.





STEVEN A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

Permit No WL000063120882

WATER LINES

PWSID No. 1020504

**PERMIT TO CONSTRUCT**

- 14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Public Water Supply Construction Standards OAC 252:626-19-2(8)(A) and OAC 252:626-19-2(8)(B), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested to the highest pressure obtainable under the most severe head conditions of the collection system prior to backfilling in accordance with Water Pollution Construction Standard OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

A handwritten signature in blue ink, appearing to read 'Rocky Chen', is positioned above a horizontal line.

Rocky Chen, P.E., Engineering Manager, Construction Permit Section  
Water Quality Division



**Regular Board of Commissioners**

**2. e.**

**Meeting Date:** 12/17/2012

Acknowledge DEQ Mission Plaza

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge receipt of DEQ Permit to Construct Sanitary Sewer to Serve Shawnee Mission Plaza 8

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Attachments

DEQ Mission





STEVEN A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

November 13, 2012

Brian McDougal, Manager  
City of Shawnee  
16 West 9th Street  
Shawnee, Oklahoma 74802

Re: Permit No. SL000063120897  
Shawnee Mission Plaza Section 8  
Facility No. 2000752

Dear Mr. McDougal:

Enclosed is Permit No. SL000063120897 for the construction of 77 linear feet of eight (8) inch PVC sanitary sewer line and all appurtenances to serve the Shawnee Mission Plaza Section 8, Pottawatomie County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on November 13, 2012. Any deviations from the approved plans and specifications affecting capacity, flow or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Shawnee, after which it should be made a matter of permanent record.

We are returning one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,

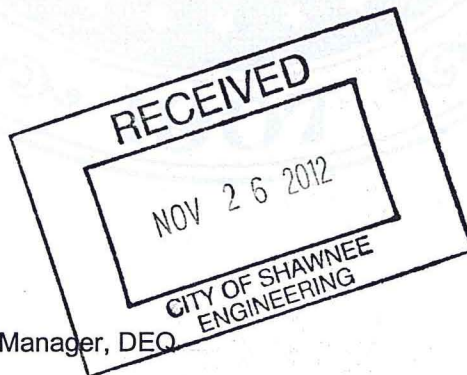
*Wendy S. Sheets*

Wendy S. Sheets  
Construction Permit Section  
Water Quality Division

WSS/RC/JB/bg

Enclosure

c: David Golden, Regional Manager, DEQ  
Shawnee DEQ Office  
Jason A. Spencer, PE, Crafton Tull & Associates, Inc



RECEIVED

NOV 26 2012

C. GIBSON





STEVEN A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

PERMIT No. SL000063120897

SEWER LINES

FACILITY No. 2000752

PERMIT TO CONSTRUCT

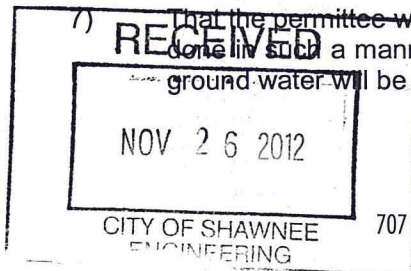
November 13, 2012

Pursuant to O.S. 27A 2-6-304, the City of Shawnee is hereby granted this Tier I Permit to construct 77 linear feet of eight (8) inch PVC sanitary sewer line and all appurtenances to serve the Shawnee Mission Plaza Section 8, located in the SW/4 of Section 31, T-11-N, R-4-E, Pottawatomie County, Oklahoma, in accordance with the plans approved November 13, 2012.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the "Oklahoma Pollutant Discharge Elimination System Standards - OPDES" (OAC 252:606) rules and to comply with the state certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:656-5-4(c)(3) of the standards for Water Pollution Control Facility Construction.
- 5) That tests will be conducted as necessary to insure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.
- 6) That the Oklahoma Department of Environmental Quality shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 7) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.



707 NORTH ROBINSON, P.O. BOX 1677, OKLAHOMA CITY, OKLAHOMA 73101-1677

printed on recycled paper with soy ink



RECEIVED

NOV 26 2012

C. GIBSON



STEVEN A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

PERMIT No. SL000063120897

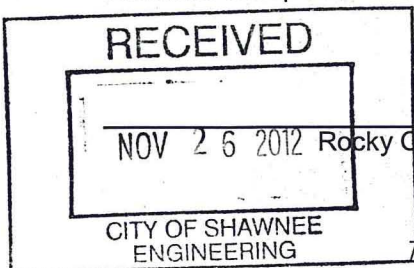
SEWER LINES

FACILITY No. 2000752

PERMIT TO CONSTRUCT

- 8) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.
- 9) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 10) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 11) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (GP-005) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 12) That all manholes shall be constructed in accordance with the standards for Water Pollution Control Facility Construction (OAC 252:656-5-3), as adopted by the Oklahoma Department of Environmental Quality.
- 13) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Water Pollution Control Facility Construction OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested using the ASTM air test procedure with no detectable leakage prior to backfilling, in accordance with the standards for Water Pollution Control Facility Construction OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.



*Rocky Chen*

Rocky Chen, P.E., Engineering Manager, Construction Permit Section  
Water Quality Division

JB

707 NORTH ROBINSON, P.O. BOX 1677, OKLAHOMA CITY, OKLAHOMA 73101-1677

printed on recycled paper with soy ink



RECEIVED

NOV 26 2012

C. GIBSON

**Regular Board of Commissioners**

**2. f.**

**Meeting Date:** 12/17/2012

Bell St Sidewalk

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

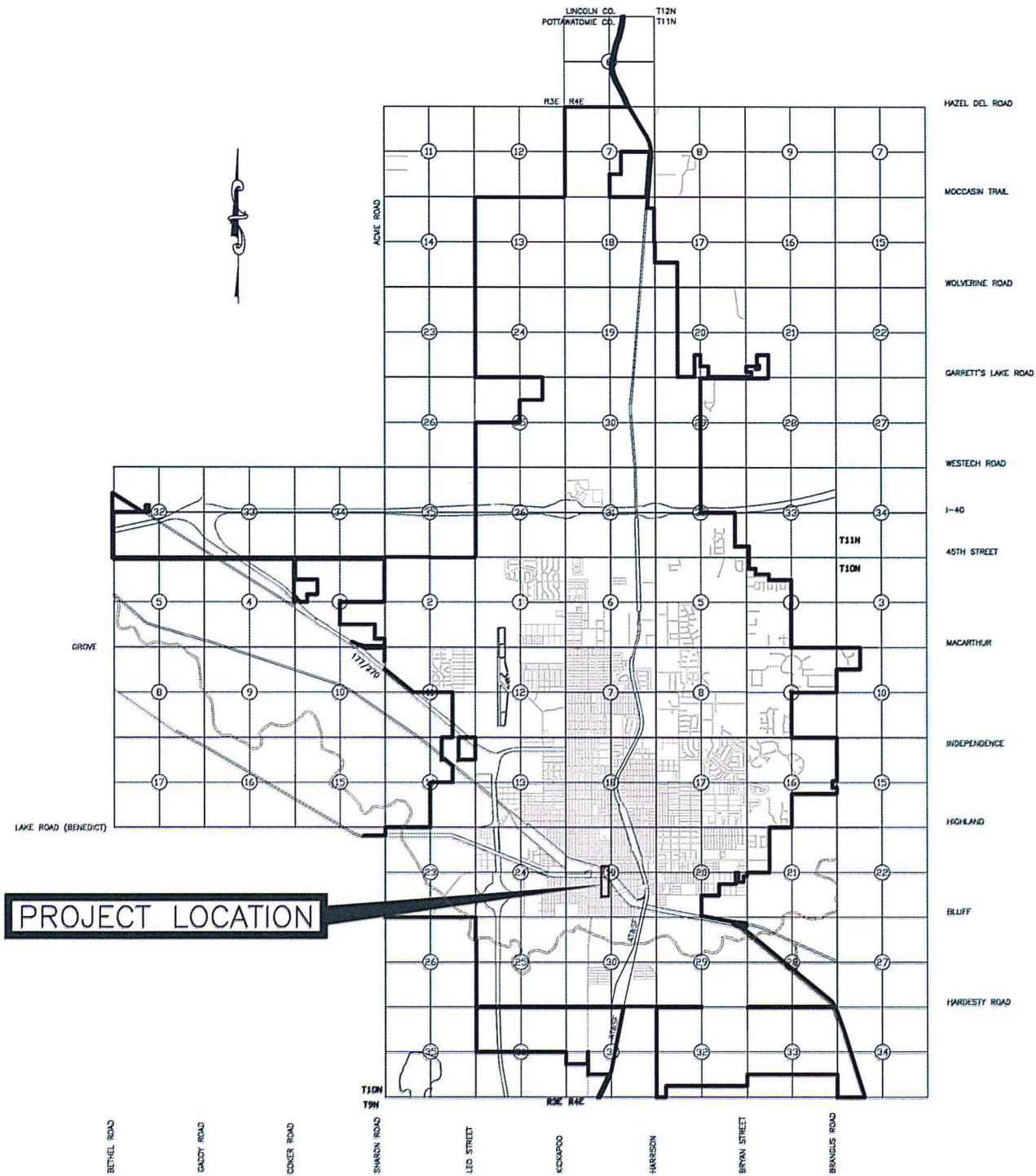
Request Authorization to Advertise the Bell Street Sidewalk Project from 7th to Farrall, with enhanced lighted crosswalk at Farrall.

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Attachments

Bell St Sidewalk

# PROPOSED SIDEWALK ON BELL ST. BETWEEN FARRALL & 7TH ST.



# THE CITY OF SHAWNEE

**WES MAINORD**  
MAYOR

**KEITH HALL**  
COMMISSIONER  
**JOHN WINTERRINGER**  
COMMISSIONER

**LINDA AGEE**  
COMMISSIONER  
**PAM STEPHENS**  
COMMISSIONER

**JAMES HARROD**  
COMMISSIONER

**STEVE SMITH**  
COMMISSIONER



**BRIAN McDOUGAL**  
CITY MANAGER

**PHYLLIS LOFTIS**  
CITY CLERK

**CYNTHIA SEMENTELLI**  
CITY TREASURER

## SHEET INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	PAY QUANTITIES & NOTES
3	DETAILS SHEET
4	LOCATION MAP
5	CROSSWALK SHEET
6-8	PLAN & PROFILE SHEETS
9-10	CROSS SECTION SHEETS

## UTILITY LOCATION NUMBERS

STATE WIDE	1-800-522-6543
OUT OF STATE	1-800-654-8249
LOCAL	1-405-273-1250

## ENGINEERING DEPARTMENT

APPROVED AS FINAL PLANS:

MAYOR

DATE

CITY MANAGER

DATE

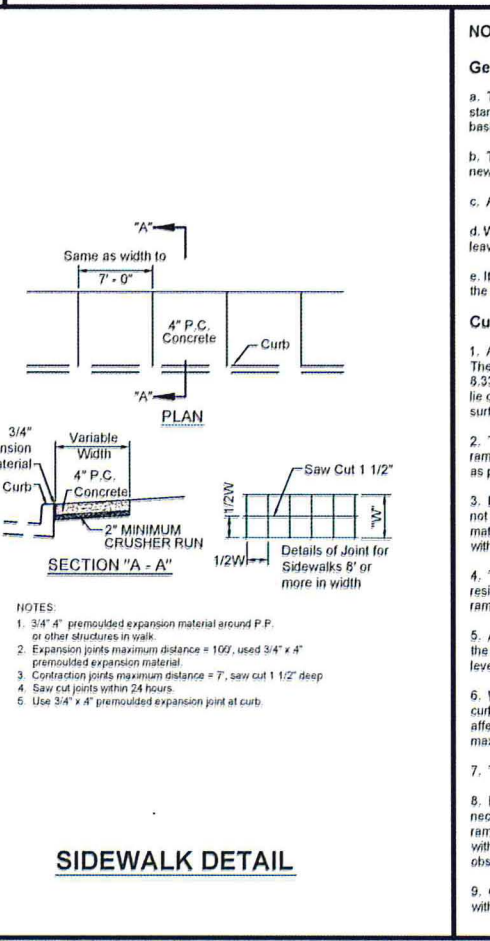
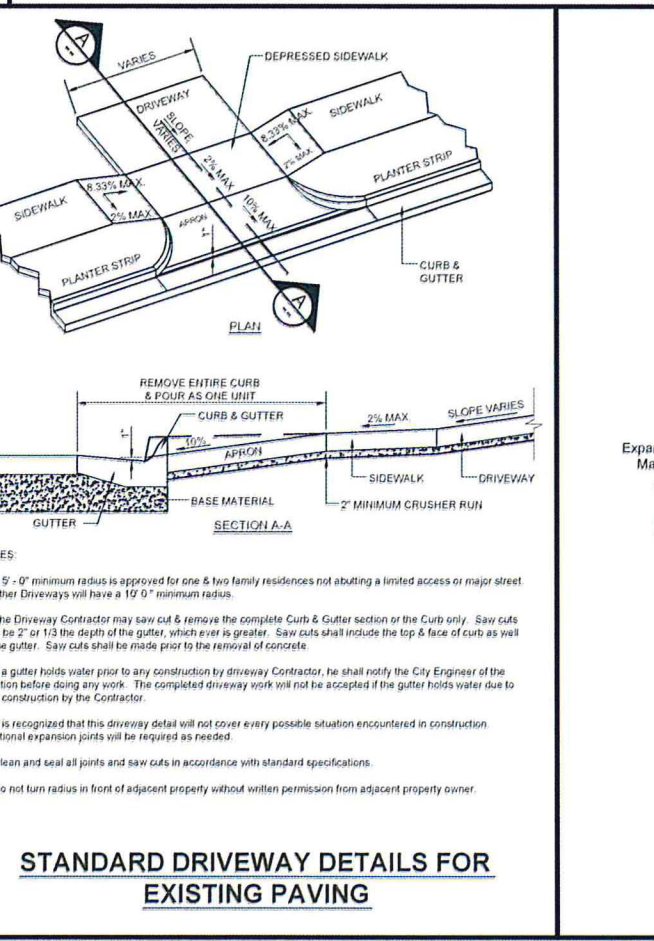
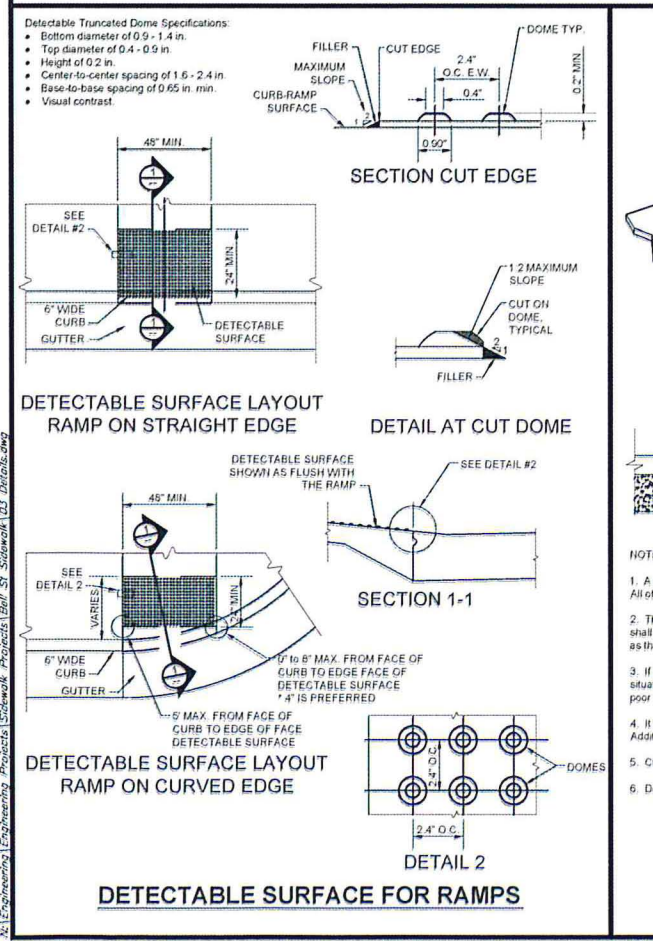
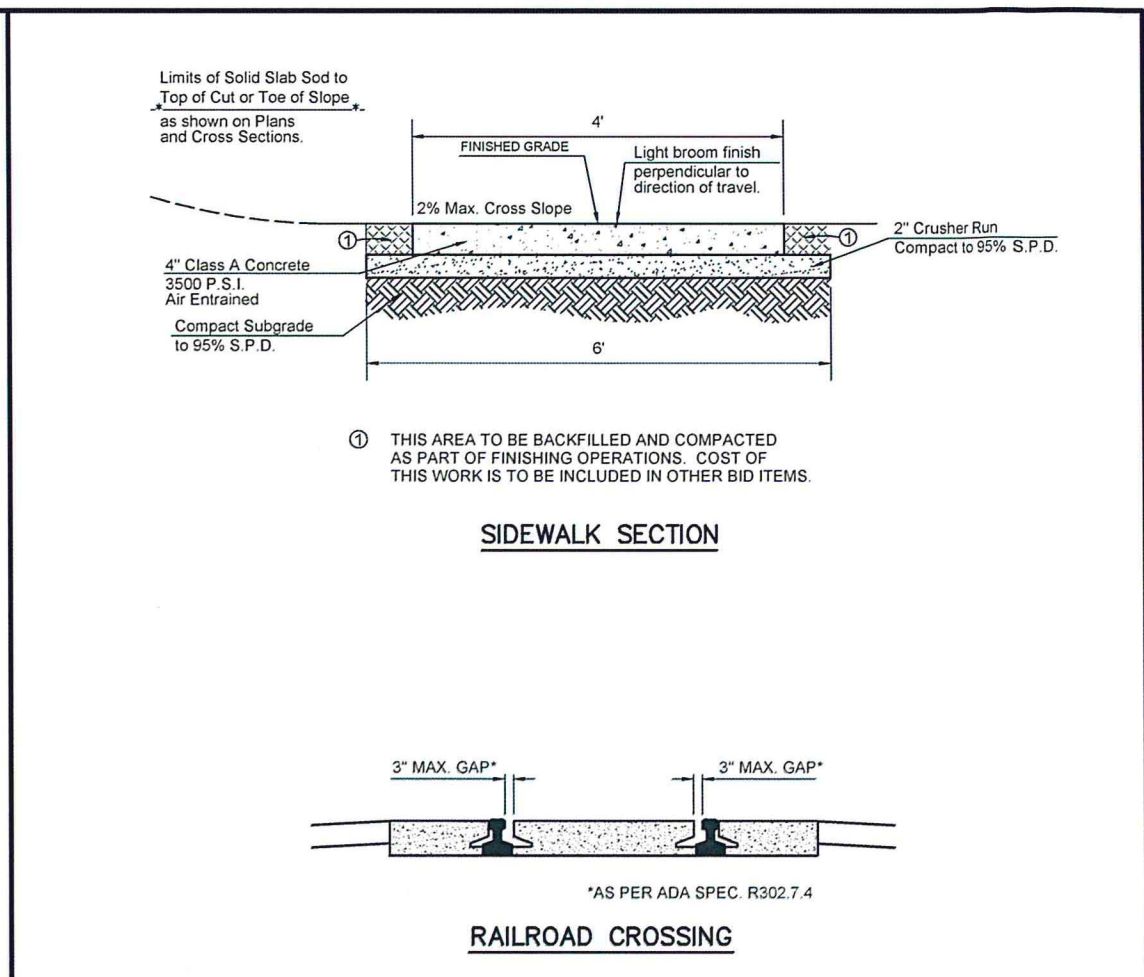
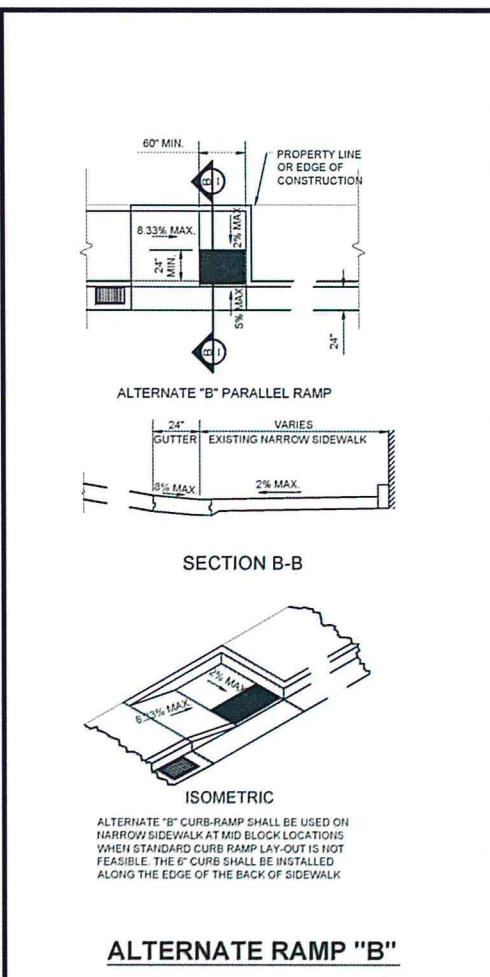
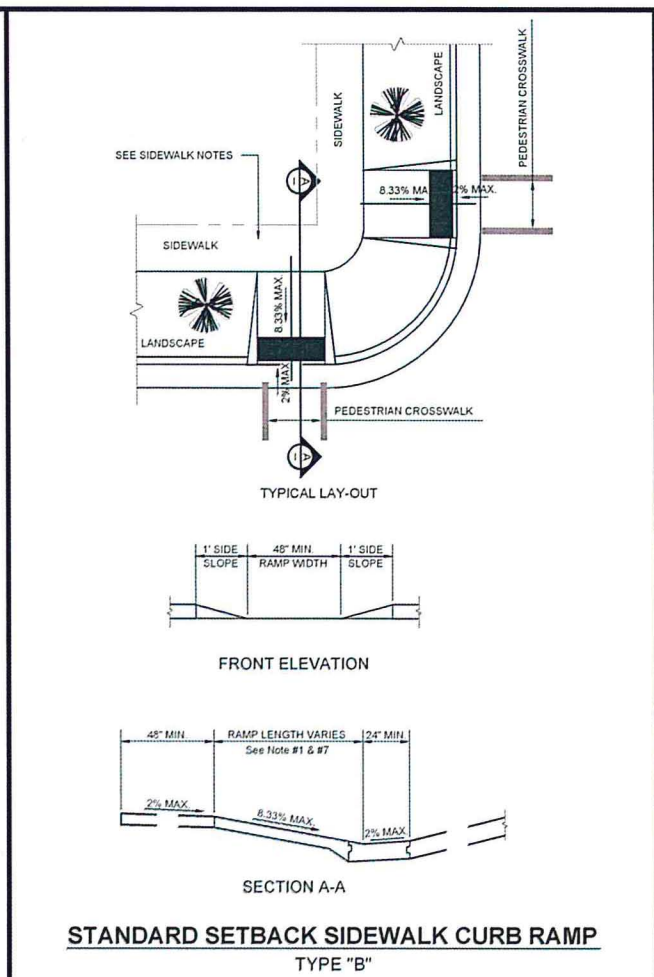
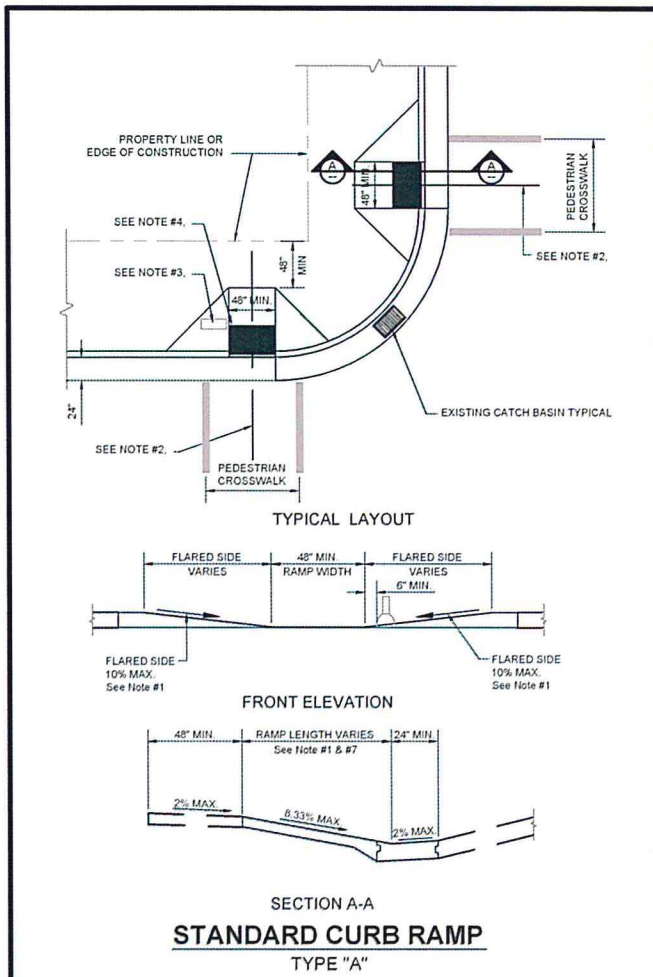
CITY CLERK

DATE



**COS-PW-12-03**





**NOTES**

**General Notes:**

- The standard curb-ramp lay-outs shall be used whenever possible. Any deviation from the standard curb-ramp plans shall be approved by the City Engineer or designee on a case by case basis.
- The standard curb-ramp drawings supersede all previous drawings and shall be part of the new curb ramp standard drawings.
- All alternate ramps shall be approved by the City Engineer prior to construction.
- While the maximum ramp slope is 8.33% Max. it is suggested that a slope of 7.10% be used leaving a 1.23% range of error.
- It is suggested that a digital level be used during construction. A digital level will be used in the final inspection and no tolerance will be giving over the max. slopes.

**Curb Ramp Notes:**

- A curb ramp is defined as the entire concrete surface which includes the ramp & flared sides. The 4'-0" wide center portion, including the detectable surface, shall have the sloped plane of 8.33% (1:12) maximum, and cross slope, not to exceed 2%. The "flared side" of the ramp shall lie on a slope of 10% (1:10) maximum measured along the curb. The curb ramp shall have a surface tolerance of 1/4" per 10 foot straight edge maximum.
- The ramp center line and path of travel must be parallel to the sidewalk. The full width of the ramp shall lie within the crosswalk area. It is desirable that the location of the ramp be as close as possible to the center of the crosswalk.
- Existing utility boxes and covers shall be adjusted flush with the curb ramp surface and shall not straddle any change in plane or material. Existing utility box frames and covers shall have matching surface finish on the entire frame and cover. New utility boxes shall not be placed within the detectable border.
- The surface of the curb ramp and detectable surface material shall be stable, firm and slip resistant. The concrete curb ramp surface shall be broom finished transverse to the axis of the ramp and shall be slightly rougher than the finish of the adjacent sidewalk surface.
- A level landing 4'-0" deep, with a 2% maximum slope in each direction shall be provided at the upper end of each curb ramp to allow safe egress from the ramp surfaces. The width of the level landing shall be at least as wide as the width of the ramp.
- When vertical obstructions are present near the curb at the end of the flared side or when the curb-ramp is diagonal to the curb which will result in an extremely long flared side surface, the affected flared side may be cut and terminated perpendicular to the curb, provided that the maximum slope of 10% is achieved on each of the resulting plans.
- The length of ramp may be constructed up to 30 feet long to achieve the slope requirement.
- Existing vertical utility poles or street light poles may be incorporated into the flared sides, if necessary. The vertical obstruction shall be a minimum of 6 inches away from the edge of the ramp. Pedestrian crosswalk push button poles, fire department call box poles and other poles with activated devices, may not be placed in the curb-ramp at any time. No new vertical obstructions may be located in the curb ramp or the grooved border.
- Curb Ramp shall be constructed with 8" thick concrete at collector and arterial streets; and with 6" thick concrete at residential street. All on top of 2" of crusher run.

**Sidewalk Notes:**

- Minimum Sidewalk width shall be 4'-0" for Collector, 6'-0" for Arterial.
- Sidewalk slope shall be maximum of 2% cross slope.
- Whenever the width of the sidewalk is less than 5'-0", a 5' x 5' passing area with a maximum 2% slope in any direction at intervals of 200' shall be installed.
- Whenever changing direction in a sidewalk, install a 5' x 5' passing area with maximum 2% slope in any direction.
- Objects such as tree branches, signs, water fountains, etc. shall not protrude into the sidewalk more than 4" at the heights between 27" and 80".
- Sidewalk shall be constructed of 4" thick concrete on top of 2" of crusher run.

**Ramps:**

When the rise in elevation is greater than 30" a series of ramps and landings will be required.

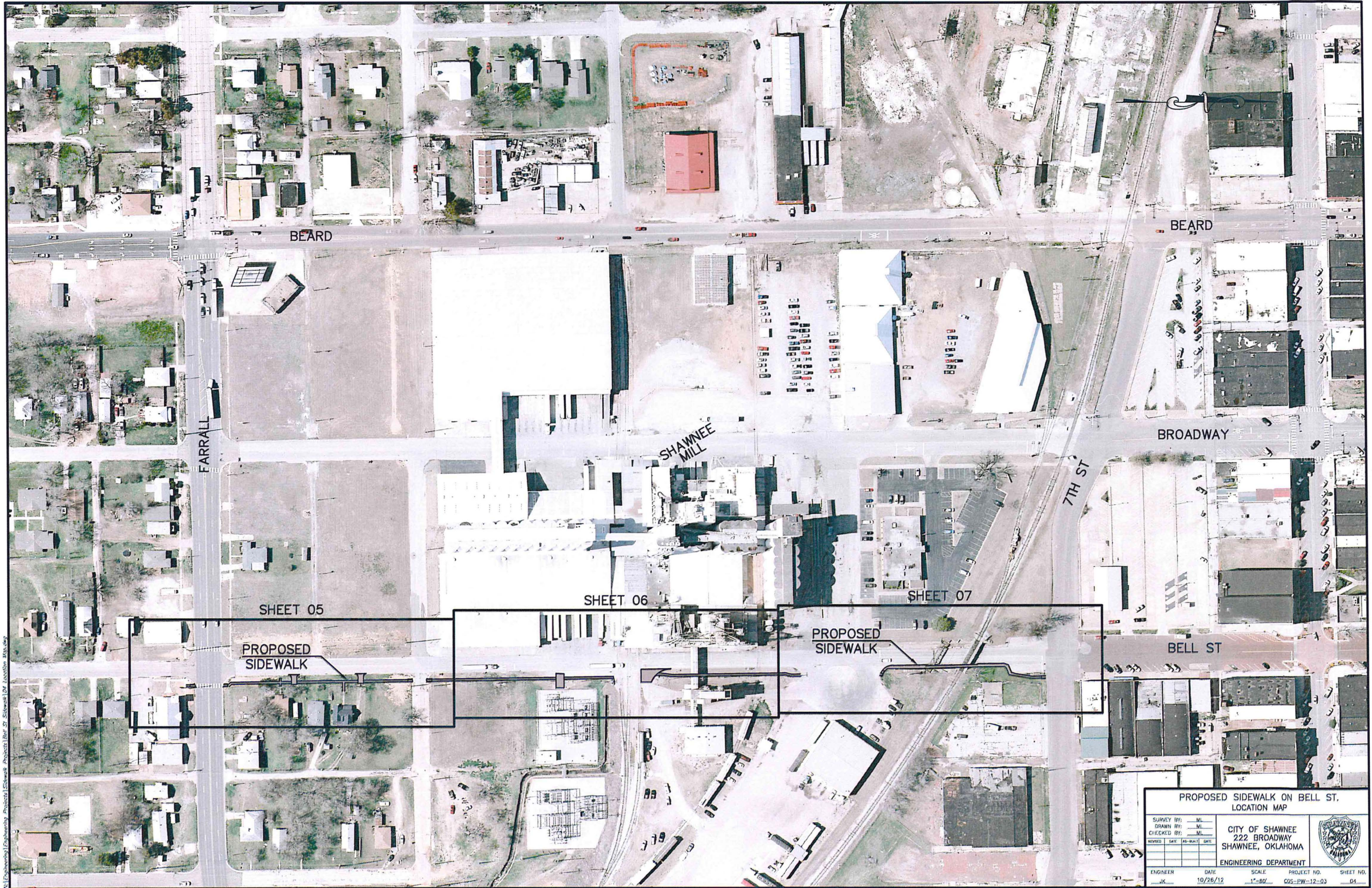
- Landing shall be 5'-0" in length and no greater than 2% in any direction.
- The maximum of a run is determined by the rise (30" maximum) and slope, as shown in the following table

Max. Rise	Slope	Max. Length	Max. Rise	Slope	Max. Length
30 in.	1:12	30 ft.	30 in.	1:16	40 ft.
30 in.	1:13	32.5 ft.	30 in.	1:17	42.5 ft.
30 in.	1:14	35 ft.	30 in.	1:18	45 ft.
30 in.	1:15	37.5 ft.	30 in.	1:19	47.5 ft.


**PROPOSED SIDEWALK ON BELL ST. DETAIL SHEET**

CITY OF SHAWNEE  
222 BROADWAY  
SHAWNEE, OKLAHOMA  
ENGINEERING DEPARTMENT

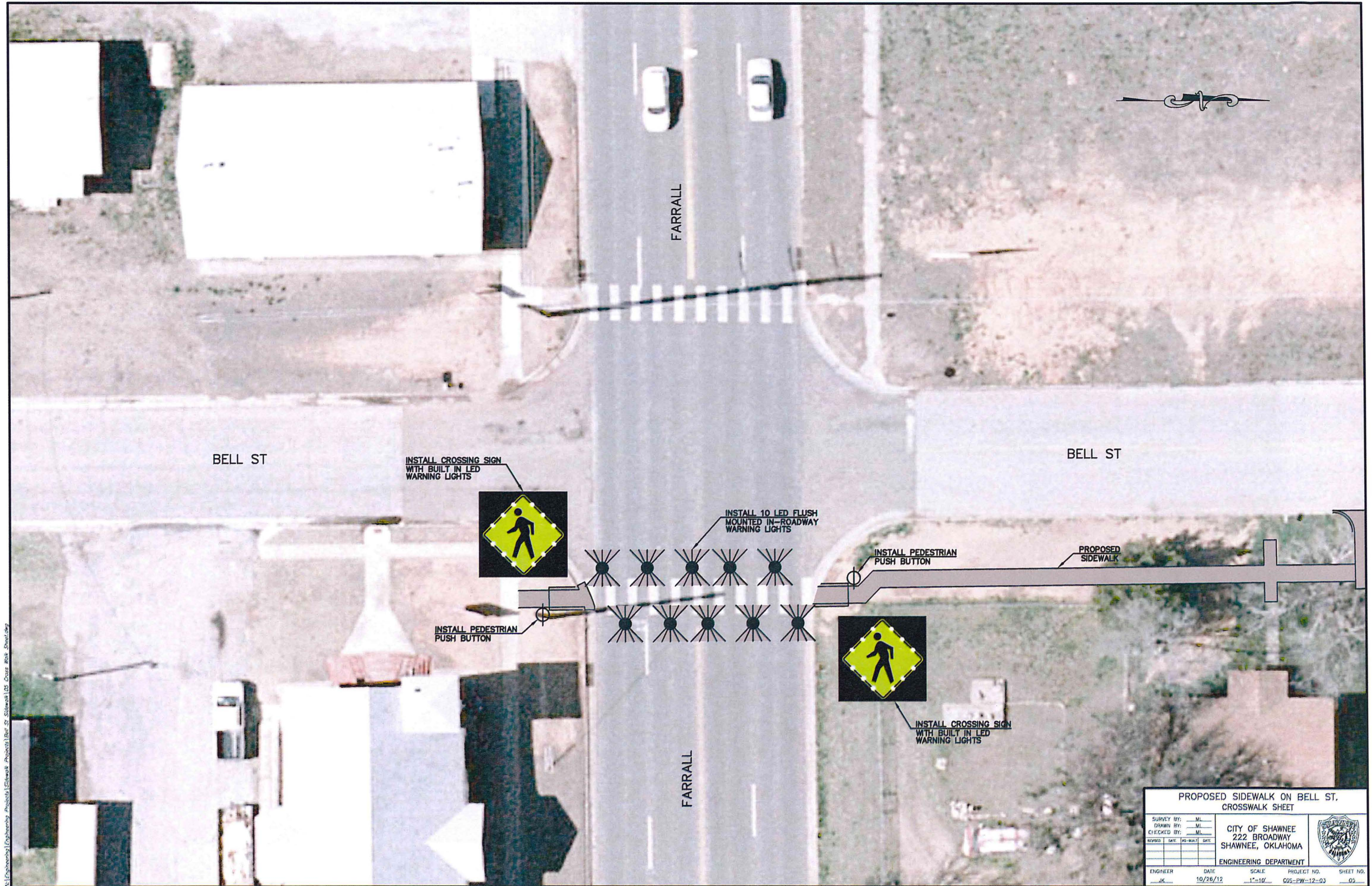
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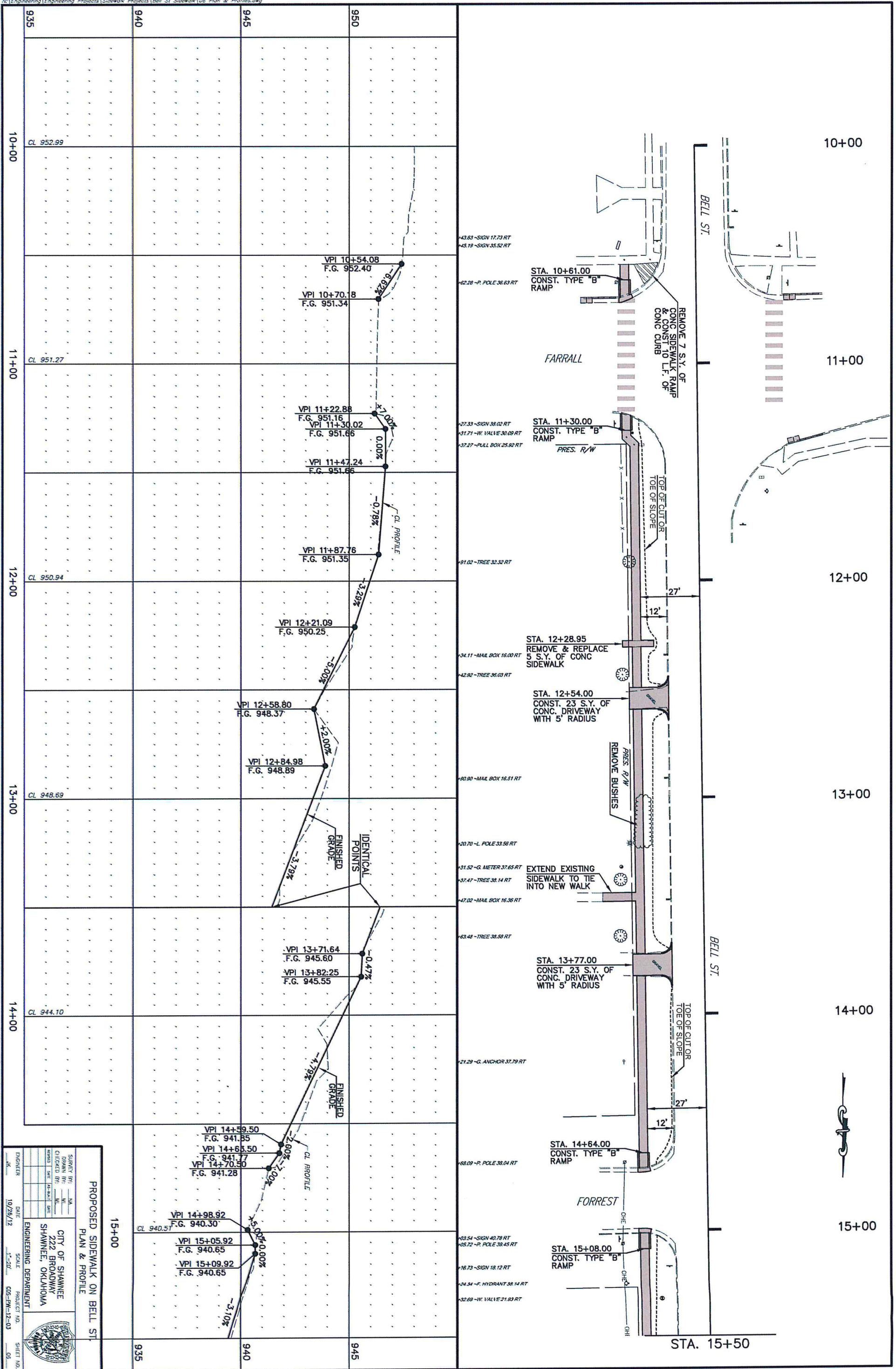
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CHECKED BY:	ML				
REVISION	DATE	BY	REASON		
<b>CITY OF SHAWNEE</b> 222 BROADWAY SHAWNEE, OKLAHOMA ENGINEERING DEPARTMENT					
					





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<b>PROPOSED SIDEWALK ON BELL ST, CROSSWALK SHEET</b>			
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<b>CITY OF SHAWNEE</b> 222 BROADWAY SHAWNEE, OKLAHOMA ENGINEERING DEPARTMENT			
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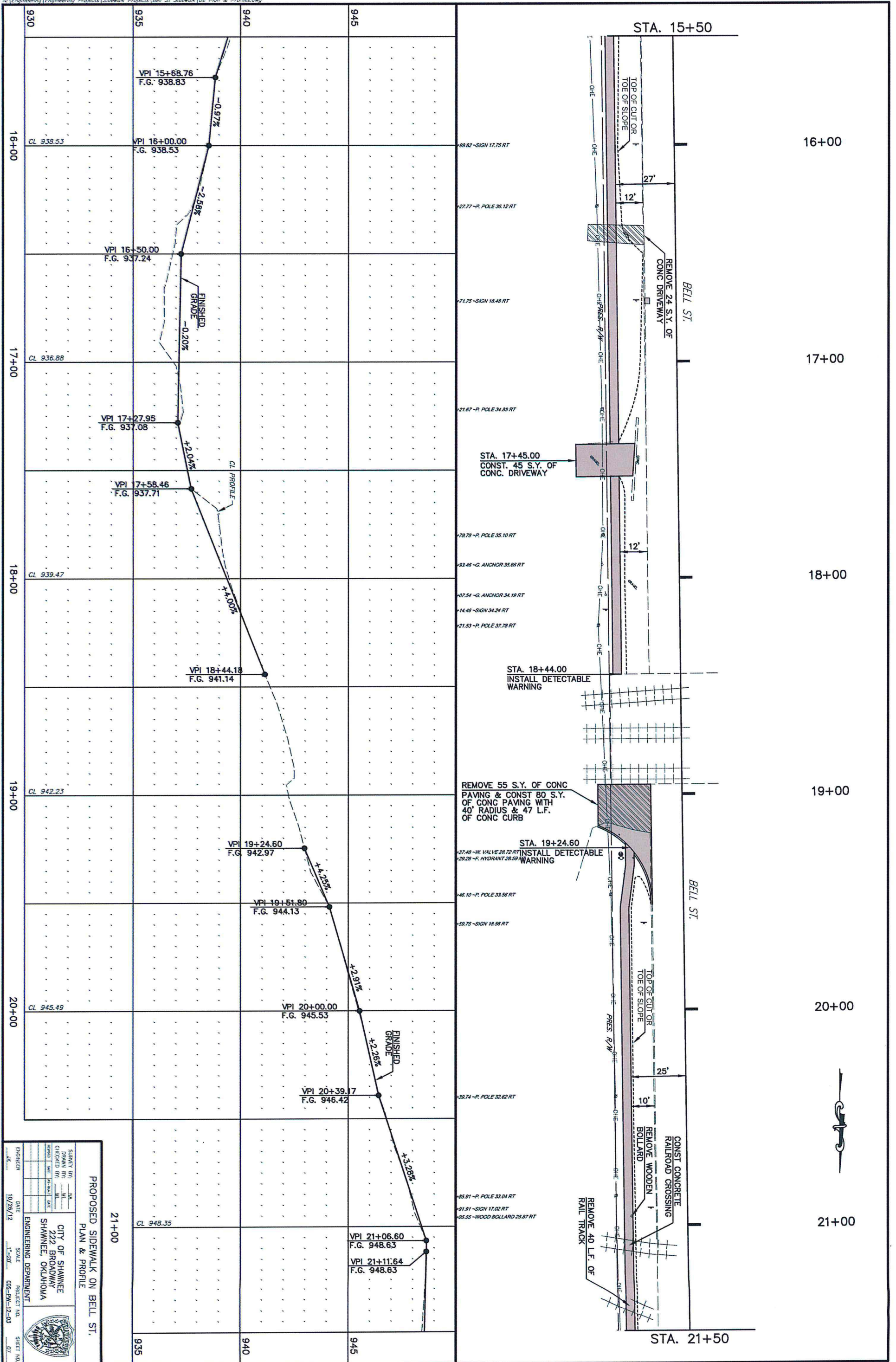
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PLAN & PROFILE**

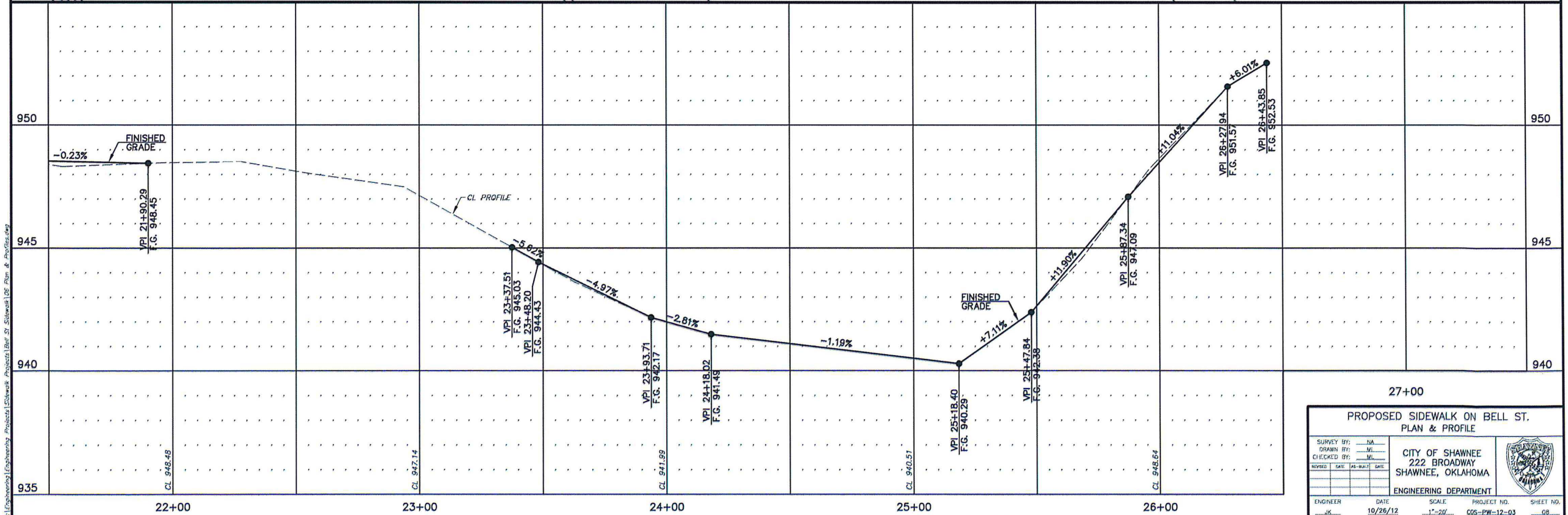
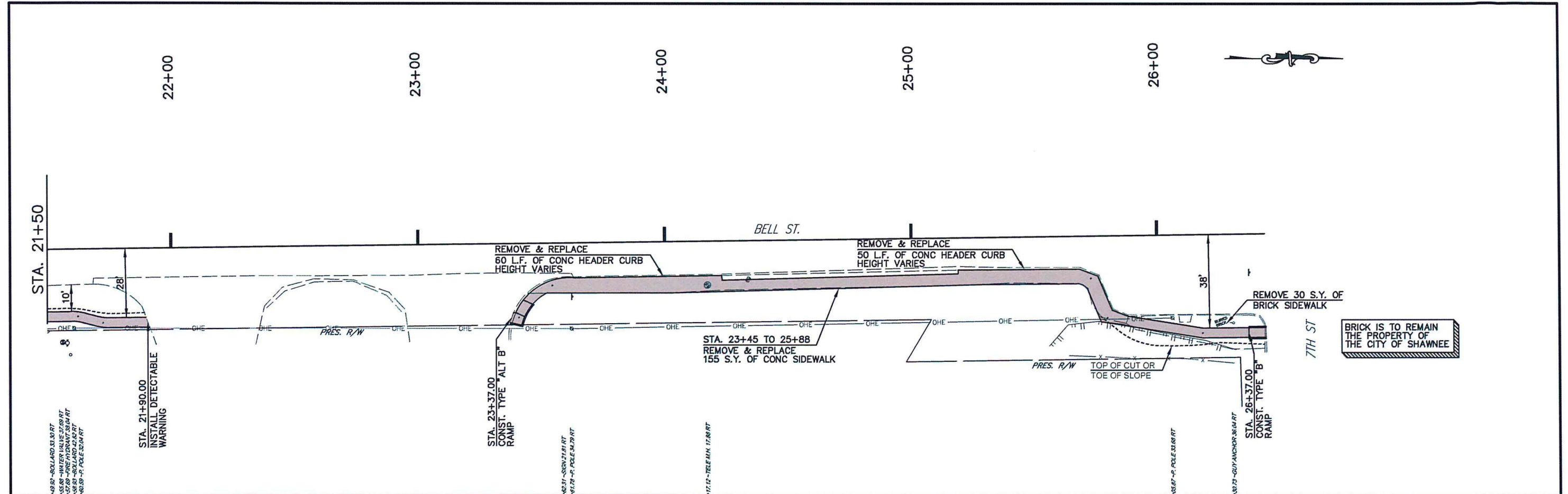
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CHECKED BY	10/28/12	1"=20'	05-PW-12-03
DRAWN BY			
DATE			

ENGINEERING DEPARTMENT

CITY OF SHAWNEE  
222 BROADWAY  
SHAWNEE, OKLAHOMA

ENGINEER





BRICK IS TO REMAIN THE PROPERTY OF THE CITY OF SHAWNEE

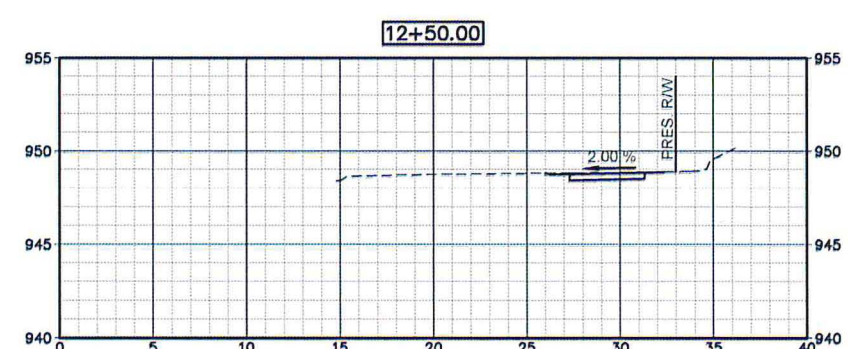
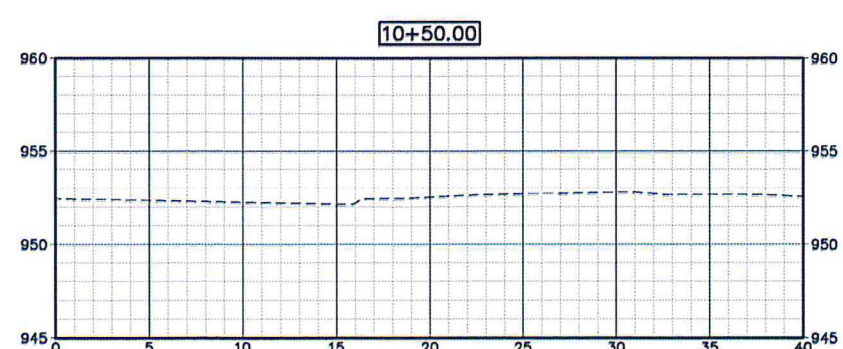
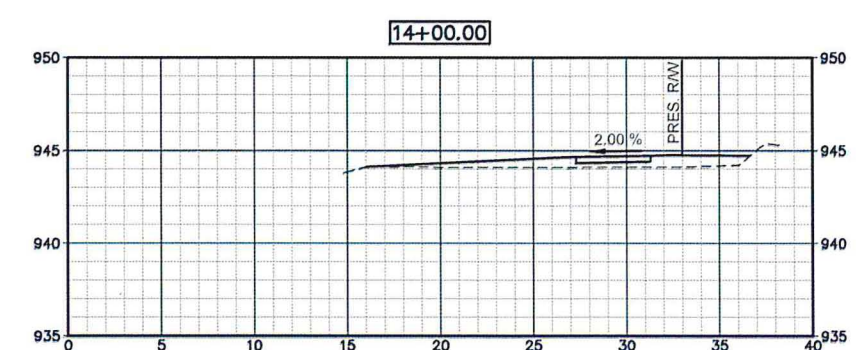
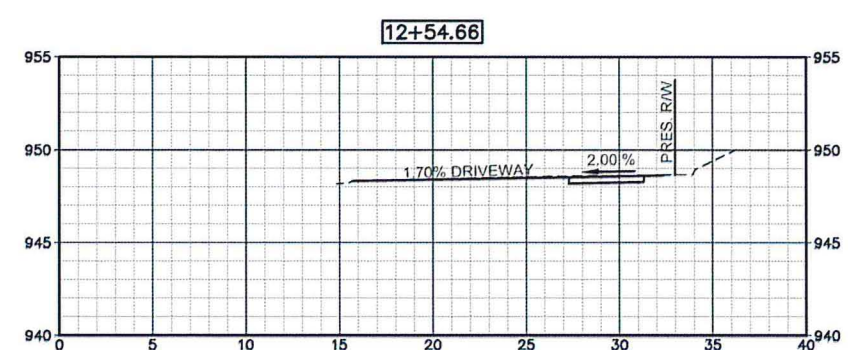
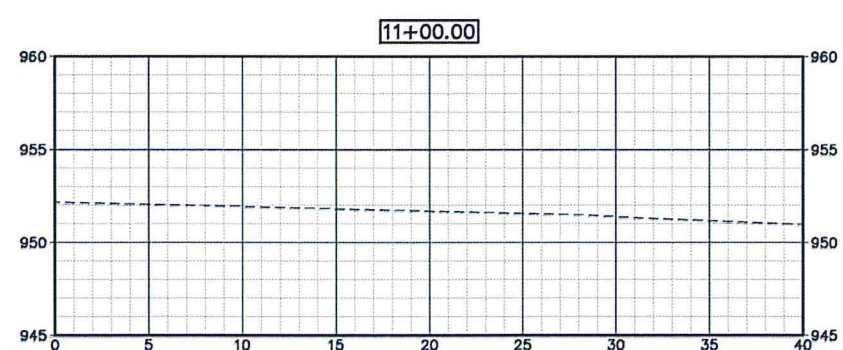
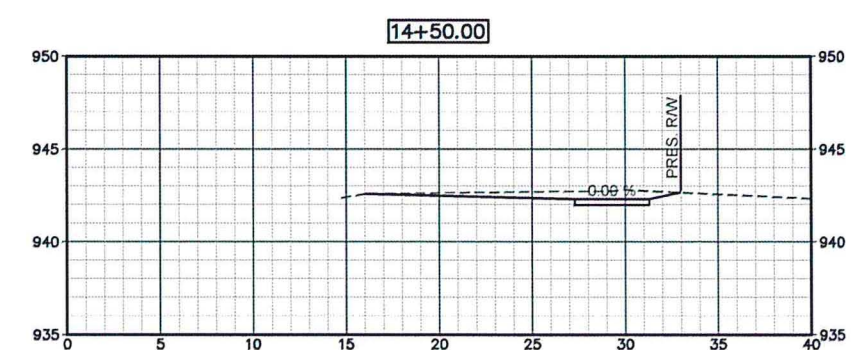
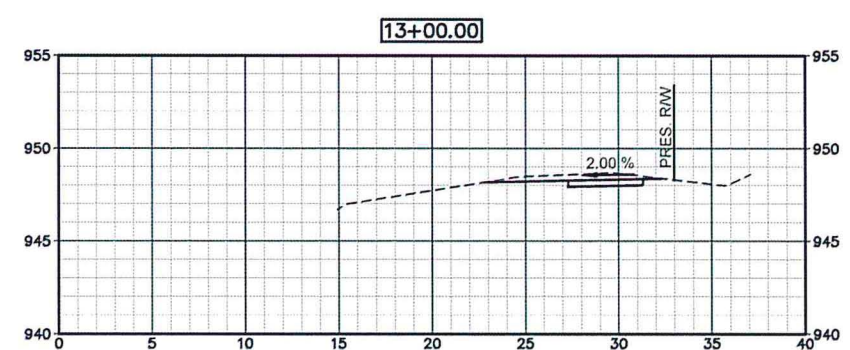
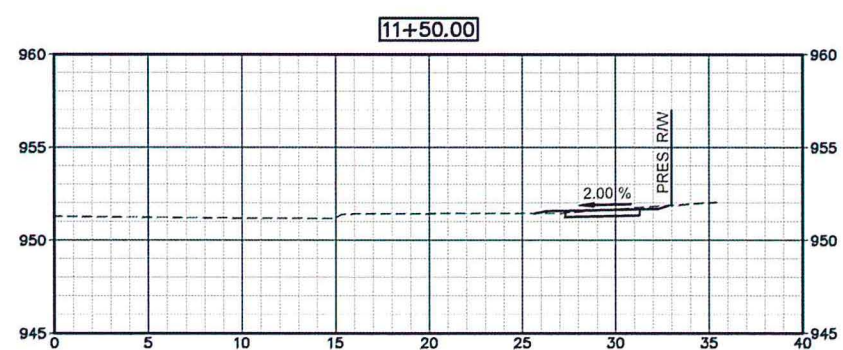
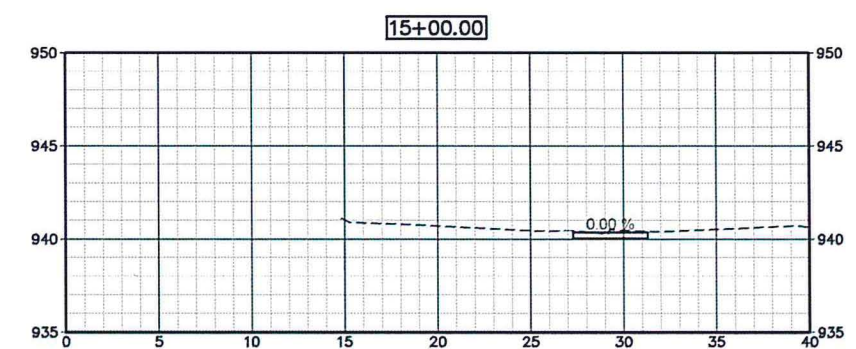
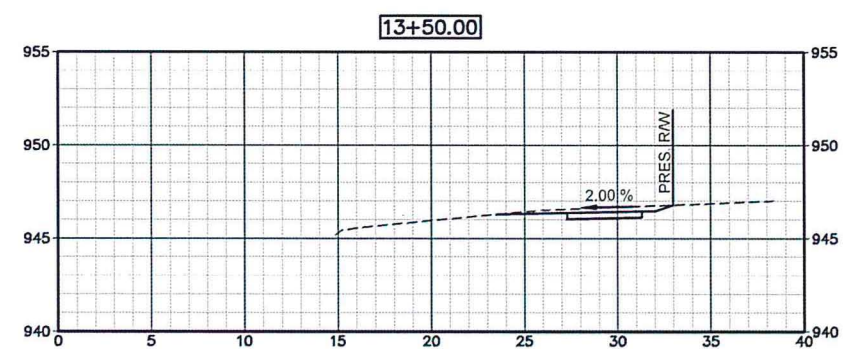
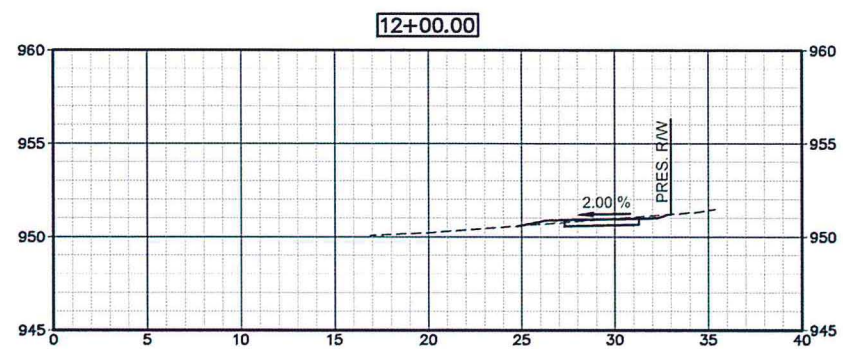
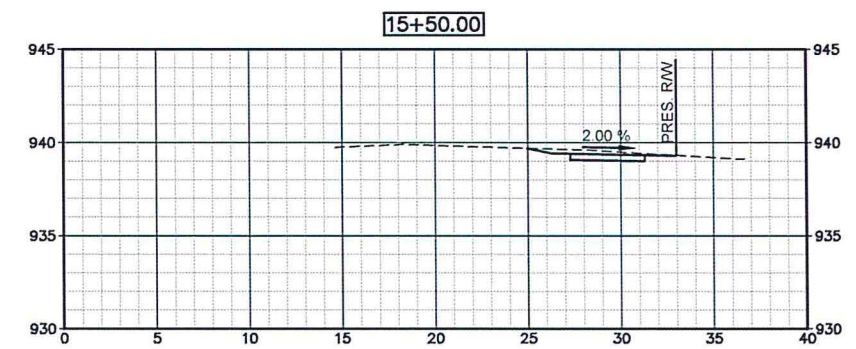
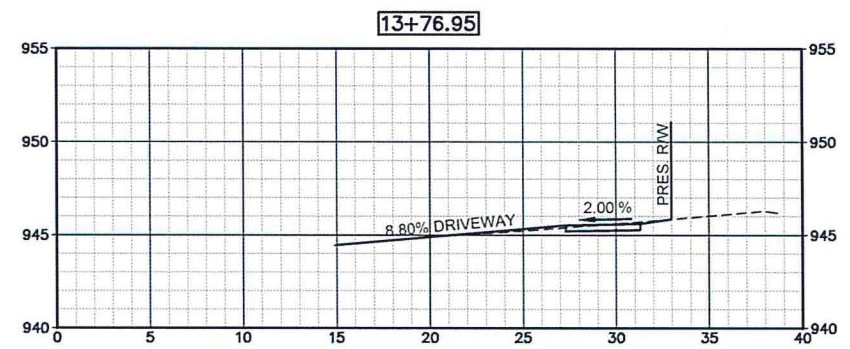
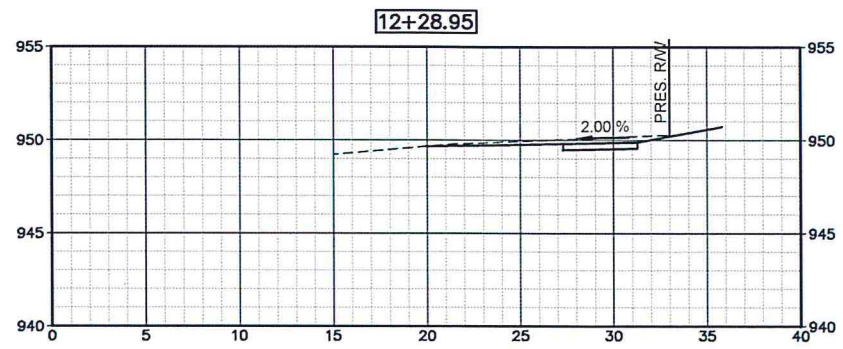
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**PROPOSED SIDEWALK ON BELL ST.  
PLAN & PROFILE**

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CHECKED BY: MI		<b>CITY OF SHAWNEE</b> 222 BROADWAY SHAWNEE, OKLAHOMA ENGINEERING DEPARTMENT	
ENGINEER: JK	DATE: 10/26/12	SCALE: 1"=20'	PROJECT NO. COS-PW-12-03
			SHEET NO. 08

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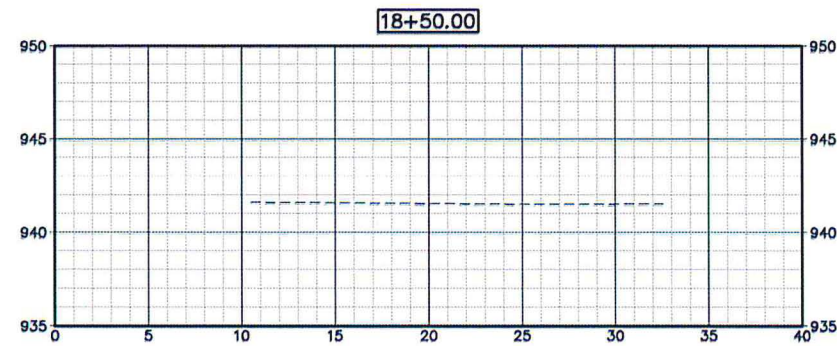
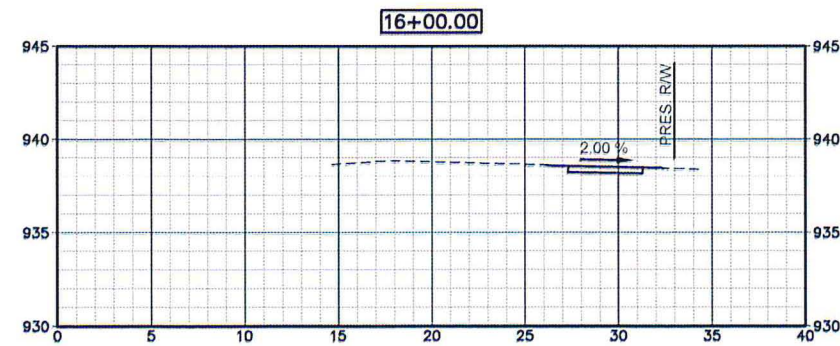
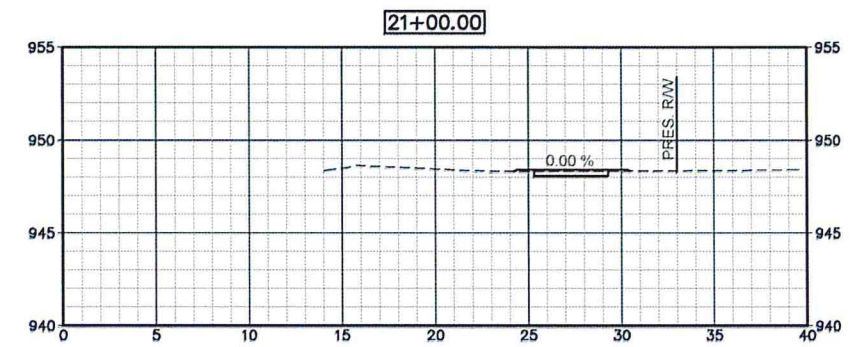
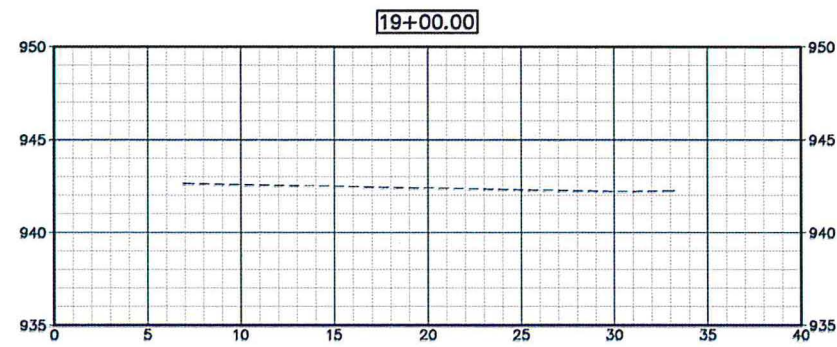
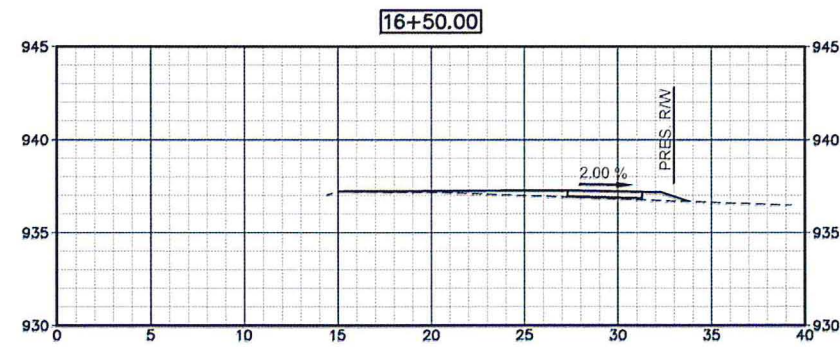
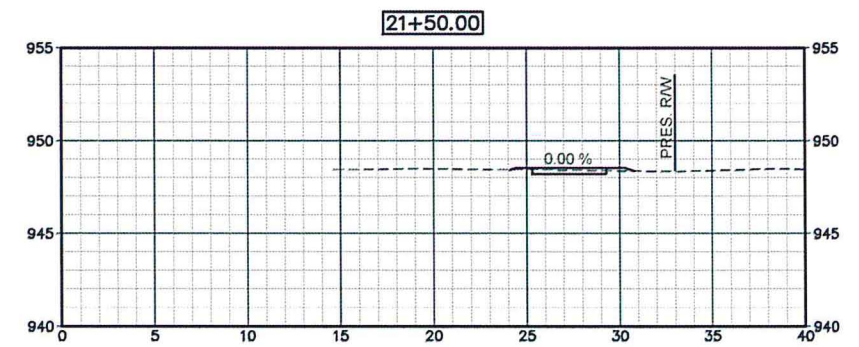
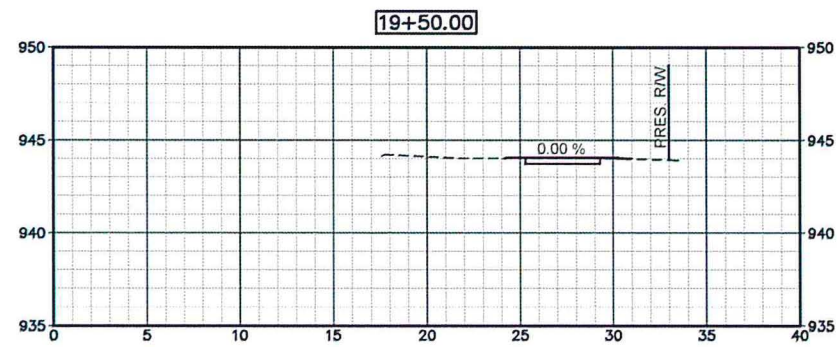
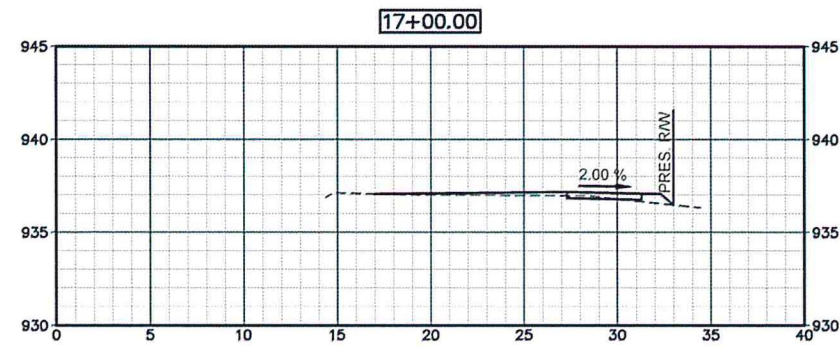
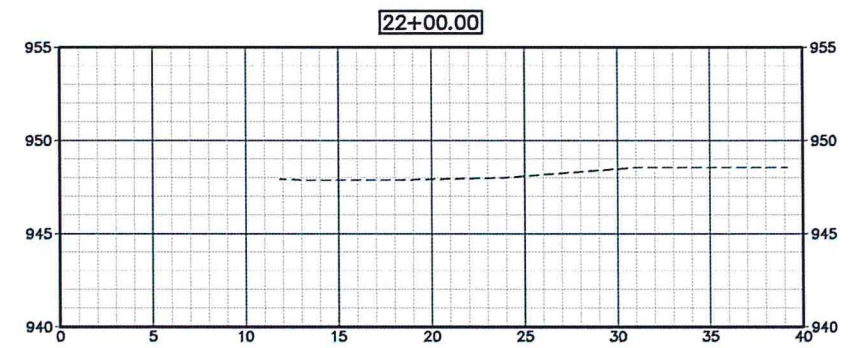
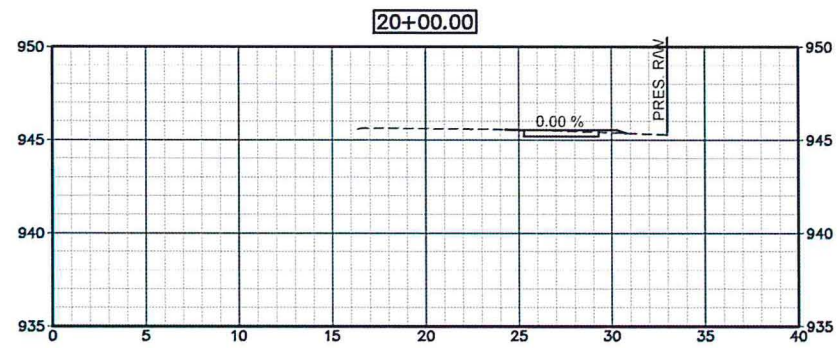
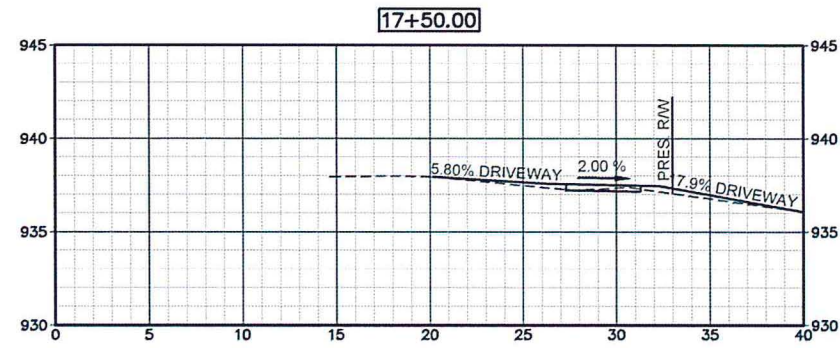
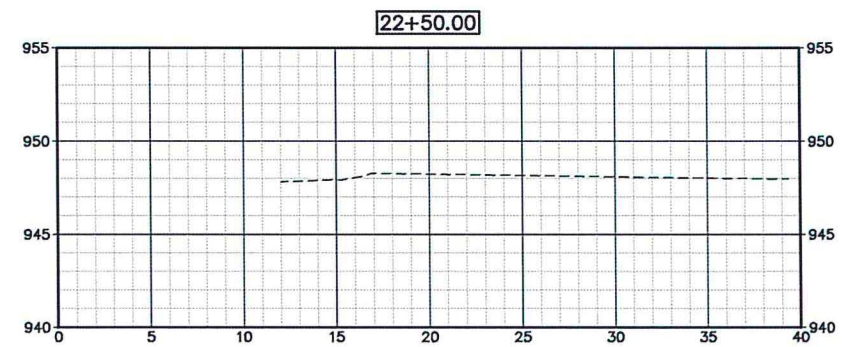
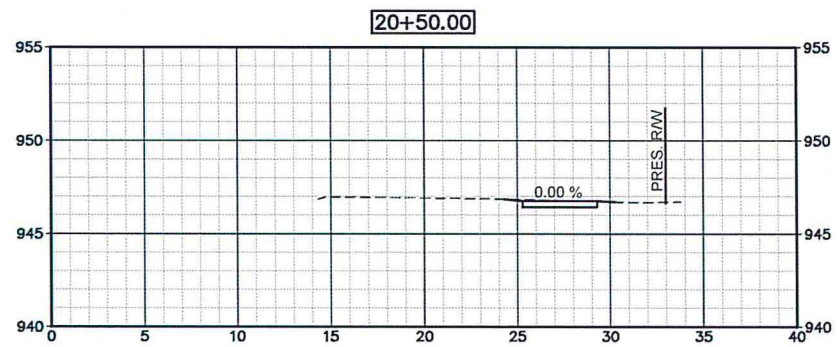
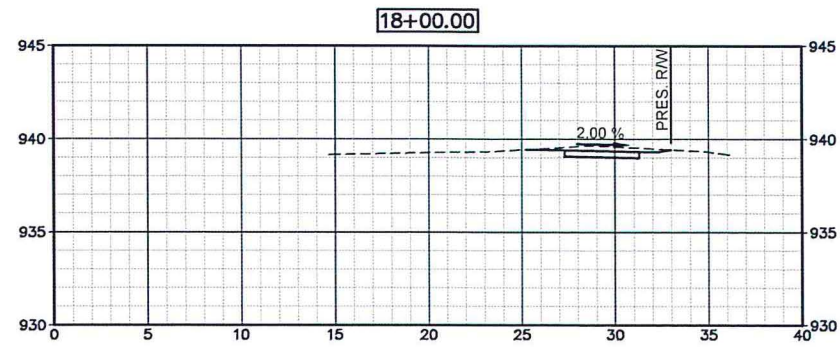
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<b>PROPOSED SIDEWALK ON BELL ST. CROSS SECTION SHEET</b>			
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CITY OF SHAWNEE 222 BROADWAY SHAWNEE, OKLAHOMA			
ENGINEERING DEPARTMENT			
ENGINEER: _____	DATE: 10/26/12	SCALE: 1"=5'	PROJECT NO. CDS-PW-12-03
_____	_____	_____	SHEET NO. 09



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PROPOSED SIDEWALK ON BELL ST. CROSS SECTION SHEET			
SURVEY BY: ML	DATE:	SCALE: 1"=5'	PROJECT NO. COS-PW-12-03
DRAWN BY: ML	DATE:		SHEET NO. 10
CHECKED BY: ML	DATE:		
REVISION:	DATE:	AS-BUILT:	DATE:
CITY OF SHAWNEE 222 BROADWAY SHAWNEE, OKLAHOMA			
ENGINEERING DEPARTMENT			

**Regular Board of Commissioners**

**2. g.**

**Meeting Date:** 12/17/2012

ODOT 1-40

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Approve ODOT Maintenance Agreement for Highway Lighting along I-40.

---

Attachments

Agreement ODOT I-40



Oklahoma Department of Transportation  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204

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November 30, 2012

Mr. John Krywicki  
City of Shawnee  
P.O. Box 1448  
Shawnee, Oklahoma 74802

RE: Project No. IMY-40-5(403)185TR, JP #24091(05)), Highway Lighting along I-40 in the City of Shawnee, Pottawatomie County

Dear Mr. Krywicki:

Enclosed are the maintenance agreements for the above referenced projects. At this time, we ask that you have the agreement sets (original and two (2) copies) executed by the appropriate City officials and **return all three signed copies to this office.** Upon receipt, we will forward them to our Deputy Director for signature. We will then return one fully executed copy for your file.

Your cooperation in the development and implementation of this project is greatly appreciated.

Sincerely,

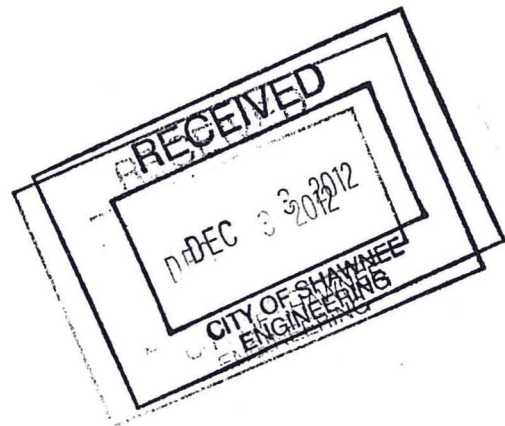
A handwritten signature in blue ink that reads "Harold R. Smart".

for Harold R. Smart, P.E.  
Chief Traffic Engineer

HRS:JMM

cc: Paul Rachel, Division III Engineer

Enclosures





PROJECT

MAINTENANCE AGREEMENT

FOR

FEDERAL-AID PROGRAM PROJECT

PROJECT NUMBER IMY-40-5(403)185TR  
JOB PIECE NO. 24091(05)

FOR THE  
INSTALLATION OF HIGHWAY LIGHTING  
ALONG I-40

IN THE CITY OF SHAWNEE

POTTAWATOMIE COUNTY

BY AND BETWEEN

THE CITY OF SHAWNEE

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

## AGREEMENT

This AGREEMENT, made the day and year last written below, by and between the CITY of Shawnee, herein after referred to as the CITY, and the Department of Transportation of the State of Oklahoma, herein after referred to as the DEPARTMENT, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH:

THAT the DEPARTMENT proposes to make certain traffic improvements as directed by the Oklahoma Transportation Commission at their meeting of February 5, 2007, authorizing State apportioned Federal-aid Project funds for participation in the project for highway lighting in the City of Shawnee designated as Federal-aid Project IMY-40-5(403)185TR, JP#24091(05) consisting of the actual traffic improvements as follows:

1. INSTALLATION OF HIGHWAY LIGHTING ALONG I-40 FROM 0.40 MILES WEST OF SH-3E(KICKAPOO AVENUE) EAST 2.6 MILES TO 1.2 MILES EAST OF SH-18(HARRISION AVENUE) IN THE CITY OF SHAWNEE

All construction is to be in accordance with the plans and by reference made a part of this AGREEMENT. Such plans are to be in accordance with the Oklahoma Standard Specifications for Highway Construction, Edition of 1999 and current updates.

It is the policy of the Oklahoma Department of Transportation to assure compliance with Title VI of the Civil Rights Act of 1964, and the CITY hereby agrees that as a condition to receiving any Federal financial assistance, it will comply with Title VI of the Civil Rights Act of 1964 which requires that no person in the United States shall, on the grounds of race, color, religion, sex, handicap, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal Financial Assistance is received.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The DEPARTMENT agrees to provide the plans, specifications, and construction cost estimates for this project.
2. The DEPARTMENT and the CITY agree to become jointly responsible with the contractor as

co-applicants for meeting all Environmental Protection Agency (EPA) requirements for storm water runoff on this project. It is agreed that the project plans and specifications, required schedules for accomplishing the temporary and permanent erosion control work, the storm water pollution prevention plan sheet and appropriate USGS topographic map contained in the plans constitute the storm water management plan for the project described previously in this document. Further, if required, the DEPARTMENT and the CITY agree to file jointly with the contractor the Notice of Intent (NOI) for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under the OPDES General Permit with the Oklahoma Department of Environmental Quality which authorizes the storm water discharges associated with industrial activity from the construction site identified in this document.

3. The DEPARTMENT shall appoint competent supervision of the construction work to the end of obtaining work strictly in accordance with the approved plans and specifications.
4. The CITY shall, by resolution, duly authorize the execution of this AGREEMENT by proper officials, and attach copies of such resolution to this AGREEMENT.
5. It is understood and agreed that the roadway improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.
6. The CITY agrees that upon completion of construction of said project, final inspection, and acceptance of the project by the DEPARTMENT, the CITY will be responsible for the maintenance and cost of operation of all highway lighting equipment erected and installed pursuant to this agreement and all the devices.
7. The CITY hereby agrees to periodically review the adequacy of the aforesaid project to insure the safety of the traveling public and should the CITY determine that further modification or improvement be required, the CITY shall take such actions as are necessary to make such modification or improvement. When maintenance and/or operational modifications are required which, in the opinion of the DEPARTMENT, exceed the capabilities of the CITY's staff, the CITY agrees to retain, at the sole expense of the CITY,

competent personnel for the purpose of bringing the improvement up to the proper standard of operation.

8. In the event that any hardware installed hereunder is no longer needed for the purposes designated herein, then the hardware installed hereunder shall not be removed by the CITY to any point other than that which is approved by the DEPARTMENT prior to such removal.
9. In the event there is no mutually agreed location for reinstallation, the CITY will assume complete ownership of the equipment following removal if the installation is ten (10) years old or older. If the installation is less than ten (10) years old, and:
  - (a) In the event that the CITY desires total ownership of the equipment, the CITY shall reimburse the DEPARTMENT for 100% of the original equipment costs only, amortized for a ten (10) year service life, interest ignored, and assuming straight line depreciation.
  - (b) In the event the CITY does not desire total ownership of the equipment, the CITY shall sell the equipment at public auction to the highest bidder. The CITY shall reimburse the DEPARTMENT 100% of the proceeds of such sale.
10. Upon completion of the aforesaid project, the CITY hereby specifically agrees that the CITY assumes any and all financial obligation for the operation of the aforesaid project.
11. If the CITY should fail to fulfill its responsibilities under this AGREEMENT, such a failure will disqualify the CITY from future Federal-aid participation on any Federal-aid project. Federal funds are to be withheld until such time as a traffic engineering staff, satisfactory to the DEPARTMENT, has been properly established and functioning, deficiencies in regulations have been corrected, or the traffic operations improvements to be installed under this Agreement are brought to a satisfactory condition of maintenance.

IN WITNESS WHEREOF, the Chief Engineer of the Department of Transportation, pursuant to authority vested in him by the Transportation Commission, has hereunto subscribed his name as Chief Engineer of the Department of Transportation, and the CITY has executed same pursuant to authority prescribed by law.

The CITY on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and the STATE on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF SHAWNEE, OKLAHOMA

BY: \_\_\_\_\_  
MAYOR

APPROVED AS TO FORM AND LEGALITY

BY: \_\_\_\_\_  
CITY Attorney

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Title

STATE OF OKLAHOMA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Deputy Director

APPROVED AS TO FORM AND LEGALITY

BY: \_\_\_\_\_  
General Counsel

BY: \_\_\_\_\_  
Division Engineer

**Regular Board of Commissioners**

**2. h.**

**Meeting Date:** 12/17/2012

Jim Bierd Retirement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Jim Bierd.

---

**Regular Board of Commissioners**

**2. i.**

**Meeting Date:** 12/17/2012

Matthew Duncan OMRF

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Matthew Duncan.

---

**Regular Board of Commissioners**

**4.**

**Meeting Date:** 12/17/2012

Mayors Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

---

Information

Title of Item for Agenda

Mayor's Presentation of Beautification Committee Awards for yards and landscaping.

---



**Regular Board of Commissioners**

**5.**

**Meeting Date:** 12/17/2012

4016 & 4020 Kickapoo Rezoning

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

A public hearing to consider an ordinance rezoning property located at 4016 and 4020 North Kickapoo from R-1; Residential Single Family Dwelling and C-1; Neighborhood Commercial, to C-3; Automotive, Commercial and Recreational. Case #P21-12 Applicant: Nelmon Brauning

*Deferred by Planning Commission until their January 2, 2013 meeting*

---

Attachments

Kickapoo Rezoning Defer

RECOMMENDATION TO:

MAYOR  
BOARD OF CITY COMMISSIONERS  
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE  
PLANNING COMMISSION

SUBJECT:

APPLICANT: Nelson Brauning  
FOR: Rezoning  
LOCATION: 4016 and 4020 North Kickapoo  
PROJECT#: P21-12 Case# 121354

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION:

R-1; Residential (Single Family Dwelling)  
C-1; Neighborhood Commercial

REQUESTED CLASSIFICATION:

C-3; Automotive, Commercial and Recreation

PROPOSED PROPERTY USE:

Retail

PLANNING COMMISSION MEETING DATE: December 5, 2012

PLANNING COMMISSION RECOMMENDATION: Defer to January 2, 2013 Planning Commission Meeting

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 4

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
BERGSTEN			X			
CARTER						
HOSTER	X		X			
TURNER (CHAIRMAN)			X			
SILVIA (VICE-CHAIRMAN)						
PRINCE						
SALTER		X	X			

RESPECTFULLY SUBMITTED,

Linda Burg

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: \_\_\_\_\_

DATE OF ACTION: \_\_\_\_\_

ADOPTED \_\_\_\_\_ DENIED \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**Regular Board of Commissioners**

**6.**

**Meeting Date:** 12/17/2012

Library Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

---

Information

Title of Item for Agenda

Presentation by Anne Masters, Pioneer Library Systems.

---

**Regular Board of Commissioners**

7.

**Meeting Date:** 12/17/2012

City/County Calendar Committee

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

---

Information

Title of Item for Agenda

Discussion, consideration and possible action on appointment of a committee to establish a city/county calendar of events that might be of interest to the citizens.

---

**Regular Board of Commissioners**

**8.**

**Meeting Date:** 12/17/2012

Water Conservation Committee

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Discussion, consideration and possible action on appointment of a water conservation committee to suggest possible ways to save on water usage.

---

**Regular Board of Commissioners**

**9.**

**Meeting Date:** 12/17/2012

OG&E Proposal Bell St

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Discussion, consideration and possible action to approve OG&E cost proposal for providing decorative lighting along Bell Street from 7th to Farrall.

---

Attachments

OG&E Bell St Proposal



PO Box 321  
Oklahoma City, Oklahoma 73101-0321

John Krywicki  
Michael Ludi

City of Shawnee

Mr. Krywicki,

Per your request and upon meeting Michael Ludi, I have calculated costs for street lights along the proposed side walk for Bell Street. This estimate is for a total of 19 lights, 17 are similar to the decorative lights along the side walk (St. Gregory) on Macarthur and 2 lights are similar to the lights by OBU on Macarthur. The LED crosswalk lights will be served on a flat rate that will be determined in future. This estimate will expire March 2013.

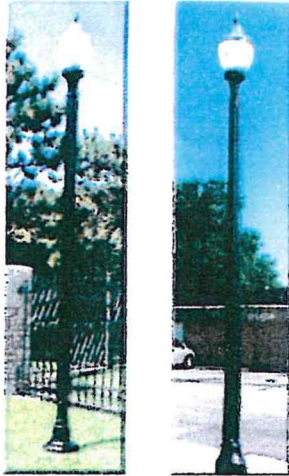
ESTIMATE:

10 KVA transformer (120V)	\$493.81
10 KVA transformer (480V)	\$566.43
305' Boring 2"	\$2745.00
17 – 13' black fluted concrete poles (686.96 each)	\$11,678.32
8 – Torch 14 MH (120V) (236.14 each)	\$1889.12
9 – Torch 14 MH (480V) (266.84 each)	\$2401.56
2 – 30' black single arm poles (1378.99 each)	\$2757.98
Esplanade 21 MH (120V)	\$495.69
Esplanade 21 MH (480V)	\$549.37
1300' 2" PVC pipe with bends	\$951.00
305' 2" flex pipe with bends	\$480.32
23 – Street light connection boxes (219.20 each)	<u>\$5041.60</u>
Total	\$30,050.20

Thank You, Mike Evans



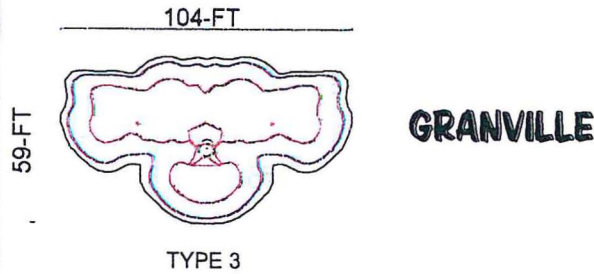
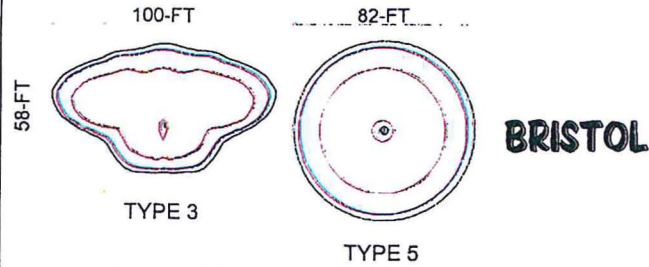
## BRISTOL



100w (9500L) HPS  
Acrylic

The Bristol is a high quality acrylic alternative to the glass post-top luminaires. The Bristols shown here are mounted on a 14-ft black aluminum and fluted concrete poles with decorative bases. Shown per D642.1 and D641

## LIGHTING CURVE EXAMPLES

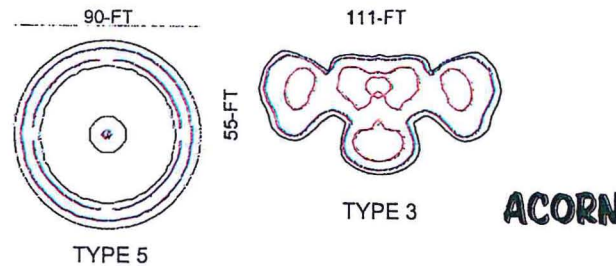
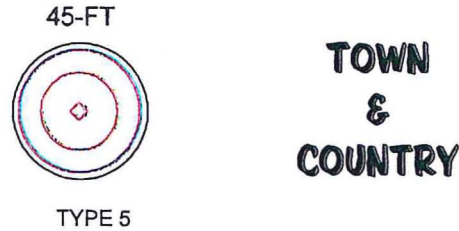


## TOWN & COUNTRY



100w (9500L) HPS  
175w (14400L) MH  
Polycarbonate

The classic look of the Town and Country is a good fit with many residential neighborhoods. Available mounted on black steel, concrete, or aluminum poles. Per D611 and D643.1



## UTILITY GRANVILLE



100w (9500L) HPS  
175w (14400L) MH  
Glass

Add a unique touch with decorative post-top luminaires. The Granville shown here has a glass globe and is mounted on a 14-ft fluted black concrete pole. Structure shown Per D641.1



## UTILITY ACORN



100w (9500L) HPS  
175w (14400L) MH  
Glass

Adding gold bands and finial makes the Utility Acorn one of our most popular post-top luminaires. It will fit on all of the post top style poles.



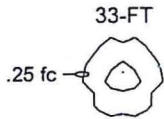
## ROADWAY



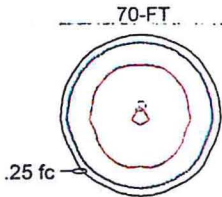
50w (4000) HPS  
100w (9500L) HPS  
175w (14400L) MH

The original roadway style is available in different configurations. The basic open bottom and cobra head luminaires can be used on wood, concrete, and steel poles. The cobra head style has a defined pattern and is available in larger wattages. Per D536, D640, & D643.2

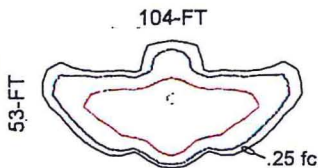
### Light Patterns at 25-Ft Mounting Height



Open Bottom  
50 watt HPS  
type 5



Open Bottom  
100 watt HPS  
type 5



Cobra Head  
100 watt HPS  
type 4

## Full Service Lighting



### Design

OG&E lighting experts will design a system that meets your individual needs.



### Engineering

We'll engineer the electrical plan for a safe and reliable system.



### Installation

Our experienced professionals will install fixtures at your convenience.



### Materials

We use quality materials in a variety of styles and types to compliment your facility and location.



### Maintenance

We provide worry-free maintenance and repairs for the life of the installation.



### Electricity

Electricity is included in the monthly fee.

Place business card here

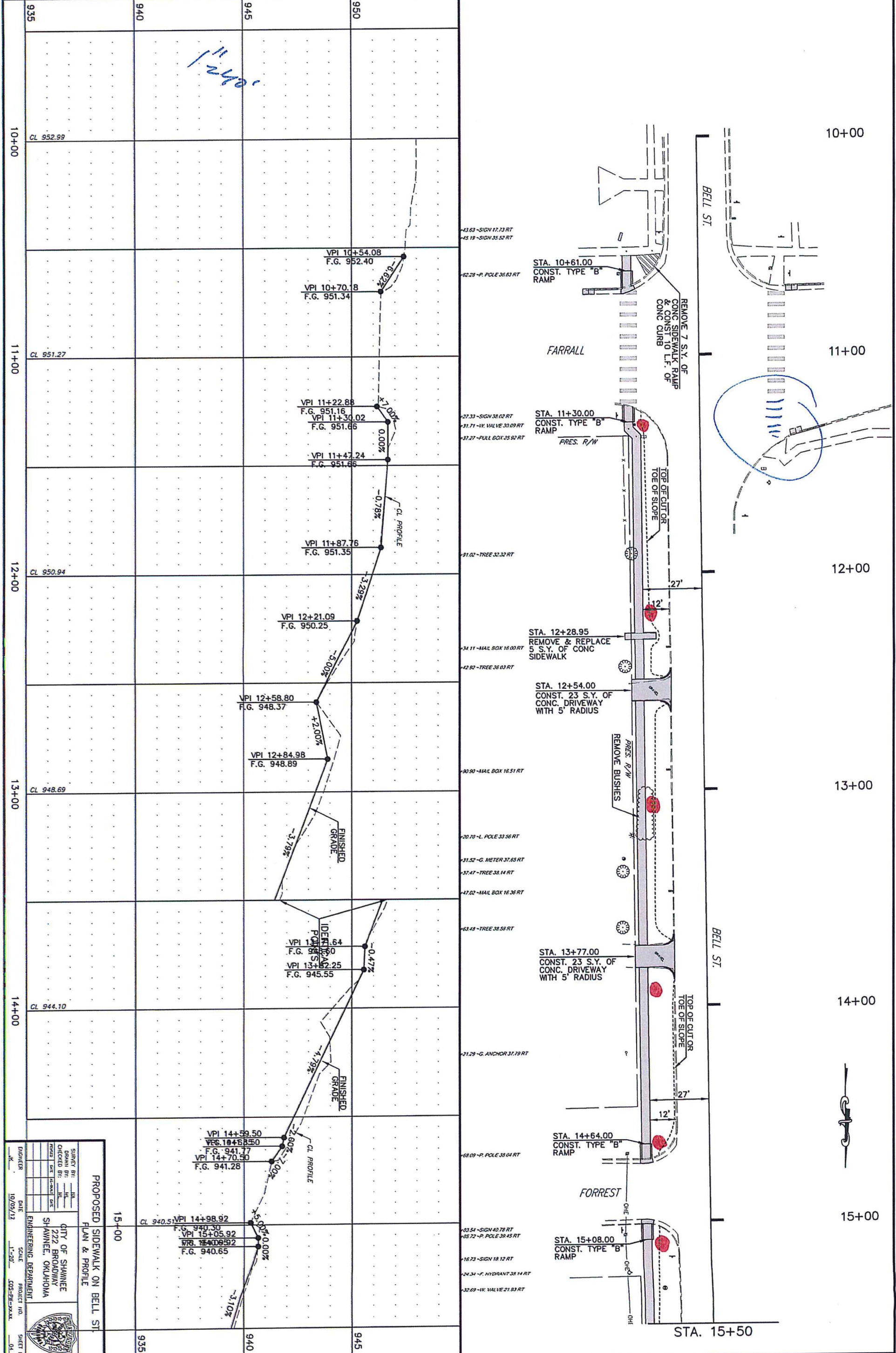
© Copyright 2003 OG&E

# Outdoor Lighting Solutions

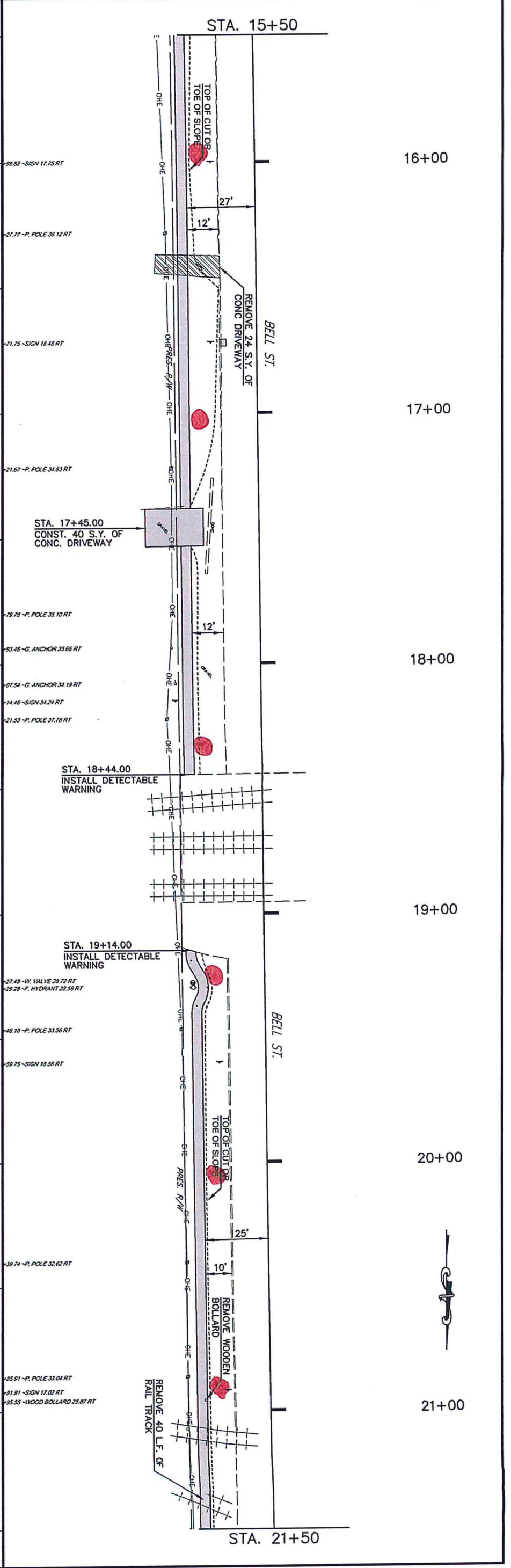
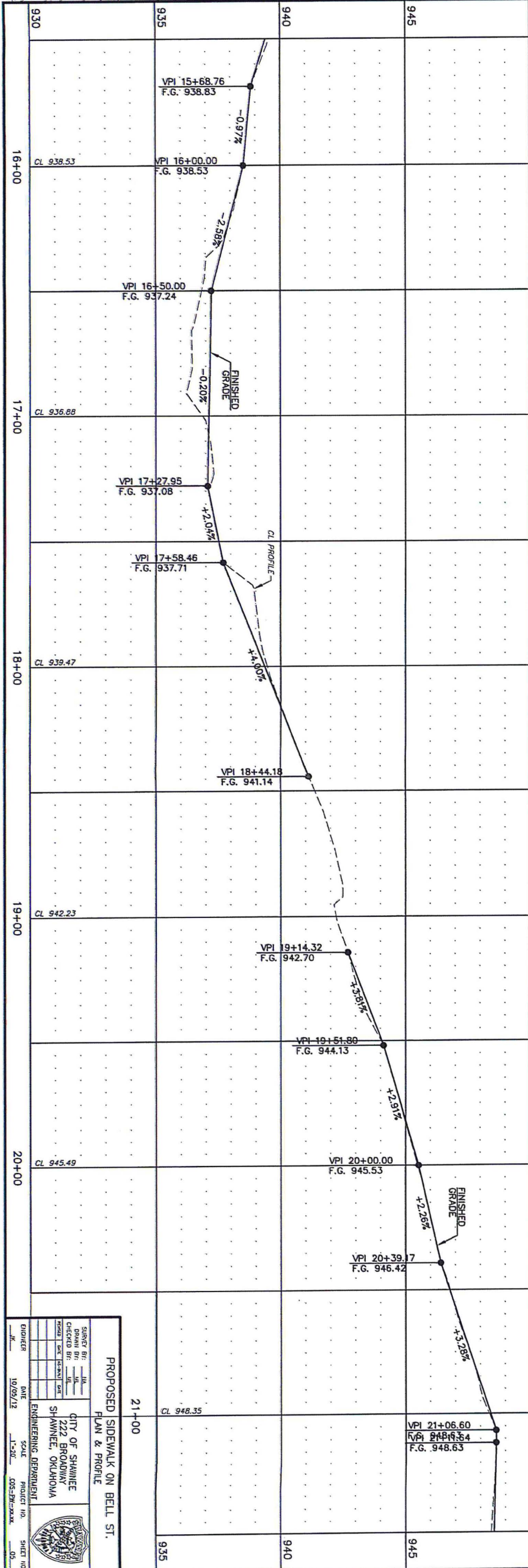
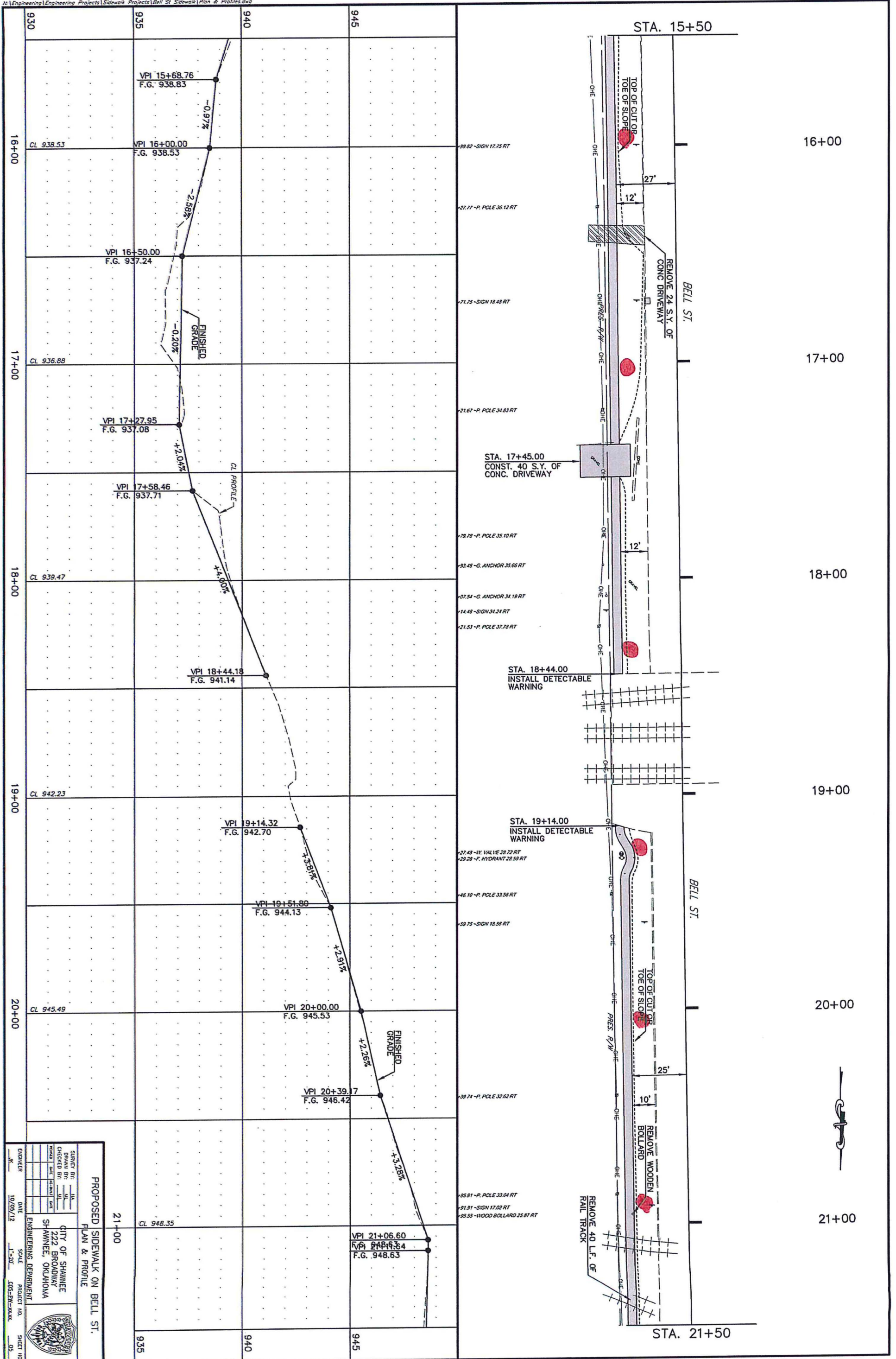


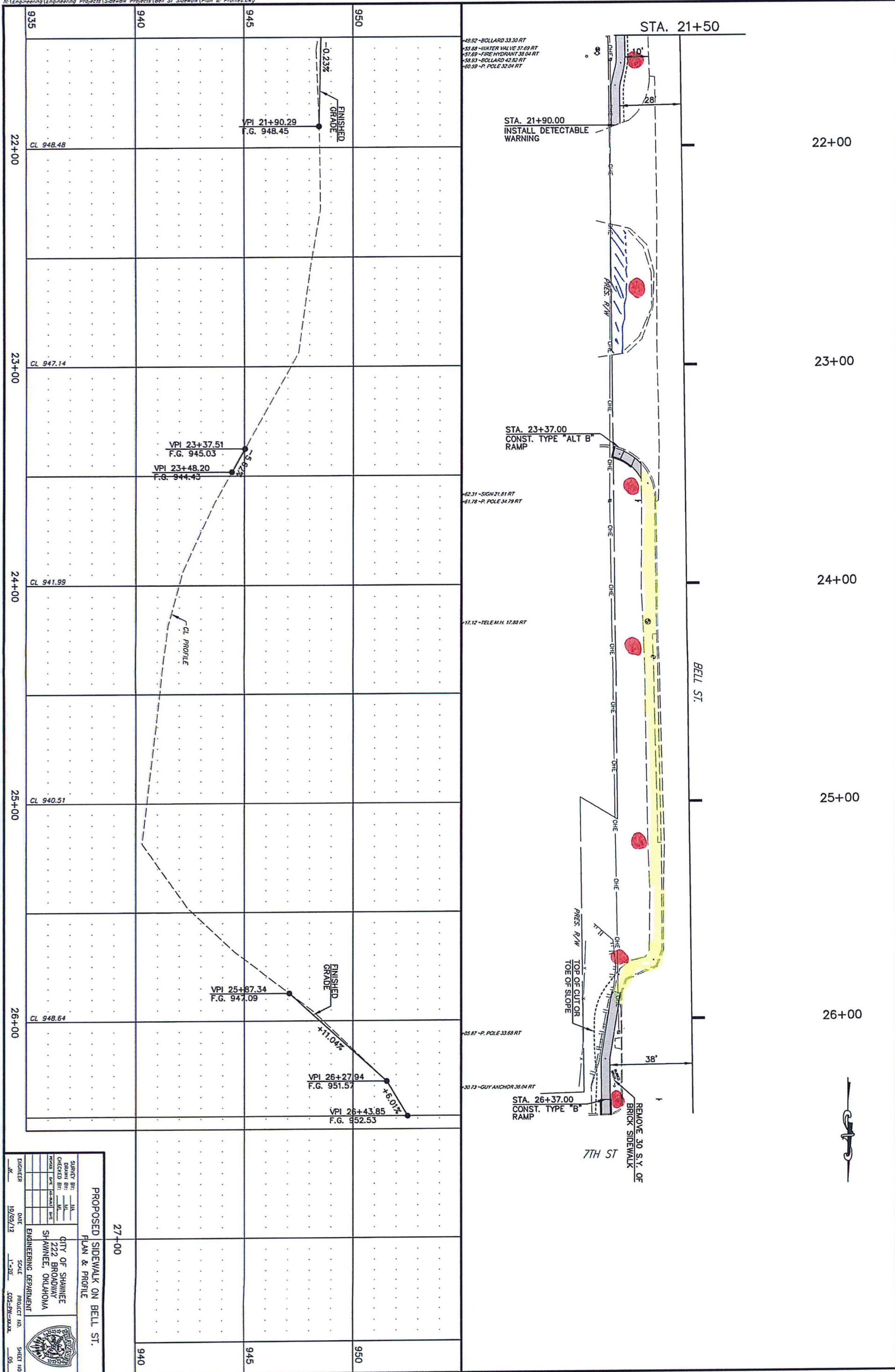
## Residential

OG&E



SURVEY BY: _____ DRAWN BY: _____ CHECKED BY: _____ REVISION: _____		CITY OF SHAWNEE 222 BROADWAY SHAWNEE, OKLAHOMA	
ENGINEERING DEPARTMENT		PROJECT NO. _____ SHEET NO. _____	
ENGINEER: _____ DATE: 10/09/12	SCALE: 1"=30' COS-5/11-2011	PROPOSED SIDEWALK ON BELL ST. PLAN & PROFILE	





**Regular Board of Commissioners**

**10.**

**Meeting Date:** 12/17/2012

Bridge Resolution

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Discussion, consideration and possible action to approve a Resolution in the Selection of City of Shawnee Bridge Inspectors for ODOT Bridge Inspection Program.

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Attachments

Bridge Resolution

RESOLUTION No. \_\_\_\_\_

CONCERNING BRIDGE INSPECTION RESPONSIBILITY  
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH  
NATIONAL BRIDGE INSPECTION STANDARDS  
Bridge Inspection Contracts for April 2013 to April 2016

WHEREAS, the City of Shawnee has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of Shawnee has the following options:

- (1) Select one of ODOT's prequalified engineering firms. Bear 20% of the total bridge inspection cost with an 80% Federal match.
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineering *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).
- (3) Use the same consultant as \_\_\_\_\_ County. A Letter is attached stating that the County has agreed to cover the extra cost for the Federal local match of the city bridges.

Therefore, BE IT RESOLVED BY THE CITY OF SHAWNEE, that it is their desire to select option # 1 and to contract with:

Mehlburger Brawley  
5500 N. Western Avenue  
Ste. 215  
Oklahoma City, OK 73118

as the engineer responsible for City bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2012

BY \_\_\_\_\_ CHAIRMAN

ATTEST: \_\_\_\_\_  
City Clerk



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

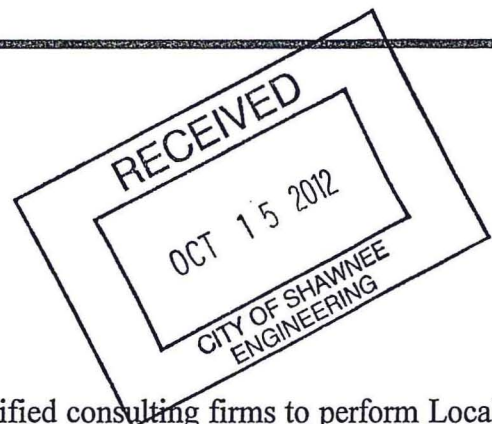
200 N.E. 21<sup>st</sup> Street

Oklahoma City, OK 73105-3204

October 4, 2012

Dear City Official:

*AMBER*



Re: Letter of Choice for City Bridge Inspection Contracts

The Oklahoma Department of Transportation (ODOT) has prequalified consulting firms to perform Local Government bridge safety inspections based on qualifications mandated by the National Bridge Inspection Standards (NBIS). It is anticipated the new routine Local Government bridge inspection contracts will start in April 2013 and extend to April 2016. This will be a three year contract. A list of the prequalified inspection firms is provided. Funding will be 100% Federal funds (20% Federal funds designated to State Government and 80% Federal funds designated to Local Governments). All Federal funding will be arranged by our Local Government Division. To comply with the National Bridge Inspection Standards and avoid federal-aid sanctions, all the Local Governments are required to do one of the following by **December 31, 2012**:

- \* \* (1) Select one of the consulting firms on the attached "Qualified Consultant List". You will be required to evaluate the Consultant's Letter of Interest (LOI) and the Consultant's response packet to determine which firms to interview. Please refer to the following web site:

[http://www.okladot.state.ok.us/projmgmt/off\\_system\\_bridge\\_inspection\\_consultants\\_2012/](http://www.okladot.state.ok.us/projmgmt/off_system_bridge_inspection_consultants_2012/)

You must interview a minimum of three (3) firms and make your selection from the attached list of qualified inspection consultants. Phone interviews are acceptable, but we must have documentation from the interviews including who was on the committee, interview questions, and the ranking matrix that you had for the three (3) or more Consulting firms with their final composite scores. The interview committee must have three or more persons on it. Each member of the interview committee will need to sign a nondisclosure form (Please refer to the enclosures for a copy of this form).

- You may elect to do bridge safety inspections with your own forces provided the bridge inspection teams and program manager are fully qualified as mandated by the NBIS (National Bridge Inspection Standards - please refer to attached NBIS requirements). Payment will be based on actual rates and payroll additive for benefits, etc., and vehicle mileage rates.
- Make an agreement with the County and have the County inspection firm include your bridges with their bridges. There is no obligation for the county to maintain city roads or bridges, but the county and city may make their own agreements if they desire to use the same bridge inspection consultant. However, if you do this, we must have a letter attached to your resolution signed by all three (3) County Commissioners stating that they are willing to cover the additional cost for and Federal local match resulting from including the city bridge inspections with the County. Even if you reimburse the county for the additional cost of the local matching funds, we must have the signed letter from the County Commissioners stating their willingness to include the city bridges with their own.

Handwritten scribbles and marks at the top of the page.

You are respectfully requested to make your choice before **December 31, 2012**, by Resolution stating your choice of 1, 2, or 3 above. In order to obtain the required contract signatures, our April time line is very tight. It is critical that we receive your resolution in a timely manner. **Please note that, once you select your bridge inspection team, no changes can be made until the next contractual period.**

Please send one copy of your resolution to the appropriate field division office and one copy to the following address:

Mr. Bob Rusch, P.E., Bridge Engineer	Div 1: (918) 687-5407
Oklahoma Department of Transportation	Div 2: (580) 298-3371
Bridge Division	Div 3: (580) 332-1526
200 NE 21 <sup>st</sup> Street, Room 2-B3	Div 4: (580) 336-7340
Oklahoma City, OK 73105-3204	Div 5: (580) 323-1431
Fax: (405) 522-0134	Div 6: (580) 735-2561
Email: <a href="mailto:rtenant@odot.org">rtenant@odot.org</a>	Div 7: (580) 255-7586
	Div 8: (918) 838-9933


\* Carolyn Stringer - Pott. County inspector

Once we receive your choice as noted above, the Department will contract with the consultant to do the bridge inspections. Please feel free to contact the Oklahoma Department of Transportation Field Division Office in your area or Shannon Sheffert in Local Government Division at (405) 521-2553 or Walt Peters or Wes Kellogg in the Bridge Division at (405) 521-2606 with any questions you may have. When contacting the Field Divisions, ask for the County Bridge Coordinator.

residency:  
405-598-5896

Yours sincerely,

Attn: field division

  
Robert J. Rusch, P.E.  
Bridge Engineer

county bridge inspection - (coordinator)

RJR/wp

Adam Hill

Enclosures

\* Shelly Williams div #3 Attn

cc: Director  
Chief Engineer  
Director of Operations / Asst Chief Engr  
Director Preconstruction / Asst Chief Engr  
County Bridge Coordinators  
Prequalified Inspection Consultants

Field Division Engineers  
Project Management Division  
Local Government Division  
FHWA  
ACCO

PO BOX  
549

Ada, OK 74820



## QUALIFIED CONSULTANT LIST

### EC NO. 1426 Off-System Bridge Inspection April 2013 to April 2016

<b>Consultant</b>	<b>Contact</b>	<b>Phone</b>	<b>E-mail</b>
Boatman Engineering LLC	Brad Boatman	918.668.3414	bradb@boatman-eng.com
Cobb Engineering Company EST, Inc.	Aaron Finley Paul Poynter	405.230-2111 405.307.8378	afinley@cobbengr.com paul.poynter@estinc.net
Fox and Drechsler, Inc.	Gary Brickley	580.482-6583	gary@fdaltus.com
Guy Engineering Services	Julie Guy	918.437.0282	julie@guyengr.com
Holloway, Updike and Bellen, Inc.	Jay Updike	918.682.7811	jupdike@hubengineers.com
Infrastructure Engineers, Inc.	Gregg A. Hostetler	405.753-4170	Ghostetier@go-iei.com
Koneru Consulting Services PLLC	Sri Koneru	405.603.7608	skoneru@coxinet.net
Mehlburger Brawley	Todd Brawley	405.848.5578	TBrawley@MB-Eng.Com
Ollar and Ollar Engineering	Lynn Shoemake	405.364.0281	lynn@ollarandollar.com
SAIC EEI, LLC	Jimmy Sparks	405.242.6257	jimmy.sparks@saic.com
TranSystems	Jay Hyland	816.329.8735	jphyland@transystems.com
URS Corporation	Dallas Montgomery	317.435-8718	dallas.montgomery@urs.com

Additional information pertaining to the consultants can be found at the following address:

[http://www.okladot.state.ok.us/projmgmt/off\\_system\\_bridge\\_inspection\\_consultants\\_2012/](http://www.okladot.state.ok.us/projmgmt/off_system_bridge_inspection_consultants_2012/)

EC-1426, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES  
 INTERVIEW PROCESS FORM  
 CITY/COUNTY OF SHAWNEE, POTTAWATOMIE

Date: 11/8/12

Interviewer Name: Michael Ludi

Firm Name: Mehlburger Brawley	Firm Name: Cobb Engineering	Firm Name: SAIC
----------------------------------	--------------------------------	--------------------

	Rating	Rating	Rating	
Q1	4	2	4	(4)
Q2	7	6	6	(7)
Q3	7	7	7	(8)
Q4	7	5	6	(7)
Q5	8	7	7	(8)
Q6	8	7	6	(9)
Q7	5	4	4	(5)
Q8	5	5	5	(5)
Q9	9	9	9	(10)
Q10	8	8	8	(8)
Q11	10	9	9	(10)
Q12	9	9	8	(9)
Q13	10	9	8	(10)

Total Points	97		87		87
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Interview Committee Members:

- 1 Amber Satterfield
- 2 Michael Ludi
- 3 Danielle Turner

EC-1426, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES

INTERVIEW PROCESS FORM

CITY/COUNTY OF SHAWNEE, POTTAWATOMIE

Date: 11/8/12

Interviewer Name: *Danielle Turner*

Firm Name: Mehlburger Brawley	Firm Name: Cobb Engineering	Firm Name: SAIC
----------------------------------	--------------------------------	--------------------

	Rating	Rating	Rating	
Q1	4	3	3	(4)
Q2	7	6	5	(7)
Q3	7	7	8	(8)
Q4	7	5	5	(7)
Q5	8	8	6	(8)
Q6	8	8	8	(9)
Q7	5	4	4	(5)
Q8	5	5	5	(5)
Q9	10	10	10	(10)
Q10	8	8	8	(8)
Q11	10	9	9	(10)
Q12	9	9	8	(9)
Q13	10	8	8	(10)

Total Points	98	90	85
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Interview Committee Members:

- 1 Amber Satterfield
- 2 Michael Ludi
- 3 Danielle Turner

EC-1426, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES  
 INTERVIEW PROCESS FORM  
 CITY/COUNTY OF SHAWNEE, POTTAWATOMIE

Date: NOV. 5, 2012

Interviewer Name: Amber Satterfield

Firm Name: Mehlburger Brawley	Firm Name: Cobb Engineering	Firm Name: SAIC
----------------------------------	--------------------------------	--------------------

	Rating	Rating	Rating	
Q1	4	2	3	(4)
Q2	7	7	5	(7)
Q3	7	8	7	(8)
Q4	7	5	6	(7)
Q5	8	7	6	(8)
Q6	9	9	8	(9)
Q7	5	4	2	(5)
Q8	5	5	5	(5)
Q9	10	10	8	(10)
Q10	8	8	8	(8)
Q11	10	10	8	(10)
Q12	9	7	5	(9)
Q13	10	9	7	(10)

Total Points	99	91	78
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Interview Committee Members:

- 1 Amber Satterfield
- 2 Michael Ludi
- 3 Danielle Turner

**Regular Board of Commissioners**

**11.**

**Meeting Date:** 12/17/2012

COEDD Lease

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Discussion, consideration and possible action regarding Central Oklahoma Economic Development District (COEDD) Lease.

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Attachments

COEDD1

COEDD2

COEDD3

COEDD4

COEDD5

COEDD6

COEDD7

# City of Shawnee Memorandum

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**To:** Mayor and City Commissioners  
**CC:** Brian McDougal, City Manager  
**From:** James Bryce, Director of Operations  
**Date:** December 13, 2012  
**Re:** COEDD remodel and rent review

---

Some time back the Director of COEDD Greg Clifton came to the City wanting to remodel the office space they occupy at 400 North Bell. They wanted to invest \$120,000.00 of their funds into expanding their conference area, enclosing their server room, and various other modifications. Their request to invest these funds came with a request to modify their lease. Currently their lease is \$1383.07 per month, all utilities paid except telephone service, and the City continues to maintain the exterior of the building including HVAC. COEDD's request is to reduce their rent to \$1000.00 per month for 10 years. Before responding, the City wanted to look into the fair market value of the leased property and the direct costs to the City for utilities and repairs and to get an estimated value of the proposed remodel. We also wanted to look into the current lease since it had not been changed since 1994. The current lease on file and documentation of research are attached.

### **Originally proposed to city September 22, 2011**

COEDD is proposing to remodel our offices, currently located on the west side of the municipal auditorium, using COEDD funds. In exchange, COEDD would like to negotiate a new 10 year lease with a \$1,000 a month payment. The lower payment reflects a \$400 dollar per month reduction, or \$48,000 total over the term of the lease. I have attached a copy of the previous lease for your review.

The COEDD board has approved spending up to \$150,000 for the remodel. The current estimate is \$98,710 for the items we wish to change. \$48,000 would represent about half of the current estimate. The additional money approved is for contingency items that will almost certainly arise as the remodel progresses. I would like to complete the bulk of the remodel in December when I can close the office.

I have attached a list of the proposed improvements and a cost estimate for your review. I would be happy to walk you through the facility and discuss the improvements in greater detail if needed.

#### **Proposed improvements:**

1. Replace flooring material throughout facility (except restrooms).
2. Repair/Replace sheetrock, upper hall and aging area, wainscots upper hallways.
3. Demo 2 offices in aging area, enlarge conference room using cleared space, and install movable divider in conference room to allow 2 groups to use at same time.
4. Build in old reception area as office at back door.
5. Build in small enclosure in entryway to enclose routers/server etc.
6. Install overhead cover outside entry and sidewalks extending to handicap ramp on north and east side of parking area.
7. Replace all toilets (6) with new low water usage models, replace urinal (1) with water free model.
8. Remodel two (2) bathrooms to comply with current handicap accessibility standards.
9. Replace 120 old light fixtures with new high output energy efficient fixtures.
10. Repair/replace misc cracked and/or damaged sheetrock in lower hall/offices.
11. Repaint all halls/offices
12. Replace window sills in conference room (water damage)
13. Install two (2) additional windows in new conference room (window framing is there, covered over in earlier remodel)
14. Install/replace five (5) vent fans. Four in bathrooms, 1 in new server room.

***Added 9/21/2012-*** To date, COEDD has paid Shawnee approximately \$489,000 in rent payments since 1981. In addition, COEDD spent \$147,000 to complete the initial remodel. The city initially spent \$80,000 for a new roof. The original lease of \$1000 per month for 10 years was to cover all utilities, maintenance, and amortize the cost of the new roof at the end of which a new lease would be negotiated. In 1994, the payment was increased to \$1,387 with a 10 year term to amortize the cost of adding an addition to the facility. No new lease has been negotiated since 1994.

# JONES APPRAISAL SERVICE

P. O. Box 3466 • 401 W. Highland • Shawnee, OK 74802  
405-273-8448 • FAX 405-273-5135

ROBERT M. JONES, I.F.A. ~ Oklahoma Certified Residential No. 10493  
JERRY L. JONES, I.F.A. ~ Oklahoma Certified General No. 10186

January 31, 2012

Mr. James Bryce  
Director of Operations  
City of Shawnee  
16 W. 9<sup>th</sup> Street  
Shawnee, OK 74801

RE: Market Rent Survey – Office Space in Shawnee

Dear Mr. Bryce

At your request, I have compiled information for market rents for office space in Shawnee. The information is based on several locations within Shawnee along with a property in Seminole. When looking at the current rent being paid in Shawnee, the range of price per square foot per year is from a \$4.50 per square foot to more than \$12 per square foot. Rents at the upper range of value tend to include utilities, janitorial service, off street parking and in some cases, security.

Those offices that are less than 1,000 square feet in office area usually will command a price greater than the larger properties with more than 5,000 square feet in floor space. The following shows the market rent ranges as reported to me.

Address	Units, size	Rent per SF per Year
316 N Broadway	400 to 2,000 SF	\$4.50 to \$11.00
130 N Broadway	400 to 1,500 SF	\$9.00 to \$10.00
2005 – 2115 Hwy 9 E Seminole	660 to 3,000 SF	\$6.81 to \$9.19
1 W 10 <sup>th</sup> Street	1,000 to 1,930 SF	\$10.00
678 Kickapoo Spur	1,000 to 2,500 SF	\$6.21
530-532 E Highland	1,000 to 3,470 SF	\$8.20 to \$8.75

316 N. Broadway      Two level building with several offices, 9,410 SF gross building area, located across street from courthouse

130 N. Broadway      Multi-story building with retail and office units, across street from City Hall and Public parking

2005 – 2115 Hwy 9 E Seminole      Multi-unit one level office or retail space with off street parking, built in 1997

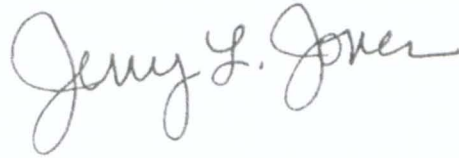
1 W 10<sup>th</sup>      Three unit building at Broadway & 10<sup>th</sup> streets. Built 1989, minimal off street parking



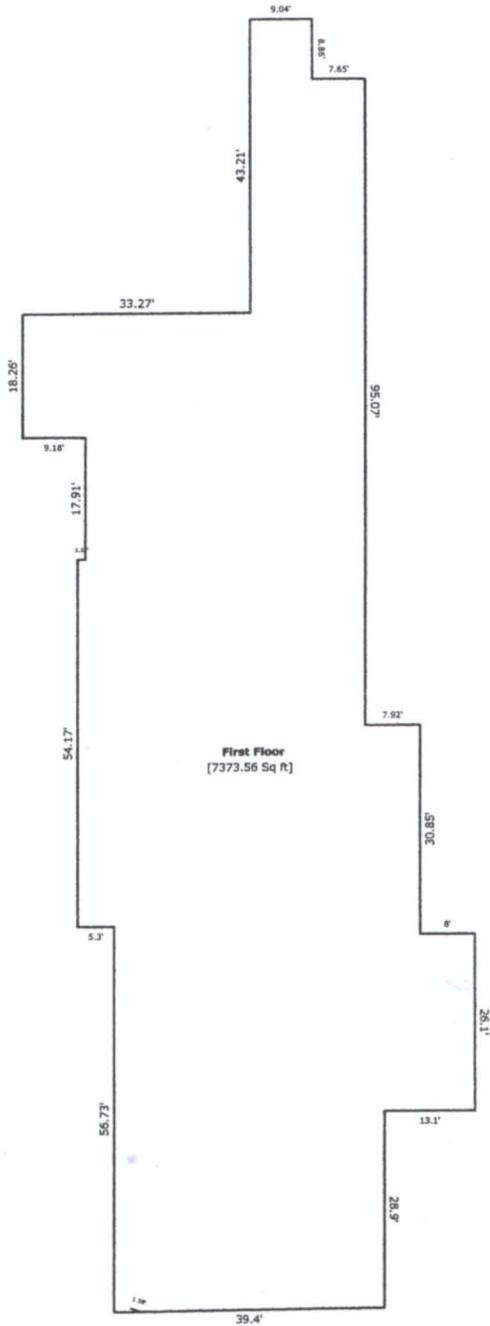
530 – 532 E. Highland Three unit office or retail building with gross building area of 4,524 SF, built in  
2006

If you have questions, please contact me.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jerry L. Jones". The signature is written in a cursive style with a large, looping initial "J".

Jerry L. Jones, IFA  
101086CGA



DaVinci by a la mode, inc.

**Area Calculations Summary**

**Living Area**

First Floor

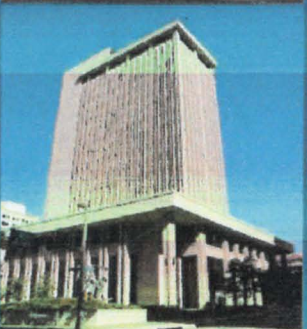
7373.6 Sq ft

**Calculation Details**

9.04 × 8.86	=	80.0944
18.26 × 9.18	=	167.6268
16.69 × 34.35	=	573.3015
40.78 × 36.17	=	1475.0126
41.9 × 24.55	=	1028.645
26.1 × 8	=	208.8
29.62 × 5.3	=	156.986
44.5 × 30.85	=	1372.825
0.5 × 0.02 × 30.85	=	0.3085
44.5 × 26.1	=	1161.45
39.4 × 28.9	=	1138.66
0.5 × 39.4 × 0.5	=	9.85

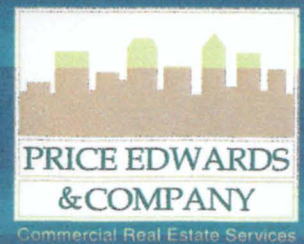
**Total Living Area (Rounded):**

**7374 Sq ft**



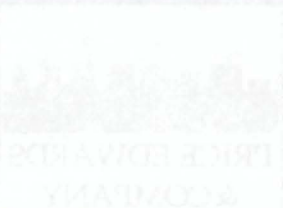
# Oklahoma City

2011 Mid-Year  
Office Market Summary



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West Submarket	12-13
Suburban Submarket	13
?????	Back Cover



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# Oklahoma City

## 2011 Mid-Year Office Market Summary



### SURVEY SUMMARY

The Oklahoma City office market is performing very well given the sluggish national economy. The market absorbed another 85,000 square feet during the first six months of the year and appears poised to have a strong second half as well. Of course, it will need to as it faces the staggered relocation of Devon's offices into its new 50-story tower during 2012.

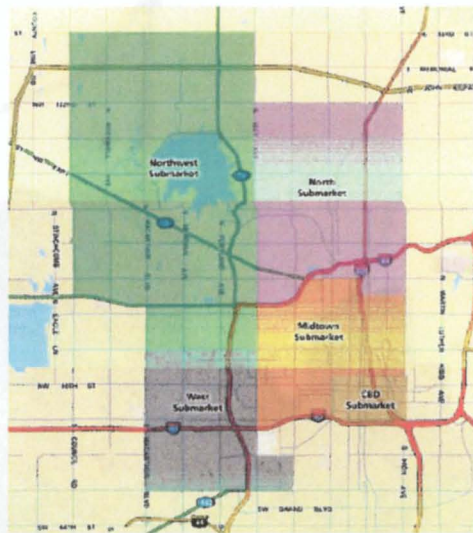
The overall market vacancy fell from 17% to 16.4%, with all of that gain coming in the suburbs. The Central Business District's vacancy rate actually increased from 24.9% to 25.3% while the suburban submarkets saw improvement from 12.8% down to 11.7%. As in our last few reports, the majority of the suburban gains were seen in the Northwest submarket where 58,000 square feet was absorbed and the vacancy fell from 11.6% to 10.6%. The Midtown area also saw significant improvement, absorbing 46,000 square feet and reducing its vacancy rate from 13.2% to 9.5%, solely on the strength of one 50,000 square foot lease with MidFirst at Shepherd Mall Office Complex.

The suburban Class A buildings, which are typically a market indicator of what's to come, also showed significant gains. Class A suburban vacancy fell from 12.7% to 11.2% during the first half of the year and rental rates increased from \$20.77 to \$21.05. We expect rents to continue to rise in this sector for quite some time as the market gathers strength and no new speculative construction has been announced which would add to the supply.

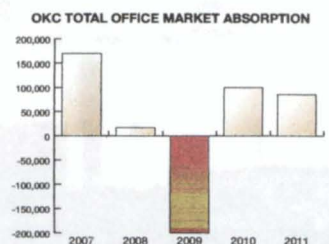
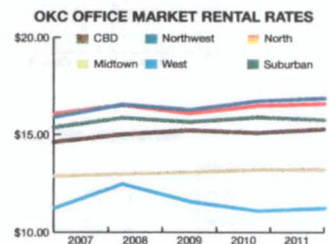
The large MidFirst deal is just a small indication of just how dynamic the market is today as several relocations should result in large swings in the market and from one submarket to another. Obviously, the largest of these is Devon Energy which will eventually vacate a little over 800,000 square feet in downtown buildings over the next year to 18 months. However, two recent announcements help temper that loss as Continental Resources has purchased Devon's existing headquarters building and will eventually backfill approximately 230,000 square feet at that location as it relocates employees from its current headquarters location in Enid, Oklahoma. Enogex also recently announced that it will relocate to the CBD, moving from approximately 116,000 square feet at Central Park in the North submarket to a like amount of space in the north tower of Leadership Square in the

first quarter of 2012. Given the quality of the Central Park property and the dearth of large contiguous blocks of space in the suburbs, we do not expect it to take long to fill the void left by Enogex. Another significant transaction to occur in the first half of the year was Chesapeake Energy's purchase of the 156,000 square foot Atrium Towers project. The tenants in the twin 6-story towers will eventually relocate to other properties as Chesapeake plans to use the buildings for its own employees. Given the buildings' current occupancy, approximately 140,000 square feet of positive absorption should occur as those existing tenants find new locations. One move that will negatively impact the suburban markets in the second half of the year will be Paycom's relocation from its current location in Lakepointe Towers where it occupies approximately 40,000 square feet to its new 90,000 square foot building on the Kilpatrick Turnpike.

It's important to note that while the local office market has hovered near 15 million square feet for the past ten years, the city has actually seen significant growth in office space as many multi-tenant buildings have been purchased by owner occupants and removed from our report which tracks only "leased" buildings. Also, many users such as the aforementioned Paycom have built their own buildings and left available inventory behind.



Oklahoma City Metro area submarket map



2011 Mid-Year OKC Office Market Totals

RSF  
15,057,032

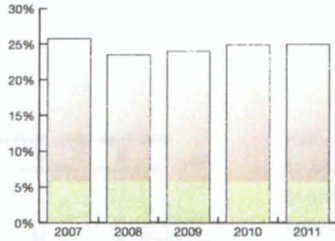
Vacant SF  
2,464,332

Vacant %  
16.4%

Rate  
\$15.75

# 2011 Mid-Year Oklahoma City Office Market Summary CENTRAL BUSINESS DISTRICT SUBMARKET

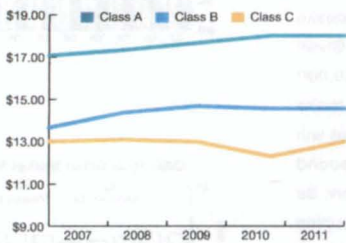
HISTORICAL CBD VACANCY



## 2011 MID-YEAR CENTRAL BUSINESS DISTRICT REVIEW

- Aggregate vacancy rates increased from 24.9% to 25.3%
- Class A vacancy decreased from 13.8% to 13.5%
- Class B vacancy decreased from 16.3% to 16.2%
- Class C vacancy increased from 50.3% to 52.3%
- Aggregate rental rates increased from \$15.08 per SF to \$15.27 per SF
- Class A rates remained stable at \$18.02 per SF
- Class B rates remained stable at \$14.56 per SF
- Class C rates increased from \$12.30 per SF to \$13.00 per SF
- The CBD experienced negative absorption of 18,000 SF during the first half of 2011

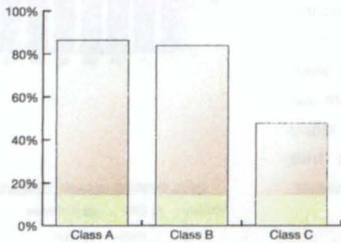
HISTORICAL CBD RENTAL RATES BY CLASS



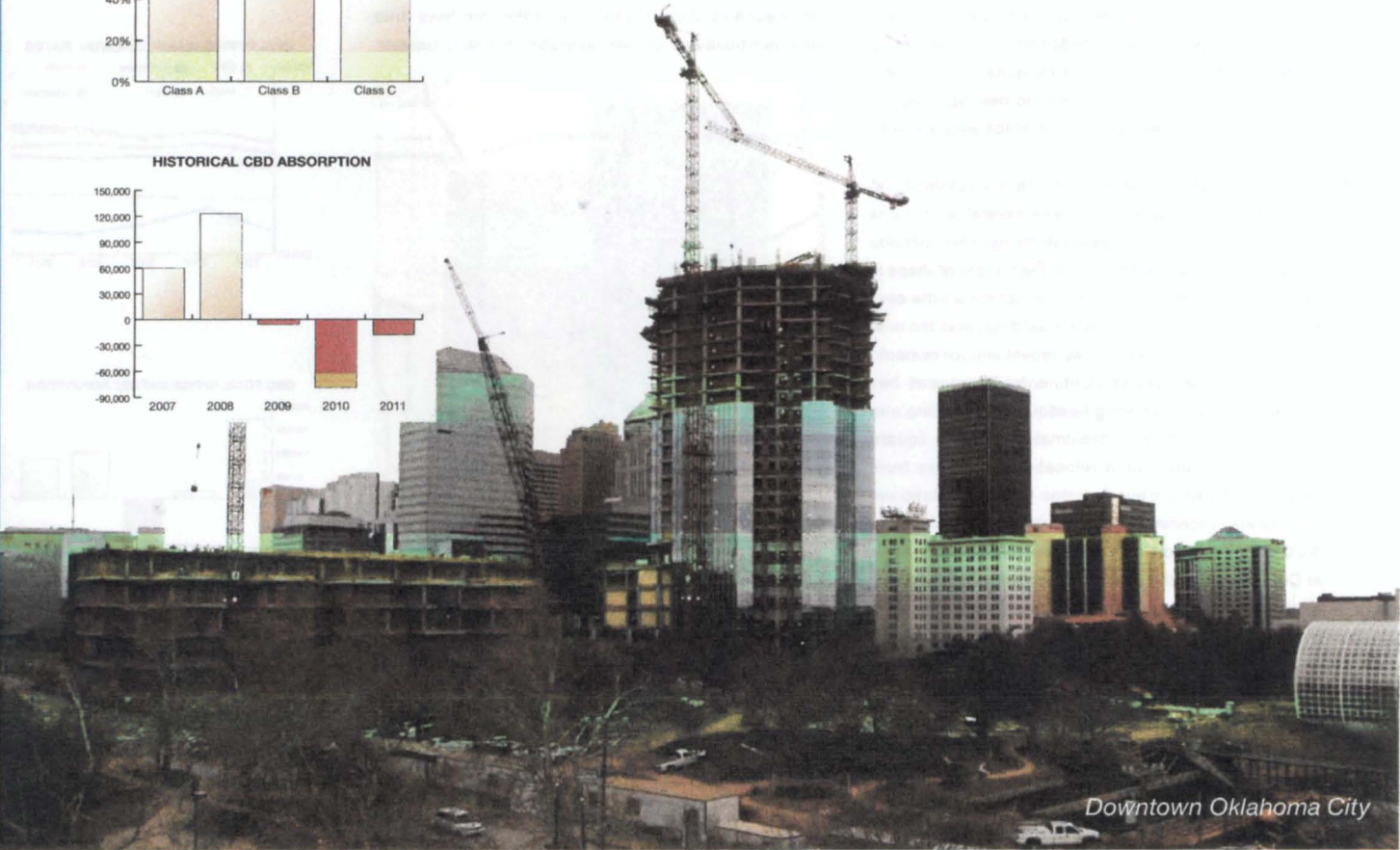
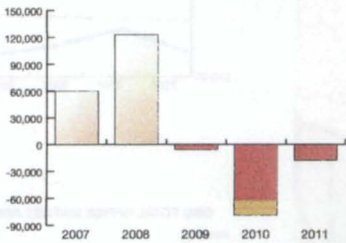
## 2011 YEAR-END CENTRAL BUSINESS DISTRICT FORECAST

- Vacancy rates and rental rates should remain near current levels

CBD OCCUPANCY BY CLASS



HISTORICAL CBD ABSORPTION



Downtown Oklahoma City

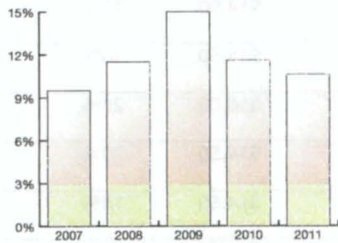
2011 Mid-Year Oklahoma City Office Market Summary  
**CENTRAL BUSINESS DISTRICT SUBMARKET**

CBD	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
100 Park Ave Building 100 Park Ave	1923/64	12	99,752	12,647	13%	\$14.00	12%
101 Park Avenue Building 101 Park Ave.	1936/74	14	197,042	76,427	39%	\$14.50	16%
20 N. Broadway 20 N Broadway	1981	19	307,388	0	0%	\$16.00	20%
Bank of Oklahoma Plaza 201 Robert S. Kerr	1972	16	233,808	26,004	11%	\$14.50	20%
Chase Tower 100 N. Broadway	1971	36	514,317	14,726	3%	\$14.50	15%
City Place 204 N. Robinson	1931/85	33	251,449	120,473	48%	\$14.50	14%
Corporate Tower 101 N. Robinson	1980	14	277,849	8,523	3%	\$16.00	17.59%
Court Plaza 228 Robert S. Kerr	1923/79	10	78,381	34,132	44%	\$10.50	14%
Dowell Center 134 Robert S. Kerr	1926	20	205,000	205,000	100%	\$14.00	15%
First National Center 120 N. Robinson	1931	32	972,267	478,027	49%	\$13.00	16.50%
Hightower Building 105 N. Hudson	1929	10	107,152	21,371	20%	\$15.00	15%
Leadership Square 211 N. Robinson	1984	21	735,514	190,604	26%	\$18.00	20%
Oklahoma Tower 210 Park Ave.	1982	31	568,960	39,677	7%	\$18.00	20%
One North Hudson 401 W. Sheridan	1927	11	73,000	12,614	17%	\$10.00	12%
Robinson Plaza 50 N. Robinson	1992	10	195,702	19,759	10%	\$14.00	0%
Robinson Renaissance 119 N. Robinson	1927/88	12	174,840	47,496	27%	\$13.00	25%
Sonic Building 300 Johnny Bench Drive	2003	4	100,654	1,423	1%	\$24.50	8%
The Reserve 226 Dean A. McGee Avenue	1922/97	4	71,616	0	0%	\$16.00	20%
<b>CBD Totals</b>			<b>5,164,691</b>	<b>1,308,903</b>	<b>25.3%</b>	<b>\$15.27</b>	

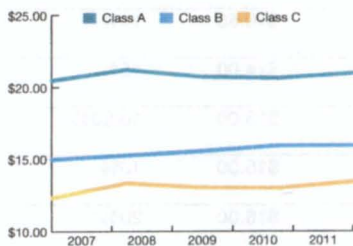
# 2011 Mid-Year Oklahoma City Office Market Summary

## NORTHWEST SUBMARKET

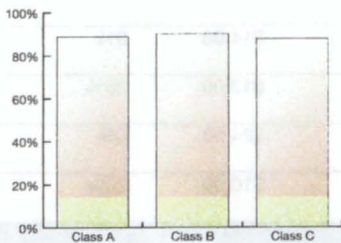
**HISTORICAL NORTHWEST VACANCY**



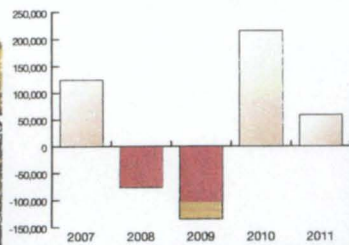
**HISTORICAL NORTHWEST RENTAL RATES BY CLASS**



**NORTHWEST OCCUPANCY BY CLASS**



**HISTORICAL NORTHWEST ABSORPTION**



### 2011 MID-YEAR NORTHWEST SUBMARKET REVIEW

- Aggregate vacancy rates decreased from 11.6% to 10.6%
- Class A vacancy decreased from 13.8% to 11.1%
- Class B vacancy decreased from 10% to 9.9%
- Class C vacancy increased from 13.3% to 13.5%
- Aggregate rental rates increased from \$16.70 per SF to \$16.86 per SF
- Class A rental rates increased from \$20.64 per SF to \$20.97 per SF
- Class B rental rates held steady at \$15.92 per SF
- Class C rental rates increased from \$12.97 per SF to \$13.43 per SF
- The Northwest Oklahoma City submarket experienced positive absorption of 58,000 SF during the first half of 2011

### 2011 YEAR-END NORTHWEST SUBMARKET FORECAST

- Vacancy rates should continue to drop as this submarket leads the market's recovery
- Quoted rates will increase as landlords become more bullish





2011 Mid-Year Oklahoma City Office Market Summary  
**NORTHWEST SUBMARKET**

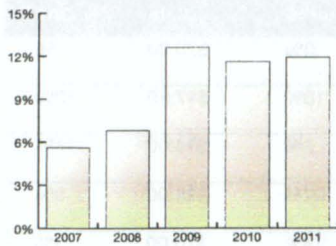
Northwest Submarket	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
14201-14301 Caliber Drive	2007	2	81,520	16,919	21%	\$23.00	17%
14201-14301 Caliber Drive							
2525 Expressway	1974	6	62,410	11,218	18%	\$12.50	15%
2525 Northwest Expressway							
4100 Perimeter Center	1982	3	47,317	6,603	14%	\$12.00	15%
4100 Perimeter Center Dr.							
4101 Perimeter Center	1982	3	47,317	0	0%	\$12.00	15%
4101 Perimeter Center Dr.							
4141 Northwest Expressway	1982	3	46,464	0	0%	\$11.00	16%
4141 Northwest Expressway							
4200 Perimeter Center	1981	2	61,327	2,687	4%	\$12.00	15%
4200 Perimeter Center Dr.							
4700 Gaillardia	2007	2	42,970	0	0%	\$22.00	15%
4700 Gaillardia Parkway							
4727 Gaillardia	2009	2	37,624	25,081	67%	\$20.00	15%
4727 Gaillardia Parkway							
4747 Gaillardia	2009	2	26,016	0	0%	\$20.00	0%
4747 Gaillardia							
4801 Gaillardia	2000	3	71,867	12,540	17%	\$24.00	15%
4801 Gaillardia Parkway							
4811 Gaillardia	2008	3	41,450	11,969	29%	\$21.00	15%
4811 Gaillardia							
5100 Brookline	1974	10	107,496	4,324	4%	\$16.00	15%
5100 Brookline							
5909 NW	1982	7	101,146	23,624	23%	\$14.00	15%
5909 Northwest Expressway							
AAA Operations Center	2009	3	145,635	0	0%	\$20.00	0%
3100 Quail Springs Parkway							
American Cancer Society	2001	1	45,000	0	0%	\$17.50	0%
8400 Silver Crossing							
Atrium Towers	1980	6	156,106	22,337	14%	\$16.00	15%
3501-3503 N.W. 63rd							
Avaya Building	1998	1	57,000	0	0%	\$20.00	0%
14400 Hertz Quail Springs Parkway							
Bradley Square	1984	1	30,000	0	0%	\$13.50	0%
2932 N.W. 122nd							
Brookline Offices	1971	1	40,009	9,165	23%	\$12.00	0%
6051 N. Brookline							
Center 3000	1972	2	115,800	16,729	14%	\$12.00	12%
3000 United Founders Blvd.							
Chase Bank Building	1976	4	54,793	15,494	28%	\$15.00	15%
6303 N Portland Ave							
Chase Park	1981	2	30,281	8,569	28%	\$13.50	17%
4323 NW 63rd St							
Commerce Center South	1982	3	65,857	0	0%	\$14.00	11%
9520 N. May							
Coppertree Centre	1982	3	26,928	1,150	4%	\$13.00	10%
3727 N.W. 63rd							
Cross Rock Place	1992	2	50,500	9,549	19%	\$22.00	12%
3595 W Memorial Rd							
Cross Rock Plaza 1	1984	3	55,152	0	0%	\$20.00	15%
13801 Wireless Way							
Dobson Communications	2001	3	144,420	0	0%	\$22.50	16%
14101-14201 Wireless Way							
Enterprise Plaza	1981	3	92,180	0	0%	\$16.00	15%
5600 N. May							
FBI Building	1999	1	110,000	0	0%	\$24.00	0%
3301 W. Memorial							
Fifty-Six Expressway Place	1982	3	58,340	17,351	30%	\$12.50	10%
5601 N.W. 72nd							
Five Corporate Plaza	1980	3	49,486	0	0%	\$16.00	15%
3625 N.W. 56th							
Grand Centre	1979	5	101,217	5,213	5%	\$17.00	15%
5400 N.W. Grand Blvd.							

2011 Mid-Year Oklahoma City Office Market Summary  
**NORTHWEST SUBMARKET**

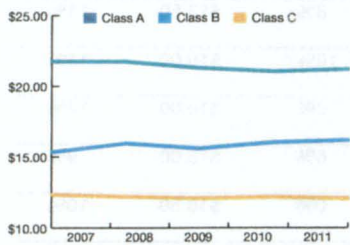
Northwest Submarket	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
Hartford Insurance 7800 N.W. 85th Terrace	1999	1	100,000	0	0%	\$17.50	0%
Jamestown Office Park 3037 N.W. 63rd	1972/79	2	74,000	8,808	12%	\$13.00	10%
Lake Park Tower 6525 N. Meridian	1983	6	103,084	17,752	17%	\$13.50	15%
Lakepointe Towers 4005-4013 Northwest Expressway	1981	6	177,746	13,340	8%	\$14.50	13%
Lakepointe West 4045 N.W. 64th	1982	6	85,246	19,051	22%	\$13.00	12%
Lakeshore Tower 4301 N.W. 63rd	1982	3	32,250	6,197	19%	\$14.00	15%
Landmark Towers 3535-3545-3555 NW 58th	1969/72	10	306,960	24,973	8%	\$15.00	12%
Mercury Insurance Building 7301 Northwest Expressway	1986	2	100,103	0	0%	\$12.50	13%
Mutual Assurance Building 3121 Quail Springs Parkway	1999	2	40,000	3,147	8%	\$18.00	12%
North Shore Office Plaza 10900 Hefner Drive	2001	5	55,570	9,256	17%	\$21.00	16%
Northwest Office Center 4334 Northwest Expressway	1973	2	85,833	14,803	17%	\$13.00	13%
Oil Center 2601 Northwest Expressway	1973/1994	12	249,657	38,693	16%	\$16.00	13%
One Corporate Plaza 3525 NW. 56th	1979	1	63,011	1,796	3%	\$15.50	15%
Parkway Commons 13900 N. Portland	2003	2	40,729	5,682	14%	\$19.50	15%
Portland Plaza 5700 N. Portland	1969	3	35,425	1,143	3%	\$13.00	14%
Quail Commerce Center 3201 Quail Springs Parkway	1998	1	128,500	25,000	19%	\$17.50	0%
Quail Creek North 11032 Quail Creek Rd.	1973	2	36,124	2,889	8%	\$12.50	15%
Quail Ridge Tower 11212 N. May	1975	4	46,950	11,881	25%	\$13.00	17%
Quail Springs Pky Plaza I & II 14000 Quail Springs Parkway	1986	6	321,312	20,166	6%	\$21.00	14%
Rees Plaza at East Wharf 9211 Lake Hefner Parkway	Nov-02	3	40,998	0	0%	\$25.00	17%
Rockwell Office Building 7250 NW Expressway	1982	2	28,032	21,369	76%	\$12.50	13%
Sprint PCS Building 8525 Silver Crossing	1999	1	89,132	0	0%	\$15.00	0%
St. Martins Building 9020 N. May	1990	2	59,712	21,422	36%	\$15.50	13%
The Caliber Center 3817 Northwest Expressway	1983	10	278,843	3,859	1%	\$20.00	15%
The Summit Building 5929 N. May	1975	5	50,000	2,888	6%	\$12.15	10%
Three Corporate Plaza 3613 NW. 56th	1980	3	49,920	6,677	13%	\$15.50	15%
Two Corporate Plaza 5555 NW. Grand Blvd.	1982	3	85,551	0	0%	\$15.00	14%
Union Plaza 3030 Northwest Expressway	1982	18	248,390	54,906	22%	\$19.00	14%
Williams Sonoma 7720 NW 84th St	1998	1	35,862	0	0%	\$17.50	0%
<b>Northwest Submarket Totals</b>			<b>5,252,568</b>	<b>556,220</b>	<b>10.6%</b>	<b>\$16.86</b>	

## 2011 Mid-Year Oklahoma City Office Market Summary NORTH SUBMARKET

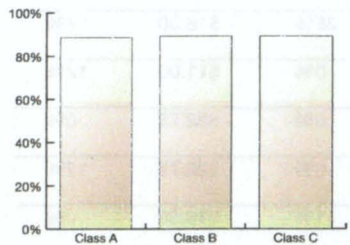
HISTORICAL NORTH VACANCY



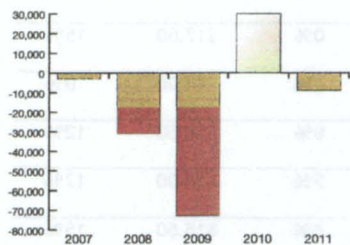
HISTORICAL NORTH RENTAL RATES BY CLASS



NORTH OCCUPANCY BY CLASS



HISTORICAL NORTH ABSORPTION



### 2011 MID-YEAR NORTH SUBMARKET REVIEW

- Aggregate vacancy rates increased from 11.6% to 11.9%
- Class A vacancy increased from 10.3% to 11.3%
- Class B vacancy decreased from 11.4% to 10.6%
- Class C vacancy increased from 13.6% to 16.9%
- Aggregate rental rates increased from \$16.47 per SF to \$16.57 per SF
- Class A rental rates increased from \$21.06 per SF to \$21.21 per SF
- Class B rental rates increased from \$16.02 per SF to \$16.16 per SF
- Class C rental rates decreased from \$12.18 per SF to \$12.08 per SF
- The Oklahoma City North submarket experienced negative absorption of 9,000 SF during the first half of 2011

### 2011 YEAR-END NORTH SUBMARKET FORECAST

- Rental rates will remain near current levels
- Vacancy rates should improve



2011 Mid-Year Oklahoma City Office Market Summary  
**NORTH SUBMARKET**

North Submarket	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
1001 Wilshire 1001 W Wilshire Ave	2003	4	43,316	0	0%	\$20.00	13%
50 Penn Place 5100 N. Pennsylvania	1973	16	180,164	17,864	10%	\$17.50	12%
5100 Circle Building 5100 N. Classen Blvd.	1982	6	74,799	1,715	2%	\$14.00	14%
7 & 9 Broadway Executive Park NW. 63rd and Broadway	1979	1	30,505	6,640	22%	\$15.00	0%
Broadway North 7301 N. Broadway Ext.	1974	2	25,703	5,818	23%	\$15.00	13%
Broadway Plaza 16 N.W. 63rd	2003	3	50,726	0	0%	\$12.00	13%
Broadway Sixty-Eight 6801 N. Broadway	1979	3	40,000	3,346	8%	\$13.50	14%
Central Park One 525 Central Park Dr.	1982	6	113,134	20,711	18%	\$16.00	14%
Central Park Two 515 Central Park Dr.	1984	6	124,463	0	0%	\$16.00	14%
Chase Bank Building 1200 NW 63rd St	1981	4	39,367	2,500	6%	\$15.00	9%
Columbus Square 1001 N.W. 63rd	1982	3	36,559	0	0%	\$16.50	10%
Five North Broadway 6601 N. Broadway	1972	3	44,805	0	0%	\$16.00	15%
Glenbrook Centre West 1140 N.W. 63rd	1972	5	52,905	31,743	60%	\$15.00	10%
Harvey Parkway 301 N.W. 63rd	1982	6	97,912	24,825	25%	\$16.00	17%
Lincoln Plaza Office Park 4545 Lincoln Blvd.	1970	2	238,300	0	0%	\$11.00	12%
Market Center I 701 Market Dr	2008	2	46,368	0	0%	\$22.75	0%
Market Center II 713 Market Dr	2009	2	50,000	0	0%	\$22.75	12%
Nichols Hills Executive Center 1000 W. Wilshire	1979	2	52,426	5,576	11%	\$16.50	0%
Nichols Hills Tower 6410 Avondale Dr	NA	2	28,604	9,149	32%	\$15.00	11%
Northgate 4010-4020-4024-4030 Lincoln Blvd.	1974	2	49,256	36,942	75%	\$10.00	0%
One Benham Place 9400 N. Broadway	1984	8	152,959	0	0%	\$17.50	15%
One Broadway Center 100 N.W. 63rd	1980	3	34,984	0	0%	\$14.00	9%
One Broadway Executive Park 201 NW. 63rd	1979	3	58,832	5,309	9%	\$15.50	12%
One Western Plaza 5500 N. Western	1972	2	50,948	1,100	2%	\$14.00	17%
Paragon Building 5801 N. Broadway	1981	5	110,791	9,320	8%	\$15.50	15%
Pavilion Building 6701 N. Broadway	1974	3	39,895	4,000	10%	\$12.50	12%
Penn Park 5001-5005-5009-5015 N. Penn	1974	3	78,643	18,023	23%	\$13.50	13%
Registry 2200 NW. 50th	1980	2	93,167	17,144	18%	\$13.00	15%
Richmond Square 4900 Richmond Square	1982	2	27,606	16,876	61%	\$15.00	12%
Santa Fe North 6 NE. 63rd	1981	4	44,000	0	0%	\$14.50	14%
The Commons on Broadway 11600 Broadway Ext	2009	3	50,188	7,868	16%	\$20.75	18%
Three Broadway Executive Park 6501 N. Broadway	1977	3	45,256	0	0%	\$15.50	10%

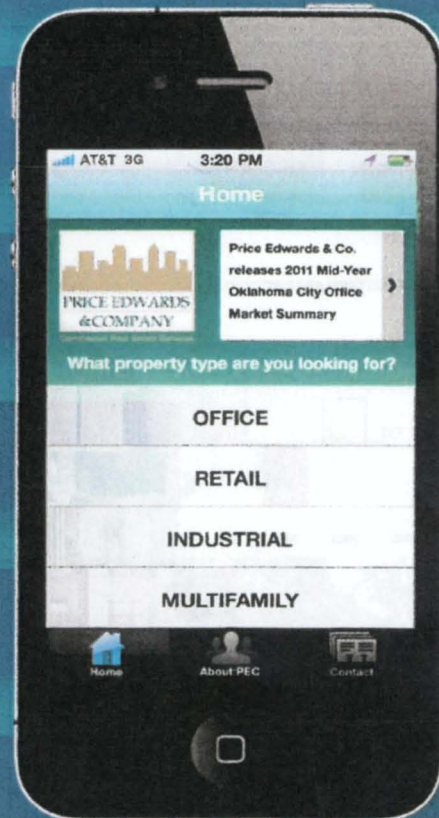
## 2011 Mid-Year Oklahoma City Office Market Summary NORTH SUBMARKET

North Submarket	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
Two Broadway Executive Park 205 NW. 63rd	1980	3	52,205	28,566	55%	\$15.50	11%
Valliance Tower 1601 Northwest Expressway	1983	0	299,137	27,966	9%	\$21.00	18%
Waterford A 6301 Waterford Blvd.	1983	4	150,048	6,994	5%	\$21.50	16%
Waterford B 6303 Waterford Blvd.	1983	2	35,468	3,649	10%	\$21.50	16%
Waterford C 6305 Waterford Blvd.	1983	4	81,575	22,436	28%	\$21.50	16%
Waterford D 6307 Waterford Blvd.	1983	2	34,087	4,263	13%	\$21.50	16%
<b>North Totals</b>			<b>2,859,101</b>	<b>340,343</b>	<b>11.9%</b>	<b>\$16.57</b>	

### Price Edwards Continues Mobile Push

Price Edwards & Company recently announced the release of its own native iPhone application, now available in the Apple App Store. The product allows users, free of charge, to review property data on office buildings, shopping centers, industrial projects, and apartment communities across the Oklahoma City metro area. Information includes: lease rates, occupancy, sales history, performance relative to the market and other useful tools for property owners and investors. Price Edwards is the only firm to provide an app specific to the Oklahoma City commercial real estate market.

The technology was developed and designed by Jeremy Branecky and Jon Fisher. It was approved by Apple after its initial submission and required no modifications—a major accomplishment according to Phil Jackson, Price Edwards & Company's Chief Information Officer. A fully featured iPad version has also been released featuring content for Price Edwards & Company's Office, Retail, Industrial, and Multifamily Market Summaries. Version 2.0 of the iPhone app is in the works and will bring additional features and functionality. A version of the app will also be developed for Google's Android platform in the coming months along with iPad ports of applications developed in-house for internal use.

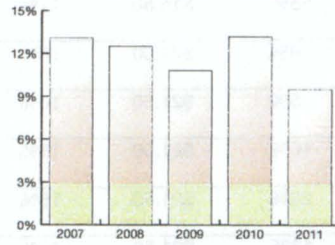


# 2011 Mid-Year Oklahoma City Office Market Summary

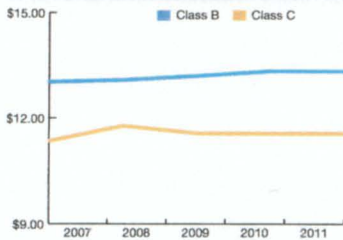
## MIDTOWN SUBMARKET

MIDTOWN

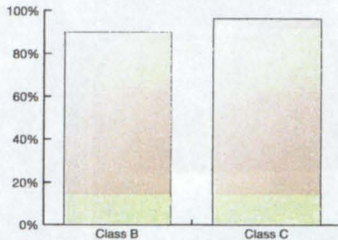
**HISTORICAL MIDTOWN VACANCY**



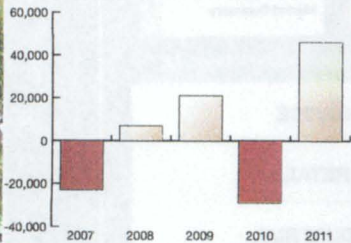
**HISTORICAL MIDTOWN RENTAL RATES**



**MIDTOWN OCCUPANCY**



**HISTORICAL MIDTOWN ABSORPTION**



### 2011 MID-YEAR MIDTOWN SUBMARKET REVIEW

- Aggregate vacancy rates decreased from 13.2% to 9.5%
- Class B vacancy rates decreased from 14.0% to 10.1%
- Class C vacancy rates decreased from 5.2% to 3.9%
- Aggregate rental rates held steady at \$13.19 per SF
  - Class B rental rates remained at \$13.35 per SF
  - Class C rental rates remained at \$11.57 per SF
- The Midtown Submarket experienced positive absorption of 46,000 SF during the first half of 2011

### 2011 YEAR-END MIDTOWN SUBMARKET FORECAST

- Vacancy rates will remain relatively low as more users recognize Midtown as the most economical submarket
- Rental rates will remain at or near current levels



2011 Mid-Year Oklahoma City Office Market Summary  
**MIDTOWN SUBMARKET**

Midtown Submarket	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
2000 Classen Center 2000 N Classen Blvd	1966/76	6	318,605	0	0%	\$14.00	10%
4801 Classen Building 4801 Classen Blvd.	1974	2	33,151	4,417	13%	\$10.50	0%
Cameron Building 2901 Classen Blvd.	1955/57	5	81,493	0	0%	\$12.00	10%
Classen Park I 3800 N Classen Blvd	1982	3	52,800	3,625	7%	\$12.00	13%
Classen Park II 3700 N Classen Blvd	1980	2	52,800	0	0%	\$12.00	13%
Santa Fe Building 3814 N. Santa Fe Ave.	1954/82	4	55,203	9,000	16%	\$10.50	10%
Shepherd Mall Office Complex 2401 NW 23rd Street	1964/95	2	640,000	100,000	16%	\$13.50	0%
<b>Midtown Totals</b>			<b>1,234,052</b>	<b>117,042</b>	<b>9.5%</b>	<b>\$13.19</b>	

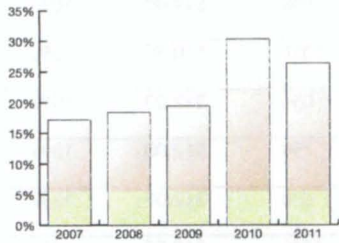
2011 Mid-Year Oklahoma City Office Market Summary  
**MEDICAL OFFICE SUBMARKET**

Medical Office Submarket	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
Deaconess Medical North 5701 N Portland Ave	1996	3	55,209	0	0%	\$19.00	0%
Deaconess Medical South 5401 N Portland Ave	1991	6	119,726	0	0%	\$19.00	0%
McAuley Physician Office 4205 McAuley Blvd	1986	4	42,246	1,015	2%	\$17.00	0%
NeuroScience Institute 4120 W Memorial Rd	1998	3	54,558	0	0%	\$19.00	0%
Northwest Medical Center 3330 NW 56th St	1981	6	82,664	9,116	11%	\$16.00	13.40%
Parkway Medical Center 14100 Parkway Commons Dr	2008	2	27,000	1,400	5%	\$20.00	15%
Parkway Medical Center 3500 NW 56th St	1980	2	44,419	0	0%	\$19.00	10%
Pasteur Medical Building 1111 N. Lee Ave.	1959	5	83,858	17,337	21%	\$16.50	15%
Physicians & Surgeons Bldg 1211 N Shartel Ave	1962	11	75,000	6,500	9%	\$13.00	0%
Physicians Bldg - A 3435 NW 56th St	1970	9	68,349	1,368	2%	\$15.50	14%
Physicians Bldg - B 3433 NW 56th St	1986	9	128,030	3,285	3%	\$18.00	14%
Physicians Bldg - C 3400 NW Expressway	1975	8	75,158	2,553	3%	\$15.50	14%
Physicians Bldg - D 3366 NW Expressway	1994	8	120,813	11,256	9%	\$17.50	14%
Plaza Physician Offices 4140 W Memorial Rd	1992	7	70,050	3,045	4%	\$18.00	0%
Presbyterian Professional Bldg 711 Stanton L Young	1995	4	91,122	0	0%	\$14.00	15%
Quailbrook Medical 13901 McAuley Blvd	2008	3	34,222	19,808	58%	\$20.00	15%
Saints Medical Plaza NW 9th St & N Walker Ave	2008	5	82,010	12,160	15%	\$15.66	16.90%
SMC Medical Office Bldg 4200 S Douglas Ave	1967	3	29,054	644	2%	\$13.00	0%
SMC Medical Plaza 4221 S Western Ave	1994	5	58,648	0	0%	\$16.00	0%
St. Anthony ASC 6205 N Santa Fe Ave	1998	2	36,551	6,000	16%	\$21.40	14%
St. Anthony North POB 6201 N Santa Fe Ave	1990	2	28,281	0	0%	\$17.75	19.40%
St. Anthony Prof. Bldg 608 NW 9th St	1987	6	83,898	1,200	1%	\$17.75	11%
Tower Physicians Offices 4200 W Memorial Rd	1986	11	93,639	9,138	10%	\$16.00	0%
<b>Medical Office Totals</b>			<b>1,584,505</b>	<b>105,825</b>	<b>6.7%</b>	<b>\$16.96</b>	

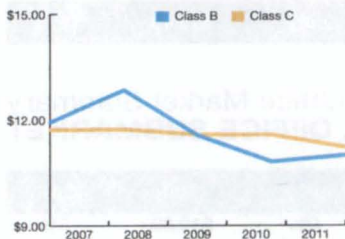
# 2011 Mid-Year Oklahoma City Office Market Summary

## WEST SUBMARKET

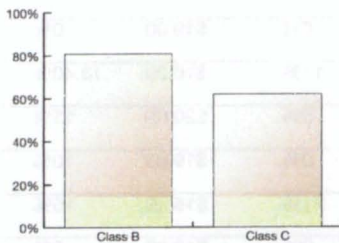
**HISTORICAL WEST VACANCY**



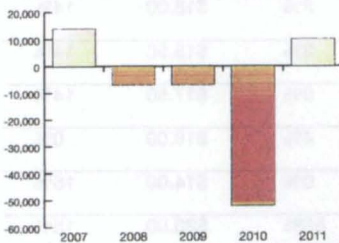
**HISTORICAL WEST RENTAL RATES BY CLASS**



**WEST OCCUPANCY BY CLASS**



**HISTORICAL WEST ABSORPTION**



### 2011 MID-YEAR WEST SUBMARKET REVIEW

- Aggregate vacancy rates decreased from 30.3% to 26.4%
  - Class B vacancy totals decreased from 23.5% to 19.1%
  - Class C vacancy totals decreased from 41.9% to 38.1%
- Aggregate rental rates increased from \$11.10 per SF to \$11.22 per SF
  - Class B rental rates increased from \$10.82 per SF to \$11.00 per SF
  - Class C rental rates decreased from \$11.57 per SF to \$11.22 per SF
- The West Oklahoma City Office Market experienced positive absorption of 10,000 SF during the first half of 2011

### 2011 YEAR-END WEST SUBMARKET FORECAST

- Vacancy rates should remain near current levels
- Rental rates in the submarket should stabilize



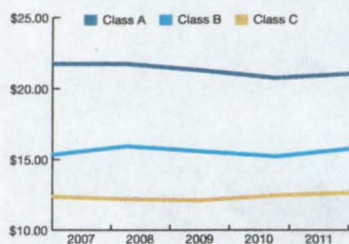


## 2011 Mid-Year Oklahoma City Office Market Summary WEST SUBMARKET

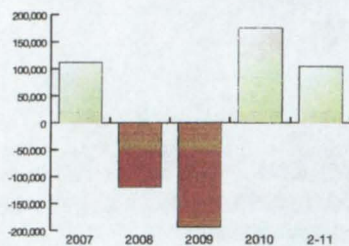
West	Year Built	Floors	RSF	Vacant SF	Vacant %	Rate	CAF
300 Meridian Place 300 N Meridian Ave	1982	2	78,650	49,927	63%	\$12.00	11%
Bank 2 Tower 909 S. Meridian	1975	7	65,520	6,854	10%	\$12.50	12%
Corporate West One 5208 W. Reno	1980	3	37,978	0	0%	\$11.50	10%
Metro Office Park 4300 Highline Blvd.	1981	3	60,750	21,262	35%	\$10.00	0%
Sovereign Office Park 1220 Sovereign Row	1983	1	42,260	33,808	80%	\$10.00	0%
The Parkway 1300 S. Meridian	1982	6	96,960	17,000	18%	\$13.50	15%
West Park Office Center 715 Metropolitan	1986	1	57,471	0	0%	\$7.25	0%
Will Rogers Office Park 1 4400 Will Rogers Parkway	1984	1	51,975	12,973	25%	\$10.50	16%
Will Rogers Office Park 2 4350 Will Rogers Parkway	1985	1	46,748	0	0%	\$11.50	10%
Will Rogers Office Park 2 4350 Will Rogers Parkway	1985	1	46,748	0	0%	\$11.50	10%
<b>West Totals</b>			<b>538,312</b>	<b>141,824</b>	<b>26.4%</b>	<b>\$11.22</b>	

## 2011 Mid-Year Oklahoma City Office Market Summary SUBURBAN SUBMARKET

HISTORICAL SUBURBAN RENTAL RATES BY CLASS



HISTORICAL SUBURBAN ABSORPTION



### 2011 MID-YEAR SUBURBAN SUBMARKET REVIEW

- Aggregate vacancy rates decreased from 12.8% to 11.7%
  - Class A vacancy decreased from 12.7% to 11.2%
  - Class B vacancy decreased from 11.9% to 10.6%
  - Class C vacancy decreased from 16.4% to 16.2%
- Aggregate rental rates increased from \$15.65 per SF to \$15.75 per SF
  - Class A rental rates increased from \$20.77 per SF to \$21.05 per SF
  - Class B rental rates increased from \$15.20 per SF to \$15.75 per SF
  - Class C rental rates increased from \$12.46 per SF to \$12.66 per SF
- Suburban Oklahoma City experienced positive absorption of 104,000 SF during the first half of 2011

### 2011 YEAR-END SUBURBAN SUBMARKET FORECAST

- Suburban rental rates should trend upward
- Suburban vacancy rates should continue to fall
- New speculative construction is probably still a year or so away

<b>Suburban Submarket Totals</b>	<b>9,892,341</b>	<b>1,155,429</b>	<b>11.7%</b>	<b>\$16.00</b>
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## 2011 Mid-Year Oklahoma City Office Market Summary



### **Craig Tucker** – Senior Vice President

ctucker@priceedwards.com  
Office Leasing  
Office Sales  
Tenant Representation

Mr. Tucker serves as the Managing Broker for Price Edwards & Company. His primary responsibilities include the supervision of the brokers within the Office/Industrial Division and actively marketing all office buildings for which the firm has responsibility. As one of the most active office building brokers in Oklahoma City, Tucker has represented various landlords in successfully negotiated transactions with such notable firms as Unocal, American Airlines, Ford Motor Credit Company, Merrill Lynch, Pierce, Fenner & Smith, Hewlett-Packard, UBS Paine Webber, Aetna Insurance and Prudential Healthcare, as well as numerous local and regional firms. In his twenty-seven years of experience, Tucker has represented such landlords as John Hancock, The Hartford, Travelers, Teachers Insurance and Annuity Association of America, Zurich and Mass Mutual. In the aspect of tenant representation, Tucker has represented such national tenants as Alltel Information Services, Cabot Corporation, Hilb, Rogal & Hobbs, American General Fire & Casualty, Employers Casualty Company, Grant Thornton, Massachusetts Mutual Insurance Company, Tronox and Chesapeake Energy Corporation as well as numerous local and regional companies and law firms. During his 26-year tenure with Price Edwards & Company, Tucker has been directly involved in the completion of over 4.8 million square feet of lease transactions.



### **Tom Fields** – Office Broker

tfields@priceedwards.com  
Office Leasing  
Tenant Representation

Mr. Fields began his real estate career on Oklahoma City in 1985 with a company based in Dallas where he was responsible for leasing of 750,000 square feet of office and industrial properties and has been with Price Edwards & Company for 24 years. Upon joining Price Edwards & Company in 1987, Fields became part of the Office Division marketing team responsible for the company's 2,000,000 square feet of space under contract. Fields has successfully negotiated transactions with such firms as Unisys, Genzyme, Halliburton, The National Weather Service, General Services Administration, Veterans Administration, Walgreen's, New York Life Insurance, Labcorp, the State of Oklahoma, as well as hundreds of local and regional firms.



### **Derek James, CCIM** – Office Broker

djames@priceedwards.com  
Office Leasing  
Office Sales  
Tenant Representation

Mr. James is an Office leasing and investment specialist with 13 years experience in the Oklahoma City market. Mr. James affords a broad spectrum of experience in both Landlord and Tenant representation working with such companies as Lockheed Martin, Con Agra, Starbucks Coffee Company, Weokie Credit Union, TIAA-Cref, Advance Foods, Firestone, and NAPA Automotive to name but a few. Mr. James ability to foster creative thoughtful solutions for leasing and investment needs to a diverse customer base is one his many strengths.



### **Cordell C. Brown, CCIM, CIPS** – Vice President of Investment Sales

cbrown@priceedwards.com  
Investment Sales  
User Sales  
Land Sales

Cordell C. Brown, CCIM (Certified Commercial Investment Member), CIPS (Certified International Property Specialist), Vice President of the Investment Division, joined Price Edwards in 1991. Cordell brings 31 years of experience in real estate investments to his position in office building sales and acquisitions. Since joining Price Edwards, Cordell has participated in many major office building sales transactions. At the same time, he has assisted many local businesses in locating properties to house their operations and in selling the properties they have outgrown. Clients have included Zell Equities, American Fidelity Insurance, MBL life Insurance, Metropolitan Life Insurance, MONY, The Hartford, Teachers Insurance, Chesapeake Energy, United Way of Oklahoma, and numerous other national, regional and local investors



**Property Details**

Total Space Available	1,943 SF
Rental Rate	\$13 /SF/Yr
Max. Contiguous	1,943 SF
Property Type	Retail
Property Sub-type	Neighborhood Center
Gross Leasable Area	18,499 SF
Status	Active

Property Notes

**Spaces**

#	Space Avail.	Rental Rate	Min Divisible	Max Contiguous	Lease Type	Date Avail.	Description
Space 1	1,943 SF	\$13 /SF/Yr		1,943 SF		3/1/2008	

**Property Description**

Retail space available for lease

**Location Description**

Kickapoo Pointe is located near Oklahoma Baptist University on the highest traffic count intersection in Shawnee, Oklahoma



**Property Details**

Total Space Available	19,640 SF
Rental Rate	Negotiable
Min. Divisible	19,640 SF
Max. Contiguous	19,640 SF
Property Type	Retail
Property Sub-type	Retail (Other)
Additional Sub-types	Neighborhood Center
Building Size	67,313 SF
Year Built	1975
Status	Active

Property Notes

**Spaces**

#	Space Avail.	Rental Rate	Min Divisible	Max Contiguous	Lease Type	Date Avail.	Description
1	19,640 SF		19,640 SF	19,640 SF		3/31/2009	



**Property Details**

Total Space Available	4,850 SF
Rental Rate	\$7 /SF/Yr
Min. Divisible	1,880 SF
Max. Contiguous	4,850 SF
Property Type	Retail
Property Sub-type	Neighborhood Center
Gross Leasable Area	43,774 SF
Lot Size	6.30 AC
Status	Active

**Property Notes**

**Spaces**

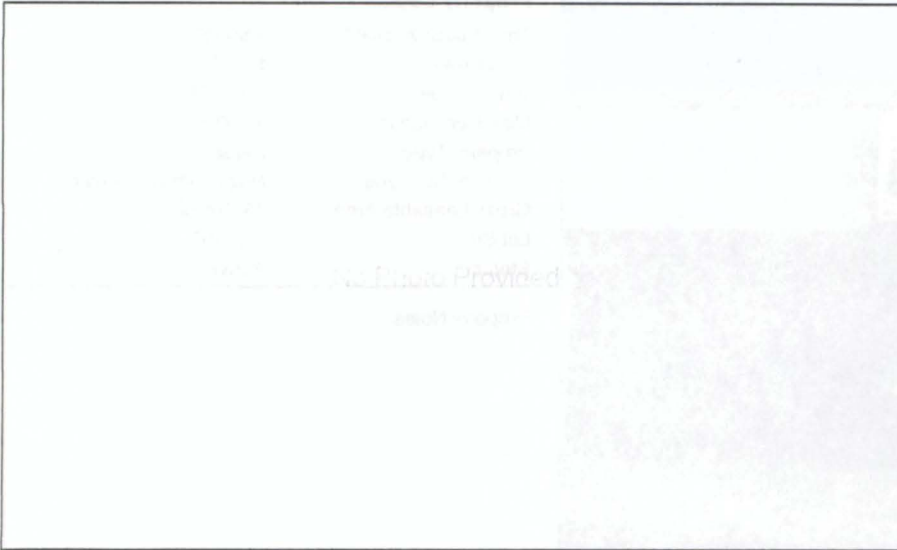
#	Space Avail.	Rental Rate	Min Divisible	Max Contiguous	Lease Type	Date Avail.	Description
Space 1	4,850 SF	\$7 /SF/Yr	1,880 SF	4,850 SF		12/1/2008	

**Property Description**

Excellent co-tenancy.

**Location Description**

Located in close proximity to Oklahoma Baptist University and the intersection has one of the highest traffic counts in Shawnee, Oklahoma.



**Property Details**

Total Space Available	1,982 SF
Rental Rate	\$8.48 /SF/Yr
Max. Contiguous	1,982 SF
Property Type	Office
Property Sub-type	Medical Office
Building Size	3,965 SF
Lot Size	0.40 AC
Status	Active

**Property Notes**

**Spaces**

#	Space Avail.	Rental Rate	Min Divisible	Max Contiguous	Lease Type	Date Avail.	Description
Space 1	1,982 SF	\$8.48 /SF/Yr		1,982 SF		11/1/2011	Medical office with lobby and reception desk, doctors office with built in desk area and shelves plus full bath, seperate restroom facilities for clientele, 6 exam rooms w/cabinets, counter and faucet/basin. HVAC/Central Vac. Call Janet 405-202-8829

**Property Description**

This building has 2 actual units and is currently for sale. The second medical office (mirror image of this one) is currently leased and has just renewed for one year. (Nov 2012) It sits on a 4 way city street with high traffic volume and good location.

**Location Description**

Near grocery store, strip mall, pharmacy

Prepared for

1/27/2012

Presented by Jerry Jones

(405) 273-8448  
jonesaprsl@att.net

## Properties for Lease

1 600 W Independence, Shawnee, OK 74801



### Property Details

Total Space Available	8,640 SF
Rental Rate	\$6 /SF/Yr
Min. Divisible	8,640 SF
Max. Contiguous	8,640 SF
Property Type	Retail
Property Sub-type	Neighborhood Center
Gross Leasable Area	8,640 SF
Status	Active

### Property Notes

### Spaces

#	Space Avail.	Rental Rate	Min Divisible	Max Contiguous	Lease Type	Date Avail.	Description
1	8,640 SF	\$6 /SF/Yr	8,640 SF	8,640 SF		12/16/2011	

Photos





## Natural Gas

Account #211404331206029636 goes to the Auditorium which also goes to the COEDD area. This bill is being paid by the City of Shawnee.

Averaging out the areas highlighted comes to **\$167.90** per month. We took these readings due to the heater that warms the auditorium consumes a lot of gas and these would be the months that the heater is not running. Just for ease, dividing by two operations, COEDD gas bill would be **\$84.00** per mo.

## Water Calculations

Water meter goes to COEDD, Aud., & Project Heart. The Auditorium or COEDD does not use that much water compared to Project Heart cooking and doing dishes. Estimation is hard to do. The easiest would be:  $132.00 / 3 = \$44.00$  per month.

## Electric

There is no charge for electric to COEDD or Auditorium.

<b><u>Natural Gas</u></b>	
January	757.79
February	846.93
March	357.57
April	377.87
May	124.70
June	171.83
July	207.43
August	159.37
September	170.38
October	173.74
November	286.99
December	900.34
<b>Total</b>	<b>\$ 4534.94</b>

<b>WATER BILL CALCULATION</b>			
Gallons Used	15100		
Hundreds Used	151		
Thousands Used	15.1		
WATER CHARGES	Usage	WTR USE CHRG	STORAGE CHG
Base Charge	\$22.69	\$0.00	\$0.00
Step 2 Charge	\$11.37	\$0.00	\$0.00
Step 3 Charge	\$43.18	\$0.00	\$0.00
Step 4 Charge	\$0.00	\$0.00	\$0.00
Step 5 Charge	\$0.00	\$0.00	\$0.00
<i>Sub Totals</i>	<i>\$77.24</i>	<i>\$0.00</i>	<i>\$0.00</i>
<b>Grand Total Water</b>	<b>\$77.24</b>		
<b>SEWER BILL CALCULATION</b>			
Gallons Used	15100		
Hundreds Used	151		
Thousands Used	15.1		
<b>SEWER CHARGES</b>			
Base Charge	\$14.50		
Step 2 Charge	\$8.55		
Step 3 Charge	\$31.64		
Step 4 Charge	\$0.00		
Step 5 Charge	\$0.00		
<b>Total Sewer</b>	<b>\$54.69</b>		
<b>TOTAL BILL AMOUNT</b>			
	<b>\$131.92</b>		
Penalty Amount	\$13.19		
After due date pay	\$145.11		

**From:** Bill Thurman <westchester.bill@att.net>  
**Sent:** Thursday, November 08, 2012 4:50 PM  
**To:** James Bryce  
**Cc:** Mike Little  
**Subject:** Re: COEDD cost estimate

James,

The budget for the proposed work to the COEDD offices will be approximately \$ 183,670. The scope of work is outlined in the 9-22-11 list of proposed improvements & rough floor plan furnished by Greg Clifton. The scope of work includes NO mold/mildew remediation.

Thanks for the opportunity to assist in preparing the budget. If you need anything else, please advise.

Sincerely,

Bill T. Thurman  
Westchester Construction Company  
Mike D. Little Construction Co., Inc.  
Bison Design/Build Services, LLC  
405-273-4471

## LEASE AGREEMENT

This Agreement, made and entered into this 1st day of July 1994, by and between **The City of Shawnee**, a Municipal Corporation, "**Lessor**" and **The Central Oklahoma Economic Development District (COEDD)**, an agency of the State of Oklahoma, "**Lessee**";

WITNESSETH:

WHEREAS, the **Lessor** is the Owner of certain real property situated in the City of Shawnee, Pottawatomie County, Oklahoma, described as the Municipal Auditorium; and

Whereas, the **Lessee** desires to lease a portion of said property for office and administrative use;

NOW, THEREFORE, the parties hereto agree as follows:

1. The **Lessor** hereby leases, lets and rents unto the **Lessee** that portion of the Shawnee Municipal Auditorium described as:

A portion of the West area of the Municipal Auditorium formerly known as the area west of gymnasium all containing 8168 square feet, more or less, hereinafter called leased premises,

commencing on the **1st** day of **July, 1994**, and ending on the **30th** day of **June, 1995**. Consideration for said lease shall be **\$1,383.07** per month, which the **Lessee** agrees to pay the **Lessor** as rent. Said sum is the amount representing the rental for said leased premises and utilities, except telephone service.

2. As a part of the consideration for this Lease, **Lessee** agrees to keep the inside of said leased premises in a good state of repair. **Lessor** shall be responsible for the maintenance of the outside of the building.

3. It is agreed that the **Lessor** shall pay all utility bills, except telephone service.

4. It is agreed that the **Lessee** shall keep in full force and effect at its expense or during the entire term of this lease or any extension or renewal thereof a policy of liability insurance and terms and limits of which shall be satisfactory to the **Lessor**.

5. It is agreed that the **Lessee** is given ten (10) consecutive options to renew this lease. Each option shall be for one (1) year and

the consideration for each year shall be the sum of **\$16,596.85**, payable at the rate of **\$1,383.07** per month. It is hereby agreed that the **Lessor** has spent the sum of **\$165,968.50** to remodel and expand said leased premises, and the aforesaid rental includes a reasonable amount each month to amortize said expenditure. The parties agree that when said expenditure of **\$164,464.00** is repaid to the **Lessor**, the parties shall renegotiate the rental for the leased premises to exclude the portion of the rent being used to amortize said expenditure.

The **Lessee** shall exercise its options to renew this lease by giving the **Lessor** notice of such intent in writing addressed to the City Manager, City Hall, Shawnee, Oklahoma, at least sixty (60) days prior to the expiration of the current term.

6. It is agreed that at the end of this lease, including the extensions provided for herein, the **Lessee** shall have the right of first refusal to enter into a subsequent lease upon terms at least equal to any other bona fide offers to lease said leased premises.

7. This lease may be terminated by either party upon ninety (90) days written notice to the other party.

8. This agreement shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties shall hereunto affixed their official signatures the date first above written.

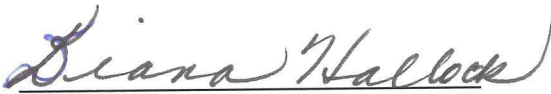
THE CITY OF SHAWNEE, OKLAHOMA  
A MUNICIPAL CORPORATION

BY  \_\_\_\_\_

TERRY POWELL,  
CITY MANAGER

LESSOR

ATTEST:



DIANA HALLOCK, CITY CLERK

CENTRAL OKLAHOMA ECONOMIC  
DEVELOPMENT DISTRICT

BY  \_\_\_\_\_

WAYNE MANLEY,  
EXECUTIVE DIRECTOR

LESSEE

*PHIL TOMLINSON*  
5 QUAIL RIDGE  
SHAWNEE, OK 74804  
(405) 275-0477

TO: Wes Mainard, Mayor, City of Shawnee

FROM: Phil Tomlinson

SUBJECT: Office Lease for COEDD

DATE: October 31, 2012

The COEDD organization made a proposal over a year ago to renew their lease in the municipal auditorium where they have been since 1981. This proposal is to spend \$100,000 on the remodel cost and the City to reduce their rent by approximately \$400 per month for ten (10) years for \$48,000.

COEDD will likely spend an additional \$50,000 on overruns and extras above the \$100,000 estimate. COEDD would then sign a new ten (10) year lease at \$1000 per month, which was the rent before the last ten (10) year lease that expired in 1994. The current rent is \$1,383.07 per month \$383.07 of which was suppose to expire after ten (10) years in 1994 when the City's investment from the last remodel had been recovered.

To put their proposal in prospective, I want to summarize the history of COEDD and Shawnee. I moved to Shawnee to work for COEDD in 1967, the year they began as an organization to assist an eight-county area with federal and state grants and loans to help promote economic development in these eight counties. In locating the office, the COEDD Board had both Stillwater and Shawnee competing. Shawnee was selected and as a part of this selection, they offered free or very low cost office space. No rent was paid in the earlier years when COEDD was in the Federal National Bank and only had five employees. As they grew and after two moves, COEDD came to their current location at the City's urging and now have fourteen employees. They have remodeled the space twice and both times have paid at least one-half of the cost through increased rents and/or cash.

What they are now proposing is very much in keeping with the "good deals" the City has made them in the past with long-term lease renewals and in the spirit and responsibility of Shawnee being the office site.

The main reason for Shawnee originally wanting the office here was the feeling that with the staff in the Shawnee, they would naturally be in a good position to have the COEDD staff involved in grant and loan program assistance. This has proven to be very true. Since the office opened in 1967, COEDD has been able to obtain about \$9,000,000 in grants, starting with the first one I worked on to get 80% of the initial construction cost for the original Gordon Cooper Vo-Tech School. Other projects include the Northside Water Tower and the water and sewer line extension to that area. Most recently was the \$350,000 EDA Grant for half the cost of the new airport terminal. There have been many more.

My point is that there is a very good reason the COEDD office has always received "good deals" for their office space and that while there is not a written obligation, COEDD assumed that this would continue.

Although I only worked at COEDD for two years, I have over the years had a small office there when I worked for Governors Dewey Bartlett, David Hall and as Transportation Secretary for Governor Brad Henry. I also chaired (as a volunteer) their small business loan committee for several years when I was self-employed.

The point of this memo is to give you enough history to show that this is an organization that we should assist in any reasonable way with office space and treat as a really good asset to Shawnee in looking to our future relationship.

P.S. The reduction back to \$1000 a month rent should have occurred in 2004 when the City had recovered its last investment. The \$1000 was intended to cover the City's cost of utilities and routine maintenance. This is low because the City pays no electric bill for the building.

Best Wishes.

**Regular Board of Commissioners**

**12.**

**Meeting Date:** 12/17/2012

Sales Tax

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge Sales Tax report received December 2012.

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Attachments

City Sales Tax

# City of Shawnee Memorandum



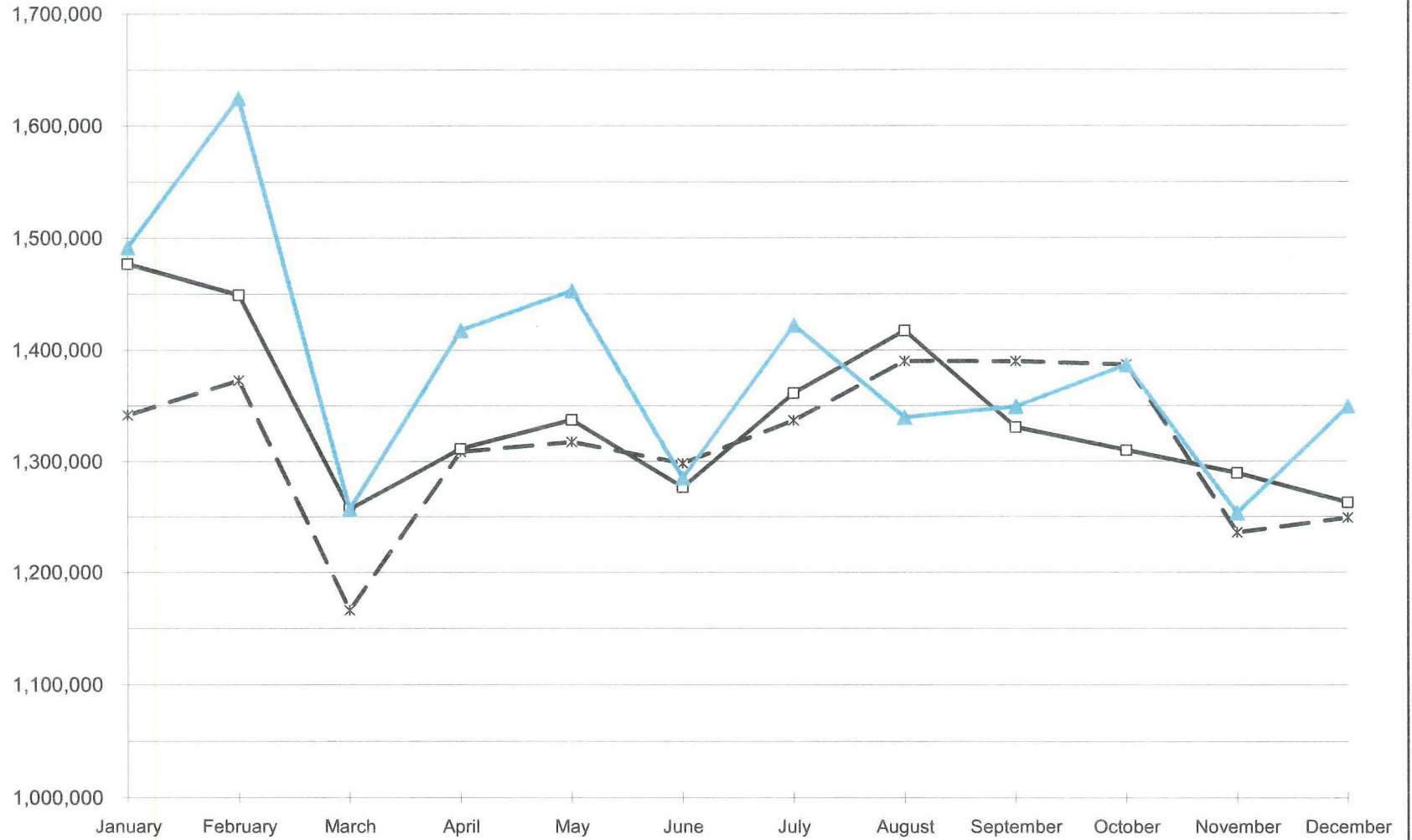
**To:** Mayor and City Commissioners  
**CC:** Brian McDougal, City Manager  
**From:** Cynthia R Sementelli, Finance Director  
**Date:** December 12, 2012  
**Re:** City Sales Tax Report

December Sales Tax receipts were up \$87,058 or 6.90% compared to last year receipts. The December Sales tax amount received plus interest was \$1,349,459 which accumulatively for the fiscal year we are down \$69,292 or .85%. Compared to December 2010 figures we were up \$100,810.





### CITY OF SHAWNEE SALES TAX COLLECTIONS Jan 10- Dec 12



- \*— January 2010 through December 2010
- January 2011 through December 2011
- ▲— January 2012 through December 2012

	January 2010	January 2011	January 2012	Increase (Decrease)	
	through	through	through	Over Prior Year	
Month	December 2010	December 2011	December 2012	Amount	Percentage
January	1,341,370	1,476,824	1,491,647	14,824	1.00%
February	1,372,608	1,448,966	1,624,568	175,602	12.12%
March	1,165,927	1,256,430	1,256,806	376	0.03%
April	1,308,463	1,311,387	1,417,533	106,146	8.09%
May	1,317,167	1,337,029	1,452,759	115,731	8.66%
June	1,298,026	1,276,542	1,284,872	8,330	0.65%
July	1,336,599	1,361,273	1,422,363	61,090	4.49%
August	1,390,086	1,417,308	1,339,539	(77,769)	(5.49%)
September	1,389,702	1,330,420	1,349,282	18,862	1.42%
October	1,386,987	1,309,924	1,386,657	76,733	5.86%
November	1,235,390	1,289,143	1,253,140	(36,003)	(2.79%)
December	1,248,649	1,262,401	1,349,459	87,058	6.90%
Total	14,542,324	14,815,245	15,279,167	463,921	3.13%
		Prior Year	Current Year	Increase (Decrease)	
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		7,970,470	8,100,440	\$129,970	1.63%
Fiscal Year to Date Budget based on last year actual plus 2.5%					
		Current Year	Current Year	Budget Variance	
Period		Budget	Actual	Favorable (Unfavorable)	
Fiscal Year to Date		8,169,732	8,100,440	(\$69,292)	(0.85%)

**Regular Board of Commissioners**

**13. a.**

**Meeting Date:** 12/17/2012

Federal St Bridge Rehab (Open)

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Federal Street Bridge Rehab Project Contract No. COS-PW-12-02 (Open)

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Attachments

Federal St Bridge Rehab

**NOTICE TO BIDDERS**

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9<sup>th</sup> – P.O Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, December 17, 2012**, for:

**BID: CONTRACT NO. COS-PW-12-02  
FEDERAL STREET BRIDGE REHAB PROJECT**

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74801. The fee for Plans and Specifications is \$50.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional \$10.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Wednesday, December 5, 2012, at 11:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

**BID: CONTRACT NO. COS-PW-12-02  
FEDERAL STREET BRIDGE REHAB PROJECT  
December 17, 2012**

This project shall include **the complete removal of deck, approaches, sidewalks and parapets of the bridge to be put back as designed. As well as, the construction of new slope wall, repair of piers, beams, and columns, and addition of a throw fence. This bridge is within the R/W of the BNSF railroad and will be handled accordingly.** BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Each BIDDER shall attach to his/her BID filed with the City of Shawnee either a bidder's bond, a certified check, or a cashier's check made payable to the City of Shawnee, in an amount not less than five percent (5%) of the amount of bid as a guarantee of delivery of the service in full compliance with the specifications as issued by the City of Shawnee. Should the successful BIDDER fail to deliver the service in full compliance with the specifications within forty-five (45) days after acceptance of his/her bid, the bidder's bond, certified check or cashier's check deposited with his/her bid will be retained as and for liquidated damages. The deposit of each unsuccessful bidder will be returned when his/her bid is rejected.

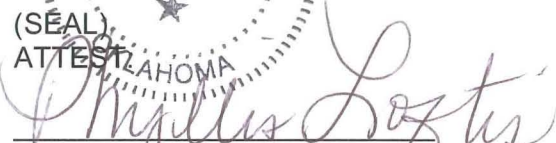
The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, December 17, 2012**. The City of Shawnee reserves the right to reject any and all bids.

CITY OF SHAWNEE, OKLAHOMA  
a Municipal Corporation



BY: \_\_\_\_\_  
Brian E. McDougal, City Manager



(SEAL)  
ATTEST  
  
Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE  
PLAN HOLDER'S LIST  
CONTRACT NO. COS-PW-12-02  
FEDERAL STREET BRIDGE REHAB PROJECT

Business Name: GIBSON & ASSOCIATES, INC  
Contact: Pam Davis  
Address: 11210 Ryliecrest  
Balch Springs, Texas 75180-0579  
Telephone: 972-557-1199  
Fax: 972-557-1552  
Cell: \_\_\_\_\_  
E-Mail: pamd@gibsonassoc.net  
Paid for & Picked Up Specs: 11/15/12 check # 60133 fedex

Business Name: MERIDIAN CONTRACTING, INC  
Contact: Edith Owens / Trace Musgrave  
Address: 17500 S. Sooner Road  
Norman, Ok 73071  
Telephone: 520-878-0500 ext. 232 / 405-928-5959  
Fax: 520-878-0501 / 405-928-5554  
Cell: \_\_\_\_\_  
E-Mail: t.musgrave@meridiancon.net  
Paid for & Picked Up Specs: 11/26/12 ck # 49602 mailed

Business Name: OBC Inc  
Contact: Patrick Rother  
Address: PO Box 3817  
Edmond, Ok 73083  
Telephone: 405-263-7787  
Fax: 405-513-6786  
Cell: 405-226-9914  
E-Mail: prother@obcinc.biz  
Paid for & Picked Up Specs: 11/27/12 ck # 32293

Business Name:           C-P INTEGRATED          

Contact:           Steve Conley          

Address:   3800 Beacon Dr.          Okc, Ok 73179          

Telephone:           405-732-0532          

Fax:           405-732-0502          

Cell:           405-823-2147          

E-Mail:   steveconley@coxinet.net          

Paid for & Picked Up Specs:   12/5/12 credit          

Business Name:   CIMARRON CONSTRUCTION CO          

Contact:   Travis Lloyd          

Address:   7409 N.W. 85<sup>th</sup> Street            
          OKC, OK 73132          

Telephone:           405-728-1555          

Fax:           405-728-5026          

Cell:           405-535-7036          

E-Mail:   tlloydcimarronconstructionco.com          

Paid for & Picked Up Specs:           12/5/12 ck# 7052          

Business Name:           PBX CORPORATION          

Contact:           Logan Hudspeth          

Address:   P.O. Box 644            
          Supulpa, OK 74067          

Telephone:           918-227-9650          

Fax:           918-227-9637          

Cell:           918-740-7593          

E-Mail:   loganh@pbxcorp.com          

Paid for & Picked Up Specs:   12/5/12 ck# 5207

Business Name: SAC SERVICES  
Contact: Joe Martinez  
Address: 3600 S. Ross Ave.  
OKC, OK 73119  
Telephone: 405-684-9057  
Fax: 405-686-0882  
Cell: 405-834-9092  
E-Mail: sacservicesmtz@yahoo.com  
Paid for & Picked Up Specs: 12/5/12 ck #35069

Business Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Cell: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Paid for & Picked Up Specs: \_\_\_\_\_

Business Name: \_\_\_\_\_  
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