

AGENDA  
BOARD OF CITY COMMISSIONERS  
December 16, 2013 AT 6:30 P.M.  
COMMISSION CHAMBERS AT CITY HALL  
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Election of Vice-Mayor.
2. Consider approval of Agenda:
3. Consider approval of Consent Agenda:
  - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 10
  - b. Minutes from the December 2, 2013 regular meeting
  - c. Acknowledge the following minutes and reports:
    - Planning Commission minutes from the November 6, 2013 meeting
    - License Payment Report for November 2013
    - Project Payment Report for November 2013
  - d. Authorize staff to advertise Request for Proposals for Shawnee Parks Master Plan
  - e. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Cynthia Johnson
  - f. Approve amendment to contract with Central Disposal, LLC for recycling program
4. Commissioners Comments
5. Citizens Participation

(A three minute limit per person)  
(A twelve minute limit per topic)
6. Mayor's presentation of Beautification Committee Awards
7. Consider a resolution of support for Zimmerman Properties in pursuit of an 84-unit affordable housing development located off Transportation Parkway.

8. Acknowledge Sales Tax Report received December 2013.
9. City Manager's Report.
10. Consider Bids / Proposals:
  - a. Police Firing Range Tower Project (Open and possible Award)
  - b. City Hall ADA, Family Restroom Project (Open and possible Award)
  - c. Snow and Ice Removal Assistance (Award)
11. New Business  
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
12. Administrative Reports
13. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, 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**

**1.**

**Meeting Date:** 12/16/2013

Election of Vice Mayor

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Election of Vice-Mayor.

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**Regular Board of Commissioners**

**3. a.**

**Meeting Date:** 12/16/2013

Bids Open

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 10

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**Regular Board of Commissioners**

**3. b.**

**Meeting Date:** 12/16/2013

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Minutes from the December 2, 2013 regular meeting

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Attachments

Minutes

**BOARD OF CITY COMMISSIONERS PROCEEDINGS**  
**DECEMBER 2, 2013 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 2, 2013 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

Absent

Commissioner Ward 4

John Winterringer

Commissioner Ward 5

Absent

Commissioner Ward 6

ABSENT: Pam Stephens, Keith Hall, Steve Smith

INVOCATION

Rev. Amy Perkins

First United Presbyterian Church

FLAG SALUTE

Led by Vice Mayor Harrod

AGENDA ITEM NO. 1:

Consider approval of Agenda.

A motion was made by Commissioner Winterringer, seconded by Vice Mayor Harrod, to approve the Agenda. Motion carried 4-0.

AYE: Winterringer, Harrod, Mainord, Agee

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 as set forth in Agenda Item No. 9.
- b. Minutes from the November 18, 2013 regular meeting.
- c. Acknowledge the following minutes:
  - Beautification Committee minutes from September 12, 2013
- d. Authorize staff to advertise for bids on mowing of rank weeds and grass and debris removal.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve the Consent Agenda Item Nos. 2(a-d). Motion carried 4-0.

AYE: Hall, Harrod, Mainord, Winterringer, Smith, Agee  
 NAY: None

**COMMISSIONER SMITH NOW PRESENT AT 6:35 P.M.**

AGENDA ITEM NO. 3: Commissioners Comments

Vice Mayor Harrod commented on the weather forecast for the Christmas Parade to be held Thursday, December 5, 2013, downtown. He was advised that the Christmas Parade had never been cancelled for weather.

AGENDA ITEM NO. 4: Citizens Participation  
 (A three minute limit per person)  
 (A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 5: City Manager's Presentation of Oklahoma Municipal League certificates to employees with 25 or more years of service with the City of Shawnee.

David Short	Carl Jacobs
Randy Newton	Michael Likens
Michael Jackson	

David Short, Carl Jacobs and Michael Jackson were present to accept 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. 6: Presentation of a web site for the Parks Department created by the Oklahoma Baptist University College of Nursing students.

Oklahoma Baptist University College of Nursing students Elizabeth Gallaway, David R. Jones and Daniell Taylor built a web site for the City of Shawnee Parks as a class assignment on health and welfare of the community. Their presentation highlighted the areas of health concerns and physical fitness of city residents and availability of parks for exercise and entertainment. The web site may be found at [www.shawneeparks.org](http://www.shawneeparks.org).

Mayor Mainord thanked them for their efforts and congratulated them on the success of the web site.

AGENDA ITEM NO. 7: Discussion, consideration and possible action on an ordinance amending Chapter 19 Article XI, Section 19-726 (b) (7) traffic schedules Division 5, of the code of ordinances of the City of Shawnee, Oklahoma, reducing the speed limits where not otherwise specified by law, providing for repeal; providing for severability and providing for codification.

A motion was made by Commissioner Smith, seconded by Commissioner Winterringer, to approve an ordinance amending Chapter 19 Article XI, Section 19-726 (b) (7) traffic schedules Division 5, of the code of ordinances of the City of Shawnee, Oklahoma, reducing the speed limits where not otherwise specified by law, providing for repeal; providing for severability and providing for codification.

Ordinance No. 2524 NS was introduced.

AN ORDINANCE AMENDING CHAPTER 19 ARTICLE XI, SECTION 19-726 (b) (7) TRAFFIC SCHEDULES DIVISION 5, OF THE CODE OF ORDINANCES OF THE CITY OF SHAWNEE,



OKLAHOMA, REDUCING THE SPEED LIMITS WHERE NOT OTHERWISE SPECIFIED BY LAW, PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY AND PROVIDING FOR CODIFICATION.

Motion carried 5-0.

AYE: Smith, Winterringer, Agee, Harrod, Mainord

NAY: None

Ordinance No. 2524NS was adopted by the City Commission.

AGENDA ITEM NO. 8:

Discussion, consideration and possible action on an ordinance amending Article II Division 4 of Chapter 25, sales tax, of the code of ordinances of the City of Shawnee, Oklahoma, making it an offense to fail to make reports and remittances as required or making a false or fraudulent report; setting a penalty; providing for repeal; providing for severability; providing for codification; and declaring an emergency.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Smith, to approve an ordinance amending Article II Division 4 of Chapter 25, sales tax, of the code of ordinances of the City of Shawnee, Oklahoma, making it an offense to fail to make reports and remittances as required or making a false or fraudulent report; setting a penalty; providing for repeal; providing for severability; providing for codification; and declaring an emergency.

Ordinance No. 2525 NS was introduced.

AN ORDINANCE AMENDING ARTICLE II DIVISION 4 OF CHAPTER 25, SALES TAX, OF THE CODE OF ORDINANCES OF THE CITY OF SHAWNEE, OKLAHOMA, MAKING IT AN OFFENSE TO FAIL TO MAKE REPORTS AND REMITTANCES AS REQUIRED OR MAKING A FALSE OR FRAUDULENT REPORT; SETTING A PENALTY; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND DECLARING AN EMERGENCY.

Motion carried 5-0.

AYE: Harrod, Smith, Agee, Mainord, Winterringer

NAY: None

Ordinance No. 2525 NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Smith, to approve emergency clause relating to Ordinance No. 2525 NS. Motion carried 5-0.

AYE: Harrod, Smith, Agee, Mainord, Winterringer

NAY: None

AGENDA ITEM NO. 9: Consider Bids/Proposals:

a. Proposals for Snow and Ice Removal Assistance (Open)

**BID/PROPSAL: Silver Star Construction, Inc.**  
**Moore, OK**

Equipment & Operators	Number Available	Total Cost to Operate per hour including labor, maintenance, fuel, tire, etc.  8 am to 5 pm Mon -Fri	Total Cost to Operate per hour including labor, maintenance, fuel, tire, etc.  5 pm to 8 am Mon – Fri	Total Cost to Operate per hour including labor, maintenance, fuel, tire, etc.  Saturdays & Sundays	Total Cost to Operate per hour including labor, maintenance, fuel, tire, etc.  Holidays	Total Cost to Operate per hour for Equipment on Stand-by, staged at Public Works  Stand by Equip Staging
Truck with 8 foot snow plow, salt spreader and Operator	5	\$135.00	\$145.00	\$160.00	\$160.00	Same with 6 hour minimum
Road Grader		\$145.00	\$175.00	\$190.00	\$190.00	Same plus \$375 mobilization fee w/6 hour minimum
Front End Loader		\$115.00	\$128.00	\$145.00	\$145.00	Same plus \$375 mobilization fee w/6 hour minimum

- Notes:
- 1) Mobilization fee covers trucking and delivery fee
  - 2) Vendor is only available as a secondary provider in the event that equipment is not needed for service in other jurisdictions where they are already contracted to be a service provider.

Emergency Management Director Don Lynch read the bid into the record and requested that the bid award be deferred to the next meeting to allow staff to review and check references.

A motion was made by Commissioner Winterringer, seconded by Vice Mayor Harrod, to defer the bid award to the December 16, 2013 City Commission meeting. Motion carried 5-0.

AYE: Winterringer, Harrod, Mainord, Smith, Agee

NAY: None

AGENDA ITEM NO. 10: 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. 11: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:08p.m.)

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WES MAINORD, MAYOR

ATTEST:

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DONNA MAYO, DEPUTY CITY CLERK

**Regular Board of Commissioners**

**3. c.**

**Meeting Date:** 12/16/2013

Committee Minutes and Reports

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge the following minutes and reports:

- Planning Commission minutes from the November 6, 2013 meeting
  - License Payment Report for November 2013
  - Project Payment Report for November 2013
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Attachments

[Planning Commission Minutes](#)

[License Payment Report](#)

[Project Payment Report](#)

## PLANNING COMMISSION MINUTES

DATE: November 6, 2013

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9<sup>th</sup> and Broadway, on Wednesday, November 6, 2013 at 1:30 p.m., pursuant to notice duly posted as prescribed by law. Justin Erickson, Planning Director for the City of Shawnee, presented the staff reports. Staff reports are available upon request.

### AGENDA ITEM NO. 1: Roll Call

Upon roll call the following members were present:

**Present:** Bergsten, Hoster, Silvia, Carter, Cowen, Salter

**Absent:** Turner

The meeting was called to order.

### AGENDA ITEM NO. 2: Approval of the minutes from the October 2, 2013 Planning Commission Meeting

Chairman Silvia asked for a motion. Commissioner Hoster made the motion seconded by Commissioner Carter to approve the October 2, 2013 minutes.

Motion passed:

**AYE:** Carter, Hoster, Silvia, Bergsten, Cowen

**NAY:**

**ABSTAIN:** Salter

### AGENDA ITEM NO. 3: Citizens Participation

Chairman Silvia opened the Citizens' Participation and asked if anyone would like to speak. No one came forward.

### AGENDA ITEM NO. 4: Consideration of approval of the 2014 Schedule of Regular Meetings for the Planning Commission

Chairman Silvia opened the consideration of approval. Justin Erickson mentioned the possibility of conflict with the January meeting being close to a holiday. Chairman Silvia proposed moving the meeting to January 8<sup>th</sup>, 2014 which would be the second Wednesday in January.

Chairman Silvia asked for a motion. Commissioner Hoster made the motion, seconded by Cowen to approve moving the Planning Commission Meeting date.

Motion passed:

AYE: Silvia, Hoster, Cowen, Bergsten, Carter, Salter

NAY:

ABSTAIN:

**AGENDA ITEM NO. 5:**

**Case # S07-13B- A public hearing for consideration of approval of a revised Preliminary Plat for Belmont Park Addition located on the northeast corner of Acme and MacArthur**

**Applicant: Justin Ramer**

Chairman Silvia asked for the staff report. Justin Erickson presented the staff report.

The staff report recommended approval of a revised Preliminary Plat for Belmont Park Addition to include a large common area for drainage.

Chairman Silvia opened the public hearing. No one spoke against.

Chairman Silvia asked for a motion. Commissioner Bergsten made the motion, seconded by Carter to approve the request as outlined by staff.

Motion passed:

AYE: Bergsten, Carter, Hoster, Cowen, Salter, Silvia

NAY:

ABSTAIN:

**AGENDA ITEM NO. 6:**

**Case # S07-13- A public hearing for consideration of approval of a Final Plat for Belmont Park Addition located on the northeast corner of Acme and MacArthur**

**Applicant: Justin Ramer**

Justin Erickson presented the staff report. An Office Building is proposed as part of this final plat.

Chairman Silvia opened the public hearing. Keith Cook offered assistance to any available questions. No one spoke against.

Chairman Silvia asked for a motion. Commissioner Cowen made the motion, seconded by Salter to approve the request as outlined by staff.

Motion passed:

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

**NAY:**

**ABSTAIN:**

**AGENDA ITEM NO. 7: Planning Director's Report**

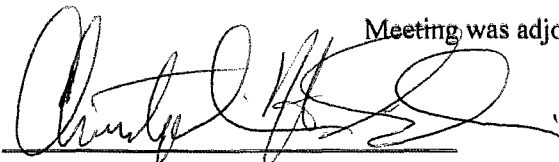
Staff reported 6 single family home permits were issued in October. Staff also reported that the work on the Federal Street Bridge is backed up due to weather but will hopefully be wrapped up towards the end of November. The water line for the Kickapoo project has been installed which will give way for more speed on roadway improvements. Staff discussed beautification along the project route at Independence, Federal, University and MacArthur streets. Staff noted that bids are projected to begin in January for the Swimming Pool. It was also noted by Staff that Streetscape is still under design and would be designed in house mostly. They are preparing to solicit bids beginning in January, for completion before Boo on Bell. Staff also discussed the turn out for this years' Boo on Bell.

**AGENDA ITEM NO.8: Comments/New Business**

There were no comments.

**AGENDA ITEM NO.9: Adjournment**

Meeting was adjourned.



Chairman/Vice-Chairman

**Cheyenne Lincoln**

Planning Commission Secretary

\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	FEE	PAYMENT DISTRIBUTION			TOTAL PAID
			PENALTY	TAX	INTEREST	
ALARM	BURGLAR/FIRE ALARM LICENSE	3	75.00CR			75.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	13	195.00CR			195.00
BEER1	BEER CONSUMPTION ON PREMISE	1	20.00CR			20.00
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR			75.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	6	450.00CR			450.00
HUNT2	MIGRATORY FOWL	16	128.00CR			128.00
LAKE-IN	LAKE LEASE CITY RESIDENT	1	200.00CR			200.00
LAKELEASE	LAKE LEASE	5	3,185.00CR			3,185.00
MECH1	MECHANICAL CONTRACTOR INTIAL	4	400.00CR			400.00
MECH2	MECHANICAL CONTRACTOR RENEW	7	525.00CR			525.00
PLUM2	PLUMBING CONTRACTOR RENEW	5	375.00CR			375.00
RESAL	RESIDENTIAL SALE	49	490.00CR			490.00
TOTAL			6,118.00CR			6,118.00



12/06/2013 10:41 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 5  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 11/01/2013 TO 11/30/2013  
SORTED BY: PROJECT

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	284.50CR
001-4202	BUILDING PERMITS	9,459.52CR
001-4203	PLUMBING PERMITS	1,040.00CR
001-4204	ELECTRICAL PERMITS	100.00CR
001-4205	ZONING PERMITS & APPLICATIONS	280.00CR
001-4206	HEATING & A/C PERMITS	870.00CR
001-4249	OTHER PERMITS	425.00CR
001-4822	OTHER MISC. REVENUE	35.00CR
501-4510	WATER TAPS	750.00CR
799-1023	BANCFIRST GENERAL	13,244.02

12/06/2013 10:41 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 3  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 11/01/2013 TO 11/30/2013  
SORTED BY: PROJECT

\*\* SEGMENT CODE TOTALS \*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	7,388.99CR
B2-ADD	BUILDING CONSTRUCTION ADD	92.00CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,111.53CR
B4-OTHER	BUILDING CAPORT/SHELTER	2,352.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	122.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	933.00CR
P3-REMODEL	PLUMBING REMODEL	539.00CR
X-DEMO	DEMOLITION PERMIT	150.00CR
X-SIGN	SIGN PERMIT	125.00CR
Z-OCCUP	OCCUPANCY PERMIT	150.00CR
Z-REZONING	REZONING REQUEST	280.00CR
	TOTAL	13,244.02CR

**Regular Board of Commissioners**

**3. d.**

**Meeting Date:** 12/16/2013

RFP Parks Master Plan

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Authorize staff to advertise Request for Proposals for Shawnee Parks Master Plan

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Attachments

RFP Parks Master Plan

**Mayor**  
WES MAINORD



**The City of Shawnee**  
*Office of the Director of Operations*

P.O. Box 1448  
Shawnee, Oklahoma 74802-1448  
(405) 878-1529 Fax (405) 878-1593  
[www.ShawneeOK.org](http://www.ShawneeOK.org)

**Commissioners**

PAM STEPHENS  
LINDA AGEE  
JAMES HARROD  
KEITH HALL  
JOHN WINTERRINGER  
STEVE SMITH

**Date:** November 22, 2013  
**To:** Mayor and City Commissioners  
**From:** James Bryce, Director of Operations  
**RE: City of Shawnee Parks Master Plan**

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**Nature of the Request:**

Request for Proposals for the City of Shawnee Parks Master Plan

**Staff Analysis, Considerations:**

This would be the first Master Plan that the City has done for the Parks System. The Plan would look at all of the Parks including the Lake area inventorying all assets, looking at landscaping and ADA accessibility and developing a plan to begin much needed upgrades. The plan will also look at the demographics of the area surrounding each park and having public meetings to make sure that when we do upgrades to each park that we are taking care of the needs for that community.

**Recommendation:**

It is staff's recommendation to ask for proposals on the City of Shawnee Parks Master Plan

**Budget Consideration:**

Project is funded out of the Capital Outlay budget.

Account # 301 5-0940-5420 409 0940-06      Parks Master Plan      \$25,000.00

**Regular Board of Commissioners**

**3. e.**

**Meeting Date:** 12/16/2013

Refund DC Contribution - C. Johnson

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Cynthia Johnson

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**Regular Board of Commissioners**

**3. f.**

**Meeting Date:** 12/16/2013

Amendment Central Disposal Recycling

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Approve amendment to contract with Central Disposal, LLC for recycling program

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Attachments

Recycling Amendment

**ADDENDUM TO CONTRACT FOR SOLID WASTE COLLECTION  
AND DISPOSAL SERVICES**

This Addendum is made and entered into this \_\_\_ day of \_\_\_\_\_, 2013 by Central Disposal, L.L.C., an Oklahoma limited liability company (the “Contractor”) and the City of Shawnee (the “Authority”) (collectively, the “Parties”).

WITNESSETH:

WHEREAS, the Parties entered into the Contract for Solid Waste Collection and Disposal Services on July 1, 2010 (the “Contract”); and

WHEREAS, the Parties amended the Contract on July 5, 2011 (the “Amended Contract”); and

WHEREAS, the Parties now desire to further amend the Amended Contract to address Contractor’s provision of recycling services to the Authority.

NOW, THEREFORE, for good and valuable consideration of the mutual covenants of the Parties contained herein, the Parties do hereby further modify and amend the Amended Contract in the following particulars, to-wit:

1. Insert a new Section XXIII which will read as follows:

“XXIII. Weekly Curbside Recycling. The Authority has imposed a fee for weekly curbside recycling for all its residents. Contractor will exclusively provide all weekly curbside recycling services, beginning March 1, 2014, on the following terms:

A. *New Service*. The Contractor will provide sixteen gallon containers and weekly curbside pick-up for \$3.50 per month. Contractor will collect paper, plastic (Plastics #1 and #2), tin, and aluminum only. The Authority may remove either or both recycling centers at its option. The monthly recycling charge to customers shall be reduced by 30 cents for each recycling center that is closed. Contractor will make suitable arrangements for cardboard and glass handling at its designated Transfer Station. In the event that residents require a replacement recycle receptacle, such resident will pay a fee equal to Contractor’s cost for a new recycle receptacle.

B. *Increased Fee for Additional Polycarts*. Residents utilizing an additional polycart for regular service will be charged a fee of \$8.00 per month for such service.

C. *Reduction of Fee for Small Polycart Pickup*. Residents utilizing a “small” polycart will be charged a fee of \$6.50 per month for such service. However, in the event a resident elects to utilize a “small” polycart but continues to leave solid waste on the sides or perimeter of the “small” polycart, Contractor will notify the Authority of such practice and will work with all parties to achieve an agreeable solution including, but not limited to, altering the

monthly fee to reflect the resident's actual usage. Nothing in this section should be construed to eliminate or limit the periodic collection of yard waste for residents electing "small" polycarts.

D. *New Deposit for New Service on Solid Waste Polycarts.* In the event that a resident initiates new service with a solid waste polycart, such resident will pay a deposit in the amount of \$25.00 to the Authority. If the polycart is returned to the Authority, the Authority will return the deposit to the resident after deduction of any payment(s) owed to the Authority. If the resident fails to return the polycart, the Authority and the Contractor will split the deposit equally."

Except as modified and amended herein, in every other respect, the Amended Contract is hereby ratified, confirmed, and republished.

Executed and effective the date and year first above written.

SHAWNEE MUNICIPAL AUTHORITY

By: \_\_\_\_\_  
Brian McDougal  
City Manager

Attest:

\_\_\_\_\_  
Phyllis Loftis, CMC, City Clerk  
Authority Secretary

CONTRACTOR

By: \_\_\_\_\_  
Central Disposal, L.L.C.

Attest:

\_\_\_\_\_  
Secretary, Central Disposal, L.L.C.



STATE OF OKLAHOMA                    )  
  ) ss:  
COUNTY OF POTTAWATOMIE        )

Before me, the undersigned Notary Public, in and for said county and state, on this \_\_\_\_ day of \_\_\_\_\_, 2013, personally appeared \_\_\_\_\_, Manager of Central Disposal, L.L.C., a limited liability company, to me known to be the identical person who executed the within and foregoing Agreement for the uses and purposes therein set forth.

\_\_\_\_\_  
Notary Public in and for the  
State of Oklahoma  
My Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

(Seal)

**Regular Board of Commissioners**

**6.**

**Meeting Date:** 12/16/2013

Presentation Beautification Committee Awards

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Mayor's presentation of Beautification Committee Awards

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Attachments

Beautification Awards

**Mayor**  
WES MAINORD



**The City of Shawnee**  
*Office of the Director of Operations*

P.O. Box 1448  
Shawnee, Oklahoma 74802-1448  
(405) 878-1529 Fax (405) 878-1593  
[www.ShawneeOK.org](http://www.ShawneeOK.org)

**Commissioners**

PAM STEPHENS  
LINDA AGEE  
JAMES HARROD  
KEITH HALL  
JOHN WINTERRINGER  
STEVE SMITH

**Date:** December 11, 2013  
**To:** Mayor and City Commissioners  
**From:** James Bryce, Director of Operations  
**RE: City of Shawnee Beautification Committee Awards**

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**Nature of the Request:**

Presentation of awards by the Mayor

**Staff Analysis, Considerations:**

The City of Shawnee Beautification Committee twice a year takes nominations on yards and businesses and considers them for an award.

**Recommendation:**

This is the second round winners:

Church	Wesley United Methodist Church
Civic Group	Shawnee Lions Club
Residence	10 E. Independence---William & Brenda Allison
Business	Plaza East Labyrinth Park
Business	GrowthLines, LLC.

**Budget Consideration:**

All costs are covered by the beautification members at this time.

**Regular Board of Commissioners**

7.

**Meeting Date:** 12/16/2013

Resolution of Support Affordable Housing

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Consider a resolution of support for Zimmerman Properties in pursuit of an 84-unit affordable housing development located off Transportation Parkway.

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Attachments

Information Affordable Housing

Resolution of Support



## Beyond Buildings.

December 10, 2013

**Mr. Justin Erickson**, Development/Planning Director  
City of Shawnee  
16 West 9<sup>th</sup> Street  
Shawnee, OK 74801

**RE: Shawnee Park Apts a proposed affordable apartment community**

Mr. Erickson;

Thank you for taking the time to review the information I sent on my proposed apartment community. I'd like to address one concern you mention. The concern was the profile of the perspective residents. Shawnee Park Apartments will be financed in part with Low Income Housing Tax Credits "LIHTC". Residents must qualify to live in Shawnee Park. One of the qualifications, required under the LIHTC program, is that all residents must income qualify. For the City of Shawnee, the income requirements are listed below for a family of 3 and 4:

- Family of 3's income must be at least \$18,960 or \$9.12 p/hour and cannot exceed \$27,000 or \$12.98 p/hour.
- Family of 4's income must be at least \$21,800 or \$10.48 p/hour and cannot exceed \$29,940 or \$14.39 p/hour.

Residents of our apartment communities typically include young families and single parent households. These residents tend to work in the following fields: restaurants, service industry, and retail. Attached are Resident Demographics reports for two of our apartment communities in Glenpool "Glenshire Court & Rolling Meadows" and three in McAlester "Parkway Village, Westridge Village, & Westside Apts" which gives you a sampling of employers.

Our goal is to provide working families, currently living in Shawnee, a safe and affordable place to live. Providing affordable housing to these working families reduces the housing burden, which in turn allows them to spend more of the income on other family necessities.

A handwritten signature in blue ink, appearing to read 'Ben Mitchell', is written over a horizontal line.

**Ben Mitchell**, Vice President – Development/Finance  
(417) 890-3219 – Direct Phone  
(417) 883-1632 – Office Phone  
(417) 883-6343 – Office Fax  
bmitchell@wilhoitproperties.com - email

[www.WilhoitProperties.com](http://www.WilhoitProperties.com)

1730 E. Republic Road, Suite F • Springfield, MO 65804



## **Shawnee Park Apartments**

### **84-unit Family Apartment Community in Shawnee Oklahoma**

Shawnee Park is a proposed 84-unit family apartment community located East of Harrison Street on Transportation Parkway in Shawnee, OK. Shawnee Park will have 4 three-story buildings with 48 two bed/two bath, and 36 three bed/two bath units.

Targeting the needs of low-to-moderate income families, the project will be designed as an affordable housing community. An application will be made to the Oklahoma Housing Finance Agency (OHFA) for an allocation of housing tax credits that will comply with Section 42 of the Internal Revenue Code of 1986. The housing tax credits will be used for partial funding of the required equity and as a result, the rents must be kept affordable in line with the Federal and State requirements.

The rents and unit mix of Shawnee Park will be:

<u>Units</u>	<u>Type</u>	<u>Size</u>	<u>Monthly Rent</u>
48	2 Bed/2 bath	960 sqft	\$474-\$590
36	3 Bed/2 bath	1130 sqft	\$545-\$680

Individual unit amenities include covered entries, carpet in the living areas, vinyl tile in the kitchen and bath, ceiling fans in the living room and bedrooms, window coverings, kitchens with self-cleaning ovens, refrigerators with ice makers, and garbage disposals. Washer and dryer connections will be located near the kitchen. Each unit will have either a balcony or covered patio, and exterior storage space.

Community amenities within Shawnee Park include a furnished clubhouse where residents can gather for community or personal functions. The Clubhouse contains a leasing office, community room, office space, and a library/computer center with accessible seating. Outside amenities include: playground, bbq grille, & picnic area. The entire area will be professionally landscaped and regularly maintained to insure a pleasing appearance.



Westtech Rd

E-1120 Rd

Shawnee Mall Dr

W Interstate Pkwy

N Harrison Ave

N3410 Rd

N Union Ave

N Harrison St

E 45th St

Jen C Bruntin Dr

Osusanna

Happy Valley

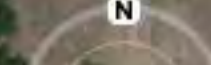
Virgie

Mia

Sr Jake

Gracelann

Woodstock



Google earth

© 2013 Google

Imagery Date: 8/9/2012 35°23'02.28" N 96°54'56.22" W elev 1018 ft eye alt 9984 ft

1995



18

Enterprise Ct

Shawnee Mall Dr

N Harrison Ave

40

© 2013 Google

Google earth

2003

Imagery Date: 8/9/2012 35°23'07.98" N 96°54'27.85" W elev 983 ft eye alt 4176 ft



# Zimmerman Properties, LLC



Zimmerman Properties, LLC is a family owned real estate development company based out of Springfield Missouri.

Zimmerman Properties, LLC , (ZP) specializes in developing, constructing, and managing Affordable multi-family developments. These developments are funded utilizing Federal Low Income Housing Tax Credits governed by the Internal Revenue Service. The principals of ZP have been developing this type of housing since the programs inception in 1986.

# Zimmerman Properties, LLC

Zimmerman Properties, LLC currently owns 82 Developments totaling 4,966 units in eight states including: Arkansas, Illinois, Kansas, Missouri, North Carolina, Oklahoma, Tennessee, and Texas.

<u>Oklahoma Developments</u>	<u>Total Units</u>
Hunting Falls - Ardmore	72
Hartford Villas - Broken Arrow (S)	60
Avondale Estates - Claremore (S)	60
Timber Ridge - Cushing	48
Elizabeth Place - El Reno	95
Pheasant Run - Enid	96
Roosevelt Park - Enid	48
Glenshire Court - Glenpool	88
Rolling Meadows - Glenpool	52
Parkway Village - McAlester	60
West Street I & II - McAlester	92
Austin Heights - Muskogee	72
Summer Ridge - Muskogee (S)	60
Greens @ Pebblecreek - Mustang	96
Landings @ Pebblecreek - Mustang (S)	48
Oxford Place - Okmulgee	60
Sterling Park I & II - Perkins	72
Copper Ridge - Ponca City	54
Willow Creek I & II - Ponca City (S)	88
River Ridge - Sand Springs (S)	57
Cambridge Court - Sapulpa	60
<u>Autumn Ridge - Yukon (S)</u>	<u>60</u>

**Developments - 25 / Units - 1,498**

(S) Senior Development

# Zimmerman Properties, LLC

## Oklahoma Developments

Name	City	Target	Units
Huntington Falls	Ardmore	Family	72
Hartford Villas	BrokenArrow	Senior	60
Avondale Heights	Claremore	Senior	60
Timber Ridge	Cushing	Family	48
Elizabeth Place	El Reno	Family	95
Pheasant Run	Enid	Family	96
Roosevelt Park	Enid	Family	48
Glenshire Court	Glenpool	Family	88
Rolling Meadows	Glenpool	Family	52
Parkway Village	McAlester	Family	60
West Ridge Village	McAlester	Family	52
Westside Apts	McAlester	Family	40
Austin Heights	Muskogee	Family	72
Summer Ridge	Muskogee	Senior	60
Greens@Pebblecreek	Mustang	Family	96
Landings@Pebblecreek	Mustang	Senior	48
Oxford Place	Okmulgee	Family	60
Sterling Park - I	Perkins	Family	32
Sterling Park - II	Perkins	Family	40
Copper Ridge	Ponca City	Family	54
Willow Creek - I	Ponca City	Senior	60
Willow Creek - II	Ponca City	Senior	28
River Ridge	Sand Springs	Senior	57
Cambridge Court	Sapulpa	Family	60
Autumn Ridge	Yukon	Senior	60
<b>TOTAL</b>		<b>25</b>	<b>1,498</b>

## ZIMMERMAN PROPERTIES, LLC -- List of Developments

	<u>NAME</u>	<u>CITY</u>	<u>STATE</u>	<u>TARGET</u>	<u>1-bed</u>	<u>2-bed</u>	<u>3-Bed</u>	<u>TOTAL</u>	
<b>1</b>	<b>Arbor Pointe</b>	Texarkana	Arkansas	Senior	24	24	-	<b>48</b>	<b>48</b>
<b>1</b>	<b>Stonebridge Apts</b>	Jacksonville	Illinois	Family	-	44	16	<b>60</b>	<b>60</b>
1	<b>Broadstone Villas</b>	Bel Aire	Kansas	Family	-	24	24	<b>48</b>	
2	<b>Somerset Village</b>	Frontenac	Kansas	Senior	12	12	-	<b>24</b>	
3	<b>Highland Apts</b>	Ft. Scott	Kansas	Family	-	32	16	<b>48</b>	
4	<b>Bridgewater Apts-I</b>	Hayesville	Kansas	Family	-	32	16	<b>48</b>	
5	<b>Bridgewater Apts-II</b>	Hayesville	Kansas	Family	-	24	24	<b>48</b>	
6	<b>Stonehedge Apts</b>	Kansas City	Kansas	Family	-	69	69	<b>138</b>	
7	<b>Covington Woods</b>	Lansing	Kansas	Family	-	24	24	<b>48</b>	
8	<b>Fieldstone Apts-I</b>	Maize	Kansas	Family	-	32	16	<b>48</b>	
9	<b>Fieldstone Apts-II</b>	Maize	Kansas	Family	-	24	24	<b>48</b>	
10	<b>Fieldstone Apts-III</b>	Maize	Kansas	Family	-	24	24	<b>48</b>	
11	<b>Remington Square</b>	Pitsburg	Kansas	Family	-	24	24	<b>48</b>	
<b>12</b>	<b>Brookfield Apts</b>	Valley Center	Kansas	Family	-	32	16	<b>48</b>	<b>642</b>
1	<b>Cloverhill Estates</b>	Battlefield	Missouri	Family	-	-	22	<b>22</b>	
2	<b>Lakewood Terrace</b>	Belton	Missouri	Family	12	92	48	<b>152</b>	
3	<b>Prairie Hills Estates-I</b>	Carl Junction	Missouri	Family	-	-	18	<b>18</b>	
4	<b>Prairie Hills Estates-II</b>	Carl Junction	Missouri	Family	-	-	18	<b>18</b>	
5	<b>Callaway Village-I</b>	Fulton	Missouri	Family	-	32	16	<b>48</b>	
6	<b>Callaway Village-II</b>	Fulton	Missouri	Family	8	24	16	<b>48</b>	
7	<b>North Park Apts</b>	Joplin	Missouri	Family	-	36	24	<b>60</b>	
8	<b>Kensington Court</b>	Kansas City	Missouri	F&S	32	112	48	<b>192</b>	
9	<b>Churchill Apts</b>	Marshfield	Missouri	Family	-	24	24	<b>48</b>	
10	<b>Terraces@CopperLeaf</b>	Nixa	Missouri	Family	12	72	12	<b>96</b>	
11	<b>Villas@Copper Leaf</b>	Nixa	Missouri	Senior	32	32	-	<b>64</b>	
12	<b>Deerfield Estates</b>	Rogersville	Missouri	Family	-	-	36	<b>36</b>	
13	<b>Cedarwood Terrace</b>	Springfield	Missouri	Family	-	32	16	<b>48</b>	
14	<b>Villas @ Quail Creek</b>	Springfield	Missouri	Senior	30	30	-	<b>60</b>	
<b>15</b>	<b>Rosewood Estates</b>	Springfield	Missouri	Family	-	16	16	<b>32</b>	<b>942</b>
1	<b>Cooper Creek Heights</b>	Mocksville	North Carolina	Family	8	24	24	<b>56</b>	
<b>2</b>	<b>River Towne Manor</b>	RoanokeRapids	North Carolina	Senior	24	16	-	<b>40</b>	<b>96</b>
1	<b>Huntington Falls</b>	Ardmore	Oklahoma	Family	8	42	22	<b>72</b>	
2	<b>Hartford Villas</b>	BrokenArrow	Oklahoma	Senior	30	30	-	<b>60</b>	
3	<b>Avondale Heights</b>	Claremore	Oklahoma	Senior	36	24	-	<b>60</b>	
4	<b>Timber Ridge</b>	Cushing	Oklahoma	Family	8	24	16	<b>48</b>	
5	<b>Elizabeth Place</b>	El Reno	Oklahoma	Family	25	38	32	<b>95</b>	
6	<b>Pheasant Run</b>	Enid	Oklahoma	Family	16	48	32	<b>96</b>	
7	<b>Roosevelt Park</b>	Enid	Oklahoma	Family	12	20	16	<b>48</b>	
8	<b>Glenshire Court</b>	Glenpool	Oklahoma	Family	16	48	24	<b>88</b>	
9	<b>Rolling Meadows</b>	Glenpool	Oklahoma	Family	-	32	20	<b>52</b>	
10	<b>Parkway Village</b>	McAlester	Oklahoma	Family	8	32	20	<b>60</b>	
11	<b>West Ridge Village</b>	McAlester	Oklahoma	Family	10	26	16	<b>52</b>	
12	<b>Westside Apts</b>	McAlester	Oklahoma	Family	-	20	20	<b>40</b>	
13	<b>Austin Heights</b>	Muskogee	Oklahoma	Family	12	32	28	<b>72</b>	
14	<b>Summer Ridge</b>	Muskogee	Oklahoma	Senior	42	18	-	<b>60</b>	
15	<b>Greens@Pebblecreek</b>	Mustang	Oklahoma	Family	16	48	32	<b>96</b>	
16	<b>Landings@Pebblecreek</b>	Mustang	Oklahoma	Senior	24	24	-	<b>48</b>	
17	<b>Oxford Place</b>	Okmulgee	Oklahoma	Family	12	32	16	<b>60</b>	
18	<b>Sterling Park-I</b>	Perkins	Oklahoma	Family	4	16	12	<b>32</b>	
19	<b>Sterling Park-II</b>	Perkins	Oklahoma	Family	8	20	12	<b>40</b>	
20	<b>Copper Ridge</b>	Ponca City	Oklahoma	Family	18	30	6	<b>54</b>	
21	<b>Willow Creek-I</b>	Ponca City	Oklahoma	Senior	30	30	-	<b>60</b>	
22	<b>Willow Creek-II</b>	Ponca City	Oklahoma	Senior	10	18	-	<b>28</b>	
23	<b>River Ridge</b>	Sand Springs	Oklahoma	Senior	30	27	-	<b>57</b>	
24	<b>Cambridge Court</b>	Sapulpa	Oklahoma	Family	8	36	16	<b>60</b>	
<b>25</b>	<b>Autumn Ridge</b>	Yukon	Oklahoma	Senior	36	24	-	<b>60</b>	<b>1,498</b>

	<u>NAME</u>	<u>CITY</u>	<u>STATE</u>	<u>TARGET</u>	<u>1-bed</u>	<u>2-bed</u>	<u>3-Bed</u>	<u>TOTAL</u>	
1	Clarksville Heights	Clarksville	Tennessee	Family	8	32	24	64	
2	Spring Lake	Cleveland	Tennessee	Family	8	32	24	64	
3	Cane Creek	Cookeville	Tennessee	Family	16	36	24	76	
4	City View	Kingsport	Tennessee	Family	12	24	8	44	248
1	Viking Road	Amarillo	Texas	Family	24	60	48	132	
2	Knollwood Terrace	Big Springs	Texas	Family	20	24	20	64	
3	The Heights	Big Springs	Texas	Family	16	24	8	48	
4	Tenth Street	Borger	Texas	Family	8	24	16	48	
5	Cedar Street	Brownfield	Texas	Family	12	24	12	48	
6	Market Place	Brownwood	Texas	Senior	12	48	-	60	
7	Wildwood Trails	Brownwood	Texas	Family	20	32	24	76	
8	Winchester Arms	Comanche	Texas	Family	-	24	24	48	
9	Southern View	Ft. Stockton	Texas	Family	12	24	12	48	
10	Valley Creek	Ft. Stockton	Texas	Family	12	20	16	48	
11	Pines Apts	Jacksonville	Texas	Family	14	30	24	68	
12	Deer Creek	Levelland	Texas	Family	16	28	20	64	
13	Mill Creek Apts	Longview	Texas	Family	-	40	40	80	
14	Millie Street Apts	Longview	Texas	Family	12	24	24	60	
15	Gateway Plaza	Midland	Texas	Family	12	48	36	96	
16	Lakeside Apts	Mt. Pleasant	Texas	Family	15	37	12	64	
17	Hampton Chase	Palestine	Texas	Family	20	32	24	76	
18	Turner Street Apts	Palestine	Texas	Family	20	24	16	60	
19	Country Club	Pecos	Texas	Family	6	22	16	44	
20	Dunes Apts	Seminole	Texas	Family	-	36	24	60	
21	Riverstone Trails	Sunnyvale	Texas	Family	-	48	48	96	
22	Chisholm Trail	Vernon	Texas	Family	6	22	16	44	1,432
82	<b>TOTAL DEVELOPMENTS</b>				<b>914</b>	<b>2,521</b>	<b>1,531</b>	<b>4,966</b>	

# Zimmerman Properties, LLC

Zimmerman Properties, LLC is made up of three Divisions:

**Development:** Zimmerman Properties, LLC (ZP) is the Development arm of the company and retains part of the ownership of each development. ZP has a team of experienced professionals that insures the highest quality possible in development.

**Construction:** Zimmerman Properties Constructions, LLC, (ZPC) is the General Contractor. This enables a hands on approach to construction that provides the highest level of oversight. ZPC also allows local vendors and subcontractors to provide bids on the project which assists in boosting the local economy further.

**Property Management:** Wilhoit Properties, Inc. (WP) is the Management Company. WP manages all the development owned by ZP.

# **The Low Income Housing Tax Credit Program**

All of the developments owned by Zimmerman Properties, LLC were developed utilizing the Federal Low Income Housing Tax Credit Program (LIHTC). In the state of Oklahoma the LIHTC program is administered through the Oklahoma Housing Finance Agency (OHFA).

The LIHTC program was enacted in the Tax Reform Act of 1986 and is governed under Section 42 of the Internal Revenue Code. LIHTC was designed to secure private equity capital for the development of affordable rental housing. LIHTC can provide as much as 80% of the total development costs, which reduces the amount of debt required to complete the development. This allows for lower rents and greater affordability.

LIHTC are an excellent community investment tool by creating affordable housing to working class citizens. Under the LIHTC program OHFA has helped create more than 10,000 affordable housing units. OHFA allocates over \$8.5 million LIHTC each year.

## How the Program Works

The HTC is an annual tax credit allocation for 10 - years. The amount of the credit is based upon a percentage of the eligible basis for a qualified development. Up to 9% of the project basis per year can be allocated to rental housing projects that have no other source of federal financing.

The HTC is sold to an investor for approximately \$.80 on the dollar. This provides the developer with the equity to complete the development and the investor receives the tax benefit of the credit for ten years after the units have been occupied.

The program benefits are widespread. Developers obtain funding to supplement a primary loan for the development. Investors receive a return on their investment in the development. Citizens have access to affordable housing. Communities achieve added housing stock with an enhanced tax base to further their economic and community development.



Rolling Meadows in Glenpool, OK  
52 units. Built in 2012.



Rolling Meadows in Glenpool, OK  
52 units. Built in 2012.



Rolling Meadows in Glenpool, OK  
52 units. Built in 2012.



Rolling Meadows in Glenpool, OK  
52 units. Built in 2012.



Rolling Meadows in Glenpool, OK  
52 units. Built in 2012.



Rolling Meadows in Glenpool, OK  
52 units. Built in 2012.





**ZIMMERMAN™**  
PROPERTIES

## BEYOND BUILDINGS

“Affordable housing” sounds like a simple concept with a simple objective. To understand what it means to communities in need, consider that available workforce housing is one of the primary criteria on which manufacturers, retailers, foodservice providers, and other companies base their decisions to establish a presence in a particular area.

Comfortable, affordable, convenient places for employees and their families to live are a critical component of any successful program for economic development.

Through hundreds of developments and thousands of affordable-housing units throughout the Midwest and South, Zimmerman has helped create living communities—where families can engage with each other as they participate in their local cultures and economies.

Our commitment to those communities begins in the earliest planning phases, and doesn’t end when construction is complete. Zimmerman brings a unique, vertically integrated capability to every property. We fully engage with communities to provide comprehensive management for optimal efficiency, value, and resident satisfaction. Because we make a long-term ownership commitment to every Zimmerman Properties development, our community partners enjoy the confidence we’ll be there to help make their housing programs successful for decades.

Take a closer look at who we are, what we do, and what we’ve already done.

You’ll see how far Zimmerman will go to make your development a success. We truly go “beyond buildings.”



**ZIMMERMAN**<sup>TM</sup>  
PROPERTIES



## WELL-EARNED EXPERTISE.

The Zimmerman group of companies includes Zimmerman Properties, LLC, Zimmerman Properties Construction, and Wilhoit Properties, each formed as part of our focus on **vertically integrated acquisition, development, construction, ownership, and management** of affordable-housing rental properties **throughout Missouri, Oklahoma, Texas, Kansas, Illinois, Nebraska, and Tennessee.**



The members of the Zimmerman companies bring **decades of combined experience** to every job we undertake. Our broad-ranging work in various states gives us a greater perspective on the best ways to achieve a property's goals, as well as **detailed insights into meeting the challenges and requirements of particular states and localities.**

Whether developing **mid-rise senior communities, garden-style apartments, townhomes, single-family homes**, or any other type of housing for those with low to moderate incomes, Zimmerman understands what affordable housing means to an area's people and its economic development. We dedicate **our expertise and the strength of our resources** to making the most of every property's long-term potential.



## PRINCIPALS

Vaughn C. Zimmerman

Founder & Managing Member

With more than 25 years of direct management and construction of more than 8,400 units in eight states, Vaughn Zimmerman has served as principal developer and general partner since 1986. He maintains executive oversight of the firm and related party affiliates. Vaughn is a licensed real-estate broker, and has served on various real-estate boards and commissions developing and preserving low- and moderate-income housing.



Justin M. Zimmerman

Member

Justin Zimmerman oversees the development side of the business, having developed more than 4,400 apartment units since 1992. More than 4,200 of the units in his portfolio qualify for low-income housing tax credits, where he has served as principal developer and general partner. Justin is a licensed real-estate agent, and holds a Bachelor's Degree in Hotel and Restaurant Management from Missouri State University.

Matthew E. Zimmerman

Member

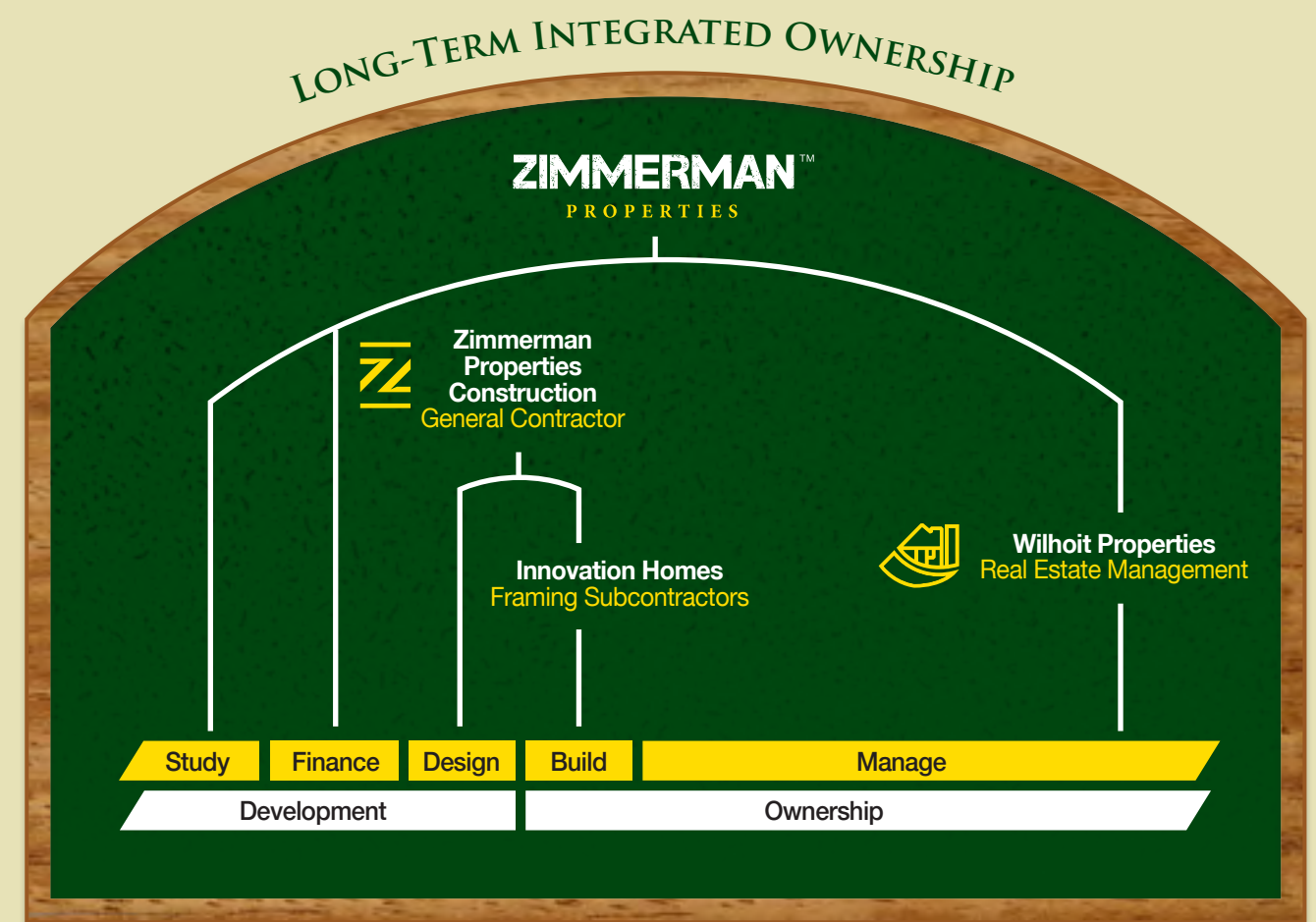
As Senior Vice President of Construction, Matt Zimmerman holds estimating and contracting authority for construction jobs, directing the day-to-day operations of all construction employees including job-site personnel, suppliers, and subcontractors. He has more than 15 years of experience in directly managing construction and general contracting, and currently oversees more than \$35,000,000 per year in construction.



Robert C. Davidson

Member

Chief Operating Officer and Chief Financial Officer Robert Davidson directs the efforts of company employees, and manages all financial aspects of the company's debt and equity commitments. His background includes more than 25 years of experience in development, construction, and construction finance. Robert holds an MBA in Finance/Accounting from the Ohio State University, and a Bachelor's Degree in Economics/Accounting from Ohio Wesleyan University.



## CULTIVATING COMMUNITIES.

Over the past decade, Zimmerman Properties Construction, LLC has served as general contractor on more than 50 properties developed under Section 42 of the Internal Revenue Code utilizing low-income housing tax credits.

Beyond our **expertise in construction management for thousands of units** entailing responsibility for hundreds of millions of dollars in construction costs, we've built our firm's reputation on a comprehensive approach—developing, building, owning, and maintaining affordable housing with a view toward **creating communities**. Communities don't develop overnight. That's why Zimmerman invests in the ultimate success of every property through **long-term, integrated ownership**. This commitment for every development provides our community partners the assurance that **our experience and resources will be at work** long after construction is completed, maximizing the property's overall value and potential for success.

Zimmerman's vast experience helps demonstrate not only our qualifications in development, construction, and property management, but also the **confidence we've helped instill in those who rely on us for superior outcomes**.

## PROOF IN THE PORTFOLIO.

We contribute our expertise to the success of developments throughout the Midwest and South, and we invite you to visit the sites of these **thriving communities** for a closer look.

In the meantime, we've chosen a sampling of representative work from our portfolio to give you an idea of the **depth, variety, and continuity** of our experience and capabilities. If you'd like to know more about these completed developments, Zimmerman's role in creating and maintaining them, and how your property might benefit from what we've learned, contact us for complete details.

[www.WilhoitProperties.com](http://www.WilhoitProperties.com)

(417) 883-1632



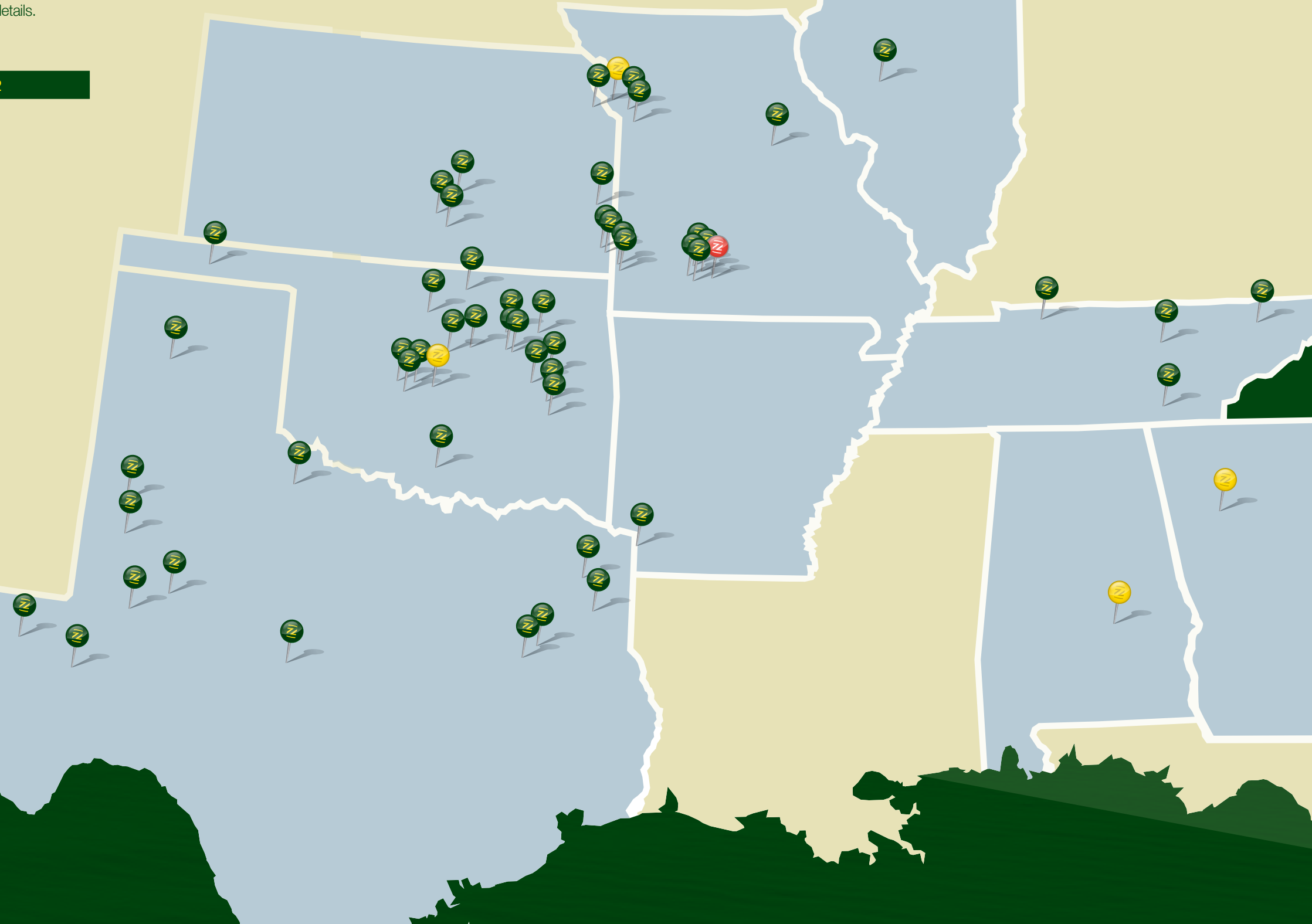
Development  
General Contractor



Regional  
Office



Corporate  
Headquarters





Beyond Buildings.

**RESOLUTION \_\_\_\_\_**

RESOLUTION OF LOCAL SUPPORT FOR AFFORDABLE HOUSING DEVELOPMENT LOCATED IN THE CITY OF SHAWNEE, OKLAHOMA

**BE IT RESOLVED:**

**WHEREAS**, Zimmerman Properties, LLC (Owner/Applicant), is proposing to construct a new 84-unit Family multi-family housing development known as Shawnee Park Apartments to be located in the limits of the City of Shawnee approximately ¼ mile East of N. Harrison on Transportation Parkway; and

**WHEREAS**, the City of Shawnee supports economic development and promotes affordable housing for the benefit of the citizens of the City of Shawnee.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF SHAWNEE, OKLAHOMA**, that the City Commission supports favorable consideration to be given for a tax credit award for this Development.

**BE IT FURTHER RESOLVED**, it is noted that the proposed development is consistent with the City of Shawnee’s affordable housing strategies and comprehensive plan.

**APPROVED AND PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**CITY OF SHAWNEE**

\_\_\_\_\_  
WES MAINARD, MAYOR

ATTEST:

\_\_\_\_\_  
PHYLLIS LOFTIS, CMC, CITY CLERK

**Regular Board of Commissioners**

**8.**

**Meeting Date:** 12/16/2013

Sales Tax

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge Sales Tax Report received December 2013.

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Attachments

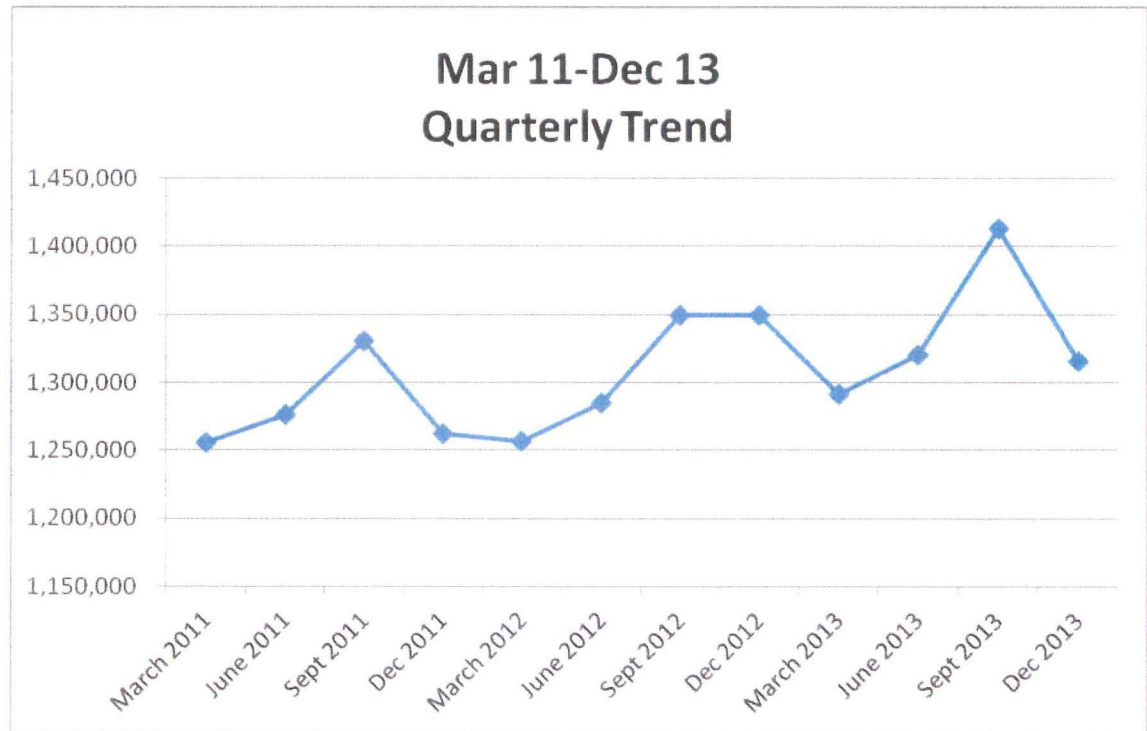
Sales Tax

# City of Shawnee Memorandum



**To:** Mayor and City Commissioners  
**CC:** Brian McDougal, City Manager  
**From:** Cynthia R Sementelli, Finance Director  
**Date:** December 9, 2013  
**Re:** City Sales Tax Report

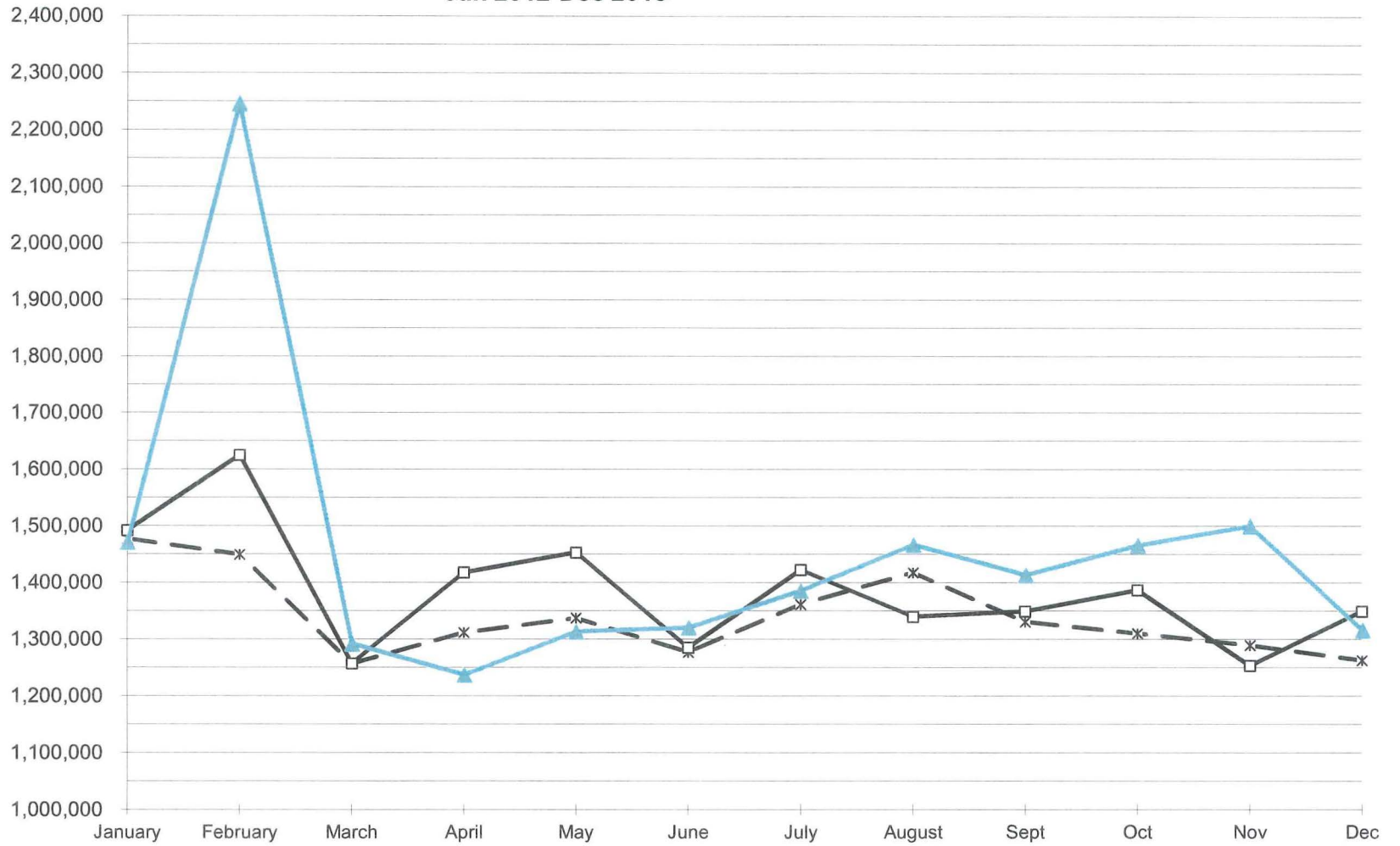
December Sales Tax receipts were down \$34,433. Last month the city was up \$246K and there was an issue of \$94K that I thought was submitted to Shawnee in error. Well it turned out that it should not have been submitted to us so we had to pay it back. So while our number this month is down, in reality this month sales tax is up by \$59,566 if you remove the \$94K refund. Year to date we are up \$442,843 or 5.47% . December sales tax received was \$1,315,025.



	January 2011	January 2012	January 2013	Increase (Decrease)	
	through	through	through	Over Prior Year	
Month	December 2011	December 2012	December 2013	Amount	Percentage
January	1,476,824	1,491,647	1,470,565	(21,082)	(1.41%)
February	1,448,966	1,624,568	2,245,070	620,503	38.19%
March	1,256,430	1,256,806	1,291,532	34,726	2.76%
April	1,311,387	1,417,533	1,236,564	(180,969)	(12.77%)
May	1,337,029	1,452,759	1,312,710	(140,049)	(9.64%)
June	1,276,542	1,284,872	1,319,813	34,941	2.72%
July	1,361,273	1,422,363	1,385,055	(37,309)	(2.62%)
August	1,417,308	1,339,539	1,466,250	126,711	9.46%
Sept	1,330,420	1,349,282	1,412,708	63,426	4.70%
Oct	1,309,924	1,386,657	1,465,063	78,406	5.65%
Nov	1,289,143	1,253,140	1,499,183	246,043	19.63%
Dec	1,262,401	1,349,459	1,315,025	(34,433)	(2.55%)
Total	16,077,646	16,628,626	17,419,537	790,912	4.76%
		Prior Year	Current Year	Increase (Decrease)	
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		8,100,440	8,543,283	\$442,843	5.47%
Fiscal Year to Date Budget based					
		Current Year	Current Year	Budget Variance	
Period		Budget	Actual	Favorable (Unfavorable)	
Fiscal Year to Date		8,100,440	8,543,283	\$442,843	5.47%



**CITY OF SHAWNEE  
SALES TAX COLLECTIONS  
Jan 2012-Dec 2013**



- x— January 2011 through December 2011
- January 2012 through December 2012
- ▲— January 2013 through December 2013

**Regular Board of Commissioners**

**9.**

**Meeting Date:** 12/16/2013

City Manager Report

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

City Manager's Report.

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**Regular Board of Commissioners**

**10. a.**

**Meeting Date:** 12/16/2013

Firing Range Tower

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Police Firing Range Tower Project (Open and possible Award)

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Attachments

Police Firing Range Tower

## NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to 4:00pm, Monday, 16 December 2013.

**Instructions and bid documents are available to qualified bidders via electronic mail. Bidders should write David M. Robinson at [david@k-a-studio.com](mailto:david@k-a-studio.com). Additionally, an original set of instructions and bid documents is available for review at the offices of Director of Operations, 1400 N. Center Street, Shawnee, Oklahoma 74801 from 8:00 am to 4:00 pm Monday – Friday.**

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:

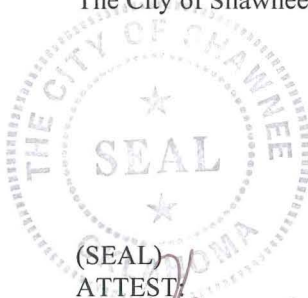
### **BID – Police Firing Range Tower Project December 16, 2013**

The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee at **16 W. 9<sup>th</sup> Street**, together with a sworn non-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.

A mandatory pre-bid conference will be held on Wednesday, November 27, 2013, at 9:00 a.m. This will be held at the project site, 10500 N. Kickapoo Street, Shawnee, Oklahoma 74804. The bidder is encouraged to invite relevant sub-contractors.

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, 16 W. 9<sup>th</sup> Street Shawnee, Oklahoma 74801, at 6:30 p.m., Monday, December 16, 2013.

The City of Shawnee reserves the right to reject any or all bids.



(SEAL)  
ATTEST

By: Phyllis Loftis  
Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, A Municipal Corporation

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

A blue ink signature of Brian E. McDougal, City Manager, is written over a horizontal line.

BIDDER'S LIST FOR  
POLICE FIRING RANGE TOWER PROJECT

DATE TO BE OPENED: 12-16-2013

**Business Name:** Diversified Construction of Oklahoma, Inc.

**Contact:** Chris Bright

**Address:** 6288 Boucher Drive

Edmond, OK 73034-9257

**Telephone:** (405) 340-3164

**E-Mail:** chrisb@divconst.net

**Business Name:** W.L. McNatt & Company

**Contact:** Jason Masterson

**Address:** 217 E. Sheridan

Oklahoma City, OK 73104

**Telephone:** (405) 232-7245

**E-Mail:** jason@wlmcnatt.com

**Business Name:** Eagle Vision Construction

**Contact:** Mitch Gregory

**Address:** PO Box 1225

Shawnee, OK 74802

**Telephone:** (405) 249-8057

**E-Mail:** mitchwgregory@gmail.com

**Business Name:** RFD Construction  
**Contact:** Larry Sloan  
**Address:** PO Box 480  
Sulphur, OK 73086  
**Telephone:** (580) 622-3104  
**E-Mail:** rfdconst@brightok.net

**Business Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

PLAN HOLDERS LIST FOR  
POLICE FIRING RANGE TOWER PROJECT

DATE TO BE OPENED: 12-16-2013

**Business Name:** Empire Acoustics

**Contact:** Garland Bell

**Address:** 1728 Britton Rd

Oklahoma City, OK 74120

**Telephone:** (405) 340-3164

**Fax:** (405) 216-4925

**E-Mail:** gb@empireacoustics.com

**Business Name:** ePlan

**Contact:** Jacob Corbin

**Address:** 4115 S. Providence, Suite 105

Columbia, MO 65203

**Telephone:** (573) 447-7130

**Fax:** (573) 355-5404

**E-Mail:** eplan@eplanbidding.com

**Business Name:** Bidnews/iSqFt

**Contact:** Selena Heckler

**Address:** 5727 South Garnett Road, Suite H

Tulsa, OK 74146

**Telephone:** (918) 877-1200 x8620

**Fax:** (918) 877-1203

**E-Mail:** project@bidnews.com

**Business Name:** BidClerk  
**Contact:** Grant Cordes  
**Address:** 28 N Clark Street, Suite 450  
Chicago, IL 60602  
**Telephone:** (312) 380-4804  
**Fax:** (312) 275-7197  
**E-Mail:** gcordes@bidclerk.com

**Business Name:** Reed Construction Data  
**Contact:** Stephanie Besson  
**Address:** 30 Technology Parkway South, Ste 100  
Norcross, GA 30092-2912  
**Telephone:** (770) 209-3355  
**Fax:** (800) 303-8629  
**E-Mail:** [stephanie.besson@reedbusiness.com](mailto:stephanie.besson@reedbusiness.com)

**Business Name:** McGraw-Hill Construction  
**Contact:** Marsha Martin  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone:** (866) 222-5073  
**Fax:** (800) 768-5594  
**E-Mail:** marsha.martin@mhfi.com

**Business Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_



**Regular Board of Commissioners**

**10. b.**

**Meeting Date:** 12/16/2013

ADA Family Restroom

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

City Hall ADA, Family Restroom Project (Open and possible Award)

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Attachments

ADA Family Restroom

## NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to 4:00 p.m., Monday, December 16, 2013, for:

**City Hall ADA, Family Restroom Project  
16 W. 9<sup>th</sup> Street  
Shawnee, Oklahoma**

**Instructions and bid documents are available to qualified bidders at the Fairview Cemetery office located at 1400 N. Center Street Shawnee, Oklahoma 74801 from 8:00 am to 4:00 pm Monday – Friday.**

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 – City Hall ADA, Family Restroom Project  
December 16, 2013**

The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee at **16 W. 9<sup>th</sup> Street**, together with a sworn non-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.

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, 16 W. 9<sup>th</sup> Street Shawnee, Oklahoma 74801, at 6:30 p.m., Monday, December 16, 2013.

All inquiries for bid information can be made to [jbryce@shawneeok.org](mailto:jbryce@shawneeok.org).

The City of Shawnee reserves the right to reject any or all bids.



(SEAL)  
ATTEST:

By: Phyllis Loftis  
Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, A Municipal Corporation

By: Brian E. Mcdougal  
Brian E. Mcdougal, City Manager

## Bidders List

### City Hall ADA, Family Restroom Project

Quality Homes, LLC.

PO Box 30137

OKC, Ok 73140

[bids@bidocean.com](mailto:bids@bidocean.com)

[bids3@prime-vendor.com](mailto:bids3@prime-vendor.com)

[eplan@eplanbidding.com](mailto:eplan@eplanbidding.com)

[sheckler@ISQFT.com](mailto:sheckler@ISQFT.com)

[project@bidnews.com](mailto:project@bidnews.com)

Reed Construction Data

30 Technology Parkway S

Suite 500

Norcross, GA 30092

[joe.schremser@reedbusiness.com](mailto:joe.schremser@reedbusiness.com)

Brandon Columbus.

Oklahoma Construction LLC

405-520-9687

[bcokconstruction@hotmail.com](mailto:bcokconstruction@hotmail.com)

Garner Construction

127 N. Minnesota

Shawnee, Oklahoma 74801

[Garnerco03@hotmail.com](mailto:Garnerco03@hotmail.com)

McCown Plumbing

(405) 273-4533

Advertised twice in the Shawnee News Star

City of Shawnee web site/twitter/facebook

**Regular Board of Commissioners**

**10. c.**

**Meeting Date:** 12/16/2013

Snow and Ice Removal

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Snow and Ice Removal Assistance (Award)

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Attachments

Award Memo

Snow and Ice Removal Bid Information

# City of Shawnee Memorandum



**To:** Honorable Mayor and City Commissioners  
**Through:** Brian McDougal, City Manager  
**From:** Donald D. Lynch, Emergency Management Director *D.L.*  
**Date:** December 11, 2012  
**Re:** RFP for Snow and Ice Removal Assistance

*NATURE OF THE REQUEST:*

.This memorandum concerns the proposal received to provide snow and ice removal assistance to the City of Shawnee.

*STAFF ANALYSIS /CONSIDERATIONS:*

Only one proposal was received and opened at the City Commission Meeting on December 2, 2013. That proposal was from Silver Star Construction Incorporated of Moore, Oklahoma. In accordance with your authorization, Staff has reviewed the proposal submitted and found it to be in correct form. The proposal was tabulated as follows:

		Total Cost to operate per hour including labor, maintenance, fuel, tires, etc.	Total Cost to operate per hour including labor, maintenance, fuel, tires, etc.	Total Cost to operate per hour including labor, maintenance, fuel, tires, etc.	Total Cost to operate per hour including labor, maintenance, fuel, tires, etc.	Total Cost per hour for equipment on stand-by staged at Public Works Service Center
Equipment and Operators	Number of Operator and Equipment Units Available	8am to 5 pm Monday through Friday	5pm to 8am Monday through Friday	Saturdays And Sundays	Holidays	
Truck with 8 foot snow plow, salt spreader, and Operator	5	\$135	\$145	\$160	\$160	Same with 6 hour minimum

<b>Road Grader</b>		<b>\$145</b>	<b>\$175</b>	<b>\$190</b>	<b>\$190</b>	<b>Same with \$375.00 Mobilization Fee and 6 hour minimum</b>
<b>Front End Loader</b>		<b>\$115</b>	<b>\$128</b>	<b>\$145</b>	<b>\$145</b>	<b>Same with \$375.00 Mobilization Fee and 6 hour minimum</b>

The Mobilization Fee covers trucking and delivery of the equipment to the Public Works yard.

This vendor is only available as a secondary provider in the event that their equipment is not needed for service in other jurisdictions where they are already contracted to be a service provider.

*RECOMMENDATION:*

Staff recommends awarding a contract to Silver Star Construction.

*BUDGET CONSIDERATION:*

If the contractor performs work, the cost will be paid from the Street Department Budget.

Thank you for your favorable attention to this matter.

**CITY OF SHAWNEE OKLAHOMA**

**NOTICE TO PROSPECTIVE CONTRACTORS FOR THE REMOVAL OF SNOW AND ICE FROM THE STREETS OF THE CITY OF SHAWNEE**

Notice is hereby given that the City of Shawnee desires to receive proposals for the removal of snow and ice from city streets within the City of Shawnee. The intent of this project is to augment City streets crews.

Prospective contractors may obtain Proposal Documents in the Office of the City Clerk, City Hall Building, 16 W. 9th, Shawnee, Oklahoma 74801, and shall sign the Proposal Documents Receipt List.

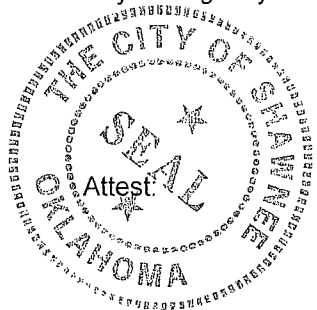
Proposals shall be based upon the Plans and Specifications and other documents in the Proposal Documents Package. Proposals will be received in the Office of the City Clerk, 16 W. 9th, Shawnee, Oklahoma 74801, by no later than 4:00 P.M. on Monday, December 2, 2013. All proposals timely received will be opened and reviewed by the City Emergency Management Director. The Emergency Management Director reserves the right to recommend that the City Commission of the City of Shawnee reject any or all proposals and to recommend that the Commission waive immaterial defects and irregularities. In order to maximize available resources, a recommendation may be made to award contracts to multiple vendors.

The City Emergency Management Director may issue addenda as may be necessary in the best interest of the public and the City of Shawnee. Addenda may amend the date and/or time for receipt of proposals or any specification, item, document or requirement in the Proposal Documents

The Point of Contact for this project is Frank Loman, City Street Superintendent who may be reached at telephone number 1-405-650-8602. Contractors are encouraged to visit with the Street Superintendent to obtain all details needed prior to submitting their proposal so that their proposal is complete and total.

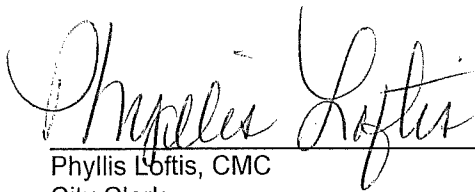
The Contractor shall use the Proposal Forms and Affidavits provided in the Proposal Documents or photocopies thereof. All forms must be signed and all affidavits sworn to and notarized. All proposals shall be typewritten or legibly printed in ink. Contractor shall file the proposal in a sealed envelope. Each envelope shall bear a legible notation thereon that it is a proposal upon the project proposed.

The successful contractor(s) shall deliver the executed Contract and the certificates of insurance to the City prior to the commencement of work and shall deliver the executed bonds within ten (10) calendar days following the City's notification of its intent to award Contract, unless that time is extended by the City Emergency Management Director.



Signed: \_\_\_\_\_  
Brian McDougal  
City Manager

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Phyllis Loftis, CMC  
City Clerk

## Potential Vendor List

### Snow & Ice Removal

Haskell Lemon Construction Co  
3800 SW 10<sup>th</sup> Street  
OKC, OK 73147  
405-947-6069  
[blemon@haskellemon.com](mailto:blemon@haskellemon.com)

Markwell Paving Co  
1020 SW 21<sup>st</sup> Street  
OKC, OK 73108  
405-634-5353  
[darrell@markwellpaving.com](mailto:darrell@markwellpaving.com)

Schwarz Paving Co  
8251 West Reno  
OKC, OK 73127  
405-789-7203  
[debbie.judd@schwarzpaving.com](mailto:debbie.judd@schwarzpaving.com)

Shell Construction Co  
336 Falcon Dr  
OKC, OK 73127  
405-495-2063  
[shellconstruction@ymail.com](mailto:shellconstruction@ymail.com)

CP Integrated Services  
3800 Beacon Dr  
OKC, OK 73179  
405-823-2147  
[durindafisher@coxinet.net](mailto:durindafisher@coxinet.net)

Silver Star Construction Co  
2401 S Broadway  
Moore, OK 73160  
405-793-1725  
[recept@silverstarconst.com](mailto:recept@silverstarconst.com)

Nash Construction Co  
700 South Irving  
OKC, OK 73129  
405-672-2792  
[nashconbw@att.net](mailto:nashconbw@att.net)

Rudy Construction Co  
3101 NE 63<sup>rd</sup>  
OKC, OK 73121  
405-478-9900  
[info@rudyconstruction.com](mailto:info@rudyconstruction.com)

Shawnee Sand & Select  
43008 Benson Park Rd  
Shawnee, OK 74801  
405-878-6088  
[drw9994@yahoo.com](mailto:drw9994@yahoo.com)

Gilbert & Sons Trucking  
40610 Benson Park Rd  
Tecumseh, OK 74873

Michael's Dirty Deeds, LLC  
49600 Highway 3E  
Earlsboro, OK 74840  
405-275-9068  
[dirtworks69@gmail.com](mailto:dirtworks69@gmail.com)

BDC Homes  
1210 Gordon Cooper Drive  
Shawnee, OK 74801  
405-273-6217