

SECOND AMENDED

AGENDA
BOARD OF CITY COMMISSIONERS
September 15, 2014 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Agenda:
2. Consider approval of Consent Agenda:
 - a. Minutes from the September 2, 2014 regular meeting.
 - b. Budget Amendment – General Fund
To allocate funds received from the Attorney General for the Safe Oklahoma Grant
 - c. Acknowledge the following minutes and reports:
 - Planning Commission meeting minutes from August 6, 2014
 - Beautification Committee minutes from July 10, 2014
 - Wes Watkins Reservoir Oversight Committee minutes from June 5, 2014
 - Wes Watkins Budget Worksheet and Income and Expense Statement through June 30, 2014
 - Shawnee Urban Renewal Authority meeting minutes from August 5, 2014
 - License Payment Report August 1-31, 2014
 - Project Payment Report August 1-31, 2014
 - d. Approve contract with Shawnee Housing Authority for specific police services associated with the Authority's security programs.
 - e. Request authorization to advertise for bids on Police Department Communications remodel project.
 - f. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Eric Musgrave.
 - g. Request authorization to advertise for bids on the COEDD Roofing Project.
3. Commissioners Comments

4. Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)
5. Mayor's Proclamations:
"It Can Wait Day"
September 19, 2014

"Fire Prevention Week"
October 6-10, 2014
6. Public hearing and consideration of an ordinance rezoning property located NE of I-40 Service Road and Union Street from A-1; Agricultural to C-3; Automotive, Commercial and Recreational District.
Case #P11-14 Applicant: Cooper Shawnee Investments, LLC
7. Consider approval of a Preliminary Plat for Deer Field Estates located in the 1400-1500 block of East Bradley.
Case #S10-14 Applicant: Kishwaukee Enterprises, LLC
8. Discussion, consideration and possible action on a proposal to defund all legal fees and expenses associated with the City's ongoing disagreements with our Native American neighbors.
9. Discussion, consideration and possible action regarding possible conflict of interest between commission members and Tribal Nations, including the retention of outside counsel to investigate and render an opinion to the Commission.
10. Consider request for additional funding for the Veterans Memorial located in Woodland Veterans Park.
11. Consider approval of ODOT Agreement (State Project No. SAP-263D(022) for the asphalt surfacing of Pecan Grove Road from SH102, west approximately 0.7 miles to Lake Dam Road.
12. Consider a resolution to surplus an engine from vehicle Unit 3478 2009 Ford Crown Vic VIN 2FAHP71V09X117017 Insurance Loss with a Salvage Oklahoma Title and donate engine to Oklahoma Baptist University Police Department.
13. Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan and refund of contributions from the Defined contribution plan for David Dauman.
14. Acknowledge Sales Tax Report received September 2014.
15. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
16. 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

2. a.

Meeting Date: 09/15/2014

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the September 2, 2014 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
SEPTEMBER 2, 2014 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, September 2, 2014 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

Pam Stephens
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: None

INVOCATION

Lord's Prayer Led By Mayor Mainord

FLAG SALUTE

Vice Mayor Harrod

AGENDA ITEM NO. 1:

Consider approval of minutes of the regular meeting of August 18, 2014.

A motion was made by Commissioner Winterringer, seconded by Commissioner Stephens, to approve the minutes of the regular meeting of August 18, 2014. Motion carried 7-0.

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

NAY: None

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE

MUNICIPAL AUTHORITY (6:33 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (6:34 P.M.)

AGENDA ITEM NO. 2: Consider Resolution of Appreciation to Pam Stephens, Commissioner Ward One of the City of Shawnee.

Resolution No. 6474 was introduced.

A RESOLUTION EXPRESSING APPRECIATION FOR THE OUTSTANDING SERVICE OF PAM STEPHENS AS COMMISSIONER OF WARD ONE OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING THAT SAID RESOLUTION BE SPREAD UPON THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND PROVIDING THAT A COPY HEREOF BE PRESENTED TO THE SAID PAM STEPHENS.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve a Resolution of Appreciation to Pam Stephens, Commissioner Ward One of the City of Shawnee. Motion carried 7-0.

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

AGENDA ITEM NO. 3: Consider Resolution of Appreciation to John Winterringer, Commissioner Ward Five of the City of Shawnee.

Resolution No. 6475 was introduced.

A RESOLUTION EXPRESSING APPRECIATION FOR THE OUTSTANDING SERVICE OF JOHN WINTERRINGER AS CITY COMMISSIONER OF WARD FIVE OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING THAT SAID RESOLUTION BE SPREAD UPON THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND PROVIDING THAT A COPY HEREOF BE PRESENTED TO THE SAID JOHN WINTERRINGER.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Stephens, to approve a Resolution of Appreciation to John Winterringer, Commissioner Ward Five of the City of Shawnee. Motion carried 7-0.

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

AGENDA ITEM NO. 4:

Consider Resolution of Appreciation to Steve Smith, Commissioner of Ward Six of the City of Shawnee.

Resolution No. 6476 was introduced.

A RESOLUTION EXPRESSING APPRECIATION FOR THE OUTSTANDING SERVICE OF STEVE SMITH AS CITY COMMISSIONER OF WARD SIX OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING THAT SAID RESOLUTION BE SPREAD UPON THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND PROVIDING THAT A COPY HEREOF BE PRESENTED TO THE SAID STEVE SMITH.

A motion was made by Commissioner Winterringer, seconded by Commissioner Hall, to approve a Resolution of Appreciation to Steve Smith, Commissioner Ward Six of the City of Shawnee. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 5:

Presentation of Resolutions of Appreciation and plaques to Commissioner Pam Stephens, Commissioner John Winterringer and Commissioner Steve Smith.

Mayor Wes Mainord presented the Resolution of Appreciation and plaque to Commissioner Pam Stephens.

Mayor Wes Mainord presented the Resolution of Appreciation and plaque to Commissioner John Winterringer.

Mayor Wes Mainord presented the Resolution of Appreciation and plaque to Commissioner Steve Smith.

AGENDA ITEM NO. 6:

Swearing in of Ward I Commissioner Gary Vogel, Ward V Commissioner Lesa Shaw and Ward VI Commissioner Micheal Dykstra by Municipal Judge Robert H. Jones and presentation of Certificates of Election.

Municipal Judge Robert H. Jones swore in Ward I Commissioner Gary Vogel, Ward V Commissioner Lesa Shaw and Ward VI Commissioner Micheal Dykstra.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR FOR RECEPTION FOR OUTGOING AND INCOMING COMMISSIONERS (6:45 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:00 P.M.)

AGENDA ITEM NO. 7: Commission Appointment of a Vice Mayor (per Article III, Section 6 of City Charter)

A motion was made by Commissioner Hall, seconded by Commissioner Vogel, to appoint Commissioner James Harrod as Vice Mayor. Motion carried 5-1-1.

AYE: Hall, Vogel, Agee, Mainord, Dykstra
NAY: Shaw
ABSTAIN: Harrod

AGENDA ITEM NO. 8: Consider approval of Agenda.

A motion was made by Commissioner Agee, seconded by Vice Mayor Harrod, to approve the Agenda. Motion carried 7-0.

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

AGENDA ITEM NO. 9: 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 SMA Agenda Item No. 3-a.
- b. Acknowledge the following minutes:
 - Shawnee Civic and Cultural Development Authority minutes from June 19, 2014 meeting

- Visit Shawnee Inc. minutes from July 30, 2014 meeting
- c. Budget Amendment – General Fund
Increase Unzner Groups Budget to accommodate a grant from the Avedis Foundation of \$11,300
- d. Budget Amendment – General Fund
Appropriate 2014 CDBG Entitlement Grant Funds for FY 2014-2015
- e. Authorize staff to solicit proposals for providing snow and ice removal assistance, debris removal assistance, and debris monitoring assistance.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the Consent Agenda Item Nos. 2(a-e). Motion carried 6-0-1.

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

NAY: None

ABSTAIN: Shaw

AGENDA ITEM NO. 10: Commissioners Comments

Vice Mayor Harrod appreciated the work at the last meeting the Engineering Department did regarding the flooding on Buck Drive.

AGENDA ITEM NO. 11: Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)

Randy Hopkins and Pamela Johnson spoke regarding Agenda Item No. 13. Ms. Hopkins stated that she did not come to the administrative hearing because she was confused about the location of the hearing. They both requested that they be given additional time to remodel the residence at 618 E. Oakland.

AGENDA ITEM NO. 12: Presentation of appreciation to Lowe's Hero Program, Wal-Mart, and K&J Construction for donations of labor and materials for the Police Department gym and K-9 training area.

Police Chief Russell Frantz presented appreciation awards for donations of labor and materials for the Police Department gym and K-9 training area to representatives from Lowe's and Wal-Mart. A representative from K&J Construction was not present.

AGENDA ITEM NO. 13: Discussion, consideration and possible action on Pamela Johnson's appeal of an Administrative Order requiring the demolition of the residential structure located at 618 E. Oakland.

Community Development Director Justin Erickson provided a staff report and noted that this property has not had water service since 2009. It was also noted that the property is in a severe state of disrepair. A previous building permit was issued to the owner in March 2014, but was never picked up. Because of the owner's confusion regarding the location of the administrative hearing, staff has no objection to the owner being given reasonable time to remodel the structure providing that another building permit is reissued, paid and picked up by the property owner.

A motion was made by Commissioner Shaw, seconded by Commissioner Hall, to reconsider the item in six (6) months and require the property owner to obtain another building permit within thirty (30) days. Motion carried 5-2.

AYE: Shaw, Hall, Dykstra, Agee, Mainord

NAY: Vogel, Harrod

AGENDA ITEM NO. 14: Discussion, consideration and possible action on a resolution canceling the municipal election putting to the voters of Shawnee Ordinance No. 2549 NS amending the Charter of the City of Shawnee set for November 4, 2014, and notifying the Pottawatomie County Election Board of the cancellation.

Commissioner Agee stated that she requested the item be put on the agenda. She said that a vote by the citizens would diminish the Commissioner's authority and that the newly seat Commissioners should have an opportunity to weigh in on

the issue. She said there is already a procedure in place for citizens to appeal a deannexation and that an election would be costly for the City.

Commissioner Shaw agreed with Commissioner Agee citing extensive public education to inform voters on the issues as one of the reasons she is in favor of the proposed resolution.

Commissioner Hall stated that four (4) City Commissioners should not be allowed to make a decision that would affect generations and that citizens should be allowed to make a democratic choice.

Vice Mayor Harrod agreed with Commissioner Hall and said that the people have the right to make the decision.

A motion was made by Commissioner Agee, seconded by Commissioner Dykstra, to approve a resolution canceling the municipal election putting to the voters of Shawnee Ordinance No. 2549 NS amending the Charter of the City of Shawnee set for November 4, 2014, and notifying the Pottawatomie County Election Board of the cancellation. Motion failed 3-3-1.

AYE: Agee, Dykstra, Shaw

NAY: Harrod, Mainord, Hall

ABSTAIN: Vogel

AGENDA ITEM NO. 15: Consider Oklahoma Municipal Retirement Fund Lump Sum payment from Defined Benefit Plan and refund of contributions from the Defined Contribution Plan for Fred Lee Couch.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the Oklahoma Municipal Retirement Fund Lump Sum payment from Defined Benefit Plan and refund of contributions from the Defined Contribution Plan for Fred Lee Couch. Motion carried 5-2.

AYE: Hall, Dykstra, Vogel, Agee, Mainord

NAY: Harrod, Shaw

After the votes were cast, Vice Mayor Harrod noted that he had pushed the “No” button on the electronic voting pad in error.

AGENDA ITEM NO. 16: Consider a resolution to surplus a 2001 Chevrolet pickup and a 1995 Chevrolet

truck and donate to the Shawnee Civic and Cultural Development Authority.

Resolution No. 6477 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE TRANSFER OF SAID ITEMS TO THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY FOR USE AT THE EXPO CENTER.

A motion was made by Commissioner Hall, seconded by Commissioner Dykstra, to approve a resolution to surplus a 2001 Chevrolet pickup and a 1995 Chevrolet truck and donate to the Shawnee Civic and Cultural Development Authority. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 17: 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. City Manager Brian McDougal reminded the Commission and informed the newly seated Commissioners about Administrative Reports and how to request an Administrative Report be given by a department.

AGENDA ITEM NO. 18: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:40 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

2. b.

Meeting Date: 09/15/2014

Budget Amendment

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Budget Amendment – General Fund

To allocate funds received from the Attorney General for the Safe Oklahoma Grant

Attachments

Budget Amendment Safe Okla Grant

**City of Shawnee
Budget Amendment
General Fund 001
September 15, 2014**

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	4102			State Grant Revenue	-	50,000.00	50,000.00
				Total	50,000.00	50,000.00	

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0620-5102			Overtime	330,000.00	50,000.00	380,000.00
							-
					330,000.00	50,000.00	380,000.00

Approved by the City Commission this _____

Explanation of Budget Amendment:
To allocate funds received from the Attorney General for the Safe Oklahoma grant

Approved: _____

Mayor
Attest: _____

City Clerk

Posted By _____ Date _____ BA# _____ Pkt.# _____

Regular Board of Commissioners

2. c.

Meeting Date: 09/15/2014

Reports and Committee Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge the following minutes and reports:

- Planning Commission meeting minutes from August 6, 2014
 - Beautification Committee minutes from July 10, 2014
 - Wes Watkins Reservoir Oversight Committee minutes from June 5, 2014
 - Wes Watkins Budget Worksheet and Income and Expense Statement through June 30, 2014
 - Shawnee Urban Renewal Authority meeting minutes from August 5, 2014
 - License Payment Report August 1-31, 2014
 - Project Payment Report August 1-31, 2014
-

Attachments

Minutes Planning Commission

Minutes Beautification Committee

Minutes Wes Watkins Reservoir Oversight

Wes Watkins Income - Expense Worksheets

Minutes SURA

License Payment Report

Project Payment Report

PLANNING COMMISSION MINUTES

DATE: AUGUST 6TH, 2014

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, August 6th, 2014 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:

Present: Clinard, Kerbs, Silvia, Salter, Cowen, Kienzle

Absent: Bergsten ..

The meeting was called to order.

AGENDA ITEM NO. 2: Approval of the minutes from the July 2nd, 2014 Planning Commission Meeting

Chairman Silvia asked if the members had a chance to review the minutes. Commissioner Clinard came forward to mention that she was unable to attend the last meeting and page five (5) of the minutes needed to be corrected by removing her name. Chairman Silvia agreed to note that and proceeded to ask for a motion. Commissioner Cowen made the motion to approve the minutes as amended, seconded by Vice-Chairman Salter to approve the July 2nd, 2014 minutes.

Motion passed:

AYE: Clinard, Kerbs, Silvia, Salter, Cowen, Kienzle

NAY:

ABSTAIN:

AGENDA ITEM NO. 3: Citizen's Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Chairman Silvia opened the public portion and announced that this is an open time for discussion for those with questions on topics not on the Agenda and such individuals are welcome to address the Board. Chairman Silvia asked if anyone would like to come forward. No one came forward and Chairman Silvia closed the public portion of the meeting.

AGENDA ITEM NO. 4:

Case #S09-14 – Consideration of approval of a Final plat for Shawnee Marketplace, Planned Unit Development located at the SWQ of I-40 and Kickapoo Street.

Applicant: Cates-Clark & Associates, LLP

Chairman Silvia asked for the staff report. Justin Erickson presented the staff report. Mr. Erickson informed the Commissioners that the Final Plat was for Phase 1 of the Planned Unit Development. Justin Erickson proceeded to quickly recap for the new Commissioners that the Shawnee Marketplace is a major commercial development with 42 acres and Phase 1 includes 8 lots on 23 acres with retail and restaurant type construction. Mr. Erickson discussed that Staff had the chance to review the Final Plat and that Staff does recommend approval with conditions as listed. Justin Erickson also informed the Commissioners that the applicant was available for any questions. Mr. Erickson asked if anyone had any questions that he would be happy to answer. Justin Erickson mentioned the dirt work has already started and permits for the buildings were coming in and construction should begin soon. Vice-Chairman Salter asked when the ground water runoff and storm water conditions would be started. Mr. Erickson informed him it would start in Phase 1 and continue into Phase 2 pending approval by Engineering. Commissioner Kerbs asked if the retention pond would hold standing water or if it would dry out quickly. Mr. Erickson informed him that the applicant could answer that question for him. Commissioner Kerbs also asked for clarification that there would not be an entrance off of 45th Street during Phase 1. Justin Erickson confirmed and Vice-Chairman Salter asked if the detention pond on Lot 3 would be directly behind The Delta Café. Mr. Erickson agreed and also mentioned that Lot 3 was not a building lot at this point but has the potential to be one in the future during Phase 3. Commissioner Kienzle asked if Mr. Erickson could explain the history on the utility pod at the site and how it was constructed. Commissioner Kienzle pointed out the odd placement and asked how to stop any future construction of similar situations. Commissioner Kienzle also asked if there was a way to camouflage it. Commissioner Cowen informed the board that the land

was previously owned by the School Land Commission and that because of this, the land was not developed well. Commissioner Cowen went on to state that the City did not have much to do with placement of the utility lines and that Shawnee is fortunate to have this development coming. Justin Erickson informed the Commissioners that there would probably be landscaping put in to help shield it from the public. Commissioner Kerbs asked how many entrances there would be and Mr. Erickson detailed where each entrance would be put in. Commissioner Kerbs also wanted to clarify that staff would work with the street department in regards to diverting any possible traffic buildup and Mr. Erickson agreed.

Chairman Silvia asked if the Commissioners had any further questions then proceeded to open the public portion and asked for anyone representing the applicant to come forward. Daniel Stewart came forward and stated that there would be two detention ponds, one smaller pond on the northern side of the development and the other main detention facility on Lot 3 as previously mentioned. Mr. Stewart also relayed that these ponds are specifically detention ponds so they would slowly drain out as they fill up. Daniel Stewart discussed the lots along Kickapoo street would have their own detention facility more than likely and would have to match existing flow rates before discharging into the box that runs under Kickapoo street. He also informed the board that the storm water would remain the same along 45th street until Phase 2 begins and at that time there could be possible changes. Mr. Stewart asked if there were any other questions and if not, would like to request approval. Chairman Silvia asked if the Commissioners had any further questions. They did not and Chairman Silvia proceeded to ask for anyone that would like to speak against the application. No one came forward and Chairman Silvia closed the public portion and opened for any Commissioner's comments or to entertain a motion. Commissioner Kienzle made a motion to approve with the nine staff recommendations, seconded by Commissioner Cowen.

Motion carries with staff recommendations:

AYE: Clinard, Kerbs, Silvia, Salter, Cowen, Kienzle

NAY:

ABSTAIN:

AGENDA ITEM NO. 5:

Case #P10-14 - Consideration of approval of a
Conditional Use Permit located at 2102 E. Main St.,
Shawnee, OK

Applicant: Absentee Shawnee Housing Authority

Chairman Silvia asked for the staff report. Justin Debruin presented the staff report. Mr. Debruin informed the Commissioners that the applicant, Absentee Shawnee Housing Authority, proposed to remodel an existing home that could be used as a community center. Justin Debruin also mentioned that the community center would be used in connection to the Rolling Hills Addition that is located north of the property and would include a storm shelter and a walking trail. Mr. Debruin discussed that staff did have one recommendation on the proposal regarding commercial parking and directing such to either the side of the property or in back. Justin Debruin also stated that there would not be an expansion to the home but only interior remodeling and slight modifications to the outside. Mr. Debruin informed the Commissioners that staff did recommend approval with the one recommendation.

Commissioner Kerbs asked if there was an oversight on Figure A and Justin Debruin confirmed. Commissioner Clinard asked what the maximum occupancy for the community center in terms of how many parking spaces would be allowed and Justin Erickson informed her they would know more when the plans come in but based on the size of the residence, he did not believe it would be very large. Commissioner Clinard stated that she wondered how it would look with other residential houses in the neighborhood. Justin Debruin discussed that he believed the occupancy would be around thirty for a maximum and with parking being ten or so for a maximum. Vice-Chairman Salter asked if the parking would be hard surface and not gravel. Justin Debruin agreed stating that would be part of the condition. Commissioner Clinard discussed how a light paving rather than asphalt would better absorb water. Justin Erickson informed the Commissioners that there is flexibility for the type of parking constructed. Commissioner Kerbs asked if there were plans for a fence to separate them from the adjacent neighboring property considering the residential area or if they would be submitted at a later date. Justin Debruin confirmed that it would be submitted at a later date. Mr. Debruin also mentioned that there was no feedback from the notices that were sent out to the surrounding property owners. Chairman Silvia asked for confirmation that since the proposal was not a rezone, the applicant was not required to construct a privacy fence. Justin Debruin agreed.

Chairman Silvia commended staff for listing the requirements regarding the fence discussion and asked if there were any further questions. There were none and Chairman Silvia opened the public portion of the meeting and asked for someone representing the applicant to come forward. Bob Sheppard, with the Absentee Shawnee Housing Authority, came forward and informed the Commissioners that the parking would be on the northwest side and not on street view and would be a hard surface parking area. The fence would most likely be a six foot white vinyl privacy fence to separate the property on the east. Commissioner Kienzle asked how the community center would be used and what hours it would be open. Bob Sheppard informed her that it would be mostly from the housing authority, staff, tenants, and possibly would use it for tribal meetings with

officials or functions. He stated it would not be in constant use or opened daily. Commissioner Kienzle asked if it would sometimes be used at night and if the housing authority would manage it. Bob Sheppard stated it could occasionally be used at night and agreed the housing authority would manage the property. Chairman Silvia asked if there were any other questions. There were none and proceeded to open the public portion and asked if there was anyone in disfavor or objection to the proposal to come forward. Richard Chanoway came forward and discussed that he lives in the surrounding neighborhood and that it is a quiet, residential area on a dead end street. Richard relayed how it was a narrow street and the applicant's proposal would bring considerably more traffic in the area and that he would like to keep it the quiet, residential street it already is. Chairman Silvia informed Richard Chanoway that the applicant is not requesting a rezone so it would stay a residential neighborhood and they were applying for a conditional use permit. Richard Chanoway stated putting an entrance off Bryan street would be better for the applicant to get in and out and that the applicant would have to spend a few bucks in order to do that. Chairman Silvia asked Richard Chanoway if he sent a written response to staff. Mr. Chanoway stated no and that he did not know where to send it to. Chairman Silvia asked if he was on the opposite side of the street from the location in question. Mr. Chanoway agreed and showed the Commissioners where he resided on the map. Chairman Silvia asked if there was anyone else who wanted to speak against the proposal. There were none and proceeded to close the public portion of the meeting.

Chairman Silvia opened Commissioner's comments and/or questions and addressed a question to staff on the improvements being done on main street with the included lots. Justin Erickson informed the Commissioners that the applicant would be required to widen main street in that portion of the Rolling Hills Addition but stated work has not yet begun and stated the applicant may have more information regarding a time frame. Chairman Silvia asked if there could be discussion on requiring the applicant to extend improvement on the entire block. Mr. Erickson discussed the existing driveway appeared to be a little further east and may be primary concern but he did not know the time frame for Rolling Hills. Commissioner Kerbs asked what primary purpose the center would hold and Justin Erickson informed him that staff believed it would serve Rolling Hills addition as well as the existing tribal facilities in the area. Commissioner Cowen relayed that since it was a dead end street, the traffic would stop before it came before Richard Chanoway's property and it was his belief that it should not cause much concern. Commissioner Kerbs asked what the square footage was for the property. Justin Debruin stated it was between 2200-2250. Commissioner Clinard asked if the applicant had other developments that included community centers. Robert Sheppard informed her that the housing authority did have other community centers in Wanette and Mcloud. Commissioner Clinard went on to ask if the majority of the people from housing complex would be walking to the center. Robert Sheppard agreed and stated that if it was a tenant

meeting he believed most of them would be walking to the center but not if it was a staff meeting. Commissioner Clinard clarified that it was not an event center and would not be used all the time. Commissioner Kienzle asked how long the house was vacant. Mr. Sheppard stated he believed around a year or a little over. Commissioner Kienzle stated that she believed it would be an improvement to have some uses in it rather than the property stay vacant and that it would increase property values. She also stated how she believed vacant houses pose a possibility to be dangerous. Commissioner Clinard discussed her views on landscaping the front yard of the property and how the views of the parking lot would be disguised with a fence. Commissioner Kerbs asked what the procedure was on requesting an extension to continue the flow of traffic to the property. Justin Erickson stated the conditional use permit allowed the Commissioners to set conditions that express concerns and that the Commissioners could ask that the improvements be extended. Chairman Silvia asked how a condition could be implemented to incorporate the traffic and driveway concerns. Justin Erickson stated the Commissioners needed to determine if that was a requirement they felt necessary based on intensity of use and further expressed that he did not believe such condition was necessary for traffic intensity but would like to see improvements extended. Chairman Silvia asked if there were any other discussions. There were none and he proceeded to entertain a motion. Commissioner Cowen made a motion to approve with staff recommendations, seconded by Commissioner Kienzle.

Motion carries with staff recommendations:

AYE: Clinard, Kerbs, Silvia, Salter, Cowen, Kienzle

NAY:

ABSTAIN:

AGENDA ITEM NO. 6: Planning Director's Report

Chairman Silvia asked for the report. Justin Erickson discussed that Stone Creek was finalizing their plans for their Final plat and should be moving forward and possibly ready in September. Mr. Erickson also informed the Commissioners that there would be a second residential subdivision at the intersection of Bradley and Elm on the agenda for September. July figures showed there were six new single-family home permits issued for the month and will possibly go up in August. Chick-fil-a should start in September with opening possibly in January or February. Panda Express work has begun and should be completed in October. The old drug warehouse building was purchased by Goodwill Industries for a large thrift store and should be a good addition for the city with possibility of grand opening in September. The building plans for Aldi came in for the Shawnee Marketplace with a potential opening date around May of 2015. Justin Erickson asked if there were any questions. Vice-Chairman Salter stated he noticed major renovations on the old campus drug building and asked what it was. Justin Erickson stated OBU

purchased the building and it will be a science annex. He also added that OBU completed their recent dormitory and will be starting another soon and there is also a nursing building that is starting. Commissioner Kerbs asked if there were any plans to pave the parking lot behind the science annex that OBU is renovating. Mr. Erickson informed him that he was unsure. Commissioner Kienzle asked if there were any accommodations on Kickapoo for bicycles. Justin Erickson stated there are not on street bicycle lanes but sidewalks on the sides and informed them because of the cost there were not any funding available. Commissioner Kienzle questioned bike friendly lanes in the future and Justin Erickson and Chairman Silvia discussed new trails coming in the future and mentioned there may be a possibility in the future for expansion. Commissioners also discussed the high cost of sidewalks being constructed and comparison to other cities in the area.

Commissioner Clinard asked when the construction would begin on the sidewalks downtown for streetscape and Mr. Erickson informed her engineering is almost done and the State was allocated in their budget and waiting on official letter from state and would rather wait until after the downtown Christmas parade this year to start construction. Commissioner Kerbs asked if the plans for streetscape were preliminary or final and Mr. Erickson informed him they were preliminary. The Commissioners discussed the debate on the pros and cons for downtown streetscape. Chairman Silvia mentioned incorporating time on the agenda next month for more discussion regarding streetscape if there was room. Justin Erickson agreed and the Commissioners discussed more concerns with downtown improvements. Chairman Silvia stated that since Streetscape is still in the preliminary stages that he would like to see the Planning Commission have some input and Justin Erickson agreed and mentioned the possibility of a presentation. Chairman Silvia stated that the board jumped into the Commissioners comments and/or new business. Vice-Chairman Salter discussed the litter in Shawnee and asked if there was an agreement between the Parks department and the pre-release prisoners and if they can be used to pick up litter. Justin Erickson informed him that there was a group that started working in July and will continue to work Monday-Friday for litter pickup and light maintenance. Justin Debruin informed Vice-Chairman Salter that the same topic was being discussed in the Beautification meeting. The Commissioners also discussed the possibility to issue tickets for littering and enforce any available regulations.

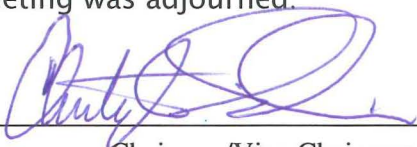
AGENDA ITEM NO. 7: Commissioners Comments and/or New Business

Combined with Planning Director's report.

AGENDA ITEM NO. 8:

Adjournment

Meeting was adjourned.



Chairman/Vice-Chairman

Cheyenne Lincoln

Planning Commission Secretary

Mayor

WES MAINORD



The City of Shawnee

PO Box 1448

Shawnee Oklahoma 74802-1448

(405) 273-1250 Fax (405) 878-1581

www.ShawneeOK.org

Commissioners

PAM STEPHENS

LINDA AGEE

JAMES HARROD

KEITH HALL

JOHN WINTERRINGER

STEVE SMITH

Minutes

Shawnee Beautification Committee

JULY 10, 2014

The Shawnee Beautification Committee met in the EOC Room

The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

		Present	Absent
Member	Robert Cash, Chairman	<u> X </u>	<u> </u>
Member	Paul Malley, Vice Chairman	<u> </u>	<u> X </u>
Member	Nancy Ford	<u> X </u>	<u> </u>
Member	Janet Turner	<u> X </u>	<u> </u>
Member	Tom Terry	<u> X </u>	<u> </u>
Member	Linda Malley	<u> X </u>	<u> </u>
City Staff	Whisper Peace	<u> X </u>	<u> </u>
City Staff	Justin Erickson	<u> </u>	<u> X </u>
City Staff	Geoff Garner	<u> X </u>	<u> </u>
City Staff	Justin Debruin	<u> X </u>	<u> </u>
Mayor	Wes Mainord	<u> X </u>	<u> </u>

AGENDA NO 2 **Roll Call and Declaration of a Quorum.** Roll was called and a quorum was declared.

AGENDA NO 3 **Approved Minutes for March 2014.** The minutes for April 2014 were approved with a motion made by Tom Terry and 2nd by Nancy Ford. The motion carried unanimously.

AGENDA NO 4. **Discussion on Plantings for Bell Street Flowerbed. (Robert Cash)** Discussion was made on the irrigation system and overall condition of the flowerbed. Robert informed the group that he found several leaks in the watering system; and due to the repairs needed and the hot Summer temperatures new plantings have been put off until Fall.

AGENDA NO 5 **Discussion on Plantings for Kickapoo and Mall Drive Flowerbeds. (Robert Cash)** Robert Cash gave update on this flowerbed. The flowerbed has been

trimmed and cleaned up. The welcome to Shawnee sign has not been replaced in the bed at this time because it is still in the process of being repaired.

- AGENDA NO 6** **Discussion on Plantings for Circle K Flowerbed. (Robert Cash)** The group discussed ways to help maintain this flowerbed and keep the area cleaner. Robert Cash suggested promoting the adopt a street program in this area and possibly getting the business owners involved to help keep the trash cleaned up around their businesses. The group agreed this was a good idea in an attempt to make the area look better. Mayor Wes Mainord suggested possibly putting up a fence behind Circle K to help catch the trash and keep it from blowing.
- AGENDA NO 7** **Discussion on North Harrison Flowerbed. (Robert Cash)** Robert Cash gave update on the flowerbeds in this area. All beds have been trimmed and cleaned up. He also mentioned that South Central Industries helps with picking up trash in this area and North of I-40 along Mall Drive. Suggestion was made even though it is a small group, that a schedule should be made to coincide with the Parks Department's mowing schedule in order to maintain the area more efficiently
- AGENDA NO 8** **Discussion on Which type of Trees to Plant at City Hall. (Geoff Garner)**
Agenda item not discussed.
- AGENDA NO 9** **Discussion on Beautification Award Deadline. (Janet Turner)** Discussion was made on the Beautification contest deadline. Janet Turner suggested giving out Beautification Awards at the August 18 Commission Meeting.
- AGENDA NO 10** **Discussion on Tulsa Master Gardeners Program. (Tom Terry)** Agenda item not discussed.
- AGENDA NO 11** **Old Business.** No Old Business
- AGENDA NO 12** **New Business.** No New Business

AGENDA NO 13 **Comments.** None

AGENDA NO 14 **Adjournment.** Committee adjourned at 5:05 pm

Robert Cash
Chairman, Robert Cash

8 - 14 - 15
Date

WES WATKINS RESERVOIR OVERSIGHT COMMITTEE MEETING MINUTES

THURSDAY, June 5, 2014 @ 2:00 p.m.

The WES WATKINS RESERVOIR OVERSIGHT COMMITTEE met for a rescheduled meeting at 2:00p.m., Thursday, June 5, 2014 at the SHANNON FREDMAN MUNICIPAL BUILDING, 408 West Broadway, McLoud, Oklahoma, 74851.

ORDER OF BUSINESS

1. James Bryce opened the meeting at 2:10 pm.
2. ROLL CALL – James Bryce, Kylee Finley and Mike Taylor.
3. Review Minutes March 6, 2014 meeting.
4. REPORTS and DISCUSSION:
 - a. Lake Activities for the Summer – Lake Ranger has been busy – a few arrests – Triathlon is set for June 8th from 7-10 am.
 - b. Lake Budget for May 2014 – (\$17,530.94)
 - c. Lake Count – 5080
 - d. Personnel changes – Ranger Ben Henderson – no part time position filled yet.
 - e. Other repair items – David Pasch responsible for weekends, restrooms and repairs. Restrooms are backing up – James will send someone to look it over.
 - f. Other
 - ODOT Lake Access Road resurfacing from Hwy 270 to lake entrance will begin soon, 100% ODOT funded.
 - Kylee said PCDA will be mowing the 20 acres at dam but will need access to Deer Creek gate to mow.
 - Backhoe to ramp to left of walkway
 - Cody said flat at top even at highest point – raise it even with float approximately 4-5ft.
 - Kylee wanted to know if shop building had been cleared out? Cody said it had been cleared out months ago.
 - Skeeter is mowing
 - Cody and Lake Ranger are patrolling old dump areas reported last year. Also, the pond at Redskin past County Line Road West side is not obstructing City Code or water flow, per Code Enforcement officer, Todd Beesley.
 - Kylee asked James if the City of Shawnee had made a decision on reimbursing insurance for prior years – James said they are working on the issue.
 - City of McLoud is working the current insurance premium into the city's budget

5. QUESTIONS OR COMMENTS - NONE

6. ADJOURNMENT

The meeting was adjourned at 2:40 pm.

A Kay Heinz
McLoud City Clerk/Secretary

Agenda posted @ 5:00 pm May 22, 2014
at 107 N. Main & 408 W. Broadway, McLoud, OK.

City Of McCloud (TOW)
Budget Revenue & Expense Statement
Fund Lake -North Deer Creek Res.(41)

Current: 06/01/2014 to 06/30/2014

09/04/2014 08:34:45

YTD: 07/01/2013 to 06/30/2014

Page 1

	Actual Current	Actual YTD	Budget YTD	Variance YTD
Fund: 41				
Lake -North Deer Creek Res.				
Revenue				
41-4001-00 Lake - Bed Tax Revenue	576.00	3,420.00	3,800.00	380.00
41-4002-00 Lake- Fishing/Boating	3,355.00	15,202.00	11,560.00	(3,642.00)
41-4003-00 LAKE - Pavillion rental	425.00	1,400.00	1,000.00	(400.00)
41-4004-00 Lake - Permits ANNUAL	1,457.00	8,103.00	6,465.00	(1,638.00)
41-4007-00 Lake - Hunting/Duck Blind FEes	0.00	4,950.00	4,950.00	0.00
41-4008-00 Lake - CARRYOVER or REIMBURSEMENT	0.00	27,272.85	50,000.00	22,727.15
41-4025-00 Lake - Overnight RV/TENTS	8,825.00	52,703.00	42,450.00	(10,253.00)
41-9007-00 LAKE - REFUNDS/NSF	(40.00)	(550.00)	(510.00)	40.00
Total Revenue	\$14,598.00	\$112,500.85	\$119,715.00	\$7,214.15
Expenses				
41-5001-00 Lake - salaries	4,738.00	49,572.32	49,575.00	2.68
41-5011-00 Lake - taxes	413.66	4,544.88	4,575.00	30.12
41-5021-00 Lake - Benefits	563.80	8,448.11	8,450.00	1.89
Administrative Expenses				
41-5101-00 Lake - Supplies/materials	379.85	6,144.50	6,340.00	195.50
41-5102-00 Lake - Gas for Vehicles	519.60	5,415.75	5,420.00	4.25
41-5103-00 Lake - Uniforms	0.00	562.89	800.00	237.11
41-5104-00 Lake - maintenance	80.00	5,497.80	5,700.00	202.20
41-5301-00 Lake - utilities	1,585.20	38,176.36	38,602.00	425.64
41-5303-00 Lake - vehicle repair	44.00	4,118.48	4,200.00	81.52
41-5304-00 Lake - legal	0.00	0.00	500.00	500.00
Total Expenses	\$8,324.11	\$122,481.09	\$124,162.00	\$1,680.91
Excess Revenue Over Expenses	\$6,273.89	(\$9,980.24)	(\$4,447.00)	\$5,533.24

*Will send Bill to Shannan
w/ Audit Trail print out*

SHAWNEE URBAN RENEWAL AUTHORITY

MINUTES OF AUGUST 5, 2014

The Board of Commissioners of the **Shawnee Urban Renewal Authority** met for a regular meeting Tuesday, August 5, 2014 at 9:00 a.m. in the 4th Floor Conference Room, Masonic Building, 23 E. 9th, Room 440, Shawnee, Oklahoma.

Chairman Stephen Rice called the meeting to order at 9:03 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
Absent:	
Commissioner	Tiffany Barrett

Guest: Wayne Jackson

Also present:

Mike Wolf, Program Manager, SURA
Elaine Shrum, Administrative Specialist, SURA
Karen Drain, Secretary, SURA

A quorum was declared.

AGENDA ITEM NO. 3

APPROVAL OF MINUTES:

A motion to approve the minutes of June 3, 2014 was made by **Commissioner Cockings** seconded by **Commissioner Henderson**. Motion carried with no abstentions.

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

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

A motion to approve claims totaling \$ 88,395.51 was made by **Commissioner Henderson**, seconded by **Commissioner Cockings** Motion carried with no abstentions.

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

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

Mike Wolf, Program Manager reported on the following requests and stated they were all income qualified:

a) Emergency Assistance: Elizabeth McClurg, 4004 Pine Ridge Rd.

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

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

b) First Time Home Buyer: Todd Elix & Mindy Smith, 808 N. Hobson

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

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

**AGENDA ITEM NO. 6
UPDATE ON INHOUSE BID OPENING:**

Mike Wolf, Program Manager reported on the following in-house bid openings:

- a) Home Repair: Robert & Letha Woods, 542 N. Kickapoo
Waiting on Homeowner
2 Bids: L G Construction \$16,725.00
Kingworks \$16,700.00

- b) Emergency Assistance: Linda Gifford
Awarded to: L G Construction \$10,887.00
Alternate Bid: Kingworks \$11,750.00

**AGENDA ITEM NO. 7
ELECT SECRETARY.**

Mike Wolf, Program Manager reported since **Commissioner Patty Nida** passed away, the Board needs to elect a new Secretary.

A motion to elect **Commissioner Ron Henderson** as the Secretary was made by **Commissioner Cockings**, seconded by **Chairman Rice**. Motion passed with one abstention.

VOTING YES: Rice and Cockings
VOTING NO: None
ABSTAIN: Henderson

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

Mike Wolf, Program Manager reported that SURA has three houses for sale to First Time Home Buyers. They are located at 1120 E. 9th, 613 N. Dorothy, and 420 S. Lincoln.

**AGENDA ITEM NO. 10
NEW BUSINESS:**

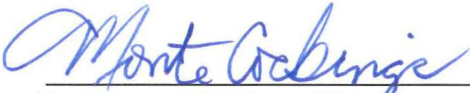
Mike Wolf, Program Manager introduced Wayne Jackson to the Board. Mr. Jackson is submitting an application to be on the SURA Board to replace **Commissioner Patty Nida**.

**AGENDA ITEM NO. 9
ADJOURNMENT**

There being no further business to come before the Board at this time, a motion to adjourn at 17 a.m. was made by **Commissioner Henderson**, seconded by **Commissioner Cockings**. Motion carried with no abstentions.

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


Secretary, Ron Henderson


vice Chairman, Stephen Rice
Monte Cockings

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION	FEE	PAYMENT DISTRIBUTION			TOTAL PAI
			PENALTY	TAX	INTEREST	
ALARM	BURGLAR/FIRE ALARM LICENSE	4	100.00CR			100.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	14	210.00CR			210.00
BEER2	BEER PACKAGE FEE	1	10.00CR			10.00
BOATREG	BOAT REGULAR PERMIT	18	468.00CR			468.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	2	200.00CR			200.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	7	525.00CR			525.00
FISHANNUAL	FISHING ANNUAL FEE	8	120.00CR			120.00
HUNT2	MIGRATORY FOWL	1	8.00CR			8.00
IMERC	ITINERANT MERCHANT FEE	1	50.00CR			50.00
LAKE-IN	LAKE LEASE CITY RESIDENT	4	800.00CR			800.00
LAKEINSP	LAKE LEASE INSPECTION	4	300.00CR			300.00
LAKELEASE	LAKE LEASE	13	8,437.00CR			8,437.00
LAKEXSCHOO	LAKE SCHOOL SPECIAL LEASE	1	200.00CR			200.00
LIQR	RETAIL LIQUOR OCCUPATIONAL TAX	1	600.00CR			600.00
MECH1	MECHANICAL CONTRACTOR INTIAL	3	300.00CR			300.00
MECH2	MECHANICAL CONTRACTOR RENEW	10	750.00CR			750.00
PLUM1	PLUMBING CONTRACTOR INITIAL	5	500.00CR			500.00
PLUM2	PLUMBING CONTRACTOR RENEW	6	450.00CR			450.00
RESAL	RESIDENTIAL SALE	123	1,230.00CR			1,230.00
SIGN	SIGN HANGERS LICENSE FEE	1	75.00CR			75.00
TREE	TREE TRIMMING LICENSE FEE	1	25.00CR			25.00
TOTAL			15,358.00CR			15,358.00

09/09/2014 3:37 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 8/01/2014 TO 8/31/2014
SORTED BY: PROJ

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	440.00CR
001-4202	BUILDING PERMITS	8,835.73CR
001-4203	PLUMBING PERMITS	1,220.00CR
001-4204	ELECTRICAL PERMITS	1,015.00CR
001-4206	HEATING & A/C PERMITS	1,430.00CR
001-4249	OTHER PERMITS	875.00CR
001-4822	OTHER MISC. REVENUE	55.00CR
101-4249	OTHER PERMITS	100.00CR
501-4510	WATER TAPS	600.00CR
799-1023	BANCFIRST GENERAL	14,570.73

09/09/2014 3:37 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 8/01/2014 TO 8/31/2014
SORTED BY: PROJ

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	6,573.50CR
B2-ADD	BUILDING CONSTRUCTION ADD	106.70CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,768.93CR
B4-OTHER	BLD OLD CAPORT/SHELTER	88.50CR
B4-SHELTER	BUILDING SHELTER	118.00CR
B4-STORAGE	BUILDING STORAGE SHED	248.60CR
E2-ADD	ELECTRICAL ADDITION	779.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	281.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,511.00CR
P2-ADD	PLUMBING ADDITION	309.00CR
P3-REMODEL	PLUMBING REMODEL	1,372.00CR
UNAPPLIED	UNAPPLIED CREDITS	439.50CR
X-BORE/CUT	BORING & PAVING CUT PERMI	50.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	50.00CR
X-DEMO	DEMOLITION PERMIT	300.00CR
X-MOVING	MOVING PERMIT	50.00CR
X-SIGN	SIGN PERMIT	425.00CR
Z-OCCUP	OCCUPANCY PERMIT	100.00CR
TOTAL		14,570.73CR

Regular Board of Commissioners

2. d.

Meeting Date: 09/15/2014

Shawnee Housing Authority Contract

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Approve contract with Shawnee Housing Authority for specific police services associated with the Authority's security programs.

Attachments

Housing Authority Contract Police

HOUSING AUTHORITY OF THE CITY OF SHAWNEE, OKLAHOMA
CONTRACT FOR THE PROVISION OF SUPPLEMENTAL POLICE SERVICES

This Contract, made and entered into this 1st day of November, 2014, by and between the Housing Authority of the City of Shawnee, Oklahoma, (hereinafter called the "Authority") and the City of Shawnee, Oklahoma, (hereinafter called the "City") is for the provision of specific police services associated with the Authority's security programs.

WHEREAS, the Authority desires to contract with the City for additional polices services to create a drug-and crime-free environment and to provide for the safety and protection of the residents in its public housing developments; and

WHEREAS, the City, by and through its police department, desires to assist in the effort by providing effective police services at all Authority locations;

NOW, THEREFORE, the Authority and the City agree as follows:

ARTICLE I
Scope of Services

SECTION ONE: SERVICES PROVIDED BY THE CITY

The City agrees that the services rendered by the Assigned Personnel (police and civilian) under this Contract are in addition to baseline police services. The City agrees that it will not reduce its current level of police services to the public housing developments, particularly in the areas of community policing, patrol, criminal investigations, records, dispatch and special operations.

The manner and method of performance of services is specified in Article IV, Plan of Operations.

The duties and extent of services of the Assigned Personnel shall include, but shall not be limited to:

- A. The City, by and through its police department, will provide a minimum of one police officer(s) to perform specialized patrols to enforce all state and local laws and the Housing Authority Rules specified in this Contract. Sworn officer(s) shall at all times remain part of, subject to and in direct relationship with the police department's chain of command and under police department rules, regulations and standard operating procedures.
- B. The City agrees to assign police officer(s) to targeted areas during specific periods of time identified by the Authority and agreed upon by the City as high crime or high workload periods (directed patrol), such as 6:00 p.m. to 2:00 a.m. in certain areas, to maintain a police patrol presence.
- C. The City agrees that the police department will employ a community policing concept and that the police department's Crime Prevention Unit (or other unit whose primary responsibility is to develop and maintain communications with residents) will assist in developing or enhancing crime prevention programs in the public housing communities.

- D. The City agrees to collect and provide workload data in public housing developments. This will include providing copies of all police reports for incidents pertaining to public housing developments
- E. It is further agreed that to the extent necessary, the Assigned Personnel will appear as witnesses in the Authority's administrative grievance procedure, civil dispossession hearings, or other civil or court proceedings where the issue includes criminal or quasi-criminal conduct in or near public housing developments involving any resident, member or a resident's household, or any guest or guests of a resident or household member.
- F. Without limiting any of the foregoing, the City agrees that with respect to the services to be performed by any police personnel in accordance with this Contract, the appropriate police department personnel will meet with resident leadership and management representatives of the Authority on a routine basis for the purposes of reviewing the enforcement and prevention efforts and planning for future changes or modifications anticipated by this Contract. These meetings shall occur at least annually.
- G. The City agrees that a policy manual exists to regulate police officer(s)' conduct and activities; all police officer(s) have been provided a copy of the policy manual; the department has a signed receipt from each officer that he/she has received and understands the contents of the manual; and the personnel have been trained on the regulations and orders within the manual.
- H. The City agrees that it will provide the Assigned Personnel with such basic equipment as may be necessary and reasonable in order to allow the police officer(s) to carry out the duties anticipated under this Contract. Any additional automobiles, motor vehicles, bicycles or other equipment requested by the Authority will be furnished at the expense of and shall remain the property of the Authority. The Authority and City may mutually agree to lease equipment or vehicles.
- I. The police department will provide to officer(s) a minimum of sixteen (16) hours of training on community relations and interpersonal communication skills within a year of accepting an HA assignment.
- J. The City agrees to provide, at a minimal cost to the Authority, criminal background checks of proposed applicants. This information will be provided in a manner consistent with all applicable National Crime Information Center or State laws and regulations.
- K. The police department shall designate a command officer as the Administrative Liaison Officer, who will work in concert with the Executive Director of the Authority or that official's designate.

The Administrative Liaison Officer will ensure that the Assigned Personnel perform the following duties:

1. Coordinate the dissemination and processing of police and security reports and coordinate in resolving problems or in carrying out the provisions of this Contract;
2. Establish and maintain an ongoing line of communication with Beat/Zone Commanders and other police personnel;
3. Prepare semiannual progress reports and evaluations of services requested and provided under this Contract for review by the Executive Director, the Police Chief, appropriate Deputy Chiefs and Beat/Zone Commanders and identified community representatives; and political leadership, e.g. mayor and council members.

4. Initiate and monitor ongoing lines of communication with resident leaders to effectively employ the community policing concept and to address in a timely manner concerns raised by community leaders.
 5. Attend a minimum of one Resident Advisory Board meeting each year;
 6. Coordinate security workshops and training seminars for residents and Authority staff;
 7. Assist or advise the planning and implementation of other grant-funded security programs within the Authority; and
 8. Meet on a weekly basis with Authority staff to address problems and needs in Authority areas.
- L. In the event that a Housing Authority provides its own police/security services, the City shall provide the dispatch function for Housing Authority Police patrol units. The Housing Authority will provide specifications of the performance requirements to meet the communications needs.
- M. The City will at all times provide supervision, control and direction of work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the police department shall be responsible for the compensation of the officer(s) and all employee benefits, as well as any injury to officer(s), their property, or the City's property while on the Authority's property.
- N. The Assigned Personnel shall possess and maintain CLEET Certification.
- O. The City will waive deposits required to acquire animal traps through the Animal Control Department for use by Housing Authority. The Authority will assume responsibility for lost or damaged traps.

SECTION TWO: SERVICES PROVIDED BY THE AUTHORITY

- A. The Authority will provide training of residents, Authority on-site management staff and the Assigned Personnel with information on community policing and crime prevention issues associated with public housing. This may include, but not be limited to, training in the following:
1. Crime prevention and security responsibilities;
 2. Community organization/mobilization against the causes of and precursors to crime;
 3. Drug awareness and control;
 4. Orientation and familiarization with the public housing communities for the assigned officer(s); and
 5. Orientation to the lease contract, and lease compliance enforcement procedures and policies.
- B. The Authority will provide the following in-kind accommodations, services and equipment:

1. Accommodations – The Authority will provide suitable space to be used as a satellite office at each site targeted for additional police services.
 2. Services – Each satellite office will be supplied with utilities (water, heat, electricity) and routine and extraordinary maintenance by personnel of the Housing Authority.
 3. Equipment – Each satellite office is to be supplied with any other additional equipment mutually agreed upon in connection with the performance of this Contract.
 4. Modification/Damage – The Authority will make reasonable modifications, including minor structural, electrical and mechanical changes to the accommodations provided in order to meet the City’s operational needs. Any damage to the unit or equipment provided by the Housing Authority for City employees, which the Authority determines to be above the normal wear for the item or accommodation, shall be repaired or replaced by the City at the discretion of the Authority.
- C. The Authority shall provide a annual assessment of the results achieved, as measured against the performance objectives specified in the Plan of Operations listed in Article IV of this Contract.
- D. The Authority shall reserve the right to reasonably request the police department to replace any Assigned Personnel for the following reasons:
1. Neglect or non-performance of duties;
 2. Disorderly conduct, use of abusive or offensive language, or fighting;
 3. Criminal action;
 4. Selling, consuming, possessing or being under the influence of intoxicants, including alcohol or illegal substances, while on assignment to the Authority;
 5. Inadequate punctuality or attendance; or
 6. Substantiated complaints from public housing residents or management.
- The Authority shall provide a written enumeration of the reasons for the request for replacement of the Assigned Personnel, including documentation and witnesses to the alleged behaviors.
- E. The Authority will provide the City with a Public Housing Police Report Form(s) for assigned officer(s) to complete. These forms are not to replace police reports utilized by the City.
- F. The Authority will provide the City with the applicable Authority rules and regulations for compliance with this Contract.
- G. The Authority will work with the police department to subsidize housing or rent costs for volunteer police officer(s) to reside in a public housing development selected by the Authority.

ARTICLE II
Enforcement of Rules and Regulations

- A. The City, through its police officer(s), is hereby empowered to enforce the following Authority rules and regulations:

1. Unauthorized visitors in unoccupied structures of the Authority shall be removed.
2. Unauthorized visitors creating disturbance or otherwise interfering with the peaceful enjoyment of lessees on Authority property shall be removed.
3. Unauthorized visitors destroying, defacing or removing Authority property shall be removed and/or criminal enforcement actions shall be taken.

With Regard to the foregoing rules and regulations, the City's police officer(s) are hereby authorized to give criminal trespass warnings to any persons found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and prosecution of any violators, when appropriate.

- B. The City, through its police officer(s), is hereby empowered to enforce Authority rules or regulations.
- C. The City, through its police officer(s), is hereby empowered to enforce such additional Authority rules and regulations and perform such other duties as shall be specified in any addenda attached hereto or incorporated herein now or in the future.
- D. Nothing herein contained shall be construed as permitting or authorizing police officer(s) to use any method or to act in any manner in violation of law or of their sworn obligation as police officer(s).

ARTICLE III Communications, Reporting and Evaluation

A. Communications

1. Access to Information

The City agrees that the Authority will have unrestricted access to all public information which in any way deals with the criminal activity in any of the Authority's communities. It is further agreed that the City police department will provide the Authority copies of such incident reports, arrest reports or other public documents which document or substantiate actual or potential criminal activity in or connected with the public housing developments. This information will be provided at no cost by the City police department on a regular basis in accordance with specific procedures that have been or will be established.

Existing procedures should be included as an Addendum to this Contract.

B. Reporting

1. Forms

The police department will require all Assigned Personnel (police officer(s)) to complete incident reports provided by the Authority at the conclusion of each week and forward the original report to the Authority's designee. This report will include, but not be limited to, data as follows:

- a. Hours worked: foot, bicycle, motorized, other
- b. Calls/requests for service
- c. Suspicious persons - name and description
- d. Vehicles abandoned/towed/stolen
- e. Drug paraphernalia confiscated/found
- f. Arrests/citations of both residents and outsiders to include age, sex, ethnicity
- g. Property recovered/stolen
- h. Counseling of residents and visitors
- i. Broken lights/sidewalks & safety issues
- j. Graffiti & vandalism
- k. Vehicle license number of suspicious persons
- l. Weapons violations/seized
- m. Workshops, seminars, and any community policing events

2. Media Coordination

The police department will relay to the Executive Director or his designee information related to any major crime or incident that occurs on Authority property, preferably before the media is informed, or as soon as possible.

C. Evaluation

The City and the Authority agree that any evaluation shall include:

- 1. Hours worked by police officer(s) for:
 - a. Foot patrol
 - b. Bicycle patrol
 - c. Motorized patrol
 - d. K-9 patrol
 - e. Special operations
- 2. Response time to targeted communities by City-paid officer(s) and Authority-paid officer(s) by Priority I (emergency), Priority II (non-emergency), and Priority III (if utilized)
- 3. Comparison of crime and workload in the targeted communities for 2011, 2012, 2013, 2014 and the period of the Contract
- 4. Arrests (to include drug violations)
- 5. Vehicles towed
- 6. Positive contacts
- 7. Referrals
- 8. Trespassers removed
- 9. All UCR or NIBRS Reports
- 10. Calls for service

11. Weapons seized
12. Property stolen/recovered
13. Community feedback
14. K-9 use log

It is further agreed that the City will provide comparable crime information for the City as a whole to facilitate the evaluation to include what proportion of activities City-wide occur on Authority property.

ARTICLE IV
Plan of Operations

- A. The City and the Authority shall prepare a detailed plan of operations for use in eliminating crime. The purpose of the plan is to specify the manner and method of performance by which each of the services identified is to be administered.

The plan of operations will minimally specify the following:

1. Service goals and minimum performance criteria (e.g., a definition of what is to be achieved and the expected benefits or outcomes that will be derived);
 2. Staffing levels;
 3. Responsibilities of key personnel;
 4. Organization and resources, to include personnel, equipment, in-kind support, etc.;
 5. Hours of operation, to encompass schedules of major tasks and activities; and
 6. Community interface to evidence the methodology by which resident involvement will be gained and maintained during the term of this Contract.
- B. The plan of operations will be prepared for review and acceptance within thirty (30) days from the date of execution of this Contract by both parties. It is understood that the Authority may request reasonable modification to the initial plan of operations as it deems appropriate. The Authority must approve the plan in order for payment to begin.
- C. If during the term of the Contract either party desires to amend the scope of the plan of operations, either party may request such an amendment via written notification. The Executive Director of the Authority and/or the Chief of Police shall provide final determinations regarding the establishment of an amendment to the plan of operations.

ARTICLE V
Term of Contract

The term of this Contract shall be for one (1) year(s) beginning on the date approved by both parties.

ARTICLE VI
Compensation to the City

- A. All compensation to the City will be made on a cost reimbursement basis. The Authority will reimburse the City for services specified in this Contract in a total amount not to exceed Fifty thousand dollars and no cents (\$ 50,000.00), in the following expense categories:

Expense Category	Amount
Assigned Personnel Salaries (Reimbursement of Law Enforcement over and above the baseline of services.)	<u>\$ 50,000.00</u>
Administrative Liaison Officer Prorated Salary and Benefits	<u>\$ 0.00</u>
Communications/Other Miscellaneous Expenses/Equipment	<u>\$ 0.00</u>

- B. The Authority shall reimburse the police department on a monthly basis, upon receipt of performance of the proposed services and evidence of authorized expenditures. Total reimbursement shall not exceed \$50,000.00 for one full time officer for one year and is contingent on receiving funding.
- C. The percent of overtime authorized under this Contract for court appearances or other hearings is 0%.
- D. The City shall provide the following documentation in requesting reimbursement:
1. Copies of Certified Payroll Time Reports documenting names, employee identification, hours worked in public housing developments, supervisory approval of the report, and supervisory verification of the necessity for any overtime worked.
 2. Copies of receipts for other allowable communications and other miscellaneous expenses shall be subject to pre-approval, and shall be accompanied, at the time of reimbursement request, by a brief explanation of the expense incurred.
- E. All requests for reimbursement are subject to the approval of the Executive Director, or that official's designee, and the Authority shall thereafter make payment of the approved amount within thirty days of receipt of the request for reimbursement.

ARTICLE VII
Termination

- A. The Authority may terminate this Contract upon the provision of thirty (30) days written notice to the City. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.
- B. The City may terminate this Contract upon the provision of thirty (30) days written notice to the Authority. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.

ARTICLE VIII
Notices

Any notices required pursuant to the terms of this Contract shall be sent by United States Certified Mail to the principal place of business of each of the parties hereto, as specified below:

Authority: Housing Authority of the City of Shawnee, OK
601 West 7th Street
P.O. Box 3427
Shawnee, OK 74802-3427

City: City of Shawnee
Shawnee Police Department
P.O. Box 1448
Shawnee, OK 74802-1448

ARTICLE IX
Construction of Laws

This Contract is made and entered into in the City. Any and all questions of law arising hereunder shall be construed in accordance with the laws of the State in which the City is located.

ARTICLE X
Entire Contract

The Contract shall consist of the following component parts:

- (a) This Contract;
- (b) Any subsequent addenda agreed to by both parties.

ATTEST:

Grant Coordinator
Housing Authority of the City
of Shawnee, OK

Executive Director
Housing Authority of the City
of Shawnee, OK

ATTEST:

Municipal Clerk
City of Shawnee, OK

Mayor
City of Shawnee, OK

APPROVED AS TO FORM:

Police Chief
City of Shawnee, OK

City Manager
City of Shawnee, OK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____, 2014.

City Attorney
City of Shawnee, OK

This contract is contingent upon receiving 2013 and 2014 fiscal year Public Housing Capital Fund Program funds from the Department of Housing and Urban Development. If Capital Fund funds are not received this contract is null and void.

Regular Board of Commissioners

2. e.

Meeting Date: 09/15/2014

Request Bids Remodel Project

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Request authorization to advertise for bids on Police Department Communications remodel project.

Attachments

Police Communications Area Remodel



Shawnee Police Department

Chief Russell Frantz

16 W 9th

Shawnee, Oklahoma 74801

Office (405) 878-1680 or 1681 *Fax (405) 878-1520

E-Mail: rfrantz@shawneeok.org



FROM : Russell Frantz
Chief of Police

TO : Mayor and Commissioners

CC : Brian McDougal, City Manager

SUBJECT : Request for Bids

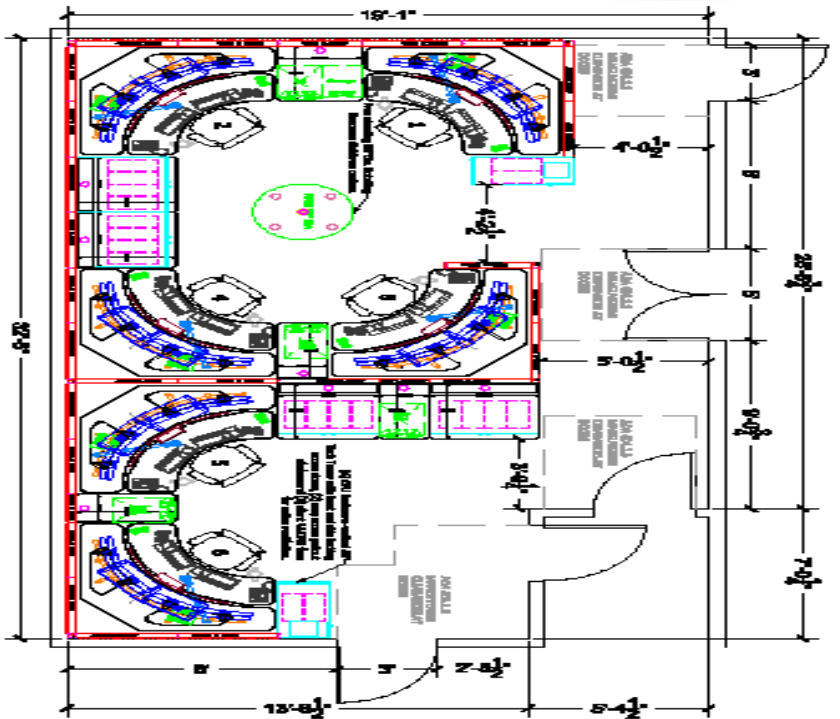
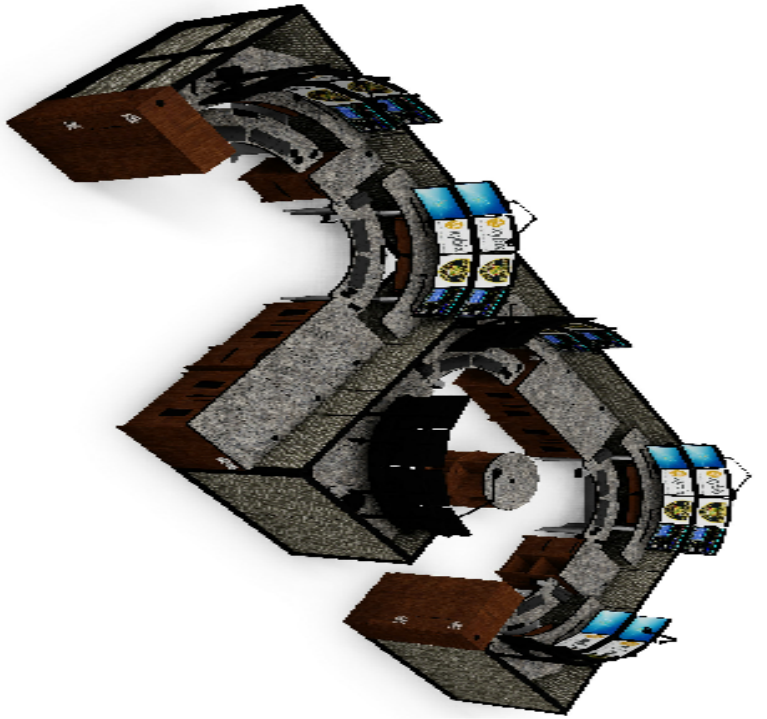
DATE : 8 September 2014

Request for the City Commission to go out for bids on the construction phase of the Communications Center project. TAP Architecture has drawn up the plans and the bid packets. The improvements are part of the overall communications upgrades and allow room for future growth and or room for merging of the two communications centers.

See attached Xybix console layout to see proposed design layout.

Sincerely,

Russell Frantz, Chief
Shawnee Police Dept.



NOT FOR APPROVAL: Furniture orders and product installation shall not proceed until the Client has given approval to these drawings. All dimensions shall be as shown unless otherwise noted. Furniture orders and product installation shall not proceed until the Client has given approval to these drawings. All dimensions shall be as shown unless otherwise noted. Furniture orders and product installation shall not proceed until the Client has given approval to these drawings. All dimensions shall be as shown unless otherwise noted.

RENDERING
SCALE: NONE

REVISIONS NO. DESCRIPTION DATE DRAWN BY 0 Drafting Center Inc.		PROJECT INFORMATION PROJECT: Shoreline Police Department ADDRESS: Shoreline, WA 98148 DRAWING NO.: 0009155 SCALE: 1/8"=1'-0"	
CLIENT INFORMATION CLIENT: Shoreline Police Department CONTACT: John Smith PHONE: (206) 361-1234 FAX: (206) 361-1234 EMAIL: john.smith@shoreline.wa.gov		DESIGNER INFORMATION DESIGNER: xybix ADDRESS: 10000 1st Avenue, Seattle, WA 98148 PHONE: (206) 361-1234 FAX: (206) 361-1234 EMAIL: info@xybix.com	
REVISIONS NO. DESCRIPTION DATE DRAWN BY 0 Drafting Center Inc.		PROJECT INFORMATION PROJECT: Shoreline Police Department ADDRESS: Shoreline, WA 98148 DRAWING NO.: 0009155 SCALE: 1/8"=1'-0"	
CLIENT INFORMATION CLIENT: Shoreline Police Department CONTACT: John Smith PHONE: (206) 361-1234 FAX: (206) 361-1234 EMAIL: john.smith@shoreline.wa.gov		DESIGNER INFORMATION DESIGNER: xybix ADDRESS: 10000 1st Avenue, Seattle, WA 98148 PHONE: (206) 361-1234 FAX: (206) 361-1234 EMAIL: info@xybix.com	

Regular Board of Commissioners

2. f.

Meeting Date: 09/15/2014

Refund OMRF Defined Contribution E. Musgrave

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Eric Musgrave.

Regular Board of Commissioners

2. g.

Meeting Date: 09/15/2014

Request Bids on COEDD Roofing

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Request authorization to advertise for bids on the COEDD Roofing Project.

Attachments

COEDD Roofing Project

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

Commissioners
GARY VOGEL
LINDA AGEE
JAMES HARROD
KEITH HALL
LESA SHAW
MICHEAL DYKSTRA

Date: September 10, 2014
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: COEDD Roofing Project

Nature of the Request:

Request to go out for bid on the COEDD Roofing Project.

Staff Analysis, Considerations:

Roofing on the South West corner of the COEDD offices at the Municipal Auditorium is in bad shape and is leaking. Staff has tried to repair this area for many years but has been unable to stop the leak.

Along with this roof, the bid will contain an Add Alternate in the event that funds remain from the COEDD roof. Staff will be asking the contractors to also bid on the roof over the police garage at City Hall that we have had problems with.

Recommendation:

It is staff's recommendation to go out for bid in order to get a good fix on this area.

Budget Consideration:

Project is funded out of the Capital Outlay budget.

Account # 301 5-1120-5420 509 1120-03	Roof COEDD	\$60,000.00
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Regular Board of Commissioners

5.

Meeting Date: 09/15/2014

Mayor's Proclamations

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Mayor's Proclamations:

"It Can Wait Day"

September 19, 2014

"Fire Prevention Week"

October 6-10, 2014

Attachments

It Can Wait Day

Fire Prevention Week

City of Shawnee



Proclamation

On behalf of the citizens of Shawnee, Oklahoma, I, Mayor Wes Mainord, do hereby proclaim Friday, September 19, 2014, as

“It Can Wait Day”

Whereas, the City of Shawnee holds the health and safety of its citizens as a primary concern; and

Whereas, text messaging is the main mode of communication for most American teenagers with half of all teens sending between 21 and 70 texts a day and expecting a reply within the next five minutes; and

Whereas, texting while driving takes one’s eyes off the road for an average of five seconds; and

Whereas, according to an AT&T survey, 43% of American teenage drivers admitted to texting while driving even though 97% know it is dangerous, and 77% of the teenagers surveyed reported observing their parents texting while driving; and

Whereas, texting while driving is involved in 200,000+ vehicle crashes each year, often involving injuries and death. A recent university study showed those who send text messages while driving are 23 times more likely to crash; and

Whereas, a driver that sends a text message while driving not only jeopardizes his or her safety, but also the safety of passengers, pedestrians, and other drivers.

Now Therefore, I, Wes Mainord, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me do hereby proclaim Friday, September 19, 2014, as

“It Can Wait Day”

In the City of Shawnee, Oklahoma
Dated this 15th day of September, 2014

Wes Mainord, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk



City of Shawnee

Proclamation

“FIRE PREVENTION WEEK”

Whereas, the City of Shawnee is committed to ensuring the safety and security of all those living in and visiting our city; and

Whereas, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire. Home fires killed more than 2,600 people in the United States in 2010, according to the latest research from the nonprofit National Fire Protection Association, and fire departments in the United States responded to more than 369,000 home fires; and

Whereas, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

Whereas, only one-third of Americans have developed and practiced a home fire escape plan; and almost three-quarters of Americans do have an escape plan, however, less than half have actually practiced it; and

Whereas, working smoke alarms cut the risk of dying in reported home fires in half; and

Whereas, Shawnee’s first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

Whereas, the 2014 Fire Prevention Week theme, “Smoke Alarms Save Lives: Test Yours Every Month” almost three of five (60%) of reported home fire deaths in 2007 to 2011 resulted from fires in homes with no smoke alarms or no working smoke alarms. Working smoke alarms cut the risk of dying in reported home fires in half.

Now, Therefore, I, Wes Mainord, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me, do hereby proclaim October 5 – 11, 2014, as

“FIRE PREVENTION WEEK”

Dated this 15th day of September, 2014
In the City of Shawnee, Oklahoma

Wes Mainord, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk



Regular Board of Commissioners

6.

Meeting Date: 09/15/2014

Rezoning P11-14

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance rezoning property located NE of I-40 Service Road and Union Street from A-1; Agricultural to C-3; Automotive, Commercial and Recreational District.

Case #P11-14 Applicant: Cooper Shawnee Investments, LLC

Attachments

Rezone I-40 and Union

Ordinance P11-14 Rezone

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Cooper Shawnee Investments, LLC
FOR: Rezone from A-1; Agricultural to C-3; Automotive and
Commercial Recreation District
LOCATION: NE of I-40 Service Rd. and Union St., Shawnee, OK
PROJECT#: 140902 Case# P11-14

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION: A-1; Agricultural
REQUESTED CLASSIFICATION: C-3; Automotive and Commercial Recreation District
PROPOSED PROPERTY USE: Car Dealership

PLANNING COMMISSION MEETING DATE: 09-03-2014

PLANNING COMMISSION RECOMMENDATION: Approval

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

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

RESPECTFULLY SUBMITTED,
Cheyenne Lincoln
SECRETARY, PLANNING COMMISSION

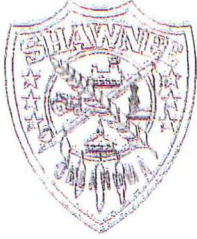
ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

STAFF REPORT
REZONE
CASE #P11-14

TO: Shawnee Planning Commission

AGENDA: September 3, 2014

RE: Case #P11-14; Rezone Request, A-1 to C-3

PROPOSAL

The applicant is requesting to rezone the subject site of approximately five (5) acres to facilitate the construction of a car dealership. The property is located north-east of the I-40 service road and Union Street. The property is currently zoned A-1 (Agricultural) and the requested zoning classification is C-3 (Highway Commercial). This subject property is currently vacant.

GENERAL INFORMATION

Applicant	Cooper Shawnee investments, LLC
Owner	The Grant Dockrey Partnership #1
Site Location/Address	NE of I-40 Service road and Union Street
Current Site Zoning	A-1: Agricultural
Proposed Zoning	C-3: Highway Commercial
Property Area	5.00 acres (Approximate)
Proposed Use	Commercial
Comprehensive Plan Designation	Commercial
Existing Land Use	Vacant

Surrounding Zoning	North – Agricultural South – Commercial West – Agricultural East – Commercial
---------------------------	--

STAFF REVIEW AND ANALYSIS

The subject property is approximately five (5) acres in size and is currently vacant. The applicant is requesting approval for a zoning change to facilitate continued construction of a future car dealership. The adjoining property to the south was rezoned from A-1 (Agricultural) to C-3 (Highway Commercial) on the August 19, 2013 City Commission Agenda (Ordinance 2515NS) and the current proposal would be an additional rezone to increase the commercial space to allow for the construction of said car dealership.

This rezone is in conformance with the surrounding zoning in the area and the Shawnee Comprehensive Plan, which designates this area for commercial development (Figure 3).

Staff has reviewed the rezone request and recommends approval for a rezone from A-1 (Agricultural) to C-3 (Highway Commercial).

STAFF RECOMMENDATION

Staff recommends **approval** of the proposed rezone from *A-1: Agricultural* to *C-3: Highway Commercial*, for the subject property.

Attachments

1. Figure 1: Zoning map
2. Figure 2: Aerial view of site
3. Figure 3: Shawnee Comprehensive Plan map

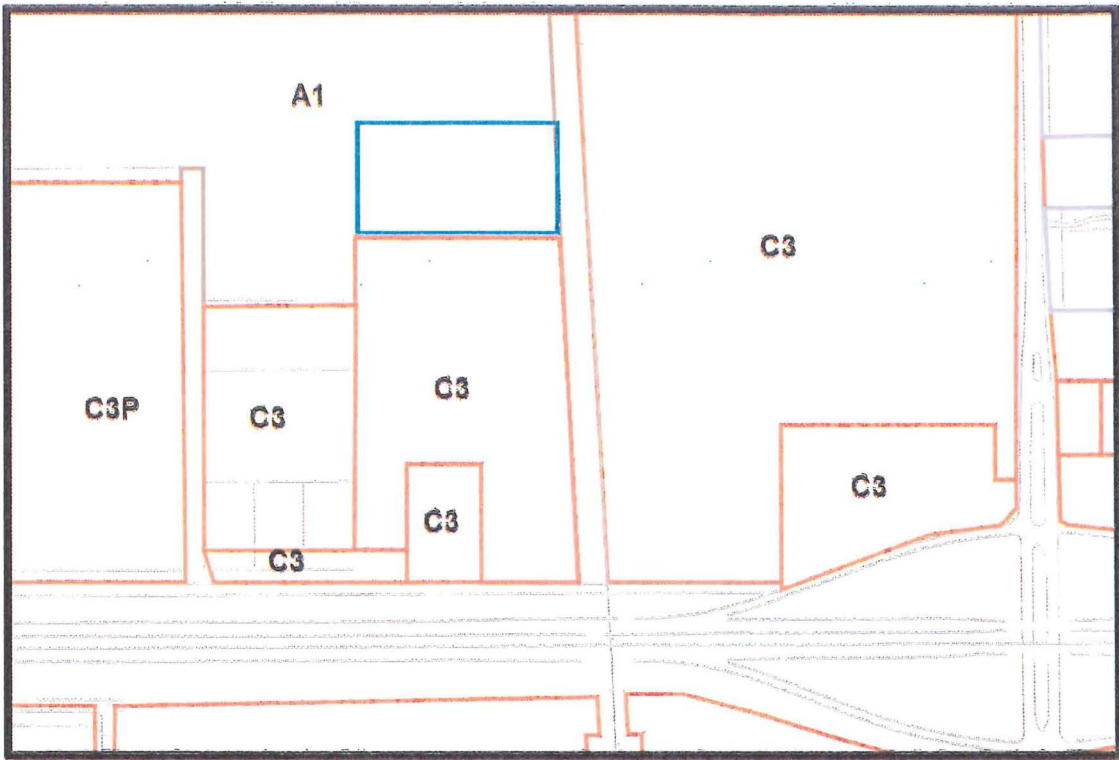


Figure 1: Zoning Map of site – approximate total area outlined in blue.



Figure 2: Aerial Map of site – approximate total area outlined in red.

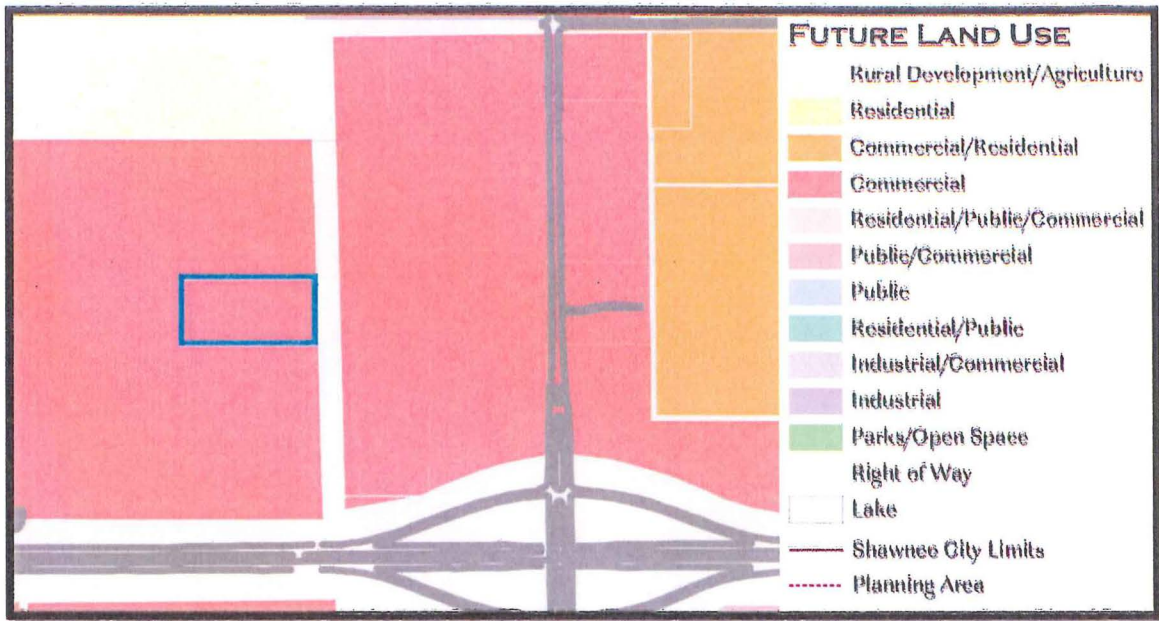


Figure 3: Shawnee Comprehensive Plan map – approximate total area outlined in blue.

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P11-14

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed Rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

A tract of land described as beginning at the Northwest Corner of the Northeast Quarter (NW/C NE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence N89°38'30"E a distance of 1274.75 feet to a point on the West right of way line of the Atchison, Topeka, & Santa FE Railroad; thence S02°14'09"E a distance of 878.05 feet to the point of beginning; thence continuing S02°14'09"E along said right of way line a distance of 358.47 feet; thence N89°42'29"W a distance of 618.08 feet; thence NO0o55'25"E a distance of 358.14 feet; thence S89°42'29"E a distance of 598.32 feet to a point on said West right of way line, said point being the point of beginning.

General Location Known As:	<u>NE of I-40 Service road and Union Street</u>
Current Zoning Classification:	<u>A-1; Agricultural</u>
Requested Zoning Classification:	<u>C-3; Automotive and Commercial Recreation District</u>
Proposed Use of Property:	<u>Car Dealership</u>
Applicant:	<u>Cooper Shawnee Investments, LLC</u>

The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

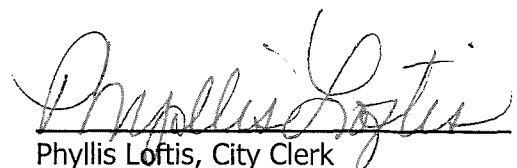
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

September 3rd, 2014 AT 1:30 P.M.: CITY OF SHAWNEE PLANNING COMMISSION
September 15th, 2014 AT 6:30 P.M.: CITY OF SHAWNEE CITY COMMISSION

At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition of the proposed rezone will be allotted equal time. Any formal protest must be filed in writing with the City Clerk during normal working hours before 5:00 p.m. a minimum of three (3) days prior to the hearing. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

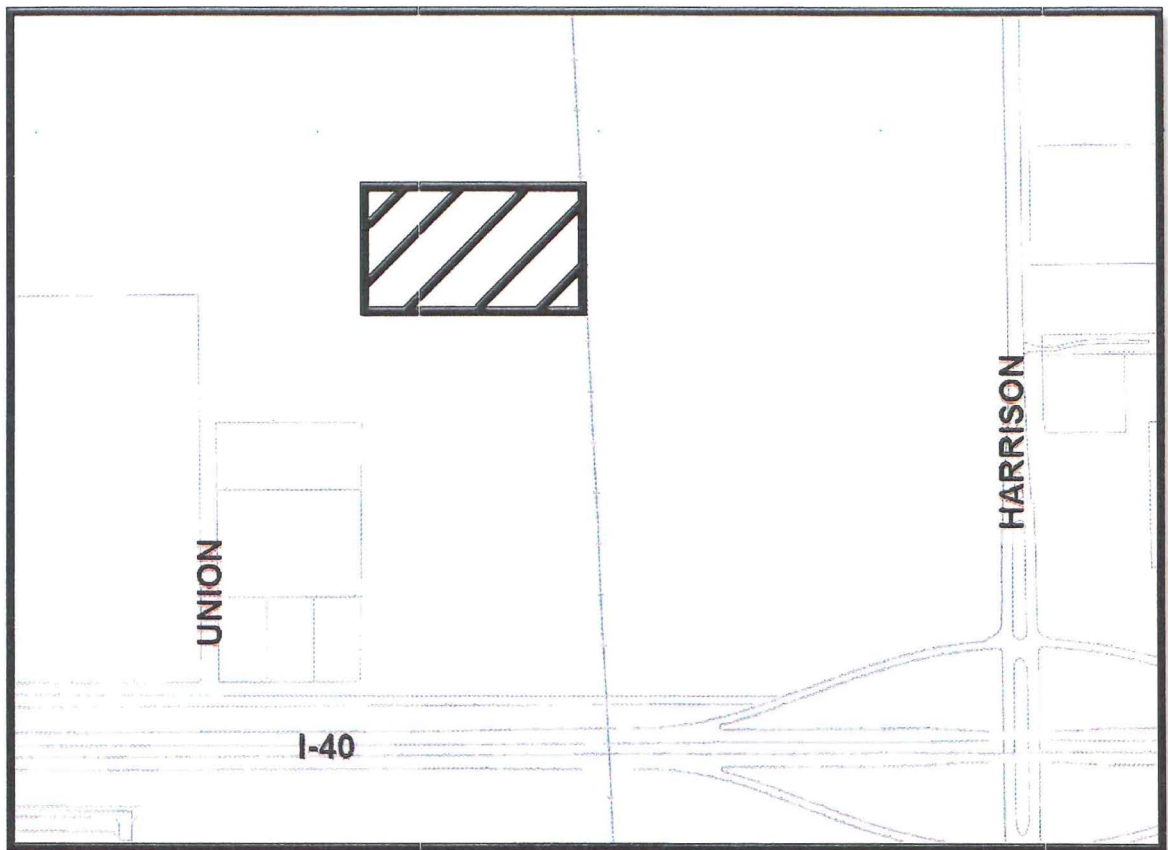
Witness my hand this 11th day of August, 2014.




Phyllis Loftis, City Clerk

Location Map

Case #P11-14



CITY OF SHAWNEE
222 N. BROADWAY
SHAWNEE, OK 74801

PLANNING DEPARTMENT
PHONE: (405) 878-1666
FAX: (405) 878-1587

PLANNING COMMISSION APPLICATION
PROJECT NO. 140902 CASE NO. P11-14

REQUEST:

Rezoning X Rezoning w/Conditional Use Permit _____ Conditional Use Permit _____
Planned Unit Development _____

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from A-1 District to C-3 District, as hereinafter requested, and in support of this application, the following facts are shown:

North of I-40 Service Road, East of N. Union Ave.,
West of railroad tracks (near Walmart Supercenter)

PROPERTY LOCATION (STREET ADDRESS): _____

LEGAL DESCRIPTION: Part of NE/4 of Section 31, Township 11 North, Range 4 East of 1 M (Pott. County) - see enclosed Survey

PROPERTY OWNER (S): The Grant Dockrey Partnership #1, an Oklahoma general partnership

PROPERTY AGENT (APPLICANT): Cooper Shawnee Investments, LLC, an Oklahoma limited liability company

APPLICANT'S ADDRESS: 32 Northwest 144th Circle, Suite A

CITY: Edmond **STATE:** Oklahoma **ZIP:** 73013

EMAIL ADDRESS: tsmith@okcproperties.com; sahasenfratz@phillipsmurrah.com; bdolatabadi@phillipsmurrah.com


TELEPHONE NUMBER: (405) 919-0282 **CONTACT NUMBER:** () same

DIMENSIONS OF PROPERTY: AREA 5.00 acres +/- WIDTH 358 feet +/-
LENGTH 598 feet +/- FRONTAGE 618 feet +/-

CURRENT ZONING: A-1 **CURRENT USE:** raw land

PROPOSED ZONING: C-3 **PROPOSED USE:** car dealership

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.



SIGNATURE OF APPLICANT

(FOR STAFF USE ONLY)

Filed in the office of the Planning Department, 222 N. Broadway, this 29th day of July, 2014



PLANNING COMMISSION SECRETARY

REZONING &/OR C.U.P FEE \$ 280.00
RECEIPT NO. 01631467

PLANNED UNIT DEVELOPMENT FEE \$ 550.00
SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ **DATE:** _____
CITY COMMISSION ACTION: _____ **DATE:** _____
PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____

ORDINANCE NO. _____

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING AT THE NORTHWEST CORNER OF THE NORTHEAST QUARTER (NW/C NE/4) OF SECTION THIRTY-ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE N89°38'30"E A DISTANCE OF 1274.75 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF THE ATCHISON, TOPEKA, & SANTA FE RAILROAD; THENCE S02°14'09"E A DISTANCE OF 878.05 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S02°14'09"E ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 358.47 FEET; THENCE N89°42'29"W A DISTANCE OF 618.08 FEET; THENCE NOOO55'25"E A DISTANCE OF 358.14 FEET; THENCE S89°42'29"E A DISTANCE OF 598.32 FEET TO A POINT ON SAID WEST RIGHT OF WAY LINE, SAID POINT BEING THE POINT OF BEGINNING, FROM A-1; AGRICULTURAL TO C-3; AUTOMOTIVE, COMMERCIAL AND RECREATIONAL DISTRICT; AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing was conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 15th day of September 2014, upon an application to rezone certain property and grant a permissive use permit on property located in the City of Shawnee, Oklahoma from R-3; Multi-Family Residential to C-1P; Neighborhood Commercial with a Conditional Use Permit.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said property to be rezoned as considered.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A tract of land described as beginning at the Northwest Corner of the Northeast Quarter (NW/C NE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence N89°38'30"E a distance of 1274.75 feet to a point on the West right of way line of the Atchison, Topeka, & Santa FE Railroad; thence S02°14'09"E a distance of 878.05 feet to the point of beginning; thence continuing S02°14'09"E along said right of way line a distance of 358.47 feet; thence N89°42'29"W a distance of 618.08 feet; thence NOoo55'25"E a distance of 358.14 feet; thence S89°42'29"E a distance of 598.32 feet to a point on said West right of way line, said point being the point of beginning, be rezoned C-3; Automotive, Commercial and Recreational District and the official zoning map heretofore adopted is hereby amended as to include said rezoned C-3; Automotive, Commercial and Recreational District

PASSED AND APPROVED this 15th day of September, 2014.

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

7.

Meeting Date: 09/15/2014

Preliminary Plat Deer Field Estates

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider approval of a Preliminary Plat for Deer Field Estates located in the 1400-1500 block of East Bradley.

Case #S10-14 Applicant: Kishwaukee Enterprises, LLC

Attachments

Prelim Plat Deer Field Estates

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Kishwaukee Enterprises, LLC
FOR: Deer Field Estates
LOCATION: 1400-1500 block of East Bradley, Shawnee, OK
PROJECT NUMBER 140846 CASE NUMBER S10-14

PLANNING COMMISSION MEETING DATE:

09-03-2014

PLANNING COMMISSION RECOMMENDATION:

Motion carries with following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with Final Plat approval.
3. A four (4') foot sidewalk shall be required along Bradley Street.
4. Approval of the following deviation:
 - a. The allowance for the cul-de-sac's terminus to be sixty-four (64') feet from the property boundary.
5. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
BERGSTEN			X			
CLINARD		X	X			
KERBS			X			
SILVIA (CHAIRMAN)			X			
SALTER (VICE-CHAIRMAN)	X		X			
COWEN			X			
KIENZLE			X			

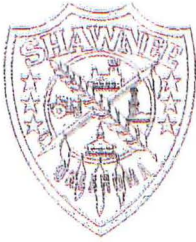
RESPECTFULLY SUBMITTED,
Cheyenne Lincoln
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

STAFF REPORT
Deer Field Estates, Preliminary Plat
Case #S10 -14

TO: Shawnee Planning Commission
AGENDA: September 3, 2014
RE: Deer Field Estates, Preliminary Plat

PROPOSAL

The applicant is requesting Preliminary Plat approval for 19 lots on approximately ten (10) acres of mostly undeveloped land. Currently, two residential properties exist on site and are located on lots 4 and 5. The property is located on the north-west corner of East Bradley Street and North Elm Street. The site is currently zoned R-1 (Single Family Residential) which is appropriate for the proposed housing development.

GENERAL INFORMATION

Applicant	Kishwaukee Enterprises LLC
Owner(s)	Kishwaukee Enterprises, LLC and James E Smith Family Trust
Site Location/Address	1400 East Bradley Street
Current Site Zoning	R-1 (Single Family Residential)
Parcel Size	10.00 Acres (Approximate)
Proposed Use	Single family housing
Comprehensive Plan Designation	Residential
Existing Land Use	Residential and Vacant
Surrounding Zoning	R-1 (Single Family Residential)



Figure 1: Aerial view of site – approximate total area outlined in red.

STAFF REVIEW AND ANALYSIS

The proposed development is consistent with current land use in the area, the designated zoning, and the Shawnee Comprehensive Plan for this area (Figure 4.2).

A total of nineteen (19) lots are proposed to facilitate a housing development. Lots 4 and 5 are currently occupied by residential properties.

Necessary additions to the Final Plat:

1. Four (4') foot sidewalk will be required along Bradley Street.
2. Limits-of-no-access shall be required along Bradley Street.

Additional notes:

1. Lot nineteen (19) shall be allowed to treat the southern property line as a corner lot side yard setback, requiring only fifteen (15') feet of setback. (Table 22-160.4.1)
2. Along the western property boundary, a fifteen (15') foot utility easement shall be maintained between the proposed detention area and Lot 2.
3. A variance shall be required to allow a 64' distance between the northern cul-de-sac and the northern property line. According to Section 40.2.1(T)(1), "The cul-

de-sac's terminus shall be no closer than one hundred (100') feet from the right-of-way line to the boundary of adjoining property.”

4. Stormwater drainage plans shall be updated and approved by the City Engineer.

Staff has reviewed the preliminary plat and does recommend approval, with conditions.

STAFF RECOMMENDATION

The technical aspects of the Preliminary Plat have been reviewed by the City Engineer and other appropriate staff. Staff does recommend approval of the Preliminary Plat, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with Final Plat approval.
3. A four (4') foot sidewalk shall be required along Bradley Street.
4. Approval of the following deviation:
 - a. The allowance for the cul-de-sac's terminus to be sixty-four (64') feet from the property boundary.
5. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial view of site
2. Figure 2: Zoning Map
3. Exhibit 1: Preliminary Plat



Figure 2: Zoning Map of site – approximate total area outlined in red.

PRELIMINARY PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1665 with any questions.

APPLICANT Kishwaukee Enterprises LLC

APPLICANT ADDRESS 1400 E Bradley St, Shawnee, OK 74804

APPLICANT PHONE NUMBERS (405) 227-4479 / 275-2030 (Office)

EMAIL ADDRESS mathtchr@juno.com

NAME OF PLAT Deer Field Estates

LOCATION 1400 - 1500 E Bradley, Shawnee

NUMBER OF ACRES 10 +/- NUMBER OF LOTS 19

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 19 \$ 57

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____

TOTAL COST \$282.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____

TOTAL COST

OWNER/DEVELOPER INFORMATION:

NAME Kishwaukee Enterprises, LLC and James E Smith Family Trust

ADDRESS 1400 E Bradley St, Shawnee, OK 74804

CONTACT NUMBERS (405) 227-4479

EMAIL ADDRESS mathtchr@juno.com

PROJECT ENGINEER INFORMATION:

NAME JTK Engineering Co -- Keith Cook

ADDRESS 37906 Wolverine Rd, Shawnee, OK 74804

CONTACT NUMBERS (405) 878-0715 // (405) 596- 8467 cell

EMAIL ADDRESS keith.cook@jtkengineering.com

RECEIVED

JUL 11 2014

PLANNING / CODE

FOR STAFF USE ONLY

PROJECT NUMBER: 140846 CASE NUMBER: 510-14

DATE: 7-14-14 AMOUNT PAID: \$282.00 RECEIPT NO. 01625589

Regular Board of Commissioners

8.

Meeting Date: 09/15/2014

Defunding of fee and expenses

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Discussion, consideration and possible action on a proposal to defund all legal fees and expenses associated with the City's ongoing disagreements with our Native American neighbors.

Regular Board of Commissioners

9.

Meeting Date: 09/15/2014

Possible Conflict of Interest

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Discussion, consideration and possible action regarding possible conflict of interest between commission members and Tribal Nations, including the retention of outside counsel to investigate and render an opinion to the Commission.

Regular Board of Commissioners

10.

Meeting Date: 09/15/2014

Funding Veterans Memorial

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider request for additional funding for the Veterans Memorial located in Woodland Veterans Park.

Attachments

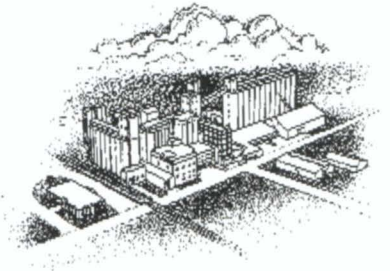
Veterans Memorial Request for Funding



SHAWNEE MILLING COMPANY

GOOD MILLERS SINCE 1906

PHONE (405) 273-7000 • FAX (405) 273-7333 • P.O. Box 1567 • SHAWNEE, OK 74802-1567



September 10, 2014

TO THE MAYOR AND THE CITY COMMISSIONERS OF THE CITY OF SHAWNEE, SHAWNEE, OK

Subject: Shawnee Veterans Memorial located in Woodland Veterans Park north of the District Attorneys office in downtown Shawnee.

Request: The Shawnee Veterans Memorial Committee appointed by the City of Shawnee in August 2005 would like to request the City of Shawnee to budget the funds necessary to purchase 8 granite panels for the Veterans Park.

Since August 2005 the Veterans Committee has met practically every Tuesday at 4:00 p.m. with the sole purpose to construct an appropriate Veterans Memorial Park. The City of Shawnee has given approximately \$50,000 to the project, and this is most appreciated. The balance of the over \$300,000, of what we have spent to date, is from private donations by selling bricks and other contributions. The committee greatly appreciates the support from the City of Shawnee in its funds and grounds maintenance from the City parks department.

The completion of this phase of the park requires the purchase of 8 - 6 ft. x 6 ft. black granite panels that will be erected around the flag pole and have inscribed on them the over 8,000 names of Oklahomans that have either been killed in action or perished because of their military service in all wars and engagements from the Spanish-American War to the present. The cost of completing this phase of the project will be approximately \$120,000, and, at this time, we would like to request from the City \$40,000 which will be matched with \$10,000 from the funds created in the Shawnee Veterans Memorial account so that the granite panels can be ordered. Once the panels are ordered it will take approximately 6 to 9 months for them to arrive from over seas, and then we will continue to have fund raisers to pay for all the inscriptions of all names and the installation of the granite panels at the Memorial. This will be about a year and a half project from the date of the order of the granite panels.

I hope the City of Shawnee will commit the necessary funds at this time to let us place the order with the SI Memorial Company in Tulsa that has helped us to date with the existing granite archway and memorial bricks.

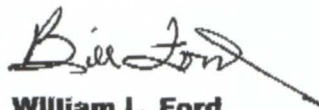
September 10, 2014

Page 2

It has been a privilege for us to work for the City of Shawnee and all Veterans in this area to construct our Veterans Memorial. Thank you very much for your consideration, and we will be glad to answer any questions that you may have.

Sincerely yours,

SHAWNEE MILLING COMPANY

A handwritten signature in black ink that reads "Bill Ford". The signature is written in a cursive style with a long horizontal line extending to the right.

**William L. Ford
President**

WLF/mw

COMMITTEE MEMBERS: Dave Boardman, Al Brase, James Bryce, James Dockmeyer, Bill Ford, Tony Litherland, Tom Schrzan, Tom Smith, Al Wright

Regular Board of Commissioners

11.

Meeting Date: 09/15/2014

ODOT Agreement Pecan Grove Road

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider approval of ODOT Agreement (State Project No. SAP-263D(022) for the asphalt surfacing of Pecan Grove Road from SH102, west approximately 0.7 miles to Lake Dam Road.

Attachments

ODOT Pecan Grove Road

Mayor

WES MAINORD

The City of Shawnee

City Clerk Office

PO Box 1448

Shawnee Oklahoma 74802-1448

Fax (405) 878-1581

Phone (405) 878-1601

www.ShawneeOK.org

Commissioners

GARY VOGEL

LINDA AGEE

JAMES HARROD

KEITH HALL

LESA SHAW

MICHEAL DYKSTRA

MEMORANDUM

Date: September 11, 2014

To: Brian McDougal, City Manager

From: John Krywicki, P.E., City Engineer



Re: ODOT Agreement for Participating With the Surfacing of Pecan Grove Road 0.70 miles from SH102 to Lake Dam Road

Earlier this summer, we had requested ODOT to participate with the City of Shawnee and Pottawatomie County by using their lake access funding for our Pecan Grove Road Project (see attached Exhibit A.)

The Oklahoma Transportation Commission approved funding and the projects for their Lake Access Road Program, and we are happy to inform that Shawnee's/Pott County's Pecan Grove Road project was one identified for funding. The estimated cost of the asphalt resurfacing for the mile long extents is at \$249,000. ODOT has agreed to provide \$130,000 towards the asphalt resurfacing of the road to Lake Dam Road, Pottawatomie County has agreed to do all the grading and base work, and the City of Shawnee will provide the balance of the asphalt surfacing costs (estimated \$119,000).

Attached is the formal ODOT Agreement that will need to be approved for us to later get reimbursed for the asphalt surfacing costs. At the September 15, 2014 City Commission meeting we will present the Agreement with a Recommendation of Approval.

If you have any questions or need additional information, please advise.

Mayor
WES MAINORD



The City of Shawnee
PO Box 1448
Shawnee Oklahoma 74802-1448
(405) 273-1250 Fax (405) 878-1581
www.ShawneeOK.org

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

April 17, 2014

Mitch Surrett
Oklahoma Department of Transportation
200 N.E. 21st Street
Oklahoma City, OK 73105

Subject: Shawnee Twin Lakes Access Road

The Shawnee Twin Lakes Access from the North is west off of SH-102 onto Pecan Grove Road (a gravel road), which runs west of SH-102 for almost a mile and then connects to the road on the lake dam to serve the recreation areas of the Twin Lakes. This includes fishing facilities, boat ramps, and picnic areas.

The gravel road has been inadequate to serve lake access from the north for many years. We would like to be able to pave the road in a joint project with the County if you (ODOT) could help with the cost too. The County has agreed to prepare the base to be ready to receive asphalt paving, and the City will be able to budget \$60,000 this coming fiscal year with funds available after July 1, 2014. We are requesting you to allow us the balance of the asphalt paving cost estimated at \$189,366.

I am attaching pictures of the road and the recreation facilities along with a map and cost estimates for the paving project.

Thank you for your consideration.

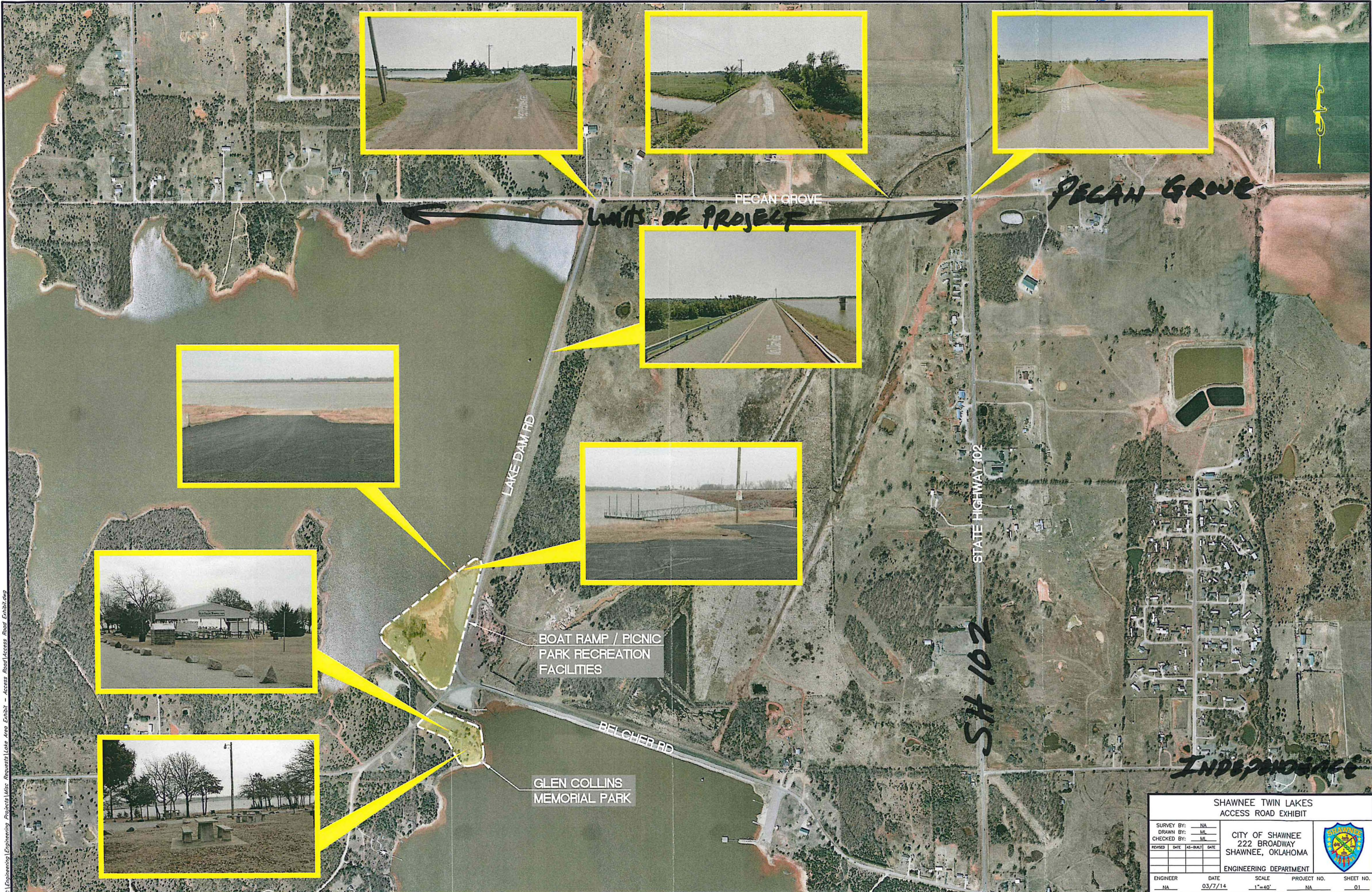
Sincerely,

A handwritten signature in blue ink, appearing to read "John M. Krywicki".

John M. Krywicki, P.E.
City Engineer

Enclosures

Cc: Randy Thomas, Pottawatomie County Commissioner
Dan Overland, Highway Commissioner



W:\Engineering\Engineering Projects\Misc Requests\Lake Area Exhibit - Access Road\Access Road Exhibit.dwg

SHAWNEE TWIN LAKES ACCESS ROAD EXHIBIT				
CITY OF SHAWNEE 222 BROADWAY SHAWNEE, OKLAHOMA				
ENGINEERING DEPARTMENT				
ENGINEER	DATE	SCALE	PROJECT NO.	SHEET NO.
NA	03/7/14	1"=40'	NA	01

John Krywicki

From: Roger Chambers [RCHAMBERS@ODOT.ORG]
Sent: Thursday, August 28, 2014 9:07 AM
To: John Krywicki
Cc: Wendy Ross
Subject: 30982(04), SAP-263D(022), Lake Access, Shawnee Twin Lakes, Pecan Grove Road
Attachments: 20140828075315947.pdf

Attached is the agreement for the subject project.

Please sign and color scan the agreement back to me for final processing. When fully signed by all parties, I will send a copy to you.

If you have any questions or need additional information, please contact me.

Thank you,

Roger Chambers
County Programs Manager
Oklahoma Dept of Transportation
Local Government Division
200 NE 21st Street
Oklahoma City, Oklahoma 73105
405-521-2329 office
405-677-4677 mobile

From: Roger Chambers
Sent: Thursday, August 28, 2014 6:54 AM
To: 'jkrywicki@shawneeok.org'
Subject: Lake Access, Shawnee Twin Lakes

John,

Would you like me to email you the project agreements or mail them to you.

Roger Chambers
County Programs Manager
Oklahoma Dept of Transportation
Local Government Division
200 NE 21st Street
Oklahoma City, Oklahoma 73105
405-521-2329 office
405-677-4677 mobile

AGREEMENT

**BETWEEN THE OKLAHOMA DEPARTMENT OF TRANSPORTATION
AND THE
CITY OF SHAWNEE
IN THE CONSTRUCTION OF A LAKE ACCESS PROJECT**

**State Project No. SAP-263D(022)
Job/Piece No. 30982(04)**

WHEREAS, The Oklahoma State legislature provides that certain funds available to the Department of Transportation for obligation during a Fiscal Year shall be used for the construction or improvement of access roads to existing lake and recreational sites and roads, and

WHEREAS, the Oklahoma Transportation Commission did at its regular meeting of June 2, 2014 approve Agenda Item No. 81(h), allocating \$130,000.00 (one hundred thirty thousand dollars), for the purpose of participating with the City of Shawnee, hereinafter referred to as the "CITY", in the construction and/or improvement of Lake and Recreational Access Roads serving the Shawnee Twin Lakes. The project begins at SH-102 on Pecan Grove Road (EW-114) and extends west approximately 0.7 mile to the Lake Dam Road, generally located as shown on the attached map hereby made part of this Agreement.

WHEREAS, the Department of Transportation is in receipt of a request by the CITY and that the CITY be permitted to improve or cause the improvement of the above described Lake & Recreational Access Project and be reimbursed for the cost of surfacing, by the Department, upon satisfactory completion of the work from the funds allocated by the Transportation Commission for the project, and

NOW, THEREFORE, it is mutually agreed by the CITY and the Oklahoma Department of Transportation that:

1. The CITY shall be entirely responsible for the initiation, construction, and completion for all work associated with the project.
2. The CITY hereby certifies to the Department of Transportation that the entire project is to be constructed on public right-of-way.
3. The CITY hereby agrees to place signs on the access road indicating the type of public facility the road serves (i.e., boat ramp, park, campground, etc.).
4. The CITY agrees that as a condition to receiving any financial assistance from the Department, it will comply with title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42, U.S.C. 2000d et Seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964".
5. Upon satisfactory completion of the project as determined by inspection by The Department of Transportation, the Department will reimburse the CITY an Amount not to exceed \$130,000.00 (one hundred thirty thousand dollars) for the cost of surfacing.
6. Payment will be made upon receipt of a properly executed Claim Form D.T. 324A accompanied by suitable evidence of expenditures made by the CITY in the execution of the project.
7. In all events, the entire project shall remain the maintenance responsibility of the CITY.

8. This Agreement incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants or conditions, and constitutes the full and complete understanding and contractual relationship of the parties hereto.

IN WITNESS WHEREOF, we have hereunto set out hands and seals
this _____ day of _____, 2014.

CITY OF SHAWNEE
FEI NO. _____

BY: _____
MAYOR

ATTEST: _____
(Seal) (City Clerk)

APPROVED AS TO FORM AND LEGALITY:

(Date) (City Attorney)

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

(Date) (Local Government Division Engineer)

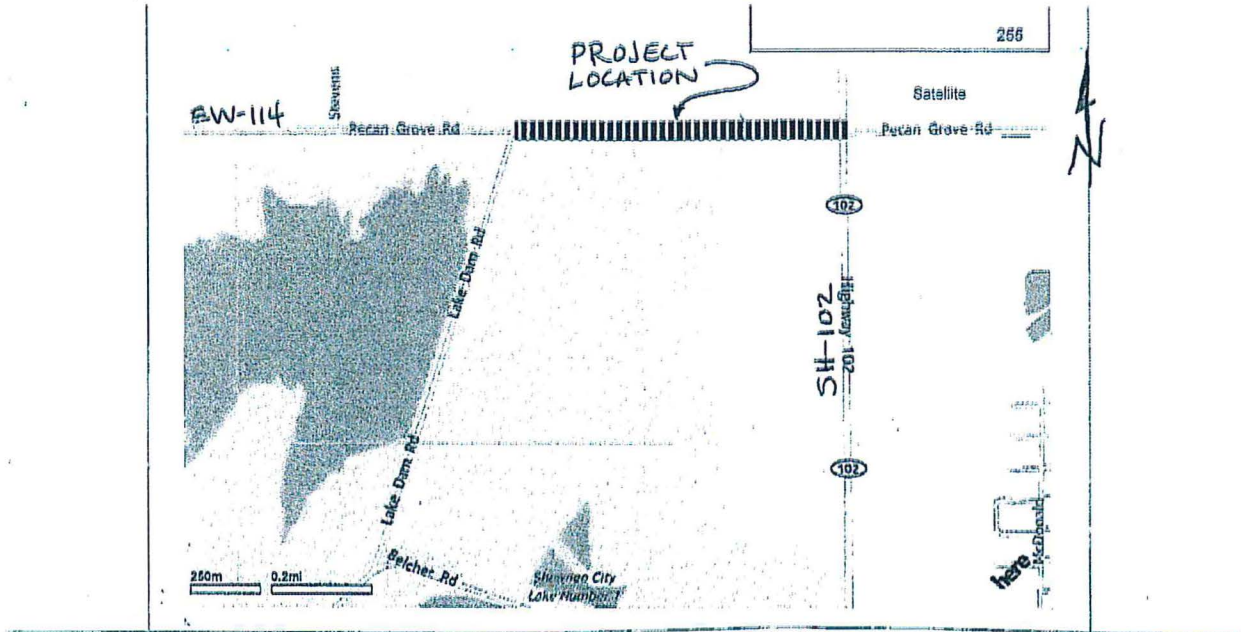
APPROVED AS TO FORM AND LEGALITY:

(Date) (General Counsel)

(Chief Engineer)

LAKE ACCESS PROJECT
SHAWNEE TWIN LAKES

SAP-2630(022) , 30982(04)



Regular Board of Commissioners

12.

Meeting Date: 09/15/2014

Resolution to Surplus

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider a resolution to surplus an engine from vehicle Unit 3478 2009 Ford Crown Vic VIN 2FAHP71V09X117017 Insurance Loss with a Salvage Oklahoma Title and donate engine to Oklahoma Baptist University Police Department.

Attachments

Surplus to OBU

Resolution to Surplus



Shawnee Police Department

Chief Russell Frantz

P.O. Box 1448

Shawnee, Oklahoma 74802

Office (405)878-1680 or 1681*Fax (405)878-1520



TO : Brian McDougal
City Manager

FROM : **Russell Frantz**
Chief of Police

SUBJECT : Surplus item request

DATE : September 11, 2014

This memo is to respectfully request permission from Commission to declare below listed engine as surplus. Engine is from wrecked police unit no longer in service. If declared surplus engine will be donated to Oklahoma Baptist Police Department.

- Engine from 2009 Crown Victoria, unit #3478 VIN#2FAHP71V09X117017

RESOLUTION NO. _____

A RESOLUTION DECLARING A CERTAIN ITEM OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEM; AND AUTHORIZING THE DONATION OF SAID ITEM TO THE OKLAHOMA BAPTIST UNIVERSITY POLICE DEPARTMENT.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

That the item of personal property is described as:

One Engine from Unit 3478 2009 Ford Crown Vic
VIN 2FAHP71V09X117017
Insurance Loss with a Salvage Oklahoma Title

Said property is hereby declared city owned item which is a surplus and no longer needed for city purposes; that the City of Shawnee is authorized to donate this item to the Oklahoma Baptist University Police Department.

Adopted this 15th day of September, 2014

WES MAINORD, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

13.

Meeting Date: 09/15/2014

Lump Sum Refund of DB and DC OMRP D Dauman

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan and refund of contributions from the Defined contribution plan for David Dauman.

Regular Board of Commissioners

14.

Meeting Date: 09/15/2014

Sales Tax

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge Sales Tax Report received September 2014.

Attachments

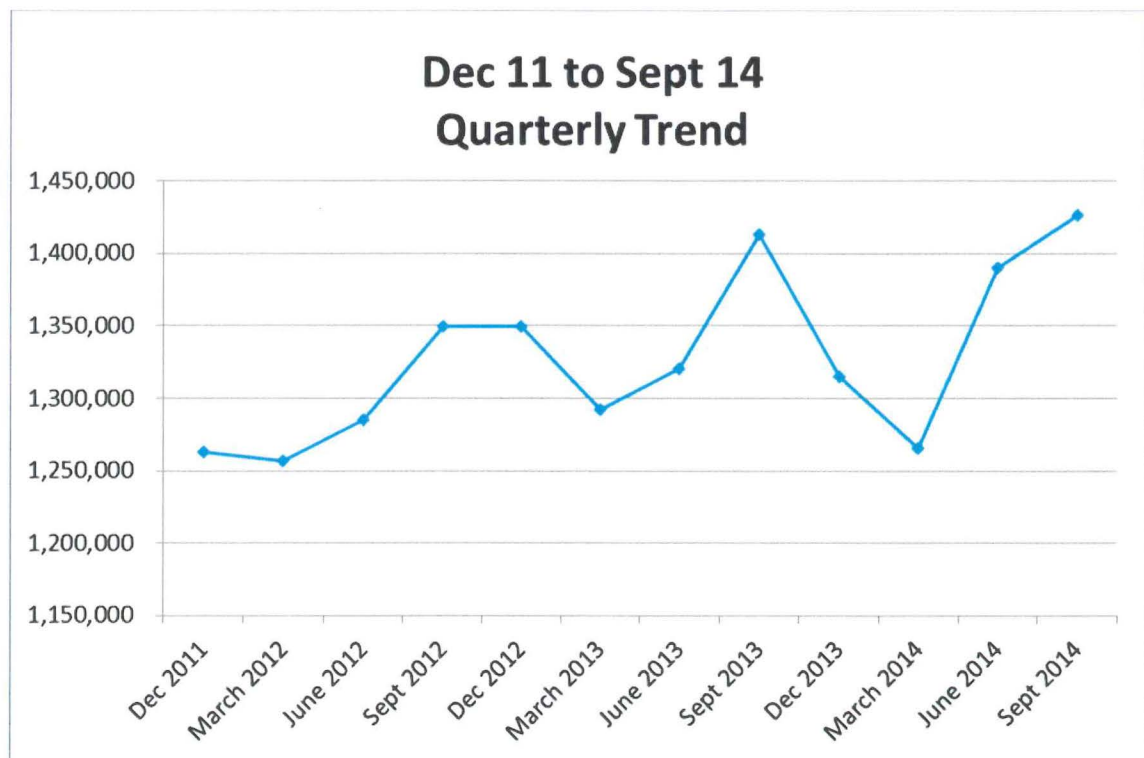
Sales Tax

City of Shawnee Memorandum

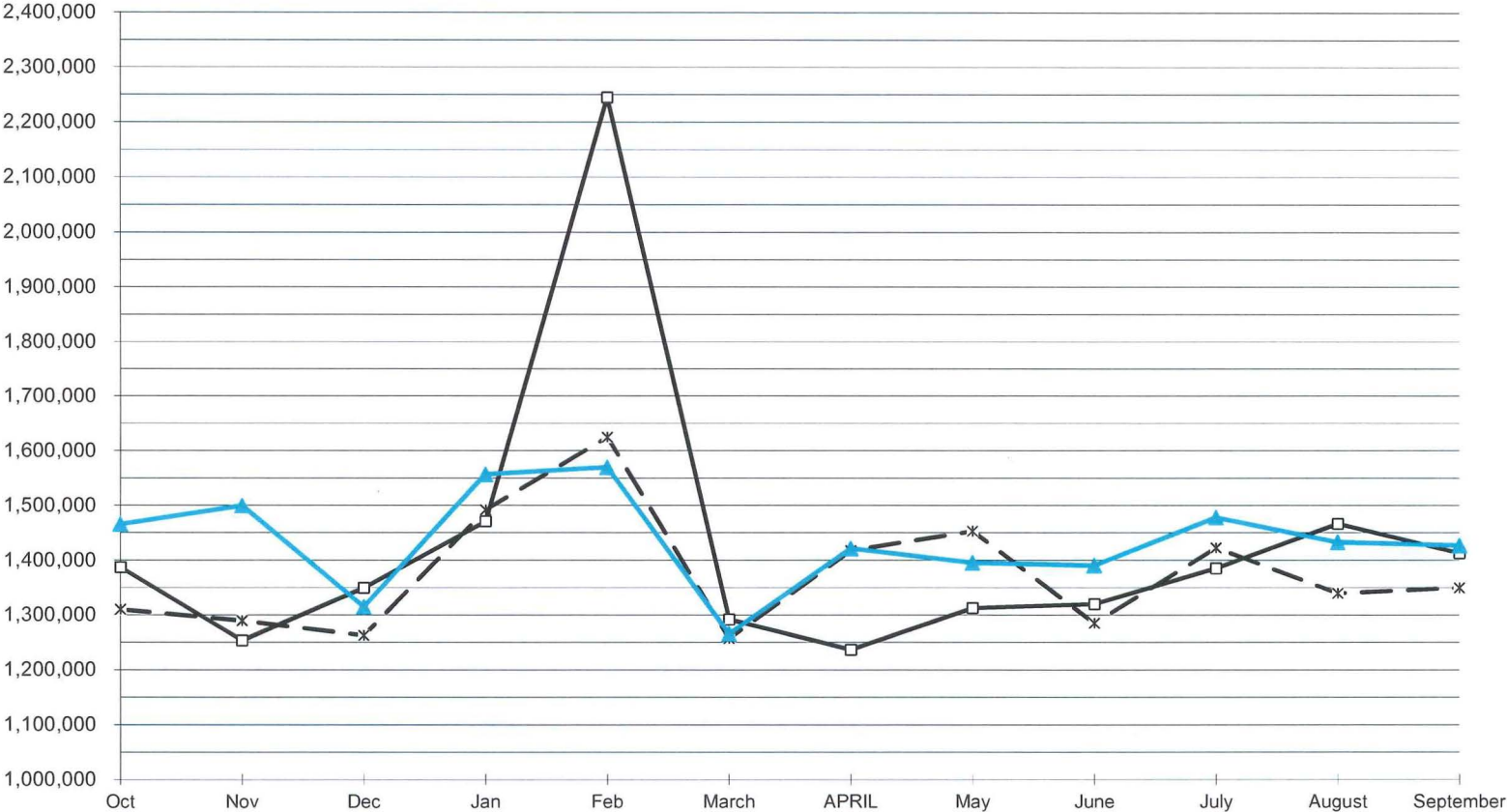


To: Mayor and City Commissioners
CC: Brian McDougal, City Manager
From: Cynthia R Sementelli, Finance Director
Date: September 10, 2014
Re: City Sales Tax Report

September Sales Tax collected this month was \$1,426,359 compared to last year's we are up \$13,651 or .49%. Compared to 2012 we are up \$77,077.



**CITY OF SHAWNEE
SALES TAX COLLECTIONS
Oct 12 to Sept 14**



- x— October 2011 through September 2012
- October 2012 through September 2013
- △— October 2013 through September 2014

	October 2011	October 2012	October 2013	Increase (Decrease)	
	through	through	through	Over Prior Year	
Month	September 2012	September 2013	September 2014	Amount	Percentage
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%)
Jan	1,491,647	1,470,565	1,556,616	86,051	5.85%
Feb	1,624,568	2,245,070	1,569,453	(675,618)	(30.09%)
March	1,256,806	1,291,532	1,265,687	(25,845)	(2.00%)
APRIL	1,417,533	1,236,564	1,421,540	184,976	14.96%
May	1,452,759	1,312,710	1,394,972	82,262	6.27%
June	1,284,872	1,319,813	1,390,155	70,342	5.33%
July	1,422,363	1,385,055	1,477,552	92,498	6.68%
August	1,339,539	1,466,250	1,432,227	(34,023)	(2.32%)
September	1,349,282	1,412,708	1,426,359	13,651	0.97%
Total	16,500,838	17,129,522	17,213,832	84,310	0.49%
		Prior Year	Current Year	Increase (Decrease)	
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		4,264,012	4,336,138	\$72,126	1.69%