

AGENDA
BOARD OF CITY COMMISSIONERS
December 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 December 1, 2014 regular meeting and December 8, 2014 special call meeting
 - b. Acknowledge the following minutes:
 - Shawnee Civic and Cultural Development Authority minutes from October 16, 2014 and special call meeting October 31, 2014
 - c. Acknowledge Oklahoma Municipal Retirement Fund normal retirement for Michael Wolf.
 - d. Acknowledge Oklahoma Municipal Retirement Fund normal retirement for Donna Mayo.
 - e. Approve staff to purchase replacement fire engine
 - f. Approve the following people on the City Manager Search Committee: Joe Ford, Chuck Skillings, Randy Smith, Kristen Wilson, John Krywicki, Mayor Wes Mainord, Vice Mayor James Harrod and Commissioner Linda Agee.
 - g. Authorize Contract extension with G&G Services for cutting and mowing of rank weeds and clean up of trash and/or debris.
 - h. Budget Amendent – Capital Fund 301
To transfer money to library to address air conditioning and bathroom issues
 - i. Authorize renewal of Contract with A.T.& T. for telephone services.
3. Commissioners Comments
4. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)

5. City Manager's Presentation of Oklahoma Municipal League certificate to Mason Wilson for 25 years of service with the City of Shawnee.
6. Presentation by City Manager to Employee of the Month, Justin Beaver, Emergency Management.
7. Discussion, consideration and possible action on Timothy Thomas' appeal of an Administrative Order requiring the demolition of the residential structure located at 645 N Broadway.
8. Consider a resolution of support indicating favorable consideration for a tax credit award to BP Union Affordable Housing Partners LP for the following project: (1) Conversion and historic rehabilitation of the former ACH Hospital building (14 E. 9th Street) into six housing units; and (2) Construction of 24 single-family detached units in the 3500 Block (approximate) of N. Union Street.
9. Discussion, consideration and possible action on approving a new ordinance regarding citizen participation in City Commission meetings.
10. Acknowledge Sales Tax Report received December 2014.
11. City Manager's Report.
12. Consider Bids:
 - a. Proposals for Snow and Ice Removal Assistance (Open)
13. New Business

(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
14. Discussion, consideration and possible action to enter into executive session for the purpose of finalizing a contract with Justin Erickson for performance of duties as Interim City Manager pursuant to 25 O.S. §307(B)1 "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".
15. Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
16. Consideration and possible action on matters discussed in executive session for the purpose of finalizing a contract with Justin Erickson for performance of duties as Interim City Manager pursuant to 25 O.S. §307(B)1 "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".
17. Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
18. 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: 12/15/2014

CC Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the December 1, 2014 regular meeting and December 8, 2014 special call meeting

Attachments

Minutes 12/01/2014

SC Minutes 12/08/2014

BOARD OF CITY COMMISSIONERS PROCEEDINGS
DECEMBER 1, 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, December 1, 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

Gary Vogel
Commissioner Ward 1

Linda Agee
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Keith Hall
Commissioner Ward 4

Lesa Shaw
Commissioner Ward 5

Micheal Dykstra
Commissioner Ward 6

ABSENT: None

INVOCATION

Rev. Amy Busse
United Presbyterian

FLAG SALUTE

Led by Commissioner Agee

AGENDA ITEM NO. 1:

Consider approval of Agenda.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve the Agenda. Motion carried 6-1.

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

NAY: Shaw

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the November 17, 2014 regular meeting

- b. Acknowledge the following reports:
 - License Payment Report for October 2014
 - Project Payment Report for October 2014
- c. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Aron Miller.
- d. Acknowledge Pottawatomie County Election Board Certification of Election results for Proposition Nos. 1 and 2 from the November 4, 2014 General Election.
- e. Approve adding the position of Aquatics Manager for Shawnee Aquatics Center and approving budget amendment for the establishment of this position (General Fund – Pool 350).
- f. Mayor’s Appointments:
 - Airport Advisory Board*
 - Re-Appointments
 - Will Smallwood Expires 7/01/2017 1st Full Term
 - Bert Humphreys Expires 7/01/2017 1st Full Term

Commissioner Agee asked that Agenda Item No. 2(e) be pulled for separate consideration.

A motion was made by Commissioner Dykstra, seconded by Commissioner Vogel, to approve the Consent Agenda Item Nos. 2(a-f), less item 2(e). Motion carried 7-0.

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

Regarding Agenda Item No. 2(e), Commissioner Agee asked how the position would be funded and how much it would take to fund it. The City Manager reported that it would cost approximately \$60,000.00 to fund the position and the position will report directly to the Director of Operations.

A motion was made by Commissioner Agee, seconded by Commissioner Vogel, to approve Consent Agenda Item No. 2(e). Motion carried 6-1.

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

AGENDA ITEM NO. 3:

Commissioners Comments

Commissioner Agee spoke regarding her recent trip to Shreveport, Louisiana regarding the Community Renewal program. She stated that the City is fortunate to have the Avedis Foundation to partner with on this program and feels it is very good for the community.

Commissioner Hall stated that during the Commissioners upcoming retreat, he would like to have discussion regarding the water situation as it concerns identifying the source of the 25 – 30 million gallon per year water loss.

Commissioner Shaw congratulated City Manager, Brian McDougal, on his new job in Port Arthur, Texas and wished him the best.

The Mayor stated there would be a special call meeting on Monday, December 8, 2014 at 6:30 p.m. to discuss how to proceed with the search for a new City Manager.

AGENDA ITEM NO. 4:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 5

Presentation by Shawnee Rotary Club of donation to help rebuild City's lake building that was destroyed by tornado.

Rotarian Mike McCormick presented a check for \$5,000.00 to the Commission. The funds were provided from a grant through the Rotary Foundation and are to be used for replacement of a city building at Shawnee Lake destroyed in the May 19, 2013 tornado.

AGENDA ITEM NO. 6

Presentation by Anne Masters with Pioneer Library System regarding their Audit for FY2013-2014.

Ms. Anne Masters, Director of the Pioneer Library System, came before the City Commission at the request of Commissioner Shaw to answer questions regarding their recent audit. Ms. Masters provided written responses to

Commissioner Shaw's questions as well as questions from other Commissioners. Ms. Masters gave a history of Shawnee's involvement with the Pioneer Library and introduced Pioneer Library's new strategic plan. This plan includes methods of providing innovated secure access to library services, expanded mobile services, literacy and youth education services and increased digital opportunities for customers.

AGENDA ITEM NO. 7:

Discuss, consider and possibly take action on approving a new ordinance regarding citizen participation in City Commission meetings.

Commissioner Agee introduced this ordinance which proposes a "Citizens Participation" item at every regular city commission meeting with the placement of this item just before the consideration of regular business items. Commissioner Hall stated his opposition to based upon the way the proposed ordinance was written. A motion was made by Commissioner Agee, seconded by Commissioner Shaw, to approve an ordinance regarding citizen participation in City Commission meetings. Motion failed 3-3-1.

AYE: Agee, Shaw, Dykstra

NAY: Harrod, Mainord, Hall

ABSTAIN: Vogel

AGENDA ITEM NO. 8:

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.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:26p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:28 p.m.)

AGENDA ITEM NO. 9: Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to enter into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property. Motion carried 7-0.

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

COMMISSION/TRUSTEES ENTERED INTO EXECUTIVE SESSION AT 7:29 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION/TRUSTEES RECONVENED FROM EXECUTIVE SESSION AT 7:49 P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 10: Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

A motion was made by Commissioner Dykstra, seconded by Commissioner Harrod, to authorize staff to make further investigation into the possibility of acquiring property for the City's use; said investigation not to exceed \$2,000.00. Motion carried 6-0-1.

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

AGENDA ITEM NO. 20: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:48 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
SPECIAL CALLED SESSION
DECEMBER 8, 2014

The Board of City Commissioners met in Special Called Session at the Shawnee Commission Chambers at Shawnee City Hall, 16 W. 9th, Shawnee, Oklahoma, Monday, December 8, 2014 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Wes Mainord
Chairman

Gary Vogel
Commissioner Ward 1

Linda Agee
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Keith Hall
Commissioner Ward 4

Lesa Shaw
Commissioner Ward 5

Michael Dykstra
Commissioner Ward 6

Absent: None

The Call for said meeting was entered upon the records by the City Clerk, said Call being as follows:

NOTICE OF A CALLED SPECIAL SESSION OF THE BOARD OF
CITY COMMISSIONERS OF THE CITY OF SHAWNEE,
OKLAHOMA

TO THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

You and each of you are hereby notified that by virtue of a call issued by me on this 4th day of December, 2014, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee, Oklahoma in the Shawnee Commission Chambers, 16 W. 9th, Shawnee, Oklahoma at 6:30 p.m. on December 8, 2014, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be for discussion, consideration and possible action to determine process for appointment of an interim city manager; discussion, consideration and possible action to determine process for selection of a permanent city manager, including formation of a search committee; discussion, consideration and possible action to name a professional consulting firm for recruitment of a city manager; discussion, consideration and possible action to enter into executive session for the purpose of interviewing and/or naming a specific individual to serve as interim city manager pursuant to 25 O.S. §307(B)1 "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee"; consideration and possible action on matters discussed in executive session for the purpose of interviewing and/or naming a specific individual to serve as interim city manager pursuant to 25 O.S. §307(B)1 "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".

Witness my hand this 4th day of December, 2014.

(SEAL)

ATTEST:

s/s Phyllis Loftis _____
PHYLLIS LOFTIS, CMC
CITY CLERK

s/s Brian McDougal _____
BRIAN MCDUGAL
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 4th day of December, 2014 at 2:40 o'clock p.m., and executed the same by delivering a true and correct copy thereof to each of the Commissioners of the City of Shawnee, Oklahoma as follows:

I delivered a true and correct copy to Mayor Wes Mainord
via e-mail at 8:04 o'clock a.m. on December 5, 2014

I delivered a true and correct copy to Commissioner Linda Agee

via e-mail at 2:58 o'clock p.m. on December 4, 2014

I delivered a true and correct copy to Commissioner Lesa Shaw

via e-mail at 4:33 o'clock p.m. on December 4, 2014

I delivered a true and correct copy to Commissioner Micheal Dykstra

via e-mail at 8:41 o'clock p.m. on December 7, 2014

I delivered a true and correct copy to Commissioner James Harrod

via e-mail at 7:08 o'clock p.m. on December 4, 2014

I delivered a true and correct copy to Commissioner Gary Vogel

via e-mail at 2:40 o'clock p.m. on December 4, 2014 but no response was received

I delivered a true and correct copy to Commissioner Keith Hall

via e-mail at 3:05 o'clock p.m. on December 4, 2014

s/s Phyllis Loftis

City Clerk

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA TO BE HELD ON THE 8TH DAY OF DECEMBER, 2014, AT 6:30 O’CLOCK P.M. AT THE SHAWNEE COMMISSION CHAMBERS, 16 W. NINTH, SHAWNEE, OKLAHOMA. THE PURPOSE OF SAID MEETING WILL BE FOR DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO DETERMINE PROCESS FOR APPOINTMENT OF AN INTERIM CITY MANAGER; DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO DETERMINE PROCESS FOR SELECTION OF A PERMANENT CITY MANAGER, INCLUDING FORMATION OF A SEARCH COMMITTEE; DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO NAME A PROFESSIONAL CONSULTING FIRM FOR RECRUITMENT OF A CITY MANAGER; DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF INTERVIEWING AND/OR NAMING A SPECIFIC INDIVIDUAL TO SERVE AS INTERIM CITY MANAGER PURSUANT TO 25 O.S. §307(B)1 “DISCUSSING THE EMPLOYMENT, HIRING, APPOINTMENT, DEMOTION, DISCIPLINING OR RESIGNATION OF ANY INDIVIDUAL SALARIED PUBLIC OFFICER OR EMPLOYEE”; CONSIDERATION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION FOR THE PURPOSE OF INTERVIEWING AND/OR NAMING A SPECIFIC INDIVIDUAL TO SERVE AS INTERIM CITY MANAGER PURSUANT TO 25 O.S. §307(B)1 “DISCUSSING THE EMPLOYMENT, HIRING, APPOINTMENT, DEMOTION, DISCIPLINING OR RESIGNATION OF ANY INDIVIDUAL SALARIED PUBLIC OFFICER OR EMPLOYEE”.

By virtue of the authority vested in me by Section 4, Article IV of the Charter of the City of Shawnee, Oklahoma, a Special Session of the Board of City Commissioners of the City of Shawnee, Oklahoma is hereby called to meet at the City Commission Chambers, 16 W. 9th, Shawnee, Oklahoma at 6:30 p.m. on December 8, 2014, for discussion, consideration and possible action to determine process for appointment of an interim city manager; discussion, consideration and possible action to determine process for selection of a permanent city manager, including formation of a search committee; discussion, consideration and possible action to name a professional consulting firm for recruitment of a city manager; discussion, consideration and possible action to enter into executive session for the purpose of interviewing and/or naming a specific individual to serve as interim city manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”; consideration and possible action on matters discussed in executive session for the purpose of interviewing and/or naming a specific individual to serve as interim city manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.

Witness my hand this 4th day of December, 2014.

s/s Brian McDougal
BRIAN MCDUGAL
CITY MANAGER

(SEAL)

ATTEST:

s/s Phyllis Loftis
PHYLLIS LOFTIS, CMC, CITY CLERK

CALL TO ORDER AT 6:30 P.M.

DECLARATION OF A QUORUM

Roll was called with seven Commissioners present and a quorum was declared.

AGENDA ITEM NO. 1: Discussion, consideration and possible action to determine process for appointment of an interim city manager.

The Commission had a discussion regarding a need to appoint an interim city manager. The consensus among the Commission is to appoint an interim city manager.

AGENDA ITEM NO. 2: Discussion, consideration and possible action to determine process for selection of a permanent city manager, including formation of a search committee.

The Commission held discussion regarding the selection process to hire a city manager. The Mayor stated the following names as possible search committee members: Joe Ford, Chuck Skillings, Randy Smith, City Engineer John Krywicki, Commissioner Agee, Vice Mayor Harrod, Commissioner Hall and a tribal representative. Commissioner Hall requested that his name be removed and he be replaced Mayor Mainord.

It was discussed that all Commissioners will have access to resumes and be involved in the selection process.

AGENDA ITEM NO. 3: Discussion, consideration and possible action to name a professional consulting firm for recruitment of a city manager.

Discussion was held among the Commission regarding hiring a recruitment firm. The Staff was directed to prepare and send out request for proposals and qualifications to recruitment firms. Staff will bring the proposals and qualifications to the Commission at the January 5, 2015, if possible.

AGENDA ITEM NO. 4: Discussion, consideration and possible action to enter into executive session for the purpose of interviewing and/or naming a specific individual to serve as interim city manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring,

appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to enter into Executive Session for the purpose of interviewing and/or naming a specific individual to serve as interim city manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”. Motion carried 7-0.

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

COMMISSION/TRUSTEES ENTERED INTO EXECUTIVE SESSION AT 6:53 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION/TRUSTEES RECONVENED FROM EXECUTIVE SESSION AT 7:13 P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 5:

Consideration and possible action on matters discussed in executive session for the purpose of interviewing and/or naming a specific individual to serve as interim city manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to employ Justin Erickson as Interim City Manager and that a contract and salary will be discussed at the next City Commission meeting on December 15, 2014. Motion carried 7-0.

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

AGENDA ITEM NO. 6:

ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Chair (7:16 p.m.).

WES MAINORD, MAYOR

(SEAL)
ATTEST:

LISA LASYONE
DEPUTY CITY CLERK

Regular Board of Commissioners

2. b.

Meeting Date: 12/15/2014

Acknowledge Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Shawnee Civic and Cultural Development Authority minutes from October 16, 2014 and special call meeting October 31, 2014
-

Attachments

Expo Minutes 10/16/2014

Expo Minutes 10/31/2014

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
OCTOBER 16, 2014
12:30 P.M.
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR THEIR REGULAR SCHEDULED MEETING THURSDAY, SEPTEMBER 18, 2014 AT 12:30 PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON 10/10/2014 AT 3:30PM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:30 PM BY MR. RANDY GILBERT, CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. KARL KOZEL
MR. RANDY GILBERT
MR. TIM BARRICK
MRS. SUSAN HAVENS
MR. BRIAN MCDUGAL

TRUSTEES ABSENT: MR. DAVID HARMON - RESIGNED SEAT
MR. CASEY BELL

ALSO IN ATTENDANCE: MICHAEL JACKSON, OPERATIONS MANAGER; SHELLY WELCH OF FINLEY & COOK ; MIKE CLOVER OF STUART & CLOVER ; AND MICHAEL MCCORMICK OF THE SHAWNEE NEWS STAR.

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM.

AGENDA ITEM NO.4

ACTION TO ACCEPT THE RECOMMENDATION OF THE MAYOR AS APPROVED BY THE COMMISSION TO APPOINT MS. RACHEL MONROE AS TRUSTEE ON THE SC&CDA BOARD, TERM TO EXPIRE DECEMBER 31, 2015.

THE MOTION MADE BY TRUSTEE MCDUGAL, SECONDED BY TRUSTEE KOZEL TO ACCEPT THE RECOMMENDATION OF THE MAYOR FOR MS. MONROE TO BECOME A TRUSTEE ON THE SC&CDA BOARD. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, MCDUGAL, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.6

APPROVAL OF THE MINUTES OF THE SEPTEMBER MEETING.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MINUTES AS PRESENTED FOR THE SEPTEMBER MEETING. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, MONROE, MCDUGAL, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.7

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MONTHLY FINANCIAL REPORT AS PRESENTED BY SHELLY WELCH. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, MONROE, MCDUGAL, KOZEL
NAY:
ABSTAIN:

AGENDA ITEM NO.9

APPROVAL OF GENERAL CLAIMS.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE GENERAL CLAIMS. MOTION CARRIED.

AYE: GILBERT,HAYENS, BARRICK, MONROE, MCDUGAL, KOZEL

NAY: NONE

ABSTAIN:

General Claims

A.	OK Tax Commission	\$493.29
B.	Cintas	\$423.60
C.	Vision Bank	\$454.04
D.	Bankers Credit Card Services	\$1,415.88
E.	Constellation Energy	\$22.55
F.	Bankers Credit Card Services	\$27.57
G.	Buford Whites	\$216.26
H.	Staples Advantage	\$47.80
I.	Metropolitan Telecommunications	\$692.72
J.	ONG	\$440.50
K.	Pitney Bowes	\$520.99
L.	24 Hour Lock Out Service	\$75.00
M.	City Grease Trap Service	\$200.00
N.	ZipLocal	\$15.00
O.	Ask About Windows	\$43.54
P.	Finley & Cook	\$817.50
Q.	NAPA	\$13.44
R.	Arrowhead	\$310.00
S.	Cintas	\$254.48
T.	Locke Supply	\$10.96
U.	Grimsley's	\$141.60
V.	Fuelman	\$1,466.77
W.	Thyssenkrupp	\$902.94
X.	RBC Insurance	\$7,443.00

Y.	Cutting Edge Lawns	\$3,680.00
Z.	Fresh Filtered Air	\$650.00
AA.	City of Shawnee- Utilities	\$959.65
BB.	Stewart Wholesale	\$77.50
CC.	US Postal Service	\$140.00
DD.	AT&T Mobility	\$47.70
EE.	Ask About Windows	\$124.00
FF.	City of Shawnee- Surcharge	\$109.00

AGENDA ITEM NO. 10

APPROVAL OF SPECIAL EVENT CLAIMS

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK THAT THE SPECIAL EVENT CLAIMS BE APPROVED. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, MONROE, MCDUGAL, KOZEL
 NAY: NONE
 ABSTAIN:

Special Claims

A.	Mike McCormick	\$300.00
----	----------------	----------

AGENDA ITEM NO.11

APPROVAL OF SHAVINGS CLAIMS

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE KOZEL THAT THE SHAVINGS CLAIMS BE APPROVED. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, MONROE, MCDUGAL, KOZEL
 NAY: NONE
 ABSTAIN:

A.	Dunlap Construction	\$2,800.00
----	---------------------	------------

AGENDA ITEM NO. 12-17

IFYR UPDATE, COMMITTEE REPORTS,
 ADMINISTRATIVE REPORTS, OLD BUSINESS, NEW
 BUSINESS, PUBLIC & TRUSTEE COMMENTS-

NOTHING TO REPORT FROM COMMITTEES, ADMIN REPORT FROM MIKE, NO OLD BUSINESS, NO NEW BUSINESS, NO PUBLIC OR TRUSTEE COMMENTS.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO ADJOURN MEETING,
MOTION CARRIED.

AYE: GILBERT, HAYENS, BARRICK, MONROE, MCDUGAL, KOZEL
NAY: NONE
ABSTAIN: NONE



CHAIRMAN: MR. RANDY GILBERT



SECRETARY: MR. BRIAN MCDUGAL

A SPECIAL CALL MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
OCTOBER 31, 2014
2:00 P.M.
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR AN EMERGENCY MEETING FRIDAY, OCTOBER 31, 2014 AT 2:00 PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON 10/29/2014 AT 10:15AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 2:05 PM BY MR. KARL KOZEL, VICE CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MS. RACHEL MONROE
MR. BRIAN MCDUGAL
MR. KARL KOZEL
MR. TIM BARRICK
MR. CASEY BELL

TRUSTEES ABSENT: MR. RANDY GILBERT
MRS. SUSAN HAVENS

ALSO IN ATTENDANCE: MICHAEL JACKSON, OPERATIONS MANAGER.

AGENDA ITEM NO.4

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON REPAIRS TO REBUILD ENGINE ON MANITOU FORKLIFT.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE KOZEL TO REBUILD THE ENGINE ON THE MANITOU FOR \$7,500. MOTION CARRIED.

AYE: BELL, BARRICK, MONROE, MCDUGAL, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.5

ADJOURNMENT

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE BARRICK TO ADJOURN MEETING. MOTION CARRIED.

AYE: BELL, BARRICK, MONROE, MCDUGAL, KOZEL
NAY: NONE
ABSTAIN: NONE



CHAIRMAN: MR. RANDY GILBERT



SECRETARY: MR. BRIAN MCDUGAL

Regular Board of Commissioners

2. c.

Meeting Date: 12/15/2014

OMRF Wolf

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund normal retirement for Michael Wolf.

Regular Board of Commissioners

2. d.

Meeting Date: 12/15/2014

OMRF Mayo

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund normal retirement for Donna Mayo.

Regular Board of Commissioners

2. e.

Meeting Date: 12/15/2014

Fire Replacement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Approve staff to purchase replacement fire engine

Attachments

Fire Memo

Mayor
WES MAINORD



The City of Shawnee
Office of the Finance Director

P.O. Box 1448
Shawnee, Oklahoma 74802-1448
(405) 878-1601 Fax (405) 878-1571
www.ShawneeOK.org

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

Date: December 8, 2014
To: Mayor and City Commissioners
From: Dru Tischer, Interim Fire Chief
Cynthia Sementelli, Finance Director/Treasurer
RE: Replacement Fire Engine

Nature of the Request:

To obtain permission to order new fire engine.

Staff Analysis, Considerations:

Staff is requesting permission to order a new fire engine from Conrad Fire Equipment (manufactured by Pierce Manufacturing) through the Houston/Galveston Area Council government purchasing contract at a total cost (including equipment) of \$583,494.00. Specifically, the order will be for a Pierce PUC (Pierce Ultimate Configuration) Rescue Pumper with DASH cab, 1250 gallon per minute pump and 1,000 gallon water tank (very similar to the one pictured below from Bixby, OK):



The purchase of this new apparatus will allow us to retire a worn-out 1989 pumper that is currently serving as our sole back-up unit and move a 1997 pumper into the back-up role. We have designed this apparatus to allow for additional storage for rescue equipment (to include a full set of hydraulic extrication equipment) while still providing exceptional pumping capability, hose storage and tank capacity. Our plan will be to house this unit at

Station #3 (306 E. MacArthur) to position this apparatus near Interstate 40 and many of our industrial facilities. This unit will take approximately one year to build from the date of order.

Recommendation:

Staff is recommending approval be given to order the new fire engine.

Budget Consideration:

During fiscal year 2014-2015 there was a budget line item for a new apparatus for \$465,000. The truck that we ordered and just received cost less than budgeted for so we currently have roughly \$270,000 to put towards this truck. The Truck was less than we had budgeted for because the Fire Department ordered a truck that better suited their needs. The Fire Department also get money from the county every year and we currently have \$90,000 that could go towards the purchase of the new truck. Since the truck takes about a year to receive from the day of order we would rollover the current money into next year and would have to budget the additional \$223,000 in fiscal year 2015-2016. If needed there should be an additional \$40k from the county next fiscal year. We will have some debt paid off next December so staff feels that this would not but a hardship on the capital fund next year.

Attached:

- City of Shawnee Capital Outlay Budget Report page 4
- Pierce Manufacturing quotation for apparatus & equipment total cost
- Itemized quotation for loose equipment

CITY OF SHAWNEE

CAPITAL OUTLAY BUDGET REPORT

FUND	ACCOUNT	PROJECT	LINE	DESCRIPTION	BUDGET	ACTUAL	ENCUMBRANCES	BALANCE
FIRE SUPPRESSION								
CAPITAL OUTLAY-EQUIPMENT								
	301	5-0720-5450	507	0720-01	SCBA AND MASKS	60,000.00	0.00	60,000.00
	301	5-0720-5450	507	0720-02	REPLACE ENGINE 3	277,000.00	4,250.00	272,750.00
	301	5-0720-5450	507	0720-99	MISC EQUIPMENT	19,500.00	0.00	19,500.00
				TOTAL	CAPITAL OUTLAY-EQUIPMENT	356,500.00	4,250.00	352,250.00
				TOTAL	FIRE SUPPRESSION	356,500.00	4,250.00	352,250.00
FIRE TRAINING								
CAPITAL OUTLAY - EQUIPMENT								
	301	5-0730-5450	507	0730-99	replace a/c at station	0.00	6,400.00	-6,400.00
				TOTAL	CAPITAL OUTLAY - EQUIPMENT	0.00	6,400.00	-6,400.00
				TOTAL	FIRE TRAINING	0.00	6,400.00	-6,400.00
EMERGENCY MANAGEMENT								
CAPITAL OUTLAY - EQUIPMENT								
	301	5-0740-5450	507	0740-01	ANTENNA MOUNTING APPARATUS	11,000.00	0.00	11,000.00
	301	5-0740-5450	507	0740-51	ANTENNA AND RF TRANSMISSION	6,500.00	0.00	6,500.00
	301	5-0740-5450	507	0740-52	APX 6500 DASH MOUNT RADIO	36,150.00	0.00	36,150.00
	301	5-0740-5450	507	0740-53	MOTOROLA APX 6000 RADIOS	21,300.00	0.00	21,300.00
	301	5-0740-5450	507	0740-54	STAND BY GENERATOR FOR NS	35,000.00	0.00	35,000.00
	301	5-0740-5450	507	0740-55	TRANSMTTTER BUILDING	22,075.00	0.00	22,075.00
	301	5-0740-5450	507	0740-56	PORTABLE LIGHTING TOWERS	9,500.00	0.00	9,500.00
	301	5-0740-5450	507	0740-99	MISC EQUIPMENT	4,650.00	0.00	4,650.00
				TOTAL	CAPITAL OUTLAY - EQUIPMENT	146,175.00	0.00	146,175.00
				TOTAL	EMERGENCY MANAGEMENT	146,175.00	0.00	146,175.00



December 5, 2014

SALES ORGANIZATION: Conrad - Steve
 LESSEE: Shawnee, Ok
 TYPE OF EQUIPMENT: Pierce Dash PUC
 EQUIPMENT COST: \$583,494.00
 CUSTOMER DOWNPAYMENT: \$320,000.00 at contract signing
 TRADE-IN: \$0.00
 DELIVERY TIME: Std delivery
 PAYMENT MODE: Annual In Arrears
 FIRST PAYMENT DUE DATE: 1 Year After Lease Commencement
 LEASE COMMENCEMENT DATE: Upon contract signing with Pierce

Term	Number of Payments	Payment Amount
2 years	2 annual	\$123,281.67
3 years	3 annual	\$83,385.28
5 years	5 annual	\$51,725.45

The above listed payment(s) reflect all program discounts available exclusively through Oshkosh Capital. There are no closing costs or documentation fees associated with the completion of this financing.

NOTE: All lease documents must be fully executed within 14 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce manufacturing or financed by Oshkosh Capital as part of the transaction

TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

BANK QUALIFICATION: This proposal assumes that the lessee will not be issuing more than \$10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.

LEGAL TITLE: Legal title to the equipment during the lease term shall vest in the lessee, with Oshkosh Capital perfecting a first security interest

AUTHORIZED SIGNORS: The lessee's governing board shall provide Oshkosh Capital with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION: The lessee's counsel shall furnish Oshkosh Capital with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to Oshkosh Capital.

VOLUNTEER FIRE DEPARTMENTS: If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.

This proposal will be valid for fourteen (14) days from the above date and is subject to final credit approval by Oshkosh Capital and approval of the lease documents in Oshkosh Capital's sole discretion. To render a credit decision, lessee shall provide Oshkosh Capital with their most recent two years' audited financial statements, copy of their most recent interim financial statement, and current budget.

Accepted by:

Lessee

Date

Proposal submitted by:

Kim Simon

Kim Simon

Kim.Simon@oshkoshcapital.com



CONRAD FIRE EQUIPMENT, INC.

887 N. Jan-Mar Court Olathe, KS 66061
 www.CONRADFIRE.com
 (913) 780-5521
 (800) 779-5521
 (913) 780-5251 Fax

QUOTATION 125164

CUSTOMER NO.
6927

BILL TO:

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

SHIP

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

PHONE: 405-878-1671
 FAX: 405-878-1748

PAGE 1

DATE	SHIP VIA	F.O.B.	TERMS	
01/30/14	GROUND		NET 30 DAYS	
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER	
PUMPER EQUIP	01/30/14	147 137	125164	
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
ORDERED	SHIPPED			
1		R&B.RB-A600X-RD MEDICS BAG W/TUFF BOTTOM	297.68	297.68
1		PCI.99425000023 AED MEDTRONIC LIFE PAK 1000	2,487.99	2,487.99
1		SIM.434798 20# ABC DRY CHEM. EXTINGUISHER	89.41	89.41
1		SIM.430847 2.5 GAL WATER EXTINGUISHER	98.88	98.88
2		ZIA.CYBM-2123-70-11 7" STRAP W/ EXTRUSION	25.86	51.72
10		NAH.PF175X50YEN 1.75"X50' POLY-FLOW 800	103.35	1,033.50
2		NAH.PF175X12YEN 1.75" X 12' POLY-FLOW 800 YELL	44.58	89.16
2		ELB.02514766 STSM-20FGAT	730.39	1,460.78
4		KOC.KS34 SET OF 4 STRZ X SPANNER W HOLD	60.52	242.08
4		KOC.K48-3 TRIPLE WRENCH SET	68.54	274.16
2		NUC.36104 4' Pike Pole, Heavy Duty Classic Round, D-grip	40.92	81.84
4		PRC-1776341 CLAMPS,QUICK FIST	2.98	11.92
2		WHM.PCP2AP1 PCP2ASF POLE/PED MT WHT W/SW	1,221.65	2,443.30
2		WHM.8728317 Tripod with Loose Coil Cord fo	702.06	1,404.12
2		WHM.87283001 BODY MOUNT BRACKET	92.78	185.56
2		HAR.CR16-14-16 HANNAY CORD REEL	223.71	447.42
300		AKB.123B300 12/3 Cord, 300V 2 - 150' SECTIONS	1.24	372.00
12		NAH.HF5X100YRS HI-FLOW 400 5"STORZx100'YELLOW	507.73	6,092.76
1		NAH.HF5X50RRS 5" X 50' HI-FLOW RED	320.62	320.62
10		NAH.PF3X100WEN 3" X 100' POLY-FLOW 800 WHITE	312.89	3,128.90
5		NAH.PF25X50OEN PF 800 2.5X50 ORANGE	136.60	683.00
1		ELB.01290305 STDSM-30FGATLP	876.25	876.25
1		FIH.K-12FDPKG K-12 FD RESCUE PACK. PART. SAW SAW WITH CHROME GUARD,A CYCLONE ALKALINE BATTERY	1,262.89	1,262.89

Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL
---------------	----------	---------	----------------	-----	------------	-----------------

"WE APPRECIATE YOUR BUSINESS"

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

CONRAD FIRE EQUIPMENT, INC.

887 N. Jan-Mar Court Olathe, KS 66061
 www.CONRADFIRE.com
 (913) 780-5521
 (800) 779-5521
 (913) 780-5251 Fax

QUOTATION 125164

CUSTOMER NO.
6927

BILL TO:

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

SHIP

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

PHONE: 405-878-1671
 FAX: 405-878-1748

PAGE 2

DATE	SHIP VIA	F.O.B.	TERMS			
01/30/14	GROUND		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
PUMPER EQUIP	01/30/14	147 137	125164			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
		POWERED LIGHT ATTACHED. CHOICE OF A 14" X 30 TIP OR 12" X 24 TIP CARBIDE TIPPED BLADE, A LARGE "D" HANDLE FOR PULL STARTS AND A HEAVY DUTY ADJ SAW SLING. WE CANNOT GET THE PARTNER K1250 SAW.				
1	TEM.TV400-051	16" BAR/5.7HP/576HD-16-DG.404	1,639.18	1,639.18		
1	TEM.TV455-013	STEEL SAW BOX KIT	330.93	330.93		
2	CHM.C361P	AR-AFFF 3-6% 5 GALLON PAIL	74.02	148.04		
1	ELB.08297512	8297-51	2,534.10	2,534.10		
1	ELB.08297811	8297-MB PORT. BASE MOUNT. BRKT	193.18	193.18		
1	MSA-10097333	5800 (F) CAMERA ONLY	10,656.01	10,656.01		
1	MSA-10096886	FIRE TRUCK KIT 2 RECHARGEABLE LITHIUM-ION BATTERIES, UNIVERSAL TRUCK CHARGER, RETRACTABLE LANYARD, CARABINER, AND INSTRUCTION CD.	953.54	953.54		
2	STR.45107	LITEBOX VEH MNT 8WS ORANGE	93.33	186.66		
4	STR.90509	SURVIVOR LED W/DC FAST CHARGER WE CAN NOT GET THE KOEHLER RESPONDER LIGHTS	104.85	419.40		
2	FIC.UHW-51	UHW-51 WIRELESS HEADSET	396.91	793.82		
1	FIC-MR-XX	MOBILE RADIO INTERFACE CABLE PLEASE SPECIFY MAKE AND MODEL	140.72	140.72		
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL

"WE APPRECIATE YOUR BUSINESS"

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD
 FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

CONRAD FIRE EQUIPMENT, INC.

887 N. Jan-Mar Court Olathe, KS 66061
 www.CONRADFIRE.com
 (913) 780-5521
 (800) 779-5521
 (913) 780-5251 Fax

QUOTATION 125164

CUSTOMER NO.
6927

BILL TO:

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

SHIP

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

PHONE: 405-878-1671
 FAX: 405-878-1748

PAGE 3

DATE	SHIP VIA	F.O.B.	TERMS			
01/30/14	GROUND		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
PUMPER EQUIP	01/30/14	147 137	125164			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
2		OF RADIO				
		WIRELESS BASE SINGLE CHANNEL	324.74	649.48		
6		HANGER HOOK,NFPA COMPL. YELLOW	7.19	43.14		
1		DIG. INTERCOM (REPLACES 3010)	718.04	718.04		
1		IGLOO 451 COOLER	62.52	62.52		
1		IGLOO 25042 BRACKET	107.72	107.72		
1		20" GX160 PPV FAN	1,819.13	1,819.13		
1		LED LIGHT TACHOMETER	72.01	72.01		
1		SMALL SOLID RUBBER WHEELS	151.39	151.39		
48		CUSTOMER LABOR	100.00	4,800.00		
		THIS IS FOR MOUNTING THE FOLLWOING EQUIPMENT				
		1. DRY CHEM EXT.				
		2. WATER EXT.				
		3. STORZ WRENCHES - QTY 4				
		4. HYD & SPANNERS - QTY 4				
		5. NUPLA PIKE POLES - QTY 2				
		6. TRIPOD LIGHTS - QTY2				
		7. CORD REELS - QTY 2				
		8. MONITOR				
		9. TIC AND CHARGER				
		10. BOX LIGHTS - QTY 2				
		11. HAND LIGHTS - QTY 4				
		12. FIRECOM WIRELESS				
1		MISC. SHOP SUPPLIES	150.00	150.00		
		WIRE, LOOM, ELECTRICAL CONNECTORS, BUSSMAN FUSE				
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL

"WE APPRECIATE YOUR BUSINESS"

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

CONRAD FIRE EQUIPMENT, INC.

887 N. Jan-Mar Court Olathe, KS 66061
 www.CONRADFIRE.com
 (913) 780-5521
 (800) 779-5521
 (913) 780-5251 Fax

QUOTATION 125164

CUSTOMER NO.
6927

BILL TO:

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

SHIP

Shawnee Fire Dept
 16 W 9TH ST
 Shawnee, OK 74801

PHONE: 405-878-1671
 FAX: 405-878-1748

PAGE 4

DATE	SHIP VIA	F.O.B.	TERMS			
01/30/14	GROUND		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
PUMPER EQUIP	01/30/14	147 137	125164			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
4	FIC.UHW-54	BLOCKS, SCREWS, AND ETC. UHW-54 WIRELESS HEADSET WHT/BT	396.91	1,587.64		
1	FIC-106-3086-00	WIRELESS MULTI BASE / MULT CH	396.91	396.91		
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL
51,989.50	0.00		51,989.50	0.00		51,989.50

"WE APPRECIATE YOUR BUSINESS"

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

Regular Board of Commissioners

2. f.

Meeting Date: 12/15/2014

CM Search Committee

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Approve the following people on the City Manager Search Committee: Joe Ford, Chuck Skillings, Randy Smith, Kristen Wilson, John Krywicki, Mayor Wes Mainord, Vice Mayor James Harrod and Commissioner Linda Agee.

Attachments

CM Search Memo

Mayor
WES MAINORD



The City of Shawnee

16 W. 9th St.
P.O. Box 1448
Shawnee, Oklahoma 74802-1448
Tel: (405) 878-1601
Fax: (405) 878-1571

wes.mainord@shawneeok.org

www.ShawneeOK.org

December 10, 2014

Commissioners

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

MEMORANDUM

To: City of Shawnee Commissioners

I recommend the following as members of a search committee to work with a professional consultant and the City Commission to make recommendations of candidate for final selection by the Commission of a City Manager:

Joe Ford
Chuck Skillings
Randy Smith
Kristen Wilson
John Krywicki
Mayor Wes Mainord
Vice Mayor James Harrod
Commissioner Linda Agee

Sincerely,

Wes Mainord, Mayor

Regular Board of Commissioners

2. g.

Meeting Date: 12/15/2014

Mowing Contract

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize Contract extension with G&G Services for cutting and mowing of rank weeds and clean up of trash and/or debris.

Attachments

Mowing Memo

Mowing Contract



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

MEMORANDUM

AGENDA: December 15, 2014

TO: Shawnee City Commission

FROM: Justin Erickson, Planning Director

RE: Renewal of Nuisance Abatement Contract with G&G Services

The City of Shawnee contracts with a company to provide nuisance abatement services. These services primarily include the mowing of lawns, the boarding and securing of structures, and the removal of trash and debris. The City currently has a contract with G&G Services for the aforementioned work that expires on December 31. The contract with G&G Services has a one-year renewal clause. Staff is satisfied with the service that G&G provides and they have served in this capacity for the City for many years.

There are no fee increases associated with renewal of the contract. All expenses billed to the City by G&G Services are passed on to the legal property owner and a lien is placed on the property. The City recoups administrative time through the assessment of an additional fee, which is also levied as a lien on the property.

Staff respectfully requests renewal of the contract.

Attachment

CONTRACT

FOR

CUTTING AND MOWING OF RANK WEEDS AND CLEAN UP OF TRASH AND/OR DEBRIS (VARIOUS LOCATIONS)

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION



MAYOR
WES MAINORD

BOARD OF COMMISSIONERS

**Gary Vogel
Linda Agee
James Harrod**

**Keith Hall
Lesa Shaw
Micheal Dykstra**

CITY MANAGER
Brian McDougal

CONTRACT AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2014 by and between _____ The City of Shawnee, Oklahoma _____, hereinafter called (name of owner or individual)

“OWNER” and _____ G & G SERVICES _____, doing business as an individual, or a partnership, or a (contractor name)

corporation hereinafter called “CONTRACTOR”:

The contract is awarded as a result of this bid will be effective from the date of award through December 31. 2015, with option to extend contract one (1) year, upon approval of the City Commission.

SPECIFICATIONS:

- A. Execution of contract - The successful bidder to whom a contract is awarded shall execute and deliver the required documents and proof of insurance.
- B. The contractor and his surety shall defend and indemnify and save harmless the City and the Department, their employees and officers, from all suits, actions, or claims of any character sustained by any person or persons in consequence of any act of omission, neglect or misconduct of the said contractor or his employees, or from any claims or amount arising or recovered under the Workmen's Compensation Law or any other law, ordinance, order or decree; and so much of the money due said contractor, under and by virtue of his contract, use of the Department; or in case no money is due, his surety shall be held as foresaid, shall have been settled and satisfactory evidence to the effect furnished to the Department.
- C. The contractor shall not commence work under this contract until he has obtained all the insurance required under these specifications and such insurance has been approved by the City Clerk.
- D. The contractor shall maintain, during the life of this contract, Workmen's Compensation Insurance as prescribed by the laws of the State of Oklahoma or adequate Employee's Liability Insurance for all its employees.
- E. The contractor shall maintain during the life of this contract, such Public Liability and Property Damage Insurance as will protect him from claims for damages for bodily injury, including accidental death, as well as claims from property damages, which may arise from operations under the contract; and the amount of insurance shall be as follows:
 - a. Comprehensive Public Liability Insurance including, but not limited to product liability:
 - 1. Bodily Injury - Each Person \$125,000.00
 - 2. Bodily Injury - Each Accident \$1,000,000.00
 - 3. Property Damage - Each Person \$50,000.00
 - 4. Property Damage - Each Accident \$1,000,000.00

The policies of insurance shall be executed by insurance of indemnity carriers authorized to do business in the State of Oklahoma and said insurance shall name the City of Shawnee as co-insured. The contractor shall furnish certificates evidencing such insurance and shall not be cancelled or changed without giving the City ten (10) days prior written notice.

- F. The contractor shall not employ any sub-contractor on the work; or any portion of the work, without consent of the Department in writing.
- G. Bidders are required to submit their proposals upon the following expressed conditions:

"AGREEMENT BY BIDDER"

THESE ITEMS APPLY TO AND BECOME PART OF TERMS AND CONDITIONS OF BIDS, ANY EXCEPTION MUST BE IN WRITING.

1. Bids must be submitted on these bid forms only. Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the date of bid, opening and the subject advertised.
2. The City of Shawnee reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
3. No bidder may withdraw his proposal within a period of thirty (30) days after the date and hour set for the opening of bids. A bidder may withdraw his proposal at any time prior to the time fixed for opening of bids.
4. The successful bidder shall deliver all equipment needed for the job to the location without additional charges.
5. The bidder shall bid each item individually; he may bid one item or all items.
6. Any exceptions to these terms or conditions or deviation from written specifications shall be shown in writing and attached to the bid form.
7. Information to bidders and specifications are on file in the office of the City Clerk and may be obtained from the Planning and Code Enforcement Office, 222 N. Broadway, Shawnee, Oklahoma.
8. Bidder agrees to defend and save harmless the City of Shawnee from and against all demands, claims, suits, costs, expenses, bidder.
9. Each bidder when offering his signature to the "Invitation for Sealed Bids" states that he has not, directly or indirectly, entered into any agreement, expressed or implied, with any other bidder or bidders, having for its object the controlling of the price, or amount of such bids, the limiting of the bids expense, the parceling or farming out to any bidder or bidders or other persons of any part of the contract or any part of the subject matter of the bid or of the profits hereof.

I have examined the specifications and agree, provided I am awarded a contract within thirty (30) days from the date fixed for opening bids, to provide the above described items for the sum shown on my bid sheet, and in accordance with terms and conditions set out on the attached sheet as "Agreement by Bidder".

Delivery will be made in _____ working days or less from the date of order.

Dated this _____ day of _____, 20__.

OWNER:

CITY OF SHAWNEE
A Municipal Corporation

(SEAL)

BY _____

ATTEST:

NAME Brian McDougal

Phyllis Loftis, City Clerk

TITLE City Manager

CONTRACTOR:

(Name of contractor)

OWNER _____
(Signature)

ADDRESS _____

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

MARY ANN KARNS, CITY ATTORNEY
City of Shawnee, Oklahoma

Regular Board of Commissioners

2. h.

Meeting Date: 12/15/2014

Budget Amendment

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendent – Capital Fund 301

To transfer money to library to address air conditioning and bathroom issues

Attachments

Budget Amendment

Regular Board of Commissioners

2. i.

Meeting Date: 12/15/2014

AT&T Contract

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize renewal of Contract with A.T. & T. for telephone services.

Attachments

ATT Memo Contract

City of Shawnee Memorandum

To: Honorable Mayor and City Commissioners
Through: Brian McDougal, City Manager
From: Donald D. Lynch, Emergency Management Director
Date: December 10, 2014
Re: Renewal of Contract with A.T. & T. for Telephone Service



NATURE OF THE REQUEST:

I am writing to request your approval for staff to execute the attached contract with A.T. & T. for telephone service

STAFF ANALYSIS /CONSIDERATIONS:

For over 30 years, we have had telephone service provided to us by A. T & T. using their Plexar System solution. With technological updates, A.T. & T. will be phasing out the Plexar Service in favor of a new advanced solution. I am working with A.T & T. staff to develop a solution that will fit our needs and help us transition out of the Plexar service.

Our current agreement with A. T. & T. to provide us telephone service has expired. I am writing to request your permission to extend the contract for one year to allow us to continue to use the Plexar solution while we develop our future network service solution.

If you approve this agreement, we will be purchasing service using the State contract (SW50450) for telephone service from A.T. & T. Under this agreement our rates would lower from \$10.75 to 10.00 for Plexar lines and from \$86.01 to \$25.95 for Plain Old Telephone Service (POTS) lines.

RECOMMENDATION:

Staff recommends approval.

BUDGET CONSIDERATION:

Funding for this service is available in the currently adopted General Fund Budget. We will be continuing the existing service planned in the budget with the above noted rate reductions.

Thank you for your favorable attention to this request.

CONFIRMATION OF SERVICE ORDER

AT&T OKLAHOMA

CUSTOMER ("Customer") City of Shawnee Street Address: 16 W 9 th City: Shawnee State: OK Zip Code: 74801 Billing Address (if different) Street Address: PO Box 1448 City: Shawnee State: OK Zip Code: 74802	AT&T ("AT&T") AT&T Corp.
CUSTOMER Contact (for Contract Notices) Name: Don Lynch Title: Director Telephone: 405-787-1678 Fax: Email: dlynch@shawneeok.org Address for Notices <input checked="" type="checkbox"/> Same as Cust. Address above <input type="checkbox"/> Same as Billing Address Address for Notices (if different) Street Address: City: State: Zip Code:	AT&T Sales Contact Information and for Contract Notices <input checked="" type="checkbox"/> Primary Sales Contact Name: Jason Miller Title: Account Manager Telephone: 404-927-6535 Fax: 678-297-4221 Email: jasonmiller@att.com Street Address: 675 W Peachtree St NW City: Atlanta State: GA Zip Code: 30308 <u>With a copy to:</u> AT&T Corp. One AT&T Way, Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Authorized Agent or Representative Information (if applicable) <input type="checkbox"/> Primary Sales Contact	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

1. Adoption of State of Oklahoma Master Contract. Customer and AT&T Corp. (AT&T) agree that the Service, as specified below, shall be provided pursuant to the rates, charges, terms and conditions set forth in this Agreement and the contract between AT&T Corp. and the State of Oklahoma, identified as AT&T Master Agreement 138352UA, as amended ("Master Contract"), including all RFP documents which may be set forth and/or incorporated by reference into the Master Contract. The Master Contract is incorporated herein by reference.

2. Service Term and Payment. The Service term will be 1 year(s). Unless otherwise agreed upon in writing, the Service term shall commence upon Service installation. Customer will be responsible for payment of all charges directly to AT&T.

3. Installation. Service Provider will use commercially reasonable efforts to install Service on or before the requested Service installation date(s), but makes no warranty, either expressed or implied, that Service will be installed on or before the requested Service Installation date(s).

4. Service. The services set forth below in Service Description shall be provided at the prices indicated. These charges apply in place of charges specified in the Master Contract for the same services. All other rates and charges, shall be as set forth in the Master Contract.

CONFIRMATION OF SERVICE ORDER

AT&T OKLAHOMA

Monthly Recurring Prices:

SERVICE DESCRIPTION	ADDRESS	QTY	UNIT PRICE	EFF DATE	EXP DATE
Plexar II - SW450 SOO	16 W 9 th St	98	\$10.00*	11/21/14	11/20/15
			*		
BAL - SW450 SOO		3	\$25.95*	11/21/14	11/20/15
			*		
			*		
			*		
			*		

* All rates given without all applicable local, state and federal fees, taxes and charges.

The following one-time, nonrecurring charges apply:

Non-Recurring (Installation) Charges:

Description	QTY	UNIT NRC	TOTAL NRC
Installation Charge	0	0	0*

* if DEMARK needs to be extended, installation charges will be more

Except as specifically provided herein, all other terms and conditions contained in the Agreement and Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Confirmation of Service Order to be executed by their respectively authorized representatives.

AT&T Corp.

Customer:

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Regular Board of Commissioners

5.

Meeting Date: 12/15/2014

OML Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager's Presentation of Oklahoma Municipal League certificate to Mason Wilson for 25 years of service with the City of Shawnee.

Regular Board of Commissioners

6.

Meeting Date: 12/15/2014

EOM

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by City Manager to Employee of the Month, Justin Beaver, Emergency Management.

Regular Board of Commissioners

7.

Meeting Date: 12/15/2014

645 N Broadway Appeal

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action on Timothy Thomas' appeal of an Administrative Order requiring the demolition of the residential structure located at 645 N Broadway.

Attachments

Appeal

Appeal Packet

Timothy J. Thomas 645 N. Broadway Shawnee Ok 74801

My phone #
405-765-3676

I Tim Thomas

Wish to make or ask for
an appeal.

Because I needed a little
more time to get a plan
to fix up my house.

I have a buyer with contract
from Jim Cohen he owns
Broadway Secour Store.

And it takes time to
get a title back and if
it goes through he will get
the permits and remodel 645 N.
Broadway And if he does not
I will get the permits sincerely

if you will give me a little
more time I am sorry that
I am so slow this is and
was my fault I can do this
I promise I will make sure
I will start on this this
weekend this house is worth
saving and I will work with
Jerry and his team

Sincerely Timothy Thomas

11-20-2014

RECEIVED CITY CLERK'S OFFICE

Date 11-21-14 Time 11:18 AM



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

MEMORANDUM

AGENDA: December 15, 2014

TO: Shawnee City Commission

FROM: Justin Erickson, Planning Director

RE: Appeal of Administrative Order (Thomas), 645 N. Broadway

SUMMARY

On November 13, 2014 an Administrative Order was issued requiring the dismantling and removal of a residential structure located at 645 N. Broadway (Figure 1). A public hearing was held at 9:15 AM on November 13 and the legal owner, Timothy Thomas was not present. It was determined that the structure met the statutory definition of “dilapidated” and that the public interest would be best served by removal of the building.

Shawnee Municipal Code provides in Section 7-582(a)(6) that:

The property owner shall have the right of appeal to the city commission from any order of the community development director. Such appeal shall be taken by filing written notice of appeal, clearly stating all grounds upon which the appeal is based, with the city clerk within ten days after the administrative order is rendered.

Mr. Thomas appealed the decision of the Administrative Hearing Officer on November 21, 2014.

BACKGROUND

Photographs are attached that indicate the condition of the property (Exhibit 1). In summary, the property is in a severe state of disrepair due to a lack of maintenance. There are significant structural deficiencies with the property and it has been unsecured and open at various times over the last few months. It also does not meet basic property maintenance standards and has nuisance code violations. Extensive repairs would be required to make the two units fit for occupancy.

The structure is setup as a duplex and one unit (645) has not had water service since December 2012, while the other unit (645½) has not had service since July 2014. According to County records, property taxes were not paid in 2013. The property owner paid \$18,500 for the structure in 2005.

The initial condemnation hearing was held on August 14, 2014. Mr. Thomas indicated at that hearing that he planned to remodel the building. The hearing was recessed until November 13 to provide Mr. Thomas time to obtain a remodel permit and begin repairs. A remodel permit was not subsequently applied for and the structure has not improved in condition.

According to the Pottawatomie County Assessor, the building is 2,360 square feet and was constructed in 1930.

RECOMMENDATION

In his appeal letter, Mr. Thomas notes that he has a contract with an individual to purchase the property. If a new owner will remove or substantially rehabilitate the structure, Staff has no objection to a “stay order” that would put the condemnation on hold, while such repairs are underway or while the structure is demolished.

Absent a buyer for the property, staff recommends denial of the appeal. Mr. Thomas has not shown a good-faith effort to address any of the violations of the subject property and he has had more than four (4) months since the initial hearing to take action.



Figure 1: Aerial view of subject property.

Exhibit 1: Photographs taken on December 9, 2014 of the subject property:











Attachments

BEFORE THE ADMINISTRATIVE HEARING OFFICER FOR THE
CITY OF SHAWNEE, COUNTY OF POTTWATOMIE
STATE OF OKLAHOMA

ADMINISTRATIVE ORDER

Now, on this 13 day of November, 2014 this matter comes on for hearing at the appointed time pursuant to the Notice of Hearing Concerning Dilapidated Building(s), a copy of which is attached hereto and made a part hereof. The Code Enforcement Officer for the City of Shawnee appeared on behalf of said City and the Respondent:

/ / appeared _____

/ / represented by legal counsel or other representative. _____

failed to appear.

The Hearing Officer finds that due and proper service was made on Respondent at least ten (10) days prior to the date of this hearing. After having carefully reviewed the record and evidence herein, and having heard the evidence and testimony of the Code Enforcement Officer and the Respondent, if any, the Hearing Officer further finds that the subject building(s) is/are dilapidated and detrimental to health, safety, and welfare of the general public or the community, create(s) a fire hazard dangerous to other property, and that the subject property would be benefited by the removal of the subject building(s).

IT IS THEREFORE ORDERED that: (Address) 645 N - Broadway

1) The Respondent shall commence the:

(a) Dismantling and removal of the building(s)

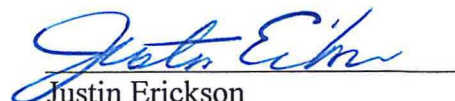
(b) / / The remodel of such structures(s)

(c) / / Board and secure structure(s)

2) If Respondent shall fail to perform the work within the dates fixed, the City shall cause such work to be done and the costs of such work, including all notices required in connection herewith, shall be assessed and collected in accordance with City Code Section 7-582.

3) Permits shall be obtained **prior** to December 13, 2014 and shall complete such work no later than January 13, 2015.

Not Present
Property owner or Representative


Justin Erickson
Administrative Hearing Officer
City of Shawnee, Oklahoma

**You have 10 days to appeal this
to the City Commission.**

Memorandum



Location of problem: **645 N Broadway**


This report is for the main dwelling.

Notice has been given to the property owner on file at the county courthouse that the above-described property has been reported as being a dilapidated structure. An inspection has been made on the site and the following conditions were noted:

Conditions: I find the property appears to have a dilapidated structure. This property is in a state of damage and decay due to a lack of maintenance. The main structure on this property is open for vagrant occupancy and has become an attractive nuisance for children. The structure is an "Unsecured Structure" as per City of Shawnee Municipal Code Section 7-583

Unsecured building means any structure that is not occupied by a legal or equitable owner thereof or by a lessee of a legal or equitable owner and into which there are one or more unsecured openings such as broken windows, unlocked windows, broken doors, unlocked doors, holes in exterior walls, holes in the roof, broken basement or cellar hatchways, unlocked basement or cellar hatchways or other similar unsecured openings which would facilitate an unauthorized entry into the structure.

Due to the unsecured condition of the structure and the structural injury caused by the lack of maintenance, the structure appears to meet the requirements of a "Dilapidated Structure" as per City of Shawnee Municipal Code Section 7-581. As for the above-mentioned conditions, the property has become detrimental to the health, safety and welfare of the general public and the community. The conditions of all structures are a fire hazard to the surrounding community and the removal of such conditions would be beneficial. All trash and debris inside and out of the structure, if any, shall be removed from the property and this office shall order the utilities removed. All brush and vegetation shall be removed from the lot immediately.


Assistant Building Inspector
July 31, 2014

INSPECTIONS

NEXT PAGE

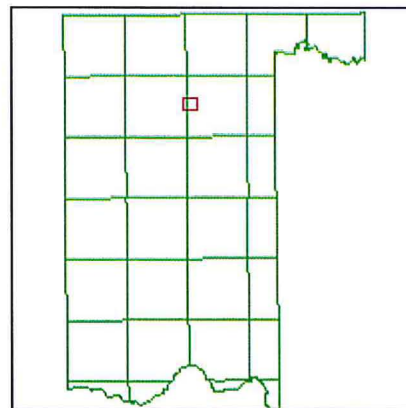
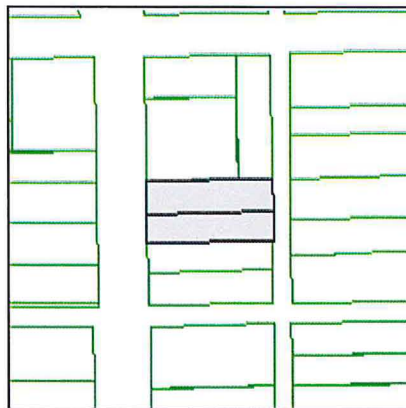
LAST PAGE

1 of 2

Basic Information

0900-00-004-007-0-000-00

Addition : Estes W J
 Block : 004
 Lot : 007
 Deed Book : 2005
 Deed Page : 2087



Map Parcel

Owner(s)

**THOMAS TIMOTHY JOHN
 712 N BDWY
 SHAWNEE, OK 74801**

Parcel Location

**645 N BDWY
 SHAWNEE OK
 Shawnee (93-R School Dist)**

Parcel Value

Assessed Values		Market Values	
\$330	: Land :	\$2,750	
\$2,400	: Improvement :	\$20,000	
	: Other :		
Estimated Tax : \$274.39			

Legal Description
W.J. ESTES AP PT BLK 4 BEG 75'N SW/C N35' E153 1/2' S35' W153 1/2' POB 645 & 645 1/2 N BDWY

Sales Information	
<p><u>Feb 15, 2005</u> \$18,500 Grantor : DURHAM JOY Grantee : THOMAS TIMOTHY JOHN Book : 2005 Page : 2087 Stamps : 27.75 Qualifi : Q Instrument : WD Vacant : I</p>	<p><u>Jan 29, 1998</u> \$22,000 Grantor : HENDON CLAUDE & JOY Grantee : BOLLING MICHAEL & MARGARE Book : 2752 Page : 158 Stamps : 33 Qualifi : PQ Instrument : WD Vacant : I</p> <p><u>Notes</u> RECEIVED</p>
<p><u>Dec 07, 1997</u> Grantor : MURPHY DONALD Grantee : HENDON CLAUDE & JOY Book : 2738 Page : 133 Qualifi : U Instrument : QC Vacant : I</p>	<p><u>Dec 05, 1997</u> Grantor : MURPHY DONALD Grantee : HENDON CLAUDE & JOY Book : 2733 Page : 304 Qualifi : U Instrument : QC Vacant : I</p>
<p><u>Aug 04, 1992</u> \$19,500 Grantor : MURPHY SR. , DONALD W. Book : 2124 Page : 265 Qualifi : PQ Instrument : WD Vacant : I</p> <p><u>Notes</u> 29.25</p>	

Building (Improvement) Information		
<table border="1" style="margin: auto; width: 80%;"> <tr> <td style="padding: 5px;">Two Story</td> </tr> <tr> <td style="padding: 5px;">2,360'</td> </tr> </table>	Two Story	2,360'
Two Story		
2,360'		

Traditional Two Story Quality : C Roof Mat. : Composition Shingle Gable Roof Exterior Wall : Wood Conventional Foundation Average Interior Average Flooring 4 Bedrooms 2 Bathrooms 6 Rooms Heat/Air : Window Unit Heat/Air : Floor/Wall Furnace Built in 1930 Condition : Average Depr Table : CA Multi Family Open Porch

Land Information	
30' X 153' 1 Lot \$2,750 per Unit	

1 of 2

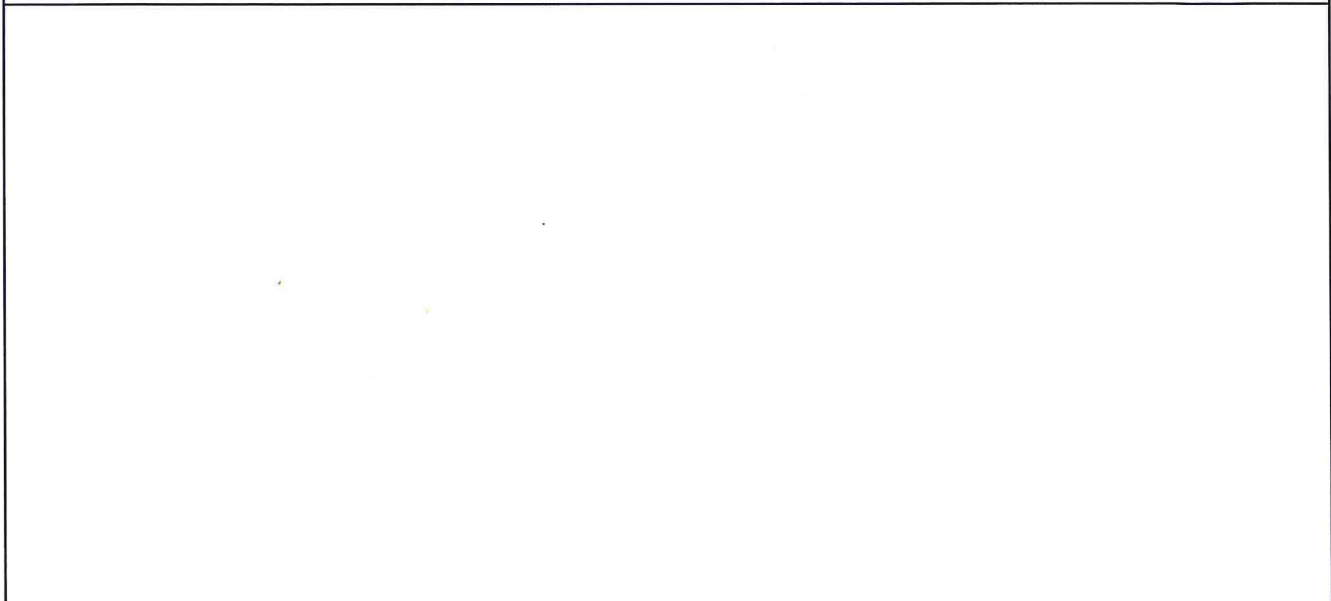
NEXT PAGE

LAST PAGE

Photo 1



Photo 2





20050002087
Filed for Record in
POTTAWATOMIE OKLAHOMA
NANCY BRYCE
02-15-2005 At 01:51 pm.
WARR DEED 40.75

WARRANTY DEED
(INDIVIDUAL FORM)

Instrument PG 1 OF 1
20050002087

Know All Men by These Presents:

That J. JOY DURHAM, TRUSTEE OF THE CLAUDE F. AND JOY L. HENDON, REVOCABLE TRUST AGREEMENT DATED MARCH 24, 2000 AND AMENDED ON OCTOBER 29, 2004, Parties of the first part, of Pottawatomie County, State of Oklahoma, parties of the first part, in consideration of the sum of TEN & NO/100 Dollars and other valuable consideration in hand paid, the receipt of which is here by acknowledged, do hereby Grant, Bargain, Sell and Convey unto TIMOTHY JOHN THOMAS, Pottawatomie County, State of Oklahoma, party of the second part, the following described real property and situate in Pottawatomie County, State of Oklahoma to-wit:

SURFACE ONLY;

PART OF BLOCK FOUR (4) W.J. ESTES ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA AND FURTHER DESCRIBED AS FOLLOWS, TO-WIT; BEGINNING 75 FEET NORTH OF THE SOUTHWEST CORNER OF BLOCK FOUR (4) OF THE W.J. ESTES ADDITION TO THE AMENDED FLAT OF THE CITY OF SHAWNEE; THENCE NORTH 35 FEET; THENCE EAST 153 1/2 FEET; THENCE SOUTH 35 FEET; THENCE WEST 153 1/2 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT ANY AND ALL INTEREST IN AND TO ALL OF THE OIL, GAS, COAL AND OTHER MINERALS AND ALL RIGHTS PERTAINING THERE TO.

PROPERTY ADDRESS, 645 & 645 1/2 N. BROADWAY, SHAWNEE OK 74801

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said party of the second part, the heirs and assigns of the survivor, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

Signed and delivered this 15th day of February, 2005

*Timothy J Thomas
645 & N. Broadway St
Shawnee OK 74801*

J. Joy Durham, Trustee

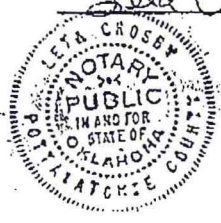
State of Oklahoma Individual Acknowledgement
County of Pottawatomie)SS: _____ Oklahoma Form

Before me, the undersigned, a Notary Public in and for said County and State on this 15 day of Feb personally appeared J. Joy Durham
To me known to the identical person who executed the same as J. Joy Durham and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My commission expires 06-21-05 01007963

Sota Cradley Notary Public.



STATE OF OKLAHOMA
Pottawatomie County
Documentary Stamps: \$ 27.75

200500002088
Filed for Record in
POTTAWATOMIE OKLAHOMA
NANCY BRYCE
02-15-2005 At 01:51 PM.
MORTGAGE 15.00

RETURN TO: Claude F. and Joy L. Hendon Revocable Trust, 1312 S. W. 13th Street, Oklahoma City, OK
73108 (405) 635-1922

PG 1 OF 2

**PURCHASE MONEY
FIRST REAL ESTATE MORTGAGE**

This mortgage made and entered into the 15th day of February, 2005 between Timothy John Thomas referred to herein as "Mortgagor" and J. Joy Durham, Trustee, of the Claude F. and Joy L. Hendon, Revocable Trust, under agreement dated March 24, 2000 and amended on October 29, 2004, hereinafter referred to as "Mortgages", and said mortgage being entered into the State of Oklahoma.

Certain Promissory Note of the above mentioned date, is indebted to the Mortgagees in the sum of SEVENTEEN THOUSAND FIVE HUNDRED dollars (\$17,500.00), with interest from date at the rate of EIGHT AND THREE QUARTERS PERCENT (8 3/4 %) per annum, charged in arrears, on the unpaid balance until paid, and paid principal and interest to be paid in equal, consecutive monthly installments of TWO HUNDRED SIX DOLLARS AND NINETY TWO CENTS (\$206.92) for a period of 132 months, with the first payment being due on FEBRUARY 15, 2005, and like payment on each and every 15th day of the month thereafter until JANUARY 15, 2016 if any, shall be due and payable.

In the event the indebtedness secured hereby or any part thereof is collected by suit or action, or this mortgage is foreclosed or put into the hand of an attorney for collection or foreclosure, Mortgagor shall be chargeable with all costs and expenses including reasonable attorney's fee which shall be immediately due and payable and added to the mortgage indebtedness and secured hereby.

The mortgage is given to secure the principal sum as above set out with interest thereon, payable according to the terms of one certain Promissory Note as described above.

The Mortgagor, in consideration of the aforesaid obligation, thereby mortgages to mortgagees all of the following described property in Pottawatomie County, State of Oklahoma, to-wit:

TO SURFACE ONLY;
PART OF BLOCK FOUR (4) W.J. ESTES ADDITION TO THE CITY OF SHAWNEE, POTTWATOMIE COUNTY, OKLAHOMA AND FURTHER DESCRIBED AS FOLLOWS, TO-WIT: BEGINNING 75 FEET NORTH OF THE SOUTHWEST CORNER OF BLOCK FOUR (4) OF THE W.J. ESTES ADDITION TO THE AMENDED PLAT OF THE CITY OF SHAWNEE; THENCE NORTH 35 FEET; THENCE EAST 153 1/2 FEET; THENCE SOUTH 35 FEET; THENCE WEST 153 1/2 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT ANY AND ALL INTEREST IN AND TO ALL OF THE OIL, GAS, COAL, AND OTHER MINERALS AND ALL RIGHTS PERTAINING THERE TO.

Also known as 645 & 645 1/2 N. Broadway, Shawnee, OK 74801

Together with the tenements, hereditaments, and appenditures and all other rights thereunto belonging, or in anywise now or thereafter pertaining, and the revision or reversions, reminders, rents issues, and profits thereof, and all plumbing, heating fixtures and all equipment now or hereafter attached to or used in connection therewith, and all of the estate and rights of the Mortgagor in and to such premises.

The Mortgagor hereby covenants with Mortgagee as follows:

1. To pay to Mortgagee all sums of money provided for in the note and this mortgage, as and when the same became due.
2. Mortgagee warrants that she is lawfully seized of an indefeasible estate in fee in the premises, and has the right to sell and convey the same as aforesaid that the said premises are clear of all encumbrances, and that he will forever warrant and defend the title of the said premises against all claims and demands. Mortgagor also warrants that he will keep the property thereby conveyed free and clear of all liens and encumbrances, which might be or become prior to the lien of the mortgage.

Timothy John Thomas date 2/15/05
Timothy John Thomas



date 2-15-05



Christa Crocker
6/21/05
01007963

TRUSTEES ENDORSEMENT, I hereby certify that I received \$17,500 and issued Receipt No. 2138 herefor in payment of mortgage tax on this within Mortgage. Dated this 15 day of February, 2005. Pottawatomie County Treasurer, *Allyson L. Gorman*, Deputy. By *AG*

3. The full amount of the principal sum and interest shall be due at the option of the Mortgagees after default in the payment of any consecutive monthly installment of principal and interest for a period of 30 days.
4. The holder of the mortgage, in any action to foreclose, shall be entitled to the appointment of a receiver.
5. Mortgagor shall pay all taxes and assessments within forty-five (45) days after they become due each year and shall furnish Mortgagees with a copy of the receipt immediately upon payment.
6. Mortgagor, in the event of a foreclosure hereunder, does hereby expressly waive or not waive, at the option of Mortgagees, appraisal of the real estate, which option shall be exercised at the time of judgment in foreclosure action.
7. Mortgagor shall keep the improvements on the above described premises insured to at least fair market value of the premises and shall deliver to Mortgagees a copy of the insurance policy, reflecting a loss payable clause to the Mortgagees, and shall keep the premiums paid thereon, and shall present to the Mortgagees a copy of the receipt showing premiums paid each year for one full year, and said insurance will be either a homeowner's policy or at least fire and hazard insurance covering the premises.
8. In the event that Mortgagees shall be required to pay taxes, insurance premiums or assessments by reason of the Mortgagor's failure to pay the same, then this mortgage shall secure those payments to the Mortgagees, and the Mortgagor shall be required to pay to the Mortgagees therefor, and failure to do so shall give the Mortgagees, at their option, the right to call the full amount of the note and mortgage due.
9. Extension of time of payment of said indebtedness or any part thereof, by said Mortgagees and any future owners of said mortgage, without notice of such extension to the maker of the note secured hereby, shall not operate to release such maker from personal obligation thereon.
10. That Mortgagor will keep the premises in as good a condition and order as they are now and will not commit or permit waste, impairment or deterioration of said premises or any part thereof.
11. If the premises, or any part thereof, be condemned under any power of eminent domain, or acquired for a public use, the damages, proceeds, and the consideration for such acquisition, to the extent of the full amount of indebtedness upon this mortgage, and the note secured thereby remaining unpaid, are hereby assigned by the Mortgagor to the Mortgagees and shall be paid forthwith to the Mortgagees to be applied by them on account of the indebtedness secured hereby, whether due or not.
12. Breach of any of the foregoing covenants or default in any of such payments of principal and/or interest as aforesaid, shall, at the election of the Mortgagees, cause to be exercised, at any time under such breach or default, without notice to anyone, all the sums hereby secured, with the interest thereon, to become at once due and payable, and the Mortgagees may enforce payment thereof by foreclosure or other legal proceedings.
13. The undersigned Mortgagor hereof expressly agrees to remain and continue bound for the payment of the principal and interest provided for by the terms of this mortgage, notwithstanding any extension or extensions of the time of, or for the payment of, said principal and/or interest, or any change or changes by way of release or surrender of any real estate held as security for this mortgage, and waives all and every kind of notice of such extension or extensions, change or changes, and agrees that the same may be made without the joinder of the undersigned Mortgagor.
14. This Mortgage may not be assumed without the written consent of the Mortgagee.
15. The Mortgagor does hereby grant unto Mortgagees the right of power of sale as set forth in 46 O.S.. (1986) Section 40, et seq.

A POWER OF SALE HAS BEEN GRANTED IN THIS MORTGAGE. A POWER OF SALE MAY ALLOW THE MORTGAGEES TO TAKE THE MORTGAGED PROPERTY AND SELL IT WITHOUT GOING TO COURT IN A FORECLOSURE ACTION UPON DEFAULT BY THE MORTGAGOR UNDER THIS MORTGAGE.

Regular Board of Commissioners

8.

Meeting Date: 12/15/2014

BP Tax Credit

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution of support indicating favorable consideration for a tax credit award to BP Union Affordable Housing Partners LP for the following project: (1) Conversion and historic rehabilitation of the former ACH Hospital building (14 E. 9th Street) into six housing units; and (2) Construction of 24 single-family detached units in the 3500 Block (approximate) of N. Union Street.

Attachments

Memo Tax Credit

Tax Credit Resolution



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

MEMORANDUM

AGENDA: December 15, 2014

TO: Shawnee City Commission

FROM: Justin Erickson, Planning Director

RE: Request for Resolution of Support for Affordable Housing
BP Union Affordable Housing Partners LP

NATURE OF REQUEST

A request has been submitted by BP Union Affordable Housing Partners LP for a *Resolution of Support* for an affordable housing development consisting of:

- Conversion and historic rehabilitation of the former ACH Hospital building (14 E. 9th Street) into six housing units;
- Construction of 24 single-family detached units in the 3500 Block (approximate) of N. Union Street.

DISCUSSION AND ANALYSIS

A resolution of support from the local governing body is a required element of the tax credit application process administered by the Oklahoma Housing Finance Agency (OHFA). The purpose of the Oklahoma Affordable Housing Tax Credit program is to expand the supply of new affordable rental units and rehabilitate existing rental housing for qualifying households by stimulating private investment. Eligible activities include:

1. Substantial rehabilitation;
2. Acquisition/substantial rehabilitation;
3. Acquisition/substantial rehabilitation/new construction; or
4. New construction.

The proposed project includes new construction and acquisition/substantial rehabilitation. The new units are to consist of 24 single-family residences (3 bed, 2 bath, ~1,400 square foot units with two car garages) that would be constructed in the 3500 Block of N. Union, north of the Margaret Manor housing complex, which is north of the Cedar Terrace Apartments. The second element of the proposal involves the rehabilitation of the former ACH Hospital building in downtown Shawnee into six housing units. This would represent the most substantial residential development downtown since the Aldridge Hotel was renovated in 2006.

Because tax credits are being sought from the Oklahoma Housing Finance Agency, the development is subject to applicable income and rent limitations. The project will serve individuals and families with incomes at or below 60% of the area median income. The income and rent limits for the proposed project are attached. The income limit for a family of four (4) is \$31,500, which is equivalent to an hourly wage of \$15.14 per hour over a standard work year.

The City of Shawnee has received several requests for “resolutions of support” from developers seeking tax credits for residential development in recent months. No tax credits have been awarded to Shawnee projects over the last year and it is unlikely that multiple applications would be approved under the current funding cycle.

There is a legitimate question of demand/need relative to affordable units. The City’s Urban Renewal Authority has commissioned several housing studies, but all utilized 2000 U.S. Census data rather than the updated 2010 data (all were completed prior to release of the new data). The City will have an updated Consolidated Housing Plan in mid-2015, which will provide an updated picture of need in the community. The developer may have market data that they can share with the City Commission to better address the demand question. The subject request is for a total of 30 units, which is a small to medium-sized project. The most recent previous request (Excel Development) was for 26 units.

Examining the 2013 American Community Survey data (U.S. Census Bureau), we find that the poverty rate in Shawnee is estimated to be 23.8% overall and for families with related children under age 18, the poverty rate is estimated at 27.3 percent. In female-only households (no husband present) with children under 18, the estimated poverty rate is 51.8%. The median household income in Shawnee is \$35,619, while the median income of families is \$44,832.

With the above poverty and income figures considered, it is clear that there are thousands of individuals and families in Shawnee that would meet the income qualifications for this and other affordable housing developments. That does not necessarily mean that there are not enough existing housing units to meet the demand, but the overall size of the project suggests that it would not be difficult to absorb the additional units into the Shawnee rental housing market.

RECOMMENDATION

Staff recommends approval of the resolution of support for affordable housing.

BUDGET CONSIDERATIONS

The tax credits associated with this project are at the State and Federal level. There are no tax ramifications to the City or County. It is staff’s understanding, that the project is subject to the same local taxes and fees as any non-tax credit project would be, including property tax.

Attachments

1. Narrative of proposed project submitted by BP Union Affordable Housing Partners LP
2. Preliminary site plan
3. Income and rent limits 2014
4. Resolution of Support

Project Narrative

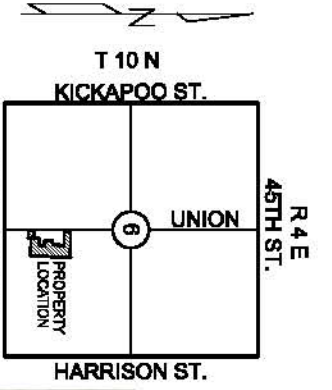
BP Union Affordable Housing Partners LP hopes to be part of the ongoing renovation of downtown Shawnee. We hope to continue to bring high quality energy efficient housing to the City of Shawnee.

Key Features for our Proposed OHFA Project:

- Rehabbing the ACH Hospital in the Historic District of downtown Shawnee
 - 6 loft apartments will be located on the 2nd and 3rd floors
 - The renovation of the 1st floor will consist of offices, library/computer room, and exercise room for our residents
 - The basement will consist of storage facilities and feature a storm shelter
 - To further serve the residents we will have a downtown park in the vacant wooded lot on the east side of North Union just north of East Main Street
- 24 Single Family Homes and a Community Building on North Union north of the MacArthur intersection
 - Conveniently located between Will Rogers Elementary School and the Shawnee Middle School
 - Homes will be three bedroom two bathroom with a two car garage
 - 9 foot ceilings in the living area
 - Energy star appliances/fixtures
 - Ceiling fans, granite countertops, oak cabinets
 - Covered patios
 - FEMA approved storm shelters in each home
 - Community Area will consist of a community building that features:
 - Fitness center
 - Computer room/library
 - Community gathering area/Park
 - Will consist of a playground & sports facilities including a basketball court



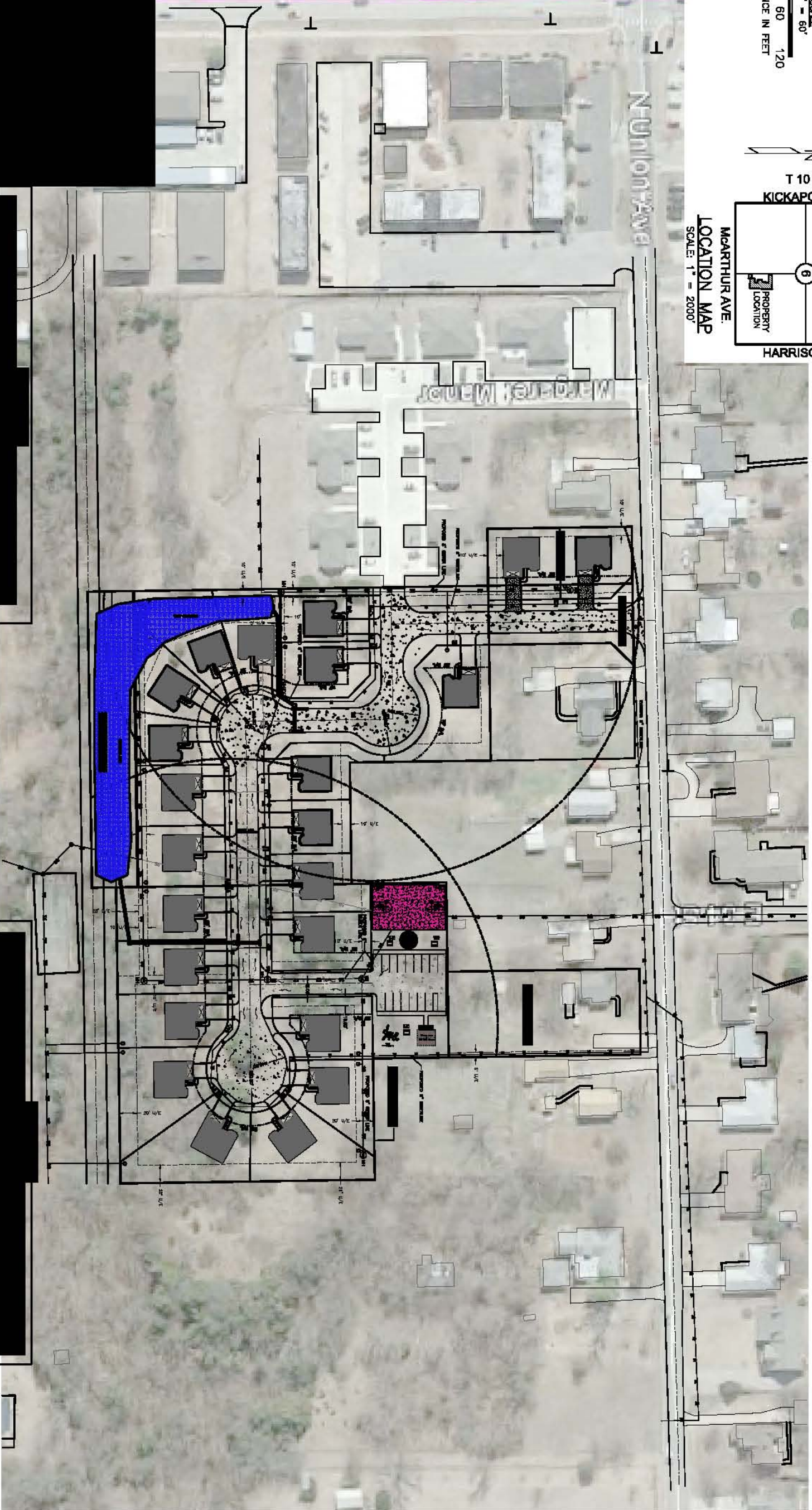
SCALE
1" = 60'
0 30 60 120
DISTANCE IN FEET



LOCATION MAP
SCALE: 1" = 2000'

UNION STREET PROJECT

NORM SEBERG & MIKE LITTLE CREATION



PROPERTY "B"
Legal Description:
A tract of land described as beginning at the Northwest Corner of the Northwest East Corner of Lot Twenty-Two (22), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; Thence East 25.00 feet of wooded Philadelphia Street adjacent to Lot 22; Thence South 200.00 feet; Thence East 25.00 feet; Thence North running North a distance of 300.00 feet in AP Lots 8-22, containing 0.25 acres more or less.

PROPERTY "E"
Legal Description:
A tract of land described as beginning at the Northwest Corner of Lot Twenty-Three (23), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; Thence North a distance of 91.00 feet; Thence South East a distance of 36.00 feet; Thence East a distance of 137.00 feet; Thence South a distance of 86.00 feet; Thence West a distance of 182.00 feet to the Point of Beginning, containing 0.25 acres more or less.

PROPERTY "D"
Legal Description:
A tract of land described as beginning at the Northwest Corner of Lot Twenty-One (21), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; Thence East a distance of 215.00 feet; Thence South a distance of 84.00 feet to the Point of Beginning, containing 0.47 acres more or less. 5 Easement South and along North the 215.00 feet.

VICINITY MAP



No.	Description	Date

6/26/14
Date

Stephen T. Landes
Professional Engineer
19539

THE LANDRUN GROUP, LLC
LandRun Engineering, LLC
116 N. BROADWAY * P.O. BOX 1584
Shawnee, OK 74802-1584
(405) 273-4222 CA# 6182 Exp. 6-30-2016
E-mail: slandes@landrungle.com

Author	Mike Little & Norm Seberg	Scale	1" = 60'
Project	Preliminary Union Project	Date	06/26/14
Sheet	Preliminary Concept	Page	1 of 1



THE LANDRUN GROUP, LLC

ENGINEERING, SURVEYING, DRAFTING, LAND MANAGEMENT, CONSTRUCTION MANAGEMENT

Thursday, November 6, 2014

Mike Little and Norm Seaberg
110 S. Bryant Ave.
Edmond, OK 73034

Attn: Mike Little and Norm Seaberg
Re: Union Street Project

Mr. Mike Little & Mr. Norm Seaberg:

Here are the legal descriptions you requested.

Property "A" **Legal Description**

A tract of land described as beginning at the Northwest Corner of Lot Twenty-Three (23), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma ; Thence East a distance of 162.00 feet; Thence South a distance of 64.00 feet; Thence West a distance of 162.00 feet; Thence North a distance of 64.00 feet to the Point of Beginning, containing 0.24 acres more or less.

Property "B" **Legal Description**

A tract of land described as beginning at the Northwest Corner of the Northeast East Corner of Lot Twenty-Two (22), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; West 25.00 feet of vacated Philadelphia Street Adjacent to Lot 22; Thence South 330.00 feet; Thence East 25.00 feet; Thence North running North a distance of 330.00 feet in AP Lots 8-22, containing 0.39 acres more or less.

201 W 9TH STREET
SHAWNEE, OK 74801
(405) 273-4222

PO BOX 1584
SHAWNEE, OK 74802-1584
WWW.LANDRUNGROUP.COM

Property “C”
Legal Description

A tract of land described as beginning at the Northwest Corner of Lot Twenty-One (21), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma ; Thence East a distance of 215.00 feet to the Point of Beginning; Thence East a distance of 85.00 feet; Thence North a distance of 134.00 feet; Thence East a distance of 285.00 feet; Thence South a distance of 330.00 feet; Thence West a distance of 370.00 feet; Thence North a distance of 196.00 feet to the Point of Beginning. Containing 2.55 acres more or less.

Property “D”
Legal Description

A tract of land described as beginning at the Northwest Corner of Lot Twenty-One (21), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; Thence East a distance of 215.00 feet; Thence South a distance of 96.00 feet; Thence West a distance of 215.00 feet; Thence North a distance of 96.00 feet to the Point of Beginning, containing 0.47 acres more or less. 5' Easement South and along North line 215.00 feet.

Property “E”
Legal Description

A tract of land described as beginning at the Northwest Corner of Lot Twenty-Three (23), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; Thence North a distance of 91.00 feet; Thence South East a distance of 35.00 feet; Thence East a distance of 137.00 feet; Thence South a distance of 66.00 feet; Thence West a distance of 162.00 feet to the Point of Beginning, containing 0.25 acres more or less.

2014 NATIONAL NON-METROPOLITAN RENT / INCOME LIMITS

Effective 07/30/08, all Rural projects are now able to use the greater of the area median income or the National Non-metropolitan median gross income. This rule does not apply to tax -exempt financed properties.

To determine if an area is qualified as rural, using the USDA's determination of rural, go to the website at:

<http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAct>

The limits calculate as follows:

2014 National Non-metro	Median Income	Number of persons in the household								Eff	Maximum Rents / Bed Size				
		1	2	3	4	5	6	7	8		1	2	3	4	
effective 12/18/2013	52,500	18,400	21,000	23,650	26,250	28,350	30,450	32,550	34,650	50%	460	492	591	682	761
		25,760	29,400	33,110	36,750	39,690	42,630	45,570	48,510	140% of 50%					
	52,500	22,080	25,200	28,380	31,500	34,020	36,540	39,060	41,580	60%	552	591	709	819	913
		30,912	35,280	39,732	44,100	47,628	51,156	54,684	58,212	140% of 60%					

RESOLUTION NO. ____

A RESOLUTION SUPPORTING THE CONSTRUCTION OF TWENTY-FOUR (24) NEW UNITS AND/OR ACQUIRE/SUBSTANTIALLY REHABILITATE SIX (6) UNITS FOR A TOTAL OF 30 UNITS OF A HOUSING DEVELOPMENT BY BP UNION AFFORDABLE HOUSING PARTNERS LP LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, OKLAHOMA; AND SUPPORTING FAVORABLE CONSIDERATION BE GIVEN FOR TAX CREDIT AWARD FOR THIS DEVELOPMENT.

BE IT RESOLVED:

WHEREAS, BP Union Affordable Housing Partners LP, is proposing to construct Twenty-four (24) new units and/or acquire/substantially rehabilitate six (6) units for a total of 30 units of a housing development be located in the limits of the of the City of Shawnee. Said development will be for families, and is proposed to be located at

14-16 E. 9th St. Shawnee, Oklahoma, 74801, OK, AP BLK 14 W40' LOTS 14 THRU 16 ACH HOSPITAL, (Book 2003 page 7780) City of Shawnee

And:

103 N. Union, Shawnee OK, 74801 (Choctaw Block 16 Lot 22, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof)

And:

Four contiguous tracts of land, beginning approx. 300 Feet north the intersection of N Union St and E. McArthur St. Being: A part of Lot Twenty-two (22), Kelly's Addition to the City of Shawnee, Oklahoma, according to the recorded plat thereof, more particularly described as commencing at the Northwest corner of said Lot 22; thence S88°57'23"E along the North Line of said Lot 22 a distance of 320.00 feet to the point of beginning; thence continuing S88°57'23"E a distance of 239.00 feet; Thence S00°00'22"W a distance of 331.76 feet; Thence N88°46'32"W along the South line of Lot 22, a distance of 397.00 feet; thence N00°00'00"E a distance of 194.51 feet; Thence S88°57'23"E a distance of 158.01 feet; Thence N00°00'00"E a distance of 136.00 feet to the Point of Beginning. Containing 2.35 acres more or less. Shawnee, OK 74804

And:

A tract of land described as beginning 134 feet south of the Northwest Corner of Lot Twenty-One (21), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; Thence East a distance of 85.00 feet; Thence

North a distance of 134.00 feet; Thence East a distance of 285.00 feet; Thence South a distance of 330.00 feet; Thence West a distance of 370.00 feet; Thence North a distance of 196.00 feet to the Point of Beginning. Containing 2.55 acres more or less. Shawnee, OK, 74804.

And:

A tract of land described as being, KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; The West 25.00 feet of vacated Philadelphia Street Adjacent to Lot 22; and the East 51 feet of said Lot 22. Shawnee, OK, 74804.

And:

A tract of land described as beginning at the Northwest Corner of Lot Twenty-Three (23), KELLEY'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma; Thence East a distance of 162.00 feet; Thence South a distance of 64.00 feet; Thence West a distance of 162.00 feet; Thence North a distance of 64.00 feet to the Point of Beginning, containing 0.24 acres more or less, according to the recorded plat thereof. Shawnee, OK, 74804.

and

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

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSIONERS of Shawnee that the City Commissioners supports favorable consideration to be given for a tax credit award for this Development.

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

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

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK
(SEAL)

Approved as to form and legality on the 15th day of December, 2014, by the City Attorney, Mary Ann Karns.

MARY ANN KARNS, CITY ATTORNEY

Regular Board of Commissioners

9.

Meeting Date: 12/15/2014

Citizen Participation Ordinance

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action on approving a new ordinance regarding citizen participation in City Commission meetings.

Attachments

CP Memo

CP Ordinance

Mayor
WES MAINORD



LINDA AGEE, COMMISSIONER

The City of Shawnee

16 W. 9th St.
P.O. Box 1448
Shawnee, Oklahoma 74802-1448
Tel: (405) 878-1601
Fax: (405) 878-1571

Commissioners

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

December 11, 2014

MEMORANDUM

To: City of Shawnee Commissioners

Since the Commission was unable to agree on an ordinance for citizen participation on December 1, I have made some changes that I hope will allay the concerns of some Commissioners. That ordinance is on the agenda for December 15, with the proposed changes highlighted in yellow. These are the changes:

The ordinance maintains our existing policy of having citizens come to the podium and sign in. It limits the citizen to 3 minutes, but allows 12 minutes for a topic with a maximum of 24 minutes for all comments, regardless of the number of topics.

The Citizens' Comments have been moved from just prior to the regular business of the meeting to be just before the Commissioner Comments, which will give Commissioners an opportunity to respond. Regular business would then follow Commissioner Comments.

In the section setting out the rules to be observed by citizen speakers, I have added that citizens are prohibited from making comments about any candidate issue on a ballot, arbitration, or litigation.

The final change is in the paragraph related to Commissioner interaction with citizens.

I hope that with these changes, we can allow citizens comments during our meeting with respect and an orderly meeting for the Commission and the citizens.

Sincerely,

Linda Agee, Commissioner

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE II, DIVISION 1 OF THE SHAWNEE MUNICIPAL CODE BY ENACTING A NEW SECTION PROVIDING FOR CITIZEN PARTICIPATION AT CITY COMMISSION MEETINGS, PROVIDING FOR REPEAL, PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND DECLARING AN EMERGENCY.

WHEREAS, the City of Shawnee seeks to establish fair, reasonable, and efficient guidelines for maintaining order and promoting effective public participation at City Commission meetings; and

WHEREAS, The City of Shawnee encourages participation from its citizens in public meetings;

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

Section 1. The Shawnee Municipal Code is amended by a new section to read as follows: It is the intent and purpose of the City of Shawnee by adoption of this ordinance to ensure that persons desiring to address the City Commission on matters pertaining to public business are afforded an opportunity to do so.

At every regular City Commission meeting, a time for Citizen Participation shall be placed on the agenda just before Commissioners Comments and before the Commission takes up its regular business. Citizen Participation shall be limited to that portion of the meeting except when related to Public Hearings.

Citizen comments are limited to 12 minutes per topic and 24 minutes per meeting unless an extension is proposed by a commission member and approved by a majority of Commission members.

Citizens wishing to address the City Commission in accordance with this ordinance shall abide by the following rules:

- 1) Stand and be recognized by the Mayor or Presiding Officer.
- 2) Approach the podium, state name, and sign the sign-in sheet.
- 3) Distribute any handouts to the City Commission and City Clerk.
- 4) Restrict comments to public business, whether or not on the agenda. Speaking for or against candidates for public office, issues on a ballot pending an election, and city business involving arbitration or litigation are prohibited.
- 5) State whether speaking as an individual or for a group or organization.
- 6) Address comments to the Commission as a body, not to any member thereof.
- 7) Address questions to the Mayor or Presiding Officer.
- 8) Speak respectfully. Profanity and personal attacks will not be tolerated.
- 9) Limit comments to 3 minutes.

City Commission members shall not enter into a dialogue with the speaker during the speaker's allotted time except to ask for clarification. After the speaker leaves the podium and before the next speaker is called, commissioners may respond to speaker's comments, subject to rules of the Oklahoma Open Meeting Act.

The City Commission will take no action on matters presented during Citizens Participation. Questions may be referred to the City Manager for an answer, or the matter may be placed on a future meeting agenda.

Speakers may not speak with Commission members after leaving the podium and may not speak from their seat unless called upon by the Mayor or Presiding Officer.

If any citizen violates these rules, the Mayor may declare the speaker out of order and retake the floor. If the speaker does not comply, they may be asked to leave or if necessary, escorted from the meeting.

Section 2. REPEALER. All ordinances in conflict herewith are hereby repealed.

Section 3. CODIFICATION. This ordinance shall be codified in Chapter Two, Article II, Division 1 of the Shawnee Municipal code with a section number set by the codifier.

Section 4. SEVERABILITY. If any part, article, section, or subsection of this ordinance shall be held invalid or unconstitutional for any reason, such holding shall not be construed to impair or invalidate the remainder of this ordinance, notwithstanding such holding.

Section 5. EMERGENCY. It being immediately necessary for the preservation of the public peace, health, safety, and welfare of the City of Shawnee and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this _____ day of December, 2014.

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK
(SEAL)

Emergency separately approved this ____ day of December, 2014:

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK
(SEAL)

APPROVED AS TO FORM AND LEGALITY THIS _____ day of December, 2014.

MARY ANN KARNES
CITY ATTORNEY

Regular Board of Commissioners

10.

Meeting Date: 12/15/2014

Dec Sales Tax

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Sales Tax Report received December 2014.

Attachments

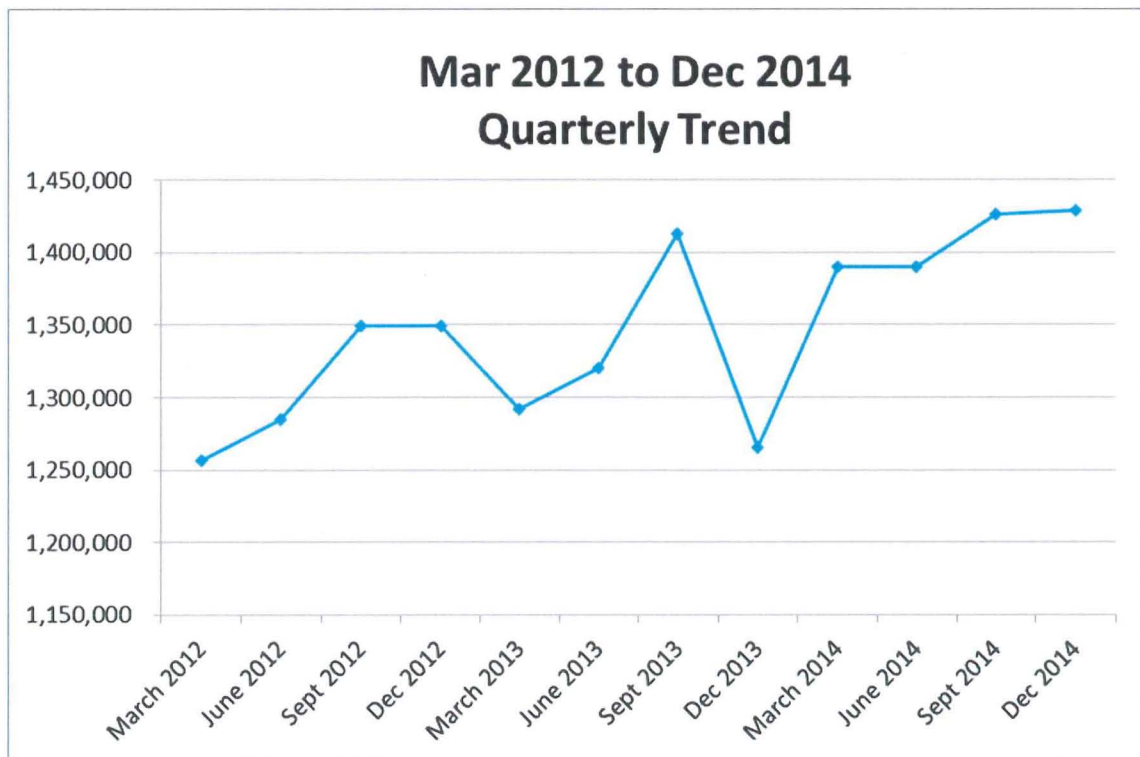
Dec Sales Tax

City of Shawnee Memorandum



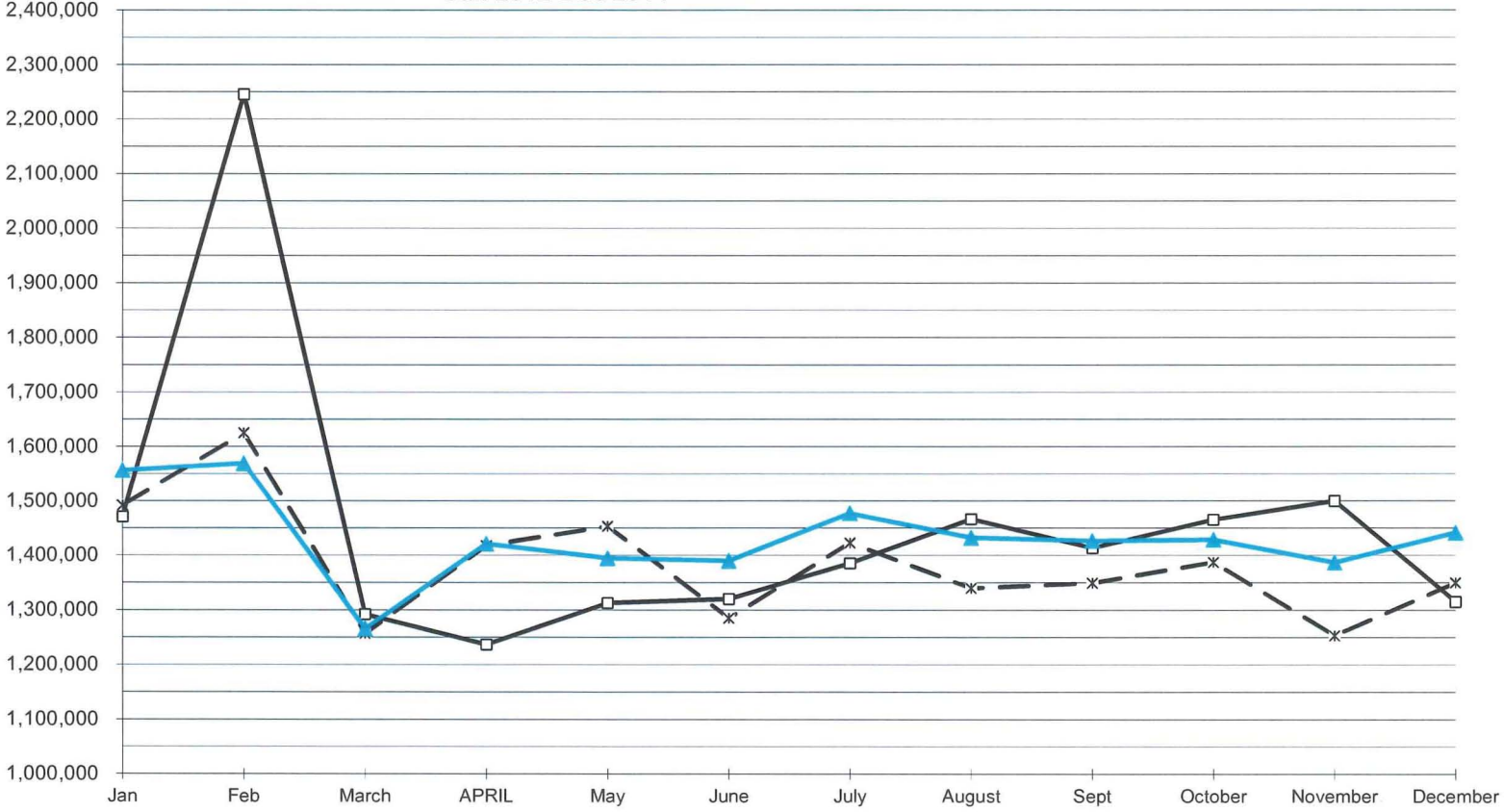
To: Mayor and City Commissioners
CC: Brian McDougal, City Manager
From: Cynthia R Sementelli, Finance Director
Date: December 8, 2014
Re: City Sales Tax Report

December Sales Tax collected this month was \$1,441,774 compared to last year's we are up \$126,749 or 9.64%. November 2013 we had a one-time contribution of \$100K that was in error so they took back about \$90K in December 2013 so in reality we were up \$36k. Compared to 2012 we are up \$92K.



	January 2012	January 2013	January 2014	Increase (Decrease)	
	through	through	through	Over Prior Year	
Month	December 2012	December 2013	December 2014	Amount	Percentage
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%)
Sept	1,349,282	1,412,708	1,426,359	13,651	0.97%
October	1,386,657	1,465,063	1,428,921	(36,142)	(2.47%)
November	1,253,140	1,499,183	1,386,855	(112,328)	(7.49%)
December	1,349,459	1,315,025	1,441,774	126,749	9.64%
Total	12,639,370	13,140,266	12,934,561	(205,705)	(1.57%)
		Prior Year	Current Year	Increase (Decrease)	
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		8,543,283	8,593,688	\$50,405	0.59%

**CITY OF SHAWNEE
SALES TAX COLLECTION
Jan 2012-Dec 2014**



-x- January 2012 through December 2012
 -□- January 2013 through December 2013
 -△- January 2014 through December 2014

Regular Board of Commissioners

11.

Meeting Date: 12/15/2014

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager's Report.

Regular Board of Commissioners

12. a.

Meeting Date: 12/15/2014

Snow Removal Proposal

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Proposals for Snow and Ice Removal Assistance (Open)

Attachments

Notice Snow Removal

Bidders List Snow Removal

CITY OF SHAWNEE OKLAHOMA

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

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

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

Proposals shall be based upon the Plans and Specifications and other documents in the Proposal Documents Package. Proposals will be received in the Office of the City Clerk, 16 W. 9th, Shawnee, Oklahoma 74801, by no later than 4:00 P.M. on Monday, December 15, 2014. All proposals timely received will be opened and reviewed by the Emergency Management Director. The Emergency Management Director reserves the right to recommend that the City Commission of the City of Shawnee reject any or all proposals and to recommend that the Commission waive immaterial defects and irregularities.

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

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

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

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



Phyllis Loftis
Phyllis Loftis, CMC
City Clerk

Signed: _____

Brian McDougal
Brian McDougal
City Manager

Date: 11/24/14

Potential Vendor List

Snow & Ice Removal

Haskell Lemon Construction Co
ATTN: Joe Ridley
P.O. Box 75608
Oklahoma City, OK 73147-0608
405-947-6069
jridley@haskelllemon.com

Markwell Paving Co
1020 SW 21st Street
Oklahoma City, OK 73108
405-634-5353
darrell@markwellpaving.com

Schwarz Paving Co
8251 West Reno
Oklahoma City, OK 73127
405-789-7203
debbie.judd@schwarzpaving.com

Shell Construction Co
336 Falcon Dr
OKC, OK 73127
405-495-2063
shellconstruction@ymail.com

CP Integrated Services
3800 Beacon Dr
OKC, OK 73179
405-823-2147
durindafisher@coxinet.net

Silver Star Construction Co
2401 S Broadway
Moore, OK 73160
405-793-1725
recept@silverstarconst.com

Nash Construction Co
700 South Irving
Oklahoma City, OK 73129
405-672-2792
nashconbw@att.net

Rudy Construction Co
3101 NE 63rd
Oklahoma City, OK 73121
405-478-9900
info@rudycorstruction.com

Shawnee Sand & Select
43008 Benson Park Rd
Shawnee, OK 74801
405-878-6088
drw9994@yahoo.com

G & G Services
37402 Garrett's Lake Road
Shawnee, OK 74804
405-203-3588
griggschris@yahoo.com

Regular Board of Commissioners

14.

Meeting Date: 12/15/2014

Exec Session Interim CM

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to enter into executive session for the purpose of finalizing a contract with Justin Erickson for performance of duties as Interim City Manager pursuant to 25 O.S. §307(B)1 "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".

Regular Board of Commissioners

15.

Meeting Date: 12/15/2014

Exec Session Real Property

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

Regular Board of Commissioners

16.

Meeting Date: 12/15/2014

Return Exec Session Interim CM

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration and possible action on matters discussed in executive session for the purpose of finalizing a contract with Justin Erickson for performance of duties as Interim City Manager pursuant to 25 O.S. §307(B)1 "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".

Regular Board of Commissioners

17.

Meeting Date: 12/15/2014

Return Exec Session Real Property

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
