

AGENDA  
BOARD OF CITY COMMISSIONERS  
April 4, 2011 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. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number
  - b. Minutes from the March 21, 2011 regular meeting and the March 21, 2011 special called meeting.
  - c. Acknowledge the following Reports and Minutes:
    - Shawnee Civic and Cultural Development Authority minutes from January 20, 2011 and February 17, 2011
    - Project Payment Report February 2011
    - License Payment Report February 2011
  - d. Acknowledge refund of contributions from the Defined Contribution plan for Robert Inman
  - e. Authorize Staff to advertise for bids on the City's Rehab Asphalt Streets Maintenance Project.
  - f. Acknowledge receipt of and authorize staff to approve grant paperwork for a sub-grant of Citizens Corps Grant funds from the Oklahoma Office of Homeland Security in the amount of \$4500.

3. Citizens Participation  
(A three minute limit per person)  
(A twelve minute limit per topic)
4. Presentation of annual report for the Pioneer Library Systems by Anne Masters, Director.
5. Public hearing and consideration of request by Yale Oil Association, Inc. to drill an oil well on property located near 32010 Clearpond Road.
6. Authorize Staff to sign acknowledgement confirming participation in the planning project to create a Pottawatomie County Hazard Mitigation Plan.
7. Consider a resolution to declare the fishing dock on Lake No. 2 as surplus property and grant permission for staff to advertise for sealed bids from the public for sale and removal of said dock.
8. Consider a resolution requesting bridge inspection responsibility by the local government for compliance with national bridge inspections standards. Bridge inspection contracts for 2011 and 2012.
9. Consider Bids:
  - a. Water Rescue Boat Tandem with Dual Trailer (Fire Department) (Open)
  - b. Mall Drive Turn Lanes Project COS-PW-10-04 (Open)
10. New Business  
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
11. Administrative Reports
12. Commissioners Comments
13. Adjournment

Respectfully submitted

Phyllis Loftis, City Clerk

**Regular Board of Commissioners**

**Item #: 2. a.**

**Date: 04/04/2011**

**Opening Bids received**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in  
Agenda Item Number

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**Regular Board of Commissioners**

**Item #: 2. b.**

**Date: 04/04/2011**

**Minutes March 21, 2011 Regular and Special Called**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Minutes from the March 21, 2011 regular meeting and the March 21, 2011 special called meeting.

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Attachments

Spec Call Minutes

Minutes March 21, 2011

**BOARD OF CITY COMMISSIONERS**  
CITY OF SHAWNEE  
SPECIAL CALLED SESSION  
March 21, 2011

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, March 21, 2011 at 1:00 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson

Chairman

Pam Stephens

Commissioner Ward 1

Frank Sims

Vice Mayor

James Harrod

Commissioner Ward 3

Billy Collier

Commissioner Ward 4

John Winterringer

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

Others in attendance were City Manager Brian McDougal, City Clerk Phyllis Loftis and Attorney Margaret Love. The media was represented by Robby Short, Shawnee News Star.

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 CITY COMMISSION 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 16<sup>th</sup> day of March, 2011, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee, Oklahoma in the Commission Chambers of City Hall, 16 W. 9<sup>th</sup>, Shawnee, Oklahoma at 1:00 p.m. on March 21, 2011, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be for consideration and possible action to enter into executive session for the purpose of discussing the hiring of a full time City Attorney including conducting interviews of candidates, as authorized by 25 O.S. §307(B)(1) and consideration and possible action on items discussed in executive session including consideration and possible vote to hire a full time City Attorney and to authorize Margaret Love to enter into negotiations for an agreement with any person selected as the City Attorney.

(SEAL)

ATTEST:

s/s Phyllis Loftis  
PHYLLIS LOFTIS  
CITY CLERK

s/s Brian McDougal  
BRIAN MCDOUGAL  
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 16th day of March, 2011 at 10 o'clock a.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 Linda Peterson  
in person at 10:45 o'clock a.m. on March 16, 2011

I delivered a true and correct copy to Commissioner Frank Sims  
in person at 10:45 clock a.m. on March 16, 2011

I delivered a true and correct copy to Commissioner Pam Stephens  
in person at 10:45 o'clock a.m. on March 16, 2011

I delivered a true and correct copy to Commissioner John Winterringer  
in person at 10:45 o'clock a.m. on March 16, 2011

I delivered a true and correct copy to Commissioner Steve Smith  
in person at 2:45 o'clock p.m. on March 17, 2011

I delivered a true and correct copy to Commissioner James Harrod  
In person at 2:55 o'clock p.m. on March 17, 2011

Mayor/Commissioner(s) Billy Collier  
could not be found in the City of Shawnee, Oklahoma on March 17, 2011

s/s Cynthia Sementelli  
Finance Director/Acting City Manager

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA TO BE HELD ON THE 21<sup>ST</sup> DAY OF MARCH, 2011 AT 1:00 O'CLOCK P.M. AT THE SHAWNEE COMMISSION CHAMBERS, 16 W. NINTH, SHAWNEE, OKLAHOMA. THE PURPOSE OF SAID MEETING WILL BE FOR CONSIDERATION AND POSSIBLE ACTION TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE HIRING OF A FULL TIME CITY ATTORNEY INCLUDING CONDUCTING INTERVIEWS OF CANDIDATES, AS AUTHORIZED BY 25 O.S. §307(B)(1) AND CONSIDERATION AND POSSIBLE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION INCLUDING CONSIDERATION AND POSSIBLE VOTE TO HIRE A FULL TIME CITY ATTORNEY AND TO AUTHORIZE MARGARET LOVE TO ENTER INTO NEGOTIATIONS FOR AN AGREEMENT WITH ANY PERSON SELECTED AS THE CITY ATTORNEY.

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 1:00 p.m. on March 21, 2011 for consideration and possible action to enter into executive session for the purpose of discussing the hiring of a full time City Attorney including conducting interviews of candidates, as authorized by 25 O.S. §307(B)(1) and consideration and possible action on items discussed in executive session including consideration and possible vote to hire a full time City Attorney and to authorize Margaret Love to enter into negotiations for an agreement with any person selected as the City Attorney.

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Witness my hand this 16<sup>th</sup> day of March, 2011.

s/s Brian McDougal  
BRIAN MCDOUGAL  
CITY MANAGER

(SEAL)

ATTEST:

s/s Phyllis Loftis  
PHYLLIS LOFTIS, CITY CLERK



AGENDA ITEM NO. 1:

CALL TO ORDER:

AGENDA ITEM NO. 2:

DECLARATION OF A QUORUM

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

AGENDA ITEM NO. 3:

CONSIDERATION AND POSSIBLE ACTION TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE HIRING OF A FULL TIME CITY ATTORNEY INCLUDING CONDUCTING INTERVIEWS OF CANDIDATES, AS AUTHORIZED BY 25 O.S. §307(B)(1).

A motion was made by Commissioner Stephens and seconded by Vice Mayor Sims to enter into executive session. Motion carried 7-0.

AYE: Stephens, Sims, Harrod, Peterson, Collier, Winterringer, Smith

NAY: None

Commission enters into Executive Session at 1:04 p.m.

AGENDA ITEM NO. 4:

CONSIDERATION AND POSSIBLE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION INCLUDING CONSIDERATION AND POSSIBLE VOTE TO HIRE A FULL TIME CITY ATTORNEY AND TO AUTHORIZE MARGARET LOVE TO ENTER INTO NEGOTIATIONS FOR AN AGREEMENT WITH ANY PERSON SELECTED AS THE CITY ATTORNEY.

Commissioners return from Executive Session at 5:10 p.m. with all Commissioners present.

A motion was made by Vice Mayor Sims, seconded by Commissioner Winterringer to direct Margaret Love to begin negotiations with the potential candidates for City Attorney. Motion carried 7-0.

AYE: Sims, Winterringer, Smith, Stephens, Harrod, Peterson, Collier

NAY: None

AGENDA ITEM NO. 5:

ADJOURNMENT

There being no further business to come before the meeting, a motion was made by Vice Mayor Sims, seconded by Commissioner Harrod, that the meeting be adjourned.

Motion carried 7-0. (5:12 p.m..)

AYE: Sims, Harrod, Peterson, Winterringer, Smith, Stephens

NAY: None

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LINDA PETERSON,  
MAYOR

(SEAL)

ATTEST:

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PHYLLIS LOFTIS,  
CITY CLERK

**BOARD OF CITY COMMISSIONERS PROCEEDINGS**  
**MARCH 21, 2011 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, March 21, 2011 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson

Mayor

Pam Stephens

Commissioner Ward 1

Frank Sims

Commissioner Ward 2-Vice Mayor

James Harrod

Commissioner Ward 3

Billy Collier

Commissioner Ward 4

Absent

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

ABSENT: Winterringer

INVOCATION

REV. RAY BELFORD

FIRST CHRISTIAN CHURCH

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Agenda.

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

AYE: Harrod, Sims, Peterson, Collier, Smith, Stephens

NAY: None

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the March 7, 2011 meeting
- b. Acknowledge the following minutes and reports:
  - Sister Cities Council minutes from January 11, 2011
  - Shawnee Urban Renewal Authority minutes from January 4, 2011
- c. Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving GARAGE SALE licenses and fees for the weekend of April 8-10, 2011 to help citizens prepare for the City's clean-up campaign.

- d. Acknowledge Mayor's Appointment:

Carl Holt to the Beautification Committee to complete the unexpired term of Robert Cash, first partial term to expire 12/31/2012.

- e. Approve rules for the Shawnee dog park and name the Shawnee dog park the "Mary Maxine Williamson Dog Park".
- f. Authorize staff to submit application for funding to the Oklahoma Department of Commerce (ODOC) for the FY 2011 Emergency Solution Grant (ESG) as Sponsor for Family Promise of Shawnee. The City will be requesting the maximum funding under Tier I of the application in the amount of \$20,000 for essential and preventative services for the homeless.
- g. Approve agreement between the City of Shawnee and the Citizen Potawatomi Nation for cross-deputization between the Shawnee Police Department and the Citizen Potawomi Tribal Police.

Staff requested that Consent Agenda Item (g) be pulled and tabled at this time.

A motion was made by Commissioner Harrod, seconded by Vice Mayor Sims, to approve the Agenda Items a – f, less item g. Motion carried 6-0.

AYE: Harrod, Sims, Peterson, Collier, Smith, Stephens

NAY: None

City Manager Brian McDougal spoke regarding Consent Agenda Item (g) and explained that staff needed to research this item further and requested that it be tabled to a future meeting.

A motion was made by Commissioner Harrod, seconded by Vice Mayor Sims, to table Agenda Item (g). Motion carried 6-0.

AYE: Harrod, Sims, Peterson, Collier, Smith, Stephens

NAY: None

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

Dr. Marshall Gleckler spoke and asked to be allowed to pay money in lieu of building a sidewalk in front of his new optometry office on 45<sup>th</sup> Street. Community Development Director Justin Erickson stated that he would call Dr. Gleckler and discuss the option with him.

AGENDA ITEM NO. 4:                      Mayor's Proclamations:  
"Arbor Week"  
March 21-25, 2011

Commissioner Smith presented the Arbor Week Proclamation to James Bryce.

"Emergency Management Week"  
March 20-26, 2011

Mayor Peterson presented the Emergency Management Week Proclamation to Butch Lutomski.

"Fair Housing Month"  
April 2011

Commissioner Stephens presented the Fair Housing Month Proclamation to Justin Erickson.

AGENDA ITEM NO. 5:

Introduction of Shawnee 2011 student/teacher delegation for exchange trip to Nikaho, Japan.

Chair

Skip Gore

Teachers

Laura Hamilton, NRC

Taylor Wilson, NRC

Students

Dashai Falconer, SMS

Cierra Gibson, SMS

Jackson Hopkins, SMS

Logan Jennings, SMS

Carlynn Martin, SMS

Nathan Cannata, Liberty

Bailey Kasterke, Liberty

Andrea France, NRC

Mr. Skip Gore spoke on behalf of the Sister Cities organization and stated that safety will be the main priority in deciding if this year's delegation will travel to Japan. He stated that if these delegates are unable to visit Japan this year, the same delegates will have the opportunity to go to Japan in 2012.

AGENDA ITEM NO. 6:

Presentation of the City of Shawnee audited Financial Statements for the year ended June 30, 2010.

Vanessa Dutton presented the audited Financial Statements for the year ended June 30, 2010. In Ms. Dutton's power point presentation, she stated that the City was given a clean unqualified opinion. The Financial Statement findings include two material weaknesses: Controls over capital assets and controls over meter reading and SMA billing. There was a significant deficiency (a lesser finding) over allowance for uncollectible accounts. It was noted that the audit had not been finalized by the December 31, 2010 deadline. However, Finance Director Cindy Sementelli noted that the preliminary audit work would begin earlier this year to allow for a timely filing.

AGENDA ITEM NO. 7:

Presentation and consider acceptance of the Regional Park Master Plan.

Doug Tennant of Jacobs Engineering gave the presentation for the Regional Park Master Plan. He provided copies of the proposed Plan, as well as a power

point presentation. Mr. Tennant spoke of the various baseball, softball and soccer fields, as well as hiking and biking trails included in the Plan. The total projected costs associated with the construction of the Regional Park are \$19,535,167. In the event that the City's funding does not allow for total completion of the project, Mr. Tennant noted that Phase I of the project (which would be approximately 80% of the completed project) would cost approximately \$12,000,000 - \$14,000,000.

A motion was made by Vice Mayor Sims, seconded by Commissioner Harrod, to approve the Regional Park Master Plan. Motion carried 6-0.

AYE: Sims, Harrod, Peterson, Collier, Smith, Stephens

NAY: None

AGENDA ITEM NO. 8: Acknowledge Sales Tax Report received March 2011.

Finance Director Cindy Sementelli reported on the latest sales tax report from the Oklahoma Tax Commission. March receipts were up 7.7% over last year's receipts and were approximately 6.40% above year to date budget projections.

AGENDA ITEM NO. 9: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 10: Administrative Reports

Police Chief Russell Frantz spoke regarding ordinances that would be brought before the Commission for consideration at a future meeting. The ordinances are in reference to panhandling and trespassing as it relates to code enforcement issues.

AGENDA ITEM NO. 11: Commissioners Comments

Commissioner Harrod requested that a work session be scheduled to discuss the future plans regarding the Regional Park. It was decided that the Commissioners would each check their schedules and would contact the City

Manager's Office with their availability. The Commission will confirm the date of the Special Call work session at the next regular City Commission meeting.

Commissioner Harrod also noted that with the 30" water line now completed, he would like staff to look into an Automated Meter Reading solution.

AGENDA ITEM NO. 12:                      Adjournment

There being no further business to be considered, a motion was made by Vice Mayor Sims, seconded by Commissioner Stephens, that the meeting be adjourned. Motion carried 6-0. (7:31 p.m.)

AYE: Sims, Stephens, Harrod, Peterson, Collier, Smith

NAY: None

\_\_\_\_\_  
LINDA PETERSON, MAYOR

(SEAL)

ATTEST:

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



**Regular Board of Commissioners**

**Item #: 2. c.**

**Date: 04/04/2011**

**Reports and Minutes**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge the following Reports and Minutes:

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**Regular Board of Commissioners**

**Item #: 2. c.**

**Date: 04/04/2011**

**SC&CDA minutes January 2011 and February 2011**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

- Shawnee Civic and Cultural Development Authority minutes from January 20, 2011 and February 17, 2011
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Attachments

SC&CDA minutes Jan 2011

SC&CDA Feb 2011

A Meeting of the Shawnee  
Civic and Cultural Development Authority  
January 20, 2011  
12:30 P.M.  
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for their regular meeting Thursday, January 20, 2011 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 01/14/2011 at 10:50 AM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 12:35 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

TRUSTEES PRESENT:           Mr. Karl Kozel  
                                      Mr. Lance Wortham  
                                      Mr. Jim Lowe  
                                      Mr. Randy Gilbert  
                                      Mr. Brian McDougal  
                                      Mr. Casey Bell

TRUSTEES ABSENT:

Also in attendance: Michael Jackson, Operations Manager; Stephanie Meiler, Administrative Assistant, Mike Clover, Stuart & Clover, Shelly Welch of Finley and Cook, and Chris Dunlap, Expo Superintendent.

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Approval of minutes of Regular Meeting of December 2010

The motion made by Trustee Lowe, seconded by Trustee Packwood that the minutes of the regular meeting of December 2010 are approved with the correction to the wording on Agenda item #10. Motion carried.

AYE:       Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel  
NAY:       None  
ABSTAIN:

AGENDA ITEM NO. 5

Review and acknowledgement of Monthly Activity Report

Review and Acknowledgment was made for the Monthly Activity Report-

AGENDA ITEM NO. 6

Approval of Monthly Financial Report

The motion made by Trustee Bell , seconded by Trustee Lowe that the monthly financial report for December. Motion carried.

AYE:       Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel  
NAY:       None  
ABSTAIN:

AGENDA ITEM NO. 7

Approval of Claims: General  
Account

The motion made by Trustee Lowe, seconded by Trustee Bell to approve the Claims on General Account. Motion carried.

AYE: Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel  
NAY: None  
ABSTAIN:

A.	Stuart, Clover, Duran and Thomas Legal Fees	\$ 990.00
B.	Oklahoma Tax Commission Taxes Due State	\$ 567.00
C.	Fuelman Monthly Utilities	\$ 683.84
D.	Express Service Inc Temp Labor	\$ 410.40
E.	Rockin' B Steel Co Equipment	\$ 319.20
F.	Rockin' B Steel Co Equipment	\$ 597.00
G.	Above Protection Services Security	\$ 90.00
H.	Air Gas Mid South Supplies	\$ 90.25
I.	Sparks Heat and Air Equipment Maintenance	\$ 713.35
J.	Armstrong Pest Control Bldg. & Grounds Maintenance	\$ 125.00
K.	Droffats Catering Costs	\$ 3821.22
L.	AT&T Monthly Utilities	\$ 1045.86
M.	City of Shawnee Monthly Utilities	\$ 225.18
N.	Shawnee Office Systems Equipment Maintenance	\$ 118.52
O.	Finley and Cook Accounting Services	\$ 385.00
P.	City of Shawnee Monthly Utilities	\$ 84.00

Q.	NAPA Equipment Maintenance	\$ 148.87
R.	Shawnee Lighting Systems Equipment Maintenance	\$ 2262.29
S.	AT&T Mobility Monthly Utilities	\$ 650.00
T.	Bankers Credit Card Services Monthly Utilities	\$ 116.79
U.	Terrell Building Supply Bldg & Grounds Maintenance	\$ 1877.70
V.	Locke Supply Bldg & Grounds Maintenance	\$ 28.77
W.	Integrated Network Solutions Equipment Maintenance	\$ 650.00
X.	Oklahoma Natural Gas Monthly Utilities	\$ 1285.29
Y.	Sparks Heat and Air Bldg & Grounds Maintenance	\$ 95.50
Z.	Oklahoma Natural Gas Monthly Utility	\$ 647.73
AA.	OneOK Monthly Utilities	\$ 2412.48
BB.	Oklahoma Gas & Electric Monthly Utilities	\$ 6863.24
CC.	Pitney Bowes Postage	\$ 153.00
DD.	Automatic Fire Control Bldg & Grounds Maintenance	\$ 350.00
EE.	Vision Bank Loan Payment	\$ 576.98
FF.	Thyssenkrupp Elevator Corp Equipment Maintenance	\$ 738.18
GG.	Hunzicker Brothers Bldg & Grounds Maintenance	\$ 150.89
HH.	Convention and Visitors Bureau Advertising Expense	\$ 2000.00
II.	Frontier Country Marketing Membership Dues	\$ 325.00
JJ.	Bruske Products Equipment Maintenance	\$ 691.98

KK.	Back 40 Web Hosting	\$ 50.00
LL.	Express Employment Services Temp Labor	\$ 356.40
MM.	Whites Ace Building Center Equipment	\$ 14.98
NN.	RBC Agency Insurance	\$ 6135.81

ADD-ON'S

GENERAL ACCOUNT:

A.	Oklahoma Natural Gas Monthly Utilities	\$ 1,183.40
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AGENDA ITEM NO 8

Approval of Claims: Special Events

None.

AGENDA ITEM NO.9

Approval of Claims: Shavings Account

A.	Xylo of Oklahoma Shavings	\$ 3780.00
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The motion made by Trustee Packwood, seconded by Trustee Wortham to approve the Claims on the Special Account. Motion carried.

AYE: Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel  
NAY: None

AGENDA ITEM NO. 10

IFYR Up-Date

Golf Cart Policy for the IFYR will be changing as far as age required to drive and safety measures, Personnel applications were handed out at the IFR in OKC, Looking at different Soft Goods person for IFYR 2011, Increasing \$ on stalls and camping to off set the state taxes we incurred last IFYR-

AGENDA ITEM NO.11

Committee Reports

None

AGENDA ITEM NO.12

Administrative Reports

Parking Lot Discussion about the surveying that has been happening-

AGENDA ITEM NO. 13

Old Business

None

AGENDA ITEM NO. 14

New Business

None

AGENDA ITEM NO. 15

Public & Trustee Comments

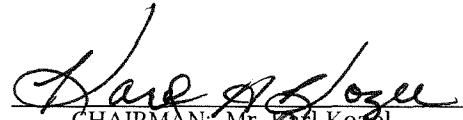
None

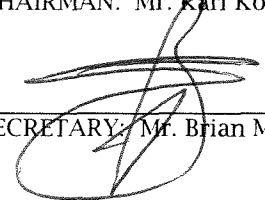
AGENDA ITEM NO. 16

Adjournment

The motion made by Trustee Gilbert, seconded by Trustee Bell to adjourn the meeting. Motion Carried

AYE: Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel  
NAY:  
ABSTAIN:

  
CHAIRMAN: Mr. Karl Kozel

  
SECRETARY: Mr. Brian McDougal

A Meeting of the Shawnee  
Civic and Cultural Development Authority  
February 17, 2011  
12:30 P.M.  
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for their regular meeting Thursday, February 17, 2011 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 02/11/2011 at 3:36 PM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 12:35 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

TRUSTEES PRESENT:           Mr. Karl Kozel  
                                      Mr. Casey Bell  
                                      Mr. Jim Lowe  
                                      Mr. Carl Packwood

TRUSTEES ABSENT:           Mr. Randy Gilbert  
                                      Mr. Lance Wortham  
                                      Mr. Brian McDougal

Also in attendance: Michael Jackson, Operations Manager; Stephanie Meiler, Administrative Assistant, Mike Clover, Stuart & Clover, Shelly Welch of Finley and Cook, Kinlee Farris of the Shawnee CVB and Chris Dunlap, Expo Superintendent.

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Approval of minutes of Regular  
Meeting of January 2011

The motion made by Trustee Lowe, seconded by Trustee Bell that the minutes of the regular meeting of January 2011 are approved. Motion carried.

AYE:     Bell, Lowe, Packwood, Kozel  
NAY:     None  
ABSTAIN:

AGENDA ITEM NO. 5

Action to accept re appointment of Mr. Randy  
Gilbert to the SC&CDA Board by the Pott. Co  
Commissioners.

The motion made by Trustee Lowe, seconded by Trustee Bell to accept the re-appointment of Trustee Gilbert by the Pott County Commissioners. Motion carried.

AYE: Bell, Lowe, Packwood, Kozel  
NAY:  
ABSTAIN:

AGENDA ITEM NO. 6

Review and Acknowledgment of Monthly Activity  
Report.



AGENDA ITEM NO. 7

Approval of the revised financial report  
for December 2010.

The motion made by Trustee Bell, seconded by Trustee Packwood to approve the revised financial report.  
Motion carried.

AYE: Bell, Lowe, Packwood, Kozel  
NAY: None  
ABSTAIN:

AGENDA ITEM NO 8

Approval of January Financial Report.

The motion made by Trustee Bell, seconded by Trustee Packwood to approve the January Financial Report.  
Motion carried.

AYE: Bell, Lowe, Packwood, Kozel  
NAY: None  
ABSTAIN:

AGENDA ITEM NO.9

Approval of Claims:      General Account

A.	OG&E Monthly Utilities	\$ 5,513.05
B.	INS Equipment Maintenance	\$ 650.00
C.	Oklahoma Natural Gas Monthly Utilities	\$ 2,200.84
D.	AT&T Mobility Monthly Utilities	\$ 47.20
E.	Sparks Heat and Air Equipment Maintenance	\$ 1,365.07
F.	Arvest Bank Vehicle Payment	\$ 502.69
G.	AIRGAS Mid South Supplies	\$ 64.17
H.	Fastenal Equipment Maintenance	\$ 101.31
I.	Automatic Fire Control Equipment Maintenance	\$ 1,125.00
J.	Pott Co Jr Livestock Show Agri-Business Luncheon	\$ 7.00
K.	Back 40 Designs Web Hosting	\$ 60.00
L.	Vision Bank Equipment Purchase	\$ 576.98

M.	Shawnee Office Systems Equipment Maintenance	\$ 148.16
N.	Finley and Cook Accounting Services	\$ 760.00
O.	A-1 Rooter Bldg & Grnds Maintenance	\$ 90.00
P.	Best Companies Inc Bldg Maintenance	\$ 904.00
Q.	Bankers Credit Card Services Monthly Payment	\$ 45.00
R.	Bankers Credit Card Services Monthly Payment	\$ 468.31
S.	Music Unlimited Equipment Supplies	\$ 20.56
T.	Natural Water Company Product	\$ 228.12
U.	City of Shawnee Surcharge Report	\$ 173.0
V.	Fuelman Monthly Utilities	\$ 1,739.40
W.	Express Services Inc Temp Labor	\$ 410.40
X.	Chuck Jones Grounds Maintenance	\$ 2,100.00
Y.	City of Shawnee Monthly Utilities	\$ 246.14
Z.	Sparks Heat and Air Equipment Maintenance	\$ 375.51
AA.	Oklahoma Tax Commission Taxes Due	\$ 978.75
BB.	Cox Systems Technology Equipment Maintenance	\$ 1,002.62
CC.	AT&T Monthly Utilities	\$ 1,049.37
DD.	NAPA Equipment Maintenance	\$ 480.33
EE.	OneOK Monthly Utilities	\$ 11,363.52

FF.	Grimsley's Supplies	\$ 596.50
GG.	Arvest Bank Vehicle Payment	\$ 502.69

ADD-ON'S

GENERAL ACCOUNT:

A.	Whites Ace Building Center Supplies	\$ 74.95
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The motion made by Trustee Lowe, seconded by Trustee Packwood to approve the Claims on the General Account. Motion carried.

AYE: Bell, Lowe, Packwood, Kozel  
NAY: None  
ABSTAIN:

AGENDA ITEM NO.10

Approval of Claims: Special Account

A.	Bankers Credit Card Services IFR 2011	\$2,020.16
----	--	------------

The motion made by Trustee Packwood, seconded by Trustee Lowe to approve the Claims on the Special Account. Motion carried.

AYE: Bell, Lowe, Packwood, Kozel  
NAY: None  
ABSTAIN:

AGENDA ITEM NO.11

Approval of Claims: Shavings Account

None

AGENDA ITEM NO. 12

Discussion Consideration and Possible Action to award construction bids for Fred Humphrey Pavilion.

The motion made by Trustee Lowe, seconded by Trustee Packwood to approve construction bids for Fred Humphrey Pavilion. Motion carried

AYE: Bell, Lowe, Packwood, Kozel  
NAY:  
ABSTAIN:

AGENDA ITEM NO. 13

Discussion Consideration and Possible Action to appoint a media director for IFYR 2011.

The motion made by Trustee Lowe, and seconded by Trustee Packwood to approve Mike McKormick as media director for IFYR 2011 w/ adjustments made to the contract according to Mike Clovers approval. Motion carried.

AYE: Bell, Lowe, Packwood, Kozel  
NAY:  
ABSTAIN:

AGENDA ITEM NO. 16

Old Business

None

AGENDA ITEM NO. 17

New Business

None

AGENDA ITEM NO. 19

Adjournment

The motion made by Trustee Lowe, seconded by Trustee Packwood to adjourn the meeting. Motion Carried

AYE: Lowe, Packwood, Kozel  
NAY:  
ABSTAIN:

  
CHAIRMAN: Mr. Karl Kozel

  
SECRETARY: Mr. Brian McDougal

**Regular Board of Commissioners**

**Item #: 2. c.**

**Date: 04/04/2011**

**Project Payment Report**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

- Project Payment Report February 2011
- 

Attachments

Project Payment Report

03/16/2011 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

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

PAGE:  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 2/01/2011 TO 2/28/  
SORTED BY: PRO

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	248.00CR
001-4202	BUILDING PERMITS	3,449.48CR
001-4203	PLUMBING PERMITS	520.00CR
001-4204	ELECTRICAL PERMITS	200.00CR
001-4205	ZONING PERMITS & APPLICATIONS	1,390.00CR
001-4206	HEATING & A/C PERMITS	740.00CR
001-4249	OTHER PERMITS	230.00CR
001-4822	OTHER MISC. REVENUE	31.00CR
101-4249	OTHER PERMITS	25.00CR
799-1023	BANCFIRST GENERAL	6,833.48

03/16/2011 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE:  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 2/01/2011 TO 2/28/  
SORTED BY: PRO

\*\* SEGMENT CODE TOTALS \*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B2-ADD	BUILDING CONSTRUCTION ADD	374.05CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,833.43CR
B4-OTHER	BUILDING CAPORT/SHELTER	1,305.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	245.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	794.00CR
P3-REMODEL	PLUMBING REMODEL	612.50CR
P5-SEPTIC	SEPTIC PERMIT	20.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	25.00CR
X-DEMO	DEMOLITION PERMIT	50.00CR
X-PLATFIN	PLAT REVIEW FINAL	325.00CR
X-PLATREV	PLAT REVIEW PRELIM	225.00CR
X-SIGN	SIGN PERMIT	75.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	34.50CR
Z-CONDUSE	CONDITIONAL USE PERMIT	280.00CR
Z-OCCUP	OCCUPANCY PERMIT	75.00CR
Z-REZONING	REZONING REQUEST	560.00CR
	TOTAL	6,833.48CR

**Regular Board of Commissioners**

**Item #: 2. c.**

**Date: 04/04/2011**

**License Payment Report**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

- License Payment Report February 2011
- 

Attachments

License Payment Report



\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	FEE	PAYMENT DISTRIBUTION			TOTAL PAI
			PENALTY	TAX	INTEREST	
AUCD	AUCTION LICENSE FEE ONE DAY	1	10.00CR			10.00
BEERWINER	BEER AND WINE RENEWAL	1	450.00CR			450.00
BOATREG	BOAT REGULAR PERMIT	17	442.00CR			442.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	4	400.00CR			400.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	7	525.00CR			525.00
EXT	EXTERMINATOR LICENSE FEE	1	25.00CR			25.00
FISHANNUAL	FISHING ANNUAL FEE	12	180.00CR			180.00
LAKE-IN	LAKE LEASE CITY RESIDENT	2	400.00CR			400.00
LAKE-OUT	LAKE LEASE NON RESIDENT	1	400.00CR			400.00
LAKELEASE	LAKE LEASE	1	600.00CR			600.00
MECH1	MECHANICAL CONTRACTOR INTIAL	2	200.00CR			200.00
MECH2	MECHANICAL CONTRACTOR RENEW	4	300.00CR			300.00
MIXER	MIXED BEVERAGE RENEWAL	1	900.00CR			900.00
PLUM1	PLUMBING CONTRACTOR INITIAL	1	100.00CR			100.00
PLUM2	PLUMBING CONTRACTOR RENEW	6	450.00CR			450.00
RESAL	RESIDENTIAL SALE	3	30.00CR			30.00
SIGN	SIGN HANGERS LICENSE FEE	1	75.00CR			75.00
TAXIB	VEHICLE FOR HIRE	1	140.00CR			140.00
TAXID	TAXI DRIVER LICENSE FEE	12	36.00CR			36.00
TOTAL			5,663.00CR			5,663.00

**Regular Board of Commissioners**

**Item #: 2. d.**

**Date: 04/04/2011**

**Refund of DC plan for Robert Inman**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge refund of contributions from the Defined Contribution plan for Robert Inman

---

**Regular Board of Commissioners**

**Item #: 2. e.**

**Date: 04/04/2011**

**Advertise Rehab Asphalt St Maint Project**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Authorize Staff to advertise for bids on the City's Rehab Asphalt Streets Maintenance Project.

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Attachments

Overlay Street Maintenance Project

**Mayor**  
LINDA PETERSON



**The City of Shawnee**  
PO Box 1448  
Shawnee Oklahoma 74802-1448  
(405) 273-1250 Fax (405) 878-1581  
[www.ShawneeOK.org](http://www.ShawneeOK.org)

**Commissioners**  
PAM STEPHENS  
FRANK SIMS  
JAMES HARROD  
BILLY COLLIER  
JOHN WINTERRINGER  
STEVE SMITH

**MEMORANDUM**

Date: March 29, 2011

To: Brian McDougal, City Manager

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

A handwritten signature in blue ink, appearing to read 'JK' with a flourish.

Re: Authorization to Let for Bids the FY10-11 Overlay Street Maintenance Project.

At the April 4, 2011 City Commission meeting we will request authorization to advertise for bids the FY10-11 Overlay Street Maintenance Project, Contract No. COS-PW-10-06.

The project is a 'maintenance' type project whereby the asphalt streets selected will have their existing surface milled 1 ¾ to 2 inches, providing a smooth rideable surface. A reinforced fabric (petromat) will be placed to minimize reflective cracking, then the street will be resurfaced with 2-3 inches of newly placed asphalt.

Currently we have several accounts budgeted this fiscal year for asphalt streets projects totaling approximately 1.4 million dollars (see attached Capital Outlay Budget Report. We will bid out quantities of work and award a maintenance contract to the successful bidder utilizing the funding from the budgeted accounts. The dollar amount of the low bid will dictate how many of the suggested streets will be rehabbed, and streets can be either deferred to next year or additional streets can be added this year under this contract. See attached Table A-1 for suggested streets to be worked under this contract.

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

## **TABLE 1-A: Asphalt Maintenance Contract:**

### Recommended Streets

Bryan Street from 45<sup>th</sup> to MacArthur (5,247' – 23,320 SY)

Center Street from Independence to Highland (5,245' – 18,648 SY)

10<sup>th</sup> Street from Beard to Harrison (3,320' – 9,590 SY)

Kennedy from Independence to the Spur (660' – 2,350 SY)

Kennedy from Farrall north to Dead End (3,440' – 11,467 SY)

Union Street from Independence to Wallace (3,014' – 8,077 SY)

Wallace Street from Union to Harrison (2,702' – 7,205 SY)

Independence from Kickapoo to Airport Driver (1,353' – 6,615 SY)

Independence from Park to Broadway (1,496' – 5,984 SY)

Walker Road from 116<sup>th</sup> to Lake Road (5,853' – 15,608 SY)

Independence from SH102 to Drummond (5,225 – 13,933 SY)

Drummond from Independence south to ½ mile (2,660' – 7,093 SY)

Coker Road from US177 to 45<sup>th</sup> Street (2,884' – 7,050 SY)

\*\*Total SY Estimate → 136,940 SY

Tonnage of Asphalt → 18,830 Tons

# CITY OF SHAWNEE

## CAPITAL OUTLAY BUDGET REPORT

FUND	ACCOUNT	PROJECT	LINE	DESCRIPTION	BUDGET	ACTUAL	ENCUMBRANCES	BALANCE
<b><u>STREET IMPROVEMENT FUND</u></b>								
CAPITAL OUTLAY-BLDGS/IMPRV								
302	5-0510-5420	105	0510-03	WAYFINDING STUDY (RO)	20,000.00	0.00	0.00	20,000.00
		TOTAL	CAPITAL OUTLAY-BLDGS/IMPRV		20,000.00	0.00	0.00	20,000.00
		<b>TOTAL</b>			<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
<b>ENGINEERING</b>								
CAPITAL OUTLAY-BLDGS/IMPRV								
302	5-0810-5420	108	0810-03	CENTER STR RECONST FROM HIGHLA	460,000.00	0.00	0.00	460,000.00
302	5-0810-5420	108	0810-04	GORDON COOPER & HARDESTY INTER	85,000.00	0.00	0.00	85,000.00
302	5-0810-5420	108	0810-10	SAFE ROUTES TO SCHOOL PROJECT	30,000.00	0.00	0.00	30,000.00
302	5-0810-5420	108	0810-11	SIDEWALK REPAIR & REPL (RO)	50,000.00	0.00	0.00	50,000.00
302	5-0810-5420	108	0810-17	STR DEPT MAINT/STORAGE BLDG	68,000.00	3,097.62	45,946.00	18,956.38
		TOTAL	CAPITAL OUTLAY-BLDGS/IMPRV		693,000.00	3,097.62	45,946.00	643,956.38
CAPITAL OUTLAY - EQUIPMENT								
302	5-0810-5450	108	0810-12	AERIAL PHOTOGRAPHY (R0)	25,000.00	0.00	24,930.00	70.00
302	5-0810-5450	108	0810-52	BULL DOZER	77,000.00	0.00	0.00	77,000.00
302	5-0810-5450	108	0810-53	ASPHALT SEALING MACHINEFY09-10	21,000.00	0.00	0.00	21,000.00
302	5-0810-5450	108	0810-54	ASPHALT SEALING MACHINEFY08-09	25,000.00	0.00	0.00	25,000.00
		TOTAL	CAPITAL OUTLAY - EQUIPMENT		148,000.00	0.00	24,930.00	123,070.00
		<b>TOTAL</b>	<b>ENGINEERING</b>		<b>841,000.00</b>	<b>3,097.62</b>	<b>70,876.00</b>	<b>767,026.38</b>



# CITY OF SHAWNEE

## CAPITAL OUTLAY BUDGET REPORT

FUND	ACCOUNT	PROJECT	LINE	DESCRIPTION	BUDGET	ACTUAL	ENCUMBRANCES	BALANCE
<b>NEW STREET PROJECTS</b>								
CAPITAL OUTLAY - KICKAPOO ST								
302	5-0820-5481	108	0810-07	KICKAPOO PAVING PROJECT (R0)	1,000,000.00	18,304.00	0.00	981,696.00
302	5-0820-5481	108	0810-08	KICKAPOO (45TH TO I-40) (R0)	248,418.00	0.00	0.00	248,418.00
302	5-0820-5481	108	0810-18	KICKAPOO (RO)	2,080,891.00	141,789.56	92,444.00	1,846,657.44
TOTAL CAPITAL OUTLAY - KICKAPOO ST					3,329,309.00	160,093.56	92,444.00	3,076,771.44
<b>TOTAL NEW STREET PROJECTS</b>					<b>3,329,309.00</b>	<b>160,093.56</b>	<b>92,444.00</b>	<b>3,076,771.44</b>
<b>OVERLAY PROJECTS</b>								
CAPITAL OUTLAY - STREETS								
302	5-0840-5480	108	0810-09	MILL&OVERLAY ASPHALT STFY09-10	400,000.00	0.00	0.00	400,000.00
TOTAL CAPITAL OUTLAY - STREETS					400,000.00	0.00	0.00	400,000.00
<b>TOTAL OVERLAY PROJECTS</b>					<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>
<b>STREET REHAB PROJECTS</b>								
CAPITAL OUTLAY - STREETS								
302	5-0850-5480	108	0810-01	REHAB CONCRETE STREETS	300,000.00	128,348.36	12,794.25	158,857.39
302	5-0850-5480	108	0810-05	REHAB ASPHALT STREETS	791,000.00	213,420.65	0.00	577,579.35
TOTAL CAPITAL OUTLAY - STREETS					1,091,000.00	341,769.01	12,794.25	736,436.74
<b>TOTAL STREET REHAB PROJECTS</b>					<b>1,091,000.00</b>	<b>341,769.01</b>	<b>12,794.25</b>	<b>736,436.74</b>



**Regular Board of Commissioners**

**Item #: 2. f.**

**Date: 04/04/2011**

**Homeland Security Grant**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge receipt of and authorize staff to approve grant paperwork for a sub-grant of Citizens Corps Grant funds from the Oklahoma Office of Homeland Security in the amount of \$4500.

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Attachments

Homeland Security Grant Information



# City of Shawnee Memorandum

**To:** Honorable Mayor and City Commission Members  
**Through:** Brian McDougal, City Manager *D.L.*  
**From:** Donald D. Lynch, Emergency Management Director  
**Date:** March 30, 2011  
**Re:** Sub-Grant from State Homeland Security



---

Following your approval, we submitted an application for the sub-grant of Citizens Corps funds from the Oklahoma Office of Homeland Security. We have received the attached paperwork indicating we have been awarded a sub-grant in the amount of \$4500. The sub-grant provides funding on a reimbursement basis.

We have identified equipment needs to be funded under this sub-grant as listed on the attached budget detail worksheet. The equipment will be used by our Citizen Emergency Management Team.

I am writing to request your acceptance of this sub-grant and authorization to staff to approve the necessary sub-grant paperwork.

Thank you for your favorable attention to this matter.

KIM EDD CARTER  
DIRECTOR



MARY FALLIN  
GOVERNOR

STATE OF OKLAHOMA  
OFFICE OF HOMELAND SECURITY

TO: City of Shawnee  
Brian McDougal, City Manager  
FROM: Kim Edd Carter, Director REC  
DATE: March 21, 2011  
RE: Oklahoma Office of Homeland Security 2008 Homeland Security Grant Program;  
Citizen Corps CERT; # 130.017

Your agency has been selected to receive funding in the amount of \$4,500.00, (the "Proposed Award"), pursuant to the Oklahoma Office of Homeland Security ("OKOHS") fiscal year 2008 Homeland Security Grant Program (the "2008 Program"). The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response and recovery.

The FY 2008 Citizen Corps Program (CCP) provides resources for States and local communities to: 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council; 2) develop and implement a plan or amend existing plans to achieve and expand citizen preparedness and participation; 3) conduct public education and outreach; 4) ensure clear alerts/warnings and emergency communications with the public; 5) develop training programs for the public, for both all hazards preparedness and volunteer responsibilities; 6) facilitate citizen participation in exercises; 7) implement volunteer programs and activities to support emergency responders; 8) involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes; and 9) conduct evaluations of programs and activities.

We have attached Schedule "C", which has a list of the approved items included in your funding application for this grant that should cost approximately \$4,500.00 for your Citizen Corps CERT project.

The 2008 Program is a federally funded grant using money provided to the State of Oklahoma as a part of the FY 2008 (FEMA/DHS) Homeland Security Grant Program. Like previous FEMA/DHS/OKOHS grant programs, the 2008 Program is a reimbursement grant. The process requires the following actions:

- (1) Acceptance of the terms and conditions of the 2008 Program including but not limited to those noted on the attached Schedule "I";
- (2) You may purchase approved items listed on Schedule "C" however reimbursement from OKOHS is limited to the amount of the Proposed Award; and

**Award Memo**

**Schedule "A"**

**Page 1 of 2**

(3) Upon receipt of the purchased items, you will need to submit a Reimbursement Request Form with copies of the associated invoices to OKOHS. (Copies of the Reimbursement Request Form and the BDW are available on the OKOHS website at [www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)).

Reimbursement checks are generally mailed to sub grantees by OKOHS within 30 days of OKOHS receipt of the signed Reimbursement Request Form and associated invoices. If this process will cause a significant hardship, please contact OKOHS for further guidance.

If your organization is willing to accept the Proposed Award subject to all the terms and conditions of the 2008 Program, please so indicate by: (1) affixing the signature of the appropriate chief executive officer (i.e. the chair of the county commissioners, the mayor, the agency director, or the city manager) in the space provided below; and (2) returning an original fully executed copy of this letter and each document listed on *Schedule "7"* (each of which is included with this award packet) to OKOHS **ON OR BEFORE April 8, 2011** Post Office Box 11415, Oklahoma City, Oklahoma 73136.0415.

Should you have questions or need additional assistance contact Robbie Foster at 405-425-7296 or by e-mail at [rfoster@dps.state.ok.us](mailto:rfoster@dps.state.ok.us).

Thank you for your willingness to participate in this important initiative. We appreciate your efforts to protect our citizens and we look forward to working with you.

Agreed and accepted this \_\_\_ day of \_\_\_\_\_ 2011:

Government/Agency Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

2008 Grant Master  
 Summary Of Approved Items  
 Updated: 03-18-11

3/18/2011  
 2:45 PM

Award ID	Subgrantee	Agency	Category	Project Description	ITEM (Approval Requested)	UnitCost	Qty	Total	March 2011 Approvals	2008 Revised Award	Total Apprvd. To Date	Checks Written	Current Available
130.017	Shawnee, City of	EM	IRV	CERT	Trailer, Cargo	\$ 2,300.00	1	\$ 2,300.00	\$ 2,300.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00
130.017	Shawnee, City of	EM	ICE	CERT	Radios, 2-way, portable VHF (for point to point) Motorola HT1550 or similar (Must Meet State Minimum Standards)	\$ 850.00	2	\$ 1,700.00	\$ 1,700.00	\$ -			
130.017	Shawnee, City of	EM	OAE	CERT	Promotional items for recruitment: key chains and lapel pins (Not to exceed \$500.00)	\$ 500.00	1	\$ 500.00	\$ 500.00	\$ -			

3/21/11

**Regular Board of Commissioners**

**Item #: 4.**

**Date: 04/04/2011**

**Pioneer Library Systems**

Submitted By:

Donna Mayo  
Administration

Department:

Administration

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Information

Title of Item for Agenda

Presentation of annual report for the Pioneer Library Systems by Anne Masters, Director.

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**Regular Board of Commissioners**

**Item #: 5.**

**Date: 04/04/2011**

**Drilling permit by Yale Oil Assoc**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Public hearing and consideration of request by Yale Oil Association, Inc. to drill an oil well on property located near 32010 Clearpond Road.

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Attachments

Yale Oil

# City of Shawnee Memorandum

**To:** Honorable Mayor and City Commissioners

**Through:** Brian McDougal, City Manager

**From:** Donald D. Lynch, Oil & Gas Inspector *D.L.*

**Date:** March 28, 2011

**Re:** Application Of Yale Oil Association, Inc. For Permit To Drill An Oil Well



---

Attached for your consideration is a copy of the application for a permit to drill an oil and gas well from Yale Oil Association on land owned by William and Helen Gibson in Section 22 Range 2E Township 10N in Shawnee.

Requirements for the permit application are found in City Code Chapter 28.

Section 28-67 (a) provides for requirements for the application. Upon my review, I find that there remain two application requirements to be fulfilled at this time. The Applicant's Agent has been contacted and is working to satisfy the requirements. The application is being forwarded to you at this time because of the Agenda posting requirements and for your review prior to the meeting on April 4.

In accordance with Section 28-69, evidence of a surety bond in favor of the City of Shawnee in the amount of \$50,000.00 is required. The company is working to get that to us by April 4.

In accordance with Section 28-70, evidence of liability insurance in the amount of \$1,000,000.00 is required. The company is working to get that to us by April 4.

In accordance with Section 28-71, notice of the public hearing was published in the Shawnee News-Star.

This application has also been sent to the Public Utilities Director and the City Engineer for review and no objections have been received.

No public comments have been received.

A background check was made on Yale Oil Association and nothing deleterious was found.

## CITY OF SHAWNEE

## **NOTICE OF PUBLIC HEARING**

A public hearing will be conducted by the Shawnee City Commission concerning the application of Yale Oil Association, Inc. for a permit to drill an oil well on property located in Section 22 Range 2E Township 10N in Shawnee. This property is located near 32010 Clearpond Road. The hearing will be conducted during the City Commission meeting scheduled at 6:30 P.M. on April 4, 2011 at City Hall located at 16 West 9<sup>th</sup> Street. A copy of the permit application is available for public inspection at the City Clerk's office.





CITY OF SHAWNEE, OKLAHOMA  
APPLICATION TO DRILL AN OIL OR  
GAS WELL

**APPLICANT'S INFORMATION**

Applicant: YALE OIL ASSOCIATION, INC.

Applicant's Address: 6 N.E. 63rd St., Ste 425

City Oklahoma City State OK Zip Code 73105

Applicant's Point of Contact: Candace Robinson

Point of Contact Telephone Number: (405) 840-1811 x 106

Operator of Well: YALE OIL ASSOCIATION, INC.

Operator's Address: 6 N.E. 63rd, Suite 425

City Oklahoma City State OK Zip Code 73105

Operator's Point of Contact: Candace Robinson

Point of Contact Telephone Number: (405) 840-1811 x 106

Lease Name: Gibson 1-22A

Well Location: C S/2 NW/4 SW/4

Section: 22 Range: 10N Township: 2E

List the Name and Address of each owner of an interest in the Lease (attach additional sheets if necessary):

Yale Oil Association, Inc. 6 N.E. 63rd, Ste 425 Oklahoma City, OK 73105

Drilling Water to be obtained from : to be determined

Product to be transported to Market by the following means: trucked

Application of Yale Oil Association, Inc. for permit to drill an Oil/Gas Well

Page 3

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FOR CITY USE ONLY

**DISPOSITION**

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

Copies sent to City Engineer, Public Utilities Director and \_\_\_\_\_ on

\_\_\_\_\_.

Public Hearing set on: \_\_\_\_\_

City Commission Hearing set on: \_\_\_\_\_

Action Taken \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Oil & Gas Inspector

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

ATTACHMENTS:

- o Attach copies of all records showing that the owners of more than 80 percent of the surface area excluding streets and alleys within 300 feet, and 90 percent of such owners within 150 feet of the proposed well site have consented in writing to the drilling of such well at such location.
- o Attach an Exhibit marked Exhibit A containing a certificate of an attorney at law authorized to practice law in the state or certificate of a bonded abstractor whose office is located in the county reflecting the names of the owners of interest in real estate situated within 300 feet of the proposed well site.
- o Attach an Exhibit marked Exhibit B containing a plat with detailed, scaled dimensions of the proposed well location, lot, and property lines within 300 feet of such well site, with notation or reference thereon to the surface owner of all such property as reflected in exhibit A.
- o Attach an Exhibit marked Exhibit C containing a dimensioned drawing of the proposed well site reflecting the proposed well and location of the drilling rig, motors, tanks, and other principal equipment to be used in the drilling, maintenance and operation and other work of such well with reference being made to property lines and structures (nature of structures being noted) located within 100 feet of the well site.
- o Attach an Exhibit marked Exhibit D containing a copy of an approved intent to drill received from the Oklahoma Corporation Commission.
- o Attach an Exhibit marked Exhibit E containing a copy of the planned flow line from the well location to a gathering system.
- o Permit application shall be accompanied by a permit fee in the amount of \$3500.00.

APPLICANT'S CERTIFICATION

I Candace Robinson, do hereby state that the information contained in this application is complete and accurate to the best of my knowledge. I further state that the owners of the leasehold interest and persons in charge of the drilling, operation, maintenance and work of such proposed well are familiar with the Code and City ordinances and will abide by the provisions thereof.

Printed Name: Candace Robinson

Signature: *Candace Robinson*

Date: February 11, 2011

Subscribed and sworn before me this 11th day of Feb, 2011.

*Kathryn Miller*  
Notary Public



seal

Date: 8/17/2010

### Property Assessment Information

Parcel Number 0000-22-010-002-0-004-00  
Name GIBSON WM E  
Owner Number 0.00  
School District 13 Shawnee  
Deed Book/Page /

#### Legal Description

I-3SR NW SW & NW NE SW & W1/2 SW SW & NE SW SW



Acres 80.000

Lots

Land Use UrbanAg

*Surface Owner*  
*William*  
*405-273-6638*

	Market	Assessed
Land	11,420	1,370
Improvements	15,000	1,800
Misc	0	0
Mfg Home	0	0
<b>Total</b>	<b>26,420</b>	<b>3,170</b>
Base Homestead		1,000
Additional Homestead		0
Diszbled Veteran		0
<b>Net Assessed</b>		<b>2,170</b>

Mail Address  
GIBSON WM E  
32010 CLEARPOND RD  
  
SHAWNEE, OK. 74801

Property Location  
32010 CLEARPOND RD  
SHAWNEE

#### Coordinate Information

Description	Latitude	Longitude
Land	35.32226N	97.08594W

March 7, 2011

William & Helen Gibson  
32010 Clear Pond Rd.  
Shawnee, OK 74801

Re: W/2 SE/4 NW/4 SW/4  
Section 22-10N-2E  
Pottawatomie County, Oklahoma

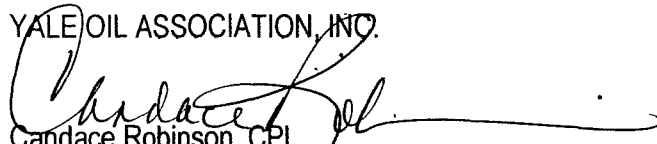
Dear Mr. & Mrs. Gibson:

Yale Oil is planning to drill a well on a tract of land owned by you in Section 22-10N-2E, Pottawatomie County, Oklahoma at the location stated above. We are in the process of filing for a City of Shawnee permit to drill this well and in accordance with the regulations, we must have your approval in writing that you have no objection to us drilling this well at the specified location.

If you have no objection, please sign in the space provided below and return the original to the undersigned.

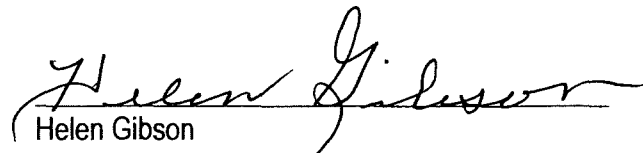
Sincerely,

YALE OIL ASSOCIATION, INC.

  
Candace Robinson, CPL  
Land Manager

WE APPROVE THE DRILLING OF THE GIBSON 1-22 WELL AT THE LOCATION STATED ABOVE AND SUPPORT THE CITY OF SHAWNEE GIVING YALE OIL ASSOCIATION, INC. A PERMIT TO DRILL THE GIBSON 1-22 WELL.

  
William Gibson

  
Helen Gibson

STATE OF OKLAHOMA )  
 ) SS:  
COUNTY OF POTTAWATOMIE )

**EXHIBIT A**

**-: AFFIDAVIT OF BONDED ABTRACTOR :-**

The undersigned Bonded Abstractor in and for the aforesaid County and State does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the Office of the County Treasurer of Pottawatomie County, Oklahoma; as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described lands:

The West Half of the Southeast Quarter of the Northwest Quarter of the Southwest Quarter (W/2 SE/4 NW/4 SW/4) of Section Twenty-two (22), Township Ten (10) North, Range Two (2) East of the Indian Meridian, Pottawatomie County, Oklahoma.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from One (1) to One (1), both inclusive.

The Abstractor makes no representation or warranty, either expressed or implied, regarding the accuracy of the information contained in this report. The Abstractor does not guarantee the validity of the title of such parties nor is this report intended to guarantee title thereof. The liability of the Abstractor shall be based solely on contract and shall be limited to the price paid for the report by the customer. The parties agree that the Abstractor shall not be liable for consequential damages. Acceptance of the instrument constitutes acceptance of this limitation on liability.

EXECUTED at Shawnee, Oklahoma, this 17<sup>th</sup> day of February, 2011.

FIRST AMERICAN TITLE AND TRUST COMPANY

By *Teresa Southard*  
Teresa Southard, Licensed Abstractor #264

Order No. 1559441-SH99

# Ownership List

Order No. 1559441-SH99

Date February 17, 2011

Page No. 1

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OWNER

BRIEF LEGAL:

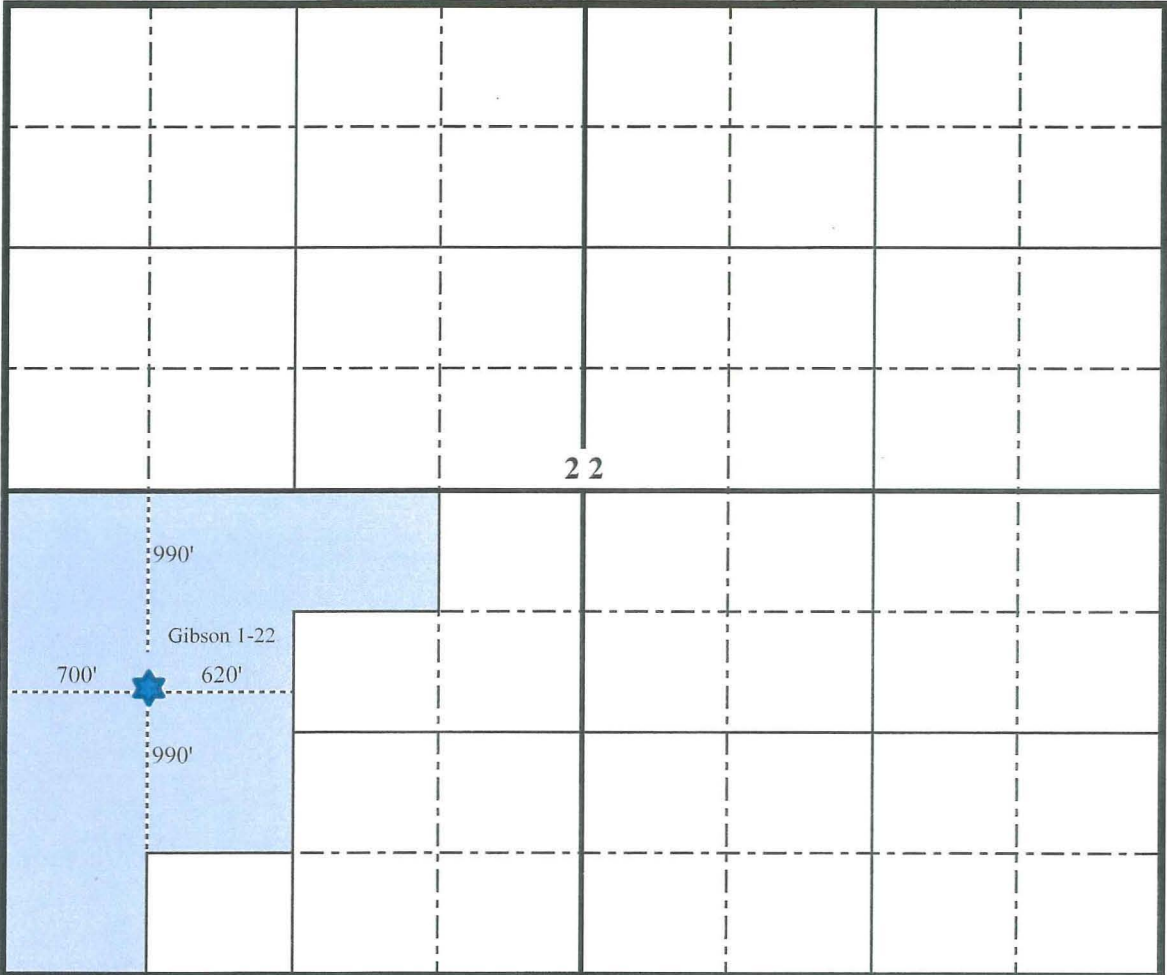
---

William E. Gibson – 32010 Clearpond Road, Shawnee, OK 74801  
NW/4 SW/4 & NW/4 NE/4 SW/4 & W2/ SW/4 SW/4 & NE/4 SW/4 SW/4 Section 22,  
Township 10 North, Range 2 East

---

2/11/2011

**EXHIBIT "B"**  
**Gibson 1-22 Well**  
**NW/4 SW/4 Section 22-10N-2E**  
**Pottawatomie County, Oklahoma**



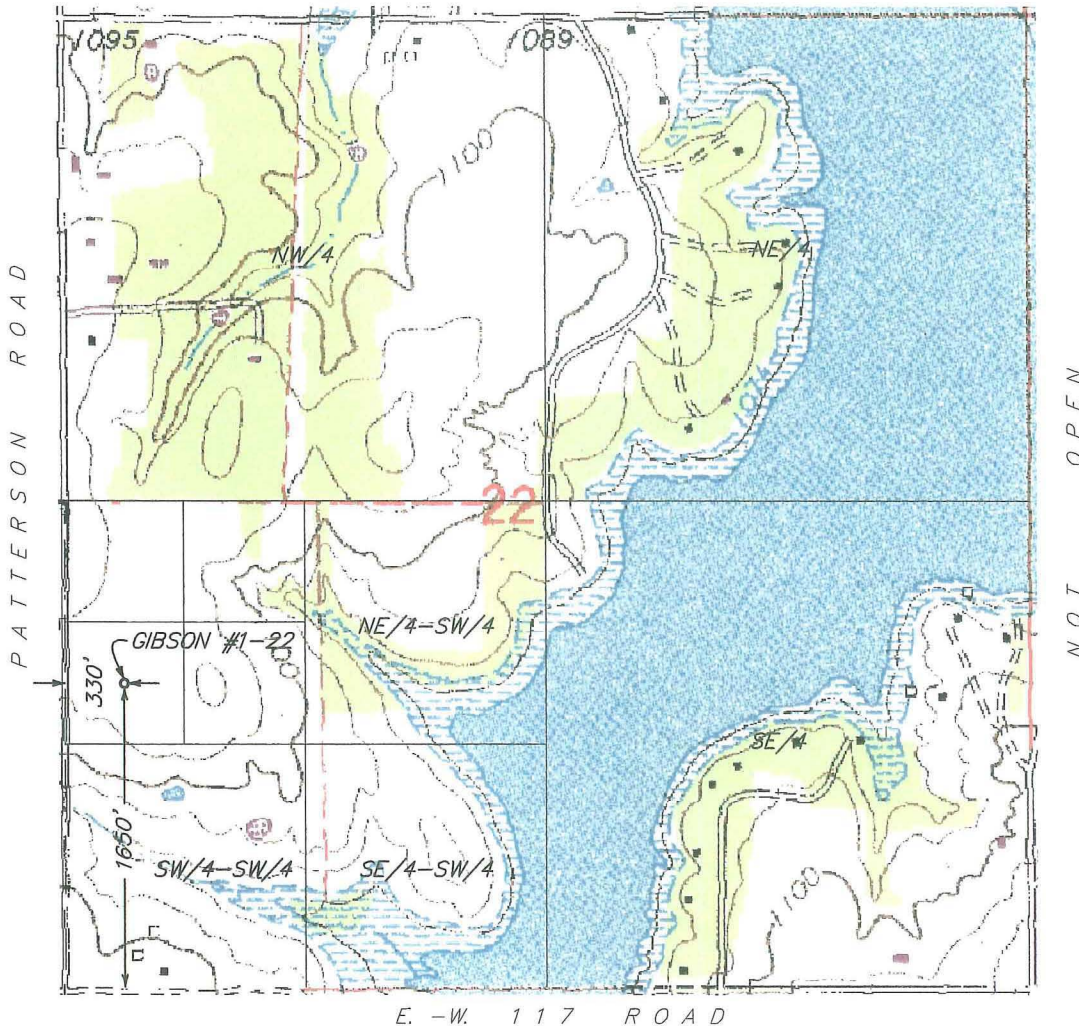
Landowners:  
William & Helen Gibson



SURVEY PLAT

Section 22, Township 10 North, Range 2 East, Pottawatomie County, Oklahoma

E. - W. 1 1 6 R O A D



CERTIFICATE OF SURVEY

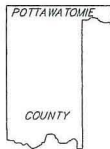
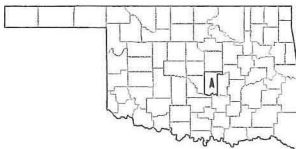
I, James B. Marshall, a Professional Land Surveyor, hereby certify that on this 18th day of August, 2010, a careful survey was made under my supervision on a well location described as being 330 feet from the West line and 1650 feet from the South line of the Southwest Quarter (SW/4) of Section 22, Township 10 North, Range 2 East of the Indian Meridian, Pottawatomie County, Oklahoma. Location known as GIBSON #1-22  
 Ground Elevation = 1113 feet      Latitude = 35°19'23.44148      Longitude = -97°05'17.64449      For Intent Purposes Only.

Note: Lat. and Long. are in Degrees, Minutes and Seconds (Geoid Model WGS 84)

Driving Directions:

From the intersections of State Highway No. 102 and Hardesty Road in Shawnee, Oklahoma, follow Hardesty Road West for 2.00 miles to the Intersections of Hardesty Rd. and Patterson Rd. turn Right or North on Patterson Rd. follow Patterson Rd. for 1.45 miles, Well Location is 330' East.

This plat meets the Oklahoma Minimum Standards for the Practice of Land Surveyors.



  
 James B. Marshall      Date 08/18/10  
 Professional Land Surveyor L.S. No. 113

CA 2261 LS Expires: June 30, 2011

**LEAGACY LAND SURVEYING**

P.O. Box 1221      Seminole, Oklahoma 74818-1221      405-382-4488

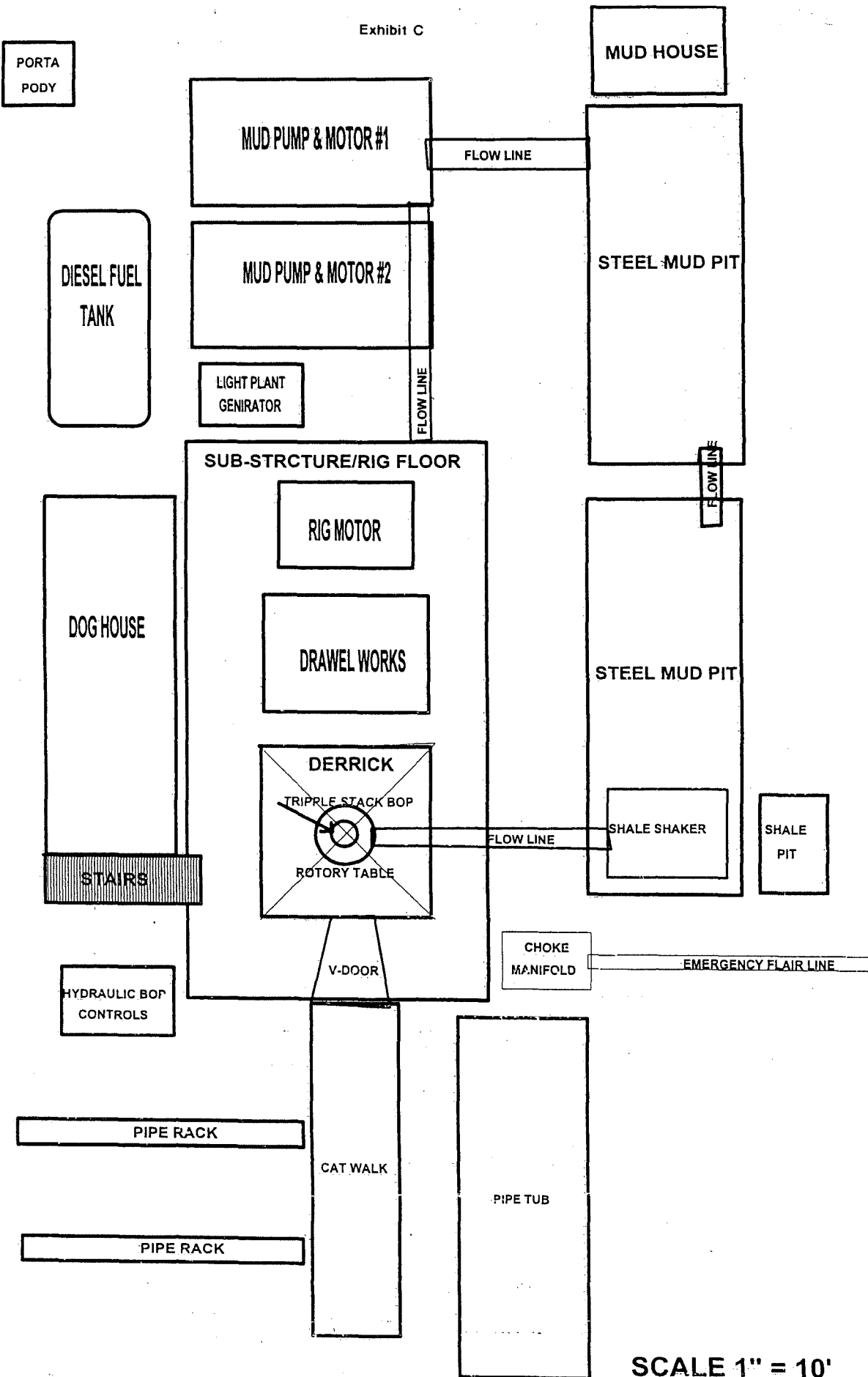
Client JOSEPH D. KERSEY

Drawn By JLA      Bk. GPS/FILE      Job No. 110590

Date: August 23, 2010      Sheet 1 of 1

Scale  
1"=800'

Exhibit C



SCALE 1" = 10'

DRILLING RIG SCHEMATICS GIBSON #1-22.  
NW-SW-SEC. 22, T10N-R2E POTTAWATOMIE CO., OKLAHOMA

**Exhibit D**

**OKLAHOMA CORPORATION COMMISSION  
OIL & GAS CONSERVATION DIVISION  
P.O. BOX 52000  
OKLAHOMA CITY, OK 73152-2000  
(Rule 165:10-3-1)**

API NUMBER: 125 23716

Approval Date: 02/08/2011  
Expiration Date: 08/08/2011

Straight Hole Oil & Gas

PERMIT TO DRILL

WELL LOCATION: Sec: 22 Twp: 10N Rge: 2E County: POTTAWATOMIE  
SPOT LOCATION:  W2  SE  NW  SW FEET FROM QUARTER FROM SOUTH FROM WEST  
SECTION LINES: 1650 700

Lease Name: GIBSON Well No: 1-22A Well will be 330 feet from nearest unit or lease boundary.

Operator Name: YALE OIL ASSOCIATION INC Telephone: 4058401811 OTC/OCC Number: 2425 0

YALE OIL ASSOCIATION INC  
6 NE 63RD ST STE 425  
OKLAHOMA CITY, OK 73105-1404

WILLIAM & HELEN GIBSON  
32010 CLEAR POND RD.  
SHAWNEE OK 74801

**Formation(s) (Permit Valid for Listed Formations Only):**

	Name	Depth		Name	Depth
1	SKINNER	5060	6	VIOLA	5750
2	RED FORK	5200	7	SIMPSON DOLOMITE	5830
3	BARTLESVILLE	5300	8	1ST WILCOX	5900
4	MISENER	5510	9	2ND WILCOX	5990
5	HUNTON	5520	10		

Spacing Orders: 578333 Location Exception Orders: Increased Density Orders:

Pending CD Numbers: Special Orders:

Total Depth: 6000 Ground Elevation: 1119 Surface Casing: 550 Depth to base of Treatable Water-Bearing FM: 440

Under Federal Jurisdiction: No Fresh Water Supply Well Drilled: No Surface Water used to Drill: No

**PIT 1 INFORMATION**

Type of Pit System: CLOSED Closed System Means Steel Pits

Type of Mud System: WATER BASED

Chlorides Max: 15000 Average: 10000

Is depth to top of ground water greater than 10ft below base of pit? Y

Within 1 mile of municipal water well? N

Wellhead Protection Area? N

Pit is located in a Hydrologically Sensitive Area.

Category of Pit: C

Liner not required for Category: C

Pit Location is BED AQUIFER

Pit Location Formation: WELLINGTON

Approved Method for disposal of Drilling Fluids:

F. Haul to Commercial soil farming facility: Sec. 14 Twn. 7N Rng. 9E Cnty. 63 Order No: 551649

H. CLOSED SYSTEM=STEEL PITS (PER OPERATOR OPTION)

**Notes:**

Category	Description
SPACING - 578333	2/8/2011 - G30 - (40) W2 SW4 22-10N-2E EST SKNR, RDFK, BRVL, MSNR, HNTN

This permit does not address the right of entry or settlement of surface damages.  
The duration of this permit is SIX MONTHS, except as otherwise provided by Rule 165: 10-3-1.  
Rule 165: 10-3-4 (c) (7) (e) - The Operator shall give 24 Hours notice by telephone to the appropriate District Office of the Conservation Division as to when Surface Casing will be run.

**Exhibit E**

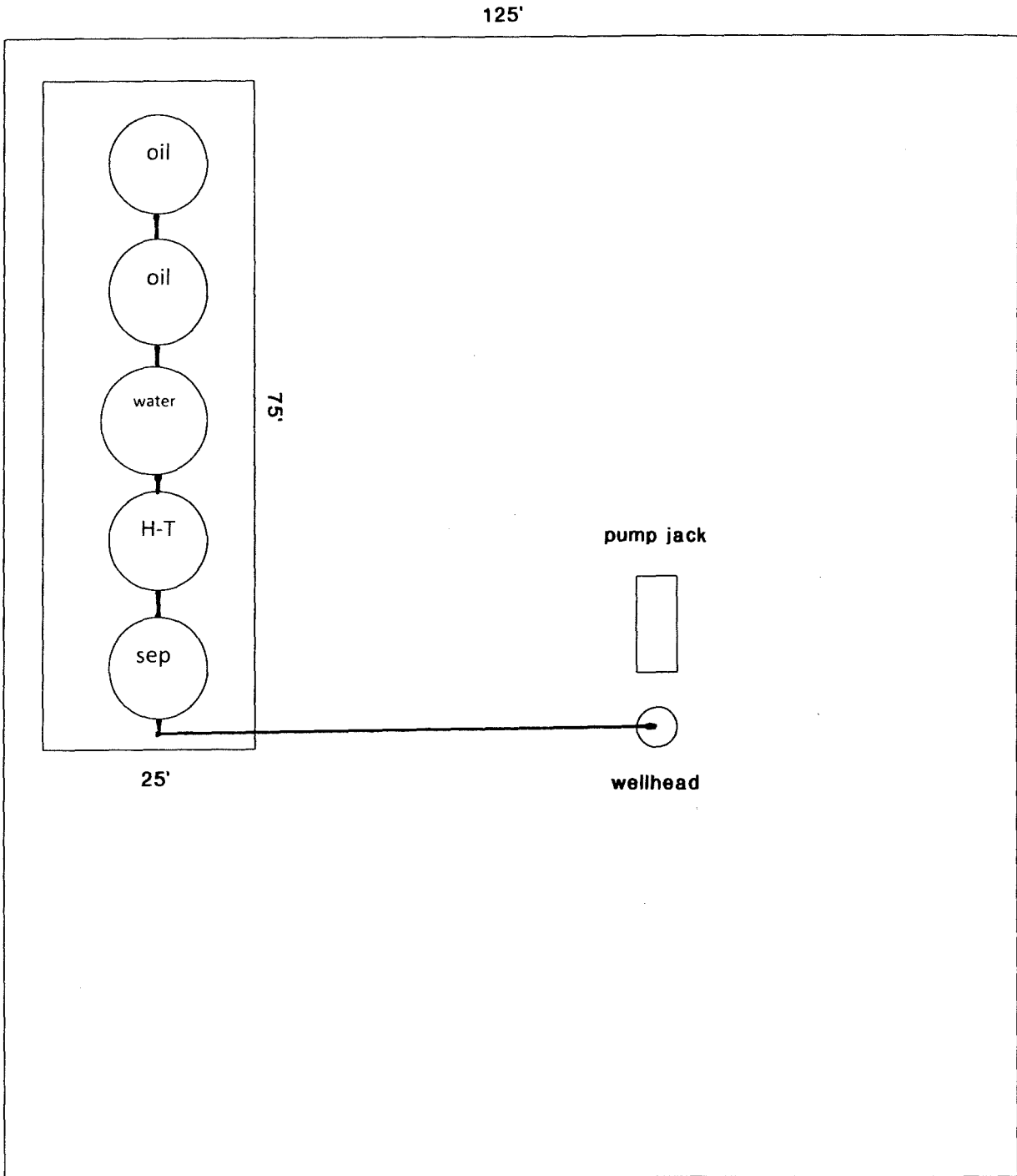
Gibson 1-22  
NW SW Sec. 22-10n-2e  
Pottawatomie County, Oklahoma

**Production Facility Schematic**

No structures within 100 feet of well site.

No property lines within 100 feet of well site.

No gas expected to be produced, only oil.



YALE OIL ASSOCIATION, INC. OKLAHOMA CITY, OK 73105

135320

CIT316: CITY OF SHAWNEE  
ACCOUNT NUMBER:

CHECK NUMBER: 135320  
CHECK DATE: 02/08/11

INVOICE/REFERENCE	TYPE	DATE	COMMENT	GROSS AMOUNT	DISCOUNT	AMOUNT
02/08/11	INV	02/08/11	PERMIT OPERATION FEE	3,500.00	.00	3,500.00

CHECK TOTALS: 135320 3,500.00 .00 3,500.00

WARNING: THIS DOCUMENT CONTAINS MULTIPLE SECURITY FEATURES. READ REVERSE SIDE FOR FULL DISCLOSURE.

YALE OIL ASSOCIATION, INC.  
SIX NORTHEAST 63RD STREET  
SUITE 425 • SANTA FE NORTH BUILDING  
OKLAHOMA CITY, OK 73105  
405/840-1811

BANK OF OKLAHOMA  
TULSA, OKLAHOMA

135320

Reference Number	Date	Check Number	Check Amount
CIT316	02/08/11	135320	\$ *****3,500.00**

THREE Thousand, FIVE Hundred Dollars and 00 Cents

PAY TO THE ORDER OF  
CITY OF SHAWNEE  
16 W. 9TH  
SHAWNEE OK 74801

YALE OIL ASSOCIATION, INC.  
THIS CHECK VOID IF NOT CASHED IN 60 DAYS

⑈ 135320 ⑈ ⑆ 103900036 ⑆ 207808946 ⑈

**Regular Board of Commissioners**

**Item #: 6.**

**Date: 04/04/2011**

**Agreement for participation in Pott Co. Hazard Mitigation Plan**

Submitted By: Donna Mayo  
Administration

Department: Emergency Management

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Information

Title of Item for Agenda

Authorize Staff to sign acknowledgement confirming participation in the planning project to create a Pottawatomie County Hazard Mitigation Plan.

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Attachments

Hazardous Mitigation Planning Memo

# City of Shawnee Memorandum

**To:** Honorable Mayor and City Commission Memebers  
**Through:** Brian McDougal, City Manager  
**From:** Donald D. Lynch, Emergency Management Director  
**Date:** March 28, 2011  
**Re:** Request for Staff Signature on Intent to Participate in Hazard Mitigation Planning Grant



---

I am writing to request approval for staff to sign a statement indicating the City will participate in the development of a county-wide hazard mitigation plan

Pottawatomie County has begun the process to create a local hazard mitigation plan in accordance with 44 CFR 201. This Federal Regulation requires that all local jurisdictions must have (or be included in) a hazard mitigation plan in order to receive certain funding from the federal government. That funding includes the availability of hazard mitigation funds for a number of mitigation projects, including (1) storm sirens; (2) community safe rooms; (3) individual safe rooms for homes; (4) generators for critical facilities and other projects that we have identified in our long-range capitol outlay plan.

The Pottawatomie County Board of County Commissioners has agreed to provide the matching funds necessary to complete the plan in accordance with an application submitted for HMGP funding. This will provide the 25% local match required by Federal regulations.

I have been working on a draft plan for the past few years as time and resources allow. The requirements have changed significantly and sometimes appeared to be varying with each new draft submitted for review. Within the last year, the planning guidance has been changed to favor one plan per county with each jurisdiction participating in the plan. With the county agreeing to hire an outside consultant to develop the plan and with our ability to incorporate planning elements for the City of Shawnee, this is a much more effective way for us to have a planning document and be able to start accessing hazard mitigation funds in a much more timely manner.

Thank you for your favorable attention to this request.

**Regular Board of Commissioners**

**Item #: 7.**

**Date: 04/04/2011**

**Resolution to surplus fishing dock**

Submitted By: Donna Mayo  
Administration

Department: Administration

---

Information

Title of Item for Agenda

Consider a resolution to declare the fishing dock on Lake No. 2 as surplus property and grant permission for staff to advertise for sealed bids from the public for sale and removal of said dock.

---

Attachments

memo

Resolution



# City of Shawnee Memorandum

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**To:** Mayor and City Commissioners  
**CC:** Brian McDougal, City Manager  
**From:** James Bryce, Interim Director of Operations  
**Date:** March 29, 2011  
**Re:** Declaring fishing dock surplus property

---

Authorize staff to declare the fishing dock on Lake No. 2 as surplus property and grant permission for staff to advertise for sealed bids from the public for sale and removal of said dock.

The fishing was destroyed in the May 10, 2010 tornado that hit the Twin Lakes area. The only thing left in the water is the dock itself, the Parks Department has pulled the walkways out and set them in the parking lot. The dock and walkways could pose a safety risk and need to be removed.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION DECLARING THE FISHING DOCK ON SHAWNEE TWIN LAKE NUMBER TWO SURPLUS PROPERTY AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEM; AND AUTHORIZING STAFF TO PROCEED WITH ADVERTISING FOR SEALED BIDS FROM THE PUBLIC FOR SALE AND REMOVAL OF SAID DOCK.

WHEREAS, the City of Shawnee owns the following property:

Fishing Dock on Shawnee Twin Lake Number Two

WHEREAS, this item is obsolete and surplus to the City of Shawnee; and

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

That the above-described item is hereby declared to be surplus and obsolete and no longer needed for city purposes.

That city staff is hereby authorized to proceed with advertising for sealed bids from the public for sale and removal of said dock.

ADOPTED this 4<sup>th</sup> day of April, 2011.

\_\_\_\_\_  
LINDA PETERSON  
MAYOR

(SEAL)

ATTEST:

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

**Regular Board of Commissioners**

**Item #: 8.**

**Date: 04/04/2011**

**Resolution for Bridge Inspection Contract 2011-12**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Consider a resolution requesting bridge inspection responsibility by the local government for compliance with national bridge inspections standards. Bridge inspection contracts for 2011 and 2012.

---

Attachments

Bridge Inspection Resolution

**Mayor**  
LINDA PETERSON



**The City of Shawnee**  
PO Box 1448  
Shawnee Oklahoma 74802-1448  
(405) 273-1250 Fax (405) 878-1581  
[www.ShawneeOK.org](http://www.ShawneeOK.org)

**Commissioners**  
PAM STEPHENS  
FRANK SIMS  
JAMES HARROD  
BILLY COLLIER  
JOHN WINTERRINGER  
STEVE SMITH

**MEMORANDUM**

Date: March 29, 2011

To: Brian McDougal, City Manager

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

A handwritten signature in blue ink, appearing to read 'JMK' with a flourish underneath.

Re: Resolution Requesting Bridge Inspection Responsibility by the ODOT Local Government Branch for Compliance with National Bridge Inspection Standards.

The attached Resolution needs to be approved by the City Commission if the City is still to receive 80% of the Federal match for having our bridges inspected annually.

The cost for last years bridge inspections were at \$22,474.48 of which the City paid 20% or \$4,494.90 with the State (ODOT) picking up the balance. The bridge inspection program is very worthwhile to continue to be involved with, and passage of the Resolution will keep us in the program through year 2012.

We are recommending that the City Commission pass the Resolution at their April 4, 2011 meeting.

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

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION REQUESTING BRIDGE INSPECTION RESPONSIBILITY BY THE LOCAL GOVERNMENT FOR COMPLIANCE WITH NATIONAL BRIDGE INSPECTIONS STANDARDS. BRIDGE INSPECTION CONTRACTS FOR 2010 AND 2011

WHEREAS, the City of Shawnee has the following options:

- 1) Select one of ODOT's pre-qualified engineering firms. Bear 20% of the total bridge inspection cost with an 80% Federal match.
- 2) Elect to do bridge safety inspection with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by NBIS (National Bridge Inspection Standards). Bear 20% of the total bridge inspection cost and receive 80% Federal reimbursement.
- 3) Choose a Circuit District if there is one available in your area. Bear 20% of the total bridge inspection cost.
- 4) If you city population is less than 5,000 and greater than 2,500, elect to have you're a written agreement between the city and county is attached.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SHAWNEE, desires to choose option #1 and to contract with:

Guy Engineering Services, Inc.  
10759 E. Admiral Place  
Tulsa, Oklahoma 74116

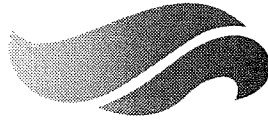
as the engineer responsible for the city bridge inspections as approved by the Oklahoma Department of Transportation.

Adopted this 4<sup>th</sup> day of April, 2011

\_\_\_\_\_  
LINDA PETERSON, MAYOR

ATTEST:

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



**GUY ENGINEERING  
SERVICES, INC.**

CIVIL ENGINEERING  
ROAD AND BRIDGE DESIGN  
LAND SURVEYING

February 14, 2011

Mr. John Krywicki  
City of Shawnee  
City Engineer  
P. O. Box 1448  
Shawnee, OK 74801-1448

Re: Bi-Annual Inspection for the City of Shawnee, OK  
Invoice #63-BI-10

Dear Mr. Krywicki:

We have completed the field inspections of forty-three (43) bridges in the City of Shawnee which required inspections at this time. The database has been updated and the documentation has been submitted to ODOT for review.

Enclosed is our invoice #63-BI-10, the travel invoice, the INV2 inspection form, the invoice bridge listing report, the ODOT 324a claim form for Guy Engineering Services, Inc. in the amount of **\$22,474.48**, and a copy of the individual bridge inspection reports.

Please sign the invoice and ODOT 324A claim form at the checkmarks, **then return the original invoice, travel invoice, INV2 inspection form, invoice bridge listing report, and 324a claim form to Julie Guy at Guy Engineering Services, Inc.** We will forward all the invoice documents to David Butler at ODOT, Division VIII. The inspection reports are for the City's files.

If you should have any questions on this billing information, please contact me.

Sincerely,

Julie S. Guy, P.E., C.F.M.  
President

Enclosures

c: Shelly Williams - Bridge Coordinator, Division III

**Regular Board of Commissioners**

**Item #: 9.**

**Date: 04/04/2011**

**Consider Bids:**

Submitted By: Donna Mayo  
Administration  
Department: Administration

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Information

Title of Item for Agenda

Consider Bids:

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**Regular Board of Commissioners**

**Item #: 9. a.**

**Date: 04/04/2011**

**Water Rescue Boat Bids**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Water Rescue Boat Tandem with Dual Trailer (Fire Department) (Open)

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Attachments

Notice to Bidders

Bidders List



## NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 16 W. 9<sup>th</sup> Street, P.O. Box 1448, Shawnee, Oklahoma 74802-1448, until 4:00 p.m., Monday, April 4, 2011, for the following equipment:

### **WATER RESCUE BOAT TANDEM WITH DUAL TRAILER**

Instructions and bid documents are available to qualified bidders at the office of the City Clerk, 16 W. 9<sup>th</sup> Street, P.O. Box 1448, Shawnee, Oklahoma 74802-1448.

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

### **BID: WATER RESCUE BOAT TANDEM WITH DUAL TRAILER APRIL 4, 2011**

The City of Shawnee invites individuals or firms to submit bids. Bid sheets will be available at the City Clerk's Office from 8:00 a.m. to 4:00 p.m., Monday through Friday. Bidders may contact Deputy Fire Chief Dru Tischer at (405) 878-1538 for further information.

The ORIGINAL bid shall be filed with the Clerk of the City of Shawnee, together with a sworn ant-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Bids filed with the City Clerk will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, at 16 W. 9<sup>th</sup> Street, Shawnee, Oklahoma, at 6:30 p.m., Monday, April 4, 2011.

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

THE CITY OF SHAWNEE  
SHAWNEE, OKLAHOMA  
A MUNICIPAL CORPORATION


(SEAL)

By: \_\_\_\_\_



Brian E. McDougal, City Manager

ATTEST

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

BIDDERS LIST  
WATER RESCUE BOAT TANDEM WITH DUAL TRAILER

Specialty Boat Services  
526 Kingwood Drive Ste. 370  
Kingwood, TX 77339

Rescue ONE Corp  
295A Cochran Rd  
Huntsville, AL 35824

MilPro Marine  
5088 Boyd Ave NE  
Grand Rapids, MI 49525

Mid-Atlantic Rescue Systems  
7907 Hawthorne Dr  
Frederick, MD 21702

Faxed a packet to:

Dean Jones  
(337)364-0337

Mailed a packet to:

William Kann  
Kann Manufacturing  
P.O. Box 400  
Guttenberg, IA 52052

**Regular Board of Commissioners**

**Item #: 9. b.**

**Date: 04/04/2011**

**Mall Drive Turn Lanes Project**

Submitted By: Donna Mayo  
Administration

Department: Administration

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Information

Title of Item for Agenda

Mall Drive Turn Lanes Project COS-PW-10-04 (Open)

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Attachments

Notice to Bidders - Mall Drive

**NOTICE TO BIDDERS**

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9<sup>th</sup> – P.O. Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, April 4, 2011**, for:

**BID: CONTRACT NO. COS-PW-10-04  
MALL DRIVE TURN LANES PROJECT**

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448. The fee for Plans and Specifications is \$25.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional \$5.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Wednesday, March 23, 2011, at 11:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

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

**BID: CONTRACT NO. COS-PW-10-04  
MALL DRIVE TURN LANES PROJECT  
APRIL 4, 2011**

This project shall include **excavation, roadway surfacing, curb and gutter, storm sewerage, and misc. work.** BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

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

The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, April 4, 2011.** The City of Shawnee reserves the right to reject any and all bids.



*Phyllis Loftis*  
Phyllis Loftis, City Clerk

CITY OF SHAWNEE, OKLAHOMA  
a Municipal Corporation

BY:   
Brian McDougal, City Manager