

AGENDA
BOARD OF CITY COMMISSIONERS
November 3, 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 October 20, 2014 regular meeting and Amended Minutes from the October 6, 2014 regular meeting and October 27, 2014 special call meeting
 - b. Acknowledge the following minutes:
 - Civil and Cultural Development Authority minutes from the September 18, 2014 meeting
 - Traffic Commission minutes from the September 23, 2014 meeting
 - c. Traffic Commission Recommendations
 - A. Consideration of request by staff, to install stop signs for east bound and north bound lanes at the intersection of Pennsylvania Ave. and Emmett St.

STAFF RECOMMENDATION: Staff recommends approval of request
BOARD RECOMMENDATION: Board recommends approval of request
 - d. Budget Amendment – Capital Fund 302
To allocate Avedis Foundation Grant Money
 - e. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution and Defined Benefit plans for Jared Reddin.
 - f. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution and Defined Benefit plans for Francene Soap.
 - g. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution and Defined Benefit plans for Jordan Haney.
 - h. Acknowledge City of Shawnee Holiday Schedule for 2015.
 - i. Authorize staff to apply for Emergency Management Performance Grant from Oklahoma Department of Emergency Management.

3. Commissioners Comments
4. Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)
5. Mayor's Proclamation's:

"America Recycles Day"
November 15, 2014

"Winter Weather Preparedness Day"
November 12, 2014
6. Presentation by Michelle Briggs, President/CEO of the Avedis Foundation regarding Community Renewal International and upcoming workshops.
7. Public hearing and consideration of an ordinance to deannex the property located at the North Half of the Southeast Quarter (N ½ SE ¼) of Section Three (3), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma. Applicant: Randy Beller, Brian Click
8. Discussion, consideration and possible action to set deadline for submission of items for agenda.
9. Discussion, consideration and possible action on a resolution instructing City Clerk to report to appropriate authorities the failure of any party to make reports of campaign spending as required by law.
10. Presentation by Finance Director Cynthia Sementelli of financial update.
11. Consider Bids:
 - a. Dispatch Center City of Shawnee (Award)
 - b. COEDD Roofing Project (Award)
12. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
13. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

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

Regular Board of Commissioners

2. a.

Meeting Date: 11/03/2014

CC Minutes 10-20-2014

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the October 20, 2014 regular meeting and Amended Minutes from the October 6, 2014 regular meeting and October 27, 2014 special call meeting

Attachments

MINUTES CC 10-20-2014

MINUTES CC 10-06-2014 Amended

MINUTES CC 10-27-2014 SC

BOARD OF CITY COMMISSIONERS PROCEEDINGS
OCTOBER 20, 2014 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, September 15, 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

Lord's Prayer

FLAG SALUTE

Mayor Wes Mainord

AGENDA ITEM NO. 1:

Consider approval of Agenda.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to table Agenda Items 5 and 6 until the associated litigation of this issue has been completed.

There was subsequent discussion regarding the motion with clarification being asked for by Commissioners Dykstra and Shaw. After discussion, Mayor Mainord called for the vote. Motion carried 4-2-1.

AYE: Harrod, Hall, Agee, Mainord,

NAY: Shaw, Dykstra

ABSTAIN: Vogel

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 9.
- b. Minutes from the October 6, 2014 regular meeting and October 13, 2014 special call meeting
- c. Acknowledge the following reports:
 - License Payment Report for September 2014
 - Project Payment Report for September 2014
- d. Acknowledge receipt of Pioneer Library System Audit for FY2013-2014.
- e. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution and Defined Benefit plans for Robert Lawson.
- f. Approve agreement with Excel Auctions, LLC to auction City of Shawnee surplus property.
- g. Mayor's Appointment:

Traffic Commission

Darren Rutherford Term to expire 1/01/2017 1st Partial Term
Replaces Teresa Cody - Termed Out

Ronald Gillham, Sr. Term to expire 1/01/2016 1st Partial Term
Replaces Ron Duffell – Resigned

Commissioner Shaw requested that Consent Agenda Item (b) (October 6, 2014 minutes) be pulled for separate discussion. She further asked that Consent Agenda Items (c) (acknowledgement of License Payment Report and Project Payment Report) and (d) (acknowledgement of Pioneer Library System Audit) be pulled and placed on a future agenda for discussion. Regarding the October 6, 2014 minutes, Commissioner Shaw requested that the minutes be amended to add the phrase “business affiliations, property owners and tribal affiliations” to the minutes of Agenda Item No. 15 regarding conflict of interest. City Attorney Mary Ann Karns indicated that the correction would be made.

Regarding Consent Agenda Items (c) and (d), Commissioner Shaw made an amended motion to pull those items from the current agenda for placement on a future agenda. Motion failed for lack of a second.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve the Consent Agenda, items (a) through (g). Motion carried 6-1.

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

AGENDA ITEM NO. 3: Commissioners Comments

Comments were made by Commissioners regarding the tabling of agenda items 5 and 6, the issues surrounding the requested detachment of property and the pending litigation filed by the Citizen Potawatomi Nation.

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

Ms. Barbara Smith, 27 Oakridge Drive, spoke regarding issues between the City of Shawnee and the Citizen Potawatomi Nation.

Ms. Vikki Walls, 209 S. Aydelotte, spoke regarding problems with her water account.

Mr. Bruce Winston, attorney for the Citizen Potawatomi Nation, spoke regarding the Commissions’ decision to table agenda items 5 and 6. Mr. Winston made reference to the letter received from the Department of Interior and also shared his interpretation of Oklahoma State Statutes as they relate to deannexation of property.

AGENDA ITEM NO. 5

Discussion, consideration and possible action regarding a proposal to approve the detachment petition filed by the Citizen Potawatomi Nation, which was signed by all registered voters living within the area to be detached, to detach all Citizen Potawatomi Nation lands located south of the North Canadian River from the City of Shawnee.

This agenda item was tabled by Commission vote in Agenda Item No. 1.

AGENDA ITEM NO. 6

Discussion, consideration and possible action regarding the adoption of a proposed City Ordinance to detach Citizen Potawatomi Nation lands located south of the North Canadian River from the City of Shawnee.

This agenda item was tabled by Commission vote in Agenda Item No. 1.

AGENDA ITEM NO. 7:

Consider increasing the “quantities of work” on Contract No. COS-PW-13-01 (Sidewalk/ADA Ramps Project) to have Contractor construct sidewalk/trails facility along Bryan Street)

A motion was made by Commissioner Harrod, seconded by Commissioner Agee, to approve increasing quantities of work on Contract No. COS-PW-13-01. Motion carried 6-1.

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

NAY: Shaw

AGENDA ITEM NO. 8: Consider a Resolution to surplus Nortel Telephone instruments and authorize staff to solicit bids for their disposal.

Emergency Management Director Don Lynch addressed this item and answered questions. A motion was made by Commissioner Shaw, seconded by Commissioner Vogel, to surplus the Nortel Telephone instruments and to authorize staff to solicit bids for their disposal. Motion carried 7-0.

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

AGENDA ITEM NO. 9: Discussion regarding request for additional funding for the Veterans Memorial located in Woodland Veterans' Park

City Manager Brian McDougal addressed this item and recommended tabling the item until discussions could be had with Visit Shawnee, Inc. Mr. McDougal stated that he expected them to begin meeting in December and would suggest that the veterans group meet with Visit Shawnee, Inc. and other veterans groups such as the American Legion in their fundraising efforts.

AGENDA ITEM NO. 10: Acknowledge Sales Tax Report received October, 2014

Finance Director Cindy Sementelli said that October sales tax collections are down \$36,142.00 compared to October, 2013. She could cite no specific reason for the down turn, but noted that we are up \$42,264.00 over 2012.

NAY: None

AGENDA ITEM NO. 11: Consider Bids

a. Dispatch Center City of Shawnee (open)

<u>BIDDER</u>	<u>AMOUNT</u>
Sagemill Construction, LLC Meeker, OK	\$218,000.00
Ben Hayes Construction Goldsby, OK	\$401,361.00

Lt. Mason Wilson read the bids into the record. He further asked that the Commission defer the bid award until the next City Commission meeting to allow staff time to review and make a recommendation. A motion was made by Commissioner Harrod, seconded by Commissioner Hall, to defer the bid award to the next regular City Commission meeting. Motion carried. 7-0

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

b. COEDD Roofing Project

<u>BIDDER</u>		<u>AMOUNT</u>
Today's Roofing		\$22,139.00
Moore, OK	with add alternate	\$22,357.00
Coates Roofing Co.		\$29,500.00
Seminole, OK	with add alternate	\$29,500.00
Marsolt Construction		\$24,881.00
Bolivar, MO	with add alternate	\$21,513.00
Robbins Roofing		\$19,575.21
	with add alternate	\$22,979.79

Director of Operations James Bryce read the bids into the record and requested that the bid award be deferred until the next city commission meeting to allow staff time to review and make a recommendation. A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to defer the bid award to the next regular City Commission meeting. Motion carried 7-0.

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

AGENDA ITEM NO. 12: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 11:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:26 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

A M E N D E D
BOARD OF CITY COMMISSIONERS PROCEEDINGS
OCTOBER 6, 2014 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, September 15, 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

Vice Mayor Harrod

AGENDA ITEM NO. 1: Consider approval of Agenda.

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

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

NAY: Shaw

Commissioner Shaw requested to amend the Agenda to suspend the rules for Citizens Participation. She requested that the three minute time limit be

extended to be more flexible, with an overall time for each topic to be twenty minute. A motion was made by Commissioner Shaw, seconded by Commissioner Dykstra, to amend the rules for Citizens Participation and allow more time, not to exceed twenty minutes, per topic. Motion failed 3-4.

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

AGENDA ITEM NO. 2: Consider approval of Consent Agenda:

- a. Minutes from the September 15, 2014 regular meeting and September 29, 2014 special call meeting
- b. Acknowledge the following minutes:
 - Traffic Commission minutes from the July 22, 2014 meeting
- c. Traffic Commission Recommendations
 - A. Consideration of request by Simona Gonzales, to install a street light on the existing pole across from 310 South Osage.

STAFF RECOMMENDATION: Staff recommends denial of request
BOARD RECOMMENDATION: Board recommends denial of request
 - B. Consideration of request by Claude Duck, to install a street light at the northeast corner of Federal Bridge.

STAFF RECOMMENDATION: Staff recommends approval of request
BOARD RECOMMENDATION: Board recommends approval of request
- d. Authorize staff to request proposals for Fire Department assessment.
- e. Acknowledge resignation of David W. Harmon from the Shawnee Civic and Cultural Development Authority
- f. Mayor's Appointments:
Shawnee Civic and Cultural Development Authority

Rachael Monroe 1st Partial Term Expires 12/31/2015
Replaces David W. Harmon - Resigned

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

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

NAY: None

AGENDA ITEM NO. 3: Commissioners Comments

The Mayor said that free trees are available at the Shawnee Airport on October 16, 2014.

Commissioner Hall reported that he has received good comments about the fly-in at Shawnee Regional Airport this past weekend.

Commissioner Hall also stated that he would like to see the City address and publish the facts surrounding the Citizen Potawatomi Nation. He said that the local weekly newspaper does not print the complete facts.

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

Citizen Potawatomi Chairman John Barrett handed out copies of a letter from the United States Department of the Interior and a Supreme Court finding regarding *Michigan vs. Bay Mills Indian Tribe*. He stated that Indian tribes cannot be sued for purposes of taxation, a fact which has been affirmed countless times. He asked respectfully for the City to drop the action regarding sales tax.

Mr. Frank Oliver stated he has concerns about the deannexation south of the river. His main concerns were focused on water supply and quality. He said other property owners are concerned too.

Ms. Evonne Johnson asked that the council reconsider their vote of September 22, 2014. She said it has divided a community.

Ms. Edwina Butler Wolf, Governor of Absentee Tribe, stated that Chairman Barrett had presented good information to the Commission. She stated that all parties need to come together and stop wasting time and effort. She also stated that the tribes will stick together on the issue of taxation.

Chairman John Barrett spoke again regarding an item on the Shawnee Municipal Authority agenda. He stated the City of Shawnee is trying to exert jurisdiction where they do not have jurisdiction. He stated that City water services had been denied them when the City's Engineering Department would not allow other businesses to tie onto the waterline.

AGENDA ITEM NO. 5:

Mayor's Proclamations:

"Family Promise Week"
October 12-18, 2014

DeeAnn Schroyer accepted the Mayor's Proclamation for "Family Promise Week" presented by Mayor Mainord.

AGENDA ITEM NO. 6:

Presentation by City Manager to Employee of the Month, Fred Treiber, Airport.

Fred Treiber was present to accept the Employee of the Month Certificate presented by City Manager Brian McDougal.

AGENDA ITEM NO. 7:

Consider a resolution of appreciation to Tom Pringle for over twenty-nine years of service to the City of Shawnee and presentation to Tom Pringle.

Resolution No. 6479 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO THOMAS "TOM" L. PRINGLE FOR OVER 29 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE SPREAD UPON THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO THOMAS L. PRINGLE.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve a resolution of appreciation to Tom Pringle for over twenty-nine years of service to the City of Shawnee and presentation to Tom Pringle. Motion carried 7-0.

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

Tom Pringle was present to accept Resolution No. 6479 presented by Police Chief Russell Frantz.

AGENDA ITEM NO. 8: Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan and refund of contributions from the Defined Contribution Plan for Greg Price.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan and refund of contributions from the Defined Contribution Plan for Greg Price. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 9: Discussion, consideration and possible action regarding the setting of City standards for campaign finance reporting.

Vice Mayor Harrod had questions regarding current rules governing campaign reporting and upcoming changes by the State that might affect municipal reporting requirements. He also asked what can be done to enforce campaign finance reporting. City Attorney Mary Ann Karns stated there is no current local law and the process is covered by state law. She said the cities have no authority to enforce, only the district attorney. However, there will be changes in November from the state legislature. She will keep Commissioners informed as to the upcoming changes.

No action taken.

AGENDA ITEM NO. 10: Consider request for additional funding for the Veterans Memorial located in Woodland Veterans Park. (*Deferred from September 15, 2014 City Commission meeting.*)

City Manager Brian McDougal gave an overview of the history the funding of the Veterans Memorial at Woodland Veterans Park. He recommended the City

budget \$13,000.00 per year to get to goal of \$40,000.00 while the Veterans Memorial Group raises the remaining money.

Commissioner Agee said that the community is proud of the park. She asked if Visit Shawnee, Inc. could help fund it as a tourist destination.

Commissioner Shaw asked that City staff review the budget and look at sales tax increases as a possible funding source; she also agreed with Commissioner Agee that Visit Shawnee, Inc. should be asked to contribute toward the project.

It was also suggested that city staff help the Veterans group with the plan of action and Commissioner Agee suggested looking at budget trends toward the middle of the current budget year to see if funds may be available at that time.

No action taken.

AGENDA ITEM NO. 11: Discussion regarding City's Comprehensive Plan and Capital Improvement Plan Update.

Commissioner Shaw stated she had looked at the age of the plan and would like to create a better developmental plan.

Community Development Director Justin Erickson gave a general overview of the plan, noting it was adopted in May 2005. At that time, no detailed Capital Improvements Plan (CIP) was included with the Comprehensive Plan. The CIP is a list of projects with costs estimated in excess of \$100,000.00 million dollars. However, long term needs should be determined and funding mechanisms need to be identified for the most critical projects on the list. Mr. Erickson stated that the Comprehensive Plan will be updated within the next year or two. He noted that a Commission Retreat scheduled for November should allow Commissioners input on capital projects in time to be included in next year's budget.

AGENDA ITEM NO. 12: Consider an Executive Session for discussion of matters relating to sales tax enforcement as authorized by 25 O.S. §307(B)(4).

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to enter into Executive Session for discussion of matters relating to sales tax enforcement as authorized by 25 O.S. §307(B)(4). Motion carried 7-0.

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

NAY: None

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:25 P.M.)

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:40 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 9:20 P.M. WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 13: Consider matters discussed in Executive Session regarding matters relating to sales tax enforcement as authorized by 25 O.S. §307(B)(4).

See Agenda Item No. 14 below.

AGENDA ITEM NO. 14: Discussion, consideration and possible action to provide for budget modification reducing account number 5-0130-5304, Legal Services, Dept. 130, City Attorney budget by one hundred thousand dollars (\$100,000); to terminate agreement with Modrall Sparling; to make action effective immediately.

A motion was made by Commissioner Shaw, seconded by Commissioner Hall, to take no further action against the tribal corporations and governments, to terminate the agreement with Modrall Sperling and decrease the City Attorney's budget by \$100,000.00. Motion carried 6-1.

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

NAY: Harrod

AGENDA ITEM NO. 15: Discussion, consideration and possible action regarding potential conflict of interest between commission members and Citizen Potawatomi Nation, including

retention of outside counsel to investigate and render opinion to the Commission.

Commissioner Hall stated that he is receiving calls from citizens regarding potential conflicts of interest. He stressed that this issue has nothing to do with tribal relations. He stated that civic leaders have asked him about potential conflicts of interest because Commissioner Shaw's husband works for Citizen Potawatomi Nation. Commissioner Hall said he is seeking clarification in that regard.

Commissioner Shaw requested that the item be amended to reflect all City Commissioners and their property ownership and business enterprises, not only tribal affiliations. Commissioner Hall agreed with Commissioner Shaw.

There was more discussion among Commissioners regarding whether independent counsel should be hired to determine conflicts of interest issues, or whether the City's attorney would make the determination. Also discussed is the difference between direct and indirect conflicts of interest.

A motion was made by Commissioner Shaw, seconded by Commissioner Hall, to direct the City Attorney to determine, on a case by case basis, if there are any conflicts of interest with any of the sitting Commissioners.

Before a vote was taken, Commissioner Hall requested to amend the motion to change the motion from a "case by case" basis, to direct the City Attorney to explore and advise each sitting Commissioner if such a conflict currently exists.

A motion was made by Commissioner Shaw, seconded by Commissioner Harrod, to direct the City Attorney to determine if there are any conflicts of interest with any of the sitting Commissioners and to advise each City Commissioner accordingly. Motion carried 6-1.

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

NAY: Dykstra

AGENDA ITEM NO. 16:

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. 17:

Administrative Reports, including, but not limited to:

- a. Wayfinding Signage – Justin Erickson, Community Development
- b. Avedis Trails Project – Justin Erickson, Community Development
- c. Heating & Air for Municipal Auditorium – James Bryce, Director of Operations

a. Wayfinding Signage – Community Development Director, Justin Erickson, reported that the Wayfinding study started in 2006. He anticipated that it will be implemented in mid-2015. Additional funding will be provided by Visit Shawnee, Inc.

b. Avedis Trails Project – Community Development Director, Justin Erickson, handed out maps showing proposed sidewalk and trails improvements. He noted that Phase II of the project is anticipated to begin this time next year.

c. Heating & Air for Municipal Auditorium – Direct of Operations, James Bryce, reported that there is currently over \$400,000.00 set aside in the budget for the heating and air for the municipal auditorium. Additional funds will be requested for the FY2015-16 budget year, which will fully fund the project and allow for work to begin next year.

AGENDA ITEM NO. 18:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (10:07 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
SPECIAL CALLED SESSION
OCTOBER 27, 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, October 27, 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

Absent
Commissioner Ward 4

Absent
Commissioner Ward 5

Absent
Commissioner Ward 6

Absent: Hall, Shaw, Dykstra

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 22nd day of October, 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 October 27, 2014, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be for a presentation by city staff to City Commission regarding departmental duties and responsibilities.

Witness my hand this 22nd day of October, 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 22nd day of October, 2014 at 9:45 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 Wes Mainord
via e-mail at 5:43 o'clock p.m. on October 22, 2014

I delivered a true and correct copy to Commissioner Linda Agee
via e-mail at 10:14 o'clock a.m. on October 22, 2014

I delivered a true and correct copy to Commissioner Lesha Shaw
via e-mail at 5:20 o'clock p.m. on October 22, 2014

I delivered a true and correct copy to Commissioner Micheal Dykstra
via e-mail at 9:45 o'clock a.m. on October 22, 2014 but no response was received

I delivered a true and correct copy to Commissioner James Harrod
via e-mail at 8:28 o'clock p.m. on October 22, 2014

I delivered a true and correct copy to Commissioner Gary Vogel
via e-mail at 5:11 o'clock p.m. on October 22, 2014

I delivered a true and correct copy to Commissioner Keith Hall
via e-mail at 9:45 o'clock a.m. on October 22, 2014 but no response was received

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 27TH DAY OF OCTOBER, 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 A PRESENTATION BY CITY STAFF TO CITY COMMISSION REGARDING DEPARTMENTAL DUTIES AND RESPONSIBILITIES.

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 October 27, 2014, for a presentation by city staff to City Commission regarding departmental duties and responsibilities.

Witness my hand this 22nd day of October, 2014

s/s Brian McDougal
BRIAN MCDOUGAL
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 four Commissioners present and a quorum was declared.

AGENDA ITEM NO. 1: Presentations by city staff to City Commission regarding departmental duties and responsibilities.

City Attorney Mary Ann Karns began the presentations by outlining her duties as City Attorney. Among the duties she discussed was preparation and oversight of contracts and agreements, ordinance preparation, negotiations with bargaining unions, and personnel/workers' compensation issues.

Ms. Karns then discussed her duties as prosecutor in Municipal Court and spoke regarding the number of citations processed each month. She also gave information regarding the number of outstanding warrants and the number of warrants cleared by city marshals.

Expo Center Director Mike Jackson spoke regarding the operations of that facility. He explained that the Expo Center is managed by a trust with board members meeting once per month. He noted that there are 11 full time employee positions at the Expo, however he is currently down to 8 employees. Mr. Jackson said that large RV rallies are the biggest revenue producers behind the IFYR rodeo. He noted that 20,568 RV's have stayed at their facilities since January, 2013. When asked about the greatest need for his department, he stated massive remodeling of the older buildings and not enough staff as his primary concerns.

Public Works Director Steve Nelms gave the next presentation by stating that the Shawnee Municipal Authority has been a 501(c)3 public trust since November 11, 1968. He spoke regarding each phase of municipal authority operations: Administrative, Lake Operations (Shawnee Twin Lakes and Wes Watkins Reservoir, Water Treatment Plan, Water Distribution, Valve Crew, Northside Waste Water Treatment Plant, Southside Waste Water Treatment Plant and Waste Water Collections. Mr. Nelms answered questions from Commissioners regarding current lake levels and the intent to start using/treating more water from Wes Watkins Reservoir in the near future.

City Clerk Phyllis Loftis spoke regarding the City Clerk's office and Customer Service/Utility Billing. She outlined the main duties of the City Clerk's office as record keeping, agenda/minute preparation, public nuisance liens, open record requests, mail preparation and payroll distribution. She further discussed the need for a better document storage solution and underground storage options.

Regarding Customer Service/Utility Billing, Ms. Loftis explained the payment schedule for water bills and discussed the payment arrangement option available to customers. The six accepted methods of payment for water services was discussed with Commissioners (in person, by mail, credit card by phone, on-line credit card

Regular Board of Commissioners

2. b.

Meeting Date: 11/03/2014

Acknowledge Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Civil and Cultural Development Authority minutes from the September 18, 2014 meeting
 - Traffic Commission minutes from the September 23, 2014 meeting
-

Attachments

MINUTES Expo 9-18-2014

MINUTES Traffic 9-23-2014

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
SEPTEMBER 18, 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 9/15/2014 AT 2:10PM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:35 PM BY MR. RANDY GILBERT, CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. KARL KOZEL
MR. RANDY GILBERT
MR. CASEY BELL
MR. TIM BARRICK

TRUSTEES ABSENT: MRS. SUSAN HAYENS
MR. DAVID HARMON - RESIGNED SEAT
MR. BRIAN MCDUGAL

ALSO IN ATTENDANCE: MICHAEL JACKSON, OPERATIONS MANAGER; MIKE CLOVER, 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

APPROVAL OF MINUTES OF AUGUST 2014 MEETING

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE KOZEL TO APPROVE THE MINUTES OF THE AUGUST 2014 MEETING. MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.6

APPROVAL OF MONTHLY FINANCIAL REPORT AUGUST 14

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MONTHLY FINANCIAL REPORT FOR AUGUST 2014. MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS.

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

AYE: GILBERT, BELL, BARRICK, 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
GG.	Heart of OK Limousin Association- Refund	\$325.00
HH.	FMCA RV Rally- Refund	\$500.00

AGENDA ITEM NO. 8

APPROVAL OF SPECIAL EVENT CLAIMS

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

AYE: GILBERT, BELL, BARRICK, KOZEL
 NAY: NONE
 ABSTAIN:

Special Claims

A.	Droffats Inc	\$1,295.00
B.	Heritage Embroidery	\$375.00
C.	Shawnee News Star	\$1,966.00
D.	Tanner Montgomery-Refund	\$110.00
E.	Blake Vickers — Refund	\$200.00
F.	Charley's Golf Carts	\$880.00
G.	DEMCO	\$115.00
H.	Mike McCormick	\$300.00

AGENDA ITEM NO.9

APPROVAL OF SHAVINGS CLAIMS

A.	Xylo of OK	\$3,780.00
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AGENDA ITEM NO.10

DISCUSSION, CONSIDERATION & POSSIBLE ACTION TO ACCEPT BIDS FOR STALL REPAIRS.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE BIDS OF CHRIS DUNLAP & KEVIN MARLOW TO WORK TOGETHER TO REPAIR HORSE STALLS/ GATES UNTIL ALL ARE FINISHED. MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, KOZEL
 NAY: NONE
 ABSTAIN:

AGENDA ITEM NO. 11-16

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.

AGENDA ITEM NO.17

ADJOURNMENT

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

AYE: GILBERT, BELL, BARRICK, KOZEL
NAY: NONE
ABSTAIN: NONE



CHAIRMAN: MR. RANDY GILBERT



SECRETARY: MR. BRIAN MCDUGAL

**MINUTES
TRAFFIC COMMISSION
SEPTEMBER 23, 2014 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL**

I. CALL TO ORDER

**II. ROLL CALL
MEMBERS PRESENT**

Ronald Taffe - Chairman
Wayne Ardrey- Vice Chairman
Peggy Rider
Paul Roberts
Rebecca Dolin

MEMBERS ABSENT

none

EX-OFFICIO MEMBERS

Michael Ludi, Assistant City Engineer
Danielle Turner, Traffic Commission Secretary

CITIZENS PRESENT

Simona Gonzales
Claude Duck

III. APPROVAL OF JULY 22, 2014 MINUTES

Motion was made by Roberts, seconded by Rider to **approve** the July 22, 2014 minutes. Motion carried

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin
Nay: none

IV. APPROVAL OF 2015 CALENDAR OF MEETINGS

Motion was made by Ardrey, seconded by Dolin to **approve** the 2015 Calendar of Meetings. Motion carried

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin
Nay: none

V. CONSIDERATION OF REQUEST

A. Consideration of request by Simona Gonzales, to install a street light on the existing pole across from 310 South Osage.

Discussion:

Michael Ludi presented a Power Point with locations of street lights already present on the 300 block of South Osage. Lights are located at the intersections of Farrall Street and Osage Ave., Oakland Street and Osage Ave. and two additional lights mid block on Osage Ave. presently. Staff recommends denying this request due to the request being a personal light issue not a traffic concern. It is the general policy to place street lighting at the street intersections. Residents have the ability to contact OG&E and request a personal light on their property for a small monthly cost of \$10 to \$12 a month. Ludi believes the mid block lights are private lights. Dolin stated when she had driven by the area at night it was very dark. She stated vegetation blocks lighting to the street. Dolin requested Code Enforcement to be sent to this area to see if anything can be done with the overgrown vegetation. Discussion on the location of an existing pole that could possibly be used if additional light is approved was made by Roberts and Ludi. This pole is directly across from 310 South Osage at the south property line. If this lighting is approved the block would have three mid block lights as well as the two lights one at each end of the block at the intersections. No additional pole would be needed only the monthly cost of the light to the City.

Simona Gonzales, 310 South Osage, brought picture to show the Commission. The pictures showed although there are four lights on the block only one light is working. Ms. Gonzales stated she had contacted OG&E about these lights and they had told her the City would need to call for the lights to be placed on the repair list. She also stated due to the vegetation there is limited lighting. She is concerned for the safety of children who ride the bus. She stated it is very dark and drivers cannot see the children as they cross or stand waiting. Ms. Gonzales stated her home has been robbed twice. She stated even if the lights presently in place are repaired she does not believe this will be enough lighting for safety.

Motion was made by Ardrey, seconded by Dolin to deny proposed installation of a street light on the existing pole across from 310 South Osage.

Motion carried

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin
Nay: none

B. Consideration of request by Claude Duck, to install a street light at the northeast corner of Federal Bridge.

Discussion:

Michael Ludi presented a Power Point with location of Bridge, existing light and existing pole which additional lighting could be added. This additional lighting would

add monthly cost to the City but no additional cost to install using the existing pole. Ludi stated for the safety of pedestrian traffic over Federal Bridge, Staff recommends to approve additional lighting on the northeast corner of Federal Bridge.

Claude Duck spoke and had written an additional letter with complaints and concerns for this specific request as well as other items for different departments. Pertaining to this specific request, Mr. Duck stated the bridge has all of the gas lines, water lines and phone lines under it. He stated poor lighting is a safety hazard. Mr. Duck stated resent theft of copper telephone line in the area may have been prevented if the bridge had been lit up better. Mr. Duck believes that people are coming up from under the bridge and sabotaging the utilities. He stated if additional lighting is placed at the bridge passing motorists could see and possibly report to the police activity.

Motion was made by Ardrey, seconded by Rider to **approve** proposed installation of a street light on the northeast corner of Federal Bridge. Motion carries

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin
Nay: none

VI. ADMINISTRATIVE REPORTS

None

VII. CITIZEN PARTICIPATION

None

VIII. BOARD MEMBERS COMMENTS

None

There being no further business to come before the Transportation Commission, a motion was made by Dolin, seconded by Roberts recommending the meeting be adjourned. Motion carried.

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin
Nay: none

Respectfully submitted,



Dani Turner, Secretary

Ronald Taffe, Chairman



NOT WORKING LIGHT

NOT WORKING LIGHT

NOT WORKING LIGHT

OAKLAND ST

310 S OSAGE

OSAGE AVE

FARRALL ST



TUCKER AVE

REQUESTED LIGHT

EXISTING LIGHTS

MINNESOTA AVE

FEDERAL ST

Regular Board of Commissioners

2. c.

Meeting Date: 11/03/2014

Traffic Recommendations

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Traffic Commission Recommendations

A. Consideration of request by staff, to install stop signs for east bound and north bound lanes at the intersection of Pennsylvania Ave. and Emmett St.

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board recommends approval of request

Attachments

Traffic Recommendations

Traffic 10-28-2014 Draft Minutes

**STAFF RECOMMENDATIONS
TRAFFIC COMMISSION
October 28, 2014 MEETING**

- A. Consideration of request by staff, to install stop signs for east bound and north bound lanes at the intersection of Pennsylvania Ave. and Emmett St.

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board recommends approval of request

MINUTES
TRAFFIC COMMISSION
October 28, 2014 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

I. CALL TO ORDER

II. ROLL CALL
MEMBERS PRESENT

Ronald Taffe - Chairman
Wayne Ardrey- Vice Chairman
Peggy Rider
Paul Roberts
Rebecca Dolin

MEMBERS ABSENT

None

EX-OFFICIO MEMBERS

Michael Ludi, Assistant City Engineer
Danielle Turner, Traffic Commission Secretary
Keith Mangus, Traffic Supervisor

CITIZENS PRESENT

None

III. APPROVAL OF September 23, 2014 MINUTES

Motion was made by Rider, seconded by Ardrey to **approve** the September 23, 2014 minutes. Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin
Nay: None

IV. SWEAR IN OF RONALD GILLHAM

V. SWEAR IN OF DARREN RUTHERFORD

VI. CONSIDERATION OF REQUEST RECEIVED

- A. Consideration of request by staff, to install stop signs for east bound and north bound lanes at the intersection of Pennsylvania Ave. and Emmett St.

Discussion:

Michael Ludi presented a Power Point showing the location of one stop sign located on the North West corner of the intersection of Pennsylvania Ave. and Emmett Street. This sign is located at the Dead End Street only stopping the traffic coming out of the dead end. This leaves traffic traveling eastbound on Emmett turning north and traffic on Pennsylvania turning west both having the right of way with a potential collision point at that location. What is proposed is to turn this intersection into a three (3) way stop placing additional stop signs north bound and east bound.

Taffe and Gillham both agreed this causes a hazard for drivers and needed to be addressed before an accident occurs.

Motion was made by Rider seconded by Roberts to **approve** proposed stop signs for east bound and north bound lanes at the intersection of Pennsylvania Ave. and Emmett St. Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin, Gillham, Rutherford
Nay: None

VII. ADMINISTRATIVE REPORTS

Ludi updated the status of the Consideration of request by Julia Storie, to have no parking along Chicago from Union west to mid-block on both sides of the street from 2:00 pm to 3:30 pm Monday thru Friday. He stated this has been in place for a few months now and Ms. Storie came by to thank the City for approving this. She stated it is working very well and she is having no problems.

Ludi also gave an update on the Bike Route signs. He stated initial signage will begin to be placed in the next couple months. Signs have been ordered and are ready to be placed along the approved Bike Route.

VIII. CITIZEN PARTICIPATION

None

IX. BOARD MEMBERS COMMENTS

Rider welcomed new Traffic Commission members to the board.

There being no further business to come before the Traffic Commission, a motion was made by Dolin, seconded by Rutherford recommending the meeting be adjourned.
Motion carried.

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts, Dolin, Gillham, Rutherford
Nay: None

Respectfully submitted,

Dani Turner, Secretary

Ronald Taffe, Chairman

Regular Board of Commissioners

2. d.

Meeting Date: 11/03/2014

Budget Amendment Avedis

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – Capital Fund 302

To allocate Avedis Foundation Grant Money

Attachments

Budget Avedis

Regular Board of Commissioners

2. e.

Meeting Date: 11/03/2014

OMRF Reddin

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution and Defined Benefit plans for Jared Reddin.

Regular Board of Commissioners

2. f.

Meeting Date: 11/03/2014

OMRF Soap

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution and Defined Benefit plans for Francene Soap.

Regular Board of Commissioners

2. g.

Meeting Date: 11/03/2014

OMRF Haney

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution and Defined Benefit plans for Jordan Haney.

Regular Board of Commissioners

2. h.

Meeting Date: 11/03/2014

2015 Holiday Schedule

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge City of Shawnee Holiday Schedule for 2015.

Attachments

2015 Holiday Schedule



City of Shawnee
Human Resources Department

Tamera Johnson
HR Director
16 West 9th Street
Shawnee, OK 74801
Office (405) 878-1626 *Fax (405) 878-1734
Email: TJohnson@Shawneeok.org

To: All Non-Union City of Shawnee Employees

From: Tamera Johnson, HR Director

Date: October 28, 2014

RECOMMENDED HOLIDAY SCHEDULE FOR 2015

Tamera Johnson
HR Director

January 1, 2015 Thursday New Years Day

Terry Cook
Mgr. Safety and Risk Management

January 19, 2015 Monday Martin Luther King, Jr. Day

February 16, 2015 Monday Presidents' Day

Jennifer Dawson
HR Assistant

May 25, 2015 Monday Memorial Day

July 3, 2015 Friday Independence Day (observed)

September 7, 2015 Monday Labor Day

November 11, 2015 Wednesday Veterans Day

November 26, 2015 Thursday Thanksgiving Day

November 27, 2015 Friday Day after Thanksgiving

December 24, 2015 Thursday Christmas Eve

December 25, 2015 Friday Christmas Day

Approved:

City Manager

Regular Board of Commissioners

2. i.

Meeting Date: 11/03/2014

EM Grant Memo

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to apply for Emergency Management Performance Grant from Oklahoma Department of Emergency Management.

Attachments

EM Grant Memo

City of Shawnee Memorandum



To: Honorable Mayor and City Commissioners
Through: Brian McDougal, City Manager *D.L.*
From: Donald D. Lynch, Emergency Management Director
Date: October 30, 2014
Re: Request to apply for EMPG Sub-Grant

NATURE OF THE REQUEST:

I am requesting permission for staff to apply for a sub-grant of Emergency Management Performance Grant funds from the Oklahoma Department of Emergency Management

STAFF ANALYSIS /CONSIDERATIONS:

This is the annual sub-grant program that the City has participated in for many years which helps defray the costs associated with the administration of our emergency management program. This request is for submission of an application for funding in the Federal Fiscal Year 2015 cycle.

The grant guidance is due to be released shortly. We anticipate a short window of opportunity to submit an application. Therefore, we are requesting permission to apply at this time. Upon notice of award of the grant, Commission approval will again be sought for acceptance of the grant.

RECOMMENDATION:

Staff recommends approval.

BUDGET CONSIDERATION:

History shows that we have been awarded \$44,000 for the past 20 years. We anticipate level funding awards, but we will request an increase in our application equating to 50% of our budget.

Thank you for your favorable attention to this request.

Regular Board of Commissioners

5.

Meeting Date: 11/03/2014

Mayors Proclamations

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamation's:

"America Recycles Day"

November 15, 2014

"Winter Weather Preparedness Day"

November 12, 2014

Attachments

Proclamation Recycle

Proclamation Winter

City of Shawnee



Proclamation

“America Recycles Day”

Whereas, the City of Shawnee recognizes the importance of protecting and preserving our natural resources and adopting conscientious habits that will improve our daily lives and bring about a cleaner, safer, and more sustainable environment; and

Whereas, although there has been a significant increase in the amount of recycling in The City of Shawnee to date, we must also continue to focus on other initiatives such as waste reduction, composting, the reuse of products and materials, and purchasing recycled products; and

Whereas, by encouraging businesses, state agencies, nonprofit organizations, schools and individuals to celebrate America Recycles Day 2014, we can further promote recycling as an environmentally efficient and economically smart habit; and

Whereas, state and community leaders can help encourage recycling by informing citizens about local recycling options, they can also help foster greater awareness of the need to expand collections programs by promoting the benefits of recycling investments for businesses; and

Whereas, it is important that all Shawnee, OK citizens become involved in recycling activities and learn more about the many recycled and recyclable products available to them as consumers; it is also fitting for Shawnee, OK to celebrate America Recycles Day 2014 and take action by educating citizens about the recycling options available in our community;

Now, Therefore, I, Wes Mainord, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me, do hereby proclaim November 15, 2014, as

“America Recycles Day”

Dated this 3rd day of November, 2014
In the City of Shawnee, Oklahoma

Wes Mainord, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk



A nationwide initiative of
**KEEP AMERICA
BEAUTIFUL**

City of Shawnee



Proclamation

“WINTER WEATHER PREPAREDNESS DAY”

Whereas, the climate of Oklahoma is conducive to the development of Winter Weather Precipitation; and

Whereas, the citizens of Shawnee are adversely affected by such weather conditions; and

Whereas, it is recognized that where appropriate actions are taken in response to such conditions, fewer people are injured or killed; and

Whereas, it is vital that we further an awareness of the dangers of such weather conditions and the protective measures citizens can take in the event of such conditions; and

Whereas, Shawnee Emergency Management, the American Red Cross, the Pottawatomie County Local Emergency Planning Committee, and State and Federal agencies desire to continue working with the citizens of Oklahoma and the news media to disseminate information on Winter Weather preparedness to the people of the State.

Now Therefore, I, Wes Mainord, Mayor of the City of Shawnee, Oklahoma, do hereby proclaim Wednesday, November 12, 2014 as

“WINTER WEATHER PREPAREDNESS DAY”

In the City of Shawnee, Oklahoma
Dated this 3rd day of November, 2014

Wes Mainord, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk

Regular Board of Commissioners

6.

Meeting Date: 11/03/2014

Avedis Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Michelle Briggs, President/CEO of the Avedis Foundation regarding Community Renewal International and upcoming workshops.

Regular Board of Commissioners

7.

Meeting Date: 11/03/2014

Beller Click Deannex Petition

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to deannex the property located at the North Half of the Southeast Quarter (N ½ SE ¼) of Section Three (3), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma. Applicant: Randy Beller, Brian Click

Attachments

Beller Click Staff Report



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

**STAFF REPORT
AND
RECOMMENDATION**

AGENDA: November 3, 2014
TO: Shawnee City Commission
FROM: Justin Erickson, Planning Director
RE: **Request for Detachment: Beller/Click**

Nature of the Request

The Petitioners, Randy Beller and Brian Click have requested detachment from the City of Shawnee (Exhibit 1). They are the owners of 80 acres located north of MacArthur Street, adjacent to Acme Road (west side), immediately south of the Elks Country Club/Golf Course (see Figure 1).

Staff Analysis and Considerations

The subject property was annexed into the City of Shawnee on June 16, 1980 (Ord. #978). The property was sold to the petitioners on February 26, 2014. A preliminary plat for the "Stone Creek" subdivision was submitted and heard by the Planning Commission on July 2, 2014 (Exhibit 2). The proposed development includes 110 residential lots. On July 7, 2014, the City Commission approved (vote: 6-0) the Preliminary Plat for Stone Creek subject to the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with Final Plat approval.
3. Approval of the following deviations:
 - a. The proposed cul-de-sacs are approved as shown.
 - b. A private street network may be utilized provided the street is built to City Standards. The final plat shall clearly denote "private" on the street.
 - c. Aerobic septic system may be utilized for up to 16 lots, as approved by the City Engineer. Also, all septic systems shall be approved by and meet the standards of both the Health Department and Department of Environmental Quality (DEQ). Lots on septic systems shall be no smaller than 0.50 acres in size.
4. All other applicable City standards apply.

A final plat was submitted for Phase 1 of the subdivision (51 lots on 40 acres), but was deferred by the Planning Commission on September 3, 2014 at the request of the applicant (Case #08-14). On September 8, 2014, the Petition to Detach was submitted to the City Clerk for the subject property.

The Shawnee Comprehensive Plan encourages strategic annexation of unincorporated land adjacent to the City – it does not address the issues of detachment at all. In general, it would be rare for a City to actively pursue a policy of de-annexation, considering the difficulty in annexing property under State law and the fact that in many instances, municipal funds have been expended for adjacent or abutting infrastructure or for the maintenance thereof.

The City of Shawnee owns and maintains within close proximity of the subject site infrastructure including public water, public sewer, a public sewer lift station and road improvements. In addition, the full array of municipal services is provided including police and fire service.

Considered in isolation, the proposed development and detachment probably has minimal impact to the City, but it would set a precedent that would make it very hard to deny similar petitions, which could lead to a slow, but continual decrease in land within City limits. Unlike some land on the edge of the City, the subject property is well-served with public streets and utilities.

It is Staff's assumption that the applicant desires detachment to lower development costs. It should be noted that any increase in costs can be made up through increased density (more lots and homes to sell). If the property is detached, the applicants will not have access to City utilities, meaning that a minimum density of 0.50 – 1.0 acres per lot will be required under State rules (onsite septic and/or water well). With municipal services, a density of approximately 0.15 acres per lot can be achieved – a minimum of a 300%+ increase, which would more than offset the expense of installing utilities.

The only benefit to the City of detachment of the subject site is that the City would not be responsible for long-term maintenance of public infrastructure installed as part of the development. The developer is responsible for the installation of all infrastructure, so expected maintenance costs are expected to be very low for many years.

Staff did receive a letter in opposition to the detachment request by the Shawnee Home Builders Association dated October 8, 2014 (Exhibit 3). They note various objections and also note the loss [one time] of sales tax on the delivery of construction goods and products. According to their estimation, the loss of revenue would be approximately \$2,800 per home. Staff has not independently verified this figure, but it does appear to be generally accurate.

Recommendation

Staff recommends ***denial*** of the request for detachment. There is no compelling public interest or benefit to detach the subject area from the City of Shawnee.

If denied, the applicant may continue with the Final Plat for Stone Creek Phase 1 and pursue development.

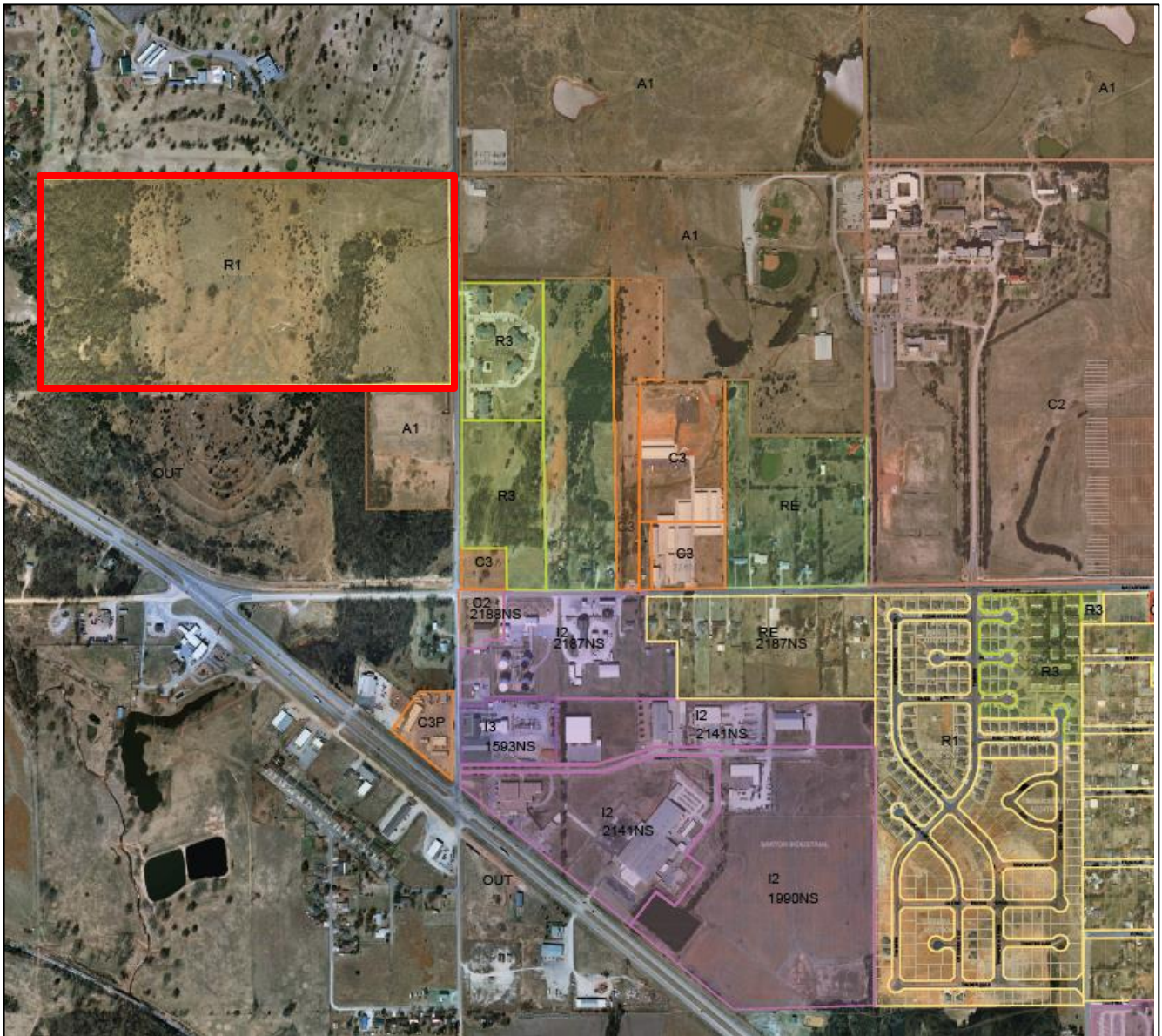


Figure 1: Zoning Map with subject property indicated (red box).

Exhibits

- 1. *Detachment Petition filed September 8, 2014*
- 2. *Preliminary Plat - Stone Creek (two drawings)*
- 3. *Letter from Shawnee Home Builders Association dated October 8, 2014*

Date 9/8/14 Time _____

NOTICE OF A PETITION TO DETACH THE FOLLOWING AREA FROM THE CITY OF SHAWNEE, STATE OF OKLAHOMA

Petitioner, Randy Beller and Brian Click, submits the following information as a Petition for detachment from the City of Shawnee, State of Oklahoma pursuant to Detachment of Municipal Territory - Procedure, 11 O.S. § 21-110.

1. The Petitioners' names are Randy Beller and Brian Click. Randy Beller and Brian Click are the registered Deed holders for the property at 13504 Acme Road, Shawnee, Oklahoma 74804.

2. The legal description of the described property to be detached is as follows:

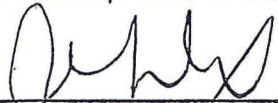
North Half of the Southeast Quarter (N/2 SE/4) of Section Three (3), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma.

3. The said property is bordered on Two (2) sides by County property. The West side of the property is in Pottawatomie County Jurisdiction and the North side of the Property is in Pottawatomie County Jurisdiction. This current Petition seeks to remove the above named property from the City of Shawnee.

4. Per the Statute 100% of the owner's of the land seeking to be detached request this and 100% of the registered voters on this land request it be detached per 11 O.S. 21-110 (B) (1).

5. There are no legitimate legislative interests in maintaining for the city of Shawnee an interest in a Rural area that would only place a greater burden on the city.

6. Petitioners' request that immediate action in accordance with this Statute proceed and the area requested be detached from the City of Shawnee.



Allan Grubb OBA#20228
231 N. Broadway
Shawnee, Oklahoma 74801
Date 9/8/2014

EXHIBIT
/

201400002350
Filed for Record in
POTTAWATOMIE OKLAHOMA
RAESHEL FLEWALLEN, COUNTY CLERK
02-26-2014 At 03:35 p.m.
WARR DEED 465.00

Return To:
Randy Beller
29205 Lake Drive
Mcloud, OK 74851

Instrument PG 1 OF 2
201400002350

WARRANTY DEED
(OKLAHOMA STATUTORY FORM)

File No.: 1903403-SH01 (DKB)
Doc Stamps: \$450.00

Tax ID#: 0000-03-010-003-0-001-00

That Richard D. Thompson and Rebecca Thompson, Husband and Wife, party(ies) of the first part, in consideration of the sum of TEN & NO/100-----Dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do(es) hereby, grant, bargain, sell and convey unto Randy Beller and Brian Click, party(ies) of the second part, the following described real property and premises situated in Pottawatomie County, State of Oklahoma, to wit:

SURFACE ONLY:

The North Half of the Southeast Quarter (N/2 SE/4) of Section Three (3), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma.

Less and except all of the oil, gas, and other minerals in and under the above property, which have heretofore been reserved or conveyed or which are reserved by the Grantor(s) herein. It is the intention of the Grantor(s) to convey to the Grantee(s) the surface and surface rights only in and to the above-described real property.

Property Address: land only, Shawnee, OK 74804


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(ies) of the second part, and to the heirs, successors and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

EXCEPT covenants, conditions, easements, restrictions and mineral reservations or conveyances of record.

STATE OF OKLAHOMA
Pottawatomie County
Documentary Stamps: \$ 450.00

Signed and delivered this February 26, 2014.


Richard D. Thompson


Rebecca Thompson



SH1903403/Beller/Click

First American Title

VERIFICATION

State of Oklahoma, County of Pottawatomie, ss:

Brian Click, of lawful age and being first duly sworn upon oath, states: I am Brian Click, Petitioner above named. I have read the foregoing instrument and state that all statements contained therein are true and correct according to my best information and belief.

[Signature]
Brian Click, Petitioner

Subscribed and sworn to before me on September 8th, 2014, by Brian Click, Petitioner above named.

My Commission Expires:

[Signature]
Notary Public

Commission #

State of Oklahoma, County of Pottawatomie, ss:

Randy Beller, of lawful age and being first duly sworn upon oath, states: I am Randy Beller, Petitioner above named. I have read the foregoing instrument and state that all statements contained therein are true and correct according to my best information and belief.

[Signature]
Randy Beller, Petitioner

Subscribed and sworn to before me on September 8th, 2014, by Randy Beller, Petitioner above named.

My Commission Expires:

[Signature]
Notary Public

Commission #



DIVISION
 STONE CREEK INVESTMENTS
 ADDRESS
 CONTACT: RANDY BELLER
 PHONE: (405) 401-3001

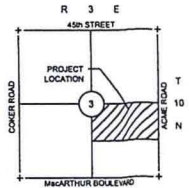
CIVIL ENGINEER
 CEDAR CREEK CONSULTING, LLC
 P.O. BOX 1434
 OKLAHOMA CITY, OK 73113
 CONTACT: ANDREW WILSON
 PHONE: (501) 454-1687

SURVEYOR
 KNIGHT LAND SURVEY
 P.O. BOX 231
 SHAWNEE, OKLAHOMA 74802
 PHONE: (405) 273-8223

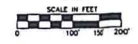
PRELIMINARY PLAT OF STONE CREEK

BEING A PART OF THE SE/4, OF SEC. 3, T 10 N, R 3 E, I.M.
 SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA

EXHIBIT
 2



LOCATION MAP
 SCALE: 1" = 200'



DRAWING DATE: 08.03.14

Curve Table: CENTERLINE				
Curve #	Radius	Length	Chord	Direction
C1	125.00	93.80	84.2'	05° 05.55'E
C2	800.00	504.80	881'	29° 28.18'E
C3	1000.00	388.59	858'	36° 05.89'E
C4	1000.00	50.47	876'	01° 26.68'E
C5	700.00	353.83	889'	03° 30.95'E
C6	800.00	196.12	583'	29° 01.75'E
C7	125.00	107.88	874'	49° 26.40'W
C8	125.00	174.25	810'	10° 07.55'W
C9	200.00	68.25	819'	59° 23.08'E
C10	200.00	113.86	810'	05° 44.78'W
C11	125.00	93.80	807'	54° 29.04'W
C12	350.00	86.48	586'	51° 56.79'E
C13	350.00	112.77	876'	49° 31.65'E
C14	1000.00	156.74	884'	56° 46.23'E
C15	1500.00	184.35	855'	54° 55.55'E
C16	1500.00	510.49	587'	51° 21.25'E
C17	1500.00	324.64	584'	18° 23.58'E

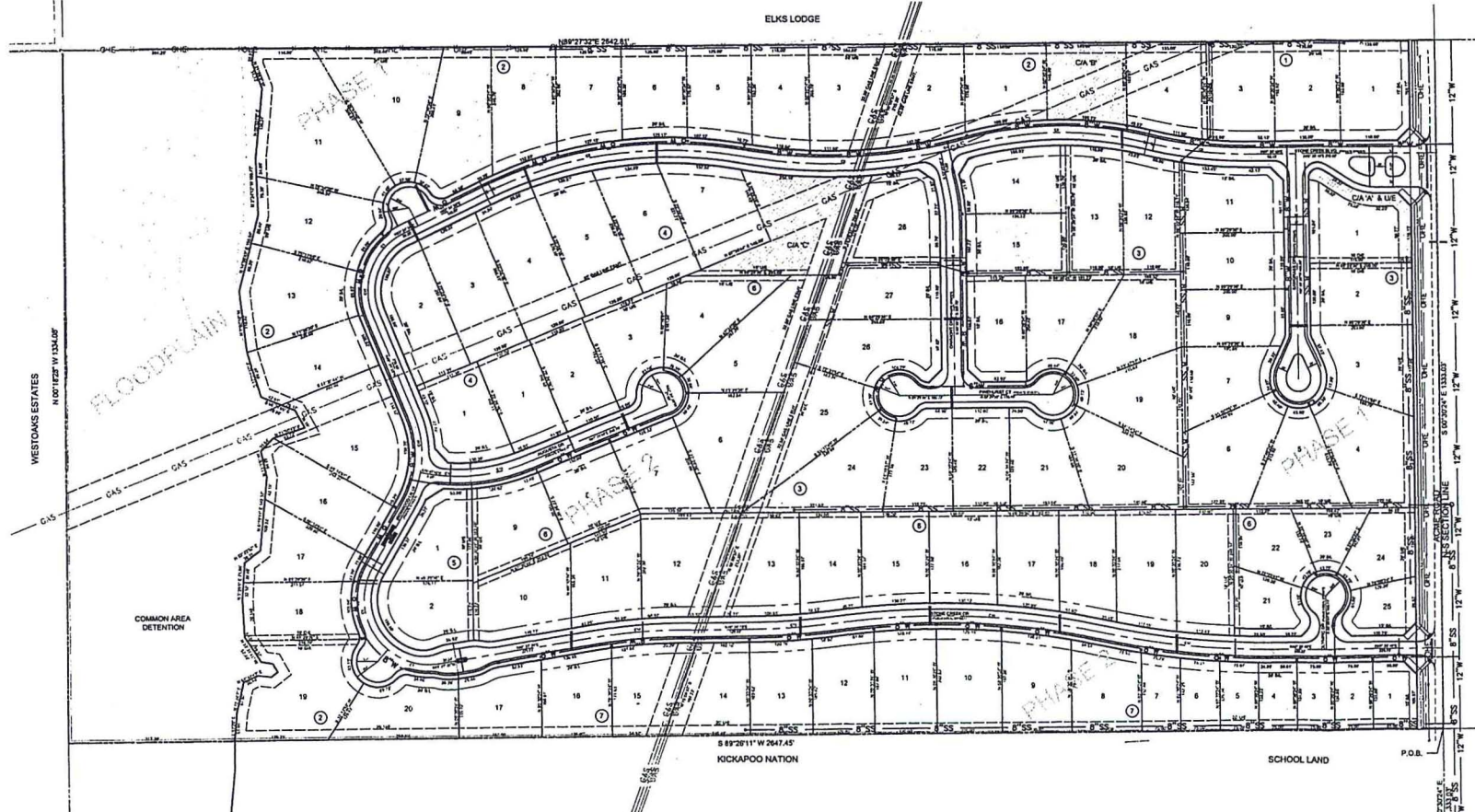
LEGAL DESCRIPTION:
 A tract of land lying in the Southeast Quarter of Section 3, Township 10 North, Range 3 East of Indian Meridian, City of Shawnee, Pottawatomie County, Oklahoma being more particularly described as follows:
 COMMENCING at the Southeast corner of said Southeast Quarter;
 THENCE North 00°30'24" East a distance of 1,333.03 feet to the Point of Beginning;
 THENCE South 89°21'11" West a distance of 2,847.45 feet;
 THENCE North 00°18'27" West a distance of 1,334.05 feet;
 THENCE North 89°27'32" East a distance of 2,847.81 feet;
 THENCE South 00°30'24" East a distance of 1,333.03 feet to the Point of Beginning.
 Said tract contains 3,927,412.71 square feet, or 89.98 acres +/-.

RECEIVED
 JUN 18 2014
 PLANNING / CODE



P.O. Box 1434 • Oklahoma City, OK 73113
 (405) 454-1687
 Fax: (405) 454-1372

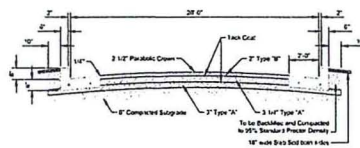
OK CA 5864
 EXP. 06/14



STATISTICAL DATA:

TOTAL NUMBER OF GROSS ACRES:	80.978 ACRES
ZONING:	R-1
TOTAL NUMBER OF PHASE 1 LOTS:	59 LOTS
TOTAL NUMBER OF PHASE 2 LOTS:	42 LOTS
TOTAL NUMBER OF LOTS:	101 LOTS
TOTAL COMMON AREA ACREAGE:	1.83 ACRES
TOTAL LINEAL FOOTAGE OF LOCAL STREETS:	6,440.02 LF.

NOTE:
 ALL LOTS WEST OF THE GAS LINE
 SHALL BE SERVED BY AN AEROBIC
 SYSTEM



TYPICAL SECTION OF
 20' ASPHALT CONCRETE DRIVEWAY
 (SEE PLAN)

BE COR. OF BEH, SEC. 3
 T10N, R3E, I.M.
 B.M. FOUND IN N.E. COR.
 N. 239786.81
 E. 227768.44
 ELEV. 1044.85
 MACARTHUR BOULEVARD
 (E-W SECTION LINE)

OWNER
STONE CREEK INVESTMENTS
ADDRESS
CONTACT: RANDY BELLER
PHONE: (405) 401-2001

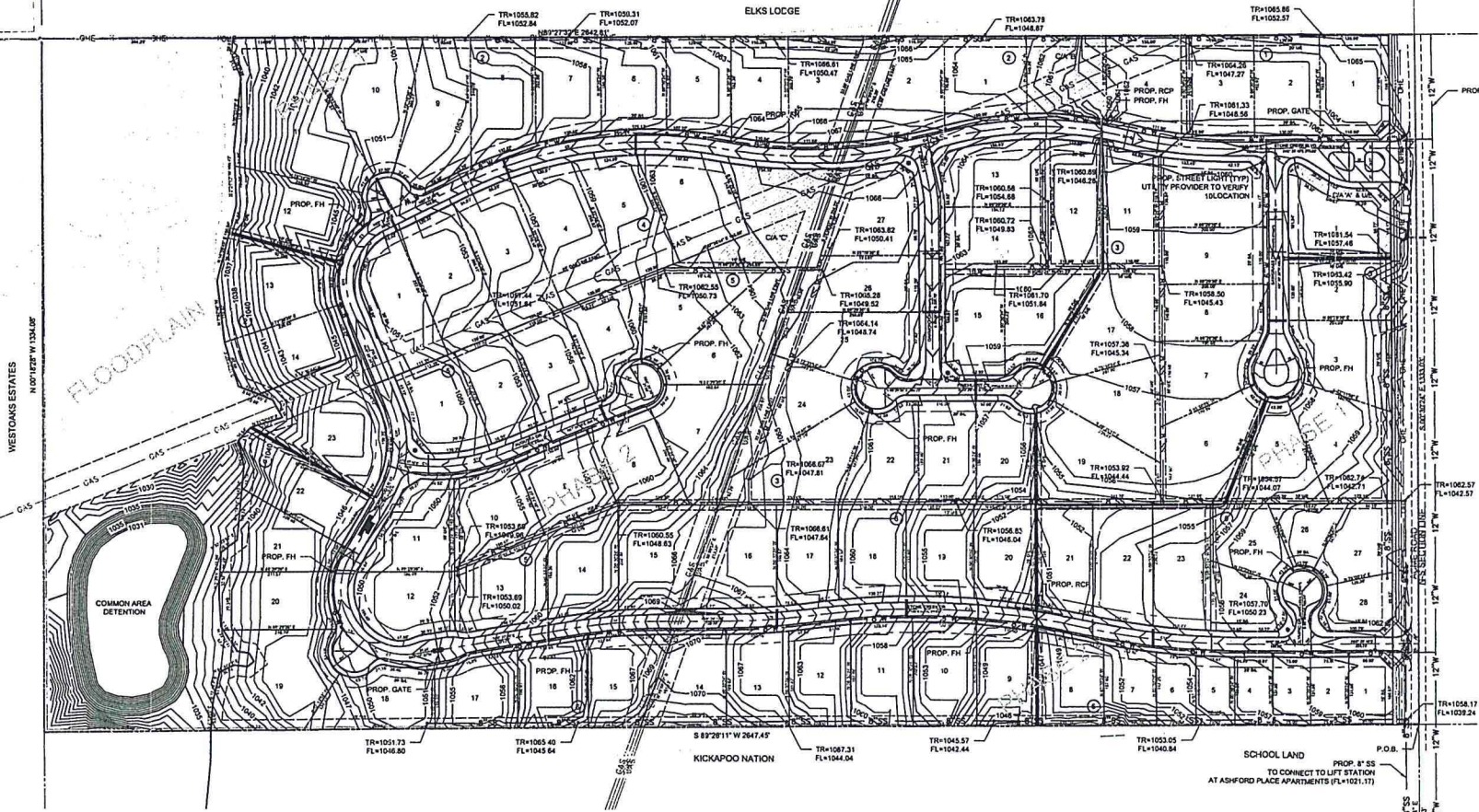
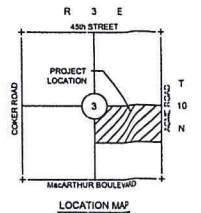
CIVIL ENGINEER
CEDAR CREEK CONSULTING, LLC
P.O. BOX 14334
OKLAHOMA CITY, OK 73113
CONTACT: ANDREW WILSON
PHONE: (501) 454-1647

SURVEYOR
DTM, PLLC
20 N.E. 38th STREET
OKLAHOMA CITY, OKLAHOMA 73105
PHONE: (405) 951-7422

PRELIMINARY PLAT OF STONE CREEK

BEING A PART OF THE SE/4, OF SEC. 3, T 10 N, R 3 E, I.M.
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA

EXHIBIT
2



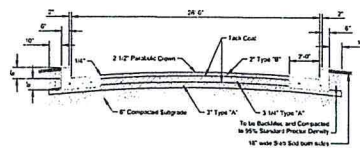
STATISTICAL DATA

TOTAL NUMBER OF GROSS ACRES: 80.978 ACRES
ZONING: R-1
TOTAL NUMBER OF PHASE 1 LOTS: 50 LOTS
TOTAL NUMBER OF PHASE 2 LOTS: 51 LOTS
TOTAL NUMBER OF LOTS: 101 LOTS
TOTAL COMMON AREA ACREAGE: 1.83 ACRES
TOTAL LINEAL FOOTAGE OF LOCAL STREETS: 6,440.02 LF.

LOTS TO BE SERVED BY AEROSIC SYSTEM:

PHASE 1:
BLOCK 2, LOTS 10-14

PHASE 2:
BLOCK 5, LOTS 1-2
BLOCK 6, LOTS 19-23



Curve Table: CENTERLINE

Curve #	Radius	Length	Bearing Direction
C1	125.00	93.80	44° 05' 05.53" E
C2	800.00	504.80	881° 36' 29.18" E
C3	1000.00	388.59	485° 36' 08.89" E
C4	1000.00	50.47	476° 01' 26.68" E
C5	700.00	353.83	485° 03' 30.95" E
C6	800.00	196.12	383° 29' 01.75" E
C7	107.86	474° 49' 26.40" W	
C8	125.00	174.25	110° 10' 37.55" W
C9	200.00	68.25	119° 59' 23.08" W
C10	200.00	113.86	46° 05' 44.78" W
C11	125.00	93.80	40° 54' 29.04" W
C12	350.00	86.48	505° 51' 56.79" E
C13	350.00	112.77	170° 49' 31.85" E
C14	1000.00	156.74	484° 54' 46.23" E
C15	1500.00	184.35	485° 54' 56.55" E
C16	1500.00	510.49	387° 51' 21.25" E
C17	1500.00	324.84	384° 18' 23.58" E

LEGAL DESCRIPTION:

A tract of land lying in the Southwest Quarter of Section 3, Township 10 North, Range 3 East of Section Meridian, City of Shawnee, Pottawatomie County, Oklahoma being more particularly described as follows:

COMMENCEING at the Southeast corner of said Southeast Quarter;

THENCE North 00°30'24" East a distance of 1,333.63 feet to the Point of Beginning;

THENCE South 89°28'11" West a distance of 2,647.43 feet;

THENCE North 00°18'27" West a distance of 1,334.08 feet;

THENCE North 89°27'23" East a distance of 2,647.43 feet;

THENCE South 00°30'24" East a distance of 1,333.03 feet to the Point of Beginning;

Said tract contains 3,527,412.71 square feet, or 80.18 acres +/-.



OKLA 5854
EXP. 06/14



October 8, 2014

Justin Erickson, City Planner
City of Shawnee
222 N. Broadway St.
Shawnee Ok. 74601

RECEIVED

OCT 08 2014

PLANNING / CODE

Subject: Stone Creek Subdivision De-annexation

Mr. Erickson,

At a recent meeting of the Board of Directors of the Shawnee Home Builders Association, it was brought to our attention that a possible request would be made by the developers of the Stone Creek housing sub-division, to de-annex from the city limits of the City of Shawnee.

We felt that as an association of building professionals we should allow our voices to be heard in this matter and send you a formal letter stating our emphatic opposition to any such de-annexation. From a perspective as citizens and builders in this community we are opposed to any such de-annex measures for the following reasons.

By allowing the developer to de-annex from the city limits the city would be allowing approximately \$2,820.00 per home in City sales tax collections to be waived. Considering that the developer plans to build around 110 homes, the potential sales tax collection loss to the City AND ITS RESIDENTS could total more than \$310,200.00. over the lifetime of the development. Additional sales tax collections would be lost on the sales of paving materials tied to the streets in the development as well.

Additionally, by allowing a de-annexation the developer would not be required to connect to the Municipal Authority's water and sewer systems, which means that added revenues, which help maintain and improve these infrastructure systems, would not be collected.

Also, by agreeing to undertake a de-annexation, the City would be taking a precedence that any developer could decide to take in the future. If you allow one developer to do this, after they have been approved to develop in the City, why would you not allow all developers to do the same?

In our professional opinion not allowing a de-annexation is much preferred over allowing a developer to essentially circumvent ordinances and codes that they knew were in place before they began the development.

We hold no animosity or ill will toward anyone who is wishing to help build homes in the Shawnee city limits. However in light of this possible de-annexation request, we feel it should not be allowed based upon the facts related to loss of revenue to our City, and a precedence that is unwarranted and potentially unstoppable once any such request is allowed.

We would hope that the Planning Commission and City Commission would be more interested in growing the size of Shawnee, rather than shrinking it.

As a professional association representing the homebuilders in Shawnee, we want to thank you for allowing us to express our opinion on this matter and we would be happy to discuss this in greater depth if the opportunity arises.

Finally thank you for all you do to make Shawnee a great place to live.

Respectfully,

A handwritten signature in cursive script that reads "Jake Clannin".

Jake Clannin
President
Shawnee Home Builders Association

Cc: SHBA Executive Board, City Manager B. McDougal, Mayor W. Mainord, Vice Mayor J. Harrod, Commissioners L. Agee, K. Hall, L. Shaw, M. Dykstra and G. Vogel.

Assumptions:

A \$250,000 home generates approximately \$94,000.00 in purchases of building materials, appliances, light fixtures, floor coverings, mechanical equipment, plus the concrete floor slab and driveways attached to the home. (Streets in the development are not included in this calculation). This amount of expenditure equates to approximately \$2,820.00 in City sales taxes collected per home.

Regular Board of Commissioners

8.

Meeting Date: 11/03/2014

Agenda Deadline

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to set deadline for submission of items for agenda.

Attachments

Memo Agenda Deadline

Mayor
WES MAINORD



The City of Shawnee
City Manager's Office
P.O. Box 1448
Shawnee, Oklahoma 74802-1448
(405) 878-1625 Fax (405) 214-4249
www.ShawneeOK.org

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

Date: October 29, 2014
To: Mayor and City Commissioners
From: Brian E. Mcdougal, City Manager

RE: Commissioner Harrod agenda item: Deadline for agenda submissions

Nature of the Request:

The nature of the request is to setting an agenda submission deadline of 5pm the Wednesday preceding our regularly scheduled meeting.

Staff Analysis, Considerations:

Setting a deadline will allow Staff the required time to provide documents, research, and analysis needed to serve the citizens and Commissioners alike.

Cases of emergency sometimes arise. Please contact me directly in the event you would like to add an agenda item after the submission deadline. When this occurs I will consider these on a case by case basis.

Recommendation:

We concur with Commissioner Harrod that a deadline will allow staff to serve the citizens and Commissioners better.

Budget Consideration:

Even though it is rare, it will keep us from having to pay overtime for Friday and over the weekend. The budget impact however, is negligible in most cases.

Regular Board of Commissioners

9.

Meeting Date: 11/03/2014

Resolution CC Rpt election

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action on a resolution instructing City Clerk to report to appropriate authorities the failure of any party to make reports of campaign spending as required by law.

Attachments

Resolution Election Forms

RESOLUTION NO. _____

A Resolution of the Mayor and City Commissioners of the City of Shawnee, Oklahoma, Instructing the City Clerk of Shawnee with Regard to Obtaining Campaign Financing Reports and Authorizing the Filing of Notice of Failure to File with Proper Authorities

WHEREAS, the intent of the Political Subdivisions Ethics Act (11 O.S. 301 *et seq*) includes that public interest requires that the law protect against any conflict of interest and establish standards for the conduct of elected officials and government employees in situations where conflicts may exist; and

WHEREAS, in furtherance of that intent, the Legislature has enacted procedures for the reporting of contributions in elections; and

WHEREAS, the Mayor and City Commission find that compliance with the Political Subdivisions Ethics Act is beneficial to the citizens of the City of Shawnee;

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

Section 1: When any candidate, campaign committee, individual or other party who has made contributions to a candidate or election fails to make its report to the Clerk, the City Clerk shall give notice to the party failing to file the report that such report is due and is to be filed within ten (10) days.

Section 2: If the report is not filed after ten (10) days, the City Clerk shall report the failure to file to the authorities with enforcement responsibilities.

PASSED AND APPROVED this _____ day of _____, 2014.

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Regular Board of Commissioners

10.

Meeting Date: 11/03/2014

Presentation by Finance Director

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Finance Director Cynthia Sementelli of financial update.

Regular Board of Commissioners

11. a.

Meeting Date: 11/03/2014

Dispatch Award

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Dispatch Center City of Shawnee (Award)

Attachments

[BID Dispatch Memo](#)

[BID Dispatch Bid Tab](#)

[BID Dispatch Notice](#)

[BID Dispatch Plan Holders](#)



Shawnee Police Department

Chief Russell Frantz

16 W 9th

Shawnee, Oklahoma 74801

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

E-Mail: rfrantz@shawneeok.org



FROM : Russell Frantz
Chief of Police

TO : Brian McDougal, City Manager

CC : Mayor and City Commissioners

SUBJECT : Recommendation to Accept Bid

DATE : 30 October 2014

After reviewing 'all' the items, there appears to be sufficient specifications and scope of work covering the proposed project and the Addenda #1 seems to tie everything back together, and has items in the Addenda that were excluded from the project manual which is a good thing. Also, reviewing the PreBid Attendance Sheet of the PreBid Meeting held by TAP Architecture and Sagemill was in attendance, thus, they are or should have been fully aware of the scope of work they submitted a bid on.

Recommend award of bid to Sagemill Construction

Sagemill Construction bid \$218,000.00

Ben Hayes Construction bid \$401,361.00

BID TABULATION SHEET

ARCHITECT'S PROJECT NO. 1413

DISPATCH CENTER CITY OF SHAWNEE

OCTOBER 20, 2014

BIDDER

AMOUNT

SAGEMILL CONSTRUCTION LLC

Meeker, OK

\$218,000

BEN HAYES CONTRUCTION

Goldsby, OK

\$401,361

NOTICE TO BIDDERS

Sealed bids on described project will be received by the City of Shawnee, at 9th & Broadway, P.O. Box 1448, Shawnee, Oklahoma, up to 3:00pm on October 20, 2014.

DISPATCH CENTER CITY OF SHAWNEE

Architect's Project No. 1413

16 W. 9th

Shawnee, Oklahoma 74801

Instructions and bid documents are available for review to qualified bidders at the office of the City Clerk, 16 W. 9th, Shawnee, Oklahoma 74801 from 8:00 am to 4:00 pm Monday – Friday.

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

BID – DISPATCH CENTER CITY OF SHAWNEE

Architect's Project No. 1413

16 W. 9th

Shawnee, Oklahoma 74801

The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee at **16 W. 9th Street**, together with a sworn non-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

A mandatory pre-bid conference has been scheduled for October 6th, at 10:00am at the project site. All general contract bidders are required to attend. Sub contractors and suppliers are invited, but attendance not mandatory. Additional site visits may be scheduled by contacting Chief Russell Frantz, at 405.878.1681, to arrange a date and time.

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, 16 W. 9th Street Shawnee, Oklahoma 74801, at 6:30 pm., on October 20, 2014

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

CITY OF SHAWNEE, A Municipal Corporation



By: Phyllis Loftis
Phyllis Loftis, CMC, City Clerk

By: _____
Brian E. McDougal, City Manager

BIDDER'S LIST FOR

Dispatch Center Remodel

DATE TO BE OPENED: October 20, 2014

Business Name: Miller Tappen

Contact: Jerrod Jeter

Address: 45 NE 52nd St, OKC OK 73105

Telephone: 405-600-1022

E-Mail: Lance@Miller-tappen.com

Business Name: NDN Waterproofing

Contact: Steffan Bougher

Address: 527 S Utica, Tulsa OK 74104

Telephone: 918-794-7374

E-Mail: Steffan@NDNwaterproofing.com

Business Name: Ben Hayes Construction

Contact: Ben Hayes

Address: 103 Mallard Row, Goldsby OK 73093

Telephone: 405-288-2496

E-Mail: BenHayes@Valornet.com

Business Name: Oakridge Builders

Contact: Jeremy Robinson

Address: 1602 W 21st, Tulsa OK 74107

Telephone: 918-582-9333

E-Mail: Bcox@oakbuilder.com

Business Name: Globe Construction Co

Contact: Ken Murry

Address: 2211 E I-40 Service Rd, OKC OK 73111

Telephone: 405-478-3502

E-Mail: Kmurry@globebuilds.com

Business Name: Sagemill Construction

Contact: Martin Benn

Address:

Telephone: 405-314-9064

E-Mail: Martin@Sagemill.net

Business Name: _____

Contact: _____

Address: _____

Telephone: _____

E-Mail: _____

Regular Board of Commissioners

11. b.

Meeting Date: 11/03/2014

Bid Award COEDD

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

COEDD Roofing Project (Award)

Attachments

BID TAB COEDD Memo

BID COEDD Notice

BID COEDD Plan Holders List

BID COEDD Bid Tab

BID COEDD Budget

Mayor
WES MAINORD



The City of Shawnee
Office of the Director of Operations

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

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

Date: September 30, 2014
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: COEDD Roofing Project

Nature of the Request:

Award of the COEDD Roofing Project with the City Hall Add Alternate.

Staff Analysis, Considerations:

Bids were solicited from several qualified contractors to roof a section of the COEDD roof along with the Center section of City Hall over the Police Garage area. Staff received 4 bids in return. Staff has reviewed the bid documents and called references verifying the low bidders work practices and quality.

This is just a drop in the bucket to what needs to be replaced. Cost estimates to replace the rest of the roofs that are in bad shape is \$800,000.00 to \$1,000,000.00. That covers the Santa Fe Depot, Auditorium, and the rest of City Hall.

Recommendation:

It is Staff's recommendation to award the project to Robbins Roofing out of Mustang, Ok. in the amount of:

COEDD Roof \$19,575.21
City Hall \$22,979.79

Total Cost \$42,554.00

Budget Consideration:

This project is budgeted in the 14/15 fiscal year Capital Outlay Budget.
Account # 301 5-1120-5420 509 1120-03 \$60,000.00

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to 4:00 p.m., Monday, October 20, 2014, for:

COEDD Roofing Project

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

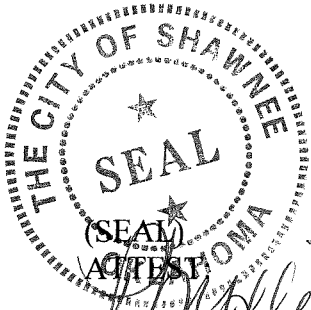
Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID - COEDD Roofing Project October 20, 2014

The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee at **16 W. 9th Street**, together with a sworn non-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, 16 W. 9th Street Shawnee, Oklahoma 74801, at 6:30 p.m., Monday, October 20, 2014.

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



Phyllis Loftis
Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, A Municipal Corporation

By: *Cynthia R. Sementec for*
Brian E. McDougal, City Manager

COEDD Roofing project

BIDDERS LIST:

Allwine Roofing & Construction, Inc.

Aaron Barnes
111 So 147th E. Ave., Suite B
Tulsa, OK 74116
Off: 918.664.7663
Cell: 918.636.7636
Fax: 918.664.1887
aaron@allwineroofing.com

Alva Roofing Company

Brian Lair
2613 Linda Lane
Edmond, OK 73013
Off: 405.359.8739
Cell: 405.623.9428
Fax: 405.359.8596
alvaroofting@mac.com

American Roofing & Construction

Cody Warner
735 N. Union
Ponca City, OK 74601
Off: 405.707.7197
Cell: 405.612.1017
Fax: 405.762.7712
cody.warner@americanroofingok.com

Arrow Roofing and Sheet Metal Company

Bob Ireland
1894 27th Ave.
Canton, KS 67428
Cell: 316.393.8666
Fax: 316.260.9947
birelandarrowroofing@gmail.com

Coates Roofing Co., Inc.

Ronnie Heard
P.O. Box 1340
Seminole, OK 74818
Off: 405.382.2113
Fax: 405.382.5008

Craig's Roofing, Inc.

Loren Bias
2516 Renacese Circle
Denison, TX 75020
Off: 918.482.5925
Cell: 918.482.5925
Fax: 877.837.3703

Crawford Roofing Inc.

David Crawford
701 Pikes Peak Road
Chickasha, OK 73023
Off: 405.224.8763
Cell: 405.823.4933
Fax: 404.224.3739
david@crawfordroofinginc.com

Mid-America Roofing & Construction

Richard Treadaway
P.O. Box 20243
Oklahoma City, OK 73156
Richard@midamericacompanies.net

Red Bison Roofing

Greg Davis
3812 SW 113th
Oklahoma City, OK 73173
Tel: 405.814.1700
Fax: 405.378.0033

Saratoga Roofing & Construction

Judy Smith
209 N.W. 132nd Street
Oklahoma City, OK 73114
Tel: 405.692.6100
Fax: 405.692.6103
judys@saratogaroofing.com

Universal Roofing & Sheet Metal

Vernon Rowland
P.O. Box 6650 Moore, OK 73153
Off: 405.799.6400
Fax: 405.735.3360
vrowland@ursm.net

bids@bidocean.com

bids3@prime-vendor.com

eplan@eplanbidding.com

sheckler@ISOFT.com

project@bidnews.com

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

Robbins Roofing

Chad

Off: 405.550.8220

estimating@robbinsroofinginc.com

BID TABULATION SHEET

COEDD ROOFING PROJECT

OCTOBER 20, 2014

<u>BIDDER</u>	<u>AMOUNT</u>
<u>TODAY'S ROOFING</u> Moore, OK	<u>22,139⁰⁰</u>
WITH ADD ALTERNATE	<u>22,357⁰⁰</u>
<u>COATES ROOFING CO.</u> Seminole, OK	<u>29,500⁰⁰</u>
WITH ADD ALTERNATE	<u>29,500⁰⁰</u>
<u>MARSOLT CONSTRUCTION</u> Bolivar, MO	<u>24,881⁰⁰</u>
WITH ADD ALTERNATE	<u>21,513⁰⁰</u>
<u>ROBBINS ROOFING</u> Mustang, OK	<u>19,575.²¹</u>
WITH ADD ALTERNATE	<u>22,979.²⁹</u>
_____	_____
WITH ADD ALTERNATE	_____
_____	_____
WITH ADD ALTERNATE	_____

CITY OF SHAWNEE

CAPITAL OUTLAY BUDGET REPORT

FUND	ACCOUNT	PROJECT	LINE	DESCRIPTION	BUDGET	ACTUAL	ENCUMBRANCES	BALANCE
MUNICIPAL AUDITORIUM								
CAPITAL OUTLAY - BLDGS/IMPRV								
301	5-1120-5420	509	1120-01	A/C	425,000.00	0.00	0.00	425,000.00
301	5-1120-5420	509	1120-02	COEDD HEAT AND AIR	10,000.00	0.00	0.00	10,000.00
301	5-1120-5420	509	1120-03	ROOF COED	60,000.00	0.00	95.40	59,904.60
TOTAL CAPITAL OUTLAY - BLDGS/IMPRV					495,000.00	0.00	95.40	494,904.60
CAPITAL OUTLAY-EQUIPMENT								
301	5-1120-5450	509	1120-02	COEDD HEAT AND AIR	10,000.00	0.00	0.00	10,000.00
TOTAL CAPITAL OUTLAY-EQUIPMENT					10,000.00	0.00	0.00	10,000.00
TOTAL MUNICIPAL AUDITORIUM					505,000.00	0.00	95.40	504,904.60
COMMUNITY CENTER								
CAPITAL OUTLAY - BLDGS/IMPRV								
301	5-1130-5420	509	1130-01	COMMUNITY CENTER AIR	30,000.00	0.00	0.00	30,000.00
301	5-1130-5420	509	1130-02	EXTERIOR COMMUNITY CENTER	15,000.00	0.00	0.00	15,000.00
301	5-1130-5420	509	1130-99	MISC COMMUNITY CENTER	10,500.00	0.00	5,511.00	4,989.00
TOTAL CAPITAL OUTLAY - BLDGS/IMPRV					55,500.00	0.00	5,511.00	49,989.00
TOTAL COMMUNITY CENTER					55,500.00	0.00	5,511.00	49,989.00
SENIOR CITIZENS								
CAPITAL OUTLAY - BLDGS/IMPRV								
301	5-1140-5420	509	1140-01	SENIOR CENTER	23,200.00	0.00	0.00	23,200.00
TOTAL CAPITAL OUTLAY - BLDGS/IMPRV					23,200.00	0.00	0.00	23,200.00
TOTAL SENIOR CITIZENS					23,200.00	0.00	0.00	23,200.00