

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

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Agenda:
2. Consider approval of Consent Agenda:
  - a. Minutes from the September 3, 2013 regular meeting
  - b. Acknowledge the following minutes and reports:
    - Shawnee Civic and Cultural Development Authority minutes from June 20, 2013
    - License Payment Report for August 2013
    - Project Payment Report for August 2013
  - c. Authorize staff to apply for sub-grant of Emergency Management Performance Grant funds from Oklahoma Department of Emergency Management.
  - d. Authorize staff to advertise for proposals to provide snow and ice removal assistance from city streets.
3. Commissioners Comments
4. Citizens Participation

(A three minute limit per person)  
(A twelve minute limit per topic)
5. Mayor's Proclamations:
  - "No Texting While Driving Day"  
September 19, 2013
  - "Fire Prevention Week"  
October 6-12, 2013
6. City Manager's presentation of Employee of the Month to Lindsay Pickens of Public Works.

7. Report from the student delegates regarding their trip to Nikaho, Japan.
8. Acknowledge Sales Tax Report received September 2013.
9. City Manager's Report
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

**RECESS COMMISSION MEETING TO CONVENE THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY**

**RECONVENE**

12. Consider an Executive Session to discuss City Manager's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"
13. Consider an Executive Session to discuss City Attorney's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"
14. Consider matters discussed in Executive Session regarding City Manager's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"
15. Consider matters discussed in Executive Session regarding City Attorney's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"
16. Consider an Executive Session to discuss potential claims, litigation or other options regarding CJ 2013-377, Pottawatomie County, Nash Construction v. City of Shawnee, as authorized by 25 O.S. §307(B)(4).
17. Consider matters discussed in Executive Session regarding CJ 2013-377, Pottawatomie County, Nash Construction v. City of Shawnee, as authorized by 25 O.S. §307(B)(4).
18. Adjournment

Respectfully submitted

**Phyllis Loftis, CMC, City Clerk**

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

**Regular Board of Commissioners**

**2. a.**

**Meeting Date:** 09/16/2013

Minutes 9-3-13

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Minutes from the September 3, 2013 regular meeting

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Attachments

Minutes 9-3-13

**BOARD OF CITY COMMISSIONERS PROCEEDINGS**  
**SEPTEMBER 3, 2013 AT 6:30 P.M.**

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Tuesday, September 3, 2013 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. Upon roll call, the following members were in attendance.

Wes Mainord

Mayor

Pam Stephens

Commissioner Ward 1

Linda Agee

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Keith Hall

Commissioner Ward 4

John Winterringer

Commissioner Ward 5

Absent

Commissioner Ward 6

ABSENT: Steve Smith

INVOCATION

Rev. Amy Perkins

First United Presbyterian Church

FLAG SALUTE

Led by Commissioner Winterringer

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 6-0.

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

NAY: None

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the August 19, 2013 regular meeting
- b. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Randy Swinson.

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

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

NAY: None

AGENDA ITEM NO. 3: Commissioners Comments

Vice Mayor Harrod complimented the Parks Department for keeping up with the mowing.

Mayor Mainord requested work sessions monthly or bi-monthly. He asked Commissioners the best time for them to meet and the consensus was on Mondays at 6:30 p.m. The City Manager will try to schedule the first work session at the end of September or beginning of October. It will be a planning session with the following meetings to include one or two subjects.

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

Don Forsberg spoke about the homeless people in Shawnee. He wants a committee put together to talk about the homeless and he will come back to know their thoughts.

COMMISSIONER SMITH ARRIVED AT 6:43 P.M.

Don Speaker lives on North Beard. He said the creek between North Market and North Beard is full of debris and mosquitoes and trash and needs cleaned. There are two county owned houses that need demolished and a lot with high grass. He has called Pottawatomie County several times but nothing has been done.

AGENDA ITEM NO. 5: Presentation on recycling proposal.

Todd Adcock with Central Disposal gave a presentation on the recycling proposal. Central Disposal has proposed three separate alternatives as follows:

A. Mandatory Weekly Curbside Recycling.

1. \$3.50 – Curbside separation, 16 gallon tub. Paper, plastic, glass and aluminum only. City may remove both recycling centers. Central will make suitable arrangements for cardboard at the Transfer Station. For replacement of a recycle receptacle, customers will pay a fee equal to Central's cost of the receptacle.
2. Increase "Additional Polycarts" to \$8.00.
3. Reduce "Small" Polycart Pickup to \$6.50. Pay as you throw would result in the same % for a 65 gal as 96 gal. Would also allow people who recycle to go to the smaller polycart and have no additional cost. If the City elects to take away one or both recycling centers, the customer would save an additional thirty to sixty cents per month. Absolutely no Solid Waste Pickup on either side of "Small Polycart."
4. Require a \$25.00 deposit for all new Service on each Solid Waste Polycart. If Polycart is returned to Central, City pays customer their deposit. If customer defaults, City and Central split the deposit.

B. Mandatory weekly curbside recycling. Paper, plastic and aluminum only. City may remove both recycling centers. Central will make suitable arrangements for glass and cardboard at the Transfer Station. For replacement of a recycle receptacle, customers will pay a fee equal to Central's cost of the receptacle.

1. \$3.75 – Single Stream 65 gallon Recycling Polycart.
2. Same as above.
3. Same as above.
4. Same as above.

C. Mandatory weekly curbside recycling

1. \$4.00 – Single Stream 65 gallon Recycling Polycart. Paper, plastic and aluminum only.
2. No other changes.

Mr. Adcock stated that Central Disposal recommends Option A and that they request 90 days to implement the curbside recycling, but will be ready to begin whenever the City is ready.

Mr. Adcock stated that the recycling at this time would only be for residential customers and not businesses. He said that he would consider anything

over 50% participation rate a success. The recycle day would be the same as your trash day.

AGENDA ITEM NO. 6: Discussion, consideration and possible action on establishing a recycling program.

Mayor Mainord instructed the audience that he would give 15 minutes for people to talk against the recycling proposal and 15 minutes for people to talk for the proposal. He then asked for anyone that wanted to speak against the proposal.

Those speaking at this time were:

Don Speaker  
Phyllis Tate  
Jim Steele

Mayor Mainord then invited anyone who wanted to speak in favor of the proposal to speak. Those speaking at this time were:

Rosalyn Kahn  
Barbara Steele  
Cody Deem  
Donna Schoenkoff  
Della Hutton

Commissioners Hall, Smith, Stephens and Winterringer stated they are all in favor of recycling. Commissioner Agee stated that she thinks a survey needs to be done to see how many people would participate. Commissioner Harrod does not think enough people will participate to make it feasible.

A motion was made by Commissioner Smith, seconded by Commissioner Hall, to direct Staff to negotiate an amended contract with Central Disposal to adopt option A of Central Disposal's recycling proposal. Motion carried 5-2.

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

AGENDA ITEM NO. 7: Discussion, consideration and possible action on renewal of contract with the Chamber of Commerce regarding Convention and Visitors Bureau after receiving their completed audit.



Diane Smith, Assistant to the Finance Director, stated that Cynthia Sementelli, Finance Director/Treasurer, was in concurrence with the audit.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve the renewal of contract with the Chamber of Commerce regarding Convention and Visitors Bureau after receiving their completed audit. Motion carried 6-1.

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

NAY: Smith

AGENDA ITEM NO. 8: Discussion, consideration and possible action on a revised lease agreement with REACT Ambulance Authority for property located in the 1400 block of North Center Street.

Justin Erickson, Community Development Director, stated there are minor adjustments to the previous lease with REACT. Under section 19.1.7, the waterline improvements were more expensive than previously thought. The revised contract allow for cost sharing of the waterline improvements with each side paying one-half and the City's cost to not exceed \$15,000.00.

Under section 19.1.5, the revised language is for REACT to install a sidewalk the entire length of the property, south to the northern extent of the City cemetery building parking lot.

Chuck Skillings, hospital administrator and a REACT board member, stated he has no problem with building a sidewalk in front of the building REACT is constructing and that the lack of a waterline down Center Street was a surprise to him. He stated there was ambiguity in the lease for the parking lot on the south side of the building. The sidewalk from the edge of the property leased to the city building has not been approved by the REACT board.

City Manager Brian McDougal revised Staff's recommendation to exclude the additional sidewalk.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to amend the lease agreement with REACT Ambulance Authority for property located in the 1400 block of North Center Street to a 50-year lease, exclude the additional sidewalk from the edge of the property leased to the city

building, the City will pay one-half of the waterline improvements up to a maximum of \$15,000.00, and delete the additional parking lot on the south edge from the contract. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 9:

Presentation by Fire Chief David Short on options for Red Cedar eradication followed by discussion, consideration and possible action on Red Cedar eradication.

Fire Chief David Short gave a presentation on options for Red Cedar eradication at the Shawnee Twin Lakes. The City owns approximately 2500 predominately wooded acres, some having heavy populations of cedars and others are sparse, around the Shawnee twin lake area. This area includes about 180 lease lots, including some school leases. The boundary lines of all of these areas are not significantly marked nor is our property symmetrically shaped, making it difficult to establish distinct areas for tree removal. This includes approximately 39.2 miles of shoreline.

It is the recommendation of staff, based on the direction of this Commission and the information Staff gathered, to plan to hire a crew with mulching equipment to begin work to eliminate all red cedar trees in a 200 foot wide strip around the each of the Shawnee lakes. This area would be at the outer boundaries of the lease lots, approximately 500 hundred feet from shore line or parallel to roadways, and continue around each lake. It is Staff's recommendation to start at Eckels Road and Homer Lane and continue west following the described areas until the lake #1 has been circumvented. Upon completion of lake #1, work on lake #2 could be done in the same manner starting at the same location. The byproduct of this method can be left in place eliminating additional labor cost or environmental problems from burning the timbered trees. It is also recommended by Staff that as this plan is enacted, work should begin immediately to develop a plan to prevent this situation from returning in the future. This would include budgeting for periodic maintenance, equipment and manpower.

Due to the varying numbers of trees per acres, it is advised to have this work performed based on an hourly rate rather than by the acre. Staff received per hour quotes to cut and mulch in place these cedars from between \$130.00 and \$150.00. The approximate cost to perform this first phase will be 750 acres and at an average of \$150.00 per acre, this is approximately \$112,500.00. This is a roughly estimated figure due to conditions stated in analysis section.

Commissioner Agee provided copies of a handout to Commissioners and Staff that was in response to Staff's recommendation. She further stated that she would like to have one to two Commissioners sit down with Staff to further review the matter.

Commissioner Hall expressed concern regarding current budgetary priorities. Commissioner Stephens was concerned about adding more duties to Staffs' list of priorities.

Mayor Mainord appointed a three member Committee to further discuss the matter with Staff. The members are Commissioners Agee, Harrod and Hall.

No further action was taken.

AGENDA ITEM NO. 10: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 11: Administrative Reports

Greg Price, Plant Manager, reported that the Wes Watkins meter value project was 3 to 4 weeks from being complete and is on track.

AGENDA ITEM NO. 12: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:40 p.m.)

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WES MAINORD, MAYOR

ATTEST:

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LISA LASYONE, DEPUTY CITY CLERK

**Regular Board of Commissioners**

**2. b.**

**Meeting Date:** 09/16/2013

Board minutes and reports

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge the following minutes and reports:

- Shawnee Civic and Cultural Development Authority minutes from June 20, 2013
- License Payment Report for August 2013
- Project Payment Report for August 2013

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Attachments

Minutes SCCDA

License Payment Report

Project Payment Report

A MEETING OF THE SHAWNEE  
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY  
JUNE 20, 2013  
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, JUNE 20, 2013 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 6/17/2013 AT 2:40PM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:42 PM BY MR. KARL KOZEL, CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. KARL KOZEL  
MRS. SUSAN HAVENS  
MR. CASEY BELL  
MR. CARL PACKWOOD  
MR. DAVID HARMON  
MR. BRIAN MCDUGAL

TRUSTEES ABSENT: MR. RANDY GILBERT

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. KARL KOZEL, DECLARED A QUORUM.

AGENDA ITEM NO.4

ACTION TO ACCEPT SUSAN HAVENS AS A TRUSTEE ON THE SC&CDA BOARD, TERM TO EXPIRE DECEMBER 31, 2015.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE MCDUGAL TO ACCEPT MRS. HAVENS AS A NEW SC&CDA BOARD MEMBER, TERM EXPIRING DECEMBER 31, 2015.

AYE: BELL, PACKWOOD, HARMON, MCDUGAL, KOZEL  
NAY: NONE  
ABSTAIN:

AGENDA ITEM NO.6

APPROVAL OF MINUTES MAY 2013.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE HARMON TO APPROVE THE MINUTES FROM MAY 2013 MTG. MOTION CARRIED.

AYE: BELL, HAVENS, PACKWOOD, HARMON, MCDUGAL, KOZEL  
NAY: NONE  
ABSTAIN:

AGENDA ITEM NO.8

APPROVAL OF MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE MONTHLY FINANCIAL REPORT. MOTION CARRIED.

AYE: BELL, HAVENS, PACKWOOD, HARMON, MCDUGAL, KOZEL  
NAY: NONE  
ABSTAIN:

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

AYE: BELL, HAVENS, PACKWOOD, HARMON, MCDUGAL, KOZEL  
NAY: NONE  
ABSTAIN:

General Claims

A.	Buford Whites	Grounds Maintenance	\$ 56.97
B.	Oklahoma Natural Gas	Monthly Utilities	\$ 309.66
C.	Oklahoma Natural Gas	Monthly Utilities	\$ 430.18
D.	Oklahoma Natural Gas	Monthly Utilities	\$ 727.76
E.	Oklahoma Gas & Electric	Monthly Utilities	\$ 13,418.69
F.	Integrated Network Solutions	Computer Maintenance	\$ 665.00
G.	Integrated Network Solutions	Computer Maintenance	\$ 665.00
H.	Arvest Bank	Monthly Payments	\$ 502.69
I.	Arvest Bank	Monthly Payments	\$ 502.69
J.	Stuart & Clover	Legal Fees	\$ 187.50
K.	AT&T	Monthly Utilities	\$ 2,047.27
L.	Vision Bank	Loan Payments	\$ 1,031.02
M.	Fresh Filtered Air	Equipment Maintenance	\$ 650.00
N.	Cintas	Uniform Costs	\$ 332.60
O.	Fuelman	Monthly Utilities	\$ 1,644.67
P.	City Grease Trap	Equipment Maintenance	\$ 200.00
Q.	Clemence Tire LLC	Equipment Maintenance	\$ 15.00
R.	Fastenal Company	Bldg & Grnds Maintenance	\$ 75.11
S.	Thyssenkrupp	Equipment Maintenance	\$874.52
T.	Sparks Heat & Air	Equipment Maintenance	\$ 665.00
U.	Back 40	Computer Maintenance	\$ 50.00
V.	Back 40	Computer Maintenance	\$50.00
W.	Pitney Bowes	Monthly Utilities	\$ 153.00
X.	Cutting Edge Lawns	Maintenance	\$ 885.00

Y.	Allegiance Communications	Internet Services	\$ 199.95
Z.	Finley & Cook	Accounting Services	\$ 606.00
AA.	City of Shawnee	Monthly Utilities	\$ 760.03
BB.	Titan Security	Security Money	\$ 450.00
CC	Titan Security	Security Money	\$ 840.00
DD..	Express Professionals	Temp Labor	\$ 2543.40
EE.	RBC Insurance	Insurance	\$ 7,755.78
FF.	John Deere Financial	Supplies	\$ 273.96
GG.	Cox Systems	Equipment Maintenance	\$ 535.35
HH.	Cox Systems	Equipment Maintenance	620.70
II.	City of Shawnee	Surcharge	\$479.00
JJ.	Cutting Edge Lawns	Equipment Maintenance	\$885.00
KK.	Bankers Credit Card Services	Monthly Payments	\$572.62
LL.	Express Professionals	Temp Services	\$2,554.20
MM.	Automatic Fire Control	Equipment Maintenance	\$387.10
NN.	OG&E	Monthly Utilities	\$11,791.62
OO.	Constellation Energy	Monthly Utilities	\$1,416.59
PP.	Staples	Office Equipment	\$102.98
QQ.	Shawnee Office Systems	Equipment Maintenance	\$49.37
RR.	AT&T Mobility	Monthly Utilities	\$46.96
SS.	GEO Signs	Equipment Purchase	\$400.00
TT.	Vision Bank	Loan Payments	\$1,031.02
UU.	OK Tax Commission	Taxes Due	\$2,009.42

AGENDA ITEM NO. 10

APPROVAL OF SPECIAL EVENT CLAIMS

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE HARMON THAT THE SPECIAL EVENT CLAIMS BE APPROVED. MOTION CARRIED.

AYE: BELL, HAVENS, PACKWOOD, HARMON, MCDUGAL, KOZEL  
 NAY: NONE  
 ABSTAIN:

Special Events  
IFYR 2013 Claims

A.	Westco Laminator Service	\$ 160.00
B.	Safeguard	\$ 842.75
C.	Farm & Ranch Network Service	\$ 475.00
D.	Extreme Team News	\$ 75.00
E.	Gist Silversmiths	\$ 3,976.00
F.	Michael McCormick	\$ 300.00
G.	One Ten Broadcast Group	\$1,450.00
H.	Monarch Marketing Group	\$9,969.00

AGENDA ITEM NO.11

APPROVAL OF SHAVINGS CLAIMS

NONE

AGENDA ITEM NO.12

DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE GOV. SERVICE CONTRACT BETWEEN THE SC&CDA AND THE CITY OF SHAWNEE.

THE MOTION WAS SET ASIDE FOR THE NEXT MEETING.

AYE: NONE  
NAY: NONE  
ABSTAIN: NONE

AGENDA ITEM NO. 18

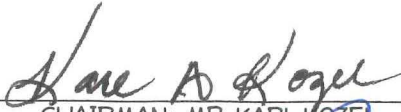
PUBLIC & TRUSTEE COMMENTS:

TRUSTEE BELL MAKES MENTION OF THE CYB BEING COMBINED WITH THE EXPO CENTER- INCREASING THE BED TAX AND BRINGING THE CYB HERE AND TRYING TO OFF- SET THE FUNDS THE CITY HAS TO PROVIDE US. RELIEVING THE CITY'S ALLOTMENT OF CASH ON A YEARLY BASIS-



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

AYE: BELL, HAVENS, PACKWOOD, HARMON, MCDUGAL, KOZEL  
NAY: NONE  
ABSTAIN: NONE

  
\_\_\_\_\_  
CHAIRMAN: MR. KARL KOZEL

  
\_\_\_\_\_  
SECRETARY: MR. BRIAN MCDUGAL

\*\* LICENSE CODE TOTALS \*\*

LICENSE CODE	DESCRIPTION	FEE	PENALTY	PAYMENT DISTRIBUTION TAX	INTEREST	TOTAL PAI
ALARM	BURLAR/FIRE ALARM LICENSE	23		405.00CR		405.00
AUCD	AUCTIONEER DAILY LICENSE	1		10.00CR		10.00
BEER1	BEER CONSUMPTION ON PREMISE	1		20.00CR		20.00
BEER2	BEER PACKAGE	1		10.00CR		10.00
BOATREGANN	BOATING REGULAR ANNUAL	16		416.00CR		416.00
DEMOL	DEMOLITION ANNUAL LICENSE	2		150.00CR		150.00
ELECC	ELECTRICAL CONTRACTOR	11		975.00CR		975.00
FISHANNUAL	FISHING ANNUAL PERMIT	5		75.00CR		75.00
HUNT2	MIGRATORY FOWL	4		32.00CR		32.00
IMERC	ITINERANT MERCHANT	1		50.00CR		50.00
LAKELEASE	LAKE LEASE	17		8,368.00CR		8,368.00
LAKENONRES	LAKE LEASE - NON CITY RESIDENT	2		475.00CR		475.00
LAKERES	LAKE LEASE - CITY RESIDENT	4		800.00CR		800.00
LIQR	RETAIL LIQUOR OCCUPATIONAL TAX	1		600.00CR		600.00
MECHC	MECHANICAL CONTRACTOR	10		800.00CR		800.00
MIXED	MIXED BEV OCCUPATIONAL TAX	1		900.00CR		900.00
PLUMC	PLUMBING CONTRACTOR	10		750.00CR		750.00
RESAL	RESIDENTIAL SALE	141		1,410.00CR		1,410.00
SIGN	SIGN HANGERS LICENSE	1		75.00CR		75.00
SOLIC	SOLICITOR ANNUAL LICENSE	1		50.00CR		50.00
TREE	TREE TRIMMING LICENSE	1		25.00CR		25.00
TOTAL				16,396.00CR		16,396.00

09/10/2013 2:19 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 6  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 8/01/2013 TO 8/31/2013  
SORTED BY: PROJECT

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	409.00CR
001-4202	BUILDING PERMITS	4,591.54CR
001-4203	PLUMBING PERMITS	1,220.00CR
001-4204	ELECTRICAL PERMITS	220.00CR
001-4206	HEATING & A/C PERMITS	1,620.00CR
001-4249	OTHER PERMITS	575.00CR
001-4822	OTHER MISC. REVENUE	50.50CR
101-4249	OTHER PERMITS	25.00CR
501-4510	WATER TAPS	900.00CR
799-1023	BANCFIRST GENERAL	9,611.04

\*\* SEGMENT CODE TOTALS \*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	4,930.04CR
B3-REMODEL	BUILDING CONSTRUCTION REM	210.00CR
B4-OTHER	BUILDING CAPORT/SHELTER	859.50CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	265.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,710.00CR
P2-ADD	PLUMBING ADDITION	154.50CR
P3-REMODEL	PLUMBING REMODEL	862.00CR
P5-SEPTIC	SEPTIC PERMIT	20.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	25.00CR
X-DEMO	DEMOLITION PERMIT	100.00CR
X-SIGN	SIGN PERMIT	75.00CR
Z-OCCUP	OCCUPANCY PERMIT	400.00CR
TOTAL		9,611.04CR

**Regular Board of Commissioners**

**2. c.**

**Meeting Date:** 09/16/2013

Sub-Grant Application EM

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Authorize staff to apply for sub-grant of Emergency Management Performance Grant funds from Oklahoma Department of Emergency Management.

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Attachments

Grant Emer Mgmt

# 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:** September 12, 2013  
**Re:** Sub-Grant from State Emergency Management



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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. 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.

You may recall that you recently approved the formal agreement for the sub-grant of funds for Federal Fiscal Year 2013. There was a delay in the Federal Budget process which delayed the actual grant award. We have received the payments for the first three quarters of Federal Fiscal Year 2013 for this grant and will receive the forth quarter payment following close out of the grant at the end of September.

This request is for submission of an application for funding in the Federal Fiscal Year 2014 cycle.

Thank you for your favorable attention to this matter.

September 3, 2013

Dear Director:

You are invited to submit an application for State and Local Assistance (SLA) Sub-Grant funding for Federal Fiscal Year (FFY) 2014. Funding is provided by the Federal Emergency Management Agency's (FEMA) Emergency Management Performance Grant (EMPG). This is a **performance based** sub-grant. Sevent-five Percent (75%) of each sub-grant award will be paid on a quarterly basis, following the receipt of the quarterly report. Twenty-five percent (25%) of each sub-grant will be contingent on the accomplishment of projects identified in the work plan submitted by the applicant.

Beginning September 4, 2013, visit WebEOC at <http://webeoc.oem.ok.gov/eoc7/default.aspx>. There you will find the SLA Grant Application package for FFY 2014 and Annual Work Plan Board in WebEOC. Applications must be received at this agency by close of business on October 4, 2013.

Please review eligibility requirements before applying. If you have any questions, contact Steve Palladino, Chief, Field Services Division, at (405)521-2481.

**Regular Board of Commissioners**

**2. d.**

**Meeting Date:** 09/16/2013

Snow and Ice Removal

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Authorize staff to advertise for proposals to provide snow and ice removal assistance from city streets.

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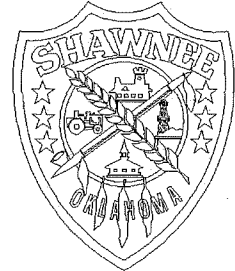
Attachments

Snow and Ice Removal



# 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:** September 12, 2013  
**Re:** RFP for Snow and Ice Removal Assistance



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In accordance with past practice, Staff is again requesting your approval to solicit proposals from potential vendors to assist City crews with snow and ice removal from City streets.

These vendors would augment Street Department crews during heavy snowfall events or at other times as needed by the Department.

Thank you for your favorable attention to this request.

**Regular Board of Commissioners**

**5.**

**Meeting Date:** 09/16/2013

Mayors Proclamation

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Mayor's Proclamations:

“No Texting While Driving Day”

September 19, 2013

“Fire Prevention Week”

October 6-12, 2013

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Attachments

No Texting While Driving

Fire Prevention Week

# City of Shawnee



## Proclamation

On behalf of the citizens of Shawnee, Oklahoma, I, Mayor Wes Mainord, do hereby proclaim Thursday, September 19, 2013, as

### **"No Texting While Driving Day"**

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

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

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

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

*Whereas*, a recent university study showed those who send text messages while driving are 23 times more likely to crash; and

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

*Now Therefore, I, Wes Mainord*, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me do hereby proclaim Thursday, September 19, 2013, as

### **"No Texting While Driving Day"**

In the City of Shawnee, Oklahoma  
Dated this 16th day of September, 2013



\_\_\_\_\_  
Wes Mainord, Mayor

ATTEST:

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



# City of Shawnee Proclamation

## **“FIRE PREVENTION WEEK”**

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

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

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

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

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

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

*Whereas*, the 2013 Fire Prevention Week theme, “Prevent Kitchen Fires!” effectively serves to remind us more fires start in the kitchen than in any other part of the home so practice Fire Prevention Week and year-round.

*Now, Therefore, I, Wes Mainord*, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me, do hereby proclaim October 6 – 12, 2013, as

## **“FIRE PREVENTION WEEK”**

Dated this 16th day of September, 2013  
In the City of Shawnee, Oklahoma

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Wes Mainord, Mayor

ATTEST:

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Phyllis Loftis, CMC, City Clerk



**Regular Board of Commissioners**

**6.**

**Meeting Date:** 09/16/2013

Employee of the Month

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

City Manager's presentation of Employee of the Month to Lindsay Pickens of Public Works.

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**Regular Board of Commissioners**

7.

**Meeting Date:** 09/16/2013

Student Delegates Nikaho

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Report from the student delegates regarding their trip to Nikaho, Japan.

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**Regular Board of Commissioners**

**8.**

**Meeting Date:** 09/16/2013

Sales Tax

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Acknowledge Sales Tax Report received September 2013.

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Attachments

Sales Tax

# City of Shawnee Memorandum



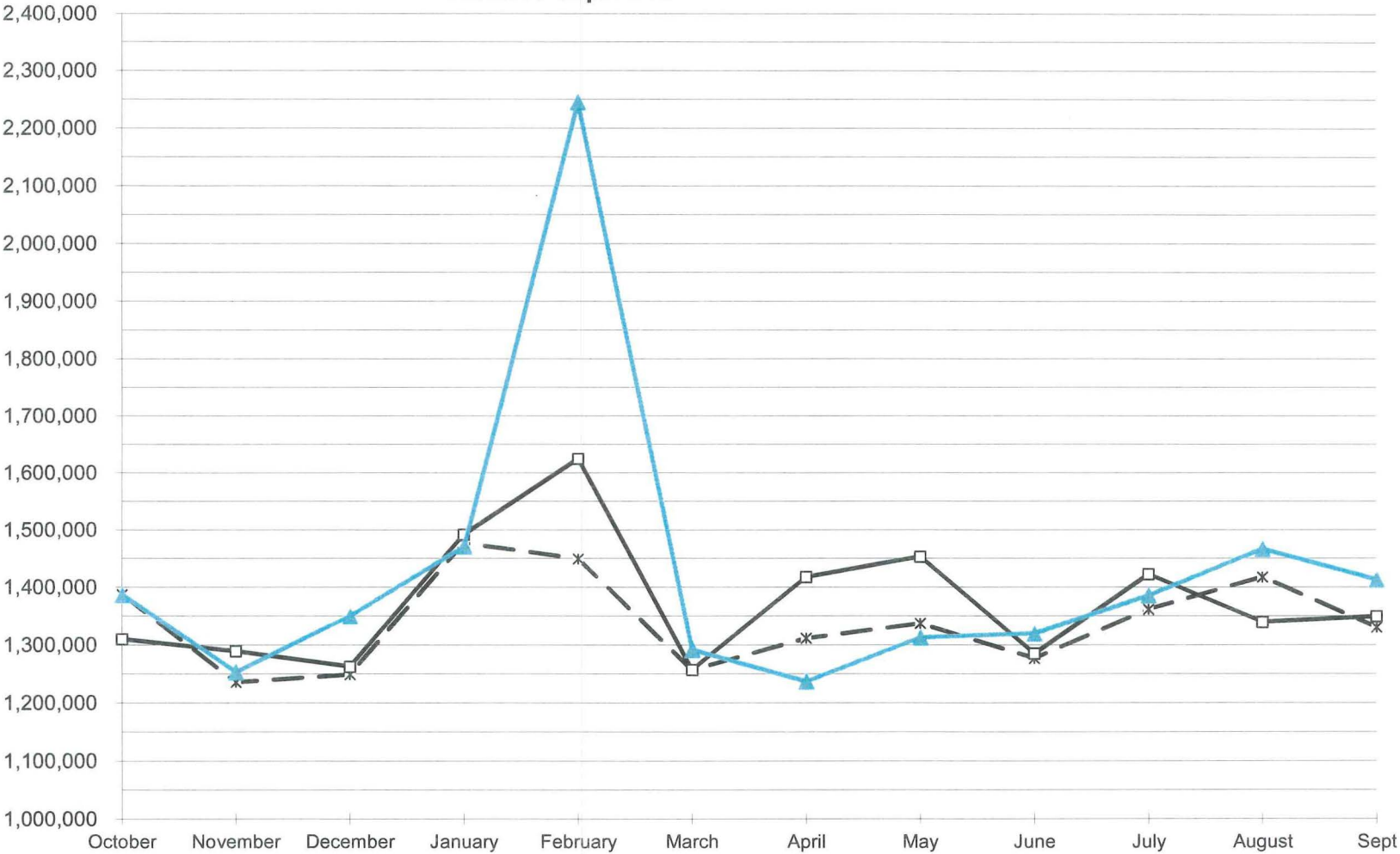
**To:** Mayor and City Commissioners  
**CC:** Brian McDougal, City Manager  
**From:** Cynthia R Sementelli, Finance Director  
**Date:** September 11, 2013  
**Re:** City Sales Tax Report

September Sales Tax receipts were up \$63,426 this month or 4.706% compared to last year actual for the same time frame. September Sales tax amount received plus interest was \$1,412,708 which accumulatively for the fiscal year we are up \$152,828 or 3.72%.





**CITY OF SHAWNEE  
SALES TAX COLLECTIONS  
Oct 2011-Sept 2013**



- \*— October 2010 through September 2011
- October 2011 through September 2012
- ▲— October 2012 through September 2013

	October 2010	October 2011	October 2012	Increase (Decrease)	
	through	through	through	Over Prior Year	
Month	September 2011	September 2012	September 2013	Amount	Percentage
October	1,386,987	1,309,924	1,386,657	76,733	5.86%
November	1,235,390	1,289,143	1,253,140	(36,003)	(2.79%)
December	1,248,649	1,262,401	1,349,459	87,058	6.90%
January	1,476,824	1,491,647	1,470,565	(21,082)	(1.41%)
February	1,448,966	1,624,568	2,245,070	620,503	38.19%
March	1,256,430	1,256,806	1,291,532	34,726	2.76%
April	1,311,387	1,417,533	1,236,564	(180,969)	(12.77%)
May	1,337,029	1,452,759	1,312,710	(140,049)	(9.64%)
June	1,276,542	1,284,872	1,319,813	34,941	2.72%
July	1,361,273	1,422,363	1,385,055	(37,309)	(2.62%)
August	1,417,308	1,339,539	1,466,250	126,711	9.46%
Sept	1,330,420	1,349,282	1,412,708	63,426	4.70%
Total	11,978,202	12,389,654	12,865,510	475,856	3.84%
		Prior Year	Current Year	Increase (Decrease)	
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		4,111,184	4,264,012	\$152,828	3.72%
Fiscal Year to Date Budget based					
		Current Year	Current Year	Budget Variance	
Period		Budget	Actual	Favorable (Unfavorable)	
Fiscal Year to Date		4,111,184	4,264,012	\$152,828	3.72%

**Regular Board of Commissioners**

**9.**

**Meeting Date:** 09/16/2013

City Manager Report

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

City Manager's Report

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**Regular Board of Commissioners**

**12.**

**Meeting Date:** 09/16/2013

Consider Exec Session City Manager

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Consider an Executive Session to discuss City Manager's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"

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**Regular Board of Commissioners**

**13.**

**Meeting Date:** 09/16/2013

Consider Exec Session City Attorney

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Consider an Executive Session to discuss City Attorney's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"

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**Regular Board of Commissioners**

**14.**

**Meeting Date:** 09/16/2013

Consider Action City Manager

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding City Manager's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"

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**Regular Board of Commissioners**

**15.**

**Meeting Date:** 09/16/2013

Consider Action City Attorney

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding City Attorney's performance evaluation and employment contract pursuant to 25 O. S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee;"

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**Regular Board of Commissioners**

**16.**

**Meeting Date:** 09/16/2013

Executive Session - Nash v. COS

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Consider an Executive Session to discuss potential claims, litigation or other options regarding CJ 2013-377, Pottawatomie County, Nash Construction v. City of Shawnee, as authorized by 25 O.S. §307(B)(4).

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**Regular Board of Commissioners**

17.

**Meeting Date:** 09/16/2013

Action from Exec Session Nash v. COS

Submitted By: Donna Mayo, Administration

Department: Administration

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Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding CJ 2013-377, Pottawatomie County, Nash Construction v. City of Shawnee, as authorized by 25 O.S. §307(B)(4).

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