

AGENDA
BOARD OF CITY COMMISSIONERS
April 6, 2015 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the March 16, 2015 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - Shawnee Civic and Cultural Development Authority from January 15, 2015 and February 19, 2015 meetings and February 26, 2015 Special Call meeting
 - c. Authorize staff to advertise for Requests for Proposals for Shawnee Water Park Concessions.
2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Mayor's Proclamation:

"Fair Housing Month"
April 2015
4. Presentation by Interim City Manager to Employee of the Month, Jason Watts, Dispatch.
5. Introduction of Shawnee 2015 student/teacher delegation for exchange trip to Nikaho, Japan.

ADULT DELEGATES

Beth Polston, Sister Cities Chair
Dustin Tenney, Teacher, Shawnee High School

STUDENT DELEGATES

Chloe Jennings, Shawnee Middle School
Jordan Miller-LeCompte, Shawnee Middle School
Nathan Stephens, Shawnee Middle School
Keegan Carrera, Grove

Garrett Gallman, Grove
Samantha Huff, Grove
Kaitlin Koons, Grove
Margaret Price, Grove

6. Discussion concerning fire run fees, fire service area, mutual aid agreements and fire service outside city limits.
7. Discussion, consideration and possible action of Visit Shawnee Incorporated (VSI) contract.
8. Consider Bids:
 - a. Boy Scout Restroom Project (Award)
9. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
10. Administrative Reports
 - a. Storm Shelter Rebates – Don Lynch, Emergency Management Director
 - b. Dispatch Center Remodel – Russell Frantz, Police Chief
11. Commissioners Comments
12. Consider an Executive Session to discuss potential claims, litigation or other options regarding the following: (a) City of Shawnee v. Modern Oil Company, Pottawatomie County District Court, No. 2011-70; (b) Beller v. City of Shawnee, Pottawatomie County District Court Case CV 14-2034; (c) Lexington Insurance Co. v. City of Shawnee, Pottawatomie County District Court, Case No. CJ-2015-60; (d) City of Shawnee v. IUPA and Jon Arnett, Oklahoma Court of Appeals Case No. SD-113577; (e) Citizen Potawatomi Nation v. City of Shawnee, Pott County District Court, Case No. CV-14-128; and (f) Burns v. City of Shawnee, United States District Court for the Western District of Oklahoma, Case No CIV 15-221F, as authorized by 25 O.S. §307(B)(4).
13. Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding the following: (a) City of Shawnee v. Modern Oil Company, Pottawatomie County District Court, No. 2011-70; (b) Beller v. City of Shawnee, Pottawatomie County District Court Case CV 14-2034; (c) Lexington Insurance Co. v. City of Shawnee, Pottawatomie County District Court, Case No. CJ-2015-60; (d) City of Shawnee v. IUPA and Jon Arnett, Oklahoma Court of Appeals Case No. SD-113577; (e) Citizen Potawatomi Nation v. City of Shawnee, Pott County District Court, Case No. CV-14-128; and (f) Burns v. City of Shawnee, United States District Court for the Western District of Oklahoma, Case No CIV 15-221F, as authorized by 25 O.S. §307(B)(4).
14. 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

1. a.

Meeting Date: 04/06/2015

CC 3-16-2015 Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the March 16, 2015 regular meeting.

Attachments

[CC 3-16-2015 Minutes](#)

BOARD OF CITY COMMISSIONERS PROCEEDINGS
MARCH 16, 2015 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, March 2, 2015 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

Absent

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: Gary Vogel (at roll call)

INVOCATION

The Lord's Prayer

FLAG SALUTE

Led by Commissioner Agee

AGENDA ITEM NO. 1:

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. 12 and Shawnee Municipal Authority Agenda No. 3.
- b. Minutes from the March 2, 2015 regular meeting.
- c. Acknowledge the following reports and minutes:
 - License Payment Report for February 2015
 - Project Payment Report for February 2015
 - Shawnee Urban Renewal Authority Minutes from January 6, 2015

d. Lake Lease Transfer:

TRANSFERS

- Lot 7 Renfro Tract, 15812 Sleepy Hollow
From: Lesalee Hinkle
To: Doddie & Leonard Mosley
 - Lot 12 Magnino Tract A, 17304 Magnino Road
From: Larry Mitchell & Crystal K. Brown
To: Larry Mitchell & Matthew Cassell
- e. Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving Garage Sale licenses and fees for the days of April 10-12, 2015.
- f. Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving Garage Sale licenses and fees for the days of May 1-2, 2015 for properties located with the boundaries of the Westside Neighborhood Watch.
- g. Approve recommendation by the Insurance Committee regarding the selection of Insurica as the Insurance Consultant.
- h. Authorize the Shawnee Urban Renewal Authority to purchase a new vehicle from Danny Beck Chevrolet in the amount of \$26,377.00.
- i. Approve Change Order No. 2 for Dispatch Center City of Shawnee Project.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the Agenda Item Nos. 1(a-i). Motion carried 5-1.

AYE: Harrod, Hall, Dykstra, Agee, Mainord

NAY: Shaw

COMMISSIONER VOGEL ARRIVED AT 6:34 P.M.

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Mike McCormick congratulated the Shawnee Police Dept. for the quick apprehension of a suspect in a home invasion homicide.

AGENDA ITEM NO. 3:

Mayor's Proclamations:
"Arbor Week"
March 22-28, 2015

James Bryce accepted the Mayor's Proclamation for "Arbor Week" presented by Mayor Mainord.

AGENDA ITEM NO. 4:

Public hearing and consideration of an ordinance to rezone property located north of Wal-Mart on Union Street from A-1; Rural Agricultural District to C-3; Automotive and Commercial District.
Case No. P01-15; Applicant: Nelmon Brauning

Staff report was given by Assistant City Planner Justin Debruin. He stated that the Planning Commission, as well as staff, recommends the requested rezoning.

Mayor Mainord declared a public hearing in session to consider an ordinance to rezone property located north of Wal-Mart on Union Street from A-1; Rural Agricultural District to C-3; Automotive and Commercial District. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the ordinance rezoning property located north of Wal-Mart on Union Street from A-1; Rural Agricultural District to C-3; Automotive and Commercial District.

Ordinance No. 2559NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND LOCATED IN THE NORTH-HALF (N/2) OF SECTION THIRTY-ONE (31) TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, WITH AN ASSUMED BASIS OF BEARING OF N89°38'30"E ALONG THE NORTH LINE OF THE NE/4 OF SAID SECTION 31: BEGINNING AT THE NORTHWEST CORNER (NW/C) OF THE NORTHEAST QUARTER (NE/4) OF SECTION 31; THENCE N89°38'30"E ALONG THE NORTH LINE OF SAID NE/4 FOR A DISTANCE OF 1274.75 FEET TO

A POINT ON THE WEST LINE OF THE ATCHISON, TOPEKA & SANTA FE RAILROAD; THENCE S02°14'09"E ALONG THE WEST LINE OF THE ATCHISON, TOPEKA & SANTA FE RAILROAD FOR A DISTANCE OF 878.05 FEET; THENCE N89°42'29"W FOR A DISTANCE OF 598.32 FEET; THENCE S00°55'25"W FOR A DISTANCE OF 693.60 FEET TO THE NORTHEAST CORNER (NE/C) OF LOT ONE (1), BLOCK ONE (1) OF SHAWNEE MALL SUBDIVISION EAST, SECTION ONE (10); THENCE N89°42'29"W ALONG THE NORTH LINE OF LOT ONE (1), BLOCK ONE (1) OF SHAWNEE MALL SUBDIVISION EAST, SECTION ONE (1), FOR A DISTANCE OF 431.54 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF NORTH UNION STREET; THENCE N00°01'05"E ALONG THE EAST RIGHT-OF-WAY LINE OF THE NORTH UNION STREET FOR A DISTANCE OF 379.38 FEET; THENCE N89°59'03"W ALONG THE NORTH RIGHT-OF-WAY LINE OF THE NORTH UNION STREET FOR A DISTANCE OF 379.38 FEET; THENCE N89°59'03"W ALONG THE NORTH RIGHT-OF-WAY LINE OF THE NORTH UNION STREET FOR A DISTANCE OF 50.00 FEET TO THE NE/C OF LOT ONE (1), BLOCK ONE (1) OF SHAWNEE MALL SUBDIVISION, SECTION TWO (2); THENCE CONTINUING N89°59'03"W ALONG THE NORTH LINE OF LOT ONE (1), BLOCK ONE (1) OF SHAWNEE MALL SUBDIVISION, SECTION TWO (2), FOR A DISTANCE OF 988.72 FEET; THENCE N00°01'15"E ALONG THE EAST LINE OF LOT ONE (1), BLOCK ONE (1) OF SHAWNEE MALL SUBDIVISION, SECTION TWO (2), FOR A DISTANCE OF 423.60 FEET; THENCE CONTINUING N00°01'15"E FOR A DISTANCE OF 749.74 FEET TO A POINT ON THE NORTH LINE OF THE NW/4 OF SECTION 31; THENCE N89°39'12"E ALONG THE NORTH LINE OF SAID NW/4 FOR A DISTANCE OF 770.25 FEET TO THE POINT OF BEGINNING, CONTAINING 55.50 ACRES, MORE OR LESS, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM A-1; RURAL AGRICULTURAL DISTRICT TO C-3; AUTOMOTIVE AND COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 5:

Public hearing and consideration of an ordinance to rezone property located at 1500 East Independence Street from A-1; Rural Agricultural District to R-1; Single Family Residential District.

Case No. P04-15; Applicant: Landes Engineering LLC

Staff report was given by Justin Debruin. He reported that the Planning Commission and city staff recommend approval of this requested rezoning.

Mayor Mainord declared a public hearing in session to consider an ordinance to rezone property located at 1500 East Independence Street from A-1; Rural Agricultural District to R-1; Single Family Residential District. A

representative with Landes Engineering spoke regarding Agenda Item Nos. 5 and 6. No one appeared against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the ordinance rezoning property located at 1500 East Independence Street from A-1; Rural Agricultural District to R-1; Single Family Residential District.

Ordinance No. 2560NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING 660 FEET N89°43'27"E OF THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER (SW/C SE/4) OF SECTION EIGHT (8), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE N00°16'33"W A DISTANCE OF 1314.50 FEET TO A POINT ON THE NORTH LINE OF THE S/2 SE/4; THENCE N89°19'27"E A DISTANCE OF 397.66 FEET; THENCE S00°16'33"E A DISTANCE OF 1314.50 FEET; THENCE S89°43'27"W A DISTANCE OF 397.66 FEET TO THE POINT OF BEGINNING TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM A-1; RURAL AGRICULTURAL DISTRICT TO R-1; SINGLE FAMILY RESIDENTIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-1.

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

NAY: Shaw

AGENDA ITEM NO. 6:

Consider approval of a Preliminary Plat for Tamarack the Village located on the Northeast Corner of Independence and Elm Street.

Case No. #S04-15; Applicant: Landes Engineering LLC

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve the preliminary plat for Tamarack the Village located on the Northeast Corner of Independence and Elm Street with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with Final Plat approval.

3. A six (6') foot sidewalk shall be required along Independence Street.
4. A limits-of-no-access shall be placed along Independence Street as to allow no further access drives beyond the one.
5. All Conditions and items listed in Exhibit 2 must be met before Final Plat approval.
6. All other applicable City standards apply.

Motion carried 6-1.

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

NAY: Shaw

AGENDA ITEM NO. 7:

Consider approval of a Final Plat for Golden Acres Cottages II located on West MacArthur Street between Leo Street and Ellis Drive, Shawnee, Oklahoma.

Case No. #S02-15; Applicant: The Land Run Group, LLC

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the final plat for Golden Acres Cottages II located on West MacArthur Street between Leo Street and Ellis Drive, Shawnee, Oklahoma with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Public improvements shall be installed or otherwise bonded for prior to recording of the Final Plat.
4. A six (6') foot sidewalk shall be installed along MacArthur Street prior to recording of the Final Plat.
5. All other applicable City standards apply.

Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 8:

Consider approval of a Preliminary Plat for Shawnee Auto Mall Addition located on Shawnee Mall Drive east of Union Street.

Case No. #S03-15; Applicant: Landes Engineering LLC

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the preliminary plat for Shawnee Auto Mall Addition located on Shawnee Mall Drive east of Union Street with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with Final Plat approval.
3. Landscape Plans will be required concurrent with Final Plat approval.
4. A six (6') foot sidewalk shall be required along Shawnee Mall Drive.
5. All Conditions and concerns listed in Exhibit 2 must be met before Final Plat approval.
6. All other applicable City standards apply.

Motion carried 6-1.

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

NAY: Shaw

AGENDA ITEM NO. 9:

Discussion, consideration and possible action of a resolution approving an amended and restated trust indenture for the Oklahoma Municipal Retirement Fund, providing amendments to the trust to authorize daily valuations and daily accounting for assets within the Master Defined Contribution Plans administered by the Oklahoma Municipal Retirement Fund; providing for daily valuation of participant accounts in the Defined Contribution plans administered by Oklahoma Municipal Retirement fund and proving procedures and rules for accounting of such assets; providing for effective date of amended and restated trust indenture and continuing existing trust as amended in full force and effect.

Resolution No. 6490 was introduced.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SHAWNEE APPROVING AN AMENDED AND RESTATED TRUST INDENTURE FOR THE OKLAHOMA MUNICIPAL RETIREMENT FUND; PROVIDING AMENDMENTS TO THE TRUST TO AUTHORIZE DAILY

VALUATIONS AND DAILY ACCOUNTING FOR ASSETS WITHIN THE MASTER DEFINED CONTRIBUTION PLANS ADMINISTERED BY OKLAHOMA MUNICIPAL RETIREMENT FUND; PROVIDING FOR DAILY VALUATION OF PARTICIPANT ACCOUNTS IN THE DEFINED CONTRIBUTION PLANS ADMINISTERED BY OKLAHOMA MUNICIPAL RETIREMENT FUND AND PROVIDING PROCEDURES AND RULES FOR ACCOUNTING OF SUCH ASSETS; PROVIDING FOR EFFECTIVE DATE OF AMENDED AND RESTATED TRUST INDENTURE AND CONTINUING EXISTING TRUST AS AMENDED IN FULL FORCE AND EFFECT.

Human Resources Director, Tammy Johnson, gave a staff report. Jodi Cox with Oklahoma Municipal Retirement Fund (OMRF) gave a summary of the proposed changes.

A motion was made by Commissioner Dykstra, seconded by Commissioner Vogel, to approve a resolution approving an amended and restated trust indenture for the Oklahoma Municipal Retirement Fund, providing amendments to the trust to authorize daily valuations and daily accounting for assets within the Master Defined Contribution Plans administered by the Oklahoma Municipal Retirement Fund; providing for daily valuation of participant accounts in the Defined Contribution plans administered by Oklahoma Municipal Retirement fund and providing procedures and rules for accounting of such assets; providing for effective date of amended and restated trust indenture and continuing existing trust as amended in full force and effect. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 10: Discussion, consideration and possible action of Visit Shawnee Incorporated (VSI) contract.

Commissioners Dykstra and Agee spoke regarding their recent meeting with VSI representatives and presented the proposed agreement. Commissioner Hall listed items of concern that are still contained in the proposed contract. Those items include lowering the spending limit for unbudgeted items, changing the termination date of the contract in the event either party wishes to end the partnership, adding a “conflict of interest” clause to the contract and requiring that all VSI board meetings be held in the City of Shawnee. It was later noted that the contract had been amended to show that all meetings would be held “locally”.

After discussion among the Commissioners, VSI representative Randy Gilbert spoke to the Commission. Mr. Gilbert indicated that the VSI board is

willing to move tourism forward either by contract with the City of Shawnee or by supporting the City should they decide to bring tourism in-house.

A motion was made by Commissioner Dykstra, seconded by Commissioner Hall, to authorize staff to prepare a final draft contract to be presented to the VSI board with the following changes: Notice of cancellation of contract to be changed to 90 days (from 180 days) and to clean up the language as it relates to this item. Unbudgeted spending without City Commission approval to be \$5,000.00 for goods and \$10,000.00 services (from \$10,000 and \$20,000 respectively), and add a conflict of interest provision. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 11: Acknowledge Sales Tax Report received March 2015.

Cynthia Sementelli, Finance Director, reported that March sales tax collected this month was \$1,292,781.00. Compared to last year's it is up 2.14% and flat from 2013.

AGENDA ITEM NO. 12: Consider Bids/Requests for Qualifications:

a. Boy Scout Park Splash Pad Project (Open)

<u>BIDDER</u>	<u>AMOUNT</u>
Sagemill Construction Meeker, OK	\$341,244.00
C3 Construction Ada, OK	\$148,364.00

City Engineer John Krywicki read the bids into the record and announced that two bids were received. Staff requested to award the bid to C3 Construction of Ada, Oklahoma in the total amount of \$148,364.00 contingent upon review.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to accept staff's recommendation and award the bid to C3 Construction in the total amount of \$148,364.00 contingent upon review. Motion carried 7-0.

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

b. Boy Scout Restroom Project (Open)

<u>BIDDER</u>	<u>AMOUNT</u>
Sagemill Construction Meeker, OK	\$115,544.00
C3 Construction Ada, OK	\$106,672.00
Oklahoma Construction LLC Shawnee, OK	\$79,982.00

Operations Director James Bryce read the bids into the record and requested that the bid award be deferred to the next meeting to allow staff to review.

A motion was made by Commissioner Dykstra, seconded by Vice Mayor Harrod, to defer the bid award to the April 6, 2015 City Commission meeting. Motion carried 7-0.

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

c. Auditorium HVAC Design (Open)

QUALIFICATIONS RECEIVED FROM

Fosdick & Hilmer Consulting Engineers
Norman, OK

Director of Operations James Bryce announced the firm who provided request for qualifications. He asked that staff be allowed to review the qualifications and negotiate a contract which will be presented to the Commission for approval at a future meeting.

A motion was made by Commissioner Dykstra, seconded by Vice Mayor Harrod, to defer the design award to the April 6, 2015 City Commission meeting. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 13: 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. 14: Commissioners Comments

Commissioner Hall thanked Commissioners Agee and Dykstra for the time and effort spent working on the VSI contract.

Commissioner Shaw stated the following: 1) She recently met with Mr. Bill Ford regarding the proposed Veterans Museum. Efforts are being made to work out an agreement with the Veterans group and the people currently using the auditorium; 2) She is concerned about the drought management plan recently adopted; she reminds people to be vigilant with our water and its availability; 3) Regarding the City Manager search, she asked that everyone interested be kept informed and involved in the search; 4) She stated that Dr. Moore should have kept the students and their families in mind when deciding the venue for the Shawnee High school graduation.

Commissioner Dykstra stated that the City did a good job with the recent snow removal, however, the weather has left potholes on the streets, especially MacArthur Street.

He also reminded that the Japanese Sister Cities delegation will be arriving next week and encouraged Commissioners to welcome them.

Vice Mayor Harrod said he will not comment on the Shawnee High School graduation. He does not want to second guess Dr. Moore.

Commissioner Agee reminded everyone about the 3rd Friday event in downtown Shawnee on March 20th. Entertainment and food will be provided and businesses will be open late until 8:00 p.m.

Mayor Mainord said that the Trash-Off Day is April 18, 2015. Participants will be assigned to roads and/or areas where debris needs to be cleaned up.

He also requested recommendations from the Commission for a position that is open on the Beautification Committee.

Health Week begins on May 23, 2015 which will include the Municipal Pool grand opening as well as the Boy Scout Splash Pad. Events are being planned and will be sponsored by the Avedis Foundation.

AGENDA ITEM NO. 15:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:44 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

1. b.

Meeting Date: 04/06/2015

Ack Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- Shawnee Civic and Cultural Development Authority from January 15, 2015 and February 19, 2015 meetings and February 26, 2015 Special Call meeting
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Attachments

[Expo Minutes 1-15-2015](#)

[Expo Minutes 2-19-2015](#)

[Expo SC Minutes 2-26-2015](#)

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
JANUARY 15, 2015
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, JANUARY 15, 2015 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 1/13/2015 AT 9:30AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:40 PM BY MR. RANDY GILBERT, CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. KARL KOZEL
MR. RANDY GILBERT
MR. TIM BARRICK
MRS. SUSAN HAVENS
MR. JUSTIN ERICSON
MR. CASEY BELL

TRUSTEES ABSENT: MS. RACHEL MONROE

ALSO IN ATTENDANCE: MICHAEL JACKSON, OPERATIONS MANAGER; JACKIE & SUZANNE DERAMUS LAKESIDE CONCESSIONS; AND MIKE CLOVER OF STUART & CLOVER.

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM.

AGENDA ITEM NO.4

ELECTION OF A CHAIRMAN FOR SC&CDA 2015 YEAR.

THE MOTION MADE BY TRUSTEE HAVENS, SECONDED BY TRUSTEE BARRICK THAT RANDY GILBERT BE NAMED SAID CHAIRMAN FOR SC&CDA 2015 YEAR. MOTION CARRIED.

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

AGENDA ITEM NO.5

ELECTION OF A VICE CHAIRMAN FOR SC&CDA 2015 YEAR.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE HAVENS TO HAVE KARL KOZEL SERVE AS VICE CHAIRMAN FOR SC&CDA 2015. MOTION CARRIED.

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

AGENDA ITEM NO.6

APPROVAL OF MINUTES FROM DECEMBER 2014'S MEETING.

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE KOZEL TO APPROVE THE MINUTES AS PRESENTED FOR THE DECEMBER 2014 MEETING. MOTION CARRIED.

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

AGENDA ITEM NO.8

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

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

AYE: GILBERT, BELL, HAVENS, BARRICK, ERICSON, KOZEL

NAY:

ABSTAIN:

AGENDA ITEM NO.9

APPROVAL OF GENERAL CLAIMS.

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

AYE: GILBERT, BELL, HAVENS, BARRICK, ERICSON, KOZEL

NAY: NONE

ABSTAIN:

General Claims

A.	City of Shawnee — Surcharge	\$100.00
B.	Oklahoma Natural Gas	\$2,103.52
C.	Oklahoma Gas & Electric	\$9,803.65
D.	Oklahoma Natural Gas	\$733.52
E.	Constellation Energy	\$3,172.05
F.	Fuelman	\$1,057.26
G.	MetTel	\$696.24
H.	AT&T Mobility	\$52.88
I.	AT&T	\$324.38
J.	Bankers Credit Card Services	\$470.99
K.	Bankers Credit Card Services	\$2,562.19
L.	Demco Printing	\$25.00
M.	Airgas Mid South	\$234.20
N.	Fred's Tire & Battery	\$295.38
O.	Fastenal	\$768.31
P.	Terrell Lumber	\$1,191.68
Q.	Pitney Bowes	\$520.99
R.	Stewart Wholesale Inc	\$586.61
S.	Shawnee Office Systems	\$34.85
T.	Hunzicker Brothers	\$171.80

U.	Vyve Broadband	\$171.55
V.	Finley & Cook	\$218.00
W.	Shawnee Municipal Authority	\$270.82
X.	Pitney Bowes — Lease	\$153.00
Y.	Sparks Heat & Air	\$962.75
Z.	Dunlap Construction	\$900.00

Add On's

General:

A.	Bobcat of OK	\$1,244.01
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AGENDA ITEM NO. 10

APPROVAL OF SPECIAL EVENT CLAIMS

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

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

Special Claims

A	Mike McCormick	\$300.00
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Special:

A.	Harley Lynn	\$29.61
B.	Karlee Peterson	\$133.83
C.	Joni Sorrel	\$17.96
D.	Riley Sims	\$137.78
E.	Tyler Britt	\$44.66
F.	Allen Morse	\$96.95

AGENDA ITEM NO.11

APPROVAL OF SHAVINGS CLAIMS

NONE

AGENDA ITEM NO. 12

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON RENEWAL OF CONCESSIONS CONTRACT WITH LAKESIDE CONCESSIONS.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BELL THAT THE CONCESSIONS CONTRACT BE ENTERED INTO FOR ANOTHER 2 YEARS WITH LAKSEIDE CONCESSIONS. MOTION CARRIED.

AYE: GILBERT, BELL, HAVENS, BARRICK, ERICSON, KOZEL
NAY:
ABSTAIN:

AGENDA ITEM NO. 13

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON ACCEPTING THE AUDIT ENGAGEMENT LETTER WITH THE CBEW GROUP FOR THE 2014 AUDIT.

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE KOZEL THAT ACCEPT THE ENGAGEMENT LETTER FROM CBEW FOR THE 2014 AUDIT. MOTION CARRIED .

AYE: GILBERT, BELL, HAVENS, BARRICK, ERICSON , KOZEL
NAY:
ABSTAIN:

AGENDA ITEM NO.14-19

IFYR UP DATE, COMMITTEE REPORTS, ADMINISTRATIVE REPORTS, OLD BUSINESS, & NEW BUSINESS.

NO IFYR UPDATE, IFR IS COMING UP AND YOUTH DIRECTORS ARE SET TO BE IN TOWN FOR THAT AND HAVE THE ANNUAL JANUARY MEETING. COMMITTEE REPORTS, RACHEL MONROE WILL ADVISE ON THAT WHEN SHE IS HERE FOR THE NEXT MEETING. NO OLD BUSINESS, NO NEW BUSINESS, PUBLIC COMMENTS: DENISE SWAFFORD WITH BRILLIANT IMPRESSIONS CAME TO CHECK ON THE IFYR SOFTGOODS CONTRACT AND ASK TO BE CONSIDERED MOVING FORWARD AS A POSSIBLE SOFTGOOD VENDOR FOR IFYR.

AGENDA ITEM NO.20

ADJOURNMENT

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

AYE: GILBERT, BELL, HAVENS, BARRICK, ERICSON , KOZEL
NAY:
ABSTAIN:

CHAIRMAN: MR. RANDY GILBERT

INTERIM SECRETARY: MR. JUSTIN ERICSON

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
FEBRUARY 19, 2015
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, FEBRUARY 19, 2015 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 2/17/2015 AT 1:05 PM.

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. TIM BARRICK
MRS. SUSAN HAVENS
MR. JUSTIN ERICSON
MR. CASEY BELL
MS. RACHEL MONROE

TRUSTEES ABSENT:

ALSO IN ATTENDANCE: MICHAEL JACKSON, OPERATIONS MANAGER; MIKE MCCORMICK ; AND MIKE CLOVER OF STUART & CLOVER.

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM

AGENDA ITEM NO.6

APPROVAL OF MINUTES FROM JANUARY'S MEETING.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MINUTES AS PRESENTED FOR THE JANUARY 2015 MEETING. MOTION CARRIED.

AYE: GILBERT, BELL, HAVENS, BARRICK, MONROE, ERICSON, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.8

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE MONROE, SECONDED BY TRUSTEE BELL TO APPROVE THE MONTHLY FINANCIAL REPORT AS PRESENTED. MOTION CARRIED.

AYE: GILBERT, BELL, HAVENS, BARRICK, MONROE, ERICSON, KOZEL
NAY:
ABSTAIN:

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

AYE: GILBERT, BELL, HAVENS, BARRICK, MONROE, ERICSON, KOZEL

NAY: NONE

ABSTAIN:

General Claims

A.	Staples Advantage	\$35.57
B.	Cutting Edge Lawns	\$3,680.00
C.	Paramount Floor Solutions	\$2,700.00
D.	Buford Whites	\$1,079.92
E.	INS-Shawnee	\$1,706.87
F.	Arvest	\$502.69
G.	Vision Bank	\$958.08
H.	Shawnee Office Systems	\$54.92
I.	John Deere Financial	\$153.91
J.	AT&T Mobility	\$105.89
K.	AT&T	\$323.51
L.	Napa	\$332.39
M.	Ask About Windows	\$121.00
N.	Pitney Bowes	\$54.45
O.	COX Systems	\$630.00
P.	Pitney Bowes	\$32.00
Q.	Sparks Heat & Air	\$311.42
R.	Arvest	\$625.11

Add On's

General:

A.	City of Shawnee	\$147.25
B.	ONG	\$1,043.96
C.	City of Shawnee — Surcharge	\$147.25

D.	ONG	\$1,696.25
E.	City of Shawnee — Water	\$782.66
F.	MeTel	\$714.87
G.	Constellation Energy	\$6,201.64
H.	OG&E	\$10,191.60
I.	Arvest	\$656.37
J.	Grimsley's	\$1,741.22
K.	Sparks Heat & Air	\$121.50
L.	Cintas	\$667.14
M.	Chuck Jones	\$750.00
N.	Finley & Cook	\$839.30
O.	Thad White Supply	\$1,915.20
P.	Arrowhead	\$198.50
Q.	Fuelman	\$783.30
R.	Arvest	\$552.96
S.	Stuart & Clover	\$525.00
T.	The Railroad Yard	\$1,092.94
U.	Cutting Edge Lawns	\$3,680.00
V.	NAPA	\$64.75
W.	CH&W Commercial Tire	\$80.00
X.	Vyve Broadband	\$171.55
Y.	Freds Tire & Battery	\$172.48
Z.	John Deer Financial	\$302.86
AA.	DJ Reveal	\$163.52
BB.	Shawnee Lighting Systems	\$155.00
CC.	Hunzicker Brothers	\$557.85
DD.	Buford Whites	\$33.94
EE.	Staples	\$12.49

AGENDA ITEM NO. 10

APPROVAL OF SPECIAL EVENT CLAIMS

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

AYE: GILBERT, BELL HAVENS, BARRICK, MONROE, ERICSON, KOZEL
NAY: NONE
ABSTAIN:

Special Claims

A.	Mike McCormick	\$300.00
B.	Bankers Credit Card Services	\$718.20
C.	Kevin Marlow	\$2,747.00

Add On's

A.	Cowboy Times	\$1,250.00
B.	St Anthonys- Benny Jordan	\$1,351.00

AGENDA ITEM NO.11

APPROVAL OF SHAVINGS CLAIMS

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

AYE: GILBERT, BELL HAVENS, BARRICK, MONROE, ERICSON, KOZEL
NAY: NONE
ABSTAIN:

Shavings:

A.	Xylo	\$3,960.00
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AGENDA ITEM NO. 13

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON PROPOSED BID PRESENTED BY VANN & ASSOCIATES.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE BARRICK THAT THE PROPOSAL BY VANN & ASSOCIATES BE ACCEPTED WITH STIPULATIONS OF MEASURABLES AND AGREEABLE TERMS BEING ADDED IN PLACE WITH THE CONTRACT TO RUN THRU 12/31/2015. MOTION CARRIED.

AYE:
NAY: GILBERT, BELL, HAVENS, BARRICK, MONROE, ERICSON, KOZEL
ABSTAIN:

AGENDA ITEM NO. 13

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON PROPOSED BID PRESENTED BY YANN & ASSOCIATES.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE ERICSON THAT THE PROPOSAL BY YANN & ASSOCIATES BE ACCEPTED WITH GENERAL TERMS PROVIDED, MEASURABLE TO BE PLACED IN THE CONTRACT UNDER THE DETERMINATION OF YANN & ASSOCIATES . STIPULATIONS OF MEASURABLES AND AGREEABLE TERMS BEING ADDED IN THE CONTRACT AND AN EXPIRATION DATE OF 12/31/2015 BEING ADDED S WELL. MOTION CARRIED.

AYE: GILBERT, BELL, HAVENS, BARRICK, MONROE, ERICSON, KOZEL

NAY:

ABSTAIN:

AGENDA ITEM NO. 14 & 15

DISCUSSION BY COMMISSIONER JAMES HARROD ABOUT THE POSSIBLE WAYS TO INCREASE REVENUE HERE AT THE EXPO BY MEANS OF THE HOTEL MOTEL TAX IN THE CITY OF SHAWNEE.

AGENDA ITEM NO. 16

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON ORGANIZATIONAL FLOW CHART FOR EXPO CENTER.

THE MOTION MADE BY TRUSTEE MONROE, SECONDED BY TRUSTEE KOZEL THAT WE APPROVE THE ORGANIZATIONAL FLOW CHART AND RECOMMEND IT TO THE CITY FOR POSSIBLE ACTION. MOTION CARRIED.

AYE: GILBERT, BELL, HAVENS, BARRICK, MONROE, ERICSON, KOZEL

NAY:

ABSTAIN:

AGENDA ITEM NO.17

IFYR UP DATE, COMMITTEE REPORTS, ADMINISTRATIVE REPORTS, OLD BUSINESS, & NEW BUSINESS.

NO IFYR UPDATE, IFYR PERSONNEL APPS ARE IN, COMMITTEE REPORTS RACHEL MONROE ADVISED ABOUT THE ORGANIZATIONAL CHART HER COMMITTEE WORKED ON, NO OLD BUSINESS, NEW BUSINESS WAS THE TICKET AGENTS FOR IFYR SENT INFO INTO US AND WE WILL LOOK INTO THAT DURING THE SPECIAL CALL MEETING FEBRUARY 26TH @12:30PM

AGENDA ITEM NO.20

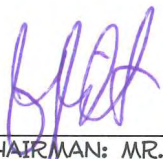
ADJOURNMENT

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


AYE: GILBERT, BELL, HAVENS, BARRICK, MONROE, ERICSON , KOZEL

NAY:

ABSTAIN:



CHAIRMAN: MR. RANDY GILBERT



INTERIM SECRETARY: MR. JUSTIN ERICSON

A SPECIAL CALL MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
FEBRUARY 26, 2015
12:30 P.M.
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR A SPECIAL CALL MEETING FEBRUARY 26, 2015 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 2/23/2015 AT 11:00AM.

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. CASEY BELL
MRS. SUSAN HAVENS
MR. TIM BARRICK
MR. JUSTIN ERICSON

TRUSTEES ABSENT: MR. KARL KOZEL
MS. RACHEL MONROE

ALSO IN ATTENDANCE: MICHAEL MCCORMICK , IFYR MEDIA DIRECTOR.

AGENDA ITEM NO.4

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON ACCEPTING CONTRACT PROVIDED BY VANN & ASSOCIATES FOR MARKETING & PR OF EXPO CENTER & IFYR.

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE BELL TO APPROVE THE CONTRACT WITH MIKE CLOVERS CORRECTIONS AND ADDITIONS. MOTION CARRIED.

AYE: GILBERT, BELL, HAVENS, BARRICK, ERICSON
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.5

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON PHOTOGRAPHY PROPOSAL BY JAMES PHIFEZ WWW.RODEOBUM.COM

ITEM NO. 5 TABLED UNTIL NEXT MEETING.

AGENDA ITEM NO.6

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON TICKETING AGENT FOR IFYR 2015.

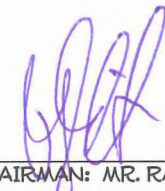
ITEM NO. 6 TABLED UNTIL NEXT MEETING.

AGENDA ITEM NO.7


ADJOURNMENT

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

AYE: GILBERT, BELL, BARRICK, HAVENS, ERICSON
NAY: NONE
ABSTAIN: NONE



CHAIRMAN: MR. RANDY GILBERT



SECRETARY: MR. JUSTIN ERICSON

Regular Board of Commissioners

1. c.

Meeting Date: 04/06/2015

Pool Concession Req

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to advertise for Requests for Proposals for Shawnee Water Park Concessions.

Attachments

Concession Memo

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: March 30, 2015
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Pool Concession RFP

Nature of the Request:

Staff requests authorization to solicit RFP s from qualified Concessionaires for the operation of the concession stand at the new water park.

Staff Analysis, Considerations:

For many years through the YMCA, the pool concession has been ran by lifeguards. This was fine when the old pool was open because of the lack of visitors. With the development of the new water park and a much larger concession area that not only serves the pool area but will also serve the park space. This could prove to be much more demanding than in the past. Not to say that the water park might consider hiring their own staff in the future but for time a more experienced staff is needed. After the RFPs have been analyzed, one will be chosen and a contract developed for the commission approval.

Recommendation:

Staff supports soliciting for RFPs for the water park concession operations.

Budget Consideration:

The City of Shawnee will be contracting the concession space and will develop a contract with the business selected. This will not cost the water park but will be an income.

Regular Board of Commissioners

3.

Meeting Date: 04/06/2015

Mayors Proclamation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamation:

"Fair Housing Month"

April 2015

Attachments

Fair Housing Proclamation

PROCLAMATION

A PROCLAMATION DECLARING APRIL, 2015, AS "FAIR HOUSING MONTH" IN THE CITY OF SHAWNEE, OKLAHOMA.

Pursuant to the authority granted to me as Mayor of the City of Shawnee, I do hereby proclaim the Month of April, 2015, as FAIR HOUSING MONTH and decree that all citizens affirm to follow the concepts, practices and intent embodied by the laws of the United States of America, the State of Oklahoma and the City of Shawnee. The City of Shawnee has adopted a Fair Housing Ordinance and has designated the Month of April as Fair Housing Month and encourages each citizen to implement the provisions of those acts. The City Commission has further designated the City Clerk as the Fair Housing Activities Coordinator and requests that any person, or group of persons, planning activities to promote fair housing to inform the Fair Housing Activities Coordinator of said activities. It is the desire of the City of Shawnee to recognize those persons or groups who best create an awareness of the need for fair housing practices or otherwise promotes Fair Housing practices.

NOW THEREFORE, I, WES MAINORD, BY VIRTUE OF THE AUTHORITY VESTED IN ME AS MAYOR OF THE CITY OF SHAWNEE, OKLAHOMA, DO HEREBY PROCLAIM THE MONTH OF **APRIL, 2015**, AS

"FAIR HOUSING MONTH"

IN THE CITY OF SHAWNEE, OKLAHOMA, AND URGE ALL CITIZENS TO JOIN US IN RECOGNIZING FAIR HOUSING AND THE IMPORTANCE IT SERVES TO OUR COMMUNITY.

DATED THIS 6th DAY OF APRIL, 2015.

WES MAINORD, MAYOR



**EQUAL HOUSING
OPPORTUNITY**

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

Regular Board of Commissioners

4.

Meeting Date: 04/06/2015

EOM Watts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Interim City Manager to Employee of the Month, Jason Watts, Dispatch.

Regular Board of Commissioners

5.

Meeting Date: 04/06/2015

Sister Cities Delegates

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Introduction of Shawnee 2015 student/teacher delegation for exchange trip to Nikaho, Japan.

ADULT DELEGATES

Beth Polston, Sister Cities Chair

Dustin Tenney, Teacher, Shawnee High School

STUDENT DELEGATES

Chloe Jennings, Shawnee Middle School

Jordan Miller-LeCompte, Shawnee Middle School

Nathan Stephens, Shawnee Middle School

Keegan Carrera, Grove

Garrett Gallman, Grove

Samantha Huff, Grove

Kaitlin Koons, Grove

Margaret Price, Grove

Regular Board of Commissioners

6.

Meeting Date: 04/06/2015

Fire Runs

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion concerning fire run fees, fire service area, mutual aid agreements and fire service outside city limits.

Attachments

Fire Runs Memo

CITY OF SHAWNEE

FIRE DEPARTMENT



ADMINISTRATION

Dru Tischer, Interim Fire Chief
405-878-1538

16 West Ninth
Shawnee, Oklahoma 74802
405-878-1556 • Fax 405-878-1618

DATE: March 31, 2015
TO: Mayor, Vice Mayor, City Commissioners
FROM: Dru Tischer, Interim Fire Chief
SUBJECT: Fire Run Fees, Fire Service Area, Mutual Aid Agreements & Fire Service Outside the City Limits (Discussion Agenda Item for April 6, 2015 Meeting)

The following is a brief summary of our responses outside the city limits but within our response area along with my comments on each type:

- **Total responses outside the city limits, inside our response area make-up 10% of calls annually (523 of 4,993 in 2014)**
- **Fire responses outside the city limits, inside our response area total 4% of calls annually (190 of 4,993 in 2014) - These are the calls we currently bill for and I believe we should continue to do so.**
- **Non-fire responses (EMS & rescue calls) outside the city limits, inside our response area total 6% of calls annually (333 of 4,993 in 2014) – I haven't found other fire departments that don't have the ambulance service and charge for EMS and/or rescue response. I don't believe it would be cost effective for us to bill for these responses.**
- **Non-fire responses (EMS & rescue) on I-40 outside the city limits, inside our response area total 5% of calls annually (246 of 4,993 in 2014). Of those, EMS & rescue responses on I-40 involving citizens of non-local communities total 2% of responses annually (89 of 4,993 in 2014) – As mentioned above, I haven't found other fire departments that charge for EMS and/or rescue response if they don't run the ambulance service. I don't believe it would be cost effective for us to bill for these responses. Outside cost recovery service agencies have told us in the past they wouldn't be that interested because of our small call volume outside the city limits but inside the response area.**
- **Automatic or mutual aid calls total 2% of calls annually (85 of 4,993 in 2014) – We just signed a new Automatic Aid agreement with Bethel Fire Department that adjusts the boundary of our automatic responses to only those calls north of Hardesty Road. This reduces our area of automatic responsibility with Bethel by roughly half going from roughly 30 square miles down to 15.**

My recommendations:

1. Update the hourly rate charged for apparatus in the municipal code from \$100 per/hr per apparatus to 1/1000 of the actual cost of the apparatus. This is a recommended method listed in a research paper on "User Fees for Firefighting" published by the University of Vermont. This method provides defensible criteria for apparatus usage rates that will stay current with increasing future costs. Using this method, the rates for our current apparatus would be the following:

Apparatus	Cost/hr
1989 FMC Pumper (Engine 1)	\$200.00
1997 Pierce Pumper (E2)	\$275.00
2002 Fire Prevention Vehicle (FP2)	\$28.00
2003 Reserve Brush Pumper (BP4)	\$62.50
2004 Command SUV (C2)	\$36.00
2004 EONE Quint (L1)	\$449.69
2006 Fire Prevention Vehicle (FP1)	\$28.00
2008 EONE Pumper / Tanker (E3)	\$350.00
2008 First Due Brush Pumper (BP1)	\$62.50
2009 Command SUV (C1)	\$36.00
2010 Command SUV (C6)	\$36.00
2011 Ford F350 (Weis) Brush Pumper (BP3)	\$91.50
2011 Training Truck (T1)	\$36.00
2013 Ford F350 (Weis) Brush Pumper (BP2)	\$91.50
2013 International CBRNE Trailer Tow Veh (HM1)	\$101.29
2015 Pierce Encore Rescue (S1)	\$297.20

2. Develop an automated, monthly report in Firehouse software that will search for fire incidents within response districts outside the city limits, tally billing totals based on the unit cost/hr listed above, and provide billing address for Finance Dept.
3. Develop fire run fee subscription plan for residents who reside within our response area but outside the city limits that allows for capped response fees with current membership.

Regular Board of Commissioners

7.

Meeting Date: 04/06/2015

VSI

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action of Visit Shawnee Incorporated (VSI) contract.

Regular Board of Commissioners

8. a.

Meeting Date: 04/06/2015

Bid BS Restroom

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Boy Scout Restroom Project (Award)

Attachments

BS Restroom Memo

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: March 30, 2015
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Boy Scout Restroom Project

Nature of the Request:

Request to refuse all bids and to rebid the project.

Staff Analysis, Considerations:

The current bids that staff has in hand were to replace the old restrooms with exactly what was there and to keep the cost below budget. Staff has since revisited the project design and hopefully with minimal amount of cost, the restroom could have four water closets instead of two. The reason for rebidding the project is with the increase in size of the restroom, we were going to go over our limit for change orders.

Recommendation:

It is staff's recommendation to rebid the project.

Budget Consideration:

Project is funded out of the Capital Outlay budget.

Account # 301-5-0940-5420 509 0940-05 Boy Scout Splash Pad and Restroom Project
\$406,587.50

Regular Board of Commissioners

12.

Meeting Date: 04/06/2015

Exec Session

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an Executive Session to discuss potential claims, litigation or other options regarding the following: (a) City of Shawnee v. Modern Oil Company, Pottawatomie County District Court, No. 2011-70; (b) Beller v. City of Shawnee, Pottawatomie County District Court Case CV 14-2034; (c) Lexington Insurance Co. v. City of Shawnee, Pottawatomie County District Court, Case No. CJ-2015-60; (d) City of Shawnee v. IUPA and Jon Arnett, Oklahoma Court of Appeals Case No. SD-113577; (e) Citizen Potawatomi Nation v. City of Shawnee, Pott County District Court, Case No. CV-14-128; and (f) Burns v. City of Shawnee, United States District Court for the Western District of Oklahoma, Case No CIV 15-221F, as authorized by 25 O.S. §307(B)(4).

Regular Board of Commissioners

13.

Meeting Date: 04/06/2015

Exec Session Discussion

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding the following: (a) City of Shawnee v. Modern Oil Company, Pottawatomie County District Court, No. 2011-70; (b) Beller v. City of Shawnee, Pottawatomie County District Court Case CV 14-2034; (c) Lexington Insurance Co. v. City of Shawnee, Pottawatomie County District Court, Case No. CJ-2015-60; (d) City of Shawnee v. IUPA and Jon Arnett, Oklahoma Court of Appeals Case No. SD-113577; (e) Citizen Potawatomi Nation v. City of Shawnee, Pott County District Court, Case No. CV-14-128; and (f) Burns v. City of Shawnee, United States District Court for the Western District of Oklahoma, Case No CIV 15-221F, as authorized by 25 O.S. §307(B)(4).
