

AGENDA
BOARD OF CITY COMMISSIONERS
September 6, 2011 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Agenda:
2. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 5
 - b. Minutes from the August 15, 2011 regular meeting and August 29, 2011 and August 30, 2011 special call meetings.
 - c. Acknowledge the following minutes and reports:
 - Traffic Commission minutes from June 28, 2011
 - Sister Cities Council minutes from April 12, 2011, June 23, 2011 and July 26, 2011.
 - Beautification Committee minutes from July 14, 2011
 - Shawnee Civic and Cultural Development Authority minutes from June 16, 2011 and July 21, 2011
 - License Payment Report July 1 through July 31, 2011
 - Project Payment Report July 1 through July 31, 2011
 - d. Lake Lease Renewals:
Renewal:
 - Lot 19 Johnston Tract, 16602 Stevens Rd
J Barrett
 - Lot 1 & 2 Eckel Tract, 15306 Eckel Rd
J Inda and P Inda
 - e. Approve agreement with the Oklahoma Tax Commission for Administration of the City of Shawnee Sales and Use Tax Ordinances. (*Deferred from the August 15, 2011 meeting*)
 - f. Authorize Police Department to purchase 2012 Chevy crew cab 4x4 pickup from Harvey's Inc at the state purchasing price of \$25,618.72 for Animal Control.

g. Traffic Commission Board Recommendations:

A. Consideration of request by Shawnee Family Board of Directors YMCA that the name of the street running from Kickapoo to Airport Road currently "Saratoga" be changed to "YMCA Drive".

STAFF RECOMMENDATION: Staff has no recommendation

BOARD RECOMMENDATION: Board recommends deny request

- h. Authorize Parks Department to purchase 2011 model 5045E John Deere tractor and related equipment at the state purchasing price of \$29,125.66.
- i. Authorize Parks Department to purchase 2012 Silverado 1500 Short Crew 4x4 pickup at the state purchasing price of \$27,535.00.
- j. Authorize SMA staff to purchase the following: two (2) 1-ton 4x4 trucks with utility bed for Line Maintenance at the state purchasing price of \$33,588.00 each from Harvey's Chevrolet; one (1) ½-ton 4x4 pickup for the Northside Treatment Plant at the state purchasing price of \$25,618.72 from Harvey's Chevrolet; and one (1) 4x4 Ford Explorer for the Water Treatment Plant at the state purchasing price of \$25,500.00 from Bob Hurley Ford.

3. Citizens Participation

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

4. City Manager's presentation of Employee of the Month to Bill Jones, Water Department.

5. Consider Bids:

- a. Lake Road Bridge Rehabilitation Project Contract No. COS-PW-11-03 (Open)
- b. Rehabilitate Runway 17-35; Grade Safety and Construction Connecting Taxiway. AIP Project 3-40-0088-015-2011.- Contract No. COS-PW-11-01 (Award) (*Deferred from the August 15, 2011 meeting*)
- c. Beard Street Widening Project from Farrall to North Canadian River Bridge. Contract No. COS-PW-10-03 (Award)

6. New Business

(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

7. Administrative Reports

8. Commissioners Comments

9. Recess Board of Commissioners meeting to convene special call meeting and public hearing.

10. Reconvene Board of Commissioners meeting.

11. Discussion, consideration and possible action to instruct staff to prepare all documents necessary to call election for consideration of projects, including determining of date, projects and funding sources.
12. Discussion, consideration and possible action to engage The Public Finance Law Group, PLLC as special bond counsel and Oppenheim, a division of BOSC, Inc., as financial advisor for possible public financing issues.
13. Adjournment

Respectfully submitted

Phyllis Loftis, 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: 09/06/2011

Opening of Bids

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 5

Regular Board of Commissioners

2. b.

Meeting Date: 09/06/2011

CC Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the August 15, 2011 regular meeting and August 29, 2011 and August 30, 2011 special call meetings.

Attachments

Minutes 8/15/2011

SS CC Minutes 8-29-11

SC CC 08-30-11

BOARD OF CITY COMMISSIONERS PROCEEDINGS
AUGUST 15, 2011 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, August 15, 2011 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson

Mayor

Pam Stephens

Commissioner Ward 1

Frank Sims

Commissioner Ward 2

James Harrod

Commissioner Ward 3

Billy Collier

Commissioner Ward 4-Vice Mayor

John Winterringer

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Agenda.

A motion was made by Commissioner Harrod, seconded by Commissioner Winterringer, to approve the Agenda. Motion carried 7-0.

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

NAY: None

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 Number 8.
- b. Minutes from the August 1, 2011 regular meeting.
- c. Budget Amendment – SMA
- d. Budget Amendment – Police Department
- e. Acknowledge the following minutes:
 - Planning Commission minutes from July 6, 2011
- f. Lake Lease Transfers and Renewals:
Transfers:
 - Lot 9 Johnston Tract, 16702 Magnino Road

From: K. Wilson
To: D. & J. Carpenter
 - Lot 8 Johnstone Tract, 16704 Magnino Road

From: T. McInturff
To: D. & J. Carpenter
 - Lot 7 Renfro Tract, 15813 Sleepy Hollow

From: L. Hinkle
To: C. & L. Spears
 - Lot 8 Renfro Tract,m 15809 Sleepy Hollow

From: N. Powell
To: C. & L. Spears

Renewal:

- Lot 2 Coffman Tract, 15405 Perry Road

J. & B. Vrana

- g. Approve Memorandum of Understanding between the District Attorney's Office, 23rd Judicial District and the Shawnee Police Department regarding "Stop Violence Against Women Grant".
- h. Approve agreement with the Oklahoma Tax Commission for Administration of the City of Shawnee Sales and Use Tax Ordinances.
- i. Approve Oklahoma Municipal Retirement Fund Normal Retirement for Mike McClendon, Maintenance II, Water Distribution.
- j. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Kelly Bradshaw.
- k. Authorize staff to request qualifications from engineering firms to provide professional services to complete a Multi-Phase Comprehensive Utility System Master Plan. SMA
- l. Authorize staff to bid out the purchase of a valve insertion tool for the Water Distribution Department. SMA
- m. Authorize staff to go out for bids for the recoating and installation of new bearings for one set of screw pumps at the Northside Wastewater Treatment Plant. SMA
- n. Approve contract with Shaughnessy Group for City Connect production.
- o. Approve agreement to execute right-of-way document to ONG for installation of a new gas main to serve the airport terminal and adjacent hangar.
- p. Approve City Manager contract.

- q. Authorize staff to solicit proposals for snow removal assistance.

Commissioner Harrod requested that Consent Agenda Items h and k be pulled for separate consideration. A motion was made by Commissioner Sims, seconded by Commissioner Collier, to approve the Consent Agenda Items a-q, less items h and k. Motion carried 7-0.

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

NAY: None

Regarding Consent Agenda Item 2-h, the agreement with the Oklahoma Tax Commission for Administration of the City of Shawnee Sales and Use Tax Ordinances, Commissioner Harrod questioned whether this agreement broadened the scope of the City's authority in the collection of sales tax. City Manager Brian McDougal stated that it did not give us more authority regarding collection. Mr. McDougal explained, however, that the City of Tulsa recently was successful in their attempt to collect their own sales tax instead of the collection process going through the Oklahoma Tax Commission. Mr. Matt Love, the City's labor attorney, who was present at this meeting on behalf of City Attorney Mary Ann Karns, stated that there was a group of cities trying to break free from the Oklahoma Tax Commission collection process. It was Mr. Love's opinion that this agreement is possibly an attempt to appease cities by giving them some limited authority.

After continued discussion of the matter, it was decided to defer this item to the next City Commission meeting so that additional information could be provided.

A motion was made by Commissioner Harrod, seconded by Commissioner Winterringer, to defer the Consent Agenda Item 2-h to the September 6, 2011 City Commissioner meeting. Motion carried 7-0.

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

NAY: None

Regarding Consent Agenda Item 2-k, regarding the Multi-Phase Comprehensive Utility System Master Plan for SMA, Utility Director Jim Bied addressed the Commission. Mr. Bied explained the need for a Master Plan that will encompass all phases of water and wastewater needs. This study will estimate future needs in all utility areas and will create a model that will allow for future growth and development. The Master Plan will cost approximately \$500,000 to

\$600,000. It is also important that the Master Plan be updated every five years to re-evaluate projects.

A motion was made by Commissioner Sims, seconded by Vice Mayor Collier, to approve the Consent Agenda Item 2-k. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 3:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 4:

City Manager's presentation of Employee of the Month to Whisper Peace and Robin Riddle.

Whisper Peace and Robin Riddle were present to accept the Employee of the Month Certificate presented by City Manager Brian McDougal.

AGENDA ITEM NO. 5:

Public hearing and consider an ordinance to rezone property located at 606 East Seymour from R-1; Single Family Residential to R-3; Mulit-Family Dwelling. Case P09-11
Applicant: Abner Monterroso
Deferred from July 6, 2011

Mayor Peterson declared a public hearing in session to consider an ordinance to rezone property located at 606 East Seymour from R-1; Single Family Residential to R-3; Multi-Family Dwelling.

Mayor Peterson asked if any person wished to speak in favor of or in protest of the rezoning. No one appeared and the public hearing was closed.

A motion was made by Commissioner Sims, seconded by Commissioner Winterringer, to approve the rezoning of this property located at 606 East Seymour from R-1; Single Family Residential to R-3; Mulit-Family Dwelling.

Ordinance No. 2460NS was introduced and the title read aloud.

ORDINANCE NO. 2460NS

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: LOTS FIFTEEN (15), SIXTEEN (16), SEVENTEEN (17) AND EIGHTEEN (18), BLOCK THIRTY-EIGHT (38), BEVERLY HILLS ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF...LESS AND EXCEPT THE EAST EIGHT (8) FEET OF LOT EIGHTEEN (18), POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM R-1; SINGLE FAMILY RESIDENTIAL TO R-3; MULTI-FAMILY DWELLING AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 7-0

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

NAY: None

Thereupon Mayor Peterson declared Ordinance No. 2460NS duly passed and approved.

AGENDA ITEM NO. 6: Acknowledge Sales Tax report received August, 2011.

City Manager Brian McDougal announced that sales tax receipts for last month were 1.96% over last year's receipts. Mr. McDougal further stated that he felt the City was on target for the year.

AGENDA ITEM NO. 7: Discussion regarding dates for the Capital Improvement Plan public meetings.

After lengthy discussion, the following dates and times were set:

August 29, 2011 at 6:30 p.m. at Shawnee Regional Airport

August 30, 2011 at 6:30 p.m. at Heart of Oklahoma Expo Center
September 6, 2011 at 7:30 p.m. (following City Commission meeting) at
City Hall

Mr. McDougal and staff will determine the projects to be discussed at each meeting and will provide Commissioners and the public with that information when it becomes available.

AGENDA ITEM NO. 8:

Consider Bids:

- a. Beard Street Widening Project from Farrall to North Canadian River Bridge. Contract No. COS-PW-10-03 (Open)

<u>BIDDER</u>	<u>AMOUNT</u>
Haskell Lemon Construction Oklahoma City, OK	\$574,267.50
Shell Construction Co. Inc. Oklahoma City, OK	\$444,326.25
Rudy Construction Co. Oklahoma City, OK	\$458,613.00
All Roads Paving, Inc. Oklahoma City, OK	\$367,732.70
T.J. Campbell Construction Co. Oklahoma City, OK	\$499,662.25
<i>Engineer's Estimate</i>	<i>\$450,000.00</i>

City Engineer John Krywicki read the bids into the record and requested that the bid award be deferred to the next meeting to allow staff to review and check references.

A motion was made by Commissioner Harrod, seconded by Commissioner Winterringer, to defer the bid award to the September 6, 2011 City Commission meeting. Motion carried 7-0.

AYE: Harrod, Winterringer, Smith, Stephens, Sims, Peterson, Collier
NAY: None

- b. Rehabilitate Runway 17-35; Grade Safety and Construction Connecting Taxiway. AIP Project 3-40-0088-015-2011.- Contract No. COS-PW-11-01 (Award)

Assistant Airport Manager Rex Hennen announced that no recommendation has been received from the FAA at this time. Staff recommended to defer the bid award to the next meeting until the FAA recommendation is received.

A motion was made by Commissioner Harrod, seconded by Commissioner Winterringer, to defer the bid award to the September 6, 2011 City Commissioner meeting. Motion carried 7-0.

Mr. Hennen also reported to Commissioners that the taxiway project should be completed by the end of the month.

AYE: Harrod, Winterringer, Smith, Stephens, Sims, Peterson, Collier
NAY: None

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

<u>AGENDA ITEM NO. 10:</u>	Administrative Reports
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Director of Operations James Bryce reported that Lowes has completed repairs to Kidspace Park. The funding was provided by Lowes Community Project Grant. Some of the items repaired include flowerbeds, repainting of the restrooms, sidewalks and repairs to the playground equipment.

Mr. Bryce further reported that the work would begin soon on resurfacing Lake No. 2 parking lot, followed by resurfacing work on Lake No. 1 parking lot.

Further, in reference to lake matters, he noted that the floating fishing dock sustained damage in a recent storm and is now closed until repairs can be made.

Several departments briefed the Commission on how their departments performed during the recent water emergency.

Emergency Management Director Don Lynch spoke regarding the immediate response to the situation and the activation of the emergency operations center. He also spoke about the coordinated effort between other city agencies and response teams.

Utility Director Jim Bierd explained that the problem began with a split in the line on Kickapoo which then separated. A series of smaller breaks occurred which did not allow the system to recover quickly. Mr. Bierd reported the City had 42 line breaks in an 11 day period. According to Bierd, a lesson learned from this event will be to call in outside contractors immediately should an event of this magnitude happen in the future.

Fire Chief Jimmy Gibson addressed the fire suppression aspect of the water emergency. Chief Gibson assured Commissioners that McCloud and Tecumseh fire departments were immediately placed on standby in case assistance was needed. With these other cities on standby for mutual aid, there was approximately 9,000 gallons of water available to fight structure fires. Chief Gibson said that City trucks hold approximately 3,000 gallons of water and that amount alone is usually sufficient to suppress most structure fires.

Mr. Lynch wrapped up the topic by discussing the use of Blackboard Connect during this water event. In the future, phone calls will be limited to updates every 3 - 4 hours if there has been no change in the situation, or immediately if there is a substantial change which residents should be made aware of.

City Engineer John Krywicki gave a report on the Kickapoo Street Project. Mr. Krywicki met recently with the Oklahoma Department of Transportation and stated that the plans, corrections and revisions are 75% complete. The following deadlines are currently in effect: Plan revisions and corrections due by September 21, 2011; legal right of entry due September 30, 2011 and certified clearance of utilities also due on September 30, 2011.

AGENDA ITEM NO. 11:

Commissioners Comments

Vice Mayor Collier spoke of how well staff and other agencies coordinated efforts during the water emergency. He stated he was impressed with how efficiently each individual department performed their emergency plans. He further thanked the Shawnee Economic Development staff for assisting with his meeting with the Japanese ambassador.

Mayor Peterson thanked Vice Mayor Collier for his leadership during her absence.

Commissioner Winterringer mentioned a phone call he had received from Jim Thorpe Academy regarding children getting their feet wet, and would like to see sidewalks built in that area.

Commissioner Winterringer also stated that the high grass around town was getting out of control.

AGENDA ITEM NO. 12:

Consider and Executive Session to discuss the status of negotiations with the IAFF, Local No. 203, for a Collective Bargaining Agreement for FY 2011-2012 as authorized by 25 O.S. §307(B)(2).

A motion was made by Commissioner Sims, seconded by Commissioner Stephens, to enter into Executive Session to discuss the status of negotiations with the IAFF, Local No. 203, for a Collective Bargaining Agreement for FY 2011-2012 as authorized by 25 O.S. §307(B)(2). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 13:

Consider and Executive Session to discuss the status of negotiations with the IUPA, Local No. 3, for a Collective Bargaining Agreement for FY 2011-2012 as authorized by 25 O.S. §307(B)(2).

A motion was made by Commissioner Sims, seconded by Commissioner Winterringer, to enter into Executive to discuss the status of negotiations with the IUPA, Local No. 3, for a Collective Bargaining Agreement for FY 2011-2012 as authorized by 25 O.S. §307(B)(2). Motion carried 7-0.

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

NAY: None

COMMISSION ENTERS EXECUTIVE SESSION AT 7:52 P.M.

COMMISSION RETURNS FROM EXECUTIVE SESSION WITH ALL COMMISSIONERS PRESENT AT 8:32 P.M.

AGENDA ITEM NO. 14:

Consider matters discussed in Executive Session regarding the status of negotiations with the IAFF, Local No. 203, including consideration of a possible resolution of the FY 2011-2012 Collective Bargaining Agreement.

A motion was made by Vice Mayor Collier, seconded by Commissioner Winterringer, to direct staff to draft a contract with IAFF, Local No. 203 on the terms negotiated for presentation at the next City Commission. Motion carried 7-0.

AYE: Collier, Winterringer, Smith, Stephens, Sims, Harrod, Peterson
NAY: None

AGENDA ITEM NO. 15:

Consider matters discussed in Executive Session regarding the status of negotiations with the IUPA, Local No. 3, including consideration of a possible resolution of the FY 2011-2012 Collective Bargaining Agreement.

A motion was made by Vice Mayor Collier, seconded by Commissioner Sims, to direct staff to continue with prior contract as work rules, except for any items in dispute and furlough days. Motion carried 7-0.

AYE: Collier, Sims, Harrod, Peterson, Winterringer, Smith, Stephens
NAY: None

AGENDA ITEM NO. 11:

Adjournment

There being no further business to be considered, a motion was made by Commissioner Winterringer, seconded by Commissioner Sims, that the meeting be adjourned. Motion carried 7-0. (8:36 p.m.)

AYE: Winterringer, Sims, Harrod, Peterson, Collier, Smith, Stephens
NAY: None

LINDA PETERSON, MAYOR

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
SPECIAL CALLED SESSION
AUGUST 29, 2011

The Board of City Commissioners met in Special Called Session at the Shawnee Regional Airport, 2202 Airport Drive, Shawnee, Oklahoma, Monday, August 29, 2011 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson

Chairman

Pam Stephens

Commissioner Ward 1

Frank Sims

Vice Mayor

James Harrod

Commissioner Ward 3

Billy Collier

Commissioner Ward 4

John Winterringer

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

Others in attendance were City Manager Brian McDougal, City Clerk Phyllis Loftis, Finance Director/Treasurer Cynthia Sementelli, Stephen Nolen, Justin Erickson, Mary Ann Karns, Mike Jackson, John Krywicki and James Bryce. The media was represented by Mike McCormack and Kory Oswald, Shawnee News Star and Johnna Ray, Countywide News.

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

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

TO THE CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA:

You and each of you are hereby notified that by virtue of a call issued by me on this 17th day of August, 2011, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee, Oklahoma at the Shawnee Regional Airport, 2202 Airport Drive, Shawnee, Oklahoma at 6:30 p.m. on August 29, 2011, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be to hold a public hearing to discuss the Regional Park Project for the proposed Capital Improvement Project List.

(SEAL)

ATTEST:

s/s Phyllis Loftis
PHYLLIS LOFTIS
CITY CLERK

s/s Brian McDougal
BRIAN MCDOUGAL
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 17th day of August, 2011 at 2:42 o'clock p.m., and executed the same by delivering a true and correct copy thereof to each of the Commissioners of the City of Shawnee, Oklahoma as follows:

I delivered a true and correct copy to Mayor Linda Peterson
via e-mail at 3:18 o'clock p.m. on August 17, 2011

I delivered a true and correct copy to Commissioner Frank Sims
via e-mail at 7:58 o'clock a.m. on August 18, 2011

I delivered a true and correct copy to Commissioner John Winterringer
via e-mail at 2:42 o'clock p.m. on August 17, 2011 but no response was received

I delivered a true and correct copy to Commissioner Steve Smith
via e-mail at 3:18 o'clock p.m. on August 17, 2011

I delivered a true and correct copy to Commissioner James Harrod
via e-mail at 8:45 o'clock a.m. on August 18, 2011

I delivered a true and correct copy to Commissioner Pam Stephens
via e-mail at 2:42 o'clock p.m. on August 17, 2011 but no response was received

I delivered a true and correct copy to Commissioner Billy Collier
via e-mail at 4:09 o'clock p.m. on August 17, 2011

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 29TH DAY OF AUGUST, 2011 AT 6:30 O'CLOCK P.M. AT THE SHAWNEE REGIONAL AIRPORT, 2202 AIRPORT DRIVE, SHAWNEE, OKLAHOMA. THE PURPOSE OF SAID MEETING WILL BE TO HOLD A PUBLIC HEARING TO DISCUSS THE REGIONAL PARK PROJECT FROM THE PROPOSED CAPITAL IMPROVEMENT PROJECT LIST.

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 Shawnee Regional Airport, 2202 Airport Drive, Shawnee, Oklahoma at 6:30 p.m. on August 29, 2011 to hold a public hearing to discuss the Regional Park Project for the proposed Capital Improvement Project List.

Witness my hand this 17th day of August, 2011.

s/s Brian McDougal
BRIAN MCDOUGAL
CITY MANAGER

(SEAL)

ATTEST:

s/s Phyllis Loftis
PHYLLIS LOFTIS, CITY CLERK

CALL TO ORDER:

DECLARATION OF A QUORUM

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

AGENDA ITEM NO. 1: Public hearing to discuss the Regional Park Project for the proposed Capital Improvement Project List.

The video presentation of Mayor Peterson was played for the meeting. This video explains how the projects were selected and addresses the proposed funding sources that may be used. Mayor Peterson explained that this meeting was a listening session for Commissioners that would allow them hear from citizens regarding this project.

Mayor Peterson opened public hearing for citizen comments regarding the Regional Park Project for the proposed Capital Improvement Project List.

Those citizens in attendance that spoke regarding the Regional Park Project are as follows:

Phil Tomlinson	5 Quail Ridge
Gail Topping	619 N Chapman
Diana Curson	10 Mojave Dr
Linda Agee	16001 Hart Rd
Mary Ealey	39801 Garrett's Lake Rd
Grace Shiles	1505 N Market
Jo Davis	16712 Magnino Rd
Mike Affentranger	4709 Gracelann
Mike Little	2506 Whispering Pine
Daniel Shaughnessy	44602 E MacArthur
Chuck Glave	2331 Bent Tree
Mike Adcock	1211 Inverness Circle
Tom Flora	1407 Manchester Dr
Daniel Lay	1401 N Laverne
David Parsons	118 Rene Place
Marcella Norris	1102 N Park
Tracy Walker	1916 Aspen Place

Mayor Peterson thanked those who attended the meeting and closed the public hearing.

AGENDA ITEM NO. 2:

ADJOURNMENT

There being no further business to come before the meeting, a motion was made and approved by all Commissioners, that the meeting be adjourned. Motion carried 7-0. (7:45 p.m..)

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

NAY: None

LINDA PETERSON,
MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS,
CITY CLERK

BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
SPECIAL CALLED SESSION
AUGUST 30, 2011

The Board of City Commissioners met in Special Called Session at the Heart of Oklahoma Expo Center, Highway 177 and Independence Street, Shawnee, Oklahoma, Tuesday, August 30, 2011 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson

Chairman

Pam Stephens

Commissioner Ward 1

Frank Sims

Vice Mayor

James Harrod

Commissioner Ward 3

Billy Collier

Commissioner Ward 4

John Winterringer

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

Others in attendance were City Manager Brian McDougal, City Clerk Phyllis Loftis, Finance Director/Treasurer Cynthia Sementelli, Justin Erickson, Mike Jackson, Jimmy Gibson and James Bryce. The media was represented by Kory Oswald, Shawnee News Star and Johnna Ray, Countywide News.

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

TO THE CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA:

You and each of you are hereby notified that by virtue of a call issued by me on this 17th day of August, 2011, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee, Oklahoma at the Heart of Oklahoma Expo Center, Highway 177 and Independence Street, Shawnee, Oklahoma at 6:30 p.m. on August 30, 2011, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be to hold a public hearing to discuss Expo Center, Aquatics Center and Economic Development from the proposed Capital Improvement Project List.

(SEAL)

ATTEST:

s/s Phyllis Loftis
PHYLLIS LOFTIS
CITY CLERK

s/s Brian McDougal
BRIAN MCDOUGAL
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

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I delivered a true and correct copy to Commissioner Billy Collier
via e-mail at 4:09 o'clock p.m. on August 17, 2011

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 30TH DAY OF AUGUST, 2011 AT 6:30 O'CLOCK P.M. AT THE HEART OF OKLAHOMA EXPO CENTER, HIGHWAY 177 AND INDEPENDENCE, SHAWNEE, OKLAHOMA. THE PURPOSE OF SAID MEETING WILL BE TO HOLD A PUBLIC HEARING TO DISCUSS EXPO CENTER, AQUATICS CENTER AND ECONOMIC DEVELOPMENT FROM THE PROPOSED CAPITAL IMPROVEMENT PROJECT LIST.

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 Heart of Oklahoma Expo Center, Highway 177 and Independence Street, Shawnee, Oklahoma at 6:30 p.m. on August 30, 2011 to hold a public hearing to discuss Expo Center, Aquatics Center, and Economic Development for the proposed Capital Improvement Project List.

Witness my hand this 17th day of August, 2011.

s/s Brian McDougal
BRIAN MCDOUGAL
CITY MANAGER

(SEAL)

ATTEST:

s/s Phyllis Loftis
PHYLLIS LOFTIS, CITY CLERK

CALL TO ORDER:

DECLARATION OF A QUORUM

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

AGENDA ITEM NO. 1:

Public hearing to discuss the Expo Center, Aquatics Center, and Economic Development for the proposed Capital Improvement Project List.

The video presentation of Mayor Peterson was played for the meeting. This video explains how the projects were selected and addresses the proposed funding sources that may be used. Mayor Peterson explained that this meeting was a listening session for Commissioners that would allow them to hear from citizens regarding this project.

Regarding capital projects at the Expo Center, Expo Director Mike Jackson addressed those present. Among the items that are included in the Expo Center projects is replacing the existing parking lot, adding 50 amp electrical upgrade for RVs, restroom renovations in the Otto Krause building and Phase II expansion of the conference center.

The proposed Aquatics Center addressed by James Bryce, Director of Operations. He noted that the municipal pool was opened in 1936 and has had several renovations since that time. Currently, the pool is outdated and not ADA accessible. He provided some conceptual drawings that could be chosen for the proposed Aquatics Center, which included zero depth entry, spray features, a splash park and updated restroom and shower facilities.

Tim Burg, Executive Director of the Shawnee Economic Development Foundation spoke of what economic development brings to our community and, further, what could be accomplished with a dedicated funding source. Mr. Burg listed other cities which do have dedicated funding for economic development. Mr. Burg stated that if funding is granted, he would propose constructing two shell buildings on undeveloped land within the city limits to attract businesses to the area.

Mayor Peterson opened the public hearing for citizen comments regarding any of the capital projects being discussed at this meeting.

Those citizens in attendance that spoke on the capital projects are as follows:

Karl Kozel	7108 N Harrison
Phil Tomlinson	5 Quail Ridge
Jackson Barrett	1425 E Bradley St
Jim Spencer	53 Northridge Rd
Jenny Clark	13 Tyler Lane
Jo Davis	16712 Magnino Rd
Jack Peavey	500 W University Ave
Linda Agee	16001 Hart Rd
Ken Etchisen	24486 Hwy 9A
Tom Schrzan	1304 N Beard
Mike Affentranger	4709 Gracelann
Harmik DerSahakian	41901 Wolverine Rd
Jenni Grahn	130 E 45 th St
Sam Freas	306 Franklin

Mayor Peterson thanked those who attended the meeting and closed the public hearing.

AGENDA ITEM NO. 2:

ADJOURNMENT

There being no further business to come before the meeting, a motion was made by Commissioner Sims, seconded by Commissioner Stephens, that the meeting be adjourned. Motion carried 7-0. (7:52 p.m..)

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

NAY: None

(SEAL)

LINDA PETERSON,
MAYOR

ATTEST:

PHYLLIS LOFTIS,
CITY CLERK

Regular Board of Commissioners

2. c.

Meeting Date: 09/06/2011

Minutes & Reports

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes and reports:

- Traffic Commission minutes from June 28, 2011
- Sister Cities Council minutes from April 12, 2011, June 23, 2011 and July 26, 2011.
- Beautification Committee minutes from July 14, 2011
- Shawnee Civic and Cultural Development Authority minutes from June 16, 2011 and July 21, 2011
- License Payment Report July 1 through July 31, 2011
- Project Payment Report July 1 through July 31, 2011

Attachments

TC Minutes 6/28/2011

Sister Cities Minutes

Beautification Minutes 7/14/2011

SCCDA Minutes

License Pymt Rpt

Project Pymt Rpt

MINUTES
TRAFFIC COMMISSION
June 28, 2011 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

I. ROLL CALL
MEMBERS PRESENT

Wayne Ardrey
Theresa Cody
Bill Johnson
Ronald Taffe - Tardy
Delbert Totty

MEMBERS ABSENT

Deena Harris
Ron Duffell

EX-OFFICIO MEMBERS

Michael Ludi, Asst. City Engineer
Keith Mangus, Traffic Control Supervisor
E. Jill Smith, Secretary

CITIZENS PRESENT

Truman Carter

II. APPROVAL OF MINUTES

Motion was made by Cody, seconded by Totty for the approval of the April 26, 2011.
Motion carried.

Aye: Cody, Totty, Ardrey, Johnson
Nay: None

III. CONSIDERATION OF REQUESTS

A. Consideration of request by Parks Department staff for street light at the corner of W. Farrall and Dockrey Ballfield

Discussion: Michael Ludi showed a slide of where the street light may be put in and Commissioners agreed with staff recommendation.

Motion was made by Ardrey, seconded by Totty to approve request. Motion carried.

Aye: Ardrey, Totty, Johnson

Nay: Cody

B. Consideration of request by Mike Pritchard, 832 W. Forrest, to put up a vapor light at the corner of Forrest and Tennessee

Discussion: Michael Ludi showed a slide of where the existing street light is and explained that OG&E no longer installs vapor lights. Commissioners agreed that Mr. Pritchard needs a security light on his property for his request.

Motion was made by Cody, seconded by Ardrey to agree with staff recommendation to deny request. Motion carried.

Aye: Cody, Ardrey, Johnson, Totty, Taffe

Nay: None

IV. ADMINISTRATIVE REPORTS

Michael Ludi – should be no more requests for residential light changes (except addition of new street lights) on agenda in the future since OG&E and the City have a standard light type that they have in most existing residential areas.

Michael Ludi – Kickapoo preliminary construction plans, short version of update and sequencing given to Commissioners. Contract should be awarded sometime in December.

V. CITIZEN PARTICIPATION

Truman Carter spoke to request a middle turn lane the entire length of Harrison where it has been re-paved. Mr. Carter feels that it would be an invaluable safety measure.

VI. BOARD MEMBERS COMMENTS

Mr. Totty asked if there would be designated alternate routes when construction of Kickapoo gets underway. Since the street will remain open during construction, there will be no alternate route.

Mr. Totty asked if parking limits were enforced. This is a police issue.

Mr. Johnson and Mr. Totty have both timed the traffic signals at Pottenger and Kennedy at Kickapoo Spur and have agreed that the timing of the lights are too short. Keith Mangus will check on these.

Mr. Johnson asked if there were plans for a battery backup system for traffic lights. Keith Mangus explained that we have some signals that have the battery backups but that it was not something that we were putting on all of the lights at this time.

Mr. Taffe notified the staff that EB signals are out at 45th & Kickapoo. Keith Mangus will check on these.

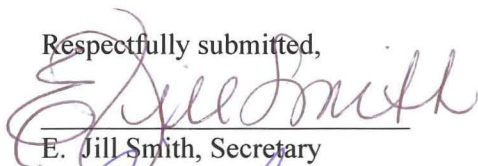
Mr. Taffe also notified staff that a "subject to flood" sign is down and Keith will check on this as well.

Mr. Johnson asked that the Traffic Commission minutes be posted online like those of some of the other commission meetings. Jill Smith will email the IT director about this.

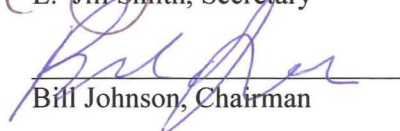
There being no further business to come before the Traffic Commission, a motion was made by Cody, seconded by Ardrey recommending the meeting be adjourned. Motion carried.

Aye: Cody, Ardrey, Johnson, Taffe, Totty
Nay: None

Respectfully submitted,



E. Jill Smith, Secretary



Bill Johnson, Chairman

Minutes

Sister Cities Council April 12, 2011 at 7:00 PM Commission Chambers at City Hall Shawnee, Oklahoma

Chair Skip Gore presided and called the meeting to order at 7:05pm declaring a quorum of members present.

Officers Present:

Skip Gore
Shana Hibler
David Hibler

Chair
Treasurer
Secretary

Members Present:

Stephen Foster
Marsha Gore
Taren Taylor
Pam Hamman

Invocation was given by Shana Hibler.

The Flag Salute was given by Skip Gore.

Agenda Item 1

Consider minutes of March 8, 2011.

Discussion:

None

Motion:

Approve the minutes of March 8, 2011 as printed.

Motion Made By:

Marsha Gore

Motion Seconded By:

Shana Hibler

Motion Results:

Carried

Aye: 7

Nay: 0

Agenda Item 2**Consider treasurer's report for the month of March 2011.**

Discussion: Shana reported that the transfers had not been made from the City of Shawnee. The balance in our account is currently \$8,235.85, the same as it was at the end of January. The balance as CFO is \$1,470.23.

Motion: Approve the financial reports for the month of March 2011.

Motion Made By: Skip Gore

Motion Seconded By: Marsha Gore

Motion Results: Carried

Aye: 7

Nay: 0

Agenda Item 3**Acknowledge Correspondence.**

The Council considered and acknowledged the following correspondence: (All correspondence between the sister cities is by e-mail unless otherwise noted.)

- March 28, 2011 from Yoshihito Sato to David Hibler discussing the situation in Nikaho and asking for clarification on the dates of the delegation trips.
- April 7, 2011 from David Hibler to Yoshihito Sato informing Yoshi that the delegates and their parents had decided to have the Shawnee delegation visit in 2012 instead of coming this year due to the earthquakes and after effects.

Agenda Item 4**Discuss the Shawnee Delegation to visit Nikaho.**

Discussion: After discussion the effects of the earthquakes and tsunamis on the nation of Japan, the parents of the delegates requested that the delegates not go to Nikaho this year, but instead be allowed to travel next year. They will still participate in the fundraisers and other activities, but will travel with the 2012 delegation next year.

Agenda Item 5**Consider the dates for the Nikaho Delegation to visit Shawnee.**

Discussion: The Japanese have suggested October 20 – 26 for the Nikaho Delegation to visit. Based on current discussions, that would be during fall break and there is a chance we might not be able to have them visit one of the schools on Monday. Yoshi indicated

that this date was unable to be changed due to the schedules of the students in Nikaho.

Agenda Item 6

Discuss the International Dinner.

Discussion:

We have obtained food from several businesses including Billy Boys, Abuelitas, and Maple Garden. Taren Taylor has a list of everyone that is bringing food and what items they are planning to bring. Everything is ready and prepared from a student perspective.

Agenda Item 7

Discuss Other Possible Fundraisers.

Discussion:

Shana Hibler discussed selling “stock” for the kids to raise money and then come to a dinner or event after the kids get back from Japan.

Agenda Item 8

Committee Reports

Taren Taylor has had two meetings. They both went well and the kids are quick learners. The kids have decided on their t-shirts and those should be in on Wednesday. They are going to help at Arts Trek (Origami). Their next meeting is May 15th.

Agenda Item 9

Public Comments

There were no public comments.

Agenda Item 10

New Business

There was no new business to discuss.

Agenda Item 11

Consider the adult delegation that will travel to Nikaho City.

Discussion:

Given the situation with this year’s delegation, this is no longer an issue.

Agenda Item 12

Adjournment

Discussion:

None

Motion:

To adjourn the meeting at 7:42pm since there was no other business to discuss.

Motion Made By:

Shana Hibler

Motion Seconded By:

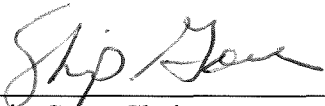
Marsha Gore

Motion Results:

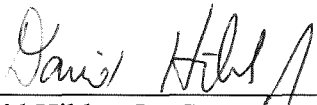
Carried

Aye: 7

Nay: 0



Skip Gore, Chair



David Hibler, Jr., Secretary

Minutes

Sister Cities Council June 23, 2011 at 7:00 PM Commission Chambers at City Hall Shawnee, Oklahoma

Treasurer Shana Hibler presided and called the meeting to order at 7:10pm declaring a quorum of members present.

Officers Present:

Shana Hibler
David Hibler

Treasurer
Secretary

Members Present:

Taren Taylor
Rod Taylor
Cheryl Cowden
Joe Cowden

Guests Present:

Tara Taylor

Invocation was given by Shana Hibler.

The Flag Salute was given by Shana Hibler.

Agenda Item 1

Consider minutes of April 12, 2011.

Discussion:

None

Motion:

Approve the minutes of April 12, 2011 as printed.

Motion Made By:

Rod Taylor

Motion Seconded By:

Shana Hibler

Motion Results:

Carried

Aye: 6

Nay: 0

Agenda Item 2 Consider treasurer's report for the months of April and May 2011.

Discussion: Shana reported that the balance in our account with the City of Shawnee is currently \$9,863.01.

Motion: Approve the financial reports for the month of April and May 2011.

Motion Made By: David Hibler

Motion Seconded By: Rod Taylor

Motion Results: Carried

Aye: 6

Nay: 0

Agenda Item 3 Acknowledge Correspondence.

The Council considered and acknowledged the following correspondence: (All correspondence between the sister cities is by e-mail unless otherwise noted.)

- May 22, 2011 from Yoshihito Sato to David Hibler discussing the situation in Nikaho, asking for clarification on the dates of the delegation trip, and providing two alternative schedules for the Nikaho Delegation visit.

Agenda Item 4 Consider resignation of positions for 2010.

Discussion: Skip Gore submitted his resignation as chair since Marsha Gore had accepted a position elsewhere and they would be moving effective June 30, 2011.

Motion: Accept Skip Gore's resignation effective immediately.

Motion Made By: Joe Cowden

Motion Seconded By: Shana Hibler

Motion Results: Carried

Aye: 6

Nay: 0

Agenda Item 5 Consider the dates for the Nikaho Delegation to visit Shawnee.

Discussion: The Japanese have suggested October 20 – 26 or October 21 – 27 as possible dates for the Nikaho Delegation to visit. It was decided

that the original dates of October 20 – 26 would be fine and David Hibler would inform Yoshi of the council's decision.

Agenda Item 6

Discuss Future Fundraisers.

Discussion:

It was mentioned that doing concessions was not feasible for OSU football games because it would require a commitment to work every weekend, not just a specific weekend. Other possible ideas were to sell candy bars, do a car wash, and the kite festival at St. Gregory's.

Agenda Item 7

Discuss Hosting the Japanese Delegation in October.

Discussion:

Right now, we have Judy Harrell, Joe and Cheryl Cowden, and Pam Hamman as host families. Taren is going to ask this year's delegates about it again to see what commitments will be made.

Agenda Item 8

Committee Reports

Taren Taylor reported that the kids are doing well on learning their Japanese words/phrases and have been practicing their dance.

It was also mentioned that the kids need to put more hours in working on the peace garden to get it ready for the Japanese visit and to keep it looking nice.

Agenda Item 9

Public Comments

Mary Chancellor sent an email to David and Shana Hibler asking if someone could get the Sister Cities decorations and other items from a storage unit she was borrowing. Joe and Cheryl Cowden offered to store the items after they were picked up and looked through.

Agenda Item 10

New Business

There was no new business to discuss.

Agenda Item 11

Adjournment

Discussion:

None

Motion:

To adjourn the meeting at 8:08pm since there was no other business to discuss.

Motion Made By:

Joe Cowden

Motion Seconded By:

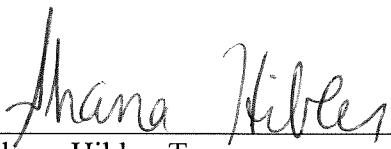
Rod Taylor

Motion Results:

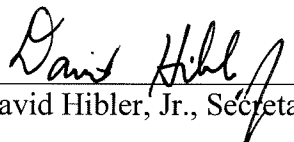
Carried

Aye: 6

Nay: 0



Shana Hibler, Treasurer



David Hibler, Jr., Secretary

Minutes

Sister Cities Council July 26, 2011 at 7:00 PM Grove School Shawnee, Oklahoma

Secretary David Hibler presided and called the meeting to order at 7:14pm declaring a quorum of members present.

Officers Present:

David Hibler

Secretary

Members Present:

Taren Taylor

Rod Taylor

Joe Cowden

Stephen Foster

Mike France

Agenda Item 1

Consider minutes of June 23, 2011.

Discussion:

None

Motion:

Approve the minutes of June 23, 2011 as printed.

Motion Made By:

Joe Cowden

Motion Seconded By:

Rod Taylor

Motion Results:

Carried

Aye: 6

Nay: 0

Agenda Item 2

Consider treasurer's report for the month of June 2011.

Discussion:

David reported that the balance in our account with the City of Shawnee is currently \$11,113.01.

Motion:

Approve the financial reports for the month of June 2011.

Motion Made By: Joe Cowden
Motion Seconded By: Rod Taylor
Motion Results: Carried
Aye: 6
Nay: 0

Agenda Item 3 Acknowledge Correspondence.

The Council considered and acknowledged the following correspondence: (All correspondence between the sister cities is by e-mail unless otherwise noted.)

- June 24, 2011 from Yoshihito Sato to David Hibler discussing the situation in Nikaho, asking for clarification on the dates of the delegation trip.
- June 24, 2011 from David Hibler to Yoshihito Sato discussing the situation in Shawnee and providing clarification on the dates of the delegation trip.

Agenda Item 4 Consider resignation of positions for 2010.

Discussion: Marsha Gore accepted a position elsewhere and would be moving effective June 30, 2011. Laura Hamilton also said she would not be able to go as a teacher delegate due to a new job.

Motion: Accept the resignations of Marsha Gore and Laura Hamilton.
Taren Taylor will serve as the interim Chair for the remainder of 2011.

Motion Made By: Joe Cowden
Motion Seconded By: David Hibler
Motion Results: Carried
Aye: 6
Nay: 0

Agenda Item 5 Discuss Future Fundraisers.

Discussion: Joe Cowden is looking into the possibility of offering his shredding service as a fund raiser. Mike France is going to check on getting a permit to paint addresses on curbs as a fund raiser.

Agenda Item 6 Discuss Hosting the Japanese Delegation in October.

Discussion: We are currently waiting to hear back from Nikaho on the official dates of their visit. Stephen is going to begin enlisting the help of

other members to begin getting ideas for the gifts and getting things lined out.

Agenda Item 7

Committee Reports

Taren Taylor reported that the kids had recently spent an evening cleaning up the Peace Garden and their next meeting was Sunday at the library. They are doing well on their language learning.

Agenda Item 8

Public Comments

There were no public comments.

Agenda Item 9

New Business

There was no new business to discuss.

Agenda Item 10

Adjournment

Discussion:

None

Motion:

To adjourn the meeting at 8:23pm since there was no other business to discuss.

Motion Made By:

Joe Cowden

Motion Seconded By:

Rod Taylor

Motion Results:

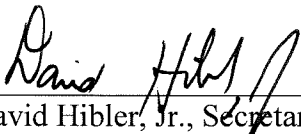
Carried

Aye: 6

Nay: 0



Taren Taylor, Chair



David Hibler, Jr., Secretary

Mayor
LINDA PETERSON



The City of Shawnee
PO Box 1448
Shawnee Oklahoma 74802-1448
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www.ShawneeOK.org

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

Minutes
Shawnee Beautification Committee
July 14, 2011

The Shawnee Beautification Committee met in the EOC Room

The meeting was called to order at 4:08 pm

Roll Call was taken showing the following members present:

Chairman	Vacant
Member	Janet Turner
Member	Robert Cash
Member	Tom Terry
Member	Nancy Ford

James Bryce, Director of Operations
Justin Erickson, Planning and Code Enforcement Director

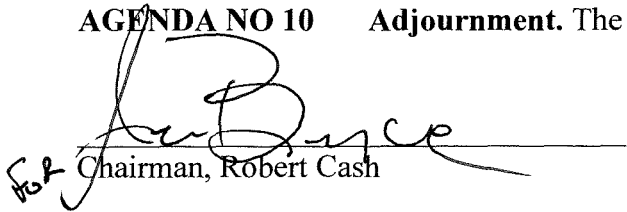
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- | | |
|--------------------|--|
| AGENDA NO 2 | Roll Call and Declaration of a Quorum. Roll was called and a quorum was declared. |
| AGENDA NO 3 | Approved Minutes for May 2011. The minutes for June 2011 were approved with a motion made by Tom Terry and 2 nd by Robert Cash. The motion carried unanimously. |
| AGENDA NO 4 | Welcome Robert Cash back to the Beautification Committee. Robert Cash was welcomed back to the Beautification Committee. |
| AGENDA NO 5 | Discussion and Possible Action on New Chairperson. Robert Cash was reappointed as Chairman. The motion carried unanimously. |
| AGENDA NO 6 | Discussion on Hwy 18 & Harrison Median Project. (James Bryce) Discussion on what the project will consist of and how it will look when it is finished. Justin Erickson advised further plans would be discussed at the next Commission Meeting in August. |
| AGENDA NO 7 | Discussion of Draft Letter to Central Disposal. The letter was read and a few minor changes were suggested. The group agreed to add a list of the Beautification Committee members to the letter. Nancy Ford made the motion for approval and 2 nd by Tom Terry. |
| AGENDA NO 8 | Old Business. Janet Turner requested another update on the cleaning of the property at I-40 and Harrison on the southwest corner. Update will be given at next meeting. |

AGENDA NO 9

New Business. Discussion on the Student Committee at OBU. Update will be given at next meeting. Justin Erickson suggested discussion of the streetscape to be added to the agenda for the next meeting.

AGENDA NO 10

Adjournment. The meeting adjourned unanimously at 4:35 pm.


Chairman, Robert Cash

8-11-2011
Date

A Meeting of the Shawnee
Civic and Cultural Development Authority
June 16, 2011
12:30 P.M.
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for their regular meeting Thursday, June 16, 2011 at 12:30 PM at Heart of Oklahoma Exposition Center, pursuant to notice duly posted as prescribed by law. Notice was filed at City Hall on 05/10/2011 at 10:15 AM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 12:30 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

TRUSTEES PRESENT: Mr. Karl Kozel
 Mr. Jim Lowe
 Mr. Carl Packwood
 Mr. Lance Wortham
 Mr. Brian McDougal

TRUSTEES ABSENT: Mr. Casey Bell
 Mr. Randy Gilbert (late arrival)

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

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Approval of minutes of Regular
Meeting of May 19 2011

The motion made by Trustee Packwood, seconded by Trustee Wortham that the minutes of the regular meeting of May 2011 are approved. Motion carried.

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

AGENDA ITEM NO. 6

Approval of Monthly Financial Report for
May 2011.

The motion made by Trustee Wortham, seconded by Trustee Packwood to approve the monthly financial report for May 2011. Motion carried.

AYE: Lowe, Packwood, Wortham, McDougal Kozel
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 7Approval of Claims for the
General Account.

A.	Shawnee Office Systems Equipment Maintenance	\$177.81
B.	AT&T Mobility Monthly Utility	\$47.35
C.	Bankers Credit Card Services Monthly Payment	\$209.47
D.	Bankers Credit Card Services Monthly Payment	\$95.23
E.	ONG Monthly Utilities (correcting last months bill)	\$1,027.59
F.	OG&E Monthly Utilities	\$8,459.94
G.	Tennant Equipment Maintenance	\$148.50
H.	Personal Plumbing Building Maintenance	\$1,806.21
I.	OneOK Monthly Utilities	\$186.06
J.	Vision Bank Loan Payment	\$576.98
K.	INS Computer Maintenance	\$666.28
L.	Grimsley's Supplies	\$1,483.05
M.	Express Services Inc Temp Labor	\$1,161.00
N.	Droffats Inc Catering Money Due	\$491.82
O.	Pitney Bowes Postage Meter	\$319.99
P.	Pott Co Junior Livestock Luncheon Fees	\$7.00
Q.	Back 40 Web Hosting	\$50.00
R.	Cintas Uniform Services	\$197.00
S.	Thyssenkrupp Elevator Grounds Maintenance	\$282.00

T.	Hunzicker Brothers Equipment Maintenance	\$259.56
U.	Sparks Heat & Air Equipment Maintenance	\$1795.00
V.	Shawnee Milling Company Grounds Maintenance	\$282.00
W.	RBC Agency Insurance Fees	\$6,116.28
X.	Ok Tax Commission Special Events IFYR	\$706.69
Y.	Natural Water Co Bottled Water	\$228.12
Z.	Fuelman Monthly Utilities	\$1620.40
AA.	Express Service Inc Temp Labor	\$777.60
BB.	Droffats Inc Catering Money Due	\$1843.28
CC.	County Wide News Advertising	\$650.00
DD.	Clemence Tire Equipment Maintenance	\$531.90
EE.	City of Shawnee Surcharge	\$407.00
FF.	City of Shawnee Water	\$391.62
GG.	Chuck Jones SAND	\$625.00
HH.	Automatic Fire Control Equipment Maintenance	\$226.32
II.	AT&T Monthly Utilities	\$1275.10
JJ.	Environmental Fire Control Bldg. Maintenance	\$2,960.00
KK.	NAPA Equipment Maintenance	\$ 88.27

ADD-ON'S

GENERAL ACCOUNT:

A.	Natural Water Company Product	\$1,365.12
B.	John Deere Financial Bldg & Grnds Maintenance	\$469.64
C.	Sparks Bldg Maintenance	\$157.50
D.	Arvest Equipment Finance Vehicle Payment	\$502.69
E.	Stuart & Clover Legal Fees	\$394.63
F.	Personal Plumbing Equipment Maintenance	\$121.50
G.	Buford Whites Lumber Bldg & Grnds Maintenance	\$20.47
H.	Bradford Industrial Supply Equipment Maintenance	\$19.61
I.	Sparks Heat and Air Equipment Maintenance	\$130.00
J.	Grimsley's Supplies	\$1003.37

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

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

AGENDA ITEM NO. 8

Approval of claims for the Special Account.

- | | | |
|----|---|----------|
| A. | Bankers Credit Card Services
IFYR 2011 | \$616.18 |
| B. | HoofBeat Express
IFYR 2011 | \$400.00 |
| C. | Cowboy Times
IFYR 2011 | \$527.25 |
| D. | MidWest Roping News
IFYR 2011 | \$500.00 |

Add On's

- | | | |
|----|---|-----------|
| A. | Michael McCormick
Media Director IFYR 2011 | \$ 300.00 |
| B. | U-Line
IFYR 2011 | \$510.99 |

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

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

AGENDA ITEM NO 9

Approval of claims for the Shavings Account.

- | | | |
|----|------------------------|-----------|
| A. | XYLO of OK
Shavings | \$3780.00 |
|----|------------------------|-----------|

AGENDA ITEM NO.10

AUDIT Presentation by Chuck Crooks CBEW-

AGENDA ITEM NO.11

Discussion Consideration and Possible Action to purchase a tractor-

The motion made by Trustee Gilbert, seconded by Trustee Lowe to approve purchase of tractor from Grissom-
Motion carried.

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

AGENDA ITEM NO.12

Discussion Consideration and Possible Action on
financing for the tractor purchase-

The motion made by Trustee Lowe, seconded by Trustee Wortham to approve financing of tractor with the Vision Bank package- Motion carried.

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

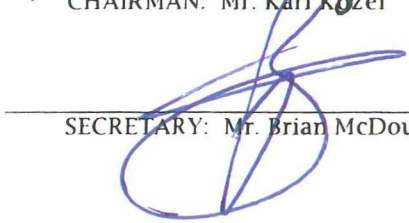
AGENDA ITEM NO. 19

Adjournment

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

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


CHAIRMAN: Mr. Karl Kozel


SECRETARY: Mr. Brian McDougal

A Meeting of the Shawnee
Civic and Cultural Development Authority
July 21 , 2011
12:30 P.M.
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for their regular meeting Thursday, July 21, 2011 at 12:30 PM at Heart of Oklahoma Exposition Center, pursuant to notice duly posted as prescribed by law. Notice was filed at City Hall on 07/14/2011 at 3:00 PM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 12:30 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

TRUSTEES PRESENT: Mr. Karl Kozel
 Mr. Jim Lowe
 Mr. Carl Packwood
 Mr. Lance Wortham
 Mr. Casey Bell
 Mr. Randy Gilbert

TRUSTEES ABSENT: Mr. Brian McDougal

Also in attendance: Michael Jackson, Operations Manager; Stephanie Meiler, Administrative Assistant, Mike Clover, Stuart & Clover, Beverly Ledbetter of Great Plains Graphics, Mike McCormick of the Shawnee News Star and Chris Dunlap, Expo Superintendent.

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Approval of minutes of Regular
Meeting of June 16 2011

The motion made by Trustee Lowe, seconded by Trustee Packwood that the minutes of the regular meeting of June 16, 2011 are approved. Motion carried.

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

AGENDA ITEM NO. 6

Approval of Monthly Financial Report for
July 2011.

The motion made by Trustee Packwood, seconded by Trustee Bell to approve the monthly financial report for July 2011. Motion carried.

AYE: Gilbert, Bell, Lowe, Packwood, Wortham, Kozel
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 7Approval of Claims for the
General Account.

A.	Lowe's Grounds Maintenance	\$733.07
B.	Finley & Cook Accounting Services	\$190.00
C.	Express Services Temp Labor	\$459.00
D.	Back 40 Web Hosting	\$50.00
E.	Shawnee Lighting Grounds Maintenance	\$72.84
F.	Locke Supply Grounds Maintenance	\$133.33
G.	A-1 Rooter Services Grounds Maintenance	\$1,101.64
H.	Personal Plumbing Grounds Improvements	\$2,959.00
I.	Oklahoma Natural Gas Grounds Maintenance	\$654.96
J.	Oklahoma Natural Gas Grounds Maintenance	\$298.00
K.	Pitney Bowes Postage Meter	\$153.00
L.	OneOK Monthly Utilities	\$258.10
M.	Sparks Heat & Air Bldg Maintenance	\$1,891.95
N.	Bankers Credit Card Services Monthly Payments	\$286.61
O.	Titan Security Security	\$345.00
P.	OG&E Monthly Utilities	\$ 7,543.61
Q.	AT&T Mobility Monthly Utilities	\$47.23
R.	INS Computer Services	\$666.28
S.	Vision Bank Monthly Payment	\$576.98

T.	DROFFATS inc. Catering Money Due	\$1,316.62
U.	Oklahoma Tax Commission Taxes Due	\$509.20
V.	DROFFATS Inc. Catering Money Due	\$978.98
W.	City of Shawnee Surcharge \$	\$116.00
X.	ONG Monthly Utilities	\$246.71
Y.	Fuelman Monthly Utilities	\$2,448.97
Z.	Preferred Material Handling Bldg Maintenance	\$91.79
AA.	Winkler Door Company Bldg Maintenance	\$206.00
BB.	Acme Glass Bldg Maintenance	\$299.50
CC.	Finley & Cook Accounting Services	\$1,021.25
DD.	AT&T Monthly Utilities	\$1,108.25
EE.	Chuck Jones Grnds Maintenance	\$250.00
FF.	Yorts Shawnee Alternator Equipment Maintenance	\$28.00
GG.	Clemence Tire Equipment Maintenance	\$323.95
HH.	Shawnee Office Systems Equipment Maintenance	\$71.94
II.	NAPA Equipment Maintenance	\$212.19
JJ.	Sparks Heat & Air Equipment Maintenance	\$742.75
KK.	Arvest Payment	\$502.69
LL.	Armstrong Bldg Maintenance	\$125.00
MM.	John Deer Financial Monthly Payment	\$381.40

NN.	Back 40 Design Web Hosting	\$50.00
OO.	Stuart & Clover Legal Fees	\$168.75
PP.	Cintas Uniform Costs	\$ 203.17
QQ.	Buford Whites Bldg & Grnds Maintenance	\$377.79
RR.	City of Shawnee- Water Monthly Utilities	\$265.08

The motion made by Trustee Wortham, seconded by Trustee Lowe to approve the claims on the General Account with the change being made to item (P) that it was OG&E not ONG as typed- . Motion carried.

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

AGENDA ITEM NO. 8

Approval of claims for the Special
Account.

A.	Clear Channel Media IFYR 2011	\$15,000.00
B.	Gilbert & Sons Trucking IFYR 2011	\$2,898.75
C.	DEMCO IFYR 2011	\$125.00
D.	DJ Reveal IFYR 2011	\$423.66
E.	WestCo Laminator IFYR 2011	\$216.00
F.	ALPS IFYR 2011	\$224.07
G.	The Masters Restaurant IFYR 2011	\$300.00
H.	JT Nuckols IFYR 2011	\$30,912.00
I.	Steve Ratchford IFYR 2011	\$1,100.00
J.	Chad Dowdy IFYR 2011	\$1,800.00
K.	Lee Hibler IFYR 2011	\$1,000.00

L.	Lyndia Chaffin IFYR 2011	\$1,100.00
M.	Twister Saddles IFYR 2011	\$6,250.00
N.	Benny Jordan IFYR 2011	\$1,800.00
O.	Carissa Stewart IFYR 2011	\$2,100.00
P.	Nicolaus & Associates IFYR 2011	\$1,200.00
Q.	Stan Williamson IFYR 2011	\$9,000.00
R.	Charlotte Janes IFYR 2011	\$1,100.00
S.	Tecumseh 4H & FFA Boosters IFYR 2011	\$3,000.00
T.	Cheryl Kreder IFYR 2011	\$1,100.00
U.	Clayton Macom IFYR 2011	\$1,100.00
V.	Danna Gann IFYR 2011	\$2,100.00
W.	Fred Kreder IFYR 2011	\$1,800.00
X.	Joe Waller IFYR 2011	\$4,400.00
Y.	Jody Wright IFYR 2011	\$1,100.00
Z.	Josh Crager IFYR 2011	\$1,800.00
AA.	New Hope Baptist Church IFYR 2011	\$3,500.00
BB.	Ronnie Barnett IFYR 2011	\$1,100.00
CC.	Terry Tate IFYR 2011	\$1,100.00
DD.	Rick Chaffin IFYR 2011	\$1,100.00
EE.	Loryn Piersol IFYR 2011	\$330.00

FF.	Ted Dunn IFYR 2011	\$1,100.00
GG.	Tim Fuller IFYR 2011	\$1,900.00
HH.	Monty Stueve IFYR 2011	\$1,900.00
II.	Rob Gann IFYR 2011	\$1,800.00
JJ.	Mary Ann Barnett IFYR 2011	\$1,100.00
KK.	Sherry Sumner IFYR 2011	\$1,100.00
LL.	MidWest Lighting IFYR 2011	\$6,450.00
MM.	Matt Beauford IFYR 2011	\$500.00
NN.	Phil Sumner IFYR 2011	\$32,500.00
OO.	Titan Security IFYR 2011	\$21,240.00
PP.	Tory & Tyler Wade IFYR 2011	\$190.00
QQ.	Flora Photography IFYR 2011	\$42.00
RR.	Justin Laird IFYR 2011	\$400.00
SS.	Celebrations Entertainment IFYR 2011	\$1,280.00
TT.	Xylo of OK IFYR 2011	\$9,720.00
UU.	Natural Water Company IFYR 2011	\$616.92
VV.	RBC Agency IFYR 2011	\$3,498.00
WW.	Lee Woodside IFYR 2011	\$790.00
XX.	BancFirst IFYR 2011	\$1,000.00
YY.	Gilbert & Sons Trucking IFYR 2011	\$1,143.75

ZZ.	Bo Newsome Productions IFYR 2011	\$350.00
aa.	KIRC IFYR 2011	\$1,200.00
bb.	Uline IFYR 2011	\$1,670.48
cc.	DEMCO Printing IFYR 2011	\$501.58
dd.	DOOMS Productions IFYR 2011	\$5,000.00
ee.	County Wide News IFYR 2011	\$1,150.00
ff.	Sign Factory IFYR 2011	\$1,280.30
gg.	Express Service IFYR 2011	\$9,296.10
hh.	ALPS IFYR 2011	\$57.08
ii.	REACT IFYR 2011	\$2,750.00
jj.	Layers Media IFYR 2011	\$425.00
kk.	OneLink Wireless IFYR 2011	\$3,197.50
ll.	Great Plains Graphics IFYR 2011	\$3,523.75
mm.	Charley's Golf Carts IFYR 2011	\$13,726.00
nn.	Grimsley's IFYR 2011	\$3,171.27
oo.	Chad Self IFYR 2011	\$3,300.00
pp.	LaQuinta Inn & Suites IFYR 2011	\$1,394.92
qq.	Kozel Farms IFYR 2011	\$4,960.00

IFYR 2011 Special Account Add On's

A.	Natural Water Company IFYR 2011	\$902.88
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The motion made by Trustee Packwood, seconded by Trustee Wortham to approve the claims on the Special Account. Motion carried.

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

AGENDA ITEM NO 9

Approval of claims for the Shavings Account.

A. Brown & Sons Towing \$280.00
Towing for Trash Truck

The motion made by Trustee Lowe, seconded by Trustee Wortham to approve the claims on the Shavings Account. Motion carried.

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

AGENDA ITEM NO.10

IFYR Up-Date & Presentation of \$ due to SC&CDA by Great Plains Graphics from IFYR 2011 Soft Goods Services- Proposal of on-line store was made to sell IFYR merchandise by Great Plains Year Round on IFYR web page- Beverly Ledbetter asked for a Contract to be discussed and negotiated at next meeting (August)

AGENDA ITEM NO.11

Committee Reports

AGENDA ITEM NO.12

Administrative Reports

AGENDA ITEM NO.13

Old Business

AGENDA ITEM NO. 14

New Business

AGENDA ITEM NO. 15

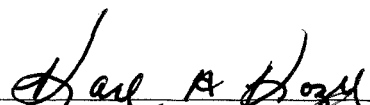
Public & Trustee Coments

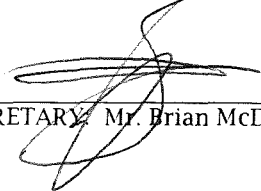
AGENDA ITEM NO. 16

Adjournment

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

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


CHAIRMAN: Mr. Karl Kozel


SECRETARY: Mr. Brian McDougal

8/03/2011 10:42 AM
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L I C E N S E P A Y M E N T R E P O R T
SORTED BY: CODE

PAGE:
PAYMENT DATES: 7/01/2011 TO 7/31/2011

** FEE CODE TOTALS **

		===== PAYMENT DISTRIBUTION =====			
FEE CODE	DESCRIPTION	FEE	PENALTY	TAX	INTEREST
ALARM	BURGLAR/FIRE ALARM LICENSE	10	250.00CR		250.00
AUCD	AUCTION LICENSE FEE ONE DAY	1	10.00CR		10.00
BEER1	BEER CONSUMPTION ON PREMISE	14	280.00CR		280.00
BEER2	BEER PACKAGE FEE	26	260.00CR		260.00
BEERWINER	BEER AND WINE RENEWAL	1	450.00CR		450.00
BOATREG	BOAT REGULAR PERMIT	74	1,924.00CR		1,924.00
CONCE	CONCESSION STAND EVENT FEE	1	7.50CR		7.50
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR		75.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	2	200.00CR		200.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	5	375.00CR		375.00
FISHANNUAL	FISHING ANNUAL FEE	15	225.00CR		225.00
IMERC	ITINERANT MERCHANT FEE	1	50.00CR		50.00
LAKE-IN	LAKE LEASE CITY RESIDENT	6	1,200.00CR		1,200.00
LAKE-OUT	LAKE LEASE NON RESIDENT	8	3,200.00CR		3,200.00
LAKELEASE	LAKE LEASE	7	4,284.00CR		4,284.00
LAKEXFER	LAKE LEASE TRANSFER FEE	4	4,000.00CR		4,000.00
MECH1	MECHANICAL CONTRACTOR INITIAL	3	300.00CR		300.00
MECH2	MECHANICAL CONTRACTOR RENEW	7	525.00CR		525.00
MIXER	MIXED BEVERAGE RENEWAL	2	1,800.00CR		1,800.00
NSF	RETURNED CHECK FEE	1	20.00CR		20.00
PLUM1	PLUMBING CONTRACTOR INITIAL	2	200.00CR		200.00
PLUM2	PLUMBING CONTRACTOR RENEW	4	300.00CR		300.00
RESAL	RESIDENTIAL SALE	109	1,086.00CR		1,086.00
SIGN	SIGN HANGERS LICENSE FEE	1	75.00CR		75.00
SOLIC	SOLICITOR ANNUAL LICENSE	1	50.00CR		50.00
STORM	STORM CELLAR LICENSE FEE	1	75.00CR		75.00
TOTAL			21,221.50CR		21,221.50

08/11/2011 10:26 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE: 5

PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2011 TO 7/31/2011
SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	6,516.71CR
B2-ADD	BUILDING CONSTRUCTION ADD	144.50CR
B3-REMODEL	BUILDING CONSTRUCTION REM	2,446.75CR
B4-OTHER	BUILDING CAPORT/SHELTER	442.00CR
E2-ADD	ELECTRICAL ADDITION	44.50CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	372.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,358.00CR
P2-ADD	PLUMBING ADDITION	309.00CR
P3-REMODEL	PLUMBING REMODEL	563.50CR
P4-WELL	WELL PERMIT	200.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	25.00CR
X-DEMO	DEMOLITION PERMIT	150.00CR
X-SIGN	SIGN PERMIT	425.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	34.50CR
Z-OCCUP	OCCUPANCY PERMIT	250.00CR
TOTAL		13,281.96CR

08/11/2011 10:26 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE: 7
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2011 TO 7/31/2011
SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	364.00CR
001-4202	BUILDING PERMITS	8,087.46CR
001-4203	PLUMBING PERMITS	1,260.00CR
001-4204	ELECTRICAL PERMITS	345.00CR
001-4206	HEATING & A/C PERMITS	1,250.00CR
001-4249	OTHER PERMITS	855.00CR
001-4822	OTHER MISC. REVENUE	45.50CR
101-4249	OTHER PERMITS	25.00CR
501-4510	WATER TAPS	1,050.00CR
799-1023	BANCFIRST GENERAL	13,281.96

Regular Board of Commissioners

2. d.

Meeting Date: 09/06/2011

Lake Lease Renewals

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Renewals:

Renewal:

- Lot 19 Johnston Tract, 16602 Stevens Rd
J Barrett

- Lot 1 & 2 Eckel Tract, 15306 Eckel Rd
J Inda and P Inda

Attachments

Lake Lot Renewals



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

SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS

Date	08/30/11	License No. #010347
Type	☒ Renewal	☐ Transfer (Fee: \$1,000)
Commission Meeting Date	09/06/11	
Property Address	16602 STEVENS RD	
Lake Site Location	LOT 19 JOHNSTON TRACT	
Lease Dates	09/16/2011 – 09/16/2041	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	JOHN BARRETT	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: N/A)	
DEQ Report on File	☐ Yes ☒ No	
Type of Septic System	☐ Conventional ☐ Aerobic	
Last Inspected/Pumped		
Misc. Comments	VACANT LOT-NO SEPTIC ON PROPERTY	
	Total Charges Paid: \$612.00	



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

**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS**

Date	8/30/11	License No. #010169
Type	☒ Renewal	☐ Transfer (Fee: \$1,000)
Commission Meeting Date	09/06/11	
Property Address	15306 ECKEL RD	
Lake Site Location	LOT 1 & 2 ECKEL TRACT	
Lease Dates	08/19/2011 – 08/19/2041	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	JOHN & PHYLLIS INDA	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) (if applicable)		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: 08/09/12)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	08/09/07	
Misc. Comments		
Total Charges Paid: \$612.00		

Regular Board of Commissioners

2. e.

Meeting Date: 09/06/2011

OTC Agreement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Approve agreement with the Oklahoma Tax Commission for Administration of the City of Shawnee Sales and Use Tax Ordinances. (*Deferred from the August 15, 2011 meeting*)

Attachments

OTC Agreement



OKLAHOMA TAX COMMISSION

August 1, 2011

To Whom It May Concern:

Please be advised that, after numerous discussions between the Oklahoma Municipal League Liaison Board and the Tax Commission, the parties have agreed to the terms of the new sales and use tax administration agreement. The new agreement, once executed, will replace the separate sales and use tax agreements currently in effect. Please be advised that the existing agreements remain in effect until the new agreement is completed

The new agreement can be found on the Tax Commission home page at www.tax.ok.gov under the Top Downlinks tab. Please print two original copies of the agreement, complete all blanks on pages of the agreement and have the proper officials' sign on the lines designated. Also, affix the corporate seal.

Upon completion, send both copies of the agreement to this Division, for acceptance and approval by the Tax Commission. One fully executed copy the agreement will be returned to you for your files. Please mail to:

Oklahoma Tax Commission
Attn: Dave Francis, TPA
PO Box 269057
Oklahoma City, Ok 73126-9057

We request that you give this matter your immediate attention. If you have any questions, please feel free to contact this office at the address below or at (405) 522-6600.

Sincerely,

OKLAHOMA TAX COMMISSION

Dave Francis, City/County Coordinator
Taxpayer Assistance Division
(405) 522-6600
dfrancis@oktax.state.ok.us

**AGREEMENT FOR ADMINISTRATION
OF THE SALES AND USE TAX ORDINANCES
OF THE CITY/TOWN OF**

Shawnee

THIS AGREEMENT is entered into this ____ day of _____, ____ pursuant to the provisions of Sections 2701 et seq. of Title 68 of the Oklahoma Statutes, between the Oklahoma Tax Commission, hereinafter referred to as "Commission," and the City/Town of _____, Oklahoma, hereinafter referred to as "Municipality," for the administration of effective sales and use tax ordinances on file with the Commission hereinafter referred to as "Ordinances," levying a municipal sales or use tax of three percent (3%) upon sales within or outside of the Municipality.

1. This Agreement is based upon the Ordinances for the collection of sales and uses taxes by the Municipality, certified copies of which are attached hereto and made a part hereof. The Municipality may, at any time and from time to time, amend or repeal the Ordinances and, to the extent that the Municipality amends or repeals the Ordinances, the Municipality shall promptly provide the Commission with a certified copy of the ordinance effecting such amendment or such repeal.

An increase or a decrease in the municipal sales or use tax rate shall become effective only on the first day of a calendar quarter. Provided, however, the sales and use tax rates levied by the Municipality if the Municipality levies both a sales and use tax, must be identical. The Municipality shall notify the Commission of an increase or a decrease at least seventy-five (75) days prior to the close of the current calendar quarter and shall provide the Commission with a certified copy of the ordinance affecting such increase or such decrease.

2. A. The Commission shall administer and shall enforce the Ordinances and shall collect the municipal sales and use tax, and the interest and penalties with respect thereto, as provided in the Ordinances and as herein provided. It is recognized and acknowledged that:

(a) the Ordinances levy municipal sales tax upon all sales within the Municipality as authorized by Section 2701 of Title 68 of the Oklahoma Statutes; and

(b) the term "sale" as used in the Ordinances has the same meaning as the term "sale" has in the Oklahoma Sales Tax Code; and

(c) the Ordinances levy municipal use tax upon all transactions within or without the Municipality as authorized by Sections 1411 of Title 68 of the Oklahoma Statutes; and

(d) the term “use” as used in the Ordinances have the same meaning as the term “use” has in the Oklahoma Use Tax Code.

To facilitate such administration, such collection and such enforcement of local taxes, the Commission shall designate a Local Tax Coordinator of the Commission who shall be generally responsible for matters related to the collection of local taxes and, with respect to such matters, shall directly advise the Administrator of the Commission. The duties which may be performed by the Local Tax Coordinator and/or other employees of the Commission under his or her supervision, shall include, without limitation,

(a) acting as liaison between the Commission and municipalities with respect to the administration, the collection and the enforcement of local taxes,

(b) addressing concerns of the Commission and/or taxpayers with respect to the administration, the collection and the enforcement of municipal taxes by municipalities,

(c) consulting with municipalities concerns and trends with respect to local taxes,

(d) coordinating collection and enforcement actions by the Commission and municipalities with respect to local taxes,

(e) coordinating the provision by the Commission to municipalities of information and

(f) providing educational and other support to municipalities in their collection and enforcement efforts.

In making decisions with respect to the administration of local taxes, the Commission will consider the view expressed by the Municipality.

The Municipality shall not request that the Local Tax Coordinator perform any duties which are the sole responsibility of the Municipality.

B. The implementation plan adopted pursuant to subsection 4 of subsection E of Section 2702 of Title 68 of the Oklahoma Statutes shall be incorporated into the collection agreement entered into by Municipality and Commission pursuant to subsection E of section 2702 of Title 68 of the Oklahoma Statues, as if fully set forth therein.

3. The method of computing sales tax to be used by vendors in collecting both state and municipal sales tax, is prescribed in Section 1362 of the Oklahoma Sales Tax Code. The method of computing use tax to be used by vendors in collecting both state and municipal use tax, is prescribed in Section 1401 of the Oklahoma Use Tax Code.

4. The discount (deduction) allowed to vendors in Section 1367.1 of the Oklahoma Sales Tax Code shall be applicable to both state and local sales tax remittances. Monetary allowances provided for in 68 O.S. § 1354.31 shall also be applicable to both state and local sales tax remittances. The discount (deduction) allowed to vendors in Section 1410.1 of the Oklahoma Use Tax Code shall be applicable to both state and local use tax remittances. Monetary allowances provided for in 68 O.S. § 1354.31 shall also be applicable to both state and local use tax remittances.

5. The Commission shall retain, as its sole compensation for its services rendered hereunder, an amount equal to the applicable percentage of the amount of the municipal sales or use taxes, and the interest and penalties with respect thereto, collected by the Commission hereunder. The applicable percentage is set forth in Exhibit A as incorporated herein.

6. Except as otherwise provided herein, the Commission shall give no preference in applying an amount received for state, municipal and county sales or use taxes owed by a taxpayer to the extent that such amount is less than the aggregate state, municipal and county sales or use tax liability of the taxpayer. Any such amount shall be applied pro rata to the satisfaction of the claims of the Commission, the claims of the Municipality and the claims of other municipalities and counties based on the portions of the aggregate state, municipal and county sales or use tax liability of the taxpayer represented by their respective claims.

7. The municipal sales or use tax received and collected by the Commission pursuant to this Agreement shall be deposited in the State Treasury as required by law. The Commission shall use its best efforts to cause to be paid to the Municipality no later than the tenth day of each calendar month all municipal sales and use tax, and the interest and the penalties with respect thereto, received and collected by the Commission during the immediately preceding calendar month, less any amount withheld by the Commission under Paragraph 5 and less any amounts deducted by the Commission in connection with refunds hereunder.

8. The Commission shall require reports of municipal sales and use tax from vendors, shall maintain records of reports by, and receipts and collections from vendors, and shall maintain the records in such a manner that the total amount due the Municipality each month can be determined by the Commission and can be verified by the Municipality. The requirement for the Commission to maintain its records in a verifiable form is intended to require the Commission to maintain its records in a form capable of producing reports that can be electronically downloaded into, at a minimum,

an excel spreadsheet or its equivalent; the Commission will use a form which is capable of being understood by a person reviewing such records. The Commission shall transmit to the Municipality a monthly statement of the municipal sales and use tax, and interest and penalties with respect thereto, received and collected by the Commission during the immediately preceding calendar month, the amounts, if any, refunded by the Commission to taxpayers during the immediately, preceding calendar month and the amount withheld by the Commission under Paragraph 5.

9. In the event a vendor remits sales or use tax due but fails to submit city attachments, or submits a report from which the sales or use tax due Municipality cannot be determined, the Commission will allocate to Municipality such sales or use tax received pro rata based on the vendor's percentage allocation for the most recent report filed or, if no report has been filed, according to the best information available to the Commission. Such amount, and any interest and penalty as provided in Section 217 of Title 68 of the Oklahoma Statutes with respect thereto, shall be paid to the Municipality in accordance with Paragraph 7. Interest will begin as of the date the vendor remittance is deposited to the State Treasury.

10. The Municipality acknowledges that the Commission is responsible for making refunds to taxpayers of municipal sales and use taxes previously collected by the Commission on behalf of the Municipality. The term "refunds" as used herein shall include payments made pursuant to filed claim for refund(s) or amended return(s) approved by the Commission. The Commission's determination of any taxpayer's liability for sales and use taxes shall be binding as between the Municipality and the taxpayer.

Any refund of municipal sales and use tax previously paid by the Commission to the Municipality shall be paid from subsequent collections of the municipal sales and use tax. Such refund shall be deducted from the collections payable by the Commission to the Municipality in the immediately following calendar month (unless the taxpayer entitled to such refund otherwise agrees).

11. The Commission shall provide notice to the Municipality of any aggregate request for refund or any remittance error of combined state, county and city sales and use tax in the amounts of \$10,000 or more. On or before July 31, 2012, the Commission will review the software capability of providing notice for any aggregate request for refund or remittance error of combined state, county and city sales and use tax in amounts less than \$10,000 and, if the capability is available, will implement it. Notice will be provided within seven (7) business days of the Commission's initial review of a claim for refund, documented as outlined in OAC 710:65-11-1 or upon discovery of a remittance error. Municipality agrees that any amount contained in the notice given pursuant to this section will be considered as advisory only until such time as a final determination has been made by the Commission. Commission, through the Local Tax Coordinator, will notify Municipality at such time the Commission determines the final amount to be refunded pursuant to a claim or remittance error. Any municipal sales or use tax, and/or any interest and penalties with respect thereto, paid under protest by a

taxpayer to the Commission during the immediately preceding calendar month shall be paid by the Commission to the Municipality as part of the payment being made by the Commission to the Municipality. If the protested municipal sales or use tax, interest or penalties are required to be refunded, such amount and any interest required to be paid thereon will be paid out of subsequent collections by the Commission. Such refund shall be deducted from the collections payable by the Commission to the Municipality in the immediately following calendar month (unless the taxpayer entitled to such refund otherwise agrees) subject to the provisions of paragraph 10.

The municipality may request by a blanket advisement to the Commission that it be notified of any hearing wherein the Commission hears a claim for refund of a protest of an assessment. If an affected municipality shall have requested such notice in writing, the Commission shall, at the same time the parties are notified of the scheduled hearing, provide notice to the municipality affected.

12. Simultaneously with the execution and the delivery of this Agreement, the Commission shall, upon written request of the Municipality, provide to the Municipality a full and complete list of the names and the addresses of the persons and the entities which or who report doing business within the boundary of the Municipality during the preceding calendar year in a format as set out in Paragraph 8 of this agreement.

The Commission shall, upon written request of the Municipality, report to the Municipality on a monthly basis all of the following Information:

- (a) additions to, and deletions from, the full and complete list of the names and the addresses of persons and entities which or who report doing business during the preceding calendar year within the boundary of the Municipality;
- (b) a full and complete list of the persons and the entities specified in paragraph 12(a) which or who are more than sixty (60) days delinquent in filing and/or remitting municipal sales and use taxes pursuant to the Ordinances; and
- (c) a full and complete, list of all persons and all entities paying municipal sales and use tax under the Ordinances, and/or interest and penalties with respect thereto, and the amount of such remittances.

The Commission shall, upon written request of the Municipality, report to the Municipality on a quarterly basis all of the following information

- (a) the number of audits completed and assessments determined by the Commission with respect to municipal sales and use taxes, and/or interest and penalties with respect thereto, under the Ordinances during the preceding calendar year; and

(b) the amount of additional municipal sales and use taxes, and/or interest and penalties with respect thereto, under the Ordinances collected by the Commission during the preceding calendar year.

Commission also agrees to provide Municipality reports in addition to those outlined above under the following terms:

(a) The report is requested in writing or via e-mail, outlining the information required and regularity of the report.

(b) The report complies with all terms and statutes outlined within this agreement.

(c) The information requested is available to the Commission.

(d) Commission will be provided a minimum of sixty (60) days to compile new requests unless otherwise agreed.

The Commission shall monitor the administration, the collection and the enforcement of municipal sales and use taxes, and/or interest and penalties with respect thereto, under the Ordinances. The Commission shall provide the Municipality such information as may be requested by the Municipality with respect to any protest or any refund of municipal sales or use taxes levied by the Municipality. The Municipality shall also be entitled to consult with the Commission's legal staff about protests and refunds and, to the extent that a protest or a refund involves one or more hearings, the Municipality shall, through legal counsel or other designated staff employed by the Municipality, be entitled to be present and observe such hearing(s); provided, however, the administrative law judge or the Commission may limit the number of counsel or other designated staff, if any, who may be present to the extent necessary to permit the hearing to be conducted in an orderly fashion and without undue trepidation on the part of the taxpayer.

To the extent that such documents and/or such information relates to municipal sales or use taxes, and/or interest and penalties with respect thereto, and is requested, at any time and from time to time by the Municipality, the Commission shall promptly provide to the Municipality (a) copies of applications for sales tax permits, (b) copies of sales or use tax reports, (c) copies of installment or other payment plans, if any, with taxpayers and (d) other documents and other information.

The Commission shall promptly notify the Municipality of any conduct which the Commission believes might be the basis for a criminal prosecution by the Municipality under the Ordinances and shall provide to the Municipality all of the documents and the information in the possession of the Commission with respect thereto, including, without limitation, the names of employees of the Commission who might be witnesses with respect thereto.

The Municipality acknowledges that Section 205 of Title 68 of the Oklahoma Statutes, which makes the records and the files of the Commission confidential (subject to specified exceptions) and which prohibits disclosure of such records and such files (subject to specified exceptions), includes the Commission's records and files with respect to the receipt and the collection of municipal sales and use tax. Nothing contained herein is intended to require the Commission to disclose to the Municipality any information whose disclosure to the Municipality is prohibited by Section 205.

The Commission acknowledges that (a) Section 205(c)(7) of Title 68 of the Oklahoma Statutes permits the Commission to furnish information disclosed by the records and the files of the Commission to an official person or body of this state who is concerned with the administration or the assessment of certain taxes, such as the Municipality, (b) Section 205(c)(22) of Title 68 permits the disclosure to the governing body or municipal attorney, if so designated by the governing body, of information directly involved in the resolution of issues arising out of the enforcement of a municipal sales and use tax ordinance, such as the Ordinances, pursuant to a municipal tax collection agreement, such as this Agreement, and (c) Section 22-107 of Title 11 of the Oklahoma Statutes and Section 205.1 of Title 68 of the Oklahoma Statutes permits the Commission to release specified information to municipalities.

The Municipality acknowledges that Section 205 of Title 68 of the Oklahoma Statutes may prevent the disclosure by the Municipality and persons associated with the Municipality of information which is provided by the Commission to the Municipality and that improper disclosure by the Municipality or any such person of such Information may result in civil and criminal liability. The Municipality shall comply with the restrictions imposed by Section 205.

13. In the event of termination of this Agreement, the Commission will cause to be paid over to the Municipality, all municipal sales and use tax funds in its possession then due and payable under this Agreement. The Municipality shall thereafter be liable for and shall pay any refunds of municipal sales or use tax required by law to be made, including refunds of municipal sales or use tax, penalty and interest paid under protest that must be refunded and any interest required thereon. After such termination, the Commission's liability shall extend only to the amount of such funds being held by it. The Municipality agrees to pay any interest required by law to be paid on such refunds.

14. The Commission shall have the authority to assess and to collect, on behalf of the Municipality, the municipal sales and use taxes levied by the Ordinances, and the interest and the penalties with respect thereto, including, without limitation, any municipal sales or use tax, interest and/or penalty existing on the date hereof.

The Municipality agrees to refrain from contacting directly persons or entities doing business within the boundary of the Municipality unless and until such contact is agreed to by Commission and Municipality in a rider to this Agreement for the purpose of the actual collection of sales and use taxes. Municipality does have the inherent

authority to contact vendors within and without the municipality concerning the vendor's alleged violation of municipal ordinances prior to the initiation of criminal prosecution.

The Municipality may inquire of the Commission into the compliance of persons and entities with the Ordinances and, to the extent that the Municipality determines that any person or any entity has not complied with the Ordinances, the Municipality may request the Commission to issue a proposed assessment against such person or such entity. To the extent that the Commission receives any such request, the Commission shall review such request within 45 days. If, after said review, Commission believes that such request presents a basis for a proposed assessment, Commission shall issue a proposed assessment. Any such proposed assessment shall be resolved as provided in Sections 201 et seq. of Title 68 and the procedural rules promulgated by the Commission.

The Municipality may, at the option of the Municipality, request the Commission to initiate a show cause proceeding against a person or an entity which the Municipality believes, in good faith, not to be in compliance with the Ordinances or any provision thereof. To the extent that the Commission receives any such request, the Commission shall review such request within 45 days. If after said review, Commission believes that such request presents a basis for a show cause proceeding, Commission shall initiate a show cause proceeding. Such show cause proceeding shall be conducted as provided in the procedural rules promulgated by the Commission.

The Commission and the Municipality acknowledge the mutual interest of the Commission and the Municipality in maximizing compliance with the Ordinances and the collection of local taxes thereunder. The Municipality may, at any time and from time to time, either alone or in conjunction with other municipalities, submit a written proposal for collection and enforcement activities for consideration by the Commission; provided, however, it is expressly understood that any such written proposal must provide for coordination with the collection and enforcement activities of the Commission, provide for the use of the then applicable audit standards of the Commission and otherwise be in form and in substance to the Commission. In the event that Municipality's proposal is accepted by Commission, Municipality will be authorized to conduct the activities included in such proposal on behalf of Commission and no other action will be authorized by the Commission by a municipality or municipalities not included in the accepted proposal.

Provided further that upon the request of the municipality, either alone or in conjunction with other municipalities, the Commission shall enter into contractual agreements with the municipality or group of municipalities whereby the municipality or group of municipalities are authorized to implement or augment the Commission's enforcement through a contract with a private auditor(s) or audit firm(s) of the municipal tax. The auditor(s) or audit firm(s) shall first be approved by the Commission and once approved shall be appointed as an agent of the Oklahoma Tax Commission for purposes of the audit. Contracts with a private auditor or audit firm are not subject to the limitations of Section 262 of title 68 of the Oklahoma Statutes, and the parties, the

municipality, private auditor or audit firm and the Commission, are authorized to exchange necessary information to effectively perform the contracted audit. The municipality, its officers and employees and the private auditors or audit firms may receive all information necessary to perform the audit and shall preserve the confidentiality of such information as required by Section 205, title 68, of the Oklahoma Statutes, including the penalties set out therein. The Commission shall be furnished the audit results and all relevant supporting documentation. The municipalities shall pay for the private auditor(s) or audit firm(s) by deduction from the tax assessment resulting from said audit unless another method of payment is set out in the contract with the private auditor or audit firm. Any municipal sales and use tax funds recovered as a result of the use by the municipality of a private auditor or audit firm shall not be subject to the retention calculated by the Commission as provided in Paragraph 5 of this agreement, in addition the Commission shall pay to the municipality any retainage that the Commission shall be entitled to for collection of county sales and use tax and shall pay to the municipality the state's pro rata share of the expenses of the auditor. Provided further, the Commission shall have no obligation to any municipality that does not participate in an audit conducted under subsection D of Section 2702 of Title 68 of the Oklahoma Statutes or an audit conducted pursuant to this section.

Notice of a proposed independent audit shall be provided to the municipality and the municipality shall within 30 days provide acceptance or rejection of participation in the audit. Failure to act within the 30 day time period shall mean that the municipality shall not be included in the audit. Failure to act with respect to a particular independent audit within the 30 day time period shall relieve the Commission of its obligation to audit on behalf of the municipality with respect to that particular audit.

15. It is recognized and acknowledged that the Ordinances include criminal sanctions for violation of the Ordinances. Notwithstanding anything else contained herein, the Municipality shall have the exclusive authority to prosecute any criminal violations of the Ordinances and the Commission shall refrain from taking any such action. Nothing contained herein shall prevent the State of Oklahoma from prosecuting persons for crimes under state law, including, without limitation, embezzlement by a vendor of a municipal sales tax.

16. To the extent that the Municipality decides to prosecute criminally any action under this Agreement, the Commission and the Municipality shall cooperate, in good faith, to maximize collections under the Ordinances and to minimize duplicative effort by the Commission and the Municipality.

17. Where the municipality takes the action recognized by paragraph 15 of this Agreement for prosecution to enforce its sales or use tax ordinance, all taxes shall be paid by the taxpayer directly to the Commission. Any resulting payment of municipal tax shall not be subject to the retention calculated by the Commission for the collection of city sales and use taxes as provided in Paragraph 5 of this agreement, subject to the implementation plan established in paragraph 2B of this agreement.

18. The Commission has the authority to enter into an installment or other payment agreement with any taxpayer, including a taxpayer prosecuted under a municipal sales or use tax ordinance, for state and local taxes owed by the taxpayer. Commission will, through its use of a pay plan in order to keep a delinquent business open, collect the liability as quickly as possible by requiring a significant down payment and completion of the pay plan in as short a period as possible. The Municipality shall be entitled to consult with the Commission's legal staff about an installment or other payment agreement prior to negotiation of such an agreement. The installment or other payment agreement shall be void if the taxpayer becomes delinquent in future tax liability or payment under the agreement becomes delinquent. The Commission shall furnish a list of all sales and use taxpayers which have entered into agreements with the Commission on a monthly basis along with the terms, conditions and status of each such installment or payment agreement.

19. The Municipality agrees that, if there is a challenge to the constitutionality or the legality of the Ordinances or any provision thereof (other than a challenge based on the application by the Commission of the Ordinances or any provision thereof), the Municipality shall be responsible for the resolution of such challenge. If such a challenge is based on the application by the Commission of the Ordinances or any provision thereof, the Commission shall be responsible for the resolution of such challenge. The party responsible for the resolution of any challenge shall make all decisions with respect to the prosecution and the settlement of any litigation with respect to such challenge and the other party shall cooperate with the responsible party with respect to the resolution of such challenge. The Commission shall provide notice to the Municipality of any challenge. Notice will be provided within seven (7) business days of the receipt of the challenge and the municipality shall be allowed to participate in any decision.

20. The change in the boundary of Municipality shall be effective for sales tax purposes only, on the first day of a calendar quarter following the enlargement of the municipal city limits. If a municipality should de-annex a territory the sales tax from business or firms located in the de-annexed area shall cease on the effective date of the de-annexation ordinance. Municipality shall give the Commission notice in writing of any annexation or de-annexation of territory to the municipality at least as required by Title 68 Oklahoma Statutes Section 2701. The notice shall include a verified copy of the boundaries of the newly annexed or de-annexed territory. In addition all Municipality limit lines shall be shown in map form, and certified to the Commission by the municipal clerk.

21. Neither Municipality nor Commission has entered into this Agreement with the intention of violating state law or the provisions of the Streamlined Sales Tax Agreement. If it is determined by either party that any provision violates either state law or the Streamlined Sales Tax Agreement, such provision of the Agreement shall be null and void. The remaining provision of the Agreement shall be in effect until the expiration or termination of the Agreement.

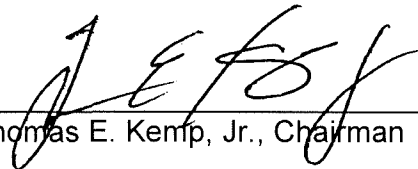
22. This Agreement shall be in effect from Aug 15, 2011 until Jun 30, 2014, and shall renew without action of the parties for additional terms of one (1) year provided that the current rate has not been changed and neither party has given written notice to the other party of its intent to terminate this Agreement prior to the expiration of the then current term. Either party may terminate this contract for any reason upon thirty (30) days written notice of its intent to terminate to the other party.

IN WITNESS WHEREOF, the parties have set their hands and affixed their official seals the day and year first above written.

THE MUNICIPALITY OF

OKLAHOMA TAX COMMISSION

A Municipal Corporation



Thomas E. Kemp, Jr., Chairman

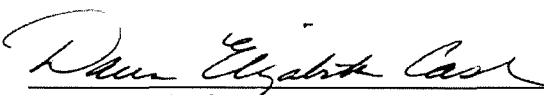
Mayor



Jerry Johnson, Vice-Chairman

ATTEST: (CITY SEAL)

Municipal Clerk



Dawn Cash, Secretary-Member

ATTEST: (STATE SEAL)

APPROVED:

Assistant Secretary – OTC

Director, Taxpayer Assistance Division

APPROVED BY THE CITY OF _____ LEGAL DEPARTMENT

BY _____ DATE _____

EXHIBIT A

RETENTION FEE AS OF 9/1/1989 PER TITLE 68-SEC.2702

RATE (%)			FEE			RATE (%)			FEE		
1%-1.99%	=		1.75%			2.5%	=		1.25%		
2%	=		1.50%			2.75%	=		1.12%		
2.25%	=		1.37%			3% or>	=		1.00%		

Regular Board of Commissioners

2. f.

Meeting Date: 09/06/2011

PD Pickup Purchase

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize Police Department to purchase 2012 Chevy crew cab 4x4 pickup from Harvey's Inc at the state purchasing price of \$25,618.72 for Animal Control.

Attachments

PD Pickup Req



Shawnee Police Department

Chief Russell Frantz

P.O. Box 1448

Shawnee, Oklahoma 74802

Office (405)878-1680 or 1681*Fax (405)878-1520



TO : Brian McDougal
City Manager

FROM : Russell Frantz
Chief of Police

SUBJECT : **REQUEST TO PURCHASE ANIMAL CONTROL VEHICLE**

DATE : August 19, 2011

Request permission to purchase one (1) 2012 Chevy crew cab 4X4 pickup from Harvey's Inc. Vehicle will be at state purchasing price of \$25,618.72, funds for the above listed expenditures have been budgeted in capital account #301-5-0620-5450. If you have any further question please don't hesitate to contact my office.

Regular Board of Commissioners

2. g.

Meeting Date: 09/06/2011

Traffic Commission Recommendations

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Traffic Commission Board Recommendations:

A. Consideration of request by Shawnee Family Board of Directors YMCA that the name of the street running from Kickapoo to Airport Road currently "Saratoga" be changed to "YMCA Drive".

STAFF RECOMMENDATION: Staff has no recommendation

BOARD RECOMMENDATION: Board recommends deny request

Attachments

TC Recommendations

**BOARD RECOMMENDATIONS
TRAFFIC COMMISSION
August 23, 2011 MEETING**

- A. Consideration of request by Shawnee Family Board of Directors YMCA that the name of the street running from Kickapoo to Airport Road currently "Saratoga" be changed to "YMCA Drive".

STAFF RECOMMENDATION: Staff has no recommendation

BOARD RECOMMENDATION: Board recommends to deny the request

Regular Board of Commissioners

2. h.

Meeting Date: 09/06/2011

Parks Dept Tractor Purchase

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize Parks Department to purchase 2011 model 5045E John Deere tractor and related equipment at the state purchasing price of \$29,125.66.

Attachments

Parks Tractor Req

City of Shawnee Memorandum



To: Mayor and City Commissioners
CC: Brian McDougal, City Manager
From: James Bryce, Director of Operations
Date: August 29, 2011
Re: Request to Purchase Replacement Tractor

Staff requests permission to purchase one (1) 2011 model 5045E John Deere tractor and related equipment at the State Contract price of \$29,125.66. This tractor will replace one of the two tractors that were stolen 4 years ago. Funds for the tractor are budgeted in the current Fiscal Year.

Account Number 301 5-0940-5450 109 0940-57

Budget Amount \$30,000.00

Regular Board of Commissioners

2. i.

Meeting Date: 09/06/2011

Parks Dept Pickup Purchase

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize Parks Department to purchase 2012 Silverado 1500 Short Crew 4x4 pickup at the state purchasing price of \$27,535.00.

Attachments

Parks Pickup Req

City of Shawnee Memorandum



To: Mayor and City Commissioners
CC: Brian McDougal, City Manager
From: James Bryce, Director of Operations
Date: August 29, 2011
Re: Request to Purchase Vehicle

Staff requests permission to purchase one (1) 2012 Silverado 1500 Short Crew 4x4 Pickup at the State Contract price of \$27,535.00. Funds for this vehicle are budgeted in the current Fiscal Year.

Account Number 301 5-0940-5450 109 0940-51

Budget Amount \$30,000.00

Regular Board of Commissioners

2. j.

Meeting Date: 09/06/2011

SMA Pickups

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize SMA staff to purchase the following: two (2) 1-ton 4x4 trucks with utility bed for Line Maintenance at the state purchasing price of \$33,588.00 each from Harvey's Chevrolet; one (1) ½-ton 4x4 pickup for the Northside Treatment Plant at the state purchasing price of \$25,618.72 from Harvey's Chevrolet; and one (1) 4x4 Ford Explorer for the Water Treatment Plant at the state purchasing price of \$25,500.00 from Bob Hurley Ford.

Attachments

SMA Truck Purchases

Jim Bierd
Director

Donna Uranga
Administrative Assistant
Phone: 405-273-1960
Fax: 405-878-1550



Randy Brock
Operations Manager
405-878-1723

Greg Price
Special Projects Manager
405-878-1662

111 S. Kickapoo, Shawnee, OK 74801

MEMORANDUM

To: City Commission
From: Jim Bierd, Utility Director
CC: Brian McDougal, City Manager
Date: September 1, 2011
Re: Vehicle Purchase

Staff would like to request permission to purchase the following vehicles from on the state contract:

From Harvey's Chevrolet:

2 - 1 Ton 4 x 4 trucks with utility bed (Line Maintenance)	\$33,588 each
1 - ½ Ton 4 x 4 pickup (Northside Treatment Plant)	\$25,618.72

From Bob Hurley Ford:

1 - 4 x 4 Ford Explorer (Water Treatment Plant)	\$25,500
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Thank you.

Regular Board of Commissioners

4.

Meeting Date: 09/06/2011

Employee of Month

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager's presentation of Employee of the Month to Bill Jones, Water Department.

Regular Board of Commissioners

5. a.

Meeting Date: 09/06/2011

Lake Rd Bridge (Open)

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Road Bridge Rehabilitation Project Contract No. COS-PW-11-03 (Open)

Attachments

Lake Rd Bridge Project

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9th – P.O. Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., ~~Tuesday, September 6, 2011~~, for:

BID: CONTRACT NO. COS-PW-11-03
LAKE ROAD BRIDGE REHABILITATION PROJECT

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74801. The fee for Plans and Specifications is \$25.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional \$5.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Wednesday, August 17, 2011, at 11:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK 74801.**

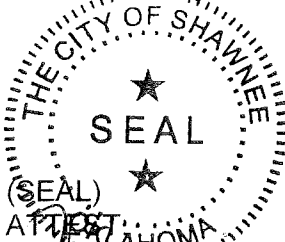
Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID: CONTRACT NO. COS-PW-11-03
LAKE ROAD BRIDGE REHABILITATION PROJECT
SEPTEMBER 6, 2011

This project shall include **complete deck rehabilitation, removing existing 2" concrete overlay and adding new multiple layer polymer concrete overlay, joint repair consistent of new expansion devices at piers and new fix joints at abbutance, grout and repair beams and diaphragms, etc...** BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

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

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



Phyllis Loftis
Phyllis Loftis, City Clerk

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

BY: *[Signature]*
Brian E. McDougal, City Manager

CITY OF SHAWNEE
PLAN HOLDER'S LIST
CONTRACT NO. COS-PW-11-03
LAKE ROAD BRIDGE REHABILITATION PROJECT

Business Name: Logos Construction
Contact: Paul Barnard
Address: 614 W. 46th Street
Sand Springs, OK 74063
Telephone: 918-241-2546
Fax: 918-227-9950
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: 08/01/11

Business Name: Interstate Improvements
Contact: Theresa
Address: 16871 Canby Ave
Faribault, MN 55021
Telephone: 507-333-2677
Fax: 507-333-3901
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: 08/01/11 credit over phone, mailed

Business Name: Gibson & Associates
Contact: Pam Davis
Address: 11210 Ryliecrest
Balch Springs, TX 75180
Telephone: 972-557-1199
Fax: 972-557-1552
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: 08/02/11 recd chk, fedex

Business Name: Meridian Contracting, Inc
Contact: Mindy Graft
Address: 3855 North Business Center Drive
Tucson, AZ 85705
Telephone: 520-878-0500
Fax: 520-878-0501
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: recd check 08/10/11, FedEx'd

Business Name: PbX Corporation
Contact: Logan Hudspeth
Address: 8602 W. 81st Street So
Tulsa, OK 74131
Telephone: 918-227-9650
Fax: 918-227-9637
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: recd check 08/09/11, FedEx'd

Business Name: Seismic Energy Products, L.P.
Contact: Trisha Nix
Address: 518 Progress Way
Athens, TX 75751
Telephone: 903-675-8571
Fax: 903-677-4980
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: rec'd chk 08/15/11 – FedEx'd 2nd day

Business Name: CP Integrated Services
Contact: Steve Conley
Address: 3800 Beacon Dr
Oklahoma City, OK 73179
Telephone: 405-732-0532
Fax: 405-732-0502
Cell: 405-823-2147
E-Mail: sconley@theshop.net
Paid for & Picked Up Specs: 08/17/11

Business Name: Paradigm Construction
Contact: Roxanne Peck
Address: 7146 Braden Ave St. 300
Tulsa, OK 74136
Telephone: 918-488-0060
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: cc pmt 08/16/11 – FedEx'd

Business Name: JLT Contracting
Contact: _____
Address: 106 ½ N. Harrison Ave St. 203
Cushing, OK 74023
Telephone: 918-225-2242
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: recd ck 08/16/11 – mailed plans

Business Name: RAM Construction Services
Contact: Cathy Gallina
Address: 13800 Eckles Rd
Livonia, MI 41850
Telephone: 734-437-6282
Fax: 734-437-6206
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: recd ck 08/19/11, FedEx'd plans

Business Name: _____
Contact: _____
Address: _____

Telephone: _____
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: _____

Business Name: _____
Contact: _____
Address: _____

Telephone: _____
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: _____

Regular Board of Commissioners

5. b.

Meeting Date: 09/06/2011

Airport Rehab Runway (Award)

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Rehabilitate Runway 17-35; Grade Safety and Construction Connecting Taxiway. AIP Project 3-40-0088-015-2011.- Contract No. COS-PW-11-01 (Award) (*Deferred from the August 15, 2011 meeting*)

Attachments

Airport Notice

Airport Plan Holders

Airport Bid Tab

SOLICITATION FOR BIDS

Sealed bids will be received by the City of Shawnee, Oklahoma, at the office of the City Clerk, City Hall, 16 West 9th, (P. O. Box 1448), Shawnee, Oklahoma 74802-1448 until 4:00 P.M. on Monday, July 18, 2011, said bids will be opened and considered by the Board of Commissioners at a Public Meeting in City Hall, Shawnee, Oklahoma at 6:30 P.M. on this same date for:

**Rehabilitate Runway 17-35;
Grade Safety Areas and Construct Connecting Taxiway
AIP Project 3-40-0088-015-2011
Bid Contract No. COS-PW-11-01
Shawnee Regional Airport**

Bids shall be made in accordance with the Solicitation for Bids, Information for Bidders, Plans, Specifications and Bidder's Proposal, which are on file and available for examination at the Office of the City Clerk in City Hall, Shawnee, Oklahoma, and are made a part of this notice as though fully set forth herein. **Plans and specifications may be purchased for \$250.00 from LBR Inc., 5915 Philip J. Rhoads Avenue, Suite 105, Bethany, Oklahoma 73008, Telephone 405/789-0200. Payment shall be by cash or check made payable to LBR Inc., and is non-refundable.** Bids filed with the City Clerk shall be publicly opened and considered by the City at the time stated above. All bids shall remain on file at least forty-eight (48) hours thereafter before a contract shall be made and entered into thereon.

Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening of bids, as well as bids received after the time set for opening of bids, will not be considered and will be returned unopened.

This project is being funded, in part, by the Federal Aviation Administration and is under and subject to Executive Order 11246 (September 24, 1965, and amendments) and to the Equal Opportunity Clause and Wage Rates set by the U. S. Department of Labor contained in the specifications and are available for examination in the office of the City Clerk, and the Bidder must supply all the information required by the bid or proposal form.

It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

The proposed contract is subject to the Buy American provision under Section 9129 of the Aviation Safety and Capacity Expansion Act of 1990, as amended. Details of such requirement are contained in the Specifications.

All bidders and proposers shall make good faith efforts, as defined in Appendix A of 49 CFR Part 26, Regulations of the Office of the Secretary of Transportation, to subcontract 9.43 percent of the dollar value of the prime contract to small business concerns owned and controlled by socially and economically disadvantaged individuals (DBE). In the event the bidder for this solicitation qualifies as a DBE, the contract goal shall be deemed to have been met. Individuals who are rebuttably presumed to be socially and economically disadvantaged include women, Blacks, Hispanics, Native Americans, Asian-Pacific Americans and Asian-Indian Americans. The apparent successful bidder (proposer) will be required to submit the following information concerning the DBE's: (i) The names and addresses of DBE firms that will participate in the contract; (ii) A description of the work that each DBE will perform; (iii) The dollar amount of the participation of each DBE firm participating; (iv) Written documentation of the bidder / offeror's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; (v) Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and (vi) If the contract goal is not met, evidence of good faith efforts.

The regulations and orders of the Secretary of Labor, OFCCP and FAR 152.61 require that the sponsor or his contractor(s) include, in invitations for bids or negotiations for contracts over \$10,000, the following notices:

- (1) The proposed contract is under and subject to Executive Order 11246 of September 24, 1965, and to the Equal Opportunity Clause. The bidder's (proposer's) attention is called to the

- “Equal Opportunity Clause” and the “Standard Federal Equal Employment Opportunity Construction Contract Specifications” set forth in the Specifications.
- (2) The Bidder (Proposer) must supply all the information required by the bid or proposal form.
 - (3) The successful bidder will be required to submit a Certification of Nonsegregated Facilities prior to award of the contract, and to notify prospective subcontractors of the requirement for such a Certification where the amount of the subcontract exceeds \$10,000. Samples of the Certification and Notice to Subcontractors appear in the specifications.
 - (4) Women will be afforded equal opportunity in all areas of employment. However, the employment of women shall not diminish the standards or requirements for the employment of minorities.

For contracts of \$50,000 or more, a contractor having 50 or more employees, and his subcontractors having 50 or more employees and who may be awarded a subcontract of \$50,000 or more, will be required to maintain an affirmative action program within 120 days of the commencement of the contract.

Where the bid of the apparent low responsible bidder is in the amount of \$1 million or more, the bidder and his known all-tier subcontractors which will be awarded subcontracts of \$1 million or more will be subject to full on-site, pre-award equal opportunity compliance reviews before the award of the contract for the purpose of determining whether the bidder and his subcontractors are able to comply with the provisions of the equal opportunity clause.

Within 30 days after award of this contract, the contractor shall file a compliance report (Standard Form 100) if:

- (1) The contractor has not submitted a complete compliance report within 12 months preceding the date of award; and
- (2) The contractor is within the definition of “employer” in Paragraphs 2e (3) of the instructions included in Standard Form 100.

The contractor shall require the subcontractor on all-tier subcontracts, irrespective of dollar amount, to file Standard Form 100 within 30 days after award of the subcontract if the above two conditions apply. Standard Form 100 will be furnished upon request.

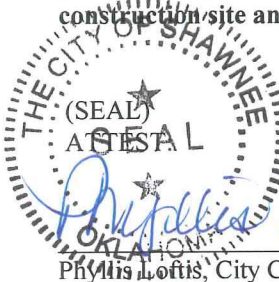
A cashier's check, a certified check, a surety bond or an irrevocable letter of credit in the amount of five percent (5%) of the bid shall accompany the sealed proposal of each bidder. Deposits will be returned to the unsuccessful bidders.

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

Upon receipt of an acceptable bid, the contract will be awarded within one hundred twenty (120) days after opening of bids and the written contract executed within ten (10) days thereafter.

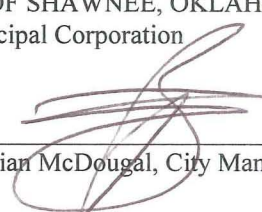
There will be a pre-bid conference concerning this project at 1:30 P.M., Thursday, July 7, 2011, in the Terminal Building Conference Room at Shawnee Regional Airport, Shawnee, Oklahoma.

Attendance at the Pre-Bid Conference is MANDATORY. Bids will NOT be accepted from contractors who do NOT have a representative attending the Pre-Bid Conference. No plans, specifications or bid documents will be issued after the Pre-Bid Conference. All bidders must visit and inspect the construction site and be familiar with the physical characteristics and conditions at the construction site.

The seal of the City of Shawnee, Oklahoma, is a circular emblem. It features a five-pointed star in the center, surrounded by the words "THE CITY OF SHAWNEE" and "OKLAHOMA". Below the star, the word "SEAL" is written. The seal is partially obscured by a blue ink signature.

Phyllis Loftis
Phyllis Loftis, City Clerk

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY: 
Brian McDougal, City Manager

Be sure to show acknowledgement receipt, of this Addendum No. 1, on your Proposal, in the appropriate location.

July 14, 2011

ADDENDUM NO. 1

to the
Plans and Specifications
for

REHABILITATE RUNWAY 17-35; GRADE SAFETY AREAS AND CONSTRUCT
CONNECTING TAXIWAY, AIP PROJECT 3-40-0088-015-2011, BID
CONTRACT NO. COS-PW-11-01

SHAWNEE REGIONAL AIRPORT
SHAWNEE, OKLAHOMA

This Addendum No. 1 takes precedence over the above referenced Plans and Specifications.

Specifications:

The bid opening has been postponed. The SOLICITATION FOR BIDS shall be modified to read, as follows:

Sealed bids will be received by the City of Shawnee, Oklahoma, at the office of the City Clerk, City Hall, 16 West 9th, (P.O. Box 1448), Shawnee, Oklahoma 74802-1448 until 4:00 P.M. on Monday, August 1, 2011, said bids will be opened and considered by the Board of Commissioners at a Public Meeting in City Hall, Shawnee, Oklahoma at 6:30 P.M. on this same date for:

The Project description has NOT changed.

End of Addendum No. 1

Issued By

LBR Inc.
5915 Philip J. Rhoads Avenue
Suite 105
Bethany, Oklahoma 73008
Tel. 405/789-0200
Fax. 405/789-0260

PLAN HOLDERS LIST FOR
REHABILITATE RUNWAY 17-35; GRADE SAFETY AND
CONSTRUCTION CONNECTING TAXIWAY
AIP PROJECT 3-40-0088-015-2011
CONTRACT NO. COS-PW-11-01

Business Name: Haskell Lemon Construction Co.
Contact: Bob Lemon
Address: P. O. Box 75608
OKC, OK 73147
Telephone: (405)947-6069
Fax: (405)947-6068
Cell: _____
E-Mail: blemon@haskelllemon.com
Paid for & Picked Up Specs: Yes

Business Name: All Roads Paving, Inc.
Contact: Brian Barnett
Address: 10200 NW 10th
OKC, OK 73127
Telephone: (405)577-2944
Fax: (405)577-2942
Cell: _____
E-Mail: allroadspaving@cokinet.net
Paid for & Picked Up Specs: Yes

Business Name: Traffic & Lighting Systems, LLC
Contact: _____
Address: 13305 N. Santa Fe
OKC, OK 73114
Telephone: (405)524-1341
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: Yes

Business Name: Contech, LLC
Contact: Andrew Light
Address: 114 S. Elm Place
Broken Arrow, OK 74012
Telephone: (918)259-1177
Fax: (918)259-0857
Cell: _____
E-Mail: alight@contechllc.net
Paid for & Picked Up Specs: Yes

Business Name: Libra Electric
Contact: Jack Bradley
Address: 4636 Enterprise Drive
OKC, OK 73128
Telephone: (405)949-9371
Fax: (405)949-9373
Cell: _____
E-Mail: jack@libraelectric.net
Paid for & Picked Up Specs: Yes

Business Name: _____
Contact: _____
Address: _____

Telephone: _____
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: _____

BID TABULATION SHEET

Rehabilitate Runway 17-35; Grade Safety and Construction Connecting
Taxiway. AIP Project 3-40-0088-015-2011
Contract No. COS-PW-11-01

August 1, 2011

BIDDER

AMOUNT

ALT

Haskell Lemon Construction
Oklahoma City, OK

\$ 3,356,147.00 \$ 249,032.00

Engineering Estimate: BASS \$ 3,236,525.00
MT. \$ 305,000.00

Regular Board of Commissioners

5. c.

Meeting Date: 09/06/2011

Beard St Widening (Award)

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Beard Street Widening Project from Farrall to North Canadian River Bridge. Contract No. COS-PW-10-03 (Award)

Attachments

Beard St Award

Mayor
LINDA PETERSON



The City of Shawnee
PO Box 1448
Shawnee Oklahoma 74802-1448
(405) 273-1250 Fax (405) 878-1581
www.ShawneeOK.org

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

MEMORANDUM

Date: August 30, 2011

To: Brian McDougal, City Manager

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

A handwritten signature in dark ink, appearing to be "JK", is written over the name "John Krywicki" in the "From:" line.

Re: Recommendation of Award for Contract No. COS-PW-10-03
Beard St. Widening Project from Farrall to North Canadian River

At the August 15, 2011 City Commission meeting, bids were opened for the above referenced project. We received bids from five different paving contractors and have tabulated their bid results (attached).

Upon review of the submitted bids, staff recommends to award Contract No. COS-PW-10-03 to All Roads Paving in the amount of \$367,732.70 as the lowest and best bid received.

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

COS-PW-10-03 - BEARD STREET WIDENING PROJECT

ITEM NO.	Spec. No	DESCRIPTION	QNTY. NO.	UNIT	All Roads Paving		Shell Construction		Rudy Construction		TJ Campbell Construction	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1.	417	Cold Milling	9,260.00	S.Y.	\$ 1.65	\$ 15,279.00	\$ 4.75	\$ 43,985.00	\$ 2.20	\$ 20,372.00	\$ 2.75	\$ 25,465.00
2.	411	Asphalt Paving (Type S4) (Pg 70-28 OK)	1,640.00	Ton	\$ 86.29	\$ 141,515.60	\$ 88.00	\$ 144,320.00	\$ 96.00	\$ 157,440.00	\$ 82.00	\$ 134,480.00
3.	407	Tack Coat	575.00	Gal.	\$ 3.00	\$ 1,725.00	\$ 4.00	\$ 2,300.00	\$ 3.00	\$ 1,725.00	\$ 3.00	\$ 1,725.00
4.	414	8" P.C. Concrete Pavement	1,575.00	S.Y.	\$ 32.72	\$ 51,534.00	\$ 35.00	\$ 55,125.00	\$ 50.00	\$ 78,750.00	\$ 60.00	\$ 94,500.00
5.	702	12" CKD Subgrade	1,680.00	S.Y.	\$ 7.00	\$ 11,760.00	\$ 6.00	\$ 10,080.00	\$ 6.25	\$ 10,500.00	\$ 10.00	\$ 16,800.00
6.	609	6" Integral Curb	1,650.00	L.F.	\$ 3.32	\$ 5,478.00	\$ 5.00	\$ 8,250.00	\$ 5.50	\$ 9,075.00	\$ 10.00	\$ 16,500.00
7.	610	6" P.C. Conc. Driveway (H. E. S.) (1)	760.00	S.Y.	\$ 31.00	\$ 23,560.00	\$ 45.00	\$ 34,200.00	\$ 45.00	\$ 34,200.00	\$ 55.50	\$ 42,180.00
8.	610	4" P.C. Conc. Sidewalk (2)	990.00	S.Y.	\$ 32.00	\$ 31,680.00	\$ 40.00	\$ 39,600.00	\$ 35.00	\$ 34,650.00	\$ 30.00	\$ 29,700.00
9.	610	Conc. Sidewalk Ramp	8.00	EA.	\$ 525.00	\$ 4,200.00	\$ 900.00	\$ 7,200.00	\$ 585.00	\$ 4,680.00	\$ 1,150.00	\$ 9,200.00
10.	202(A)	Unclassified Excavation	1,000.00	C.Y.	\$ 11.40	\$ 11,400.00	\$ 12.00	\$ 12,000.00	\$ 12.00	\$ 12,000.00	\$ 15.00	\$ 15,000.00
11.	855	Traffic Stripe (Plastic) (4" Wide) (White)	1,645.00	L.F.	\$ 0.60	\$ 987.00	\$ 0.75	\$ 1,233.75	\$ 1.20	\$ 1,974.00	\$ 0.75	\$ 1,233.75
12.	855	Traffic Stripe (Plastic) (24" Wide) (White)	340.00	L.F.	\$ 3.60	\$ 1,224.00	\$ 4.75	\$ 1,615.00	\$ 7.20	\$ 2,448.00	\$ 4.45	\$ 1,513.00
13.	855	Traffic Stripe (Plastic) (Arrow) (White)	9.00	EA.	\$ 65.00	\$ 585.00	\$ 75.00	\$ 675.00	\$ 102.00	\$ 918.00	\$ 80.00	\$ 720.00
14.	855	Traffic Stripe (Plastic) (4" Wide) (Yellow)	4,958.00	L.F.	\$ 0.61	\$ 3,024.38	\$ 0.75	\$ 3,718.50	\$ 1.20	\$ 5,949.60	\$ 0.75	\$ 3,718.50
15.	855	Traffic Stripe (Plastic) (8" Wide) (Yellow)	636.00	L.F.	\$ 1.22	\$ 775.92	\$ 1.50	\$ 954.00	\$ 2.40	\$ 1,526.40	\$ 1.50	\$ 954.00
16.	619	Remove Paving (4)	2,650.00	S.Y.	\$ 5.88	\$ 15,582.00	\$ 8.00	\$ 21,200.00	\$ 5.00	\$ 13,250.00	\$ 19.00	\$ 50,350.00
17.	619	Remove (Water Garden)	1.00	EA.	\$ 150.00	\$ 150.00	\$ 250.00	\$ 250.00	\$ 225.00	\$ 225.00	\$ 350.00	\$ 350.00
18.	619	Remove (Pay Phone)	1.00	EA.	\$ 125.00	\$ 125.00	\$ 50.00	\$ 50.00	\$ 75.00	\$ 75.00	\$ 250.00	\$ 250.00
19.	619	Remove (PVC Rail Fence)	16.00	L.F.	\$ 7.80	\$ 124.80	\$ 5.00	\$ 80.00	\$ 5.00	\$ 80.00	\$ 17.00	\$ 272.00
20.	619	Remove (Gravel Drive)	160.00	S.Y.	\$ 4.00	\$ 640.00	\$ 4.00	\$ 640.00	\$ 5.00	\$ 800.00	\$ 16.00	\$ 2,560.00
21.	619	Adjust to Grade (Water Valve Box)	4.00	EA.	\$ 150.00	\$ 600.00	\$ 250.00	\$ 1,000.00	\$ 175.00	\$ 700.00	\$ 175.00	\$ 700.00
22.	619	Remove & Relocate (Sign)	5.00	EA.	\$ 50.00	\$ 250.00	\$ 70.00	\$ 350.00	\$ 125.00	\$ 625.00	\$ 75.00	\$ 375.00
23.	619	Remove & Relocate (Water Meter)	5.00	EA.	\$ 650.00	\$ 3,250.00	\$ 400.00	\$ 2,000.00	\$ 550.00	\$ 2,750.00	\$ 750.00	\$ 3,750.00
24.	619	Remove & Relocate (Traffic Signal Pole)	2.00	EA.	\$ 4,955.00	\$ 9,910.00	\$ 5,000.00	\$ 10,000.00	\$ 7,200.00	\$ 14,400.00	\$ 6,000.00	\$ 12,000.00
25.	619	Remove & Relocate (Traffic Control Box)	1.00	EA.	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00	\$ 2,400.00	\$ 2,400.00	\$ 5,400.00	\$ 5,400.00
26.	619	Remove & Relocate (Traffic Pull Box)	1.00	EA.	\$ 8,285.00	\$ 8,285.00	\$ 9,000.00	\$ 9,000.00	\$ 10,800.00	\$ 10,800.00	\$ 10,000.00	\$ 10,000.00
27.	619	Remove & Relocate (Fire Hydrant)	2.00	EA.	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,600.00	\$ 7,200.00	\$ 1,750.00	\$ 3,500.00
28.	619	Remove & Relocate (Mail Box)	4.00	EA.	\$ 50.00	\$ 200.00	\$ 175.00	\$ 700.00	\$ 150.00	\$ 600.00	\$ 115.00	\$ 460.00
29.	880(J)	Traffic Control	1.00	L.S.	\$ 5,300.00	\$ 5,300.00	\$ 6,300.00	\$ 6,300.00	\$ 13,500.00	\$ 13,500.00	\$ 6,500.00	\$ 6,500.00
30.	220	Erosion Control (5)	1.00	L.S.	\$ 2,288.00	\$ 2,288.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 4,000.00	\$ 4,000.00
31.	641	Mobilization	1.00	L.S.	\$ 8,800.00	\$ 8,800.00	\$ 15,000.00	\$ 15,000.00	\$ 13,500.00	\$ 13,500.00	\$ 6,000.00	\$ 6,000.00
TOTAL AMOUNT OF BASE BID						\$ 367,732.70		\$ 444,326.25		\$ 458,613.00		\$ 500,156.25

COS-PW-10-03 - BEARD STREET WIDENING PROJECT

ITEM NO.	Spec. No	DESCRIPTION	QNTY.			Haskell Lemon Construction	Haskell Lemon Construction			
			NO.	UNIT		UNIT PRICE	TOTAL			
1.	417	Cold Milling	9,260.00	S.Y.	\$	2.25	\$ 20,835.00			
2.	411	Asphalt Paving (Type S4) (Pg 70-28 OK)	1,640.00	Ton	\$	80.00	\$ 131,200.00			
3.	407	Tack Coat	575.00	Gal.	\$	2.50	\$ 1,437.50			
4.	414	8" P.C. Concrete Pavement	1,575.00	S.Y.	\$	60.00	\$ 94,500.00			
5.	702	12" CKD Subgrade	1,680.00	S.Y.	\$	11.00	\$ 18,480.00			
6.	609	6" Integral Curb	1,650.00	L.F.	\$	5.00	\$ 8,250.00			
7.	610	6" P.C. Conc. Driveway (H. E. S.) (1)	760.00	S.Y.	\$	74.00	\$ 56,240.00			
8.	610	4" P.C. Conc. Sidewalk (2)	990.00	S.Y.	\$	55.00	\$ 54,450.00			
9.	610	Conc. Sidewalk Ramp	8.00	EA.	\$	2,000.00	\$ 16,000.00			
10.	202(A)	Unclassified Excavation	1,000.00	C.Y.	\$	33.00	\$ 33,000.00			
11.	855	Traffic Stripe (Plastic) (4" Wide) (White)	1,645.00	L.F.	\$	1.00	\$ 1,645.00			
12.	855	Traffic Stripe (Plastic) (24" Wide) (White)	340.00	L.F.	\$	5.00	\$ 1,700.00			
13.	855	Traffic Stripe (Plastic) (Arrow) (White)	9.00	EA.	\$	100.00	\$ 900.00			
14.	855	Traffic Stripe (Plastic) (4" Wide) (Yellow)	4,958.00	L.F.	\$	1.00	\$ 4,958.00			
15.	855	Traffic Stripe (Plastic) (8" Wide) (Yellow)	636.00	L.F.	\$	2.00	\$ 1,272.00			
16.	619	Remove Paving (4)	2,650.00	S.Y.	\$	10.00	\$ 26,500.00			
17.	619	Remove (Water Garden)	1.00	EA.	\$	5,000.00	\$ 5,000.00			
18.	619	Remove (Pay Phone)	1.00	EA.	\$	1,000.00	\$ 1,000.00			
19.	619	Remove (PVC Rail Fence)	16.00	L.F.	\$	50.00	\$ 800.00			
20.	619	Remove (Gravel Drive)	160.00	S.Y.	\$	10.00	\$ 1,600.00			
21.	619	Adjust to Grade (Water Valve Box)	4.00	EA.	\$	1,000.00	\$ 4,000.00			
22.	619	Remove & Relocate (Sign)	5.00	EA.	\$	400.00	\$ 2,000.00			
23.	619	Remove & Relocate (Water Meter)	5.00	EA.	\$	1,000.00	\$ 5,000.00			
24.	619	Remove & Relocate (Traffic Signal Pole)	2.00	EA.	\$	7,500.00	\$ 15,000.00			
25.	619	Remove & Relocate (Traffic Control Box)	1.00	EA.	\$	3,000.00	\$ 3,000.00			
26.	619	Remove & Relocate (Traffic Pull Box)	1.00	EA.	\$	11,000.00	\$ 11,000.00			
27.	619	Remove & Relocate (Fire Hydrant)	2.00	EA.	\$	3,000.00	\$ 6,000.00			
28.	619	Remove & Relocate (Mail Box)	4.00	EA.	\$	250.00	\$ 1,000.00			
29.	880(J)	Traffic Control	1.00	L.S.	\$	7,500.00	\$ 7,500.00			
30.	220	Erosion Control (5)	1.00	L.S.	\$	15,000.00	\$ 15,000.00			
31.	641	Mobilization	1.00	L.S.	\$	25,000.00	\$ 25,000.00			
TOTAL AMOUNT OF BASE BID							\$ 574,267.50			

COS-PW-10-03 - BEARD STREET WIDENING PROJECT

ITEM		DESCRIPTION	QNTY.		UNIT				
NO.	Spec. No		NO.						
1.	417	Cold Milling	9,260.00		S.Y.				
2.	411	Asphalt Paving (Type S4) (Pg 70-28 OK)	1,640.00		Ton				
3.	407	Tack Coat	575.00		Gal.				
4.	414	8" P.C. Concrete Pavement	1,575.00		S.Y.				
5.	702	12" CKD Subgrade	1,680.00		S.Y.				
6.	609	6" Integral Curb	1,650.00		L.F.				
7.	610	6" P.C. Conc. Driveway (H. E. S.) (1)	760.00		S.Y.				
8.	610	4" P.C. Conc. Sidewalk (2)	990.00		S.Y.				
9.	610	Conc. Sidewalk Ramp	8.00		EA.				
10.	202(A)	Unclassified Excavation	1,000.00		C.Y.				
11.	855	Traffic Stripe (Plastic) (4" Wide) (White)	1,645.00		L.F.				
12.	855	Traffic Stripe (Plastic) (24" Wide) (White)	340.00		L.F.				
13.	855	Traffic Stripe (Plastic) (Arrow) (White)	9.00		EA.				
14.	855	Traffic Stripe (Plastic) (4" Wide) (Yellow)	4,958.00		L.F.				
15.	855	Traffic Stripe (Plastic) (8" Wide) (Yellow)	636.00		L.F.				
16.	619	Remove Paving (4)	2,650.00		S.Y.				
17.	619	Remove (Water Garden)	1.00		EA.				
18.	619	Remove (Pay Phone)	1.00		EA.				
19.	619	Remove (PVC Rail Fence)	16.00		L.F.				
20.	619	Remove (Gravel Drive)	160.00		S.Y.				
21.	619	Adjust to Grade (Water Valve Box)	4.00		EA.				
22.	619	Remove & Relocate (Sign)	5.00		EA.				
23.	619	Remove & Relocate (Water Meter)	5.00		EA.				
24.	619	Remove & Relocate (Traffic Signal Pole)	2.00		EA.				
25.	619	Remove & Relocate (Traffic Control Box)	1.00		EA.				
26.	619	Remove & Relocate (Traffic Pull Box)	1.00		EA.				
27.	619	Remove & Relocate (Fire Hydrant)	2.00		EA.				
28.	619	Remove & Relocate (Mail Box)	4.00		EA.				
29.	880(J)	Traffic Control	1.00		L.S.				
30.	220	Erosion Control (5)	1.00		L.S.				
31.	641	Mobilization	1.00		L.S.				
TOTAL AMOUNT OF BASE BID									

COS-PW-10-03 - BEARD STREET WIDENING PROJECT

ITEM		DESCRIPTION	QNTY.		UNIT				
NO.	Spec. No		NO.						
1.	417	Cold Milling	9,260.00		S.Y.				
2.	411	Asphalt Paving (Type S4) (Pg 70-28 OK)	1,640.00		Ton				
3.	407	Tack Coat	575.00		Gal.				
4.	414	8" P.C. Concrete Pavement	1,575.00		S.Y.				
5.	702	12" CKD Subgrade	1,680.00		S.Y.				
6.	609	6" Integral Curb	1,650.00		L.F.				
7.	610	6" P.C. Conc. Driveway (H. E. S.) (1)	760.00		S.Y.				
8.	610	4" P.C. Conc. Sidewalk (2)	990.00		S.Y.				
9.	610	Conc. Sidewalk Ramp	8.00		EA.				
10.	202(A)	Unclassified Excavation	1,000.00		C.Y.				
11.	855	Traffic Stripe (Plastic) (4" Wide) (White)	1,645.00		L.F.				
12.	855	Traffic Stripe (Plastic) (24" Wide) (White)	340.00		L.F.				
13.	855	Traffic Stripe (Plastic) (Arrow) (White)	9.00		EA.				
14.	855	Traffic Stripe (Plastic) (4" Wide) (Yellow)	4,958.00		L.F.				
15.	855	Traffic Stripe (Plastic) (8" Wide) (Yellow)	636.00		L.F.				
16.	619	Remove Paving (4)	2,650.00		S.Y.				
17.	619	Remove (Water Garden)	1.00		EA.				
18.	619	Remove (Pay Phone)	1.00		EA.				
19.	619	Remove (PVC Rail Fence)	16.00		L.F.				
20.	619	Remove (Gravel Drive)	160.00		S.Y.				
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26.	619	Remove & Relocate (Traffic Pull Box)	1.00		EA.				
27.	619	Remove & Relocate (Fire Hydrant)	2.00		EA.				
28.	619	Remove & Relocate (Mail Box)	4.00		EA.				
29.	880(J)	Traffic Control	1.00		L.S.				
30.	220	Erosion Control (5)	1.00		L.S.				
31.	641	Mobilization	1.00		L.S.				
TOTAL AMOUNT OF BASE BID									

Regular Board of Commissioners

9.

Meeting Date: 09/06/2011

Recess to Public Hrg

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Recess Board of Commissioners meeting to convene special call meeting and public hearing.

Regular Board of Commissioners

10.

Meeting Date: 09/06/2011

Reconvene from Public Hrg

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Reconvene Board of Commissioners meeting.

Regular Board of Commissioners

11.

Meeting Date: 09/06/2011

Discuss Call Election

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to instruct staff to prepare all documents necessary to call election for consideration of projects, including determining of date, projects and funding sources.

Regular Board of Commissioners

12.

Meeting Date: 09/06/2011

Engage counsel for financing

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to engage The Public Finance Law Group, PLLC as special bond counsel and Oppenheim, a division of BOSC, Inc., as financial advisor for possible public financing issues.
