

AMENDED AGENDA
BOARD OF CITY COMMISSIONERS
August 19, 2019 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
2. Consider approval of Consent Agenda:
 - a. Minutes from the August 5, 2019 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for July 2019
 - Project Payment Report for July 2019
 - Planning Commission Minutes from the June 5, 2019 and July 3, 2019 regular meetings
 - Shawnee Urban Renewal Authority Minutes from the May 7, 2019 regular meeting
 - c. Lake Lease Transfers:

TRANSFERS:
Lot A Hart Tract, 16001 Hart Road
From: Elton and Linda Agee
To: Brian Burton

Lot 2 Coffman Tract, 15405 Perry Road
From: James F. and Susan B. Ruth
To: Jesse and Kobi Abbott
 - d. Authorize staff to engage the services of KA Associates, LLC and Kopke and Associates to conduct a transit study in the total amount of \$29,032.25.
 - e. Authorize staff to make payment for upgraded LED lighting at the Heart of Oklahoma Exposition Center in the total amount of \$109,504.27 to LED Savings, LLC.
3. Presentation by Animal Control to present the Pet of the Week.

4. Public hearing and consideration of an ordinance to rezone property located at 1510 North Elm Avenue from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District) for the purpose of a single-family home. Case No. P11-19, Applicant: Dale Wiginton.
5. Public hearing and consideration of an ordinance to rezone property located at 3914 North Kickapoo Avenue from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District) for the purpose of a shopping strip center. Case No. P12-19, Applicant: Margaret Davis.
6. Public hearing and consideration of an ordinance to rezone property located at 1601 North Kickapoo Avenue from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) for the purpose of making leasing vacant spaces easier. Case No. P13-19, Applicant: John Brown.
7. Public hearing and consideration of an ordinance to rezone property located at 39405 West MacArthur Street from RE (Residential Estate District) to C-3 (Highway Commercial District) for the purpose of a medical marijuana dispensary. Case No. P14-19, Applicant: Gregory Peck. *(Deferred by the Planning Commission to the October 2, 2019 meeting.)*
8. Consideration of budget amendments as follows:
 - a. Fund 001 General Fund – Reflects changes since beginning of fiscal year.
 - b. Fund 106 Hotel/Motel Fund – Starting budget for tourism.
 - c. Fund 301 Capital Improvement Fund – Cover installation of LED lighting at the Heart of Oklahoma Exposition Center.
 - d. Fund 303 2018 Capital Improvement Fund – Reallocation of budget to cover senior citizen center flooring, furniture, and new roof.
 - e. Fund 706 Gifts and Contribution Fund – Budgeting of Arvest donation for Senior Citizen Center flooring project.
9. Acknowledge monthly Sales Tax and Budget Report.
10. New Business

(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)
11. Commissioners Comments
12. Adjournment

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

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

Regular Board of Commissioners

2.a.

Meeting Date: 08/19/2019

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the August 5, 2019 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
AUGUST 5, 2019 AT 6:00 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 5, 2019 at 6:00 p.m., pursuant to notice duly posted as prescribed by law. Vice Mayor Harrod presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Ed Bolt
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch,
Emergency Management Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Ms. Kate Joyce advised that Senior Citizens of Shawnee Inc. (SCSI) had received a \$15,000.00 grant from Arvest Bank for flooring of the Senior Center. As a part of the dissolution with SCSI, the board has determined that the grant is to be transferred to the City of Shawnee to assist with the flooring cost at the Senior Center.

Mr. Daryl McVey presented the grant to Finance Director Ashley Neel.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the July 15, 2019 regular meeting.
- b. Acknowledge the following minutes:
 - Shawnee Parks and Recreation Committee Minutes from the May 7, 2019 meeting
 - Shawnee Community Beautification Committee Minutes from the June 20, 2019 meeting
- c. Authorize staff to purchase five Ford Police SUV's at the state bid price of \$34,698.00 each for a total of \$173,490.00 from John Vance Auto Group.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to approve Consent Agenda Item Nos. 2 (a-c). Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 3:

Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Miller presented Acey, a Pitbull mix. Acey has been altered and the adoption fee inside the City Limits is \$10.00 and \$5.00 outside the City Limits.

AGENDA ITEM NO. 4:

Consideration of a resolution of the Mayor and City Commission that establishes and provides for compensation of City Manager William Chance Allison pursuant to Article V, Section 3 of the Shawnee Municipal Charter.

City Attorney Joe Vorndran advised a resolution is required by City Charter to establish the compensation rate of the City Manager.

A motion was made by Commissioner Rutherford, seconded by Commissioner Gillham, to approve a resolution of the Mayor and City Commission that establishes and provides for compensation of City Manager William Chance Allison pursuant to Article V, Section 3 of the Shawnee Municipal Charter.

Resolution No. 6594 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA THAT ESTABLISHES AND PROVIDES COMPENSATION OF THE CITY MANAGER PURSUANT TO ARTICLE V, SECTION 3 OF THE CITY CHARTER.

Motion carried 7-0.

AYE: Rutherford, Gillham, Harrod, Finley, Sehorn, Salter, Bolt

NAY: None

AGENDA ITEM NO. 5: Consideration of a contract with City Manager William Chance Allison.

City Attorney Joe Vorndran provided a staff report explaining the contract establishes all details, such as the effective date. The contract has been approved by Mr. Allison.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to approve a contract with City Manager William Chance Allison. Motion carried 7-0.

AYE: Gillham, Bolt, Harrod, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 6: Swearing in of William Chance Allison as City Manager.

William Chance Allison was sworn in as City Manager by City Clerk, Lisa Lasyone.

AGENDA ITEM NO. 7:

Discussion, consideration, and possible action for a Mayor's Appointment to fill a vacant position on the Planning Commission. Applicants: Holly Gordon, Rachael Melot, and Randall K. Rogers.

Mayor Richard Finley called Holly Gordon and Rachael Melot to introduce themselves and state why they were interested in serving on the Planning Commission. Randall K. Rogers was not in attendance. Mayor Finley appointed Rachael Melot to the Planning Commission.

A motion was made by Commissioner Bolt, seconded by Commissioner Rutherford, to approve the Mayor's Appointment of Rachael Melot to the Planning Commission. Motion carried 5-0-2.

AYE: Bolt, Rutherford, Sehorn, Gillham, Finley

NAY: None

ABSTAIN: Harrod, Salter

AGENDA ITEM NO. 8:

Discussion, consideration, and possible action for a Mayor's Appointment to fill a vacant position on the Airport Advisory Board. Applicant: Randall J. Rogers.

Mayor Richard Finley called Randall J. Rogers to introduce himself and state why he was interested in serving on the Airport Advisory Board. Mayor Finley appointed Randall J. Rogers to the Airport Advisory Board.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to approve the Mayor's Appointment of Randall J. Rogers to the Airport Advisory Board. Motion carried 7-0.

AYE: Gillham, Rutherford, Sehorn, Salter, Bolt, Harrod, Finley

NAY: None

AGENDA ITEM NO. 9:

Consider and take action with respect to a resolution of the Board of Commissioners of the City of Shawnee, Oklahoma (the “City”) approving action taken by the Shawnee Municipal Authority (the “Authority”) authorizing issuance, sale and delivery of its Clean Water SRF promissory note to the Oklahoma Water Resources Board; ratifying and confirming a lease agreement and operation and maintenance contract, as amended, whereby the city leased its water and sanitary sewer systems to the authority; and containing other provisions related thereto.

City Manager Chance Allison advised this item is to confirm a decision to be made on the Shawnee Municipal Authority Agenda authorizing for the City to apply for Clean Water State Revolving Fund (SRF).

A motion was made by Vice Mayor Harrod, seconded by Commissioner Sehorn, to approve a resolution of the Board of Commissioners of the City of Shawnee, Oklahoma (the “City”) approving action taken by the Shawnee Municipal Authority (the “Authority”) authorizing issuance, sale and delivery of its Clean Water SRF promissory note to the Oklahoma Water Resources Board; ratifying and confirming a lease agreement and operation and maintenance contract, as amended, whereby the city leased its water and sanitary sewer systems to the authority; and containing other provisions related thereto.

Resolution No. 6595 was introduced.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA (THE “CITY”) APPROVING ACTION TAKEN BY THE SHAWNEE MUNICIPAL AUTHORITY (THE “AUTHORITY”) AUTHORIZING ISSUANCE, SALE AND DELIVERY OF ITS CLEAN WATER SRF PROMISSORY NOTE TO THE OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING A LEASE AGREEMENT AND OPERATION AND MAINTENANCE CONTRACT, AS AMENDED, WHEREBY THE CITY LEASED ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Motion carried 7-0.

AYE: Harrod, Sehorn, Salter, Bolt, Gillham, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 10:

Discussion and consideration of an ordinance amending Chapter 8 “Businesses, Permits, and Licenses”, creating Article IV “Wreckers and Towing Services”, of the City Code, providing for the municipal regulation of wreckers and towing services within City Limits, in compliance with Title 47 Oklahoma Statute Section 951 et seq.; and also providing for severability, codification, and repealer.

City Attorney Joe Vorndran advised this is a house keeping item to be in compliance with State Statute.

A motion was made by Commissioner Bolt, seconded by Commissioner Gillham, to approve the ordinance amending Chapter 8 “Businesses, Permits, and Licenses”, creating Article IV “Wreckers and Towing Services”, of the City Code, providing for the municipal regulation of wreckers and towing services within City Limits, in compliance with Title 47 Oklahoma Statute Section 951 et seq.; and also providing for severability, codification, and repealer.

Ordinance No. 2670NS was introduced.

AN ORDINANCE OF THE CITY OF SHAWNEE, OKLAHOMA AMENDING CHAPTER 8 – “BUSINESSES, PERMITS AND LICENSES”, CREATING ARTICLE IV—“WRECKERS AND TOWING SERVICES”, OF THE CITY CODE, PROVIDING FOR THE MUNICIPAL REGULATION OF WRECKERS AND TOWING SERVICES WITHIN CITY LIMITS, IN COMPLIANCE WITH TITLE 47 OKLAHOMA STATUTE SECTION 951 ET SEQ.; AND ALSO PROVIDING FOR SEVERABILITY, CODIFICATION, AND REPEALER

Motion carried 7-0.

AYE: Bolt, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter
NAY: None

Ordinance No. 2670NS was adopted by the City Commission.

AGENDA ITEM NO. 11:

Consider Bids/Request for Qualifications (RFQ):

AGENDA ITEM NO. 11(b) WAS HEARD BEFORE ITEM NO. 11(a).

- b. Park Improvement Planning Request for Professional Services Qualifications (RFQ) (Open)

BIDDER

CLS & Associates, LLC
Oklahoma City, OK

Howell & Vancuren
Tulsa, OK

Planning Design Group
Tulsa, OK

Guernsey
Oklahoma City, OK

LAUD Studio
Oklahoma City, OK

Director of Operations James Bryce announced that five (5) RFQ's were received. Mr. Bryce requested that the bid award be deferred to a future meeting to allow staff to review the packets.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to defer the bid award to a future meeting. Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt

NAY: None

- a. Purchase and installation of vinyl tile and carpet for the Shawnee Senior Center (Award)

Director of Operations James Bryce announced that one (1) bid was received. After review, staff recommends awarding the bid to Bryan's Flooring of Oklahoma City, Oklahoma in the total amount of \$36,000.00. This project will be funded by the Arvest grant received earlier in the meeting from the Senior Citizens of Shawnee Inc. and the half cent sales tax.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to accept staff's recommendation and award the bid to Bryan's Flooring in the total amount of \$36,000.00. Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter
NAY: None

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

There was no New Business.

AGENDA ITEM NO. 13: Commissioners Comments

Commissioner Bolt announced that Shawneestock would be held in Downtown Shawnee on Friday, August 16, 2019 from 6:00 p.m. to 9:00 p.m.

Commissioner Rutherford announced the Cops and Kids event would be held on Saturday, August 24, 2019 at the Heart of Oklahoma Exposition Center from 1:00 p.m. to 4:00 p.m.

Commissioner Sehorn stated he was impressed with the Spectra/Heart of Oklahoma Exposition Center transition and the City's transition with the Senior Center.

The Commissioners welcomed and congratulated Chance Allison on his new position as City Manager.

AGENDA ITEM NO. 14: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:31 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners**2.b.**

Meeting Date: 08/19/2019

Reports and Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for July 2019
- Project Payment Report for July 2019
- Planning Commission Minutes from the June 5, 2019 and July 3, 2019 regular meetings
- Shawnee Urban Renewal Authority Minutes from the May 7, 2019 regular meeting

Attachments

License Pymt Rpt

Project Pymt Rpt

Planning Minutes 06-05-2019

Planning Minutes 07-03-2019

SURA Minutes

8/08/2019 10:11 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
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PAGE: 1
PAYMENT DATES: 0/00/0000 TO 99/99/9999

** LICENSE CODE TOTALS **

LICENSE CODE	DESCRIPTION		FEE	PENALTY	PAYMENT DISTRIBUTION	TOTAL PAID
					TAX INTEREST	
ALARM	BURGLAR/FIRE ALARM LICENSE	6	140.00CR			140.00
BEERWINE	BEER AND WINE OCCUPATIONAL TAX	7	3,200.00CR			3,200.00
ELECC	ELECTRICAL CONTRACTOR	4	350.00CR			350.00
IMERC	ITINERANT MERCHANT	1	3.00CR			3.00
LAKELEASE	LAKE LEASE	11	6,811.00CR			6,811.00
MARIJ-1	COM MARIJUANA DISPENSARY	1	100.00CR			100.00
MARIJ-2	COM MARIJUANA GROWER	1	100.00CR			100.00
MARIJ-3	COM MARIJUANA PROCESSOR	2	200.00CR			200.00
MECHC	MECHANICAL CONTRACTOR	3	275.00CR			275.00
PLUMC	PLUMBING CONTRACTOR	1	75.00CR			75.00
SIGN	SIGN HANGERS LICENSE	1	75.00CR			75.00
SOLIC	SOLICITOR ANNUAL LICENSE	3	150.00CR			150.00
TOTAL			11,479.00CR			11,479.00

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*** GENERAL LEDGER DISTRIBUTION ***

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-4017	OCCUPATIONAL TAX	3,200.00CR
001-4201	LICENSES	368.00CR
001-4210	REGISTRATIONS	700.00CR
001-4218	MEDICAL MARIJUANA LICENSE	400.00CR
001-4601	LAKE SITE LEASES RENTAL REV	6,811.00CR
799-1023	BANCFIRST GENERAL ACCT	11,479.00

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STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2019 TO 7/31/
SORTED BY: PRO

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	272.00CR
001-4202	BUILDING PERMITS	5,227.94CR
001-4203	PLUMBING PERMITS	2,125.00CR
001-4204	ELECTRICAL PERMITS	300.00CR
001-4205	ZONING PERMITS & APPLICATIONS	840.00CR
001-4206	HEATING & A/C PERMITS	2,225.00CR
001-4249	OTHER PERMITS	320.00CR
001-4822	OTHER MISC. REVENUE	34.00CR
101-4249	OTHER PERMITS	50.00CR
501-4510	WATER TAPS	1,050.00CR
799-1023	BANCFIRST GENERAL ACCT	12,443.94

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STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

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PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2019 TO 7/31/
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** -SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	4,369.30CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,622.04CR
B4-CARPORT	BUILDING CARPORT	29.50CR
B4-STORAGE	BUILDING STORAGE SHED	447.60CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	327.00CR
M2-ADD	MECHANICAL ADDITION	79.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	2,271.50CR
P3-REMODEL	PLUMBING REMODEL	1,090.00CR
UNAPPLIED	UNAPPLIED CREDITS	988.50CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	50.00CR
X-DEMO	DEMOLITION PERMIT	50.00CR
X-SIGN	SIGN PERMIT	50.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	129.00CR
Z-OCCUP	OCCUPANCY PERMIT	100.00CR
Z-REZONING	REZONING REQUEST	840.00CR
TOTAL		12,443.94CR

PLANNING COMMISSION MINUTES

DATE: JUNE 5TH, 2019

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, June 5th, 2019, at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1:

Roll Call

Upon roll call the following members were present:

Present: Deem, Matthews, Bergsten, Cowen, Kienzle, Rowell

Absent: Walker

Meeting was called to Order.

AGENDA ITEM NO.2:

Consideration of approval of the minutes from the regular meeting of the Planning Commission on May 1st, 2019, and the special called meeting of the Planning Commission on May 22nd, 2019

Chairman Bergsten asked Commission for any comments, questions, or a vote. Commissioner Deem motioned to approve both sets of minutes; seconded by Commissioner Cowen.

Motion passed:

AYE: Deem, Matthews, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.3:

Citizens' Participation

Chairman Bergsten opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward.

No one came forward and Chairman Bergsten closed the public portion of the meeting.

AGENDA ITEM NO.4:

Case #P06-19 – Public hearing and consideration of approval rezone from R-1 (Single-Family Residential) to R-2 (Combined Residential) located at 604 East Anna, Shawnee, Oklahoma, also known as Lots 5 & 6, Block 1, Keene's Addition, for the purpose of a duplex

Applicant: Acock Properties

Planning Director Rebecca Blaine presented staff report. She briefly described the features of the lots and the zoning surrounding the property. She stated the proposed rezone conforms with the City of Shawnee Zoning Code and that staff recommends approval of the rezone.

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward.

No one came forward and Chairman Bergsten closed the public portion of the meeting.

Chairman Bergsten asked if there were any other comments or questions. There were no comments or questions and Chairman Bergsten asked for a motion. Commissioner Matthews motioned to approve of the rezone; seconded by Commissioner Kienzle.

Motion passed:

AYE: Deem, Matthews, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.5:

Case #S01-19 – Consideration of approval of a preliminary plat for Woodsong Addition, Phase III of a 27.99-acre property located east of North Harrison, west of North Bryan, and north of East 45th, Shawnee, Oklahoma, for the purpose of a single-family residential development

Applicant: Crafton Tull

Planning Director Rebecca Blaine presented staff report. She noted that this item is the third phase of an existing development. She presented the concerns of a nearby resident, whose concerns were not represented in the packet due to her communications with Director Blaine being after the packets for the Planning Commission Meeting were sent, that water flow will worsen on her street if this area is developed. Director Blaine stated the applicant is only required to show enough of the drainage and detention calculations and conceptual ideas to make it so that the project is feasible. The majority of the platted lots will drain to a detention pond located in the northwest corner of the plat. She stated that all the lots meet the requirements of the City of Shawnee for the preliminary phase of the plat.

Director Blaine introduced Engineering Director Michael Ludi to go into further detail regarding drainage and detention in the proposed development. Director Ludi stated that the plat drains to the west, and that there will not be additional runoff of storm water.

Commissioner Cowen asked if there has been work on the property already. Director Ludi stated he did not know because he has not visited the property. Commissioner Matthews stated there has been, and that there currently are flood problems in the neighborhood. He stated his concerns are the grade of the property. Director Ludi stated the new design will not be based on the applicant adding dirt. Commissioner Matthews stated he believes the proposal to be a great project. Chairman Bergsten asked if the applicant will be cutting down on the elevations. Director Ludi states they have not received design plans such as that at this point. Commissioner Cowen stated there is not much natural fall on the plat. Commissioner Kienzle asked if Director Ludi relies on the applicant's calculations. Director Ludi stated they do. She asked what would happen if it continued to flood in the neighborhood. Director Ludi stated it is up to the property owners to litigate. Commissioner Matthews who ensures the applicant follows through on what is submitted. Director Ludi stated the project is inspected, but grading plans for individual lots and houses are not submitted.

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting.

Chairman Bergsten asked if there were any comments or questions. Commissioner Kienzle stated she had questions for the project engineer, Joel Harrison of Crafton Tull & Associates. Mr. Harrison presented a map of the drainage system for the proposed development. Commissioner Matthews asked about the drainage that goes into a street that does not exist. Mr. Harrison stated that issues like this are resolved further into the design phase.

Commissioner Deem commented that there have been drainage issues in surrounding areas near the site, and asked if this will worsen the drainage situation in those areas. Mr. Harrison stated it would not. There were no more comments or questions and Chairman Bergsten asked for a motion. Commissioner Matthews motioned to approve of the preliminary plat; seconded by Commissioner Deem

Motion passed:

AYE: Deem, Matthews, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.6:

Case #P08-19 – Public hearing and consideration of approval of a rezone from C-3 (Highway Commercial) to commercial PUD (Planned Unit Development) known as Shawnee Retail Development located at 4900 North Harrison, Shawnee, Oklahoma, for the purpose of a commercial development

Applicant: TLP Associates, Inc.

Planning Director Rebecca Blaine presented staff report. She briefly summarized the current condition of the property, and listed a list of conditions staff has requested be added to the PUD. She noted there will be less impervious surface and additional landscaping. She described the basic characteristics of the proposed PUD. She stated if the conditions were to be met, staff would recommend approval of the PUD.

Chairman Bergsten asked if there has been clarification on what “private entertainment” is defined as in the Design Statement. Director Blaine said she believes it is referring to adult entertainment establishments, and stated she would make it a condition that the applicant clarify that term. Commissioner Kienzle asked if this PUD would be seen by the Planning Commission again. Director Blaine stated it would go on to City Commission unless the Planning Commission requests changes to the PUD. Commissioner Kienzle expressed concerns about how it will affect Shawnee’s image due to the property’s adjacency to Interstate Highway 40. Director Blaine stated there is no a specific use planned for Lot 2 at this moment. Commissioner Kienzle asked who negotiates the PUD with the applicant. Director Blaine stated the City does. Director Blaine noted the increased landscaping is one concession the applicant has made. Commissioner Matthews expressed concern about the fact that the property currently does not conform to the landscaping requirements of the Zoning Code and that the applicant could later renege on this concession. Director Blaine stated staff issues the certificate of occupancy after landscaping has been completed. She noted that much of the delineated current landscaping is now only grass. Commissioner Matthews expressed his concern about the City allowing new projects that do not already meet code. Director Blaine stated requiring the applicant to bring the property up to conforming with the code could be added as a condition of approval. Commissioner Matthews asked why staff did not have a recommendation in the staff report. Director Blaine explained that staff has a multitude of conditional items that prevented them from making a recommendation. Commissioner Kienzle expressed her concern about parking. Director Blaine stated there is currently a large existing parking lot, but without a proposed use for Lot 2, a specific amount of new parking required cannot be provided; however, the property currently meets the Zoning Code’s parking requirements. Commissioner Kienzle expressed her concern that Lot 2 could become only a large parking lot, and would negatively impact the aesthetics nearby Interstate Highway 40. Commissioner Cowen stated these conditions could be added to the motion to approve of the PUD. Director Blaine stated they could have that time to refine the PUD between the Planning Commission Meeting and the City Commission Meeting. Chairman Bergsten stated the Commission may also want to consider the conditions staff listed in the staff report.

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward. The applicant, Terry Pollock of TLP Associates, came forward. He briefly summarized the history of

how this PUD came to be proposed. He stated the PUD is designed to free up the corner lot for development, and that there is no risk to the City of Shawnee because whatever is developed on the property will have to meet the City Code. Commissioner Kienzle asked Mr. Pollock what would happen if a hypothetical future property owner were to place a parking lot on the east and south side of Lot 2. Mr. Pollock stated City Code does not say that is prohibited. Commissioner Kienzle stated she is uncomfortable that everyone will follow the code in the future. Mr. Pollock stated a PUD is the time to address issues such as what Commissioner Kienzle introduced. Director Blaine stated any development would have to meet City Code, including elements not specifically addressed in a PUD design statement. Commissioner Kienzle asked what City Code says about types of building materials allowed to be used in a commercial development. Director Blaine stated the regulations on materials are the usual standard for highway commercial developments. Chairman Bergsten stated the Code cannot address all aesthetic issues. Director Blaine summarized the standards of Chapter 22, Zoning Code, Section 165, Commercial Uses, Subsection 5, Commercial Building Design Standards. Commissioner Cowen stated that if the City is too restrictive, then the property will remain a vacant lot. Chairman Bergsten stated some of the issues discussed have not been addressed in the PUD documents. Commissioner Matthews asked if there is any flexibility in the enforcement of the PUD's standards of approved. Director Blaine stated if approved, the property would be required to abide by the standards of the PUD design statement unless the PUD is amended. Mr. Pollock stated the hotel lot will be aesthetically improved.

Nelmon Brauning came forward in support of the application. She expressed her desire to beautify the property. Commissioner Deem asked Ms. Brauning about the intended use about the property she applied for a rezone at the previous Planning Commission Meeting. Ms. Brauning stated a Dunkin Donuts is being considered. No one else came forward and Chairman Bergsten closed the public portion of the meeting.

Chairman Bergsten asked if there were any comments or questions. Commissioner Matthews stated it is important that the City ensures that this property is properly developed. Director Blaine stated C-3 properties are only required to have 60% masonry coverage. She stated she would recommend to the Commission to add 100% masonry coverage as a requirement for the PUD. Commissioner Deem asked if the City could add more specific parking standards. Director Blaine stated the City can do that. Chairman Bergsten summarized the recommended changes to the PUD. Commissioner Matthews asked what would stop the Quality Inn from restricting access to parking in the future. Commissioner Kienzle stated that is part of a development agreement. Chairman Bergsten asked if the preliminary plat involving this application would appear in front of the Planning Commission. Director Blaine confirmed it would. She also stated the preliminary plat is still in the review process. Commissioner Matthews stated the application should be recommended for deferral. There were no more comments or questions and Chairman Bergsten asked for a motion. Commissioner Matthews made a motion to defer the PUD for the Shawnee Retail Development; seconded by Commissioner Kienzle.

Motion passed:

AYE: Deem, Matthews, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.7:

Review and discuss current draft of Comprehensive Plan

Amy Haase of RDG Consulting was present to introduce and discuss the current draft of the Comprehensive Plan. She discussed the data and knowledge obtained that guided the creation of this document. Major issues discussed were housing diversity, infill development, preserving drainage ways and flood zones, planning for community amenities, multimodal transportation networks, public safety, and balancing and connecting neighborhoods. She described how the Comprehensive Plan divides different parts of the cities into quadrants, and discussed policy recommendations for many of the quadrants. She presented the land use framework map. She stated the framework map provides a general guidance for the types of uses that should be thought of in each respective area. She presented the planning element pieces' policy recommendations for transportation, community image, downtown, housing and neighborhoods, quality of life, and public services.

Commissioner Kienzle asked about how the process of finalizing the Comprehensive Plan. Director Blaine stated revisions, if any are necessary, will be made after the Planning Commission Meeting. She then summarized the process of enacting the Comprehensive Plan. Commissioner Cowen asked Ms. Haase about by what method of payment the City is using for RDG. Mrs. Haase stated a flat fee is being used for presenting the Comprehensive Plan. Commissioner Deem asked for information on creating public art. Mrs. Haase stated the Comprehensive Plan discusses public art. Commissioner Kienzle expressed her feedback about a large variety of elements in the Comprehensive Plan. Commissioner Deem stated she would like to see code enforcement integrated in all aspects of the Comprehensive Plan. Commissioner Kienzle expressed her concern about illegal signage in Shawnee. Director Blaine stated that the City is in the process of hiring a second code enforcement officer. Commissioner Cowen expressed his concerns about the City's image relating to homelessness. Community image along commercial corridors was also discussed.

Director Blaine asked about the relationship between the local Native American tribes and the City in the Comprehensive Plan. Mrs. Haase stated RDG typically defers to the Native American tribes. Director Blaine stated George Fisher has over 600 employees but is not on the map on major employers, and Wolverine Tubing should be removed because their new ownership employs only 200 people. She also stated sidewalks are not an expectation or requirement at this time. The issue regarding sidewalks was discussed by the Planning Commission. Commissioner Kienzle thanked Ms. Haase for accommodating the requests of the Planning Commission.

AGENDA ITEM NO.8: **Planning Director's Report**

Director Blaine stated the Planning Department has been kept busy, which is a positive sign for the City of Shawnee.

AGENDA ITEM NO.9: **Commissioners Comments and/or New Business**

Commissioner Cowen announced his resignation. He stated Randall Rogers has applied to replace him. The Commission thanked Commissioner Cowen for his service.

Commissioner Kienzle asked Director Blaine about how implementation will be performed. Director Blaine stated it is too early to give an accurate answer to that question. She stated the City has recently closed the position for a new code enforcement officer. Ms. Haase described the annual review process.

AGENDA ITEM NO.10: **Adjournment**

Meeting was adjourned.



Chairman/Vice-Chairman

Joseph Barker

Planning Commission Secretary

PLANNING COMMISSION MINUTES

DATE: JULY 3RD, 2019

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, July 3rd, 2019, at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1:

Roll Call

Upon roll call the following members were present:

Present: Deem, Matthews, Kienzle, Rowell

Absent: Walker, Bergsten

Meeting was called to Order (due to the absence of Chairman Bergsten and the resignation of the vice-chairman Cowen, Commissioner Kienzle chaired the meeting).

AGENDA ITEM NO.2:

Consideration of approval of the minutes from the regular meeting of the Planning Commission on July 3rd, 2019

Chairwoman Kienzle asked Commission for any comments, questions, or a vote. Commissioner Deem made a motion to approve the minutes; seconded by Commissioner Rowell.

Motion passed:

AYE: Deem, Matthews, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.3:

Citizens' Participation

Chairwoman Kienzle opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward.

No one came forward and Chairwoman Kienzle closed the public portion of the meeting.

AGENDA ITEM NO.4:

Case #P10-19 – Public hearing and consideration of approval of a rezone request from a PUD (Planned Unit Development) to C-3 (Highway Commercial), located at 3939 North Kickapoo Avenue, Shawnee, Oklahoma, for the purpose of a retail development.

Applicant: Nelmon Brauning

Assistant City Planner Joseph Barker presented staff report. He stated the applicant's intended use of the property is for a retail development, and discussed the use limitations of the currently active PUD. He stated staff has recommended approval of the rezone.

Commissioner Matthews asked Assistant City Planner Barker if adding a commercial use on that property would necessitate a stop light being added to the intersection of Kickapoo Avenue and Ken Del Drive. Assistant City Planner Barker stated he is not qualified to speak on traffic requirements. Commissioner Rowell asked Assistant City Planner Barker to clarify that the purpose of the rezone is to simply remove the limitations of the current PUD. He stated that is correct.

Chairwoman Kienzle opened the public portion of the meeting asked if anyone speaking in favor of the item would like to come forward. Nelmon Brauning, the applicant, came forward. She stated her desire to open the property up for more uses in order to sell the property.

No one else came forward and Chairwoman Kienzle asked if anyone speaking against the item would like to come forward. No one came forward and Chairwoman Kienzle closed the public portion of the meeting.

Chairwoman Kienzle asked if there were any other comments or questions. There were no comments or questions and Chairwoman Kienzle asked for a motion. Commissioner Matthews made a motion to approve the rezone; seconded by Commissioner Rowell.

Motion passed:

AYE: Deem, Matthews, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.5:

Case #S03-19 – Consideration of approval of a preliminary plat for Rolling Hills South Addition, a 3-acre property located on the southeast corner of North Bryan Avenue and East Main Street, Shawnee, Oklahoma, for the purpose of a single-family residential development and for the construction of the Friendship House.

Applicant: Keith Shaw

Assistant City Planner Joseph Barker presented staff report. Assistant City Planner Barker briefly summarized the property and the intent of the plat. He stated staff recommends approval of the preliminary plat upon the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with final plat approval;
2. Drainage plans must be approved by the City Engineer concurrent with final plat approval; and
3. All other applicable city standards apply.

Commissioner Matthews asked if the Shawnee Municipal Authority's comments were standard comments. Engineering Director Michael Ludi stated their comments are standard, and Assistant City Planner Barker clarified that the Shawnee Municipal Authority has approved of the preliminary plat.

Chairwoman Kienzle opened the public portion of the meeting and asked if anyone speaking in favor of the item would like to come forward. Travis Flood, the Friendship House Coordinator of Community Renewal in Pottawatomie County, came forward. He described Community Renewal's optimism for the project. Chairwoman Kienzle asked Mr. Flood to go into more details about the Friendship House program and who the clients would be. Mr. Flood stated the purpose of the Friendship House is building relationships in neighborhoods and bringing in resources to help these places grow. Commissioner Deem asked Mr. Flood if a family has already been selected. Mr. Flood stated there has been one selected that will live upstairs. He stated their job would be to run the Friendship House. He described the design of the house. Chairwoman Kienzle asked Mr. Flood to describe the process of how the families that run Friendship Houses are selected. Commissioner Deem asked if the other lots would be tribal property. Mr. Flood confirmed this to be true.

No one else came forward and Chairwoman Kienzle asked if anyone speaking against the item would like to come forward. No one came forward and Chairwoman Kienzle closed the public portion of the meeting.

Chairwoman Kienzle asked if there were any comments or questions.

There were no more comments or questions and Chairwoman Kienzle asked for a motion. Commissioner Deem made a motion to approve of the preliminary plat; seconded by Commissioner Matthews.

Motion passed:

AYE: Deem, Matthews, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.6:

Case #P08-19 – Public hearing and consideration of approval of a rezone request from C-3 (Highway Commercial) to a commercial PUD (Planned Unit Development), Shawnee Retail Development, located at 4900 North Harrison, Shawnee, Oklahoma, for the purpose of a commercial development.

Applicant: TLP Associates, Inc.

Assistant City Planner Joseph Barker presented staff report. He provided a recap of what the applicant is proposing. He summarized the changes the applicant made to the PUD since the previous public hearing the item was heard at on June 5th, 2019 Planning Commission Meeting, including clarification on what “private entertainment” means in the PUD Design Statement, an access easement for both the existing signs that would become off-premise, and the waterline on Lot 2 being public was clarified. He stated staff recommends approval based upon the following conditions:

1. Property is brought up to the standards of the Zoning Code before development is started;
2. Lot 2 will not be a parking lot;
3. No parking will be adjacent to the east and south lot lines;
4. Parking will always be available to both lots; and
5. All new primary structures erected will be required to have 100% masonry coverage.

Commissioner Rowell asked if the new conditions were agreed upon by the applicant and the Planning Department. Assistant City Planner Joseph Barker stated that he does not know what correspondence Planning Director Rebecca Blaine has had with the applicant on these conditions.

Chairwoman Kienzle opened the public portion of the meeting and asked if anyone speaking in favor of the item would like to come forward. The general manager of the Quality Inn on Lot 1, Harry Patel, came forward. He stated they will update the landscaping after they finish demolishing the sidewalk. He provided the number of shrubs and trees on the property. Commissioner Kienzle asked Mr. Patel if documents would be submitted in the future to the City in order to verify the landscaping. Mr. Patel said they would do so. He showed the Planning Commission the changes to the landscaping plans. Commissioner Matthews expressed his thanks to Mr. Patel for the changes they have made to this project for the City. Chairwoman Kienzle asked Mr. Patel if he had any concerns about the conditions on the staff report. He expressed a concern about the third condition. Chairwoman Kienzle clarified that the condition states the parking cannot be adjacent to the south and east lot lines, and not that there cannot be any parking at all towards the east or south part of the lot. Mr. Patel stated he could do that. Commissioner Rowell clarified that there will be parking up front, just not on the edge of the property facing the streets. Commissioner Matthews told Mr. Patel he believes he has done a good job on the project.

No one else came forward and Chairwoman Kienzle asked if anyone speaking against the item would like to come forward. No one came forward and Chairwoman Kienzle closed the public portion of the meeting.

Chairwoman Kienzle asked if there were any comments or questions. There were no more comments or questions and Chairwoman Kienzle asked for a motion. Commissioner Matthews motioned to approve of the PUD upon the listed conditions; seconded by Commissioner Rowell.

Motion passed:
AYE: Deem, Matthews, Kienzle, Rowell
NAY:
ABSTAIN:

AGENDA ITEM NO.7:

Case #S05-19 – Consideration of approval of a preliminary plat for Shawnee Retail Development, a 4.52-acre property located at 4900 North Harrison, Shawnee, Oklahoma, for the purpose of a commercial development.

Applicant: TLP Associates

Assistant City Planner Joseph Barker presented staff report. He stated that the requested corrections listed on the staff report were resolved after the staff report was sent out to the Planning Commission. He stated staff recommends approval of the preliminary plat upon the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with final plat approval;
2. Drainage plans must be approved by the City Engineer concurrent with final plat approval;
3. All other applicable city standards apply;
4. Contours shall be added;
5. Statistical information will be corrected;
6. Engineering's requested corrections shall be made; and
7. The utility contractor will locate, expose, shut off, and detach the existing 4" service from the 12" water main located on the east side of Harrison.

Assistant City Planner Barker stated that because the applicant has made all requested corrections, conditions four through six no longer need to be conditions upon approval.

Chairwoman Kienzle opened the public portion of the meeting and asked if anyone speaking in favor of the item would like to come forward.

No one came forward and Chairwoman Kienzle asked if anyone speaking against the item would like to come forward. No one came forward and Chairwoman Kienzle closed the public portion of the meeting.

Chairwoman Kienzle asked if there were any comments or questions. There were no comments or questions and Chairwoman Kienzle asked for a motion. Commissioner Rowell motioned to approve the preliminary plat upon the listed conditions except conditions four through six; seconded by Commissioner Deem.

Motion passed:
AYE: Deem, Matthews, Kienzle, Rowell
NAY:
ABSTAIN:

AGENDA ITEM NO.8:

Planning Director's Report

Assistant City Planner Joseph Barker stated Planning Director Rebecca Blaine provided a staff report via e-mail to the Planning Commission because she could not attend the meeting. Commissioner Deem stated the U-Haul facility's property was discussed by Director Blaine. Chairwoman Kienzle stated there is outdoor storage, which was not stated in the conditional use permit as agreed upon by the City. Commissioner Deem asked Assistant City Planner Barker if Director Blaine has an update on the issue. He stated they are still in a negotiation process with

the City, but that he himself has not been apart of that process. Commissioner Matthews asked why other businesses are allowed to have outdoor storage and not U-Haul. Engineering Director Michael Ludi stated outdoor storage was not agreed upon by the City, and also stated that the U-Haul is renting units that are permanent structures. Chairwoman Kienzle recalled that the applicant had originally stated they were going to beautify the property. Commissioner Deem stated she feels the Planning Commission was fooled by the applicant regarding their intentions for the property. Commissioner Rowell stated once Director Blaine has investigated and concluded whether or not U-Haul has breached the agreement, the Planning Commission will have a legal argument against them. Commissioner Deem stated that another part of the issue is the expectation created by the applicant with the materials they had submitted for their conditional use permit. Commissioner Rowell stated there was a lot of discussion about there not being a large quantity of trucks parked on the property, and now there are instead structures in place. Commissioner Matthews stated the structures were not included in the plans submitted by the applicant. Chairwoman Kienzle expressed her disappointment with the landscaping of the property.

AGENDA ITEM NO.9:

Commissioners Comments and/or New Business

Commissioner Deem asked Assistant City Planner Barker if he had any information on the status of the replacement of fencing at the Shawnee Milling Company. He stated he has not been a part of that process, but that he would bring that up to Director Blaine.

Commissioner Deem asked Assistant City Planner Barker what is going north of the Domino Plaza. Director Ludi stated it is only a dog park. Chairwoman Kienzle stated she believes the property looks fabulous. Commissioner Deem stated she is excited for the project.

AGENDA ITEM NO.10:

Adjournment

Meeting was adjourned.



Chairman/Vice-Chairman

Joseph Barker
Planning Commission Secretary

SHAWNEE URBAN RENEWAL AUTHORITY

MINUTES OF MAY 7, 2019

The Board of Commissioners of the ***Shawnee Urban Renewal Authority*** met for a regular meeting Tuesday, May 7, 2019 at 9:00 a.m. in the CDBG Conference Room, 227 N. Broadway, Suite C, Shawnee, Oklahoma.

Tiffany Barrett called the meeting to order at 9:16 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

	Chairman	Tiffany Barrett
	Commissioner	Paul Davis
	Commissioner	Johnie Maxwell
Absent:	Commissioner	Audra Barksdale
	Commissioner	Renee' Wortham
Guest:	Ashley Neel	Assistant Finance Director
	Dalton Path	City Manager Intern

Also present:

Bryan Logan, Project Manager, SURA
Rebecca Blaine, Planning Director
Karen Drain, Secretary, SURA
Elaine Shrum, Administrative Specialist, SURA

A quorum was declared.

AGENDA ITEM NO. 3

APPROVAL OF MINUTES:

A motion to approve the minutes of February 5, 2019 was made by ***Commissioner Davis***, seconded by ***Commissioner Maxwell***. Motion carried with no abstentions.

VOTING YES: Barrett, Davis, and Maxwell
VOTING NO: None

AGENDA ITEM NO. 4
APPROVAL OF CLAIMS:

A motion to approve claims totaling \$ 37,274.65 was made by **Commissioner Davis**, seconded by **Commissioner Maxwell**. Motion carried with no abstentions.

VOTING YES: Barrett, Davis, and Maxwell
VOTING NO: None

AGENDA ITEM NO. 5
UPDATE ON PROJECTS:

Bryan Logan, Program Manager gave the following update:

1. Home Repair: Roof, Bathroom
 Cost Estimate: \$ 16,550.00
 Bids received: 2
 Bid awarded to: LG Const. for \$15,045.00 – Closed at \$17,590.00
2. Home Repair: Windows
 Cost Estimate: \$ 3,600.00
 Bids received: 3
 Bid awarded to: Unlimited Design Custom Homes for \$2,750.00 – Closed
3. Home Repair: Remove brick
 Cost Estimate: \$ 5,250.00
 Bids received: 3
 Bid awarded to: Unlimited Design for \$3,850.00 – Closed at \$4,850.00
4. Home Repair: Foundation
 Quotes: 4
 Bid awarded to: Unlimited Design Custom Homes for \$38,900.00
5. Home Repair: Foundation
 Quotes: 2
 Bid awarded to: Ram Jack for \$4,430.00 - Closed
6. Home Repair: Sewer
 Quote: 1
 Bid awarded to: LG Const. for \$2,938.00

7. Home Repair: Ramp
Quote: 1
Bid awarded to: LG Const. for \$1,350.00 - Closed
8. Home Repair: Windows
Cost Estimate: \$ 6,900.00
Bids received: 3
Bid awarded to: Williams Restoration for \$4,250.00
9. Home Repair: Roof/A/C/Windows
Cost Estimate: \$ 19,500.00
Bids received: 3
Bid awarded to: Beauford Const. for \$17,300.00
10. Home Repair: Roof
Cost Estimate: \$ 12,525.00
Bids received: 3
Bid awarded to: Patterson Roofing for \$9,937.00
11. Home Repair: Sewer
Quote: 1
Bid awarded to: LG Const. for \$ 2,080.00

**AGENDA ITEM NO. 6
OLD/NEW BUSINESS:**

There was no old or new business.

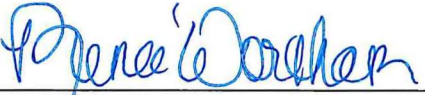
**AGENDA ITEM NO. 7
PROGRAM MANAGER'S REPORT:**

Bryan Logan, Program Manager reported that the 2019 Grant Allocation is increased from \$299,116.00 in 2018 to \$311,414.00. Also the income requirements for applicants increased \$200.00 per year for a family of One or Two.

AGENDA ITEM NO. 8
ADJOURNMENT

There being no further business to come before the Board at this time, a motion to adjourn at 9:55 a.m. was made by **Commissioner Maxwell**, seconded by **Commissioner Davis**. Motion carried with no abstentions.

VOTING YES: Barrett, Davis, and Maxwell
VOTING NO: None



Secretary, Renee' Wortham



Chairman, Tiffany Barrett

Regular Board of Commissioners

2.c.

Meeting Date: 08/19/2019

Lake Leases

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Transfers:

TRANSFERS:

Lot A Hart Tract, 16001 Hart Road

From: Elton and Linda Agee

To: Brian Burton

Lot 2 Coffman Tract, 15405 Perry Road

From: James F. and Susan B. Ruth

To: Jesse and Kobi Abbott

Attachments

Hart Road

Perry Road



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 8/12/19	License No. 033713
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)
Commission Meeting Date	AUGUST 19, 2019
Property Address	16001 HART RD
Lake Site Location	LOT A HART TRACT
Lease Dates	8/19/19 - 8/19/2049
Lease Fee (changes annually)	717.00
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No
Lessee (Transfer To)	
Name(s)	BRIAN BURTON
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) (if applicable)	
Name(s)	ELTON AND LINDA AGEE
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☒ Yes ☐ No (if no, due: 05-31-18)
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☐ Conventional ☒ Aerobic
Last Inspected/Pumped	8/7/19
Misc. Comments	Total Charges Paid: \$1,792.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 033713**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of AUGUST 19, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

BRIAN BURTON
of 2605 ELLA LN SHAWNEE OK 74804 ,

of ,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 717.00 dollars for 2019, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16001 HART RD
HART TRACT LOT A**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART

PARTY OF THE SECOND PART



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	License No.
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)
Commission Meeting Date	8/19/19
Property Address	15405 PERRY ROAD
Lake Site Location	LOT 2 COFFMAN TRACT
Lease Dates	8/19/19 THROUGH 8/19/49
Lease Fee (changes annually)	\$717.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No
Lessee (Transfer To)	
Name(s)	JESSE AND KOBI ABBOTT
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) <i>(if applicable)</i>	
Name(s)	JAMES AND SUSAN RUTH
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☐ Yes ☐ No (if no, due: 05-31-18)
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	8/1/18
Misc. Comments	 Total Charges Paid: \$1717.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 033719**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of AUGUST 19, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

JESSE ABBOTT
of PO BOX S19 NEWALLA OK 74857 ,
KOBI ABBOTT
of PO BOX S19 NEWALLA OK 74857,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 717.00 dollars for 2019, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**15405 PERRY RD
2 COFFMAN TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

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within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

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CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART


PARTY OF THE SECOND PART

Regular Board of Commissioners

2.d.

Meeting Date: 08/19/2019

Transit Study

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to engage the services of KA Associates, LLC and Kopke and Associates to conduct a transit study in the total amount of \$29,032.25.

Attachments

Proposal

CITY OF SHAWNEE

COMMUNITY TRANSIT MANAGEMENT AND OPERATIONS PLAN

Provided For:

**Commissioner Ed Bolt
City of Shawnee**

Submitted by:



**KA Associates, LLC
Overland Park, Kansas**

And



**Kopke and Associates
Fayetteville, Arkansas**

April 17, 2019

April 17, 2019

Commissioner Ed Bolt
City of Shawnee
Ed.bolt@shawneeOK.org



RE: Community Transit Management and Operations Plan

TRANSMITTAL VIA ELECTRONIC MAIL

Commissioner Bolt:

KA Associates is pleased to submit for your consideration our proposal for the Community Transit Management and Operations Plan for the City of Shawnee. Our proposal is made in large part from our understanding of the needs and issues we discussed over the phone. A more formal understanding of the work tasks of a project like this may result in a change in the approach we are offering to you for this project.

KA Associates has considerable experience in design, planning, and operating public transit systems throughout the Southwest and Midwest. Our firm has developed new start transit operations for the City of Lawrence, Kansas, Oklahoma State University's community transit system for the City of Stillwater, and new transit service for the City of Hutchinson, Kansas and Reno County Kansas. In all three of these referenced projects, we started from square one in developing a community and project vision and goals through to route planning, vehicle acquisition, and development of a management team.

Additionally, KA Associates has considerable experience working with universities as a partner in developing a transit system that complements the needs of both the community and university. Our work with the University of Oklahoma in a systematic review of the University's transit system that provides service to the City of Norman resulted in significant growth in their transit ridership. KA Associates also developed a new start campus transit operation for The Ohio State University which included expanding service from two routes to nine, purchasing new vehicles, training operation and maintenance staffs, and developing a communications and marketing plan. This project at Ohio State resulted in the University being awarded the USA Today / RIT Quality Process Award. Recently we worked for the City of San Marcos, Texas and Texas State University in developing a coordination model to combine the resources of the community and university transit systems with shared expense and revenues. This project resulted in an additional \$1.3 million in new transit operating and capital funds.

One of the items we believe to be critical in the development of any fixed route service for the City of Shawnee is developing key stakeholders within the community and University that can assist in being transit leaders for the project. Additionally, it is critical that we understand the current services that the Central Oklahoma Transit System (COTS) can or will play in a potential fixed route operation for the City. From these key stakeholder meetings as well as meetings with the public, we will develop project vision and goals that we believe will be critical to the overall acceptance and success of a new transit operation.



KA Associates, Inc.
Overland Park, Kansas

i

Kopke and Associates
Fayetteville, Arkansas



Because of our considerable experience with new start transit systems, we have an understanding of the elements that are critical to a new start operation. KA Associates has assisted other communities in all aspects of new transit service planning and implementation. Critical is understanding where citizens are and need to go and then developing routes that meet those needs. Other service characteristics such as types of vehicles, service area and hours of operation must be fully comprehended so that citizens know the expectations of the service. And most importantly what are the costs to operate a fixed route transit system and what funding resources can be identified to finance the services.

We are also pleased to bring in as part of the Project Team, Kopke and Associates of Fayetteville, Arkansas. Taunya Kopke will serve as the project lead for this firm. Kopke and Associates has considerable experience in route planning and scheduling. A description of her firm is included as well as Taunya's resume. We believe that Taunya will be a great asset to the Team.

KA Associates and Kopke and Associates are committed to being personally accessible to the City project team. Besides the site visits planned for the project we have found that weekly, scheduled conference calls with project members provides the benefit of increasing communication and collaboration among all participants. This level of communication and accessibility between City staff and the Project Team has been a hallmark of our consulting practices.

Oversight of the project will be performed by:

Hugh E. Kierig, AICP
Principal
KA Associates
585-705-6723
hugh@ka.associates

From our philosophical framework to our extensive experience, we believe we can offer the citizens of Shawnee the professional expertise necessary to see this parking and mobility effort through to completion. Furthermore, a point of pride for our project team – KA Associates and Kopke and Associates – work is the level of personal attention, responsiveness, and availability that we can provide to our clients. We appreciate your consideration.

Sincerely,



Hugh E. Kierig, AICP
KA Associates



KA Associates, Inc.
Overland Park, Kansas

/

Kopke and Associates
Fayetteville, Arkansas



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I. Statement of Qualifications of the Firm

KA Associates, LLC (Lead Firm) –



KA Associates is a Kansas City area-based LLC incorporated in the State of Kansas. The firm is a solution provider specializing in transportation and parking planning, organizational management, strategic planning and professional recruitment. Together, founders Hugh Kierig and Steve Klika have more than 65 years of experience in the transportation industry, with an emphasis in recruiting, transportation system planning, parking and intermodal mobility solutions. All work will be conducted in the Overland Park, Kansas office of KA Associates. Hugh E. Kierig, AICP and Co-Principal with the firm will be authorized to represent the firm in contract negotiations and execution.

The guiding principle of KA Associates is to identify and solve organizational and management issues by providing prompt, professional, personalized service. Knowing that reliable and safe transportation service will encourage return passengers and promote new transit opportunities and relationships, KA Associates is dedicated to maintaining the highest level of customer service, communication and individualized results.

Both Hugh and Steve have experience in new start transit service, budget management, regional transportation issues, strategic planning, labor relations and employee recruitment as well as extensive experience with university and public transportation and parking operations, transportation demand management programming, and multimodal facilities development and implementation. Their unique approach is enhanced by their commitment to ensure that specific issues identified during the course of the project are fully understood by all stakeholders.

KA Associates maintains a diverse clientele that includes transit authorities, local, county, and federal governmental agencies in both rural and urban communities as well as universities. KA Associates takes great pride in serving our clients through excellent review and analysis, transit operational experience, keen understanding of fiscal and political constraints, and a high degree of innovation. KA Associates provides quality, personalized, value-added services that go beyond the work tasks of a professional service contract.

KA Associates has considerable experience in new-start transit development projects similar to the one sought in Shawnee. Our experience includes:

- **Lawrence, Kansas** – creation of “The T” community transit system to serve the community of Lawrence as well as the University of Kansas. KA Associates’ work in this community included –
 - Creation of citizens advisory committees to oversee the start and operation of the new system. This was a true “town/gown” project that required partnering between university and general populations needs;

City of Shawnee
Community Transit Management and Operations Plan

- Coordinate with funding agencies including the Federal Transit Administration, State of Kansas Transit Programs, and MPO;
 - Development of both operational and capital plans and work with local government on financial strategies;
 - Development of procurement documents to hire a transit management company to operate and maintain the system;
 - Development of procurement documents for vehicle purchase and other capital assets of the transit operation;
 - Creation of an ADA Paratransit Implementation plan including vehicles, coverage and other related policies;
 - Development, with concurrence from citizens advisory groups, operational policies for bus stops, fares, schedules, maps, and route needs for a diverse customer base.
- **Stillwater, Oklahoma** – Creation of “The BUS” transit system. This system was a complex unique system in that the University took on the responsibility as the provider and operator of the community public transportation service. As with Lawrence, Kansas system, this was a completely new start with many of the same issues – vehicle procurement, route and ADA planning, and citizen governance addressed. Different from the Lawrence system, the University chose to operate the system directly as opposed to contracting the service. This is an FTA funding capital and operating grantee.
- **Columbus, Ohio** - The Ohio State University hired KA Associates to conduct a review of current routes services and development new routes, assist in bus procurement and management / organizational review for 2000 expansion of a new campus bus system that went from two routes to nine. KA Associates developed route and bus procurement plans, and provided organizational mentorship to transition to this new, enlarged system. The Ohio State University Transportation and Parking Department received the RIT/USA *Today* Quality Award for this project.
- **Oconee County, South Carolina** - First Steps of Oconee County was interested in identifying and eliminating transportation barriers for single mothers access to employment. KA Associates was charged with development of a transit plan and conducted public meetings throughout the county, developed proposed routes and coordinated with near-by Clemson Area Transit in the implementation of this transit service.
- **Hutchinson, Kansas / Reno County** – Similar to the projects in Lawrence, Kansas and Stillwater, Oklahoma, KA Associates was hired by the Reno County Senior Services Department to develop a fixed route and paratransit service for the City of Hutchinson, Kansas and Reno County. This project included route planning, marketing, vehicle purchase, and implementation policies, and organizational restructuring. This is an FTA funded capital and operating grantee.

City of Shawnee
Community Transit Management and Operations Plan

- **KA Associates General Experience** – Besides these specific projects, the KA Associates principals have general transit experience in:
 - Operation and management (general manager) of large FTA funded urban transit systems in Oklahoma City, Indianapolis, and Kansas City
 - Merging of regional transit systems (Kansas City ATA with Johnson County transit) to gain greater efficiencies and system coordination
 - Direct operation and contracted operation transit management with urban systems in Arizona, California, Colorado, Illinois, New York, Virginia, the Virgin Islands, and West Virginia
 - Capital grants with the Federal Transit Administration and state funding agencies for multimodal transportation facilities in Cedar Rapids, Iowa; Athens, Ohio; Fort Collins, Colorado; Kent, Ohio, Morgantown, West Virginia, and Stillwater, Oklahoma
 - Operation and development of the unique Personal Rapid Transit system in Morgantown, West Virginia which included a \$100 million renovation of the 40-year-old system including both FTA operating and capital grants

This wealth of work experience makes KA Associates qualified to understand the political, operational, and social issues associated with transportation in a setting such as Shawnee and identify a straightforward implementation strategy that is designed to be put into action.

Kopke and Associates – Project Team Partner



Public Transit often seems a complex and disorderly terrain where decisions have no beginning or end and boundaries are uncertain. The parties to public decision-making often have quite different objectives and dissimilar ideas about what the problems are. Properly presented, diverse perspectives can expand each stakeholder's vision, so that dissimilar goals come together to support the best mix of transit concepts for your community and organization. Kopke and Associates, with over 27 years of transit experience, works with transit operators, planning agencies, states, and local governments to help plan, develop and manage public transit services. Taunya Kopke, the principal of the firm is also a former 5311 transit operator in Arkansas, and brings this important perspective to the team. Kopke and Associates, previously certified DBE in Arkansas is eligible for certification and requesting similar designation for the State of South Carolina.

Kopke and Associates provide experience in various transit scheduling and operations management tools including PTMS, Trapeze, CTS, and ADEPT transportation software; Caliper (Maptitude) and ESRI (ArcView) for transit GIS, and; special-purpose, timesaving transit databases, macros and reports using the Microsoft suite, Paradox, dBase, Crystal Reports, PageMaker, and Internet applications including browsers, FTP, and email applications. In addition, work performed by Kopke and Associates has

provided service delivery systems solutions to both urban and rural public transportation provides throughout the United States and Canada.

II. Project Team

Essential to the success of the project is the familiarity of the personnel involved in this study with the operation and management of transit systems in a variety of locations and markets. The Project Team's experience (detailed in Section I) enables the team to know which community individuals and institutions are critical stakeholders and must be involved in the project. They also are experienced at assessing which features of service developed in the community vision are the key features to make the transit service implementation successful and maximize the benefit to the entire community.

Key to the success of the project is the expertise of the personnel involved in this study. All professional and support staff involved in this project have considerable experience in new transit starts. Following are highlights of the Project Team personnel and their qualifications. Additional detail regarding the Project Team and individual resumes are included in Attachment 1 of this submittal.

KA Associates

Hugh E. Kierig, AICP (Project Leader)

Hugh received his master's degree in regional and city planning from the University of Oklahoma and his Bachelors of Science in Geography from Oklahoma State University. He is a member of the American Institute of Certified Planners. He has served as Director of Transportation and Parking Management at Oklahoma State University, West Virginia University, and the University of Rochester and Director of Service Development at the Central Oklahoma Transportation and Parking Authority. His experience includes implementation of university and public transportation/parking operations, development of transportation demand management programs, multimodal facilities development and construction, grant development, ADA plan development and implementation and transit service improvement. Hugh is proficient at route design and evaluation with route modifications resulting in significant double-digit percentage increase in ridership.

PROFESSIONAL ACHIEVEMENTS AND AFFILIATIONS

- Member, American Planning Association
- Member, American Institute of Certified Planners
- Member and Past President, Campus Parking and Transportation Association
- Member, Federal Transit Administration Administrative Rule-making Committee on Charter Bus Regulations
- Commissioner, Monongalia County Transportation Authority (Mountain Line)
- Transit Manager of the Year – Oklahoma Transit Association
- Member, Morgantown Bicycle Board and Morgantown Pedestrian Safety Board

Steve Klika

Steve is a seasoned professional with more than 35 years of leadership experience and community involvement. He has served as an elected official for more than a decade, serving as both a member and officer of a local school board, past Chair and member of the Kansas City regional transportation authority, and currently serving his second term as County Commissioner for Johnson County, Kansas. Having earned his MBA from Oklahoma City University and his Bachelors of Science degree from Oklahoma State University, Steve has significant experience working in and with the transportation industry by recruiting candidates for high level positions, providing oversight and leadership to companies and agencies to guide strategic plan development and implementation, overseeing and providing direction regarding company/agency reorganization and structure, and promoting overall growth and profitability.

Steve's experience with the transit industry includes his role as general manager of the Oklahoma City transit system, work with KA Associates as interim general manager of the Indianapolis Public Transit Corporation and, president of two trade associations. Steve was actively involved in with the new start transit operations in Reno County, Kansas and Lawrence, Kansas as well as new start operations in several metropolitan areas. Steve works from KA Associates' Overland Park, Kansas office.

PROFESSIONAL ACHIEVEMENTS AND AFFILIATIONS

- Past Chairman and Commissioner, Kansas City Area Transportation Authority
- Past Chairman and Current Board Member, Global Passenger Network
- Member, Johnson County Transportation Council
- Commissioner, Johnson County Parks and Recreation Commission
- Member, Greater Kansas City Chamber of Commerce Leadership Circle
- Board Member, Kansas City Convention and Visitors' Association
- President/Vice-President and Member, Blue Valley Board of Education (2005-2013)
- 2010 recipient, MARC Regional Leadership Award

Kopke and Associates

Taunya Kopke

President and CEO of Kopke & Associates, Inc. has worked as a transit manager, planner, consultant, and trainer for the past 26 years. She has worked for local transit operators, local governments, planning organizations, state agencies, and private organizations. She has provided Congressional testimony regarding federal transportation issues. She specializes in transit related computer software and scheduling functions. Ms. Kopke has made numerous presentations, taught workshops and seminars, and developed training manuals and programs on local government funding for multi-jurisdictional systems, transit zone route and related planning, transit vehicle maintenance, routing and scheduling, coordination of human service transportation, use of Geographic Information Systems (GIS) in transit, transit policy, advocacy of transit funding, and other topics. Kopke and Associates is located in Fayetteville, Arkansas.



Ms. Kopke holds a Bachelor of Science degree from Iowa State University and a Masters degree from the University of Northern Iowa. She has participated in the Mack Blackwell National Rural Transportation Study Center's Professional Advisory Board and the Community Transportation Association of America, Small Urban Transit Task Force.

III. Project Management, Approach to the Project and Quality Control

The City of Shawnee is seeking consulting services to assist in the planning, implementation, and operation of a new fixed-route and paratransit bus system for the community. The KA Associates proposal includes four key study objectives:

- ❑ Review Existing and Future Conditions and Needs Analysis
- ❑ Develop Vision, Goals, and Objectives for Implementing and Operating Transit Services
- ❑ Develop a Public Transit Implementation and Financial Plan
- ❑ Develop a Detailed Route Service Plan of Proposed Operations

The KA Associates / Kopke and Associates approach is to assist the City and stakeholders along every step in understanding the issues – from key decision points that are the basis of service, such as is the service run in house or operated through a contract, to more nominal matters such as route names and schedules.

This is the City of Shawnee's system. By having City leadership, key community stakeholders and general citizenry involved in the discussion and aware of the service, the transit system will achieve much higher levels of acceptance as a new mobility choice for the community. Communication, both internally with City staff and externally with the citizens of Shawnee is essential for successful deployment as well as long term viability.

Work Task Descriptions

Task 1: Existing and Future Conditions and Needs Analysis

Proposed Work Task Activities

- ❑ **Task 1.1 Review Supporting Documents Regarding Shawnee Area Transportation Plans and the Central Oklahoma Transit System (KA Associates and Kopke and Associates)**

The Project Team will conduct a thorough review of all past studies supporting the new Shawnee transit service. This will allow the Project Team to understand the reasoning for the system. These documents will be provided by the City of Shawnee.

- ❑ **Task 1.2 Conduct Meaningful Discussions with Central Oklahoma Transit System (KA Associates)**

This task will focus on discussions with City of Shawnee leadership regarding service area for the transit system, operations, the role that the Central

Oklahoma Transit System (COTS) will play in the operation of fixed route and paratransit service, and funding options that are available to this new fixed route system. Since there is a local public transit system that does serve Shawnee, it is important to understand the relationship that could or would exist between COTS current demand response service and fixed route service that would focus on the City of Shawnee.

❑ **Task 1.3 Identification of a Project Steering Committee and Develop and Review a Communication Process and Plan (KA Associates)**

This task is designed to create an understanding of who will be involved in the review process, recommendation process from a possible advisory committee (Project Steering Committee), and develop expectations for communication between the Project Team and City.

KA Associates recommends forming a local committee made up of various local economic and social interests. The purpose of the Project Steering Committee will be to assist in making recommendations to the City Council as this project moves through to implementation.

The Project Team will coordinate with the City to develop an outreach program that will insure public understanding of the purpose of the project and provide assurance of community involvement. Critical in this undertaking will be to work with city staff regarding news releases and the use of alternative information sources including internet and social media as appropriate in providing information as the project progresses.

❑ **Task 1.4 Identification of a Current and Future Barriers to the Implementation of the Transit System (KA Associates)**

Through the literature review as well as site visit to the community, the Project Team will identify potential barriers and risks to the full implementation of the transit system. These barriers may be physical in nature, they may involve social / cultural concerns regarding access, they may concern duplication of services with COTS, or they may include organizational / financial issues that could hinder a successful start. KA Associates has considerable experience in the operation of transit systems and as such an understanding of what these barriers typically may be.

Project Team Experience: The elements contained within this Task are essential in not only in understanding any past studies of the community and region regarding transportation needs but also in identifying key community leaders that can serve to promote the study and create community enthusiasm. The Project Team uses this approach in all instances to establish a base for project communication.

Task 2: Develop Vision, Goals, and Objectives for Implementation and Operating Transit Services

Proposed Work Task Activities

□ Task 2.1 Work with City Council, City Staff and Project Steering Committee in Development of Project Vision and Goals (KA Associates)

KA Associates staff will assist the City of Shawnee to develop a Vision for this new transit system. It should not be just a vision for the system but consider how it will benefit the City and assist the community in achieving its broader, longer-term community goals. This is a key task within the project process in order to ensure that this transit system complements the goals of the City. While the introduction of a new transportation option within the City of Shawnee is in and of itself a community benefit, it is critical that this transit system enhance the City's quality of life. The System's Vision and Goals need to address how fixed route public transit service will –

- Enhance of the economic vitality of the community
- Promote effective land use
- Provide community access for mobility impaired
- Deliver greater access to essential social, economic, educational, and recreational activities and services
- Advance long-term sustainability interests of the City
- Operate in a fiscally constrained manner within the funding sources

Work within this task will require consensus building between a variety of community interests. These interests must understand the need consensus regarding conflicting needs. KA Associates has considerable experience in assisting communities with tasks such as these so that at the end of the process, the interconnected community Vision and Goals – defining ultimately how the system is designed and operates – supports and enhances these broader community interests.

Project Team Experience: To complement the activities of Task 1, this portion of the project creates the vision of what a fixed route transit system can be for the community. Our work in Norman at the University of Oklahoma, in Lawrence, Kansas, and in Hutchinson, Kansas was formed around "what is the vision?", "what are we trying to achieve that benefits the community?". The future tasks of the project revolve around this work.

Deliverables – This is a key element of the study proposal. At the end of Task 2, the study will develop a "Go / No Go" regarding an independent fixed route operation. Go will allow the study to continue with the development of operational and financial plans for the implementation of fixed route service for Shawnee. A No Go may result in further discussion with COTS regarding expansion of their service to include fixed route service to cover the City of Shawnee.

Task 3: Develop a Public Transit Implementation and Financial Plan

Proposed Work Task Activities – Based on the Vision and Goals identified and subscribed to in Task 2, the Project Team will undertake two distinct but congruent tasks – an Operations Plan for the new system and a corresponding Financial Plan.

Task 3.1 Operations Plan (KA Associates and Kopke and Associates)

The Operations Plan is designed to layout general strategies for the implementation of the transit service. Specifically –

- ❑ Administrative and management function
 - Direct operation of the transit system
 - Third-party operation / expansion of COTS service to fixed route operation
 - Relationship of the system to the City organization
 - Governance planning and oversight for the fixed route service
- ❑ Marketing / Customer Service
- ❑ Transit maintenance function
 - Preventive and general maintenance in-house
 - Heavy maintenance needs contracted
 - Parts inventory and security
 - Facility needs
- ❑ Operating and performance standards for the transit system
- ❑ Finalizing routes
 - Key destinations and activity centers
 - Frequency of route service
 - Days and hours of operation
 - Vehicles
 - ADA paratransit services
 - Route deviated versus direct small vehicle
 - Administrative review of applicants
 - Scheduling
 - Operational characteristics (door-to-door versus curb-to-curb)
 - Other operational characteristics of the new transit system
- ❑ Timing of the new start
- ❑ Barriers to Operational and Administrative management
 - Physical barriers such as levels of traffic congestion on proposed routes, locations of bus stops, and access to private property
 - Facility barriers for bus maintenance and operations locations, bus operator training area
 - Administrative barriers such as timing of work tasks leading to the new start of the system

Task 3.2 Financial Plan (KA Associates)

- ❑ Concurrent with the Operations Plan, a budget outline of costs associated with the operation of the transit system must be developed. The plan will address not only immediate funding needs for the start of

the new service – operating, capital (facility and rolling stock) and marketing – but also future funding sources for the continued route performance.

- This 5-year Financial Plan will address the following –
 - New start cost
 - Continued operational costs
 - ADA and Fixed Route vehicle needs
 - Insurance and risk exposure
 - Cost sharing between City Departments
 - Funding sources (local, ODOT, and FTA)
 - Short- and long-term capital needs
 - Cost comparison between similar sized transit operations and communities that use different operating approaches
 - Direct operation
 - Contracted operation
 - Purchase versus leasing of rolling stock
 - Financial performance standards
 - Barriers to funding
 - Political
 - Economic
 - Operational costs variables

Project Team Experience: There are numerous activities that must be attended to within this Task. Many of these actions are enumerated above. KA Associates has considerable experience in understanding the planning necessary for both operational and financial activities to set up a new transit operation. Many of these projects are listed in other sections. Additionally, Kopke and Associates brings a wealth of experience in route planning and transit operations organization.

Deliverables – At the end of this Task, KA Associates and Kopke and Associates will provide reports outlining the Operations and Financial Plans for the start of a fixed route service for the City of Shawnee.

Task 4: Detailed Service Plan of Proposed Operation – with the completion and acceptance of the Operational and Financial Plans, the Project Team will begin the process to finalize implementation. While many of the tasks are technical in nature, it is essential that the Team coordinate with the City staff and others involved in the operation and governance to ensure that all steps necessary for a successful implementation are covered. Additionally, KA Associates will work with the City in a communication plan so that the public is aware at key implementation points of the progress towards the new start.

Task 4.1 Transportation (KA Associates and Kopke and Associates) – This task will focus on the steps necessary for the transit implementation. The Project Team has considerable experience in new transit starts having started several new transit systems in similar sized communities to Shawnee. The work elements **and deliverables** developed in this task include –

- ❑ Characteristics of the service
 - Fixed route
 - Route deviated
 - Intermodal coordination
 - ADA and other paratransit
 - If applicable, coordination with other transit providers
 - Variables may include times of days and days of the week
- ❑ Service area by key origins and destinations
 - Schedules
 - Maps
 - Bus stop locations
 - Passenger amenities on the routes (benches, shelters, bicycle storage, bus stop signage)
 - Projected pull off areas for traffic flow and schedule recovery
- ❑ Administrative
 - System administrative management
 - Operator hiring and training
 - Supervisory training
 - Customer services – call center, ADA approval process and scheduling
 - Marketing – route schedules, social media, communications with the public and media outlets
 - Route planning and monitoring
 - Operational and administrative policies including but not limited to:
 - Hiring/Firing process
 - Drug and Alcohol Testing policy
 - Accident policies
 - Driver scheduling
- ❑ Facilities
 - Administrative, operational, and maintenance
- ❑ Data
 - Collection to meet ODOT / FTA reporting requirements
 - Collection to report local benchmarks
 - Cost per revenue hour and passenger trip
 - Preventable accidents
 - Marketing interest/customer complaints
 - Roadcalls
 - On-time performance
 - Missed trips
 - Data collection and technologies
 - On-board passenger counters
 - Vehicle locators and internet connections
 - ADA scheduling programming

IV. References

References for similar work provided by KA Associates includes –



- ❑ **Steve Spradling, Director**
OSU / Stillwater Community Transit (The BUS)
405-743-7820
steven.spradling@okstate.edu
Work Performed – Oversaw the implementation of a community transit system for the City of Stillwater including fixed route and ADA services, marketing, and inter-city commuter routes. Additionally, secured FTA funding for the planning and construction of a multi-modal transportation facility.

- ❑ **Sarah Blouch, President**
Campusparc, Inc
614-206-0774
sblouch@campusparc.com
Worked Performed – The Ohio State University hired KA Associates to conduct an implementation plan for the expansion of their on-campus and community transit system. The work included documenting vehicle needs and bus procurement, creation of new routes into the community, marketing of the service, and development of a financial plan. The project received the **RIT/ USA Today Quality Award** for the quality process and thoroughness of the implementation plan.

- ❑ **Theta Dempsey, Director (retired)**
Cleveland Area Rapid Transit (CART)
405-760-9362
tmdempsey@cox.net
Worked Performed – The CART system in Norman, Oklahoma needed a review and plan of their current services as well as expansion of the system to new areas within the community. KA Associates developed an operational and financial plan for the system and its expansion.

Attachment 1. Project Team Resumes



Hugh E. Kierig, AICP
(585) 705-6723
hugh@ka.associates

PROFESSIONAL HIGHLIGHTS:

Experienced professional with more than 30 years of leadership responsibility and community involvement. History of providing oversight and leadership to companies, organizations, and universities to guide strategic plan development and implementation, to oversee and provide direction regarding company reorganization and structure, and to promote overall growth and profitability. Significant experience in the parking and transportation industry.

PROFESSIONAL EXPERIENCE

KA ASSOCIATES

Overland Park, Kansas

1997 – Present

Principal

Co-founded KA Associates – a consulting company promoting expertise in parking, transportation, and land use issues facing universities and local communities. Major thrust was the merging of community and organizational interests with the ultimate goal of creating and/or developing parking and transportation operations and improvements that promote local and institutional needs. Related projects included:

- **Transit and Parking Administration Development and Implementation** – worked with various universities in the operation of transit and parking services. This work required close collaboration with local transit authorities and local governments to coordinate transit services that provided access and mobility options for both the public and university users.
- **Transit Service Development** – provided hands-on approach to assisting transit authorities and universities in route system improvement. These services provided from 17% to 60% improved ridership for these services. Clients included:
 - The Ohio State University
 - University of Kansas / City of Lawrence, Kansas
 - City of Norman, Oklahoma / University of Oklahoma
 - Indianapolis Public Transportation Corporation / IndyGo
 - National Park Service
 - Kent State University
 - Oklahoma State University / The BUS
 - City of Fort Collins, Colorado (Transfort)
 - Transit Authority of Black Hawk County. Cedar Falls, Iowa



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- **Multimodal Transportation Facility Development** – assisted clients in the siting, funding, and development of intermodal parking and transportation facilities by working with local and federal representatives in securing Federal Transit Administration funds in the construction of these integrated transit and parking operations.

UNIVERSITY OF ROCHESTER

2013 – 2016

Rochester, NY

Director of Transportation and Parking Management

Director of this broad department included manage the on and off-campus shuttle programs and parking resources of the University and promote transportation alternatives to parking on the campus that reduced demand for parking, increased mobility options for employees, students, and visitors, and reduced congestion in the areas surrounding the campuses. Modifications to the University sponsored shuttle services resulted in a 22% annual increase in ridership.

Mr. Kierig also participated with a variety of community transportation initiatives including the Regional Bike Sharing study, the Bicycle Boulevards Plan, and the RTS Regional Vanpool study. Additionally, Mr. Kierig served as vice-chair to the University's Transportation Committee and was instrumental in the creation of a Transportation Working Group within the University's Sustainability Council.

WEST VIRGINIA UNIVERSITY

2007 - 2013

Morgantown, WV

Director of Transportation and Parking

Responsible for the management of a diverse department that includes three distinct operating units –

- Parking Management including the operation and maintenance of a 8,500 space parking system including garages on the main campus and medical center campus;
- Personal Rapid Transit (PRT) system which incorporates the only rail system in the country that provides passenger destination selection to five campus and community stations, and;
- Transportation Services that comprises fleet maintenance, charter and shuttle bus services, ADA van services, and fleet rental.

Initiatives at WVU / Morgantown included –

- As the first director of this new department, developed initial budgets and personnel policies as well as the creation of marketing strategies to promote the new Department's services
- Implemented the **WE Go!, WVU's Campaign for Alternative Transportation** that introduced to the campus car-sharing through Zipcar, an on-line carpool matching and vanpool programs, promotion of walking and biking programs, and fare-free access to



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both the PRT and the Mountain Line, Morgantown's regional transit system, for all students and employees

- Developed for the first time in the forty-year history of the PRT system, a comprehensive PRT Master Plan that identified and secured funding for \$93 million worth of improvements that will enable the system to operate for the next forty years
- Completed a Parking Facilities Master Plan to identify both the met and unmet demand for parking and made recommendations for parking improvements and facility sustainability.
- Planned and constructed a \$22.5 million intermodal transportation center known as Mountaineer Station that included a 505-space parking garage; bus queuing for University and apartment shuttles, Mountain Line buses, and Megabus; interior bicycle storage and showers for bicyclist and pedestrians, and; a 1,500 square foot public lobby area with retail space and offices for the Department
- Served on various public and University boards including
 - Mountain Line Public Transportation Authority Board
 - Pedestrian Safety Board
 - Morgantown Bicycle Board
 - Greater Morgantown Transportation Planning Organization
 - Chair of the WVU Transportation and Parking Advisory Committee

OKLAHOMA STATE UNIVERSITY

2004 - 2007

Stillwater, OK

Director of Parking and Transit Services

Responsible for both on-campus parking and the public transit system (THE BUS) serving the Oklahoma State University campus and the City of Stillwater. During his tenure at THE BUS Community Transit System, ridership rose from 1,597 to 4,890 passengers per day in a community of 40,000 population. The transit system was honored by the Oklahoma Transit Association with both the Transit System of the Year and Best Marketing Program.

Other Initiatives –

- Started a Carpool matching program
- Developed the **Options** campaign designed to highlight the value of alternative transportation choices (including walking, bicycle, carpool and public transportation)
- Managed an over 2,700 space parking loss due to campus construction projects by using marketing and innovative programming
- Secured over \$14 million in Federal Transit Administration grants used to construct a \$23 million multimodal transportation center that includes interfacing of bicycle, auto, and pedestrian transportation networks with the public transit center
- Collaborated with the City of Stillwater's Transportation Enhancement Program designed to oversee planning for transportation programs within the City and to merge the City's elderly and disabled program into the University's ADA transit service program



CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY 1989 - 1998

Oklahoma City OK

Director of Service Development

Oversaw the development and implementation of all service plans and changes that took the transit system from a city bus service to a regional transit system that included a base population of 1.2 million persons. Special projects included development of a Transit Development Plan, implementation of the Americans with Disabilities Act, a Major Investment Study for a downtown rail circulator, planning services for suburban communities, special transportation services for elderly and disabled persons, the development of a High Occupancy Vehicle lane project, and campus transit services for the University of Oklahoma in Norman and the University of Central Oklahoma in Edmond.

CITY OF OKLAHOMA CITY PLAN IMPLEMENTATION DIVISION 1981 - 1989

Oklahoma City OK

Principal Planner

Head of Subdivision and Zoning in Plan Implementation Division for the third largest city (in area) in America. Mr. Kierig oversaw staff that reviewed all zoning and subdivision applications as well as managed Historic Preservation activities

EDUCATION

- **Master's in Regional and City Planning**, University of Oklahoma, 1979
- **Bachelor of Science**, Oklahoma State University, Geography/Urban Planning, 1977.

PROFESSIONAL ACHIEVEMENTS AND AFFILIATIONS

- Member – American Planning Association
- Member – American Institute of Certified Planners
- Member – Kansas City Chapter of the American Planning Association
- Member – Federal Transit Administration Administrative Rule-making Committee on Charter Bus Regulations, 2009
- Past Commissioner – Monongalia County Urban Mass Transportation Authority
- Past Member – Morgantown Bicycle Board and Morgantown Pedestrian Safety Board
- Member, Past President, and Board Member – Campus Parking and Transportation Association
- 2005 Transit Manager of the Year – Oklahoma Transit Association

Steven C. Klika
Phone: 913.706.5547
E-mail: sklik6@gmail.com

PROFESSIONAL HIGHLIGHTS:

Experienced professional with almost 35 years of leadership responsibility and community involvement. History of providing oversight and leadership to companies to guide strategic plan development and implementation, to oversee and provide direction regarding company reorganization and structure, and to promote overall growth and profitability. Significant experience in the transportation industry. Additionally, served as an elected official for almost a decade, serving as both a member and officer of a local school board and currently serving as County Commissioner for Johnson County, Kansas.

PROFESSIONAL EXPERIENCE

KA ASSOCIATES

Overland Park, KS

1997 - Present

Principal

Co-founded KA Associates – a consulting company promoting expertise in transportation, parking and land use issues facing local communities and universities. Major thrust was the merging of community and organizational interests with the ultimate goal of creating and/or developing transportation operations and improvements that promote local needs. Related projects included:

- Served as Executive Vice President/Chief Administrative Officer for the Indianapolis Public Transportation Corporation – Indianapolis' public transit system. Directly responsible for the redirection of the organization in all areas promoting customer service including finance, human resources, planning and operations. Refocus of organization to respond to community needs including demand for improved bus operation and development of groundwork for future fixed guide way alternatives. Special accomplishments include the removal of the system from the FTA "hotlist" after 10 years, creation of two annual management and financial plans, operating policies, and development of five-year plan.
- Created new transportation system for Reno County, Kansas involving both fixed and demand response services for the county. After two weeks of operation, ridership projections were increased to reflect unexpected acceptance.
- Reorganized and doubled transit service for Ohio State University resulting in a three-fold increase in ridership. Earned the *2000 RIT/USA Today Quality Cup*



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Award, which recognizes winners for their outstanding contributions to improving the quality of products and services they provide.

- Worked with various other communities in Ohio, Kansas, Oklahoma and Arkansas with new service start up and enhancements.
- Served as Interim President / CEO of the national United Motorcoach Association with directed role to reposition the organization, annual meeting, training, membership and led the search for the permanent CEO.

JOHNSON COUNTY, KS
Olathe, KS

2013 – Present

County Commissioner, District 3

Elected to a four-year term to represent District 3 in southeastern Johnson County, KS. The Commission is comprised of seven-member board that oversees county operations at the direction of a county manager. The County is a full-service governmental organization that includes nearly 4,000 employees and an \$800 million operating budget. Twenty municipalities fall within the jurisdiction of the Board of County Commissioners. The commission oversees numerous departments, boards and agencies including but not limited to: Johnson County Transit; Department of Health and Environment; Court Services; Human Resources; Libraries; Mental Health; and, Treasury and Financial Management.

KEYSTONE FUTURES, LLC
Overland Park, KS

2013 - 2016

Partner

Co-founded company to provide strategic management support to refocus and redirect small businesses and family-owned companies. From organizational changes to strategic planning, act as consultant and/or temporary employee to effect necessary changes to promote growth and profitability. Recently completed projects involving two private transportation companies and a staffing agency. General responsibility includes promoting a "change agent" role evaluating staff personnel, conducting strategic plan development and monitoring ongoing progress, recruitment of leadership, as well as creation of systems and processes to promote staff accountability.

ADKORE/MEGAFORCE STAFFING COMPANY
Overland Park, KS

2011 - 2012

President

Temporary Chief Executive Officer of a privately-owned staffing company focused on employee leasing and permanent placement of both general and professional employees with offices in Kansas City, Minneapolis, Tulsa and Chattanooga. The company has more than 300 employees across 30 states.



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Major accomplishments include:

- Implemented organizational changes to refocus staff and promote overall company growth; and
- Created and implemented new five-year strategic plan focused on aggressive sales and diversification of business.

INTERNATIONAL MOTOR COACH GROUP, INC. (IMG)

Overland Park, KS

2001 - 2011

President

Chief Executive Officer of a privately held consortium of 60 motor coach companies located throughout the United States and Canada. As a privately-held company, IMG provides training, bulk purchasing, coordinates marketing and internal management and organizational consulting to its member companies.

Major accomplishments included:

- Successfully increased membership almost two-fold;
- Developed strategic alliance partnership with more than 200 hotels, restaurants, convention and visitor bureaus and other travel industry organizations;
- Quadrupled financial value of company;
- Co-founded Global Passenger Network, a subsidiary of IMP which incorporates foreign companies into the organizational structure. Current membership is now 41 foreign countries;
- Served as past-chairperson Global Passenger Network; currently serving as honorary chairperson;
- Identified and implemented best practices policies and programs for organization and member companies;
- Developed marketing strategies to increase company visibility and awareness; and,
- Acted as legislative coordinator supporting regulatory needs on both the state and federal level.

LAIDLAW TRANSIT SERVICES, INC.

d.b.a. MAYFLOWER CONTRACT SERVICES, INC.

Overland Park, KS

1993 – 1997

Division Vice President/District Director of Operations

Provided leadership for 38 transportation business units in 12 states employing more than 1,100 employees and generating \$70 million in revenue. Acquisition of Mayflower by Laidlaw required transition of operations and job title changes. Highlights include:

- Exceeded profit plan each year;
- Increased profit margin by a minimum of two percent;
- Increased new business and implemented cost saving measures;



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- Created and led team development programs for management staff in areas of budgeting, planning, safety, personnel management and customer service resulting in increased profits, improved safety record and increased productivity of employees;
- Initiated new and innovative safety programs for all employees leading to insurance claim reductions in excess of \$1 million and the best safety record in the company's operating division;
- Successfully established strong customer relationships retaining 95 percent of contracts and increased new business by more than \$10 million by active personal involvement in the sales and bid process;
- Directed labor relations for 10 different union contracts; managing union campaigns, negotiations, arbitrations, and direct operational oversight during strike. In recent strike, brought service to 80 percent level thereby forcing a settlement; and,
- Personally responsible for all contacts with print and television media as pertains to both positive and negative situations of the operations including special interest stories, strikes, law suits and other issues.

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY,

Oklahoma City, OK

1981 - 1993

Administrator (Chief Executive Officer) 1989 to 1993

Assistant Executive Director 1981 to 1989

Retained by Board of Trustees and Municipal Administration to provide leadership as CEO of the Authority and all operating departments including Finance, Service Development, Transportation, Maintenance, Marketing, Governmental Relations, Strategic Planning, implementing Authority's plan and services.

- Managed \$30 million budget (operating/capital), 300 employee work force, 100+ transit vehicles and six parking facilities;
- Coordinated \$20 million revenue bond sales for the construction of public facilities;
- Project manager for purchase of the city's Union Train Station and five-mile rail right-of-way;
- Developed and managed state legislative program resulting in the passage of a new state transit fund;
- Created and founded Oklahoma Transit Insurance Company for the state's public transportation systems resulting in a 50 percent decrease in both claims and cost savings;
- Personally secured annual federal operating and capital grants, as well as special grants for major capital investments (train station, real estate and major bus purchases). Personal involvement in the development of the grants and direct management of the education program on both state and federal government levels;
- Negotiated collective bargaining agreements for eight years resulting in performance based incentives thereby reducing cost impacts of settlements;



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- Project manager for financing and construction of \$800 thousand bus transfer terminal. Completed project ahead of schedule and below budget;
- Directed Mayor's Policy Committee for strategic Regional Transportation Development Plan for metropolitan area including roads, transit, rail and airport; and,
- Secured \$1 million for reserve funding of future Transit Insurance Company.

CITY OF OKLAHOMA CITY

Oklahoma City, OK

1979 – 1981

Management and Budget Analyst, Office of Management and Budget

Responsible for the development and coordination of the city's \$142 million operating budget. Worked as city manager's liaison to city departments and public authorities. Reviewed and coordinated expenditures, departmental goals and objectives, and capital improvement budgets. Communicated extensively with all levels of city personnel. Special attention during tenure was directed to various public works departments including airports, transportation, streets, sanitation, etc., as well as the development of the city's fleet maintenance and replacement programs.

EDUCATION

- **Master's in Business Administration**, Oklahoma City University.
- **Bachelor of Arts**, Oklahoma State University, Political Science/Public Administration.
- **Undergraduate Studies**, University of Wisconsin, Eau Claire and Instituto Tecnológico de Estudios Superiores de Monterrey, Mexico.

PROFESSIONAL ACHIEVEMENTS AND AFFILIATIONS

- Commissioner, Johnson County Parks and Recreation Commission (Current)
- Past President/Vice-President and Member, Blue Valley Board of Education (2005-2013)
- Commissioner and Past Chairman, Kansas City Area Transportation Authority (Current)
- Member, Johnson County Transportation Council (Current)
- Past Chairman, and Board Member, Global Passenger Network (Current)
- Member, Greater Kansas City Chamber of Commerce Leadership Circle (Current)
- Board Member, Kansas City Convention and Visitors' Association (Current)
- Graduate, Leadership Overland Park
- 2010 recipient, Mid-America Regional Council (MARC) Regional Leadership Award, Kansas City, MO
- Graduate and alumnus, Leadership Oklahoma City
- Former member, SAFEHOME Board of Directors



Taunya Kopke
Fayetteville, Arkansas
Telephone: 479-409-0416
Email: taunya.kopke@kopke.net

President, Kopke & Associates, Inc.,
Fayetteville, AR.

Experience Summary

Planning, analysis, and consulting services for community groups, state agencies, local human service and planning agencies, authorities, boards, commissions, local governments and other entities responsible for transportation in the U.S. and Canada for transit operations and software developers, including MV Transportation, Transdev, and Trapeze Software Group.

Employment History

- NE Iowa Area Crime Commission
- Planner and grant developer working with many community groups (3 years)
- Iowa Legislative Fiscal Bureau, Fiscal Analyst (3 years)
- Ozark Regional Transit, Transit Director (8 years)
- Trapeze Group, Trapeze Software Consulting Manager (2 years)
- Transdev, Business Technology, Implementation Consultancy (8 years)
- MV Transportation, Transit Reporting and Scheduling Application Support Analyst (1 year)

Work Experience & Accomplishments

- Lobbying including testimony with CTAA Director, before the U.S. House Transportation Committee, which helped to secure FTA planning support and operating funding for rural and small urban transit
- On-site and remote training and support for transit operations in the US, Data Analysis, Reporting design and implementation/stored procedures
- Working with stakeholders to improve quality and availability of transit service
- Operations and scheduling software analysis, deployment; setup, training, technical support, documentation
- Transit Development Plan (TDP) development and Transportation Disadvantaged Service Plan (TDSP) development
- Review of a small urban operation (ridership, vehicles, ADA service, maintenance and administration) and recommending vehicles and maintenance facilities
- Developed one of the first 5 Job Access and Reverse Commute Programs
- ADA compliance reviews; recommending and supporting modifications in call center processes

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- Scheduling improvement projects, working with transit systems teams to set up, problem solve, and optimize demand response scheduling systems.
- Transit Software scheduling and reporting, including Trapeze (PASS, FX, Viewpoint, and others), Routematch, DoubleMap, PtMS, Transit Miner
- Development of a human service and public transportation coordination system; leveraged funds, expanded service, preventive maintenance, driver orientation, radio communications, trip scheduling, Medicaid billing, and vehicles
- Management of bid procurement and implementation support of software for scheduling, and contractor for paratransit call center operations, and Transit Scheduling, Dispatch & Payroll - including Trapeze, Ecolane, proprietary, and limited work with HASTUS (both SQL Server and MS SQL – Windows and Ubuntu)
- Non-Emergency Medical Transportation Service – development of interfaces with scheduling software to automate the creation of billing transmission processes and client/trip data files that work with state Medicaid systems
- Innovative funding
- Service Planning, Design & Operation
- Fixed Route, Route Deviation, Zone Route, Paratransit & Demand Response – including development of a zone routing concept ultimately incorporated into the standard features of Trapeze Pass
- Call Center Processes & Pass setup – example: Austin, TX (Cap Metro)
- Routing, Reservations, & Scheduling
- Demand, Productivity & Performance Analysis • ADA Regulatory Compliance
- Application and report development
- Local bus route performance analysis
- Public policy analysis & legislative priorities
- Stakeholder participation & coalition building
- Coordination planning & implementation
- Non-emergency medical transportation
- Program evaluation and assessment
- Demand forecasting
- Neighborhood Connector Project converting fixed routes to zone-routes with timetables
- Project converting traditional DRT to timetable-based zone-routes
- Developing a Project ACTION funded One-Stop-Shopping Initiative
- Evaluating existing demand response runs; demand estimates; focus groups; implementation guidelines, budgets, and funding alternatives; developing scheduling software MS Access
- Demographic GIS analysis
- Plan to provide transit passes for non-emergency medical transportation (NEMT) users - GIS identification of subscription trips with both the origin and destination within walking distance of routes
- Developing a plan to integrate transportation for Head Start into general demand response service
- Developing specialized medical return service funded by a regional hospital foundation, complementing paratransit runs by handling medical “will call” trips

- Developing a program of local government funding - multiple jurisdictions - advisory board including local government representatives, using trip-based formula to allocate to jurisdictions
- Developed a process for converting regularly scheduled individual passenger trips to subscriptions, thus reducing call taker workload and improving efficiency
- Training, Case Management, Specialized Daycare, and other human services, working in coordination with Public Transportation.
- Managed re-organization of paratransit service for large transit system (Tulsa)

Clients & Transit Systems

- Capital Metro Transit, Austin, TX
- Central Arkansas Transit Authority, Little Rock, AR
- Central Midlands Regional Transit Authority, Columbia, SC
- Chatham Area Transit, Savannah, GA
- CitiBus, Watertown, NY
- City of Fort Smith, Fort Smith, AR
- Clermont Transportation Connection, Batavia, OH
- Community Transportation Association of America, Washington, DC
- Dyntek Services, Inc., Farmington Hills, Michigan, and Virginia Medicaid contractor call centers
- East Central Arkansas Transit, Forest City, AR
- Fort Worth Transportation Authority, Fort Worth, TX
- Kansas City Area Transportation Authority (KCATA), Kansas City, MO
- Martin County Metropolitan Planning Organization, Stuart, FL
- Metropolitan Tulsa Transit Authority, Tulsa, OK
- MV Transportation – Multiple sites including Raleigh, Naples, Spokane, Salem, Atlanta, Dallas, Fairfax, Anchorage, VTA, Van Nuys, Pinole, Santa Clarita, Santa Rosa, KU, and others.
- New York State Department of Transportation, Public Transportation, Albany, NY, Maintenance Facility Plan for Watertown
- Ozark Regional Transit, Springdale, AR, Executive Director
- Pima Association of Governments, Tucson, AZ
- Transdev Business Technology Group, Lombard, Ill & Paris, France – Multiple sites, including Los Angeles DASH 1, 2 & 3, Los Angeles, CA, Redding Area Bus Authority - RABA, Redding, CA, Union County Paratransit, Elizabeth, NJ, San Diego Metropolitan Transit System (MTS), El Cajon, CA, Greensboro Transit Authority - GTA & SCAT, Greensboro, NC, Concord Area Transit - Concord, NC
- TranSystems, Inc., Kansas City, MO,
- Vine, Napa, Ca

Attachment 2. KA Associates Projects and Experience



KA Associates Professional Partnerships

- **Chance Management Advisors**
Philadelphia, PA
- **Coover-Clark Architects**
Denver, CO
- **HNTB, Inc.**
Kansas City, MO
- **Capital Hotel Management**
Boston, MA
- **The ETC Institute**
Olathe, KS
- **The Goodman Corporation**
Houston, TX
- **Price Waterhouse Coopers**
Boston, MA
- **URS/BRW, Inc.**
Minneapolis, MN



KA Associates Past and Current Clients

Organizational Development and Strategic Planning

- **United Motorcoach Association**
Washington, D.C.
- **The University of Oklahoma**
Norman, Oklahoma
- **Karst Bus Lines**
Bozeman, Montana
- **Krapf's Coach**
West Chester, Pennsylvania
- **Voigt's Bus**
St. Cloud, Minnesota
- **Great Canadian**
Kitchener, Ontario
- **The Ohio State University**
Columbus, Ohio
- **All Aboard America**
Phoenix, Arizona
- **City of Lawrence**
Lawrence, Kansas
- **International Motorcoach Group**
Overland Park, Kansas
- **Escot Bus Lines**
Orlando, Florida
- **ABQ Ride**
Albuquerque, New Mexico
- **Trans-Bridge Lines**
Bethlehem, Pennsylvania
- **Transfort Transit**
Fort Collins, Colorado
- **Star Shuttle and Charters**
San Antonio, Texas
- **Reno County Aging Services**
Hutchinson, Kansas
- **Royal Coach Tours**
San Jose, California
- **Young Transportation**
Ashville, North Carolina





KA Associates Past and Current Clients (con't)

Parking and Transportation Operational and Management Review and Planning

- **City of Albuquerque / ABQ Ride**
Department of Transportation and Parking
Albuquerque, New Mexico
- **The Ohio State University**
Transportation and Parking
Columbus, Ohio
- **City of Lawrence**
Lawrence, Kansas
- **Reno County Senior Services**
Hutchinson, Kansas
- **Ohio University**
Parking Department
Athens, Ohio
- **University of Oklahoma**
Norman, Oklahoma
- **Transit Authority of Black Hawk County / University of Northern Iowa**
Department of Parking Services
Cedar Falls, Iowa
- **University of Rochester**
Transportation and Parking Management
Rochester, New York
- **West Virginia University**
Transportation and Parking
Morgantown, West Virginia
- **Oklahoma State University**
Parking and Transit Services
Stillwater, Oklahoma
- **Indianapolis Public Transportation Corporation**
Indianapolis, Indiana
- **City of Fort Collins / Transfort Transit**
Fort Collins, Colorado
- **Kent State University / City of Kent**
Department of Parking and Transit
Kent, Ohio
- **Oconee County First Steps**
Seneca, South Carolina
- **National Park Service**
 - Rocky Mountain National Park
 - Denali National Park
 - National Mall / Arlington National Cemetery
 - Mesa Verde National Park
 - Muir Woods National Monument
 - Glacier National Park
 - Canyon De Chelly National Monument





KA Associates Past and Current Clients (con't)

Multimodal Transportation Facility Development

- **West Virginia University**
Morgantown, West Virginia
- **Kent State University / City of Kent**
Kent, Ohio
- **Ohio University**
Athens, Ohio
- **Oklahoma State University**
Stillwater, Oklahoma
- **Colorado State University / Transfort Transit**
Fort Collins, Colorado
- **Transit Authority of Black Hawk County / University of Northern Iowa**
Cedar Falls, Iowa

Transportation Demand Management Programming

- **Oklahoma State University**
Stillwater, Oklahoma
- **West Virginia University**
Morgantown, West Virginia
- **University of Rochester**
Rochester, New York



Attachment 3. KA Associates Fee Schedule

		City of Shawnee												
		Community Transit Mgmt & Operations Plan												
		Consultant Name: KA Associates		Orig. Date: April 17, 2019										
		Vendor/Customer No.:		Contact Name: Hugh E. Kierig										
Service Area or Phase of Work:		Contact e-mail address: hugh@ka.associates												
Consultant Positions =>		KA Associates Principals - Hugh E. Kierig	KA Associates Principals - Steve Klika	Kopke & Associates Taunya Kopke	Classification and/or Employee Name	TOTAL								
Task #	Task Descriptions	Hours	Hours	Hours	Hours	Hours								
1	Existing and Future Conditions and Needs Analysis	8.00		4.00		12.00								
2	Vision, Goals, and Objectives	20.00	8.00			28.00								
3.1	Operations Plan	30.00		20.00		50.00								
3.2	Finacial Plan	4.00	16.00			20.00								
4	Detailed Service Plan	30.00	10.00	20.00		60.00								
	TOTAL HOURS	92.00	34.00	44.00	0.00	170.00								
	HOURLY RATE	\$135.00	\$135.00	\$135.00	\$0.00									
	DIRECT LABOR TOTAL	\$12,420.00	\$4,590.00	\$5,940.00	\$0.00	\$22,950.00								
	DIRECT EXPENSES													
	Subconsultant 1-List Name	\$0.00												
	Subsconsultant 2-List Name	\$0.00												
	Mileage (currently \$.44 per mile)	\$0.00												
	Postage	\$0.00												
	Printing	\$125.00												
	Travel – three site visits	\$2,400.00												
	TOTAL DIRECT EXPENSES =	\$2,525.00												
	<table><tr><td colspan="3">KA Associates Project Overhead and Profit</td></tr><tr><td>Overhead %</td><td>10%</td><td>\$2,295.00</td></tr><tr><td>Profit/Fee %</td><td>5%</td><td>\$1,262.25</td></tr></table>						KA Associates Project Overhead and Profit			Overhead %	10%	\$2,295.00	Profit/Fee %	5%
KA Associates Project Overhead and Profit														
Overhead %	10%	\$2,295.00												
Profit/Fee %	5%	\$1,262.25												
<table><tr><td>Labor and O&P Expense</td><td>\$26,507.25</td></tr><tr><td>Direct Expense</td><td>\$2,525.00</td></tr><tr><td>Proposed Total Project</td><td>\$29,032.25</td></tr></table>						Labor and O&P Expense	\$26,507.25	Direct Expense	\$2,525.00	Proposed Total Project	\$29,032.25			
Labor and O&P Expense	\$26,507.25													
Direct Expense	\$2,525.00													
Proposed Total Project	\$29,032.25													

Regular Board of Commissioners

2.e.

Meeting Date: 08/19/2019

Expo Lighting

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to make payment for upgraded LED lighting at the Heart of Oklahoma Exposition Center in the total amount of \$109,504.27 to LED Savings, LLC.

Attachments

Memo



To: Chance Allison
City Manager

From: Ashley Neel
Finance Director and City Treasurer

Subject: Expo LED Light Replacement

Staff is requesting permission to cover the cost of retrofitting the Expo's current lighting to LED lighting. The total cost is \$109,504.27. After going out for bid, the vendor chosen was LED Savings, LLC.

Regular Board of Commissioners

4.

Meeting Date: 08/19/2019

P11-19 Rezoning

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 1510 North Elm Avenue from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District) for the purpose of a single-family home. Case No. P11-19, Applicant: Dale Wiginton.

Attachments

Staff Report

Ordinance

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Dale Wiginton

FOR: Rezone

LOCATION: 1510 North Elm Avenue, Shawnee, OK

PROJECT#: 190545 Case# P11-19

LEGAL DESCRIPTION:

The South 80 feet of the North 112 feet of the East 140 feet of Lot Eight (8), BRADLEY'S SECOND ADDITION to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

CURRENT CLASSIFICATION: A-1 (Rural Agricultural)

REQUESTED CLASSIFICATION: R-1 (Single-Family Residential)

PROPOSED PROPERTY USE: Single-Family Home

PLANNING COMMISSION MEETING DATE: August 7th, 2019

PLANNING COMMISSION RECOMMENDATION: Motion to approve:

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 6

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM						ABSENT
MATTHEWS		X	X			
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
ROWELL			X			
KIENZLE	X		X			
MELOT						OBSERVING

RESPECTFULLY SUBMITTED,

Joseph Barker

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org			CASE # P11-19 PUBLIC HEARING DATE: August 7th, 2019 CITY COMMISSION DATE: August 19th, 2019	
APPLICANT: Dale Wiginton		1510 North Elm Avenue Shawnee, Oklahoma, 74804		Doa.rifles@yahoo.com
PROPERTY ADDRESS/LOCATION: 1510 North Elm Avenue, Shawnee, Oklahoma, 74804				
The applicant, Dale Wiginton, is requesting a rezone from A-1 to R-1 at 1510 North Elm Avenue. The stated proposed use is for the existing residential use.				
EXISTING ZONING: A-1	EXISTING LAND USE: Single-Family Residential	SURROUNDING ZONING & LAND USE: A-1 (Rural Agricultural) R-1 (Single-Family Residential) R-3 (Multi-Family Residential)	SUBDIVISION: Bradley's Second Addition	PROPERTY SIZE: 0.26 acres

STAFF RECOMMENDATION

The applicant has stated they intend to use the lot for its existing use, and to bring the property into conformity with the Zoning Code. Currently, it does not meet the dimensional standards of a property zoned A-1. The subject site is 0.26 acres in size and abuts the Avedis Park. Adjacent properties are zoned A-1 (Rural Agricultural), R-1 (Single-Family Residential), and R-3 (Multi-Family Residential). Single-Family Residential is a common use in this area. The 2005 Comprehensive Plan states this area's intended use should be residential.

The rezone is required to conform to Section 22-160.2 of the Zoning Code, "Uses [in residential districts]," which assures that the R-1 zoning district is used to provide for single family dwellings and related recreational, religious, and educational facilities normally required to provide the basic elements of a balanced and attractive residential area. Single-family residences are a permitted use in the proposed district. The rezone is also required to conform to Section 22-160.4 of the Zoning Code, "Dimensional Standards [in residential districts]." If rezoned to R-1, it would conform to these standards.

The subject request is in conformance with City Zoning Code and the 2005 Comprehensive Plan; therefore, Staff hereby recommends approval of the requested rezone from A-1 (Rural Agricultural) to R-1 (Single-Family Residential).

APPROVE

APPROVE WITH CONDITIONS

DENY

**ATTACHMENTS:
(CIRCLE)**

SUBMITTED PLANS

**PUBLIC HEARING
PETITION/
APPLICATION
FORM**

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS



PLANNING COMMISSION APPLICATION

Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587

www.ShawneeOK.org

For Office Use Only	
Case Number:	<u>P11-19</u>
Project Number:	<u>190545</u>
Date Filed:	<u>6/24/2019</u>
_____ Planning Commission Secretary	

REQUEST:

☒ Rezoning
☐ Conditional Use Permit
☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from A-1 District to R-1 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1510 N. Elm Ave
LEGAL DESCRIPTION: Bradley's 2nd S80' N112' of E140' Lot 8
PROPERTY OWNER (S): Dale E. Wiginton
PROPERTY AGENT (APPLICANT): Dale E. Wiginton
APPLICANT'S ADDRESS: 1510 N. Elm Ave
CITY: Shawnee STATE: OKla. ZIP: 74804
EMAIL ADDRESS: doa.rifles@yahoo.com
TELEPHONE NUMBER: (405) 788-5408 CONTACT NUMBER: (405) 788-5408
DIMENSIONS OF PROPERTY: AREA: 11,200 sq. ft. WIDTH: 80'
LENGTH: 140' FRONTAGE: 80'
CURRENT ZONING: A-1 CURRENT USE: Home
PROPOSED ZONING: R-1 PROPOSED USE: Home

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OFFICIAL OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Dale E. Wiginton
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. N/A

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CERTIFICATE OF BONDED ABSTRACTOR

(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

The South 80 feet of the North 112 feet of the East 140 feet of Lot Eight (8), BRADLEY'S SECOND ADDITION to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (2), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: June 14, 2019 at 7:30 AM

First American Title Insurance Company

By: Michele Cook

Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017
File No. 2415845-OK99

OWNERSHIP LIST

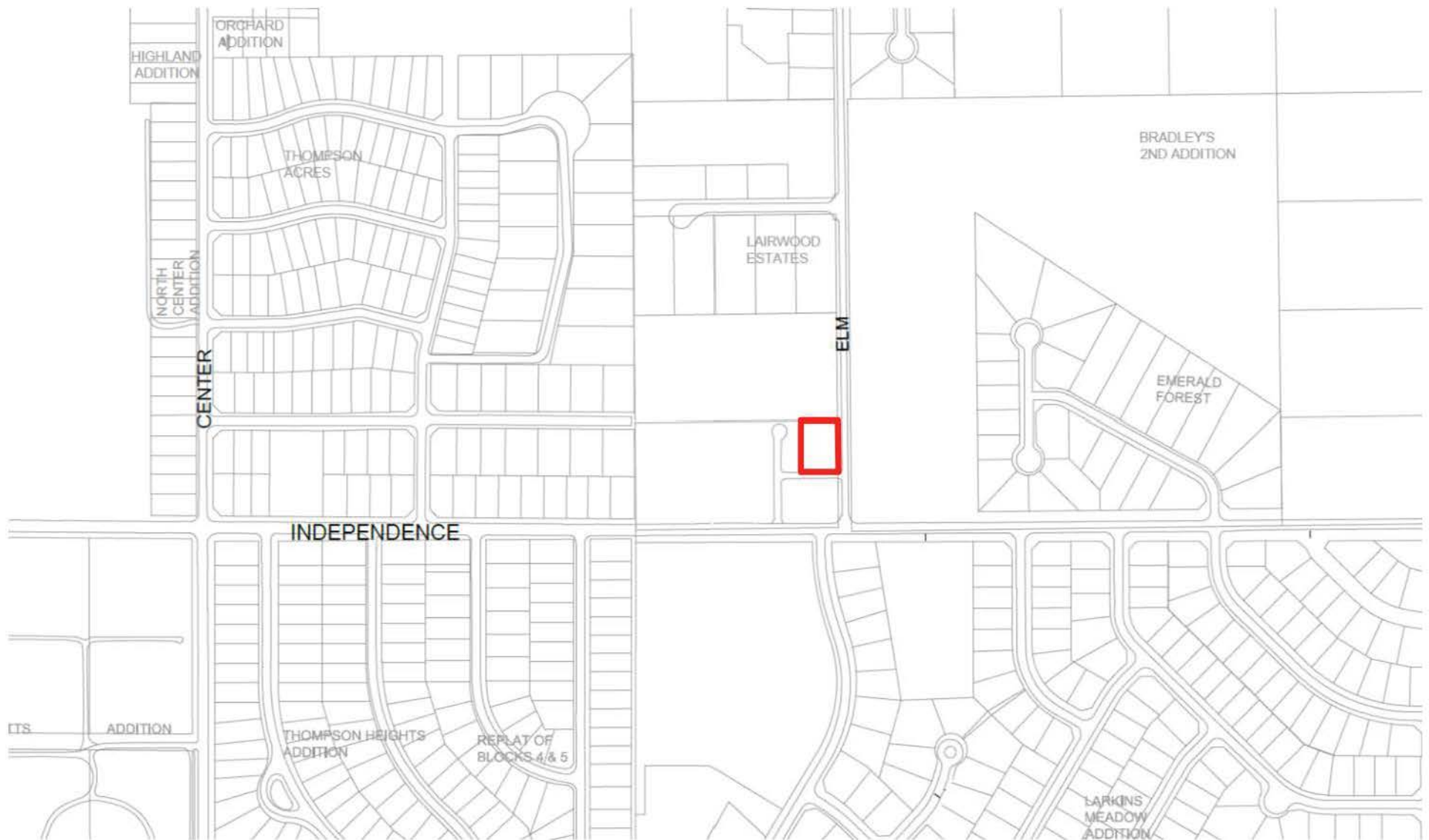
ORDER NO. 2415845

DATE PREPARED: June 24, 2019

EFFECTIVE DATE: June 14, 2019 at 7:30 am

OWNER	LOT	BLK	ADDITION
WIGINTON DALE E 1510 N ELM SHAWNEE, OK 74804			S80' OF N112' OF E140' OF LOT 8 BRADLEY'S 2
MACGILFREY EDWARD J 21500 CACIFA ST. # 92 WOODLAND HILLS, CA 91367			BEG SW/C LOT 8 E335' N295.6' E145' S112' E140' S54.40' W99.83' S129.40' W184.48' POB BRADLEY'S 2
OFF BROADWAY PROPERTIES LLC 301 HAROLD RD BRISBANE, CA 94005			BEG 135'E SW/C LOT 8 E200' N295.6' W200' S295.6' POB (PT SW SE 8-10N-4E) BRADLEY'S 2
LOWE JIM 1404 CHARLES DR SHAWNEE, OK 74804			BEG SW/C LOT 7 E389' N180' W214' S31.4' W25' S139' W150' S9.6' POB BRADLEY'S 2
LOWE JIM 1404 CHARLES DR SHAWNEE, OK 74804			LOT 7 BEG 247'E NW/C LOT 7 S148.6' E142' S180' ETC. BRADLEY'S 2
INMAN LAWRENCE & DIANA P O BOX 3551 SHAWNEE, OK 74802			BEG 61.4'N SE/C LOT 7 W140' N137.75' E140' S137.75' POB LESS A TRACT BEGINNING 61.4'N SE/C LOT 7 W140' N33' E140' S33' POB DUPLEX 1520 & 1522 N ELM BRADLEY'S 2
LUPTON ASHLEY M & WILLIAM R 1514 N ELM AVE SHAWNEE, OK 74804			THE EAST 140' OF THE NORTH 32' LOT 8 & A TRACT IN LOT 7 BEGINNING SE/C OF SAID LOT 7 S89*41'28"W140' N92.47' N89*53'58"E140' S94.4' POB BRADLEY'S

AVEDIS FOUNDATION 1500 E INDEP SHAWNEE, OK 74804	1	1	AVEDIS PARK
--	---	---	-------------



ORDINANCE NO. ____NS

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: THE SOUTH 80 FEET OF THE NORTH 112 FEET OF THE EAST 140 FEET OF LOT EIGHT (8), BRADLEY'S SECOND ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, FROM ZONING CLASSIFICATION A-1 (RURAL AGRICULTURAL DISTRICT) TO R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 19th day of August, 2019, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District).

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to R-1 (Single-Family Residential District).

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: THE SOUTH 80 FEET OF THE NORTH 112 FEET OF THE EAST 140 FEET OF LOT EIGHT (8), BRADLEY'S SECOND ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, FROM ZONING CLASSIFICATION A-1 (RURAL AGRICULTURAL DISTRICT) TO R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 19th day of August, 2019.

RICHARD FINLEY, MAYOR

(SEAL)
ATTEST:

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this 19th day of August, 2019.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

5.

Meeting Date: 08/19/2019

P12-19 Rezone

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 3914 North Kickapoo Avenue from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District) for the purpose of a shopping strip center. Case No. P12-19, Applicant: Margaret Davis.

Attachments

Staff Report

Ordinance

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
CITY OF SHAWNEE
PLANNING COMMISSION

RECOMMENDATION FROM:

SUBJECT:

APPLICANT: Margaret Davis

FOR: Rezone

LOCATION: 3914 North Kickapoo Avenue, Shawnee, OK

PROJECT#: 190595 Case# P12-19

LEGAL DESCRIPTION:

Lot Two (2), Block One (1), of COLLEGE VIEW ADDITION, an Addition to the City of Shawnee,
Pottawatomie County, Oklahoma.

CURRENT CLASSIFICATION: R-1 (Single-Family Residential)

REQUESTED CLASSIFICATION: C-3 (Highway Commercial)

PROPOSED PROPERTY USE: Shopping strip center

PLANNING COMMISSION MEETING DATE: August 7th, 2019

PLANNING COMMISSION RECOMMENDATION: Motion to approve:

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 6

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM						ABSENT
MATTHEWS			X			
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
ROWELL		X	X			
KIENZLE	X		X			
MELOT						OBSERVING

RESPECTFULLY SUBMITTED,

Joseph Barker

SECRETARY, PLANNING COMMISSION

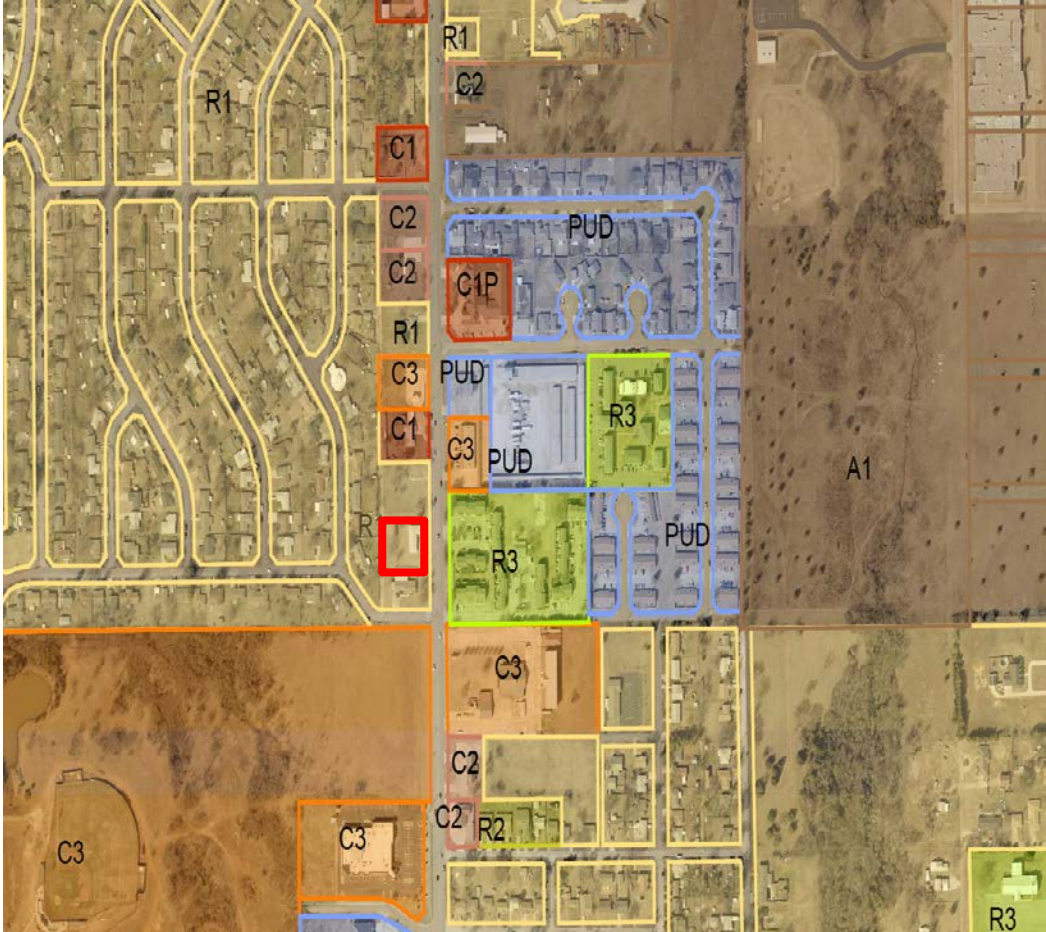
ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org			CASE # P12-19 PUBLIC HEARING DATE: August 7th, 2019 CITY COMMISSION DATE: August 19th, 2019	
APPLICANT: Margaret Davis		2004 North Kickapoo Avenue Shawnee, Oklahoma, 74804		MargaretDavis1234@yahoo.com
PROPERTY ADDRESS/LOCATION: 3914 North Kickapoo Avenue, Shawnee, Oklahoma, 74804				
The applicant, Margaret Davis, is requesting a rezone from R-1 to C-3 at 3914 North Kickapoo Avenue. The stated proposed use is for a shopping strip center.				
EXISTING ZONING: R-1	EXISTING LAND USE: Single-Family Residential	SURROUNDING ZONING & LAND USE: R-1 (Single-Family Residential) R-3 (Multi-Family Residential)	SUBDIVISION: College View Addition	PROPERTY SIZE: 0.73 acres

STAFF RECOMMENDATION

The applicant has stated they intend to use the lot for a shopping strip center. The subject site is 0.73 acres in size and abuts the Amended Plat of the College View Addition and the Northcreek Manor. Adjacent properties are zoned R-1 (Single-Family Residential), and R-3 (Multi-Family Residential). Highway Commercial has become a commonplace district in this area. The 2005 Comprehensive Plan states this area's intended use should be commercial/residential.

The rezone is required to conform to Section 22-165.2 of the Zoning Code, "Uses [in commercial districts]," which assures that the C-3 zoning district is used to provide establishments offering accommodations, supplies or services to motorists, and for certain specialized uses such as retail outlets, extensive commercial amusement and service establishments which serve the entire community. Shopping strip centers are a permitted use in this district. The rezone is also required to conform to Section 22-165.4 of the Zoning Code, "Dimensional Standards [in commercial districts]." If rezoned to C-3, it would conform to these standards.

The subject request is in conformance with City Zoning Code and the 2005 Comprehensive Plan; therefore, Staff hereby recommends approval of the requested rezone R-1 (Single-Family Residential) to C-3 (Highway Commercial).

APPROVE

APPROVE WITH CONDITIONS

DENY

**ATTACHMENTS:
(CIRCLE)**

SUBMITTED PLANS

**PUBLIC HEARING
PETITION/
APPLICATION
FORM**

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

3914 N Kickapoo Ave, Shawnee, OK 74804-1635, Pottawatomie County

Owner Information

Owner Name:	Maxwell James P	Tax Billing Zip:	34201
Owner Name 2:	Levoe James P	Tax Billing Zip+4:	2364
Tax Billing Address:	7428 Ascot Ct	Owner Occupied:	No
Tax Billing City & State:	University Park, FL		

Location Information

School District Name:	Shawnee (93-R School District)	Census Tract:	5007.00
Subdivision:	College View	Carrier Route:	C032
Township:	Shawnee Subs		

Tax Information

Tax ID:	055500001002000000	Lot #:	2
Alt APN:	055500100200000000	Tax Area:	0005
Block #:	1	% Improved:	81%
Legal Description:	COLLEGE VIEW BLK 1 LOT 2.		

Assessment & Tax

Assessment Year	2018	2017	2016
Assessed Value - Total	\$11,131	\$11,131	\$10,882
Assessed Value - Land	\$2,100	\$2,100	\$2,075
Assessed Value - Improved	\$9,031	\$9,031	\$8,807
YOY Assessed Change (\$)	\$0	\$249	
YOY Assessed Change (%)	0%	2.29%	
Market Value - Total	\$92,756	\$92,756	\$90,680
Market Value - Land	\$17,500	\$17,500	\$17,288
Market Value - Improved	\$75,256	\$75,256	\$73,392

Tax Year	Total Tax	Change (\$)	Change (%)
2016	\$1,110		
2017	\$1,123	\$13	1.17%
2018	\$1,139	\$16	1.42%

Characteristics

Land Use - Universal:	SFR	Heat Type:	Forced Air
Lot Area:	31,850	Cooling Type:	Central
Lot Acres:	0.73	Fireplace:	Y
# of Buildings:	1	Fireplaces:	1
Building Sq Ft:	1,702	Floor Cover:	Type Unknown
Gross Area:	2,208	Foundation:	Slab
Ground Floor Area:	1,702	Exterior:	Brick
Above Gnd Sq Ft:	1,702	Roof Type:	Hip
Style:	Traditional	Roof Material:	Composition Shingle
Building Type:	Single Family	Roof Shape:	Hip
Stories:	1	Garage Type:	Attached Garage
Total Rooms:	8	Garage Sq Ft:	506
Bedrooms:	3	Parking Type:	Attached Masonry Garage
Full Baths:	1	Year Built:	1957
Half Baths:	1	Condition:	Average
Total Baths:	2	Quality:	Average

Estimated Value

Estimated Value (1):	\$144,700	Confidence Score (2):	52
Estimated Value Range:	\$128,783 - \$160,617	Forecast Standard Deviation (3):	11
Value As Of:	04/30/2019		

(1) RealAVM™ is a CoreLogic® derived value and should not be used in lieu of an appraisal.

Courtesy of Stacey Stringer, MLSOK, Inc

The data within this report is compiled by CoreLogic from public and private sources. The data is deemed reliable, but is not guaranteed. The accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

Property Detail

Generated on 05/08/2019

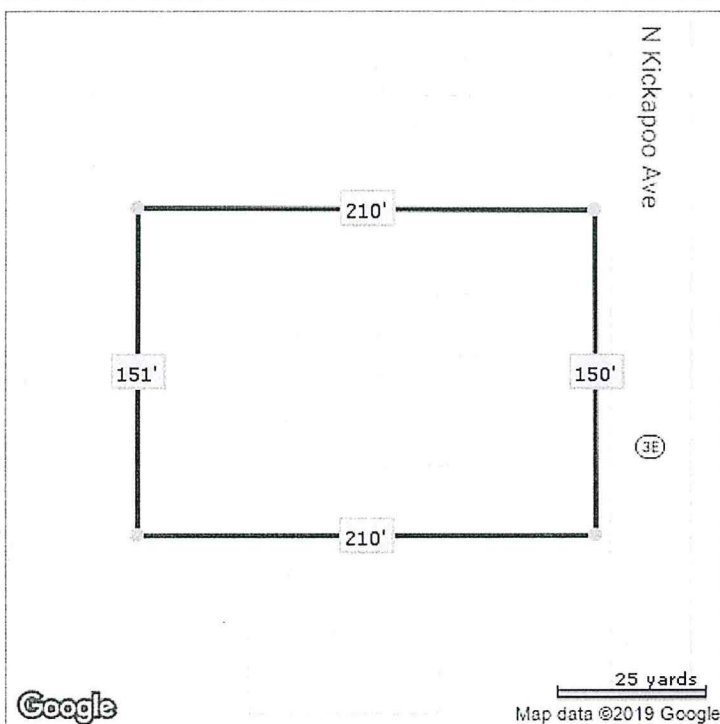
16 Page 1 of 2

- (2) The Confidence Score is a measure of the extent to which sales data, property information, and comparable sales support the property valuation analysis process. The confidence score range is 60 - 100. Clear and consistent quality and quantity of data drive higher confidence scores while lower confidence scores indicate diversity in data, lower quality and quantity of data, and/or limited similarity of the subject property to comparable sales.
- (3) The FSD denotes confidence in an AVM estimate and uses a consistent scale and meaning to generate a standardized confidence metric. The FSD is a statistic that measures the likely range or dispersion an AVM estimate will fall within, based on the consistency of the information available to the AVM at the time of estimation. The FSD can be used to create confidence that the true value has a statistical degree of certainty.

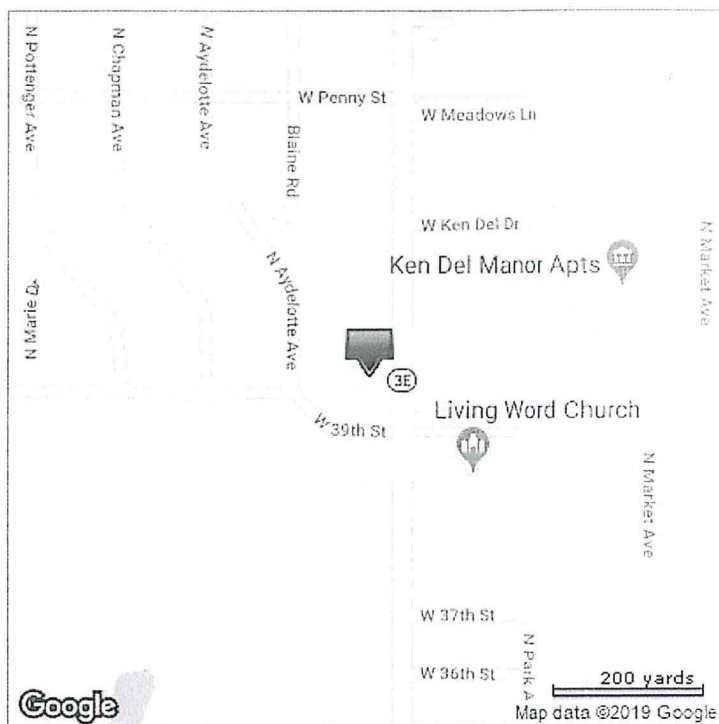
Last Market Sale & Sales History

Owner Name:	Maxwell James P	Owner Name 2:	Levoe James P
Sale/Settlement Date	10/14/2009		
Recording Date	10/14/2009		
Nominal	Y		
Buyer Name	Maxwell James P & E L Trust		
Seller Name	Maxwell James P & Evelyn L		
Document Number	14023		
Document Type	Warranty Deed		

Property Map



*Lot Dimensions are Estimated



Property Owner

Name: MAXWELL JAMES P & LEVOE TR
OF JAMES P & EVELYN L REV
TRUS

Mailing Address: 7428 ASCET CT
UNIVERSITY PARK, FL 34201

Type: (RI) Res. Improv.

Tax Dist: (93SHA) Shawnee SD

Millage Rate: 102.33

Property Information

Physical Address: 3914 KICKAPOO

Subdivision: College View

Block / Lot: 001 / 002

Size (Acres): 0.000

Extended Legal: COLLEGE VIEW BLK 1 LOT 2

Market and Assessed Values:

	Taxable Market Value	Full Assessed (12.00% Market Value)
Land:	17,500	2,100
Building:	75256	9031
Total:	92,756	11,131
Homestead Credit:		0
Net Assessed:		11,131

Taxes:

Estimated Taxes:	\$1,139
Homestead Credit:	\$0 Note: Tax amounts are estimates only. Contact the county tax collector for exact amounts.

Land:

Land Use	Size	Units
Land-(0555)	1.00	LT

Deed Transfers:

Date	Book	Page	Deed Type	Stamps	Est. Sale	Grantee	Code	Type
10/14/2009	2009	14023	Warr. Deed	0.00	\$0	MAXWELL JAMES P & LEVOE T		

Not a Legal Document.
Subject to terms and conditions.
www.actDataScout.com

As of: 4/19/2019

Details for Card 1:

Occupancy	Story	Construction	Total Liv	Grade	Year Built	Age	Condition	Beds
Single Family	ONE	TRADITIONAL	1,702	3	1957	62	Average	3

Exterior Wall: BRICK

Heat / Cool: HotAir/F

Plumbing: Full: 1 Half: 1

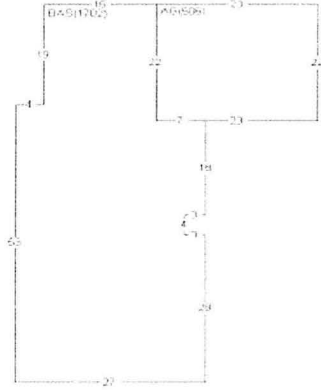
Foundation: Slab

Roof Cover: Fiberglass Shingle

Year Remodeled: 0

Fireplace: Type: 1s Sgl. Qty: 1

Roof Type: Hip



Base Structure:

Item	Label	Description	Area
1	BAS	BAS	1702
2	AG	AG	506

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Page 2

Map:



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Page 3

June 27, 2019

To Whom It May Concern,

I am writing to confirm that my sister Paula and I are the owners and trustees of the Reverend James Paul and Evelyn LeVoe Maxwell Irrevocable Trust ...which owns the house and property at 3914 North Kickapoo. We have appointed Margaret Davis, at Century 21, in Shawnee to manage this as a rental property and further, to apply for commercial zoning.

If there are any concerns I am available to discuss at any time on my direct line 508-274-8669 or email: Dan @maxwellandco.com

With Kind Regards,
Dan Maxwell

A handwritten signature in dark ink, appearing to read 'Dan Maxwell', with a long horizontal flourish extending to the right.

Dan Maxwell
President /Owner
Maxwell & Co
200 Main Street
Falmouth, Massachusetts
02540



PLANNING COMMISSION APPLICATION

Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only	
Case Number:	<u>P12-19</u>
Project Number:	<u>190595</u>
Date Filed:	<u>6/12/2019</u>
_____ Planning Commission Secretary	

REQUEST:

☒ Rezoning
☐ Conditional Use Permit

☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from _____ District to C-3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 3914 N. KICKAPOO, SHAWNEE, OK

LEGAL DESCRIPTION: BLK 1, LOT 2, COLLEGE VIEW

PROPERTY OWNER (S): DAN MAXWELL

PROPERTY AGENT (APPLICANT): MARGARET DAVIS, CENTURY-21

APPLICANT'S ADDRESS: 2004 N. KICKAPOO

CITY: SHAWNEE **STATE:** OK **ZIP:** 74804

EMAIL ADDRESS: MARGARETDAVIS1234@YAHOO.COM

TELEPHONE NUMBER: (405) 997-9500 **CONTACT NUMBER:** (405) 275-7030

DIMENSIONS OF PROPERTY: AREA: 31,850 WIDTH: 150'
LENGTH: 210' FRONTAGE: 210'

CURRENT ZONING: R-1 **CURRENT USE:** RESIDENTIAL

PROPOSED ZONING: C-3 **PROPOSED USE:** Strip Center*

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OFFICIAL OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Margaret Davis
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. 02312407

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ **DATE:** _____

CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____

*Info received 6-21-2019

received
6-12-19

City of Shawnee OK
405-878-1616

RECH: 02312407 7/08/2019 11:30 AM
OPER: KG TERM: 020
REFH: 6356
PAID BY:

TRAN: 401.0000 BUILDING PERMIT
190595 280.00CR
DAVIS, MARGARET
3914 N KICKAPOO AVE
Z-REZONING 280.00CR

TENDERED: 280.00 CHECK
APPLIED: 280.00-

CHANGE: 0.00

Visit www.ShawneeOK.org
For More Information

STATE OF OKLAHOMA)
)
) §:
COUNTY OF POTTAWATOMIE)

24

OWNERSHIP LIST**ORDER NO. 2407228**

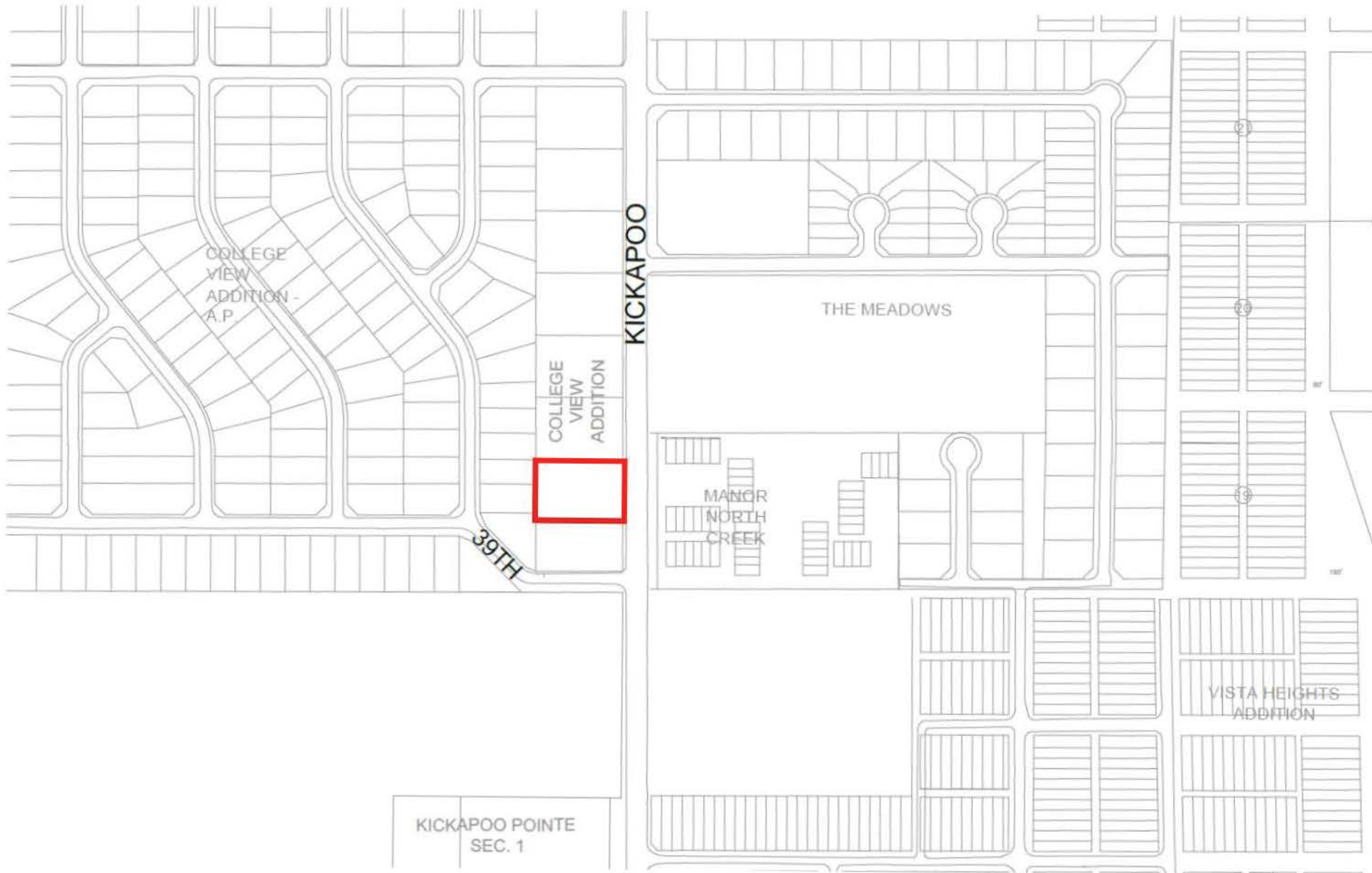
DATE PREPARED: June 4, 2019

EFFECTIVE DATE: May 24, 2019 at 7:30 am

OWNER	LOT	BLK	ADDITION
MAXWELL JAMES P & LEVOE TR OF JAMES P & EVELYN L REV TRUS 7428 ASCET CT UNIVERSITY PARK, FL 34201	2	1	COLLEGE VIEW
TOTTEN JEFFREY W & MARTHA A 2510 E INDEPENDENCE #300 SHAWNEE, OK 74804	1	1	COLLEGE VIEW
EIGHT EAGLES LLC C/O MIKE MASSEY 2100 E 45TH ST SHAWNEE, OK 74804	3	1	COLLEGE VIEW
BISON CROSSING 2 LLC 2124 NW 26TH ST OKLA CITY, OK 73107	4	1	COLLEGE VIEW
BISON CROSSING LLC 2124 NW 26TH ST OKC, OK 74804	5	1	COLLEGE VIEW
WOODMORE ROBERT & ALETHIA 1300 INVERNESS CIR SHAWNEE, OK 74801			BEG 574.51'N SW/C NW E180' N180.49' W180' S180.49' POB. I.K.S.#14 (NW4 6-10N-4E)
COWDEN G RANDY & JOYE E 1902 KATIE RD SHAWNEE, OK 74804	1	1	NORTHCREEK PLAZA (TAN & TONE)
COWDEN G RANDY & JOYE E 1902 KATIE RD SHAWNEE, OK 74804			BEG 375'N SW/C NW E50' N199.49' TH WESTERLY 50' TO A POINT ON W LINE NW TH S ALG WEST LINE TO POB (NW4 6-10N-4E)
SHORT MERRILY & TIMOTHY DOYLE 40500 GARRETTS LAKE RD SHAWNEE, OK 74804	1	1	NORTHCREEK MANOR
HENRY JOSEPH & CHRISTINA 1209 MUIRFIELD SHAWNEE, OK 74801	2	1	NORTHCREEK MANOR

INGRAM JILL M 3901 N KICKAPOO #3 SHAWNEE, OK 74804	3	1	NORTHCREEK MANOR
STENBERG NATHAN 3901 N KICKAPOO APT 4 SHAWNEE, OK 74804	4	1	NORTHCREEK MANOR
FEDERAL NATIONAL MORTGAGE P O BOX 650043 DALLAS, TX 75265	5	1	NORTHCREEK MANOR
GOTO SHINGIRIRAI 5992 AUBREY RANCH DR ARLINGTON, TN 38002	18	1	NORTHCREEK MANOR
HERRON SARAH L 11 TIMBER CREEK CIR SHAWNEE, OK 74804	17	1	NORTHCREEK MANOR
FLETCHER FERRELL E & ALISHA K 3901 N KICKAPOO #16 SHAWNEE, OK 74804	16	1	NORTHCREEK MANOR
JOHNSON RANDAL SCOTT 3901 N KICKAPOO #15 SHAWNEE, OK 74804	15	1	NORTHCREEK MANOR
OFFERMAN JASON F & DOROTHY M LIVING TRUS7811 SHELBY CIR EDMOND, OK 73034T	14	1	NORTHCREEK MANOR
UNITED DYNAMICS INC 41901 WOLVERINE RD SHAWNEE, OK 74804	22	1	NORTHCREEK MANOR
CHAPMAN WILLIAM A REVOC TRUST 1701 AUTUMN LN SHAWNEE, OK 74804	21	1	NORTHCREEK MANOR
TAPLEY BRYAN & NATALIE 3901 N KICKAPOO #20 SHAWNEE, OK 74804	20	1	NORTHCREEK MANOR
BLOCHOWIAK WILLIAM MII 3901 N KICKAPOO #19 SHAWNEE, OK 74804	19	1	NORTHCREEK MANOR
LIVING WORD CHURCH P O BOX 3044 SHAWNEE, OK 74802			BEG NW/C SW E660' S330' W660' N330' TO POB LAND 2540 IMP 4060 (SW4 6-10N-4E)
OKLA BAPTIST UNIVERSITY 500 W UNIVERSITY SHAWNEE, OK 74801			COMM SE/C SE TH N1324.88' TO THE SE/C OF N/2 SE TH W583'POB TH W2048.84' N1326.38' E2633.65' S500' W583' S825.44' POB (SE4 1-10N-3E)

OKLA BAPTIST UNIVERSITY 500 W UNIVERSITY SHAWNEE, OK 74804	1-2	7	AP COLLEGE VIEW
PRESLEY KENNETH D & SHERRIE A 3902 N AYDELOTTE SHAWNEE, OK 74804	19 & S10' OF 20	3	AP COLLEGE VIEW
LOULA DON L & GAIL L REVOCABLE TRUST 3906 N AYDELOTTE SHAWNEE, OK 74804	N55' OF 20 & S35' OF 21	3	AP COLLEGE VIEW
THOMAS MILLARD JR 3913 N AYDELOTTE SHAWNEE, OK 74804	S10' OF 10, ALL OF 11 & N4.76' OF 12	1	AP COLLEGE VIEW
FARRIS HAROLD D & JUDY M 3911 N AYDELOTTE SHAWNEE, OK 74804	S55' OF 12 & N30' OF 13	1	AP COLLEGE VIEW
RUEBEN PELTIER PROPERTIES LLC P O BOX 3071 SHAWNEE, OK 74802	S30' OF 13 & ALL OF 14	1	AP COLLEGE VIEW
WILLIAMS ELIZABETH E 3905 N AYDELOTTE SHAWNEE, OK 74804	15 & N10' OF 16	1	AP COLLEGE VIEW
HAZLEWOOD JOANNA G 3903 N AYDELOTTE SHAWNEE, OK 74804	S60' OF 16 & ALL OF 17	1	AP COLLEGE VIEW



ORDINANCE NO. ____NS

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: LOT TWO (2), BLOCK ONE (1), OF COLLEGE VIEW ADDITION, AN ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, FROM ZONING CLASSIFICATION R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 19th day of August, 2019, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1 (Single-Family Residential District) to C-3 (Highway Commercial District).

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3 (Highway Commercial District).

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: LOT TWO (2), BLOCK ONE (1), OF COLLEGE VIEW ADDITION, AN ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, FROM ZONING CLASSIFICATION R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 19th day of August, 2019.

RICHARD FINLEY, MAYOR

(SEAL)
ATTEST:

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this 19th day of August, 2019.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

6.

Meeting Date: 08/19/2019

P13-19 Rezone

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 1601 North Kickapoo Avenue from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) for the purpose of making leasing vacant spaces easier. Case No. P13-19, Applicant: John Brown.

Attachments

Staff Report

Ordinance

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
CITY OF SHAWNEE
PLANNING COMMISSION

RECOMMENDATION FROM:

SUBJECT:

APPLICANT: John Brown

FOR: Rezone

LOCATION: 1601 North Kickapoo Avenue, Shawnee, OK

PROJECT#: 190596 Case# P13-19

LEGAL DESCRIPTION:

All of Lots One (1), Two (2) and Three (3), in Block Eight (8), of PENN'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

CURRENT CLASSIFICATION: C-1 (Neighborhood Commercial)

REQUESTED CLASSIFICATION: C-3 (Highway Commercial)

PROPOSED PROPERTY USE: Commercial

PLANNING COMMISSION MEETING DATE: August 7th, 2019

PLANNING COMMISSION RECOMMENDATION: Motion to approve:

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 6

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM						ABSENT
MATTHEWS			X			
WALKER	X		X			
BERGSTEN (CHAIRMAN)			X			
ROWELL			X			
KIENZLE		X	X			
MELOT						OBSERVING

RESPECTFULLY SUBMITTED,

Joseph Barker

SECRETARY, PLANNING COMMISSION

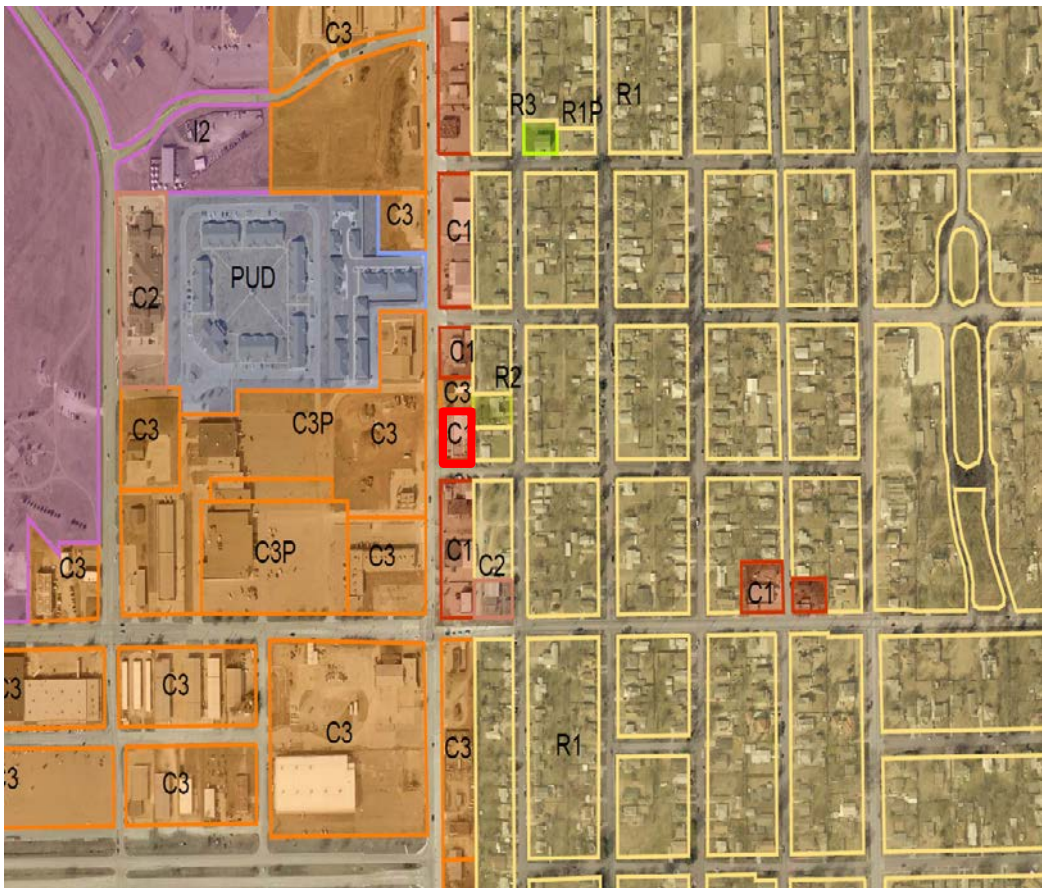
ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org			CASE # P13-19 PUBLIC HEARING DATE: August 7th, 2019 CITY COMMISSION DATE: August 19th, 2019	
APPLICANT: John Brown		1713 Pecan Crossing Drive Shawnee, Oklahoma, 74804		Johnrb3@sbcglobal.net
PROPERTY ADDRESS/LOCATION: 1601 North Kickapoo Avenue, Shawnee, Oklahoma, 74804				
The applicant, John Brown, is requesting a rezone from C-1 to C-3 at 1601 North Kickapoo Avenue. The stated proposed use is for expanding the commercial uses available to the property.				
EXISTING ZONING: C-1	EXISTING LAND USE: Shopping Center	SURROUNDING ZONING & LAND USE: R-1 (Single-Family Residential) R-2 (Combined Residential) C-1 (Neighborhood Commercial) C-3 (Highway Commercial)	SUBDIVISION: Penn's Addition	PROPERTY SIZE: 0.49 acres

STAFF RECOMMENDATION

The applicant has stated they intend to use the lot for its existing use. They have requested a rezone to C-3 to make it easier to lease out empty suites. The subject site is 0.49 acres in size. Adjacent properties are zoned R-1 (Single-Family Residential), R-2 (Combined Residential), C-1 (Neighborhood Commercial), and C-3 (Highway Commercial). Highway Commercial is a common district in this area. The 2005 Comprehensive Plan states this area's intended use should be commercial/residential.

The rezone is required to conform to Section 22-165.2 of the Zoning Code, "Uses [in commercial districts]," which assures that the C-3 zoning district is used to provide for establishments offering accommodations, supplies or services to motorists, and for certain specialized uses such as retail outlets, extensive commercial amusement and service establishments. If rezoned to C-3, it would conform to these standards. The rezone is also required to conform to Section 22-165.4 of the Zoning Code, "Dimensional Standards [in commercial districts]." If rezoned to C-3, it would conform to these standards.

The subject request is in conformance with City Zoning Code and the 2005 Comprehensive Plan; therefore, Staff hereby recommends approval of the requested rezone from C-1 (Neighborhood Commercial) to C-3 (Highway Commercial).

APPROVE

APPROVE WITH CONDITIONS

DENY

**ATTACHMENTS:
(CIRCLE)**

SUBMITTED PLANS

**PUBLIC HEARING
PETITION/
APPLICATION
FORM**

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

1601 N Kickapoo Ave
Shawnee, OK 74804

Legal Desc.:

(1.5 Lots) Penn's Blk. 8 Lot 1
& S $\frac{1}{2}$ Lot 2 Sub to Easement

(1.5 Lots) Penn's Blk. 8 N $\frac{1}{2}$
Lot 2 All Lot 3

(2 Lots) Penn's Blk 8 Lots
4 & 5 Less a Tract in Lot 4
Beginning SW/C Lot 4 N 11.85'
E 20.85' POB ES' S 5' W 5' N 5'
POB Advantage Transmissions

Property Usage:

Formally "Brown Furniture Company," the building has been divided into two suites; STE 100 and 500. STE 100 is now "Anytime Fitness." STE 500 is an empty lease space. For five years we've tried to lease STE 500 to no avail. Re-zoning from C1 to C3 may give us a better chance to lease the space.

DURABLE POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That I, John R. Brown, Jr., s/p/a Jack Brown, a resident of Shawnee, Oklahoma, have made, constituted, and appointed, and by these presents do make, constitute and appoint my wife, Gloria Jean Brown, my true and lawful attorney-in-fact, under the Oklahoma Uniform Durable Power of Attorney Act, as amended. This Durable Power of Attorney is made under and shall be governed by the Oklahoma Uniform Durable Power of Attorney Act, as the same shall be amended from time to time.

Time and Conditions Under Which This Power of Attorney Is to Become Effective

This Durable Power of Attorney shall be effective upon the disability or incapacity of the principal. I specifically intend that this Durable Power of Attorney shall not be affected by the lapse of time, it being my intent that this Durable Power of Attorney shall be of indefinite duration, upon the disability or incapacity of the undersigned. Said disability or incapacity shall be determined, in writing, by a duly licensed physician. Any person, organization or entity to whom a statement referred to above is presented may rely on such statement as evidencing the effectiveness of this Durable Power of Attorney.

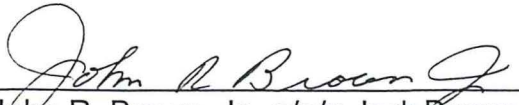
The Extent and Scope of the Power Conferred

In addition to all other powers granted to my attorney-in-fact by operation of law, and except as otherwise limited herein, my attorney-in-fact is expressly empowered to exercise the following powers and authorities without court order:

1. To demand, have received, collect and hold any and all monies, securities, personal and real property of any nature whatsoever belonging to me or in which I may have any interest, and to deal generally and in all respect without restriction in and with any property of any nature whatsoever in which I may have any interest.
2. To distribute the income or principal, or both, of my estate to provide for my support, maintenance, and medical attention.
3. To make disbursements of monies belonging to me in such manner, at such times and for such purposes as my said attorney-in-fact may deem best for maintenance, upkeep, repair or any other purposes in connection with any real estate or personal property owned by me.
4. To operate, manage, control, lease, mortgage, sell, exchange or otherwise

affect, modify, or terminate any special, restricted or limited power or powers of attorney I previously may have granted in connection with any banking, borrowing or commercial transaction.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 15th day of August, 2013.



John R. Brown, Jr., s/p/a Jack Brown
Resident of Shawnee, Pottawatomie
County, State of Oklahoma



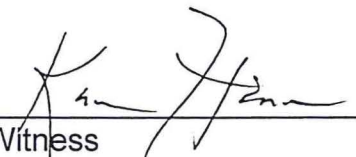
Witness



Witness

AFFIDAVIT OF SUBSCRIBING WITNESSES

The principal is personally known to me and I believe the principal to be of sound mind. I am eighteen (18) years of age or older. I am not related to the principal by blood or marriage, or related to the attorney-in-fact by blood or marriage. The principal has declared to me that this instrument is his Power of Attorney granting to the named attorney-in-fact the power and authority specified herein, and that he has willingly made and executed it as free and voluntary act for the purposes herein expressed.



Witness



Witness

**Operating Agreement
(Members as Managers)
of
BFC, LLC
An Oklahoma Limited Liability Company**

The undersigned, John R. Brown, Jr. and Gloria Jean Brown, Co-Trustees of The John R. Brown, Jr. and Gloria Jean Brown Revocable Trust, dated August 15, 2013, hereinafter called "Member", and BFC, LLC, hereinafter called the "Company", enter into this Operating Agreement which is effective as of the date of filing of the Articles of Organization with the Oklahoma Secretary of State. The terms of the Agreement are as follows:

Section 1. Formation.

(a) Limited Liability Company. The Company has been or shall be formed as a limited liability company pursuant to Title 18, O.S. Section 2000, et seq., by the filing with the Secretary of State of the State of Oklahoma of Articles of Organization.

(b) Agent and Principal Office. The agent and principal office of the Company shall be as stated in the Articles of Organization, subject to change by the Member(s) on filing with the Secretary of State. The Company may also maintain offices at such other place or places as the Member(s) deems advisable.

(c) Commencement and Duration. This Agreement shall commence upon the filing of the Company's Articles of Organization with the Oklahoma Secretary of State, and shall continue through the dissolution and liquidation of the Company as provided in this Agreement. The corporation will begin business as of July 31, 2014.

(d) Members/Managers. The company will have its Member serve as Manager. The company will form with one (1) Member and can do business with one (1) Member.

Section 2. Definitions. For purposes of this Agreement, the following terms shall have the meanings ascribed to them.

"Act" means the Oklahoma Limited Liability Company Act, 18 Okla. Stat. §2000 et seq., as it may be amended from time to time, and any successor to such act.

"Agreement" means this Operating Agreement, as it may be amended or supplemented from time to time.

"Articles of Organization" means the articles of organization, as amended

Section 13 General Provisions.

(a) Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Member(s) and their heirs, executors, administrators, successors, legal representatives and permitted assignees.

(b) Applicable Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oklahoma, without regard to its principles and conflict of laws.

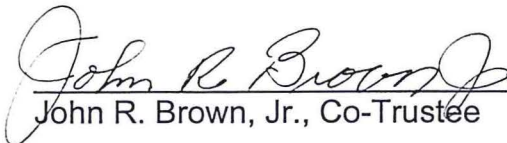
(c) Invalidity of Provisions. If any provision of this Agreement is or becomes invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not be affected.

Dated this 7th day of August, 2014, with an effective date of the 7th day of August, 2014.

MEMBER:

The John R. Brown, Jr. and Gloria Jean Brown Revocable Trust, dated August 15, 2013

BY:


John R. Brown, Jr., Co-Trustee

BY:


Gloria Jean Brown, Co-Trustee

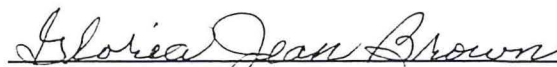
BFC, LLC

The John R. Brown, Jr. and Gloria Jean Brown Revocable Trust, dated August 15, 2013

BY:


John R. Brown, Jr., Co-Trustee

BY:


Gloria Jean Brown, Co-Trustee

June 26, 2019

Joseph Barker, *et. al*
Assistant City Planner
222 N Broadway
Shawnee OK 74801

Re: 1601 N. Kickapoo, STEs 100 & 500 (re-zoning application)

Mr. Barker:

As requested, this letter is a formal statement of approval by the John R. Brown Jr. and Gloria Jean Brown Revocable Trust dated August 15, 2013 ("Trust"), doing business as BFC, LLC, of the Application for Re-Zoning filed with the City of Shawnee by its trustee, Gloria Brown, for the above-referenced address. The Trust owns the property at issue, filed the application under BFC, LLC, and properly executed the request as evidenced by the signature of its trustee, Gloria Brown.

If you have any further questions or need additional information, please contact my son, John R. Brown III, who has power of attorney to speak on my behalf and make decisions that concern any and all of my interests.

Thank you,

A handwritten signature in cursive script that reads "Gloria J. Brown". The signature is written in dark ink and is positioned above the printed name and title.

Gloria J. Brown
Trustee

PLANNING COMMISSION APPLICATION



Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only	
Case Number:	<u>PK-19</u>
Project Number:	<u>190596</u>
Date Filed:	<u>6/14/2019</u>
_____ Planning Commission Secretary	

REQUEST:

☒ Rezoning
 ☐ Rezoning w/Conditional Use Permit
☐ Conditional Use Permit
 ☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from C-1 District to C-3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1601 N. Kickapoo Ave.

LEGAL DESCRIPTION: See Attached

PROPERTY OWNER (S): BFC, LLC

PROPERTY AGENT (APPLICANT): John R. Brown

APPLICANT'S ADDRESS: 1713 Pecan Crossing Dr.

CITY: Shawnee **STATE:** OK **ZIP:** 74804

EMAIL ADDRESS: johnrb3@sbcglobal.net

TELEPHONE NUMBER: (405) 974-0626 **CONTACT NUMBER:** (405) 974-0626

DIMENSIONS OF PROPERTY: AREA: 39,000 sq. ft. WIDTH: 265'
LENGTH: 147' FRONTAGE: 265'

CURRENT ZONING: C-1 **CURRENT USE:** Fitness Center

PROPOSED ZONING: C-3 **PROPOSED USE:** Fitness Center

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

**APPLICATION, OFFICIAL OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING**

Gloria Brown
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00
RECEIPT NO. 02312447

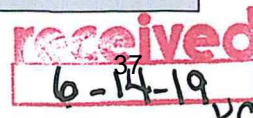
PLANNED UNIT DEVELOPMENT FEE \$ 550.00
SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ **DATE:** _____

CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____



City of Shawnee OK

405-878-1616

RECH: 02312447 7/08/2019 11:31 AM

OPER: KG TERM: 020

REFN: 1116

PAID BY:

TRAN: 401.0000 BUILDING PERMIT

190596 280.00CR

BROWN, JOHN

1601 N KICKAPOO AVE

Z-REZONING 280.00CR

TENDERED: 280.00 CHECK

APPLIED: 280.00--

CHANGE: 0.00

Visit www.ShawneeOK.org

For More Information

CERTIFICATE OF BONDED ABTRACTOR
(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

All of Lots One (1), Two (2) and Three (3), in Block Eight (8), of PENN'S ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (3), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: June 4, 2019 at 7:30 AM

First American Title Insurance Company

By: 
Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017
File No. 2410369-SH99

OWNERSHIP LIST

ORDER NO. 2410369

DATE PREPARED: June 11, 2019

EFFECTIVE DATE: June 4, 2019 at 7:30 am

OWNER	LOT	BLK	ADDITION
BFC LLC 1713 PECAN CROSSING SHAWNEE, OK 74804	1 & S/2 of 2	8	PENNS
BFC LLC 1713 PECAN CROSSING SHAWNEE, OK 74804	N/2 of 2, ALL OF 3	8	PENNS
BROWN JOHN JR & GLORIA J 1713 PECAN CROSSING SHAWNEE, OK 74804		8	LOTS 4 & 5 LESS A TRACT IN LOT 4 BEGINNING SW/C LOT 4 N11.85' E20.85' POB E5' S5' W5' N5' POB ADVANTAGE TRANSMISSIONS , BLK 8, PENNS
SMITH WILLIAM K & SUSAN A 1627 N KICKAPOO SHAWNEE, OK 74804	6	8	PENNS
SMITH WILLIAM K & SUSAN A 1627 N KICKAPOO SHAWNEE, OK 74804		8	W90' LOTS 7 & 8 (ZIKS #42) SHAWNEE FOOT&ANKLE CLINIC, BLK 8 PENNS
LITTLE BILLY & BETTYA P O BOX 3197 SHAWNEE, OK 74802	7 & 8 LESS W90'	8	PENNS
AKERMAN LISA GAIL 2712 SW 136TH OKLAHOMA CITY, OK 73170	11	8	PENNS
ALLEN MANAGEMENT LLC % CAROL RHODES 18 GLEN ROCK DR AUSTIN, TX 78738	12	8	PENNS
LILLARD CHRIS JOE P O BOX 1956 SHAWNEE, OK 74802	13 & N30' OF 14	8	PENNS
SKELLY KENNETH 1606 N LOUISA SHAWNEE, OK 74804		8	S20' LOT 14 N20' LOT 15 LESS TRACT BEG NW/C LOT 15 E15' S20' W15' N20' TO BEG, BLK 8 PENNS

JONES FAMILY HOLDINGS LLC 5770 WINDING CREEK RD SHAWNEE, OK 74804			BEG SE/C SE N350' TO POB W183' N127.50' E183' S127.50' TO POB DOMINOS PIZZA (SE4 12-10N-3E)
AMERICAN NATIONAL BANK 1183 JOYCE BLVD STE 2 FAYETTEVILLE, AR 72703			BEG 720'N & 33'W SE/C SE W240' N240' E240' S240' TO POB LESS .17AC (SE4 12-10N-3E)



ORDINANCE NO. ____NS

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: ALL OF LOTS ONE (1), TWO (2) AND THREE (3), IN BLOCK EIGHT (8), OF PENN'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, FROM ZONING CLASSIFICATION C-1 (NEIGHBORHOOD COMMERCIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 19th day of August, 2019, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District).

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3 (Highway Commercial District).

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: ALL OF LOTS ONE (1), TWO (2) AND THREE (3), IN BLOCK EIGHT (8), OF PENN'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, FROM ZONING CLASSIFICATION C-1 (NEIGHBORHOOD COMMERCIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 19th day of August, 2019.

RICHARD FINLEY, MAYOR

(SEAL)
ATTEST:

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this 19th day of August, 2019.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

7.

Meeting Date: 08/19/2019

P14-19 Rezone

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 39405 West MacArthur Street from RE (Residential Estate District) to C-3 (Highway Commercial District) for the purpose of a medical marijuana dispensary. Case No. P14-19, Applicant: Gregory Peck. *(Deferred by the Planning Commission to the October 2, 2019 meeting.)*

Attachments

Staff Report

Additional Protest Letters

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Gregory Peck

FOR: Rezone

LOCATION: 39405 West MacArthur Street, Shawnee, OK

PROJECT#: 190598 Case# P14-19

LEGAL DESCRIPTION:

Beginning 190 feet West of the Northeast Corner (NE/c) of the East Half (E/2) of the Northwest Quarter (NW/4), of Section Eleven (11), Township Ten (10) North, Range Three (3), East of the Indian Meridian, Pottawatomie County, Oklahoma; THENCE South 700 feet; THENCE West 160 feet; THENCE North 700 feet; THENCE East 160 feet to the POINT OF BEGINNING.

CURRENT CLASSIFICATION:

RE (Residential Estate)

REQUESTED CLASSIFICATION:

C-3 (Highway Commercial)

PROPOSED PROPERTY USE:

Medical Marijuana Dispensary

PLANNING COMMISSION MEETING DATE: August 7th, 2019

PLANNING COMMISSION RECOMMENDATION: Motion to defer to October 2nd, 2019:

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 6

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM						ABSENT
MATTHEWS	X		X			
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
ROWELL		X	X			
KIENZLE			X			
MELOT						OBSERVING

RESPECTFULLY SUBMITTED,

Joseph Barker

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org			CASE # P14-19 PUBLIC HEARING DATE: August 7th, 2019 CITY COMMISSION DATE: August 19th, 2019	
APPLICANT: Gregory Peck	39405 West MacArthur Street Shawnee, Oklahoma, 74804		Memorymedgrower@gmail.com	
PROPERTY ADDRESS/LOCATION: 39405 West MacArthur Street, Shawnee, Oklahoma, 74804				
The applicant, Gregory Peck, is requesting a rezone from RE to C-3 at 39405 West MacArthur Street. The stated proposed use is for a medical marijuana dispensary.				
EXISTING ZONING: RE	EXISTING LAND USE: Single-Family Residential	SURROUNDING ZONING & LAND USE: RE (Residential Estate) I-2 (Light Industrial)	SUBDIVISION: N/A	PROPERTY SIZE: 2.58 acres

STAFF RECOMMENDATION

The applicant has stated they intend to use the lot for a medical marijuana dispensary. The subject site is 2.58 acres in size. Adjacent properties are zoned RE (Residential Estate), and I-2 (Light Industrial). While there are no commercially zoned properties immediately abutting the property, roughly 570 feet away are three (3) properties zoned C-3, and there is one (1) on the northeast corner of West MacArthur Street and Acme Road. In addition, there is also a C-2 property roughly 270 feet away from the subject site. The 2005 Comprehensive Plan states this area's intended use should be residential; however, commercial use is not uncommon in this area. In fact, multiple of the properties zoned C-3 in this area were rezoned to that district after 2005.

The rezone is required to conform to Section 22-165.2 of the Zoning Code, "Uses [in commercial districts]," which assures that the C-3 zoning district is used to provide for establishments offering accommodations, supplies or services to motorists, and for certain specialized uses such as retail outlets, extensive commercial amusement and service establishments. The proposed use of a medical marijuana dispensary is permitted in this district. The rezone is also required to conform to Section 22-165.4 of the Zoning Code, "Dimensional Standards [in commercial districts]." If rezoned to C-3, it would conform to these standards.

The subject request is in conformance with City Zoning Code and fits the general pattern of development in the area; therefore, Staff hereby recommends approval of the requested rezone from RE (Residential Estate) to C-3 (Highway Commercial).

APPROVE

APPROVE WITH CONDITIONS

DENY

There has been one letter of protest against the proposed rezone by the Redeemer Lutheran Church, located at 39307 West MacArthur Street. They oppose the rezone for the following reasons:

- They believe it is not within the best interest of their church or of the neighborhood located here;
- They are concerned about the safety and wellbeing of the children who are involved with the church;
- They believe it sends the wrong kind of message regarding the environment that parents who use the church's facilities want for their children, and that it would have a deleterious effect on the church's mission and ministries;
- They are concerned this proposal will lead to traffic issues, which they believe would therefore lead to an increase in the likelihood of accidents;
- They are concerned that the increase in the amount of traffic will also increase the likelihood of crime. In addition, they claim that medical marijuana dispensaries are prime targets for theft, citing local news reports; and
- They believe there is no need to rezone the property.

ATTACHMENTS:
(CIRCLE)

SUBMITTED PLANS

PUBLIC HEARING
PETITION/
APPLICATION
FORM

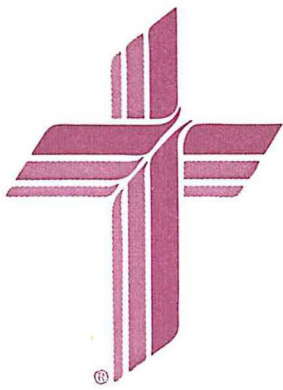
LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS



Redeemer Lutheran Church

Missouri Synod

39307 W. MacArthur St.

Shawnee, OK 74804

405-273-6286

July 31, 2019

City of Shawnee
222 N. Broadway
Shawnee, OK 74801

RE: Case #P14-19

Proposed rezone of 39405 W. MacArthur, Shawnee, from residential to commercial.

I am writing on behalf of Redeemer Lutheran Church, regarding the proposed zoning change to the property located at 39405 W. MacArthur. This property borders the east side of the church property. This letter is a formal appeal to the City Commission to deny the request for rezoning.

We have several reasons for this request. First of all, we would like to make it clear that we do not have anything against the people who are making this request, or those in need of their product. We just do not want the dispensary at this particular location. We understand that this is a legal business, but we do not feel that it is in the best interest of our church, or our neighborhood that it be located here.

One of our concerns is the safety and wellbeing of the children who not only attend church here on Sunday mornings, but are involved in activities throughout the week. Our grounds are open as a practice facility to local youth recreation teams such as flag football, soccer, and baseball. While we understand that medical marijuana is legal, we don't think the message it sends is the kind of message, or the kind of environment that parents using our facility want for their children. We believe this will have a deleterious effect on our mission and ministries.

We also believe that the approval of this proposal is going to lead to traffic issues, on an already busy street. With an increase in traffic, comes an increase in the likelihood of accidents. We have already had our mailbox wiped out, the house on the west side of the church has had their mailbox hit by a car, as well as their gas meter. The additional traffic will also pose a greater safety hazard for children in the area. The issue isn't simply that this is a Medical Marijuana Dispensary, we wouldn't want a CVS Pharmacy located here due to the increase in traffic.

RECEIVED CITY CLERK'S OFFICE
Date 8/1/19 Time 9:35 am

We also have security concerns. It isn't that we are questioning the integrity of the customers of the dispensary, but typically where there are more people, there is a greater likelihood for crime. We have already experienced some theft and feel that due to the increase in traffic, there will be more if this proposal is approved. Additionally, the local news has recently reported that medical marijuana dispensaries are prime targets for thieves. That too increases the potential for an increase in crime for our neighborhood, by attracting criminal activity, as well as the potential for a decline in property values.

Finally, we feel that there is no need to rezone this property. There are many Medical Marijuana Dispensaries all over town. It's not like there is a shortage of them. They are popping up everywhere. Why rezone a residential area when there is no real need? And why rezone for this business when in the recent past, a rezoning request was made for a Doggie Daycare in our neighborhood, and it was denied? There are plenty of commercial areas in Shawnee where this business could locate without rezoning a current residential area.

To each of you, thank you for your time and consideration.

Best regards,

Rev. Lewis Walters

Reverend Lewis Walters
Redeemer Lutheran Church
39307 W. MacArthur
Shawnee, OK 74804
405-273-6286

Cc: Joseph Barker, Assistant City Planner



PLANNING COMMISSION APPLICATION

Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: P14-19
Project Number: 190598
Date Filed: 7/8/2019

Planning Commission Secretary

REQUEST:

☒ Rezoning
☐ Conditional Use Permit
☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from R-E District to C-3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 39405 W. MacArthur

LEGAL DESCRIPTION: See Attached

PROPERTY OWNER (S): Gregory Beck

PROPERTY AGENT (APPLICANT): Gregory Beck

APPLICANT'S ADDRESS: 39405 W. MacArthur

CITY: Shawnee STATE: OK ZIP: 74804

EMAIL ADDRESS: Mervyn McGrower @ gmail.com

TELEPHONE NUMBER: (405) 777 8710 CONTACT NUMBER: (none)

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: _____
LENGTH: _____ FRONTAGE: _____

CURRENT ZONING: RE CURRENT USE: Residential

PROPOSED ZONING: C-3 PROPOSED USE: Medium density

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OFFICIAL OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Gregory Beck
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. 02312525

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CERTIFICATE OF BONDED ABTRACTOR
(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

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

Beginning 190 feet West of the Northeast Corner (NE/c) of the East Half (E/2) of the Northwest Quarter (NW/4), of Section Eleven (11), Township Ten (10) North, Range Three (3), East of the Indian Meridian, Pottawatomie County, Oklahoma; THENCE South 700 feet; THENCE West 160 feet; THENCE North 700 feet ; THENCE East 160 feet to the POINT OF BEGINNING

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

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: June 25, 2019 at 7:30 AM

First American Title Insurance Company

By: 

Michelle Cook

Abstractor License No. 3286

OAB Certificate of Authority # 017

File No. 2419238-SH99

OWNERSHIP LIST**ORDER NO. 2419238**

DATE PREPARED: July 3, 2019

EFFECTIVE DATE: June 25, 2019 at 7:30 am

OWNER	LOT	BLK	ADDITION
PECK GREGORY LOUIS & KAREN KAY 39405 W MACARTHUR SHAWNEE, OK 74804			BEG 190'W NE/C E/2 NW S700' W160' N700' E160' TO POB (11-10N-3E)
REDEEMER LUTHERAN CHURCH 39307 MACARTHUR ST SHAWNEE, OK 74804			BEG 350'W NE/C E/2 NW S680' W320' N680' E320' TO POB (11-10N-3E)
HILL KIMBERLY SHAWN P O BOX 557 MCLOUD, OK 74851			BEG SE/C OF SW/4 N321.5' W342' S321.5' E342' POB (2-10N-3E)
CWC AND JAC REVOC TRUST PO BOX 1975 SHAWNEE, OK 74802			BEG NE/C NE NW W190' S700' E190' N700' TO POB (11-10N-3E)
BURROUGH LISA G 2504 WHISPERING PINE SHAWNEE, OK 74804	8	1	THE TIMBERS
CLEMMONS DAVID M JR 2502 WHISPERING PINE BLVD SHAWNEE, OK 74804	9	1	THE TIMBERS
CAMPBELL ANTHONY & MISTI 2500 WHISPERING PINES SHAWNEE, OK 74804	10	1	THE TIMBERS

201500009939
Filed for Record in
POTTAWATOMIE OKLAHOMA
RAESHEL FLEWALLEN, COUNTY CLERK
08-10-2015 At 12:37 PM.
JTQCD 15.00

JOINT TENANCY QUIT CLAIM DEED

Instrument PG 1 OF 2
201500009939

KNOW ALL MEN BY THESE PRESENTS:

That Gregory Louis Peck and Karen Kay Peck a/k/a Karen Kay Giddens a/k/a Karen Kay Blackmon, husband and wife, parties of the first part in consideration of the sum of TEN DOLLARS and other valuable considerations in hand paid, the receipt of which is hereby acknowledged, do hereby quit-claim, grant, bargain, sell and convey to **Gregory Louis Peck and Karen Kay Peck, of 39405 W. MacArthur, Shawnee, OK 74804**, as joint tenants and not as tenants in common with full rights of survivorship, the whole estate to vest in the survivor in the event of the death of either, parties of the second part, the following described real property and premises situated in Pottawatomie County, Oklahoma:

Beginning 190 feet West of the Northeast Corner of the East Half of the Northwest Quarter of Section Eleven (11), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, thence South 700 feet; thence West 160 feet; thence North 700 feet; thence East 160 feet to the Point of Beginning.



together with all the improvements thereon and the appurtenances thereunto belonging.

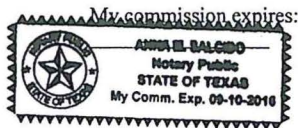
TO HAVE AND TO HOLD said described premises unto the said parties of the second part, as joint tenants, and to the heirs and assigns of the survivor, their heirs and assigns, forever.

Signed and delivered this 6th day of August, 2015.

Karen Kay Peck
Karen Kay Peck a/k/a Karen Kay Giddens
a/k/a Karen Kay Blackmon

STATE OF TEXAS
COUNTY OF THURGOOD

This instrument was acknowledged before me on the 6th day of August, 2015, by
Karen Kay Peck a/k/a Karen Kay Giddens a/k/a Karen Kay Blackmon.

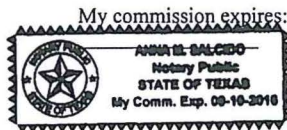


Anna M. Salcido
Notary Public

Gregory Louis Peck
Gregory Louis Peck

TEXAS
STATE OF ~~OKLAHOMA~~
COUNTY OF ~~POTTAWATOMIE~~ THURGOOD

This instrument was acknowledged before me on the 6th day of August, 2015, by
Gregory Louis Peck.



Anna M. Salcido
Notary Public

City of Shawnee OK

405-878-1616

***** R E P R I N T R E C E I P T *****

REC#: 02312525 7/08/2019 2:46 PM

OPER: KG TERM: 020

REF#:

PAID BY:

TRAN: 401.0000 BUILDING PERMIT

190598 280.00CR

PECK, GREGORY

39405 W MACARTHUR ST

Z-REZONING 280.00CR

TENDERED: 280.00 CASH

APPLIED: 280.00-

CHANGE: 0.00

Visit www.ShawneeOK.org

For More Information



FIRST UNITED BANK AND TRUST COMPANY
1400 West Main Street
Durant, OK 74702
580-924-2211

Money Order

Date: 7/08/19

3793468

Branch: 0015

PAY EXACTLY **50 AND 00/100 DOLLARS

**TO THE
ORDER OF**

City of Shawnee

\$50.00

NOT VALID OVER \$1,000.00

Gregory F. A.

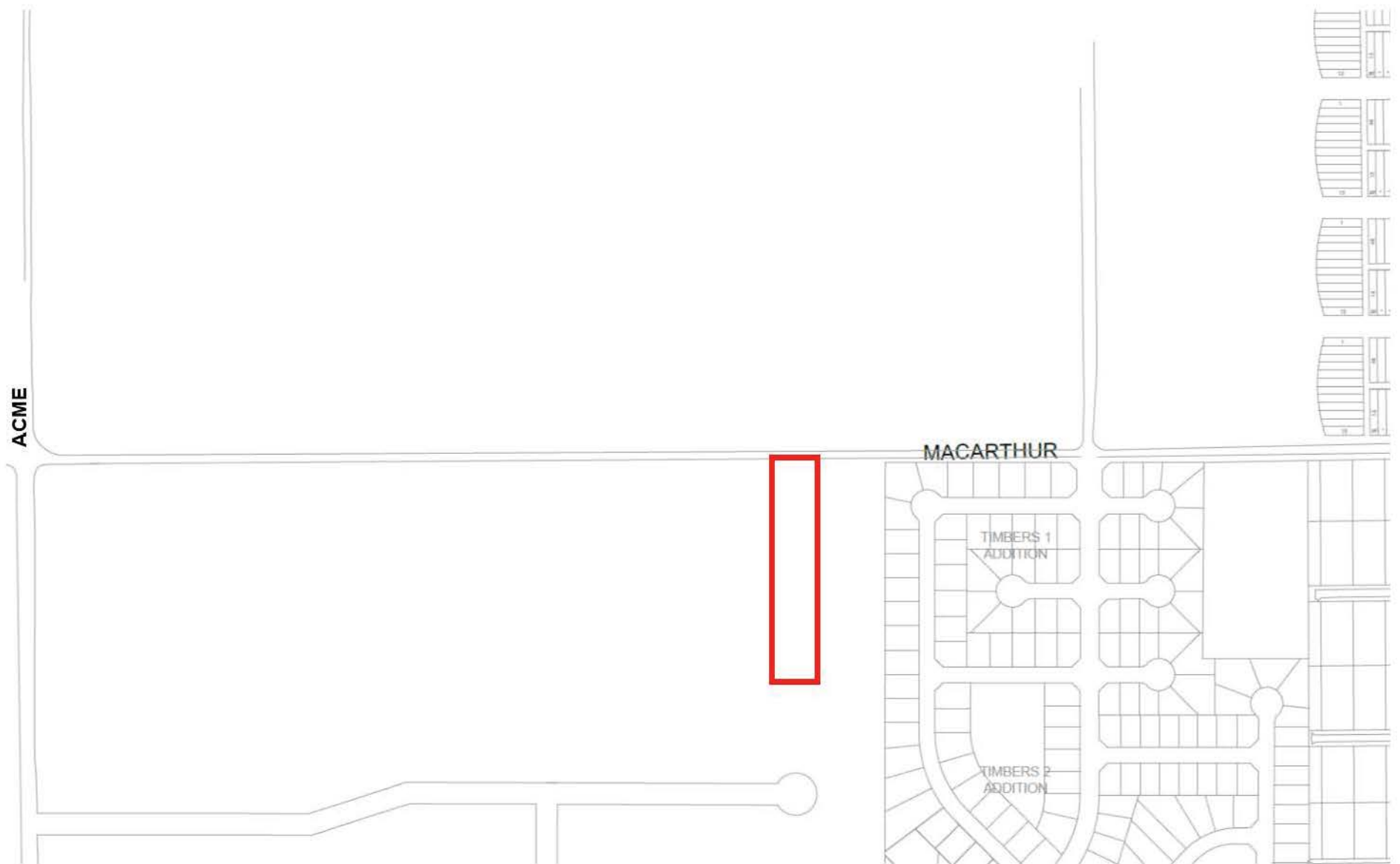
SIGNATURE OF REMITTER

ADDRESS

39405 W. MacArthur

⑈0003793468⑈ ⑆103100881⑆ 2222223⑈

Security features included. Details on back.



The signatures below are from the congregation of Redeemer Lutheran Church, 39307 W MacArthur
opposing the rezoning of 39405 W MacArthur, Shawnee, OK 74804 from
the current zoning classification of 'Residential Estate' to C-3 'Highway Commercial'
for the proposed use of property as a 'Medical Marijuana Dispensary'

Name (Print)	Address	Phone #	Signature
Randy Schultz	45706 River Road	275-0241	Randy Schultz
Patrick Campbell	43504 Wolverine Rd	785-817-3222	Patrick Campbell
Unity St	117 5th St. McLeod	405-923-9187	Unity St
Morgan Little	104200 S 3350 Rd, McLeod	405-714-2800	Morgan Little
Joe Harbeson	504 Pool Lane	405-496-8140	Joe Harbeson
Cheryl Little	104200 S 3350 Rd, McLeod		Cheryl Little
JoAnn Dull	121 Cuyler Dr Shawnee	702 408 4748	JoAnn Dull
Norman Dull	121 Cuyler Dr Shawnee	702 408 4748	Norman Dull
Don Riley	1213 Palmer Dr. Shawnee	520-249-5386	Don Riley
Mark Woods	4601 Groveland	405-380-7119	Mark Woods
Lesli Blazer	39301 MacArthur St	405-323-4486	Lesli Blazer
Melissa Saldana	31825 Redskin Rd.	405-481-1877	Melissa Saldana
Stephen Saldana	31825 Redskin Rd.	405 229-2313	Stephen Saldana
Fred H Treiber	1240 N-Broadway Ave	405-777-3331	Fred H Treiber
Robert Battigese	5 James Ray Dr Shawnee	405-214-2056	Robert Battigese
Sam Pratt	29310 Waco Rd. McLeod	(405) 585-3293	Sam Pratt
Doris Norton	4412 BRYANT VIA, SHAWNEE	(405) 275-2321	Doris Norton
Kyle Clement	5 James Ray Dr	(405) 432-7743	Kyle Clement
NEVA TREIBER	1240 N BROADWAY SHAWNEE	405-434-4045	NEVA TREIBER
Courtney Rosemund	610 Nichols Ave Teamish, OK 74873	405-695-8283	Courtney Rosemund
Melanie Martinez	17360 Michael A Chubb Rd	405 420-6638	Melanie Martinez
JASON MARTINEZ	17360 MICHAEL DR CHICKAW	405-420-6637	JASON MARTINEZ

Petition Against Rezoning

Case #P14-19

The signatures below are from the congregation of Redeemer Lutheran Church, 39307 W MacArthur opposing the rezoning of 39405 W MacArthur, Shawnee, OK 74804 from the current zoning classification of 'Residential Estate' to C-3 'Highway Commercial' for the proposed use of property as a 'Medical Marijuana Dispensary'

Name (Print)	Address	Phone #	Signature
Carol McGovern	824 N Union Shawnee	405-650-2347	Carol McGovern
Karen Shamrock	39018 Homer Ln. Melbourn	386-6064	Karen Shamrock
Joy Harbeson	504 Pool Ln Shawnee	405-496-8141	Joy Harbeson
Sheila Hawkins	46907 Westech, Shawnee	405-596-9195	Sheila Hawkins
Rachel Lopez	4420 Sundance Ln. Newalla	432-599-9133	Rachel Lopez
Rebetah LaMonte	1810 W Franklin St ^{Shawnee OK}	405-481-5406	Rebetah LaMonte
James Yergan	413 N. LAYTON ^{Earlsboro}	405-997-8137	JAMES YERGAN
Norlinda Campbell	43504 Wolverine Rd, Shawnee OK	785-817-3223	Norlinda Campbell
Arlene Yergan	413 N. Layton Ave ^{Earlsboro OK}	405-997-8137	Arlene Yergan
Sally Stock	3903 N. LEO	405 2753030	Sally Stock
Susan McMullen	3901 N. LEO	405-326-9456	Susan E. Muller
Mark Story	19703 Malone rd	623-694-3313	Mark Story
Jeanne Story	19703 Malone Rd.	602-318-4105	Jeanne C. Story
MARK GARCIA	16605 VALLEYVIEW RD	50-857-4424	Mark Garcia
Susan Garcia	16605 Valley View Rd	405 432-7066	Susan Garcia
Crystal Hamman	1207 E. Chandler	405 617-9112	Crystal Hamman
Merri Walter	10 Robinette Rd	405-878-0671	Merri Walter
LEWIS WALTERS	10 ROBINETTE RD	405-481-5730	Lewis Walter
Marly Khoads	4601 Grace Lynn	405-323-4031	Marly Khoads
Kathleen Neiden	" "	" "	Kathleen Neiden
Donna L. Riley	1213 Palmer Dr, Shawnee	520-227-2215	Donna L. Riley
Don Dorey	39309 MacArthur	405-777-6344	Don Dorey

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Name (Print)	Address	Phone #	Signature
ANN DOWDY	SHAWNEE, OK 74804 39209 W. MACARTHUR	405-613-1724	Ann Dowdy
Michael Sumata	374 Timber Ridge Road Harrah OK 73045	405-454-2192	Michael Sumata
Darlene Quinnett	117 Meadows Lane Shawnee OK 74804	405-275-1667	Darlene Quinnett
Rickey E. Henry	1130 E. Ind St Apt 116 Shawnee, OK 74804	405-881-2182	Rickey E. Henry
Lisa Schultz	45706 River Road Shawnee, OK 74801	405-275-0241	Lisa Schultz
JAMES HAROLD	47219 BRASSON PARK KANSAS CITY, MO 64140	405-205-6600	James Harold
Raynora Bohrer	Meeker OK 74855 45450 OCCASION TR R.	405-343-2219	Raynora Bohrer
Judy M. Henry	1130 E. Independence St APT. 116 Shawnee, OK.	405-881-2182	Judy M. Henry
Kenneth Pfeil	1305 Troon North Shawnee, OK 74801	405-585-2300	Kenneth Pfeil
DONALD DREES	35724 HWY 99A SEMINOLE, OK	405-380-6627	Donald Drees
Betty Drees	35724 HWY 99A SEMINOLE, OK 74868	405-380-6627	Betty Drees
Gerry Pfeil	1305 Troon North Shawnee OK 74801	405-585-2300	Gerry Pfeil
Caryl Hennen	2102 N Minnesota Ave Shawnee, OK 74804	405-517-5864	Caryl Hennen
Jim Clure	12 Robinett St Shawnee OK 74801	405-273-6697	Jim Clure
BARBARA CLURE	12 ROBINETT ST SHAWNEE, OK 74801	405-273-6697	Barbara Clure
Barbara Battige	1958 Cedar St. Shawnee, OK 74804	405-275-8973	Barbara Battige
CINDY RUDICH	39301 MacArthur St Shawnee 74804	405-820-3738	Cindy Rudich
LaVerne Babinchak	336702 E 1000 RD Meeker OK 74855	405-	LaVerne Babinchak
Cory J Kosmann	610 nicholas techmischok 74857, OK	405-432-8282	Cory Kosmann
PLYLLING STRAK	41693 Hwy 59, Ashm 74857	405-333-7394	Plylling Strak
Lisa Battige	5 James Poy M. 74801	405-214-2056	Lisa Battige
Tamara Madden	29310 Waco Rd, McCloud 74851	405-618-0182	Tamara R Madden

Petition Against Rezoning
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Name (Print)	Address	Phone #	Signature
MARY Minion	27 ARAPAHO DR Shawnee, OK	405-213-5946	Mary Minion
Gwen Harlin	630 W. Wallace Shawnee	405-273-4975	Gwen Harlin
Kim Faust	5 Donna Lane Shawnee	405 923-2022	Kim Faust
Terrie Cobb	32300 MCKINZIE DR. Wanette, OK 74878	405-777-6865	Terrie Cobb
Harold Cobb	32300 MCKINZIE DR. Wanette, OK 74878	405-777-6864	Harold D. Cobb
James McKinzie	32386 MCKINZIE DR. Wanette, OK 74878	405-397-5664	James R. McKinzie
Glen BARNETT	2524 N. HARRISON ST SHAWNEE, OK 74804	405-788-6016	Glen A. Barnett
C. Charlotte Newell	Shawnee, OK 1 Emerald Ct 74804	405-214-9091	Charlotte Newell
DAVID J. LARSON	1925 N PHILADELPHIA 74804	405-308-7798	David J. Larson
James A. Larson	1925 N Philadelphia 74804	405-308-7795	James A. Larson
Shen Stafford	8 Oak Hill Shawnee	405-640-8794	Shen Stafford
Christina Garcia	2223 Whispering Pine Blvd Shawnee	405-274-5681	Christina Garcia
Courtney Elam	302 Walnut Garden OK	405-535-1761	Courtney Elam
ROBYN HEARN	28551 Red Haverd MAW	405-220-2531	Robyn Hearn
Sylene Bickers	6010 Nichols Tecumseh	405-432-9143	Sylene Bickers
Wayne Copeland	2208 N Minnesota Shawnee	405-831-3261	Wayne Copeland
Wilma Hayer	30 Limburger	405-273-5365	Wilma J. Hayer
CAROLYN HUGHES	825 E. 10TH ST.	405 275-5895	Carolyn Hughes
GEORGE FLEWELLEN	32707 45th	405-386-3453	George Flewellen
Billie Sawyer	1701 Airport Drive Shawnee	405-773-6331	Billie Sawyer
PHYLLIS Crosswell	1705 Valley View Rd	405-977-5626	Phyllis Crosswell
Joyce Gelman	1323 E. Ada Shawnee	405-765-4091	Joyce Gelman

Petition Against Rezoning

Case #P14-19

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[illegible]

Petition Against Rezoning
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[illegible]

Petition Against Rezoning

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[illegible]

From: Gary dowdy dpuzzler@yahoo.com
Subject: Redone
Date: Aug 2, 2019 at 9:51:00 PM
To: anndeee44 anndeee44@gmail.com

As a homeowner on MacArthur I adamantly oppose rezoning this residential property for commercial purposes.

This does not add any value to our property nor does it enhance the neighborhood. It is another back door method to begin rezoning this whole area. We have already seen an up tick in burglary and vandalism.

This business is a poster for recreational marijuana.

Please do not rezone this property.

Sent from my iPad

Gary & Ann Dowdy
39209 MacArthur
Shawnee, OK 74804

405-777-6344

RECEIVED
AUG 05 2019
CITY CLERK

Gary & Ann Dowdy

Date 8-6-19 Time 1:58 p.m.

To: The City of Shawnee Planning Commission

From: Charles W. Cox, Charla Ann Story (Durable Power of Attorney and daughter of Charles W. Cox),
Steve L. Story (husband and resident).

Date: July 31, 2019

Re: Planning Commission Meeting – Proposed Rezoning and Medical Marijuana Dispensary within 300
feet of residence

Please accept this letter as communication that we are against the rezoning Case #P14-19. The
properties in this area are residential including a church on the other side of the property.

Reasons we are against the rezoning of the property for the purpose of the personal residence to be
used for a Medical Marijuana Dispensary:

- 1) This is a residential area with children and/or families on both sides of Mr. Gregory Peck's
residence.
- 2) The layout of the two residential properties (Mr. Cox and Mr. Peck's) are where Mr. Peck's
residence faces both the main white house and the cabin; therefore, effecting the peaceful
setting that has been there for years at the former Bryant Milk Farm. Though this home is not
on the historical registry, it is a residence and a well-known historic home in Shawnee built in
the 1920's and maintained as an asset to the community.
- 3) Adverse effect that this would have on the residential property values of the residents across
and around the proposed Medical Marijuana Dispensary.

Signed by Charla Ann Story, Co-Trustee and Durable Power of Attorney for Charles W. Cox (dob 11-13-
32).

<u>Charla Ann Story + Steve Story</u>	<u>Charles W. Cox</u>
<u>39409 W. MacArthur St. Apt A</u>	<u>39409 W. MacArthur St.</u>
<u>Shawnee, OK 74804</u>	<u>Shawnee, OK</u>
<u>405.627.4919</u>	<u>405.831.4905</u>
<u>817.944.1550</u>	

Charla Ann Story
Co-Trustee of the CWC + SAC Revocable Trust
Durable Power of Attorney for Charles W. Cox (11-13-32)

Regular Board of Commissioners

8.

Meeting Date: 08/19/2019

Budget Amendments

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of budget amendments as follows:

Attachments

No file(s) attached.

Regular Board of Commissioners

8.a.

Meeting Date: 08/19/2019

Fund 001

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fund 001 General Fund – Reflects changes since beginning of fiscal year.

Attachments

Fund 001

City of Shawnee
2019-2020 Budget Amendment
General Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	4811	Multiple	001	MISC GIFTS AND DONATIONS	-	28,500.00	28,500.00
001	4112			INDEPENDENT SCHOOL DIST	90,384.65	84,000.00	174,384.65
				Total	90,384.65	112,500.00	202,884.65

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0710-5250	W20	001	OTHER MATERIALS & SUPPLIES	3,100.00	2,500.00	5,600.00
001	5-0620-5250			OTHER MATERIALS & SUPPLIES	5,000.00	2,500.00	7,500.00
001	5-0510-5319	TFS	001	OTHER PROFESSIONAL SERVICES	-	30,000.00	30,000.00
001	5-0940-5339			OTHER CONTRACTUAL SERVICES	26,400.00	23,900.00	50,300.00
001	5-0810-5101			REGULAR SALARIES	247,567.85	(24,000.00)	223,567.85
001	5-0810-5351			SOFTWARE SUPPORT CONTRACTS	2,473.74	24,000.00	26,473.74
					284,541.59	58,900.00	343,441.59

Approved by the City Commission this

Explanation of Budget Amendment:

Reflects changes since beginning of fiscal year including:

- Wal-Mart and transportation feasibility study donations
- Unbudgeted increase in contracts from independent school districts
- Contract payments for mowing along roadways
- Movement of personnel savings to cover software contract

Approved:

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

Regular Board of Commissioners

8.b.

Meeting Date: 08/19/2019

Fund 106

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fund 106 Hotel/Motel Fund – Starting budget for tourism.

Attachments

Fund 106

City of Shawnee
2019-2020 Budget Amendment
Hotel/Motel Surcharge

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
106	5-0140-5101			REGULAR SALARIES	-	86,000.00	86,000.00
106	5-0140-5106			EDUCATIONAL INCENTIVES	-	1,000.00	1,000.00
106	5-0140-5111			FICA	-	5,400.00	5,400.00
106	5-0140-5112			MEDICARE	-	1,260.00	1,260.00
106	5-0140-5113			HEALTH INSURANCE	-	12,000.00	12,000.00
106	5-0140-5114			LIFE INSURANCE	-	72.00	72.00
106	5-0140-5115			OMRF RETIREMENT	-	2,610.00	2,610.00
106	5-0140-5150			OTHER BENEFITS	-	720.00	720.00
106	5-0140-5155			WORKER'S COMPENSATION	-	2,600.00	2,600.00
106	5-0140-5201			OFFICE & COMPUTER SUPP	-	500.00	500.00
106	5-0140-5203			FOOD & KITCHEN SUPPLIE	-	200.00	200.00
106	5-0140-5250			OTHER MATERIALS&SUPPLI	-	1,500.00	1,500.00
106	5-0140-5329			POSTAGE & SHIPPING	-	500.00	500.00
106	5-0140-5339			OTHER CONTRACTUAL SERV	-	50,000.00	50,000.00
106	5-0140-5340			TRAINING CONFERENCES	-	8,000.00	10,000.00
106	5-0140-5347			MEMBERSHIPS & DUES	-	5,000.00	3,000.00
106	5-0140-5354			PRINTING	-	500.00	500.00
106	5-0140-5355			INSURANCE	-	1,500.00	1,500.00
106	5-0140-5356			LAND & BUILDING RENTAL	-	40,000.00	40,000.00
106	5-0140-5378			MISC. OTHER SERV. & CH	-	4,000.00	4,000.00
					-	223,362.00	223,362.00

Approved by the City Commission this

Explanation of Budget Amendment:
Starting budget for Tourism.

Approved:

Mayor _____
Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

Regular Board of Commissioners

8.c.

Meeting Date: 08/19/2019

Fund 301

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fund 301 Capital Improvement Fund – Cover installation of LED lighting at the Heart of Oklahoma Exposition Center.

Attachments

Fund 301

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
				Fund Balance	-	110,000.00	110,000.00
				Total	-	110,000.00	110,000.00

Appropriations

[illegible]

Approved by the City Commission this

Explanation of Budget Amendment:
Cover the installation of LED lighting at the Expo.

Approved:

Mayor _____

Attest:

City Clerk

Posted By _____ Date _____ BA# _____ Pkt.# _____

Regular Board of Commissioners

8.d.

Meeting Date: 08/19/2019

Fund 303

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fund 303 2018 Capital Improvement Fund – Reallocation of budget to cover senior citizen center flooring, furniture, and new roof.

Attachments

Fund 303

City of Shawnee
2019-2020 Budget Amendment
2018 Capital Improvement Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
303	5-0940-5420			CAPITAL OUTLAY - BLDGS	900,000.00	(80,000.00)	820,000.00
303	5-1140-5420			CAPITAL OUTLAY - BLDGS	-	80,000.00	80,000.00
					-	-	-
					900,000.00	-	900,000.00

Approved by the City Commission this

Explanation of Budget Amendment:

Reallocation of budget to cover senior citizen center flooring, furniture, and new roof.

Approved:

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

Regular Board of Commissioners

8.e.

Meeting Date: 08/19/2019

Fund 706

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fund 706 Gifts and Contribution Fund – Budgeting of Arvest donation for Senior Citizen Center flooring project.

Attachments

Fund 706

City of Shawnee
2019-2020 Budget Amendment
Gifts and Donations

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
706	4444	SSC	001	DONATIONS-SENIOR CENTER	-	15,000.00	15,000.00
				Total	-	15,000.00	15,000.00

Appropriations

[illegible]

Approved by the City Commission this

Explanation of Budget Amendment:
Budgeting of Arvest donation for senior citizen center flooring.

Approved:

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

Regular Board of Commissioners

9.

Meeting Date: 08/19/2019

Sales Tax/Budget Rpt

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax and Budget Report.

Attachments

No file(s) attached.
