

AGENDA
BOARD OF CITY COMMISSIONERS
August 5, 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 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.
3. Presentation by Animal Control to present the Pet of the Week.
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.
5. Consideration of a contract with City Manager William Chance Allison.
6. Swearing in of William Chance Allison as City Manager.
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.
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.

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.
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.
11. Consider Bids/Requests for Qualifications (RFQ):
 - a. Purchase and installation of vinyl tile and carpet for the Shawnee Senior Center (Award)
 - b. Park Improvement Planning Request for Professional Services Qualifications (RFQ) (Open)
12. New Business
(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)
13. Commissioners Comments
14. 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: 08/05/2019

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the July 15, 2019 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
JULY 15, 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, July 15, 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.

Absent
Mayor

Absent
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: Richard Finely, Ed Bolt

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)

There was no Citizens Participation.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the June 17, 2019 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for June 2019
 - Project Payment Report for June 2019
 - Shawnee Community Beautification Committee Minutes from the May 16, 2019 meeting
- c. Approve renewal of the following agreements for Fiscal Year 2019-2020:
 - 1) Agreement with City of McLoud Public Works Authority for lease of a mower, city property, for maintenance of Wes Watkins Reservoir.
 - 2) Agreement with Gordon Cooper Technology Center (GCTC) District No. 5 to provide repaving and repair of public roadways and parking lots used by students, faculty, employees, and patrons of GCTC.
- d. Approval of an interlocal agreement between the City of Shawnee and Pottawatomie County for the paving/repair of streets and roads owned by the City.
- e. Approval of the request for renewal of an intergovernmental agreement with the City of Oklahoma City for Regional Household Hazardous Waste Collection and Management Service.
- f. Approval of Single Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates for audit services.
- g. Authorize staff to purchase a Case DV45D T4 Vibratory Roller from OCT Equipment, LLC at the statewide contract price of \$53,260.90.
- h. Approve the Release and Satisfaction of Surety Bond No. B005436 obtained by Linn Operating, Inc.

A motion was made by Commissioner Rutherford, seconded by Commissioner Sehorn, to approve Consent Agenda Item Nos. 2 (a-h). Motion carried 5-0.

AYE: Rutherford, Sehorn, Salter, Gillham, Harrod

NAY: None

AGENDA ITEM NO. 3:

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

Animal Control Officer Couch presented Copper, an unaltered male canine. Officer Couch advised that Copper has a good temperament and would do good with an active family. His adoption fee is Forty Dollars (\$40.00).

AGENDA ITEM NO. 4:

Commission Appointment of a Vice Mayor (per Article III, Section 6 of City Charter.)

A motion was made by Commissioner Rutherford, seconded by Commissioner Gillham, to appoint James Harrod as Vice Mayor. Motion carried 4-0-1.

AYE: Rutherford, Gillham, Sehorn, Salter

NAY: None

ABSTAIN: Harrod

AGENDA ITEM NO. 5:

Consideration and approval of the Interim City Manager's hiring of Ashley Neel, CPA as the City's Finance Director and appointment as City Treasurer.

Interim City Manager Eric Benson announced his recommendation of hiring Ashley Neel, CPA as the City's Finance Director and appointment as City Treasurer.

A motion was made by Commissioner Gillham, seconded by Commissioner Salter, to approve the Interim City Manager's hiring of Ashley Neel, CPA as the City's Finance Director and appointment as City Treasurer. Motion carried 5-0.

AYE: Gillham, Salter, Harrod, Rutherford, Sehorn

NAY: None

AGENDA ITEM NO. 6:

Swearing in of Ashley Neel, CPA as City Treasurer.

Ashley Neel was sworn in as City Treasurer by City Clerk, Lisa Lasyone.

AGENDA ITEM NO. 7:

Presentation of newly promoted City of Shawnee Police Department officers.

Police Chief Mason Wilson introduced the following newly promoted City of Shawnee Police Department officers: Captain John Goss as the Captain over entire patrol division; Lieutenant Ethan Rieves as the Commander over day shift; Lieutenant George Stafford as the Commander over evening shift; and Lieutenant Lloyd Fulton as the Commander over midnight shift.

AGENDA ITEM NO. 8:

Presentation and consideration of a proposal for architectural design services by TAP Architecture for the renovation of 912 East Independence Street.

Police Chief Mason Wilson stated this proposal is to move forward with the remodel of 912 East Independence as the new Police Department. The current tenant is expected to vacate the property in October. He advised that TAP Architecture assisted with the 9-1-1 Dispatch Center at City Hall.

Chief Wilson introduced Anthony McDermid with TAP Architecture. Mr. McDermid stated an evaluation of the building has been done. The building is in good shape and was well constructed and maintained.

A motion was made by Commissioner Salter, seconded by Commissioner Rutherford, to approve the proposal for architectural design services by TAP Architecture for the renovation of 912 East Independence Street. Motion carried 5-0.

AYE: Salter, Rutherford, Sehorn, Gillham, Harrod

NAY: None

AGENDA ITEM NO. 9:

Consider a resolution authorizing annual lease payment to Motorola Credit Corporation.

Emergency Management Director Don Lynch advised this resolution is required to renew the lease purchase with Motorola Credit Corporation that was started in 2013. The lease purchase covered the cost of replacement of the dispatch consoles, along with upgrading and replacing mobile and portable radios for police and fire, upgrading and adding capacity to the existing radio repeater tower at City Hall and adding an additional repeater site on the North Kickapoo water tower. The lease is eighty-four (84) months with seven (7) annual payments. This would be payment six (6).

A motion was made by Commissioner Gillham, seconded by Commissioner Sehorn, to approve a resolution authorizing annual lease payment to Motorola Credit Corporation.

Resolution No. 6593 was introduced.

A RESOLUTION APPROVING RENEWAL OF A CERTAIN LEASE AGREEMENT WITH MOTOROLA CREDIT CORPORATION.

Motion carried 5-0.

AYE: Gillham, Sehorn, Salter, Harrod, Rutherford

NAY: None

AGENDA ITEM NO. 10:

Consideration of the year-end budget amendments for Fiscal Year 2018-2019, as follows:

- a. Fund 001 General Fund – Correcting typing error on previous amendment and adjusting for unexpected plumbing expenditure, increase in legal services, and additional funding for Sister Cities.
- b. Fund 106 Hotel/Motel Fund – Includes June administrative fee transfer adjustment.
- c. Fund 302 Street Improvement Fund – To transfer funds to Shawnee Municipal Authority for debt service. Reduction of budget of unused line item.

- d. Fund 709 Sister Cities Fund – To provide budget for travel to and from Japan for Sister Cities Program.

Assistant Finance Director Ashley Neel explained these budget amendments were a result of the end-of-year budget monitoring process.

A motion was made by Commissioner Salter, seconded by Commissioner Rutherford, to approve the budget amendments listed in Agenda Item Nos. 10 (a-d). Motion carried 5-0.

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

AGENDA ITEM NO. 11:

Public hearing and consideration of an ordinance to rezone property located at 4900 North Harrison Avenue from C-3 (Highway Commercial District) to a commercial PUD (Planned Unit Development) for the purpose of commercial development. Case No. P08-19, Applicant: TLP Associates, Inc. *(Deferred by the City Commission from the June 17, 2019 meeting.)*

Planning Director Rebecca Blaine gave a staff report. She explained this will create two separate lots, one of which has plans to be sold. Staff and the Planning Commission recommend approval of this item.

Vice Mayor Harrod declared a public hearing in session to consider an ordinance rezoning property located at 4900 North Harrison Avenue C-3 (Highway Commercial District) to a commercial PUD (Planned Unit Development). No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Commissioner Rutherford, seconded by Commissioner Sehorn, to approve the ordinance rezoning property located at 4900 North Harrison Avenue from C-3 (Highway Commercial District) to a commercial PUD (Planned Unit Development), with 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;
5. All new primary structures erected will be required to have 100% masonry coverage.

Ordinance No. 2668NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND LYING IN THE EAST HALF OF THE NORTHEAST QUARTER (E/2 NE/4) OF SECTION THIRTY-ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER (NE/4) OF SECTION 31, TOWNSHIP 11 NORTH, RANGE 4 EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, STATE OF OKLAHOMA; THENCE NORTH 00°40'04" EAST ALONG THE EAST LINE OF SAID QUARTER SECTION A DISTANCE OF 864.10 FEET; THENCE SOUTH 89°56'01" WEST A DISTANCE OF 71.29 FEET; THENCE SOUTH 05°35'22" WEST A DISTANCE OF 9.40 FEET TO THE TRUE POINT OF BEGINNING, SAID POINT BEING ON THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 18; THENCE SOUTH 88°30'36" WEST A DISTANCE OF 133.40 FEET; THENCE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 1.60 FEET, (A CHORD BEARING NORTH 46°43'37" WEST, CHORD LENGTH OF 2.25 FEET) AN ARC DISTANCE OF 2.50 FEET; THENCE NORTH 00°40'00" WEST A DISTANCE OF 117.40 FEET; THENCE SOUTH 89°52'00" WEST A DISTANCE OF 374.41 FEET; THENCE SOUTH 00°17'50" EAST A DISTANCE OF 491.25 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY NO. 40; THENCE NORTH 70°19'54" EAST ALONG SAID NORTH RIGHT-OF-WAY LINE A DISTANCE OF 81.59 FEET; THENCE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 1582.39 FEET, (A CHORD LENGTH OF 415.02 FEET) ALONG SAID NORTH RIGHT-OF-WAY LINE A DISTANCE OF 416.23 FEET, TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 18; THENCE NORTH 05°35'22" EAST ALONG SAID WEST RIGHT-OF-WAY LINE A DISTANCE OF 263.20 FEET TO THE TRUE POINT OR PLACE OF BEGINNING, FROM ZONING CLASSIFICATION C-3 (HIGHWAY COMMERCIAL DISTRICT) TO PUD (PLANNED UNIT DEVELOPMENT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 5-0.

AYE: Rutherford, Sehorn, Salter, Gillham, Harrod

NAY: None

Ordinance No. 2668NS was adopted by the City Commission.

AGENDA ITEM NO. 12:

Consideration of approval of a preliminary plat for Shawnee Retail Development, a 4.52-acre tract located at 4900 North Harrison Avenue for the purpose of commercial development. Case No. S05-19, Applicant: TLP Associates.

Planning Director Rebecca Blaine gave a staff report. Staff and the Planning Commission recommend approval.

A motion was made by Commissioner Rutherford, seconded by Commissioner Sehorn, to approve a preliminary plat for Shawnee Retail Development, a 4.52-acre tract located at 4900 North Harrison Avenue, with 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; and
4. 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.

Motion carried 5-0.

AYE: Rutherford, Sehorn, Salter, Gillham, Harrod

NAY: None

AGENDA ITEM NO. 13:

Public hearing and consideration of an ordinance to rezone property located at 3939 North Kickapoo Avenue from PUD (Planned Unit Development) to C-3 (Highway Commercial District) for the purpose of retail development. Case No. P10-19, Applicant: Nelmon Brauning.

Planning Director Rebecca Blaine gave a staff report. Staff and the Planning Commission recommend approval of this item.

Vice Mayor Harrod declared a public hearing in session to consider an ordinance rezone property located at 3939 North Kickapoo Avenue from PUD (Planned Unit Development) to C-3 (Highway Commercial District). Nelmon Brauning spoke in favor of the rezoning. No one appeared against said rezoning. The public hearing was closed.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to approve the ordinance rezoning property located at 3939 North Kickapoo Avenue from PUD (Planned Unit Development) to C-3 (Highway Commercial District).

Ordinance No. 2669NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING 574.51 FEET N00°01'30''E OF THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER (SW/4) OF SECTION SIX (6), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE S89°55'49''E A DISTANCE OF 180.00 FEET; THENCE N00°01'30''E A DISTANCE OF 180.49 FEET; THENCE N89°55'49''W A DISTANCE OF 180.00 FEET; THENCE S00°01'30''W A DISTANCE OF 180.49 FEET TO THE POINT OF BEGINNING, FROM ZONING CLASSIFICATION PUD (PLANNED UNIT DEVELOPMENT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 5-0.

AYE: Gillham, Rutherford, Sehorn, Salter, Harrod

NAY: None

Ordinance No. 2669NS was adopted by the City Commission.

AGENDA ITEM NO. 14:

Consideration of approval of a preliminary plat for Rolling Hills South Addition, a 3-acre tract located on the southeast corner of North Bryan Avenue and East Main Street for the purpose of a single-family residential development and for construction of the Friendship House. Case No. S03-19, Applicant: Keith Shaw.

Planning Director Rebecca Blaine gave a staff report. Staff and the Planning Commission recommend approval.

A motion was made by Commissioner Sehorn, seconded by Commissioner Rutherford, to approve a preliminary plat for Rolling Hills South Addition, a 3-acre tract located on the southeast corner of North Bryan Avenue and East Main Street, with 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.

Motion carried 5-0.

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

AGENDA ITEM NO. 15:

Consider Bids:

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

BIDDER

AMOUNT

Bryan's Flooring
Oklahoma City, OK

\$36,000.00

Director of Operations James Bryce read one (1) bid into the record. Mr. Bryce requested that the bid award be deferred to review the bid.

A motion was made by Commissioner Sehorn, seconded by Commissioner Rutherford, to defer the bid award to the August 5, 2019 City Commission meeting. Motion carried 5-0.

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

AGENDA ITEM NO. 16:

Acknowledge monthly Sales Tax and City Treasurer Report.

Finance Director Chance Allison reported sales tax is up \$22,477.00, or 1.24%, over the projected budget year-to-date. He stated that use tax collections are up approximately \$110,528.00, or 89.42%, over the projected budget year-to-date.

AGENDA ITEM NO. 17:

City Manager Report

Interim City Manager Eric Benson addressed the Commission and stated he has appreciated being the Interim City Manager for Shawnee. Mr. Benson spoke of several highlights that the City Commission and Staff accomplished during his time with the City.

AGENDA ITEM NO. 18:

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. 19:

Commissioners Comments

The Commissioners each thanked Interim City Manager Eric Benson for his leadership, time, and effort he has put forth while employed with the City. Shawnee Forward is hosting a come and go reception for Eric Benson and the new City Manager on July 23 from 4:00 p.m. to 6:00 p.m. at their office.

Vice Mayor James Harrod suggested anyone that is having issues understanding the City of Shawnee's 2018 audit to obtain a copy and speak with Chance Allison, Finance Director, or a Certified Public Accountant (CPA). He stated that it is clear in the audit where the money was transferred and there is a clear paper trail.

Commissioner Salter stated that he is incensed that he has been called a liar in print as well as the other Commissioners. He stated that Chapter 2, Article V, Section 2-244 reads "All transfers of resources between funds, both operating and residual equity transfers, shall only be made in accordance with City Commission appropriations." He stated that is what the Commission does each year with the budget.

He stated it further goes on to read "Once lawfully appropriated, interfund transfer payments may be made by the City Treasurer-Finance Director without further City Commission approval."

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (6:58 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (7:05 P.M.)

AGENDA ITEM NO. 20:

Discussion, consideration, and possible action to enter into executive session for discussion related to the employment of City Manager in accordance with 25 O.S. § 307(B)(1) “Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee.”

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to enter into executive session for discussion related to the employment of City Manager in accordance with 25 O.S. § 307(B)(1) “Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee.” Motion carried 5-0.

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

COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT 7:06 P.M.
WITH ALL MEMBERS PRESENT.

COMMISSIONERS RECONVENED FROM EXECUTIVE SESSION AT 7:36
P.M. WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 21:

Consider matters discussed in executive session related to the employment of City Manager in accordance with 25 O.S. § 307(B)(1) “Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee.”

A motion was made by Commissioner Rutherford, seconded by Commissioner Gillham, to offer the City Manager position to William Chance Allison effective August 2, 2019 at 5:30 p.m., with said offer to be memorialized in contract and ratified by the Commission upon execution of the final agreement, at the salary rate of One Hundred Thirty-Five Thousand Dollars (\$135,000.00). Motion carried 5-0.

AYE: Rutherford, Gillham, Harrod, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 22:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:38 p.m.)

ATTEST:

JAMES HARROD, VICE MAYOR

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners

2.b.

Meeting Date: 08/05/2019

Reports and Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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
-

Attachments

Parks and Recreation Minutes

Beautification Minutes



Office of the Director of Operations

Minutes

Shawnee Parks and Recreation Committee

May 7, 2019

The Shawnee Parks and Recreation Committee met at the Shawnee Community Center

The meeting was called to order at 3:34 pm

Roll Call was taken showing the following members present:

		Present	Absent
Chairman	Bob Weaver	<u>X</u>	_____
Member	Chad Payn	<u>X</u>	_____
Member	Sue Winterringer	<u>X</u>	_____
Member	Miriam Bell	<u>X</u>	_____
City Commissioner	Ed Bolt	<u>X</u>	_____
City Staff	Kerri Foster	<u>X</u>	_____
City Staff	James Bryce	<u>X</u>	_____

AGENDA NO 1 **Call to Order.**

AGENDA NO 2 **Roll Call and Declaration of a Quorum.** Roll was called and a quorum was declared

AGENDA NO3 **Approval of Schedule of Regular meetings for 2019.** Committee discussed different days and times for a meeting landing on once a month on Thursdays at 3:30pm. It was also decided that it would be the second Thursday of the month. Each meeting will be held at the Community Center.

AGENDA NO 4 **Determination of place/location of meetings.** Agenda item was combined with agenda item 3.

AGENDA NO 5

Comments. Bob Weaver mentioned providing a definition of the boards responsibilities.

Sue Winterringer requested a description of what the Parks Master plan is. Maybe a discussion on the Cemetery

Kerri Foster explained that the committee is here to help launch and enforce the need for Recreation.

The Committee introduced themselves to each other with a short description of what they do.

Bob Weaver was nominated to be Chairman of the committee with a motion made by Sue Winterringer and a second by Mariam Bell.

AGENDA NO 6

Adjournment. Meeting was adjourned at 4:14 pm

Date 7-11-2019

Chairman Bob Weaver



Office of the Director of Operations

Minutes

Shawnee Community Beautification Committee

JUNE 20, 2019

The Shawnee Community Beautification Committee met at the Shawnee Chamber of commerce
The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

		Present	Absent
Member	Tom Terry	<u> </u>	<u> X </u>
Member	Debi Renegar	<u> X </u>	<u> </u>
Member	Joe Harbeson	<u> X </u>	<u> </u>
Member	Sherry Lankford	<u> X </u>	<u> </u>
Member	Kevin Huddleston	<u> X </u>	<u> </u>
Member	Ethan Birdwell	<u> X </u>	<u> </u>
Member	Mike Mlynek	<u> </u>	<u> X </u>
Member	Holly Gordon	<u> </u>	<u> </u>
Member	Sue Nelson	<u> X </u>	<u> </u>
Member	Carla Smith	<u> </u>	<u> X </u>
City Staff	Whisper Peace	<u> X </u>	<u> </u>
City Staff	James Bryce	<u> X </u>	<u> </u>
City Staff	Jim VanAntwerp	<u> X </u>	<u> </u>
City Staff	Geoff Garner	<u> X </u>	<u> </u>

AGENDA NO 1 **Call to Order.**

AGENDA NO 2 **Roll Call and Declaration of a Quorum.** Roll was called and a quorum was declared

- AGENDA NO 3** **Approved minutes for May 16, 2019.** The minutes for May 16, 2019 were approved with a motion made by Sherry Lankford and 2nd by Kevin Huddleston. The motion carried unanimously.
- AGENDA NO 4** **Update and discussion on 2020 GWE speakers.** All 3 speakers have been selected. Sue Is going to check on goggles from George Fisher to give out this year.
- AGENDA NO 5** **Power point and discussion on City Beautification Projects.** Presentation was given by Jim Vanantwerp showing photos and updates on several flowerbeds and beautification areas around town.
- AGENDA NO 6** **Old Business.** None
- AGENDA NO 7** **New Business.** None
- AGENDA NO 8** **Comments.**
- AGENDA NO 9** **Adjournment.** Meeting was adjourned at 5:00 p.m.

Date 7/18/19

Chairman [Signature]

Regular Board of Commissioners

2.c.

Meeting Date: 08/05/2019

Vehicle Purchase

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

Vehicle Purchase Memo



City of Shawnee

Chief Mason Wilson

16 W 9th

Shawnee, Oklahoma 74801

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

E-Mail: mwilson@shawneeok.org



FROM : Mason Wilson
Chief of Police

TO : Chance Allison
City Manager

SUBJECT : Request Approval to Purchase Vehicles

DATE : July 16, 2019

I am requesting approval from the commissioners to purchase new police vehicles.

The vehicles would be purchased from John Vance Auto Group at the state bid price of \$34, 698.00 per unit. This is the vehicle price only. Shawnee Police Department staff will do the upfitting of equipment on these vehicles. When we order the equipment ourselves and complete the installs, we will save approximately \$4000.00 per unit. We budgeted for 25 vehicles, but we will stagger the purchases to 5 vehicles at a time. This will allow us time to upfit the vehicles.

Ford Police SUV \$34, 698.00 x 5.....\$173,490.00

Regular Board of Commissioners

4.

Meeting Date: 08/05/2019

CM Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

CM Resolution

RESOLUTION NO. _____

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.

WHEREAS, the City Commission has offered William Chance Allison the position of City Manager effective August 2, 2019 at 5:30 p.m.;

WHEREAS, the appointment of City Manager is provided for in Article IV, Section 5 of the City Charter;

WHEREAS, Article V, Section 3 of the City Charter, provides that the salary as may be agreed upon and fixed by the Board of Commissioners, shall be fixed and recited by resolution;

AND WHEREAS, it is understood by all, and expressed herein, that William Chance Allison will be undertaking and performing the vast majority of the responsibilities, duties, and work associated with the position of City Manager;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Commission of Shawnee, Oklahoma that:

- A. William Chance Allison has been appointed the City Manager for the City of Shawnee, Oklahoma, effective August 2, 2019;
- B. William Chance Allison's salary as City Manager shall be \$135,000.00 annually, not to include other benefits and allowances as allowed by policy.

PASSED AND APPROVED this 5th day of August, 2019.

RICHARD FINLEY, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners

5.

Meeting Date: 08/05/2019

CM Contract

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a contract with City Manager William Chance Allison.

Attachments

CM Contract

CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT is made effective August 5, 2019, by and between the City of Shawnee, Oklahoma, a municipal corporation, hereinafter referred to as the "City", and Chance Allison, hereinafter referred to as "Allison" or "Appointee" (collectively referred to herein as the "Parties").

WITNESSETH:

WHEREAS, the City has adopted a Charter and ordinances establishing the Council-Manager form of government in the City of Shawnee and setting forth the duties and responsibilities of the City Manager; and

WHEREAS, the Parties desire to enter into an agreement wherein Appointee is an employee of the City as of the contract effective date to perform such terms of appointment as contained within this Agreement, and the Parties hereto desire to commit their agreement to writing and to be legally bound thereby.

NOW, THEREFORE, in consideration of their mutual promises and covenants contained herein, all Parties hereto agree as follows:

1. Effective Date. This Agreement shall become effective on the date it is executed by the Appointee and duly approved by the City Commission. Appointee shall start work upon conclusion of Interim City Manager's employment with the City on August 2, 2019 at 5:30 PM.

2. Term. The term of this Agreement shall be two (2) years. Notwithstanding the same, pursuant to the City Charter, the City Manager shall hold office at the discretion of the City Commissioners and shall be subject to removal at any time by a majority vote. Agreement shall remain in effect until terminated by either party as provided in Sections 16, 17, and 18.

3. Duties; Hours of Work. This Agreement is contemplated by the parties to be contingent upon the following stipulations that represent compliance with applicable state law and City Code:

- a. Appointee shall perform those functions and duties specified by State and Federal law, the City of Shawnee Municipal Code, and formal direction from the City Commission.
- b. Appointee shall perform his obligations and responsibilities diligently, applying the highest degree of professionalism, ethics, integrity and competency to the discharge of every aspect of his obligations.
- c. During the course of Appointee's tenure, he will not engage in, or be involved in, any act, situation, or occurrence, which tends to subject Appointee or the City to any ridicule, contempt or embarrassment, or which reflects unfavorably upon either the City, or the Appointee.

- d. During the term of the Agreement, Appointee shall be exclusively employed by the City unless the City Commission grants prior authorization, which authorization will not be unreasonably withheld.
- e. Appointee shall maintain a regular work schedule consistent with that of other management employees of the City. Appointees duties may involve greater than eight (8) hours per day and forty (40) hours per week of service to the City. Additionally, the duties may require time outside of normal business hours for the attendance of various events and meetings whereas Appointee shall not be entitled to additional compensation for such time.

4. Compensation. The Appointee's annual salary shall be \$135,000, reviewed a minimum of annually in connection with the annual review required in Section 15 below, or more frequently at the discretion of the City Commission.

5. Group Health Insurance; Dental Insurance; Vision Insurance. City shall pay full premium of health insurance, dental insurance and vision insurance for Appointee and dependents.

6. Short- and Long-Term Disability. Appointee is entitled to participate in short- and long-term disability programs as offered by the City in accordance with the terms and conditions of the Plan(s).

7. Life Insurance. City shall provide term life insurance of one time the Appointee's annual salary. The policy purchased may be provided by the carrier insuring other City employees or by a carrier of the City's choosing.

8. Discretionary Leave. The Appointee may accumulate hours worked over forty (40) hours and use as time off on a discretionary basis. Accumulated Discretionary Leave may not be paid-out upon termination of this Agreement.

9. Vacation Leave. The Appointee is entitled to fifteen (15) days of annual vacation leave. Vacation Leave hours may be accumulated to the maximum as set forth for other City employees. Unused Vacation Leave shall be paid-out upon termination of this Agreement. Appointee shall provide a minimum notice of one (1) week to City Commission prior to use of Vacation Leave.

10. Other Leave. The Appointee is entitled to all other leave types, such as funeral and sick leave, as provided to all other management employees of the City. All other benefits provided to Appointee as provided to other management employees of the City shall be on the same terms as provided to those employees, except as otherwise expressly set forth in this Agreement.

11. Allowances. Due to the requirement for frequent use of the Appointee's personal vehicle, the Appointee shall be entitled to \$500 per month as an automobile allowance in-lieu of reimbursement for mileage or other expenses incurred for use of automobile. Appointee is responsible for costs of maintaining vehicle, maintaining acceptable minimum insurance coverage per City policy, and paying annual vehicle motor tax. Additionally, City shall provide \$100 per month as a cell phone allowance for frequent use of personal cell phone for purposes of conducting City business.

12. Professional Memberships & Meetings; Other Expenses.

- a. City shall pay for Appointee's memberships in the City Managers Association of Oklahoma and International City / County Management Association, and Governmental Finance Officers Association. City shall pay for Appointee to attend conferences, continuing education seminars, and other professional memberships as budgeted by the City Commission.
- b. The City recognizes the Appointee may incur expenses of non-personal and job-related nature while conducting City business. City agrees to reimburse Appointee for reasonable expenses which are authorized by the City budget and supported by expense receipts, statements or personal affidavits.

13. Retirement Program. City shall provide same Oklahoma Municipal Retirement Fund (OkMRF) benefits to Appointee as provided to other department head employees of the City.

14. 457 Deferred Compensation Plan. Appointee shall be entitled to participate, at Appointee's sole expense, in the City's 457 deferred compensation plan in accordance with the terms and conditions of the Plan(s). In addition, City shall contribute an annual amount of 5% of the Appointee's annual compensation, paid incrementally on a bi-weekly basis on regular payroll cycles.

15. Annual Performance Evaluation. The City Commission shall evaluate Appointee's performance at least once annually. The City Commission and Appointee shall develop reasonable and mutually agreeable performance goals and standards which the City Commission shall use in reviewing the Appointee's performance in the preceding year. Appointee shall be afforded adequate opportunity to discuss each evaluation with the City Commission.

16. Termination Without Cause. The City Commission may terminate Appointee's employment at any time and without cause, subject to 30 days written notice to Appointee. In the event of such termination without cause, Appointee shall be entitled to a severance benefit, as follows:

- a. Six months of the Appointee's current salary (to include 30-day notice period). Such payments shall be made on same payroll schedule as other City employees. Upon payment of severance compensation and accrued compensatory leave, City shall have no other obligation to Appointee.

17. Termination For Cause. The City Commission may terminate Appointee's employment for cause. In the event of termination for cause, City shall have no obligation to continue employment of Appointee or pay severance to Appointee. Appointee is entitled to accrued vacation leave and accrued unpaid salary upon last day of service. For the purposes of this agreement, "cause" may include but is not limited to:

- a. Use of alcohol or drugs that impedes performance duties; or
- b. Conviction of a felony, or misdemeanor involving moral turpitude; or
- c. Willful and repeated failure to honor City policies; or
- d. Willful and repeated failure to carry out lawful directives or policy decisions of the City Commission; or
- e. Willful abandonment of the position or continued and unexcused absence from duty.

18. Voluntary Termination. Appointee may voluntarily terminate employment, by resignation or retirement, at any time during the term of this Agreement subject to at least 60 days written notice to the City Commission. City reserves right to accept resignation immediately or at any point prior to expiration of 60 day written notice. In such case, City shall have no further obligation to provide payments and benefits, including severance benefits, upon the effective date of termination of employment. Appointee is entitled to payment for all accrued unpaid salary and accrued compensatory time at date of final service.

19. Form of Government. In the event the City of Shawnee changes its form of government from Council-Manager during the term of this Agreement, this contract shall remain in full force and effect.

20. Holidays. Appointee shall be entitled to same holiday leave days as approved for other City employees. Appointee's salary includes holiday pay and Appointee shall not be entitled to additional salary or compensation for working on a holiday.

21. Technology. City shall provide Appointee with necessary technology to conduct City business, including but not limited to access to internet, laptop computer, and printing equipment.

22. Severability. Invalidity of any one or more of the provisions of this Agreement shall not invalidate or affect any of the other provisions hereof, and this Agreement shall be construed, interpreted and enforced in all respects as though such invalid or unenforceable provisions were omitted.

23. Amendment. This Agreement may be amended or modified only by written consent of the Parties.

24. Entire Agreement. This Agreement supersedes any and all prior agreements regarding the matters contained herein.

25. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties, their respective heirs, personal representatives, successors and assigns.

26. Litigation. If any litigation is initiated by either party to this agreement, the prevailing party shall be entitled to recover its fees and costs incurred therein, including attorney fees and all costs of litigation.

27. Applicable Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

28. Indemnification. The City does hereby agree to defend, hold harmless, and indemnify the Appointee from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against him as a result of action taken while serving in his individual or official capacity for the City as an independent contractor, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of the Intern as an independent contractor of City acting within the course and scope of the Intern's engagement with City; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that the Intern committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith; and excluding any insurance contract, held either by City. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or the Appointee's engagement with City.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA,
A municipal corporation

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

CHANCE ALLISON

ATTEST:

LISA LASYONE, CMC, CITY CLERK

APPROVED AS TO FORM:

JOE M. VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

6.

Meeting Date: 08/05/2019

CM Swearing

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Swearing in of William Chance Allison as City Manager.

Attachments

No file(s) attached.

Regular Board of Commissioners

7.

Meeting Date: 08/05/2019

Planning Position

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

Holly Gordon

Rachael Melot

Randall K. Rogers



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Holly Gordon</u>	Application Date: <u>July 23, 2019</u>
Address: <u>303 N. Louisa Ave, Shawnee, OK</u>	Date of Birth: <u>October 26, 1967</u>
Mailing Address: <u>same as above</u>	
Daytime Phone: <u>405-585-3032</u> Fax: _____	Email: <u>hgordon@gatewaytoprevention.org</u>
Profession: <u>Healthy Living Consultant</u>	
Business Name: <u>Gateway to Prevention and Recovery</u>	
Business Address: <u>P.O. Box 3848, Shawnee, OK 74802 // 36609 W. 45th Street, Shawnee, OK</u>	
Business Phone: <u>405-585-3032</u> Fax: _____	Email: _____

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: Beautification Committee

How many years have you lived in Shawnee? 25+

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board ☐ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☐ Community Service Contract Review Committee ☐ Housing Authority ☐ Library Board	☐ Oklahoma Baptist University Trust Authority ☐ Parks and Recreation Committee ☒ Planning Commission ☐ Senior Citizens of Shawnee Board ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other
--	---

Why are you interested in serving on the Board/Committee/Commission selected above?

This Commission aligns with my professional qualifications and personal interests of access to the citizens of Shawnee by creating safer routes, intersections and utilizing evidence-based multimodal practices.

Revised July 12, 2019

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I possess the ability to listen to all sides of a conversation to find common ground I have proven experience in program/project budget management and implementation; I have strong working relationships with ODOT staff and management through professional and personal associations.

What civic or volunteer activities (if any) are you currently involved in?

I am a current Bike Oklahoma Board Member, a Community Renewal Block Leader, Blue Zones Project volunteer and a strong advocate for active transportation strategies in Shawnee and Pott. County.

List education, including degree(s) earned:

I hold a Masters Degree of Business Administration, certifications from the national Active Transportation Summit (Portland, OR), 10 years of experience of researching, implementing active transportation strategies.

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

Yes - currently serving on the Beautification Committee, seat expires 1/1/2022

Have you ever been charged and/or convicted of a felony? no

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? no

If so, please explain:

Please include up to three personal or professional references:

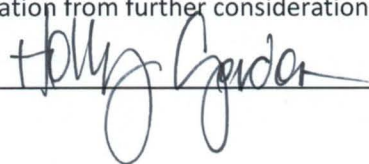
Name	Relationship	Telephone Number
Ken Graham	Bike Oklahoma President	806-626-9351
Julie Bisbee	Tobacco Settlement Endowment Trust CEO	405-522-4778
Jon Greenwood	Gateway Director	405-570-1854

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature



Date

7/23/2019

Revised July 12, 2019



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☐ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Rachael Melot</u>	Application Date: <u>June 22, 2019</u>
Address: <u>1101 W. 45th St.</u>	Date of Birth: _____
Mailing Address: <u>Shawnee, OK 74804</u>	
Daytime Phone: <u>405) 275-5525</u> Fax: _____	Email: <u>Wystleoffice@gmail.com</u>
Profession: <u>Biz Owner</u>	
Business Name: <u>Wystle</u>	
Business Address: <u>1725 N. Kickapoo, 74804</u>	
Business Phone: <u>405) 275-5525</u> Fax: _____	Email: _____

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: Civic & Cultural Devt

How many years have you lived in Shawnee? 25

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board	☐ Library Board
☐ Beautification Committee	☐ Oklahoma Baptist University Trust Authority
☐ Board of Adjustment (Zoning)	☐ Parks and Recreation Committee
☐ Civic and Cultural Development Authority	☒ Planning Commission
☐ Community Service Contracts Review Committee	☐ Shawnee Hospital Authority
☐ Housing Authority	☐ Shawnee Urban Renewal Authority
	☐ Traffic Commission
	☐ Other

Why are you interested in serving on the Board/Committee/Commission selected above?

Because I've studied the benefits and effect of planning on my life, my well-being, and my business. I'm interested in serving the community in away that benefits every citizen's life, well-being & business.

Revised February 7, 2019

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I am dependable and reliable. I serve on the State Active Transportation board and lead the Blue Zones Project

What civic or volunteer activities (if any) are you currently involved in?

Kiwanis, Shamese Care and Cultural Authority, Shamese Forward board member

List education, including degree(s) earned:

Master of Arts in educational leadership, BOMA courses, Policy training,

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

SCCDA - 10+ years

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Michelle Briggs	Professional	405-990-9739
Daniel Matthews	Professional	405-973-5792
Lucas Mattheos	Prof	405-659-7157

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature [Signature]

Date 22 June 19

Revised February 7, 2019

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Revised February 7, 2019

Mayor Richard Finley

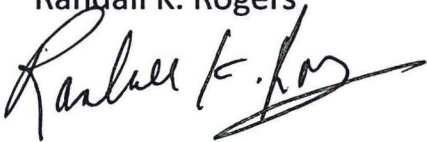
May 31, 2019

Please consider my application to serve on Boards, Committee and Commissions for the City of Shawnee. I have a very strong interest being actively involved in the future direction of the City of Shawnee.

Please contact me if you have any questions 405-788-6519

Thanks for your consideration

Randall K. Rogers

A handwritten signature in black ink, appearing to read "Randall K. Rogers", with a stylized flourish at the end.



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Randall K. Rogers</u>	Application Date: <u>5-3-2019</u>
Address: <u>3 Oak Hill Road, Shawnee</u>	Date of Birth: <u>10-2-56</u>
Mailing Address: <u>Same</u>	
Daytime Phone: <u>405-773-5207</u> Fax: <u>NA</u>	Email: <u>AKR956@gmail.com</u>
Profession: <u>Sales Manager</u>	
Business Name: <u>Kerotech Inc</u>	
Business Address: <u>Pittsburg PA</u>	
Business Phone: <u>405-775-9709</u> Fax: <u>na</u>	Email: <u>na</u>

Do you live within the City Limits of the City of Shawnee? (Yes) or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or (No) (please circle)

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 20 + yrs

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board ☐ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☐ Community Service Contracts Review Committee ☐ Housing Authority	☐ Library Board ☐ Oklahoma Baptist University Trust Authority ☐ Parks and Recreation Committee ☒ Planning Commission ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other
---	--

Why are you interested in serving on the Board/Committee/Commission selected above?

Serve and improve the community where I have been a long term resident.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

My degree from Oklahoma State University in Parks and Recreation Administration has provided me the background to comprehend the vital work of the Planning Commission

What civic or volunteer activities (if any) are you currently involved in?

Rotary Club
EIKS Dodge 657

List education, including degree(s) earned:

Cherokee High School 1974
B.S. Oklahoma State University 1979

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

No

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>David Harp</u>	<u>Friend</u>	<u>405-613-1899</u>
<u>Mike Clover</u>	<u>Friend</u>	<u>405-275-0700</u>
<u>Carl Packwood</u>	<u>Friend</u>	<u>405-395-9455</u>

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature

Randall E. Ray

Date 5-31-19

Regular Board of Commissioners

8.

Meeting Date: 08/05/2019

Airport Position

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

Randall J. Rogers

January 4th, 2019

Shawnee City Clerk
P. O. Box 1448
Shawnee, OK 74802

Enclosed please find my completed application for appointment to the Airport Advisory Board.

In reviewing my application, I ask you to consider the following:

I have a lifelong interest and passion for all things related to aviation. I became a private pilot in 1977 and have been an active pilot since. I have owned several airplanes and currently own a 1975 Cessna 172 that is based at KSNL. Because my airplane is based at the Shawnee Airport, I purchase fuel, hangar space and maintenance services there and have a vested interest in the future positive development of the airport.

In addition, to being a pilot and aircraft owner, my aviation experience also includes writing several articles published in "Kitplanes" magazine regarding the construction, test flights and upgrades of my experimental Titan Tornado airplane.

I have a degree in mechanical engineering and many years of engineering experience. I served as a manager of field operations for several major oil companies and have managed multi-million dollar capital and expense budgets. As part of my responsibilities, I also managed administrative activities including oversight by multiple regulatory agencies, contract preparation, invoice approvals and typical personnel issues.

My business and technical background coupled with my interest and involvement in aviation will help me participate in board meetings and provide recommendations for the successful operation and maintenance of the Shawnee Airport now and into the future.

Thank you for your consideration,



Randall J. Rogers
P O Box 172
Newalla, OK 74857

n910rj@yahoo.com
(405) 428-8582



APPLICATION TO SERVE

Boards, Committees and Commissions

☐

Appointment

☐

Reappointment – Partial/First/Second Term

Name: Randall J. Rogers Application Date: 1/4/2019
Address: P O Box 172, Newalla, OK 74857 Date of Birth: Nov. 12, 1957
Mailing Address: P O Box 172, Newalla, OK 74857
Daytime Phone: 405-428-8582 Fax: _____ Email: n910rj@yahoo.com
Profession: Sr. Specialist, Field Training Department
Business Name: Energy Transfer Partners
Business Address: 35765 Hwy 9 East, Seminole, OK 74868
Business Phone: 405-640-1232 Fax: 866-875-1892 Email: randall.rogers@energytransfer.com

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: N/A

How many years have you lived in Shawnee? N/A

Select the Board/Committee/Commission you are interested in serving on: (please check)

☒

Airport Advisory Board

☐

Beautification Committee

☐

Board of Adjustment (Zoning)

☐

Civic and Cultural Development
Authority

☐

Community Service Contracts Review
Committee

☐

Housing Authority

☐

Library Board

☐

Oklahoma Baptist University Trust
Authority

☐

Planning Commission

☐

Shawnee Hospital Authority

☐

Shawnee Urban Renewal Authority

☐

Traffic Commission

☐

Other _____

Why are you interested in serving on the Board/Committee/Commission selected above?

I am a private pilot and aircraft owner. My airplane is based at KSNL (Shawnee) where I purchase fuel, maintenance
services and hangar rent. I have a passionate interest in aviation and a vested interest in helping the Shawnee
Airport be successful now and into the future.

Revised March 22, 2018

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

In addition to having a passionate interest in all things related to aviation and being a tenant and customer at KSNL, I have a degree in mech. engineering and many years of engineering and management experience with companies such as ARCO, Kerr-McGee and Sunoco. I believe this experience would be helpful in furthering the future development of the Shawnee Airport.

What civic or volunteer activities (if any) are you currently involved in?

N/A

List education, including degree(s) earned:

Bachelor of Science Mechanical Engineering, Kansas State University; Private Pilot, Aircraft Single Engine Land; Repairman, Experimental Aircraft Builder. Some experience in Economic Analysis and Investment Decision Making.

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

No

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Anthony Griggs	Friend	918-866-2252
Charles Carter	Friend and Former co-worker	405-428-0066
Gary Pankratz	Friend	936-558-8463

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature

Randall J. Rogers

Date

1/4/2019

Revised March 22, 2018

Regular Board of Commissioners

9.

Meeting Date: 08/05/2019

OWRB Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

OWRB Resolution

PURSUANT TO THE LEGAL NOTICE AS IS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT INCLUDING THE POSTING OF NOTICE AND AGENDA AS IS REQUIRED BY THE TERMS THEREOF, THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA (THE "CITY") MET IN REGULAR SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, IN SHAWNEE, OKLAHOMA, ON THE 5TH DAY OF AUGUST, 2019, AT 6:00 P.M.

PRESENT:

ABSENT:

(OTHER PROCEEDINGS)

Thereupon, the following resolution was introduced and caused to be read by the City Attorney. Commissioner _____ moved passage of the Resolution and Commissioner _____ seconded the motion. The motion carrying with it the approval of said Resolution was approved by the following vote:

AYE:

NAY:

The Resolution so approved is as follows:

RESOLUTION NO. _____

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.

WHEREAS, the Shawnee Municipal Authority (the "Authority") did, by its Resolution adopted August 5, 2019, authorize the issuance, sale and delivery of its Series 2019A Clean Water SRF Promissory Note to Oklahoma Water Resources Board, in order to finance the construction of improvements to the Authority's wastewater treatment systems in the original principal amount of not to exceed \$37,920,000; and

WHEREAS, the City Commission hereby determines that the actions taken by the Authority should be authorized and approved; and

WHEREAS, the City hereby determines that such other action necessary or attendant to accomplishment of the referenced financing should be considered by the City Commission of the City.

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

Section 1. Issuance of Note. That the issuance, sale and delivery of the Shawnee Municipal Authority, Pottawatomie County, Oklahoma, Series 2019A Clean Water SRF Promissory Note to Oklahoma Water Resources Board in the principal amount of not to exceed \$37,920,000 (the “2019A Note”), all as approved by said Authority on August 5, 2019, be and hereby is authorized, approved and ratified.

Section 2. Approval. That all actions heretofore taken by the Authority in connection with the issuance, sale and delivery of the 2019A Note and all other aspects of the transaction be and are hereby authorized, approved and ratified.

Section 3. Lease Agreement and Operation and Maintenance Contract. The Lease Agreement and Operation and Maintenance Contract dated as of January 12, 1971, as amended by an Amendment to Lease Agreement dated as of July 1, 1990, between the City and the Authority (collectively, the “Lease Agreement”), whereby the City leased to the Authority its presently existing and hereafter acquired water and sanitary sewer systems, is hereby ratified and confirmed and the term of said Lease Agreement shall extend until the 2019A Note is paid.

Section 4. Necessary Action. That the Mayor or Vice Mayor and City Clerk or Deputy City Clerk be and hereby are authorized and empowered to execute and deliver for and on behalf of the City any and all other documents or instruments reasonably necessary to accomplish the issuance, sale and delivery of the 2019A Note and all other aspects of the transaction.

[Remainder of Page Left Blank Intentionally]

PASSED AND APPROVED THIS 5TH DAY OF AUGUST, 2019.

CITY OF SHAWNEE, OKLAHOMA

By _____
Mayor

ATTEST:

By _____
City Clerk

(SEAL)

STATE OF OKLAHOMA)
)SS
COUNTY OF POTTAWATOMIE)

I, the undersigned, City Clerk of the City of Shawnee, Oklahoma, do hereby certify that the above and foregoing is a true, full and correct copy of an excerpt from the minutes of a meeting of the Board of Commissioners of said City held on the date above stated, all as recorded in the official minutes of such meeting. I further certify that the “Open Meeting Law” was complied with for such meeting.

GIVEN UNDER MY HAND THIS 5TH DAY OF AUGUST, 2019.

(SEAL)

City Clerk

Regular Board of Commissioners

10.

Meeting Date: 08/05/2019

Wrecker and Towing Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

Ordinance

ORDINANCE NO. _____

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

WHEREAS, the Code of Ordinances of the City of Shawnee must be amended from time to time to comply with the laws of the State of Oklahoma and the Charter of the City of Shawnee; and

WHEREAS, it is the intent of the City Commission in enacting this ordinance, to provide for, and protect the public health, safety, and welfare of the City of Shawnee, Oklahoma;

WHEREAS, it is the intent of the City Commission in enacting this ordinance, to provide for the limited municipal regulation of wreckers and towing services not already preempted by State Law. 47 O.S. § 952.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, STATE OF OKLAHOMA AS FOLLOWS:

SECTION I: That Chapter 8, Businesses, Permits, and Licenses, Article IX, Sections 8-544 through 8-556 are created and effectuated with the following language:

ARTICLE IX. – WRECKERS AND TOWING SERVICES

Section 8-544. – Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Wrecker and towing service shall be defined as meaning any motor vehicle of three-fourths ton or more rated capacity, capable of pulling or towing any wrecked, damaged or disabled motor vehicle otherwise incapable of self-propulsion.

Section 8-545. – License Required.

No person shall, within the city, operate a wrecker or towing service without first having obtained from the city clerk a license therefor and without having complied with all other provisions of this chapter, and the provisions of 47 O.S. 951 et seq.

Section 8-546. – Fee.

The fee for the license required by Sec. 8-545 to perform a wrecker or towing service operation shall be the sum as set by the city. Licenses procured under this chapter shall expire on [April 30] following their issuance and the full license fee must be paid for any part of such year.

Section 8-547. – Vehicle List.

All wrecker and towing services licensed to do business shall furnish to the police department by 12:00 noon each day an itemized written list of all cars stored by such wrecker service on the preceding day, giving in such list the make and model of such cars, the registration or license tag numbers, the manner in which such cars came into their storage facilities, specifically providing the places the cars were towed from and at whose direction, and the names of the owners of such automobiles, if known to the wrecker storage service.

Section 8-548. – Storage Yard.

Notwithstanding any other provision of this chapter, no license shall be issued to any wrecker service with its storage yard located more than five (5) miles outside of city limits; and the license of any current licensee whose storage yard is located outside of the maximum distance

shall be subject to revocation or suspension for failure to abide by this requirement. Provided that, all wrecker services which are currently the rotation log as of the date of adoption of this ordinance shall be grandfathered in and shall not be removed from the rotation log solely for failure to meet this provision.

Section 8-549. – Purpose.

The purpose of this chapter is to establish procedures for the licensing, supervision, administration and control of wrecker vehicles, and wrecker and towing services within the city.

Section 8-550. – Rotation Log.

Each licensee shall be placed on a list maintained by the police department for the purpose of referrals. Referrals shall be directed only to the licensees appearing on said list. Referrals shall be rotated among the licensees. The list shall contain no more than 10 licensees at any one time, but in no way does this compel the city to maintain 10 licensees on the list. The list may be maintained by the city with any number of licensees up to and including 10, unless in the discretion of the Chief of Police it is deemed necessary to add additional licensees. Except that those wreckers and towing services already on the City of Shawnee rotation log as of the adoption of this ordinance shall be allowed to remain on said log and renew the same, unless and until such time as they fail to renew or are removed for cause for violation of municipal ordinance or state statute governing the same.

Section 8-551. – Restrictions for Storage Facility.

All wrecker operators, who in conjunction with or as part of a licensed wrecker operation, store, park or maintain possession of a towed vehicle shall store such vehicle in a secured facility meeting the following minimum physical requirements:

- (1) Storage lots shall be designed to be adequate in size for the individual wrecker service's need for storing vehicles. The storage area must also be enclosed and adequately secured for the protection of each stored vehicle.
- (2) A minimum of one primary storage facility shall be located no more than 5 miles outside of city limits as provided in Section 8-548. A secondary storage lot may be located outside those parameters. Each vehicle must be initially stored and held at the primary lot. After 30 days from the date of initial storage, vehicle may be moved to a secondary lot.

Section 8-552. – Referrals.

Referrals shall be made according to the following procedures:

- (1) The police department dispatcher shall notify the wrecker service currently at the top of the rotation list.
- (2) All wrecker services should have an employee available for call, 24 hours a day.
- (3) All employees of the wrecker service working with city calls and storage should be listed with the police department, and background checks completed on each, prior to them working with city calls/vehicles.
- (4) The wrecker service shall deny the call if not able to respond immediately, or call the police department, if not going to make the scene within 30 minutes, and explain. The next wrecker listed on the rotation log shall then be called.
- (5) Officers should call for the next wrecker on the list if the owner has no preference, or if for impoundment.
- (6) The chief of police may remove the wrecker service from rotation for noncompliance.
- (7) Dispatch should keep a log of rotation, including times and owner request.
- (8) A custodial inventory should be completed jointly, by the impounding police officer and wrecker service.
- (9) A copy of the police officer's and wrecker service paperwork shall be turned in to and maintained by the police department records division.

Section 8-553. – Parking.

It is unlawful for any wrecker listed on the city’s rotation log to be parked or stored on public or private property within an area zoned for residential use.

Section 8-554. – Required Services.

It is unlawful for any wrecker service listed on the city’s rotation log to offer or provide free services for any individual employed by the city in exchange for future considerations or services.

Section 8-555. – Removal from Department Log.

A violation of any of the provisions of sections 8-545 through 8-554 may result in the following manner:

- (1) It shall be in the discretion of the chief of police to disallow an employee of a wrecker service to participate in the towing of vehicles upon the failure of any background check revealing felony convictions or crimes of moral turpitude.
- (2) A wrecker service may be removed from the rotation log by the chief of police for allowing an employee who has been disqualified to participate in the wrecker services on the rotation log.
- (3) A wrecker service may be removed from the rotation log for noncompliance with the department of public safety’s regulations.
- (4) A wrecker service may be removed from the rotation log by the chief of police for noncompliance with city regulations.
- (5) A wrecker service being suspended from the rotation log will be notified in writing by the chief of police.

Any wrecker service suspended from the rotation log shall be entitled to a hearing upon written request made within ten days of the notice of suspension. The request shall be made within ten days of the notice of suspension. The request shall be made to the chief of police who shall then notify the wrecker service of the date for the hearing. The hearing shall be had not less than 7 days nor more than 14 days from the date of the request. The hearing shall be conducted by the Chief of Police or his designee and held before a panel consisting of the Chief or his designee and two additional City administrators.

SEVERABILITY. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

[Signature page to follow.]

PASSED AND APPROVED this 5th day of August, 2019.

RICHARD FINLEY, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this 5th day of August, 2019.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

11.a.

Meeting Date: 08/05/2019

Senior Center Flooring

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

Memo

Notice

Plan Holders List

Advertisement List

Bid Tabulation



Office of the Director of Operations

Date: July 29, 2019
To: Mayor and Commissioners
From: James Bryce, Director of Operations
RE: Senior Center Flooring Bid Award

Staff went out for bid on the Senior Center Flooring Replacement Project on June 17th advertising in the newspaper and mailing out to several flooring contractors. On July 15th the bids were opened receiving only one bid from Bryans Flooring in the amount of \$36,000.00. Staff has spoken with the vendor about the project and feel that the vendor knows what to do and what we want. Staff has had a previous experience with the vendor that was very favorable as they were the contractor that laid the carpet & tile in the Expo event center.

Staff is comfortable recommending that Bryans flooring be awarded the bid to replace the Senior Center flooring in the amount of \$36,000.00.

The project would be funded out of the facility repair portion of the ½ cent temporary sales tax.

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to **4:00 p.m., Monday, July 15th, 2019**, for:

Purchase and Installation Vinyl Tile and Carpet for the Shawnee Senior Center

A **Mandatory Pre-Bid meeting** is set for July 2nd, 2019 at the Shawnee Senior Center, 400 N. Bell Shawnee for 10:00 am.

Instructions and bid documents will be available to qualified bidders at the Shawnee Senior Center, 400 N. Bell Shawnee, Oklahoma 74801 during the pre-bid meeting and at 1400 N. Center Street Shawnee, 74801 Fairview Cemetery Office.

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

BID - Purchase and Installation of Vinyl Tile and Carpet for The Shawnee Senior Center July 15th, 2019

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

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at **6:00 p.m., Monday, July 15th, 2019**. The City of Shawnee reserves the right to reject any or all bids.



(SEAL)

ATTEST:

Lisa Lasyone
Lisa Lasyone, CMC, City Clerk

CITY OF SHAWNEE, A Municipal Corporation

By: Chance Allison
Chance Allison, Assistant City Manager

Shawnee Senior Center Flooring Plan Holders

Name (Print)

Company

Katie Goodson Affinity Corporation

Phone Number

Email Address

405-406-2457 katie.goodson@buildwithaffinity.com

Name (Print)

Company

Danny Benefield The Carpet Store

Phone Number

Email Address

405-681-2121 info@carpetstoreokc.com

Name (Print)

Company

Brad Benefield The Carpet Store

Phone Number

Email Address

405-681-2121 info@carpetstoreokc.com

Grayson Matfield

Name (Print)

Company

Caddell and Co@Cotinet
Caddell + Co

405-928-5026

Phone Number

Email Address

Name (Print)

Company

David Hely (Ash Kelly) Bryon's Flooring

Phone Number

Email Address

405-634-4136 ash@bryonsflooring.com

Shawnee Senior Center Flooring Plan Holders

Name (Print)

Company

Michael Rowe

Haley's Carpet

Phone Number

(336) 944-1607

Email Address

(405) 395 3229

Mike rowe 1984@yahoo.com

Name (Print)

Company

Phone Number

Email Address

Name (Print)

Company

Phone Number

Email Address

Name (Print)

Company

Phone Number

Email Address

Name (Print)

Company

Phone Number

Email Address

Advertisement list Senior Center Flooring Project

Bryan's Flooring
3935 W. Reno Avenue
Oklahoma City, OK 73107
Attn: Ash Kelly

Wilson Brothers Carpet and Tile
106 W. Independence
Shawnee, Ok 74801

Metro Flooring
2719 S. I-35 Service Road
Moore, OK 73160

Construct Connect
Louen Lea M. Carilla
Lea Carilla <Lea.Carilla@constructconnect.com>

Floor Design Center
11716 S. Western Ave.
Oklahoma City, Ok 73170

Shawnee News star

Fowler Floors and More
109 Industrial Blvd.
Moore, Ok 73160

Bailey's Floor Covering
920 Jim Thorpe Blvd.
Prauge, Ok 74864

Bowlan Carpets
711 E. Highland
Shawnee, OK 74801

Vincent's Carpet
117 E. Main St.
Shawnee, OK 74801

Cornelson Flooring
4327 N.W. 23rd
Oklahoma City, OK 73170

Commercial Floors of Oklahoma
1803 Cherry Stone St.
Norman, OK 73072

Commercial Carpet and Flooring
1833 S. May Ave.
Oklahoma City, Ok 73108

Purchase and Installation Vinyl Tile and Carpet for the Shawnee Senior Center

BIDDER

Bryan's Flooring
Oklahoma City, OK

\$36,000

Regular Board of Commissioners**11.b.**

Meeting Date: 08/05/2019

Park Improvement RFQ

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

Bid Memo

RFQ

Plan Holders List



Office of the Director of Operations

Date: July 29, 2019
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: RFQ for Park Planning Services

During the Fiscal Years of 2015/2016/2017 Staff went through the process to develop a Parks Master Plan to improve the image and quality of the City Parks. This Plan was used along with several public meetings to redesign 6 of our major Parks. The Parks on that list are Rotary Boy Scout, Woodland Veterans, Wiegant, Optimist, Kidspace, and Celebration of Life Parks. We are now ready to create the construction documents to allow us to go out for bid for the actual construction of two of these designs, Woodland Veterans Park and Kidspace Park.

At this point we are looking for a firm to handle that through the RFQ process. Staff has advertised the RFQ in the newspaper and to our list of vendors. The Firm chosen will be brought back to the Commission for authorization to enter into contract.

The Project will be funded through the temporary half cent sales tax that the citizens of Shawnee approved.

Notice to Architects and Engineers

Request for Professional Services Qualifications

I. Introduction

The City of Shawnee is requesting qualifications from Engineering/Architectural firms to provide Professional Services for the following project:

Park Improvement Planning for two Parks within the City of Shawnee. The overall objective is to design construction documents and help see the projects through the construction period. The parks are as follows:

- Kid's Space Park
- Woodland Park

Estimate Construction Cost: \$2,551,720

Improvements to the parks include:

- Site grading, erosion control
- Parking and drive improvements, Walks and Paving
- Lighting, Shelters, Restrooms, Pergolas, Fountains
- Playgroups, Spray Grounds, Sports Courts and Exercise Equipment
- Site Furnishings and Landscaping

Time Schedule for the above project:

- Preliminary report required within sixty (60) days and Final Plans and Specifications in ninety (120) days of the issuance of the work Orders.
- Meetings with City Staff at various times to be determined depending on need.

II. Selection Process

The following procedures will be used to select firms:

1. A selection committee will review and rate the experience and qualifications of each proposer based on information provided in the response to this RFQ. Categories to be rated include the ability to meet scheduled project deadlines, qualifications, existing work load, firm's location, responsiveness to this RFQ, and any other item/s you wish to bring to our attention. It is incumbent upon each proposer to furnish complete and relevant information in order to receive proper consideration. The committee could develop a short list of firms. The number of shortlisted firms may depend on the number of responses received.

2. The selection committee **may or may not** interview the short-listed firms. The purpose of an interview allows you to personally provide a verbal presentation of your firm's qualifications.
3. The selection committee will select a firm or firms for the project and negotiate a contract for services. If negotiations cannot be reached, the selection committee will negotiate with another firm. Contract will be presented to the Shawnee City Commission for award.

III. Proposals

All proposals must be submitted to the City Clerk's Office of the City of Shawnee **before 4:00 P. M. on August 5, 2019. Provide 4 copies of your submission along with a digital file. Facsimile or e-mail responses will not be accepted.** Any proposals submitted **AFTER** the time set for the receipt of proposals **WILL NOT BE CONSIDERED.** Proposals will be opened at 6:00 pm Monday August 5, 2019 in the Commission meeting.

Proposals must include a Non-Collusion Affidavit, Business Relationship Affidavit, and a 254 form.

All questions should be sent to, jbryce@shawneeok.org.

James Bryce, Director of Operations, City of Shawnee, (405) 878-1529

CITY OF SHAWNEE
A Municipal Corporation

BY: Chance Allison

Chance Allison, Assistant City Manager

Date: 7/17/2019

(SEAL)

ATTEST:



Lisa Lasyone

Lisa Lasyone, CMC, City Clerk

Advertising & Plan Holders list

Park Planning and Design Engineering

Howard – Fairbairn Site Design, Inc.
3100 NW 149th
Oklahoma City, Ok 73134

Guernsey
5555 North Grand BLVD
Oklahoma City, OK 73112

LAUD Studio
2426 N. Classen BLVD
Oklahoma City, OK 73106

CLS and Associates
825 N. Broadway, Suite 315
Oklahoma City, OK 73102

Crafton Tull & Associates
214 E. Main St.
Oklahoma City, OK 73104
Attn: David Knowles, ASLA

Shafer, Kline, and Warren, Inc.
11250 Corporate Avenue
Lenexa, KS 66219

Brandon K. Boydston, L.A.
5350 S WESTERN, STE 600
OKLAHOMA CITY, OK 73109 |
[P] 405.516.1001
[bboydstun@baughmanco.com] [BaughmanCo.com]

Freese and Nichols, Inc.
7633 E 63rd Place, Suite 300
Tulsa, OK 74133
539-202-1818
918-949-8765 mobile
Dawn.Warrick@freese.com
WDS@freese.com

Landplan Consultants
1110 W. 23rd Street
Tulsa, OK 74107

Howell & Vancuren
601 S. Lewis Ave.
Tulsa, OK 74104

Planning Design Group
5314 S. Yale Ave.
Tulsa, OK 74135

Shawnee News Star

Ruzziel “Ruzz” Montecalvo
Construction Connect
www.ConstructConnect.com

HP Engineering
Jeff Bays PE
16 South Lewis Ave.
Tulsa, OK 74104

Wallace Engineering
123 N. Martin Luther King Jr. Boulv.
Tulsa, OK 74103

Allford Hall Monaghan Morris
Plow Building
29 E. Reno Ave., Suite 440
Oklahoma City, OK 73104