

NOTICE OF MEETING

SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY

TYPE OF MEETING (PLEASE CHECK)

REGULAR MEETING (X)
RESCHEDULED REGULAR MEETING ()
SPECIAL MEETING ()
CONTINUED OR
EMERGENCY MEETING ()
RECONVENED MEETING ()
CANCELED MEETING ()

DATE

TIME

PLACE OF MEETING

JUNE 15, 2017

12:30PM

HEART OF OKLAHOMA EXPOSITION CENTER

1700 W. INDEPENDENCE

SHAWNEE, OK 74804

TO BE COMPLETED BY PERSON FILING NOTICE:

NAME:

Stephanie Meiler-Gideon

TITLE:

MARKETING MANAGER

ADDRESS:

PO BOX 1466

SHAWNEE, OK 74802-1466

PHONE:

405-275-7020

FILED IN THE OFFICE OF THE MUNICIPAL CLERK AT 4:40 AM/PM

ON:

June 8, 2017

SIGNED:

Kacie Bachhofer

FOR CITY CLERK'S OFFICE USE ONLY

DATE NOTICE RELEASED TO NEWS MEDIA: June 8, 2017

PERSON FILING NOTICE Stephanie Meiler-Gideon

NOTICE VERIFIED BY Kacie Bachhofer

SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY
JUNE 15, 2017
@ 12:30 PM
HEART OF OKLAHOMA EXPOSITION CENTER

1. CALL TO ORDER.
2. ROLL CALL
3. DECLARATION OF A QUORUM
4. APPROVAL OF MINUTES OF THE REGULAR SCHEDULED MEETING OF MAY 2017.
5. REVIEW AND ACKNOWLEDGMENT OF MONTHLY ACTIVITY REPORT MAY 2017.
6. APPROVAL OF MONTHLY FINANCIAL REPORT.
7. APPROVAL OF CLAIMS: GENERAL ACCOUNT
8. APPROVAL OF CLAIMS: EXPO CENTER SPECIAL EVENTS.
9. APPROVAL OF CLAIMS: SHAVINGS ACCOUNT.
10. DISCUSSION CONSIDERATION AND POSSIBLE ACTION ACTION TO APPROVE THE GOVERNMENTAL SERVICE CONTRACT BETWEEN THE CITY OF SHAWNEE AND THE SC&CDA.
11. PRESENTATION BY CHUCK CROOKS CBEW PROFESSIONAL GROUP FOR THE AUDIT OF THE SC&CDA FOR YEAR ENDING DECEMBER 31 2016.
12. DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO APPROVE AUDIT AS PRESENTED BY CBEW FOR SC&CDA YEAR ENDING DECEMBER 31 2016.
13. IFYR UP-DATE
14. COMMITTEE REPORTS.
15. ADMINISTRATIVE REPORTS.
16. OLD BUSINESS.
17. NEW BUSINESS.
18. PUBLIC & TRUSTEE COMMENTS.
19. ADJOURNMENT.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
MAY 18, 2017
12:30 PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR THEIR REGULAR SCHEDULED MEETING THURSDAY, MAY 18, 2017 AT 12:30 PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON 5/15/2017 AT 11:55 AM.

AGENDA ITEM NO.1

CALL TO ORDER.

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

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. KARL KOZEL
MR. TIM BARRICK
MR. LANCE WORTHAM
MR. JUSTIN ERICKSON
MR. CARL PACKWOOD

TRUSTEES ABSENT: MS. RACHEL MELOT

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM.

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES OF THE REGULAR MEETING APRIL 2017 -

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MINUTES AS PRESENTED FOR THE MARCH 2017 REGULAR BOARD MEETING. MOTION CARRIED.

AYE: GILBERT, BARRICK, PACKWOOD, WORTHAM, ERICKSON, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.6

APPROVAL OF THE MONTHLY FINANCIAL REPORT

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

AYE: GILBERT, BARRICK, PACKWOOD, WORTHAM, ERICKSON, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS WITH ADD ONS.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE KOZEL TO APPROVE THE GENERAL CLAIMS AND WITH ADD ONS AS PRESENTED. MOTION CARRIED.

AYE: GILBERT, BARRICK, PACKWOOD, WORTHAM, ERICKSON, KOZEL
NAY: NONE
ABSTAIN:

GENERAL CLAIMS (PAID ALREADY):

A.	EXPRESS EMPLOYMENT (ADDED TOGETHER)	\$4,013.84
B.	STEVE'S BODY SHOP	\$1,626.20

GENERAL CLAIMS (NOT YET PAID):

A.	AL'S RADIATOR SERVICE	\$188.60
B.	ARVEST	\$625.11
C.	CHUCK JONES	\$1,200.00
D.	ASK ABOUT WINDOWS	\$121.00
E.	EXPRESS EMPLOYMENT	\$2,947.30
F.	FINLEY & COOK	\$228.00
G.	FIRST UNITED BANK	\$251.09
H.	FIRST UNITED BANK	\$573.53
I.	FRED'S TIRE & BATTERY	\$15.00
J.	FRESH FILTERED AIR	\$650.00
K.	FUELMAN	\$869.49
L.	HUNZICKER BROTHERS	\$70.08
M.	INS	\$734.00
N.	JOHN DEERE FINANCIAL	\$499.19
O.	LOWE'S	\$41.48
P.	METTEL	\$906.94
Q.	MUSIC UNLIMITED	\$63.00
R.	MUSIC UNLIMITED	\$55.00
S.	NAPA	\$204.82
T.	OG&E	\$12,230.27
U.	ONG (ADDED TOGETHER)	\$641.06
V.	OK TAX COMMISSION	\$596.64
W.	SHAWNEE MUNICIPAL AUTHORITY (ADDED TOGETHER)	\$421.84
X.	YANN & ASSOCIATES	\$1,750.00

ADD ONS:

A.	ASK ABOUT WINDOWS	\$161.00
B.	CITY OF SHAWNEE SURCHARGE	\$362.50
C.	CONSTELLATION ENERGY	\$218.30
D.	ONG	\$276.42
E.	SAMS CLUB	\$100.00
F.	SHAWNEE OFFICE SYSTEMS	\$83.54
G.	STUART & CLOVER	\$250.00

AGENDA ITEM NO.8

APPROVAL OF SPECIAL CLAIMS .

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE SPECIAL CLAIMS WITH ADD ONS AS PRESENTED. MOTION CARRIED.

AYE: GILBERT, BARRICK, PACKWOOD, WORTHAM, ERICKSON, KOZEL

NAY: NONE

ABSTAIN

SPECIAL CLAIMS (PAID ALREADY):

A. NONE

SPECIAL CLAIMS (NOT YET PAID):

A.	A CUT ABOVE BUCKLES	\$3,965.00
B.	COWBOY TIMES	\$540.00
C.	DEMCO PRINTING	\$95.00
D.	NATIONAL BAND & TAG COMPANY	\$224.40
E.	SAFEGUARD	\$717.64
F.	SIGN FACTORY	\$110.00
G.	YANN & ASSOCIATES	\$1,117.66

ADD ONS:

A.	RINGMASTERS GOLF	\$1,000.00
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AGENDA ITEM NO.9

APPROVAL OF SHAVINGS CLAIMS.

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE SHAVINGS CLAIMS AS PRESENTED. THERE WERE NO SHAVINGS CLAIMS

AYE: NONE
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.10

APPROVAL OF ENGAGEMENT LETTER FROM CBEW FOR AUDIT.

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE ERICKSON TO APPROVE THE PURCHASE OF BLACK DRAPING FOR EXPO CONFERENCE CENTER. MOTION CARRIED.

AYE: GILBERT, BARRICK, PACKWOOD, WORTHAM, ERICKSON, KOZEL
NAY: NONE
ABSTAIN

AGENDA ITEM NO. 11

IFYR UPDATE

IFYR IS COMING. BUCKLES, SADDLES, ETC. ARE BEING MADE. THE TRADESHOW IS BEING ARRANGED.

AGENDA ITEM NO. 12-15

COMMITTEE REPORTS, ADMINISTRATIVE REPORTS, OLD BUSINESS & NEW BUSINESS. PUBLIC & TRUSTEE COMMENTS.

REMOVING GLASS DOORS NEXT WEEK. ELECTRICIAN MONDAY BUT WORK 24TH WITH FIXTURES. SOUND AND AC START ON MONDAY. FH BANNER UP SOON.

TIM BARRICK WILL BE TAKING OUT AN AD IN THE IFYR 2017 PROGRAM

AGENDA ITEM NO. 16

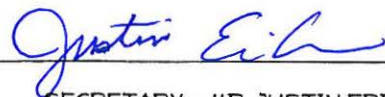
ADJOURNMENT

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

AYE: GILBERT, BARRICK, PACKWOOD, WORTHAM, ERICKSON, KOZEL
NAY:
ABSTAIN:



CHAIRMAN: MR. RANDY GILBERT



SECRETARY: MR. JUSTIN ERICKSON



Heart of Oklahoma Expo Center

May 2017 Events	Amount Owed	Amount Paid	Concessions / Catering
Blaze's Trainer Challenge	\$ -	\$ 2,075.00	\$ -
Edward Jones	\$ -	\$ 125.00	\$ -
NBHA	\$ -	\$ 8,501.68	\$ -
Okiebagos	\$ -	\$ 4,048.00	\$ -
Community Renewal	\$ 1,106.28	\$ -	\$ -
OK Quarter Horse	\$ 5,025.00	\$ -	\$ -
OCCRA Banquet	\$ 1,233.00	\$ -	\$ -
Kim Carver Barrel Race	\$ 3,705.02	\$ -	\$ -
Outlaw Motor Sports	\$ 4,196.30	\$ -	\$ -
Romberg Trust Auction	\$ 362.98	\$ -	\$ -
Tecumseh FFA	\$ 621.50	\$ -	\$ -
Excel Auction	\$ 697.06	\$ -	\$ -
May Concessions/Catering	\$ -	\$ -	\$ -
(May 2016 \$8,414.50)	2017 Totals: \$ 16,947.14	\$ 14,749.68	\$ -

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of May 31, 2017

	May 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Arvest-General	57,663.71
Bancfirst-0161902-Shavings	7,291.64
FNB - 1020390 (Capital Improve)	123,668.55
FUB-282367-Payoff	398.58
FUB-603708-Special	45,125.44
FUB-603910-Ticket	393,828.32
Total Checking/Savings	627,976.24
Accounts Receivable	
Accounts Receivable	17,487.88
Total Accounts Receivable	17,487.88
Other Current Assets	
Concession Receivable	-5,623.38
Total Other Current Assets	-5,623.38
Total Current Assets	639,840.74
Fixed Assets	
Land Improvements	47,350.44
Parking Lot Improvements	262,113.00
RV Park	
600 Section	246,317.00
Total RV Park	246,317.00
Accum Depr- Land Improvements	-716,361.74
Accum Depr- Vehicles	-107,713.19
Accum Depr-Audiovisual Equip	-46,262.39
Accum Depr-Buildings	-4,149,735.88
Accum Depr-Business Mach	-68,505.52
Accum Depr-Comm. Equip	-5,080.64
Accum Depr-Furniture	-46,884.90
Accum Depr-Mach. & Tools	-1,817,547.68
Audiovisual Equipment	68,623.71
Buildings	7,730,939.31
Business Machines	25,786.79
Communications Equipment	43,903.24
Furniture	75,113.33
Land	645,821.42
Machinery & Tools	2,035,341.71
Parks & Recreation Equip.	29,503.09
Vehicles	124,513.19
Total Fixed Assets	4,377,234.29
TOTAL ASSETS	5,017,075.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Rodeo Income	
Adversiting	-1,169.64
Booth Rental	4,600.00
Concession	500.00
Entry Fees	403,725.00
Other	450.00
Rodeo Expenses	-35,453.95
Sponsorship	56,900.00
Total Accrued Rodeo Income	429,551.41

2:19 PM

06/13/17

Accrual Basis

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of May 31, 2017

	May 31, 17
Sales Tax Payable	995.15
Total Other Current Liabilities	430,546.56
Total Current Liabilities	430,546.56
Long Term Liabilities	
N/P - Arvest Sweeper	25,077.19
N/P-Vision Bank 44000284&Tracto	764.83
Total Long Term Liabilities	25,842.02
Total Liabilities	456,388.58
Equity	
County Money for Improvements	678,651.00
Fund Balance	
Restricted	4,328,238.54
Total Fund Balance	4,328,238.54
Retained Earnings	-434,430.46
Net Income	-11,772.63
Total Equity	4,560,686.45
TOTAL LIABILITIES & EQUITY	5,017,075.03

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expense
One Month and Five Months Ended, May 31, 2017

	May 17	Jan - May 17
Ordinary Income/Expense		
Income		
Additional Charges	6,518.50	39,946.00
Booth Income	0.00	875.00
Clean Up Fee	0.00	50.00
Concession/Catering Income	1,558.50	10,474.40
Conference Center	1,789.00	22,248.00
Discounts	-300.00	-5,301.24
Fred Humphrey Pavilion	6,545.00	38,152.00
Grandstand	1,540.00	6,160.00
Interest Income	51.95	170.31
Laundry Commission	186.00	186.00
Otto Krause Building	2,800.00	10,192.50
Rodeo Income		
Booth Rental	0.00	0.00
IFYR Income	0.00	0.00
Programs	0.00	0.00
Sponsorship	0.00	0.00
Total Rodeo Income	0.00	0.00
RV Spaces	13,307.50	50,179.50
Shavings	4,962.00	24,116.00
Sponsorship Income	0.00	2,000.00
Total Income	38,958.45	199,448.47
Expense		
Accounting	228.00	1,864.31
Advertising	0.00	3,750.00
Marketing	2,867.66	23,359.18
Bank Charges	0.22	1.72
Contract Labor	7,611.14	27,443.46
Credit Card Discounts	264.23	1,122.37
Dues	0.00	1,738.00
Equipment		
Office	118.00	388.00
Total Equipment	118.00	388.00
Equipment Rental	0.00	421.81
Fuel/Deisel	869.49	3,609.51
Insurance	0.00	2,748.75
Interest - Loan	625.11	4,438.29
Legal	250.00	1,630.00
Maintenance		
Bldg & Grounds	1,593.56	31,419.59
Computer	734.00	4,849.97
Equipment	702.79	7,698.91
Vehicle	704.82	4,739.35
Total Maintenance	3,735.17	48,707.82
Meals	0.00	875.00
Memberships Fees	100.00	300.00
Office Expense	919.62	6,438.73
Postage	0.00	153.00
Refund	0.00	400.00
Rodeo Expense		
Advertising	0.00	1,180.00
Total Rodeo Expense	0.00	1,180.00
Shavings & Bedding	0.00	14,763.16
Supplies - Other	827.64	4,127.12
Taxes-Other	-295.58	4,642.24
Telephone	990.48	5,577.29

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expense
One Month and Five Months Ended, May 31, 2017

	May 17	Jan - May 17
Utility		
Electric	8,084.67	50,534.03
Gas	1,135.78	28,149.63
Water	421.84	2,857.68
Total Utility	9,642.29	81,541.34
Total Expense	28,753.47	241,221.10
Net Ordinary Income	10,204.98	-41,772.63
Other Income/Expense		
Other Income		
City Contribution -SEDF	15,000.00	30,000.00
City Contributions	33,411.02	162,843.00
Total Other Income	48,411.02	192,843.00
Other Expense		
Fringe Benefits		
Health Insurance	3,676.12	15,600.85
Life Insurance	739.00	902.44
Retirement	1,171.06	10,092.62
Worker Compensaton Insurance	1,607.37	6,495.48
Total Fringe Benefits	7,193.55	33,091.39
Miscellaneous	86.02	2,731.38
Payroll Taxes	1,769.30	8,700.06
Salaries	24,362.15	118,320.17
Total Other Expense	33,411.02	162,843.00
Net Other Income	15,000.00	30,000.00
Net Income	25,204.98	-11,772.63

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses Prev Year Comparison
January through May 2017

	Jan - May 17	Jan - May 16	\$ Change
Ordinary Income/Expense			
Income			
Additional Charges	39,946.00	32,111.83	7,834.17
Arena's	0.00	125.00	-125.00
Booth Income	875.00	650.00	225.00
Clean Up Fee	50.00	1,550.00	-1,500.00
Concession Commission	0.00	2,620.00	-2,620.00
Concession/Catering Income	10,474.40	7,099.60	3,374.80
Conference Center	22,248.00	25,618.00	-3,370.00
Discounts	-5,301.24	-50.58	-5,250.66
Fred Humphrey Pavilion	38,152.00	32,490.00	5,662.00
Grandstand	6,160.00	0.00	6,160.00
Interest Income	170.31	25.78	144.53
Laundry Commission	186.00	171.40	14.60
Otto Krause Building	10,192.50	12,275.00	-2,082.50
Rodeo Income			
Booth Rental	0.00	0.00	0.00
IFYR Income	0.00	0.00	0.00
Programs	0.00	0.00	0.00
Sponsorship	0.00	0.00	0.00
Total Rodeo Income	0.00	0.00	0.00
RV Spaces	50,179.50	123,729.05	-73,549.55
Shavings	24,116.00	27,341.50	-3,225.50
Sponsorship Income	2,000.00	0.00	2,000.00
Uncategorized Income	0.00	17,190.59	-17,190.59
Total Income	199,448.47	282,947.17	-83,498.70
Expense			
Accounting	1,864.31	4,749.68	-2,885.37
Advertising	3,750.00	-125.00	3,875.00
Marketing	23,359.18	12,266.82	11,092.36
Bank Charges	1.72	3.54	-1.82
Contract Labor	27,443.46	1,889.60	25,553.86
Credit Card Discounts	1,122.37	1,642.30	-519.93
Dues	1,738.00	223.00	1,515.00
Equipment			
Office	388.00	367.40	20.60
Equipment - Other	0.00	514.29	-514.29
Total Equipment	388.00	881.69	-493.69
Equipment Rental	421.81	270.00	151.81
Fuel/Deisel	3,609.51	3,153.27	456.24
Insurance	2,748.75	6,344.00	-3,595.25
Interest - Loan	4,438.29	3,771.73	666.56
Legal	1,630.00	1,424.25	205.75
Maintenance			
Bldg & Grounds	31,419.59	61,113.93	-29,694.34
Computer	4,849.97	11,425.70	-6,575.73
Equipment	7,698.91	8,550.59	-851.68
Vehicle	4,739.35	1,967.46	2,771.89
Total Maintenance	48,707.82	83,057.68	-34,349.86
Meals	875.00	508.00	367.00
Memberhisp Fees	300.00	100.00	200.00
Office Expense	6,438.73	1,587.94	4,850.79
Postage	153.00	668.99	-515.99
Refund	400.00	0.00	400.00
Return Check	0.00	900.00	-900.00

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses Prev Year Comparison
January through May 2017

	Jan - May 17	Jan - May 16	\$ Change
Rodeo Expense			
Credit Card Fees	0.00	221.14	-221.14
Softgoods	0.00	540.00	-540.00
Advertising	1,180.00	0.00	1,180.00
Awards	0.00	420.00	-420.00
IFYR Payoffs	0.00	3,780.00	-3,780.00
Maintenance - Building & Ground	0.00	-391.69	391.69
Media Director	0.00	300.00	-300.00
Mileage	0.00	315.10	-315.10
Rodeo Expenses	0.00	4,405.70	-4,405.70
Tax & Surcharge	0.00	50.00	-50.00
Total Rodeo Expense	1,180.00	9,640.25	-8,460.25
Shavings & Bedding	14,763.16	18,494.40	-3,731.24
Supplies - Other	4,127.12	3,572.97	554.15
Taxes-Other	4,642.24	9,452.07	-4,809.83
Telephone	5,577.29	6,520.81	-943.52
Uniforms	0.00	1,076.42	-1,076.42
Utility			
Electric	50,534.03	59,041.84	-8,507.81
Gas	28,149.63	15,430.20	12,719.43
Water	2,857.68	698.18	2,159.50
Total Utility	81,541.34	75,170.22	6,371.12
Total Expense	241,221.10	247,244.63	-6,023.53
Net Ordinary Income	-41,772.63	35,702.54	-77,475.17
Other Income/Expense			
Other Income			
City Contribution -SEDF	30,000.00	20,000.00	10,000.00
City Contributions	162,843.00	143,963.60	18,879.40
Total Other Income	192,843.00	163,963.60	28,879.40
Other Expense			
Fringe Benefits			
Health Insurance	15,600.85	7,044.00	8,556.85
Life Insurance	902.44	141.30	761.14
Retirement	10,092.62	4,422.65	5,669.97
Worker Compensaton Insurance	6,495.48	0.00	6,495.48
Total Fringe Benefits	33,091.39	11,607.95	21,483.44
Fuel	0.00	-388.45	388.45
General Insurance	0.00	3,214.74	-3,214.74
Miscellaneous	2,731.38	520.00	2,211.38
Payroll Taxes	8,700.06	7,354.33	1,345.73
Salaries	118,320.17	97,601.82	20,718.35
Temp Labor	0.00	23,664.76	-23,664.76
Utilities	0.00	-22,824.04	22,824.04
Total Other Expense	162,843.00	120,751.11	42,091.89
Net Other Income	30,000.00	43,212.49	-13,212.49
Net Income	-11,772.63	78,915.03	-90,687.66

General Claims (Already Paid):

A.	Go Consulting	\$510.00
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Special Claims (Already Paid):

A.	INS	\$1,529.96
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General Claims:

A.	Airgas	\$21.14
B.	Arvest	\$656.37
C.	AT&T	\$338.68
D.	Automatic Fire Control	\$351.64
E.	Buford White's (Added together)	\$235.36
F.	Communication Services	\$80.00
G.	Constellation Energy	\$218.30
H.	Finley & Cook	\$171.00
I.	First United Bank	\$243.52
J.	First United Bank	\$1,884.73
K.	Fuelman	\$792.57
L.	Grissoms	\$67.91
M.	INS	\$734.00
N.	Locke Supply	\$98.74
O.	MetTel	\$921.03
P.	OK Tax Commission	\$2,042.10
Q.	OMAG	\$2,748.75
R.	ONG	
S.	Pitney Bowes	
T.	Rainbow Racing	\$65.00
U.	Shawnee Municipal Authority (Added Together)	\$826.88
V.	Stuart & Clover	\$150.00
W.	Stuart & Clover	\$250.00
X.	Tennant	\$379.40
Y.	Thyssenkrupp	\$997.72
Z.	Vann & Associates	\$583.00
AA.	Vann & Associates	\$1,750.00
BB.	Winkler Door Company	\$359.68
CC.	Yort's Alternator	\$20.00
DD.	Yort's Alternator	\$35.00

Special Claims:

A.	A Cut Above Buckles	\$190.00
B.	A Cut Above Buckles	\$4,400.15
C.	Countywide News	\$770.00
D.	Demco Printing	\$500.00
E.	Demco Printing	\$450.00
F.	First United Bank	\$452.74
G.	Lowe's	\$361.54
H.	Staples Advantage	\$758.41
I.	The Seminole Producer	\$1,117.93

Shavings: (Paid)

A.	Xylo of Oklahoma	\$4,830.00
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Capital Claims:

A.	Buford White's	\$251.38
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B.	Lowe's	\$361.54
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GOVERNMENTAL SERVICES CONTRACT

This Agreement made pursuant to 74 O.S. § 1008 (2001) and entered into this 1st day of July, 2017, by and between the City of Shawnee, Oklahoma (hereinafter referred to as "City") and the Shawnee Civic and Cultural Development Authority, an Oklahoma Public Trust (hereinafter referred to as "SCCDA").

WITNESSETH:

WHEREAS, the SCCDA was created pursuant to 60 O.S. § 176, et seq. (1971) on January 5, 1976 to manage various proceeds, properties, rents and profits for the benefit of the City; and

WHEREAS, the City is an Oklahoma municipal corporation that is the beneficiary of the SCCDA; and

WHEREAS, the SCCDA has operated the facility commonly known as the Heart of Oklahoma Exposition Center and its associated support structures for the benefit of the City for many years; and

WHEREAS, the City acknowledges the benefits received from the services performed by the SCCDA; and

WHEREAS, it is financially beneficial to both parties that the City allow municipal employees designated by both entities to work under the auspices of the SCCDA to perform its day-to-day functions; and

WHEREAS, it is necessary to the maintenance of the independence of the SCCDA from the City that the SCCDA assume responsibility for its water, utilities and other services used by the SCCDA.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, it is agreed by and between the parties that:

1. The term of this agreement shall be from July 1, 2017 through June 30, 2018. This agreement shall be subject to termination, without cause, upon thirty days notice by either party serving the other party with a written request to terminate the contract.

2. The City will provide personnel in accordance with the approved budget. While working for the SCCDA, these employees will be under the day-to-day direction of the

Operations Manager of the SCCDA. These employees will continue to be full-time employees of the City for purposes of benefits, insurance and retirement. The City may also elect to utilize temporary employees from personnel firms in lieu of some of the allocated positions. The City Manager of the City will retain his/her authority pursuant to Article V of the Shawnee City Charter and Section 2-102 of the Shawnee City Code to re-assign these employees should the needs of the City require that he/she do so. However, nothing in this provision or agreement will act to increase or modify the City Manager's decision-making authority as a voting member of the SCCDA governing board.

3. The City acknowledges the restrictions placed upon it by Article VIII of the SCCDA Trust Indenture.

4. Both the City and the SCCDA acknowledge and expressly reaffirm the separation of the SCCDA and the City for purposes of the relationship permitted between the respective governing bodies pursuant to 60 O. S. § 176, et seq.

5. In consideration of receiving labor assistance from the City, the SCCDA agrees that it will be responsible for its own utilities, water service, fuel costs and all expenses related to the Trust, unless otherwise modified herein. The City and the SCCDA shall share in the cost of routine lawn maintenance, with the City receiving \$20,000 per year from the SCCDA for the service. All primary structures and buildings affiliated with the Expo Center will be insured by the City of Shawnee in amounts to be determined by the City, provided that the SCCDA will be responsible for general liability, auto, and all other forms of insurance. To help defray expenses listed above, the City of Shawnee will provide an additional \$10,000 annually to the SCCDA payable monthly.

6. In addition to the above contributions, the City will make an annual contribution from Economic Development funds to the SCCDA in the amount of \$50,000, payable in monthly installments. The City will not earmark these funds for specific purposes but rather will allow the SCCDA to use these funds as the SCCDA sees fit. The City will have access to the SCCDA's annual audit as required by Article VI, Section 10 of the Trust Indenture and will receive a full accounting of how the City funds were expended. The City will be allowed to inquire into any matter dealing with accounting for its funds, including access to financial books and records of the SCCDA.

7. Both parties agree that financial accountability of the City's donated funds is an element to be considered each fiscal year in determining the amount of funds the City will provide to the SCCDA.

8. The City and the SCCDA agree that this Contract will be administered by both the City Manager of the City and the Manager of the Trust Estate of the SCCDA. Should a conflict arise concerning terms of this agreement, the City Manager and the Manager of the Trust Estate will work together to resolve said conflict to the mutual benefit of the parties. Any agreement reached between the City Manager and the Manager of the Trust Estate must be approved by the respective governing bodies.

9. The SCCDA agrees that the SCCDA will be liable for all acts or omissions of the City employees while they are working for the SCCDA. Should the City be made a party to any legal action or lawsuit as a result of actions or omissions of the employees, the SCCDA agrees to indemnify the City and hold it harmless from any damages, costs and attorney fees that the City might incur during the defense of any related suit or legal action.

10. All written notices concerning this agreement shall be sent to the respective parties at the following addresses:

Justin Erickson, City Manager
City of Shawnee
P.O. Box 1448
Shawnee, OK 74802-1448

Randy Gilbert, Chairman
Heart of Oklahoma Exposition Center
P.O. Box 1466
Shawnee, OK 74802-1466

11. This agreement supersedes all prior agreements between the parties, with the exception of the SCCDA Trust Indenture, and comprises all the terms agreed to by the parties and any modification, amendment or alteration of this agreement must be in writing and executed by both parties.

12. If any part of this agreement is determined to be contrary to law, then it shall be deemed severable from the rest of this agreement and shall not affect the validity of the rest of this agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

THE CITY OF SHAWNEE, OKLAHOMA

JUSTIN ERICKSON, CITY MANAGER

ATTEST:
(SEAL)

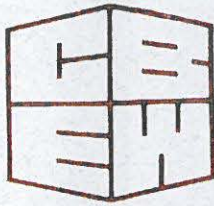
PHYLLIS LOFTIS, CMC, CITY CLERK

SHAWNEE CIVIC AND CULTURAL
DEVELOPMENT AUTHORITY

RANDY GILBERT, CHAIRMAN

Approved as to form and legality this _____ day of _____, 2017

JOSEPH VORNDRAN, CITY ATTORNEY



CBEW
Professional
Group, LLP
Certified Public Accountants

206 N. HARRISON • P.O. BOX 790 • CUSHING, OKLAHOMA 74023 • 918-225-4216 • FAX 918-225-4315

WALTER H. WEBB, CPA
JANE FRAZIER, CPA
CHARLES E. CROOKS, CPA
TRISHA J. RIEMAN, CPA
GABRIELLE CONCHOLA, CPA

June 8, 2017

To the Board of Directors
Shawnee Civic & Cultural Development Authority
Shawnee, Oklahoma

We have audited the financial statements of the Shawnee Civic & Cultural Development Authority (SCCDA), for the year ended December 31, 2016, and have issued our report thereon dated June 8, 2017. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S Generally Accepted Auditing Standards

As stated in our engagement letter dated February 8, 2016, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated February 8, 2016 and our discussion with your staff about planning, scope and timing matters during the month of June 2017. In planning and performing our audit, we considered SCCDA's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether SCCDA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. While our audit provides a reasonable basis of our opinion, it does not provide a legal determination on SCCDA's compliance with those requirements.

We are responsible for communicating significant matters related to the audit that are, in our professional opinion, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

SIGNIFICANT AUDIT FINDINGS:

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by SCCDA are described in Note 1 to the financial statements. No new accounting policies were adopted in the current period affecting the financial statements. We noted no transactions entered into by the SCCDA during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no sensitive estimates affect the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear. Although all financial statement disclosures are considered important none are considered particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We are pleased to report that we encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. These have been provided to management as adjusting journal entries during fieldwork. In addition, none of the misstatements detected as a result of the audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 8, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to SCCDA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the SCCDA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Shawnee Civic & Cultural Development Authority
Governance Letter
June 8, 2017

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with generally accepted accounting principles in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the management of SCCDA and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

CBEW Professional Group, LLP

CBEW Professional Group, LLP
Certified Public Accountants
Cushing, Oklahoma

SCCDA

**Memo Re: Attorney Representation Letter
December 31, 2016**

We obtained an analysis of legal expenses incurred during the period ended 12/31/16 and determined that several minor payments for legal services had been made during the year to Stuart, Clover, Duran, Thomas. The invoices for legal services in the current period relate to issues regarding employment contracts, catering and leasing agreements and appearing at Board Trustee meetings. No legal action issues were discussed in billings. Per conversation with client personnel (Jimmy Gibson), no legal issues have arose that required legal representation. The proposed loss, if any, would not be more than insurance is covering – we will not send a letter that attorney and rely on Mike Jackson's and the attorneys mentioned above. Based on this, we did not send an attorney representation letter but we did receive a response that was obtained and included in the file. No further procedures are considered necessary. We will modify the representation letter accordingly.