

AGENDA
BOARD OF CITY COMMISSIONERS
May 2, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Presentation of Certification of Recognition to Cadet Second Lieutenant Jacob Anderson, Civil Air Patrol, U.S. Air Force Auxiliary.

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

3. Consider approval of Consent Agenda:

a. Minutes from the April 18, 2022 regular meeting.

b. Acceptance of a proposal with Atwood Law Firm for Municipal Judge services.

c. Acknowledge the resignation of Crista Blue from the Shawnee Urban Renewal Authority.

d. Mayor's Appointments:

Airport Advisory Board

Harmik DerSahakian 2nd Full Term Expires: July 1, 2025
Reappointment

Randall J. Rogers 2nd Full Term Expires: July 1, 2025
Reappointment

Shawnee Library Board

Justin Wood 2nd Full Term Expires: June 30, 2025
Reappointment

Kim Paxson
Reappointment

1st Full Term

Expires: June 30, 2025

e. Lake Lease Transfer:

TRANSFER:

Lot 13 Johnston Tract, 16624 Stevens Road

From: Raymon Burton and Brandon Edwards

To: Ron and Mindee Duffell, and Raymon Burton

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

5. Mayor's Proclamations:

"National Travel and Tourism Week"

May 1-7, 2022

"National Emergency Medical Services Week"

May 15-21, 2022

6. Introduction of Shawnee Sister Cities 2022 student/teacher delegations for the exchange trip to Nikaho, Japan.

Adult Delegates

Jessica Brown, 2022 Chairman

Summer Proffer, Grove School Teacher

Student Delegates

Rosario Serena, Shawnee Middle School

Carson Matlock, North Rock Creek School

Lila Gates, Grove School

Kimberly Albers, Grove School

Lilian Dyer, Grove School

Addison Proffer, Grove School

Carly McCaslin, Grove School

Brynne Terrell, Grove School

7. Consideration of an Anti-Displacement Plan for compliance with the Department of Commerce requirements of the CDBG-CV2 Grant.

8. Consider Bids:

a. 504 South Kickapoo Street, Shawnee, Oklahoma (Award)

9. Administrative Reports:

a. Shawnee Twin Lakes Zebra Mussel Education – Brad Schmidt, Public Works Director

b. Storm Preparedness – Rachelle Erickson, Emergency Management Director

c. Santa Fe Depot Visioning – Rian Harkins, Community Development Director

10. New Business

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

11. Commissioners Comments

12. Adjournment

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

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

Regular Board of Commissioners

3. a.

Meeting Date: 05/02/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the April 18, 2022 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS

APRIL 18, 2022 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, 16 West 9th Street, Shawnee, Oklahoma on, Monday, April 18, 2022 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 4:20 p.m. on April 14, 2022. Mayor Bolt presided and Miss Ada Hardwick called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews
Commissioner Ward 1

Cami Engles
Commissioner Ward 2

Travis Flood
Commissioner Ward 3

Darren Rutherford
Commissioner Ward 4-Vice Mayor

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Commissioner Flood

FLAG SALUTE

AGENDA ITEM NO. 1:

Presentation of Certificate of Recognition of 2021-2022 Women's Basketball Ron Lenz – National Player of the Year.

Mayor Bolt presented Miss Makyra Tramble with the Certificate of Recognition of 2021-2022 Women's Basketball Ron Lenz – National Player of the Year.

AGENDA ITEM NO. 2:

Presentation of Certificate of Recognition for the Gordon Cooper Technology Center – Robotics Team.

Mayor Bolt presented Gordon Cooper Technology Center Assistant Superintendent Roger Farris with the Certificate of Recognition for the Gordon Cooper Technology Center – Robotics Team.

AGENDA ITEM NO. 3:

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

Mr. Rob Morris spoke regarding the Shawnee Twin Lakes, the Love Your Block program, and the Homeless Initiative program.

Mr. Rick Young spoke regarding the city-wide clean-up efforts. He also thanked the City Commission for their civic participation.

AGENDA ITEM NO. 4:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 14.
- b. Minutes from the April 4, 2022 regular meeting.
- c. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the March 2, 2022 regular meeting
 - License Payment Report for March 2022
 - Project Payment Report for March 2022
- d. Mayor's Appointments:

Shawnee Beautification, Parks, and Recreation Committee

Zach Foster 1st Full Term Expires: May 1, 2025

Appointment to newly created board

Ian Hayes 1st Full Term Expires: May 1, 2025

Appointment to newly created board

Sherry Lankford 1st Full Term Expires: May 1, 2026

Appointment to newly created board

Sue Nelson 1st Full Term Expires: May 1, 2026

Appointment to newly created board

Chad Payn 1st Full Term Expires: May 1, 2026

Appointment to newly created board

A motion was made by Commissioner Matthews, seconded by Vice Mayor Rutherford, to approve Consent Agenda Item Nos. 4(a-d). Motion carried 7-0.

AYE: Matthews, Rutherford, Sehorn, Salter, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 5:

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

Animal Control Officers Brandi Spoon and Shelby Bowen introduced Luke, a one-year-old male canine. The Animal Shelter currently has twenty-one (21) dogs and ten (10) cats.

AGENDA ITEM NO. 6:

Mayor's Proclamations:

"Loyalty Day"
May 1, 2022

Ms. Barbara White accepted the Mayor's Proclamation for "Loyalty Day" from Mayor Bolt.

"Arbor Day"
April 29, 2022

Distribution and Collection Superintendent, Shane Lomeli, accepted the Mayor's Proclamation for "Arbor Day" from Mayor Bolt.

"Better Speech, Hearing, and Language Month"
May 2022

Dr. Calyn Russ, Dr. Kurt Kalies, and Ms. Lani Kalies accepted the Mayor's Proclamation for "Better Speech, Hearing, and Language Month" from Mayor Bolt.

AGENDA ITEM NO. 7:

Presentation of the Fiscal Year 2020-2021 Annual Comprehensive Financial Report and Single Audit Report.

Assistant Finance Director Jacob Bussell introduced Mr. Kency Duarte, CPA with Arledge and Associates. Mr. Duarte reported an unmodified opinion was given for both the Annual Comprehensive Financial Report and Single Audit Report. There were no findings for the current year and all previous findings have been corrected.

AGENDA ITEM NO. 8:

Consideration of an appointment of a City Commissioner to the Beautification, Parks, and Recreation Committee.

City Manager Andrea Weckmueller-Behringer provided a staff report.

A motion was made by Commissioner Flood, seconded by Vice Mayor Rutherford, to approve the appointment of City Commissioner Flood to serve on the Beautification, Parks, and Recreation Committee. Motion carried 6-0-1.

AYE: Rutherford, Sehorn, Salter, Matthews, Engles, Bolt

NAY: None

ABSTAIN: Flood

AGENDA ITEM NO. 9:

Consideration of a contract from Smith Roberts Baldischwiler, LLC (SRB) for owner's representative inspection services for Kid's Space Park.

City Engineer Seth Barkhimer explained an on-site inspector is necessary for the Kid's Space Park projects approved at the previous City Commission meeting. Staff is requesting the approval of the contract with Smith Robert Baldischwiler, LLC to act as the owner's representative for the life of the construction project.

A motion was made by Commissioner Sehorn, seconded by Vice Mayor Rutherford, to approve a contract from Smith Roberts Baldischwiler, LLC (SRB) for owner's representative inspection services for Kid's Space Park. Motion carried 7-0.

AYE: Sehorn, Rutherford, Salter, Matthews, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 10:

Consideration of alterations to the Highland Street corridor traffic operation.

City Engineer Seth Barkhimer explained the traffic signals along Highland Street from Beard Avenue to Union Avenue are routinely impacted by vehicle crashes. A traffic signal warrant analysis was conducted for the three intersections in this area to determine if signalization was warranted. Based upon investigation, signalization is not warranted at any of the three intersections. Staff recommends beginning the process of removal of the traffic signals, and installation of all-way stop control at each intersection per the study's recommendation. The Oklahoma Department of Transportation (ODOT) is also in support of this action.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to accept Staff's recommendation to begin removal of traffic signals at Beard Avenue, Broadway Avenue, Union Avenue on Highland Street and install four-way stop signs. Motion carried 7-0.

AYE: Matthews, Engles, Flood, Bolt, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 11.

Consideration of adoption of Policies and Procedures Manual for the Emergency Solution Grant (CV) Program.

Community Development Director Rian Harkins provided a staff report. He explained the Homeless Program Policies and Procedures are related to the Emergency Solutions Grant (ESG-CV). The Policies and Procedures are also a requirement of the Oklahoma Department of Commerce.

A motion was made by Commissioner Flood, seconded by Commissioner Matthews, to approve the adoption of the Policies and Procedures Manual for the Emergency Solution Grant (CV) Program. Motion carried 7-0.

AYE: Flood, Matthews, Engles, Bolt, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 12.

Public hearing and consideration of an ordinance to rezone property located at 1717 East Remington Street from R-1 (Single-Family Residential District) to R-1 (Single-Family Residential District) with a Conditional Use Permit (CUP). Case No. CUP03-22, Applicant: Steven and Gloria Barnett.

Community Development Director Rian Harkins explained the applicants were not present at the April Planning Commission meeting. He advised that it is the Planning Commission and Staff's recommendation to defer the item to the May 16, 2022 City Commission meeting to allow the applicants to attend the May Planning Commission meeting.

A motion was made by Vice Mayor Rutherford, seconded by Commissioner Engles, to defer the item to the May 16, 2022 City Commission meeting. Motion carried 7-0.

AYE: Rutherford, Engles, Flood, Bolt, Sehorn, Salter, Matthews

NAY: None

AGENDA ITEM NO. 13.

Public hearing and consideration of an ordinance to rezone property located at 1015 North McKinley Avenue from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District). Case No. RZ03-22, Applicant: Theresa Nicoletto.

Community Development Director Rian Harkins provided a staff report. He advised that Staff and the Planning Commission recommend approval of the rezoning.

Mayor Bolt declared a public hearing in session to consider an ordinance rezoning property located at 1015 North McKinley Avenue from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District). Ms. Eve Ledbetter appeared in favor of said rezoning. No one appeared against said rezoning. The public hearing was closed.

A motion was made by Commissioner Engles, seconded by Commissioner Flood, to approve an ordinance to rezone property located at 1015 North McKinley Avenue from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District).

Ordinance No. 2755NS 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: LOTS THREE (3) AND FOUR (4), BLOCK EIGHT (8), DEXTER'S SECOND ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. LESS AND EXCEPT A TRACT OF LAND 10 FEET BY 15 FEET SITUATED IN THE NORTHEAST CORNER OF SAID LOT 4, MORE PARTICULARLY DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 4; THENCE WEST 10 FEET; THENCE SOUTH 15 FEET; THENCE EAST 10 FEET; THENCE NORTH 15 FEET TO THE POINT OF BEGINNING; FROM ZONING CLASSIFICATION R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) TO R-3 (MULTIFAMILY RESIDENTIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 7-0.

AYE: Engles, Flood, Bolt, Rutherford, Sehorn, Salter, Matthews

NAY: None

Ordinance No. 2755NS was adopted by the City Commission.

AGENDA ITEM NO. 14:

Consider Bids:

- a. 504 South Kickapoo Street, Shawnee, Oklahoma (Open)

BIDDER

AMOUNT

South Central Industries, Inc.
Shawnee, Oklahoma

\$18,500.00

City Engineer Seth Barkhimer announced that one (1) bid was received. Mr. Barkhimer recommended the bid award to be deferred to a future City Commission meeting.

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

AYE: Matthews, Rutherford, Sehorn, Slater, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 15:

Acknowledge monthly Sales Tax and Budget Reports

Assistant Finance Director Jacob Bussell reported sales tax is up \$2,931,140.00, or 16.17%, over the projected budget year-to-date. He stated that use tax collections are up approximately \$535,866.00, or 25.56%, over the projected budget year-to-date.

AGENDA ITEM NO. 16:

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. 17:

Commissioners Comments

Commissioner Matthews spoke regarding the Gordon Cooper Technology Center Robotics Team, the annual financial and audit reports, and sales tax revenue.

Commissioner Engles spoke regarding the zebra mussels found in the Shawnee Twin Lakes. She also thanked Dr. Calyn Russ.

Commissioner Flood spoke regarding the Gordon Cooper Technology Center Robotics Team, the zebra mussels found in the Shawnee Twin Lakes, the Citywide clean-up event, and the Love Your Block program.

Vice Mayor Rutherford spoke regarding the sales tax report and the owner's representative for Kid's Space construction project.

Commissioner Sehorn spoke regarding the sales tax report, the annual audit, and events taking place around town.

Commissioner Salter spoke regarding the audit and street repair.

Mayor Bolt spoke regarding the audit, the Gordon Cooper Technology Center Robotics Team, the Love Your Block program, and the point in time count regarding the Homeless program.

AGENDA ITEM NO. 18:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:20 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners

3. b.

Meeting Date: 05/02/2022

Proposal

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

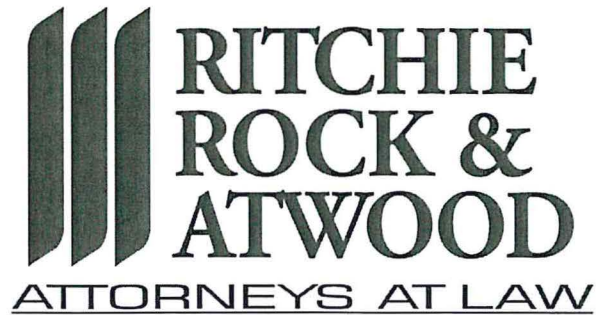
Information

Title of Item for Agenda

Acceptance of a proposal with Atwood Law Firm for Municipal Judge services.

Attachments

Proposal



SUPPORT STAFF

Hannah Gerhart, Office Mgr.
Julie Thomas, Receptionist
Jasmine Nix, Receptionist
Teri Hodges, Paralegal
Sara True, Paralegal
Chastity Vereb, Paralegal

ATTORNEYS

K. Ellis Ritchie
Bryan A. Rock
Nick Atwood
Briana Brakefield
Kyle Long

Pryor, Oklahoma: 21 N. Vann: P.O. Box 246: 74362
Shawnee, Oklahoma: 116 N. Bell Ave: P.O. Box 3011: 74802

WWW.RRMALAW.COM

April 20, 2022

Lisa Layone
City Clerk, City of Shawnee
16 West 9th Street
Shawnee, OK 74801

Re: City of Shawnee – Municipal Judge

Dear City Clerk Layone:

It is my pleasure to submit this letter proposal to continue serving as Municipal Judge for the City of Shawnee. Pursuant to your email dated April 19, 2022, I was asked to submit a letter of interest in continuing to serve as the Municipal Judge for the City of Shawnee. I would be honored to continue serving as the Municipal Judge.

As you know, I have been serving in this appointed position since December 2018. I greatly appreciate the opportunity to continue serving as Municipal Judge. Since my appointment to this position, I believe we have positively impacted the City's Court System and within our community. It is my hope that we continue to have a positive impact on our community through the work of the City's Court System.

In continuation with serving as the Municipal Judge, I propose that the City contract with me to provide the services as Municipal Judge at a billable hour rate of \$200.00 per hour with 20.83 maximum monthly billable hours permitted. It would be my sole responsibility for all scheduling and compensation of a replacement Municipal Judge should I have a conflict on a particular day. Each month I would submit an invoice for the services rendered and the City would pay the invoice within 30-days of receipt. Furthermore, I propose that we execute this agreement for a period of time pursuant to Chapter 12, Article II, Section 12-25 of the City Code. This is the same proposal in which was previously approved by the City Commissioner.

Telephone Numbers
(918) 825-4558 (Pryor)
(405) 878-2080 (Shawnee)

Toll Free
(888) 848-4558

Facsimile
(918) 825-1623 (Pryor)

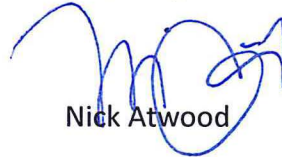
City of Shawnee – Municipal Judge

April 20, 2022

Page 2

If you have any questions or if you would like to discuss this matter further, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nick Atwood', with a stylized flourish at the end.

Nick Atwood

Regular Board of Commissioners

3. c.

Meeting Date: 05/02/2022

Resignation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the resignation of Crista Blue from the Shawnee Urban Renewal Authority.

Attachments

Resignation

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: SURA Resignation
Date: Wednesday, April 27, 2022 3:37:36 PM
Attachments: [image002.png](#)

Hello Jill,

We have moved away from Shawnee so unfortunately, I will not be able to serve on the SURA. Best of luck with everything moving forward!

Thank you,

Crista Blue
Interior Designer

John A. Marshall Co.

D: 405.254.9494

T: 405.752.9696

11400 N. I-35 Service Rd, Ste E

Oklahoma City, OK 73131

www.jamarshall.com



Herman Miller Certified Dealer

Regular Board of Commissioners

3. d.

Meeting Date: 05/02/2022

Mayor's Appointments

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments:

Airport Advisory Board

Harmik DerSahakian	2nd Full Term	Expires: July 1, 2025
<i>Reappointment</i>		

Randall J. Rogers	2nd Full Term	Expires: July 1, 2025
<i>Reappointment</i>		

Shawnee Library Board

Justin Wood	2nd Full Term	Expires: June 30, 2025
<i>Reappointment</i>		

Kim Paxson	1st Full Term	Expires: June 30, 2025
<i>Reappointment</i>		

Attachments

DerSahakian

Rogers

Wood

Paxson

The Honorable Ed Bolt
Mayor
City of Shawnee Oklahoma
16 West 9th Street
Shawnee, OK 74801

Dear Mayor Bolt,

Thank you for considering the enclosed application to continue to serve as a member of the Shawnee Regional Airport's Advisory Board. I have enjoyed the opportunity to work toward the advancement of the airport and to support the City of Shawnee.

I have been an active participant in Airport Board activities and projects such as the revision and reissuance of the Airport's Minimum Standards and Rules; creation of standardized aeronautical and non-aeronautical lease agreements for our business tenants and private aircraft owners and operators. I was nominated by my fellow board members to serve as the Chairman of the newly formed Budget Advisory Committee. I am pleased to inform you that last fiscal year the Budget Committee was able to compile and present a five-year capital and expense budget projection created using a weighted matrix to prioritize projects, tasks, and funding allocations.

In addition to generating these critical business management products, I have also been directly involved in marketing our airport in partnership with Visit Shawnee. Beyond using my business contacts to explore opportunities to increase business and cargo air services, I have been participating in the design of a special web site dedicated to attracting tourism to Shawnee by air. Please take a look at our latest efforts at <https://www.visitshawnee.com/flytoshawnee>.

Again, I appreciate your consideration of my request for reappointment for a second term of service and look forward to a positive response from you and the members of the City Commission.

Regards,

A handwritten signature in black ink, appearing to read 'Harmik Der Sahakian', with a stylized flourish at the end.

Harmik Der Sahakian, PE
President



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Harmik DerSahakian</u>	Application Date: <u>02/10/2022</u>
Address: <u>3901 N. Kickapoo #22 Shawnee, OK 74804</u>	Date of Birth: <u>03/18/1963</u>
Mailing Address: <u>3901 N. Kickapoo #22 Shawnee, OK 74804</u>	
Daytime Phone: <u>405-818-6233</u>	Fax: _____ Email: <u>harmik@united-dynamics.com</u>
Profession: <u>Aerospace Engineer/President United Dynamics/Pilot</u>	
Business Name: <u>United Dynamics, Inc.</u>	
Business Address: <u>41001 Wolverine Road, Shawnee OK 74804</u>	
Business Phone: <u>405-212-3977</u>	Fax: _____ Email: <u>harmik@united-dynamics.com</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

Do you currently serve on a City board, committee, or commission? Yes ☒ No ☐

If so, please list the board/committee: Shawnee Regional Airport Advisory Board

How many years have you lived in Shawnee? 26

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

☒ Airport Advisory Board ☐ Arts and Culture Commission ☐ 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 _____
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Why are you interested in serving on the Board/Committee/Commission selected above?

I am a big advocate for using the airport as a means of attracting more economic possibilities to city of Shawnee. Many studies have shown that small airports play a major role in attracting businesses and commerce. I would like to see Shawnee airport become part of the engine to help fuel growth of the city of Shawnee.

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 the CEO of United Dynamics, a defense and aerospace company in Shawnee. I am also a pilot with over 1800 hour with instrument rating. I use flying for business and pleasure. I am extremely in tune with how other airports are setup and what they offer to attract business as fly true traffic or creating market to have aircrafts based at their fields.

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

Volunteer pilot for Angel Flight providing free air transportation for people who are financially distressed, or who are in a time-critical, non-emergency situation due to their medical condition.
Board Member - Faith Seven Activity Center - a non-profit 501c3 organization providing social interaction for adult clients, facilitating their sense of accomplishment with appropriate work tasks and providing quality services to clients and the community.

List education, including degree(s) earned:

Bachelor of Science (BS) Aerospace, Aeronautical and Astronautical Engineering - Northrup University

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

Shawnee Regional Airport Advisory Board, 2009-2015, 2019-2022; Shawnee Economic Development Foundation

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:

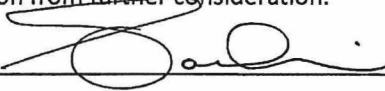
Name	Relationship	Telephone Number
Michele Freeman	Friend	405-788-6929
John Klaser	Friend	405-850-4846
Doug Walker	Friend	405-820-4008

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

3/15/2022

The Honorable Ed Bolt
Mayor
City of Shawnee Oklahoma
16 West 9th Street
Shawnee, OK 74801

Dear Mayor Bolt,

I would like to continue to serve on the Shawnee Regional Airport's Advisory Board for a second term and have provided an updated application as an enclosure to this letter.

I am a tenant of the airport and actively fly for both business and personal reasons and believe my understanding of airport services and operations from a tenant's perspective provides a benefit to the Advisory Board.

During my first term on the Board, I have been involved in several projects to include review of the minimum standards documents, revisions to the standard leases, volunteering to review proposals to lease commercial hangar space, and serving on the budget committee.

I appreciate your consideration of my request and review of my revised application.

Thank you,

A handwritten signature in black ink, appearing to read "Randy Rogers", with a long, sweeping horizontal line extending to the right.

Randy Rogers



APPLICATION TO SERVE
Boards, Committees and Commissions

☐ Appointment
☒ Reappointment – Partial/First/Second Term

Name: Randall J. Rogers Application Date: February 17, 2022
Address: 17801 Sycamore Stand, Choctaw, OK 73020 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: Self-Employed
Business Name: Aerial Perspectives, LLC
Business Address: 17801 Sycamore Stand, Choctaw, OK 73020
Business Phone: 405-428-8582 Fax: _____ Email: n910rj@yahoo.com

Do you live within the City Limits of the City of Shawnee? Yes ☐ No ☒

Do you currently serve on a City board, committee, or commission? Yes ☒ No ☐

If so, please list the board/committee: Airport Advisory Board

How many years have you lived in Shawnee? Two (1993-1995)

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

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

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

I have served one term on the AAB and have found it to be a productive, interesting experience! I am an instrument rated private pilot and aircraft owner and my airplane is based at KSNL. I wish to continue serving to help the airport be successful now and moving forward!

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 have one term of experience on the AAB, have served on a couple of committees and now have a good understanding how the board functions. I am a degreed mechanical engineer and have many years of engineering and management experience with large domestic pipeline companies. I am also a small business owner in an aviation related field.

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; Instrument Rated Private Pilot, Aircraft Single Engine Land; Repairman, Experimental Aircraft Builder; Part 107 Commercial Licensed Unmanned Aerial System Pilot.

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

Yes - Airport Advisory Board - 3 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:

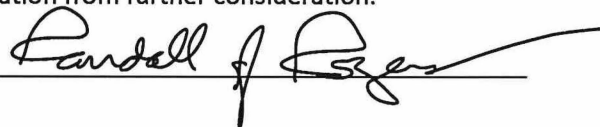
Name	Relationship	Telephone Number
Anthony Griggs	Friend	918-866-2252
Charles Carter	Friend	405-428-0066
Daryl Ehrlich	Friend	620-381-0866

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 February 17, 2022

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

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: Reappointment to Library Adv Board
Date: Tuesday, April 26, 2022 10:08:46 AM

Good morning,

I am emailing to request reappointment to the Library Advisory Board.

Thanks for all you do!

Blessings,

Justin F. Wood
Principal Chief
Sac and Fox Nation



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Justin Freedom Wood</u>	Application Date: <u>09/05/19</u>
Address: <u>1419 Sherry Ln 74801</u>	Date of Birth: <u>12/23/89</u>
Mailing Address: <u>Same</u>	
Daytime Phone: <u>405-840-0044</u> Fax: _____	Email: <u>Justinwood40k@gmail.com</u>
Profession: <u>Government</u>	
Business Name: <u>Sac And Fox Nation</u>	
Business Address: <u>920963 S Hwy 99 Stroud Ok 74079</u>	
Business Phone: <u>405 246 0044</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: Library

How many years have you lived in Shawnee? 29+

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?

The Library is one of our most important assets in Shawnee.
We serve the most vulnerable & impressionable people. Reading is
vital to education & mental health.

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?

Knowledge of Shawnee & our people, government experience
+ relationships + I love books.

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

Library board

List education, including degree(s) earned:

Seminole State College
University of Central Ok

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 Library board, partial term

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
Shane Jett	Mentor, Colleague	405-432-7686
Louise Loultz	Mentor, Friend	914-253-2856

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 09/05/19

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

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: FW: [EXTERNAL EMAIL]Re-Appointed for Library Board
Date: Tuesday, April 26, 2022 10:08:56 AM

Hello Lisa,

I would like to be re-appointed for the Shawnee Public Library Board. All of my information is the same from my previous application. Please let me know if I need to do anything else.

Thank you,

Kim

--

Kimberly Paxson, M.Ed.
Sequoyah Elementary Principal
Shawnee Public Schools
#teamsequoyah



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Kim Paxson</u>	Application Date: <u>10/28/19</u>
Address: <u>7 Durkin Circle Shawnee 74804</u>	Date of Birth: <u>5/21/81</u>
Mailing Address: <u>7 Durkin Circle Shawnee, OK 74804</u>	
Daytime Phone: <u>(405) 830-4474</u> Fax: <u>878-1053</u>	Email: <u>Kpaxson@shawnee.ks12.ok.us</u>
Profession: <u>Principal at Sequoyah Elementary</u>	
Business Name: <u>Shawnee Public Schools</u>	
Business Address: <u>1401 E Independence Shawnee, OK 74804</u>	
Business Phone: <u>273-1878</u> Fax: <u>878-1053</u>	Email: <u>same ↑</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? 30 years

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?

The library is an important part of our community and I would love to serve on it and bridge my school and educational background with our public library.

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 am a team player and I am creative. I also have my
marks in education so I believe my knowledge and school
background will benefit the board.

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

As a school principal I work with many families in the
community.

List education, including degree(s) earned:

Bachelor of Science at DBU
master in Education at ECU

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
Shaun Grange	Colleague	273-1878
Keely Tolin	Colleague	1064-0753
Jordan Parsons	Family Friend	401-0585

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

Kim Parson

Date

10/28/19

Regular Board of Commissioners

3. e.

Meeting Date: 05/02/2022

Lake Lease

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Transfer:

TRANSFER:

Lot 13 Johnston Tract, 16624 Stevens Road

From: Raymon Burton and Brandon Edwards

To: Ron and Mindee Duffell, and Raymon Burton

Attachments

Lake Lease

Community
Development
Department



222 N Broadway
Shawnee, OK 74801
405-878-1666
cosinspections@shawneeok.org

**Shawnee Twin Lakes Cabin Site Leases
Summary Report – For Renewals & Transfers**

Date: 04.13.2022	License No.: 5365
Type:	☐ Renewal ☒ Transfer
Commission Meeting Date:	05.02.2022
Property Address	16624 Stevens Rd
Lake Site Location	Johnston Tract Lot 13
Lease Dates	05.02.2022 to 05.01.2052
Lease Fee	761.00
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No
Lessee (Transfer To)	
Name(s)	Ron & Mindee Duffell, Raymon Burton
Address	18850 Kelli Lane, Shawnee OK 74801
Email	ronduffell@me.com
Phone	405.585.3939 / 405.481.8405 / 405.481.3831
Current Lessee (Transfer From)	
Name(s)	Raymon Burton & Brandon Edwards
Address	16624 Stevens Rd, Shawnee OK 74801
Email	
Phone	405.481.3831
Inspection Information	
Inspection Required	☒ Yes ☐ No
DEQ Report on File	☐ Yes ☐ No
Type of Septic	☒ Conventional ☐ Aerobic
Last Inspected / Pumped	02.28.2018
Miscellaneous Comments	Lease Fee Ck#3256 - 761.00 Inspection Fee Ck#3255 - 75.00 Transfer Fee Ck#3254 - 1000.00
Fees Collected	1836.00 RN#1147



Cabin Site Lease

PLEASE READ CAREFULLY

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

LEASE # 5365 TRACT NAME Johnston LOT # 13

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease was made and entered into in duplicate this date of 05/02/2022 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

RON & MINDEE DUFFELL RAYMOND BURTON,
18850 KELLI LANE
SHAWNEE, OK 74801

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$761.00** dollars for **2022**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

16624 STEVENS ROAD

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

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

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

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

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

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed

an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rules or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house, or boat dock.

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

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

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

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

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

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

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

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

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

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

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

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

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

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

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____

MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART



PARTY OF THE SECOND PART



Raymond Burton

Regular Board of Commissioners

5.

Meeting Date: 05/02/2022

Proclamations

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamations:

"National Travel and Tourism Week"

May 1-7, 2022

"National Emergency Medical Services Week"

May 15-21, 2022

Attachments

Tourism

Emergency Medical Services



Proclamation

“National Travel and Tourism Week”

Whereas, National Travel and Tourism Week is a time to come together to honor the value that travel brings to the economy, local businesses, communities, and our well-being; and

Whereas, there is more reason than ever to celebrate the collective strength and promising future of Shawnee’s local travel and tourism industry; and

Whereas, the 39th annual National Travel and Tourism Week recognizes the future of travel and the critical role this industry will play in rebuilding the workforce, helping communities recover, fostering sustainability, ushering in new innovations, and reconnecting travelers in Shawnee, Pottawatomie County, the State of Oklahoma, the U.S. and around the world; and

Whereas, 2021 saw the completion and implementation of the Shawnee Area Travel Industry Plan; and

Whereas, in 2020, Pottawatomie County travel generated \$92.4 million dollars in direct spending, nearly 2000 people were employed in the travel industry, and travel resulted in \$15.8 million dollars in state and local revenues; and

Whereas, there is no doubt that we will come together to rebuild the travel and tourism industry to be better, stronger, and more innovative than ever before.

Now, therefore I, Ed Bolt, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim May 1 – 7, 2022, to be

“National Travel and Tourism Week”

In the City of Shawnee, Oklahoma

Dated this 2nd day of May, 2022

Ed Bolt, Mayor

Lisa Lasyone, CMC, City Clerk



Proclamation

“National Emergency Medical Services Week”

Whereas, in 1974, President Gerald Ford authorized Emergency Medical Services Week to celebrate and honor the dedication of those who provide the day-to-day lifesaving services of medicine’s frontline; and

Whereas, it is appropriate to recognize the value and the accomplishments of Emergency Medical Service Providers by designating Emergency Medical Services Week; and

Whereas, the City of Shawnee is deeply appreciative of the highly skilled and efficient humanitarian services provided by REACT Emergency Medical Service, the lead agency for medical emergency situations in our community; and

Whereas, emergency medical services have grown to fill a gap by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

Whereas, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out-of-hospital medical care providers; and

Whereas, emergency medical services personnel, whether career or volunteer, engage in thousands of specialized training and continuing education to enhance their lifesaving skills; and

Whereas, this year’s theme “Rising to the Challenge” is particularly meaningful now, to remind people that every day we are faced with so many new challenges in our lives and yet we still rise above them all and continue to respond, support, and care for the needs of our communities.

Now, therefore I, Ed Bolt, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim May 15 – 21, 2022, to be

“National Emergency Medical Services Week”

In the City of Shawnee, Oklahoma
Dated this 2nd day of May, 2022

Ed Bolt, Mayor

Lisa Lasyone, CMC, City Clerk

Regular Board of Commissioners

7.

Meeting Date: 05/02/2022

CDBG-CV2 Grant

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an Anti-Displacement Plan for compliance with the Department of Commerce requirements of the CDBG-CV2 Grant.

Attachments

Memo

Anti-Displacement Plan



Community Development

222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: April 26, 2022
To: City Commission
From: Rian Harkins, Community Development Director
Subject: Consideration and adoption of an Anti-Displacement Plan for compliance with Department of Commerce requirements as a sub-recipient of the CDBG-CV2 grant

Background:

This is a request for the City Commission to review and approve the Anti-Displacement Plan in order to maintain compliance with the Oklahoma Department of Commerce (ODOC) contract conditions for the City's CDBG-CV2 grant award.

The Oklahoma Department of Commerce (ODOC) requires all sub-recipients of the CDBG-CV2 grant to have a current anti-displacement plan adopted by council resolution in order to complete a Release of Funds, under Requirement No. 401 – Program Management, Section 2.6.1.

The drafting of the Anti-Displacement Plan by City staff and the subsequent approval by the City Commission will bring the City of Shawnee into compliance with ODOC CDBG-CV2 requirements.

Attachment: Anti-Displacement Plan

Recommendation: Staff recommends the City Commission adopt the presented Anti-Displacement Plan.

RESIDENTIAL ANTI-DISPLACEMENT
AND
RELOCATION ASSISTANCE PLAN

The City of Shawnee will undertake community economic development activities (COVID-related Mortgage/Rental Assistance, Mental Health Assistance, Utility Assistance) funded through the Oklahoma Department of Commerce CDBG-CV Grant program. No demolition or conversion of low/moderate-income dwelling units is anticipated by the City of Shawnee in conjunction with the activities assisted with these funds. Under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, if such demolition or conversion unexpectedly occurs, before obligating or expending funds that will directly result in such demolition or conversion, the City of Shawnee will make public and submit to the Oklahoma Department of Commerce the following information in writing:

A description of the proposed assisted activity;

1. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
2. A time schedule for commencement and completion of the demolition or conversion;
3. The location on a map and number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
4. The source of funding and a time schedule for the provision of replacement dwelling units; and
5. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy;
6. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling is consistent with the housing needs of low/moderate-income household in the jurisdiction.

If displacement of low/moderate-income households occurs in conjunction with the activities funded with CDBG-CV funds, the City of Shawnee will provide relocation assistance, as described in 570.496(b)(2) to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as direct result of assisted activities.

City of Shawnee

By: _____
Ed Bolt, Mayor

Date: _____

ATTEST

Lisa Lasyone, City Clerk

Regular Board of Commissioners

8. a.

Meeting Date: 05/02/2022

Bid Award

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

504 South Kickapoo Street, Shawnee, Oklahoma (Award)

Attachments

Memo

Bid Documents

Plan Holders List

Bid Tabulation



Office of Engineering

222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: May 2, 2022
To: City Commission
From: Seth Barkhimer
Subject: Consider Bids: 504 S Kickapoo

Background: On February 7, 2022 City Commission approved the surplus of 504 S Kickapoo. On April 18, 2022 staff obtained a single bid as part of a competitive bid process. The bid was from South Central Industries in the amount of \$18,500.

Staff recommends awarding the bid to South Central Industries.

Financial Impact: \$18,500; Proceeds from the sale will be directed to 302-5-0920-5420;

Attachment: Bid Proposal

Staff Recommendation: Award of the Bid



City Manager's Office

16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

PUBLIC NOTICE OF ACCEPTANCE OF SEALED BIDS

504 S Kickapoo Street, Shawnee, Oklahoma

The City of Shawnee, invites "Bids" for the purchase of 0.15 acres, more or less, of improved land, generally located at 504 S Kickapoo Street, Shawnee, Oklahoma, 74801. **All Bids shall be filed with the City of Shawnee City Clerk by 4:00 PM, April 18, 2022.**

Complete INSTRUCTIONS TO BIDDER, including a copy of the required Bid forms, non-collusion affidavit and details on the property are available between the hours of 8:00 AM and 4:00 PM weekdays at the following location:

Office of the City Clerk
16 West 9th Street
Shawnee, OK 74801-6812



City Manager's Office

16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

INSTRUCTIONS TO BIDDER

Bids must be submitted to the City of Shawnee, according to the following instructions:

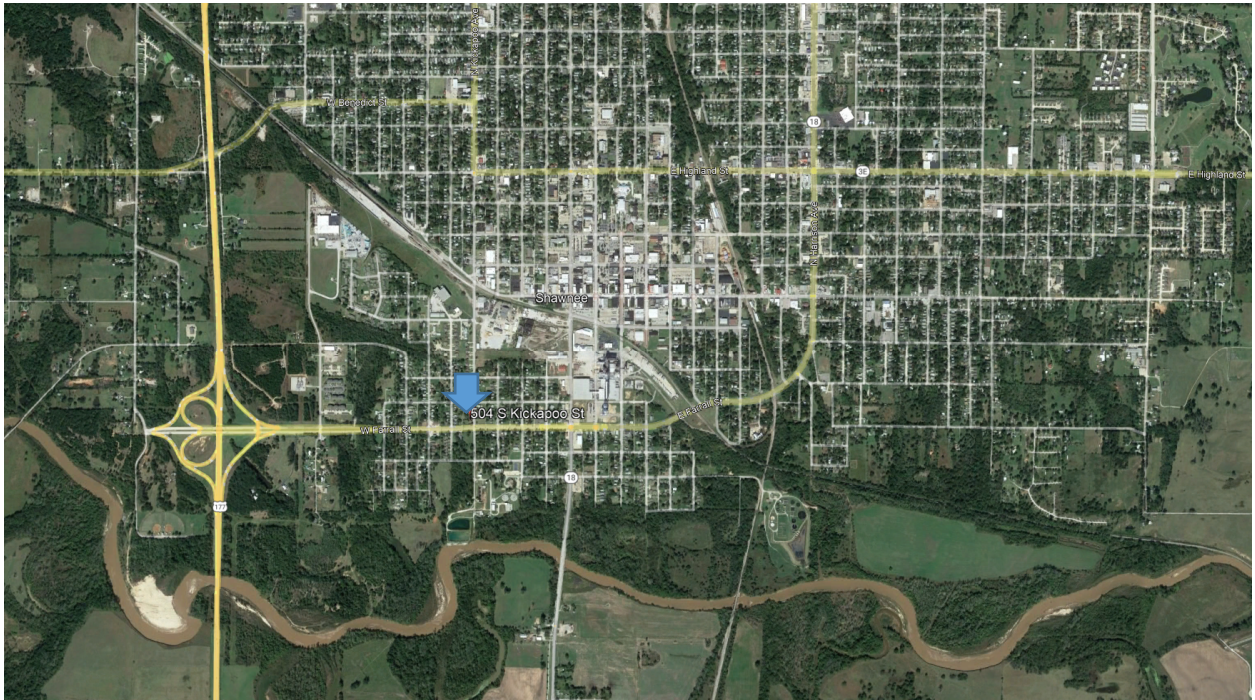
1. The City of Shawnee invites "Bids" submitted on the form attached hereto (Attachment 1). **All** blanks must be appropriately filled in and failure to do so may render the Bid non-responsive.
2. Each Bidder represents that:
 - a. They have read and understand the bidding documents; and
 - b. They have consulted advisors, attorneys or other experts to the extent they deem necessary; and
 - c. Their Bid is based upon "as-where, as-is" condition of the property; and
 - d. They shall be prepared to finalize and close the transaction within thirty (30) calendar days of the City's acceptance of the Bid, in the form of action taken by the City of Shawnee City Commission.
3. All Bid documents shall bear an original signature and be enclosed and sealed in an envelope.
4. All Bids must be clearly marked as "Bid: 504 S Kickapoo, Shawnee, Oklahoma, 74801". Along with the full name, business address, email address and phone number of the Bidder.
5. A completed non-collusion affidavit (Attachment 2) must be included with each Bid.
6. 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., April 18, 2022.
7. The City of Shawnee reserves the right to accept or reject any or all Bids for any reason.
8. A minimal bid (reserve) has been set at sixteen thousand dollars (\$16,000).

PROPERTY DETAILS

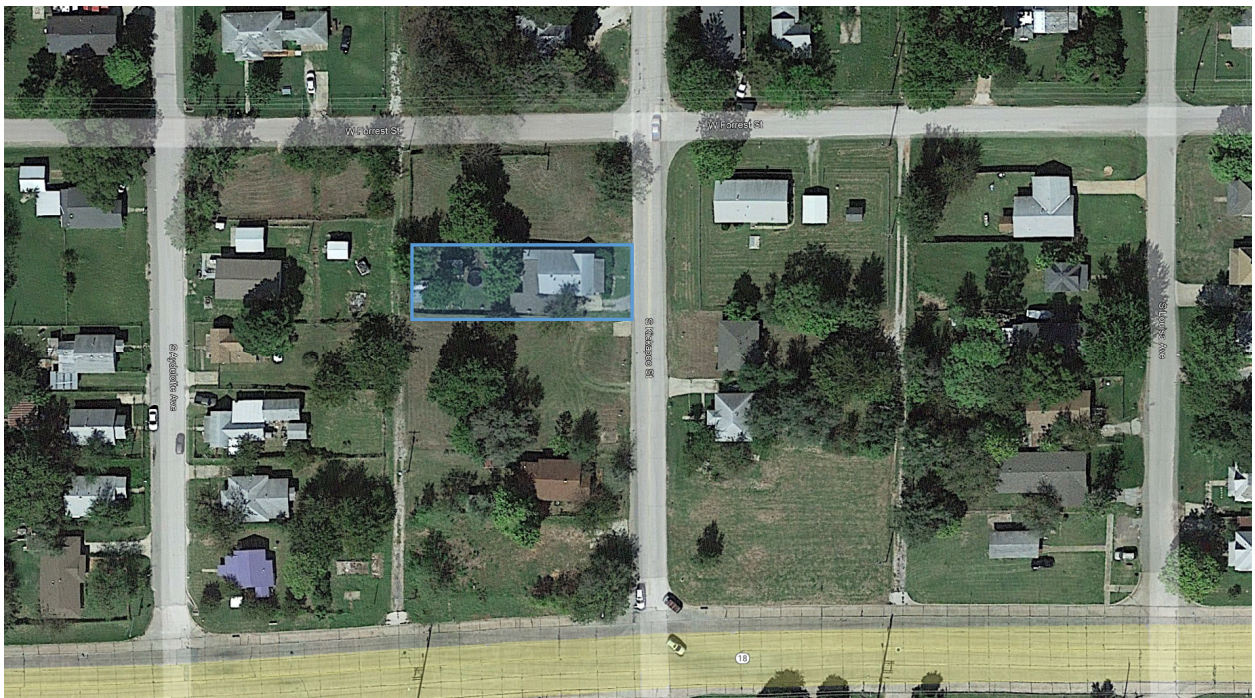
Size:	0.15 acres, more or less
Legal Description:	A strip, piece or parcel of land lying in lots 3 and 4 block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma. Said Parcel of land be described as follows: Lots 3 and 4, less and except a tract of land described as the East 7.00 feet of said lots 3 and 4. An area measuring 6,650 square feet, 0.15 acres, more or less.
Property Status:	The property is currently vacant. It has about 50 feet of frontage along S. Kickapoo Street. It has physical access from a driveway off the west side of N Kickapoo Street. The parcel is regular in shape. The topography is generally level, and the site is clear with the exception of some trees and natural vegetation.
Zoning:	The property is zoned R-2.
Flood Plain:	FEMA floodplain Category X – Area of Minimal Flood Hazard (Effective 5/16/2019)
Street Access:	The property fronts S Kickapoo Street.

Exhibit 1 - Aerial View of Subject Property

a.



b.



BID FORM

229 N Kickapoo Street, Shawnee, Oklahoma, 74801

Bidder (name): _____

Address: _____

Phone/Email: _____

Bid Amount: \$ _____ (Numerical Representation)

_____ Dollars and _____ Cents (Written Word)

Bids must be submitted by **4:00 PM** on **April 18, 2022**, with **one** submittal to the **following** location:

City Clerk
 Shawnee City Hall
 16 West 9th Street
 Shawnee, OK 74801

SEE INSTRUCTIONS TO BIDDERS AND ENSURE COMPLIANCE
WITH ALL SUBMITTAL REQUIREMENTS

Conditions of Sale:

1. Fees and Costs. The City, at its expense, will prepare and record a Quit Claim or Warranty Deed for the Buyer. All other fees and costs shall be paid by the buyer.
2. Closing. The closing of this transaction shall be held at the earliest practical date consistent with the terms and conditions herein. However, closing shall be held no later than thirty (30) calendar days from the date of Bid Award by the City Commission.
3. Possession. Possession of the property shall be given to the buyer at the close of sale.
4. As-Is Sale of Property. Seller is selling the property in an "as is, where is" condition and buyer assumes any and all liability associated with the property. Buyer acknowledges that the seller has made no representations or warranties regarding the condition of the property or its use for any purpose.
5. Financing. Buyer represents ability to obtain financing necessary to close the transactions at their sole expense.
6. Agents, Commissions, Professional Advice. If the buyer is represented by a real estate broker or other person to whom a commission is owed in connection with this transaction, the buyer shall bear that cost alone.
7. Acceptance. Buyer's signature herein constitutes an offer to Seller to purchase the property herein. By his/her signature below, Buyer acknowledges receipt of a copy hereof.

Buyer:

Signature_____
Date_____
Printed Name

NON-COLLUSION AFFIDAVIT

STATE OF _____ }
COUNTY _____ }

_____, of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the BUYER to submit the attached Bid. Affiant further states that the BUYER has not been a party to any collusion among the BIDDERS in restraint of freedom of competition by agreement to BID at a fixed price or to refrain from submitting a BID; or with any City official or employee as to quantity, quality, or price, or any other terms of said BID; or in any discussions between the BIDDERS and any City official concerning exchange of money or other thing of value for special consideration in the awarding of the BID; that the undersigned/BIDDER has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Shawnee, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the award of the BID pursuant to this BID.

BIDDER:

Signature _____ Date _____

Printed Name

Sworn before me this _____ day of _____, 2022

Notary Public

My commission expires _____

Plan Holder's List			
CITY OF SHAWNEE - 504 S Kickapoo			
	Name / Company	Address	Contact Information (Phone & Email)
1	SCI	704 N. Lewis	Jimmy Gibson jgibson@shawneeokla.gov
2			
3			
4			
5			
6			
7			
8			
9			

BID TABULATION SHEET

504 SOUTH KICKAPOO AVENUE

April 18, 2022

BIDDER

AMOUNT

South Central Industries, Inc. Shawnee, OK

18,500.00
