

AGENDA
BOARD OF CITY COMMISSIONERS
May 2, 2011 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

REV. DAVID HENRY
CALVARY BAPTIST CHURCH

FLAG SALUTE

1. Commission Appointment of a Vice Mayor (per Article III, Section 6 of the City Charter).
2. Consider approval of Agenda:
3. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 9.
 - b. Minutes from the April 18, 2011 regular meeting.
 - c. Acknowledge the following minutes and reports:
 - License Payment Report through 3/31/2011
 - Project Payment Report through 3/31/2011
 - Shawnee Civic and Cultural Development Authority minutes from March 17, 2011
 - d. Acknowledge Mayor's Appointments:

Planning Commission

Taylor Prince 1st Full Term Expires 6/1/2014
Carl Holt 1st Full Term Expires 6/1/2014

Reappointment – Planning Commission

Kirk Hoster 2nd Full Term Expires 6/1/2014
Shawna Turner 2nd Full Term Expires 6/1/2014
Brad Carter 2nd Full Term Expires 6/1/2014

- e. Approve purchase of dispatch consoles from the state contract at a cost of \$28,207.38 and approve Budget Amendment of \$30,000.00 from E-911 Fund to Capital Outlay to cover cost.
- f. Lake Site Lease Transfers and Renewal:

Transfers:

Lot 8 Magnino A Tract, 17230 Magnino Road
From: R. and M.J. Stucker

To: H. Miller

Lot 7 Damron Tract, 33811 Belcher Road

From: M. Wolf

To: E. Holloman

Renewal:

Lot 15 Magnino A Tract, 17316 Magnino Road

E. Hawkins

- g. Approve agreement with Excel Auctions, LLC to auction City of Shawnee surplus property.
 - h. Consider Acceptance of the Bill Madole Easement for the SMA Raw Water Transmission Line Project
 - i. Approve contract with Municipal Solutions regarding job classification and benefits study.
- 4. Citizens Participation
 - (A three minute limit per person)
 - (A twelve minute limit per topic)
 - 5. Mayor's Proclamation:
 - "Family Promise Week"
 - May 8-14, 2011
 - 6. Discussion regarding closing of South Broadway from 7th Street to Farrall Street.
 - 7. Consideration of resolution authorizing public auction of City of Shawnee surplus property, as listed.
 - 8. Consider a resolution authorizing participation in the Oklahoma Mid-Size City Coalition, Inc.
 - 9. Consider Bids:
 - a. Rehab Asphalt Streets Project (Various Locations) COS-PW-10-07 (Open)
 - b. Sale and Removal of Fishing Dock and Walkway on Shawnee Twin Lake Number 2 (Open and possible Award)
 - 10. New Business
 - (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
 - 11. Administrative Reports
 - 12. Commissioners Comments
 - 13. Consider an Executive Session to discuss status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY 2010-2011 as authorized by 25 O.S. §307(B)(2).

14. Consider an Executive Session to discuss pending litigation in the cases of the City of Shawnee V. John H. Clark et al., Case No. C-2009-1737; City of Shawnee V. Shawnee Animal Hospital, Inc. et al., Case No. C-2009-1734; cases filed in the District Court of Pottawatomie County, Oklahoma, as authorized by 25 O. S. §307 (B)(4).
15. Consider matters discussed in Executive Session regarding status of Collective Bargaining Agreement with the IUPA, Local No. 3 for FY 2010-2011 as authorized by O.S. §307(B)(2).
16. Consider matters discussed in Executive Session regarding pending litigation in the cases of the City of Shawnee V. John H. Clark et al., Case No. C-2009-1737; City of Shawnee V. Shawnee Animal Hospital, Inc. et al. Case No. C-09-1734; cases filed in the District Court of Pottawatomie County, Oklahoma, as authorized by 25 O. S. §307 (B)(4).
17. Adjournment

Respectfully submitted

Phyllis Loftis, City Clerk

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

Regular Board of Commissioners

1.

Meeting Date: 05/02/2011

Vice Mayor Appointment

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

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

Regular Board of Commissioners

3. a.

Meeting Date: 05/02/2011

instant meeting bid opening

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 9.

Regular Board of Commissioners

3. b.

Meeting Date: 05/02/2011

Commission Minutes 4-18-11

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Minutes from the April 18, 2011 regular meeting.

Attachments

Commission minutes 4/18/11

BOARD OF CITY COMMISSIONERS PROCEEDINGS
APRIL 18, 2011 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, April 18, 2011 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson

Mayor

Pam Stephens

Commissioner Ward 1

Frank Sims

Commissioner Ward 2-Vice Mayor

James Harrod

Commissioner Ward 3

Billy Collier

Commissioner Ward 4

John Winterringer

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

ABSENT:

INVOCATION

REV. LEROY KERBO

OAK PARK CHURCH OF GOD

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Agenda.

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

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

NAY: None

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 12
- b. Minutes from the April 4, 2011 regular meeting and the April 11, 2011 special call meeting
- c. Acknowledge the following minutes and reports:
 - Planning Commission minutes from March 2, 2011
 - Shawnee Urban Renewal Authority minutes from March 1, 2011
 - Sister Cities Council meeting minutes from February 8 and March 8, 2011
- d. Acknowledge resignation of Carl Holt from the Beautification Committee.
- e. Authorize SMA staff to receive bids on a flusher truck for the Wastewater Collection Department.
- f. Acknowledge Mayor's Appointments:

Traffic Commission

Wayne Ardrey	term expires 1/1/14	1 st Full Term
Ronald Taffe	term expires 1/1/14	1 st Full Term

- g. Acknowledge receipt of applications for the Planning Commission by Carl Holt and Taylor Prince.

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

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

NAY: None

AGENDA ITEM NO. 3:

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

There was no Citizens Participation.

AGENDA ITEM NO. 4:

Public hearing and consideration of an ordinance to rezone property from R-3; Multi-Family Residential to C-1; Neighborhood Commercial for property located at 610 N. Broadway. (Applicant: Bruce Lilley)

Mayor Peterson opened the public hearing; with no persons wishing to speak, Mayor Peterson closed the public hearing.

A motion was made by Commissioner Harrod, seconded by Commissioner Stephens, to approve Ordinance 2454NS rezoning the property at 610 N. Broadway from R-3; Multi-Family Residential to C-1; Neighborhood Commercial as per staff recommendation. The title of Ordinance No. 2454NS was then read into the record

ORDINANCE NO. 2454NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOT FIVE (5), BLOCK SIX (6), DEXTER'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF; REZONING SAID PROPERTY FROM R-3; MULTI-FAMILY RESIDENTIAL TO C-1; NEIGHBORHOOD COMMERCIAL; AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY

Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 5: Annual presentation for the Shawnee Economic Development Foundation, by Tim Burg, Executive Director.

Mr. Burg addressed the Commission and presented the annual report for the Shawnee Economic Development Foundation. Mr. Burg addressed the topics of Retail, Business Expansion, Aerospace & Aviation, Site Selectors & Developers, Housing, Communication and Marketing, Infrastructure and Databases/GIS. Regarding SEDF's funding request for FY 2011-12, Mr. Burg reminded Commissioners of the funding reduction in FY 2010-11 wherein SEDF received the sum of \$224,200 from the City. He is requesting that funding levels be restored to the previous annual amount of \$243,800.

AGENDA ITEM NO. 6: Presentation by Tracy Walker with the YMCA on schedule and fees for the Municipal Pool.

Executive Director Tracy Walker presented the yearly schedule for the Woodland Aquatics Center. Ms. Walker stated that the pool would be opened on Memorial Day this year. She announced some of the special programs included in this year's schedule are water aerobics, water jogging, swim lessons and twilight swimming. Admission prices will not be increased this season.

AGENDA ITEM NO. 7: Consider approval of Citizen Participation Plan (CPP) for the City of Shawnee and Community Development Office.

A motion was made by Vice Mayor Sims, seconded by Commissioner Winterringer, to approve the Citizen Participation Plan (CPP) for the City of Shawnee and Community Development Office. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 8: Consider acceptance of utility easement(s) for the Margaret Manor Development that will be located just north of Cedar Terrace

Apartments on the east side of Union Street approximately 360 feet north of MacArthur.

A motion was made by Commissioner Harrod, seconded by Commissioner Collier, to accept the utility easement(s) for the Margaret Manor Development that will be located just north of Cedar Terrace Apartments on the east side of Union Street approximately 360 feet north of MacArthur. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 9:

Consider acceptance and placing maintenance bond into effect for Contract No. COS-PW-10-02 Metal Storage Building for Public Works.

A motion was made by Commissioner Harrod, seconded by Commissioner Collier, to accept and place the maintenance bond into effect for Contract No. COS-PW-10-02 Metal Storage Building for Public Works. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 10:

Consider entering into contract with Guy Engineering for engineering services for the rehabilitation of various bridges within the City of Shawnee.

City Engineer John Krywicki explained that this contract is the next step in correcting bridge deficiencies within the City of Shawnee. Mr. Krywicki recommended that Package 1: Repairs and rehabilitation to the Lake Road Bridge and the equalization bridge at the Shawnee Lake Canal and Package 3: Preparation of a Bridge Maintenance Plan, be the first projects done, with funding coming from the current year budget, where approximately \$600,000 has been budgeted. Additional repairs on other bridges will be addressed in the FY 2011-12 budget.

A motion was made by Commissioner Harrod, seconded by Vice Mayor Sims, to approve staff's recommendation to enter into a contract with Guy Engineering and approve proceeding with Package 1 and Package 3 of Guy Engineering's proposal. Motion carried 7-0.

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

AGENDA ITEM NO. 11: Acknowledge Sales Tax Report received April 2011.

Finance Director Cindy Sementelli reported on the latest sales tax report which indicates a slight increase (5.66%) over the same time last year. Ms. Sementelli stated that historically sales tax revenue during this time frame has been low. She further reported that we are currently \$735,881 over amounts budgeted for this fiscal year.

AGENDA ITEM NO. 12: Consider Bids:

a. Water Treatment Plant Chemical Building HVAC System (Open)

Utility Director announced that no bids were received for this project and would like to review the plans and specs and re-bid the project.

A motion was made by Commissioner Harrod, seconded by Vice Mayor Sims, to approve this project to be re-bid at a later date. Motion carried 7-0.

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

b. Water Rescue Boat Tandem with Dual Trailer (Fire Department)

Deputy Fire Chief Dru Tischer announced that two bids were received and after review and consideration it was their recommendation to award the bid to Erik Johnson of Kingwood, Texas in the amount of \$37,800.

A motion was made by Commissioner Stephens, seconded by Commissioner Collier, to accept staff's recommendation and award the bid to Erik Johnson in the amount of \$37,800. Motion carried 7-0.

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

c. Mall Drive Turn Lanes Project COS-PW-10-04 (Award)

City Engineer Krywicki noted that seven bids were received for this project. After research and review it is Mr. Krywicki's recommendation to award this project to the low bidder, All Roads Paving, in the amount of \$248,444.01.

Mr. Krywicki noted that there is currently not enough funding budgeted for this project since the scope was enlarged. However, Mr. Krywicki further noted that the budgeted Closed Circuit Impact Plant (rock crusher) would not be purchased this year, therefore the additional funds needed for the paving project could be funded from that budget line item. Mr. Krywicki stated that, if approved, he would follow up this action with a budget transfer at the next city commission meeting.

A motion was made by Commissioner Harrod, seconded by Commissioner Winterringer, to award the Mall Turn Lane Project to All Roads Paving in the amount of \$248,444.01. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 13:

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

There was no New Business.

AGENDA ITEM NO. 14:

Administrative Reports

Interim Director of Operations James Bryce informed the Commission that we were still waiting on a decision from the Department of Wildlife regarding grants for the boat docks at Shawnee Twin Lakes.

Mr. Bryce further noted that the Dog Park was nearing completion with a grand opening/ribbon cutting ceremony planned soon. More information will be provided when known.

AGENDA ITEM NO. 15:

Commissioners Comments

Commissioner Harrod asked staff about the upcoming city auction. James Bryce replied that he plans on having an ordinance and inventory list of surplus property at the next city commission meeting.

Commissioner Stephens welcomes new City Attorney Mary Ann Karns to

her first Commission meeting.

AGENDA ITEM NO. 16:

Consider an Executive Session to discuss status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY 2010-2011 as authorized by 25 O.S. §307(B)(2).

A motion was made by Commissioner Harrod, seconded by Commissioner Winterringer, to enter into Executive Session to discuss status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY 2010-2011 as authorized by 25 O.S. §307(B)(2). Motion carried 7-0.

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

NAY: None

COMMISSION ENTERS EXECUTIVE SESSION AT 7:21 P.M.

COMMISSION RETURNS FROM EXECUTIVE SESSION WITH ALL COMMISSIONERS PRESENT AT 7:33 P.M.

AGENDA ITEM NO. 17:

Consider matters discussed in Executive Session regarding status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY 2010-2011 as authorized by 25 O.S. §307(B)(2).

A motion was made by Commissioner Winterringer, seconded by Commissioner Harrod, to authorize the City Manager to enter into negotiations with the IUPA Local No. 3 regarding the waiver of the final furlough day set out in the 2010-2011 contract. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 18:

Adjournment

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

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

LINDA PETERSON, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS,
CITY CLERK

Regular Board of Commissioners

3. c.

Meeting Date: 05/02/2011

Minutes & Reports

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Acknowledge the following minutes and reports:

- License Payment Report through 3/31/2011
- Project Payment Report through 3/31/2011
- Shawnee Civic and Cultural Development Authority minutes from March 17, 2011

Attachments

License Payment Report 3-31-11

Project Payment Report 3-31-11

SC&CDA minutes 3-17-11

4/13/2011 11:48 AM
LICENSES: THRU ZZZZZZZZZZ

L I C E N S E P A Y M E N T R E P O R T
SORTED BY: CODE

PAGE:
PAYMENT DATES: 3/01/2011 TO 3/31/2011

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION		FEE	PENALTY	PAYMENT DISTRIBUTION TAX	INTEREST	TOTAL PAI
ALARM	BURGLAR/FIRE ALARM LICENSE	6	150.00CR				150.00
AUCD	AUCTION LICENSE FEE ONE DAY	1	10.00CR				10.00
BOATREG	BOAT REGULAR PERMIT	66	1,716.00CR				1,716.00
CONCE	CONCESSION STAND EVENT FEE	1	7.50CR				7.50
ELEC1	ELECTRICAL CONTRACTOR INITIAL	4	400.00CR				400.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	3	225.00CR				225.00
EXT	EXTERMINATOR LICENSE FEE	4	100.00CR				100.00
FISHANNUAL	FISHING ANNUAL FEE	52	780.00CR				780.00
HUNT2	MIGRATORY FOWL	1	7.50CR				7.50
IMERC	ITINERANT MERCHANT FEE	1	50.00CR				50.00
LAKE-IN	LAKE LEASE CITY RESIDENT	3	600.00CR				600.00
LAKE-OUT	LAKE LEASE NON RESIDENT	5	2,000.00CR				2,000.00
LAKELEASE	LAKE LEASE	1	612.00CR				612.00
LAKEXFER	LAKE LEASE TRANSFER FEE	1	1,000.00CR				1,000.00
MECH1	MECHANICAL CONTRACTOR INTIAL	2	200.00CR				200.00
MECH2	MECHANICAL CONTRACTOR RENEW	9	675.00CR				675.00
MIXER	MIXED BEVERAGE RENEWAL	1	900.00CR				900.00
PLUM1	PLUMBING CONTRACTOR INITIAL	2	200.00CR				200.00
PLUM2	PLUMBING CONTRACTOR RENEW	5	375.00CR				375.00
RESAL	RESIDENTIAL SALE	70	700.00CR				700.00
SIGN	SIGN HANGERS LICENSE FEE	1	75.00CR				75.00
SNOWC	SNOW CONE STAND LICENSE FEE	3	75.00CR				75.00
STORM	STORM CELLAR LICENSE FEE	1	75.00CR				75.00
TREE	TREE TRIMMING LICENSE FEE	3	75.00CR				75.00
TOTAL			11,008.00CR				11,008.00

04/13/2011 3:17 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 3/01/2011 TO 3/31/
SORTED BY: PRO

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	344.00CR
001-4202	BUILDING PERMITS	18,628.78CR
001-4203	PLUMBING PERMITS	1,580.00CR
001-4204	ELECTRICAL PERMITS	825.00CR
001-4206	HEATING & A/C PERMITS	890.00CR
001-4249	OTHER PERMITS	300.00CR
001-4822	OTHER MISC. REVENUE	43.00CR
101-4249	OTHER PERMITS	150.00CR
501-4510	WATER TAPS	750.00CR
799-1023	BANCFIRST GENERAL	23,510.78

04/13/2011 3:17 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 3/01/2011 TO 3/31/
SORTED BY: PRO

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	5,824.70CR
B2-ADD	BUILDING CONSTRUCTION ADD	594.48CR
B3-REMODEL	BUILDING CONSTRUCTION REM	13,070.45CR
B4-OTHER	BUILDING CAPORT/SHELTER	595.15CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	897.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	966.50CR
P3-REMODEL	PLUMBING REMODEL	1,037.50CR
P4-WELL	WELL PERMIT	100.00CR
X-BORE/CUT	BORING & PAVING CUT PERMI	100.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	25.00CR
X-DEMO	DEMOLITION PERMIT	50.00CR
X-SIGN	SIGN PERMIT	125.00CR
Z-OCCUP	OCCUPANCY PERMIT	125.00CR
TOTAL		23,510.78CR

A Meeting of the Shawnee
Civic and Cultural Development Authority
March 17, 2011
12:30 P.M.
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for their regular meeting Thursday, March 17, 2011 at 12:30 PM at Heart of Oklahoma Exposition Center, pursuant to notice duly posted as prescribed by law. Notice was filed at City Hall on 03/11/2011 at 11:35 PM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 12:36 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

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

TRUSTEES ABSENT: Mr. Randy Gilbert
 Mr. Brian McDougal

Also in attendance: Michael Jackson, Operations Manager; Stephanie Meiler, Administrative Assistant, Mike Clover, Stuart & Clover, and Chris Dunlap, Expo Superintendent.

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Approval of minutes of Regular
Meeting of February 17, 2011

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

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

AGENDA ITEM NO. 6

Approval of Monthly Financial Report for
February 2011.

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

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

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

A.	OG&E Monthly Utilities	\$ 7,794.55
B.	INS Equipment Maintenance	\$ 650.00
C.	Oklahoma Natural Gas Monthly Utilities	\$ 3,694.74
D.	Shawnee Office Systems Equipment Maintenance	\$ 118.51
E.	Vision Bank Loan Payment	\$ 576.98
F.	Finley and Cook Accounting Services	\$ 437.43
G.	OneOK Monthly Utilities	\$ 3,654.08
H.	Back 40 Web Hosting	\$ 50.00
I.	Grimsleys Supplies	\$ 191.95
J.	Bill Veazeys Party Store Event Skirting	\$ 471.25
K.	Express Services Inc Temp Labor	\$ 734.40
L.	Pitney Bowes Postage Meter	\$ 319.99
M.	Bankers Credit Card Services Monthly Payment	\$ 1,202.43
N.	Cintas Uniform Services	\$ 182.88
O.	Pott CO Jr Livestock Agri-Business Lunch	\$ 7.00
P.	Fuelman Monthly Utilities	\$ 954.66
Q.	AT&T Mobility Monthly Utilities	\$ 47.20
R.	City of Shawnee Monthly Utilities	\$ 643.85
S.	Music Unlimited Equipment Supplies	\$ 65.00

T.	Locke Supply Grounds Maintenance	\$ 101.09
U.	Thyssenkrupp Elevator Equipment Maintenance	\$ 797.23
V.	Express Services Inc Temp Labor	\$ 2,014.20
W.	Natural Water Co Bottled Water	\$ 223.68
X.	AT&T Monthly Utilities	\$ 1,048.77
Y.	Shawnee Lighting Bldg Maintenance	\$ 127.71
Z.	NAPA Equipment Maintenance	\$ 160.07
AA.	INS Equipment Maintenance	\$ 749.90
BB.	City of Shawnee Surcharge	\$ 91.00
CC.	Oklahoma Tax Commission Taxes Due	\$ 209.62
DD.	IAFE Membership Dues	\$ 195.00
EE.	Stuart & Clover Legal Fees	\$ 202.50
FF.	Express Services Temp Labor	\$ 1,209.60
GG.	Arvest Loan Payment	\$ 502.69

ADD-ON'S

GENERAL ACCOUNT:

A.	Whites Ace Building Center Grounds Maintenance	\$ 135.01
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The motion made by Trustee Lowe, seconded by Trustee Packwood to approve the claims on the General Account.
Motion carried.

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

AGENDA ITEM NO. 8

Approval of claims for the Special Account.

Special Events

A. Competitor News \$1,500.00
IFYR 2011

ADD ON'S SPECIAL EVENTS:

A. Michael McCormick \$ 300.00
Media Director IFYR 2011

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

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

AGENDA ITEM NO 9

Approval of claims for the Shavings Account.

Shavings Account

A. Xylo of Oklahoma \$ 3,600.00
Shavings

B. Xylo of Oklahoma \$ 3,960.00
Shavings

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

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

AGENDA ITEM NO.10

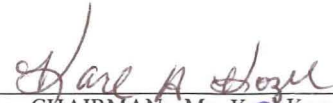
Discussion Consideration and Possible Action to accept CBEW's Engagement Letter for the Audit.

The motion made by Trustee Packwood, seconded by Trustee Lowe to accept the engagement letter presented by CBEW Group to do the new audit. Motion carried.

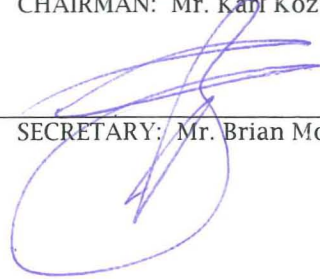
AYE: Bell, Lowe, Packwood, Wortham, Kozel
NAY: None
ABSTAIN:

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

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



CHAIRMAN: Mr. Karl Kozel



SECRETARY: Mr. Brian McDougal

Regular Board of Commissioners

3. d.

Meeting Date: 05/02/2011

Mayor's Appointments

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Acknowledge Mayor's Appointments:

Planning Commission

Taylor Prince 1st Full Term Expires 6/1/2014

Carl Holt 1st Full Term Expires 6/1/2014

Reappointment – Planning Commission

Kirk Hoster 2nd Full Term Expires 6/1/2014

Shawna Turner 2nd Full Term Expires 6/1/2014

Brad Carter 2nd Full Term Expires 6/1/2014

Regular Board of Commissioners

3. e.

Meeting Date: 05/02/2011

Purchase of dispatch consoles

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Approve purchase of dispatch consoles from the state contract at a cost of \$28,207.38 and approve Budget Amendment of \$30,000.00 from E-911 Fund to Capital Outlay to cover cost.

Attachments

Dispatch console purchase memo and budget amendment

Dispatch console purchase price quote



Shawnee Police Department

Chief Russell Frantz

P.O. Box 1448

Shawnee, Oklahoma 74802

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



TO : Brian McDougal
City Manager

FROM : Russell Frantz
Chief of Police

SUBJECT : **Dispatch Console Purchase**

DATE : April 26, 2011

DL
RFB

The Shawnee Police Department request permission to purchase three (3) ergonomically correct dispatch consoles. Purchase will be made from Xybix through the GSA/1122 program at a total cost of \$28,207.38 which includes Ok Dept of Central Service state fee of \$564.14.

This memo is to respectfully request budget transfer in the amount of \$28,207.38 from E911 money in order to purchase consoles and equipment.

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
102	3001			Fund Balance	232,081.00	(30,000.00)	202,081.00
				Total		(30,000.00)	

Appropriations

[illegible]

Approved by the City Commission this _____ Explanation of Budget Amendment:
to amend the budget to accommodate dispatch consoles

Approved:

Mayor

Attest:

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

E-911 fund
FUND 102

Number	Description	ACTUAL		ACTUAL	BUDGET		YEAR TO DATE	ESTIMATED *	PROPOSED
		2008-2009		2009-2010	2010-2011		AS OF Feb	YEAR END	2011-2012
REVENUES									
102-4012	E-911	\$ 86,191.00	\$	77,831.00	\$	80,000.00	\$ 119,564.87	\$ 179,564.87	\$ 180,000.00
102-4701	INTEREST INCOME	\$ 5,729.00	\$	-	\$	2,900.00	\$ 300.00	\$ 500.00	\$ 500.00
TOTAL REVENUES		\$ 91,920.00	\$	77,831.00	\$	82,900.00	\$ 119,864.87	\$ 180,064.87	\$ 180,500.00
102-5-0740-5210	OFFICE & COMPUTER SUPP	\$ 554.00	\$	801.00	\$	-			
102-5-0740-5220	TOOLS & MINOR EQUIP	\$ 98.00	\$	-	\$	-			
102-5-0740-5325	TELEPHONE	\$ 88,655.00	\$	87,676.00	\$	85,000.00	\$ 52,066.93	\$ 89,257.56	\$ 90,000.00
102-5-0740-5399	CONTINGENCY	\$ -	\$	-	\$	-	\$ 510.00	\$ 510.00	\$ -
102-50740-5450	CAPITAL OUTLAY-EQUIP	\$ -	\$	1,920.00	\$	-	\$ -	\$ -	\$ -
TOTAL EXPENSES		\$ 89,307.00	\$	90,397.00	\$	85,000.00	\$ 52,576.93	\$ 89,767.56	\$ 90,000.00

*based on additional 15,000 per month

BEGINNING FUND BALANCE	
6/30/2010	232,081.00
REVENUES	180,064.87
EXPENSES	(89,767.56)
ESTIMATED 06/30/2011	322,378.31

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton, CO 80120
 Phone:303-683-5656
 Fax:303-683-5454
 LindsayH



Quote

Quote Number: 8541

Quote Date: 12/28/2010

Revision: D

Orig Create Date: 8/27/2009

Expires: 3/28/2011

Terms: 25% DEP;65% INSTALL;10% PUNCH

Page: 1 of 2

Quote To:

Acct: SHAWPDSHOK

Shawnee Police Dept
 16 West 9th St
 Shawnee OK 74802

Ship To: Shawnee Police Dept
 16 West 9th St

Shawnee
 OK 74802

Sales Person: EMILEE SUPER

Rep Phone: 214-727-1681

Email: emilees@xybix.com

*12.28.10 Drawing Rev 2, GSA Pricing 1mh
 Added Price for panel frames and heaters KLS 8.27.09
 08.27.09 Quote to match drawing Rev1.*

Line	Part Number	Description	Qty	U/M	List Ea	Disc%	DiscPrice	Net Price
2.00	14486.	Adj. Table Worksurface - Dual Surface - Corner - 66L x 66R 10 RV-Cable Management Included	² 3.0	EA	\$1,760.00	47	\$932.80	\$2,798.40
3.00	11064LRG	ErgoPower X4+ Table Base - Large	³ 3.0	EA	\$2,370.00	47	\$1,256.10	\$3,768.30
4.00	12757.	Monitor Mount - Rollervision - - 1HI - Corner - Dual Surface - 66L x 66R 10 RV - <35# Monitor Qty = 3	⁴ 3.0	EA	\$2,140.00	47	\$1,134.20	\$3,402.60
4.01	13160.	Monitor Mount - Quickstack	⁴⁵ 6.0	EA	\$404.00	47	\$214.12	\$1,284.72
5.00	12904	DataDock - Keyboard Surface Cable Organizer Cables Sold Separately	²⁷ 3.0	EA	\$374.00	47	\$198.22	\$594.66
5.01	11677	Ext Cable USB Panel Mount 15'	²⁸ 24.0	EA	\$32.00	47	\$16.96	\$407.04
5.02	13611	Datadock RJ11 Cat3 Coupler	²⁹ 6.0	EA	\$36.00	47	\$19.08	\$114.48
5.03	11778	Ext. Cable 15' VGA High Quality M/F	³⁰ 7.0	EA	\$108.00	47	\$57.24	\$400.68
5.04	11816	Ext. Cable DVI-D M/F 5M (16' 4")	³¹ 8.0	EA	\$108.00	47	\$57.24	\$457.92
6.00	11792.	Power Bar - 10 Outlet	³² 7.0	EA	\$128.00	47	\$67.84	\$474.88
7.00	13171	Task Light - Trillium LED Kit	³³ 3.0	EA	\$598.00	47	\$316.94	\$950.82
8.00	12777.	Split Shelf 1 Wide UWS	³⁷ 3.0	EA	\$108.00	47	\$57.24	\$171.72
9.00	14462.	Personal Climate Control - MyClimate With Forced Air Heater 1000W	³⁸ 3.0	EA	\$2,730.00	47	\$1,446.90	\$4,340.70

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton, CO 80120
 Phone:303-683-5656
 Fax:303-683-5454
 LindsayH



Quote

Quote Number: 8541

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Terms: 25% DEP;65% INSTALL;10% PUNCH

Page: 2 of 2

10.00	12033.	Return Worksurface - 24Wx36D	³⁹	1.0 EA	\$499.00	47	\$264.47	\$264.47
10.01	12033.	Return Worksurface - 30Wx36D	⁴⁰	1.0 EA	\$499.00	47	\$264.47	\$264.47
10.02	12035.	Return Worksurface - 72Wx36D	⁴¹	1.0 EA	\$904.00	47	\$479.12	\$479.12
11.00	13621.	CPU Cabinet - CPU 30Wx33D	⁴²	2.0 EA	\$1,233.00	47	\$653.49	\$1,306.98
11.01	13623.	CPU Cabinet - CPU 36Wx33D	⁴³	1.0 EA	\$1,263.00	47	\$669.39	\$669.39
12.00	12428.	Drawer Pedestal - Fixed - Bookcase Left - 24W - 6-6-12 Drawers 22D -	⁴⁴	1.0 EA	\$1,344.00	47	\$712.32	\$712.32
18.00	12235	Support - "L" Bracket 18"	⁴⁶	1.0 EA	\$32.00	47	\$16.96	\$16.96
18.01	11099	End Support Panel - Single	⁴⁷	1.0 EA	\$205.00	47	\$108.65	\$108.65
19.00	10176	Cup Holder - Blk	⁴⁸	3.0 EA	\$90.00	47	\$47.70	\$143.10
90.00	12356	Installers Kit	²⁵	3.0 EA	\$-		\$0.00	\$0.00
99.00	OTHER	Other Charges & Services	²⁶	0.0	\$-		\$0.00	\$0.00

Line(26) - Miscellaneous Charge -

Installation - Non-Taxable	\$3,675.00
Freight - Non-Taxable	\$1,400.00

List Price Total \$43,646.00

Lines Total: \$23,132.38

Line Miscellaneous Charges Total: \$5,075.00

Quote Total: \$28,207.38

Note 1:

All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:

Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses. Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.

Regular Board of Commissioners

3. f.

Meeting Date: 05/02/2011

Lake Site Lease Transfers and Renewal

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Lake Site Lease Transfers and Renewal:

Transfers:

Lot 8 Magnino A Tract, 17230 Magnino Road

From: R. and M.J. Stucker

To: H. Miller

Lot 7 Damron Tract, 33811 Belcher Road

From: M. Wolf

To: E. Holloman

Renewal:

Lot 15 Magnino A Tract, 17316 Magnino Road

E. Hawkins

Attachments

Lot 8 Magnino A Tract Transfer

Lot 7 Damron Tract Transfer

Lot 15 Magnino Tract Renewal



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

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

Date	04/26/11	License No. #020136
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)	
Commission Meeting Date	05/02/11	
Property Address	17230 MAGNINO RD	
Lake Site Location	LOT 8 MAGNINO A TRACT	
Lease Dates	05/02/11 – 05/02/41	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	HAROLD MILLER	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)	RAY & MARY JO STUCKER	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: 12/28/11)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	12/28/06	
Misc. Comments		
Total Charges Paid: \$1612.00		



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

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

Date	04/26/11	License No. #020156
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)	
Commission Meeting Date	05/02/11	
Property Address	33811 BELCHER RD	
Lake Site Location	LOT 7 DAMRON TRACT	
Lease Dates	05-02-11 – 05-02-41	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	ERIN HOLLOMAN	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)	MARK WOLF	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: 12/19/14)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	12/19/09	
Misc. Comments		
Total Charges Paid: \$1612.00		



City of Shawnee
Community Development Department
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Shawnee, OK 74801
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**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS**

Date	04/26/11	License No. #010592
Type	☒ Renewal	☐ Transfer (Fee: \$1,000)
Commission Meeting Date	05/02/11	
Property Address	17316 MAGNINO RD	
Lake Site Location	LOT 15 MAGNINO A TRACT	
Lease Dates	11/07/10 – 11/07/40	
Lease Fee (changes annually)	\$600.00	
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No	
Lessee (Transfer To)		
Name(s)	ELIZABETH HAWKINS	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) (if applicable)		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☒ Yes ☒ No (if no, due:)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	03/09/11	
Misc. Comments		
Total Charges Paid: \$675.00		

Regular Board of Commissioners

3. g.

Meeting Date: 05/02/2011

Agreement with Excel Auctions for surplus property auction

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Approve agreement with Excel Auctions, LLC to auction City of Shawnee surplus property.

Attachments

Auctioneer memo

Auctioneer agreement with Excel Auction

City of Shawnee Memorandum



To: Mayor and City Commissioners
CC: Brian E. McDougal, City Manager
From: James Bryce, Interim Director of Operations
Date: April 26, 2011
Re: Approve contract for auctioneer on City Auction

Staff requests permission to enter into contract with Excel Auctions, LLC. to auction off surplus items that the City has stored.

The date for the auction will be Saturday June 11, 2011 at the Exposition Center in Shawnee, Oklahoma. The City's auction items will be sold in conjunction with a regularly scheduled auction that Excel already has going on. The cost to the City is 10% of the total sales of the City items only. The Al & James building items will be categorized, photographed, and sold at the Expo by video. All other items will be on location at the Expo.

Due to the limited space and the amount of items to be sold, we feel that this would be the best option.



Mitchell Armitage

336920 E Hwy 62
McLoud, OK 74851

(405) 641-9438

AGREEMENT

This is an Agreement between Mitchell Armitage, as sole proprietor of Excel Auctions, and the City of Shawnee for the sale of goods. All items provided by the City of Shawnee will be sold “as is” and without reserve prices during the Excel Auction sale at the Shawnee Expo Center on June 11, 2011. Said items will be located at the Shawnee Expo Center and/or the Al James Grocery Store in Shawnee, Oklahoma. The contents of the Al James Grocery Store will be available for viewing to the public prior to the auction and sold via slideshow presentation during the auction located at the Shawnee Expo Center on June 11, 2011.

Excel Auctions agrees to promote the sale of the items owned by the City of Shawnee to the best of their ability through advertising and fliers distributed to the current mailing list of approximately 1500 people and on the company’s website used for that purpose.

In consideration for the services rendered, Excel Auctions shall deduct a Ten Percent (10%) fee from the final sale price of each item. This percentage shall constitute the entire fee charged to the City of Shawnee for the services rendered as well as any advertising or operating expenses. Additionally, Excel Auctions charges a Ten Percent (10%) Buyer’s Premium—paid by the Buyer—on all items sold.

Dated this _____ day of April, 2011.

Mitchell Armitage

Excel Auctions, LLC

_____, Representative

City of Shawnee

Regular Board of Commissioners

3. h.

Meeting Date: 05/02/2011

Acceptance of easement on SMA Raw Water Line Transmission Project

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Consider Acceptance of the Bill Madole Easement for the SMA Raw Water Transmission Line Project

Attachments

Easement on SMA Raw Water Line Transmission Project

Received

APR 21 2011

Engineering Dept
City of Shawnee, OK

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT _____ in consideration of the sum of
_____ Ten & 00/100 (\$ 10.00) DOLLARS,
in hand paid, the receipt of which is hereby acknowledged does hereby grant, and warrant unto the City of
Shawnee, an Oklahoma municipal corporation, it successors and assigns, the right, privilege and authority to
enter upon and construct, operate, maintain utilities, including the right of ingress and egress to and from said
easement across adjoining lands of grantors, upon and across the following real property and premises, situated
in Pottawatomie County, State of Oklahoma, to wit:

*A TRACT OF LAND LYING IN THE SECTION 23, TOWNSHIP 10 NORTH, RANGE 2 EAST
OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA;*

*MORE PARTICULARLY DESCRIBED AS A 40 FOOT WIDE STRIP LYING 20 FEET EITHER
SIDE OF A LINE COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION;
THENCE ALONG THE SECTION LINE S 00°46'07"E A DISTANCE OF 1110.00 FEET TO A
POINT WHERE THE EXISTING WATER LINE CROSSES THE ROAD; THENCE ALONG THE
EXISTING WATER LINE ALIGNMENT S 62°30'02" E A DISTANCE OF 2,579.00 FEET TO A
POINT LYING ON THE EAST SIDE OF THE NORTH CANADIAN RIVER; THENCE ALONG
THE EXISTING WATER LINE ALIGNMENT S 28°30'02" E A DISTANCE OF 607.00 FEET TO
A POINT LYING ON THE NORTH LINE OF LOT 6 ON THE LEFT BANK OF THE CANADIAN
RIVER ALSO TO BE KNOWN AS THE POINT OF BEGINNING; THENCE ALONG THE
EXISTING WATER LINE ALIGNMENT S 28°30'02" E A DISTANCE OF 293.00 FEET,
THENCE ALONG THE EXISTING WATER LINE ALIGNMENT S 44°00'29" E A DISTANCE OF
1072.00 FEET, THENCE ALONG THE EXISTING WATER LINE ALIGNMENT S 52°47'06" E
A DISTANCE OF 119.00 FEET TO A POINT LYING ON THE NORTH RIGHT-OF-WAY LINE.*

CONTAINING 1.36 ACRES, MORE OR LESS.

SIDELINES OF SAID EASEMENT SHALL BE SHORTENED OR LENGTHENED TO MEET AT
ANGLE POINTS AND TO TERMINATE AT THE BOUNDARY OF THE PARENT TRACT.

SEE ATTACHED EXHIBIT "A"

Grantor (s) further covenant and agree that no building or other structure shall ever be erected upon the above
described easement area unless the written consent of the Grantee is first obtained.

The rights and privileges above granted to continue in perpetuity.

Signed and delivered this 20 day of April, 2011.

William W. Madole

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF Oklahoma, COUNTY OF Lincoln SS.

Before me, a Notary Public, within and for said County and State on this 20th day of

April, 2011, personally appeared William W. Madole

of Shawnee, to me known to be the identical person(s) who executed the within and

foregoing instrument and acknowledged to me that he executed the same as his

free and voluntary act and deed for the uses and purposes set forth.

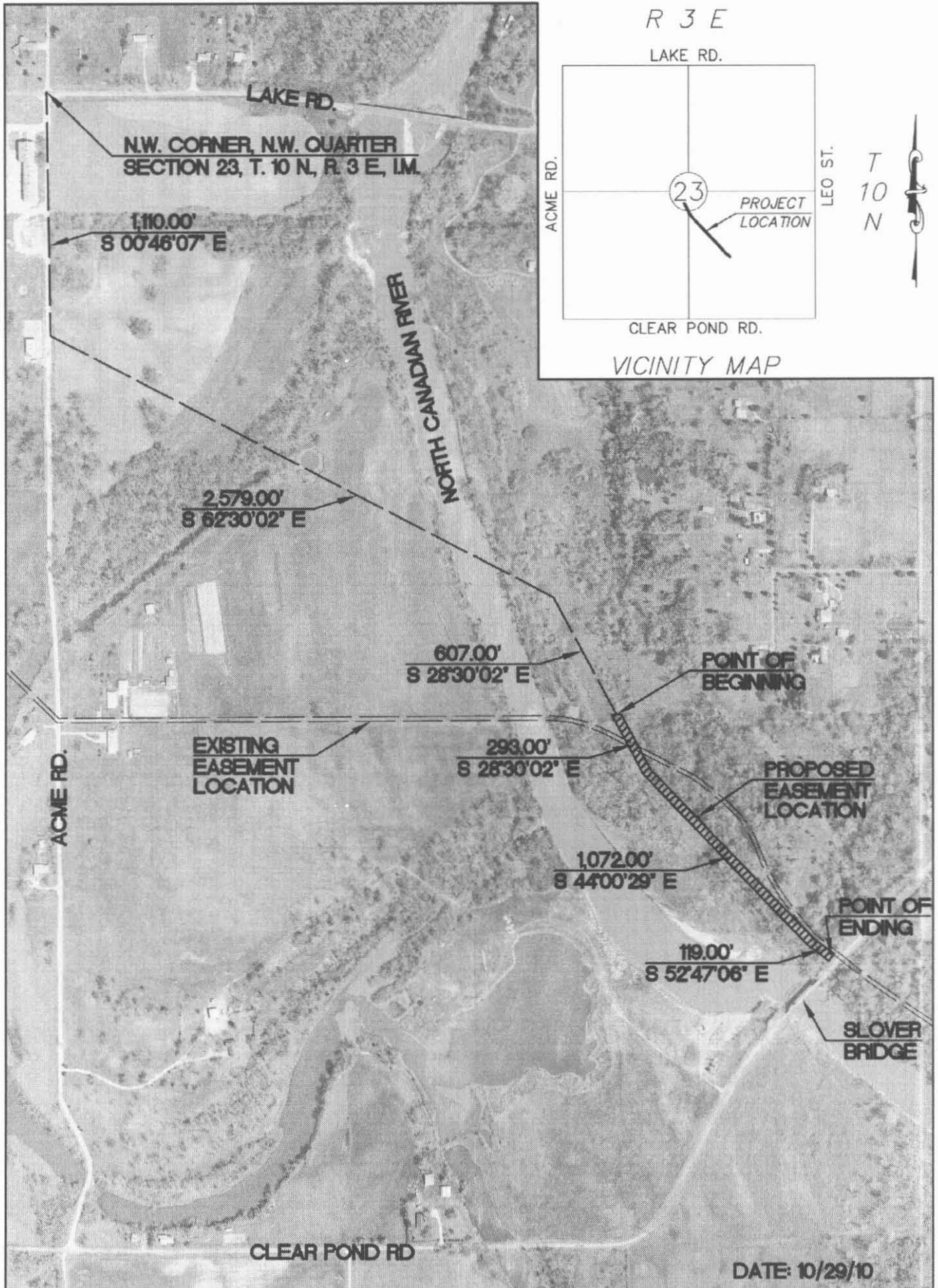
Witness my hand and seal the day and year last above written.

My commission Expires: 8/25/12



Juliana States
Notary Public

EXHIBIT "A"



Regular Board of Commissioners

3. i.

Meeting Date: 05/02/2011

Approve contract with Municipal Solutions regarding job classification and benefits study

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Approve contract with Municipal Solutions regarding job classification and benefits study.

Attachments

Compensation Study Memo

Employ Turnover Study

Employee Turnover Ratio

Municipal Solutions agreement

City of Shawnee

Human Resources Department

memo

To: Brian McDougal, City Manager
From: Tamera Johnson, Interim HR Director
Date: April 27, 2011
RE: Compensation Study

As you are well aware, the City of Shawnee has experienced a massive amount of turnover in the last few years, especially since the downturn of the economy. For fiscal year of 2010-2011 through the month of April alone, we have had over 50 terminations—most of whom have left voluntarily for higher paying jobs, and over 66 new hires. The cost of each new hire includes advertising costs and pre-employment testing—which is roughly \$350 per employee. Just for this current fiscal year, the estimated expenses that we have incurred for turnover is approximately \$18,000. Included with this memo is an analysis of the City's turnover from 2002 to present. This current year we are experiencing a 21% turnover ratio.

Several factors that have influenced the turnover; one of which is the City has not been able to give a COLA for the last two fiscal years. Another reason is that merit steps have been frozen since January of 2010, thus compressing the pay scale.

Our entry level position (Grade 1-Step 1) is currently being paid \$9.99 an hour. With this wage, it is hard to compete for jobs with other companies that have similar qualifications that are paying a much higher wage. Also, most of our Maintenance I, Maintenance II and Equipment Operator I and II positions require CDL's. We allow an employee time to train and take the test for the CDL, but in many cases once the employee obtains their CDL they leave for "greener pastures". Keeping these positions filled has proven to be a very difficult task.

Several months ago, we contacted two different companies, Municipal Solutions and Condrey and Associates, regarding conducting a compensation and benefits survey. Municipal Solutions first proposal was for approximately \$22,000.00 where they would conduct an extensive review of all of our positions, review and update the job descriptions, do a compensation and benefits analysis of our current pay plan and benefit package and compare it to other cities and businesses of similar size. They would also do a review of our personnel manual and policies.

Condrey and Associates proposal was for approximately \$35,000, where they agreed to do review and revise the current personnel classification system and pay plan, produce an updated

City of Shawnee

Human Resources Department

memo

description of each job and produce a classification system based on job content analysis, collect salary and benefit data and produce a recommended pay plan based on job analysis, job valuation, and survey data.

We approached both vendors regarding the cost of their study, and Municipal Solutions agreed to lower their price to \$20,600. Then after more consultation, they agreed to a more extensive review of our personnel and policies and procedures manual, and have now agreed to contract for \$24,938.

After reviewing both plans, I recommend that we contract with Municipal Solutions for a price of \$24,938 to do an extensive compensation and benefits analysis of the City of Shawnee's pay plans and benefit packages. I realize that with the economy, we may not be able to implement all of their suggestions immediately, but they will be able to help us with a plan to bring our employees up to where we are competitive with cities of our size and also with local businesses.

I realize that conducting this survey will not solve all of our turnover problems, but at least we will be on the way to help reduce our future turnover.

HR
We are HeRe for YOU!

CITY OF SHAWNEE										
TURNOVER COSTS										
FISCAL YEARS 2009-2010 AND 2010-2011										
DEPARTMENT		2009-2010			2010-2011-as of 4/2011			EST TURNOVER COSTS-2010-11		
		AVG EMP	TERMS	RATIO	AVG EMP	TERMS	RATIO	ADVERTISING	PRE-EMP TESTING	TOTAL
110	CITY MANAGER	2.00	0	0.00%	2.00	0	0.00%	\$0.00	\$0.00	\$0.00
120	AIRPORT	2.83	1	35.29%	2.46	0	0.00%	\$0.00	\$0.00	\$0.00
130	CITY ATTORNEY	0.50	0	0.00%	0.75	0.5	66.67%	\$75.00	\$100.00	\$175.00
210	ACCOUNTING	4.08	0	0.00%	5.17	1	19.35%	\$150.00	\$200.00	\$350.00
230	INF SYSTEMS	3.00	0	0.00%	3.00	0	0.00%	\$0.00	\$0.00	\$0.00
310	CUST. SERVICE	8.00	3	37.50%	8.50	3	35.29%	\$450.00	\$600.00	\$1,050.00
320	COURT	5.50	0	0.00%	6.00	0	0.00%	\$0.00	\$0.00	\$0.00
330	CITY CLERK	3.00	0	0.00%	2.33	0	0.00%	\$0.00	\$0.00	\$0.00
410	HR	2.92	2	68.57%	3.00	0	0.00%	\$0.00	\$0.00	\$0.00
510	CODE ENF.	6.83	1	14.63%	7.00	0	0.00%	\$0.00	\$0.00	\$0.00
520	PLANNING	0.00	0	0.00%	0.00	0	0.00%	\$0.00	\$0.00	\$0.00
530	ACTION CENTER	0.00	0	0.00%	0.00	0	0.00%	\$0.00	\$0.00	\$0.00
610	POLICE ADMIN	6.00	0	0.00%	6.00	1	16.67%	\$150.00	\$200.00	\$350.00
620	PATROL	48.00	5	10.42%	47.83	5	10.45%	\$750.00	\$1,000.00	\$1,750.00
630	CID	6.00	0	0.00%	6.08	1	16.44%	\$150.00	\$200.00	\$350.00
640	ANIMAL CONTROL	3.50	0	0.00%	4.08	1	24.49%	\$150.00	\$200.00	\$350.00
660	DISPATCH	11.17	4	35.82%	10.88	7	64.37%	\$1,050.00	\$1,400.00	\$2,450.00
710	FIRE PREVENTION	4.00	0	0.00%	4.00	0	0.00%	\$0.00	\$0.00	\$0.00
720	FIRE SUPPRESSION	41.08	3	7.30%	41.75	2	4.79%	\$300.00	\$400.00	\$700.00
730	FIRE TRAINING	1.00	0	0.00%	1.00	0	0.00%	\$0.00	\$0.00	\$0.00
740	EMERG. MGMT.	2.83	1	35.29%	3.00	0	0.00%	\$0.00	\$0.00	\$0.00
810	ENGINEERING	4.00	0	0.00%	3.58	0	0.00%	\$0.00	\$0.00	\$0.00
910	PW ADMIN	0.00	0	0.00%	0.00	0	0.00%	\$0.00	\$0.00	\$0.00
920	STREETS	12.83	6	46.75%	11.42	7	61.31%	\$1,050.00	\$1,400.00	\$2,450.00
930	TRAFFIC	3.83	0	0.00%	3.92	1	25.53%	\$150.00	\$200.00	\$350.00
940	PARKS	8.83	1	11.32%	7.42	2	26.97%	\$300.00	\$400.00	\$700.00
950	CEMETERY	4.00	0	0.00%	3.33	4	120.00%	\$600.00	\$800.00	\$1,400.00
1010	UTIL ADMIN	4.00	0	0.00%	4.50	1	22.22%	\$150.00	\$200.00	\$350.00
1020	LAKE	0.92	1	109.09%	0.92	0	0.00%	\$0.00	\$0.00	\$0.00
1030	WATER PROD	9.67	2	20.69%	8.92	6	67.29%	\$900.00	\$1,200.00	\$2,100.00
1040	WATER DIST.	8.92	0	0.00%	8.42	3	35.64%	\$450.00	\$600.00	\$1,050.00
1050	NSTP	6.00	0	0.00%	6.58	0	0.00%	\$0.00	\$0.00	\$0.00
1060	SSTP	6.92	1	14.46%	6.63	1	15.09%	\$150.00	\$200.00	\$350.00
1070	SEWER COL	6.17	0	0.00%	6.08	3	49.32%	\$450.00	\$600.00	\$1,050.00
1210	EXPO	8.25	5	60.61%	8.08	3	37.11%	\$450.00	\$600.00	\$1,050.00
1410	CDBG	2.00	0	0.00%	2.00	0	0.00%	\$0.00	\$0.00	\$0.00
1420	CDBG	1.00	0	0.00%	1.25	0	0.00%	\$0.00	\$0.00	\$0.00
4010	EQUIP SERV	5.83	0	0.00%	6.00	0	0.00%	\$0.00	\$0.00	\$0.00
4020	BLDG MAINT	1.00	0	0.00%	1.00	0	0.00%	\$0.00	\$0.00	\$0.00
TOTALS		256.42	36	14.04%	254.875	52.5	20.60%	\$7,875.00	\$10,500.00	\$18,375.00

CITY OF SHAWNEE
 EMPLOYEE TURNOVER RATIO
 FISCAL YEARS 2002-2003 THROUGH 2010-2011
 AS OF 4/2011

FISCAL YEAR	EMPLOYEE AVERAGE	TOTAL NEW EMP	TOTAL TERMS	TOTAL RETIREEES	TURNOVER RATIO	TERMS-YEARS SERVICE			
						AVG YRS	< 1 YEAR	< 2 YEARS	< 5 YEARS
2002-2003	266.54	27.50	28.0	5.0	11%	6.36	6.36	17.00	20.00
2003-2004	261.88	13.50	23.0	4.0	9%	7.74	4.00	8.00	14.00
2004-2005	248.92	28.00	39.0	13.0	16%	10.41	7.00	12.00	17.00
2005-2006	250.08	39.50	30.5	16.0	12%	11.10	14.00	18.00	19.00
2006-2007	256.25	53.50	51.5	9.0	20%	5.10	25.00	32.00	37.00
2007-2008	257.88	46.50	48.0	8.0	19%	4.69	35.00	36.00	43.00
2008-2009	259.67	42.00	41.5	6.0	16%	5.38	19.00	26.00	29.00
2009-2010	256.42	26.50	36.0	8.0	14%	7.26	13.00	18.00	27.00
2010-2011	254.88	66.00	52.5	5.0	21%	4.49	23.00	29.00	38.00

MUNICIPAL SOLUTIONS

PUBLIC SECTOR. INNOVATION. SOLUTIONS.



SCHOOLS

MUNICIPAL

STATE

FEDERAL



SCOPE OF WORK FOR
SALARY, BENEFITS & HR STUDY
SUBMITTED DECEMBER 27, 2010
REVISED JANUARY 27, 2011
FINAL REVISION APRIL 26, 2011



Prepared for:

City of Shawnee

Shawnee, Oklahoma

Attn: Brian McDougal, City Manager

Proposed by:

Municipal Solutions, LLC

West Coast Office,

875 S Estrella Parkway #5038

Goodyear (Phoenix), Arizona 85338

David A. Evertsen, Principal

Direct: 623.207.1309

devertsen@municipalsolutions.org

Services

Below is a description of what Municipal Solutions, llc will be servicing and the appropriate detail of these and other services, which we will provide or deliver, and the timeline expected for delivery of those items:

Goals of this Project

1. Review the City's job descriptions and ensure that they are emended to meet FLSA, ADA and EEO standards, are correlated to compensation, and contain the appropriate reporting relationships and duties.
2. Review the City's current pay and classification plan for regular and management employees to ensure that it is fair and equitable among positions within the City, as well as among comparable positions outside the City. The consultant's recommendations should have great flexibility and the ability to be updated as needed with minimal effort.
3. Update the City's rules and regulations / policies and procedures using existing regulations / policies as a base and incorporating necessary language and standards as appropriate.

Scope of Work**Staff Orientation**

1. Conduct on-site orientation and briefing sessions for employees at appropriate levels (generally management) to educate them on the goals of the study and potential outcomes.

A. Job Descriptions as a Factor of Classification

1. Conduct *off-site* job description evaluations & *on-site* interviews with department heads to review all job descriptions and job classifications.
2. Review the job descriptions relative to the existing classification system, and (after the market salary study results) propose amendments or a new classification system as necessary, including a review of management vs. non-management classification and policy - to assure that all employees are included within the appropriate job classification.
3. Review each existing classification to determine Exempt / Non-Exempt status under the Fair Labor Standards Act (as research will allow), and incorporate into the Personnel Policy Manual revisions.
4. Prepare rewritten / revised job descriptions for employee review and obtain job related questionnaires from all employees to be used for revising job descriptions. Job descriptions should be up-to-date, clearly defined, and FLSA, ADA and EEO compliant for all job classifications. The descriptions should include basic function, distinguishing characteristics (where appropriate), representative duties (including identifying essential functions for ADA purposes), knowledge, skills, abilities, education and experience, licenses and other requirements and working conditions.

B. Classification as a Factor of Compensation

1. Using recent salary survey data collected from comparable communities and current City salary information, use an empirical classification tool to correlate like positions internally and externally.
2. Review the city's current salary and benefits system, policies and practices to ensure an externally competitive and internally equitable salary & compensation plan, including an option for performance-based pay. Provide a comparative assessment with data relating to salaries and benefits policies and standards of comparable communities (includes retirement, insurances, vacation, sick leave, and more).
3. Present alternatives and recommendations for implementing a new or revised benefits policies (if necessary).
4. Present alternatives and recommendations for implementing a new or revised classification system (if necessary).
5. Recommend an adjusted or new salary range table, encompassing all City classified positions.
6. Review the current performance evaluation methods, practices and tools. If necessary, recommend a performance evaluation tool that improves supervisor-employee communication, employee performance and correlates with recommended adjustments to the employee compensation plan.
7. Recommend an implementation strategy (including costs) and a maintenance strategy (including continued progression within the salary range) for the new salary system.

8. Recommend a maintenance system or procedures that will be used to keep the salary & compensation system current and equitable. Software / data (spreadsheets and documents) will be provided by the consultant to expedite and simplify future updates.

C. Policies as a Means to Support Compensation and other Procedures

1. Review and recommend appropriate amendments to the City's employee policies and procedures. Identify the appropriateness of other key compensation practices in relation to City of Shawnee including pay for performance, skill pay, executive compensation, shift differentials, special assignment pay, out of class pay, specialty pay, on-call pay, bilingual pay, education pay, etc. *Note: this is not a full rewrite, rather a cursory review and recommendations. Additional consultations are considered 'additional work' and billed at a reduced hourly rate.*

Objective: This project is intended to be the mechanism for finding and creating an appropriate baseline for adjusting salaries and compensation and appropriately forecasting and establishing employee salary and compensation expenditures for future years. Review the existing system, analyze research, discuss findings with City administration and propose a salary and compensation plan that is fair and equitable to employees, fiscally sound, and rewarding performance, merit, and education / training in addition to length of service.

Timeline:

A & B:	<i>Preliminary Report: 45 days from Notice to Proceed.</i>
A & B:	<i>Final Report: 45 days from Preliminary Report.</i>
C:	<i>Developed concurrent with project items A & B, but</i> <i>Final Draft: (not to exceed) 120 days from Notice to Proceed.</i>

Deliverables: Consultant will provide seven (7) printed and bound copies of the final report, any will provide electronic copies of all written materials, research, spreadsheets, data and final products on three (3) CDs. Additional printed or electronic copies can be provided as requested. City will provide consultant access to on-site facilities including use of printing equipment and supplies while on-site to reduce external costs for the project. Copies of final report will be professionally bound.

Optional Work: As necessary, additional work may include:

- Extensive Policy Manual Revision
- Customer Service Training (Commission and / or Staff)
- Organizational Streamlining Assessment / Revenue & Risk Analysis
- Goal Setting / Strategic Planning
- Clarification / implementation / update documents from the study

Such additional work is welcome, but should NOT be considered part of this agreement beyond items A – C above unless such work shall be reduced in writing, and which shall be completed within the **reduced** hourly rate stated below, and within the time frame determined when requested. Review or preparation of other documents, ordinances or other work as requested will be conducted at the reduced hourly rate below.

Company Representation

Municipal Solutions, llc cannot provide an assurance than a 'perfect' product will be rendered. However, all efforts will be made to ensure the best product possible for the client. Circumstances may arise in which it is necessary for us to modify our efforts or withdraw from the engagement. To mitigate the effects of such circumstances, the findings or reasons for concern, modification or withdrawal will be communicated clearly by each agent of this agreement, and reduced to writing as often as possible. Both parties agree to work in good faith to avoid any delay or premature termination in the relationship.

The City of Shawnee has the ultimate responsibility for outlining the necessary outcomes of this agreement and in providing copies of necessary materials and documents. Municipal Solutions, llc has the responsibility of providing timely and accurate information, communications, results and final products in fulfilling the established objectives and tasks of this agreement. This responsibility includes the maintenance of adequate records and internal controls and the safeguarding of accomplished tasks – including any relationship with associates or teaming partners. Our engagement cannot be relied upon to disclose every problem in the relationship; however, both parties agree to notify each other immediately if any such matters come one or the other's attention. We have confidence that the relationship will greatly benefit both parties.

The City of Shawnee agrees that all records, documentation, and information in its possession in connection with our engagement (not limited to Exhibit A) will be made available to Municipal Solutions, and its assigns or teaming partners, and agrees that all records, documentation, and information in our possession in connection with our engagement will be made available to you. Both parties agree that all material information will be disclosed one to another, that Municipal Solutions, llc will have the full cooperation of the Company's personnel, under direction of its Principal, for the efficient and effective completion of the requested services. Both parties agree that the City of Shawnee shall solely own any document, record or information created by the parties under this Letter of Engagement. The City of Shawnee shall not have to pay any party for the use or continued use of any document created under this Letter of Engagement, and Municipal Solutions, llc may use the final work product for marketing purposes. As required by generally accepted standards, we will make specific inquiries into various organizations to whom a relationship exists or may eventually exist. If the responses to our inquiries, the oral and written representations, and the results of our efforts somehow appears to compromise our relationship, both parties agree to first try and resolve this relationship together without resorting to litigation. If both parties are unable to resolve the dispute, then either party shall be allowed to pursue litigation or arbitration to resolve the dispute. While none is anticipated, any legal action shall be brought in the **Pottawatomie County Court**, which shall have exclusive venue for any matter arising out of this Letter of Engagement. If the parties mutually agree to resolve their dispute through arbitration, the arbitration shall be held in the City of Shawnee.

Although we are prepared to provide you with additional consulting services beyond the terms of this agreement, we are not obligated to venture beyond the scope of this agreement unless specifically requested and compensation affixed in writing. It is our policy to put all amendments to this agreement in writing. Both parties should rely on advice from our organization, however, we prefer to fully review and report our recommendations and results in writing to you.

Fees

THIS AMOUNT IS NEGOTIABLE.

Our fee for the services enumerated are ***not to exceed the amount of \$25,000****, which includes all expenses and travel reimbursements. The above fee is based on anticipated efforts from Municipal Solutions, llc with the understanding that unexpected or changing circumstances will not be encountered during the engagement without revision to the terms of this agreement. Should such revisions be necessary, the stated hourly rate is provided for consideration of extension of services.

**Personnel policies and procedures may take more time as client determines necessary.*

Introduction				C. Classifications Component			
	Rate	Hours	Amount		Rate	Hours	Amount
General Staff Briefing (w/prep)	\$ 120	3	\$360	Classification System			
		3	\$360	Review & Recommendations	\$ 120	8	\$960
						8	\$960
A. Job Description Component				D. Policies and Procedures Component			
		Hours	Amount		Rate	Hours	Amount
Job Description Review / Revision				Policies & Procedures			
Job Description Audits w. Dept. Heads	\$ 120	38	\$4,560	Independent Review of Existing Document and Recommended Revisions*	\$ 120	24	\$2,880
Determine Correct Values of Job Classes	\$ 120	10	\$1,200	Review and Discuss with Internal Committee relating to consistency with FLSA, EEOC & State Statute and Law; may include Council Review*	\$ 120	8	\$960
Prepare new Job Descriptions	\$ 120	18	\$2,160				
Maintenance Training	\$ 120	2	\$240			32	\$3,840
		68	\$8,160				
B. Compensation Component				E. Optional			
		Hours	Amount			Hours	Amount
Salary & Compensation Survey				Organizational Streamlining Assessment	\$ 110	TBD	
Salary & Compensation Research	\$ 120	20	\$2,400	Customer Service Training	\$ 110	TBD	
Spreadsheet Input	\$ 120	18	\$2,160	Goal-Setting Council Retreat	\$ 110	TBD	
Assess Results	\$ 120	18	\$2,160	Clarification / Updating documents for staff	\$ 110	TBD	
Create / Recommend New Comp. Plan & Policies	\$ 120	14	\$1,680			0	\$0
Recommend / Implement / Training	\$ 120	2	\$240				
		72	\$8,640				
Expenses to include:				PROJECT TOTALS			
Airfare for onsite work x 3 visits				TOTAL PROJECT (A - D)		183	\$21,960
Hotel at IRS local per diem x 8 days (4, 2 & 2)				EXPENSES (not to exceed)			\$2,978
Meals at IRS local per diem x 8 days (4, 2 & 2)				TOTAL PROJECT W/ EXPENSES			\$24,938
Rental Car at regional Mid-size Rate x 6 days (4, 2 & 2)							
\$280 for copies, binding and postage				*This is a detailed review with recommendations. Much of this work will be done remotely with use of phone and internet technology to reduce expense to the City. Depending on findings and direction from City Management and Commission, additional consultation might be required or requested.			

Total amount of this contract was reduced compared to similar contracts as the City will benefit from use of previously-gathered, current salary and compensation data. Also, most work will be conducted and completed off-site. It is anticipated that three (3) on-site visits will be appropriately planned and utilized effectively. The first site visit is for orienting employees to the process and to meet with Department Heads to review Job Descriptions, while the second site visit will take place near the conclusion of the project to wrap-up work and present findings to City administration and elected officials and desired.

Use of electronic and internet-based technology will enable regular and effective interaction between the City and Municipal Solutions. Use of municipal supplies, telephone and photocopying equipment will be used while on-site as is appropriate to eliminate unnecessary reimbursable expenses.

The charges for our work are to be based on the time spent and calculated at our regular hourly rates, plus out-of-pocket expenses. Normally, our *public sector* billing rates is \$125 to \$250 per hour depending upon the level of cooperative and independent effort assigned to the work. For purposes of this agreement our hourly rate would be a combined rate of \$110 and \$120 per hour, and additional work (if requested) at a reduced hourly rate of \$110 per hour. Invoices are itemized including time and expense. Financial / project status worksheets are kept by the Consultant to ensure all projects do not exceed the amount agreed upon. These records are available upon request. Unless otherwise stated in this agreement, clients are billed monthly and our fees are payable within 30 days of invoice date. This project will be billed as follows:

- 20% due within 15 business days of the execution of this agreement.
- 40% due within 15 days of submittal of Preliminary Report.
- 40% due within 15 business days of submittal of the Final Report.

A 5% per month *Late Charge* will be charged on any outstanding balance not paid within 30 days of the invoice date, and no late charges will occur so long as payment is current.

Unexpected or changing circumstances may be encountered during the engagement, therefore, changes may be necessary, by the request of either party, without revision to the terms of this Agreement, though it is also understood that changes should be reduced to writing.

Both parties acknowledge that this Letter of Engagement is subject to the conflict of interest provisions set forth in **Oklahoma Statutes / Code ()** as amended.

Insurance

Municipal Solutions, Ilc carries a \$1 Million / \$2 Million commercial comprehensive, E & O and automotive liability insurance policy through the Hartford, and carried workers compensation insurance as required by law.

This engagement letter must be amended in writing if any of the above services are changed.

If the above terms are acceptable to you and the services outlined are in accordance with your understanding, please sign the copy of this letter and return them to us as soon as possible.

We are pleased to have this opportunity to serve you and we trust that our association will be a long and pleasant one.

Sincerely,



David A. Evertsen, CEO / Principal
Municipal Solutions, Ilc

Accepted:

By: _____

, Mayor or City Manager

Representing: Shawnee, Oklahoma

Date:

By: _____

David Evertsen, CEO / Principal

Representing: Municipal Solutions, Ilc

Date:

Exhibit A: Items needing to be collected from City.

Note: These are the documents that will be necessary to review as we move forward to meet the terms of this agreement. It is understood that some of this information may not be available or incomplete. Most of this information will provide the basis for determining current levels and situations, as well as the most productive creation and implementation of new standards. We will certainly talk in more detail to make certain we are working with some key objectives in mind. All information is held in confidentiality

1. Current Policies and Procedures Manual / HR Rules.
2. Current Payroll Printout (generally from within the Accounting system) illustrating compensation distribution amounts and rates.
3. Copy of current Organizational Chart (If available).
4. Copies of all existing Job Descriptions (even if some appear outdated or incomplete) – electronic versions preferred, though paper copies may only be available.
5. Copy of most recent salary/comp study (even if it was a few years ago). Municipal Solutions has statewide and regional data for many communities.
6. Copy of any currently used staff evaluation format(s) (if available, and understanding this may vary with department).
7. Information on any collective bargaining terms relating to salary, compensation & classification.
8. Copy of any performance objectives (may be general Commission goals and priorities, or Manager Directives), and
9. Statistical information on the City which the City might have available (*i.e.: Growth Rate, Budget Summary, Demographics, Service Levels & local economics*).

Regular Board of Commissioners

5.

Meeting Date: 05/02/2011

Mayor's Proclamation

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Mayor's Proclamation:

"Family Promise Week"

May 8-14, 2011

Regular Board of Commissioners

6.

Meeting Date: 05/02/2011

Discuss closing of S Broadway from 7th to Farrall

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Discussion regarding closing of South Broadway from 7th Street to Farrall Street.

Attachments

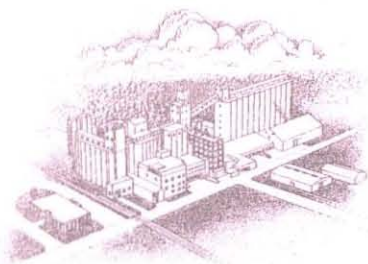
Shawnee Mill Request



SHAWNEE MILLING COMPANY

GOOD MILLERS SINCE 1906

PHONE (405) 273-7000 • FAX (405) 273-7333 • P.O. Box 1567 • SHAWNEE, OK 74802-1567



November 29, 2010

Mr. John Krywicki, City Engineer
City Manager's Office
City of Shawnee
P. O. Box 1448
Shawnee, OK 74802-1448

Received

DEC 03 2010

Dear John:

Shawnee Milling Company is doing some long-range planning as we evaluate our needs for the future, and we want to share them with you. We want to inform you of these needs because we have always worked closely with our City officials. We appreciate the long standing support of the City with your utility services and police and fire protection. This cooperation has helped our Company provide good stable employment for over 200 families since 1906.

Our planning involves providing the construction of additions to our packaging and milling facilities on the west side of our plant as well as a warehousing expansion for both food and animal feed products on the south. Increased grain storage facilities will be added on the south of our present facilities.

All of these growth potentials will be on Shawnee Milling Company owned property with the exception being the necessity to close the 400 block of South Broadway Street to traffic.

At the present time, there are approximately 75 semi-trailer trucks per day that deliver raw materials to include whole grains and ingredients and also take away the finished products on both sides of our plant. This congestion, along with maintenance and production personnel traveling across the street, creates a real potential hazard for our personnel.

Many of our customers, as well as our food manufacturing plant, are involved in U.S. Government mandated safety and food security programs to protect the integrity of food manufactured in the United States. Without the closing of South Broadway Street it will be difficult to provide the infrastructure to comply with these regulations. Our customer base also would shrink dramatically because they would not purchase products that come from a plant that is not in compliance. The closing of Broadway Street for expansion and food security is very important for the future of Shawnee Milling Company and also affords us a better ability to secure the traffic coming and going through our operation.

Enclosed is a plot plan of the proposed long-range view of our facility, and we would welcome your comments and questions on this plan.

Shawnee Milling Company is 104 years old and provides good jobs and community support. We look forward to many, many more years of continued growth and support of the Shawnee area. Thank you for all of your consideration.

Sincerely yours,

SHAWNEE MILLING COMPANY

William L. Ford
President

WLF/mw
enclosure

No encl

Item: Consider Closing Broadway from 7th to Farrall

Shawnee Milling is requesting the closing of Broadway from 7th to Farrall in order for them to expand their production and plant operations, and to provide a secure food processing center as required by the U.S. Department of Homeland Security.

Thru traffic in this area has dramatically decreased over the last ten years, traffic counts taken at different dates are shown below:

6/16/1999 → 1,635 vehicles per day

10/01/2001 → 1,141 veh./day

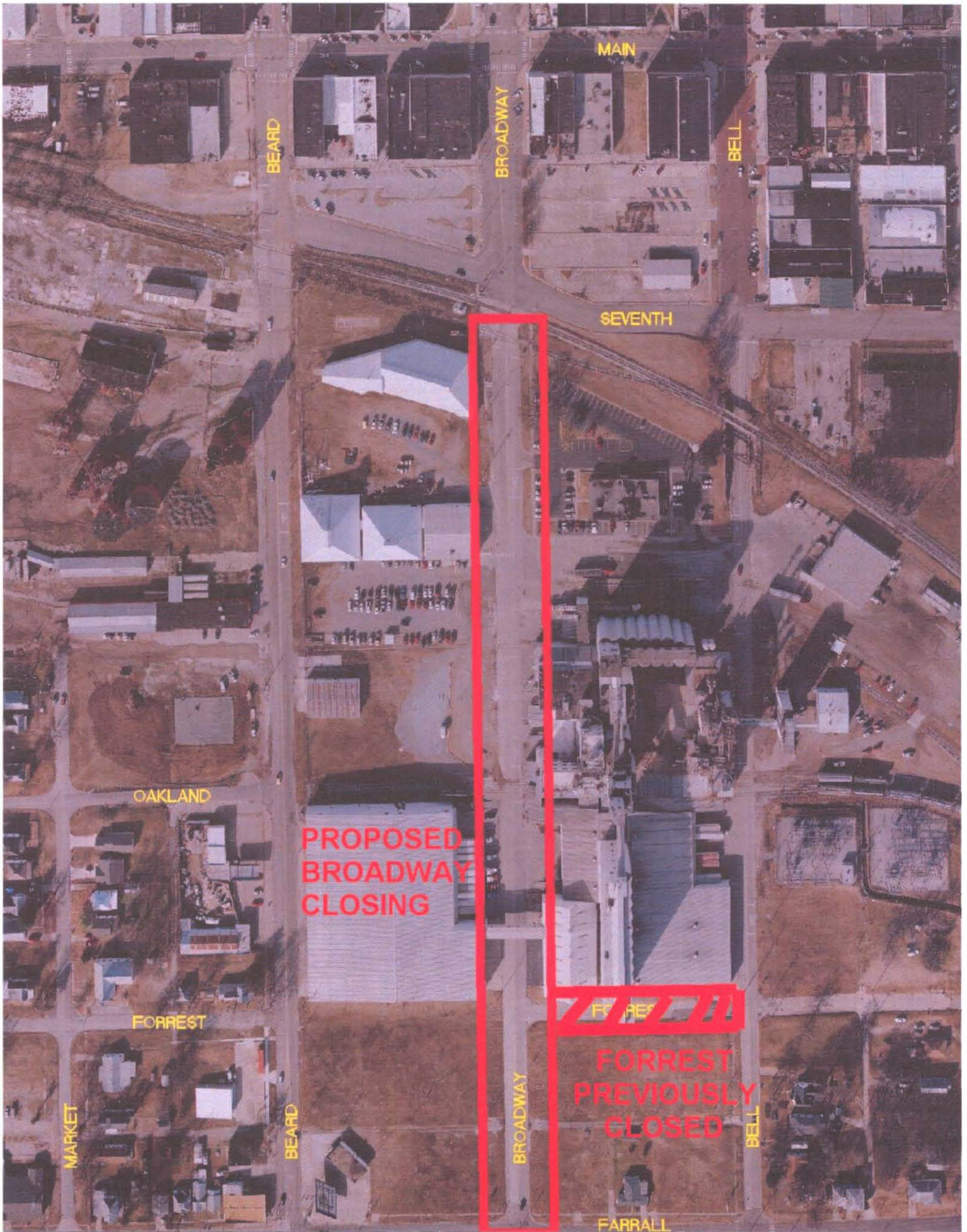
4/16/2003 → 1,004 veh./day

5/18/2004 → 998 veh./day

1/7/2011 – 1/10/2011 → 460 veh./day {weekend}

1/12/2011 – 1/14/2011 → 714 veh./day {week days}

The recent traffic counts taken in January were at a point just south of 7th Street in order to not have "truck traffic" from plant included because we were attempting to get a representation of 'local' thru traffic. And taking into account that the Mill's employee parking areas are predominantly accessed along Broadway Street, it is assumed that actual local thru traffic numbers would be substantially less than the shown recorded amounts.



MAIN

BEARD

BROADWAY

BELL

SEVENTH

OAKLAND

PROPOSED
BROADWAY
CLOSING

FORREST

MARKET

BEARD

BROADWAY

BELL

~~FORREST~~

FORREST
PREVIOUSLY
CLOSED

FARRALL

Mayor

LINDA PETERSON



The City of Shawnee

PO Box 1448

Shawnee Oklahoma 74802-1448
(405) 273-1250 Fax (405) 878-1581
www.ShawneeOK.org

Commissioners

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

BROADWAY CLOSING FROM 7th to FARRALL {Bell/Beard Improvements}

BELL STREET (7th to Farrall)

Sidewalk 700 S.Y. @ \$58/sy	40,600	
Decorative Lights 9 @ \$2800/Ea.	25,200	
Asphalt Surfacing 825 Tons @ \$68/ton	56,100	
Milling 5,000 S.Y. @ \$3/sy	15,000	
Reinforcement Fabric 5,000 S.Y. @ \$1.50/sy	7,500	
Traffic Striping (Lump Sum)	8,500	
R.R. Crossing At-Grade (Lump Sum)	80,000	

Bell St. Prelim Est.	\$232,900	\$232,900

BEARD STREET (7th to Farrall)

Sidewalk 750 S.Y. @ \$58/sy	43,500	
Decorative Lights 18 @ \$2800/Ea.	50,400	

Beard Prelim Est.	\$93,900	\$93,900
		=====
Total Bell + Beard		\$326,800

Shawnee Mills has indicated they will provide the costs for the RR Crossing work and participate with the lighting for a contribution to the project of **\$92,000.**

John Krywicki

Subject: FW: POSSIBLE SPAM-Broadway Ave Closure Request

From: Joe Ford [mailto:jford@shawneemilling.com]

Sent: Friday, April 08, 2011 8:36 AM

To: 'Brian Mcdougal'

Subject: RE: POSSIBLE SPAM-Broadway Ave Closure Request

Brian,

The street repairs will be just over \$80,000 and I am estimating the lighting will be around \$12,000 which will include some new fixtures and installation labor.

Please email me back to let me know you received this

Thanks again,
Joe

Joe Ford

Sr. Vice President of Operations

Shawnee Milling Company

Office: 405.273.7000

Fax: 405.273.7333

Email: jford@shawneemilling.com

4/28/2011

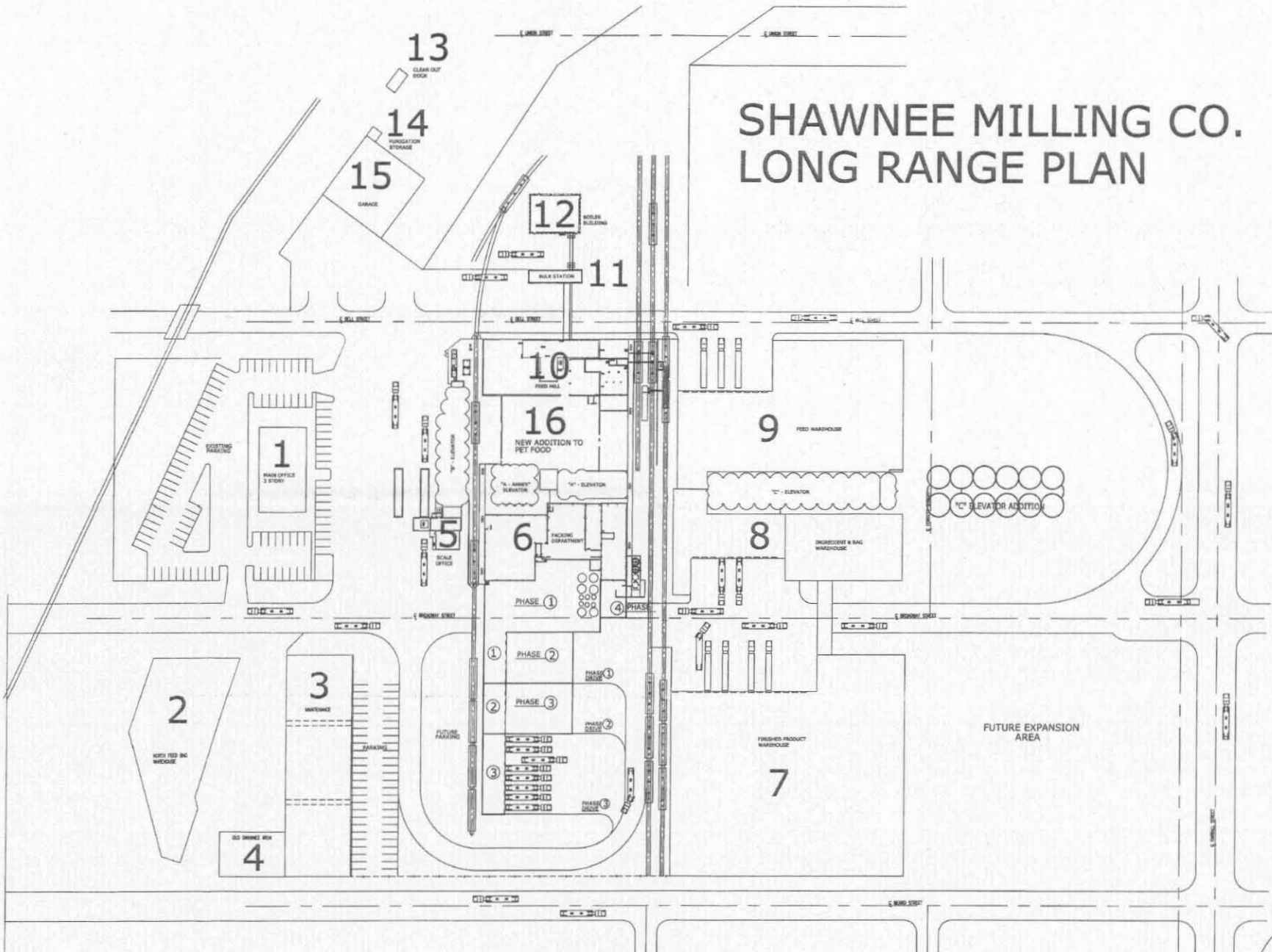


LEGEND
2.665 LF OF SIDEWALK

PROPOSED MILL AREA IMPROVEMENTS

DATE: 01/11/11	BY: [Signature]	CITY OF SHAWNEE ENGINEERING DEPARTMENT SHAWNEE, OKLAHOMA
PROJECT NO. 2011-001	SCALE 1"=50'	DATE 01/11/11

SHAWNEE MILLING CO. LONG RANGE PLAN



PLAN VIEW

THE PRICE GROUP ARCHITECTS SHAWNEE, OKLAHOMA



Received
EX-10-100
Shawnee, Oklahoma
City of Shawnee, OK

1-5-18

Regular Board of Commissioners

7.

Meeting Date: 05/02/2011

Resolution authorizing public auction of surplus property

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Consideration of resolution authorizing public auction of City of Shawnee surplus property, as listed.

Attachments

Surplus Auction Resolution

Surplus Property List for Auction 2011

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF THE ITEMS BY AUCTION; AND FURTHER AUTHORIZING THE DISPOSAL OF ITEMS NOT SOLD.

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

1. The items of personal property described in attached Exhibit "A are no longer needed for city purposes and are hereby declared surplus.
2. The City Manager is authorized and directed to sell said items to the public by auction to be held June 11, 2011, or a day thereafter if circumstances prevent its being held or completed that day.
3. Any property not sold at auction shall be deemed to have no value and shall be disposed of by destruction, recycling, removal to the proper waste center, or whatever means necessary.

Adopted this 2nd day of May, 2011

LINDA PETERSON, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

EXHIBIT "A" SURPLUS PROPERTY

Kawasaki kgt27a weedeater
Ace hardware bench grinder
Tent frame with top
Lowering device with stand
Phones (4)
Typewriter
Ten key
Item No. 2264 - Part of a desk (maybe the "L" side of a "L" shaped desk) (metal);
Item No. 0514 - Part of a desk (maybe the "L" side of a "L" shaped desk) (metal);
No Item No. - Part of a desk (maybe the "L" side of a "L" shaped desk)
(metal/cream color);
Item No. 2272 – Metal gray desk
Item No. 0237 – Micro film machine
Table top (no legs) (gray);
Small table top (no legs);
Item No. 0113 – Part of a desk
Item No. 0095 – Part of a desk
Banker Box Drawers
2 Banker Box Drawers w/o doors
19 Boxes of Computer Paper (tractor type)
Part of a desk (maybe the "L" side of a "L" shaped desk) (metal);
Cream 5 drawer metal desk.
1 – Metal Shelving Unit
1 – Wooden Desk
1 – Wooden Shelves
1 – Fax Machine SN # H51657734
1 – Printing Cartridge for the above fax machine
Electronic dart board
3 misc. EMS bags
Aqua jacket backpack(bad)
5 gallon gas can
Exercise equipment
Mirror
2 misc. screw jacks
Exercise equipment
Small torch bottle set
Large portable light with cord
Small electric vent. Fan
large electric vent. Fan

EXHIBIT "A" SURPLUS PROPERTY

Small portable light with cord
T.V. wall mount
7 H.P. generator
6 small piercing nozzles/misc. fittings
7 aluminum compartment trays removed from apparatus
5 misc. chairs
3 drawer filing cabinet
Triple 3 in. monitor.
2 hydraulic fire hose clamps
Double 3 inch monitor base(base only)
Misc. brass(couplings etc.)
ISI thermal imaging camera with case and truck mounted charger
Cargo rails-off of 2004 Ford Expedition
Misc. shovels and handles
2 small file cabinets
 5 gallon detergent
Several old t.v.'s
 2 vehicle light bars (inoperable)
Hoover vacuum
Mop bucket
1 dry erase board-1 cork board
1 Junk phone
Lockers
Attic ladder
Fire hose hangers with rack
5x10 utility trailer
True treadmill-non working
Weight machine
Old cascade with bottles and hoses
Bunn Coffee maker
Computer desk
3 overhead projectors
VCR
Old A.E.D. with batteries
Old computer, keyboard, printer, Misc.
Kenmore clothes washer
Kenmore electric range
2 CPR mannequins
Junk brush guard off of bp3
2 rolling wire shelves

EXHIBIT "A" SURPLUS PROPERTY

5 gallon gas can
Exercise bike
5 steel desks
Old medical suction pump
Wooden t.v. stand
Tempest gas ppv van
5th wheel hitch
24 misc. fire extinguishers
2 propane cylinders 20 lb.
5 sections of hard suction hose
Several rolls of old booster hose
Misc. vehicle seats and consoles
Fridgidaire clothes washer
SCIFIT treadmill (inoperable)
Kitchenaid dishwasher (city I.D. #1103)
Maytag electric range (City I.D. # 0429)
Crosley clothes dryer (City I.D. #0497)
Roper clothes dryer
2 chrome wheel simulators
Floor jack
Old microwave
Misc. radar equipment(left in station 4 by P.D)
Partial box of fluorescent light bulbs
1—wheel and tire for Chevy 1-Ton truck, size- LT 225/75R16
3—5gallon buckets of dry-chem powder for fire extinguishers.
1—12" draft hood for power washer vent.
3—5' x 12" metal duct pipe.
1—12" roof flashing and cap.
1—bracket for hanging a TV from the ceiling.
1—large air cylinder, out-of-date, scrap only.
1—Hale Floto-pump, doesn't run, parts missing.
1# Hand tools
Chemsearch tire sealer pump
Campbell Hausfeld cordless air compressor model cc 2200 s/n g22-112-20910180
2-united auto systems creepers model mst-580a
1-Branick strut spring compressor
1-Broom Rubbermaid
3-Broom handles
1-lot back braces

EXHIBIT "A" SURPLUS PROPERTY

Motor 4.6 v8 s/n e1900-310506-88923947 & transmission
Tommy lift gate model g02040 s/n 327542
Vehicle lifting equipment
Walker tire jack
Otc clutch jack part 5015 s/n 104200416
Napa 3 ½ ton floor jack model 791-6420 s/n f0101001g1s
Tires
72 passenger car & pickup tires
18 truck tires
6 tractor tires.
Misc. saw & trash pump parts
Waterloo shop series tool box 3 drawer Auction Assets Garage

2002 Ford Crown Vic, Unit-3297. Vin-129631, Police Dept
2003 Ford Crown Vic, Unit-3347. Vin-152095, Police Dept
1991 Chevy ¾ ton pickup, Unit-1918. Vin-149523, Parks Dept
1998 Chevy ½ ton pickup, Unit-2931. Vin-176198, Eng / Street
1999 Chevy Lumina, Unit-2413. Vin-170681, CID / Airport
1997 Chevy Lumina, Unit-1690. Vin-147525, CID / Airport
1999 Ford ½ ton pickup, Unit-1602. Vin-B60103 Animal /
1997 Ford ½ ton pickup, Unit-2918. Vin-D38744, Eng / Street
1999 Ford ½ ton pickup, Unit-1605. Vin-B60102, Cemetery / Parsk
1995 Chevy Lumina Van, Unit-1623. Vin-119286, Radio / Garage

3 Kennedy tool box 7 drawer
Misc. car & tractor parts
5 brake dust shields
Lee boy decal kit
10 ea office chairs
1 ea marathon electric pump MD#9C-56T34D`509B SN#374ag708234tz
2 ea chevrolet tailgates wide bed
Rear bumper
Front push bumper crown vick
Towbar
2 ea reciever hitches
3 ea office desk
2 ea solar 670 battery chargers md# 141-283-90 sn# f352192-f352207

Silver beauty battery charger md# 8250 sn# 177-8602 asset # 0189

EXHIBIT "A" SURPLUS PROPERTY

Walker air bumper jack md# 93696 asset# 0173
(2) Allen Bradley variable speed motor drives
Whirlpool 220V window air cond. 11000 btu City # 2650
Whirlpool 110V window air cond. 6000 btu ser..# 5012166
Hanging Heater 480V
Vacuum pump off Tanker Truck
Bench grinder 6" ½ hp City # 1117
Craftsman big wheel weed eater 5 hp 22" cut
Troy built weed eater motor ser. # 1H035DB0066
Weed eater brand weed eater ser. # E0377393
Craftsman pressure washer 6.5 hp 2200psi ser. # 1604160
Cub Cadet zero turn mower 25 hp City # 1938
18hp Power Washer
4.75 hp East Mulch Push Mower S#6920422
6.75 hp Craftsman Power Washer S#7105563
Atwoods Portable Air Tank, 9 gallon
½" pneumatic impact wrench S#9207A
2-8" tires and wheels
2-3 gallon chemical sprayers
Ryobi Weed Eater
Yard Machine Weed Eater
2 wheel trailer w/ bucket that dumps City ID#0806
5.5 hp Intek push weed eater
3.0 hp Craftsman Edger/Trimmer
Refrigerator
Incubator
Index card file PD Rubbermaid
13" Sony TV PD City#0346- #8059063 Mod KV-13TR10
Portavision Radio Shack Mini TV PD Mod 16-125A
Canon Elan 7 Camera With Zoom Lens PD (21)80002304
Canon Elan 2 Camera With Zoom Lens PD City#2384
Canon 35-80 mm zoom lens PD Mod C21-9841
Oritron DVD Player PD Code# 1000009346029 Mod DVD-100
3 Saris Bike Bunk Racks PD Item#6007 each holds 2 bikes each
Decatur Radar with black case PD City#1912 Ser#01969 mod genesis-VP 01324

2 Allen car bike racks PD

EXHIBIT "A" SURPLUS PROPERTY

Sony Floppy Disc Camera PD 493267 mod MVC-FD100
1/3 Mega Pix Sony Floppy Disc Camera PD 40743 mod MVC-FD88
CrieEyeHidden 35 MM camera PD Mod CE-190D
Cannon 35 MM Camera PD 1465853- EOS Elan
Cannon Zoom Lens PD Sky (IA) 52 mm
Camera Flash PD Top mount camera flash –FH0102
Yashica Camera in black case PD 35 MM SSR#055250
Pentax Camera PD 35 MM ssn#265992 model H-1
Konica Camera PD 35MM ssn#125681
Polaroid camera/Polaroid duplicator and box of film PD F5QJZ1 – Spectra
7 -Hav-a-hart Skunk Traps Animal Control
11 -Hav-a-Hart Cat Traps Animal Control
2-Headache Rack Animal Control Back glass- white/metal
Fax & phone system Animal Control Lexmark 03120131150
Office Phone System Animal Control Panasonic XXF-230
Blue Office Typewriter Animal Control Swentex Mod. 640
Metal Dog Box Animal Control
20- Sound Dampeners Animal Control Blue 3'x4'
1 Desk w/Hutch & 3 drawer filing cabinet
1 Metal desk
1 4 drawer short metal filing cabinet
2 Paper stands
1 Star label writer
1 Quicktrieve – storage for zip disks
1 Set economy book ends
1 Black keyboard
2 White ergonomic keyboards
1 Mouse
1 Electric pencil sharpener
1 Cable cord (monitor)
1 HP DeskJet printer (990 cse)
1 IBM electric typewriter
2 Mini fans
2 File trays
Printer HP LJ 8150 USBLL17937 Pallet 1 3071
Monitor Dell 17 Inch LCD CN0FP8164663374E85LU Pallet 1
Printer HP LJ 3600DN CNTCH37497 Pallet 1
Printer HP LJ 3600DN CNGCA05704 Pallet 1

Printer HP LJ 3600DN CNNCH15988

EXHIBIT "A" SURPLUS PROPERTY

Computer Dell Optiplex GX270 7V6YU1
UPS Triplite Smart LST 9642ALC5M538800153
Printer HP LJ 1200 CNBRB1632
Printer HP OJ D145 SG28D520JH
Monitor Dell 17 Inch CRT CN05E5324780344JCVJL
Monitor Samsung SyncMaster 915N MJ19H9NXC14450X
Monitor Samsung SyncMaster 915N MJ19H9NXC14085W
Monitor Samsung SyncMaster 915N MJ19H9NXC14515Z
Monitor Dell 22 Inch LCD CN0H236H7287295V1WPL
Monitor Dell 22 Inch LCD CN0R289D7161885LRL2U
Laptop Dock Dell Dock and LCD Stand CNORM36114941
Printer HP LJ 1200 CNBJG63506
Ethernet Print Server HP Jet Direct 300X SG85141140
Printer Lexmark MFP X502N 20070402576
Computer Gateway G Series 0019341134
Computer Dell Optiplex GX240 3RTFJ11
Computer Dell Optiplex 755 HW1NXF1
Laptop Dell Inspiron 8500 GQ8DZ21
Laptop Dock Dell CN02U442486433BC1717
Printer HP OJ 7110 SG31HB10VZ
Laptop Dock Dell CN0T2135479855AL0375
Laptop Dock Dell CN0HD0624864374R2350
Monitor Gateway 19 Inch CRT MU17026C0427834
Monitor Gateway 19 Inch CRT MU17026CP422688
Printer HP LJ 3015 CNBM270869
Printer HP DJ 895Cse MX03P151TW
Monitor Dell 17 Inch CRT MX05E5324708257C03R
Monitor Viewsonic 690 MB 319013200038
Monitor Dell 17 Inch CRT CN05E324780334EC69A
Monitor Digiview 17 Inch CRT 3LQ49311310160
Monitor Dell 17 Inch CRT CN05E5324780344JCV83
Monitor Gateway 17 Inch CRT 7259338
UPS APC 3000 XL None Found
Monitor Dell 17 Inch CRT CN05V5324780335GC248
Monitor Dell 17 Inch CRT MX05E53247801257C04K
Monitor Dell 17 Inch LCD CN044299716185BECFAV
Monitor Dell 17 Inch CRT CN05E5324780344JCV7L
Monitor Dell 17 Inch CRT MX05E553247801257C04P

Monitor Dell 17 Inch CRT MX05E553247801257C04T

EXHIBIT "A" SURPLUS PROPERTY

Monitor	Dell 17 Inch CRT	MX05E553247801257C05J
Printer	Epson TM-UP950P	A950003767
Laptop	Dell Precision M65	60FKBD1
Laptop Dock	Dell	CN0HD0624863475D4884
Switch	Nortel Networks BayStack 450 24T	SSGLKH5XEE
Switch	Nortel Networks BayStack 450 24T	SSGLKH2CVV
Switch	Nortel Networks BayStack 450 24T	SSDBKH2H04
Switch	Nortel Networks BayStack 450 24T	SSGLKH0HA7
Switch	Nortel Networks BayStack 450 24T	KEE0021943
Switch	Nortel Networks BayStack 450 24T	KEE0046929
Monitor	Dell 17 Inch CRT	MX05E5324780125NC0LQ
Monitor	Dell 17 Inch CRT	MX05E5324780121GC12L
Monitor	Viewsonic 20 Inch CRT	319013600268
Monitor	Dell 17 Inch CRT	CN05E5324780344JCVJN
Monitor	Viewsonic 20 Inch CRT	319013100710
Monitor	Samsung 17 Inch CRT	AV17HVVW803798Y
Computer	ME Systems Clone	
Computer	Inter Data Systems Clone	
Computer	Clone	
Scanner	Canon AR-3020N	300632
Computer	Dell Optiplex 270	8FDMW21
Computer	HP Vetra	US11403006
Computer	HP Vetra	US11402339
Computer	Gateway Pro S P4	0024715701
Computer	Gateway Pro S P4	0024715699
Monitor	Dell 17 Inch CRT	MX05E5324780121GC12J
UPS	APC Smart UPS 700	N50135139914
Scanner	HP Scan Jet	SG06N231RW
Rack Mounted Keyboard Tray	Keyboard Tray	N/A
Rack Mounted Keyboard Tray	Keyboard Tray	N/A
Printer	HP OJ D145	SG259412JN
Wireless Antenna	Tsunami QuickBridge	084C10870238
Fuser	Konica 7821 Fuser Unit	
Hand Held	Road Runner PTC-860ES	2721511
Hand Held	Road Runner PTC-860ES	3457746
Hand Held	Road Runner PTC-860ES	
Hand Held	Road Runner PTC-860ES	2727552
Hand Held	Road Runner PTC-860ES	
Tablet PC	NEC Versa Lite Pad	36YT1587

EXHIBIT "A" SURPLUS PROPERTY

Hand Held Dock	Telxon MC0-860	21766
Modem	US Robotics 56K	24LGB20B5L18
Modem	US Robotics 56K	24LGB20B5L0L
Modem	US Robotics 56K	24LGB20B5RAA
Hand Held	Palm Pilot M100	D1203C807004
Hand Held	Palm Pilot M100	L0JHLBK18556
Hand Held	Palm Pilot Vx	1DGK12J166CC
Hand Held	Palm Pilot Vx	1DGK12P1764G
Hand Held	Palm Pilot Vx	50GK13L11975
Hand Held	Toshiba Pocket PC E740	720490076
Computer	Gateway ALR 7200	0017748147
Cell Phone	Black Berry 7290	AA5Y06669001
Hand Held	Symbol Hand Held Computer	
Computer	Dell Optiplex 780	620X771
Monitor	Dell LCD	CN0R0346641808BK1X4M
Computer	Dell Optiplex 745	C95TYD1
Computer	Dell Optiplex 745	42MXGC1
Laptop Sony	PCG-F420	283069303503576
Computer	Gateway Pro M1000	00225992236
Monitor	Gateway 19 Inch	

Gateway Monitor CPD-GF250T S#8151139 TAG#3162
VIEWSONIC MONITOR 45771 S#FQ93811073 NO TAG
PANASONIC MONITOR WV-BM990 S#DAV00218 NO TAG
PANASONIC MONITOR WV-BM990 S#DAV00217
SAMSUNG MONITOR DP17LS S#DP17HCDK506503Z
15 MT500 PORTABLES VHF
PANASONIC PRINTER KX-P2023
2 LEXMARK PRINTER 2390
LEXMARK PRINTER 2390
TOSHIBA TIME LAPSE RECORDER KV8168A S#72553935
DIGIVIEW MONITOR HR-70+ S#3LQ448B11301176 TAG #2711
BOX OF LEATHER HOLSTER & MISC RADIO CHARGERS
GATEWAY CPU GP6-350 S#0013543964 TAG #2056
COMPAQ CPU PD1006 S#6940CKT3P130
COMPAQ CPU PD1006 S#6940CKT3N643
3 HP VECTRA CPU S#US83410260, US83410283, US83408234
4 HP VECTRA CPU VL800 S#2B15100338, 2B20201754, 2B20201951,
2B20202546
HP MONITOR P1230 S#JPV34101KD

EXHIBIT "A" SURPLUS PROPERTY

5 MOTOROLA T5600 CONSOLES T5600A S#177SRU2061, 177SRJ3150,
177SRJ3162, 177SRU2060, 177SRV2606
KEYBOARD STAND
7 ICOM IC-H16 VHF RADIO
8 ICOM PORTABLE CHARGERS CM35
TDD KEYBOARD PROTA VIEW 32 S#PV51815-26
EPSON LX300 PRINTER S#1YLY364163
PANASONIC KX-P2033 S#0JTBVG02975
PANASONIC KX-P1124 S#1GMBCCF33859
VIEWSONIC MONITOR GS771 S#FQ93811565
10 ASSORTED LIGHTBARS
BEARCAT SCANNER BC800XLT S#3500521Y
PANASONIC TIME LAPSE RECORDER AS-RT600 S#K7TA00472
PHILLIPS TIME LAPSE RECORDER LTX3960 S#80201470
ASSORTED CONSOLE PARTS
ELO TOUCHSYSTEM MONITOR ET2125C-0NWC S#S5A9PEO44J00035
31 MOTOROLA MTX CHARGERS PN#NTN4635A
3 MOTOROLA MTX GANG CHARGERS PN#NLN8988
MOTOROLA REMOTE T1605BM S#222CDL0820
30 MOTOROLA STX CHARGERS PN#NLN8856A
M7208 MERIDIAN PHONE
4 M7310 MERIDIAN PHONE
2 M7324 MERIDIAN PHONE
SINGLE LINE PHONE
2 PLANTRONICS CS50 HEADSET
4 HANDSETS
BAG OF MISC CELL PHONE CHARGERS
SONY CELL PHONE
38 NOKIA CELL PHONES
14 LG CELL PHONES
3 8525 WIZARD DATA DEVICES
2 8924 TILT DATA DEVICES
1 8125 WIZARD DATA DEVICE
BLACKBERRY DATA DEVICE
12 SAMSUNG CELL PHONES
3 MOTOROLA CELL PHONES
NORTEL NETWORKS CORDLESS PHONE & RECEIVER T7406
BELKIN 375VA UPS
2 APC 350 UPS
HP LASERJET 6MP PRINTER TAG 2662

EXHIBIT "A" SURPLUS PROPERTY

PRINTER STAND TAG 2574
RCA CC507 CAMCORDER
CANON REBEL 2000 EOS CAMERA TAG 2481
CANON AE-1 CAMERA
MASTER POWER SWITCH
NETGEAR WIRELESS PC CARD S#MA41C27251938
LEXMARK WHEELWRITER 1000 TYPEWRITER
Metal filing cabinet
Light oak shelf
15 Brown plastic chairs
Eye wash station
Box of computer pieces
White light fixture
Brown table
10 wooden chairs
Small vacuum cleaner
3 wooden chairs
2 plastic chairs
1 gray chair
7 Maroon chairs
3 brown chairs
1 red tea jug
1 green chair
1 red plastic chair
3 rolling chairs
1 green chair
1 yellow chair
Metal wire shelves
2 projectors
1 radio
1 camera
5 maroon stools
1 TV
1 Napkin dispenser
Various floor tile
Leaf mulcher city id 2030
Bike racks for vehicles
Desk part city id 0079
File cabinet 2 drawer
1 wooden shelf

EXHIBIT "A" SURPLUS PROPERTY

1 VariTask desktop holder
1 light
Push lawn mower city id 2211
Lawn mower parts
4 weed eaters
3 wooden doors
1 metal door
2 trash containers
2 metal trash containers
1 sprayer
1 box of misc. items
Desk pieces city id 1035
9 light fixtures
2 fan casings
5 brown chairs
2 lawn mower tires
1 snow shovel
Large weed eater on wheels
1 light fixture
Lawn mower motor
Grinder
2 TVs

Any and all items in the Al & James building to include freezers, cool boxes, shelves, stands, signs, cash registers, misc. office items, and any other items found that cannot be used by the city of Shawnee inside and out of the building.

Xerox 2510 Copier

- City Number 0940
- Serial Number 646 043745
- Description = This is a wide format black & white copier that makes up to 36" wide copies. It sits on a stand that holds the paper. It worked when it was replaced.
- Reason for surplus = We have a newer copier that replaced it.

Konica 7821n Printer

- City Number 3218
- Serial Number B208A1000083
- Description = This is a color laser printer that has 2 paper trays with a aux. side feeder. It worked when it was replaced.
- Reason for surplus = The I.T. department was never able to find the correct drivers for it to work with ours servers.

EXHIBIT "A" SURPLUS PROPERTY

HP DesignJet 1050c Wide Format Plotter

- City Number 1793
- Serial Number ESA9103974
- Description = This is a color plotter that uses roll paper and prints up to 36" wide. It has an attached stand that also acts as a catch tray for the paper. It has 1 extra yellow ink cartridge and 4 extra print heads (1 for each color).
- Reason for surplus = The parts to service it are no longer produced. We purchased a replacement.

Repo Technology 700 Blue Line Copier

- City Number 2444
- Serial Number 1203
- Description = This is a blue line copier that uses ammonia and special paper to make blue line copies.
- Reason for surplus = We purchased a new scanner/copier that replaced this unit.

Dell UltraSharp 19" Flat Panel Computer Monitor

- City Number 3156
- Serial Number MX-09J367-47605-357-A1N2
- Description = This is a 19" flat panel computer monitor. It works good.
- Reason for surplus = We don't have a computer that needs it.

Yellow Chair

- City Number (None)
- Serial Number (None)
- Description = This is a stationary yellow chair with arm rests.
- Reason for surplus = No longer needed.

Gray Chair

- City Number (None)
- Serial Number (None)
- Description = This is a short gray chair that rolls.
- Reason for surplus = No longer needed.

Office 2000 Typewriter

- City Number (None)
- Serial Number (None)
- Description = This is an electric typewriter
- Reason for surplus = No longer needed.

Rhin-O-Tuff Binder

- City Number (None)
- Serial Number (None)
- Model type OD 4400

EXHIBIT "A" SURPLUS PROPERTY

- Description = This is the top portion only that opens the binder combs. It is missing the bottom portion that punches the holes.
- Reason for surplus = No longer needed.

Wall Mounted Hanging File

- City Number (None)
- Serial Number (None)
- Description = This is used to hang construction files vertically. There are a few hanging bars that go along with this.
- Reason for surplus = We no longer file plans in this manner.

Flat File Cabinet

- City Number (None)
- Serial Number (None)
- Description = This is used to file papers up to 24" x 36". There are 3 separate units with 5 drawer each for a total of 15 drawers.
- Reason for surplus = We no longer file plans in this manner.

Kroytype 80

- City Number 0943
- Serial Number (None)
- Description = This is an old labeling machine. It has 4 print disks that go along with it.
- Reason for surplus = No longer needed.

Wang Printer

- City Number (None)
- Serial Number WD5208
- Description = This is a printer that uses feed paper.
- Reason for surplus = No longer needed.

Calcomp Scan Plus Wide format scanner

- City Number 2663
- Serial Number (None)
- Description = This is a wide format black & white scanner. It scans up to 36" in width.
- Reason for surplus = We replaced it with a newer scanner.

HP Scan-jet ADF

- City Number 2679
- Serial Number (None)
- Description = This is a desktop flat bed scanner. The document feeder on the top does not work.
- Reason for surplus = No longer needed.

1 – 42' Long X 12' Tall Tetrahedron – Must be hauled away by purchaser.

Regular Board of Commissioners

8.

Meeting Date: 05/02/2011

Resolution authorizing participation in Oklahoma Mid-Size City Coalition

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Consider a resolution authorizing participation in the Oklahoma Mid-Size City Coalition, Inc.

Attachments

Resolution Mid Size City Coalition

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, AUTHORIZING PARTICIPATION IN THE OKLAHOMA MID-SIZE CITY COALITION, INC.

WHEREAS, the Oklahoma Mid-Size City Coalition, Inc. is a non-profit corporation organized exclusively for the purpose of promoting social welfare and shall be engaged primarily in promoting the common good and general welfare of the affiliated mid-size cities within the State of Oklahoma; and

WHEREAS, the Oklahoma Mid-Size City Coalition, Inc. has been created to provide a mechanism for cities that are not the principal city in a metropolitan statistical area (MSA) or any city that qualifies for REAP grants, to join collective resources to promote legislative actions that area beneficial to those communities that represent a significant portion of the State of Oklahoma and yet have at times been overlooked in the distribution of state funding for important local projects; and

WHEREAS, the City of Shawnee desires to participate in the Oklahoma Mid-Size City Coalition, Inc. as a charter member in promoting to the State of Oklahoma legislative projects that are important to the local residents.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Shawnee, Oklahoma, that

1. The City of Shawnee become a member of the Oklahoma Mid-Size City Coalition, Inc;
2. The Mayor (or her representative) be designated as the City of Shawnee's representative on this coalition.;

RESOLUTION DECLARED ADOPTED this ____ day of May, 2011.

ATTEST:

CITY OF SHAWNEE, OKLAHOMA

Phyllis Loftis, City Clerk

Linda Peterson, Mayor

APPROVED AS TO FORM:

Mary Ann Karns, City Attorney

Regular Board of Commissioners

9. a.

Meeting Date: 05/02/2011

Open bid - Asphalt Streets Project

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Rehab Asphalt Streets Project (Various Locations) COS-PW-10-07 (Open)

Attachments

Notice and bidders list

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9th – P.O. Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, May 2, 2011**, for:

BID: CONTRACT NO. COS-PW-10-07
REHAB ASPHALT STREETS PROJECT (VARIOUS LOCATIONS)

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448. The fee for Plans and Specifications is \$25.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional \$5.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Thursday, April 21, 2011, at 11:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

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

BID: CONTRACT NO. COS-PW-10-07
REHAB ASPHALT STREET PROJECT
(VARIOUS LOCATIONS)
MAY 2, 2011

This project shall include **milling existing asphalt pavement, installation of reinforcement fabric, placement of 2" asphalt surfacing course. Estimated quantites: 125,000 sq. yards milling, 18,000 tons asphalt.** BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

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

The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, May 2, 2011**. The City of Shawnee reserves the right to reject any and all bids.



Phyllis Loftis
Phyllis Loftis, City Clerk

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY: _____

Brian McDougal
Brian McDougal, City Manager

CITY OF SHAWNEE
PLAN HOLDER'S LIST
CONTRACT NO. COS-PW-10-07
REHAB ASPHALT STREETS PROJECT (VARIOUS LOCATIONS)

Business Name: Rudy Construction
Contact: Phil Pratt
Address: PO Box 14575
Oklahoma City, OK 73113
Telephone: 405-478-9900
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: 04/18/11

Business Name: A-Tech Paving
Contact: Jay Doyle
Address: PO Box 2865
Edmond, OK 73038
Telephone: 405-418-4741
Fax: 405-418-4743
Cell: 405-204-3602
E-Mail: jdoyle@atechpaving.com
Paid for & Picked Up Specs: mailed out 04/19/11

Business Name: TJ Campbell
Contact: Ray Bates
Address: PO Box 15129
Oklahoma City, OK 73135
Telephone: 405-672-6768
Fax: 405-672-9890
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: 04/21/11

Regular Board of Commissioners

9. b.

Meeting Date: 05/02/2011

Open possible Award of Fishing Dock removal

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Sale and Removal of Fishing Dock and Walkway on Shawnee Twin Lake Number 2 (Open and possible Award)

Attachments

Notice & bidders list

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 16 W. 9th Street, P. O. Box 1448, Shawnee, Oklahoma 74802-1448, up to 4:00 p.m., Monday, May 2, 2011, for:

The Sale and Removal of Fishing Dock and Walkway on Shawnee Twin Lake #2

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

BID - Sale and Removal of Fishing Dock and Walkway on Shawnee Twin Lake #2

May 2, 2011

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

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, 16W. 9th Street, Shawnee, Oklahoma 74801, at 6:30 p.m., Monday, May 2, 2011.

Bid packets are available at the Fairview Cemetery Office located at 1400 N. Center Street, Shawnee, Oklahoma 74801.

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



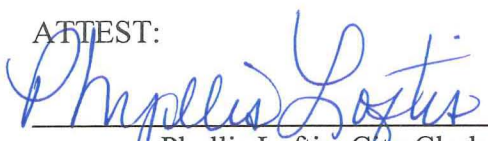
(SEAL)

CITY OF SHAWNEE
A Municipal Corporation

By: _____

Brian E. McDougal, City Manager

ATTEST:



Phyllis Loftis, City Clerk

BIDDERS LIST
Sale and Removal of Fishing Dock and Walkway
On Shawnee Twin Lake #2
May 2, 2011

There were no bids mailed out. All was volunteer pickup. It was advertised twice in turners paper and on our web site.

Information picked up by:

- > MIKE COX
- > BARBARA COCHRANE 708-0292
- > JIM TERFETILLER

Regular Board of Commissioners

13.

Meeting Date: 05/02/2011

Consider Executive Session IUPA Local No. 3

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Consider an Executive Session to discuss status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY 2010-2011 as authorized by 25 O.S. §307(B)(2).

Regular Board of Commissioners

14.

Meeting Date: 05/02/2011

Consider Executive Session regarding pending litigation

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Consider an Executive Session to discuss pending litigation in the cases of the City of Shawnee V. John H. Clark et al., Case No. C-2009-1737; City of Shawnee V. Shawnee Animal Hospital, Inc. et al., Case No. C-2009-1734; cases filed in the District Court of Pottawatomie County, Oklahoma, as authorized by 25 O. S. §307 (B)(4).

Regular Board of Commissioners

15.

Meeting Date: 05/02/2011

Consider matters from executive session IUPA Local 3

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Consider matters discussed in Executive Session regarding status of Collective Bargaining Agreement with the IUPA, Local No. 3 for FY 2010-2011 as authorized by O.S. §307(B)(2).

Regular Board of Commissioners

16.

Meeting Date: 05/02/2011

Consider matters from executive session regarding pending litigation

Submitted By: Donna Mayo, Administration

Department: Administration

Title of Item for Agenda

Consider matters discussed in Executive Session regarding pending litigation in the cases of the City of Shawnee V. John H. Clark et al., Case No. C-2009-1737; City of Shawnee V. Shawnee Animal Hospital, Inc. et al. Case No. C-09-1734; cases filed in the District Court of Pottawatomie County, Oklahoma, as authorized by 25 O. S. §307 (B)(4).
