

AMENDED AGENDA
BOARD OF CITY COMMISSIONERS
May 1, 2017 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the April 17, 2017 regular meeting.
 - b. Mayor's Appointments

Shawnee Planning Commission

Susie Clinard	2 nd Full Term	Expires 6/1/2020
<i>Reappointment</i>		

Robbie Kienzle	2 nd Full Term	Expires 6/1/2020
<i>Reappointment</i>		

Link Cowen	2 nd Full Term	Expires 6/1/2020
<i>Reappointment</i>		

Shawnee Housing Authority

Paul Pounds	1 st Full Term	Expires 2/4/2020
<i>Replaces Rebecca Carter – Termed Out</i>		

- c. Lake Lease Renewals/Transfers:

TRANSFERS:

Lot 15 Magnino Tract, 16700 Clearpond Lane
From: Robby and Deborah Parson
To: Donald Lovelace and Shawn Smothers

2. Citizens Participation

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

3. Mayor's Proclamations:

"Better Hearing Month"
May 2017

"Community Action Month"
May 2017

"National Travel and Tourism Week"
May 7-13, 2017

"National Law Enforcement Week"
May 14-20, 2017
4. Presentation by Vyve Communications regarding customer service and technical enhancements.
5. Consider approval of Insurance Work Group recommendation to award the FY 2017-2018 insurance policies to Blue Cross/Blue Shield, Delta Dental and Vision Service Plan (VSP).
6. Consider Bids:
 - a. Fire Station No. 2 Rehab Project (Award)
7. Administrative Reports
 - a. Upcoming Public Meetings – Justin Erickson, City Manager
8. New Business

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

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

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

Amended Regular Board of Commissioners

1.a.

Meeting Date: 05/01/2017

CC Minutes 04-17-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the April 17, 2017 regular meeting.

Attachments

CC Minutes 04-17-2017

BOARD OF CITY COMMISSIONERS PROCEEDINGS

APRIL 17, 2017 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 17, 2017 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Vice Mayor Harrod presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley

Mayor

Dub Bushong

Commissioner Ward 1

Absent

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Darren Rutherford

Commissioner Ward 4

Lesha Shaw

Commissioner Ward 5

Ben Salter

Commissioner Ward 6

ABSENT: Ron Gillham

INVOCATION

Emergency Management Director Don Lynch

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the April 3, 2017 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for March 2017
 - Project Payment Report for March 2017
 - Planning Commission Minutes from February 1, 2017 meeting
- c. Authorizing City Manager to sign contract with Crawford and Associates for accounting and consulting services.

Commissioner Shaw asked that Consent Agenda Item No. 1(c) be pulled for separate consideration.

A motion was made by Commissioner Bushong, seconded by Vice Mayor Harrod, to approve Consent Agenda Item Nos. 1(a-c), less Consent Agenda Item No. 1(c). Motion carried 6-0.

AYE: Bushong, Harrod, Finley, Rutherford, Shaw, Salter

NAY: None

Regarding Consent Agenda Item No. 1(c), Commissioner Shaw had several questions about the contract with Crawford and Associates. Commissioner Shaw commented on the broad spectrum of services and the absence of a cost cap in the contract. She asked if the scope of services could be narrowed down to list services the city actually uses or may potentially use. Finance Director Cindy Arnold explained that the services the city uses from Crawford and Associates vary depending on current needs of the city. Commissioner Shaw stated she would prefer to see a cap of \$40,000.00 be included in the contract. Mayor Finley noted that the rates in the contract were consistent with industry standards. Commissioner Shaw stated she strongly opposed this action.

A motion was made by Mayor Finley, seconded by Vice Mayor Harrod, to authorize the City Manager to sign the contract as is with Crawford and Associates for accounting and consulting services. Motion carried 5-1.

AYE: Finley, Harrod, Rutherford, Salter, Bushong

NAY: Shaw

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 3:

Presentation by City Manager to Employee of the Month, Kane McElfresh, Parks Department.

Kane McElfresh was present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

AGENDA ITEM NO. 4:

Mayor' Proclamations:
"Family Promise Day"
April 24, 2017

Family Promise Interim Executive Director David Henry accepted the Mayor's Proclamation for "Family Promise Day" presented by Mayor Finley.

"Loyalty Day"
May 1, 2017

Veterans of Foreign Wars Post 1317 Commander Don Plumley accepted the Mayor's Proclamation for "Loyalty Day" presented by Mayor Finley.

AGENDA ITEM NO. 5:

Consideration of a Memorandum of Understanding between the City of Shawnee and Shawnee Public Schools pertaining to recreational use of school sites, City permitting and fees, and the demolition of former school buildings.

City Manager Justin Erickson addressed the collaborative effort between the City of Shawnee and Shawnee Public Schools, noting the many years of partnership between the two entities. He further outlined the stipulations listed in the Memorandum of Understanding, and specifically mentioned the potential demolition of Washington School. Mr. Erickson also stated that most school areas are open to the public when not being used by the school.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to accept the Memorandum of Understanding between the City of Shawnee and Shawnee Public Schools pertaining to recreational use of school sites, City permitting and fees, and the demolition of former school buildings. Motion carried 6-0.

AYE: Harrod, Shaw, Salter, Bushong, Finley, Rutherford
NAY: None

AGENDA ITEM NO. 6:

Discussion, consideration and possible action to approve emergency repair to traffic signal controls at the intersection of Highway 18 and Garrett's Lake Road in the amount of \$49,500 to Signal-Tech.

City Manager Justin Erickson explained that the traffic signal control cabinet and the video detection system at the intersection of Highway 18 and Garrett's Lake Road would need to be repaired. Mr. Erickson said staff had temporarily fixed the traffic controls but the equipment needs to be repaired before it becomes completely inoperable.

A motion was made by Commissioner Shaw, seconded by Commissioner Rutherford, to ratify the action of the City Manager for the emergency repair of traffic signal controls at the intersection of Highway 18 and Garrett's Lake Road in the amount of \$49,500.00 to Signal-Tech. Motion carried 6-0.

AYE: Shaw, Rutherford, Salter, Bushong, Harrod, Finley

NAY: None

AGENDA ITEM NO. 7:

Public hearing and consideration of an ordinance to rezone property located at 1012, 1016 and 1018 North Kickapoo Street from R-1; Single Family Residential District to C-3; Highway Commercial District. Case No. P01-17. Applicant: Nelmon Brauning

Community Development Director Justin DeBruin addressed the Commission regarding this item. He stated the location of the property is the southwest corner of Kirk and Kickapoo streets. He noted that the Planning Commission recommended approval of this request and that no opposition has been received. He explained the intended use for the property will be a storage and warehouse facility. Staff recommends approval of this rezoning request.

Mayor Finley declared a public hearing in session to consider an ordinance rezoning property located at 1012, 1016 and 1018 North Kickapoo Street from R-1; Single Family Residential District to C-3; Highway Commercial District. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve the ordinance to rezone property located at 1012, 1016 and 1018 North Kickapoo Street from R-1; Single Family Residential District to C-3; Highway Commercial District.

Ordinance No. 2602NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF

SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOTS NINETY-ONE (91), NINETY-TWO (92) AND NINETY-THREE (3), IN BLOCK SEVEN (7), JEFFERSON TERRACE ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM R-1; SINGLE FAMILY RESIDENTIAL DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

AYE: Harrod, Rutherford, Shaw, Salter, Bushong, Finley

NAY: None

Ordinance No. 2602NS was adopted by the City Commission.

AGENDA ITEM NO. 8:

Public hearing and consideration of an ordinance to rezone property located at 10 and 20 East Farrall Street and 524 South Bell Street from R-2; Combined Residential District to I-3; Heavy Industrial District. Case No. P02-17. Applicant: Joe Ford

Community Development Director Justin DeBruin stated this rezoning is for Shawnee Milling Company. The rezoning of this property to I-3 will help facilitate truck traffic to and from the Mill. Mr. DeBruin also stated that no opposition to this request has been received and that the Planning Commission recommended approval of the rezoning request.

Mayor Finley declared a public hearing in session to consider an ordinance to rezone property located at 10 and 20 East Farrall Street and 524 South Bell Street from R-2; Combined Residential District to I-3; Heavy Industrial District. President of Shawnee Milling Company, Mr. Joe Ford, came to speak in favor of the rezoning. Mr. Ford explained that this rezoning will keep truck traffic contained to their property. No one appeared against said rezoning. The public hearing was closed.

A motion was made by Commissioner Rutherford, seconded by Commissioner Salter, to approve the ordinance to rezone property located at 10 and 20 East Farrall Street and 524 South Bell Street from R-2; Combined Residential District to I-3; Heavy Industrial District.

Ordinance No. 2603NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF

SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: EAST TEN (10) FEET OF LOT TEN (10) AND ALL OF LOTS ELEVEN (11) THRU SEVENTEEN (17) IN BLOCK ONE HUNDRED TWENTY- ONE (121), AMENDED PLAT OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM R-2; COMBINED RESIDENTIAL DISTRICT TO I-3; HEAVY INDUSTRIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

AYE: Rutherford, Salter, Bushong, Harrod, Finley, Shaw

NAY: None

Ordinance No. 2603NS was adopted by the City Commission.

AGENDA ITEM NO. 9:

Public hearing and consideration of an ordinance to rezone property located at 525 South Kickapoo Street from R-2; Combined Residential District to C-3; Highway Commercial District. Case No. P03-17. Applicant: Don Waller

Community Development Director Justin DeBruin stated that the intended purpose for this rezoning is for an ice and water vending machine. He explained that the project will have to meet all site beautification requirements. No opposition to this request has been received. The Planning Commission recommends approval of this rezoning.

Mayor Finley declared a public hearing in session to consider an ordinance to rezone property located at 525 South Kickapoo Street from R-2; Combined Residential District to C-3; Highway Commercial District. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve the ordinance to rezone property located at 525 South Kickapoo Street from R-2; Combined Residential District to C-3; Highway Commercial District.

Ordinance No. 2604NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOTS FIVE (5) AND SIX (6), BLOCK ONE HUNDRED TWENTY-SIX (126), AMENDED PLAT, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF

REZONING SAID PROPERTY FROM R-2; COMBINED RESIDENTIAL DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

AYE: Harrod, Bushong, Finley, Rutherford, Shaw, Salter

NAY: None

Ordinance No. 2604NS was adopted by the City Commission.

AGENDA ITEM NO. 10: Acknowledge Sales Tax Report received April 2017.

Finance Director Cynthia Arnold gave a presentation and reported that March sales tax collected this month was \$1,469,441.00, which is down 5.35% or \$83,088.00 from April of 2016.

AGENDA ITEM NO. 11: City Manager Report

City Manager Justin Erickson gave updates on the following city issues:

- a. Regarding strategic planning, several meetings are being planned for the near future for community engagement opportunities.
- b. The annual free garage sale weekend will be Friday, April 21st through Sunday, April 23rd.
- c. Construction on the Avedis/City Sidewalk Project is scheduled to begin around the first of May.
- d. The signal light at the intersection of Main Street and Minnesota Avenue will be replaced with four-way stop signs.
- e. The Shawnee Public Library will be closed Tuesday, April 25th through Thursday, April 27th for work on the HVAC units.
- f. Corporal Michael Myers was awarded the VFW Officer of the Year.

Commissioner Shaw asked that the fines and fees related to the Action Center and Code Enforcement violations be posted on the City's website so

violators can be motivated to clean up their property. City Manager Justin Erickson stated he would address this issue. He noted that the new fee schedule will go into effect on July 1, 2017.

AGENDA ITEM NO. 12:

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. 13:

Commissioners Comments

Vice Mayor Harrod thanked Commissioner Shaw for the work she did on the Strategic Planning Committee.

Commissioner Shaw announced that April 22nd is Earth Day and wanted to remind everyone to do their part to protect the environment. She also noted Tax Day is April 18th.

Commissioner Shaw said she discovered that the City of Guthrie has a “no-kill” animal shelter. She wanted to encourage City Staff to go one step further with the Shawnee Animal Control Center and make it a no-kill shelter as well.

Mayor Finley also thanked Commissioner Shaw for everything she did regarding strategic planning.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:20 p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:39 p.m.)

AGENDA ITEM NO. 14:

Consider an Executive Session for discussion and possible action on litigation pending against the City of Shawnee by Kathy Anderson (Workers Compensation Court Case No. 2014-04526H) as authorized by 25 O. S. §307(B)(4) on the recommendation of counsel that public

discussion would impair the ability of the City Attorney to adequately defend the City.

A motion was made by Commissioner Rutherford, seconded by Vice Mayor Harrod, to enter into Executive Session for discussion and possible action on litigation pending against the City of Shawnee by Kathy Anderson (Workers Compensation Court Case No. 2014-04526H) as authorized by 25 O. S. §307(B)(4) on the recommendation of counsel that public discussion would impair the ability of the City Attorney to adequately defend the City. Motion was carried 5-0-1.

AYE: Rutherford, Harrod, Finley, Salter, Bushong

NAY: None

ABSTAIN: Shaw

COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT 7:40 WITH ALL MEMBERS PRESENT.

COMMISSIONERS RECONVENED FROM EXECUTIVE SESSION AT 8:17 P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 15:

Consider matters discussed in Executive Session regarding pending against the City of Shawnee by Kathy Anderson (Workers Compensation Court Case No. 2014-04526H) as authorized by 25 O. S. §307(B)(4) on the recommendation of counsel that public discussion would impair the ability of the City Attorney to adequately defend the City.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to authorize Hornbeek, Vitali, and Braun to settle pending litigation with Kathy Anderson for up to the authorized amount, which upon the recommendation of counsel, that disclosure of which would impair the ability of counsel to adequately defend the City. Motion carried 6-0.

AYE: Harrod, Shaw, Salter, Bushong, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 16:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:18 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Amended Regular Board of Commissioners**1.b.**

Meeting Date: 05/01/2017

Mayors Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Shawnee Planning Commission

Susie Clinard	2nd Full Term	Expires 6/1/2020
<i>Reappointment</i>		

Robbie Kienzle	2nd Full Term	Expires 6/1/2020
<i>Reappointment</i>		

Link Cowen	2nd Full Term	Expires 6/1/2020
<i>Reappointment</i>		

Shawnee Housing Authority

Paul Pounds	1st Full Term	Expires 2/4/2020
<i>Replaces Rebecca Carter – Termed Out</i>		

Attachments

Planning - Clinard

Planning - Kienzle

Planning - Cowen

Housing - Pounds



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Susie Clinard</u>	Application Date: <u>4/4/17</u>
Address: <u>1250 Augusta Ct.</u>	Date of Birth: <u>9-1-46</u>
Mailing Address: <u>Same</u>	
Daytime Phone: <u>405-777-8440</u> Fax: <u>_____</u>	Email: <u>sclinard99@gmail.com</u>
Profession: <u>retired (VP for HR)</u>	
Business Name: <u>n/a</u>	
Business Address: <u>n/a</u>	
Business Phone: <u>n/a</u> Fax: <u>_____</u>	Email: <u>_____</u>

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

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

If so, please list the board/committee: Planning Commission

How many years have you lived in Shawnee? 5 1/2 years

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

☐ Airport Advisory Board ☐ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☐ Community Service Contracts Review Committee ☐ Housing Authority	☐ Library Board ☐ Oklahoma Baptist University Trust Authority ☒ Planning Commission ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other <u>_____</u>
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Why are you interested in serving on the Board/Committee/Commission selected above?

I have a degree in Historic Preservation and worked for 12 years (TV & DK) w/ the Main St. Proj. This experience allowed me to see the impact community involvement can have on the revitalization of downtowns and neighborhoods. In the 5 1/2 yrs I've been in Shawnee, I've seen positive changes throughout the community. I would like to continue serving on the Planning Commission towards improving the built environment and quality of life in Shawnee.

Revised April 4, 2017

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

Degree in historic preservation, Director of the Oklahoma Main St. Program for 10 yrs., volunteer & President of Historic Savannah Foundation (12 yrs), founding member Historic Shawnee Alliance and 3 yrs experience on Shawnee Planning Commission.

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

Preservation OK board member (statewide preservation org.) Mabree Gerrer board member, volunteer w/ Friends of Mabree-Gerrer, board member of Historic Shawnee Alliance

List education, including degree(s) earned:

Savannah College of Art & Design, IBFA Historic Preservation Preservation Institute; University of Florida. School of Architecture

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

Currently serving on Shawnee Planning Commission (3 yrs)
Also, Cultural Affairs Commission, City of Savannah, GA (3 yrs)

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Melrena Heisch	Deputy SHPO, OK Historical Society	405-522-4484
Tanya Ricks	M-G Mod, Dir. of Develop.	405-878-5604
Sally Ferrell (Mrs. Don)	Chandler, OK	405-258-1891

PLEASE READ CAREFULLY:

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

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

Signature Susan Clark

Date April 5, 2017

Revised April 4, 2017

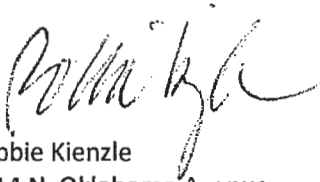
April 4, 2017

Shawnee City Clerk
PO Box 1448
Shawnee, OK 74802

RE: Application for Reappointment
Shawnee Planning Commission

Attached you'll find my application for reappointment to the Shawnee Planning Commission. I have enjoyed my first term on the commission and hope to be able to continue my service to the Shawnee community. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Robbie Kienzle". The signature is fluid and cursive, with the first name "Robbie" being more prominent than the last name "Kienzle".

Robbie Kienzle
1714 N. Oklahoma Avenue
Shawnee, OK 74804
405/664-2363
robbie.kienzle@okc.gov



APPLICATION TO SERVE
Boards, Committees and Commissions

☐ Appointment
☒ Reappointment – Partial/First/second Term

Name: <u>Robbie Kienzle</u>	Application Date: <u>4/6/17</u>
Address: <u>1714 N. Oklahoma Ave.</u>	Date of Birth: <u>12/30/60</u>
Mailing Address: <u>same</u>	
Daytime Phone: <u>405/297-1740</u> Fax: _____	Email: <u>robbie.kienzle@okc.gov</u>
Profession: <u>Arts Liaison and Program Planner</u>	
Business Name: <u>City of Oklahoma City</u>	
Business Address: <u>420 W main 9th Floor</u>	
Business Phone: <u>405/297-1740</u> Fax: _____	Email: <u>same as above</u>

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

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

If so, please list the board/committee: Planning Commission

How many years have you lived in Shawnee? 20+

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

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

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

It aligns with my professional qualifications
and improves the community where I live.

Revised April 4, 2017

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

Planning background, work I do in OKC to help
inform Shawnee planning, and I run a commission
in OKC.

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

Highly involved in arts efforts statewide, Oklahoma
Public Art Network, Oklahomaans for the Arts,
Urban Land Institute and American Planning Association

List education, including degree(s) earned:

Associates equivalent in Liberal Arts.

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

Shawnee Planning Commission - one term

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

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

Have you ever declared personal or business bankruptcy? yes

If so, please explain:

In 1991 when I lost an oil and gas job and
transitioned to the Arts. I lost everything, car/home
and started over.

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Robin Talley	Family Friend	405/273-4801
Susan Atkinson	Friend and work colleague	405/297-2516
Betsy Brunstetter	Friend and work colleague	405/232-5700

PLEASE READ CAREFULLY:

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

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

Signature [Signature]

Date 4/6/17

Revised April 4, 2017

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

Send completed application to:

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

Revised April 4, 2017



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>LINK S. COWEN</u>	Application Date: <u>4-26-17</u>
Address: <u>655 N. BROADWAY</u>	Date of Birth: <u>12-5-50</u>
Mailing Address: <u>SAME</u>	
Daytime Phone: <u>405-273-0397</u> Fax: <u>405-878-5550</u>	Email: <u>lcowenart@gmail.com</u>
Profession: <u>RETAIL</u> CELL PHONE <u>405-596-5678</u>	
Business Name: <u>BROADWAY LIQUOR</u>	
Business Address: <u>655 N BROADWAY</u>	
Business Phone: <u>405-273-0397</u> Fax: <u>405-878-5550</u>	Email: <u>lcowenart@gmail.com</u>

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

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

If so, please list the board/committee: PLANNING

How many years have you lived in Shawnee? 60

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

☐ Airport Advisory Board ☐ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☐ Community Service Contracts Review Committee ☐ Housing Authority	☐ Library Board ☐ Oklahoma Baptist University Trust Authority ☒ Planning Commission ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other _____
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Why are you interested in serving on the Board/Committee/Commission selected above?

TO HAVE A VOICE FOR THE FUTURE OF SHAWNEE
THAT REPRESENTS NOT ONLY THE CITIZENS BUT
BUSINESS PEOPLE --

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

FORMER BUILDER - APPRAISER - BROKER
NOW IN RETAIL & ART -

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

PLANNING COM -

List education, including degree(s) earned:

REAL ESTATE APPRAISAL & BROKER LIC -

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

URBAN RENEWAL & PLANNING VICE CHAIR

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

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

Have you ever declared personal or business bankruptcy? NO

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>JIM BOWLES</u>	<u>FRIEND</u>	<u>405-203-5738</u>
<u>GREG BROWX</u>	<u>FRIEND</u>	<u>405-648-5526</u>
<u>JAMES HARROD</u>	<u>FRIEND</u>	<u>405-642-6936</u>
<u>MIKE STEWARD</u>	<u>FRIEND</u>	<u>405-620-2673</u>

PLEASE READ CAREFULLY:

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

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

Signature

Jim Bowles

Date

4-26-17



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Paul Pounds</u>	Application Date: <u>4-18-17</u>
Address: <u>7 Lancel Circle</u>	Date of Birth: <u>4-4-42</u>
Mailing Address: <u>7 Lancel Circle, Shawnee, OK 74804</u>	
Daytime Phone: <u>405-273-4257</u> Fax: <u>—</u>	Email: <u>ssepp3@gmail.com</u>
Profession: <u>Retired</u>	
Business Name: _____	
Business Address: _____	
Business Phone: _____ Fax: _____	Email: _____

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 57 years

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

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

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

I'm interested in the growth & future of Shawnee.

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

Many years of dealing with parents

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

Diamond K. Kwanis

List education, including degree(s) earned:

BME from CSU
ME " Central State - graduate hours from CU

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

Have you ever been charged and/or convicted of a felony? N
If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No
If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Marilyn Bradford</u>	<u>Supervisor</u>	<u>275-3668</u>
<u>Kate Joyce</u>	<u>Director of Center</u>	<u>878-1528</u>
<u>Donna Houston</u>	<u>friend</u>	<u>275-6385</u>

PLEASE READ CAREFULLY:

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

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

Signature Paul Lucendo

Date 4-18-17

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

Send completed application to:

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

Amended Regular Board of Commissioners

1.c.

Meeting Date: 05/01/2017

Lake Leases

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Renewals/Transfers:

TRANSFERS:

Lot 15 Magnino Tract, 16700 Clearpond Lane

From: Robby and Deborah Parson

To: Donald Lovelace and Shawn Smothers

Attachments

Lake Lease Lovelace



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	04/18/2017	License No. #030774
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)	
Commission Meeting Date	May 1 st , 2017	
Property Address	16700 CLEARPOND LANE	
Lake Site Location	LOT 15 MAGNINO TRACT	
Lease Dates	05/01/2017 – 05/01/2047	
Lease Fee (changes annually)	\$689.00	
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No	
Lessee (Transfer To)		
Name(s)	DONALD LOVELACE & SHAWN SMOTHERS	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)	ROBBY & DEBORAH PARSONS	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☒ Yes ☐ No	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	04/12/2017	
Misc. Comments	Total Charges Paid: \$1,764.00	

PLEASE READ CAREFULLY

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

**CABIN SITE LEASE
LEASE# 030774**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of May 1st, 2017 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

DONALD LOVELACE
of 16704 CLEARPOND LN SHAWNEE OK 74801 ,
SHAWN SMOTHERS
of 16704 CLEARPOND LN SHAWNEE OK 74801,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$ 689.00** dollars for **2017**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16700 CLEARPOND LN
LOT 15 MAGNINO TRACT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

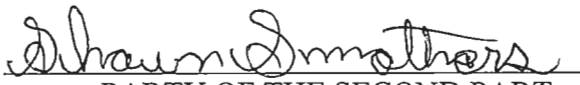
IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK


PARTY OF THE SECOND PART

PARTY OF THE SECOND PART

Amended Regular Board of Commissioners**3.**

Meeting Date: 05/01/2017

Mayors Proclamations

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamations:

"Better Hearing Month"
May 2017

"Community Action Month"
May 2017

"National Travel and Tourism Week"
May 7-13, 2017

"National Law Enforcement Week"
May 14-20, 2017

Attachments

Better Hearing Proc

Community Action Proc

Travel Proc

Law Enforcement Proc



Proclamation

“Better Hearing Month”

Whereas, Audiologists in Shawnee, Oklahoma and nationwide observe and celebrate Better Hearing Month each year during the month of May; and

Whereas, the Shawnee City Commission recognizes and values the efforts of all who work to eliminate or minimize the isolating effects of communication disorders in the one in five families affected by them; and

Whereas, more than half of the people with hearing loss are younger than 65; and

Whereas, hearing loss is the third most common health problem in the United States, affecting over 10% of the population. That equals to over 17,000 people in the Shawnee demographic area; and

Whereas, our citizens who have overcome communication disabilities through the services of Audiologists are now able to lead more independent, productive, and fulfilling lives; and

Whereas, Shawnee is proud and honored to have Audiologists offering quality education and health-care services to its citizens.

Now, Therefore I, Richard Finley, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim May 2017, as

“Better Hearing Month”

In the city of Shawnee, Oklahoma
Dated this 1st day of May, 2017

Richard Finley, Mayor

Phyllis Loftis, CMC, City Clerk



Proclamation

“Community Action Month”

Whereas, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

Whereas, Community Action Agencies have a 53 year history of promoting self-sufficiency for those with limited income; and

Whereas, Community Action Agencies have made an essential contribution to individuals and families in Oklahoma by providing them with innovative and cost-effective programs; and

Whereas, the Central Oklahoma Community Action Agency continues to lead the effort to eradicate poverty by assisting families through a variety of programs and services; and

Whereas, Community Action Agencies help people and change lives, embody a spirit of hope and make Oklahoma and America a better place to live, work, and play; and

Whereas, Shawnee joins the national effort to designate May **“Community Action Month”** to celebrate the success stories and honor the dedication of volunteers and the personal achievements of individuals who have benefited from the diverse programs of Community Action.

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim the month of May 2017 as

“Community Action Month”

In the city of Shawnee, Oklahoma
Dated this 1st day of May, 2017

Richard Finley, Mayor



Phyllis Loftis, CMC, City Clerk

“Helping People ~ Changing Lives ~ Building Communities”



Proclamation

“National Travel and Tourism Week”

Whereas, travel has a positive effect on Oklahoma and the nation’s economic prosperity and image abroad, it also impacts business productivity and individual travelers’ well-being; and

Whereas, travel to and within the United States provides significant economic benefits for the nation, generating more than \$2.3 trillion in economic output in 2016, with \$990.3 billion spent directly by travelers; and

Whereas, travel is among the largest private-sector employers in the United States, supporting 15.3 million jobs in 2016, including 8.6 million directly in the travel industry and 6.7 million in other industries; and

Whereas, travelers’ spending directly generated tax revenues of \$157.8 billion for federal, state and local governments, funds used to support essential services and programs; and

Whereas, total direct travel spending in Oklahoma is at \$8.6 billion. State and local taxes generated by visitors spending is \$265 million local and \$369 million state. In Oklahoma, there are 98,300 jobs with \$2.1 billion payroll in the tourism industry; and

Whereas, international travel to the United States is the nation’s No. 1 services export. In 2016, travel generated \$246 billion in exports, creating a \$87 billion trade surplus for the United States; and

Whereas, meetings, events and incentive travel are core business functions that help companies strengthen business performance, educate employees and customers and reward business accomplishments—which in turn boosts the U.S. economy. In 2016, domestic and international business travelers spent \$307.2 billion; and

Whereas, leisure travel, which accounts for more than three-quarters of all trips taken in the United States, spurs countless benefits to travelers’ health and wellness, creativity, cultural awareness, education, happiness, productivity and relationships; and

Whereas, travel is a pillar of economic growth, creating jobs at a faster rate than other sectors.

Now, Therefore I, Richard Finley, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim May 7-13, 2017, as

“National Travel and Tourism Week”

In the city of Shawnee, Oklahoma

Dated this 1st day of May, 2017

Richard Finley, Mayor

Phyllis Loftis, CMC, City Clerk



Proclamation

“National Law Enforcement Week”

Whereas, in the performance of the mission for welfare and well-being of our community, law enforcement officers are engaged on a daily basis in a hazardous and life threatening profession; and

Whereas, our citizen’s peace of mind comes from the knowledge that these officers are readily available for crime prevention, crime repression and protection of life and property; and

Whereas, in some cases, the officer actually gives his life in exchange for the welfare of his community; and

Whereas, our community has a continuing sense of gratitude to these brave men and women who have given their lives defending and protecting our city; and

Whereas, in 1962, President John F. Kennedy established a national day of commemoration known as “National Police Memorial Day” in honor of these men and women; and

Whereas, in honor of the men and women whose diligence and professionalism keep our city and citizens safe. Your valuable service should be applauded and held in the highest regard all through the year, for without your commitment, devotion, and hard work, countless number of lives and property would be in jeopardy. Thank you for helping our communities and keeping us safe.

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma, do hereby proclaim, the week of May 14—20, 2017, to be

“National Law Enforcement Week”

In the city of Shawnee, Oklahoma

Dated this 1st day of May, 2017

Richard Finley, Mayor

Phyllis Loftis, CMC, City Clerk

Amended Regular Board of Commissioners

4.

Meeting Date: 05/01/2017

Vyve Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Vyve Communications regarding customer service and technical enhancements.

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

5.

Meeting Date: 05/01/2017

Ins Req

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider approval of Insurance Work Group recommendation to award the FY 2017-2018 insurance policies to Blue Cross/Blue Shield, Delta Dental and Vision Service Plan (VSP).

Attachments

Ins Req Memo



Date: April 24, 2017
To: Mayor and City Commissioners
From: Cynthia Arnold, Finance Director/Treasurer
RE: Health Insurance

Nature of the Request:

To increase the health insurance contribution from the City to absorb half of the increase of the 2017-2018 Blue Cross Blue Shield rates.

Staff Analysis, Considerations:

The insurance work group worked with Blue Cross Blue Shield to get the best possible rate for the City. The original quote had an increase of 11.5% with the final negotiated rate of 4.4% with one modification to the plan. The modification is using a preferred pharmacy network but if the employee chooses not to go with a preferred pharmacy then the co-pay for prescriptions will be slightly higher. The City offers 3 different plans.. 750, 1000, and a 2,000 plan. All contributions are based on the 2,000 plan. Should the employees desire a richer plan then they would be responsible to pay the difference.

Blue Cross Blue Shield rates for 2017-2018 (City contribution- with 2.2% increase)

	<u>Current</u>	<u>Proposed</u>	<u>Difference</u>
Employee only	\$391.64	\$401.52	\$ 9.88
Emp + Spouse	\$735.36	\$756.72	\$21.36
Emp + Children	\$687.10	\$705.56	\$18.46
Emp + Family	\$951.30	\$981.25	\$29.95

Employee rates per month with 2.2% increase

	<u>Current</u>	<u>With increase</u>	<u>Difference</u>
Employee only	\$53.16	\$ 63.04	\$ 9.88
Emp + Spouse	\$226.08	\$247.44	\$21.36
Emp + Children	\$144.34	\$162.80	\$18.46
Emp + Family	\$396.80	\$426.75	\$29.95

With the new proposed rates the overall increase to the city and employees based on the 2,000 plan is \$125,137. We are proposing that the City pay half of the increase with the employee responsible for the rest. Below is the number on each tier, this includes union and non- union. The unions would have to be negotiated.

Employee only	134
Emp + Spouse	35
Emp + Children	81
Emp + Family	55

Recommendation

Staff is recommending approving the additional health insurance contributions for non-union employees. Union employees will have to be negotiated per their contract.

Budget Consideration:

The increase will be incorporated into the new budget for fiscal year 2017-2018.

Insurance analysis
Based on 2000 Plan

Current		Current Premium	Proposed Premium	City Contribution	Current		Proposed	Difference
Employee only	43	444.8	464.56	391.64	\$	53.16	\$ 72.92	\$ 19.76
Employee spouse	17	961.44	1004.16	735.36	\$	226.08	\$ 268.80	\$ 42.72
Employee child	34	831.44	868.36	687.1	\$	144.34	\$ 181.26	\$ 36.92
Emplpyee family	21	1348.1	1408	951.3	\$	396.80	\$ 456.70	\$ 59.90
Proposed								
Employee only	43	444.8	464.56	401.52	\$	53.16	\$ 63.04	\$ 9.88
Employee spouse	17	961.44	1004.16	756.72	\$	226.08	\$ 247.44	\$ 21.36
Employee child	34	831.44	868.36	705.56	\$	144.34	\$ 162.80	\$ 18.46
Emplpyee family	21	1348.1	1408	981.25	\$	396.80	\$ 426.75	\$ 29.95
Difference								
\$	19.76	134	\$	31,774.08				
\$	42.72	35	\$	17,942.40				
\$	36.92	81	\$	35,886.24				
\$	59.90	55	\$	39,534.00	with split			
		\$	125,136.72	\$	62,568.36			

Amended Regular Board of Commissioners**6.a.**

Meeting Date: 05/01/2017

Bids Fire Station 2

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fire Station No. 2 Rehab Project (Award)

Attachments

Fire Station 2 Memo

Fire Station 2 Notice

Fire Station 2 Plan Holders



16 West 9th Street
P (405) 878-1671 | F (405) 878-1618



ADMINISTRATION

Dru Tischer, Fire Chief
(405) 878-1556

Andy Starkey, Deputy Fire Chief
(405) 878-1538

Clarice Brock, Secretary
(405) 878-1671

DATE: April 26, 2017
TO: Mayor, Vice Mayor and City Commissioners
CC: Justin Erickson, City Manager; Cindy Arnold, Finance Director
FROM: Dru Tischer, Fire Chief 
SUBJECT: Bid Award Recommendation (Station 2 Renovation Project – Construction Phase)

As was discussed during the City Commission Meeting on April 3, 2017, we received five bids from contractors to complete the construction phase on the Station 2 renovation project. Since that time, we have researched the bids and have concluded that the lowest and best bid was received from Jim Cooley Construction of Oklahoma City. Bid prices from Jim Cooley Construction are as follows:

	CONTRACTOR	Jim Cooley Const OKC, OK
	BASE BID	974,000
	ALTERNATES	
A	Alt 1: Emergency Generator	65,500
B	Alt 2: Entry Tower	39,220
C	Alt 3A: Steel Trellis	17,000
D	Alt 3B: Wood Trellis	13,000
E	Alt 4A: Painted Steel Casework	22,000
F	Alt 4B: Stainless Steel Casework	31,000
G	Alt 5: Exterior Brick Veneer	37,200
H	Alt 6: Concrete Slab Finish	5,200
I	Alt 7: Brick Screen Wall	12,000
J	Alt 8: Glass Overhead Doors	9,000
K	Alt 9: Site Work	194,000
	UNIT PRICING (Brick Ledge)	400
	TIME OF COMPLETION (# of days)	275

At this time, I am respectfully recommending bid award for the construction phase of this project to Jim Cooley Construction of Oklahoma City in the amount of \$1,309,620. This amount includes acceptance of the Base Bid price and Alternates #2 (Entry Tower), #3A (Steel Trellis), #4A (Painted Steel Casework), #5 (Exterior Brick Veneer), #6 (Concrete Slab Finish), #7 (Brick Screen Wall), #8 (Glass Overhead Doors) and #9 (Site Work). I am also recommending acceptance of the unit pricing of \$400 per 10 linear foot of any needed additional brick ledge that may be required and the proposed time of completion of 275 days.

SHAWNEE FIRE STATION NO. 2 REHAB PROJECT
(Bid Opening April 3, 2017)

CONTRACTOR	Jim Cooley Const OKC, OK	LD Kerns Contractors Jenks, OK	Sagemill Const Meeker, OK	Miller-Tippens Construction, LLC OKC, OK	Pillar Contracting Inc OKC, OK
BASE BID	974,000	1,191,400	1,144,000	1,104,868	1,145,000
ALTERNATES					
A Alt 1: Emergency Generator	65,500	70,068	70,632	67,676	70,000
B Alt 2: Entry Tower	39,220	45,864	52,000	37,656	28,500
C Alt 3A: Steel Trellis	17,000	17,500	20,000	12,571	13,000
D Alt 3B: Wood Trellis	13,000	14,000	17,000	9,814	11,000
E Alt 4A: Painted Steel Casework	22,000	60,200	7,000	29,636	29,000
F Alt 4B: Stainless Steel Casework	31,000	75,000	18,000	41,111	38,000
G Alt 5: Exterior Brick Veneer	37,200	50,000	25,000	40,416	27,000
H Alt 6: Concrete Slab Finish	5,200	15,400	4,000	882	8,000
I Alt 7: Brick Screen Wall	12,000	16,000	22,000	11,233	13,000
J Alt 8: Glass Overhead Doors	9,000	9,400	10,000	8,601	20,000
K Alt 9: Site Work	194,000	177,000	225,000	155,650	143,000
UNIT PRICING (Brick Ledge)	400	500	600	300	800
TIME OF COMPLETION (# of days)	275	240	210	270	330

NOTICE TO BIDDERS

Sealed bids for the construction for the rehab of Station No. 2 will be received by the City of Shawnee City Clerk's Office, City Hall, 16 West 9th – P.O Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, April 3, 2017**, for:

BID: FIRE STATION NO. 2 REHAB PROJECT

Bidding Documents, Plans and Specifications are available to qualified bidders as follows: a complete set will be available for review at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448; available through the Tulsa and OKC offices of Southwest Construction News. Copies are available for bidders to purchase from ARC Document Solutions in Oklahoma City and Tulsa at the bidders expense. **A Pre-Bid Conference (recommended, but not mandatory) is scheduled for Wednesday, March 8, 2016, at 10:00 a.m. at the project site, Station No. 2, 1401 Bryan Street, 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: FIRE STATION NO. 2 REHAB PROJECT April 3, 2017

This project consists of the rebuilding of the existing Fire Station No. 2. 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.

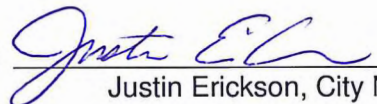
Each BIDDER shall attach to his/her BID filed with the City of Shawnee either a bidder's bond, a certified check, or a cashier's check made payable to the City of Shawnee, in an amount not less than five percent (5%) of the amount of bid as a guarantee of delivery of the service in full compliance with the specifications as issued by the City of Shawnee.

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, April 3, 2017**. The City of Shawnee reserves the right to reject any and all bids.


The seal is circular with a dotted border. Inside the border, the words "THE CITY OF SHAWNEE" are written in a circle at the top, and "OKLAHOMA" is at the bottom. In the center, the word "SEAL" is prominently displayed between two five-pointed stars. Below the seal, the word "ATTEST" is printed. A handwritten signature, "Phyllis Loftis", is written over the word "ATTEST". Below the signature, the text "Phyllis Loftis, CMC, City Clerk" is printed.

Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY: 
Justin Erickson, City Manager

City of Shawnee
1515.01.01
Fire Station No. 2 Rehab
as of 03/30/17

List of Bidding Contractors

Contractor	Contact	Phone	Email
Jim Cooley Construction 1900 NE 36 th St 106 Oklahoma City, OK 73154	Shawn Cornforth	405-528-8093 405-820-9193	scornforth@cooleyconstruction.com
	Vickie Guy	405-528-8093 405-210-3168	vguy@cooleyconstruction.com
Sagemill Construction 106862 S HWY 18 Meeker, OK 74855	Rance Miller	918-810-4071	rance@sagemill.net
LDKerns Contractors 555 N. Elm St. Jenks, OK 74037	Jeff Pickrel	918-299-9797 918-695-3510	jpickrel@ldkerns.com
Beacon Contruction 2425 S Bryant Ave. Edmond, OK 73013	Steve Dye	405-694-6186	steve@beaconconstructionok.com
Miller-Tippens 45 NE 52 nd Oklahoma City, OK 73105	Lance Miller	405-600-1022 Ext 204 405-812-4579	lance@miller-tippens.com
Barbour and Short, Inc. 323 E Mosier St. Norman, OK 73069	Ed Safley	405-321-0482	ed.safley@gmail.com
Red Sky Constructors 507 S. Coltrane Rd. Ste G Edmond, OK 73034	David Tichenor		dtichenor@redskyconstructors.com
TCS Construction 5116 N Michigan St. Oklahoma City, OK 73111	Christian Scorsone	405-788-9800	christian@tcs-ok.com
Pillar Contracting 7408 NW 85 th Street Oklahoma City, OK 73132	Chuck Adams	405-721-9992 405-818-3075	cadams@pillarcontracting.com
Rick Scott Construction 14990 E Pine St Tulsa, OK 74116	Keith Horn	918-835-4551	estimating@rickscottconstruction.com

Amended Regular Board of Commissioners

7.a.

Meeting Date: 05/01/2017

Admin Reports

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Upcoming Public Meetings – Justin Erickson, City Manager

Attachments

No file(s) attached.
