

AGENDA
BOARD OF CITY COMMISSIONERS
April 17, 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 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.
2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Presentation by City Manager to Employee of the Month, Kane McElfresh, Parks Department.
4. Mayor's Proclamations:

"Family Promise Day"
April 24, 2017

"Loyalty Day"
May 1, 2017
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.

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.
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
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
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
10. Acknowledge Sales Tax Report received April 2017.
11. City Manager Report
12. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
13. Commissioners Comments
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.
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.
16. 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)

Regular Board of Commissioners**1.a.**

Meeting Date: 04/17/2017

CC Minutes 04-03-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the April 3, 2017 regular meeting.

AttachmentsCC Minutes 04-03-2017

BOARD OF CITY COMMISSIONERS PROCEEDINGS
APRIL 3, 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 3, 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

Ron Gillham
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: None

INVOCATION

Emergency Management Director Don Lynch

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 7.
- b. Minutes from the March 20, 2017 regular meeting.

- c. Lake Lease Renewals/Transfers:

TRANSFERS:

Lot 4 Seck Tract, 33712 Post Office Neck

From: Dana Burton

To: Tod and Lori Harrison

- d. Authorize staff to solicit Requests for Qualifications for the City of Shawnee Website Redesign Project.
- e. Authorize staff to request bids for wayfinding signage (modified from previous request).

Mayor Finley asked that Consent Agenda Item No. 1(c) be pulled due to a pending real estate closure.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve Consent Agenda Item Nos. 1(a-e), less Consent Agenda Item No. 1(c). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Shawnee Public Library Branch Manager Karen Bays-Winslow announced the annual Friends of the Library meeting will be held at the Library on Thursday, April 13, 2017 at 11:30 a.m. Ms. Bays-Winslow stated that an Oklahoma author, Mr. William Bernhardt, will be speaking at this event.

AGENDA ITEM NO. 3:

Introduction of Shawnee 2017 student/teacher delegation for exchange trip to Nikaho, Japan.

ADULT DELEGATES

Cheyenne Branscum, Teacher, Shawnee Middle School
Jennifer Price, 2017 Chairman

STUDENT DELEGATES

Tessa Dominy, Shawnee Middle School
Macy Proffer, Shawnee Middle School
Cary Mason, Shawnee Middle School
Erin LaBar, Shawnee Middle School
Cassidy Draper, Shawnee Middle School
Isabel West, Shawnee Middle School
Noah Dryer, Grove Middle School
Ethan Whiteman, Grove Middle School
Estelle Tiuseco, Grove Middle School
Emma Poyer, Grove Middle School

Sister Cities Chairman Jennifer Price said they are celebrating the twenty-seventh year of Sister Cities and will be traveling from July 31 to August 7, 2017. Ms. Price then introduced Ms. Cheyenne Branscum, Teacher Delegate. Each of the student delegates introduced themselves and thanked the Commission for the opportunity to visit Nikaho, Japan.

AGENDA ITEM NO. 4:

Mayor' Proclamations:
"National Public Safety
Telecommunications Week"
April 9-15, 2017

Administrator of Support Services Chris Thomas accepted the Mayor's Proclamation for "National Public Safety Telecommunication Week" presented by Mayor Finley.

AGENDA ITEM NO. 5:

Discussion and possible action to reschedule the May 15, 2017 City Commission meeting to May 16, 2017.

City Manager Justin Erickson said the Shawnee High School graduation will be held on May 15, 2017 and per a Commissioner's request, is asking that the May 15, 2017 City Commission meeting be rescheduled for May 16, 2017.

A motion was made by Commissioner Gillham, seconded by Commissioner Bushong, to reschedule the May 15, 2017 City Commission meeting to May 16, 2017. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 6:

Presentation by Brandon Dyer, President of Community Renewal regarding the Neighbor-to-Neighbor Network and upcoming activities/events.

City Manager Justin Erickson introduced Brandon Dyer, President of Community Renewal.

Mr. Dyer gave a presentation regarding Community Renewal including a brief history of the organization. He explained the structure of Community Renewal, which includes a "We Care" team, "Block Leaders", and eventually "Friendship Houses". Mr. Dyer announced that a banquet will be held Thursday, April 6, 2017 at the Heart of Oklahoma Exposition Center.

AGENDA ITEM NO. 7:

Consider Bids:

- a. Avedis/City Sidewalk Project (Various Locations), Contract No. COS-PW-16-03 (Award)

Assistant City Engineer Rex Hennen announced that five (5) bids were received and after review and consideration it is staff's recommendation to award the bid to MTZ Construction Inc. of Oklahoma City, Oklahoma in the total amount of \$503,555.00.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to accept staff's recommendation and award the bid to MTZ Construction Inc. in the total amount of \$503,555.00. Motion carried 7-0.

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

NAY: None

Commissioner Shaw asked what the procedure would be if someone had concerns regarding a vendor. Staff advised that the City cannot refuse to accept a bid if the vendor is qualified and able to complete the project. However, staff can refuse to use the vendor based on negative references and poor job performances. City Manager Justin Erickson noted contacting his office if any such concerns arise.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (6:54 p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (6:56 p.m.)

b. Fire Station No. 2 Rehab Project (Open)

Contractor:	Jim Cooley Construction, LLC Oklahoma City, OK	LDKerns Contractors Jenks, OK	Sagemill Construction Meeker, OK	Miller-Tippens Construction Co., LLC Oklahoma City, OK	Pillar Contracting, Inc. Oklahoma City, OK
Base Bid:	\$974,000	\$1,191,400	\$1,144,000	\$1,104,868	\$1,145,000
Alternate 1: Emergency Generator	\$65,500	\$70,068	\$70,632	\$67,676	\$70,000
Alternate 2: Entry Tower	\$39,220	\$45,864	\$52,000	\$37,656	\$28,500
Alternate 3A: Steel Trellis	\$17,000	\$17,500	\$20,000	\$12,571	\$13,000
Alternate 3B: Wood Trellis	\$13,000	\$14,000	\$17,000	\$9,814	\$11,000
Alternate 4A: Painted Steel Casework	\$22,000	\$60,200	\$7,000	\$29,636	\$29,000
Alternate 4B: Stainless Steel Casework	\$31,000	\$75,000	\$18,000	\$41,111	\$38,000
Alternate 5: Exterior Brick Veneer	\$37,200	\$50,000	\$25,000	\$40,416	\$27,000
Alternate 6: Concrete Slab Finish	\$5,200	\$15,400	\$4,000	\$882	\$8,000
Alternate 7: Brick Screen Wall	\$12,000	\$16,000	\$22,000	\$11,233	\$13,000
Alternate 8: Glass Overhead Doors	\$9,000	\$9,400	\$10,000	\$8,601	\$20,000
Alternate 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

Fire Chief Dru Tischer read five (5) bids into the record. Chief Tischer requested the bid award be deferred to the May 1, 2017 City Commission meeting on.

A motion was made by Commissioner Gillham, seconded by Commissioner Shaw, to defer the bid award to the May 1, 2017 City Commission meeting. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 8:

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. 9:

Commissioners Comments

Vice Mayor Harrod reminded citizens the Kiwanis' Pancake Feed will be held Wednesday, April 5, 2017 at the Heart of Oklahoma Exposition Center from 7:00 a.m. to 7:00 p.m.

Vice Mayor Harrod said he is very pleased with the work of the Planning Department cleaning up the City.

Commissioner Rutherford echoed Vice Mayor Harrod's comments about the Kiwanis' Pancake Feed.

Commissioner Rutherford commented on the Big Brothers Big Sisters Bowl for Kids Sake event that took place Friday night. He said the City was represented greatly through the event. Commissioner Rutherford thanked everyone who donated money to the cause.

Commissioner Shaw said she recently had jury duty and wanted to thank all Attorneys and Court staff for their hard work.

Commissioner Shaw stated that the local Carmike Theatres had been bought out by AMC Theatres.

Commissioner Shaw said she recently had a meeting with City Manager Justin Erickson and Vyve Broadband regarding complaints she had received about their services. She asked that Vyve Broadband give a presentation at a future City Commission meeting.

Commissioner Shaw stated staff had been diligently working on strategic planning and thanked City Manager Justin Erickson for his work on putting it together.

Commissioner Shaw thanked Emergency Management Director Don Lynch for his prayers for City and its leaders and asked that he remember the local tribal leaders.

Commissioner Shaw stated that about one hundred people from the Absentee Shawnee Tribe will be attending the Kiwanis' Pancake Feed on Wednesday. She also encouraged citizens to attend the event.

Commissioner Shaw thanked the Pioneer Library for attending the City Commission meeting and informing every one of its upcoming events.

Commissioner Salter said he attended the Placemaking Conference held at the University of Oklahoma and was able to hear several speakers on topics such as, planning, streets, and city services.

Mayor Finley said he continues to receive positive comments about the direction the City is headed; as well as, City staff and services.

AGENDA ITEM NO. 10: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:11 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

KACIE BACHHOFFER, DEPUTY CITY CLERK

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

Meeting Date: 04/17/2017

Acknowledge Rpts & Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

License Pymt Rpt 03-2017

Project Pymt Rpt 03-2017

Planning Minutes 02-01-2017

4/03/2017 12:09 PM
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: 3/01/2017 TO 3/31/2017

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION		FEE	PENALTY	PAYMENT DISTRIBUTION TAX	INTEREST	TOTAL PAID
ALARM	BURGLAR/FIRE ALARM LICENSE	2	50.00CR				50.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	21	315.00CR				315.00
BEERWINER	BEER AND WINE RENEWAL	1	450.00CR				450.00
BOATDEALER	BOAT DEALER ANNUAL FEE	2	51.00CR				51.00
BOATREG	BOAT REGULAR PERMIT	51	1,326.00CR				1,326.00
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR				75.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	3	300.00CR				300.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	8	650.00CR				650.00
EXT	EXTERMINATOR LICENSE FEE	2	50.00CR				50.00
FISHANNUAL	FISHING ANNUAL FEE	54	810.00CR				810.00
FISHDAILY	FISHING DAILY FEE	2	6.00CR				6.00
IMERC	ITINERANT MERCHANT FEE	2	53.00CR				53.00
LAKEINSP	LAKE LEASE INSPECTION	4	300.00CR				300.00
LAKELEASE	LAKE LEASE	23	9,857.50CR				9,857.50
LAKEXFER	LAKE LEASE TRANSFER FEE	5	4,000.00CR				4,000.00
MECH1	MECHANICAL CONTRACTOR INTIAL	5	500.00CR				500.00
MECH2	MECHANICAL CONTRACTOR RENEW	5	375.00CR				375.00
MIXER	MIXED BEVERAGE RENEWAL	2	1,800.00CR				1,800.00
PLUM1	PLUMBING CONTRACTOR INITIAL	4	400.00CR				400.00
PLUM2	PLUMBING CONTRACTOR RENEW	7	525.00CR				525.00
REFUND	REFUND	1	425.50CR				425.50
RESAL	RESIDENTIAL SALE	78	780.00CR				780.00
SIGN	SIGN HANGERS LICENSE FEE	4	300.00CR				300.00
SNOWC	SNOW CONE STAND LICENSE FEE	1	25.00CR				25.00
SOLIC	SOLICITOR ANNUAL LICENSE	1	50.00CR				50.00
STORM	STORM CELLAR LICENSE FEE	2	150.00CR				150.00
TREE	TREE TRIMMING LICENSE FEE	3	75.00CR				75.00
TOTAL			23,699.00CR				23,699.00

04/03/2017 2:34 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: 4
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 3/01/2017 TO 3/31/2017
SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	10,964.30CR
B2-ADD	BUILDING CONSTRUCTION ADD	62.50CR
B3-REMODEL	BUILDING CONSTRUCTION REM	3,166.18CR
B4-SHELTER	BUILDING SHELTER	236.00CR
B4-STORAGE	BUILDING STORAGE SHED	414.50CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	211.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	2,092.50CR
P2-ADD	PLUMBING ADDITION	304.50CR
P3-REMODEL	PLUMBING REMODEL	587.55CR
UNAPPLIED	UNAPPLIED CREDITS	280.00CR
X-BORE/CUT	BORING & PAVING CUT PERMI	60.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	50.00CR
X-DEMO	DEMOLITION PERMIT	300.00CR
X-SIGN	SIGN PERMIT	325.00CR
Z-CONDUSE	CONDITIONAL USE PERMIT	280.00CR
Z-OCCUP	OCCUPANCY PERMIT	300.00CR
Z-REZONING	REZONING REQUEST	560.00CR
TOTAL		20,194.53CR

04/03/2017 2:34 PM
STATUS: ALL
SEGMENT CODES: A11
FEE CODES: A11

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

PAGE: 6
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 3/01/2017 TO 3/31/2017
SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	367.55CR
001-4202	BUILDING PERMITS	11,465.98CR
001-4203	PLUMBING PERMITS	1,880.00CR
001-4204	ELECTRICAL PERMITS	180.00CR
001-4205	ZONING PERMITS & APPLICATIONS	840.00CR
001-4206	HEATING & A/C PERMITS	1,980.00CR
001-4249	OTHER PERMITS	925.00CR
001-4822	OTHER MISC. REVENUE	46.00CR
101-4249	OTHER PERMITS	110.00CR
501-4510	WATER TAPS	2,400.00CR
799-1023	BANCFIRST GENERAL	20,194.53

PLANNING COMMISSION MINUTES

DATE: FEBRUARY 1ST, 2017

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, February 1st, 2017 at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1:

Roll Call

Upon roll call the following members were present:

Present: Clinard, Bergsten, Cowen, Kienzle, Affentranger

Absent:

Meeting was called to Order.

AGENDA ITEM NO. 2:

Consideration of Approval of the minutes from the December 7th, 2016 Planning Commission Meeting

Chairman Bergsten asked if the Board had time to review the minutes and if there were any questions or comments. Commissioner Affentranger made a motion to approve, seconded by Commissioner Kienzle.

Motion passed:

AYE: Clinard, Bergsten, Cowen, Kienzle, Affentranger

NAY:

ABSTAIN:

AGENDA ITEM NO. 3:

Citizen's Participation

Chairman Bergsten opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting.

AGENDA ITEM NO. 4:

Consideration of approval for a fee-in-lieu of sidewalk construction for property located at 8331 N. Harrison Street, Shawnee, OK

Applicant: Redbud Development, LLC

Chairman Bergsten asked for the staff report. Justin Debruin presented the staff report. Mr. Debruin discussed the platting process with sidewalk construction. Justin Debruin informed the Commissioners that the property is located at the North Harrison Business Park Addition on Harrison Street. Mr. Debruin explained that the applicant originally planned to construct sidewalks but have submitted a letter to pay the fee-in-lieu of and the City Engineer has approved. Justin Debruin stated that staff recommends approval and he would answer any questions. Commissioner Clinard asked when the applicant would be required to pay the fee. Mr. Debruin explained that they would have to before Certificate of Occupancy is issued. Chairman Bergsten asked what fund the fees would go in to and how they were used. Justin Debruin mentioned the fees go into a budget for sidewalks in engineering department and it's typically used on sidewalk repairs or projects. Vice-Chairman Cowen asked if the City pays market rate for concrete or if they get a discount. Mr. Debruin stated he believed the City gets a discount but goes off market rate. Commissioner Affentranger asked if Universal Forest Products will put a sidewalk in or pay a fee-in-lieu of. Justin Debruin stated they would pay the fee-in-lieu of.

Commissioner Clinard asked why there are sidewalk requirements in that area. Mr. Debruin informed her that any development off an arterial street is required to construct a sidewalk. Commissioner Affentranger asked if a request was more centrally located in the city, if staff would not be as accepting of it. Justin Debruin agreed with the discretion to make that determination. Chairman Bergsten asked if there were any other questions. Vice-Chairman made a motion to approve, seconded by Commissioner Kienzle.

Motion passed:

AYE: Clinard, Bergsten, Cowen, Kienzle, Affentranger

NAY:

ABSTAIN:

AGENDA ITEM NO. 5:

Planning Director's Report

Justin Debruin passed out a list of current ongoing projects to Commissioners and discussed the status. Commissioner Clinard mentioned overspray on the Downtown properties from the streetscape project.

AGENDA ITEM NO. 6:

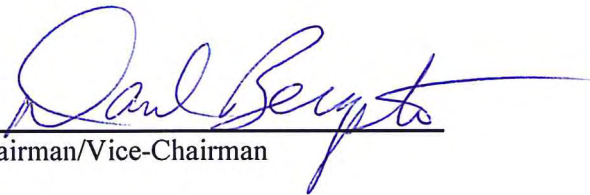
Commissioners Comments and/or New Business

Commissioners had discussions over codes, downtown properties, dilapidated structures, parked vehicles in front yards and upcoming conferences.

AGENDA ITEM NO. 7:

Adjournment

Meeting was adjourned.



Chairman/Vice-Chairman

Cheyenne Pettigrew
Planning Commission Secretary

Regular Board of Commissioners

1.c.

Meeting Date: 04/17/2017

Crawford Agreement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorizing City Manager to sign contract with Crawford and Associates for accounting and consulting services.

Attachments

Crawford Agreement



Date: April 12, 2017
To: Mayor and City Commissioners
From: Cynthia Arnold, Finance Director/Treasurer *CSA*
RE: Crawford and Associates Agreement

Staff is requesting an approval for the City Manager to enter into a contract with Crawford and Associates for the period of one year for accounting and consulting services. Crawford and Associates have a history with Shawnee and are a great resource for staff. The objective of the contract is to prepare the annual financial statements and assist when needed.

The fees are billed at an hourly rate as stated in the contract and will vary year to year based on the needs of the city.

Staff recommends approval.



April 5, 2017

Honorable Mayor and Members of the City Council
City of Shawnee
PO Box 1448
Shawnee, OK 74802-1448

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Shawnee (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Shawnee management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Shawnee contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Shawnee are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Shawnee, Oklahoma as of and for the year ended June 30, 2017. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Shawnee, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm Chairman \$250
- Firm President \$250
- Shareholders \$160
- Consulting Managers \$145
- Consulting Staff \$105
- Clerical Staff \$40

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request.

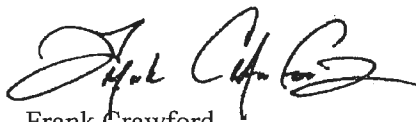
The term of this engagement is a period from July 1, 2017 through June 30, 2018. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Shawnee.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.



Accepted and agreed to for the City of Shawnee:

By: _____

Title: _____

Date: _____

Regular Board of Commissioners

3.

Meeting Date: 04/17/2017

EOM

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

No file(s) attached.

Regular Board of Commissioners**4.**

Meeting Date: 04/17/2017

Mayors Proclamations

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamations:

"Family Promise Day"

April 24, 2017

"Loyalty Day"

May 1, 2017

Attachments

Family Promise Proc

Loyalty Proc



Proclamation

“Family Promise Day”

Whereas, homelessness can and does affect entire families in any community; and

Whereas, Family Promise of Shawnee offers help and hope to regain self-sufficiency to homeless families with children and homeless pregnant women. Giving them the chance to build a better future through the cooperative efforts of the local congregations, businesses, social service programs, educational institutions, and individual efforts; and

Whereas, the volunteers of Family Promise of Shawnee dedicate themselves to this program by offering hope when all is lost, dignity when others look away, and recognition for the value of the human spirit; and

Whereas, Individuals consistently and unselfishly donate their time, resources, skills, and expertise to ensure that homeless families with children and pregnant women are able to have a home, a livelihood, and the opportunity to build a better future; and

Whereas, the purpose of Family Promise Day is to inspire others to recognize the innate need of dignity and hope for all human beings; and

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim Monday, April 24, 2017 as

“Family Promise Day”

In the city of Shawnee, Oklahoma
Dated this 17th day of April, 2017

Richard Finley, Mayor

Phyllis Loftis, CMC, City Clerk



Proclamation

“Loyalty Day”

Whereas, On May 1, 1958, President Dwight D. Eisenhower declared Loyalty Day as a day of national observance and has been recognized annually since; and

Whereas, American’s loyalty to American democracy and freedom is born of pride, appreciation, and understanding of our country and we are loyal to American, our fellow citizens, and these ideals; and

Whereas, This proclamation serves as an opportunity to recognize those who demonstrate their commitment to our country through service and sacrifice and that serve as a model for all Americans; and

Whereas, This proclamation recognizes the monumental achievements and invaluable contributions made by Americans that have led to American’s founding principles enduring, guiding our Nation toward progress and prosperity and allowing the United States to be a leader among nations of the world; and

Whereas, This proclamation commends those honorable men and women who have demonstrated their loyalty to America by making remarkable sacrifices to preserve and protect these values, representing thousands of Oklahomans, residing in every county, who already have made the observance of Loyalty Day a success; and

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim Monday, May 1, 2017 as

“Loyalty Day”

In the city of Shawnee, Oklahoma
Dated this 17th day of April, 2017

Richard Finley, Mayor

Phyllis Loftis, CMC, City Clerk

Regular Board of Commissioners

5.

Meeting Date: 04/17/2017

SPS MOU

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

SPS MOU Memo

SPS MOU



Office of the City Manager

MEMORANDUM

AGENDA: April 17, 2017

TO: Honorable Mayor and Members of the City Commission

FROM: Justin Erickson
Justin Erickson, City Manager

RE: Consideration of City/SPS Memorandum of Understanding

SUMMARY AND BACKGROUND

The City of Shawnee and Shawnee Public Schools have collaborated since each entity was established and many of the earliest school sites were located on City property and two buildings still are (Washington School, Administrative Building). School sites are an integral part of the community, support neighborhood stability, and also provide recreational opportunities and green space. One recent example of this, is the new Avedis Park that is located immediately south of Shawnee Middle School, which will be open to the community. The City participated in this project and installed a sidewalk to the site from MacArthur Street (thanks to generous funding from the Avedis Foundation).

Despite the longstanding relationship, there has not been a more comprehensive agreement between the two entities. The attached Memorandum of Understanding (MOU) is an attempt to formalize the collective efforts of both parties and address recreational, permitting, and demolition matters that routinely arise. The MOU provides for the following stipulations:

The City of Shawnee shall:

1. Waive all City fees related to: building permits and inspections, land use applications, and engineering review. Shawnee Public Schools agrees to pay for direct costs associated with required public notices and applicable utility fees.
2. Work collaboratively with Shawnee Public Schools on all major public improvement projects located adjacent or near existing or proposed education sites to ensure compatibility with the desires and plans of Shawnee Public Schools.
3. Allocate money regularly to jointly fund the maintenance and resurfacing of the High School Tennis Courts.
4. Assist as requested with the demolition of school facilities deemed surplus to include the coordination/letting of demolition bids and the evaluation and remediation of asbestos.

Shawnee Public Schools shall:

1. Donate necessary right-of-way for roadway and sidewalk/trail improvements after consultation by the City and a good-faith effort by the City to address any concerns expressed by Shawnee Public Schools.
2. Make a good-faith effort to facilitate use of recreational resources by the general public when not in official use. This includes, but is not limited to, the High School Tennis Courts, Middle School Avedis Park, and the outside play areas at elementary school sites.
3. Demolish the Washington School Building located adjacent to the Shawnee Community Center at the formal written request of the City of Shawnee.

The MOU was considered and approved by the Shawnee School Board on April 7.

BUDGETARY IMPACT

The expected budgetary impact is minimal. Although the City will waive all permitting fees, Shawnee Public Schools is committing to collaborating with the City in other ways that will limit City expenditures and provide substantial public benefits.

RECOMMENDATION

Staff requests approval of the Memorandum of Understanding.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF SHAWNEE AND SHAWNEE PUBLIC SCHOOLS**

This Memorandum of Understanding (MOU) is entered into between the City of Shawnee and Shawnee Public Schools. The purpose of this understanding is to set forth agreements related to recreational use of educational sites, City fees normally due for review of construction and development plans, and the demolition of buildings.

WITNESSETH:

WHEREAS, the City of Shawnee and the Shawnee Public Schools have had a longstanding mutually beneficial relationship and share many common goals; and

WHEREAS, the City of Shawnee and the Shawnee Public Schools have a particular interest in encouraging recreational activity and promoting strong neighborhoods; and

WHEREAS, the City of Shawnee provides building permit and inspection services and is involved in major street projects and sidewalk projects that benefit Shawnee Public Schools and the community as a whole; and

WHEREAS, Shawnee Public Schools own multiple school sites that provide opportunities for outdoor recreation by the community during non-school and non-school activity hours.

NOW THEREFORE, in consideration of the mutual goals and covenants contained herein, and the mutual benefits to result therefrom, the parties agree as follows:

The City of Shawnee shall:

1. Waive all City fees related to: building permits and inspections, land use applications, and engineering review. Shawnee Public Schools agrees to pay for direct costs associated with required public notices and applicable utility fees.
2. Work collaboratively with Shawnee Public Schools on all major public improvement projects located adjacent or near existing or proposed education sites to ensure compatibility with the desires and plans of Shawnee Public Schools.
3. Allocate money regularly to jointly fund the maintenance and resurfacing of the High School Tennis Courts.
4. Assist as requested with the demolition of school facilities deemed surplus to include the coordination/letting of demolition bids and the evaluation and remediation of asbestos.

Shawnee Public Schools shall:

1. Donate necessary right-of-way for roadway and sidewalk/trail improvements after consultation by the City and a good-faith effort by the City to address any concerns expressed by Shawnee Public Schools.
2. Make a good-faith effort to facilitate use of recreational resources by the general public when not in official use. This includes, but is not limited to, the High School Tennis Courts, Middle School Avedis Park, and the outside play areas at elementary school sites.
3. Demolish the Washington School Building located adjacent to the Shawnee Community Center at the formal written request of the City of Shawnee.

By signing the MOU, the parties agree to uphold the terms of the MOU. Any party may amend their roles and responsibilities of the MOU by written request and mutual approval. Any party may terminate their participation in the MOU upon ninety (90) days written notice.

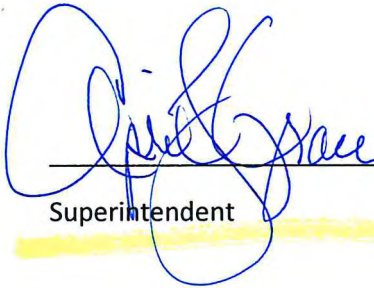
City Manager

Date

ATTEST:

City Clerk

Date

 4-3-17

Superintendent

Date

ATTEST:

 4-3-17

Board Secretary

Date

Regular Board of Commissioners

6.

Meeting Date: 04/17/2017

Traffic Signals Emergency

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

Traffic Signals Memo



Date: 4/13/2017

To: Justin Erickson, City Manager

From: Michael Ludi, Assistant City Engineer 

Re: Emergency Replacement of Traffic Signal Equipment
At Highway 18 & Garrett's Lake Road

Staff is requesting the replacement of the traffic signal control cabinet and the video detection system at the intersection of Highway 18 & Garrett's Lake road. The control cabinet has obtained damage due to corrosion of the electrical panel. Staff has rewired the board to run in a temporary manner by making the north and south turn lanes operate together but are having frequent issues with it staying in operation. It is staffs' recommendation that the system be replaced before it becomes completely inoperable.

If you have any questions or need additional information, please advise.

Regular Board of Commissioners

7.

Meeting Date: 04/17/2017

P01-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

P01-17 Staff Rpt

P01-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Nelson Brauning
FOR: Rezone
LOCATION: 1012, 1016 and 1018 North Kickapoo Street,
Shawnee, OK
PROJECT#: 170108 Case# P01-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION: R-1; Single Family Residential District
REQUESTED CLASSIFICATION: C-3; Highway Commercial District
PROPOSED PROPERTY USE: Private Storage

PLANNING COMMISSION MEETING DATE: April 5th, 2017

PLANNING COMMISSION RECOMMENDATION: Motion Passes

VOTE OF THE PLANNING COMMISSION: *MEMBERS PRESENT:* 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
CLINARD				X		
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)	X		X			
KIENZLE						ABSENT
AFFENTRANGER		X	X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: P01-17
Project Number: 170108
Date Filed: 01-30-2017
Cheyenne Pattinson
Planning Commission Secretary

REQUEST:

☒ Rezoning
☐ Conditional Use Permit
☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from R1 District to C3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1012, 1016, & 1018 N. Kickapoo, Sha.

LEGAL DESCRIPTION: Jefferson Terrace Bl. 7 Lots 91, 92 & 93 to the city of Sha.

PROPERTY OWNER (S): Christine Denham

PROPERTY AGENT (APPLICANT): NELMON BRAUNING

APPLICANT'S ADDRESS: 201 W. 9th Street

CITY: SHAWNEE STATE: OK ZIP: 74801

EMAIL ADDRESS: nbrauning@hotmail.com

TELEPHONE NUMBER: (405) 370-0394 CONTACT NUMBER: (405) 370-0394

DIMENSIONS OF PROPERTY: AREA: .546 WIDTH: 170'
LENGTH: 140' FRONTAGE: 170'

CURRENT ZONING: R1 CURRENT USE: VACANT LOTS

PROPOSED ZONING: C3 PROPOSED USE: _____

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Nelson Brauning
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. 02003272

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: Motion passed DATE: 4-3-2017

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P01-17

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed Rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

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.

General Location Known As:	<u>1012, 1016 & 1018 North Kickapoo St., Shawnee,</u> <u>OK</u>
Current Zoning Classification:	<u>R-1; Single Family Residential District</u>
Requested Zoning Classification:	<u>C-3; Highway Commercial District</u>
Proposed Use of Property:	<u>Commercial</u>
Applicant:	<u>Nelmon Brauning</u>

The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

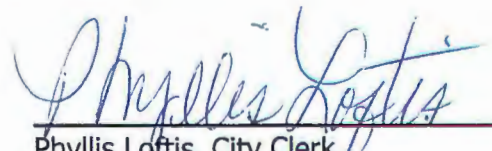
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

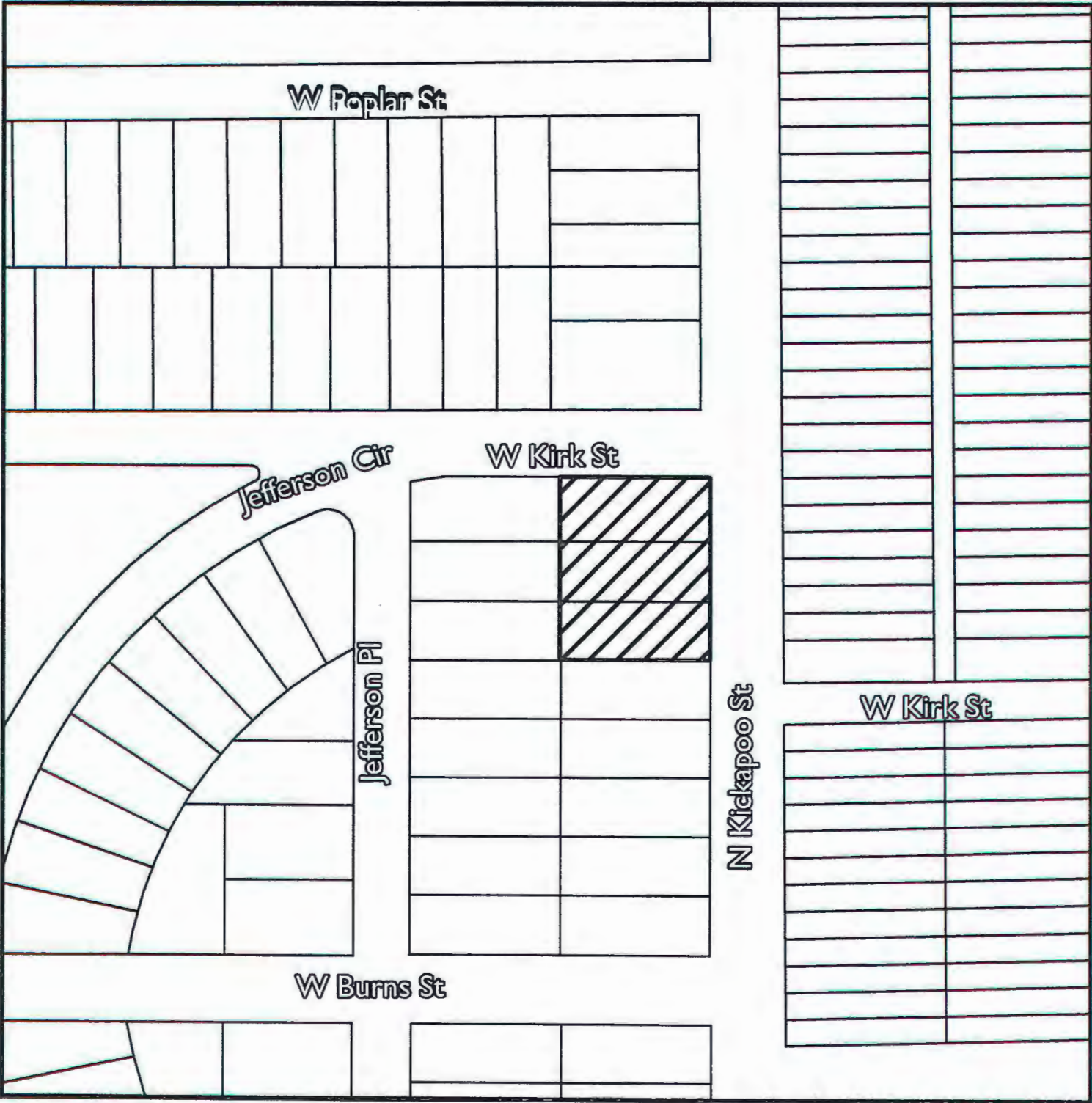
April 5th, 2017 AT 1:30 P.M.: CITY OF SHAWNEE PLANNING COMMISSION
April 17th, 2017 AT 6:30 P.M.: CITY OF SHAWNEE CITY COMMISSION

At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition of the proposed rezone will be allotted equal time. Any formal protest must be filed in writing with the City Clerk during normal working hours before 5:00 p.m. a minimum of three (3) days prior to the hearing. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

Witness my hand this 16th day of March, 2017.




Phyllis Loftis, City Clerk



CERTIFICATE OF BONDED ABTRACTOR

(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

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.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (3), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: January 24, 2017 at 7:30 AM

First American Title & Trust Company

By: 

Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017
File No. 2213167-SH99

OWNERSHIP LIST**ORDER NO. 2213617**

DATE PREPARED: February 1, 2017

EFFECTIVE DATE: January 24, 2017

OWNER	LOT	BLK	ADDITION
DENHAM ALLEN A JR & CHRISTINE 1110 N 13TH TECUMSEH OK 74873-0000	91	7	JEFFERSON TERRACE
DENHAM ALLEN A 1110 N 13TH TECUMSEH OK 74873-0000	92-93	7	JEFFERSON TERRACE
POTTCO TRUST P O BOX 1244 SHAWNEE OK 74802-1244	90	7	JEFFERSON TERRACE
DOCKREY GLENDA RUTH 40302 GARRETTS LAKE RD SHAWNEE OK 74804-0000	89	7	JEFFERSON TERRACE
COMMUNITY RENEWAL OF POTTAWATOMIE COUNTY INC 3903 N HARRISON SHAWNEE OK 74804-0000	86-88	7	JEFFERSON TERRACE
EMERALD CAPITAL GROUP LLC 1205 S AIR DEPOT #269 MIDWEST CITY OK 73110-0000	94	7	JEFFERSON TERRACE
LANAGAN WILLIAM DANIEL JR 1011 JEFFERSON PL SHAWNEE OK 74801-0000	95	7	JEFFERSON TERRACE
ALLENSWORTH LESLIE 1013 JEFFERSON PLACE SHAWNEE OK 74801-0000	96	7	JEFFERSON TERRACE
LANAGAN WILLIAM D JR 1011 JEFFERSON PL SHAWNEE OK 74801-0000	97	7	JEFFERSON TERRACE
SHRUM HELEN ELAINE LIFE EST 1009 JEFFERSON PL SHAWNEE OK 74801-0000	98	7	JEFFERSON TERRACE
OSHEL DAVID & ALISON TRUST 1800 MORNING STAR EDMOND OK 73034-0000	99	7	JEFFERSON TERRACE
BLAIN MONTE D & CARLA J 1003 JEFFERSON PL SHAWNEE OK 74801-0000	100-101	7	JEFFERSON TERRACE
CITY OF SHAWNEE P O BOX 1448 SHAWNEE OK 74802-1448	172	8	JEFFERSON TERRACE

STASYSZEN JASON & ANDREA 1009 JEFFERSON CIR SHAWNEE OK 74801-0000	112	8	JEFFERSON TERRACE
MORRIS LUCILLE MATTIE LIFE EST 14510 S 53RD E AVE BIXBY OK 74008-0000	102	8	JEFFERSON TERRACE
KRINSKY BOBBY L & CAROL P 1012 JEFFERSON PL SHAWNEE OK 74801-0000	103	8	JEFFERSON TERRACE
THOMPSON BILL TR OF THOMPSON FAMILY TRUST 1006 JEFFERSON PL SHAWNEE OK 74801-0000	S60' OF 104	8	JEFFERSON TERRACE
WATSON JO ELLEN TRUST 606 N KICKAPOO SHAWNEE OK 74801-0000	105	8	JEFFERSON TERRACE
HERNANDEZ JESSE O & MARTHA J 8 ROBBY RD SHAWNEE OK 74804-0000	170 & 171	11	JEFFERSON TERRACE
SIFORD CHRISTINA LEANN & THOMAS JASON SIFORD 522 W KIRK SHAWNEE OK 74801-0000	168	11	JEFFERSON TERRACE
MCLAUGHLIN WALTER CLAY 2207 E MAIN SHAWNEE OK 74801-0000	23-24	4	DILLS
MCDIVITT KEN D & TERRI L 20812 BETHEL RD TECUMSEH OK 74873-0000	19-20	4	DILLS
MCDIVITT KEN D & TERRI L 20812 BETHEL RD TECUMSEH OK 74873-0000	21-22	4	DILLS
DRISKELL RICHARD & WILLIAM S BUOY P O BOX 926 MEEKER OK 74855-0000	3-4	4	DILLS
MURDOCK EMMA JEAN 1012 N LOUISA AVE SHAWNEE OK 74801-0000	5-8	4	DILLS
EXECUTIVE HOMES RENTALS LLC P O BOX 3861 SHAWNEE OK 74802-3861	E135' OF 1 & 2	4	DILLS
SMITH WILMA J REVOC TRUST 18 CEDAR CREEK DR SHAWNEE OK 74804-0000	49 & 50 LESS TR 20X20 NE/C LT 50 JACKS WRECKER SERVICE	1	PLAINVIEW

OKLA GAS & ELECTRIC % JEREMY ADAM P O BOX 321 M/C 710 OKLA CITY OK 73101-0321	20X20 NE/C LT 50	1	PLAINVIEW
EXECUTIVE HOMES RENTALS LLC P O BOX 3861 SHAWNEE OK 74802-3861	W40' OF 1-5	1	PLAINVIEW
WEEKS CARL R & YUAVONDA M 1102 N LOUISA SHAWNEE OK 74801-0000	E100' OF 1-5 & ALL OF 6	1	PLAINVIEW
PATTERSON VALERIE F 1110 N LOUISA SHAWNEE OK 74801-0000	7& 8	1	PLAINVIEW
MARTIN PHILIP H 1112 N LOUISA SHAWNEE OK 74801-0000	9-11	1	PLAINVIEW
BURDITT PATTI R 1116 N LOUISA SHAWNEE OK 74801-0000	12 & 13	1	PLAINVIEW
VANDAVEER RICK S 12316- A N. MAY AVE. STE. 143 OKC OK 73120-1944	S/2 OF 35 & ALL OF 36-42 & N/2 OF 43	1	PLAINVIEW
PETTIS JIM COLE 1111 N KICKAPOO SHAWNEE OK 74801-0000	S/2 OF 43 & ALL OF 44- 48, UPTOWNS SUNSATIONA L SALO	1	PLAINVIEW
PETTYJOHN ROBERT M & MARTHA F 541 W POPLAR SHAWNEE OK 74801-0000	N50' OF 21- 22	10	REASOR PARK
MADDUX WILLIAM K 1114 N KICKAPOO SHAWNEE OK 74801-0000	23-24 & S90' OF 21	10	REASOR PARK
PRESLEY BEATRICE J REVOC LIVING TRUST 543 W POPLAR SHAWNEE OK 74801-0000	E/2 OF 19 & ALL OF 20	10	REASOR PARK
SIFORD CHRISTINA LEANN & THOMAS JASON SIFORD 522 W KIRK SHAWNEE OK 74801-0000	168	11	JEFFERSON TERRACE
DE LA ROSA ROBERTO 524 W KIRK SHAWNEE OK 74801-0000	167	11	JEFFERSON TERRACE

ORDINANCE NO. _____NS

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.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 17th day of April, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification R-1; Single Family Residential District to C-3; Highway Commercial District.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3; Highway Commercial District.

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

SECTION 1: That the following described property located in the City of Shawnee, 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.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

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

JOSEPH VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

8.

Meeting Date: 04/17/2017

P02-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

P02-17 Staff Rpt

P02-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Joe Ford
FOR: Rezone
LOCATION: 10 and 20 East Farrall Street and 524 South
Bell Street, Shawnee, OK
PROJECT#: 170142 Case# P02-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION: R-2; Combined Residential District
REQUESTED CLASSIFICATION: I-3; Heavy Industrial District
PROPOSED PROPERTY USE: Future Plant Expansion

PLANNING COMMISSION MEETING DATE: April 5th, 2017

PLANNING COMMISSION RECOMMENDATION: Motion Passes

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
CLINARD	X		X			
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)			X			
KIENZLE						ABSENT
AFFENTRANGER		X	X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

REQUEST:

☒ Rezoning
☐ Conditional Use Permit

☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from R-2 Residential District to I-3 Industrial District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 10 E Farrell, 20 E Farrell, 524 S. Bell

LEGAL DESCRIPTION: see attached

PROPERTY OWNER (S): Shawnee Milling Company

PROPERTY AGENT (APPLICANT): Joe Ford, President

APPLICANT'S ADDRESS: 201 S. Broadway

CITY: Shawnee **STATE:** OK **ZIP:** 74801

EMAIL ADDRESS: jford@shawneemilling.com

TELEPHONE NUMBER: (405) 273-7000 **CONTACT NUMBER:** ()

DIMENSIONS OF PROPERTY: **AREA:** **WIDTH:**
LENGTH: **FRONTAGE:**

CURRENT ZONING: R2 **CURRENT USE:** vacant lot

PROPOSED ZONING: I3 **PROPOSED USE:** Plant Expansion (future)

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Joe W. Ford
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. 02007173

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: Motion passes **DATE:** 4-5-2017

CITY COMMISSION ACTION: **DATE:**

PLACE ON ZONING MAP: Project # 170142 **ORDINANCE NO.:** P02-17

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P02-17

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed Rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

East Ten (10) feet of Lot Ten (10) and all of Lots Elven (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.

General Location Known As:	<u>10 and 20 East Farrall Street and 524 South Bell</u> <u>Street, Shawnee, OK</u>
Current Zoning Classification:	<u>R-2; Combined Residential District</u>
Requested Zoning Classification:	<u>I-3; Heavy Industrial District</u>
Proposed Use of Property:	<u>Industrial</u>
Applicant:	<u>Joe Ford</u>

The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

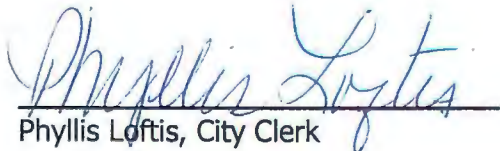
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

April 5th, 2017 AT 1:30 P.M.: CITY OF SHAWNEE PLANNING COMMISSION
April 17th, 2017 AT 6:30 P.M.: CITY OF SHAWNEE CITY COMMISSION

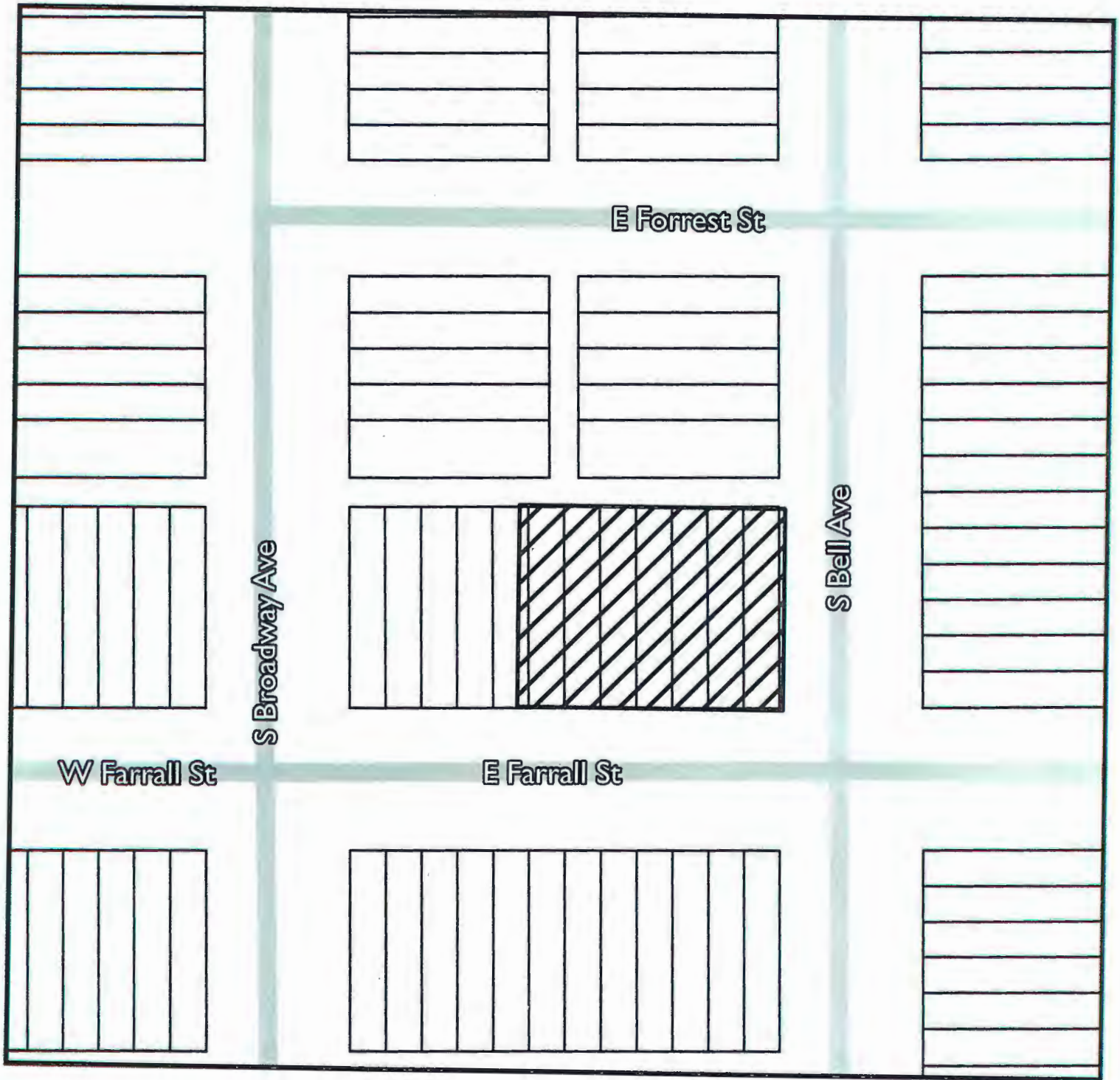
At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition of the proposed rezone will be allotted equal time. Any formal protest must be filed in writing with the City Clerk during normal working hours before 5:00 p.m. a minimum of three (3) days prior to the hearing. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

Witness my hand this 16th day of March, 2017.




Phyllis Loftis, City Clerk

CASE# P02-17



CERTIFICATE OF BONDED ABSTRACTOR **(300 FEET RADIUS REPORT)**

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

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.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (4), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: February 2, 2017 at 7:30 AM

First American Title & Trust Company

By: Michele Cook

Michelle Cook
 Abstractor License No. 3286
 OAB Certificate of Authority # 017
 File No. 2215533-SH99

OWNERSHIP LIST

ORDER NO. 2215533

DATE PREPARED: February 8, 2017

EFFECTIVE DATE: February 2, 2017 at 7:30 am

OWNER	LOT	BLK	ADDITION
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	15-17	121	AP SHAWNEE
CHILDS PERCY % SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	13-14	121	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-0000	E10' OF 10 & 11-12	121	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74801-0000	S90' OF 9 & W15' OF 10	121	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	6-8	121	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1448	1-5	121	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1448	18-22	121	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	W90' OF 1-12	104	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	E50' OF 1-12 & ALL OF VAC. ALLEY ADJ	104	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	13-14 & VAC. ALLEY ADJ LT 15 & E/2 VAC ALLEY & S/2 OF 16 & N/2 OF 16 & ALL OF 17-24 & VAC ALLEY ADJ.	104	AP SHAWNEE

SUGGS FANNIE EST % NORMA BRANNON 8958 FORKED CREEK WAY ELK GROVE CA 95758-0000	1-2	120	AP SHAWNEE
BRAY AFALO JR 509 S BELL SHAWNEE OK 74801-0000	3-5	120	AP SHAWNEE
BRAY VIOLA 511 S BELL SHAWNEE OK 74801-0000	6-7	120	AP SHAWNEE
TUBBS ETTA L 511 S BELL SHAWNEE OK 74801-0000	8	120	AP SHAWNEE
O'NEAL CHARLIE R & MARVA J PO BOX 3218 SHAWNEE OK 74802-0000	9-10	120	AP SHAWNEE
O'NEAL MARVA PO BOX 3218 SHAWNEE OK 74802-0000	11-12	120	AP SHAWNEE
BROWN HELEN R 281 W LAS FLORES DR ALTADENA CA 91001-0000	13-14	120	AP SHAWNEE
SHAWNEE MILLING COMPANY P O BOX 1567 SHAWNEE OK 74802-1567	15-16	120	AP SHAWNEE
JACKSON GAILIA 508 S UNION SHAWNEE OK 74801-0000	17-18	120	AP SHAWNEE
JACKSON GALA 508 S UNION SHAWNEE OK 74801-0000	19 & S/2 OF 20	120	AP SHAWNEE
JACKSON GAILIA MARIE 508 S UNION SHAWNEE OK 74801-0000	21 & N/2 OF 20	120	AP SHAWNEE
BERRY AUDREY M ET AL 502 S UNION SHAWNEE OK 74801-0000	22-24	120	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	18-22	122	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	S/2 OF 16 & 17	122	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	N/2 OF 16 & 17	122	AP SHAWNEE
SHAWNEE MILLING CO P O BOX 1567 SHAWNEE OK 74802-1567	14-15	122	AP SHAWNEE

HILL LERLENE 1 W FARRALL SHAWNEE OK 74801-0000	N100' OF 1 & N100' OF E15' OF 2	131	AP SHAWNEE
HILL LERLENE 1 W FARRALL SHAWNEE OK 74801-0000	S40' OF 1 & S40' OF E15' OF 2	131	AP SHAWNEE
HOUSING AUTH OF THE CITY OF SHAWNEE P O BOX 3427 SHAWNEE OK 74802-0000	15-17	132	AP SHAWNEE
COPELAND IRVIN & MARY PO BOX 3615 SHAWNEE OK 74802-0000	14	132	AP SHAWNEE
COPELAND IRVIN & MARY PO BOX 3615 SHAWNEE OK 74802-0000	13	132	AP SHAWNEE
REED ZENNIE O % JAMES CATO P.O.A. 13 KAROSS RD SHAWNEE OK 74801-0000	11-12	132	AP SHAWNEE
JACKSON FANNIE % ROLLAND JACKSON 112 GRENADINE WAY HERCULES CA 94547-0000	10	132	AP SHAWNEE
WASHBURN KEITH & VICKI 18214 GADDY RD SHAWNEE OK 74801-0000	8 & 9, LESS E7' OF 8	132	AP SHAWNEE
EALY TINA 1204 E INDEP SHAWNEE OK 74801-0000	W18' OF 6, ALL OF 7 & E7' OF 8	132	AP SHAWNEE
BELL & FARRELL CHURCH OF CHRIS 17 E FARRELL SHAWNEE OK 74801-0000	W/2 OF 4, ALL OF 5 & E7' OF 6	132	AP SHAWNEE
TRUSTEES OF THE CHURCH OF CHRIS BELL & FARRALL SHAWNEE OK 74801-0000	S/2 OF 1 & 2, E/2 S/2 OF 3 & W/2 OF 3 & E/2 OF 4 & N/2 OF 1 & 2	132	AP SHAWNEE
KENNEDY RESSIE MAE 616 S BELL SHAWNEE OK 74801-0000	22	132	AP SHAWNEE
O'NEAL CHARLIE & MARVA J PO BOX 3218 SHAWNEE OK 74802-0000	21	132	AP SHAWNEE
HOUSING AUTH OF THE CITY OF SHAWNEE P O BOX 3427 SHAWNEE OK 74802-0000	7-8	133	AP SHAWNEE

LAWSON VIVIAN & KAREN ELAINE 611 S BELL SHAWNEE OK 74801-0000	5-6	133	AP SHAWNEE
UNION BAPTIST CHURCH 123 E FARRELL SHAWNEE OK 74801-0000	1-4	133	AP SHAWNEE
O'NEAL MARVA J & CHARLIE R PO BOX 3218 SHAWNEE OK 74802-0000	N10' OF 18 & ALL OF 19 & S/2 OF 20	133	AP SHAWNEE
O'NEAL MARVA PO BOX 3218 SHAWNEE OK 74802-0000	N/2 OF 20 & ALL OF 21	133	AP SHAWNEE
O'NEAL MARVA PO BOX 3218 SHAWNEE OK 74802-0000	22-14, LESS N10' OF 24	133	AP SHAWNEE
SHAWNEE URBAN RENEWAL AUTHORITY P O BOX 1448 SHAWNEE OK 74802-1448	N10' OF 24	133	AP SHAWNEE

ORDINANCE NO. _____NS

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.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 17th day of April, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification R-2; Combined Residential District to I-3; Heavy Industrial District.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to I-3; Heavy Industrial District.

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

SECTION 1: That the following described property located in the City of Shawnee, 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.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

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

JOSEPH VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

9.

Meeting Date: 04/17/2017

P03-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

P03-17 Staff Rpt

P03-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Don Waller

FOR: Rezone

LOCATION: 525 South Kickapoo Street, Shawnee, OK

PROJECT#: 170202 Case# P03-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION:

R-2; Combined Residential District

REQUESTED CLASSIFICATION:

C-3; Highway Commercial District

PROPOSED PROPERTY USE:

Ice and Water Vending Machine

PLANNING COMMISSION MEETING DATE: April 5th, 2017

PLANNING COMMISSION RECOMMENDATION: Motion Passes

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
CLINARD			X			
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)		X	X			
KIENZLE						ABSENT
AFFENTRANGER	X		X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: P03-17
Project Number: 170202
Date Filed: 2-24-17
Cheyenne Pottigrew
Planning Commission Secretary

REQUEST:

☒ Rezoning
☐ Conditional Use Permit
☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from _____ District to _____ District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 525 S. Kickapoo

LEGAL DESCRIPTION: Lot 5 & 6 combined BIK 126

PROPERTY OWNER (S): Dan Waller

PROPERTY AGENT (APPLICANT): _____

APPLICANT'S ADDRESS: 32007 Prospect Rd.

CITY: Macomb STATE: OK ZIP: 74852

EMAIL ADDRESS: Redon6103@yahoo.com

TELEPHONE NUMBER: (405) 820 5917 CONTACT NUMBER: (_____) _____

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: 100'
LENGTH: 140' FRONTAGE: 100'

CURRENT ZONING: Res. CURRENT USE: Raw Land

PROPOSED ZONING: Commercial PROPOSED USE: Ice & Water Vending Machine

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

[Signature]
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

RECEIPT NO. 02013895

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: Motion passed DATE: 4-5-2017

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P03-17

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed Rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

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.

General Location Known As:	<u>525 South Kickapoo Street, Shawnee, OK</u>
Current Zoning Classification:	<u>R-2; Combined Residential District</u>
Requested Zoning Classification:	<u>C-3; Highway Commercial District</u>
Proposed Use of Property:	<u>Commercial</u>
Applicant:	<u>Don Waller</u>

The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

April 5th, 2017 AT 1:30 P.M.: CITY OF SHAWNEE PLANNING COMMISSION
April 17th, 2017 AT 6:30 P.M.: CITY OF SHAWNEE CITY COMMISSION

At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition of the proposed rezone will be allotted equal time. Any formal protest must be filed in writing with the City Clerk during normal working hours before 5:00 p.m. a minimum of three (3) days prior to the hearing. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

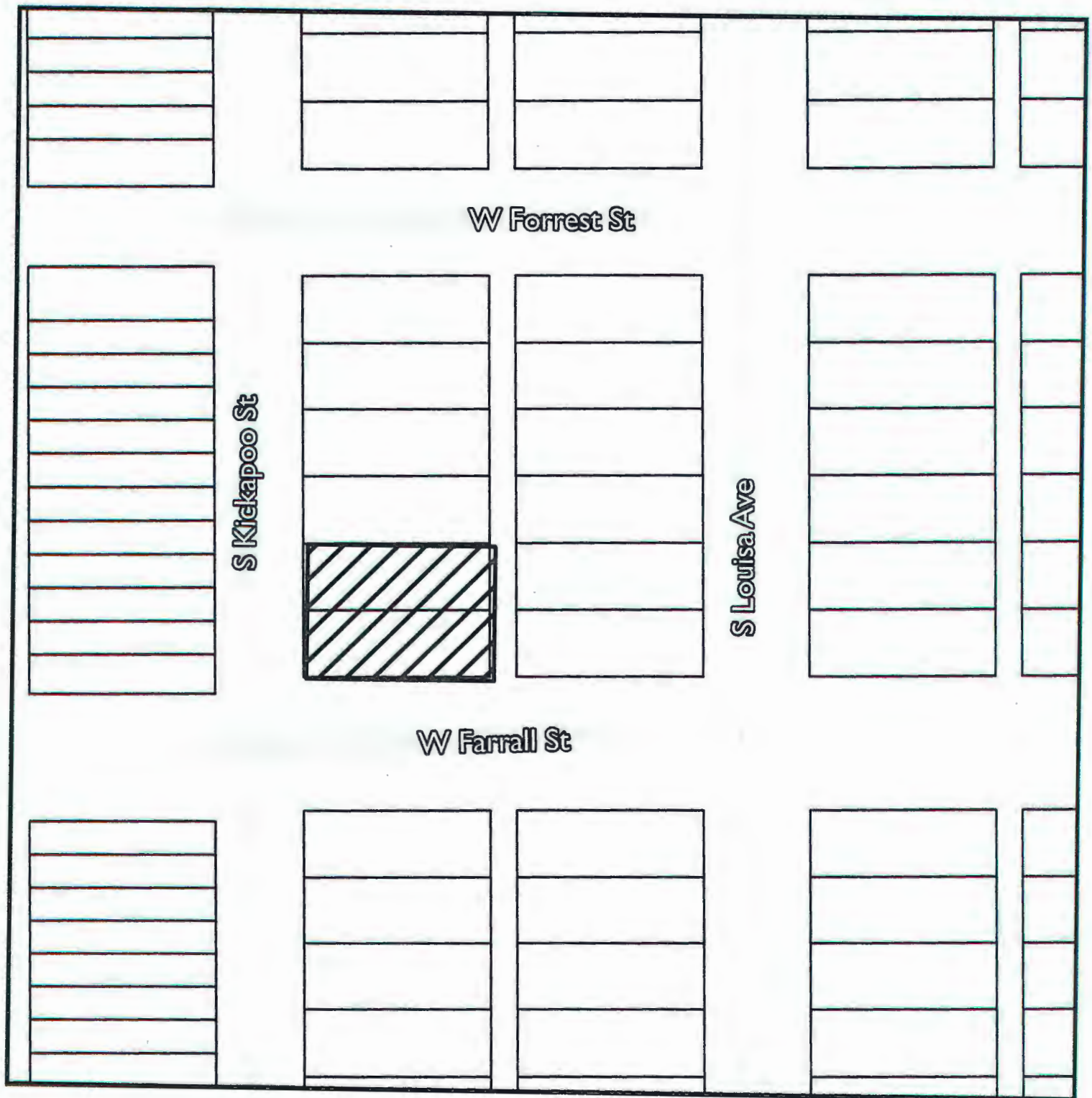
Witness my hand this 16th day of March, 2017.





Phyllis Loftis, City Clerk

CASE# P03-17



CERTIFICATE OF BONDED ABTRACTOR
(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

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.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (4), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: February 16, 2017 at 7:30 AM

First American Title & Trust Company

By: 

Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017
File No. 2219775-SH99

OWNERSHIP LIST

ORDER NO. 2219775

DATE PREPARED: February 24, 2017

EFFECTIVE DATE: February 16, 2017

OWNER	LOT	BLK	ADDITION
DON WALLER 32007 PROSPECT RD. MACOMB, OK 74852	5	126	AP SHAWNEE
DON WALLER 32007 PROSPECT RD. MACOMB, OK 74852	6	126	AP SHAWNEE
LONG JEREMY 519 S KICKAPOO SHAWNEE OK 74801-0000	4	126	AP SHAWNEE
BOURLON DAWN 33463 STATE HWY 59 B MACOMB OK 74852-0000	3	126	AP SHAWNEE
MCCULLAR ANONA FAYE P O BOX 1253 SHAWNEE OK 74802-0000	1-2	126	AP SHAWNEE
WEBB STACY 22 E DUNBAR SHAWNEE 74 73135-0000	7	126	AP SHAWNEE
HOUSING AUTH OF THE CITY OF SHAWNEE P O BOX 3427 SHAWNEE OK 74802-0000	8	126	AP SHAWNEE
JACKSON ERVIN 23 KIOWA SHAWNEE OK 74801-0000	9	126	AP SHAWNEE
NALLEY FAMILY TRUST B 1 CHOCTAW SHAWNEE OK 74801-0000	10	126	AP SHAWNEE
BENITO I. HERNANDEZ 25 W. PULASKI STREET SHAWNEE, OK 74804	11	126	AP SHAWNEE
LEWIS RICHARD E & KIMBERLY A 502 S LOUISA SHAWNEE OK 74801-0000	12	126	AP SHAWNEE
CEG PROPERTIES LLC 11 W MIDLAND SHAWNEE OK 74804-0000	1	125	AP SHAWNEE

HUFF CHARLES L 505 S LOUISA SHAWNEE OK 74801-0000	2	125	AP SHAWNEE
PIPKIN WILLIAM C & MAUDE EVELYN 509 S LOUISA SHAWNEE OK 74801-0000	3-4	125	AP SHAWNEE
STRAIN JERRY DEAN 502 S POTTENGER SHAWNEE OK 74804-0000	5	125	AP SHAWNEE
GADDY ARNOLD E P O BOX 1625 SHAWNEE OK 74802-1625	6	125	AP SHAWNEE
KOMAHCHEET ROBERT D JR TR UNDER WHAM CITY TRUST 412 W HAYES SHAWNEE OK 74801-0000	W70' OF 1 & 2	128	AP SHAWNEE
CHAMBERS ROXIE SUE 317 W FARRALL SHAWNEE OK 74801-0000	E70' OF 1 & 2	128	AP SHAWNEE
HOUSING AUTH OF ABST P O BOX 425 SHAWNEE OK 74802-0425	3	128	AP SHAWNEE
PRICE JUDITH 615 S LOUISA SHAWNEE OK 74801-0000	4 & 6	128	AP SHAWNEE
BOARD OF COUNTY COMMISSIONERS 14101 ACME RD SHAWNEE OK 74804-0000	9	127	AP SHAWNEE
BUOY WILLIAM S REV TRUST P O BOX 926 MEEKER OK 74855-0000	10	127	AP SHAWNEE
KAYE STEELE HARROD FAMILY TR 1303 W FARRAL SHAWNEE OK 74801-0000	11	127	AP SHAWNEE
BIGGS DEWAYNE & SUSANE 222 MAYNARDVILLE HWY MAYNARDVILLE TN 37807-0000	12	127	AP SHAWNEE
WINROW REUJENA 22 E DUNBAR ST SHAWNEE OK 74801-0000	1 & 2	127	AP SHAWNEE
SNEED MORGAN & SONNY 2900 S SVRC RD #337 MOORE OK 73160-0000	3	127	AP SHAWNEE

REDBIRD PROPERTIES LLC 106 W MAIN ST SHAWNEE OK 74801-0000	4	127	AP SHAWNEE
BROWN COY % COYALITA LINVILLE PO BOX 212 OKEMAH OK 74859-0000	10-16	4	INGLEWOOD
SHAWNEE URBAN RENEWAL AUTH 23 E 9TH ST STE 319 SHAWNEE OK 74801-0000	3-9	4	INGLEWOOD
CHOATE DOUGLAS 1521 BROOKDALE DR DEL CITY OK 73115-0000	2 (1/4 INT)	4	INGLEWOOD
STATE OF OKLA 200 NE 21ST OKLA CITY OK 73105-0000	1	4	INGLEWOOD
SW MISSIONARY BAPT CHURCH SHAWNEE OK 74801-0000	27-34	4	INGLEWOOD
STATE OF OKLA 200 NE 21ST OKLA CITY OK 73105-0000	35-36	4	INGLEWOOD
VANWINKLE DEAN & OR CAROL 525 W CENTER LEXINGTON OK 73051-0000	W90' OF 13 & 14	3	INGLEWOOD
BROWN JOHNIE A & GLENDA A 120 N SHAWNEE AVE SHAWNEE OK 74801-0000	E50' OF 13 & 14	3	INGLEWOOD
WEBB REBECCA G 105 S RANGELINE TECUMSEH OK 74873-0000	15-16	3	INGLEWOOD
FORTSON VICKIE & YVONNE BLAIR 509 S AYDELOTTE SHAWNEE OK 74801-0000	17-18	3	INGLEWOOD
NARRY MICHAEL DAVID 505 S AYDELOTTE SHAWNEE OK 74801-0000	19-20	3	INGLEWOOD
CAMPBELL JESSIE L & JANIE L & MARK MASTON 501 S AYDELOTTE SHAWNEE OK 74801-0000	21-23	3	INGLEWOOD
BOARD OF COUNTY COMMISSIONERS 325 N BDWY SHAWNEE OK 74801-0000	24	3	INGLEWOOD

BOARD OF COUNTY COMMISSIONERS 14101 ACME RD SHAWNEE OK 74804-0000	1 & 2	3	INGLEWOOD
JONES GWEN 290 COUNTY RD 344 MATHIS TX 78368-0000	3 & 4	3	INGLEWOOD
BOARD OF CO COMMISSIONERS 325 N BDWY SHAWNEE OK 74801-0000	5 & 6	3	INGLEWOOD
BOARD OF COUNTY COMMISSIONERS 14101 ACME RD SHAWNEE OK 74804-0000	7 & 8	3	INGLEWOOD
MILES ALETA R 522 S KICKAPOO SHAWNEE OK 74801-0000	9 & 10	3	INGLEWOOD
GIRARDI INVESTMENTS LLC 12232 STATE HWY 56 WEWOKA OK 74884-0000	11 & 12	3	INGLEWOOD

ORDINANCE NO. _____NS

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.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 17th day of April, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification R-2; Combined Residential District to C-3; Highway Commercial District.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3; Highway Commercial District.

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

SECTION 1: That the following described property located in the City of Shawnee, 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.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

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

JOSEPH VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

10.

Meeting Date: 04/17/2017

Sales Tax 04-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Sales Tax Report received April 2017.

Attachments

Sales Tax 04-2017



Date: April 11, 2017
TO: Mayor and Commissioners
From: Cynthia S. Arnold, Finance Director 
Subject: April sales tax and use tax collections

Sales Tax Collections:

April deposit for sales tax was \$1,469,441 which will be divided among the following funds:

General	\$ 979,629
Capital Improvements	\$ 189,803
Street Fund	\$ 214,293
Economic Development	\$ 24,490
Police Sales Tax Fund	\$ 30,613
Fire Sales Tax Fund	\$ 30,613

Compared to April 2016 we were down \$83,088 or 5.35%. For the fiscal year we are down \$81,240 or .54%. We are holding on, the state over all was down \$17 mil. Per the OTC Edmond, MWC, OKC and Norman were all down. The only places with small increases were communities that had brand new businesses in them or had a rate increase which makes them look better but in reality they would have been down.

Use tax deposit in April for March collections was \$131,322. April 2016 was \$141,927.

We should see an increase in Use Tax the last couple of months of this fiscal year since Amazon has started collecting Oklahoma Sales tax. We should start seeing that in the May check. Hopefully this will close the gap.

As shown in the table below, we are doing much better this fiscal year than we did in 14-15.

Comparison of **Sales Tax:**

	May 2014	May 2015	May 2016	Increase	(Decrease)
	through	through	through	Over Prior	
Month	April 2015	April 2016	April 2017	Amount	Percentage
May	1,394,972	1,466,536	1,493,399	26,863	1.83%
June	1,390,155	1,438,144	1,437,412	(732)	(0.05%)
July	1,477,552	1,442,218	1,475,520	33,302	2.31%
Aug	1,432,227	1,588,410	1,530,246	(58,164)	(3.66%)
Sept	1,426,359	1,494,203	1,490,836	(3,367)	(0.23%)
Oct	1,428,921	1,545,245	1,496,732	(48,513)	(3.14%)
Nov	1,374,143	1,426,192	1,468,286	42,095	2.95%
Dec	1,441,774	1,506,784	1,405,365	(101,420)	(6.73%)
Jan	1,499,067	1,546,951	1,558,709	11,758	0.76%
Feb	1,580,604	1,605,202	1,676,413	71,211	4.44%
March	1,292,781	1,316,044	1,370,990	54,946	4.18%
April	1,426,451	1,552,529	1,469,441	(83,088)	(5.35%)
Total	17,165,004	17,928,457	17,873,349	(55,108)	(0.31%)
		Prior Year	Current Year	Increase	(Decrease)
Period		Actual	Actual	Over Prior	
Fiscal Year to Date		15,023,777	14,942,538	(81,240)	(0.54%)

March Payment breakdown- April breakdown is not available at this time but will be by the meeting

Top sales tax codes:		February 2016	February 2017
Retail Trades	44-45	\$783,444	\$799,626
Accommodation and Food Service	72	\$242,520	\$238,412
Wholesale Trades	42	\$71,715	\$94,919
Utilities	22	\$75,846	\$78,161
Information	51	\$56,224	\$52,185
Manufacturing	31-33	\$18,346	\$52,654
Real Estate Rental & Leasing	53	\$17,338	\$28,089
Other Services	81	\$11,765	\$12,780
Unclassified	UNC	\$24,479	\$3,174
Arts & Entertainment	71	\$6,102	\$5,891
Professional	54	\$2,543	\$2,079
Misc		\$5,723	\$3,018
Total		\$1,316,044	\$1,370,990

Regular Board of Commissioners

11.

Meeting Date: 04/17/2017

CM Rpt

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager Report

Attachments

CM Rpt 03-2017

City Manager Report

March 2017



March Highlights

Ward Boundaries

The Shawnee City Commission approved changes to the City's Ward Boundaries at their March 20 regular meeting. An updated Ward Map can be viewed here:

<http://www.shawneeok.org/Gov/?MUID=28>

Free Garage Sale Weekend

The annual free garage-sale weekend will be April 21-23. City permits will not be required. Participants are reminded to please remove all signage at the conclusion of their sale.

Blue Zones Implementation

City staff, members of the City Commission and other members of the public participated in a number of Blue Zone events including a walking tour of downtown, biking tour, driving tour of Pottawatomie County and other events.

EXPO Conference Center Remodel Update

Staff is working on implementation of the Avedis Grant for the Conference Center remodel. Bids have been awarded for all major elements and work is ongoing. The expected completion date is: June 2017.

For a complete listing of scheduled EXPO events, please see:

<http://www.shawneeexpo.org/calendar.html>

OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. March sales tax collected was \$1,370,990, compared to March 2016 we are up \$54,946 or .87 percent. For the fiscal year, the City is up just slightly at \$1,849 or .01 percent.

Shawnee Municipal Authority

Master Plan Implementation. In 2014, the SMA adopted a Comprehensive Water and Wastewater Master Plan which evaluated all water supply, water treatment, collection systems and wastewater treatment facilities. The Plan included a Capital Improvement Plan (CIP) with recommendations for prioritization

Meetings and Noteworthy Items

City Commission – April 3, April 17

Planning Commission – May 3

Beautification Meeting – May 18

Traffic Commission – April 25

Note: Meetings are subject to addition, cancellation and change. Agendas are posted on www.shawneeok.org

Other Important Dates

Redbud Festival April 21 & 22

Great American Trash off April 22

Cargo Classic 5K April 22

Other Events:

www.visitshawnee.com/Calendar

<http://www.shawneeexpo.org/calendar.html>

Board Openings:

Beautification Committee

Traffic Commission

Planning Commission

Note: Applications can be obtained: www.shawneeok.org/gov/Boards/

City Manager Report

March 2017



and phasing of the recommended short term (0-5 years and 5-10 years) and long term (10-20 years) Capital Improvements Plan (CIP) projects.

The projects to be considered for this RFQ are short term recommendations of the Master Plan. Staff concluded negotiating contract terms for engineering services with C.H. Guernsey, the selected consultant. Guernsey and staff had an official kickoff meeting March 24 that started with a presentation by Guernsey and ended with Guernsey and SMA staff touring the Southside Sewer Plant, Water Treatment Plant and the Northside Sewer Plant.

DATA Collection for Sewer Collections Manholes/Pipe Data. The purpose of this initiative is to complete the wastewater hydraulic model and build an accurate sewer collections map that can be used by staff in the field. The agreement between Smith Roberts Baldischwiler, LLC (SRB) and SMA/City of Shawnee was signed by the City Manager on June 8, 2016. Data collection is now complete and SRB presented the Sewer Map and Hydraulic Model to SMA on March 22. The Model and GPS Data is complete and is expected to be delivered soon.

Operations Department

Parks Master Plan Design Phase. Staff had a meeting with the design firm on March 30 and reviewed progress and draft plans. The consultant is refining plans and preparing for a public meeting that will likely be held in mid-May.

Library HVAC Project. The Library will close April 25-27 for the cooling tower installation and for work inside on each of the HVAC units.

Engineering and Streets

Rehab Concrete Streets Project. This project is a maintenance type project with the removal and replacement of badly broken and cracked concrete paving panels. Areas identified are in various locations of the Thompson Heights, Thompson Acres, and Larkins Meadows subdivisions. Bid Opening is scheduled for May 16. Anticipate contract being awarded and work on this project to start by end of June 2017.

FY 15-16 Sidewalk/ADA Handicap Ramps Project. Project is ongoing at various locations around the City. Currently, Contractor (Parathon Construction) has completed ramps on Main Street from Harrison to Pesotum. We will move contractor to start installing ramps at intersections along Main Street from Harrison to Oklahoma.

Kickapoo Street from Farrall to Spur. We held a meeting with ODOT Project Management on February 7, along with Poe & Associates (Eng. firm designing project) to finalize the scope of services for Poe to complete design of the project. ODOT is currently reviewing and processing Poe's supplemental contract that will allow Poe to proceed on finalizing design plans. Final approved contract may be completed by end of April 2017 that will then allow Poe to complete final design plans and the right of way acquisition documents and exhibits that will enable the City to start purchasing the easements and right of way needed for project. Tentative schedule by ODOT is to have the project let for bids for construction early spring 2018.

City Manager Report

March 2017



Avedis/City Sidewalk Project. Project was awarded to MTZ construction in the amount of \$503,555.00. MTZ has submitted contracts, insurance, and bonding for execution, and we will hold a PreWork meeting on Tuesday, April 18, with a Notice to Proceed being issued by end of April. New sidewalks will be installed along Main Street from Harrison to Pesotum (both sides), and then from Pesotum to Bryan (north side). Sidewalks will also be installed along Wallace from Kickapoo to Broadway (both sides) and along Independence from Sequoyah to Center, then south along Center to Kid Space Park.

45th & Harrison Intersection Project. Project is to improve the intersection to accommodate future improvement. Field survey and data has been acquired and project currently under design.

Planning Department

Clean-up Efforts. The Action Center maintains a very active caseload, with numerous complaints received daily. For a complete list of Action Center cases or to submit a complaint anonymously online, see: <http://www.shawneeok.org/actioncenter/default.asp>

Transportation Alternatives Program. The City was notified in August that its application to the Oklahoma Department of Transportation for a Transportation Alternatives Program grant was approved. The planned sidewalk will bridge a critical missing gap along MacArthur Street east of Harrison. The Avedis Foundation has agreed to provide matching funds equal to ten percent of the project cost. Staff is working with ODOT on scheduling of this project.

Development Projects. A number of significant projects are in the development or construction phases. Shawnee Marketplace is nearly built out with one structure under construction next to CVS (Freddie's Frozen Custard and Aspen Dental) and another new business forthcoming. The developer of the Domino Plaza project at Harrison and 45th Street has started on earthwork. This 15-acre projects includes (per a preliminary plan) a large service station, two hotels, four eating establishments and a dog park. Increased interest in downtown Shawnee has also been seen, with the nearing completion of the Main Street Streetscape Project.

The Planning Commission has an active docket. Complete agendas are posted here: <http://www.shawneeok.org/Documents/>

Fire Department

Station 2 Rehab/Renovation. Bids are due to be opened at the April 3 City Commission Meeting.

Hydrant Painting (ISO requirement). Work continues on this project.

Blue Card Incident Command Certification. All SFD Chief Officers successfully attained Blue Card incident command certifications on March 30. Staff is currently researching options to send three Battalion Chiefs and the Training Chief to the train-the-trainer portion. Staff is planning to enroll nine department Captains in the certification program in July. Chief Tischer is meeting with department Chief Officers to discuss department wide implementation of the program.

City Manager Report

March 2017



Police Department

Administration. On March 28, Cpl. Myers was awarded the VFW Officer of the Year award.

Patrol. Officers continue working Highway Safety and AG grants. Honor Guard assisted with Tecumseh Officer Justin Terney Services.

CID. Detectives cleared 34 cases, 5 cases were filed with the D.A.'s office and worked on a combination of 13 digital forensic cases for SPD and other agencies.

Animal Control. Insulation has been blown into attic of building 2, Concrete work is scheduled for March 30 and a watering system has been installed for newly planted trees. The kennel expansion project will increase space from 18 kennels to 26. The Animal Shelter is accepting application for volunteers.

Dispatch. Four new dispatchers are in training this in now their 8th week.

Emergency Management

EOC Remodel. Staff will be working with the IT Department to determine what user devices will be installed in the room. We also need to work with them on installing a couple of devices in the Radio Room. Monitors have been mounted on South wall of Operations Room.

Implementation of Everbridge Mass Notification System. This is a new system that will be utilized by the City for notification purposes. Staff is working on configuration required for system roll-out.

Communications and Warning Systems. Staff are replacing batteries for outdoor warning sirens and related equipment and are working to reset warning systems at other locations.

Planning Projects. A variety of planning efforts are underway, including an update to the Emergency Operations Plan, EOC Standard Operations Guide, and the Elected Officials Briefing Book.

Regional Airport

Delta Wings Hanger Construction. Steel Frame in the hangar is nearing completion.

Enterprise Parking Construction. Airport constructed a new parking area for Enterprise's inventory of cars.

City Manager Report

March 2017



Cpl. Michael Myers receiving the award for VFW Officer of the Year.



Blue Zones, Shawnee Biking Tour, March 22.

Regular Board of Commissioners

14.

Meeting Date: 04/17/2017

Enter ES WCC

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

No file(s) attached.

Regular Board of Commissioners

15.

Meeting Date: 04/17/2017

Discuss ES WCC

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

No file(s) attached.
