

AGENDA  
SHAWNEE MUNICIPAL AUTHORITY  
April 6, 2015 AT 6:30 P.M.  
COMMISSION CHAMBERS AT CITY HALL  
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

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 March 16, 2015 meeting.
  - b. Authorize purchase of a 2015 Chevrolet 4x4 to replace a vehicle that was previously surplussed.
2. Presentation, discussion, and possible action regarding the City's adopted Drought Management Plan, including an overview of previous water resource planning efforts.
3. Consider Bids:
  - a. Shawnee Lake Maintenance/Office Building (Award)
4. New Business

(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
5. Consider an Executive Session for discussion of potential claims, litigation or other options regarding encroachment into the City's utility service area by other entities as authorized by 25 O.S. §307(B)(4).
6. Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding encroachment into the City's utility service area by other entities as authorized by 25 O.S. §307(B)(4).
7. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

**Shawnee Municipal Authority**

**1. a.**

**Meeting Date:** 04/06/2015

SMA 3-16-2015 Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Minutes from the March 16, 2015 meeting.

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Attachments

SMA 3-16-2015 Minutes

THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, MARCH 16, 2015, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:30 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Vogel, Agee, Harrod, Mainord, Hall, Shaw, Dykstra

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda

a. Minutes from the March 2, 2015 meeting.

A motion was made by Trustee Harrod, seconded by Trustee Dykstra, to approve Consent Agenda item No. 1(a). Motion carried 7-0.

AYE: Harrod, Dykstra, Vogel, Agee, Mainord, Hall, Shaw

NAY: None

AGENDA ITEM NO. 2: Consideration, discussion and possible action on agreement with the Barbara Rauch for legal services in connection with matters related to the protection and expansion of the City of Shawnee's utility services. *(Tabled from March 2, 2015 Shawnee Municipal Authority Meeting.)*

A motion was made by Trustee Harrod, seconded by Trustee Hall, to approve the agreement with the Barbara Rauch for legal services in connection with matters related to the protection and expansion of the City of Shawnee's utility services. Motion carried 5-2.

AYE: Harrod, Hall, Vogel, Agee, Mainord

NAY: Shaw, Dyskstra

AGENDA ITEM NO. 3:

Consider Bids:

a. Shawnee Lake Maintenance/Office Building (Open)

| <u>BIDDER</u>                        | <u>AMOUNT</u>                                                                                              |
|--------------------------------------|------------------------------------------------------------------------------------------------------------|
| Sagemill Construction<br>Meeker, OK  | \$240,000.00<br>Sewerline Installed Alternate: \$43.00/foot<br>Waterline Installed Alternate: \$40.00/foot |
| Oklahoma Construction<br>Shawnee, OK | \$263,000.00<br>Sewerline Installed Alternate: \$24.00/foot<br>Waterline Installed Alternate: \$17.00/foot |

Operations Director James Bryce read the bids into the record and requested that the bid award be deferred to the next meeting to allow staff to review and check references.

A motion was made by Trustee Harrod, seconded by Trustee Dykstra, to defer the bid award to the April 6, 2015 City Commission meeting. Motion carried 7-0.

AYE: Harrod, Dykstra, Vogel, Agee, Mainord, Hall, Shaw

NAY: None

AGENDA ITEM NO. 4:

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. 5:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:54 p.m.)

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WES MAINORD  
CHAIRMAN

ATTEST:

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PHYLLIS LOFTIS, CMC, CITY CLERK  
SECRETARY

**Shawnee Municipal Authority**

**1. b.**

**Meeting Date:** 04/06/2015

Purchase Vehicle

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Authorize purchase of a 2015 Chevrolet 4x4 to replace a vehicle that was previously surplussed.

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Attachments

Purchase Vehicle Memo

**Steve Nelms**  
Utility Director  
405-273-1960

**Lyndsay Pickens**  
Administrative Assistant  
Phone: 405-273-1960  
Fax: 405-878-1550

**Mayor**  
WES MAINORD



111 S. Kickapoo, Shawnee, OK 74801

**Brad Schmidt**  
Maintenance Manager  
405-878-1513

**Commissioners**  
Gary Vogel  
Linda Agee  
James Harrod  
Keith Hall  
Lesha Shaw  
Micheal Dykstra

## **M E M O R A N D U M**

To: Justin Erickson, Interim City Manager.  
From: Steve Nelms, Utility Director  
CC: Mayor and City Commission Cindy Sementelli, Finance Director  
Date: 4/6/2015  
Re: Authorize Staff to Purchase 2015 Regular Cab 4x4 Chevy.

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Nature of the Request: Staff is respectfully requesting authorization from the City Commission to purchase a vehicle from Danny Beck Chevrolet in the amount of \$23,666. City Staff has requested bids from the following dealerships, none were received.

1. Joe Cooper-No Bid on Chevy or Ford
2. Bob Howard-No Bid
3. Metro Ford –No Bid

Staff Analysis, Considerations: This will replace a vehicle that was auctioned in November, 2014.

Recommendation: Staff respectfully recommends approval of the request.

Budget Consideration: This vehicle will be purchased out of the SMA contingency.

Cost \$23,666  
Available Funds \$123,511.24

**Shawnee Municipal Authority**

**2.**

**Meeting Date:** 04/06/2015

Drought Management Plan

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Presentation, discussion, and possible action regarding the City's adopted Drought Management Plan, including an overview of previous water resource planning efforts.

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Attachments

Drought Mgt Plan

# Shawnee Municipal Authority

## Drought Management Plan Revised 8/22/2014

The drought management plan presented in this section was developed by the City Staff using data CDM Smith developed through the yield analysis. This plan has since been revised using recommendations from the Utility Master Plan to better suit the needs of the Shawnee Municipal Authority as well as its customers. This includes adjusting the elevation numbers to reflect the 1988 National American Vertical Datum (NAVD 88) values as opposed to the NGVD 29 values. The purpose of this plan is to define actions that will be taken when certain conditions develop from which water supply capabilities are negatively impacted. Variance from the recommendations that follow should also consider conditions that may be specific and unforecastable, such as infrastructure being unavailable, future climate patterns, and droughts worse than historic, etc. It is the intent of this plan to use both Twin Lakes and Wes Watkins until the Wes Watkins recreational pool elevation (1062 feet) is reached. At this point, Twin Lakes will become the primary water supply source.

When an elevation of 1059 feet is reached at Twin Lakes, withdrawals from the Wes Watkins recreational pool may become necessary, after receiving appropriate approvals.

In an emergency situation, the City Manager, or his designee, may immediately implement any Level in this plan.

### Requirements for all levels of restrictions:

- Prohibit excess irrigation runoff or overspray onto impervious surfaces.
- Irrigation systems with visible leaks will not be used until leak is repaired.
- Hand watering is defined as handheld watering with shutoff nozzle.
- Be cautious of installing new sod or seeding in the extreme heat season and be aware of what watering restrictions exist, if any.
- As level restrictions progress, they also include the restrictions of the previous level (s). For example, Level 2 will include the restrictions for Level 1 as well as the restrictions for Level 2. The exemption would be when the allowable days and times in the next Level change, then the highest level would take precedence on days and time schedule.

### Voluntary Restrictions

At Elevation 1066, 46% storage remaining = 19,825 AcFt= 6,459,976,250 Gal.

At 3.5 mgd\* use that would be 1,845 days supply.

\*million gallons per day

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It is important to be constantly aware of water needs and understand that there are times when it is necessary to conserve water. Prudent use of this essential natural resource is the responsibility of every citizen. We must all take voluntary steps to conserve our water and this must be reinforced each summer, when the need for water becomes the greatest.

Voluntary restrictions are requested from all customers year round regardless of the demand or lake levels as a permanent conservation measure and include, but are not limited to, the following:

- Turn off the tap while shaving or brushing teeth.
- Showers use less water than baths.
- Plug up the sink or use a wash basin if washing dishes by hand.
- Use a dishwasher, and, when you do, make sure it is fully loaded.
- Keep a pitcher of drinking water in the refrigerator instead of letting the faucet run until the water gets cool.
- Wash only full loads of laundry or use appropriate water level or load size selection on washing machine.
- When replacing fixtures, look for water saving features that include the EPA WaterSense endorsements. They will have the WaterSense Logo:



- Voluntarily limit outdoor watering to the Level 1 odd/even schedule or voluntarily water at most 3 days a week.
- For more water saving tips go to – [www.shawneeok.org](http://www.shawneeok.org) or [www.epa.gov/watersense](http://www.epa.gov/watersense)
- For lawn watering information and calculation estimates go to <http://sip.mesonet.org>
- For more information contact the Water Treatment Plant Supervisor at 405-273-0890
- To view this document online go to: [www.shawneeok.org/savewater](http://www.shawneeok.org/savewater)

## Level 1 – Mandatory Restrictions

At Elevation 1060, 29% storage remaining = 12,527 AcFt= 4,081,922,950 Gal.

At 3.5 mgd\* use that would be 1,166 days supply.

\*million gallons per day

Level 1 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1060 – 1988 National American Vertical Datum- (NAVD 88) feet and the average weekly water treatment plant production exceeds 6.0 mgd. It is assumed that Wes Watkins remains at an elevation of 1062 feet. Mandatory restrictions include the following:

- Residential Outside water usage restricted to 7:00 pm to 10:00 am on the odd/even system defined as odd-numbered houses utilizing water on Monday and Thursday and even-numbered houses utilizing water on Tuesday and Friday during the above hours.
- Commercial: Outside water usage restricted in the same manner as residential customers.

## Level 2 – Mandatory Restrictions

At Elevation 1059, 27% storage remaining = 11,691 AcF= 3,809,512,350 Gal.

At 3.5 mgd\* use that would be 1,088 days supply.

\*million gallons per day

Level 2 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1059 (NAVD 88) feet and/or the average weekly water treatment plant production exceeds 6.5 mgd. It is assumed that Wes Watkins remains at an elevation of 1062 feet. Mandatory restrictions include the following:

- Residential Outside water usage restricted to 7:00 pm to midnight on the odd/even system defined as odd-numbered houses utilizing water on Monday and Thursday even-numbered houses utilizing water on Tuesday and Friday during the above hours.
- Commercial:

Outside water usage restricted in the same manner as residential customers as well as these additional measures:

- Commercial car washes to employ best management practices.
- Restaurants: serve water only upon request.
- Lodging: Have signage in rooms reflecting; Change linens every 3 days for multiple night guests unless otherwise requested by guest.
- Other:
  - Consider whether to start the process of obtaining permission to draw below recreational level in Wes Watkins Reservoir.
  - Power washing or spraying of water for washing impervious surfaces prohibited in this level.

Note, during Level 2 Mandatory Restrictions, it may be necessary to make withdrawals from the Wes Watkins recreational pool, after receiving appropriate approvals.

## Level 3 – Mandatory Restrictions

At Elevation 1058, 25% storage remaining = 10,902 AcF= 3,552,416,700 Gal.

At 3.5 mgd\* use that would be 1,015 days supply.

\*million gallons per day; the calculation assumes that Wes Watkins remains at elevation 1062 feet

Level 3 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1058 (NAVD 88) feet and/or the average weekly water treatment plant production exceeds 4.5 mgd. Mandatory restrictions include the following:

- Residential, other than household purposes: Outside water usage restricted to 7:00 pm to 8:00 pm on the odd/even system defined as odd-numbered houses utilizing water on Monday and even-numbered houses utilizing water on Friday during the above hours.

Water usage is limited to handheld watering with shutoff nozzle of shrubs and young trees only.

- Commercial: Outside water usage restricted in the same manner as residential customers as well as Level 2 Commercial restrictions with these additional measures:
- Other: Lawn watering, refilling or adding water to public and private swimming pools and automobile washing forbidden.
- Installation of new sod, seeding, and landscaping prohibited.
- Filling and operation of non-recirculating fountains and decorative water features prohibited.
- Filling of outdoor and indoor pools and hot tubs prohibited.
- Washing automobiles at non-commercial facilities prohibited.

Note, during Level 3 Mandatory Restrictions, it may be necessary to make withdrawals from the Wes Watkins recreational pool, after receiving appropriate approvals.

## Level 4 – Mandatory Restrictions

At Elevation 1057, 23% storage remaining = 10,160 AcFt= 3,310,636,000 Gal.

At 3.5 mgd\* use that would be 946 days supply.

\*million gallons per day; the calculation assumes that Wes Watkins remains at elevation 1062 feet

Level 4 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1057 (NAVD 88) feet and the average weekly WTP production exceeds 4 mgd. Mandatory restrictions include the following:

- Residential: There will be no usage authorized, other than for indoor household purposes.
- Commercial: Outside water usage restricted in the same manner as residential customers as well as Level 2 and Level 3 Commercial restrictions with these additional measures:
  - Prohibit use of water for construction purposes.
  - All vehicle washing prohibited.
- Other: Lawn watering, refilling or adding water to public and private swimming pools and automobile washing forbidden.

Note, during Level 4 Mandatory Restrictions, it may be necessary to make withdrawals from the Wes Watkins recreational pool, after receiving appropriate approvals.

## City Code Reference

The City Code, Section 26-67 (b) (4), provides for penalties for violation of a proclamation proclaiming a water emergency:

Any person violating any provision of the proclamation, upon conviction, shall be fined as follows:

(i) First Violation - Warning

(ii) Second Violation - \$150.00 fine plus costs

(iii) Third Violation - \$250.00 fine plus costs

(iv) Fourth and Subsequent Violation - \$500.00 fine plus costs

In addition to such penalties, the water, sewer, and garbage services furnished by the City to such person who violates any of the provisions of such proclamation shall be subject to suspension summarily and without notice.

## Summary

This plan is not designed to place any individual or firm under an undue hardship but rather to ensure that the City of Shawnee has water for domestic use available throughout the year to its citizens. It is hoped that no more than steps one or two would ever be required. It is necessary, however, to have a plan in place that will permit everyone to be aware of the necessary precautions to ensure that water for domestic use is available in the City of Shawnee.

**ORDINANCE NO. 2551 NS**

AN ORDINANCE RELATING TO A DROUGHT MANAGEMENT PLAN FOR THE CITY OF SHAWNEE, OKLAHOMA, REPEALING AND AMENDING SECTIONS 26-67 AND 26-67.1 OF THE SHAWNEE MUNICIPAL CODE, SETTING FORTH VOLUNTARY AND MANDATORY RESTRICTIONS FOR WATER USE IN CASE OF WATER SHORTAGES, PROVIDING FOR PENALTIES, PROVIDING FOR REPEALER, PROVIDING FOR CODIFICATION, PROVIDING FOR SEVERABILITY, AND DECLARING AN EMERGENCY.

**WHEREAS**, from time to time conditions develop which cause a negative impact on the ability of the City of Shawnee to supply water to its citizens; and

**WHEREAS**, the City of Shawnee has performed a comprehensive analysis of the capability of its water supply and distribution capabilities; and

**WHEREAS**, it is necessary for the City of Shawnee to have the right and power in case of emergency to regulate the use of water to all consumers by resolution, proclamation, or ordinance as it may deem necessary for the public health, safety, and welfare:

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA:**

**SECTION 1: IMPLEMENTATION OF PLAN.** Whenever either Twin Lakes or Wes Watkins reaches an elevation of 1,060 feet, the Drought Management Plan set forth herein shall be implemented by the method deemed appropriate by the Mayor and City Commission, or by the City Manager, until such time as approval can be ratified by the Mayor and City Commission.

Requirements for all levels of restrictions:

- Prohibit excess irrigation runoff or overspray onto impervious surfaces.
- Irrigation systems with visible leaks will not be used until leak is repaired.
- Hand watering is defined as handheld watering with shutoff nozzle.
- Be cautious of installing new sod or seeding in the extreme heat season and be aware of what watering restrictions exist, if any.
- As level restrictions progress, they also include the restrictions of the previous level (s). For example, Level 2 will include the restrictions for Level 1 as well as the restrictions for Level 2. The exemption would be when the allowable days and times in the next Level change, then the highest level would take precedence on days and time schedule.

**SECTION 2: VOLUNTARY RESTRICTIONS.** It is important to be constantly aware of water needs and understand that there are times when it is necessary to conserve water. Prudent use of this essential natural resource is the responsibility of every citizen, We must all take voluntary steps to conserve our water and this must be reinforced each summer, when the need for water becomes the greatest. Voluntary restrictions are requested from all customers year round regardless of the demand or lake levels as a permanent conservation measure and include, but are not limited to, the following:

- Turn off the tap while shaving or brushing teeth.
- Shower use less water than baths,
- Plug up the sink or use a wash basin if washing dishes by hand,
- Keep a pitcher of drinking water in the refrigerator instead of letting the faucet run until the water gets cool.
- Wash only full loads of laundry or use appropriate water level or load size selection in washing machine.
- When replacing filters, look for water saving features that include the EPA WaterSense endorsements. They will have the EPA WaterSense logo.

- Voluntarily limit outdoor watering to the Level 1 odd/even schedule or voluntarily water at most 3 days a week.
- For more water saving tips go to – [www.shawneeok.org](http://www.shawneeok.org) or [www.epa.gov/watersense](http://www.epa.gov/watersense)
- For lawn watering information and calculation estimates go to <http://sip.mesonet.org>
- For more information contact the Water Treatment Plant Supervisor at 405-273-0890
- To view this document online go to: [www.shawneeok.org/savewater](http://www.shawneeok.org/savewater)

### **SECTION 3: MANDATORY RESTRICTIONS.**

#### **A. Level 1 Mandatory Restrictions**

Level 1 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1,060 feet -1988 National American Vertical Datum- (NAVD 88) and/or the average weekly water treatment plant production exceeds 6.0 mgd. It is assumed that Wes Watkins remains at an elevation of 1,062 feet. Mandatory restrictions include the following:

- Residential: Outside water usage restricted to 7:00 pm to 10:00 am on the odd/even system defined as odd-numbered houses utilizing water on Monday and Thursday and even-numbered houses utilizing water on Tuesday and Friday during the above hours.
- Commercial outside water usage restricted in the same manner as residential customers.

#### **B. Level 2 Mandatory Restrictions**

Level 2 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1,059 (NAVD 88) feet and/or the average weekly water treatment plant production exceeds 6.5 mgd. It is assumed that Wes Watkins remains at an elevation of 1,062 feet. Mandatory restrictions include the following:

- Residential: Outside water usage restricted to 7:00 pm to midnight am on the odd/even system defined as odd-numbered houses utilizing water on Monday and Thursday even-numbered houses utilizing water on Tuesday and Friday during the above hours.
- Commercial:

Outside water usage restricted in the same manner as residential customers as well as these additional measures:

- Commercial car washes to employ best management practices.
- Restaurants: serve water only upon request.
- Lodging: Have signage in rooms reflecting; Change linens every 3 days for multiple night guests unless otherwise requested by guest.
- Other:
  - Consider whether to start the process of obtaining permission to draw below recreational level in Wes Watkins Reservoir.
  - Power washing or spraying of water for washing impervious surfaces prohibited in this level.

Note, during Level 2 Mandatory Restrictions, it may be necessary to make withdrawals from the Wes Watkins recreational pool, after receiving appropriate approvals.

### **C. Level 3 Mandatory Restrictions**

Level 3 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1058 (NAVD 88) feet and/or the average weekly water treatment plant production exceeds 4.5 mgd. Mandatory restrictions include the following:

- Residential, other than household purposes: Outside water usage restricted to 7:00 pm to 8:00 pm on the odd/even system defined as odd-numbered houses utilizing water on Monday and even-numbered houses utilizing water on Friday during the above hours. Water usage is limited to handheld watering with shutoff nozzle of shrubs and young trees only.
- Other: Lawn watering, refilling or adding water to public and private swimming pools and automobile washing forbidden.
- Installation of new sod, seeding, and landscaping prohibited.
- Filling and operation of non-recirculating fountains and decorative water features prohibited.
- Filling of outdoor and indoor pools and hot tubs prohibited.
- Washing automobiles at non-commercial facilities prohibited.

Note, during Level 3 Mandatory Restrictions, it may be necessary to make withdrawals from the Wes Watkins recreational pool, after receiving appropriate approvals.

### **D. Level 4 Mandatory Restrictions**

Level 4 Mandatory Restrictions begin when Twin Lakes reaches an elevation of 1057 (NAVD 88) feet and the average weekly WTP production exceeds 4 mgd. Mandatory restrictions include the following:

- Residential: There will be no usage authorized, other than for indoor household purposes.
- Commercial: Outside water usage restricted in the same manner as residential customers as well as Level 2 and Level 3 Commercial restrictions with these additional measures:
  - Prohibit use of water for construction purposes.
  - All vehicle washing prohibited.
- Other: Lawn watering, refilling or adding water to public and private swimming pools and automobile washing forbidden.

Note, during Level 4 Mandatory Restrictions, it may be necessary to make withdrawals from the Wes Watkins recreational pool, after receiving appropriate approvals.

### **SECTION 4: PENALTY.**

The City Code, Section 26-67(b)(4), provides for penalties for violation of a proclamation proclaiming a water emergency.:

Any person violating any provision of the proclamation, upon conviction, shall be fined as follows:

- (i) First Violation – Warning
- (ii) Second Violation - \$150.00 plus costs
- (iii) Third Violation - \$250.00 plus fine costs
- (iv) Fourth and Subsequent Violation - \$500.00 fine plus costs

In addition to such penalties, the water, sewer, and garbage services furnished by the City of Shawnee to such person who violates any of the provisions of such proclamation shall be subject to suspension summarily and without notice.

**SECTION 5: REPEALER.** All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

**SECTION 6: CODIFICATION.** This Ordinance shall be codified in the Shawnee Municipal Code as Section(s) \_\_\_\_\_, unless a duplication of numbering would occur, in which case the codifier is authorized to set out the ordinance as it deems appropriate.

**SECTION 7: SEVERABILITY.** The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

**SECTION 8: EMERGENCY.** Because it is necessary for the protection of the public’s health, safety, and welfare, an emergency is declared to exist. This ordinance shall be effective immediately upon its passage and publication.

PASSED AND APPROVED this 18th day of August, 2014.



Wes Mainord  
WES MAINORD, MAYOR

Donna Mayo Deputy For  
PHYLLIS LOFTIS, CMC, CITY CLERK

EMERGENCY SEPARATELY MOVED AND APPROVED this 18th day of \_\_\_\_\_, 2014.



Wes Mainord  
WES MAINORD, MAYOR

Donna Mayo Deputy For  
PHYLLIS LOFTIS, CMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY ON 18 DAY OF August, 2014,  
BY CITY ATTORNEY MARY ANN KARNES

Mary Ann Karnes  
MARY ANN KARNES, CITY ATTORNEY

**Shawnee Municipal Authority**

**3. a.**

**Meeting Date:** 04/06/2015

Bid Lake Mtc Bldg

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Shawnee Lake Maintenance/Office Building (Award)

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Attachments

Lake Bldg Memo

Lake Bldg Notice

Lake Bldg Plan Holders

**Mayor**  
WES MAINORD



**The City of Shawnee**  
*Office of the Director of Operations*

P.O. Box 1448  
Shawnee, Oklahoma 74802-1448  
(405) 878-1529 Fax (405) 878-1593  
[www.ShawneeOK.org](http://www.ShawneeOK.org)

**Commissioners**

GARY VOGEL  
LINDA AGEE  
JAMES HARROD  
KEITH HALL  
LESA SHAW  
MICHEAL DYKSTRA

**Date:** March 24, 2015  
**To:** Mayor and City Commissioners  
**From:** James Bryce, Director of Operations

**RE:** Shawnee Lake Maintenance/Office Building

*Nature of the Request:*

Award of the Shawnee Lake Maintenance/Office Building.

*Staff Analysis, Considerations:*

Bids were solicited from qualified contractors to rebuild the Shawnee Lake Maintenance/Office Building that was destroyed by the May 2013 tornado. Staff received 2 bids in return. Staff has reviewed the bid documents and talked to the perspective contractors about start time and completion time.

The low bidder is Sagemill Construction out of Meeker, Ok. Contractor can start immediately with a completion date of 120 to 150 days.

*Recommendation:*

It is Staff's recommendation to award the project to Sagemill Construction in the amount of:

|                |              |
|----------------|--------------|
| Construction   | \$240,000.00 |
| Sewer per LNFT | \$43.00      |
| Water per LNFT | \$40.00      |

*Budget Consideration:*

This project is funded by:

|                 |              |
|-----------------|--------------|
| Insurance funds | \$51,750.00  |
| FEMA funds      | \$152,745.62 |

## NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to 4:00 p.m., Monday, March 16, 2015, for:

### **Shawnee Lake Maintenance/Office Building**

**Instructions and Bid Documents are available to qualified bidders at:**

Reidprographics  
6800 N. Shartel Oklahoma City, Ok 73116  
[asap@reidprographics.com](mailto:asap@reidprographics.com)  
Phone 405-848-7274  
Fax 405-848-0086

**Instructions and Bid Documents can be viewed at:**

Fairview Cemetery Office, 1400 north Center Street Shawnee, Oklahoma 74801  
8:00 am to 4:00 pm Monday – Friday.

Price Group Architects, 1129 N. Kickapoo Ave. Shawnee, Ok 74801  
(405) 273-2200

Southwest Construction News Service, 2811 NW 36<sup>th</sup> Oklahoma City, Ok 73112

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

### **BID - Shawnee Lake Maintenance/Office Building March 16, 2015**

The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee at **16 W. 9<sup>th</sup> Street**, together with a sworn non-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, 16 W. 9<sup>th</sup> Street Shawnee, Oklahoma 74801, at 6:30 p.m., Monday, March 16, 2015.

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

CITY OF SHAWNEE, A Municipal Corporation  
By: Justin Erickson  
Justin Erickson, Interim City Manager

(SEAL)  
ATTEST:  
Phyllis Loftis  
Phyllis Loftis, CMC, City Clerk

## **Lake Maintenance/Office Building**

### Notice to Bidders

Shawnee News Star

City of Shawnee Web

Southwest Construction News

### Plan Holders List

Greg Rodgers

Greg Rodgers Electric

Martin Benn

Sagemill Construction

Brandon Columbus

Oklahoma Construction

TaMel Sisney

CMD

**Shawnee Municipal Authority**

**5.**

**Meeting Date:** 04/06/2015

Exec Session Encroachment

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Consider an Executive Session for discussion of potential claims, litigation or other options regarding encroachment into the City's utility service area by other entities as authorized by 25 O.S. §307(B)(4).

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**Shawnee Municipal Authority**

**6.**

**Meeting Date:** 04/06/2015

Exec Session Encroachment Decision

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding encroachment into the City's utility service area by other entities as authorized by 25 O.S. §307(B)(4).

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