

AGENDA
BOARD OF CITY COMMISSIONERS
March 7, 2016 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. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 14.
 - b. Minutes from the February 16, 2016 regular meeting.
 - c. Acknowledge the following reports and minutes:
 - License Payment Report for February 2016
 - Project Payment Report for February 2016
 - Shawnee Civic and Cultural Development Authority Minutes from January 21, 2016 meeting
 - Shawnee Beautification Committee Minutes from January 14, 2016 meeting
 - Planning Commission Minutes from February 3, 2016
 - d. Acceptance of 1989 Ford school bus donated by the Shawnee Young Men's Christian Association (YMCA) to the Shawnee Fire Department for training.
 - e. Budget Amendment – General Fund
To adjust budget for leave payouts
 - f. Acknowledge Workers Compensation Settlement – Rhonda Dennie
 - g. Acknowledge application for Advocate Officer Grant with the Victims of Crime Act (VOCA) and the Oklahoma District Attorney's Council.
 - h. Acceptance of Utility Easement from David Little.

i. Mayor's Appointments

Shawnee Civic and Cultural Development Authority

Lance Wortham 1st Full Term Expires 12/31/2018
Replaces Casey Bell- Termed Out

2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Mayor's Proclamation
"Arbor Week"
March 13-19, 2015
4. Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Chris Dunlap.
5. Consider an ordinance calling for a general and runoff election for Mayor, Ward 2, Ward 3, and Ward 4 and filling the unexpired term of Ward 1.
6. Discussion, consideration and possible action regarding the Shawnee Branding Report and Plan.
7. Discussion, consideration and possible action regarding an amended agreement with Safe Events for Families (SEFF) to provide additional goods and services in support of the "Trail Days" event, officially combining "Trail Days" and the "Glory Days" Fourth of July celebration.
8. Discussion, consideration and possible action regarding a Resolution of Support for Oklahoma Education Initiatives and Increased Education Funding.
9. Consideration of approval of a Preliminary Plat for Vision Bank Addition Section II, located at 4301 North Harrison Street. Case No. S01-16 Applicant: Vision Bank, NA
10. Consideration of approval of a Preliminary Plat for Rolling Hills Addition located at the Northeast intersection of Main Street and Bryan Avenue. Case No. S02-16 Applicant: Absentee Shawnee Housing Authority
11. Consideration of approval of a Final Plat for Avonlea Addition located at 789 West Country Grove Drive. Case No. S03-16 Applicant: United Senior Properties
12. Consideration of approval of a Preliminary Plat for Regal Addition located at 4200 North Harrison Street. Case No. S04-16 Applicant: Forum Investments, LLC
13. Consideration of approval of a Final Plat for Regal Addition located at 4200 North Harrison Street. Case No. S05-16 Applicant: Forum Investments, LLC
14. Consider Bids:

- a. Lease of the City of Shawnee Property Located at the N.E. Corner of Leo Street and Westech Road, Shawnee, OK for the Purpose of Pasture Land (Award)
- b. Auditorium HVAC Project (Open)
- 15. City Manager Report
 - a. Special call workshop meeting
- 16. New Business
 - (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
- 17. Commissioners Comments
- 18. 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. b.

Meeting Date: 03/07/2016

CC Minutes 02-16-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the February 16, 2016 regular meeting.

Attachments

CC Minutes 02-16-2016

BOARD OF CITY COMMISSIONERS PROCEEDINGS
FEBRUARY 16, 2016 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, Tuesday, February 16, 2016 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. Upon roll call, the following members were in attendance.

Wes Mainord

Mayor

Vacant

Commissioner Ward 1

Linda Agee

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Keith Hall

Commissioner Ward 4

Lesa Shaw

Commissioner Ward 5

Micheal Dykstra

Commissioner Ward 6

ABSENT: None

INVOCATION

The Lord's Prayer led by Mayor Mainord

FLAG SALUTE

Led by Mayor Mainord

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. 11.
- b. Minutes from the February 1, 2016 regular meeting.
- c. Acknowledge the following reports and minutes:
 - License Payment Report for January 2016
 - Project Payment Report for January 2016
 - Planning Commission Minutes from January 6, 2016 meeting

- d. Approve lease with Raymond Utter for North Airport Property land and facilities. *(Deferred from January 19, 2016 meeting.)*
- e. Approve Collective Bargaining Agreement with International Association of Fire Fighters (IAFF).
- f. Acknowledge Oklahoma Municipal Retirement Fund normal Retirement for Mary Ann Karns.
- g. Acknowledge Workers Compensation Settlement – Fred Couch
- h. Approve renewal of existing contract with changes and approved by the Commission for FY 2015-2016:

(1) Contract with the City of McCloud for dispatch services.

- i. Lake Lease Renewals/Transfers:

RENEWALS:

Lot 13 Johnston Tract, 16624 Stevens Rd.

Lessees: Teresa Burton and Warren Mesner

TRANSFERS:

Lot 10 Magnino A Tract, 17236 Magnino Rd.

From: Alene Topping

To: Derek and Karla Baptiste

Commissioner Shaw asked that Agenda Item Nos. 1(c), 1(d), 1(e), 1(f), and 1(h) be pulled for separate consideration.

A motion was made by Commissioner Dykstra, seconded by Vice Mayor Harrod, to approve the Consent Agenda Item Nos. 1 (a-i), less items 1(c), 1(d), 1(e), 1(f), and 1(h). Motion carried 5-1.

AYE: Dykstra, Harrod, Hall, Shaw, Agee

NAY: Mainord

Regarding Agenda Item No. 1(c), Commissioner Shaw questioned when the licensing fee schedule would be reviewed and how it compared to other like size cities. Commissioner Shaw also asked about the amounts for each permit regarding the Project Payment report. In referring to the Planning Commission Minutes,

Commissioner Shaw stated that the record needed to reflect the actual concerns asked by citizens during the meeting. She also requested that legal counsel be present at each Planning Commission meeting.

Regarding Agenda Item No. 1(d), Commissioner Shaw asked if Mr. Raymond Utter had previously leased the land and facilities and the nature of Shawnee Economic Development Foundation's (SEDF) involvement. City Manager Justin Erickson explained that Mr. Utter had leased the property in the past and the City of Shawnee was now the lessor of the property, rather than SEDF.

Regarding Agenda Item No. 1(e), Commissioner Shaw inquired about the number of staff affected by the addition of another wage step as detailed in IAFF Collective Bargaining Agreement. She also inquired whether this was consistent with other city employees, and where the funds would be derived from. Finance Director Cindy Arnold responded that approximately 20-25 employees would be affected, that it was a negotiated settlement and that any increase would come from budgeted funds.

Regarding Agenda Item No. 1(f), Commissioner Shaw asked what was meant by the term "normal" retirement. Human Resources Director Tammy Johnson explained that the term refers to the retiree being fully vested.

Regarding Agenda Item No. 1(h), Commissioner Shaw questioned if dispatch services had previously been provided to the City of McCloud and how the contracted amount was selected. City Manager Justin Erickson and Finance Director Cindy Arnold informed Commissioner Shaw that dispatch services had previously been provided and the contract amount was based upon the call volume for McCloud.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve Consent Agenda Item Nos. 1(c), 1(d), 1(e), 1(f), and 1(h). Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Ms. Amber Green with Friends of Shawnee Animals (FOSA) spoke regarding the Shawnee Animal Shelter, stating that FOSA is continuing to support the City with the upcoming changes and upgrades. Ms. Green clarified a question asked during the February 1, 2016 City Commission meeting in regard to sick or

injured animals at the Animal Shelter. She also noted that since May 2015, FOSA has helped save nearly 1,000 animals at the Animal Shelter.

Ms. Edwina Butler, Governor of Shawnee Absentee Tribe, expressed concern regarding Agenda Item No. 6, which is a cooperative agreement between the City and the Shawnee Absentee Tribe of Oklahoma. Governor Butler stated that approval of this Item will allow the Tribe and the City of Shawnee to work together in a meaningful way.

AGENDA ITEM NO. 3: Presentation of Fiscal Year 2014-2015 Audit.

Ann Cole of Arledge and Associates presented the 2014-2015 Fiscal Year Audit opinion. Ms. Cole stated that the auditors' findings were for an unmodified (clean) opinion.

Ms. Cole answered questions from Commissioners after her presentation regarding the different audit categories.

AGENDA ITEM NO. 4: Authorize staff to enter into an agreement with Fritz Baily Architects of Tulsa, Oklahoma to provide design, engineering and biddable construction documents for the repair and renovation of Fire Station #2 located at 1401 N. Bryan. *(Deferred from February 1, 2016 meeting.)*

City Manager Justin Erickson explained the scope of services and fees for Phase One of the project. Phase One of the project would include a single site visit and visual inspection, meeting with fire department representatives, evaluation of existing structure and a detailed cost estimate of the improvements. The cost for Phase One is \$8,900.00 and can be completed in 30 days or less.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to authorize staff to enter into an agreement with Fritz Baily Architects for Phase One of services for \$8,900.00. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 5: Discussion, consideration and possible action to approve a Budget Amendment for

design, engineering and biddable construction documents for the repair and renovation of Fire Station #2 located at 1401 N. Bryan. Transfer from General Fund to Capital Fund. *(Deferred from February 1, 2016 meeting.)*

City Manager Justin Erickson stated that funds were available in the current budget for Phase One of the project. He recommended tabling this item until actual construction costs have been identified.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to table this item until a future need arises. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 6:

Discussion, consideration and possible action to approve a Cooperation Agreement with the Absentee Shawnee Tribe of Oklahoma.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve a Cooperation Agreement with the Absentee Shawnee Tribe of Oklahoma. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 7:

Consideration of approval of a Final Plat for Shawnee Auto Mall located on Shawnee Mall Drive, east of Union. Case No. S14-15 Applicant: Huitt-Zollars, Inc. *(Deferred from January 19, 2015 City Commission Meeting.)*

A staff report was given by Justin DeBruin, Community Development Director. He stated that staff recommends approval with conditions.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve the Final Plat for Shawnee Auto Mall located on Shawnee Mall Drive, east of Union, with the five (5) following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans shall be submitted concurrent with the building permit.
4. A six (6') foot sidewalk required along the I-40 service road frontage and four (4') sidewalk required along the interior collector road, Auto Mall Drive.
5. All other applicable City standards apply.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 8:

A public hearing and consideration of an ordinance to rezone property located at 1500 East Independence Street from R-1; Single Family Residential District to R-2; Combined Residential District. Case No. P15-15 Applicant: The Landrun Group, LLC (*Deferred from January 19, 2016 meeting.*)

No action was taken. The applicant has withdrawn the request.

AGENDA ITEM NO. 9:

Discussion and possible action on termination of contract with JTS, Inc. for antenna work at north radio tower site.

Emergency Management Director Don Lynch explained that JTS, Inc. had defaulted on the contract by not completing the project in the time allotted. JTS, Inc. has agreed to forfeit the bid bond of \$1,796.75, which will cover the cost of rebidding the project.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the termination of contract with JTS, Inc. for antenna work at north radio tower site and authorize staff to re-bid the project. Motion carried 5-1.

AYE: Harrod, Hall, Dykstra, Agee, Mainord

NAY: Shaw

AGENDA ITEM NO. 10:

Discuss and consider setting one or more special call meetings with regard to a workshop to discuss city projects, goals, long term needs, budget, and funding options.

There was discussion among the Commission to decide on a date for a mini-retreat in late March. The date of March 25, 2016 was selected with the time set for 9:00 a.m. The location of the meeting will be discussed during the March 7, 2016 City Commission meeting.

AGENDA ITEM NO. 11:

Discussion, consideration and possible action to fill the position of City Attorney.

Mayor Mainord stated that one (1) proposal had been received from a local firm, Stuart and Clover. Mr. Mike Clover and Mr. Joe Vorndran were present and answered questions from Commissioners. It was noted that the firm proposed a retainer fee of \$5,000.00 per month to be billed against a blended rate of \$200.00 per hour for services provided by attorneys and \$75.00 per hour for legal assistants and interns.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve Stuart and Clover as Interim City Attorneys until the end of the current fiscal year with the option to renew for full year at that time. Motion carried 5-1.

AYE: Harrod, Agee, Mainord, Hall, Dykstra

NAY: Shaw

AGENDA ITEM NO. 12:

Consider Bids:

- a. Lease of the City of Shawnee Property Located at the N.E. Corner of Leo Street and Westech Road, Shawnee, OK for the Purpose of Pasture Land (Open)

BIDDER

AMOUNT

Dase Dockrey
Shawnee, OK

\$5,000.00

Director of Operations, James Bryce read one (1) bid into the record and requested that the bid award be deferred to the next City Commission meeting on March 7, 2016.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to defer the bid award to the March 7, 2016 City Commission meeting. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 13: Acknowledge Sales Tax Report received February 2016.

Cynthia Arnold, Finance Director, reported that February sales tax collected this month was \$1,605,202.00, which is up 1.56% from 2014. Ms. Arnold also stated that for the fiscal year 2015-2016 it is up 4.24% over fiscal year 2014-2015.

Mrs. Arnold also provided Commissioners with a list of the Top 10 Sales Tax categories within the City.

AGENDA ITEM NO. 14: City Manager Update

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

- a) Regarding the Animal Shelter, effective immediately the City of Shawnee will no longer be using gas to euthanize animals. The City will be contracting with two veterinarians to perform euthanasia. Mr. Erickson noted that eight (8) additional runs will be added to the shelter to allow more time for animals to be adopted or claimed.
- b) Regarding the branding initiative, he noted that acceptance of the project will be on the March 7, 2016 City Commission agenda. He also stated that Visit Shawnee Inc. (VSI) will begin updating the Wayfinding project in March and should be completed by mid-year. The costs of the update will be paid 100% by VSI, Inc.

AGENDA ITEM NO. 15: 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. 16:

Commissioners Comments

Commissioner Hall asked about the high priority needs that were identified in the Water Master Plan. City Manager Erickson stated that staff would begin budgeting for the most critical items in the upcoming FY 2016-17 budget.

Commissioner Shaw mentioned that she had attended a recent Planning Commission meeting and noted the great work provided by the Community Development Director, Justin DeBruin. She also mentioned the Beautification Committee and thanked the Director of Operations, James Bryce for staying true to the project.

Commissioner Shaw also stated that she had been having issues receiving emails. Staff will check to see if there is a problem.

Commissioner Dykstra asked about the excess water on Main Street. City Manager Justin Erickson stated that a contractor had damaged a water line during the Streetscape project.

Commissioner Agee stated that the Streetscape is making good progress and reminded citizens to continue to shop the Downtown Shawnee area.

AGENDA ITEM NO. 17:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:55 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners**1. c.**

Meeting Date: 03/07/2016

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 February 2016
- Project Payment Report for February 2016
- Shawnee Civic and Cultural Development Authority Minutes from January 21, 2016 meeting
- Shawnee Beautification Committee Minutes from January 14, 2016 meeting
- Planning Commission Minutes from February 3, 2016

Attachments

License Repot 02-2016

Project Report 02-2016

Expo Minutes 01-21-2016

Beautification Minutes 01-14-2016

Planning Minutes 02-03-2016

3/03/2016 10:33 AM
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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: 2/01/2016 TO 2/29/2016

*** FEE CODE TOTALS ***

		===== PAYMENT DISTRIBUTION =====				
FEE CODE	DESCRIPTION	FEE	PENALTY	TAX	INTEREST	TOTAL PAID
ALARM	BURGLAR/FIRE ALARM LICENSE	7	175.00CR			175.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	13	165.00CR			165.00
BEERWINER	BEER AND WINE RENEWAL	1	450.00CR			450.00
BOATREG	BOAT REGULAR PERMIT	51	1,326.00CR			1,326.00
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR			75.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	10	750.00CR			750.00
EXT	EXTERMINATOR LICENSE FEE	6	150.00CR			150.00
FISHANNUAL	FISHING ANNUAL FEE	48	720.00CR			720.00
HUNT1	DOVES/QUAIL/SQUIIREL/RABBIT	3	8.00CR			8.00
HUNT2	MIGRATORY FOWL	4				
IMERC	ITINERANT MERCHANT FEE	10	500.00CR			500.00
LAKEINSP	LAKE LEASE INSPECTION	1	75.00CR			75.00
LAKELEASE	LAKE LEASE	7	4,732.00CR			4,732.00
LAKEXFER	LAKE LEASE TRANFER FEE	1	1,000.00CR			1,000.00
LIQR	RETAIL LIQUOR OCCUPATIONAL TAX	1	600.00CR			600.00
MECH1	MECHANICAL CONTRACTOR INTIAL	3	300.00CR			300.00
MECH2	MECHANICAL CONTRACTOR RENEW	4	300.00CR			300.00
MIXER	MIXED BEVERAGE RENEWAL	2	1,800.00CR			1,800.00
PLUM1	PLUMBING CONTRACTOR INITIAL	2	200.00CR			200.00
PLUM2	PLUMBING CONTRACTOR RENEW	8	600.00CR			600.00
RESAL	RESIDENTIAL SALE	23	230.00CR			230.00
SIGN	SIGN HANGERS LICENSE FEE	2	150.00CR			150.00
SNOWC	SNOW CONE STAND LICENSE FEE	2				
STORM	STORM CELLAR LICENSE FEE	2	150.00CR			150.00
TREE	TREE TRIMMING LICENSE FEE	2	50.00CR			50.00
TOTAL			14,506.00CR			14,506.00

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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

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PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 2/01/2016 TO 2/29/
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** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	300.00CR
001-4202	BUILDING PERMITS	4,969.87CR
001-4203	PLUMBING PERMITS	1,460.00CR
001-4204	ELECTRICAL PERMITS	175.00CR
001-4205	ZONING PERMITS & APPLICATIONS	1,955.00CR
001-4206	HEATING & A/C PERMITS	850.00CR
001-4249	OTHER PERMITS	600.00CR
001-4822	OTHER MISC. REVENUE	37.50CR
101-4249	OTHER PERMITS	2,050.00CR
501-4510	WATER TAPS	900.00CR
799-1023	BANCFIRST GENERAL	13,297.37

03/02/2016 11:26 AM
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

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PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 2/01/2016 TO 2/29/
SORTED BY: PRO

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	3,808.49CR
B2-ADD	BUILDING CONSTRUCTION ADD	92.70CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,997.18CR
B4-CARPORT	BUILDING CARPORT	29.50CR
B4-SHELTER	BUILDING SHELTER	265.50CR
B4-STORAGE	BUILDING STORAGE SHED	384.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	206.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	904.00CR
P2-ADD	PLUMBING ADDITION	209.00CR
P3-REMODEL	PLUMBING REMODEL	686.00CR
P4-WELL	WELL PERMIT	100.00CR
UNAPPLIED	UNAPPLIED CREDITS	59.50CR
X-BORE/CUT	BORING & PAVING CUT PERMI	2,000.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	50.00CR
X-DEMO	DEMOLITION PERMIT	200.00CR
X-PLATFIN	PLAT REVIEW FINAL	991.00CR
X-PLATREV	PLAT REVIEW PRELIM	964.00CR
X-SIGN	SIGN PERMIT	150.00CR
Z-OCCUP	OCCUPANCY PERMIT	200.00CR
TOTAL		13,297.37CR

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
JANUARY 21, 2016
12:30 P.M.
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR THEIR REGULAR SCHEDULED MEETING THURSDAY, JANUARY 21, 2016 AT 12:30 PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON 1/15/2016 AT 8:44AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:30 PM BY MR. RANDY GILBERT, CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. TIM BARRICK
MR. JUSTIN ERICSON
MR. KARL KOZEL

TRUSTEES ABSENT: MRS. RACHEL MONROE-MELOT
MRS. SUSAN HAVENS

ALSO IN ATTENDANCE: JIMMY GIBSON, MIKE MCCORMICK, CINDY ARNOLD- CITY OF SHAWNEE, SHELLY WELCH OF FINLEY & COOK & MIKE CLOVER OF STUART & CLOVER, RANAY & BOBBYE CHURCHWELL

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM

AGENDA ITEM NO.6

APPROVAL OF MINUTES FROM DECEMBER SC&CDA MEETING.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MINUTES AS PRESENTED FOR THE DECEMBER 2015 MEETING. MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICSON, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.8

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE ERICKSON TO APPROVE THE MONTHLY FINANCIAL REPORT AS PRESENTED. MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICSON, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.9

APPROVAL OF GENERAL CLAIMS.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE ERICKSON TO APPROVE THE GENERAL CLAIMS. MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICSON, KOZEL
NAY: NONE
ABSTAIN

General Claims

A.	Grissoms	\$11.12
B.	Cintas	\$113.40
C.	Staples Advantage	\$37.47
D.	Bankers Credit Cards	\$338.92
E.	OG&E	\$23,870.77
F.	ONG	\$240.27
G.	AT&T	\$329.52
H.	Automatic Fire Control	\$360.78
I.	ONG	\$464.46
J.	Ask About Windows	\$121.00
K.	CH&W Commercial Tire	\$232.48
L.	Arrow Machinery	\$356.50
M.	Frontier Country Marketing Assoc	\$325.00
N.	Thyssenkrupp	\$932.29
O.	DJ Reveal	\$77.08
P.	MetTel	\$724.97
Q.	INS	\$734.00
R.	Vision Bank	\$454.04
S.	Winkler Door	\$177.76
T.	Finley & Cook	\$440.00
U.	Shawnee Office Systems	\$84.47
V.	Vyve	\$29.99
W.	Hunzicker Brothers	\$491.15
X.	NAPA	\$17.55
Y.	Cutting Edge Lawns	\$3,680.00
Z.	Fuelman	\$358.22
AA.	Arrow Machinery	\$17.50
BB.	City of Shawnee	\$127.25
CC.	City Grease Trap Service	\$200.00
DD.	Grimsley's	\$1,800.70
EE.	Shawnee VSI	\$1,300.00

FF.	City of Shawnee	\$488.25
GG.	Techsico	\$674.80
HH.	Automatic Fire Control	\$540.78
II.	OMAG	\$3,172.00

AGENDA ITEM NO.10

APPROVAL OF SPECIAL EVENT CLAIMS

THE MOTION MADE BY TRUSTEE ERICSON , SECONDED BY TRUSTEE BARRICK THAT THE SPECIAL EVENT CLAIMS BE APPROVED. MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICSON, KOZEL

NAY:

ABSTAIN:

Special Claims

A.	Mike McCormick	\$300.00
B.	Vann & Associates	\$2,333.00

AGENDA ITEM NO.11

APPROVAL OF SHAVINGS CLAIMS

NONE

AGENDA ITEM NO.12

DISCUSSION CONSIDERATION & POSSIBLE ACTION TO ADD JIMMY GIBSON AS A SIGNER ON SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY BANK ACCOUNTS ON DEPOSIT AT BANCFIRST, FIRST UNITED BANK & TRUST CO, ARVEST BANK, AND FIRST NATIONAL BANK& TRUST CO.

THE MOTION MADE BY TRUSTEE KOZEL , SECONDED BY TRUSTEE BARRICK THAT JIMMY GIBSON BE ADDED TO ALL BANK ACCOUNTS AS A SIGNER FOR THE SC&CDA AS OPERATIONS MANAGER. MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICSON , KOZEL

NAY:

ABSTAIN:

AGENDA ITEM NO.13

IFYR REPORTS

IFR 2016 HAS COME AND GONE, YOUTH DIRECTORS MADE THE TRIP IN AND EVERYTHING WENT OFF WITHOUT A HITCH. THE LADIES LUNCHEON WAS HELD DURING THE IFR IN OKC AND THE IFYR CRISIS FUND WAS THE CHOSD RESIPIENT OF THE MONEY RAISED WHICH THIS YEAR WAS \$3,089.46. CHAIRMAN GILBERT MADE THE SUGGESTION THAT WE NAME A CRISIS FUND COMMITTEE TO HELP BUILD SOME GUIDELINES ETC FOR THE MONEY IN THE FUND NOW THAT IS HAS GAINED RECOGNITION AS THE 2016 IFR LADIES LUNCHEON RECIPIENT.

AGENDA ITEM NO. 14

COMMITTEE REPORTS

CHAIRMAN GILBERT BROUGHT BEFORE THE BOARD THE INTENT TO SET A BUDGET COMMITTEE AT THIS TIME AND NAMED HIMSELF AND TIM BARRICK TO THAT COMMITTEE. THEY WILL MEET WITH SHELLY WELCH & JIMMY GIBSON TO DISCUSS FURTHER.

AGENDA ITEM NO. 15-18

COMMITTEE REPORTS, ADMINISTRATION REPORTS
OLD BUSINESS & NEW BUSINESS

NONE

AGENDA ITEM NO.19

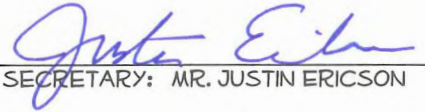
ADJOURNMENT

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO ADJOURN THE MEETING. -
MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICSON, KOZEL
NAY:
ABSTAIN:



CHAIRMAN: MR. RANDY GILBERT



SECRETARY: MR. JUSTIN ERICSON

Mayor
WES MAINORD



The City of Shawnee
PO Box 1448
Shawnee Oklahoma 74802-1448
(405) 273-1250 Fax (405) 878-1581
www.ShawneeOK.org

Commissioners
LINDA AGEE
JAMES HARROD
KEITH HALL
LESA SHAW
MICHEAL DYKSTRA

Minutes
Shawnee Beautification Committee
JANUARY 14, 2016
The Shawnee Beautification Committee met in the EOC Room
The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

		Present	Absent
Member	Janet Turner	<u> X </u>	<u> </u>
Member	Debi Renegar	<u> X </u>	<u> </u>
Member	Joe Harbeson	<u> </u>	<u> X </u>
City Staff	Whisper Peace	<u> X </u>	<u> </u>
City Staff	Geoff Garner	<u> </u>	<u> X </u>
City Staff	Justin Debruin	<u> X </u>	<u> </u>
Visitor	Brittany Burton	<u> X </u>	<u> </u>

- AGENDA NO 2** **Roll Call and Declaration of a Quorum.** Roll was called and a quorum was declared.
- AGENDA NO 3** **Approved Minutes for DECEMBER 2015.** The minutes for September 2015 were approved with a motion made by Debi Renegar and 2nd by Janet Turner. The motion carried unanimously.
- AGENDA NO 4** **Discussion on choosing a new Chairperson.** Tabled until next meeting.
- AGENDA NO 5** **Discussion on Trash Off.** Discussion was made on ways to promote Trash Off and the date for Trash off being set for April 9, 2016 at Kidspace Park.

AGENDA NO 6

Discussion on Beautification awards. Final discussion was made on the winners of the Beautification awards and the date for recognition by the Mayor at the Shawnee Commission Meeting was reset for February 1, 2016.

BUSINESS AWARD----CHARIS SHAUGHNESSY---- SONIC----4439 N. HARRISON
COMMUNITY AWARD----CATHY KINKADE----AUGUSTA COURT HOMEOWNERS
ASSOC.

BUSINESS AWARD----ROBERT SIMPSON, DDS----FAMILY DENTAL OF SHAWNEE----19
INTERSTATE PARKWAY

COMMUNITY AWARD----KAREN FOWLER-LINDEMULDER----ST. JOHN'S LUTHERAN
CHURCH----3610 N. UNION

RESIDENTIAL AWARD----BARBARA CALMES----2000 N. BROADWAY

AGENDA NO 7

Old Business.

AGENDA NO 8

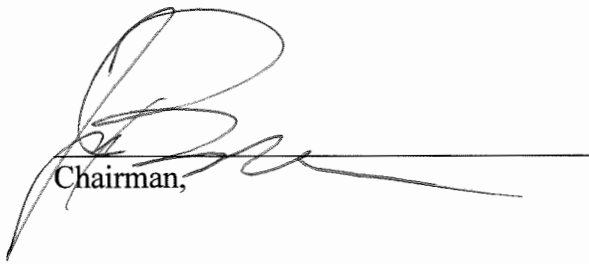
New Business.

AGENDA NO 9

Comments.

AGENDA NO 10

Adjournment. Committee adjourned at 4:45 pm.


Chairman,

3-1-16
Date

PLANNING COMMISSION MINUTES

DATE: February 3rd, 2016

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 3rd, 2016 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: Morton, Clinard, Kerbs, Bergsten, Cowen, Kienzle, Affentranger

Absent:

Meeting was called to Order.

AGENDA ITEM NO. 2:

Consideration of Approval of the minutes from the January 6th, 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 Morton addressed the absence of each Commissioners individual votes being listed on agenda item five and Commissioner Affentranger discussed his vote showing approval on agenda item number seven when he left meeting early. Board voted to approve amended minutes with changes to both item numbers. Commissioner Kerbs made a motion to approve, seconded by Vice-Chairman Cowen.

Motion passed:

AYE: Morton, Clinard, Kerbs, 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:

Case #S14-15 – Consideration of approval of a Final Plat for Shawnee Auto Mall located on Shawnee Mall Dr., east of Union Street, Shawnee, OK

Applicant: Huitt-Zollars, INC

Chairman Bergsten asked for the staff report. Justin Debruin presented the staff report. Mr. Debruin explained that the location is around twenty one acres and runs alongside the I40 service road, east of Union Street. Four car lots are shown and staff does recommend approval after review with five conditions listed. Chairman Bergsten asked if there were any questions. Commissioner Kerbs asked which lots would be constructed first. Mr. Debruin informed him it would be the south and north portions; lots 1 and 4. Commissioner Clinard asked if the lots on northern end of plans would be addressed due to the water. Mr. Debruin agreed and mentioned that was part of the delay. Chairman Bergsten opened the public portion of the meeting and asked if anyone against the item would like to come forward. No one

came forward and Chairman Bergsten asked if anyone in favor of the item would like to come forward. No one came forward. Chairman Bergsten closed the public portion of the meeting and asked if there were any questions or comments from Commissioners. Commissioner Kerbs made a motion to approve with conditions, seconded by Commissioner Affentranger.

Motion passed:

AYE: Morton, Clinard, Kerbs, Bergsten, Cowen, Kienzle, Affentranger

NAY:

ABSTAIN:

AGENDA ITEM NO. 5:

Case #P15-15 – A public hearing for consideration of approval of a Rezone for property located at 1500 E. Independence St. from R-1; Single Family Residential to R-2; Combined Residential, Shawnee, OK

Applicant: The Landrun Group, LLC

Chairman Bergsten asked for the staff report. Justin Debruin presented the staff report. Mr. Debruin passed out conceptual plats to Commissioners. Justin Debruin discussed the location of rezone, current zoning, zoning of surrounding properties, consistency with surrounding areas and comprehensive plan uses. Mr. Debruin mentioned the platting procedure if rezone was not approved. Justin Debruin also went over the main topics listed in the protest letters. Chairman Bergsten asked if there were any questions for staff. Commissioner Kerbs asked if R-2 zoning can include a quad, two up two down and around 150 total triplexes. Mr. Debruin explained triplexes and townhomes are allowed as well as the number of triplexes. Commissioner Clinard asked if the conceptual plat was for homes or duplexes. Mr. Debruin stated the applicant could address that question. Vice-Chairman Cowen asked if he misunderstood Justin Debruin when referring to only 2 living units per ten thousand square feet. Mr. Debruin discussed the comparison for duplexes and single family residences. Commissioner Kienzle asked if the properties to the west pre-dated Emerald Forest and if the other multi-family residences on Bryan were for a specific use. Mr. Debruin stated he believed that both pre-dated Emerald Forest. Commissioner Affentranger asked if the Commission agreed on a PUD that it would help iron out some of the questions and issues. Justin Debruin agreed and discussed the processes involved. Chairman Bergsten mentioned the different potential ways the PUD could house duplexes, single family home and etc. Commissioner Affentranger asked for clarification on if rezoned to a PUD, it be an R-2 at the same time. Mr. Debruin stated it would be considered a PUD. Commissioner Affentranger also asked if Golden Acres was zoned a PUD and Mr. Debruin agreed. Commissioner Kienzle asked about process to vote on PUD. Justin Debruin discussed options. Chairman Bergsten asked if there were any other questions. There were none and Chairman Bergsten asked for the applicant or developer to come forward to give additional information. Darrin Marical came forward and discussed the handout, went over concerns, explained intentions and mentioned he met with property owners. Commissioner Kerbs asked if Mr. Marical held a meeting with the surrounding property owners and he agreed. Commissioner Affentranger asked how much the rent would run. Darrin Marical stated it would run between \$1300-\$1400 a month. Chairman Bergsten asked what the square footage would be. Mr. Marical informed him it would be 1171 living area and an additional two car garage. Commissioner Clinard asked if they allow students to rent and Darrin Marical stated they have one unit with college students but they also have requirements. Commissioner Kienzle asked about the driveways for the units and Mr. Marical discussed they would do a curb and gutter and Justin Debruin informed the Commissioners that is something that can be dictated as the process moves further. Commissioner Affentranger asked if yard size would be bigger than Golden Acres and Darrin Marical agreed. Steve Landes came forward and discussed lot size differences, amenities, zoning, setbacks and a PUD. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition would like to come forward. Lesa Shaw, Christopher Aston, Roger Klans, Greg Wall

and Glen Parsons came forward. Their discussions included, but were not limited to, the number of petitioners, different studies regarding the housing market and effects of duplexes next to single family residences, crime, consistency, Elm Street and flooding issues. Chairman Bergsten asked if anyone in favor would like to come forward. Darrin Marical came forward and mentioned sidewalks, revenues and need for upper end housing. Commissioner Kienzle asked if Marical Brothers were the owner. Darrin Marical stated the contract is contingent upon the rezone. Chairman Bergsten asked if there was anyone else who would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting and asked if there were any questions or comments. Commissioner Kerbs mentioned what the PUD dictates sizes of lots and Commissioner Affentranger asked if having driveway coming off Independence was possible. Steve Landes came forward and stated it would be limited on space. Justin Debruin discussed PUD requirements. Vice-Chairman Cowen asked about the legality. Commissioner Kerbs asked if a Frank Harris was in the room who spoke on the last rezone at this property. He was not. Vice-Chairman suggested deferring until an answer is given and Commissioner Kerbs asked if Mary Ann Karns was available. Mr. Debruin stated the option was to defer or deny at that point and Commissioner Clinard made a motion to deny, seconded by Commissioner Kienzle. Vice-Chairman Cowen asked if the discussion was over and Commissioner Affentranger went on to ask if motion is denied today, if applicant can turn in an application for a PUD. Mr. Debruin agreed. Chairman Bergsten addressed the motion on the floor and took a five minute recess. After resuming, the determination was agreed that the application was valid and Chairman Bergsten asked to continue with the motion on the floor. Motion was denied.

Motion to deny passed:

AYE: Morton, Clinard, Kerbs, Bergsten

NAY: Cowen, Affentranger

ABSTAIN:

AGENDA ITEM NO. 6:

Planning Director's Report

Chairman Bergsten asked Justin Debruin if he had any news to report. Mr. Debruin stated he did not have anything to report but would be happy to answer any questions.

AGENDA ITEM NO. 9:

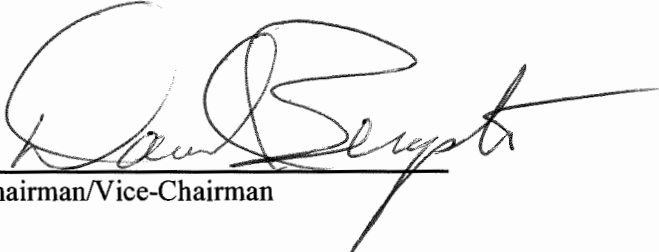
Commissioners Comments and/or New Business

Chairman Bergsten asked if there were any comments and Commissioner Kienzle requested that the City consider a comprehensive housing study to be better informed of the people living here. Chairman Bergsten discussed the alternative of a PUD application. Vice-Chairman Cowen discussed the importance of understanding the facts being presented, removing emotions and looking into the best interests of Shawnee. Commissioner Clinard mentioned needing to listen to the interests in the community. Vice-Chairman Cowen stated he believed they needed to do what was best for all of Shawnee. Commissioner Kerbs asked if there was a study on Shawnee's rental versus ownership. Justin Debruin stated he did not see any based on his research. Commissioner Kienzle discussed looking at the current rentals in Shawnee to see if having newer developments would benefit the city. Vice-Chairman Cowen discussed the need for nicer rentals and Commissioner Affentranger agreed. Chairman Bergsten and Commissioner Kerbs spoke about a PUD.

AGENDA ITEM NO. 10:

Adjournment

Meeting was adjourned.



Chairman/Vice-Chairman

Cheyenne Lincoln
Planning Commission Secretary

Regular Board of Commissioners

1. d.

Meeting Date: 03/07/2016

YMCA Donation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acceptance of 1989 Ford school bus donated by the Shawnee Young Men's Christian Association (YMCA) to the Shawnee Fire Department for training.

Attachments

YMCA Donation Memo

YMCA Donation Declaration

CITY OF SHAWNEE FIRE DEPARTMENT

16 West 9th Street

P (405) 878-1671 | F (405) 878-1618



ADMINISTRATION

Dru Tischer, Fire Chief
(405) 878-1556

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

Clarice Brock, Secretary
(405) 878-1671

DATE: February 18, 2016
TO: Mayor, Vice Mayor and City Commissioners
CC: Justin Erickson, City Manager; Cindy Arnold, Finance Director
FROM: Dru Tischer, Fire Chief
SUBJECT: Request to accept gift of 1989 Ford School Bus from Shawnee YMCA

I am respectfully requesting permission to accept as a gift one 1989 Ford school bus from the Shawnee YMCA. This bus is no longer in use by the YMCA and they have offered it to us at no cost. This bus would be used by the Shawnee Fire Department as a training prop for various fire & rescue scenarios. This bus would then be used for extrication training where we would practice hands-on training with department extrication equipment. After this training is completed it would be sold as salvage/scrap.

DECLARATION OF GIFT

Desiring to promote the public welfare and benefit the City of Shawnee, Oklahoma and the citizens thereof and in consideration of acceptance by said City, I do hereby give, donate, convey and transfer unto said City, absolutely and without any condition, limitation or restriction whatever, the following described property, to-wit:

1989 Ford School Bus

VIN 631689061013

Dated this 16 day of February, 2016.

Christopher Berry

Shawnee YMCA Executive Director

Regular Board of Commissioners

1. e.

Meeting Date: 03/07/2016

Budget Amd General Fund

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – General Fund

To adjust budget for leave payouts

Attachments

Budget Amd General Fund

Regular Board of Commissioners

1. f.

Meeting Date: 03/07/2016

WC Settlement Dennie

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Workers Compensation Settlement – Rhonda Dennie

Attachments

WC Settlement Dennie

Mayor
WES MAINORD



The City of Shawnee

PO Box 1448
Shawnee Oklahoma 74802-1448
(405) 273-1250 Fax (405) 878-
1581

www.ShawneeOK.org

Commissioners

WARD 1- VACANT
WARD 2- LINDA AGEE
WARD 3- JAMES HARROD
WARD 4- KEITH HALL
WARD 5- LESA SHAW
WARD 6- MICHAEL DYKSTRA

From: Terry Cook

Worker's Compensation: Summary Information

Date:	2/25/16
Employee Name:	Rhonda Dennie
Date of Hire:	5/06/2004
Injury Date:	12/2004
Position Held at Time of Injury:	Accountant
Type of Injury:	Neck & Left Hand
Amount of Order:	\$ 118,500.00
Type of Payment:	Joint Petition
Recommendation:	I recommend we accept this offer because the employee agreed to this settlement in the form of a Joint Petition Settlement. This will close the case for good on her injuries and all others known or unknown with no possibility of future medical.
Respondent Payments:	\$ 1,263.75 Safety Fund Tax (.75%) \$ 3,370.00 Workers' Compensation Administration Fund Fee (2%)

Regular Board of Commissioners

1. g.

Meeting Date: 03/07/2016

VOCA Grant Appl

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge application for Advocate Officer Grant with the Victims of Crime Act (VOCA) and the Oklahoma District Attorney's Council.

Attachments

VOCA Grant Memo

VOCA Grant Appl



Shawnee Police Department

Chris Thomas

P.O. Box 1448

Shawnee, Oklahoma 74804

Office (405)878-1638 *Fax (405)878-1696

E-Mail cthomas@shawneeok.org



TO : Mayor and Commissioners

FROM : Chris Thomas
Administrator of Support Services

SUBJECT : **VOCA Victim Advocate Grant Request**

DATE : March 3, 2016

District Attorney Richard Smothermon has expressed that he would like for our area to someday have a "Justice Center". This complex would be a collaboration of many institutions working with the same goal of taking care of our citizens. This "dream" if you will, has already started to become a reality with the donation of space at First Christian Church located on North Broadway. An Assistant D.A. is housed there, a D.A. Investigator, two Pottawatomie County Deputies have an office there and there is an examination room where SANE Nurses are able to come and conduct private sexual assault examinations.

There are other entities all part of a Community Crisis Response Team, or CCRT, that work together to protect, education and support victims of violent crimes. As the grant writer for the Shawnee Police Department, some officers came to me and asked if I could apply for a grant thru the Victim Of Crime Act for a Victim Advocate on our department. I inquired and talked with staff at the Oklahoma District Attorney's Council and in fact this grant was available. I made a trip to Guthrie, OK where there is an officer on their department who is in this position. After speaking with him, I put the word out to our officers to find out if there were any interested in this position. I learned that there were at least four. At this point, I spoke with the Interim Chief of Police Mason Wilson and we spoke with Finance Director Cindy Sementelli. It was concluded that I would put in for the grant and if awarded, we would be able to hire another officer, as this grant would pay the salary of a current officer.

In the grant, we are requesting \$90,142.00 for salary, benefits and included in this cost is \$10,000.00 for projected over time. This is a match grant and we are matching the required amount with the use of a City of Shawnee vehicle, a mobile computer in the vehicle and volunteer hours work thru our Sentinel (Volunteers In Police Services, or VIPS) program. This grant is allowed with a match "in kind" proposal.

This grant is for 15 months, not a 12 month or year salary, etc...

Pre-Application Instructions

GRANT PURPOSE

The purpose of the Victims of Crime Act (VOCA) grant is to provide **direct services** to victims of crime. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide the victims of crime with a measure of safety and security.

What's new in VOCA([click here](#))

Allowable and Unallowable Costs

Please click on this link for detailed information on Allowable and Unallowable Costs: [Allowable and Unallowable Costs](#)

[Chart of Accounts](#)([click here](#))

ELIGIBILITY REQUIREMENTS To be eligible for funding from the VOCA grant, an applicant must be one of the following:

- A state agency
- A unit of local government (i.e., city, county)
- A tribal government
- A non-profit agency

DUNS NUMBER

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Obtaining a DUNS number is free and applications should be made immediately. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>. **Applications without a DUNS number will not be reviewed.**

SYSTEM FOR AWARD MANAGEMENT

All VOCA grant recipients must be registered in the System for Award Management (SAM) database (formerly Central Contracting Registry or CCR). The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted a VOCA application or applications via Grants.gov are already registered with SAM, however you must keep your registration current. When registering, do not select the opt-out of public search feature.

Updating your registration must be done annually! Information about registration procedures can be accessed at

Pre-Application Instructions

<https://www.sam.gov>. Registration in SAM must be completed prior to the start of the project period. This process can take time, so start early!

Pre-Application Instructions

PROGRAM PURPOSE AREAS

The nine-member VOCA Board has the authority to award funds to various programs in order to meet the needs of all crime victims ; however at least 40% of VOCA funding must go to the following purpose areas:

Minimum of % of awarded funds	Description
10%	Programs that support Child Abuse victims.
10%	Programs that support Domestic Violence victims.
10%	Programs that support Sexual Assault victims.
10%	Programs that support Under Served victims.

Under served victimization includes, but is not limited to: federal crime victims, homicide survivors, assault victims, robbery victims, gang violence, hate/bias crimes, DUI, bank robbery, economic exploitation/fraud, elder abuse, residents of rural areas or inner cities, non-English speaking individuals, hearing impaired individuals, persons with disabilities, American Indians, and migrant workers.

TIMELINE

The VOCA grant is a yearly, competitive grant. For the 2016 grant year, the award cycle will run for 15 months: July 1, 2016 - September 30, 2017. For the 2017 grant year, the award cycle will return to a 12 month grant on a federal fiscal year cycle: October 1, 2017 - September 30, 2018.

FINANCIAL AND PROGRAMMATIC REPORTING VOCA recipients will be expected to submit the following information:

Monthly expenditure and draw down reports

Quarterly financial reports

Quarterly programmatic reports (population demographics, types of victimization, and services provided)

MATCH REQUIREMENT

VOCA recipients are required to match the federal award by 25% using cash, in-kind, or a combination. American Indian tribes have a match requirement of 5.263%. If Match is a barrier to applying for VOCA funding, the VOCA Board and the Office for Victims of Crime may elect to waive the Match requirements for certain applicants.

DEADLINE FOR SUBMISSION OF AN APPLICATION

VOCA grant applications are due to the District Attorneys Council on March 6, 2016. Late applications will not be accepted nor considered by the

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Pre-Application Instructions

VOCA board.

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Applicant Information

Type of Application	Currently Receiving VOCA Funds Number of Years Funded by VOCA Existing subrecipient requesting new project?	Not Currently Receiving VOCA Funds ✓
Program Title	Victim's Advocacy Service and Peparedness (ASAP) Coordinator	
Organization Name	Clty of Shawnee, Police Department	
Street Address	#16 West 9th Street	
City	Shawnee	State Oklahoma Zip 74801-1448
Mailing Address (if different)		
City	State	Zip
Area Code/Phone Number	(405) 878-1638	
Area Code/Fax Number	(405) 878-1696	
Web Address	www.shawneeok.org	

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Applicant Information

Authorizing Official	Justin Erickson		
Title	City Manager		
Address	#16 West 9th Street		
City	Shawnee	State Oklahoma	Zip 74801
Area Code/Phone Number	(405) 878-1601		
Area Code/Fax Number	(405) 214-4249		
E-mail Address	jerickson@shawneeok.org		

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Applicant Information

Project Director	Chris Thomas		
Title	Administrator of Support Services		
Address	#16 West 9th Street		
City	Shawnee	State Oklahoma	Zip 74801
Area Code/Phone Number	(405) 878-1638		
Area Code/Fax Number	(405) 878-1696		
E-mail Address	cthomas@shawneeok.org		

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Applicant Information

Finance Officer	Cindy Sementelli		
Title	Finance Director		
Address	#16 West 9th Street		
City	Shawnee	State Oklahoma	Zip 74801
Area Code/Phone Number	(405) 878-1610		
Area Code/Fax Number	(405) 878-1511		
E-mail Address	csementelli@shawneeok.org		

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Applicant Information

Type of Organization	Public Agency Tribal Non-Profit	State ✓ Local Gov't Faith-Based	CASA Child Advocacy Center DA's Office Law Enforcement
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Federal Employer I.D. # 736005424

DUNS Number 831457130

Are you currently registered with SAM? ☒ Yes ☐ In Process ☐ No

Attach proof of registration or process of registration on the Required Attachments page (<https://www.sam.gov/>). If you fail to register with SAM or start the registration process prior to the application deadline, your grant application may not be considered.

https://grants.ok.gov/_Upload/365495-SAMregistrationproof.pdf

Current Service Area (Counties Served)	City of Shawnee, Pottawatomie County	Population 30,000
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Proposed Service Area (Counties Served)	City of Shawnee, Pottawatomie County	Population 30,000
--	---	-------------------

How long has the organization served crime victims? 11 years

New Program Narrative

State the Problem

Please provide a written statement that comprehensively describes the problem to be addressed with the requested crime victims assistance funds. Supportive statistical information, such as existing and projected caseloads, incidences of crimes, etc., should be provided whenever possible. If more than one problem exists that you wish to address, please set priorities. If project focuses on meeting the needs of previously underserved victims of violent crime, please provide an assessment of how you identified this group as "underserved."

Unfortunately, Law Enforcement has not always been so responsive to victims as it can and should be. Pottawatomie County has a number of entities, such as Project Safe and the Unzner Center that work hard to work with and protect victims. Shawnee Police numbers however, show that more needs to be done. Domestic Abuse numbers are as follows: 2013-415, 2014-733 and 2015-999 domestic calls for service. The numbers continue to rise. Fortunately Child Abuse calls have gone down: 2013-51, 2014-19 and 2015-13. Lowering but are still present. Forensic interviews pertaining to Shawnee P.D. are: 2013-47 with 3 being for children and 7 for adults. 2014-55 with 10 child and 4 adults and finally, 2015 with 21 forensic interviews with 3 for children and 3 for adults. The bottom line is the cycle continues, so more resources need to be focused on aiding victims in finding the services they need to escape the cycle of violence. We are asking for funding for one full time victim advocate employee to reach these victims. This victim Advocate will aid victims of all types of crimes and work closely with other area resources. Currently, the Pottawatomie County District Attorney's Office is working towards a permanent "Justice Center". Temporarily, operations are being made out of a local church with wonderful facilities to house, coordinate, meet, examine, interview, plan, etc... all activities relating to victims. This is an opportunity for our department to participate in this endeavor, focusing on major crimes, but being available to assist in all.

Upload supporting files. If additional pages are needed, upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

https://grants.ok.gov/_Upload/366073-SeniorCPLPayExample.pdf

https://grants.ok.gov/_Upload/366073_2-RAPES.xls

Goals, Objectives, and Activities: 01**State the Problem**

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?*

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal	Provide a point of contact for victims of crime in Shawnee.
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Measurable Objectives	1. Provide a point of contact for victims of crime in Shawnee. 2. Create, update and maintain a data base of referral resources. 3. Develop professional relationships with area assistance organizations.
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Activities	Once the position is started, the Victim Advocate will make contact with area resources to let them know he/she is in place. Local media will be contacted to do a story on the new position and collaboration. Shawnee Officers will be trained as to what and how they may use this officer to assist them.
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Goals, Objectives, and Activities: 02**State the Problem**

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?*

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal	Provide advocacy and case management to victims of crimes within the jurisdiction of the Shawnee Police Department and when time permitting, surrounding jurisdictions.
Measurable Objectives	1. Contact victims within 5 days for follow up, via mail, telephone, or in person. This Victim Advocate will attempt to work 95 cases of violent crimes within the jurisdiction of the City of Shawnee. 2. When requested, provide advocate response on scene of crime to provide services to victims and their families. 3. Provide training and information to Shawnee Police Officers regarding victims' emotional and psychological state at time of crime.
Activities	The Victim Advocate will simply organize what needs to be accomplished. The victim Advocate will assist victims in their organization of what they need to do, who they need to see.

Goals, Objectives, and Activities: 03**State the Problem**

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?*

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal	Coordinate and train volunteers to give advocacy support to victims of crime and administrative duties.
Measurable Objectives	1. Maintain a resource list of on-call advocate and shelters trained to respond to a victim or family member of victim when requested by officers. 2. Train volunteers in a best practice model of Psychological First Aid (PFA)
Activities	Victim Advocate will assist other area resources when available to train any volunteers. The Shawnee Police Department has had a VIPS program (Volunteers In Police Services) for approximately 8 years. This program will be expanded to recruit and train advocacy volunteers to assist the Victim Advocate and possibly the area "Justice Center" and its endeavors to serve crime victims in general for not just the City but for the County.

Goals, Objectives, and Activities: 04**State the Problem**

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?*

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal	Improve the relationship between the victims of violent crime and the Shawnee Police Department by responding to needs of the individual and family during a time of crisis
Measurable Objectives	1. Trained advocate will respond to the needs of victims with a goal of reducing the long term traumatic effects of the event by rapid and skilled intervention. 2. Provide training to officers of area assistance, so they are aware of area services. 3. Provide training to officers on how to interact with victims without further traumatizing them.
Activities	The Victim Advocate will need to work diligently and passionately with victims and their families as soon after the crime has been committed by looking thru daily reports, attending briefings when possible, communicating with court personnel, etc... The Victim Advocate will need to stress to the victims, as an outside person, good options to live a safer and happier life. Get all Shawnee Officers fully aware of the new resource they have and the importance of immediate attention. Putting together better "victim information sheets" that officers can hand out to victims, explaining a bit more in detail other than what is currently given, as to what steps they can take, resources they have, etc...

Goals, Objectives, and Activities: 05**State the Problem**

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?*

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal Provide advocacy, case management and referral services to victims of violent crimes.

Measurable Objectives

1. Have an advocate available to assist victims in Shawnee.
2. Advocate to receive specialized and up to date training on how to assist victims.
3. Train Shawnee Officers/employees (dispatchers, records clerks, Volunteers in Police Services, aka: VIPS/Sentinels) on basic information for victims.

Activities Victim Advocate will need to attend some additional training to improve his/her skills. Victim Advocate will assist victims in their process, meeting them at various locations such as court for interviews, or testimony. The Victim Advocate will take any additional training he/she has learned and continue to pass that on to all department members, as everyone on the department has contact with victims in some way.

Goals, Objectives, and Activities: 06**State the Problem**

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?*

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal	Provide assistance to area victims to apply for assistance programs.
------	--

Measurable Objectives	1. Create an updated list of victims for assistance programs. 2. Collaborate with assistance programs. 3. Provide application forms for those wanting to apply for Oklahoma Crime Victims Compensation Program .
-----------------------	--

Activities	Victim Advocate will familiarize him/herself with all necessary paperwork that will be available to a victim. The Victim Advocate will educate the victim as to what is available to them and assist them in obtaining and filling out said paperwork and continuing to take them thru the process to the end.
------------	--

New Program Work Plan

List major activities to address each goal and objective provided in Tab "Goals and Objectives." Prepare a complete work plan that lists the steps and tasks to be undertaken over the project period. This should include day-to-day tasks, short or long term projects, purchases, and all activities and services to be completed during the funding period.

Daily:

1. The Victim Advocate will keep regular office hours in general. Office will be maintained in the "Justice Center" but the Victim Advocate will make rounds of the PD for reports and communication with officers and victims on a daily basis.
2. A review of weekend/holiday/night calls and print reports of victims relating to this program.
3. Communication with Detectives when needed.
4. Attempts to make contact with victims by telephone, or by mail, or when time permitting, even in person when applicable.
5. If not able to make contact at the time, then attempt to make contact again the following day.
6. Provide referrals to mental health, family life education, domestic violence, trauma, grief, substance abuse, or appropriate counseling services. Also provide referrals to agencies that will assist with financial, medical, dental, vision, medication, or possible employment opportunities. Also provide information on protective orders, navigating the criminal justice system and become a contact for the victim if they need to reach the Investigator/Detective and are having difficulties.
7. Provide emergency crisis case management services to those victims if necessary.
8. Advocate is available 24 hours a day, 7 days a weeks to answer questions from police officers, or detectives, or provide a mobile response to the victim's location if requested.
9. All service mentioned will be at no cost to the victims.

Monthly:

1. Turn in completed time sheets.
2. Assist with Volunteer Advocate time sheets.
3. Generate reports to detail the number of contacts with victims on a monthly basis.
4. Work with the CCRT to incorporate new crime information sheets (See attached sheets obtained by contacts from Lawton PD)

Annually:

1. Conduct training for Shawnee Police Officers regarding victims of crime.
2. Provide a presentation regarding domestic violence to at risk populations, interested employers who desire to provide information to their employees, civic organizations, or college students when requested.
3. Keep an updated resource list.

New Program Work Plan

4. Provide information for grant reporting, whether that be monthly or annually.
5. Provide information for closing of grant report.

Other Tasks that will come thru the program:

1. For rape victims, be available to assist with the completion of a rape kit for use as evidence in prosecutorial circumstances. Victim Advocate will explain to the victims the steps necessary to complete the exam to prepare them for the process.
2. Make transportation available from hospitals, police offices, investigators offices, etc.,..or to a shelter or safe place if needed or desired by the victim. Transportation by the Victim Advocate will be within Shawnee jurisdiction. Outside jurisdictional transportations will be arranged with approval as needed.
3. After initial reporting, share information freely with the One Safe Place victim response unit for the purpose of gathering evidence and maintaining victim safety.
4. Act as a liaison between the One Safe Place victim response unit and victim to assist with keeping victims informed of the progress of each individual case.

Upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

https://grants.ok.gov/_Upload/366938-DomAbusePOINfo7-24-14.doc

https://grants.ok.gov/_Upload/366938_2-BurglarySheetNov2015.doc

[https://grants.ok.gov/_Upload/366938_3-MisdemeanorSheet\(003\).doc](https://grants.ok.gov/_Upload/366938_3-MisdemeanorSheet(003).doc)

VOCA Guideline Requirements**Crime Victims Compensation Requirement**

It is a federal requirement that subrecipients help victims apply for crime victims compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. Aiding victims in applying for victims compensation is a VOCA requirement.

- a) How many clients were assisted during the past
fiscal year or calendar year ✓ 999
- b) What method is used to assist victims of the availability of crime victims compensation benefits?

Currently, Shawnee Officers have a packet/envelope they give victims that contains various literature: OK Crime Victims Compensation pamphlet, OK Crime Victims Rights pamphlet from the DA Council Victim Services Division, Citizen Potawatomi Nation Family Violence Program flyer, Iowa Tribe Domestic Violence Service Program pamphlet and Sexual Assault Awareness pamphlet, Safeline pamphlet, Counseling Resources hand out and a Spanish printed pamphlet. The officers also have the above resource entities that are available to them.

Community Coordination

Applicants must promote within the community served and help victims apply for compensation benefits.

Clearly describe how you will coordinate victim services with local courts, law enforcement agencies, criminal justice officials, crime victims compensation, and other victim service providers. A demonstration of coordinated public and private efforts is essential to receiving VOCA funding.

Memorandums of Understanding and/or Letters of Support for the project should be included with this application (on the Required Grant Enclosures page) only if this is a first time application or an application for a new project not previously funded by VOCA.

The proposed Victim Advocate will become a part of the VOCA 2016-2017 District 23 CCRT, or Pottawatomie and Lincoln County Coordinated Community Response Team, which is a multidisciplinary group of professionals committed to promoting safety and protection for victims (and their children) of domestic violence, stalking, dating violence, sex trafficking, and sexual assault. The partners within this group make a point in coordinating victim services with local courts, law enforcement agencies, etc...They meet on a monthly basis and already have a well established

VOCA Guideline Requirements

system in place. Examination room, interview room, offices, sound relationships, community involvement and commitment are essential and already in place. As stated in another section of this application, the local District Attorney is wanting to "build" a justice center, or a one stop shop for victims. It does not have to be new construction, but a place already in existence ready to take on the entities involved. Currently, CCRT members are based out of a wing of a local church. This facility is very professional and may be used as long as necessary, showing community support and commitment. The Victim Advocate will work with the CCRT and all of its members on a daily basis as those occasions arise/warrant.

If additional pages are needed, upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

https://grants.ok.gov/_Upload/366924-MOUs.pdf

Volunteers

Do you currently have a volunteer waiver from the District Attorneys Council? Yes ☒ No

Volunteer Requirement

Please note that utilizing volunteers is a VOCA requirement. Federal VOCA Guidelines state: Subrecipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

Volunteer hours may be used as match toward the grant if the volunteers are performing duties allowed under the grant.

Describe how volunteers are recruited and utilized in your organization. In addition, please identify your most successful recruiting methods.

The Shawnee Police Department is a nationally registered "Volunteers In Police Services" (VIPS) organization. Our volunteers are known as "Sentinels". They are recruited from our community thru our local news paper and word of mouth, where an application is then filled out, background checks are completed and then interviews are conducted. An academy is conducted. Sometimes it is focused on Sentinel's only and sometimes it starts as a Citizen's Police Academy and then after graduation of CPA attendees, the curriculum continues with a more in depth focus for the actual Sentinel volunteers. Then they graduate. Sentinels are then given some on the job training in various areas of the department and then they handle some minor duties, allowing officers, or civilian employees to handle more important tasks. This is a program that ALL police departments need to look into as there are good solid citizens that are retired professionals, that just want to do something for their community.

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VOCA Guideline Requirements

Our program has also assisted us in starting up an Explorer Post, promoting good citizenship to young people between the ages of 14 and 21.

a) Please list the number of volunteers used in your entire organization during the past

☐ fiscal year ✓ 20

b) Please list the number of volunteers used specifically in your VOCA funded project (can include volunteers from one-time special events such as candlelight vigils etc.) during the past

☐ fiscal year ✓ calendar year 0

c) Do you anticipate an increase or decrease in the number of volunteers beginning this grant period?

Increase ✓ Decrease ☐ Same as previous year

Please Explain:

Since we don't currently have this program in place, our volunteers help our officers in areas such as traffic control, report taking, etc... With this program, we will expand our volunteer program with specific volunteers trained especially for this service. Community education, office help, transportation and victim assistance are just a few things the volunteer(s) could provide.

Project Classification and Evaluation**Proposed VOCA Project Classification by Crime Type**

Federal Priority Categories (check all that apply)

✓ Sexual Assault 20%

Percentage of Grant and Match Funds that will be focused on this crime type:

✓ Spousal Abuse, Intimate Partner Violence, or Dating Violence 40%

Percentage of Grant and Match Funds that will be focused on this crime type:

✓ Child Abuse 20%

Percentage of Grant and Match Funds that will be focused on this crime type:

Underserved Categories (check all that apply)

- | | |
|-----------------------|---------------------------------|
| ✓ DUI / DWI | ✓ Survivors of Homicide Victims |
| ✓ Assault | ✓ Adults Molested |
| ✓ Elder Abuse | ✓ Robbery |
| ✓ Other Violent Crime | |

Percentage of Grant and Match Funds that will be focused on underserved crime victims: 20%

Underserved Victims: If the program assists victims in one of more of the under served categories, indicate the type of services provided to under served victims and the number of under served victims that benefited from those services during the last grant period. Our intention is to provide our advocate to victims of all types of crime. When, or if, our Advocate becomes taxed, we will prioritize their time based upon the two categories provided, but not until there is no other way to manage their time effectively. Luckily our area has a number of resources our Advocate can utilize. We have a senior center for getting education out to our elderly population and all of the care facilities. Area DUI classes are abundant and can be utilized. Again, the CCRT and all of its "partners" that are already in place will be of great value in managing various victims. Our tribal entities are also a great resource when helping native American victims.

Project Classification and Evaluation

a) What is your agency's current method of tracking demographic, types of victimization, and services provided?

We have our current "Global" records software that tracks crimes on a "Comstat" type crime map. If we want to see where all the sexual assaults are, during a given time frame, we just input the time frame, and the area, or whole city and our records system gives us a map of it. We can do this with homicide, or burglary, assaults, etc... Domestic violence would fall under the assaults. We could use our Dispatch CAD system to find out where, or how many but it would not show up on a map, but only a print out of addresses. This Victim Advocate could tweak this system and keep a closer look at these numbers using the systems currently in place.

b) Has your program been in operation less than 2 years? Yes

c) Has there been an analysis/evaluation of the activities of the program from an outside source? Yes ☒ No

d) If No was answered in Part B above, explain the program's record of providing effective services to victims of crime.
Not applicable since we have not had a program such as this for the police department.

To Be Answered By All Applicants *Except* CASAs

e) Please answer the following questions based on either the previous fiscal year or previous calendar year. ☒

1) How many clients were served during the period stated above? 0

2) How many more or less clients were served compared with the previous fiscal or calendar year? 0
More ☒ Less

3) If there is an identifiable reason for the increase or decrease (i.e. reduction in staff) please explain:

We have never had a Victim Advocate to serve in this position, so this number remains an unknown. As stated in the Narrative our domestic disturbance call numbers have risen from 415 in 2013 to 733 in 2014 to 999 in 2015. I had to click on the "less" icon as it would not let me save.

To Be Answered By CASA Applicants Only

f) Please answer the following questions based on either the previous fiscal year or previous calendar year.

1) Number of volunteers appointed to a case:

Project Classification and Evaluation

2) Number of cases appointed a CASA:

3) Number of children served in the above cases:

4) Average time CASA volunteers who worked on the above cases have been with the program: Months

5) What method is used to refer cases to the program?

6) Number of cases the program was unable to serve due to a shortage of staff and/or volunteers:

In order for a CASA Program to be considered for VOCA funding, the program must be in good standing with the Oklahoma CASA Association.

7) Is the program for which the funding is being requested in good standing? Yes No

8) If No, please explain:

Funding Sources

Funding Sources for Services to Victims of Crime - Include entire victims services budget within the organization.

The figures below should be for the organization's fiscal year cycle. Programs must be able to show financial support from non-federal sources to receive VOCA funding.

A) **Indicate the organization's fiscal year.** 7/1/2015 to 6/30/2016

B) **ANNUAL funding amounts allocated to victim assistance projects for the current fiscal year (identify by source, the amount of funds allocated to the victimization program/services a budget):**

<u>Funding Source</u>	<u>Amount</u>	<u>Specific Source(s)</u>
State/Territory	\$0	
Local	\$90,000.00	City of Shawnee Pay and benefits 15 mo.
i.e. county, municipal, local, nonprofit, local group that raises money on behalf of the organization, etc.		
Federal (non-VOCA)	\$0	
Non-federal	\$0	
i.e. dues, program fees, and project income, etc		
Total of all VOCA Grants awarded to organization	\$0	

C) **Total budget for all victimization programs/services for this agency:** \$90,000.00

New Funding Identify the amount and source and new money anticipated during the grant period.

The Shawnee Police Department is asking for the salary of one Victim Advocate This Advocate will come from the ranks of our department . A senior corporal would be the highest rank of officer to apply and according to our payroll officer , that amount would be: \$65,484.80 for salary and

Funding Sources

\$14,657.60 for benefits, totaling \$80,142.40. This Victim Advocate would no doubt be involved in over time and we are asking for an additional \$10,000.00 for that projected over time. Grand total of \$90,142.40. The Shawnee Police Department is wanting and willing to train two Sentinel volunteers to work with the CCRT at the "Justice Center". National average of a volunteer's salary is \$23.07 according to the Non-Profit Times article on April 14, 2015 by Mark Hrywna.

Future Funding Describe how this project could be funded in subsequent years if the subgrant is not renewed for funding.

In 2008, the City of Shawnee received a grant from the OK Office of Juvenile Affairs for a "truancy officer". The grant was for three years. The grant ended but the City of Shawnee believed in this program and its progress and community support. In part from this, the Shawnee Dropout and Retention Foundation formed and truancy officers/deputies for the County evolved. The City's truancy officer is still in place and the "slot"/extra officer remained. In October of 2010, the City of Shawnee received a Federal COPS grant for three additional officers. Two went to work with the District Attorney's Drug and Violent Task Force. The other was to work there part time but to also be used for more community programs. The grant was for three years. The City of Shawnee felt the need was worth the cost and all three positions remain to this day, years after it was over. The City of Shawnee seriously looks at the outcomes of the grants it seeks to see if they are worth while for continuation. It does not apply for these grants lightly and uses them to better serve the community at large. I would openly argue that with the current District Attorney's plans for a justice center, and the current Chief of Police's desire to participate, I believe that this program will be no different when it comes to sustainability.

Non-Supplanting Requirement Would the federal funds being requested replace prior local or state support for this project ?

Yes ☒ No

If yes, please explain.

If awarded. the City of Shawnee is willing to replace the employee slot that would be used for the Victim Advocate position . So, this grant would not supplant and already existing employee slot.

Audit Information

a) In the last two completed audits, were there any findings and/or recommendations for corrective action?

☒ Yes No N/A

Funding Sources

b) If yes, describe the finding(s) and whether the issue(s) has been corrected.

For the fiscal year 13/14, a couple of city departments went over budget and it was recommended to keep a closer eye on them. The exact same thing happened during the 14/15 fiscal year and another fund had a negative balance. The finance director will close all purchase orders much sooner come the end of this fiscal year, as she has been trying to be good to work with relating to the department heads, but needs to become more strict. Annual audits are available electronically if required.

Fiscal Impact

a) If you are requesting more VOCA funds than you **received** last year, briefly describe how the additional funds would be used and identify the personnel changes that would be made, if any.

Not applicable since we did not have a grant last year.

b) Briefly describe the impact VOCA funding has had on the delivery services ; specifically any increase or decrease in funding.

Not applicable as our department has not had a VOCA grant

c) What impact has the economic climate (either good or bad) had your program's ability to serve crime victims? *

The officers currently serve our crime victims very well and do their job no matter what any economic situation is in our community . They will do their job. This grant will give us an opportunity to do our job better AND serve our victims better .

Organization: Shawnee, City of

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Personnel & Benefits: Victim Advocate. Emp to be determined

Identify all requested salary positions, and include benefits (if requested). To add another position click Add after saving the page.

Check this box if no Personnel & Benefits are being requested.

- 1) List each position by name and title/position and check whether the position is new or existing in Column A.
- 2) List the total salary for the project period in Column B, and the total benefits for the project period in Column C.
- 3) List the percentage of the employee's time requested from VOCA funds in Column D.
- 4) Federal funds requested will calculate automatically when the form is saved.
- 5) If the position is existing, complete the prior year's funding questions.
- 6) Complete the Budget Narrative if the position is existing and there has been a reduction of funds or if any further explanation is needed.
- 7) A job description for each position requested should be uploaded on the Required Grant Enclosures page.

(A) Name of Employee and Position/Title	(B) Total Salary for Project Period (excluding benefits)	(C) Total Benefits for Project Period	(D) Percent of time to be funded by VOCA	(E) Federal Funds Requested
Victim Advocate. Emp to be determined	\$75,485	\$14,657	100.0000%	\$90,142
☒ New ☐ Existing	Total hours this position will work per week: 40			
	Exempt ☒ Non-Exempt		<u>Dept. of Labor FLSA</u>	

If existing, please answer the following questions:

Has funding for the positions been lost or reduced?

Yes ☒ No

If yes, please explain in the budget narrative below.

Show % of salary funded by current VOCA award: 0%

Indicate all funding sources used to supplement this position at this time for the existing position including the current VOCA grant :

Organization: Shawnee, City of

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Personnel & Benefits: Victim Advocate. Emp to be determined

Source: Amount: \$0
Source: Amount: \$0
Source: Amount: \$0

If the positions listed above are existing and currently STATE or LOCALLY GOVERNMENT funded, is a reduction of state or local funds or other non-federal funds anticipated for the new grant period?

Yes ☒ No

Budget Narrative: Please explain the loss or reduction of prior funding for the position in this section.

We have not had a VOCA grant prior to this application, so there has not been a reduction, or loss of funding. We have not named an employee for this position but have inquired to see if there is one interested. Four of our current officers have expressed interest in putting in for this position.

Total Request: \$90,142

Organization: Shawnee, City of

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Contractors and Consultants

1) For each contractor/consultant, enter the name (if known), the type of service to be provided and the hourly or daily fee or rate. Consultant fees in excess of \$650.00 per day require additional justifications and prior approval from the Victims Services Director , District Attorneys Council.

2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the consultant/contractor is necessary to the success of the project and provide any explanation necessary for the figures provided.

<u>Service or Product</u>	<u>Fee or Rate</u>		<u>Federal Funds Requested</u>
	Hourly Daily		
		Total Request	\$0

Budget Narrative

Not applicable

Travel

1) Travel must be project related. Itemize travel expenses by specific purpose and show basis of computation (include costs for meals, lodging, and mileage). Mileage, lodging, and per diem must be computed at the current state/federal rate (this can be less if a non-profit agency).

2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the travel is necessary to the success of the project; identify the personnel who will be using the travel funds and the purpose of the travel.

Per Diem Rates Look-Up**Oklahoma Mileage Table**

Destination	Mileage and/or Airfare	Per Diem, Lodging and Registration Costs	Federal Funds Requested
		Total Requested	\$0

Budget Narrative

Not applicable

Equipment

- 1) List non-expendable items that are to be purchased (expendable items should be included in the Supplies Category).
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the equipment is necessary to the success of the project.

Equipment	Quantity	Unit Price	Federal Funds Requested
Total Requested			\$0
Budget Narrative			
Not applicable			

Facilities and Rentals

- 1) Identify and itemize facility and equipment rental costs. Show the basis for computation and total cost.
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain the purpose and how the facilities and/or equipment rental is necessary to the success of the project.

Facilities/Equipment Rental	Basis for Computation	Federal Funds Requested	
		Total Requested	\$0
Budget Narrative			
Not applicable			

Organization: Shawnee, City of

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Supplies and Operating

- 1) General supplies include any materials that are expended or consumed during the project period (office supplies, training supplies, postage, printing costs).
- 2) Operating costs are expenses that are required to implement the project such as telephone, utilities, printing, and maintenance.
- 3) List each item separately by type and show the basis for computation.
- 4) Please provide a detailed explanation of the category in the Narrative section below. Explain why the supplies to be purchased and the operating expenses requested are necessary to the project.

Item	Quantity	Unit Price	Federal Funds Requested
			Total Requested
			\$0

Budget Narrative

Not applicable

Other Costs

- 1) Itemize all other expenses not included in the other categories.
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain why the other expenses to be purchased are necessary to the project.

Item Description

Federal Funds Requested

Total Requested

\$0

Budget Narrative

Not applicable

Indirect Cost

1. Organization does not wish to request the federally negotiated indirect cost for this award.
2. Organization has a federally negotiated indirect cost rate of % with (cognizant agency) and intends this rate to be charged to this subaward, if approved.

Upload Agreement or Proposal

3. ✓ Organization has never had a federally negotiated indirect cost rate, and there is no proposal pending, and requests 10% de minimis indirect cost rate be applied to this subgrant if awarded.

The indirect cost rate, whether federally negotiated or de minimis, will be charged against the Modified Total Direct Cost (MTDC). If you elect to charge indirect cost, they must be requested for reimbursement on the Monthly Financial Request (MFR). Indirect costs will also be reviewed during the grant monitoring process. Any indirect costs not expended must be forfeited or the organization may request a budget revision by submitting a Grant Adjustment Notice (GAN).

Match

- 1) Match is meant to show that a program is able to support the project that it is asking the federal grant to also fund. Match can be met using either cash, in-kind (donated items or volunteer hours) or a combination.
- 2) Regardless of what funding categories in which the VOCA funding has been applied, match may be met in any of the allowable categories that VOCA may fund. Match is considered the same as VOCA funding - it must be used for direct services to victims.
- 3) Outline in detail how your match will be met. The Match Breakdown should specify how the categories as to how the matching will be spent. (The categories are independent of the categories requested for actual federal grant dollars). Use the Narrative box if you need more space.
- 4) Volunteer hours must be computed at minimum wage (\$7.25/hour) unless the volunteer work is considered professional or paraprofessional. The most current paraprofessional volunteer rate can be found at www.independentsector.org.
- 5) If the match requirement is a barrier to applying for VOCA funding, the VOCA Board and the Office for Victims of Crime may approve a match waiver or reduction.

My organization requests a match waiver or reduction YES If yes, the Match Reduction / Match Waiver Request Form (after match breakdown) must be completed in its entirety.

All Applicants (except American Indian Tribes)

The VOCA grant requires all applicants (except American Indian Tribes) meet the required match of 25% of the federal amount requested. This can be easily computed by taking the federal amount requested and dividing by four. Remember, match can only come from non-federal sources.

American Indian Tribes Only

The VOCA grant requires American Indian Tribes meet the required match of 5.263% of the federal amount requested. This can be easily computed by taking the federal amount requested, and dividing by nineteen. Remember, match can only come from non-federal sources.

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Match**Total Federal Award Requested**

\$99,156

Divided by 4 (or 19 if Tribal Applicant)

4 ✓ 19

Total Match Required

\$24,789

Match Breakdown

	Description	Cash Amount	In-Kind Match	Total Match Amount
Personnel & Benefits			\$0	\$0
Contractors & Consultants			\$0	\$0
Travel			\$0	\$0
Equipment			\$12,254	\$12,254
Facilities & Equipment Rental			\$0	\$0
Supplies & Operating			\$0	\$0
Other			\$2,535	\$2,535
Indirect Cost				
Volunteer Time			\$10,000	\$10,000
TOTAL		\$0	\$24,789	\$24,789

Match Narrative

Equipment: The Shawnee Police Department will supply a City vehicle for this purpose.

Other: In that City vehicle will be a computer for the Victim Advocate to use.

Volunteer time: Two Sentinel Volunteers will be used at the Justice Center to assist the CCRT. The goal is to have 16 hours of volunteer work per week, provided at the average national volunteer salary rate of \$23.07. (Again, these volunteers will not be paid)

Match

It is projected that the volunteer hours will exceed this amount considerably and the City Vehicle is actually worth more than this amount shown but the system would not allow a figure that did not match the "total match required" number.

Match Reduction / Match Waiver Request Form Instructions

CURRENT VOCA GUIDELINE PERTAINING TO MATCH: The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions are required for each VOCA-funded project and must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. **Any deviation from this policy must be approved by the VOCA Grant Board and the Office for Victims of Crime (OVC).**

The purpose of this form is to provide a method for requesting a partial or full match waiver from OVC for this subgrant. The VOCA Board will review the information submitted by the applicant and decide whether or not to recommend a match waiver to OVC. Should the Board agree that a match waiver is warranted, after all attempts by the subrecipient to meet the required match have been exhausted, the next step is for DAC to submit the request to the OVC. The OVC Director will make the final decision on whether or not a match waiver is approved.

Match Reduction / Match Waiver Request Form

Organization Name: Shawnee, City of

Subgrant Number: Project Period: 07/01/2016 - 09/30/2017

Total Federal Award Requested: \$99,156

Total Match Required **before waiver**: \$24,789

How much of the required match does the organization request to waive:

The organization can match \$24,789 during the project period.
(This amount must equal the total match amount in the match breakdown chart above.)

Match

MUST COMPLETE QUESTIONS 1-8 BELOW TO REQUEST A MATCH WAIVER.

1. How is the grant currently being matched (ie. In-kind sources and cash sources)

2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?

Has the organization considered all possible options for meeting the match with in-kind and cash sources that are not being used as match on another federal grant? YES NO

4. What methods has the organization used to consider all possible options for meeting the match requirements?

5. What steps does the organization plan to take in order to be able to meet the match requirement in the future (ie. Recruiting more volunteers)?

6. If a grant match waiver is approved, does the organization anticipate this is a one-time request or are there extenuating circumstances that will require a waiver request next year?

7. How would the denial of a match waiver impact the VOCA project?

8. Would the program have to decline all or part of the grant award if a match waiver is not granted?

Match

Budget Summary

	<u>VOCA Subgrant</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
	<u>Request</u>	<u>Match</u>	<u>Match</u>	<u>Amount</u>
Personnel & Benefits	\$90,142	\$0	\$0	\$90,142
Contractors & Consultants	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$12,254	\$12,254
Facilities & Equipment Rental	\$0	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$2,535	\$2,535
Indirect Costs	\$9,014			\$9,014
Volunteer Time			\$10,000	\$10,000
TOTALS	\$99,156	\$0	\$24,789	\$123,945

Grant Enclosures

The following items must be attached to the application using the upload prompt.

1.) Job Descriptions (if requesting Personnel/Benefits costs)

https://grants.ok.gov/_Upload/371692-JobDescription-VOCAAdvocateMarch12016.docx

2.) Matching Personnel Job Description(s)

https://grants.ok.gov/_Upload/371692-JobDescription-VOCAAdvocateVOLUNTEERMarch12016.docx

3.) Board of Directors

https://grants.ok.gov/_Upload/371692-Commission.pdf

4.) Organizational Chart

https://grants.ok.gov/_Upload/371692-SPDRoster-flowchart.pdf

5.) Memorandums of Understanding and/or Letters of Support
(if a new applicant or if new services are being proposed)

https://grants.ok.gov/_Upload/371692-City-OneSafePlaceMOU.pdf

https://grants.ok.gov/_Upload/371692_2-CCRT-MOU.pdf

6) Cell Phone Policy

* Upload required only if requesting funding for this category

7) Transitional Housing Policy

* Upload required only if requesting funding for this category

Grant Enclosures

8) Relocation Policy

* Upload required only if requesting funding for this category

9) Emergency Funds Policy

* Upload required only if requesting funding for this category

10) Federal Negotiated Indirect Cost Agreement or Proposal

* Upload required only if requesting funding for this category

Application Agreement and Submission

Application Agreement: By submitting this application, the Authorizing Official certifies 1) that the applicant agency is eligible to apply, 2) that the information provided in the application is accurate, and 3) that the applicant agency agrees to comply with all state and federal provisions of the Victims of Crime Act (VOCA) grant, the attached Certified Assurances, and all other state and federal laws.

Your typed name, in lieu of your signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The documentation has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. [Documentation/OKOSF/VOCA_CERTIFIED_ASSURANCES.pdf](#)>Assurances
2. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements

Authorizing Official

Title	Justin Erickson		
Address	City Manager		
City	#16 West 9th Street		
Area Code/Phone Number	Shawnee	State Oklahoma	Zip+4 74801
Area Code/Fax Number	(405) 878-1601		
E-mail Address	(405) 214-4249		
	jerickson@shawneeok.org		

✓

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

You must hit the SAVE button before you can submit the application. By clicking this link, you will be directed to the Application Status Menu where you must click the APPLICATION SUBMITTED button.

Regular Board of Commissioners

1. h.

Meeting Date: 03/07/2016

Accept Utility Easement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acceptance of Utility Easement from David Little.

Attachments

Accept UE Memo

UE Accept

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
Deputy Director
405-878-1513

Commissioners
Ward 1 Vacant
Linda Agee
James Harrod
Keith Hall
Lesa Shaw
Micheal Dykstra

M E M O R A N D U M

To: Justin Erickson, City Manager.
From: Steve Nelms, Utility Director
CC: Mayor, and City Commission. Cindy Sementelli, Finance Director
Date: 03/07/2016
Re: Accept Utility Easement

Nature of the Request: Staff is respectfully requesting that the city commission acknowledge and accept the attached utility easement.

Staff Analysis, Considerations: This easement will be used to install and loop a 12 inch water line thus increasing water flow and water quality.

Recommendation: Staff respectfully request that the City Commission approve the request.

Budget Consideration: There is no cost for the easement.

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT DAVID LITTLE in consideration of the sum of _____ (\$ 0) DOLLARS, in hand paid, the receipt of which is hereby acknowledged does hereby grant, and warrant unto, The City of Shawnee, its successors and assigns, the right, privilege and authority to enter upon and construct, operate, maintain a water main, including the right of ingress and egress to and from said easement across adjoining lands of grantors, upon and across the following real property and premises, situated in Pottawatomie County, State of Oklahoma, to wit:

THE EAST 10' OF LOT 48, BLOCK 1 OF THE TIMBERS ADDITION, CITY OF SHAWNEE, OKLAHOMA

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

The rights and privileges above granted to continue in perpetuity.

Signed and delivered this 13th day of February, 2016.

David F. Little

OWNER

OWNER

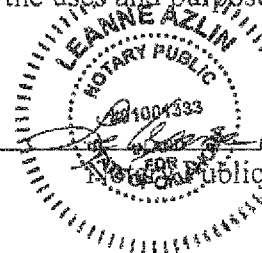
INDIVIDUAL ACKNOWLEDGEMENT

STATE OF Oklahoma, COUNTY OF Pottawatomie SS.

Before me, a Notary Public, within and for said County and State on this 23rd day of February, 2016, personally appeared David F. Little of Owner (TITLE), to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes set forth.

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

My commission Expires: 2-11-17



ACCEPTANCE

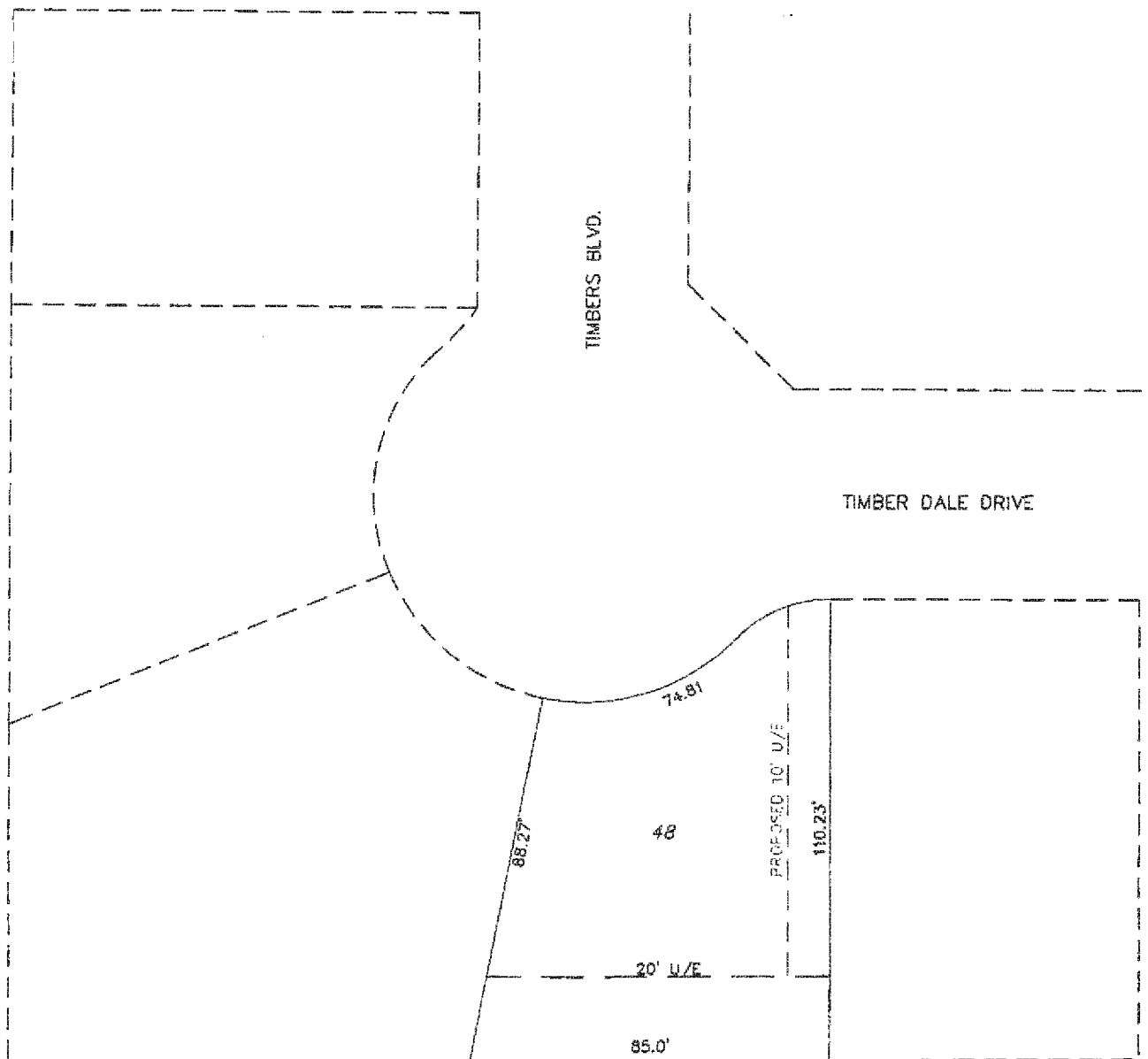
Accepted by the Shawnee Municipal Authority on this _____ day of _____, 2016.

Authority Chairman

Attest

Authority Secretary

EXHIBIT "A"



THE EAST 10' OF LOT 48, BLOCK 1 OF THE TIMBERS ADDITION.

Regular Board of Commissioners

1. i.

Meeting Date: 03/07/2016

Mayors Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Shawnee Civic and Cultural Development Authority

Lance Wortham 1st Full Term Expires 12/31/2018

Replaces Casey Bell- Termed Out

Attachments

Wortham Appl

CITY OF SHAWNEE



APPLICATION TO SERVE

Boards, Committees, and Commissions

Name: <u>Lance Wortham</u>	Application Date: <u>Feb. 5, 2016</u>
Address: <u>1309 mediana Dr.</u>	
Mailing Address: <u>Same</u>	
Daytime Phone: <u>273-6023</u>	Fax: <u>878-0351</u> Email: <u>lance@shawneeoffice</u>
Profession: <u>Equipment Sales</u>	<u>systems.com</u>
Business Name: <u>Shawnee Office Systems</u>	
Business Address: <u>324 W. MacArthur</u>	
Business Phone: <u>273-6023</u>	Fax: <u>878-0351</u> Email: _____

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

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

How many years have you lived in Shawnee? 49

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

☐ Airport Advisory Board	☐ Library Board
☐ Beautification Committee	☐ Oklahoma Baptist University Trust Authority
☐ Board of Adjustment (Zoning)	☐ Planning Commission
☐ Cable TV Advisory Committee	☐ Regional Park Oversight Committee
☒ Civic and Cultural Development Authority	☐ Shawnee Hospital Authority
☐ Community Service Contracts Review Committee	☐ Shawnee Urban Renewal Authority
☐ Economic Development Foundation, Inc. Board of Trustees	☐ Tourism Advisory Committee
☐ Housing Authority	☐ Traffic Commission
	☐ Building Code Board of Appeals
	☐ Other: _____

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

With Jimmy Gibson now as director, I
know that the expo can become
that major focal point of Shawnee + bring
extra revenue

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

I have served on this board before + have a good knowledge
of how it works. I believe that I can help with
the general business procedure + marketing.

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

Kiwanis club board member - NJCAA Basketball tournament
Committee - Vice chair of Shawnee State College Foundation

List education, including degree(s) earned:

Graduated from Shawnee High
2 years of college

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

Planning Commission - 6 years
Expo Board - 6 years mayor advisory committee

Please include up to three personal or professional references:

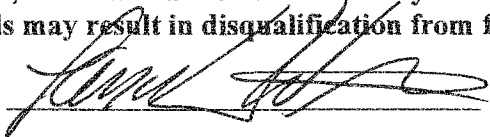
Name	Relationship	Phone Number
Ron Henderson / Demco	Father - In-law	273-8888
Carl Beckwood / Vision Bank	Friend	395-9455
Mike Clover	Friend	273-7000

PLEASE READ CAREFULLY:

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

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

Signature



Date Feb 5, 2016

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

Send application form to:

Shawnee City Clerk
PO Box 1448
Shawnee, OK 74802
878-1605 (phone)
878-1581 (fax)
dmayo@ShawneeOK.org

Regular Board of Commissioners

3.

Meeting Date: 03/07/2016

Mayors Proclamation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamation

"Arbor Week"

March 13-19, 2015

Attachments

Arbor Week Proclamation

City of Shawnee



Proclamation

“Arbor Week”

Whereas, Arbor Day is celebrated nationally to encourage Americans to maintain and replenish our country’s vast forests, orchards, and woodlands; and

Whereas, in March 1982, Oklahoma declared a full “Arbor Week” to better recognize the value of tree planting as well as to avoid the harsh planting conditions of late winter; and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, reduce heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife. Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community, and are a source of joy and spiritual renewal; and

Whereas, the City of Shawnee has been named as a 2015 Tree City USA community by the Arbor Day Foundation; this is the twelfth year Shawnee has received this national recognition; and

Whereas, trees, wherever they are planted contribute immeasurably to our wonderful city of which we are most proud. In honor of Arbor Week, the Shawnee Beautification and Enhancement Committee will be planting a tree at Larch Miller on March 17th at 4:00 p.m. and they would like to invite everyone to attend.

Now, Therefore, I, Wes Mainord, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me, do hereby proclaim the week of March 13 - 19, 2016, as

“Arbor Week”

In the City of Shawnee, Oklahoma
Dated this 7th day of March, 2016

Wes Mainord, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk



Regular Board of Commissioners

4.

Meeting Date: 03/07/2016

OMRF Dunlap

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Chris Dunlap.

Attachments

No file(s) attached.

Regular Board of Commissioners

5.

Meeting Date: 03/07/2016

Election Ordinance

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an ordinance calling for a general and runoff election for Mayor, Ward 2, Ward 3, and Ward 4 and filling the unexpired term of Ward 1.

Attachments

Election Ordinance

ORDINANCE NO. _____

AN ORDINANCE CALLING AND PROVIDING FOR THE HOLDING OF NONPARTISAN GENERAL AND GENERAL RUNOFF ELECTIONS IN THE CITY OF SHAWNEE, OKLAHOMA, FOR THE PURPOSE OF NOMINATING AND ELECTING CANDIDATES FOR THE OFFICE OF MAYOR, AND THE OFFICES OF CITY COMMISSIONER OF THE SECOND WARD, CITY COMMISSIONER OF THE THIRD WARD AND CITY COMMISSIONER OF THE FOURTH WARD AND THE UNEXPIRED TERM OF THE OFFICES OF CITY COMMISSIONER OF THE FIRST WARD; ESTABLISHING A FILING PERIOD AND QUALIFICATIONS FOR SUCH OFFICES; DESIGNATING THE MANNER OF ELECTING THE VARIOUS CITY OFFICES NAMED HEREIN; PROVIDING FOR SAID ELECTIONS TO BE CONDUCTED BY THE POTTAWATOMIE COUNTY ELECTION BOARD; PROVIDING FOR VOTING BY ABSENTEE BALLOT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

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

SECTION 1. By virtue of the provisions of the City Charter of the City of Shawnee, Oklahoma, nonpartisan general and general runoff elections are hereby authorized and called to be held in the City of Shawnee, Oklahoma. The general election shall be held on the 28th day of June, 2016, the same being the fourth Tuesday in June, for the purpose of submitting to the registered, qualified voters of the City of Shawnee, the names of all persons who have properly filed or been filed as candidates in the general election for the office of Mayor, and the offices of Commissioner of the Second Ward, Commissioner of the Third Ward, and Commissioner of the Fourth Ward and the unexpired term of the Commissioner of the First Ward. The general runoff election shall be held on the 23rd day of August, 2016, the same being the fourth Tuesday in August, for the purpose of submitting to the registered, qualified voters of the City of Shawnee the names of the nominees for the office of Mayor, and the offices of Commissioner of the Second Ward, Commissioner of the Third Ward, and Commissioner of the Fourth Ward and the unexpired term of the Commissioner of the First Ward. Provided, that except as otherwise in the City Charter specifically provided, the election laws of the state of Oklahoma applicable to municipal elections are adopted and put into effect hereby and the results of the elections shall be canvassed, published and declared as provided by law.

SECTION 2. The filing period for the elections authorized herein shall be during normal business hours on the 13th, 14th and 15th days of April, 2016. Any qualified elector may become a candidate for the offices named herein by filing with the Secretary of the Pottawatomie County Election Board, during the filing period, a written declaration of candidacy as provided in the Charter of the City of Shawnee, provided that any qualified elector can be a candidate for only one (1) office. Any qualified elector so filing for Commissioner or Mayor may withdraw from the election by filing written notice with the Secretary of the County Election Board no later than 5:00 o'clock p.m. on April 19, 2016. Provided, that no person shall be qualified to become a candidate for any office herein unless such person shall have attained the age of twenty-five (25) years and shall have been, for at least six (6) months prior to filing a declaration of candidacy, a qualified elector as provided by the Charter of the City of Shawnee and the laws of the State of Oklahoma and a resident within the ward for which such person files for office, or, in the case of the office of Mayor, a resident within the City of Shawnee. All declarations of candidacy, petitions and election ballots shall be nonpartisan in form and shall have no party designation of any kind and no sign, mark, symbol or device of a partisan character.

SECTION 3. If on the date of closing of filing for candidacy for any office herein, only one (1) candidate has filed for any particular office or offices, said candidate or candidates shall be chosen to their respective offices and no election shall be held. Provided further, that if on the date of closing of filing for the offices herein, only two (2) candidates have filed for any office, said candidates shall be placed on the ballot at the general election and no general runoff election shall be held. Provided further, that if on the date of closing of filing for the offices herein, more than two (2) candidates have filed for any office, their names shall be placed on the ballot at the general election. If at the general election provided for herein no candidate receives a majority of the votes cast, the two (2) candidates receiving the largest number of votes shall be nominated, and their names shall be placed on the ballot and they shall be voted upon at the ensuing general runoff city election, and the person receiving the largest number of votes shall be elected. Provided further, that if in the general election

one (1) candidate receives a majority of all votes cast for that office, said candidate is ipso facto elected thereto and shall be issued a certificate of election. Said candidate's name shall not appear upon the general runoff election ballot. Provided further, that the candidate for each office receiving the highest number of votes in the general runoff election shall be elected and shall be issued a certificate of election. In the event of a tie vote in any election provided for herein, the successful candidate shall be determined by the flip of a coin. If one (1) of the two (2) candidates nominated for an office dies or removes from the city or from his ward, the remaining candidate is elected ipso facto and shall be issued a certificate of election and his name shall not appear upon the general runoff election ballot.

SECTION 4. The County Election Board shall prepare all ballots and conduct the elections provided for herein in the manner set forth in, and in accordance with, the Charter of the City of Shawnee and the laws of the State of Oklahoma. The names of the candidates for the offices provided herein shall be submitted to the registered, qualified electors of the City of Shawnee and each office shall be voted on at large. The precinct boundary lines for the purpose of holding said elections shall be those as designated by the County Election Board of Pottawatomie County, Oklahoma, as changed by city ordinance and shall include all the area within the city limits of the City of Shawnee, and where there shall be a conflict between the area designated by the Election Board and said ordinances, the area as designated by ordinance shall prevail. The polls of said elections shall be opened at seven o'clock a.m., and shall remain open continuously until and be closed at seven o'clock p.m. on the designated day.

SECTION 5. Registered, qualified electors may vote in said elections by absentee ballot. Absentee ballots shall be obtained from the Secretary of the County Election Board and shall be requested, cast, and returned in the manner prescribed by the general election laws of the state of Oklahoma relating to voting by absentee ballot.

SECTION 6. 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 7. By reason of the provisions of law requiring the holding of a general election on the statewide primary election date of each even numbered year, and by reason of the requirements of law providing for the publication of an ordinance calling and authorizing the holding of municipal elections, an emergency is hereby declared to exist, by reason whereof this ordinance shall become effective and be in full force and effect immediately from and after its passage and approval.

PASSED AND APPROVED THIS 7TH DAY OF MARCH, 2016.

WES MAINORD, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

EMERGENCY SEPARATELY APPROVED THIS 7TH DAY OF MARCH, 2016.

WES MAINORD, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 7TH DAY OF MARCH, 2016.

JOSEPH VORNDRA, CITY ATTORNEY

Regular Board of Commissioners

6.

Meeting Date: 03/07/2016

Branding

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action regarding the Shawnee Branding Report and Plan.

Attachments

Branding Memo

Branding Table

Branding Manual



Office of the City Manager

STAFF MEMO AND RECOMMENDATION

TO: Mayor and Members of the City Commission

FROM: Justin Erickson, City Manager

AGENDA: March 7, 2016

RE: Shawnee Branding Plan

SUMMARY

Visit Shawnee, Inc. undertook a community branding process in late 2015 and early 2016. This was an inclusive effort that included broad representation from the entire community. The result is a “brand family” that can be utilized by a variety of organizations and entities, while still sharing consistent elements and a cohesive vision.

Attached is the “Brand Touch Manual” which indicates design elements and sample logos for various entities. Several organizations are already using the new design. Also included, is a preliminary sample of how the brand is planned to be implemented across the City of Shawnee platform.

Staff is working with Visit Shawnee, Inc. on the Wayfinding Master Plan so that implementation can begin in Summer 2016. The firm Arnett Muldrow was hired to assist with this process, and they also completed the branding plan. Additional information will be presented to the City Commission about Wayfinding at a future meeting.

BUDGET IMPLICATION

Branding implementation efforts are mostly low cost and can be phased in over the next year. No budget amendments are necessary this fiscal year. In next year’s proposed budget, the Wayfinding money which is already budgeted will be carried over (\$150,000), and we will also budget funds to further implement the branding elements through all City mediums.

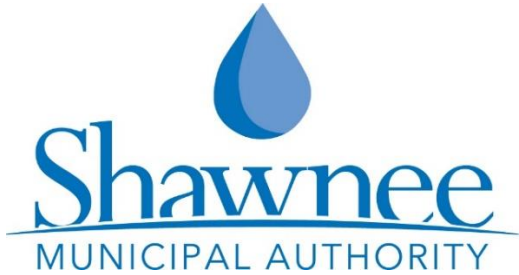
RECOMMENDATION

Staff recommends adoption of the overall Shawnee Branding Concept as highlighted in the attached documents. Staff is not asking for individual approval of specific logos, but rather a consensus on the overall plan, so that Staff can move forward with implementation at once.

DRAFT

Branding Implementation Table

March 2016

DEPARTMENT	BRAND
SMA	
EXPO	
Airport	
Emergency Management	Under review, currently styled as "City of Shawnee and Pottawatomie County Emergency Management."
Police	Reviewing incorporation (full or partial) of City font, logo, etc. Retain existing shield.
Fire	Reviewing incorporation (full or partial) of City font, logo, etc. Retain existing maltese cross.

City Manager Parks Engineering Planning City Clerk Human Resources Finance IT Attorney	The redbud logo will be used on the website, on business cards, wayfinding signage (unless otherwise stipulated in updated plan), most letterhead, and most commercial-type applications.  The non-redbud logo will be used on vehicles, apparel, some letterhead and other general use situations. 
---	--



Shawnee, Oklahoma BrandTouch™ Manual

Order comes from simplicity. Inside, you will find the simple rules that guide the Shawnee Brand, and will help create equity as we tell others about the Tagline



PREPARED BY



ARNETT MULDROW

316 West Stone Avenue
Greenville, SC 29609
brandtouch@arnettmuldrow.com

arnettmuldrow.com

The Brand Manual is essentially a set of rules that explain how your brand works.

Brand guidelines should be flexible enough for your community to be creative, but rigid enough to keep your brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media platforms.

1.0

Brand

2.0

Logo

3.0

Color

4.0

Typography

5.0

Expansion

6.0

Resources

1.1 Brand Statement

UNDERSTANDING VALUE

Too often, designers orient messaging around what THEY believe to be the most important features of their community, instead of looking into what's actually important to citizens. Take the time to understand your community and their values, then align your messaging accordingly.

These core values define the community's strengths, history, and aspirations.

Our community is rooted in the complex story of westward growth in our state and our nation. First settled by relocated Native Americans, our area became home to five tribes with rich traditions that carry on to this day. America's expansion placed us at a pivotal point as cattle drivers pushed ever westward across our territory. With the cattle drives came railroads and with railroads came the rush to settle Shawnee. Our history is chronicled in one of the most stunning railroad stations in the United States and shared in a Native American cultural center.

Our downtown reflects the bold vision that early leaders had for our growing City as a center of commerce for the region. Banks, shops, cultural attractions, and government institutions were built along the brick streets of downtown. Woodland Park emerged as our gathering place and remains so with the addition of a striking water park. Today we look with optimism to the future of downtown as a place of evolving commerce, family activities, and cultural attractions.

Our optimism is evident not only in downtown but throughout the city. 100-year old family businesses couple with international industries to provide a cross section of products and services. We have continued to maintain our role as a regional destination for shopping and dining as we expand quality retail development throughout Shawnee. To many in the region, "going to Shawnee" is a tradition that remains alive and well.

We thrive as a place of education and culture. Our educational institutions attract college and high school students to an array of offerings. This foundation provides rich cultural assets that range from striking campus architecture, an acclaimed art museum, and musical performances to local professors and teachers that provide our young people lessons in art, music, and theatre.

Our culture is also rooted in Southwestern traditions with events at the Heart of Oklahoma Expo Center, as hosts to the International Finals Youth Rodeo, and in our celebration of Trail Days each summer.

We are a place where the future is as exciting as our history. Shawnee is a place where the spires of Raley Chapel and Benedictine Hall rise to show that ours is a community of faith and values, a place of family and community, and a place with optimism for the future.

We are Shawnee, Oklahoma **Great Things on the Horizon**

1.2 Brand Message

The primary message used to express the brand promise. This reflects the desired position of the brand.

TAGLINE

Your tagline should give people an idea of what you offer and provide some sort of hook to stimulate interest.

Once you've got your tagline, go back through your marketing copy and make sure these simple messages come through loud and clear. You can also use the tagline itself in your marketing materials, on your web site and social media properties, and in conversations with customers and prospects.

Shawnee,
Oklahoma
Great Things
on the Horizon

2.1 Logo

Your community already has a personality. The job of the brand is to preserve that personality while helping the community to realize its vision of its future.

A. LOGOMARK

A logomark is an identifying mark or symbol that doesn't contain the business name. Think of the Nike 'swoosh', Shell, WWF, Mercedes or Adidas.

B. WORDMARK

A wordmark refers to words or the name of a business that is designed in a special way. Examples include Pinterest, eBay or Google.

C. LOGO

The logo is the combination of the logomark and logotype along with the tagline to graphically convey the identity of the community.



2.2 Logo Variants

Choosing the right dominant color for your brand is crucial. This color should appear on all your materials, including your logo and signage.

LOGO USAGE

As much as possible, the color you choose should set you apart, work with your industry and image, and tie to your brand promise. It should also take into account color psychology, which is fairly complex. Colors can mean different things depending on the culture, situation and industry.

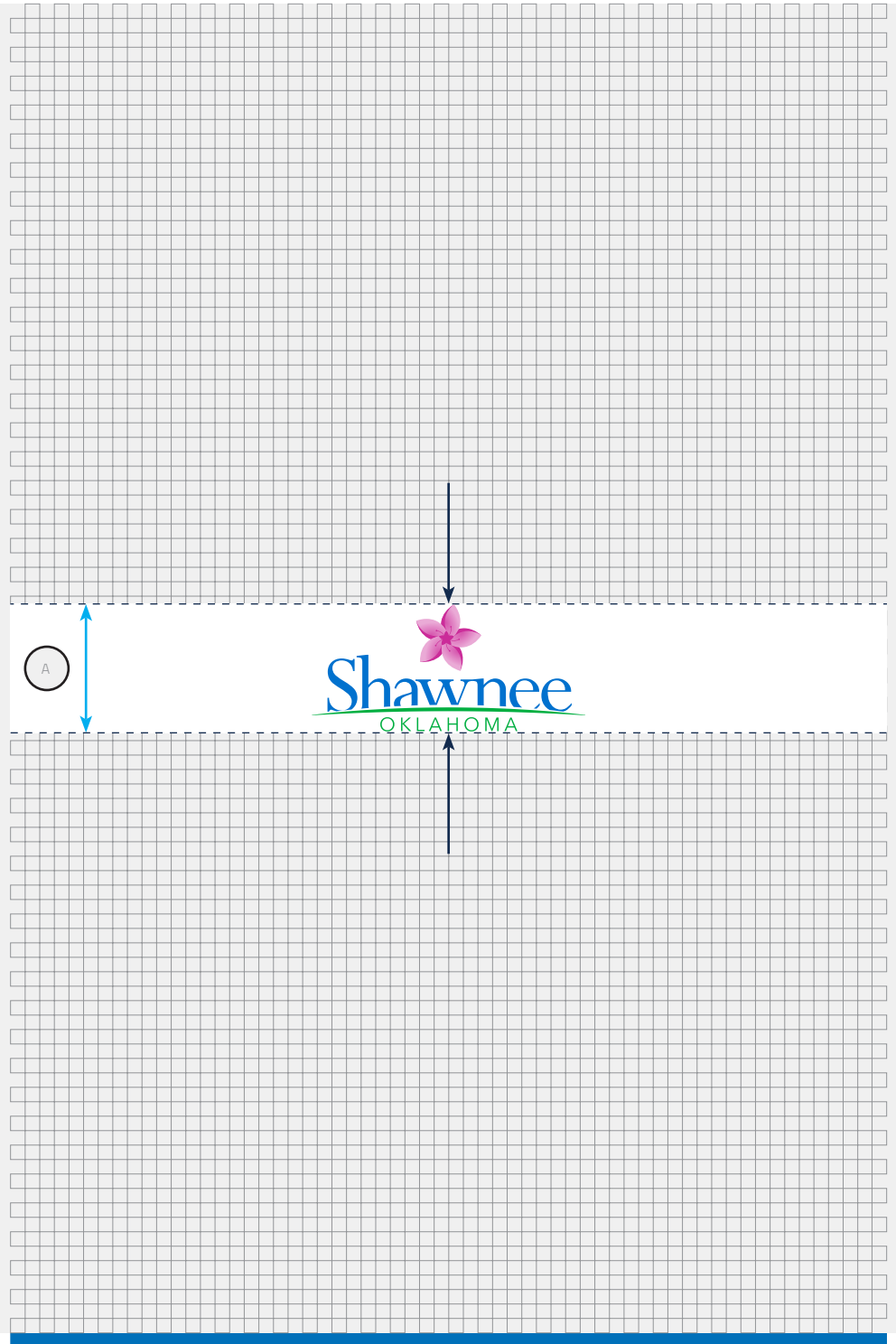


2.3 Logo Sizing

A logo lockup refers to the formalized position/relationship of the brand's logo (symbol) and its wordmark (logotype).

A. MINIMUM SIZE

Smaller than about 3/4 of an inch, and most logos become ineffective. It doesn't mean you can't make them smaller, you just have to know the rule before you break the rule.

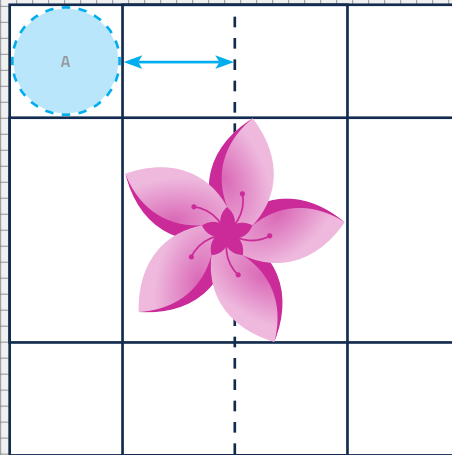


2.4 Logo Spacing

The area that surrounds the logo known as “clear space” is as important as the logo itself.

WHAT IS CLEARSPACE

The area that surrounds the logo is as important as the logo itself. The minimum area of A, known as “clear space,” provides breathing room to the logo and eliminates visual clutter (text, graphic elements or other logos) that can compete with logo legibility – thereby diminishing the effectiveness of the logo.



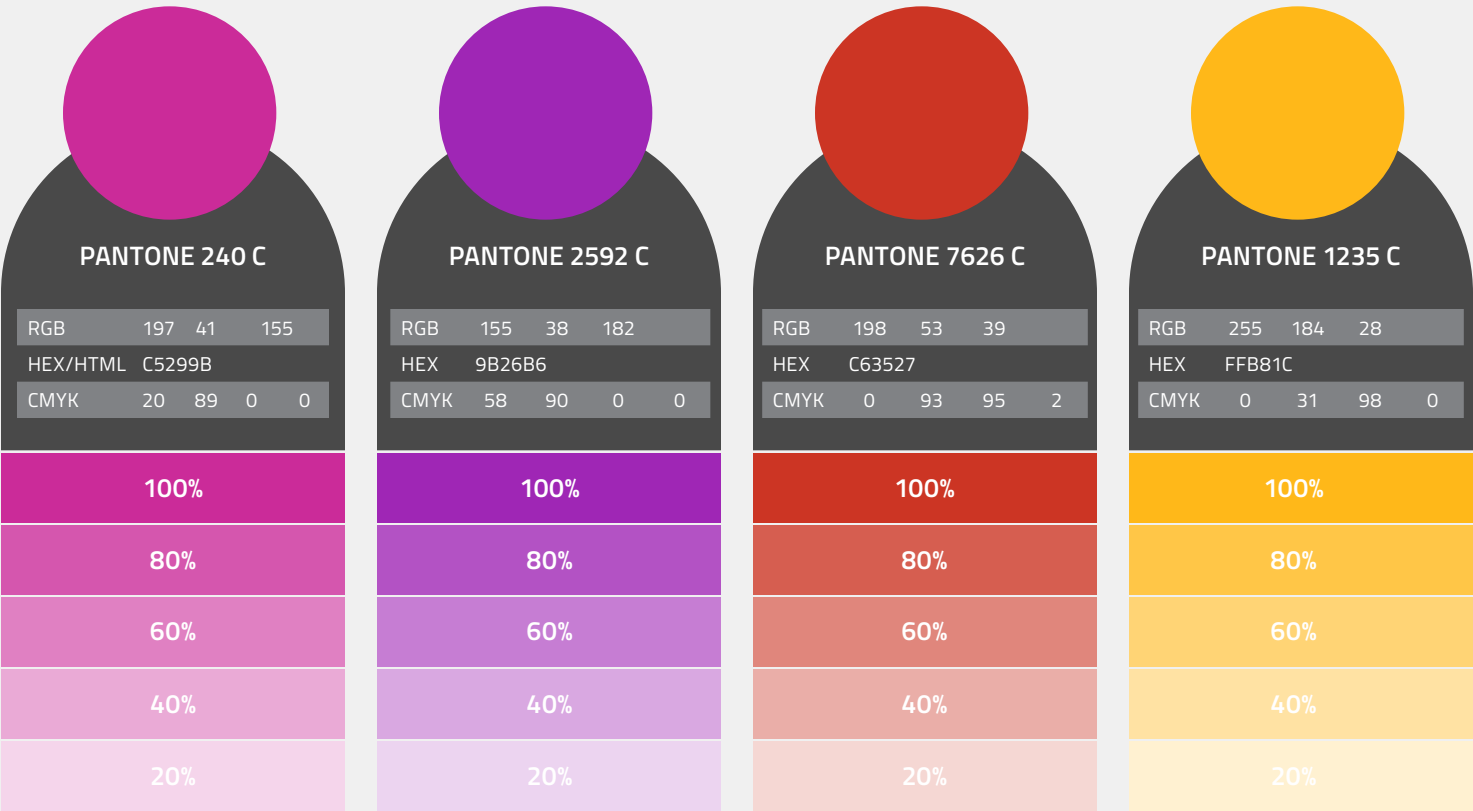
3.1 Color Palette

Color choices are used to differentiate items, create depth, add emphasis, and help organize information.

COLOR THEORY

Every time a consumer interacts with a brand, an opportunity exists for the company to influence their audiences' perceptions. It is up to the marketer to decipher which design and colors will influence the consumer to purchase. By educating oneself on the psychology behind color theory, marketers can further tap into branding techniques and better connect with their market, leading to a stronger brand-consumer relationship and increased profit.

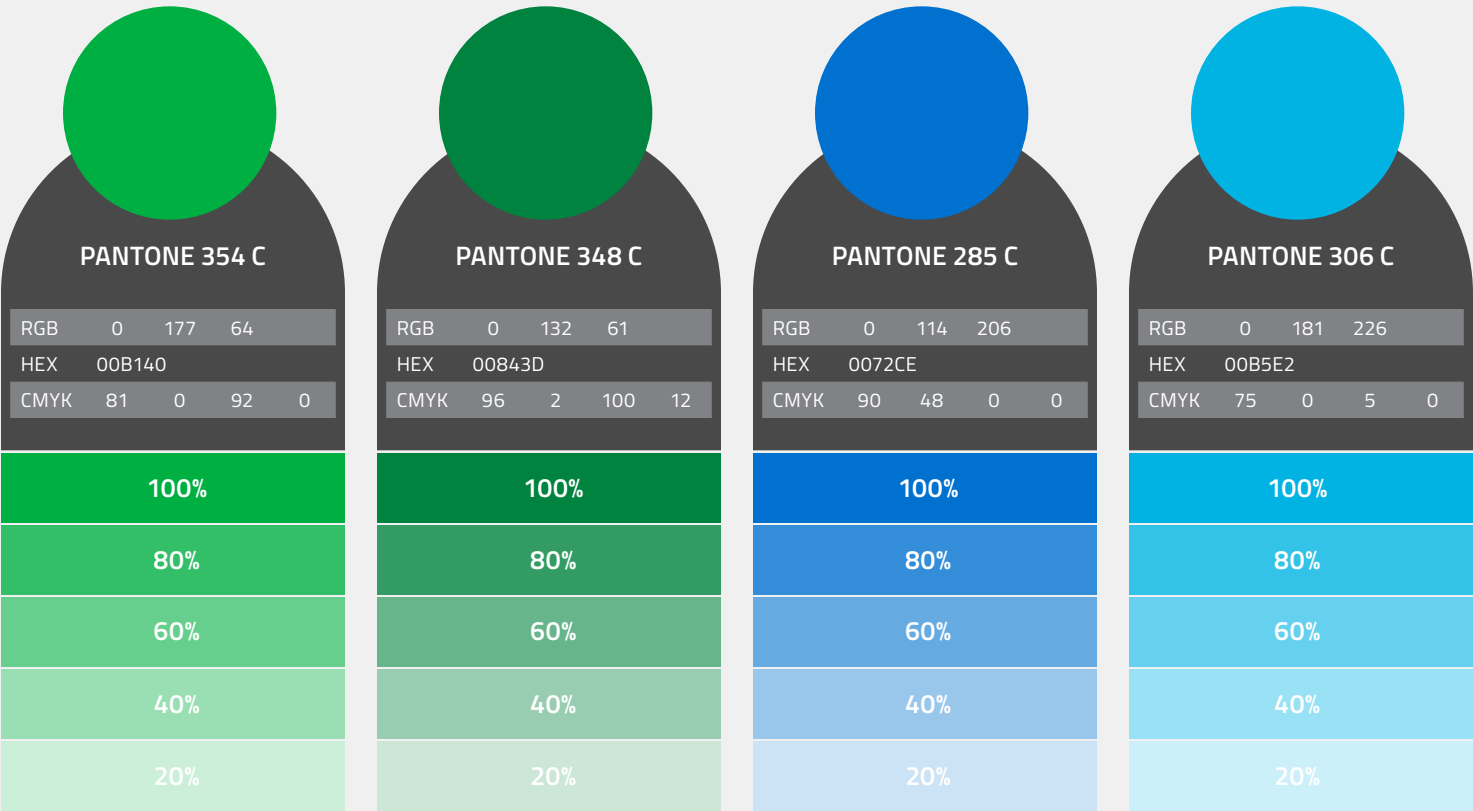
Color Swatches



3.2 Color Variations

The core values define the strengths and needs to achieve a vision.

Almost 90% of people’s assessment on products or services is based on colors alone. Due to colors’ strong influence on moods and feelings, their association with products can influence our attitudes and affect purchasing power towards brands.



4.1 Typography

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

I do not think
of type as
something
that should
be readable.
It should be
beautiful.

Typography is the visual component of the written word.

A text is a sequence of words. A text stays the same no matter how it's rendered. Consider the sentence "I like pizza." I can print that text on a piece of paper, or read it aloud, or save it in a file on my laptop. It'll be the same text, just rendered different ways—visually, audibly, digitally.

But when "I like pizza" is printed, typography gets involved. All visually displayed text involves typography—whether it's on paper, a computer screen, or a billboard.

Don't infer from the highway-sign example that typography is another word for font. Fonts are part of typography, but typography goes beyond fonts.

[www.practicaltypography.com
/what-is-typography.html](http://www.practicaltypography.com/what-is-typography.html)

4.2 Brand Typeface

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

SWATCHES

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Don't infer from the highway-sign example that typography is another word for font. Fonts are part of typography, but typography goes beyond fonts.

www.practicaltypography.com/what-is-typography.html

I'm Perpetua,
the primary
brand typeface



4.3 Type Hierarchy

In order to guide the reader, then, headings are usually large, sub-headings are smaller, and body type is smaller still.

LEADING
For legible body text that's comfortable to read, a general rule is that your leading value should be greater than the font size; from 1.25 to 1.5 times

TRACKING
The space between letters in a block of text. In CSS this is defined with the letter-spacing property

WIDOWS & ORPHANS
A single word at the end of a column is a widow and if it's at the top of a new column it's an orphan. They look bad and can be hard to read.

Shawnee

H1

Shawnee

H2

Shawnee

H3

Shawnee

H4

Shawnee

BODY COPY

Shawnee

CAPTION

Shawnee

CC

4.4

Primary Typeface

Hello I'm:

Perpetua

ABCDEFGHIJKLMNO

PQRSTUVWXYZ

abcdefghijklno

pqrstuvwxyz

1234567890

Perpetua Italic

ABCDEFGHIJKLMNOSTUVWXYZ

abcdefghijklnopqrstuvwxyz

1234567890!@£\$%^&

Perpetua Bold

ABCDEFGHIJKLMNOSTUVWXYZ

abcdefghijklnopqrstuvwxyz

1234567890!@£\$%^&

4.5

Secondary Typeface

Hello I'm:
Avenir Next

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Avenir Next Ultra Light

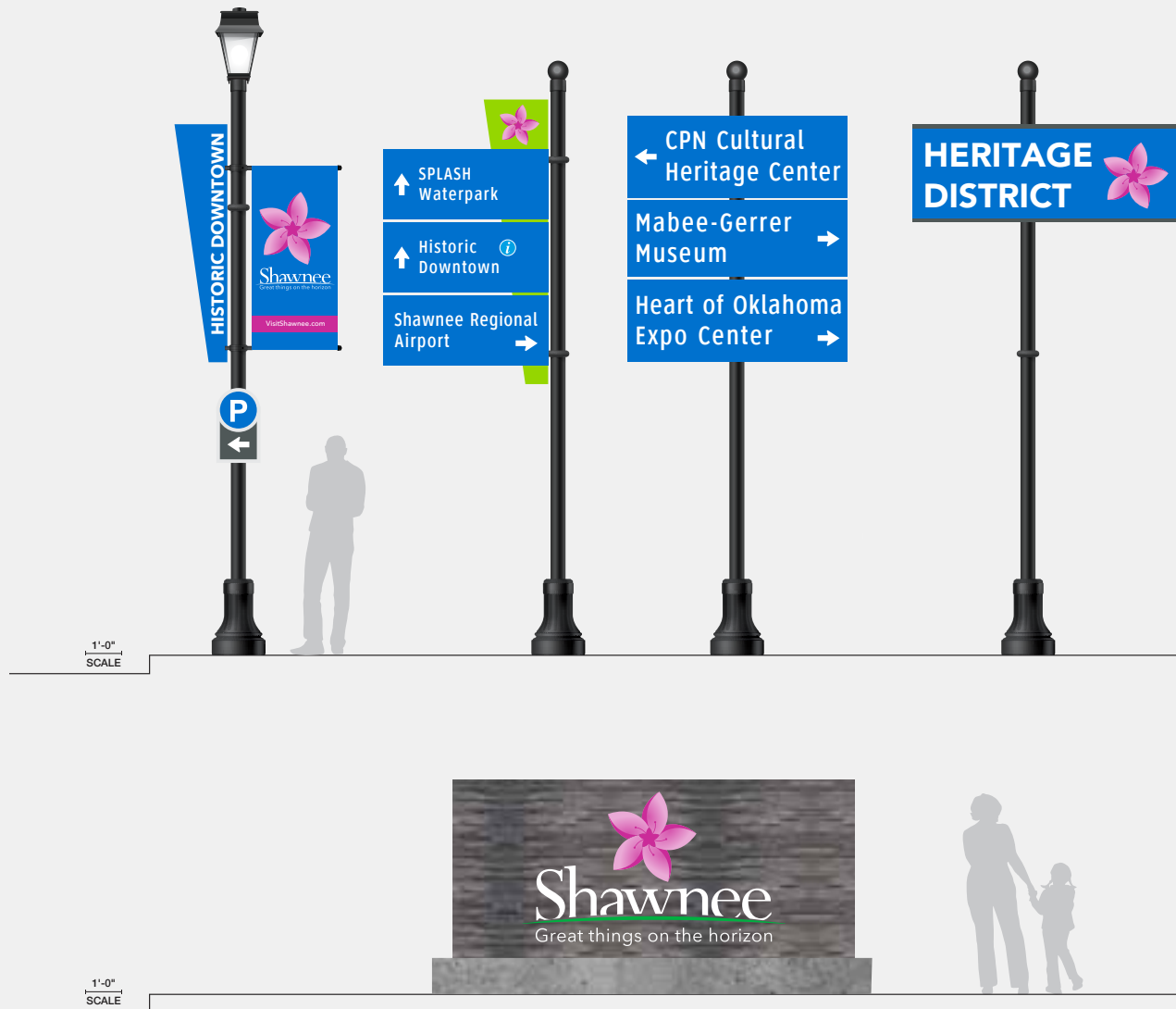
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@£\$%^&

Avenir Next Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@£\$%^&**

5.1 Wayfinding

The wayfinding system should be introduced as part of the brand because it plays such an important role in by perception and flow in the downtown district.



PRIMARY GATEWAYS

These gateways are the primary intersection points and main entry ways to town. They need to be highly visible and introduce the brand.

BUILDING MARKERS

The markers can be either wall mounted or monument style and denote important landmarks in the downtown district.

TRAILBLAZERS

Trailblazers are the directing signs leading motorists to the main attractions in the area. These should have between three and four locations per sign and should carry motorists from gateway to parking lot. Colors can be used to distinguish between different districts and can become smaller as the scale and speed of the roadway narrows. These Trailblazers including cattail sculptures, thus blurring the line between signage and public art.

STREET BANNERS

Banners are very popular and help to add color and movement to the lanes of travel, acting as a speed control. They too can be color coded by district and can promote local events as well as promoting the brand.

PARKING SIGNAGE

Identifying parking is important in creating a parking system in downtown. Visitors are more likely to walk a block or two to shop if the signage system leads them directly to a public parking lot and tell them how to proceed. The parking markers can be by themselves or as attachments to trailblazer signs.

INFORMATIONAL KIOSKS

The final piece of the plan is the informational kiosk, which serves as the transition point for vehicular traffic to pedestrian traffic. These kiosks should be located at major public parking lots and should include a map and the shopping & dining guide, along with the walking tour brochures.

5.2 Collateral

Now is the time to put your logo on everything.
AND WE MEAN EVERYTHING.

BUSINESS CARDS

Above all else, a business card is a tangible object that you can use to provide your contact information to potential customers. Because of this, it's essential not to sacrifice clarity for design elements. Most business cards contain your business name, your name and title, your telephone number, an email address, and a street address.



Justin Erickson | City Manager
131 North Bell | Shawnee, OK 74801
405.275.9780 | JErickson@shawneeok.org

131 North Bell | Shawnee, OK 74801 | 405.275.9780 | visitshawnee.com

5.3 Banners

From indicating different sections of a community to advertising special events, banners can serve a myriad of purposes.



PRIMARY GATEWAYS

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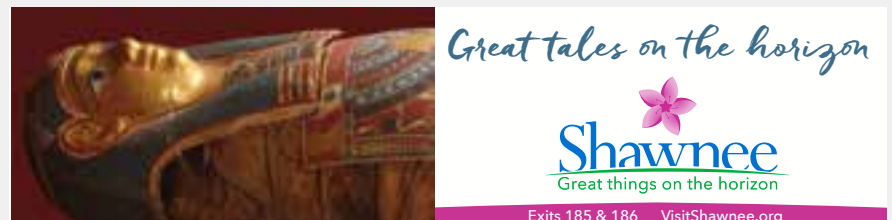
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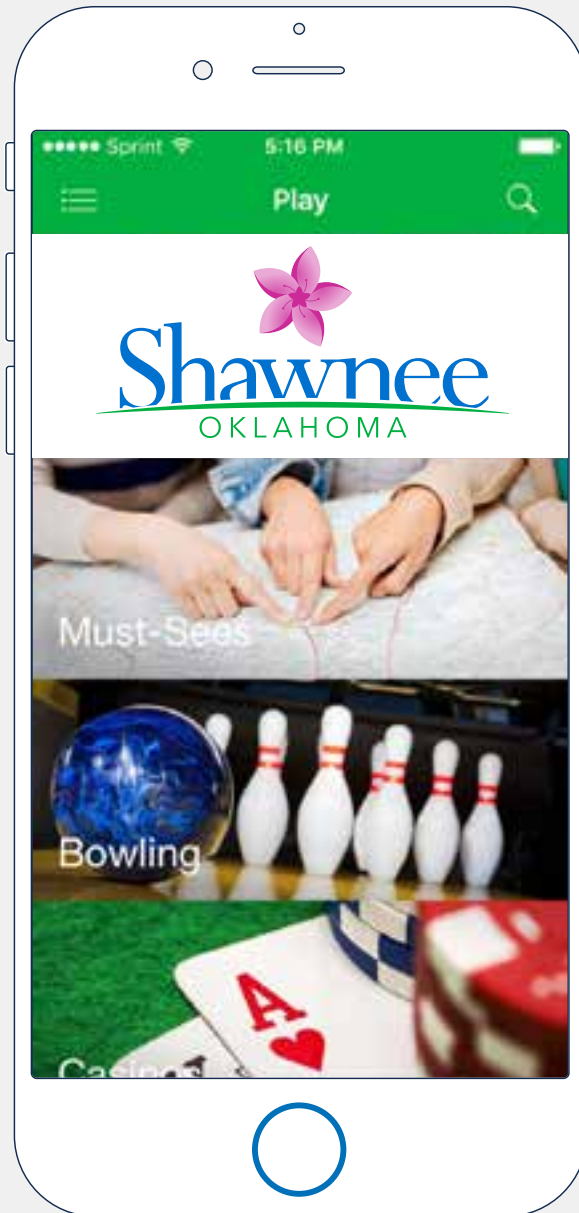
5.4 Billboards

Billboards should be simple and as concise as possible to make the message easily read by commuters.



5.5 Mobile App

Mobile apps are available through the App Store of your preferred mobile operating system.



5.6

Print Advertising

Advertising attracts public attention to a community or event in the print, broadcast, or electronic media.

HEADLINES

The main headline may be the strongest element of the ad or it may be secondary to a strong visual. Some ads may have subheads and other title elements as well.

BODY

The copy is the main text of the ad. Some ads may take a minimalist approach, a line or two or a single paragraph. Other ads may be quite text-heavy with paragraphs of information, possibly arranged in columns newspaper style. While the words are the most important part of the copy, visual elements such as indentation, pull-quotes, bullet lists, and creative kerning and tracking can help to organize and emphasize the message of the body of the ad.

ARTWORK

Photographs, drawings, and graphic embellishments are a key visual element of many types of ads. Some ads may have only a single visual while others might have several pictures. Even text-only ads might have some graphics in the form of decorative bullets or borders. When included with visuals the caption is one of the first things most readers look at after the visual.

CONTACT

The contact or signature of an ad may appear anywhere in the ad although it is usually near the bottom. It consists of one or more of:

Logo, Advertiser Name, Address, Phone Number, Map or Driving Directions, Web Site Address, Extras.

Some print ads may have additional special elements such as an attached business reply envelope, tear-out portion with a coupon, tip sheet, product sample.

Advertising

Ads come in all shapes and sizes but they have a common goal — to sell a product, a service, a brand. Text, visuals, or a combination of the two are the main elements of any print ad. There are several fundamental design strategies that will allow for connections to be made while also allowing your business to reinforce its own identity. The use of clean design, similar color palettes, and a consistent logo element can create an independently managed COMMUNITY IMAGE campaign.

Visual at the top of the page. If you are using a photo, bleed it to the edge of the page or ad space for maximum impact. For photos, place a descriptive caption below.

Put your headline next.

Follow with your main ad copy. Consider a drop cap as a lead-in to help draw the reader into the copy.

Place your contact information (signature) and any pertinent social media icons in the lower right corner. That's generally the last place a reader's eye gravitates to when reading an ad.



Great Food
on the
horizon



Veliqia aborepe remporeperae sam, ut que qui dolut aliqui omnimet harumet evel ilibus. Gitiunt od que nempos est repro ommo escim fugiae. Uptaquia sum quis audis atisqui officia epernatium quos volorem quo conet laborempost, to berio dipsandit eaquiducit faccus, te volupta sperita ssincte plignie ntiandi sunti omnis eictatas voloreriore, quuntiam, quo consequa pa vide nis atur?

In parcillorio. Nam et vera doluptam faccae name licias quas reprehendit et as et molectias aut optaquiam, et andipsande doluptate alitionsequi opturemqui id et que sum rerfere perchil incto optat. Lore placipiet maior secabo. Et ut untionsequi sitatem esto es molorro reptatur, sum, aut quiscil ipienditae min cum quiatest lam liate prate vento eos delique atemporum eo.

VisitShawnee.com

6.1

Logo Contact Sheet

File Format Guide

All of the included graphic files might not work on your machine, but that does not mean that the file is corrupted or that there is something wrong with your machine. These files address all of the normal uses that a community implemented design would require. Always make sure to inform vendors that you have these different file formats available.



File Type: Portable Document Format

Category: Page Layout Files

File Description: Cross-platform document created by Adobe Acrobat or a program with the Acrobat plug-in; commonly used for e-mail attachments or for saving publications in a standard format for viewing on multiple computers; usually created from another document instead of from scratch.

Program(s) that open files:

Mac OS Adobe Reader to view (free)

Adobe Acrobat to edit (commercial)

Apple Preview

Windows Adobe Reader to view (free)

Adobe Acrobat to edit (commercial)

Brava! Reader



File Type: JPEG Image File

Category: Raster Image Files

File Description: Compressed graphic format standardized by the JPEG (Joint Photographic Experts Group) group; commonly used for storing digital photos since the format supports up to 24-bit color; also a common format for publishing Web graphics; compressed using lossy compression, which may noticeably reduce the image quality if a high amount of compression is used.



File Type: Adobe Illustrator File

Category: Vector Image Files

File Description: Vector image file created by Adobe Illustrator; composed of paths, or lines connected by points, instead of bitmap data; may include objects, color, and text; often referred to as a Illustrator drawing. Illustrator documents can be opened with Photoshop, but the image will be rasterized, meaning it will be converted from a vector image to a bitmap.

Program(s) that open ai files:

Mac OS Adobe Illustrator, Acrobat, Reader

Adobe Photoshop (rasterized)

Apple Preview

Windows Adobe Illustrator, Acrobat, Reader

Adobe Photoshop (rasterized)



File Type: Encapsulated PostScript

Category: Vector Image Files

File Description: PostScript (.PS) file that may contain vector graphics, bitmap images, and text; includes an embedded preview image in bitmap format; often used for transferring between different operating systems.

Program(s) that open eps files:

Mac OS Apple Preview

Adobe Illustrator, Acrobat, or Photoshop

QuarkXpress

Windows CorelDRAW, Adobe Illustrator, Acrobat, or Photoshop, QuarkXpress

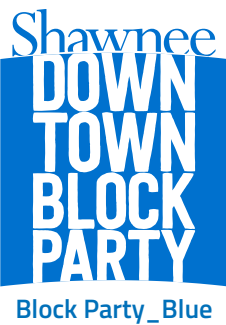


File Type: PNG Image File

Category: Raster Image Files

File Description: Portable Network Graphics (PNG) is a raster graphics file format that supports lossless data compression. PNG supports palette-based images, grayscale images (with or without alpha channel), & full-color non-palette-based RGB images (with or without alpha channel). PNG was designed for transferring images on the Internet, not for professional-quality print graphics, & therefore does not support non-RGB color spaces such as CMYK.

In Microsoft Office, you can place EPS or PDF files that support transparency by going to the "Insert" menu and selecting "Photo>Picture from File..." This will ensure your files are using the highest resolution graphics for output.





Boo on Bell_Orange



Boo on Bell_White



Chamber_4C



Chamber_Black Shaded



Chamber_Black



Chamber_Blue Shaded



Chamber_Blue



Chamber_Green Shaded



Chamber_Green



Chamber_White



Christmas Parade_4C



Christmas Parade_Black



Christmas Parade_Blue



Christmas Parade_Green



Christmas Parade_Light Blue



Christmas Parade_Magenta



Christmas Parade_Purple



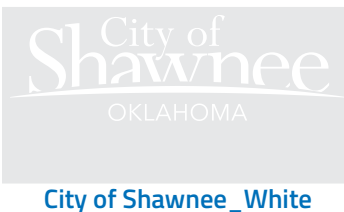
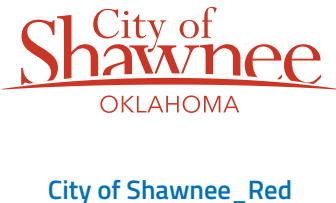
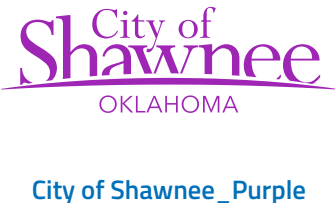
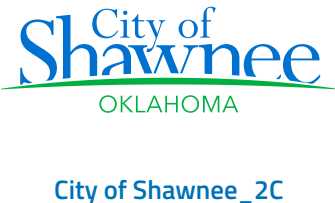
Christmas Parade_Red

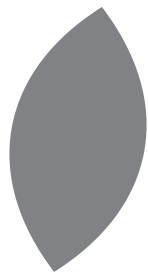


Christmas Parade_White

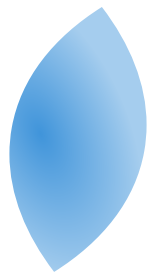


Christmas Parade_Yellow

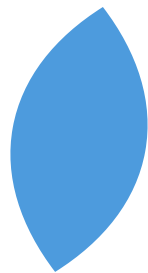




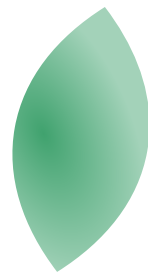
Icon-petal 1_Black



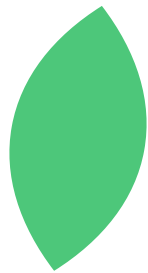
Icon-petal 1_Blue-Shaded



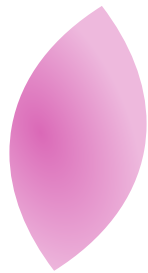
Icon-petal 1_Blue



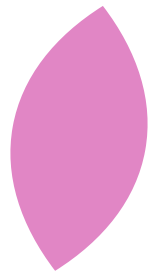
Icon-petal 1_Green-Shaded



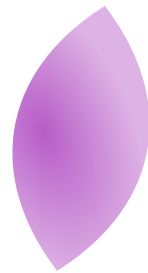
Icon-petal 1_Green



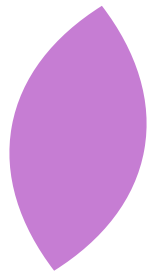
Icon-petal 1_Magenta-Shaded



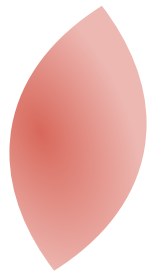
Icon-petal 1_Magenta



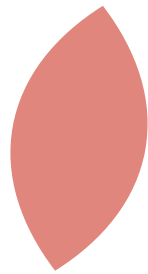
Icon-petal 1_Purple-Shaded



Icon-petal 1_Purple



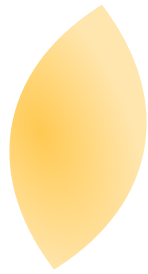
Icon-petal 1_Red-Shaded



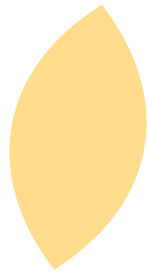
Icon-petal 1_Red



Icon-petal 1_White



Icon-petal 1_Yellow-Shaded



Icon-petal 1_Yellow



Icon-petal 2_ Black



Icon-petal 2_Blue



Icon-petal 2_Green



Icon-petal 2_Magenta



Icon-petal 2_ Purple



Icon-petal 2_Red





Icon-petal 2_White



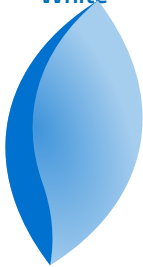
Icon-petal 2_Yellow



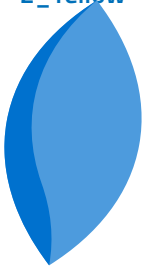
Icon-petal 3_Black-Shaded



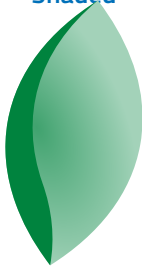
Icon-petal 3_Black



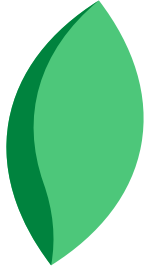
Icon-petal 3_Blue-Shaded



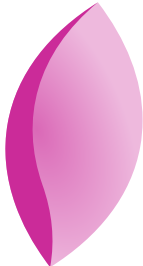
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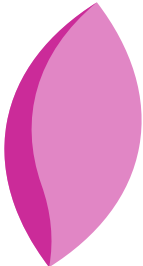
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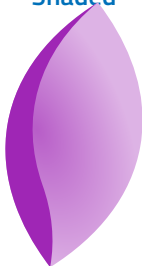
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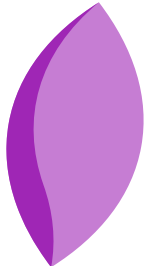
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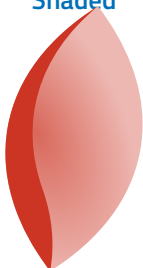
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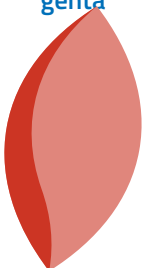
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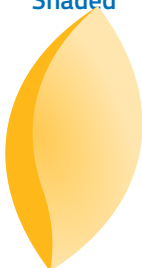
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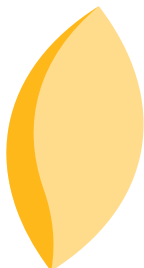
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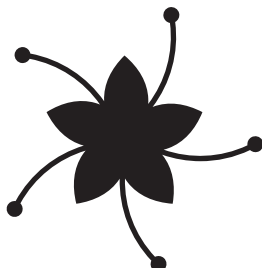
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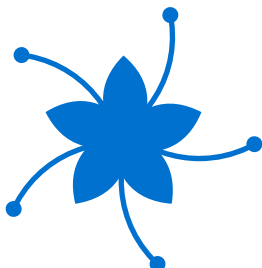
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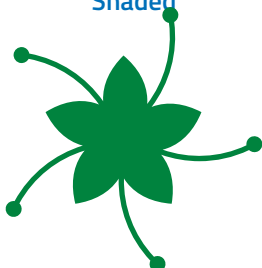
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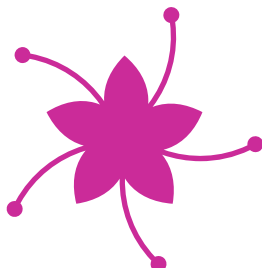
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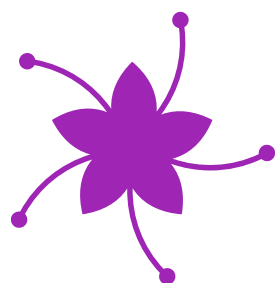
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Icon-petal 4_Magenta



Icon-petal 4_Purple



Icon-petal 4_Red



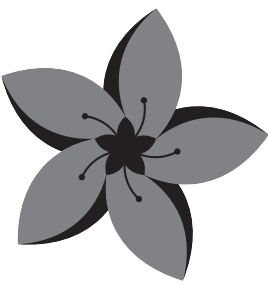
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Icon-petal 4_Yellow



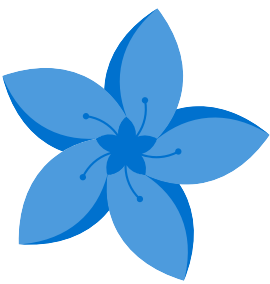
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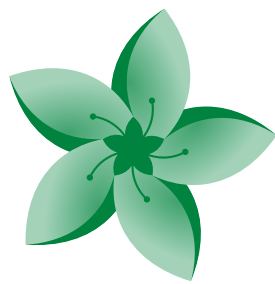
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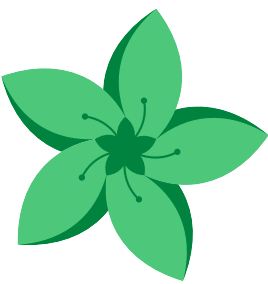
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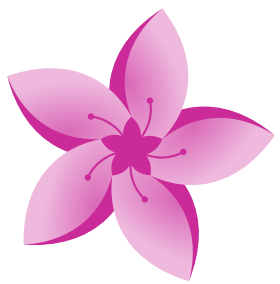
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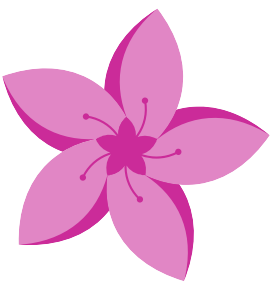
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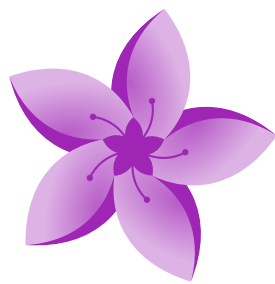
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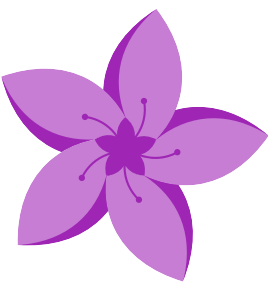
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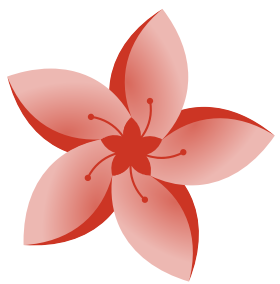
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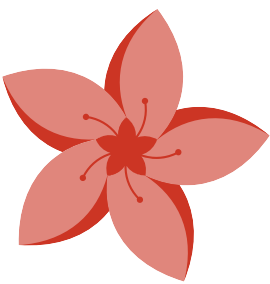
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Icon_Purple



Icon_Red-Shaded



Icon_Red



Icon_White

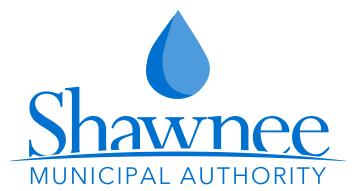


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Icon_Yellow





Municipal Authority_Blue



Municipal Authority_Green



Municipal Authority_Light Blue



Municipal Authority_Light Green



Municipal Authority_White



SAFE_2C



SAFE_Black



SAFE_Blue



SAFE_Green



SAFE_Purple



SAFE_Red



SAFE_White



SAFE_Yellow



SEFF_2C



SEFF_Black



SEFF_Blue



SEFF_Green



SEFF_Purple



SEFF_Red



SEFF_White







Shawnee

Great things on the horizon

Shawnee-Tag_Black

Shawnee

Great things on the horizon

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Great things on the horizon

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Shawnee

Great things on the horizon

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Great things on the horizon

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Great things on the horizon

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Great things on the horizon

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Great things on the horizon

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Trail Days

Trail Days_2C

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Trail Days

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Trail Days

Trail Days_Brown

Shawnee
Trail Days

Trail Days_White

Visit
Shawnee

INCORPORATED
Visit Shawnee_4C

Visit
Shawnee

INCORPORATED
Visit Shawnee_Black-Shaded

Visit
Shawnee

INCORPORATED
Visit Shawnee_Black





Shawnee, Oklahoma BrandTouch™ Manual



PREPARED BY



ARNETT MULDROW

316 West Stone Avenue
Greenville, SC 29609
brandtouch@arnettmuldrow.com

arnettmuldrow.com

Regular Board of Commissioners

7.

Meeting Date: 03/07/2016

SEFF Contract

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action regarding an amended agreement with Safe Events for Families (SEFF) to provide additional goods and services in support of the "Trail Days" event, officially combining "Trail Days" and the "Glory Days" Fourth of July celebration.

Attachments

SEFF Contract

Mayor
WES MAINORD



The City of Shawnee
Office of the City Manager

P.O. Box 1448
Shawnee, Oklahoma 74802-1448
(405) 878-1601 Fax (405) 214-4249
www.ShawneeOK.org

Commissioners
VACANT
LINDA AGEE
JAMES HARROD
KEITH HALL
LESA SHAW
MICHEAL DYKSTRA

STAFF MEMO AND RECOMMENDATION

TO: Mayor and Members of the City Commission
FROM: Justin Erickson, City Manager 
AGENDA: March 7, 2016
RE: Amended Contract with Safe Events For Families (SEFF)

SUMMARY

The City has an existing contract (attached) with Safe Events For Families (SEFF) to provide various goods and services related to major community events including the annual Christmas Parade, Boon-Bell, and Trail Days.

Over the last three years, the City has also been a major sponsor of the "Glory Days" celebration which occurred on or around the 4th of July, and always concluded with a large fireworks show. The Trail Days celebration occurs in late June and has grown each year and is backed by the organizational structure of SEFF. There is no longer any individual coordinating the Glory Days event and the City is not in a position to organize the event or raise funds from donors.

Therefore, as set forth in the proposed amended agreement, Staff recommends allocating funds to SEFF and officially combining the two events under the name "Trail Days."

BUDGET IMPLICATION

That City had budgeted in excess of \$15,000 for the "Glory Days" celebration and fireworks show. Therefore, there is no impact to the budget.

RECOMMENDATION

Staff recommends approval of the amended contract and the combining of the "Trail Days" and "Glory Days" celebrations. Trail Days runs June 17-18 and the fireworks show will be on Saturday, June 18.

Attachments

AMENDED AGREEMENT

This Amended Agreement is entered into this ____ day of March, 2016, by and between the City of Shawnee, Oklahoma, hereinafter the "CITY", and Safe Events for Families, hereinafter called "SEFF".

WHEREAS, the CITY is in need of certain goods and services, and

WHEREAS, SEFF has represented that it possesses the skills and abilities to provide such goods and services.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree to the amendments as follows:

Section 3(a) of the existing agreement (Exhibit 1) between the City of Shawnee and Safe Events for Families (SEFF) shall hereby be amended in full to read as follows:

(a) The City will pay to SEFF up to \$30,000 in invoiced expenditures within the agreed fiscal year. Of this amount, \$15,000 is earmarked for the "Trail Days" festival and up to \$10,000 of this amount may be allocated for a major fireworks display, which the City may pay directly to the selected vendor at their discretion. For purposes of this Amended Agreement, Trail Days shall refer to the SEFF event that takes place annually in June or July 4th.

IN WITNESS WHEREOF, the parties hereto have caused this Amended Agreement to be executed the day and year first above written.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

BY: _____
JUSTIN ERICKSON, CITY MANAGER

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

SAFE EVENTS FOR FAMILIES

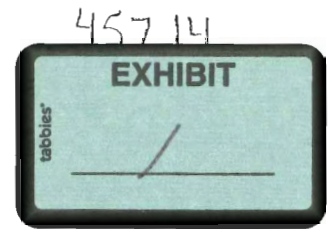
BY: _____
PRESIDENT

ATTEST:

SECRETARY

Approved as to form and legality this ____ day of _____, 2016

JOE VORNDRAH, INTERIM CITY ATTORNEY



AGREEMENT

This Agreement is entered into this 1st day of July, 2015, by and between the City of Shawnee, Oklahoma, hereinafter the "CITY", and Safe Events for Families, hereinafter called "SEFF".

WITNESSETH

WHEREAS, the CITY is in need of certain goods and services, and

WHEREAS, SEFF has represented that it possesses the skills and abilities to provide such goods and services.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. SEFF agrees to provide and furnish such goods and services, to wit: the development of family oriented events providing a safe and entertaining community atmosphere. Those events shall be limited to Shawnee Trail Days, Boo on Bell Street, and the Downtown Christmas Parade.

2. SEFF agrees to provide and furnish such goods and services to commence on 1st day of July, 2015, and to continue until the 30th day of June, 2016.

3. The CITY agrees to fund SEFF's events as follows:

(a) The CITY will pay to SEFF up to \$15,000 in **invoiced expenditures** within the agreed fiscal year.

(b) The CITY will require SEFF to provide those invoices to the city for direct payment. Payments will be submitted to the accounting department of the City of Shawnee.

3. SEFF agrees to furnish to the CITY copies of all minutes of SEFF meetings.

4. SEFF and CITY acknowledge and agree that mutual cooperation is necessary for the success of this contractual arrangement. To that end SEFF agrees to meet and consult with the City Manager's office concerning all events and activities that SEFF will sponsor at least 60 days prior to the date of said event or activity and complete the event permitting process.

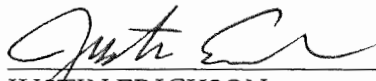
5. CITY acknowledges that it cannot bind future commissions to a financial decision beyond the present fiscal year.

6. This agreement may be terminated by either party upon thirty (30) days written notice prior to the end of the contract period.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

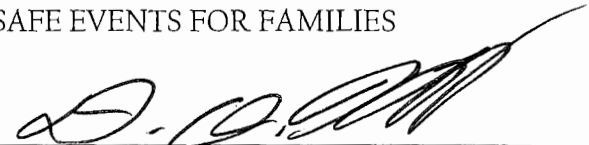


BY: 
JUSTIN ERICKSON,
INTERIM CITY MANAGER

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

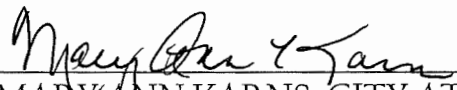
SAFE EVENTS FOR FAMILIES

BY: 
PRESIDENT

ATTEST:

SECRETARY

Approved as to form and legality this 1 day of June, 2015


MARY ANN KARNS, CITY ATTORNEY

Regular Board of Commissioners

8.

Meeting Date: 03/07/2016

Education Resolution

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action regarding a Resolution of Support for Oklahoma Education Initiatives and Increased Education Funding.

Attachments

Education Reso

RESOLUTION NO. _____

A RESOLUTION EXPRESSING SUPPORT FOR OKLAHOMA EDUCATION FUNDING BY THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO GOVERNOR MARY FALLIN.

WHEREAS, the City of Shawnee makes the following statements in support of adequate educational funding and other related efforts:

- There are eight public school systems represented in the Shawnee City Limits;
- Teachers and support personnel have not had a state funded salary increase in seven years;
- The City of Shawnee strongly encourages State elected leaders to support increases in education funding;
- An educated and well-trained workforce is essential to the success of all Oklahoma communities;
- Our school systems are the foundation for generations to come;
- A recent Pottawatomie County summit hosted by the Avedis Foundation eloquently illustrated the many pressing challenges for education in the global economy;
- School officials in Pottawatomie County are working hard to address teacher-pay issues and other funding matters, but they need State support;
- The voters of Pottawatomie County recently approved a sales tax increase to support capital needs in all County school systems, thus signifying strong support for education;
- The City of Shawnee fully supports measures to ensure that certified educators are incentivized to remain in Oklahoma, that school

buildings and facilities are maintained in a systematic method and that the school environment remains safe and secure

NOW THEREFORE BE IT RESOLVED that the City of Shawnee supports Oklahoma Education Funding, that this resolution be included in the official records of the City of Shawnee, Oklahoma, and that a copy be presented to Governor Mary Fallin.

PASSED AND APPROVED THIS 7th day of March, 2016

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

9.

Meeting Date: 03/07/2016

S01-16 Vision Bank Prel Plat

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Preliminary Plat for Vision Bank Addition Section II, located at 4301 North Harrison Street. Case No. S01-16 Applicant: Vision Bank, NA

Attachments

S01-16 Vision Bank

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Vision Bank, NA
FOR: Preliminary Plat for Vision Addition, Section II
LOCATION: 4301 N. Harrison, Shawnee, OK
PROJECT# 151242 CASE# S01-16

PLANNING COMMISSION MEETING DATE: March 2nd, 2016

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Submittal of construction plans for sewer, water, and paving along with final plat application.
2. Before Final Plat approval, present for review and approval an appropriate Letter of Map Revision (LOMR) from FEMA, indicating any changes to the floodplain due to channelization.
3. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
4. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
5. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 4

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

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

PRELIMINARY PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT Vision Bank, NA

APPLICANT ADDRESS 4301 N. HARRISON, SHAWNEE 74804

APPLICANT PHONE NUMBERS 405. 395. 9455

EMAIL ADDRESS CPackwood@visionbankok.com

NAME OF PLAT VISION ADDITION SECTION II

LOCATION 4301 N. HARRISON ST.

NUMBER OF ACRES 9.98 NUMBER OF LOTS 1

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 1 3.00

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS

TOTAL COST 228.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS

TOTAL COST

OWNER/DEVELOPER INFORMATION:

NAME Vision Bank, NA

ADDRESS 4301 N HARRISON, SHAWNEE 74804

CONTACT NUMBERS 405. 395. 9455

EMAIL ADDRESS CPackwood@visionbankok.com

PROJECT ENGINEER INFORMATION:

NAME RICHARD LANDES, LANDES ENGINEERING, LLC

ADDRESS 903 E. 35TH ST., SHAWNEE 74804

CONTACT NUMBERS 405. 275. 5388

EMAIL ADDRESS landesengineering@landesengineering.net

FOR STAFF USE ONLY

PROJECT NUMBER: 181242 CASE NUMBER: 501-16

DATE: 12-4-15 AMOUNT PAID: \$ 228.00 RECEIPT NO. 01821892



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

STAFF REPORT
Preliminary Plat
CASE #S01-16

TO: Shawnee Planning Commission

AGENDA: March 2, 2016

RE: Vision Addition Section II Preliminary Plat

PROPOSAL

The applicant is requesting preliminary plat approval for Vision Addition Section II, for the creation of two (2) large lots, and two (2) outlots, on approximately 10 Acres of property. The subject property is zoned C-3 (Highway Commercial) and is generally located at the north-east corner of Harrison Avenue and 42nd Street. A major component of this project is the incorporation of a concrete drainage channel for the purpose of shrinking the floodplain, creating increased buildable space.

GENERAL INFORMATION

Applicant	Landes Engineering LLC
Owner(s)	Vision Bank
Site Location/Address	NE Corner of Harrison St. and 42 nd St.
Current Site Zoning	Commercial (C-3)
Parcel Size	9.98 Acres
Comprehensive Plan Designation	Commercial
Existing Land Use	Commercial (C-3)
Surrounding Zoning	Commercial (C-3), Agricultural (A-1) and Residential (R-1)

STAFF REVIEW AND ANALYSIS

Vision Addition Section II incorporates the following components:

1. Creation of four (4) total lots:
 - a. Lot 1: Approximately 2.57 acres
 - b. Lot 2: Approximately 5.22 acres
 - c. Outlot A: Detention easement – approximately 1.21 acres
 - d. Outlot B: Detention easement – approximately 0.3 acres
2. Completion of a collector street (Vision Boulevard) providing ingress and egress on both Harrison Street and 45th Street.
3. Four (4') foot required sidewalk along Vision Blvd. and 42nd Street. A six (6') foot sidewalk is required along Harrison Ave. and 45th St.
4. A continuous 50' - 60' drainage easement incorporating a concrete stormwater drainage channel.
5. Upgrade of 42nd Street from a local street to a collector, allowing commercial access from 42nd Street. This upgrade requires additional street right-of-way (ROW) dedication.
6. Extensions required for City sanitary sewer access to each lot.
7. Extension and looping required for City water service to all lots.
8. Dedication of appropriate perimeter and utility easements (u/e).

Currently, the subject property is undeveloped, as the majority of the land lies within the floodplain. The concrete stormwater drainage channel has been recently completed, therefore, Staff will be awaiting a letter of map revision (LOMR) from FEMA that will confirm the reduction of the floodplain to the concrete channel. After that point, both lots will be available for development.



Figure 1: Aerial Plat Map – approximate total area outlined in blue.

STAFF RECOMMENDATION

Staff recommends **approval** of the proposed preliminary re-plat for the subject property with the following conditions:

1. Submittal of construction plans for sewer, water, and paving along with final plat application.
2. Before Final Plat approval, present for review and approval an appropriate Letter of Map Revision (LOMR) from FEMA, indicating any changes to the floodplain due to channelization.
3. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
4. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
5. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial Plat Map
2. Figure 2: Zoning Map
3. Figure 3: Future Land Use Map
4. Exhibit 1: Preliminary Plat
5. Exhibit 2: Preliminary Plat Vision Boulevard Close-up



Figure 2: Zoning Map of site – approximate total area outlined in blue.

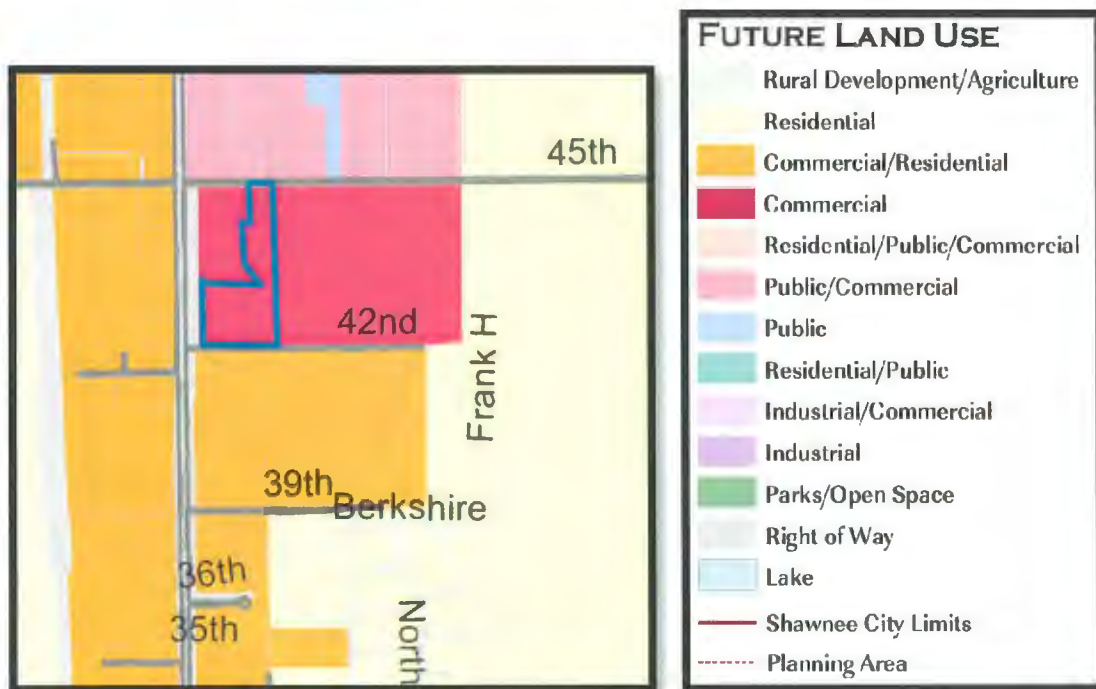


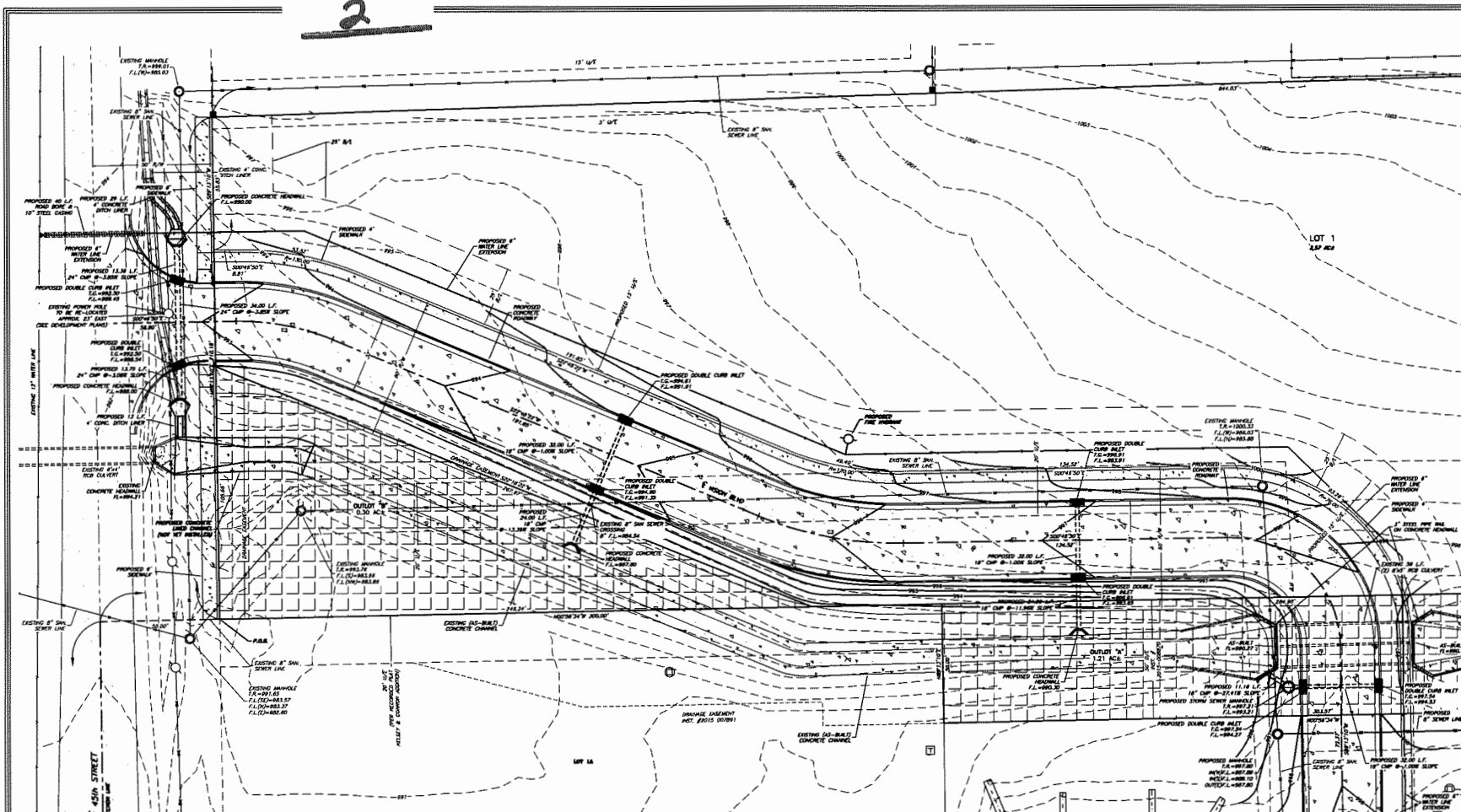
Figure 3: Shawnee Comprehensive Plan: Future Land Use Map (Figure 4.2). Approximate area outlined in blue.

A SUBDIVISION OF A PART OF THE NORTHWEST QUARTER (NW/4) OF THE
NORTHWEST QUARTER (NW/4), SECTION 5, TOWNSHIP 10 NORTH, RANGE 4 EAST OF THE
INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA

HYATT ADDITION
SECTION 1

10'
EXISTING 8" SAN-
SEWER LINE

EXHIBIT



- LEGEND
- | | |
|---------------------------------|--------------------------------------|
| (a) INDICATES 1/4" IRON PIN SET | ✓ SIGN |
| (b) INDICATES EXISTING FROM PPM | ○ BENCH MARK |
| 1 WATER METER | △ TREE |
| 2 WATER VALVE | —TUG— TELEPHONE, UNDERGROUND |
| 3 FIRE HYDRANT | —UG— UNDERGROUND |
| 4 POWER POLE | —OC— OVERHEAD ELECTRIC & CABLE TV |
| 5 LIGHT POLE | —C— CABLE TV |
| 6 GUY WIRE | —PET— PETROLEUM LINE |
| 7 GAS METER | —DG— GAS LINE |
| 8 HIGH PRESSURE GAS LINE | —H— HIGH PRESSURE GAS LINE |
| 9 TELEPHONE PEDestal | —W— WATER LINE |
| 10 ELECTRIC BOX | —SS— SANITARY SEWER LINE |
| 11 CLEARED AREA | —S— STORM SEWER |
| 12 MANHOLE | —PS— PRESSURIZED SANITARY SEWER LINE |
| 13 STORM DRAIN | —F— FENCE |
| 14 CONCERNED LINE | —CL— CLOSURE LINE |



SCALE: 1" = 20'

ASSUMED BASIS OF BEARING OF MEASUREMENTS ALONG
THE NORTH LINE OF MEASUREMENT OF SECTION 3, T10N-R1E
OF THE INDIAN MERIDIAN, POTTERWATER COUNTY, OKLAHOMA

NUMBER	DELTA ANGLE	CHORD DIRECTION	TANGENT	RADIUS	ARC LENGTH	CHORD LENGTH
C2	27.35° 12"	S11°00'42"W	20.68	100.00	41.17	40.68
C3	27.35° 12"	S11°00'42"W	31.38	150.00	61.75	61.31
C4	27.35° 12"	S09°00'00"W	48.00	48.00	79.50	69.00

Revisions

Revisions		
No.	Date	Sheet
1	10/10/2010	1
2	10/10/2010	2
3	10/10/2010	3
4	10/10/2010	4
5	10/10/2010	5
6	10/10/2010	6
7	10/10/2010	7
8	10/10/2010	8
9	10/10/2010	9
10	10/10/2010	10
11	10/10/2010	11
12	10/10/2010	12
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99	10/10/2010	99
100	10/10/2010	100

12/04/2013	Date
Richard L. Anderson	PL #8679

LANDES ENGINEERING L.L.C.

LANDS ENGINEERING
www.landesengineering.net
90J E. 35th Street • P.O. BOX 1032

300 E. 35th Street • P.O. Box 1032
Shawnee, OK 74802-1032
(405) 275-5388 • Fax (405) 275-9047

(405) 275-5388 • Fox (405) 275-9047
CA # 2260 EXP. 6-30-17

Vision Bank N.A.

Vision Bank N.A.
Vision Addition Section II

Preliminary Plat

Preliminary Plat	
Sheet	ALL
Sheet	ALL
Date	12/01/2018

Regular Board of Commissioners

10.

Meeting Date: 03/07/2016

S02-16 Rolling Hills Prel Plat

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Preliminary Plat for Rolling Hills Addition located at the Northeast intersection of Main Street and Bryan Avenue. Case No. S02-16 Applicant: Absentee Shawnee Housing Authority

Attachments

S02-16 Rolling Hills

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Absentee Shawnee Housing Authority
FOR: Preliminary Plat for Rolling Hills Addition
LOCATION: NE Corner of Main & Bryan, Shawnee, OK
PROJECT# 160193 CASE# S02-16

PLANNING COMMISSION MEETING DATE: March 2nd, 2016

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. The sanitary sewer presented along the north boundary of the site is not within the property boundaries. Any existing utility easements from the Crestline Heights Addition shall be affixed to the preliminary plat.
2. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
3. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
4. Four (4') foot sidewalks to be built at the time of building permit approval.
5. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 4

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

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

PRELIMINARY PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT The Housing Authority of the Absentee Shawnee Tribe of Oklahoma

APPLICANT ADDRESS 107 N. Kimberly, Shawnee, OK 74801

APPLICANT PHONE NUMBERS 405-273-1050

EMAIL ADDRESS aramirez@ashousingauthority.com (Amanda Ramirez)

NAME OF PLAT Rolling Hills Addition

LOCATION NE intersection of Main & Bryan

NUMBER OF ACRES 8.01 NUMBER OF LOTS 24

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS

TOTAL COST

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 24 48

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS — —

TOTAL COST 273.00

OWNER/DEVELOPER INFORMATION:

NAME Same as above

ADDRESS

CONTACT NUMBERS

EMAIL ADDRESS

PROJECT ENGINEER INFORMATION:

NAME Sean P. McGraw (Red Plains Professional, Inc.)

ADDRESS 2933 S. Bryant Ave., Edmond, OK 73013

CONTACT NUMBERS 405-341-4031

EMAIL ADDRESS Sean.McGraw@red-plains.com

FOR STAFF USE ONLY

PROJECT NUMBER: 160193 CASE NUMBER: 502-16

DATE: 2-4-16 AMOUNT PAID: \$273.00 RECEIPT NO. 01842586



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

STAFF REPORT
Preliminary Plat
CASE #S02-16

TO: Shawnee Planning Commission

AGENDA: March 2, 2016

RE: Rolling Hills Preliminary Plat

PROPOSAL

The applicant, Absentee Shawnee Housing Authority, is requesting preliminary plat approval for the Rolling Hills Addition. The subject property is generally located at the north-east corner of Main and Bryan and is approximately 9.38 acres in size. The site is currently zoned Residential (R-1) and had been previously platted.

GENERAL INFORMATION

Applicant	Absentee Shawnee Housing Authority
Owner(s)	Absentee Shawnee Housing Authority
Site Location/Address	NE Corner of Main and Bryan
Current Site Zoning	Residential (R-1)
Parcel Size	9.38 Acres
Comprehensive Plan Designation	Residential
Existing Land Use	Residential (R-1)
Surrounding Zoning	Residential (R-1)

STAFF REVIEW AND ANALYSIS

The Absentee Shawnee Housing Authority had previously, in May of 2012, received Final Plat approval for the Rolling Hills Addition to develop 26 lots. The development never came to fruition and has therefore remained vacant. In August of 2014, the neighboring property to the east, with a vacant residential home, was purchased by the Absentee Shawnee Housing Authority. A conditional use permit (CUP) was applied for, and approved, on the newly purchased property to allow a new use within the existing residential home – a community center.

The newly revised plat will combine both properties, and the following is a detailed list of the proposed design:

1. Twenty-four (24) single family residential lots on 9.38 acres
2. One (1) common area – 2.29 acres
3. One (1) existing residential home, located on Lot 11, will remain and continue to front upon N. Bryan Ave.
4. Four (4') foot sidewalk along the full extent of the property, on both Bryan Ave. and Main St.
5. Half-street and full-street improvements along Main St.
6. Detention pond to mitigate storm water runoff
7. Existing community center to remain with a privately created five (5') foot walking trail as an amenity.
8. Sewer lines are properly designed to serve all lots within the subdivision.
9. Water lines are properly designed and looped to serve all lots within the subdivision.



Figure 1: Aerial Plat Map – approximate total area outlined in blue.

Staff has reviewed all details of the Preliminary Plat and find it to be in general conformance with City Codes. The City Engineer has provided the following notes in regards to conditions of approval, “Engineering can recommend approval of the Preliminary Plat contingent on water, sanitary sewer, detention, and paving construction plans being submitted and approved.”

STAFF RECOMMENDATION

Staff recommends approval of the proposed preliminary re-plat for the subject property with the following conditions:

1. The sanitary sewer presented along the north boundary of the site is not within the property boundaries. Any existing utility easements from the Crestline Heights Addition shall be affixed to the preliminary plat.
2. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
3. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
4. Four (4') foot sidewalks to be built at the time of building permit approval.
5. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial Plat Map
2. Figure 2: Zoning Map
3. Figure 3: Future Land Use Map
4. Exhibit 1: Preliminary Plat



Figure 2: Zoning Map of site – approximate total area outlined in blue.

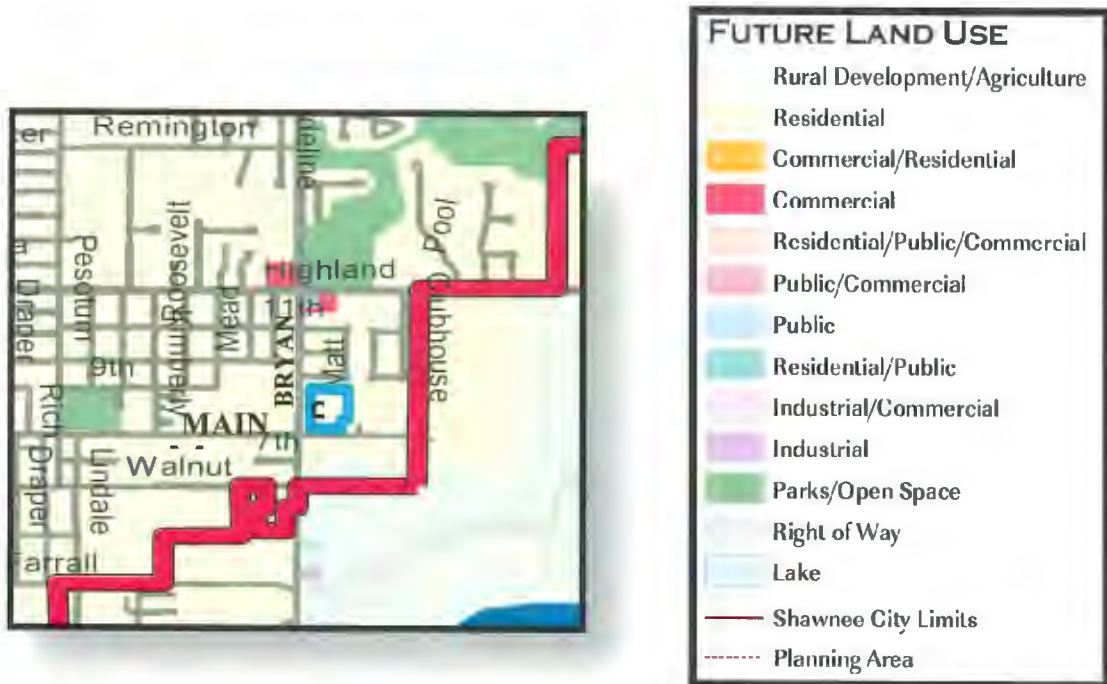
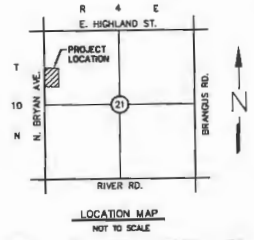
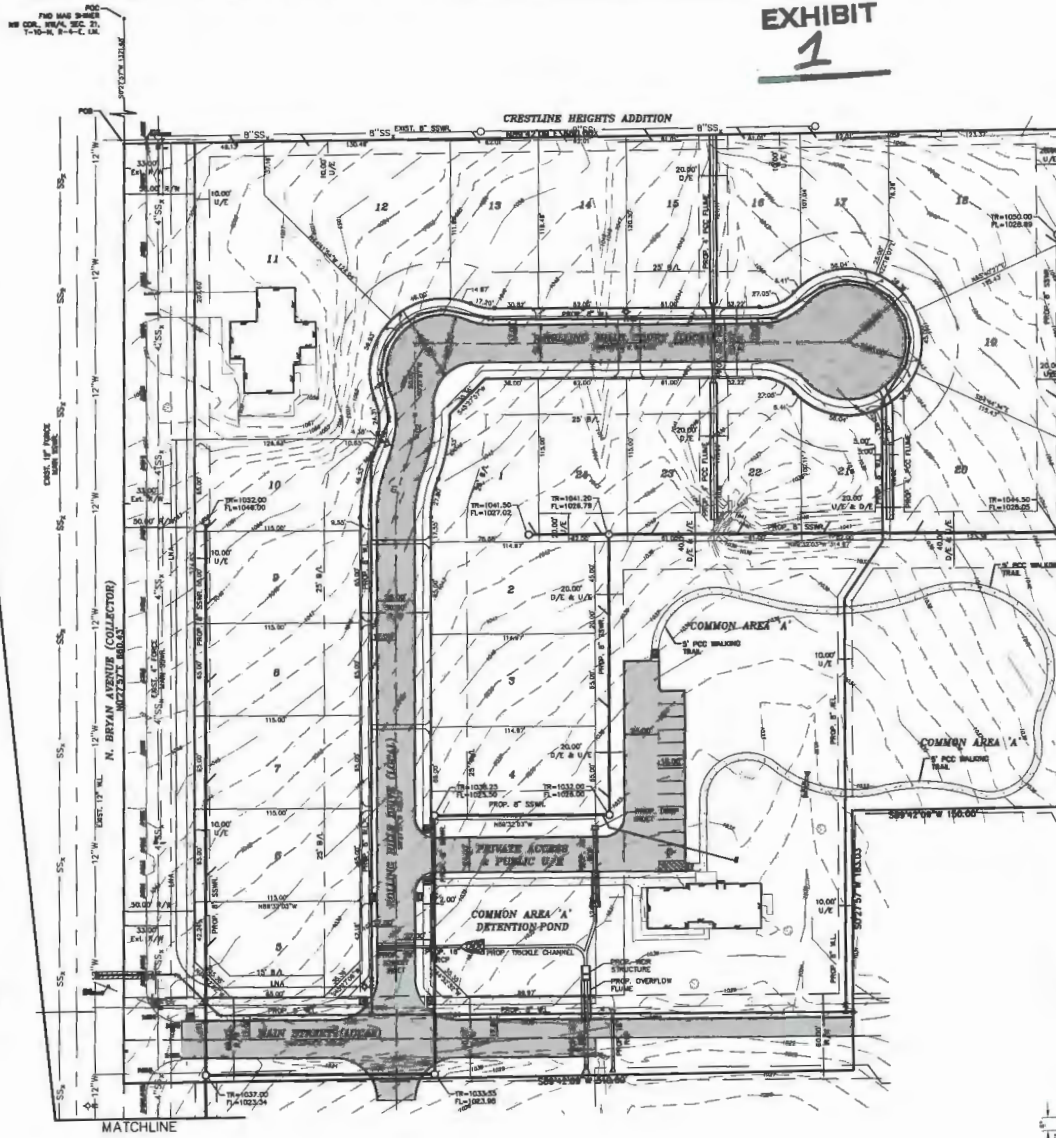
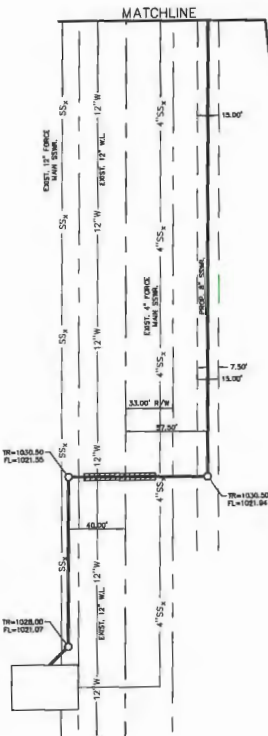
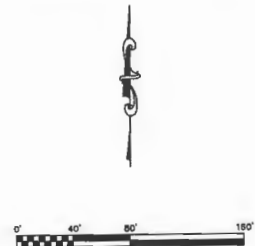


Figure 3: Shawnee Comprehensive Plan: Future Land Use Map (Figure 4.2). Approximate area outlined in blue.

EXHIBIT 1



LEGAL DESCRIPTION

A tract of land being a part of the Northwest Quarter (NW/4) of Section Twenty One (21), Township Ten (10) North, Range Four (4) East of the 6th Principal Meridian, Pottawatomie County, Oklahoma, more particularly described as follows:

COMMENCED at the Northwest corner of said Northwest Quarter (NW/4), thence South 02°27'37\"/>

OWNER/PLANNING:

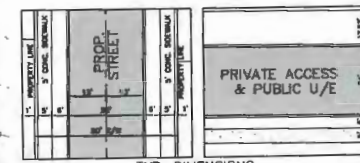
THE HEARING AUTHORITY OF THE ADJUTANT GENERAL, STATE OF OKLAHOMA, 107 S. GIBBS ST., SHAWNEE, OK 74801

CONTACT: AMANDA RAMIREZ (405) 373-1050

ALT. CONTACT: BOB SHEPARD (405) 373-1050

REMARKS:

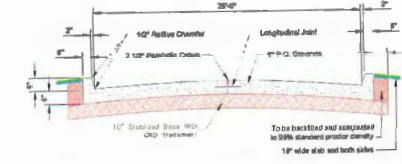
REMARKS #1: ELEVATION = 1045.50' CUT 1\"/>



CURVE TABLE						
NO.	RADIUS	ARC LENGTH	DELTA ANGLE	TANGENT	CHORD LENGTH	CHORD DIRECTION
C1	100.00	37.07	21°41'37"	18.79	38.80	N 11°05'35" E
C2	100.00	37.07	21°41'37"	18.79	38.80	N 11°05'35" E

NOTE:

SIDEWALKS WITHIN COMMON AREAS TO BE CONSTRUCTED BY DEVELOPER, PER CITY CODE. SIDEWALKS WITHIN MAIN STREET OR N. BRYAN AVENUE RIGHT-OF-WAYS TO BE CONSTRUCTED BY DEVELOPER, PER CITY CODE. SIDEWALK PLAN TO BE APPROVED PRIOR TO CONSTRUCTION.



• TYPICAL SECTION •
2\"/>

ROLLING HILLS ADDITION
PART OF THE NW/4 SEC. 21, T-10-N, R-4-E, J.M. SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA
PRELIMINARY PLAT

RED PLAINS PROFESSIONAL, INC.
CIVIL ENGINEERING • GIS • PLANNING • CONSTRUCTION MANAGEMENT
www.redplains.com

PRELIMINARY
This document is intended for the use of the client only and is not to be used for construction, bidding, or for any other purpose.



Red Plains Professional, Inc.
3825 South Bryant Ave.
Edmond, Oklahoma 73032
Telephone: (405) 341-4037
Fax: (405) 341-4037

CERTIFICATE OF AUTHORIZATION
NO. 2818
JUNE 26, 2017

Proj. 21118
SHT. 1

Regular Board of Commissioners

11.

Meeting Date: 03/07/2016

S03-16 Avonlea Final Plat

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Final Plat for Avonlea Addition located at 789 West Country Grove Drive.
Case No. S03-16 Applicant: United Senior Properties

Attachments

S03-16 Avonlea

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: United Senior Properties
FOR: Final Plat for Avonlea Addition
LOCATION: 789 W. Country Grove Dr., Shawnee, OK
PROJECT# 160170 CASE# S03-16

PLANNING COMMISSION MEETING DATE: March 2nd, 2016

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with final plat approval.
3. Landscape Plans will be required concurrent with building permit.
4. A four (4') foot sidewalk shall be required along Country Grove Drive.
5. Prior to the recording of the final plat, all instrument numbers and dedications shall be affixed to the plat.
6. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 4

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

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

FINAL PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT UNITED SENIOR PROPERTIES
APPLICANT ADDRESS 2900 NE 60th St., Ste 205, Gladstone, MO 64119
APPLICANT PHONE NUMBERS 913.492.7800
EMAIL ADDRESS john.julian@unitedresource.biz
NAME OF PLAT AVONLEA ADDITION
LOCATION 789 W. Country Grove Dr., SHAWNEE, OK 74804
NUMBER OF ACRES 2.72 NUMBER OF LOTS 2

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS:

FEE: \$325.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 2 6.00

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS

TOTAL COST 331.00

FOR LESS THAN 2 ACRE LOTS:

FEE: \$325.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS

TOTAL COST

OWNER/DEVELOPER INFORMATION:

NAME UNITED SENIOR PROPERTIES
ADDRESS 2900 NE 60th St., Ste 205, Gladstone, MO 64119
CONTACT NUMBERS 913.492.7800
EMAIL ADDRESS john.julian@unitedresource.biz

PROJECT ENGINEER INFORMATION:

NAME LANDES ENGINEERING, LLC
ADDRESS 903 E. 35th St., PO Box 1032, Shawnee, OK 74802-1032
CONTACT NUMBERS 405.275.5388
EMAIL ADDRESS landesengineering@landesengineering.net

FOR STAFF USE ONLY

PROJECT NUMBER: 160170 CASE NUMBER: 503-16

DATE: 2-1-16 AMOUNT PAID: \$331.00 RECEIPT NO. 01840768



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

STAFF REPORT
Final Plat
Case #S03-16

TO: Shawnee Planning Commission

AGENDA: March 2, 2016

RE: Avonlea Cottages of Shawnee, Final Plat

PROPOSAL

The applicant, John Julian, is requesting Final Plat approval for one (1) lot on a 2.72 acre property to facilitate the expansion of Avonlea Cottages, an assisted living facility. The property is generally located west along Country Grove Drive and North Harrison Avenue.

GENERAL INFORMATION

Applicant	John Julian, United Senior Properties
Owner(s)	John Julian, United Senior Properties
Site Location/Address	789 Country Grove Drive
Current Site Zoning	C-3 (Highway Commercial)
Parcel Size	2.72
Proposed Use	Senior Living Facility
Comprehensive Plan Designation	Commercial / Residential
Existing Land Use	Commercial
Surrounding Zoning	C-3 (Highway Commercial)



Figure 1: Aerial view of site – approximate total area outlined in blue.

STAFF REVIEW AND ANALYSIS

Avonlea Cottage of Shawnee provides assisted living services and care to citizens of Shawnee, Oklahoma. With a growing need, the intent is to expand upon their current structure. In order to expand, it became necessary to purchase a portion of the neighboring property to the south to allow room for the addition and necessary parking. A part of the purchase agreement includes land to construct a private drive fronting on North Harrison Street. This private drive will allow access to the expanded parking lot and new facility.

A general review of the Avonlea Cottages Plat includes:

1. The purchase of additional property to the south (represented in the property boundaries provided in all figures).
2. Proposed one-story addition connecting, from the south, to the current structure.
3. Private drive allowing access from North Harrison Avenue to the proposed, additional parking.
4. In addition to the one-lot plat, an outlot is indicated for land in the floodplain.
5. City utilities are present on site.
6. Stormwater detention is indicated on site.
7. A four (4) foot sidewalk will be required for the full length of property along Country Grove Drive.

The site is properly zoned and the use is consistent with the Shawnee Comprehensive Plan designation (Figure 3) and similar uses in the immediate area. Staff has reviewed the final plat request and finds that the plat meets City requirements, with a few exceptions to be indicated in the conditions of approval.

STAFF RECOMMENDATION

The technical aspects of the final plat have been reviewed and Staff does recommend approval of the Final Plat, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with final plat approval.
3. Landscape Plans will be required concurrent with building permit.
4. A four (4') foot sidewalk shall be required along Country Grove Drive.
5. Prior to the recording of the final plat, all instrument numbers and dedications shall be affixed to the plat.
6. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial view of site
2. Figure 2: Zoning Map
3. Figure 3: Future Comprehensive Plan Map

4. Exhibit 1: Final Plat
5. Exhibit 2: Preliminary Plat

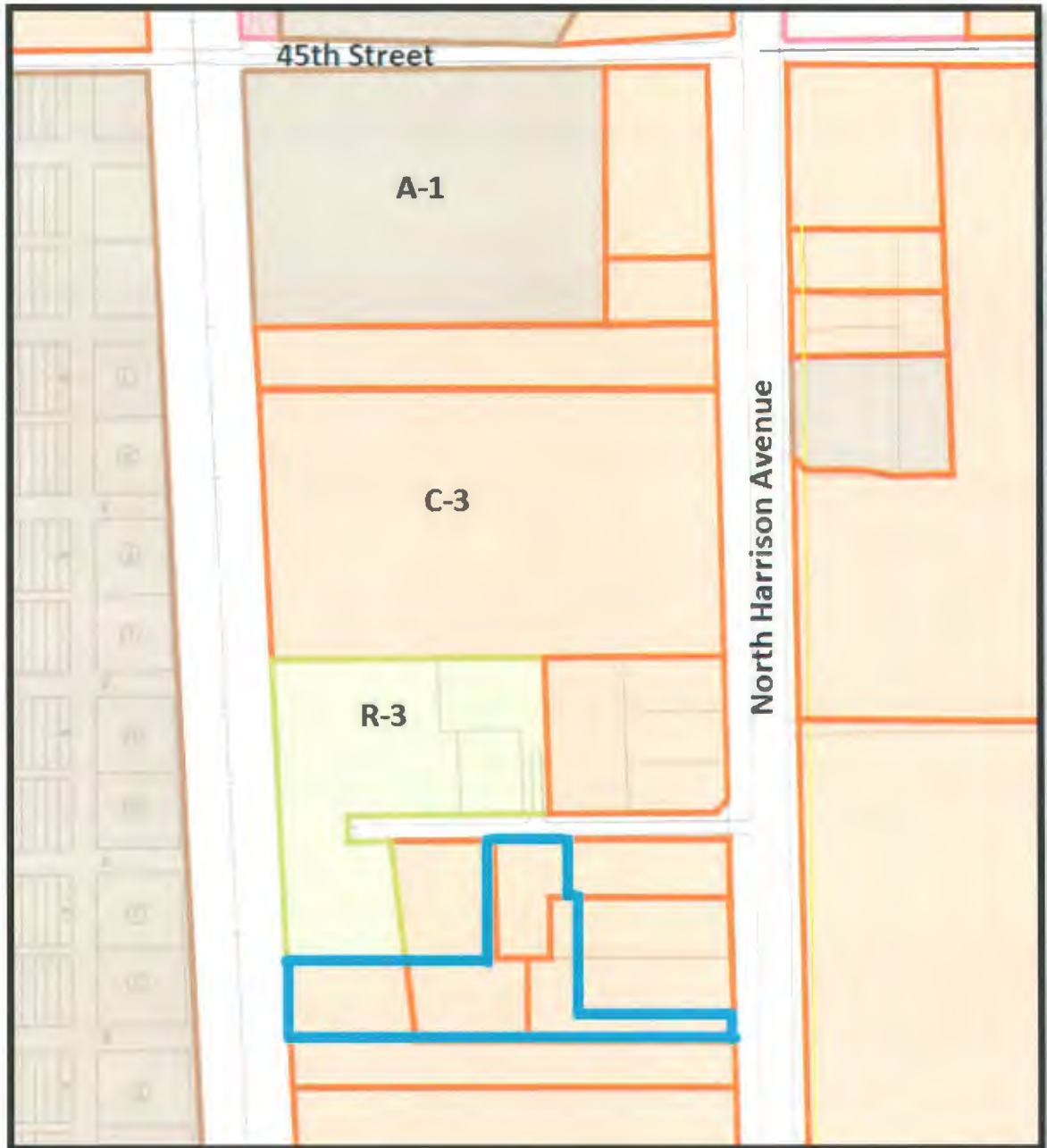


Figure 2: Zoning Map of site – approximate total area outlined in blue.

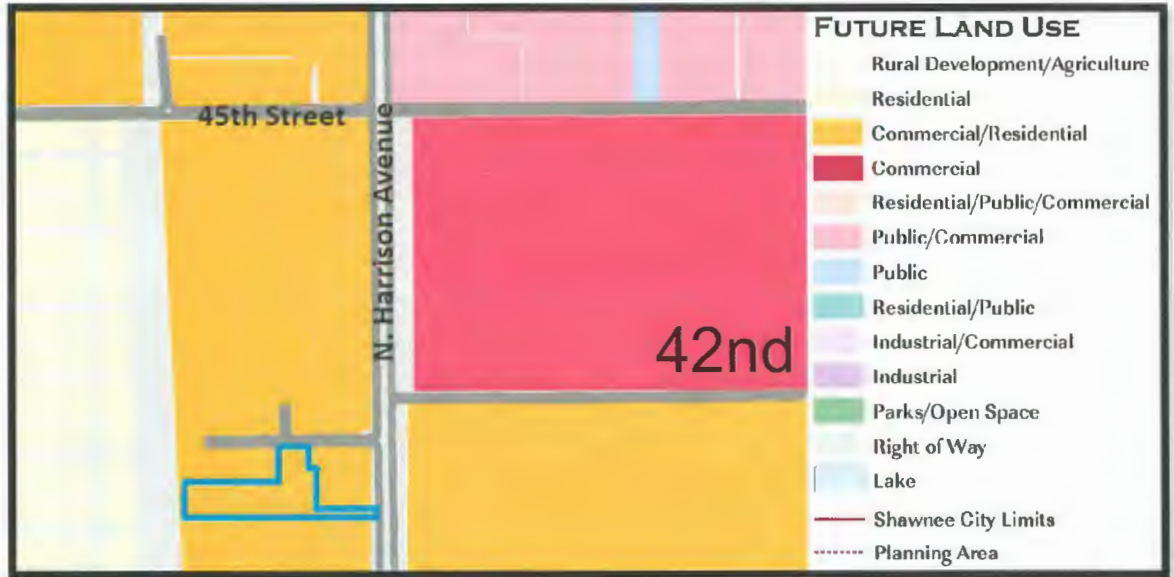
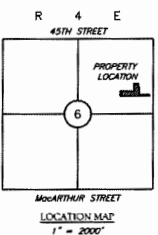


Figure 3: Future Comprehensive Plan Map – approximate total area outlined in blue.

EXHIBIT
2



THE PRELIMINARY PLAN HAS BEEN PREPARED TO THE BEST OF OUR ABILITIES IN ACCORDANCE WITH THE COMPREHENSIVE PLAN WITH WHICH WE ARE FAMILIAR, AND IN ACCORDANCE WITH THE ORDINANCES AND REGULATIONS CONCERNING THE SUBDIVISION OF LAND EXCEPT WHERE VARIANCES ARE BEING REQUESTED.

A POINT (PO) POINT PRIVATE SPRING AGREEMENT LOCATED IN THE NORTHEAST QUARTER (NE¼) OF SECTION TEN (10), TOWNSHIP FOUR (4)N EAST OF THE NORTH ANCHASIA RESERVATION, COUNTY OF HUGHES, STATE OF OKLAHOMA. SAID POINT BEING THE INTERSECTION OF SAID EASEMENT WITH THE EAST LINE OF SAID NE¼ AND A PARTICULARLY DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER (NC) OF SAID NE¼, THENCE SOUTHWEST ALONG THE EAST LINE OF SAID NE¼ A DISTANCE OF 1942.8 FEET, THENCE S08°25'30"W A DISTANCE OF 23.60 FEET TO A POINT ON THE WEST ½ POINT SURVEYARY RIGHT OF WAY LINE OF MARSHALL AERIAL, SAID POINT BEING THE POINT OF BEGINNING; THENCE CONTINUOUS S08°25'30"W A DISTANCE OF 312.18 FEET, THENCE N07°57'30"W A DISTANCE OF 46.90 FEET, THENCE S08°25'30"W A DISTANCE OF 312.18 FEET TO A POINT ON SAID ½ POINT SURVEYARY RIGHT OF WAY LINE, THENCE SOUTHWEST ALONG THE SURVEYARY RIGHT OF WAY LINE A DISTANCE OF 46.90 FEET TO THE POINT OF BEGINNING, COMPRISING 0.29 ACRES, MORE OR LESS.

- LEGEND**
- (+) INDICATES 1/2" MIN. PIPE SET
- (-) INDICATES
- WATER METER
- WATER VALVE
- SEWER
- POWER POLE
- LOW VOLT
- TELEPHONE
- VENT PIPE
- TELEPHONE POST/STAKE
- CEMENT BLOCK
- CLEAN OUT
- WARDEN
- STORM DRAIN
- AIR CONDITIONER UNIT
- TRUCK
- NOISE BARRIER
- TELEPHONE UNDERGROUND
- UNDERGROUND UNDERGROUND
- OVERHEAD ELECTRIC
- UNDERGROUND CABLE
- CABLE TV
- PETROLEUM LINE
- GAS LINE
- NATURAL PRESSURE GAS
- WATER LINE
- SANITARY SEWER LINE
- SEWER
- PREPARED SANITARY FEED
- LINE

- A. 2.12 ACRES
- B. 1 LOT & 1 OUTLOT
- C. (1) SINGLE STORY APPROXIMATELY 10,000 SQ. FT. ADDITION
- D. NONE
- E. 0.03 ACRES
- F. NONE
- G. NO ADDITIONAL PUBLIC ROADWAY PROPOSED
- H. NONE

CURRENTLY:
ZONED: C-3

LOCATION: 788 N. COUNTRY GREENE DR.
SHAWNEE, OK. 74804

OWNER & DEVELOPER: UNITED SENIOR PROPERTIES
2800 ME BOON STREET
SUITE 205
ROCKSTONE, MO. 64119
(800) 848-6800

PROJECT ENGINEER: RICHARD LARSEN
203 E. 30TH ST.
SHAWNEE, OK. 74801
(405) 275-5386

Revisions	DATE	BY	DESCRIPTION
1	8/22/2015	MM	MM - UPS PER CITY REVIEW



Richard E. Smith
P.E. #8679

Date 11/02/2015

LANDES ENGINEERING L.L.C.
www.landesengineering.net
 903 E. 35th Street • P.O. BOX 1032
 Shawnee, OK 74802-1032
 (405) 275-5388 • Fax (405) 275-9047
 CA # 2260 EXP. 6-30-17

United Senior Properties
 Avonlea Cottages of Shawnee Expansion
 Preliminary Plat

Regular Board of Commissioners**12.**

Meeting Date: 03/07/2016

S04-16 Regal Prel Plat

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Preliminary Plat for Regal Addition located at 4200 North Harrison Street.
Case No. S04-16 Applicant: Forum Investments, LLC

Attachments

S04-16 Regal

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Forum Investments, LLC
FOR: Preliminary Plat for Regal Addition
LOCATION: 4200 N. Harrison, Shawnee, OK
PROJECT# 160189 CASE# S04-16

PLANNING COMMISSION MEETING DATE: March 2nd, 2016

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Show how and where sanitary sewer service is to be extended to the subject lot.
2. Submittal and approval of sanitary sewer plans by the City Engineer.
3. Submittal and approval of drainage/detention plans by the City Engineer.

All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 4

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

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

PRELIMINARY PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT FORUM INVESTMENTS, LLC

APPLICANT ADDRESS PO Box 471035, Tulsa OK 74147

APPLICANT PHONE NUMBERS 918.622.0788

EMAIL ADDRESS dhurt@regalcars.com

NAME OF PLAT REGAL ADDITION

LOCATION 4200 N. HARRISON, SHAWNEE, OK 74804

NUMBER OF ACRES 1.42 NUMBER OF LOTS 1

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 1

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS 1

TOTAL COST 227.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 1 2.00

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS 1

TOTAL COST \$227.00

OWNER/DEVELOPER INFORMATION:

NAME FORUM INVESTMENTS, LLC

ADDRESS PO Box 471035, TULSA, OK 74147

CONTACT NUMBERS 918.622.0788

EMAIL ADDRESS dhurt@regalcars.com

PROJECT ENGINEER INFORMATION:

NAME LANDES ENGINEERING, LLC

ADDRESS 903 E. 35th St (74804), PO Box 1032, SHAWNEE, OK 74802.103

CONTACT NUMBERS 405.275.5388

EMAIL ADDRESS landesengineering@landesengineering.net

FOR STAFF USE ONLY

PROJECT NUMBER: 160189 CASE NUMBER: 50416

DATE: 2-4-16 AMOUNT PAID: \$227.00 RECEIPT NO. 01842214



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

STAFF REPORT
Preliminary Plat / Final Plat
CASE #S04-16 & #S05-16

TO: Shawnee Planning Commission

AGENDA: March 2, 2016

RE: Regal Addition Preliminary Plat & Final Plat

PROPOSAL

The applicant is requesting preliminary and final plat approval for Regal Addition to allow the construction of a car lot on approximately 1.42 acres of property. The subject site is generally located at the north-west corner of Country Grove Drive and North Harrison Avenue. The site is properly zoned C-3 (Highway Commercial), allowing for the intended use without a need for a rezone.

GENERAL INFORMATION

Applicant	Forum Investments, LLC
Owner(s)	Forum Investments, LLC
Site Location/Address	NE Corner of Country Grove Dr. & N. Harrison Ave. 4200 N. Harrison Ave.
Current Site Zoning	Commercial (C-3)
Parcel Size	1.42 Acres
Comprehensive Plan Designation	Commercial
Existing Land Use	Commercial
Surrounding Zoning	Commercial (C-3)

STAFF REVIEW AND ANALYSIS

Regal Addition is a re-plat of the east section of Country Grove Addition. The subject preliminary plat will effectively combine the three (3) existing lots into one (1) lot to construct:

1. A 3,625 square foot car dealership
2. Adequate parking to satisfy City requirements
3. Proper stormwater detention area
4. Two locations for ingress / egress
5. Privacy fencing
6. Four (4') foot sidewalk along Country Grove Dr. and a six (6') foot sidewalk along North Harrison Ave.
7. Sewer service extension to site

Proper access to City water is available for this site, however, how and where sanitary sewer is to be extended to the Regal Addition must be shown on the preliminary plat.

As a one (1) lot plat, Staff has no objection to approving both preliminary and final plat, based on the fulfillment of any listed conditions.

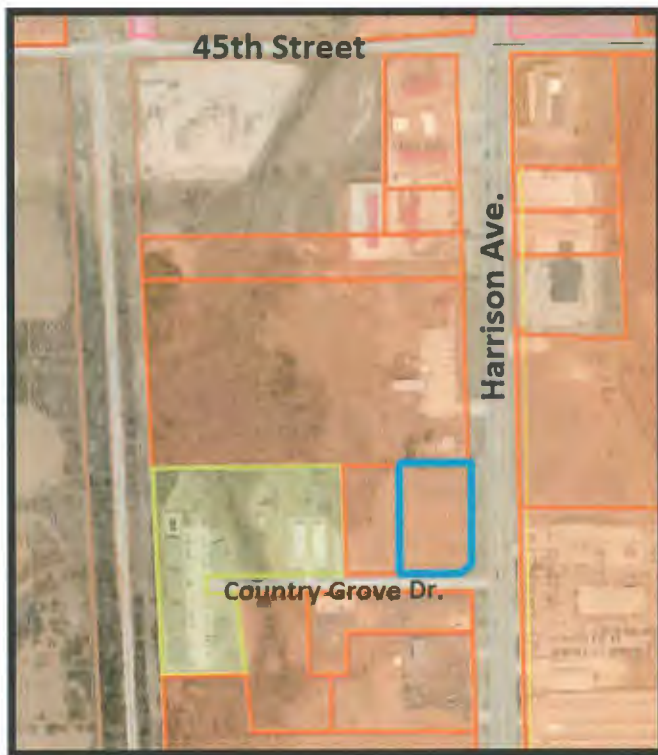


Figure 1: Aerial Plat Map – approximate total area outlined in blue.

STAFF RECOMMENDATION

PRELIMINARY RE-PLAT

Staff recommends **approval** of the proposed preliminary re-plat for the subject property with the following conditions:

1. Show how and where sanitary sewer service is to be extended to the subject lot.
2. Submittal and approval of sanitary sewer plans by the City Engineer.
3. Submittal and approval of drainage/detention plans by the City Engineer.
4. All other applicable City standards apply.

FINAL PLAT

Staff recommends **approval** of the proposed final plat for the subject property with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans shall be submitted concurrent with building permit.
4. Six (6') foot sidewalk required along Harrison Ave. and four (4') foot sidewalk required along Country Grove Dr.
5. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial Plat Map
2. Figure 2: Zoning Map
3. Figure 3: Future Land Use Map
4. Exhibit 1: Preliminary Plat
5. Exhibit 2: Final Plat

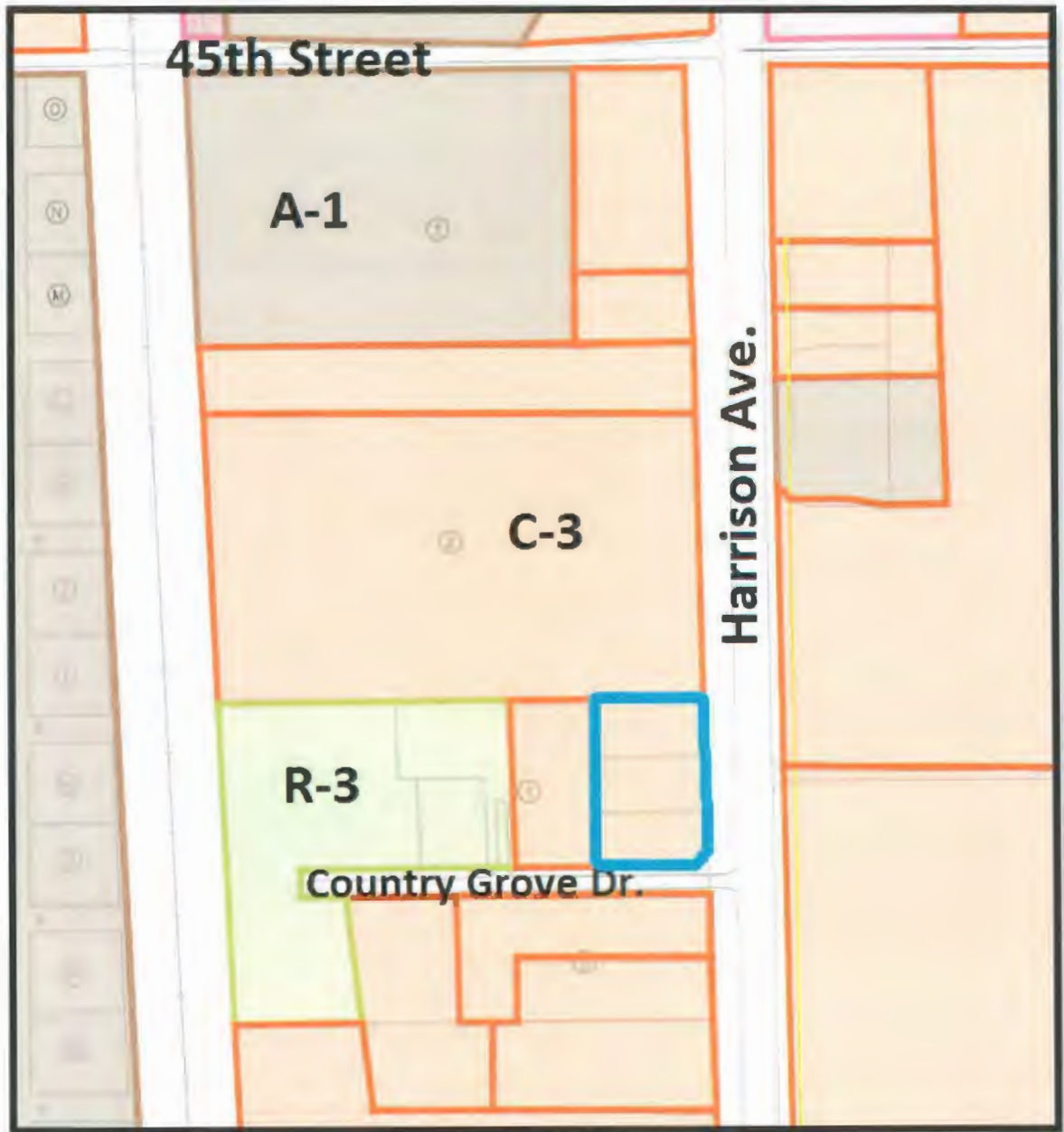


Figure 2: Zoning Map of site – approximate total area outlined in blue.



Figure 3: Shawnee Comprehensive Plan: Future Land Use Map (Figure 4.2).
Approximate area outlined in blue.

A RE-PLAT OF LOTS 1, 2 AND 3 IN BLOCK 1 OF COUNTRY GROVE ESTATES,
BEING A PART OF BLOCK 3, WILLIAMS ADDITION,
BEING A PART OF THE NE/4 OF SECTION 6, T10N-R4E, 1M.,
CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA

2

KNOW ALL MEN BY THESE PRESENTS: That Farum Investments, LLC, an Oklahoma Limited Liability Company, does hereby certify that they are the owners of and the only persons, firms, or corporations, who have any interest in the above described premises on the annexed plat, and that they have caused the same to be surveyed and plotted, and that they hereby dedicate all the streets and easements shown on the annexed plat to the public use of the State of Oklahoma. And they, their heirs, executors, administrators, successors and assign forever, and they do hereby agree that the same to be released from all encumbrances so that this title is clear and free, even in the event the dedication is defective. In witness whereof, the undersigned have caused this instrument to be signed and sealed this 10th day of January, 2010. Coverdale, Oklahoma.

Reservations and restrictions for this addition are contained in a separate instrument.

STATE OF OKLAHOMA }
COUNTY OF POTTAWATOMIE } ss:
The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

LAND SURVEYOR'S CERTIFICATE

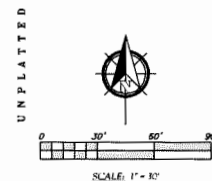
I, Billy Gene Knight, Professional Land Surveyor hereby certify that the annexed re-plot of Ragsdale Addition, an addition to the City of Shawnee, Pottawatomie County, Oklahoma, correctly represents a careful survey made under my supervision and any monuments shown thereon actually exist and their respective positions are correctly shown. I further certify that this plot complies with the requirements of Senate Bill No. 377, Section 510, as amended.

Billy Gene Knight, P.L.S. 1744

STATE OF OKLAHOMA }
COUNTY OF POTTER } SS:

The foregoing instrument was acknowledged before me this _____ day of _____

My Commission Expires: _____
Notary Public



BLDG OF REMAINS OF 10/27/00.45Y
ALONG THE EAST LINE OF NE/4 OF SECTION 8, T10N-R4E
ACCORDING TO GEOFF HIGHTMY PLANS STATE AND
PROJECT NO. SPM-6X351 SHEET 23. POTTSBORO, COLO.

LEGEND:

(o) INDICATES 1/8" IRON PIN SET 1/4"AP TO 220°

(*) INDICATES EXISTING MONUMENT

W/E UTILITY EASEMENT

B/L BUILDING LINE (SETBACK)

R/W RIGHT-OF-WAY

(D) INDICATES DISTANCE ON BEARING ACCORDING TO PLAT

(M) INDICATES ACTUAL MEASURED DISTANCE

LEGAL DESCRIPTION:
LOT ONE (1), BLOCK ONE (1), REGD. ADDITION TO THE CITY OF SHARREZ,
POTHAWAMUNG COUNTY, OKLAHOMA,
BEING A REPEAT OF
LOTS ONE (1), TWO (2) AND THREE (3), BLOCK ONE (1), COUNTRY GEM
ESTATE, A REPEAT OF PART OF BLOCK 3, WILLIAMS ADDITION TO THE CITY OF
SHARREZ, POTHAWAMUNG COUNTY, OKLAHOMA, ACCORDING TO THE ATTACHED
PLATS THEREOF.
SAND DESCRIBED: TRACT CONTAINS 1.42 ACRES, MORE OR LESS.

The undersigned, a duly qualified abstractor in and for Pottawatomie County, State of Oklahoma, hereby certifies that appearing in the records of said County, State of Oklahoma, and included in the record of the Real Estate Commission, as Auditor of the City of Shawnee, Pottawatomie County, Oklahoma, appears to be listed in Future Investments, LLC, an Oklahoma Limited Liability Company. All lands described and referred to are unencumbered by pending actions, judgments, liens, mortgages, leases and other encumbrances, EXCEPT oil, gas and other mineral leases and interests which have been previously conveyed and assignments and general mortgages of mineral interests.

EXECUTED at City of Shawnee, Pottawatomie County, State of Oklahoma, on this ____ day
_____, 20____.

ATTEST: First American Title and Trust

By _____ Asst. Secretary

By _____ Vice-President

STATE OF OKLAHOMA }
COUNTY OF OKTAWAH } ss:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

By _____, Vice-President of First American Title and Trust, an Oklahoma Corporation, on behalf of the Corporation.

My Commission Expires: _____

Notary Public

_____, County Treasurer of Polk County, Oklahoma, that the tax records of said County show all taxes are paid for the year 20____, and prior years on the land shown on the annexed plat, that the required security has been deposited in the office of the County Treasurer, guaranteeing payment of the current years taxes. IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the City of Shawnee, Oklahoma, this _____ day of _____, 20____.

_____ 20 _____

County Treasurer

CITY PLANNING COMMISSION APPROVAL _____

I, _____, Chairman of the City Planning Commission for the City of Shawnee, State of Oklahoma, hereby certify that the said commission duly approved the annexed plat on the _____ day of _____, 20____.

CHAPMAN

BE IT RESOLVED by the Council of the City of Shawnee, Oklahoma, that the dedications shown on the annexed plat are hereby accepted. Adopted by the Council of the City of Shawnee, Oklahoma, this _____ day of _____, 20____.

Altair: City of Shawnee, Oklahoma

City Clerk Mayor

CERTIFICATE OF CITY CLERK

_____, City Clerk of the City of Shawnee, State of Oklahoma,
hereby certify that I have examined the records of said City and find that all
deferred payments or uncollected installments upon special assessments have been
paid in full and that there is no special assessment procedure now pending against
the land shown on the annexed plat on this _____ day of _____
20____.

City Clerk

THIS PLAT OF SURVEY MEETS THE OREGONIAN MINERAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ACCEPTED BY THE OREGONIAN STATE BOARD OF

IF THE SURVEYOR'S SEAL IMPRESSION IS NOT RED COLORED, THE PLAT IS A COPY.

LANDES ENGINEERING L.L.C. & ASSOCIATES
www.landesengineering.net
903 EAST 35TH STREET SUITE 202, OKLAHOMA 74106
(405) 275-5388 CA #2280 EXP. 6-30-17

DATE: 01/25/2016	REV. 02/22/2016
------------------	-----------------

1/3	Regal Addition	
	SHAWNEE CIGARETTES	
04	POWER (in ml)	SHEET NUMBER
	0-40-40 BGR	1 of

DWG FILE: P:\ENGINEERING\2015\ENC SOP-13 REGD. CAR SALES\FINAL PLAT.DWG

Regular Board of Commissioners

13.

Meeting Date: 03/07/2016

S05-16 Regal Addition Final Plat

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Final Plat for Regal Addition located at 4200 North Harrison Street. Case No. S05-16 Applicant: Forum Investments, LLC

Attachments

S05-16 Regal

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Forum Investments, LLC
FOR: Final Plat for Regal Addition
LOCATION: 4200 N. Harrison, Shawnee, OK
PROJECT# 160171 CASE# S05-16

PLANNING COMMISSION MEETING DATE: March 2nd, 2016

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans shall be submitted concurrent with building permit.
4. Six (6') foot sidewalk required along Harrison Ave. and four (4') foot sidewalk required along Country Grove Dr.

All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 4

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

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

FINAL PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT FORUM INVESTMENTS, LLC
APPLICANT ADDRESS P.O. Box 471035, TULSA, OK 74147
APPLICANT PHONE NUMBERS 918.622.0788
EMAIL ADDRESS dhurt@regalcars.com
NAME OF PLAT REGAL ADDITION
LOCATION 4200 N. HARRISON, SHAWNEE OK 74804
NUMBER OF ACRES 1.42 NUMBER OF LOTS 1

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$325.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

FOR LESS THAN 2 ACRE LOTS: FEE: \$325.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 1 2.00
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST 327.00

OWNER/DEVELOPER INFORMATION:

NAME FORUM INVESTMENTS, LLC
ADDRESS P.O. Box 471035, TULSA, OK 74147
CONTACT NUMBERS 918.622.0788
EMAIL ADDRESS dhurt@regalcars.com

PROJECT ENGINEER INFORMATION:

NAME LANDES ENGINEERING, LLC
ADDRESS 903 E. 35TH ST., PO Box 1032, SHAWNEE OK 74802.10:
CONTACT NUMBERS 405.275.5388
EMAIL ADDRESS landesengineering@landesengineering.net

FOR STAFF USE ONLY

PROJECT NUMBER: 160171 CASE NUMBER: 505-16
DATE: 2-1-16 AMOUNT PAID: \$327.00 RECEIPT NO. 01840769



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

STAFF REPORT
Preliminary Plat / Final Plat
CASE #S04-16 & #S05-16

TO: Shawnee Planning Commission

AGENDA: March 2, 2016

RE: Regal Addition Preliminary Plat & Final Plat

PROPOSAL

The applicant is requesting preliminary and final plat approval for Regal Addition to allow the construction of a car lot on approximately 1.42 acres of property. The subject site is generally located at the north-west corner of Country Grove Drive and North Harrison Avenue. The site is properly zoned C-3 (Highway Commercial), allowing for the intended use without a need for a rezone.

GENERAL INFORMATION

Applicant	Forum Investments, LLC
Owner(s)	Forum Investments, LLC
Site Location/Address	NE Corner of Country Grove Dr. & N. Harrison Ave. 4200 N. Harrison Ave.
Current Site Zoning	Commercial (C-3)
Parcel Size	1.42 Acres
Comprehensive Plan Designation	Commercial
Existing Land Use	Commercial
Surrounding Zoning	Commercial (C-3)

STAFF REVIEW AND ANALYSIS

Regal Addition is a re-plat of the east section of Country Grove Addition. The subject preliminary plat will effectively combine the three (3) existing lots into one (1) lot to construct:

1. A 3,625 square foot car dealership
2. Adequate parking to satisfy City requirements
3. Proper stormwater detention area
4. Two locations for ingress / egress
5. Privacy fencing
6. Four (4') foot sidewalk along Country Grove Dr. and a six (6') foot sidewalk along North Harrison Ave.
7. Sewer service extension to site

Proper access to City water is available for this site, however, how and where sanitary sewer is to be extended to the Regal Addition must be shown on the preliminary plat.

As a one (1) lot plat, Staff has no objection to approving both preliminary and final plat, based on the fulfillment of any listed conditions.

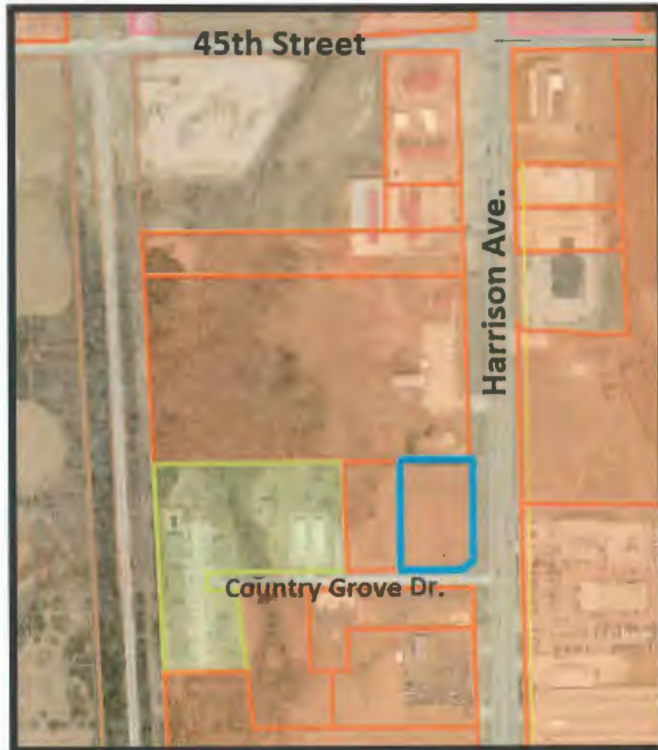


Figure 1: Aerial Plat Map – approximate total area outlined in blue.

STAFF RECOMMENDATION

PRELIMINARY RE-PLAT

Staff recommends **approval** of the proposed preliminary re-plat for the subject property with the following conditions:

1. Show how and where sanitary sewer service is to be extended to the subject lot.
2. Submittal and approval of sanitary sewer plans by the City Engineer.
3. Submittal and approval of drainage/detention plans by the City Engineer.
4. All other applicable City standards apply.

FINAL PLAT

Staff recommends **approval** of the proposed final plat for the subject property with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans shall be submitted concurrent with building permit.
4. Six (6') foot sidewalk required along Harrison Ave. and four (4') foot sidewalk required along Country Grove Dr.
5. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial Plat Map
2. Figure 2: Zoning Map
3. Figure 3: Future Land Use Map
4. Exhibit 1: Preliminary Plat
5. Exhibit 2: Final Plat

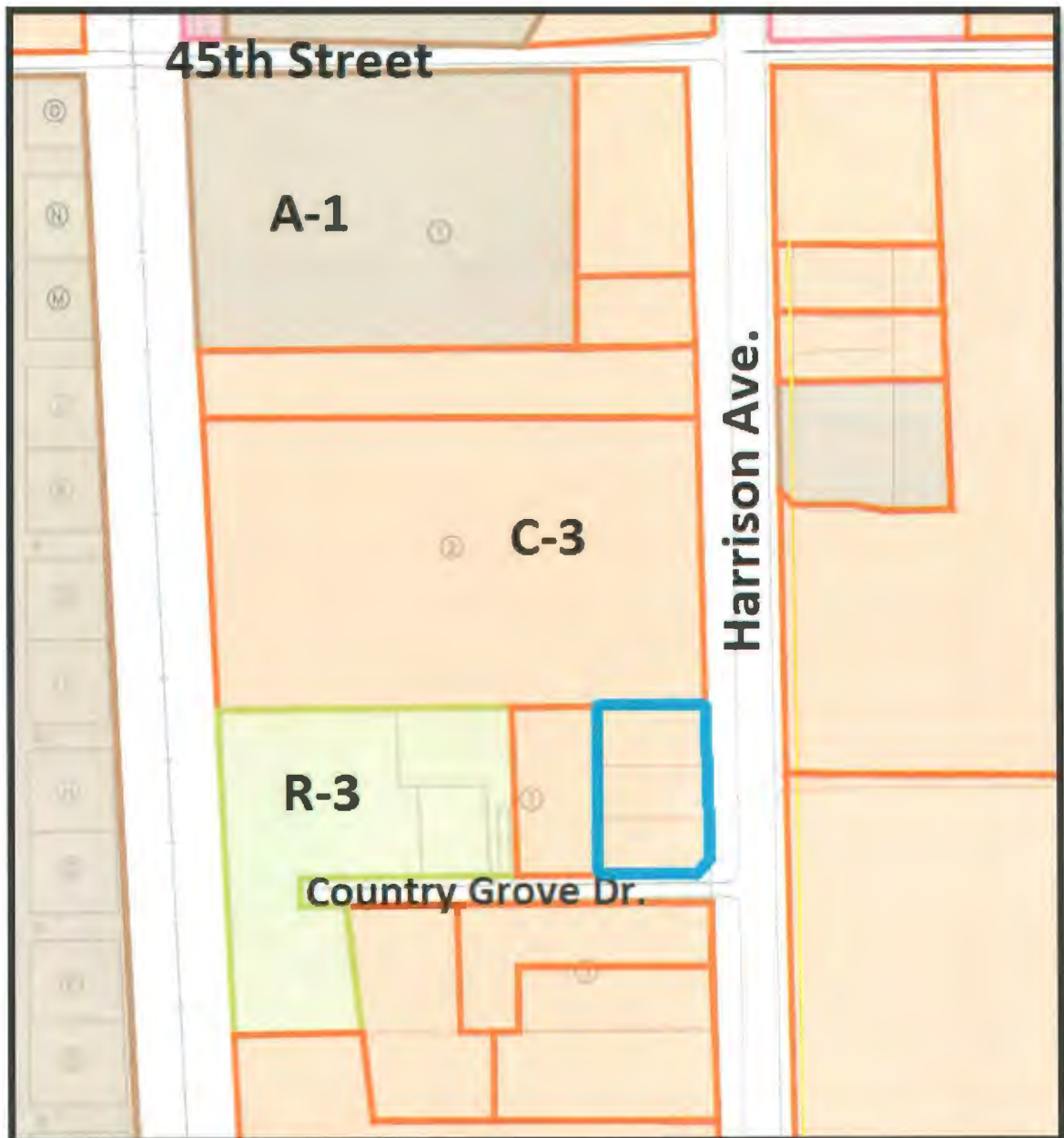


Figure 2: Zoning Map of site – approximate total area outlined in blue.



Figure 3: Shawnee Comprehensive Plan: Future Land Use Map (Figure 4.2).
Approximate area outlined in blue.

LOTS 1, 2 AND 3 IN BLOCK 1 OF COUNTRY GROVE ESTATES,
BEING A PART OF BLOCK 3, WILLIAMS ADDITION,
BEING A PART OF THE NE/4 OF SECTION 6, T10N-R4E, L.M.,
CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA

EXHIBIT
1

A. 1.42 ACRES
B. 1 LOT
C. NONE
D. (1) SINGLE STORY 3629 SQ. FT.
E. NONE
F. NONE
G. NO ADDITIONAL PUBLIC REMOVAL PROPOSED
H. NONE

CURRENTLY:
ZONING: C-3

LOCATION: 4200 N. HARRISON AVE.
SHARREX, OK. 74804

OWNER & DEVELOPER: FORUM INVESTMENTS, L.L.C.
P.O. BOX 471035
TULSA, OK. 74147
(918) 682-0788

PROJECT ENGINEER: RICHARD LAMDES
803 E. 30TH ST.
SHARREX, OK. 74801
(405) 275-5389

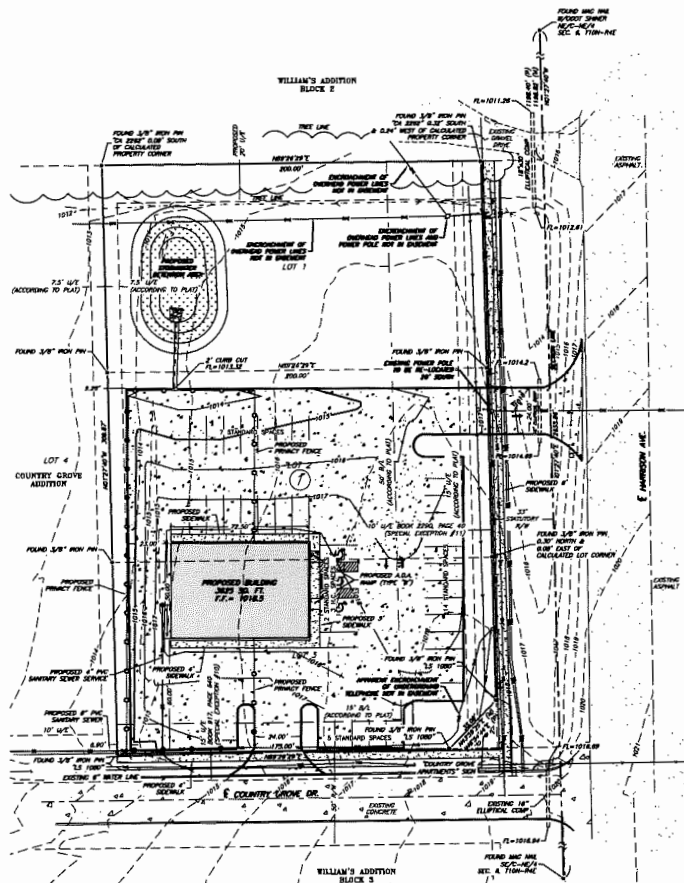


THIS PROPERTY IS LOCATED IN FLOOD ZONE 'X' (AREAS DETERMINED TO BE OUTSIDE THE
ONE ANNUAL CHANCE FLOODPLAIN) PER F.A.R.M. POTTSMOUTH COUNTY, OKLAHOMA AND
INCORPORATED AREAS, ANNEX 210 OF S50, MAP NUMBER 401250210-H, MAP REVISED
9-3-2010.

THE PROPERTY IS TO BE DRAINAGE AND STORMWATER RUNOFF IS TO BE DIRECTED TOWARDS THE PROPOSED STORMWATER DETENTION AREA. THE STORMWATER IS TO BE DETAINED BY THE PROPOSED DETENTION AREA AND DISCHARGED INTO THE EXISTING DRAINAGE POND AT A RATE NOT TO EXCEED PRE-DEVELOPMENT CONDITIONS.

THE PRELIMINARY PLAN HAS BEEN PREPARED TO THE BEST OF OUR ABILITIES IN ACCORDANCE WITH THE COMPREHENSIVE PLAN WITH WHICH WE ARE FAMILIAR, AND IN ACCORDANCE WITH THE ORDINANCES AND REGULATIONS CONCERNING THE SUBDIVISION OF LAND EXCEPT WHERE VARIANCES ARE BEING REQUESTED.

SOURCE INFORMATION FROM PLANS AND DRAWINGS HAVE BEEN COMBINED WITH OBSERVED EVIDENCE OF UTILITIES TO DEVELOP A VIEW OF THOSE UNDERGROUND UTILITIES. HOWEVER, LACKING EXHAUSTIVE, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EXCAVATION MAY BE NECESSARY.



0 30' 60' 90'

SCALE: 1" = 30'

BASIS OF MEASURING OF SOUTHWEST
ALONG THE EAST LINE OF NE 1/4 OF SECTION 4, T10N-R4E, L1N
ACCORDING TO 2007 HIGHWAY PLANT STATE AND
PROJECT NO. S4P-4333, SHEET 21, POTTAWATOMIE COUNTY

- (a) INDICATES 3/8" INCH P.S. SET
- (b) INDICATES EXISTING IRON PIP
- WATER METER
- WATER VALVE
- PIPE WORKING
- POWER POLE
- LIGHT POLE
- GAS METER
- VENT PIPE
- TELEPHONE PEDESTAL
- ELECTRIC BOX
- CLEAN OUT
- MANHOLE
- STORM DRAIN
- AIR CONDITIONER UNIT
- SIGN
- BENCHMARK
- ⊙ TREE
- TELEPHONE, UNDERGROUND
- UNDERGROUND ELECTRIC
- OVERHEAD ELECTRIC & CABLE TV
- FIBER OPTIC CABLE
- CABLE TV
- PETROLEUM LINE
- GAS LINE
- HIGH PRESSURE GAS LINE
- WATER LINE
- SANITARY SINKER LINE
- STORM SEWER
- PRESSURIZED SANITARY SINKER LINE
- FENCE
- FLOW LINE

LOTS ONE (1), TWO (2) AND THREE (3), BLOCK ONE (1), COLONY GROVE ESTATES, A REPLAT OF PART OF BLOCK 3 WILLIAMS ADDITION TO THE CITY OF SHAWNEE, POTTERWATKINE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

Said described tract contains 1.42 acres, more or less.

Note To Contractors
Call Okie : 1-800-522-6543

LOCATION OF UNDERGROUND UTILITY SERVICES. CONTRACTORS MUST CONTACT THE NUMBER PRIOR TO ANY EXCAVATION OR CONSTRUCTION

EVERY EFFORT HAS BEEN MADE TO LOCATE AND IDENTIFY APPROXIMATE LOCATIONS OF UNDERGROUND UTILITY LINES. BURIED UTILITIES ARE NOT NECESSARILY AS SHOWN. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE AND PRESERVE ALL SERVICES. CONTRACTOR MUST CONTACT ALL UTILITIES PRIOR TO ANY CONSTRUCTION.



Forum Investments, LLC

LANDES ENGINEERING L.L.C.

LANDS ENGINEERING
www.landesengineering.net
207 C. 75th Street • 900 BOX 1012

903 E. 35th Street • P.O. BOX 1032
Shawnee, OK 74802-1032

(405) 275-5388 • Fox (405) 275-9047
CA # 2260 EXP. 6-30-17

Richard L. Longes P.E. #8679 Date

Richard L. Longes P.E. #8679 Date

RE-PLAT REGAL ADDITION

A RE-PLAT OF LOTS 1, 2 AND 3 IN BLOCK 1 OF COUNTRY GROVE ESTATES,
BEING A PART OF BLOCK 3, WILLIAMS ADDITION,
BEING A PART OF THE NE/4 OF SECTION 6, T10N-R4E, 1M.,
CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA

EXHIBIT

2

OWNER'S CERTIFICATE AND DECLARATION

KNOW ALL MEN BY THESE PRESENTS,
That Forum Investments, LLC, an Oklahoma Limited Liability Company, does hereby certify that they are the owners of and the only persons, firm, or corporation having any right, title or interest in and to the land shown on the attached plat, and that they have caused the same to be surveyed and platified, and that they hereby dedicate all the streets and easements shown herein to the public for the purpose of streets, utilities and drainage, for their heirs, executors, administrators, successors and assigns forever, and have caused the same to be released from all encumbrances so that the title is clear, except as shown in the abstractor's certificate in Witness Whereof, the undersigned have caused this instrument to be executed this day of _____, 20____. Conventions, reservations and restrictions for this addition are contained in a separate instrument.

Robert Mulkey, Managing Officer
Forum Investments, LLC

STATE OF OKLAHOMA }
COUNTY OF POTTAWATOMIE }

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

LAND SURVEYOR'S CERTIFICATE

I, Betsy Gess Knight, Professional Land Surveyor, hereby certify that the enclosed re-plat of Regal Addition, as shown in the City of Shawnee, Pottawatomie County, Oklahoma, correctly represents a lawful survey made under my supervision and any instruments shown therein actually exist and that respective positions are correctly shown. I further certify that this plat complies with the requirements of Statute SS No. 277, Section 216, as amended.

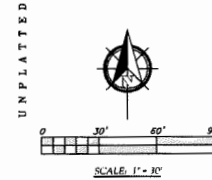
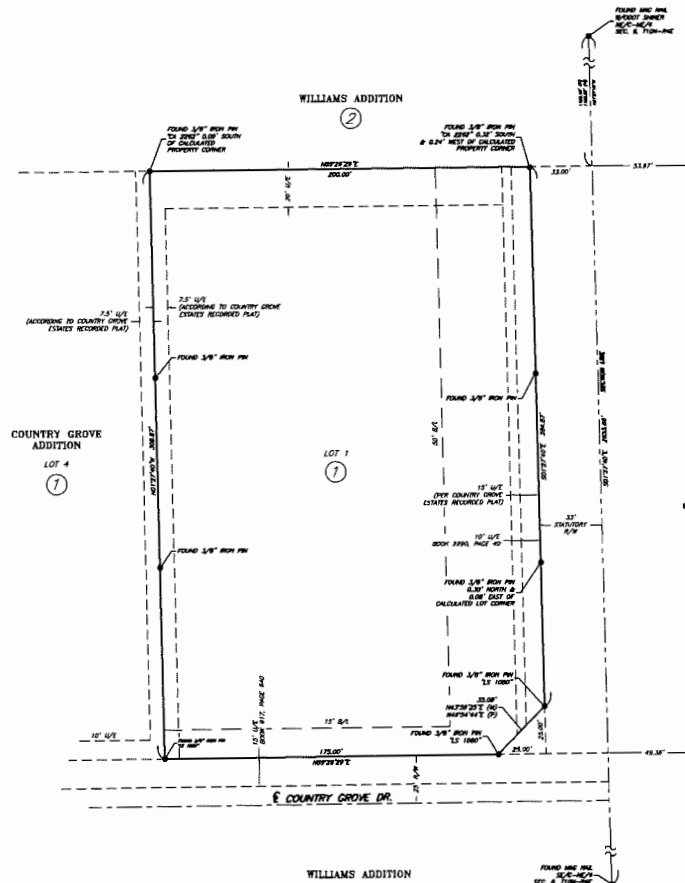
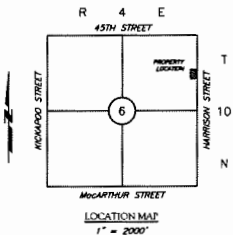
Betsy Gess Knight, P.L.S. 12544

STATE OF OKLAHOMA }
COUNTY OF POTTAWATOMIE }

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

My Commission Expires: _____

Notary Public



POINT OF BEGINNING OF SUBDIVISION AT THE EAST LINE OF HIGHWAY 6, T10N-R4E, 1M. ACCORDING TO DEED RECORDED PLAT 200, POTTAWATOMIE COUNTY

- (a) MONUMENTS 1/2" IRON PIN SET N/40°W TO 220°
- (b) MONUMENTS COTTONWOOD
- (c) UTILITY EASEMENT
- (d) BUILDING LINE (DETACHED)
- (e) RIGHT-OF-WAY
- (f) MONUMENT DISTANCE TO BEARING ACCORDING TO PLAT
- (g) MONUMENT ACTUAL MEASURED DISTANCE TO BEARING

LEGAL DESCRIPTION

LOT ONE (1) BLOCK ONE (1) REGAL ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA.
LOT TWO (2) BLOCK ONE (1) REGAL ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA.
LOT THREE (3) BLOCK ONE (1) REGAL ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA.
Said described tract contains 1.42 acres, more or less.

BONDED ABSTRACTOR'S CERTIFICATE

The undersigned, a duly qualified abstractor in and for Pottawatomie County, State of Oklahoma, hereby certifies that according to the records of said County, title to the land included in the foregoing re-plat of Regal Addition, as shown in the City of Shawnee, Pottawatomie County, Oklahoma, appears to be vested in Forum Investments, LLC, an Oklahoma Limited Liability Company, as herein described and referred to as unencumbered by pending orders, judgments, liens, mortgages, taxes and other encumbrances EXCEPT for one and other minor taxes and interests which have been previously conveyed and easements and general mortgages of record.

EXECUTED AT City of Shawnee, Pottawatomie County, State of Oklahoma, on this _____ day of _____, 20____.

ATTEST: First American Title and Trust

By: Asst. Secretary By: Vice-President

STATE OF OKLAHOMA }
COUNTY OF POTTAWATOMIE }

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

By: Vice-President of First American Title and Trust, an Oklahoma Corporation, on behalf of the Corporation.

My Commission Expires: _____

Notary Public

COUNTY TREASURER'S CERTIFICATE

The undersigned, County Treasurer of Pottawatomie County, State of Oklahoma, that the records of said County show all taxes are paid for the year 20____, and prior years on the land shown on the enclosed plat, that the required statutory security has been deposited in the office of the County Treasurer, upon receipt of the current year's taxes. I, WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the City of Shawnee, Oklahoma, this _____ day of _____, 20____.

County Treasurer

CITY PLANNING COMMISSION APPROVAL

_____, Chairman of the City Planning Commission for the City of Shawnee, State of Oklahoma, hereby certifies that the said commission duly approved the enclosed plat on the _____ day of _____, 20____.

CHAIRMAN

ACCEPTANCE OF DEDICATION OF CITY COMMISSION

BE IT RESOLVED BY the Council of the City of Shawnee, Oklahoma, that the dedications shown on the enclosed plat are hereby accepted. Adopted by the Council of the City of Shawnee, Oklahoma, this _____ day of _____, 20____.

Attest: City of Shawnee, Oklahoma

City Clerk

Mayor

CERTIFICATE OF CITY CLERK

I, City Clerk of the City of Shawnee, State of Oklahoma, hereby certify that I have examined the records of said City and find that all deferred payments or unrecorded instruments upon special assessments have been paid in full and that there is no special assessment procedure now pending against the land shown on the enclosed plat on this _____ day of _____, 20____.

City Clerk



THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARD FOR THE PRACTICE OF LAND SURVEYING AS REQUIRED BY THE OKLAHOMA STATE BOARD OF SURVEYING FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

IF THE SURVEYOR'S SEAL APPEARS IT HAS NOT BEEN COPIED. THE PLAT IS A COPY.

LANDS ENGINEERING & ASSOCIATES
www.landsengineering.com
303 EAST 30TH STREET SHAWNEE, OKLAHOMA 74801
(405) 275-3388 FAX (405) 275-3388

DRAWN BY: JES
CHECKED BY: JES
DATE: 01/25/2016 REV: 02/22/2016

Regal Addition

OKLAHOMA CULMINUM

SHEET NUMBER: 1 of 1

ONE FILE: A:\CHANDLER\JES\100-15 REGAL CWP 04/25/2016 PLAT.DWG

Regular Board of Commissioners

14. a.

Meeting Date: 03/07/2016

Westech Rd Pasture Lease

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lease of the City of Shawnee Property Located at the N.E. Corner of Leo Street and Westech Road, Shawnee, OK for the Purpose of Pasture Land (Award)

Attachments

Westech Lease Memo

Westech Lease Bid Tab

Westech Lease Notice

Westech Lease Plan Holders List

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

Commissioners
VACANT
LINDA AGEE
JAMES HARROD
KEITH HALL
LESA SHAW
MICHEAL DYKSTRA

Date: March 2, 2016
To: Mayor and City Commissioners
From: James Bryce, Director of Operations

RE: Request to Award Regional Park Property Lease

Nature of the Request:

Staff requests award of the Lease for the Regional Park Property for the purpose of pasture land.

Staff Analysis, Considerations:

During February staff advertised the request to bid out the lease of the Regional Park Property located at the NE corner of Leo St. & Westech Road for the purpose of Pasture Land. Four packets were handed out and one was returned from Dace Dockery in the amount of \$5,000.00 per year, the previous amount was for \$4,000.00 per year. Dace has leased the property from the City since 2010 and for several years before that without any trouble. The Contract is for one year with the option to renew for two more one year consecutive terms. Contract does not begin until July 1 of 2016 and runs to June 30 of 2017. There is included a 60 day written notice of termination.

Recommendation:

It is staff's recommendation to award the lease to Dace Dockery in the amount of \$5,000.00 per year.

Budget Consideration:

The amount of \$5,000.00 per will be received by the city as an addition to the budget.

BID TABULATION SHEET

**LEASE OF THE CITY OF SHAWNEE PROPERTY LOCATED AT THE
N.E. CORNER OF LEO STREET AND WESTECH ROAD, SHAWNEE, OK
FOR THE PURPOSE OF PASTURE LAND**

FEBRUARY 16, 2015

BIDDER

AMOUNT

Dace Dockery
Shawnee, OK

\$ 5,000⁰⁰

(

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., Tuesday, February 16th, 2016, for:

Lease of the City of Shawnee Property Located at the N.E. corner of Leo Street & Westech Road, Shawnee, OK. for the purpose of pasture land

Instructions and bid documents are available to qualified bidders at the Fairview Cemetery Office, 1400 N. Center Shawnee, Oklahoma 74801 (405) 878-1529.

A bid proposal form will be issued by the City of Shawnee. 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 - Lease of the City of Shawnee Property Located at the N.E. corner of Leo Street & Westech Road, Shawnee, OK. for the purpose of pasture land February 16th, 2016

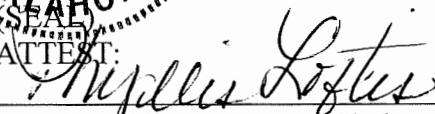
The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee, together with a sworn non-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders or parcel out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

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at 6:30 p.m., Tuesday, February 16th, 2016.

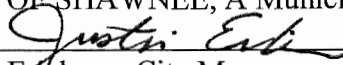
The City of Shawnee reserves the right to reject any or all bids.



ATTEST:


Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, A Municipal Corporation

By: 
Justin Erickson, City Manager

Regional Property Lease Plan Holders

Name (Print)

Company

P. Zimmer

Phone Number

Email Address

pszimmer70yahoo.com

Name (Print)

Company

Dace Dockery

PO Box 1463 Shawnee 74802

Phone Number

Email Address

Name (Print)

Company

William K. Maddux

Phone Number

Email Address

(405) 613-2554

wkm3@sbcglobal.net

Name (Print)

Company

John Krywicki

Phone Number

Email Address

jkrywicki@shawneeok.org

Staff advertised through:

Shawnee News Star

City of Shawnee web

Regular Board of Commissioners**14. b.**

Meeting Date: 03/07/2016

Auditorium HVAC Bid Open

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Auditorium HVAC Project (Open)

Attachments

HVAC Notice

HVAC Project Bidders List

HVAC Plan Holders List

HVA Prebid Meeting List

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 7, 2016 for:

Auditorium HVAC Project

Instructions and bid documents are available to qualified bidders at:

Reidprographics
6800 N. Shartel Oklahoma City, Ok 73116
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.

Fosdick & Hilmer Engineers, 710 Asp Avenue, Norman, Ok 73069
(405) 271-4551

A mandatory pre bid meeting will be on February 18, 2016 at 10:00AM CST at the Auditorium located at 400 N. Bell Street Shawnee, OK 74801.

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 – Auditorium HVAC Project
March 7, 2016**

The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee at **16 W. 9th 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. 9th Street Shawnee, Oklahoma 74801, at 6:30 p.m., Monday, March 7, 2016.

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



Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, A Municipal Corporation

By: Justin Erickson
Justin Erickson, City Manager

Auditorium HVAC Project

BIDDERS LIST:

American A/C & Heating
212 W. Main St.
Shawnee, Oklahoma 74801
(405) 275-3223

AC Solutions of Shawnee
620 W. Ayers St.
Shawnee, Oklahoma 74801
(405) 481-7706

Sparks Heat & Air, Inc.
128 Summit Dr.
Shawnee, Oklahoma 74801
(405) 273-1521

Kizzia Heat & Air
624 Kickapoo Spur
Shawnee, Oklahoma 74801
(405) 273-6617

Sunbelt Heating and Air Conditioning
2020 E. MacArthur
Shawnee, Oklahoma 74804
(405) 273-5772

Watkins Heating and Air
21205 Bethel Rd.
Tecumseh, Oklahoma 74873
(405) 275-1974

Danran Mechanical Inc.
17510 Bethel Rd.
Shawnee, Oklahoma 74801
(405) 273-3992

B. P. Walker Heating & Air Conditioning, L.L.C.
1530 N Harrison St,
Shawnee, Oklahoma 74804
(405) 275-1122

Reidprographics

6800 N. Shartel

Oklahoma City, Ok 73116

Phone 405-848-7274

Fax 405-848-0086

PLAN HOLDERS LIST

McGraw-hill

Kathy Marshall

Tel: 912-351-4504

Fax: 877-836-5711

02/09/16 11:04 am

iSqFt

4500 Lake Forest Drive

Suite 502

Blue Ash, OH 45242

Steven Albrinck

Tel: 5135601190

Fax: 5135601190

2-18-16

Auditorium HVAC Pre Bid Meeting

Name (Print)

Company

Matt Olson

Jackson Mech

Phone Number

Email Address

405-977-6009

MattOlson@Jacksonmechanicalllc.com

Name (Print)

Company

Jim Nance

Jackson Mech. Service

Phone Number

Email Address

405-525-3786

jimnance@jacksonmechanicalllc.com

Name (Print)

Company

GARY BAKER

LISBER MECH

Phone Number

Email Address

405 265-4693

GBAKER@LISBERMECH.COM

Name (Print)

Company

Tim Muirhead

Air Force 1 A/C + Htg h.l.c

Phone Number

Email Address

405 388-8110

tim_af1@yahoo.com

Name (Print)

Company

Joe Romero

Sakor Mechanical

Phone Number

Email Address

405-672-1577

dmvers@Sakormechanical.com

Auditorium HVAC Pre Bid Meeting

Name (Print)

Company

Larry Glidewell Hardesty Team

Phone Number

Email Address

521-0101 Larry@hardestyteam.com

Name (Print)

Company

JACK KIZZIA KIZZIA HEAT & AIR

Phone Number

Email Address

405-273 6617 KIZZIA HEAT AND AIR @ GMAIL.COM

Name (Print)

Company

Dim Sparks Sparks H & A

Phone Number

Email Address

405 273 1521 R Sparks @ Hot mail . Com

Name (Print)

Company

CHRIS CLARK PATCO ELECTRICAL SERVICES

Phone Number

Email Address

405-213-3857 cclark@patcoelectrical.com

Name (Print)

Company

Samantha Watkins H & A

Phone Number

Email Address

(405) 548-6278 jwatkinsac@aol.com

2-18-16

Auditorium HVAC Pre Bid Meeting

Name (Print)

Company

TERRY SOMMERS AMERICAN AIR & HEAT

Phone Number

Email Address

275 3223 americanhvac25@yahoo.com

Name (Print)

Company

CHARLE HENRIKSON ALL RISE ELECTRIC

Phone Number

Email Address

405-273-3381 AFEWC94@GOLGOL.NET

Name (Print)

Company

Phone Number

Email Address

Name (Print)

Company

Phone Number

Email Address

Name (Print)

Company

Phone Number

Email Address

Regular Board of Commissioners

15.

Meeting Date: 03/07/2016

CM Report

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager Report

Attachments

No file(s) attached.

Regular Board of Commissioners

15. a.

Meeting Date: 03/07/2016

CM Report Workshop

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Special call workshop meeting

Attachments

No file(s) attached.
