

AGENDA
BOARD OF CITY COMMISSIONERS
March 5, 2012 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

REV. RAY BELFORD
FIRST CHRISTIAN CHURCH

FLAG SALUTE

1. Consider approval of Agenda:
2. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 3 of the Shawnee Municipal Authority.
 - b. Minutes from the February 21, 2012 regular meeting.
 - c. Acknowledge the following minutes:
 - Shawnee Civic and Cultural Development Authority minutes from December 19, 2011, December 29, 2011 and January 19, 2012
 - Airport Advisory Board minutes from November 16, 2011 and January 18, 2012
 - Traffic Commission minutes from January 24, 2012
 - d. Lake Lease Transfers and Renewals:

Transfers:

 - Lot 2 Coffman Tract, 15405 Perry Road
From: J. Vrana and B. Vrana
To: K. Yingling and M. Yingling
 - Lot 5 Magnino Tract, 16516 Archery Range Road
From: B. Jennings and R. Jennings
To: B. Jennings and M. Jennings
 - Lot 4 Magnino Tract, 16512 Archery Range Road
From: B. Jennings and R. Jennings
To: B. Jennings and M. Jennings

Renewals:

- Lot 7 Mosler Tract, 16308 Archery Range Road
R. Davis
- Lot 2 Roewe Tract, 15513 Perry Road
D. Bradley
- Lot 13 Magnino Tract, 16708 Clearpond Road
S. Parsons
- Lot 18 Belcher Tract, 33400 Post Office Neck
B. Slaughter and P. Slaughter Revocable Trust
- Lot 1 Hart Tract, 16101 Hart Road
J. Bracklein

- e. Traffic Commission Board Recommendations from February 28, 2012 and Agenda Information
- f. Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving garage sale licenses and fees for the days of April 13-15, 2012 to help citizens prepare for the City's annual Spring clean-up efforts.
- g. Approve resolution declaring certain items surplus property and authorizing sale and disposal of said items.
- h. Staff requests permission to bid on a mobile stage for special events. Funds will come from the Parks Department Capital Outlay Budget.

3. Citizens Participation

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

4. Consideration of an ordinance annexing property located northwest of the intersection of MacArthur Street and Acme Road, just east of Highway 177. Applicant: Kickapoo Tribe of Oklahoma

5. Consider a resolution authorizing Mayor Linda Peterson to nominate Brian McDougal to fill a vacancy on the Board of Trustees of the Oklahoma Municipal Assurance Group (OMAG).

6. New Business

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

7. Administrative Reports

8. Commissioners Comments

9. Consider an Executive Session to discuss City Manager's evaluation pursuant to 25 O.S. §307(B)(1).

10. Consider an Executive Session to discuss City Attorney's evaluation pursuant to 25 O.S. §307(B)(1).
11. Consider matters discussed in Executive Session regarding City Manager's evaluation pursuant to 25 O.S. §307(B)(1).
12. Consider matters discussed in Executive Session regarding City Attorney's evaluation pursuant to 25 O.S. §307(B)(1).
13. Adjournment

Respectfully submitted

Phyllis Loftis, City Clerk

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

Regular Board of Commissioners

2. a.

Meeting Date: 03/05/2012

Acknowledge Bids

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 3 of the Shawnee Municipal Authority.

Regular Board of Commissioners

2. b.

Meeting Date: 03/05/2012

Minutes 2-21-12

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the February 21, 2012 regular meeting.

Attachments

Commission Minutes 2-21-12

BOARD OF CITY COMMISSIONERS PROCEEDINGS
FEBRUARY 21, 2012 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 21, 2012 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson

Mayor

Pam Stephens

Commissioner Ward 1

Frank Sims

Commissioner Ward 2

James Harrod

Commissioner Ward 3

Billy Collier

Commissioner Ward 4-Vice Mayor

John Winterringer

Commissioner Ward 5

Steve Smith

Commissioner Ward 6

ABSENT: None

INVOCATION

Rev. Amy Perkins
United Presbyterian

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Agenda.

A motion was made by Commissioner Sims, seconded by Commissioner Winterringer, to approve the Agenda with Agenda Item Nos. 13, 15, 17 and 19 deferred to a later date. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the February 6, 2011 regular meeting.
- b. Budget Amendment Capital Improvements 301
From fund balance to Expo for additional lighting
- c. Budget Amendment Capital Fund 301
To adjust budget for loan taken in December 2011
- d. Acknowledge the following minutes and reports:
 - Beautification Committee minutes from December 8, 2011
 - Shawnee Urban Renewal Authority minutes from October 4, 2011 and minutes from January 4, 2012
 - License Payment Report January 1-31, 2012
 - Project Payment Report January 1-31, 2012
- e. Request by City Finance Director to receive RFP's for auditing City of Shawnee and Related Authorities financial statements for FY2011-2012.
- f. Authorize staff to apply for subgrant for Citizens Corps funding from the Office of Homeland Security.
- g. Authorize staff to submit a grant request through FEMA's FY2011 Staffing for Adequate Fire and Emergency Response (SAFER) program.
- h. Authorize staff to purchase one 2012 Chevrolet Silverado Crew Cab 4x4 pickup at state bid price of \$27,535.00 from Danny Beck Chevrolet in Sapulpa, Oklahoma.
- i. Acknowledge Honor Roll Award from the U.S. Department of Housing and Urban Development to the City of Shawnee for activities conducted by the Shawnee Urban Renewal Authority.

A motion was made by Commissioner Harrod, seconded by Commissioner Sims, to approve the Consent Agenda Items a-i. Motion carried 6-0-1.

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

NAY: None

ABSTAIN: Winterringer

AGENDA ITEM NO. 3:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Mr. Steve Roller spoke regarding the proposed Kickapoo Tribe casino. He expressed his concern that the lights from the casino may have an adverse effect on his son who suffers from a seizure disorder.

City Manager Brian McDougal stated he would be willing to meet with Mr. Roller along with city staff and the Kickapoo Tribe regarding this issue.

AGENDA ITEM NO. 4:

City Manager presentation of Employee of the Month to Linda Burg, Municipal Court.

Linda Burg was present to accept the Employee of the Month Certificate presented by City Attorney Mary Ann Karns.

AGENDA ITEM NO. 5:

Consideration of an ordinance annexing property located northwest of the intersection of MacArthur Street and Acme Road, just east of Highway 177. Applicant: Kickapoo Tribe of Oklahoma (*Continued from the December 19, 2011 meeting, January 17, 2012, and February 6, 2012*)

City Attorney Mary Ann Karns informed the Commission that the City and the Kickapoo Tribe were in agreement with the Memorandum of Understanding which includes the Plan of Services. Upon being advised by the Kickapoo Tribe that they had not had a chance to formally accept the agreement, Ms. Karns suggested that the Commission, if they are in agreement, approve the MOU, return it to Tribe for formal acceptance and defer the consideration of the annexation ordinance to the March 5, 2012 City Commission meeting.

A motion was made by Commissioner Sims, seconded by Vice Mayor Collier, to approve the Memorandum of Understanding/Plan of Services with the Kickapoo Tribe of Oklahoma; further, to defer the consideration of the annexation ordinance to the March 5, 2012 meeting. Motion carried 6-1.

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

NAY: Stephens

AGENDA ITEM NO. 6:

Consider acceptance of public easements and dedications associated with the Final Plat of Cottage Park of Shawnee and authorizing recording of final plat and obtainment of signatures.

A motion was made by Commissioner Harrod, seconded by Commissioner Sims, to acceptance of public easements and dedications associated with the Final Plat of Cottage Park of Shawnee and authorizing recording of final plat and obtainment of signatures. Motion Carried 7-0.

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

NAY: None

AGENDA ITEM NO. 7:

Acknowledge Sales Tax report received February, 2012.

Cindy Sementelli, Finance Director/Treasurer, presented information regarding the latest sales tax report from the Oklahoma Tax Commission. Ms. Sementelli reported that sales tax receipts are up 12% from the previous year's revenue.

AGENDA ITEM NO. 8:

Discussion of alternative funding methods and/or timing of capital improvement projects that were rejected by the voters on February 14, 2012.

Mayor Peterson addressed this issue by explaining that although the voters rejected propositions that would have funded some needed improvements, there are two major projects that need immediate attention. Those two projects are the additional radio tower located in the northern part of the city and the Municipal Pool.

City Manager Brian McDougal addressed the issues relating to each project and noted that the tower project is critical due to "dead" spots created from our current tower at City Hall and new technology that now exists. The estimated costs for this project is \$2.1 million

Regarding the Municipal Pool, Mr. McDougal stated that the pool was built in the depression era and is in need of major renovations in order to keep the pool open. In 2009, the City spent \$240,000 on filtration repair to satisfy a Health Department mandate. However, the filtration under the pool deck is as old as the pool itself and is allowing sedimentation to enter the pool. Although Mr. McDougal stated that he has no firm numbers yet on costs associated with repairs, the pool must be brought up to State of Oklahoma pool codes. Mr. McDougal went on to say that the pool will open this coming spring, but unless repairs were made he could not say whether the pool will be open next year. Mr. McDougal suggested that these two critical issues be presented to the citizens in the form of public hearings for their input.

Commissioner Harrod and Commissioner Sims disagreed on the urgency of the north side radio tower. Commissioner Harrod would like all users of the tower, not just the City of Shawnee, pay for the costs and suggested that a consortium be formed to implement this. Commissioner Sims agreed that all users should be required to contribute financially; however, he felt that the City could not afford to wait on other entities and should move forward as soon as possible.

Mr. McDougal stated that while it is desirable for user groups to pay for the use of the towers, the entities involved will want some degree of ownership in the towers. He mentioned the two year process of combining city and county 911 communications as an example of the difficulty in sharing expenses but not ownership.

Additional discussion continued along these lines for quite some time. Mayor Peterson directed the City Manager to provide additional information to the Commission as follows: 1) The costs associated with the repair/renovation of the Municipal Pool, and 2) a list of potential entities that would use the City's radio towers.

AGENDA ITEM NO. 9:

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. 10:

Administrative Reports

There was no Administrative Reports.

AGENDA ITEM NO. 11:

Commissioners Comments

Commissioner Harrod asked Interim Fire Chief Dru Tischer about the battery operated cars. Chief Tischer stated that he was aware of them and had seen demonstrations of them recently.

AGENDA ITEM NO. 12:

Consider an Executive Session for discussion and possible action of settlement of worker's compensation claim of Anthony Grasso, Case No. 2009-08537A pursuant to 25 O.S. §307(B)(4).

A motion was made by Commissioner Sims, seconded by Commissioner Winterringer, to enter into Executive Session to discuss and possible action of settlement of worker's compensation claim of Anthony Grasso, Case No. 2009-08537A pursuant to 25 O.S. §307(B)(4). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 13:

Consider an Executive Session to discuss status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY2011-2012 and FY2012-2013 as authorized by 25 O.S. §307(B)(2).

Item previously deferred.

AGENDA ITEM NO. 14:

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

A motion was made by Commissioner Harrod, seconded by Vice Mayor Collier, to enter into Executive Session to discuss potential claims, litigation or other options regarding encroachment into City's utility service area by other entities as authorized by 25 O.S. §307(B)(4). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 15:

Consider an Executive Session to discuss City Attorney's evaluation pursuant to 25 O.S. §307(B)(1).

Item previously deferred.

COMMISSION ENTERS EXECUTIVE SESSION AT 7:32 P.M.

COMMISSION RETURNS FROM EXECUTIVE SESSION WITH SIX COMMISSIONERS PRESENT AT 9:36 P.M.

COMMISSIONER HARROD DID NOT RETURN TO MEETING AFTER EXECUTIVE SESSION.

AGENDA ITEM NO. 16:

Consider matters discussed in Executive Session regarding discussion and possible action of settlement of worker's compensation claim of Anthony Grasso, Case No. 2009-08537A pursuant to 25 O.S. §307(B)(4).

A motion was made by Commissioner Winterringer, seconded by Commissioner Stephens, to authorize settlement of the workers compensation claim of Anthony Grasso, Case No. 2009-08537A, for \$12,500.00. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 17:

Consider matters discussed in Executive Session regarding status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY2011-2012 and FY2012-2013 as authorized by 25 O.S. §307(B)(2).

Previously deferred.

AGENDA ITEM NO. 18:

Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding encroachment

into City's utility service area by other entities as authorized by 25 25 O.S. §307(B)(4).

No action taken.

AGENDA ITEM NO. 19:

Consider matters discussed in Executive Session regarding City Attorney's evaluation pursuant to 25 O.S. §307(B)(1).

Previously deferred.

AGENDA ITEM NO. 20:

Adjournment

There being no further business to be considered, a motion was made by Commissioner Stephens, seconded by Commissioner Sims, that the meeting be adjourned. Motion carried 6-0. (9:39 p.m.)

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

NAY: None

LINDA PETERSON, MAYOR

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

Regular Board of Commissioners

2. c.

Meeting Date: 03/05/2012

Acknowledge Board minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Shawnee Civic and Cultural Development Authority minutes from December 19, 2011, December 29, 2011 and January 19, 2012
- Airport Advisory Board minutes from November 16, 2011 and January 18, 2012
- Traffic Commission minutes from January 24, 2012

Attachments

SCCDA 12-19-11

SCCDA 12-29-11

SCCDA 1-19-12

Airport Board 11-16-11

Airport Board 1-18-12

Traffic Commission 1-24-12

A Meeting of the Shawnee
Civic and Cultural Development Authority
December 19, 2011
2:30 P.M.
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for a special call meeting Monday, December 19, 2010 at 2:30 PM at Heart of Oklahoma Exposition Center, pursuant to notice duly posted as prescribed by law. Notice was filed at City Hall on 12/15/2011 at 2:20 PM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 2:30 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

TRUSTEES PRESENT: Mr. Karl Kozel
Mr. Lance Wortham
Mr. Jim Lowe
Mr. Carl Packwood
Mr. Brian McDougal

TRUSTEES ABSENT: Mr. Casey Bell
Mr. Randy Gilbert

Also in attendance: Michael Jackson, Operations Manager; Stephanie Meiler, Administrative Assistant, Mike Clover, Stuart & Clover.

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Discussion Consideration and Possible
Action to Approve Lease Agreement
with City of Shawnee and the Civic &
Cultural Development Authority.

The motion made by Trustee Lowe, seconded by Trustee Wortham that lease agreement be accepted. Motion carried.

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

AGENDA ITEM NO. 5

New Business

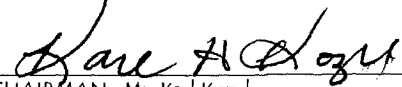
None

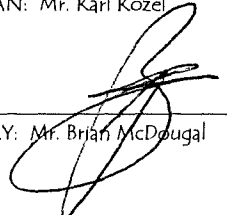
AGENDA ITEM NO.19

Adjournment

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

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


CHAIRMAN: Mr. Karl Kozel


SECRETARY: Mr. Brian McDougal

A Meeting of the Shawnee
Civic and Cultural Development Authority
December 29, 2011
12:00 P.M.
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for a special call meeting Monday, December 29, 2011 at 12:00 PM at Heart of Oklahoma Exposition Center, pursuant to notice duly posted as prescribed by law. Notice was filed at City Hall on 12/22/2011 at 1:30 PM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 12:00 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

TRUSTEES PRESENT: Mr. Karl Kozel
Mr. Lance Wortham
Mr. Jim Lowe
Mr. Casey Bell
Mr. Brian McDougal
Mr. Randy Gilbert

TRUSTEES ABSENT: Mr. Carl Packwood (late arrival 12:15)

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

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Discussion Consideration and Possible
Action to Accept a Bid for the RV Park
50 AMP Up Grade.

Discussion was made by trustees on the Bids both meeting packet requirements. Discussion was that we accept the bid that met all specs, according to the Bid Packet and Addendums that were sent out. The motion was made by Trustee Bell that we accept the Shawnee Lighting Bid. The basis for that decision was that all detail states in the pre-bid meeting and in the bid spec sheets had been met accordingly and to code. The motion was seconded by Trustee Wortham that Shawnee Lighting be awarded the Bid on the electrical up grade to the RV Park. Motion carried.

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

AGENDA ITEM NO. 5

New Business

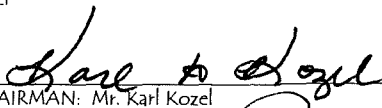
None

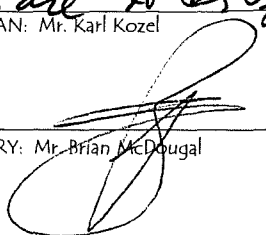
AGENDA ITEM NO. 19

Adjournment

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

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


CHAIRMAN: Mr. Karl Kozel


SECRETARY: Mr. Brian McDougal

A Meeting of the Shawnee
Civic and Cultural Development Authority
January 19, 2012
12:30 P.M.
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for their regular meeting Thursday, January 19, 2012 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 01/17/2012 at 10:40 AM.

AGENDA ITEM NO.1

Call to Order.

The meeting was called to order at 12:30 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2

Roll Call.

TRUSTEES PRESENT: Mr. Karl Kozel
 Mr. Jim Lowe
 Mr. Lance Wortham
 Mr. Casey Bell
 Mr. Brian McDougal

TRUSTEES ABSENT: Mr. Randy Gilbert (late arrival)
 Mr. Carl Packwood

Also in attendance: Michael Jackson, Operations Manager; Mike Clover, Stuart & Clover, Shelly Welch of Finley & Cook, Mike McCormick of the Shawnee News Star, Gordonna Rowell of the CVB and Chris Dunlap, Expo Superintendent.

AGENDA ITEM NO.3

Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4

Approval of minutes of Regular
Meeting of December 2011

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

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

AGENDA ITEM NO. 6

Approval of Monthly Financial Report for
December 2011.

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

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

Shawnee Civic & Cultural Development Authority
Claims Submitted for Approval
January 19, 2012

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AGENDA ITEM NO. 7

Approval of Claims for the
General Account.

A.	Fuelman Monthly Utilities	\$1,083.59
B.	KIRC Sponsorship	\$125.00
C.	Preferred Material Handling Equipment Maintenance	\$62.10
D.	Yort's Alternator Service Equipment Maintenance	\$47.00
E.	Locke Supply Grounds Maintenance	\$486.49
F.	Frontier Country Association Membership Dues	\$325.00
G.	Droffats Catering Money Due	\$1,427.13
H.	Shawnee Office Systems Equipment Maintenance	\$126.97
I.	City of Shawnee Surcharge	\$295.87
J.	Chuck Jones Grounds Maintenance	\$1,700.00
K.	Grimsley's Supplies	\$730.99
L.	Chuck Jones Grounds Maintenance	\$1,700.00
M.	City of Shawnee- Water Monthly Utilities	\$295.87
N.	Shawnee Office Systems Equipment Maintenance	\$126.97
O.	OK Dept. Of Labor Equipment Maintenance	\$60.00
P.	City Grease Trap Service Equipment Maintenance	\$200.00
Q.	Staples Office Supplies	\$154.59

Shawnee Civic & Cultural Development Authority
Claims Submitted for Approval
January 19, 2012

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General Account

R.	Sign Factory USA Sponsorship Banner	\$130.00
S.	Theresa Cody Wi-Fi Refund	\$ 20.00
T.	Cintas Uniforms	\$ 162.40
U.	Back 40 Web Hosting	\$ 50.00
V.	Vision Bank Loan Payment	\$576.98
W.	Vision Bank Loan Payment	\$ 454.04
X.	INS Computer Maintenance	\$ 665.00
Y.	Automatic Fire Control Equipment Maintenance	\$ 1,332.41
Z.	One OK Monthly Utilities	\$ 130.68
AA.	Thyssenkrupp Equipment Maintenance	\$ 797.23
BB.	AT&T Mobility Monthly Utilities	\$ 61.88
CC.	Bankers Credit Card Services Monthly Utilities	\$ 98.10
DD.	OG&E Monthly Utilities	\$ 16,259.81
EE.	ONG Monthly Utilities	\$ 115.07
FF.	Bankers Credit Card Services Monthly Utilities	\$16.90
GG.	ONG Monthly Utilities	\$ 589.23
HH.	RBC Insurance Insurance	\$ 42.05

Shawnee Civic & Cultural Development Authority
Claims Submitted for Approval
January 19 2012

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II.	City of Shawnee Surcharge	\$ 197.00
JJ.	OK Tax Commission Taxes Due	\$ 721.79
KK.	Droffats Catering Money Due	\$ 347.75

General Account Add On's

A.	Express Professionals Temp Labor	\$ 1,090.80
B.	FMCA Membership Dues	\$ 40.00
C.	Sirloin Club Dues	\$ 150.00
D.	Spark's Heat & Air Equipment Maintenance	\$ 332.50
E.	Stuart, Clover, Duran, Thomas & Vorndran Legal Fees	\$ 462.50
F.	DJ Reveal Equipment Maintenance	\$ 134.16
G.	Armstrong Pest Control Bldg & Grnds Maintenance	\$ 125.00
H.	AT&T Monthly Utilities	\$ 1,326.81
I.	Finley & Cook Accounting	\$ 490.00
J.	Back 40 Web Hosting	\$ 60.00
K.	NAPA Equipment Maintenance	\$ 36.73
L.	Back 40 Web Hosting/Domain	\$ 50.00
M.	John Deere Financial Monthly Payments	\$ 82.54

Shawnee Civic & Cultural Development Authority
Claims Submitted for Approval
January 19, 2012

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The motion made by Trustee Gilbert, seconded by Trustee Lowe to approve the claims on the General Account - .
Motion carried.

AYE: Gilbert, Bell, Lowe, Wortham, McDougal, Kozel
NAY: None
ABSTAIN: None

AGENDA ITEM NO. 8

Approval of claims for the Special
Account.

Special Events

A. Mike McCormick \$300.00
IFYR Media

Add-on's
Special Events:

A. Mike McCormick \$ 300.00
Media Director

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

AYE: Gilbert, Bell, Lowe, Wortham, McDougal, Kozel
NAY: None
ABSTAIN: None

AGENDA ITEM NO 9

Approval of claims for the Shavings Account.

NONE

AGENDA ITEM NO.10

Discussion Consideration and Possible Action to
accept bids on 600 section of RV Park.

The motion made by Trustee Gilbert, seconded by Trustee Lowe to accept Shawnee Lightings Bid. Motion carried.

AYE: Gilbert, Bell, Lowe, Wortham, McDougal, Kozel
NAY: None
ABSTAIN: None

Shawnee Civic & Cultural Development Authority
Claims Submitted for Approval
January 19, 2012

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AGENDA ITEM NO.11

Discussion Consideration and Possible Action to
select IFYR SoftGoods Vendor for IFYR 2012-

The motion made by Trustee McDougal, seconded by Trustee Gilbert to accept Heritage Embroidery as the soft
goods vendor for IFYR 2012. Motion carried.

AYE: Gilbert, Bell, Lowe, McDougal, Kozel
NAY: Wortham
ABSTAIN: None

AGENDA ITEM NO. 12

IFYR Up Date

Ifr Trip for the Youth Directors, IFYR Tradeshow Apps, Personnel Apps, Sponsors, Awards... All ready and in the
mail-

AGENDA ITEM NO. 13

Committee Reports

AGENDA ITEM NO. 14

Administrative Report

AGENDA ITEM NO. 15

Old Business

AGENDA ITEM NO. 16

New Business

AGENDA ITEM NO. 20

Public & Trustee Comments

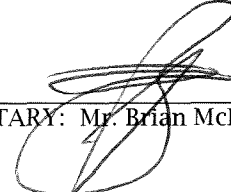
AGENDA ITEM NO. 21

Adjournment

The motion made by Trustee McDougal, seconded by Trustee Lowe to adjourn the meeting. Motion Carried

AYE: Gilbert, Bell, Lowe, Wortham, McDougal, Kozel
NAY:
ABSTAIN:


CHAIRMAN: Mr. Karl Kozel


SECRETARY: Mr. Brian McDougal

MINUTES
AIRPORT ADVISORY BOARD MEETING NOVEMBER 16, 2011, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

ROLL CALL

PRESENT: Mike Adcock, Harmik DerSahakian, Terry Toole, Mike Langley, Bob Weaver, Jack Barrett

ABSENT: Dick Romine

OTHERS PRESENT: Rex Hennen-Assistant Airport Manager, Fred Treiber-Staff

DECLARATION OF A QUORUM

ITEM ONE: Consider and approve Consent Agenda.

Motion to approve Consent Agenda – Consent agenda approved unanimously.

ITEM TWO: SUB COMMITTEE REPORTS

Business/Events Committee: Member DerSahakian reported that discussions are taking place with a company interested in possibly locating a flight school at the airport.

ITEM THREE: CONSIDER REQUEST FROM NEW GENERATION AVIATION TO LEASE THE BODARD HANGAR.

Item was tabled until the next meeting. Staff continuing to research the requirements for liability insurance for A&P operations taking place on Shawnee Regional Airport property.

ITEM FOUR: DISCUSS AIRPORT RESTAURANT STATUS

Staff reported that a request for funding through the Shawnee Industrial Authority (SIA). The SIA members requested that more information be obtained along with more specific costs. It was suggested that COEDD be approached for a loan through its small business program. Pat McCormick with COEDD gave details into their loan application and approval process. The board requested that staff research the prevailing lease rates for restaurants in the area.

ITEM FIVE: APPROVE 2012 AIRPORT ADVISORY BOARD MEETING SCHEDULE

The schedule was approved by unanimous vote.

ITEM SIX: NEW BUSINESS

None

ITEM SEVEN: BOARD COMMENTS

Member Weaver requested that the spare office in the terminal be cleaned up and made more presentable. Member Langley requested that the weeds growing in the parking lot island be addressed.

ITEM EIGHT: ADJOURNMENT

Board unanimously voted to adjourn meeting 6:14 p.m.

Minutes Approved January 18, 2011

MINUTES
AIRPORT ADVISORY BOARD MEETING JANUARY 18, 2012, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

ROLL CALL

PRESENT: Mike Adcock, Harmik DerSahakian, Terry Toole, Mike Langley, Bob Weaver

ABSENT: Dick Romine, Jack Barrett

OTHERS PRESENT: Rex Hennen-Assistant Airport Manager, Fred Treiber-Staff, Brian McDougal-City Manager, Tim Burg-SEDF, Amy Guffey-Enterprise Car Rental

DECLARATION OF A QUORUM

Staff requested that Item Six: New Business be moved to the beginning of the meeting to allow Amy Guffey with Enterprise to make a presentation regarding an agreement between the airport and Enterprise to allow airport staff to process car rental paperwork after hours and on weekends on behalf of Enterprise. Ms. Guffey explained that Enterprise has several clients that fly in to the airport and need cars during non business hours. Enterprise is not allowed to leave their cars to be picked up without having appropriate paperwork executed. The agreement would allow airport staff to process the paperwork during these times and thus better serve the flying public.

During the discussion the possibility of Enterprise locating their local office in the airport terminal was brought up again. Ms. Guffey indicated that the regional director was interested if more office space could be provided for their operations. The board suggested that the flight planning operations could be moved to the upstairs mezzanine and that the spare office and the flight planning office together could be leased to Enterprise for their use. She will take this information to her superiors and pursue the possibility.

ITEM ONE: Consider and approve Consent Agenda.

Motion to approve Consent Agenda – Consent agenda approved unanimously.

ITEM TWO: SUB COMMITTEE REPORTS

Business/Events Committee: Member DerSahakian reported that the airport's business plan is being updated and asked for input from the board. He stated that the plan is a work in progress.

ITEM THREE: CONSIDER REQUEST FROM NEW GENERATION AVIATION TO LEASE THE BODARD HANGAR.

Staff reported that a proposed lease has been submitted to New Generation Aviation (NGA) to lease the Bodard Hangar. The lease price is \$500/month plus verification that insurance requirements as specified in the airport's FBO Lease Agreement document. NGA has indicated that the insurance requirements are cost prohibitive and that they likely will not be able to operate their business here under those constraints. Staff reported that airports of comparable size were surveyed regarding their insurance requirements and found that Shawnee's are consistent with theirs. After discussion regarding the requirements the board voted to leave the requirements as stated and to ensure that other A&P operators on the field are adhering to the requirements as well.

ITEM FOUR: DISCUSS AIRPORT RESTAURANT STATUS

Staff reported that the potential restaurant lessee, the Scotts, is reexamining their needs for the building size and their potential monthly business. When those numbers are obtained and solid estimates for building construction are secured, staff will prepare documents for approval by the advisory board and city commission to begin the financing process for the project. Staff will also inquire the lease prices of restaurants located at other airports throughout the state in order to make sure proposed lease rates are comparable.

ITEM FIVE: REPORT BY TIM BURG OF THE SHAWNEE ECONOMIC DEVELOPMENT AUTHORITY REGARDING "PROJECT FIBER"

Mr. Burg reported on a business that needs a temporary facility to house a fiberglass tank manufacturing operation until a permanent facility can be built in the industrial park. In discussions with the SEDF board the large hangar was suggested as a possible location for the operation. After discussion the board requested more information regarding the operation and also suggested that Mark White of Air Flite be informed of the project and obtain his opinion of the possibility.

ITEM SIX: NEW BUSINESS

See above.

ITEM SEVEN: BOARD COMMENTS

None

ITEM EIGHT: ADJOURNMENT

Board unanimously voted to adjourn meeting 7:00 p.m.

Minutes Approved February 15, 2011

MINUTES
TRAFFIC COMMISSION
January 24, 2012 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

I. CALL TO ORDER

II. ROLL CALL
MEMBERS PRESENT

Bill Johnson
Wayne Ardrey
Theresa Cody
Ron Duffel
Ronald Taffe

MEMBERS ABSENT

Deena Harris
Delbert Totty

EX-OFFICIO MEMBERS

Michael Ludi, Asst. City Engineer
Keith Mangus, Traffic Control Supervisor
E. Jill Smith, Secretary
Amber Satterfield, EIT

CITIZENS PRESENT

John F. "Jack" Barrett, 1425 E. Bradley

III. APPROVAL OF OCTOBER 25, 2011 MINUTES

Motion was made by Ardrey, seconded by Taffe to approve of the October 25, 2011 minutes.
Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe
Nay: None

IV.

CONSIDERATION OF REQUESTS

- A. Consideration of request by Carl Packwood to have security lamp installed by Canadian Valley at the intersection of Bryan and Bradley

Discussion:

Commissioners agreed that the light on the opposite corner does not provide enough light at that intersection, Ardrey and Taffe say the current light on the opposite side is very dim. Johnson agrees it should be approved.

Motion was made by Ardrey, seconded by Taffe to agree with Staff recommendation to install security lamp. Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe

Nay: None

- B. Consideration of request by Woodsong Homeowners Association to have 20 mph speed limit signs installed at 3 different locations in Woodsong Addition

Discussion:

Johnson noticed that the stop signs on the request were already installed by Staff and that's why that request was not on the agenda. Johnson asked reason for denial and Ludi explained that the speed limit is 30 mph unless otherwise posted, so the speed limit needs to be changed before a sign can be put up. Furthermore, speed limit signs are not generally posted in residential neighborhoods anyway. Taffe asked why Bradley has a speed limit sign of 25 mph and Ludi could not provide reason for that posting without further research. Johnson asked that the list of current speed limit sign locations be sent to the Woodsong HOA for reference, to which Ludi agreed to do.

Motion was made by Cody, seconded by Duffel to agree with Staff recommendation to deny request. Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe

Nay: None

V. ADMINISTRATIVE REPORTS

Ludi offered heads up on a couple of issues:

- there will be a request in the next few agendas to put up lights along Kennedy in front of the HS
- looking at in-pavement flashing crosswalk lights at MacArthur in crosswalks

VI. CITIZEN PARTICIPATION

Jack Barrett – 1425 E. Bradley – addressed the commission regarding the removal of stop signs at Elm & Bradley that was previously requested and approved by the Traffic Commission and City Commission. He asked that the signs be installed in 2006, disputes the minutes from the October 2011 meeting that details the history of the request, and had issue with some of the comments made by Commissioners at that meeting. He feels that there was not enough notice to the citizens of that street, despite acknowledging the fact that it was in the paper and that he did not see it. Mr. Barrett says he has been made aware that stop signs are not meant for speed control but that the intersection where the stop signs were removed is very dangerous because it sits at the bottom of a hill and that where his house is located he is unable to see oncoming traffic when backing out of his driveway, and felt the stop sign helped curtail speeding on that section of road. He advised the commission that he would be present at the next meeting to discuss other measures of speed control.

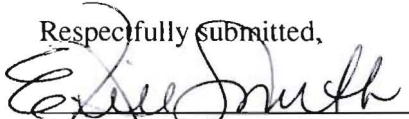
VII. BOARD MEMBERS COMMENTS

Cody and Johnson asked about the railroad ties laying around in parts of town and asks staff if they know when those will be installed. Cody advised she had the contact information for the railroad company and had spoken to them previously about repairing the badly worn railroad crossings. Johnson remarked about there being no stop signs at the railroad crossing at Leo.

There being no further business to come before the Traffic Commission, a motion was made by Cody, seconded by Taffe recommending the meeting be adjourned. Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe
Nay: None.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. Jill Smith", written over a horizontal line.

E. Jill Smith, Secretary

A handwritten signature in blue ink, appearing to read "Bill Johnson", written over a horizontal line.

Bill Johnson, Chairman

Regular Board of Commissioners

2. d.

Meeting Date: 03/05/2012

Lake Leases

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Lake Lease Transfers and Renewals:

Transfers:

- Lot 2 Coffman Tract, 15405 Perry Road
From: J. Vrana and B. Vrana
To: K. Yingling and M. Yingling
- Lot 5 Magnino Tract, 16516 Archery Range Road
From: B. Jennings and R. Jennings
To: B. Jennings and M. Jennings
- Lot 4 Magnino Tract, 16512 Archery Range Road
From: B. Jennings and R. Jennings
To: B. Jennings and M. Jennings

Renewals:

- Lot 7 Mosler Tract, 16308 Archery Range Road
R. Davis
- Lot 2 Roewe Tract, 15513 Perry Road
D. Bradley
- Lot 13 Magnino Tract, 16708 Clearpond Road
S. Parsons
- Lot 18 Belcher Tract, 33400 Post Office Neck
B. Slaughter and P. Slaughter Revocable Trust
- Lot 1 Hart Tract, 16101 Hart Road
J. Bracklein

Attachments

Lot 2 Coffman Tract

Lot 5 Magnino Tract

Lot 4 Magnino Tract

Lot 7 Mosler Tract

Lot 2 Roewe Tract

Lot 13 Magnino Tract

Lot 18 Belcher Tract

Lot 1 Hart Tract



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

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

Date	02/15/12	License No. #021672
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)	
Commission Meeting Date	03/05/12	
Property Address	15405 PERRY RD	
Lake Site Location	LOT 2 COFFMAN TRACT	
Lease Dates	03/05/12 - 03/05/42	
Lease Fee (changes annually)	624.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	KEN & MIKI YINGLING	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) (if applicable)		
Name(s)	JOHN & BARBARA VRANA	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: 07/12/12)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	7/12/07	
Misc. Comments	 Total Charges Paid: \$1624.00	



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

Date	02/7/12	License No. #021655
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)	
Commission Meeting Date	03/05/12	
Property Address	16516 ARCHERY RANGE RD	
Lake Site Location	LOT 5 MAGNINO TRACT	
Lease Dates	03/05/12 – 03/12/42	
Lease Fee (changes annually)	\$624.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	BONNIE JENNINGS & MARK JENNINGS	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)	BONNIE JENNINGS & ROBERT JENNINGS (DECEASED)	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: (01/08/13))	
DEQ Report on File	☐ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	01/08/18	
Misc. Comments	No transfer fee-transfer result of will. Total Charges Paid: \$624.00	



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

Date	02/8/12	License No. #021664
Type	☐ Renewal ☒ Transfer <i>(Fee: \$1,000)</i>	
Commission Meeting Date	03/05/12	
Property Address	16512 ARCHERY RANGE RD	
Lake Site Location	LOT 4 MAGNINO TRACT	
Lease Dates	03/05/12 – 03/05/42	
Lease Fee (changes annually)	\$624.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	BONNIE JENNINGS & MARK JENNINGS	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)	BONNIE JENNINGS & ROBERT JENNINGS (DECEASED)	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: (05/15/15))	
DEQ Report on File	☐ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	5/15/10	
Misc. Comments	No transfer fee-transfer result of will. Total Charges Paid: \$624.00	



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

Date	11/08/11	License No. #
Type	☒ Renewal	☐ Transfer (Fee: \$1,000)
Commission Meeting Date	03/05/12	
Property Address	16308 ARCHERY RANGE RD	
Lake Site Location	LOT 7 MOSLER TRACT	
Lease Dates	9/04/11 – 9/04/11	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	RANDY DAVIS	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) (if applicable)		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: 02/05/13)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	2/05/08	
Misc. Comments		
Total Charges Paid: \$612.00		



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

Date	10/03/11	License No. #010464
Type	☒ Renewal	☐ Transfer (Fee: \$1,000)
Commission Meeting Date	03/05/12	
Property Address	15513 PERRY RD	
Lake Site Location	LOT 2 ROEWE TRACT	
Lease Dates	10/15/11 – 10/15/41	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	DEANNA BRADLEY	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due: 5/15/13)	
DEQ Report on File	☐ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	5/15/08	
Misc. Comments		
Total Charges Paid: \$612.00		



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

Date	02/05/12	License No. #011298
Type	☒ Renewal	☐ Transfer (Fee: \$1,000)
Commission Meeting Date	03/05/12	
Property Address	16708 CLEARPOND RD	
Lake Site Location	LOT 13 MAGNINO TRACT	
Lease Dates	02/05/12 – 02/05/42	
Lease Fee (changes annually)	\$624.00	
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No	
Lessee (Transfer To)		
Name(s)	STEVEN PARSONS	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☒ Yes ☐ No (if no, due:)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	01/27/12	
Misc. Comments		
Total Charges Paid: \$699.00		



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

Date	08/15/11	License No. #
Type	☒ Renewal ☐ Transfer (Fee: \$1,000)	
Commission Meeting Date	03/05/12	
Property Address	33400 POST OFFICE NECK	
Lake Site Location	LOT 18 BELCHER TRACT	
Lease Dates	09/17/11 – 09/17/41	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No	
Lessee (Transfer To)		
Name(s)	BOBBIE SLAUGHTER AND PATRICIA SLAUGHTER REVOCABLE TRUST	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) (if applicable)		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☒ Yes ☐ No (if no, due:)	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☒ Conventional ☐ Aerobic	
Last Inspected/Pumped	08/02/11	
Misc. Comments		
Total Charges Paid: \$687.00		



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

Date	11/03/11	License No. #010700
Type	☒ Renewal ☐ Transfer <i>(Fee: \$1,000)</i>	
Commission Meeting Date	03/05/11	
Property Address	16101 Hart Rd.	
Lake Site Location	Lot 1 Hart Tract	
Lease Dates	11/05/2011 – 11/05/2041	
Lease Fee (changes annually)	\$612.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	JOHN BRACKLEIN	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	☐ Yes ☒ No (if no, due:)	
DEQ Report on File	☐ Yes ☒ No	
Type of Septic System	☐ Conventional ☐ Aerobic	
Last Inspected/Pumped		
Misc. Comments	VACANT LOT-NO SEPTIC ON PROPERTY	
	Total Charges Paid: \$612.00	

Regular Board of Commissioners

2. e.

Meeting Date: 03/05/2012

Traffic Commission

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Traffic Commission Board Recommendations from February 28, 2012 and Agenda Information

Attachments

Traffic Commission Board Recommendations

Traffic Commission Board Packet

Traffic Commission Admin Reports

**STAFF RECOMMENDATIONS
TRAFFIC COMMISSION
February 28, 2012 MEETING**

- A. Consideration of request by staff to install street lights on North Kennedy from Kickapoo Spur to Ford

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board agrees with Staff recommendation to install lights

- B. Discussion of ordinance concerning use of MUTCD manual for requests

STAFF RECOMMENDATION: Staff recommends discussion of use of manual

BOARD RECOMMENDATION: No recommendation required

- C. Consideration of request by staff to install street light at the intersection of Kennedy and Norwesco Rd.

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board agrees with Staff recommendation to install lights

City of Shawnee

Traffic Commission



MAYOR

Linda Peterson

BOARD OF COMMISSIONERS

**Bill Johnson
Theresa Cody
Wayne Ardrey
Ronald Taffe**

**Deena Harris
Delbert Totty
Ron Duffell**

Please advise me of your attendance plans regarding this meeting at 405-878-1760
or email at elizabeth.smith@shawneeok.org

NOTICE OF MEETING

Traffic Commission

TYPE OF MEETING

Regular Meeting (X) Rescheduled Regular Meeting ()
Special Meeting () Continued or Emergency Meeting ()
Reconvened Meeting ()

DATE

February 28, 2012

TIME

6:00 PM

PLACE OF MEETING

Commission Chambers
City Hall, Shawnee, OK

Name: E. Jill Smith
Title: Secretary
Address: P.O. Box 1848
Shawnee, OK 74802-1848
Phone: (405) 878-1537

Filed in the office of the municipal clerk at 2:10 am/pm on 2-23-2012.

Signed:

Lisa B. Laszlo
for Phyllis Loftis, City Clerk

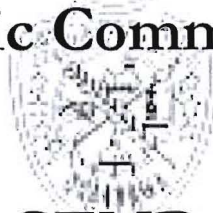
FOR CITY CLERK'S OFFICE ONLY

Date Notice released to news media: 02/23/12
Person filing notice: E. Jill Smith, Secretary
Notice verified by: Lisa Laszlo

Traffic Board Commissioners:

Bill Johnson, Chairman
Ron Duffell
Theresa Cody
Ronald Taffe

City of Shawnee
Traffic Commission



Traffic Board Commissioners:

Deena Harris, Vice Chairman
Delbert Totty
Wayne Ardrey

AGENDA

February 28, 2012 AT 6:00 P.M.
Commission Chambers, City Hall

- I. Call to Order
- II. Roll Call
- III. Approval of January 24, 2012 Minutes
- IV. Consideration of Requests Received
 - A. Consideration of request by staff to install street lights on North Kennedy from Kickapoo Spur to Ford
 - B. Discussion of ordinance concerning use of MUTCD manual for requests
 - C. Consideration of request by staff to install street light at the intersection of Kennedy and Norwesco Rd.
- V. Administrative Reports
- VI. Citizen Participation
- VII. Board Members Comments
- VIII. Adjournment

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "E. Jill Smith".
E. Jill Smith
Secretary

**STAFF RECOMMENDATIONS
TRAFFIC COMMISSION
February 28, 2012 MEETING**

- A. Consideration of request by staff to install street lights on North Kennedy from Kickapoo Spur to Ford

STAFF RECOMMENDATION: Staff recommends approval of request

- B. Discussion of ordinance concerning use of MUTCD manual for requests

STAFF RECOMMENDATION: Staff recommends discussion of use of manual

- C. Consideration of request by staff to install street light at the intersection of Kennedy and Norwesco Rd.

STAFF RECOMMENDATION: Staff recommends approval of request

MINUTES
TRAFFIC COMMISSION
January 24, 2012 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

I. CALL TO ORDER

II. ROLL CALL
MEMBERS PRESENT

Bill Johnson
Wayne Ardrey
Theresa Cody
Ron Duffel
Ronald Taffe

MEMBERS ABSENT

Deena Harris
Delbert Totty

EX-OFFICIO MEMBERS

Michael Ludi, Asst. City Engineer
Keith Mangus, Traffic Control Supervisor
E. Jill Smith, Secretary
Amber Satterfield, EIT

CITIZENS PRESENT

John F. "Jack" Barrett, 1425 E. Bradley

III. APPROVAL OF OCTOBER 25, 2011 MINUTES

Motion was made by Ardrey, seconded by Taffe to approve of the October 25, 2011 minutes.
Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe
Nay: None

IV.

CONSIDERATION OF REQUESTS

- A. Consideration of request by Carl Packwood to have security lamp installed by Canadian Valley at the intersection of Bryan and Bradley

Discussion:

Commissioners agreed that the light on the opposite corner does not provide enough light at that intersection, Ardrey and Taffe say the current light on the opposite side is very dim. Johnson agrees it should be approved.

Motion was made by Ardrey, seconded by Taffe to agree with Staff recommendation to install security lamp. Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe

Nay: None

- B. Consideration of request by Woodsong Homeowners Association to have 20 mph speed limit signs installed at 3 different locations in Woodsong Addition

Discussion:

Johnson noticed that the stop signs on the request were already installed by Staff and that's why that request was not on the agenda. Johnson asked reason for denial and Ludi explained that the speed limit is 30 mph unless otherwise posted, so the speed limit needs to be changed before a sign can be put up. Furthermore, speed limit signs are not generally posted in residential neighborhoods anyway. Taffe asked why Bradley has a speed limit sign of 25 mph and Ludi could not provide reason for that posting without further research. Johnson asked that the list of current speed limit sign locations be sent to the Woodsong HOA for reference, to which Ludi agreed to do.

Motion was made by Cody, seconded by Duffel to agree with Staff recommendation to deny request. Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe

Nay: None

V. ADMINISTRATIVE REPORTS

Ludi offered heads up on a couple of issues:

- there will be a request in the next few agendas to put up lights along Kennedy in front of the HS
- looking at in-pavement flashing crosswalk lights at MacArthur in crosswalks

VI. CITIZEN PARTICIPATION

Jack Barrett – 1425 E. Bradley – addressed the commission regarding the removal of stop signs at Elm & Bradley that was previously requested and approved by the Traffic Commission and City Commission. He asked that the signs be installed in 2006, disputes the minutes from the October 2011 meeting that details the history of the request, and had issue with some of the comments made by Commissioners at that meeting. He feels that there was not enough notice to the citizens of that street, despite acknowledging the fact that it was in the paper and that he did not see it. Mr. Barrett says he has been made aware that stop signs are not meant for speed control but that the intersection where the stop signs were removed is very dangerous because it sits at the bottom of a hill and that where his house is located he is unable to see oncoming traffic when backing out of his driveway, and felt the stop sign helped curtail speeding on that section of road. He advised the commission that he would be present at the next meeting to discuss other measures of speed control.

VII. BOARD MEMBERS COMMENTS

Cody and Johnson asked about the railroad ties laying around in parts of town and asks staff if they know when those will be installed. Cody advised she had the contact information for the railroad company and had spoken to them previously about repairing the badly worn railroad crossings. Johnson remarked about there being no stop signs at the railroad crossing at Leo.

There being no further business to come before the Traffic Commission, a motion was made by Cody, seconded by Taffe recommending the meeting be adjourned. Motion carried.

Aye: Johnson, Ardrey, Cody, Duffel, Taffe
Nay: None.

Respectfully submitted,

E. Jill Smith, Secretary

Bill Johnson, Chairman

Addition to the
City of Shawnee
Code Book

Sec. 19-113. – Stop signs; yield signs.

- (a)
- (b)
- (c)
- (d)
- (e)

(f) All traffic control devices, signal, and signs shall conform to the latest edition of the Manual of Uniform Traffic Control Devices published by the state Department of Transportation. All devices, signals, and signs required hereunder for a particular purpose shall, so far practicable be uniform as to type and location throughout the City. All traffic control devices, signals, and signs erected as provided by, and not consistent with state law or this chapter, shall be official traffic control devices, signals, and signs.

State law reference – Uniform manual adopted by the state, state approval required on state highways, 47 O.S. Sec. 15-104 – 15-106

< OR >

Sec. 19-141 – Manual of Specifications and Uniformity of Traffic-Control Devices.

All traffic control devices, signals, and signs shall conform to the latest edition of the *Manual of Uniform Traffic Control Devices* published by the state department of transportation. All devices, signals, and signs required hereunder for a particular purpose shall, so far as practicable be uniform as to type and location throughout the City. All traffic control devices, signals, and signs erected as provided by, and not inconsistent with, state law, this chapter shall be official traffic control devices, signals, and signs.

State law reference – Uniform manual adopted by state, state approval required on state highways, 47 O.S. Sec. 15-104 – 15-106

References:

Broken Arrow, City of. City Ordinance. Conformity with state manual and specifications; uniformity; presumption of legality. Sec. 23-107. & Adoption of the manual on uniform traffic control devices. Sec. 23-118.

“Sec. 23-107. – Conformity with state manual and specifications; uniformity; presumption of legality.

- (a) All traffic-control signs, signals, and devices shall conform to specifications as may be either approved by state highway authority or by resolution of the City Council.
- (b) All signs, signals, and other devices required by this chapter shall, so far as practicable, be uniform as to type and location throughout the city and erected so as to be consistent with the provisions of this chapter or state law.

Sec. 23-118. – Adoption of the manual on uniform traffic control devices.

- (a) Except as otherwise provided in this article, the current edition of the manual on uniform traffic control devices (hereinafter referred to as the traffic control manual) is hereby incorporated into the code of the City of Broken Arrow with the same force and effect as if fully set out in this subsection. “

Claremore, City of. City Ordinance. Traffic-Control Devices; Uniform Requirements. Sec. 70.51.

“Section 70.51 Traffic-Control Devices; uniform Requirements

- (A) All traffic-control signs, signals and devices shall conform to the *Manual of Uniform Traffic-Control Devices* approved by the State Department of Public Safety.
- (B) All signs, signals, and devices required hereunder for a particular purpose shall so far as practicable be uniform as to type and relative location throughout the city. All traffic-control devices erected and not inconsistent with the provisions of state law or this title shall be official traffic-control devices. “

Edmond, City of. City Ordinance. Official Specifications. Sec. 10.24.020.

“10.24.020 – Official specifications.

All traffic control devices, signals, and signs shall conform to such specifications as may be approved by the state highway authority or by motion of

resolution adopted by the Council. All devices, signals and signs required hereunder for a particular purpose shall, so far as practicable, be uniform as to type and locations throughout the City. All traffic control devices, signals, and signs erected as provided by, and not consistent with, state law or this chapter, shall be official traffic control devices, signals, and signs. “

Jenks, City of. City Ordinance. Manual and Specifications for Traffic Control Devices. Sec. 20-4-2.

“ Section 20-4-2. Manual and Specifications for Traffic Control Devices.

(A)

All traffic control signs, signals and devices shall conform to the manual and specifications approved by the state highway department. All signs and signals required hereunder for a particular purpose shall so far as practicable be uniform as to type and location through the city. All traffic control devices so erected and not inconsistent with the provisions of state law or this chapter shall be official traffic control devices. “

Lawton, City of. City Ordinance. Design and construction of traffic-control devices; Manual specifications. Sec 23-2-202.

“23-2-202 – Design and construction of traffic-control devices; manual of specifications.

All traffic-control signs, signals, and devices shall conform to the latest edition of the “Manual on Uniform Traffic Control Devices for Streets and Highways” as published by the Federal Highway Administration. All signs and signals required hereunder for a particular purpose shall so far as practicable be uniform as to type and location throughout the city. All traffic-control devices so erected and not inconsistent with the provisions of state law or this chapter shall be official traffic-control devices. “

Midwest City, City of. City Ordinance. Manual and specifications for traffic-control devices. Sec 24-60.

“Sec. 24-60. – Manual and specifications for traffic-control devices.

All traffic-control signs, signals, and devices shall conform to the manual and specifications approved by the state highway commission. All signs and signals required hereunder for a particular purpose shall, so far as practicable, be uniform as to type and location throughout the city. All traffic-control devices except that part time stop signs may be alternated with children crossing signs for use at school zone intersections provided that the other leg of a three-way intersections of the other two (2) legs of a four-way intersection are fully controlled by stop signs. “

Muskogee, City of. City Ordinance. Design and Construction; manual of specifications. Sec. 78-32.

“Sec. 78-32. – Design and construction; manual of specifications.

All traffic control signs, signals, and devices shall conform to the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways as published by the state department of transportation. All signs and signals required hereunder for a particular purpose shall so far as practicable be uniform as to type and location throughout the city. All traffic control devices so erected and not inconsistent with the provisions of state law or this chapter shall be official traffic control devices. “

Norman, City of. City Ordinance. Specifications and uniformity of traffic-control devices. Sec. 20-1101. & Adoption of the Manual on Uniform Traffic Control Devices. Sec. 20-1112.

“Sec. 20-1101 – Specifications and uniformity of traffic- control devices.

- (a) All traffic-control signs, signals and other devices shall conform to such specifications as may be approved by either the State highway Authority or by resolution of the City Council.
- (b) All signs, signals and other devices required by this chapter shall, as far as practicable, be uniform as to type and location throughout the City, and so erected as to be consistent with the provisions of this chapter or of state law.

Sec. 20-1112 – Adoption of the Manual on Uniform Traffic Control Devices

- (a) Except otherwise provided in this article, the current edition of the Manual on Uniform Traffic Control Devices (hereinafter referred to as the Uniform Traffic Control Manual) is hereby incorporated into the Code of the City of Norman, Oklahoma, with the same force and effect as if fully set out in this subsection. “

Okmulgee, City of. City Ordinance. Conformance with State highway department specifications. Sec. 10.2.020.

“10.20.020: Conformance with State Highway Department Specifications:

All traffic control signs, signals, and devices shall conform to the manual and specifications approved by the state highway department. All signs and signals required by this chapter, for a particular purpose, shall so far as practicable, be uniform as to type and location throughout the city. All traffic

control devices so erected and not inconsistent with the Provisions of state law or this title shall be official traffic control devices. (Ord. 1013 Sec 70, 1962) “

Owasso, City of. City Ordinance. Policy on Residential Neighborhood Residential Traffic Control. Sec.1.4. & Traffic Control Devices; Uniform Requirements. Sec. 15-602.

“Section 15-602 Traffic Control Devices; Uniform Requirements

- A. All traffic control signs, signals, and devices shall conform to the Manual of Uniform Traffic Control Devices approved by the State Department of Public Safety.
- B. All signs, signals, and devices required hereunder for a particular purpose shall so far as practicable be uniform as to type and relative locations throughout the city. All traffic control devices erected and not inconsistent with the provisions of state law or this chapter shall be official traffic control devices. “

Stillwater, City of. City Ordinance. Manual and Specifications for Traffic Control Devices. Sec. 29-47.

“Sec. 29-47. – Manual and specifications for traffic control devices.

All traffic control signs, signals, and devices shall conform to the manual and specifications approved by the state highway commission. All signs and signals hereunder for a particular purpose shall so far as practicable be uniform as to type and location throughout the city. All traffic control devices so erected and not inconsistent with the provisions of state law or this chapter shall be official traffic control devices. “

TRAFFIC SIGN PROCEDURES

from
Other Cities in Oklahoma
(February 2012)

City of Norman

Traffic Engineer, Angelo Lombardo (405)366-5327

The City of Norman has adopted the MUTCD into their Code Ordinances; therefore, all traffic decisions are contingent on the regulations of the manual. When the city receives a request for a traffic sign for instance, they perform studies on the particular area in question by counting traffic, analyzing terrain and speed limits, and researching the collision history. Stop signs are not to be used as speed control devices. The decision is based on staff recommendation only. At one point there was a Traffic Appeals Commission which was used to overrule the staff recommendation that had met only once but the Mayor stepped in and sided with staff. That Commission has yet to meet since.

Angelo also reported that Oklahoma City reports to a Traffic Commission then to the City Council.

City of Edmond

Traffic Engineer, Tom Minick (405)359-4775

The City of Edmond makes all traffic sign decisions through their Staff Traffic Control Committee which consists of the City & Traffic Engineers, City Attorney, Police Department, and City Manager. The decisions are based on studies of the location and the use of the MUTCD. Stop signs are not to be used as speed control devices. Only if decision is to be fought by the public will the City Council get involved for final ruling.

City of Stillwater

Traffic Control Supervisor, James Driskel (405)533-8452

The City of Stillwater provides the public with access to a form to fill out in case of a request for traffic signs to be altered. Once the form is filled out the City Engineer will do a study of the location which includes traffic counts, layout of street and nearby traffic signs and signals, collision reports, etc. If the City Engineer recommends the change, they will notify the Traffic Director and the City Manager. If those two recommend as well, the change will be made. Only if denied can the citizen present their appeal to the City Council for further review and override. (The flow chart of system can be found on their cities website under forms)

City of Jenks

Engineering Technician, Loyd Bell (918) 299-5883

The City of Jenks requires a citizen group written request for every request to change traffic signs, lighting, etc. The Engineering Department will analyze the layout of the location, adjacent signs, and speed limits. They only use the MUTCD for consideration if a decision for that area is difficult. The

City Manager, City Engineer, Police Chief, and maybe the Planning Director give the final say on the decision. They used to report to the City Council for such decisions but they discontinued due to the difficulty it caused to the staff so the City Council gave all decision making to the City Manager on these types of cases.

City of Owasso

City Engineer, Dwayne Henderson (918)272-4959

The City of Owasso requires a request for traffic changes to be written and presented to the City Engineer. The engineers will analyze the location with the assistance of the MUTCD. The property owners surrounding the location in question will be asked to sign a petition if in agreement of the changes. If 65% of the neighbors sign, the City will then consider. The Public Works Department (Engineering) make the final say; there is no committee to report to. They are also completely against using stop signs as a speed control device. Traffic calming procedures, such as speed humps, have been implemented and seem to have a better effect.

City of Broken Arrow

Director of Engineering, Kenneth Schwab (918) 259-7000 x5414

The City of Broken Arrow has a complete policy manual for their rules and regulations on traffic control. When they receive a request from a resident for something such as a stop sign the location of the request will be reviewed and monitored by the Police Department. They will spend approximately two weeks watching the activity, counting traffic, reviewing speed occurrences, and pulling up collision reports. Staff makes the final decision whether the request will be fulfilled. Stop signs are not to be used as speed control devices. The only time any ever goes in front of the City Council is when it is related to the Traffic Calming System which consists of the speed humps placed in the middle of the roads.

City of Okmulgee

Public Works Department Head, Rick Miller (918)756-4159

The City of Okmulgee has no formally written procedure on how they treat the approval system on traffic signs around their city. Once they receive a request, they will do a study based on area, police and fire routes, and signs nearby. They are not limited to the MUTCD but he made it clear they do not use stop signs for speed control. If the change is recommended by staff then it goes to the City Manager for final approval. Only in controversial circumstances will it be brought in front of the City Council.

Mr. Miller had also explained that they are in the beginning stages of adopting a traffic calming system like Broken Arrow has. Broken Arrow had a city wide traffic study done 8-10 years ago and has been enhancing their traffic safety measures with speed humps, etc.

City of Muskogee

Public Works Director, Mike Stewart (918)684-6231

The City of Muskogee adopted the MUTCD through their City Ordinances. Once a request is received they follow a particular form format for traffic review, site distances, and collision reports. They will make a recommendation to the City Manager whom has the final decision on changes or not to be implemented. Stop signs are not used for speed control but instead they are reinforcing a traffic calming system consisting of speed humps.

City of Lawton

Traffic Engineer, Sagar Medisetty (580)581-3385

The City of Lawton works very similar to the City of Shawnee when it comes to approval of traffic sign decisions. When a request is made they perform a study of the location based on the MUTCD regulations. Stop signs are not used as speed control. If it is a speeding issue, the police department will be notified to enforce that area. When a recommendation is made by the City staff it is brought in front of the Traffic Commission for approval. Once approved, the City Council will have the final decision.

Midwest City

City Engineer, Patrick Menefee (405)739-1215

The City of Midwest City has a system for approval/denial of traffic signs very similar to our own. When requested, the City Engineer will examine the area and give a recommendation to the Traffic Council to approve. It is then brought in front of the City Council for final approval. The MUTCD is used for decision making purposes.

Ponca City

Traffic Engineering Manager, Mike Lane (580)767-0327

All below information was found online at www.poncacityok.gov/index.aspx?NID=135 and speaking with Mike Lane.

The City of Ponca City quotes on their website: "In order for a stop sign to be installed, the Traffic Engineering Division will review the accident history of the intersection and check the existing sight distance. If the accident history indicates a problem that could be corrected by the installation of a stop or yield sign or the sight distance is too low for an uncontrolled intersection, a recommendation will be presented to the Ponca City Traffic Commission for the installation of appropriate control. The Traffic Commission's recommendation is then taken to the City Commission for final approval." They base their decisions on the regulations of the MUTCD thus they are adamant about stop signs not being installed for speed control. If in the circumstance it is for speed control, it is handed over to the Police Department.



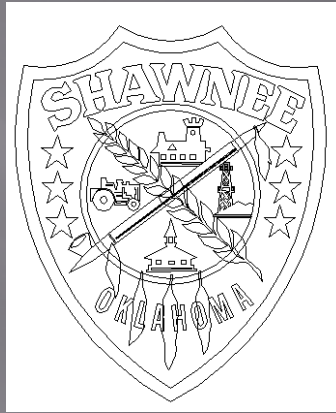
SURVEY of DECISION PROCEDURES FOR TRAFFIC SIGNS (February 2012)



City Name	Employee Name	Position with City	MUTCD used?			Decision Making			Unless Appealed	Speed Control?	MUTCD in Ordinance
			No	Sometimes	Always	Staff ⁽¹⁾	Traffic Commission	City Council			
City of Norman	Angelo Lombardo	Traffic Engineer			X	1	-	-	n/a	NO	Adopted
City of Edmond	Tom Minick	Traffic Engineer			X	1	-	-	Council	NO	Shared ⁽²⁾
City of Stillwater	James Driskel	Traffic Control Sup			X	1	-	-	Council	NO	Adopted
City of Jenks	Loyd Bell	Engineering Tech		X		1	-	-	n/a	NO	Adopted
City of Owasso	Dwayne Henderson	City Engineer			X	1	-	-	Council	NO	Adopted
City of Okmulgee	Rick Miller	Public Works Dir.		X		1	-	-	Council	NO	Adopted
City of Lawton	Sagar Medisetty	Traffic Engineer			X	1	2	3	n/a	NO	Adopted
Broken Arrow	Kenneth Schwab	Dir. of Engineering			X	1	-	-	Council	NO	Adopted
City of Muskogee	Mike Stewart	Public Works Dir.			X	1	-	-	n/a	NO	Adopted
Midwest City	Patrick Menefee	City Engineer			X	1	2	3	Council	NO	Adopted
Ponca City	Mike Lane	Traffic Engineer			X	1	2	3	Council	NO	None
City of Claremore	Online	Online			X	1	2	3	Council	NO	Adopted

(1) The meaning of 'staff' may include all, some, or one of the following City Officials: Traffic Engineer, City Engineer, Traffic Control Supervisor, Public Works Director, Street Supervisor, City Planner, Chief of Police, City Manager, City Attorney

(2) In the instance, 'shared' refers to the official specification that "all traffic control signs shall conform to such specifications as may be approved by the state highway authority OR by motion or resolution adopted by the Council".



TRAFFIC COMMISSION

February 28, 2012 6:00p.m.

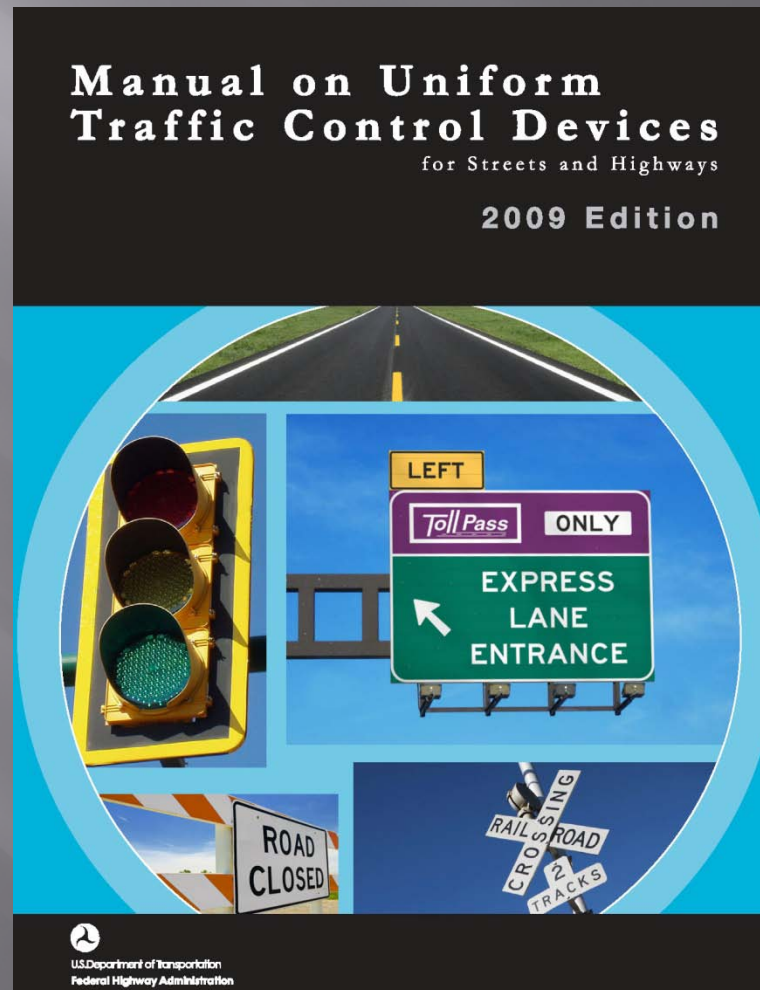
A. Install Street Lights on North Kennedy from Kickapoo Spur to Ford



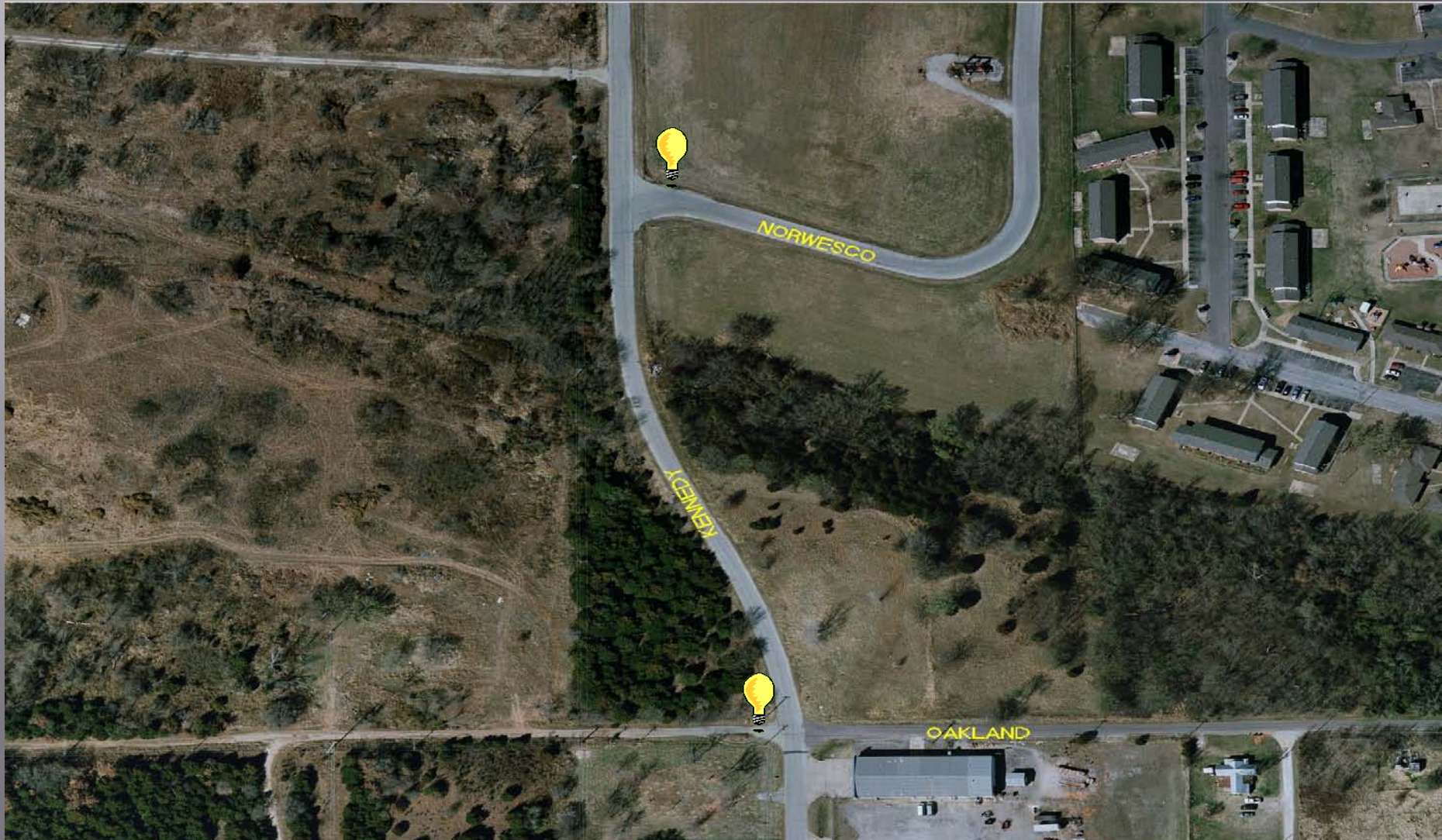
A. Install Street Lights on North Kennedy from Kickapoo Spur to Ford



B. Discussion of MUTCD Ordinance



C. Install Street Lights at Kennedy / Norwesco & Kennedy / Oakland



Administrative Reports

Administrative Reports

Beard St Paving - Completed



Administrative Reports

Mall Drive Widening - Completed



Administrative Reports

Lake Bridge Repair – Under Construction



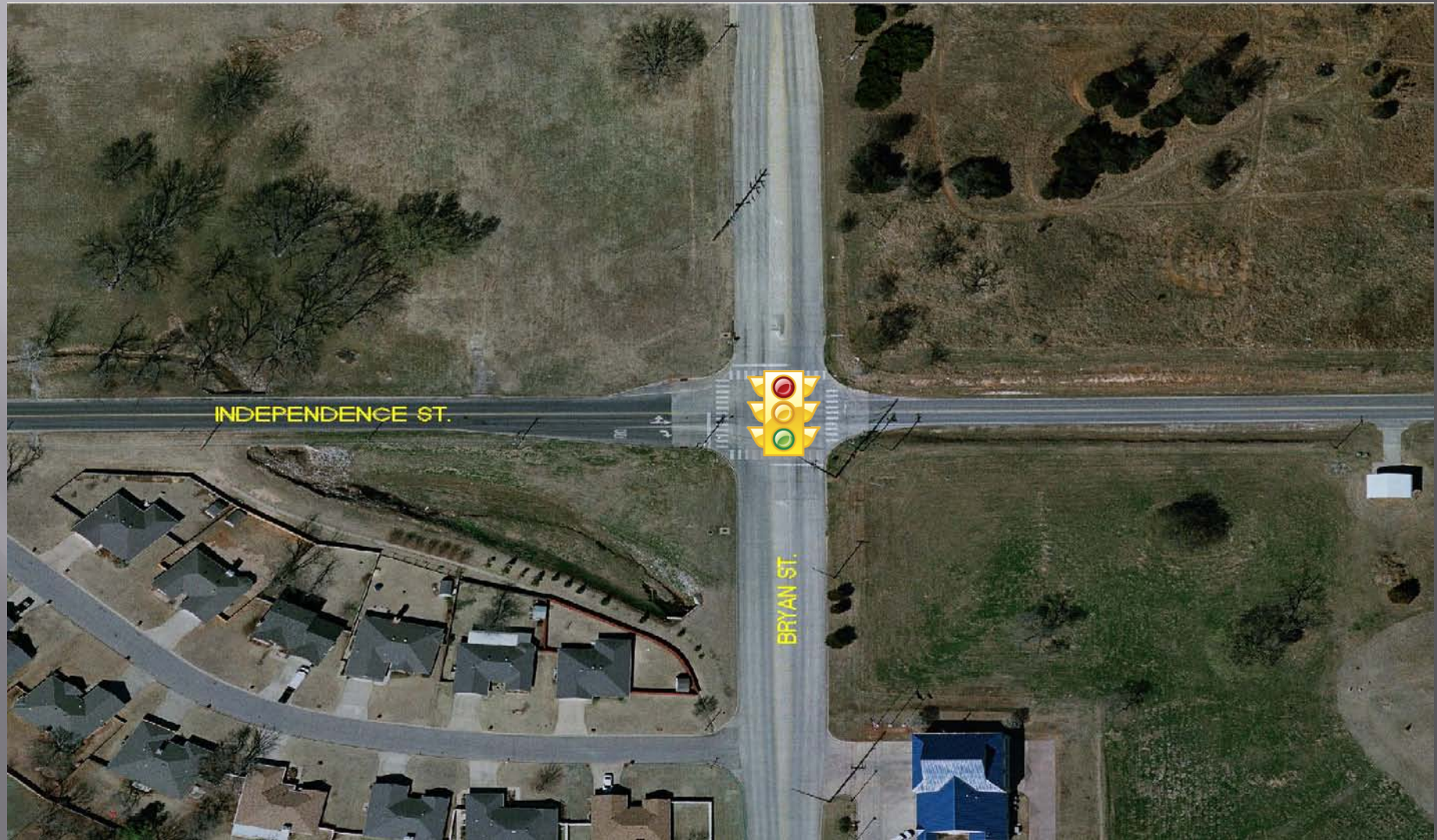
Administrative Reports

Darrien Gordon Drive - Under Construction



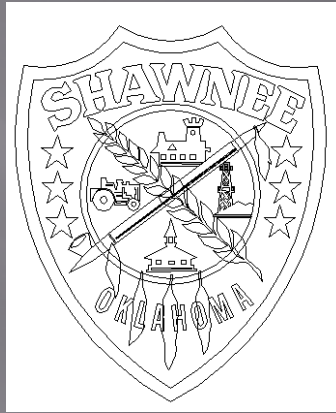
Administrative Reports

Bryan & Independence Traffic Signal Design Started



Administrative Reports Kickapoo Road Widening Final Stages Before Bidding





TRAFFIC COMMISSION

February 28, 2012 6:00p.m.

Regular Board of Commissioners

2. f.

Meeting Date: 03/05/2012

Garage Sale Fee Waiver

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving garage sale licenses and fees for the days of April 13-15, 2012 to help citizens prepare for the City's annual Spring clean-up efforts.

Regular Board of Commissioners

2. g.

Meeting Date: 03/05/2012

Surplus Property Resolution

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Approve resolution declaring certain items surplus property and authorizing sale and disposal of said items.

Attachments

Surplus Property Resolution

RESOLUTION NO. _____

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

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

1. The following items of personal property are no longer needed for city purposes and are hereby declared surplus.
 - A. UNIT #1676 1991 CHEVROLET ½ TON PICKUP VIN 1GCD14Z3ME179604
 - B. UNIT # 1481 1992 FORD 1 TON BUCKET TRUCK VIN 1FDKF3M7NNA14484.
 - C. UNIT #1611 2000 GMC ¾ TON SERVICE BED VIN 1GDGC24R6YR227125.
 - D. UNIT #1829 1992 GMC ½ TON PICKUP VIN 1GTDC14Z3NZ539223.
2. The City Manager is authorized and directed to sell said items to the public by auction to be held March 31, 2012, or a day thereafter if circumstances prevent its being held or completed that day.
3. Any property not sold at auction shall be deemed to have no value and shall be disposed of by destruction, recycling, removal to the proper waste center, or whatever means necessary.

Adopted this 5th day of March, 2012

LINDA PETERSON, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

Regular Board of Commissioners

2. h.

Meeting Date: 03/05/2012

Request for bids on mobile stage

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Staff requests permission to bid on a mobile stage for special events. Funds will come from the Parks Department Capital Outlay Budget.

Regular Board of Commissioners

4.

Meeting Date: 03/05/2012

Kickapoo Tribe Annexation Ordinance

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consideration of an ordinance annexing property located northwest of the intersection of MacArthur Street and Acme Road, just east of Highway 177. Applicant: Kickapoo Tribe of Oklahoma

Attachments

Annexation Ordinance Kickapoo Tribe

ORDINANCE NO. _____

AN ORDINANCE ANNEXING CERTAIN TERRITORY AND PROPERTY OUTSIDE THE PRESENT CITY LIMITS INTO THE CITY LIMITS OF THE CITY OF SHAWNEE, OKLAHOMA, PURSUANT TO TITLE 11 OF THE OKLAHOMA STATUTES; DESCRIBING SAID PROPERTY; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR SEVERABILITY.

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

SECTION 1. That pursuant to the provisions of applicable law, the following described property located outside the present boundaries of the City of Shawnee, Oklahoma:

BEING a tract of land located in the South-half of the Southeast Quarter (S/2 SE/4) of Section Three (3), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, and being more particularly described as:

COMMENCING at the Southeast Corner (SE/C) of said Section Three (3) and having an assumed basis of bearing of N89°55'48"E, base line being the South line of the Southeast Quarter of said Section Three; THENCE N00°05'54"E along the East line of the Southeast Quarter a distance of 80.00' to the POINT OF BEGINNING; THENCE continuing along said line a distance of 463.04'; THENCE N89°57'41"W a distance of 575.00'; THENCE N00°05'54"E and parallel to the East line of said Southeast Quarter a distance of 790.00' to a point on the North line of the South-half of the Southeast Quarter of said Section Three; THENCE N89°57'41"W along said North line a distance of 2072.40' to the Northwest Corner of said South-half of the Southeast Quarter; THENCE S00°00'35"W along the West line of said South-half of the Southeast Quarter a distance of 525.78' to a point on the North Right of Way of State Hwy 177; THENCE S57°13'00"E along said North right-of-way a distance of 958.50'; THENCE S63°49'46"E continuing along said right-of-way a distance of 336.37'; THENCE S78°04'00"E continuing along said right-of-way a distance of 375.90'; THENCE N89°55'48"E continuing along said right-of-way a distance of 430.00'; THENCE N00°27'14"W continuing along said right-of-way line a distance of 15.00'; THENCE N89°57'38"E continuing along said right-of-way a distance of 739.96' to the POINT OF BEGINNING, containing 56.09 acres, more or less, is hereby annexed into the corporate limits of the City of Shawnee, Oklahoma, pursuant to the provisions of law applicable thereto, and zoned as A-1; Agricultural.

Section 2. That the "City Map of the City of Shawnee, Oklahoma" be amended accordingly to reflect said annexation.

Section 3. That a Plan of Services and agreement for development is attached hereto and made a part of this Ordinance.

Section 4. That all ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 5. That the provisions of this ordinance are severable, and if any part or provision hereof shall be held void, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

PASSED AND APPROVED this 5th day of March, 2012

LINDA PETERSON, MAYOR

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

Regular Board of Commissioners

5.

Meeting Date: 03/05/2012

Resolution for nomination to OMAG Board

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider a resolution authorizing Mayor Linda Peterson to nominate Brian McDougal to fill a vacancy on the Board of Trustees of the Oklahoma Municipal Assurance Group (OMAG).

Attachments

Resolution OMAG Board Nomination

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND DIRECTING LINDA PETERSON, MAYOR AND AUTHORIZED AGENT OF THE CITY OF SHAWNEE TO NOMINATE BRIAN MCDUGAL TO FILL A VACANCY ON THE BOARD OF TRUSTEES OF THE OKLAHOMA MUNICIPAL ASSURANCE GROUP FOR A THREE-YEAR TERM COMMENCING ON JULY 1, 2012.

WHEREAS, there will be two vacancies on the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year terms commencing on July 1, 2012, and

WHEREAS, the City of Shawnee has the right to nominate persons to fill these vacancies.

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

THAT Linda Peterson, Mayor of the City of Shawnee, the authorized agent of the City of Shawnee, be and is hereby authorized and directed to nominate Brian McDougal to fill one of the vacancies on the Board of Trustees on the Oklahoma Municipal Assurance Group for a three-year term commencing on July 1, 2012.

PASSED AND APPROVED THIS 5th DAY OF MARCH, 2012.

LINDA PETERSON, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

Regular Board of Commissioners

9.

Meeting Date: 03/05/2012

Executive Session City Manager Evaluation

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider an Executive Session to discuss City Manager's evaluation pursuant to 25 O.S. §307(B)(1).

Regular Board of Commissioners

10.

Meeting Date: 03/05/2012

Executive Session City Attorney's Evaluation

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider an Executive Session to discuss City Attorney's evaluation pursuant to 25 O.S. §307(B)(1).

Regular Board of Commissioners

11.

Meeting Date: 03/05/2012

Consider action on matters discussed in Executive Session City Manager

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding City Manager's evaluation pursuant to 25 O.S. §307(B)(1).

Regular Board of Commissioners

12.

Meeting Date: 03/05/2012

Consider action on matters discussed in Executive Session City Attorney

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding City Attorney's evaluation pursuant to 25 O.S. §307(B)(1).
