

AGENDA
BOARD OF CITY COMMISSIONERS
February 5, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

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

1. Consider approval of Consent Agenda:
 - a. Minutes for January 16, 2018 regular meeting and January 17, 2018 Special Call meeting.
 - b. Acknowledge the following minutes:
 - Shawnee Beautification Committee Minutes from the ---December 21, 2017 meeting.
 - c. Approve Change Order No. 2 for Fire Station No. 2 Rehab Project.
 - d. Acceptance of a letter of credit in lieu of completing public improvements for Chicken Express Addition, authorizing obtainment of signatures and recording of final plat.
 - e. Approve prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018.
 - f. Mayor's Appointments

<u>Shawnee Library Board</u>		
Brent Newsom	1 st Full Term	Expires 06/30/2020
<i>Replaces Robert Currie – Resigned</i>		
 <u>Shawnee Beautification Committee</u>		
Carla Smith	1 st Full Term	Expires 01/01/2021
<i>Appointment to New Committee</i>		
2. Citizens Participation

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

3. Presentation by Ashley Hill, Producer/Community Relations Representative for the C-SPAN Cities Tour.
4. Consider acceptance of real property from Pottawatomie County (808 West Main Street), the releases of liens, and the lease of said property to Community Renewal to facilitate the establishment of a community garden.
5. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
6. Commissioners Comments
7. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

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

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

Meeting Date: 02/05/2018

CC Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes for January 16, 2018 regular meeting and January 17, 2018 Special Call meeting.

Attachments

CC Minutes

SC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
JANUARY 16, 2018 AT 6:00 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, January 16, 2018 at 6:00 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Dub Bushong
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Lesha Shaw
Commissioner Ward 5

Absent
Commissioner Ward 6

ABSENT: Ben Salter

INVOCATION

FLAG SALUTE

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Minutes for December 18, 2017 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for December 2017
 - Project Payment Report for December 2017
 - Planning Commission Minutes from October 4, 2017 meeting and November 1, 2017 meeting
 - Shawnee Beautification Committee Minutes from November 16, 2017 meeting

- c. Acknowledge resignation of Stephen Rice from the Shawnee Urban Renewal Authority.
- d. Acknowledge resignation of Larry Gill from the Shawnee Urban Renewal Authority.
- e. Mayor's Appointments

Shawnee Beautification Committee

Holly Gordon 1st Full Term Expires 01/01/2022
Appointment to New Committee

Kevin Huddleston 1st Full Term Expires 01/01/2022
Appointment to New Committee

Mike Mlynek 1st Full Term Expires 01/01/2022
Appointment to New Committee

Shawnee Civic and Cultural Development Authority

Tim Barrick 2nd Full Term Expires 12/31/2021
Reappointment

Shawnee Housing Authority

Mike Vorndran 1st Partial Term Expires 02/04/2019
Replaces Harvey Valentine – Resigned

Shawnee Urban Renewal Authority

Audra Barksdale 1st Full Term Expires 02/02/2021
Replaces Stephen Rice – Resigned

Paul E. Davis 1st Full Term Expires 02/02/2021
Replaces Larry Gill – Resigned

- f. Approve an Agreement for Campus Police Jurisdiction and Authority with Oklahoma Baptist University.

Commissioner Shaw asked that Consent Agenda Item Nos. 1(e) regarding Kevin Huddleston and Mike Mlynek's board applications and 1(f) be pulled for separate consideration.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve the Consent Agenda Item Nos. 1(a-f), less items 1(e) regarding Kevin Huddleston and Mike Mlynek's board applications and 1(f). Motion carried 6-0.

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

NAY: None

Regarding Consent Agenda Item No. 1(e), Commissioner Shaw asked if there was a conflict of interest with the Mayor appointing Kevin Huddleston since he is a partner of Finley and Cook. City Attorney Joe Vorndran advised that the Mayoral appointments are at the discretion of the Mayor. He also stated that he does not believe there is a conflict of interest since Mayor Finley is no longer a partner of Finley and Cook.

Commissioner Shaw asked if Mike Mlynek was eligible to serve on the Beautification Committee since he lives outside the city limits of the City of Shawnee. City Manager Justin Erickson advised that since the City of Shawnee and the Chamber of Commerce Beautification Committees have merged, new standards allow residents that live outside of the city limits to be appointed to the Beautification Committee.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve Consent Agenda Item No. 1(e) regarding the board appointments of Kevin Huddleston and Mike Mlynek. Motion carried 5-1.

AYE: Harrod, Bushong, Gillham, Finley, Rutherford

NAY: Shaw

Regarding Consent Agenda Item No. 1(f), Commissioner Shaw asked if Section 3.2 (which addresses Oklahoma Baptist University (OBU) police officers completing law enforcement activities off campus) of the agreement referred to major crimes or civil crimes. Shawnee Police Chief Mason Wilson gave an example of a speeding vehicle pursuit beginning on campus and then concluding off campus. He stated that the OBU Police officers would complete the call off campus since it began on campus. Commissioner Shaw then addressed section 6.2 of the agreement that refers to major crimes. Chief Wilson advised that the City's investigative team would investigate major crimes occurring on the OBU campus

because the OBU Police Department does not have an investigative team to handle major crimes.

A motion was made by Commissioner Shaw, seconded by Commissioner Rutherford, to approve Consent Agenda Item No. 1(f). Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

Lindsay Goodson, Organizational Lead for Blue Zones Pottawatomie County, introduced the names of the new members of the Pottawatomie County Food Policy Council Membership as follows:

Represents

Name

Citizen Potawatomi Nation

Tami Fleeman, Citizen Potawatomi Nation

City of Shawnee

Justin Erickson, City Manager

McLoud

Wanda Haynes, Pioneer Library System

Pottawatomie County

Melissa Dennis, County Commissioner

Restaurant

Neil Lindenbaum, Paul's Place

Hospital

Jason Draper, St. Anthony Shawnee Hospital

Ag Community

Holly Gordon, Gateway to Prevention & Recovery

Ag Community

Erin Herman

Community Market of Pottawatomie County

Shawnee Public Schools

Dr. April Grace

Food Distribution

Doug Street, Affiliated Foods

Faith Based Organization

Daniel Matthews

Community Market of Pottawatomie County

Hunger Relief

Gina Bundy, Citizen Potawatomi Nation

Shawnee Economic Development Fund

Amanda Brackeen, BancFirst

At-Large

Barbara Loudermilk

Center Oklahoma Community Action Agency

At-Large

Julio Sanchez, Boys and Girls Club

Blue Zones Project Pottawatomie County

Lindsay Goodson

Blue Zones Project Pottawatomie County

Rachael Melot

Holly Gordon announced that the 3rd Friday Event will take place this Friday, January 19, 2018. Activities include pottery wheel demonstrations at The Arts at 317, various activities at Studio 112 ½, and a Blue Zones cooking demonstration at the Shawnee Public Library.

Kate Joyce thanked everyone who participated in the Blue Jean Ball event that recently took place at the Shawnee Senior Citizens Center. She stated the fundraiser was successful and they hope to make the event an annual one.

AGENDA ITEM NO. 3:

Presentation by City Manager to Employee of the Month, Steve Castaneda, Street Department.

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

AGENDA ITEM NO. 4:

Public hearing and consideration of an ordinance to rezone property located on the east side of the intersection of Highland Street and Bryan Avenue from R-1; Single Family Residential District to PUD; Planned Unit Development. Case No. P01-18. Applicant: Landrun Group, LLC (*Deferred by the Planning Commission to the March 7, 2018 meeting.*)

Staff advised that this item was deferred by the Planning Commission to the March 7, 2018 meeting.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to defer this item to the March 19, 2018 City Commission meeting. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 5:

Public hearing and consideration of an ordinance to rezone property located on the southeast corner of East 45th Street and Hyatt Road from C-2; Suburban Office Commercial District to PUD; Planned Unit Development. Case No. P02-18. Applicant: Bonray Real Estate, LLC

Community Development Director Justin DeBruin gave a staff report for Agenda Item Nos. 5 and 6. He explained that the proposed use of the land will fit

the C-2 zoning; however, the applicant has decided to go private with the project and to do so the PUD rezoning is required.

Mayor Finley declared a public hearing in session to consider an ordinance rezoning property from C-2; Suburban Office Commercial District to PUD; Planned Unit Development for property located on the southeast corner of East 45th Street and Hyatt Road. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to approve the ordinance rezoning property from C-2; Suburban Office Commercial District to PUD; Planned Unit Development for property located on the southeast corner of East 45th Street and Hyatt Road, with the following conditions:

1. Minor corrections to the PUD Design Statement to assure consistency with the PUD Plan Map.
2. All other applicable City standards apply.

Ordinance No. 2621NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION FIVE (5), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE N89°28'28"E A DISTANCE OF 659.57 FEET; THENCE N89°28'28"E A DISTANCE OF 737.71 FEET; THENCE S00°31'32"E A DISTANCE OF 50 FEET TO THE TRUE POINT OF BEGINNING; THENCE S44°44'14"W A DISTANCE OF 35.52 FEET; THENCE SOUTH 57.11 FEET; THENCE S08°03'15"E A DISTANCE OF 42.03 FEET; THENCE S16°06'29"E A DISTANCE OF 181.55 FEET; THENCE N89°20'38"E A DISTANCE OF 562.21 FEET; THENCE N01°53'54"W A DISTANCE OF 297.76 FEET (MEASURED) (297.42 OF RECORD) TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE EAST 45TH STREET; THENCE S89°28'28"W A DISTANCE OF 583.63 FEET MEASURED (585.34 OF RECORD) TO THE POINT OF BEGINNING ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM C-2; SUBURBAN OFFICE COMMERCIAL DISTRICT TO PUD; PLANNED UNIT DEVELOPMENT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2621NS was adopted by the City Commission.

AGENDA ITEM NO. 6:

Consideration and approval of a Preliminary Plat for Shawnee Trail Office Park located at the southeast corner of East 45th Street and Hyatt Road. Case No. S01-18. Applicant: Bonray Real Estate, LLC

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve a Preliminary Plat for Shawnee Trail Office Park located at the southeast corner of East 45th Street and Hyatt Road, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. Drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
3. All other applicable City standards apply.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 7:

Public hearing and consideration of an ordinance to rezone property located at 7109 North Kickapoo Avenue from A-1; Rural Agricultural District to A-1; Rural Agricultural District with a Conditional Use Permit. Case No. P03-18, Applicant: Nelmon Brauning.

Staff advised that this item was deferred by the Planning Commission to the March 7, 2018 meeting.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to defer this item to the March 19, 2018 City Commission meeting. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 8:

Consideration and approval of a Final Plat for Chicken Express Addition located near the intersection of North Harrison and 45th Street. Case No. S02-18. Applicant: Wilma Smith/Paul Pogue 2012 Trust

Community Development Director Justin DeBruin gave a staff report.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve a Final Plat for Chicken Express Addition located near the intersection of North Harrison and 45th Street, with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. Final engineered drainage plan must be approved by the City Engineer prior to construction.
3. All other applicable City standards apply.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 9:

Public hearing and consideration of an ordinance to approve the annexation of 506 acres (more or less) owned by St. Gregory's University and the Benedictine Fathers of Sacred Heart Mission, Inc., located in Section 2, Township 10 North, Range 3 East; and providing for its immediate effect and enforceability upon passage and publication through the emergency clause. *(Deferred from the December 18, 2017 City Commission meeting.)*

City Manager Justin Erickson announced there had been no additional comments and no correspondence from St. Gregory's University regarding the item.

Mayor Finley declared a public hearing in session to consider an ordinance to approve the annexation of 506 acres (more or less) owned by St. Gregory's University and the Benedictine Fathers of the Sacred Heart Mission, Inc., located in Section 2, Township 10 North, Range 3 East. No one appeared in favor or against the said annexation. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve the annexation of 506 acres (more or less) owned by St. Gregory's University and the Benedictine Fathers of Sacred Heart Mission, Inc., located in Section 2, Township 10 North, Range 3 East; and providing for its immediate effect and enforceability upon passage and publication through the emergency clause.

Ordinance No. 2622NS was introduced.

AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF SHAWNEE, OKLAHOMA, BY ANNEXING CERTAIN PROPERTIES LOCATED NORTH OF MACARTHUR, EAST OF ACME ROAD, SOUTH OF 45TH STREET, WEST OF LEO STREET, POTTAWATOMIE COUNTY; AND PROVIDING FOR ITS IMMEDIATE EFFECT AND ENFORCEABILITY UPON PASSAGE AND PUBLICATION THROUGH THE EMERGENCY CLAUSE.

Motion carried 5-0-1.

AYE: Harrod, Rutherford, Bushong, Gillham, Finley

NAY: None

ABSTAIN: Shaw

Ordinance No. 2622NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve emergency clause relating to Ordinance No. 2622NS. Motion carried 5-0-1.

AYE: Harrod, Rutherford, Bushong, Gillham, Finley

NAY: None

ABSTAIN: Shaw

AGENDA ITEM NO. 10:

Discussion, consideration, and possible action to approve an ordinance amending portions of Chapter 5 of the City Code, entitled "Animals", by setting the maximum allowable number of owned or possessed dogs and cats on a premise or lot basis, and not on an individual basis; providing for codification, repealer, and severability; and declaring an emergency.

Police Chief Mason Wilson stated the proposed ordinance amends the language to allow a certain number of dogs and/or cats at a premise or lot and not per individual.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve an ordinance amending portion of Chapter 5 of the City Code, entitled “Animals”, by setting the maximum allowable number of owned or possessed dogs and cats on a premise or lot basis, and not on an individual basis; providing for codification, repealer, and severability.

Ordinance No. 2623NS was introduced.

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 5 OF THE CITY CODE, ENTITLED “ANIMALS”, BY SETTING THE MAXIMUM ALLOWABLE NUMBER OF OWNED OR POSSESSED DOGS AND CATS ON A PREMISE OR LOT BASIS, AND NOT ON AN INDIVIDUAL BASIS; AND PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY; AND PROVIDING FOR EMERGENCY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2623NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve emergency clause relating to Ordinance No. 2623NS. Motion carried 5-0-1.

AYE: Harrod, Bushong, Gillham, Finley, Rutherford

NAY: None

ABSTAIN: Shaw

AGENDA ITEM NO. 11:

Discussion, consideration, and possible action to approve an ordinance amending part of Chapter 20, Section 18 of the City Code, regulating “Petit Larceny-Generally”, by defining the offense as property taken from another in an amount less than \$1,000, and aligning with State Statute 21 O.S. § 1704; and providing for codification,

repealer, and severability; and providing for emergency.

Police Chief Mason Wilson stated the proposed ordinance complies with current language in Oklahoma State law.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to approve an ordinance amending part of Chapter 20, Section 18 of the City Code, regulating “Petit Larceny-Generally”, by defining the offense as property taken from another in an amount less than \$1,000, and aligning with State Statute 21 O.S. § 1704; and providing for codification, repealer, and severability.

Ordinance No. 2624NS was introduced.

AN ORDINANCE AMENDING PART OF CHAPTER 20, SECTION 18 OF THE CITY CODE, REGULATING “PETIT LARCENY-GENERALLY”, BY DEFINING THE OFFENSE AS PROPERTY TAKEN FROM ANOTHER IN AN AMOUNT LESS THAN \$1,000, AND ALIGNING WITH STATE STATUTE 21 O.S. § 1704; AND PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY; AND PROVIDING FOR EMERGENCY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2624NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve emergency clause relating to Ordinance No. 2624NS. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 12:

Discussion, consideration, and possible action to approve an ordinance amending Chapter 20, Section 105 regulating “Truancy” and replacing with language that corresponds with the State Statute that regulates the same; providing for codification, repealer, and severability; and providing for emergency.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve an ordinance amending Chapter 20, Section 105 regulating “Truancy” and replacing with language that corresponds with the State Statute that regulates the same; providing for codification, repealer, and severability.

Ordinance No. 2625NS was introduced.

AN ORDINANCE AMENDING CHAPTER 20, SECTION 105 REGULATING “TRUANCY” AND REPLACING WITH LANGUAGE THAT CORRESPONDS WITH THE STATE STATUTE THAT REGULATES THE SAME; PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY; AND PROVIDING FOR EMERGENCY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2625NS was adopted by the City Commission.

A motion was made by Commissioner Rutherford, seconded by Vice Mayor Harrod, to approve emergency clause relating to Ordinance No. 2625NS. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 13:

Discussion and possible action to appoint a subcommittee of the City Commission to review proposals submitted by firms interested in serving as the City’s insurance consultant.

City Manager Justin Erickson stated that at the December 18, 2017 City Commission meeting the Commission authorized Staff to solicit Request for Qualifications (RFQ) for a City insurance consultant. Mr. Erickson requested that the Commission select two or three Commissioners to form a subcommittee to work with staff to review the RFQ’s and interview firms interested in serving as the City’s insurance consultant. Mr. Erickson stated the earliest the subcommittee would meet would be early February 2018. Mayor Finley suggested reaching out in the community to individuals with more expertise to serve on the committee.

A motion was made by Mayor Finley, seconded by Vice Mayor Harrod, to appoint a five-member subcommittee that included two commissioners and three at-large individuals of the community to supplement staff to review proposals submitted by firms interested in serving as the City's insurance consultant.

Mayor Finley and Commissioner Shaw volunteered as the two Commissioners to serve on the insurance subcommittee.

The motion was then amended to appoint a five-member subcommittee that included Mayor Finley and Commissioner Shaw along with three at-large members from the community to supplement staff to review proposals submitted by firms interested in serving as the City's insurance consultant. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 14: Acknowledge Sales Tax Report received January 2018.

Finance Director Cindy Arnold reported that December sales tax collected this month was \$1,573,267.00, which is up \$14,558.00 or 0.9324% from 2016. For the year, the City is up 1.53%, which is slightly below budget.

AGENDA ITEM NO. 15: City Manager

City Manager Justin Erickson gave updates on the following:

- a. Household Hazardous Waste Collection – The event was a great success, with approximately 12,000 pounds of waste being collected. He thanked the Kickapoo Tribe of Oklahoma and the Absentee Shawnee Tribe for their financial support. The cost of the event was approximately \$25,000.00, which was fully covered by tribal grant funds and donations. With partners, the City is investigating ways to make this an annual event.
- b. Shawnee Police Foundation Banquet – The annual Police Foundation Banquet will be held Friday, January 19, 2018 at 6:00 p.m. at the Heart of Oklahoma Exposition Center.
- c. City Commission Special Call Meeting – A Special Call Workshop will be held Wednesday, January 17, 2018 at 11:00 a.m. at the Heart of Oklahoma Exposition Center.

- d. Hardesty and Highway 177 Traffic Signal – The traffic signal pole is scheduled to be delivered Thursday, January 18, 2018 and should be installed on Friday, January 19, 2018.
- e. Water Leaks – Several “thank you” emails have been received from the public thanking the employees that are repairing water leaks and acknowledging employees for working in the cold weather conditions.

AGENDA ITEM NO. 16:

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. 17:

Commissioners Comments

Vice Mayor Harrod addressed the traffic signal at the intersection of Highway 177 and Hardesty Road. He stated City staff cannot predict what equipment to keep on hand and explained that most parts are made to order. He said he appreciates all the understanding with this issue.

Commissioner Rutherford said he attended the Blue Jean Ball fundraiser at the Shawnee Senior Center and had a fun time. He noted it was a good event to have on an annual basis.

Commissioner Shaw said she is glad to have the Dominos Convenience Store now open at the intersection of 45th and Harrison Avenue. She encouraged citizens to use the location and noted the great opportunity it is to have that business located so close to Interstate 40.

Commissioner Shaw stated that the Avedis Foundation may be breaking ground at their new location on Independence Street.

Commissioner Shaw thanked Fire Chief Dru Tischer and the Shawnee Fire Department staff. She said she recently had two individuals come out and stop a water leak.

Commissioner Shaw wanted to encourage thought for installing lighting along the new sidewalks, especially along Bryan Street.

Mayor Finley noted the cold weather conditions not only put stress on the City's infrastructure, but also City employees working in the cold weather conditions.

Vice Mayor Harrod thanked the Shawnee Fire Department for a quick response to a recent fire.

AGENDA ITEM NO. 18: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:51 p.m.)

RICHARD FINLEY, MAYOR

(Attest)

LISA LASYONE, CMC
DEPUTY CITY CLERK

**BOARD OF CITY COMMISSIONERS AND
THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND
THE SHAWNEE MUNICIPAL AUTHORITY
CITY OF SHAWNEE
SPECIAL CALLED SESSION
JANUARY 17, 2018**

The Board of City Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority met in Special Called Session at the Heart of Oklahoma Exposition Center, Highway 177 and Independence Street, Shawnee, Oklahoma, Tuesday, January 17, 2018 at 11:00 a.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Richard Finley
Chairman

Dub Bushong
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Lesa Shaw
Commissioner Ward 5

Absent
Commissioner Ward 6

Absent: Ben Salter

The Call for said meeting was entered upon the records by the City Clerk, said Call being as follows:

NOTICE OF A CALLED SPECIAL SESSION OF THE BOARD OF CITY
COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES
OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL
AUTHORITY, OKLAHOMA

You and each of you are hereby notified that by virtue of a call issued by me on this 10th day of January, 2018, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma at the Heart of Oklahoma Exposition Center, 1700 West Independence Street, Shawnee, Oklahoma at 11:00 a.m. on the 17th day of January, 2018, and you are hereby notified to be present at said meeting. The purpose of the meeting is a work session for general discussion of issues within city government, the Shawnee Airport Authority and the Shawnee Municipal Authority, including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies; and presentation by C.H. Guernsey & Company regarding Master Plan Professional Services.

Witness my hand this 10th day of January, 2018.

(SEAL)

ATTEST:

/s/ Phyllis Loftis
PHYLLIS LOFTIS, CMC
CITY CLERK

/s/ Justin Erickson
JUSTIN ERICKSON
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 10th day of January, 2018 at 4:35 p.m., and executed the same by delivering a true and correct copy thereof to the Mayor and to each of the Commissioners of the Board of City Commissioners for the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma as follows:

A read verification was received from Mayor Richard Finley via e-mail at 7:54 a.m. on January 15, 2018

A read verification was received from Commissioner Dub Bushong via e-mail at 11:12 a.m. on January 11, 2018.

A read verification was not received from Commissioner Ron Gillham.

A read verification was received from Commissioner/Vice Mayor James Harrod via e-mail at 9:34 p.m. on January 12, 2018.

A read verification was received from Commissioner Darren Rutherford via e-mail at 12:44 p.m. on January 12, 2018.

A read verification was not received from Commissioner Lesa Shaw.

A read verification was received from Commissioner Ben Salter via e-mail at 8:44 a.m. on January 11, 2018.

/s/ Phyllis Loftis

PHYLLIS LOFTIS, CMC,
CITY CLERK

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA TO BE HELD ON THE 17TH DAY OF JANUARY, 2018 AT 11:00 A.M. AT THE HEART OF OKLAHOMA EXPOSITION CENTER, 1700 WEST INDEPENDENCE STREET, SHAWNEE, OKLAHOMA. THE PURPOSE OF THE MEETING IS A WORK SESSION FOR GENERAL DISCUSSION OF ISSUES WITHIN CITY GOVERNMENT, THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, INCLUDING POSSIBLE NEW INITIATIVES; GENERAL DISCUSSION OF CITY PRIORITIES, PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS; AND GENERAL DISCUSSION OF COMMISSION POLICIES; AND PRESENTATION BY C.H. GUERNSEY & COMPANY REGARDING MASTER PLAN PROFESSIONAL SERVICES.

BY VIRTUE OF THE AUTHORITY VESTED IN ME BY SECTION 4, ARTICLE IV OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, A SPECIAL SESSION OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA IS HEREBY CALLED TO MEET AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 1700 WEST INDEPENDENCE STREET, SHAWNEE, OKLAHOMA AT 11:00 A.M. ON THE 17TH DAY OF JANUARY, 2018 FOR THE PURPOSE OF THE MEETING IS A WORK SESSION FOR GENERAL DISCUSSION OF ISSUES WITHIN CITY GOVERNMENT, THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, INCLUDING POSSIBLE NEW INITIATIVES; GENERAL DISCUSSION OF CITY PRIORITIES, PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS; AND GENERAL DISCUSSION OF COMMISSION POLICIES; AND PRESENTATION BY C.H. GUERNSEY & COMPANY REGARDING MASTER PLAN PROFESSIONAL SERVICES.

Witness my hand this 10th day of January, 2018.

/s/ Justin Erickson
JUSTIN ERICKSON, CITY MANAGER

(SEAL)

ATTEST:

/s/ Phyllis Loftis
PHYLLIS LOFTIS, CMC, CITY CLERK

THE BOARD OF CITY COMMISSIONERS AND THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN SPECIAL CALLED SESSION AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 177 AND INDEPENDENCE STREET, SHAWNEE, OKLAHOMA, FRIDAY, JANUARY 17, 2018 AT 11:00 A.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. MAYOR FINLEY PRESIDED AND CALLED THE MEETING TO ORDER. THE FOLLOWING MEMBERS WERE IN ATTENDANCE.

CALL TO ORDER AT 11:00 A.M.

PRESENT AT ROLL CALL: Bushong, Gillham, Harrod, Finley, Rutherford, Shaw
ABSENT: Salter

DECLARATION OF A QUORUM

City Staff in Attendance: Justin Erickson, City Manager
Joe Vorndran, City Attorney
Don Lynch, Emergency Management
Cynthia Arnold, Finance Director/Treasurer
Chief Dru Tischer, Fire Department
Justin DeBruin, Planning Director
James Bryce, Director of Operations
Steve Nelms, Utility Director
Tammy Johnson, HR Director
Michael Ludi, Assistant City Engineer
Chris Dunlap, Assistant Expo Manager
Phyllis Loftis, City Clerk

Others in Attendance: Vicki Misa, Shawnee News Star

AGENDA ITEM NO. 1: General discussion of issues within city government, the Shawnee Airport Authority (SAA) and Shawnee Municipal Authority (SMA), including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies.

City Manager Justin Erickson opened by introducing the outline for the workshop. The items and issues included were updates on on-going projects, SMA Master Plan update by Guernsey & Associates and general discussion regarding future capital projects.

ON-GOING PROJECTS

Fire Chief Dru Tischer gave a construction update regarding Fire Station No. 2. He provided recent pictures showing the current state of construction and explained the key changes being made to the new building. The pictures showed most exterior walls framed in and Chief Tischer noted that the additional red iron will make the building more solid than in the past. In response to a question from Commissioner Shaw, he said that drainage should no longer be an issue as water will now be directed away from the building. Chief Tischer also explained that an error was made by a plumbing sub-contractor who mistakenly cut post tension cables. He announced that the general contractor, Jim Cooley Construction, will take responsibility for the error and it will be repaired with no additional costs to the City. Chief Tischer explained the change order that will be presented for Commission approval in the amount of \$31,611.00 at the February 5, 2018 City Commission meeting. The summary of the change order includes gas line relocation, plumbing and glass revisions, refurbishing of the apparatus bay floor and additional steel bracing.

City Manager Erickson then gave a brief update on the following projects:

- Comprehensive Plan – Eight submittals were received and narrowed down to four. A contract and recommendation should be provided for Commissioners during one the February City Commission meetings.
- Kickapoo Street Phase 2 – We anticipate receiving Oklahoma Department of Transportation's right-of-way plans within a couple of months which will allow the City to start acquiring rights-of-ways. The City may be able to start that process by Spring 2018.
- City website redesign – The new website should be ready to roll-out in the next couple of weeks and should be up and running within the next 30 days.
- Expo Master Plan – The Expo Board has been actively involved and will review it once more before a draft is presented to the City Commission for their review at the next City Commission meeting.
- Citywide Street Assessment – The City Commission recently approved a contract with a company that will provide information regarding the condition of each street/roadway in the City. Results are expected in approximately six months.

BUDGET

Finance Director Cindy Arnold provided a budget report showing sales tax collected for fiscal year 2016-17. She noted that sixty-five percent of the City's budget revenue is sales tax receipts. The report showed how the tax was divided up between the General Fund, Street Fund, Capital Improvement Fund, Economic Development Fund, Police Fund and Fire Fund. She stated that as of January 15, 2018, the City showed \$11,814,169.00 in Revenues and \$12,565,929.00 in Expenses. She explained that Expenses are more than Revenues at this time because of the three payrolls in December, 2017 and the sales tax reporting gap from some businesses who report and pay sales tax after the 15th of the month. Ms. Arnold expects this to self-correct with the next sales tax report.

AGENDA ITEM NO. 2:

Presentation by C.H. Guernsey & Company
regarding Master Plan Professional Services.

Mr. Larry Rhodes, Guernsey Project Manager, provided the presentation and gave status reports on the design phase of the Water Treatment Plant, the Southside Waste Water Treatment Plant and the Northside Waste Water Treatment Plant.

Regarding the Water Plant, Mr. Rhodes gave an in-depth explanation of the water purification process and provided pictures of the improvements that will be made at the plant.

Each of the Waste Water Treatment Plants were discussed separately with an explanation of the current state of each and a status report given on the design phase of each.

Mr. Rhodes then responded to questions from Commissioners.

COMMISSION RETURNS TO DISCUSSION UNDER AGENDA ITEM NO. 1.

CAPITAL PROJECTS AND FUNDING

The following proposed Capital Projects and the approximate costs with each were presented for discussion.

Parks Master Plan – Phase 1	\$7.0 million +
Road & Street Improvements	\$10.0 million+
Police Headquarters	\$3.0 million
Other Public Safety Improvements	\$3.0 million+
Expo Facility Upgrades (first phase)	\$5.0 million+
Other Quality of Life Items	\$5.0 million+
(Santa Fe Depot, Community Center Library, etc.)	

The conversation was directed toward funding of these projects with several revenue generating scenarios discussed.

A one-quarter or one-half cent sales tax was discussed. City Manager Erickson distributed information that compared Shawnee sales tax with other municipalities in surrounding communities and also information showing Shawnee's standing among the top twenty municipalities, by population, in the state. The handout shows that at 3.0% city sales tax, Shawnee

has one of the lowest municipal taxes in the state. However, the addition of the county and state tax makes our current sales tax 8.995%. It was noted that the latest county sales tax may be a detriment to seeking an additional tax from voters. Ideally, the promotion of a tax increase would be endorsed by the Chamber of Commerce, civic organizations and tribal governments which would help promote the increase to voters. Commissioners Gillham stated that voters would more likely vote in favor of an increase if it was tied to specific projects.

A utility rate increase was also discussed. It was noted that it has been several years since the last increase. Finance Director Arnold would like to align utility rates with the Public Service Index which would adjust rates on an annual basis as opposed to having to discuss rate increases every few years. Commissioners will consider a utility rate increase at a City Commission meeting in the near future.

GENERAL DISCUSSION

Staff:

Emergency Management Director Don Lynch spoke of the recent false emergency warning in Hawaii. He stated that the City's warning system cannot be accidentally deployed and it will take several steps to activate it.

Mayor Finley then directed Mr. Lynch to continue to identify storm shelters around the city that may be used as public shelters.

Director of Operations James Bryce spoke of the continued infrastructure repairs needed to City buildings.

Human Resources Director Tammy Johnson addressed employee wages and stressed the importance of paying employees competitive wages.

Assistant Expo Manager Chris Dunlap gave a brief outline of the Expo Master Plan. He noted that roofs and insulation are the number one need. Other needs are the remodeling of concession stands, tearing down the shops that are an eyesore and replacement of lighting.

Commissioners:

Commissioner Shaw questioned what other businesses will be located at 45th and Harrison. Staff replied that the City has no direct involvement in business recruitment but at this time no contracts have been signed with anyone. It was mentioned that additional tenants may not come on board until after the signalization of Bruton Drive is completed.

It was determined that a follow-up work session will be held March 1, 2018 from 11:00 a.m to 4:00 p.m. at the Expo Center.

AGENDA ITEM NO. 3:

ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Chair.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

1.b.

Meeting Date: 02/05/2018

Acknowledge Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Shawnee Beautification Committee Minutes from the ---December 21, 2017 meeting.

Attachments

Beautification Minutes

Minutes
Shawnee Beautification Committee
DECEMBER 21, 2017
The Shawnee Beautification Committee met at the Chamber of Commerce Board Room
The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

		Present	Absent
Member	Tom Terry	<u> X </u>	<u> </u>
Member	Sherry Lankford	<u> X </u>	<u> </u>
Member	Joe Harbeson	<u> X </u>	<u> </u>
Member	Debi Renegar	<u> X </u>	<u> </u>
City Staff	James Bryce	<u> X </u>	<u> </u>
City Staff	Whisper Peace	<u> X </u>	<u> </u>
City Staff	Jim VanAntwerp	<u> X </u>	<u> </u>
Guest	Kevin Huddleston	<u> X </u>	<u> </u>

Roll Call and Declaration of a Quorum.

AGENDA NO 1 **Approved Minutes for NOVEMBER 16, 2017.** The minutes for NOVEMBER 16, 2017 were approved with a motion made by Sherry Lankford and 2nd by Debi Renegar. The motion carried unanimously.

AGENDA NO 2 **Discussion on "Gardening with the Experts."** Tom Terry handed out Posters to the members to post at various locations throughout the city for advertisement. Kevin Huddleston will purchase rain gages for one of the door prizes and an update on other door prizes for the event will be given at the next meeting.

AGENDA NO 3 **Discussion on Movement of Chamber funds to the Shawnee Community Foundation.** James Bryce gave an update that the funds are in the process of being moved.

AGENDA NO 4 **Discussion on new name for the committee.** Sherry Lankford suggested it be changed to the "Shawnee Community Beautification Committee." The group will decide on the new name at the next meeting.

AGENDA NO 5 **New Business.** James made mention of new member Ethan Birdwell.

AGENDA NO 6 **Miscellaneous Updates.** Jim VanAntwerp gave a report of the progress that has been made in the last 40 weeks of his position as Beautification Manager.

AGENDA NO 8 **Adjournment.** Meeting was adjourned at 4:35pm.

Date

1-18-18

Chairman



Regular Board of Commissioners

1.c.

Meeting Date: 02/05/2018

FD Change Order No 2

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Approve Change Order No. 2 for Fire Station No. 2 Rehab Project.

Attachments

FD Change Order



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

Dani Turner, Administrative Asst.
(405) 878-1671

DATE: January 31, 2018
TO: Mayor, Vice Mayor and City Commissioners
CC: Justin Erickson, City Manager; Cindy Arnold, Finance Director
FROM: Dru Tischer, Fire Chief 
SUBJECT: Request Approval of Change Order #2 for Fire Station 2 Renovation

I am respectfully requesting approval of Change Order #2 for the Fire Station 2 Renovation Project as detailed in the following pages and discussed during the work session on January 17th. If approved, Change Order #2 will add \$32,247.00 to the overall project budget and extend the substantial completion date by 35 days to May 28, 2018.



ARCHITECTS
PLANNERS
DESIGNERS

CHANGE ORDER

TO: Jim Cooley Construction, LLC
1900 N.E 36th Street, #106
Oklahoma City, OK 73154

NO: 02

DATE: January 31, 2018

ATTN: Justin Wofford

PROJECT: Shawnee Fire Station No. 2

CONTRACT DATE: May 1, 2017

PROJECT #: 1515.01

The Contract is changed as follows:

Item 1: Gas Line Relocation	ADD	\$	8,489.00
Item 2: Plumbing and Glass Revisions	ADD	\$	1,020.00
Item 3: Dayroom Countertop	ADD	\$	1,871.00
Item 4: Entry Door Glazing	ADD	\$	790.00
Item 5: Refurbish Apparatus Bay Floor	ADD	\$	5,756.00
Item 6: Additional Steel Bracing	ADD	\$	13,129.00
Item 7: Roof Cricket	ADD	\$	1,942.00
Item 8: Roof Panel Credit	DEDUCT	\$	(750.00)
	TOTAL ADD	\$	32,247.00

Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum was.....	\$	1,280,620.00
Net change by previously authorized Change Orders.....	\$	29,302.00
The Contract Sum prior to this Change Order was.....	\$	1,309,922.00
The Contract Sum will be increased by this Change Order in the amount of.....	\$	32,247.00
The new Contract Sum including this Change Order will be.....	\$	1,342,169.00

The Contract Time will be extended by **35 days**.

The date of Substantial Completion as of the date of this Change Order therefore is **May 28, 2018**.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive.

ARCHITECT
FRITZ/BAILY, P.C.
1836 South Baltimore
Tulsa, OK 74119

CONTRACTOR
JIM COOLEY CONSTRUCTION, LLC
1900 N.E 36th Street, #106
Oklahoma City, OK 73154

OWNER
CITY OF SHAWNEE
16 West 9th Street
Shawnee, OK 74801

BY: 

BY: _____

BY: _____

TYPED NAME: **JUSTIN WOFFORD**

TYPED NAME: _____

TYPED NAME: _____

DATE: **JAN 31, 2018**

DATE: _____

DATE: _____

FRITZ BAILY, P.C.
1836 SOUTH BALTIMORE
TULSA, OKLAHOMA 74119-5210
918 495-3993
FAX 918 495-3994

Date: 07-Nov-17

**COST ITEMIZATION FOR SUPPORT
OF REQUESTED COST QUOTATION**

RFP/ASI/RFI:
Proposal

5

Project: 21703 - SHAWNEE FIRE STATION #2 REHAB PROJECT

Description: Cost proposal to relocate gas line due to footing and paving conflict
Gas line was in direct conflict with the northeast addition footing. Also, the glass line needs to be installed below soil stabilization cut elevation.

<i>Material Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>TOTALS</i>
	ls	0	0.00	\$0.00
	ls	0	0.00	\$0.00
	LS	0	0.00	\$0.00
Total Material				\$0.00
<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Carpenter	0	0.0	\$48.40	\$0.00
Concrete Finisher	0	0.0	\$53.12	\$0.00
Laborer	0	0.0	\$30.12	\$0.00
<i>Extendend Supervision Costs</i>				
Field Manager	1	2.0	\$85.78	\$171.56
Project Manager	1	2.0	\$99.22	\$198.44
Project Engineer	1	2.0	\$72.55	\$145.10
Project Coordinator	1	0.0	\$38.25	\$0.00
Total Labor				\$515.10
<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
Fence	Mo	0	140.00	\$0.00
Dumpster	Mo	0	375.00	\$0.00
Construction trailer	Mo	0	347.00	\$0.00
Port-o-let	Mo	0	60.00	\$0.00
Total Equipment				\$0.00
<i>Subcontractor Cost Item</i>				
Beene Services	ls	1	\$6,400.00	\$6,400.00
				\$0.00
Total Subcontract Estimates				\$6,400.00
Total Direct Cost				\$6,915.10
Overhead				\$691.51
Fee				\$7,606.61
				\$760.66
				\$8,367.27
Bond				\$122.16
				\$8,489.43
Total Cost			1/0/1900	\$8,489

Justin W. Wofford
company representative

E'Mail: justin@cooleyconstruction.com

Beene Services, LLC
10007 E 59th St.
Tulsa, OK 74146

BEENE
SERVICES LLC.
PLUMBING CONTRACTORS

QUOTE

Estimate #

4964

Jim Cooley Construction LLC
PO Box 54619
Oklahoma City, OK 73154

Shawnee Fire Station #2
Shawnee, OK

Date	Quote Expires	Rep
9/13/2017	9/13/2017	JH
		Total
Required permits and inspections.		6,400.00
Replace approximately 200' 2" S DR 11 Gas Service		
2 Poly x Metal Anodeless Risers		
Approximately 200' #12 Tracer Wire		
Pipe to be Approximately 40" deep		
Back fill and Tamp		
Note: Additional charges may apply to any and all excavating due to rock, concrete, etc. Also on quotes that include removing and replacement of concrete/asphalt this quote has a thickness of 4" included unless other wise noted on the drawings or specifications. Additional charges will apply if thicknesses are greater than 4". Furthermore, providing we are fortunate enough to be awarded a contract based on this quotation, we respectfully request this quotation be attached and binding to the contract.		
Total		\$6,400.00

I, the undersigned, am the owner, or authorized representative or tenant of the premises at which work is to be complete. I hereby authorize you to perform the above described work as you deem necessary.

Authorized Signature _____

Ricky Beene _____

www.beene.cc
"Simply" ...aiming for excellence

10007 E 59th St. Tulsa, OK 74146 ~ Phone: 918-451-9081 ~ Fax: 918-286-3503

Jim Cooley Construction P.O. Box 54619 Oklahoma City, OK 73111

Date: 07-Nov-17

**COST ITEMIZATION FOR SUPPORT
OF REQUESTED COST QUOTATION**

RFP/ASI/RFI: Bulletins 2-4, 6
Proposal 3

Project: 21703 - SHAWNEE FIRE STATION #2 REHAB PROJECT

Description: Cost proposal for Bulletins 2-4 & 6

<i>Material Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>TOTALS</i>
	ls	0	0.00	\$0.00
	ls	0	0.00	\$0.00
	LS	0	0.00	\$0.00
Total Material				\$0.00
<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Carpenter	0	0.0	\$48.40	\$0.00
Concrete Finisher	0	0.0	\$53.12	\$0.00
Laborer	0	0.0	\$30.12	\$0.00
<i>Extendend Supervision Costs</i>				
Field Manager	1	0.0	\$85.78	\$0.00
Project Manager	1	2.0	\$99.22	\$198.44
Project Engineer	1	2.0	\$72.55	\$145.10
Project Coordinator	1	0.0	\$38.25	\$0.00
Total Labor				\$343.54
<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
Fence	Mo	0	140.00	\$0.00
Dumpster	Mo	0	375.00	\$0.00
Construction trailer	Mo	0	347.00	\$0.00
Port-o-let	Mo	0	60.00	\$0.00
Total Equipment				\$0.00
<i>Subcontractor Cost Item</i>				
Bulletin 2 - Beene Services - No Cost	ls	1	\$0.00	\$0.00
Bulletin 3 - Beene Services	ls	1	\$487.64	\$487.64
Bulletin 4 - Accent Glass - No Cost	ls	1	\$0.00	\$0.00
Bulletin 6 - Werco - No Cost	ls	1	\$0.00	\$0.00
Total Subcontract Estimates				\$487.64
Total Direct Cost				\$831.18
Overhead				\$83.12
				\$914.30
Fee				\$91.43
				\$1,005.73
Bond				\$14.68
				\$1,020.41
Total Cost				Bulletins 2-4, 6
				\$1,020

Justin W. Wofford
company representative

E'Mail: justin@cooleyconstruction.com

BEENE

SERVICES LLC.

PLUMBING CONTRACTORS

Proposal Request

Date: 10-31-17

Customer: JIM COOLEY CONSTRUCTION

Job Name: FIRE STATION #2

Job Address: SHAWNEE, OK

Inclusions as Follow:

Y ☐ N ☐ A: Required permits and inspections.
B: THE SINK AND FAUCET WILL BE A "NO" COST CHANGE
C: PROVIDE AND INSTALL (1) GARBAGE DISPOSAL
D: _____
E: _____
F: _____
G: _____
H: _____
I: _____
J: _____
K: _____
L: _____

Exclusions as Follow:

A: N/A
B: _____
C: _____
D: _____
E: _____
F: _____

Amount of Proposal: \$ 487.64

Project Manager: D Benson

www.beene.cc
"Simply" ...aiming for excellence

10007 E. 59 St. Tulsa, OK. 74146 ~ Phone: 918-451-9081 ~ Fax: 918-286-3503

P.O. Box 54619 Oklahoma City, OK 73111

07-Nov-17

COST ITEMIZATION FOR SUPPORT OF REQUESTED COST QUOTATION

RFP/ASI/RFI:
Proposal

Bulletin 5
4

Project: 21703 - SHAWNEE FIRE STATION #2 REHAB PROJECT

Description: Cost proposal for Bulletin 5 Countertop change from Stainless to Solid Surface

Material Cost Item	Unit	Quantity	Unit Price	TOTALS
	ls	0	0.00	\$0.00
	ls	0	0.00	\$0.00
	LS	0	0.00	\$0.00
Total Material				\$0.00

<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Carpenter	0	0.0	\$48.40	\$0.00
Concrete Finisher	0	0.0	\$53.12	\$0.00
Laborer	0	0.0	\$30.12	\$0.00
<i>Extendend Supervision Costs</i>				
Field Manager	1	0.0	\$85.78	\$0.00
Project Manager	1	1.0	\$99.22	\$99.22
Project Engineer	1	2.0	\$72.55	\$145.10
Project Coordinator	1	0.0	\$38.25	\$0.00
Total Labor				\$244.32

<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
Fence	Mo	0	140.00	\$0.00
Dumpster	Mo	0	375.00	\$0.00
Construction trailer	Mo	0	347.00	\$0.00
Port-o-let	Mo	0	60.00	\$0.00
				\$0.00
Total Equipment				\$0.00

Subcontractor Cost Item				
Bulletin 5 - Con Cab Deduct for Stainless	Is	1	(\$1,010.00)	-\$1,010.00
Bulletin 5 - Con Cab add for Solid Surface	Is	1	\$2,290.00	\$2,290.00
				\$0.00
Total Subcontract Estimates				\$1,280.00

Total Direct Cost	\$1,524.32
-------------------	------------

Overhead	\$152.43
	<u>\$1,676.75</u>
Fee	\$167.68
	<u>\$1,844.43</u>
Bond	\$26.93
	<u>\$1,871.36</u>

Total Cost	Bulletin 5	\$1,871
------------	------------	---------

Justin W. Wofford
company representative

E-Mail: justin@cooleyconstruction.com

DATE:
10/31/17

PULL OFF SPREADSHEET
JOB NUMBER: 4693
JOB NAME: SHAWNEE FIRE ST #2

ROOM #	ARCH. ELEV.	LF	SF/EA	PROPOSAL CHANGE DESCRIPTION
PROPOSAL DEDUCT				
105 DAY RM	E/ A19	13.50	1	24"D WORK TOP STAINLESS STEEL
DELETE STAINLESS TOP				-\$1,010
PROPOSAL ADD				
105 DAY RM	E/ A19	13.50	1	24"D WORK TOP PLASTIC LAMINATE
SHOP DRAWINGS				
PLASTIC LAMINATE OPTION				\$500
105 DAY RM	E/ A19	13.50	1	24"D WORK TOP SOLID SURFACE <u>(GROUP A-C)</u>
SHOP DRAWINGS				
SOLID SURFACE OPTION				\$2,290

Jim Cooley Construction P.O. Box 54619 Oklahoma City, OK 73111

Date: 07-Nov-17 COST ITEMIZATION FOR SUPPORT
OF REQUESTED COST QUOTATION RFP/ASI/RFI:
Proposal RFP 6
Rev. 1

Project: 21703 - SHAWNEE FIRE STATION #2 REHAB PROJECT

Description: Cost proposal to install glass lites at door 100A

<i>Material Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>TOTALS</i>
	ls	0	0.00	\$0.00
	ls	0	0.00	\$0.00
	LS	0	0.00	\$0.00
Total Material				\$0.00
<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Carpenter	0	0.0	\$48.40	\$0.00
Concrete Finisher	0	0.0	\$53.12	\$0.00
Laborer	0	0.0	\$30.12	\$0.00
<i>Extendend Supervision Costs</i>				
Field Manager	1	2.0	\$85.78	\$171.56
Project Manager	1	1.0	\$99.22	\$99.22
Project Engineer	1	1.0	\$72.55	\$72.55
Project Coordinator	1	0.0	\$38.25	\$0.00
Total Labor				\$343.33
<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
Fence	Mo	0	140.00	\$0.00
Dumpster	Mo	0	375.00	\$0.00
Construction trailer	Mo	0	347.00	\$0.00
Port-o-let	Mo	0	60.00	\$0.00
Total Equipment				\$0.00
<i>Subcontractor Cost Item</i>				
Accent Glass	ls	1	\$300.00	\$300.00
Total Subcontract Estimates				\$300.00
Total Direct Cost				\$643.33
Overhead				\$64.33
Fee				\$707.66
Bond				\$778.43
Total Cost				\$790

Justin W. Wofford
company representative

E-Mail: justin@cooleyconstruction.com

Jim Cooley Construction P.O. Box 54619 Oklahoma City, OK 73111

Date: 18-Oct-17 COST ITEMIZATION FOR SUPPORT OF REQUESTED COST QUOTATION RFP/ASI/RFI: Proposal RFP 02

Project: 21703 - SHAWNEE FIRE STATION #2 REHAB PROJECT

Description: Cost proposal for RFP 02 - Apparatus Bay Floor

<i>Material Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>TOTALS</i>
	ls	0	0.00	\$0.00
	ls	0	0.00	\$0.00
	LS	0	0.00	\$0.00
Total Material				\$0.00
<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Carpenter	0	0.0	\$48.40	\$0.00
Concrete Finisher	0	0.0	\$53.12	\$0.00
Laborer	0	0.0	\$30.12	\$0.00
<i>Extendend Supervision Costs</i>				
Field Manager	1	4.0	\$85.78	\$343.12
Project Manager	1	2.0	\$99.22	\$198.44
Project Engineer	1	2.0	\$72.55	\$145.10
Project Coordinator	1	0.0	\$38.25	\$0.00
Total Labor				\$686.66
<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
Fence	Mo	0	140.00	\$0.00
Dumpster	Mo	0	375.00	\$0.00
Construction trailer	Mo	0	347.00	\$0.00
Port-o-let	Mo	0	60.00	\$0.00
Total Equipment				\$0.00
<i>Subcontractor Cost Item</i>				
MLB, LLC	ls	1	\$4,002.00	\$4,002.00
				\$0.00
Total Subcontract Estimates				\$4,002.00
Total Direct Cost				\$4,688.66
Overhead				\$468.87
				\$5,157.53
Fee				\$515.75
				\$5,673.28
Bond				\$82.83
				\$5,756.11
Total Cost			RFP 02	\$5,756

Justin W. Wofford
company representative

E'Mail: justin@cooleyconstruction.com



ARCHITECTS
PLANNERS
DESIGNERS

BULLETIN

TO: Jim Cooley Construction, LLC
19 NE 50th St.
Oklahoma City, OK 73105

NO: 08

DATE: January 9, 2018

ATTN: Justin Wofford

PROJECT: Shawnee Fire Station No. 2

PROJECT #: 1515.01.01

THIS REQUEST DEFINES ADDITIONS OR REVISIONS TO DRAWINGS AND SPECIFICATIONS FOR A CONTEMPLATED WORK AUTHORIZATION. ALL WORK SHALL BE IN ACCORDANCE WITH ORIGINAL CONTRACT DOCUMENTS. PLEASE SUBMIT AN ITEMIZED QUOTATION FOR CHANGES DESCRIBED BELOW. FORMAL AUTHORIZATION WILL BE ISSUED AFTER APPROVAL OF YOUR PROPOSAL BY OWNER AND ARCHITECT.

THIS IS NOT AN AUTHORIZATION TO PROCEED.

DESCRIPTION OF WORK

RE: *ADDITIONAL STEEL BRACING AT EXISTING BUILDING*

Provide pricing to fabricate and install additional steel bracing at existing building structure as indicated on the attached sketch from Wallace Engineering.

SPECIFICATIONS

- *N/A*

DRAWINGS

- *Frame Modifications, dated January 5, 2018*
-

DISTRIBUTION

Dru Tischer
office

BY

Richard Say

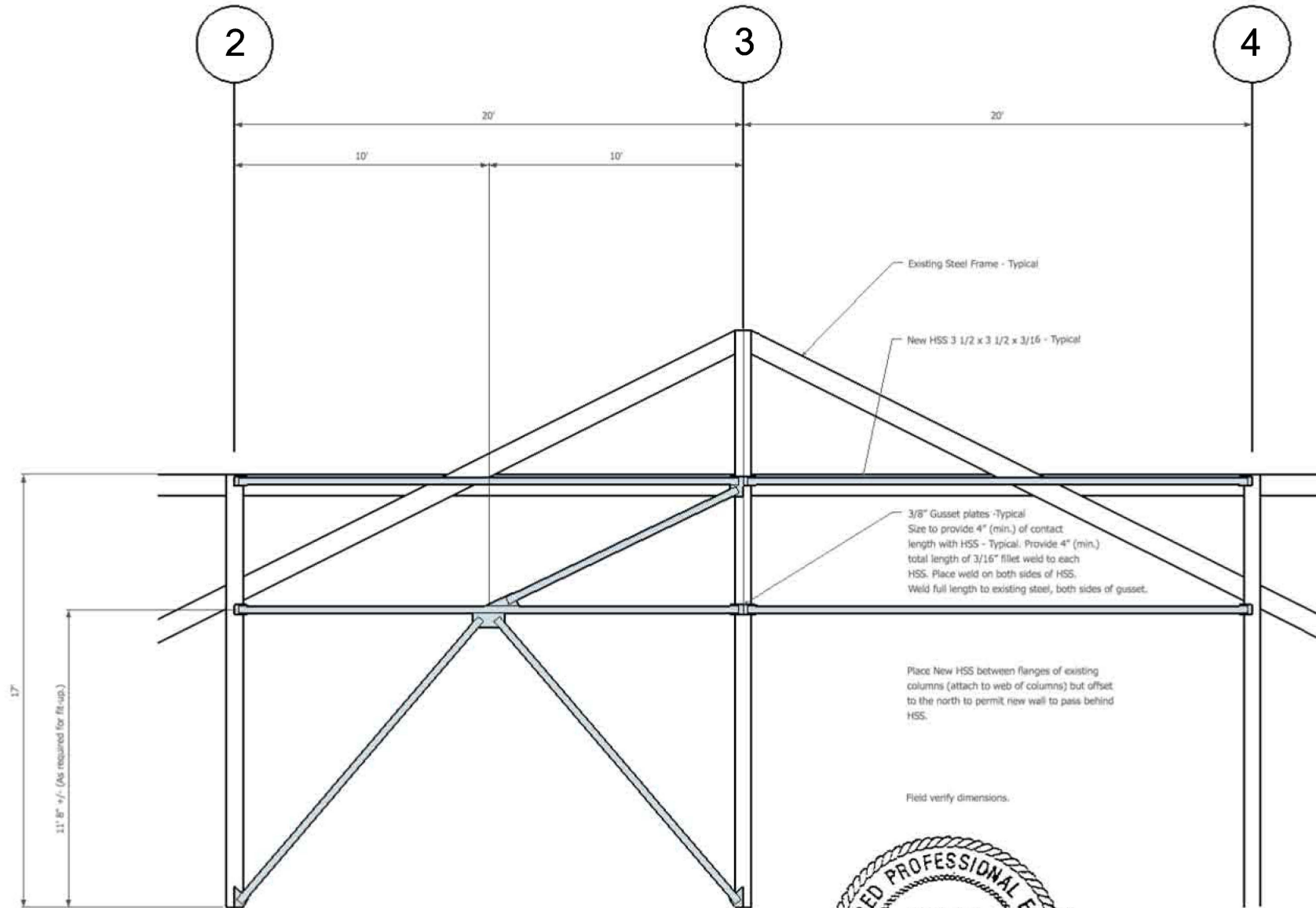
RS/sp

FRITZ BAILY, P.C.
1836 SOUTH BALTIMORE
TULSA, OKLAHOMA 74119-5210
918 495-3993
FAX 918 495-3994
www.fritzbaily.com

Shawnee Fire Station No. 2

Frame Modifications

January 5, 2018



Elevation - Grid "D"



01/05/2018

Wallace Engineering
Structural Consultants, Inc.
200 East Mathew Brady Street
Tulsa, Oklahoma 74103
918.584.5858, 800.364.5858
www.wallacesc.com

Jim Cooley Construction P.O. Box 54619 Oklahoma City, OK 73111

Date: 12-Jan-18 COST ITEMIZATION FOR SUPPORT OF REQUESTED COST QUOTATION RFP/ASI/RFI: RFP 7
Revision 1

Project: 21703 - SHAWNEE FIRE STATION #2 REHAB PROJECT

Description: Cost proposal for added steel bracing

<i>Material Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>TOTALS</i>
	ls	0	0.00	\$0.00
	ls	0	0.00	\$0.00
	LS	0	0.00	\$0.00

Total Material \$0.00

<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Carpenter	0	0.0	\$48.40	\$0.00
Concrete Finisher	0	0.0	\$53.12	\$0.00
Laborer	0	0.0	\$30.12	\$0.00
<i>Extendend Supervision Costs</i>				
Field Manager	1	2.0	\$85.78	\$171.56
Project Manager	1	3.0	\$99.22	\$297.66
Project Engineer	1	2.0	\$72.55	\$145.10
Project Coordinator	1	0.0	\$38.25	\$0.00

Total Labor \$614.32

<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
Fence	Mo	0	140.00	\$0.00
Dumpster	Mo	0	375.00	\$0.00
Construction trailer	Mo	0	347.00	\$0.00
Port-o-let	Mo	0	60.00	\$0.00

Total Equipment \$0.00

<i>Subcontractor Cost Item</i>				
Red Iron, LLC	ls	1	\$6,943.00	\$6,943.00
HK&S Iron Co.	ls	1	\$3,137.00	\$3,137.00
				\$0.00

Total Subcontract Estimates \$10,080.00

Total Direct Cost \$10,694.32

Overhead	\$1,069.43
	<u>\$11,763.75</u>
Fee	\$1,176.38
	<u>\$12,940.13</u>
Bond	\$188.93
	<u>\$13,129.05</u>

Total Cost RFP 7 \$13,129

Justin W. Wofford
company representative

E'Mail: justin@cooleyconstruction.com

From: Ron Wehr
To: [Justin Wofford](#)
Cc: [Gabriela Escalona \(Cooley Construction\)](#)
Subject: Re: Shawnee Fire Station Add'l Steel Bracing
Date: Thursday, January 11, 2018 7:37:47 AM

Quote for material, pick up, handling, equipment, and installation = \$6,942.80 dollars.

Ron Wehr

Red Iron LLC
5317 S. Eastern Ave.
Suite BB
Oklahoma City, Ok. 73129
405-606-6131 o.
405-606-6132 f.
405-830-2944 c.

On Tue, Jan 9, 2018 at 5:04 PM, Justin Wofford <justin@cooleyconstruction.com> wrote:

Ron,

Here is the pricing request I mentioned earlier.

Please send me a quote for the installation of the additional bracing.

They A/E has requested I submit my quote on Friday.

I will need your quote by Thursday.

I appreciate it.

Justin Wofford

[405-446-2455](tel:405-446-2455)

HK&S IRON COMPANY

6801 South Council Road, Suite B
Oklahoma City, Oklahoma 73169

Phone: (405) 745-2761
Fax: (405) 745-2787

John Ray, President
Brian Wallace, Vice President
Nick Allison, Vice President
Vicki Stewart, Secretary

PROPOSAL

Page 1 of 1

Cooley Construction

Date: January 10, 2018

Structure: Shawnee Fire Station #2

Attn: Justin Wofford

Architect: Wallace Engineering

Gentlemen:

We propose to furnish the following described structural and miscellaneous steel items required for the above structure, in accordance with the plans, specifications, AISC Code of Standard Practice and the following terms, which upon acceptance by you of the proposal are agreed:

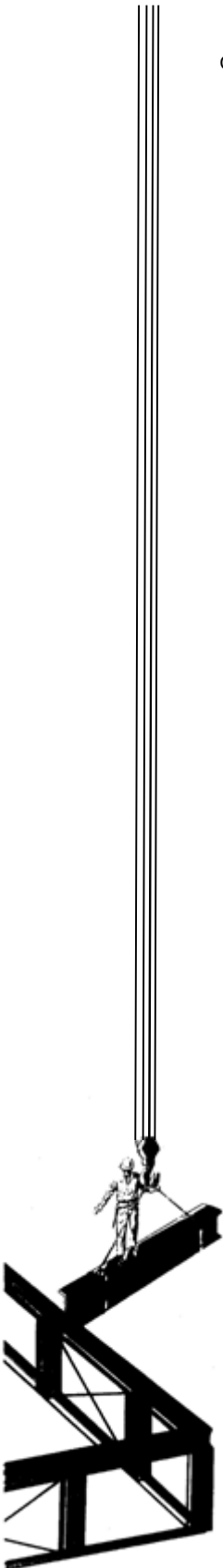
Addendums received: _____ Drawings Dated: 01/05/18

1. TUBE STEEL BRACING
2. CONNECTION PLATES
3. PRIME PAINT RED OXIDE
4. SHOP DRAWINGS
5. F.O.B. TRUCK JOBSITE OR NEAREST UNLOADING POINT UNLOADING BY OTHERS

FOR THE SUM OF \$ 3,137.00 PLUS TAX

Respectfully;

Brian Wallace



"Fabricators of Structural Steel, Ornamental Iron, Steel Stairs, Steel Railing, and Expanded Metals"
Please visit our website @ www.hksiron.com

E'Mail: justin@cooleyconstruction.com

· 918-683-3695 office ·
· 918-683-0041 fax ·
jbarnett@tectamerica.com
· www.exteriorsolutionscri.com ·
· 3143 N 32nd St Muskogee, Ok ·
· 74401 ·



TECTA AMERICA
OKLAHOMA, LLC
Roofing Redefined

Date: 1-3-2018

Cooley Construction

Labor and Material will be provided for the following: Shawnee Fire Station #2

1. Relocation of existing cricket behind tower.

Total: \$1,900.00

Installation of framing for soffit. \$20 per linear foot.

Thank you for allowing us to be a part of this project.

· Worker's Comp · General Liability ·
· Limited Workmanship Guarantee ·
· Drug Tested ·
· Background Checked ·
· Professionally Trained ·

Jim Cooley Construction P.O. Box 54619 Oklahoma City, OK 73111

Date: 26-Jan-18 COST ITEMIZATION FOR SUPPORT
OF REQUESTED COST QUOTATION RFP/ASI/RFI: RFP 8
Proposal

Project: 21703 - SHAWNEE FIRE STATION #2 REHAB PROJECT

Description: Cost credit proposal for field formed roof panels

<i>Material Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>TOTALS</i>
	ls	0	0.00	\$0.00
	ls	0	0.00	\$0.00
	LS	0	0.00	\$0.00
Total Material				\$0.00
<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Carpenter	0	0.0	\$48.40	\$0.00
Concrete Finisher	0	0.0	\$53.12	\$0.00
Laborer	0	0.0	\$30.12	\$0.00
<i>Extendend Supervision Costs</i>				
Field Manager	1	0.0	\$85.78	\$0.00
Project Manager	1	0.0	\$99.22	\$0.00
Project Engineer	1	0.0	\$72.55	\$0.00
Project Coordinator	1	0.0	\$38.25	\$0.00
Total Labor				\$0.00
<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
Fence	Mo	0	140.00	\$0.00
Dumpster	Mo	0	375.00	\$0.00
Construction trailer	Mo	0	347.00	\$0.00
Port-o-let	Mo	0	60.00	\$0.00
				\$0.00
Total Equipment				\$0.00
<i>Subcontractor Cost Item</i>				
Exterior solutions	ls	1	(\$750.00)	-\$750.00
Total Subcontract Estimates				-\$750.00
Total Direct Cost				-\$750.00
Overhead				\$0.00
Fee				-\$750.00
Bond				\$0.00
				-\$750.00
Total Credit				-\$750

Justin W. Wofford
company representative

E'Mail: justin@cooleyconstruction.com

Regular Board of Commissioners

1.d.

Meeting Date: 02/05/2018

Chicken Express

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acceptance of a letter of credit in lieu of completing public improvements for Chicken Express Addition, authorizing obtainment of signatures and recording of final plat.

Attachments

Chicken Express LOC



307 West Washington
Sherman, Texas 75090

www.bankoftexas.com

January 25, 2018

Mr. John M. Krywicki, PE
City Engineer
Shawnee Oklahoma
16 W. 9th St
Shawnee, OK 74801-6812

Re: Chicken Express
4302 N. Harrison Ave.
Shawnee, OK 74804

Dear John,

We are pleased to advise you that an interim construction loan will be provided to Mr. Paul H. Pogue (Entity to be determined) to construct the Chicken Express referenced above under terms and conditions that are mutually agreeable.

Funding under this interim construction loan in the amount of \$19,305 will be available to The City of Shawnee to complete the "Sanitary Sewer Extension" in the event the extension has not been installed and accepted by The City within one year from the date of this letter.

Attached find contractor quote including "Sewer Extension" in the amount of \$19,305.

Also, we are pleased to furnish you our reference on Mr. Pogue. He has banked with us since 1998 and has always handled his loan and deposit business in a very satisfactory manner. Mr. Pogue has always displayed the highest level of personal and professional ethics.

Yours very truly,

A handwritten signature in blue ink, appearing to read "Twila L. Crick", written over a horizontal line.

Twila L Crick
Vice President
Commercial Lender
Bank of Texas
903-891-8104



1002 S. 8th Chickasha, OK 73018
Ph 405-222-6455. Cell 918-629-2127. Fx 405-294-3297

January 10, 2018

Rick Brown
Chicken Express
4302 N Harrison Avenue
Shawnee, OK 74804

Project: Chicken Express.
Shawnee OK

Dear Rick Brown:

The following quote is based on the most recent plans provided.

Item #	Phase	Description of item	Unit Cost	Cost
1.		Base Building and site Plan paved curb to curb, Includes: Drive thru walk covered per Randy Nix locations, Plumbing Floor Sinks, Hub Drains, Floor drains per Randy Nix locations. Includes access drive to Harrison Ave. Pavement to be on compacted sub grade with 3500 Psi concrete paving. Covers cost of all utilities to the Property Line. (Due to fact we may be able to make adjustments in what civil plans are currently calling to be done. It seems excessive and I think we can eliminate some of those costs.)		\$ 831,000.00
2.		Removal of concrete pads and haul off of piles of concrete debris on site, If owner of other property will allow it to be pushed over on his site this can be adjusted a big amount.		\$9,300.00
3.		Possible Savings of base building and site quote Drop Arched upper Penicles and do standard peaks	(\$ 4,500.00)	Can deduct
4.		Sewer Main Extension for NW corner of property to Main It has been determined that the existing manhole on sewer main will require tree removal and possible repairs.		\$19,305.00
5.		Storm Sewer for detention pond outlet		\$14,380.00
6.		Landscaping Per Plans and as designed	<\$56,265.00>	
7.		Landscaping can be cut to only that is required	Cheaper of the two bids	\$41,565.00
8.		Detention pond dirt work and compaction, This one that we may be able to get out of. Gonna certainly try.		\$43,000.00
9.		2" Water bore under Harrison (NO SLEEVE) if it is determined that a sleeve is required, Cost will change)		\$ 15,276.00
10.		We will have some costs in repairs to owners across the street but can't do a final cost until we see where we connect to main on east side of Harrison.		??
11.		We will have to pull a DEQ permit if we have to do pond		??

Rick Brown
January 10, 2018
Page 2

12.		+ Permits, drawings, and all tap fees.		??
			Total	
			Your [percentage amount] discount	
			Tax	
			Grand total	\$959,446.00
			Delivery date	

Thank you for giving us the opportunity to bid for your business. As always, it's a pleasure doing business with you. We look forward to completing this order to your satisfaction.

Sincerely,

[Your Name]
[Title]

Regular Board of Commissioners

1.e.

Meeting Date: 02/05/2018

SEDF Increase Funding

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Approve prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018.

Attachments

SEDF Memo

SEDF Contract



Office of the City Manager

MEMORANDUM

AGENDA: February 5, 2018

TO: Honorable Mayor and Members of the City Commission

FROM: Justin Erickson
Justin Erickson, City Manager

RE: SEDF Funding – Merger Clause

SUMMARY AND BACKGROUND

The City maintains an annual agreement with the Shawnee Economic Development Foundation (SEDF). The contract for the current fiscal year was approved on June 5, 2017 by the Commission (attached). Anticipating a merger between the SEDF and the Greater Shawnee Area Chamber of Commerce, the contract includes a provision related to increased funding that would be required to facilitate the new organization (Shawnee Forward) and get it up and running. The merger was approved by both entities in January 2018, triggering this clause for consideration by the Commission:

3. Payment from the CITY to SEDF. The CITY will pay to SEDF on a monthly or quarterly basis a sum certain as specified in accordance hereunder to fund the marketing program and activities as SEDF in carrying out its duties on behalf of the CITY during the operation of the program. The CITY will provide the sum of \$231,000.00, and SEDF will actively pursue raising similar funds from the private sector. In the event of a merger occurring during Fiscal Year 2017-2018 between SEDF and the Shawnee Chamber of Commerce, the CITY will provide an additional \$50,000.00 to fund additional operations, subject to approval by the City Commission.

RECOMMENDATION

Staff recommends that the City Commission approve a pro rata increase to SEDF in the amount of \$4,167 per month from February through June for a total amount of \$20,835 over the remaining fiscal year.

Attachment

AGREEMENT BETWEEN THE CITY OF SHAWNEE and
SHAWNEE ECONOMIC DEVELOPMENT FOUNDATION

This Agreement made and entered into this 1st day of July, 2017, is between the City of Shawnee, a municipal corporation hereinafter referred to as "CITY", and the Shawnee Economic Development Foundation hereinafter referred to as "SEDF".

I. DUTIES AND RESPONSIBILITIES OF SEDF

1. Services Provided by SEDF. The purpose of this engagement is for the CITY to strive toward the fulfillment of both the long range strategic plan for economic and industrial development for the CITY and the present economic development goals and priorities of the Mayor and Board of City Commissioners and as such plan, goals and priorities may be hereinafter amended from time to time. For purpose of this contract said plan, goals and priorities are here adopted and incorporated herein by reference. SEDF shall use its good faith and best effort to fulfill as much of the plan, goals and priorities as possible within the limitation of its budget. Such scope for work includes but is not limited to SEDF using its best efforts to accomplish the following general objectives:

- a. Expanding the economic base of the CITY and Pottawatomie County by seeking diversification of employment opportunities to balance the area's dependency on petroleum-based industry and agriculture.
- b. Encouraging and assisting resident industry to maintain and expand employment opportunities.
- c. Implementing a comprehensive and aggressive marketing program to attract new industrial manufacturing jobs to CITY.
- d. Providing materials including graphics and photos where appropriate to those individuals or companies evaluating the CITY for industrial and commercial investments.
- e. Creating a variety of marketable industry facilities by making best use of existing industrial potential and the development of new facilities where required.
- f. Providing additional employment opportunities.

- g. Encouraging and assisting state installations and federal installations in CITY to maintain employment and seek way to expand those facilities and attract new facilities.
 - h. SEDF shall use its best efforts to prepare and develop industrial team visits, travel to various meetings, to encourage industrial prospect visits, state sponsored industrial team and international trade team visits and to train personnel, both professional and lay, to fulfill the purposes of job creation and job retention in the CITY as provided for by the budget in this Agreement.
 - i. SEDF shall have full responsibility for the filing of any tax documents necessary, keeping of records and detailed statements, keeping a detailed activity report, records for expenditures for training, travel and development account, and any other necessary record documentation.
 - j. The SEDF shall undertake retail recruitment and attraction on behalf of the City. These duties shall include but not be limited to: development of marketing materials tied to the development of retail and commercial sites, to be used in recruitment or attraction of retailers, interaction with retailers, retail brokers, retail site selectors and developers, retail consultants, and City staff, and additionally develop and maintain a database of available properties, (land and buildings), suitable for retail development. The SEDF staff shall, as deemed necessary or appropriate, and within the constraints of its budget, actively participate at the professional retail trade shows and become a member of the ICSC.
2. **CITY Representation on SEDF Board of Trustees.** At least three (3) CITY Representatives, (Mayor and two Commissioners), shall serve as Trustees of SEDF. No member of the Board of Commissioners shall hold any employment with SEDF or receive compensation for services rendered with SEDF.
3. **Incentive Program.** SEDF, in conjunction with the CITY, shall prepare an incentive program for the retention, recruitment and expansion of businesses within the CITY.
4. **Employees.** SEDF agrees to provide a qualified and competent staff to carry out a program of work that will meet the goals and objectives set out by the SEDF and the CITY. All employees carrying out tasks pursuant to this Agreement are employees of the SEDF and are not employees of the CITY.
5. **Expenses of Operation.** SEDF agrees to maintain office and work space suitable for its operation, and shall be responsible for all expenses relating thereto.

6. Records and Reporting.

- a. **Reports.** SEDF will provide a written monthly report of its activities to the CITY. SEDF will also provide quarterly report in an appearance before the CITY Commission. The report will include a financial report as well as accomplishments in the previous quarter and plans for the upcoming quarter.
 - b. **Inspection and Audit.** SEDF agrees to keep its books and records pertaining to its operation open during regular business hours for inspection by the CITY's Director of Finance, any designee, or persons designated by CITY to perform audits. SEDF agrees to include the funds paid to it pursuant to this Agreement in its annual audit and to provide a copy of that audit to CITY no later than September of each year. Copies of books and records shall be furnished to CITY, its staff, auditors, and elected officials at no additional charge.
 - c. **Compliance with Open Meeting and Open Records Laws.** All meetings of the SEDF shall be subject to the provisions of the Open Meeting Law (25 O.S. §§ 301-314). The records of the SEDF relating to its operation shall be subject to the provisions of the Open Records Law (51 O.S. §§ 24A 1-29 *et seq.*). SEDF staff shall post agendas for its meetings on the CITY's website. Copies of records shall be provided to CITY and its staff and elected officials without charge. Nothing in this Agreement shall require the disclosure of confidential or proprietary information submitted by any person or firm submitted in connection with the expansion, relocation, incentives or other support from SEDF.
7. **Budget.** SEDF will submit its request for funding each year to the CITY's Contract Review Committee, which shall review the request in accordance with its procedures and make its recommendation to the Mayor and CITY Commission. The submission is due April 1 and, as part of its submission to the Contract Review Committee, SEDF shall submit a clean, unqualified audit of its financials and be prepared to substantiate the annual services rendered and discuss general operations items of the previous year. The Contract Review Committee shall forward a recommendation to the CITY Commissioners for its consideration. CITY agrees its Contract Review Committee will meet in a timely fashion so as not to delay recommendation for budget and renewal.

II. TERM OF AGREEMENT, NO TRANSFER OR ASSIGNMENT

1. **Effective Date.** This Agreement shall take effect on July 1, 2017, and shall remain in effect until June 30, 2018. All modifications to this Agreement must be in writing and approved by SEDF and by the CITY. The Agreement will be reviewed annually in conformance with the budget request and appropriation as set out above. Approval

of a budget and appropriation of funds shall be deemed to be a one-year renewal of the Agreement.

2. **Transfer of Rights and Responsibilities.** No party to this agreement can transfer or assign its rights and responsibilities without approval of the other parties.
3. **Payment from the CITY to SEDF.** The CITY will pay to SEDF on a monthly or quarterly basis a sum certain as specified in accordance hereunder to fund the marketing program and activities as SEDF in carrying out its duties on behalf of the CITY during the operation of the program. The CITY will provide the sum of \$231,000.00, and SEDF will actively pursue raising similar funds from the private sector. In the event of a merger occurring during Fiscal Year 2017-2018 between SEDF and the Shawnee Chamber of Commerce, the CITY will provide an additional \$50,000.00 to fund additional operations, subject to approval by the City Commission.
4. **Renewal.** SEDF shall submit a request for renewal to the City Clerk's Office no later than March 30, 2018. As a part of this request, SEDF shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.

III. NON-DISCRIMINATION

SEDF agrees not to discriminate against any employee, applicant for employment, or party seeking the services of SEDF because of race, creed, color, national origin, gender, ancestry, disability, or SEDF membership. SEDF shall take affirmative action to insure that employees are provided equal opportunity in employment, promotion, demotion, transfer, or termination, rates or pay, or other forms of compensation, and selection for training.

IV. WAIVER

The waiver by any part of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition, or covenant.

V. BREACH OF AGREEMENT

If either party to this Agreement fails, refuses, or neglects to abide by its duties and responsibilities hereunder, the other party may give notice of such breach. The breaching party shall be notified, in writing, of its alleged breach and shall be given ninety (90) days (unless such time is extended by the non-breaching party) to cure the breach. If the breach is due to violation of law or mismanagement or embezzlement of funds by the SEDF, the Agreement shall terminate immediately. If the breach is not remedied, the other party may

terminate the Agreement. The notice period shall not operate to extend the Agreement beyond its current term.

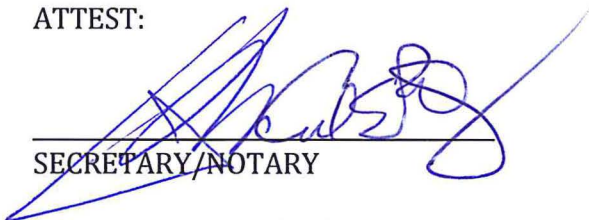
WITNESS our hands this ____ day of _____, 2017.

SHAWNEE ECONOMIC DEVELOPMENT
FOUNDATION



CHAIRMAN OF THE BOARD

ATTEST:



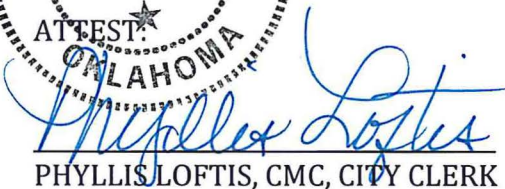
SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee this 5
____ day of June, 2017.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

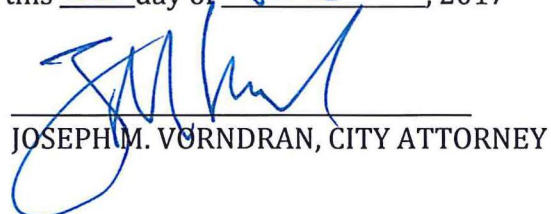


JUSTIN ERICKSON, CITY MANAGER



PHYLLIS LOFTIS, CMC, CITY CLERK

APPROVED as to form and legality this 22 day of June, 2017



JOSEPH M. VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners**1.f.**

Meeting Date: 02/05/2018

Mayors Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Shawnee Library BoardBrent Newsom 1st Full Term

Expires 06/30/2020

*Replaces Robert Currie – Resigned*Shawnee Beautification CommitteeCarla Smith 1st Full Term

Expires 01/01/2021

Appointment to New Committee

Attachments

Newsom App

Smith App



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Brent Newsom</u>	Application Date: <u>01/23/2018</u>
Address: <u>1120 N. Louisa Ave.</u>	Date of Birth: <u>07/30/1980</u>
Mailing Address: <u>"</u>	
Daytime Phone: <u>806-445-3672</u> Fax: _____	Email: <u>banewsom@gmail.com</u>
Profession: <u>Professor</u>	
Business Name: <u>Oklahoma Baptist University</u>	
Business Address: <u>500 W. University</u>	
Business Phone: <u>585-4241</u> Fax: <u>585-4242</u>	Email: <u>brent.newsom@okbu.edu</u>

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

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

If so, please list the board/committee: _____

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

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

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

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

I am a strong supporter of the educational and social benefits provided by public libraries in general and the Shawnee Public Library in particular.

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 am passionate about reading, literature, and education. I
have strong communication skills and interpersonal skills.

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

Friends of the Library, Community Renewal, volunteer coach for
YMCA youth basketball

List education, including degree(s) earned:

Ph.D. in English, Texas Tech University; M.A. in English, Louisiana
State University; B.A. in Interdisciplinary Studies, Oklahoma Baptist University

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

No.

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

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

Have you ever declared personal or business bankruptcy? No.

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Michael Cappo	Friend	405-273-0110
Jim Vernon	OBV Colleague & Friend	405-620-3395
Bill Hagen	Friend	405-273-4717

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 Brent Newcom

Date 1/23/18



okbu.edu

Division of Language and Literature

405.585.4200 | FAX 405.585.4252

OBU Box 61195 | 500 West University | Shawnee, OK 74804

January 24, 2018

Dear Mayor Finley:

I am submitting this letter of interest along with my application to serve on the City of Shawnee's Library Board. After being approached by Peggy Cook, interim branch manager of the Shawnee Public Library, I would be honored to serve my community in this capacity.

I have been a resident of Shawnee for over five years, having arrived in 2012 as a new member of the OBU faculty. Since that time my family and I have been frequent patrons of the Shawnee library, and we have come to feel very much at home in the Shawnee community. As an English professor, issues related to reading, literacy, and education are of course very important to me. For these reasons I will be an enthusiastic advocate of the partnership between the city, the library, and the public.

Should you like to speak with me further about my interest in serving the City of Shawnee in this capacity, feel free to contact me by email (brent.newsom@okbu.edu) or phone (806-445-3672). Thank you for your consideration.

Best regards,

Brent Newsom, Ph.D.
Assistant Professor of English



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: Carla Smith Application Date: 1-11-17
Address: 29508 Hardesty Road Date of Birth: 4-16-68
Mailing Address: McLoud, OK 74851
Daytime Phone: 405-640-1571 Fax: _____ Email: _____
Profession: Horticulture Educator, Pottawatomie Co. OSU Extension
Business Name: OSU Country Extension Service
Business Address: 14001 Acme Road Shawnee, OK 74804
* Business Phone: 405-273-7683 Fax: 405-273-8014 Email: carlasme@okstate.edu

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? Pott. Co. / Shawnee Area – All my Life.

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

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

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

As the Horticulture Educator for our county, I would like to participate in our city beautification projects along with the Master Gardener program.

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 28 years of experience in the field of horticulture, including greenhouse, perennials, herbs, and agri-tourism.

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

I am an active member of the Bethel FFA Booster Club. We recently helped with the Bethel Holiday Food Baskets. I help with Food Pantry through my church at times, and we did Disaster Relief following 2013 storms.

List education, including degree(s) earned:

Bachelor's of Science, Horticulture, Oklahoma State University, 1990.
Bethel High School Diploma

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

No

Have you ever been charged and/or convicted of a felony?

No

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

Have you ever declared personal or business bankruptcy?

No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Linda Shackelford</u>	<u>Former Employer</u>	<u>405-641-4840</u>
<u>Kathy Richardson</u>	<u>Neighbor</u>	<u>405-589-0128</u>
<u>Dwayne Forrester</u>	<u>Family Friend</u>	<u>405-784-2331</u>

PLEASE READ CAREFULLY:

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

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

Signature

Carla Smith

Date

1-29-18



Oklahoma Cooperative Extension Service

Pottawatomie County
14001 Acme Road
Shawnee, OK 74804
(405) 273-7683

January 11, 2018

City of Shawnee

Beautification Committee Application

Dear City of Shawnee

Hello. Let me introduce myself to you. My name is Carla Smith, and I am the new Horticulture Educator for the OSU Pottawatomie County Extension Office. Although I may be new to this position, I do have 28 years of experience in the horticulture industry. I will be primarily working with the Master Gardener program at this time. As part of the extension service, I would be glad to serve on the Shawnee Beautification Committee. If there is any way our offices can be of assistance, please be in contact. You may reach me at the office at 405-273-7683 ext. 104 or by email:

Thank you for your consideration.

Sincerely,

Carla Smith
Horticulture Educator
Pottawatomie County OSU Extension Service
14001 Acme Road
Shawnee, OK 74804
405-273-7683
405-273-0814 fax
carlasm@okstate.edu



Regular Board of Commissioners

3.

Meeting Date: 02/05/2018

C-SPAN Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Ashley Hill, Producer/Community Relations Representative for the C-SPAN Cities Tour.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 02/05/2018

808 W Main St

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider acceptance of real property from Pottawatomie County (808 West Main Street), the releases of liens, and the lease of said property to Community Renewal to facilitate the establishment of a community garden.

Attachments

Community Garden



Office of the City Manager

MEMORANDUM

AGENDA: February 5, 2018

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Community Garden Proposal; 808 W. Main**

SUMMARY AND BACKGROUND

Pottawatomie County owns a lot located at 808 W. Main Street (see Exhibit A). When the property was under private ownership, the City was engaged in nuisance activity on the site and a residential structure was removed in 2010. City liens are as follows:

808 W Main
02/09/2010 – L-10-95 - \$5,050
06/08/2012 – L-12-387 - \$310

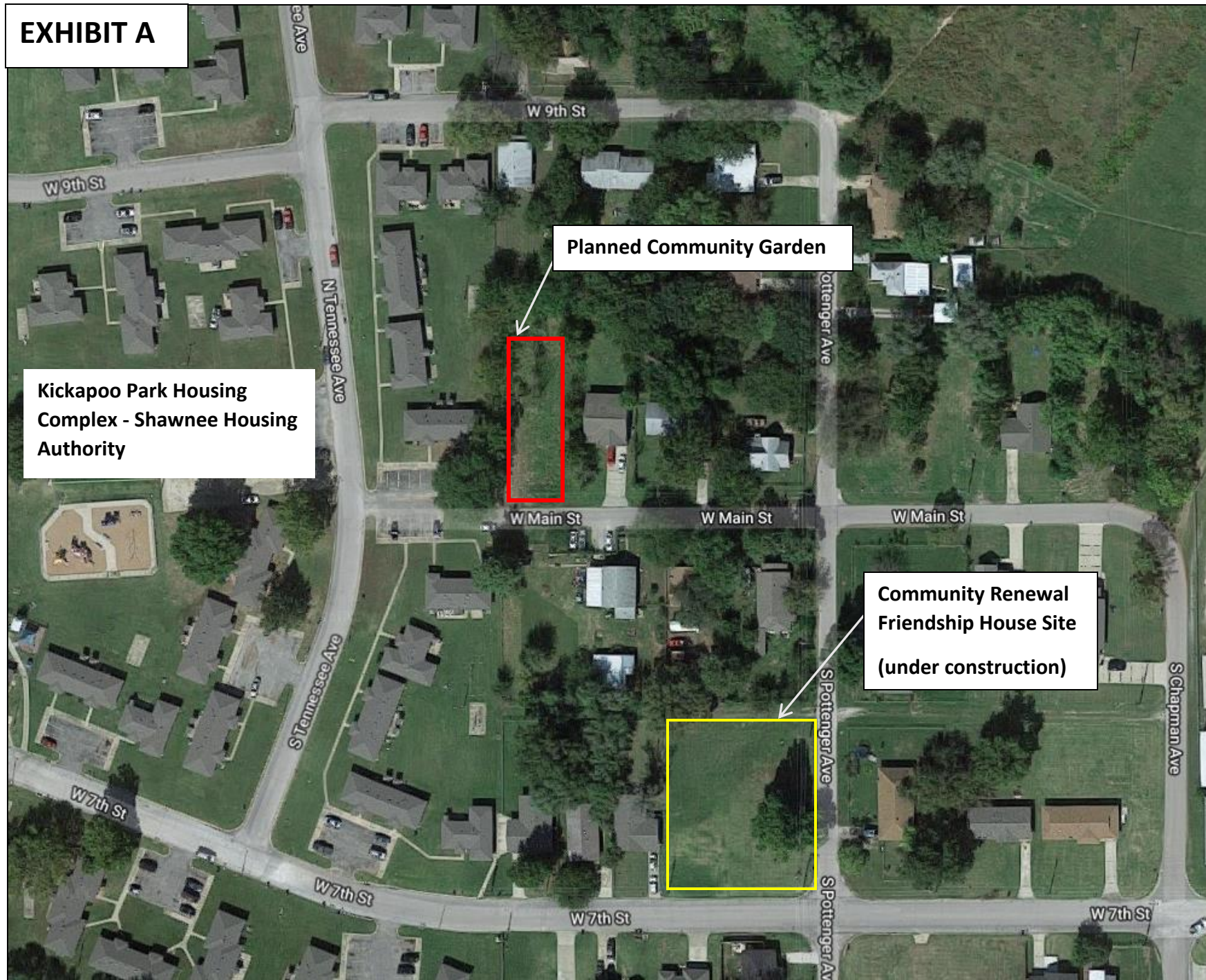
The property did not sell at a tax sale and ownership reverted to the County. The City has been working with Pottawatomie County, Blue Zones Project and Community Renewal of Pottawatomie County (see attached letter) to establish a community garden on the vacant lot. The Pottawatomie County Commission will consider deeding the lot to the City at their February 5 public meeting. The City could then enter into an agreement with Community Renewal (a registered nonprofit) to create and manage the garden. Community Renewal has a Friendship House under construction near the garden and the site is also located adjacent to the Kickapoo Park Housing Complex, which is owned and managed by the Shawnee Housing Authority.

RECOMMENDATION

Staff recommends that the City Commission accept the vacant lot at 808 W. Main from Pottawatomie County, release all liens, and authorize the City Manager to enter into a lease with Community Renewal of Pottawattamie County for use of the lot as a community garden.

Attachments

EXHIBIT A



Kickapoo Park Housing
Complex - Shawnee Housing
Authority

Planned Community Garden

Community Renewal
Friendship House Site
(under construction)

To whom it may concern:

Community Renewal identified Kickapoo Park as the site for its first Friendship House. During the engagement process Community Renewal found that Kickapoo Park residents identified a community garden as something they wanted developed in their neighborhood. Community Renewal staff, through the Friendship House, will work to connect with area residents, and the community garden will be a means by which they are able to build relationships and involve residents.

Friendship House staff will lead this collaborative initiative with Blue Zones Project Pottawatomie County as well as engaged community agencies such as Shawnee Housing Authority, Citizen Potawatomi Nation, OSU Extension Agency, Community Market of Pottawatomie County, Central Oklahoma Community Action Agency, and Pottawatomie County Health Department. Blue Zones Project will be helping to develop the garden and ensure staff have the knowledge to sustain it. Our current plan is that volunteers will work with residents to build the garden, who will then take over the garden in collaboration with the Friendship House to be a sustainable effort for many years to come.

Thank you for your time.



Travis Flood
Friendship House Coordinator
Community Renewal PC

Telephone: 405.878.1609
Fax: 405.878.1581
www.ShawneeOK.org



Office of City Clerk
P.O. Box 1448
Shawnee, OK 74802

RELEASE OF LIEN BY THE CITY OF SHAWNEE, OKLAHOMA

The City of Shawnee, Oklahoma does hereby make release of the lien on the following described real property situated in Shawnee, Pottawatomie County, Oklahoma, to-wit

Address: 808 W MAIN ST, SHAWNEE OKLAHOMA
Legal Description: KICKAPOO BLOCK 2 LOTS 11 THRU 13
IN THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA.

which was filed by said City in the office of the County Clerk of said County as follows:

LIEN NO.: L-10-95
LIEN AMOUNT: \$5,050.00
RICK ROUNDS

THE CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

BY: _____
KACIE ECK
DEPUTY CITY CLERK

State of Oklahoma)
)
County of Pottawatomie) ss:

The foregoing instrument was acknowledged before me Tuesday, February 6, 2018, by Kacie Eck, Deputy City Clerk of the City of Shawnee, Oklahoma.

NOTARY PUBLIC

My Commission Expires: 01/31/2021
Notary # 05001067

(S E A L)

Telephone: 405.878.1609
Fax: 405.878.1581
www.ShawneeOK.org



Office of City Clerk
P.O. Box 1448
Shawnee, OK 74802

RELEASE OF LIEN BY THE CITY OF SHAWNEE, OKLAHOMA

The City of Shawnee, Oklahoma does hereby make release of the lien on the following described real property situated in Shawnee, Pottawatomie County, Oklahoma, to-wit

Address: 808 W MAIN ST, SHAWNEE OKLAHOMA
Legal Description: KICKAPOO BLOCK 2 LOTS 11 THRU 13
IN THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA.

which was filed by said City in the office of the County Clerk of said County as follows:

LIEN NO.: L-12-387
LIEN AMOUNT: \$310.00
RICK ROUNDS

THE CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

BY: _____
KACIE ECK
DEPUTY CITY CLERK

State of Oklahoma)
) ss:
County of Pottawatomie)

The foregoing instrument was acknowledged before me Tuesday, February 6, 2018, by Kacie Eck, Deputy City Clerk of the City of Shawnee, Oklahoma.

NOTARY PUBLIC

My Commission Expires: 01/31/2021
Notary # 05001067

(S E A L)