

AGENDA
BOARD OF CITY COMMISSIONERS
MAY 22, 2025 AT 6:00 PM
RESCHEDULED FROM MAY 19, 2025 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Introduction of Shawnee 2025 student/teacher delegation for the Sister Cities exchange trip to Nikaho, Japan:

Adults

Jessica Brown (Chairman)

aLanna Baggett (Teacher)

Students

Sawyer Bias

Emma Bryan

Chloe Gates

Colin Howard

Molly Newsom

Keiko Sanders

Sullivan Smith

Benjamin Wahpepah

2. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render

decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

3. Consider approval of Consent Agenda:

- a. Minutes from the April 21, 2025, regular meeting.
- b. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the December 4, 2024, and the February 5, 2025, regular meetings.
 - Shawnee Beautification, Parks, and Recreation Committee Minutes from the January 16, 2025, regular meeting.
 - License Payment Report for April 2025.
 - Project Payment Report for April 2025.
- c. Budget amendments for Fiscal Year 2024 – 2025:
 - Fund 001 - Federal Grant Revenue - Emergency Management
 - Fund 603 - Insurance Recovery - Parks & Recreation
 - Fund 706 - Donations - Parks & Recreation
- d. Acknowledge the resignation of John Belzer from the Shawnee Senior Citizens Advisory Board effective July 1, 2025.
- e. Acknowledge the resignation of Jordan Parsons from the Shawnee Library Board effective June 30, 2025.
- f. Acknowledge the resignation of Carol Valentine from the Shawnee Urban Renewal Authority effective immediately.
- g. Mayor Appointments:

Shawnee Arts and Culture Commission

Carmen Wolf 3rd Full Term Expires: May 1, 2028

Reappointment

Airport Advisory Board

Bryan Cantrell 1st Full Term Expires: July 1, 2028

Effective: July 1, 2025

Replaces Harmik Dersahakian - Term Expired

Kevin Hanna 1st Full Term Expires: July 1, 2028

Effective: July 1, 2025

Replaces Randall Rogers - Term Expired

Shawnee Senior Citizens Advisory Board

Gary Dowdy 1st Full Term Expires: July 1, 2028

Reappointment

Shawnee Library Board

Amber Mitchell 1st Full Term Expires: June 30, 2028

Reappointment

Board of Adjustment

Brandon Dyer 2nd Full Term Expires: June 1, 2028

Reappointment

Frank Kelly 2nd Full Term Expires: June 1, 2028

Reappointment

- h. Acknowledge Change Order for Public Works Maintenance Facility - Storm Repairs.
 - i. Acknowledge the Contract for Solid Waste Collection, Recycling, and Disposal Services with Central Disposal for Fiscal Year 2025-2026.
 - j. Acknowledge the request of an Inter-Governmental Agreement with the City of Oklahoma City for Regional Household Hazardous Waste Collection and Management Service.
- 4. Presentation of the Pet of the Month by Animal Control.
 - 5. Consideration of a resolution of the City of Shawnee, Oklahoma (the “City”) approving the incurrence of indebtedness by the Oklahoma Baptist University Authority (the “Authority”) issuing its note or notes, or other forms of indebtedness, in one or more series, subseries or issuances (collectively, the “note”); providing that the organizational document creating the Authority is

subject to the provisions of the note indenture, authorizing the issuance of said note; waiving competitive bidding with respect to the sale of said note and approving the proceedings of the Authority pertaining to the sale of said note; and containing other provisions relating thereto.

6. Public Hearing for the City of Shawnee Proposed Five-Year Capital Improvement Plan for Fiscal Years 2026-2030.
7. Public Hearing for the City of Shawnee Proposed Budget for Fiscal Year 2025-2026.
8. Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 2364) for the tract situated at 16700 Clearpond Lane.
9. Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 2315) for the tract situated at 16704 Clearpond Lane.
10. Consideration of an amendment to a consultant services agreement with Freese and Nichols, Inc. for Design Services associated with Twin Lake #1 Dam.
11. Consideration of a resolution approving a Project Maintenance Agreement (Project Number HSIPG-4000(230)TR; Job Piece No. 36883(04)) for the installation of highway illumination along Interstate-40 at the Kickapoo Avenue Interchange.
12. Consideration of a resolution approving a Project Maintenance Agreement (Project Number SSP-263C(117)PM; Job Piece No. 38443(04)) for modification of Traffic Signals at State Highway-18 and Garrett's Lake Road.
13. Consideration of establishing a Shawnee Downtown Revitalization Project Amendment Review Committee related to the City of Shawnee's Tax Increment Financing District (TIF).
14. Consideration of a resolution updating the City Fee Schedule by amending portions of the Parks and Recreation Fees pursuant to Sections 21-9, of Chapter 21, of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.
15. Annual Review of the Public Safety Fee.
16. Consideration of a Preliminary Plat for Shawnee Twin Lakes, Lake No. 1,

Phase III.

Case No. PPL01-25 | Applicant: City of Shawnee, Oklahoma

17. Acknowledge Monthly Sales Tax and Budget Reports.

18. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)

19. Commissioners Comments

20. Adjournment

Respectfully submitted,



Lisa Lasyone, MMC, 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)

DRAFT

BOARD OF CITY COMMISSIONERS PROCEEDINGS

APRIL 21, 2025 AT 6:00 PM

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, 16 West 9th Street, Shawnee, Oklahoma on Monday, April 21, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Friday, April 18, 2025 at 8:45 AM. Mayor Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens

Mayor

Daniel Matthews

Commissioner Ward 1 - Vice Mayor

Greta Madson

Commissioner Ward 2

Chris Odneal

Commissioner Ward 3

Ashley Fichtner

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: None

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Recognition of Shawnee High School Girls Swim Team State Championship Win.

Mayor Stephens presented a Certificate of Recognition of the 2025 State Championship Win to the Shawnee High School Girls Swim Team.

2. Recognition of Pleasant Grove Girls Basketball State Championship Win.

Mayor Stephens presented a Certificate of Recognition of the 2025 ORES Division III Championship Win to the Pleasant Grove Girls Basketball Team.

3. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration

at a later date.

Mr. Wolf Gugler, Ms. Claudia Crow, Ms. Jennifer Epperly, Ms. Kim Landholt, Mr. Rob Morris, Ms. Theresa Cody, Ms. Denoda Martin, and Ms. Cyndi Berger spoke during Citizens Participation.

4. Consider approval of Consent Agenda:

a. Minutes from the March 17, 2025, regular meeting.

b. Acknowledge the following minutes and reports:

- License Payment Report for March 2025.
- Project Payment Report for March 2025.

c. Budget amendments for Fiscal Year 2024 – 2025:

- Fund 001 - Federal Grant Revenue - Emergency Management

d. Renewal of the following agreements for Fiscal Year 2025–2026:

- Agreement with the Pioneer Library System for Library Services, Facilities, and Maintenance.
- Engagement Letter with Crawford and Associates for Accounting and Consulting Services.

- Agreement with Youth and Family Resource Center, Inc. for Juvenile Services.
 - Agreement with Pottawatomie County District Court (Judicial District 23) to enable Municipal Court to establish, develop, and implement programs for juvenile misdemeanor offenders.
- e. Acknowledge the resignation of Nicki Sherman from the Shawnee Arts and Culture Commission effective immediately.
- f. Acknowledge the resignation of Vickie Winters from the Shawnee Beautification, Parks, and Recreation Committee effective May 1, 2025.
- g. Mayor Appointments:

Shawnee Arts and Culture Commission

Delaynna Trim	2nd Full Term	Expires: May 1, 2028
<i>Reappointment</i>		

Shawnee Beautification, Parks, and Recreation Committee

Kerri Keck	1st Full Term	Expires: May 1, 2028
<i>Reappointment</i>		

Raymond Lutomski, Jr.	1st Full Term	Expires: May 1, 2028
<i>Reappointment</i>		

Chris Johnston	1st Full Term	Expires: May 1, 2028
<i>Replaces Vickie Winters, Term Expired</i>		

- h. Acknowledge Change Order for Public Works Maintenance Facility - Storm Repairs.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve Consent Agenda Item Nos. 4(a-h). Motion carried 7-0-0.

AYE: Matthews, Fichtner, Sehorn, Richter, Madson, Odneal, Stephens

NAY: None

ABSTAIN: None

5. Presentation of the Pet of the Month by Animal Control.

Animal Control Officer Kim Fackler introduced Nesquick, an approximately two (2) month-old Shepherd mix.

6. Mayor's Proclamation(s)

- a. "National Animal Control Officer Appreciation Week", April 13-19, 2025

Animal Control Officers Jason Charvat, Kim Fackler, and Jesse Galloway accepted the Mayor's Proclamation for "National Animal Control Officer Appreciation Week" from Mayor Stephens.

- b. "National Public Safety Telecommunications Week", April 13-19, 2025

Communications Manager Christina Brown accepted the Mayor's Proclamation for "National Public Safety Telecommunications Week" from Mayor Stephens.

- c. "National Small Business Week", May 4-10, 2025

Shawnee Forward Representatives accepted the Mayor's Proclamation for "National Small Business Week" from Mayor Stephens.

7. Consideration of a resolution of the City of Shawnee to purchase an E-One Rescue Pumper Truck utilizing Sourcewell Contract E-One #113021-RVG.

Fire Chief James Kriwanek stated that the Shawnee Fire Department Suppression Division is scheduled to receive a replacement for Engine 3, in alignment with the City's Fiscal Year 2025 through 2029 Capital Improvement Plan (CIP). The engine replacement was originally slated for Fiscal Year 2026. An

opportunity has emerged to accelerate the acquisition. Advancing the purchase would allow the department to address current operational challenges sooner than anticipated, and secure more favorable pricing and delivery.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve a resolution of the City of Shawnee to purchase an E-One Rescue Pumper Truck utilizing Sourcewell Contract E-One #113021-RVG.

Resolution No. 6767 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE APPROVING THE PURCHASE OF AN E-ONE RESCUE PUMPER TRUCK FROM BANNER FIRE EQUIPMENT, INC., UNDER THE COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL.

Motion carried 7-0-0.

AYE: Matthews, Fichtner, Sehorn, Richter, Madson, Odneal, Stephens

NAY: None

ABSTAIN: None

8. Consideration of a contract between Project Safe and the City of Shawnee for the administration of a Transitional Housing Program for Shawnee Urban Renewal Authority property located at 425 South Chapman, Shawnee, Oklahoma.

Community Development Director Rian Harkins stated that the proposed contract would allow Project Safe to administer client screening and case management services for transitional housing at a Shawnee Urban Renewal Authority dwelling located at 425 South Chapman, Shawnee, Oklahoma.

A motion was made by Commissioner Odneal, seconded by Vice Mayor Matthews, to approve a contract between Project Safe and the City of Shawnee for the administration of a Transitional Housing Program for Shawnee Urban Renewal Authority property located at 425 South Chapman, Shawnee, Oklahoma. Motion carried 7-0-0.

AYE: Odneal, Matthews, Madson, Stephens, Fichtner, Sehorn, Richter

NAY: None

ABSTAIN: None

9. Presentation of Fiscal Year 2025-2026 Proposed Budget.

Finance Director Kimberly Smith gave a Staff report on the Fiscal Year 2025-2026 Proposed Budget.

10. Discussion and consideration of the Adaptive Kayak Dock at Lake No. 2.

City Attorney Joe Vorndran stated that this item was placed on the agenda as a follow-up action to last month's administrative report on the Adaptive Kayak Dock. Staff is requesting direction from the Commission in the form of a motion. Discussion was held between the Commission and Staff.

A motion was made by Commissioner Madson, seconded by Commissioner Fichtner, to direct Staff to take actions necessary to relocate the adaptive kayak launch from its current location to the fishing dock at Lake 2 and all the necessary actions required to do that to make it compliant with ADA (Americans with Disabilities Act) standards and accessible for ADA individuals. Motion carried 6-1-0.

AYE: Madson, Fichtner, Stephens, Matthews, Odneal, Richter

NAY: Sehorn

ABSTAIN: None

11. Acknowledge Monthly Sales Tax and Budget Reports.

Finance Director Kimberly Smith reported sales tax collections are up One Hundred Forty-Eight Thousand Three Hundred Ninety-Six Dollars (\$148,396.00) or Zero Point Five-Eight Percent (0.58%), above the projected budget year-to-date. She stated that use tax collections are down approximately Two Hundred Eighty-Three Thousand Two Hundred Thirty-Three Dollars (\$283,233.00) or Six Point Nine-Three Percent (6.93%), below the projected budget year-to-date.

12. Administrative Report(s):

- a. Presentation of the Quarterly 2018 Half-Cent Sales Tax Report - Kimberly Smith, Finance Director

Finance Director Kimberly Smith provided a presentation on the 2018 Half-Cent Sales Tax Update. Topics discussed included:

- 2018 Sales Tax Election
- Investment Updates

○ 3rd Quarter Fiscal Year 2025

b. Vacant Structure Registration Overview - Joe Vorndran, City Attorney

City Attorney Joe Vorndran provided a presentation on the Vacant Structure Registration Overview. Topics discussed included:

- Problem with Vacant Structures
- Registration, Tracking, and Penalties
 1. Enforced registration of vacant buildings through interagency coordination;
 2. Required annual inspections of vacant buildings;
 3. Maintain a registry of vacant buildings;
 4. Include minimum aesthetic requirements;
 5. Negotiate with property owners to provide an improvement plan before assessing penalty fees or taking action through the court system;
 6. Require out-of-town owners to assign a local agent;
 7. Penalty and registration renewal fees should be progressive and increase over time;
 8. Owners need to provide proof of liability insurance upon registration;
 9. Phase in implementation of the ordinance, starting with the Main Street district or principal downtown corridors.
- Timeline

13. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no new business.

14. Commissioners Comments

Vice Mayor Matthews commented on the Shawnee Swim Team, Pleasant Grove Basketball Team, two years since the tornado, sales tax, and the need for improvement of signage in Highway 177 construction zone.

Commissioner Madson commented on small businesses and the impact on local tax dollars.

Commissioner Odneal commented on Small Business Week, the vacant building presentation, May is National Bike Month, and walkability studies will be

conducted in the next few months.

Commissioner Sehorn commented on the budget, the Shawnee Swim Team, and the Pleasant Grove Basketball Team.

Commissioner Richter commented on the Highway 177/I-40 construction zone.

Mayor Stephens commented on it being two years since the tornado, small business owners, the budget report, and the vacant building presentation.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (7:28 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (7:38 P.M.)

15. Consider an executive session for the purpose of finalizing a contract with Mark Simpson for performance of duties as City Manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve an executive session for the purpose of finalizing a contract with Mark Simpson for performance of duties as City Manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.
Motion carried 7-0-0.

AYE: Matthews, Fichtner, Sehorn, Richter, Madson, Odneal, Stephens

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:39 P.M. WITH
ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 8:36 P.M.
WITH ALL MEMBERS PRESENT.

16. Consider matters discussed in executive session for the purpose of finalizing a contract with Mark Simpson for performance of duties as City Manager pursuant to 25 O.S. §307(B)1 “Discussing the employment, hiring,

appointment, demotion, disciplining or resignation of any individual salaried public officer or employee”.

A motion was made by Mayor Stephens, seconded by Commissioner Fichtner, to withdraw recommendation to form a search committee for new City Manager; to affirm appointment of Interim City Manager; and set review of Interim City Manager at the August 2025 meeting. Motion carried 7-0-0.

AYE: Stephens, Fichtner, Matthews, Madson, Odneal, Sehorn, Richter

NAY: None

ABSTAIN: None

17. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:37 p.m.)

ERIC STEPHENS, MAYOR

ATTEST:

LISA LASYONE, MMC
CITY CLERK

PLANNING COMMISSION MINUTES

DATE: December 4, 2024

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on December 4, 2024, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Barrett called the meeting to order at **1:30 p.m.** Community Development Director Rian Harkins called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Johnson, Porter, Barrett, Reese, Alexander, Hembree

Absent: Hayes

Item 1. Consideration of approval of the minutes from the regular meeting on October 2, 2024. Chair Barrett asked for questions or corrections to the minutes.

Commissioner Reese made a motion to **Approve** the minutes as presented, which Commissioner Hembree seconded. Motion **passed 6-0-0.**

Aye: Johnson, Barrett, Reese, Porter, Alexander, Hembree

Nay: None

Abstain: None

Item 2. Public hearing and consideration of a request to rezone from R-1 (Low-Density Residential District) to C-2 (Regional Commercial District). Case No. RZ05-24 | Applicant: Erika Jones

Background

The subject property is located at 3918 N Kickapoo Ave and contains approximately .72 acres. The request is to rezone the property from R-1 (Low-Density Residential District) to C-2 (Regional Commercial District).

Discussion

The subject property is zoned R-1 (Low-Density Residential), and is located on the major arterial corridor of North Kickapoo. The properties surrounding the subject property to the east and south are zoned C-2 (Regional Commercial). To the north, the land is zoned C-1 (Local Commercial). To the west is a neighborhood zoned R-1 (Low-Density Residential).

There is a 16 inch water line located along the west side of North Kickapoo, and a 60 inch RCP storm sewer line located on the east side of North Kickapoo. An 8 inch gravity sewer line runs behind the property along the unpaved alleyway on the west side. There are no sidewalk paths immediately adjacent to the property or to the south, but there is potential for sidewalk connection to the north along North Kickapoo.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Mixed Use land use designation. C-2 is an appropriate zoning district for this land use designation, because a major commercial use will help to improve economic performance and allow for more complementary uses within a close proximity. The request is in conformance with the 2040 Comprehensive Plan, which calls for mixed use developments with similar intensity along arterial corridors.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. "...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change."

Staff completed the required public hearing notifications for this application. All property owners within a 300 foot radius from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- The subject property is adjacent to C-2 zoning on North Kickapoo St.
- The request is in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- Notification for a public hearing was served.

Options:

- Recommending Approval of Case No. RZ05-24 to rezone from R-1 (Low-Density Residential District) to C-2 (Regional Commercial District) as requested by the applicant.
- Recommending Denial of the application for RZ05-24 to rezone the subject property.
- Recommending Deferral Case No. RZ05-24 with a request for additional and specific information to a certain date.

Recommendation: Based on the Findings and Facts, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **RZ05-24** to rezone the subject property from R-1 (Low-Density Residential District) to C-2 (Regional Commercial District).

This rezoning application will be heard at the City Commission meeting on Monday, December 16, 2024, at 6:00 pm

Chair Barrett opened the public hearing. After no discussion, the public hearing was closed.

Commissioner Alexander made a motion to recommend the **APPROVAL** of Case No. FPL05-24 with the conditions noted in the staff report, which Commissioner Porter seconded.

Motion **passed 6-0-0**.

Aye: Reese, Johnson, Porter, Alexander, Barrett, Hembree

Nay: None

Abstain: None

Item 3. Public hearing and consideration of a request for a Conditional Use Permit (CUP) for a short term rental.
Case No. CUP05-24 | Applicant: Edward King

Background

The subject property is located at 40 Chickasaw Drive and contains approximately .18 acres. A Conditional Use Permit (CUP) is required to allow one (1) short term rental unit on the property.

Discussion

Referencing the City of Shawnee Zoning Code (Code) DIVISION 14. – Administration. Section 22-605. – Conditional Use Permit. "The uses designated under the various districts herein as "conditional uses" are so classified because they could more intensely dominate the area in which they are located...." The conditional uses shall be reviewed and authorized or rejected with or without special conditions placed on the project."

In Section 22-291 of Shawnee's Unified Development Code is Table 22-291: Permitted uses in Residential Zoning Districts. The table indicates that in zoning district R-1, the use of a Short Term Rental at a single-family residential (use) is permitted subject to acquiring a Conditional Use Permit (CUP).

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Low Density Residential

land use designation. R-1 is an appropriate zoning district for this land use designation. The request is in conformance with the 2040 Comprehensive Plan.

Staff completed the required public hearing notifications for this application. All property owners within a 300 foot radius from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- Proper notification for a public hearing was served.
- The application was reviewed, and conditions are recommended.

Staff Recommendation:

Based on the review of the application and the listed Findings, staff recommends that the Planning Commission recommend to the City Commission APPROVAL of CUP05-24 to locate one (1) short term rental unit at 40 Chickasaw Drive with the following conditions:

- Acknowledgment by the applicant that the Approval of a Conditional Use Permit (CUP) does not negate or circumvent the other requirements of development as stated in the City Codes, which include the Zoning Code and the adopted Building and Fire Codes.
- Acknowledgment by the applicant that additional permits may be required and standard inspections will be conducted.
- Adherence to Section 22-199(i) of Shawnee's Unified Development Code as follows:

1. Short-term Rental. A short-term rental is defined as the rental of an existing or otherwise permitted dwelling unit, or any portion thereof, for not more than 30 days, where the owner is engaged in a contract for the rental of that specific dwelling unit or any portion thereof. In addition to a conditional use permit, accessory dwelling units must also meet the following criteria:

- a. Application and approval of a conditional use permit is required before application of the license is approved.
- b. An annual short-term rental license may be issued to eligible applicants by the city. A short-term rental license is a privilege that may be denied, suspended, revoked, or not renewed.
- c. Short-term rental units shall only be utilized by those individuals who are renting said units, and then only for the purposes of overnight accommodation.
- d. Short-term rentals shall not adversely affect the residential character of the neighborhood, nor shall the use generate noise beyond what is allowed under city code, vibration, glare, odors, or other effects that unreasonably interfere with any person's enjoyment of their residence.
- e. A licensee or guest of a short-term rental shall not use or allow the use of sound equipment, amplified music, and musical instruments.
- f. A licensee or guest of a short-term rental shall not violate any parking ordinances of this Code. Suitable parking based on proposed occupancy must be available on-site, and the use of street parking as the primary guest parking is not allowed.
- g. Guest occupancy limits are established for each short-term rental.
- h. Anyone under the age of 18 is prohibited from renting a short-term rental.
- i. All short-term rental properties shall pay a license application fee and a license renewal fee, as noted in the city fee schedule.
- j. All short-term rental properties shall be inspected by the city annually.
- k. Short-term rental licenses shall not be transferrable.
- l. No person shall offer or engage in a short-term rental in or on any part of the property not approved for residential occupancy. Examples include, but are not limited to, a vehicle or RV parked on the property, storage shed, trailer, garage, or any temporary structure such as a tent.

2. Short-term rental, residential; license required; compliance with applicable codes. Any fraud, material misrepresentation, or false statements contained in the attestations, required documentation, or correlating application material shall be grounds for immediate revocation of a short-term rental license. Furthermore, all

requirements shall be continuously maintained throughout the duration of the permit. These requirements shall be verified as having been met through an annual inspection.

- a. No person shall manage or operate a short-term rental without an annual license, as provided herein, issued by the community development department.
- b. Licenses for short-term rental shall expire annually on the date the license was originally granted or immediately upon change of ownership. Licenses may be renewed annually upon filing a renewal application with the community development department.
- c. No license shall be issued or renewed until the applicant verifies that tax permits have been issued by the State of Oklahoma and provides evidence that all applicable collection of taxes will take place or is taking place.
- d. No license shall be issued or renewed where taxes are delinquent and are owed by the owner or operator of the property or if the property violates any section of this Code. No renewal shall be issued for a property deemed to breach this Code until such violation is resolved through final disposition of a prosecution filed in the municipal or district court or upon certification by the building code official that the property is in compliance with applicable codes
- e. No short-term rental license shall be issued until a conditional use permit (CUP) has been approved by the city.
- f. No person shall offer or engage in a short-term rental without complying with applicable building and fire codes.
- g. Use of a short-term rental for any commercial events is prohibited. Each short-term rental shall comply with all applicable noise ordinances.
- h. The number of occupants at any given time in a short-term rental unit shall not exceed the number of beds.

3. Suspension, revocation; notice and appeal; complaint process

- a. A license issued may be suspended or revoked by the city for failure to pay applicable sales and/or occupancy taxes due or for violation of any section of this Code or state law.
- b. Failure to renew the short-term rental license annually will require a new license application to be submitted and charged the initial fee as described in the city fee schedule.
- c. A resident within 300 feet of the short-term rental may file a complaint with the city if they feel the short-term rental unit is noncompliant with the provisions of this division.
- d. No license shall be suspended or revoked until the owner has been accorded written notice of the violation(s) and administrative hearing with the city.
- e. The decision to suspend or revoke the license may be appealed to the city commission by filing notice thereof with the city clerk within ten days of said action.

4. Covenants, deed restrictions; overlay requirements

This division or any section therein is not intended to be construed in derogation of, or in conflict with, any restrictive covenant, deed restriction, or lease agreement that may be applicable. This division or section therein shall be subject to any applicable overlay district or provision thereof or any zoning restriction unique to a particular area or parcel.

5. Penalty Violation of Division III.Sec. 22-199. I. shall be deemed a class C offense. Each day a short-term rental is operated in violation of said section shall constitute a separate offense.

Options:

- Recommending Approval of Case No. CUP05-24 to allow for one short term rental unit as requested by the applicant.
- Recommending Denial of the application for CUP05-24.
- Recommending Deferral Case No. CUP05-24 with a request for additional and specific information to a certain date.

Recommendation: Based on the Findings and Facts, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of CUP05-24.

This CUP application will be heard at the City Commission meeting on Monday, December 16, 2024, at 6:00 pm.

Chair Barrett opened the public hearing, and then noted no one present to speak on the item, after which the public hearing was closed after no additional comment. Planning Commission members then discussed the merits of the application.

Commissioner Porter made a motion to recommend the **APPROVAL** of Case No. RZ03-24, which Commissioner Johnson seconded.

Motion **passed 6-0-0.**

Aye: Reese, Johnson, Porter, Alexander, Barrett, Hembree

Nay: None

Abstain: None

Item 4. Study Session – Role of the Planning Commission

City Planner Petya Stefanoff gave a short presentation on the role of the Planning Commission, including their function, responsibilities, and how they relate to the governing body (city commission).

Item 5. Community Development Update

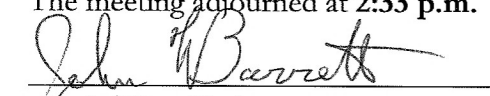
Community Development Director Harkins noted that CDBG housing rehabilitation projects continue to be completed. Staff will be looking at additional feedback and project opportunities using CDBG funds, and that input can be sent to city staff for discussion as part of the Annual Action Plan as well as the next Consolidated Plan.

Item 6. Planning Commissioners' Comments

Commissioners expressed a need for additional building inspection staff and code enforcement personnel. They also noted the need for increased infrastructure master planning, particularly water and sanitary sewer. These items were noted as key issues to address as some feel they are not slowing growth in the community. Members also expressed a need for increased transportation planning. Finally, commission members noted that the overall climate has improved in the last five years, and expressed a desire to see additional projects move forward.

Item 7. Adjournment

The meeting adjourned at **2:33 p.m.**


Chair/Vice-Chair


Community Development Director

2-9-2025
Date

2-9-2025
Date

PLANNING COMMISSION MINUTES

DATE: February 5, 2025

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on February 5, 2025, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Barrett called the meeting to order at **1:30 p.m.** Community Development Director Rian Harkins called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Johnson, Porter, Barrett, Reese, Alexander

Absent: Hayes, Hembree

Item 1. Consideration of approval of the minutes from the regular meeting on December 4, 2024. Chair Barrett asked for questions or corrections to the minutes.

Commissioner Reese made a motion to **Approve** the minutes as presented, which Commissioner Alexander seconded. Motion **passed 5-0-0.**

Aye: Johnson, Barrett, Reese, Porter, Alexander,

Nay: None

Abstain: None

Item 2. Public hearing and consideration of a request to rezone from TA (Transitional Agriculture District) to C-2 (Regional Commercial District). **Case No. RZ01-25** | Applicant: Tracey Nugyen/Landes Engineering

Background

The subject property is located at 1474 E 45th Street and is currently zoned TA Transitional Agriculture. The request by the applicant is to rezone the property to the C-2 Regional Commercial District. The subject property is to the west of the intersection of Churchill and 45th Street.

Discussion

The subject property is zoned TA (Transitional Agriculture District). The parcels surrounding the subject property to the east, and west are TA Transitional Agriculture. There is one parcel with C-1 Local Commercial Zoning immediately south. To the north, the adjacent parcels are zoned R-1 (Low Density Residential District). The applicant is currently looking to develop the property into a retail nail salon. This is a form of personal services, which is a permitted use in the C-2 Zoning District.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Medium Density Residential land use designation. This land use designation features a density of up to 12 dwelling units per acre. The Comprehensive Plan also notes that this land use designation can include a mix of lower density housing types, civic uses, and limited higher intensity uses along with connections to neighborhood commercial services. C-2 is not an appropriate zoning district for this land use designation. Therefore, the request would not be in conformance with the 2040 Comprehensive Plan. However, the C-1 (Local Commercial) Zoning District also allows the proposed nail salon as a permitted use, and this district would be a more appropriate zoning classification due to its focus on local/neighborhood commercial activities.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. *"...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change."*

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- The subject property is adjacent to C-1, TA, and R-1 zoning.
- The request is not in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- The C-1 zoning district is more in line with the Future Land Use Map, and therefore in conformance with the Comprehensive Plan
- Notification for a public hearing was served.

Options:

- Recommending Approval of Case No. RZ01-25 to rezone from TA (Transitional Agriculture) to C-2 (Regional Commercial) as requested by the applicant.
- Recommending Approval of Case No. RZ01-25 to rezone from TA (Transitional Agriculture) to C-1 (Local Commercial) as requested by the applicant.
- Recommending Denial of the application for RZ01-25 to rezone the subject property.
- Recommending Deferral Case No. RZ01-25 with a request for additional and specific information to a certain date.

Recommendation: Based on the Findings and Facts, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **RZ01-25** to rezone the subject property from TA Transitional Agriculture to C-1 (Local Commercial District).

This rezoning application will be heard at the City Commission meeting on Tuesday, February 18, at 6:00 pm.

Chair Barrett opened the public hearing. Robert Morris spoke to the idea that while there will likely be increased commercial pressure on this part of 45th Street, the C-1 zoning district would be more appropriate at this time rather than the C-2 zoning district. After no other discussion, the public hearing was closed.

Commissioner Porter made a motion to recommend the **APPROVAL** of Case No. **RZ01-25** to rezone the subject property from TA Transitional Agriculture to C-1 (Local Commercial District). which Commissioner Reese seconded. Motion **passed 5-0-0**.

Aye: Reese, Johnson, Porter, Alexander, Barrett

Nay: None

Abstain: None

Item 3. Study Session – The Comprehensive Plan and Zoning

City Planner Petya Stefanoff gave a short presentation on the role of the Comprehensive Plan and Zoning, including how each function and how they relate to each other.

Item 5. Community Development Update

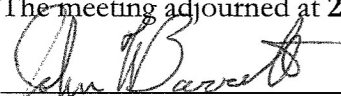
Community Development Director Harkins noted that CDBG housing rehabilitation projects continue to be completed. Staff is working with members of the Arts Commission and Parks Committee on potential collaborative projects. One staff member will be presenting two sessions at the Nebraska Planning Conference. A new staff member will be starting on February 10, 2025.

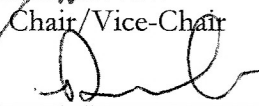
Item 6. Planning Commissioners' Comments

Commissioners expressed a need for a traffic study that spanned Kickapoo to Harrison, and from Federal going north to the corporate limits. One commissioner noted the upcoming Economic Development Summit and United Acts of Kindness on February 14th. The upcoming Retreat event in March was discussed as well. Finally, one commissioner noted that knowing an applicant or property owner doesn't necessarily equate to a conflict of interest.

Item 7. Adjournment

The meeting adjourned at 2:24 p.m.


Chair/Vice-Chair


Community Development Director

5-7-25
Date

5-7-25
Date

**SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE
PROCEEDINGS**

JANUARY 16, 2025 AT 4:00 PM

The Shawnee Beautification, Parks, and Recreation Committee of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on January 16, 2025, at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 3:11 P.M. on January 14, 2025. Chairperson Payn presided and called the meeting to order. Upon roll call, the following members were in attendance.

Chad Payn
Chairperson

Sherry Lankford
Vice Chairperson

Raymond Lutomski Jr.
Committee Member

Kerri Keck
Committee Member

Sue Nelson
Committee Member

Vickie Winters
Committee Member

Absent
Commissioner/Committee Member

ABSENT: Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the December 19, 2024 regular meeting.

A motion to approve the December 19, 2024 minutes was made by Sherry Lankford. A 2nd was made by Vickie Winters. Motion carried 6-0.

Aye: Chad Payn, Sherry Lankford, Kerri Keck, Raymond Lutomski Jr., Sue Nelson, and Vickie Winters.

Nay: None

2. Staff Reports

1. December 19, 2024, Carols & Cocoa at Woodland went well.
2. On March 15, 2025, we will have a one-stop hiring event for Splash at the Recreation Center.
3. A new part-time Rec Aide started on Monday the 13th. This now gives us 5 part-time Rec Aides. We also have an OBU practicum student serving at the Recreation Center.
4. Any time the center is closed due to weather or other reasons, the closure will be posted on the news channels and our Facebook page.

3. Discussion of Artwork Project.

Kerri Keck and Vickie Winters will set up a time to speak with Rian Harkins to discuss the steps to take for the project and gather information before reaching out to the tribal community. They hope to have an update at the next meeting.

Raymond Lutomski Jr. has spoken with a contact of the CPN, Absentee Shawnee, and Sac & Fox groups to discuss the possibility of working with the committee on this project. Staff will put this item on the February agenda to discuss further.

4. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)

Mr. Rick Cox and Mr. Wolf Gugler spoke during citizens participation.

5. Committee Comments

1. Kerri Keck will gather information on how the committee can get public input on how to rebuild Lions Club Park and report back at the next committee meeting.

2. Chad brought up ideas for fundraising to help with rebuilding Lions Club Park and will gather information on how to move forward with this and future projects. He will report back at next committee meeting.

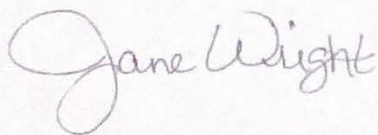
3. Raymond would like to have a plan established to bring in funds to help with rebuilding Lions Club Park. .

6. Adjournment

The meeting was adjourned at 4:34 P.M.


CHAD PAYN
CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY

License Fee Report

04/01/2025 - 04/30/2025

Name	Contractor	Fee Name	Payment Date	Payment Type	Fee Amount
TECH TAC		Alarm	4/30/2025	IBX CC	25.00
EF5 TORNADO SHELTERS LLC	RORY GOLDEN	Storm Shelter Installer	4/29/2025	IBX CC	75.00
MOMMA MAES LLC	ANDREW GEYER	Food Truck	4/24/2025	IBX CC	50.00
SYDNEY LYNN WILLIAMS		Alarm Registration - Initial	4/23/2025	IBX CC	25.00
R PALMER MECHANICAL LLC	ROBERT PALMER	Contractor License - Initial	4/22/2025	Check	100.00
MARIAH BLACK		Alarm Registration -	4/22/2025	Check	25.00
CULTIVATED BEAUTY	SHAWNNA VILLINES	Retail	4/22/2025	Check	50.00
PASCHAL HOME SERVICES	JOHN BOYCE	Contractor License - Initial	4/21/2025	IBX CC	100.00
SIGN INNOVATIONS OF OKC LLC	MARK HANSEN	Sign Hanger	4/21/2025	IBX CC	75.00
VALDEZ ELECTRIC LLC	ESAU GOMEZ	Contractor License - Initial	4/15/2025	IBX CC	100.00
THE DRAIN GUYS LLC	TOBEY STROUP	Contractor License -	4/16/2025	IBX CC	100.00
COUSINS MAINE LOBSTER OKC	DEMARCUS TAYLOR	Food Truck	4/15/2025	IBX CC	50.00
ALLIANCE MECHANICAL	KEITH ANTHONY TROUT JR	Contractor License - Initial	4/15/2025	IBX CC	100.00
BENJAMIN FRANKLIN PLUMBING	GARRETT DAVIS	Contractor License - Initial	4/14/2025	IBX CC	100.00
ALDEN ELECTRIC	DAVID A RODGERS	Contractor License -	4/11/2025	IBX CC	100.00

Need inspection - ST. GREGORY'S ABBEY - MARK BRAUN HALL		Retail	4/8/2025	Cash	50.00
Need inspection - EXPRESS PHONE REPAIR	HICHAM SADIK	Retail	4/8/2025	IBX CC	50.00
Need inspection - FLOURISH SALON LLC	OLIVIA NANCE	Retail	4/7/2025	IBX CC	50.00
Need inspection - COMMA	REBECCA HILTON	Retail	4/7/2025	IBX CC	50.00
\$ - WSM MEP, INC	MICHAEL WAGGONER	Contractor License -	4/8/2025	IBX CC	100.00
WSM MEP, INC	JOHN SUCHARSKI	Contractor License -	4/8/2025	IBX CC	100.00
TUCKER PLUMBING, INC	JUSTIN TUCKER	Contractor License - Initial	4/1/2025	IBX CC	100.00
SHAWNS ROCKIN KETTLE CORN LLC	SHAWN ROBASSE	Food Truck	4/2/2025	IBX CC	50.00
TEX-OMA BUILDERS SUPPLY CO	TYLER BEECHLER	Retail	4/17/2025	IBX CC	50.00
THIRD STEP PLUMBING	DANNY LOYD	Contractor License -	4/4/2025	IBX CC	75.00
TRINITY CLIMATE CONTROL	ANTHONY FRAIJO	Contractor License - Annual	4/24/2025	Check	75.00
CMT ELECTRIC	CHRISTOPHER TODD	Contractor License -	4/9/2025	Check	75.00
TREY DAVIS		Alarm	4/16/2025	IBX CC	15.00
SPORT CLIPS, INC OK 215	ERNESTO PEREZ	Retail	4/21/2025	IBX CC	50.00
MHG MECHANICAL	HECTOR ANGELES	Contractor License - Annual	4/8/2025	IBX CC	75.00
JAMES W ISBELL		Itinerant Merchant -	4/10/2025	Cash	3.00

JAMES W ISBELL		Itinerant Merchant -	4/16/2025	Cash	3.00
AIR COMFORT SOLUTIONS	BRIAN HAYNES	Contractor License - Annual	4/15/2025	IBX CC	75.00
DON CIRO'S TACOS	ISRAEL CARREON	Retail	4/7/2025	IBX CC	50.00
ARIZONA SOLAR SOLUTIONS, INC dba SUNTRIA	WILBURN WHITE	Contractor License - Annual Renewal	4/16/2025	IBX CC	75.00
MOORE WATER & AIR TREATMENT	CHAD NIEMYER	Contractor License - Annual Renewal	4/23/2025	IBX CC	75.00
CROWN WIRELESS CORP		Alarm Registration - Annual	4/28/2025	Check	15.00
ACTS 29 SOLAR AND ELECTRIC	BRANDON MOORE	Contractor License - Annual	4/1/2025	IBX CC	75.00
360 REFRIGERATI ON, LLC	TERRY WAPSKINEH	Contractor License - Annual	4/28/2025	Check	75.00
BELAIR ELECTRIC, LLC	TIMOTHY WAYNE BELAIR	Contractor License - Initial	4/1/2025	IBX CC	100.00
H & H PLUMBING AND UTILITIES	COLBY HENDRIX	Contractor License - Annual Renewal	4/28/2025	Check	75.00
WINTCO INC	DEBORAH WYATT	Alarm Registration -	4/30/2025	Check	15.00
RED RIVER ELECTRIC	DAKOTA WARKENTIEN	Contractor License - Annual	4/16/2025	IBX CC	75.00
EAST ELECTRICAL SERVICES	GREG RANDOLPH	Contractor License - Annual	4/1/2025	Check	75.00
ARES HOLDINGS, LLC CMS/NEXTECH	DAVID GRZECH	Contractor License - Annual Renewal	4/28/2025	Check	75.00
WACHTER, INC	JARED BOTTERON	Contractor License -	4/17/2025	IBX CC	75.00
BOB'S ELECTRIC	BRYAN W TOMLINSON	Contractor License -	4/24/2025	Check	75.00

PRESTON HUCKS	GAYLE HUCKS	Alarm Registration -	4/28/2025	Check	15.00
KATHRYN E BROWN		Alarm Registration -	4/28/2025	Check	15.00
AIM HEAT & AIR LLC	JOSHUA MCCALISTER	Contractor License -	4/16/2025	Check	75.00
CHILI'S GRILL & BAR	BINKER INTERNATIONAL	Mixed Beverage - Renewal	4/7/2025	Check	905.00
E-Z MART	GPM SOUTHEAST, LLC	Beer and Wine - Renewal	4/1/2025	Check	450.00
FLATSAFE TORNADO SHELTERS	LISA INGRAM	Storm Shelter Installer	4/29/2025	IBX CC	75.00
GREEN COUNTRY ELECTRIC & SUPPLY INC	BRANDON R PITTS	Contractor License - Initial	4/8/2025	IBX CC	100.00
IMPAX ELECTRICAL SOLUTIONS	ALEX MILLER	Contractor License - Initial	4/14/2025	IBX CC	100.00
TARA L TURNER		Alarm Registration -	4/17/2025	Check	15.00
RUBY F SAULSBERRY		Alarm Registration -	4/28/2025	Check	15.00
ROWDY BOYS PLUMBING	JAMES A HAMMONS	Contractor License - Annual	4/7/2025	IBX CC	75.00
ABOVE ALL ELECTRICAL SOLUTIONS	JESSE STEELE	Contractor License - Annual	4/11/2025	IBX CC	75.00
AARON'S PLUMBING	AARON KIPPS	Contractor License -	4/9/2025	Check	75.00
HAUSNERS PRECAST	LAURA A RHODD	Storm Shelter Installer	4/17/2025	IBX CC	75.00
SUPERIOR NEON SIGNS	DAN LORANT	Sign Hanger	4/25/2025	IBX CC	75.00
WATKINS HEATING & AIR	MONTE J WATKINS	Contractor License - Annual	4/28/2025	Check	75.00
SPENCER HEAT & AIR LLC	STANLEY R POWELL	Contractor License - Annual	4/29/2025	Check	75.00
QUALITY PLUMBING	JERRY MANKIN	Contractor License -	4/1/2025	IBX CC	75.00
					5,416.00

Total Records: 65

Monthly - City Clerk

04/01/2025 - 04/30/2025

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20250486	4/30/2025	B - Storm Shelter	3904 N CHAPMAN AVE	SPEAGUES BACKHOE	STORM SHELTER	6,050	0	\$29.50
20250485	4/30/2025	B - Storm Shelter	2687 LEGACY PL	GROUND ZERO SHELTERS	relocate storm shelter to new house	0	0	\$29.50
20250484	4/30/2025	O - Paving Cut and Boring	1505 AIRPORT DR	ARIAS UTILITY LLC	BORE	0	0	
20250483	4/30/2025	O - Sign	704 W AYRE	ENCINOS 3D CUSTOM PRODUCTS LLC	SIGN PERMIT	1,800	147	\$50.00
20250482	4/29/2025	M - Mechanical	2005 BROOK HOLLOW	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$104.50
20250481	4/29/2025	F - Exhibit / Tradeshow	1400 E MAIN	KNIGHTS AUTO CLUB	CAR SHOW	0	0	\$54.50
20250480	4/29/2025	B - Solar Panels	1412 CLAIRE CT	ARIZONA SOLAR SOLUTIONS DBA SUNTRIA	NEW INSTALLATION	22,130	252	\$58.05
20250479	4/29/2025	E - Electrical	1412 CLAIRE CT	ARIZONA SOLAR SOLUTIONS DBA SUNTRIA	ROOF MOUNT SOLAR SYSTEM	0	0	\$54.50
20250478	4/29/2025	P - Plumbing	35 ARAPAHO	ADVENT PLUMBING LLC	40 GALLON NATURAL GAS	0	0	\$54.50

20250477	4/29/2025	B - Residential New		JAKE CLANIN	NEW CONSTRUCTIO N	0	0	
20250476	4/28/2025	B - Residential New	6210 HIDEAWAY RD	GREG BROWN HOMES LLC	NEW CONSTRUCTIO N	345,000	2,859	\$1,592.04
20250475	4/28/2025	O - Demolition and Moving	239 S MINNESOTA	MEIER AND SON DEMOLITION	DEMOLITION	0	0	
20250474	4/28/2025	E - Electrical	603 W INDEPENDENC E	CONCEPT ELECTRIC	REMODEL	0	0	\$54.50
20250473	4/28/2025	P - Plumbing	237 S MCKINLEY	DALES PLUMBING	REMODEL	0	0	\$54.50
20250472	4/28/2025	P - Plumbing	627 N HOBSON	DALES PLUMBING	REMODEL	0	0	\$54.50
20250471	4/28/2025	O - Demolition and Moving	539 W BENEDICT ST	WADES SERVICES	DEMOLITION	0	0	\$50.00
20250470	4/28/2025	M - Mechanical	603 W INDEPENDENC E	360 REFRIGERATI ON LLC	WALKIN COOLER	0	0	\$54.50
20250469	4/28/2025	E - Electrical	1102 W MACARTHUR	KB ELLECTRIC LLC	NEW SERVICE 400 AMP	0	0	\$154.50
20250468	4/25/2025	O - Demolition and Moving	512 N BELL AVE	MEIER AND SON DEMOLITION	DEMOLITION	0	0	
20250467	4/25/2025	B - Residential New	626 HONEY SPRINGS LN	R&R HOMES LLC	NEW HOME	200,000	2,521	\$1,635.21
20250466	4/25/2025	B - Residential New	621 TRAILS END DR	RED BRIDGE FINE HOMES LLC	NEW HOME	200,000	2,160	\$1,558.50
20250465	4/25/2025	B - Residential New	623 TRAILS END DR	R&R HOMES LLC	NEW HOME	200,000	2,039	\$1,507.79

20250464	4/25/2025	B - Residential New	624 TRAILS END DR	R&R HOMES LLC	NEW HOME	200,000	2,745	\$1,657.81
20250463	4/25/2025	B - Residential New	628 HONEY SPRINGS LN	RUSSELL WADE HOMES LLC	NEW HOME	200,000	2,039	\$1,507.79
20250462	4/24/2025	B - Roof Redeck	2703 CROWN POINT	EXTREME ROOFING SOLUTIONS LLC	REPLACE EXISTING	0	2,900	\$50.00
20250461	4/24/2025	B - Roof Redeck	24 N RICE RD	EXTREME ROOFING SOLUTIONS LLC	REPLACE EXISTING	0	2,900	\$50.00
20250460	4/24/2025	B - Residential New	622 HONEY SPRINGS LN	R & R HOMES LLC	NEW CONSTRUCTIO N	200,000	2,036	\$1,532.15
20250459	4/24/2025	B - Residential New	619 HONEY SPRINGS LN	R & R HOMES LLC	NEW CONSTRUCTIO N	200,000	2,160	\$1,558.50
20250458	4/24/2025	B - Residential Remodel	16 W BURNS	ANTHONY DOWDY	REMODEL	40,000	1,312	\$283.30
20250457	4/24/2025	B - Residential New	629 TRAILS END DR	HAZEL HOMES LLC	NEW CONSTRUCTIO N	200,000	2,524	\$1,635.85
20250456	4/24/2025	B - Residential New	628 TRAILS END DR	MATTHEW CUSTOM HOMES LLC	NEW CONSTRUCTIO N	200,000	2,039	\$1,532.79
20250455	4/24/2025	B - Residential New	625 TRAILS END DR	HAVEN ENTERPRISES	NEW CONSTRUCTIO N	200,000	2,521	\$1,635.21
20250454	4/24/2025	B - Residential New	623 HONEY SPRINGS LN	RED BRIDGE FINE HOMES LLC	NEW CONSTRUCTIO N	200,000	2,524	\$1,635.85
20250453	4/24/2025	B - Residential New	31902 WESTLAKE RD	GREY HOMES, LLC	NEW CONSTRUCTIO N	212,450	1,830	\$568.38

20250452	4/23/2025	O - Demolition and Moving	2302 N ELLIS	NEAL'S LAWN SERVICE LLC	DEMOLITION	0	0	\$50.00
20250451	4/23/2025	F - Burn	404 N POTTENGER AVE	CAROLYN LESSLEY	BURN PERMIT	0	0	\$29.50
20250450	4/23/2025	B - Residential Remodel	7311 N HARRISON	FIRST CONSTRUCTION CORP	fire damage	25,000	160	\$29.50
20250449	4/23/2025	F - Burn	16216 PATTERSON RD	MADDISON EPPERLEY	BURN PERMIT	0	0	\$29.50
20250448	4/23/2025	PC - Plat - Final		Brady Ali Properties, LLC	Shawnee Marketplace, Phase 3	0	0	\$354.00
20250447	4/23/2025	M - Mechanical	1204 N OKLAHOMA AVE	AIRCO SERVICE	CHANGE OUT	0	0	\$64.50
20250446	4/22/2025	P - Plumbing	525 W ROSA	DALES PLUMBING	GAS TEST	0	0	\$54.50
20250445	4/22/2025	B - Residential New	624 HONEY SPRINGS LN	R & R HOMES LLC	NEW CONSTRUCTION	200,000	2,219	\$1,571.04
20250444	4/22/2025	B - Residential Remodel	2225 E HIGHLAND	PORTIA MARTINEZ	REMODEL	30,000	948	\$205.95
20250443	4/22/2025	E - Electrical	1930 N UNION AVE	PINNACLE HOME SERVICES DBA MISTER SPARKY	100 AMP PANEL REPLACE	0	0	\$54.50
20250442	4/22/2025	E - Electrical	24 LADONNA DR	PINNACLE HOME SERVICES DBA MISTER SPARKY	200 AMP PANEL REPLACE / ADD SWITCHES AND OVEN CIRCUIT	0	0	\$54.50

20250441	4/22/2025	E - Electrical	1937 N KICKAPOO AVE	SELECT SERVICE ELECTRIC	NEW SERVICE / BCW	0	0	\$154.50
20250440	4/22/2025	P - Plumbing	204 E CHICAGO ST	STANFIELD PLUMBING	SEWER LINE REPAIR	0	0	\$54.50
20250439	4/22/2025	M - Mechanical	307 TRADITIONAL WAY CT	R PALMER MECHANICAL LLC	CHANGE OUT / RPLC CONDENSER	0	0	\$54.50
20250438	4/22/2025	B - Residential New	630 TRAILS END DR	MARIE INVESTMENTS LLC	NEW HOME	200,000	2,219	\$1,571.04
20250437	4/22/2025	B - Commercial - Remodel	1937 N KICKAPOO AVE	Chelsea Johnston	remodel	150,000	3,250	\$817.00
20250436	4/21/2025	B - Residential New	627 HONEY SPRINGS LN	R & R HOMES LLC	NEW CONSTRUCTION	200,000	2,160	\$1,558.50
20250435	4/21/2025	F - Burn	33700 POST OFFICE NECK	KEITH CARPENTER	BURN PERMIT	0	0	\$29.50
20250434	4/21/2025	M - Mechanical	420 N POTTENGER	PASCHAL HOME SERVICES	NEW INSTALLATION	0	0	\$54.50
20250433	4/21/2025	B - Commercial - Remodel	539 W BENEDICT ST	ELBERT J BENTON JR	REMODEL	40,000	1,519	\$384.25
20250432	4/21/2025	E - Electrical	205 N PARK	ALL PHASE ELECTRIC, INC	MISCELLANEOUS	0	0	\$54.50
20250431	4/21/2025	O - Demolition and Moving	901 W BENEDICT	TBD	DEMOLITION	0	0	\$50.00
20250430	4/21/2025	B - Residential Remodel	613 W WOOD	ELBERT J BENTON JR	REMODEL	50,000	1,106	\$239.53
20250429	4/21/2025	P - Plumbing	1108 QUAIL HOLLOW	WEST SHORE HOME LLC	REMODEL	0	0	\$54.50

20250428	4/21/2025	O - Sign	2510 E INDEPENDENCE	SUPERIOR NEON SIGNS	NEW INSTALLATION	500	13	\$50.00
20250427	4/21/2025	O - Sign	2510 E INDEPENDENCE	SUPERIOR NEON SIGNS	NEW INSTALLATION	0	0	\$50.00
20250426	4/21/2025	E - Electrical	323 S MINNESOTA	RECEPTIVE ELECTRIC	PERMIT TAKE OVER	0	0	\$54.50
20250425	4/18/2025	O - Paving Cut and Boring	525 N IONE UNIT A	ACOCK CLIMATE CONTROL		0	0	\$60.00
20250424	4/18/2025	O - Paving Cut and Boring	409 N WASHINGTON APT B	Acock Climate Control		0	0	\$60.00
20250423	4/17/2025	O - Demolition and Moving	1020 W OAKLAND ST	RICKY UNRUH	DEMOLITION	0	0	\$50.00
20250422	4/17/2025	B - Residential New	311 N AYDELOTTE	SOUTH CENTRAL HOUSING INC	NEW HOME	231,198	1,561	\$1,171.21
20250421	4/17/2025	B - Residential New	536 N AYDOLETTE AVE	SOUTH CENTRAL HOUSING INC	NEW HOME / SINGLE FAMILY	231,198	1,561	\$1,171.21
20250420	4/16/2025	F - Burn	34675 INDEPENDENCE	KURT BUXKEMPER	BURN PERMIT	0	0	\$29.50
20250419	4/16/2025	E - Electrical	531 W WALLACE ST	RED RIVER ELECTRIC	MISCELLANEOUS - RESTORE POWER	0	0	\$54.50
20250418	4/16/2025	M - Mechanical	2305 ELLIS DR	AC DOCTORS	NEW SYSTEM	0	0	\$64.50
20250417	4/16/2025	B - Commercial - New	1001 N KENNEDY - TENNIS COURT	WYNN CONSTRUCTION	NEW CONSTRUCTION	1,867,491	4,979	\$2,449.25

20250416	4/16/2025	B - Commercial - New	1001 N KENNEDY VO/AG	WYNN CONSTRUCTION	NEW CONSTRUCTION	4,060,000	10,800	\$3,854.50
20250415	4/16/2025	B - Commercial - New	4300 N UNION	WYNN CONSTRUCTION	NEW CONSTRUCTION	2,175,000	9,375	\$2,583.25
20250414	4/16/2025	B - Storm Shelter	1608 CEDAR BEND CT	OKLAHOMA SHELTERS	STORM SHELTER	3,300	0	\$29.50
20250413	4/16/2025	E - Electrical	50 SEQUOYAH	PINNACLE HOME SERVICES DBA MISTER SPARKY	200 AMP PANEL REPLACEMENT	0	0	\$54.50
20250412	4/15/2025	P - Plumbing	323 S MINNESOTA	THE DRAIN GUYS LLC	REMODEL	0	0	\$54.50
20250411	4/15/2025	B - Residential Mobile Home	1104 E WAYNE ST C20	AMYLEE MCCULLOUGH	MOVE ON	3,000	1,456	\$313.90
20250410	4/15/2025	O - Curb Cut, Driveway and Sidewalk	3900 N HARRISON AVE	GALINDO AND SON CONSTRUCTION LLC	CONCRETE CUT	0	0	\$50.00
20250409	4/15/2025	P - Plumbing	1900 W MACARTHUR ST	COWBOYS PLUMBING LLC	WATER HEATER CHANGE OUT	0	0	\$104.50
20250408	4/15/2025	O - Demolition and Moving	16 NIX ALLEN	MIDWEST WRECKING CO	DEMOLITION	0	0	\$50.00
20250407	4/15/2025	P - Plumbing	1604 CEDAR BEND CT	AIR COMFORT SOLUTIONS	WATER HEATER CHANGE OUT	0	0	\$54.50

20250406	4/15/2025	E - Electrical	1931 ASPEN PL	ARIZONA SOLAR SOLUTIONS DBA SUNTRIA	NEW INSTALLATION	0	210	\$54.50
20250405	4/15/2025	B - Solar Panels	1931 ASPEN PL	ARIZONA SOLAR SOLUTIONS DBA SUNTRIA	NEW INSTALLATION	0	210	\$49.13
20250404	4/15/2025	B - Commercial - Remodel	2323 N HARRISON AVE	AMERCO REAL ESTATE COMPANY	REMODEL	63,985	5,860	
20250403	4/15/2025	E - Electrical	4618 CHURCHILL	R-2 ELECTRIC INC	NEW INSTALLATION	0	0	\$54.50
20250402	4/14/2025	P - Plumbing	1133 N KICKAPOO	STANFIELD PLUMBING	SHOWER INSTALL	0	0	\$54.50
20250401	4/14/2025	B - Residential New	815 W FRANKLIN	RICK LANDES	NEW CONSTRUCTION	152,000	1,440	\$1,290.50
20250400	4/14/2025	B - Residential New	801 W FRANKLIN	RICK LANDES	NEW CONSTRUCTION	216,000	1,360	\$1,273.50
20250399	4/14/2025	P - Plumbing	322 N KICKAPOO	STANFIELD PLUMBING LLC	WATER SERVICE REPLACEMENT	0	0	\$54.50
20250398	4/14/2025	M - Mechanical	1615 PECAN CROSSING	SPARKS HEAT & AIR, INC	CHANGE OUT - 2 UNITS	0	0	\$164.50
20250397	4/14/2025	P - Plumbing	21 W CHICAGO	BENJAMIN FRANKLIN PLUMBING	CHANGE OUT	0	0	\$79.50

20250396	4/14/2025	F - Fire Alarm / Smoke Control	1900 W MACARTHUR ST	ALLSPARK FIRE SYSTEMS	FIRE ALARM	0	0	\$100.00
20250395	4/14/2025	O - Curb Cut, Driveway and	423 E DARROW	JOSE ZARAGOZA	REPLACE EXISTING	0	0	\$50.00
20250394	4/14/2025	P - Plumbing	800 E DUNBAR	ALLIANCE MECHANICAL	GAS METER	0	0	
20250393	4/11/2025	E - Electrical	2153 E MAIN	ALDEN ELECTRIC	REWIRE	0	0	\$54.50
20250392	4/11/2025	E - Electrical	1907 N MARKET AVE	ALDEN ELECTRIC	SERVICE / REMODEL	0	0	\$54.50
20250391	4/11/2025	B - Solar Panels	1102 W MACARTHUR	IRON ENERGY	NEW INSTALLATION	1,400,000	69,389	
20250390	4/10/2025	B - Residential Remodel	22 E BURNS	CNC LEGACY LLC	REMODEL	0	1,560	\$336.00
20250389	4/10/2025	F - Fire Alarm / Smoke Control System	2505 OVAL DR	STRYKER INTEGRATED SOLUTIONS	FIRE ALARM	0	23,220	\$568.90
20250388	4/10/2025	P - Plumbing	3 POST OFFICE NECK	WEST SHORE HOME LLC	SHOWER CONVERSION	0	0	\$54.50
20250387	4/9/2025	B - Residential Remodel	408 N TUCKER	MARCIA COWAN	FIRE RESTORATION	30,000	100	\$29.50
20250386	4/9/2025	E - Electrical	1337 E ADA	BRIGHTSUN ENERGY LLC	NEW INSTALLATION	0	0	\$54.50
20250385	4/9/2025	B - Solar Panels	1337 E ADA	BRIGHTSUN ENERGY LLC	NEW INSTALLATION	34,098	234	\$54.23
20250384	4/9/2025	B - Roof Redeck	1601 E 9TH ST	WHITE ROOFING	ROOFING	9,817	1,782	\$50.00

20250383	4/9/2025	F - Burn	648 N CLEVELAND AVE	JIMMY GIBSON	BURN PERMIT	0	0	\$29.50
20250382	4/9/2025	P - Plumbing	920 N BROADWAY	CRAP HAPPENS PLUMBING LLC	REPLACE EXISTING	0	0	\$54.50
20250381	4/8/2025	B - Commercial -	4903 N HARRISON	MARCIAL ESOBEDO		100,000	4,000	\$1,004.50
20250380	4/8/2025	B - Commercial - New	604 KICKAPOO SPUR	ANH CONSTRUCTION	NEW CONSTRUCTION	120,000	5,000	
20250379	4/8/2025	E - Electrical	514 S PARK AVE	RHYCO ELECTRIC	CDBG PROJECT	0	0	
20250378	4/8/2025	B - Storm Shelter	1306 RICKEY RD	OKC SHELTERS	STORM SHELTER	4,500	48	\$29.50
20250377	4/8/2025	E - Electrical	44 CHICKASAW	GREEN COUNTRY ELECTRIC	METER BASE	0	0	\$54.50
20250376	4/8/2025	E - Electrical	17 RED OAK RD	RITCHIE ELECTRIC, INC	MISCELLANEOUS	0	0	\$54.50
20250375	4/7/2025	E - Transportation Modification /	0 N HARRISON	LANDES ENGINEERING	PAVING & STREET	0	0	
20250374	4/7/2025	O - Sign	5400 ENTERPRISE CT	SUPERIOR NEON SIGNS	REPLACE EXISTING - 4 SIGNS	6,600	0	\$200.00
20250373	4/7/2025	B - Storm Shelter	65 GRANADA	FIRESTORM SEPTICS & SHELTERS	NEW INSTALLATION	7,200	70	\$29.50
20250372	4/7/2025	O - Demolition and Moving	1007 E 9TH	WADES SERVICES	DEMOLITION	0	0	\$50.00
20250371	4/7/2025	M - Mechanical	1501 N BROADWAY	A-TEAM HTG & COOLING	CHANGE OUT	0	0	\$54.50

20250370	4/4/2025	B - Storm Shelter	207 W MIDLAND	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION	4,200	48	\$29.50
20250369	4/4/2025	F - Hood Suppression System	1411 N HARRISON	AUTOMATIC FIRE CONTROL	NEW INSTALLATION	0	0	\$204.50
20250368	4/3/2025	E - Electrical	716 N PHILADELPHIA AVE	AMERICAN AIR CONDITIONING & HEATING INC	REMODEL	0	0	\$54.50
20250367	4/3/2025	O - Sign	403 N POTTENGER	NIKITA CAYLOR	TEMPORARY SIGNS	0	0	\$50.00
20250366	4/3/2025	P - Plumbing	4618 CHURCHILL	TOMMYS PLUMBING LLC	NEW INSTALLATION	0	0	\$54.50
20250365	4/3/2025	M - Mechanical	17806 STEVENS RD	GENERATOR SUPERCENTER	NEW INSTALLATION	0	0	\$54.50
20250364	4/3/2025	E - Electrical	17806 STEVENS RD	GENERATOR SUPERCENTER	NEW INSTALLATION	0	0	\$54.50
20250363	4/3/2025	F - Burn	1125 W DEWEY	IMOGENE GUINN	BURN PERMIT	0	0	
20250362	4/3/2025	M - Mechanical	3917 N POTTENGER	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$64.50
20250361	4/3/2025	P - Plumbing	4419 LILLY VALLEY ST	WEST SHORE HOME, LLC	REPLACE EXISTING	0	0	\$54.50
20250360	4/3/2025	E - Electrical	408 N TUCKER	YARDY ELECTRIC	FIRE REPAIR	0	0	\$104.50

20250359	4/2/2025	E - Electrical	31410 BROWN RD	ABOVE ALL ELECTRICAL SOLUTIONS, LLC	NEW SERVICE	0	0	\$104.50
20250358	4/2/2025	E - Electrical	723 N BEARD	GREENLIGHT SOLAR	NEW INSTALLATION	0	0	\$54.50
20250357	4/2/2025	B - Solar Panels	723 N BEARD	GREENLIGHT SOLAR	NEW INSTALLATION	29,213	351	\$79.09
20250356	4/2/2025	P - Plumbing	815 N BROADWAY	MOORE WATER TREATMENT	NEW INSTALLATION	0	0	\$54.50
20250355	4/2/2025	B - Accessory Structure	718 E 11TH ST	JIMMY SINGLETON	MOVE ON	800	264	\$54.50
20250354	4/2/2025	M - Mechanical	1909 N LOUISA	A-TEAM HTG & COOLING	CHANGE OUT	0	0	\$84.50
20250353	4/2/2025	B - Residential New	2707 Woodlawn Ct	GRAY HOMES LLC	NEW HOME	485,900	4,390	\$1,942.38
20250352	4/2/2025	O - Sign	4901 N KICKAPOO - #1490	COMMUNITY ART GALLERY	TEMPORARY SIGN	0	0	\$50.00
20250351	4/1/2025	E - Electrical	9 W 45TH ST	JK MORGAN COMPANY	NEW SERVICE	0	0	\$54.50
20250350	4/1/2025	E - Electrical	11 W 45TH ST	JK MORGAN COMPANY	NEW SERVICE	0	0	\$54.50
20250349	4/1/2025	E - Electrical	11 W 45TH ST	JK MORGAN COMPANY	NEW SERVICE	0	0	\$54.50
20250348	4/1/2025	E - Electrical	9 W 45TH ST SUITE 500	JK MORGAN COMPANY	NEW SERVICE	0	0	\$104.50
20250347	4/1/2025	E - Electrical	9 W 45TH ST	JK MORGAN COMPANY	NEW SERVICE	0	0	\$104.50
20250346	4/1/2025	E - Electrical	11 W 45TH ST	JK MORGAN COMPANY	NEW SERVICE	0	0	\$54.50

20250345	4/1/2025	B - Storm Shelter	61 SEQUOYAH	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION	0	0	\$29.50
20250344	4/1/2025	O - Curb Cut, Driveway and Sidewalk	1207 E 9TH	ACOCK CLIMATE CONTROL	ASPHALT CUT	0	0	\$60.00
20250343	4/1/2025	E - Electrical	101 W 10TH ST	SHAWNEE ELECTRIC INC	REPLCE MAIN BREAKER - APT 307	0	0	\$54.50
20250342	4/1/2025	B - Residential Remodel	132 S OSAGE	GLENN BLANKENSHIP	REMODEL	0	0	
20250341	4/1/2025	P - Plumbing	423 S LOUISA	QUALITY PLUMBING	GAS TEST	0	0	\$54.50
20250340	4/1/2025	P - Plumbing	516 N MARKET	STANFIELD PLUMBING	NEW INSTALLATION	0	0	\$54.50
20250339	4/1/2025	E - Electrical	34675 INDEPENDENCE	BELAIR ELECTRIC, LLC	NEW SERVICE	0	0	\$54.50
20250338	4/1/2025	F - Burn	N KICKAPOO & GARRETT LAKE RD	DACE DOCKREY	BURN PERMIT	0	0	\$29.50
20250337	4/1/2025	B - Residential New	2678 LEGACY PL	GREG BROWN HOMES, LLC	NEW CONSTRUCTION	345,000	2,859	\$1,592.04
20250191	4/17/2025	O - Sign	4850 MARKETPLACE BLVD SUITE 300	SIGN INNOVATIONS OF OKC LLC	REPLACE EXISTING	2,000	0	\$50.00
								\$52,385.12

Total Records: 151

5/1/2025



Finance Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Budget amendments for Fiscal Year 2024 – 2025:

Background: A total budget amendment in the amount of \$116,975.00 should be considered.

Federal Grant Revenue – Emergency Management receives a quarterly grant that can be used for anything except wages. The city staff is requesting the quarterly amount be used in FY25 for equipment parts and supplies. The amount of the appropriation is as follows:

- \$7,500.00 – Equipment Parts and Supplies

Insurance Proceeds– Parks & Recreation received insurance proceeds for a backhoe that was destroyed in the March 2025 fires. The city staff are requesting to use those proceeds towards the purchase of a new backhoe during FY25. The amount of the appropriation is as follows:

- \$109,000.00 – Capital Outlay – Equipment

Donations Fund– Parks and Recreation received donation proceeds. The city staff is requesting to transfer those proceeds to other materials & supplies to be used in FY25. The amount of the appropriation is as follows:

- \$475.00 - Other Materials & Supplies

Financial Impact: See attached budget amendment

Attachments:

Staff Recommendation: To approve all budget amendments

CITY OF SHAWNEE
2024-2025 BUDGET AMENDMENT
FEDERAL GRANT REVENUE

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	41010			FEDERAL GRANT REVENUE	(31,617.58)	(7,500.00)	(24,117.58)
				Total	(31,617.58)	(7,500.00)	(24,117.58)

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0740-52240			EQUIPMENT PARTS & SUPPLIES	4,080.89	7,500.00	11,580.89
					-	-	-
					4,080.89	7,500.00	11,580.89

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate grant monies into Equipment Parts & Supplies for expenditures in FY25 for Emergency Management.

Approved:

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

CITY OF SHAWNEE
2024-2025 BUDGET AMENDMENT
INSURANCE RECOVERY FUND

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
603	48040			INSURANCE RECOVERY	124,797.22	(109,800.00)	234,597.22
				Total	124,797.22	(109,800.00)	14,997.22

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
603	5-0940-54500			CAPITAL OUTLAY - EQUIPMENT	-	109,800.00	109,800.00
					-	-	-
					-	109,800.00	109,800.00

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate insurance proceed received for a backhoe within the Parks dept.

Approved:

Mayor _____

Attest:

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

CITY OF SHAWNEE
2024-2025 BUDGET AMENDMENT
DONATIONS FUND

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
706	44530			DONATIONS - PARKS	(475.00)	(475.00)	-
				Total	(475.00)	(475.00)	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
706	5-1120-52500			OTHER MATERIALS & SUPPLIES	-	475.00	475.00
					-	-	-
					-	475.00	475.00

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate donations received within the Parks & Recreation Dept.

Approved:

Mayor _____

Attest:

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: FW: [EXTERNAL EMAIL]Senior Citizen Advisor Board
Date: Thursday, April 10, 2025 11:58:47 AM

From: John Belzer
Sent: Monday, April 7, 2025 4:36 PM
To: COS City Clerk
Subject: [EXTERNAL EMAIL]Senior Citizen Advisor Board

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

I, John Belzer, respectively decline reappointment to the Shawnee Senior Citizen Advisory Board at this time. I will continue to support the work of the Board as it works for the betterment of seniors in our community.

From: [Jordan Parsons](#)
To: [Mary Sims](#); [COS City Clerk](#)
Subject: [EXTERNAL EMAIL]Fwd: Shawnee Public Library Board Reappointment
Date: Monday, April 14, 2025 7:01:57 PM
Attachments: [image003.png](#)

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

Hi Lisa & Mary,

I have been serving on the library board for the past 6 years and have loved every minute. Knowing that my term is coming to an end I think it's time to step back and let someone else experience the joy of serving the library.

Please accept my resignation as of June 30, 2025.

Thank you!

Jordan Parsons
Board Chair

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: FW:
Date: Tuesday, May 13, 2025 10:05:02 AM

From: Carol Valentine <carolfebiv@gmail.com>
Sent: Friday, May 2, 2025 9:05 AM
To: Breanna Wallace <Bree.Wallace@shawneeok.org>
Subject: [EXTERNAL EMAIL]Re: SURA Regular Scheduled Meeting May 6, 2025 at 9:00 AM

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

I am going to have to resign since I am unable to make it to the meetings.

From: [Carmen Brandt Wolf](#)
To: [COS City Clerk](#)
Subject: [EXTERNAL EMAIL]Arts and Culture Commission
Date: Friday, April 11, 2025 9:55:07 AM

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

I would like to be reappointed to the Arts and Culture Commission. Please let me know if you need additional information from me.

Thank you,
Carmen Wolf



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APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Carmen Wolf</u>	Application Date: <u>3/22/2021</u>
Address: <u>1702 N Broadway Ave</u>	Date of Birth: <u>08/12/1968</u>
Mailing Address: <u>1702 N Broadway Ave</u>	
Daytime Phone: <u>405-434-2598</u> Fax: _____	Email: <u>carmen@powerimage.com</u>
Profession: <u>Business Owner</u>	
Business Name: <u>PowerHouse Imaging, Ltd. - SerenityStitchworks.com</u>	
Business Address: <u>20 W. Elizabeth, Shawnee, OK</u>	
Business Phone: <u>405-434-2598</u> Fax: _____	Email: <u>carmen@serenitystitchworks.com</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

Do you currently serve on a City board, committee, or commission? Yes ☐ No ☒

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 8 1/2 years

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

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

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

The arts have been a very important part of my life since I was a small child. It is my hope that everyone can experience art in all its forms no matter their demographic status. I believe much value can be brought to Shawnee by embracing public art and I would love to be part of that.

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?

Prior to moving to Shawnee I was a business and technology consultant. I have experience in project management and working with people at all levels.

Since moving to Shawnee I have chaired and co-chaired several non-profit events and I am committed to helping Shawnee grow and improve.

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

Mabee Gerrer Museum of Art - Board member, Governance chair; Community Market - Board member, Governance chair;

Friends of the Library - Board member, Secretary

List education, including degree(s) earned:

Bachelor of Architecture; Bachelor of Science - Environmental Design; Juris Doctor (Law degree - licensed to practice in Nevada)

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
Cody Deem	Friend	405-501-2627
Tonya Ricks	Colleague	405-306-0224
Katie Erickson	Friend	602-540-0406

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 Carmen Wolf

Date 3-22-21



APPLICATION TO SERVE
Boards, Committees, and Commissions

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

Name: <u>Bryan W. Cantrell</u>	Application Date: <u>4/1/25</u>
Address: <u>2311 Bent Tree Rd</u>	
Mailing Address: <u>2311 Bent Tree Rd</u>	
Daytime Phone: <u>209-777-7684</u>	Email: <u>bryancantrell206@gmail.com</u>
Profession: <u>Adjunct Professor of Computer Science / Aviation Consultant</u>	
Business Name: <u>Double SPings Helicopter</u>	
Business Address: <u>1002 Airport Rd, Los Banos, CA 93635</u>	
Business Phone: <u>209-543-5706</u>	Email: <u>Grady@doublespringshelicopter.com</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

How many years have you lived in Shawnee? 2

Do you currently serve on a City board, committee, or commission? Yes ☐ No ☒

If so, please list the board/committee/commission: N/A

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

☒ Airport Advisory Board	☐ Shawnee Beautification, Parks, and Recreation Committee
☐ Board of Adjustment (Zoning)	☐ Shawnee Civic and Cultural Development Authority
☐ Housing Authority	☐ Shawnee Hospital Authority
☐ Library Board	☐ Shawnee Senior Citizens Advisory Board
☐ Oklahoma Baptist University Trust Authority	☐ Shawnee Urban Renewal Authority
☐ Planning Commission	☐ Other _____
☐ Shawnee Arts and Culture Commission	

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

I love aviation and have worked in aviation all of my life. I feel that the Shawnee airport is a hidden gem that needs to be polished to perfection. I am willing to donate my time to make the airport great.

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?

Commercial Fixed-wing and rotor-wing pilot with 12,367 TT. I have worked at multiple airports at different capacities. At 19 I was incharge of 115 daily flights for Mesa Airlines in Denver.

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

I am a speaker and donate time speaking to people working through life. I am a member of Immanuel Baptist Church.

List education, including degree(s) earned:

BS Business Administration Focus Economics/ Minor Engineering Technology

MBA California State University Stan

Have you ever served on a City-appointed board/committee/commission before? No

If so, which ones and for how long did you serve?

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
Senator Shane Jett	Friend	405-521-5539
Jim Antosh	Friend	405-273-0510
Jeff Madison	Friend/Boss	580-713-9186

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.

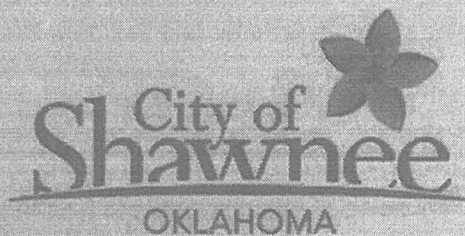
My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Bryan Cantrell Date 4/1/25

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

Send completed application to:

City of Shawnee, Attn: City Clerk, PO Box 1448, Shawnee, OK 74802 or CityClerk@shawneeok.org



APPLICATION TO SERVE
Boards, Committees, and Commissions

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

Name: Kevin Hanna Application Date: 3/21/2025
Address: 1501 N Broadway Shawnee, OK 74804
Mailing Address: PO Box 3414 Shawnee, OK 74802
Daytime Phone: 405-878-6404 Email: klhanna555@sbcglobal.net
Profession: Commercial Realtor/Broker
Business Name: Frontier Commercial Group, LLC
Business Address: 20 West Main Street Ste. 107 Shawnee, OK 74801
Business Phone: 405-878-6404 Email: kevin@frontiercommercialgroup.com

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

How many years have you lived in Shawnee? 38

Do you currently serve on a City board, committee, or commission? Yes ☐ No ☒

If so, please list the board/committee/commission: _____

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

- | | |
|---|--|
| ☒ Airport Advisory Board | ☐ Shawnee Beautification, Parks, and Recreation Committee |
| ☐ Board of Adjustment (Zoning) | ☐ Shawnee Civic and Cultural Development Authority |
| ☐ Housing Authority | ☐ Shawnee Hospital Authority |
| ☐ Library Board | ☐ Shawnee Senior Citizens Advisory Board |
| ☒ Oklahoma Baptist University Trust Authority | ☐ Shawnee Urban Renewal Authority |
| ☒ Planning Commission | ☐ Other _____ |
| ☐ Shawnee Arts and Culture Commission | |

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

Primarily the airport board - I am in the process of getting my pilot's license and I'm very interested in how the airport can contribute to the economic growth of Shawnee.

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 a commercial real estate broker in Shawnee and beginning to get some exposure in the OKC area. I have made some contacts and plan to continue to do so that I believe will be beneficial to the city of Shawnee.

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

I am the board chair of the United Way of Eastern Frontier Country

List education, including degree(s) earned:

Bachelor of Business Administration from OBU / I sat for and passed the CPA exam, I did not keep my certificate active.

Have you ever served on a City-appointed board/committee/commission before? No

If so, which ones and for how long did you serve?

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
Rob Roberts	Friend/Mentor	405-409-6633
Casey Bell	Friend	405-443-9559
Joe Ford	Friend	405-213-6655

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 Kevin Hanna

Date 03/21/2025

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

Send completed application to:

City of Shawnee, Attn: City Clerk, PO Box 1448, Shawnee, OK 74802 or CityClerk@shawneeok.org

Revised January 9, 2024

From: [Gary Dowdy](#)
To: [COS City Clerk](#)
Subject: [EXTERNAL EMAIL]Senior board
Date: Friday, April 4, 2025 11:11:53 PM

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

I would like to remain on the senior board if possible. Thanks Gary Dowdy



RECEIVED CITY CLERK'S OFFICE

Date 11-13-23 Time 1:45 pmAPPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Gary Dowdy</u>	Application Date: <u>11-13-2023</u>
Address: <u>39209 MacArthur</u>	Date of Birth: <u>05-05-1948</u>
Mailing Address: <u>SAME</u>	
Daytime Phone: <u>405-777-6344</u>	Fax: _____ Email: <u>DP422LER@Ychd.com</u>
Profession: <u>Retired Gm.</u>	
Business Name: <u>General Motors</u>	
Business Address: _____	
Business Phone: _____	Fax: _____ Email: _____

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: _____

How many years have you lived in Shawnee? since 1978

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

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

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

I go to all the meetings and support the City Activities

Revised July 12, 2019

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?

Trustee at Wesley United Methodist Church
Active Senior

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

Church ad council

List education, including degree(s) earned:

High school in Michigan son College in Michigan at Rose State

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? Yes

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

1986 Tex

Have you ever declared personal or business bankruptcy? Yes

If so, please explain:

1990 because of Tex law

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Ed Bolt</u>	<u>Friend</u>	
<u>Gerard Nsah, mawa</u>	<u>Poster</u>	<u>405-269-9361</u>
<u>Steve Palmer</u>	<u>Friend</u>	<u>405-481-6313</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 Jan Poudy

Date 11-13-2023

Revised July 12, 2019

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

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Revised July 12, 2019

From: [Mitchell, Amber \(OUH\)](#)
To: [COS City Clerk](#)
Cc: [Mary Sims](#)
Subject: [EXTERNAL EMAIL]Shawnee Public Library Board Reappointment
Date: Thursday, April 3, 2025 8:23:08 AM
Attachments: [image001.png](#)

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

Good morning,

This email is to serve as notification that I wish to remain on the SPL Advisory Board for another term. I respectfully request reappointment to this role. Please don't hesitate to reach out if you have any questions or I can provide additional information for making this decision.

With appreciation,

Amber

Amber Coffman, MBA, BSN, RN
Director, Patient and Family Experience
Oklahoma Children's Hospital
1200 Children's Ave, Suite 2E01 | Oklahoma City, OK 73104
C: 405.249.6113
E: amber.mitchell3@ouhealth.com



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APPLICATION TO SERVE
Boards, Committees, and Commissions

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

Name: <u>Amber Mitchell</u>	Application Date: <u>6/18/2024</u>
Address: <u>2660 Legacy Place</u>	Date of Birth: <u>7/22/1983</u>
Mailing Address: <u>2660 Legacy Place, Shawnee, OK 74804</u>	
Daytime Phone: <u>405-830-4475</u>	Email: <u>amber.mitchell3@ouhealth.com</u>
Profession: <u>Healthcare Director (current role: Director of Patient & Family Experience)</u>	
Business Name: <u>Oklahoma Children's Hospital OU Health</u>	
Business Address: <u>1200 Children's Avenue, OKC, OK 73104</u>	
Business Phone: <u>405-249-6113</u>	Email: <u>amber.mitchell3@ouhealth.com</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

How many years have you lived in Shawnee? 33 (entire life except for 2004-2012)

Do you currently serve on a City board, committee, or commission? Yes ☐ No ☒

If so, please list the board/committee/commission: _____

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

☐ Airport Advisory Board	☐ Shawnee Beautification, Parks, and Recreation Committee
☐ Board of Adjustment (Zoning)	☐ Shawnee Civic and Cultural Development Authority
☐ Housing Authority	☐ Shawnee Hospital Authority
☒ Library Board	☐ Shawnee Senior Citizens Advisory Board
☐ Oklahoma Baptist University Trust Authority	☐ Shawnee Urban Renewal Authority
☐ Planning Commission	☐ Other _____
☐ Shawnee Arts and Culture Commission	

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

I believe in the mission of the Library and see the wonderful things it offers to our community. Literacy and fostering a love of learning in children and adults helps make our community stronger.

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

I have served on several boards of directors over the years (Family Promise, Wesley United Methodist Church, Grove Parent Teacher Organization, and Junior Service League); I have creative ideas and lifelong relationships within the Shawnee community.

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

Board Member - Gateway to Prevention & Recovery (term began July 2022); Junior Service League of Shawnee - on Longevity year (final "active" year and then will be sustaining member; serving since 2015)

List education, including degree(s) earned:

Master of Business Administration (2013); Bachelor's of Science in Nursing (2023); Bachelor's of Arts in Spanish Education (2006); Associate's of Science in Nursing (2013); Associate's of Arts in Spanish (2004)

Have you ever served on a City-appointed board/committee/commission before? no

If so, which ones and for how long did you serve?

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
Kimberly Paxson	sister, current Library board member	405-830-4474
Jon Greenwood	professional, Gateway CEO	405-570-1854
Todd Kinnamon	friend	405-788-5860

PLEASE READ CAREFULLY:

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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 Amber L Mitchell

Date June 18, 2024

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

Send completed application to:

City of Shawnee, Attn: City Clerk, PO Box 1448, Shawnee, OK 74802 or CityClerk@shawneeok.org

Revised August 1, 2023

From: [Brandon Dyer](#)
To: [COS City Clerk](#)
Subject: [EXTERNAL EMAIL]ZBOA term
Date: Friday, April 18, 2025 2:32:58 PM

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

Lisa,

Per your request to Rian, I am emailing to notify you of my interest in serving another term on the Zoning Board of Adjustments. It has made me proud to serve my community in helping to make decisions on unusual zoning exception requests. By no means is it a glamorous role, but it is an important one to be sure citizens have a chance to be heard when presented with irregular circumstances regarding their properties.

Thank you for your consideration,

--

Brandon Dyer

Executive Director

Community Renewal of Pottawatomie County

405.273.1035 - (office)

405.308.0711 - (cell)





APPLICATION TO SERVE
Boards, Committees and Commissions

☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Brandon Dyer</u>	Application Date: <u>1-23-20</u>
Address: <u>19 Granada Dr 74804</u>	Date of Birth: <u>9-27-77</u>
Mailing Address: <u>Same</u>	
Daytime Phone: <u>405-308-0711</u> Fax: _____	Email: <u>brandon@communityrenewal.org</u>
Profession: <u>Executive Director - Community Renewal of Pott. Co.</u>	
Business Name: _____	
Business Address: <u>1000 N. Kickapoo 74801</u>	
Business Phone: <u>273-1035</u> Fax: _____	Email: <u>brandon@communityrenewal.org</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? 33

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 Contract Review Committee ☐ Housing Authority ☐ Library Board	☐ Oklahoma Baptist University Trust Authority ☐ Parks and Recreation Committee ☐ Planning Commission ☐ Senior Citizens of Shawnee Board ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other
---	--

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

Rebecca Blaine thought I would represent our community well on this Board. I am happy to serve my community w/ the skills & experiences I have.

Revised July 12, 2019

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 strongly involved in our community through ~~my~~ job at Community Renewal. I am fair, balanced & good at critical thinking. I am able to weigh pros/cons while minimizing bias.

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

Director of non-profit, Community Renewal. Assist in school clubs. Volunteer @ Community Market.

List education, including degree(s) earned:

B.A. - Oklahoma Baptist University - Cum Laude
14 hours toward Masters of Theological Studies - Golden Gate Seminary

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? Yes

If so, please explain:

2009 - The housing market crash left us with a home we couldn't sell. Son transitioned left us with ability to manage debts properly.

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Michelle Briggs	She hired me / Friend	405.990.7739
Ed Bolt	Friend	405.650.1439
Travis Flood	Co-Worker	405.765.4522

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

[Signature]

Date

1.23.20

Revised July 12, 2019

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

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Revised July 12, 2019

From: [James Franklin Kelly](#)
To: [COS City Clerk](#)
Subject: [EXTERNAL EMAIL]Board of Adjustment interest in 2nd term
Date: Wednesday, April 2, 2025 4:17:16 PM

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

Rian Harkins asked me to email you and let you know I am interested in re-appointment to a second term on the Board of Adjustment for the City of Shawnee as my first term expires June of 2025. Thank you.

Frank Kelly
1805 Henson ct.
Shawnee, OK

RECEIVED
JUN 09 2022
CITY CLERK

Dear Mayor, Commissioners and whom it may concern,

My name is Frank Kelly and I am submitting my application to be a volunteer on any boards or committees you may need someone. I am at a point where I have time and I believe everyone should be available in order to make our city and area the best it can be.

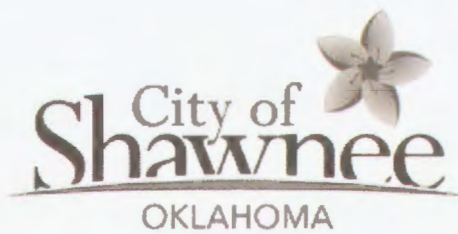
I have lived here since 1979 with the exception of 5 years when I was enlisted in the US Navy. When I was discharged due to injuries I received while serving, I came back to Shawnee.

I have been married since 1991 and my wife and I have always believed in serving. We were foster parents off and on, have adopted one of them, and have served thru our church or other volunteer organizations. I currently run an all-volunteer medical free clinic and pharmacy and my wife recently came out of retirement as a teacher to help Pleasant Grove with teacher shortages by teaching kindergarten.

I am willing to serve where needed and believe my varied experience and knowledge could be of service if you have a need. I have included two references.

Thank you,

Frank Kelly



RECEIVED
JUN 09 2022
CITY CLERK

APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Frank Kelly</u>	Application Date: <u>6 / 9 / 2022</u>
Address: <u>1805 Henson Ct</u>	Date of Birth: <u>07 / 08 / 1965</u>
Mailing Address: <u>1805 Henson Ct Shawnee, OK 74804</u>	
Daytime Phone: <u>405-996-0886</u> Fax: _____	Email: <u>jamesfranklinkelly@gmail.com</u>
Profession: <u>Free Clinic Director</u>	
Business Name: <u>Engage Free Medical Clinic</u>	
Business Address: <u>10201 N Harrison, Shawnee OK 74804</u>	
Business Phone: <u>405-673-1450</u> Fax: _____	Email: <u>engagefreeclinic@gmail.com</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

Do you currently serve on a City board, committee, or commission? Yes ☐ No ☒

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 42 years

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

☐ Airport Advisory Board	☐ Library Board
☐ Arts and Culture Commission	☐ Oklahoma Baptist University Trust Authority
☐ Beautification, Parks, and Recreation Committee	☐ Planning Commission
☐ Board of Adjustment (Zoning)	☐ Senior Citizens of Shawnee Board
☐ Civic and Cultural Development Authority	☐ Shawnee Hospital Authority
☐ Community Service Contract Review Committee	☐ Shawnee Urban Renewal Authority
☐ Housing Authority	☒ Other <u>where needed</u>

Revised April 25, 2022

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

I have more time available now and believe all citizens should give back at some point in their life so that the city can be it's best.

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?

Wide knowledge of community and the people, experience working with other people to accomplish a common goal, experience in dealing with different aspects of government through founding and leading a non profit free clinic (all volunteer), a desire to see our community improve.

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

Engage Free Medical Clinic (volunteer founder and director) Will be increasing participation with the Salvation Army

List education, including degree(s) earned:

1986 - US Naval Operational Engineering, College of Lake County, Chicago

1991 - Oklahoma Baptist University (Business 2 years) No degree

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
Jamie Barrick	Friend	405-740-7816
Sue Nelson	Friend	405-997-8625

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 Frank Kelly

Date 6 - 09 - 2022

Revised April 25, 2022

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

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org



City Manager Department
222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Acknowledge Change Order for Public Works Maintenance Facility - Storm Repairs.

Background: This is a reconciliation change order to close the project and return unused owner contingency funds and unused unit price items.

This Change Order reduces the contract amount by \$2,317.12, and additional itemized information is provided.

Financial Impact: Deduction of \$2,317.12; from Insurance Recovery Fund, Capital Outlay - Buildings and Improvements - 603-5-1010-54200; EM-2023-0419-06

Attachments: OCO#3 - signed

Staff Recommendation: Approval of the item.

MIDTOWN

Construction Services

Owner Change Order Request No. 3

PROJECT: City of Shawnee Storm Repairs

TO: Mr. Seth Barkhimer

DATE: 4/29/2025

DOCUMENT REFERENCE: N/A

REASON FOR REQUEST: Deduction for B-8 and Contingency Funds

Our quote on the following is in the amount of:

CREDIT \$2,317.12 - Two Thousand Three Hundred Seventeen and 12/100 Dollars

This Allowance Use Request is based on the following:

Deduction for deletion of overhead door scope from Building B-8; Return of unused owner contingency funds

Additional Calendar Days Added To Contract:

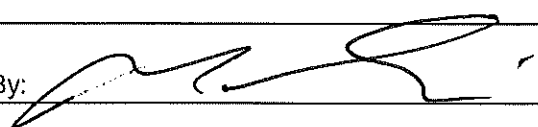
We look forward to working with you. If you are in need of any other assistance please contact us.

Sincerely,

Shawn Carson- Project Manager

Midtown Construction Services

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. Midtown Construction Services is authorized to proceed with the additional work as specified by this this proposal and all "Doc. Reference" as listed above. Payment to be made 30 days net upon final completion of the work or per the conditions of the existing contract if this proposal is a Change Order .

By: 

Date: 5-5-25

This document may be signed in counterparts and each counterpart shall be deemed an original and as if each party signed the same document. A faxed or electronically submitted signature is acceptable as an original unless the document being signed expressly states otherwise.



City Clerk Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Lisa Lasyone, City Clerk
Subject: Acknowledge the Contract for Solid Waste Collection, Recycling, and Disposal Services with Central Disposal for Fiscal Year 2025-2026.

Background: In accordance with the Contract for Solid Waste Collection, Recycling, and Disposal Services entered on July 1, 2020, City staff is requesting the contract be acknowledged for Fiscal Year 2025-2026. Central Disposal has provided the citizens and residents of the City of Shawnee with exceptional service. Funds have been budgeted for Fiscal Year 2025-2026.

Financial Impact: Estimated expenditure in Fiscal Year 2025-2026 of \$2,950,000.00 from the Shawnee Municipal Authority, Utility Billing, Sanitation/Trash, 501-5-0310-53382

Attachments: Contract

Staff Recommendation: Approval of the item

CONTRACT
FOR
SOLID WASTE COLLECTION, RECYCLING AND
DISPOSAL SERVICES

This contract, made and entered into this 15th day of July, 2020, by and between the City of Shawnee/Shawnee Municipal Authority, a public Authority in which the Shawnee Municipal Authority holds the beneficial interest, hereinafter referred to as "CITY/AUTHORITY" and

CENTRAL DISPOSAL, LLC

4650 NORTH HARRISON

SHAWNEE OKLAHOMA 74804

Hereinafter referred to as "CONTRACTOR."

WHEREAS, the CONTRACTOR did on the 2nd day of March, 2020, submit a proposal pursuant to a Request for Proposals as approved by the Trustees of the CITY/AUTHORITY to collect, remove, and dispose of all residential solid waste within the City of Shawnee, and to perform other such work as may be incidental thereto, for the period from July 1, 2020, through June 30, 2030, inclusive; all of the expense of every nature and kind incurred in collection, removing and disposing of said solid waste to be paid by CONTRACTOR.

NOW, THEREFORE, in consideration of the following mutual agreements and covenants herein contained, it is understood and agreed by and between CONTRACTOR and CITY/AUTHORITY that:

- I. The term of this contract is from July 1, 2020 to June 30, 2030. Divided into ten (10) periods as follows:
 - Period 1 - July 1, 2020 to June 30, 2021
 - Period 2 - July 1, 2021 to June 30, 2022
 - Period 3 - July 1, 2022 to June 30, 2023
 - Period 4 - July 1, 2023 to June 30, 2024
 - Period 5 - July 1, 2024 to June 30, 2025
 - Period 6 - July 1, 2025 to June 30, 2026
 - Period 7 - July 1, 2026 to June 30, 2027
 - Period 8 - July 1, 2027 to June 30, 2028
 - Period 9 - July 1, 2028 to June 30, 2029
 - Period 10 - July 1, 2029 to June 30, 2030

At the end of each period of the contract, the CITY/AUTHORITY has the sole discretion to continue the contract for the succeeding period of the contract or to discontinue the contract with no penalty upon thirty (30) day written notice to the CONTRACTOR.

- II. The above referenced Proposal, the Request for Proposals, General and Special Conditions, Performance, Payment and Guarantee Bonds are expressly made a part of this Contract – Page 1

contract by reference as though fully set out verbatim herein with the following clarifications:

1. Section 1.1(c) of the General and Special Conditions shall be amended to define Bulk Waste as *“Bulk Waste - Stoves, refrigerators, water tanks, washing machines, furniture and other waste materials other than construction debris, dead animals, hazardous waste or stable matter with weights or volumes greater than those allowed for bins or containers, as the case may be; provided that the monthly volume to be placed for curbside collection cannot be greater than 3 cubic yards. Bulk waste items which typically contain refrigerants such as Freon will not be accepted unless the person disposing of such items provides the CONTRACTOR with an acceptable written certification that the refrigerant has been removed in accordance with the procedures established under E.P.A.'s CFC Recycling and Disposal Rule of 1993 (40 CFR 82.156 (g) or (h)).”*

2. Section 1.1(aa) of the General and Special Conditions shall be added to define Yard Waste as *“Yard Waste - grass clippings, leaves, tree limbs and other yard waste materials other than dirt and construction debris provided that the volume of yard waste to be collected curbside weekly cannot exceed 8 Bags and/or Bundles weighing no more than 35 pounds per Bag or Bundle.*

3. CONTRACTOR may charge customers for lost or destroyed poly carts, provided that the charge for the replacement poly carts does not exceed the actual cost paid by CONTRACTOR.

- III. The CITY/AUTHORITY agrees to pay and the CONTRACTOR agrees to accept, in full consideration for the performance of the CONTRACTOR'S obligations, compensation to be computed at the unit prices set forth in the Schedule of Quotes.

This contract covers the Basic Residential Services as set forth in the Request for Proposals and in the Schedule of Quotes.

- IV. This contract constitutes the entire agreement and understanding between the parties hereto, and shall not be modified, altered, changed, or amended in any respect unless in writing and signed by both parties hereto.

Should the CITY/AUTHORITY participate with the CONTRACTOR in any cost reduction programs, efficiency studies or studies of innovative methods or equipment or take any action that results in cost savings for the CONTRACTOR, the CITY/AUTHORITY shall receive rate decreases equal to a minimum of fifty percent (50%) of the saving realized by the CONTRACTOR.

- V. CITY/AUTHORITY, CONTRACTOR, and JAMES MICHAEL ADCOCK consistent with past practice, agree to waive the CONTRACTORS bonding requirements contained in Section 3 of the General and Specific Conditions, and extend the obligations of that certain Guarantee of Performance entered into by the Parties on June 30, 2011 through the term of this Contract for Solid Waste Collection, Recycling and Disposal Services. The above referenced Guarantee of Performance is expressly made a part of this contract by reference as though fully set out verbatim herein.

CONTRACTOR shall conform to all laws, ordinances, rules and regulations applicable to this contract.

VI.

CONTRACTOR shall indemnify; save and hold harmless the CITY/AUTHORITY, the City, their officers, employees and agents from all claims, suits or actions of whatever kind or character made upon or brought against the City or CITY/AUTHORITY, their officers, employees or agents, for or on account of any injuries or damage received or sustained by any party or parties by or from the acts of said CONTRACTOR or its servants, agents, employees and subcontractors, in doing the work and rendering the services herein contracted for, or by or in consequence of any negligence in operations or any improper equipment or material used, or by or on account of any act or omission of CONTRACTOR or servants, agents, employees or subcontractors and also from all claims of damage for infringement of any patent in fulfilling this contract. This indemnity shall include attorney's fees and costs and all other costs and expenses incurred in the defense of any suit.

VII. CONTRACTOR shall not assign this contract to another party, company, partnership or corporation without specific approval in writing from the CITY/AUTHORITY.

VIII. If CONTRACTOR changes ownership, name, etc., then the CITY/AUTHORITY shall have the option to re-bid the contract immediately if CITY/AUTHORITY so desires.

IX. CONTRACTOR shall pay all just claims due for the payment of all employees and mechanics for labor that shall be performed, for the payment of all material and equipment furnished, and for the payment of material, equipment and facilities rented which is actually used or rented in the performance of this contract.

CONTRACTOR shall submit evidence satisfactory to the CITY/AUTHORITY that all payrolls, equipment, materials or facility bills, and other indebtedness pertaining to the performance of this contract have been paid.

X. In the event that it shall become impossible or unlawful for CONTRACTOR to continue the performance of this contract by reason of an Act of God, an Act of the Legislature herein after passed, or by Act of the City or CITY/AUTHORITY or by reason of a final order by the court of record in proceedings not instituted by or acquiesced in by the CONTRACTOR, directly or indirectly, and not due to any negligence upon the CONTRACTOR, the CONTRACTOR shall not be liable for damage for consequences arising solely out of such impossibility.

XI. This contract shall not constitute a franchise or an exclusive right to collect solid waste within the corporate limits of the City of Shawnee.

XII. This contract shall be governed by the laws of the State of Oklahoma both as to interpretation and performance.

In witness whereof, we, the contracting parties, by our duly authorized agents, hereto affix our signatures and seals at Shawnee, Oklahoma, this 15th day of July, 2020.



(SEAL)
ATTEST:

Lisa Lasyone
Lisa Lasyone, CMC
City Clerk

CITY/AUTHORITY

By: W. Chance Allison
W. Chance Allison
City Manager

CENTRAL DISPOSAL, LLC

By: Sam M. Adcock
Printed Name: Sam-Mark Adcock
Title: Member / owner

(SEAL)
ATTEST:

Secretary

(SEAL)
ATTEST:

Secretary

Sam M. Adcock
JAMES MICHAEL ADCOCK



**The City of
OKLAHOMA CITY**
Department of Public Works
Storm Water Quality Management



May 2nd, 2025

City of Shawnee
PO Box 1448
Shawnee, Ok 74802

Dear Mayor:

It's the time of year to consider renewing our Hazardous Waste Inter-Government with the City of Shawnee. The current agreement expires June 30, 2025.

Pursuant to Article 4 of the Agreement, the City of Shawnee should request renewal for the period of July 1, 2025—June 30, 2026, in the form of a letter addressed to the Oklahoma City Public Works Director, Debbie Miller. The request can be mailed to my attention at 3738 SW 15th St., Bldg 1, Oklahoma City, OK 73108.

Ideally, the renewal request should be received by June 15, 2025. Please let me know if you have any questions.

Sincerely,

Leanita Herndon

Leanita Herndon
Administrative Coordinator

Cc: file



May 22, 2025

Oklahoma City Public Works Director, Debbie Miller
Attn: Leanita Herndon, Administrative Coordinator
3738 SW 15th Street, Building 1
Oklahoma City, OK 73108

Re: Renewal of Intergovernmental Agreement for Regional Household Hazardous Waste Collection and Management Services

To whom it may concern:

Pursuant to Article 4 of the Inter-Governmental Agreement between our cities, notice is required of our intent regarding this contract. Please be advised the City of Shawnee would like to continue participation with Oklahoma City regarding hazardous waste disposal.

Thank you for your assistance in this regard.

Sincerely,

Eric Stephens
Mayor

ES/ke

**An Inter-Governmental Agreement for a Regional
Household Hazardous Waste
Collection, and Management Project (the Project)**

THIS AGREEMENT, made and entered into this the 21st day of June, 2016, by, between and among City of Shawnee (hereinafter referred to as "Participant" or "Participants") and The City of Oklahoma City (hereinafter referred to as "Oklahoma City").

WITNESSETH:

WHEREAS, the parties, referenced above, with The City of Oklahoma City acting as Lead Party, have resolved to enter into this Agreement to define the participation and expectations of each party and to coordinate the collection and management of household hazardous waste (HHW) and the implementation of a joint program; and

WHEREAS, the EPA Clean Water Act of 1987 requires the establishment of Hazardous Waste Collection and Disposal Programs for MS4 permits; and

WHEREAS, hazardous household waste is "a waste which would be chemically or physically classified as a hazardous waste but is excluded from regulation as a hazardous waste pursuant to the regulations of the Environment Protect Agency because it is generated by a household;" such HHW consisting of numerous products common to the average household, such as pesticides, paints, polishes, cleaners, and automotive supplies; and

WHEREAS, each party to this Agreement has independently researched the possible benefits and obligations of participating in and coordinate activities under the Project; and

WHEREAS, each party has determined that a regional cooperative HHW Education, Collection and Management Project will provide increased convenience/participation and possibly result in a lower cost per participant and cost savings to all parties; and

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

1. The purpose of this Agreement is to establish a Regional HHW Collection and Management Project to affect cost savings, increase public convenience and participation, and educate the public about the proper management of HHW.

2. The term of this Agreement shall commence upon its effective date and conclude June 30, 2017 (which term shall be referred to as the "Initial Term" or the "Demonstration Period").

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

3. Each Participant shall have the right to terminate its participation under this Agreement at any time during the term of the Agreement for any reason, including, but not limited to, its own convenience. If any Participant under this Agreement elects to withdraw or terminate its participation under the Agreement prior to June 30, 2017, the withdrawing Party shall give Oklahoma City thirty (30) days prior written notice of the termination. Any Participant withdrawing from this Agreement must meet all financial commitments and other obligations up to the point of the termination or withdrawal. Withdrawal or termination shall not be effective until all financial commitments and other obligations shall be satisfied.

4. Each Participant may independently renew this Agreement beyond the Initial Term upon mutual agreement of Oklahoma City and the renewing Participant. Request for renewal shall be in the form of a letter from the authorized representative of the Participant must be received in July and may be accepted by the City Public Works Director on behalf of Oklahoma City. Each such renewal shall be for one fiscal year, July 1 to the following June 30. Provided however that no Participant in arrears in payment of charges for services render pursuant to this Agreement shall be permitted to renew this Agreement.

5. The City of Oklahoma City agrees to accept HHW from residents of Participant, with the understanding that The City of Oklahoma will maintain an accounting of these cross-jurisdictional amounts and reimbursement for their management. The residents will be required to comply with ordinances and policies for the disposition of HHW established by Oklahoma City, as may be amended from time to time.

6. The City of Oklahoma City, will bill each Participant (the city or county from which a participating **resident** has originated as such proof of residency is presented to Oklahoma City) separately after each collection occurrence and the participating Party will reimburse Oklahoma City in accordance with the terms of this Agreement. The Participant hereby agrees to establish and/or encumber funding for this Agreement and the services to be provided, and to timely pay for services provided. The Participant agrees that Oklahoma City may but is not required to inquire or investigate the residency of any person dropping off HHW beyond the address on the resident's driver's license.

7. Billings are considered due forty-five (45) calendar days after issuance of billing. If payment is not received by the due date a ten (10%) percent late fee will be assessed to the Participant and service to residents of any delinquent Participants will be subject to termination ninety (90) calendar days after the bill issuance date.

8. Oklahoma City shall assess a rate (based on national surveys) per equivalent rate unit (ERU) of fifteen (15) gallons per household. The fee structure per each resident per arrival or entry shall be evaluated by the following scale:

≤ 7.5 gallons	.5 ERU	\$ 39.50
> 7.5 gallons to 15 gallons	1.0 ERU	\$ 79.00
> 15 gallons to 22.5 gallons	1.5 ERU	\$118.50
> 22.5 gallons	2.0 ERU	\$158.00

[Note:] Minimum charge per vehicle per arrival = .5 ERU
Maximum charge per vehicle per arrival = 2.0 ERU

9. Pursuant to the permit issued by the Oklahoma Department of Environmental Quality, Oklahoma City is prohibited from taking any waste other than products expressly produced for home use. No commercial products will be accepted. No products from commercial business or institutions will be accepted. No products from commercial vehicles shall be accepted.

10. This Agreement shall be deemed effective and legally binding upon execution by each of the parties hereto.

11. This Agreement may be amended upon the mutual agreement of the parties or their authorized representatives.

12. All notices required to be given hereunder, shall be in writing and shall be: delivered in person (and a confirming copy sent by first class mail); or shall be mailed by registered mail; or delivered by facsimile with a return receipt showing delivery (and a confirming copy sent by first class mail), to the following addresses:

- (a) Notices to Oklahoma City:
City Clerk
The City of Oklahoma City
200 North Walker Avenue, 2nd Floor
Oklahoma City, Oklahoma 73102

and

Public Works Department
Storm Water Quality Manager
420 West Main Street, 3th Floor
Oklahoma City, Oklahoma 73102

- (b) Notices to the Participant:

The parties may hereafter designate, in writing and as provided herein, other or different persons or addresses for receipt of notice.

13. When any word in this Agreement is used in the singular number, it shall include the plural and the plural, the singular, except where contrary intention plainly appears. When any word is used in the masculine, it shall include the feminine, and the feminine, the masculine, except where a contrary intention plainly appears.

14. The parties hereto, acting under authority of their respective governing bodies, have caused this Agreement to be executed in multiple counterparts, each of which shall constitute an original.

15. The parties hereto agree that it is not their intent to create any rights or benefits to any third parties and that no third party beneficiaries shall be created or shall be deemed to be created by this Agreement.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.

16. The parties hereto agree to abide by the applicable and constitutionally valid laws of the State of Oklahoma and the United States of America. The parties further agree that any action to enforce the provisions of this Agreement or any dispute over the interpretation of this Agreement shall be resolved and in a court of competent jurisdiction in Oklahoma County, Oklahoma.

17. This is the complete Agreement between the parties and no statements, representations or discussions not set forth herein shall be binding upon the parties and no party is or shall be bound by any statement or representation that does not conform with this document. No agent or any party to this Agreement has authority to alter, modify or change this Agreement except as expressly provided herein. This Agreement shall be read as a whole and shall not be interpreted either for or against any party. This Agreement may only be amended in writing as approved and executed by all parties hereto.

18. Time shall be deemed to be of the essence of this Agreement.

19. A breach of any provision of this Agreement shall be deemed to be a breach of the entire Agreement provided however the breaching party or parties shall be given thirty (30) days notice as provided herein during which to cure any breach prior to the termination of this Agreement. Provided however, the failure of any party hereto to provide notice of a breach of this Agreement shall not be deemed a waiver of that breach or any subsequent breach of a similar or different kind or nature.

20. A determination that any provision or application of any provision of this Agreement to any party is prohibited or contrary to law shall be limited to the specific language and/or party so construed, and shall not effect the validity of the remaining provisions of the Agreement or its binding effect on any other party or parties.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.

Approved and executed by City of Shawnee this 2nd day of May,
(Participant)



Reggie Lipton
Clerk

(Participant)

Wes Maudsall
Mayor

Reviewed for form and legality:

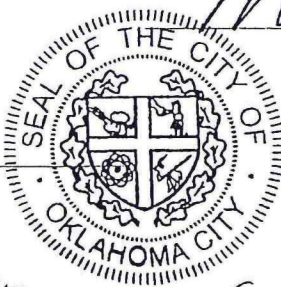
Joseph E. Worndran
Joseph E. Worndran, Interim City Attorney
City of Shawnee

Approved and executed by The City of Oklahoma City this 21st day of June,
20 16.

THE CITY OF OKLAHOMA CITY

ATTEST: (Seal)

Sharon Kery
City Clerk

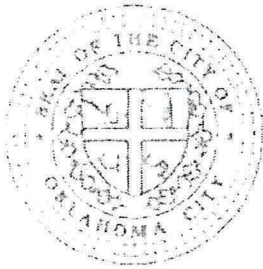


Phil Cantu
Mayor

REVIEWED for form and legality.

Paul Brunner
Assistant Municipal Counselor

PA Other Cities Intergovernmental Agreement



MEMORANDUM

Council Agenda
Item No. VII.AH.5.
6/21/2016

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: James D. Couch, City Manager

Inter-Governmental Agreement with the City of Shawnee, Regional Household Hazardous Waste Collection and Management Project, July 1, 2016 through June 30, 2017.

Purpose Approval of revised Household Hazardous Waste Collection and Management Service between The City of Oklahoma City and the City of Shawnee to continue providing a Household Hazardous Waste Collection and Management Service.

Background An Agreement was approved January 2, 2008 (Item No. VI.AC.) with the City of Shawnee and has remained in effect with annual renewals requested by the participant.

Some slight changes have been made in paragraph 7 of the Memorandum. The old paragraph 7 reads as follows:

RECEIVED
JUN 27 2016
CITY CLERK

7. Billings are considered due fifteen (15) calendar days after the bill is mailed. If payment is not received by the due date a ten (10%) percent late fee will be assessed to the Participant and service to residents of any delinquent Participant and service to residents of any delinquent Participants will be subject to termination seven (7) calendar days after the due date.

The new paragraph 7 reads as follows:

7. Billings are considered due forty-five (45) calendar days after issuance of billing. If payment is not received by the due date a (10%) percent late fee will be assessed to the Participant and service to residents of any delinquent Participants will be subject to termination ninety (90) calendar days after the bill issuance date.

Because of this change we asked that a new Hazardous Waste Inter-Government Memorandum be approved and executed. The City of Oklahoma City agrees to continue accepting household hazardous waste from residents of the City of Shawnee with the understanding that The City of Oklahoma City will maintain an accounting of these cross-jurisdictional amounts and the City of Shawnee will reimburse The City

of Oklahoma City for collection and disposal of household hazardous waste per terms of the Agreement.

Term July 1, 2016 through June 30, 2017.

Revenue Account Storm Water Drainage Utility Fund - Hazardous Materials Services - 330-0075-42250000.

Review Public Works Department

Recommendation: Agreement be approved.

THE CITY COMMISSION OF THE CITY OF SHAWNEE, STATE OF OKLAHOMA,
MET IN RESCHEDULED REGULAR SESSION AT SHAWNEE, OKLAHOMA, ON THE
22ND DAY OF MAY, 2025, AT 6:00 O'CLOCK P.M.

PRESENT:

ABSENT:

THEREUPON, the Mayor introduced a Resolution which was read in full by the Deputy Clerk and upon motion by Commissioner _____, seconded by Commissioner _____, the Resolution was adopted by the following vote:

AYE:

NAY:

Said Resolution is as follows:

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SHAWNEE, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE OKLAHOMA BAPTIST UNIVERSITY AUTHORITY (THE "AUTHORITY") ISSUING ITS NOTE OR NOTES, OR OTHER FORMS OF INDEBTEDNESS, IN ONE OR MORE SERIES, SUBSERIES OR ISSUANCES (COLLECTIVELY, THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

WHEREAS, the Trustees of the Oklahoma Baptist University Authority (the "Authority") a public trust created under Title 60, Oklahoma Statutes 2021, Sections 176 et seq., as amended, for the use and benefit of the City of Shawnee, Oklahoma (the "City"), have approved the issuance of its note or notes, or other forms of indebtedness, in one or more series

or issuances, on one or more dates, as part of a plan of finance, in an aggregate maximum stated principal amount of \$25,000,000 (collectively the “Note”), and loan the proceeds thereof to Oklahoma Baptist University, which is an Oklahoma non-profit corporation with 501(c)(3) status (the “University”), for the following purposes: (a) financing various repairs, renovations, and improvements on the University’s campus, including but not limited repairs, renovations, and improvements to Shawnee Hall, Thurmond Hall, and Raley Chapel (collectively, the “Improvement Project”) in Shawnee, Oklahoma to support the educational purposes of the University, and (b) paying costs of issuing the Note.

WHEREAS, we have been informed that it is expected that the Improvement Project will be owned, operated and principally used by the University and will be located on the campus of the University in the area of West MacArthur Street and North Kickapoo Street in Shawnee, Oklahoma.

WHEREAS, we have been informed that all or a portion of the Note expected to be issued as “qualified 501(c)(3) bonds” pursuant to section 145 of the Internal Revenue Code, the interest upon which will be excludable from gross income for purposes of federal income taxation.

WHEREAS, a public hearing was conducted in these chambers on this date by a duly authorized representative of the Authority after seven days’ published notice.

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

SECTION 1. INDEBTEDNESS AUTHORIZED. The Oklahoma Baptist University Authority (the “Authority”) is, for purposes of Section 147(f) of the Internal Revenue Code of 1986, as amended, and otherwise, hereby authorized to incur an indebtedness by the issuance indebtedness in an aggregate maximum stated principal amount of \$25,000,000.00, in one or more series, subseries or issuances (collectively, the “Note”), pursuant to the plan of financing described above, it being the express intent hereof that any designations herein are merely for convenience and the said notes may be named and divided by series as deemed appropriate by Authority, all according to the terms and conditions of a Series 2025 Supplemental Note Indenture, as it supplements and amends that certain Bond Indenture and Tenth Amendment to Indenture of Trust dated as of November 1, 2015, as previously supplemented and amended and as may be further supplemented and amended from time to time (collectively, the “Note Indenture”), all by and between the Authority and BancFirst, as Trustee; provided that said Note shall never constitute a debt of the City of Shawnee, Oklahoma (the “City”).

SECTION 2. ORGANIZATIONAL DOCUMENT SUBJECT TO NOTE INDENTURE. The organizational document creating the Authority, is hereby made subject to the terms of the Note Indenture authorizing the issuance and securing the payment of the Note as more fully described in Section 1 hereof.

SECTION 3. WAIVING COMPETITIVE BIDDING; APPROVAL OF SALE PROCEEDINGS. The waiving of competitive bidding for the sale of the Note and the sale of the Note by the Authority to a financial institution (referred to herein as the “Purchaser”), at a price of par, is hereby approved. The Authority shall designate the Purchaser of the Note in its Certificate of Determination to be executed at or prior to closing of the Note.

SECTION 4. AUTHORIZING EXECUTION. The Mayor or Vice Mayor and City Clerk or Deputy City Clerk at the closing of the above referenced Note is hereby authorized to execute, separately or jointly, and deliver such documents and take such other action as may be necessary or appropriate in order to effectuate the issuance, execution and delivery of the Note, as directed by Bond Counsel and the Financial Advisor, including specifically, but not limited to, the Note forms, tax or tax compliance documents, closing certificates, continuing disclosure or other security or securities-related documents, disbursement orders, or any other letter, representation or certification otherwise necessary and attendant to the issuance and delivery of the Note; to approve and make any changes to the documents approved by this Resolution, for and on behalf of the City, the execution and delivery of such documents being conclusive as to the approval of any changes contained therein by the City; and to execute, record and file any and all the necessary financing statements, security instruments, including but not limited to the documents approved hereby, and to consummate the transaction contemplated hereby.

PASSED AND APPROVED THIS 22ND DAY OF MAY, 2025.

Eric Stephens, Mayor

(SEAL)

ATTEST:

Kacie Eck, CMC
Senior Deputy City Clerk

STATE OF OKLAHOMA)
) S.S.
POTTAWATOMIE COUNTY)

I, the undersigned, Senior Deputy City Clerk of the City of Shawnee, Oklahoma, do hereby certify that the above and foregoing is a true, full and correct copy of an excerpt from the minutes of a meeting of the Board of Commissioners of said City held on the date above stated, all as recorded in the official minutes of such meeting. I further certify that the “Open Meeting Law” was complied with for such meeting.

Kacie Eck, CMC
Senior Deputy City Clerk

(SEAL)

Notice of Public Hearing
City of Shawnee, Oklahoma
Shawnee Municipal Authority
Shawnee Airport Authority
****Proposed Five-Year Capital Improvement Plan****
Fiscal Years 2026-2030

Fund	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total 5-Year CIP
301 - CAPITAL IMPROVEMENT FUND	4,423,720	1,796,640	3,027,350	912,639	803,418	4,612,308
301 - CAPITAL IMPROVEMENT FUND & 303 - 2018 CAPITAL IMPROVEMENT	500,000	-	-	-	-	-
302 - STREET IMPROVEMENT FUND	988,000	1,138,000	1,428,000	1,650,000	500,000	40,070,000
302 - STREET IMPROVEMENT FUND & 303 - 2018 CAPITAL IMPROVEMENT	6,300,000	4,580,000	80,000	-	-	2,500,000
303 - 2018 CAPITAL IMPROVEMENT FUND	1,325,000	1,075,000	1,075,000	-	-	-
304 - AMERICAN RESCUE PLAN FUND	3,300,000	1,200,000	-	-	-	-
304 - AMERICAN RESCUE PLAN FUND & 501 - SHAWNEE MUNICIPAL AUTHORITY	1,800,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
501 - SHAWNEE MUNICIPAL AUTHORITY	18,389,000	602,000	732,000	1,832,000	-	8,335,000
511 - SHAWNEE AIRPORT AUTHORITY	4,188,038	3,056,060	2,135,880	1,000,000	-	11,250,000
Unknown Funding						
Total	41,213,758	14,447,700	9,478,230	6,394,639	2,303,418	73,837,745

*Total projects - 111

A public hearing will be held on the Capital Improvement Plan in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 22, 2025.

Notice of Public Hearing City of Shawnee, Oklahoma Shawnee Municipal Authority Shawnee Airport Authority Proposed Budget Summary* Fiscal Year 2025-2026																																
	001	010	101	102	104	105	106	107	108	112	190	191	192	301	302	303	304	306	350	501	502	503	504	511	601	603	701	702	709			
Description	General Fund	Grant Fund	Street & Alley Fund	E 911 Fund	Economic Development Fund	Spay/Neuter Fund	Hotel/Motel Surcharge Fund	Police Sales Tax Fund	Fire Sales Tax Fund	Tax Increment Fund	CDBG Grant Fund	CDBG-CV-ODOC Fund	ESG-ODOC Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	American Rescue Plan Fund	2023 Capital Improvement Fund	Aquatic Center Fund	Shawnee Municipal Authority	Water System Capital Imprv Fund	Wastewater Capital Imprv Fund	Meter Maintenance Fund	Shawnee Airport Authority	Workers Compensation Self-Insurance Fund**	Insurance Recovery Fund**	Library Fund	Cemetery Perpetual Care Fund	Sister Cities Fund	Total		
ESTIMATED REVENUES & BUDGETARY FUND BALANCE																																
1 Beginning Budgetary Fund Balance	8,421,019		-	418,911	360,430	-	642,852	-	-	1,210,866	-	-	-	4,274,119	4,645,825	5,517,677	5,318,361	4,321,034	97,260	5,328,291	600,000	1,100,000	225,348	297,325	-	1,932,862	-	193,805	42,500	44,948,485		
2 Taxes	23,031,623	-	283,900	365,000	406,798	-	583,580	508,497	508,497	200,000	-	-	-	3,152,681	3,559,479	4,067,976	11,013,476	4,067,976	-	-	-	-	-	-	-	-	-	-	-	-	51,749,483	
3 Intergovernmental	416,500	246,500	-	-	-	-	-	-	-	-	600,000	7,143	-	180,000	-	-	-	-	-	-	38,285	-	-	-	180,000	-	-	-	-	-	1,668,428	
4 License and Permits	697,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,275	-	-	-	-	-	-	-	-	-	-	725,275	
5 Fines and Forfeitures	326,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	326,700	
6 Gifts and Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
7 Charges for Services	238,235	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	145,000	16,462,877	-	-	850,000	-	-	-	-	-	-	-	17,696,112	
8 Rental Revenues	48,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000	-	-	-	-	239,700	-	-	-	-	-	-	302,400	
9 Interest Income	318,300	-	-	-	-	-	-	-	-	-	-	-	-	2,000	5,000	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	326,800	
10 Other Revenues	118,500	-	6,360	-	-	2,200	12,000	-	-	-	13,200	-	-	-	-	-	-	-	55,000	-	-	20,000,000	-	226,250	-	107,000	-	4,000	-	-	20,544,510	
11 Transfers In	4,650,000	-	269,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	64,057	283,448	-	-	-	-	410,230	828,582	-	93,376	-	-	-	6,598,693	
TOTAL	38,266,576	246,500	559,260	783,911	767,228	2,200	1,238,432	508,497	508,497	1,410,866	613,200	7,143	-	7,608,800	8,210,304	9,587,153	16,331,837	8,453,067	594,708	21,857,728	600,000	21,100,000	1,075,348	1,353,505	828,582	2,039,862	93,376	197,805	42,500	144,886,886		
APPROPRIATIONS :																																
1 Administration	1,996,008	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,320	-	-	-	-	-	1,998,328	
2 Accounting	706,800	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-	-	3,476	-	-	-	-	-	712,276	
3 Information Systems	699,147	-	-	-	-	-	-	-	-	-	-	-	-	149,600	-	-	-	-	-	-	-	-	-	-	2,317	-	-	-	-	-	851,064	
4 City Clerk	485,668	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,738	-	-	-	-	-	487,406	
5 Municipal Court	392,353	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,317	-	-	-	-	-	394,670	
6 Utility Billing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,756,021	-	-	-	-	5,224	-	-	-	-	-	3,761,245	
7 Human Resources	459,785	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,738	-	-	-	-	-	461,523	
8 Community Development	719,476	10,000	-	-	660,000	-	-	-	-	30,000	585,284	7,143	-	325,000	-	-	-	-	-	-	-	-	-	-	9,216	-	-	-	-	-	2,346,119	
9 Police Department and Emergency Management	11,494,519	215,000	-	231,956	-	2,200	-	-	-	-	-	-	-	1,824,320	-	-	-	-	-	-	-	-	-	-	-	491,914	-	-	-	-	-	14,259,909
10 Fire Department	6,913,847	-	-	-	-	-	-	-	-	-	-	-	-	1,651,997	-	1,939,303	-	-	-	-	-	-	-	-	199,582	-	-	-	-	-	10,704,729	
11 Engineering	460,127	-	-	-	-	-	-	-	-	-	-	-	-	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	542,444	
12 Code Enforcement	971,660	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	976,294	
13 Public Works	1,656,819	-	558,900	-	-	-	-	-	-	-	-	-	-	601,600	4,728,462	3,206,166	4,300,000	-	-	8,723,411	-	15,000,000	-	-	51,532	-	-	-	-	-	38,826,890	
14 Parks, Culture and Recreation	2,209,124	21,500	-	-	-	-	-	-	-	-	-	-	-	173,000	-	150,000	-	-	494,979	-	-	-	-	-	30,640	-	93,376	3,862	-	-	3,176,481	
15 Expo Center	949,250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,175,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,124,250
16 Building Maintenance	472,229	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	787,569	
17 Tourism	-	-	-	-	-	-	595,141	-	-	-	-	-	-	305,000	-	-	-	-	-	-	-	-	-	-	10,340	-	-	-	-	-	596,300	
18 Economic Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,159	-	-	-	-	-	-	
19 Sister Cities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20 Airport	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21 Contingency Reserve	365,657	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,103,260	8,118	2,039,862	-	-	-	-	-	3,151,240
22 Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	365,657	
23 Transfers Out	867,554	-	-	-	-	-	-	508,497	508,497	-	-	-	-	500,000	600,000	-	-	3,889,453	-	6,153,057	-	-	433,274	-	-	-	-	-	-	-	-	3,549,958
TOTAL	31,820,022	246,500	558,900	231,956	660,000	2,200	595,141	508,497	508,497	30,000	585,284	7,143	-	5,612,517	5,328,462	9,587,153	4,300,000	3,889,453	494,979	18,632,489	-	15,000,000	433,274	1,103,260	828,582	2,039,862	93,376	3,862	42,500	103,143,908		
ENDING BUDGETARY FUND BALANCE RESERVE	6,446,555	-	360	551,955	107,228	-	643,292	-	-	1,380,866	27,916	-	-	1,996,283	2,881,842	0	12,031,837	4,563,614	99,729	3,225,239	600,000	6,100,000	642,074	250,245	-	(0)	-	193,943	-	-	41,742,978	
Percent of Ending Fund Balance/Annual Expenses	20.26%	0.00%	0.06%	237.96%	16.25%	0.00%	108.09%	0.00%	0.00%	4602.89%	4.77%	0.00%	N/A	35.57%	54.08%	0.00%	279.81%	117.33%	20.15%	17.31%	N/A	40.67%	148.19%	22.68%	0.00%	0.00%	0.00%	5021.83%	0.00%	-	40.47%	
Impact to Fund Balance - Gain/(Loss)	(1,974,464)	-	360	133,044	(253,202)	-	440	-	-	170,000	27,916	-	-	(2,277,836)	(1,763,983)	(5,517,677)	6,713,476	242,580	2,469	(2,103,052)	-	5,000,000	416,726	(47,080)	-	(1,932,862)	-	138	(42,500)	(3,205,507)		

This Summary documents the preliminary budgeted estimates of Revenues and Appropriations for the funds of the City of Shawnee, Oklahoma, including its Authorities, for the budget period July 1, 2025 through June 30, 2026, as identified on May 6, 2025.

* Not included in the summary are funds with no activity: 103 - Oil & Gas Revenue, 113 - Drug Forfeiture, 114 - Opiod Settlement Fund, 192 - ESG ODOC Fund, 201 - Debt Service, 706 - Gifts and Contributions

** The Workers Compensation Self-Insurance Fund - 601, reflects "Transfers In" from other funds. The associated expense in other funds is reflected within the division where the payroll occurs, and is therefore not shown in the general "Transfers Out" expenditure line.

For a downloadable PDF, visit <http://www.ShawneeOK.org>

A public hearing will be held on the Preliminary Budget Summary of Revenues and Appropriations in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 22, 2025.

Mark Simpson, Interim City Manager

(Seal)

Attest:

s/s Lisa Lasyone, City Clerk



Engineering Department
130 N. Broadway Ave., Suite 100
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Joe Vorndran, City Attorney
Subject: Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 2364) for the tract situated at 16700 Clearpond Lane.

Background: The City of Shawnee entered into a lease agreement with the current lessee for the use of City-owned property, with annual lease payments due each year. As of the date of this memo, the lessee has not made a lease payment since May of 2023, and the 2024 payment, due in May, remains unpaid. Per the terms of the lease agreement, the City retains the right to terminate the lease in the event of non-payment. Despite prior communication efforts, the lessee has not resolved the outstanding balance or initiated corrective action.

Staff recommends moving forward with formal revocation of the lease agreement due to continued non-compliance. This action will allow the City to regain control of the property and consider alternative uses in the future.

Financial Impact: N/A

Attachments: Lease agreement-5.1.17-Lovelace Smothers, 4.16.2024, 7.18.2024, 8.13.2024, 12.2.2024, 4.15.2025

Staff Recommendation: Revocation of the lease.

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 030774**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of May 1st, 2017 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

DONALD LOVELACE
of 16704 CLEARPOND LN SHAWNEE OK 74801 ,
SHAWN SMOTHERS
of 16704 CLEARPOND LN SHAWNEE OK 74801,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$ 689.00** dollars for **2017**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16700 CLEARPOND LN
LOT 15 MAGNINO TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that many incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.



CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: Richard Smiley
MAYOR
PARTY OF THE FIRST PART

[Signature]
PARTY OF THE SECOND PART

[Signature]
PARTY OF THE SECOND PART

Telephone: 405.878.1666
Fax: 405.878.1587
www.ShawneeOK.org



Code Enforcement
222 N Broadway Ave
Shawnee, OK 74801-6918

Renewal Notice

04/16/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

-- DETACH HERE -- RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email sandi.rehagen@shawneeok.org

04/16/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

Sincerely,

Shawnee Code Enforcement
City of Shawnee Oklahoma

Telephone: 405.878.1666
Fax: 405.878.1587
www.ShawneeOK.org



Code Enforcement
222 N Broadway Ave
Shawnee, OK 74801-6918

Renewal Notice

07/18/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

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07/18/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

Sincerely,

Shawnee Code Enforcement
City of Shawnee Oklahoma

Telephone: 405.878.1666
Fax: 405.878.1587
www.ShawneeOK.org



Code Enforcement
222 N Broadway Ave
Shawnee, OK 74801-6918

Renewal Notice

08/13/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

-- DETACH HERE -- RETURN TOP PORTION WITH PAYMENT

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08/13/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

Sincerely,

Shawnee Code Enforcement
City of Shawnee Oklahoma

Telephone: 405.878.1666
Fax: 405.878.1587
www.ShawneeOK.org



Code Enforcement
222 N Broadway Ave
Shawnee, OK 74801-6918

Renewal Notice

12/02/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

-- DETACH HERE -- RETURN TOP PORTION WITH PAYMENT

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Your cooperation in this matter is appreciated

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12/02/2024

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

Sincerely,

Shawnee Code Enforcement
City of Shawnee Oklahoma

Telephone: 405.878.1666
Fax: 405.878.1587
www.ShawneeOK.org



Code Enforcement
222 N Broadway Ave
Shawnee, OK 74801-6918

Renewal Notice

04/15/2025

Past Due - DONALD LOVELACE & SHAWN
SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

-- DETACH HERE -- RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email sandi.rehagen@shawneeok.org

04/15/2025

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SMOTHERS
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16700 CLEARPOND LN
Number#:	030774 / 2364
Desc:	_____
Expires:	05/01/2026
Total Due:	\$1,600.00

Sincerely,

Shawnee Code Enforcement
City of Shawnee Oklahoma



Engineering Department
130 N. Broadway Ave., Suite 100
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Joe Vorndran, City Attorney
Subject: Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 2315) for the tract situated at 16704 Clearpond Lane.

Background: The City of Shawnee entered into a lease agreement with the current lessee for the use of City-owned property, with annual lease payments due each year. As of the date of this memo, the lessee has not made a lease payment since August of 2022, and the 2023, 2024 payment, due in respective August(s), remains unpaid.

Per the terms of the lease agreement, the City retains the right to terminate the lease in the event of non-payment. Despite prior communication efforts, the lessee has not resolved the outstanding balance or initiated corrective action.

Staff recommends moving forward with formal revocation of the lease agreement due to continued non-compliance. This action will allow the City to regain control of the property and consider alternative uses in the future.

Financial Impact: N/A

Attachments: Lease Agreement-08-21-2014-Donald&Brandon Lovelace, 7.19.2023, 10.17.2023, 11.17.2023, 12.19.2023, 7.18.2024

Staff Recommendation: Revocation of the lease.

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 022707**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of August 21st, 2014 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

DONALD LOVELACE
of 16704 CLEARPOND LN SHAWNEE OK 74801 ,
BRANDON LOVELACE
of 16704 CLEARPOND LN SHAWNEE OK 74801 ,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 649.00 dollars for 2014, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16704 CLEARPOND LN
LOT 14 MAGNINO TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that many incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

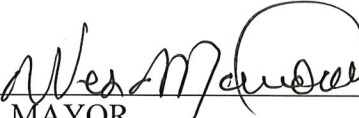
That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

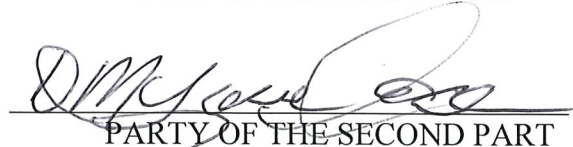
CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY:

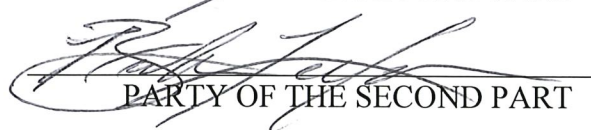


MAYOR

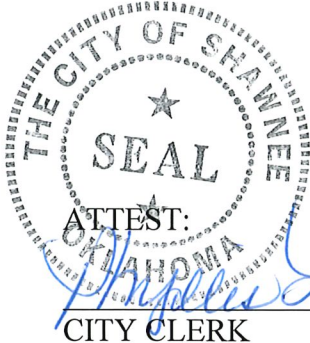
PARTY OF THE FIRST PART



PARTY OF THE SECOND PART



PARTY OF THE SECOND PART



Telephone: 405.878.1666
Fax: 405.878.1587
www.ShawneeOK.org



Code Enforcement
222 N Broadway Ave
Shawnee, OK 74801-6918

Renewal Notice

07/19/2023

Past Due - DONALD M LOVELACE
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16704 CLEARPOND LN
Number#:	022707 / 2315
Desc:	_____
Expires:	08/20/2025
Total Due:	\$1,568.00

-- DETACH HERE -- RETURN TOP PORTION WITH PAYMENT

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Your cooperation in this matter is appreciated

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City of Shawnee Oklahoma

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Fax: 405.878.1587
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Code Enforcement
222 N Broadway Ave
Shawnee, OK 74801-6918

Renewal Notice

11/17/2023

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16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16704 CLEARPOND LN
Number#:	022707 / 2315
Desc:	_____
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Total Due:	\$1,568.00

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11/17/2023

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SHAWNEE, OK 74801

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Desc:	_____
Expires:	08/20/2025
Total Due:	\$1,568.00

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City of Shawnee Oklahoma

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Code Enforcement
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Shawnee, OK 74801-6918

Renewal Notice

12/19/2023

Past Due - DONALD M LOVELACE
16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
Address:	16704 CLEARPOND LN
Number#:	022707 / 2315
Desc:	_____
Expires:	08/20/2025
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12/19/2023

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16704 CLEARPOND LN
SHAWNEE, OK 74801

Name:	_____
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Desc:	_____
Expires:	08/20/2025
Total Due:	\$1,568.00

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City of Shawnee Oklahoma

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Code Enforcement
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Shawnee, OK 74801-6918

Renewal Notice

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SHAWNEE, OK 74801

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SHAWNEE, OK 74801

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Number#:	022707 / 2315
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Expires:	08/20/2025
Total Due:	\$1,568.00

Sincerely,

Shawnee Code Enforcement
City of Shawnee Oklahoma



City Manager Department
222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Consideration of an amendment to a consultant services agreement with Freese and Nichols, Inc. for Design Services associated with Twin Lake #1 Dam.

Background: In June 2024, the City of Shawnee entered into a contract with Freese and Nichols, Inc. (FNI) to provide engineering services for Lake Dam No. 1, following a Consent Order issued by the Oklahoma Water Resources Board (OWRB) in late 2023. On March 17, 2025, FNI presented the *Shawnee City Lake No. 1 Dam Preliminary Engineering Report* to the City Commission. The report outlined several key recommendations for the City to pursue in order to address regulatory requirements and improve dam safety.

This proposed amendment to the existing contract addresses three of those recommendations. Specifically, the amendment includes:

- Updated breach modeling and inundation mapping,
- Design services for clearing and grubbing,
- Design services for riprap replacement, and
- Construction administration for the clearing and grubbing phase.

The cost of this amendment is \$329,700. Both the original scope of work and this proposed amendment are funded through an Oklahoma Water Resources Board (OWRB) grant awarded under the American Rescue Plan Act (ARPA). The City also anticipates utilizing this same grant to fund the construction of the clearing and grubbing phase.

Financial Impact: \$329,700; Water System Capital Improvement Fund (SMA), Capital Outlay-Buildings & Improvements - 502-5-1020-54500

Attachments: Shawnee TLD1-Amendment 1_4-30-25

Staff Recommendation: Award of the amendment.



PROFESSIONAL SERVICES AGREEMENT

AMENDMENT #1

City of Shawnee

FNI Project:

SWN24427

222 N. Broadway Ave

Client Contract:

Shawnee, Oklahoma 74081

Date:

4/30/2025

Project Name:	Shawnee Twin Lake Dam #1 Rehabilitation
Description of Services:	Design, Environmental Permitting, Bidding Assistance and Construction Phase Services per attached Scope of Services and Fee (Attachment SC)
Deliverables:	See attached Scope of Services and Fee (Attachment SC)
Schedule:	See attached Scope of Services and Fee (Attachment SC)
Compensation Type:	Lump Sum Fee
Current Contract Amount:	\$262,000
Amount of this Amendment:	\$329,700
Revised Total Amount Authorized:	\$591,700

The services described above shall proceed as amended upon execution of this Amendment. All other provisions, terms, and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

City of Shawnee, Oklahoma

FREESE AND NICHOLS, INC.

By: _____

By:  _____

Name: _____

Name: Victor M. Vasquez

Title: _____

Title: Principal

Date: _____

Date: 04-29-2025

SCOPE OF SERVICES AND FEE

PROJECT UNDERSTANDING

Shawnee Twin Lakes #1 and #2 serve as the primary public water supply source to the City of Shawnee (City) and the surrounding area. The scope of this project covers Amendment #1 to the original contract and includes dam breach modeling and inundation mapping, as well as dam safety engineering professional services on Shawnee Twin Lake Dam #1 to address degraded riprap on the upstream slope and in the spillway, and clearing and grubbing of vegetation on the lower slope and toe of the dam. The riprap project will include repaving the road across the dam and replacement of the upstream guardrail.

Engineering services will yield two separate design packages, riprap and clearing and grubbing. Bid and construction phase services are only included for the clearing and grubbing project. Those services may be added for the riprap project by a future amendment. Environmental permitting services will be completed covering both projects combined, but additional permitting efforts may be required depending on the funding source for the construction of the riprap project.

ARTICLE I

BASIC SERVICES: FNI shall provide professional services in this phase as follows:

- A. BREACH MODELING/INUNDATION MAPPING: FNI shall provide professional services for this task as follows:
1. Gather necessary data for hydraulic model inputs, including topography data from available LiDAR and dimensions of road crossings downstream from each dam from field gathered data.
 2. Develop dam breach model in HEC-RAS using two-dimensional unsteady flow capabilities to evaluate following scenarios – normal pool (Sunny Day) breach, Design Flood (1/2 PMP) with and without breach, and Barely Overtopping with and without breach (capacity). Model will be defined based on gathered topography data, and results from the Hydrologic Assessment in the Preliminary Engineering Report will provide inflow hydrographs for the model. Downstream model extents will be defined based on breach attenuation down to less than one foot incrementally between breach and barely overtopping breach scenarios. Based on initial empirical estimates, the breach inundation length is likely not to exceed 20 miles downstream of the dam.
 3. Based on results from the dam breach model, evaluate the downstream hazard classification according to OWRB Dam Safety criteria. According to the Dam Inventory of Oklahoma, the dam is currently classified as high hazard.
 4. Prepare breach inundation maps of the final breach scenarios including maps for depth and depth x velocity. The inundation extents will be delineated based on the available topography data, and the maps will use aerial imagery as the background with appropriate basemap layers and labels.
 5. Furnish one (1) digital copy of a draft technical report (PDF format) documenting the processes, assumptions, and findings of the Dam Breach Analysis. Upon receipt of comments, incorporate the comments and furnish up to five (5) hard copies of the final report to City.

6. For documents submitted for OWRB Dam Safety review, comments will be addressed, and documents finalized within one month of receipt of comments. If regulatory review extends beyond the estimated 6-month timeframe, additional time may be required for addressing comments due to project staff availability. In this case, an updated plan and schedule will be communicated to the City upon receipt of regulatory comments.

B. DESIGN PHASE: FNI shall provide professional services as follows:

1. Project Management

- Establish schedule, coordinate information between FNI and City, and other efforts in support of this project.
- Coordinate Quality Control (QC)/Quality Assurance (QA) by Senior Management and Technical Staff consistent with FNI's established internal quality review processes. Note that an internal constructability review will be performed by FNI's Construction Services group as part of the quality control process.
- Coordinate and facilitate project meetings through the design phase as follows:
 - Kick-off meeting (teleconference)
 - Periodic progress meetings as needed (teleconference)
 - 90% design review meeting (in person)
 - 100% design review meetings, with City (teleconference)

2. Prepare drawings, specifications, Construction Contract Documents, designs, and layouts of improvements to be constructed.
3. Submit drawings, specifications, and Construction Contract Documents to OWRB Dam Safety for approval.
4. Furnish such information necessary to utility companies whose facilities may be affected or services may be required for the Project.
5. Prepare revised opinion of probable construction cost.
6. Prepare bidder's proposal forms (project quantities) of the improvements to be constructed.
7. Provide design submittals at **90% and 100%** design. Two separate packages will be developed; one for the riprap repair project and one for the clearing and grubbing project.
8. Furnish City three (3) sets of printed copies and one (1) electronic copy (.pdf format) of drawings, specifications, and bid proposals marked "Preliminary" for approval by City, for each design submittal as described above. Upon final approval by City, FNI will provide City one (1) set of reproducible "Final" drawings and one (1) loose set of specifications for reproduction by City.

C. ENVIRONMENTAL PERMITTING PHASE: For this scope of services, it is assumed the proposed dam rehabilitation project will require Section 404 permit authorization from the United States Army Corps of Engineers (USACE), as the action will involve the discharge of dredged or fill material into assumed waters of the U.S. It is also assumed that the proposed project can be designed and constructed to meet the terms and conditions of a Nationwide Permit with a requirement to submit an Aquatic Resources Delineation Report and Pre-Construction Notification (PCN) to the Tulsa District USACE. If a Section 404 Individual Permit (IP), a compensatory mitigation plan, or Formal Section 7

Consultation under the Endangered Species Act are determined by the USACE to be required for the project, those environmental services can be prepared as additional services. The following environmental services are proposed for the proposed project.

1. **Furnish Gather and Review Existing Information and Conduct Site Visit:** Prior to conducting a pedestrian survey within the proposed project area, FNI will assemble and review data such as aerial photographs, USGS topographic maps, National Wetlands Inventory (NWI) maps, the USGS National Hydrography Dataset (NHD), and soils data within the proposed project area. FNI will then conduct a site visit to make observations within the proposed project area to document existing environmental conditions and assess potential project impacts. The presence and locations of waters of the U.S., including wetlands, potential threatened/endangered species habitat, and vegetation cover types will be identified within the project area.
2. **Aquatic Resources Delineation Report:** FNI will prepare an Aquatic Resources Delineation Report in accordance with USACE guidance to document potential waters of the U.S., including wetlands. The Report will include data forms and maps.
3. **Prepare PCN:** FNI will prepare a Pre-Construction Notification (PCN) in accordance with requirements of NWP General Condition 32. FNI's understanding is the intent of the proposed project is to meet the terms of NWP 3, Maintenance, although design criteria could necessitate a different Section 404 permitting strategy. A draft PCN for NWPs will be prepared for the City's review and comment. The PCN will include the USACE's NWP application, Aquatic Resources Delineation Report, and required supporting documentation and engineering drawings depicting the proposed impacts to waters of the U.S. The final PCN will be prepared by incorporating the City's comments and will be submitted to the USACE Tulsa District.

The lead federal agency (assumed to be the USACE) will perform preliminary evaluation services required under Section 106 of the National Historic Preservation Act (NHPA) to evaluate potential archeological/cultural resources associated with the proposed project. It is assumed that a cultural resources survey for the proposed project will not be required due to previous disturbances related to prior construction activities, but the federal agencies have sole discretion of making Section 106 determinations. If it is determined that a cultural resources survey is required, that can be provided as an additional service. Additionally, it is assumed that an endangered species presence/absence survey for the proposed project will not be required. If it is determined that an endangered species presence/absence survey is required, that can be provided as an additional service.

In general, the USACE will evaluate existing Nationwide Permits (NWPs) every five years from their effective date and either propose to modify, revoke, or reissue those NWPs. The current version of NWP 3 is set to expire on March 14, 2026. If authorization for the proposed project is received from the USACE prior to the expiration date under the current version of NWP 3, the authorized activities must have commenced (i.e., are under construction), or be under contract to commence, in order to remain authorized provided that construction activities are completed within 12 months from the expiration date. If these conditions cannot be satisfied, the proposed project would likely need to be reverified for coverage under the modified or reissued version of NWP 3 to determine if the proposed activities are still authorized. If the proposed project requires reverification from the USACE, that can be provided as an additional service.

D. **BID PHASE (CLEARING AND GRUBBING PROJECT ONLY):** Upon completion of the design services and approval of "Final" drawings and specifications by City, FNI shall provide professional services in this phase as follows:

1. Assist City in securing bids. Issue a Notice to Bidders to prospective contractors and vendors listed in FNI's database of prospective bidders, and to selected plan rooms. Provide a copy of the notice to bidders for City to use in notifying construction news publications and publishing appropriate legal notice. The cost for publications shall be paid by City.
2. Print Bid Documents and distribute them to selected virtual plan rooms.
3. Assist City by responding to questions and interpreting bid documents. Prepare and issue addenda to the bid documents to plan holders if necessary.
4. At City request, FNI will assist City in the opening, tabulating, and analyzing the bids received. Review the qualification information provided by the apparent low bidder to determine if, based on the information available, they appear to be qualified to construct the project. Recommend award of contracts or other actions as appropriate to be taken by City.
5. Assist the City in conducting a pre-bid conference for the construction projects and coordinate responses with City. Response to the pre-bid conference will be in the form of addenda issued after the conference. Attend the tour of the project site after the pre-bid conference.
6. Assist City in the preparation of Construction Contract Documents for construction contract. FNI will provide electronic versions of the Construction Contract Documents to the construction contractor and City as necessary. Hard copies can be provided on request.
7. Furnish contractor copies of the drawings and specifications for construction pursuant to the General Conditions of the Construction Contract.

D. **CONSTRUCTION PHASE SERVICES (CLEARING AND GRUBBING PROJECT ONLY):** Upon completion of the bid phase services, FNI will proceed with the performance of construction phase general representation and resident project representative (RPR) services as described below.

In performing these services, it is understood that FNI does not guarantee the Contractor's performance, nor is FNI responsible for the supervision of the Contractor's operation and employees. FNI shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. FNI shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.

These services are based on the use of FNI's standard General Conditions for construction projects. Modifications to these services required by use of other general conditions or contract administration procedures are an additional service. If General Conditions other than FNI's standard are used, the City agrees to include provisions in the General Conditions that require Contractor to include FNI: (1) as an additional insured and in any waiver of subrogation rights with respect to such liability insurance purchased and maintained by Contractor for the Project (except workers' compensation and

professional liability policies); and (2) as an indemnified party in the Contractor's indemnification provisions where the City is named as an indemnified party.

1. Assist City in conducting pre-construction conference(s) with the Contractor(s), review construction schedules prepared by the Contractor(s) pursuant to the requirements of the construction contract and prepare a proposed estimate of monthly cash requirements of the Project from information provided by the Construction Contractor.
2. Establish communication procedures with the City and contractor. Submit monthly reports of construction progress.
3. Establish and maintain a project documentation system consistent with the requirements of the construction contract documents. Monitor the processing of contractor's submittals and provide for filing and retrieval of project documentation. Review contractor's submittals, including, requests for information, modification requests, shop drawings, schedules, and other submittals in accordance with the requirements of the construction contract documents for the projects.
4. Determine the amount that FNI recommends Contractor be paid on monthly and final estimates, pursuant to the General Conditions of the Construction Contract.
5. FNI's Certifying Engineer shall make **3** visits to the construction site (as distinguished from the continuous services of a Resident Project Representative) to observe the progress and the quality of work and to attempt to determine in general if the work is proceeding in accordance with the Construction Contract Documents. FNI will report any observed defects or deficiencies in the work to City. Visits to the site in excess of the specified number are an Additional Service.
6. Notify the City of non-conforming work observed on site visits. Review quality related documents provided by the contractor such as test reports, equipment installation reports or other documentation required by the Construction contract documents.
7. Interpret the drawings and specifications for City and Contractor(s). Investigations, analyses, and studies requested by the Contractor(s) and approved by City, for substitutions of equipment and/or materials or deviations from the drawings and specifications is an additional service.
8. Establish procedures for administering changes to the construction contracts. Process contract modifications and negotiate with the contractor on behalf of the City to determine the cost and time impacts of these changes. Prepare change order documentation for approved changes for execution by the City. Documentation of field orders, where cost to City is not impacted, will also be prepared. Investigations, analyses, studies or design for substitutions of equipment or materials, corrections of defective or deficient work of the contractor or other deviations from the construction contract documents requested by the contractor and approved by the City are an additional service. Substitutions of materials or equipment or design modifications requested by the City are an additional service.
9. Prepare documentation for contract modifications required to implement modifications in the design of the project. Receive and evaluate notices of contractor claims and make recommendations to the City on the merit and value of the claim on the basis of information submitted by the contractor or available in project documentation. Attempt to negotiate a settlement value with the Contractor on behalf of the City if appropriate. Claims supported by causes not within the control of FNI would be an additional service.

10. Conduct, in company with City's representative, a final review of the Project for conformance with the design concept of the Project and general compliance with the Construction Contract Documents. Prepare a list of deficiencies to be corrected by the contractor before recommendation of final payment. Assist the City in obtaining legal releases, permits, warranties, spare parts, and keys from the contractor. Review and comment on the certificate of completion and the recommendation for final payment to the Contractor(s).
11. Revise the construction drawings in accordance with the information furnished by construction Contractor(s) reflecting changes in the Project made during construction. Furnish City three (3) sets of printed copies and one (1) electronic copy (.pdf format) of "Record Drawings."
12. Provide Representative Project Representation: FNI will provide a qualified inspector (Resident Project Representative) on the site throughout significant construction activities in accordance with Oklahoma Administrative Code 785:25-7-4. RPR is the Certifying Engineer's agent at the site, will act as directed by and under the supervision of the Certifying Engineer.
 - a. FNI has assumed 20 hours on-site per week for a construction duration of 2 months. The RPR will be experienced in the construction of earthen dams/heavy civil construction and will act as directed by the Certifying Engineer for the project to provide regular and more extensive representation at the Project site during the construction phase.
 - b. RPR's dealings in matters pertaining to the on-site work shall in general be with Certifying Engineer and Contractor, with regular reports to the City as necessary or requested. Resident Project Representative's communications with subcontractors shall only be through or with full knowledge and approval of Contractor.
 - c. Review of Work, Rejection of Defective Work, Inspections and Tests
 - i. Conduct on-site observations of the Work in progress to determine if the Work is proceeding in accordance with the Contract Documents.
 - ii. Report whenever RPR believes that any Work will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise of Work the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
 - iii. Implement quality assurance testing plan developed by Certifying Engineer to monitor Contractor's quality control testing and products. Coordinate time and location of tests and survey. Communicate with Contractor the results of the tests as necessary.
 - iv. Verify that tests are conducted in the presence of appropriate personnel, and the Contractor maintains adequate records thereof; and observe, record, and report appropriate details relative to the test procedures and start-ups.
 - d. Reports:

- i. Furnish written daily reports of progress of the work and of Contractor's compliance with the progress schedule and schedule of Shop Drawings and Sample submittals.
 - ii. Consult with the City and Certifying Engineer in advance of scheduled major tests, inspections or start of important phases of the construction.
 - iii. Report, in writing, immediately to the City and Certifying Engineer of the occurrence of any accident.
- e. FNI's RPR shall not:
 - i. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items), unless approved by the City.
 - ii. Exceed limitations of the City's and FNI's authority as set forth in this Agreement or the Contract Documents.
 - iii. Undertake any of the responsibilities of Contractor, Subcontractors, Suppliers, or Contractor's superintendent.
 - iv. Advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
 - v. Advise the Contractor, issue directions regarding or assume control over safety precautions and programs in connection with the construction or any activities or operations of Contractor.
 - vi. Accept shop drawing or sample submittals from anyone other than the Contractor.
 - vii. Participate in specialized field or laboratory tests or inspections conducted by others, except as specifically authorized by the City and FNI.
 - viii. The RPR shall not have stop-work authority except for worker or public safety reasons.

ARTICLE II

SPECIAL SERVICES: FNI shall render the following professional services, which are not included in the Basic Services described above, in connection with the development of the Project:

- 1. None

ARTICLE III

ADDITIONAL SERVICES: Any services performed by FNI that are not included in the Basic Services or Special Services described above are Additional Services. Additional Services to be performed by FNI, if authorized by City, are described as follows:

- 1. Section 106 Cultural Resources field studies. Basic services for Environmental Permitting assume that desktop studies only will be required based on experience with USACE Tulsa District on similar projects.

2. Additional environmental permitting services for riprap project depending on source funding requirements and timing of that project. The PCN obtained in Basic Services may expire before the project proceeds to construction and in that case USACE may require a new PCN or updated information.

ARTICLE IV

TIME OF COMPLETION: FNI is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the services in accordance with Table 1.

Table 1. Project Schedule

Dam Breach Inundation Mapping	Within 180 days of NTP
Clearing and Grubbing 90% Submittal	Within 90 days of NTP
Clearing and Grubbing 100% Submittal	Within 30 days of review comment resolution by City of Shawnee.
Riprap Replacement 90% Submittal	Within 180 days of NTP
Riprap Replacement 100% Submittal	Within 30 days of review comment resolution by City of Shawnee

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in City or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this Agreement.

ARTICLE V

FEES: Proposed engineering services fees, including direct costs, for the tasks described in this scope of work are as shown in Table 2 for a fee not to exceed \$329,700.

Table 2 – Design, Permitting, Bid, and Construction Phase Services Fees

TASK	DESCRIPTION	FEE ⁽¹⁾
A	Breach Modeling and Inundation Mapping	\$40,800
B	Design Phase	\$199,400
B.1	Riprap Replacement and Roadway Design and Specs	\$149,200
B.2	Downstream Clearing Design and Specs	\$50,200
C	Environmental Permitting	\$29,400
D	Bid Phase (Clearing and Grubbing Only)	\$10,800
E	Construction Phase (Clearing and Grubbing Only)	\$49,300 ⁽²⁾
	TOTAL LUMP SUM FEE	\$329,700

Notes:

(1) Invoicing will be monthly on a percent complete basis according to the lump sum fee by major task above (i.e. Task A, Task B).

(2) Assumes construction duration of 2 months.

ARTICLE VI

DESIGNATED REPRESENTATIVES: FNI and City designate the following representatives:

City's Designated Representative – Seth Barkhimer, PE
Phone: (405) 878-2506
Email: seth.barkhimer@shawneeok.org

FNI's Designated Representative – Colin Young, PE
Phone: (539) 302-2634
Email: colin.young@freese.com

FNI's Accounting Representative – Billy Metzger
Phone: (512) 617-3177
Email: billy.metzger@freese.com



City Manager Department
222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Consideration of a resolution approving a Project Maintenance Agreement (Project Number HSIPG-4000(230)TR; Job Piece No. 36883(04)) for the installation of highway illumination along Interstate-40 at the Kickapoo Avenue Interchange.

Background: The Oklahoma Department of Transportation (ODOT) is proposing a Project Maintenance Agreement with the City of Shawnee for the replacement of highway illumination infrastructure damaged during the 2023 tornado. The project area includes the lighting systems in and around the Kickapoo and I-40 interchange.

Under the terms of the agreement, ODOT will perform the full replacement of the damaged lighting at no cost to the City. The agreement establishes the City's commitment to routine maintenance of the new lighting infrastructure once the project is complete, in line with ODOT's standard practice for highway illumination improvements within municipal boundaries.

Staff recommends approval of the agreement to support the restoration of critical infrastructure in this high-traffic area and to formalize responsibilities moving forward.

Financial Impact: N/A

Attachments: Pottawatomie Co, Shawnee, I-40 Lighting at Kickapoo Ave, JP 36883(04) COMBINED, Resolution

Staff Recommendation: Approval of the item.

September 11, 2024

City of Shawnee
Attn: Andrea Weckmueller-Behringer
16 W 9th St
Shawnee, Oklahoma 74801

RE: Project No HSIPG-4000(230)TR, JP #36883(04), Installation of Highway Illumination along I-40 at the Kickapoo Ave Interchange in the City of Shawnee, Pottawatomie County.

Ms. Weckmueller-Behringer:

Enclosed is the maintenance agreement for the above referenced project. At this time, we ask that you have the agreement executed by the appropriate City officials and **return the signed copy to this office.** Upon receipt, we will forward it the appropriate ODOT officials for signature. We will then return one fully executed copy for your file.

If an outside organization will be performing the maintenance on the City's behalf, we would recommend setting up any necessary contracts/agreements at this time with that organization.

Your cooperation in the development and implementation of this project is greatly appreciated.

Sincerely,



Lauren January, P.E.
State Traffic Engineer

Enclosures:
Highway Illumination Maintenance Agreement

PROJECT

MAINTENANCE AGREEMENT

FOR

FEDERAL-AID PROGRAM PROJECT

PROJECT NUMBER HSIPG-4000(230)TR
JOB PIECE NO. 36883(04)

FOR THE

INSTALLATION OF HIGHWAY ILLUMINATION ALONG I-40 AT THE KICKAPOO AVE
INTERCHANGE

IN THE CITY OF SHAWNEE

POTTAWATOMIE COUNTY

BY AND BETWEEN

THE CITY OF SHAWNEE

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

AGREEMENT

This AGREEMENT, made the day and year last written below, by and between the CITY of SHAWNEE, herein after referred to as the CITY, and the Department of Transportation of the State of Oklahoma, herein after referred to as the DEPARTMENT, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH:

THAT the DEPARTMENT proposes to make certain traffic improvements as directed by the Oklahoma Transportation Commission authorizing State apportioned Federal-aid Project funds for participation in the project for Highway Illumination in the CITY of SHAWNEE designated as Federal-aid Project HSIPG-4000(230)TR, JP#36883(04) consisting of the actual traffic improvements as follows:

1. INSTALLATION OF HIGHWAY ILLUMINATION ALONG I-40 AT THE KICKAPOO AVE INTERCHANGE

All construction is to be in accordance with the plans and by reference made a part of this AGREEMENT. Such plans are to be in accordance with the Oklahoma Standard Specifications for Highway Construction, Edition of 2019 and current updates.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The DEPARTMENT agrees to provide the plans, specifications, and construction cost estimates for this project.
2. The DEPARTMENT shall appoint competent supervision of the construction work to the end of obtaining work strictly in accordance with the approved plans and specifications.
3. The CITY shall, by resolution or letter of concurrence, duly authorize the execution of this AGREEMENT by proper officials, and attach copies of such resolution or letter of concurrence to this AGREEMENT.
4. It is understood and agreed that the roadway improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.

5. The CITY agrees that upon completion of construction of said project, final inspection, and acceptance of the project by the DEPARTMENT, the CITY will be responsible for the maintenance and cost of operation of all highway illumination equipment erected and installed pursuant to this agreement and all the devices, as per Oklahoma Admin Code §730:35-1-11b1C.
6. The CITY and the DEPARTMENT hereby agrees to periodically review the adequacy of the aforesaid project to ensure the safety and efficiency of the traveling public and should the DEPARTMENT determine that further modifications or improvement are required to achieve said goals as traffic patterns and volumes change over time, the CITY shall take such actions as are necessary to make such modification or improvement. When maintenance and/or operational modifications are required which in the opinion of the DEPARTMENT exceed the capabilities of the CITY staff, the CITY agrees to retain, at the sole expense of the CITY, competent personnel for the purpose of bringing the improvement up to the proper standard of operation.
7. In the event that any hardware installed hereunder is no longer needed for the purposes designated herein, then the hardware installed hereunder shall not be removed by the CITY to any point other than that which is approved by the DEPARTMENT prior to such removal.
8. If the CITY should fail to fulfill its responsibilities under this AGREEMENT, the DEPARTMENT will evaluate the improvements on a case-by-case basis and take appropriate steps, which may result in complete removal of the system.

IN WITNESS WHEREOF, the Deputy Director of the Department of Transportation, pursuant to authority vested in her by the Transportation Commission, has hereunto subscribed her name as Deputy Director of the Department of Transportation, and the CITY has executed same pursuant to authority prescribed by law.

SIGNED by the CITY on _____ / _____ / 20____

and the STATE on _____.

THE CITY OF SHAWNEE

BY: _____
Mayor or CITY Manager

ATTEST:

APPROVED AS TO FORM AND LEGALITY

BY: _____
CITY Attorney

Title

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

BY: _____
Division Engineer

BY: _____
State Traffic Engineer

By: _____
Deputy Director

APPROVED AS TO FORM AND LEGALITY

BY: _____
General Counsel

RESOLUTION NO. _____

A RESOLUTION APPROVING A PROJECT MAINTENANCE AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE INSTALLATION OF HIGHWAY ILLUMINATION ALONG INTERSTATE 40 AT THE KICKAPOO AVENUE INTERCHANGE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA:

THAT, WHEREAS, it is in the best interest of the City of Shawnee (Sponsor) to execute a Project Agreement for the installation of highway illumination along Interstate 40 at the Kickapoo Avenue Interchange, Project Number HSIPG-4000(230)TR, Job Piece Number 36883(04), by and between the City of Shawnee and the Oklahoma Department of Transportation (the Department), and

WHEREAS, the Sponsor agrees to work with the Department for the installation of highway illumination along Interstate 40 at the Kickapoo Avenue Interchange, that the Sponsor agrees to assist the Department in meeting all federal requirements, and that the Sponsor maintains maintenance responsibility for the highway illumination equipment.

NOW, THEREFORE, it is hereby resolved that the Mayor is hereby authorized and directed to execute the above-described agreement on behalf of the City of Shawnee.

PASSED AND APPROVED this ____ day of ____, 2025.

ERIC STEPHENS, MAYOR

ATTEST:

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this ____ day of ____, 2025.

JOSEPH VORNDRAN, CITY ATTORNEY



City Manager Department
222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Consideration of a resolution approving a Project Maintenance Agreement (Project Number SSP-263C(117)PM; Job Piece No. 38443(04)) for modification of Traffic Signals at State Highway-18 and Garrett's Lake Road.

Background: The Oklahoma Department of Transportation (ODOT) has submitted a Project Maintenance Agreement for the installation of traffic signals at the intersection of SH-18 and Garrett's Lake Road. This project, designated as Federal-aid Project SSP-263C(117)PM, JP# 38443(04), was authorized by the Oklahoma Transportation Commission in October 2023 and is being fully funded by state-apportioned federal aid.

The purpose of the project is to improve traffic control and public safety at this intersection. Under the terms of the agreement, ODOT will provide all design, construction, and project management services. Upon completion and acceptance of the project, the City of Shawnee will assume responsibility for the ongoing maintenance and operation of the traffic signal equipment in accordance with ODOT standards. There is no cost to the City for the construction of this project. Staff has reviewed the agreement and recommends approval in order to facilitate these needed improvements and formalize the City's ongoing maintenance responsibilities.

Financial Impact: Anticipated to be \$500,000 or 20% of the total construction amount;

Attachments: Shawnee MA Combined, Resolution

Staff Recommendation: Approval of the item.

April 15, 2025

Mark Simpson
City of Shawnee
16 W 9th St
Shawnee, Oklahoma 74801

RE: Project No SSP-263C(117)PM, JP #38443(04), Modification of Traffic Signals at SH-18 and Garrett's Lake Rd in the City of Shawnee, Pottawatomie County.

Mr. Simpson:

Enclosed is the maintenance agreement for the above referenced project. At this time, we ask that you have the agreement executed by the appropriate City officials and **return the signed copy to this office.** Upon receipt, we will forward it the appropriate ODOT officials for signature. We will then return one fully executed copy for your file.

If an outside organization will be performing the maintenance on the City's behalf, we would recommend setting up any necessary contracts/agreements at this time with that organization.

Your cooperation in the development and implementation of this project is greatly appreciated.

Sincerely,



Lauren January, P.E.
State Traffic Engineer

Enclosures:
Traffic Signals Maintenance Agreement

PROJECT

MAINTENANCE AGREEMENT

FOR

FEDERAL-AID PROGRAM PROJECT

PROJECT NUMBER SSP-263C(117)PM
JOB PIECE NO. 38443(04)

FOR THE

MODIFICATION OF TRAFFIC SIGNALS AT SH-18 AND GARRETT'S LAKE RD

IN THE CITY OF SHAWNEE

POTTAWATOMIE COUNTY

BY AND BETWEEN

THE CITY OF SHAWNEE

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

AGREEMENT

This AGREEMENT, made the day and year last written below, by and between the CITY OF SHAWNEE, herein after referred to as the CITY, and the Department of Transportation of the State of Oklahoma, herein after referred to as the DEPARTMENT, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH:

THAT the DEPARTMENT proposes to make certain traffic improvements as directed by the Oklahoma Transportation Commission at their meeting of October 2023, authorizing State apportioned Federal-aid Project funds for participation in the project for a Traffic Signal in the CITY OF SHAWNEE designated as Federal-aid Project SSP-263C(117)PM, JP#38443(04) consisting of the actual traffic improvements as follows:

1. INSTALLATION OF TRAFFIC SIGNALS AT SH-18 AND GARRETT'S LAKE RD

All construction is to be in accordance with the plans and by reference made a part of this AGREEMENT. Such plans are to be in accordance with the Oklahoma Standard Specifications for Highway Construction, Edition of 2019 and current updates.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The DEPARTMENT agrees to provide the plans, specifications, and construction cost estimates for this project.
2. The DEPARTMENT shall appoint competent supervision of the construction work to the end of obtaining work strictly in accordance with the approved plans and specifications.
3. The CITY shall, by resolution or letter of concurrence, duly authorize the execution of this AGREEMENT by proper officials, and attach copies of such resolution or letter of concurrence to this AGREEMENT.
4. It is understood and agreed that the roadway improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent

of the DEPARTMENT and the CITY.

5. The CITY agrees that upon completion of construction of said project, final inspection, and acceptance of the project by the DEPARTMENT, the CITY will be responsible for the maintenance and cost of operation of all traffic signal equipment erected and installed pursuant to this agreement and all the devices, as per Oklahoma Admin Code §730:35-1-11b1C.
6. The CITY and the DEPARTMENT hereby agrees to periodically review the adequacy of the aforesaid project to ensure the safety and efficiency of the traveling public and should the DEPARTMENT determine that further modifications or improvement are required to achieve said goals as traffic patterns and volumes change over time, the CITY shall take such actions as are necessary to make such modification or improvement. When maintenance and/or operational modifications are required which in the opinion of the DEPARTMENT exceed the capabilities of the CITY staff, the CITY agrees to retain, at the sole expense of the CITY, competent personnel for the purpose of bringing the improvement up to the proper standard of operation.
7. In the event that any hardware installed hereunder is no longer needed for the purposes designated herein, then the hardware installed hereunder shall not be removed by the CITY to any point other than that which is approved by the DEPARTMENT prior to such removal.
8. If the CITY should fail to fulfill its responsibilities under this AGREEMENT, the DEPARTMENT will evaluate the improvements on a case-by-case basis and take appropriate steps, which may result in complete removal of the system.
9. The DEPARTMENT'S TRAFFIC DIVISION shall be notified of any major modifications within 7 days to the operational parameters of the signal implemented by the CITY/CONTRACTED PERSON.

IN WITNESS WHEREOF, the Deputy Director of the Department of Transportation, pursuant to authority vested in her by the Transportation Commission, has hereunto subscribed her name as Deputy Director of the Department of Transportation, and the CITY has executed same pursuant to authority prescribed by law.

SIGNED by the CITY on _____ / _____ / 20_____

and the STATE on _____.

THE CITY OF SHAWNEE

BY: _____
Mayor or CITY Manager

ATTEST:

APPROVED AS TO FORM AND LEGALITY

BY: _____
CITY Attorney

Title

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

BY: _____
Division Engineer

BY: _____
State Traffic Engineer

By: _____
Deputy Director

APPROVED AS TO FORM AND LEGALITY

BY: _____
General Counsel

RESOLUTION NO. _____

A RESOLUTION APPROVING A PROJECT MAINTENANCE AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE MODIFICATION OF TRAFFIC SIGNALS AT STATE HIGHWAY 18 AND GARRETT'S LAKE ROAD.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA:

THAT, WHEREAS, it is in the best interest of the City of Shawnee (Sponsor) to execute a Project Agreement for the modification of traffic signals at State Highway 18 and Garrett's Lake Road, Project Number SSP-263C(117)PM, Job Piece Number 38443(04), by and between the City of Shawnee and the Oklahoma Department of Transportation (the Department), and

WHEREAS, the Sponsor agrees to work with the Department for the modification of traffic signals at State Highway 18 and Garrett's Lake Road, that the Sponsor agrees to assist the Department in meeting all federal requirements, and that the Sponsor maintains maintenance responsibility for the traffic signal equipment.

NOW, THEREFORE, it is hereby resolved that the Mayor is hereby authorized and directed to execute the above-described agreement on behalf of the City of Shawnee.

PASSED AND APPROVED this ____ day of ____, 2025.

ERIC STEPHENS, MAYOR

ATTEST:

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this ____ day of ____, 2025.

JOSEPH VORNDRAN, CITY ATTORNEY



Community Development Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Consideration of establishing a Shawnee Downtown Revitalization Project Amendment Review Committee related to the City of Shawnee's Tax Increment Financing District (TIF).

Background: The City of Shawnee currently has two Tax Increment Financing (TIF) districts in place, with both located in or around the downtown area. When the two districts were established, a review committee was formed to review potential projects and monitor both expenses and revenues. The committee last met in 2017, with the following individuals noted as members of the committee:

Richard Finley
Melissa Dennis
April Grace
Marty Lewis
Beau Carter
Marilyn Bradford
Craig Walker
Casey Bell
Chris Harden
Tim Burg

Since some members of the TIF Review Committee are no longer living in the community, combined with no meetings since 2017, the city will need to re-establish the TIF Review Committee so that potential projects can be reviewed before coming to the City Commission for approval.

Financial Impact: None

Attachments: Findings and Recomm 10-24-2017, TIF Minutes 10-09-2017

Staff Recommendation: Defer the item to the June 16, 2025, city commission meeting to allow for discussion of potential committee members.

**FINDINGS AND RECOMMENDATION OF THE
SHAWNEE DOWNTOWN REVITALIZATION PROJECT AMENDMENT
REVIEW COMMITTEE**

After review of the proposed Amended and Restated Shawnee Downtown Revitalization Project Plan ("Project Plan"), the proposed extension of ad valorem Increment District No. 1, City of Shawnee, the proposed establishment of ad valorem Increment District No. 2, City of Shawnee, and such other information as deemed relevant, the Shawnee Downtown Revitalization Project Amendment Review Committee ("Review Committee") makes the following findings and recommendation:

A. Findings Regarding Eligibility of the Proposed Project Area and Increment District

1. The proposed Project Area the existing Increment District No. 1, City of Shawnee ("Increment District No. 1"), and the proposed Increment District No. 2, City of Shawnee ("Increment District No. 2") (Increment District No. 1 and Increment District No. 2, collectively, "Increment Districts"), are wholly within a state-designated enterprise zone and therefore meet the definition of an "enterprise area" under the Local Development Act (62 O.S. § 853(5)).
2. The level of investment, development, and economic growth desired by the City of Shawnee is difficult, but possible, within the proposed Project Area and Increment Districts if the provisions of the Local Development Act are utilized.
3. Tax increment financing is a necessary component in stimulating reinvestment in the proposed Project Area and Increment District.
4. Tax increment financing will be used to supplement and not supplant or replace normal public functions and services in the proposed Project Area and Increment Districts.
5. Tax increment financing will be used in conjunction with existing programs and efforts and other locally implemented economic development efforts.
6. The Project Plan emphasizes conservation, preservation, and rehabilitation.

B. Findings Regarding Financial Impact on the Affected Taxing Jurisdictions and Business Activities Within the Proposed Project Area and Increment District

1. As described in Section X of the Project Plan, the anticipated private development will generate tax increments sufficient to pay a substantial portion of the authorized project costs of the project proposed by the Project Plan. Without the Project Plan and Increment Districts, the development described in the Project Plan and the resulting increases in tax revenues would not occur.

2. The development anticipated by the project will not result in a measurable increase in demand for services by or in costs to the affected taxing jurisdictions.
3. The public revenue anticipated to result from the development described in the Project Plan includes increased tax revenue beyond the revenues being apportioned to pay project costs authorized by the Project Plan.
4. The economic benefits of the Project Plan for the affected taxing jurisdictions and the community as a whole offset the adverse financial impacts, if any, of the Project Plan on the affected taxing jurisdictions.
5. The aggregate impacts on the affected taxing jurisdictions and on business activities from implementation of the Project Plan are positive and include the achievement of the objectives set forth in Section IV of the Project Plan.

Resolution Recommending Approval

NOW, WHEREAS, the Review Committee has reviewed the proposed Project Plan and Increment Districts; and

WHEREAS, the findings of the Review Committee demonstrate that the proposed Project Area and Increment Districts meet the conditions for eligibility; and

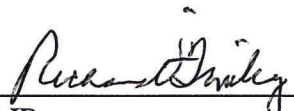
WHEREAS, the findings of the Review Committee demonstrate that the financial impacts on the affected taxing jurisdictions and business activities from implementation of the Project Plan are positive; and

WHEREAS, the findings of the Review Committee demonstrate that approval of the Project Plan by the City of Shawnee is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Shawnee Downtown Revitalization Project Amendment Review Committee that approval of the proposed Amended and Restated Shawnee Downtown Revitalization Project Plan, including extension of the ad valorem Increment District No. 1, City of Shawnee, and the creation of ad valorem Increment District No. 2, City of Shawnee, is hereby recommended.

ADOPTED by the Shawnee Downtown Revitalization Project Amendment Review Committee this ____ day of October, 2017, and **SIGNED** by its Chair.

APPROVED:


 CHAIR

I, Lisa Lasyone, Acting Secretary of the Shawnee Downtown Revitalization Project Amendment Review Committee, certify that the foregoing resolution was duly adopted at a special meeting of the Shawnee Downtown Revitalization Project Amendment Review Committee, held in the Board Room of the Greater Shawnee Chamber of Commerce, 231 North Bell Avenue in Shawnee, Oklahoma, on the 24th day of October, 2017; that said meeting was held in accordance with the Open Meeting Act of the State of Oklahoma; that any notice required to be given of such meeting was properly given; that a quorum was present at all times during such meeting; and that said resolution was adopted by a majority of those present.



Lisa Lasyone
ACTING SECRETARY

**Shawnee Downtown Revitalization Project Amendment Review Committee
Meeting Minutes from October 9, 2017**

AGENDA ITEM NO. 1: Call to Order

Chairperson Richard Finley called the meeting to order at 2:05 p.m.

AGENDA ITEM NO. 2: Introduction of Members and Roll Call

Members Present:	Richard Finley	Marilyn Bradford
	Melissa Dennis	Craig Walker
	April Grace	Casey Bell
	Marty Lewis	Chris Harden
	Beau Carter	

Members Absent: Tim Burg

AGENDA ITEM NO. 3: Consideration and appropriate action to approve the minutes of the September 26, 2017 special meeting of the Shawnee Downtown Revitalization Project Amendment Review Committee

A motion was made by Marty Lewis, seconded by Marilyn Bradford, to approve the September 26, 2017 Minutes. Motion carried 7-0-2

AYE: Finley, Dennis, Grace, Lewis, Carter, Bradford, Walker

NAY: None

ABSTAIN: Bell, Harden

AGENDA ITEM NO. 4: Presentation and discussion of the proposed Amended and Restated Shawnee Downtown Revitalization Project Plan, Eligibility Report, and Financial Impacts Report

City Manager Justin Erickson presented a map of the proposed Tax Increment Financing (TIF) boundaries. He then introduced Jeff Sabin who is with the Center for Economic Development Law.

Mr. Sabin presented a brief description of what a TIF district is and what it allows a city to do. He stated that a TIF district can be used in the following: (1) enterprise area; (2) historic preservation area; and/or (3) reinvestment area.

Mr. Sabin explained how many tax dollars the current TIF district generated and what it was able to accomplish. He also explained why it did not generate as many tax dollars as was initially expected.

Mr. Sabin then explained what the amended and restated Shawnee Downtown Revitalization Plan was. He explained the anticipated tax dollars generated and the proposed line items to be accomplished with the tax dollars.

After the presentation, the board discussed proposed recommendations. Marty Lewis suggested that a projected area be added to include the 45th and Leo Street area for a Shawnee Public School Elementary. Marilyn Bradford suggested the Pioneer Public Library be added for improvements. Melissa Dennis mentioned a project in front of the County Courthouse that she had previously discussed with Justin Erickson.

AGENDA ITEM NO. 5: Consideration and appropriate action to approve the Findings and Recommendation of the Shawnee Downtown Revitalization Project Amendment Review Committee

Staff recommended to defer this item in order for Staff to research the requested added improvements.

A motion was made by April Grace, seconded by Chris Harden, to defer Agenda Item 5 to the October 24, 2017 meeting. Motion carried 9-0

AYE: Finley, Dennis, Grace, Lewis, Carter, Bradford, Walker, Bell, Harden

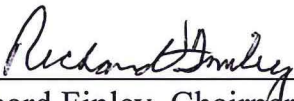
NAY: None

AGENDA ITEM NO. 6: Future Meetings Schedule

Staff advised the Board that the next meeting is scheduled for October 24, 2017 at 11:00 a.m. in the Greater Shawnee Chamber of Commerce Board Room.

AGENDA ITEM NO. 7: Adjournment

There being no further business to be considered, the meeting was adjourned by the power of the Chair at 3:17 p.m.


Richard Finley, Chairperson

ATTEST:



Lisa Lasyone

Lisa Lasyone, CMC, Sr. Deputy City Clerk



Public Works Department
111 S. Kickapoo St.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Brad Schmidt, Public Works Director
Subject: Consideration of a resolution updating the City Fee Schedule by amending portions of the Parks and Recreation Fees pursuant to Sections 21-9, of Chapter 21, of the City Code; and providing for the re-adoption of the City Fee Schedule in whole.

Background: This resolution will update the Parks and Recreation Fees pursuant to Sections 21-9, of Chapter 21, of the City Code in relation to vendors providing services or selling products in our parks and will assist the Parks and Recreation Department to recover a portion of the cost of supplies and staff related to litter control, facility maintenance, and scheduling of facility space.

Financial Impact: None

Attachments: DRAFT Parks and Rec Fee Resolution, Exhibit A, Exhibit B

Staff Recommendation: Approval of item

RESOLUTION NO. ____

A RESOLUTION UPDATING THE CITY FEE SCHEDULE BY AMENDING PORTIONS OF THE PARKS AND RECREATION FEES PURSUANT TO SECTIONS 21-9, OF CHAPTER 21 OF THE CITY CODE; AND PROVIDING FOR THE RE-ADOPTION OF THE CITY FEE SCHEDULE IN WHOLE.

WHEREAS, The City, through the passage of Ordinance No.2599NS has adopted a City Fee Schedule as a part of the Code of the City of Shawnee, Oklahoma that contains the description of various fees administered by the City;

WHEREAS, pursuant to Ordinance No. 2599NS Subsequent versions, adoptions, and updates of the City Fee Schedule shall be accomplished by resolution of the City Commission;

WHEREAS, Chapter 21, Section 21-9, provides for the setting, and updating, of the Vendors in Recreational Area fees from time to time by resolution of the City Commission, and that such rates shall be described in the City Fee Schedule;

WHEREAS, the City Commission wishes to update the City Fee Schedule in a manner described below regarding Section 21-9(c);

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

Section 1. Accordingly, the City Fee Schedule is hereby updated in that Section 21-9(c) of Chapter 21 of the Code of the City of Shawnee, Oklahoma is hereby amended to read as follows:

Part II Chapter 21 Art 1 Sec 21-9(c)	Parks & Recreation	Vendors in recreational areas: Daily Fee	\$10.00
Part II Chapter 21 Art 1 Sec 21-9(c)	Parks & Recreation	Vendors in recreational areas: Specific Event Fee	\$10.00
Part II Chapter 21 Art 1 Sec 21-9(c)	Parks & Recreation	Vendors in recreational areas: Class/Lesson Fee	\$10.00

Section 2. **Adoption and Update of City Fee Schedule.** That attached hereto is the updated portion of the City Fee Schedule as created above (Exhibit 'A') and the updated City Fee Schedule in whole (Exhibit 'B'). This Resolution updates and changes City Fee Schedule only to the extent as described above. All other existing fees, fines, bonds, and insurance amounts described in the City Fee Schedule, not expressly updated herein, shall remain the same, and are otherwise re-adopted, for full force and effect, in the Code of the City of Shawnee.

Section 3. **Effective Date.** The effective date of the fee changes in this Resolution is July 1, 2025.

PASSED AND APPROVED this 22nd day of May, 2025.

ERIC STEPHENS, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, MMC, CITY CLERK

DRAFT

Shawnee, OK Code of Ordinances - Fee, Fine, Bond, And Insurance Dollar Amount						
<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Daily Fee	\$10.00			
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Specific Event Fee	\$10.00			
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Class/Lesson Fee	\$10.00			

Shawnee, OK Code of Ordinances - Fee, Fine, Bond, And Insurance Dollar Amount						
<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
CHARTER						
Part I Art V Sec 4	Charter	Bond of City Manager and Other Appointive Officers and Employees			\$25,000	
CHAPTER 1: GENERAL PROVISIONS						
Part II Chapter 1 Sec 1-10 (a)(1) and (b)	General Provisions	General Penalty. Class A Offenses: Maximum Fine for all alcohol and drug related offenses, plus cost		\$800		
Part II Chapter 1 Sec 1-10 (a)(2) and (b)	General Provisions	General Penalty. Class B Offenses: Maximum Fine for violations of ordinances regulating pretreatment of wastewater and stormwater discharges		\$1,000		
Part II Chapter 1 Sec 1-10 (a)(3) and (b)	General Provisions	General Penalty. Class C Offenses: Maximum Fine for all other violations.		\$750		
Part II Chapter 1 Sec 1-10 (d)	General Provisions	Technology Fee	\$10			
Part II Chapter 1 Sec 1-10 (e)	General Provisions	Communication Support Fee	\$10			
CHAPTER 2: ADMINISTRATION						
Part II Chapter 2 Art IV Div 3 Sec 2-206 (13)	Administration	City Clerk. Fee charge per page for photocopy all ordinances, papers, records, or commission proceedings	\$0.25			
Part II Chapter 2 Art IV Div 3 Sec 2-206 (13)	Administration	City Clerk. Fee charge per page for certifying all ordinances, papers, records, or commission proceedings	\$1			
Part II Chapter 2 Art VI Div 1 Sec 2-316	Administration	Human Rights. Maximum Fine		\$500		
CHAPTER 3: ADVERTISING AND SIGNS						

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 3 Art II Div 1 Sec 3-37 (c)	Advertising and Signs	Redemption fee for impounded sign	\$25			
Part II Chapter 3 Art II Div 2 Sec 3-69 (a)	Advertising and Signs	Portable signs (temporary)	\$25			
Part II Chapter 3 Art II Div 2 Sec 3-69 (a)	Advertising and Signs	Permanent signs	\$25 x 4			
Part II Chapter 3 Art II Div 3 Sec 3-96 (a)	Advertising and Signs	Electrical and Non-Electrical Sign Contractors License	\$75			
Part II Chapter 3 Art II Div 3 Sec 3-97 (a)	Advertising and Signs	Electrical and Neon Sign Hanger's License	\$50			
Part II Chapter 3 Art II Div 3 Sec 3-97 (b)	Advertising and Signs	Late License Renewal Fee		\$15		
Part II Chapter 3 Art II Div 3 Sec 3-98 (a)	Advertising and Signs	Bond Required Prior to any License			\$2,000	
Part II Chapter 3 Art II Div 3 Sec 3-98 (a)	Advertising and Signs	When the number of permits issued to any person shall cover more than 50 signs, panels or structures of 25 feet in length or less, the penal sum of such bond shall be increased \$2,000.00 for each additional 40 of such panels, signs or structures or fraction thereof for which permits are issued to such person.			\$2,000	
Part II Chapter 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for injury or death of one person in one accident				\$5,000
Part II Chapter 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for injury or death of any number of persons in any one accident				\$10,000
Part II Chapter 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for property damage in any one accident				\$5,000
CHAPTER 4: ALCOHOLIC BEVERAGES						

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Complimentary Beverage License	\$100			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Brewer's License	\$1,250			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Oklahoma Brewer's License	\$125			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Distiller's License	\$3,125			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Winemaker's License	\$625			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: State winemaker's License	\$75			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Rectifier's License	\$3,125			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Wholesaler's License	\$3,500			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim Wine and Spirits Wholesaler's License	\$3,000			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Class B wholesaler's License	\$625			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim beer distributor's License	\$750			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Package store's License	\$905			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim retail wine license	\$1,000			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim retail beer license	\$500.00			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Mixed beverage license - initial and renewal	\$1,005; and \$905			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Bottle Club's License--Initial and Renewal	\$1,000; and \$900			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Caterer's License--Initial and Renewal. If caterer is holder of a mixed beverage license issued by the city	\$ 1,250.00			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Caterer's License--Initial and Renewal.	\$1,005; and \$905			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Special Event License, per day	\$50.00			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Special Event License, annual/quarterly	\$55.00			
Part II Chapter 4 Art I Sec 4-4 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Beer and Wine License--Initial and Renewal	\$500; and \$450			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Complimentary Beverage License	\$100			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Brewer's License	\$1,250			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Oklahoma Brewer's License	\$125			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Distiller's License	\$3,125			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Winemaker's License	\$625			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: State winemaker's License	\$75			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Rectifier's License	\$3,125			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Wholesaler's License	\$3,500			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim Wine and Spirits Wholesaler's License	\$3,000			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Class B wholesaler's License	\$625			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim beer distributor's License	\$750			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Package store's License	\$905			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim retail wine license	\$1,000			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim retail beer license	\$ 500			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Mixed beverage license - initial and renewal	\$1,005; and \$905			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Bottle Club's License--Initial and Renewal	\$1,000; and \$900			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Caterer's License--Initial and Renewal. If caterer is holder of a mixed beverage license issued by the city	\$ 1,250.00			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Caterer's License--Initial and Renewal.	\$1,005; and \$905			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Special Event License, per day	\$50.00			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Special Event License, annual/quarterly	\$55.00			
Part II Chapter 4 Art I Sec 4-5 (a)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Beer and Wine License--Initial and Renewal	\$500; and \$450			
Part II Chapter 4 Art I Sec 4-5 (b)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: License Fee for Section 501 (c) (19) exempt service organizations	\$500			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 4 Art I Sec 4-5 (c)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Annual Public Event License	\$1,005			
Part II Chapter 4 Art I Sec 4-5 (c)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: One-time public event license	\$255			
Part II Chapter 4 Art I Sec 4-7 (b)	Alcoholic Beverages	Possession by minors: Maximum Fine		\$500		
Part II Chapter 4 Art I Sec 4-9 (b)	Alcoholic Beverages	Posting of signs by business: Spread of Minimum Fine and Maximum Fine		\$2,500 to \$5,000		
Part II Chapter 4 Art I Sec 4-9 (c)	Alcoholic Beverages	Posting of signs by business: Failure to post a sign Fine		\$500		
CHAPTER 5: ANIMALS						
Part II Chapter 5 Art I Sec 5-1	Animals	Maximum Fine		\$500		
Part II Chapter 5 Art I Sec 5-2 (e)	Animals	Cruelty: Maximum Fine		\$500		
Part II Chapter 5 Art I Sec 5-3 (g)	Animals	Vicious Animals: Maximum Fine		\$200		
Part II Chapter 5 Art I Sec 5-5 (2)	Animals	Keeping porcine, goats, sheep, or hoofed animals other than bovines or equines. Goat, sheep, or hoofed animal -- Permit Fee	\$10			
Part II Chapter 5 Art I Sec 5-5 (3)	Animals	Keeping porcine, goats, sheep, or hoofed animals other an bovines or equines. Porcine--Permit Fee	\$10			
Part II Chapter 5 Art I Sec 5-16	Animals	Abandoning animals in public or private place: Fine upon conviction		\$200		
Part II Chapter 5 Art I Sec 5-17	Animals	Use of traps: Fine		\$100		
Part II Chapter 5 Art I Sec 5-19 (a)	Animals	Animal a nuisance: Bond			\$500	

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 5 Art I Sec 5-19 (e)	Animals	Animal a nuisance: Fine		\$200		
Part II Chapter 5 Art II Sec 5-50	Animals	Impoundment: Initial Seizure and Impoundment Fee	\$30			
Part II Chapter 5 Art II Sec 5-50	Animals	Impoundment: Per Day Seizure and Impoundment Fee	\$10			
Part II Chapter 5 Art II Sec 5-50	Animals	Impoundment: Seizure and Impoundment-- Use of Tranquilizer Fee	\$20			
Part II Chapter 5 Art II Sec 5-51 (d)	Animals	Redemption: Maximum Fine		\$500		
Part II Chapter 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Annual license fee for adult unaltered male or female (Note: Seniors 50% discount)	\$20			
Part II Chapter 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Annual license fee for adult altered male or female (Note: Seniors 50% discount)	\$10			
Part II Chapter 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Three (3) year license fee for adult unaltered male or female (Note: Seniors 50% discount)	\$45			
Part II Chapter 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Three (3) year license fee for adult altered male or female (Note: Seniors 50% discount)	\$25			
Part II Chapter 5 Art III Div 2 Sec 5-116	Animals	Dogs: Delinquent license penalty fee	\$5			
Part II Chapter 5 Art III Div 2 Sec 5-119	Animals	Dogs: Issuance of duplicate tags: Fee to Replaces lost or stolen Dog License Tag	\$5			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 5 Art III Div 4 Sec 5-178	Animals	Dogs: Redemption; release: Initial Impoundment Fee; and Per Day Impoundment Fee	\$30; and \$10			
Part II Chapter 5 Art III Div 4 Sec 5-179	Animals	Dogs: Adoption in Lieu of Disposal Fee; together with spay/neuter deposit and cost of city license tag	\$10; and \$50			
Part II Chapter 5 Art III Div 5 Sec 5-208	Animals	Dogs: Kennels: Dog Kennel Operation Annual License	\$300			
Part II Chapter 5 Art IV Div 2 Sec 5-276	Animals	Cats: Annual license fee for adult unaltered male or female Note: Seniors 50% discount	\$20			
Part II Chapter 5 Art IV Div 2 Sec 5-276	Animals	Cats: Annual license fee for adult altered male or female Note: Seniors 50% discount	\$10			
Part II Chapter 5 Art IV Div 2 Sec 5-276	Animals	Cats: Three (3) year license fee for adult unaltered male or female Note: Seniors 50% discount	\$45			
Part II Chapter 5 Art IV Div 2 Sec 5-276	Animals	Cats: Three (3) year license fee for adult altered male or female Note: Seniors 50% discount	\$25			
Part II Chapter 5 Art IV Div 2 Sec 5-279	Animals	Cats: Delinquent license penalty fee	\$5			
Part II Chapter 5 Art IV Div 2 Sec 5-281	Animals	Cats: Issuance of duplicate tags: Fee to Replaces lost or stolen Cat License Tag	\$5			
Part II Chapter 5 Art IV Div 3 Sec 5-307	Animals	Cats: Redemption; release: Initial Impoundment Fee; and Per Day Impoundment Fee	\$30; and \$10			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 5 Art IV Div 3 Sec 5-308	Animals	Cats: Adoption in Lieu of Disposal Fee; together with spay/neuter deposit and cost of city license tag	\$10; and \$50			
Part II Chapter 5 Art IV Div 4 Sec 5-338 (a)	Animals	Cats: Kennels: Cat Kennel Operation Annual License	\$200			
Part II Chapter 5 Art V Sec 5-372	Animals	Dog and Cat Sterilization. Sterilization or agreement and deposit required for adoption	\$50			
Part II Chapter 5 Art V Sec 5-374 (2)	Animals	Maximum Fine of Violation of Form Agreement		\$500		
Part II Chapter 5 Art V Sec 5-379	Animals	Dog and Cat Sterilization. Failure to Comply: Maximum Fine		\$500		
CHAPTER 6: AVIATION						
Part II Chapter 6 Art III Sec 6-58 (b)	Aviation			\$500		
CHAPTER 7: BUILDINGS AND BUILDING REGULATIONS						
Part II Chapter 7 Art II Sec 7-32 (a)(1)	Buildings and Building Regulations	New Construction of a Room, Addition, Building, or Structure Fee-- RESIDENTIAL	\$0.17 per square feet			
Part II Chapter 7 Art II Sec 7-32 (a)(1)	Buildings and Building Regulations	New Construction of a Room, Addition, Building, or Structure Fee-- COMMERCIAL	\$0.20 per square feet			
Part II Chapter 7 Art II Sec 7-32 (a)(2)	Buildings and Building Regulations	Remodel or Alteration of Existing Structure-- Construction of a Room, Addition, Building, or Structure Fee-- RESIDENTIAL	\$0.17 per square feet			
Part II Chapter 7 Art II Sec 7-32 (a)(2)	Buildings and Building Regulations	Remodel or Alteration of Existing Structure-- Construction of a Room, Addition, Building, or Structure Fee-- COMMERCIAL	\$0.20 per square feet			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 7 Art II Sec 7-32 (a)(3)	Buildings and Building Regulations	Construction of an accessory structure (between 200-400 Feet): Permit Fee	\$50			
Part II Chapter 7 Art II Sec 7-32 (a)(4)	Buildings and Building Regulations	Plan Check Fee for Building Plan Review	25% of the building permit fee			
Part II Chapter 7 Art II Sec 7-32 (a)(5)	Buildings and Building Regulations	Removal of Structure to Another Location Permit Fee	\$50			
Part II Chapter 7 Art II Sec 7-32 (a)(6)	Buildings and Building Regulations	Demolition Permit Fee	\$50			
Part II Chapter 7 Art II Sec 7-32 (a)(7)	Buildings and Building Regulations	Swimming Pool Permit Fee	\$60			
Part II Chapter 7 Art II Sec 7-32 (a)(8)	Buildings and Building Regulations	Driveway Permit Fee	\$50			
Part II Chapter 7 Art II Sec 7-32 (a)(9)	Buildings and Building Regulations	Minimum Permit Fee	\$20			
Part II Chapter 7 Art II Sec 7-32 (a)(11)	Buildings and Building Regulations	Reinspection made because of defective work: First Occurrence	\$25			
Part II Chapter 7 Art II Sec 7-32 (a)(11)	Buildings and Building Regulations	Reinspection made because of defective work: Subsequent occurrence(s)	\$50			
Part II Chapter 7 Art II Sec 7-32 (a)(12)	Buildings and Building Regulations	Oklahoma Uniform Building Code Commission Permit Fee	\$4			
Part II Chapter 7 Art II Sec 7-32 (a)(12)	Buildings and Building Regulations	Permit Processing Fee	.50¢			
Part II Chapter 7 Art II Sec 7-32 Sec 114.4	Buildings and Building Regulations	Maximum Fine		\$500		
-Part II Chapter 7 Art II Sec 7-32 Sec 115.3	Buildings and Building Regulations	Unlawful Continuance Minimum and Maximum Fine Amounts		\$100, \$500		
Part II Chapter 7 Art III Div 2 Sec 7-126 (a)	Buildings and Building Regulations	Electricians. Qualifications. Issuance of Certificate of Registration: Initial Electrical Contractor Fee	\$100			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 7 Art III Div 2 Sec 7-126 (b)	Buildings and Building Regulations	Electricians. Qualifications. Issuance of Certificate of Registration: Annual Renewal Electrical Contractor Fee	\$75			
Part II Chapter 7 Art III Div 3 Sec 7-156 (e)	Buildings and Building Regulations	Miscellaneous Permit Fee	\$50			
Part II Chapter 7 Art III Div 3 Sec 7-160 (e)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--Up to 200 amps	\$50			
Part II Chapter 7 Art III Div 3 Sec 7-160 (e)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--200 to 400 amps	\$100			
Part II Chapter 7 Art III Div 3 Sec 7-160 (e)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--400+ amps	\$150			
Part II Chapter 7 Art III Div 3 Sec 7-160 (f)	Buildings and Building Regulations	Electrical Inspection Fees. Reinspection made because of defective work: First Occurrence	\$25			
Part II Chapter 7 Art III Div 3 Sec 7-160 (f)	Buildings and Building Regulations	Electrical Inspection Fees. Reinspection made because of defective work: Subsequent occurrence(s)	\$50			
Part II Chapter 7 Art III Div 3 Sec 7-160 (i)	Buildings and Building Regulations	Oklahoma Uniform Building Code Commission Permit Fee	\$4			
Part II Chapter 7 Art III Div 3 Sec 7-160 (i)	Buildings and Building Regulations	Permit Processing Fee	.50¢			
Part II Chapter 7 Art IV Sec 7-267 Section IFGC-106.6.2. ©	Buildings and Building Regulations	Fuel and Gas Code. Change of existing service	\$50			
Part II Chapter 7 Art IV Sec 7-267 Section IFGC-106.6.2. (d)	Buildings and Building Regulations	Fuel and Gas Code. Reinspacetion made because of defective work: First Occurance	\$25			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 7 Art IV Sec 7-267 Section IFGC-106.6.2. (d)	Buildings and Building Regulations	Fuel and Gas Code. Reinspacetion made because of defective work: Subsequent occurance(s)	\$50			
Part II Chapter 7 Art IV Sec 7-267 Section IFGC-106.6.2. (e)	Buildings and Building Regulations	Fuel and Gas Code. Boring Fee	\$60			
Part II Chapter 7 Art IV Sec 7-267 Section IFGC-106.6.2. (g)	Buildings and Building Regulations	Oklahoma Uniform Building Code Commission Permit Fee	\$4			
Part II Chapter 7 Art IV Sec 7-267 Section IFGC-106.6.2. (g)	Buildings and Building Regulations	Permit Processing Fee	.50¢			
Part II Chapter 7 Art V Div 1 Sec 7-299	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Maximum Fine		\$500		
Part II Chapter 7 Art V Div 1 Sec 7-302 (a)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Registration with City: Initial Contractor License Fee	\$100			
Part II Chapter 7 Art V Div 1 Sec 7-302 (b)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Registration with City: Annual Renewal Contractor Fee	\$75			
Part II Chapter 7 Art V Div 2 Sec 7-331(c)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Change of existing service fee	\$25 (\$500 max)			
Part II Chapter 7 Art V Div 2 Sec 7-331(d)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Reinspection fee because of defective work First Occurrence	\$25			
Part II Chapter 7 Art V Div 2 Sec 7-331(d)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Reinspection fee because of defective work Subsequent Occurrence(s)	\$50			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 7 Art V Div 2 Sec 7-331(f)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: New or change of existing equipment	\$20 per ton			
Part II Chapter 7 Art V Div 2 Sec 7-331(g)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Commercial refrigeration	\$20 per HP			
Part II Chapter 7 Art V Div 2 Sec 7-331(h)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Chilled water-cooling system	\$20 per ton			
Part II Chapter 7 Art V Div 2 Sec 7-331(i)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Boiler	\$20 per unit			
Part II Chapter 7 Art V Div 2 Sec 7-331(j)	Buildings and Building Regulations	Oklahoma Uniform Building Code Commission Permit Fee	\$4			
Part II Chapter 7 Art V Div 2 Sec 7-331(j)	Buildings and Building Regulations	Permit Processing Fee	.50¢			
Part II Chapter 7 Art V Div 2 Sec 7-331(k)	Buildings and Building Regulations	Miscellaneous Permit Fee	\$50			
Part II Chapter 7 Art VI Div 1 Sec 7-362(c)	Buildings and Building Regulations	Plumbing. Change of existing service fee	\$50			
-Part II Chapter 7 Art VI Div 1 Sec 7-362(d)	Buildings and Building Regulations	Plumbing. Reinspection fee because of defective work: First Occurrence	\$25			
-Part II Chapter 7 Art VI Div 1 Sec 7-362(d)	Buildings and Building Regulations	Plumbing. Reinspection fee because of defective work: Subsequent Occurrence(s)	\$50			
Part II Chapter 7 Art VI Div 1 Sec 7-362(e)	Buildings and Building Regulations	Plumbing. Boring Fee	\$50			
Part II Chapter 7 Art VI Div 1 Sec 7-362(g)	Buildings and Building Regulations	Oklahoma Uniform Building Code Commission Permit Fee	\$4			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 7 Art VI Div 1 Sec 7-362(g)	Buildings and Building Regulations	Permit Processing Fee	.50¢			
Part II Chapter 7 Art VI Div 1 Sec 7-362(h)	Buildings and Building Regulations	Miscellaneous Permit Fee	\$50			
Part II Chapter 7 Art VI Div 2 Sec 7-397	Buildings and Building Regulations	Registration of Plumbers. Qualifications and Registration Fees -- Initial	\$100			
Part II Chapter 7 Art VI Div 2 Sec 7-398 (a)	Buildings and Building Regulations	Registration of Plumbers. Qualifications and Registration Fees -- Annual Renewal Fee	\$75			
Part II Chapter 7 Art VI Div 2 Sec 7-399 (b)	Buildings and Building Regulations	Registration of Plumbers. Liability Insurance Minimums				\$5,000, \$10,000, \$5,000
Part II Chapter 7 Art VII Sec 7-432	Buildings and Building Regulations	International Property Maintenance Code: Minimum and Maximum Fine Amounts		\$50, \$500		
Part II Chapter 7 Art X Sec 7-521	Buildings and Building Regulations	Fair Housing. Maximum Fine		\$500		
Part II Chapter 7 Art XIII Sec 7-612	Buildings and Building Regulations	Demolitions of Buildings: Maximum Fine		\$500		
Part II Chapter 7 Art XIII Sec 7-614 (b)	Buildings and Building Regulations	Demolitions of Buildings: License Fee	\$75			
Part II Chapter 7 Art XIII Sec 7-615	Buildings and Building Regulations	Demolitions of Buildings: Surety Bond			\$10,000	
Part II Chapter 7 Art XIII Sec 7-616 (b)	Buildings and Building Regulations	Demolitions of Buildings: Liability Insurance Minimums				\$50,000, \$100,000, \$50,000
Part II Chapter 7 Art XIV Sec 7-646 (a)	Buildings and Building Regulations	Storm Cellars: Annual License Fee for engaging in the business of constructing or repairing	\$75			
Part II Chapter 7 Art XIV Sec 7-646 (b)	Buildings and Building Regulations	Storm Cellars: Annual License Fee for engaging in the business of constructing or repairing -- Late Fee	\$15			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 7 Art XIV Sec 7-647 (a)	Buildings and Building Regulations	Storm Cellars: Surety Bond for engaging in the business of constructing or repairing			\$2,000	
Part II Chapter 7 Art XIV Sec 7-648 (b)	Buildings and Building Regulations	Storm Cellars: Liability Insurance Minimums for engaging in the business of constructing or repairing				\$5,000, \$10,000, \$5,000
Part II Chapter 7 Art XV Div 1 Sec 7-676	Buildings and Building Regulations	Moving of Buildings: Minimum Fine		\$500		
Part II Chapter 7 Art XV Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Minimum Fine	\$25			
Part II Chapter 7 Art XV Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Permit Fee: For building up to 24 feet in width	\$50			
Part II Chapter 7 Art XV Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Permit Fee: For building 30 feet to 32 feet in width	\$75			
Part II Chapter 7 Art XV Div 2 Sec 7-714 (b)	Buildings and Building Regulations	Moving of Buildings: Surety Bond			\$2,000	
Part II Chapter 7 Art XV Div 2 Sec 7-715 (b)	Buildings and Building Regulations	Moving of Buildings: Minimum Liability Insurance				\$5,000, \$10,000 \$5,000
Part II Chapter 7 Art XV Div 2 Sec 7-716 (c)	Buildings and Building Regulations	Moving of Buildings: Clean up Deposit Prior to Issuance	\$500			
Part II Chapter 7 Art XV Div 2 Sec 7-717	Buildings and Building Regulations	Moving of Buildings: Time Limits for Completion of Moving-- per day fee for exceeding allowable days in permit	\$10			
CHAPTER 8: BUSINESS, PERMITS, AND LICENSES						
Part II Chapter 8 Art II Sec 8-32 (c)	Business, Permits, and Licenses	Alarm Permits required. Fines tied to violation		1st conviction \$25; subsequent conviction \$100		

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 8 Art II Sec 8-34 (a)	Business, Permits, and Licenses	Alarm fees required: initial registration	\$25			
Part II Chapter 8 Art II Sec 8-34 (b)	Business, Permits, and Licenses	Alarm fees required: renewal license	\$15			
Part II Chapter 8 Art II Sec 8-34 (c)	Business, Permits, and Licenses	Alarm fees required: reinstatement fee	\$50			
Part II Chapter 8 Art II Sec 8-35	Business, Permits, and Licenses	False alarms		1st conviction \$25; subsequent conviction \$100		
Part II Chapter 8 Art II Sec 8-40	Business, Permits, and Licenses	Enforcement of all other section violations		1st conviction \$25; subsequent conviction \$100		
Part II Chapter 8 Art III Div 1 Sec 8-192	Business, Permits, and Licenses	Peddlers, Solicitors, and Itinerant Merchants: Penalty for violation		\$500		
Part II Chapter 8 Art III Div 2 Sec 8-224	Business, Permits, and Licenses	License fee	\$3 per day; or \$15 per week; or \$50 per year			
Part II Chapter 8 Art III Div 2 Sec 8-225 (a)	Business, Permits, and Licenses	Bond			\$2,000	
Part II Chapter 8 Art III Div 3 Sec 8-256	Business, Permits, and Licenses	Snow cone Penalty for violation		\$500		
Part II Chapter 8 Art III Div 3 Sec 8-259	Business, Permits, and Licenses	Snow cone merchant's license	\$25			
Part II Chapter 8 Art III Div 4 Sec 8-291	Business, Permits, and Licenses	Charitable Solicitations: Penalty for violation		\$500		
Part II Chapter 8 Art IV Sec 8-326	Business, Permits, and Licenses	Pawnbrokers: Violations penalty		\$500		
Part II Chapter 8 Art IV Sec 8-327	Business, Permits, and Licenses	Pawnbrokers: Regulatory Fee	\$50			
Part II Chapter 8 Art V Sec 8-363	Business, Permits, and Licenses	Auctioneers: License Fee per annum; per day in lieu of per annum; per week in lieu of annum; per month in lieu of annum	\$100; \$10; \$20; \$30			
Part II Chapter 8 Art V Sec 8-364	Business, Permits, and Licenses	Auctioneers: Bond			\$1,000	
Part II Chapter 8 Art VI Div 1 Sec 8-398	Business, Permits, and Licenses	Residential Sales: Violations penalty		\$500		
Part II Chapter 8 Art VII Div 1 Sec 8-465	Business, Permits, and Licenses	Vehicles For Hire: Violations Penalty		\$500		

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 8 Art VII Div 2 Sec 8-505	Business, Permits, and Licenses	Vehicles For Hire: Initial License Fee; License fee for each additional vehicle	\$25; \$10			
Part II Chapter 8 Art VIII Sec 8-542(a)	Business, Permits, and Licenses	Medical Marijuana Establishments	\$1,500 annual	\$200 per day		
CHAPTER 9: CABLE COMMUNICATIONS						
						General liability Insurance: Bodily injury per person-\$500,000. Bodily injury per occurrence - \$1,000,000. Property damage per occurrence - \$1,000,000. Property damage, aggregate - \$1,000,000. Automobile insurance: Bodily injury per person - \$500,000 Bodily injury per occurrence \$1,000,000. Property damage per occurrence - \$1,000,000.
Part II Chapter 9 Art II Div 1 Sec 9-38 (c)	Cable Communications	Liability and indemnification: insurance				
Part II Chapter 9 Art II Div 2 Sec 9-66 (b)	Cable Communications	System Requirements: Bond			\$125,000	
CHAPTER 10: CEMETERIES						

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 10 Sec 10-1	Cemeteries	Violations Penalty		\$500		
Part II Chapter 10 Sec 10-9	Cemeteries	Sale of Lots: Adult Lot**	\$550			
Part II Chapter 10 Sec 10-9	Cemeteries	Sale of Lots: Infant (0-1 year) Lot	\$200			
Part II Chapter 10 Sec 10-9	Cemeteries	Sale of Lots: Cremation Space**	\$550			
Part II Chapter 10 Sec 10-9	Cemeteries	Sale of Lots: Infant (0-1 year)Cremation Space**	\$125			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Adult burials**	\$450			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Infant (0-1 year) burials	\$200			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Cremation burials**	\$250			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Tent Fee (Adult and Cremation burials)**	\$300			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Tent Fee (Infant burials)	\$100			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charges After 4:00PM Monday thru Friday **	\$550			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charge Saturday prior to 12:00 Noon**	\$600			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charges after 12:00 Noon on Saturday**	\$700			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charge for services on a municipal holiday**	\$800			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Monument/Marker Setting Fee**	\$50			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Disinterment Fee**	\$1,500			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Reinternment Fee**	\$1,000			
Part II Chapter 10 Sec 10-11	Cemeteries	Columbarium Fees: Two Lower Rows, Per Niche, Includes Opening and Closing, and Name, Birth and Death Dates (rows C&D)**	\$1000 per niche			
Part II Chapter 10 Sec 10-11	Cemeteries	Columbarium Fees: Two Upper Rows, Per Niche, Includes Opening and Closing, and Name, Birth and Death Dates (rows A&B)**	\$1200 per niche			
CHAPTER 11: CIVIL EMERGENCIES						
Part II Chapter 11 Art III Sec 11-133	Civil Emergencies	911 Emergency Number: False alarm, complaint, or information: Conviction maximum fine		\$500		
CHAPTER 12: COURT						

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 12 Art III Sec 12-55	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Service of arrest warrant sheriffs' fee	\$20			
Part II Chapter 12 Art III Sec 12-66	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Maximum Bail		\$1,000		
Part II Chapter 12 Art III Sec 12-66	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Maximum Cash Bond		\$1,000		
Part II Chapter 12 Art III Sec 12-67	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Release on personal recognizance Maximum Bail		\$1,000		
Part II Chapter 12 Art V Sec 12-118 (a)	Court	Imprisonment; Judgments and Sentences. Enforcement of payments of fines or costs by imprisonment--Persons unable to pay: Imprisonment Rate per day for financially able defendant	\$25			
Part II Chapter 12 Art V Sec 12-119 (d)	Court	Imprisonment; Judgments and Sentences. Municipal Court judgments and sentences Maximum Fine for deferred sentence administrative fee		\$500		
Part II Chapter 12 Art VI Sec 12-145	Court	Court costs and fees. Maximum Court Costs		\$30		

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 12 Art VI Sec 12-149	Court	Appeals. Upon conviction, the judge of the municipal court will enter an order on the docket fixing an amount in which bond may be given by the defendant, in cash or sureties for cash in an amount of not less than \$100.00 nor more than twice the amount of such fine.			\$100 or more	
Part II Chapter 12 Art VI Sec 12-152	Court	Penalty for exceeding the posted speed limit. Maximum Fine, Maximum Court Costs		\$10; and \$15		
CHAPTER 13: FIRE PREVENTION AND PROTECTION						
Part II Chapter 13 Art I Sec 13-3 (d)(1)	Fire Prevention and Protection	Operating a special amusement building fee	\$50			
Part II Chapter 13 Art I Sec 13-3 (d)(2)	Fire Prevention and Protection	Conducting a carnival or fair fee	\$50			
Part II Chapter 13 Art I Sec 13-3 (d)(3)	Fire Prevention and Protection	Displays in covered malls of liquid- or gas-fired equipment, open-flame or flame-producing equipment, highly combustible goods and similar items fee	\$50			
Part II Chapter 13 Art I Sec 13-3 (d)(4)	Fire Prevention and Protection	Operating exhibits and trade shows fee	\$50			
Part II Chapter 13 Art I Sec 13-3 (d)(5)	Fire Prevention and Protection	Manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects fee	\$50			
Part II Chapter 13 Art I Sec 13-3 (d)(6)	Fire Prevention and Protection	Open burning for any purpose other than recreational fires fee	\$25			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 13 Art I Sec 13-3 (d)(7)	Fire Prevention and Protection	Operating an air-supported temporary membrane structure, a temporary special event structure, or a tent having an area in excess of 400 square feet.	\$100 per structure			
Part II Chapter 13 Art I Sec 13-3 (d)(8)	Fire Prevention and Protection	Installation of an automatic fire-extinguishing system fee.	\$100 plus .02¢ per sq. ft.			
Part II Chapter 13 Art I Sec 13-3 (d)(8)	Fire Prevention and Protection	Modification to an automatic fire-extinguishing system fee. To include installation or modification of an automatic hood suppression system fee.	\$100			
Part II Chapter 13 Art I Sec 13-3 (d)(8)	Fire Prevention and Protection	Installation of or modification to an automatic hood suppression system fee.	\$100			
Part II Chapter 13 Art I Sec 13-3 (d)(9)	Fire Prevention and Protection	Installation of fire alarm and detection systems fee.	\$100 plus .02¢ per sq. ft.			
Part II Chapter 13 Art I Sec 13-3 (d)(9)	Fire Prevention and Protection	Modification to fire alarm and detection systems fee.	\$100			
Part II Chapter 13 Art I Sec 13-3 (d)(10)	Fire Prevention and Protection	Installation of fire pumps and related fuel tanks, jockey pumps, controllers, and generators.	\$100			
Part II Chapter 13 Art I Sec 13-3 (d)(10)	Fire Prevention and Protection	Modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators.	\$100			
Part II Chapter 13 Art I Sec 13-3 (d)(11)	Fire Prevention and Protection	Install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank fee	\$100			
Part II Chapter 13 Art I Sec 13-3 (d)12	Fire Prevention and Protection	Installation, modification, or removal from service of a standpipe system fee	\$100			
Part II Chapter 13 Art I Sec 13-3 (e)	Fire Prevention and Protection	Operational Permit Fee	\$50			
Part II Chapter 13 Art I Sec 13-3 (f)	Fire Prevention and Protection	Oklahoma Uniform Building Code Commission Permit Fee	\$4			
Part II Chapter 13 Art I Sec 13-3 (f)	Fire Prevention and Protection	Permit Processing Fee	.50¢			
Part II Chapter 13 Art I Sec 13-8 (b)	Fire Prevention and Protection	False Alarm maximum fine if convicted		\$750		

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
		Fire Prevention Code: Amendments of Section 109.3: Violation Penalties (\$500); Amendments of Section 111.4: Failure to Comply penalty (\$100-\$500)		Amendments of Section 109.3: Violation Penalties = \$500 Amendments of Section 111.4: Failure to Comply penalty = between \$100 and \$500		
Part II Chapter 13 Art II Sec 13-37 Sec 110.4 & Sec 112.4	Fire Prevention and Protection					
Part II Chapter 13 Art IV Sec 13-139	Fire Prevention and Protection	Fireworks Display Permit Fee	\$100 per site			
Part II Chapter 13 Art IV Sec 13-139	Fire Prevention and Protection	Fireworks Display Permit General Liability Insurance Policy				\$1,000,000
Part II Chapter 13 Art IV Sec 13-139	Fire Prevention and Protection	Oklahoma Uniform Building Code Commission Permit Fee	\$4			
Part II Chapter 13 Art IV Sec 13-139	Fire Prevention and Protection	Permit Processing Fee	.50¢			
CHAPTER 14: FLOODS						
Part II Chapter 14 Art II Div 2 Sec 14-70 (1)	Floods	Floodplain management fee schedule: Notice of Intent Fee	\$25			
Part II Chapter 14 Art II Div 2 Sec 14-70 (2)	Floods	Floodplain management fee schedule: Floodplain Development Permit Application Review	\$100			
Part II Chapter 14 Art II Div 2 Sec 14-70 (3)	Floods	Floodplain management fee schedule: Floodplain Development Permit Fee	\$25			
Part II Chapter 14 Art II Div 2 Sec 14-70 (4)	Floods	Floodplain management fee schedule: Inspection Fee	\$25			
Part II Chapter 14 Art II Div 2 Sec 14-71	Floods	Maximum Penalty for each conviction of noncompliance		\$500		
CHAPTER 15: HEALTH & SANITATION						

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 15 Art 1 Sec 15-2 (b)	Health & Sanitation	Food Service Sanitation: Maximum Penalty for Violation and Conviction		\$500		
Part II Chapter 15 Art II Div 1 Sec 15-32	Health & Sanitation	Ambulances: Maximum Penalty for Violation and Conviction		\$500		
Part II Chapter 15 Art II Div 1 Sec 15-37 (b)	Health & Sanitation	Ambulances: Minimum Insurance Per Vehicle				\$100,000 for injuries to or death of any one person arising out of any one accident; \$300,000 for injuries to or death for more than one person arising out of any one accident; \$100,000 for damages to property arising from any one accident
Part II Chapter 15 Art II Div 1 Sec 15-58 (b)	Health & Sanitation	Emergency Calls: Maximum Penalty		\$500		
Part II Chapter 15 Art II Div 1 Sec 15-58 (c)	Health & Sanitation	Emergency Calls: Maximum Penalty		\$500		
Part II Chapter 15 Art II Div 2 Sec 15-90	Health & Sanitation	Annual License Fee to Engage in Ambulance Business	\$25			
Part II Chapter 15 Art III Sec 15-122	Health & Sanitation	Sprayers and Exterminators: Annual License Fee	\$25			
CHAPTER 16: LAKES						
Part II Chapter 16 Art II Div 1 Sec 16-27	Lakes	Combination Fishing and Boating Annual Permit	\$45			
Part II Chapter 16 Art II Div 4 Sec 16-117 (a)	Lakes	Fishing: Annual License Fee	\$20			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 16 Art II Div 4 Sec 16-117 (a)	Lakes	Fishing: Daily License Fee	\$3			
Part II Chapter 16 Art II Div 4 Sec 16-117 (g)	Lakes	Fishing: Portion of License Fee May Be Kept By Retail Outfits Other Than The City	\$1			
Part II Chapter 16 Art II Div 4 Sec 16-118 (b)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Kind Of Fish Taken Section		\$500		
Part II Chapter 16 Art II Div 4 Sec 16-121 (a)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Fishing In Connecting Channel Subsection;		\$500		
Part II Chapter 16 Art II Div 4 Sec 16-121 (b)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Number of Fish Taken Subsection		\$500		
Part II Chapter 16 Art II Div 5 SubDiv I Sec 16-151 (c)	Lakes	Hunting: Penalty for Use of Motor-Driven Vehicle in Game Refuge		\$100		
Part II Chapter 16 Art II Div 5 SubDiv I Sec 16-153 (d)	Lakes	Hunting: Seasonal License Fee Dove, Quail, Squirrel, or Rabbit Hunting	\$30			
Part II Chapter 16 Art II Div 5 SubDiv I Sec 16-153 (d)	Lakes	Hunting: Daily License Fee Per Dove, Quail, Squirrel, or Rabbit Hunting Season	\$5			
Part II Chapter 16 Art II Div 5 SubDiv II Sec 16-183 (a)	Lakes	Hunting: Annual Hunting License Upon the Waters or Lands Owned or Controlled By City Surrounding Twin Lakes No. 1 and 2	\$30			
Part II Chapter 16 Art II Div 5 SubDiv II Sec 16-183 (a)	Lakes	Hunting: Daily Hunting License Upon the Waters or Lands Owned or Controlled By City Surrounding Twin Lakes No. 1 and 2	\$5			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 16 Art II Div 6 SubDiv II Sec 16-253 (a)	Lakes	Recreator's Annual License to Operate Watercraft	\$30			
Part II Chapter 16 Art II Div 6 SubDiv II Sec 16-253 (a)	Lakes	Recreator's Daily License to Operate Watercraft	\$7			
Part II Chapter 16 Art II Div 6 SubDiv II Sec 16-253 (b)	Lakes	Dealers' Annual License to Operate Watercraft	\$25			
Part II Chapter 16 Art II Div 7 Sec 16-288 (a)	Lakes	Camping: Daily Fee	\$8			
Part II Chapter 16 Art II Div 8 Sec 16-321	Lakes	Lot Rentals: Annual Rental/Lease Fee Per Lake Lot	\$600			
Part II Chapter 16 Art II Div 8 Sec 16-322 (b)	Lakes	Lot Rentals: Transfer Fee	\$1,000			
Part II Chapter 16 Art II Div 8 Sec 16-326	Lakes	Lot Rentals: Early Cancellation of Lease Fee	\$1,000			
Part II Chapter 16 Art II Div 8 Sec 16-327	Lakes	Lot Rentals: Renewal of Lease After Cancellation Fee	\$75			
Part II Chapter 16 Art II Div 8 Sec 16-328	Lakes	Inspection Fee of Lake Lot Septic System	\$75			
CHAPTER 18: MANUFACTURED HOMES						
Part II Chapter 18 Art I Sec 18-2	Manufactured Homes	Maximum Penalty For Each Offense of This Chapter		\$500		
Part II Chapter 18 Art V Div 2 Sec 18-154	Manufactured Homes	Mobile/Manufactured Home or Travel Trailer/RV Park. Maximum Initial License Fee for up to 30 Spaces	\$30			
Part II Chapter 18 Art V Div 2 Sec 18-154	Manufactured Homes	Mobile/Manufactured Home or Travel Trailer/RV Park. Maximum Initial License Fee for each space over 30 spaces	\$3			
CHAPTER 19: MOTOR VEHICLES AND TRAFFIC						

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 19 Art I Sec 19-4 (a)(b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine		\$100		
Part II Chapter 19 Art I Sec 19-4 (a)(b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine for Driving with suspended, cancelled, denied, or revoked license: Maximum Fine - First Offense		\$100		
Part II Chapter 19 Art I Sec 19-4 (a)(b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine for Driving with suspended, cancelled, denied, or revoked license: Maximum Fine - Subsequent Offense		\$500		
Part II Chapter 19 Art II Div 1 Sec 19-42 (a)	Motor Vehicles and Traffic	Administration and Enforcement. Maximum Fine		\$100		
Part II Chapter 19 Art II Div 1 Sec 19-51 (a)	Motor Vehicles and Traffic	Motor Vehicle Impoundment Fee	\$100			
Part II Chapter 19 Art IV Sec 19-178 (c)	Motor Vehicles and Traffic	Driving under the influence of intoxicating liquor or drugs Maximum Fine		\$500		
Part II Chapter 19 Art IV Sec 19-178.5	Motor Vehicles and Traffic	Driving while impaired Maximum Fine		\$200		
Part II Chapter 19 Art IV Sec 19-182 (e)	Motor Vehicles and Traffic	Use of safety belts: Fine and court cost		\$10, \$15		
Part II Chapter 19 Art IV Sec 19-183 (f)	Motor Vehicles and Traffic	Child passenger restraint system: Fine and court cost		\$10, \$15		
Part II Chapter 19 Art VI Sec 19-251	Motor Vehicles and Traffic	Accidents. Maximum Fine		\$200		
Part II Chapter 19 Art XI Div 2 Subdiv I Sec 19-451 (b)	Motor Vehicles and Traffic	Parking on posted private property: Maximum Fine		\$20 plus removal charges incurred		
Part II Chapter 19 Art XI Div 2 Subdiv I Sec 19-453 (c)(d)	Motor Vehicles and Traffic	Central business district. Illegal parking fine		\$5		
Part II Chapter 19 Art XI Div 4 Sec 19-696 (d)	Motor Vehicles and Traffic	Heavy Vehicles. Load limits on bridges: Maximum Fine		\$200		

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
CHAPTER 20: OFFENSES AND MISC. PROVISIONS						
Part II Chapter 20 Art I Sec 20-6 (b)	Offenses and Miscellaneous Provisions	Maximum Penalty For Removing, Destroying, or Defacing Decorations		\$500		
Part II Chapter 20 Art I Sec 20-7 (c)	Offenses and Miscellaneous Provisions	Assault, Battery: Use of Taser Fee	\$30			
Part II Chapter 20 Art I Sec 20-8	Offenses and Miscellaneous Provisions	Blasphemy: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-9 (c)	Offenses and Miscellaneous Provisions	Fortunetelling: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-10 (b)	Offenses and Miscellaneous Provisions	Disorderly House: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-11	Offenses and Miscellaneous Provisions	Consuming or Inhaling Intoxicants in Public Places: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-12 (b)	Offenses and Miscellaneous Provisions	Abandoned Refrigerators, Iceboxes, or Airtight Containers: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-13 (d)	Offenses and Miscellaneous Provisions	Disturbing Assemblies: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-14	Offenses and Miscellaneous Provisions	Disturbance by loud or unusual noise or abusive, violent, profane, or threatening language: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-15 (b)	Offenses and Miscellaneous Provisions	Insulting Displays: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-16 (a)	Offenses and Miscellaneous Provisions	Fraud to Obtain Food, Lodging, or Services: Maximum Penalty under this Subsection		\$500		
Part II Chapter 20 Art I Sec 20-16 (b)	Offenses and Miscellaneous Provisions	Fraud to Obtain Food, Lodging, or Services: Maximum Penalty under this Subsection		\$500		
Part II Chapter 20 Art I Sec 20-17	Offenses and Miscellaneous Provisions	Petit Larceny: Maximum Penalty upon Conviction		\$500		

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 20 Art I Sec 20-20 (e)	Offenses and Miscellaneous Provisions	Shoplifting: Range of fines		\$50 to \$200		
Part II Chapter 20 Art I Sec 20-21 (b)	Offenses and Miscellaneous Provisions	Malicious Mischief: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-23 (b)	Offenses and Miscellaneous Provisions	Taking or Withholding Possession of City Property: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-25 (b)	Offenses and Miscellaneous Provisions	Radio and Television Interference: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-26 (c)	Offenses and Miscellaneous Provisions	Trespassing: Maximum Penalty		\$500		
Part II Chapter 20 Art 1 Sec 20-29 (b)	Offenses and Miscellaneous Provisions	Barbed Wire Fence: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-30 (b)	Offenses and Miscellaneous Provisions	Electrical Fences: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-31 (d) (1)	Offenses and Miscellaneous Provisions	Possession of Marijuana: Maximum Penalty for First Violation		\$100		
Part II Chapter 20 Art I Sec 20-31 (d) (2)	Offenses and Miscellaneous Provisions	Possession of Marijuana: Maximum Penalty for Second and Subsequent Violation		\$500		
Part II Chapter 20 Art I Sec 20-32 (b)	Offenses and Miscellaneous Provisions	Indecent Exposure: Maximum Penalty		\$500		
Part II Chapter 20 Art I Sec 20-33 (b)	Offenses and Miscellaneous Provisions	Abuse of City Tennis Courts: Maximum Fine		\$500		
Part II Chapter 20 Art I Sec 20-34 (c)	Offenses and Miscellaneous Provisions	Uses of Airport Trail: Maximum Fine		\$500		
Part II Chapter 20 Art I Sec 20-35 (c)	Offenses and Miscellaneous Provisions	Possession of Laser Pointing Devices: Maximum Fine		\$500		
Part II Chapter 20 Art I Sec 20-38 (e)	Offenses and Miscellaneous Provisions	Resisting a Police Officer: Use of Taser Fee	\$30			
Part II Chapter 20 Art I Sec 20-47	Offenses and Miscellaneous Provisions	Sitting or Lying Down on Public Sidewalks: Fine		\$10		
Part II Chapter 20 Art II Sec 20-68 (b)	Offenses and Miscellaneous Provisions	Discharging Firearms in Public Place: Maximum Fine		\$500		

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 20 Art III Div 1 Sec 20-98 (e)	Offenses and Miscellaneous Provisions	Unlawful Curfew: Maximum Fine		\$500		
Part II Chapter 20 Art III Div 1 Sec 20-99 (b)	Offenses and Miscellaneous Provisions	Leaving Child in Vehicle: Maximum Fine		\$500		
Part II Chapter 20 Art III Div 1 Sec 20-100 (b)	Offenses and Miscellaneous Provisions	Allowing or Encouraging Minor to Commit Offenses: Maximum Fine		\$500		
Part II Chapter 20 Art III Div 1 Sec 20-101 (b)	Offenses and Miscellaneous Provisions	Parental Responsibility; Failure to Control: Maximum Fine		\$500		
Part II Chapter 20 Art III Div 1 Sec 20-102 (b)	Offenses and Miscellaneous Provisions	Commission of Crime in Presence of Minor: Maximum Fine		\$500		
Part II Chapter 20 Art III Div 1 Sec 20-103 (b)	Offenses and Miscellaneous Provisions	Permitting Crimes or Disorderliness on Premises: Maximum Fine		\$500		
Part II Chapter 20 Art III Div 1 Sec 20-105 (c)	Offenses and Miscellaneous Provisions	Truancy: Maximum Fine For Parent		\$500		
Part II Chapter 20 Art III Div 1 Sec 20-105 (d)	Offenses and Miscellaneous Provisions	Truancy: Maximum Fine First Offense; Second Offense; and Subsequent Offense		\$50; \$100; \$250		
Part II Chapter 20 Art III Div 2 Sec 20-133 (e)	Offenses and Miscellaneous Provisions	Tobacco Products. Furnishing Prohibited: Maximum Fine First Offense; and Second and Subsequent Offense		\$100; \$200		
Part II Chapter 20 Art III Div 2 Sec 20-134 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Falsifying Proof of Age: Maximum Fine First Offense; and Second and Subsequent Offense		\$100; \$200		
Part II Chapter 20 Art III Div 2 Sec 20-135 (c)	Offenses and Miscellaneous Provisions	Tobacco Products. Distribution of Samples: Maximum Fine First Offense; and Second and Subsequent Offense		\$100; \$200		

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 20 Art III Div 2 Sec 20-136 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Sale of Cigarettes in Non-original, Sealed, Packaging: Maximum Fine		\$200		
Part II Chapter 20 Art III Div 2 Sec 20-137 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Tobacco Vending Machines: Fine First Offense; and Second and Subsequent Offense		\$100, \$200		
Part II Chapter 20 Art III Div 2 Sec 20-138 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Display of Tobacco Age Restriction Signage: Fine For Each Day of Violation		\$100		
Part II Chapter 20 Art III Div 2 Sec 20-139 (c)	Offenses and Miscellaneous Provisions	Tobacco Products. Public Access to Tobacco Products: Fine First Offense; and Second and Subsequent Offense		\$100, \$200		
Part II Chapter 20 Art III Div 2 Sec 20-140	Offenses and Miscellaneous Provisions	Tobacco Products. Tobacco Paraphernalia: Fine		\$100		
Part II Chapter 20 Art III Div 3 Sec 20-162 (f)	Offenses and Miscellaneous Provisions	Consumption of Alcoholic Beverages By Minors. Hosting, Permitting, or Allowing a Party, Gathering or Event Where Minors are Consuming Alcohol: Maximum Fine		\$500		
Part II Chapter 20 Art IV Div 1 Sec 20-169	Offenses and Miscellaneous Provisions	Nuisances. Maintaining or Permitting Nuisances: Maximum Fine		\$500		
Part II Chapter 20 Art IV Div 1 Sec 20-172 (d)	Offenses and Miscellaneous Provisions	Nuisances. Loud Sound from Amplification Systems in Motor Vehicle: Maximum Fine		\$500		
Part II Chapter 20 Art IV Div 1 Sec 20-173 (d)	Offenses and Miscellaneous Provisions	Nuisances. Loud Sound from Amplification Systems in Private Residences: Maximum Fine		\$500		

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 20 Art IV Div 2 Sec 20-202 (j)	Offenses and Miscellaneous Provisions	Accumulation of Trash and Weeds. Health Nuisances: Maximum Fine		\$200		
Part II Chapter 20 Art V Sec 20-240 (c)	Offenses and Miscellaneous Provisions	Graffiti. Application Prohibited: Maximum Fine		\$500		
Part II Chapter 20 Art V Sec 20-242 (e)	Offenses and Miscellaneous Provisions	Graffiti. Sale of Spray Paint to Minors: Maximum Fine		\$500		
Part II Chapter 20 Art V Sec 20-243 (c)	Offenses and Miscellaneous Provisions	Prohibitions on Spray Paint Containers and Broad-tipped Indelible Markers: Maximum Fine		\$500		
CHAPTER 21: PARKS & RECREATION						
Part II Chapter 21 Art I Sec 21-1	Parks & Recreation	Maximum Fine		\$500		
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Daily Fee	\$10.00			
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Specific Event Fee	\$10.00			
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Class/Lesson Fee	\$10.00			
Part II Chapter 21 Art I Sec 21-9 (e)	Parks & Recreation	Vendors in recreational areas: Maximum Fine		\$500		
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Youth/ Senior Daily Admission Fee	\$5			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Adult Daily Admission Fee	\$6			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Non Swimmer Admission Fee	\$2			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Youth/Senior Twilight Admission Fee	\$2.50			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Adult Twilight Admission Fee	\$3			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Non Swimmer Twilight Fee	\$1			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Individual Season Pass	\$50			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Senior Season Pass	\$40			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Family Season Pass	\$150			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Per Hour Private Rental Up to 100 people; 101 to 225 people; 226 or more people	\$220; \$250; \$275;			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Per Hour Private Rental for Season Pass Holder	\$175			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Party Space Rental	\$110 to \$185			
Part II Chapter 21 Art I Sec 21-25 (2)	Parks & Recreation	Municipal Gym Rental Fees: Per Hour Gym Space	\$35			
Part II Chapter 21 Art I Sec 21-25 (2)	Parks & Recreation	Municipal Gym Rental Fees: Admission Open Gym	\$3			
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Per Hour Rental after 5:00 pm	\$35			
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Per Hour Rental Monday thru Friday 8:00 am to 5:00 pm	\$25			
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Daily Rate (8 hours) + Rate per each additional hour up to 9:00pm	\$200 Daily Rate; \$10 per additional hour			
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Refundable Cleaning Deposit	\$25			
Part II Chapter 21 Art I Sec 21-25 (4)	Parks & Recreation	Park Pavilion Rental per 3 Hour Time Slot	\$25			
CHAPTER 22: PLANNING AND DEVELOPMENT						
Part II Chapter 22 Art I Sec 22-2	Planning and Development	Fee-in-lieu of providing detention facilities	\$0.15 per square foot			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 22 Art I Sec 22-3	Planning and Development	Land Disturbance Permit	\$50.00 permit fee; \$50.00 permit renewal fee; \$35.00 re-inspection fee			
Part II Chapter 22 Art VIII Sec 22-728 (b)(2)(c)(2)	Planning and Development	Fee for Submission of an Application to amend the Comprehensive Plan	\$370 application fee; plus an additional \$6 per property owner to be notified			
Part II Chapter 22 Art IX Sec 22-750 (3)(k)	Planning and Development	Shawnee Arts and Culture Commission Application Fee	\$50.00			
Part II Chapter 22 Art X Div 3 Sec 22-199(I)(i)	Planning and Development	Commercial Use-Specific Regulations: Short-term rental property license application fee	\$180.00			
Part II Chapter 22 Art X Div 3 Sec 22-199(I)(i)	Planning and Development	Commercial Use-Specific Regulations: Short-term rental property license renewal fee	\$100.00			
Part II Chapter 22 Art X Div 3 Sec 22-202(A)(2)(b)	Planning and Development	Public, Civic, and Institutional Use-Specific Regulations: Tower application filing fee	\$500.00			
Part II Chapter 22 Art X Div 5 Sec 22-221(D)(7)(d)	Planning and Development	Subdivision Design Standards and Required Improvements: Fee in lieu of Sidewalk Improvements	\$12.00 per square foot			
Part II Chapter 22 Art X Div 5 Sec 22-221(N)(3)(e)	Planning and Development	Subdivision Design Standards and Required Improvements: Parkland Fee in lieu of dedication (Residential or Mixed-Use Development)	\$300.00 per dwelling unit			
Part II Chapter 22 Art X Div 5 Sec 22-221(N)(3)(g)	Planning and Development	Subdivision Design Standards and Required Improvements: Parkland Fee in lieu of dedication (Nonresidential Development)	\$500.00 per acre of development			
Part II Chapter 22 Art X Div 6 Sec 22-223(D)(1)(b)	Planning and Development	Subdivision Design Standards and Required Improvements: Preliminary Plat Fee	\$400.00, plus \$2.00 per lot up to 50 lots, and plus \$1.00 per lot after 50 lots.			
Part II Chapter 22 Art X Div 6 Sec 22-223(D)(1)(b)	Planning and Development	Subdivision Design Standards and Required Improvements: Final Plat Fee	\$350.00, plus \$2.00 per lot up to 50 lots, and plus \$1.00 per lot after 50 lots.			

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 22 Art X Div 6 Sec 22-223(D)(1)(b)	Planning and Development	General Procedures: Application fee	\$350.00			
Part II Chapter 22 Art X Div 6 Sec 22-223(D)(1)(b)	Planning and Development	Minor Subdivision	\$200.00			
Part II Chapter 22 Art X Div 6 Sec 22-223(M)(2)(c)	Planning and Development	General Procedures: Appeal filing fee	\$250.00			
Part II Chapter 22 Art X Div 6 Sec 22-226	Planning and Development	Planned Unit Development	\$550.00			
Part II Chapter 22 Art X Div 6 Sec 22-227(C)(2)(e)	Planning and Development	Conditional Use Permit: Permit Application fee	\$350.00			
Part II Chapter 22 Art X Div 6 Sec 22-234(B)	Planning and Development	Sign Permit: Temporary Sign permit fee	\$25.00			
Part II Chapter 22 Art X Div 6 Sec 22-234(B)	Planning and Development	Sign Permit: Permanent Sign permit fee	\$200 or 25% of sign value (whichever is greater)			
CHAPTER 23: SOLID WASTE						
Part II Chapter 23 Art II Sec 23-38 (a)	Solid Waste	Once a week residential curbside solid waste collection				
		Type of Service	Monthly Rate*			
		Small Polycart (65 gallon)	\$19.86			
		Large Polycart (95 gallon)	\$25.03			
		Additional Polycart (95 gallon)	\$12.63			
		Solid Waste Service Only	\$25.03			
Part II Chapter 23 Art II Sec 23-38 (c)	Solid Waste	Multifamily Dwelling Monthly Rate / Unit	\$5			
Part II Chapter 23 Art II Sec 23-38 (f)	Solid Waste	Minimum deposit for garbage service from City	\$20.00			
Part II Chapter 23 Art II Sec 23-38 (g)	Solid Waste	Public Safety Fee	\$1.65			
Part II Chapter 23 Art II Sec 23-40	Solid Waste	Disposal of household hazardous waste; rates	Not included in this Schedule; See Code Sec 23-40			
Part II Chapter 23 Art III Sec 23-67 (b)	Solid Waste	City Dump; Sanitary Landfill: Fee per cubic yard	\$0.75			
CHAPTER 24: STREETS AND SIDEWALKS						
Part II Chapter 24 Art I Sec 24-1	Streets and Sidewalks	Maximum Fine		\$500		
Part II Chapter 24 Art I Sec 24-2 (a)	Streets and Sidewalks	Street Paving or Improvement Work Bond			\$5,000	

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<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 24 Art I Sec 24-2 (b)(1)	Streets and Sidewalks	Street Paving or Improvement Work Liability				\$100,000, \$300,000, \$100,000
Part II Chapter 24 Art I Sec 24-13 (d)	Streets and Sidewalks	Administrative Plan Review Fee	\$50 per sheet			
Part II Chapter 24 Art II Sec 24-46 (a)	Streets and Sidewalks	Permit to Construct or Repair Fee				
Part II Chapter 24 Art III Div 2 Sec 24-114 (e)	Streets and Sidewalks	Administrative Fee	\$10			
Part II Chapter 24 Art III Div 2 Sec 24-114 (e)	Streets and Sidewalks	If a curb is cut into, a fee for cutting or removing a curbing exceeding 20 feet shall be \$1.00 per foot for each additional foot in excess of 20 feet.	\$20			
Part II Chapter 24 Art III Div 2 Sec 24-115	Streets and Sidewalks	Permit Renewal Fee	\$1			
Part II Chapter 24 Art IV Div 1 Sec 24-146	Streets and Sidewalks	Excavations: Maximum Fine	\$10			
Part II Chapter 24 Art IV Div 1 Sec 24-147	Streets and Sidewalks	Excavation: Bond		\$500	\$2,000	
Part II Chapter 24 Art IV Div 1 Sec 24-148 (b)	Streets and Sidewalks	Excavations: liability Insurance Coverage			\$5,000, \$10,000, \$5,000	
Part II Chapter 24 Art IV Div 2 Sec 24-177 (b)	Streets and Sidewalks	Streets: Cut Fee	\$60			
CHAPTER 25: TAXATION						
Part II Chapter 25 Art II Div 1 Sec 25-35	Taxation	Failure or Refusal to Pay or Fraudulent Returns under this Section: Maximum Fine		\$500		
Part II Chapter 25 Art III Div 1 Sec 25-162	Taxation	Failure or Refusal to Pay or Fraudulent Returns under this Section: Maximum Fine		\$500		
CHAPTER 26: UTILITIES						
Part II Chapter 26 Art I Sec 26-1 (c) and (d)	Utilities	Investor Owned Utilities	Franchise Tax + Current Sales Tax			
Part II Chapter 26 Art II Sec 26-26 (a)	Utilities	Water Rates: The minimum charge for water used by consumers inside the city limits: RESIDENTIAL:				

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
		Number of Gallons	Monthly Rate Per Thousand Gallons*			
		0—1,000	\$26.54			
		1,001—4,000	\$4.99			
		4,001—1,000,000	\$5.10			
		1,000,001—2,000,000	\$5.26			
		More than 2,000,000	\$5.37			
	Utilities	Water Rates: The minimum charge for water used by consumers inside city limits: COMMERCIAL:				
		Number of Gallons	Monthly Rate Per Thousand Gallons*			
		0—1,000	\$33.17			
		1,001—4,000	\$4.99			
		4,001—1,000,000	\$5.10			
		1,000,001—2,000,000	\$5.26			
		More than 2,000,000	\$5.37			
		Water Rates: The minimum charge for water used by consumers inside city limits: INSIDE COMPOUND METER:				
		Number of Gallons	Monthly Rate Per Thousand Gallons*			
		0—1,000	\$33.17			
		1,001—4,000	\$4.99			
		4,001—1,000,000	\$5.10			
		1,000,001—2,000,000	\$5.26			
		More than 2,000,000	\$5.37			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>	
Part II Chapter 26 Art II Sec 26-26 (b)	Utilities	Water Rates: The rate to be charged for furnishing water for consumption outside the city limits: RESIDENTIAL					
			Number of Gallons	Monthly Rate Per Thousand Gallons*			
			0—1,000	\$30.85			
			1,001—4,000	\$7.49			
			4,001—1,000,000	\$7.69			
			1,000,001—2,000,000	\$7.87			
			More than 2,000,000	\$8.07			
		Water Rates: The rate to be charged for furnishing water for consumption outside the limits: COMMERCIAL					
			Number of Gallons	Monthly Rate Per Thousand Gallons*			
			0—1,000	\$38.57			
			1,001—4,000	\$7.49			
			4,001—1,000,000	\$7.69			
			1,000,001—2,000,000	\$7.87			
			More than 2,000,000	\$8.07			
Part II Chapter 26 Art II Sec 26-27 (b)	Utilities	Sewer Rates: The charge for sanitary sewer use by consumers inside the city limits: RESIDENTIAL					
			Number of Gallons	Monthly Rate Per Thousand Gallons*			
			0—1,000	\$17.30			
			Over 1,000	\$3.83			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
		Sewer Rates: The charge for sanitary sewer use by consumers inside the city limits: COMMERCIAL				
		Number of Gallons	Monthly Rate Per Thousand Gallons*			
		0—1,000	\$21.65			
		Over 1,000	\$3.72			
Part II Chapter 26 Art II Sec 26-27 (c)	Utilities	The rate for furnishing water for consumption outside the city limits: RESIDENTIAL				
		Number of Gallons	Monthly Rate Per Thousand Gallons*			
		0—1,000	\$25.97			
		Over 1,000	\$5.58			
		The rate for furnishing water for consumption outside the city limits: COMMERCIAL				
		Number of Gallons	Monthly Rate Per Thousand Gallons*			
		0—1,000	\$32.45			
		Over 1,000	\$5.58			
Part II Chapter 26 Art II Sec 26-27 (c)	Utilities	Septic Hauler Permit Fee	\$100/Truck			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 1	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 2	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 3	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 4	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 5	Utilities	Industrial Pretreatment Fees	RESERVED			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 26 Art II Sec 26-28 (a), (b) 6	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 7	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-29 (a)(b)	Utilities	(Metered Users) User Charge - Treatment of Domestic Wastewater	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (a)(b)	Utilities	(Non-Metered Users) User Charge - Treatment of Domestic Wastewater	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (c)	Utilities	Excessive Strength Charges	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (e)	Utilities	Toxic Pollutant Charges	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (g)	Utilities	Charges for Extraneous Flows	Refer to Code			
Part II Chapter 26 Art III Div 1 Sec 26-59	Utilities	Furnishing to other premises: Resetting the Meter Fee	\$25			
Part II Chapter 26 Art III Div 1 Sec 26-67 (d)(1)	Utilities	Water--Drought Management Plans: <u>Fines:</u> 1st Violation;		Warning		
Part II Chapter 26 Art III Div 1 Sec 26-67 (d)(2)	Utilities	Water--Drought Management Plans: <u>Fines:</u> 2nd Violation;		\$150 plus costs		
Part II Chapter 26 Art III Div 1 Sec 26-67 (d)(3)	Utilities	Water--Drought Management Plans: <u>Fines:</u> 3rd Violation;		\$250 plus costs		
Part II Chapter 26 Art III Div 1 Sec 26-67 (d)(4)	Utilities	Water--Drought Management Plans: <u>Fines:</u> 4th and Subsequent Violations		\$500 plus costs		
Part II Chapter 26 Art III Div 1 Sec 26-69(e)	Utilities	Administrative Plan Review Fee	\$50 per sheet			
Part II Chapter 26 Art III Div 1 Sec 26-70	Utilities	Failure to Repair Water Leak: Maximum Fine		\$150		
Part II Chapter 26 Art III Div 1 Sec 26-70	Utilities	Failure to Repair Water Leak: Subsequent Fine for each day		\$25		
Part II Chapter 26 Art III Div 1 Sec 26-71 (a)(2)	Utilities	Individual Water Well: Permit Fee	\$100			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 26 Art III Div 1 Sec 26-72	Utilities	Fire hydrant meter for bulk water purchase: Refundable Deposit	\$1,100			
Part II Chapter 26 Art III Div 2 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 5/8" or 3/4"	\$300			
Part II Chapter 26 Art III Div 2 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 1/2" or 3/4"	\$350			
Part II Chapter 26 Art III Div 2 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 1.0" and over	\$450			
Part II Chapter 26 Art III Div 2 Sec 26-101(c)	Utilities	Transfer of Service Fee	\$25			
Part II Chapter 26 Art III Div 2 Sec 26-104	Utilities	Filling Swimming Pools	Refer to Code			
Part II Chapter 26 Art III Div 2 Sec 26-132 (a)	Utilities	Water Service Cash Deposit - Residential	\$75			
Part II Chapter 26 Art III Div 2 Sec 26-132 (c)	Utilities	Processing Fee	\$25			
Part II Chapter 26 Art III Div 2 Sec 26-133	Utilities	Water Service Cash Deposit - Commercial	Refer to Code			
Part II Chapter 26 Art III Div 2 Sec 26-134	Utilities	Water Meter Deposit	\$200			
Part II Chapter 26 Art III Div 2 Sec 26-135 (b)	Utilities	Temporary Service Charge	\$25			
Part II Chapter 26 Art III Div 2 Sec 26-137	Utilities	Utility Deposit Amount Increase	Refer to Code			
Part II Chapter 26 Art III Div 2 Sec 26-171	Utilities	Water Meter Testing	Refer to Code			
Part II Chapter 26 Art III Div 2 Sec 26-173	Utilities	Meter Maintenance Fees:				
		Residential	\$6 per month			
		Commercial				
		Meter Size	Rate Per Month			
		3/4" Meter	\$6			
		5/8" Meter	\$6			
		1" Meter	\$6			
		1-1/2" Meter	\$7			
		2" Meter	\$9			
		3" Meter	\$13			
		4" Meter	\$17			
		5" Meter	\$21			
		6" Meter	\$25			
		8" Meter	\$34			
Part II Chapter 26 Art III Div 2 Sec 26-174	Utilities	Public Safety Fee	\$1.65			
Part II Chapter 26 Art III Div 3 Sec 26-202	Utilities	Late Payment Penalty	10 % of bill, minimum \$1.25			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 26 Art III Div 4 Sec 26-231 (c)	Utilities	Removal, Plugging, Locking, and Resetting of City Water Meters: Fee	\$75			
Part II Chapter 26 Art III Div 4 Sec 26-231 (d)	Utilities	Administration Fee for Process of Disconnecting	\$50			
Part II Chapter 26 Art III Div 4 Sec 26-231(e)	Utilities	Rescheduling Fee	\$25			
Part II Chapter 26 Art III Div 4 Sec 26-231(f)	Utilities	Cutoff Notice Fee	\$5			
Part II Chapter 26 Art III Div 4 Sec 26-231(g)	Utilities	After-Hours Connection Service Fee	\$50			
Part II Chapter 26 Art III Div 4 Sec 26-233	Utilities	Dishonored Check Fee	\$35			
Part II Chapter 26 Art IV Div 1 Sec 26-264	Utilities	Sewers: Maximum Fine		\$1,000		
Part II Chapter 26 Art IV Div 1 Sec 26-265	Utilities	Falsifying Information: Maximum Fine		\$500		
Part II Chapter 26 Art IV Div 1 Sec 26-266 (h)	Utilities	Sewers: Citation: Maximum Fine		\$1,000		
Part II Chapter 26 Art I Div 1 Sec 26-268(e)	Utilities	Administrative Plan Review Fee	\$50 per sheet			
Part II Chapter 26 Art IV Div 1 Sec 26-271 (c)	Utilities	Fees for dumping Septage (Section 26-28)	RESERVED			
Part II Chapter 26 Art IV Div 1 Sec 26-272 (f)	Utilities	fee:	\$375			
Part II Chapter 26 Art IV Div 1 Sec 26-272 (f)	Utilities	fee:	\$500			
Part II Chapter 26 Art IV Div 1 Sec 26-272 (f)	Utilities	Sewer connection. Wastewater tap fee: 8 inch pipe	\$1,000			
Part II Chapter 26 Art V Sec 26-437 (3)	Utilities	Change of Existing Service Fee:	\$20			
Part II Chapter 26 Art V Sec 26-437 (4)	Utilities	Reinspection Fee: First Occurrence	\$25			
Part II Chapter 26 Art V Sec 26-437 (4)	Utilities	Reinspection Fee: Subsequent Occurrences	\$50			
CHAPTER 27: VEGETATION						
Part II Chapter 27 Art II Div 2 Sec 27-56	Vegetation	License to Trim, Prune, or Remove: License Fee	\$25			
Part II Chapter 27 Art II Div 2 Sec 27-57 (a)	Vegetation	License to Trim, Prune, or Remove: Bond			\$1,000	
Part II Chapter 27 Art II Div 2 Sec 27-58 (b)	Vegetation	License to Trim, Prune, or Remove: Liability Insurance				\$5,000, \$10,000, \$5,000

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 27 Art II Div 3 Sec 27-92	Vegetation	Arborists License Fee; Bond; and Liability Insurance			\$1,000	\$50,000, \$100,000
Part II Chapter 27 Art II Div 3 Sec 27-94	Vegetation	Maximum Fine.		\$100		
CHAPTER 28: WELLS, OIL AND GAS						
Part II Chapter 28 Art II Div 1 Sec 28-33 (b)	Wells, Oil and Gas	Maximum Fine		\$500		
Part II Chapter 28 Art II Div 1 Sec 28-37	Wells, Oil and Gas	Release of bonds and insurance on sale of well: Flat Fee per well under 10 wells	\$50			
Part II Chapter 28 Art II Div 1 Sec 28-37	Wells, Oil and Gas	Release of bonds and insurance on sale of well: Release of 10 or more wells	\$500			
Part II Chapter 28 Art II Div 2 Sec 28-67 (b)	Wells, Oil and Gas	Application and Permit Fee and first year of operation fee	\$3,500			
Part II Chapter 28 Art II Div 2 Sec 28-69 (a)	Wells, Oil and Gas	Surety Bond			\$50,000	
Part II Chapter 28 Art II Div 2 Sec 28-69 (c)	Wells, Oil and Gas	Blanket Corporate Surety Bond			\$500,000	
Part II Chapter 28 Art II Div 2 Sec 28-69 (d)	Wells, Oil and Gas	in lieu of Corporate Surety Bond			\$50,000.00	
Part II Chapter 28 Art II Div 2 Sec 28-70 (b)	Wells, Oil and Gas	Liability Insurance Minimum				\$500,000
Part II Chapter 28 Art II Div 2 Sec 28-72	Wells, Oil and Gas	Denial; cancellation of application processing fee	\$250			
Part II Chapter 28 Art II Div 2 Sec 28-73 (a)	Wells, Oil and Gas	Annual Permit Fee	\$250			
Part II Chapter 28 Art II Div 2 Sec 28-73 (b) (1-2)	Wells, Oil and Gas	Annual Permit Fee: <u>If the price per barrel of Oklahoma Sweet has averaged less than \$15 per barrel for the 12 months preceding the anniversary date</u>	\$150			
Part II Chapter 28 Art II Div 2 Sec 28-73 (b) (1-2)	Wells, Oil and Gas	Annual Permit Fee: <u>If the price per barrel of Oklahoma Sweet has averaged more than \$15 per barrel for the 12 months preceding the anniversary date</u>	\$250			
Part II Chapter 28 Art II Div 2 Sec 28-74	Wells, Oil and Gas	Prior nonpermitted wells	\$250			
Part II Chapter 28 Art III Sec 28-131 (c)	Wells, Oil and Gas	Abandonment and Plugging Permit Fee	\$350			

Appendix A - City Fee Schedule

<u>MUNICIPAL CODE SITE</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FEE</u>	<u>FINE</u>	<u>BOND</u>	<u>INSURANCE</u>
Part II Chapter 28 Art V Sec 28-194 (a)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Enhanced recovery project or disposal well application fee	\$5,000			
Part II Chapter 28 Art V Sec 28-194 (b)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Enhanced Recovery project: Annual inspection fee	\$250			
Part II Chapter 28 Art V Sec 28-194 (c)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Disposal Well: Annual inspection fee	\$1,000			
Part II Chapter 28 Art V Sec 28-196 (2)(d)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Additional Bond and Insurance Coverage: Minimum Insurance Coverage				\$1,000,000



City Manager Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: Board of City Commissioners
From: Mark Simpson, Interim City Manager
Subject: Annual Review of the Public Safety Fee.

Background: At the June 6, 2022, meeting of the City of Shawnee Board of Commissioners, and in response to staffing needs for the Shawnee Fire Department, the City Commission adopted Ordinance Nos. 2762NS and 2763NS that put in place a monthly Public Safety Fee charge of \$1.65 per utility account. With approximately 11,700 active utility accounts, the fee provides an estimated \$231,660 per year, which allowed for the initial hiring and the continued retention of three additional firefighters.

Ordinance Nos. 2762NS and 2763NS also stipulate that the Public Safety Fee be reviewed annually by the City Commission. Having recently completed the revenue projections for the proposed Fiscal Year 2025-2026 operating budget, it was determined that no alternative long-term funding source has become available to replace the Public Safety Fee at this time.

Financial Impact: Estimated revenue of \$231,660 for Fiscal Year 2026

Attachments: Ordinance 2762NS, Ordinance 2763NS

Staff Recommendation: (For information only)

ORDINANCE NO 2762NS

AN ORDINANCE AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 26 "UTILITIES," BY ADDING AND ADOPTING A PUBLIC SAFETY FEE; AND PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a proposal has been presented to the City Commission of the City of Shawnee, Oklahoma to amend Chapter 26 of the Shawnee Municipal Code of Ordinances of the City of Shawnee, Oklahoma so as to create, implement, and impose a public safety fee upon utility customers;

WHEREAS, the City Commission has determined that such modification and amendment is necessary and in the best interest of the citizens of the City of Shawnee to provide more efficient administration of city departments; and

WHEREAS, the Mayor and City Commissioners wish to implement those changes:

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT CHAPTER 26 OF THE SHAWNEE MUNICIPAL CODE BE AMENDED AS FOLLOWS:

Section 1. [adoption of Public Safety Fee] Amends City Code Chapter 26 "Utilities", Article III "Water", Division 2 "Service Connections", "Subdivision III "Meters", by creating Section 26-174 [formerly "Reserved"], which shall impose and set a monthly fee for Public Safety through the adoption of the following language:

Section 26-174 – Public Safety Fee.

Each account shall be charged a monthly fee relating to Public Safety. The amount to be charged for the Public Safety Fee shall be in an amount as described in the City Fee Schedule adopted and updated from time to time by resolution of the City Commission. The Public Safety Fee collected shall be deposited in the General Fund and all monies collected shall be used for Public Safety purposes. The fee shall be reviewed and evaluated annually by the City Commission.

Section 2: Repealer. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

Section 3: Codification and Fee Schedule Update. This Ordinance, and its Appendix, shall be codified in the Shawnee Municipal Code, and update the City Fee Schedule, and the codifier is authorized to set out the ordinance as appropriate.

Section 4: Severability. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force and effect after its passage on August 1, 2022.

PASSED AND APPROVED this 20th day of June, 2022.

ATTEST:
(SEAL)



Lisa Laszore
LISA LASZYONE, CMC, CITY CLERK

Ed Bolt
ED BOLT, MAYOR

Approved as to form and legality this 20th day of June, 2022.



JOSEPH M. VORNDRAN
CITY ATTORNEY

ORDINANCE NO. 2763NS

AN ORDINANCE AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 23 "SOLID WASTE," BY ADDING AND ADOPTING A PUBLIC SAFETY FEE; AND PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a proposal has been presented to the City Commission of the City of Shawnee, Oklahoma to amend Chapter 23 of the Shawnee Municipal Code of Ordinances of the City of Shawnee, Oklahoma so as to create, implement, and impose a public safety fee upon sanitation only customers;

WHEREAS, the City Commission has determined that such modification and amendment is necessary and in the best interest of the citizens of the City of Shawnee to provide more efficient administration of city departments; and

WHEREAS, the Mayor and City Commissioners wish to implement those changes:

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT CHAPTER 26 OF THE SHAWNEE MUNICIPAL CODE BE AMENDED AS FOLLOWS:

Section 1. *[adoption of Public Safety Fee]* Amends City Code Chapter 23 "Solid Waste", Article II "Collection and Removal", Section 23-38 "Charges", by creating Section 23-38(g), which shall impose and set a monthly fee for Public Safety through the adoption of the following language:

Section 23-38(g) – Public Safety Fee.

Each account which is only charged for the collection and removal of garbage or rubbish and that does not include water service (as described in Section 23-38(e))("Sanitation Only Account") shall be charged a monthly fee relating to Public Safety. The amount to be charged for the Public Safety Fee shall be in an amount as described in the City Fee Schedule adopted and updated from time to time by resolution of the City Commission. The Public Safety Fee collected shall be deposited in the General Fund and all monies collected shall be used for Public Safety purposes. The fee shall be reviewed and evaluated annually by the City Commission.

Section 2: Repealer. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

Section 3: Severability. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

Section 4: Codification and Fee Schedule Update. This Ordinance, and its Appendix, shall be codified in the Shawnee Municipal Code, and update the City Fee Schedule, and the codifier is authorized to set out the ordinance as appropriate.

Section 5: Effective Date. This ordinance shall take effect and be in full force and effect after its passage on August 1, 2022.

PASSED AND APPROVED this 20th day of June, 2022.

(SEAL)
ATTEST:

Lisa Laszore
LISA LASZYONE, CMC, CITY CLERK



Ed Bolt
ED BOLT, MAYOR

Approved as to form and legality this 20th day of June, 2022.



JOSEPH M. VORNDRAN
CITY ATTORNEY



Community Development Department
16 W 9th Street
SHawnee, OK 74802

Date: May 22, 2025
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Consideration of a Preliminary Plat for Shawnee Twin Lakes, Lake No. 1, Phase III.
Case No. PPL01-25 | Applicant: City of Shawnee, Oklahoma

Background: The subject property is located to the northwest of the intersection of Highway 102 and Clearpond Road in Sections 14, 15, and 23, Township 10 North, Range 2 East. The property is zoned TL (Twin Lakes), with similar zoning to the north, west, and south, with a small section of C-2 (Regional Commercial) to the north-northwest. The property to the east across Highway 102 is not within the corporate limits of the city and has no zoning designation.

Findings and Facts:

- Staff has reviewed the document and finds it sufficient, including the City Engineer and the Fire Marshal.

Options:

- Recommending Approval of Case No. PPL01-25, Preliminary Plat for Shawnee Twin Lakes – No. 1, Phase 3 as presented.
- Recommending Denial of the application for PPL01-25, Preliminary Plat for Shawnee Twin Lakes – No. 1, Phase 3 as presented.
- Recommending Deferral of Case No. PPL01-25 with a request for additional and specific information to a certain date.

The Planning Commission reviewed this item at their May 7, 2025, regular meeting and recommended APPROVAL on a vote of 6-0. Based on the findings and facts, staff recommends that the City Commission APPROVE PPL01-25 for the Preliminary Plat of Shawnee Twin Lakes – No. 1, Phase 3.

Financial Impact: None

Attachments: PPL01-25 PC to CC Record of Action, PC Staff Report PPL01-25, Shawnee Twin Lakes - Lake No. 1, Phase 3 - Prelim Plat

Staff Recommendation: Approval of the item.

RECORD OF ACTION

DATE: May 12, 2025

TO: Mayor and Board of City Commissioners -- City of Shawnee, OK

FROM: Rian Harkins, Community Development Director

SUBJECT: Record of Action by Planning Commission

=====

CASE NO: PPL01-25

REQUEST: Consideration of a request for a Preliminary Plat for Shawnee Twin Lakes – No. 1, Phase 3

Applicant: City of Shawnee

Subject Property Address: N/A

Legal Description: A REPLAT OF A PART OF THE FINAL PLAT OF PRELIMINARY PLAT T10N-R2E, I.M., POTTAWATOMIE COUNTY, OK CITY OF SHAWNEE AND BEING A PART OF SECTIONS 14, 15 & 23

Current Zoning: TL Twin Lakes **Requested Zoning:** Same

Staff Recommendation: Approval

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Planning Commission Meeting Date: May 7, 2025

PC Recommendation: Approval

Conditions: None

Vote: 6 -- 0 -- 0

Members Present: 6

Members:	Motion	2 nd	Aye	Nay	Abstain	Comments
ALEXANDER		X	X			
PORTER			X			
JOHNSON	X		X			
REESE			X			
BARRETT(CHAIR)			X			
HAYES			X			
HEMBREE						



Planning Commission Meeting – 5.7.2025 – City of Shawnee, Oklahoma

Staff Report | PPL01-25 | Shawnee Twin Lakes – Lake No. 1, Phase 3

Date: April 22, 2025

To: Shawnee Planning Commission

From: Diana Hood, City Planner

Subject: Consideration of a request for a Preliminary Plat for Shawnee Twin Lakes – No. 1, Phase 3
Case No. PPL01-25 | Applicant: City of Shawnee

Background

The subject property is located to the northwest of the intersection of Highway 102 and Clearpond Road in Sections 14, 15, and 23, Township 10 North, Range 2 East. The property is zoned TL (Twin Lakes), with similar zoning to the north, west, and south, with a small section of C-2 (Regional Commercial) to the north-northwest. The property to the east across Highway 102 is not within the corporate limits of the city and has no zoning designation.

Discussion

Findings and Facts:

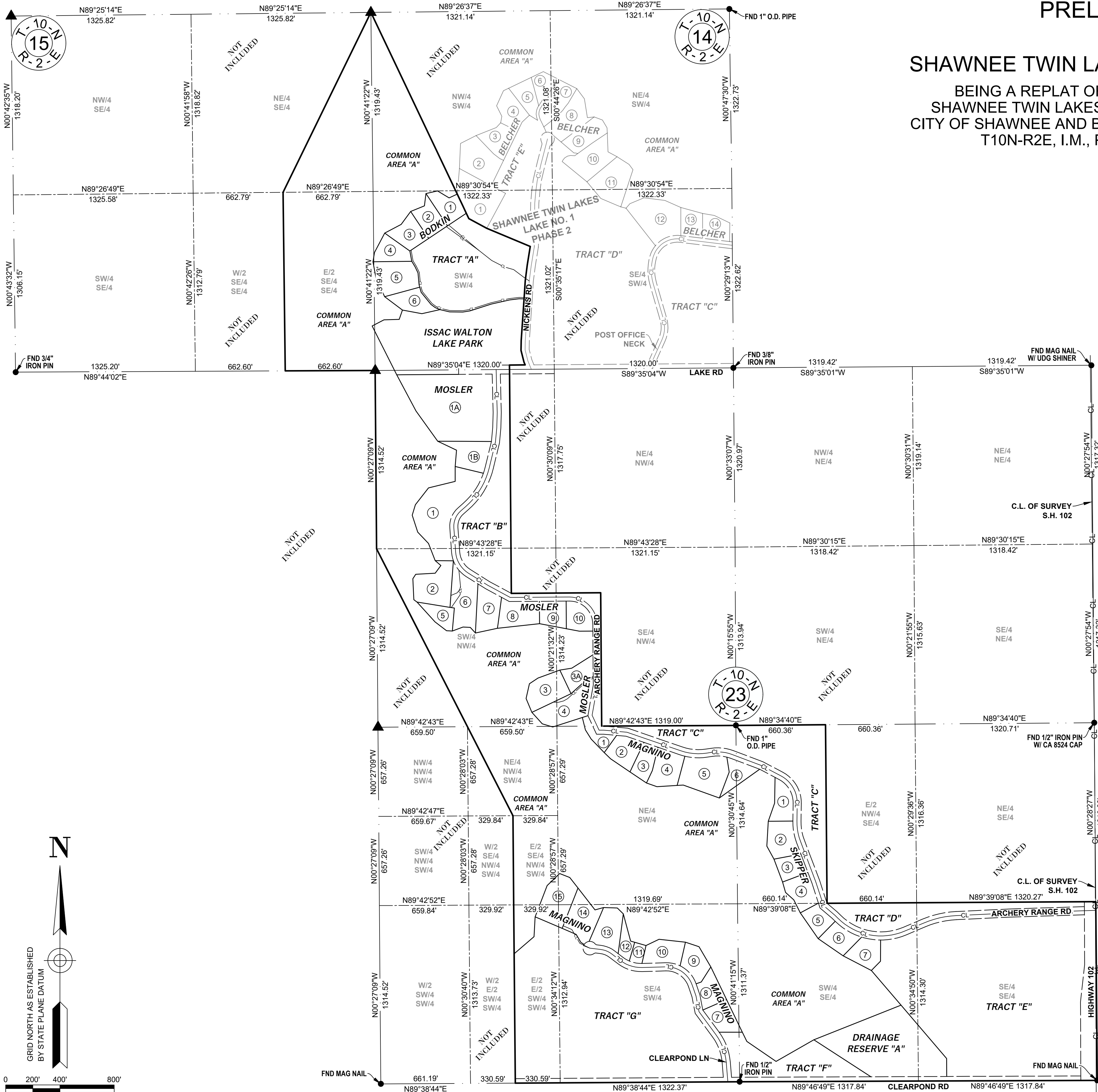
- Staff has reviewed the document and finds it sufficient, including the City Engineer and the Fire Marshal

Options:

- Recommending Approval of Case No. PPL01-25, Preliminary Plat for Shawnee Twin Lakes – No. 1, Phase 3 as presented.
- Recommending Denial of the application for PPL01-25, Preliminary Plat for Shawnee Twin Lakes – No. 1, Phase 3 as presented.
- Recommending Deferral of Case No. PPL01-25 with a request for additional and specific information to a certain date.

Recommendation: Based on the Findings and Facts, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **PPL01-25** for the Preliminary Plat of Shawnee Twin Lakes – No. 1, Phase 3

This application will be heard at the City Commission meeting on Monday, June 16, at 6:00 pm.



PRELIMINARY PLAT
OF
SHAWNEE TWIN LAKES - LAKE NO. 1, PHASE 3

BEING A REPLAT OF A PART OF THE FINAL PLAT OF
SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE
CITY OF SHAWNEE AND BEING A PART OF SECTIONS 14, 15 & 23
T10N-R2E, I.M., POTTAWATOMIE COUNTY, OK

NOTES

1. THIS PLAT OF SURVEY MEETS OR EXCEEDS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT THIS FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.
2. EXTERIOR SUBDIVISION CORNERS, LOT CORNERS, R/W CORNERS, AND CENTERLINE MONUMENTS SHALL BE EITHER A 1/2" IRON PIN W/ PLASTIC CAP STAMPED "ELEVATION CA 8524" OR A MAG NAIL WITH SHINER STAMPED "ELEVATION CA 8524", UNLESS OTHERWISE NOTED.
3. MAINTENANCE OF ALL COMMON AREAS AND RIGHT-OF-WAYS ARE THE RESPONSIBILITY OF THE CITY OF SHAWNEE.
4. MAINTENANCE OF ALL ACCESS EASEMENTS ARE THE RESPONSIBILITY OF THE LESSEE(S) OF THE LOT(S) THE ACCESS EASEMENT IS SERVING.
5. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENTS, NO STRUCTURES, STORAGE OF MATERIAL, GRADING, FILL OR OTHER OBSTRUCTIONS INCLUDING FENCES, EITHER TEMPORARY OR PERMANENT, SHALL BE PLACED WITHIN THE COMMON AREAS OR RIGHT-OF-WAYS.
6. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENT, NO STRUCTURES SHALL BE PLACED WITHIN THE BUFFER AREA.
7. THE EDGES OF THE EASEMENTS AND RIGHT-OF-WAY LINES SHALL EXTEND TO AND/OR TERMINATE AT THE APPLICABLE LOT, PROPERTY, AND/OR RIGHT-OF-WAY LINES.
8. ALL EASEMENT DIMENSIONS ARE TO THE CENTERLINE OF THE EASEMENT.

LEGEND

SECTION LINE	_____	R/W = PUBLIC RIGHT-OF-WAY
QUARTER SECTION LINE	_____	A/E = PRIVATE ACCESS EASEMENT
ALIQUOT SECTION LINE	_____	U/E = PUBLIC UTILITY EASEMENT
EXISTING SUBDIVISION LOT LINE	_____	O/U/E = PRIVATE OVERHEAD UTILITY EASEMENT
CENTERLINE OF ROADWAY/DRIVE	_____CL	U/U/E = PRIVATE UNDERGROUND UTILITY EASEMENT
SUBJECT PROPERTY LINE	_____	P/E = PRIVATE PIPELINE EASEMENT
LOT LINE	_____	CL = CENTERLINE
BUFFER AREA LINE	_____	C = CURVE
EASEMENT LINE	_____	LL = LOT LINE
RIGHT-OF-WAY LINE	_____	BOUNDARY CORNER (AS NOTED)
		CALCULATED CORNER (FALLS IN LAKE)

The following items refer to documents, affecting the subject property, found by the surveyor during the survey. The survey was prepared without the benefit of a title commitment and the surveyor makes no guarantee that all easements or encumbrances affecting the subject property are shown herein.

Reference #	Recording Information	Document Description	Blanket	Plotted	Note
1	Book 72 Page 140-141	Right-of-Way in favor of McMann Oil Company	Yes	No	
2	Book 72 Page 141	Right-of-Way in favor of McMann Oil Company	Yes	No	
3	Book 159 Page 340	Right-of-Way in favor of Independent Pipe Line Company	Yes	No	
4	Book 66 Page 7	Right-of-Way in favor of Transok Pipe Line Company	Yes	No	
5	199600008326	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
6	199800010565	Easement for Private Streets in favor of Udell McSpadden	No	Yes	
7	200000016250	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
8	200300007331	10' Easement in favor of Oklahoma Gas and Electric Company	No	Yes	
9	200600003106	30' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
10	201200012284	Highway Easement in favor of the State of Oklahoma	No	Yes	
11	201200012285	Utility Easement in favor of the State of Oklahoma	No	Yes	
12	201400007140	Access and Roadway Easement in favor of Gary & Barbara Chatham and ISAOA	No	Yes	

Note	Surveyor's Comments
A	Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc. is to be on each side of the proposed pole line and/or underground line center. The surveyor made every effort to plot said right-of-way easement in the correct location but in some cases the centerline description is ambiguous making it very difficult to positively identify on the ground.

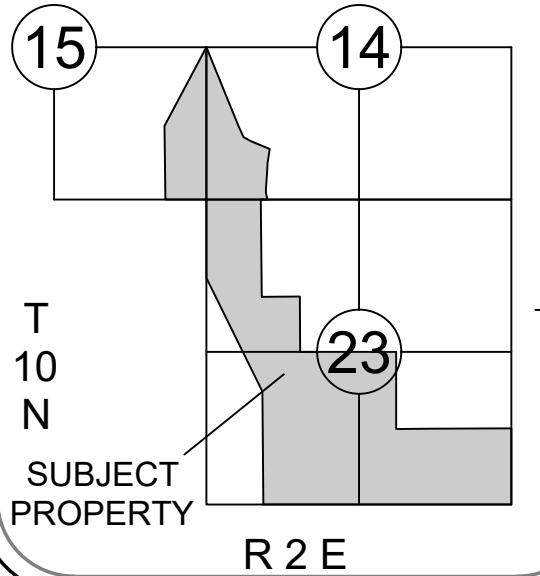
ELEVATION
LAND SURVEYING

8501 SW 15TH ST
OKLAHOMA CITY, OK 73128
405-493-9393

TANNER J. WENTWORTH
PROFESSIONAL LAND SURVEYOR #1871
C.A. #8524 EXPIRES 06-30-2026

LOCATION MAP

POTTAWATOMIE COUNTY, OK



PRELIMINARY PLAT
SHAWNEE TWIN LAKES - LAKE NO. 1
PHASE 3
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SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE
CITY OF SHAWNEE & BEING A PART OF SECTION 14, 15 & 23
T10N-R2E, I.M., POTTAWATOMIE COUNTY, OK

REVISION	BY	DATE	SURVEY BY:	TJW	FINAL DATE:	xx/xx/25	TJW	REVIEWED BY:	SDC	SCALE:	1"=400'	ELS JOB NUMBER:	2024.119

SHEET
1 OF 16

W/2
E/2
SW/4
SW/4

E/2
E/2
SW/4
SW/4

TRACT "G"

TRACT "G"

**COMMON
AREA "A"**

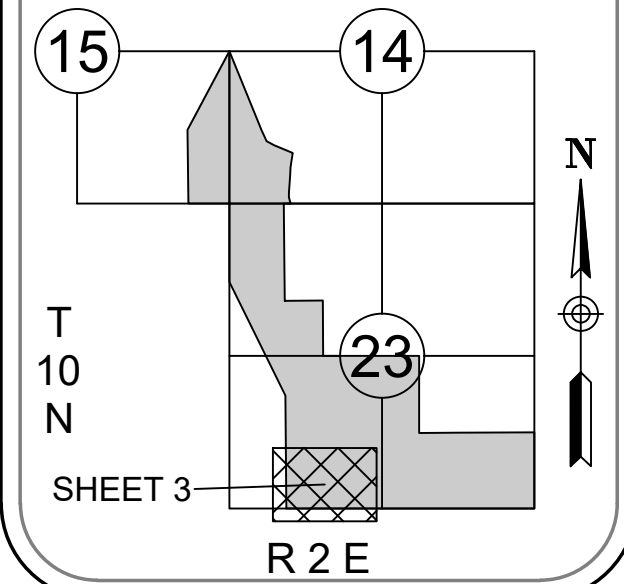
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FIELD DATE: xx/xx/25	SURVEY BY: T.J.W
FINAL DATE: xx/xx/25	DRAWN BY: T.J.W
SCALE: 1"=60'	REVIEWED BY: SDC
ELS JOB NUMBER: 2024.119	

SHEET
3 OF 16

W/2
SE/4
NW/4
SW/4

W/2
E/2
SW/4
SW/4

NE/4
SW/4

COMMON AREA "A"

SEE SHEET 11

SEE SHEET 3

N

GRID NORTH AS ESTABLISHED
BY STATE PLANE DATUM

A horizontal scale bar with alternating black and white segments. Above the bar, the numbers 0, 30', 60', and 120' are marked at regular intervals. The bar is divided into three equal sections, each 40 feet long, with a total length of 120 feet.

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POTTAWATOMIE COUNTY, OK

PRELIMINARY PLAT
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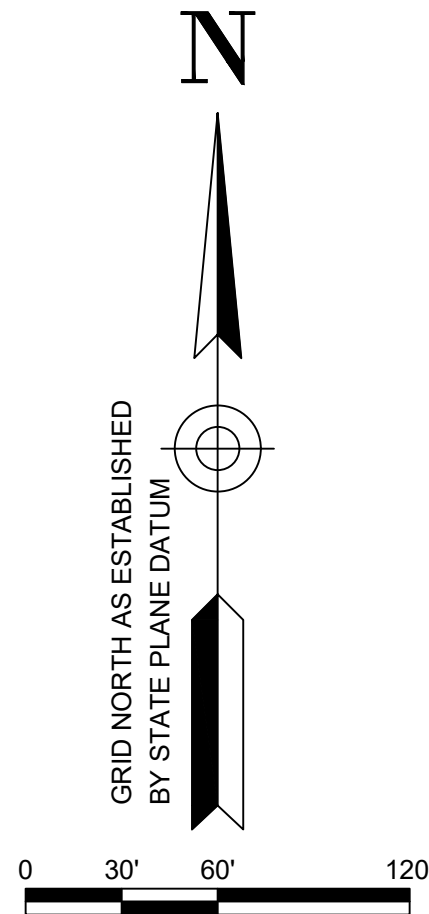
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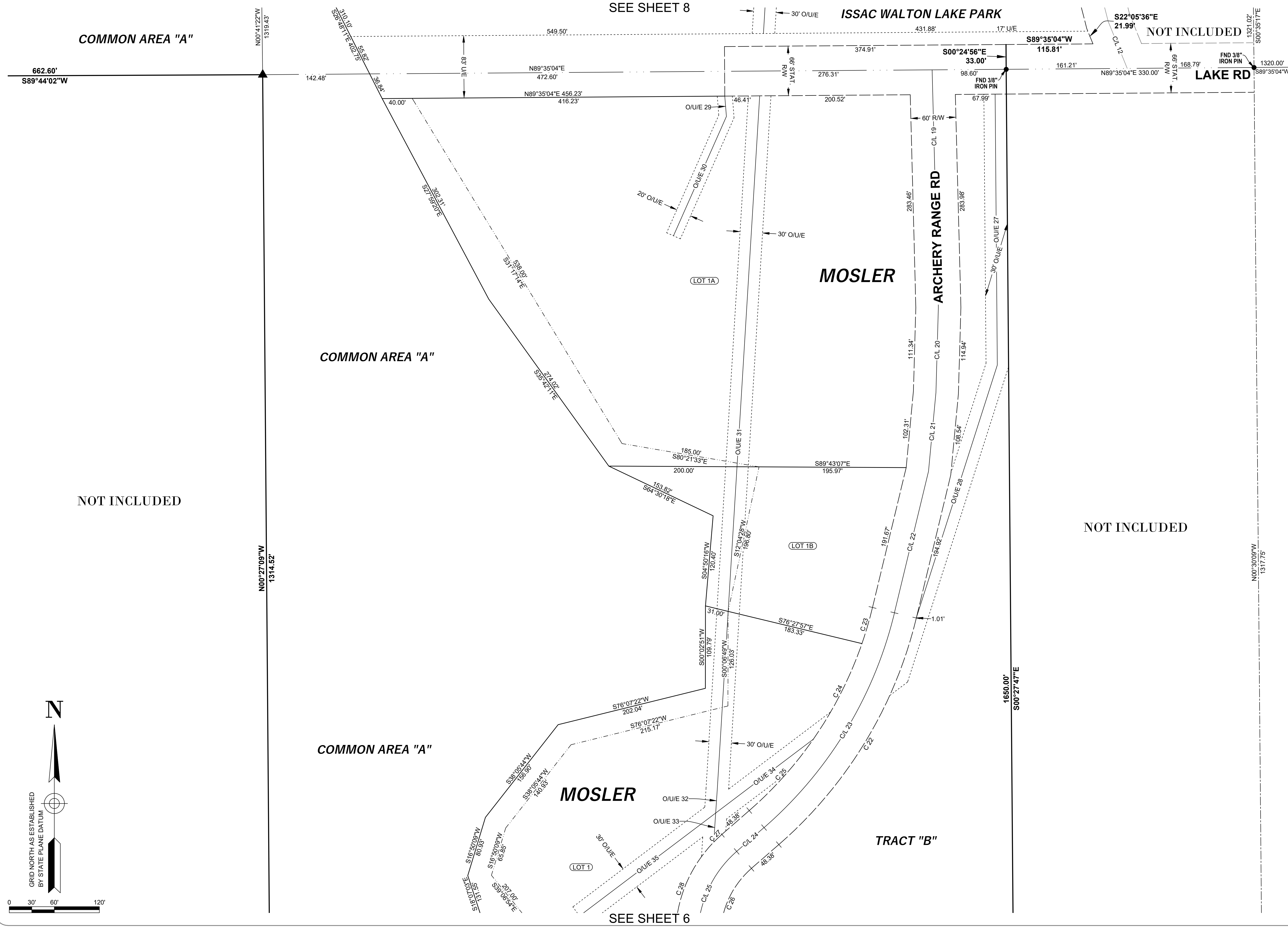
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SHEET
4 OF 16





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LOCATION MAP

POTTAWATOMIE COUNTY, OK

15 14

23

T 10 N

SHEET 7

R 2 E

N

PRELIMINARY PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

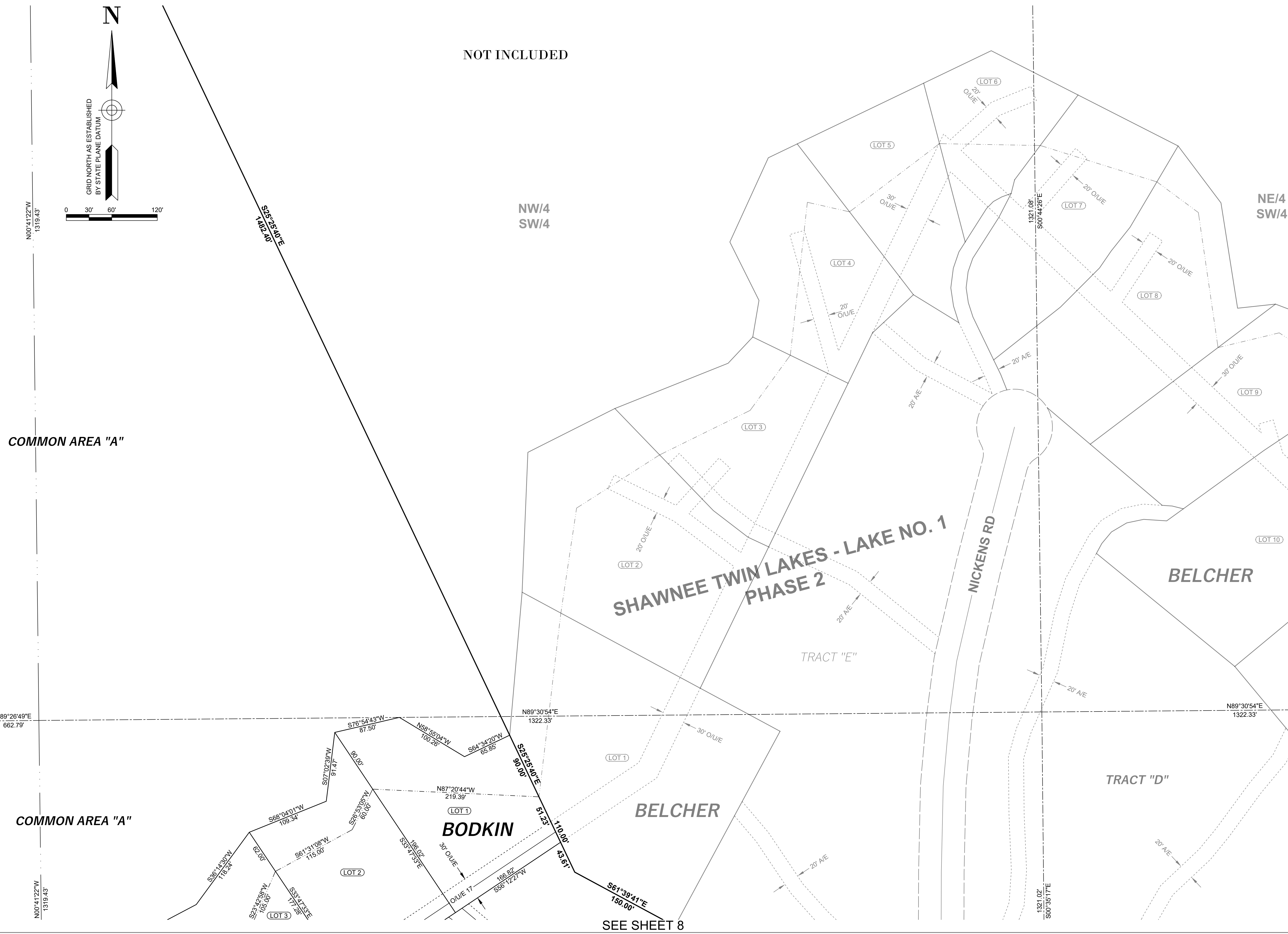
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SHEET
7 OF 16



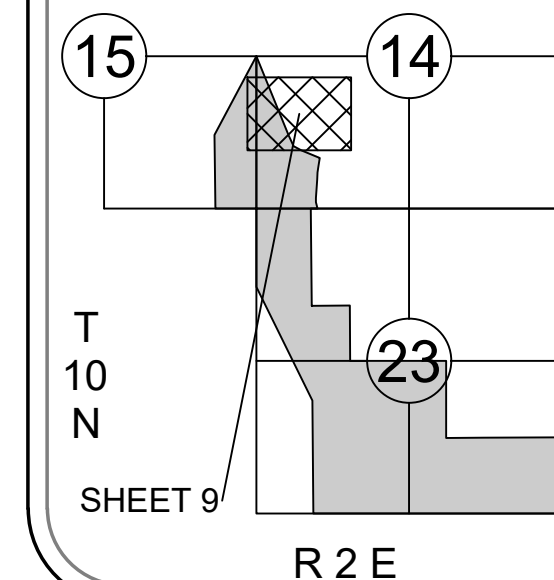
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LOCATION MAP

POTTAWATOMIE COUNTY, OK



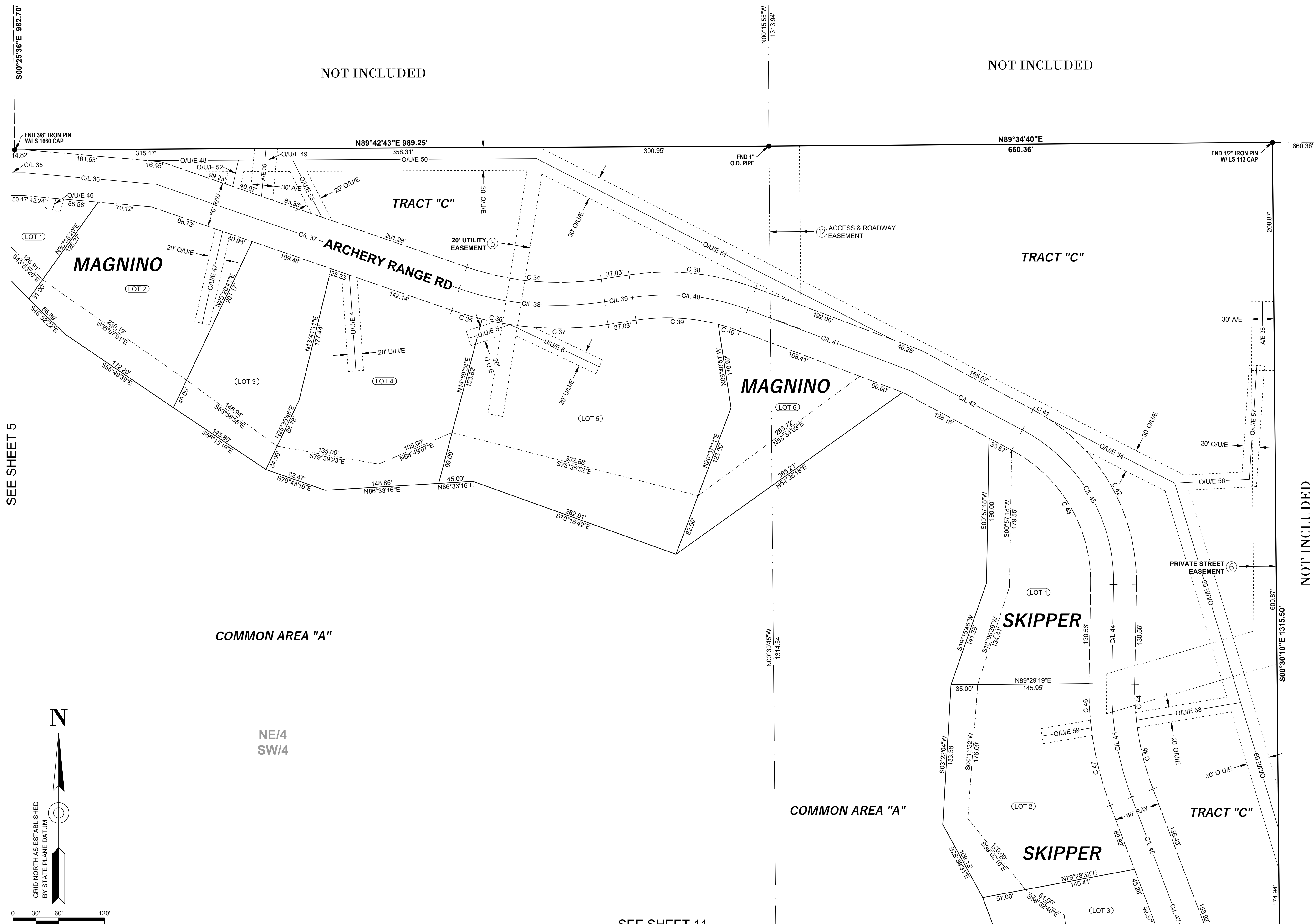
PRELIMINARY PLAT SHAWNEE TWIN LAKES - LAKE PHASE 3

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SHEET
9 OF 16



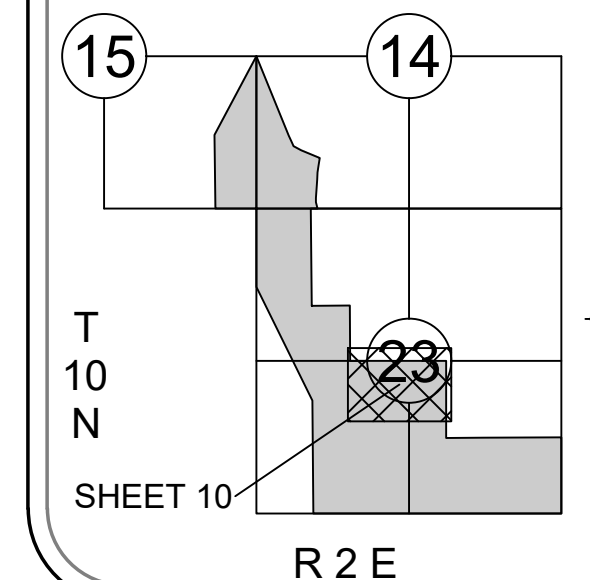
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LOCATION MAP

POTTAWATOMIE COUNTY, OK



PRELIMINARY PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

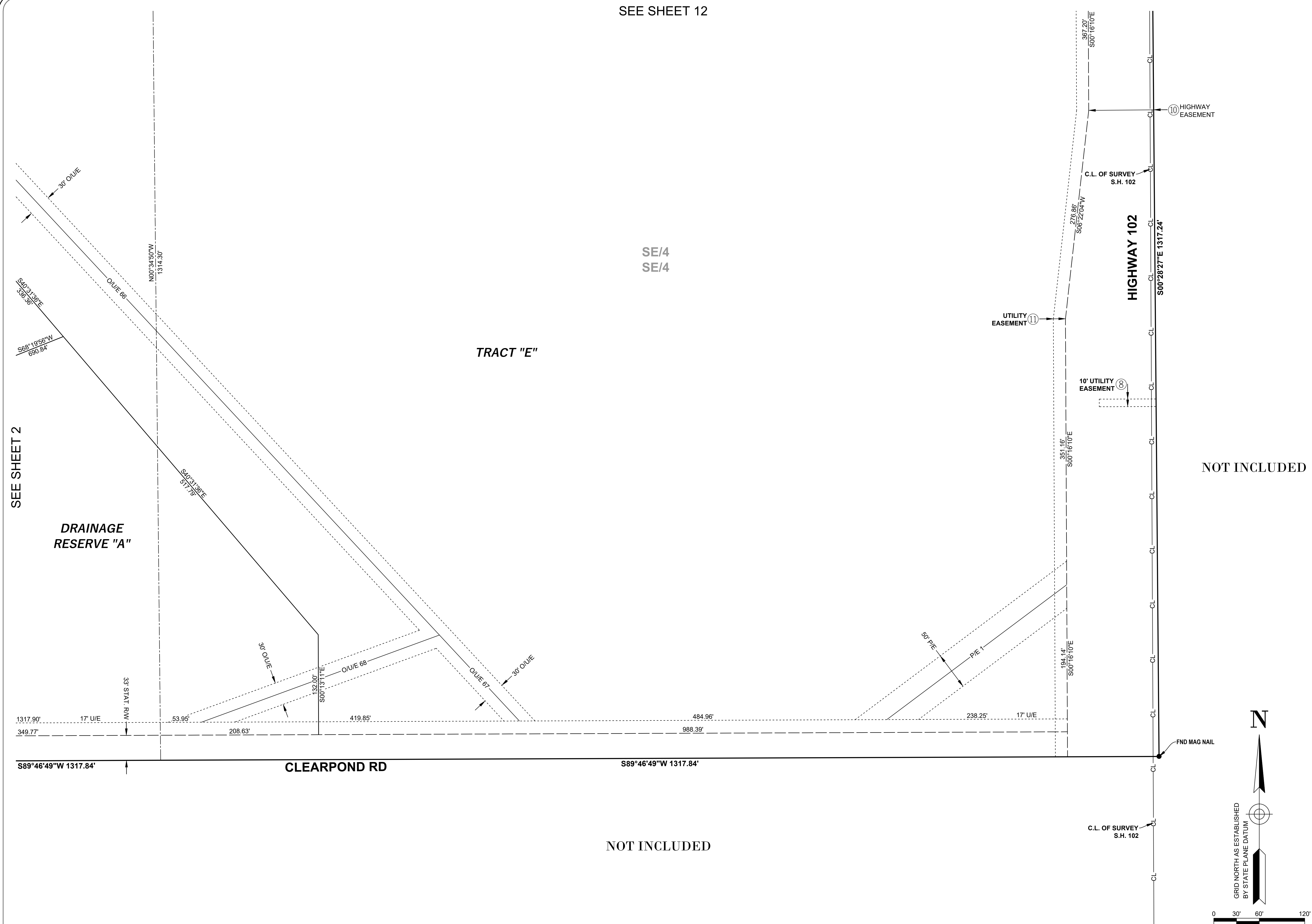
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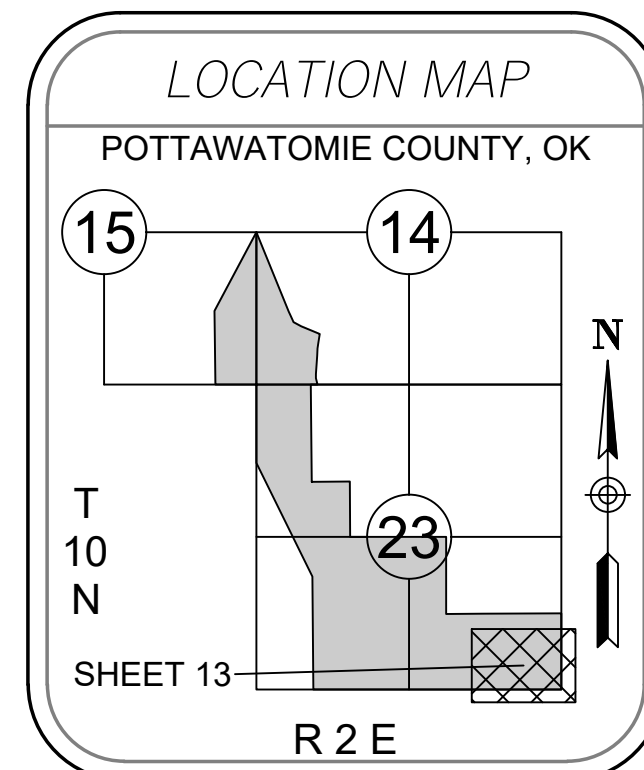
SHEET
10 OF 16



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PRELIMINARY PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

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SHEET
13 OF 16

Centerline Curve Table						
Curve #	Length	Radius	Tangent	Delta	Chord Length	Chord Direction
C/L 2	220.47'	400.00'	113.11	31°34'48"	217.69'	N20°31'08"W
C/L 6	253.62'	200.00'	147.07	72°39'24"	236.96'	N55°19'37"W
C/L 8	169.89'	250.00'	88.37	38°56'05"	166.64'	N72°11'16"W
C/L 10	93.09'	175.00'	47.68	30°28'43"	92.00'	N67°57'35"W
C/L 23	340.01'	550.00'	175.63	35°25'12"	334.62'	S31°14'38"W
C/L 25	139.12'	150.00'	75.01	53°08'19"	134.18'	S22°23'05"W
C/L 27	187.59'	200.00'	101.34	53°44'31"	180.79'	S31°03'20"E
C/L 31	314.12'	200.00'	199.96	89°59'20"	282.82'	S45°25'16"E
C/L 38	193.26'	400.00'	98.55	27°40'56"	191.38'	S84°50'23"E
C/L 40	153.45'	300.00'	78.44	29°18'22"	151.78'	S84°01'40"E
C/L 43	247.41'	225.00'	137.89	63°00'11"	235.13'	S30°32'48"E
C/L 45	151.49'	400.00'	76.66	21°41'58"	150.59'	S09°53'41"E
C/L 51	530.47'	450.00'	300.91	67°32'29"	500.28'	S79°15'13"E
C/L 53	247.70'	700.00'	125.16	20°16'27"	246.41'	N77°06'46"E

Centerline Line Table		
Line #	Length	Direction
C/L 1	144.66'	N04°43'44"W
C/L 3	209.56'	N36°18'32"W
C/L 4	117.81'	N10°57'02"W
C/L 5	84.59'	N18°59'55"W
C/L 7	174.90'	S88°20'41"W
C/L 9	79.03'	N52°43'13"W
C/L 11	78.96'	N83°11'57"W
C/L 12	67.40'	N22°05'36"W
C/L 13	83.50'	N14°20'38"W
C/L 14	67.68'	N00°47'57"E
C/L 15	318.56'	N03°57'57"E
C/L 16	122.86'	N03°38'31"E
C/L 17	113.65'	N07°20'15"E
C/L 18	140.76'	N09°18'43"E
C/L 19	316.73'	S01°30'05"E
C/L 20	113.14'	S01°39'18"W
C/L 21	105.42'	S05°23'21"W
C/L 22	193.80'	S13°32'03"W
C/L 24	48.38'	S48°57'14"W
C/L 26	180.10'	S04°11'05"E
C/L 28	169.43'	S57°55'36"E
C/L 29	188.58'	S61°33'41"E
C/L 30	436.66'	N89°35'04"E
C/L 32	452.96'	S00°25'36"E
C/L 33	223.01'	S09°49'40"W
C/L 34	121.26'	S24°59'13"E
C/L 35	32.64'	N89°42'43"E
C/L 36	173.02'	S84°57'47"E
C/L 37	420.24'	S70°59'55"E
C/L 39	37.03'	N81°19'09"E
C/L 41	230.33'	S69°22'29"E
C/L 42	163.75'	S62°02'53"E
C/L 44	130.56'	S00°57'18"W
C/L 46	135.77'	S20°44'40"E
C/L 47	183.82'	S20°43'24"E
C/L 48	184.56'	S18°04'22"E
C/L 49	107.14'	S49°40'27"E
C/L 50	35.76'	S45°28'59"E
C/L 52	151.11'	N66°58'32"E
C/L 54	394.39'	N87°15'00"E
C/L 55	635.20'	N88°13'19"E

Lot Curve Table						
Curve #	Length	Radius	Tangent	Delta	Chord Length	Chord Direction
C 1	178.52'	370.00'	91.03	27°38'38"	176.79'	N18°33'03"W
C 2	25.42'	370.00'	12.71	3°56'10"	25.41'	N34°20'27"W
C 3	237.01'	430.00'	121.60	31°34'48"	234.02'	N20°31'08"W
C 4	92.27'	170.00'	47.30	31°05'52"	91.14'	N34°32'51"W
C 5	115.67'	170.00'	60.17	38°59'03"	113.45'	N69°35'18"W
C 6	7.64'	170.00'	3.82	2°34'29"	7.64'	S89°37'56"W
C 7	60.31'	230.00'	30.33	15°01'27"	60.14'	N26°30'38"W
C 8	121.91'	230.00'	62.43	30°22'12"	120.49'	N49°12'28"W
C 9	43.69'	230.00'	21.91	10°53'00"	43.62'	N69°50'04"W
C 10	65.75'	230.00'	33.10	16°22'44"	65.53'	N83°27'57"W
C 11	190.27'	280.00'	98.97	38°56'05"	186.63'	N72°11'16"W
C 12	95.89'	220.00'	48.72	24°58'24"	95.13'	N79°10'07"W
C 13	53.61'	220.00'	26.94	13°57'41"	53.48'	N59°42'04"W
C 14	77.13'	145.00'	39.50	30°28'43"	76.23'	N67°57'35"W
C 15	109.05'	205.00'	55.85	30°28'43"	107.77'	N67°57'35"W
C 16	18.69'	25.00'	9.81	42°50'00"	18.26'	S75°23'03"W
C 17	129.05'	50.00'	173.68	147°52'48"	96.10'	N52°05'33"W
C 18	10.05'	50.00'	5.04	11°31'03"	10.03'	N27°36'23"E
C 19	44.18'	50.00'	23.65	50°37'31"	42.76'	N58°40'40"E
C 20	48.56'	50.00'	26.39	55°38'38"	46.67'	S68°11'16"E
C 21	18.69'	25.00'	9.81	42°50'00"	18.26'	S61°46'57"E
C 22	358.55'	580.00'	185.21	35°25'12"	352.87'	S31°14'38"W
C 23	50.08'	520.00'	25.06	5°31'04"	50.06'	S16°17'34"W
C 24	143.27'	520.00'	72.09	15°47'09"	142.82'	S26°56'41"W
C 25	128.11'	520.00'	64.38	14°06'58"	127.79'	S41°53'45"W
C 26	111.29'	120.00'	60.01	53°08'19"	107.35'	S22°23'05"W
C 27	14.93'	180.00'	7.47	4°45'08"	14.93'	S46°34'40"W
C 28	152.01'	180.00'	80.87	48°23'11"	147.53'	S20°00'30"W
C 29	159.46'	170.00'	86.14	53°44'31"	153.67'	S31°03'20"E
C 30	64.05'	230.00'	32.24	15°57'23"	63.85'	S12°09'46"E
C 31	80.46'	230.00'	40.64	20°02'36"	80.05'	S30°09'46"E
C 32	71.22'	230.00'	35.90	17°44'32"	70.94'	S49°03'20"E
C 33	267.00'	170.00'	169.97	89°59'20"	240.39'	S45°25'16"E
C 34	178.76'	370.00'	91.16	27°40'56"	177.03'	S84°50'23"E
C 35	41.46'	430.00'	20.75	5°31'28"	41.44'	S73°45'39"E
C 36	37.16'	430.00'	18.59	4°57'07"	37.15'	S78°59'57"E
C 37	129.13'	430.00'	65.05	17°12'20"	128.64'	N89°55'19"E
C 38	168.79'	330.00'	86.29	29°18'22"	166.96'	S84°01'40"E
C 39	108.75'	270.00'	55.12	23°04'40"	108.02'	S87°08'31"E
C 40	29.35'	270.00'	14.69	6°13'43"	29.34'	S72°29'20"E
C 41	23.75'	255.00'	11.88	5°20'09"	23.74'	S59°22'48"E
C 42	256.65'	255.00'	140.38	57°40'01"	245.96'	S27°52'43"E
C 43	214.42'	195.00'	119.50	63°00'11"	203.78'	S30°32'48"E
C 44	46.99'	370.00'	23.52	7°16'34"	46.95'	S02°40'59"E
C 45	93.14'	370.00'	46.82	14°25'24"	92.90'	S13°31'58"E
C 46	58.05'	430.00'	29.07	7°44'08"	58.01'	S02°54'46"E
C 47	104.80'	430.00'	52.66	13°57'50"	104.54'	S13°45'45"E
C 48	77.97'	420.00'	39.09	10°38'09"	77.85'	S50°48'04"E
C 49	417.14'	420.00'	227.59	56°54'19"	400.20'	S84°34'18"E
C 50	156.50'	480.00'	78.95	18°40'53"	155.81'	S54°49'25"E
C 51	72.03'	480.00'	36.08	8°35'54"	71.96'	S68°27'49"E
C 52	142.04'	480.00'	71.54	16°57'16"	141.52'	S81°14'24"E
C 53	195.26'	480.00'	99.00	23°18'26"	193.91'	N78°37'45"E
C 54	258.31'	730.00'	130.52	20°16'27"	256.97'	N77°06'46"E
C 55	237.08'	670.00'	119.79	20°16'27"	235.85'	N77°06'46"E

Lot Area Table		
Lot #	Block	Area
LOT 1	BODKIN	0.91 Acres
LOT 2	BODKIN	0.91 Acres
LOT 3	BODKIN	1.01 Acres
LOT 4	BODKIN	0.87 Acres
LOT 5	BODKIN	1.56 Acres
LOT 6	BODKIN	0.94 Acres

Lot Area Table		
Lot #	Block	Area
LOT 1	MOSLER	3.80 Acres
LOT 1A	MOSLER	6.42 Acres
LOT 1B	MOSLER	1.24 Acres
LOT 2	MOSLER	1.69 Acres
LOT 3	MOSLER	1.39 Acres
LOT 3A	MOSLER	0.80 Acres
LOT 4	MOSLER	1.79 Acres
LOT 5	MOSLER	0.68 Acres
LOT 6	MOSLER	1.67 Acres
LOT 7	MOSLER	1.15 Acres
LOT 8	MOSLER	1.25 Acres
LOT 9	MOSLER	0.83 Acres
LOT 10	MOSLER	0.83 Acres

Lot Area Table		
Lot #	Block	Area
LOT 1	MAGNINO	0.51 Acres
LOT 2	MAGNINO	1.04 Acres
LOT 3	MAGNINO	0.79 Acres
LOT 4	MAGNINO	1.24 Acres
LOT 5	MAGNINO	1.96 Acres
LOT 6	MAGNINO	0.77 Acres
LOT 7	MAGNINO	0.91 Acres
LOT 8	MAGNINO	0.84 Acres
LOT 9	MAGNINO	0.92 Acres
LOT 10	MAGNINO	1.07 Acres
LOT 11	MAGNINO	0.30 Acres
LOT 12	MAGNINO	0.47 Acres
LOT 13	MAGNINO	1.24 Acres
LOT 14	MAGNINO	1.42 Acres
LOT 15	MAGNINO	1.71 Acres

Lot Area Table		
Lot #	Block	Area
LOT 1	SKIPPER	0.91 Acres
LOT 2	SKIPPER	1.23 Acres
LOT 3	SKIPPER	0.74 Acres
LOT 4	SKIPPER	1.03 Acres
LOT 5	SKIPPER	0.75 Acres
LOT 6	SKIPPER	0.90 Acres
LOT 7	SKIPPER	0.98 Acres

Access Easement Line Table		
Line #	Length	Direction
A/E 1	50.00'	N68°09'09"W
A/E 2	32.09'	N57°40'23"W
A/E 3	117.07'	N30°09'10"W
A/E 4	69.83'	N66°53'07"W
A/E 5	50.00'	N55°43'47"W
A/E 6	91.72'	N53°04'58"W
A/E 7	73.92'	N73°39'34"W
A/E 8	102.55'	N63°02'25"W
A/E 9	120.85'	N51°35'00"W
A/E 10	290.03'	N50°02'58"W
A/E 11	296.61'	N53°57'35"W
A/E 12	67.42'	N88°47'28"W
A/E 13	71.77'	S82°59'31"W
A/E 14	138.01'	S77°10'56"W
A/E 15	165.66'	S72°25'13"W
A/E 16	52.86'	S80°44'58"W
A/E 17	95.24'	N89°15'43"W
A/E 18	70.69'	N76°57'56"W
A/E 19	35.60'	N66°22'46"W
A/E 20	36.19'	N53°32'54"W
A/E 21	112.17'	N39°05'23"W
A/E 22	55.00'	N15°37'49"W
A/E 23	88.49'	N05°00'02"W
A/E 24	52.11'	N25°53'08"W
A/E 25	46.13'	N31°12'33"W
A/E 26	79.45'	N10°09'29"W
A/E 27	120.30'	S05°54'41"E
A/E 28	25.76'	N14°45'46"E
A/E 29	30.23'	N40°19'05"E
A/E 30	48.36'	N67°57'52"E
A/E 31	61.37'	S02°40'39"W
A/E 32	114.79'	S34°47'37"W
A/E 33	76.31'	S58°51'59"W
A/E 34	166.47'	S47°46'34"W
A/E 35	33.46'	S60°43'45"W
A/E 36	42.55'	S74°44'47"W
A/E 37	34.25'	N86°03'18"W
A/E 38	90.00'	N00°30'10"W
A/E 39	62.87'	N05°31'49"E

Tract Area Table	
Lot #	Area
COMMON AREA "A"	146.71 Acres
DRAINAGE RESERVE "A"	7.13 Acres
ISSAC WALTON LAKE PARK	10.50 Acres
TRACT "A"	10.20 Acres
TRACT "B"	6.96 Acres
TRACT "C"	10.16 Acres
TRACT "D"	4.11 Acres
TRACT "E"	34.30 Acres
TRACT "F"	4.55 Acres
TRACT "G"	29.27 Acres

Overhead Utility Easement Line Table		
Line #	Length	Direction
O/U/E 1	201.62'	N16°49'14"W
O/U/E 2	98.44'	N16°49'14"W
O/U/E 3	61.79'	N24°02'53"W
O/U/E 4	74.70'	N31°02'02"E
O/U/E 5	45.78'	N21°34'21"W
O/U/E 6	43.74'	N19°45'26"W
O/U/E 7	18.35'	S83°50'00"E
O/U/E 8	95.77'	S66°53'07"E
O/U/E 9	14.32'	N09°15'07"E
O/U/E 10	777.29'	N09°15'07"E
O/U/E 11	33.55'	S66°53'07"E
O/U/E 12	545.79'	S66°53'07"E
O/U/E 13	136.76'	S66°53'07"E
O/U/E 14	121.69'	N01°52'11"W
O/U/E 15	187.61'	N26°56'17"E
O/U/E 16	43.24'	N29°46'07"W
O/U/E 17	516.93'	S56°12'27"W
O/U/E 18	104.84'	N85°54'32"W
O/U/E 19	94.12'	S19°40'56"W
O/U/E 20	90.21'	S37°56'47"W
O/U/E 21	577.12'	S30°42'16"E
O/U/E 22	278.28'	S30°42'16"E
O/U/E 23	94.66'	S03°29'45"W
O/U/E 24	402.38'	S69°39'07"W
O/U/E 25	133.56'	S20°25'26"E
O/U/E 26	217.50'	N75°54'17"E
O/U/E 27	360.75'	S00°27'47"E
O/U/E 28	352.80'	S17°45'26"W
O/U/E 29	27.22'	S04°32'26"E
O/U/E 30	173.83'	S23°54'33"W
O/U/E 31	924.24'	S03°29'45"W
O/U/E 32	32.69'	S03°50'43"W
O/U/E 33	38.86'	S03°50'43"W
O/U/E 34	163.07'	S52°53'47"W

A TRACT OF LAND LYING IN A PART OF THE FINAL PLAT OF SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE CITY OF SHAWNEE AND BEING A PART OF SECTIONS FOURTEEN (14), FIFTEEN (15), AND TWENTY-THREE (23), TOWNSHIP TEN (10) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

SUBJECT PROPERTY CONTAINS A TOTAL OF **335.89 ACRES** AS DESCRIBED.

1. THIS PLAT OF SURVEY MEETS OR EXCEEDS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT THIS FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.

3. MAINTENANCE OF ALL COMMON AREAS AND RIGHT-OF-WAYS ARE THE RESPONSIBILITY OF THE CITY OF SHAWNEE.

4. MAINTENANCE OF ALL ACCESS EASEMENTS ARE THE RESPONSIBILITY OF THE LESSEE(S) OF THE LOT(S) THE ACCESS EASEMENT IS SERVING.

5. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENTS, NO STRUCTURES, STORAGE OF MATERIAL, GRADING, FILL OR OTHER OBSTRUCTIONS INCLUDING FENCES, EITHER TEMPORARY OR PERMANENT, SHALL BE PLACED WITHIN THE COMMON AREAS OR RIGHT-OF-WAYS.

6. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENT, NO STRUCTURES SHALL BE PLACED WITHIN THE BUFFER AREA.

7. THE EDGES OF THE EASEMENTS AND RIGHT-OF-WAY LINES SHALL EXTEND TO AND/OR TERMINATE AT THE APPLICABLE LOT, PROPERTY, AND/OR RIGHT-OF-WAY LINES.

8. ALL EASEMENT DIMENSIONS ARE TO THE CENTERLINE OF THE EASEMENT.

SECTION LINE	R/W = PUBLIC RIGHT-OF-WAY
QUARTER SECTION LINE	A/E = PRIVATE ACCESS EASEMENT
ALIQUOT SECTION LINE	U/E = PUBLIC UTILITY EASEMENT
EXISTING SUBDIVISION LOT LINE	O/U/E = PRIVATE OVERHEAD UTILITY EASEMENT
CENTERLINE OF ROADWAY/DRIVE CL	U/U/E = PRIVATE UNDERGROUND UTILITY EASEMENT
SUBJECT PROPERTY LINE	P/E = PRIVATE PIPELINE EASEMENT
LOT LINE	C/L = CENTERLINE
BUFFER AREA LINE	C = CURVE
EASEMENT LINE	L/L = LOT LINE
RIGHT-OF-WAY LINE	BOUNDARY CORNER (AS NOTED)
	CALCULATED CORNER (FALLS IN LAKE)

Reference #	Recording Information	Document Description	Blanket	Plotted	Note
1	Book 72 Page 140-141	Right-of-Way in favor of McMann Oil Company	Yes	No	
2	Book 72 Page 141	Right-of-Way in favor of McMann Oil Company	Yes	No	
3	Book 159 Page 340	Right-of-Way in favor of Independent Pipe Line Company	Yes	No	
4	Book 66 Page 7	Right-of-Way in favor of Transok Pipe Line Company	Yes	No	
5	199600008326	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
6	199800010565	Easement for Private Streets in favor of Udell McSpadden	No	Yes	
7	200000016250	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
8	200300007731	10' Easement in favor of Oklahoma Gas and Electric Company	No	Yes	
9	200600003106	30' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
10	201200012284	Highway Easement in favor of the State of Oklahoma	No	Yes	
11	201200012285	Utility Easement in favor of the State of Oklahoma	No	Yes	
12	201400007140	Access and Roadway Easement in favor of Gary & Barbara Chatham and ISAOA	No	Yes	
Note	Surveyor's Comments				
A	Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc. is to be on each side of the proposed pole line and/or underground line center. The surveyor made every effort to plot said right-of-way easement in the correct location but in some cases the centerline description is ambiguous making it very difficult to positively identify on the ground.				

LOCATION MAP
POTTAWATOMIE COUNTY, OK

T 10 N
SUBJECT PROPERTY
R 2 E

PRELIMINARY PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

PHASE 3

BEING A REPLAT OF A PART OF THE FINAL PLAT OF
SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE
CITY OF SHAWNEE & BEING A PART OF SECTION 14, 15 & 23
T10N-R2E, I.M., POTTAWATOMIE COUNTY, OK

[illegible]

KNOW ALL MEN BY THESE PRESENTS:

They further certify that they are the owners of and the only persons, firms or companies who has any right, title or interest to the land included in the above mentioned Final Plat, and they do hereby dedicate all street rights-of-way and general utility easements as shown on said Final Plat to the use of the public, for public streets, public drainage and public utilities for their heirs, executors, administrators, successors and assigns forever and have caused the same to be released from all encumbrances so that title is clear.

Access easements as shown on said Final Plat are private easements, only to be used by the lessee(s) of the lot(s) the access easement is serving.

CITY OF SHAWNEE

Name: _____

Title: _____

Before me, the undersigned, a notary public in and for said County and State on this _____ day of _____, 2025, personally appeared _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and duly acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed for the uses and purposes therein set forth. He covenanted my hand and seal the day and year last above written.

My Commission Expires: _____

Notary Public _____

Community Development Director

Signed by the City Clerk this _____ day of _____, 2025.

City Clerk

Adopted by the Commission of the City of Shawnee this _____ day of _____, 2025.

City Clerk

Mayor

Mayor

County Treasurer

Title Company Name

Signature _____

My Commission Expires: _____

Notary Public

Tanner J. Wentworth
Professional Land Surveyor #1871

My Commission Expires: _____

Notary Public _____

Notary Public

OWNER'S NOTARY

CITY CLERK

COUNTY TREASURER

ABSTRACTOR

ABSTRACTOR'S NOTARY

SURVEYOR

SURVEYOR'S NOTARY

SHEET
16 OF 16



Finance Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: May 22, 2025
To: City Commission
From: Kimberly Smith, Finance Director
Subject: May 2025 Sales and Use Tax Deposit

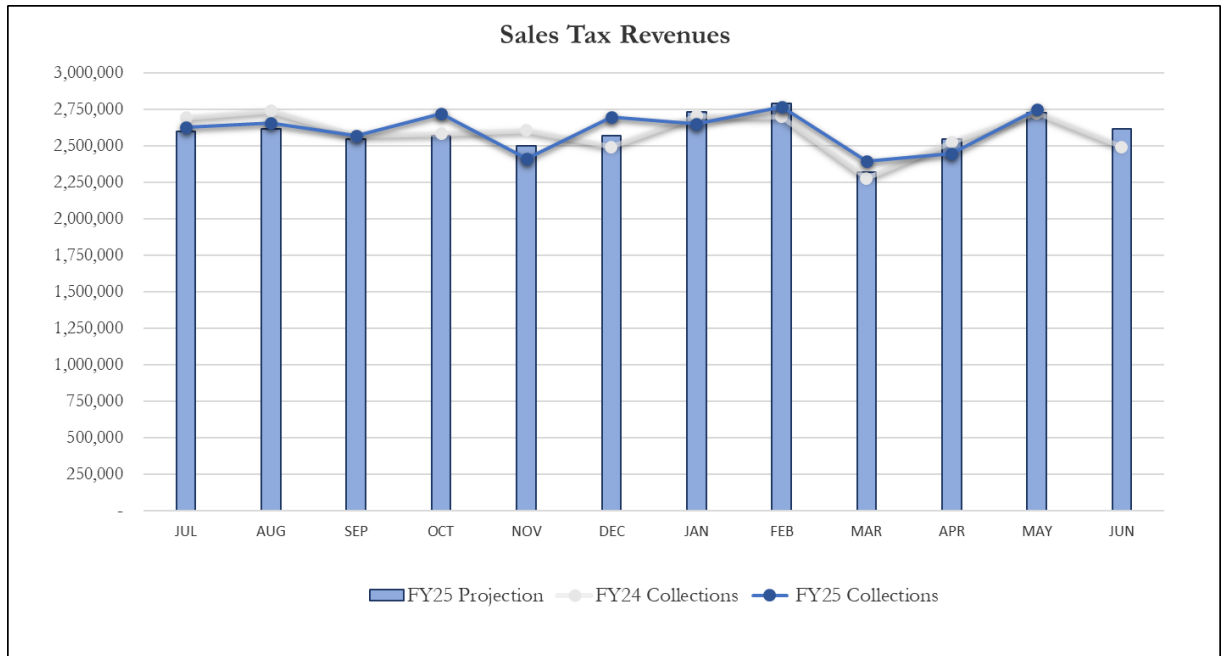
Background: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 are required to remit tax estimates each month by the 20th; in addition, entities are required to report their final tax collections for the previous month along with a final payment of taxes for the previous month on the 20th. To summarize, tax collections remitted to the City of Shawnee by the OTC in May consist of April estimates and March final reported collections. Any taxes collected for months prior to February will include late penalties and interest accrued.

- Sales Tax Collection Allocated by Fund - The May sales tax deposit was \$2,750,826.54 including interest of \$4,061.36, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,375,413.27
2018 Capital Improvements Fund	343,853.32
Capital Improvements Fund	266,486.32
Street Improvements Fund	300,871.65
Economic Development Fund	34,385.33
Police Sales Tax Fund	42,981.66
Fire Sales Tax Fund	42,981.66
2023 Capital Improvements Fund	<u>343,853.32</u>
Total Sales Taxes Collected	<u><u>\$ 2,750,826.54</u></u>

- Finance Department Report - Sales and use tax collections totaled \$3,119,379.17 for May 2025. Sales tax projections are based on an average for the most recent three years of sales tax history. For the year, sales tax collections are up \$175,763 or 0.62%, over the projected budget year-to-date, across 8 funds. Use tax collections are down \$247,055 or 5.51% below the projected budget year-to-date.

○ Fiscal Year 2025 Sales Tax Collections and Performance:

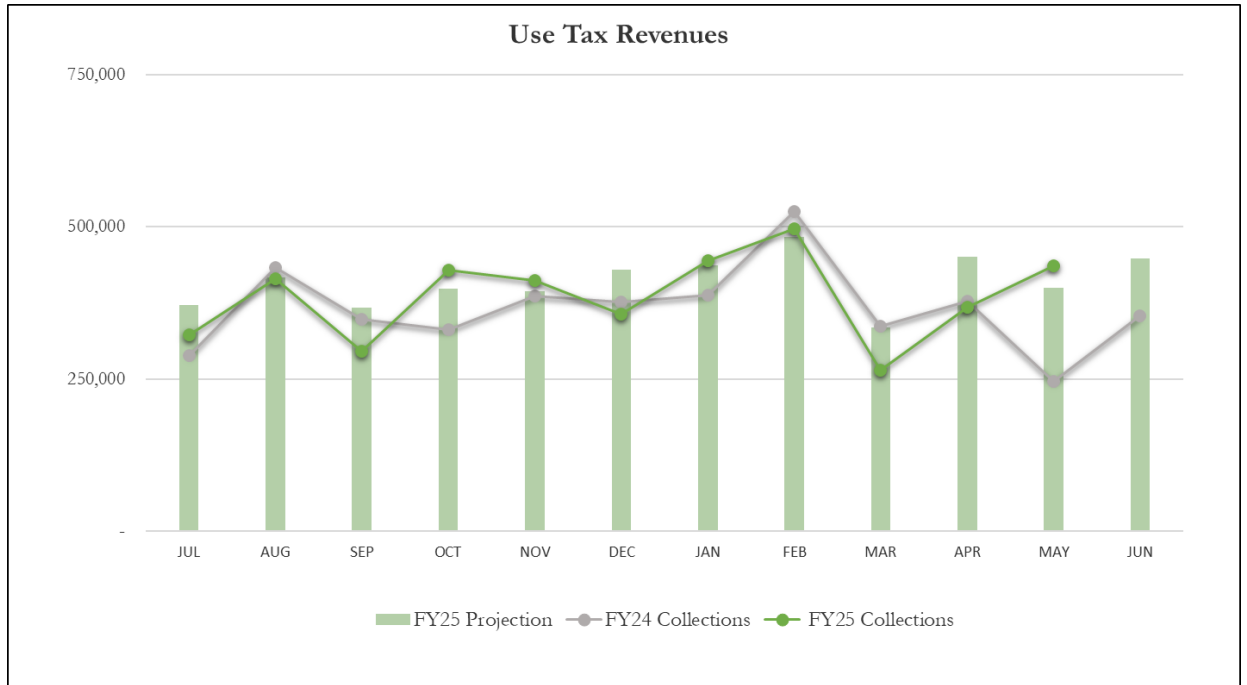


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts - May 2025	\$ 2,723,460	\$ 2,750,827	\$ 27,367	1.00%
Sales Tax Receipts (year-to-date):	\$ 28,501,267	\$ 28,677,030	\$ 175,763	0.62%

	May 2024	May 2025	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 2,725,469	\$ 2,750,827	\$ 25,357	0.93%

	Year To Date FY 2024	Year To Date FY 2025	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 28,610,412	\$ 28,677,030	\$ 66,618	0.23%

○ Fiscal Year 2025 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts - May 2025	\$ 399,374	\$ 435,552	\$ 36,178	9.06%
Use Tax Receipts (year-to-date):	\$ 4,486,435	\$ 4,239,380	\$ (247,055)	-5.51%

	May 2024	May 2025	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 246,828	\$ 435,552	\$ 188,724	76.46%

	Year To Date FY 2024	Year To Date FY 2025	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 4,037,713	\$ 4,239,380	\$ 201,667	4.99%

- Fiscal Year 2025 – General Fund Sales & Use Tax – Below Projections:

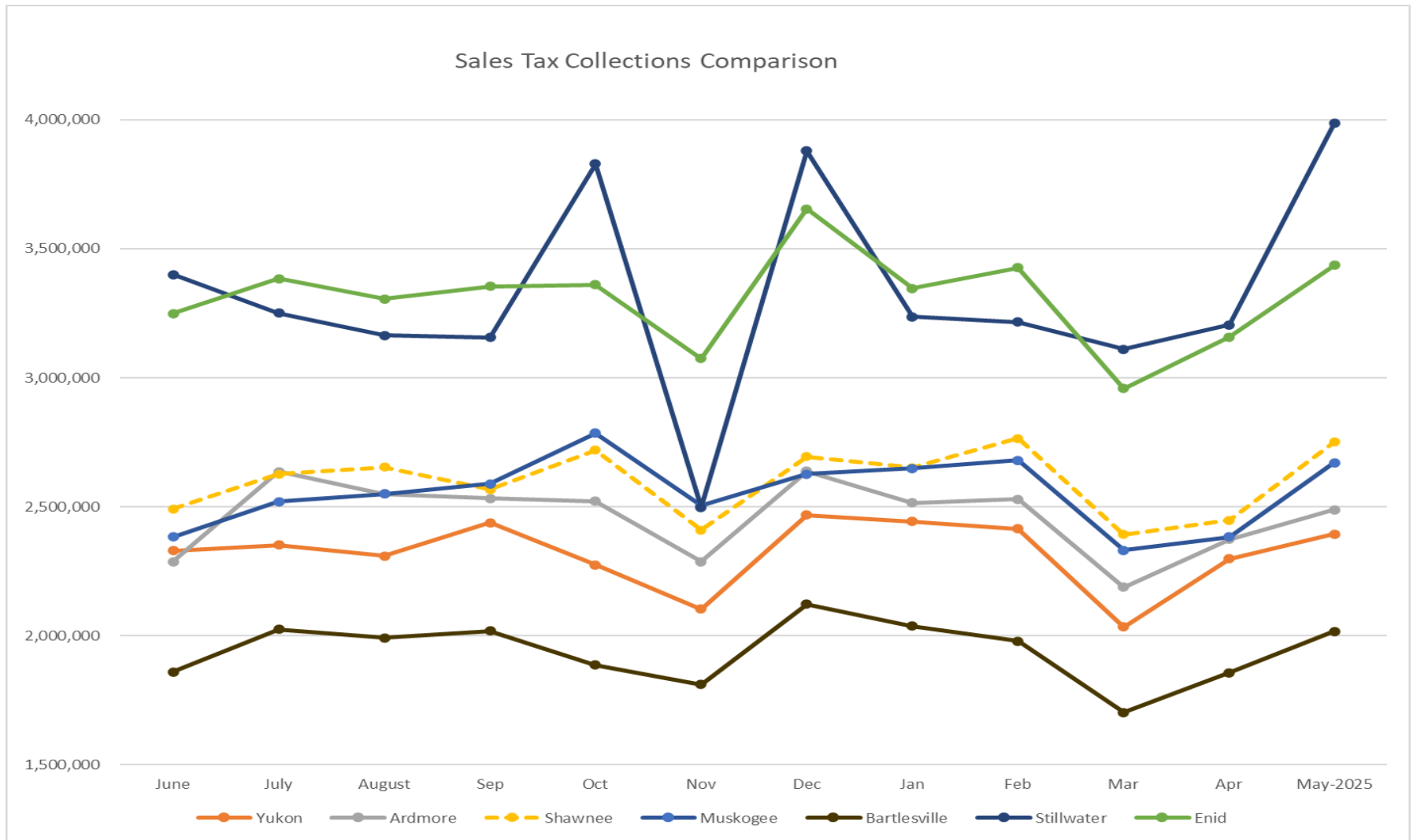
General Fund Projections (year-to-date)

Sales Tax Above/(Below) Projections:	\$	87,882
Use Tax Above/(Below) Projections:	\$	(247,055)

Appropriated:

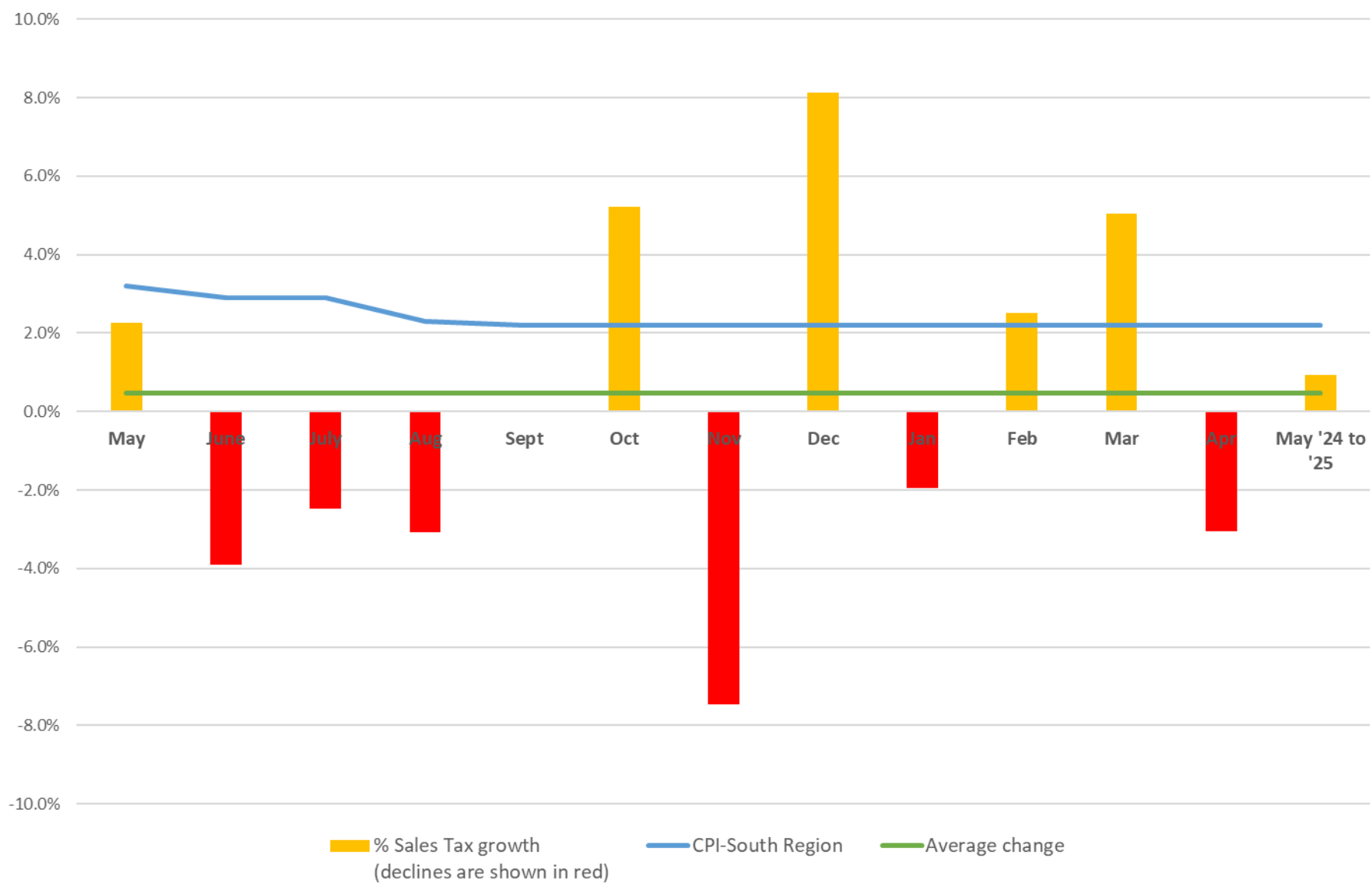
Total Appropriated	\$	-
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Total Unappropriated:	\$	(159,173)
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	Yukon	Ardmore	Shawnee	Muskogee	Bartlesville	Stillwater	Enid
Population	23,630	24,725	31,377	36,878	37,290	48,394	51,308
City Tax Rate	4.00%	3.75%	4.00%	4.00%	3.40%	3.63%	4.25%
State Rank by Total Collections (Prior Year)	14	13	15	12	16	11	10

Year over Year Sales Tax Growth by Month



How to Navigate the City of Shawnee's Online Budget to Actuals

This year, the City of Shawnee implemented OpenGov which allows for an interactive experience with the city's budget. The Budget to Actuals report is laid out in four sections: Revenue vs Expenditure Summary YTD, Revenue by Source, Breakdown by Account Group, and Breakdown by Department.

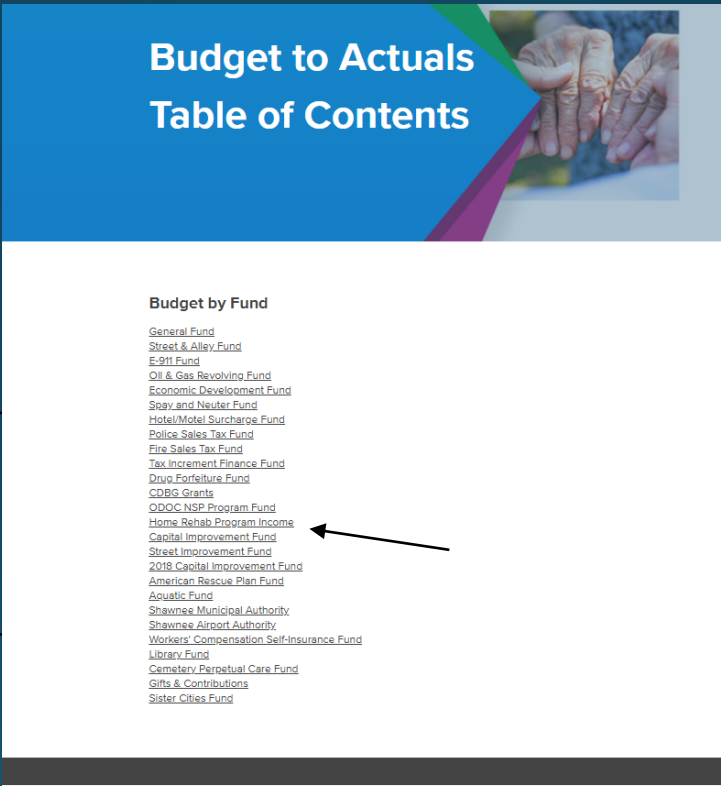
Please Note: *OpenGov works best with Google Chrome.*

Table of Contents

The link below will take you to the City of Shawnee Online Budget to Actuals.

<https://stories.opengov.com/shawneeok/published/u84NCy36R>

The first thing which appears is the Table of Contents. This page contains links to each fund. You may look at the desired budget by clicking on the hyperlink.

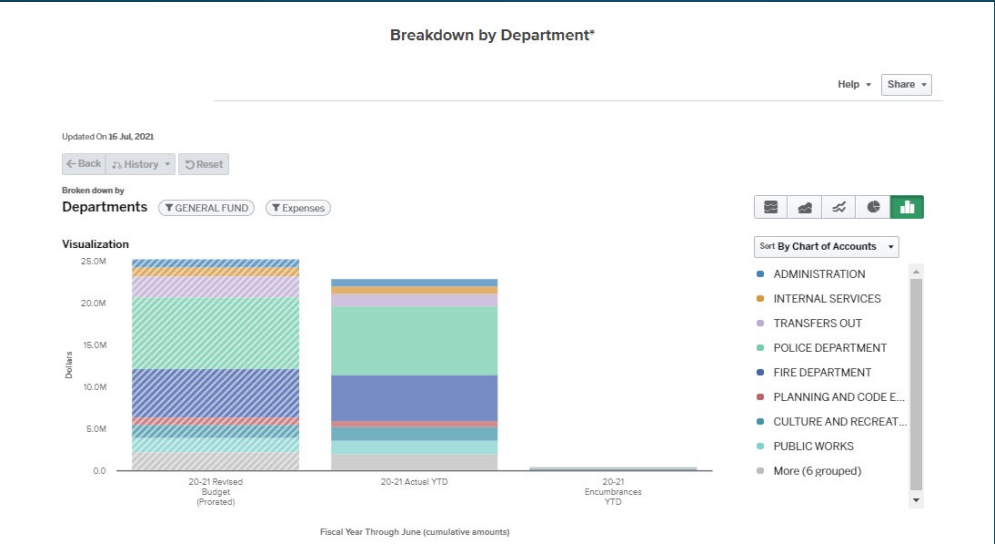


OpenGov comes with many features. The next two pages outline some of the basics of clicking through an OpenGov budget to actuals page.

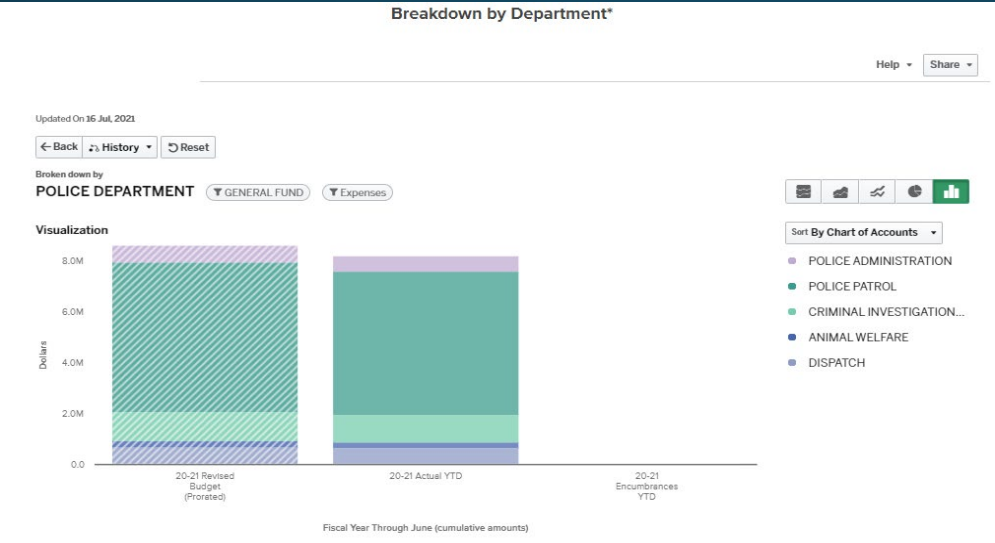
Drill-Down Capabilities

Certain graphs are dynamic and can be used to drill-down. For example, the General Fund Breakdown by Department can be limited to certain divisions. This is done by clicking on the portion of the graph which is of interest.

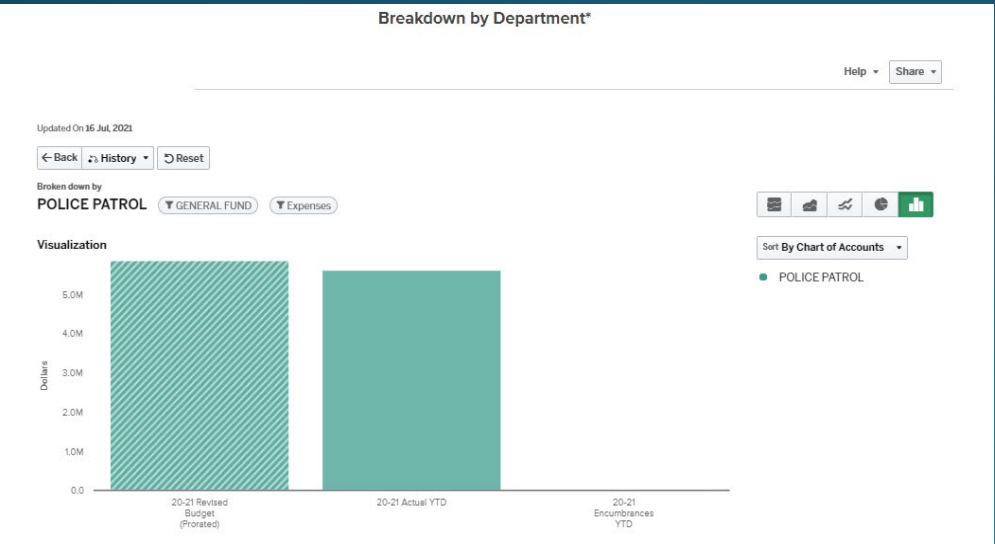
Initial View



Department Level

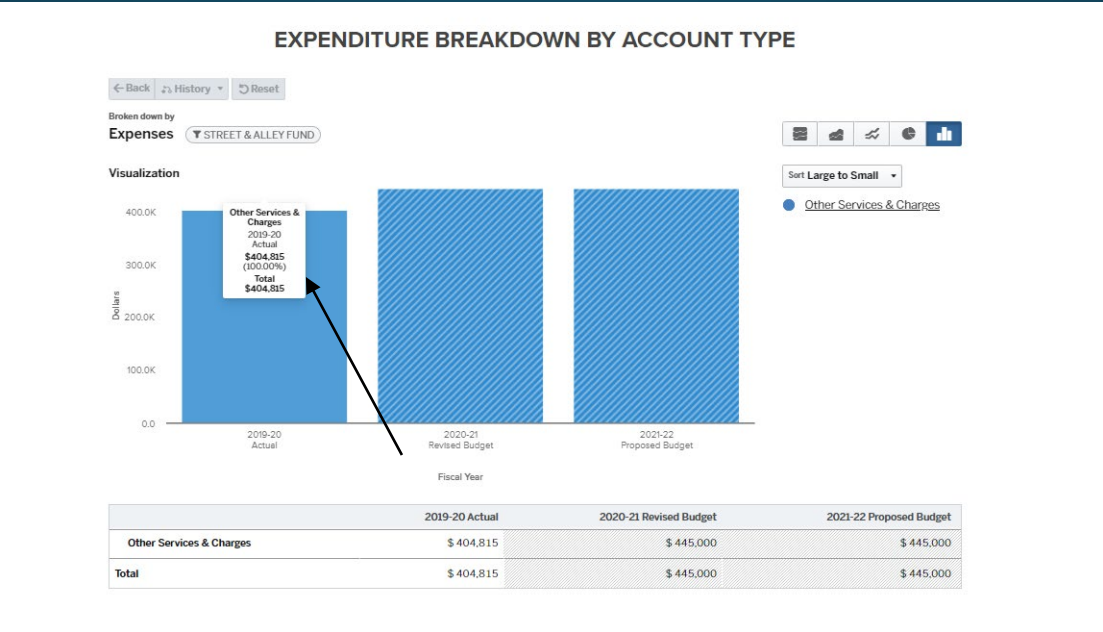


Division Level



Hovering to View Numbers

Hovering over each portion of a bar graph will show you the amount of a particular item.

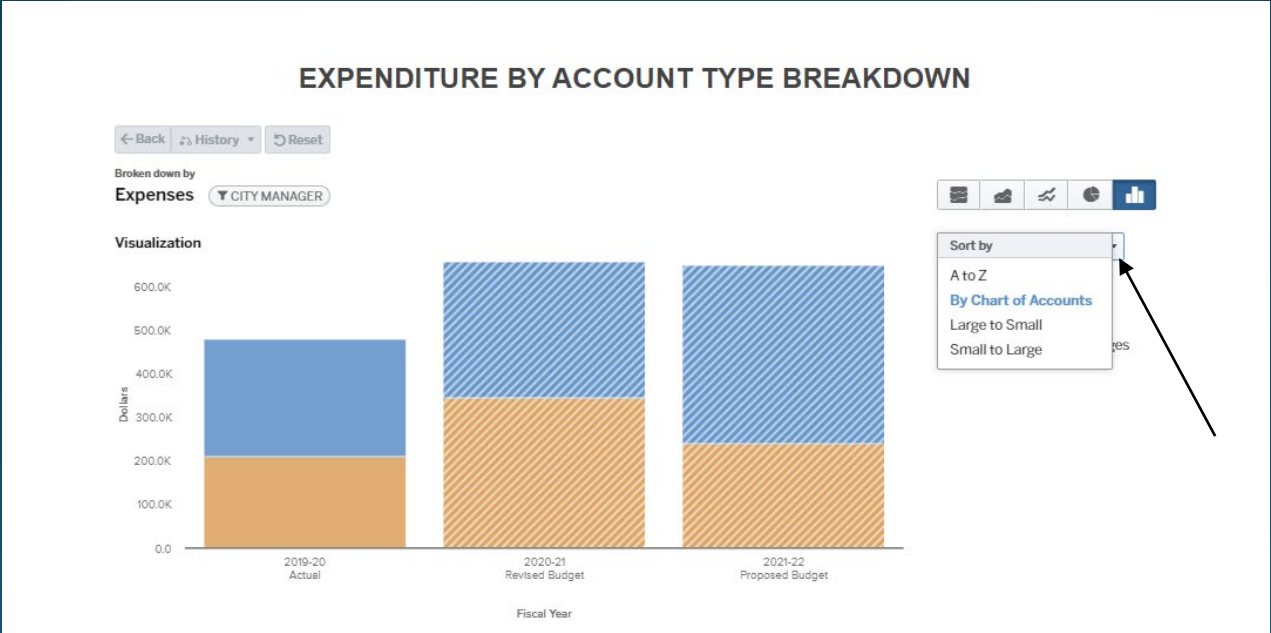


Sorting

Graphs may be sorted four ways:

- A to Z
- Chart of Accounts
- Smallest to Largest
- Largest to Smallest

To use this feature, please use the Sort By dropdown on the top right-hand corner of the graph.



Please Note: OpenGov information updates daily with current accounting records, and therefore, is subject to change if viewed subsequent to the original presentation date.