

AGENDA
BOARD OF CITY COMMISSIONERS
December 19, 2016 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

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

1. Consider approval of Consent Agenda:
 - a. Minutes from the December 5, 2016 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for November 2016
 - Project Payment Report for November 2016
 - Planning Commission Minutes from November 2, 2016 meeting.
 - Wes Watkins Reservoir Oversight Committee Meeting Minutes from September 1, 2016 meeting.
 - c. Acceptance of public improvements, i.e., sanitary sewer and water line for North Harrison Industrial Park Addition, placing maintenance bonds into effect, authorizing obtainment of signatures and recording of the final plat.
 - e. Authorize staff to request bids for wayfinding signage.
 - f. Authorize staff to request bids for heat pump loop system retrofit and cooling tower at Shawnee Public Library.
 - g. Mayor's Appointments

Beautification Committee

Joe Harbeson	2nd Full Term	Expires 1/1/2020
<i>Reappointment</i>		

Debi Renegar	2nd Full Term	Expires 1/1/2020
<i>Reappointment</i>		

Traffic Commission

Paul W. Roberts	2nd Full Term	Expires 1/1/2020
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Reappointment

2. Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)
3. Presentation of 2016 City Report by Visit Shawnee Inc. (VSI).
4. Public hearing and consideration of an ordinance to close University Drive, University Avenue, also known as University Street, Chapman Avenue, also known as Pottenger Street, and Pottenger Avenue, also known as Lone Street. Applicant: Oklahoma Baptist University. *(Deferred from November 21, 2016 City Commission meeting.)*
5. Consideration of an Agreement between the City of Shawnee and Oklahoma Baptist University to maintain vehicular access to University Drive/Street and pursue certain roadway improvements. *(Deferred from November 21, 2016 City Commission meeting.)*
6. Public hearing and consideration of an ordinance to rezone property located on the east side of Harrison Street, north on Transportation Parkway from PUD; Planned Unit Development to C-3; Highway Commercial District. Case No. P11-16. Applicant: City of Shawnee
7. Consider an ordinance repealing and amending portions of Chapter 5, Animals, of the Shawnee Municipal Code, by: deleting the requirement in Section 5-3(e) that the Court shall order the euthanasia of a “vicious animal” and replacing the euthanasia requirement to a case-by-case discretionary choice by the Court; amending Section 5-146 by extending individual rabies certificates through the effective lifespan of the particular rabies dose; and replacing specific dollar-fee amounts throughout the entire chapter with a reference to the City Fee Schedule; and providing for codification, repealer, and severability; and providing for its immediate effect and enforceability upon passage and publication through the emergency clause.
8. Consider annexation request by North Rock Creek School for purposes of future construction and authorize staff to proceed with Notice and Hearing Requirements.
9. Acknowledge Sales Tax Report received December 2016.
10. Consider Bids:
 - a. Parks Design RFQ (Award)
11. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
12. Commissioners Comments

13. Consider an Executive Session to discuss potential claims, litigation or other options regarding United States District Court for the Western District of Oklahoma, Case No. CIV-15-805-F, *Circle D Pawn No. 4, Inc., et al. v. City of Shawnee, et al.*, as authorized by 25 O.S. §307(B)(4).
14. Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding United States District Court for the Western District of Oklahoma, Case No. CIV-15-805-F, *Circle D Pawn No. 4, Inc., et al. v. City of Shawnee, et al.*, as authorized by 25 O.S. §307(B)(4).
15. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

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

Regular Board of Commissioners

1. a.

Meeting Date: 12/19/2016

CC Minutes 12-05-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the December 5, 2016 regular meeting.

Attachments

CC Minutes 12-05-2016

BOARD OF CITY COMMISSIONERS PROCEEDINGS
DECEMBER 5, 2016 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, December 5, 2016 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Dub Bushong
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Lesa Shaw
Commissioner Ward 5

Absent
Commissioner Ward 6

ABSENT: Micheal Dykstra

INVOCATION

The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Shawnee Municipal Authority Agenda Item No. 2.
- b. Minutes from the November 21, 2016 regular meeting.

c. Mayor's Appointments

Traffic Commission

John "Jack" Barrett <i>Reappointment</i>	1st Full Term	Expires 1/1/2020
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Rebecca E. Dolan <i>Reappointment</i>	2 nd Full Term	Expires 1/1/2020
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Peggy S. Rider <i>Reappointment</i>	2 nd Full Term	Expires 1/1/2020
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d. Authorize the approval of an agreement between the City of Shawnee and the Pioneer Library System for library services, facilities and maintenance.

e. Budget Amendment – Fund 301
Amend budget for the Rotary Donation of \$10,000 for canopies at the splash pad at the park.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve Consent Agenda Item Nos. 1(a-e). Motion carried 6-0.

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

NAY: None

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE MUNICIPAL AUTHORITY (6:32 p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (6:49 p.m.)

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Ms. Holly Gordon, owner of *Studio 112 and a Half*, stated that there was a lot of foot traffic downtown this past Saturday. She invited everyone downtown to see the progress along the 100 block of Main Street.

AGENDA ITEM NO. 3:

City Manager Presentation of Oklahoma Municipal League (OML) certificates to employees with 25 or more years of service with the City of Shawnee.

Randall Keith Ward
James Randall Wesley
Damon Townsend

Scott A. Moore
Jimmy VanAntwerp

Damon Townsend, Randal Keith Ward, and Jimmy VanAntwerp were present to accept the Oklahoma Municipal League certificates to employees with 25 or more years of service with the City of Shawnee presented by City Manager, Justin Erickson.

AGENDA ITEM NO. 4:

Consideration of a resolution of appreciation for Anne Masters, Executive Director of the Pioneer Library System.

Commissioner Shaw stated that she has always been impressed with the Pioneer Library System and its forty plus years of service in the Shawnee area and that is why she initiated the resolution for Anne Masters. Commissioner Shaw went on to say that Ms. Masters has gone above and beyond for the library and thanked her on behalf of the City of Shawnee.

Resolution No. 6529 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO ANNE MASTERS FOR OVER 15 YEARS OF LOYAL SERVICE TO THE PIONEER LIBRARY SYSTEM; DIRECTING THAT SAID RESOLUTION BE SPREAD UPON THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND PROVIDING THAT A COPY HEREOF BE PRESENTED TO THE SAID ANNE MASTERS.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to approve a resolution of appreciation to Annie Masters, Executive Director of the Pioneer Library System. Motion carried 6-0.

AYE: Shaw, Bushong, Gillham, Harrod, Finley, Rutherford
NAY: None

The Mayor then presented the resolution to Ms. Masters.

Ms. Masters thanked everyone and acknowledged the City of Shawnee for being a great city. She said that the Pioneer Library appreciates their relationship with the City of Shawnee. Ms. Masters announced several strategies and happenings the Pioneer Library has initiated.

AGENDA ITEM NO. 5:

Consider and take action with respect to a resolution of the City of Shawnee, Oklahoma (the “City”) approving the incurrence of indebtedness by the Shawnee Municipal Authority (the “Authority”) issuing its sales tax revenue note, Series 2016 (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; ratifying and confirming a sales tax agreement by and between the City and the Authority pertaining to the year-to-year pledge of certain sales tax revenues; establishing the City’s reasonable expectation with respect to the issuance of tax-exempt obligations by or on behalf of said City in calendar year 2016, and designating the Note as a qualified tax-exempt obligation; and containing other provisions relating thereto.

Resolution No. 6530 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE, OKLAHOMA (THE “CITY”) APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE SHAWNEE MUNICIPAL AUTHORITY (THE “AUTHORITY”) ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2016 (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; RATIFYING AND CONFIRMING A SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; ESTABLISHING THE CITY'S REASONABLE EXPECTATION WITH RESPECT TO THE ISSUANCE OF TAX-EXEMPT OBLIGATIONS BY OR ON BEHALF OF SAID CITY IN CALENDAR YEAR 2016, AND DESIGNATING THE NOTE AS A QUALIFIED TAX-EXEMPT OBLIGATION; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

City Manager Justin Erickson referenced the discussion held on Agenda Item No. 2 of the Shawnee Municipal Authority meeting. He stated that Staff recommends approval of this item.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve a resolution of the City of Shawnee, Oklahoma (the "City") approving the incurrence of indebtedness by the Shawnee Municipal Authority (the "Authority") issuing its sales tax revenue note, Series 2016 (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; ratifying and confirming a sales tax agreement by and between the City and the Authority pertaining to the year-to-year pledge of certain sales tax revenues; establishing the City's reasonable expectation with respect to the issuance of tax-exempt obligations by or on behalf of said City in calendar year 2016, and designating the Note as a qualified tax-exempt obligation; and containing other provisions relating thereto. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 6:

Consider a resolution approving a Project Maintenance Agreement with the Oklahoma Department of Transportation (ODOT) for the installation of wayfinding signs.

Resolution No. 6531 was introduced.

A RESOLUTION APPROVING A PROJECT MAINTENANCE AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR WAYFINDING SIGN PROJECT.

City Manager Justin Erickson gave a staff report and explained that due to some of the signs being placed on state routes, an agreement with ODOT is required to move forward with the wayfinding project. Mr. Erickson announced

that bid packets would be considered by the City Commission at the December 19, 2016 City Commission meeting.

A motion was made by Commissioner Shaw, seconded by Commissioner Rutherford, to approve a resolution approving a Project Maintenance Agreement with the Oklahoma Department of Transportation (ODOT) for the installation of wayfinding signs. Motion carried 5-1.

AYE: Shaw, Rutherford, Bushong, Gillham, Harrod

NAY: Finley

AGENDA ITEM NO. 7:

Consider an ordinance repealing and amending Section 2-109, of Chapter 2, Administration, of the Shawnee Municipal Code, by repealing Section 2-109 in full wherein the City Manager served as the “Airport Manager”, and amending Section 2-109 with new language clarifying the City Manager as the “General Manager of the Shawnee Airport Authority”; providing for codification, repealer, and severability; and declaring an emergency.

City Manager Justin Erickson explained that Agenda Item Nos. 7 and 8 are related to the recodification process and changes need to be made.

Agenda Item No. 7 is regarding an adjustment to Section 2-109, of Chapter 2, changing the City Manager to “General Manager” of the Shawnee Airport Authority instead of “Airport Manager”. Mr. Erickson stated this will not have any changes to personnel or to finances. He noted that the Airport Authority Board discussed this change in January of 2016 and recommended approval.

A motion was made by Commissioner Gillham, seconded by Commissioner Bushong, to approve an ordinance repealing and amending Section 2-109, of Chapter 2, Administration, of the Shawnee Municipal Code, by repealing Section 2-109 in full wherein the City Manager served as the “Airport Manager”, and amending Section 2-109 with new language clarifying the City Manager as the “General Manager of the Shawnee Airport Authority”; providing for codification, repealer, and severability.

Ordinance No. 2590NS was introduced.

AN ORDINANCE REPEALING AND AMENDING SECTION 2-109, OF CHAPTER 2, ADMINISTRATION, OF THE SHAWNEE MUNICIPAL CODE, BY REPEALING SECTION 2-109 IN FULL WHEREIN THE CITY MANAGER SERVED AS THE “AIRPORT MANAGER”, AND AMENDING SECTION 2-109 WITH NEW LANGUAGE CLARIFYING THE CITY MANAGER AS THE “GENERAL MANAGER OF THE SHAWNEE AIRPORT AUTHORITY”; PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2590NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve emergency clause relating to Ordinance No. 2590NS. Motion carried 5-1.

AYE: Harrod, Gillham, Finley, Rutherford, Bushong

NAY: Shaw

AGENDA ITEM NO. 8:

Consider an ordinance amending portions of Chapter 19, Motor Vehicles and Traffic, of the Shawnee Municipal Code; adopting, incorporating, and otherwise adding State of Oklahoma Statute Title 47 – Motor Vehicles to Chapter 19; providing for codification, repealer and severability; and declaring an emergency.

City Manager Justin Erickson explained that this item is a continuation of the recodification process. It is an amendment to portions of Chapter 19 to incorporate State of Oklahoma Statute Title 47.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve an ordinance amending portions of Chapter 19, Motor Vehicles and Traffic, of the Shawnee Municipal Code; adopting, incorporating, and otherwise adding State of Oklahoma Statute Title 47 – Motor Vehicles to Chapter 19; providing for codification, repealer and severability.

Ordinance No. 2591NS was introduced.

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 19, MOTOR VEHICLES AND TRAFFIC, OF THE SHAWNEE MUNICIPAL CODE; ADOPTING, INCORPORATING, AND OTHERWISE ADDING STATE OF OKLAHOMA STATUTE TITLE 47 – MOTOR VEHICLES TO CHAPTER 19; PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2591NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve emergency clause relating to Ordinance No. 2591NS. Motion carried 5-1.

AYE: Harrod, Gillham, Finley, Rutherford, Bushong

NAY: Shaw

AGENDA ITEM NO. 9:

Presentation, consideration and possible action on proposed changes to City ward boundaries.

City Manager Justin Erickson gave a presentation regarding proposed changes to the City's wards boundaries. He stated that after each Federal Census, the City is required to review the population of each ward to ensure that the population distribution between the wards is substantially equal. The wards are currently at a population variance of six percent. The proposed change would make the variance less than one percent. The proposed ward boundaries are based solely on the 2010 census block-level data. Information from the 2020 census will not be available until 2021 or 2022.

Mr. Erickson noted the study was conducted by the City's Geographical Information Systems (GIS) Manager John Claytor. The proposal has six subtle changes to more equalize the ward boundaries. The proposed changes will result in the wards being closer in population than they are today.

He stated that the City is required to provide thirty days' notice so that the public can review the changes and take any comments or concerns to the

Commission. He stated at this time staff is requesting authorization to provide the required legal notice and preparation of an ordinance for consideration at the January 17, 2017 City Commission meeting.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to authorize staff to provide the required legal notice and prepare an ordinance for consideration at the January 17, 2016 City Commission meeting. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 10: City Manager Report

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

- a. The 2017 City Commission meeting schedule was approved at the November 21, 2016 City Commission meeting. One adjustment that was made is that there will not be a meeting on January 2, 2017. However, a Special Call meeting may be called for the Commissioner Retreat in early January 2017.
- b. The Community Survey has been mailed out to 2,200 households. Several of the surveys have been received back and a greater update should be provided at the December 19, 2016 City Commission meeting. He also will be making an announcement about how individuals that were not selected for the survey can still participate.
- c. Regarding the Downtown Streetscape, he stated the 200 block of Main, from Union to Philadelphia, should be completed and opened within a week's time. There will be one final block remaining to be completed, which should be done in January.

AGENDA ITEM NO. 11: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

Mayor Finley distributed and read aloud a resignation letter from Commissioner Dykstra.

Commissioner Shaw stated that she is strongly opposed to the application and appointment process. Noting she cannot agree with the motion because the decision should be made by the citizens in that Ward.

Mayor Finley clarified the appointed Commissioner would hold the seat only until the next general or special election.

A motion was made by Commissioner Rutherford, seconded by Vice Mayor Harrod, to open the Ward 6 seat for applications by qualified citizens for a period of thirty days. Motion carried 5-1.

AYE: Rutherford, Harrod, Bushong, Gillham, Finley

NAY: Shaw

AGENDA ITEM NO. 12:

Commissioners Comments

Vice Mayor Harrod commented on the good turn out for the Christmas Parade; acknowledging Safe Events for Families (SEFF) for their good job coordinating the event.

Commissioner Shaw said she appreciates the survey being sent out and looks forward to getting the survey information. She thinks that the City can do a lot with that kind of information in regard to the planning and processing for the future of Shawnee.

Commissioner Shaw stated that in regards to the date of the retreat, she would like to keep the committees notified when that is set.

Commissioner Shaw requested any input from the City Commission in regard to establishing honorariums for the City Commission. She has asked the City Manager to compare it to other cities to see if there are honorariums given.

Commissioner Shaw encouraged citizens who would like to assist the Shawnee Animal Shelter to get involved and apply for the new volunteer program. She also encouraged the City Manager to look into the Amazon Smile program which gives funds of 0.05% as a donated amount to organizations that participate.

She also stated that she recently resigned from the Beautification Committee. She stated that this was no reflection on the Beautification Committee, but hoped that this program can be consolidated with the Chambers' Beautification Committee. She believes the two, if they are merged, can make a difference in the City of Shawnee.

AGENDA ITEM NO. 13:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:45 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners**1. b.**

Meeting Date: 12/19/2016

Acknow Rpts & Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for November 2016
- Project Payment Report for November 2016
- Planning Commission Minutes from November 2, 2016 meeting.
- Wes Watkins Reservoir Oversight Committee Meeting Minutes from September 1, 2016 meeting.

Attachments

License Pymt Rpt 11-2016

Project Pymt Rpt 11-2016

Planning Minutes 11-02-2016

Wes Watkins Minutes 09-01-2016

12/12/2016 2:08 PM
LICENSES: THRU ZZZZZZZZZZ

L I C E N S E P A Y M E N T R E P O R T
SORTED BY: CODE

PAGE:
PAYMENT DATES: 11/01/2016 TO 11/30/2016

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION		FEE	PENALTY	PAYMENT DISTRIBUTION TAX	INTEREST	TOTAL PAI
ALARM	BURGLAR/FIRE ALARM LICENSE	5	125.00CR				125.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	11	165.00CR				165.00
BOATREG	BOAT REGULAR PERMIT	3	78.00CR				78.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	5	500.00CR				500.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	7	525.00CR				525.00
HUNT2	MIGRATORY FOWL	20	168.00CR				168.00
IMERC	ITINERANT MERCHANT FEE	1	50.00CR				50.00
LAKELEASE	LAKE LEASE	7	4,732.00CR				4,732.00
MECH1	MECHANICAL CONTRACTOR INTIAL	2	200.00CR				200.00
MECH2	MECHANICAL CONTRACTOR RENEW	9	675.00CR				675.00
PLUM1	PLUMBING CONTRACTOR INITIAL	4	400.00CR				400.00
PLUM2	PLUMBING CONTRACTOR RENEW	7	525.00CR				525.00
RESAL	RESIDENTIAL SALE	77	770.00CR				770.00
SIGN	SIGN HANGERS LICENSE FEE	1	75.00CR				75.00
SOLID	SOLICITOR DAILY LICENSE	15	45.00CR				45.00
TOTAL			9,033.00CR				9,033.00

12/14/2016 4:27 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 3
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 11/01/2016 TO 11/30/2016
SORTED BY: PROJECT

*** SEGMENT CODE TOTALS ***

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	19,694.22CR
B2-ADD	BUILDING CONSTRUCTION ADD	626.10CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,785.85CR
B4-SHELTER	BUILDING SHELTER	59.00CR
B4-STORAGE	BUILDING STORAGE SHED	49.82CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	319.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,036.50CR
P3-REMODEL	PLUMBING REMODEL	643.50CR
P5-SEPTIC	SEPTIC PERMIT	40.00CR
UNAPPLIED	UNAPPLIED CREDITS	1,157.23CR
X-BORE/CUT	BORING & PAVING CUT PERMI	60.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	100.00CR
X-DEMO	DEMOLITION PERMIT	50.00CR
X-SIGN	SIGN PERMIT	125.00CR
Z-CONDUSE	CONDITIONAL USE PERMIT	280.00CR
Z-OCCUP	OCCUPANCY PERMIT	150.00CR
TOTAL		26,176.72CR

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	272.00CR
001-4202	BUILDING PERMITS	20,445.72CR
001-4203	PLUMBING PERMITS	1,480.00CR
001-4204	ELECTRICAL PERMITS	270.00CR
001-4205	ZONING PERMITS & APPLICATIONS	280.00CR
001-4206	HEATING & A/C PERMITS	960.00CR
001-4249	OTHER PERMITS	325.00CR
001-4822	OTHER MISC. REVENUE	34.00CR
101-4249	OTHER PERMITS	160.00CR
501-4510	WATER TAPS	1,950.00CR
799-1023	BANCFIRST GENERAL	26,176.72

PLANNING COMMISSION MINUTES

DATE: NOVEMBER 2ND, 2016

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, November 2nd, 2016 at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1: **Roll Call**

Upon roll call the following members were present:

Present: Morton, Clinard, Kerbs, Bergsten, Kienzle, Affentranger

Absent: Cowen

Meeting was called to Order.

AGENDA ITEM NO. 2: **Consideration of Approval of the minutes from the October 5th, 2016 Planning Commission Meeting**

Chairman Bergsten asked if the Board had time to review the minutes and if there were any questions or comments. Commissioner Kienzle made a motion to approve, seconded by Commissioner Affentranger.

Motion passed:

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

NAY:

ABSTAIN:

AGENDA ITEM NO. 3: **Citizen's Participation**

Chairman Bergsten opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting.

AGENDA ITEM NO. 4: **Case #P09-16 – A public hearing for consideration of approval of a Rezone from C-1; Neighborhood Commercial to C-3; Highway Commercial, located at 4020 N. Kickapoo Ave., Shawnee, OK**

Applicant: **Nelmon Brauning**

Chairman Bergsten asked for the staff report. Brittney Burton presented the staff report and stated the property is located south of O'Reilly with a lot size of .72 acres. The applicant is requesting a rezone in order to construct a restaurant and Ms. Burton informed the Commissioners that one person came forward with concerns regarding fencing and drainage issues. Ms. Burton stated staff recommends approval. Chairman Bergsten asked if they would see fencing during platting and Ms. Burton agreed and stated they would be required to put a fence next to residential. Commissioner Kerbs asked if there was a utility easement behind property and Mr. Debruin agreed. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in

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

Motion passed:

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

NAY:

ABSTAIN:

AGENDA ITEM NO. 5:

Case #P10-16 – A public hearing for consideration of approval of a Rezone from CP; Planned Shopping Center District to PUD; Planned Unit Development, located at the Northeast corner of 45th St., and Harrison Ave., Shawnee, OK

Applicant: Shawnee Harrison, LLC

Chairman Bergsten asked for the staff report. Justin Debruin presented the staff report and informed the Board that the proposed rezone consists of approximately fifteen acres and the intent is for various C-3 uses in a Planned Unit Development and includes two variances. Mr. Debruin stated the uses include a hotel, restaurant and gas station completed in phases. Justin Debruin stated this is a combined staff report for the Preliminary Plat as well. The site includes five buildable lots, two common areas for detention, dog park and project is privately maintained. There are three shared drives along Harrison, two access points along 45th Street and one point of access along John C. Bruton drive. John C. Bruton will be converted to a collector street and a traffic study was completed by the City Engineer. Utilities are in place. Mr. Debruin discussed the eighty foot freestanding sign variance request. The second variance request is for a perimeter easement not being necessary due to the creek next to property. Justin Debruin stated staff has listed ten conditions on both cases and recommends approval. Chairman Bergsten asked if Collision Works sign was seventy feet and Mr. Debruin agreed. Chairman Bergsten asked if Mr. Debruin knew how tall the hotel buildings would be to compare sign height and Mr. Debruin stated there would be a forty five foot height limit. Commissioner Kerbs asked about signal light being installed at John C. Bruton drive. Commissioner Affentranger asked if final plat would include the location for light and Mr. Debruin agreed. Commissioner Kerbs asked for confirmation that there were no plans for a retention pond and Mr. Debruin agreed. Commissioner Kerbs also asked if the dog park would be privately maintained and Mr. Debruin agreed. Commissioner Kienzle asked if it was for public use and Mr. Debruin agreed. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in favor would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting and asked if there were any comments, questions or a motion from the Commissioners. Commissioner Kienzle made a motion to approve with conditions listed, seconded by Commissioner Affentranger.

Motion passed:

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

NAY:

ABSTAIN:

AGENDA ITEM NO. 6:

Case #S19-16 –Consideration of approval of a Preliminary Plat for Domino Plaza Addition, located at the Northeast corner of 45th St., and Harrison Ave., Shawnee, OK

Applicant: Shawnee Harrison, LLC

Combined staff report. Chairman Bergsten asked if there were any questions. There were none and Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in favor would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting. Chairman Bergsten asked if there were any comments, questions or a motion from the Commissioners. Commissioner Affentranger made a motion to approve with conditions listed, seconded by Commissioner Kerbs.

Motion passed:

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

NAY:

ABSTAIN:

AGENDA ITEM NO. 7:

Planning Director's Report

Justin Debruin discussed Lot Eight of Shawnee Marketplace being ready for pick up and the next two lots still under negotiation. Regal is open and landscaping is being completed. Domino Express is moving rapidly. FFO Furniture is hoping to open within next few weeks. Mr. Debruin discussed the downtown properties. The Historic Shawnee Alliance took over the façade grant application process. The Hornbeck Theatre application was accepted. Mr. Debruin informed the Commissioners that staff would be updating the building codes from the 2009 to the 2015 codes. Commissioner Affentranger asked about the OBU street closure. Mr. Debruin stated it would be going before the City Commission and includes closing the public right-of-way but not closing the street itself. Justin Debruin also mentioned it is still under discussion. Chairman Bergsten asked about seeing if the left turn at the intersection of Kickapoo near I-40 is supposed to be removed. Mr. Debruin informed him that he would look into it. Commissioner Morton asked about the permit next to CVS. Mr. Debruin stated it was a two tenant structure but staff did not know what businesses would be going in there yet.

AGENDA ITEM NO. 8:

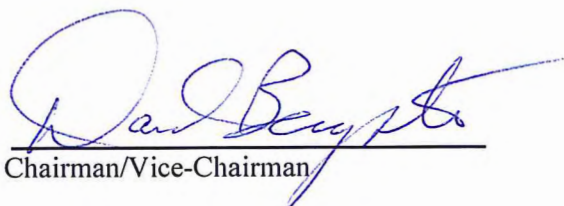
Commissioners Comments and/or New Business

Chairman Bergsten discussed Commissioner Morton leaving the Board and thanked her for her service. Commissioner Kerbs announced the Christmas tree lighting ceremony and the Christmas parade dates and times. Commissioner Kerbs also mentioned the college impact in the downtown area. Commissioner Kienzle thanked all for going to the public art session and informed the Commissioners that an arts network has been launched.

AGENDA ITEM NO. 9:

Adjournment

Meeting was adjourned.



Chairman/Vice-Chairman

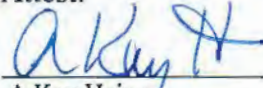
Cheyenne Pettigrew
Planning Commission Secretary

WES WATKINS RESERVOIR OVERSIGHT COMMITTEE MEETING MINUTES
408 West Broadway, McLoud, OK 74851

Thursday, September 1, 2016 @ 9:00 a.m.

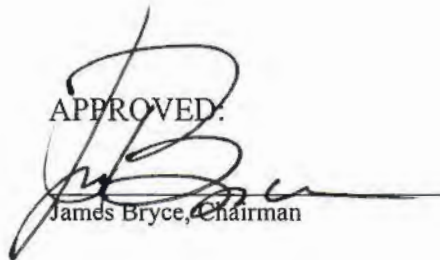
1. James Bryce called the Lake Committee meeting to order at 9:16 am.
2. ROLL CALL – Member present: James Bryce and Buck Day. Members absent: Jimmy Stokes and Kylee Finley. A quorum was declared.
3. Review Minutes for July 25, 2016 meeting. The committee reviewed the July 25, 2016 minutes.
4. REPORTS and DISCUSSION:
 - a. Mower and ATV side by side –
ATV Purchase – Buck told James that he discussed this with Justin Ericson about Shawnee purchasing a mower and side-by-side for the lake. James said he would get with Justin on this issue.
 - b. Repairs at lake – Buck said he would have the City road crew fix the hole in the pavement at no charge to the lake budget.
 - c. Lake Insurance – James stated that Shawnee does not believe that the lake should pay the \$10,000 insurance on additional liability but that the lake should pay the \$3,221.00 each year. Amount should be added to the budget each year.
NOTE: (The City Clerk did budget for the insurance in FY 15-16 and FY 16-17.)
 - d. Lake Activities – Crew is getting ready for the holiday weekend:
 - Weed eating
 - Mowing
 - Electrician has replaced all outlets in the bathrooms
 - Electrician has repaired the boathouse wiring
5. QUESTIONS OR COMMENTS – James requested a copy of the last minutes prior to May 25th and the July 25th corrected.
6. ADJOURNMENT
The committee adjourned at 10:00 pm.

Attest:



A Kay Heinz
McLoud City Clerk/Secretary

APPROVED:


James Bryce, Chairman

Regular Board of Commissioners

1. c.

Meeting Date: 12/19/2016

N Harrison Accept Improvements

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acceptance of public improvements, i.e., sanitary sewer and water line for North Harrison Industrial Park Addition, placing maintenance bonds into effect, authorizing obtainment of signatures and recording of the final plat.

Attachments

Accept N Harrison Sewer Lines

Accept N Harrison Waterlines

MAINTENANCE BOND

#GR37040

KNOW ALL MEN BY THESE PRESENTS:

That M & J Contractors, LLC, 16759 County Rd. 3520, Ada OK 74820,

as Principal, and Granite Re, Inc., 14001 Quailbrook Dr., Oklahoma City, OK 73134,

a corporation organized under the laws of the State of New Hampshire and authorized to transact

business in the State of Oklahoma, as Surety, are held and firmly bound unto the Shawnee Municipal Authority/City of Shawnee, Beneficiary in penal sum of **Twenty Seven Thousand Four Hundred & 00/100** Dollars (\$ 27,400.00) lawful money of the United States of America, said sum being equal to one hundred percent (100%) of the total contract price for the first (1) year, ten percent (10%) for one (1) year after completion and final acceptance (total of 2 years maintenance), for the payment of which, well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors, and assigns, jointly and severally, firmly by these presents.

NOW, THEREFORE, if said Principal shall pay or cause to be paid to the Shawnee Municipal Authority/City Of Shawnee Beneficiary all damages, loss, and expense which may result by reason of defective materials and/or workmanship in connection with said work, occurring within a period of two (2) years (one hundred (100%) percent for first year, ten (10%) for one year thereafter, of total contract price) for all projects for the construction of utilities) from and after acceptance of said project by the Shawnee Municipal Authority/City of Shawnee Beneficiary; and if Principal shall pay or cause to be paid all labor and materials, including the prime contractor and all subcontractors; and if principal shall save and hold Shawnee Municipal Authority/City of Shawnee Beneficiary harmless from all damages, loss and expense occasioned by or resulting from any failure whatsoever of said Principal, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

DATED this 7th day of December, 2016

The condition of this obligation is such that:

WHEREAS, said Principal entered into a written CONTRACT with

UFP Shawnee, LLC, dated October 28, 2016, for
(State or Other Entity)

Sewer Utilities at UFP Shawnee, LLC's facility located at 8702 N. Harrison Ave., Shawnee OK 74804, all in compliance with the plans and specifications therefore, made a part of said Contract and on file in the office of City Clerk, P.O. Box 1448, Shawnee, OK 74802-1448.

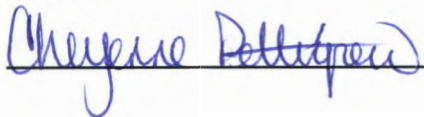
NOW, THEREFORE, if said Principal shall pay or cause to be paid to the SHAWNEE MUNICIPAL AUTHORITY/CITY OF SHAWNEE BENEFICIARY all damages, loss, and expense which may result by reason of defective materials and/or workmanship in connection with said work, occurring within a period of **two (2) years** (**{one hundred (100%) percent for first year, ten (10%) for one year** thereafter, of total contract price} for all projects for the construction of utilities) from and after acceptance of said project by the SHAWNEE MUNICIPAL AUTHORITY/CITY OF SHAWNEE BENEFICIARY; and if Principal shall pay or cause to be paid all labor and materials, including the prime contractor and all subcontractors; and if principal shall save and hold SHAWNEE MUNICIPAL AUTHORITY/CITY OF SHAWNEE BENEFICIARY harmless from all damages, loss and expense occasioned by or resulting from any failure whatsoever of said Principal, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this BOND.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in his name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year first above written.

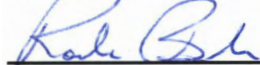
(SEAL)

ATTEST:



(SEAL)

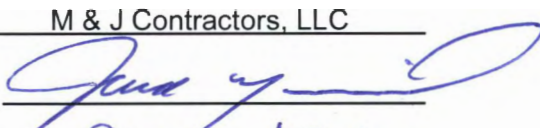
ATTEST:



PRINCIPAL:

M & J Contractors, LLC

BY


TITLE Owner / Partner

SURETY:

Granite Re, Inc.

BY


Attorney-in-Fact

NAME Wendy Hollen

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

W.M. McNEILL; LISA SHERMAN; MIKE SHANNON; CODY M. McNEILL; WENDY HOLLEN; JOHN ROGERS; ROCKY MOORE; KYLE D. RESER; JOHN L. BIRSNER; SUSANNE CUSIMANO its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

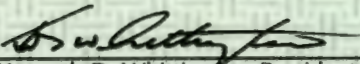
To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

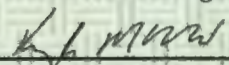
W.M. McNEILL; LISA SHERMAN; MIKE SHANNON; CODY M. McNEILL; WENDY HOLLEN; JOHN ROGERS; ROCKY MOORE; KYLE D. RESER; JOHN L. BIRSNER; SUSANNE CUSIMANO may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 3rd day of April, 2015.

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)



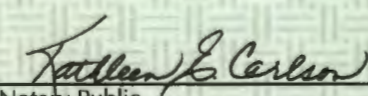

Kenneth D. Whittington, President


Kyle P. McDonald, Treasurer

On this 3rd day of April, 2015, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Secretary/Treasurer of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.

My Commission Expires:
August 8, 2017
Commission #: 01013257




Notary Public

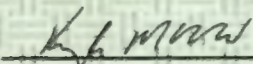
GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this
7th day of December, 2016.




Kyle P. McDonald, Secretary/Treasurer

MAINTENANCE BOND

#GR37041

KNOW ALL MEN BY THESE PRESENTS:

That M & J Contractors, LLC, 16759 County Rd. 3520, Ada OK 74820,

as Principal, and Granite Re, Inc., 14001 Quailbrook Dr., Oklahoma City, OK 73134,

a corporation organized under the laws of the State of New Hampshire and authorized to transact

business in the State of Oklahoma, as Surety, are held and firmly bound unto the Shawnee Municipal Authority/City of Shawnee, Beneficiary in penal sum of ***Ninety Six Thousand & 00/100*** Dollars (\$ 96,000.00) lawful money of the United States of America, said sum being equal to one hundred percent (100%) of the total contract price for the first (1) year, ten percent (10%) for one (1) year after completion and final acceptance (total of 2 years maintenance), for the payment of which, well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors, and assigns, jointly and severally, firmly by these presents.

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IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in his name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year first above written.

(SEAL)

ATTEST:

Cheyenne Pettigrew

(SEAL)

ATTEST:

Kel. Bl

PRINCIPAL:

M & J Contractors, LLC

BY

[Signature]

TITLE

Owner / Partner

SURETY:

Granite Re, Inc.

BY

[Signature]

Attorney-in-Fact

NAME

Wendy Hollen

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

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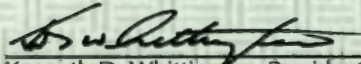
To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

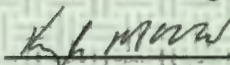
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STATE OF OKLAHOMA)
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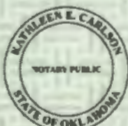


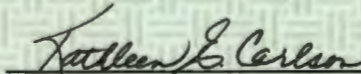

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My Commission Expires:
August 8, 2017
Commission #: 01013257




Notary Public

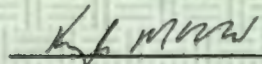
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"RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this
7th day of December, 2016.




Kyle P. McDonald, Secretary/Treasurer

Regular Board of Commissioners**1. e.**

Meeting Date: 12/19/2016

Req Wayfinding Signage Bids

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to request bids for wayfinding signage.

Attachments

Wayfinding Memo

Wayfinding Draft Bid Pkt

Wayfinding Master Plan



Office of the City Manager

MEMORANDUM

AGENDA: December 19, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Request for Authorization to Bid Wayfinding Project**

SUMMARY AND BACKGROUND

In 2016, the City of Shawnee with support from Visit Shawnee, Inc. underwent rebranding and wayfinding exercises that resulted in new logos and taglines for the City and community and a new wayfinding plan. Visit Shawnee, Inc. fully funded these planning efforts and there were a number of community presentations and stakeholder meetings held to ensure broad local support.

The wayfinding plan (attached) contemplates a series of gateway, trailblazer and district signs strategically placed around the community to define places and guide the public to various destinations. An agreement with the Oklahoma Department of Transportation (ODOT) was approved on December 5, which allows the City to place signage on certain roads under ODOT jurisdiction.

BUDGETARY IMPACT

The City of Shawnee has \$150,000 budgeted for wayfinding efforts. In addition, Visit Shawnee, Inc. has set aside \$75,000 to assist with implementation of the plan, for a total overall budget of \$225,000.

RECOMMENDATION

Staff requests authorization to solicit bids for the Wayfinding Project. Staff anticipates completion of the project in the second quarter of 2017.

Attachments

- Draft Bid Packet
- Wayfinding Plan



Bid Packet

Wayfinding Signage Final Design, Fabrication and Installation

December __, 2016

www.ShawneeOK.org

PURPOSE AND OVERVIEW

The City of Shawnee ("City") is soliciting competitive bids for the final design, fabrication and installation of wayfinding signage throughout the community. The City of Shawnee recently underwent a branding initiative followed closely by the completion of a Wayfinding Plan that identifies design elements and locations for various types of signs around the community.

Included below are instructions for bidders, specifications, a bid form and other related documentation.

Individuals and firms submitting bids should be familiar with the Shawnee Wayfinding Plan, which is hereby attached.

BIDDER REQUIREMENTS/INSTRUCTIONS

- A. Bids shall be sent to:
- City of Shawnee
City Clerk
16 W. 9th
Shawnee, OK 74801
- Questions may be directed to:
Contact Name
Info
- B. All responses must be received by Monday, February 6, 2017 at 4:00 PM local time.
- C. Provide three references and three examples or previous work projects that illustrate the firm's past performance and familiarity with the type of work sought under this bid packet.
- D. A statement indicating the professional and technical qualifications of the firm and individuals that will manage this project.
- E. Selected contractor shall:
- a. Provide a project timeline showing completion within 90 days and provide periodic status reports and timely submission of sign structural and graphic materials for review and approval by city staff;
 - b. Provide material samples for fabrication decisions for structural frames, sheet metal panels and vinyl sheet graphics with UV protection;
 - c. Provide final draft mock up panels for all sign faces including final text placement for city staff approval;
 - d. Be responsible for the installation of all signs into approved foundations with anchor bolts for mounting and installation;
 - e. Provide final shop drawings of signs and support structures to the City for review and approval prior to sign manufacture;
 - f. Warranty the work for a period of ten (10) years;
 - g. The City will work with the selected contractor to determine the exact placement of each sign. Contractor is responsible for all utility locates and traffic control measures required to install signs.
 - h. City reserves the right to reduce the number of signs and contractor agrees to reduce price proportionately.

CONSTRUCTION REQUIREMENTS

- A. When applicable, signs shall meet the 2015 International Building Code (IBC). Design shall meet 90 MPH wind speed minimum, Seismic Category “B” and frost line of 18-inches. Foundations must be designed for wind and snow loading.
- B. Signs shall meet all applicable standards set forth by the Oklahoma Department of Transportation and be in conformance with the Uniform Manual on Traffic Control Devices (MUTCD).
- C. Applicable signs shall meet current version of American Association of State Highway and Transportation Officials (AASHTO) standards for Highway Signs, Luminaries and Traffic Signals.
- D. Materials for pole-mounted signage shall consist of:
 - a. Custom, digitally-printed layouts with 3M UV-cured inks over 3M Engineer Grade Reflective Sheeting and shall be overlaid with 3M ElectroCut Film. Equivalent products may also be submitted for consideration.
 - b. Panels shall be a minimum of 0.125-gauge aluminum.
 - c. Breakaway posts and decorative post features shall be constructed of MUTCD-specified, ODOT-approved powder-coated metal.
 - d. Trailblazer Signs, the Downtown Gateway Sign, and all pole-mounted signs at City parks, shall also include decorative pole, base, cap and hardware. The slip-jacket at the base of the post may be ABS or metal.
 - e. All installed signs shall meet federal and state requirements for minimum height and breakaway features. The minimum height for the bottom edge of directional trailblazer signs shall be eight feet above grade.

SIGN SPECIFICATIONS

There are three types of signs included in this project: gateway signs, trailblazer signs and park facility signs. Additional details regarding each sign type and specifications are included below. Additional information is also included in the attachments.

Gateway Signs

Monument gateway signs shall feature a large monument sign that is 12-feet wide by 5-feet tall with a minimum width of 18-inches (Figure 1). The stone and features shall closely match the existing gateway sign located at Harrison Ave. and I-40 (see Figure 2). Aluminum lettering shall be utilized consistent in quality with all other proposed signage. Lettering will be one-sided on all new signs. Monument signs shall be constructed with a stone/manufactured stone façade and have a concrete footer of at least 18-inches that runs the length of the base.

The bid should include changes to the copy of the existing gateway sign (front and back) to match the font and style of the other gateway signs. The bid should also include the removal of the existing gateway sign located at Highway 177 and MacArthur (Figure 3).

The bid shall include three (3) new Monument Gateway Signs and modification to the existing sign. The bid shall also include one (1) pole-mounted gateway sign signifying the “Downtown District.” This sign

shall be 60-inches wide by 36-inches tall (excluding arched element) and shall match in style Figure 11 (Page 18) in the Shawnee Wayfinding Plan (see also Figure 4 below).

An add-alternate will be included for the installation of solar lighting for the existing sign and new signs.



Figure 1: Gateway monument sign – new design.



Figure 2: Existing gateway sign located at Harrison (H-18) just south of Interstate 40. New gateway signs to be consistent with this style (except for font and copy).



Figure 3: Existing gateway sign at MacArthur and I-177 (to be removed and replaced).

Directional Trailblazer Signs

There are two types of trailblazer signs – low speed and high speed. Low speed signs are 48-inches wide by 23-inches tall per panel. High-speed signs are 72-inches wide and 26-inches tall per panel. Signs have between one and three panels depending on location. Low speeds signs shall include a vertical design element pursuant to the Wayfinding Plan. Figure 4 provides a general overview of Trailblazer Signs and of the Downtown Gateway Sign.

See Page 19 and Figure 13 in the Shawnee Wayfinding Plan for sign copy specifications for the directional trailblazer signs.

All Directional Trailblazer Signs shall utilize decorative poles, caps, hardware, and bases that are powder coated.



Figure 4: Low speed and high speed trailblazer signs and downtown gateway sign (right).

Park Signs

There are three types of signs specified for City parks: large monument, small monument and pole-mounted. The large monument sign is 60-inches tall by 60-inches wide, with a 12-inch by 72-inch base with a 36-inch x 36-inch aluminum sign attached. The small monument sign is 36-inches wide by 60-inches tall, with a 12-inch by 48-inch base with a 24-inch by 24-inch aluminum sign attached. The monument signs shall be a minimum of 18-inches wide.

Pole-mounted signs shall feature a 24-inch by 24-inch aluminum sign with a decorative pole set approximately seven-feet above grade. Bid shall include decorative poles, caps and bases and the pole shall be powder coated. Park signs need not be designed with breakaway features and need not meet MUTCD standards. Monument signs shall be constructed with a stone/manufactured stone façade and have a concrete footer of at least 18-inches that runs the length of the base.



Figure 5: Signs for City parks including monument, small monument and pole-mounted.

ATTACHMENTS

- Bid Form
- Trailblazer Sign Master List – Plan Addendum
- Wayfinding Plan

BID FORM

*****Bids Shall Include Final Design, Manufacture and Installation*****

Please Complete All Sections

Section A. Gateway Signs

TYPE	QUANTITY	BID PER SIGN	BID TOTAL
Large monument gateway sign	3	\$	\$
Removal of existing gateway sign at MacArthur Ave. and Highway 177	1	Lump sum	\$
Existing gateway sign – change copy (see Figure 1, Figure 3)	1	Lump sum	\$
Pole mounted gateway sign downtown	1	Lump sum	\$
Total Bid Price			\$

Section B. Trailblazer Signs

A total of 43 Trailblazer Signs specified as:

- 14 Low Speed Signs (30 panels, 14 poles, 14 vertical sign elements)
- 29 High Speed Signs (61 panels, 58 poles)

Total Bid Price: \$ _____

Section C. Park Signs

TYPE	QUANTITY	BID PER SIGN	TOTAL
Large monument sign	6	\$	\$
Small monument sign	2	\$	\$
Pole-mounted sign	26	\$	\$
Total Bid Price	34	--	\$

Section D. BID ALTERNATE A – Lighting for Gateway Monument Signs

Total lump sum bid to install solar lighting for three (3) new monument gateway signs and one (1) existing gateway monument sign:

Lump Sum Bid Price: \$ _____

Bidder shall submit detailed information about the proposed lighting system with the bid.

Solar lighting system shall be designed to fully illuminate the signs from dusk until dawn and shall be warrantied for a period of ten (10) years. The bid price shall include all equipment and installation and the specified product shall meet commercial-grade standards. The installation of all solar lighting equipment in the public right-of-way shall meet all ODOT and AASHTO standards.

SECTION E. BID SUMMARY TALLY

SECTION	BID
A – Trailblazer Signs	\$
B – Gateway Signs	\$
C – Park Signs	\$
SUBTOTAL	\$
Alternate A – Lighting	\$
TOTAL WITH ALTERNATE A	\$

Add signature line and notary line

Add standard bid specifications

Non-collusion document

Shawnee Wayfinding Trailblazer Sign Master List and Plan Addendum

Sign #	Type	General Location	Panels	Poles	Comments	Vertical Sign Element
DT-1	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-2	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-3	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-4	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-5	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-6	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-7	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-8	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-9	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-10	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-11	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-12	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-13	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-14	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-15	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-16	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-17	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-18	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-19	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-20	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-21	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-22	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-23	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-24	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-25	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-26	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-27	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-28	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-29	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-30	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-31	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-32	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	

DT-33	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-34	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-35	Directional Trailblazer	See Wayfinding Plan	3	1	Low speed	1
DT-36	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-37	Directional Trailblazer	See Wayfinding Plan	1	1	Low speed	1
DT-38	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-39	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-40	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-41	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-42	Directional Trailblazer	See Wayfinding Plan	1	2		
DT-43	Directional Trailblazer	See Wayfinding Plan	2	1	Low speed	1
DT-44	Directional Trailblazer	See Wayfinding Plan	2	1	Low speed	1
DT-45	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-46	Directional Trailblazer	See Wayfinding Plan	2	2		
DT-47	Directional Trailblazer	See Wayfinding Plan	3	2		
DT-48	Directional Trailblazer	See Wayfinding Plan	1	1	Low speed	1
DT-49	Directional Trailblazer	See Wayfinding Plan	3	1	Low speed	1
DT-50	Directional Trailblazer	See Wayfinding Plan	1	1	Low speed	1
DT-51	Directional Trailblazer	See Wayfinding Plan	3	1	Low speed	1
DT-52	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-53	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-54	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-55	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-56	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-57	Directional Trailblazer	See Wayfinding Plan			Not a bid item - future phase	
DT-58	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-59	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-60	Directional Trailblazer	See Wayfinding Plan	1	1	Low speed	1
DT-61	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-62	Directional Trailblazer	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-63	Directional Trailblazer	See Wayfinding Plan	3	1	Low speed	1
DT-64	Directional Trailblazer	See Wayfinding Plan	1	1	Low speed	1
DT-65	Directional Trailblazer	See Wayfinding Plan	3	1	Low speed	1
DT-66	Directional Trailblazer	See Wayfinding Plan	3	1	Low speed	1

DT-67	Directional Trailblazer	See Wayfinding Plan	3	1	Low speed	1
DT-68	OKDOT I-40	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-69	OKDOT I-40	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-70	OKDOT I-40	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-71	OKDOT I-40	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-72	OKDOT I-40	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-73	OKDOT I-40	See Wayfinding Plan			Not a bid item - ODOT Direct	
DT-74	OKDOT I-40	See Wayfinding Plan			Not a bid item - ODOT Direct	
Total			91	72		14

Revised: December 16, 2016



Shawnee, Oklahoma

Wayfinding Master Plan

Prepared for: _____



Prepared by: _____



Arnett Muldrow
& Associates

June 2016

Table of Contents

1. Introduction.....	4
Purpose	4
Planning Process	4
2. Preliminary Analysis	5
Stakeholder Input.....	5
Policy and Management.....	6
<i>Wayfinding Policy</i>	6
<i>Types of Qualifying Destinations</i>	6
<i>Scoring Criteria for Qualifying Destinations</i>	7
<i>System Management</i>	8
System Infrastructure.....	9
<i>Major Routes</i>	9
<i>Circulator Routes</i>	10
<i>Destination Routes</i>	11
System Destinations	11
<i>Tier One Destinations</i>	11
<i>Tier Two Destinations</i>	12
<i>Tier Three Destinations</i>	13
3. System Design	14
Design Elements.....	14
<i>Fonts</i>	14
<i>Color Palette</i>	15
<i>Icons</i>	16
<i>Arrows</i>	17
<i>Materials</i>	17
Sign Typology	18
Directional Trailblazer Sign Panel Copy.....	20
Directional Sign Placement	21
4. Sign Schedule	22
US 177 & MacArthur St	23
MacArthur St & St. Gregory’s University.....	24

Shawnee, Oklahoma Wayfinding Master Plan

US 177 & Leo St	25
W Kickapoo Spur	26
N Kickapoo St	27
W MacArthur St & N Airport Dr	28
W MacArthur St & N Kickapoo St	29
N Kickapoo St & I-40	30
N Harrison Ave & I-40	31
N Harrison Ave & E MacArthur St	32
N Harrison Ave & E Independence St	33
W Highland St & N Kickapoo St	34
E Main St	35
W Main St	36
E Highland St & N Harrison Ave	37
I-40 & 334	38
Belcher Rd & 334	39
Lake Rd & 334	40
US 177 & W Kickapoo Spur	41
US 177 & W Kickapoo Spur	42
Gateways	45
5. Implementation	Error! Bookmark not defined.

1. Introduction

Purpose

In March 2016, the City of Shawnee and Visit Shawnee, Inc. contracted with Arnett Muldrow & Associates develop a wayfinding master plan for the City of Shawnee, Oklahoma.

Overall project goals include the following:

- to promote major community destinations;
- to cultivate the City of Shawnee as a visitor destination and generate overnight stays;
- to enhance tourism and quality of life; and
- to develop an attractive, consistent signage to set Shawnee apart from competing communities.

Planning Process

This planning process for this project was designed around a four-month timeline. The project kicked off with a two-day site visit on April 4-5, 2016. The team presented a draft plan to the project steering committee on May 18 and presented the final plan and conducted a plan implementation workshop on June 24, 2016.



2. Preliminary Analysis

Stakeholder Input

On April 4-5, 2016, Arnett Muldrow & Associates (the “Consultants”) met with the wayfinding project steering committee to kick off the planning process. The Consultants conducted roundtable meetings with approximately one dozen community stakeholders. On April 5, the Consultants conducted a debriefing session with members of the project steering committee.

During the roundtable meetings, the Consultants recorded stakeholder responses to discussion questions posed by the Consultants. Participants were asked a series of questions surrounding two themes: one, wayfinding needs, issues, and opportunities; and two, project goals and objectives. In general, key themes identified by stakeholders included:

- Provide route guidance along key corridors;
- Create a visually-unified signage system;
- Generate signage templates for key community attractions;
- Curate the visitor experience within Shawnee;
- And generate local awareness and pride of amenities and assets.



Policy and Management

A key project goal is the establishment of wayfinding policy and management programs that will ensure the sustainability of the wayfinding plan and provide a roadmap for physical maintenance and system expansion over time.

Wayfinding Policy

A useful wayfinding policy will address two key issues:

- The inclusion and exclusion of potential destinations into the wayfinding system; and
- An assessment of the relative significance of qualifying destinations.

Types of Qualifying Destinations

To be considered for inclusion into the community wayfinding system for Shawnee, a destination or attraction must clearly conform to one of the following categories:

- *Architectural & Historical:* Historic Sites, Historic Districts
- *Commercial:* Farmers Markets, Shopping Districts, Industrial Parks, Zoos
- *Community:* Neighborhoods
- *Cultural & Institutional:* Arenas, Colleges and Universities, Convention Centers, Courthouses, Government Buildings, Health Care Centers, Libraries, Museums, Schools, Theaters
- *Recreational:* Boating Access, Campgrounds, Golf Courses, Hiking/Biking Trails and Routes, Equestrian Facilities, National/State/Regional Parks/Forests, Parks and Recreational Facilities, Sports Facilities
- *Transportation:* Airports, Historic Routes, Parking Resources, and Transit Centers
- *Visitor Services:* Hospitals, Visitor Information Centers

If a destination or attraction fails to conform to one of the above categories, it should be excluded for consideration as a qualifying destination.

Shawnee, Oklahoma Wayfinding Master Plan

Scoring Criteria for Qualifying Destinations

If an attraction or destination conforms to one of the qualifying categories for destinations, it will be considered for inclusion into the Shawnee wayfinding system. A qualifying attraction or destination shall then be rated according to a scoring matrix based on the below criteria. The attraction or destination under consideration shall register a minimum score of nine (9) to be included in the wayfinding system.

Size of Attraction: Score based on number of full-time employees

10 or fewer	1
11-49	2
50 or more	3

Access to Attraction: Score based on ease of access via roads and entrances

Unmarked and unpaved/no entrance	0
Entrance poorly marked and/or unpaved entrance/access	1
Clearly marked entrance with paved entrance/access	2

Parking Resources: Score based on number of parking spaces or nearby on-street parking

No on-site or nearby on-street parking	0
Nearby on-street parking only	1
Dedicated parking lot with 10 or fewer spaces	2
Dedicated parking lot with 11 or more spaces	3

Seasonality: Score based on annual availability or access to destination on an annual basis

6 months or less	1
6-9 months	2
9-12 months	3

Hours of Operation: Score based on weekly availability or access

0-20 hours/week	1
20-40 hours/week	2
40 or more hours/week	3

Significance of Attraction: score based on local, regional, or national importance

Local significance	1
Regional significance	2
National significance	3

Shawnee, Oklahoma Wayfinding Master Plan

System Management

The day-to-day and long-term management of a wayfinding system will require a commitment from the City of Shawnee's elected leadership as well as leaders from various city departments. These stakeholders will work together to manage the physical and administrative elements of the wayfinding program.

Day-to-Day System Management

The City of Shawnee should assign a department to manage the wayfinding system. This department would be responsible for scheduled system maintenance, including cleaning and repair to minor damage of system components. This department would also review the system status, address maintenance or repair issues, and discuss and recommend (if needed) action to alter, modify, or expand the existing system. Future design services can be managed by the department or through an as-needed services contract with a qualified firm.

Long-Term System Management

The City of Shawnee will be required to manage, and allocate additional funds to, an ongoing wayfinding management program. Between ten and fifteen percent of the funding for project implementation should be earmarked for long-term system repair, replacement, and expansion. The City of Shawnee may be required, on occasion, to contribute additional funds to ensure the system is adequately maintained.

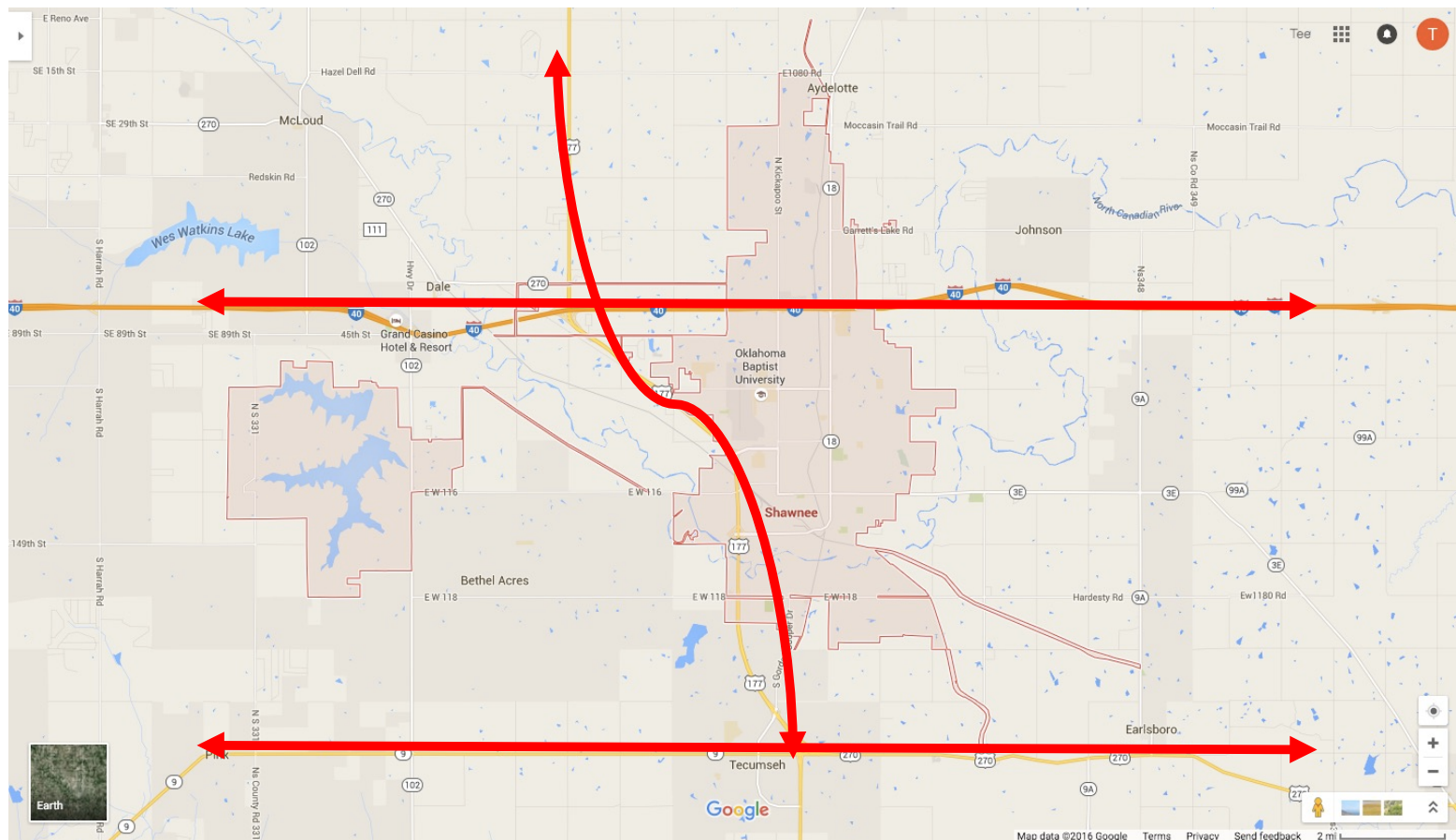


System Infrastructure

The process used to determine the routes to Shawnee destinations consisted of identifying three types of roads: Major Routes, Circulator Routes, and Destination Routes.

Major Routes

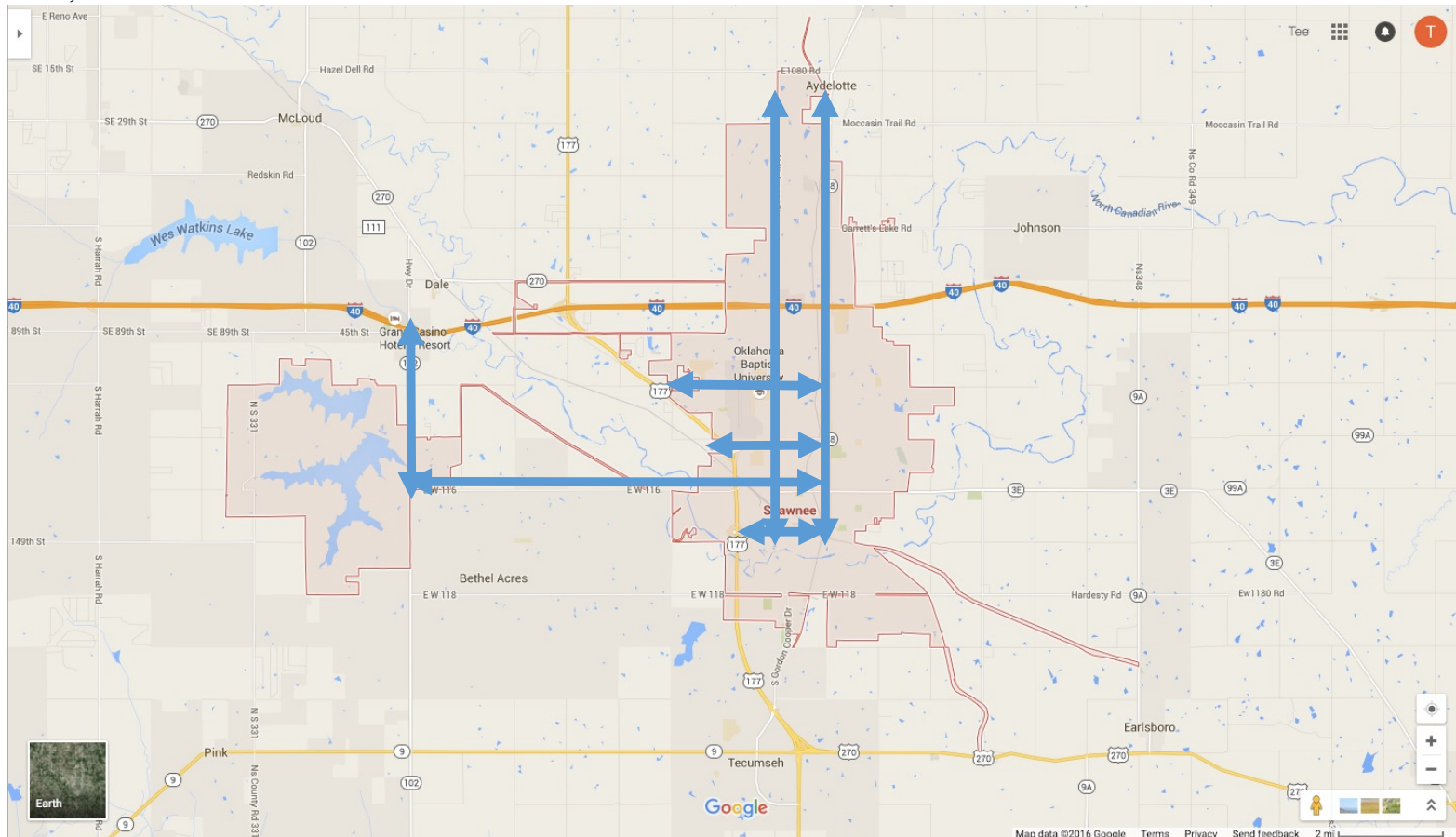
Major routes are the roads that bring most of the traffic into Shawnee. Based on an analysis of daily traffic counts (AADT = Annual Average Daily Traffic) for all highways with an Interstate, US, or OK/SH designation, most visitor trips should be routed along Interstate 40 and US 270/OK 9 from east to west, and US 77 from north to south. Therefore, all of these roads are designated in the wayfinding plan as Major Routes.



Shawnee, Oklahoma Wayfinding Master Plan

Circulator Routes

Circulator Routes form an internal connective network of roads that link Major Routes to wayfinding destinations. Circulator Routes also provide access from Major Routes to Destination Routes, the roads that lead to individual destinations. Circulator Routes are characterized by high traffic volumes in urban areas and by being the principal access ways in rural areas. In Shawnee, Circulator Routes include MacArthur Street, Kickapoo Street/Kickapoo Spur, Harrison Avenue, Farrall Street, Highland Street, Independence Street, Lake Road, and OK 102.



Destination Routes

Destination Routes connect destinations to the connective grid of Major and Circulator Routes. In many cases, access to a destination is directly from a Major Route or Circulator Route and needs no further connecting. For other destinations, one or more directional trailblazer will be required along a Destination Route to direct traffic to a point where either an on-premise sign confirms arrival at the destination or the destination is otherwise self-evident.

System Destinations

The Consultants with the project steering committee to edit, refine, and finalize the destinations to be included in the wayfinding system. These destinations are divided into three categories based on their overall significance as a visitor destination, with Tier One being the most significant and Tier Three the least significant to the wayfinding system.

Tier One Destinations

Tier One destinations are qualifying destinations that meet all requirements of scoring criteria for eligible destinations or attractions and should be included in motorist directional signage. Tier One destinations will require directional trailblazer signage from Primary, Circulator, and Destination Routes to direct visitors to the destination.

Count	Destination	Type	Tier	District
1	Downtown	Community	1	Downtown
2	Oklahoma Baptist University	Cultural/Institutional	1	N/A
3	St. Gregory's University	Cultural/Institutional	1	N/A
4	Heart of Oklahoma Exposition Center	Cultural/Institutional	1	N/A
5	Mabee-Garrer Museum	Cultural/Institutional	1	N/A

Figure 1: Tier One Destinations

Shawnee, Oklahoma Wayfinding Master Plan

Tier Two Destinations

Tier Two destinations are qualifying destinations that meet all requirements of scoring criteria for eligible destinations or attractions and should be included in motorist directional signage. Tier Two destinations will require a directional trailblazer when a turn is necessary and may be included in a directional trailblazer when a directional trailblazer is required because of a Tier One destination.

Count	Destination	Type	Tier	District
1	Airport	Transportation	2	Downtown
2	Gordon Cooper Technology Center	Cultural/Institutional	2	N/A
3	Pottawatomie County Museum	Cultural/Institutional	2	Downtown
4	Santa Fe Depot	Architectural/Historical	2	Downtown
5	Shawnee High School	Cultural/Institutional	2	N/A
6	Woodland Veteran's Park	Recreational	2	Downtown
7	Twin Lakes Access	Recreational	2	N/A
8	Boy Scout Rotary Park	Recreational	2	N/A
9	Lion's Club Park	Recreational	3	N/A
10	Citizen Potawatomi Nation Cultural Heritage Center	Cultural/Institutional	2	N/A
11	Splash Waterpark	Recreational	3	Downtown

Figure 2: Tier Two Destinations

Shawnee, Oklahoma Wayfinding Master Plan

Tier Three Destinations

Tier Three destinations are qualifying destinations that currently do not meet the minimum requirements of scoring criteria for eligible wayfinding destinations and attractions. Tier Three destinations should not be included in motorist directional signage but should be considered for destination-based identification signage when needed. Additionally, Tier Three destinations may be eligible for future inclusion into the directional signage system as these destinations grow in terms of their relative significance to the overall system.

Count	Destination	Type	Tier	District
1	City Hall	Cultural/Institutional	3	Downtown
2	County Courthouse	Cultural/Institutional	3	Downtown
3	Shawnee Municipal Auditorium	Cultural/Institutional	3	Downtown
4	Redbud Park	Recreational	3	N/A
5	Lion's Club Park	Recreational	3	N/A
6	Dean Weigant Park	Recreational	3	N/A
7	Kidspace Park	Recreational	3	N/A
8	Fairview Cemetery	Architectural/Historical	3	N/A
9	Milstead Park	Recreational	3	N/A
10	Airport Trail	Recreational	3	N/A
11	Library	Cultural/Institutional	3	N/A

Figure 3: Tier Three Destinations

3. System Design

Design Elements

The Consultants worked with the wayfinding project steering committee to edit, refine, and finalize artwork for the wayfinding system. Important considerations included the following design elements. Many of the design elements are drawn from the recommended brand identity for Shawnee, which has been embraced by the City of Shawnee.



Figure 4: Shawnee Brand Identity

Fonts

The wayfinding system for Shawnee features three approved font, which are described and illustrated below.

The first approved font is Highway Gothic, which should be utilized for vehicular signage, which is intended for viewing by people in motorized vehicles along public roadways. The cap height for sign copy must be six inches for signs in speed zones thirty miles-per-hour and above. The cap height must be four inches for speed zones less than thirty miles-per-hour.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Figure 5: Highway Gothic

Shawnee, Oklahoma Wayfinding Master Plan

The second approved font is Avenir Next, which should be utilized for pedestrian signage. This typeface is intended for viewing by people on foot or non-motorized vehicles outside the public right-of-way, so the cap height is not subject to MUTCD regulations and can vary based on use. Avenir Next Bold should also be utilized for destination markers, which are on-site signs that identify specific destinations included in the wayfinding system.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Figure 6: Avenir Next

The third approved font is Perpetua. This is the selection for the existing brand identity for Shawnee. This font should be used for decorative elements such as gateway signage, location markers, and map headers.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Figure 7: Perpetua

Color Palette

The approved color palette for Shawnee draws directly from the existing brand palette for the City of Shawnee.

It is important to note that shades of red, orange, and yellow may not be used as sign backgrounds, as these colors may resemble regulatory signage and may confuse and endanger motorists.

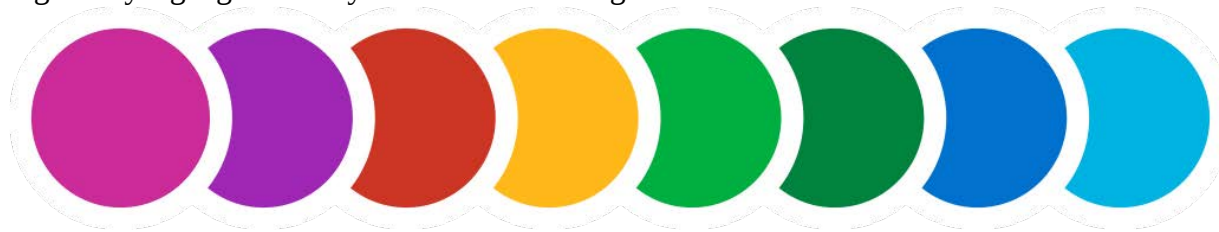


Figure 8: Color Palette

Shawnee, Oklahoma Wayfinding Master Plan

Icons

Two icons are approved for usage in the Shawnee wayfinding system. These are as follows:

- The commonly-acknowledged information icon “i” should be used in conjunction with a Visitor Information Center.
- The parking icon “P” should be used to indicate directional parking signage. It may appear in conjunction with the word “Parking” or simply on its own.



Figure 9: System Icons

Shawnee, Oklahoma Wayfinding Master Plan

Arrows

It is recommended that Type D arrows, shown below, should be used in all motorist-oriented signage in the Shawnee wayfinding system. For pedestrian-oriented trailblazers, an alternate set of arrows, also shown below, should be utilized.

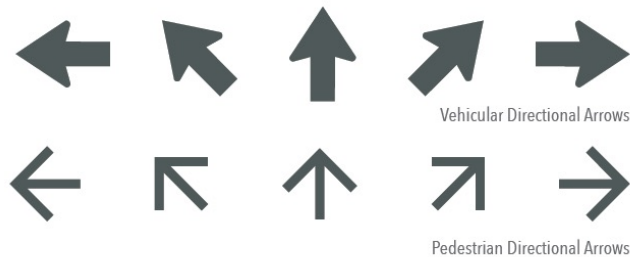


Figure 10: Vehicular and Pedestrian Directional Arrows

Materials

Pole-Mounted Signage

- Sign panels should feature custom, digitally-printed layouts with 3M UV-cured inks over 3M Engineer Grade Reflective Sheeting. This should be overlaid with 3M ElectroCut Film. Panels should be 0.125-gauge aluminum.
- Breakaway posts and decorative post features should be constructed of MUTCD-specified, ODOT-approved powder-coated metal. Signs installed in pedestrian areas should also include a decorative slip jacket at the base of the post.
- Signs on existing light standards may be used with ODOT approval.
- All installed signs should meet federal and state requirements for minimum height and breakaway features. Minimum height for the bottom edge of directional trailblazers and parking signs is eight feet above grade.

Monument-Style Signage

- The monument should be constructed of stone and block with concrete footers.
- Letters and graphic elements should be constructed of aluminum and feature backlit LED or other lighting for nighttime display.

Sign Typology

The wayfinding system is composed of several unique sign types, which serve different functions. The signs illustrated below should be considered “typical” for each sign type.

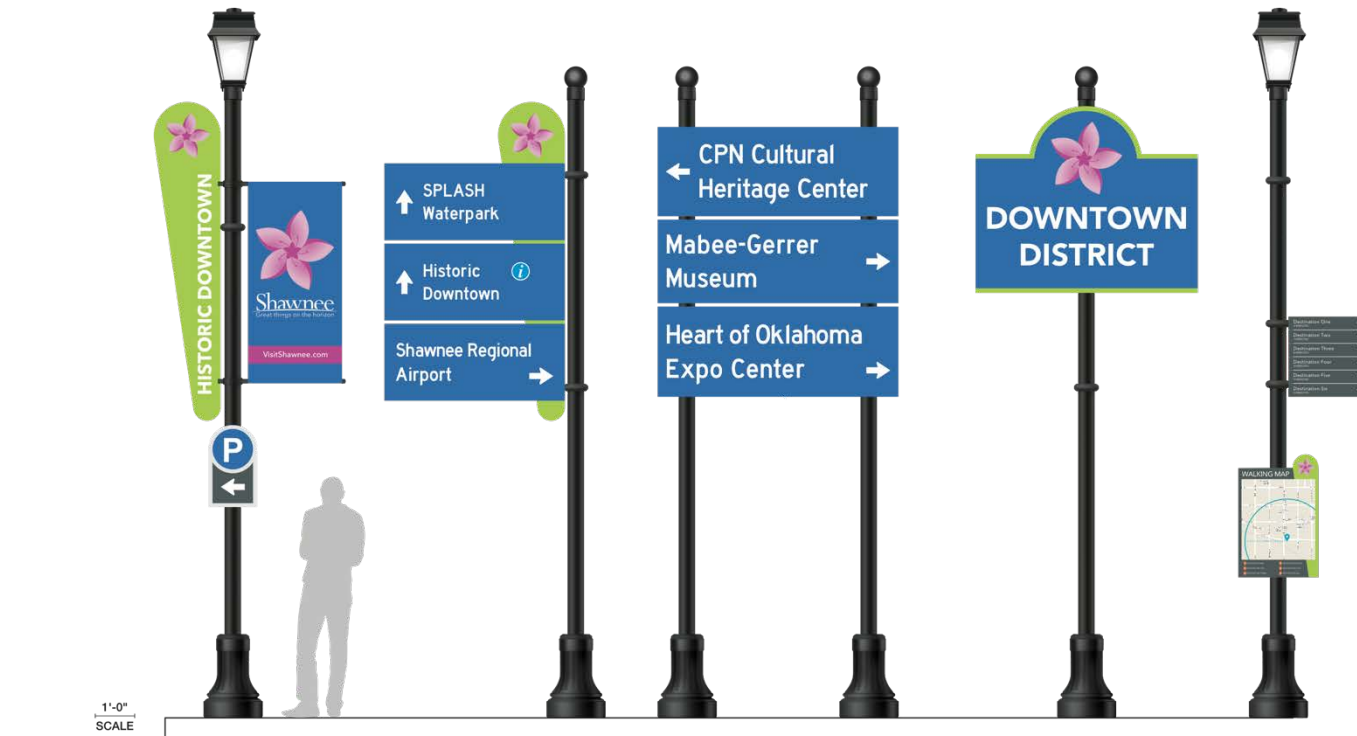


Figure 11: Sign Typology (1 of 2)



Figure 12: Sign Typology (2 of 2)

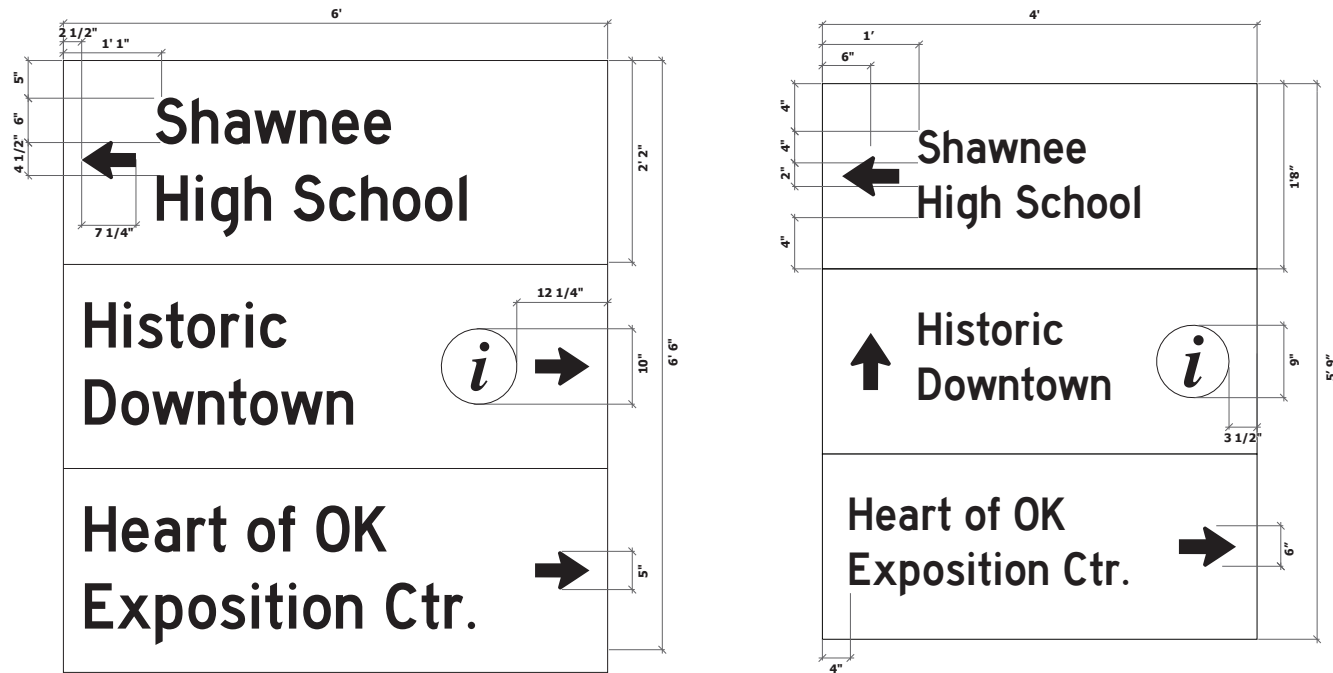


Figure 13: Sign Specifications

Directional Trailblazer Sign Panel Copy

Directional trailblazer signage has specific limits for the number of characters and spaces allowable for any given destination. The table below shows the full name of Tier One and Tier Two destinations alongside a recommended naming convention for each destination.

Tier Destinations	Directional Sign Panel
Downtown	Downtown
Oklahoma Baptist University	Oklahoma Baptist Univ.
St. Gregory's University	St. Gregory's University
Heart of Oklahoma Exposition Center	Heart of OK Exposition Ctr.
Mabee-Garrer Museum	Mabee-Garrer Museum
Tier Two Destinations	Directional Sign Panel
Airport	Airport
Gordon Cooper Technology Center	Gordon Cooper Technology Ctr.
Pottawatomie County Museum	Pottawatomie County Museum
Santa Fe Depot	Santa Fe Depot
Shawnee High School	Shawnee High School
Woodland Veteran's Park	Woodland Veteran's Park
Twin Lakes Access	Twin Lakes Access
Boy Scout Rotary Park	Boy Scout Rotary Park
Lion's Club Park	Lion's Club Park
Splash Waterpark	Splash Waterpark
Citizen Potawatomi Nation Cultural Heritage Center	Cultural Heritage Center

Figure 14: Sign Panel Copy for Tier One and Tier Two Destinations

Directional Sign Placement

Wayfinding signage should be installed in locations per MUTCD regulations and pending ODOT approval. Sign location diagrams for “typical” intersections in Shawnee are displayed below.

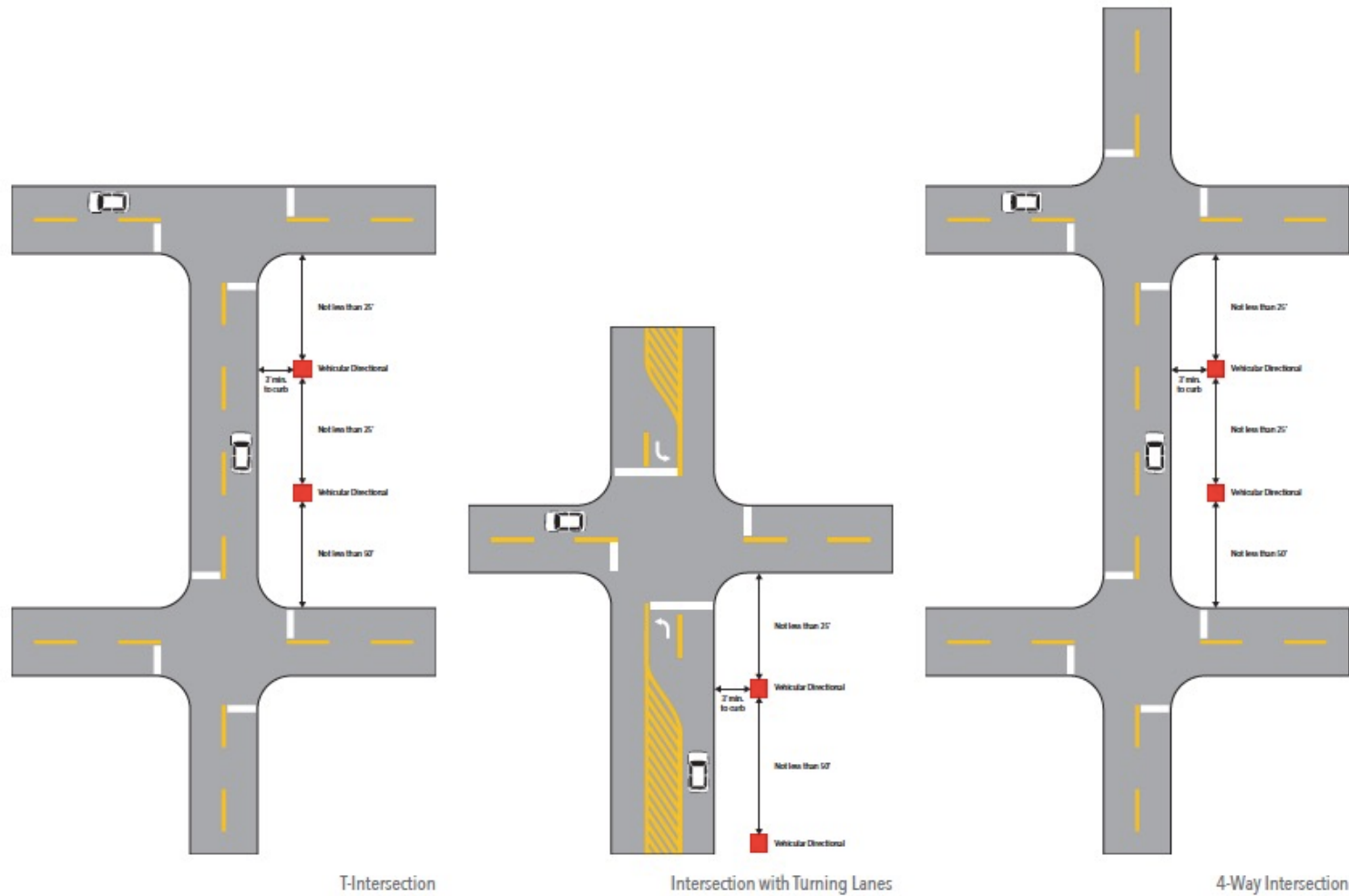


Figure 15: Typical Sign Placement Diagrams

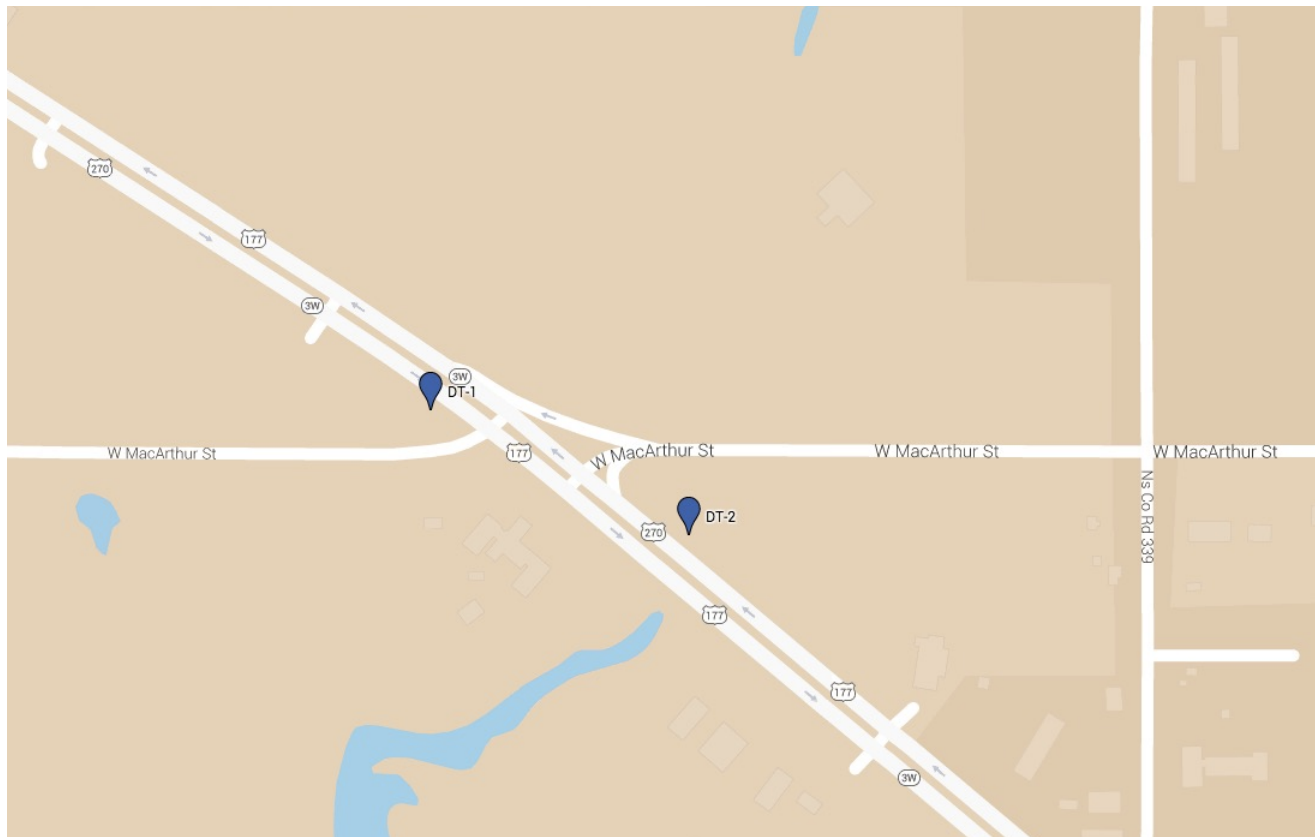
4. Sign Schedule

The sign schedule for Shawnee combines the key routes, decision points, and destinations into signage content, location, and type. The sign schedule for Shawnee is detailed throughout this chapter as a series of exhibits that combine maps and tables to detail relevant information in an easy-to-comprehend format.

The sign schedule maps provide aerial views of roadways and existing development throughout the city. The sign schedule tables detail the system Directional Trailblazers and Gateways. Each sign schedule table provides a unique code for each sign, additional details regarding the sign typology, the general location of the sign.

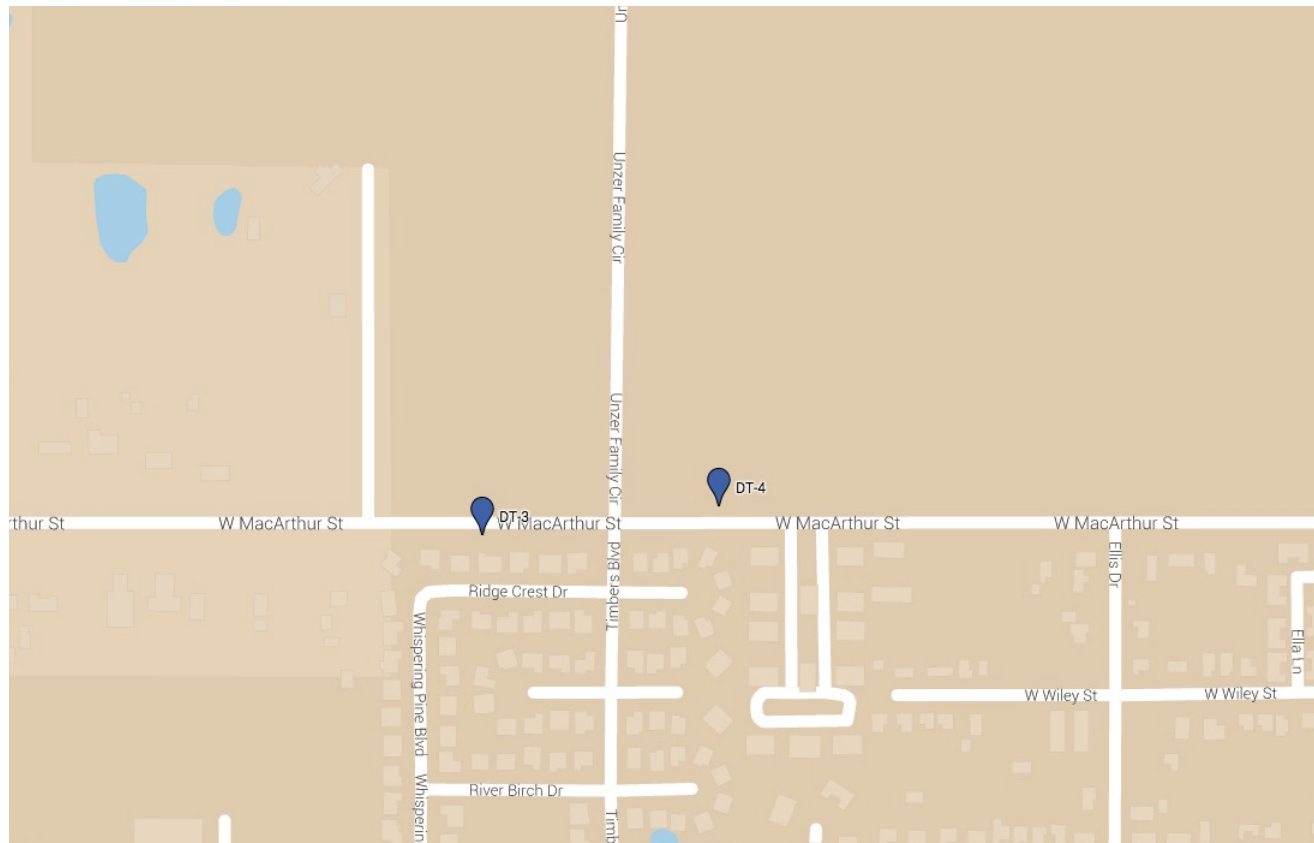
The table for Directional Trailblazers also includes the content of each sign panel. This content includes the name of one, two, or three destinations (no more than three destinations are permitted), along with directional arrows for each destination. The directional arrows in the table are represented by the following symbols: “<” is left, “>” is right, “^” is straight ahead, “<^” is left-diagonal, and “^>” is right-diagonal.

US 177 & MacArthur St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-1	Directional Trailblazer-High Speed	St. Gregory's University	<	Mabee-Gerrer Museum	<	Oklahoma Baptist Univ.	<	Southbound 177
DT-2	Directional Trailblazer-High Speed	St. Gregory's University	>	Mabee-Gerrer Museum	>	Oklahoma Baptist Univ.	>	Northbound 177

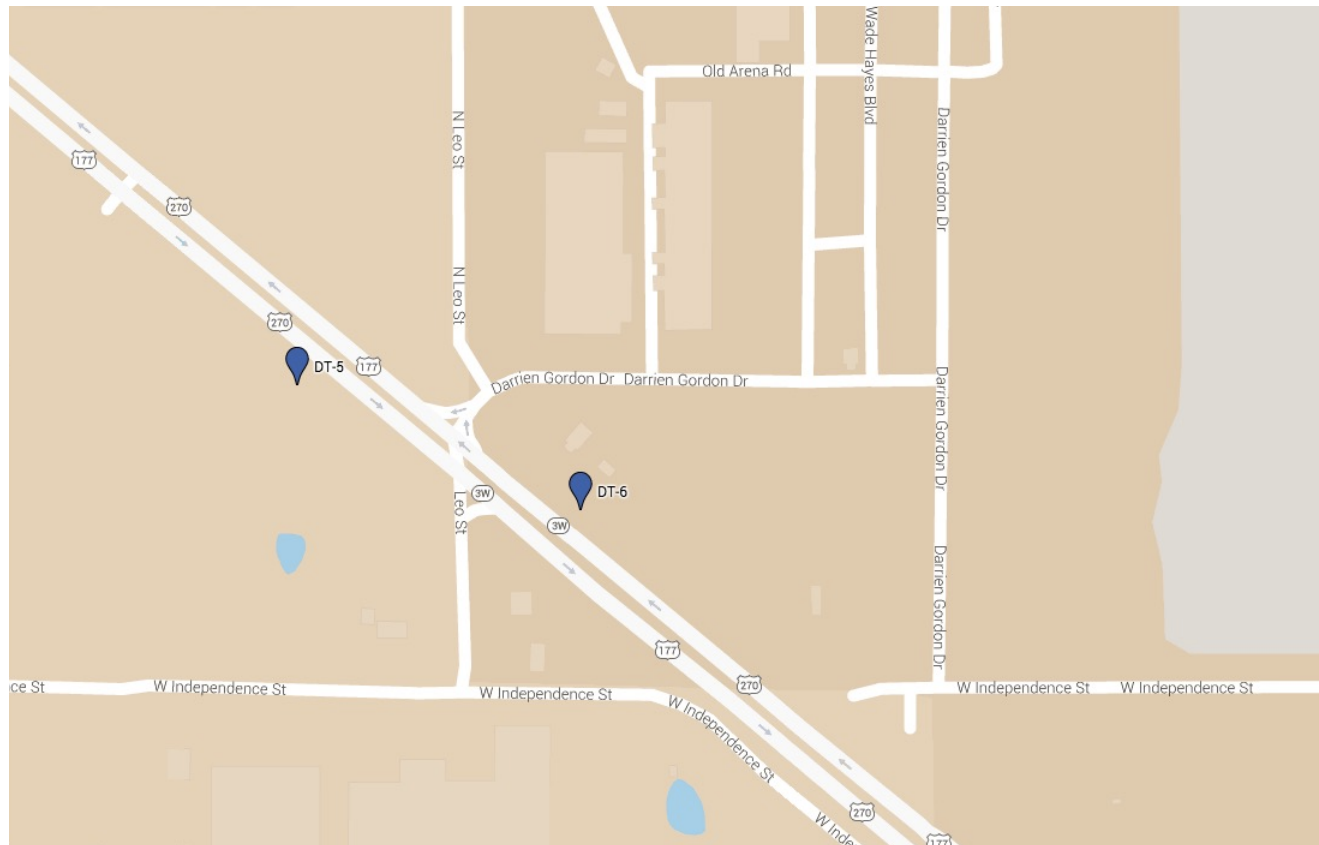
MacArthur St & St. Gregory's University



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-3	Directional Trailblazer-High Speed	St. Gregory's University	<	Mabee-Gerrer Museum	<			Eastbound MacArthur St
DT-4	Directional Trailblazer-High Speed	St. Gregory's University	>	Mabee-Gerrer Museum	>			Westbound MacArthur St

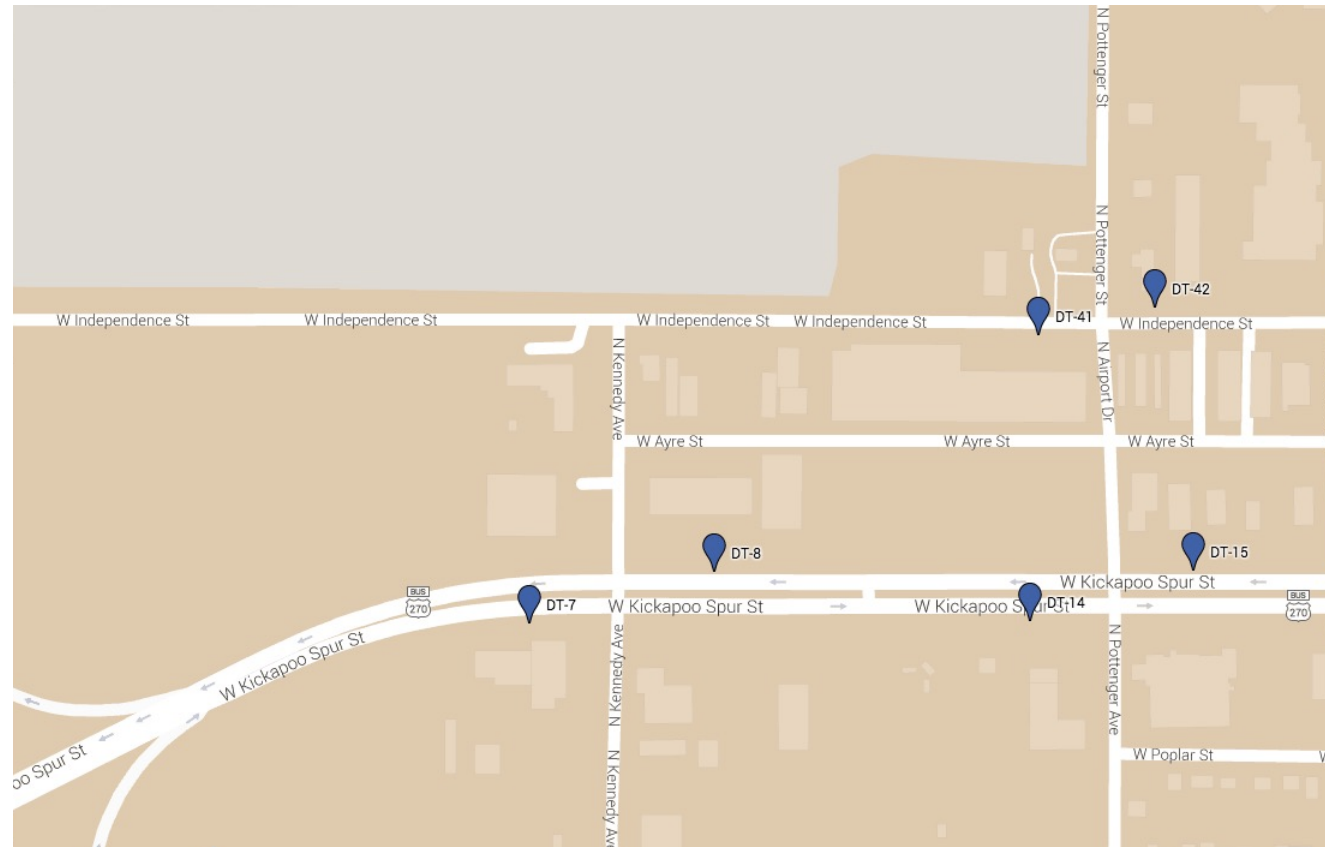
Shawnee, Oklahoma Wayfinding Master Plan

US 177 & Leo St



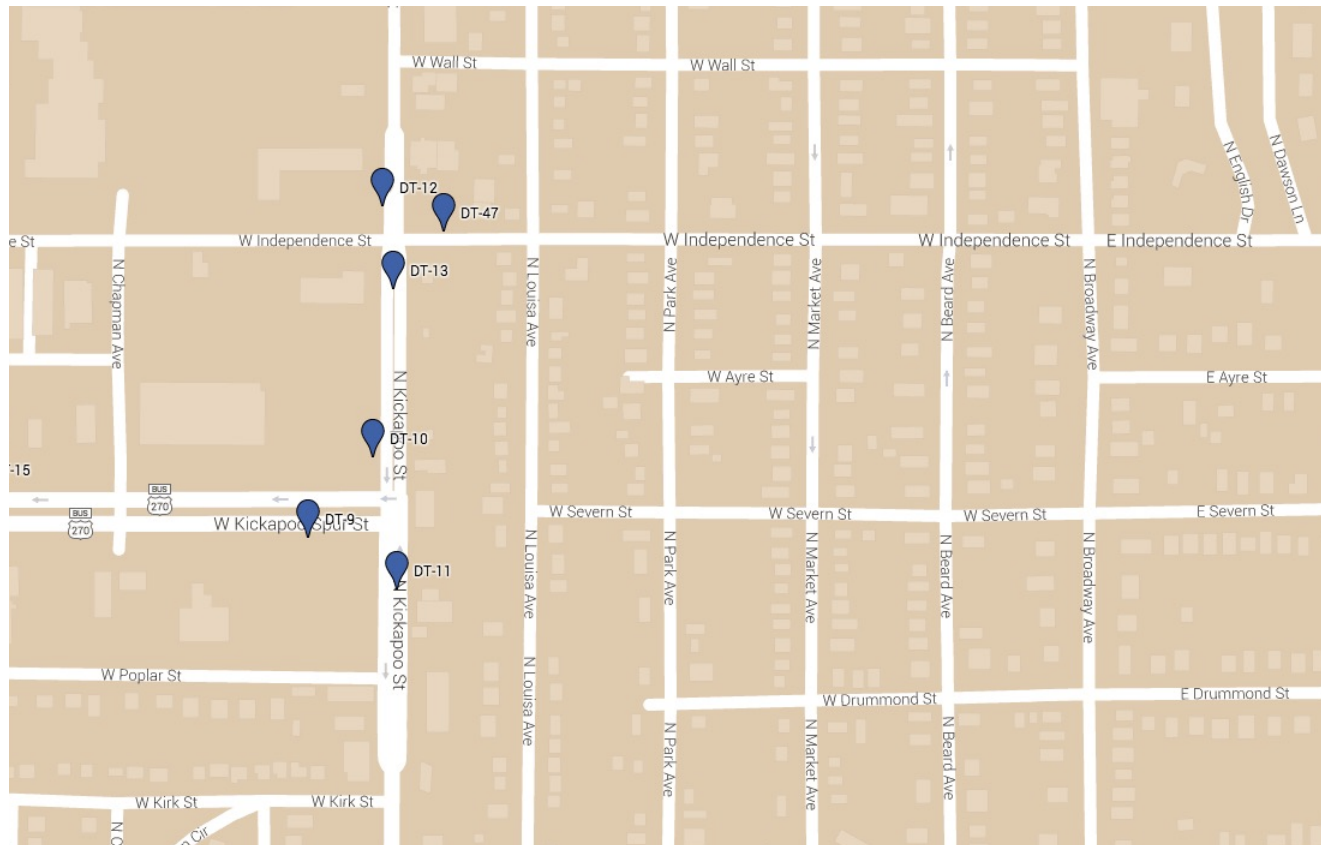
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-5	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	<					Southbound 177
DT-6	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	>					Northbound 177

W Kickapoo Spur



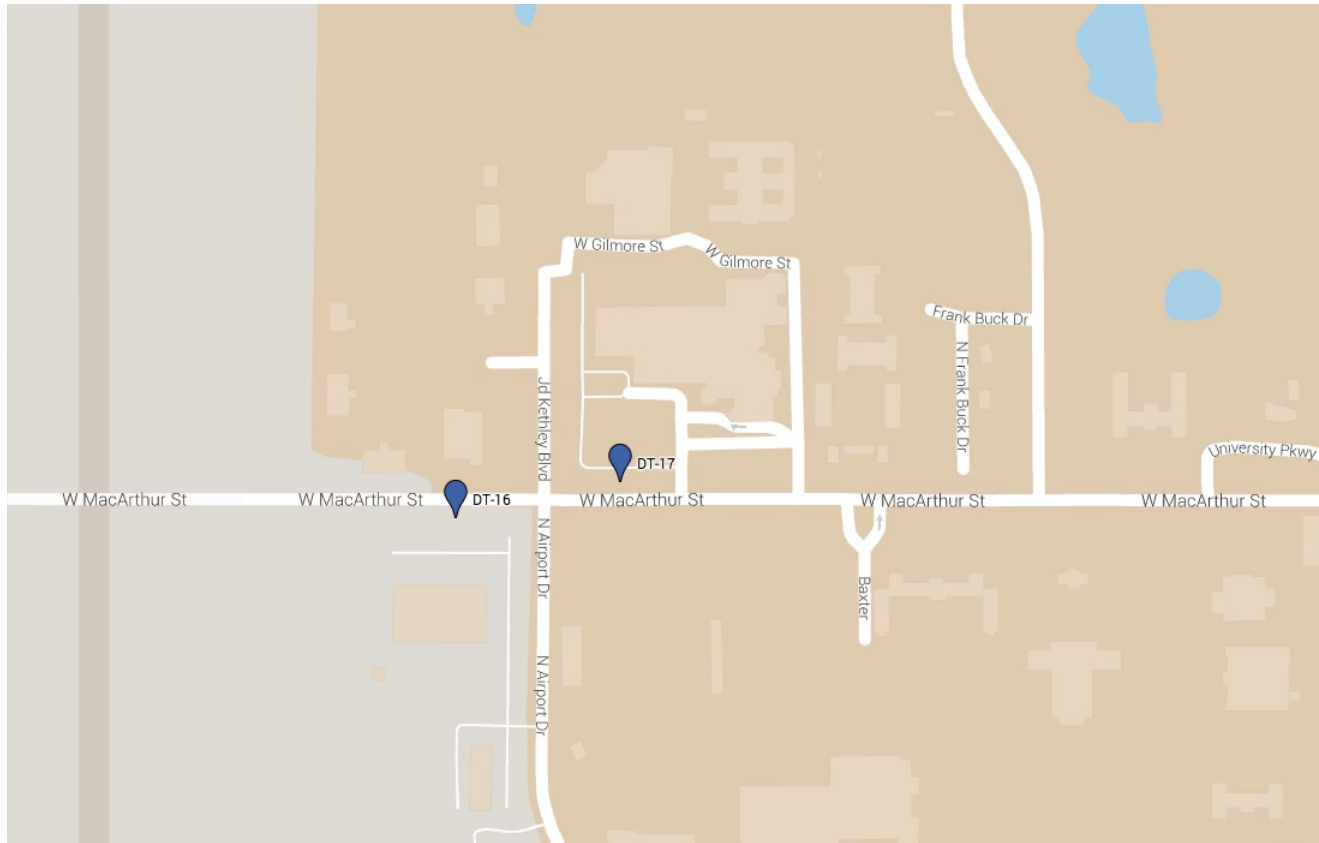
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-7	Directional Trailblazer-High Speed	Shawnee High School	>					Eastbound Kickapoo Spur
DT-8	Directional Trailblazer-High Speed	Shawnee High School	<					Westbound Kickapoo Spur
DT-14	Directional Trailblazer-High Speed	Airport	<					Eastbound Kickapoo Spur
DT-15	Directional Trailblazer-High Speed	Airport	>					Westbound Kickapoo Spur
DT-41	Directional Trailblazer-High Speed	Airport	<					Eastbound W Independence St
DT-42	Directional Trailblazer-High Speed	Airport	>					Westbound W Independence St

N Kickapoo St



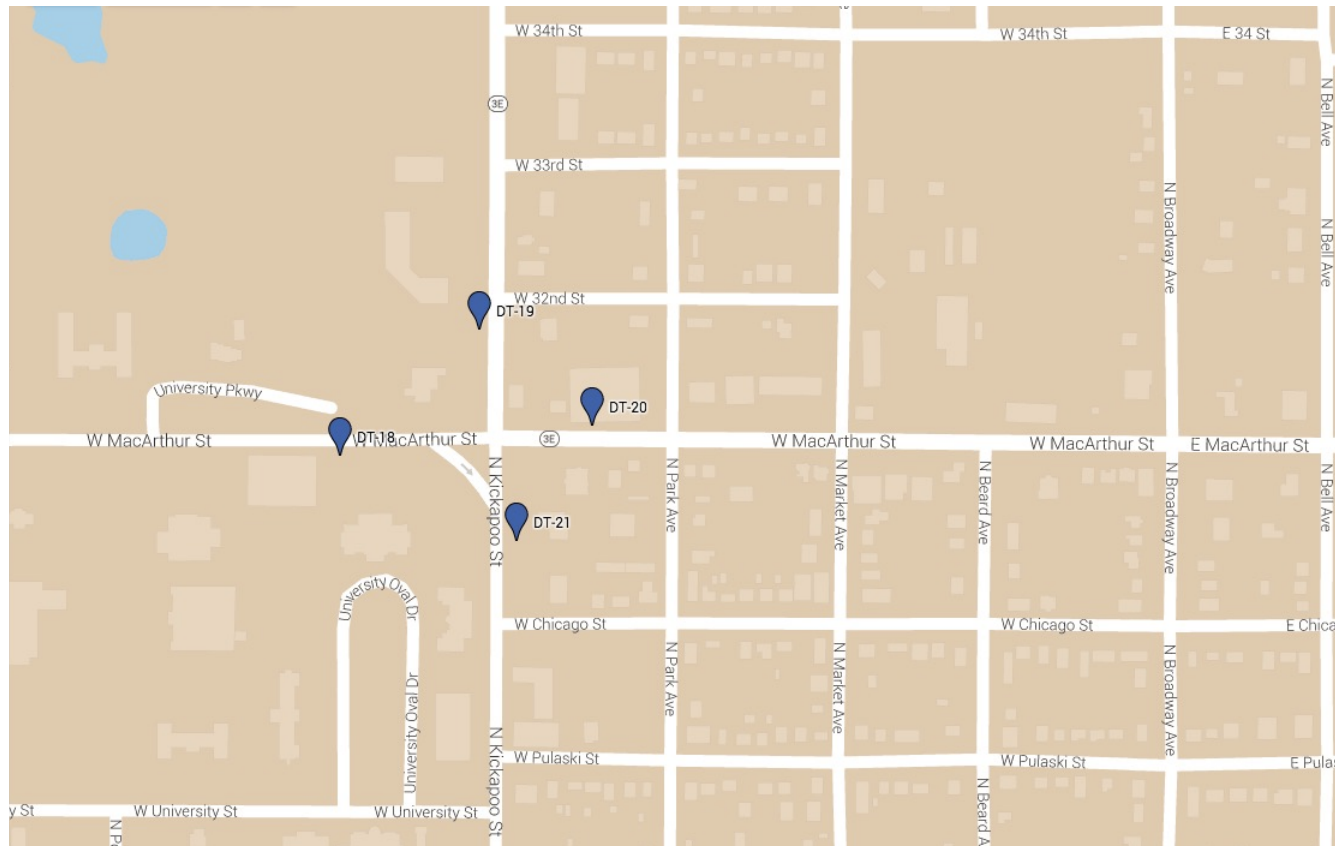
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-9	Directional Trailblazer-High Speed	Downtown	>					Eastbound Kickapoo Spur
DT-10	Directional Trailblazer-High Speed	Downtown	^	Shawnee High School	>			Southbound N Kickapoo St
DT-11	Directional Trailblazer-High Speed	Shawnee High School	<					Northbound N Kickapoo St
DT-12	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	>	Airport	>			Southbound N Kickapoo St
DT-13	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	<	Airport	<			Northbound N Kickapoo St
DT-47	Directional Trailblazer-High Speed	Heart of OK Exposition Ctr.	^	Airport	^	Shawnee High School	<	Westbound W Independence St

W MacArthur St & N Airport Dr



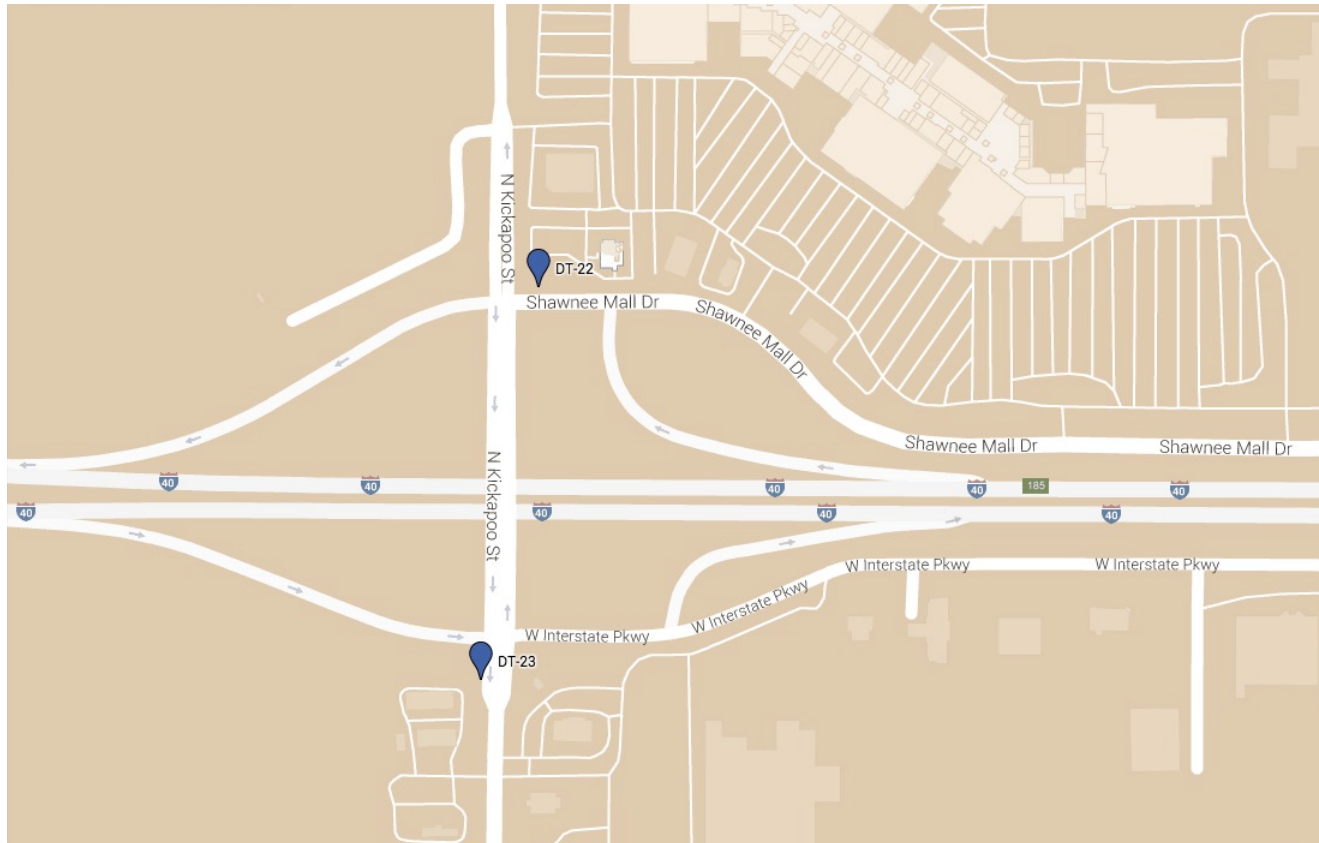
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-16	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	^	Airport	>			Eastbound MacArthur St
DT-17	Directional Trailblazer-High Speed	St. Gregory's University	^	Mabee-Gerrer Museum	^	Airport	<	Westbound MacArthur St

W MacArthur St & N Kickapoo St



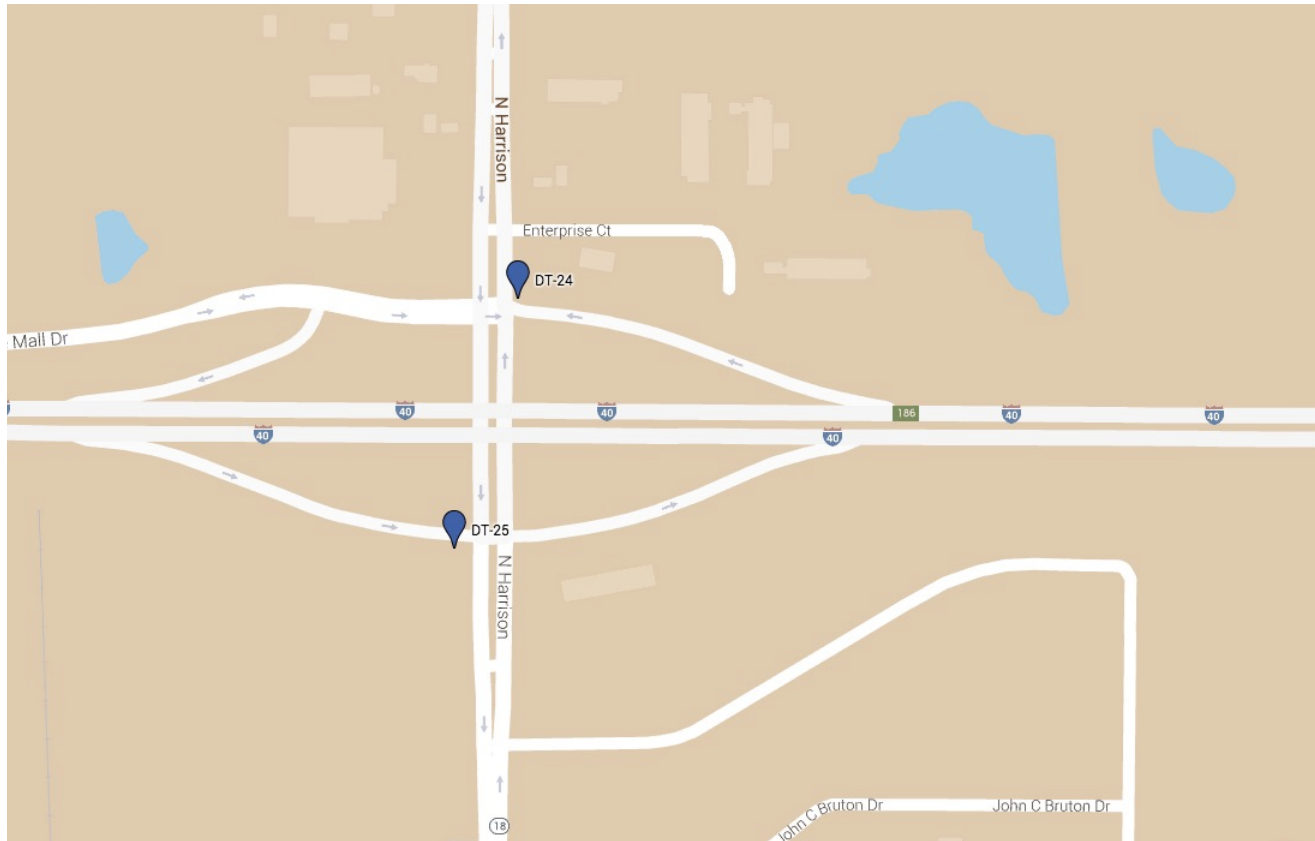
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-18	Directional Trailblazer-High Speed	Downtown	>					Eastbound MacArthur St
DT-19	Directional Trailblazer-High Speed	Downtown	^	Oklahoma Baptist Univ.	>	St. Gregory's University	>	Southbound N Kickapoo St
DT-20	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	^	St. Gregory's University	^	Downtown	<	Westbound MacArthur St
DT-21	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	<	St. Gregory's University	<	Mabee-Gerrer Museum	<	Northbound N Kickapoo St

N Kickapoo St & I-40



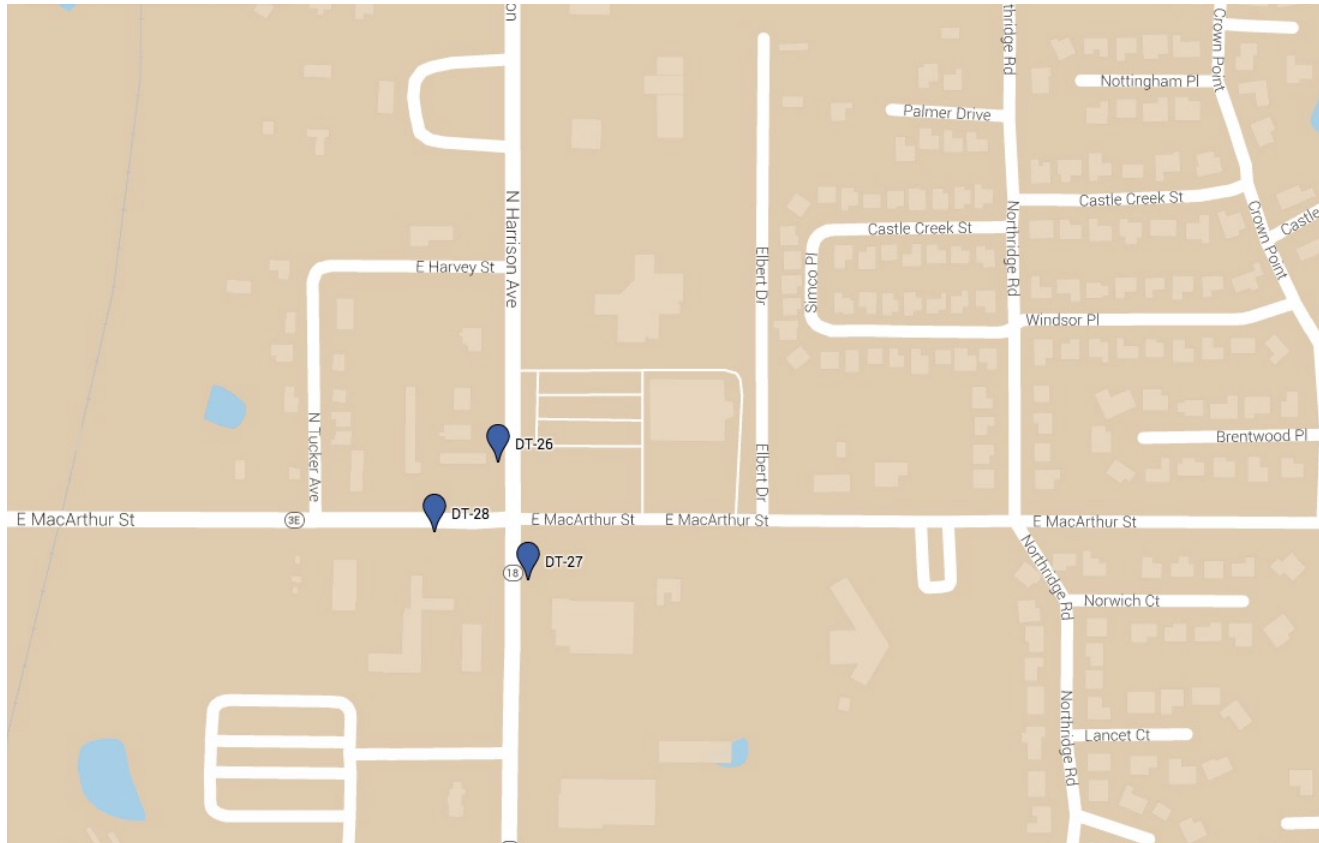
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-22	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	<	St. Gregory's University	<	Downtown	<	Westbound Shawnee Mall Dr
DT-23	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	>	St. Gregory's University	>	Downtown	>	Eastbound End of I-40 Exit Ramp

N Harrison Ave & I-40



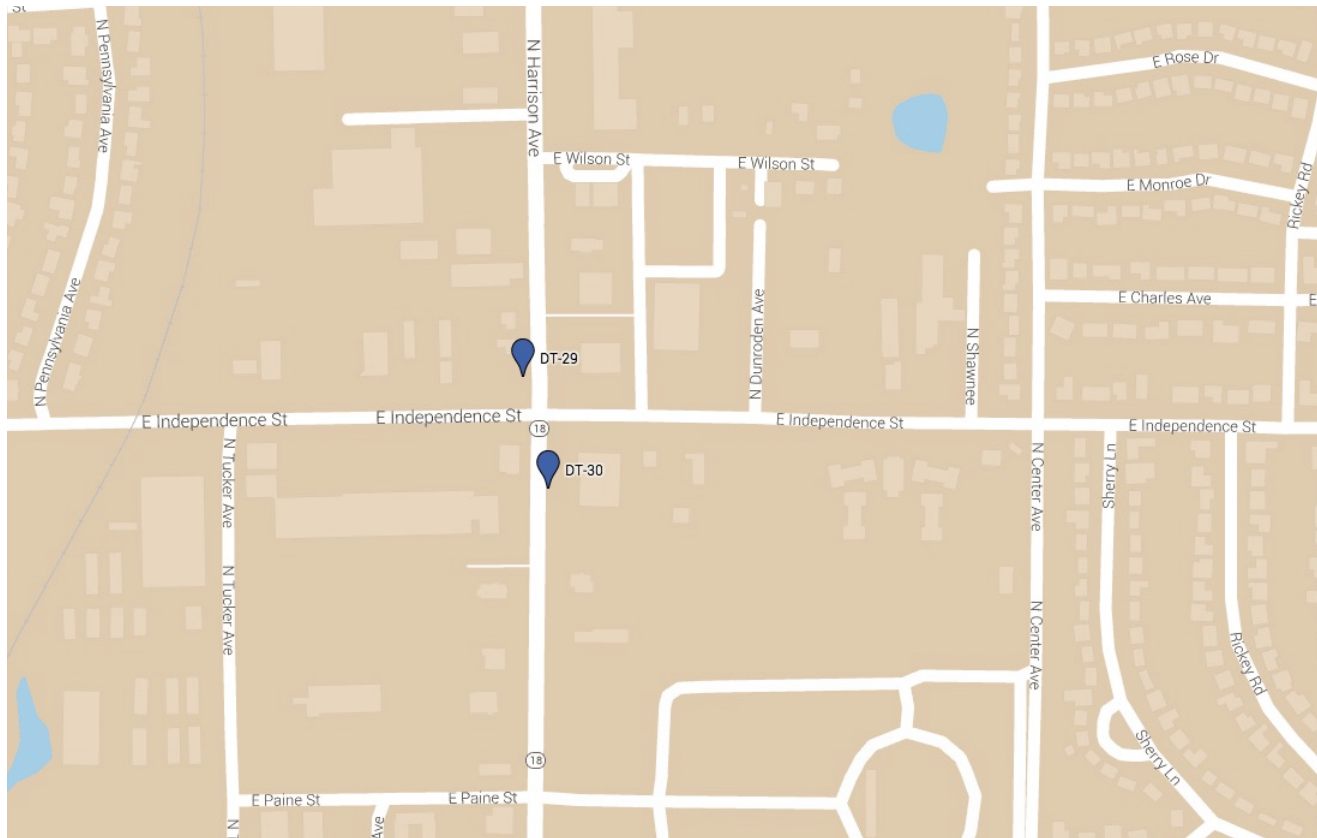
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-24	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	<	Downtown	<			Westbound End of I-40 Exit Ramp
DT-25	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	>	Downtown	>			Eastbound End of I-40 Exit Ramp

N Harrison Ave & E MacArthur St

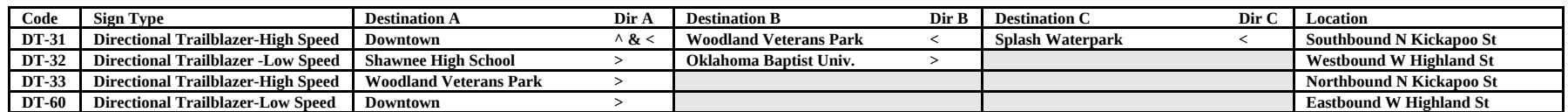


Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-26	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	>	St. Gregory's University	>	Mabee-Gerrer Museum	>	Southbound N Harrison Ave
DT-27	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	^	Oklahoma Baptist Univ.	<	St. Gregory's University	<	Northbound N Harrison Ave
DT-28	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	<	Downtown	>			Eastbound MacArthur St

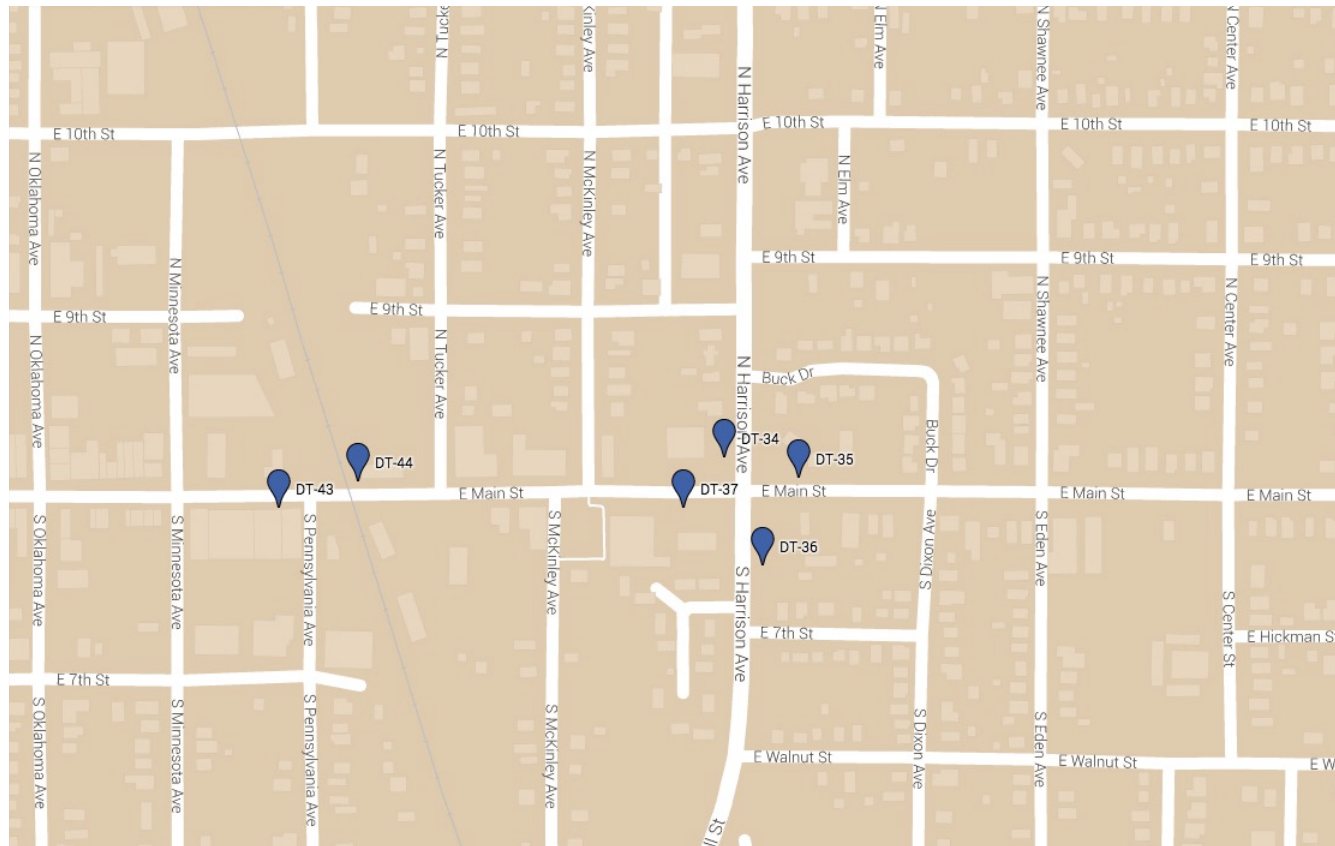
N Harrison Ave & E Independence St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-29	Directional Trailblazer-High Speed	Downtown	^	Heart of OK Exposition Ctr.	>	Shawnee High School	>	Southbound N Harrison Ave
DT-30	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	^	Shawnee High School	<	Heart of OK Exposition Ctr.	<	Northbound N Harrison Ave



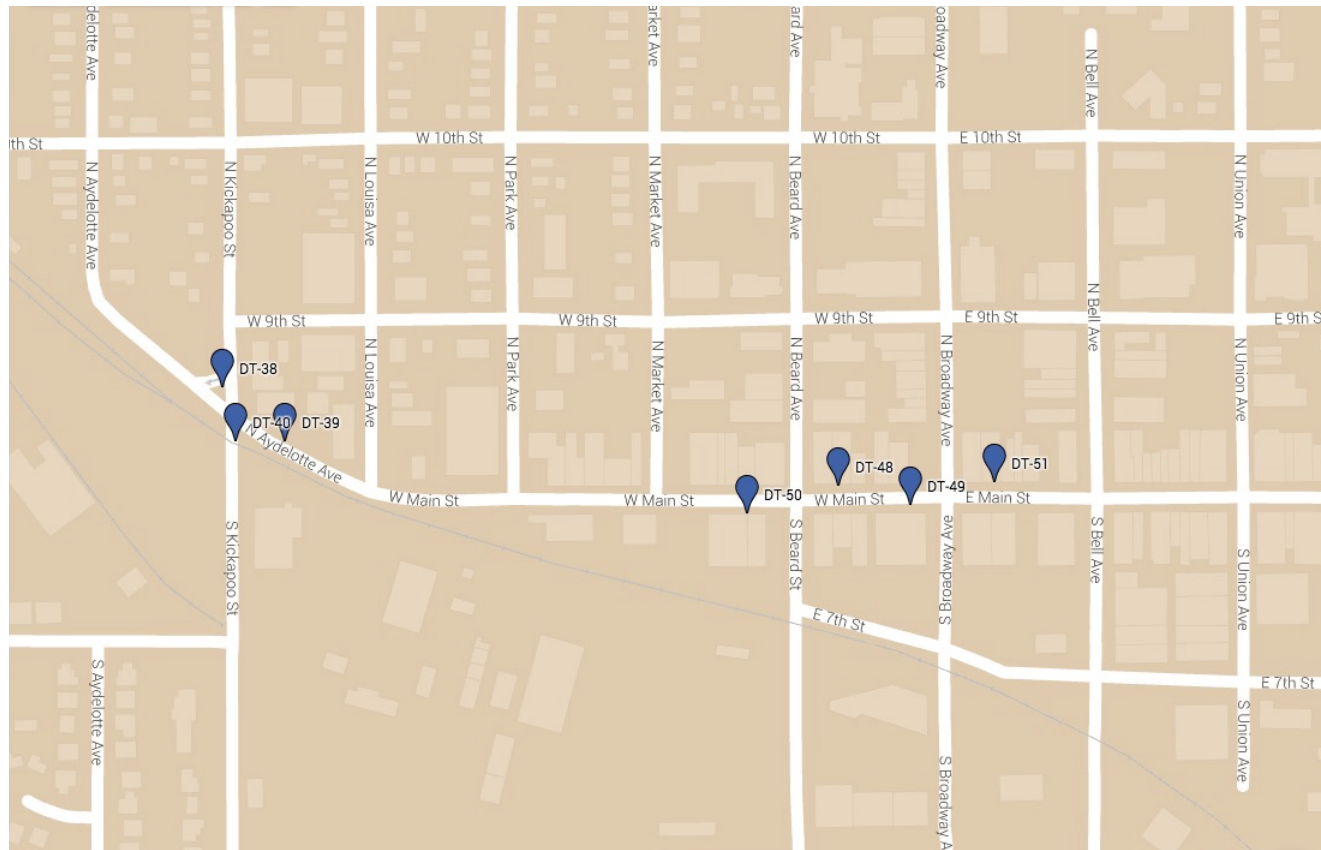
E Main St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-34	Directional Trailblazer-High Speed	Boy Scout/Rotary Park	<	Downtown	>	Pottawatomie County Museum	>	Southbound N Harrison Ave
DT-35	Directional Trailblazer-Low Speed	Downtown	^	Pottawatomie County Museum	^	Santa Fe Depot	^	Westbound E Main St
DT-36	Directional Trailblazer-High Speed	Downtown	<	Pottawatomie County Museum	<	Boy Scout/Rotary Park	>	Northbound S Harrison Ave
DT-37	Directional Trailblazer -Low Speed	Boy Scout/Rotary Park	^					Eastbound E Main St
DT-43	Directional Trailblazer -Low Speed	Santa Fe Depot	<	Pottawatomie County Museum	<			Eastbound E Main St
DT-44	Directional Trailblazer -Low Speed	Santa Fe Depot	>	Pottawatomie County Museum	>			Westbound E Main St

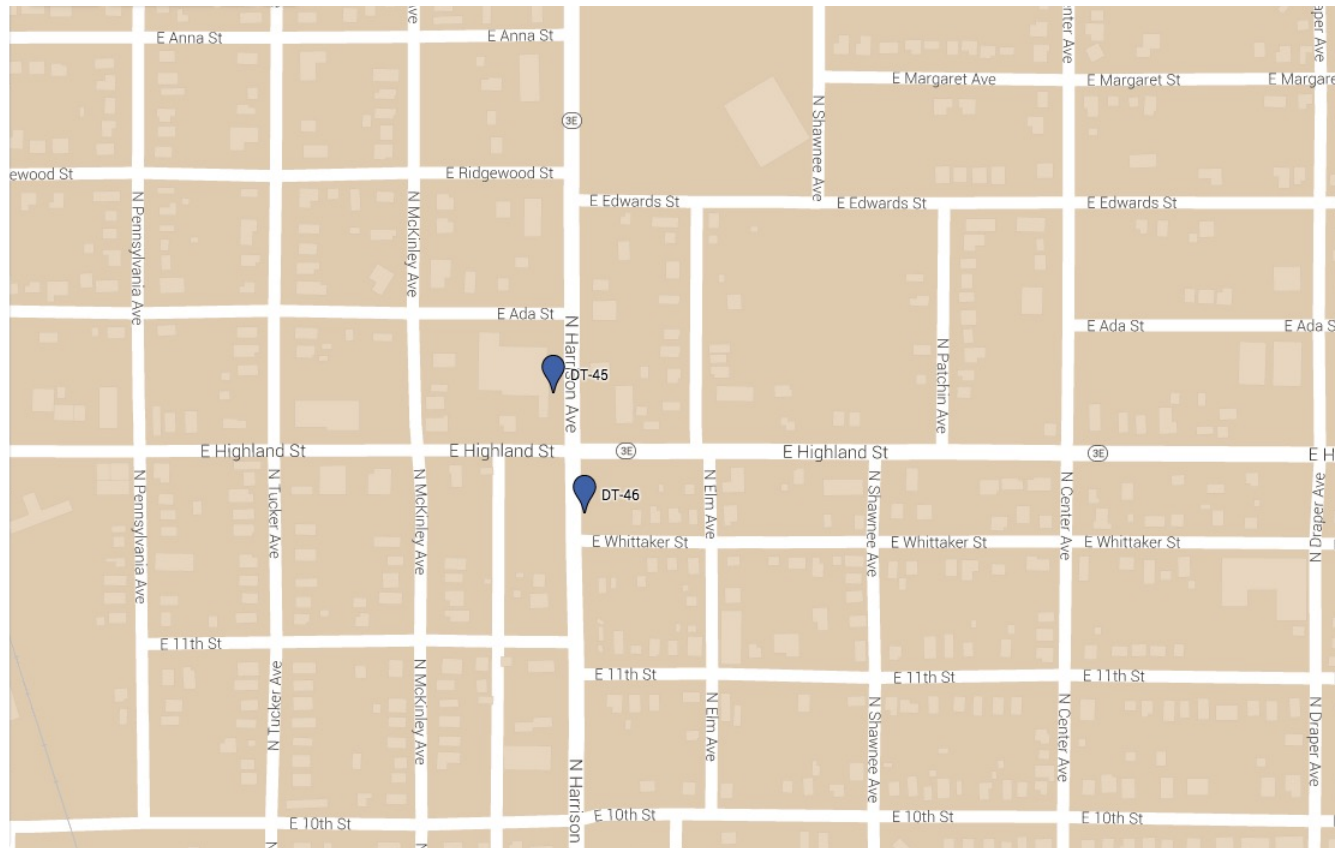
Shawnee, Oklahoma Wayfinding Master Plan

W Main St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-38	Directional Trailblazer-High Speed	Downtown	<					Southbound S Kickapoo St
DT-39	Directional Trailblazer -Low Speed	Shawnee High School	>	Heart of OK Exposition Ctr.	>	Oklahoma Baptist Univ.	>	Westbound Aydelotte Ave
DT-40	Directional Trailblazer-High Speed	Downtown	>					Northbound S Kickapoo St
DT-48	Directional Trailblazer -Low Speed	Cultural Heritage Center	<					Westbound W Main St
DT-49	Directional Trailblazer -Low Speed	Woodland Veterans Park	<	Santa Fe Depot	^	Pottawatomie County Museum	^	Eastbound W Main St
DT-50	Directional Trailblazer -Low Speed	Cultural Heritage Center	>					Eastbound W Main St
DT-51	Directional Trailblazer -Low Speed	County Courthouse	>	Municipal Auditorium	>	Woodland Veterans Park	>	Westbound E Main St

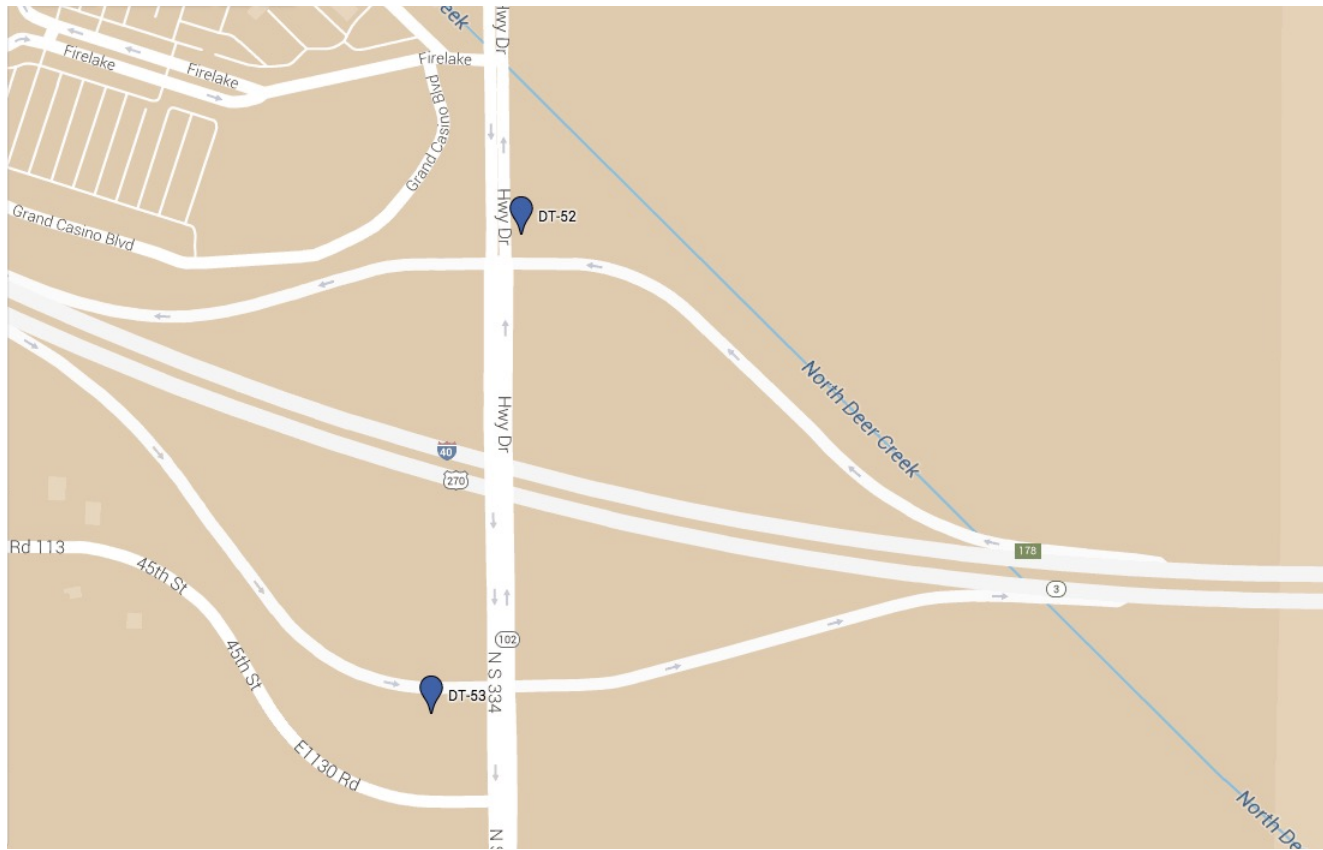
E Highland St & N Harrison Ave



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-45	Directional Trailblazer-High Speed	Downtown	^	Woodland Veterans Park	<	Splash Waterpark	<	Southbound N Harrison Ave
DT-46	Directional Trailblazer-High Speed	Woodland Veterans Park	<	Splash Waterpark	<			Northbound N Harrison Ave

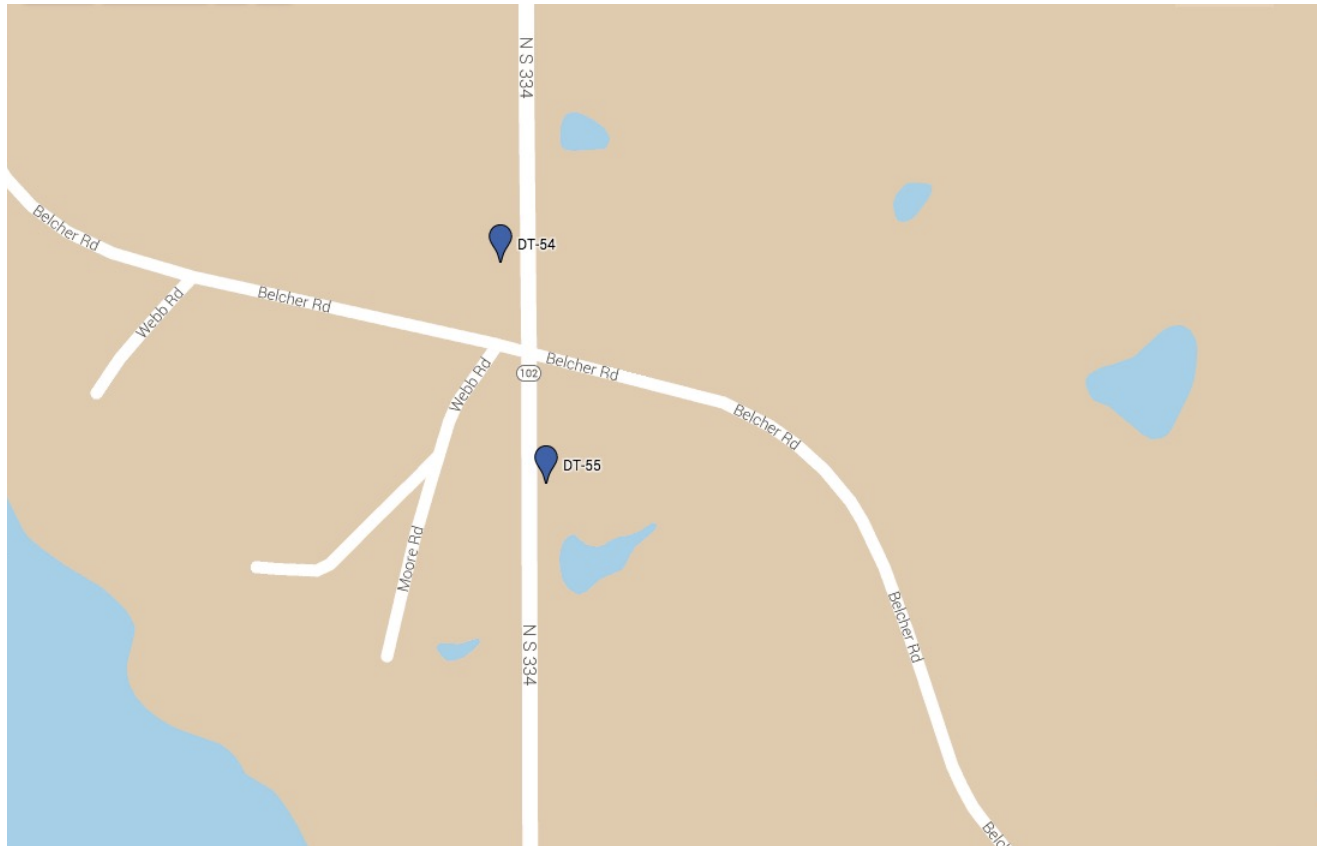
Shawnee, Oklahoma Wayfinding Master Plan

I-40 & 334



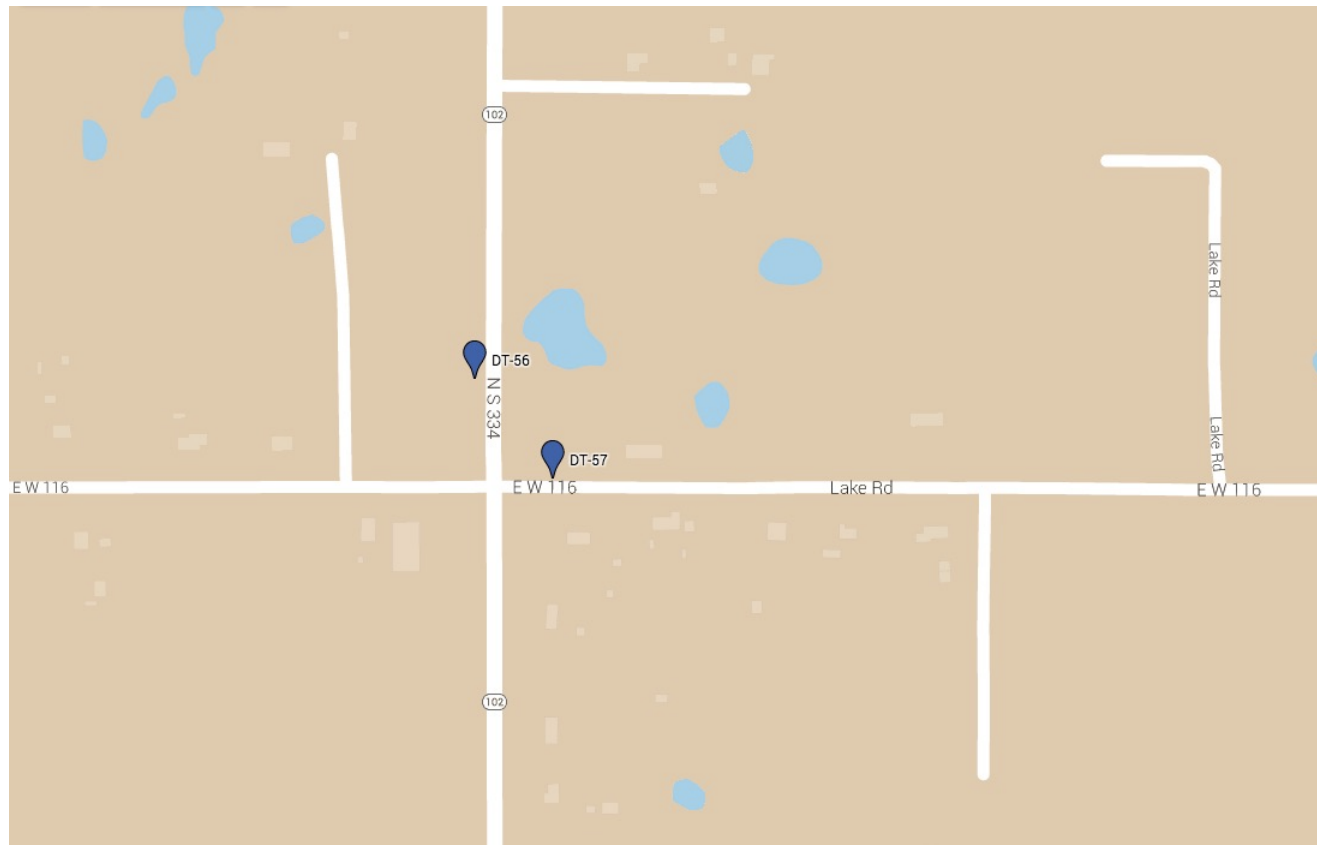
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-52	Directional Trailblazer-High Speed	Shawnee Twin Lakes	<					Westbound End of I-40 Exit Ramp
DT-53	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>					Eastbound End of I-40 Exit Ramp

Belcher Rd & 334



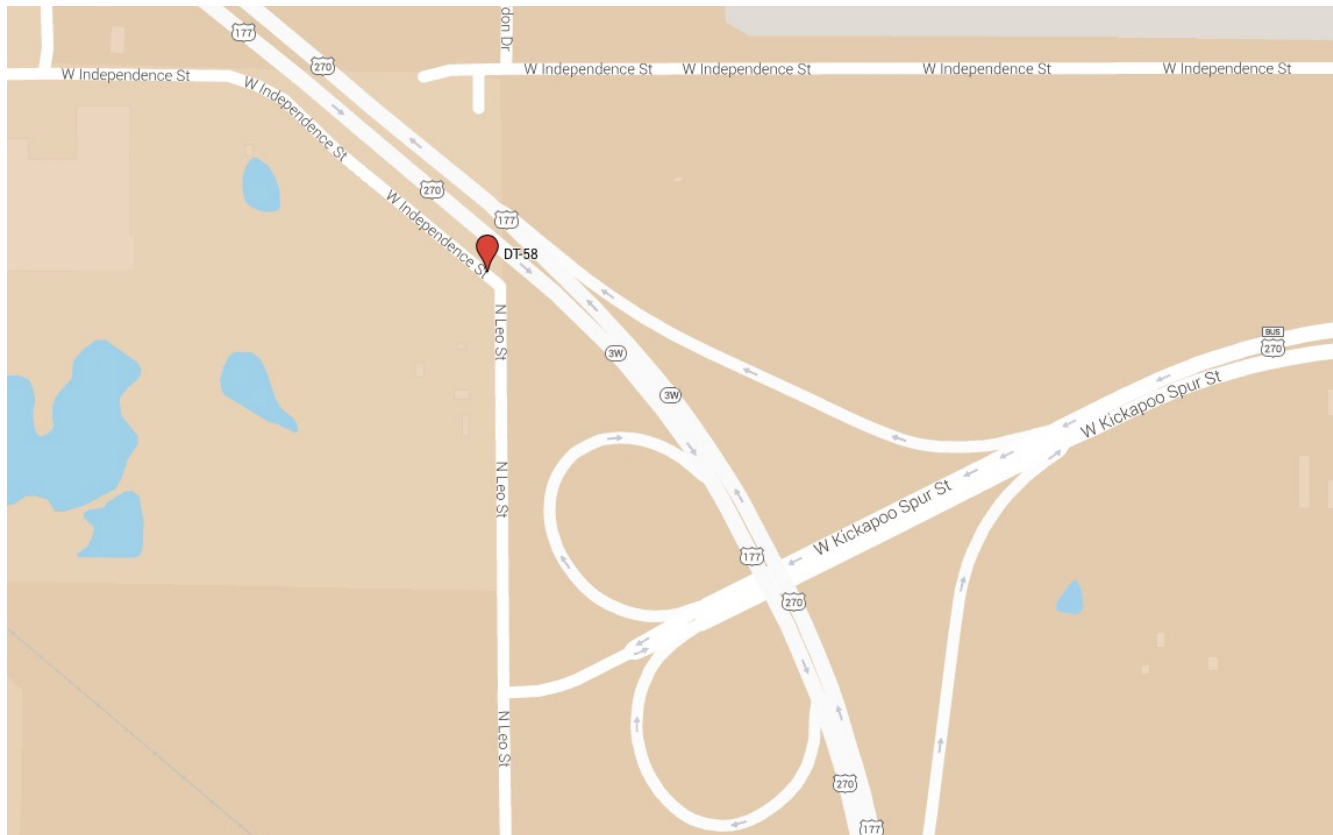
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-54	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>	Boat Launch/Fishing Dock	>	Glen Collins Memorial Park	>	Southbound OK 102
DT-55	Directional Trailblazer-High Speed	Shawnee Twin Lakes	<	Boat Launch/Fishing Dock	<	Glen Collins Memorial Park	<	Northbound OK 102

Lake Rd & 334



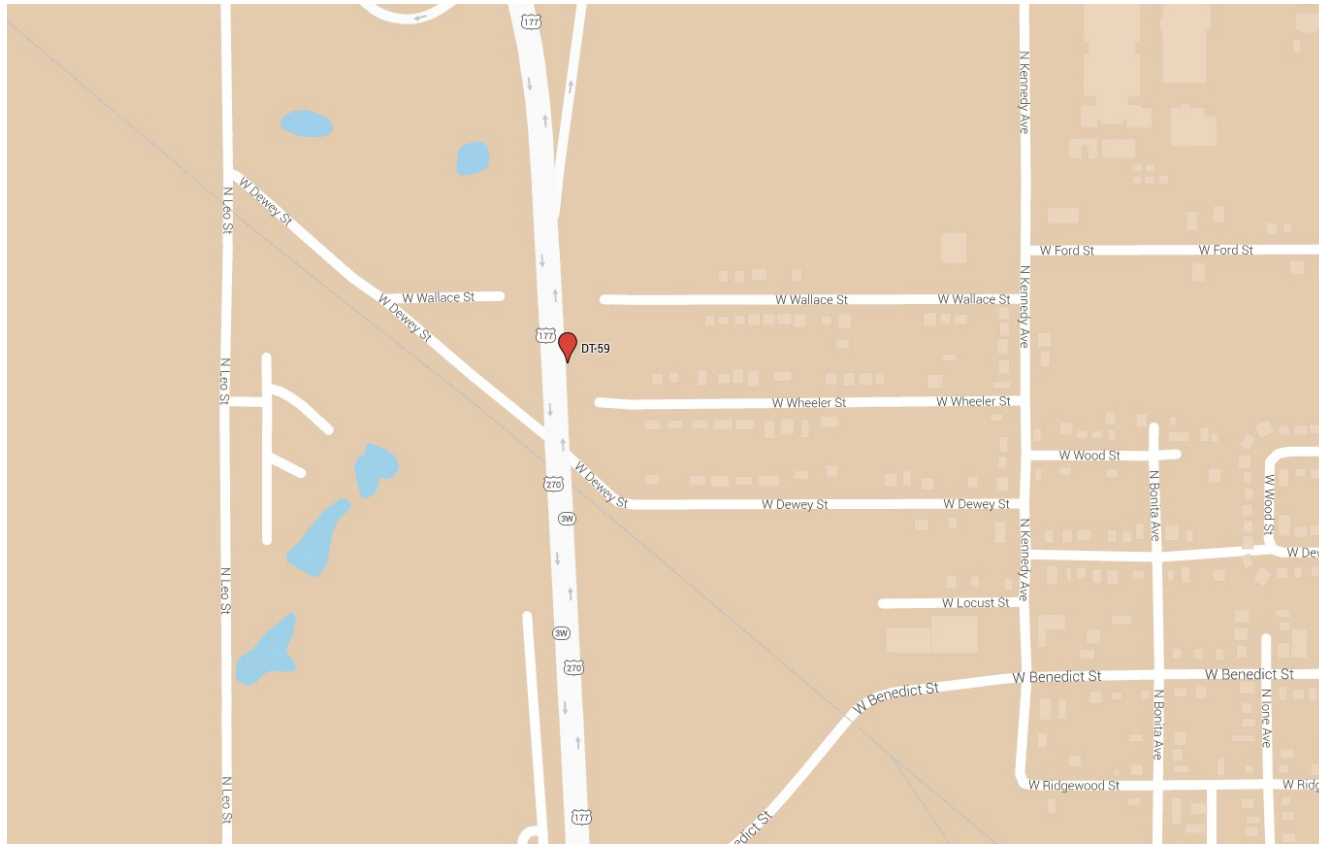
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-56	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>	Camping/Swimming	>	Isaac Walton Park	>	Southbound OK 102
DT-57	Directional Trailblazer-High Speed	Shawnee Twin Lakes	^ & >	Camping/Swimming	^ & >	Isaac Walton Park	^ & >	Northbound OK 102

US 177 & W Kickapoo Spur



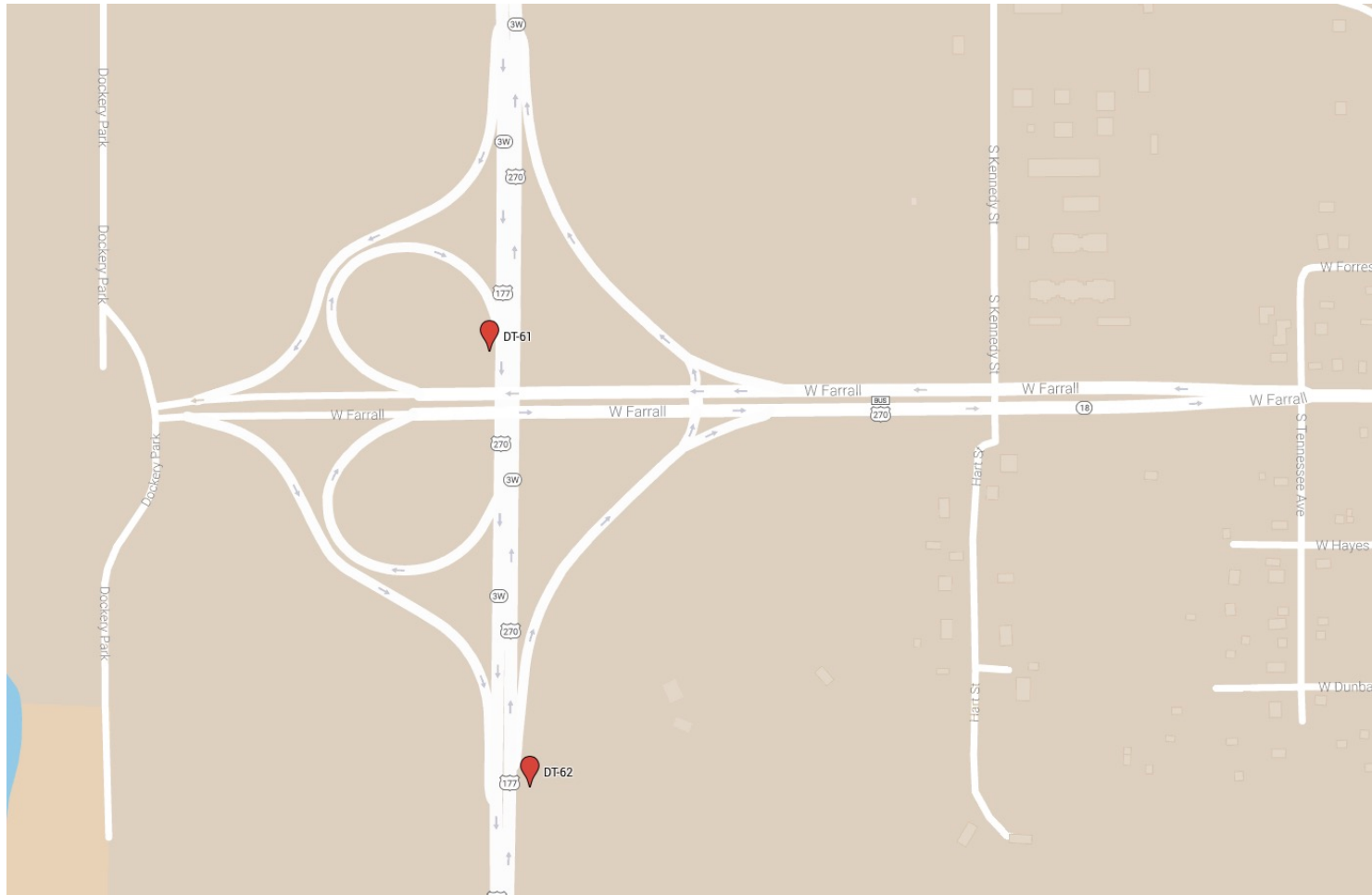
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-58	OKDOT Trailblazer-High Speed	Downtown	↗	Shawnee Airport	↗	Shawnee High School	↗	Southbound 177

US 177 & W Kickapoo Spur



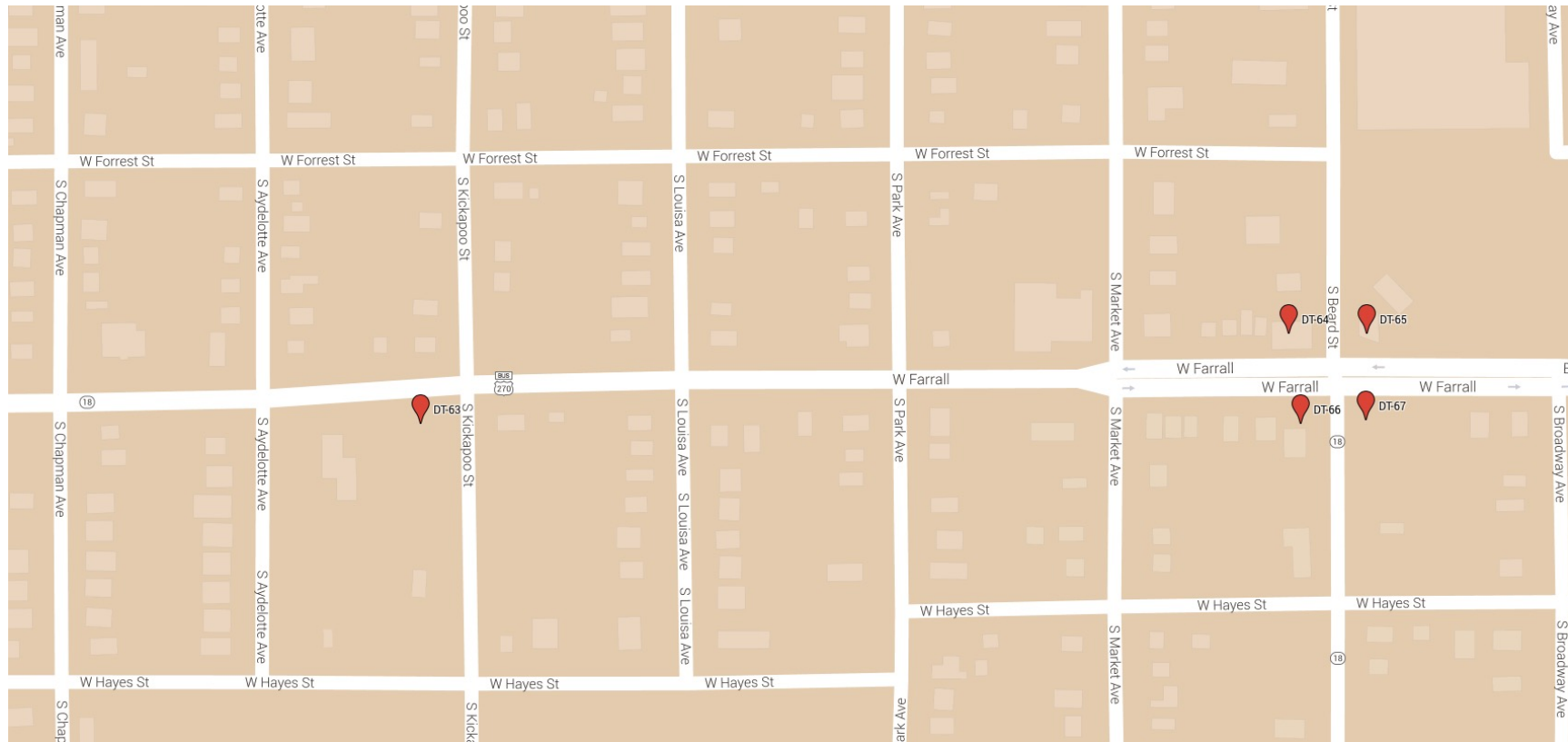
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-59	OKDOT Trailblazer-High Speed	Downtown	^>	Airport	>			Northbound 177

US 177 & W Farrall



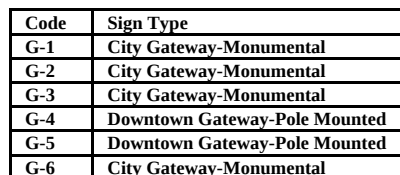
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-61	OKDOT Trailblazer-High Speed	Downtown	>					Southbound 177
DT-62	OKDOT Trailblazer-High Speed	Downtown	>					Northbound 177

W Farrall & S Kickapoo St & S Beard St



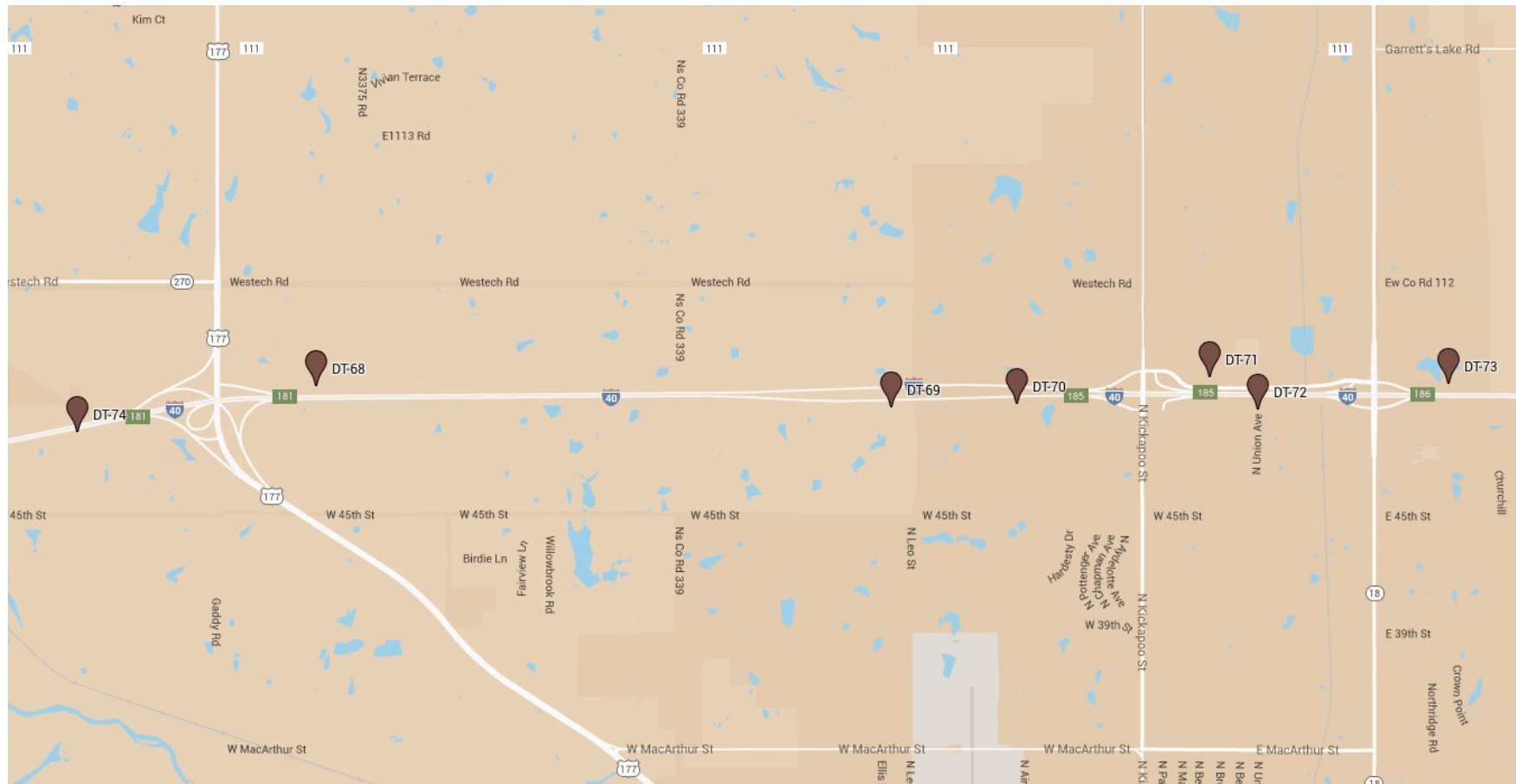
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-63	Directional Trailblazer-Low Speed	Universities	<	EXPO Center	<	Airport	<	Eastbound W Farrall
DT-64	Directional Trailblazer-Low Speed	Cultural Heritage Center	^					Southbound S Beard St
DT-65	Directional Trailblazer-Low Speed	Downtown	>	Woodland Veterans Park	>	Splash Waterpark	>	Westbound E Farrall
DT-66	Directional Trailblazer-Low Speed	Downtown	<	Woodland Veterans Park	<	Cultural Heritage Center	>	Eastbound W Farrall
DT-67	Directional Trailblazer-Low Speed	Downtown	^	Woodland Veterans Park	^	Splash Waterpark	^	Northbound S Beard St

Gateways



Shawnee, Oklahoma Wayfinding Master Plan

I-40



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-68	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Westbound I-40
DT-69	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40
DT-70	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40
DT-71	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Westbound I-40
DT-72	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40
DT-73	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Westbound I-40
DT-74	OKDOT Trailblazer-High Speed	Historic Downtown Shawnee						Eastbound I-40

5. Implementation

Ideally, the signs in the program would be implemented in one budget cycle. However, many communities opt to phase in signs over time. In the case of Shawnee, the following phasing approach should be used if needed:

- Priority One: Vehicular trailblazing system and Interstate 40 ODOT Signs. If phasing needs to be broken down further, Shawnee should concentrate on one corridor at a time with Trailblazing signs.
- Priority Two: Gateways which can be implemented in phases.
- Priority Three: Pedestrian Oriented Signs which can be implemented as downtown continues to redevelop.

Wayfinding System Cost Estimates

	Count	Type	Unit Cost	Total Unit Cost	Unit Installation Cost	Total Unit Installation Cost	Total Cost	
	70	Vehicular Directional	\$1,200.00	\$84,000.00	\$400.00	\$28,000.00	\$112,000.00	
	5	Gateways	\$5,000.00	\$25,000.00	\$400.00	\$2,000.00	\$27,000.00	
Estimated	4	Pedestrian Map	\$800.00	\$3,200.00	\$400.00	\$1,600.00	\$4,800.00	
Estimated	4	Parking Directional	\$400.00	\$1,600.00	\$200.00	\$800.00	\$2,400.00	
Estimated	4	Pedestrian Directional	\$1,200.00	\$4,800.00	\$400.00	\$1,600.00	\$6,400.00	
				\$118,600.00		\$34,000.00	\$152,600.00	Low Estimate Total

	Count	Type	Unit Cost	Total Unit Cost	Unit Installation Cost	Total Unit Installation Cost	Total Cost	
	70	Vehicular Directional Low Speed	\$2,200.00	\$154,000.00	\$600.00	\$42,000.00	\$196,000.00	
	5	District Gateways	\$10,000.00	\$50,000.00	\$600.00	\$3,000.00	\$53,000.00	
Estimated	4	Pedestrian Map	\$1,200.00	\$4,800.00	\$600.00	\$2,400.00	\$7,200.00	
Estimated	4	Parking Directional	\$1,200.00	\$4,800.00	\$600.00	\$2,400.00	\$7,200.00	
Estimated	4	Pedestrian Directional	\$2,200.00	\$8,800.00	\$600.00	\$2,400.00	\$11,200.00	
				\$222,400.00		\$52,200.00	\$274,600.00	High Estimate Total

Regular Board of Commissioners

1. f.

Meeting Date: 12/19/2016

Req Library Retrofit & Cooling Tower

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to request bids for heat pump loop system retrofit and cooling tower at Shawnee Public Library.

Attachments

Req Library Retrofit Memo



Office of the Director of Operations

Date: December 14, 2016
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Library Heat Pump loop System Retrofit and Cooling Tower Project.

Nature of the Request:

Staff requests permission to bid out the Library Heat Pump loop System Retrofit and Cooling Tower Project.

Staff Analysis, Considerations:

The current heat pump building loop that runs just above the ceiling tiles throughout the Library was constructed out of PVC that is connected to brass fittings at each heat pump. Over the years as the loop has heated up the PVC has developed several leaks at the connections from the PVC melting. On a couple of occasions the loop has separated draining the all the water from the loop onto the library floor. This project will replace the PVC pipe with copper from the main circulation lines to each unit. Valves will be installed at the main circulation loop that will enable us to isolate areas that may develop leaks in the future or in the event a unit may need to be replaced. The Cooling Tower for the HVAC system is original equipment and has been patched many times. The new Tower is designed as fiberglass and will be upsized slightly to improve the cooling capacity. Engineers estimate is \$93,555.00.

Recommendation:

It is staff's recommendation to bid the project.

Budget Consideration:

Funds for the project will come from Capital Outlay account.

301-5-1110-5420 1110-01

Regular Board of Commissioners**1. g.**

Meeting Date: 12/19/2016

Mayors Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Beautification Committee

Joe Harbeson	2nd Full Term	Expires 1/1/2020
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Reappointment

Debi Renegar	2nd Full Term	Expires 1/1/2020
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*Reappointment*Traffic Commission

Paul W. Roberts	2nd Full Term	Expires 1/1/2020
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Reappointment

Attachments

Harbeson Reappt

Renegar Reappt

Roberts Reappt

From: Joe Harbeson [<mailto:ripandjet@gmail.com>]

Sent: Thursday, December 15, 2016 3:26 PM

To: Whisper Peace

Subject: Re: Beautification Comm. (re-up)

I, Joe Harbeson request that my membership on the Shawnee Beautification Committee be extended through 2017 and that information on my original application is current and correct. thanks Joe Harbeson

CITY OF SHAWNEE

APPLICATION TO SERVE

Boards, Committees, and Commissions

Name:	Joe HARBESON	Application Date:	5-30-2014
Address:	504 Pool Lane, Shawnee, OK		
Mailing Address:			
Daytime Phone:	498-8140	Fax:	
Profession:	Pharmacist	Email:	Joe2Joy2allegiance.tv
Business Name:	Retired		
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 or committee? Yes or ☒ No (please circle)

How many years have you lived in Shawnee? 1 year

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

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

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

Interested in not only maintaining but improving the looks 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?

Took + completed Master Gardener Program.

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

Master Gardner program

List education, including degree(s) earned:

B.S. Pharmacy

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

No

Please include up to three personal or professional references:

Name	Relationship	Phone Number
Robert Cash	Shawnee Volunteer Beautification	640-0777
George Driever	Instruction OSU & T	213-7683
Tom Terry	President Master Gardner	788-6634

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

Joe Harbeson

Date

5-30-2014

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

Send application form to:

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

From: <debirenegar@gmail.com>
Date: December 14, 2016 at 3:32:01 PM CST
To: James Bryce <jbryce@shawneeok.org>
Cc: Whisper Peace <wpeace@shawneeok.org>
Subject: Beautification Comm. (re-up)

To: James Bryce

This email is to request that my membership on the Shawnee Beautification Committee, be extended through 2017.

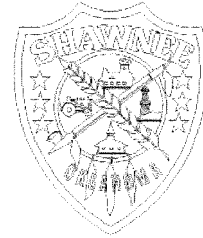
The information I submitted on my original application is still current and correct.

Sincerely,

Debi Renegar

Sent from Mail for Windows 10

CITY OF SHAWNEE



APPLICATION TO SERVE

Boards, Committees, and Commissions

Name: <u>Debi Renegar</u>	Application Date: <u>6-3-14</u>
Address: <u>104 N. Leo</u>	
Mailing Address: <u>same</u>	
Daytime Phone: <u>(405) 570-4988</u>	Fax: <u>0</u> Email: <u>d.renegar@allegiance.tv</u>
Profession: <u>retired</u>	
Business Name: <u>/</u>	
Business Address: <u>/</u>	
Business Phone: <u>/</u>	Fax: <u>/</u> Email: <u>/</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 or committee? Yes or No (please circle)

How many years have you lived in Shawnee? 55

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

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

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

I have recently taken the local Master Gardener's class & I have worked alongside Tom Terry & Robert Cash. I enjoy gardening & I would like to help with beautification projects in my hometown 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?

Shawnee is my hometown. I am proud of it & I want to do my part in make it a beautiful place.
(contin.)

I believe my Master Gardener experience, along with a life-long love of gardening, ~~that~~ makes me a good candidate.

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

Master Gardening, church volunteer

List education, including degree(s) earned:

High School diploma, various computer classes, banking & real estate training
Assorted classes at Vo-Tech - Secretarial

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

~~0~~

Please include up to three personal or professional references:

Name	Relationship	Phone Number
Mike Craig	Pastor - Temple Baptist Church	405-630-5906
Bobby Canty	Friend - ex co-worker at OBU	405-365-4603
Cindy Gibson	Friend (church)	405-432-8303
Tom Terry	Friend - (OBU)	405-788-6634

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 Delri Renegar Date 6-3-14

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

Send application form to:

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

Paul Roberts
1306 Castle Creek St.
Shawnee, OK 74804

Paul Roberts, 1306 Castle Creek St., Shawnee, OK 74804

Mayor and City Commission of the City of
Shawnee
PO Box 1448
Shawnee, OK 74802

December 14, 2016

Traffic Commission Reappointment

To Whom It May Concern:

I would be grateful for your consideration for my reappointment to the Shawnee Traffic Commission. My biographical information remains unchanged and my willingness to serve you and the concerns of our city remains unchanged as well.

Thank you for your willingness to be a public servant.

Blessings,

Paul Roberts

CITY OF SHAWNEE



APPLICATION TO SERVE

Boards, Committees, and Commissions

Name: <u>Paul W. Roberts</u>	Application Date: <u>3/5/2014</u>
Address: <u>1306 Castle Creek St., Shawnee OK 74804</u>	
Mailing Address: <u>1306 Castle Creek St., Shawnee OK 74804</u>	
Daytime Phone: <u>405-585-4526</u>	Fax: <u>405-585-4515</u> Email: <u>paul.roberts@okbu.edu</u>
Profession: <u>Dean of Library Services</u>	
Business Name: <u>Oklahoma Baptist University</u>	
Business Address: <u>500 W. University, Shawnee OK 74804</u>	
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 or committee? Yes or No (please circle)

How many years have you lived in Shawnee? 1.5

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

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

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

Mayor Mainord brought the opportunity to my attention and invited me to apply in light of (1) my desire to become more involved in my city, (2) my affiliation with OBU, whose growth suggests a helpful voice on this traffic commission, and (3) my desire to emulate for my children a model of civic involvement and responsibility.

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 believe I bring a measure of administrative efficiency. I have recently been appointed Assistant to the President for Strategic Initiatives at OBU in large part because of my penchant for an organized approach to helping set institutional priorities.

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

Currently, none.

List education, including degree(s) earned:

PhD (candidate, ABD), Master of Science in Library Science (MSLS), Master of Theology (ThM), Bachelor of Arts (BA).

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

No.

Please include up to three personal or professional references:

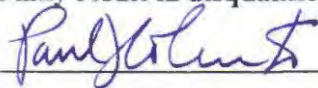
Name	Relationship	Phone Number
Justin Wood (Representative, OK District 26)	Friend	405-557-7345
David Whitlock (President, Oklahoma Baptist Univ.)	Employer	405-585-5801
Tom Terry (Member, Shawnee Beautification Comm.)	Friend and Colleague	405-273-7882

PLEASE READ CAREFULLY:

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

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

Signature



Date

3/5/2014

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

Send application form to:

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

Regular Board of Commissioners

3.

Meeting Date: 12/19/2016

VSI Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation of 2016 City Report by Visit Shawnee Inc. (VSI).

Attachments

VSI Exec Summ



SEMI-ANNUAL REPORT

Executive Summary

July-December 2016

Visit Shawnee, Inc. (VSI) continued to build upon the foundation we laid over the last year. We hired two full time staff members, and extended our contract with our consultant (and President and CEO), Danna Fowble by six months.

We moved our offices in July (during the height of tourism season) and were busy with activity related to moving our offices (minor construction, hiring contractors etc). Efforts culminated in November as VSI and the Greater Shawnee Chamber of Commerce partnered together on an open house to celebrate our new location.

VSI completed our first audit in November which covered May 2015 - June 30, 2016. We hired the firm of CBEW Professional Group, LLP out of Cushing, OK, and they were at the office for several days in October. VSI had a clean audit and the results were presented to the board of directors at the December 14, 2016 meeting.

We continued work on promoting and implementing usage of the new Visit Shawnee brand and continued work on the wayfinding/signage project (in conjunction with the City of Shawnee).

Marketing and advertising efforts continued in an effort to promote Shawnee as a great place to visit or hold a meeting/event. Staff participated in several travel shows, created new advertising pieces focusing on what was unique and special about Shawnee, increased our social media following by 135% and began the process of developing a new website (which will include videography, new content, and new photography).

We also continued working with leisure travel groups to assist them in planning their stays. We prepared over 3,000 goodie bags and directly worked with forty groups. We developed a meeting planners guide to assist with recruiting meetings and events to Shawnee, did digital advertising with Sports Destination Magazine, and worked with several magazine writers to provide information on our meeting, events and sporting facilities.

Regular Board of Commissioners

4.

Meeting Date: 12/19/2016

OBU St Close Ord

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to close University Drive, University Avenue, also known as University Street, Chapman Avenue, also known as Pottenger Street, and Pottenger Avenue, also known as Lone Street. Applicant: Oklahoma Baptist University. *(Deferred from November 21, 2016 City Commission meeting.)*

Attachments

OBU St Close Ord

ORDINANCE NO. _____NS

AN ORDINANCE CLOSING UNIVERSITY DRIVE, UNIVERSITY AVENUE, ALSO KNOWN AS UNIVERSITY STREET, CHAPMAN AVENUE, ALSO KNOWN AS POTTENGER STREET, AND POTTENGER AVENUE, ALSO KNOWN AS IONE STREET, IN THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA; SPECIFICALLY DESCRIBING SAID PROPERTY; RESERVING THE RIGHT TO REOPEN SAID STREETS; RESERVING UTILITIES; AND DECLARING AN EMERGENCY.

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

SECTION 1. That it is deemed necessary and expedient to close the streets hereinafter described to public use.

SECTION 2. That the streets are described as follows:

UNIVERSITY DRIVE AND DESCRIBED AS FOLLOWS: A STRIP OF LAND KNOWN AS UNIVERSITY DRIVE 60 FEET IN WIDTH LYING 30 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTER LINE; BEGINNING AT A POINT ON THE NORTH LINE OF UNIVERSITY STREET, CITY OF SHAWNEE, OKLAHOMA, 223.5 FEET WEST OF THE CENTER LINE OF KICKAPOO STREET, CITY OF SHAWNEE, OKLAHOMA, AND RUNNING NORTH 481.0 FEET TO A POINT OF CURVATURE, THENCE LEFT ON A CURVE HAVING A RADIUS OF 92 FEET, 289.0 FEET TO A POINT OF TANGENCY; THENCE SOUTH 481.0 FEET TO THE NORTH LINE OF UNIVERSITY STREET;

UNIVERSITY AVENUE (ALSO KNOWN AS UNIVERSITY STREET) FROM KICKAPOO AVENUE TO AIRPORT DRIVE AND DESCRIBED AS FOLLOWS: BEGINNING 960 FEET SOUTH AND 33 FEET WEST OF THE NORTHEAST CORNER OF SECTION TWELVE (12), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, THENCE WEST 2607 FEET, THENCE SOUTH 60 FEET TO THE NORTHWEST CORNER OF LOT TWELVE (12), BLOCK FIVE (5), OF UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, THENCE EAST 2607 FEET TO A POINT 33 FEET WEST OF THE EAST LINE OF SECTION TWELVE (12), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, THENCE NORTH 60 FEET TO THE POINT OF BEGINNING;

A PORTION OF CHAPMAN AVENUE (ALSO KNOWN AS AND STREET SIGNED AS POTTENGER STREET) BETWEEN UNIVERSITY AVENUE SOUTH TO MIDLAND AVENUE AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT TWENTY-FIVE (25), BLOCK TWO (2), OF UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, THENCE SOUTH 280 FEET TO THE SOUTHWEST CORNER OF LOT TWENTY-FOUR (24), BLOCK TWO (2) OF UNIVERSITY GROUNDS TO THE CITY OF SHAWNEE, THENCE WEST 50 FEET TO THE SOUTHEAST CORNER OF LOT ONE (1), BLOCK THREE (3) OF THE UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, THENCE NORTH 280 FEET TO THE NORTHEAST CORNER OF LOT FORTY-EIGHT (48) OF BLOCK THREE (3), UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, THENCE EAST 50 FEET TO THE POINT OF BEGINNING SAME BEING THE NORTHWEST CORNER OF LOT TWENTY-FIVE (25), BLOCK TWO (2), OF UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA;

A PORTION OF POTTENGER AVENUE (ALSO KNOWN AS AND STREET SIGNED AS LONE STREET) BETWEEN UNIVERSITY AVENUE AND MIDLAND AVENUE; AND DESCRIBED AS FOLLOWS: AS BEGINNING

AT THE NORTHWEST CORNER OF LOT TWENTY-FIVE (25), BLOCK THREE (3) OF UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, THENCE SOUTH 280 FEET TO THE SOUTHWEST CORNER OF LOT TWENTY-FOUR (24), BLOCK THREE (3), UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, THENCE WEST 50 FEET TO THE SOUTHEAST CORNER OF LOT ONE (1), BLOCK FOUR (4) OF UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, THENCE NORTH 280 FEET TO THE NORTHEAST CORNER OF LOT FORTY-EIGHT (48), BLOCK FOUR (4), UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, THENCE EAST 50 FEET TO THE POINT OF BEGINNING SAME BEING THE NORTHWEST CORNER OF LOT TWENTY-FIVE (25), BLOCK THREE (3) OF UNIVERSITY GROUNDS ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA,

be and the same is hereby closed.

SECTION 3. That the City of Shawnee, Oklahoma, shall retain the absolute right to reopen said streets without expense to the City.

SECTION 4. That the closing of said streets shall not affect the right to maintain, repair, reconstruct, operator or remove utility, public service corporation, transmission company or the City of Shawnee facilities or service thereon, including water lines and sewer, nor shall such closing affect the private ways existing by operation of law, unless released in writing executed by the owners thereof.

SECTION 5. That for the preservation of the public peace, health and safety, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED AND APPROVED this 19th day of December, 2016.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

EMERGENCY SEPARATELY MOVED AND APPROVED this 19th day of December, 2016.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this 19th day of December, 2016.

JOSEPH VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

5.

Meeting Date: 12/19/2016

OBU Roadway Agreement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an Agreement between the City of Shawnee and Oklahoma Baptist University to maintain vehicular access to University Drive/Street and pursue certain roadway improvements.

(Deferred from November 21, 2016 City Commission meeting.)

Attachments

No file(s) attached.

Regular Board of Commissioners

6.

Meeting Date: 12/19/2016

P11-16 Rezoning

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located on the east side of Harrison Street, north on Transportation Parkway from PUD; Planned Unit Development to C-3; Highway Commercial District. Case No. P11-16. Applicant: City of Shawnee

Attachments

P11-16 Staff Rpt

P11-16 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: City of Shawnee Planning Department
FOR: Rezone from PUD; Planned Unit Development to C-3;
Highway Commercial District
LOCATION: East side of Harrison Street, North on
Transportation Parkway, Shawnee, OK
PROJECT#: 161370 Case# P11-16

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION: PUD; Planned Unit Development
REQUESTED CLASSIFICATION: C-3; Highway Commercial District
PROPOSED PROPERTY USE: Commercial

PLANNING COMMISSION MEETING DATE: December 7th, 2016

PLANNING COMMISSION RECOMMENDATION: Approval

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
CLINARD			X			
BERGSTEN (Chair)			X			
COWEN (Vice-Chair)	X		X			
KIENZLE		X	X			
AFFENTRANGER			X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____



**STAFF REPORT
CASE #P11-16: REZONE**

TO: Shawnee Planning Commission

AGENDA: December 7, 2016

RE: Rezone Request – PUD: Planned Unit Development to C-3: Highway Commercial

PROPOSAL

The City of Shawnee has made a request to rezone two (2) lots located on Transportation Parkway, east of Harrison Avenue (Highway 18). The 2.57 Acres of land is currently zoned as a Planned Unit Development (PUD), intended to implement a unified design over 55 Acres of contiguous land. As the underlying zoning for this PUD is C-3, such a rezone does not affect allowable uses on the subject property.

GENERAL INFORMATION

Applicant	City of Shawnee
Owner	City of Shawnee
Site Location/Address	Transportation Parkway, east of Harrison
Current Site Zoning	PUD (Planned Unit Development)
Proposed Zoning	C-3 (Highway Commercial)
Property Area	2.57 Acres
Current Use	Vacant
Proposed Use	Commercial
Comprehensive Plan Designation	Commercial
Existing Land Use	Undeveloped
Surrounding Land Use	Commercial
Surrounding Zoning	PUD (Planned Unit Development) C-3 (Highway Commercial)

STAFF REVIEW AND ANALYSIS



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

According to Section 22-190.14 of the Shawnee Zoning Code, reversion of the PUD shall be accomplished by making application for rezone to either the original status (the subject site was originally C-3) or to a new classification.

The subject two (2) lots are associated with the Planned Unit Development of Howard E. Tommie Enterprises (2001), intended to provide a service hub to support the transportation industry with fueling, storage, maintenance and human service facilities. The PUD has since been rendered obsolete as land has been sold off piecemeal. As the requested rezone to C-3 represents to current, underlying zoning for the PUD, there will be no changes to the allowable uses and dimensional standards for construction.

Based on consistency with the Shawnee Comprehensive Plan and the Shawnee Zoning Code, Staff does hereby recommend approval for the proposed rezone from PUD (Planned Unit Development) to C-3 (Highway Commercial) – the original zoning designation for the site.

STAFF RECOMMENDATION

Staff recommends approval for the proposed rezone from PUD to C3 (Highway Commercial) for the subject property.

Attachments:

1. Figure 1: Aerial view of site
2. Figure 2: Zoning Map
3. Figure 3: Future Land Use Map

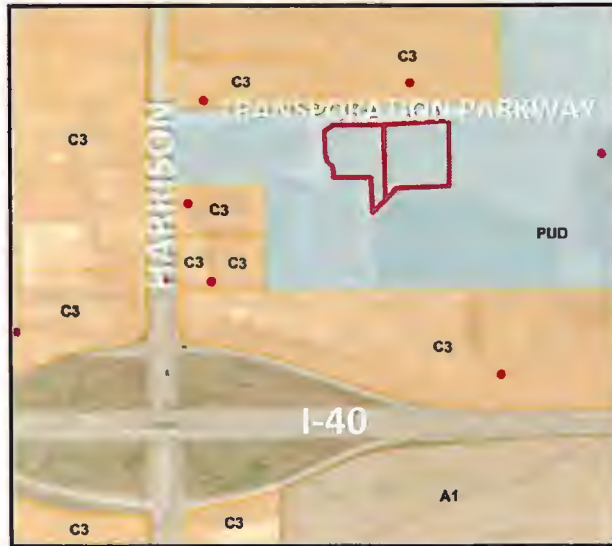


Figure 2: Zoning Map of site – approximate total area outlined in red.



Figure 3: Shawnee Comprehensive Plan: Future Land Use Map – approximate total area outlined in red.

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: P11-16
Project Number: 161370
Date Filed: 11-1-16
Cheyenne Pettigrew
Planning Commission Secretary

REQUEST:

☒ Rezoning
☐ Conditional Use Permit
☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from PUD District to C-3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): East of Harrison St, North of Transportation Parkway

LEGAL DESCRIPTION: Lots 511e, Block 1, Yahgnsee Addition to Shawnee

PROPERTY OWNER (S): City of Shawnee

PROPERTY AGENT (APPLICANT): City of Shawnee

APPLICANT'S ADDRESS: 222 N. Broadway

CITY: Shawnee STATE: OK ZIP: 74801

EMAIL ADDRESS: _____

TELEPHONE NUMBER: (405) 878-1616 CONTACT NUMBER: (_____) _____

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: _____

LENGTH: _____ FRONTAGE: _____

CURRENT ZONING: PUD CURRENT USE: Commercial

PROPOSED ZONING: C-3 PROPOSED USE: Commercial

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

[Signature]
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. NA

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P11-16

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed Rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

Lots Five (5) and Six (6), Block One (1), YAHGNEE ADDITION, to Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

General Location Known As:	<u>East side of Harrison Street, North of</u>
	<u>Transportation Parkway, Shawnee, OK</u>
Current Zoning Classification:	<u>PUD; Planned Unit Development</u>
Requested Zoning Classification:	<u>C-3; Highway Commercial District</u>
Proposed Use of Property:	<u>Commercial</u>
Applicant:	<u>City of Shawnee</u>

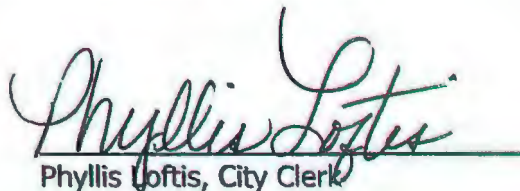
The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

December 7th, 2016 AT 1:30 P.M.: CITY OF SHAWNEE PLANNING COMMISSION
December 19th, 2016 AT 6:30 P.M.: CITY OF SHAWNEE CITY COMMISSION

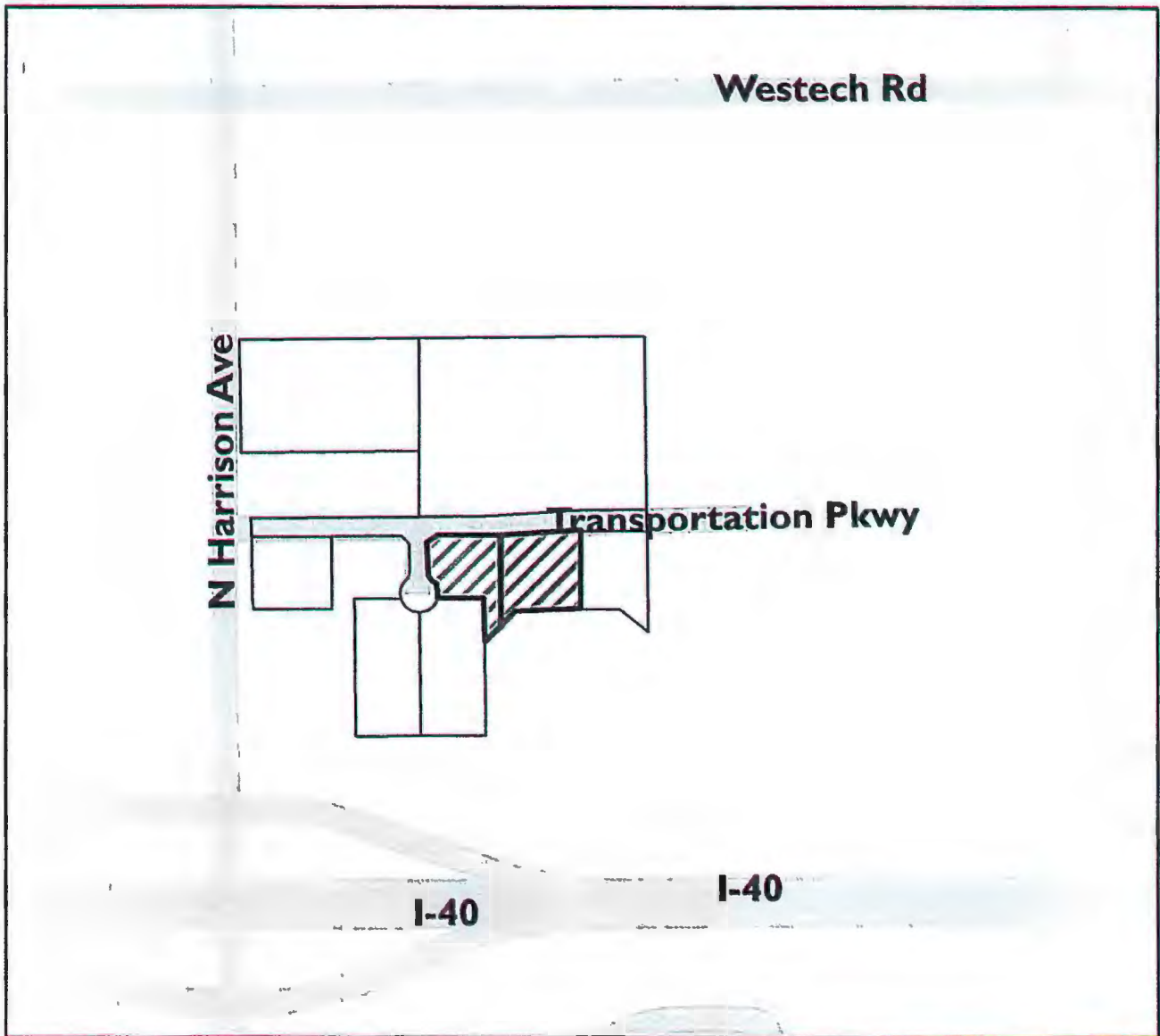
At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition of the proposed rezone will be allotted equal time. Any formal protest must be filed in writing with the City Clerk during normal working hours before 5:00 p.m. a minimum of three (3) days prior to the hearing. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

Witness my hand this 16TH day of November, 2016.


Phyllis Loftis, City Clerk



CASE# P11-16



CERTIFICATE OF BONDED ABSTRACTOR (300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

Lots Five (5) and Six (6), Block One (1), YAHGNEE ADDITION, to Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (2), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: September 31, 2016 at 7:30 AM

First American Title & Trust Company

By: Jason Waldrop

By:

Jason Waldroup
Abstractor License No. 1400
OAB Certificate of Authority # 017
File No. 2186843-SH99

OWNERSHIP LIST**ORDER NO. 2186843**

DATE PREPARED: October 13, 2016

EFFECTIVE DATE: September 31, 2016 at 7:30 a.m.

OWNER	LOT	BLK	ADDITION
CITY OF SHAWNEE P O BOX 1448 SHAWNEE OK 74802-0000	5	1	YAHGNEE ADDITION
CITY OF SHAWNEE P O BOX 1448 SHAWNEE OK 74802-1448	6	1	YAHGNEE ADDITION
CANADIAN VALLEY ELECTRIC CO-OP P O BOX 751 SEMINOLE OK 74868-0000	2	1	YAHGNEE ADDITION
CHANDRA KALA LLC PO BOX 3877 SHAWNEE OK 74804-0000	3	1	YAHGNEE ADDITION
LAXMI INC % DAYS INN P O BOX 3877 SHAWNEE OK 74802-0000	4	1	YAHGNEE ADDITION
CANADIAN VALLEY ELECTRIC CO-OP P O BOX 751 SEMINOLE OK 74868-0000	7	1	YAHGNEE ADDITION
MAJESTIC INVESTORS LLC PO BOX 3285 SHAWNEE OK 74802-3285	8	1	YAHGNEE ADDITION
MAJESTIC INVESTORS LLC PO BOX 3285 SHAWNEE OK 74802-3285	9	1	YAHGNEE ADDITION
YAHGNEE LLC PO BOX 3285 SHAWNEE OK 74802-3285			BEG 774.37'S & 1336.83'E NW/C NW/4 E1311.11' S1254.48' W1819.65' N291.2' N44°22'43"E 141.21' E325' S51°56'34"E 115.19' N932.14' POB LESS A 10.22AC TRACT DESCRIBES AS BEG NW/C NW/4 S774.37' E 1615.1' S600.83' FOR POB E466.74' SOUTHEASTERLY ON A CURVE TO THE RIGHT A DISTANCE OF 17.51' NORTHEASTERLY ON A CURVE TO THE LEFT A DISTANCE OF 116.64' E153.29' S325.31' E210.43' S36°4'52"W96.73' S57°45'20"W198.27' S81°28'16"W225.16' S43°22'7"W118.27' W411.26' N597.63' POB 32.92 Acres

G6 HOSPITALITY PROPERTY LLC 4001 INTERNATIONAL PARKWAY CARROLTON TX 75007-0000			BEG SW/C S/2 S/2 NW/4 N674.88 TO THE NW/C S/2 S/2 NW/4 E691' POB E584.86' S379.74' TO THE N R-O-W OF I-40 NORTH WESTERLY ON A CURVE 461.36' N70°13'55"W 142.23' N249.54' POB
LAFREEDA FAMILY PARTNERSHIP 5839 SEBASTIAN PLACE STE 102 SAN ANTONIO TX 78249-0000			A TR BEG SW/C S 1/2 S 1/2 NW N ALG W LINE 675.06' TO NW/C E569' TO POB, E122' S250.67' NW130.79' N204.13' POB
LAXMI INN INC % DAYS INN 5107 N HARRISON SHAWNEE OK 74804-0000			PT N1/2 S1/2 NW, BEG SW/C N1/2 S1/2 NW E128.05' & N200' POB E300' N200' W315.58' SE125.61' S75.45' POB
BELTERRE DEV CO % DAVID LITTLE 1901 N KICKAPOO SHAWNEE OK 74804-0000			BEG SW/C N1/2 NW N208' E628' S208' W628' POB & TRACT IN REC 2003- 3328 LESS TR TO STATE & LESS TR TO YAHGNEE REC 2003- 3327 2.86 Acres
ZIMMERMAN PROPERTIES DEVELOPMENT LLC 1730 EAST REPUBLIC ROAD, SUITE F SPRINGFIELD MO 65804			BEG 774.37' S, 1336.83' E & 540.86 S NW/C NW POB ELY ON CURVE 174.76' E566.83' NELY ON CURVE 48.74' E64.75' SLY ON CURVE 17.49' SLY ON CURVE 178.09' NLY ON CURVE 17.51' W568.61' WLY ON CURVE 174.61' N60 POB

ORDINANCE NO. ____NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOTS FIVE (5) AND SIX (6), BLOCK ONE (1), YAHGNEE ADDITION, TO SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM PUD; PLANNED UNIT DEVELOPMENT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 19th day of December, 2016, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification PUD; Planned Unit Development to C-3; Highway Commercial District.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3; Highway Commercial District.

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: LOTS FIVE (5) AND SIX (6), BLOCK ONE (1), YAHGNEE ADDITION, TO SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM PUD; PLANNED UNIT DEVELOPMENT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 19th day of December, 2016.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this 19th day of December, 2016.

JOSEPH VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners**7.**

Meeting Date: 12/19/2016

Chapter 5 Animals Ord

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information**Title of Item for Agenda**

Consider an ordinance repealing and amending portions of Chapter 5, Animals, of the Shawnee Municipal Code, by: deleting the requirement in Section 5-3(e) that the Court shall order the euthanasia of a "vicious animal" and replacing the euthanasia requirement to a case-by-case discretionary choice by the Court; amending Section 5-146 by extending individual rabies certificates through the effective lifespan of the particular rabies dose; and replacing specific dollar-fee amounts throughout the entire chapter with a reference to the City Fee Schedule; and providing for codification, repealer, and severability; and providing for its immediate effect and enforceability upon passage and publication through the emergency clause.

AttachmentsCh 5 Animals Ord

ORDINANCE NO. _____

AN ORDINANCE REPEALING AND AMENDING PORTIONS OF CHAPTER 5, ANIMALS, OF THE SHAWNEE MUNICIPAL CODE, BY: DELETING THE REQUIREMENT IN SECTION 5-3(e) THAT THE COURT SHALL ORDER THE EUTHANASIA OF A “VICIOUS ANIMAL” AND REPLACING THE EUTHANASIA REQUIREMENT TO A CASE-BY-CASE DISCRETIONARY CHOICE BY THE COURT; AMENDING SECTION 5-146 BY EXTENDING INDIVIDUAL RABIES CERTIFICATES THROUGH THE EFFECTIVE LIFESPAN OF THE PARTICULAR RABIES DOSE; AND REPLACING SPECIFIC DOLLAR-FEE AMOUNTS THROUGHOUT THE ENTIRE CHAPTER WITH A REFERENCE TO THE CITY FEE SCHEDULE; AND PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY; AND PROVIDING FOR ITS IMMEDIATE EFFECT AND ENFORCEABILITY UPON PASSAGE AND PUBLICATION THROUGH THE EMERGENCY CLAUSE.

WHEREAS, the Code of Ordinances of the City of Shawnee must be amended from time to time to comply with the laws of the State of Oklahoma and the Charter of the City of Shawnee; and

WHEREAS, the Mayor and City Commission have determined that other amendments must be made for the more efficient and practical operations for the City of Shawnee:

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT CHAPTER 5 OF THE SHAWNEE MUNICIPAL CODE BE AMENDED ONLY AS TO THE SECTIONS AND SUBSECTIONS SET FORTH BELOW; AND ALL OTHER REMAINING AND PRE-EXISTING LANGUAGE THROUGHOUT CHAPTER 5 IS LEFT UNALTERED AND OTHERWISE ADOPTED:

Section 1:

Section 5-2, “Cruelty”, subsection (i) is amended, and fully replaced with the following language:

Any animal control officer finding an animal maltreated or abused may remove the animal or give the owner or person causing maltreatment 72 hours to remedy the violation. If, in the opinion of the animal control officer, the life or welfare of the animal is in immediate danger, he may take charge of the animal and place the animal in the care of a veterinarian at the owner's expense or place such animal in the animal shelter. The animal shall be maintained there until such time as the problem can be rectified and all fines, court costs and charges for animal care are paid in full. The decision as to whether the animal shall be released back to the person causing maltreatment will then be made by the presiding judge upon recommendations of the animal control officer.

NOTE: The sole alteration in the amended Section 5-2(i) is the substitution of word “shall” in favor of the word “may”.

Section 2:

Section 5-3, “Vicious animals,” subsection (a) is amended, and fully replaced with the following language:

No persons shall own or harbor any vicious animal within the city, unless the same is kept upon private premises of such person and securely locked within a sufficient enclosure to prevent any possible means of escape. For a secure enclosure to be sufficient, it must be constructed with four sides, a top, a bottom and a locked gate of sufficient materials, not including soil, to prevent any possible means of escape. Any vicious animal running at large on the streets or alleys, or other public ways, of the city may be immediately removed and impounded, or terminated when deemed necessary by the animal control officer to

protect public safety when the situation warrants, regardless of whether or not such animal has a collar and tag or muzzle. Any leash, tether, chain, rope or other device used to control a vicious animal when an animal is taken off personal property shall not relieve the owner of responsibility of maintaining control of the animal. Other officers of the law may likewise, when deemed necessary to protect the public safety, remove, impound or terminate a vicious animal when the situation warrants.

Section 3:

Section 5-3, “Vicious animals”, subsection (d) is amended, and fully replaced with the following language:

It shall be the duty of the animal control officer to investigate any proper claim that an animal is vicious within the meaning of this chapter. Should the investigating official determine that a vicious animal poses an immediate threat to the public health or safety, he may immediately seize and impound the animal, or otherwise seek an order from the court that the animal be impounded. The animal control officer may also refer the matter to the city prosecutor for approval of a verified complaint requesting a finding by the court that the impounded animal is vicious and aid in the proceedings instituted in the municipal criminal court against any person for harboring a vicious animal.

NOTE: The sole alteration in the amended Section 5-3(d) is the substitution of word “shall” in favor of the word “may”.

Section 4:

Section 5-5, “Keeping porcine, goats, sheep, or hoofed animals other than bovines or equines,” subsection (2) is repealed, replaced and otherwise amended, to read as follows:

(2) No goat, sheep or hoofed animal other than a bovine or equine shall be kept or maintained in other zoning districts of the city, unless a permit is first procured from the animal control officer in the amount provided by the city fee schedule.

Section 5:

Section 5-5, subsection (3), is repealed, replaced and otherwise amended, only as to the first sentence, to read as follows:

(3) No porcine shall be kept or maintained in other zoning districts of the city unless a permit is first procured from the animal control officer in the fee amount provided by the city fee schedule. [. . .]

Section 6:

Section 5-18, “Use of traps,” is repealed, replaced and otherwise amended, to read as follows:

It shall be unlawful for any person to use or set a trap capable of trapping animals unless authorized by the Chief of Police, or designee. Persons using traps not issued by the animal shelter may be fined \$100.00, plus court costs for each offense.

Section 7:

Section 5-20, “Animal a nuisance,” subsection (a) is amended, and fully replaced with the following language:

(c) It shall be the duty of the animal control officer to investigate any proper claim that an animal is a nuisance within the meaning of this chapter. Should the investigating official determine that a nuisance exists and it is necessary to abate

the nuisance or should the official have reason to believe a threat to public health or safety exists, he shall refer the matter to the city prosecutor for approval of a verified complaint and an order from the court that the animal be impounded. Following the filing of such verified complaint and an evidentiary hearing, if the court finds upon a preponderance of the evidence that a nuisance existed, the court may order the animal euthanized as in the case of a vicious animal. In lieu of ordering the animal euthanized, the court shall, at the request of the animal owner, require that the owner abate and prevent such nuisance and give a good and sufficient bond within three days in an amount not greater than \$500.00, satisfactory for a period not exceeding one year. In this event, the court may order the return of such animal to the owner. However, during the pendency of such bond, upon a finding by the court that the nuisance has reoccurred, the court may order the animal be impounded, euthanized and the owner's bond be forfeited. If the court shall find no nuisance existed, the court shall order the animal be surrendered to the owner.

NOTE: The sole alteration in the amended Section 5-20(a) is the substitution of word “shall” in favor of the word “may”.

Section 8:

Section 5-49, “Domesticated animals or house pets,” subsection (c) is amended, and fully replaced with the following language:

All domesticated animals that are seized and impounded as provided in this section shall be kept in the city animal shelter for not less than 48 hours from the time they are impounded. If, at the expiration of such time, they are not called for, the animal control officer may dispose of such animals by euthanasia and dispose of the bodies according to law; provided, however, any domesticated animal may be adopted out at the end of the impoundment period in lieu of disposal. For each animal that is adopted out, a fee as provided by the city fee schedule for the adoption, plus the impoundment fee shall be paid to the city.

Section 9:

Section 5-50, “Charges,” is repealed, replaced and otherwise amended to read as follows:

The city shall receive a fee for each animal the city seizes and impounds and an additional fee, per day, for the care and keeping of such animal that is impounded. The city shall also receive a fee for any animal that the animal control officer was required to tranquilize by the use of a tranquilizer dart when the animal was being seized and impounded by the city. Fees may be waived in whole or in part by the Chief of Police or his designee for hardship or special cases, including, but not limited to, animal owner death, owner incarceration, or owner hospitalization, to rectify adoption disputes, and for similar situations where the best interest of all parties are served by such waiver. Such fees and charges will be provided by the city fee schedule and shall be paid at the animal shelter before any such animal is released to the owner.

Section 10:

Section 5-52, “Disposal of diseased or injured animals,” is repealed, replaced, and otherwise amended to read as follows:

To prevent unnecessary suffering by any animal impounded by animal control and to protect the health and welfare of the remainder of the animal population held by animal control, any animal impounded and placed into the city's animal shelter that is determined by the animal control officer, to be suffering from a serious life-threatening injury or suspected of a contagious or infectious disease such as, but not limited to, mange, distemper, etc., may be euthanized or medically released to an approved animal rescue organization as soon as possible after immediate attempts to locate the owner of said animal by animal control are unsuccessful.

NOTE: The sole alteration to Section 5-52 is the addition of the language: “. . . or medically released to an approved animal rescue organization.”

Section 11:

Section 5-83, “[Dog] Running at large,” is repealed, replaced, and otherwise amended to read as follows:

Every dog shall be confined within the owner's property by either a substantial fence of sufficient strength and height to prevent the dog from escaping therefrom or by being secured on the premises by a metal chain or leash sufficient in strength to prevent the dog from escaping from the owner's property and so arranged that the dog will remain upon the property when the leash or chain is stretched to full length. A dog may be off such premises if it is under the control of a competent person and restrained by a substantial leash. Any dog running at large within the city may be impounded.

Section 12:

Section 5-88, “Confiscation of a dangerous dog,” is repealed, replaced, and otherwise amended to read as follows:

Any dangerous dog may be immediately confiscated by a police officer or animal control officer if:

- (1) The dog is not validly registered according to this chapter;
- (2) The owner does not secure the liability insurance coverage or surety bond required by this chapter;
- (3) The dog is not maintained in the proper enclosure; or
- (4) The dog is outside of the dwelling of the owner or outside the proper enclosure and not under physical restraint of the responsible person.

Any dangerous dog confiscated pursuant to this section and not reclaimed by its owner under the requirements of this chapter within 48 hours from the date of notice of confiscation shall be deemed abandoned and, at the discretion of the Chief of Police, euthanized pursuant to procedures provided by law in the City of Shawnee.

Section 13:

Section 5-111, “Required generally; user fee,” is repealed, replaced and otherwise amended, only as to the first sentence of subsection (b), to read as follows:

- (b) Every person owning or harboring any dog within the city over the age of four months shall pay an annual license user fee provided by the city fee schedule for each unaltered male or female dog; and, a fee for each altered male or female dog having been neutered or sprayed. [. . .]

Section 14:

Section 5-119, “Issuance of duplicate tags,” is repealed, replaced and otherwise amended, only as to the second sentence of the section, to read as follows:

[. . .] Upon the filing of such affidavit and payment of a fee provided by the city fee schedule, the animal control officer shall issue another tag.

Section 15:

Section 5-146, “Vaccination required,” subsection (b), solely, is repealed, replaced and otherwise amended, to read as follows:

- (b) The certificate shall be in force from the date of vaccination, through the effective lifespan of the vaccination dose administered to the dog as set forth in the certificate.

Section 16:

Section 5-147, “Registration for vaccination certificate,” is repealed, replaced and otherwise amended, to read as follows;

The owner of every dog vaccinated pursuant to this division shall present the certificate therefor to the animal control officer, who shall register the vaccination certificate by noting in the dog register the date of vaccination and the veterinarian who administered the vaccine. No license shall be issued to keep or harbor a dog within the city until such certificate has been presented to the animal control officer, and the period covered by such license shall date from the date of immunization as shown on the certificate and shall be for the period of the certificate from the date of such immunization.

Section 17:

Section 5-148, “Observation of dog that bites person,” subsection (a), solely, is repealed, replaced and otherwise amended to read as follows:

- (a) Any dog that bites a person within the city limits shall be reported to animal control. The owner of the dog shall place the dog in the care of a veterinarian. Exceptions to this rule include the following circumstances:

- (1) Dogs involved in a first party ownership may be allowed to be placed in a home quarantine for a ten (10) day period immediately following the bite.

- (2) Dogs meeting the criteria of currently vaccinated against rabies, and not inflicting a severe injury, shall be placed in a home quarantine until the end of a 10 day period from the bite. In some instances, a certification of animal health obtained after examination by a licensed veterinarian on the tenth day may be required.

- (3) Animals in service to the blind or hearing-impaired, and search and rescue dogs or other animals used for police enforcement duties shall be exempt from the quarantine when a bite exposure occurs and proper record of immunization against rabies is presented. A certification of animal health obtained after examination by a licensed veterinarian at the end of 10 days may be required by the Department.

Section 18:

Section 5-176, “Authority of officers,” is repealed, replaced and otherwise amended to read as follows:

- (a) The animal control officer, while on duty, may seize and impound, subject to this article, all dogs found running at large upon any public highway, street, alley, court, square, park, sidewalk or any other public property within the city limits, whether in the immediate presence of the owner or custodian or otherwise, as provided in this Code.

- (b) The animal control officer, while on duty, may seize and impound, subject to this article, all dogs found running at large upon any unfenced lot, tract or parcel of land within the city limits, whether in the immediate presence of the

owner or custodian or otherwise, and such animal control officer is authorized to enter upon any unfenced lot, tract or parcel of land for the purpose of seizing and impounding any dog running at large thereon, as provided in this Code.

(c) The animal control officer is empowered and authorized to enforce all aspects of this Code. Further, he is authorized and empowered to issue citations to any person in violation of this Code. He can cause the arrest of any person who resists the animal control officer's attempts at resolving animal-caused violations.

NOTE: The sole alteration in the amended Section 5-176 is the substitutions of words “shall” in favor of the word “may” in subsections (a) and (b).

Section 19:

Section 5-178, “Redemption; release,” subsections (1) and (2) are repealed, replaced and otherwise amended to read as follows:

(1) If the dog so impounded has a valid city dog tag and vaccination tag, such dog may be returned to the owner upon his paying to the animal control officer an impounding fee provided by the city fee schedule, and a fee for each day the dog has been impounded. The animal control officer shall give a receipt to such claimant in duplicate for such payment and release the dog to the owner.

(2) If the dog impounded does not have a valid city tag or vaccination tag, the dog may be released to the owner upon his paying to the animal control officer an impounding fee provided by the city fee schedule, for each day the dog has been impounded and obtaining from the animal control officer a dog tag, as provided for in this article. The fees, as provided for in this subsection, shall be paid to the animal control officer and, upon presentation of evidence that such dog has been vaccinated for rabies, the animal control officer may authorize the release of the dog. A dog that is not currently vaccinated for rabies shall not be released or returned to its owner until the dog has been vaccinated as set forth in this article.

Section 20:

Section 5-179, “Disposal of unclaimed dogs,” is repealed, replaced and otherwise amended to read as follows:

All dogs seized and impounded, as provided in this chapter, that are not identified with a city license tag, shall be kept in the city animal shelter for a period of two working days, or not less than 48 hours from the time they are so impounded. However, a dog having on it a city license tag shall be held four working days, or not less than 96 hours from the time it is so impounded. If, at the expiration of such time, the dog is not called for and the fees paid as provided by this division, the animal control officer may dispose of such dog by euthanasia and dispose of the body according to law. However, any unlicensed dog impounded for more than two working days, or not less than 48 hours, or any licensed dog impounded for more than four working days, or not less than 96 hours, may be adopted out or released to a rescue organization at the end of the impoundment period in lieu of disposal.

Section 21:

Section 5-208, “License fee; permit terms and conditions,” is repealed, replaced and otherwise amended, only as to the first sentence of subsection (a), to read as follows:

(a) Any person desiring to operate a dog kennel shall pay an annual license fee provided by the city fee schedule for such privilege. [. . .]

Section 22:

Section 5-211, "Vaccination required," is repealed, replaced and otherwise amended to read as follows:

It shall be the responsibility of any holder of a kennel license to provide proof that all dogs, four months and older, under the holder's control have had the required rabies vaccinations by a licensed veterinarian.

Section 23:

Section 5-243, "Rabies vaccination [Cats]," is repealed, replaced and otherwise amended to read as follows:

Every person residing in the city and owning or having in possession any cat over four months old shall be required to have the cat inoculated for rabies. Every veterinarian who vaccinates any cat shall collect his fee for the vaccination from the owner or keeper of the cat and shall issue a certificate of vaccination to such owner or keeper. He shall state in the certificate the name of the owner or keeper, the date of vaccination.

Any person or entity owning, harboring, or keeping a cat which in the preceding ten (10) days has bitten any person, shall upon receipt of written notice by the local animal control authority or Department designee, place such animal in quarantine under the supervision of a licensed veterinarian for a period of ten (10) days from the date the person was bitten. The impoundment and observation of the cat or shall be conducted at the veterinarian's facility, or a recognized animal control facility. Unvaccinated animals shall be vaccinated against rabies on the final day of the ten (10) day observation period prior to discharge from the veterinarian's supervision and the date of vaccination.

Exceptions to this rule include the following circumstances:

(1) Cats involved in a first party ownership may be allowed to be placed in a home quarantine for a ten (10) day period immediately following the bite.

(2) Cats meeting the criteria of currently vaccinated against rabies, and not inflicting a severe injury, shall be placed in a home quarantine until the end of a 10 day period from the bite. In some instances, a certification of animal health obtained after examination by a licensed veterinarian on the tenth day may be required by the Department or local animal control authority.

Section 24:

Section 5-276, "Required generally; fee," is repealed, replaced and otherwise amended, only as to the first sentence of the section, to read as follows:

Every person owning or harboring any cat within the city over the age of four months shall pay: an annual license user fee provided by the city fee schedule for each unaltered male or female cat, and a fee, for each altered male or female cat having been neutered or sprayed.

Section 25:

Section 5-281, "Duplicate tags," is repealed, replaced and otherwise amended, only as to the second sentence of the section, to read as follows:

[. . .] Upon the filing of such affidavit and payment of a fee provided by the city fee schedule, the animal control officer shall issue another tag.

Section 26:

Section 5-306, “[Cat] Running at large or creating nuisance,” is repealed, replaced and otherwise amended to read as follows:

Any cat running at large or creating a nuisance, in violation of this article, is declared to be a public nuisance and may be impounded by the animal control officer, as provided in this division.

NOTE: The sole alteration in the amended Section 5-306 is the substitution of word “shall” in favor of the word “may”.

Section 27:

Section 5-307, “Redemption,” subsections (1) and (2) are repealed, replaced and otherwise amended to read as follows:

(1) If the cat so impounded has a valid city cat tag and vaccination tag, such cat may be returned to the owner upon his paying to the animal control officer an impounding fee provided by the city fee schedule, and an additional fee for each day the cat has been impounded.

(2) If the cat impounded does not have a valid city tag or vaccination tag, the cat may be released to the owner upon his paying to the animal control officer an impounding fee provided by the city fee schedule, and an additional fee for each day the cat has been impounded and obtaining from the animal control officer a cat tag, as provided for in this article. The fees, as provided for in this subsection, shall be paid to the animal control officer and, upon presentation of evidence that such cat has been vaccinated for rabies, the animal control officer may authorize the release of the cat. A cat that is not currently vaccinated for rabies shall not be released or returned to its owner until the cat has been vaccinated as set forth in this subsection.

Section 28:

Section 5-308, “Term; disposition,” is repealed, replaced and otherwise amended, to read as follows:

All cats seized and impounded, as provided in this article, that are not identified with a city license tag, shall be kept in the city animal shelter for a period of two working days or not less than 48 hours from the time they are so impounded. However, a cat having on a city license tag shall be held four working days or not less than 96 hours from the time it is so impounded. If, at the expiration of such time, the cat is not called for and the fees paid as provided by this division, the animal control officer may dispose of such cat by euthanasia and dispose of the body according to law. However, any unlicensed cat impounded for more than two working days or not less than 48 hours, or any licensed cat impounded for more than four working days or not less than 96 hours, may be adopted out or released to a rescue organization at the end of the impoundment period in lieu of disposal.

Section 29:

Section 5-338, “License fee; terms and conditions,” subsection (a), solely, is repealed, replaced and otherwise amended, to read as follows:

(a) Any person desiring to operate a cat kennel shall pay an annual license fee provided by the city fee schedule for such privilege. All such cats over four months of age shall be vaccinated in the same manner as other cats. A city license shall also be required for each cat kept at an established licensed kennel.

Section 30:

Section 5-341, “Rabies vaccination required [Cats],” is repealed, replaced, and otherwise amended, to read as follows:

It shall be the responsibility of any holder of a cat kennel license to provide proof that each cat, four months and older, under the holder's control shall have the required rabies vaccination by a licensed veterinarian.

Section 31:

Section 5-372, “Sterilization or agreement and deposit required for adoption” is repealed, replaced, and otherwise amended to read as follows:

No dog or cat may be released for adoption from the city animal shelter unless the dog or cat has been surgically spayed or neutered or unless the adopting party signs an agreement to have the dog or cat sterilized and deposits funds with the city to ensure that the adopted dog or cat will be spayed or neutered. Rescue organizations may be exempt from deposits.

Section 32: 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 33: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

Section 34: REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

Section 35: EMERGENCY. Because it is necessary for the protection of the public’s health, safety, and welfare, an emergency is declared to exist. This ordinance shall be effective immediately upon its passage and publication.

PASSED AND APPROVED this _____ day of _____, 20__.

RICHARD FINLEY, MAYOR

ATTEST:

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK

Emergency separately approved this ____ day of _____, 20__:

RICHARD FINLEY, MAYOR

ATTEST:

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ day of _____, 20__.

JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

8.

Meeting Date: 12/19/2016

NRC School Annex Req

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider annexation request by North Rock Creek School for purposes of future construction and authorize staff to proceed with Notice and Hearing Requirements.

Attachments

NRC Annex Req



MEMORANDUM

AGENDA: December 19, 2016

TO: Shawnee City Commission

FROM: Justin DeBruin, Planning Director

RE: North Rock Creek School Annexation Request

SUMMARY

The North Rock Creek School Board requests annexation of 75.6 acres into the City of Shawnee. The Annexation is to facilitate future construction opportunities. Annexation will allow utilization of City services (police, fire, water/sewer, building inspections).

To provide some background, a total of 6.47 acres of land was annexed into the City of Shawnee at the request of the North Rock Creek School Board on October 17, 2011. The nature of such a request was to facilitate construction of a new Middle School / Gymnasium, with the expectation to annex additional property in the future, as improvements and upgrades are made.

ZONING AND COMPREHENSIVE PLAN

Per Section 1501.9 of the Shawnee Zoning Code, annexed land shall be zoned A-1 (Agricultural) unless otherwise classified by the City Commission. In this case, zoning the site A-1 is logical because of the location and intended use of the property. Elementary and secondary schools are permitted outright in the A-1 Zoning District. Pursuant to the Shawnee Comprehensive Plan, the subject property is anticipated to have a future land use consistent with Rural Development/Agriculture. An A-1 designation is consistent with the Shawnee Comprehensive Plan. The existing elementary school and previously annexed land is zoned A-1.

STAFF RECOMMENDATION

Staff requests that the City Commission authorize staff to provide legal notice and advertise for a public hearing to annex 75.6 acres into the City of Shawnee as requested by the North Rock Creek School Board.

The anticipated timeframe would be as follows:

Staff provides required legal notice(s):	January 2 (no later than)
Public Hearing:	January 17 (regular City Commission meeting)

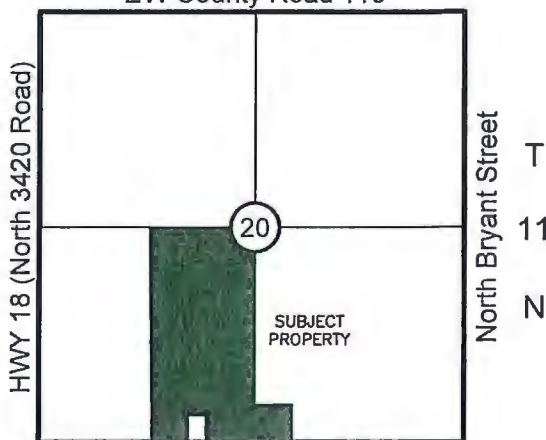
LEGAL DESCRIPTION EXHIBIT "A"

Page 1 of 2

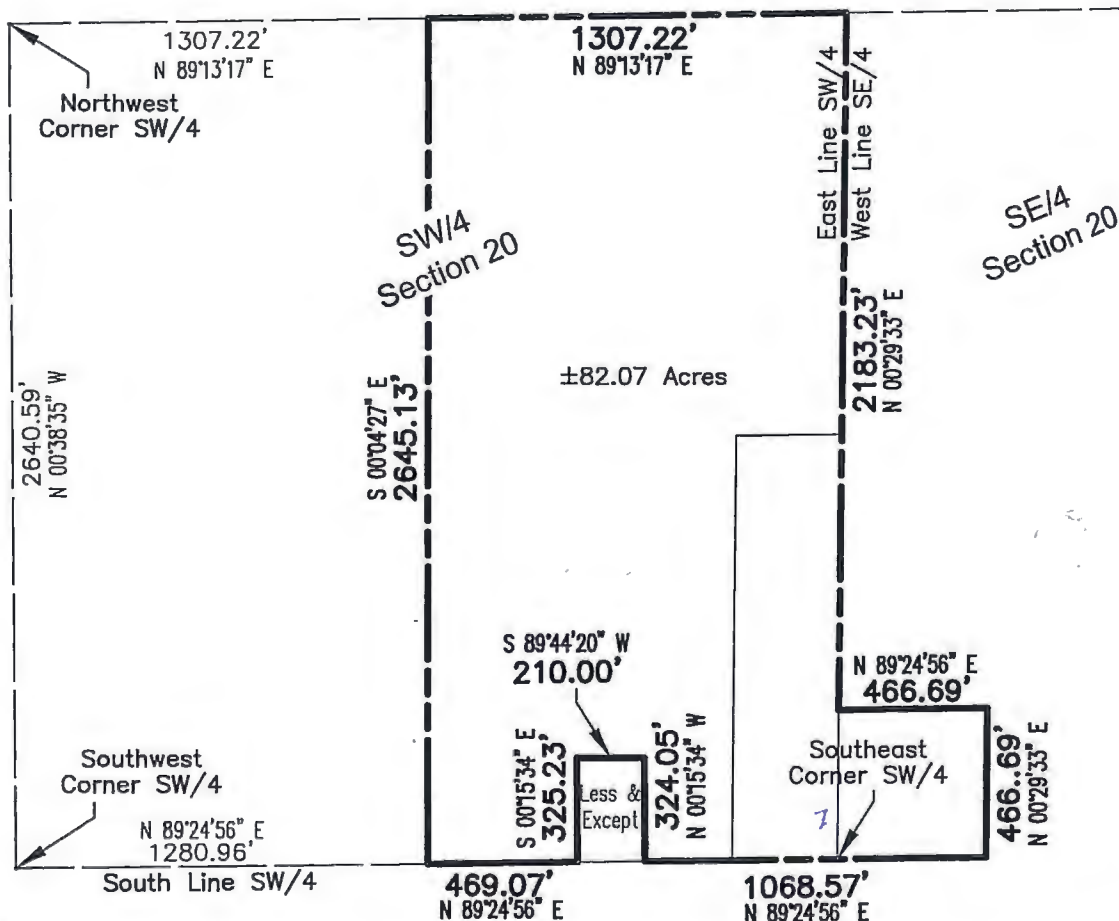
R 4 E
EW County Road 110



Scale: 1"=600'



Garrett's Lake Road
Location Map



FILE: 164991LG-1

Notes

1. THE BEARING BASE FOR THIS EXHIBIT IS BASED ON THE SOUTH LINE OF SECTION 20, T-11-N, R-4-E, POTTAWATOMIE COUNTY, STATE OF OKLAHOMA AS N89°24'56"E.
2. SEE EXHIBIT "A" PAGE 2 FOR LEGAL DESCRIPTION AND SURVEYOR'S CERTIFICATE.



BENNETT
SURVEYING, INC.

P.O. BOX 848, CHOATEAU, OK 74337
PHONE: (918) 476-7484 FAX: (918) 476-7485
C.A. NO.: 4502 EXP. DATE: 6/30/18



LEGAL DESCRIPTION EXHIBIT "A"
LEGAL DESCRIPTION

A TRACT OF LAND THAT IS THE SOUTHWEST FIVE (5) ACRES OF THE SOUTHEAST QUARTER (SE/4) OF SECTION TWENTY (20), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN BASE MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA AND THE EAST HALF OF THE SOUTHWEST QUARTER (E/2 SW/4) OF SECTION TWENTY (20), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN BASE MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, LESS AND EXCEPT A TRACT OF LAND DESCRIBED AS COMMENCING AT THE SOUTHEAST CORNER OF SAID SW/4; THENCE S89°24'56"W A DISTANCE OF 601.88 FEET ALONG THE SOUTH LINE OF THE SW/4 TO THE POINT OF BEGINNING; THENCE N00°15'34"W A DISTANCE OF 324.05 FEET; THENCE S89°44'20"W A DISTANCE OF 210.00 FEET; THENCE S00°15'34"E A DISTANCE OF 325.23 FEET; THENCE N89°24'56"E A DISTANCE OF 210.00 FEET TO THE POINT OF BEGINNING, CONTAINING 82.07 ACRES MORE OR LESS.

LEGAL DESCRIPTION WAS PREPARED ON NOVEMBER 21, 2016 BY CLIFF BENNETT, PLS #1815 WITH THE BEARINGS BASED ON THE SOUTH LINE OF SECTION 20 AS N89°24'56"E.

SURVEYOR'S CERTIFICATE

I, CLIFF BENNETT OF BENNETT SURVEYING, INC., CERTIFY THAT THE LEGAL DESCRIPTION HEREON CLOSES IN ACCORDANCE WITH CURRENT TOLERANCES AND IS A TRUE REPRESENTATION OF THE LEGAL DESCRIPTION DESCRIBED, AND THAT THE SURVEY OF THE LEGAL DESCRIPTION MEETS THE MINIMUM TECHNICAL STANDARDS AS ADOPTED BY THE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS FOR THE STATE OF OKLAHOMA.

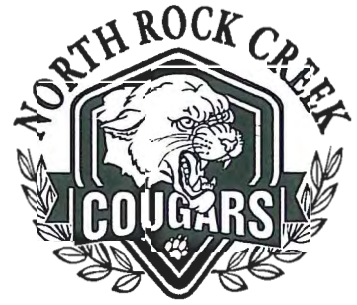
WITNESS MY HAND AND SEAL THIS 21ST DAY OF NOVEMBER, 2016.



CLIFF BENNETT, PLS
OKLAHOMA NO.1815
CERT. OF AUTH. NO. 4502
EXP. DATE JUNE 30, 2018

North Rock Creek School
42400 Garrett's Lake Road • Shawnee, OK 74804

Blake Moody
Superintendent



November 10, 2016

City of Shawnee
Justin Erickson, City Manager
16 West 9th Street
Shawnee, OK 74801

Mr. Justin Erickson,

Please consider this letter the formal request from North Rock Creek Public School to annex property for our future construction into the City of Shawnee. Attached you will find the legal description, board of education agenda and minutes approving the annexation request. Thank you for your consideration.

Respectfully,

A handwritten signature in dark ink, consisting of the letters "BM" followed by a long, horizontal, slightly wavy line.

Blake Moody

Public Notice

In accordance with HB 1416 of the 1st Regular Session of the 36th Oklahoma Legislature, the North Rock Creek Board of Education will meet in regular session on:

Date: November 14, 2016

Time: 6:30 p.m.

Place: North Rock Creek School – Berm Conference Room
42400 Garrett's Lake Road
Shawnee, OK 74804

Note: The North Rock Creek Board of Education may discuss, vote to approve, vote to disapprove, vote to table, or decide not to vote or take action on any item on this agenda.

The agenda for this meeting will be as follows:

1. Call to order and recording of members present and absent.
2. Approval of the Agenda.
3. Public Participation.
4. Consent Docket. All of the following items, which concern reports and items of routine nature normally approved at a board meeting, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent docket consists of the discussion, motion, and vote to approve or not approve the following items:
 - a. Minutes of the October 10, 2016, regular board meeting.
 - b. Enrollment Summary.
 - c. Financial Reports.
 - d. 2016-2017 – General Fund Purchase Orders (), General Fund Warrants (), Building Fund Purchase Orders (), Building Fund Warrants (), COOP Fund Purchase Orders (), COOP Fund Warrants (), Child Nutrition Fund Purchase Orders (), Child Nutrition Fund Warrants (), Bond Fund Purchase Orders (), Bond Fund Warrants ().
 - e. Resolution calling for the Annual School Election to be held on Tuesday, February 14, 2017, from 7:00 a.m. to 7:00 p.m., in all polling places located in the District, for the purpose of voting upon candidates for Office Number Two (2), five-year term, of the Board of Education and providing for a runoff election (if needed) to be held April 4, 2016, from 7:00 a.m. to 7:00 p.m., in all polling places located in the District, for the purpose of voting upon candidates for Office Number Two (2), five-year term.

5. Discussion, motion, and vote to approve or not approve any or all items removed from the consent docket.
6. Discussion, motion, and vote to approve a property annexation into the City of Shawnee for the purpose of new construction.
7. Proposed executive session to discuss:
 - a. Employment of a cook for the remainder of the 2016-2017 school year. 25 O.S. § 307 (B)(1).
8. Vote to convene or not convene into executive session.
9. Executive Session Minutes Compliance Announcement.
10. Discussion, motion, and vote to approve or not approve hiring Jennifer Castaneda as a cook for the remainder of the 2016-2017 school year.
11. New Business
12. Adjournment

This agenda was posted on the inside of the front door of the elementary building on the 11th day of November 2016, and notice of this regular meeting was given to the Pottawatomie County Clerk prior to December 15, 2015.

A handwritten signature in black ink that reads "Blake Moody". The signature is written in a cursive, flowing style.

Blake Moody, Superintendent

BOARD MINUTES
REGULAR BOARD MEETING
NOVEMBER 14, 2016

The North Rock Creek Board of Education met in session on Monday, November 14, 2016 in the conference room of North Rock Creek School. The meeting was called to order at 6:30p.m. by Mr. Rick Gowin, President. The required notice had previously been given to the County Clerk on, December 11, 2015. The agenda was posted on November 10, 2016 in accordance with 25 O.S 1982, § 311 (9).

Roll call to establish a quorum, verified that board members Adam Hester, Vice President, Sherri Stacy, Board Clerk, Brian Blansett & Chris White were present meeting. Also in attendance were Blake Moody, Superintendent, Denise Sims, Principal, Chad Brooking, Dean of Students, Sally Odom, Board Secretary.

Mr. Blansett made the motion and Mr. Gowin seconded to approve the agenda. Motion carried 5-0.

Stacy –Yes Gowin – Yes Hester – Yes White- Yes Blansett- Yes

There was no public participation.

Administration Reports were given Dr. Sims, Principal, Mr. Brooking, Dean of Student's, Mr. Moody, Superintendent.

Mr. Gowin presented the Consent Docket. All of the following items, which concern reports and items of routine nature normally approved at board meeting, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent docket consists of the discussion, motion, and vote to approve or not approve the following items: nature normally approved at a board meeting, will be approved by one vote unless any board member desires to have a separate

vote on any or all of these items. The consent docket consists of the discussion, motion, and vote to approve or not approve the following items:

- a. Minutes of the October 10, 2016, regular board meeting.
- b. Enrollment Summary.
- c. Financial Reports.
- d. 2016-2017 – General Fund Purchase Orders (270-312), General Fund Warrants (602-835), Building Fund Purchase Orders (none), Building Fund Warrants (8-13), COOP Fund Purchase Orders (none), COOP Fund Warrants (27-40), Child Nutrition Fund Purchase Orders (none), Child Nutrition Fund Warrants (61-88), Bond Fund Purchase Orders (none), Bond Fund Warrants (none).
- e. Resolution calling for the Annual School Election to be held on Tuesday, February 14, 2017, from 7:00 a.m. to 7:00 p.m., in all polling places located in the District, for the purpose of voting upon candidates for Office Number Two (2), five-year term, of the Board of Education and providing for a runoff election (if needed) to be held April 4, 2016, from 7:00 a.m. to 7:00 p.m., in all polling places located in the District, for the purpose of voting upon candidates for Office Number Two (2), five-year term.

Mrs. Stacy made the motion to approve the agenda as read and Mr. White seconded. Motion carried 5-0.

Stacy –Yes Gowin – Yes Hester – Yes White- Yes Blansett- Yes

Mr. Blansett made the motion to approve and Mrs. Stacy seconded a property annexation into the City of Shawnee for the purpose of new construction. Motion carried 5-0.

Stacy –Yes Gowin – Yes Hester – Yes White- Yes Blansett- Yes

Board did not convene into executive session.

Mrs. Stacy made the motion an Mr. White seconded to approve hiring Jennifer Castaneda as a cook for the remainder of the 2016-2017 school year. Motion carried 5-0.

Stacy –Yes Gowin – Yes Hester – Yes White- Yes Blansett- Yes

There was no new business.

Mr. Gowin made the motion to adjourn at 7:03 and Mr. Hester seconded. Motion carried 5-0.

Stacy – Yes Gowin –Yes Hester – Yes White- Yes Blansett- Yes

e.

f. Resignation of Anita Morgan from full-time teacher and reassignment to part-time Elementary Counselor for the 2016-2017 school year. 25 O.S. § 307 (B) (1).

Motion carried 3-0.

Stacy – Yes Gowin –Yes Hester – Yes

Board returned to open session at 7:44 p.m. Mr. Gowin read the Compliance Announcement.

Mrs. Stacy made the motion and Mr. Hester seconded to approve hiring support personnel for the 2016-2017 school year. Motion carried 3-0.

Stacy – Yes Gowin –Yes Hester – Yes

Mr. Hester made the motion and Mrs. Stacy seconded to approve Shirley Wood as Early Childhood Teacher for the 2016-2017 school year. Motion carried 3-0.

Stacy – Yes Gowin –Yes Hester – Yes

Mr. Hester made the motion and Mrs. Stacy seconded to approve hiring Alisha Whitefield as Kindergarten Teacher for the 2016-2017 school year. Motion carried 3-0.

Stacy – Yes Gowin –Yes Hester – Yes

Mr. Hester made the motion and Mrs. Stacy seconded to approve hiring Jill Webb as an educational aide for the 2016-2017 school year. Motion carried 3-0.

Stacy – Yes

Gowin –Yes

Hester – Yes

Mr. Gowin made the motion and Mr. Hester seconded to accept the resignation of Anita Morgan as 3rd Grade Teacher and reassign her as Elementary Counselor for the 2016-2017 school year. Motion carried 3-0.

Stacy – Yes

Gowin –Yes

Hester – Yes

Mr. Moody gave the Superintendent's Report.

There was no new business.

Mr. Gowin made the motion at 8:16 to adjourn Mrs. Stacy seconded.

Motion passed 3-0

Stacy – Yes

Gowin – Yes

Hester – Yes

Mrs. Stacy made the motion and Mr. Gowin seconded to approve hiring Stormi Roller as an cook for the 2014-2015 school year. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Moody gave the Superintendent's Report.

There was no New Business.

Mr. Gowin made the motion to adjourn Mr. Hester seconded. Meeting was adjourned at 8:11 pm. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Hester made the motion and Mrs. Stacy seconded to approve hiring Mrs. Sandra Valentine on a Temporary Contract for the 2014-2015 school year. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

There is no new business.

Mr. Gowin made the motion to adjourn at 7:31 pm and Mrs. Stacy seconded. Motion passed 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Hester made the motion and Mr. Gowin seconded to approve the docket as read.

Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mrs. Stacy made the motion and Mr. Gowin seconded to not reorganize the board offices.

Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion and Mrs. Stacy seconded to convert the school day to hourly which would give 9.1 snow days in the school calendar. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Moody gave the Superintendent's Report.

Tuesday, March 12th @6 p.m. Gordon Cooper Tech. Center

Documentary Screening "We Are Rural" will be shown by POE.

There was no new business.

Mr. Gowin made the motion to adjourn and Mr. Hester seconded. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion and Mrs. Stacy seconded to approve a Policy Update CHD and adopt the Oklahoma Schools Secure Purchasing Card Program Resolution. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion to convene into Executive Session and Mrs. Stacy seconded. Motion carried 3-0. Board convened at 7:05 pm into Executive Session.

Mr. Gowin read the Executive Session Minutes Compliance Announcement at 7:22:

- i. The employment of the following administrators, so the board may return to open session and vote to change employment status, not change employment status, or table the employment status of the following administrators. 25 O.S. § 307 (B)(1).
 - i. Denise Sims, Principal
 - ii. Roy Woods, Dean of Students
- ii. The contract with Barlow Education Management Services, so the board may return to open session and vote to approve or not

approve the contract with Barlow Education Management Services
25 O.S. § 307 (B) (1).

Mr. Hester made the motion and Mrs. Stacy seconded to approve the employment of
Denise Sims, Principal for the 2013-2014 school year. Motion carried 3-0.

Stacy – Yes Gowin – Yes Hester – Yes

Mr. Hester made the motion and Mrs. Stacy seconded to approve the employment of Roy
Woods , as Dean of Students for the 2013-2014 school year. Motion carried 3-0.

Stacy – Yes Gowin – Yes Hester – Yes

Mr. Hester made the motion and Mrs. Stacy seconded to approve the contract with
Barlow Education Management Services for the 2013-2014 school year. Motion carried
3-0.

Stacy – Yes Gowin – Yes Hester – Yes

Mr. Moody gave the Superintendent's Report.

New Business: Mr. Gowin made the motion and Mr. Hester seconded to approve the
update of policy DPB. Motion carried 3-0.

Stacy – Yes Gowin – Yes Hester – Yes

Mr. Gowin made the motion and Mr. Hester seconded to approve the employment of Blake Moody, Superintendent, for the 2013-2014 school year. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Moody gave the Superintendent's Report.

There was no new business.

Mr. Gowin made the motion to adjourn and Mrs. Stacy seconded. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion to approve the agenda and Mrs. Stacy seconded. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mrs. Stacy made the motion and Mr. Gowin seconded to approve Policy FNCD as recommended by the Safe & Healthy School Committee. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion and Mrs. Stacy seconded to approve authorizing a lease with Sooner Copy for a new Sharp Copier for the 2012-2013 school year. Motion passed 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion and Mrs. Stacy seconded to approve the schedule of Regular Board Meetings for the 2013 School Year. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion and Mrs. Stacy seconded to approve Form(s) 308 for the Bond Fund Interest. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mrs. Stacy made the motion and Mr. Gowin seconded to convene into executive session at 7:30 p.m. to discuss the following:

a. The evaluation of Blake Moody, Superintendent. 25 O.S. § 307 (B) (1).
Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Board returned to open session at 9:02 p.m. Mr. Gowin read the Executive Session Minutes Compliance Announcement.

Mr. Moody gave the Superintendent's Report.

New Business:

Mr. Gowin made the motion and Mrs. Stacy seconded declaring the Canon IR Copy Machine as surplus. Motion carried 3-0.

Stacy – Yes

Gowin – Yes

Hester – Yes

Mr. Gowin made the motion and Mr. Hested seconded the meeting was adjourn at

9:20 p.m.

- a. II of the Americans with Disabilities Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, Age Discrimination Act, and Boy Scouts Act.
- b. 2012-2013 Title I School wide Plan.

c. 2012-2013 Reading Sufficiency Plan.

Mr.Hester made the motion to approve the consent docket and Ms. Stacy seconded.
Motion carried 2-0.

Stacy – Yes

Gowin –

Hester – Yes

Mr.Hester made the motion to approve the policy update EHDF and North Rock Creek
Online School regulations and Ms. Stacy seconded. Motion carried 2-0.

Stacy – Yes

Gowin –

Hester – Yes

Mr. Moody gave the Superintendent's Report.

Mr. Woods gave the Dean of Students Report.

There was no new business.

Mr.Hester made the motion to adjourn at 7:50 and Ms. Stacy seconded.
Motion carried 2-0.

Stacy – Yes

Gowin –

Hester – Yes

Mr. Hester made the motion and Ms. Stacy seconded to approve hiring Luci Copelin as a Fifth Grade Teacher for the 2012-2013 school year. 25O.S. § 307 (B) (1). Motion carried 3-0

Stacy – Yes Gowin – Yes Hester – Yes

Mr. Hester made the motion and Ms. Stacy seconded to approve hiring Alicia Robertson as a Kindergarten Teacher for the 2012-2013 school year. 25O.S. § 307 (B) (1). Motion carried 3-0

Stacy – Yes Gowin – Yes Hester – Yes

Mr. Hester made the motion and Ms. Stacy seconded to approve hiring J.R. Rogers as a Kindergarten Teacher for the 2012-2013 school year. 25O.S. § 307 (B) (1). Motion carried 3-0

Stacy – Yes Gowin – Yes Hester – Yes

There was no new business.

Mr. Gowin made the motion to adjourn and Mr. Hester seconded at 9:20 pm. Motion carried 3-0.

Stacy – Yes Gowin – Yes Hester – Yes

No action was taken on future facility needs and possible funding to meet future facility needs.

Mrs. Sims gave the Princhere was no new business.

The meeting adjourned at 7:55 p.m.

EXECUTIVE SESSION MINUTES
REGULAR BOARD MEETING

February 9, 2009

The board convened into executive session at _____ p.m.

Those in attendance were:

Dolores Dockrey, President
Adam Hester, Vice-President
Rick Gowin, Clerk
Marc Moore, Superintendent
Denise Sims, Principal

The following items were discussed:

- a. The evaluation and employment of Marc Moore, Superintendent, so the board may return to open session and vote to change employment status, not change employment status, or table the employment status of Marc Moore, Superintendent. 25 O.S. § 307 (B) (1).
- b. The request for temporary leave of absence from Jill Anderson, bus driver, so the board may return to open session and vote to approve, not approve, or table the temporary leave of absence request. 25 O.S. § 307 (B) (1).
- c. The temporary employment of Tim Collins, bus driver, so the board may return to open session and vote to approve, not approve, or table the temporary employment of Tim Collins. 25 O.S. § 307 (B) (1).
- d. The resignation of Karla May, cheer sponsor, effective at the end of the 2008-2009 school year, so the board may return to open session and vote to approve, not approve, or table the resignation of Karla May, cheer sponsor. 25 O.S. § 307 (B) (1).

The board returned to open session at _____ p.m.

V. Dolores Dockrey, President

Adam Hester, Vice-President

Rickey Gowin, Clerk

Regular Board of Commissioners

9.

Meeting Date: 12/19/2016

Sales Tax 12-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Sales Tax Report received December 2016.

Attachments

Sales Tax 2016



Date: December 9, 2016
TO: Mayor and Commissioners
From: Cynthia S. Arnold, Finance Director 
Subject: December sales tax and use tax collections

Sales Tax Collections:

December sales tax collected was \$1,405,364 which will be divided to the following funds:

General	\$ 936,910
Capital Improvements	\$ 181,526
Street Fund	\$ 204,949
Economic Development	\$ 23,423
Police Sales Tax Fund	\$ 29,278
Fire Sales Tax Fund	\$ 29,278

Compared to December 2015 we were down \$111,889 or 6.73%.

For the fiscal year we are down \$136,067 or 1.51%

The entire state was down \$19m in sales tax and \$2.1m in use tax. We are still down for the year but we are encouraged that we haven't seen the rapid decline like other cities have. With the new development on the horizon we are very optimistic.

This chart below shows the last couple of year comparison of **Sales Tax**:

	January 2014	January 2015	January 2016	Increase	(Decrease)
	through	through	through	Over Prior Year	
Month	December 2014	December 2015	December 2016	Amount	Percentage
Jan	1,556,616	1,499,067	1,546,951	47,884	3.19%
Feb	1,569,453	1,580,604	1,605,202	24,598	1.56%
March	1,265,687	1,292,781	1,316,044	23,263	1.80%
April	1,421,540	1,426,451	1,552,529	126,078	8.84%
May	1,394,972	1,466,536	1,493,399	26,863	1.83%
June	1,390,155	1,438,144	1,437,412	(732)	(0.05%)
July	1,477,552	1,442,218	1,475,520	33,302	2.31%
August	1,432,227	1,588,410	1,530,246	(58,164)	(3.66%)
September	1,426,359	1,494,203	1,490,836	(3,367)	(0.23%)
October	1,428,921	1,545,245	1,496,732	(48,513)	(3.14%)
November	1,374,143	1,426,192	1,468,286	42,095	2.95%
December	1,441,774	1,506,784	1,405,365	(101,420)	(6.73%)
Total	15,737,625	17,706,633	17,818,522	111,889	0.63%
		Prior Year	Current Year	Increase	(Decrease)
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		9,003,052	8,866,985	(136,067)	(1.51%)

Top sales tax codes: (Deposited in December) November collection report was not available at the time this was prepared.			
		November 2016	November 2015
Retail Trades	44-45	\$	\$ 914,743
Accommodation and Food Serv	72	\$	\$ 263,157
Wholesale Trades	42	\$	\$ 89,922
Utilities	22	\$	\$ 89,942
Information	51	\$	\$ 61,080
Manufacturing	31-33	\$	\$ 20,361
Real Estate Rental & Leasing	53	\$	\$ 14,500
Other Services	81	\$	\$ 9,877
Unclassified	UNC	\$	\$ 32,627
Arts & Entertainment	71	\$	\$ 5,118
Professional	54	\$	\$ 3,429
Misc		\$	\$ 2,028
Total			\$ 1,506,784

Use Tax:

December use tax collected was \$157,235 which was down \$32,271 from the previous year. Last year we saw a few high months in use tax due to the completion of the Market Place. Use tax is based on the point of delivery, so when we have construction going on collection will be higher. Compared to December 2014 we are up \$15K

Regular Board of Commissioners**10. a.**

Meeting Date: 12/19/2016

Bids Parks Design Award

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Parks Design RFQ (Award)

Attachments

Park Design Memo

Park Design Notice

Park Design Plan Holders



Office of the Director of Operations

Date: December 13, 2016
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Municipal Park Planning and Design

Nature of the Request:

Request to enter into contract negotiation with CLS & Associates, LLC for our Park Planning and Design Phase.

Staff Analysis, Considerations:

Staff received five proposals for the Municipal Park Planning and Design phase of the Parks Master Plan. Staff sifted through the proposals and narrowed the search to two firms that we believe would be best for our project. Staff visited with both groups and called on references from past projects. In the end staff has chosen CLS & Associates, LLC from Oklahoma City and are ready to proceed with contract negotiations. CLS is familiar with Shawnee having completed several projects in this area.

As mentioned in the November meeting as information becomes available staff will insure that the design of the Parks system reflects the Blue Zones initiative. Staff has been in contact with Avedis and as the program is developed staff will keep in contact.

Staff will bring the contract back to the commission for approval when we are ready to begin.

Recommendation:

Staff's recommendation is for authorization to begin contract negotiations with CLS & Associates, LLC.

Budget Consideration:

Project will be funded by the Capital Outlay account:
301 5-0940-5420 709 0940-03 Park Design \$30,000.00



Request for Qualifications

The City of Shawnee is requesting Statements of Qualifications from Qualified Landscape Architect firms for Municipal Park planning & Design. Interested qualified design firms shall submit required material to the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, by 4:00 p.m., Monday, October 3, 2016.

Instructions and bid documents are available to qualified bidders at the Fairview Cemetery Office, (405) 878-1529, located at 1400 north Center Street Shawnee, Oklahoma 74801 from 8:00 am to 4:00 pm Monday – Friday.

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

Park Design RFQ October 3, 2016

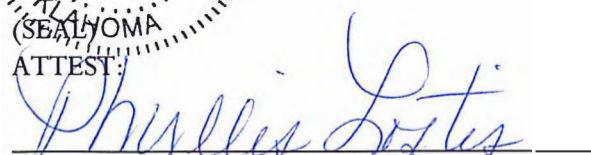
The ORIGINAL bid shall be filed with the City Clerk of the City of Shawnee at **16 W. 9th Street**, together with a sworn non-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid,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

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, 16 W. 9th Street Shawnee, Oklahoma 74801, at 6:30 p.m., Monday, October 3, 2016.

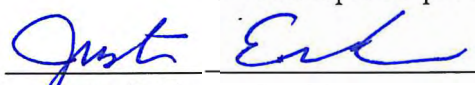
The City of Shawnee reserves the right to reject any or all bids.



ATTEST:


Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, A Municipal Corporation

By 
Justin Erickson, City Manager

Plan Holders list

Park Planning and Design

Howard – Fairbairn Site Design, Inc.

3100 NW 149th

Oklahoma City, Ok 73134

Guernsey

5555 North Grand BLVD

Oklahoma City, OK 73112

LAUD Studio

2426 N. Classen BLVD

Oklahoma City, OK 73106

CLS and Associates

825 N. Broadway, Suite 315

Oklahoma City, OK 73102

Crafton Tull & Associates

214 E. Main St.

Oklahoma City, OK 73104

Attn: David Knowles, ASLA

E Plan

4115 S Providence Rd., Suite 105

Columbia, MO 65203

Phone: (573)447-7130

Attn: Sharon Picard

Shafer, Kline, and Warren, Inc.

11250 Corporate Avenue

Lenexa, KS 66219

Regular Board of Commissioners

13.

Meeting Date: 12/19/2016

Enter ES

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an Executive Session to discuss potential claims, litigation or other options regarding United States District Court for the Western District of Oklahoma, Case No. CIV-15-805-F, *Circle D Pawn No. 4, Inc., et al. v. City of Shawnee, et al.*, as authorized by 25 O.S. §307(B)(4).

Attachments

No file(s) attached.

Regular Board of Commissioners

14.

Meeting Date: 12/19/2016

Discuss ES

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding United States District Court for the Western District of Oklahoma, Case No. CIV-15-805-F, *Circle D Pawn No. 4, Inc., et al. v. City of Shawnee, et al.*, as authorized by 25 O.S. §307(B)(4).

Attachments

No file(s) attached.
