

AMENDED AGENDA
BOARD OF CITY COMMISSIONERS
December 5, 2016 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

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

1. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Shawnee Municipal Authority Agenda Item No. 2.
 - b. Minutes from the November 21, 2016 regular meeting.
 - c. Mayor's Appointments

<u>Traffic Commission</u>		
John "Jack" Barrett	1st Full Term	Expires 1/1/2020
<i>Reappointment</i>		
Rebecca E. Dolan	2nd Full Term	Expires 1/1/2020
<i>Reappointment</i>		
Peggy S. Rider	2nd Full Term	Expires 1/1/2020
<i>Reappointment</i>		
 - 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.
2. Citizens Participation

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

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
4. Consideration of a resolution of appreciation for Anne Masters, Executive Director of the Pioneer Library System.
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.
6. Consider a resolution approving a Project Maintenance Agreement with the Oklahoma Department of Transportation (ODOT) for the installation of wayfinding signs.
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.
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.
9. Presentation, consideration and possible action on proposed changes to City ward boundaries.
10. City Manager Report
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. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

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

Regular Board of Commissioners

1. b.

Meeting Date: 12/05/2016

CC Minutes 11-21-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the November 21, 2016 regular meeting.

Attachments

CC Minutes 11-21-2016

BOARD OF CITY COMMISSIONERS PROCEEDINGS
NOVEMBER 21, 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, November 21, 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

Emergency Management Director Don Lynch

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the October 17, 2016, as amended, and November 7, 2016 regular meetings.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for October 2016
 - Project Payment Report for October 2016
 - Planning Commission Minutes from October 5, 2016 meeting.
- c. Acknowledge City Commission and Related Authorities meeting schedule for 2017.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to approve Consent Agenda Item Nos. 1(a-c). Motion carried 6-0.

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

NAY: None

Mayor Finley announced to those in attendance that Oklahoma Baptist University has requested Agenda Item Nos. 11 and 12 be deferred to a future meeting and no public comments will be made at tonight's meeting.

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Mr. Mark Finley spoke regarding Agenda Item No. 8, considering a sales tax rebate to a proposed project located at 45th Street and Harrison Avenue. Mr. Finley, an employee of Modern Oil Company, stated that he is opposed to citizens' subsidizing private businesses if rebates are applied retroactively.

AGENDA ITEM NO. 3:

Discussion, consideration and possible action to enter into executive session to discuss confidential communications between the City and the City Attorney concerning a pending claim and investigation which the City, with the advice of the City Attorney, has determined that disclosure would seriously impair the ability to the City to process the claim and conduct an investigation in the public interest in compliance with its duty of confidentiality concerning investigation of complaints of the existence of a hostile work environment as authorized by 25 O.S. Section 307B(4).

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to enter into executive session to discuss confidential communications between the City and the City Attorney concerning a pending claim and investigation which the City, with the advice of the City Attorney, has determined that disclosure would seriously impair the ability to the City to process the claim and conduct an investigation in the public interest in compliance with its duty of

confidentiality concerning investigation of complaints of the existence of a hostile work environment as authorized by 25 O.S. Section 307B(4). Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 4:

Discussion, consideration and possible action for an executive session pursuant to 25 O.S. §307 (C) (10), for the purpose of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within Shawnee due to advice from the City Attorney and City Manager that public disclosure of the matter discussed would interfere with the development of products or services or that public disclosure would violate the confidentiality of the business.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to enter into executive session pursuant to 25 O.S. §307 (C) (10), for the purpose of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within Shawnee due to advice from the City Attorney and City Manager that public disclosure of the matter discussed would interfere with the development of products or services or that public disclosure would violate the confidentiality of the business. Motion carried 6-0.

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

NAY: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 6:37 P.M. WITH ALL MEMBERS PRESENT

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 7:29 P.M. WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 5:

Consider matters discussed in executive session regarding confidential communications between the City and the City Attorney concerning a pending claim and investigation which the City, with the advice of the City Attorney, has determined that disclosure would seriously impair the ability to the City to process the claim and conduct an investigation in the public interest in compliance with its duty of confidentiality concerning investigation of complaints of the existence of a hostile work environment as authorized by 25 O.S. Section 307B(4).

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to engage attorney Margaret Love to carry out resolution of the complaint consistent with the recommendation of the independent third party investigation. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 6:

Consider matters discussed in executive session pursuant to 25 O.S. §307 (C) (10), for the purpose of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within Shawnee due to advice from the City Attorney and City Manager that public disclosure of the matter discussed would interfere with the development of products or services or that public disclosure would violate the confidentiality of the business.

No action was taken under this item but will be discussed in a later agenda item.

AGENDA ITEM NO. 7:

Public hearing and consideration of an ordinance to rezone property located at 4020 North Kickapoo Avenue from C-1; Neighborhood Commercial District to C-3; Highway Commercial District. Case No. P09-16. Application: Nelmon Brauning.

Community Development Director Justin DeBruin explained details of the potential plans for the location and stated that staff recommends approval of this item. Mr. DeBruin answered questions from the Commission.

Mayor Finley declared a public hearing in session to consider an ordinance to rezone property located at 4020 North Kickapoo Avenue from C-1; Neighborhood Commercial District to C-3; Highway Commercial District. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to approve an ordinance to rezone property located at 4020 North Kickapoo Avenue from C-1; Neighborhood Commercial District to C-3; Highway Commercial District.

Ordinance No. 2588NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOT FIVE (5), BLOCK TWO (2), COLLEGE VIEW ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM C-1; NEIGHBORHOOD COMMERCIAL DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2588NS was adopted by the City Commission.

AGENDA ITEM NO. 8:

Consideration of a Sales Tax Rebate Agreement between the City of Shawnee and the Elmer Smith Oil Company.

City Manager Justin Erickson stated that the property location of this project would be north of 45th Street and east of Harrison Avenue. The proposal is for a \$4.5 million dollar project, which will consist of a gas station/convenience store, restaurants, hotels and a dog park. He stated that the term of the agreement will include a sales tax rebate up to \$785,000. 00 and will extend for seven years. The sales tax rebate will not begin until a second structure is built on the location and a certificate of occupancy is issued. Mr. Erickson noted that the agreement is contingent upon Pottawatomie County providing substantial similar incentives. If they fail to do so, the agreement will not be valid.

After discussion by Commissioners, a motion was made by Commissioner Rutherford, seconded by Commissioner Gillham, to approve a sales tax agreement with Elmer Smith Oil Company in an amount not to exceed \$785,000.00 based on actual costs for specified improvements as set forth in the agreement. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 9:

Public hearing and consideration of an ordinance to rezone property located at the northeast corner of 45th Street and Harrison Avenue from CP; Planned Shopping Center to PUD; Planned Unit Development. Case No. P10-16. Applicant: Shawnee Harrison, LLC.

Community Development Director Justin DeBruin gave a staff report for Agenda Item Nos. 9 and 10. He explained that the property location is fifteen acres and will be sectioned into five lots and two common areas. The development will include restaurants, a gas station with convenience store, two hotels and a privately maintained dog park. There will be access to the new development from John C. Bruton Drive and Harrison Avenue. Sidewalks will be required along 45th Street, Harrison Avenue, and John C. Bruton Drive and improvements will be made to John C. Bruton Drive. He described façade requirements for the area and noted that a variance to erect an 80 foot free-standing sign has been requested. Mr. DeBruin stated that staff does recommend approval of these items with conditions.

Mr. DeBruin then answered questions from the Commission regarding landscape, traffic, parking, and structure design.

Mayor Finley declared a public hearing in session to consider an ordinance to rezone property located at the northeast corner of 45th Street and Harrison

Avenue from CP; Planned Shopping Center to PUD; Planned Unit Development. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve an ordinance to rezone property located at the northeast corner of 45th Street and Harrison Avenue from CP; Planned Shopping Center to PUD; Planned Unit Development.

Ordinance No. 2589NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND LYING IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 11 NORTH, RANGE 4 EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, AND FURTHER DESCRIBED AS BEGINNING AT A POINT ON THE SOUTH LINE OF SAID WEST HALF OF THE SOUTHWEST QUARTER, 150.08 FEET EAST OF THE SOUTHWEST CORNER OF SAID WEST HALF OF THE SOUTHWEST QUARTER, SAID POINT OF BEGINNING ALSO BEING THE EAST RIGHT OF WAY LINE OF STATE HIGHWAY NO. 18; THENCE NORTH 00°42'25" WEST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 704.00 FEET; THENCE SOUTH 89°17'35" WEST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 10.00 FEET; THENCE NORTH 00°42'25" WEST A DISTANCE OF 954.52 FEET; THENCE NORTH 10°13'16" EAST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 191.27 FEET TO THE SOUTH LINE OF A 120.00 FOOT ROAD AND UTILITY EASEMENT; THENCE NORTH 89°17'35" EAST ALONG SAID SOUTH LINE A DISTANCE OF 278.92 FEET; THENCE NORTHEASTERLY ALONG SAID SOUTH LINE ON A CURVE TO THE LEFT HAVING A RADIUS OF 458.08 FEET A DISTANCE OF 50.57 FEET; THENCE SOUTH 00°01'41" WEST AND PARALLEL WITH THE WEST LINE OF SAID WEST HALF OF THE SOUTHWEST QUARTER A DISTANCE OF 1850.12 FEET TO THE SOUTH LINE OF SAID WEST HALF OF THE SOUTHWEST QUARTER; THENCE SOUTH 89°26'29" WEST ALONG SAID SOUTH LINE A DISTANCE OF 331.92 FEET TO THE POINT OF BEGINNING, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM CP; PLANNED SHOPPING CENTER TO PUD; PLANNED UNIT DEVELOPMENT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2589NS was adopted by the City Commission.

AGENDA ITEM NO. 10:

Consideration of a Preliminary Plat for Domino Plaza Addition located at the northeast corner of 45th Street and Harrison Avenue. Case No. S19-16. Applicant: Shawnee Harrison, LLC.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to approve a Preliminary Plat for Domino Plaza Addition located at the northeast corner of 45th Street and Harrison Avenue, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
3. The requirements and conditions of the City Engineer as detailed in the memorandum (Exhibit 3) shall be met and shall be so shown on the above-noted construction plans and Final Plat.
4. These conditions shall override any deviation proposed in the Planned Unit Development Master Plan or Design Statement.
5. Sidewalks are required along 45th Street, Harrison Avenue, and John C. Burton drive.
6. Approval of requested variance to allow for one eighty (80') foot free-standing sign, in place of further free-standing sign allowances.
7. Approval of requested variance to eliminate a perimeter easement along the east boundary due to the creek abutting the east side.
8. Correction of minor details on the Preliminary Plat.
9. The Planned Unit Development Design Statement shall be amended as needed to be in conformance with these conditions and submitted to the City for acceptance.
10. All other applicable City standards apply.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 11:

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 Ione Street. Applicant: Oklahoma Baptist University.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to defer this item until the December 19, 2016 City Commission meeting at the request of Oklahoma Baptist University. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 12:

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.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to defer this item until the December 19, 2016 City Commission meeting, per the request of Oklahoma Baptist University. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 13:

Acknowledge Sales Tax Report received November 2016.

Finance Director Cynthia Arnold gave her monthly sales tax report showing that November sales tax collected this month was \$1,468,286.00, which is up 2.9% or \$42,095.00 from November of 2015. She further provided information regarding the city's revenues and expenditures in the General Fund and the Shawnee Municipal Authority.

AGENDA ITEM NO. 14:

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

There was no New Business.

AGENDA ITEM NO. 15:

Commissioners Comments

Commissioner Shaw thanked the Pioneer Library staff and urged citizens to participate in special activities currently going on at the library.

Commissioner Shaw said that she was very touched and impressed with the Shawnee Animal Shelter after a recent visit to their facility. She explained that the employees educated her on the maintenance and care of the animals and the kennels. She noted that the shelter still has needs and wants to encourage citizens and rescue groups to help the staff. She suggested concerned persons to find funding and sponsors for animals. She also suggested local photographers volunteer to take professional photographs of available animals.

Commissioner Shaw encouraged citizens to attend the dedication of the Veterans Memorial Wall at the Woodland Veterans Park on December 10, 2016.

Commissioner Gillham shared a story relating to his previous time on the City Commission from 1992-2000 when votes were taken by roll-call.

Vice Mayor Harrod thanked Justin Erickson and Tim Burg for their assistance with the 45th and Harrison project.

Mayor Finley announced that OML (Oklahoma Municipal League) would be hosting one of the five District Dinner Meetings on November 29th at Cattlemen's Steak House.

AGENDA ITEM NO. 16:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:07 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

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

Meeting Date: 12/05/2016

Mayor Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Traffic Commission

John "Jack" Barrett 1st Full Term Expires 1/1/2020
Reappointment

Rebecca E. Dolan 2nd Full Term Expires 1/1/2020
Reappointment

Peggy S. Rider 2nd Full Term Expires 1/1/2020
Reappointment

Attachments

Barrett Traffic Appl

Dolan Traffic Appl

Rider Traffic Appl

RECEIVED
SEP 30 2016
CITY CLERK

CITY OF SHAWNEE



APPLICATION TO SERVE

Boards, Committees, and Commissions

Name: <u>John F. "Jack" Barrett</u>	Application Date: <u>9-30-2016</u>
Address: <u>1425 E. Bradley Shawnee, OK</u>	
Mailing Address: <u>Same</u>	
Daytime Phone: <u>405-802-2264</u> Fax: <u>405-395-9611</u>	Email: <u>jackbarrett@yahoo.com</u>
Profession: <u>Small Business Owner</u>	
Business Name: <u>BDC Gun Room</u>	
Business Address: <u>40960 Haroldly Rd</u>	
Business Phone: <u>405-223-9554</u> Fax: <u>405-395-9611</u>	Email:

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

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

How many years have you lived in Shawnee? 1972-1997/2005-Present (36 years)

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?

I would like to serve my community.

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

I have experience in residential & commercial construction and have experience with city staff in several states. I can read plans, plots and engineering drawings.

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

Boy Scouts of America, Mabee-Gerrer Museum of Art Board of Trustees, Shawnee Chamber of Commerce, Tecumseh Chamber of Commerce

List education, including degree(s) earned:

BA in Criminal Justice

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

Shawnee Airport Advisory Board - two terms

Please include up to three personal or professional references:

Name	Relationship	Phone Number
Linda Capps	Friend	275-3121
Mike Booth	Friend	223-1727
Rex Hansen	Friend	878-1760

PLEASE READ CAREFULLY:

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

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

Signature [Signature] Date Sept 30, 2016

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

Send application form to:

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

Wintco Inc.

Rebecca E. Dolin, Secretary-Treasurer
22A W. Main Street
P. O. Box 1809
Shawnee, OK 74802-1809

Telephone 405-275-0881 ext. 107
Fax 405-275-0107
Email: rdolincpa@aol.com

November 30, 2016

Mayor Richard Finley
City of Shawnee
City Hall
Shawnee, OK 74801

Re: Traffic Commission

Dear Mayor Finley:

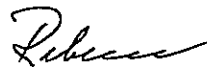
I have been notified that my term on the Traffic Commission will soon come to an end.

I am interesting in serving another term on the Traffic Commission or on the Planning Commission.

All of the information on my Application to Serve is current, although four years needs to be added to length of time.

I will be happy to serve the City.

Yours very truly,



Rebecca E. Dolin

RD

PRESENTED TO CITY COMMISSION

Date 11-5-12

Action: Appointed to Traffic
Commission - 1st year Partial Term
expires 1-1-14
Replaces Delbert Totty
APPLICATION TO SERVE

CITY OF SHAWNEE



Boards, Committees, and Commissions

Name: <u>REBECCA DELIN</u>	Application Date: <u>10-29-12</u>
Address: <u>1102 W. FEDERAL, SHAWNEE, OK 74804</u>	
Mailing Address: <u>P.O. Box 1809, SHAWNEE OK 74802-1809</u>	
Daytime Phone: <u>275-0881 x107</u> Fax: <u>275-0107</u> Email: <u>rdelina@aol.com</u>	
Profession: <u>CIA</u>	
Business Name: <u>WINTEC INC.</u>	
Business Address: <u>224 W. MAIN, SHAWNEE, OK</u>	
Business Phone: <u>see above</u> 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? 60+

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?

To give BACK To my Community.

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?

HAVE WORKED WITH ACCOUNTING, HUMAN RESOURCES
AND COMMERCIAL REAL ESTATE MGT DURING MY
CAREER.

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

OKLAHOMA CITY OBEDIENCE TRAINING CLUB (15 mos)

THERAPY DOG INTERNATIONAL (13 yrs)

HAVE VOLUNTEERED W/ SHAWNEE & TULSAH SUMMER READING

List education, including degree(s) earned: PROGRAM, CHILDREN'S HOSPITAL PAW PRINT

ABA - ST GREGORY'S UNIV.

PALS, ST. ANTHONY'S Caring

BS-BUSINESS ED - UNIV OF OKLA CANINES NORTH.

BS - ACCTG - OKLA BAPTIST UNIV.

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
BOB & JANET BARNARD	FRIEND	273-7839
JOYCE MCINTYRE	FRIEND	279-2128
BRIAN WINTERKUNGER	EMPLOYER	972-342-6653

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 Rakesha E. Miller Date 11-12-12

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

Lisa Lasyone

From: Danielle Turner
Sent: Tuesday, November 29, 2016 11:54 AM
To: Lisa Lasyone
Cc: John Krywicki
Subject: FW: TRAFFIC COMMISSION

From: Peggy Rider [<mailto:PRider@BancFirst.com>]
Sent: Tuesday, November 29, 2016 11:53 AM
To: Danielle Turner <Danielle.Turner@shawneeok.org>
Subject: TRAFFIC COMMISSION

I would like to continue to serve for an additional term on the Traffic Commission. No pertinent information on my original application has changed.

I thank you for your consideration.



PEGGY S. RIDER
Vice President

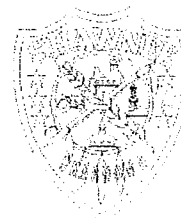
1939 North Harrison
Post Office Box 1608
Shawnee, OK 74802-1608
Direct | 405.878.7214
Customer Service | 405.273.1000
Fax | 405.878.7236
prider@bancfirst.com
www.bancfirst.com

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CITY OF SHAWNEE



APPLICATION TO SERVE

Boards, Committees, and Commissions

Name: <u>Peggy S Rider</u>	Application Date: <u>1/17/2014</u>
Address: <u>811 West Midland St Shawnee, OK 74804</u>	
Mailing Address: _____	
Daytime Phone: <u>405.760.8075</u>	Fax: <u>405.878.7236</u> Email: <u>peggy_rider12@yahoo.cpm</u>
Profession: <u>Banking</u>	
Business Name: <u>BancFirst</u>	
Business Address: <u>1939 N Harrison, Shawnee, OK 74804</u>	
Business Phone: <u>405.878.7214</u> Fax: <u>405.878.7236</u> Email: <u>prider@bancfirst.com</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? 58 years (lifelong resident)

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?

I believe serving on a board is one way residents of our city can volunteer and get involved with our city government. By becoming involved I hope to have a voice in our city government and make a difference in our community.

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

I am a lifelong resident of Shawnee, employed by a company where I have a substantial amount of interaction with the people of Shawnee. Through this interaction, I get to hear various opinions and information with what goes on in Shawnee. I have been involved with several boards and civic groups in our town, serving in various capacities.

What civic or volunteer activities (if any) are you currently involved in?
Chamber of Commerce, co-chair auction committee, March of Dimes Committee member, Regional Representative for the USJCI Senate Foundation, Secretary of the OKJCI Senate Foundation, and Director for the OKJCI Senate, IFYR*

List education, including degree(s) earned:

Shawnee High School Graduate.

*volunteer the past 22 years, Bell ringer for Salvation Army member of Shawnee Home Builders Assoc.

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

Southside Community Center under Mayor Chuck Mills - 4 years

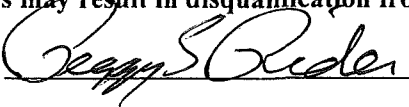
Please include up to three personal or professional references:

Name	Relationship	Phone Number
Kim Rawls	Friend	214.1234
Marion McMillan	President BancFirst	878.7235
Chris Hardin	Exec Dir Project Heart	214.1953

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 1-17-14

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

Regular Board of Commissioners

1. d.

Meeting Date: 12/05/2016

Library Agreement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize the approval of an agreement between the City of Shawnee and the Pioneer Library System for library services, facilities and maintenance.

Attachments

Library Memo

Library Ltr

Library Agreement



Office of the City Manager

MEMORANDUM

AGENDA: December 5, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Library Services Agreement with the Pioneer Library System**

SUMMARY

The Pioneer Library System ("Pioneer") has requested approval of a Library Services Agreement that outlines the obligations of the City and Pioneer in the mutual support of library operations in the community.

The City owns the library facility at 101 N. Philadelphia and Pioneer provides all library services. The City's general obligations include: building, facility maintenance, utilities, parking, insurance, capital improvements, etc. The City has provided such support on a regular basis since at least 1976, when Shawnee joined the Pioneer Library System.

BUDGET IMPACT

There are no known budget impacts. The Library Services Agreement simply puts into writing the status quo of current operational details and the City's existing obligations.

The City works closely with Pioneer to ensure that the community has a good facility to use and capital improvements are budgeted regularly.

RECOMMENDATION

Staff recommends approval of the agreement. The agreement expires June 30, 2017 and will be part of an annual approval cycle.

Attachment

- Agreement for Library Services, Facilities and Maintenance



Book	Pioneer Library System Policies
Section	Administrative Policies
Title	Criteria for Community Branch Library Facilities, Current or Proposed
Number	
Status	Active
Adopted	July 30, 2002
Last Revised	October 30, 2006
Last Reviewed	July 26, 2011

Criteria for Community Branch Library Facilities, Current or Proposed

INTRODUCTION

The Pioneer Library System serves the residents of Cleveland, McClain, and Pottawatomie Counties through a network of strategically placed service outlets in the 1,903 square mile area.

Standards for library facilities are important planning and management tools. Funds received by the Pioneer Library System in order to provide quality library services to county residents must be optimized through the strategic and economic spacing of library facilities. The Board of Trustees of the Pioneer Library System will consider the following when reviewing requests for additional branch facilities.

There are eleven branch libraries in ten locations including Blanchard, McLoud, Moore, Newcastle, Noble, Norman Central, Norman West, Purcell, Shawnee, Southwest Oklahoma City and Tecumseh. Materials owned by the library system are accessible to all the residents in the library system's service area and made available through regular delivery to all library customers.

All libraries provide community gathering places and popular reading materials for all ages, including homework assistance. Residents in rural areas are served mainly through Information Stations located in designated communities in the three counties.

Administrative offices are located at 300 Norman Center Court, in Norman.

MISSION STATEMENT

The Pioneer Library System connects its customers to the joy of reading and to information for lifelong learning.

PURPOSE OF BRANCH LIBRARIES

The purpose of a branch library is to provide access to a full range of library services and materials for the citizens of the community. Library customers have access to fiction and non-fiction materials in a wide variety of formats. Public libraries provide services to customers of all ages. Trained library staff provides reference services, technology and training, reading guidance and library programs.

The Criteria for Proposed Branch Libraries have been defined in accordance with the Levels of Library Development, Fourth Edition (adopted by the Oklahoma Department of Libraries/Oklahoma Library Association, 1985, revised 1999). This document uses output measures developed by the Public Library

Association of the American Library Association and definitions set by Oklahoma state statute. It provides a process for continuous assessment of library services using a planning process that responds to community needs and expectations through role selection and long-range planning (Resource 1).

GENERAL CRITERIA

1. Size of community and distance between libraries

The proposed branch library service area should encompass a minimum population base of 3,500 potential users (as reported by the latest federal census) within the three-mile service area radius. A simple majority of those users should be residents of the incorporated town that will house the proposed branch. The town should have an identifiable center of commercial activity. Proposed branch library locations should be no nearer than three miles distant from an existing branch library, unless mandated by population density.

2. Definition of a Public Library

The proposed library must meet the Definition of a Public Library adopted by the Oklahoma Department of Libraries and Oklahoma Library Association.

3. Funding

Funding of the proposed library (excluding building, furniture, utilities and maintenance) must be supported by the county millage from the county where the library is located. The municipality must provide funds for the building, furniture, utilities and maintenance.

4. Approval

Members of the Pioneer Library Board of Trustees must approve the written request for Pioneer Library System services from the community for the proposed branch library.

PARTIES RESPONSIBILITIES

The City and Pioneer will enter into an agreement to define each party's responsibilities for support and operation of the branch library.

The City in which the proposed library is located must provide and maintain the library. Since library buildings are an important capital investment for communities, it is crucial that they be planned to respond to future as well as current needs. Building design should allow for a 10-year growth projection. (Resource 3)

In addition, the City must agree to provide:

1. utilities
2. on-going maintenance of the physical facility
3. janitorial services
4. maintenance and janitorial supplies
5. maintenance of the exterior building and grounds
6. building safety and security
7. furniture

The proposed library building must meet the following standards (Resource 4):

1. minimum of 5,000 square feet of useable space, designed for long term use and low maintenance
2. appropriate, easily accessible location
3. paved parking maintained by the city

4. central heat and air conditioning with temperature control
5. electricity sufficient to meet lighting, climate control and technology needs
6. lighting appropriate for reading
7. carpeting and appropriate hard surface flooring to best meet service needs throughout the building
8. public restroom facilities
9. federal guidelines for handicapped accessibility and safety
10. exterior signage and lighting
11. furniture and equipment appropriate to building design and function
12. telephone with a listing in the local phone directory

The Pioneer Library System must provide for the operation of the library through provision of staff, technology and materials. In addition, the Library System provides access to centralized services, such as access to the library automation system, acquisition and processing of all library materials, and interlibrary loan.

The minimum responsibility for the Pioneer Library System includes:

1. Staff.

A minimum of two paid staff members will be provided

2. Information Services.

Staff and computer systems provide access to materials and technology, including databases and information resources through the automated catalog.

3. Collection Services.

The Pioneer Library System provides a collection of materials to meet the information and recreational reading needs of the citizens, to facilitate informal learning, and to encourage lifelong learning. Each library will determine the focus of its collection development based upon the Collection Development Policy of the Pioneer Library System.

A browsing collection for customers of all ages including children, teens, and adults will be provided, and includes materials in a variety of formats.

4. Programming Services.

Programming will be determined by library floor space, staff availability, and community need.

5. Planning Services and Administrative Support.

Strategic planning for the library, setting of annual priorities, training of staff, setting of the branch materials budget, policy development and project planning are supported by Pioneer System Staff.

The PLS Director will work with cities to inform them of building needs and plan with the local governments concerning needed library improvements and upgrades due to community growth, increased library usage and normal aging and wear and tear associated with public use, and to meet the criteria for effective library services as defined by standards provided by the Oklahoma Department of Libraries.

6. Intra-Branch Delivery

These services include the regularly scheduled delivery of library materials and business communications.

7. Hours of Service

Minimum hours are defined by the State Regulations for State Aid Grants to Public Libraries (Oklahoma Department of Libraries) and the Pioneer Library System budget.

8. Training for Library Staff.

The Pioneer Library System provides regular, continuous training in the areas of library automation systems, reading guidance, reference services, programming, and excellent customer services.

Resources:

1. Oklahoma Department of Libraries. Levels of Library Development, Fourth Edition. Oklahoma City, Oklahoma: Oklahoma Library Association, Oklahoma Department of Libraries, 1999.
2. Oklahoma Department of Libraries. Choices for a Dynamic Future: Models of Public Library Services for Oklahoma. Oklahoma City, Oklahoma: Oklahoma Library Association, Oklahoma Department of Libraries, 2003.
3. Dahlgren, Anders C. Public Library Space Needs: A Planning Outline. Madison, Wisconsin: Department of Public Instruction, 1998.
4. Sannwald, William W. Checklist of Library Building Design Considerations. 2009.
5. Building Blocks for Planning Library Space, Third Edition. Library Leadership & Management Association, 2011.

PLS Board Approved July 30, 2002
PLS Board Revised October 30, 2006
PLS Board Revised July 26, 2011
PLS Board Revised August 25, 2015

[Criteria for Branch Libraries Draft July 29 2015 no mark up.docx \(23 KB\)](#)

Last Modified by Ashley Evans on November 3, 2015

**AGREEMENT FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE
2016-2017**

This Agreement is made and entered into this ____ day of _____, 2016 by and between the Pioneer Library System ("**Pioneer**") and the City of Shawnee (the "**City**") to set forth all rights and obligations of the parties with respect to the Shawnee Public Library.

WITNESSETH:

WHEREAS, Pioneer is a multi-county library system organized under 65 O.S. § 4-101 et seq. operating public libraries in Cleveland, McClain and Pottawatomie Counties; and

WHEREAS, Shawnee has been a member of the library system operated by Pioneer since April 5, 1976; and

WHEREAS, Shawnee is located within Pottawatomie County (the "County") and the voters of the County have approved ad valorem millage authorized by Art. X, Section 10A of the Oklahoma Constitution to support library services provided by Pioneer, including the 6 mill levy approved May 13, 2008; and

WHEREAS, the City owns real property located at 101 N. Philadelphia, Shawnee, Oklahoma, upon which the Shawnee Public Library is located; and

WHEREAS, Pioneer has agreed to provide all services necessary to operate the Shawnee Public Library in conformance with the standards promulgated by the Oklahoma Department of Libraries at the site owned by the City (the "**Shawnee Public Library**"); and

WHEREAS, the City will include estimated appropriations within its 2016-2017 fiscal year budget for all expenses it is obligated to pay in connection with this agreement; and

WHEREAS, the parties wish to update and refine the delineation of the duties each has assumed with respect to provision of library services for the Shawnee Public Library.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and upon the conditions and under the terms stated herein, the parties agree as follows:

A. Pioneer Library System's Obligations. Pioneer shall:

1. Provide a collection of materials and programming services at the Shawnee Public Library to meet the information and recreational reading needs of the residents of Cleveland, McClain, and Pottawatomie Counties, including, particularly, the residents of Shawnee, Oklahoma.

2. Provide local and administrative staff to plan and implement library services in accordance with standards promulgated by the Oklahoma Department of Libraries. Said staff shall be employed by Pioneer, not the City of Shawnee. Further, Pioneer's staff shall not be considered to be employees of the City, and employees of the City shall not be considered to be employees of Pioneer. Pioneer will, in its sole discretion, employ and hire such staff as it deems advisable for the operation of the Shawnee Public Library. All decisions regarding the supervision, compensation, promotion and discharge of such employees shall be made solely by Pioneer. Pioneer hereby agrees to waive any possible claims to any retirement benefits or deferred compensation for its employees and any other benefits available to qualified employees of the City. Pioneer shall maintain worker's compensation insurance for all of its employees working at the Shawnee Public Library in accordance with the applicable law of the State of Oklahoma.

3. Provide trained library staff to implement library services, including but not limited to, reference services, technology and training, reading guidance, library programs and administrative services.

4. Provide a collection of materials, to include but not limited to, both fiction and nonfiction and present the collection in a variety of formats, including paperback, hardback, newspapers, magazines, audio, video, on-line databases and other electronic materials and related electronic equipment and internet service, to be determined by Pioneer. The collection will include materials for customers of all ages, including children, teens, and adults.

5. Provide library services, to include but not be limited to, programming determined by library floor space, staff availability and community need.

6. Provide library services, to include but not be limited to, sharing of materials among Pioneer, the Shawnee Public Library, and the other branch libraries within the Pioneer System and libraries outside the Pioneer System, and regularly scheduled

delivery of library materials and business communications among the Pioneer administrative and branch locations.

7. Provide regular, continuous staff training in the areas of library automation systems, reading guidance, reference services, programming and customer service and other library and community services.

8. Provide electronic systems for circulation and cataloguing of materials and for communication among the branch libraries and administrative staff.

9. Establish hours of operation at the Shawnee Public Library in compliance with standards set by the Oklahoma Department of Libraries in consultation with the City.

10. Pioneer shall own all materials and equipment purchased by Pioneer which shall remain the property of Pioneer. Pioneer shall insure the property it owns in such amounts and on such terms as determined by Pioneer and shall maintain liability insurance covering claims in amounts not less than the limits of liability for governmental entities under the Oklahoma Governmental Tort Claims Act. Pioneer shall provide the City with a certificate documenting that it holds personal property insurance and liability insurance as provided herein. Said documentation shall be provided to the City annually upon renewal of this agreement.

11. By December 31st of each year, Pioneer shall provide to the City a list of all building and/or property improvements Pioneer is requesting the City to make. The City may provide funding for said improvements as authorized by budgeted appropriations for said purposes.

12. Provide all technology Pioneer determines to be necessary, including internet access and computers, at no cost to the City to operate and maintain.

13. Provide to the security monitoring service a list of all Pioneer personnel who will respond to the monitoring service's contact that security might have been breached. If Pioneer determines that it needs a security guard, Pioneer shall pay for that service and pay the costs of operating the video surveillance system at no cost to the City.

14. Make a good faith effort to minimize all operation and maintenance costs to be paid for by the City.

15. Pioneer shall provide notice to the City of any damage to the real and personal property and/or need for repairs. Any repairs that require immediate action such as, but not limited to, sewer backups, water leaks or roof leaks, require notice to be given to the City within twenty-four (24) hours. For those repairs not requiring immediate action, Pioneer shall provide notice to the City within fourteen (14) days. Pioneer shall have a duty to use reasonable care to discover any damage or need for repairs to the library.

16. Comply with all ordinances of the City, laws of the State of Oklahoma, and laws of the United States of America relating or pertaining in any manner to this Agreement.

B. The City of Shawnee's Obligations.

1. The City will appoint at least one member to the Pioneer Board of Trustees as provided by Oklahoma law.

2. The City shall provide a suitable building at the Shawnee Public Library in which the library services may be provided in an appropriate, easily accessible location with sufficient paved parking adjacent to the library building, central heat and air conditioning with temperature control, electricity to meet lighting, climate control and technology needs, carpeting and appropriate hard surface flooring, public restrooms, exterior signage and lighting, furnishings and equipment appropriate to building design and library function, and related equipment for security of the facility and patrons. Access to the building will comply with State and Federal guidelines for handicapped accessibility and safety, as may be amended from time to time.

3. The City shall be responsible for the monthly utilities and maintenance associated with the building. Maintenance and operations consist of maintaining the interior and exterior of the building, the furnishings which are owned by the City and located inside and outside of the building, the grounds on which the building is located, and the paved parking areas. Utilities, operations and maintenance covered by this Agreement include:

- a. Telephone service including a listing in the local phone directory, but excluding long distance calls
- b. City cable by franchise agreement
- c. Electric service
- d. Lawn/landscaping service
- e. Custodial services
- f. Building maintenance (including all furniture, fixtures and equipment purchased by the City)

- g. Electronic security system and monthly monitoring
- h. Water, sewer, trash service

The City shall consult with Pioneer periodically about the scope and character of these services.

4. The land, building, and the furniture and fixtures purchased by the City shall remain the property of the City. The City shall purchase and maintain in full force and effect suitable insurance policies as follows: all-risk property insurance covering the real and personal property it owns in an amount not less than the replacement cost of the property, and on such terms as determined by the City. The City shall maintain liability insurance covering claims in amounts not less than the limits of liability for governmental entities under the Oklahoma Governmental Tort Claims Act. A schedule of such policies of insurance then in force and effect shall be provided to Pioneer annually upon contract renewal. Additionally, the City shall be responsible for its own negligence in accordance with State law, including but not limited to, the Governmental Tort Claims Act.

5. The City shall, in its complete discretion, make all decisions regarding the need for capital improvements to be made and funds for those purposes. Capital improvements are any improvements made to maintain the facility in the condition it was on the date of this agreement, normal wear and tear excepted. The City shall not be responsible for capital improvements necessitated by "Tenant Misuse". The term "Tenant Misuse" will not include ordinary wear and tear on the premises, but will mean any act that causes damages to the premises or any part thereof and that arises out of uses of the premises not permitted by the terms of this Agreement or that is caused by negligent or willful acts of Pioneer, its employees, agents, contractors, invitees, customers or users.

6. The City reserves the right to conduct non-profit events or meetings of its choosing on the premises during each year and every year of the term hereof. The City shall consult with Pioneer as to the scheduling of such events or meetings. No events to be sponsored and conducted by the City shall conflict with events scheduled by Pioneer before the City's request for use. The City's use of the premises shall be subject to the rules, regulations, hours of operation and/or policies adopted by Pioneer pertaining to the premises. The City and Pioneer may agree to additional hours of operation for events or meetings upon prior written agreement.

C. Mutual Agreement

The parties to this Agreement understand and agree that the Shawnee Public Library and all furniture, fixtures and equipment purchased by the City shall be owned exclusively by the City.

D. Use of Premises for Purpose Stated

Pioneer covenants that during the term, the premises shall be used primarily for library and educational related purposes as stated above.

E. Redecoration and Remodeling

Pioneer will have the right and privilege, subject to prior written approval of the City, to perform nonstructural redecoration and remodeling, at Pioneer's own cost, to the premises from time-to-time as it will see fit.

F. Non-Discrimination

Pioneer represents and agrees it is Pioneer's policy, and shall remain Pioneer's policy, to operate the Premises so as not to discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, sexual orientation, national origin, age, citizenship status, veteran status, or disability, including but not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

G. Assignment

Pioneer may not assign this agreement, or any portion thereof, or any part of Pioneer's rights hereunder without prior written approval by the City. No additional tenants will be allowed without modification to this Agreement.

H. Destruction of Premises

In the event the premises should be partially destroyed (less than twenty percent (20%) as a result of fire or other casualty, regardless of the cause, then the City will, at its sole cost and expense, promptly, and in any event within thirty (30) days after receipt of insurance proceeds, or within such longer period of time as may be necessary for the City to comply with public competitive bidding laws, commence to build or replace the same in as good

condition as prior to such casualty or, if the City is unable to commence such rebuilding or replacement within thirty (30) days then as promptly thereafter as possible. In the event the premises should be substantially (twenty percent (20%) or more) destroyed as a result of fire or other casualty, regardless of the cause, or should it be untenable and unfit for occupancy at any time during the Term of this Agreement, then, the City, subject to availability of sufficient insurance proceeds for such purposes may, in its complete discretion, build, rebuild or replace the premises.

I. Force Majeure

Failure in performance by either party hereunder shall not be deemed a default or breach hereunder and the non-occurrence of any condition hereunder shall not give rise to any right otherwise provided herein when such failure or non-occurrence is due to war, insurrection; strikes; lock outs; riots; floods; earthquakes; fires; acts of God; acts of the public enemy; epidemics; quarantine restrictions; freight embargoes; lack of transportation; governmental restrictions; unusually severe weather or any other causes beyond control, and without the fault, of the party claiming an extension of time to perform.

J. Term

The term of this agreement shall be July 1, 2016 through June 30, 2017, and shall be renewable annually upon the written consent of both parties.

K. Termination for Default

This agreement may be terminated by either party upon sixty (60) days prior written notice should either party fail substantially to perform in accordance with the Agreement terms through no fault of the party initiating the termination after due notice and thirty (30) days within which to correct the fault.

L. Termination

This Agreement may be terminated with or without cause upon giving 180 days written notice to the other party.

M. Redelivery of Premises

Pioneer will, at the termination of this Agreement, or any extension thereof, peacefully quit, surrender and deliver up to the

City, its successors or assigns, the premises in good condition, with the exception of usual wear and tear.

N. Whole Agreement and Amendments

This written Agreement between the City and Pioneer constitutes the entire understanding between the parties and no other documents or oral discussions shall modify this written Agreement. Should it become the desire of both parties to amend this Agreement, such agreement shall be in writing and must be signed by both parties in order to have legal effect.

O. Entire Agreement

It is intended by the parties that this Agreement will supersede, nullify and void any previous agreements, contracts and supplements thereto between the parties herein or their predecessors in interest.

P. Non-Waiver

The failure of either party, at any time or times hereafter, to require strict performance by the other party of any provision of the Agreement will not constitute a waiver or affect or diminish any right of any party thereafter to demand strict compliance and performance of the Agreement. Any suspension or waiver by the party of a default of any condition under this Agreement will not suspend, constitute a waiver or affect any other default by the other party.

Q. Severability

If any one or more of the covenants, agreements or provisions of this Agreement shall be determined by a court of competent jurisdiction to be invalid, the invalidity of such covenants, agreements and provisions shall in no way affect the validity or effectiveness of the remainder of this Agreement and this Agreement shall continue in force to the fullest extent permitted by law.

R. Notices

For the purpose of notice given under this Agreement, the parties may be notified as follows:

City: City of Shawnee
Attention: Justin Erickson, City Manager
16 W. 9th St.
Shawnee, Oklahoma 74801
Telephone: (405) 878 1601
Facsimile: (405) 214 4249
Email: jerickson@shawneeok.org

Pioneer: Pioneer Library System
Attention: Anne Masters, Director
300 Norman Center Court
Norman, Oklahoma 73072
Telephone: (405) 801-4500
Facsimile: (405) 801-4516
Email: amasters@pioneerlibrarysystem.org

This Agreement reflects all terms of the agreement between the parties. It may not be amended or modified in any way except by an instrument in writing signed by all parties.

IN WITNESS WHEREOF, Pioneer Library System and the City of Shawnee have executed and entered into this Agreement as of the day and year first written above.

ATTEST:

CITY OF Shawnee:

CITY CLERK

MAYOR

REVIEWED AS TO FORM AND LEGALITY:

CITY ATTORNEY

PIONEER LIBRARY SYSTEM

PRESIDENT, BOARD OF TRUSTEES

ATTEST:

BOARD SECRETARY

pls\city agrmts\shawnee\service agrmt 2016-17 draft 1

Regular Board of Commissioners

1. e.

Meeting Date: 12/05/2016

Budget Amd

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – Fund 301

Amend budget for the Rotary Donation of \$10,000 for canopies at the splash pad at the park.

Attachments

Budget Amd Fund 301

City of Shawnee
Budget Amendment
FUND 301
December 5, 2016

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
301	4148			Other Grant Revenue	-	10,000.00	10,000.00
					-		
				Total	-	10,000.00	10,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
301	5-0940-5410			Aquatic Capital	-	10,000.00	10,000.00
					-	-	-
					-	10,000.00	10,000.00

Approved by the City Commission this
 12/05/2016

Explanation of Budget Amendment:
 Amend budget for the Rotary Donation of \$10k for
 canopies at the splash pad at the Park

Approved:

Mayor _____

Attest: _____

City Clerk _____

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

Regular Board of Commissioners**3.**

Meeting Date: 12/05/2016

OML Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 12/05/2016

Anne Masters Reso

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

Reso Anne Masters

RESOLUTION NO. 6529

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.

WHEREAS, on June 11, 2001 Anne Masters began her employment with the Pioneer Library System and served the residents of Blanchard, McCloud, Moore, Newcastle, Noble, Norman, Purcell, Shawnee, South Oklahoma City and Tecumseh for over 15 years; and

WHEREAS, the said Anne Masters has demonstrated to be a person of upright character, a good citizen, a friend to many and a worthy representative of the Pioneer Library System; and

WHEREAS, the said Anne Masters has helped make many important decisions affecting thousands of lives in these communities by taking a positive approach to the many projects set forth before her; lending her mature judgment and experience to those decisions, all the while maintaining a level of unsurpassed integrity; and

WHEREAS, she has been instrumental in the accomplishments of not only the Pioneer Library System but also the Shawnee Public Library that includes, but not limited to, a redesign of the Shawnee Public Library in 2009 to better serve the customers, a complete revision of the Customer Code of Conduct to promote the safety and comfort of customers, and the creation of the Pioneer Library System Foundation, which helps search for and administer grants for library materials and services that directly benefit the citizens of Shawnee; and

WHEREAS, it is both fitting and proper for this governing body to officially recognize the said Anne Masters for her dedicated performance of the duties and responsibilities as an employee of the Pioneer Library System since 2001 and as its Director since 2007.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, that they hereby express their sincere appreciation and gratitude to Anne Masters for her distinguished service to the Pioneer Library System and the Shawnee Public Library.

BE IT FURTHER RESOLVED that this Resolution be spread upon the official records of the City of Shawnee, Oklahoma, and that a copy hereof be presented to Anne Masters with the desire that she shall continue to contribute her talents and energy to the betterment of the communities that the Pioneer Library System serve and particularly, the Shawnee Public Library, and that she shall enjoy much happiness, good health and good fortune in the years to come.

PASSED AND APPROVED this 5th day of December, 2016.

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC, DEPUTY CITY CLERK

Regular Board of Commissioners**5.**

Meeting Date: 12/05/2016

Indebtedness COS

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information**Title of Item for Agenda**

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.

Attachments

CC Financing Reso

RESOLUTION NO. _____

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.

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

SECTION 1. INDEBTEDNESS AUTHORIZED. The Shawnee Municipal Authority (the "Authority") is hereby authorized to incur an indebtedness by the issuance of its Sales Tax Revenue Note, Series 2016 in the amount of \$3,565,000.00 (the "Note"), all according to the terms and conditions of a Series 2016 Supplemental Note Indenture, as it supplements and amends a Note Indenture dated as of December 1, 2011 (as heretofore supplemented and amended), all by and between the Authority and BancFirst, Oklahoma City, Oklahoma, as Trustee (collectively, the "Note Indenture"), provided that said Note shall never constitute a debt of the City of Shawnee, Oklahoma (the "City").

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

SECTION 3. WAIVING COMPETITIVE BIDDING; APPROVAL OF SALE PROCEEDINGS. The waiving of competitive bidding for the sale of the Note and the sale of said Note by the Authority to _____ is hereby approved.

SECTION 4. SALES TAX AGREEMENT. The City hereby ratifies and confirms the Sales Tax Agreement dated as of December 1, 2011, between the City and the Authority (the "Sales Tax Agreement"), which Sales Tax Agreement pertains to a year-to-year pledge of certain sales tax revenue as security for the Note.

SECTION 5. CITY'S EXPECTATIONS. The City anticipates that the total amount of tax-exempt obligations (other than private activity bonds and certain qualified refunding bonds) issued by the Shawnee Municipal Authority or other issuers on behalf of said City, will not exceed

\$10,000,000 for calendar year 2016, and the City hereby designates the Note to be a qualified tax-exempt obligation with respect to the financial institution interest deduction provisions contained in the Internal Revenue Code of 1986, as amended, and authorizes the Mayor or Vice Mayor to execute and deliver on behalf of the City a Certificate of Designation to that effect.

SECTION 6. AUTHORIZING EXECUTION. The Mayor or Vice Mayor and City Clerk or Deputy City Clerk of the City representing the City at the closing of the above-referenced note issue are hereby authorized to execute and deliver on behalf of the City any and all certifications and documentation necessary or attendant to the delivery of the Note, as directed by Bond Counsel.

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PASSED AND APPROVED this 5th day of December, 2016.

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC, DEPUTY CITY CLERK

CERTIFICATE
OF
CITY COMMISSIONERS ACTION

I, the undersigned, hereby certify that I am the duly qualified and acting City Clerk of the City of Shawnee, Oklahoma.

I further certify that the City Commissioners of the City of Shawnee, Oklahoma, held a Regular Meeting at 6:30 o'clock P.M., on December 5, 2016, after due notice was given in full compliance with the Oklahoma Open Meeting Act.

I further certify that attached hereto is a full and complete copy of a Resolution that was passed and approved by said City Commissioners at said meeting as the same appears in the official records of my office and that said Resolution is currently in effect and has not been repealed or amended as of this date.

I further certify that below is listed those Commissioners present and absent at said meeting; those making and seconding the motion that said Resolution be passed and approved; and those voting for and against such motion:

PRESENT:

ABSENT:

MOTION MADE TO APPROVE RESOLUTION BY:

MOTION SECONDED TO APPROVE RESOLUTION BY:

AYE:

NAY:

WITNESS MY HAND THIS 5TH DAY OF DECEMBER, 2016.

CITY OF SHAWNEE, OKLAHOMA

(SEAL)

Lisa Lasyone, CMC, Deputy City Clerk

Regular Board of Commissioners**6.**

Meeting Date: 12/05/2016

ODOT Wayfinding Agreement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

Wayfinding Memo

Wayfinding Plan

Wayfinding Reso

Wayfinding Agreement



Office of the City Manager

MEMORANDUM

AGENDA: December 5, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **ODOT Agreement for Wayfinding**

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. Because some of the signs will be installed on State routes, approval from the Oklahoma Department of Transportation (ODOT) is required and the Project Agreement is attached for approval by resolution.

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.

City staff is finalizing a bid packet for consideration by the City Commission on December 19 so that a contractor can be selected to manufacture and install the signs by the second quarter of 2017.

RECOMMENDATION

Staff recommends approval of the attached Resolution and Project Agreement.

Attachments

- Resolution and Project Agreement
- Shawnee Wayfinding Plan



Shawnee, Oklahoma

Wayfinding Master Plan

Prepared for: _____



Prepared by: _____



Arnett Muldrow
& Associates

June 2016

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Shawnee, Oklahoma Wayfinding Master Plan

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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
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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.

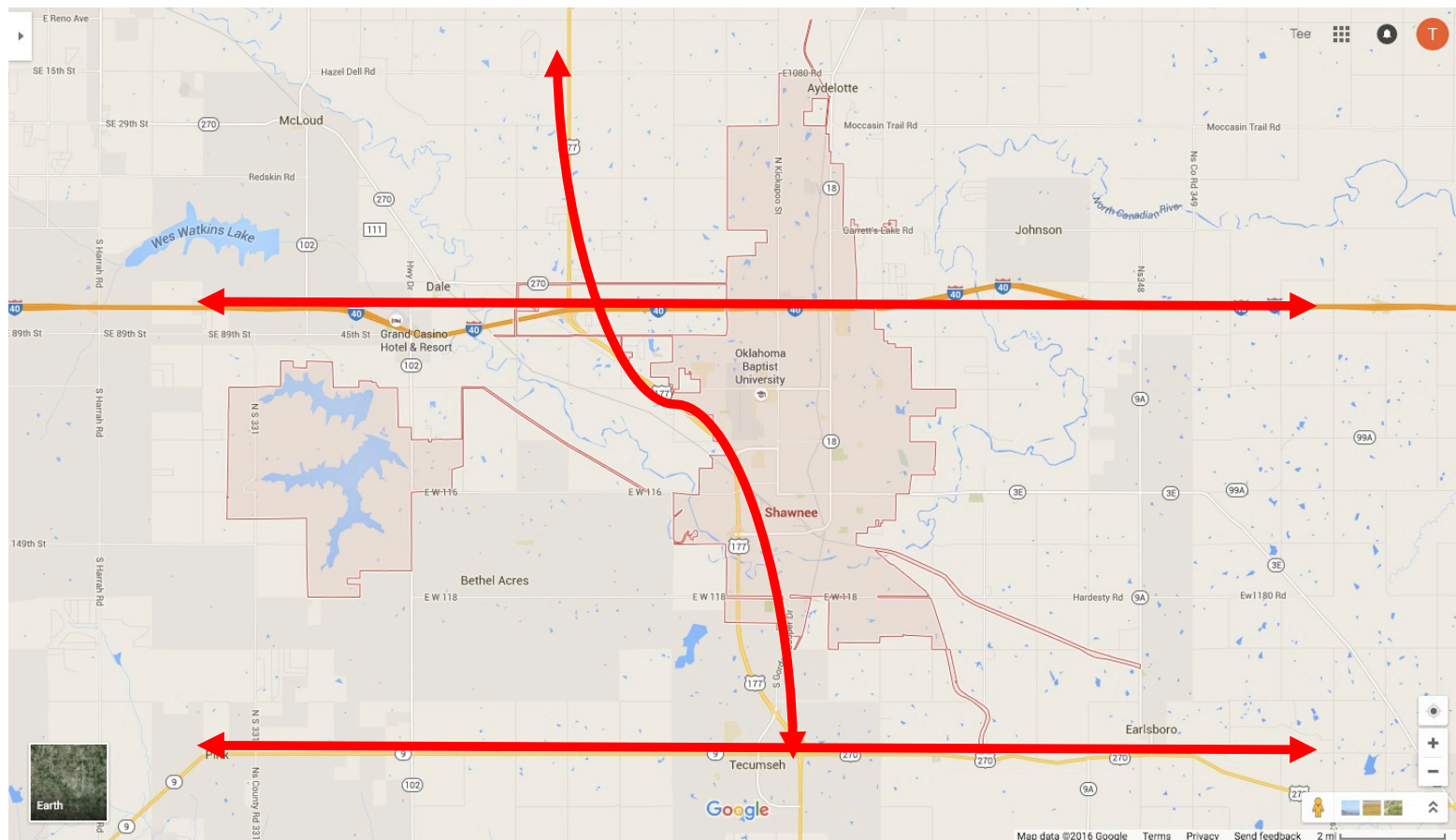


System Infrastructure

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

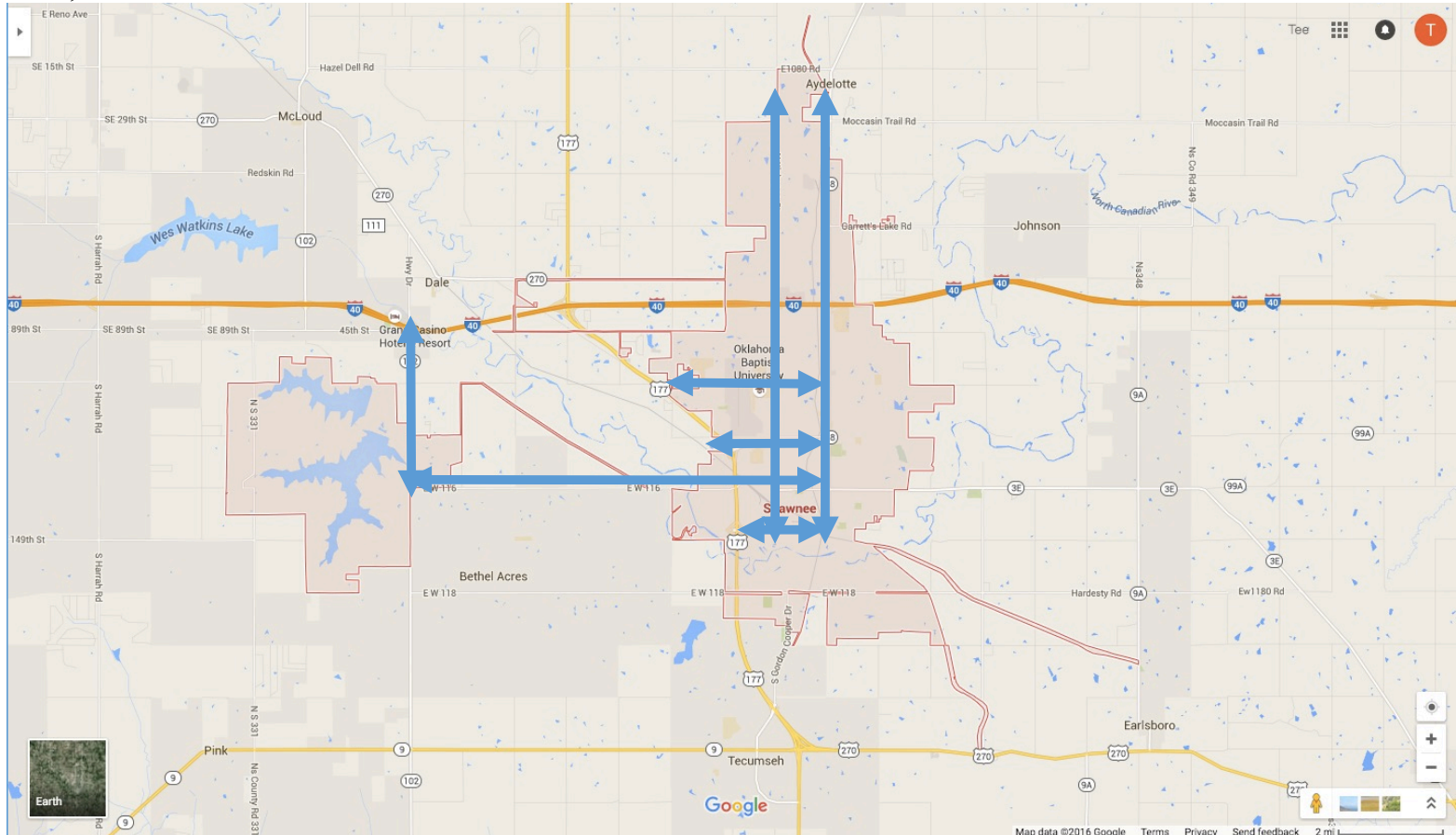
Major routes are the roads that bring most of the traffic into Shawnee. Based on an analysis of daily traffic counts (AADT = Annual Average Daily Traffic) for all highways with an Interstate, US, or OK/SH designation, most visitor trips should be routed along Interstate 40 and US 270/OK 9 from east to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

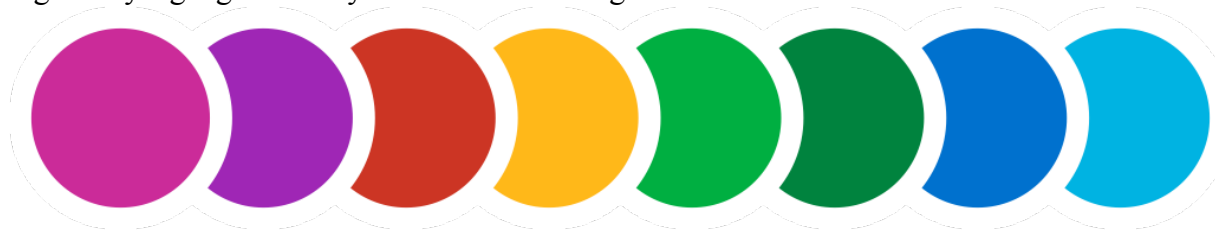


Figure 8: Color Palette

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.

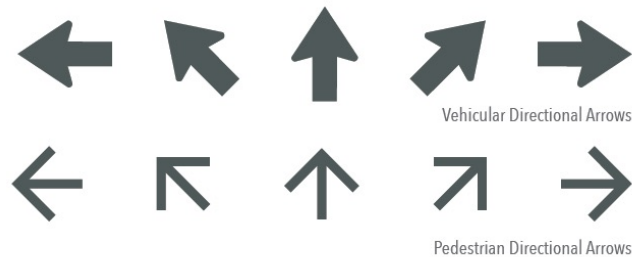


Figure 10: Vehicular and Pedestrian Directional Arrows

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.

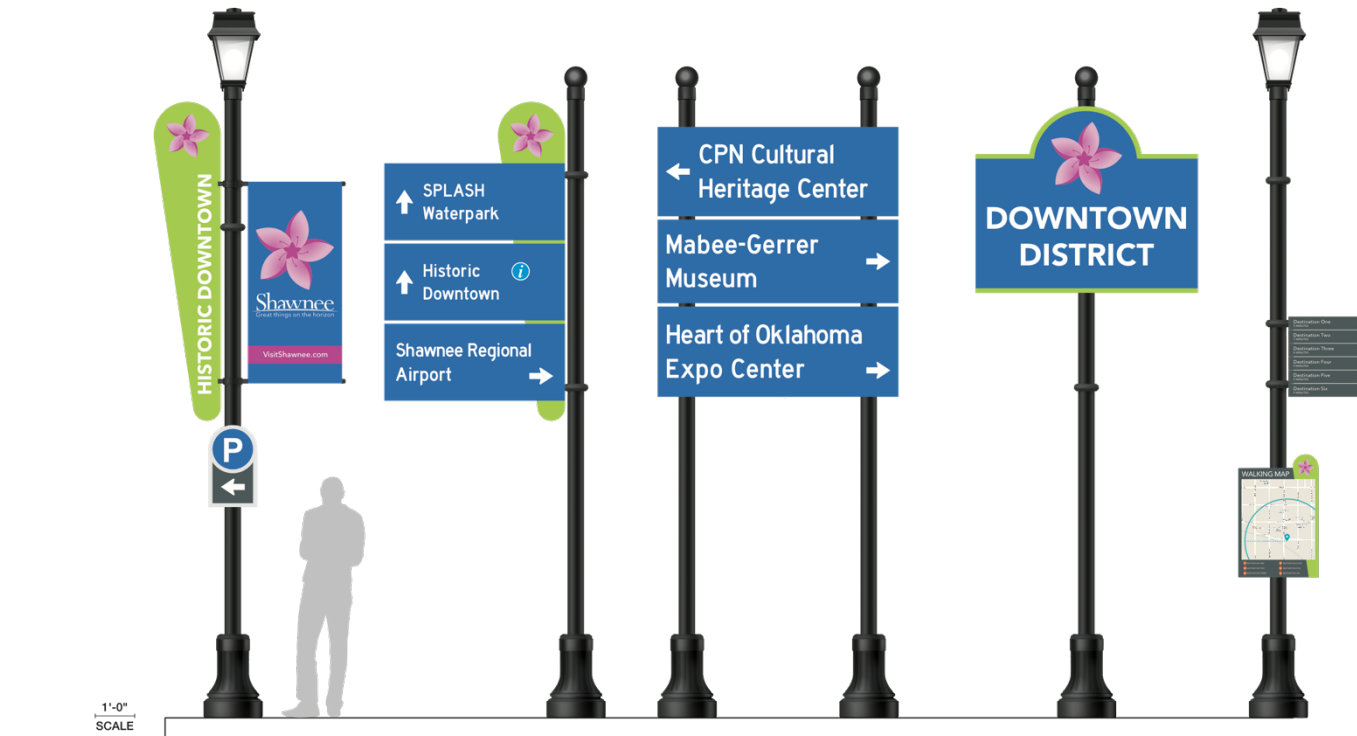


Figure 11: Sign Typology (1 of 2)



Figure 12: Sign Typology (2 of 2)

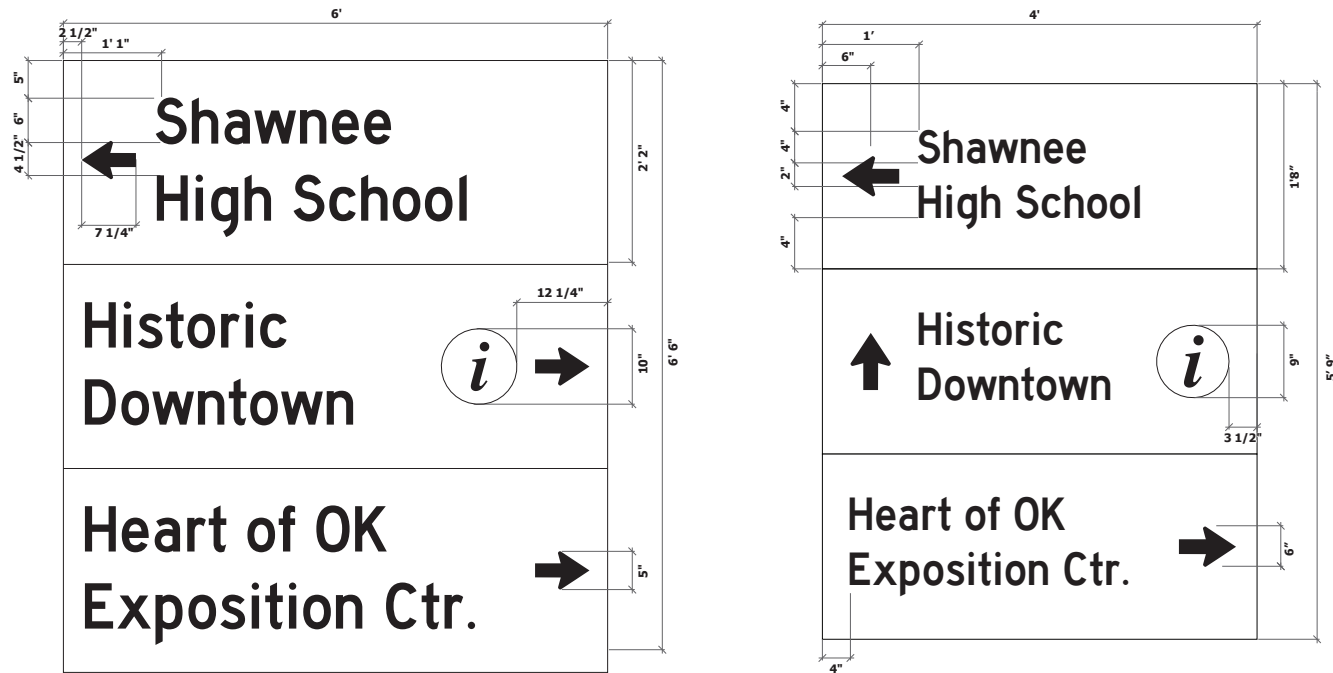


Figure 13: Sign Specifications

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.

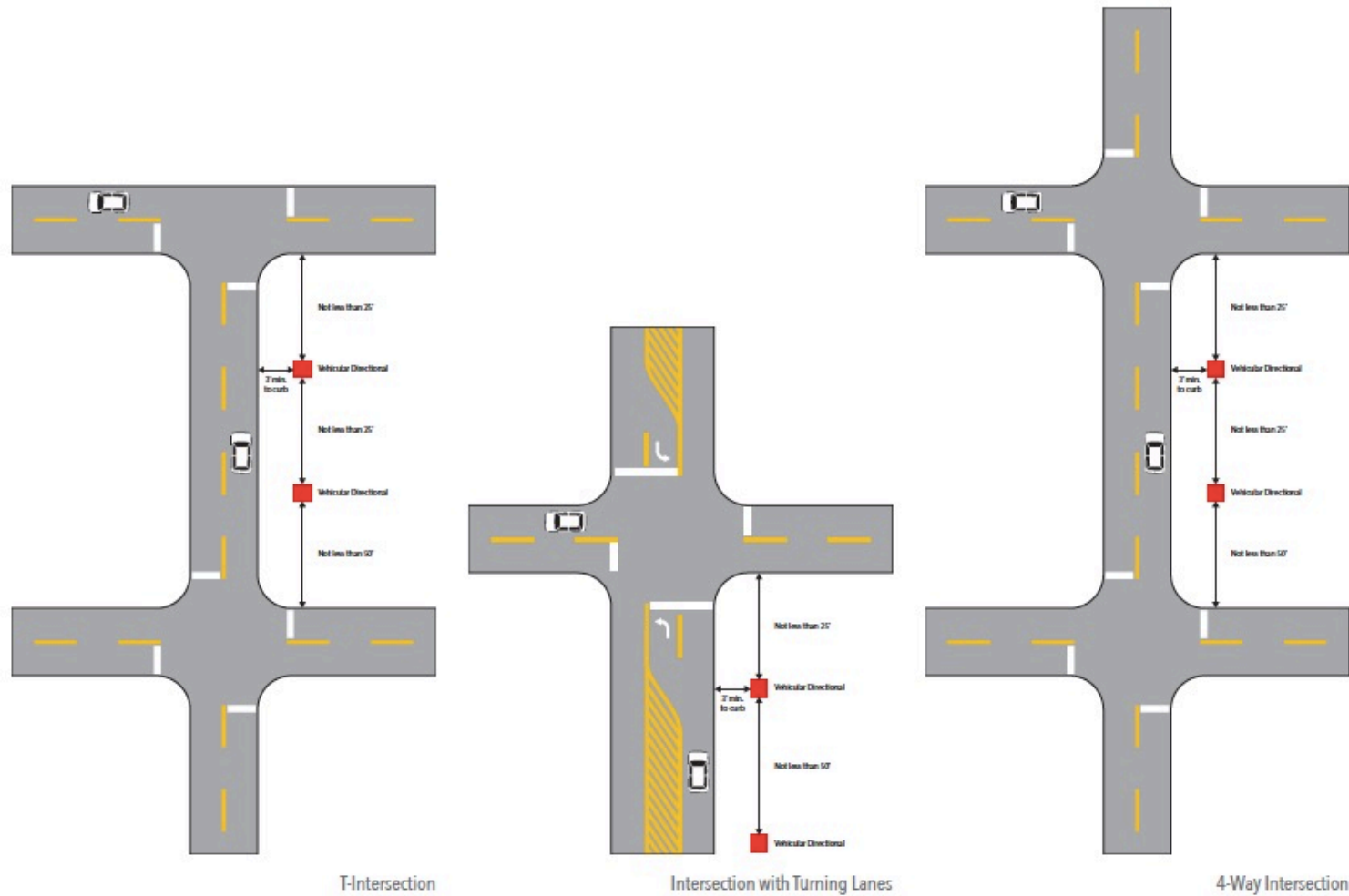


Figure 15: Typical Sign Placement Diagrams

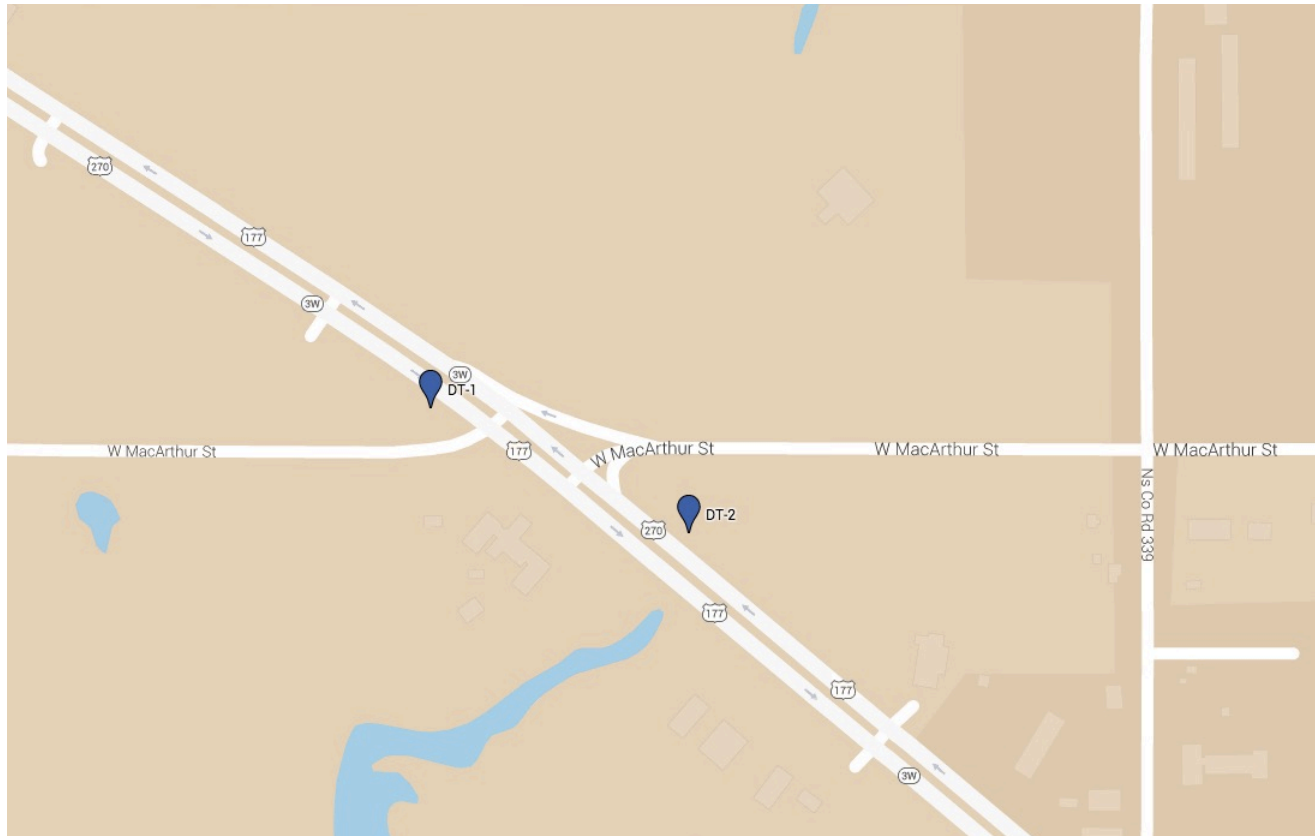
4. Sign Schedule

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.

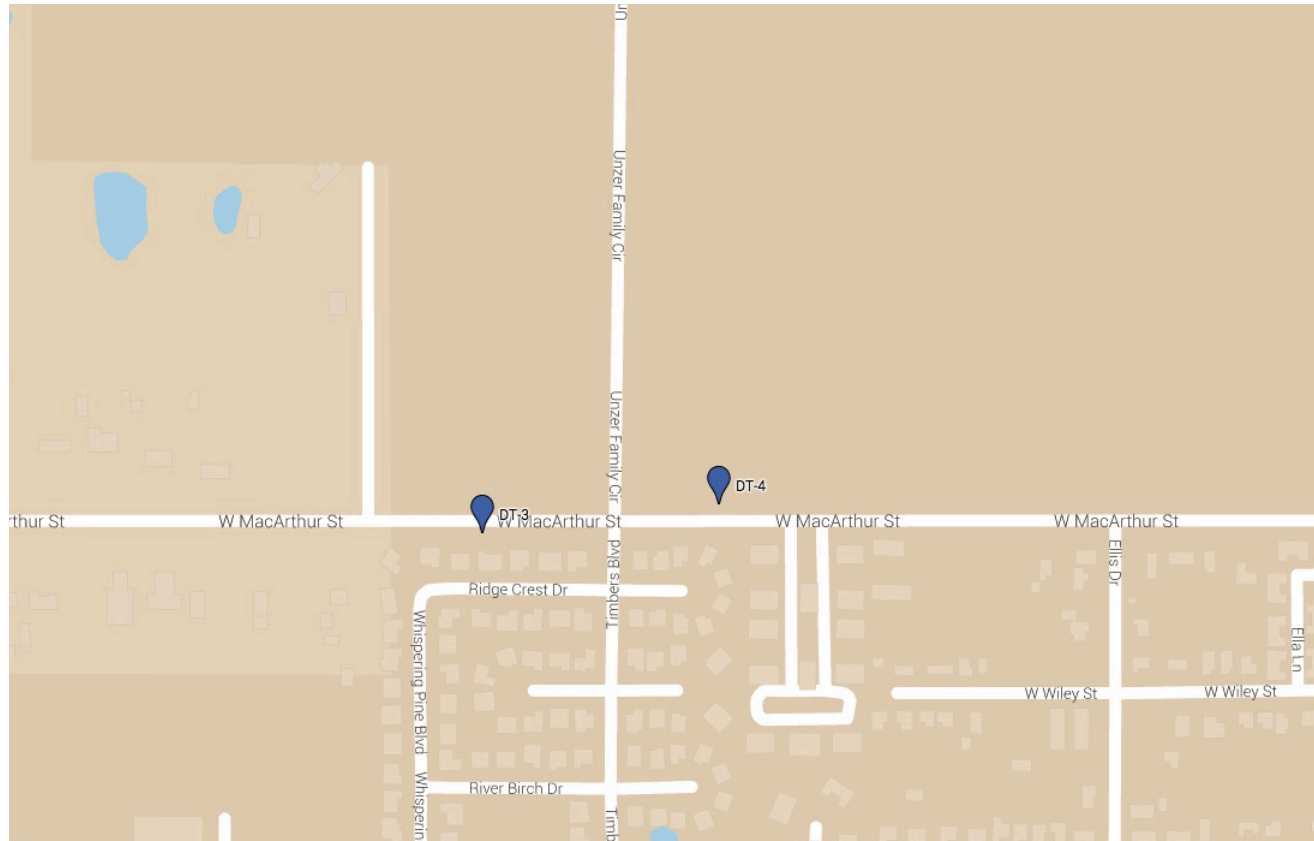
The table for Directional Trailblazers also includes the content of each sign panel. This content includes the name of one, two, or three destinations (no more than three destinations are permitted), along with directional arrows for each destination. The directional arrows in the table are represented 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

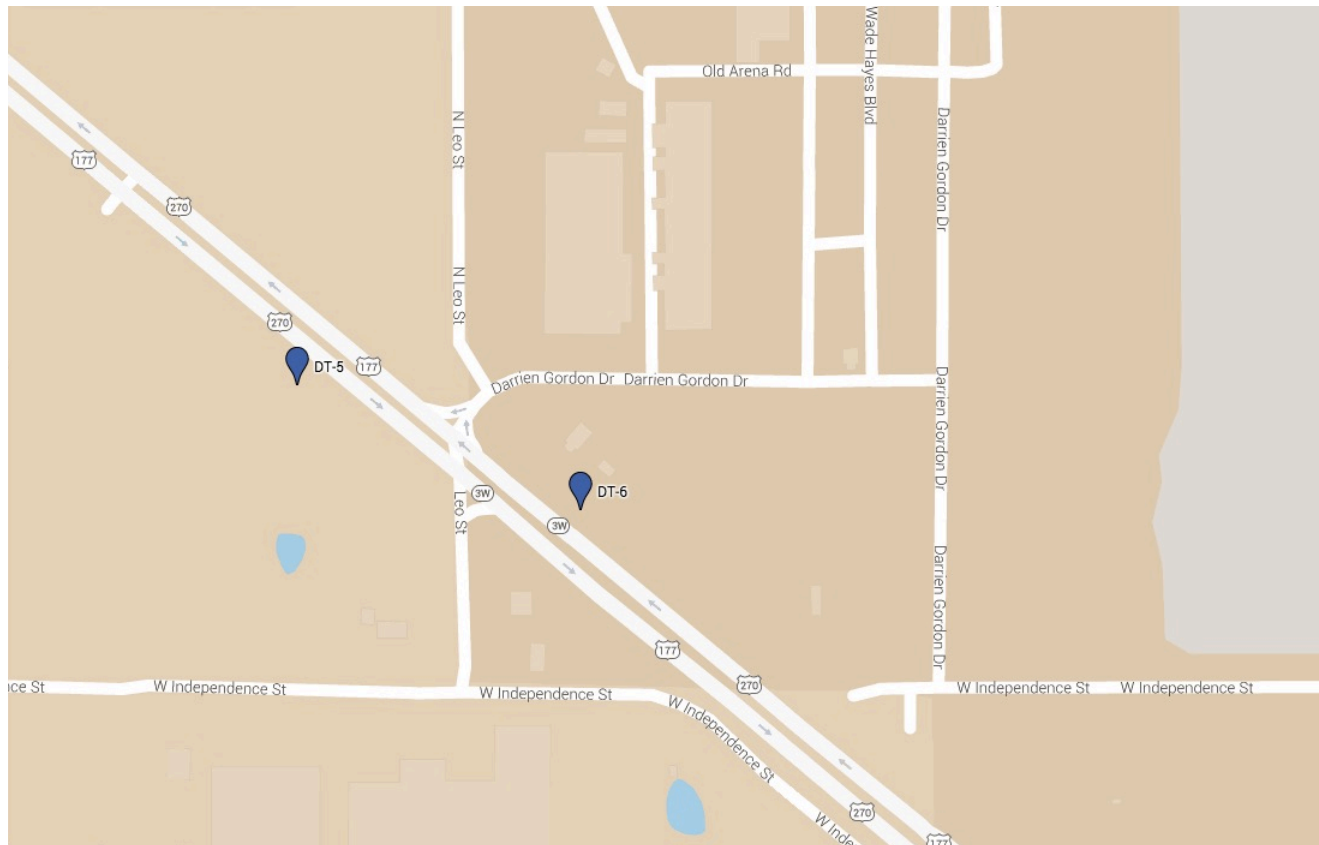
MacArthur St & St. Gregory's University



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

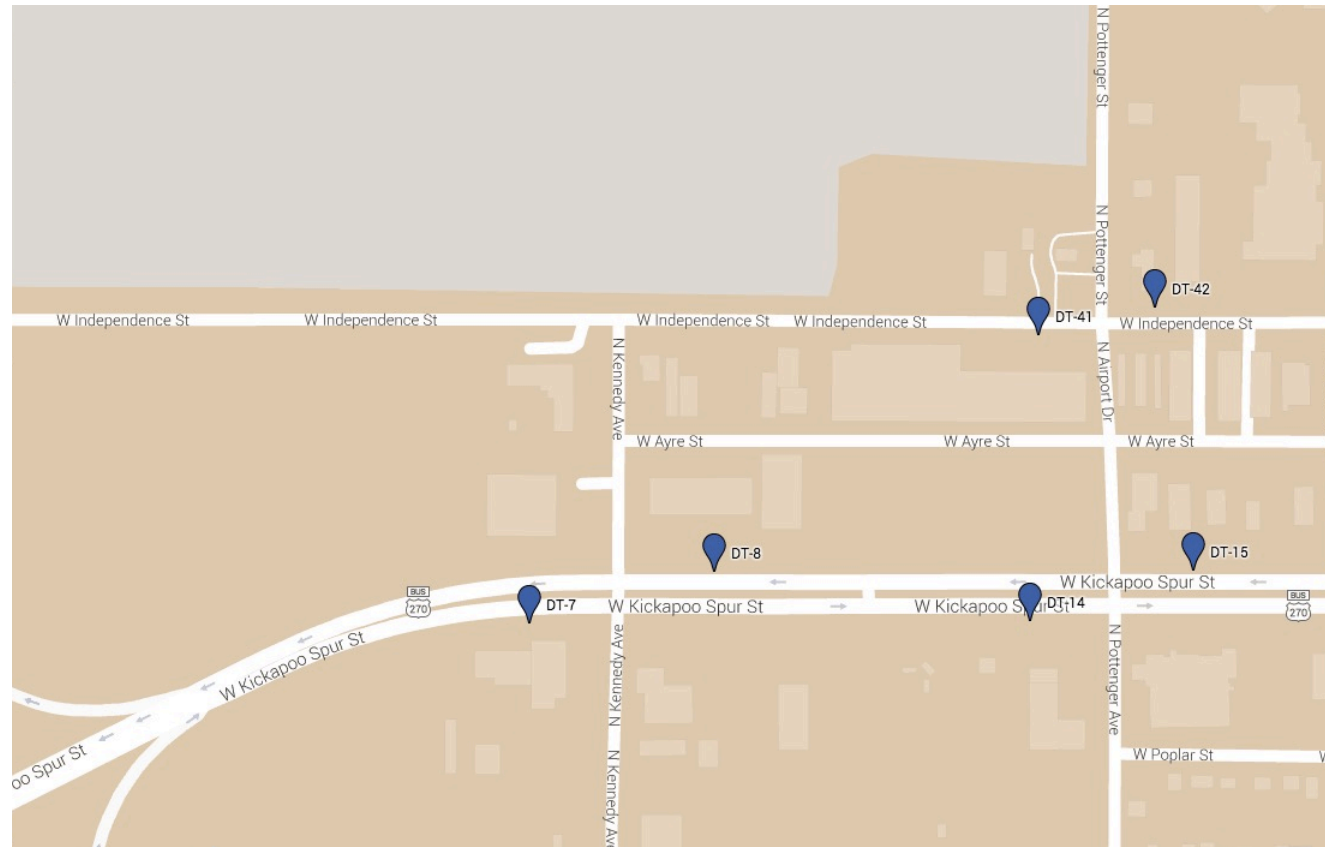
Shawnee, Oklahoma Wayfinding Master Plan

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

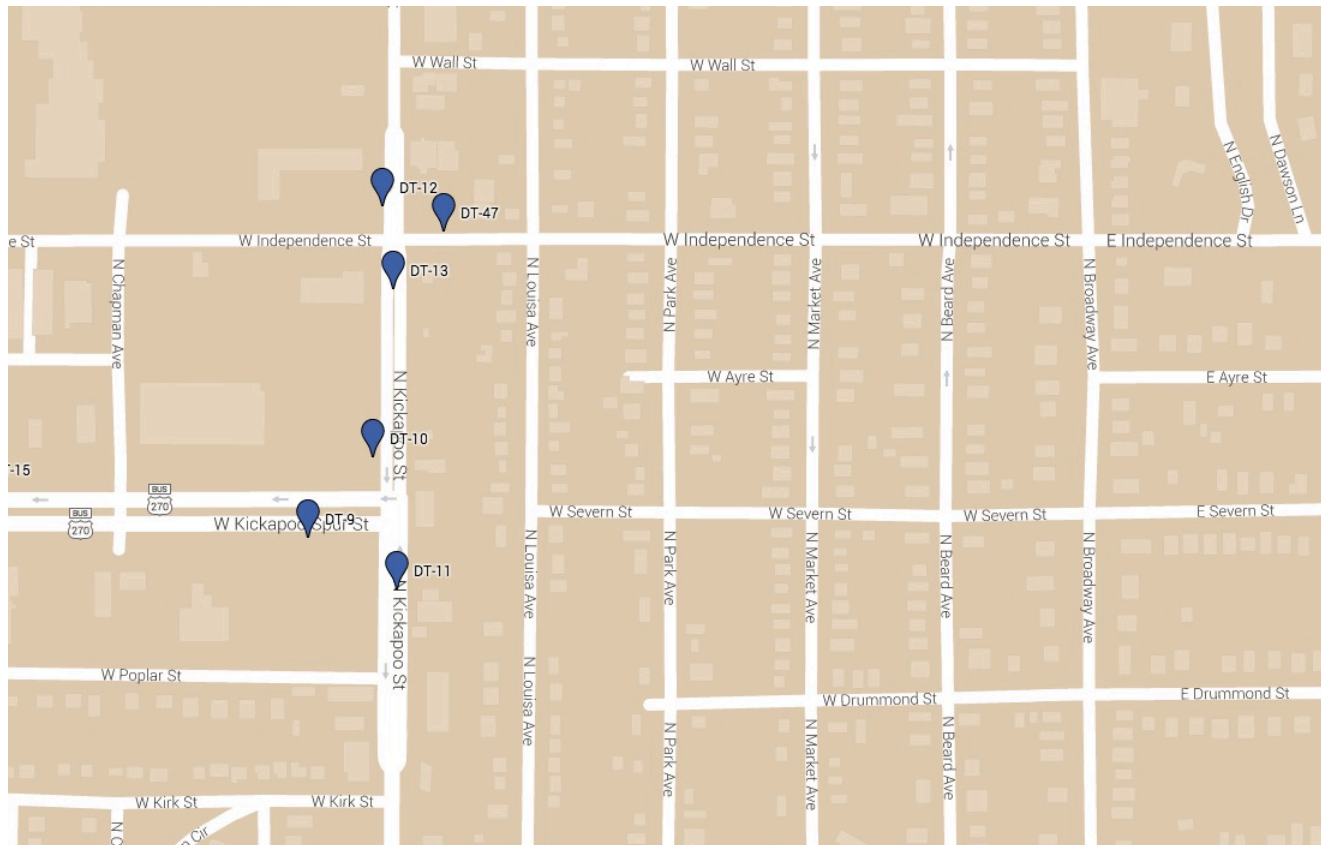
W Kickapoo Spur



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

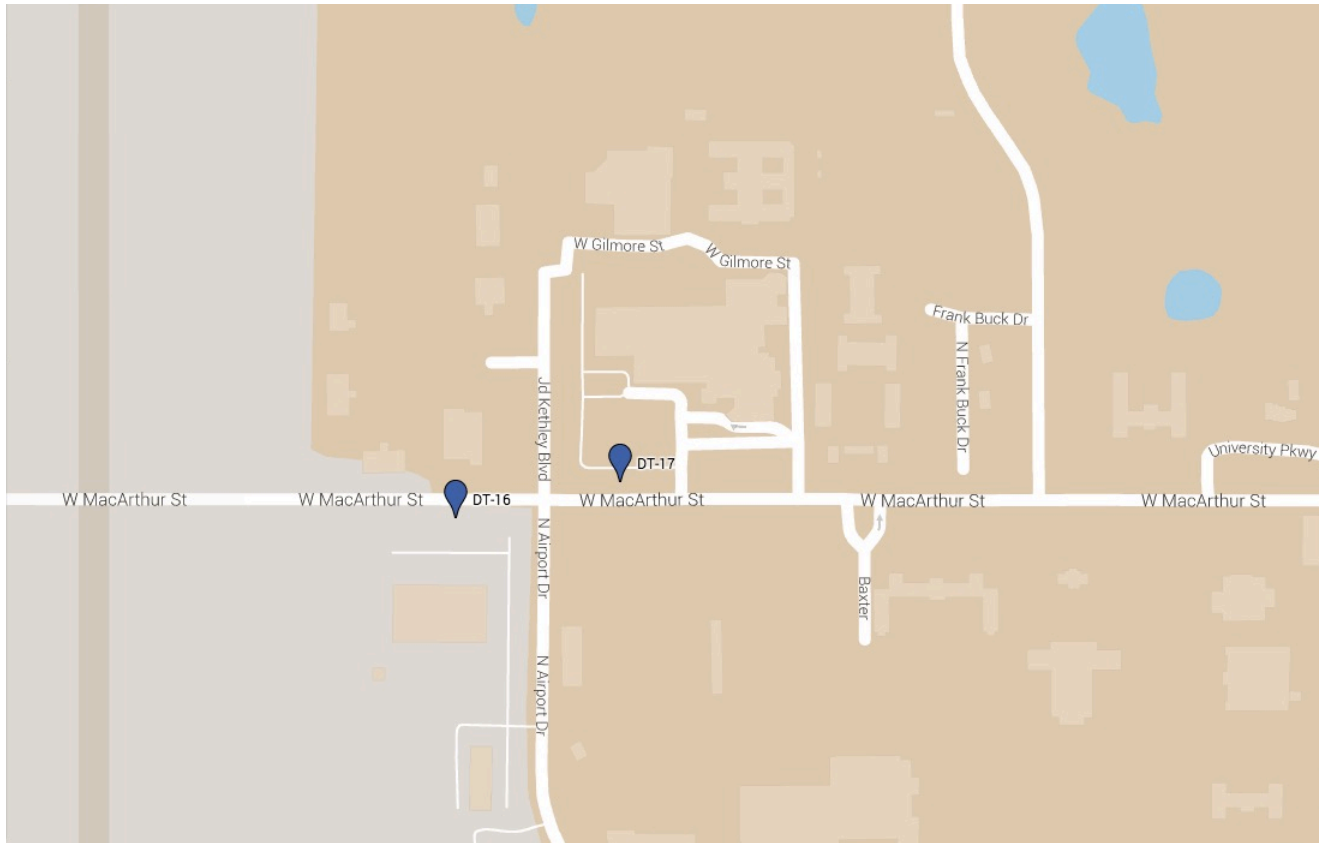
Shawnee, Oklahoma Wayfinding Master Plan

N Kickapoo St



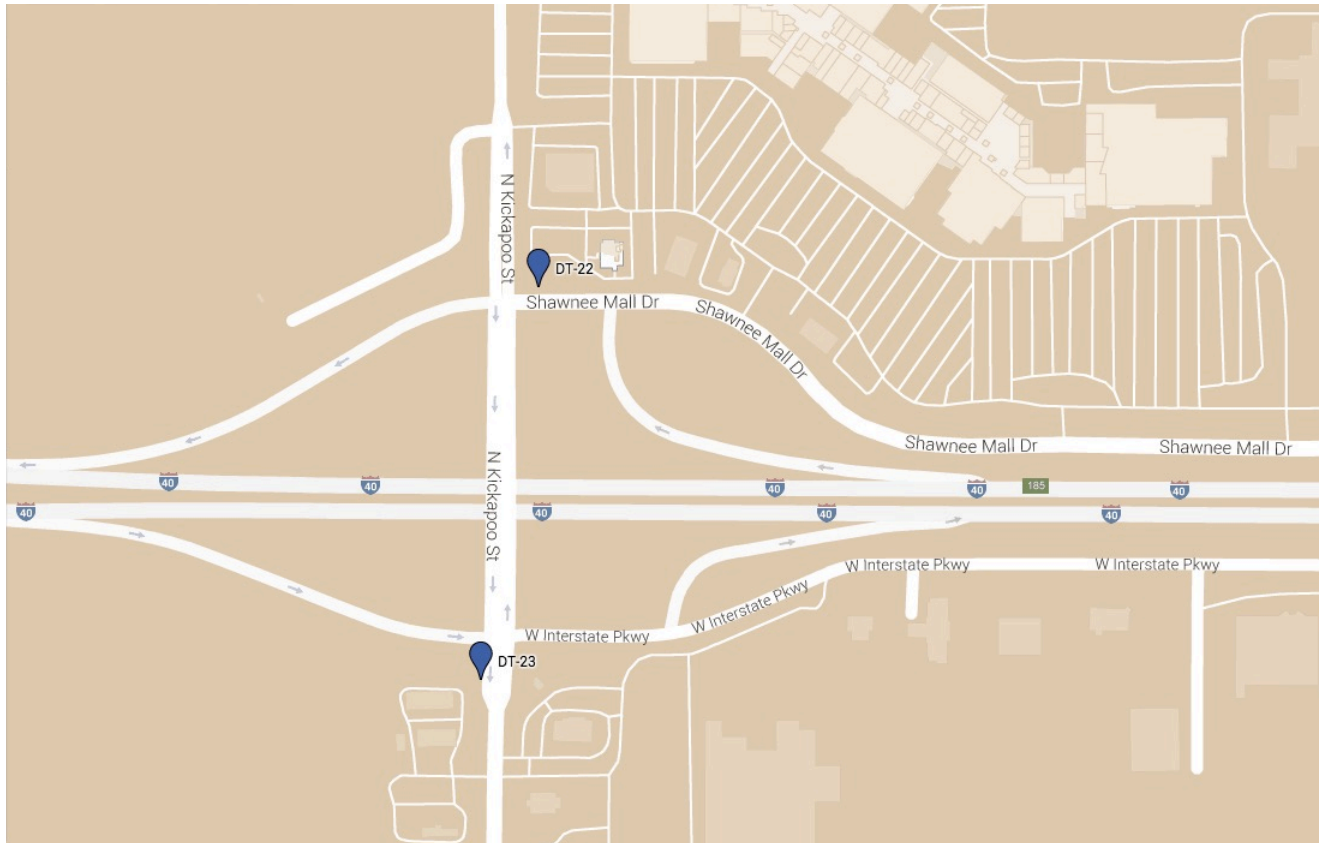
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-9	Directional Trailblazer-High Speed	Downtown	>					Eastbound Kickapoo Spur
DT-10	Directional Trailblazer-High Speed	Downtown	^	Shawnee High School	>			Southbound N Kickapoo St
DT-11	Directional Trailblazer-High Speed	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



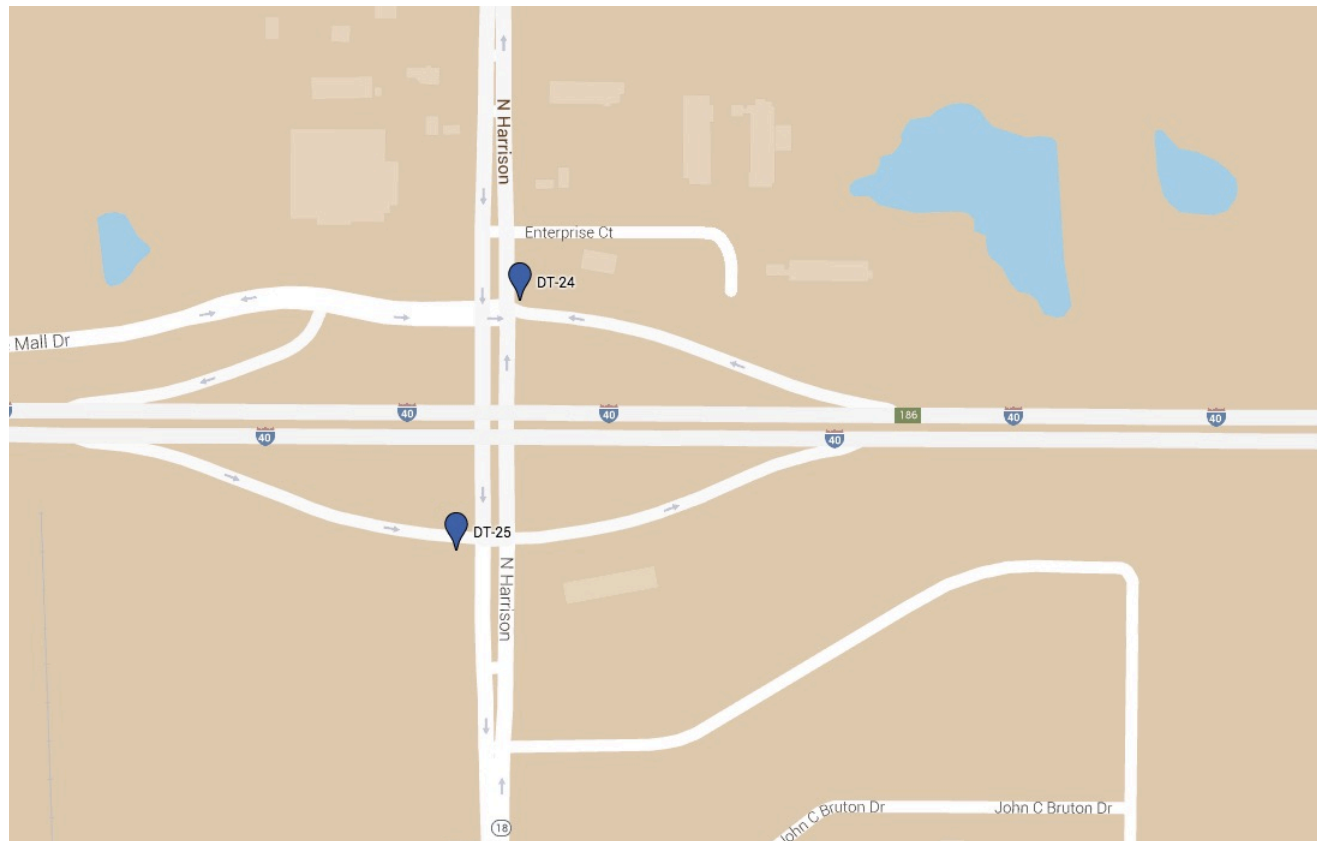
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-16	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	^	Airport	>			Eastbound MacArthur St
DT-17	Directional Trailblazer-High Speed	St. Gregory's University	^	Mabee-Gerrer Museum	^	Airport	<	Westbound MacArthur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

N Kickapoo St & I-40



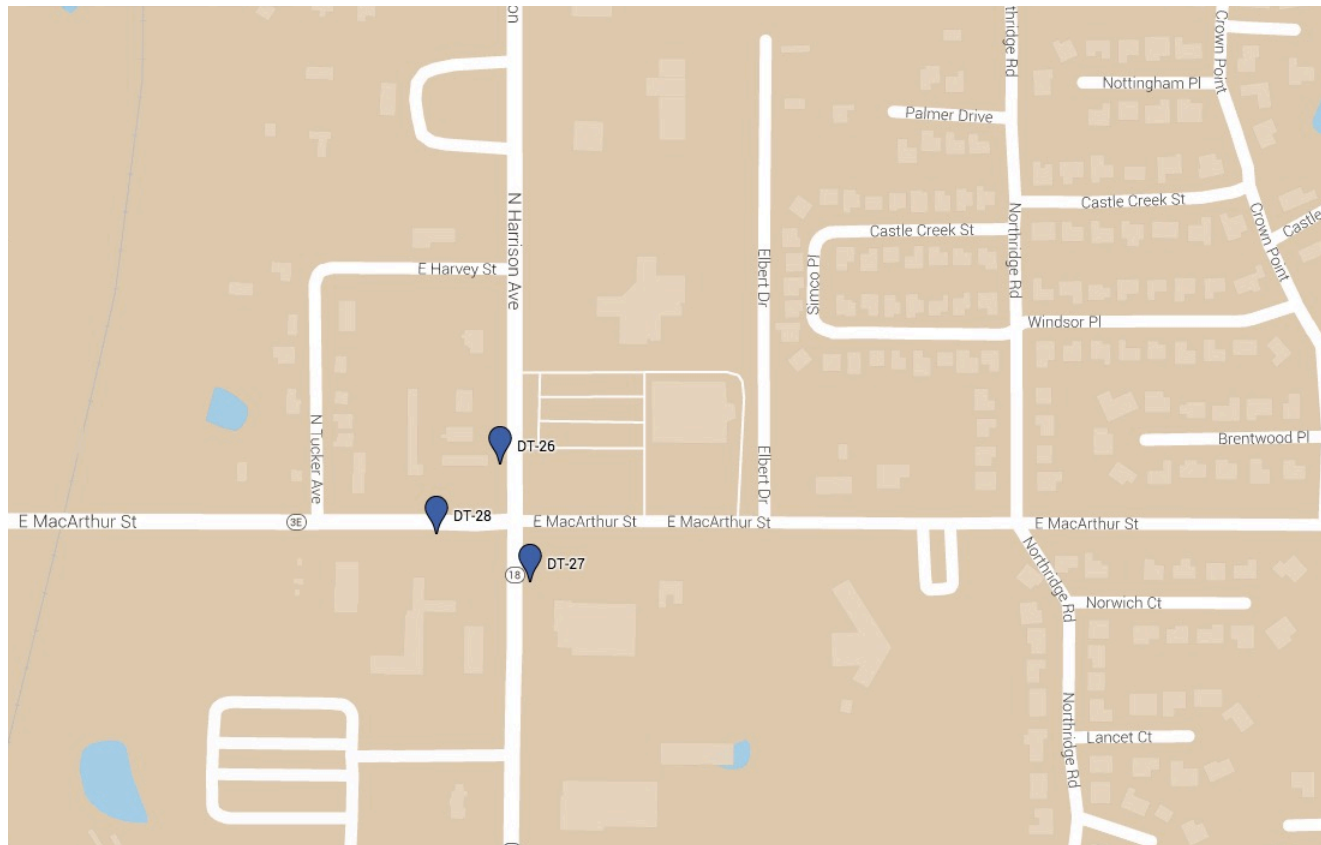
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-22	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	<	St. Gregory's University	<	Downtown	<	Westbound Shawnee Mall Dr
DT-23	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	>	St. Gregory's University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

N Harrison Ave & I-40



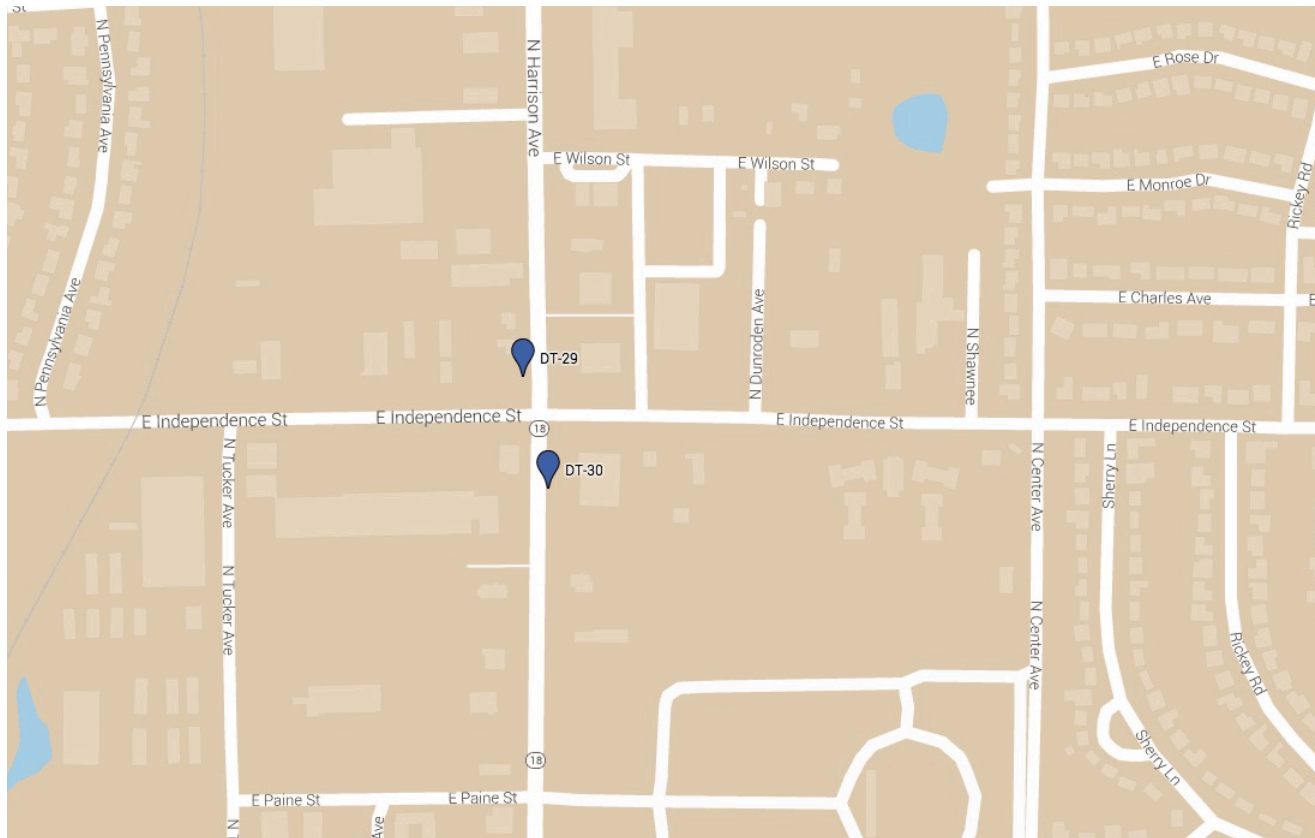
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-24	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	<	Downtown	<			Westbound End of I-40 Exit Ramp
DT-25	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	>	Downtown	>			Eastbound End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

N Harrison Ave & E MacArthur St



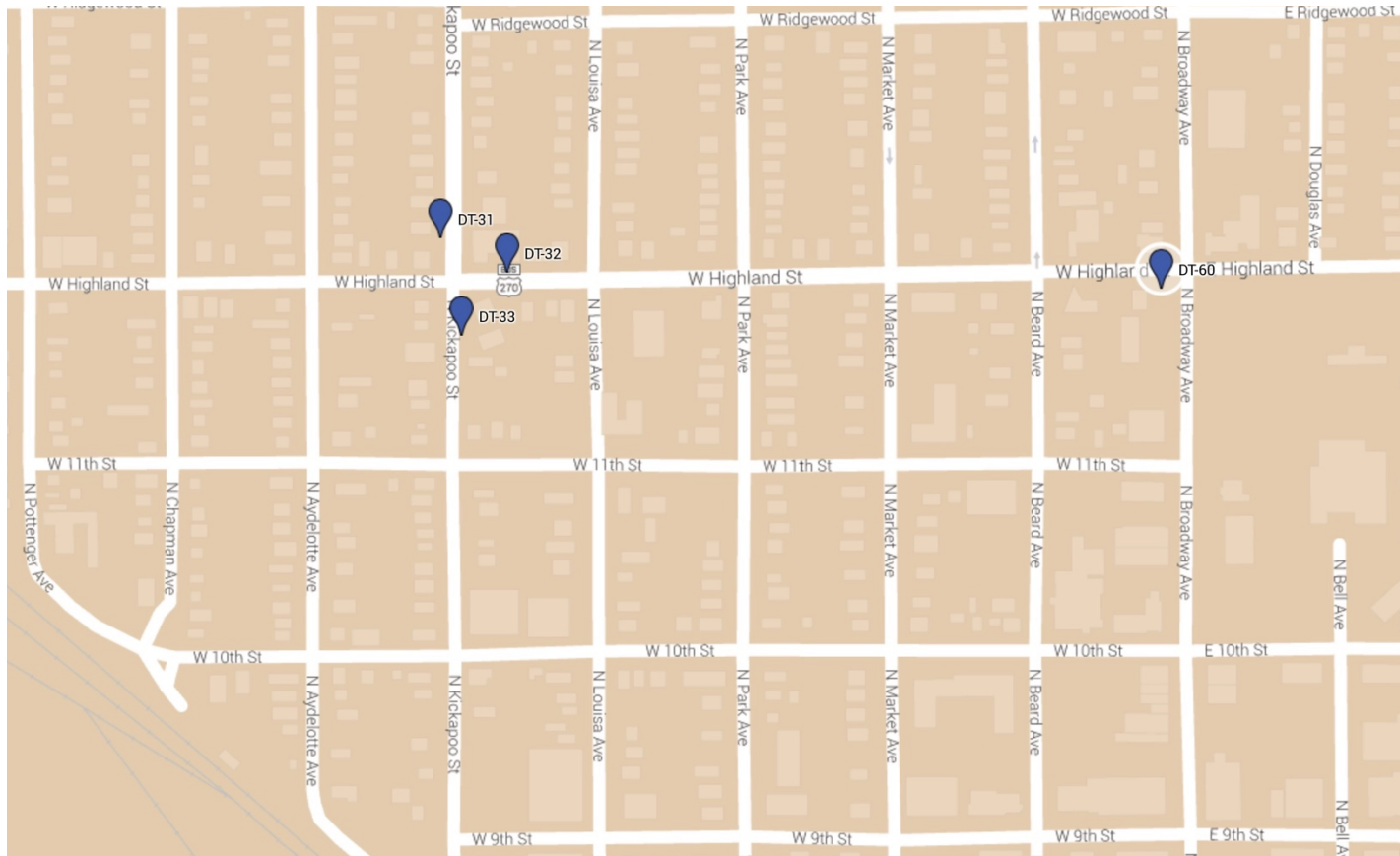
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-26	Directional Trailblazer-High Speed	Oklahoma Baptist Univ.	>	St. Gregory's University	>	Mabee-Gerrer Museum	>	Southbound N Harrison Ave
DT-27	Directional Trailblazer-High Speed	Gordon Cooper Technology Ctr.	^	Oklahoma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

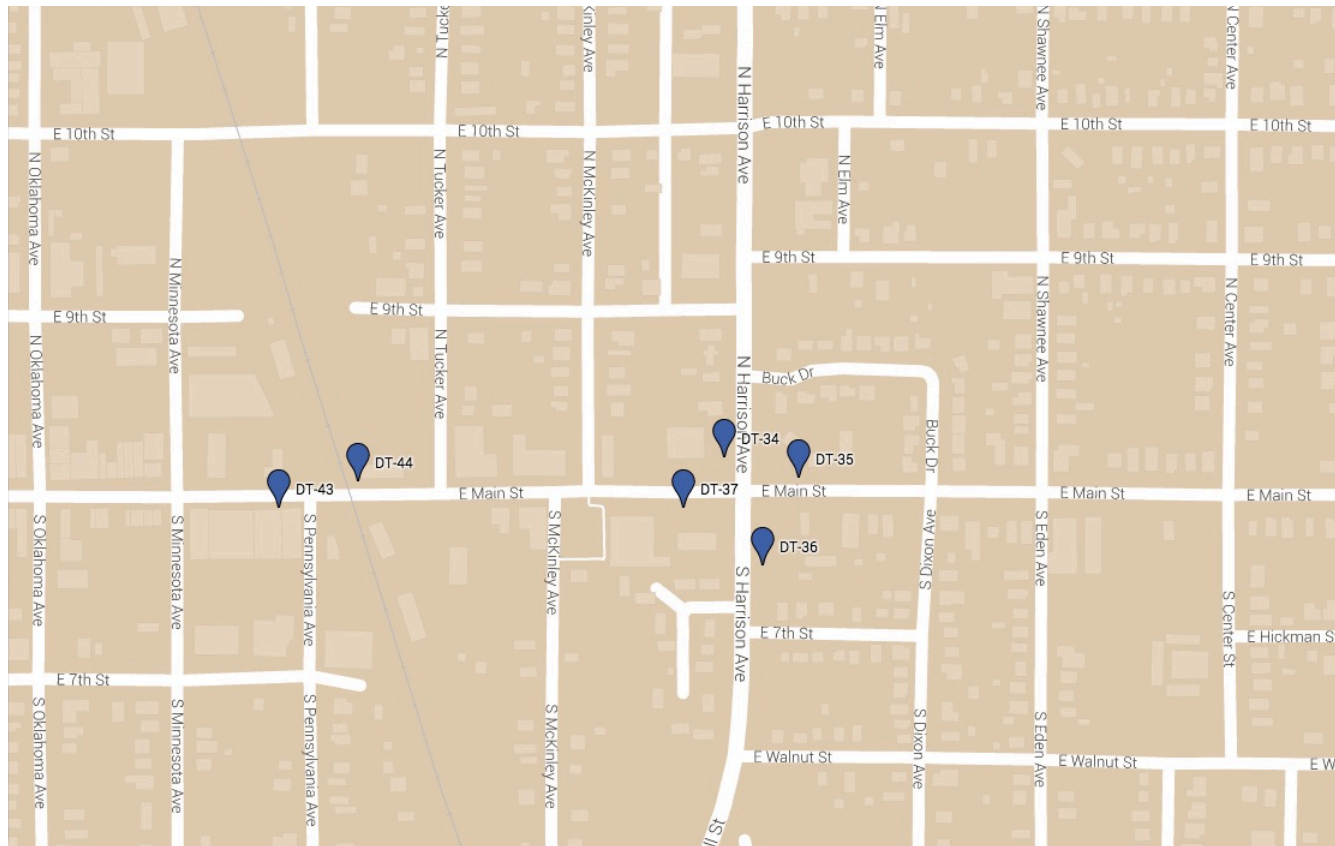
W Highland St & N Kickapoo St



Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-31	Directional Trailblazer-High Speed	Downtown	^ & <	Woodland Veterans Park	<	Splash Waterpark	<	Southbound N Kickapoo St
DT-32	Directional Trailblazer-Low Speed	Shawnee High School	>	Oklahoma Baptist Univ.	>			Westbound W Highland St
DT-33	Directional Trailblazer-High Speed	Woodland Veterans Park	>					Northbound N Kickapoo St
DT-60	Directional Trailblazer-Low Speed	Downtown	>					Eastbound W Highland St

Shawnee, Oklahoma Wayfinding Master Plan

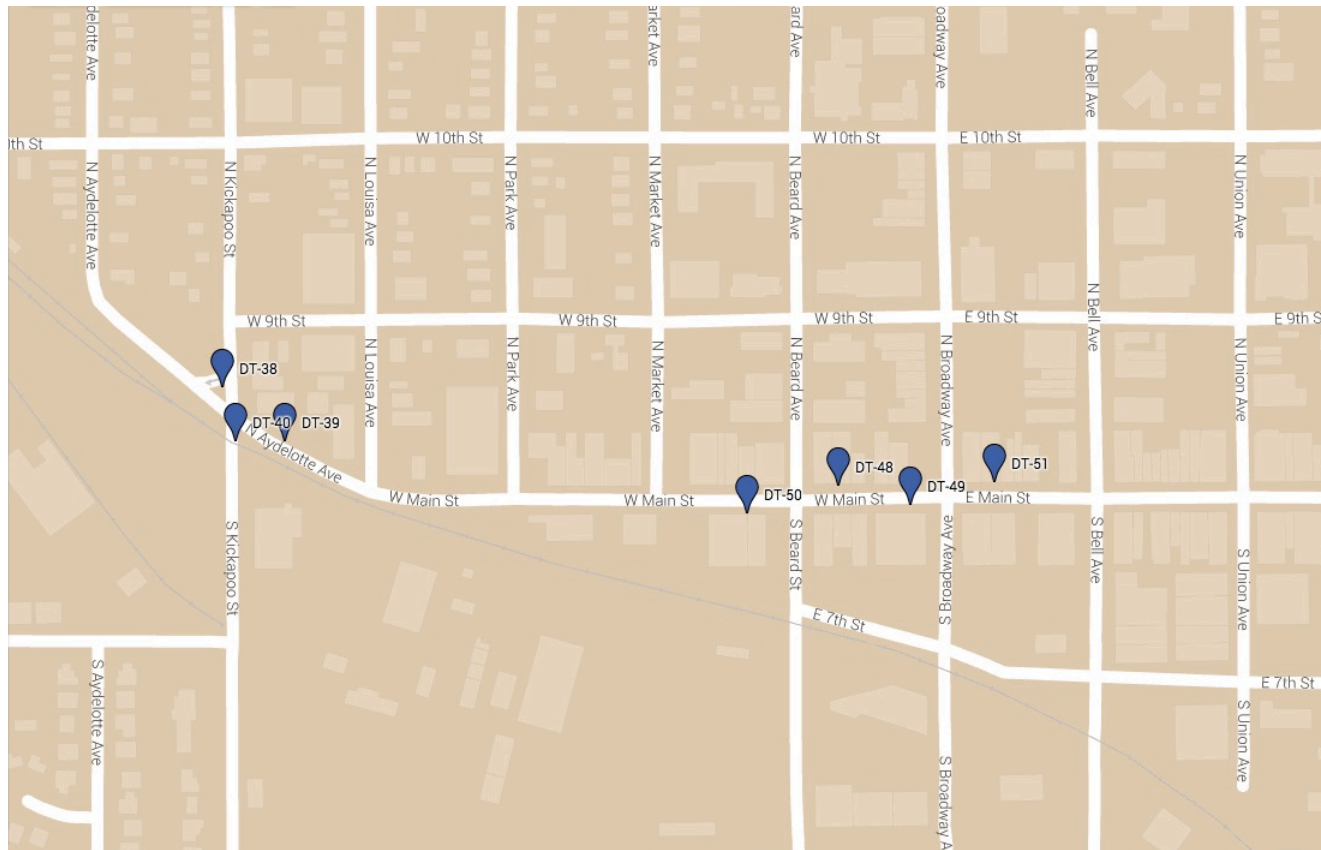
E Main St



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

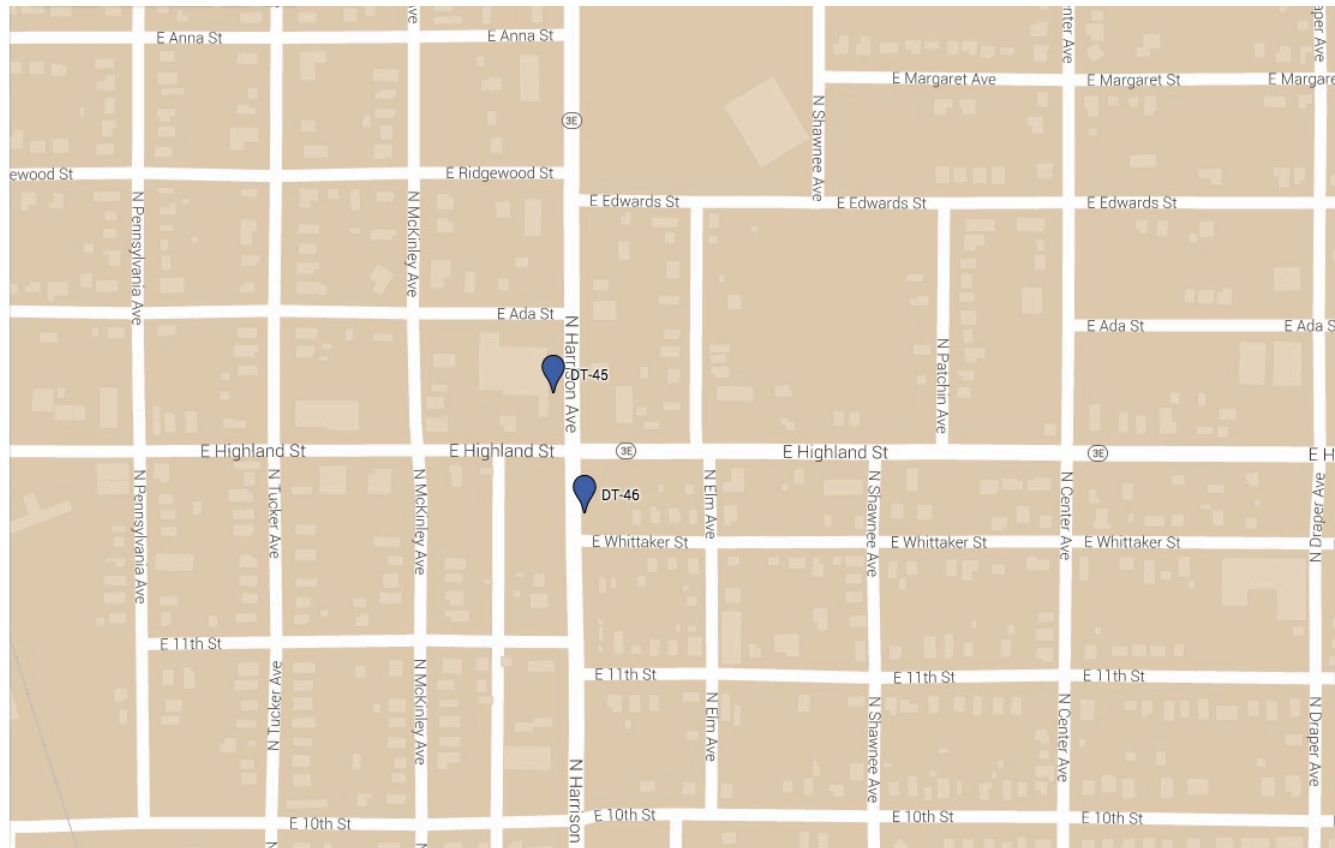
Shawnee, Oklahoma Wayfinding Master Plan

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

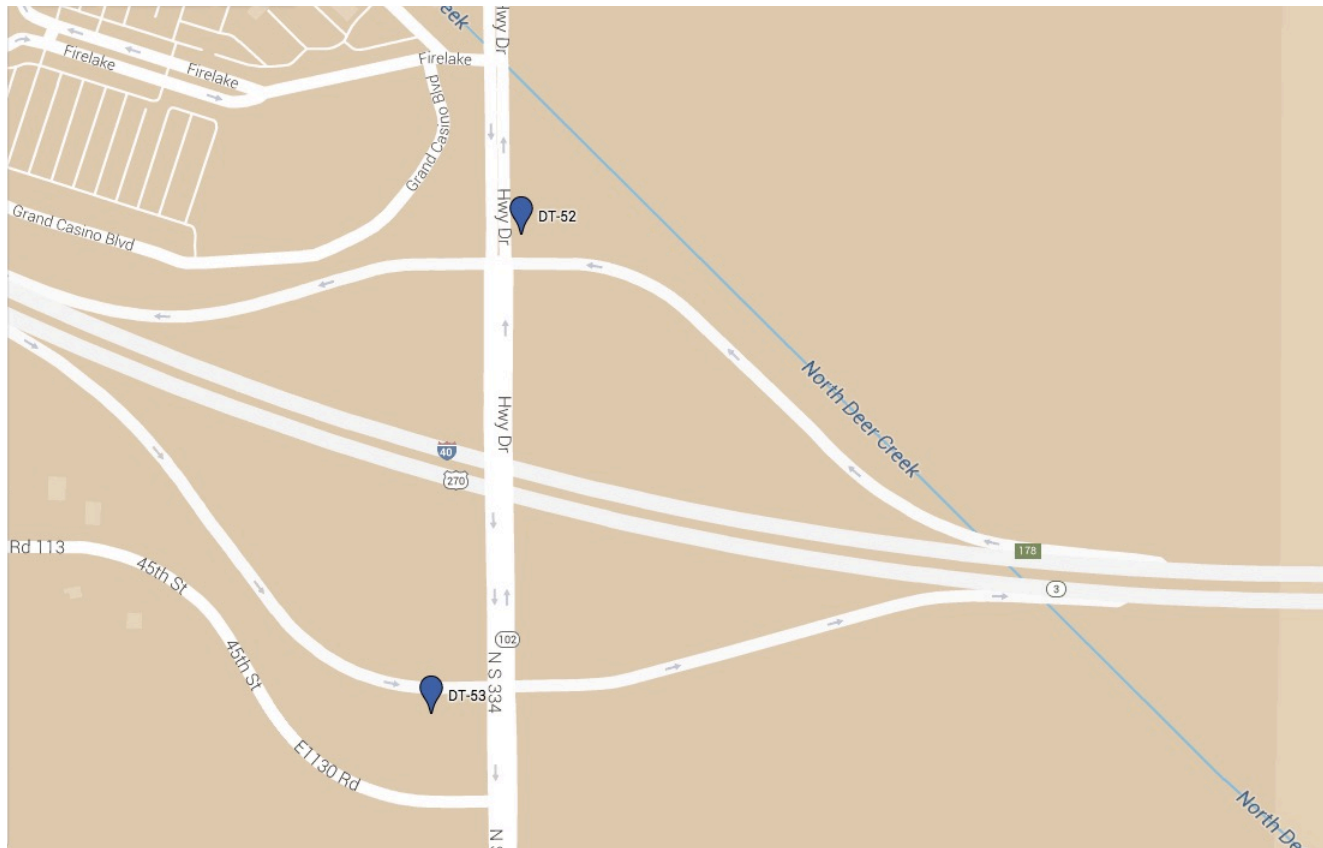
E Highland St & N Harrison Ave



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

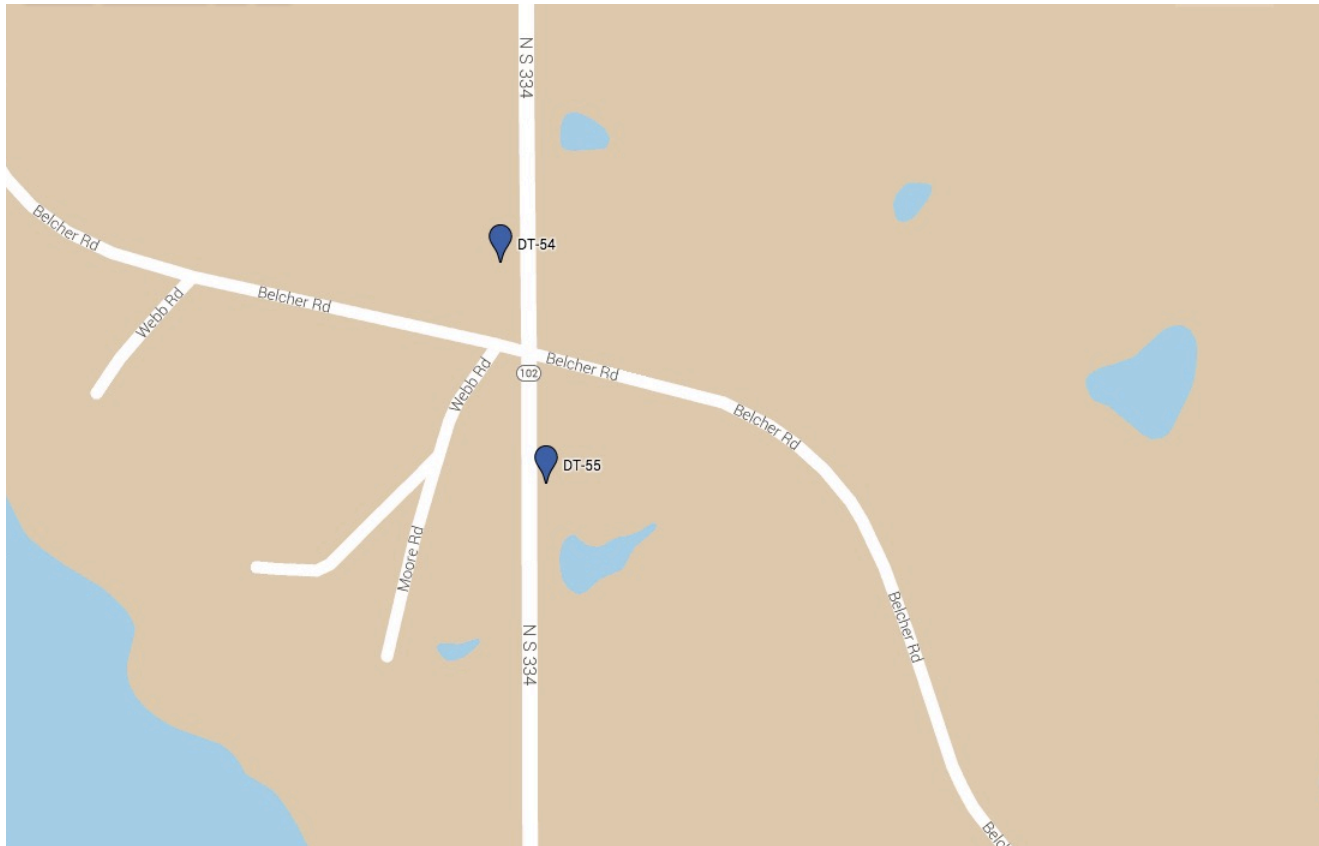
Shawnee, Oklahoma Wayfinding Master Plan

I-40 & 334



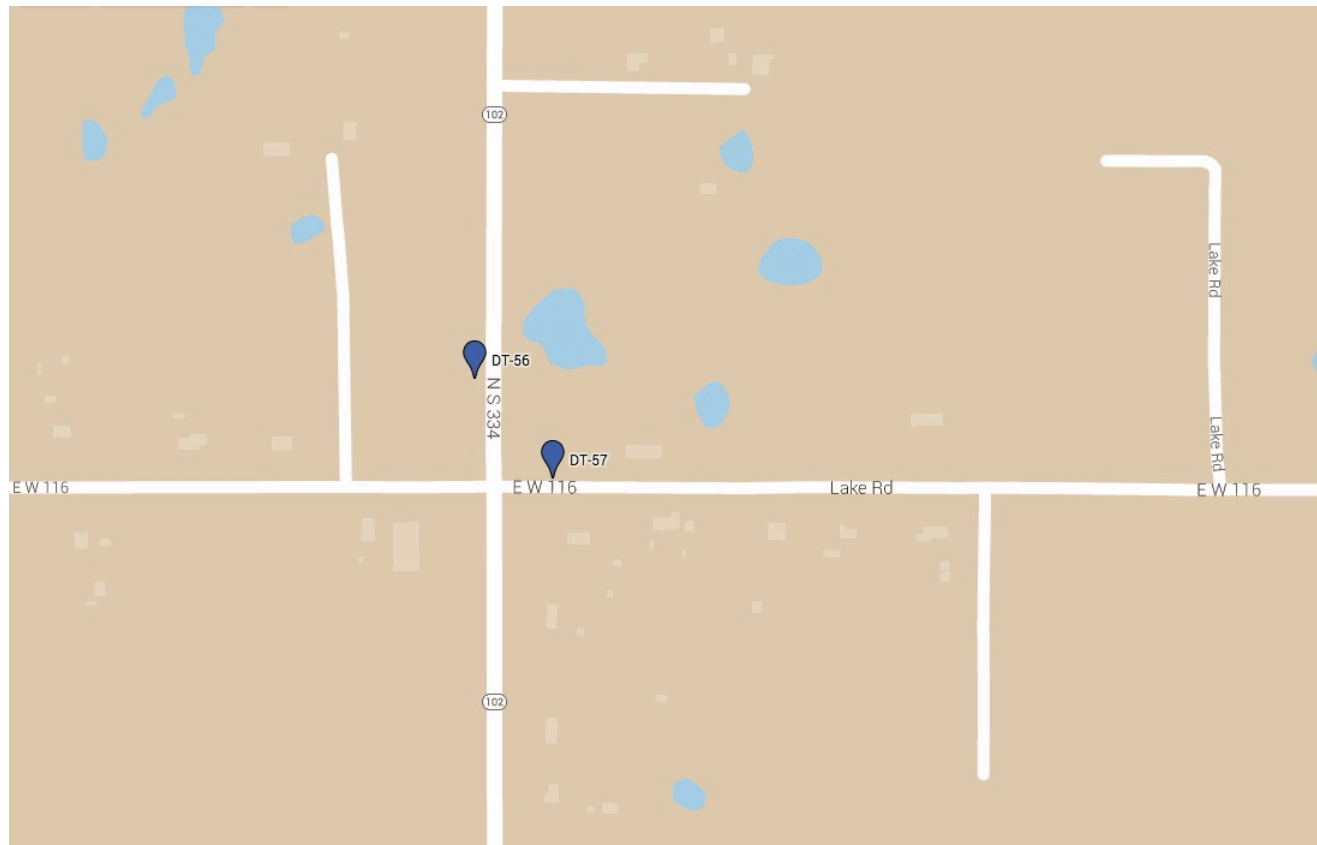
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-52	Directional Trailblazer-High Speed	Shawnee Twin Lakes	<					Westbound End of I-40 Exit Ramp
DT-53	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>					Eastbound End of I-40 Exit Ramp

Belcher Rd & 334



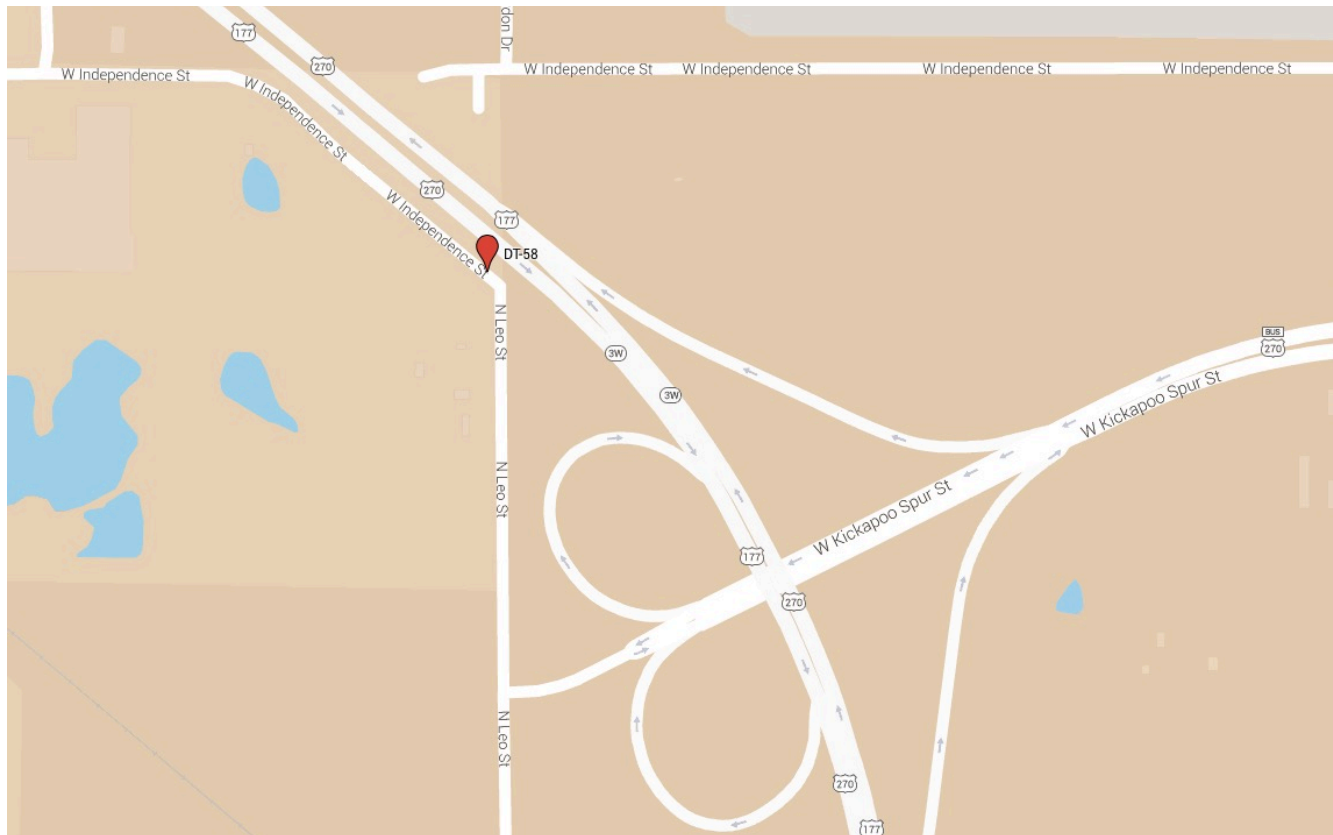
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-54	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>	Boat Launch/Fishing Dock	>	Glen Collins Memorial Park	>	Southbound OK 102
DT-55	Directional Trailblazer-High Speed	Shawnee Twin Lakes	<	Boat Launch/Fishing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

Lake Rd & 334



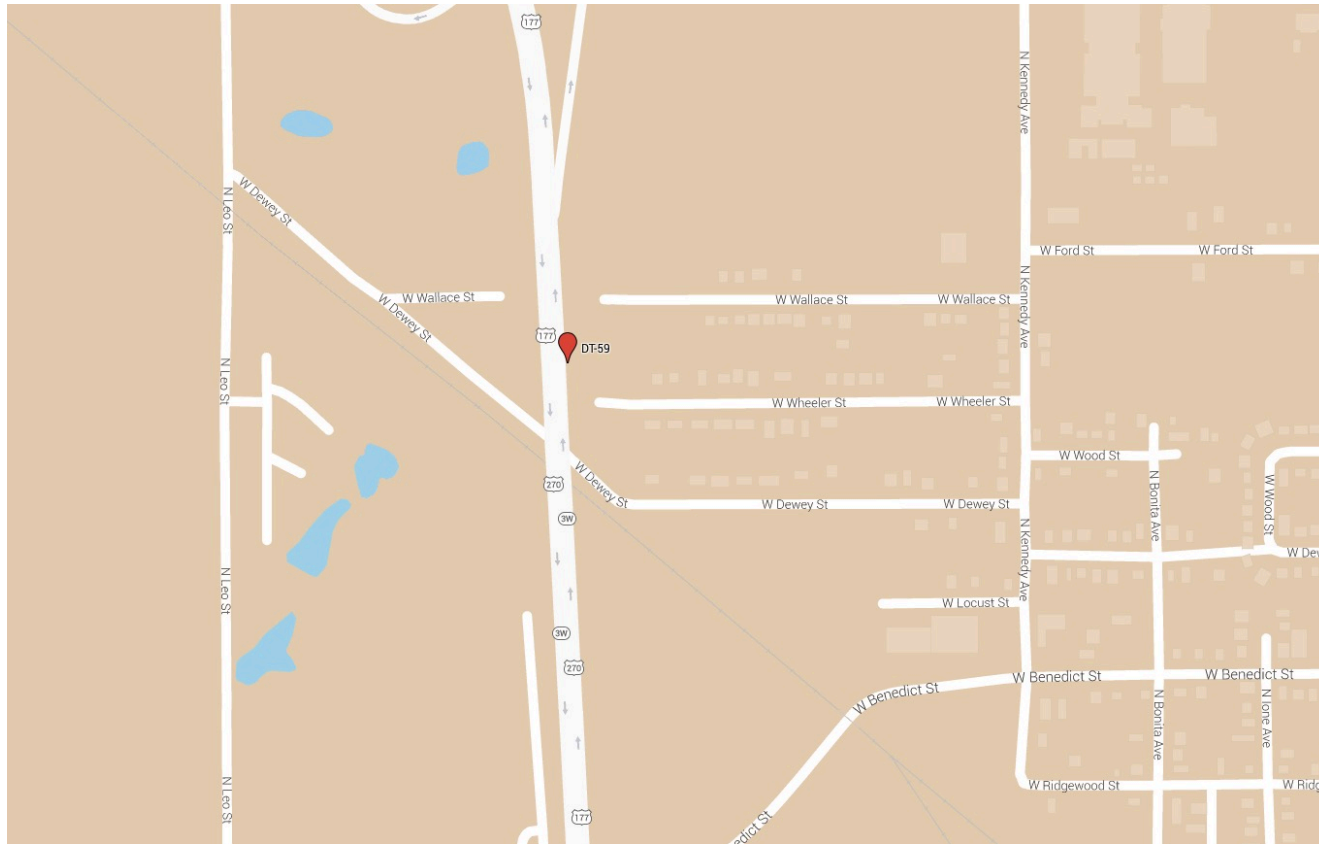
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-56	Directional Trailblazer-High Speed	Shawnee Twin Lakes	>	Camping/Swimming	>	Isaac Walton Park	>	Southbound OK 102
DT-57	Directional Trailblazer-High Speed	Shawnee Twin Lakes	^ & >	Camping/Swimming	^ & >	Isaac Walton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

US 177 & W Kickapoo Spur



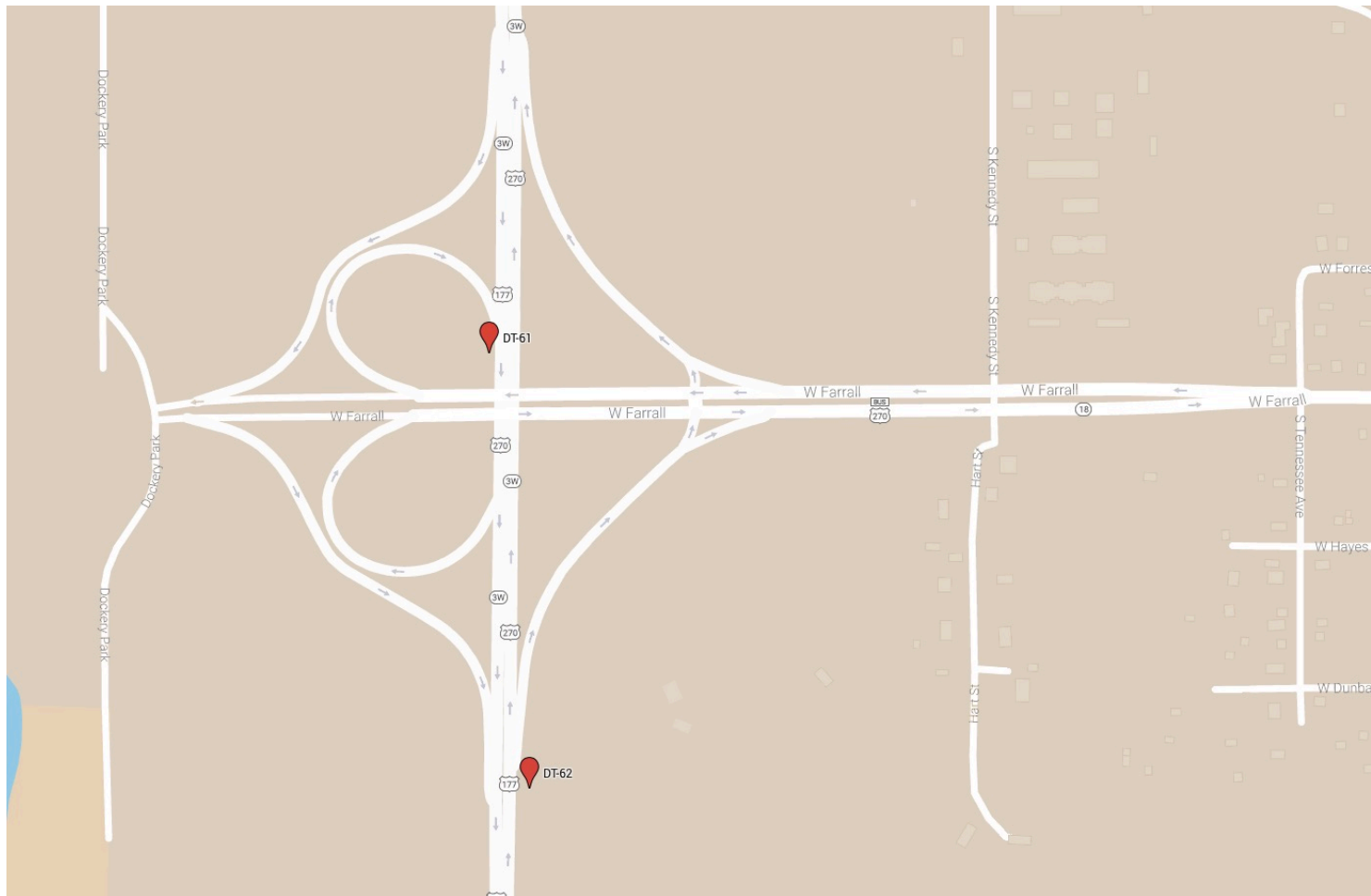
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-58	OKDOT Trailblazer-High Speed	Downtown	↗	Shawnee Airport	↗	Shawnee High School	↗	Southbound 177

US 177 & W Kickapoo Spur



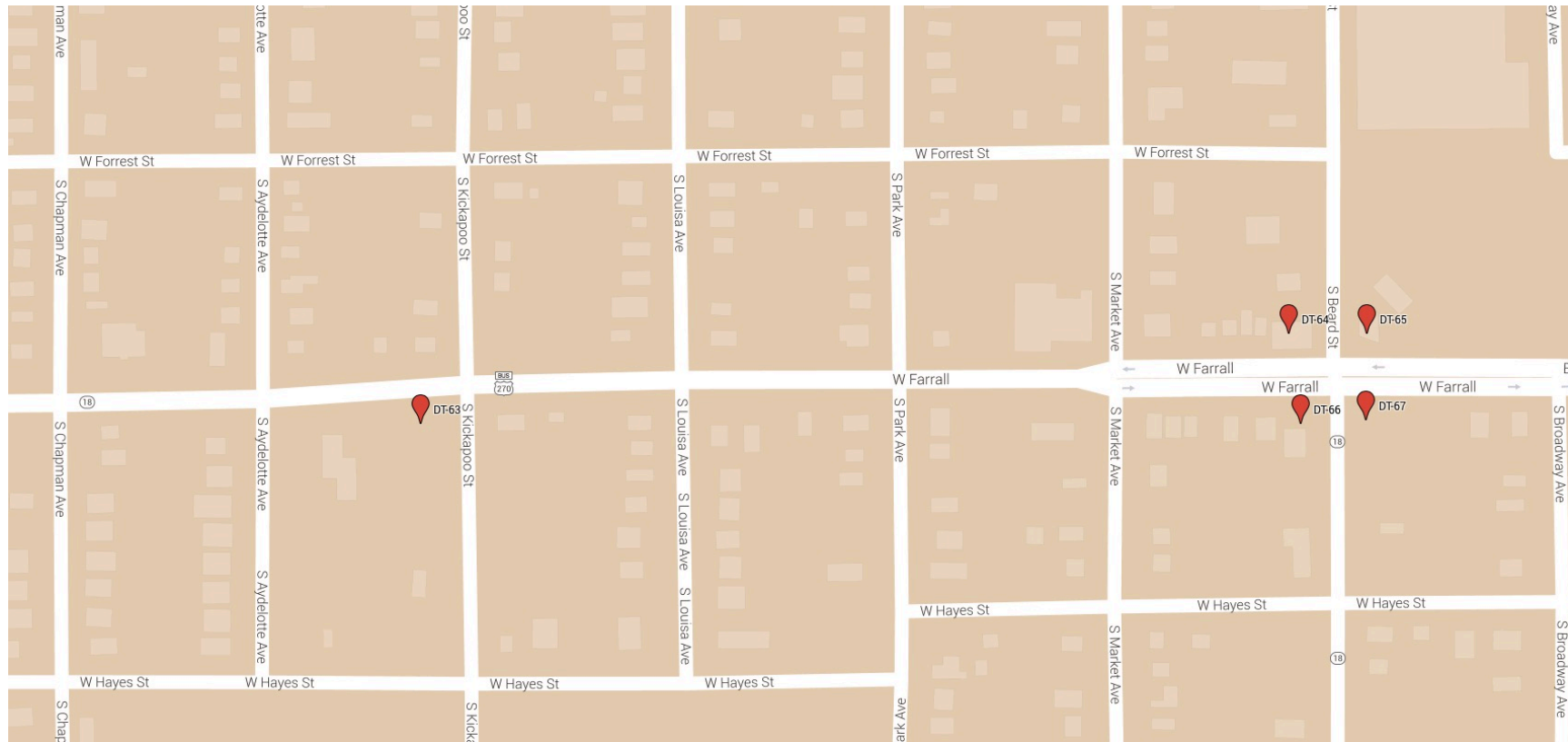
Code	Sign Type	Destination A	Dir A	Destination B	Dir B	Destination C	Dir C	Location
DT-59	OKDOT Trailblazer-High Speed	Downtown	^>	Airport	>			Northbound 177

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

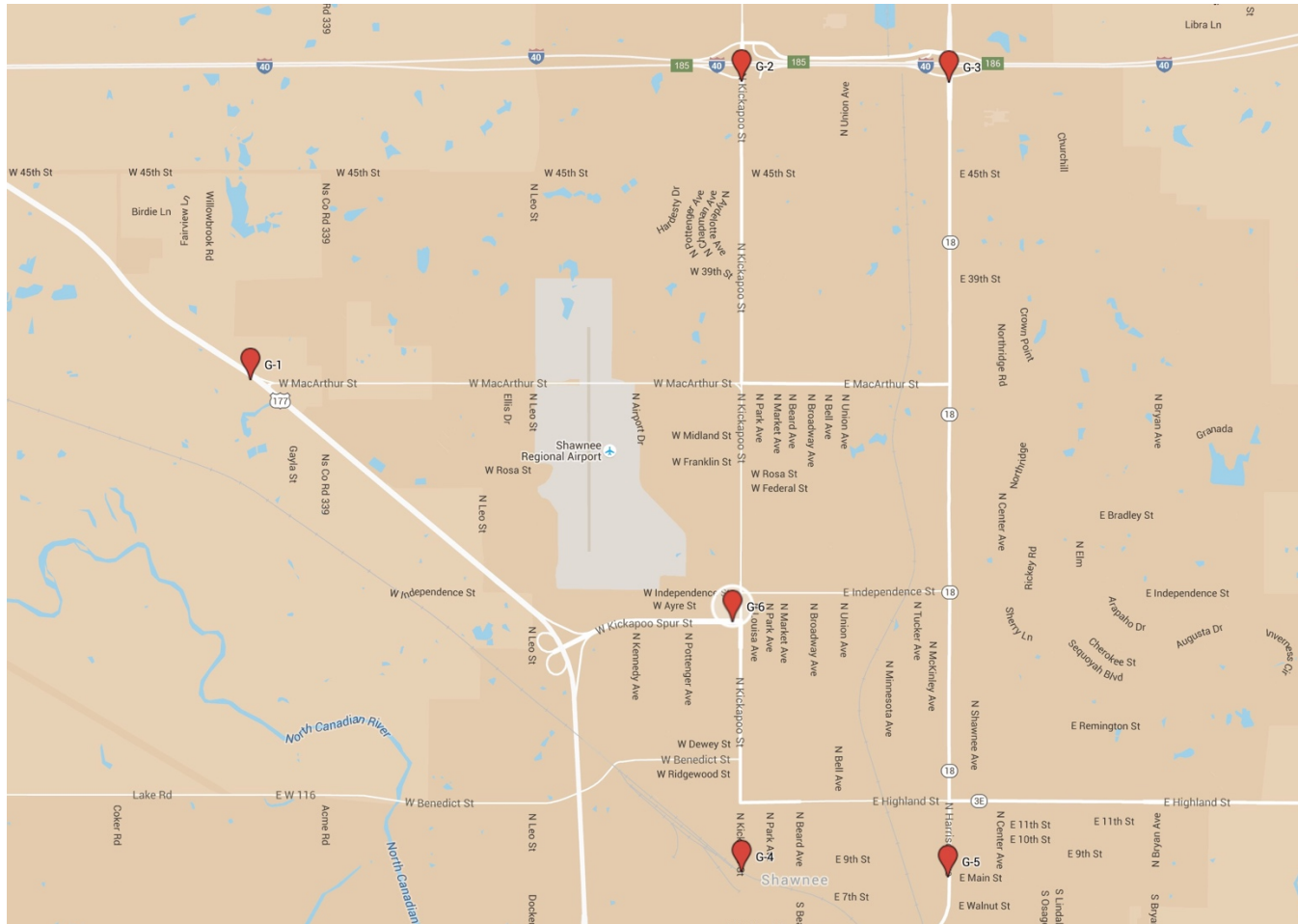
W Farrall & S Kickapoo St & S Beard St



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

Shawnee, Oklahoma Wayfinding Master Plan

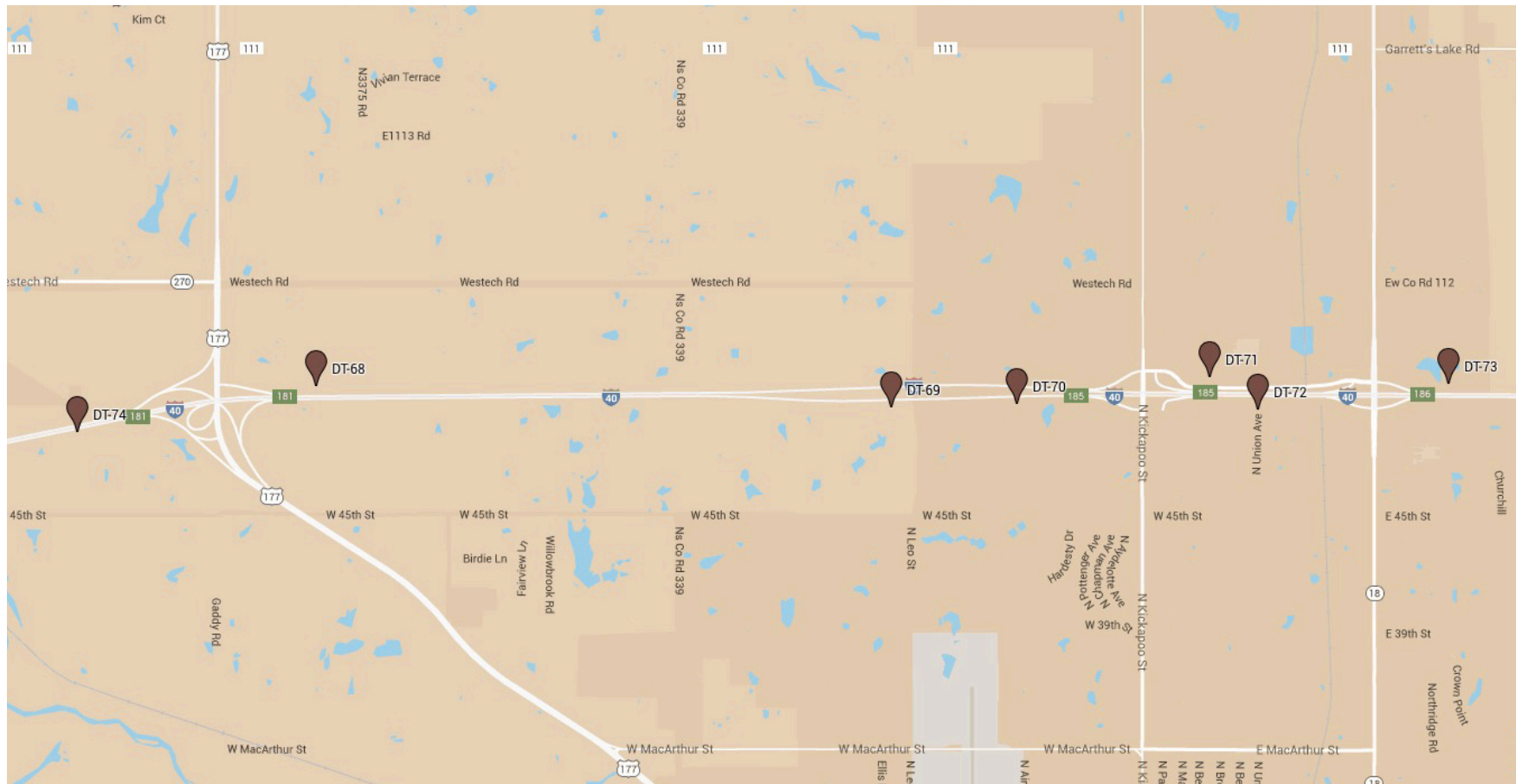
Gateways



Code	Sign Type
G-1	City Gateway-Monumental
G-2	City Gateway-Monumental
G-3	City Gateway-Monumental
G-4	Downtown Gateway-Pole Mounted
G-5	Downtown Gateway-Pole Mounted
G-6	City Gateway-Monumental

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

RESOLUTION NO. _____

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

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

THAT, WHEREAS, it is in the best interest of the City of Shawnee, Pottawatomie County, Oklahoma, to execute that certain Project Agreement Maintenance Agreement for the Wayfinding Sign Project by and between the City of Shawnee and the Oklahoma Department of Transportation.

NOW, THEREFORE, it is hereby resolved that the Mayor is hereby authorized and directed to execute the above-described agreement on behalf of the City of Shawnee, and duly signed by the Mayor on this 5th day of December, 2016.

RICHARD FINLEY, MAYOR

ATTEST:

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality on the 5th day of December, 2016, by the City Attorney, Joseph Vorndran.

JOSEPH VORNDRAN, CITY ATTORNEY

PROJECT

MAINTENANCE AGREEMENT

FOR

WAYFINDING SIGN PROJECT

FOR THE

INSTALLATION OF WAYFINDING SIGNS

IN THE CITY OF SHAWNEE

POTTAWATOMIE COUNTY

BY AND BETWEEN

THE CITY OF SHAWNEE

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

A G R E E M E N T

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

WITNESSETH:

THAT the CITY proposes to make certain signage improvements in the City of Shawnee consisting of the actual improvements as follows:

1. INSTALLATION OF WAYFINDING SIGNS on US-270B AND SH-18.

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

1. The CITY agrees to provide the plans, MATERIALS specifications, and construction for this project.
2. The CITY agrees to become responsible with the contractor as co-applicants for meeting all Environmental Protection Agency (EPA) requirements for storm water runoff on this project. It is agreed that the project plans and specifications, required schedules for accomplishing the temporary and permanent erosion control work, the storm water pollution prevention plan sheet and appropriate USGS topographic map contained in the plans constitute the storm water management plan for the project described previously in this document. Further, if required, the DEPARTMENT shall require the CITY to file jointly with the contractor a Notice of Intent (NOI) for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under the OPDES General Permit with the Oklahoma Department of Environmental Quality which authorizes the storm water discharges associated with industrial activity from the construction site identified in this document.
3. The CITY shall appoint competent supervision of the construction work to the end of obtaining work strictly in accordance with the approved specifications.

4. The CITY shall, by resolution, duly authorize the execution of this AGREEMENT by proper officials, and attach copies of such resolution to this AGREEMENT.
5. It is understood and agreed that the sign improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.
6. The CITY agrees that upon completion of construction of said project, final inspection, and acceptance of the project by the DEPARTMENT, the CITY will be responsible for the maintenance and cost of operation of all highway wayfinding signs installed pursuant to this agreement and all devices appurtenant thereto.
7. The CITY hereby agrees to periodically review the adequacy of the aforesaid project to insure the safety of the traveling public and should the CITY determine that further modification or improvement be required, the CITY shall take such actions as are necessary to make such modification or improvement. When maintenance and/or operational modifications are required which, in the opinion of the DEPARTMENT, exceed the capabilities of the CITY's staff, the CITY agrees to retain, at the sole expense of the CITY, competent personnel for the purpose of bringing the improvement up to the proper standard of operation.
8. In the event that any hardware installed hereunder is no longer needed for the purposes designated herein, then the hardware installed hereunder shall not be removed by the CITY to any point other than that which is approved by the DEPARTMENT prior to such removal.
9. The CITY hereby specifically agrees that the CITY assumes any and all financial obligation for the construction and operation of the aforesaid project.

IN WITNESS WHEREOF, the Chief Traffic Engineer of the Department of Transportation, pursuant to authority vested in him, and the CITY has executed same pursuant to authority prescribed by law.

The CITY on the _____ day of _____, 2016, and the STATE on the _____ day of _____, 2016.

CITY OF SHAWNEE, OKLAHOMA

BY: _____
CITY Manager

ATTEST:

APPROVED AS TO FORM AND LEGALITY

BY: _____
CITY Attorney

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

By: _____
Deputy Director

APPROVED AS TO FORM AND LEGALITY

BY: _____
General Counsel

BY: _____
Chief Traffic Engineer

BY: _____
Division III Engineer

Regular Board of Commissioners**7.**

Meeting Date: 12/05/2016

Airport Chap 2 Ord

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

Airport Ord Memo

Airport Ord



Office of the City Manager

MEMORANDUM

AGENDA: December 5, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Code Change to Section 2-109 of the Shawnee Municipal Code**

SUMMARY

The City Manager is the General Manager of the Airport Trust. The existing code language states that the City Manager is the "airport manager." It is my opinion that the City Manager should appoint an Airport Manager and serve as the General Manager consistent with the Airport Authority Trust Indenture.

Airport operations are highly technical and the retention and recruitment of staff is critical to their success. The proposed change will help to further this goal and is consistent with other airports around the State of Oklahoma in terms of personnel (see attached). The Shawnee Airport Advisory Board discussed this change and recommended approval on January 20, 2016 (see attached).

No additional personnel or expenditure of funds will result from this change. The Assistant Airport Manager will simply have their title changed to Airport Manager to reflect current duties and responsibilities.

RECOMMENDATION

Staff recommends approval of the ordinance to change Section 2-109 of the Shawnee Municipal Code.

Attachments

- Survey of Oklahoma Airports
- January 20, 2016 Airport Advisory Board Minutes
- Ordinance

Airport/City	Employee Structure	Duties of on site manager
Grove Regional Airport	City of Grove City Manager Airport Authority Airport Manager, on site	Airport Manager answers to the City Manager and Grove Municipal Airport Managing Authority. The MAMA is separate from the City and pays the Airport Manager
Enid-Woodring Regional Airport	City of Enid City Manager Airport Director, on site	Airport Director answers to City Manager. The Airport Director has his own "assistant" called the Operations Manager
Edmond Guthrie Airport	City of Guthrie City Manager Airport Manager, on site	Airport Manager is a city of Guthrie employee and only answers to the City Manager of Guthrie. Edmond pays half off all salaries, projects, and operations.
Cushing Airport	City of Cushing Contracts Airport Manager	City of Cushing contracts the FBO as well as the Airport Manager. Airport Manager is hired by City Commission.
Max Westheimer (Norman)	University of Oklahoma OU President OU Vice President OU Director of Risk Mgmt. OU Airport Director OU Airport Operations Mgr.	Max Westheimer is run by the University of Oklahoma. Airport Director reports to the President and Director of Risk Management.
Stillwater Regional Airport	City of Stillwater City Manager, General Mgr. Airport Director	City Manager serves as the General Manager of the Airport Authority, Economic Development Authority, and Utility Authority
El Reno Regional Airport	City of El Reno City Manager Airport Manager	Airport Manager is city employee. Answers to the City Manager
Kingfisher Municipal Airport	City of Kingfisher City Manager Street Supervisor Airport Manager	The Street Supervisor acts as the Airport Manager. Kingfisher Airport is a very small unmanned airport.
Seminole Municipal Airport	City of Seminole City Manager Airport Manager	City of Seminole contracts out their Airport Manager
Chickasha Municipal Airport	City of Chickasha City Manager Parks Director Airport Service Technician	The Parks Director and Assistant City Manager oversee the airport. The Airport Service Technician is the person who is on site.

MINUTES
AIRPORT ADVISORY BOARD REGULAR MEETING, JANUARY 20, 2016, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

PRESENT: Fogerty, Huddleston, Humphreys, Smallwood, Dersahakian, Barger
Others: Keenan English – Asst. Airport Mgr, Fred Treiber – Airport Supervisor, Cynthia Sementelli – Finance Director

ABSENT: Freeman

CALL TO ORDER

DECLARATION OF A QUORUM

**ITEM ONE:
CONSIDERATION AND APPROVAL OF CONSENT AGENDA**

1. Minutes from the November 18, 2015 meeting

Humphreys motioned to approve the consent agenda. Barger 2nd the motion. Board unanimously voted in favor of the motion.

ITEM TWO: DISCUSSION AND CONSIDERATION OF AMENDING RED CLOUD AVIATION'S LEASE TO ALLOW THE CONSTRUCTION OF AN OFFICE AREA.
English explained Red Cloud Aviation's request to build 1,500 sq. ft. of office space onto the east side of the Bodard Hangar, which is owned by the Airport. Such an addition would require a lease amendment. Red Cloud is requesting additional years to the lease term, a decrease in rent, or a combination of both in exchange for the improvements. The Board agreed that an extension of 10 – 12 years would be reasonable and that the airport should be willing to lease the additional land at no charge in exchange of the improvements to the hangar, contingent on the costs of the project. Item was tabled until an Amendment was brought forth to the Board.

ITEM THREE: DISCUSSION REGARDING AMENDING THE CITY CODE TO CHANGE THE JOB TITLES OF AIRPORT STAFF AND MANAGEMENT.
English requested the Boards' comments on changing the Shawnee Code, Chapter 2, Section 2-109. Such a change would transfer the title of 'Airport Manager' from the City Manager to the Assistant Airport Manager, thus eliminating the title 'Assistant Airport Manager. Smallwood motioned to recommend changing the title of the Assistant Airport Manager to Airport Manager as long as the powers and authorities of the City Manager did not change. Humphrey's 2nd the motion. Board unanimously voted in favor of the motion.

ITEM FOUR: STAFF REPORT & DISCUSSION
English gave an update on current and future projects, financials, and fuel sales.

ITEM FIVE: CITIZEN COMMENTS
No citizen comments

ITEM SIX: NEW BUSINESS



No new business

ITEM SEVEN: ADJOURNMENT

Humphrey's motioned to adjourn. Fogerty 2nd the motion. Board unanimously voted to adjourn at 6:33pm.

ORDINANCE NO. _____

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.

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 2 – ADMINISTRATION, SECTION 2-109, BE AMENDED AS FOLLOWS:

Section 1: Section 2-109 – “Airport Manager”, is repealed in entirety.

Furthermore, Section 2-109, is amended and replaced with the following revised section heading and corresponding language:

“Sec. 2-109 - General Manager of the Shawnee Airport Authority

The city manager shall serve as the general manager of the Shawnee Airport Authority and may appoint an airport manager to oversee airport operations.”

Section 2: **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 3: **CODIFICATION**. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

Section 4: **REPEALER**. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance, are repealed.

Section 5: **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:

PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Emergency separately approved this this _____ day of _____, 20____.

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this this _____ day of _____, 20____.

JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

8.

Meeting Date: 12/05/2016

MV Chap 9 Ord

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Attachments

Chap 9 Ord Memo

Chap 9 Ord



Office of the City Manager

MEMORANDUM

AGENDA: December 5, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: Justin Erickson
Justin Erickson, City Manager

RE: Revision of Chapter 19 – Shawnee Municipal Code

SUMMARY

Oklahoma state law encourages municipalities to update their existing ordinances through a recodification process that systematically reviews the code. The City has been undertaking this endeavor for some time and is nearing completion of this effort. The attached ordinance, ensures that Chapter 19 – Motor Vehicles and Traffic is consistent with Title 47 of Oklahoma Statutes. No other changes are contemplated.

RECODIFICATION REVIEW

The recodification process is set forth in Title 11 O.S.:

11 O.S. § 108: Codification of Municipal Ordinances

A. The governing body of a municipality may, from time to time, authorize a codification of its ordinances. Such a code may be kept up to date by use of a loose-leaf system and process of amendment. In a code of municipal ordinances, the title, enacting clauses and emergency sections may be omitted and temporary and special ordinances and parts of ordinances may also be omitted. Permanent and general ordinances and parts of ordinances which are to be repealed by the code shall be omitted from the code. The ordinances and parts of ordinances included in the code may be revised, rearranged, renumbered, and reorganized into some systematic arrangement. The governing body may publish in connection with the code new matter, provisions of state law relating to the municipality, a history of the municipality, the history of the municipal government, the names of officials and other informational matter as the governing body may decide. The book or pamphlet containing the code may also contain an index and forms and instructions as the governing body may decide.

Moreover,

11 O.S. § 109: Mandatory Compilation of Penal Ordinances

The penal ordinances of every municipality shall be compiled and published in a permanent form, either printed or typed, periodically, but not less than once each ten (10) years. Each municipality shall also publish biennial supplements to the permanent volume of compiled penal ordinances. No municipal ordinance shall be enforced if it is not reflected in such a permanent volume or supplement if the ordinance was adopted before the latest compilation or supplement. A codification of municipal ordinances which includes all penal ordinances is sufficient for complying with this compilation requirement if the code is issued as a permanent volume with biennial supplements and if the procedures for filing and notice, as outlined in Section 11-14-110 of this title, have been complied with. Provided, further, the ten-year codification requirement shall be satisfied if the code complies with the compilation requirement and the biennial supplements are made a part of the permanent volume which are maintained in permanent form either bound or in a loose-leaf form.

The City of Shawnee decided to undertake the recodification process several years ago and new ordinances have been passed by the Commission and codified online by MUNICODE, updating individual chapters of the Code.

Simply put, the recodification process is to ensure that city officials and relevant city departments re-visit existing municipal law to ensure that the code reflects current internal policy, as well as compliance with ever-changing state legislation.

The previous city attorney began this endeavor several years ago and at this point there are only a few chapters left to be updated via ordinance and re-codified. Another main ordinance to expect in the near future is the removal of individual dollar-fee-amounts throughout the Code. Instead, the City has decided to create a large scale Fee Schedule containing fee amounts from each individual chapter.

RECOMMENDATION

Staff recommends approval of the ordinance to change Chapter 19 of the Shawnee Municipal Code.

Additional ordinances will be brought forth to the City Commission as the City seeks to complete the recodification process in late-2016 and early-2017.

Attachments

- Ordinance amending Chapter 19

ORDINANCE NO. _____

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.

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 19 OF THE SHAWNEE MUNICIPAL CODE BE AMENDED ONLY AS TO THE ADOPTION, INCORPORATION, AND OTHERWISE ADDITION OF O.S. TITLE 47 TO THE EXISTING CHAPTER 19, AS SET FORTH BELOW; AND ALL OTHER REMAINING LANGUAGE OF CHAPTER 19 IS LEFT UNALTERED AND OTHERWISE ADOPTED SUBJECT TO ANY CONFLICT WITH TITLE 47, AND IF SO CONFLICTED, THOSE EXISTING CHAPTERS, SECTIONS, SUBSECTIONS, AND HEADINGS, ARE HEREBY REPEALED.

ARTICLE I – IN GENERAL

Section 1: Section 19-1, “State Highway Traffic Safety Code Adopted” is adopted, incorporated, and added, as follows:

The state highway traffic safety code, O.S. Title 47, as amended, is adopted and incorporated in this chapter to the extent applicable within the City as though set forth herein for the purposes of establishing locally appropriate rules and regulations for the control of traffic within the City. The adoption of the state traffic code is not intended to and does not repeal any provision of this chapter but shall be in addition thereto.

Section 2: **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 3: **CODIFICATION.** This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

Section 4: **REPEALER.** All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance, as they apply to O.S. Title 47, are repealed.

Section 5: **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:

PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Emergency separately approved this this _____ day of _____, 20____.

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this this _____ day of _____, 20____.

JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

9.

Meeting Date: 12/05/2016

Ward Boundaries

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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

Attachments

Ward Boundaries Memo

Ward Boundaries Ex 1

Ward Boundaries Ex 2



Office of the City Manager

STAFF REPORT AND RECOMMENDATION

AGENDA: December 5, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: Justin Erickson
Justin Erickson, City Manager

RE: **Proposed Changes to Ward Boundaries**

BACKGROUND

The City is comprised of six wards and after each Federal Census, we are required to review the population of each ward to ensure that the population distribution between wards is substantially equal. This analysis was completed by the City's Geographical Information Systems (GIS) Manager, John Claytor. The goals of this effort were to:

1. Meet or exceed all statutory requirements by ensuring that all wards were approximately equal in population;
2. Use logical boundaries and keep neighborhoods intact to the extent feasible; and
3. Utilize Census Block-level data to ensure an accurate analysis and facilitate future analysis after the 2020 Census.

The analysis has resulted in a proposal that includes a total of six (6) ward adjustments as detailed below and in Exhibit 1.

STATUTORY REQUIREMENT

Pursuant to the City's Charter (Article II):

Section 2. - Wards.

The city is hereby divided into six (6) wards, being the same number now existing in the present corporation, with boundaries to each as heretofore established; but the board of commissioners shall have power by ordinance to change the boundaries of the present wards, and in doing so each ward shall contain as nearly the same number of inhabitants as in the judgment of said board can reasonably be done.

Pursuant to State Law (11 O.S. § 20-101):

A. As soon as practicable following each federal census, the municipal governing body shall review the wards and ward boundaries of the municipality. The governing body shall change the boundaries or number of wards, if necessary, in the manner provided by this article, so that the wards are formed of compact and contiguous territory and are substantially equal in population.

PROPOSED CHANGES

Table 1 summarizes the current and proposed population distribution by ward utilizing the 2010 U.S. Census figures. If the wards were exactly equal, each would represent approximately 16.66% of the City's population, or 4,976 people. If the current ward boundaries were not changed, the maximum difference in population between the wards would be 1,711 people or 5.73 percent.

As proposed, the maximum variance is substantially reduced to 267 people or 0.89 percent. It is staff's opinion that a proposed deviation below 1.0% more than meets the "substantially equal" requirement set forth in State law. Although the City has certainly added population since 2010, the 2010 Census is the only data available at the block-level which allows for the detailed analysis necessary to complete the ward boundary adjustment. The next block-level population update will not occur until the 2020 Census is complete, with block-level data likely not available until 2021 or 2022. Based on U.S. Census estimates, Shawnee's 2015 population is estimated to be at 31,286 residents.

Table 1: Current and Proposed Population Distribution by Ward

Ward #	Current Population	Overall Percent	Proposed Population	Overall Percent
1	5,333	17.86%	4,982	16.69%
2	4,520	15.14%	5,109	17.11%
3	4,285	14.35%	4,931	16.52%
4	4,612	15.45%	4,965	16.63%
5	5,111	17.12%	4,842	16.22%
6	5,996	20.08%	5,028	16.84%
Total	29,857	--	29,857	--
Maximum Deviation	1,711	--	267	--

If the City Commission concurs with the proposed boundary adjustments, the City will provide notice in accordance with State law as follows (11 O.S. § 20-103):

The governing body shall give at least thirty (30) days' notice of the proposal by the governing body to change the name, boundaries, or number of wards. The notice shall be published at least once. After the thirty-day notice period, the governing body may make the proposed changes by ordinance which shall be approved by a two-thirds (2/3) vote of its members.

The adopting ordinance would be on the Commission's January 17 meeting for consideration.

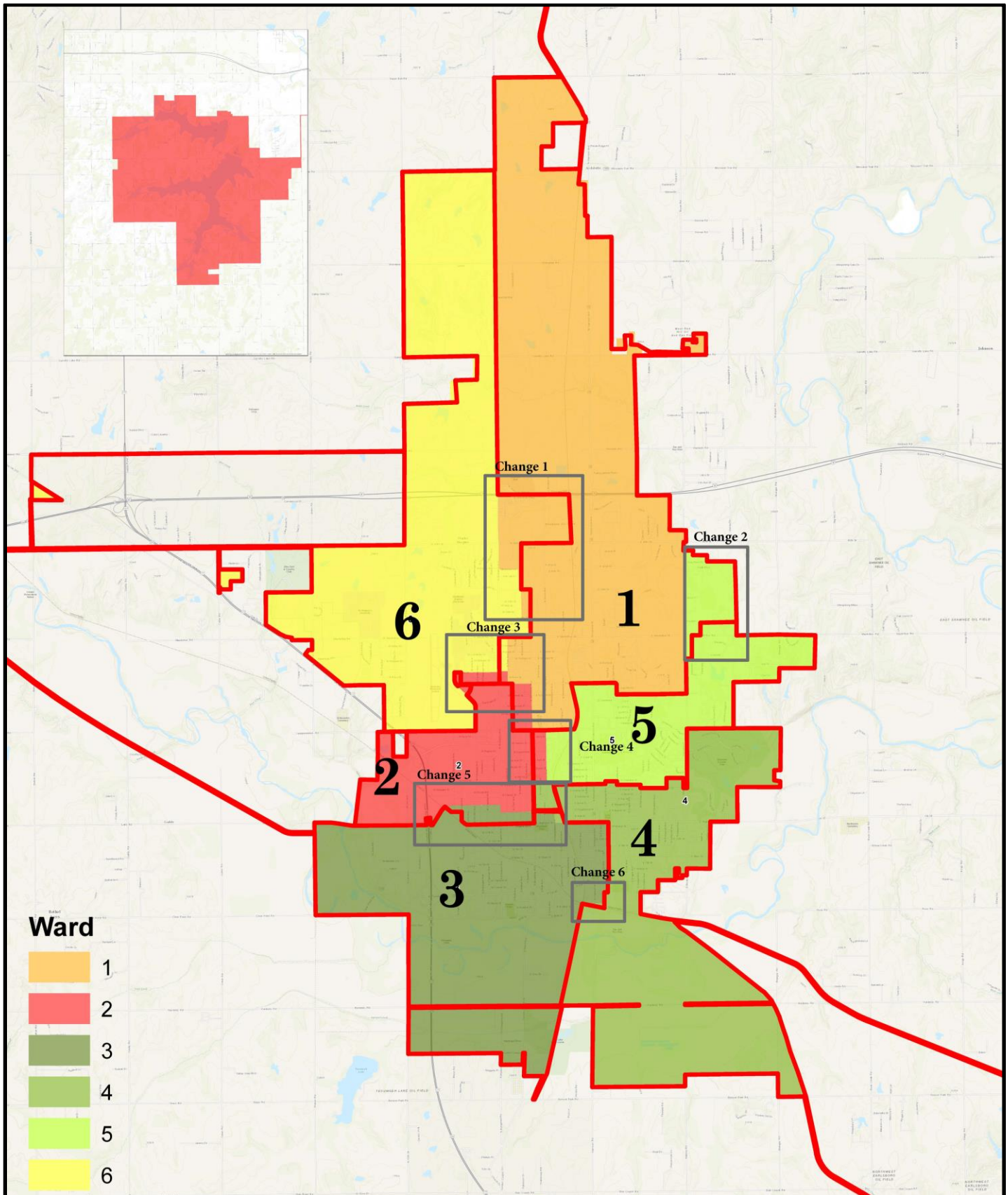
CONCLUSION

Staff respectfully requests City Commission Authorization to provide the required legal notice and prepare an Ordinance for consideration at the January 17 City Commission meeting.

EXHIBITS

1. Overview of ward boundary proposed changes (8 pages)
2. Map of proposed new ward boundaries

EXHIBIT 1

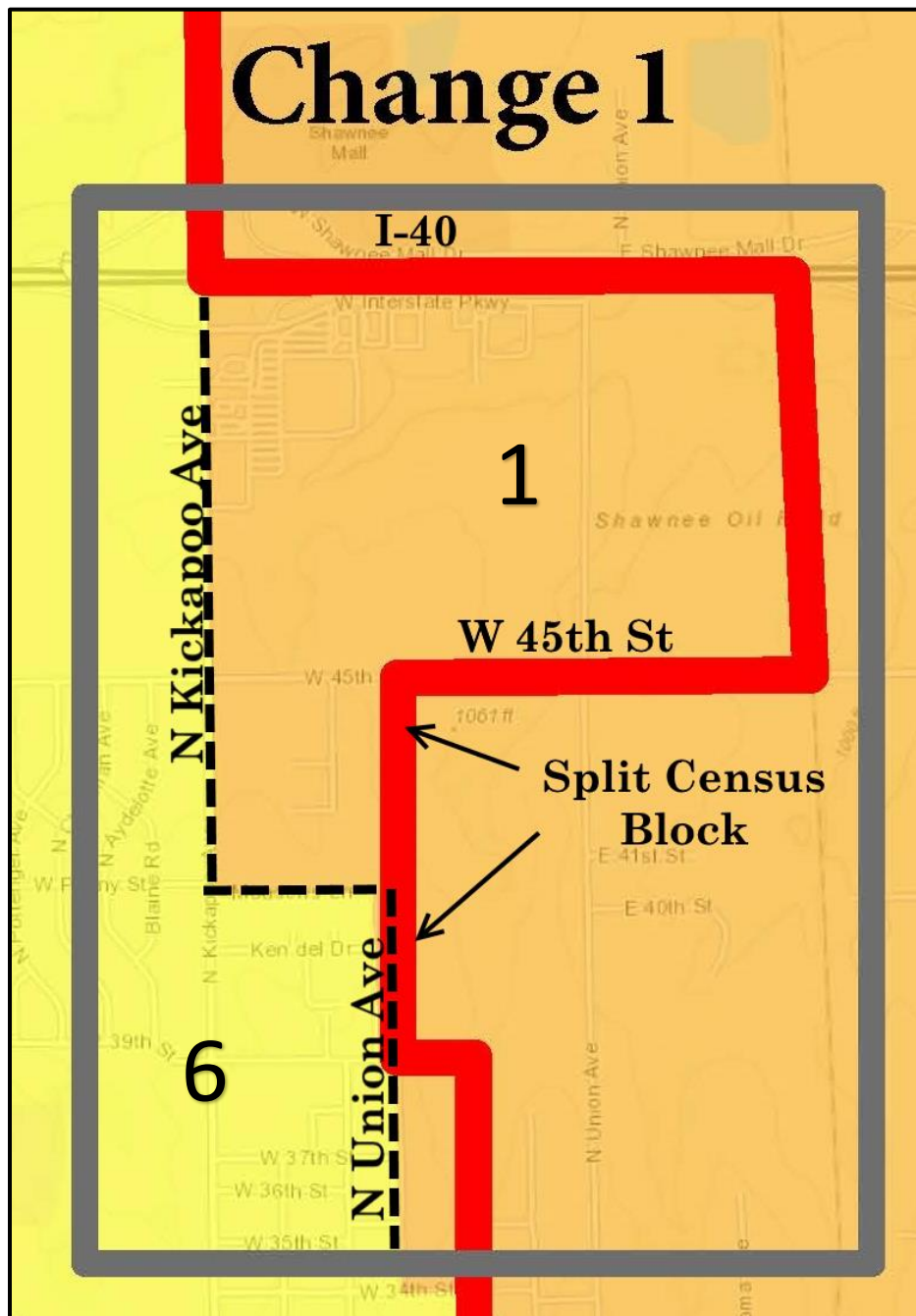


Overview of Ward boundaries and proposed modifications (red lines = current boundaries)

Proposed Change 1

This proposed change:

- Resolves a split census block between Ward 1 and Ward 6
- Lowers Ward 6 overall population count to better distribute population
- Cleans up the Ward 1 and Ward 6 boundary by utilizing N. Union and Bryan Street

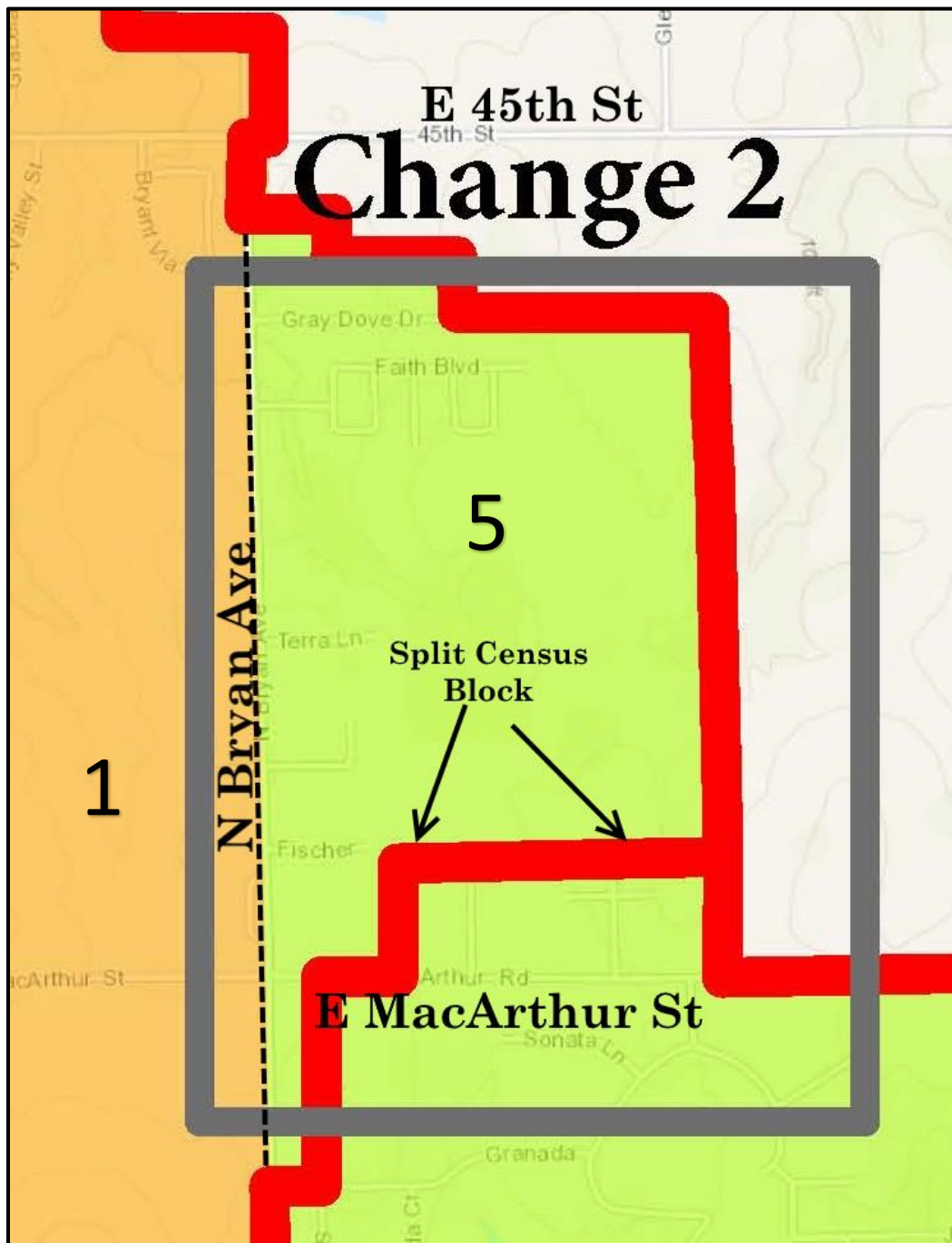


Note: The red line is the current boundary and the black dashed line is proposed.

Proposed Change 2

This proposed change:

- Resolves a split census block between Ward 1 and Ward 5
- Lowers Ward 1 and increases Ward 5 overall population to better distribute population
- Cleans up the Ward 1 and Ward 5 boundary by utilizing Bryan Street

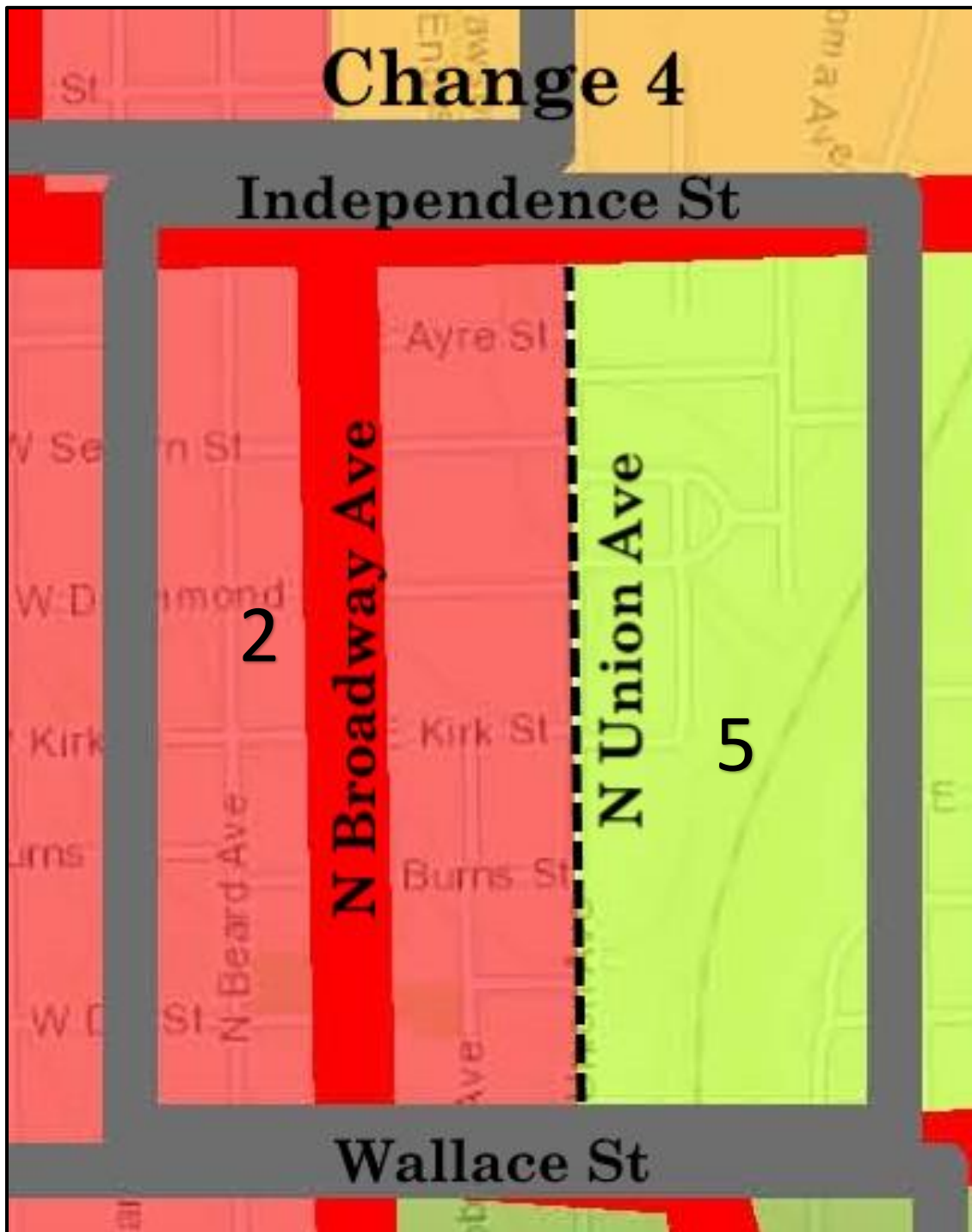


Note: The red line is the current boundary and the black dashed line is proposed.

Proposed Change 4

This proposed change:

- Adjusts boundaries to even out population by moving the boundary between Ward 2 and Ward 5 from Broadway to Union Street, which allows for increase in population allocated to Ward 2

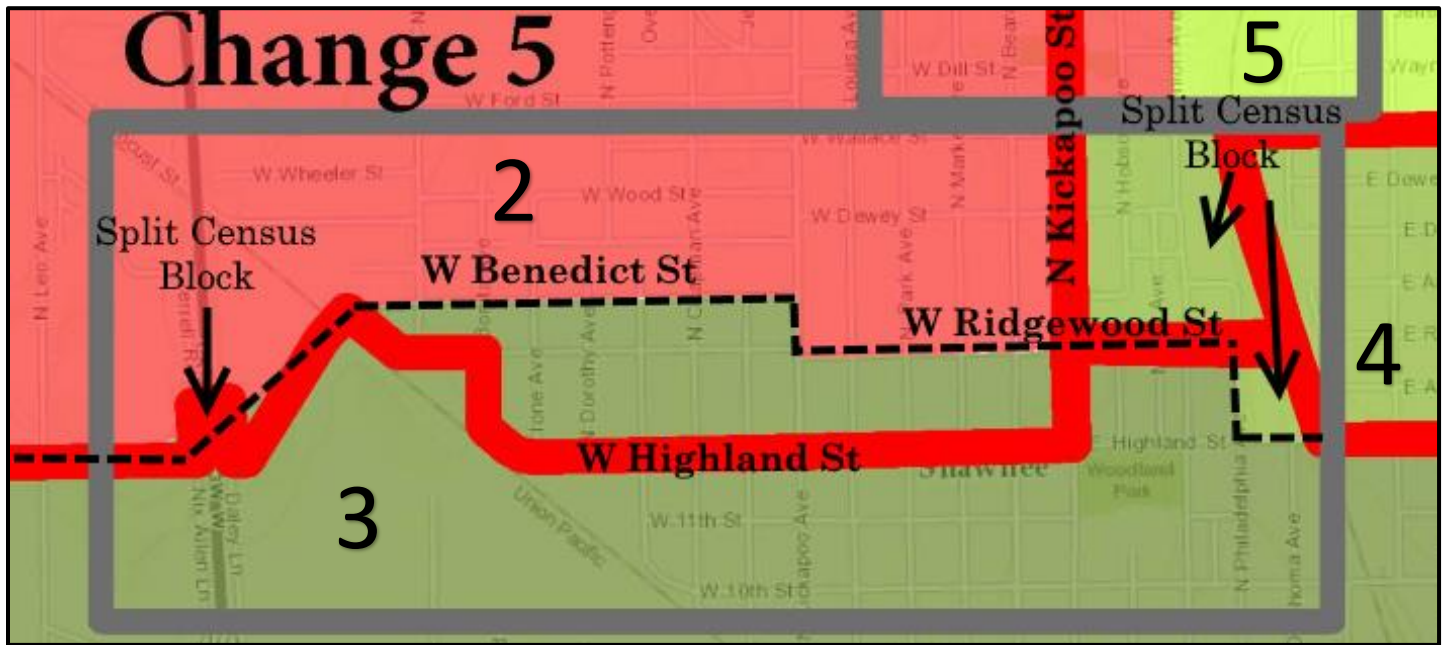


Note: The red line is the current boundary and the black dashed line is proposed.

Proposed Change 5

This proposed change:

- Resolves a split census block between Ward 4 and Ward 5
- Adjusts the boundaries between Ward 4 and Ward 5, allowing for reallocation of population to Ward 3 and Ward 4

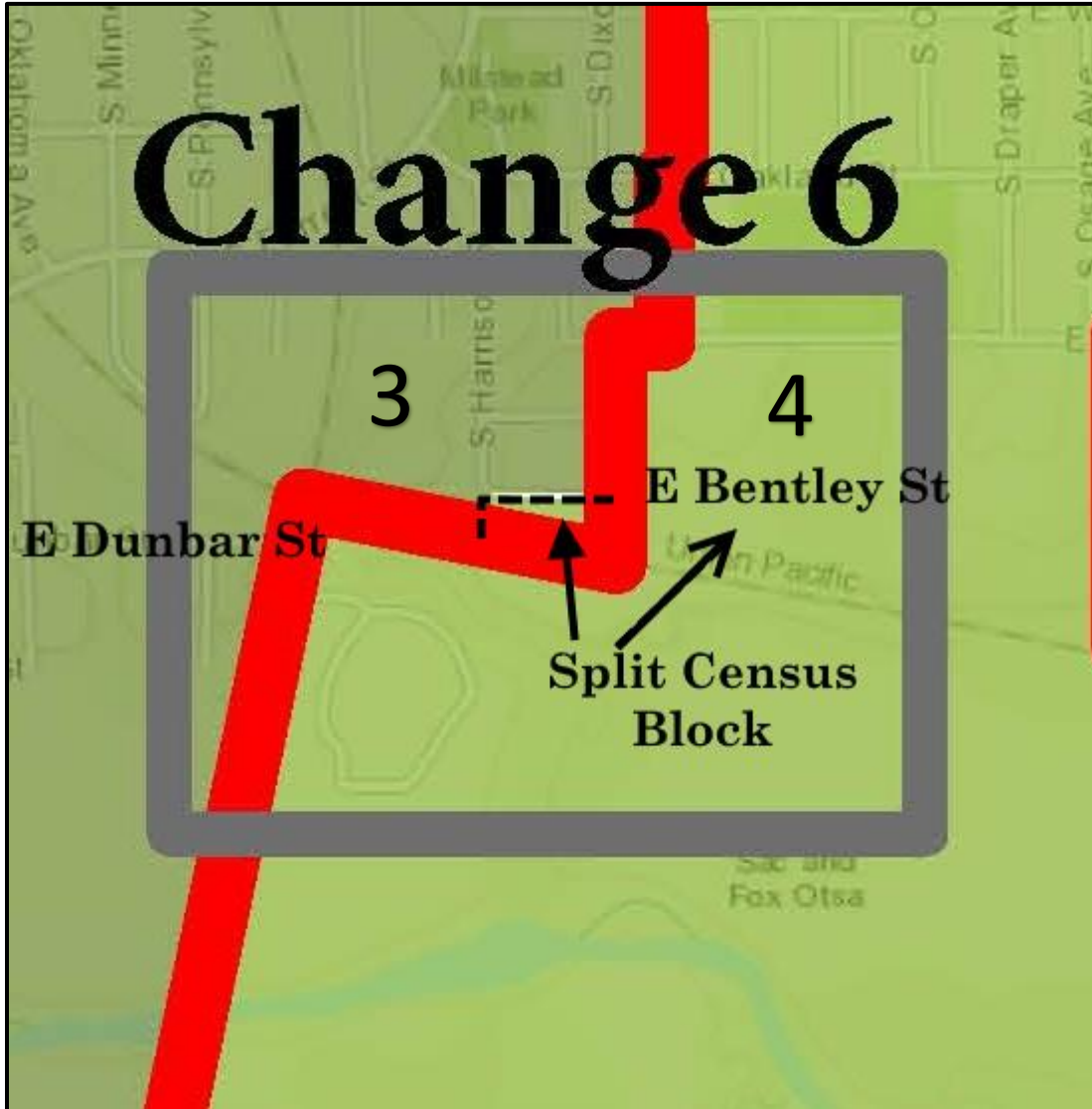


Note: The red line is the current boundary and the black dashed line is proposed.

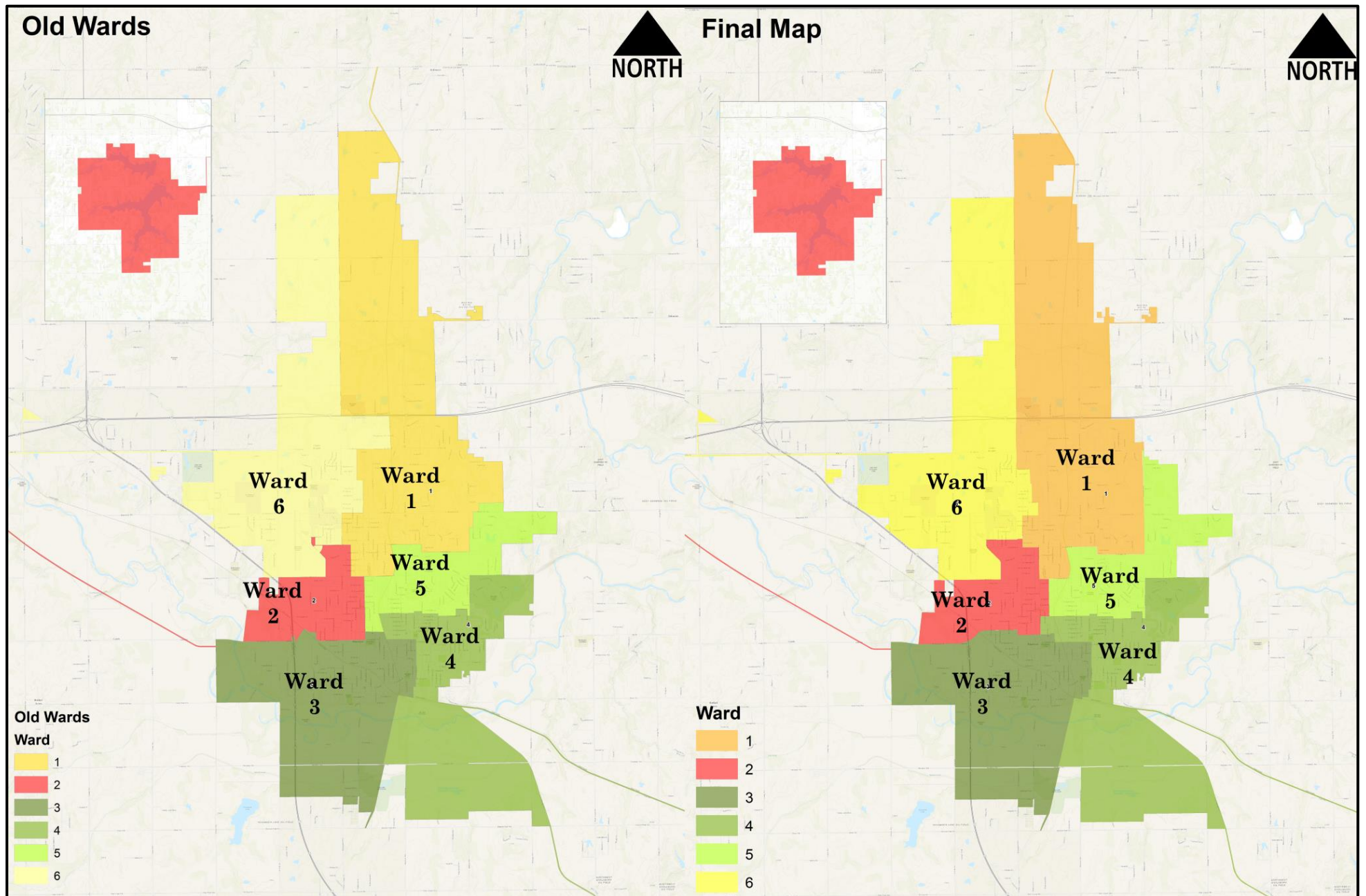
Proposed Change 6

This proposed change:

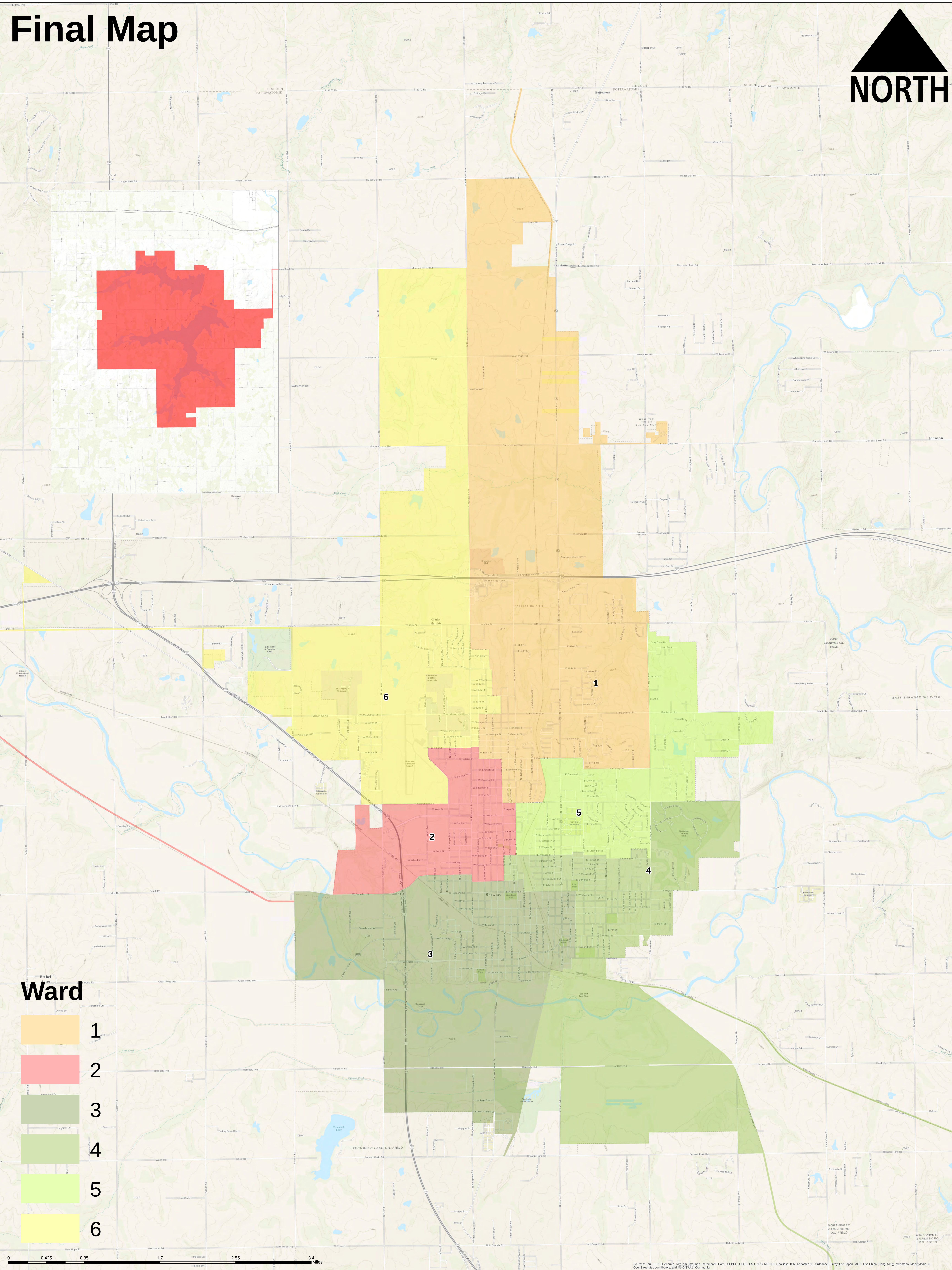
- Resolves a split census block between Ward 3 and Ward 4 and is a relatively simple change.



Note: The red line is the current boundary and the black dashed line is proposed.



NORTH



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, ©OpenStreetMap contributors, and the GIS User Community

Regular Board of Commissioners

10.

Meeting Date: 12/05/2016

CM Report

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager Report

Attachments

CM Rpt 11-2016

City Manager Report

November 2016



City Manager November Highlights

Wayfinding

The Shawnee City Commission will consider a Project Agreement with the Oklahoma Department of Transportation at their December 5 meeting. If approved, the wayfinding project is projected to be bid out in December, with a completion date in the second quarter of 2017.

Other News

- A 15-acre commercial development (“Domino Plaza”) is coming to Shawnee and will be built along N. Harrison, north of 45th Street. Construction will be begin soon. The City of Shawnee and Pottawatomie partnered on the project by providing economic development incentives.
- The City’s Community Survey is underway and surveys are in the mail to 2,200 randomly-selected households. Survey results are expected in early-February.

EXPO Operations

November was another busy month for the EXPO. Events included an RV rally, Tri-State Team Roping event, public auctions and the NBHA District Finals. Staff is working on implementation of the Avedis Grant for the Conference Center remodel.

For a complete listing of scheduled EXPO events, please see:
<http://www.shawneeexpo.org/calendar.html>

OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. November sales tax collected was \$1,468,286, compared to November 2015 we were up \$42,095 or 2.95%. For the fiscal year, we are down \$34,647 or .46%. City funds are still down slightly for the fiscal year, but staff remains optimistic as there are several new commercial developments planned and/or under construction.

Shawnee Municipal Authority

Master Plan Implementation. In 2014, the SMA adopted a Comprehensive Water and Wastewater Master Plan which evaluated all water supply, water treatment, collection systems and wastewater treatment facilities. The Plan included a Capital Improvement Plan (CIP) with recommendations for prioritization

Meetings and Noteworthy Items

City Commission – December 5 & 19

Planning Commission – December 7

Beautification Meeting – December 8

Traffic Commission – December 27

Note: Meetings are subject to addition, cancellation and change. Agendas are posted on www.shawneeok.org

Other Important Dates

Memorial Wall Dedication (Woodland Veterans Park): December 10 at 11:00 AM

Third Friday Downtown Block Party:
December 16

Other Events:

www.visitshawnee.com/Calendar

<http://www.shawneeexpo.org/calendar.html>

Board Openings:

Planning Commission

Beautification Committee

Traffic Commission

Note: Applications can be obtained:
www.shawneeok.org/gov/Boards/

City Manager Report

November 2016



and phasing of the recommended short term (0-5 years and 5-10 years) and long term (10-20 years) Capital Improvements Plan (CIP) projects.

The projects to be considered for this RFQ are short term recommendations of the Master Plan. Interested Engineers and SMA staff met for site visits at each Plant on July 21, 2016. The City Commission authorized staff to enter into contract negotiations with Burns & McDonnell for engineering services on 08/15/2016. Staff is still in the negotiation phase.

Bathymetry Study. The City of Shawnee has entered into a joint-funding agreement with the U.S. Geological Survey to conduct a bathymetry study. The total cost of the project is \$46,000 and the City's share is \$15,500. Bathymetric data can be used for a myriad of purposes ranging from determination of the elevation, area, and capacity of a body of water, to sediment deposition patterns. The objective of this project will be to conduct complete bathymetric surveys of the Twin Lakes. The study will be completed in 2017. An initial kickoff Meeting was held on May 12, 2016. As of June 27, 2016, USGS advised the field work is almost complete. Maps are being generated and USGS is currently looking for data holes. Staff is reviewing the draft copy – the USGS sent the draft out for peer review before submitting the final study.

DATA Collection for Sewer Collections Manholes/Pipe Data. The purpose of this initiative is to complete the wastewater hydraulic model and build an accurate sewer collections map that can be used by staff in the field. The agreement between Smith Roberts Baldischwiler, LLC (SRB) and SMA/City of Shawnee was signed by the City Manager on 6/8/16. SRB will collect up to a maximum of 2500 manholes over three months. Work began the week of June 13th. SRB presented a presentation to SMA staff on 09/26/2016. Project is estimated to be completed in January 2017.

Operations Department

Auditorium HVAC Design. Within the next couple of weeks this project will wrap up. Contractors are finishing up on a punch list and will bring in a cleaning crew to clean the construction area. The system is running and appears to be operating well.

Parks Landscape and Feature Redesign. Staff has made a selection as to the firm that will do the designs. The City Commission has deferred the decision until the Dec. 19 meeting in order to look at other factors that could be interjected into the plan.

Library HVAC work. Plans for the new cooling tower and building water loop rework is 100% complete. Staff will be asking to go out for bid at the next Commission meeting.

Engineering and Streets

Downtown Streetscape. Project awarded to CGC, LLC in the bid amount of \$3,156,371.50. Construction on Phase I (Beard Street to Bell Street) started January 19. Phase 1 was open to the public on July 15. Phase 2 work begun on July 18. The first block (Bell Street to Union Street) of Phase 2 was opened in mid-November. Main Street from Union Street to Philadelphia Street is expected to open the week of December 12. The final block will open in late-December or early-January.

City Manager Report

November 2016



Rehab Asphalt Streets Project. Shawnee Mall Drive from Kickapoo to Harrison was completed in mid-November. The project included milling/overlay of Mall Drive from Kickapoo to just west of Harrison, with future work planned for Center St. from Highland to 10th, 11th St. from Center to Draper, and Whittaker from Center to Draper.

Concrete Streets Rehab. Panel replacement on Market between Midland and Georgia is underway.

Sidewalk/ADA Handicap Ramps Project. The Contractor has begun work on the intersections along Beard beginning with the Burns Street intersection.

Planning Department

Clean-up Efforts. The Action Center maintains a very active caseload, with many complaints related to tall grass and weeds continuing to come in daily. For a complete list of Action Center cases or to submit a complaint online, see: <http://www.shawneeok.org/actioncenter/default.asp>

Transportation Alternatives Program. The City was notified in August that its application to the Oklahoma Department of Transportation for a Transportation Alternatives Program grant was approved. The planned sidewalk will bridge a critical missing gap along MacArthur Street east of Harrison. The Avedis Foundation has agreed to provide matching funds equal to ten percent of the project cost. Staff is working with ODOT on scheduling of this project.

The Planning Commission has an active docket. Complete agendas are posted here: <http://www.shawneeok.org/Documents/>

Fire Department

Station 2 Rehab/Renovation. Work on this project continues. After receiving permission to move forward with the development of construction documents at the November 7 Commission Meeting, staff continues to work out the final details of the design with Fritz Baily Architects, Collins Design Service and COS Engineering. We hope to have biddable construction documents complete by mid-January.

Hydrant Painting (ISO requirement). This project continues. SFD crews have now painted 148 (roughly 10%) of the hydrants within the City of Shawnee.

Blue Card Incident Command Certification. All SFD Chief Officers are now enrolled in the Blue Card Incident Command Certification program. This is 50 hour education program that concludes with an evaluation process required for certification as an Incident Commander. This is a national “best-practice” program that provides A/V interactive simulation training.

Lieutenant Promotions. As a result of our recent Lieutenant Academy, we had 3 department members (Mike Bickel, Steven Scarberry and Clint Seidl) promote from the position of Firefighter to Lieutenant. These 3 members will now be responsible for driving and operation department apparatus at emergency incidents.

City Manager Report

November 2016



Police Department

Patrol. Officers are actively working the Attorney General's Grant with saturation patrols of the downtown area.

Animal Welfare. Work continues on the new kennels as they are nearing completion.

Emergency Management

North Radio Tower Site. Work completed and the site is on the air. Preliminary results show improved coverage in previous trouble spots.

EOC Remodel. Ceiling tiles have been installed. Cables and wiring have been run in cable management trays. Re-installation of furniture, computers, televisions and communications equipment in Operations and Radio rooms continues as time allows.

Happy Holidays

