

AGENDA
BOARD OF CITY COMMISSIONERS
November 19, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Consent Agenda:
 - a. Minutes from the November 5, 2018 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for October 2018
 - Project Payment Report for October 2018
 - Shawnee Urban Renewal Authority Minutes from August 7, 2018 meeting.
 - c. Confirm and approve the appointment of Nicholas C. Atwood as the Municipal Judge.
 - d. Confirm and approve the Interim City Manager's hiring of Michael Ludi as the Director of Engineering.
 - e. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Teresa Brown.
 - f. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Perry McAlister.
 - g. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Terry Cook.
 - h. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Charlie Oden, Jr.
 - i. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Damon Townsend
 - j. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Michael Murrell.
 - k. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Tamera Johnson.
2. Presentation by Animal Control to present the Pet of the Week.

3. Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)
4. Recognition of Lieutenant Tony Pack for receiving the 2018 Shawnee Fire Department Firefighter of the Year Award.
5. Recognition of Captain Roy Reece for receiving the 2018 Shawnee News-Star Firefighter of the Year Award.
6. Discussion, consideration, and possible approval of a resolution of the Mayor and the City Commission that establishes and provides for compensation of Municipal Judge Nicholas C. Atwood pursuant to Article II, Chapter 12, Section 12-28 of the Shawnee Municipal Code.
7. Consideration of a contract with Municipal Judge Nicholas C. Atwood.
8. Swearing in of Nicholas C. Atwood as Municipal Judge.
9. Consideration of a resolution to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion.
10. Discussion, consideration, and possible action to approve an agreement with Excel Auction to auction surplus City property.
11. Acknowledge monthly Sales Tax and City Treasurer Report.
12. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
13. Commissioners Comments
14. Discussion, consideration, and possible action to enter into executive session for discussion related to the employment of Mark Flores in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."
15. Discussion, consideration, and possible action to enter into executive session for discussion related to the employment of Interim City Manager in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."
16. Consider matters discussed in executive session related to the approval of the employment of Mark Flores in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."

17. Consider matters discussed in executive session related to the approval of the employment of Interim City Manager in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."
18. Adjournment

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

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

Regular Board of Commissioners

1.a.

Meeting Date: 11/19/2018

CC Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the November 5, 2018 regular meeting.

Attachments

CC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS

NOVEMBER 5, 2018 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, November 5, 2018 at 6:00 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley

Mayor

Ed Bolt

Commissioner Ward 1

Ron Gillham

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Darren Rutherford

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Ben Salter

Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch, Emergency Management
Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids/request for proposals as set forth in Agenda Item No. 11.
- b. Minutes from the October 15, 2018 regular meeting and October 19, 2018 special call meeting.
- c. Acknowledge the following minutes:
 - Traffic Commission Minutes from June 26, 2018 meeting.

- Shawnee Community Beautification Committee Minutes from September 20, 2018 meeting.

d. Traffic Commission Recommendations

- Consideration of request by Carl Packwood for OG&E to put in a street light at the corner of 45th Street and Vision Boulevard.

BOARD RECOMMENDATION: Board recommends approval of request.

STAFF RECOMMENDATION: Staff recommends approval of request.

e. Acknowledge City of Shawnee Holiday Schedule for 2019.

f. Acknowledgement of sitting Municipal Judge Randall Wiley's accelerated resignation/retirement, effective on this day, November 5, 2018.

g. Acknowledge, ratify, and authorize staff to enter into Accelerated Resignation/Retirement Agreement by and between Randall Wiley and the City of Shawnee, Oklahoma.

h. Acknowledgment and receipt of the Mayor's appointment of Nicholas C. Atwood and Michael Warwick as the Acting Municipal Judges to serve in such capacity, effective immediately, and through November 30, 2018, and submitted to the Commission in writing in accordance with Article II, Chapter 12, Section 12-28 ["Acting Judge."] of the Shawnee Municipal Code.

i. Acknowledgment and receipt of the Mayor's naming of Nicholas C. Atwood as the proposed appointee for the office of Municipal Judge, submitted to the Commission in writing at this next to last regularly scheduled meeting prior to the day upon which appointment is to take effect, and to be acted upon at the next regularly scheduled meeting, all in accordance with Article II, Chapter 12, Sections 12-25 ["Judges."] and 12-29 ["Vacancies in office of judge."] of the Shawnee Municipal Code.

- j. Authorize staff to execute an equipment services agreement with Motorola Solutions.
- k. Acknowledge Oklahoma Municipal Retirement Fund Retirement for John Krywicki.
- l. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Robin Riddle.
- m. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Teresa Story.
- n. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Stephen Nolen.
- o. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Craig Lee.
- p. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Randall Keith Ward.
- q. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Penny Kesler.
- r. Acknowledge Oklahoma Municipal Retirement Fund Retirement for Fred Treiber.
- s. Acceptance of public improvement, i.e. sanitary sewer line for First United Bank Addition, placing maintenance bonds into effect, authorizing obtainment of signatures and recording of final plat.
- t. Lake Lease Transfers:

TRANSFERS:

Lot 3A Johnston Tract, 16804 Magnino Road

From: Ronald Hughes

To: Lanny & Deana Lewis

Lot 8 Green Tract, 32001 Hornbeck Road

From: Patricia Hill & Dianna Jones

To: Dianna Jones

Lot 8 Roewe Tract, 32303 Hornbeck Road
From: Terri Johnson & Michael Johnson
To: Terri Johnson & Troy Sutherlin

Lot 6 Belcher Tract, 15411 Nickens Road
From: Carol Hopkins & Jacob Bamborough
To: Carol Hopkins

A motion was made by Commissioner Gillham, seconded by Vice Mayor Harrod, to approve Consent Agenda Item Nos. 1(a-t). Motion carried 7-0.

AYE: Gillham, Harrod, Finley, Rutherford, Sehorn, Salter, Bolt
NAY: None

AGENDA ITEM NO. 2: Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Kesha Miller introduced Chelsea, a four to six-month old pit bull mix. Her adoption fee is \$30.00 if the adopter resides outside the City limits and \$40.00 if the adopter resides within the City limits.

AGENDA ITEM NO. 3: Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Mr. Daniel Shaugnessy and Ms. Holly Gordon stated the benefits to the Compete Streets Policy being considered on the agenda at tonight's meeting.

Ms. Rachel Melot provided an update on the Safe Streets Campaign. For two weeks volunteers canvassed Broadway Avenue and Wallace Street informing individuals they could not block the sidewalks across driveways. The following two weeks the Shawnee Police Department (SPD) issued warnings to cars parked across sidewalks. Beginning week five, SPD has followed up with citations for this violation.

Ms. Phyllis Bolt also spoke regarding the Safe Streets Campaign. She was a volunteer passing out information to citizens.

Mr. Tom Claybrook commented on a newspaper article that the City was offering an early retirement incentive. He then filed a record request with the City of Shawnee for budget information. Mr. Claybrook advised what he discovered regarding the general fund balance to the Commission.

AGENDA ITEM NO. 4:

Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Steve Nelms.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve the Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Steve Nelms. Motion carried 7-0.

AYE: Harrod, Rutherford, Sehorn, Salter, Bolt, Gillham, Finley

NAY: None

AGENDA ITEM NO. 5:

Discussion, consideration, and possible approval of a resolution of the Mayor and the City Commission that establishes and provides for compensation of Acting Municipal Judge Nicholas C. Atwood pursuant to Article II, Chapter 12, Section 12-28 of the Shawnee Municipal Code.

City Attorney Joe Vorndran explained City ordinance requires compensation for the Acting Municipal Judge be set by resolution.

Resolution No. 6574 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA THAT ESTABLISHES AND PROVIDES COMPENSATION OF THE ACTING MUNICIPAL JUDGE PURSUANT TO ARTICLE II, CHAPTER 12, SECTION 12-28 OF THE CITY CODE.

A motion was made by Commissioner Bolt, seconded by Commissioner Sehorn, to approve a resolution of the Mayor and the City Commission that establishes and provides for compensation of Acting Municipal Judge Nicholas C. Atwood pursuant to Article II, Chapter 12, Section 12-28 of the Shawnee Municipal Code. Motion carried 7-0.

AYE: Bolt, Sehorn, Salter, Gillham, Harrod, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 6:

Consider a resolution to adopt a Complete Streets Policy.

Community Development Director Justin DeBruin provided a staff report and explained this policy is in harmony with the efforts over the past three to four years with the sidewalks and connectivity throughout the City. This policy outlines design standards for future projects and provides commitment to look at performance standards. He noted this resolution and policy has been a joint effort between the City and Blue Zones.

Vice Mayor Harrod stated that he would like the Commission to take time to discuss it further.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Salter, to table this item to a future planning session to discuss further.

After further discussion, Vice Mayor Harrod, seconded by Commissioner Salter, amended his motion to defer this item to a future City Commission meeting. Motion carried 7-0.

AYE: Harrod, Salter, Bolt, Gillham, Finley, Rutherford, Sehorn

NAY: None

AGENDA ITEM NO. 7:

Consider a resolution to adopt a Joint Use of Facilities Agreement with Shawnee Public School District 193 (Shawnee Public Schools).

Community Development Director Justin DeBruin gave a staff report and stated that staff recommends approval of this item. He noted this agreement will be reviewed annually.

Resolution No. 6575 was introduced.

A RESOLUTION APPROVING A JOINT USE OF FACILITIES AGREEMENT BETWEEN THE CITY OF SHAWNEE AND SHAWNEE PUBLIC SCHOOL DISTRICT.

A motion was made by Commissioner Rutherford, seconded by Commissioner Bolt, to approve a resolution to adopt a Joint Use of Facilities Agreement with Shawnee Public School District I93 (Shawnee Public Schools). Motion carried 7-0.

AYE: Bolt, Rutherford, Sehorn, Salter, Gillham, Harrod, Finley
NAY: None

AGENDA ITEM NO. 8:

Discussion, consideration, and possible approval of an ordinance amending Article IV of Chapter 15 of the Shawnee Municipal Code to regulate the use of tobacco products and vapor products; and also providing for severability, codification, and repealer; and declaring an emergency. *(Deferred from the October 15, 2018 City Commission meeting.)*

City Attorney Joe Vorndran stated there was a slight change made from the draft submitted at the October 15, 2018 City Commission meeting to comply with model policy.

A motion was made by Commissioner Bolt, seconded by Commissioner Rutherford, to approve an ordinance amending Article IV of Chapter 15 of the Shawnee Municipal Code to regulate the use of tobacco products and vapor products; and also providing for severability, codification, and repealer; and declaring an emergency.

Ordinance No. 2644NS was introduced.

AN ORDINANCE REPEALING AND AMENDING ARTICLE IV OF CHAPTER 15 OF THE SHAWNEE MUNICIPAL CODE, FINES, SMOKING IN PUBLIC PLACES AND INDOOR WORK PLACES; PROVIDING FOR DEFINITIONS; REGULATING USE OF TOBACCO; PROVIDING FOR PENALTY; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION, PROVIDING FOR REPEAL, AND DECLARING AN EMERGENCY.

Motion carried 7-0.

AYE: Bolt, Rutherford, Sehorn, Salter, Gillham, Harrod, Finley
NAY: None

Ordinance No. 2644NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve emergency clause relating to Ordinance No. 2644NS. Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt

NAY: None

AGENDA ITEM NO. 9:

Public hearing and consideration of an ordinance to approve the annexation of 1.57 acres owned by North Rock Creek School Board located at 42308 Garretts Lake Road.

Community Development Director Justin DeBruin stated that this is a follow-up item from the October 15, 2018 City Commission meeting. He stated this parcel is surrounded by North Rock Creek School and will be annexed as C2; Limited Office District. He stated it is intended for the administrative building. Staff recommends approval of this item.

Mayor Finley declared a public hearing in session to consider an ordinance annexing 1.57 acres into the City. 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 Gillham, to approve an ordinance to approve the annexation of 1.57 acres owned by North Rock Creek School Board located at 42308 Garretts Lake Road.

Ordinance No. 2645NS was introduced.

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

Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt

NAY: None

Ordinance No. 2645NS was adopted by the City Commission.

AGENDA ITEM NO. 10:

Discussion and possible action to move forward with proposed financing related to capital projects.

Interim City Manager Eric Benson explained the City of Shawnee has the opportunity to pursue favorable interest rates on bond funding for the capital projects related to the one-half (1/2) cent sales tax increase.

Finance Director Chance Allison stated that on June 26, 2018, Proposition IV passed by electors of the City of Shawnee increased the sales tax by one-half (1/2) cent effective October 1, 2018. These funds are to assist with capital improvement projects related to public safety, streets, and parks and public facilities. Since the City has not borrowed debt during 2018, these projects can be kickstarted by borrowing up to \$10,000,000.00 on a bank qualified basis which receives favorable interest rate treatment. The City can possibly finance more in the future as projects progress. Staff recommends a motion to approve financial advisors to seek bids for bank qualified tax-exempt financing up to \$10,000,000.00.

A motion was made by Mayor Finley, seconded by Vice Mayor Harrod, to allow staff to direct the City's financial advisors to begin the bid process for bank qualified tax-exempt financing up to \$10,000,000.00. Motion carried 7-0.

AYE: Finley, Harrod, Rutherford, Sehorn, Salter, Bolt, Gillham

NAY: None

AGENDA ITEM NO. 11:

Consider Bids/Request for Proposals (RFP):

- a. City Manager Executive Search Firm CM-001-2018 (Open)

PROPOSERS

AMOUNT

The Executive Suite
Hyannis, MA

\$18,463.00

The Austin Peters Group Inc.
Fort Collins, CO

\$19,400.00

The Pace Group
Tupelo, MS

Thirty percent (30%) of base salary for first year for City Manager and out of pocket expenses with no limit.

Springstead, Waters Addison, TX	Base bid \$24,500.00 Survey \$1,650.00 Additional expenses \$220.00 per hour
Strategic Government Resources Keller, TX	\$26,500.00
Affion Public Camp Hill, PA	\$28,000.00
OMMS Edmond, OK	\$14,450.00
The LMC Group Manchester, NH	\$15,000.00 \$17,000.00 – on site

Human Resources Director Tammy Johnson read the proposals into the record and requested to defer the award to a future meeting to allow the City Manager Search Committee time to review and check references.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to defer the proposal award to a future meeting to allow the City Manager Search Committee time to review and check references. Motion carried 7-0.

AYE: Gillham, Bolt, Harrod, Finley, Rutherford, Sehorn, Salter
NAY: None

AGENDA ITEM NO. 12: Administrative Report

a. Engineering Projects – Assistant City Engineer Michael Ludi

Assistant City Engineer Michael Ludi provided the Commission a list of Street Capital Improvement Projects and rough estimated costs. The order can be adjusted by the City Commission.

The City Commission previously approved IMS to do a street evaluation. IMS drove, tested and scanned all of the City streets. They found that the City has 225 centerline miles of roadways of asphalt and concrete. This does not include any dirt roads that the City maintains. These are preliminary results at this time. Only five percent (5%) of the streets currently falls between poor and very poor on

the national average. That is very good on a national average. To maintain the current level of streets that are considered very good, the City would have to spend \$3,000,000.00 annually of maintenance funds to do overlay projects and concrete replacement. The City currently spends approximately \$1,500,000.00 annually, which is not enough to maintain the current street conditions.

AGENDA ITEM NO. 13: 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. 14: Commissioners Comments

Commissioners Bolt, Harrod, Sehorn and Salter encouraged everyone to vote on election day, November 6, 2018.

Commissioner Gillham stated that though it appeared the bonding issued was passed over lightly, there had been intense meetings to discuss it.

Vice Mayor Harrod commented on the Complete Streets Policy and said the public and Blue Zones need to realize that the City does not have additional funds to do the things that they would like to do. He stated he was not opposed to the policy itself, but that if you develop a policy, you should expect it to be followed.

Mayor Finley stated that the “hot button” issue for him on the Complete Streets Policy is that he is hesitant to give Code Enforcement any more tools to use to deter people from coming to Shawnee and building.

Mayor Finley addressed Mr. Tom Claybrook stating he appreciates his interest.

Commissioner Sehorn stated he agrees with the concept of the Complete Streets Policy, but the cost can get a little overboard.

AGENDA ITEM NO. 15: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:48 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC
CITY CLERK

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

Meeting Date: 11/19/2018

Reports and Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for October 2018
 - Project Payment Report for October 2018
 - Shawnee Urban Renewal Authority Minutes from August 7, 2018 meeting.
-

Attachments

License Pymt Rpt

Project Pymt Rpt

SURA Minutes

11/08/2018 2:06 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 10/01/2018 TO 10/31/2018
SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	320.00CR
001-4202	BUILDING PERMITS	20,070.09CR
001-4203	PLUMBING PERMITS	3,375.00CR
001-4204	ELECTRICAL PERMITS	350.00CR
001-4205	ZONING PERMITS & APPLICATIONS	355.00CR
001-4206	HEATING & A/C PERMITS	1,612.50CR
001-4249	OTHER PERMITS	960.00CR
001-4822	OTHER MISC. REVENUE	40.00CR
501-4510	WATER TAPS	3,250.00CR
799-1023	BANCFIRST GENERAL ACCT	30,332.59

11/08/2018 2:08 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 10/01/2018 TO 10/31
SORTED BY: PR

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	10,069.32CR
B2-ADD	BUILDING CONSTRUCTION ADD	331.75CR
B3-REMODEL	BUILDING CONSTRUCTION REM	14,754.52CR
B4-CARPORT	BUILDING CARPORT	29.50CR
B4-SHELTER	BUILDING SHELTER	118.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	377.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,698.00CR
P3-REMODEL	PLUMBING REMODEL	1,635.00CR
X-DEMO	DEMOLITION PERMIT	50.00CR
X-MOVING	MOVING PERMIT	50.00CR
X-PLATREV	PLAT REVIEW PRELIM	75.00CR
X-SIGN	SIGN PERMIT	550.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	64.50CR
Z-OCCUP	OCCUPANCY PERMIT	250.00CR
Z-REZONING	REZONING REQUEST	280.00CR
TOTAL		30,332.59CR

SHAWNEE URBAN RENEWAL AUTHORITY

MINUTES OF AUGUST 7, 2018

The Board of Commissioners of the *Shawnee Urban Renewal Authority* met for a regular meeting Tuesday, August 7, 2018 at 9:00 a.m. in the CDBG Conference Room, 227 N. Broadway, Suite C, Shawnee, Oklahoma.

Tiffany Barrett called the meeting to order at 9:05 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

Chairman	Tiffany Barrett
Commissioner	Audra Barksdale
Commissioner	Paul Davis
Commissioner	Johnie Maxwell
Commissioner	Renee' Wortham

Also present:

Bryan Logan, CDBG Program Manager, SURA

Karen Drain, Secretary, SURA

Elaine Shrum, Administrative Specialist, SURA

A quorum was declared.

AGENDA ITEM NO. 3

APPROVAL OF MINUTES:

A motion to approve the minutes of May 1, 2018 was made by *Commissioner Wortham*, seconded by *Commissioner Davis*. Motion carried with no abstentions.

VOTING YES: Barrett, Barksdale, Davis, Maxwell and Wortham

VOTING NO: None

AGENDA ITEM NO. 4

APPROVAL OF CLAIMS:

A motion to approve claims totaling \$ 84,918.71 was made by *Commissioner Wortham*, seconded by *Commissioner Maxwell*. Motion carried with no abstentions.

VOTING YES: Barrett, Barksdale, Davis, Maxwell and Wortham

VOTING NO: None

**AGENDA ITEM NO. 5
UPDATE ON PROJECTS:**

Bryan Logan, CDBG Program Manager gave the following update:

- 1. Home Repair: Foundation**
Quotes received: 2
Awarded to: Ram Jack for \$4,714.00

- 2. Home Repair: Windows**
Cost Estimate: \$ 5,600.00
Bids received: 3
Bid awarded to: LG Const. for \$5,059.00 - Closed

- 3. Home Repair: Roof**
Cost Estimate: \$ 10,575.00
Bids received: 2
Bid awarded to: Patterson Roofing for \$11,521.00 – Closed at \$12,906.00

- 4. Home Repair: Plumbing**
Cost Estimate: \$ 12,240.00
Bids received: 2
Bid awarded to: LG Const. for \$10,495.00 - Closed at \$16,230.00

- 5. Home Repair: Cabinets**
Quotes received: 2
Awarded to: David VanBrunt for \$5,950.00

- 6. Home Repair: Windows/HVAC**
Cost Estimate: \$ 12,700.00
Bids received: 4
Bid awarded to: Beauford Const. for \$15,380.00 - Closed

- 7. Home Repair: Bathroom**
Cost Estimate: \$ 6,175.00
Bids received: 3
Bid awarded to: OPES for \$4,870.00 – Closed at \$5,070.00

- 8. Home Repair: Foundation**
Quotes received: 2
Bid awarded to: PowerLift for \$6,375.00 - Closed

9. Home Repair: Roof
Cost Estimate: \$ 10,320.00
Bids received: 3
Bid awarded to: **LG Const. for \$11,498.00**

**AGENDA ITEM NO. 6
OLD/NEW BUSINESS:**

There was no old or new business.

**AGENDA ITEM NO. 7
PROGRAM MANAGER'S REPORT:**

Bryan Logan, CDBG Program Manager reported that we received our grant money for this year from HUD.

We received three applications for 1202 N. Penn, but only one qualified buyer. We will be closing on that this month.

One of our grantees that we built a house for in 2008 is in a nursing home and her family deeded her house back to SURA. We will complete any repairs needed and either sell it to a First Time Home Buyer or lease it to Family Promise for transitional housing.

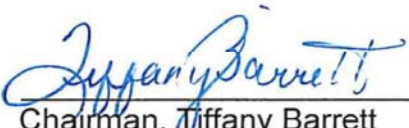
**AGENDA ITEM NO. 8
ADJOURNMENT**

There being no further business to come before the Board at this time, a motion to adjourn at 9:20 a.m. was made by **Commissioner Maxwell**, seconded by **Commissioner Wortham**. Motion carried with no abstentions.

VOTING YES: Barrett, Barksdale, Davis, Maxwell and Wortham
VOTING NO: None



Secretary, Renee' Wortham



Chairman, Tiffany Barrett

Regular Board of Commissioners

1.c.

Meeting Date: 11/19/2018

Judge Appointment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Confirm and approve the appointment of Nicholas C. Atwood as the Municipal Judge.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.d.

Meeting Date: 11/19/2018

Ludi Hiring

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Confirm and approve the Interim City Manager's hiring of Michael Ludi as the Director of Engineering.

Attachments

Ludi Hiring



Office of the City Manager

To: Honorable Mayor and Members of the City Commission

From: Eric Benson, Interim City Manager

Date: November 11, 2018

RE: Department Head Appointment: Director of Engineering

In accordance with the City Charter, “the appointments of all heads of departments shall not become effective until they have been approved by the Board of Commissioners” (Article V, Section 2). Mr. Ludi has worked for the City of Shawnee since November 2008. He was hired as the Assistant City Engineer and has taken on increasing duties over the past 10 years within the department in preparation for the retirement of the previous City Engineer. His official appointment is to begin November 11, 2018.

I believe Mr. Ludi will serve the City well in this position.

Regular Board of Commissioners

1.e.

Meeting Date: 11/19/2018

Brown

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Retirement for Teresa Brown.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.f.

Meeting Date: 11/19/2018

McAlister

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Retirement for Perry McAlister.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.g.

Meeting Date: 11/19/2018

Cook

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Retirement for Terry Cook.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.h.

Meeting Date: 11/19/2018

Oden

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Retirement for Charlie Oden, Jr.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.i.

Meeting Date: 11/19/2018

Townsend

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Retirement for Damon Townsend

Attachments

No file(s) attached.

Regular Board of Commissioners

1.j.

Meeting Date: 11/19/2018

Murrell

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Retirement for Michael Murrell.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.k.

Meeting Date: 11/19/2018

Johnson

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Retirement for Tamera Johnson.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 11/19/2018

Pack Recognition

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Recognition of Lieutenant Tony Pack for receiving the 2018 Shawnee Fire Department Firefighter of the Year Award.

Attachments

No file(s) attached.

Regular Board of Commissioners

5.

Meeting Date: 11/19/2018

Reece Recognition

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Recognition of Captain Roy Reece for receiving the 2018 Shawnee News-Star Firefighter of the Year Award.

Attachments

No file(s) attached.

Regular Board of Commissioners

6.

Meeting Date: 11/19/2018

Judge Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible approval of a resolution of the Mayor and the City Commission that establishes and provides for compensation of Municipal Judge Nicholas C. Atwood pursuant to Article II, Chapter 12, Section 12-28 of the Shawnee Municipal Code.

Attachments

Judge Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA THAT ESTABLISHES AND PROVIDES COMPENSATION OF THE MUNICIPAL JUDGE PURSUANT TO ARTICLE II, CHAPTER 12, SECTION 12-28 OF THE CITY CODE.

WHEREAS, the Mayor has named Nicholas C. Atwood as a proposed appointee for the office of Municipal Judge, and submitted the proposed appointee, in writing, to the City Commission, on November 5, 2018, which was the next to the last regularly scheduled meeting prior to the day upon which the proposed appointment would take effect, being December 1, 2018;

WHEREAS the proposed appointee Nicholas C. Atwood is licensed to practice law in the State of Oklahoma, and is a resident of the City of Shawnee, and is otherwise qualified for the office pursuant to Article II, Chapter 12, Sections 12-25 [Judges.] and 12-29 [Vacancies in office of judge.].

WHEREAS, the appointment of Municipal Judge is provided for in Article II, Chapter 12, Section 12-28 of the City Code, and in doing so, the same Section provides that the Commission, by resolution, will provide for the compensation of the Judge of the court;

AND WHEREAS, it is understood by all, and expressed herein, that Judge Atwood will be undertaking and performing the vast majority of the responsibilities, duties, and work associated with the position of Municipal Judge during the above-described tenure; Appointee shall be responsible for scheduling and compensating his replacement for any court dates missed, for any reason, during his tenure.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Commission of Shawnee, Oklahoma that:

- A. Nicholas C. Atwood has been appointed the Municipal Judge for the City of Shawnee, Oklahoma, effective December 1, 2018 and through June 30, 2020; and that the City Commission ratifies such appointments herein.
- B. Nicholas C. Atwood, or an entity of his assignment, will receive compensation from the City for serving as Municipal Judge from December 1, 2018 through June 30, 2020.
- C. Municipal Judge Atwood will receive compensation in the amount of the pro-rata share of the yearly gross salary amount for Office of Municipal Judge, being two bi-weekly gross installments of \$1,538.46 each.

[SIGNATURE PAGE TO FOLLOW]

PASSED AND APPROVED this 19th day of November, 2018.

RICHARD FINLEY, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners

7.

Meeting Date: 11/19/2018

Judge Contract

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a contract with Municipal Judge Nicholas C. Atwood.

Attachments

Judge Agreement

AGREEMENT

THIS AGREEMENT is made EFFECTIVE December 1, 2018, by and between The City of Shawnee, Oklahoma, a municipal corporation, hereinafter referred to as the "City", and Nicholas C. Atwood, hereinafter referred to as "Atwood" or "Appointee" (collectively referred to herein as the "Parties").

WITNESSETH:

WHEREAS, the City has a need for obtaining a municipal judge for and during the tenure provided for in 11 O.S. §§ 101 *et seq.* and Chapter 12 of the City of Shawnee, Oklahoma, City Code (hereinafter the "City Code"), and Appointee has the requisite qualifications.

WHEREAS, the Parties desire to enter into an agreement wherein Appointee is employed by the City effective on the above date to perform such terms of employment as contained within this Agreement, and the Parties hereto desire to commit their agreement to writing and to be legally bound thereby;

NOW, THEREFORE, in consideration of their mutual promises and covenants contained herein, all Parties hereto agree as follows:

1. Employment. The City hereby employs Appointee, in his official capacity, as the municipal judge for the City. Furthermore, this Agreement is contemplated by the parties to be contingent upon the following stipulations that represent compliance with applicable state law and City Code:

- a. Appointee is authorized to practice law in the State of Oklahoma, and is in good, active standing with its bar association;
- b. Appointee is a resident of the City of Shawnee, Oklahoma;
- c. Appointee has been properly appointed by the mayor of the City of Shawnee;
- d. Appointee's appointment has been confirmed, and otherwise consented to by the City of Shawnee, Oklahoma's governing body, being the City Commission.
- e. During the course of Appointee's employment, he will not engage in, or be involved in, any act, situation, or occurrence, which tends to subject Appointee or the City to any ridicule, contempt or embarrassment, or which reflects unfavorably upon either the City, or the Appointee.
- f. Appointee may engage in the practice of law in any other court during his tenure of office, but he will not accept employment inconsistent with his duties as municipal judge, or arising out of facts which give rise to, or are connected with, cases within the

jurisdiction of the court pending in the court that might become the subject of proceedings in the court;

- g. Appointee may serve as judge of other municipal courts, if such service may be accomplished consistently with his duties as municipal judge for the City, and with the consent of the City Commission.

2. Compensation. The City will pay Appointee a salary of \$40,000.00 for each year, paid in bi-weekly installments throughout the tenure, as provided for, and in compliance with, Chapter 12, Article II, Sections 12-25—29 of the City Code and/or any of its subsequent supplements and recodifications regulating the same. Appointee shall be responsible for scheduling and compensating his replacement for any court dates missed, for any reason, during his tenure.

3. Terms of Employment. The City will employ Appointee for the remainder of the current two (2) year term. Pursuant Chapter 12, Article II, Section 12-25 of the City Code and/or any of its subsequent supplements and recodifications regulating the same, Appointee's term of employment as municipal judge will expire on June 30, 2020. Prior to the expiration of the Agreement, the Parties may review the Agreement at which time it will either be renewed, or allowed to terminate, pursuant to its terms. If Appointee, pursuant to the terms of this Agreement, determines that he will prematurely vacate his position and employment with the City, Appointee must give 60 days' written notice to the other Party.

4. Benefits. Appointee is employed as contract labor only and will not be considered a full time or part time employee entitled to any type of benefits paid by the City. Vacation and sick leave are not provided as a part of this Agreement.

5. Termination for Cause. The City may terminate Appointee's employment for cause pursuant to, and in compliance with, Chapter 12, Article II, Section 12-26 of the City Code and/or any of its subsequent supplements and recodifications regulating the same.

6. Severability. Invalidity of any one or more of the provisions of this Agreement shall not invalidate or affect any of the other provisions hereof, and this Agreement shall be construed, interpreted and enforced in all respects as though such invalid or unenforceable provisions were omitted.

7. Amendment. This Agreement may be amended or modified only by written consent of the Parties.

8. Entire Agreement. This Agreement supersedes any and all prior agreements regarding the matters contained herein.

9. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties, their respective heirs, personal representatives, successors and assigns.

10. Litigation. If any litigation is initiated by either party to this agreement, the prevailing party shall be entitled to recover its fees and costs incurred therein, including attorney fees and all costs of litigation.

11. Applicable Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA,
A municipal corporation

ATTEST:
(SEAL)

ERIC BENSON, Interim City Manager

LISA LASYONE, CMC, City Clerk

NICHOLAS C. ATWOOD

Regular Board of Commissioners

8.

Meeting Date: 11/19/2018

Swearing Judge

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Swearing in of Nicholas C. Atwood as Municipal Judge.

Attachments

No file(s) attached.

Regular Board of Commissioners

9.

Meeting Date: 11/19/2018

Surplus Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion.

Attachments

Surplus Resolution

Surplus Resolution Ex. A

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY PUBLIC AUCTION AND, IN THE EVENT ITEMS DO NOT SELL AT PUBLIC AUCTION, DISPOSAL AT THE CITY'S DISCRETION.

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

That the items of personal property are described as set out in attached Exhibit "A".

Said property is hereby declared City owned items which are surplus items no longer needed for City purposes; that the City of Shawnee is authorized to sell said items to the public by auction. If any items do not sell at the auction, said items may be disposed at the City's discretion.

Adopted this 19th day of November, 2018.

ATTEST:

Richard Finley, Mayor

(Seal)

Lisa Lasyone, CMC, City Clerk

IT Department							
ASSET ID	ASSET TYPE	MANUFACTURER	MODEL	SERIAL NUMBER	Description	Internal notes	QTY
3150	Laptop	Dell	Dimension 2350	4242L21	From 2003 - No hard drive	WSMobile12	
2713	Laptop	Gateway		BQB01031719	From 2006 - No hard drive	WSMobile05	
4361	Laptop	Dell	Precision M4800	7X8BD12	No hard drive	WSMobile64	
	Amplifier	CPA650	CPA650		Needs repair		
6	B/W Cameras	Panasonic	wv-CP244		Analog, all were working when replaced		6
4	Ipads	Apple	Version 2		Box of functioning Ipads		
	Scanner	Epson	C231A	GSFY184600	Flatbed scanner		
	Workstation	Dell	Precision T1500	896CPL1	No hard drive	OLETS	
	Video Machine		Digital	HNF31A509070005	Unknown if it works anymore		
	Workstation	Dell	Precision T1650	1WGZSW1	No hard drive	Dispatch	
	Emachine	IBM		PTNB70200193504A539000	No hard drive		
	Desktop	Dell	old	400WPC1	No hard drive	WS26	
	Small Tablet	Dell	old		No hard drive	MT02	
	Toughbook	Panasonic	CF30	8DKYA27288	No hard drive	MU38	
	Toughbook	Panasonic	CF30	OBKYA18357	No hard drive	MU54	
	Toughbook	Panasonic	CF30	OBKYA18342	No hard drive	MU56	
	Laptop	Dell	Latitude D520	FGYMB1	No hard drive	WSMobile 25	
	Laptop	Dell	Precision M6500	C176FN1	No hard drive	WSMobile 49	
	Laptop	Dell	Precision M20	2Q75X81	No hard drive	WSMobile 19	FS1Displ
	Laptop	Dell	Precision M6500	B176FN1	No hard drive	WSMobile 51	
	Desktop	Dell	Optiplex 980	CXYBLM1	No hard drive	WS93	
	Color Laser Printer	HP	MPM477fdw		Needs form roller replaced		
	B/W Laser Printer	HP	M1319FMFP		Works		
	B/W Laser Printer	Lexmark	X264dn		Works		
	Color Laser Printer	HP	2605dn		Works		
	Color InkJet Printer	HP	3050		Works	from 2006	
	B/W Laser Printer	HP	3005		Works	from 2008	
	Desktop	Dell	Optiplex 990	40GCKQ1	No hard drive	WS129	
	Desktop	Dell	Optiplex 990	40GDKQ1	No hard drive	WS117	
	Desktop	Dell	Optiplex 990	40FGKQ1	No hard drive	WS130	
	Desktop	Dell	Optiplex 990	DPW74V1	No hard drive	WS147	
	Desktop	Dell	Optiplex 980	CXXGLM1	From 2010 - No hard drive	WS99	
2425	Desktop	Clone	N/A	N/A	No hard drive or CPU	Sysmon	
	Desktop	Dell	Optiplex 990	40G7KQ1	No hard drive	WS121	
	Desktop	Dell	Optiplex 990	DPZ74V1	No hard drive	WS111	
	Desktop	Dell	Optiplex 990	40FFKQ1	No hard drive	WS119	
	Desktop	Dell	Optiplex 990	5K4KFQ1	No hard drive	WS109	

	Desktop	Dell	Optiplex 990	CSSGLS1	No hard drive	WS125	
	Desktop	Dell	Optiplex 980	CXZFLM1	No hard drive	WS104	
	Desktop	Dell	Optiplex 990	5K3MFQ1	No hard drive	WS107	
	Desktop	Dell	Optiplex 990	DPYC4V1	No hard drive	WS151	
	Desktop	Dell	Optiplex 990	40G9KQ1	No hard drive	WS120	
	Desktop	Dell	Optiplex 990		No hard drive	WS135	
	Desktop/Monitor	Dell	Optiplex 990	D6J1QS1	No hard drive	WS137	
	Desktop/Monitor	Dell	Optiplex 990	DQ0B4V1	No hard drive	WS144	
	Desktop/Monitor	Dell	Optiplex 990	D6HYPS1	No hard drive	WS133	
4569	Laptop	Precision	M4800	GQBZN12	No hard drive	WSMobile65	
10	Power Packs	Link		Box of electronic power packs for mobile equipment			
	Cabling	misc		Box of misc cables and wires			
	Cable Modem	Arris		Box of 7 Arris D3.0 Touchstone Cable Modems			7
13	Thermal Printers	Pentax		Box of old thermal pocketjet printers			13
13	Signature Pads	Topaz		Box of serial port Topaz signature pads			13
5	Cell Phones			Box of misc used cell phones			

Department	Asset No.	Year	Make	Model	Description	Serial No.	Quantity
City Clerk					Wooden Frame Ingraham Clock		
Utility Biling					AC Adapter	36150-0002468	
Utility Biling					AC Adapter	36150-005546	
Utility Biling					AC Adapter	30050-0075028	
Utility Biling					AC Adapter	30050-0078395	
Utility Biling					Ariat Composite Toe Work Boots - Size 8.5	10011958	
Utility Biling					Ariat Steel Toe Workboots - Size 10EE		
Utility Biling					Dap Technologies Cord	CSCE800-NA	
Utility Biling					Dap Technologies Cord	SCSE800-NA	
Utility Biling					Dap Technologies Cord	36150-0000158	
Utility Biling					Dap Technologies Cord	???	
Utility Biling					Dap Technologies dabase CE5000 Ethernet	02306907CBCE540E	
Utility Biling					Dap Technologies dabase CE5000 Ethernet	02306915CBCE540E	
Utility Biling					Dap Technologies dabase CE5000 Ethernet	02306915CBCE540E	
Utility Biling					Dap Technologies dabase CE5000 Ethernet	0230615CBCE540E	
Utility Biling					Dap Technologies dabase CE5000 Ethernet	02321168CBCE540E	
Utility Biling					Dap Technologies dabase CE5000 Ethernet	01311811CBCE540V1	
Utility Biling					Justin Composite Toe Workboots - Size 10 1/2 EE		
Utility Biling					Justin Composite Toe Workboots - Size 12EE	WK4625	
Utility Biling					Justin Steel Toe Work Boots - Size 10D		
Utility Biling					Justin Steel Toe Workshoes - Size 10M	235	
Utility Biling					Muck Boot Steel Toe Rain Boots - Size 10	20016	
Utility Biling					Muck Boot Steel Toe Rain Boots - Size 11	120014	
Utility Biling					Muck Boot Steel Toe Rain Boots - Size 12	100016	
Utility Biling					Muck Boot Steel Toe Rain Boots - Size 8	20016	
Utility Biling					Muck Boot Steel Toe Rain Boots - Size 9	100016	
Utility Biling					Neptune Microflex Handheld	CE5320BWE	
Utility Biling					Neptune Microflex Handheld	CYX003440	
Utility Biling					Neptune Microflex Handheld	???	
Utility Biling					Neptune Microflex Handheld	CYX003466	
Utility Biling	3381				Neptune Microflex Handheld	CYX003448	
Utility Biling					Neptune Microflex Handheld	EYX003339	
Utility Biling					Puma Composite Toe Authletic Shoe - Size 10		

Utility Biling					Puma Composite Toe Athletic Shoe - Size 11		
Utility Biling					Reebok Athletic Composite Toe Shoes - Size 10 M	RB4620	
Utility Biling					Reebok Athletic Composite Toe Shoes - Size 10.5		
Utility Biling					Reebok Athletic Composite Toe Shoes - Size 10.5	RB4625	
Utility Biling					Reebok Athletic Composite Toe Shoes - Size 11.5	RB1620	
Utility Biling					Reebok Composite Toe Athletic Shoe - Size 13M		
Utility Biling					Twisted X Steel Toe Work Shoes - Size 8.5 W	MDMST01	
Utility Biling					Twisted X Steel Toe Work Shoes - Size 9M (Womens)	WDMST01	
Utility Biling			Bates	RNM6-7	Auto Numbering Machine		2
Utility Biling					Box dry erase markers		1
Utility Biling					Columnar sheets		1 PKG
Utility Biling				M-6	Dymo label maker		1
Utility Biling					Expanding file organizer		1
Utility Biling					Extension cord		1
Utility Biling			Raovac		Flashlight		1
Utility Biling			Patton	UD-100	Floor fan/heater		1
Utility Biling					Index card box		1
Utility Biling					Intercom Mics		2
Utility Biling					Invoice book		1
Utility Biling					Mousepad		1
Utility Biling					Nickle & dime coin wrappers		full bx
Utility Biling			Tannco	B-600	Number stamper		1
Utility Biling					Organizer tray		1
Utility Biling					Phone charger		1
Utility Biling				PN-66935	Phone ear replacement pieces		3pk
Utility Biling					Phone message book		2
Utility Biling					Pitney Bowes Tape		4 rolls
Utility Biling					Rulers		3
Utility Biling					Scissors		1
Utility Biling					Small Hand calculator		1
Utility Biling					Small silver box		1
Utility Biling					Staples/for copier		5 boxes
Utility Biling					Stop watches		2
Utility Biling					Surgeon gloves/old		22prs

Utility Biling					Tape dispenser		3
Utility Biling					Various stamps		11

Emergency Management Department
Surplus Property
October 26, 2018

1 each	Steelcase 3 tier bookshelf, sand City Property Sticker Number 1574
1 each	Steelcase 5 drawer lateral file cabinet, sand City Property Sticker Number 0347
1 each	Steelcase 5 drawer lateral file cabinet, sand City Property Sticker Number 3007
1 each	Steelcase 5 drawer lateral file cabinet, sand City Property Sticker Number 0191
1 each	8 foot wooden bookcase, walnut finish
1 each	Steelcase 3 drawer lateral file cabinet, sand
1 each	Steelcase 2 tier bookshelf, sand
1 each	Steelcase 6 foot Office desk with top, sand
1 each	Steelcase 6 foot Office desk, grey
1 each	Steelcase 3 drawer lateral file cabinet, sand
5 each	3x5 cork bulletin boards, aluminum frame
1 each	3x5 cork bulletin board, blue wooden frame
1 each	Truck bed cover for Ford 250
1 each	2 door wooden wardrobe cabinet 3 x 4, Cherry finish
1 each	HP deskjet printer
1 each	HP Workstation Model WX4600 Serial Number 2UA93909DF
1 each	HP Workstation Model WX4600 Serial Number 2UA9470LK8
1 each	HP Workstation Model WX4600 Serial Number 2UA9470LFL
1 each	HP Workstation Model WX4600 Serial Number 2UA9470LDN
25 each	aluminum water bottles, 16 oz.

SURPLUS PHONES AND MISC.

MAKE	MODEL	SERIAL #	MODEL #	W/HANDSET	COLOR
NORTEL	NORSTAR	NNTM63745875	M7208	YES	TAN
NORTEL	NORSTAR	NNTM63745875	M7208	YES	TAN
NORTEL	NORSTAR	NNTM60G7194	M7208	YES	TAN
NORTEL	NORSTAR	NNTM63746580	M7208	YES	TAN
NORTEL	NORSTAR	NNTM040CV1QZ	M7310	YES	GREY
NORTEL	NORSTAR	NT8B20AF93	M7310	YES	GREY
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7310	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7310	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M72085	YES	TAN
NORTEL	NORSTAR	436709032	NT8B30	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR	NNTM53232617	M7208	YES	TAN
NORTEL	ITT	416308944	NT8B30	YES	TAN
NORTEL	NORSTAR	NNTM6065716V	M7208	YES	TAN
NORTEL	NORSTAR	ILLEGIBLE		YES	TAN
NORTEL	NORSTAR		M7208	YES	TAN
NORTEL	NORSTAR	NNTM86462561	M7208	YES	TAN
NORTEL	NORSTAR	NNTM040DW5JE	M7208	YES	TAN
NORTEL	NORSTAR	NT8B3OAB-35	M7208	YES	TAN
NORTEL	NORSTAR	NNTM63744757	M7208	YES	TAN
NORTEL	NORSTAR	NNTM63744757	M7310	YES	TAN
NORTEL	NORSTAR	NNTM86462570	M7280	YES	TAN
NORTEL	NORSTAR	NNTM53232717	M7280	YES	TAN
NORTEL	MERIDIAN	437149032	NT8B30	YES	TAN
NORTEL	NORSTAR		NT88B20AB	NO	TAN
NORTEL	NORSTAR		M7310	NO	TAN
NORTEL	ITT	41008592	NT81D30	NO	TAN
NORTEL	ITT	409799027	NT8B20	NO	TAN
NORTEL	ITT		NT8B303	NO	TAN
NORTEL	ITT		NT8B20	NO	TAN
NORTEL	MERIDIAN		NT8B20	NO	TAN
NORTEL	ITT	A0406968	M7310	YES	TAN
NORTEL	ITT	40194032	NT8B20	YES	TAN
NORTEL	MERIDIAN	ILLEGIBLE		YES	TAN
NORTEL	ITT	40649050	NT8B30	YES	TAN
NORTEL	MERIDIAN	406039025	NT8B20	YES	TAN

SURPLUS PHONES AND MISC.

NORTEL	MERIDIAN	A0409174	M7310	YES	TAN
NORTEL	NORSTAR	4007690014	NT8B20	YES	TAN
NORTEL	MERIDIAN	414649023	NTB820	YES	TAN
NORTEL	MERIDIAN	41860923	NTB820	NO	TAN
NORTEL	MERIDIAN	400279025	NTB820	YES	TAN
NORTEL	MERIDIAN	402429024	NT8B20	YES	TAN
NORTEL	MERIDIAN	040939891C	NT8B20	YES	TAN
NORTEL	MERIDIAN	A0409174	M7310	YES	GREY
NORTEL	MERIDIAN	NNTM63752958	M7208	YES	TAN
NORTEL	NORSTAR	NNTM60G57165	M7208	YES	TAN
NORTEL	NORSTAR	ILLEGIBLE		YES	TAN
NORTEL	NORSTAR	ILLEGIBLE		YES	TAN
NORTEL	NORSTAR	NNTM60G57183	M7208	YES	TAN
NORTEL	NORSTAR	NNTM60G57176	M7208	YES	TAN
NORTEL	NORSTAR	NNTM6375203	M7208	YES	TAN
NORTEL	NORSTAR	NNTM86462549	M7208	YES	TAN
NORTEL	NORSTAR	436979032	NT8B30	NO	TAN
NORTEL	NORSTAR	NNTM60G5719N	M7208	NO	TAN
NORTEL	MERIDIAN		67M05	NO	TAN
NORTEL	ITT	NONE	NONE	YES	TAN
NORTEL	ITT	NONE	NONE	YES	TAN
NORTEL	ITT	NONE	NONE	YES	TAN
NORTEL	ITT	NONE	NONE	YES	TAN
NORTEL	ITT	NONE	NONE	YES	TAN
NORTEL	ITT	250009MBA20M496	RJ11C	YES	TAN
NORTEL	ITT	250009MBA20M3E9	RJ11C	NO	TAN
NORTEL	ITT	250009VBA20MCHA	RJ11C	NO	BLACK
NORTEL	ITT	ILLEGIBLE		NO	TAN
NORTEL	ITT	GUI3RE19475	RJ11C	NO	TAN
NORTEL	MERIDIAN	NT4X39JA	M5212	YES	BLACK
NORTEL	MERIDIAN	340320	NT4X31	YES	TAN
NORTEL	MERIDIAN	NNTM50100330	NT4X38	YES	BLACK
NORTEL	MERIDIAN	NNTM50100338	NT4X38	YES	TAN
NORTEL	MERIDIAN	NNTM50106GJ3	NT4X39	YES	TAN
NORTEL	MERIDIAN	S50GKBUPD	NT4X39	YES	TAN
NORTEL	MERIDIAN	360910	NT4X37	NO	BLACK
NORTEL	MERIDIAN	S50HH8RS	NT4X38	NO	BLACK
NORTEL	MERIDIAN	S50HFBIBP	NT4X38	NO	BLACK
NORTEL	MERIDIAN	NNM5010056T	NT4X39	NO	BLACK
NORTEL	MERIDIAN	NT4X37JA030WJ229	M5312	NO	BLACK
NORTEL	MERIDIAN	N74X36JA	M5209	NO	BLACK
NORTEL	MERIDIAN	B0233450	NT4X39	NO	BLACK
NORTEL	MERIDIAN	NNTM501045WQ	NT4X37	NO	BLACK
NORTEL	MERIDIAN	NT4X37JA03	M5312	NO	BLACK
NORTEL	MERIDIAN	NNTM5010D892	NT4X37	NO	BLACK
NORTEL	MERIDIAN	NNTM80107TUX	NT4X37	NO	BLACK
NORTEL	MERIDIAN	S50HJCANQ	NT4X37	NO	BLACK

SURPLUS PHONES AND MISC.

NORTEL	MERIDIAN	S50HCASM	NT4X37	NO	BLACK
NORTEL	MERIDIAN	NT4X37JB03	M5312	NO	BLACK
NORTEL	MERIDIAN	360410	NT4X37	NO	BLACK
NORTEL	MERIDIAN	NNTMT9699666	NJ316	NO	BLACK
NORTEL	MERIDIAN	NNTM59196778	M5216	NO	BLACK
NORTEL	MERIDIAN	NNTM59386255	M5216	NO	BLACK
NORTEL	MERIDIAN	NNTM59076936	M5313	NO	BLACK
NORTEL	MERIDIAN	NNTM59076110	M5313	NO	BLACK
NORTEL	MERIDIAN	427788946	NT8B20	NO	BLACK

(15) HANDSETS TAN

Parks Department Auction items

11 rolls of 6' chain link fence

3 Truck Bed Tool Boxes (2 silver, 1 white)

9 Disc Golf baskets

1 - 500 gallon tank

1 - 200 gallon tank

7 black chairs (Broken Backs)

4 desks (various sizes)

2 push mowers (not useable)

1 HVAC Unit

3 rolling office chairs

1 Foosball Table

2 - 12' extension ladders

5 Chainsaws (not working)

4 – T12 4 bulb light fixtures

1 deer stand

2 Diving board platforms (Rails, no boards)

1 Gas Griddle 48" X 29"

1 – 1979 Ford 3600 Tractor Asset#1505 (Asset Profile Form Attached)

1 – 2010 Cub Cadet Walk Behind Mower, Asset#22 (Asset Profile Form Attached)

1 – 1997 Ford F150, Asset#2113 (Asset Profile Form Attached)

1 Skid Mounted Sprayer Asset#3388 (Asset Profile Form Attached)

1 Mosquito Sprayer Asset#2353 (Asset Profile Form Attached)

The fire department has the following items to put in the auction:

- Center console and other interior parts removed from 2017 Chevy Suburban
- 9 misc. office chairs
- Large shop fan - Doesn't work. Needs motor.
- Whirlpool electric range. Glass top broken.
- Maytag front load washer. Doesn't work.
- 2 old tube type televisions
- 58 stackable chairs

Regular Board of Commissioners

10.

Meeting Date: 11/19/2018

Surplus Contract

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to approve an agreement with Excel Auction to auction surplus City property.

Attachments

Surplus Memo

Surplus Flyer

Surplus Agreement



Office of the Director of Operations

Date: November 13, 2018
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Request to Surplus and Auction City Equipment

Staff requests that the list of city equipment be deemed surplus and sold at auction. Items on the list are no longer needed or usable by the City Departments.

The date for the auction will be Saturday November 24, 2018 at the Exposition Center in Shawnee, Oklahoma. The City's auction items will be sold in conjunction with a regularly scheduled auction that Excel already has going on. The cost to the City is 10% of the total sales of the City's items that do not bring over \$1000.00.

For items that do not sell staff would like authorization to dispose of them in any means proper.

It is staff's recommendation to Surplus and Auction items.

The 10% fee for items sold under \$1000.00 will be deducted from the sale revenue before the auction company issues the City a check.



www.AplusAuction.net

Email: sellit@AplusAuction.net

Follow us on Facebook @AplusAuction

Consignment Auction November 24th

Heart of Oklahoma Expo Center
Shawnee, OK

**Consignments Check-In:
Mon-Wed (Nov 19-21) 8am-5:30pm**

No consignments accepted on Fri

All items available for viewing on Fri, Nov 23rd

No commission for items selling for \$1,000 or more 10% on items under \$1,000

**Construction Equipment, Tractors, Farm & Ranch Equipment, Trailers,
Lawn & Garden Equipment, Boats & RVs, Cars & Trucks and MORE!**

Turn your items to CASH!

CONSIGN NOW!

Call **Mitchell Armitage** at **405-641-9438**

with details of your consignments to be included on website and advertisements.

Picture deadline to be included on flier: Mon, Oct 29th



AGREEMENT

This is an Agreement between Mitchell Armitage, as sole proprietor of Excel Auctions, and the City of Shawnee for the sale of goods. All items provided by the City of Shawnee will be sold “as is” and without reserve prices during the Excel Auction sale at the Shawnee Expo Center on November 24, 2018. Said items will be located at the Shawnee Expo Center in Shawnee, Oklahoma.

Excel Auctions agrees to promote the sale of the items owned by the City of Shawnee to the best of their ability through advertising and fliers distributed to the current mailing list of approximately 1500 people and on the company’s website used for that purpose.

In consideration for the services rendered, Excel Auctions shall deduct a Ten Percent (10%) fee from the final sale price of only the items that sale for less than \$1000.00. All items that sell for more than \$1000.00 are free and clear of the fee. This percentage shall constitute the entire fee charged to the City of Shawnee for the services rendered as well as any advertising or operating expenses. Additionally, Excel Auctions charges a Ten Percent (10%) Buyer’s Premium—paid by the Buyer—on all items sold.

Dated this _____ day of November, 2018.

City of Shawnee, Oklahoma
A Municipal Corporation

Mitchell Armitage
Excel Auctions, LLC

Eric Benson, Interim City Manager

Mitchell Armitage

336920 E Hwy 62
McLoud, OK 74851

(405) 641-9438

Attest: _____

Lisa Lasyone, City Clerk

APPROVED AS TO FORM

Joe Vorndran, City Attorney

Regular Board of Commissioners

11.

Meeting Date: 11/19/2018

Sales Tax/Treasurer Rpt

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax and City Treasurer Report.

Attachments

Sales Tax/Treasurer Rpt



Date: November 19, 2018
To: Honorable Mayor and City Commissioners
From: Chance Allison, CPA, Finance Director and City Treasurer
Subject: November Sales and Use Tax Deposit

Sales and Use Tax Collections: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 are required to remit tax estimates each month by the 20th; in addition, entities are required to report their final tax collections for the previous month along with a final payment of taxes for the previous month on the 20th. To summarize, tax collections remitted to the City of Shawnee by the OTC in November consist of October estimates and September final reported collections. Any taxes collected for months prior to September will include accrued late penalty interest.

Sales Tax Collection Allocated by Fund:

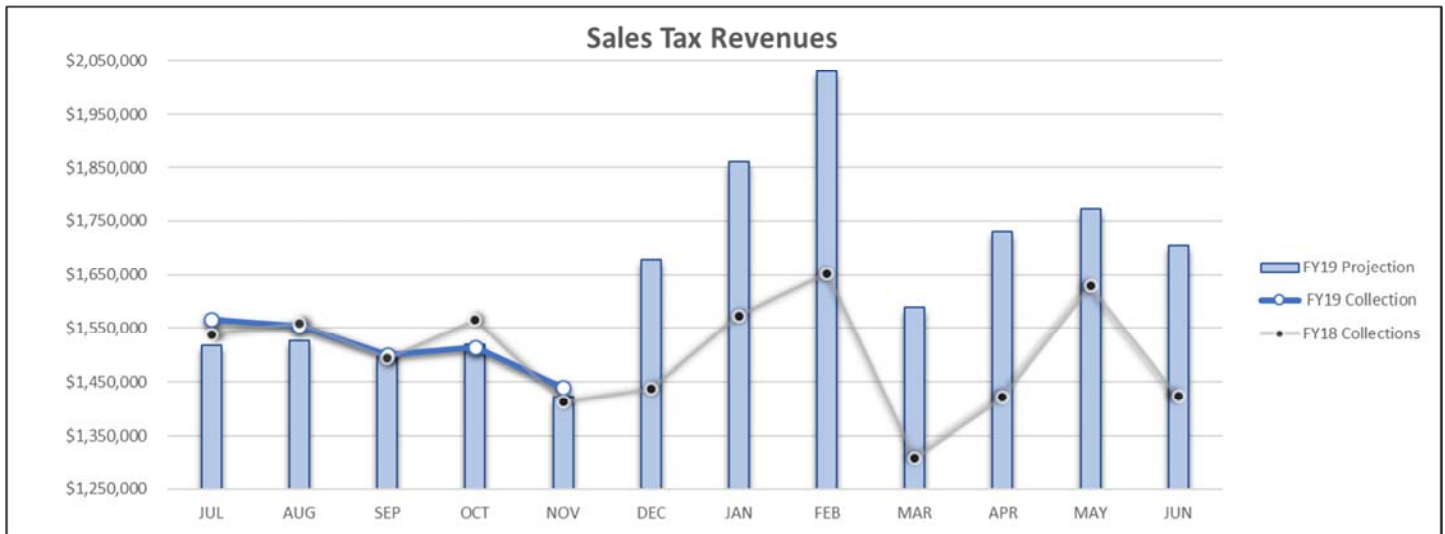
The October sales tax deposit was \$1,440,649.08, including interest of \$1,175.80, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 960,432.72
Capital Improvements Fund	186,083.84
Street Improvements Fund	210,094.65
Economic Development Fund	24,010.83
Police Sales Tax Fund	30,013.52
Fire Sales Tax Fund	<u>30,013.52</u>
Total Sales Taxes Collected	<u>\$ 1,440,649.08</u>

Finance Department Report:

Sales and use tax collections totaled \$1,562,379 for November 2018. The overall budgeted increase for both sales and use tax collections for FY 2019 was a modest 0.50% based on conservative estimates of historical trends. Sales taxes are slightly up year-to-date for the same year-to-date period in FY 2018; additionally, monthly tax collections received are consistently tracking with monthly budgeted projections providing collections of 1.20% over budgeted sales tax collections. Use tax collections are down approximately (\$95,000) year-to-date for the same period in FY 2018 due to an unusually high collection in August 2017 skewing the FY 2018 result year-to-date. Overall, use taxes collected in FY 2019 are slightly (1.59%) below budgeted projections.

Fiscal Year 2018 Sales Tax Collections and Performance:

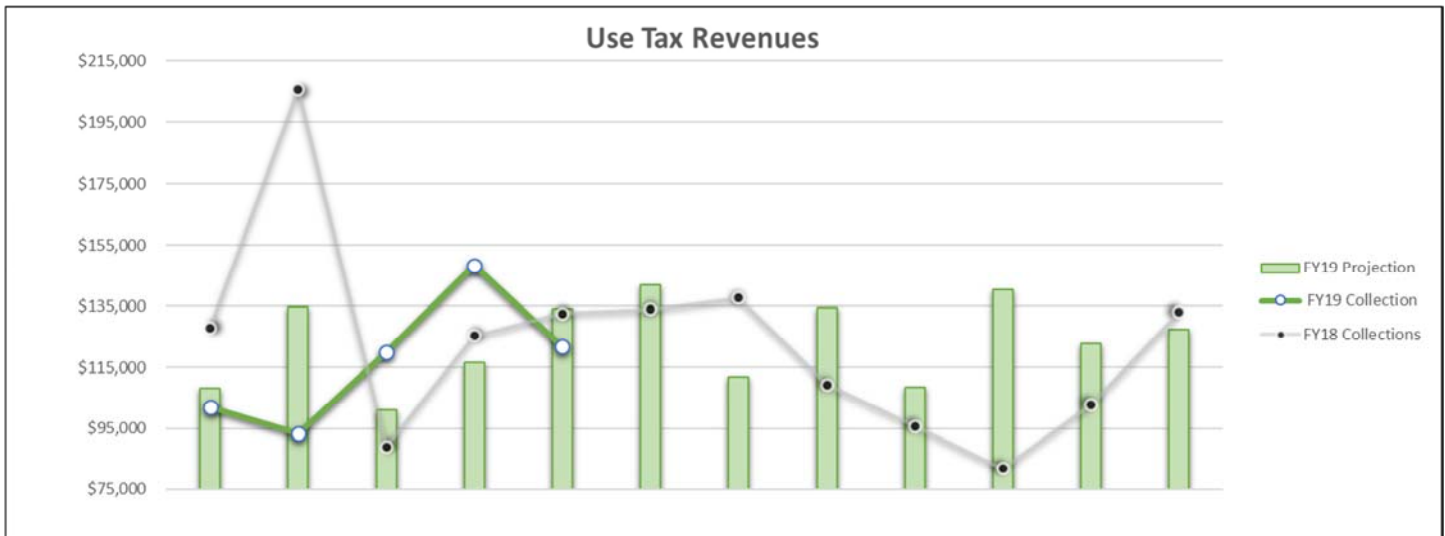


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (November 2018):	\$ 1,421,483	\$ 1,440,649	\$ 19,166	1.35%
Sales Tax Receipts (year-to-date):	\$ 7,483,835	\$ 7,573,790	\$ 89,955	1.20%

	November 2018	November 2017	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 1,440,649	\$ 1,412,195	\$ 28,454	2.01%

	Year To Date FY 2019	Year To Date FY 2018	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 7,573,790	\$ 7,568,319	\$ 5,471	0.07%

Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts November 2018):	\$ 134,174	\$ 121,730	\$ (12,444)	-9.27%
Use Tax Receipts (year-to-date):	\$ 594,826	\$ 585,386	\$ (9,440)	-1.59%

	November 2018	November 2017	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 121,730	\$ 132,536	\$ (10,806)	-8.15%

	Year To Date FY 2019	Year To Date FY 2018	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 585,386	\$ 680,221	\$ (94,835)	-13.94%

Regular Board of Commissioners

14.

Meeting Date: 11/19/2018

Executive Session - Flores

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to enter into executive session for discussion related to the employment of Mark Flores in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.

Regular Board of Commissioners

15.

Meeting Date: 11/19/2018

Executive Session - CM

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to enter into executive session for discussion related to the employment of Interim City Manager in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.

Regular Board of Commissioners

16.

Meeting Date: 11/19/2018

Executive Session - Flores

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in executive session related to the approval of the employment of Mark Flores in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.

Regular Board of Commissioners

17.

Meeting Date: 11/19/2018

Executive Session - CM

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in executive session related to the approval of the employment of Interim City Manager in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.
